



## THE FORWARD PLAN

1 June 2013 - 30 September 2013

Contact Officer: James Goddard

Telephone: 01223 457013

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

## Executive Councillors 2012/13

Leader and Executive Councillor for Strategy	Councillor Tim Bick	01223 45 7231 <a href="mailto:tim.bick@btinternet.com">tim.bick@btinternet.com</a>
Executive Councillor for Community Wellbeing	Councillor Sarah Brown	01223 710580 <a href="mailto:sarah.brown@cambridge.gov.uk">sarah.brown@cambridge.gov.uk</a>
Executive Councillor for Customer Services and Resources	Councillor Julie Smith	01223 766259 <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 <a href="mailto:jsswanson@ntlworld.com">jsswanson@ntlworld.com</a>
Executive Councillor for Housing (and Deputy Leader)	Councillor Catherine Smart	01223 511210 <a href="mailto:chlsmart@cix.co.uk">chlsmart@cix.co.uk</a>
Executive Councillor for Public Places	Councillor Andrea Reiner	07717 693858 <a href="mailto:andrea.reiner@cambridge.gov.uk">andrea.reiner@cambridge.gov.uk</a>
Executive Councillor for Planning and Climate Change	Councillor Tim Ward	01223 316389 <a href="mailto:tim@brettward.co.uk">tim@brettward.co.uk</a>

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

## The Forward Plan: 1 June 2013 - 30 September 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
The Executive	9	30 September	N/A	19 September	20 September
Community Services	10-14	25 June	28 May	11 June	13 June
Development Plan Scrutiny Sub	15	9 July	N/A	27 June	1 July
	15	6 August	N/A	25 July	29 July
	15	10 September	N/A	29 August	2 September
Environment	16-21	11 June	13 May	28 May	30 May
Housing Management Board	22-25	4 June	3 May	20 May	22 May
Strategy and Resources	26-29	8 July	10 June	24 June	26 June
Licensing	31	24 June	N/A	13 June	14 June
Civic Affairs	32-34	26 June	N/A	17 June	18 June
	35	19 September	N/A	10 September	11 September
East Area	37	6 June	20 May	28 May	29 May
	38	25 July	9 July	16 July	17 July
	38	5 September	19 August	27 August	28 August
North Area	39	1 August	16 July	23 July	24 July
South Area	40	15 July	N/A	4 July	5 July
	40	16 September	N/A	5 September	6 September
West/Central Area	41	20 June	N/A	11 June	12 June
	41	5 September	N/A	27 August	28 August

## 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://democracy.cambridge.gov.uk/mgMemberIndex.aspx?bcr=1> and a search facility (including by postcode) is available at <http://democracy.cambridge.gov.uk/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 working 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.

The City Council petition scheme is available at <https://www.cambridge.gov.uk/petitions>

## **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

## **The Executive - 30 September 2013**

No items currently scheduled for 30 September 2013

## Community Services Scrutiny Committee – 25 June 2013 (Key Decisions)

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 Community Wellbeing</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>2012/13 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Community Wellbeing Portfolio</p>		<p>The report outlines the portfolio's revenue and capital outturn for the financial year ended 31 March 2013. It also shows, where applicable, major variances together with revenue budgets for which a carry forward request is sought and any proposed capital rephasing into 2013/14.</p>	<p>Executive Councillor for Community Wellbeing</p>	<p>David Horspool Director of Resources</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>St.Lukes Barn – Future Options</p> <p>To consider options for the future of St.Lukes Barn and agree a way forward.</p>		<p>St.Lukes Barn is currently managed by St.Lukes School under a Service Level Agreement with the Council. It is nearing the end of its design life and requires substantial capital investment if it is to be preserved.</p>	<p>Executive Councillor for Community Wellbeing</p>	<p>Jackie Hanson Operations &amp; Resources Manager</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 outturn for the financial year ended 31 March 2013. It also shows, where applicable, major variances together with revenue budgets for which a carry forward request is sought and any proposed capital rephasing into 2013/14.</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>This paper reports progress on the assessment of the feasibility of developing sites in the Council's 3 Year Rolling Programme and recommends that new sites be added to the programme. The paper also provides an up-date on the wider Affordable Housing Programme.</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>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>
<p>Housing Revenue Account (HRA) Disposal and Acquisition Strategy</p> <p>Approval of a strategy / policy in relation to the criteria and process for agreeing disposals and acquisitions</p>		<p>Self-financing for the HRA, and subsequent changes to the ability to retain right to buy receipts necessitates a greater volume of decisions in relation to acquiring and disposing of HRA assets in shorter time scales.</p>	<p>Executive Councillor for Housing</p>	<p>Julia Hovells Business Manager &amp; Principal Accountant</p>	<p>This is a key decision and will automatically appear on the agenda.</p>

<p>Ditchburn Place Refurbishment</p> <p>Refurbishment of Ditchburn Place sheltered housing scheme, the final decision for which will be made at Community Services Scrutiny Committee. An information report will be provided to Housing Management Board.</p>		<p>Refurbishment of existing flats and supported housing bedsits to create new flats. Internal refurbishment of flats used for sheltered housing with the provision of new M&amp;E services.</p>	<p>Executive Councillor for Housing</p>	<p>Gary Norman Enabling &amp; Development Officer</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>Equity Share</p> <p>Approve a policy to offer housing under Equity Share</p>		<p>Equity Share is a form of tenure that may be attractive to some leaseholders required to move under a redevelopment programme.</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 – 25 June 2013 (Non Key Decisions)

Non Key items will only appear on the agenda if requested for pre-scrutiny by 11 June 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Project Appraisal for St.Andrew's Hall Community Centre Extension (Capital Grant)</p> <p>To agree a capital grant towards the development of additional community space at St.Andrew's Hall, East Chesterton.</p>		<p>In January 2013 the Executive Cllr for Community Development and Health provisionally allocated £140k of developer contributions towards the scheme, subject to approval of a project appraisal.</p>	<p>Executive Councillor for Community Wellbeing</p>	<p>Trevor Woollams Head of Community Development</p>	<p>Not currently requested for pre-scrutiny.</p>
<p>Houses in Multiple Occupation in Cambridge</p> <p>To agree recommendations arising from a study into HMOs in the City.</p>		<p>Following a Council motion in April 2012, this report gives the findings from an investigation into HMOs in Cambridge, and recommends how services can be improved.</p>	<p>Executive Councillor for Housing</p>	<p>Helen Reed Housing Strategy Manager</p>	<p>Not currently requested for pre-scrutiny.</p>

### Development Plan Scrutiny Sub Committee - 9 July 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>An Update to the Cambridge City Council and South Cambridgeshire District Council Infrastructure Delivery Study</p> <p>Members will also be asked to endorse the Infrastructure Delivery Study as part of the evidence base for the Local Plan and Community Infrastructure Levy.</p>		<p>Appropriately assessed infrastructure requirements are an essential part of the evidence base for both the Local Plan and Community Infrastructure Levy. This study ensures that the infrastructure requirements associated with new growth proposed through the Local Plan process, including in relation to high level prioritisation of projects, has been fully considered.</p>	<p>Executive Councillor for Planning and Climate Change</p>	<p>Brendan Troy Senior Planning Policy Officer</p>	<p>This item will automatically appear on the agenda.</p>

### Development Plan Scrutiny Sub Committee - 6 August 2013

No items currently scheduled for 6 August 2013

### Development Plan Scrutiny Sub Committee - 10 September 2013

No items currently scheduled for 10 September 2013

## Environment Scrutiny Committee – 11 June 2013 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
2012/13 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Environmental and Waste Services Portfolio		The report outlines the portfolio's revenue and capital outturn for the financial year ended 31 March 2013. It also shows, where applicable, major variances together with revenue budgets for which a carry forward request is sought and any proposed capital rephasing into 2013/14.	Executive Councillor for Environmental and Waste Services	David Horspool Director of Resources	This is a key decision and will automatically appear on the agenda.
2012/13 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Planning and Climate Change Portfolio		The report outlines the portfolio's revenue and capital outturn for the financial year ended 31 March 2013. It also shows, where applicable, major variances together with revenue budgets for which a carry forward request is sought and any proposed capital rephasing into 2013/14.	Executive Councillor for Planning and Climate Change	David Horspool Director of Resources	This is a key decision and will automatically appear on the agenda.



<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>Patsy Dell Head of Planning</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>Public Toilet Refurbishment (Lion Yard &amp; Silver Street)</p> <p>To note the decision to appoint Faithful + Gould (F+G) and grant delegated authority to the Executive Councillor of Environment.</p>	<p>a) To note the decision to appoint F+G to provide specialist services for design. b) Grant Delegated Authority to the Executive Councillor in consultation with the Chair and Spokes of the Committee to approve the design for Lion Yard toilets and appoint Kier for the construction works subject to price being within set parameters of the budget.</p>	<p>Executive Councillor for Environmental and Waste Services</p>	<p>Adam Cobb</p>	<p>This is a key item will appear automatically on the agenda.</p>

<p>2012/13 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Places Portfolio</p>		<p>The report outlines the portfolio's revenue and capital outturn for the financial year ended 31 March 2013. It also shows, where applicable, major variances together with revenue budgets for which a carry forward request is sought and any proposed capital rephasing into 2013/14.</p>	<p>Executive Councillor for 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>Devolved Decision-Making and Developer Contributions: Update</p> <p>To agree the process for the second prioritisation round of devolved decision-making and to note the steps being taken to deliver the strategic priority projects being funded from city-wide developer contributions.</p>		<p>In June 2012, the Scrutiny Committee considered the process for the first prioritisation round. In January 2013, the Executive Councillors identified their initial priority projects for city-wide developer contributions funding.</p>	<p>Executive Councillor for Public Places</p>	<p>Tim Wetherfield Urban Growth Project Manager</p>	<p>This is a key decision and will automatically appear on the agenda.</p>

## Environment Scrutiny Committee – 11 June 2013 (Non Key Decisions)

Non Key items will only appear on the agenda if requested for pre-scrutiny by 28 May 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Project Appraisal: Contract renewals for fuel, tyres and vehicle telematics.</p> <p>The Executive Councillor is asked to:</p> <ul style="list-style-type: none"> <li>- Recommend this scheme (which is not included in the Council's Capital &amp; Revenue Project Plan) for approval by Council.</li> <li>- Approve the carrying out and completion of a individual procurement process.</li> </ul>		<p>Renewal of contracts for the supply of fuel, tyres and vehicle telematics.</p>	<p>Executive Councillor for Environmental and Waste Services</p>	<p>David Cox, Fleet Manager</p>	<p>Not currently requested for pre-scrutiny.</p>
<p>Grafton West Car Park Refurbishment</p> <p>To approve the procurement and award of contract for refurbishment at Grafton West car park</p>		<p>Refurbishment to include replacing lights, electrics, signage and painting covered parking levels to improve experience for customers and fulfilling contractual responsibility to our landlords.</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>Annual Climate Change Strategy; Carbon Management Plan and Climate Change Fund Status Report</p> <p>Note the Annual Climate Change Strategy and the Carbon Management Plan and Climate Change Fund Status Report.</p>	<p>The Climate Change Strategy Annual Report highlights progress against three strategic objectives for action by the Council aimed at reducing carbon emissions and managing the risks associated with climate change. The Carbon Management Plan Annual Report provides a summary of the projects implemented to date and savings accrued, and highlights any additional or rescheduled projects. It also demonstrates overall progress against the target specified within the Plan. In addition, the report provides financial details of the projects supported by the Climate Change Fund to date.</p>	<p>Executive Councillor for Planning and Climate Change</p>	<p>David Kidston Strategy and Partnerships Manager</p>	<p>Requested for pre-scrutiny by Councillor Herbert and Councillor Marchant-Daisley.</p>
<p>Conservation Area Appraisals for Brooklands Avenue, Southacre and Newnham Croft Conservation Areas</p> <p>To agree the contents of the appraisals for three Conservation Areas.</p>	<p>Conservation Area Appraisals already exist for these three locations. A consultant was appointed in 2012 to review the content of each and update them, including recommend boundary changes where deemed appropriate. The report will present the final documents and mapping, as well as the results of public consultation.</p>	<p>Executive Councillor for Planning and Climate Change</p>	<p>Glen Richardson Urban Design and Conservation Manager</p>	<p>Not currently requested for pre-scrutiny.</p>

<p>Briefing Report on Article 4 Directions and Consideration of their use in Cambridge</p> <p>For the Executive Councillor for Planning and Climate Change to provide a steer on the Council's approach to the use of Article 4 Directions</p>		<p>Article 4 Directions are a way of removing permitted development rights for certain "development" on residential properties. The report will set out the implications of using Article 4 Directions at both a strategic and site specific level, with examples, and set out the resource and financial implications on the Council of such directions.</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>
<p>Proposed Change of Wildlife Trust Lease at West Pit Local Nature Reserve, Cherry Hinton.</p> <p>Approve the change of the demised area of the exiting lease for West Pit Local Nature Reserve.</p>		<p>The Wildlife Trust have requested a change of demised area of their lease, due to the perceived liability risks associated with the chalk cliff and adjacent Caravan Club Site.</p>	<p>Executive Councillor for Public Places</p>	<p>Toni Ainley Head of Streets and Open Spaces</p>	<p>Not currently requested for pre-scrutiny.</p>
<p>Upgrade and Hosting of the Cemetery and Crematorium Administration System.</p> <p>To upgrade the Epilog Cremation and Burial Management System and transfer to a hosted service.</p>		<p>To upgrade the obsolete Epilog Cremation and Burial Management System and transfer to a hosted service with Gower Associates.</p>	<p>Executive Councillor for Public Places</p>	<p>Tracy Lawrence Bereavement Services Manager</p>	<p>Not currently requested for pre-scrutiny.</p>

## Housing Management Board – 4 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 revenue outturn for the Housing Revenue Account for the financial year ended 31 March 2013. It also shows, where applicable, major variances and revenue budgets for which a carry forward request is being sought. Housing capital items will be reported to Community Services.	Executive Councillor for Housing	David Horspool Director of Resources	This is a key decision and will automatically appear on the agenda.
Under Occupation Incentive Scheme To agree the revised scheme.		The Under Occupation incentive scheme has been reviewed to take into account the Welfare reforms, specifically the reduction of Housing Benefit for spare rooms.	Executive Councillor for Housing	Andrew Latchem Area Housing Manager	This is a key decision and will automatically appear on the agenda.

## Housing Management Board – 4 June 2013 (Non Key Decisions)

Non Key items will only appear on the agenda if requested for pre-scrutiny by 20 May 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
To Nominate Three Tenants/Leaseholders' Representatives to Community Services Scrutiny Committee for Municipal Year 2013/14		To note 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.
City Wide Garage Review  Agree Improvement Plan recommendations as a result of the work undertaken by the Garage Working Group.		Progress report on the City wide garage review improvement plan agreed at HMB on 19 June 2012.	Executive Councillor for Housing	Sandra Farmer Area Housing Manager	Requested for pre-scrutiny by Mrs Harris and Mr Sweeney.
Gas Safety Certification for Leasehold Dwellings in Flat Blocks  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.		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.	Executive Councillor for Housing	Chris Brown Heating Engineer	Requested for pre-scrutiny by Mrs Best and Mr Sweeney.

<p>Project Appraisal for Hanover / Princes Court Community Room</p> <p>To agree the project for the demolition of the existing laundry and building of a new community room.</p>		<p>In January South Area Committee allocated £100k from developer contributions to create a new community facility at Hanover and Princes Court for local residents and community groups in the area.</p>	<p>Executive Councillor for Housing</p>	<p>Trevor Woollams Head of Community Development</p>	<p>Requested for pre-scrutiny by Mrs Best and Mrs Harris.</p>
<p>STAR Tenant Satisfaction Survey 2014</p> <p>To agree a plan for carrying out the next STAR Tenant Satisfaction Survey in 2014.</p>		<p>To make best use of the next STAR tenant Satisfaction Survey as a tool for understanding and engaging tenants and their priorities.</p>	<p>Executive Councillor for Housing</p>	<p>James Bull Resident Involvement Facilitator</p>	<p>Requested for pre-scrutiny by Mrs Best and Mrs Harris.</p>
<p>Council Affordable Housing Development Programme - Progress Report</p> <p>To note the report.</p>		<p>Note progress of the programme with a particular emphasis on the process to move residents to alternative housing.</p>	<p>Executive Councillor for Housing</p>	<p>Alan Carter Head of Strategic Housing</p>	<p>Requested for pre-scrutiny by Mrs Best and Mr Marais.</p>



<p>Ditchburn Place Refurbishment</p> <p>Report for information purposes only - refurbishment of Ditchburn Place sheltered housing scheme, the final decision for which will be made at Community Services Scrutiny Committee.</p>		<p>Refurbishment of existing flats and supported housing bedsits to create new flats. Internal refurbishment of flats used for sheltered housing with the provision of new M&amp;E services.</p>	<p>Executive Councillor for Housing</p> <p>Gary Norman Enabling &amp; Development Officer</p>	<p>This is an information report and will automatically appear on the agenda. The purpose is to consult Housing Management Board prior to a key decision at Community Services.</p>
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## Strategy and Resources Scrutiny Committee - 8 July 2013 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
2012/13 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Customer Services and Resources Portfolio		The report outlines the portfolio's revenue and capital outturn for the financial year ended 31 March 2013. It also shows, where applicable, major variances together with revenue budgets for which a carry forward request is sought and any proposed capital rephasing into 2013/14.	Executive Councillor for Customer Services and Resources	David Horspool Director of Resources	This is a key decision and will automatically appear on the agenda.
Commercial Development at Cowley Road, Cambridge  To consider options relevant to the Council's landholdings at Cambridge Northern Fringe East.		To determine the Council's position with regard to land at Cowley Road for future development in conjunction with or without adjoining landowners.	Executive Councillor for Customer Services and Resources	Philip Taylor Property Services Surveyor	This is a key decision and will automatically appear on the agenda.
2012/13 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Strategy		The report outlines the portfolio's revenue and capital outturn for the financial year ended 31 March 2013. It also shows, where applicable, major variances together with revenue budgets for which a carry forward request is sought and any proposed capital rephasing into 2013/14.	Leader of the Council	David Horspool Director of Resources	This is a key decision and will automatically appear on the agenda.

<p>2012/13 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Overview</p>		<p>The report summarizes the revenue and capital outturn for the financial year ended 31 March 2013 for all General Fund portfolios. It also shows, where applicable, major variances together with revenue budgets for which a carry forward request has been sought and any proposed capital rephasing into 2013/14.</p>	<p>Leader of the Council</p>	<p>David Horspool Director of Resources</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>Annual Treasury Management Report 2012/13</p> <p>The Executive Councillor is recommended to receive this statutory report for submission to Council in accordance with Financial Regulations under the constitution.</p>		<p>The Local Government Act 2003 requires the Council to produce a report detailing the treasury management activities and the actual treasury and prudential borrowing indicators for 2012/13.</p>	<p>Leader of the Council</p>	<p>Julia Minns Head of Accounting Services</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>CCTV Operations and Shared Services</p> <p>To seek in-principle agreement for establishing a joint CCTV service with Huntingdonshire District Council.</p>		<p>To understand and consider the implications of operating CCTV services as a shared service between Cambridge City Council and Huntingdonshire District Council.</p>	<p>Leader of the Council</p>	<p>Paul Necus Head of Specialist Services</p>	<p>This is a key decision and will automatically appear on the agenda.</p>

## Strategy and Resources Scrutiny Committee - 8 July 2013 (Non Key Decisions)

Non Key items will only appear on the agenda if requested for pre-scrutiny by 24 June 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Standard Item: General Debts - Bad Debts for Write-off		The purpose of this report is to inform the Executive Councillor and Members of the Scrutiny Committee of General Income accounts where there are amounts that are deemed not to be collectable and require to be written off.	Executive Councillor for Customer Services and Resources	Karl Tattam Support Services Manager	Requested for pre-scrutiny by Councillor Benstead and Councillor Herbert.
Standard Item: NNDR		The purpose of this report is to inform the Executive Councillor and Members of the Scrutiny Committee of those accounts where it is deemed that the amount of outstanding debt in relation to NNDR/Business Rates and Benefits are irrecoverable and are to be written-off.	Executive Councillor for Customer Services and Resources	Alison Cole Head of Revenue and Benefits	Requested for pre-scrutiny by Councillor Benstead and Councillor Herbert.

<p>Shared Services - Payroll</p> <p>a) Approve the implementation of a shared service.</p> <p>b) Approve the delegation of authority to the Director of Resources and Head of Legal Services, to agree local protocols to govern the shared service arrangements.</p>		<p>To seek approval to implement a shared apyroll service with South Cambridgeshire District Council.</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>Pensions - Auto Enrolment</p> <p>a) Approve the use of the transitional arrangements to defer the assessment of the existing workforce, under the pensions auto-enrolment arrangements, from 1 October 2013 to 30 September 2017.</p> <p>b) Approve the use of the option to postpone automatic enrolment for certain categories of workers for a period of up to 3 months.</p>		<p>The Pensions Act 2011 requires employers to automatically enrol eligible employees into a qualifying pension scheme where they are not currently a member. The staging date for Cambridge City Council is 1st October 2013. The legislation allows the use of the transitional arrangements to defer the assessment of the existing workforce to October 2017.</p>	<p>Leader of the Council</p>	<p>Karl Tattam Support Services Manager</p>	<p>Not currently requested for pre-scrutiny.</p>

## 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 – 24 June 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Plate Exemption Policy for Prestige Type Vehicles</p> <p>To agree conditions under which the requirement to display licence plates on certain private hire vehicles will be waived.</p>		<p>The Council's policy allows proprietors of prestige vehicles to seek permission not to display licence plates. Members will be asked to consider conditions for the grant of consents.</p>	<p>Licensing Committee</p>	<p>Robert Osbourn Licensing and Enforcement Manager</p>	<p>This item will automatically appear on the agenda.</p>

## 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>	Civic Affairs	Charity Main Accountant (Projects and Publications)	This item will automatically appear 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>	Civic Affairs	Debbie Quincey Strategic Procurement Adviser	This item will appear automatically on the agenda.
<p>Consideration of Measures to Discourage Tax Avoidance</p> <p>Consideration of measures to discourage tax avoidance.</p>		<p>Further to the request made at Civic Affairs on 30 January 2013, to report on the scope for further measures to discourage tax avoidance arising from the employment of consultants through companies.</p>	Civic Affairs	Deborah Simpson Head of Human Resources	This item will appear automatically on the agenda.



Annual Review of the Effectiveness of Internal Audit - 2012-13		Annual review of the provision of Internal Audit services.	Civic Affairs	Steve Crabtree Head of Internal Audit	This item will automatically appear on the agenda.
Head of Internal Audit - Annual Audit Opinion 2012-13		Details of the works undertaken by Internal Audit in 2012 / 2013 and an assessment on the effectiveness of the governance and systems in place across Cambridge City Council.	Civic Affairs	Steve Crabtree Head of Internal Audit	This item will appear automatically on the agenda.
Annual Report on Prevention of Fraud & Corruption Policy and Implications of the Bribery Act  Approve changes to above Policy and Officer Code of Conduct following introduction of Bribery Act.		PFC Policy and Code of Conduct have been reviewed and updated in light of new Bribery Act and recent audit of Gifts & Hospitality.	Civic Affairs	Bridget Bishop Principal Auditor	This item will appear automatically on the agenda.
Assurance Framework and Draft Annual Governance Statement 2012-13  To critically review the draft Annual Governance Statement (AGS) and incorporated action plan.		The AGS covers the Council's governance arrangements for the 2012-13 reporting year and is published as part of the Statement of Accounts.	Civic Affairs	Andrew Limb Head of Corporate Strategy	This item will automatically appear on the agenda.

<p>Proposed Improvements to Budgetary Decision Making Processes</p> <p>To consider proposed changes to the council's decision making processes for agreeing the Medium Term Strategy and Budget setting report.</p> <p>To receive an update on the implementation of other actions in the action plan agreed at last meeting in response to the budget forecasting error.</p>		<p>This was a key action from the action plan agreed in response to the budget forecasting error. The report will also update on progress made with the actions.</p>	<p>Civic Affairs</p>	<p>Antoinette Jackson Chief Executive</p>	<p>This item will automatically appear on the agenda.</p>
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## Civic Affairs - 19 September 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Statement of Accounts 2012-13</p> <p>Approval for the Chair of Civic Affairs to sign the Statement of Accounts and Letter of Management Representation on behalf of Civic Affairs following presentation of the audited accounts and the report of the external auditors</p>		<p>It is a statutory requirement for the Statement of Accounts to be approved by resolution of a committee of the Council (or full Council) by 30 September. Before Ernst and Young give their formal opinion on the accounts there is a requirement to present their audit findings and to obtain a letter of management representation.</p>	Civic Affairs	Charity Main Accountant (Projects and Publications)	This item will automatically appear on the agenda.

## Area Committees

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

The Area Committees cover the following wards.

East Area                    Abbey, Coleridge, Petersfield and Romsey

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

South Area                 Cherry Hinton, Queen Edith's and Trumpington

West/Central Area        Castle, Market and Newnham

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

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

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

## East Area - 6 June 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Environmental Improvement Programme		Requesting the allocation of newly suggested projects for the 2013/14 EIP Programme.	East Area Committee	Andrew Preston Project Delivery & Environment Manager	This item will appear automatically on the agenda.
<p>Devolved Decision-Making And Developer Contributions: Taking Forward East Area Priority Projects</p> <p>(a) To decide how to use the supplementary developer contributions funding provided from the city-wide fund for play area improvements.(b) To note the steps being taken to deliver the Area Committee's existing priority projects being funded by devolved developer contributions</p>		In November 2012, the Area Committee identified its initial set of priority projects to be delivered using developer contributions (not including play area improvements). In January 2013, the Executive Councillor agreed to provide additional developer contributions funding from the city-wide fund to enable the East Area to undertake some play area improvements.	East Area Committee	Tim Wetherfield Urban Growth Project Manager	This item will automatically appear on the agenda.

### East Area - 25 July 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.	East Area Committee	Lynda Kilkelly Safer Communities Manager	This item will appear automatically on the agenda.
Safer City Grant Scheme 2013/14: Consideration of Applications  To either approve or reject applications made to the scheme.		Applications for funding for community based projects that address crime, fear of crime and ASB. Councillors may seek to amend or ask for further information.	East Area Committee	Lynda Kilkelly Safer Communities Manager	This item will appear automatically on the agenda.

### East Area - 5 September 2013

No items currently scheduled for 5 September.

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
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## North Area - 1 August 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Cambridge 20mph Project - Phase 1 Consultation Report</p> <p>To provide recommendation concerning progressing the project following the closure of Phase 1 consultation.</p>		<p>The project was taken to NAC in March 2013 for recommendation on the consultation proposals.</p> <p>The project was taken to ESC in January 2013 and given authority to proceed with Phase 1</p>	North Area Committee	Ben Bishop Cambridge 20mph Project Officer	This item will automatically appear on the agenda.
<p>Safer City Grant Scheme 2013/14: Consideration of Applications</p> <p>To either approve or reject applications made to the scheme.</p>		Applications for funding for community based projects that address crime, fear of crime and ASB. Councillors may seek to amend or ask for further information.	North Area Committee	Lynda Kilkelly Safer Communities Manager	This item will appear automatically on the agenda.
<p>Environmental Improvement Programme</p> <p>Allocation of newly suggested projects for the 2013/14 EIP Programme</p>		Requesting the allocation of newly suggested projects for the 2013/14 EIP Programme.	North Area Committee	Andrew Preston Project Delivery & Environment Manager	This item will appear automatically on the agenda.

### South Area - 15 July 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.	South Area Committee	Lynda Kilkelly Safer Communities Manager	This item will appear automatically on the agenda.
Safer City Grant Scheme 2013/14: Consideration of Applications  To either approve or reject applications made to the scheme.		Applications for funding for community based projects that address crime, fear of crime and ASB. Councillors may seek to amend or ask for further information.	South Area Committee	Lynda Kilkelly Safer Communities Manager	This item will appear automatically on the agenda.

### South Area - 16 September 2013

No items currently scheduled for 16 September.



### West/Central Area - 20 June 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Safer City Grant Scheme 2013/14: Consideration of Applications</p> <p>To either approve or reject applications made to the scheme.</p>		<p>Applications for funding for community based projects that address crime, fear of crime and ASB. Councillors may seek to amend or ask for further information.</p>	<p>West Central Area Committee</p>	<p>Lynda Kilkelly Safer Communities Manager</p>	<p>This item will appear automatically on the agenda.</p>

### West/Central Area - 5 September 2013

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>West Central Area Committee</p>	<p>Lynda Kilkelly Safer Communities Manager</p>	<p>This item will appear automatically on the agenda.</p>