

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

Service Plans 2006-2007 & Budgets 2005/06 revised and 2006/07

Decision of: Jennifer Liddle, Executive Councillor for Customer Services & Resources

Reference: CS&R/060117/A5

Date of decision: 17 January 2006 (recorded on 23 January 2006)

Decision Type: Key Decision

Matter for Decision:

The Service Plans for 2006/07, accompanying the agenda, look at the service proposals, objectives and budget position for 2006/07 and forecast for 2007/08.

Budgets 2005/06 (revised), 2006/07 and 2007/08 (Forecast): Appendix C (see officer's report) sets out the overall base revenue budget position for the Customer Services and Resources portfolio, comparing the revised budget at November 2005 to the proposed revised budget at January 2005 for the financial year 2005/06, and detailing the proposed budget for 2006/07 and forecast for 2007/08.

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

The Service Plans for 2006/07 will enable the Executive Councillor to consider whether service priorities and resources should be refocused to enable objectives and targets for the coming year to be met.

The Executive Councillor's decision:

Agreed

Performance Targets:

- a) Agreed the service objectives and proposals for 2006/07 and future years, for services contained within the Customer Services and Resources portfolio as set out in Appendix 1 of each service plan, and the performance indicators and targets as set out in Appendix 2 of each plan.

Review of Charges:

- b) Approved the proposed charges as shown in Appendix A for General Properties (Guildhall Civic Rooms) and Economic Development and Tourism (Markets).

Revenue Budgets:

- c) Agreed proposals for revenue savings and bids, as set out in Appendix B, which have been incorporated into the budgets presented for this portfolio.
- d) Agreed the Priority Policy Fund (PPF) bids, as shown in Appendix B, for submission to the Executive with the following changes to priorities (please also see Comment section below):

The following PPF bids were upgraded from medium priority to high:

- PPF670 - Recycling Newspapers, Cardboard etc. - £12,480 (all years)
- PPF779 - Specialist Agency Staff (Benefits) - £40,000 (2006/07 & 2007/08)
- PPF782 - Specialist Agency Staff (Council Tax) - £50,000 (2006/07 & 2007/08)
- PPF816 - New Post in Central Advisory Service - £35,000 (all years)
- PPF819 - Extension of HR Diversity Adviser Fixed Term Contract - £29,770 (2006/07), £3,020 (2007/08)

The following PPF bid was downgraded from medium priority to low':

- PPF817 - Members Allowances - £33,780 (all years) (previously 'Medium')
- e) Approved the revised revenue budget for 2005/06, as shown in Appendix C, for submission to the Executive.
 - f) Approved the budget for 2006/07 as shown in Appendix C, for submission to the Executive.

Capital:

- g) Approved capital bids for 2006/07 and future years as identified in Appendix B, for submission to the Executive for inclusion in the Capital Plan or addition to the Hold List, as indicated and with C575 ICT system for market management changed from a medium priority to a low priority. Approved, subject to inclusion of those items in the Capital Plan, the Project Appraisal reports at Appendix G (for high Frequency Lighting, Energy Audit recommendations and Works to 23 – 25 Gwydir Street).
- h) Approved the Hold List, shown in Appendix F.
- i) Agreed to seek approval from the Executive to carry forward resources from 2005/06, as detailed in Appendix D, to fund rephased capital spending.

Reasons for the decision: See officer's report.

Scrutiny consideration: As this is a key decision, Scrutiny Committee members

commented on the report before the Executive Councillor made the decision taking into account the Committee's comments.

The scrutiny committee considered and approved the recommendation by 5 votes to 0.

Report: Agenda Item 5 of Customer Services & Resources Scrutiny Committee, 17 January 2006.

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

Comments: The Scrutiny Committee agreed to suggest changed priorities for the PPF bids.

The following PPF bids were upgraded from medium priority to high:

- PPF670 - Recycling Newspapers, Cardboard etc. - £12,480 (all years)
- PPF779 - Specialist Agency Staff (Benefits) - £40,000 (2006/07 & 2007/08)
- PPF782 - Specialist Agency Staff (Council Tax) - £50,000 (2006/07 & 2007/08)
- PPF816 - New Post in Central Advisory Service - £35,000 (all years)
- PPF819 - Extension of HR Diversity Adviser Fixed Term Contract - £29,770 (2006/07), £3,020 (2007/08)

The following PPF bid was downgraded to 'Low':

- PPF817 - Members Allowances - £33,780 (all years) (previously 'Medium')

The Executive Councillor agreed with those changes to priorities.

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

Customer Access Strategy

Decision of: Jennifer Liddle, Executive Councillor for Customer Services & Resources

Reference: CS&R/060117/A6

Date of decision: 17 January 2006 (recorded on 23 January 2006)

Decision Type: Key Decision

Matter for Decision:

This report provides an update on progress in making the detailed assessment and describes the further work that will be required before any decision about the future direction of the strategy can be made.

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

In July, the Executive Councillor for Customer Services and Resources accepted the case for developing a customer access strategy (CAS) and set strategic objectives for it.

In November, the Executive Councillor for Customer Services and Resources confirmed her support for a more detailed assessment of the options for rationalising the Council's customer services into a Customer Service Centre for face-to-face and a Contact Centre for telephone contact and requested a report back in January 2006.

<p>The Executive Councillor's decision(s):</p>

<p>Agreed</p>

- | |
|--|
| <ol style="list-style-type: none">1. To confirm her support for continued development of a more detailed assessment of the options for rationalising the Council's customer services into a Customer Service Centre for face-to-face and a Contact Centre for telephone contact.2. To put on hold any decision to fund other bids from the Technology Investment Fund (TIF) until the future direction the Customer Access Strategy is known. |
|--|

Reasons for the decision: See officer's report.

Scrutiny consideration: As this is a key decision, Scrutiny Committee members commented on the report before the Executive Councillor made the decision taking into account the Committee's comments.

The scrutiny committee considered and approved the recommendation by 4 votes to 0.

Report: Agenda Item 6 of Customer Services & Resources Scrutiny Committee,

17 January 2006.

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

Comments: -

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

**Tendering for Cambridge City Council Contracts-
Changes to the pre-qualification process**

Decision of: Jennifer Liddle, Executive Councillor for Customer Services & Resources

Reference: CS&R/060117/A7

Date of decision: 17 January 2006 (recorded on 23 January 2006).

Decision Type: non-Key Decision

Matter for Decision:

The adoption of a standard process based on a standard format PQQ of tendering and the consequent removal of current select lists.

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

Adopting a standard process based on a standard format PQQ will:

- save potential contractors/suppliers considerable time and cost going through the pre-qualification process when bidding for Council work (particularly where organisations are registered with Constructionline and Contractors' Health and Safety Assessment Scheme (CHAS)(although such registration will not be mandatory)). This will benefit small and medium enterprises (SMEs) in particular
- save Council officers considerable time in carrying out this early part of a tendering process;
- reduce the risks inherent in using out of date Select Lists;
- save costs in maintaining Select Lists;
- enable standardised compliance with the Construction (Design and Management) Regulations 1994

The Executive Councillor's decision(s):

Agreed:

1. To approve the principle of a standard pre-qualification process for organisations to be invited to tender or give estimates for Council contracts based on the desire to see (although not a requirement for) all Council contractors being registered with Constructionline and assessed by the Contractors' Health and Safety Assessment scheme (as appropriate)
2. To authorise the Procurement Manager to finalise the details of the revised pre-qualification and selection processes referred to above as appropriate following completion of consultation with existing suppliers and piloting of the new processes if appropriate.

Reasons for the decision: See officer's report.

Scrutiny consideration: The Scrutiny Committee asked to look at the report.

The scrutiny committee considered and approved the recommendation by 6 votes to 0.

For a summary of the Scrutiny Committee's comments see the minutes of the meeting.

Report: Agenda Item 7 of Customer Services & Resources Scrutiny Committee,
17 January 2006

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

Comments: -

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

Key Principles of the Draft “Buying Green at Cambridge City Council” Guide

Decision of: Jennifer Liddle, Executive Councillor for Customer Services & Resources

Reference: CS&R/060117/A8

Date of decision: 17 January 2006 (recorded on 23 January 2006).

Decision Type: Non- Key Decision

Matter for Decision: Whether to introduce a new Buying Green Guide, which adopts and formalises green procurement policy commitments when procuring goods and services on behalf of the Council, within the scope of procurement law.

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

The Guide has been developed to help staff to become more aware of the environmental issues surrounding procurement, and how they can procure goods and services that have a reduced adverse impact on the environment. In so doing, it helps to fulfil the requirements of the National Procurement Strategy for Local Government (2003) and the new EU Regulations on the Procurement of Goods and Services (coming into force in January 2006) relating to sustainability.

<p>The Executive Councillor’s decision(s):</p>

Agreed to:

- | |
|---|
| <ol style="list-style-type: none">1. Reaffirm a corporate commitment to the principle of environmentally responsible procurement;2. Approve green procurement policies (as detailed in paragraphs 3.5 and 3.6 below) for the following six product groups:<ul style="list-style-type: none">• Paper products (office paper, envelopes, note pads etc);• Printed publications;• Timber and timber products;• Food and drink in Council vending machines and venues;• Soil improvers;• IT and electrical equipment. |
|---|

Reasons for the decision: See officer’s report.

Scrutiny consideration: The Scrutiny Committee asked to look at the report. The scrutiny committee considered and approved the recommendation by 8 votes to 0. For a summary of the Scrutiny Committee’s comments see the minutes of the meeting.

The Executive Councillor approved the recommendations.

Report: Agenda Item 8 of Customer Services & Resources Scrutiny Committee,
17 January 2006.

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

Comments: -

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

Council Land at Clay Farm, rear of Foster Road, Cambridge

Decision of: Jennifer Liddle, Executive Councillor for Customer Services & Resources

Reference: CS&R/060117/A9

Date of decision: 17 January 2006 (recorded on 23 January 2006).

Decision Type: Key Decision

Matter for Decision: The report concerns agricultural land in south Cambridge allocated for development in the Cambridge Southern Fringe Area Development Framework and proposes that the Council enter into an option agreement with the lead developers for the Clay Farm /Showground development sites.

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

See the officer's report.

The Executive Councillor's decision(s):

Agreed

1. To approve in principle the granting of an Option Agreement to the lead developer of the Clay Farm site in the Southern Fringe on the basis of the Heads of Terms contained in the Confidential Appendix.
2. That appropriate provision to meet the costs of granting the option be made from the Property Strategy Fund (PSF) and that following the grant, those costs be recovered from the option premium to reimburse the PSF.
3. That detailed terms be reported back to the Scrutiny Committee before approval by the Executive Councillor.

Reasons for the decision: See officer's report.

Scrutiny consideration: As this is a key decision, Scrutiny Committee members commented on the report before the Executive Councillor made the decision taking into account the Committee's comments.

The scrutiny committee considered and approved the recommendation by 5 votes to 0.

Exempt appendix from publication by Category 9 as defined in the Council's Constitution part 4B.

Report: Agenda Item 10 of Customer Services & Resources Scrutiny Committee, 17 January 2006.

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

Councillor.

Comments: