



CAMBRIDGE
CITY COUNCIL

THE FORWARD PLAN

1 March 2013 - 30 June 2013

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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 March 2013 - 30 June 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
Community Services	9 - 13	14 March	14 February	28 February	4 March
	14 - 14	16 May	19 April	3 May	8 May
	14 - 16	27 June	30 May	13 June	17 June
Development Plan Scrutiny Sub	17	25 March	N/A	13 March	15 March
	17 - 18	27 March	N/A	15 March	19 March
	18 - 19	16 April	N/A	4 April	8 April
	19 - 20	29 May	N/A	15 May	20 May
Environment	21 - 25	12 March	12 February	26 February	28 February
	25 - 26	18 June	21 May	4 June	6 June
Housing Management Board	27 - 28	5 March	5 February	19 February	21 February
	28 - 29	11 June	14 May	28 May	30 May
Strategy and Resources	30 - 32	9 April	8 March	22 March	26 March
Licensing	34	25 March	N/A	13 March	15 March
	34	15 April	N/A	3 April	5 April
	35	3 June	N/A	21 May	23 May
Civic Affairs	36 - 37	20 March	4 March	11 March	12 March
	37	13 May	24 April	1 May	2 May
	37	26 June	7 June	14 June	18 June
East Area	39 - 40	26 March	8 March	15 March	18 March
	40	25 April	9 April	16 April	17 April
	40	6 June	17 May	28 May	29 May
North Area	41 - 42	21 March	5 March	12 March	13 March
	42 - 43	16 May	30 April	7 May	8 May
South Area	44	7 March	N/A	26 February	27 February
	44 - 45	9 May	N/A	29 April	30 April
West/Central Area	46 - 47	25 April	N/A	16 April	17 April
	47	20 June	N/A	11 June	12 June

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 – 14 March 2013 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Arts, Sport and Public Places Portfolio Plan 2013/14</p> <p>To approve the draft Arts, Sport and Public Places Portfolio Plan for 2013/14.</p>		<p>The Portfolio Plan sets the strategic objectives for the Portfolio in 2013/14, describes the context in which the portfolio is being delivered, and details the activities required to deliver the key outcomes for the portfolio and relevant Council vision statements.</p>	<p>Executive Councillor for Arts, Sport and Public Places</p>	<p>Debbie Kaye Head of Arts and Recreation</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>Cambridge Folk Festival Security & PA Production Tenders 2014 - 2016</p> <p>Permission requested for officers to tender for the provision of PA/sound services and security for the Cambridge Folk Festival in 2014 (with options to extend for 2015 and 2016).</p>		<p>Seeking permission to enter a tender process for the provision of services with the below anticipated contract financial values: Security: £170, 000 max 3 year term (£53k pa approx) PA: £162, 000 max 3 year term (£50k approx pa)</p>	<p>Executive Councillor for Arts, Sport and Public Places</p>	<p>Elaine Midgley Arts & Events Manager</p>	<p>This is a key decision and will automatically appear on the agenda.</p>

<p>Community Development and Health Portfolio Plan 2013/14</p> <p>To approve the Community Development and Health Portfolio Plan for 2013/14.</p>		<p>The Portfolio Plan sets the strategic objectives for the Portfolio in 2013/14, describes the context in which the portfolio is being delivered, and details the activities required to deliver the key outcomes for the portfolio and relevant Council vision statements.</p>	<p>Executive Councillor for Community Development and Health</p>	<p>Trevor Woollams Head of Community Development</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>Community Development Strategy - Refresh</p> <p>To consider and agree a refresh of the Community Development Strategy.</p>		<p>The recent service review of ChYpPS, the on-going review of the management of community centres and the Community Development grants priorities (considered at this committee in January 2013) together with the growth of the city will inform a refresh of the Community Development Strategy's aim and objectives.</p>	<p>Executive Councillor for Community Development and Health</p>	<p>Trevor Woollams Head of Community Development</p>	<p>This is a key decision and will automatically appear on the agenda.</p>

<p>Community Centres - Future Management</p> <p>To agree a strategy for managing the Council's community centres into the future.</p>		<p>In June 2012 the Executive Councillor confirmed objectives and agree options to be taken forward which should shape future recommendations for future management of the Council's Community Centres. Recommendations were due to be reported to the Scrutiny committee in January 2013 but reporting has been put back to March 2013 to allow further engagement with providers from the voluntary sector and ward councillor.</p>	<p>Executive Councillor for Community Development and Health</p>	<p>Trevor Woollams Head of Community Development</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>Housing Portfolio Plan 2013/14</p> <p>To approve the Housing Portfolio Plan for 2013/14.</p>		<p>The Portfolio Plan sets the strategic objectives for the Portfolio in 2013/14, describes the context in which the portfolio is being delivered, and details the activities required to deliver the key outcomes for the portfolio and relevant Council vision statements.</p>	<p>Executive Councillor for Housing</p>	<p>Liz Bisset Director of Customer & Community Services</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>Ditchburn Place Refurbishment</p> <p>Refurbishment of extra care and sheltered housing flats to meet current standards and provide kitchens and level access bathrooms.</p>		<p>Community Services is asked to consider the proposal to update 51 flats to bring them inline with current standards and provide flexible housing for the future.</p>	<p>Executive Councillor for Housing</p>	<p>Robert Hollingsworth Head of City Homes</p>	<p>This is a key decision and will automatically appear on the agenda.</p>

<p>Garage and Play Area Site - Atkins Close</p> <p>To approve the feasibility of the re-development of Atkins Close Garage and play area for new council housing as part of the 3 year rolling programme.</p>		<p>The re-development of garage sites is part of the Councils 3 year rolling programme to deliver new council homes.</p>	<p>Executive Councillor for Housing</p>	<p>Alan Carter Head of Strategic Housing</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>Council New Build Programme - Wadloes Road Scheme Approval</p> <p>To approve the scheme be taken forward into development.</p>		<p>This report requests specific approval to take a scheme in the Council's New Build Programme forward into the next stage of development.</p>	<p>Executive Councillor for Housing</p>	<p>Alan Carter Head of Strategic Housing</p>	<p>This is a key decision and will automatically appear on the agenda.</p>

Community Services Scrutiny Committee – 14 March 2013 (Non Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Improvements to the Interiors of the Guildhalls Halls</p> <p>Recommend procurement approval.</p>		<p>Programme of improvements to the fabric of the halls and facilities on offer to users of the halls in line with the business development plan for this area.</p>	<p>Executive Councillor for Arts, Sport and Public Places</p>	<p>Steve Bagnall Cultural Facilities Manager</p>	<p>Requested for pre-scrutiny by Councillor Birtles and Councillor Moghadas.</p>

<p>The Introduction of Byelaws on Cherry Hinton Chalk Pit Local Nature Reserve and Ordinary Watercourses</p> <p>To approved the process and adoption of byelaws under section 21 of the National Parks and Access to the Countryside Act 1949 and section 66, Land Drainage Act 1991.</p>		<p>At the Cherry Hinton Chalk Pits the Wildlife Trust have requested bylaws be implemented to assist officers and the police in reducing potentially harmful activities. Ordinary watercourses throughout the City are both wildlife sites and essential to reducing the flood risk to the city.</p>	<p>Executive Councillor for Arts, Sport and Public Places</p>	<p>Simon Bunn Sustainable Drainage Engineer</p>	<p>Requested for pre-scrutiny by Councillor Blencowe and Councillor Moghadas.</p>
<p>Projects to Support Young People</p> <p>To consider a potential project or projects to support Young People and agree whether further feasibility work should be taken forward.</p>		<p>In June 2012 the Executive Councillor agreed that there was not enough support from young people to pursue a possible youth venue at the YMCA. He asked officers to engage further with young people at the Urban Sports Festival, held in November 2012 and to bring suggestions for a project or projects back to the Scrutiny Committee in March 2013.</p>	<p>Executive Councillor for Arts, Sport and Public Places, Executive Councillor for Community Development and Health</p>	<p>Trevor Woollams Head of Community Development</p>	<p>Requested for pre-scrutiny by Councillor Blencowe and Councillor Moghadas.</p>
<p>Grant Funding for Alcohol Services</p> <p>To seek approval to extend existing grant funding to Crime Reduction Initiatives to March 2014</p>		<p>The council is grant funding an alcohol service specifically targetted at homeless people who often don't benefit from mainstream provision. The request is to extend the funding for an additional year to align it with other Housing General Fund grants of this type.</p>	<p>Executive Councillor for Housing</p>	<p>David Greening Housing Advice Service Manager</p>	<p>Not currently requested for pre-scrutiny.</p>

Community Services Scrutiny Committee Special Meeting – 16 May 2013 (Key Decisions)

This is a Special Meeting convened specifically for the Leisure Management contract. Non key decisions are not expected.

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Leisure Management Contract 2013-2020</p> <p>To approve award of the Leisure Management Contract following the procurement process.</p>		<p>The Council's leisure management contract ends in September 2013. A procurement process is underway to put in place management arrangements from this date onwards.</p>	<p>Executive Councillor for Arts, Sport and Public Places</p>	<p>Debbie Kaye Head of Arts and Recreation</p>	<p>This is a key decision and will automatically appear on the agenda.</p>

Community Services Scrutiny Committee – 27 June 2013 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>2012/13 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Arts, Sport and Public Places Portfolio</p>		<p>The report outlines the portfolio's revenue and capital financial outturn for the financial year 2012/13 and outlines which budgets are to be carried forward into the next financial year.</p>	<p>Executive Councillor for Arts, Sport and Public Places</p>	<p>David Horspool Director of Resources</p>	<p>This is a key decision and will automatically appear on the agenda.</p>

<p>2012/13 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Community Development and Health Portfolio</p>		<p>The report outlines the portfolio's revenue and capital financial outturn for the financial year 2012/13 and outlines which budgets are to be carried forward into the next financial year.</p>	<p>Executive Councillor for Community Development and Health</p>	<p>David Horspool Director of Resources</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>2012/13 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Housing Portfolio</p>		<p>The report outlines the portfolio's revenue and capital financial outturn for the financial year 2012/13 and outlines which budgets are to be carried forward into the next financial year.</p>	<p>Executive Councillor for Housing</p>	<p>David Horspool Director of Resources</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>Affordable Housing Programme</p>		<p>The report outlines the portfolio's revenue and capital financial outturn for the financial year 2012/13 and outlines which budgets are to be carried forward into the next financial year.</p>	<p>Executive Councillor for Housing</p>	<p>Alan Carter Head of Strategic Housing</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>Houses in Multiple Occupation in Cambridge</p> <p>To approve recommendations arising from a project to investigate Houses in Multiple Occupation (HMOs) in Cambridge.</p>		<p>This report will show the results of an investigation into HMOs in the City, following a Council motion passed in April 2012, and recommend how services might be improved.</p>	<p>Executive Councillor for Housing</p>	<p>Helen Reed Housing Strategy Manager</p>	<p>This is a key decision and will automatically appear on the agenda.</p>

<p>Discharge of Homelessness Duties and Rough Sleeping Prevention</p> <p>To approve policy proposals for the discharge of the council's homelessness duties through an offer of private rented accommodation</p> <p>To note, for information, work being undertaken sub-regionally to prevent rough sleeping with funding from DCLG</p>	<p>As from November 2012 local authorities can discharge duties to homeless households in the private rented sector with or without the household's consent. The paper sets out a policy approach for doing this.</p> <p>Members are asked to note work being undertaken with sub-regional local authority partners to prevent rough sleeping as part of the government's 'No Second Night Out' strategy for tackling rough sleeping</p>	<p>Executive Councillor for Housing</p>	<p>David Greening Housing Advice Service Manager</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
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Community Services Scrutiny Committee – 27 June 2013 (Non Key Decisions)

No non key items currently scheduled for 27 June.

Development Plan Scrutiny Sub Committee - 25 March 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Cambridge Local Plan -Towards 2031 - Draft Policies and Chapters</p> <p>To consider and provide a steer on the approach being taken to draft policies and chapters of the Local Plan - Towards 2031</p>		<p>The City Council is currently reviewing the Local Plan. Following on from consultation on the Issues and Options Report, and meetings of DPSSC between November 2012 and February 2013, draft policies and chapters have been developed. The report will present these and seek a steer on the approach being taken prior formal approval being sought at Environment Scrutiny Committee.</p>	<p>Executive Councillor for Planning and Climate Change</p>	<p>Andrew Lainton Planning Policy Manager</p>	<p>This item will automatically appear on the agenda.</p>

Development Plan Scrutiny Sub Committee - 27 March 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
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<p>Cambridge Local Plan -Towards 2031 - Draft Policies and Chapters</p> <p>To consider and provide a steer on the approach being taken to draft policies and chapters of the Local Plan - Towards 2031</p>	<p>The City Council is currently reviewing the Local Plan. Following on from consultation on the Issues and Options Report, and meetings of DPSSC between November 2012 and February 2013, draft policies and chapters have been developed. The report will present these and seek a steer on the approach being taken prior formal approval being sought at Environment Scrutiny Committee.</p>	<p>Executive Councillor for Planning and Climate Change</p>	<p>Andrew Lainton Planning Policy Manager</p>	<p>This item will automatically appear on the agenda.</p>
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Development Plan Scrutiny Sub Committee - 16 April 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
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<p>Cambridge Local Plan -Towards 2031 - Issues and Options 2 Consultation Feedback</p> <p>To consider the key issues arising from the Issues and Options 2 consultation and provide a steer on the approach to take forward in relation to site allocations as well as the preferred approach and draft policies for opportunity areas, existing fringe sites and other strategic issues.</p>	<p>The City Council is currently reviewing the Local Plan. Consultation on the Issues and Options 2 (Site Options consultation) took place between 7th January to 18th February 2013. The report will outline the key issues raised in this consultation, and officer analysis and recommendations in relation to sites that could be allocated within the urban area (excluding Green Belt sites, which will be brought to this committee in May). Consideration will also be given to the preferred approach and draft policies to be taken forward in relation to Opportunity Areas, existing Fringe Sites and other strategic issues.</p>	<p>Executive Councillor for Planning and Climate Change</p>	<p>Andrew Lainton Planning Policy Manager</p>	<p>This item will automatically appear on the agenda.</p>
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Development Plan Scrutiny Sub Committee - 29 May 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
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<p>Cambridge Local Plan - Towards 2031 - Preferred Approach to Vision, Objectives and the Spatial Strategy to be Included in the Draft Local Plan</p> <p>To consider and seek support for the preferred approach to the Vision, Objectives and Spatial Strategy.</p>	<p>The City Council is currently reviewing the Local Plan. Consultation has already been undertaken on the Issues and Options Report (Summer 2012) and the Issues and Options 2 (Site Options), and the draft Plan is now being prepared. The report will present and seek support for the preferred approach being recommended for the Vision, Objectives and the Spatial Strategy, including housing and employment figures to be included in the draft Plan. It will also consider and seek support for the preferred approach for joint issues including Green Belt sites, Cambridge East, the Northern Fringe East and proposals for a Community Stadium.</p>	<p>Executive Councillor for Planning and Climate Change</p>	<p>Andrew Lainton Planning Policy Manager</p>	<p>This item will automatically appear on the agenda.</p>
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Environment Scrutiny Committee – 12 March 2013 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Environmental and Waste Services Portfolio Plan 2013/14</p> <p>To approve the Environmental and Waste Services Portfolio Plan for 2013/14.</p>		<p>The Portfolio Plan sets the strategic objectives for the Portfolio in 2013/14, describes the context in which the portfolio is being delivered, and details the activities required to deliver the key outcomes for the portfolio and relevant Council vision statements.</p>	<p>Executive Councillor for Environmental and Waste Services</p>	<p>Jas Lally Head of Refuse and Environment</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>Commercial Team Work Plan 2013-14</p> <p>To consider and approve a Work Plan for 2013-14 as required by the Food Safety Agency (FSA) and Health & Safety Executive (HSE).</p>		<p>The FSA and HSE require local authorities to produce a Work Plan and carry out interventions in accordance with national objectives to agreed national standard.</p>	<p>Executive Councillor for Environmental and Waste Services</p>	<p>Frank Harrison Commercial Team Manager</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>Planning and Climate Change Portfolio Plan 2013/14</p> <p>To approve the Planning and Climate Change Portfolio Plan for 2013/14.</p>		<p>The Portfolio Plan sets the strategic objectives for the Portfolio in 2013/14, describes the context in which the portfolio is being delivered, and details the activities required to deliver the key outcomes for the portfolio and relevant Council vision statements.</p>	<p>Executive Councillor for Planning and Climate Change</p>	<p>Patsy Dell Head of Planning</p>	<p>This is a key decision and will automatically appear on the agenda.</p>

<p>Cambridge City Centre Cycle Parking Project</p> <p>To approve project proposal, programme and scope, and authorise spending on initial project costs.</p>		<p>Approval is sought for the initiation of the project in accordance with project documentation, with implementation subject to further scrutiny, and approval of project appraisals.</p>	<p>Executive Councillor for Planning and Climate Change</p>	<p>Shah Hussain Project Delivery Officer</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
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Environment Scrutiny Committee – 12 March 2013 (Non Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Topographical Surveys for Grafton East, Queen Anne Terrace and Grand Arcade Multi Storey Car Parks</p> <p>Approve procurement and award of contract for Topographical surveys to be conducted on Multi-storey car parks.</p>		<p>Topographical surveys for 3 Multi-Storey Car Parks so that layout information is available for contractors to reference when conducting larger structural works/repairs/refurbishments in MSCP's.</p>	<p>Executive Councillor for Planning and Climate Change</p>	<p>Sean Cleary Operations Manager Car Parks</p>	<p>Not currently requested for pre-scrutiny.</p>

<p>Pro-active Conservation Work Programme 2013-14</p> <p>To consider an update on the Council's Pro-active Conservation Work Programme for 2013-14.</p>	<p>The Council undertakes a range of pro-active conservation work, from preparing Conservation Area Appraisals, area studies, to improvements to information management and the preparation of design guidance documents. The report will set out what was agreed by the Executive Councillor in March 2012, what has been delivered against that program in 2012-13, and what is planned for the forthcoming year.</p>	<p>Executive Councillor for Planning and Climate Change</p>	<p>Glen Richardson Urban Design and Conservation Manager</p>	<p>Requested for pre-scrutiny by Councillor Herbert and Councillor Marchant-Daisley.</p>
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<p>Community Infrastructure Levy Preliminary Draft Charging Schedule</p> <p>Members will be asked to consider and endorse the Cambridge Community Infrastructure Levy Preliminary Draft Charging Schedule and approve for consultation with key stakeholders. Members will also be asked to endorse the Cambridge CIL Viability Study as part of the evidence base for the CIL.</p>		<p>The Community Infrastructure Levy is a new charge which local authorities can place on developers, to help fund infrastructure needed to accommodate development in their area.</p> <p>The Council committed to taking a Community Infrastructure Levy forward at Development Plan Scrutiny Sub-Committee on 22-03-2011. The Council agreed a Project Plan for CIL at Development Plan Scrutiny Sub Committee on 17/07/2012.</p> <p>The Preliminary Draft Charging Schedule sets out proposed CIL charging rates, based on viability evidence.</p>	<p>Executive Councillor for Planning and Climate Change</p>	<p>Brendan Troy Senior Planning Policy Officer</p>	<p>Requested for pre-scrutiny by Councillor Herbert and Councillor Marchant Daisley.</p>
<p>Urgent Structural Repairs at Park Street Multi-Storey Car Park</p> <p>Approval to procure and award of contract for structural repairs to Park Street car park.</p>		<p>To approve urgent and essential structural repairs to Park Street multi-storey car park, to ensure its safe operation over the next 3 years.</p>	<p>Executive Councillor for Planning and Climate Change</p>	<p>Julie Edwards Administration and Projects Co-ordinator</p>	<p>Not currently requested for pre-scrutiny.</p>

<p>Investigations Into Building an Underground Car Park at Park Street</p> <p>Approval to procure and award of contract for drilling exploration works at Park Street Car Park.</p>		<p>To approve drilling exploration works at Park Street multi-storey car park so as to establish if sub level parking is viable.</p>	<p>Executive Councillor for Planning and Climate Change</p>	<p>Sean Cleary Operations Manager Car Parks</p>	<p>Not currently requested for pre-scrutiny.</p>
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Environment Scrutiny Committee – 18 June 2013 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>2012/13 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Planning and Sustainable Transport Portfolio</p>		<p>The report outlines the portfolio's revenue and capital financial outturn for the financial year 2011/12 and outlines which budgets are to be carried forward into the next financial year.</p>	<p>Executive Councillor for Planning and Climate Change</p>	<p>David Horspool Director of Resources</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>2012/13 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Environmental and Waste Services Portfolio</p>		<p>The report outlines the portfolio's revenue and capital financial outturn for the financial year 2011/12 and outlines which budgets are to be carried forward into the next financial year.</p>	<p>Executive Councillor for Environmental and Waste Services</p>	<p>David Horspool Director of Resources</p>	<p>This is a key decision and will automatically appear on the agenda.</p>

<p>Cambridge Local Plan - Towards 2031 - Draft Local Plan for Consultation</p> <p>To agree the draft Local Plan and its accompanying Sustainability Appraisal for public consultation, subject to final approval at Full Council.</p>	<p>Following on from consultation on the Issues and Options Report (summer 2012) and Issues and Options 2 (Site Options) consultation between January and February 2013, a draft Local Plan has now been prepared. This document contains a Vision and Objectives, Spatial Strategy, policies and proposals to guide the future development of the city to 2031. The report will seek approval of the draft Local Plan and its accompanying Sustainability Appraisal for a ten week period of public consultation.</p>	<p>Executive Councillor for Planning and Climate Change</p>	<p>Andrew Lainton Planning Policy Manager</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
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Environment Scrutiny Committee – 18 June 2013 (Non Key Decisions)

No non key items currently scheduled for 18 June.

Housing Management Board – 5 March 2013 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Housing Portfolio Plan 2013/14 To approve the Housing Portfolio Plan for 2013/14.		The Portfolio Plan sets the strategic objectives for the Portfolio in 2013/14, describes the context in which the portfolio is being delivered, and details the activities required to deliver the key outcomes for the portfolio and relevant Council vision statements.	Executive Councillor for Housing	Liz Bisset Director of Customer & Community Services	This is a key decision and will automatically appear on the agenda.
Ditchburn Place Refurbishment Refurbishment of extra care and sheltered housing flats to meet current standards and provide kitchens and level access bathrooms.		Housing Management Board to consider report prior to Community Services being asked to consider the proposal to update 51 flats to bring them inline with current standards and provide flexible housing for the future.	Executive Councillor for Housing	Robert Hollingsworth Head of City Homes	This is a key decision and will automatically appear on the agenda.

Housing Management Board – 5 March 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 Business Manager & Principal Accountant	Not currently requested for pre-scrutiny.

<p>Progress Report From Residents' Housing Regulation Panel on Their Inspection of Services</p> <p>To note the successes and relevance of this residents' co-regulation panel, in their second year of inspecting services.</p>		<p>This is the annual report from residents' Housing Regulation Panel, updating the Board on their recent and forthcoming inspections of services.</p>	<p>Executive Councillor for Housing</p>	<p>Marella Hoffman Principal Tenant Participation Officer</p>	<p>Requested for pre-scrutiny by Mrs Best and Mr Sweeney.</p>
<p>Gas Safety Certification for Leasehold Dwellings in Flat Blocks</p> <p>Should the Council provide a free gas safety inspection where leases or sub leases do not currently require the leaseholder to provide a valid Landlords Gas Certificate.</p>		<p>Some 400 Leasehold dwellings pose a potential Gas Safety Risk as the Council has no evidence of annual inspection records, risk would significantly reduce if we instigate a free annual gas inspection in respect of these properties.</p>	<p>Executive Councillor for Housing</p>	<p>Chris Brown Heating Engineer</p>	<p>Requested for pre-scrutiny by Mrs Best and Mr Sweeney.</p>
<p>Regulatory Changes to the Ombudsman System for Handling Tenants' Unresolved Complaints About Their Landlord, and Local Actions Required to Implement Those Changes</p> <p>To approve the plan of action proposed at point 3.11 of the report.</p>		<p>From April 2013, there will be minor regulatory changes to the system for handling tenants' unresolved complaints about their landlord. This report explains the changes and makes recommendations for how the Council might implement the regulatory requirements locally.</p>	<p>Executive Councillor for Housing</p>	<p>Marella Hoffman Principal Tenant Participation Officer</p>	<p>Not currently requested for pre-scrutiny.</p>

Housing Management Board – 11 June 2013 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Revenue and Capital Outturn, Carry Forwards and Significant Variances - HRA		The report outlines the portfolio's revenue and capital financial outturn for the financial year 2012/13 and outlines which budgets are to be carried forward into the next financial year	Executive Councillor for Housing	David Horspool Director of Resources	This is a key decision and will automatically appear on the agenda.

Housing Management Board – 11 June 2013 (Non Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Appointment of Vice-Chair for 2012/13			Housing Management Board		This item will automatically appear on the agenda.
To Nominate Three Tenants/Leaseholders' Representatives to Community Services Scrutiny Committee for Municipal Year 2013/14			Housing Management Board		This item will automatically appear on the agenda.
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 Business Manager & Principal Accountant	Not currently requested for pre-scrutiny.

Strategy and Resources Scrutiny Committee - 9 April 2013 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Customer Services and Resources Portfolio Plan 2013/14</p> <p>To approve the Customer Services and Resources Portfolio Plan for 2013/14.</p>		<p>The Portfolio Plan sets the strategic objectives for the Portfolio in 2013/14, describes the context in which the portfolio is being delivered, and details the activities required to deliver the key outcomes for the portfolio and relevant Council vision statements.</p>	<p>Executive Councillor for Customer Services and Resources</p>	<p>David Horspool Director of Resources</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>Strategy Portfolio Plan 2013/14</p> <p>To approve the Strategy Portfolio Plan for 2013/14.</p>		<p>The Portfolio Plan sets the strategic objectives for the Portfolio in 2013/14, describes the context in which the portfolio is being delivered, and details the activities required to deliver the key outcomes for the portfolio and relevant Council vision statements.</p>	<p>Leader of the Council</p>	<p>Andrew Limb Head of Corporate Strategy</p>	<p>This is a key decision and will automatically appear on the agenda.</p>

Strategy and Resources Scrutiny Committee - 9 April 2013 (Non Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
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<p>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 Support Services Manager</p>	<p>Not currently requested for pre-scrutiny.</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 Head of Revenue and Benefits</p>	<p>Not currently requested for pre-scrutiny.</p>
<p>Options for the Debit & Credit Card Contract (Merchant Acquirer)</p> <p>Whether to extend or re-tender the Current Debit / Credit Card contract.</p>		<p>The current contract expires in July 2013. The report will detail the options for extending or re-tendering the contract and make appropriate recommendations.</p>	<p>Executive Councillor for Customer Services and Resources</p>	<p>Julia Minns Head of Accounting Services</p>	<p>Not currently requested for pre-scrutiny.</p>
<p>Safer City Grant Scheme 2012/13: Report on Operation</p> <p>To consider the report and approve the recommendations.</p>		<p>End of grant report detailing grants awarded and a review of the criteria and grant application process.</p>	<p>Leader of the Council</p>	<p>Lynda Kilkelly Safer Communities Manager</p>	<p>Requested for pre-scrutiny by Councillor Birtles and Councillor Herbert.</p>

<p>Annual Review of the Council's Single Equality Scheme (2012 to 2015)</p> <p>To approve the actions for year two of the Single Equality Scheme (2013/14).</p>	<p>The Scheme sets how the Council will achieve its equality objectives and meet its Equality Duty. The review provides information on achievements during the first year of the scheme and proposes actions for the second year of the scheme.</p>	<p>Leader of the Council</p>	<p>Graham Saint Strategy Officer</p>	<p>Requested for pre-scrutiny by Councillor Birtles and Councillor Herbert.</p>
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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 – 25 March 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Approval of Street Trading Fees 2013/14</p> <p>The Committee is requested to consider the responses to the recent consultation on the proposed street trading fees for 2013/14 and to approve the fees to be implemented from 1st April 2013.</p>		<p>The proposed fees were approved for consultation at the Licensing Committee meeting on 8th October and have been subject to 6 weeks consultation.</p>	Licensing Committee	<p>Emma Thornton Head of Tourism & City Centre Management</p>	<p>This item will automatically appear on the agenda.</p>

Licensing – 15 April 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Designation of New Consent Streets and Prohibited Streets</p> <p>The Committee is requested to consider the responses to the recent publication of the intention to pass a resolution to designate two new consents streets and a resolution to designate 8 new prohibited streets and subject to the nature of these responses, to pass these resolutions.</p>		<p>The proposal to publish these intentions was approved at the Licensing Committee on 28th January 2013 have been subject to a 28 day consultation through the local press in accordance with Schedule 4 to the Local Government (Miscellaneous) Provisions Act 1982.</p>	Licensing Committee	<p>Emma Thornton Head of Tourism & City Centre Management</p>	<p>This item will automatically appear on the agenda.</p>

Licensing – 3 June 2013
No items currently scheduled for 3 June.

Civic Affairs - 20 March 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Internal Audit Plan / Strategy 2013		To examine the draft Internal Audit Plan for 2013 / 2014 and identify any areas for further consideration; and approve the plan and strategy.	Civic Affairs	Steve Crabtree Head of Internal Audit	This item will appear automatically on the agenda.
External Audit Plan and Fees 2012-13 To note and receive the Audit Plan and Fees for 2012-13.		Ernst and Young have been appointed as the Council's external auditors and will be at the meeting to present their audit plan for 2012-13.	Civic Affairs	Charity Main Accountant (Projects and Publications)	This item will appear automatically on the agenda.
The Introduction of Bylaws on Cherry Hinton Chalk Pit Local Nature Reserve and Ordinary Watercourses To approved the process and adoption of byelaws under section 21 of the National Parks and Access to the Countryside Act 1949 and section 66, Land Drainage Act 1991.		At the Cherry Hinton Chalk Pits the Wildlife Trust have requested bylaws be implemented to assist officers and the police in reducing potentially harmful activities. Ordinary watercourses throughout the City are both wildlife sites and essential to reducing the flood risk to the city.	Civic Affairs	Simon Bunn Sustainable Drainage Engineer	This item will appear automatically on the agenda.

<p>Review of the Council's Contract Procedure Rules (Part 4G of the Constitution)</p> <p>To approve revisions to the existing Contract Procedure Rules for implementation early in the new financial year.</p>	<p>The Council's Contract Procedure Rules were written in 2007 and need to be revised to reflect current Council policy; the work we have done to simplify processes to make them more accessible and to incorporate best practice.</p>	<p>Civic Affairs</p>	<p>Debbie Quincey Strategic Procurement Adviser</p>	<p>This item will appear automatically on the agenda.</p>
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Civic Affairs - 13 May 2013

No items currently scheduled for 13 May.

Civic Affairs - 26 June 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Statement of Accounts 2012-13</p> <p>Review and approval of required changes in accounting policy and presentation in respect of the 2012-13 Statement of Accounts.</p>		<p>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.</p>	<p>Civic Affairs</p>	<p>Charity Main Accountant (Projects and Publications)</p>	<p>This item will appear automatically on the agenda.</p>

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 - 26 March 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Police and Crime Commissioner		Presentation followed by an opportunity for public questions.	East Area Committee	Lynda Kilkelly Safer Communities Manager	This item will appear automatically on the agenda.
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 Manager	This item will appear automatically on the agenda.

Community Development and Leisure Grants		Background Information: 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	Elaine Shortt CDO (Grants & Voluntary Sector Support)	This item will automatically appear on the agenda.
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East Area - 25 April 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
South & East 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.	East Area Committee	David Halls Capital Programme Manager	This item will appear automatically on the agenda.

East Area - 6 June 2013

No items currently scheduled for 6 June.

North Area - 21 March 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Community Development and Leisure Grants		Background Information: 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	Elaine Shortt CDO (Grants & Voluntary Sector Support)	This item will automatically appear on the agenda.

<p>Cambridge 20mph Project - North Area Consultation</p> <p>To provide recommendation on proposals for public consultation including consultation area, method and proposed content for Phase 1 of the project.</p>	<p>A Capital budget of 400k has been allocated to the project, which is included within the capital plan.</p> <p>Authority to proceed with Phase 1 consultation, subject to ongoing approval at key stages by the Executive Cllr for Planning and Climate Change and in accordance with the agreed project stages, was provided by the Environmental Scrutiny Committee on 15.01.13</p>	<p>North Area Committee</p>	<p>Ben Bishop Cambridge 20mph Project Officer</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
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North Area - 16 May 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
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Policing and Safer Neighbourhoods	A profile of crime, anti-social behaviour and environmental issues is presented for discussion and comment Councillors. The committee are asked to advise on the priorities to be adopted for the next period of Neighbourhood Policing Councillors. The committee 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 Manager	This item will appear automatically on the agenda.
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South Area - 7 March 2013.

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
S106 Funding From Area Corridor 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.	South Area Committee	David Halls Capital Programme Manager	This item will appear automatically on the agenda.

South Area - 9 May 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Police and Crime Commissioner		Presentation followed by an opportunity for public questions.	South Area Committee	Lynda Kilkelly Safer Communities Manager	This item will appear automatically on the agenda.

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 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.	South Area Committee	Elaine Shortt CDO (Grants & Voluntary Sector Support)	This item will automatically appear on the agenda.

West Area - 25 April 2013

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 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.	West Central Area Committee	Elaine Shortt CDO (Grants & Voluntary Sector Support)	This item will automatically appear on the agenda.
Environmental Improvement Programme		Background Information: Requesting the allocation of newly suggested projects for the 2013/14 EIP Programme.	West Central Area Committee	Andrew Preston Project Delivery & Environment Manager	This item will appear automatically on the agenda.

West Area - 20 June 2013

No items currently scheduled for 20 June.