



**CAMBRIDGE**  
**CITY COUNCIL**

## **THE FORWARD PLAN**

1 October 2012 - 31 January 2013

Contact Officer: James Goddard

Telephone: 01223 457013

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

## Executive Councillors 2011/12

|   |                            |  |
|---|----------------------------|--|
| Leader and Executive Councillor for Strategy and Climate Change | Councillor Tim Bick        | 01223 45 7231<br><a href="mailto:tim.bick@btinternet.com">tim.bick@btinternet.com</a>                  |
| Executive Councillor for Arts, Sport and Public Places          | Councillor Rod Cantrill    | 01223 368928<br><a href="mailto:rcantrill@millingtonadvisory.com">rcantrill@millingtonadvisory.com</a> |
| Executive Councillor for Community Development and Health       | Councillor Mike Pitt       | 01223 709544<br><a href="mailto:mike@einval.com">mike@einval.com</a>                                   |
| Executive Councillor for Customer Services and Resources        | Councillor Julie Smith     | 01223 766259<br><a href="mailto:julie.smith@cambridge.gov.uk">julie.smith@cambridge.gov.uk</a>         |
| Executive Councillor for Environmental and Waste Services       | Councillor Jean Swanson    | 01223 248319<br><a href="mailto:jsswanson@ntlworld.com">jsswanson@ntlworld.com</a>                     |
| Executive Councillor for Housing (and Deputy Leader)            | Councillor Catherine Smart | 01223 511210<br><a href="mailto:chlsmart@cix.co.uk">chlsmart@cix.co.uk</a>                             |
| Executive Councillor for Planning and Sustainable Transport     | Councillor Tim Ward        | 01223 316389<br><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 October 2012 - 31 January 2013

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 and Regulatory Committees for discussion and formal decision.

The Plan is updated monthly and a full copy sent to all Councillors. 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 (James Goddard) 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          | 38      | 22 November | 6 November            | 13 November           | 14 November       |
|                               | 38 - 39 | 31 January  | 15 January            | 22 January            | 23 January        |
| East Area Committee           | 36      | 18 October  | 2 October             | 9 October             | 10 October        |
|                               | 36 - 37 | 29 November | 13 November           | 20 November           | 21 November       |
|                               | 37      | 10 January  | 12 December           | 19 December           | 20 December       |
| South Area Committee          | 40      | 12 November | N/A                   | 1 November            | 2 November        |
|                               | 40 - 41 | 14 January  | N/A                   | 3 January             | 4 January         |
| West/Central Area Committee   | 42 - 43 | 1 November  | N/A                   | 23 November           | 24 November       |
|                               | 43      | 10 January  | N/A                   | 19 December           | 20 December       |
| Environment                   | 19 - 21 | 9 October   | 11 September          | 25 September          | 27 September      |
|                               | 21      | 15 January  | 3 December            | 17 December           | 21 December       |
| Development Plan Scrutiny Sub | 14 - 17 | 16 October  | N/A                   | 4 October             | 8 October         |
|                               | 17      | 13 November | N/A                   | 1 November            | 5 November        |
|                               | 17      | 18 December | N/A                   | 6 December            | 10 December       |
|                               | 18      | 22 January  | N/A                   | 10 January            | 14 January        |
| Housing Management Board      | 22      | 8 January   | 3 December            | 17 December           | 21 December       |
| Community Services            | 9 - 13  | 11 October  | 13 September          | 27 September          | 1 October         |
|                               | 13      | 17 January  | 3 December            | 17 December           | 21 December       |
| Strategy and Resources        | 23      | 3 October   | N/A                   | 24 September          | 25 September      |
|                               | 23 - 29 | 15 October  | 17 September          | 1 October             | 3 October         |
|                               | 29 - 30 | 21 January  | 3 December            | 17 December           | 21 December       |
| Licensing                     | 32 - 33 | 8 October   | N/A                   | 27 September          | 28 September      |
|                               | 33      | 28 January  | N/A                   | 17 January            | 18 January        |
| Standards                     | N/A     | N/A         | N/A                   | N/A                   | N/A               |
| Civic Affairs                 | 34      | 21 November | 5 November            | 12 November           | 13 November       |
|                               | 34      | 30 January  | 14 January            | 21 January            | 22 January        |

## 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

### 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<br/>Asset Manager</p>                               | <p>This is a key decision and will automatically appear on the agenda.</p> |
| <p>Housing Revenue Account (HRA) Mid-Year Business Plan Update</p> <p>To approve an update of the HRA Business Plan in preparation for the 2013/14 budget process.</p> |          | <p>An update of the Business Plan approved in February 2012 at a special joint HMB and Community Services an then by Council, to include revised assumptions, identification of known changes and approval of the approach to be taken to the 2013/14 budget process in respect of savings and strategic re-investment. The report will be presented to both HMB, for the revenue and operational implications and Community Services for the capital and strategic implications.</p> | <p>Executive Councillor for Housing</p> | <p>Julia Hovells<br/>Business Manager &amp; Principal Accountant</p> | <p>This is a key decision and will automatically appear on the agenda.</p> |

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| <p>Leisure Management October 2013 Onwards</p> <p>Approve release of the new and updated tender specification.</p>                  |  | <p>As per Scrutiny Committee report in January 2012 this is the next phase for the leisure management procurement process - October 2013 onwards.</p>      | <p>Executive Councillor for Arts, Sport and Public Places</p> | <p>Ian Ross<br/>Recreation Services Manager</p>  | <p>This is a key decision and will automatically appear on the agenda.</p> |
| <p>Council New Build Programme - Scheme Approvals</p> <p>To approve that a number of schemes be taken forward into development.</p> |  | <p>This report requests specific approval to take a number of schemes in the Council's New Build Programme forward into the next stage of development.</p> | <p>Executive Councillor for Housing</p>                       | <p>Alan Carter<br/>Head of Strategic Housing</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<br/>Head of Community Development</p> | <p>Requested for pre-scrutiny by Councillor Blencowe and Councillor Birtles.</p> |

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| <p>Project Appraisal - Capital Grant Application From Arbury Community Centre</p> <p>To approve the capital grant application.</p>          |  | <p>The centre is planning a major refurbishment of their small hall and associated toilet and kitchenette facilities to improve community access and range of use. They have applied for a capital grant from developer contributions to cover the total cost of the works.</p> | <p>Executive Councillor for Housing</p>                          | <p>Trevor Woollams<br/>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<br/>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<br/>Head of Community Development</p> | <p>Requested for pre-scrutiny by Councillor Blencowe and Councillor Birtles.</p> |

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| <p>Repairs and Maintenance Improvement Plan - Authority to Procure New IT Solutions</p> <p>Permission to proceed with procurement of new IT for the Repairs and Maintenance service.</p> |  | <p>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.</p>   | <p>Executive Councillor for Housing</p>                       | <p>Hilary Newby<br/>Repairs &amp; Maintenance Improvement Manager</p> | <p>Not currently requested for pre-scrutiny.</p> |
| <p>Disposal of 7 Severn Place Cambridge CB1 1HL</p> <p>To approve the principle of the disposal of 7 Severn Place to Unex Group Holdings Limited as part of a site assembly scheme.</p>  |  | <p>7 Severn Place is an HRA property. The Council was approached by Unex Group Holdings Limited to purchase the property to form part of a site assembly scheme. Terms of a potential sale have been provisionally agreed, subject to contract and Committee approval. Any sale would only go ahead subject to identifying suitable alternative accommodation for the existing tenant, by agreement.</p> | <p>Executive Councillor for Housing</p>                       | <p>Robert Hollingsworth<br/>Head of City Homes</p>                    | <p>Not currently requested for pre-scrutiny.</p> |
| <p>Corn Exchange Box Office Software</p> <p>To procure a 3 year contract for Box Office software.</p>  |  | <p>The purpose of the decision is to ensure the best value from the software used to sell tickets in the Box Office.</p>   | <p>Executive Councillor for Arts, Sport and Public Places</p> | <p>Steve Bagnall<br/>Cultural Facilities Manager</p>                  | <p>Not currently requested for pre-scrutiny.</p> |

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| <p>Corn Exchange PA System</p> <p>Award a contract for purchase and installation of a PA system for the Corn Exchange.</p> |  | <p>Replace the existing PA which is no longer fit for purpose with a new system appropriate to the business needs of the Corn Exchange.</p> | <p>Executive Councillor for Arts, Sport and Public Places</p> | <p>Steve Bagnall<br/>Cultural Facilities Manager</p> | <p>Not currently requested for pre-scrutiny.</p> |
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### Community Services Scrutiny Committee – 17 January 2013 (Key Decisions)

No key items currently scheduled for 17 January.

### Community Services Scrutiny Committee – 17 January 2013 (Non Key Decisions)

| Subject/Decision   | New Item | Background Information   | Decision Taker   | Officer  | Additional Information                           |
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| <p>Credit Unions</p> <p>To agree options to improve the accessibility of Credit Unions to Cambridge residents.</p> |          | <p>At Council in May 2012 Members asked officers to consider how the Council might help promote the services offered by Credit Unions to Cambridge residents and help make them more accessible. This report will set out proposals for members to consider.</p> | <p>Executive Councillor for Community Development and Health</p> | <p>Trevor Woollams<br/>Head of Community Development</p> | <p>Not currently requested for pre-scrutiny.</p> |

## Development Plan Scrutiny Sub Committee - 16 October 2012

| Subject/Decision   | New Item | Background Information   | Decision Taker  | Officer   | Additional Information                                    |
|--|----------|--|---|---|---|
| <p>Employment Land Review Update - Final Report</p> <p>To endorse the final findings of the update to the Employment Land and its use as part of the evidence base for the review of the Local Plan.</p> |          | <p>The Cambridge and South Cambridgeshire Employment Land Review 2008 has been updated to look at demand and supply of employment land in the two districts to ensure that there is enough land to support Cambridge's economy. This will inform the production of the Council's Local Plan.</p> | <p>Executive Councillor for Planning and Climate Change</p> | <p>Stephen Miles<br/>Planning Policy &amp; Economic Development Officer</p> | <p>This item will automatically appear on the agenda.</p> |

Assessment of the effectiveness of Percentage Renewable Energy (Merton Rule) Policies

To consider the findings of the Merton Rule Assessment Study and to endorse its use as part of the evidence base for the review of the Local Plan.

Policy 8/16 of the 2006 Local Plan requires all major developments to meet 10% of their energy requirements through the use of on-site renewable energy generation, a policy referred to as a Merton Rule policy. South Cambridgeshire, Fenland and Huntingdonshire District Councils have adopted similar policies. In order to assess the effectiveness of these policies, and to help inform future planning policy direction, South Cambridgeshire District Council, commissioned Climate Works Ltd to undertake a detailed survey, analysis and assessment of the use, delivery, effectiveness and future role of these policies. The findings of this study are applicable across all local planning authorities in Cambridgeshire, and will benefit all authorities as they review their current Local Plans, and as such this work has progressed on a joint basis. This committee report considers the findings of this study and the future role of Merton Rule policies might play as part of the review of the Local Plan.

Executive Councillor for Planning and Climate Change

Emma Davies  
Senior Sustainability Officer  
(Design & Construction)

This item will automatically appear on the agenda.

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| <p>Local Plan Review - Report on Issues and Options Consultation and Next Steps</p> <p>To consider the key issues arising from the Issues and Options consultation and next steps.</p> | <p>The City Council is currently reviewing the Local Plan. Issues and Options consultation took place between 15 June to 27 July 2012. Over 10,000 comments have been received and registered by the Council. The report will outline the key issues and themes arising from the consultation comments as well as outlining the next steps.</p> | <p>Executive Councillor for Planning and Climate Change</p> | <p>Sara Saunders<br/>Planning Policy Manager</p> | <p>This item will automatically appear on the agenda.</p> |
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| <p>Local Plan Review - Assessment of Sites for Allocation in the New Local Plan</p> <p>To consider and approve the draft methodology for the assessment of sites to be allocated in the new Local Plan.</p> | <p>The City Council is currently reviewing the Local Plan and has already consulted upon Issues and Options. One of the next stages is to assess potential sites for allocation for different types of land use such as employment, housing, retail, leisure. A draft methodology has been produced to assess the sites, for discussion and approval. The main assessment tool will be a pro forma with criteria to assess different aspects of the sites. This builds upon the pro forma used for the assessment of housing sites in the Strategic Housing Land Availability Assessment (SHLAA) and takes into account the requirements of the Sustainability Appraisal.</p> | <p>Executive Councillor for Planning and Climate Change</p> | <p>Myles Greensmith<br/>Principal Planning Policy Officer</p> | <p>This item will automatically appear on the agenda.</p> |
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**Development Plan Scrutiny Sub Committee - 13 November 2012**

Currently no items scheduled for 13 November 2012.

**Development Plan Scrutiny Sub Committee - 18 December 2012**

Currently no items scheduled for 18 December 2012.

**Development Plan Scrutiny Sub Committee - 22 January 2013**

Currently no items scheduled for 22 January 2013.

## 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 Rate</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<br/>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<br/>Strategy and Partnerships Manager</p> | <p>This is a key decision and will automatically appear on the agenda.</p> |

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| <p>Introduction of Dog Control Orders</p> <p>To introduce Dog Control Orders within the City Council boundaries.</p>   |  | <p>To enable PCSO support in enforcement against dog fouling and other dog related nuisance it is necessary to introduce Dog Control Orders within the City boundary. Subject to the required consultations it is proposed that approval is given for the introduction of Dog Control Orders.</p>  | <p>Executive Councillor for Environmental and Waste Services</p> | <p>Toni Ainley<br/>Head of Streets and Open Spaces</p> | <p>This is a key decision and will automatically appear on the agenda.</p> |
| <p>Adoption of Interim Planning Policy Guidance (IPPG) on the Protection of Public Houses in Cambridge</p> <p>To approve the IPPG on the Protection of Public Houses in Cambridge.</p> |  | <p>The loss of public houses over the past 18 months has become a local planning issue in Cambridge. The draft Interim Planning Policy Guidance on the Protection of Public Houses in Cambridge was open to public consultation from 15th June 2012 for a period of 6 weeks. This guidance is intended to provide the criteria that should be considered to help determine planning applications relating to a change of use or redevelopment of a public house.</p> | <p>Executive Councillor for Planning and Climate Change</p>      | <p>Sara Saunders<br/>Planning Policy 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)**

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
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| <p>Council Appointment to the Cam Conservators</p> <p>To review the recommendation of the four member panel appointed to consider application for public members appointed by the Council to the Cam Conservators.</p> |  | <p>The Environment Scrutiny Committee of the 26th June 2012 agreed that officers should advertise the Cam Conservator vacancies. A panel of four member would then consider all application and make recommendation.</p> | <p>Executive Councillor for Planning and Climate Change</p> | <p>Glenn Burgess<br/>Committee Manager</p> <p>Requested for pre-scrutiny by Councillor Herbert and Councillor Owers.</p> |
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**Environment Scrutiny Committee – 15 January 2013 (Key Decisions)**

No key items currently scheduled for 15 January.

**Environment Scrutiny Committee – 15 January 2013 (Non Key Decisions)**

No non key items currently scheduled for 15 January.

## Housing Management Board – 8 January 2013 (Key Decisions)

No key items currently scheduled for 8 January.

## Housing Management Board – 8 January 2013 (Non Key Decisions)

| 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<br>Business Manager &<br>Principal Accountant | Not currently requested for pre-scrutiny. |
| Rent Arrears Policy and the Housing Related Debt Policy<br><br>To agree the Rent Arrears Policy and the Housing Related Debt Policy. |          | The report will review the Rent Arrears Policy and Housing Debt Related Policy, which were last reviewed in 2010. The review of the Policies will take in account the changes of Welfare Reform. | Executive Councillor for Housing | Andrew Latchem<br>Area Housing Manager                      | Not currently requested for pre-scrutiny. |

### Strategy and Resources Scrutiny Committee - 3 October 2012 (Key Decisions)

| Subject/Decision   | New Item | Background Information  | Decision Taker  | Officer   | Additional Information   |
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| <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<br/>Head of Tourism &amp; City Centre Management</p> | <p>This is a key decision and will automatically appear on the agenda.</p> |

### Strategy and Resources Scrutiny Committee - 3 October 2012 (Non Key Decisions)

Currently no non key items scheduled for 3 October 2012.

### 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<br/>Head of ICT Client</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<br/>Head of Customer Services</p>     | <p>This is a key decision and will automatically appear on the agenda.</p> |
| <p>Procurement Strategy 2012-17</p> <p>To approve a new procurement strategy for the period 2012 to 2017.</p> |  | <p>The current strategy comes to an end in November 2012. A new strategy has been prepared and is put forward for approval by the Executive Councillor following scrutiny.</p>                              | <p>Executive Councillor for Customer Services and Resources</p> | <p>Debbie Quincey<br/>Strategic Procurement Adviser</p> | <p>This is a key decision and will automatically appear on the agenda.</p> |



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| <p>District Heating Scheme</p> <p>To consider a report on the financial feasibility of the scheme and to determine if the project is to proceed to the next stage with the support of Intelligent Energy Europe (IEE) funding.</p>         |  | <p>In April 2012 the City Council agreed to support a bid for IEE funding to allow the development of this project to a stage that a delivery partner is commissioned to design and build the scheme, the decision to utilise this funding was subject to financial feasibility work which will now be reported to the committee.</p> | <p>Leader of the Council</p>                                    | <p>Simon Payne<br/>Director of Environment</p>              | <p>This is a key decision and will automatically appear on the agenda.</p> |
| <p>Review of Streetlife Anti-Social Behaviour</p> <p>The Leader is asked to consider the work done so far in addressing streetlife ASB and approve the recommendations for the next steps to be taken to continue to tackle the issue.</p> |  | <p>Members are invited to comment on the Council's dual role in addressing the social care needs of the street life community whilst reducing any adverse impact of their behaviour on the rest of the community. Members are also asked to endorse the recommended next steps in addressing the issues.</p>                          | <p>Leader of the Council</p>                                    | <p>Lynda Kilkelly<br/>Safer Communities Section Manager</p> | <p>This is a key decision and will automatically appear on the agenda.</p> |
| <p>Options for Site K1, Orchard Park</p> <p>To decide which option to proceed with for the disposal of Site K1 at Orchard Park.</p>  |  | <p>To consider options for the disposal of Site K1 in the context of the completed phase 1 report on the feasibility of an enabled community self-provided housing scheme.</p>  | <p>Executive Councillor for Customer Services and Resources</p> | <p>David Horspool<br/>Director of Resources</p>             | <p>This is a key decision and will automatically appear on the agenda.</p> |

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| <p>Landholdings at Cambridge Northern Fringe East</p> <p>To consider options relevant to the Council's landholdings at Cambridge Northern Fringe East.</p>   |  | <p>To determine the Council's position with regard to land in the vicinity of Cowley Road, including consideration of the potential for future joint development.</p>   | <p>Executive Councillor for Customer Services and Resources</p> | <p>David Horspool<br/>Director of Resources</p> | <p>This is a key decision and will automatically appear on the agenda.</p> |
| <p>Local Government Resource Review - Business Rates Retention Pooling Options</p> <p>To agree arrangements for governance, transparency, investment and distribution of revenues and dissolution of a Cambridgeshire pool – enabling a final decision on whether to take forward a pooling arrangement in time for the Government's November 2012 deadline.</p> |  | <p>At the Strategy and Resources Scrutiny Committee in July a decision was made to instruct officers, in conjunction with other authorities, to work up arrangements for governance, transparency, investment and distribution of revenues and dissolution of a Cambridgeshire pool – enabling a final decision on whether to take forward a pooling arrangement in time for the Government's November 2012 deadline.</p> | <p>Leader of the Council</p>                                    | <p>David Horspool<br/>Director of Resources</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 |
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| <p>Standard Item: General Debts - Bad Debts for Write-off</p>  |  | <p>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.</p>   | <p>Executive Councillor for Customer Services and Resources</p> | <p>Karl Tattam<br/>Support Services Manager</p>     | <p>Requested for pre-scrutiny by Councillor Herbert and Councillor Birtles.</p> |
| <p>Standard Item: NNDR</p>   |  | <p>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.</p> | <p>Executive Councillor for Customer Services and Resources</p> | <p>Alison Cole<br/>Head of Revenue and Benefits</p> | <p>Requested for pre-scrutiny by Councillor Herbert and Councillor Birtles.</p> |
| <p>ICT Infrastructure Upgrades and Contracts</p> <p>To procure replacement network switch equipment and a telephone systems maintenance contract. Funding from existing budgets.</p> |  | <p>Replace the currently out of date core switch equipment to maintain service, and to re-let the maintenance contract for the Council's telephone switch, call queuing and recording system and telephone switch disaster recovery.</p>  | <p>Executive Councillor for Customer Services and Resources</p> | <p>James Nightingale<br/>Head of ICT Client</p>     | <p>Not currently requested for pre-scrutiny.</p>                                |

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| <p>Review Of Use Of The Regulation Of Investigatory Powers Act</p> <p>To review the Council's use of powers under the Regulation of Investigatory Powers Act.</p>      |  | <p>A Home Office Code of Practice recommends an annual review of the Council's use of the Regulation of Investigatory Powers Act 2000 (RIPA) and its surveillance policy. The report also summarises changes to the Council's powers to use RIPA. The Council has not used RIPA powers since February 2010.</p> | <p>Leader of the Council</p>                                    | <p>Simon Pugh<br/>Head of Legal Services</p>     | <p>Not currently requested for pre-scrutiny.</p>                                 |
| <p>Disposal of 7 Severn Place Cambridge CB1 1HL</p> <p>To approve the disposal of 7 Severn Place to Unex Group Holdings Limited as part of a site assembly scheme.</p> |  | <p>7 Severn Place is a Housing property. The Council was approached by Unex Group Holdings Limited to purchase the property to form part of a site assembly scheme. Terms of sale have been provisionally agreed, subject to contract and appropriate Committee approvals.</p>                                  | <p>Executive Councillor for Customer Services and Resources</p> | <p>Philip Doggett<br/>Chief Estates Surveyor</p> | <p>Requested for pre-scrutiny by Councillor Blencowe and Councillor Birtles.</p> |

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| <p>Localism Act 2011: Implementation of the Community Right to Bid</p> <p>Final agreement to the Council's approach to the implementation of the Community Right to Bid legislation and requirements.</p> | <p>From October 2012 local community groups will be able to identify land and buildings that provide an important service in their community and nominate these for inclusion on a list of assets of community value maintained by the city council. If an asset on the list comes up for sale, community organisations will have up to six months in which to bid to buy the asset, before it goes on the open market. This new right is called the 'Community Right to Bid'.</p> | <p>Leader of the Council</p> | <p>Patsy Dell<br/>Head of Planning</p> | <p>Not currently requested for pre-scrutiny.</p> |
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### Strategy and Resources Scrutiny Committee - 21 January 2013 (Key Decisions)

No key items currently scheduled for 21 January.

### Strategy and Resources Scrutiny Committee - 21 January 2013 (Non Key Decisions)

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
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|--|--|--|--|---|---|
| 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<br>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<br>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<br/>Head of Tourism &amp; City Centre Management</p> | <p>This item will automatically appear on the agenda.</p> |
| <p>Revision of Scheme of Delegation under the Gambling Act 2005</p> <p>Delegation of authority to exercise functions under the Gambling Act 2005 to the Head of Refuse &amp; Environment.</p>  |          | <p>The Licensing Committee reviewed the delegation of functions under the Licensing Act 2003 in June 2012 following changes in legislation and other statutory licensing functions have similarly been reviewed.</p>  | <p>Licensing Committee</p> | <p>Yvonne O'Donnell<br/>Environmental Health Manager - Commercial</p> | <p>This item will automatically appear on the agenda.</p> |
| <p>Hackney Carriage Survey</p> <p>To consider whether changes should be made to current criteria regarding licensing of Hackney Carriages.</p>   |          | <p>The findings of a recent survey of the demand for Hackney Carriages, the provision of taxi ranks and the Council's accessibility requirements will be presented for consideration.</p>   | <p>Licensing Committee</p> | <p>Yvonne O'Donnell<br/>Environmental Health Manager - Commercial</p> | <p>This item will automatically appear on the agenda.</p> |



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| <p>Revision of Cambridge City Council's Statement of Gambling Principles</p> <p>Consider the draft revised policy and refer to full Council for adoption.</p>      |  | <p>The Licensing Authority is required to prepare and publish a Statement of Principles at 3-year intervals. The next revision must published no later than 3 January 2013.</p>  | Licensing Committee | <p>Yvonne O'Donnell<br/>Environmental Health<br/>Manager - Commercial</p> | <p>This item will automatically appear on the agenda.</p> |
| <p>Revision of Cambridge City Council's Statement of Licensing Policy</p> <p>Consider the draft revised policy and refer to full Council for adoption.</p>         |  | <p>The Licensing Authority is required to prepare and publish a statement of licensing policy and review it at 3-year intervals. A review is required now to reflect changes to the Licensing Act.</p>   | Licensing Committee | <p>Yvonne O'Donnell<br/>Environmental Health<br/>Manager - Commercial</p> | <p>This item will automatically appear on the agenda.</p> |
| <p>Emission Standards for Taxi Vehicles</p> <p>To carry out consultation with taxi trade on emission standards for vehicles and timescales for implementation.</p> |  | <p>An Urgent Decision was made by the Director of Environment on 6th August 2012, to defer implementation of previously agreed policy. The report will provide evidence of current fleet emission predictions and propose a new policy for consultation.</p> | Licensing Committee | <p>Yvonne O'Donnell<br/>Environmental Health<br/>Manager - Commercial</p> | <p>This item will automatically appear on the agenda.</p> |

**Licensing – 28 January 2013**  
No items currently scheduled for 28 January.

### Civic Affairs - 21 November 2012

| Subject/Decision  | New Item | Background Information   | Decision Taker       | Officer   | Additional Information                                    |
|---|----------|--|----------------------|---|---|
| <p>The Localism Act and the Committee System</p> <p>Whether to recommend to Council that Cambridge City Council return to the Committee system.</p> |          | <p>In the context of the Localism Act 2011 powers concerning the committee system, the Strategy Portfolio Plan 2012/13 contains an objective to determine whether the Council should adopt a different arrangement for scrutiny and decision making.</p> | <p>Civic Affairs</p> | <p>Andrew Limb<br/>Head of Corporate Strategy</p> | <p>This item will automatically appear on the agenda.</p> |

### Civic Affairs - 30 January 2013

No items currently scheduled for 30 January.

## 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 - 18 October 2012

| Subject/Decision                         | New Item | Background Information  | Decision Taker      | Officer  | Additional Information                             |
|--|----------|---|---------------------|--|--|
| 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<br>Grants Director,<br>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 |
|------------------|----------|------------------------|----------------|---------|------------------------|
|------------------|----------|------------------------|----------------|---------|------------------------|

|   |  |   |                            |   |   |
|---|--|---|----------------------------|---|---|
| <p>Policing and Safer Neighbourhoods</p>  |  | <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> | <p>East Area Committee</p> | <p>Lynda Kilkelly<br/>Safer Communities Section Manager</p> | <p>This item will automatically appear on the agenda.</p> |
| <p>Devolved Decision-Making and Developer Contributions: Update Following East Area Workshop</p> <p>To prioritise which proposed projects for funding from developer contributions should be taken forward.</p> |  | <p>Area workshops in September/October are seeking views on how local needs could be addressed using the developer contributions that are being devolved to the area committees.</p>  | <p>East Area Committee</p> | <p>Tim Wetherfield<br/>Urban Growth Project Manager</p>     | <p>This item will appear automatically on the agenda.</p> |

**East Area - 10 January 2013**

No items currently scheduled for 10 January.

## North Area - 22 November 2012

| Subject/Decision   | New Item | Background Information  | Decision Taker       | Officer  | Additional Information                             |
|--|----------|---|----------------------|--|--|
| 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. | North Area Committee | Marion Branch<br>Grants Director,<br>Cambridgeshire Community Foundation | This item will automatically appear on the agenda. |
| <p>Devolved Decision-Making and Developer Contributions: Update Following North Area Workshop</p> <p>To prioritise which proposed projects for funding from developer contributions should be taken forward.</p> |          | Area workshops in September/October are seeking views on how local needs could be addressed using the developer contributions that are being devolved to the area committees.   | North Area Committee | Tim Wetherfield<br>Urban Growth Project Manager                          | This item will appear automatically on the agenda. |

## North Area - 31 January 2013

| 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> | North Area Committee | Lynda Kilkelly<br>Safer Communities Section Manager | This item will appear automatically on the agenda. |

## South Area - 12 November 2012

| Subject/Decision   | New Item | Background Information  | Decision Taker       | Officer  | Additional Information                             |
|--|----------|---|----------------------|--|--|
| 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. | South Area Committee | Marion Branch<br>Grants Director,<br>Cambridgeshire Community Foundation | This item will automatically appear on the agenda. |
| <p>Devolved Decision-Making and Developer Contributions: Update Following South Area Workshop</p> <p>To prioritise which proposed projects for funding from developer contributions should be taken forward.</p> |          | Area workshops in September/October are seeking views on how local needs could be addressed using the developer contributions that are being devolved to the area committees.   | South Area Committee | Tim Wetherfield<br>Urban Growth Project Manager                          | This item will appear automatically on the agenda. |

## South Area - 14 January 2013

No items currently scheduled for 14 January.





## West/Central Area - 1 November 2012

| Subject/Decision                         | New Item | Background Information  | Decision Taker                | Officer  | Additional Information                             |
|--|----------|---|-------------------------------|--|--|
| 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. | West / Central Area Committee | Marion Branch<br>Grants Director,<br>Cambridgeshire Community Foundation | This item will automatically appear on the agenda. |
| Transport Corridor Area Transport Plans  |          | County Officers to attend Area Committees to give feedback on evaluated local member project proposals. The committee are asked to advise on the priorities to be adopted and agree a rolling programme funded from s106.   | West / Central Area Committee | David Halls<br>Capital Programme Manager                                 | This item will appear automatically on the agenda. |

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|---|--|--|--------------------------------------|---|---|
| <p>Devolved Decision-Making and Developer Contributions: Update Following West Area Workshop</p> <p>To prioritise which proposed projects for funding from developer contributions should be taken forward.</p> |  | <p>Area workshops in September/October are seeking views on how local needs could be addressed using the developer contributions that are being devolved to the area committees.</p> | <p>West / Central Area Committee</p> | <p>Tim Wetherfield<br/>Urban Growth Project Manager</p> | <p>This item will appear automatically on the agenda.</p> |
|---|--|--|--------------------------------------|---|---|

### West/Central Area - 10 January 2013

| <b>Subject/Decision</b>                  | <b>New Item</b> | <b>Background Information</b>   | <b>Decision Taker</b>                | <b>Officer</b>  | <b>Additional Information</b>                             |
|--|-----------------|---|--------------------------------------|---|---|
| <p>Policing and Safer Neighbourhoods</p> |                 | <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> | <p>West / Central Area Committee</p> | <p>Lynda Kilkelly<br/>Safer Communities Section Manager</p> | <p>This item will appear automatically on the agenda.</p> |