

CAMBRIDGE CITY COUNCIL

Record of Executive Decision

2007/08 Estimated Revenue and Capital Outturn, Carry Forwards and Significant Variances

Decision of:	Rod Cantrill, Executive Councillor for Customer Services and Resources		
Reference:	08/S&R/07		
Date of decision:	14 April 2008	Recorded on:	16 April 2008
Decision Type:	Non Key		
Matter for Decision:	Requests to carry forward funding arising from budget under spends into 2008/09 as identified where they are anticipated at this stage.		
Why the decision had to be made (and any alternative options):	The position for revenue and capital were reported and anticipated variances from budgets were highlighted, together with explanations. The officer report presented a summary of the 2007/08 estimated outturn position (actual income and expenditure) for services within the Customer Services and Resources portfolio, compared to the current budget for the year.		
The Executive Councillor's decision(s):	To agree the provisional carry forward requests, totaling £111,000 as detailed in Appendix C to be recommended to Council for approval, subject to the final outturn position.		
Reasons for the decision:	As set out in Officers Report		
Scrutiny consideration:	The Scrutiny Committee considered and approved the recommendations by 6 votes to 0		
Report:	Agenda Item 6 of Agenda A on 14 April 2008		
Conflicts of interest:	No conflicts of interest were declared by the Executive Councillor for Customer Services and Resources.		
Comments:	None		

CAMBRIDGE CITY COUNCIL

Record of Executive Decision

Local Trade Union Facilities Agreement

Decision of:	Executive Councillor for Customer Services and Resources, Rod Cantrill		
Reference:	08/S&R/08		
Date of decision:	14 April 2008	Recorded on:	16 April 2008
Decision Type:	Key		
Matter for Decision:	To agree the terms for a new Local Trade Union Facilities Agreement from the options recommended by Officers and the Joint Staff Employers Forum, as detailed in the report.		
Why the decision had to be made (and any alternative options):	The Joint Staff Employer Forum rejected the option of reverting back to an annually renewable Facilities Agreement. There was not a consensus on which of the remaining options was the preferred choice and JSEF members felt both were worthy of consideration (incorporating the safeguards detailed below).		
The Executive Councillor's decision(s):	To agree the terms for the new Local Trade Union Facilities Agreement for a 3 year period, as detailed in 7.2 of the officers' report.		
Reasons for the decision:	As set out in the Officers Report		
Scrutiny consideration:	The Scrutiny Committee considered and approved the recommendations by 6 votes to 0		
Report:	Agenda Item 7 of Agenda A on 14 April 2008		
Conflicts of interest:	No conflicts of interest were declared by the Executive Councillor for Customer Services and Resources.		
Comments:	None		

CAMBRIDGE CITY COUNCIL

Record of Executive Decision

Disposal Of Site Of 1-8 Elmfield Close, 9 & 11 Elmfield Road And Garden Land At Rear Of 85-91 & 95-99 Scotland Road
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Decision of:	Executive Councillor for Customer Services and Resources, Rod Cantrill		
Reference:	08/S&R/09		
Date of decision:	14 April 2008	Recorded on:	16 April 2008
Decision Type:	Non Key		
Matter for Decision:	Following a decision by the Executive Councillor for Housing in March 2007 to approve grant funding for a 40 X 2bed social rented unit scheme, specifically designed for the over 55's at Elmfield Close to be carried out by Hundred Houses Society .The scheme will be spread over land part currently owned by the Council and part already owned by the Society, the decision concerns the disposal of the Council's element of the land to Hundred Houses Society		
Why the decision had to be made (and any alternative options):	The RSL cannot afford to pay market value for the Council's land and achieve a viable affordable social housing development to let.		
The Executive Councillor's decision(s):	1) To approve the disposal of the site of 1-8 Elmfield Close, 9 &11 Elmfield Road and garden land at the rear of 85-91 & 95-99 Scotland Road, Cambridge to Hundred Houses Society, on a long lease, on the terms contained within the confidential appendix to the report. 2) To approve the sale of the residual corner of a former allotment plot at the rear of 109/111 Scotland Road, not required for the above scheme, for garden use only.		
Reasons for the decision:	As set out in the Officers' Report		
Scrutiny consideration:	The Scrutiny Committee considered and approved the recommendations by 6 votes to 0		
Report:	New Agenda item 9 of Agenda A 14 April 2008		
Conflicts of interest:	No conflicts of interest were declared by the Leader.		
Comments:	None		

CAMBRIDGE CITY COUNCIL

Record of Executive Decision

Corporate Axis PAYe.net Project Appraisal

Decision of:	Executive Councillor for Customer Services and Resources, Rod Cantrill		
Reference:	08/S&R/10		
Date of decision:	14 April 2008	Recorded on:	16 April 2008
Decision Type:	Non-Key		
Matter for Decision:	To agree the Project Appraisal as part of the budgetary process.		
Why the decision had to be made (and any alternative options):	The Council risks potential legal action and embarrassment due to current business practices not adhering to PCI regulations, and is at higher risk of employee initiated credit card fraud.		
The Executive Councillor's decision(s):	To recommend this capital scheme (which is not included in the Council's Capital Plan) for approval by Council, subject to resources being available to fund the capital and revenue costs associated with the scheme. The total capital cost of the project is £45,850 and it is proposed that this be funded from TIF (Technology Investment Fund), existing capital scheme SC335 (part): Customer Access Strategy - IT Workstream and existing capital scheme SC287: Capita Axis-PAYe.net Module. It is proposed to fund the revenue costs of the project, £11,000, from the Customer Service Revenue Budget (Cost Centre 00094), the Customer Access Integration budget and savings from decommissioning of the Moto system. To approve the carrying out and completion of the procurement of Axis PAYe.net modules and portal. If the quotation or tender sum exceeds the estimated contract value by more than 15% the permission of the Executive Councillor and Director of Finance should be sought prior to proceeding.		
Reasons for the decision:	As set out in the project appraisal		
Scrutiny consideration:	The Scrutiny Committee considered and approved the recommendations by 4 votes to 0		
Report:	Agenda Item 10 of Agenda A on 14 April 2008		
Conflicts of interest:	No conflicts of interest were declared by the Executive Councillor for Customer Services and Resources.		
Comments:	None		

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

Climate Change Fund

Decision of:	The Leader, Ian Nimmo -Smith	
Reference:	08/S&R/11	
Date of decision:	14 April 2008	Recorded on: 16 April 2008
Decision Type:	Key	
Matter for Decision:	A Climate Change Fund with an initial investment of £250,000 was agreed at Council on 21 February 2008 to be used to provide funding for schemes or activities which will contribute to the achievement of the Council's climate change and carbon reduction Medium Term Objectives.	
Why the decision had to be made (and any alternative options):	Proposals for the overall structure and uses for the Climate Change Fund have been developed prior to more detailed development of the Fund governance, scope and operation for consideration by the Environment Scrutiny Committee in June 2008. These proposals will include arrangements for the administration of the fund and for the appraisal, evaluation, prioritisation and approval of bids made for use of the fund.	
The Executive Councillor's decision(s):	To approve the details for the Climate Change Fund, outlined overleaf. Detailed arrangements for the operation of the Climate Change Fund, which will be developed for Cambridge City Council, will be submitted to Environment Scrutiny Committee in June 2008.	
Reasons for the decision:	As set out in the Officers Report	
Scrutiny consideration:	The Scrutiny Committee considered and approved the recommendations by 6 votes to 0	
Report:	Agenda Item 11 of Agenda A on 14 April 2008	
Conflicts of interest:	No conflicts of interest were declared by the Leader.	
Comments:	None	

Climate Change Fund Details - Agreed 14 April 2008

1 Purpose of the fund:

The Climate Change Fund be used to support internal carbon reduction and climate change risk management activities which primarily reduce the Council's carbon footprint and climate risks, rather than those of the whole city.

2 Scope of funded measures:

The Climate Change Fund be used to support activities with the following objectives:

Energy & fuel efficiency

Sustainable transport (incl. fleet, business mileage and staff commuting).

Waste minimisation

Climate change risk management (e.g. higher temperatures, flooding, water shortages).

3 Types of funded measures:

The Climate Change Fund be used to support the following types of activities, with indicative proportions of how much of the fund each will utilise:

Infrastructure & equipment 50%

Feasibility studies & research 20%

Staff awareness raising, education & awards. 30%

4 Administration:

The Climate Change Fund be administered by the Sustainable City Team, to include the following activities:

Publicity

Guidance & support for applicants

Appraisal of applications

Monitoring of expenditure and results

5 Governance:

The following governance arrangements for the Climate Change Fund are designed to be as simple and timely as possible whilst ensuring appropriate Councillor oversight:

The Sustainable City Team will support officers to apply for Fund money, and prepare quarterly recommendations of applications for Environment Strategy Group, chaired by the Chief Executive.

The procedure for approving applications will be as follows:

≤£,5000 Applications will be approved by Environment Strategy Group.

>£5,000 Applications will be approved by a panel of Councillors to be nominated by all Councillors in June 2008. Applications recommended for approval by Environment Strategy Group will be reported to the panel by email on a quarterly basis for approval, with an option to meet and discuss applications if necessary.

All measures supported by the Climate Change Fund will comply with relevant contract procedure rules and oversight from relevant officer groups and Councillors as necessary.

6 Appraisal criteria:

Desirable and essential criteria be developed under the following themes to appraise applications to the Climate Change Fund:

Eligibility.

Evidence of potential for carbon saving.

Evidence of potential for climate risk management.

Value for money.

Additionality (not replacing existing activity and cannot be financed by other means).

Financial payback (whether the proposed measure represents expenditure or invest to save).

Match funding from either internal or external budgets, to be required at different levels for projects which offer different financial paybacks e.g. 50% for projects with no or long payback; 0% for projects with short payback.

Innovation (whether application proposes new or repeat activity).

Maximum amount, to be set at different levels for different types of activity e.g. £5,000 for feasibility studies; £50,000 for new equipment.

Sustainability of benefits beyond the funding period.

7 Application process:

A 2-stage process to be used for applications to the Climate Change Fund: an initial 1 page expression of interest to be submitted to the Sustainable City Team, followed by development of a full application for those identified as eligible.

8 Monitoring & reporting:

All measures supported by the Climate Change Fund will be required to monitor and report expenditure and performance against objectives.

The position of the fund will be reported during the main budget planning stages such as the Medium-Term Strategy (September 2008) and Budget-Setting Report (January 2009).

Total expenditure and achievements of the Climate Change Fund will be reported to Environment Scrutiny Committee on an annual basis, starting in June 2009.

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

Climate Change Strategy

Decision of:	The Leader, Ian Nimmo -Smith	
Reference:	08/S&R/12	
Date of decision:	14 April 2008	Recorded on: 16 April 2008
Decision Type:	Key	
Matter for Decision:	On 22 January 2007 Strategy Scrutiny Committee approved an action plan for the development of a Cambridge Climate Change Strategy. A draft strategy and action plan has been prepared for public consultation prior to development of a final strategy for adoption by Full Council in September 2008.	
Why the decision had to be made (and any alternative options):	On 22 September 2006 Cambridge City Council signed the Nottingham Declaration on Climate Change, the primary implication of which is for the Council to prepare a plan within 2 years with the local communities to address the causes and effects of climate change.	
The Executive Councillor's decision(s):	To approve the draft Cambridge Climate Change Strategy & Action Plan for public consultation to take place during the period 6 May to 29 July 2008.	
Reasons for the decision:	As set out in the Officers Report	
Scrutiny consideration:	The Scrutiny Committee considered and approved the recommendations by 6 votes to 0	
Report:	Agenda Item 12 of Agenda A on 14 April 2008	
Conflicts of interest:	No conflicts of interest were declared by the Leader.	
Comments:	None	

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

2007/08 Estimated Revenue and Capital Outturn, Carry Forwards and Significant Variances – Leader’s Portfolio

Decision of:	The Leader’ Ian Nimmo -Smith		
Reference:	08/S&R/13		
Date of decision:	14 April 2008	Recorded on:	16 April 2008
Decision Type:	Non-Key		
Matter for Decision:	Requests to carry forward funding arising from budget under spends into 2008/09 as identified where they are anticipated at this stage.		
Why the decision had to be made (and any alternative options):	The position for revenue and capital were reported and anticipated variances from budgets were highlighted, together with explanations. The officer’s report presented a summary of the 2007/08 estimated outturn position (actual income and expenditure) for services within the Leader’s portfolio, compared to the current budget for the year.		
The Executive Councillor’s decision(s):	To agree the provisional carry forward request, totalling £22,000 as detailed in Appendix C to the officer’s report, to be recommended to Council for approval, subject to the final outturn position.		
Reasons for the decision:	As set out in the Officer’s Report		
Scrutiny consideration:	The Scrutiny Committee considered and approved the recommendations by 5 votes to 0		
Report:	Agenda Item 13 of Agenda A on 14 April 2008		
Conflicts of interest:	No conflicts of interest were declared by the Leader.		
Comments:	None		

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

2007/08 Estimated Revenue and Capital Outturn, Carry Forwards and Significant Variances - General Fund - OVERVIEW
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Decision of:	The Leader, Ian Nimmo -Smith
Reference:	08/S&R/14
Date of decision:	14 April 2008 Recorded 16 April 2008 on:
Decision Type:	Non-Key
Matter for Decision:	Requests to carry forward funding arising from budget under spends into 2008/09 as identified in all portfolios where they are anticipated at this stage.
Why the decision had to be made (and any alternative options):	The position for revenue and capital were reported and anticipated variances from budgets in all portfolios were highlighted, together with explanations. The officer's report presented a summary of the 2007/08 estimated outturn position (actual income and expenditure) for services within all portfolios, compared to the current budget for the year.
The Executive Councillor's decision(s):	<p>To agree the transfer of £23,000 from the Arts & Recreation portfolio to the Climate Change & Growth portfolio budgets in respect of the legal fees associated with the Quayside/Punting dispute. The funding for these costs was included as part of a £47,000 Revised Budget bid, approved at the 17 January committee meeting and reflected in the officers' report.</p> <p>To approve the removal of Capital Scheme SC217 – 'Nuns Way – Safer Routes' as this has been completed with external funding and this scheme can therefore be cancelled and funding be made available for other capital projects.</p> <p>To agree to recommend Council approve the provisional carry forward requests identified in the March committee cycle, totalling £506,120 as detailed in Appendix C of the report, subject to the final outturn position.</p> <p>To agree to recommend Council delegate to the Director of Finance, in consultation with the Leader, Chair and spokesperson of Strategy and Resources Scrutiny Committee, authority to approve variations to the provisional carry forward requests and approve any new carry forwards into 2008/09 which may be raised in</p>

the July cycle of Scrutiny meetings; having regard to the final outturn position.

Reasons for the decision:

As set out in the Officer's Report

Scrutiny consideration:

The Scrutiny Committee considered and approved the recommendations by 6 votes to 0

Report:

Agenda Item 14 of Agenda A on 14 April 2008

Conflicts of interest:

No conflicts of interest were declared by the Leader.

Comments:

None

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

Local Area Agreement - Progress on developing the 2008 Agreement
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Decision of:	The Leader, Ian Nimmo -Smith		
Reference:	08/S&R/15		
Date of decision:	14 April 2008	Recorded on:	16 April 2008
Decision Type:	Non-Key		
Matter for Decision:	This report updates Members on the progress made in agreeing the indicators to be used in the agreement and the next steps in the process.		
Why the decision had to be made (and any alternative options):	A Local Area Agreement (LAA) is a three-year agreement that sets out the priorities for a local area agreed between central government and local councils and their partners. The first Cambridgeshire agreement was agreed in February 2006. The Local Government and Public Involvement in Health Act requires new agreements to be in place in all county and unitary areas by June 2008. The Act also gives the City Council and other named partners a statutory duty to co-operate with the LAA process and contribute the achievement of the LAA targets.		
The Executive Councillor's decision(s):	To note the Committee's comments on the report and the progress made with the LAA to date and to take these into account in future LAA negotiations.		
Reasons for the decision:	As set out in the Officers Report		
Scrutiny consideration:	The Scrutiny Committee considered and approved the recommendations by 6 votes to 0		
Report:	Agenda Item 15 of Agenda A on 14 April 2008		
Conflicts of interest:	No conflicts of interest were declared by the Leader.		
Comments:	None		