



THE FORWARD PLAN

1 September 2022 - 31 December 2022

Contact Officer: James Goddard

Telephone: 01223 457013

Email: democratic.services@cambridge.gov.uk

Re-published 09/11/22

Executive Councillors 2022/23

Leader	Councillor Anna Smith	07541 207266 anna.smith@cambridge.gov.uk
Executive Councillor for Environment, Climate Change and Biodiversity	Councillor Rosy Moore	07709 222026 rosy.moore@cambridge.gov.uk
Executive Councillor for Equalities, Anti-Poverty and Wellbeing	Councillor Mairéad Healy	Mairead.Healy@cambridge.gov.uk
Executive Councillor for Finance, Resources and Transformation (Non- Statutory Deputy Leader)	Councillor Mike Davey	07540 128320 mike.davey@cambridge.gov.uk
Executive Councillor for Housing	Councillor Gerri Bird	01223 425595 gerri.bird@cambridge.gov.uk
Executive Councillor for Open Spaces, Food Justice and Community Development (and Statutory Deputy Leader)	Councillor Alex Collis	07587 297657 alex.collis@cambridge.gov.uk
Executive Councillor for Recovery, Employment and Community Safety	Councillor Alice Gilderdale	alice.gilderdale@cambridge.gov.uk
Executive Councillor for Planning Policy and Infrastructure	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 September 2022 - 31 December 2022

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.

Any amendments to the Plan will be listed on the webpage. 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
The Executive	9	08/12/2022	30/11/2022
Environment and Community	10	06/10/2022	26/09/2022
Housing Scrutiny Committee	13	22/09/2022	12/09/2022
Planning and Transport	20	04/10/2022	22/09/2022
Strategy and Resources	21	10/10/2022	28/09/2022
Civic Affairs	28	21/09/2022	13/09/2022
Licensing	33	12/09/2022	02/09/2022
East Area	37	15/09/2022	07/09/2022
	38	13/10/2022	05/10/2022
	39	01/12/2022	23/11/2022
North Area	41	01/09/2022	23/08/2022
	42	17/11/2022	09/11/2022
South Area	44	05/09/2022	25/08/2022
	45	28/11/2022	18/11/2022
West/Central Area	46	08/09/2022	31/09/2022
	47	24/11/2022	16/11/2022

Contact Information

To contact the lead officers listed in the report

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

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

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

Contact Information for all Councillors is available at <http://democracy.cambridge.gov.uk/mgMemberIndex.aspx?bcr=1> and a search facility (including by postcode) is available at <http://democracy.cambridge.gov.uk/mgFindCouncillor.aspx>

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

The Executive - 8 December 2022 (Key Decision)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Approval of draft Budget 2023/24 for public consultation</p> <p>The Executive will meet to consider draft budget proposals which will be the subject of public consultation, scrutiny and then a further budget report to the Executive on 9 February 2023</p>		<p>As part of the Council's Budget Setting Process a meeting of the Executive will be convened to consider the draft Budget 2023/24. The Executive will be recommended to agree that the draft Budget is submitted for public consultation.</p>	<p>The Executive</p>	<p>Caroline Ryba Head of Finance</p>	<p>This is a key item and will automatically appear on the agenda.</p>

Environment and Community Scrutiny Committee – 6 October 2022 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Waterbeach Renewable Energy Network (WREN) Solar Project</p> <p>Approve a contribution towards the funding of a project to develop an integrated renewable energy and storage solution to serve the electric Refuse Collection Vehicles (eRCVs) within the overall fleet at Greater Cambridge Shared Waste Service (GCSWS) Depot at Waterbeach.</p>		<p>In order to continue the Council's fleet decarbonisation programme to meet the 2030 net zero target, there is an urgent need for an on-site renewable energy solution to enable charging of electric Refuse Collection Vehicles (eRCVs). The project, being led by South Cambridgeshire District Council, will develop a renewable energy network to locally generate renewable energy from solar. The network design will distribute electricity into the Depot from the solar array to be used to charge the eRCVs and a battery storage system will ensure that electricity generated can be retained for use when needed within the Depot i.e. for eRCV charging once collection rounds are finished.</p>	<p>Executive Councillor for Environment, Climate Change and Biodiversity</p>	<p>Janet Fogg, Dave Prinsep Climate Change Officer, Head of Property Services</p>	<p>This is a key item and will automatically appear on the agenda.</p>

Environment and Community Scrutiny Committee – 6 October 2022 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 22/09/2022

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Climate Change Strategy and Carbon Management Plan Annual Report 2021/22</p> <p>To note progress in delivering actions identified in the Climate Change Strategy and Carbon Management Plan during 2021/22.</p>		<p>The Council has previously published a Climate Change Strategy for April 2021 to 31 March 2026, which set out how the Council will support residents and businesses to reduce carbon emissions in Cambridge. The Council has also published a Carbon Management Plan, which sets out planned carbon reduction projects relating to the Council's buildings, vehicle fleet and business mileage. This report provides an update on actions from the Climate Change Strategy and Carbon Management Plan that were delivered during 2021/22.</p>	<p>Executive Councillor for Environment, Climate Change and Biodiversity</p>	<p>David Kidston Strategy and Partnerships Manager</p>	<p>Requested for pre-scrutiny by Cllrs Hawk and Payne.</p>

<p>Response to Question on Recycling Rates/Residual Waste</p> <p>Noting from the recent annual report on corporate performance that blue bin recycling rates have decreased over the past year and the proportion of black bin waste has increased, council requests a report to the next Environment & Community Scrutiny Committee enabling focused scrutiny of this situation and examination of potential emphases to reverse these trends and get back on track.</p>	<p>Response to question on recycling rates/residual waste from Scrutiny committee meeting on 11 July 2022.</p> <p>Report has been prepared that will be presented to the next Committee Meeting - it identifies the trends over the last four years of all three waste streams which gives more context to the statistics and provides suggestive explanations regarding the figures cited in the question to council. It also lays out the plans and actions to bring the figures back on track within their targets.</p>	<p>Executive Councillor for Environment, Climate Change and Biodiversity</p>	<p>Bode Esan Head of Greater Cambridge Shared Waste Service</p>	<p>Requested for pre-scrutiny by Cllrs Hawk and Payne.</p>
<p>Report on Progress of Environmental Services New Approach on Investigating Noise Complaints</p> <p>To note the update report on the new approach on investigating noise complaints</p>	<p>The Committee is invited to consider the report detailing further evaluation of the impact of the Council's move from a reactive Out of Hours Noise Service to one which uses a combination of technology, (diary sheets for non-digital customers), and planned use of officer time, on the successful investigation of noise complaints including a full year's data.</p>	<p>Executive Councillor for Environment, Climate Change and Biodiversity</p>	<p>Claire Adelizzi Team Manager - Residential, Environmental Services</p>	<p>Requested for pre-scrutiny by Cllrs Hawk and Payne.</p>

Housing Scrutiny Committee – 22 September 2022 (Key Decisions)

Part 1 - Management of the Council's Housing Stock

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Housing Revenue Account (HRA) Medium Term Financial Strategy</p> <p>Approval of latest financial assumptions for the HRA financial forecasts, of any in year budgetary changes for the HRA and of the approach to setting the budget for 2023/24.</p>		<p>Strategic review of the financial forecasts for the HRA, review of financial assumptions, recommendations for in year budgetary changes and for the budget setting strategy for the upcoming financial year.</p> <p>Approval of latest financial assumptions for the HRA financial forecasts, of any in year budgetary changes for the HRA and of the approach to setting the budget for 2023/24.</p>	<p>Executive Councillor for Housing</p>	<p>Julia Hovells Assistant Head of Finance and Business Manager</p>	<p>This is a key item and will automatically appear on the agenda.</p>

Tenancy Audit Visits

Note the report detailing the findings of the Tenancy Audit pilot to date.

Approve the adoption of a permanent tenancy audit function by City Homes.

Agree, subject to any changes that may be made as part of the budget setting process and the formal adoption of the 2023/24 budget by Council, the addition of a permanent, full time equivalent, housing officer to support this work.

In April 2022, City Homes started conducting Tenancy Audit Visits. We had hoped to commence this work sooner, but due to the Covid restrictions, this was delayed.

It is our aim to visit at least 15% of our housing stock by the end of March 2023 and continue beyond that so that we eventually visit all of our properties.

Tenancy Audits are necessary to:

- Update the household information.
- Help us to deliver quality and timely services that are tailored to individual needs.
- Ensure the best use of resources and value for money.
- Check the condition of the properties.
- Help identify any customer support needs and to provide referrals.
- Identify tenancy fraud and other breaches.
- Identify opportunities for better stock management.
- Identify Housing Need and signpost accordingly.
- Ward profiling/social value.

The report will detail the findings so far from carrying out these visits.

Executive Councillor for Housing

Anna Hill
Housing Services Manager
(City Homes)

This is a key item and will automatically appear on the agenda.

<p>Accommodation for Ukrainian Refugees</p> <p>To approve the allocation of up to 20 properties to Ukrainian Refugee households outside of the existing housing allocations system and Lettings Policy.</p>		<p>The Government launched the Homes for Ukraine 'sponsorship scheme' in March 2022.</p> <p>Part 1</p>	<p>Executive Councillor for Housing</p>	<p>David Greening Head of Housing</p>	<p>This is a key item and will automatically appear on the agenda.</p>
---	--	--	---	---	--

Housing Scrutiny Committee – 22 September 2022 (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 08/09/2022

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>E&F Compliance Update</p> <p>None - This report is for information and not for decision.</p>		<p>The report provides an update on the compliance related activities delivered within the Estates & Facilities Team, including a summary on gas servicing, electrical testing and fire safety work.</p>	<p>Executive Councillor for Housing</p>	<p>Renier Barnard Health & Safety Officer</p>	<p>Requested for pre-scrutiny by Cllrs Porrer and Bennett.</p>
<p>Future of Tenant's Contents Insurance Scheme</p> <p>Decision on the future provision of tenant's contents insurance</p>		<p>Review of the current provision of a discretionary service provided to tenants where they opt to use it.</p>	<p>Executive Councillor for Housing</p>	<p>Julia Hovells Assistant Head of Finance and Business Manager</p>	<p>Requested for pre-scrutiny by Cllrs Porrer and Bennett.</p>

Housing Scrutiny Committee – 22 September 2022 (Key Decisions)

Part 2 - Strategic Housing

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Update on New Build Council Housing Delivery</p> <p>Regular update on the delivery of new council homes under the 500 programme, together with an update on the work being undertaken to deliver an additional 1,000 Council homes, building on the success of the current 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>This is a key item and will automatically appear on the agenda.</p>

<p>Report on Proposed Development - East Barnwell</p> <p>This report outlines work undertaken toward identifying a new housing development scheme on Newmarket Road, following on work conducted to date enabled through funding from One Public Estate. This report seeks approval by the Executive Councillor for a proposed development and associated budget</p>		<p>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 report outlines a scheme proposed to be brought forward, which will deliver new council housing.</p>	<p>Executive Councillor for Housing</p>	<p>Jim Pollard Senior Housing Development Manager</p>	<p>This is a key item and will automatically appear on the agenda.</p>
<p>Update on Hanover and Princess Courts Options Appraisal</p> <p>The Committee is asked to note work undertaken to date and to approve Officer recommendations.</p>		<p>Approval was given by the Housing Scrutiny Committee in January 2022 to undertake an Options Appraisal for the Hanover and Princess Courts estate, including the adjoining parking garage. This report updates the Committee on work undertaken and findings received to date.</p>	<p>Executive Councillor for Housing</p>	<p>Jim Pollard Senior Housing Development Manager</p>	<p>This is a key item and will automatically appear on the agenda.</p>

Housing Scrutiny Committee – 22 September 2022 (Non Key Decisions)

Part 2 - Strategic Housing

Non key items will only appear on the agenda if requested for pre-scrutiny by 08/09/2022

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Cambridge City Minimum Energy Efficiency Standards Enforcement & Fee Policy</p> <p>To agree the introduction of a new fee structure to allow for the service of financial penalty notices up to £5000.00 in relation to offences under applicable legislation.</p>		<p>The Residential Team within Environmental Health, Environmental Services have enforcement powers under certain regulations including the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015, as amended including imposing financial penalties of up to £5000.</p> <p>When determining the appropriate level of financial penalty in respect of individual cases there is various criteria for local authorities to consider hence the need for introduction of a fee structure in relation to this.</p>	Executive Councillor for Housing	Claire Adelizzi Team Manager - Residential, Environmental Services	Requested for pre-scrutiny by Cllrs Porrer and Lee.

Planning and Transport Scrutiny Committee – 29 September 2022 (Key Decisions)

Currently no key items scheduled for 29 September 2022

Planning and Transport Scrutiny Committee – 29 September 2022 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 20/09/2022

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Officer Delegations for Infrastructure Projects</p> <p>To delegate authority to the Joint Director for Planning and Economic development to determine the Councils formal response in respect of specific matters associated with forthcoming statutory processes for the consideration and consenting of infrastructure in the Greater Cambridge Area.</p>		<p>Over the next 36 months, the City Council will be asked to input into a number of statutory processes associated with the submission and examination of new infrastructure. This report seeks to provide, where appropriate, for the Joint Director of Planning and Economic Development to act on behalf of the Council and to determine under delegated powers, the Council's position in respect of specific matters at defined stages in those statutory processes, where statutory timescales or practical considerations would make securing a decision through members impractical.</p>	<p>Executive Councillor for Planning Policy and Infrastructure</p>	<p>Stephen Kelly Joint Director, Greater Cambridge Shared Planning Service</p>	<p>Requested for pre-scrutiny by Cllrs Davies and Porrer.</p>

Strategy and Resources Scrutiny Committee - 10 October 2022 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Treasury Management Half Yearly Update Report 2022/23</p> <p>Recommend the report to Council, which includes the Council's estimated Prudential and Treasury Indicators 2022/23 to 2025/26. Also, to revise any counterparty limits as applicable.</p>		<p>The Council is required to comply with the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice. The Council is required to set and monitor prudential and treasury indicators, including an Authorised Limit for borrowing, for a three year period and should ensure that its capital plans are affordable, prudent and sustainable.</p>	<p>Executive Councillor for Finance, Resources and Transformation</p>	<p>Caroline Ryba Head of Finance</p>	<p>This is a key item and will automatically appear on the agenda.</p>
<p>General Fund Medium Term Financial Strategy 2022</p> <p>To agree the budget strategy and timetable for 2023/24, the net savings requirements by year for the next 5 years, and the revised General Fund revenue, funding and reserves projections.</p>		<p>This annual report identifies the likely budgetary pressures and consequent savings requirement for the next 5 years. This informs the 2023/24 Budget Setting Report to be considered by Council in February 2023 which will recommend the level of Council Tax together with individual budget items that will make up the savings requirement.</p>	<p>Executive Councillor for Finance, Resources and Transformation</p>	<p>Caroline Ryba Head of Finance</p>	<p>This is a key item and will automatically appear on the agenda.</p>

<p>General Fund Development Programme – 47-51 Norfolk Street, Cambridge</p> <p>To approve a proposed scheme included in the General Fund Development Programme.</p>		<p>The Committee previously approved a proposal regarding the Delivery of General Fund Property Development Programme at its meeting on 8th February 2021. The decision required is to approve a proposed scheme included in the programme.</p>	<p>Executive Councillor for Finance, Resources and Transformation</p>	<p>Dave Prinsep Head of Property Services</p>	<p>This is a key item and will automatically appear on the agenda.</p>
<p>Council Tax Reduction Local Scheme April 2023 to March 2026</p> <p>To consider the outcome of the consultation and approve a Council Tax Reduction (CTR) Local Scheme for consultation for 1 April 2023 to 31 March 2026 and to recommend to Council the proposed final Local Scheme.</p>		<p>Councils are required to have in place a Local Scheme for CTR for working age applicants. The current scheme has been in place since 1 April 2020 and runs until 31 March 2023 with annual light touch reviews. It was introduced to be more compatible with the rollout of Universal Credit. This scheme has been reviewed and changes approved for consultation at Strategy and Resources Committee on 11 July 2022.</p>	<p>Executive Councillor for Finance, Resources and Transformation</p>	<p>Naomi Armstrong Benefit Manager</p>	<p>This is a key item and will automatically appear on the agenda.</p>

<p>Update on the Direction of the Future Council and Organisational Design as Part of the Wider Cambridge System</p> <p>To comment on and identify areas of agreement with direction of travel of the future council</p>	<p>The Our Cambridge Transformation and Recovery Programme was approved within the Council's Medium Term Financial Strategy in October 21. Over the summer, the programme has been developing a direction of travel for the council that reflects the priorities of members and the potential for it to work more effectively, both internally and with local partners and agencies.</p> <p>This report is to provide proposals to members on some options that are available to them for future ways of managing their services, including a narrative that describes the stages in the journey towards the new design; any assumptions and identified risk; indicative benefits, both in terms of operational savings and resident experience / wellbeing; and next steps.</p>	<p>Executive Councillor for Finance, Resources and Transformation</p>	<p>Nick Kemp Transformation Director</p>	<p>This is a key item and will automatically appear on the agenda.</p>
--	--	---	--	--

<p>Future Office Accommodation Strategy</p> <p>To agree future office accommodation needs and options for future strategy development.</p>	<p>A report to the Exec Cllr for Finance , Resources and Transformation on the Council's future office accommodation needs and options for future strategy in relation to use of its assets to meet customer, staff and civic requirements.</p>	<p>Executive Councillor for Finance, Resources and Transformation</p>	<p>Dave Prinsep Head of Property Services</p>	<p>This is a key item and will automatically appear on the agenda.</p>
--	---	---	---	--

Strategy and Resources Scrutiny Committee - 10 October 2022 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 26/09/2022

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Combined Authority Update</p> <p>To enable the Committee to scrutinise the Council's representative on the Combined Authority.</p>		<p>The report will update the Committee on the Combined Authority's activities since its last meeting.</p>	<p>Leader of the Council</p>	<p>Andrew Limb Assistant Chief Executive</p>	<p>This item will automatically appear on the agenda for scrutiny.</p>

<p>Corporate Enforcement Policy 2022</p> <p>Recommended to consider the proposed changes and adopt the revised Corporate Enforcement Policy 2022.</p>	<p>The Corporate Enforcement Policy forms the basis under which specific service standards and enforcement policies are derived. The Council expects all officers taking enforcement decisions to take this policy as a guide when making their decision.</p> <p>It is important the policy is kept up to date to ensure that it both follows operational changes within the Council and legislative changes that may have come into force. The policy must remain robust and able to stand up to scrutiny in the case that a member of the public or business makes a complaint relating to the way we have handled their case or the decision we have made to take enforcement action.</p>	<p>Leader of the Council</p>	<p>Yvonne O'Donnell Environmental Health Manager</p>	<p>Not requested for pre-scrutiny.</p>
---	--	------------------------------	--	--

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 - 21 September 2022

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Calendar of Meetings 2023/24</p> <p>To approve calendar of meetings in 2023/24.</p>		<p>Committee agrees the annual calendar of Council, Scrutiny and Regulatory Committee meeting.</p>	<p>Civic Affairs</p>	<p>Gary Clift Democratic Services Manager</p>	<p>This item will automatically appear on the agenda.</p>
<p>Statement of Accounts 2021/22</p> <p>Approval for the Chair of Civic Affairs to sign the Statement of Accounts and Letter of Management Representation on behalf of the Committee following presentation of the audited accounts and the report of the external auditors.</p>		<p>Before Ernst and Young give their formal opinion on the accounts there is a requirement to present their audit findings and to obtain a letter of management representation.</p>	<p>Civic Affairs</p>	<p>Caroline Ryba Head of Finance</p>	<p>This item will automatically appear on the agenda.</p>

<p>Review of the Budget Setting Process and Wider Financial Governance Issues</p> <p>To consider and approve recommendations on changes to the budget policy framework and budget process following an independent review of current arrangements commissioned by the Council and further internal work, including that done by a member working group.</p>		<p>A review has been commissioned assessing the Council's budget policy framework and process and how that needs to change as the Council embarks on transformation. The report will make recommendations for changes to the Council's Constitution to enable implementation of change.</p>	<p>Civic Affairs</p>	<p>Caroline Ryba Head of Finance</p>	<p>This item will automatically appear on the agenda.</p>
<p>Review of the Pensions Discretions Statement</p> <p>To consider a revised Pensions Discretion Statement for adoption. This will include a proposal to enter into a shared cost AVC scheme.</p>		<p>This report will present the planned review of our Pensions Discretion Statement for consideration at Civic Affairs and approval by Full Council.</p> <p>The report will include an option to enter into a shared cost AVC scheme as part of the revised discretions.</p>	<p>Civic Affairs, Executive Councillor for Finance, Resources and Transformation</p>	<p>Deborah Simpson Head of Human Resources</p>	<p>This item will automatically appear on the agenda.</p>

<p>Proposal to Increase the Cambridge Weighting (minimum £10.00 per hour) for Employees and Agency Workers</p> <p>To consider a proposal to increase the Cambridge Weighting from the current rate of a minimum of £10.00 per hour.</p>		<p>The Cambridge Weighting is applied to pay rates for employees to achieve a minimum rate of £10.00 per hour where the hourly salary rate and the Real Living Wage (currently £9.90 per hour) do not achieve the £10.00 minimum.</p> <p>This pay policy also applies to agency workers once they qualify for the Real Living Wage supplement.</p> <p>The proposal is to increase the Cambridge Weighting following increases to the Real Living Wage (due in September) and the national NJC pay award which is currently being negotiated.</p>	<p>Executive Councillor for Finance, Resources and Transformation, Civic Affairs</p>	<p>Deborah Simpson Head of Human Resources</p>	<p>This item will automatically appear on the agenda.</p>
<p>Amendment to Contract Procedure Rules</p> <p>The way the Council agrees grant funding with partners requires specific wording in sections of Council Procedure Rules to be updated to reflect this. Council will make the final decision.</p>			<p>Civic Affairs</p>	<p>Julie Cornwell Community Funding and Voluntary Sector Manager</p>	<p>This item will automatically appear on the agenda.</p>

<p>Internal Audit Plan: Progress Report</p> <p>The purpose of this report is to provide members with an update on progress in delivering the Annual Internal Audit Plan</p>		<p>A continuous risk based internal audit plan is prepared and updated at least annually.</p> <p>The results of the internal audit work provides assurance which is used to support the Annual Governance Statement. The Civic Affairs Committee approved the current plan. The committee is requested to note: Progress against the original audit plan together with the associated assurance levels established; and – any proposed amendments / re-phrasing of the audit plan.</p>	Civic Affairs	Jonathan Tully Head of Shared Internal Audit Service	This item will automatically appear on the agenda.
<p>Annual Governance Statement 2021/2022</p> <p>Approval of the Annual Governance Statement, and amendments to the Local Code of Governance.</p>		<p>The Accounts and Audit Regulations 2015 require that the Committee approves the Annual Governance Statement (AGS) in advance of the Statement of Accounts, which is subject to review by the externally appointed auditors.</p>	Civic Affairs	Jonathan Tully Head of Shared Internal Audit Service	This item will automatically appear on the agenda.
<p>Freedom of Information, Data Protection and Transparency: Annual Report</p> <p>No decision – Committee is asked to note the report.</p>		<p>The report will give information to councillors on our performance on Freedom of Information Regulations and Data Protection Act over the preceding year</p>	Civic Affairs	Eleanor Dent, Kirsty Squires Deputy Data Protection Officer/ Senior Information Governance Specialist, Information Governance Manager & Data Protection Officer	This item will automatically appear on the agenda.

Civic Affairs - 3 November 2022

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Annual Governance Statement 2021/2022</p> <p>Approval of the Annual Governance Statement, and amendments to the Local Code of Governance.</p>		<p>The Accounts and Audit Regulations 2015 require that the Committee approves the Annual Governance Statement (AGS) in advance of the Statement of Accounts, which is subject to review by the externally appointed auditors.</p>	Civic Affairs	Jonathan Tully Head of Shared Internal Audit Service	This item will automatically appear on the agenda.
<p>Statement of Accounts 2021/22</p> <p>Approval for the Chair of Civic Affairs to sign the Statement of Accounts and Letter of Management Representation on behalf of the Committee following presentation of the audited accounts and the report of the external auditors.</p>		<p>Before Ernst and Young give their formal opinion on the accounts there is a requirement to present their audit findings and to obtain a letter of management representation.</p>	Civic Affairs	Caroline Ryba Head of Finance	This item will automatically appear on the agenda.

Licensing - 12 September 2022

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
------------------	----------	------------------------	----------------	---------	------------------------

<p>CCTV in Hackney Carriage and Private Hire vehicles</p> <p>Members are recommended to approve the proposed implementation date for CCTV in Hackney Carriage and Private Hire vehicles.</p>	<p>In October 2017, Cambridge City Council members agreed to make the installation of CCTV in licenced vehicles a mandatory condition, due to the seen benefits in safeguarding members of the public but also in the protection of drivers.</p> <p>Although attempts have been made in respect to the implementation of the mandatory requirement, due procurement and Covid-19 pandemic, implementation has been delayed.</p> <p>Statutory and Best Practice Guidance was released offering guidance to local authorities who mandate CCTV in licenced vehicles as a condition of a license, advising they will require an appropriately strong justification of mandating CCTV and the need to keep justification under regular review.</p> <p>CCTV implementation went into Committee in March 2022, and it was agreed to conduct a review of the CCTV looking at a) necessary to meet a pressing need and b) proportionate need.</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>
--	---	----------------------------	--	---

Licensing - 24 October 2022

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>CCTV in Hackney Carriage and Private Hire vehicles</p> <p>Members are recommended to approve the proposed implementation date for CCTV in Hackney Carriage and Private Hire vehicles.</p>		<p>In October 2017, Cambridge City Council members agreed to make the installation of CCTV in licenced vehicles a mandatory condition, due to the seen benefits in safeguarding members of the public but also in the protection of drivers.</p> <p>Although attempts have been made in respect to the implementation of the mandatory requirement, due procurement and Covid-19 pandemic, implementation has been delayed.</p>	Licensing Committee	Yvonne O'Donnell Environmental Health Manager	This item will automatically appear on the agenda.

Area Committees

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

The Area Committees cover the following wards.

East Area	Abbey, Coleridge, Petersfield and Romsey
North Area	Arbury, East Chesterton, Kings Hedges and West Chesterton
South Area	Cherry Hinton, Queen Edith's and Trumpington
West/Central Area	Castle, Market and Newnham

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 - 15 September 2022

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Environmental Report - EAC</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 Community Engagement and Enforcement Manager</p>	<p>This item will automatically appear on the agenda.</p>
<p>Update and feedback on approaches and results of recent housing development engagement activity in the East area of Cambridge</p> <p>Information Only.</p>		<p>To receive a presentation on the on approaches and results of recent housing development engagement activity in the East area of Cambridge</p>	<p>East Area Committee</p>	<p>Claire Flowers Head of Housing Development Agency</p>	<p>This item will automatically appear on the agenda.</p>

East Area - 13 October 2022

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Environmental Report - East Area Committee Information Item		Will receive an update on the Environmental Report_March to August 2022	East Area Committee	Wendy Johnston Community Engagement and Enforcement Manager	This item will automatically appear on the agenda.
Update and feedback on approaches and results of recent housing development engagement activity in the East area of Cambridge No decision to be made - Information Item.		Head of Housing Development Agency will give a verbal report.	East Area Committee	Claire Flowers Head of Housing Development Agency	This item will automatically appear on the agenda.

East Area - 1 December 2022

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>East Area Committee</p>	<p>Keryn Jalli Community Safety Manager</p>	<p>This item will automatically appear on the agenda.</p>
<p>Environmental Improvement Programme - 2022/23 Project Applications</p> <p>Not Applicable – discussion on priority of projects for East Area</p>		<p>Discussion by committee and recommendation to be included in Officer report to Exec Councillor for Environment, climate change and biodiversity. Similar process to Community Grant Scheme.</p>	<p>East Area Committee</p>	<p>James Ogle, John Richards Project Officer, Public Realm Engineering & Project Delivery Team Leader</p>	<p>This item will automatically appear on the agenda.</p>

<p>GCP Item - Making Connections Consultation</p> <p>Presentation then question and answer session on measures to transform the Greater Cambridge bus and cycling network and introduce a Sustainable Travel Zone.</p>			<p>East Area Committee</p>	<p>James Goddard Committee Manager</p>	<p>This item will automatically appear on the agenda.</p>
--	--	--	----------------------------	--	---

North Area - 1 September 2022

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Environmental Report - NAC</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 Community Engagement and Enforcement Manager</p>	<p>This item will automatically appear on the agenda.</p>
<p>Greater Cambridge Partnership (GCP) Milton Road Update</p> <p>For information only.</p>		<p>Update on the Greater Cambridge Partnership (GCP) Milton Road project.</p>	<p>North Area Committee</p>	<p>Sarah Steed Committee Manager</p>	<p>This item will automatically appear on the agenda.</p>
<p>North Area Residents' Environmental Projects</p> <p>No decision. Item for discussion.</p>			<p>North Area Committee</p>	<p>Sarah Steed Committee Manager</p>	<p>This item will automatically appear on the agenda.</p>

North Area - 17 November 2022

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>North Area Committee</p>	<p>Keryn Jalli Community Safety Manager</p>	<p>This item will automatically appear on the agenda.</p>
<p>Environmental Improvement Programme Project Submission Summary Report (2023) for Discussion</p> <p>Not Applicable – discussion on priority of projects for North Area</p>		<p>Discussion by committee and recommendation to be included in Officer report to Exec Councillor for Environment, climate change and biodiversity. Similar process to Community Grant Scheme.</p>	<p>North Area Committee</p>	<p>James Ogle, John Richards Project Officer, Public Realm Engineering & Project Delivery Team Leader</p>	<p>This item will automatically appear on the agenda.</p>
<p>Residents Forum / Speak</p> <p>N/A</p>			<p>North Area Committee</p>	<p>Sarah Steed Committee Manager</p>	

<p>GCP Item - Making Connections Consultation</p> <p>No decision</p> <p>Presentation then question and answer session on measures to transform the Greater Cambridge bus and cycling network and introduce a Sustainable Travel Zone.</p>			<p>North Area Committee</p>	<p>James Goddard Committee Manager</p>	<p>This item will automatically appear on the agenda.</p>
---	--	--	-----------------------------	--	---

South Area - 5 September 2022

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>Keryn Jalli Community Safety Manager</p>	<p>This item will automatically appear on the agenda.</p>
<p>Update on Cambridge Biomedical Campus</p> <p>No decision required.</p>		<p>June Committee Action Point: Item requested for next available agenda.</p>	<p>South Area Committee</p>	<p>James Goddard Committee Manager</p>	<p>This item will automatically appear on the agenda.</p>

South Area - 28 November 2022

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Environmental Report - SAC</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>South Area Committee</p>	<p>Wendy Johnston Community Engagement and Enforcement Manager</p>	<p>This item will automatically appear on the agenda.</p>
<p>Environmental Improvement Programme - 2022/23 Project Applications</p> <p>Not Applicable – discussion on priority of projects for South Area</p>		<p>Discussion by committee and recommendation to be included in Officer report to Exec Councillor for Environment, climate change and biodiversity. Similar process to Community Grant Scheme.</p>	<p>South Area Committee</p>	<p>James Ogle, John Richards Project Officer, Public Realm Engineering & Project Delivery Team Leader</p>	<p>This item will automatically appear on the agenda.</p>
<p>GCP Item - Making Connections Consultation</p> <p>No decision</p> <p>Presentation then question and answer session on measures to transform the Greater Cambridge bus and cycling network and introduce a Sustainable Travel Zone</p>			<p>South Area Committee</p>	<p>James Goddard Committee Manager</p>	<p>This item will automatically appear on the agenda.</p>

West/Central - 8 September 2022

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
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 Community Engagement and Enforcement Manager	This item will automatically appear on the agenda.

West/Central - 24 November 2022

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>West Central Area Committee</p>	<p>Keryn Jalli Community Safety Manager</p>	<p>This item will automatically appear on the agenda.</p>
<p>Environmental Improvement Programme - 2022/23 Project Applications</p> <p>Not Applicable – discussion on priority of projects for West Central Area</p>		<p>Discussion by committee and recommendation to be included in Officer report to Exec Councillor for Environment, climate change and biodiversity. Similar process to Community Grant Scheme.</p>	<p>West Central Area Committee</p>	<p>James Ogle, John Richards Project Officer, Public Realm Engineering & Project Delivery Team Leader</p>	<p>This item will automatically appear on the agenda.</p>

<p>GCP Item - Making Connections Consultation</p> <p>No decision</p> <p>Presentation then question and answer session on measures to transform the Greater Cambridge bus and cycling network and introduce a Sustainable Travel Zone.</p>			<p>West Central Area Committee</p>	<p>James Goddard Committee Manager</p>	<p>This item will automatically appear on the agenda.</p>
---	--	--	------------------------------------	--	---