

**CAMBRIDGE CITY COUNCIL**  
Record of Executive Decision

**Revenue and Capital outturn, carry forwards  
and significant variances for 2007/08**

**Decision of:** Catherine Smart, Executive Councillor for Housing

**Reference:** HMB/080708/A27

**Date of decision:** 8 July 2008 (recorded on 9 July 2008)

**Decision Type:** Non Key Decision

**Matter for Decision:** To agree the 2007/08 outturn position for services within the Housing Revenue Account

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

These decisions are part of the Council's Budgetary Process

**The Executive Councillor agreed:**

That the carry forward requests, totalling £595,240 as detailed in Appendix C of the Officers Report, be recommended to Council for approval

**Reasons for the decision:**

These are set out in the officer report.

**Scrutiny consideration:**

The Scrutiny Committee considered and approved the recommendations for the Executive Councillor by 12 votes to 0

**Report:** Agenda Item 5 of Housing Management Board, 8 July 2008.

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

**Comments:** None.

**CAMBRIDGE CITY COUNCIL**  
Record of Executive Decision

**Review of the Neighbourhood Caretaking Services**

**Decision of:** Catherine Smart, Executive Councillor for Housing

**Reference:** HMB/080708/A28

**Date of decision:** 8 July 2008 (recorded on 9 July 2008)

**Decision Type:** Non Key Decision

**Matter for Decision:** Review of the Neighbourhood Caretaking Service in order to adopt a more modern approach along the lines of other landlords and adopting Best Practices

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

The key aims of the review are to:

- Challenge the effectiveness of the current methods of service delivery in meeting local needs
- Benchmark with comparable organisations to identify best practice
- Identify the demand, satisfaction and costs of services
- Ensure that current consultation practice is fully inclusive for all members of the community
- Identify alternative methods of service provision

**The Executive Councillor agreed:**

To commission a full value for money review of the caretaking service, based on best practice from other housing providers

To implement mystery shopping exercises on the areas currently receiving caretaking services and to use existing residents survey feedback to assess satisfaction with the service area.

To implement performance measures and scope for Gershon efficiencies as well as cash savings where possible

**Reasons for the decision:**

Detailed in the officer report.

**Scrutiny consideration:**

The Scrutiny Committee considered and approved the recommendations by 15 votes to 0 (unanimous)

**Report:** Agenda Item 6 of Housing Management Board, 8 July 2008.

**Conflicts of interest:**

No conflicts of interest were declared by the Executive Councillor.

**Comments:** None.

**CAMBRIDGE CITY COUNCIL**  
Record of Executive Decision

**SLA between City Homes and the Cambridge Federation**

**Decision of:** Catherine Smart, Executive Councillor for Housing

**Reference:** HMB/080708/A29

**Date of decision:** 8 July 2008 (recorded on 9 July 2008)

**Decision Type:** Non Key Decision

**Matter for Decision:** 2008/09 Service Level Agreement between City Homes and the Cambridge Federation

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

To ensure that measurable value for money services are provided in return for the funds given to the Cambridge Federation

**The Executive Councillor agreed:**

The City Homes Service Level Agreement with the Cambridge Federation as detailed in Appendix A of the Officers Report

**Reasons for the decision:**

Detailed in the officer report.

**Scrutiny consideration:**

The Scrutiny Committee considered and approved the recommendations by 15 votes to 0 (unanimous)

**Report:** Agenda Item 7 of Housing Management Board, 8 July 2008.

**Conflicts of interest:**

No conflicts of interest were declared by the Executive Councillor.

**Comments:** None.

**CAMBRIDGE CITY COUNCIL**  
Record of Executive Decision

**Cambridge Standard Funding 2008/09 Capital Budget – Hawkins Road and Maitland Avenue – Neighbourhood Improvements Project**

**Decision of:** Catherine Smart, Executive Councillor for Housing

**Reference:** HMB/080708/A30

**Date of decision:** 7 July 2008 (recorded on 8 July 2008)

**Decision Type:** Non Key Decision

**Matter for Decision:** Proposal for allocation of the remaining budget of the 2008/09 works towards the Cambridge Standard Capital Funding in respect of a Neighbourhood Improvement Project at Hawkins Road and Maitland Avenue

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

Below average customer satisfaction ratings for cleaning, grounds maintenance, street cleaning, parking provision and the condition of communal facilities in the Hawkins Road area. Although they are not D rated sites, the concern is that if improvements are not made the area will deteriorate. The Maitland Avenue site regularly scores a D rating.

**The Executive Councillor agreed:**

The investment of £44,500 of capital resources as part of the 2008/09 works towards the Cambridge Standard funding, to undertake required works at Hawkins Rd.

To approve the funding for £16,000 to improve the internal lobby and stairs at Maitland Avenue block 38-82. This leaves £2,500 unallocated for the 2008/2009 budget.

**Reasons for the decision:**

Detailed in the officer report.

**Scrutiny consideration:**

The Scrutiny Committee considered and approved the recommendations by 15 votes to 0 (unanimous)

**Report:** Agenda Item 8 of Housing Management Board, 7 July 2008.

**Conflicts of interest:**

No conflicts of interest were declared by the Executive Councillor.

**Comments:** None.

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

<b>Respect Standard for Housing Management</b>
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**Decision of:** Catherine Smart, Executive Councillor for Housing

**Reference:** HMB/080708/A31

**Date of decision:** 8 July 2008 (recorded on 9 July 2008)

**Decision Type:** Non Key Decision

**Matter for Decision:** Sign up to the Respect Standard for Housing Management

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

The Respect Standard for Housing Management fits into the Respect Agenda, which is a cross-Government strategy tackling anti-social behaviour and its causes. Publication of the Standard by the Department for Communities and Local Government in 2006 followed extensive public consultation including a written consultation paper and a programme of regional consultation events. Adhering to the Standard is not a regulatory requirement – it is a step, which should be taken by landlords wanting to demonstrate their commitment to tackling anti-social behaviour effectively.

<p><b>The Executive Councillor agreed:</b></p> <p>The approach by City Homes as landlord to work towards the Respect Standard for Housing Management.</p> <p>To “sign-up” to the Respect Standard for Housing Management jointly with tenants at this years’ Tenant Festival day in early October 2008.</p>
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**Reasons for the decision:**

These are set out in the officer report.

**Scrutiny consideration:**

The Scrutiny Committee considered and approved the recommendations for the Executive Councillor by 14 votes to 0

**Report:** Agenda Item 9 of Housing Management Board, 8 July 2008.

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

**Comments:** None.

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

**Leasehold Services Review**

**Decision of:** Catherine Smart, Executive Councillor for Housing

**Reference:** HMB/080708/A32

**Date of decision:** 8 July 2008 (recorded on 9 July 2008)

**Decision Type:** Non Key Decision

**Matter for Decision:** Review of service charges for all the Council Leaseholders

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

The Audit Commission, through its Housing Inspectorates Key Lines of Enquiry, expects that Local Authorities will aim to deliver continuous improvements and value for money in their services. It further expects that Local Authorities will provide their residents with information about their service charges, including costs that their charges cover, how charges are budgeted and increases calculated

**The Executive Councillor agreed:**

The Council's position with regard to the levying of service charges to leasehold properties;

To acknowledge the requirements on the Council through legislation and regulation in relation to service charges and consultation requirements;

To note the continuing development of the service and the results of the Satisfaction Survey 2008.

**Reasons for the decision:**

These are set out in the officer report.

**Scrutiny consideration:**

The Scrutiny Committee considered and approved the recommendations for the Executive Councillor by 15 votes to 0 (unanimous)

**Report:** Agenda Item 10 of Housing Management Board, 8 July 2008.

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

**Comments:** None.

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

**Write-Off of Tenant Arrears**

**Decision of:** Catherine Smart, Executive Councillor for Housing

**Reference:** HMB/080708/A34

**Date of decision:** 8 July 2008 (recorded on 9 July 2008)

**Decision Type:** Non Key Decision

**Matter for Decision:** Write Off of four cases of former tenant arrears

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

Writing off arrears is part of the rent arrears process

**The Executive Councillor agreed:**

That the four cases of former tenant arrears totaling £12,773.71, as detailed in appendix 1 of the Officers Report, be written off.

**Reasons for the decision:**

These are set out in the officer report.

**Scrutiny consideration:**

The Scrutiny Committee considered and approved the recommendations for the Executive Councillor by 15 votes to 0 (unanimous)

**Report:** Agenda Item 12 of Housing Management Board, 8 July 2008.

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

**Comments:** None.

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

**Housing Cash Collection Services – Procurement Approval Report**

**Decision of:** Catherine Smart, Executive Councillor for Housing

**Reference:** HMB/080708/A35

**Date of decision:** 8 July 2008 (recorded on 9 July 2008)

**Decision Type:** Non Key Decision

**Matter for Decision:** To tender the existing Housing Rent and Service Charge Collection Service, on a three-year contract, to be effective from 25<sup>th</sup> January 2009

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

The existing contract expires on 24<sup>th</sup> January 2009, following a single year extension of a three-year contract effective from 25<sup>th</sup> January 2005

**The Executive Councillor agreed:**

To authorise the Director of Community Services to invite competitive tenders in accordance with the Council's Contract Procedure Rules and to award a three-year contract (with a one-year extension at the Council's option) for the provision of an external cash collection service for payment of rent and service charges

**Reasons for the decision:**

These are set out in the officer report.

**Scrutiny consideration:**

The Scrutiny Committee considered and approved the recommendations for the Executive Councillor by 13 votes to 0

**Report:** Agenda Item 13 of Housing Management Board, 8 July 2008.

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

**Comments:** None.