



THE FORWARD PLAN

1 August 2013 - 30 November 2013

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Executive Councillors 2012/13

Leader and Executive Councillor for Strategy	Councillor Tim Bick	01223 45 7231 tim.bick@btinternet.com
Executive Councillor for Community Wellbeing	Councillor Sarah Brown	01223 710580 sarah.brown@cambridge.gov.uk
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 Public Places	Councillor Andrea Reiner	07717 693858 andrea.reiner@cambridge.gov.uk
Executive Councillor for Planning and Climate Change	Councillor Tim Ward	01223 316389 tim@brettward.co.uk

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

The Forward Plan: 1 August 2013 - 30 November 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	10 October	12 September	26 September	30 September
Development Plan Scrutiny Sub	11	6 August	N/A	25 July	29 July
	11	10 September	N/A	29 August	2 September
	11	15 October	N/A	3 October	7 October
	11	5 November	N/A	24 October	28 October
Environment	12	8 October	10 September	24 September	26 September
Housing Management Board	13	1 October	3 September	17 September	19 September
Strategy and Resources	14 - 15	14 October	16 September	30 September	2 October
Licensing	17	7 October	N/A	26 September	27 September
Civic Affairs	18	19 September	N/A	10 September	11 September
	18	20 November	N/A	11 November	12 November
East Area	20	5 September	19 August	27 August	28 August
	20	17 October	1 October	8 October	9 October
	20	28 November	12 November	19 November	20 November
North Area	21	1 August	16 July	23 July	24 July
	22	3 October	17 September	24 September	25 September
	22	21 November	5 November	12 November	13 November
South Area	23	16 September	N/A	5 September	6 September
	23	4 November	N/A	24 November	25 November
West/Central Area	24	5 September	N/A	27 August	28 August
	24	14 November	N/A	5 November	6 November

Contact Information

To contact the lead officers listed in the report

- Phone – 01223 457000
- Email – All Cambridge City Council addresses are in the format firstname.lastname@cambridge.gov.uk

Alternatively you can contact Democratic Services who will deal with your enquiry on your behalf. Democratic Services can be contacted on

- Phone – 01223 457013
- Email – democratic.services@cambridge.gov.uk

Contact Information for all Councillors is available at <http://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 – 10 October 2013 (Key Decisions)

No key items currently scheduled for 10 October 2013

Community Services Scrutiny Committee – 10 October 2013 (Non Key Decisions)

Non Key items will only appear on the agenda if requested for pre-scrutiny by 26 September 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Review of Community Development Capital Programmes Whether to integrate programmes in East Area and Newtown with Devolved Decision Making Process.		The two capital programmes have been running for 3 years. For consistency, proposal is to integrate them with new Area Committee devolved decision making process.	Executive Councillor for Community Wellbeing	Trevor Woollams Head of Community Development	Not currently requested for pre-scrutiny.

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

Development Plan Scrutiny Sub Committee - 15 October 2013

No items currently scheduled for 15 October 2013

Development Plan Scrutiny Sub Committee - 5 November 2013

No items currently scheduled for 5 November 2013

Environment Scrutiny Committee – 8 October 2013 (Key Decisions)

<p>Scoping Report Setting Options for Delivering a Sustainable Model for Tourism Delivery in Cambridge</p> <p>To consider the options for a sustainable model for tourism delivery and to authorise the Head of Tourism and City Centre Management to explore these options further.</p>		<p>This report will review the different models of tourism delivery nationally and consider the options for delivering a sustainable model in Cambridge whilst reducing further the cost of the service further to the council.</p>	<p>Executive Councillor for Public Places</p>	<p>Emma Thornton Head of Tourism & City Centre Management</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
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Environment Scrutiny Committee – 8 October 2013 (Non Key Decisions)

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

<p>Presentation by Cambridge BID Limited on its Activity Since the Launch on 1st April 2013</p> <p>No decision required.</p>		<p>Cambridge BID Ltd was launched on 1st April 2013. The BID has committed to giving a presentation each year to this committee on its project activity. This presentation will be an overview of the BID's activity since its launch on 1st April 2013.</p>	<p>Environment Scrutiny Committee</p>	<p>Emma Thornton Head of Tourism & City Centre Management</p>	<p>Requested for pre-scrutiny by Councillor Benstead and Councillor Herbert.</p>
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Housing Management Board – 1 October 2013 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Extra Care Contract at Ditchburn Place</p> <p>Options for the extension of contract with the County Council to provide extra-care service</p>		<p>Current contract will have been in place for 3 years in January 2014. Option to extend contract for additional year in first instance and further year after that.</p>	<p>Executive Councillor for Housing</p>	<p>Laura Wilderspin Care and Support Manager</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>Outcome of the Repairs Improvement Plan</p> <p>To consider the level of improvement achieved and future options for service delivery</p>		<p>The approved period for the Improvement Plan ends in September 2013, and a decision on whether or not to retain the service provision in house is required.</p>	<p>Executive Councillor for Housing</p>	<p>Hilary Newby Repairs & Maintenance Improvement Manager</p>	<p>This is a key decision and will automatically appear on the agenda.</p>

Housing Management Board – 1 October 2013 (Non Key Decisions)

Non Key items will only appear on the agenda if requested for pre-scrutiny by 17 September 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Write-Off of Former Tenant Arrears</p> <p>Consideration of write-off of former tenant arrears.</p>		<p>Report sets out details of cases of former tenant arrears together with a summary of the action taken to try to recover the debt.</p>	<p>Executive Councillor for Housing</p>	<p>Julia Hovells Business Manager & Principal Accountant</p>	<p>Not currently requested for pre-scrutiny.</p>

Strategy and Resources Scrutiny Committee - 14 October 2013 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Network and Telecoms</p> <p>To procure ICT Communications Links and other ICT Services.</p>		<p>Procure wide area network and other ICT Services, utilising Cambridgeshire Public Sector Network (CPSN).</p>	<p>Executive Councillor for Customer Services and Resources</p>	<p>Tony Allen ICT Client Manager</p>	<p>This is a key decision and will automatically appear on the agenda.</p>

Strategy and Resources Scrutiny Committee - 14 October 2013 (Non Key Decisions)

Non Key items will only appear on the agenda if requested for pre-scrutiny by 30 September 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Standard Item: General Debts - Bad Debts for Write-off</p> <p>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>Consideration of 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>

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 – 7 October 2013

No items currently scheduled for 7 October 2013

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.

Civic Affairs - 20 November 2013

No items currently scheduled for 20 November 2013

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 - 5 September 2013

No items currently scheduled for 5 September.

East Area - 17 October 2013

No items currently scheduled for 17 October 2013

East Area - 28 November 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Policing and Safer Neighbourhoods - East Area Committee</p> <p>Advise on the priorities to be adopted for the next period of Neighbourhood Policing.</p>		<p>A profile of crime, anti-social behaviour and environmental issues is presented for discussion and comment. The committee are asked to advise on the priorities to be adopted for the next period of Neighbourhood Policing. The committee will advise on the priorities but the final decision on priorities to be adopted will be made at the Neighbourhood Action Group following the Area Committee.</p>	<p>East Area Committee</p>	<p>Lynda Kilkelly Safer Communities Manager</p>	<p>This item will appear automatically on the agenda.</p>

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.

Proposed Capital Grant to the Sikh Gurdwara in Kings Hedges Whether to agree to revised proposals for a community room at the Gurdwara		The Committee provisionally agreed a £50k capital grant to create a community room within the existing building. The revised proposal is to create a larger, separate building for community use.	North Area Committee	Trevor Woollams Head of Community Development	This item will automatically appear on the agenda.
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North Area - 3 October 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Policing and Safer Neighbourhoods - NAC 03/10/13 Policing and safer neighbourhoods priorities		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.

North Area - 21 November 2013

No items currently scheduled for 21 November 2013

South Area - 16 September 2013

No items currently scheduled for 16 September.

South Area - 4 November 2013

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Policing and Safer Neighbourhoods - South Area Committee</p> <p>Advise on the priorities to be adopted for the next period of Neighbourhood Policing.</p>		<p>A profile of crime, anti-social behaviour and environmental issues is presented for discussion and comment. The committee are asked to advise on the priorities to be adopted for the next period of Neighbourhood Policing. 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>South 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
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.

West/Central Area - 14 November 2013

No items currently scheduled for 14 November 2013