

**CAMBRIDGE CITY COUNCIL**  
**Record of Executive Decision**

<b>ARBURY COURT CAR PARK - RESURFACING</b>
--

**Decision of:** Amanda Taylor, Executive Councillor Commercial & Human Resources

**Reference:** 02/CHR /14

**Date of decision:** 29 October 2002 (recorded on 7 November 2002)

**Decision Type:** Not Key

**Matter for Decision:** To approve a Project Appraisal to undertake the resurfacing of Arbury Court Car Park and ancillary works at a cost of £27,000

**Why the decision had to be made (and any alternative options) :** As stated in the officers report.

<b>The Executive Councillor's decision(s):</b> To approve the project appraisal and authorise the carrying out of works.
--

**Reasons for the decision:** The car park was overdue for repairs. Funding had been made available from Property Services' Car Parks RnR.

**Scrutiny consideration:** The Scrutiny Committee considered and approved the recommendations as recorded.

**Report:** Agenda Item 5 of Commercial & Human Resources Scrutiny Committee, 29 October 2002

**Conflicts of interest:** No conflicts of interest were declared by the Executive Councillor.

**Comments:** -

**CAMBRIDGE CITY COUNCIL**  
**Record of Executive Decision**

<b>FREEDOM OF INFORMATION PUBLICATION SCHEME</b>
--

**Decision of:** Amanda Taylor, Executive Councillor Commercial & Human Resources

**Reference:** 02/CHR /15

**Date of decision:** 29 October 2002 (recorded on 7 November 2002)

**Decision Type:** Not Key

**Matter for Decision:** Whether to approve the Freedom of Information Publication Scheme for submission to the Information Commissioner.

**Why the decision had to be made (and any alternative options) :** This is a requirement of the Information Commissioner.

<p><b>The Executive Councillor's decision(s):</b> To endorse and adopt the Publication Scheme with amendments suggested by Scrutiny Committee and to submit the Scheme to the Information Commissioner.</p>
---

**Reasons for the decision:** There is a legal requirement to produce the Publication Scheme.

**Scrutiny consideration:** The Scrutiny Committee considered and approved the recommendations with suggested amendments as recorded in the minutes.

**Report:** Agenda Item 6 of Commercial & Human Resources Scrutiny Committee, 29 October 2002

**Conflicts of interest:** No conflicts of interest were declared by the Executive Councillor.

**Comments:** - See Scrutiny Committee minutes for agreed amendments.

**CAMBRIDGE CITY COUNCIL**  
**Record of Executive Decision**

<b>CREDIT CARD PAYMENT – LOCAL TAXES &amp; REPAYMENT OF OVERPAID HOUSING &amp; COUNCIL TAX BENEFITS</b>
---

**Decision of:** Amanda Taylor, Executive Councillor Commercial & Human Resources

**Reference:** 02/CHR /16 (Forward Plan 02/0043)

**Date of decision:** 29 October 2002 (recorded on 7 November 2002)

**Decision Type:** Key Decision

**Matter for Decision:** To agree that credit cards can be used for paying local taxes and repayments of overpaid housing benefit.

**Why the decision had to be made (and any alternative options) :** The decision was a result of work arising from the current Revenue Services Best Value Fundamental Service Review. The alternative was not to agree the use of credit cards for payment.

<p><b>The Executive Councillor's decision(s):</b> To approve the introduction of credit cards for the payment of Council Tax, Business Rates, residual Poll Tax and the repayment of overpaid housing benefit.</p>
--

**Reasons for the decision:** These are covered in the officer report.

**Scrutiny consideration:** The Scrutiny Committee considered and approved the recommendation as recorded.

**Report:** Agenda Item 7 of Commercial & Human Resources Scrutiny Committee, 29 October 2002

**Conflicts of interest:** No conflicts of interest were declared by the Executive Councillor.

**Comments:** - See Scrutiny Committee minutes for voting.

**CAMBRIDGE CITY COUNCIL**  
**Record of Executive Decision**

<b>INTRODUCTION OF SURVEILLANCE AS PART OF AN INTEGRATED BENEFIT FRAUD PREVENTION AND DETECTION POLICY</b>
--

**Decision of:** Amanda Taylor, Executive Councillor Commercial & Human Resources

**Reference:** 02/CHR /17 (Forward Plan ref 02/0042)

**Date of decision:** 29 October 2002 (recorded on 7 November 2002)

**Decision Type:** Key Decision

**Matter for Decision:**

**Why the decision had to be made (and any alternative options) :**

<p><b>The Executive Councillor's decision(s):</b> On the recommendation of the Scrutiny Committee, the matter was deferred for consideration at the next meeting of the Scrutiny Committee on 14 January.</p>
---

**Reasons for the decision:**

**Scrutiny consideration:**

**Report:** Agenda Item 8 of Commercial & Human Resources Scrutiny Committee, 29 October 2002

**Conflicts of interest:** No conflicts of interest were declared by the Executive Councillor.

**Comments:** - see Scrutiny Committee minutes for reasons for deferral.

**CAMBRIDGE CITY COUNCIL**  
**Record of Executive Decision**

<b>SERVICE PLANS</b>
----------------------

**Decision of:** Amanda Taylor, Executive Councillor Commercial & Human Resources

**Reference:** 02/CHR /18

**Date of decision:** 29 October 2002 (recorded on 7 November 2002)

**Decision Type:** Not a Key Decision

**Matter for Decision:** The Service Plans of the following were considered:

Accountancy and Support Services	Legal Services and Land Charges
Democratic Services	Internal Audit
Human Resources	Revenue Services
IT Contract Management Service	Property and Building Services
Reception and Office Services	City Services External Trading
Markets	

The Scrutiny Committee was asked to consider whether service priorities and resources would need to be refocused to enable objectives and targets for 2002/03 to be met.

**Why the decision had to be made (and any alternative options) :** The performance of services requires monitoring and Service Plans are the way Scrutiny Committees and the Executive can perform their function as part of the Council's revised Corporate Performance Management process. Part one of the process looks at in year performance.

<p><b>The Executive Councillor's decision(s):</b> To approve the revised budget for 2002/03 as shown in Appendix A for submission to Strategy Scrutiny Committee.</p>
---

**Reasons for the decision:** These are covered above and in the officer reports.

**Scrutiny consideration:** The Scrutiny Committee considered and approved the recommendation as recorded.

**Report:** Agenda Item 9 of Commercial & Human Resources Scrutiny Committee, 29 October 2002

**Conflicts of interest:** No conflicts of interest were declared by the Executive Councillor.

**Comments:** - See Scrutiny Committee minutes for voting.

**CAMBRIDGE CITY COUNCIL**  
**Record of Executive Decision**

<b>TRADE UNIONS FACILITY AGREEMENT</b>
--

**Decision of:** Amanda Taylor, Executive Councillor Commercial & Human Resources

**Reference:** 02/CHR /19

**Date of decision:** 29 October 2002 (recorded on 7 November 2002)

**Decision Type:** Not a Key Decision

**Matter for Decision:** To decide the level of funding for the Trade Union Branch Secretaries in 2003/04.

**Why the decision had to be made (and any alternative options) :** The funding for the trade unions needs to be built into the budget for 2003/04. The alternative options for funding were highlighted in the officer report.

<p><b>The Executive Councillor's decision(s):</b> To agree to fund the GMB post full-time and the Unison post 50%.</p>
--

**Reasons for the decision:** Based on the debate at Joint Staff Employer Forum and the Scrutiny Committee and on the latter's recommendation, the Executive Councillor agreed the decision as recorded, from the alternative options available.

**Scrutiny consideration:** The Scrutiny Committee considered and recommended the funding as recorded.

**Report:** Agenda Item 10 of Commercial & Human Resources Scrutiny Committee, 29 October 2002

**Conflicts of interest:** No conflicts of interest were declared by the Executive Councillor.

**Comments:** - See Scrutiny Committee minutes for voting. See also notes from Joint Staff Employer Forum 24 October 2002.

**CAMBRIDGE CITY COUNCIL**  
**Record of Executive Decision**

<b>OFFICE ACCOMMODATION STRATEGY</b>
--------------------------------------

**Decision of: Amanda Taylor, Executive Councillor Commercial & Human Resources**

**Reference:** 02/CHR /20 (Forward Plan 02/0026)

**Date of decision:** 29 October 2002 (recorded on 7 November 2002)

**Decision Type:** Key Decision

**Matter for Decision:** To consider the report of the Council's consultants on future office provision for the City Council.

**Why the decision had to be made (and any alternative options) :** The Council will lose office accommodation if the Grand Arcade scheme goes ahead. Some office relocation is also required to tie-in with departmental restructuring. The alternative options were highlighted in the officer report.

**The Executive Councillor's decision(s):**

- 1) To agree in principle leasing alternative city centre office accommodation identified in the confidential part of the report sufficient to meet the relocation needs of the departments currently occupying Norwich Union House. Authorise the Head of Property and Building Services to agree provisional terms and report to January Scrutiny Committee.
- 2) At the appropriate time negotiate terms for the surrender of the Council's leasehold interests in existing office accommodation in Norwich Union House with a view to achieving the most financially advantageous outcome taking into account compensation and any overlap period with alternative accommodation.
- 3) To approve in principle the expansion of the negotiations referred to in 1) to lease in additional available office accommodation to provide decant/relocation space to facilitate developments at Hobson House and Mandela House.
- 4) To submit all necessary planning and listed building applications in connection with 1) and 3) above.
- 5) To instruct officers to commission work to determine possible alternative solutions to Package 2-4 which meet the basic requirements of the Disability Discrimination Act and other relevant legislation to facilitate a decision at the January Committee and that officers investigate other potential funding routes on the options available.

6) That the Council should continue to explore whether accommodation/facilities can be made available to South Cambs DC, as referred to in the officer report.

**Reasons for the decision:** The recommendations to the Scrutiny Committee proposed by the officers were amended. The Scrutiny Committee agreed that the Executive Councillor take the above decisions primarily based on the fact that no financial commitment on the Council (other than that above) could be agreed until the provisional Government Grant Settlement was known which was due by mid December. It was also her view that further investigation on alternative options should be undertaken.

**Scrutiny consideration:** The Scrutiny Committee considered and recommended the decisions as recorded.

**Report:** Agenda Item 11 of Commercial & Human Resources Scrutiny Committee, 29 October 2002

**Conflicts of interest:** No conflicts of interest were declared by the Executive Councillor.

**Comments:** The Scrutiny Committee noted that it may be necessary for action regarding the lease to be taken by the Executive Councillor for Commercial and Human Resources and the Leader before the next Commercial and Human Resources Scrutiny Committee on 14 January, but after consulting with the Chair and Spokes of both Commercial and Human Resources and Strategy Scrutiny Committees.

The matter had also been considered by the Office Accommodation Working Party on 16 October, and the report to Scrutiny Committee had been amended to reflect its comments.

**CAMBRIDGE CITY COUNCIL**  
**Record of Executive Decision**

<b>GENERAL DEBTS FOR WRITE OFF</b>
------------------------------------

**Decision of:** Amanda Taylor, Executive Councillor Commercial & Human Resources

**Reference:** 02/CHR /21

**Date of decision:** 29 October 2002 (recorded on 7 November 2002)

**Decision Type:** Not a Key Decision

**Matter for Decision:** To agree to write-off two debts.

**Why the decision had to be made (and any alternative options) :** The debts were no longer collectable.

<p><b>The Executive Councillor's decision(s):</b> To write off two debts as detailed in the report for £2,767.92 and £3,665.75 .</p>
--

**Reasons for the decision:** As stated in the report.

**Scrutiny consideration:** The Scrutiny Committee considered and approved the recommendations as recorded.

**Report:** Agenda Item 13 of Commercial & Human Resources Scrutiny Committee, 29 October 2002. This contains exempt information and is not for publication by virtue of paragraphs 3 and 7 of the clauses listed in the Council's Constitution page 154.

**Conflicts of interest:** No conflicts of interest were declared by the Executive Councillor.

**Comments:** -

**CAMBRIDGE CITY COUNCIL**  
**Record of Executive Decision**

<b>BUSINESS RATES - DEBTS FOR WRITE OFF</b>
---

**Decision of:** Amanda Taylor, Executive Councillor Commercial & Human Resources

**Reference:** 02/CHR /22

**Date of decision:** 29 October 2002 (recorded on 7 November 2002)

**Decision Type:** Not a Key Decision

**Matter for Decision:** To agree to write-off five debts.

**Why the decision had to be made (and any alternative options) :** The debts were no longer collectable.

<p><b>The Executive Councillor's decision(s):</b> To write off five debts, and defer one (3128-463-0) to January Scrutiny Committee.</p>
--

**Reasons for the decision:** As stated in the report.

**Scrutiny consideration:** The Scrutiny Committee considered and approved the recommendations as recorded.

**Report:** Agenda Item 14 of Commercial & Human Resources Scrutiny Committee, 29 October 2002. This contains exempt information and is not for publication by virtue of paragraphs 3 and 7 of the clauses listed in the Council's Constitution page 154.

**Conflicts of interest:** No conflicts of interest were declared by the Executive Councillor.

**Comments:** -