



# THE FORWARD PLAN

1 June 2015 - 31 August 2015

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## Executive Councillors 2014/15

|  |                            |  |
|--|----------------------------|--|
| Leader and Executive Councillor for Strategy and Transformation            | Councillor Lewis Herbert   | 01223 721027<br><a href="mailto:lewis.herbert@cambridge.gov.uk">lewis.herbert@cambridge.gov.uk</a>     |
| Executive Councillor for City Centre and Public Places (and Deputy Leader) | Councillor Carina O'Reilly | 07791 227953<br><a href="mailto:carinaoreilly@gmail.com">carinaoreilly@gmail.com</a>                   |
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| Executive Councillor for Finance and Resources                             | Councillor George Owers    | 07833 012979<br><a href="mailto:george.owers@cambridge.gov.uk">george.owers@cambridge.gov.uk</a>       |
| Executive Councillor for Housing   | Councillor Kevin Price     | 07964 280689<br><a href="mailto:kevin.price@cambridge.gov.uk">kevin.price@cambridge.gov.uk</a>         |
| Executive Councillor for Planning Policy and Transport                     | Councillor Kevin Blencowe  | 07914 700602<br><a href="mailto:kevin.blencowe@gmail.com">kevin.blencowe@gmail.com</a>                 |

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

## The Forward Plan: 1 June 2015 - 31 August 2015

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 quarterly 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.

Any amendments to the Plan will be listed in an amendment sheet, available on deposit. This will also be circulated by email to councillors, to show the changes. Please contact Democratic Services for further information.

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 will make 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         | Agendas published |
|-------------------------------|------|--------------|-------------------|
| Community Services            | 10   | 9 July 2015  | 29 June 2015      |
| Development Plan Scrutiny Sub | 12   | 16 June 2015 | 8 June 2015       |
| Environment                   | 14   | 7 July 2015  | 25 June 2015      |
| Housing Scrutiny Committee    | 15   | 30 June 2015 | 18 June 2015      |
| Strategy and Resources        | 21   | 13 July 2015 | 1 July 2015       |
| Licensing                     | 28   | 20 July 2015 | 10 July 2015      |
| Civic Affairs                 | 29   | 26 June 2015 | 17 June 2015      |
| East Area                     | 33   | 2 July 2015  | 24 June 2015      |
| North Area                    | 35   | 16 June 2015 | 8 June 2015       |
| South Area                    | 36   | 29 June 2015 | 19 June 2015      |
| West/Central Area             | 37   | 8 July 2015  | 30 June 2015      |

## 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

| Community Services Scrutiny Committee – 9 July 2015 (Key Decisions)   |          |   |   |   |  |
|---|----------|---|---|---|--|
| Subject/Decision  | New Item | Background Information  | Decision Taker  | Officer   | Additional Information   |
| <p>2014/15 Revenue and Capital Outturn, Carry Forwards and Significant Variances - City Centre and Public Places Portfolio</p> <p>To approve specific revenue and capital budget carry forward requests from 2014/15 into 2015/16.</p>  |          | <p>The outturn report 2014/15 details the council's financial performance against budget and includes requests to carry forward specific unspent revenue and capital budgets into the 2015/16 financial year.</p> | <p>Executive Councillor for City Centre and Public Places</p> | <p>Chris Humphris<br/>Principal Accountant (Services)</p> | <p>This is a key decision and will automatically appear on the agenda.</p> |
| <p>2014/15 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Community, Arts and Recreation Portfolio</p> <p>To approve specific revenue and capital budget carry forward requests from 2014/15 into 2015/16.</p> |          | <p>The outturn report 2014/15 details the council's financial performance against budget and includes requests to carry forward specific unspent revenue and capital budgets into the 2015/16 financial year.</p> | <p>Executive Councillor for Communities</p>                   | <p>Chris Humphris<br/>Principal Accountant (Services)</p> | <p>This is a key decision and will automatically appear on the agenda.</p> |

## Community Services Scrutiny Committee – 9 July 2015 (Non Key Decisions)

Non Key items will only appear on the agenda if requested for pre-scrutiny by 25 June 2015

| Subject/Decision   | New Item | Background Information  | Decision Taker   | Officer   | Additional Information                             |
|--|----------|---|--|---|--|
| <p>Cambridge City Centre Accessibility Review Action Plan</p> <p>To approve the action plan developed from the recommendations in the city centre accessibility review.</p>                |          | To agree actions to be developed and a timetable for their implementation.  | Executive Councillor for City Centre and Public Places | Patsy Dell<br>Head of Planning                          | Not currently requested for pre-scrutiny.          |
| <p>Appointment to Outside Bodies: Clay Farm Joint Venture Management Company</p> <p>The Executive Councillor for Communities will be asked to agree the appointment to outside bodies.</p> |          | Former Councillor Blackhurst did not stand for election in May. The Scrutiny Committee is requested to recommend a replacement appointment to the Clay Farm Joint Venture Management Company. | Executive Councillor for Communities                   | Debbie Kaye<br>Head of Communities, Arts and Recreation | This item will automatically appear on the agenda. |

## Development Plan Scrutiny Sub Committee - 16 June 2015

| Subject/Decision   | New Item | Background Information  | Decision Taker  | Officer  | Additional Information                                    |
|--|----------|---|---|--|---|
| <p>New Museum's Development Framework Supplementary Planning Document</p> <p>Approval by the Executive Councillor for Planning Policy and Transport to consult on a draft Development Framework SPD for the New Museum's site.</p> |          | <p>The University of Cambridge is planning significant changes to the New Museum's site in the coming years, including the development of a new student services centre, the demolition of un-listed departmental buildings, the creation of new public spaces and the construction of new teaching, research and administrative spaces. The Development Framework will provide an important planning tool for the university and the council in guiding the detailed planning and development of the site in the coming years.</p> | <p>Executive Councillor for Planning Policy and Transport</p> | <p>Glen Richardson<br/>Urban Design and Conservation Manager</p> | <p>This item will automatically appear on the agenda.</p> |

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| <p>Draft Cambridgeshire Flooding and Water Supplementary Planning Document (SPD)</p> <p>To approve the draft SPD for public consultation.</p> | <p>The draft Cambridgeshire Flooding and Water SPD has been produced by Cambridgeshire County Council, in partnership with the City and District Councils, in their role as Lead Local Flood Authority. It provides detailed guidance to support the implementation of flood and water related policies in each of the Cambridgeshire local planning authority's local plans. The committee report seeks approval for the draft SPD to be made available for a six week period of public consultation.</p> | <p>Executive Councillor for Planning Policy and Transport</p> | <p>Emma Davies<br/>Senior Sustainability Officer (Design &amp; Construction)</p> | <p>This item will automatically appear on the agenda.</p> |
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## Environment Scrutiny Committee – 7 July 2015 (Key Decisions)

| Subject/Decision  | New Item | Background Information  | Decision Taker   | Officer   | Additional Information  |
|---|----------|---|--|---|---|
| <p>2014/15 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Environment, Waste and Public Health Portfolio</p> <p>To approve specific revenue and capital budget carry forward requests from 2014/15 into 2015/16.</p> |          | <p>The outturn report 2014/15 details the council's financial performance against budget and includes requests to carry forward specific unspent revenue and capital budgets into the 2015/16 financial year.</p> | Executive Councillor for Environment and Waste         | Chris Humphris<br>Principal Accountant (Services) | This is a key decision and will automatically appear on the agenda. |
| <p>2014/15 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Planning Policy and Transport Portfolio</p> <p>To approve specific revenue and capital budget carry forward requests from 2014/15 into 2015/16.</p>        |          | <p>The outturn report 2014/15 details the council's financial performance against budget and includes requests to carry forward specific unspent revenue and capital budgets into the 2015/16 financial year.</p> | Executive Councillor for Planning Policy and Transport | Chris Humphris<br>Principal Accountant (Services) | This is a key decision and will automatically appear on the agenda. |

## Environment Scrutiny Committee – 7 July 2015 (Non Key Decisions)

Non Key items will only appear on the agenda if requested for pre-scrutiny by 23 June 2015

No Non Key items currently scheduled for 7 July 2015

## Housing Scrutiny Committee – 30 June 2015 (Key Decisions)

### Part 1 - Management of the Council's Housing Stock

| Subject/Decision   | New Item | Background Information   | Decision Taker                          | Officer  | Additional Information   |
|--|----------|--|---|--|--|
| <p>Current &amp; Former Tenant Arrears Write off Policy &amp; Procedure</p> <p>To approve the revised Write Off Policy and Procedure.</p>  |          | <p>The Policy has been updated to include changes to approval levels and action taken when pursuing outstanding debt following legal advice.</p>   | <p>Executive Councillor for Housing</p> | <p>Cherie Carless<br/>Finance Manager/Accountant</p>                 | <p>This is a key decision and will automatically appear on the agenda.</p> |
| <p>HRA Impact of the Proposed Building Cleaning Contract</p> <p>Decision to be made is the approach that will be taken to recharging the costs of the proposed new building cleaning contract.</p> |          | <p>Following a procurement exercise a new building cleaning contractor is proposed. This report will outline the financial impact of the proposals for the HRA and for tenants and leaseholders.</p> | <p>Executive Councillor for Housing</p> | <p>Julia Hovells<br/>Business Manager &amp; Principal Accountant</p> | <p>This is a key decision and will automatically appear on the agenda.</p> |

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| <p>2014/15 Revenue and Capital Outturn, Carry Forwards and Significant Variances – HRA</p> <p>To approve specific revenue and capital budget carry forward requests from 2014/15 into 2015/16.</p> | <p>This report presents a summary of the 2014/15 outturn position (actual income and expenditure) for services within the Housing Revenue Account, compared to the current budget for the year. The position for revenue is reported and variances from budgets are highlighted, together with explanations. Requests to carry forward funding arising from certain budget underspends into 2014/15 are identified.</p> | <p>Executive Councillor for Housing</p> | <p>Julia Hovells<br/>Business Manager &amp; Principal Accountant</p> | <p>This is a key decision and will automatically appear on the agenda.</p> |
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## Housing Scrutiny Committee – 30 June 2015 (Non Key Decisions)

### Part 1 - Management of the Council's Housing Stock

Non Key items will only appear on the agenda if requested for pre-scrutiny by 16 June 2015

| Subject/Decision   | New Item | Background Information   | Decision Taker                   | Officer  | Additional Information                                 |
|--|----------|--|----------------------------------|--|--|
| <p>Progress Report on Residents' Housing Regulation Panel</p> <p>Progress report from Housing Regulation Panel, plus a copy of the Panel's latest inspection report.</p>                           |          | <p>Volunteer residents on the Housing Regulation Panel offer a constructive challenge through their on-going inspections of housing services.</p> <p>Part 1 item.</p>  | Executive Councillor for Housing | James Bull<br>Resident Involvement Facilitator | Requested for pre-scrutiny by Mrs Best and Mr Sweeney. |
| <p>Implications of Heat Network (Metering and Billing) Regulations 2014</p> <p>To advise Members on the detail of the new regulations and the implications for Cambridge City Council housing.</p> |          | <p>Report for information, as requested by Committee Chair at the meeting on 10 March 2015, to explain the background to the new legislation and confirm the number of CCC housing properties affected with detail of any cost implications.</p> <p>Part 1 item.</p> | Executive Councillor for Housing | Trevor Burdon<br>Head of Estates & Facilities  | Requested for pre-scrutiny by Mrs Best and Mr Sweeney. |

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| <p>Appointment of Vice-Chair<br/>(Tenant/Leaseholder Rep) for<br/>2015/16</p> <p>Vice Chair to be nominated by HSC.</p> |  | <p>This is the Vice Chair position<br/>for meeting part 1. Council<br/>appoints the Vice Chair for part<br/>2.</p> | <p>Housing<br/>Scrutiny<br/>Committee</p> | <p>Sarah Steed<br/>Committee Manager</p> | <p>This item will<br/>automatically<br/>appear on the<br/>agenda.</p> |
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## Housing Scrutiny Committee – 30 June 2015 (Key Decisions)

### Part 2 - Strategic Housing

| Subject/Decision  | New Item | Background Information  | Decision Taker                   | Officer  | Additional Information  |
|---|----------|---|----------------------------------|--|---|
| <p>2014/15 Revenue and Capital Outturn, Carry Forwards and Significant Variances – Housing General Fund Portfolio</p> <p>To approve specific revenue and capital budget carry forward requests from 2014/15 into 2015/16.</p> |          | <p>The outturn report 2014/15 details the council's financial performance against budget and includes requests to carry forward specific unspent revenue and capital budgets into the 2015/16 financial year.</p> | Executive Councillor for Housing | Julia Hovells<br>Business Manager & Principal Accountant | This is a key decision and will automatically appear on the agenda. |
| <p>Cambs Home Improvement Agency</p> <p>Renew shared service agreement and extend agreement to cover East Cambs DC.</p>   |          | <p>Renew shared service agreement and extend agreement to cover East Cambs DC.</p>  | Executive Councillor for Housing | Alan Carter<br>Head of Strategic Housing                 | This is a key decision and will automatically appear on the agenda. |
| <p>Redevelopment of 9-28 Anstey Way</p> <p>To approve the redevelopment of 9-28 Anstey Way.</p>   |          | <p>Part 2 - Strategic Housing.</p> <p>Continuation of the 3 year rolling development programme agreed June 2011.</p>  | Executive Councillor for Housing | Alan Carter<br>Head of Strategic Housing                 | This is a key decision and will automatically appear on the agenda. |

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| <p>Social Housing 3 Year Rolling Programme</p> <p>Approve the 3 Year Rolling Programme of Social Housing Projects.</p>            |  | <p>Monitor progress of projects already in the Programme and agree to add new projects into the Programme to assess their feasibility and viability for development.</p> | <p>Executive Councillor for Housing</p> | <p>Alan Carter<br/>Head of Strategic Housing</p>                     | <p>This is a key decision and will automatically appear on the agenda.</p>  |
| <p>To Dispose of 3 HRA Dwellings on the Open Market</p> <p>Decision whether to dispose of 3 HRA dwellings on the open market.</p> |  | <p>In line with the HRA acquisition and disposal policy 3 vacant properties which meet the criteria for disposal are being considered.</p>                               | <p>Executive Councillor for Housing</p> | <p>Julia Hovells<br/>Business Manager &amp; Principal Accountant</p> | <p>This is a key decision. The following item on the agenda relates to a key decision that has not been included on the Forward Plan for the whole 28 day requirement before the meeting. Item to be considered at Committee so it is open to scrutiny and debate rather than a decision being made through the out of cycle process.</p> |

## **Housing Scrutiny Committee – 30 June 2015 (Non Key Decisions)**

### **Part 2 - Strategic Housing**

Non Key items will only appear on the agenda if requested for pre-scrutiny by 16 June 2015

No part 2 Non Key items currently scheduled for 30 June 2015

## Strategy and Resources Scrutiny Committee - 13 July 2015 (Key Decisions)

| Subject/Decision   | New Item | Background Information  | Decision Taker  | Officer   | Additional Information   |
|--|----------|---|---|---|--|
| <p>Annual Treasury Management Report 2014/15</p> <p>The Executive Councillor is asked to recommend this report which includes Treasury &amp; Prudential indicators.</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 2014/15.</p>               | <p>Executive Councillor for Finance and Resources</p> | <p>Caroline Ryba<br/>Head of Finance</p>                  | <p>This is a key decision and will automatically appear on the agenda.</p> |
| <p>2014/15 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Finance and Resources Portfolio</p> <p>To approve specific revenue and capital budget carry forward requests from 2014/15 into 2015/16.</p> |          | <p>The outturn report 2014/15 details the council's financial performance against budget and includes requests to carry forward specific unspent revenue and capital budgets into the 2015/16 financial year.</p> | <p>Executive Councillor for Finance and Resources</p> | <p>Chris Humphris<br/>Principal Accountant (Services)</p> | <p>This is a key decision and will automatically appear on the agenda.</p> |

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| <p>2014/15 Revenue and Capital Outturn, Carry Forwards and Significant Variances – all General Fund Portfolios</p> <p>To recommend that Council approves specific revenue and capital budget carry forward requests from 2014/15 into 2015/16.</p> |  | <p>The outturn report 2014/15 details the council's financial performance against budget and includes requests to carry forward specific unspent revenue and capital budgets into the 2015/16 financial year.</p>   | <p>Executive Councillor for Finance and Resources</p> | <p>Chris Humphris<br/>Principal Accountant (Services)</p> | <p>This is a key decision and will automatically appear on the agenda.</p> |
| <p>Review of Capital Plan Processes and Procedures</p> <p>To approve revised processes and procedures for the approval of capital schemes.</p>   |  | <p>Capital approval processes have been reviewed and changes are recommended to ensure that items on the capital plan are properly planned and deliverable within proposed timescales.</p>  | <p>Executive Councillor for Finance and Resources</p> | <p>Caroline Ryba<br/>Head of Finance</p>                  | <p>This is a key decision and will automatically appear on the agenda.</p> |
| <p>Financial System Replacement Project</p> <p>Approval to start the project is requested, and a recommendation to Council for funding is sought.</p>  |  | <p>The proposed project will procure and implement a new financial management system, replacing the current system which is over 15 years old. The project will support efficiency savings, improve ways of working, and is in line with the Council's emerging ICT strategy.</p> | <p>Executive Councillor for Finance and Resources</p> | <p>Caroline Ryba<br/>Head of Finance</p>                  | <p>This is a key decision and will automatically appear on the agenda.</p> |

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| <p>2014/15 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Strategy and Transformation Portfolio</p> <p>To approve specific revenue and capital budget carry forward requests from 2014/15 into 2015/16.</p> |  | <p>The outturn report 2014/15 details the council's financial performance against budget and includes requests to carry forward specific unspent revenue and capital budgets into the 2015/16 financial year.</p>  | <p>Executive Councillor for Strategy and Transformation</p> | <p>Chris Humphris<br/>Principal Accountant (Services)</p>  | <p>This is a key decision and will automatically appear on the agenda.</p> |
| <p>Shared Waste</p> <p>To approve amendments to delegations (and lease terms).</p>   |  | <p>Relates to proposals to create a Shared Waste Service with South Cambridgeshire DC, and will deal with the changes to the leasehold interest of the Waterbeach depot site.</p>  | <p>Executive Councillor for Strategy and Transformation</p> | <p>Sue Chadwick<br/>Project Manager Shared Waste</p>       | <p>This is a key decision and will automatically appear on the agenda.</p> |
| <p>Single Equality Scheme 2015-2018</p> <p>To approve the finalised Single Equality Scheme 2015-2018.</p>  |  | <p>The new Single Equality Scheme sets out 5 objectives and a range of actions the City Council will take to promote equality of opportunity. This report presents the key findings from recent public consultation and seeks approval for the finalised scheme.</p> | <p>Executive Councillor for Strategy and Transformation</p> | <p>David Kidston<br/>Strategy and Partnerships Manager</p> | <p>This is a key decision and will automatically appear on the agenda.</p> |

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| <p>Mill Road Depot Redevelopment</p> <p>Approval to headline outcomes; enabling budget; and to commence procurements.</p>  |  | <p>A Development Brief is required for the redevelopment informed by the Council's preferred outcomes. Procurement of this and first stages of selecting partner organisations to commence.</p> | <p>Executive Councillor for Finance and Resources</p> | <p>Alan Carter<br/>Head of Strategic Housing</p>        | <p>This is a key decision and will automatically appear on the agenda.</p> |
| <p>General Fund Investment in Housing</p> <p>Approve the investment of General Fund monies to provide new housing.</p>   |  | <p>The report will consider the options to invest General Fund monies to provide new housing.</p>   | <p>Executive Councillor for Finance and Resources</p> | <p>Alan Carter<br/>Head of Strategic Housing</p>        | <p>This is a key decision and will automatically appear on the agenda.</p> |
| <p>Housing Development Agency</p> <p>Establishment of a shared service with South Cambs and the County regarding housing development.</p>                              |  | <p>The Greater Cambridge City Deal Board has approved pump-priming funding for a shared Housing Development Agency. Each partner authority is being requested to approve the proposal.</p>      | <p>Leader of the Council</p>                          | <p>Alan Carter<br/>Head of Strategic Housing</p>        | <p>This is a key decision and will automatically appear on the agenda.</p> |
| <p>Shared Service Progress Update</p> <p>The report will provide members with an overview of progress and potential future areas for shared service consideration.</p> |  | <p>This report covers generic areas concerning all shared services such as the legal framework governance, dispute resolution, cost sharing, term, implementation timeline.</p>                 | <p>Leader of the Council</p>                          | <p>Ray Ward<br/>Director of Business Transformation</p> | <p>This is a key decision and will automatically appear on the agenda.</p> |

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| <p>Shared Legal Service</p> <p>The report will include the business case and operating model for the proposed shared service and will outline the stages required to implement it. As the lead authority it will also detail the arrangements for staff from HDC and SCDC to TUPE into the City Council.</p>    |  | <p>The report will recommend that a Shared Legal Service is established.</p>            | <p>Leader of the Council</p> | <p>Ray Ward<br/>Director of Business Transformation</p> | <p>This is a key decision and will automatically appear on the agenda.</p> |
| <p>Shared ICT Service</p> <p>The report will include the business case and operating model for the proposed shared service and will outline the stages required to implement it. It will detail the arrangements for the TUPE of staff from the City to the Lead authority (HDC).</p>                           |  | <p>The report will recommend that a Shared ICT Service is established.</p>              | <p>Leader of the Council</p> | <p>Ray Ward<br/>Director of Business Transformation</p> | <p>This is a key decision and will automatically appear on the agenda.</p> |
| <p>Shared Building Control</p> <p>The report will include the business case and operating model for the proposed shared service and will outline the stages required to implement it. As the lead authority it will also detail the arrangements for staff from HDC and SCDC to TUPE into the City Council.</p> |  | <p>The report will recommend that a Shared Building Control Service is established.</p> | <p>Leader of the Council</p> | <p>Ray Ward<br/>Director of Business Transformation</p> | <p>This is a key decision and will automatically appear on the agenda.</p> |

## Strategy and Resources Scrutiny Committee - 13 July 2015 (Non Key Decisions)

Non Key items will only appear on the agenda if requested for pre-scrutiny by 29 June 2015

| Subject/Decision   | New Item | Background Information   | Decision Taker  | Officer   | Additional Information  |
|--|----------|--|---|---|---|
| <p>Annual Climate Change Strategy Progress Report, Including Carbon Management Plan and Climate Change Fund Status Report</p> <p>Note the Annual Climate Change Strategy progress report and the Carbon Management Plan and Climate Change Fund Status Report.</p> |          | <p>This report highlights progress against objectives to reduce carbon emissions and manage climate change risks. In addition, the report provides Climate Change Fund financial update.</p> | <p>Executive Councillor for Finance and Resources</p> | <p>David Kidston, Clare Palferman<br/>Strategy and Partnerships Manager, Climate Change Officer</p> | <p>Requested for pre-scrutiny by Councillors Bick and Holt.</p> |
| <p>Discretionary NDR Transitional Relief</p> <p>To agree a policy to award Discretionary NDR Transitional Relief for 2015/16 &amp; 2016/17.</p>  |          | <p>Following the postponement of the 2017 business rates revaluation there is a need to review the NDR business rates Transitional Relief arrangements for 2015/16 &amp; 2016/17.</p>        | <p>Executive Councillor for Finance and Resources</p> | <p>Alison Cole<br/>Head of Revenues and Benefits</p>  | <p>Not currently requested for pre-scrutiny.</p>                |

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| <p>Street Lighting - County Council Proposals</p> <p>To consider whether any alternative proposals should be put forward to the County Council.</p> |  | <p>As a result of major budgetary reviews, the County Council proposes to reduce the number of street lights and to turn off lights in certain areas across the city and County. This report will look at the implications for the city.</p> | <p>Leader of the Council</p> | <p>Lynda Kilkelly<br/>Safer Communities Manager</p> | <p>Requested for pre-scrutiny by Councillors Bick and Holt.</p> |
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## **Regulatory Committees**

This section includes items scheduled for consideration by the following Regulatory Committees:

- Civic Affairs
- Licensing Committee

Committees that consider planning applications are not included on the Forward Plan.

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

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

## Licensing - 20 July 2015

| Subject/Decision   | New Item | Background Information  | Decision Taker      | Officer   | Additional Information                             |
|--|----------|---|---------------------|---|--|
| <p>Revisions to taxi licensing practices following Deregulation Act 2015</p> <p>Minor revisions to taxi licensing policy to take account of new legislation.</p> |          | <p>The law revises standard periods for driver and private hire licences to remain in force. Cross border private hiring will be lawful after 1st October 2015.</p> | Licensing Committee | Robert Osbourn<br>Licensing and Enforcement Manager | This item will automatically appear on the agenda. |

## Civic Affairs - 26 June 2015

| Subject/Decision   | New Item | Background Information  | Decision Taker | Officer                                  | Additional Information                             |
|--|----------|---|----------------|--|--|
| <p>Effectiveness of Internal Audit: Annual Review 2014 / 2015</p> <p>Evaluation of service provision in line with statutory guidelines.</p>  |          | Annual review of the provision of Internal Audit services in accordance with PSIAS.   | Civic Affairs  | Steve Crabtree<br>Head of Internal Audit | This item will automatically appear on the agenda. |
| <p>Annual Audit Opinion 2014 / 2015</p> <p>Evaluation of the works undertaken by the service.</p>  |          | Details of the works undertaken by Internal Audit in 2014 / 2015 and an assessment on the effectiveness of the governance and systems operating across the Council.                                 | Civic Affairs  | Steve Crabtree<br>Head of Internal Audit | This item will automatically appear on the agenda. |
| <p>Assurance Framework, Draft Annual Governance Statement and Draft Code of Corporate Governance 2014/15</p> <p>To review the draft Annual Governance Statement and Action Plan and advise the Leader and CEX of any issues arising.</p> |          | The Annual Governance Statement sets out the Council's governance arrangements for the 2014/15 financial year and is a statutory requirement. It is published as part of the Statement of Accounts. | Civic Affairs  | Simon Pugh<br>Head of Legal Services     | This item will automatically appear on the agenda. |

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|---|--|---|---------------|--|---|
| <p>Annual Report On Prevention Of Fraud &amp; Corruption Policy</p> <p>To review any changes recommended to the Policy and to note details of fraud/whistle-blowing activity for the period 1 April 2014 – 31 March 2015.</p> |  | <p>In line with recommended practice a review of the Prevention of Fraud and Corruption Policy is undertaken annually. The report includes a summary of fraud/whistle-blowing activity for the period 1 April 2014 – 31 March 2015.</p>   | Civic Affairs | <p>Bridget Bishop<br/>Principal Auditor</p>                                  | <p>This item will automatically appear on the agenda.</p> |
| <p>External Audit 2014/15 Audit Plan</p> <p>To receive and review the 2014/15 audit plan.</p>   |  | <p>The 2014/15 Audit Plan will set out how Ernst and Young will carry out their responsibilities as auditor, as well as an assessment of the key audit risks and strategy. The Committee will have the opportunity to review the proposed audit approach and scope.</p>               | Civic Affairs | <p>Charity Main<br/>Principal Accountant<br/>(Projects and Publications)</p> | <p>This item will automatically appear on the agenda.</p> |
| <p>Statement of Accounts 2014-15</p> <p>Review and approval of required changes in accounting policy and presentation in respect of the 2014-15 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 any detailed external audit work.</p> | Civic Affairs | <p>Charity Main<br/>Principal Accountant<br/>(Projects and Publications)</p> | <p>This item will automatically appear on the agenda.</p> |

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|---|--|--|---------------|---|---|
| <p>Review of the Members Allowances Scheme</p> <p>To agree the terms of reference of a review.</p>  |  | <p>The committee agreed in March that a review of the allowances scheme should be undertaken in 2015. The report will explain how a review will be carried out and ask the committee to agree the approach.</p>  | Civic Affairs | <p>Gary Clift<br/>Democratic Services Manager</p> | <p>This item will automatically appear on the agenda.</p> |
| <p>Cambridgeshire Boundary Review</p> <p>To respond to the Boundary Commission's proposals for Cambridgeshire.</p>  |  | <p>Committee submitted proposals to the Boundary Commission in part one of its review of Cambridgeshire County Council boundaries. The Commission puts its proposals out to consultation in May and the Committee will consider whether it wishes to submit a city council response.</p>                       | Civic Affairs | <p>Gary Clift<br/>Democratic Services Manager</p> | <p>This item will automatically appear on the agenda.</p> |
| <p>Changes To The Officer Employment Procedure Rules In Respect Of Disciplinary Action</p> <p>To amend the Officer Employment Procedure Rules and the terms of reference of the Employment (Senior Officer) Committee and to authorise the Head of Human Resources to convene a panel of "independent persons", as and when required.</p> |  | <p>Parliament has approved changes to the Local Authorities (Standing Orders) (England) Regulations 2001. The Regulations set out provisions we are required to have in our Constitution. Amending regulations mean we have to make changes to the Officer Employment Procedure Rules in the Constitution.</p> | Civic Affairs | <p>Sarah Steed<br/>Committee Manager</p>          | <p>This item will automatically appear 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                                |

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

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

## East Area - 2 July 2015

| Subject/Decision  | New Item | Background Information  | Decision Taker      | Officer   | Additional Information                             |
|---|----------|---|---------------------|---|--|
| <p>Environmental Data Reports - EAC</p> <p>Actions taken by the environmental departments, reporting on private/public realm data and priority setting.</p> |          | <p>The report will show actions taken by the environmental departments, reporting on private and public realm data, what enforcement actions and cleansing has been undertaken.</p>   | East Area Committee | Wendy Young<br>Operations Manager –<br>Community Engagement and Enforcement | This item will automatically appear on the agenda. |
| <p>Election of Chair and Vice Chair - EAC</p> <p>Election of Chair and Vice Chair.</p>  |          | <p>Election of Chair and Vice Chair.</p>  | East Area Committee | James Goddard<br>Committee Manager  | This item will automatically appear on the agenda. |
| <p>Policing &amp; Safer Neighbourhoods - EAC 2 Jul 2015</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> | East Area Committee | Lynda Kilkelly<br>Safer Communities Manager                                 | This item will automatically appear on the agenda. |

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|--|--|--|---------------------|---|--|
| <p>Appointment of Outside Bodies</p> <p>To appointment a member of the East Area Committee to the following outside bodies:</p> <ul style="list-style-type: none"> <li>• Cambridge Airport Consultative Committee</li> <li>• East Barnwell Community Centre</li> </ul> |  |  | East Area Committee | Claire Tunnicliffe<br>Committee Manager | This item will automatically appear on the agenda. |
|--|--|--|---------------------|---|--|

## North Area - 16 June 2015

| Subject/Decision  | New Item | Background Information  | Decision Taker       | Officer   | Additional Information                             |
|---|----------|---|----------------------|---|--|
| <p>Environmental Data Reports - NAC</p> <p>Actions taken by the environmental departments, reporting on private/public realm data and priority setting.</p>                               |          | <p>The report will show actions taken by the environmental departments, reporting on private and public realm data, what enforcement actions and cleansing has been undertaken.</p> | North Area Committee | Wendy Young<br>Operations Manager –<br>Community Engagement and Enforcement | This item will automatically appear on the agenda. |
| <p>Network Rail Presentation Update on the Fen Road (Chesterton) Level Crossing</p> <p>To receive a presentation from representatives of Network Rail on the Fen Road Level Crossing.</p> |          |   | North Area Committee | Claire Tunnicliffe<br>Committee Manager                                     | This item will automatically appear on the agenda. |
| <p>Election of Chair and Vice Chair - NAC</p> <p>Election of Chair and Vice Chair.</p>  |          | Election of Chair and Vice Chair.   | North Area Committee | James Goddard<br>Committee Manager  | This item will automatically appear on the agenda. |

## South Area - 29 June 2015

| Subject/Decision  | New Item | Background Information  | Decision Taker       | Officer   | Additional Information                             |
|---|----------|---|----------------------|---|--|
| <p>Environmental Data Reports - SAC</p> <p>Actions taken by the environmental departments, reporting on private/public realm data and priority setting.</p> |          | <p>The report will show actions taken by the environmental departments, reporting on private and public realm data, what enforcement actions and cleansing has been undertaken.</p>   | South Area Committee | Wendy Young<br>Operations Manager –<br>Community Engagement and Enforcement | This item will automatically appear on the agenda. |
| <p>Election of Chair and Vice Chair - SAC</p> <p>Election of Chair and Vice Chair.</p>  |          | <p>Election of Chair and Vice Chair.</p>  | South Area Committee | James Goddard<br>Committee Manager  | This item will automatically appear on the agenda. |
| <p>Policing &amp; Safer Neighbourhoods - SAC 29 June 2015</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> | South Area Committee | Lynda Kilkelly<br>Safer Communities Manager                                 | This item will appear automatically on the agenda. |

## West/Central Area - 8 July 2015

| Subject/Decision  | New Item | Background Information  | Decision Taker                     | Officer  | Additional Information                                    |
|---|----------|---|------------------------------------|--|---|
| <p>Environmental Data Reports - WAC</p> <p>Actions taken by the environmental departments, reporting on private/public realm data and priority setting.</p> |          | <p>The report will show actions taken by the environmental departments, reporting on private and public realm data, what enforcement actions and cleansing has been undertaken.</p> | <p>West Central Area Committee</p> | <p>Wendy Young<br/>Operations Manager –<br/>Community Engagement and Enforcement</p> | <p>This item will automatically appear on the agenda.</p> |
| <p>Election of Chair and Vice Chair - WAC</p> <p>Election of Chair and Vice Chair.</p>  |          | <p>Election of Chair and Vice Chair.</p>  | <p>West Central Area Committee</p> | <p>James Goddard<br/>Committee Manager</p>   | <p>This item will automatically appear on the agenda.</p> |