

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

**SERVICE PLANS and General Fund Revenue & Capital Budgets –
Revised 2003/04, Draft Budgets 2004/05 and Forecast 2005/06**

Decision of: Ian Nimmo-Smith, The Leader, deputising for Amanda Taylor,
Executive Councillor Commercial & Human Resources

Reference: 04/CHR /01

Date of decision: 13 January 2004 (recorded on 21 January 2004)

Decision Type: Key decision.

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

Democratic Services	Accountancy and Support Services
IT Contract Management Service	City Services External Trading
Legal Services and Land Charges	Internal Audit
Property and Building Services	Human Resources
Reception, Office Services and Corporate Telephones	
Revenue Services	
Markets (part of Economic Development & Tourism)	

Service Plans set out service priorities and the resources proposed to enable objectives and targets to be met. The decisions of the Executive Councillor will be considered at a meeting of the Executive on 29 January, which will arrive at an overall set of proposals for Council to consider on 12 February.

Why the decision had to be made (and any alternative options): Service Plans and draft budgets are key elements of the Council's budgetary and policy framework.

The Executive Councillor's decision(s):

Performance Targets:

- a) For 2003/04, noted and agreed changes since the November committee (as highlighted), to the performance against targets and objectives (see table in Services Plans, Part 2).
- b) For 2004/05 and future years, agreed the service objectives and proposals (see table in Services Plans, Part 3) and the performance indicators and targets (see Appendix A) of each Service Plan.

Review of Charges:

- c) Approved the proposed charges, shown in Appendix D of each relevant Service Plan (see Plans with asterisk against them in the above list).

Revenue Budgets and Cash Limits:

- d) Approved the revised revenue budget for 2003/04, as shown in Appendix A, for submission to Council, including repayment to reserves of £32,090.

e) Agreed proposals for revenue savings and bids, as set out in Appendix B with amendments below highlighted in bold, which have been incorporated into the budgets presented to this committee.

Amendments to Appendix B

1. **Delete Revenue Bid B1 ‘estimated cost of “all-up” and combined elections’ - £4,000**

2. **Reduce Revenue Bid B5 ‘reciprocal cash collection’ to £15,000 for each year. A corresponding adjustment will be made in Housing & Health budget proposals.**

3. **Delete Capital Bid C7 ‘electronic vote-counting machine’ - £60,000.**

f) Noted the amendments to the cash limit for 2004/05 as shown in Appendix C.

g) Agreed Priority Policy Fund (PPF) bids for submission to Council, as shown in Appendix B, with priority given to Legal Services and then to Committee Services.

h) Approved the budget for 2004/05 as shown in Appendix A, as amended for submission to Council.

i) Agreed to seek approval from Council to carry forward the Council’s project fees of £52,000 in respect of the Grand Arcade scheme. (Note: notice of this forthcoming approval was mentioned in the November cycle after offering savings in the current year).

Capital:

j) Agreed to seek approval from Council to carry forward resources of £37,000 from 2003/04 into 2004/05, as detailed in Appendix D to fund rephased capital spending, subject to the final outturn position.

k) Reviewed and agreed the Capital Bids currently on the Hold List, included at the end of Appendix E, for submission to Council except for H17 which can be removed if Bid C6 (Shop Forecourts for £74,000) is approved.

l) Agreed the Capital Bids, as identified in Appendix B, as amended for submission to Council for inclusion in the Capital Plan or addition to the Hold List, as indicated.

Reasons for the decision: These are described in the reports.

Scrutiny consideration: The Scrutiny Committee considered and approved the recommendations as amended by 4 votes to 0.

Report: Agenda Item 5 of Commercial & Human Resources Scrutiny Committee, 13 January 2004.

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

Comments:

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

**MOBILE CCTV CAMERAS: PROCEDURES AND CRITERIA FOR
THEIR DEPLOYMENT AND EVALUATION OF THEIR
EFFECTIVENESS**

Decision of: Ian Nimmo-Smith, The Leader, deputising for Amanda Taylor,
Executive Councillor Commercial & Human Resources

Reference: 04/CHR /02

Date of decision: 13 January 2004 (recorded on 21 January 2004)

Decision Type: Not a Key Decision.

Matter for Decision: Whether or not to approve the officers' proposals for procedures for deploying mobile CCTV cameras and the circumstances and criteria for their use. To consider how the effectiveness of mobile CCTV should be evaluated. To agree the increased scheme cost (SC 177 in Appendix D) from £90,000 to £126,000 as per the latest tender received.

Why the decision had to be made (and any alternative options): The Council needs to have clear procedures for using its mobile cameras. It also needs to decide criteria for evaluating their effectiveness, given the cost and innovative nature of the system.

The Executive Councillor's decision(s):

- 2.1 Approved the Deployment Guidelines in Appendix A.
 - 2.2 Agreed evaluation criteria for the mobile cameras.
 - 2.3 Agreed that prioritisation of initial applications for deployment of mobile CCTV which meet the criteria (assuming that there will be a number of requests of equal "merit") should be undertaken by the Executive Councillor, after consulting the Chair and spokes of this scrutiny committee and the Police, and on the basis that a spread of deployments across areas of the City which have already been identified as "hotspots" should be achieved, if possible, during the first six months of the cameras' use. The initial deployments should also, if practicable, cover differing circumstances or situations, to assist with early evaluation.
- In addition, agreed the increased scheme cost (SC 177 in Appendix D) from £90,000 to £126,000.

Reasons for the decision: These are described in the report.

Scrutiny consideration: The Scrutiny Committee considered and approved the recommendations by 4 votes to 0.

Report: Agenda Item 6 of Commercial & Human Resources Scrutiny Committee, 13 January 2004.

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

Comments:

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

TRADE UNION FACILITIES AGREEMENT

Decision of: Ian Nimmo-Smith, The Leader, deputising for Amanda Taylor, Executive Councillor Commercial & Human Resources

Reference: 04/CHR /03

Date of decision: 13 January 2004 (recorded on 21 January 2004)

Decision Type: Not a Key Decision.

Matter for Decision: To agree the funding arrangements for the trade union Branch Secretaries for UNISON and GMB for the 2004/05 financial year.

Why the decision had to be made (and any alternative options): It is in the Council's interest to have a Facilities Agreement with the Trade Unions to provide resources for union consultation and negotiation on staffing issues, particularly when there is considerable ongoing organisational change. Members should consider whether they are willing to provide funding for a full time or part-time Branch Secretary for each of the main trade unions (GMB & Unison) in 2004/05.

The Executive Councillor's decision(s):

Agreed the level of funding for the Trade Union Branch Secretaries for UNISON and GMB in 2003/04, namely that the status quo be retained and that there would be discussions later in the year (once the Single Status appeals process had been completed) about possible alternative arrangements for 2005/6, subject to the Council's 2004/5 budget being finally approved in February 2004.
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Reasons for the decision: These are described in the report.

Scrutiny consideration: The Scrutiny Committee considered and approved the recommendation by 4 votes to 0.

Report: Agenda Item 7 of Commercial & Human Resources Scrutiny Committee, 13 January 2004.

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

Comments:

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

Options Appraisal for The Whitlocks Sheltered Housing Scheme

Decision of: Ian Nimmo-Smith, The Leader, deputising for Amanda Taylor,
Executive Councillor Commercial & Human Resources

Reference: 04/CHR /04 (Forward Plan 03/033)

Date of decision: 13 January 2004 (recorded on 21 January 2004)

Decision Type: Key Decision

Matter for Decision: To agree on the future best use of the Whitlocks Sheltered Housing Scheme.

Why the decision had to be made (and any alternative options): Following discussion with senior officers of the Council it was agreed that Option 6 in the officer report represented the best available option for the Whitlocks site. By selling the site this would release more capital funds that could be utilised by the Council in the medium to long term to address issues within the remaining sheltered housing stock, and it would allow the Council to have the freedom in the short term to utilise the available capital receipts from the sale of the Whitlocks site to address such issues as meeting its statutory obligation to no longer place homeless families in Bed & Breakfast accommodation by April 2004.

The Executive Councillor's decision(s):

In the event that the Executive Councillor for Housing and Health decided on 14 January 2004 that Whitlocks be sold, the principle of sale was approved.

1 That Whitlocks be sold on the open market with final terms being reported back to the Executive Councillor, Chair and spokes persons for approval

OR

2.1 If any offer was received on a prior to marketing basis, it be approved subject to seeking independent valuation advice.

2.2 That all or part of the capital receipt be used to meet service objectives of the Housing and Health Committee.

Reasons for the decision: These are described in the report.

Scrutiny consideration: The Scrutiny Committee considered and approved the recommendation by 4 votes to 0.

Report: Agenda Item 8 of Commercial & Human Resources Scrutiny Committee, 13 January 2004.

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

Comments: -

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

Council Tax Discounts and Exemptions

Decision of: Ian Nimmo-Smith, The Leader, deputising for Amanda Taylor, Executive Councillor Commercial & Human Resources

Reference: 04/CHR /05

Date of decision: 13 January 2004 (recorded on 21 January 2004)

Decision Type: Not a Key Decision.

Matter for Decision: Whether to exercise discretion given under the Local Government Act 2003 to reduce the discount for second homes and long-term empty properties.

Why the decision had to be made (and any alternative options): The Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 was due to come into force on 1st April 2004. The underlying intention to these changes was to enable the Billing Authority to address local instances of hardship and high numbers of empty properties.

The Executive Councillor's decision(s):

To approve the exercise of discretion given under the Local Government Act 2003 to reduce the discount for second homes to 10% from 1 st April 2004 and that the current discount of 50% of the full council tax charge on long-term empty properties is withdrawn effective from 1 st April 2004.
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Reasons for the decision: These are described in the report.

Scrutiny consideration: The Scrutiny Committee considered and approved the recommendation by 7 votes to 1.

Report: Agenda Item 9 of Commercial & Human Resources Scrutiny Committee, 13 January 2004.

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

Comments: -

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

Voluntary First Registration of Council Land

Decision of: Ian Nimmo-Smith, The Leader, deputising for Amanda Taylor, Executive Councillor Commercial & Human Resources

Reference: 04/CHR /06

Date of decision: 13 January 2004 (recorded on 21 January 2004)

Decision Type: Not a Key Decision

Matter for Decision: Whether or not to approve use of Property Strategy Funds to implement the voluntary first registration of Council land and upgrade the databases with the objective of being able to provide an accurate record of Council land ownership.

Why the decision had to be made (and any alternative options): Voluntary registration now would bring about a number of benefits for the Council. It would a) protect Council land from unscrupulous attempts by others to gain possessory title b) speed up and streamline the process of sales (about 174 pa) c) pave the way for electronic conveyancing d) make simpler the process of protecting Council interests on retained land and when leases were assigned by tenants. Linking the terrier and GIS databases would a) require prior commitment to the Council's corporate choice of GIS product b) enable greater support staff interchangeability between Council departments using the same GIS system c) enable 'same software' exchange of electronic maps between a greater range of department d) pave the way for Property & Building Services and Legal & Democratic Services to participate more fully in opening up the availability of electronic information to the public.

The Executive Councillor's decision(s):

To approve the use of identified resources over [a maximum of] three years from the Property Strategy Fund to implement first registration of Council owned land and provide an accurate record of Council land ownership.

Reasons for the decision: These are described in the report.

Scrutiny consideration: The Scrutiny Committee considered and approved the recommendation by 5 votes to 0.

Report: Agenda Item 10 of Commercial & Human Resources Scrutiny Committee, 13 January 2004.

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

Comments: -

CAMBRIDGE CITY COUNCIL
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CAMBRIDGE GUILDHALL - CROWN COURT ACCOMMODATION

Decision of: Ian Nimmo-Smith, The Leader, deputising for Amanda Taylor, Executive Councillor Commercial & Human Resources

Reference: 04/CHR /07

Date of decision: 13 January 2004 (recorded on 21 January 2004)

Decision Type: Not a Key Decision

Matter for Decision: When the Crown Court accommodation reverts to the Council, to decide whether it will be surplus to Council requirements and to seek a new tenant.

Why the decision had to be made (and any alternative options): These matters are detailed in the officer report which is exempt from publication under paragraphs 7 and 9 of the exempt information categories (pages 181-183 of the Constitution).

The Executive Councillor's decision(s):

To approve that the Crown Court accommodation would be surplus to the Council's requirements and that the recommendations in the officer report be implemented.

Reasons for the decision: These are contained in the officer report which is exempt from publication.

Scrutiny consideration: The Scrutiny Committee considered and approved the recommendation by 4 votes to 0.

Report: Agenda Item 12 of Commercial & Human Resources Scrutiny Committee, 13 January 2004.

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

Comments: -

CAMBRIDGE CITY COUNCIL
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NNDR [Business Rates] IRRECOVERABLE DEBTS TO BE WRITTEN-OFF
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Decision of: Ian Nimmo-Smith, The Leader, deputising for Amanda Taylor, Executive Councillor Commercial & Human Resources

Reference: 04/CHR /08

Date of decision: 13 January 2004 (recorded on 21 January 2004)

Decision Type: Not a Key Decision

Matter for Decision: To agree to write off four debts.

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

The Executive Councillor's decision(s):

Agreed to write off four debts.

Reasons for the decision: These are contained in the officer report which is exempt from publication.

Scrutiny consideration: The Scrutiny Committee considered and approved the recommendation by 4 votes to 0.

Report: Agenda Item 13 of Commercial & Human Resources Scrutiny Committee, 13 January 2004.

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

Comments: -

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

GENERAL DEBTS - BAD DEBTS FOR WRITE OFF
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Decision of: Ian Nimmo-Smith, The Leader, deputising for Amanda Taylor, Executive Councillor Commercial & Human Resources

Reference: 04/CHR /09

Date of decision: 13 January 2004 (recorded on 21 January 2004)

Decision Type: Not a Key Decision

Matter for Decision: To agree to write off one debt.

Why the decision had to be made (and any alternative options): The debt was no longer collectable.

The Executive Councillor's decision(s):

Agreed to write off one debt.

Reasons for the decision: These are contained in the officer report which is exempt from publication.

Scrutiny consideration: The Scrutiny Committee considered and approved the recommendation by 4 votes to 0.

Report: Agenda Item 14 of Commercial & Human Resources Scrutiny Committee, 13 January 2004.

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

Comments: -