



CAMBRIDGE
CITY COUNCIL

THE FORWARD PLAN

1 March 2021 - 31 May 2021

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Executive Councillors 2020/21

| | | |
|--|------------------------------|--|
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| Executive Councillor for Climate Change, Environment and City Centre | Councillor Rosy Moore | 07709 222026 rosy.moore@cambridge.gov.uk |
| Executive Councillor for Communities (and Statutory Deputy Leader) | Councillor Anna Smith | 07474 067882 anna.smith@cambridge.gov.uk |
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Contact details for all Councillors is available at
<http://democracy.cambridge.gov.uk/mgMemberIndex.aspx?bcr=1>

The Forward Plan: 1 March 2021 - 31 May 2021

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.

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 Meeting and Publication Dates

| Committee | Page | Meeting date | Agendas published |
|----------------------------|------|--------------|-------------------|
| Environment and Community | 9 | 25/03/21 | 15/03/21 |
| Housing Scrutiny Committee | 13 | 16/03/21 | 04/03/21 |
| Planning and Transport | 17 | 23/03/21 | 11/03/21 |
| Strategy and Resources | 18 | 29/03/21 | 17/03/21 |
| Civic Affairs | 20 | 17/05/21 | 07/05/21 |
| Licensing | 22 | 22/03/21 | 12/05/21 |
| East Area | 25 | 18/03/21 | 10/03/21 |
| North Area | 26 | 04/03/21 | 24/02/21 |
| South Area | 28 | 08/03/21 | 26/02/21 |
| West/Central Area | 29 | 11/03/21 | 03/03/21 |

Contact Information

To contact the lead officers listed in the report

- Phone – 01223 457000
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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>

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 – 25 March 2021 (Key Decisions)

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
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| <p>Climate Change Strategy and Carbon Management Plan 2021-2026</p> <p>To approve a revised and updated Climate Change Strategy and Carbon Management Plan for the period from April 2021 to March 2026.</p> | <p>The Council has had three previous Climate Change Strategies covering the periods from 2008-2012, 2012-2016 and 2016-2021. The revised strategy will set out the Council's strategic approach to addressing climate change in Cambridge for the next five years. The strategy will take into account findings from community consultation and engagement activity carried out during autumn 2021.</p> <p>The Council has had two previous Carbon Management Plans, covering the periods 2012-2016 and 2016-2021. The revised Carbon Management Plan will set out how the Council will reduce its direct carbon emissions from its corporate buildings and fleet vehicles over the next five years.</p> | <p>Executive Councillor for Climate Change, Environment and City Centre</p> | <p>David Kidston Strategy and Partnerships Manager</p> | <p>This is a key item and will automatically appear on the agenda.</p> |
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| <p>Update and Progress on the Market Square Proposals</p> <p>To approve the proposed Market Square project vision and concept design for public consultation.</p> | <p>In 2018/19, the City Council committed a revenue budget of £100k to develop the Market Square project to Royal Institute of British Architects (RIBA) Plan of Work Stages 1 (Feasibility Study) and Stage 2 (Vision and Concept Design). In November 2018, international architecture, engineering and urban design consultancy, BDP, was appointed to deliver the work, with input from internal and external stakeholders. The decision is required to give the public the opportunity to formally comment on the proposed vision and concept design for the Market Square project.</p> | <p>Executive Councillor for Climate Change, Environment and City Centre</p> | <p>Joel Carré Head of Environmental Services</p> | <p>This is a key item and will automatically appear on the agenda.</p> |
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Environment and Community Scrutiny Committee – 25 March 2021 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 11 March 2021

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|---|----------|---|---|--|--|
| <p>Storey's Field Centre Future Management Arrangements</p> <p>Decision to agree any potential changes to the current management arrangements following discussions with the Storey's Field Centre Trust.</p> | | <p>The City Council's Neighbourhood Community Development Team currently manages the Storey's Field Centre (SFC) under a contract for services with the SFC Trust. The current contract is due to end in June 2021. Once the trustees have made a decision whether to extend the contract or not a decision will need to be taken by the Council to agree any new arrangements.</p> | <p>Executive Councillor for Communities</p> | <p>Sally Roden Neighbourhood Community Development Manager</p> | <p>Not currently requested for pre-scrutiny.</p> |

Housing Scrutiny Committee – 16 March 2021 (Key Decisions)

Part 1 - Management of the Council's Housing Stock

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|-------------------------|-----------------|-------------------------------|-----------------------|----------------|-------------------------------|
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|---|--|--|---|---|--|
| <p>Changes to Under Occupation Assistance Scheme</p> <p>Approve revised Under Occupation Assistance Policy.</p> | | <p>Year on year increased number of applicants registered on the Council's Housing Needs Register exceeding the supply of new affordable housing and those made available as relets during the year.</p> <p>It is proposed that in order to assist more people to downsize, reduce the burden of debt on tenants unable to afford their current accommodation, and to increase the number of larger properties available to families that need them, the payments under the downsizing incentive scheme are reviewed.</p> <p>This policy change would ensure we help more households and offers a sensible spend to save the demand on the Discretionary Housing Payment budget.</p> | <p>Executive Councillor for Housing</p> | <p>Sandra Farmer Area Housing Manager</p> | <p>This is a key item and will automatically appear on the agenda.</p> |
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Housing Scrutiny Committee – 16 March 2021 (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 2 March 2021

Currently no non key items scheduled for 16 March 2021

Housing Scrutiny Committee – 16 March 2021(Key Decisions)

Part 2 - Strategic Housing

Currently no key items scheduled for 16 March 2021

Housing Scrutiny Committee – 16 March 2021 (Non Key Decisions)

Part 2 - Strategic Housing

Non key items will only appear on the agenda if requested for pre-scrutiny by 2 March 2021

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|--|----------|---|---|--|--|
| <p>Combined Update on the Programme to Build New Council Homes Funded Through the Combined Authority and Work Toward Development of the New Council Housing Programme</p> <p>Regular update on the delivery of the 500 new council homes, together with an update on the work being undertaken to deliver an additional 1,000 Council homes, building on the success of the 500 programme.</p> | | <p>Cambridge HDA was set up using a Cambridgeshire & Peterborough Combined Authority devolution grant with the target to build 500 new Council homes in Cambridge. Additional approval was granted at the Meeting of the Housing Scrutiny Committee on 24 September 2020 to proceed on planning toward a new housing delivery programme. This combined report serves to update the members on progress to date.</p> | <p>Executive Councillor for Housing</p> | <p>Claire Flowers Head of Housing Development Agency</p> | <p>Not currently requested for pre-scrutiny.</p> |

Planning and Transport Scrutiny Committee – 23 March 2021 (Key Decisions)

Currently no key items scheduled for 23 March 2021

Planning and Transport Scrutiny Committee – 23 March 2021 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 9 March 2021

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|---|----------|---|---|--|--|
| <p>Making Space for People: Progress report</p> <p>To note the progress of the project.</p> | | <p>Following PTSC on 12 January 2021, officers were asked by the committee to undertake further work on the Making Space for People project. Members of the Planning and Transport Scrutiny are asked to review and note the Progress Report.</p> | <p>Executive Councillor for Planning Policy and Open Spaces</p> | <p>Jonathan Brookes, Caroline Hunt Principal Urban Designer, Strategy and Economy Manger - SCDC & City</p> | <p>Not currently requested for pre-scrutiny.</p> |

Strategy and Resources Scrutiny Committee - 29 March 2021 (Key Decisions)

Currently no key items scheduled for 29 March 2021

Strategy and Resources Scrutiny Committee - 29 March 2021 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 15 March 2021

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|--|----------|---|---|---|---|
| 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 | Andrew Grant Interim Chief Executive | This item will automatically appear on the agenda for scrutiny. |

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.

Civic Affairs - 17 May 2021

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|--|----------|------------------------|----------------|---|--|
| <p>Nominations of Honorary Councillors</p> <p>To recommend to Council the appointment of the Honorary Councillors following nominations received.</p> | | | Civic Affairs | Gary Clift Democratic Services Manager | This item will automatically appear on the agenda. |
| <p>Nominations for Committees for the Municipal Year 2021/22</p> <p>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.</p> <p>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.</p> | | | Civic Affairs | Gary Clift Democratic Services Manager | This item will automatically appear on the agenda. |

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| <p>Internal Audit Plan 2021/22</p> <p>Approval of the Internal Audit work plan and the supporting documents.</p> | | <p>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 bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.</p> <p>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.</p> <p>The Internal Audit Charter and our Code of Ethics are also presented annually to the Committee as good practice.</p> | Civic Affairs | Jonathan Tully Head of Shared Internal Audit Service | This item will automatically appear on the agenda. |
| <p>External Audit Plan for 2020/21</p> <p>To receive the 2020/21 Ernst and Young audit plan.</p> | | Ernst and Young will be present at the meeting to present their audit plan for the 2020/21 financial year. | Civic Affairs | Jody Etherington Deputy Head of Finance | This item will automatically appear on the agenda. |

Licensing - 22 March 2021

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|---|----------|--|---------------------|--|--|
| <p>Pavement Licence fee</p> <p>Members are recommended to approve the amended fee for Pavement Licences granted under the Business and Planning Act 2020.</p> | | <p>A pavement licence allows businesses to place removable furniture on certain highways (pavements) next to their business premises.</p> <p>Pavement licences are a temporary process introduced in response to the coronavirus outbreak. The process is in place until 30 September 2021. It was introduced under the Business and Planning Act 2020.</p> <p>When the new licence was brought in Cambridge City Council chose to charge no fee until March 2021, the Act allows a fee of up to £100 to be payable at application. This meeting is to consider if a charge should be brought in to cover administration and what this cost should be.</p> | Licensing Committee | Wangari Njiiri Environmental Health and Licensing Support Team Leader | This item will automatically appear on the agenda. |

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| <p>Hackney Carriage Vehicle Licence Numbers</p> <p>Members are recommended to approve licensing officers to put on hold their current process of providing available Hackney Carriage Vehicle Licences to next individual on waiting list for the next 6 months.</p> | <p>Cambridge City Council currently have a limit on the number of Hackney Carriage Vehicle (HCV) Licences, set at 321. This limit is set by the results found by the Demand Survey, and a 'waiting list' developed for those wishing to hold a HCV Licence. A demand survey was due to be completed in summer 2020, however due to Covid-19 restrictions and impact on the trade, the decision was made to wait until the current Covid-19 impacts have diminished.</p> <p>However, due to the financial impact on the Trade, a request has been received for the Council to put on hold the current procedure of providing newly available licenses to the next individual on the HCV waiting list.</p> <p>Report to be presented to Members for instruction for Licensing officers.</p> | <p>Licensing Committee</p> | <p>Wangari Njiiri Environmental Health and Licensing Support Team Leader</p> | <p>This item will automatically appear on the agenda.</p> |
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Area Committees

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

The Area Committees cover the following wards.

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|-------------------|---|
| 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 - 18 March 2021

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|--|----------|---|----------------------------|--|---|
| <p>EAC - Environmental Report</p> <p>Actions taken by the environmental departments, reporting on private/public realm data.</p> | | <p>The report will show actions taken by the environmental departments, reporting on private and public realm data, in the previous six months.</p> | <p>East Area Committee</p> | <p>Wendy Johnston, Nick Kester Community Engagement and Enforcement Manager, Enforcement Team Leader - Environmental Crime</p> | <p>This item will automatically appear on the agenda.</p> |
| <p>East Area Committee Dates 2021/22</p> <p>The Committee is asked to agree the EAC dates for 2021/22.</p> | | | <p>East Area Committee</p> | <p>Claire Tunnicliffe Committee Manager</p> | <p>This item will automatically appear on the agenda.</p> |
| <p>EAC Area Committee Grants 2021-22</p> <p>Grant awards for voluntary and community organisations.</p> | | <p>To consider applications for area committee grants under the Community Grants criteria.</p> | <p>East Area Committee</p> | <p>Jackie Hanson Community Funding and Development Manager</p> | <p>This item will automatically appear on the agenda.</p> |

North Area - 4 March 2021

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|--|----------|---|-----------------------------|--|---|
| <p>NAC - Environmental Report</p> <p>Actions taken by the environmental departments, reporting on private/public realm data.</p> | | <p>The report will show actions taken by the environmental departments, reporting on private and public realm data, in the previous six months.</p> | <p>North Area Committee</p> | <p>Wendy Johnston, Nick Kester Community Engagement and Enforcement Manager, Enforcement Team Leader - Environmental Crime</p> | <p>This item will automatically appear on the agenda.</p> |
| <p>North Area Committee Dates 2021/22</p> <p>The Committee is asked to agree the NAC dates for 2021/22.</p> | | | <p>North Area Committee</p> | <p>Sarah Steed Committee Manager</p> | <p>This item will automatically appear on the agenda.</p> |
| <p>NAC Area Committee Grants 2021-22</p> <p>Grant awards for voluntary and community organisations.</p> | | <p>To consider applications for area committee grants under the Community Grants criteria.</p> | <p>North Area Committee</p> | <p>Jackie Hanson Community Funding and Development Manager</p> | <p>This item will automatically appear on the agenda.</p> |

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|---|--|---|-----------------------------|--|---|
| <p>Policing and Safer Neighbourhoods</p> <p>To advise on the local areas of concern for adoption for the next neighbourhood policing report period.</p> | | <p>A verbal update on the profile of local crime and antisocial behaviour issues that was presented for discussion and comment at the last meeting (at which the police were unable to attend). The committee is asked to recommend local areas of concern to be adopted for the next reporting period. The final decision on which local areas of concern will be adopted will be made by the relevant agencies, following the area committee meeting.</p> | <p>North Area Committee</p> | <p>Lynda Kilkelly Safer Communities Manager</p> | <p>This item will automatically appear on the agenda.</p> |
| <p>Tree Canopy Project</p> <p>Oral report.</p> | | | <p>North Area Committee</p> | <p>Alistair Wilson Streets and Open Spaces Development Manager</p> | <p>This item will automatically appear on the agenda.</p> |

South Area - 8 March 2021

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|---|----------|--|-----------------------------|--|---|
| <p>Policing and Safer Neighbourhoods</p> <p>To advise on the local areas of concern for adoption for the next neighbourhood policing report period.</p> | | <p>A profile of local crime and antisocial behaviour issues is presented for discussion and comment. The committee is asked to recommend local areas of concern to be adopted for the next reporting period. The final decision on which local areas of concern will be adopted will be made by the relevant agencies, following the area committee meeting.</p> | <p>South Area Committee</p> | <p>Lynda Kilkelly Safer Communities Manager</p> | <p>This item will automatically appear on the agenda.</p> |
| <p>South Area Committee Dates 2021/22</p> <p>The Committee is asked to agree the SAC dates for 2021/22.</p> | | | <p>South Area Committee</p> | <p>James Goddard Committee Manager</p> | <p>This item will automatically appear on the agenda.</p> |
| <p>SAC Area Committee Grants 2021-22</p> <p>Grant awards for voluntary and community organisations.</p> | | <p>To consider applications for area committee grants under the Community Grants criteria.</p> | <p>South Area Committee</p> | <p>Jackie Hanson Community Funding and Development Manager</p> | <p>This item will automatically appear on the agenda.</p> |

West/Central - 11 March 2021

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|---|----------|--|-----------------------------|---|--|
| <p>West/Central Area Committee Dates 2021/22</p> <p>The Committee is asked to agree the WCAC dates for 2021/22.</p> | | | West Central Area Committee | James Goddard Committee Manager | This item will automatically appear on the agenda. |
| <p>WCAC - Environmental Report</p> <p>Actions taken by the environmental departments, reporting on private/public realm data.</p> | | 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, Nick Kester Community Engagement and Enforcement Manager, Enforcement Team Leader - Environmental Crime | This item will automatically appear on the agenda. |
| <p>WCAC Area Committee Grants 2021-22</p> <p>Grant awards for voluntary and community organisations.</p> | | 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. |