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31 October 2006

To: Chairman – Mr D Gilbertson  
Members of the Standards Committee:  
Mr P Brindle Independent Member  
RF Bryant District Council Member, Independent Group  
EW Bullman District Council Member, Conservative Group  
Ms G Butcher Independent Member  
NN Cathcart District Council Member, Labour Group  
Mrs GM Everson Parish Member  
Mr M Farrar Parish Member  
Ms M Good Independent Member  
Mrs CA Hunt District Council Member, Conservative Group  
Mr D Kelleway Parish Member  
A Riley District Council Member, Independent Group  
Mr E Revell Independent Member  
Mrs VM Trueman District Council Member, Liberal Democrat Group  
Dr SEK van de Ven District Council Member, Liberal Democrat Group  
and to K Barrand (Cambridgeshire Association of Local Councils), for information.

Dear Sir or Madam

You are invited to attend the next meeting of **STANDARDS COMMITTEE**, which will be held in the **COUNCIL CHAMBER, FIRST FLOOR** at South Cambridgeshire Hall on **WEDNESDAY, 8 NOVEMBER 2006 at 10.00 a.m.**

Yours faithfully  
**GJ HARLOCK**  
Chief Executive

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## AGENDA

## PAGES

### PROCEDURAL ITEMS

#### 1. Introductions and Apologies

Apologies for absence have been received from Mr D Kelleway, parish member, and from John Golding of RSM Robson Rhodes, whose will give his presentation on "Audit, performance and the link with Standards" at the 14 February 2007 meeting.

#### 2. Declarations of Interest

#### 3. Appointment of Vice-Chairman

Deferred from August meeting: In light of the coming requirement for an independent Chairman, the Committee may wish to consider whether it is also necessary to have an independent Vice-Chairman, who can undertake the Chairman's responsibilities in the Chairman's absence.

**For decision.**

4. **Minutes of Previous Meeting** 1 - 12  
To authorise the Chairman to sign the Minutes of the meeting held on 9 August 2006 as a correct record.

**DECISION ITEMS**

5. **Procedure for Local Investigation of Referred Complaints** 13 - 44  
Deferred from previous meeting. The Deputy Monitoring Officer's report and comments received from Standards Committee members before the 25 August 2006 deadline are attached.  
**For decision.**
6. **Procedure for Local Standards Hearings** 45 - 70  
Deferred from previous meeting. The Deputy Monitoring Officer's report is attached. Please see the comments from Cllr A Riley included under the previous item.  
**For decision.**
7. **ELTISLEY Parish Council: Request for Dispensation** 71 - 74  
**For decision.**
8. **CROXTON Parish Council: Request for a Dispensation** 75 - 76  
**For decision.**
9. **Whistleblowing Policy** 77 - 90  
To consider two changes arising from Cabinet's consideration of this policy:  
(a) the Internal Audit Manager's becoming the first point of contact, rather than the Monitoring Officer; and  
(b) the wording of paragraph 3.1 of the Policy to include a reference to Members.  
**For decision.**

**INFORMATION ITEMS**

10. **Appointment of Independent Members to the Standards Committee** 91 - 120  
Council on 28 September 2006 ratified the appointments recommended by the Standards Committee Appointments Panel. The report to Council and a presentation and best practice guidance from the Fifth Annual Assembly of Standards Committees on the independent member appointment process are attached.  
**For discussion.**
11. **Bridging the Gap: Standards Board for England Fifth Annual Assembly, Birmingham, 16-17 October 2006** 121 - 124  
**To receive** a verbal update from the Deputy Monitoring Officer on the Standards Fifth Annual Assembly of Standards Committees. The Chairman's report to the Chief Executive of the 2005 Annual Assembly is attached for information.

**STANDING ITEMS**

12. **Operation of Members' Code**  
Verbal update by the Monitoring Officer / Deputy Monitoring Officer.

13. **Advice to, and training of, District and Parish Council Members in relation to the Members' Code** 125 - 132  
**For information.**

14. **Feedback from Parish Councils**  
None received.

15. **Case Tribunal reports and references made to Ethical Standards Officers** 133 - 136  
The report of the Deputy Monitoring Officer is attached for information only.

Does the Standards Committee agree with the format of the report and amount of detail included?  
**For discussion.**

16. **Operation of National Codes of Conduct and other statutory functions of the Monitoring Officer**  
Verbal update by the Monitoring Officer / Deputy Monitoring Officer.

17. **The handling of complaints and investigations by the Ombudsman**  
Nothing to report.

18. **Dates of Next Meetings**  
**To note** the dates of future meetings, all to be held in the Council Chamber:

- Wednesday 14 February 2007 (**half term**)
- Wednesday 16 May 2007 (third Wednesday of the month, due to Planning Committee meeting on 8 May)
- Wednesday 8 August 2007
- Wednesday 14 November 2007

A number of Committee members have expressed concern about the 14 February 2007 meeting coinciding with half term. Available alternative dates are Wednesday 21 February 2007 or Friday 23 February 2007.

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

Whilst the District Council endeavours to ensure that you come to no harm when visiting South Cambridgeshire Hall you also have a responsibility to ensure that you do not risk your own or others' safety.

### **Security**

Visitors should report to the main reception desk where they will be asked to sign a register. Visitors will be given a visitor's pass that must be worn at all times whilst in the building. Please remember to sign out and return your pass before you leave. The visitors' book is used as a register in cases of emergency and building evacuation.

### **Emergency and Evacuation**

In the event of a fire you will hear a continuous alarm. Evacuate the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park.

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.

### **First Aid**

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

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

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### **Toilets**

Public toilets are available on each floor of the building next to the lift.

### **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.