



## Cambridge City Council

### Housing Management Board

<p>Scrutiny Committee Members: Councillors Armstrong, Blackhurst, Blencowe, Levy, Pitt (Chair), Shah, Taylor, Todd-Jones, Wright, Ward (Alt)</p> <p>Tenant Reps: Tony Barnes, Diane Best, Beverley Dennis, Brian Haywood, John Marais and Terry Sweeney</p> <p>Executive Councillor for Housing: Cllr Smart</p>	<h1>Agenda A</h1>
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Agenda despatched and placed on public deposit: 26th June 2008

**Date:** Tuesday 8<sup>th</sup> July 2008

**Time:** 5.30pm

**Place:** Committee Rooms, The Guildhall, Cambridge

**Contact:** Glenn Burgess      **Direct Dial:** 01223 457169

**1**      [Minutes](#)

To approve the minutes of the meeting held on 18 March 2008 as a correct record.

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**2**      **Apologies**

To receive any apologies for absence.

**3**      **Declarations of interest**

Members are asked to declare at this stage any interests that they may have in an item shown on this agenda. If any member of the Committee is unsure whether or not they should declare an interest on a particular matter, they should seek advice from the Head of Legal and Democratic Services **before** the meeting.

**4**      **Public Questions** (See information below)

## Non Key Decisions

### 5 [Revenue and capital outturn, carry forwards and significant variances for 2007/08](#)

Appendix A - Revenue Budget 2007/08 - Outturn

Appendix B - Revenue Budget 2007/08 - Major Variances from Final Revenue Budgets

Appendix C - Revenue Budget 2007/08 - Carry Forward Requests

(Contact Officer: David Horspool – Director of Finance 01223 458131)

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### 6 [Review of the Neighbourhood Caretaking Services](#)

Appendix 1 - Review of the Caretaking Service – Desk Top Benchmarking

(Contact Officer: Sandra Farmer – Area Housing Manager, City Homes South 01223 458312)

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### 7 [Service Level Agreement for the Cambridge Federation](#)

Appendix 1 – Service Level Agreement between Cambridge City Council City Homes and the Cambridge Federation

(Contact Officer: Sandra Farmer – Area Housing Manager, City Homes South 01223 458312)

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### 8 [Cambridge Standard Funding 2008/2009 Capital Budget – Hawkins Road and Maitland Avenue – Neighbourhood Improvement Project](#)

Appendix: List of works required and costings

(Contact Officer: Andrew Latchem – Area Housing Manager, City Homes North 01223 458402)

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**9 [Respect Standard for Housing Management](#)**

Appendix 1 – The six core commitments.

(Contact Officer: Andrew Latchem – Area Housing Manager,  
City Homes North 01223 458402)

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**10 [Leasehold Services Review](#)**

Appendix 1 – Schedule of Fees for 2008 – 2009

Appendix 2 – Complaints Procedure for Leasehold services

(Contact Officer: Andrew Latchem – Area Housing Manager,  
City Homes North 01223 458402)

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**11 [Briefing Paper to note – Affordable Housing Programme Management Framework](#)**

Appendix: Communication and Consultation Flowchart

(Contact Officer: Julie Abbey-Taylor, Strategic Development Manager  
01223 457923)

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**12 [Write-Off of Tennant Arrears](#)**

(Contact Officer: Melanie Landless, Accountancy Assistant,  
01223 457823)

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<b>Information for the public</b>
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**Next scheduled meeting**

Tuesday 11 November 2008 at 5.30pm

## **Public attendance**

You are welcome to attend this meeting as an observer, although it may be necessary to ask you to leave the room during the discussion of matters which are described as confidential.

## **Public Speaking**

You can ask questions on an issue included on either agenda above, or on an issue which is within this committee's powers. Questions can only be asked during the slot on the agenda for this at the beginning of the meeting, not later on when an issue is under discussion by the committee.

If you wish to ask a question related to an agenda item contact the committee officer (listed above under 'contact') **before the meeting starts**. If you wish to ask a question on a matter not included on this agenda, please contact the committee officer by 10.00am the working day before the meeting. Further details concerning the right to speak at committee can be obtained from the committee section.

## **Emergency Evacuation**

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Do not attempt to use the lifts.

Do not attempt to re enter the building until given the all clear by a member of the City Council Staff. City Council staff will provide assistance with leaving the building.