



CAMBRIDGE
CITY COUNCIL

THE FORWARD PLAN

1 June 2024 - 31 August 2024

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Executive Councillors 2023/24

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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 June 2024 - 31 August 2024

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
Environment and Community	10	27/06/24	17/06/24
Housing Scrutiny Committee	15	18/06/24	06/06/24
Planning and Transport	21	25/06/24	13/06/24
Strategy and Resources	22	01/07/24	19/06/24
Civic Affairs	28	10/07/24	02/07/24
Licensing	29	24/06/24	14/06/24

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

Environment and Community Scrutiny Committee – 27 June 2024 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Community Funding Programme 2025/26</p> <p>Members will be asked to approve:</p> <ul style="list-style-type: none"> i. The introduction of a twice-yearly small grants scheme replacing the previous Small Community Grants Scheme and Area Committee Grants Scheme (subject to approval of a paper on options for local democratic engagement being taken to Civic Affairs Committee on 10th July), for applications with a value of less than £5k. ii. The introduction of an Annual Community Grants Scheme with a focus on outcomes linked to the Community Wealth Building Strategy. For applications with a value of £5k or over. iii. The introduction of multi-year funding agreements for specific provision within the City. 		<p>The Community Grants Scheme priorities are reviewed periodically to ensure they remain relevant and align with the Councils Corporate Plan. In 2022 work began to take this further, with the introduction of a ‘light touch’ small grants application process and a proposal to explore how we award larger grants. Since then, further improvements to the community funding approach have been identified, with the intention of providing increased stability to the voluntary and community sector and enabling the Council to more easily evidence the impact of its community funding programme. The Council is also reviewing the future of the Area Committees and this report proposes an alternative and more flexible funding approach for small grant awards that takes account of those developments.</p>	<p>Executive Councillor for Communities</p>	<p>Julie Cornwell Community Funding and Voluntary Sector Manager</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p> <p>Note: Leader expected to attend committee instead of Exec Cllr on this occasion.</p>

<p>2024/25 S106 Allocations for Community and Sports Facility Improvements - Part 3</p> <p>To allocate generic and site specific S106 Developer Contributions if needed to relevant projects around the City for delivery of improvements to community and sports projects from either local groups or linked to Strategic delivery of Sporting infrastructure across the City.</p>		<p>A report for approval of allocation of remaining generic S106 developer contributions and site specific S106 contributions for a range of Community and Sporting improvements for local clubs, groups and strategic sporting infrastructure across the City linked to the playing pitch and indoor sports strategies.</p>	<p>Executive Councillor for Community Safety, Homelessness and Wellbeing</p> <p>Ian Ross Community, Sport & Recreation Manager</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
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Environment and Community Scrutiny Committee – 27 June 2024 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 13/06/24

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Single Equality Scheme Annual Report 2023/24</p> <p>The executive councillor is recommended to approve the extension of the current Single Equality Scheme 2021 to 2024 up until the end of March 2025. They are also recommended to note the progress in delivering equalities actions during 2023/24 and to approve new actions for delivery for 2024/25 under the objectives of the current scheme.</p>		<p>The Single Equality Scheme (SES) covers the period from April 2021 to March 2024. The council is legally required to publish its equality objectives every four years but has been doing this every three years. In light of transformation impacting on potential equalities functions long-term, it is proposed that the current scheme is extended for a year.</p>	<p>Executive Councillor for Communities</p>	<p>Helen Crowther Equality & Anti-Poverty Officer</p>	<p>Requested for pre-scrutiny by Cllrs Payne & Hauk</p>

<p>The Council's Future Approach to Grant Fund Management</p> <p>i.To agree to implement a digital grants platform.</p> <p>ii.To delegate responsibility to the Chief Operating Officer and Director of Communities to oversee the procurement of a digital grant's platform and the smooth transition with its implementation.</p>	<p>There are some risks and constraints with the current approach to grant fund management for both the council and applicants and a comprehensive options appraisal has been completed to assess alternative approaches the council could consider. The appraisal assesses options including no change, minor system changes, implementing a digital grants platform or outsourcing some or all elements of grant fund management to a third party organisation. The appraisal recommends that the Council now considers implementing a digital grants management platform, to minimise risk and maximise efficiency. There a number of existing grant management platforms available which cost between £15-£100k and these will be assessed for suitability for meeting the council's and applicants requirements.</p>	<p>Executive Councillor for Communities</p>	<p>Allison Conder Strategic Project Manager</p>	<p>Not currently requested for pre-scrutiny.</p>
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<p>Annual Report on the Council's Key Strategic Partnerships (E&C)</p> <p>To</p> <p>a) Continue to work with the Health and Wellbeing Board and engage with the Integrated Care Partnership and its sub-system to ensure that public agencies and others can come together to address the strategic issues affecting Cambridge City and that the concerns of Cambridge citizens are heard.</p> <p>b) Continue to work with partners within the framework of the Cambridge Community Safety Partnership, identifying local priorities and taking action that will make a positive difference to the safety of communities in the city.</p>		<p>The Council engages in strategic partnerships across a range of themes as part of the way it seeks to achieve its objectives and vision through collaboration.</p> <p>This annual report provides a summary of the activity of the key strategic partnerships relating to the Community Safety & Health agenda over the financial year 2023/24, and an overview of other partnership activity.</p>	<p>Executive Councillor for Community Safety, Homelessness and Wellbeing</p>	<p>Andrew Limb Assistant Chief Executive</p>	<p>Not currently requested for pre-scrutiny.</p>
<p>SOS Funding Round - Streets & Open Spaces</p> <p>To consider the allocation of time limited generic S106 contributions for play and public realm improvements towards suitable projects.</p>		<p>This report takes stock of the contribution types within the Executive Councillor's remit and recommends use of generic S106 funding towards a number of eligible projects. Not a Key Decision.</p>	<p>Executive Councillor for Open Spaces and City Services</p>	<p>John Richards Technical & Specialist Services Manager</p>	<p>Requested for pre-scrutiny by Cllrs Payne & Glasberg</p>

Housing Scrutiny Committee – 18 June 2024 (Key Decisions)

Part 1 - Management of the Council's Housing Stock

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>HRA Outturn Report 2023/24</p> <p>To note HRA Outturn for 2023/24, approve revenue carry forwards and recommend capital re-phasing to Council.</p>		<p>Consider the HRA Outturn for 2023/24, approve revenue carry forwards and recommend capital re-phasing to Council.</p>	<p>Executive Councillor for Housing</p>	<p>Julia Hovells Head of Finance and Business Manager</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
<p>Procurement of Planned Maintenance Contractor</p> <p>Approve the issue of tenders and, following evaluation of tenders, authorise the Director City Services to award a contract(s) to a contractor(s) to carry out planned building maintenance works and associated services to Council housing and other buildings for a period of five years from September 2025 to September 2030, with an option to extend for one or more periods up to a maximum extension of three years.</p>		<p>The current contract with Foster Property Management Limited expires on 25th September 2025. There is still an ongoing demand for the supply of these services to replace the current contract.</p>	<p>Executive Councillor for Housing</p>	<p>Will Barfield Asset Manager</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>

Housing Scrutiny Committee – 18 June 2024 (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 04/06/24

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Rent Regulation Errors - Update Report</p> <p>Note progress in respect of correcting historic rent regulation errors.</p>		<p>Two historic rent regulation errors were identified and communicated to current tenants in early 2024. This report will provide an update on progress in respect of correcting these errors and will outline the process for making refunds of any overpayments.</p>	<p>Executive Councillor for Housing</p>	<p>Julia Hovells Head of Finance and Business Manager</p>	<p>Requested for pre-scrutiny by Cllrs Martinelli & Tong</p>
<p>Compliance Update</p> <p>The Executive Councillor is recommended to note the progress of the compliance related work detailed within the report.</p>		<p>The report provides an update on the compliance related activities delivered within the City Services Compliance Team, including a summary on gas, electrical, fire, lifts, legionella and asbestos.</p>	<p>Executive Councillor for Housing</p>	<p>Sean Cleary Strategic Delivery Manager</p>	<p>Requested for pre-scrutiny by Cllrs Martinelli & Tong</p>

Housing Scrutiny Committee – 18 June 2024 (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 and 10 year new homes programmes.</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 with a new 10 yr housing delivery programme. This combined report serves to update the members on progress to date.</p>	<p>Executive Councillor for Housing</p>	<p>Ben Binns Assistant Director, Development</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>

<p>Report on Ekin Road Stage 2 Options Appraisal</p> <p>Update on work being undertaken to consider regeneration opportunities at Ekin Road Estate</p>		<p>Outcomes of the Stage 1 work were reported back to this Committee in September 2023. This further report sets out the Outcomes of Stage 2, the detailed analysis to establish a preferred option for the estate from options shortlisted in Stage 1. The report also outlines the consultation work that has taken place to date</p>	<p>Executive Councillor for Housing</p>	<p>Ben Binns Assistant Director, Development</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
<p>Report on Stanton House</p> <p>The Committee is asked to note work undertaken to date and to approve Officer recommendations.</p>		<p>This report outlines the outcomes of an internal review of council stock and opportunities for regeneration which hold implications for the development and Council maintenance programmes.</p>	<p>Executive Councillor for Housing</p>	<p>Samantha Shimmon, Ben Binns Assistant Director, Housing and Homelessness, Assistant Director, Development</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>

<p>Greater Cambridge Housing Strategy 2024-2029</p> <p>To approve a revised Housing Strategy for Cambridge City and South Cambridgeshire District Councils.</p>	<p>This revised Greater Cambridge Housing Strategy replaces the existing one which was approved in 2019.</p> <p>It incorporates key findings from the public consultation which took place earlier this year, and proposes a vision, objectives and priorities for the next five years, along with an action plan for Year 1 (2024/25).</p> <p>The Strategy will also need to go through South Cambridgeshire District Council's formal approval process.</p>	<p>Executive Councillor for Housing</p>	<p>Helen Reed Housing Strategy Manager</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
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Housing Scrutiny Committee – 18 June 2024 (Non Key Decisions)

Part 2 - Strategic Housing

Non key items will only appear on the agenda if requested for pre-scrutiny by 04/06/24

Currently no non key items scheduled for 18/06/24

Planning and Transport Scrutiny Committee – 25 June 2024 (Key Decisions)

Currently no key items scheduled for 25/06/24

Planning and Transport Scrutiny Committee – 25 June 2024 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 11/06/24

Currently no non key items scheduled for 25/06/24

Strategy and Resources Scrutiny Committee - 1 July 2024 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Annual Treasury Management Outturn Report 2023/24</p> <p>Recommend the report to Council, which includes the Council's actual Prudential and Treasury Indicators for 2023/24.</p>		<p>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.</p>	<p>Executive Councillor for Finance and Resources</p>	<p>Mathew Crosby Interim Deputy Chief Finance Officer</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
<p>2023/24 General Fund Revenue and Capital Outturn, Carry Forwards and Significant Variances</p> <p>i) Recommend to Council to approve carry forward requests for revenue funding from 2023/24 to 2024/25 as detailed in report appendix. (ii) Recommend to Council to approve capital funding rephasing from 2023/24 to 2024/25 as detailed in report appendix.</p>		<p>The report gives an overview of all General Fund actual income and expenditure compared to the final budget for 2023/24 (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 2024/25.</p>	<p>Executive Councillor for Finance and Resources</p>	<p>Mathew Crosby Interim Deputy Chief Finance Officer</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>

<p>Development Agreement to Surrender and Re-grant New Lease - Plots 9, 10-11 & 12 and Wider Master-planning - Plots 6-16 Mercers Row Industrial Estate, Cambridge</p> <p>Approve entering into a Development Agreement with Wrenbridge.</p> <p>Approve the surrender of existing leases and grant of a new 150-year lease to Wrenbridge in respect of Plots 9, 10-11 & 12</p> <p>Approve Wrenbridge, in conjunction with the Council, to master plan the wider Mercers Row area to include Plots 6-8 and 13-16.</p> <p>To delegate authority to the Interim Property Lead for the final approval of the proposed development agreement and lease terms.</p>	<p>The Council owns the freehold of Mercers Row Industrial Estate. which comprises 22 industrial plots covering a total area of 5.19 ha. There is a combination of occupational and longer ground leases.</p> <p>Wrenbridge (FRELD Mercers Row) LLP (Wrenbridge) have recently acquired the long leasehold interests of Plots 9, 10-11 & 12, by way of assignment from DS Smith Plc who had operated a commercial recycling centre for a number of years. The plots are currently vacant. Wrenbridge wish to develop Plots 9, 10-11 & 12 with two high-tech industrial units totalling c.5,508 sq.m. (59,268 sq.ft.) GIA. The current lease term doesn't offer sufficient security or are institutionally acceptable for investment purposes. Terms have been agreed to re-gear the leases and for Wrenbridge to masterplan Plots 6-16 through a development agreement with the Council.</p> <p>The term of the proposed lease and capital premium requires Executive Councillor approval.</p>	<p>Executive Councillor for Finance and Resources</p>	<p>Philip Taylor Senior Property Surveyor</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
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<p>People and Culture Strategy 2024-27</p> <p>To approve the new People and Culture Strategy for the years 2024 - 2027</p>	<p>Our workforce is our most important asset. Our people are the key to achieving the Council's vision and strategic priorities and therefore ensuring that they are correctly aligned to deliver these priorities over the next 2-3 years is essential. The Our People and Culture Strategy will be the link between our people, values, HR activity and needs of the organisation.</p> <p>To help with transforming the Council whilst achieving our priorities and developing the culture we aspire to, the Our People and Culture Strategy will take into account corporate priorities, the Target Operating Model (TOM) and achievements already made within the Our Cambridge transformation programme.</p> <p>It is proposed that Our People and Culture Strategy will align with the timescale of our current Corporate Plan and provide a three year strategy 2024 - 2027.? Committee are asked to review and approve the People and Culture Strategy.</p>	<p>Executive Councillor for Finance and Resources</p>	<p>Lynsey Fulcher Head of People</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
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<p>Digital, Data and Technology (DDaT) Strategy</p> <p>The Executive Councillor is recommended to adopt the new 5-year Digital, Data and Technology Strategy</p>	<p>To agree a new five-year Digital, Data and Technology (DDaT) Strategy to replace the previous (now lapsed) strategy. The strategy will:</p> <ul style="list-style-type: none"> • Set out the Council’s vision and framework for a strategic approach to data, digital and technology. • Enhance current services but also lay the groundwork for the Council to adapt and thrive in an increasingly digital future • Enable residents to benefit from faster, more personalised, and accessible services • Establish a core set of design and delivery principles • Connect and share data to provide business and customer insights, and a data-driven culture • Provide a unified customer experience across all digital services • Rationalise our IT estate • Establish a Technical Design Authority to ensure optimal technology choices • Support the new Digital Target Operating Model (DTOM) and how IT is managed • Support digital and data skills development and upskilling • Strengthen how we manage information and data ethics 	<p>Leader of the Council</p>	<p>Dominic Burrows Project Manager</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
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Strategy and Resources Scrutiny Committee - 1 July 2024 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 17/06/24

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Annual Performance and Customer Feedback Report 2023/24</p> <p>Approval to publish the report to the City Council website.</p>		<p>This item provides an annual snapshot of Council performance and feedback from our residents and customers, which when taken alongside the financial outturn report will provide Members and residents with an overview of the Council's performance over the past year.</p>	<p>Leader of the Council</p> <p>Strategy and Resources Scrutiny Committee</p>	<p>Jane Wilson</p> <p>Tony Stead Chief Operating Officer</p> <p>Business & Development Manager</p>	<p>Requested for pre-scrutiny by Cllrs Bick & Bennett</p>
<p>Annual Report on the Council's Key Strategic Partnerships</p> <p>To note the achievements and progress of the key strategic partnerships that the City Council is engaged with.</p> <p>To note the most recent decisions of the Cambridgeshire & Peterborough Combined Authority.</p>		<p>The Council engages in strategic partnerships across a range of themes as part of the way it seeks to achieve its objectives and vision through collaboration.</p> <p>This annual report provides a summary of the activity of the key strategic partnerships over the financial year 2023/24, and an overview of other partnership activity.</p>	<p>Leader of the Council</p>	<p>Andrew Limb Assistant Chief Executive</p>	<p>Requested for pre-scrutiny by Cllrs Bick & Bennett</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 - 10 July 2024

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Update to Alternative Options to Area Committees</p> <p>Details to follow</p>			Civic Affairs	Andrew Limb Assistant Chief Executive	This item will automatically appear on the agenda for discussion / debate.

Licensing - 24 June 2024

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Hybrid Report</p> <p>To decide whether to confirm the decision made at the January Licensing Committee to no longer licence standard hybrid vehicles from 30th June 2024 or change that decision.</p>		<p>In January 2024, the Licensing Committee decided to no longer licence standard hybrid vehicles from 30th June 2024. The trade have requested that this decision is looked at again.</p>	<p>Licensing Committee</p>	<p>Yvonne O'Donnell Environmental Health Manager</p>	<p>This item will automatically appear on the agenda for discussion / debate.</p>