

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

t: 08450 450 500  
f: 01954 713149  
dx: DX 729500 Cambridge 15  
minicom: 01480 376743  
[www.scambs.gov.uk](http://www.scambs.gov.uk)



Wednesday 10 January 2007

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 Heazell, SGM Kindersley, MJ Mason,  
DC McCraith, DH Morgan, Mrs CAED Murfitt, CR Nightingale, AG Orgee,  
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, 18 JANUARY 2007 at 2.00 p.m.**

Yours faithfully  
**GJ HARLOCK**  
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

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<b>AGENDA</b>		<b>PAGES</b>
<b>PROCEDURAL ITEMS</b>		
<b>1. Apologies</b>		
<b>2. Minutes of Previous Meeting</b>		<b>1 - 6</b>
To authorise the Chairman to sign the Minutes of the meeting held on 21 December 2006 as a correct record.		
<b>3. Declarations of Interest</b>		
<i>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.</i>		
<b>4. Public Questions</b>		
<b>5. Draft Agenda Programme</b>		<b>7 - 10</b>
<b>PRIORITIES AND MAJOR ISSUES</b>		
<b>6. Reports From Monitors</b>		
No portfolio holder meetings have been held since the last meeting of the Committee.		

7. **Post Office Closures** 11 - 22
8. **Local Government White Paper** 23 - 36

9. **Future reporting arrangements for the Audit Panel**

CIPFA best practice states in its "Audit Committees: Practical Guidance for Local Authorities" (2005):

*Ideally, audit committees should be separate from executive and scrutiny arrangements, and chaired independently from both these functions.*

It is expected that the Constitution Review Working Party, which meets on 12 January 2007, will have made a recommendation to Council by the time of the Scrutiny and Overview Committee meeting. The Committee is invited to discuss this matter before Council determines the issue.

10. **Scrutiny Training at York**

The Committee are invited to authorise the use of the Scrutiny contingency budget to allow the Vice-Chairman to attend a scrutiny training course at York. Full details to be confirmed at the meeting.

**STANDING ITEMS**

11. **To Note the Dates of Future Meetings**

**2007:** 15 February, 15 March, 19 April & 17 May  
All meetings will begin at 2.00pm.

## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

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### **Security**

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### **Emergency and Evacuation**

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Do not use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade.

**Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

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If someone feels unwell or needs first aid, please alert a member of staff.

### **Access for People with Disabilities**

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### **Toilets**

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### **Recording of Business**

Unless specifically authorised by resolution, no audio and / or visual or photographic recording in any format is allowed at any meeting of the Council, the executive (Cabinet), or any committee or sub-committee of the Council or the executive.

### **Banners / Placards / Etc.**

No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

### **Disturbance by Public**

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

### **Smoking**

The Council operates a NO SMOKING policy.

### **Food and Drink**

Vending machines and a water dispenser are available on the ground floor near the lifts. There shall be no food and drink in the Council Chamber.