

THE FORWARD PLAN

1 March 2019 - 31 May 2019

Contact Officer: James Goddard Telephone: 01223 457013

Email: <u>democratic.services@cambridge.gov.uk</u>

Published 11 02 19

Executive Councillors 2018/19

Leader and Executive Councillor for Strategy and External Partnerships	Councillor Lewis Herbert	07885 446647 lewis.herbert@cambridge.gov.uk
Executive Councillor for Communities (and Deputy Leader)	Councillor Anna Smith	07474 067882 anna.smith@cambridge.gov.uk
Executive Councillor for Environmental Services and City Centre	Councillor Rosy Moore	07709 222026 rosy.moore@cambridge.gov.uk
Executive Councillor for Finance and Resources	Councillor Richard Robertson	07746 117791 richard.robertson@cambridge.gov.uk
Executive Councillor for Housing	Councillor Richard Johnson	07712 129529 Richard.Johnson@cambridge.gov.uk
Executive Councillor for Planning Policy and Transport	Councillor Kevin Blencowe	07914 700602 kevin.blencowe@gmail.com
Executive Councillor for Streets and Open Spaces	Councillor Katie Thornburrow	07480 246939 katie.thornburrow@cambridge.gov.uk

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

The Forward Plan: 1 March 2019 - 31 May 2019

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 (£1,000,000 for procurement). Excluded from this are all loans to banks or other financial institutions made in accordance with the Treasury Management Policy.

In relation to letting contracts the key decision is seeking authority to procure (and delegate authority to award). 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.

<u>All Key Decisions will automatically be included on Scrutiny Committee agendas but Non-Key Decisions will not.</u>

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 Meeting and Publication Dates

Committee	Page	Meeting date	Agendas published
Environment and Community	9	21/03/19	11/03/19
Housing Scrutiny Committee	14	12/03/19	28/02/19
Planning and Transport	19	19/03/19	07/03/19
Strategy and Resources	20	25/03/19	13/03/19
Licensing	24	18/03/19	08/03/19
Civic Affairs	25	13/05/19	02/05/19
East Area	28	04/04/19	27/03/19
North Area	29	07/03/19	27/02/19
South Area	31	08/04/19	29/03/19
West/Central Area	32	14/03/19	06/03/19

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 <u>democratic.services@cambridge.gov.uk</u>

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

Forward Plan - Decisions of the Executive

This section includes all items scheduled for consideration by Executive Councillors at the relevant Scrutiny Committee.

- 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.

Committee reports will be available one week before the meeting on the City Council website.

Forward Plan

Environment and Community Scrutiny Committee – 21 March 2019 (Key Decisions)					
Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
S106 Funding for Communities Portfolio: Next Steps To agree the next steps for identifying future S106-funded projects for improving community and sports facilities in Cambridge. This is likely to include: (a) some generic S106 funding recommendations for indoor and outdoor sports projects in line with existing sports facility strategies; and (b) proposals for the next (generic) S106 funding round later in 2019.		The Council uses S106 funding to mitigate the impact of development by improving local facilities in Cambridge. Whilst S106 funding secured from developers since April 2015 is for specific projects, there is still scope for the Council to prioritise the use of the remaining, generic S106 contributions (agreed prior to April 2015) on eligible project proposals. With inputs from the relevant service managers, the report will provide an update on the current availability of generic and specific S106 funding for community and sports facilities. More details about the Council's use of S106 contributions can be found at www.cambridge.gov.uk/S106.	Executive Councillor for Communities	Tim Wetherfield Urban Growth Project Manager	This is a key item and will automatically appear on the agenda.

S106 Funding for Streets and Open Spaces Portfolio To agree the next steps for identifying future S106-funded projects for the play area, open space, public realm and public art contribution types. This will include the process and decision-making arrangements for the next (generic) S106 funding round later in 2019.	The Council uses S106 funding to mitigate the impact of development by improving local facilities in Cambridge. Whilst S106 funding secured from developers since April 2015 is for specific projects, there is still scope for the Council to prioritise the use of the remaining, generic S106 contributions (agreed prior to April 2015) on eligible project proposals. With inputs from the Streets & Open Spaces service, the report will provide an update on the current availability of generic and specific S106 funds for play area, open space, public realm and public art categories. The process for deciding future public art projects will be set in the context of the Public Art Strategy (being developed). More details about the Council's use of S106	Executive Councillor for Streets and Open Spaces	Tim Wetherfield Urban Growth Project Manager	This is a key item and will automatically appear on the agenda.
	contributions can be found at www.cambridge.gov.uk/S106.			

Use of Fixed Penalty Notices for Household Waste Duty of Care This report considers whether fixed penalties for breaches of household	The Environmental Protection (Miscellaneous Amendments) (England and Wales) Regulations 2018, came into force in January 2019 which	Executive Councillor for Streets and Open Spaces	Wendy Johnston Operations Manager – Community Engagement and Enforcement	This is a key item and will automatically appear on the agenda.
waste duty of care should be introduced and at what amount they should be set.	gives the council the ability to issue fixed penalties for breaches of household waste duty of case as an alternative to prosecution.			

Environment and Community Scrutiny Committee – 21 March 2019 (Non Key Decisions) Non key items will only appear on the agenda if requested for pre-scrutiny by 7 March 2019

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Renewal of Street Drinking PSPO To consider the report on the review and extension of the PSPO prohibiting drinking alcohol on Petersfield Green, Mill Road Cemetery and the front garden at Ditchburn Place.		The PSPO is due to expire on 31 May 2019. It was made and came into force on 1 June 2015 to run for a trial period of 1 year. Following the successful trial, it was extended for a further 3 years. The legislation allows for the PSPO to be extended to prevent the original activity from occurring or recurring.	Executive Councillor for Communities	Lynda Kilkelly Safer Communities Manager	Not currently requested for pre-scrutiny.
Update on the work of key external partnerships To note progress over the past year and to continue to work with the partnership to meet our obligations and benefit residents.		The paper is provided as a part of the Council's commitment given in its "Principles of Partnership Working", to set out annual reports summarising the work of the key partnerships it is involved with. This report summarises progress over the past year with the Health and Wellbeing Board, Cambridge Community Safety Partnership and the Children's Trust.	Executive Councillor for Communities	Andrew Limb Head of Corporate Strategy	Not currently requested for pre-scrutiny.

Shared Waste Service Business Plan 2019/20 To approve the Greater Cambridge Shared Waste Service Plan 2019/20.	Shared service business plans are submitted for scrutiny and approval by Executive Cllr annually.	Executive Councillor for Environmental Services and City Centre	Fiona Bryant Strategic Director	Not currently requested for pre-scrutiny.
Environmental Improvement Programme To determine the mechanisms for allocating EIP funding available in 2019/20.	The proposals will include a recommendation to continue funding area based projects whilst also trialling a city-wide approach to key areas of EIP delivery, in order to make delivery more efficient and thus make the programme overall more cost effective.	Executive Councillor for Streets and Open Spaces	John Richards Public Realm & Project Delivery Team Leader	Not currently requested for pre-scrutiny.

Housing Scrutiny Committee – 12 March 2019 (Key Decisions)

Part 1 - Management of the Council's Housing Stock

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Estate Improvement Programme To approve the approach to determining estate improvement proposals as outlined in the Officer's report.		The Council has committed £1,000,000 for 5 years from 2019/20 to undertake the prioritised estate investment arising from the external estate and common parts surveys. This budget will include capitalisation of programme design and staff costs, where staff are required to project mange this programme.	Executive Councillor for Housing	David Greening Head of Housing	This is a key item and will automatically appear on the agenda.

Housing Scrutiny Committee – 12 March 2019 (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 26 February 2019

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Resident Involvement Strategy Review To undertake a review of resident involvement and to outline the most effective approach to engaging with City Council tenants and leaseholders.		In 2017 the Resident Involvement Strategy 2017- 2020 was published, this outlined the overall approach underlying resident involvement but does not detail the actual techniques used for engagement. This review will build on the RI strategy to provide more detail and ensure we are engaging with residents in the most efficient and effective ways.	Executive Councillor for Housing	Emily Watts Resident Engagement Officer, Housing Services	Not currently requested for pre-scrutiny.

Housing Scrutiny Committee – 12 March 2019 (Key Decisions)

Part 2 - Strategic Housing

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Greater Cambridge Housing Strategy 2019-2022 To approve a Housing Strategy for Greater Cambridge.		The Greater Cambridge Housing Strategy is being developed jointly with South Cambridgeshire District Council, and will outline the strategic approach to be taken the two councils on housing- related issues. It will replace the separate Interim Housing Strategy Statements agreed by each of the councils in 2017.	Executive Councillor for Housing	Helen Reed Housing Strategy Manager	This is a key item and will automatically appear on the agenda.
		It will also require approval by South Cambridgeshire District Council through their own decision making process.			

Housing Adaptations & Repairs Policy To seek approval for a new policy for offering grants and loans to private sector and housing association residents to enable them to live safely and independently at home.	Disabled Facilities Grant (DFG) funding is now allocated by government to district councils through the Better Care Fund, with the expectation that it is used flexibly to fund wider health, social care and housing objectives. The policy has been developed jointly with the other Cambridgeshire districts, with the aim that each district adopts their own version of the policy whilst ensuring as much consistency as possible across the county. This would replace Cambridge City Council's existing Private Sector Housing Grants & Loans policy 2007.	Executive Councillor for Housing	Helen Reed Housing Strategy Manager	This is a key item and will automatically appear on the agenda.
New Social Housing - Campkin Road Request for budget to develop a new housing scheme at Campkin Road - indicative outturn 69 Council Homes.	Cambridge City Council is committed to building new 500 new council homes as part of the Cambridgeshire & Peterborough devolution deal. This project forms part of the target, contributing a net gain of 44 new homes.	Executive Councillor for Housing	Mark Wilson Housing Development Manager	This is a key item and will automatically appear on the agenda.

Housing Scrutiny Committee – 12 March 2019 (Non Key Decisions)

Part 2 - Strategic Housing

Non key items will only appear on the agenda if requested for pre-scrutiny by 26 February 2019

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Update on the Programme to Build new Council Homes Funded Through the Combined Authority No decision - review of progress on previously agreed 500 homes programme.		Cambridge Housing Development Agency was set up using a Cambridgeshire & Peterborough Combined Authority devolution grant with the target to build 500 new Council homes in Cambridge.	Executive Councillor for Housing	Claire Flowers Head of Housing Development Agency	Not currently requested for pre-scrutiny.

Planning and Transport Scrutiny Committee – 19 March 2019 (Key Decisions)

Currently no key items scheduled for 19 March 2019

Planning and Transport Scrutiny Committee – 19 March 2019 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 5 March 2019

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Greater Cambridge Planning Service Business Plan 2019/20 To approve the planning service shared service business plan 2019/20.		Shared service business plans are submitted for scrutiny and approval by Executive Cllr annually.	Executive Councillor for Planning Policy and Transport	Fiona Bryant Strategic Director	Not currently requested for pre-scrutiny.
Building Control Shared Services Business Plan 2019/20 To approve the 3C Building Control Business Plan 2019/20.		Shared service business plans are submitted for scrutiny and approval by Executive Cllr annually.	Executive Councillor for Planning Policy and Transport	Fiona Bryant Strategic Director	Not currently requested for pre-scrutiny.

Strategy and Resources Scrutiny Committee - 25 March 2019 (Key Decisions)

Currently no key items scheduled for 25 March 2019

Strategy and Resources Scrutiny Committee - 25 March 2019 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 11 March 2019

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
ICT Shared Service Business Plan 2019/20 To approve the 3C ICT business plan for 2019/20.		Shared service business plans are submitted for scrutiny and approval by Executive Cllr annually.	Executive Councillor for Finance and Resources	Fiona Bryant Strategic Director	Not currently requested for pre-scrutiny.
Internal Audit Shared Service Business Plan 2019/20 To approve the Internal Audit business plan 2019/20.		Shared service business plans are submitted for scrutiny and approval by Executive Cllr annually.	Executive Councillor for Finance and Resources	Fiona Bryant Strategic Director	Not currently requested for pre-scrutiny.
Shared Legal Services Business Plan 2019/20 To approve the 3C Legal Services Business Plan 2019/20.		Shared service business plans are submitted for scrutiny and approval by Executive Cllr annually.	Executive Councillor for Finance and Resources	Fiona Bryant Strategic Director	Not currently requested for pre-scrutiny.

Invitation to Mayor Palmer to S&R Committee No decision to be taken.	To discuss the Combined Authority	Leader of the Council	Sarah Steed Committee Manager	This item will automatically appear on the agenda.
Combined Authority Update To enable the Committee to scrutinise the Council's representative on the Combined Authority.	The report will update the Committee on the Combined Authority's activities since its last meeting.	Executive Councillor for Strategy and External Partnerships	Sarah Steed Committee Manager	This item will automatically appear on the agenda for scrutiny.
Update on the Work of Key External Partnerships To note progress over the past year and to continue working with the partnerships to meet our obligations and to benefit our residents.	The paper is provided as a part of the Council's commitment given in its "Principles of Partnership Working", to set out annual reports summarising the work of the key partnerships it is involved with. This report summarises progress over the past year with the Business Board (LEP), Greater Cambridge Partnership, other growth bodies.	Executive Councillor for Strategy and External Partnerships	Andrew Limb Head of Corporate Strategy	Not currently requested for pre-scrutiny.

Update on Planned Development of Park Street Car Park	In March 2018 Exec Cllr approved a proposal to develop detailed plans for	Executive Councillor for Strategy and	Fiona Bryant Strategic Director	Not currently requested for pre-scrutiny.
Following commitment at Strategy and Resources Committee in 2018 to report back on progress, this report provides an update on the planned development proposals.	redevelopment of the car park at basement level with a hotel above. The Director committed to provide the Committee with an update once plans were finalised.	External Partnerships		

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 - 18 March 2019 Currently no items scheduled for 18 March 2019

Civic Affairs - 13 May 2019						
Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information	
Nominations for Committees for the Municipal Year 2019/20 To consider the proposed Committee allocations by party and the nominations received. Also to consider the nominations for Chairs and Vice Chairs of Scrutiny and Regulatory Committees. The committee will recommend to Council to agree the number and size of committees, agree to depart from proportionality on Planning Committee, and to note the nominations.			Civic Affairs	Gary Clift Democratic Services Manager	This item will automatically appear on the agenda.	
Nominations of Honorary Councillors To recommend to Council the appointment of the Honorary Councillors following nominations received.			Civic Affairs	Gary Clift Democratic Services Manager	This item will automatically appear on the agenda.	

Internal Audit Plan Approval of the Internal Audit work plan and the supporting documents.	Internal Audit provides an independent, objective assurance and consulting service that adds value and improves the Council's control environment. It helps the Council deliver its objectives by	Civic Affairs	Jonathan Tully Head of Shared Internal Audit Service	This item will automatically appear on the agenda.
	bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.			
	The Internal Audit Plan sets out our risk based work programme and strategy. It documents how we will provide assurance that key risks throughout the Council are being managed. The Internal Audit Charter and our Code of Ethics are also presented annually to the Committee as good practice.			

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 - 4 April 2019						
Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information	
Environmental Report - EAC Actions taken by the environmental departments, reporting on private/public realm data.		The report will show actions taken by the environmental departments, reporting on private and public realm data, in the previous six months.	East Area Committee	Wendy Johnston Operations Manager – Community Engagement and Enforcement	This item will automatically appear on the agenda.	
EAC Area Committee Grants 2019- 20 Grant awards for voluntary and community organisations.		To consider applications for area committee grants under the Community Grants criteria.	East Area Committee	Jackie Hanson Community Funding and Development Manager	This item will automatically appear on the agenda.	

North Area - 7 March 2019						
Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information	
North Area Committee Dates 2019/20 To approve the follow dates for future North Area Committee meetings: • 13 June 2019 • 5 September 2019 • 28 November 2019 • 27 February 2020			North Area Committee	Sarah Steed Committee Manager	This item will automatically appear on the agenda.	
Environmental Report - NAC Actions taken by the environmental departments reporting on private/public realm data.		The report will show actions taken by the environmental departments, reporting on private and public realm data in the previous six months.	North Area Committee	Wendy Johnston Operations Manager – Community Engagement and Enforcement	This item will automatically appear on the agenda.	
NAC Area Committee Grants 2019- 20 Grant awards for voluntary and community organisations.		To consider applications for area committee grants under the Community Grants criteria.	North Area Committee	Jackie Hanson Community Funding and Development Manager	This item will automatically appear on the agenda.	

North East Cambridge (formerly Cambridge Northern Fringe East) Area Action Plan Issues and Options 2 Consultation This is a presentation and exhibition forming part of the proposed consultation on the Issues and Options 2 stage of the North East Cambridge Area Action Plan that will take place in February and March 2019. The views of the committee members and the wider community are sought.	The North East Cambridge area represents a major brownfield opportunity which can make a significant contribution to the future development needs of Greater Cambridge and the immediate local area. Cambridge City Council and South Cambridgeshire District Council have jointly committed to preparing a formal development plan for the area, and the Issues and Options 2 consultation is the next stage in the preparation of the plan.	North Area Committee	Julian Sykes Urban Extensions Project Manager	This item will automatically appear on the agenda.
Presentation by County Council Officer on County Lines Issues Presentation by County Council on County Lines issues		North Area Committee	Sarah Steed Committee Manager	This item will automatically appear on the agenda.
A14 diversion and HGVs on Histon Road, Cambridge No decision	This is a multiagency issue which needs discussion with the Highways Department, the A14 Management Team and the Police	North Area Committee	Sarah Steed Committee Manager	This item will automatically appear on the agenda.

South Area - 8 April 2019						
Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information	
Policing and Safer Neighbourhoods Advise on the priorities to be adopted for the next period of neighbourhood policing.		A profile of crime and antisocial behaviour issues is presented for discussion and comment. The committee is 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 by the Neighbourhood Action Group following the Area Committee.	South Area Committee	Lynda Kilkelly Safer Communities Manager	This item will automatically appear on the agenda.	
SAC Area Committee Grants 2019- 20 Grant awards for voluntary and community organisations.		To consider applications for area committee grants under the Community Grants criteria.	South Area Committee	Jackie Hanson Community Funding and Development Manager	This item will automatically appear on the agenda.	

West/Central - 14 March 2019						
Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information	
West/Central Area Committee Dates 2019/20 The Committee is asked to agree the WCAC dates for 2019/20.			West Central Area Committee	Toni Birkin Committee Manager	This item will automatically appear on the agenda.	
Environmental Report - WCAC Actions taken by the environmental departments reporting on private/public realm data.		The report will show actions taken by the environmental departments, reporting on private and public realm data, in the previous six months.	West Central Area Committee	Wendy Johnston Operations Manager – Community Engagement and Enforcement	This item will automatically appear on the agenda.	
WCAC Area Committee Grants 2019-20 Grant awards for voluntary and community organisations.		To consider applications for area committee grants under the Community Grants criteria.	West Central Area Committee	Jackie Hanson Community Funding and Development Manager	This item will automatically appear on the agenda.	