



## THE FORWARD PLAN

1 June 2023 - 31 August 2023

Contact Officer: James Goddard Telephone: 01223 457013 Email: <u>democratic.services@cambridge.gov.uk</u>

Published 01/06/23

#### **Executive Councillors 2023/24**

Leader and Executive Councillor for Transformation	Councillor Mike Davey	07540 128320 mike.davey@cambridge.gov.uk
Executive Councillor for Climate Action and Environment	Councillor Rosy Moore	07709 222026 rosy.moore@cambridge.gov.uk
Executive Councillor for Communities	Councillor Mairéad Healy	Mairead.Healy@cambridge.gov.uk
Executive Councillor for Community Wealth Building and Community Safety (and Statutory Deputy Leader)	Councillor Alice Gilderdale	alice.gilderdale@cambridge.gov.uk
Executive Councillor for Finance and Resources	Councillor Simon Smith	Simon.Smith@cambridge.gov.uk
Executive Councillor for Housing and Homelessness	Councillor Gerri Bird	01223 425595 gerri.bird@cambridge.gov.ukmailto:mike.todd-
Executive Councillor for Open Spaces, and City Services	Councillor Sam Carling	jones@cambridge.gov.uk sam.carling@cambridge.gov.uk
Executive Councillor for Planning, Building Control and Infrastructure	Councillor Katie Thornburrow	07480 246939 katie.thornburrow@cambridge.gov.uk
Non-Statutory Deputy Leader	Councillor Martin Smart	07842 205226 martin.smart@cambridge.gov.uk

Contact details for all Councillors is available at

http://democracy.cambridge.gov.uk/mgMemberIndex.aspx?bcr=1

#### The Forward Plan: 1 June 2023 - 31 August 2023

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.

<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	29/06/23	19/06/23
Housing Scrutiny Committee	15	20/06/23	08/06/23
Planning and Transport	21	27/06/23	15/06/23
Strategy and Resources	23	03/07/23	21/06/23
Civic Affairs	29	05/07/23	27/06/23
Licensing	30	26/06/23	16/06/23
East Area	32	22/06/23	14/06/23
North Area	33	08/06/23	31/05/23
South Area	34	12/06/23	02/06/23
West/Central Area	35	15/06/23	07/06/23

#### **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

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

#### **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 – 29/06/23 (Key Decisions)

Currently no key items scheduled for 29/06/23

		munity Scrutiny Comm vill only appear on the agenda if re		· · ·	s)
Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information

		1	
Cambridge City Centre Heat Network: Detailed Project Development Subject to a successful feasibility study, approval to part-fund the Detailed Project Development stage of the Cambridge City-Centre Heat Network	Following the feasibility study being undertaken for the City Council and University of Cambridge during Winter/Spring 2022/23, the next stage of the heat network project is 'Detailed Project Development.' The total cost of the Cambridge City-Centre Heat Network's Detailed Project Development (DPD) depends on the size and number of phases in the core scheme. A further HNDU grant application is being prepared which, if successful, would fund some of the Detailed Project Development. There is a requirement that the applicant(s) provide match funding which is estimated to be between £180,000 - £240,000*. We anticipate this would be shared between the Council and the University of Cambridge (as was the case previously with match-funding for the feasibility study). This report seeks approval to use up to £150,000 of the City Council's Climate Change Fund (exact amount tbc) to part-fund the Detailed Project	Andrew Limb Assistant Chief Executive	Not currently requested for pre-scrutiny.
	Heat Network.		
10	*Please note that these are early est		

Single Equality Scheme Annual Report 2022/23 The Executive Councillor is recommended to: 1. Note the progress in delivering equalities actions during 2022/23 relating to the Scheme's 5 objectives 2. Approve the new actions proposed for delivery during 2023/24 relating to the Scheme's 5 objectives	The current Single Equality Scheme (SES) covers the period from 2021 to 2024. The council produced the SES to set equality objectives and therefore to ensure transparency and assist in the performance of its Public Sector Equality Duty (Section 149 of the Equality Act 2010). This annual report presents information to demonstrate compliance with the Public Sector Equality Duty by providing an update on	Executive Councillor for Communities	Helen Crowther Equality & Anti-Poverty Officer	Not currently requested for pre-scrutiny.
	progress in delivering key actions set in the SES for 2022/23. It also proposes some new actions for delivery during 2023/24 under the Scheme's objectives.			

Anti-Poverty Strategy Annual Report 2022/23 Note the progress in delivering actions to reduce poverty in Cambridge during 2022/23	The Council produced a revised Anti-Poverty Strategy for April 2020 to March 2023. At the Environment and Community Scrutiny Committee on 30 June 2022 it was agreed that the Strategy period would be extended to March 2024.The report will provide an update on progress on delivering actions identified in the strategy for delivery during 2022/23.	Executive Councillor for Communities	David Kidston Strategy and Partnerships Manager	Not currently requested for pre-scrutiny.
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Review of Public Spaces Protection Order for Dog Control To review the results of the consultation on dog control in Cambridge and to vary and extend the Public Spaces Protection Order for dog control.	<ul> <li>The PSPO for Dog Control is due to expire on 18th October 2023. It was made and came into force on 19th October 2017 to run for a period of 3 years and extended for a further three years in 2020.</li> <li>The current orders have been reviewed and new areas considered for variation and extension.</li> <li>The results of the consultation will be presented along with the revised Public Spaces Protection Order for dog control.</li> </ul>	Executive Councillor for Open Spaces and City Services	Wendy Johnston Community Engagement and Enforcement Manager	Not currently requested for pre-scrutiny.
	The PSPO is not a means of unduly restricting the exercising or recreation of dogs across the city, but to address the irresponsible behaviour of a small minority of dog owners; and to set out a clear standard to which all dog owners are required to follow.			

PSPO (Touting) 2016 To decide whether to vary, renew or discharge the Public Spaces Protection Order (Touting) 2016.	The PSPO (Touting) 2016, which prohibits unauthorised punt touting within specific areas of Cambridge, is due to expire on 14 September 2023. It has been in continual force since 15 September 2016. A decision must be taken whether to renew the Order, vary it, or discharge it, based upon evidence and a public consultation.	Executive Councillor for Community Wealth Building and Community Safety	Keryn Jalli Community Safety Manager	Not currently requested for pre-scrutiny.
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Housing Scrutiny Committee – 20/06/23 (Key Decisions) Part 1 - Management of the Council's Housing Stock					
Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
HRA Outturn Report 2022/23 Note HRA Outturn for 2022/23, approved revenue carry forwards and recommend capital re-phasing to Council.		Consider the HRA Outturn for 2022/23, approved revenue carry forwards and recommend capital re-phasing to Council.	Executive Councillor for Housing and Homeless	Julia Hovells Assistant Head of Finance and Business Manager	This is a key item and will automatically appear on the agenda.

Leaseholder Income Management Policy Changes Note the Council's statutory obligation to provide Service Charge Loans to Leaseholders as detailed in the report. Approve the offer of retrospective loans to be offered to a limited number of Leaseholders who would have been entitled to a loan in previous years. Approve the proposed amendments to the Leaseholder Income Management Policy.	<ul> <li>Under Section 20 of the Landlord &amp; Tenant Act 1985 (as amended), the Council is obliged to notify leaseholders of the contribution they are required to make towards the cost of necessary works and repairs where these costs are expected to exceed £250 for any individual leaseholder.</li> <li>Major works to blocks of flats can be expensive even when the cost is apportioned across all flats within the block. When expensive works need to be undertaken this increases the service charges payable by leaseholders. Some leaseholders may struggle to budget for these additional costs when set alongside their other day-to-day expenses particularly given significant increases in the cost-of-living at the present time.</li> <li>The statutory requirement to provide a loan to eligible leaseholders is set out in The Housing (Service Charge Loans) Regulations 1992.</li> <li>Whilst leaseholders have had the right to obtain a loan for many years, the Council's financial records indicate that no loans have been provided.</li> </ul>	Executive Councillor for Housing and Homeless	Anna Hill Housing Services Manager (City Homes)	This is a key item and will automatically appear on the agenda.
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#### Housing Scrutiny Committee – 20/06/23 (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 06/06/23

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Damp and Mould Self Assessment and Policy To note and approve the outcomes and resultant action plan from the self-assessment completed on the Housing Ombudsman recommendations from their spot light report on damp and mould cases and to note and endorse the new Damp and Mould Policy.		The Housing Ombudsman has produced a spot light report on damp and mould cases and has made a series of recommendations and asked a number of questions of social housing providers. We have completed a self assessment against these and are bringing the outcomes of this assessment and a resultant action plan for committee members information and endorsement. A Damp and Mould Policy has been drafted for the Council Housing Stock, this was a key recommendation made and the organisation does not currently have a specific policy.	Executive Councillor for Housing and Homeless	Lynn Bradley Head of Housing Maintenance and Assets	Requested for pre-scrutiny by Mrs Minns and Mrs Best.

E&F Compliance Update None - This report is for information and not for decision.	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.	Executive Councillor for Housing and Homeless	Renier Barnard, Lynn Bradley, Dave Prinsep Health & Safety Officer, Head of Housing Maintenance and Assets, Assistant Director, Assets and Property	Requested for pre-scrutiny by Mrs Minns and Mrs Best.
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Housing Scrutiny Committee – 20/06/23 (Key Decisions)							
		Part 2 - Strategic I	Housing				
Subject/Decision         New Item         Background Information         Decision Taker         Officer         Additional Information							
Update on New Build Council Housing Delivery Regular update on the Councils new build housing delivery programme		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.	Executive Councillor for Housing and Homeless	Ben Binns Interim Assistant Director, Development	This is a key item and will automatically appear on the agenda.		

#### Housing Scrutiny Committee – 20/06/23 (Non Key Decisions)

#### Part 2 - Strategic Housing

Non key items will only appear on the agenda if requested for pre-scrutiny by 06/06/23

Currently no non key items scheduled for 20/06/23

Planning and Transport Scrutiny Committee – 27/06/23 (Key Decisions)						
Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information	
Adopted Cambridge and South Cambridgeshire Local Plans 2018: Five year review of Strategic Policies To agree the findings of a review of the adopted Cambridge Local Plan 2018 policies, confirming whether the strategic policies within the plan remain up to date and their associated weight in planning decisions.		National planning policy requires adopted plans to be reviewed after five years to confirm their strategic policies remain up to date and appropriate to retain full development plan weight in planning decisions. The findings of the five year review of strategic policies are required in time to inform planning decisions from the five year anniversary of Cambridge Local Plan 2018's adoption on 18 October 2023.	Executive Councillor for Planning, Building Control, and Infrastructure	Claire Tunnicliffe Committee Manager	This is a key item and will automatically appear on the agenda.	
Greater Cambridge Local Development Scheme review To agree an update to the Greater Cambridge Local Development Scheme		The Local Development Scheme (LDS) is a timetable for the production of new or revised documents that set out the planning policy framework for Greater Cambridge. The latest LDS was agreed by the Councils in 2022. The Councils are required to keep it up to date.	Executive Councillor for Planning, Building Control, and Infrastructure	Jonathan Dixon Planning Policy Manager	This is a key item and will automatically appear on the agenda.	

Planning and Transport Scrutiny Committee – 27/06/23 (Non Key Decisions) Non key items will only appear on the agenda if requested for pre-scrutiny by 13/06/23						
Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information	
Response to Huntingdonshire Local Plan Issues Consultation To agree the Council's response to the Huntingdonshire Local Plan Issues consultation as part of a joint response with South Cambridgeshire District Council.		Huntingdonshire District Council are reviewing their Local Plan and are undertaking early engagement on key issues relevant to the plan between April-July 2023.	Executive Councillor for Planning, Building Control, and Infrastructure	Caroline Hunt Strategy Planning Manger - SCDC & City	Not currently requested for pre-scrutiny.	

Strategy and Resources Scrutiny Committee - 3 July 2023 (Key Decisions)						
Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information	
Collection Changes - The Future of Waste Collections		Greater Cambridge Shared Waste Service (GCSWS) is responsible for collecting domestic waste from 131,000 households and Commercial waste from more than 2,000 businesses across Greater Cambridge. Due to growth in the number of households served, collection rounds have expanded at a significant rate since they were last reviewed in 2017 and are forecast to increase further, resulting in the need to review and optimise routes. Results from a route optimisation exercise conducted by GCSWS demonstrate that the Council has an opportunity to deliver efficiencies and improvements by consolidating waste collections into four days, reducing travel and overtime, and simplifying the service that residents receive.	Executive Councillor for Climate Action and Environment	Bode Esan Head of Greater Cambridge Shared Waste Service	This is a key item and will automatically appear on the agenda.	

Annual Treasury Management Outturn Report 2022/23 Recommend the report to Council, which includes the Council's actual Prudential and Treasury Indicators for 2022/23.	The Council is required by regulations issued under the Local Government Act 2003, to produce an annual treasury report reviewing treasury management activities and the actual Prudential and Treasury Indicators for each financial year.	Executive Councillor for Finance and Resources	Caroline Ryba Chief Financial Officer	This is a key item and will automatically appear on the agenda.
<ul> <li>2022/23 General Fund Revenue and Capital Outturn, Carry Forwards and Significant Variances</li> <li>i) Recommend to Council to approve carry forward requests for revenue funding from 2022/23 to 2023/24 as detailed in report appendix.</li> <li>(ii) Recommend to Council to approve capital funding rephasing from 2022/23 to 2023/24 as detailed in report appendix.</li> </ul>	The report gives an overview of all General Fund actual income and expenditure compared to the final budget for 2022/23 (outturn position). The report outlines the revenue and capital budget variances with explanations and any specific requests to carry forward funding available from capital or revenue budget underspends into 2023/24.	Executive Councillor for Finance and Resources	Caroline Ryba Chief Financial Officer	This is a key item and will automatically appear on the agenda.
Social Impact Investment Fund or Organisation Recommendation to create a new place based social impact investment fund or organisation which will tackle social issues experienced in the city	Recommendation to create a new place based social impact investment fund or organisation and potentially contribute capital and grant funding towards its creation.	Executive Councillor for Transformatio n	Jemma Little Economic Development Manager	This is a key item and will automatically appear on the agenda.

City Operations <ul> <li>Review proposals for opportunities for change to include changes to staffing structure, policies, delivery models and processes.</li> <li>Accept proposals for opportunities for change to include changes to staffing structure, policies, delivery models and processes.</li> </ul>	The City Operations element of the 'Our Cambridge' programme has twin priorities: - Deliver a £700k saving by removing embedded duplication and siloed working that creates complexity and cost where it need not be. This paper provides assurance that this level of saving is achievable. - Create more agile, fit for purpose services, that are mindful of the environment we live and work in; providing clean streets, safe and accessible parks, housing to decent homes standard and profitable, income earning activities that enable delivery of services to residents that the council could not afford to do otherwise. This paper provides assurance that this level of transformation is achievable.	Executive Councillor for Transformatio n	Dominic Burrows Project Manager	This is a key item and will automatically appear on the agenda.
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Strategy and Resources Scrutiny Committee - 3 July 2023 (Non Key Decisions) Non key items will only appear on the agenda if requested for pre-scrutiny by 19/06/23						
Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information	
Provision of Temporary Agency Workers from December 2023 To approve the contract arrangements for the provision of Temporary Agency Workers from December 2023.		The Council uses a national framework contract created specifically to enable ease of procurement of agency workers. The current framework contractual arrangements will terminate in December 2023 and new arrangements will need to be put in place.	Executive Councillor for Finance and Resources	Deborah Simpson Head of Human Resources	Not currently requested for pre-scrutiny.	

Annual Performance, "State of the City" and Customer Feedback Report 2022/23 To note the Council's annual performance report against the Corporate Plan; To note the annual complaints and customer feedback report; To note the "State of the City" (City Portrait) report	This report brings together the annual reports on the council's performance in the context of the Corporate Plan priorities, along with the annual complaints and customer feedback report. This year we have also commissioned a "State of the City" report (formerly referred to as a "City Portrait"), funded by the Cambridgeshire & Peterborough Combined Authority. This aims to provide a holistic and data-led view of what Cambridge is like through economic, social and environmental lenses. The intention is that this will inform understanding of the issues facing Cambridge and in due course inform decisions on policies, initiatives and investments.	Leader of the Council	Andrew Limb Assistant Chief Executive	Not currently requested for pre-scrutiny.
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.	Leader of the Council	Andrew Limb Assistant 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 - 05/07/23						
Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information		
Review of Budget Process Timetable for 2023/24 and General Constitutional Updates Governance Review The Committee will review the budget process followed in 2022/23 and also changes to Finance Procedures in light of the recent Senior Management Review alongside noting an updated scheme of delegation to refect the changes in management.		Council made changes to its budget process for 2022/23. Members were consulted on the change and Committee will review those comments and consider changes in response. Implementation of the new senior management took place on 25 May 2023 and committee will review financial procedures and note the scheme of delegation to officers in light of the new management.	Civic Affairs	Gary Clift Democratic Services Manager	This item will automatically appear on the agenda.		

# Licensing - 26/06/23 Currently no items scheduled for 26/06/23

#### 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 - 22/06/23						
Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information		
Policing and Safer Neighbourhoods EAC		A profile of local crime and antisocial behaviour issues is presented for discussion and	East Area Committee	Keryn Jalli Community Safety Manager	This item will automatically appear on the		
To advise on the local areas of concern for adoption for the next neighbourhood policing report		comment. The committee is asked to recommend local areas of concern to be adopted			agenda.		
period.		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.					

	North Area - 08/06/23						
Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information		
Policing and Safer Neighbourhoods NAC To advise on the local areas of concern for adoption for the next neighbourhood policing report period.		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.	North Area Committee	Keryn Jalli Community Safety Manager	This item will automatically appear on the agenda.		
Greater Cambridge Partnership (GCP) Update on the Milton Road project None.		Update by the GCP on the Milton Road project.	North Area Committee	Sarah Steed Committee Manager	This item will automatically appear on the agenda.		

South Area - 12/06/23								
Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information			
Environmental Report - SAC 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.	South Area Committee	Wendy Johnston Community Engagement and Enforcement Manager	This item will automatically appear on the agenda.			

West/Central - 15/06/23								
Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information			
Policing and Safer Neighbourhoods WCAC		A profile of local crime and antisocial behaviour issues is presented for discussion and	West Central Area Committee	Keryn Jalli Community Safety Manager	This item will automatically appear on the			
To advise on the local areas of concern for adoption for the next neighbourhood policing report		comment. The committee is asked to recommend local areas of concern to be adopted			agenda.			
period.		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.						