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13 September 2006

To: Chairman – Councillor MP Howell
Vice-Chairman – Councillor R Hall
Members of the Scrutiny and Overview Committee – Councillors RE Barrett,
RF Bryant, Mrs SM Ellington, Mrs EM Hezell, PT Johnson, SGM Kindersley,
MJ Mason, DC McCraith, DH Morgan, Mrs CAED Murfitt, CR Nightingale,
Mrs HM Smith, RT Summerfield and Dr SEK van de Ven

Dear Councillor

You are invited to attend the next meeting of **SCRUTINY AND OVERVIEW COMMITTEE**, which will be held in the **COUNCIL CHAMBER, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 21 SEPTEMBER 2006 at 2.00 p.m.**

Yours faithfully
GJ HARLOCK
Chief Executive

AGENDA

PAGES

PROCEDURAL ITEMS

1. **Apologies**
2. **Minutes of Previous Meeting** 1 - 10
To authorise the Chairman to sign the Minutes of the meeting held on 20 July 2006 as a correct record.
3. **Declarations of Interest**
Please note that when considering the review of any decision in respect of which a member of the Committee is subject to a party whip, the member must declare the existence of the whip. Any Councillor who is a member of an Advisory Group which has discussed an item that is now being scrutinised cannot participate in that debate.
4. **Public Questions**
5. **Draft Agenda Programme and Programme of Key Decisions** 11 - 34
6. **Reports From Monitors**
The Committee has appointed two monitors to scrutinise the work of each member of the Executive. The purpose of this Standing Item is to allow monitors to report back any items of interest to the Committee.

PRIORITIES AND MAJOR ISSUES

7. Presentation From the County Secretary of the Cambridgeshire Association of Local Councils (CALC)

Keith Barrand, the County Secretary of the Cambridgeshire Association of Local Councils (CALC), will give a short presentation on the aims and objectives of CALC.

Members are invited to consider how the Council can work with CALC to improve communications between the three tiers of local government and promote partnership working.

8. Presentation from the Planning and Economic Development Portfolio Holder

9. Presentation from the Environmental Health Portfolio Holder

10. Minutes Of The Scrutiny Sub-Group

35 - 36

Attached are the draft minutes of the Scrutiny Sub-Group held on 7 September, submitted for the Committee's approval.

STANDING ITEMS

11. To Note the Dates of Future Meetings

2006: October 19, November 16 & December 21.

2007: January 18, February 15, March 15, April 19 & May 17.

All meetings will begin at 2.00pm.

Report Items

Item no.	Report Item	Why Did this Report Go to the Committee?	Who Requested This Report?
7	Presentation by the Cambridgeshire Association of Local Councils (CALC)	To improve partnership working with CALC, in keeping with the Corporate Objective on partnership working.	Requested by January's Cabinet, agreed by the Chairman
8 & 9	Presentations by the Planning and Environmental Health portfolio holders	Effective scrutiny of the executive is an essential part of the scrutiny process.	Requested by Chairman
10	Minutes of Scrutiny Sub-Group	To update the Committee on the discussions of the Sub-Group and seek its approval for its recommendations.	Vice-Chairman (Chairman of Sub-Group)

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Scrutiny and Overview Committee held on
Thursday, 20 July 2006

PRESENT: Councillor R Hall – Chairman
Councillor RF Bryant – Vice-Chairman

Councillors:	RE Barrett	Mrs SM Ellington
	Mrs EM Heazell	SGM Kindersley
	DC McCraith	Mrs CAED Murfitt
	CR Nightingale	Mrs HM Smith
	RT Summerfield	Dr SEK van de Ven

Councillors Dr DR Bard, JD Batchelor, NN Cathcart, Mrs A Elsby, Dr SA Harangozo, Mrs SA Hatton, JA Hockney, Mrs JE Lockwood, EJ Pateman, Mrs DP Roberts and Mrs DSK Spink MBE were in attendance, by invitation.

Officers:	Cameron Adams	Strategic Development Officer
	Patrick Adams	Senior Democratic Services Officer
	Susan Gardner Craig	Human Resources Manager
	Nick Grimshaw	Conservation and Design Manager
	Steve Hampson	Executive Director
	Greg Harlock	Chief Executive
	Simon McIntosh	Head of Community Services
	Tim Wetherfield	Head of Policy and Communication

1. APOLOGIES

Apologies were received from Councillors MP Howell, PT Johnson and DH Morgan.

In the absence of Councillor Howell, Councillor R Hall became acting Chairman and Councillor RF Bryant was appointed as acting Vice-Chairman.

2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 15 June were accepted as a correct record subject to the following amendments:

- On page 5, second paragraph under the heading “Working with the bus operators” the second sentence was amended to read: “... provide an indication of whether the estimated cost of the scheme was accurate, although it was noted that the ticket machines were unable to count the exact number of times a concessionary pass was used.”
- On page 9, second paragraph the word “of” in the penultimate sentence was amended to “by”.

Councillor Mrs EM Heazell asked that the recorded comments made by Councillor Bard relating to Green Road, Sawston be amended. The Committee did not support this amendment.

3. DECLARATIONS OF INTEREST

Councillors JD Batchelor, SGM Kindersley and DC McCraith all declared personal interests as County Councillors.

Councillor RE Barrett declared a personal interest on item 10 “Developing a policy on Criminal Records Bureau (CRB) Checks” as he was obliged to receive a CRB check due to his work on the Health Scrutiny Panel.

Councillor SA Harangozo declared a personal interest in item 6 “Call-In: Climate Change Advisory Group” as part of his paid employment involved researching climate change.

4. PUBLIC QUESTIONS

None.

5. DRAFT AGENDA PROGRAMME AND PROGRAMME OF KEY DECISIONS

Bus services

Members of the Committee suggested that there was a need to re-examine the bus service to residents, with particular reference to:

- Reviewing the Frequently Asked Questions on the concessionary fares scheme on the Council’s web site.
- The usefulness of the map of bus services on the County Council’s web site.
- Lack of consultation on recent changes to the bus timetable.

Councillor Mrs DSK Spink, planning and economic development portfolio holder, stated that negotiations were continuing on the concessionary fares scheme and she hoped to have more to report by September. Councillor CR Nightingale stated that a committee of the County Council could be discussing the recent change to bus routes in Great Shelford.

The Committee **AGREED** to

- (a) Put an item on bus services onto the agenda programme
- (b) Send a letter to the County Council expressing concern about the level of bus services to the district’s villages.

August’s meeting

The Committee **AGREED** to keep August’s Committee on the programme of meetings, but cancel the meeting if there was insufficient business.

East of England Plan Panel Report

Councillor Kindersley suggested that the Committee should discuss this report as it detailed proposals on:

- the possibility of further expansion at Cambourne and Northstowe
- the building of another new settlement south of Cambridge
- the disposal of waste from London

Councillor Heazell expressed concern that the site at Barrington could be used for the disposal of London waste.

Councillor Mrs Spink, planning and economic development portfolio holder, explained that officers had responded to this document, which discussed possible development in the area until 2020. It was noted that planning officers were currently engaged in the Local Development Framework public consultation and the Committee agreed that it should wait until this matter had been completed before scrutinising this issue.

The Committee **AGREED** to add this matter to the agenda programme.

6. CALL-IN: CLIMATE CHANGE ADVISORY GROUP

The Chairman explained that the decision taken by Cabinet not to establish a Climate Change Advisory Group and disband the informal Climate Change Group had been called-in and the Committee needed to decide whether to agree with Cabinet's decision or make an alternative recommendation.

Councillor JA Hockney, conservation, sustainability and community planning portfolio holder, suggested that the Climate Change Group should meet following the conclusion of his portfolio holder meeting, which would empower the Group as it would ensure its recommendations could be presented by him to Cabinet. He asserted that holding the Group meetings after the portfolio holder meetings would also be more cost effective and sustainable as officers and Members would attend only one meeting. He explained that the Group's work deserved to receive more publicity and as part of this policy the Strategic Development Officer would be e-mailing details of the climate plan update to all members.

Members of the Committee had the following concerns:

- Holding the Group meeting after the portfolio holder meeting would mean that Group members would have to wait an indeterminate amount of time for the portfolio holder meeting to end.
- Holding the Group meeting after the portfolio holder meeting might leave insufficient time for the meeting.
- The Group should meet at a specific time with enough scope for at least a two-hour meeting.
- It was suggested that the concession of allowing the Climate Change Group to meet as part of the portfolio holder meeting had only been an afterthought due to the reaction of non-executive members at the last Cabinet meeting.
- The Climate Change Group was not minuted, so bringing it under the auspices of the portfolio holder meeting used up more officer time.
- The Group had developed the climate change plan and held useful discussions.
- The Group should be able to make recommendations to all portfolio holders.
- The decision to disband the Climate Change Group could not be justified on the grounds that the Cabinet had also disbanded the ICT Advisory Group as this was not a relevant consideration.

Cabinet's decision

Councillor Hockney explained that the call-in of the decision made by Cabinet meant that the Climate Change Group could not meet after his portfolio holder meeting on 4th July as originally planned. He stated that Cabinet's decision had been unanimous and other Members had given their views then.

Views of non-Committee members

Other Members of the Council raised the following concerns:

- The work of the Climate Change Group was very important and the Group deserved to meet separately and not be part of another meeting.
- There was a lack of consultation regarding this decision before it was taken.
- The work carried out by the Group was particularly important given the growing evidence of climate change.
- An issue of this magnitude should not be the responsibility of a single portfolio holder.
- This was a cross-portfolio issue and the conservation, sustainability and community planning portfolio holder was not in a position to agree what was

necessary for the whole Council.

- The Group was required to oversee and make suggestions on sustainable initiatives throughout the District.
- If the Group was subsumed into the portfolio holder meeting it would lose its identity and importance. However, others suggested that bringing it under the portfolio holder meeting would give the Group more prominence and allow its achievements to be recognised.
- The ideas of the Climate Change Group must be shared with other Councillors for them to have value. Under the old Group this was not happening.

Consultation

Councillor Hockney explained that he had consulted with a number of members following Cabinet's decision and his suggested solution had been a result of this. He stated that if an official advisory group was set up it would have to be politically proportionate and so the current membership of the Group would have to change. In response to questioning, Councillor Hockney suggested that the Climate Change Group could meet at the start of his meetings to prevent members of the Group from waiting an indeterminate length of time for the other business of his portfolio holder meeting to be completed.

Councillor Hockney proposed that the Committee should agree to allow the Climate Change Group to be set up within his portfolio meetings and then to review the situation in six months' time. He agreed that if members were clearly still dissatisfied in six months' time an alternative would have to be considered.

The Committee unanimously rejected the portfolio holder's suggestion.

It was noted that under the terms of paragraph 12.9.2 on page H5 of the Constitution, the Committee had the power to refer this matter with a recommendation to full Council.

A vote was taken and by 7 votes to 4 the Committee

AGREED to refer this matter to Council, instead of Cabinet, with the following recommendation:

- (a) Council should establish a Climate Change Meeting to be held on a set day at a set time, preferably on the same day as another meeting with a large attendance. This might assist in adhering to sustainability principles regarding transport costs and member and officer time.
- (b) Costs could be split proportionally between all portfolios or borne by Council as a whole because of the important impact of climate change on all portfolios.

7. PRESENTATION FROM THE CONSERVATION, SUSTAINABILITY AND COMMUNITY PLANNING PORTFOLIO HOLDER

Councillor JA Hockney began his presentation by explaining that the main aim of the Conservation section was to conserve the heritage of the District by developing working partnerships with residents and parishes and other local and national organisations.

Green Infrastructure Strategy

Councillor Hockney explained that one of the key challenges for the Conservation service was the implementation of the Green Infrastructure Strategy, which had been endorsed by Cabinet earlier in the month. This strategy will help the Council to secure

funding from the Government and other national bodies.

Use of technology

Councillor Hockney explained that technology will be used to assist with the delivery of the Conservation service in four different areas:

- Enhancing the web site
- Enhancing and refining the Planning Expert system
- Completely digitising the database of trees and woodlands
- Reviewing contact centre working

The Conservation Manager explained that most of the inputting on the digital database of trees and woodlands had been carried out and he had aspirations for developing its use.

Sustainability

Councillor Hockney listed the Council's Travel to Work Plan, the Council office's excellent BREEAM rating and the signing of the Nottingham Declaration as key achievements for the Sustainability section. The Strategic Development Officer explained that the Council was working towards the signing of the second version of the Nottingham Declaration. Councillor Hockney stated that the main challenges facing the section included advocating sustainable development at Northstowe and the implementation of the Climate Plan.

Traffic reduction

In response to questioning Councillor Hockney expressed his support for traffic reduction initiatives such as the Guided Bus Scheme, although he acknowledged that more needed to be done to deal with the extra traffic that would be caused by the construction of Northstowe. The Strategic Development Officer explained that the ultimate aim was to make Northstowe a zero carbon development by encouraging its residents to live, work and shop locally.

In response to concerns about cycleway lighting the Head of Community Services explained that he would raise this issue with the County Council, but expressed doubts that they would be prepared to install lighting on an existing cycleway.

Wind farms

In response to questioning Councillor Hockney stated that he was committed to renewable energy and aimed to ensure that wind turbines were constructed at Northstowe.

Community Strategy

Councillor Hockney stated that he was committed to working with the Council's partners in delivering the aims of the Community Strategy. The current strategy will expire next year and in the meantime the Council will carry out the necessary consultation to prepare the next strategy. A report will be taken to September's Cabinet as a first step.

Councillor Hall thanked Councillor Hockney, the Conservation Manager, the Head of Community Services and the Strategic Development Officer for their attendance and their answers. The Committee extended special thanks to the Strategic Development Officer for all his work for the Council on sustainability and wished him well in his new job.

8. PRESENTATION FROM THE HOUSING PORTFOLIO HOLDER

Councillor Mrs DP Roberts, the housing portfolio holder, began the presentation by thanking the housing staff for welcoming her in her new role. The portfolio holder had sent a letter to all housing staff thanking them for the work that they were doing. Councillor Mrs Roberts reported that she was on a fast learning curve regarding the housing service, although the experience of serving on the Housing Committee in the past had provided useful background knowledge.

DLO

Councillor Mrs Roberts paid tribute to the DLO and the work they have carried out recently in reducing their deficit. She believed that they would achieve the Council's aim of eliminating the deficit.

Windmill project

Councillor Mrs Roberts reported that it had taken three years to progress the project to its current point. The portfolio holder had met with the residents and Nene Housing and listened to the concerns expressed. She had faith in the project and hoped to move it towards a successful conclusion.

Choice based lettings

Councillor Mrs Roberts reported that this was a complex matter and she hoped to set up a task and finish group of approximately seven members to assist her in this matter. The Committee agreed that all political groups should be encouraged to find enough members to serve on this Group, to ensure that a much needed lettings policy could be developed.

Housing stock

Councillor Mrs Roberts stated that in her opinion the Council was the only real "social landlord". In response to questioning, she explained that the Government's policy of removing half the rent collected by councils, made the running of a council housing stock unviable financially. However, the Council had rejected the disposal of its housing stock and there were no immediate plans to attempt to reconsider this. She expressed the hope that the Government would recognise the unfairness of the existing system and change the rules to allow councils to keep all the rent paid by their tenants.

Staff reduction in Sheltered Housing

In response to suggestions that more staff redundancies were necessary in sheltered housing, Councillor Mrs Roberts explained that staffing levels in this section had already been substantially reduced and that a period of stability was now required following such a major reorganisation. Her aim was to have happy staff. Councillor Hockney stated that he had received reports from staff in this section that the situation was improving.

The housing portfolio holder agreed to discuss the McGuinness Trust housing estate in Swavesey with the local member Councillor Mrs Ellington outside the meeting. Councillor Mrs Heazell also offered to provide her own expertise on this matter.

Officer support

In response to the suggestion that it was unnecessary for portfolio holders to have officer support when answering the Committee's questions, Councillor Mrs Roberts stated that she had only been in post for a few months and she had found officer support necessary.

The Chairman thanked Councillor Mrs Roberts and the Executive Director for their attendance and informative answers.

9. COST OF STANDARDS HEARINGS

This item was taken after item 5.

Councillor Hall introduced this item on the cost of Standards Committee Hearing Panels and related cost. He highlighted the second paragraph of the report which advised Members that cases currently under investigation could not be discussed.

Cost and budgets

Councillor Mrs DP Roberts expressed her concern at the cost of the hearings and the possible future costs of further hearings, especially as no budget was in place and funding had to be vired from other budgets. She also expressed concern at the cost to the taxpayer for the work carried out by the Standards Board for England on the recent enquiry.

The Chief Executive explained that the £11,360 detailed in paragraph 13 related to this financial year. There was no budget for these costs. This expenditure was demand led, but if these costs were to continue then a separate budget would have to be established.

Cost of legal advice

In response to suggestions that the Council's legal services should be able to provide legal advice to Councillors without having to engage external solicitors, the Assistant Solicitor explained that Councillors had not always accepted the legal advice given by the Monitoring Officer, making it necessary for the Council to seek external legal advice. The Chief Executive explained that, as the Finance and Resources Director, he had authorised the cost of external legal advice with regard to planning law because of the number of Members who were challenging that of the Monitoring Officer.

Reducing costs through partnership working

The Assistant Solicitor explained that some form of external legal representation was required for the recent Panel hearing as both the Monitoring Officer and Assistant Solicitor had a conflict of interest which prevented them from attending the hearing. Efforts had been made to work in partnership with other Councils and East Cambridgeshire District Council had sent its Head of Legal Service to assist with the recent hearing at zero cost. However, other Councils had similar budgetary constraints to South Cambridgeshire District Council and there was a limit to the savings that could be made through partnership working.

Changes to the Code of Conduct

The Assistant Solicitor explained that a Government announcement was anticipated by the end of the year on changes to Code of Conduct, which were expected to allow local members to speak but not vote on local planning issues.

Training

It was suggested that appropriate training on the Code of Conduct could reduce the number of panel hearings. Councillor Ellington announced that she had recently been elected as Chairman of the Training Advisory Group and she suggested that greater use of visual aids, such as videos or DVDs, could be used to provide training without the hiring of a trainer. Concern was also expressed regarding poor attendance at training sessions. Councillor Mrs Roberts stated that the Monitoring Officer had warned that some areas of the Code of Conduct were "grey areas" and she expressed concern that if this was the case it would make training on the issue a greater challenge.

It was understood that training on this matter would become mandatory, although it was

unclear what sanction could be taken against Members who refuse to undergo the training.

Parish Councils

The Assistant Solicitor explained that training was also being offered to parish councils. The Council was responsible for conducting hearings regarding alleged breaches of the Code of Conduct by parish councillors and there was no additional funding from the Government for this new responsibility.

10. DEVELOPING A POLICY ON CRIMINAL RECORDS BUREAU (CRB) CHECKS

The Human Resources Manager presented this report, which recommended the development of a policy on Criminal Record Bureau (CRB) Checks for Councillors. She explained that the Human Resources section was responsible for the CRB check policy for officers but no policy existed for Councillors. Whilst relevant staff were subject to a CRB check before being offered employment there could be no such requirement for Councillors who were elected by the District's residents and were not employees of the Council. She concluded that the development of a policy had to be a member-led process.

Enhanced or standard checks

It was suggested that there could be a two-tier system with enhanced checks for Chairmen and Cabinet members and standard checks for others. The Human Resources Manager responded that enhanced checks were usually demanded only for those who work specifically with children or vulnerable adults. She advised that standards checks were sufficient for all Councillors.

Viewing the results of checks

The Human Resources Manager explained that the officer who receives the results of the checks also has to be responsible for administrative tasks, such as checking a Councillor's identification. It was therefore suggested that the Chief Executive and his PA should be responsible for the process.

Councillors who refuse to submit to a check

It was understood that members were most likely to be in contact with children and vulnerable adults whilst working with residents in their wards. It would be impossible for the Council to prevent councillors who refused to submit to the check, from continuing to carry out this work. It was suggested that the only action the Council could take in these circumstances was to exclude councillors who refuse to submit to a check from any work in an official capacity with children, young people or vulnerable adults.

Non-transferability of checks

The Human Resources Manager explained that unfortunately the results of checks carried out by another organisation, such as the County Council, could not be shared with another local authority, so those councillors with a dual role would have to submit to two tests.

It was suggested that all those standing for election in 2007 should be informed that all successful candidates will be subject to a standard CRB Check.

The Committee **RECOMMENDED** that Cabinet develop a policy on CRB checks which

- (a) will subject all newly elected Councillors to a standard CRB Check
- (b) will encourage all existing Members to agree to a standard CRB Check
- (c) will ensure the results of the CRB Checks be first reviewed by a manager of appropriate responsibility.

11. SCRUTINY AND OVERVIEW COMMITTEE WEBPAGE

The Committee **AGREED** to refer this matter to the Scrutiny Sub-Group for further development. The Chairman agreed to arrange a meeting of the Sub-Group in the near future.

12. MONITORING OF PORTFOLIO HOLDERS

The Committee **NOTED** the appointment of monitoring roles made by the Chairman and Vice-Chairman.

13. TO NOTE THE DATES OF FUTURE MEETINGS

The Committee **NOTED** the future dates of the Committee:

2006: August 17*, September 21, October 19, November 16 & December 21.

2007: January 18, February 15, March 15, April 19 & May 17.

All meetings to be held at 2pm.

*August meeting will be cancelled if there is insufficient business.

The Meeting ended at 5.45 p.m.

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Draft Scrutiny Agenda Programme for 2005/06

The Committee is required to

- **Examine the agenda programme and confirm the items it wishes to scrutinise the following month**
- **Identify the purpose of the scrutiny and the desired outcomes**
- **Advise what information should be included in the report**
- **Decide which Councillors, officers and external representatives should be present at the meeting**

The Committee is in the process of considering ways to strengthen its approach to scrutiny and overview. As a consequence, substantial revisions to the programme of meetings and planned agenda items are possible.

Any queries regarding specific services should be referred to the Senior Democratic Services Officer who will endeavour to ascertain the relevant information. All correspondence should be copied to the Chairman and Vice-Chairman.

Date	Agenda Item	Why Is The Committee Discussing This?	How Will The Discussion Benefit The District's Residents
Oct 06	Information & Resources and Community Development portfolio holder	Requested by Chairman	Effective scrutiny of the executive is an essential part of the scrutiny process.
Not Set	Scrutiny of the Council's lettings policy	The Committee decided to add this item to its agenda programme in May 2005. The project timetable states that the Council requires a common allocations policy with its partners by December 2006. Member input is required in the policy development process. The discussion at this meeting will allow members to consider our existing scheme	The lettings policy determines which residents become tenants. It is suggested that this discussion be followed up with a second look at a draft common allocations policy around September or October 2006 ahead of it being finalised for consideration by Cabinet later in the year. This is all subject to there being no significant

			changes to the project implementation table.
			with a view to assess what works and does not work.
Not Set	The District's Bus Services	The Committee meeting in July put this on the Agenda programme.	The provision of bus travel is essential to many of the District's residents. There is a concern regarding the time-tables and the provision of information on the services. There is also a need to monitor the progress made on the implementation of concessionary fares.
Not Set (Not until Oct 06)	East of England Plan Panel Report	The Committee decided to add this to the agenda programme in July	The plan mentions the possibility of further expansion at Cambourne and Northstowe, the creation of a new settlement south of Cambridge and the disposal of waste from London, all of which we be a great concern to the District's residents.
Feb '07	Draft yearly Report (Nov 05 – Apr 06)		
Mar '07	Final yearly Report (Nov 05 – Apr 06)		

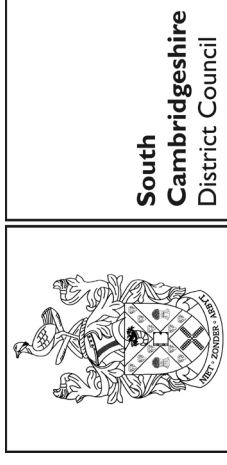
Deferred Items:

	Financial Strategy Expenditure Proposals
	Staff Sickness (BV12)
	Energy Efficiency
	Street Lighting

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL
FORWARD PLAN**

FROM 1 SEPTEMBER 2006



The Decision Makers

The members of the Council's executive are:

Leader of the Council

Councillor Dr David Bard

Portfolio Holders

Community Development
Conservation, Sustainability and Community Planning
Environmental Health
Housing
Planning and Economic Development
Resources, Staffing, Information and Customer Services

Councillor Mrs Vicky Ford
Councillor James Hockney
Councillor Ray Manning
Councillor Mrs Deborah Roberts
Councillor Mrs Daphne Spink (Deputy Leader of the Council)
Councillor Simon Edwards

Where a decision is recorded as to be made by the Cabinet, its membership includes all of the above. Decisions will be made collectively by those members of the Cabinet present at the relevant meeting.

Where a decision is recorded as to be made by an individual councillor, the decision will be made in their capacity as the relevant Portfolio Holder.

Where a decision is recorded as to be made by an officer, the name and title of that person will be stated.

Where a decision is recorded as to be made by Council, the decision will be made collectively by those present of all 57 councillors, sitting as the full Council.

Key Decisions expected to be made during the four months from 1 September 2006

Issue/Key Decision	Decision Maker	Timetable	Consultations	How to Make Representations	Documents submitted to the Decision Maker
Histon: Future of Public Car Park, High Street	Cabinet	14 September 2006	Housing Portfolio Holder Histon Parish Council	Contact Jenny Clark, Lands Officer 01954 713336	Update on Histon & Sawston Car Parks, 13/04/2006 Cabinet Report with recommendation from the Housing Portfolio Holder, 08/06/2006 Cabinet
Sawston: 57/59 High Street, Disposal of Council Property to Kelsey Housing Association Ltd	Cabinet	14 September 2006	<ul style="list-style-type: none"> • Local Members for Sawston: Councillors Dr DR Bard, Mrs SA Hatton and SS Ziaian-Gillan • Sawston Parish Council • Shire Homes Housing Portfolio Holder 	Contact Jenny Clark, Lands Officer	Report to Housing Portfolio Holder Report to Cabinet with recommendations from the Housing Portfolio Holder
Sub-Regional Choice-Based Lettings	Cabinet	14 September 2006	Other District housing authorities in	Contact Susan Carter,	Sub-Regional Choice-Based Lettings

Scheme: Pre-Consultation Draft Lettings Policy			Cambridge Sub-Region RSLs in the Cambridge Sub-Region Residents/tenants Relevant Statutory and voluntary sector agencies Housing Portfolio Holder	Housing Advice and Options Manager 01954 713044	Scheme Housing Choice Based Lettings, 13/04/2006 Cabinet Report and Draft Lettings Policy, 14/09/2006 Cabinet
'State of the Nation' Report	Cabinet	14 September 2006		Contact Greg Harlock, Chief Executive 01954 713011	Report
Neighbourhood Policing	Cabinet	14 September 2006	Police Authority	Contact Simon McIntosh, Head of Community Services 01954 713350	Neighbourhood Policing - Report (Cabinet 8 December 2005) Neighbourhood Policing - Appendix (Cabinet 8 December 2005) Neighbourhood Policing - Presentation by Cambridgeshire Constabulary (Cabinet 8 December

					2005) Report (Cabinet 14 September 2006)
Treasury Management	Cabinet	14 September 2006		Contact Adrian Burns, Chief Accountant 01954 713072	Report (for information only)
Disposal of Land to Papworth Trust: Nether Grove, Longstanton and Queens Close, Over	Cabinet	14 September 2006	Local consultation on the individual proposals for affordable housing as part of the planning application process. In most cases there has also been local consultation as part of the development of the proposals. Housing Services have been consulted on and support each of the proposals for these sites. Where proposals directly affect existing residents they have also been consulted as part of the development of proposals, e.g.,	Contact Denise Lewis, Head of Housing Strategic Services 01954 713351	Papworth - Disposal of Land to the Trust, 08/06/2006 Cabinet Papworth - Disposal of Land to the Trust - Appendix A - Nether Grove, Longstanton, 08/06/2006 Cabinet Papworth - Disposal of Land to the Trust - Appendix C - Queens Close, Over, 08/06/2006 Cabinet

Private Sector Housing Renewal Strategy	Environmental Health Portfolio Holder Cabinet	09 February 2006 14 September 2006	Queens Close, Over.	<p>Environmental Health Portfolio Holder During February and March 2006 consultation took place with:</p> <ul style="list-style-type: none"> • Housing associations and Registered Social Landlords • Voluntary Sector involved with housing and homelessness issues • Private landlords that the Council is aware of • Tenants of private landlords • South Cambridgeshire Primary Care Trust • GO East • CAB and other advice agencies • MP's • Kevin Reynolds (Strategic Lead on Community Living, SCDC Sheltered Housing) 	<p>Contact Dale Robinson, Chief Environmental Health Officer 01954 713229 or Rosemary Simpson, Environmental Health Officer (Food Control & Health & Safety) 08450 450 063</p>	Report and Strategy Private Sector Housing Renewal Strategy - Consultation Draft
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2006/07 First Quarter Corporate Milestone Report	Cabinet	14 September 2006		Contact Ian Salter, Performance Improvement Officer 01954 713018	Report
2006/07 First Quarter Corporate Performance Indicator (PI) Report	Cabinet	14 September 2006		Contact Ian Salter, Performance Improvement Officer 01954 713018	Report
Whistleblowing Policy	Standards Committee Cabinet	09 August 2006 14 September 2006	Standards Committee UNISON GMB	Contact Susan Gardner Craig, Human Resources Manager 01954 713285, John Garnham, Finance Project Officer 01954 713101, Fiona McMillan, Assistant Solicitor 01954 713027	Whistleblowing Policy - Report, 09/08/2006 Standards Committee Draft Whistleblowing Policy, 09/08/2006 Standards Committee
Administration of the Low Cost Home Ownership Register	Cabinet	14 September 2006	Housing Services and Housing Options Teams Local Authority Partners in	Contact Denise Lewis, Head of Housing Strategic Services 01954 713351	Report

Criminal Records Bureau (CRB) Checks for Councillors	Cabinet	14 September 2006	Senior Management Team	Contact Patrick Adams, Senior Democratic Services Officer 01954 713408 or Susan Gardner Craig, Human Resources Manager 01954 713285	CRB Checks, 20/07/2006 Scrutiny and Overview Committee County Council Report on Checks appendix a, 20/07/2006 Scrutiny and Overview Committee Report and Scheme
Information & Communications Technology (ICT) Strategy 2006-2009	Cabinet Council	14 September 2006 28 September 2006		Contact Steve Rayment, Assistant Director of Finance and Resources (ICT) 01954 713010	ICT Strategy 2006- 2009
Workforce Plan	Cabinet Council	14 September 2006 28 September 2006		Contact Susan Gardner Craig, Human Resources Manager 01954 713285	Workforce Plan, Cabinet 9 June 2005 Report, Cabinet 14 September 2006

<p>Milton Country Park - Improving Facilities / Future Management</p>	<p>Cabinet Council</p>	<p>14 September 2006 28 September 2006</p>	<ul style="list-style-type: none"> • Milton Country Park Advisory Group • Friends of Milton Country Park • Milton Parish Council • Agencies interested in managing the park 	<p>Contact Simon McIntosh, Head of Community Services 01954 713350</p>	<p>Milton Country Park - Improving Facilities - Report, 09/02/2006 Cabinet</p> <p>Milton Country Park - Appendix 1, 09/02/2006 Cabinet</p> <p>Milton Country Park - Appendix 2, 09/02/2006 Cabinet</p> <p>Milton Country Park - Future Management - Report, 08/06/2006 Cabinet</p> <p>Milton Country Park - Future Management - Appendix 1, 08/06/2006 Cabinet</p> <p>Milton Country Park - Future Management - Appendix 2 - Confidential, 08/06/2006 Cabinet</p>
<p>Increase in Charges to Hostel Residents</p>	<p>Cabinet Council</p>	<p>14 September 2006 28 September 2006</p>		<p>Contact Steve Hampson, Executive Director 01954 713021</p>	<p>Report</p>

<p>Adoption of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 - Sex Establishments</p>	<p>Cabinet Council</p>	<p>14 September 2006 28 September 2006</p>	<p>Licensing Committee Environmental Health Portfolio Holder</p>	<p>Contact Myles Bebbington, Licensing Officer 08450 450 063</p>	<p>Sex Establishment Adoption - Report, 10/08/2006 Licensing Committee Sex Establishment Adoption - Appendix, 10/08/2006 Licensing Committee Report with recommendation from the Environmental Health Portfolio Holder</p>
<p>Move to Four-Yearly District Council Elections</p>	<p>Council</p>	<p>27 October 2005</p>	<p>Public consultation undertaken via South Cambs Magazine Spring 2006 Edition and on the Council's website, with a deadline for responses of 28 April 2006. Members of the public could respond via:</p> <ul style="list-style-type: none"> • the on-line form on the Council's website; • by e-mail to consultation@scam 	<p>Contact Tim Wetherfield, Head of Policy and Communication 01954 713200</p>	<p>Proposed Move to Four Yearly All Out District Council Elections Have your say on local elections (South Cambs Magazine, Spring 2006 Edition)</p>

	<ul style="list-style-type: none"> • bs.gov.uk; • by telephone to 08450 455213; or • in writing to Electoral Services, South Cambridgeshire District Council, FREEPOST (CB860), Cambridge CB3 6BR. 				
Gypsy and Traveller Development Plan Document (GTDPD)	Council	28 September 2006	Senior Officers GTDPD Member Reference Group Public Consultation (after Council agreement on 28 September 2006)	Contact Traveller Project - Strategic Officer Group on Traveller Issues	Gypsy & Travellers Development Plan - Report, 08/06/2006 Cabinet Gypsy & Travellers Development Plan - Appendix, 08/06/2006 Cabinet Report and Plan, 28/09/2006 Council
Local Area Agreements including Quarterly Report	Cabinet	12 October 2006		Contact Simon McIntosh, Head of Community Services 01954 713350, or Paul Swift, Policy and Performance Review	Local Area Agreements - Report, 10/11/2005 Cabinet Local Area Agreement - January 2006 Submission

		Holder			713008 or Steve Annetts, Housing Asset and Investment Manager 01954 713351	
Quarterly Monitoring Report including Budgetary Control and Prudential Indicators	Cabinet		12 October 2006		Contact Graham Smith, Best Value and Management Accountant 01954 713126	Report - for information only
Review of the Medium Term Financial Strategy	Cabinet Council		12 October 2006 26 October 2006		Contact Adrian Burns, Chief Accountant 01954 713072 or Paul Swift, Policy and Performance Review Manager 01954 713017	Report
FULBOURN: Windmill Estate Redevelopment Proposals	Cabinet Council	<ul style="list-style-type: none"> • Consultations with residents and other stakeholders carried out 2003/4. • Consultations in 2006 with Local Members, Housing Portfolio Holder, Leader of the 	12 October 2006 26 October 2006		Contact Denise Lewis, Head of Housing Strategic Services 01954 713351	Windmill Estate (Cabinet 12 May 2005) Windmill Estate - Appendix 1 (Cabinet 12 May 2005) Windmill Estate -

<p>Appendix 2 (Cabinet 12 May 2005)</p> <p>Windmill Estate - Appendix 3 (Cabinet 12 May 2005)</p> <p>Windmill Estate - Community Strategy (Cabinet 12 May 2005)</p> <p>Windmill Estate (Council 26 May 2005)</p> <p>Recommendation from Windmill Estate Steering Group (Cabinet 14 September 2006 & Council 28 September 2006)</p>		<p>Council Windmill Estate Project Steering Group</p> <ul style="list-style-type: none"> • 			<p>Licensing (Gambling) Policy</p>
<p>Gambling Act Policy (Draft) - Report, 26/06/2006 Licensing Committee</p> <p>Draft Policy (Licensing Committee, Environmental Health Portfolio Holder</p>	<p>Contact Myles Bebbington, Licensing Officer 08450 450 500</p>	<p>Various statutory and other groups Public consultation on draft policy via the Council's website, ending 29 September 2006</p>	<p>16 October 2006 16 October 2006 09 November 2006 23 November 2006</p>	<p>Licensing Committee Environmental Health Portfolio Holder Cabinet Council</p>	

Meetings, June and October 2006) Final Policy (Cabinet and Council, November 2006)					
<p>Procedure for Local Investigation of Referred Complaints, 09/08/2006 Standards Committee</p> <p>Procedure for Local Investigation of Referred Complaints - Comments from Michael Farrar (circulated at the meeting), 09/08/2006 Standards Committee</p> <p>Procedure for Local Investigation of Referred Complaints - Comments from Cllr A Riley (circulated at the meeting), 09/08/2006 Standards Committee</p>	<p>Contact Fiona McMillan, Assistant Solicitor 01954 713027</p>		<p>Before 31 October 2006 Before 30 April 2007</p>	<p>Standards Committee Council</p>	<p>Procedure for Local Investigation of Referred Complaints</p>
<p>Procedure for Local Standards Hearings,</p>	<p>Contact Fiona McMillan,</p>		<p>Before 31 October 2006</p>	<p>Standards Committee</p>	<p>Procedure for Local Standards Hearings</p>

	Council	Before 30 April 2007		Assistant Solicitor 01954 713027	09/08/2006 Standards Committee Procedure for Local Standards Hearings - Comments from Michael Farrar (circulated at the meeting), 09/08/2006 Standards Committee Procedure for Local Standards Hearings - Comments from Cllr A Riley (circulated at the meeting), 09/08/2006 Standards Committee
Payment of Parish Precepts	Resources, Staffing, Information and Customer Services Portfolio Holder	November 2006		Contact Sally Smart, Principal Accountant Financial & Systems 01954 713076	Report to Resources, Staffing, Information & Customer Services Portfolio Holder
Agreement of List of Rural Settlements for Business Rates Purposes	Resources, Staffing, Information and Customer Services Portfolio Holder	November 2006		Contact Lee Phanco, Assistant Director of Finance and Resources (Revenues) 01954 713110	Report to Portfolio Holder

<p>Combined Community and Cultural Strategy</p> <p>Replaces Arts Strategy, Sports Strategy and Community Development Strategy.</p>	<p>Cabinet</p>	<p>09 November 2006</p>		<p>Contact Simon McIntosh, Head of Community Services 01954 713350</p>	<p>Report and Strategy</p>
<p>Dog Control Service - Future Options</p>	<p>Cabinet</p>	<p>09 November 2006</p>		<p>Contact Paul Quigley, Environmental Services Manager 08450 450 063 or Dale Robinson, Chief Environmental Health Officer 01954 713229</p>	<p>Report</p>
<p>Community Strategy 2007-2010</p>	<p>Cabinet</p>	<p>09 November 2006</p>	<ul style="list-style-type: none"> • Public Consultations • Postal Survey • Workshops with neighbourhoods • Councillor workshops 	<p>Contact Paul Swift, Policy and Performance Review Manager 01954 713017</p>	<p>Community Strategy 2007-2010</p> <p>Results of Quality of Life Survey - June 06, 13/06/2006 South Cambridgeshire Local Strategic Partnership Board & 14/09/2006 Cabinet</p>

Local Management Organisation for Northstowe	Cabinet	09 November 2006 or 14 December 2006		Contact Jane Thompson, Cultural Services Manager 01954 713348	Report
Disability Equality Scheme	Cabinet Council	09 November 2006 23 November 2006		Contact Tim Wetherfield, Head of Policy and Communication 01954 713200	Report and Scheme
Charges Relating to Casual Parish Elections	Resources, Staffing, Information and Customer Services Portfolio Holder	Before 31 December 2006	None	Contact Laura Lock, Electoral Services Manager 01954 713287	Briefing note regarding Charges for Parish Council Casual Elections
Setting of Council Tax Base	Chief Finance Officer	December 2006		Contact Greg Harlock, Chief Executive 01954 713011	None.
Discretionary Rate Relief	Cabinet	14 December 2006		Contact Lee Phanco, Assistant Director of Finance and Resources (Revenues) 01954 713110	Policy for the Award of Discretionary Relief from Non-Domestic Rates other than for Charitable Organisations (Cabinet 14 December 2006)

Capital and Revenue Estimates for Staffing and Central Overhead Accounts	Cabinet	14 December 2006		Contact Peter Harris, Principal Accountant (General Fund and Costing) 01954 713073	Report
Single Status Agreement	Cabinet Council	Not before 31st December 2006 Not before 31st December 2006	UNISON GMB	Contact Jill Mellors, Human Resources Officer 01954 713299	Report and Agreement
Housing Stock Options	Cabinet	11 January 2006 or 08 February 2006	<ul style="list-style-type: none"> Initial tenant road shows September 2004 Working Group with tenant representatives 	Contact Steve Hampson, Executive Director 01954 713021	Housing Options - Report Housing Options - Appendix A Housing Options - Appendix B Housing Options - Appendix C Housing Options - Appendix D Housing Options - Addendum 3

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SCRUTINY SUB-GROUP

At a meeting held in the Monkfield Room at 2pm on 7 September 2006.

PRESENT: Cllr Roger Hall [Chairman]
Cllr Cicely Murfitt
Cllr Hazel Smith
Cllr Richard Summerfield

Patrick Adams

Senior Democratic Services Officer

1. APOLOGIES

- 1.1 Apologies were received from Councillors Bob Bryant, Liz Heazell, Mark Howell, Peter Johnson, Sebastian Kindersley, Mike Mason and Susan van de Ven.

2. TRAINING

- 2.1 The Sub-Group examined the details of the LGIU scrutiny training course which had been offered to the Council free of charge. Concern was expressed regarding the applicability of the course and the amount of officer time that could be expended on attempting to tailor the course to this Council. It was noted that Councillor Mark Howell was against officer time being used in this way.

- 2.2 The Sub-Group

2.3 RECOMMENDED TO THE COMMITTEE

- (a) that the files which comprised the five modules of this course be sent to Scrutiny Members by instalments;
- (b) that one module to be sent in October and then two in both November and December.

3. WEBPAGE

- 3.1 The Sub-Group discussed the report which proposed improvements in the Scrutiny web-page. Councillor Hall agreed to amend the two paragraphs under the heading "purpose of Committee" and present the new text to the next meeting of the Sub-Group. It was suggested that the style and layout of the current webpage could be more user friendly.

- 3.2 The Sub-Group suggested that a consultancy feature should be added to the webpage that allowed members of the public to prioritise the items on the forward programme and so influence what the Committee discusses. The webpage should also encourage feedback on the minutes of the meetings. It was agreed that Members would need to review the different options available to ensure that its recommendations were deliverable.

- 3.3 The Sub-Group

- 3.4 **AGREED** that Councillors R Hall and Mrs HM Smith should examine this issue, with guidance from officers, and report back to the next meeting of the Sub-Group.

4. **LAYOUT OF THE COMMITTEE**

4.1 The Group considered the venue and room set-up for the Committee and

4.2 **RECOMMENDED TO THE CHAIRMAN** that the Committee should revert to a U-shaped layout with a table at the end to allow external representatives to address the Committee.

The meeting ended at 3:30pm