



**South
Cambridgeshire
District Council**

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

**ANNUAL COUNCIL MEETING
THURSDAY, 24 MAY 2007**

AGENDA AND REPORTS

South Cambridgeshire Hall
Cambourne Business Park
Cambourne, Cambridge
CB23 6ES

If the press and public are likely to be excluded from the meeting during consideration of the following item on the grounds that exempt information is to be considered, it will be necessary to pass the following resolution: "That under Section 100(A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of exempt information as defined in paragraph (quoting relevant paragraph) of Part 1 of Schedule 12A (as amended) of the Act."

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

TO: The Chairman and Members of the
South Cambridgeshire District Council

NOTICE IS HEREBY GIVEN that the **ANNUAL MEETING** of the **COUNCIL** will be held in the **COUNCIL CHAMBER, FIRST FLOOR** at **2.00 P.M.** on

THURSDAY, 24 MAY 2007

and I am, therefore to summon you to attend accordingly for the transaction of the business specified below.

DATED 16 May 2007

GJ HARLOCK
Chief Executive

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

AGENDA

PRESENTATION

To present a cheque to the Milton Children's Hospice, the Chairman's Charity for 2006-2007.

1. APOLOGIES

2. ELECTION OF CHAIRMAN

To elect the Chairman of the Council for the 2007-2008 Civic Year.

3. APPOINTMENT OF VICE-CHAIRMAN

To appoint the Vice-Chairman of the Council for the 2007-2008 Civic Year.

4. DECLARATIONS OF INTEREST

5. MINUTES

To authorise the Chairman to sign the Minutes of the meeting held on 26 April 2007 as a correct record.

(Pages 1 - 8)

6. REPORT OF THE RETURNING OFFICER

To receive the attached report on the results of the elections held on 3 May 2007.

(Pages 9 - 12)

7. CHAIRMAN'S ANNOUNCEMENTS

8. QUESTIONS FROM COUNCILLORS AND THE PUBLIC

8 (a) From Councillor RB Martlew to the Planning and Economic Development Portfolio Holder

"The response (to my previous question on the subject) from Cllr. Mrs. Spink as Planning Portfolio Holder included the statement that she considered that the present

status of the metal conveyor belt was 'unlawful development'.

1. What steps are being taken to bring this into a 'lawful' status?
2. Is it possible at this stage to place an enforcement order on this development?
3. Can I assume that had an enforcement order been placed on the conveyor belt development when it was first drawn to the attention of the Planning or Environmental Health Services; a normal planning application would have had to be submitted, or that legal proceedings could have been taken against TKA?

"If such a planning application had been made, can I assume that it would have involved

1. notification and consultation with the Parish Council, the residents, and the local member?
2. The PC and the local member and the residents having the opportunity to bring to the committee's attention the extent of the local problems?
3. A decision would have been made by the Planning Committee, taking into account those objections and any recommendations of the planning officers?
4. A decision, which could have included conditions on structure and materials; sighting and orientation; as well as restrictions on the timing of the use of that facility?
5. TKA having the right to have taken any decision to appeal?

"Failing to serve an enforcement order on TKA at the appropriate time prevented those parties from having an input into the decision.

- Please can you confirm the above?
- What measures are in place to ensure that such a failure does not occur again?
- Can we offer the residents any hope of improved conditions related to the noise they are subject to at present?"

8 (b) From Councillor NCF Bolitho to the Environmental Health Portfolio Holder

"The Smoking Ban comes into force on July 1st. What pro-active action is being or is going to be taken by SCDC to ensure that the Smoking Ban is enforced? And what action is or will be taken to ensure that pavements and streets outside pubs and clubs in South Cambridgeshire are kept clean following the introduction of the Smoking Ban? The latest edition of Local Government First forecasts that up to 25 tonnes of extra cigarette rubbish could be dumped on Britain's streets every day as a result of the new smoke-free laws. Has SCDC considered selling special fire-proof butt bins to pub and club owners to fix to their properties? Will the provision of butt bins be a mandatory requirement for any changes to an establishment's licensing requirements?"

8 (c) From Councillor NCF Bolitho to the Planning and Economic Development and Conservation, Sustainability and Community Planning Portfolio Holders

"The Cabinet is to be congratulated in helping to convince the Government that Northstowe should be built as one of the five new eco-towns in Britain. What action, however, is the appropriate portfolio holder or holders taking to ensure that the houses (including a large number of affordable properties) that will be built there will be powered entirely by solar and wind power to ensure they have a zero carbon footprint? In other words conventional forms of heating and lighting should not be installed. It would also be eco-friendly and eco-efficient if the roofs of all the properties could be grassed over or planted with wild flowers."

8 (d) From Councillor NJ Scarr to the Housing Portfolio Holder

"Will the Housing Portfolio Holder please confirm that tenants' representative for the purpose of Housing Stock Options Appraisals will be elected by and from all the Council's tenants in a process overseen by Electoral Reform Ballot Services as an

independent and credible organisation outside the Council?”

9. PETITIONS

To note all petitions received since the last Council meeting.

10. ELECTION OF LEADER OF THE COUNCIL

To elect the Leader of the Council for the 2007-2008 Civic Year.

In accordance with Article 7 of the Constitution, it is for the Leader subsequently to make appointments to the Cabinet and to allocate portfolio responsibilities.

11. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

11 (a) Joint Planning Services Arrangement (Cabinet, 10 May 2007)

Cabinet **RECOMMENDED TO COUNCIL** that:

- (a) delegated authority be given to the Leader and the Planning and Economic Development Portfolio Holder, in consultation with the Executive Director, to continue to work with Cambridgeshire County Council and Cambridge City Council to develop a structure and scheme of delegation to Officers of the three authorities to provide development control advice to the Joint Committees, such scheme to be approved by the relevant Joint Development Control Committee at its first meeting;
- (b) the joint development control committees be authorised to exercise their delegated powers from 1 September 2007 but may meet prior to that date in preparation for the discharge of their duties;
- (c) the Leader and Planning and Economic Development Portfolio Holder be authorised to agree changes to the terms of reference and appendices governing the working of the joint committees (but not the extent of the powers delegated) following consultation with the Executive Director; and
- (d) delegated authority be given to the Leader and Planning and Economic Development Portfolio Holder in consultation with the Executive Director to resolve issues in relation to the proposed joint policy-making arrangements for consideration by Cabinet and Council at a later date.

11 (b) Appointment of Independent Members to the Standards Committee 2007/08-2011/12

It is a legal requirement that 25% of the Standards Committee be independent members ('Independent' in this context means simply a person who is not a member or officer of the Council, any parish council in the district or any other relevant authority; it has no connotation with political independence from any party or political group). An appointments process has begun to fill the vacancies left after resignations of two of the independent members. Article 9 of the Constitution states that, "[Independent Members'] appointment shall be ratified by Council on the recommendation of the appointments panel of the Standards Committee", but it will not be possible to complete the appointments process in time to report the results to Council on 19 July. The next ordinary meeting of Council is on 18 October.

The Standards Committee Appointments Panel Task and Finish Group **RECOMMENDED TO COUNCIL** that, in this instance only and due to the extraordinary circumstances, authority be delegated to the Standards Committee Appointments Panel to appoint at least three independent members to the Standards

Committee for four-year terms from 2007/08-2011/12.

11 (c) Size and Membership of Committees (Constitution Review Working Party, 10 May 2007)

The Constitution Review Working Party **RECOMMENDED TO COUNCIL:**

- (1) That a Policy Development Committee be established, its Terms of Reference to be considered by the Constitution Review Working Party for agreement by Council and inclusion in the Constitution.
- (2) That every non-Executive Member of the Council shall be afforded the opportunity to sit on at least one of the following Council bodies:
 - (a) Planning Committee;
 - (b) Licensing Committee, Licensing Committee (2003 Act), Licensing Committee (2005 Gambling Act);
 - (c) Scrutiny and Overview Committee;
 - (d) Policy Development Committee (subject to approval of (1) above);
 - (e) Employment Committee;
 - (f) Electoral Arrangements Committee;
 - (g) Audit Panel.
- (3) That Executive (Cabinet) Members shall not sit on the above bodies, excepting the Employment Committee which shall continue to be subject to the provisions of Table One of Part 3 of the Constitution (Portfolio Holder with responsibility for staffing to be an *ex officio* Member of this Committee);
- (4) That any Member with suitable experience be invited by the Scrutiny and Overview Committee to serve as an additional member of Task and Finish groups as appropriate;
- (5) That the size of the above bodies be agreed as follows:
 - (a) Planning Committee - 15 Members;
 - (b) Licensing Committee and Licensing Committee (2003 Act) – 15 Members;
 - (c) Scrutiny and Overview Committee – 15 Members;
 - (d) Policy Development Committee (subject to approval of (1) above) – 5 Members;
 - (e) Employment Committee – 7 Members;
 - (f) Electoral Arrangements Committee – 7 Members;
 - (g) Audit Panel – 7 Members.

12. APPOINTMENTS TO COMMITTEES AND JOINT COMMITTEES OF THE COUNCIL

- (1) To appoint Members to Committees and Joint Committees of the Council. In accordance with the provisions of the Local Government and Housing Act 1989 and the Council Resolution in May 2006 to introduce proportionality, Council is required to allocate seats to political groups on committees and joint committees in accordance with the rules of political balance.
- (2) Following the District Council's elections held on 3 May 2007 it is anticipated that the political groups will be constituted as follows:

Name of Group	Number of Members
Conservative	31
Liberal Democrat	16
Independent	8
Non-group Councillors	2

- (3) Final details setting out membership of each political group will be circulated to councillors prior to the meeting. Under the Local Government (Committees and Political Groups) Regulations 1990, political groups have to be formally established before they can be recognised. At the time of preparing this report, officers had not received formal notification under the above legislation.
- (4) Councillors who do not align to a group will have no entitlement to seats on committees and do not have to be allocated seats on any committee. Seats **can** be allocated to these Members, however, at the discretion of the Council. It is recommended that Council allocate a seat to these Councillors on the Scrutiny and Overview and Licensing Committees. Should the non-group Councillors come together to constitute a group then they would become legally entitled to a percentage of seats on each committee proportional to their group's overall membership of the Council
- (5) The membership of groups in proportion to the total membership of the Council is therefore as follows:

Group	%
Conservative (31 Members)	54.38
Liberal Democrat (16 Members)	28.07
Independent (8 Members)	14.04
Non-group Councillors (2 Members)	3.51

Non-group Councillors represent 3.51% of the total membership of the Council.

- (6) The following table recommends an allocation of seats on Committees and the Audit Panel, based on the above percentages. It is recommended that single seats on the Licensing and Scrutiny and Overview Committees be allocated to the non-group Councillors and an additional seat on the Planning Committee to the Liberal Democrat Group. The allocation of this extra seat to the Liberal Democrat Group will allow greater opportunity for non-Executive Members of that group to be offered seats on the Council's standing committees. It is considered that the allocations in table 1 accord with the principles of proportionality and the desire of the Constitution Review Working Party for each non-Executive Member to be afforded the opportunity to sit on at least one of the Council's Standing Committees. Council may, however, alter the allocations at its discretion, subject to notes (1) to (5) below.

TABLE 1 SIZE AND RECOMMENDED ALLOCATION OF SEATS ON COMMITTEES AND THE AUDIT PANEL FOR 2007-2008

Committee / Panel	No. of seats	Cons	Lib Dem	Inds	Others
Licensing Committee Licensing Committee (2003 Act) Licensing Committee (2005 Gambling Act) <i>(see note 3 below)</i>	15	8	4	2	1*
Scrutiny and Overview Committee	15	8	4	2	1*
Planning Committee	15	8	5*	2	0
Policy Development Committee	5	3	1	1	0
Employment Committee	7	4*	2	1	0

(See note 4 below)					
Electoral Arrangements Committee	7	4	2	1	0
Audit Panel	7	4	2	1	0
Total	71	39	20	10	2

*Additional seat allocated to the Liberal Democrat Group on the Planning Committee and seats allocated to non-group Councillors on the Scrutiny and Overview and Licensing Committees

NOTES

- (1) The bodies and total number of seats on each, set out in Table 1 above, is provisional and subject to Council agreement of the recommendations of the Constitution Review Working Party in Agenda item 11c above.*
- (2) The allocations to each group (and discretionary allocations to non-Group Councillors, as the case may be) may be varied by agreements between the groups, having regard to the statutory principles of proportionality which provide that, as far as is practicable, the majority of seats be allocated to the political group forming a majority of the Council's membership and that the number of seats allocated is in proportion as is borne by the number of Members of a political group to the membership of the Council.*
- (3) The Licensing Committee, Licensing Committee (2003 Act) and Licensing Committee (2005 Gambling Act) are separate entities but should comprise the same members*
- (4) The Employment Committee's membership shall include the Portfolio Holder with responsibility for staffing matters.*
- (5) Subject to agreement of the recommendation of the Constitution Review Working Party at item 11c above, all non-executive Members shall be offered the opportunity to sit on at least one of the bodies set out in the table and, with the exception of the Employment Committee (see note 4 above), no executive (Cabinet) member shall sit on them.*

TABLE 2 ALLOCATION OF SEATS ON JOINT COMMITTEES FOR 2007-2008

Committee	No. of seats	Cons	Lib Dem	Ind	Other
Northstowe Joint Development Committee	6	3	2	1	0
Fringe Sites Joint Development Control Committee	6	3	2	1	0
TOTAL	12	6	4	2	0

NOTES

- (1) The number of seats on the Committees in Table 2 above is in accordance with the Resolution of Council at its meeting on 22 February 2007.*
- (2) The allocations to each Committee may be varied by agreements between the groups, having regard to the statutory principles of proportionality which provide that, as far as is practicable, the majority of seats be allocated to the political group forming a majority of the*

Council's membership and that the number of seats allocated is in proportion as is borne by the number of Members of a political group to the membership of the Council.

An Appendix has been circulated to Group Leaders and Conveners, requesting nominations to Committees and Joint Committees in accordance with the allocations set out in the above tables. Details of these nominations will be circulated to Council as soon as they are available.

District Council appointments to the Standards Committee

Under the terms of Article 9 of the SCDC Constitution, the Standards Committee will be composed of at least 6 councillors, excluding members of the executive (Council Members). The committee is not subject to the political balance requirements of sections 15-17 of the Local Government and Housing Act 1989. This is to allow the Standards Committee to be seen as being above party politics and comprised of representatives that command the support of the whole authority, regardless of party political loyalties. The Standards Committee should include representatives from all groups represented on the Council and should be constituted to ensure that no one political group dominates.

The Council's current representatives on the Standards Committee (Councillors EW Bullman, NN Cathcart, Mrs CA Hunt, A Riley, Mrs VM Trueman and Dr SEK van de Ven) are serving four-year terms of office expiring in 2008 or 2010. Council is not obliged to review current representation on the Standards Committee at this time. However, the workload of this committee is expected to increase greatly within the next municipal year as the Council becomes the "local filter" for all code of conduct complaints involving South Cambridgeshire district and parish councillors instead of the Standards Board for England. This new role will also be supplemented by Committee members needing to be available to take part in an increased number of hearing panels relating to local investigations as this work is similarly passed to the Council from the Standards Board for England. All members of the Committee and their respective political groups may wish to consider if they are able to commit fully to participating in this greatly increased workload, consequently Council may consider a review at this stage to be appropriate.

RECOMMENDATION

- (1) That Council determine the allocation of seats on, and make appointments to, Committees and Joint Committees in accordance with Tables 1-2 above and based on the requirement for political proportionality.
- (2) That Council note the rules governing the appointment of district councillors to the Standards Committee and consider whether it is appropriate to review nominations at this stage in light of the above information.

13. APPOINTMENTS TO THE CONSTITUTION REVIEW WORKING PARTY

This is a standing working party of Council. In accordance with a previous Resolution the working party shall comprise the Leader, Deputy Leader, Chairman of the Council and the Chairman *or* Vice-Chairman of the Scrutiny and Overview Committee plus one representative of each of the political groups.

A request for nominations to the working party has been circulated to Group Leaders and the nominations of the groups will be reported at the meeting.

RECOMMENDATION

That the Leader, Deputy Leader, Chairman of Council and Chairman or Vice-Chairman of the Scrutiny and Overview Committee be appointed to the Constitution Review Working Party along with one representative of each of the political groups.

14. APPOINTMENTS TO THE CLIMATE CHANGE WORKING GROUP

Following the Resolution of Council on 25 January 2007, Council is required to appoint nine Members to the Climate Change Working Group in accordance with political proportionality.

RECOMMENDATION

That 9 Members be appointed to the Climate Change Working Group for 2007-2008, appointments to be made in accordance with political proportionality.

15. APPOINTMENTS TO OUTSIDE AND JOINT BODIES

- (1) Attached is a list of the bodies to which Council is requested to make appointments.
- (2) The appointments have been categorised as follows:
 - Appointments where vacancies have arisen following elections or otherwise;
 - Appointments to be made on a politically proportionate basis;
 - Annual appointments by office;
 - Ratification of existing appointments until the end of the members' term(s) of office (see paragraph 4 below).
 - Bodies which have been disbanded since May 2006, or to which the District Council no longer makes appointments (to be noted).
- (3) Details of the appointments have been circulated to Group Leaders for endorsement. A final version, incorporating nominations to fill vacancies, will be circulated as soon as it is available.
- (4) In order to streamline the appointment process and reduce officers' and group leaders' workloads Council is recommended to agree, that, with effect from the 2007-2008 Civic Year, appointments be made until the expiry of the appointee or appointees' term(s) of office.

RECOMMENDATION

That Council make appointments to outside bodies as set out in the Appendices, appointments to be made until the expiry of the appointee or appointees' term(s) of office.

(Pages 13 - 16)

16. NOMINATION OF REPRESENTATIVE TO ATTEND THE LGA ANNUAL CONFERENCE

To determine whether to send representatives to the Annual Meeting and Conference of the Local Government Association to be held in Birmingham on 3-5 July 2007 and, if so, decide on an appointment from Council.

17. TERMS OF REFERENCE OF COMMITTEES 2007-2008

In accordance with Standing Order 1.2 it is necessary for Council, at its Annual Meeting, to agree Terms of Reference for the Committees it has agreed to establish

for the 2007-2008 Civic Year.

Terms of Reference for the Joint Planning Committees are subject to separate consideration by Council at Agenda Item 11a above.

Council is recommended to **RESOLVE**:

- (1) That no changes be made to the Terms of Reference of the following committees:
 - Licensing Committee, Licensing Committee (2003 Act), Licensing Committee (2005 Gambling Act);
 - Employment Committee;
 - Electoral Arrangements Committee;
 - Audit Panel.
- (2) That the Chief Executive be authorised to amend the Terms of Reference of the Planning Committee to reflect the joint working arrangements, subject to the agreement of the recommendations in Agenda Item 11a above;
- (3) That the Chief Executive be authorised to amend the Terms of Reference of the Scrutiny and Overview Committee following the establishment and agreement of Terms of Reference for the Policy Development Committee, subject to the agreement of the recommendation in Agenda Item 11c above.

18. PERFORMANCE PLAN 2007

To consider the report of the Chief Executive in respect of the process for the approval of the Performance Plan (report and appendices attached).

Council is **RECOMMENDED**:

- (a) To instruct the 2007 Performance Plan to be prepared on the basis of:-
 - (i) The previously approved priorities for 2007/08 (customer service, affordable housing and successful, sustainable communities at Northstowe and other growth areas);
 - (ii) The proposals in **Appendix 1** to achieve those priorities in 2007/08;
 - (iii) The performance indicator targets in **Appendix 2**;
 - (iv) The CGI Improvement Plan approved by the Council on 26th April 2007;
 - (v) The structure given in paragraph 9, above.
- (b) To delegate detailed approval of the Performance Plan to the Cabinet for publication by the statutory deadline of 30th June.

(Pages 17 - 44)

19. PUBLIC SPEAKING AT THE PLANNING COMMITTEE

The attached public speaking scheme has been developed in consultation with the Chairman of the Planning Committee. The guidance draws on best practice at other authorities with public speaking schemes and is recommended to Council for approval with effect from 1 July 2007.

RECOMMENDATION

That public speaking at Planning Committee be introduced with effect from 1 July 2007 based on the attached scheme, that the Planning Committee be authorised to review and amend the scheme from at its discretion, and that Part 4 of the Constitution be amended accordingly.

(Pages 45 - 48)

20. WRITE-OFF OF OUTSTANDING DEBTS 2006/07

To consider the report of the Chief Executive and Head of Revenues (attached).

(Pages 49 - 52)

21. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

22. CHAIRMAN'S ENGAGEMENTS

To note the Chairman's engagements since the last Council meeting:

Date	Venue / Event
28 April	Chairman's Charity Concert
30 April	County Women's Institute Annual General Meeting, Comberton
2 May	Rotary Club lecture
8 May	800 th Anniversary: Cambridge Mayoralty. Concert at the Guildhall
9 May	Mayor making ceremony at St Ives
14 May	Citizenship project at Milton School
18 May	Citizenship project at Steeple Morden School
23 May	Reception: Veterans of the 355 th Fighter Group
24 May	A428 Caxton Common to Hardwick improvement opening ceremony

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

All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Hearing loops and earphones are available from reception and can be used in all meeting rooms.

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.

Mobile Phones

Please ensure that your phone is set on silent / vibrate mode during meetings.

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Council held on
Thursday, 26 April 2007 at 2.00 p.m.

PRESENT: Councillor Mrs CAED Murfitt – Chairman
Councillor JH Stewart – Vice-Chairman

Councillors: Dr DR Bard, RE Barrett, JD Batchelor, AN Berent, NCF Bolitho, RF Bryant, EW Bullman, BR Burling, Mrs PS Corney, NS Davies, Mrs SJO Doggett, SM Edwards, Mrs SM Ellington, Mrs A Elsbey, Mrs VG Ford, Mrs JM Guest, R Hall, Dr SA Harangozo, Mrs SA Hatton, Mrs EM Heazell, JA Hockney, MP Howell, Mrs CA Hunt, PT Johnson, Mrs HF Kember, SGM Kindersley, Mrs JE Lockwood, RMA Manning, RB Martlew, MJ Mason, RM Matthews, DC McCraith, DH Morgan, CR Nightingale, A Riley, Mrs DP Roberts, NJ Scarr, Mrs HM Smith, Mrs DSK Spink MBE, RT Summerfield, RJ Turner, Dr SEK van de Ven, Mrs BE Waters and NIC Wright

Officers:	Steve Hampson	Executive Director
	Greg Harlock	Chief Executive
	Richard May	Democratic Services Manager
	Fiona McMillan	Assistant Solicitor

Apologies for absence were received from Councillor TD Bygott, NN Cathcart, JP Chatfield, AG Orgee, JA Quinlan, Mrs VM Trueman, JF Williams and TJ Wotherspoon.

PRESENTATION

Mr John Willis, Chief Executive of the Varrier Jones Foundation, addressed the meeting on the subject of low and hi-tech disability aids. He advised that many adaptable everyday devices and more complicated technologies helped to break down psychological barriers to disability and extend the normal expectations of what disabled persons could achieve. Mr. Willis gave examples of such devices. The Chairman of the Council thanked Mr. Willis for a very informative talk which had encouraged Council to practice lateral thinking.

1. DECLARATIONS OF INTEREST

Councillors JD Batchelor, SGM Kindersley, DC McCraith, AJ Orgee and RJ Turner declared personal non-prejudicial interests as elected Cambridgeshire County Councillors.

Councillors Mrs HM Smith and RT Summerfield declared personal non-prejudicial interests in Agenda item 8c – Milton Country Park Future Management, as members of Milton Parish Council, the 'Save Milton Country Park' campaign group and the Milton Community Centre and Grounds Recreation Committee. Notwithstanding these interests they remained in the meeting and took part in the discussions and voting.

2. MINUTES OF THE LAST COUNCIL MEETING**COUNCIL RESOLVED**

That the Minutes of the meeting held on 22 March 2007 be confirmed as a correct record and signed by the Chairman.

3. MINUTES OF THE TRANSFORMATION COMMITTEE HELD ON 21 NOVEMBER 2006

COUNCIL RESOLVED

That the Minutes of the Transformation Committee held on 21 November 2006 be approved as a correct record and signed by the Chairman.

4. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Councillor Mrs SM Ellington to the meeting and offered the support of the Council following her recent bereavement.

The Chairman reported that:

- Pictures had been placed in the canteen showing examples of schemes which had received awards and commendation in the Natural Heritage Awards. The awards recognised local efforts to improve natural heritage in the district's villages, and provided good examples of communities coming together to enhance their natural environments.
- The Chief Executive of the County Council had written in response to a letter sent urging action to be taken to improve road safety on the A1307. A copy of the letter would be available to view in the Members' Lounge.
- The Chairman's Charity Concert was taking place on 28 April. All Members were encouraged to attend.

The Chairman congratulated Tara King, the Council's Assistant Licensing Officer, for recently achieving a merit in the Certificate of Higher Education in Licensing Law. Myles Bebbington and Tara King in the Council's Licensing team had now achieved this qualification among only 140 licensing practitioners nationally. All the Licensing team now held qualifications which were recognised nationally.

The Chairman advised that Councillor RF Bryant would be standing down from the Council following the local elections. Councillor Bryant had been elected in 1999 and had served in various capacities including Chairman and Vice-Chairman of the Council, Chairman of the Constitution Review Working Party, and member of the Planning, Scrutiny and Standards Committees. Councillor Bryant had raised a large amount for his designated charities when Chairman of the Council, and had lit the Orwell Millennium Beacon. The Chairman expressed sincere thanks for Councillor Bryant's support and sorrow at his forthcoming departure from the Council.

Councillors RMA Manning, JD Batchelor and Dr SEK van de Ven paid further tribute to Councillor Bryant.

Councillor Bryant thanked the Chairman and Members for their kind words and stated that he would miss the camaraderie between Members and Officers during a time of momentous change for the Council.

Councillor SGM Kindersley advised that Nick Grimshaw, the Council's Conservation and Design Manager, would shortly be leaving the Council. He asked the Chairman to pass on the sincere thanks of the residents of Hatley to Mr Grimshaw for his achievement of the renovation of St. Denis Church, Hatley, in the face of numerous challenges over several years.

5. QUESTIONS FROM COUNCILLORS AND THE PUBLIC

There were no public or Member questions.

6. PETITIONS

No petitions had been received since the last Council meeting.

7. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

7 (a) Improvement Plan (Cabinet, 12 April 2007)

Council **RESOLVED** that the Improvement Plan (the latest version of which was circulated at the meeting) be approved, and that the Chief Executive, in consultation with the Leader of the Council, be authorised to agree any further changes to the plan prior to submission to the Audit Commission.

7 (b) Policy for the Award of Discretionary Housing Payments (Cabinet, 12 April 2007)

Council **RESOLVED** that the policy for the award of discretionary housing payments be adopted in order to facilitate future awards from the financial year 2007/08 onwards.

7 (c) MILTON Country Park - Future Management (Cabinet, 12 April 2007)

Councillors Mrs HM Smith and RT Summerfield declared personal non-prejudicial interests in this item as members of Milton Parish Council, the 'Save Milton Country Park' campaign group and the Milton Community Centre and Grounds Recreation Committee. Notwithstanding these interests they remained in the meeting and took part in the discussions and voting.

Council **RESOLVED** that the disposal of the SCDC land in the park, and the land on a 999-year lease from the Stokes, be approved in principle, on the basis of a 99-year lease on a peppercorn basis to the organisation which is selected to take on the management.

7 (d) Review of the Constitution - Recognition of Members' roles and responsibilities within the Constitution and agreement of a revised Protocol on Member Officer relations (Constitution Review Working Party, 12 April 2007)

Prior to consideration of this item, Council received paper copies of the following additional information:

- (1) Amendments to the Protocol on Member/Officer Relations, as recommended by the Scrutiny and Overview Committee on 19 April 2007 (previously circulated electronically).
- (2) Minor amendments and additions to the Member role descriptions.

Council **RESOLVED:**

- (1) That the following additions to Article 2 of the Constitution be approved:

Recognition of political groups

"Members shall be entitled to join political groups. In accordance with the Local Government (Committees and Political Groups) Regulations 1990, a political group shall be treated as constituted when there is delivered to the Chief Executive a notice in writing which:

- (i) is signed by two or more Members of the Council who wish to be treated

- as a political group;
- (ii) states that Members of the Council who have signed wish to be treated as a political group;
- (iii) states the name of the political group;
- (iv) states the name of the Member who shall be the Leader of the political group."

Definitions of Controlling and Opposition Groups

"The Political Group or groups of the Council whose Members have been appointed to the Cabinet by the Leader of the Council shall be identified as the Controlling Group or Groups. For the purposes of political control, the Cabinet shall collectively be identified as the Executive.

"The Political Group with the largest number of seats on the Council and whose Members have not been appointed to the Cabinet by the Leader of the Council shall be identified as the Major Opposition Group.

"Other Political Groups with seats on the Council and whose Members have not been appointed to the Cabinet by the Leader of the Council shall be identified as Minor Opposition Groups."

- (2) That the Protocol on Member / Officer Relations be approved, replacing the existing version at Section H of Part 5 of the Constitution, subject to the inclusion of changes recommended by the Scrutiny and Overview Committee.
- (3) That the Member role descriptions be approved and incorporated into Part 5 of the Constitution, subject to the inclusion of further minor recommended changes circulated prior to the meeting.
- (4) That the following recommendation of the Independent Remuneration Panel be approved:

"That a Special Responsibility Allowance equivalent to 30% of the Special Responsibility Allowance paid to the Leader of the Council be paid to the Leader of the Major Opposition Group, with effect from the start of the 2007-2008 civic year."
- (5)
 - (a) That the role of Opposition Spokespersons at Portfolio Holder meetings be recognised within Part 4 of the Constitution.
 - (b) That the recognition of a 'Shadow Cabinet' be not supported.
 - (c) That the Leader of the Major Opposition Group be required to produce an annual report to Council.

8. REVISED CODE OF CONDUCT

Council **RESOLVED** that the revised Code of Conduct be adopted for incorporation into the Constitution with effect from 3 May 2007.

9. MEMBER TOOLKIT AND CONTRACT

Prior to consideration of this item a revised recommendation sheet was circulated to those present encapsulating the Breach of Roles Protocol and Member Undertaking (previously circulated electronically).

Council **RESOLVED:**

- (1) That the following local procedure be agreed and included in the Member Toolkit, to be followed where there are potential breaches of the Code of Conduct and other protocols:

- If a complaint is made to the Chief Executive or Monitoring Officer about the behaviour of a Member that Member will receive a written invitation from the Chief Executive and/or Monitoring Officer to attend a meeting to discuss the issue. The Member's relevant group leader will also be invited to attend the meeting and the Chairman of the Standards Committee may also be invited to attend. If the complaint is deemed to be a valid complaint following initial investigation by the Chief Executive and/or Monitoring Officer, the Member will be asked to apologise, where appropriate, or receive a written warning that such behaviour is not welcome at the Council and asking that there be no recurrences. The Member will be warned at this stage that if the type of behaviour happens again then it will be recommended that a complaint be made to the Standards Board for England.
- If the Chief Executive or Monitoring Officer, following an initial investigation of the facts, deems that a complaint against a Member is likely to be upheld and that under the SBE system the conduct is of a type likely to attract a penalty (other than censure or a recommendation for training) then such a complaint would be referred directly to the SBE.
- If a Member has previously been found to have breached the Code of Conduct (either by the Council or the SBE) and a similar complaint is made again (*and the Chief Executive or Monitoring Officer, following an initial investigation of the facts, deems that a complaint against a Member is likely to be upheld*) such a complaint will also be referred directly to the SBE.

If, following an initial investigation, the Chief Executive or Monitoring Officer is unable to ascertain the facts at issue in a complaint against a Member and it concerns a possible breach of the Code of Conduct then it will be recommended that a referral is made to the SBE so that a full investigation can take place.

- (2) That the following Member undertaking be approved for signing at the Annual Meeting of Council, at which Members will be issued with their copies of the Member Toolkit:

"I acknowledge the need to establish a culture of high ethical standards within South Cambridgeshire District Council and understand that by signing this undertaking I am demonstrating my commitment to achieving this.

I agree to abide by and respect the rules, procedures, policies, protocols and guidance set out in the Member Toolkit as follows:

- Letter to all Members introducing Member Toolkit from the Chairman of Council, Leader of Council & Chief Executive
- Breach of code/protocols procedure
- 10 General Principles of Conduct (Statutory Instrument 2001/1401)
- SCDC Code of Conduct (2007)

- With the Chairman's permission, Council considered the following recommendation from the Scrutiny and Overview Committee:

“That, for the new municipal year 07-08,

- (a) It would be desirable for non-executive members to choose to serve on one of the following:
 - Scrutiny & Overview Cttee (5.30pm start)
 - Planning Committee
 - Licensing CommitteeN.B. It would be possible to have a fourth option.
- (b) Executive members should not serve on any of the above.
- (c) Members with suitable experience be asked by the Scrutiny and Overview Committee to serve as additional members of Task and Finish groups as appropriate.”

Council **RESOLVED** that the proposals be referred to the Constitution Review Working Party for detailed consideration.

11. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

There were no updates from Members appointed to outside bodies.

12. CHAIRMAN'S ENGAGEMENTS

The Chairman's engagements since the last meeting were noted.

The Meeting ended at 4.23 p.m.

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT OF THE RETURNING OFFICER

I, the undersigned, Gregory John Harlock, Returning Officer for the several wards in the District of South Cambridgeshire, do hereby certify that the persons named below have been duly elected to the office of Councillor on 3 May 2007:

WARD	PARISHES	NAME AND ADDRESS	RETIRE
NO. 1 BALSHAM	Balsham, Carlton, Castle Camps, Horseheath, Shudy Camps, West Wickham, West Wratting, Weston Colville	Richard Edwin BARRETT 18 West Wickham Road Balsham Cambridge CB21 4DZ	2011
NO. 2 BAR HILL	Bar Hill, Boxworth, Dry Drayton, Lolworth	Roger HALL 11 Almond Grove Bar Hill Cambridge CB23 8DU	2011
NO. 3 BARTON	Barton, Coton, Grantchester, Maddingley	Francis William Miles BURKITT Merton House 17 Broadway Grantchester Cambridge CB3 9NQ	2011
NO. 5 BOURN	Bourn, Cambourne, Caxton, Croxton, Eltisley	Lorraine Ann MORGAN 42 Monkfield Lane Great Cambourne Cambridge CB23 6AJ	2011
NO. 7 COMBERTON	Comberton	Stephen Alexander HARANGOZO 57 Hillfield Road Comberton Cambridge CB23 7DB	2011
NO. 8 COTTENHAM	Cottenham, Oakington & Westwick, Rampton	Timothy John WOTHERSPOON The Three Horse Shoes 135 High Street Cottenham Cambridge CB24 8SD	2011

NO. 9 DUXFORD	Duxford, Ickleton	John WILLIAMS 10 Brookhampton Street Ickleton Saffron Walden Essex CB10 1SP	2011
NO. 10 FOWLMERE & FOXTON	Fowlmere, Foxton	Deborah Patricia ROBERTS Amberley Long Lane Fowlmere Royston, Herts SG8 7TG	2011
NO. 11 FULBOURN	Fulbourn	Neil John SCARR 9 Haggis Gap Fulbourn Cambridge CB1 5HD	2011
NO. 14 HARDWICK	Hardwick	Jim STEWART White Cottage 85 Main Street Hardwick Cambridge CB23 7QU	2011
NO. 17 HISTON & IMPINGTON	Histon, Impington	Jonathan Peter CHATFIELD 2 Parr Close Impington Cambridge CB24 9YH	2011
NO. 22 MILTON	Milton	Hazel Marion SMITH 7 Hall End Milton Cambridge CB24 6AQ	2011
NO. 23 ORWELL & BARRINGTON	Barrington, Orwell, Wimpole	David BIRD 5 The Grove Orwell Royston Herts SG8 5RH	2011
NO. 24 PAPWORTH & ELSWORTH	Conington, Elsworth, Fen Drayton, Graveley, Knapwell, Papworth Everard, Papworth St Agnes	Nick WRIGHT Marshalls Farm Elsworth Road Conington Cambridge CB23 4LW	2011

NO. 25 SAWSTON	Sawston	David Roy BARD 15 Huddleston Way Sawston Cambridge CB22 3SW	2011
NO. 27 TEVERSHAM	Teversham	Caroline Anne HUNT 35 High Street Teversham Cambridge CB21 5AF	2011
NO. 28 THE ABINGTONS	Babraham, Great Abington, Hinxton, Little Abington, Pampisford	Anthony Geoffrey ORGEE 8 Bourn Bridge Road Little Abington Cambridge CB21 6BJ	2011
NO. 30 THE SHELFORDS & STAPLEFORD	Great Shelford, Little Shelford, Newton, Stapleford	Jaime Ann DIPPLE 94 London Road Stapleford Cambridge CB22 5DR	2011
NO. 34 WILLINGHAM & OVER	Over, Willingham	Brian Roy BURLING Chain Farm Overcote Road Over Cambridge CB24 5NS	2011

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Outside and Joint Bodies

To make appointments where vacancies have arisen following elections or otherwise:

Body	Notes
Addenbrooke's NHS Trust Local Authority Working Party	1 vacancy; 3 appointments in total
Age Concern	1 vacancy
Cambridge Southern Fringe Member Reference Group	1 vacancy; 4 appointments in total (to include Planning and Economic Development Portfolio Holder). In May 2006 Council designated this an area-based body, so political proportionality does not apply.
Local Government Arts Forum: Arts Forum for Cambridgeshire and Peterborough Steering Group	1 vacancy, 4-year appointment
SOFA (Shifting Offered Furniture Around)	1 vacancy

To make appointments on a politically proportionate basis:

Body	Notes
Cambridge Airport Relocation Study Member Briefing	Three members (2006/07 were CR Nightingale, JA Quinlan and NJ Scarr)
Joint Strategic Growth Implementation Committee	Two Members of the Conservative Group and one Member of the Liberal Democrat Group, including the Planning and Economic Development Portfolio Holder and one substitute Member
North West Fringe Member Reference Group	Four members and 1 substitute – at least one representative should be a member of the Cabinet and there should also be some local representation.
South Cambs Magazine Editorial Panel	Three members, including Leader and Resources, Staffing, Information & Customer Services Portfolio Holder – Council can amend the constitution of this body if it wishes to make changes.

To make annual appointments by office:

Cabinet will be asked to ratify these appointments at its meeting on 14 June 2007 once the portfolios have been agreed.

Body	Office
Camb Sport	Community Development Portfolio Holder
Cambridge City Centre Management Consultative Forum	Planning and Economic Development Portfolio Holder
Cambridge Marriage Guidance Council (Relate)	Community Development Portfolio Holder
Cambridge Southern Fringe Member Reference Group	Planning and Economic Development Portfolio Holder
Cambridgeshire Councils' Association Waste and Environment Forum	Environmental Health Portfolio Holder
Cambridgeshire Children's and Young People's Strategic Partnership Steering Group	Community Development Portfolio Holder

Body	Office
Cambridgeshire Horizons	Leader or Planning and Economic Development Portfolio Holder – for decision
East of England Regional Authority	Leader
Joint Transport & Planning Lead Member	Planning and Economic Development Portfolio Holder
Local Government Association General Assembly	Leader
Local Government Association Rural Commission	Leader
North West Fringe Member Reference Group	Planning and Economic Development Portfolio Holder
South Cambridgeshire Local Strategic Partnership Board	Leader
	Conservation, Sustainability and Community Planning Portfolio Holder

To ratify existing appointments until the end of the members' term(s) of office:

In June 2006 all appointees and outside bodies were consulted about extending appointments to the end of the appointees' term(s) of office. Not all outside bodies have responded, and any issues they raise following notification of these re-appointments will be reported to Council in July.

Body	Member	End of Term	Notes
Addenbrooke's NHS Trust Local Authority Working Party	MP Howell	2008	
	CR Nightingale	2008	
Archives Advisory Group	R Hall	2011	
Bassingbourn Village College Centre Management Committee	NN Cathcart	2008	
Cambridge Airport Consultative Committee	Mrs CA Hunt	2011	
Cambridge and County Folk Museum Committee of Management	JH Stewart	2011	
Cambridge and District Citizens' Advice Bureau	RB Martlew	2009	The Board's terms of reference require that all nominated trustees should retire at the third AGM after their appointment, but the Trustees at an Ordinary Meeting may reappoint them after the AGM. There is no limit to the total length of time that a nominated Trustee may serve. Cllr Martlew retired at the AGM on 17 July 2006 and was reappointed at an Ordinary Meeting immediately after the AGM. The Board may reappoint him again in 2009, for either three years or until his end of term at SCDC in May 2010.
Cambridge Southern Fringe Member Reference Group	CR Nightingale	2008	
	AG Orgee	2011	
Cambridge Women and	Mrs EM Heazell	2008	

Body	Member	End of Term	Notes
Homelessness Group	Dr SEK van de Ven (reserve)	2010	
Cambridgeshire Association of Local Councils (CALC)	DC McCraith	2010	
Cambridgeshire Association of Youth Clubs (CAYC)	CR Nightingale	2008	
Cambridgeshire County Council Health and Social Care Scrutiny Committee	RE Barrett	2011	Must be a member of SCDC Scrutiny and Overview Committee
	Mrs EM Heazell (reserve)	2008	
Cambridgeshire Historic Churches Trust Advisory Council	R Hall	2011	
Cambridgeshire Museums Advisory Partnership	DC McCraith	2010	
Comberton Village College Governing Body Sub-Committee	Dr SA Harangozo	2011	
Cottenham Village College Sports Centre Management Group	SM Edwards	2008	
Duxford Airfield Management Liaison Committee	JA Quinlan	2008	
Eastern Orchestral Board	JA Quinlan	2008	
Emmaus Cambridge Community	Mrs HM Smith	2011	
Farmland Museum Trustees	Mrs CA Hunt	2011	
Friends of Milton Country Park (and co-option to Management Group)	R Hall	2011	
Linton Community Sports Centre (Linton Village College)	Mrs PM Bear	2010	
Magog Trust	CR Nightingale	2008	
Melbourn Community Sports Ltd (MCSPLIM)	Mrs JM Guest	2010	
Mepal Outdoor Centre	NCF Bolitho	2010	
National Society for Clean Air and Environmental Protection	DH Morgan	2010	
Needingworth Quarry Liaison Committee	BR Burling	2011	
North Herts Citizens' Advice Bureau	Dr SEK van de Ven	2010	
Old West Internal Drainage Board	MJ Mason	2008	Also LCA Manning, J Shepperson and AW Wyatt if no other Members wish to serve.
Over and Willingham Internal Drainage Board	RMA Manning	2008	The Board's terms of reference allow appointments for up to three years, so members can be appointed for their full term of office, rather than annually, if it fits the three-year cycle.
Papworth Hospital NHS Foundation Trust	MP Howell	2008	
Sawston Village College Sports Users' Committee	Dr DR Bard	2011	All local members for wards within Sawston Village College catchment area. In May 2006
	AN Berent	2010	
	Miss JA Dipple	2011	

Body	Member	End of Term	Notes
	Mrs SA Hatton	2008	Council designated this an area-based body, so political proportionality does not apply.
	RM Matthews	2010	
	CR Nightingale	2008	
South Cambridgeshire & Cambridge City Primary Care Trust	Mrs SM Ellington	2010	
Swaffham Internal Drainage Board	MJ Mason	2008	
Swavesey Byeways Advisory Committee	Mrs SM Ellington	2010	
Swavesey Internal Drainage Board	BR Burling	2011	
	NIC Wright	2011	
Swavesey Village College Community Centre	R Hall	2011	
	NIC Wright	2011	
The River Cam Conservators	Mrs HM Smith	2011	
Waterbeach Level Internal Drainage Board	PT Johnson	2010	
	MJ Mason	2008	
West Anglia Crossroads for Carers	Mrs DSK Spink	2008	

To note bodies which have been disbanded since May 2006, or to which the District Council no longer makes appointments:

- Cambridgeshire Area Bus Development Board (CABDB): disbanded, issues forwarded to Joint Planning & Transport Lead Members (JPTLM) meetings
- County Council / Cambridge City / South Cambridgeshire Joint Strategic Forum: disbanded, issues forwarded to Joint Planning & Transport Lead Members (JPTLM) meetings
- County Council Bus Strategy Reference Group (BSRG): disbanded, issues forwarded to Joint Planning & Transport Lead Members (JPTLM) meetings
- County Council Rail Policy (Service Advisory) Group: disbanded November 2006
- East of England Tourist Board Regional Tourism Council: the Council did not renew its membership after March 2006 and no longer has rights to make an appointment
- Great Ouse Environment Group: the committee structure has been changed to Central Area Advisory Panel (CAAP) with smaller number of members, so a sample representation from some (but not all) local authorities is appointed following advertisement.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO:	Council	24th May 2007
AUTHOR/S:	Corporate Manager Policy, Performance and Partnerships/ Improvement Manager	

PERFORMANCE PLAN 2007

Purpose

- 1 To enable the Council to
 - a) agree the main elements of the 2007 Performance Plan (given in **Appendix 1** and **Appendix 2**) taking into account statutory requirements, the Council's priorities and the approved Improvement Plan
 - b) delegate final approval of the 2007 Performance Plan to Cabinet

Background

2. The Council is legally required to publish a Performance Plan by 30th June each year and there are specific matters which must be included.
3. The recent White Paper proposed that the requirement to produce a Performance Plan will cease from 2009. However, there will be further expectations on councils to publish their performance in a transparent way and in particular to demonstrate how they are contributing to LAA targets. The Council will still require a mechanism for planning, agreeing and presenting its improvement plans and some replacement for the Performance Plan in some form will be necessary.
4. Earlier in the year the Cabinet and Council agreed that the Performance Plan for 2007 should be based on the following priorities:-
 - **Improving customer service**
 - **Achieving successful and sustainable communities at Northstowe and other growth areas**
 - **Increasing the supply of affordable housing**
5. It was also agreed that the main areas in which these priorities would be pursued in 2007/08 would be as follows:-
 - (a) Identifying ways to allow service users to have a more active role in influencing service improvements.
 - (b) Setting a small number of realistic performance indicator targets to make incremental improvement in important customer facing services – eg planning applications; searches; benefits; environmental services; and housing repairs.
 - (c) Carrying out a Customer Service Review, six months after the introduction of customer service standards, incorporating complaints and a future programme for Service First
 - (d) Setting and achieving realistic customer service targets for the continuing improvement of the Contact Centre.
 - (e) Setting a target for the number of affordable housing completions

- (f) Setting a target for the percentage of residential planning permissions, which are for affordable housing.
 - (g) Setting up a Community Development Trust for Northstowe or other arrangement for the development and management of community facilities
 - (h) Setting milestones for key stages of LDF, planning permission and Section 106 Agreement for Northstowe.
6. In the last two months services have produced service plans setting out proposals for addressing Council priorities and performance targets for 2007/08. These service plans have been approved at portfolio holder meetings and will form the basis of the 2007 Performance Plan.
7. The Council approved the CGI Improvement Plan on 26th April. The CGI Improvement Plan envisages that over the next few months the Council will develop new objectives and priorities (**for 2008/09 onwards**) and improved approaches to service and performance planning. Nevertheless, it is important throughout the next year for the Council to maintain its focus on current service priorities and performance targets. It would very much count against the Council if its performance indicator position slipped.

Proposed Structure of the Plan

8. In the past, the Performance Plan has been used to provide a broad overview of the position of the Council and has included background information on the district wide context, our resource position, issues for Council services, consultation results etc. It is recommended that in the current circumstances the Plan be more focussed on:-
- The CGI (Inspire) Improvement Plan
 - Priorities for 2007/08 and actions to deliver them
 - PI targets outturns and targets
9. The following structure for the plan is suggested:-
- a) **Introduction**
 - b) **Objectives, Community Strategy and LAA.** A brief summary of our current corporate objectives; links to the Community Strategy; and what we are doing towards the current Local Area Agreement.
 - c) **CGI Improvement Plan.** A summary of the Improvement Plan agreed by the Council on 26th April.
 - d) **Other external inspections.** A summary of the findings of the Planning and Data Quality inspections, together with a summary of the annual Direction of Travel and Use of Resources judgements.
 - e) **Priorities for 2007/08.** Actions and PI targets to deliver 2007/08 priorities – see **Appendix 1**
 - f) **Performance Trends.** An analysis of the Council's overall performance on PIs – both historic trends and comparisons with other authorities.
 - g) **Performance Indicators.** Outturn performance, future targets etc for all national and local PIs
 - h) **Service Plans.** A reference and link to the service plans agreed for all services.
10. This structure would omit material previously included in performance plans on: resources, efficiency, service issues and consultation results (apart from those which are statutory PIs)
11. Much of the above content would be narrative or (as in the case of the CGI

Improvement Plan) has been approved already. The most important new sections of the plan in terms of impact on service delivery (and on which Members views are invited) will be:-

- a) Actions and PI targets to deliver 2007/08 priorities. Proposals (largely drawn from service plans) are set out in **Appendix 1**.
- b) Performance Indicator targets. These are set out in **Appendix 2**. For some PIs outturn performance information for 2006/07 is still not available, but will be included for the final version of the plan.

Advanced copies of these appendices have already been circulated to Members. Some changes have been made in the copies now attached, in the light of revised performance information for 2006/07.

Programme for Approval of the Performance Plan

12. In previous years the final plan has been approved by full Council at its meeting towards the end of June ready to meet the end of June publication deadline. Following the decision to reduce the number of Council meetings, there will not be a Council meeting in June and in this context the Cabinet has recommended the following arrangements:-
 - **Council 24th May:** Council to be recommended to approve the key aspects of the Plan (priorities for 2007/08; performance indicator targets) and to delegate detailed approval of the Performance Plan to Cabinet
 - **Cabinet 14th June:** Approval of Performance Plan for publication, with any final drafting details to be delegated to the portfolio holder for Resources, Staffing, Information and Customer Service.

Financial, Staffing and Risk Implications

13. Financial and staffing implications have already been taken into account in the Council's medium term financial strategy and workforce plan. Risks are built into service plans and service based risk registers.

Recommendations

14. Council is recommended:-
 - (a) To instruct the 2007 Performance Plan to be prepared on the basis of:-
 - i) The previously approved priorities for 2007/08 (customer service, affordable housing and successful, sustainable communities at Northstowe and other growth areas);
 - ii) The proposals in **Appendix 1** to achieve those priorities in 2007/08;
 - iii) The performance indicator targets in **Appendix 2**;
 - iv) The CGI Improvement Plan approved by the Council on 26th April 2007;
 - v) The structure given in paragraph 9, above.
 - (b) To delegate detailed approval of the Performance Plan to the Cabinet for publication by the statutory deadline of 30th June.

Background papers: Improvement Plan and Service Plans

Contact Officer: Ian Salter (01954 713017)

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APPENDIX 1

ACTIONS AND PI TARGETS TO DELIVER 2007/08 PRIORITIES

The following actions to deliver 2007/08 priorities, based on the guidance given earlier in the year by the Cabinet and the contents of approved service plans.

Improving Customer Service

- (a) Implement proposals to allow service users to have a more active role in influencing service improvements:

#	Actions	Complete by	Officer
1	Set up a Business Stakeholder Forum on regulatory matters for EH issues	Mar 08	Iain Green
2	Hold consultation events/workshops as part of the GTDPD – providing more accessible ways for gypsies and travellers to make representations	Oct 07	Keith Miles
3	Set up an Agents Forum for development control	June 07	David Rush
4	Set up customer focus group for service improvement for Building Control	Sept 07	Andy Beyer
5	Develop the new Tenant Compact – including means to enable tenants to participate in decision making.	Sept 07	Housing Services Manager
6	Improve public access to decision making by arranging for: <ul style="list-style-type: none"> two evening cabinet meetings (October and February) all Scrutiny and Overview meetings to start at 5.30 p.m. 	Mar 08	Richard May
7	Improve the Benefit Service customer focus by increasing the Dep't for Works and Pensions' user focus 'service delivery enablers' performance standard score from 5/12 to 10/12.	Mar 08	Lee Phanco

- (b) Set a small number of realistic performance indicator targets to make improvement in important customer facing services – eg planning applications; searches; benefits; environmental services; and housing repairs.

PI No	PI Description	2006/07 Actual	2007/08 Target
BV78a	Average time (days) to process new benefit claims	30	26
BV78b	Average time (days) to process benefits change in circumstances	8.9	8
BV109a	% major planning applications in 13 weeks	84.69%	70%
BV109b	% minor planning applications in 8 weeks	69.34%	71%
BV109c	% other planning applications in 8 weeks	84.24%	86%
SX25	Average days to respond to standard search, received by post.	10	8

PI No	PI Description	2006/07 Actual	2007/08 Target
SX 26	Average days to respond to standard search, received electronically.	New 2007/08	2
SE203	% EH complaints responded to within 3 working days	85 %	94 %
SE226	% of EH customers satisfied overall with the way their request for a service, complaint or request for information was handled.	86%	93 %
SH327	% repair jobs where appointment was made and kept	94 %	95 %
SH302	Tenants satisfied with response repairs as % of those returning a satisfaction slip.	94%	95%
SH328	Tenants satisfied with refurbishments as % of those returning a satisfaction slip	92%	94%

(c) Continue development of Service First -

#	Actions	Complete by	Officer
1	Carry out a Customer Service Review, six months after the introduction of customer service standards, incorporating complaints and a future programme for Service First	July 07	Steve Hampson
2	Agree Customer Services Strategy	July 07	Steve Hampson

(d) Setting and achieving realistic customer service targets for the continuing improvement of the Contact Centre.

PI No	PI Description	2006/07 Actual	2007/08 Target
SF701	% Contact Centre calls dealt with at first contact	85% Note	80%
SF703	% Contact Centre callers satisfied with how call was answered	91%	92%
SF731	% Contact Centre calls abandoned	<3%	<3%

Note: The 2007/08 target will be reviewed, when the provisional figures for 2006/07 from the County Council have been confirmed.

The targets for the Contact Centre are based on the existing partnership agreement with the County Council which is due to be reviewed.

Increasing the Supply of Affordable Housing

- (e) Set a target for the number of affordable housing completions
 (f) Set a target for the percentage of residential planning permissions which are for affordable housing.

PI No	PI Description	2006/07 Actual	2007/08 Target
SH311	Total number of completed new affordable homes:	224	565 Note 1
SH311a	without funding from the Housing Corporation	57	412
SH311b	with funding from the Housing Corporation	167	153
SH320	Affordable housing planning permissions as a % of all residential permissions.	20.4% Note 2	25%

Note 1. SH311 - The estimates for 2007/08 and 2008/09 are based on pipeline schemes known to us although predictions will largely depend on whether funding, etc is available which is outside our control so whether they are realistic and challenging will always be difficult to confirm. They are our best estimates for now.

Note 2. SH320 – This figure was provided by the County Council for the first 6-months of 2006/07. It is not known when the full figure will become available.

#	Actions	Complete by	Officer
1	Review the Council's planning policy guide to delivering affordable housing which can be used to inform/develop the affordable housing SPD	Dec 07	Housing Development & Enabling Manager
2	Develop a sustainable lettings policy for Cabinet approval for Arbury Park, Cambourne, Northstowe and Cambridge Southern Fringe to - - create sustainable communities where people want to live, now and in the future - build high levels of social capital on the development which can be enhanced when residents see their neighbourhood as a destination in which they are prepared to invest time and effort in developing the community.	Dec 07	Head of Housing Strategic Services
3	Selection of a preferred strategic delivery partner(s) for the affordable housing at Northstowe, Cambridge Southern Fringe and North West Cambridge in partnership with developers and other key stakeholders through the Cambridge Challenge a Housing Corporation led initiative	June 07	Head of Housing Strategic Services
4	To achieve milestones in respect of the Airey redevelopment programme at Elsworth, Sawston, Girton and Coton (77 units).	Mar 08	Housing Development & Enabling Manager

5	Affordable Housing: Develop standard Section 106 Agreements.	Dec 07	Gareth Jones/ Catriona Dunnet
6	Consider the representations received and prepare a draft plan for GTDPD Pre-Submission Public Participation during 2008/09	May 08	Keith Miles
7	Consult on an SPD to provide detailed guidance on securing the provision of affordable housing (including key worker housing) as a result of the development of open market housing.	Feb 08	Caroline Hunt
8	Manage the production and development of the GTDPD which will ensure that SCDC can meet the needs of travellers in the district and provide a policy for determining future planning applications for gypsy/traveller sites	Dec 09	Keith Miles
9	Complete a stock options appraisal informed by the above in full consultation with tenants, leaseholders, staff, Members and other key stakeholders	Jan 08	Denise Lewis

Successful Sustainable Communities for Northstowe and other Growth Areas

#	Actions	Complete by	Officer
1	Review Parish Council Boundaries for Northstowe, Trumpington Meadows and Arbury park.	Dec 07	Catriona Dunnet/Jane Thompson
2	Decision on the formation of a Northstowe Trust and if positive, first steps to establishing.	Sept 07	Jane Thompson
3	Draft Section 106 agreement requirements for: <ul style="list-style-type: none"> Northstowe Trumpington Meadows Cambourne. 	Sept 07 Jul 07 June 07	Jane Green Julie Ayre W Campbell Kate Wood
4	Undertake an annual review of progress in relation to the growth areas, assessing in particular whether the lessons learnt from Cambourne and Arbury Park are being addressed and the objectives are being delivered.	Sept 07	Jane Green

Other relevant milestones are in the Improvement Plan (Workstream F – Population and Housing Growth)

7 Performance Indicators - Important Corporate Matters

Performance Indicators - Important Corporate Matters

The following performance indicators do not relate directly to our three corporate priorities but they are still of importance. We will be monitoring progress of these Pls through quarterly reports to the Senior Management Team and Cabinet.

To assist the reader this set of Pls are out in **Tables 24 to 32** under the following sub-headings.

Table Number	Table Title	Table Number	Table Title
24	Performance Management & Corporate Health	29	Community Safety & Community Services
25	Income, Finance & Efficiency	30	Housing Provision
26	Satisfaction with Services & Service Delivery	31	A Better Future through Partnership
27	Quality of Service	32	A Sustainable Future for South Cambridgeshire
28	Cleaner Villages & Environmental Quality		

Table 24 - Performance Management & Corporate Health

#	PI Description	Past Performance					Future Targets		
		05/06		06/07		07/08	08/09	09/10	
		Target	Actual	Upper Quartile	Target	Actual	Target	Target	Target
Performance Management									
BV12	Working days lost to sickness per FTE employee	11	10.75	8.29	10.5	10.7	10	9.5	9
SX27	% of BV Pls in top quartile	40%	27%		42%	Note 1	45%	50%	50%
SX28	% of BV Pls which have improved	45%	44%		60%	tbc	62%	65%	70%
SX29	% of BV and Local Pls which have improved	55%	53%		58%	Note 2	60%	65%	70%
SX32	% of BV Pls which have worsened	25%	30%		20%	Note 2	17.5%	15%	10%
SX33	% of BV and Local Pls which have worsened	20%	35%		17.5%	Note 2	15%	12.5%	10%
Corporate Health									
SF713	Average spending on training per employee	£400	£250		£450	£290	Note 3	Note 3	Note 3
SF714	% staff who think Council is good employer to work for	80%	80% Note 4		83%	56% Note 4	2 yearly	75%	2 yearly
SF715	% councillors attending at least one training session (Note 5)	85%	61.4%		68%	tbc	72%	78%	85%
SX5	% employees leaving voluntarily	10%	10.11%		13%	12.5%	13%	12%	12%
SX20	% staff with completed staff appraisal (Note 6)	100%	100%		100%	tbc	100%	100%	100%

Note 1: SX27 - This data will not be available until the DCLG publishes the national comparative information in December 2007.

Note 2: SX29, 32 & 33 – These figures may change once the data has been audited in September 2006.

Note 3: SF713 - Training criteria to be revised into a more accurate 'measurement of training effectiveness'.

Note 4: SF714 - Results from the bi-ennial suveys in 04/05 and 06/07.

Note 5: SF715 - The 05/06 target was not achieved as the budget was cut from £11,560 to £5,560 due to capping.

Note 6: SX20 - Some appraisals were not completed on time, due to workload and restructuring pressures. The deadline was extended to 31st May 2007.

Table 25 - Income, Finance & Efficiency

#	PI Description	Past Performance					Future Targets		
		05/06		06/07		07/08	08/09		09/10
		Target	Actual	Upper Quartile	Target		Target	Target	
BV9	% Council Tax collected	98.6%	98.2%	98.5%	98.8%	98.9%	99%	99%	99.2%
BV10	% non-domestic rates received	98.8%	98.6%	99.3%	99%	99.7%	99.8%	99.8%	99.9%
BV66a	% rent collected	98%	97.29%	98.84%	98%	98%	98.2%	98.2%	98.4%
BV66b	% tenants with more than 7 weeks arrears	Not set	6.03%	3.395	5.5%	4.7%	4.5%	4.5%	4.3%
BV66c	% arrears tenants with Notices Seeking Possession served	Not set	20.18%	13.55%	30%	13%	12.5%	12.5%	12%
BV66d	% tenants evicted due to arrears	0%	0%	0%	0%	0%	0%	0%	0%
BV76a	Benefit claimants visited per 1,000 caseload	415	421	N/A	400	N/A	N/A	N/A	N/A
BV76b	Fraud investigators employed per 1,000 caseload	0.19	0.18	N/A	0.17	0.16	0.16	0.16	0.16
BV76c	Fraud investigations per 1,000 caseload	45	43.91	N/A	44	25.33	tbc	tbc	tbc
BV76d	Prosecutions/sanctions per 1,000 caseload	7.5	10.09	N/A	10	9.5	10	10	10
BV78a	Average days to process new Benefit claims	27	25.4	25.5	30	30	26	25.5	25
BV78b	Average days to process notifications of changes in Benefit circumstances	7	8.5	8.5	8.9	8	7.5	7	7
BV79a	% cases where benefit calculation was correct	99.1%	98%	99%	99%	99%	99%	99%	99%
BV79bi	% overpayment recovered excl: Council Tax. (was BV79b)	Not set	51%	79.46%	52.5%	tbc	tbc	tbc	tbc
BV79bii	% Housing Benefit overpayments recovered	Not set	28.04%	41.22%	29%	35%	37%	39%	39%
BV79biii	% Housing Benefit overpayments written off	Not set	3.27%	N/A	3%	2.9%	2.8%	2.7%	2.7%
BV109a	% major planning applications in 13 weeks	57%	62%	75%	65%	>70%	>70%	>70%	>70%
BV109b	% minor planning applications in 8 weeks	65%	68%	80%	70%	71%	73%	75%	75%

#	PI Description	Past Performance				Future Targets		
		05/06		06/07		07/08	08/09	09/10
		Target	Actual	Upper Quartile	Target	Actual	Target	Target
BV109c	% other planning applications in 8 weeks	85%	84%	92%	85%	84.24%	86%	87%
SF706	Percentile (%) position in the CIPFA benchmarking group for rate of return on investments.	Note 1	tbc		Note 1	Note 3	Note 1	Note 1
SF707	% variation GF outturn and the original Budget	<3%	10%		<3%	tbc	<3%	<3%
SX17	Income (£000's) from other funding agencies as result of the Community Services capital grants programme	105	195		150	tbc	160	170
								180

Note 1: SF706 - The annual target is "to achieve a greater return than the CIPFA average over a 5-year rolling period".

Note 2: SF706 - South Cambridgeshire achieved an 05/06 rate of return of ? %, which resulted in our being second out of a group of 139 authorities that reported to CIPFA. The rate of return for the 139 authorities ranged from ?% to ?% and the average was ?%.

Note 3: SF706 - The actual is not known as it depends on the CIPFA benchmarking group performance, which will not be known until late in 2007.

Table 26 - Satisfaction with Services & Service Delivery

#	PI Description	Past Performance				Future Targets			
		05/06		06/07		07/08	08/09	09/10	
		Target	Actual	Upper Quartile	Target	Actual	Target	Target	
Satisfaction with Services									
BV111	% planning applicants satisfied	80% Note 1	63% Note 1	81% Note 1	80%	56%	80%	80%	
SE223	% pest control customers satisfied with the service	93%	95%		91%	N/A	91%	92%	93%
SE226	% satisfied with the way their EH request was handled	92%	86%		92%	N/A	93%	93%	93%
SH328	% tenants who returned slip, satisfied with refurbishments	90%	91%		92%	92%	94%	95%	95%
SP908	% satisfaction of listed building applicants	90%	90%		90%	90%	90%	90%	90%
SX4	% satisfied with how they can contact the Council	Not set	58% Note 1		65%	N/A Note 2			Not set Note 2
Service Delivery									
BV212	Average days to re-let council houses (was SH308)	30	29	27	21	42	36	32	27
SE224	% missed collections put right within time limits - was SE200	95%	100%		100%	100%	100%	100%	100%
SE225	% pest control first treatments within 4 working days	90%	85%		83%	93%	90%	90%	90%
SH301	% non-urgent repairs completed in time	92%	83%		93%	82%	Deleted 07/08		
SH309	% urgent repairs completed within government time limits	96%	96%		96%	98%	96%	96%	tbc
SH310	Average calendar days to complete non-urgent response repairs	20	17		16	16	15	14	tbc

#	PI Description	Past Performance					Future Targets		
		05/06		06/07		07/08	08/09	09/10	
		Target	Actual	Upper Quartile	Target	Actual	Target	Target	
SP902	% Planning decisions delegated to officers	90%	90%		90%	90%	90%	90%	
SP921	% of household planning applications within 8 weeks	87%	87%		90%	89.37%	90%	90%	
SP925	% building control applications decided within relevant period	90%	99%		99%	99%	99%	99%	
SX25	Average days to respond to standard search, received by post	8	8		10	10	8	6	4
SX26	Average days to respond to standard search, received electronically.						2	2	2
							Note 3		

Note 1: BV111 & SX4 - These are the 03/04 3-yearly results.

Note 2: SX4 - The government did not ask this question in the 06/07 3-yearly survey.

Note 3: SX26 - Progress in reaching this standard is dependent on progress on data conversion and the introduction of ICT systems. The ICT system was not fully in place in April 2007.

Table 27 - Quality of Service

#	PI Description	Past Performance				Future Targets		
		05/06		06/07		07/08	08/09	09/10
		Target	Actual	Upper Quartile	Target	Actual	Target	Target
BV204	% appeals allowed against planning application refusals	36%	28.6%	25%	36%	33%	36%	36%
BV205	Score against a planning quality of service checklist	90%	90%	94%	90%	90%	90%	90%
SE201	Collections missed per 100,000 collections of household waste	50	45		50	45	40	40
SH327	% repairs where appointment was made & kept (Note 1)	92%	94%		94%	95%	96%	96%

Note 1: **BV185** - This was deleted as a national PI after 04/05. It was retained as a valued local PI and was renumbered from BV185 to SH327.

Table 28 - Cleaner Villages & Environmental Quality

#	PI Description	Past Performance					Future Targets		
		05/06			06/07		07/08	08/09	09/10
		Target	Actual	Upper Quartile	Target	Actual	Target	Target	Target
Cleaner Villages									
BV199a	% land/highways with combined deposits/litter and detritus	33%	30%	8%	29%	29%	25%	23%	23%
BV199b	% relevant land/highways with unacceptable graffiti visible	Not set	6%	0%	6%	8%	5%	3%	1%
BV199c	% relevant land/highways with unacceptable visible fly-posting	Not set	3%	0%	3%	7%	2%	1%	1%
BV199d	Reduction in fly-tipping incidents and increase in enforcement (Note 1)	Not set	I	N/A	I	I	I	I	I
Environmental Quality									
BV216a	Land contamination 'sites of potential concern'	Not set	55I	N/A	540	51I	500	440	396
BV216b	% of sites for which sufficient detailed information is available to decide whether remediation of the land is necessary	Not set	9%	8%	15%	10%	12%	12%	12%
BV219a	Total number of conservation areas	84	84	N/A	85	85	86	86	86
BV219b	% conservation areas with up-to-date character appraisal	10.71%	10.71%	26%	16.47%	16.47%	25%	29%	32%
BV219c	% conservation areas with published management proposals	10.71%	10.71%	5.5%	16.47%	16.47	25%	29%	32%
SP903	% buildings taken off buildings at risk register	8%	3%		6%	9%	6%	7%	7%
SP904	Historic buildings improved as result of LA action	22	21		15	15	16	17	17
SP905	Metres hedges/hedgerow trees created with LA support	4,200	4,200		4,400	2,020	4,600	4,700	4,700
SP93I	Landscape schemes implemented	70	39		72	72	80	90	100

Note 1: BV199d - There are 4 possible scores (i.e. 1, 2, 3 or 4) and I is the highest achievable (otherwise scored as 'Very Effective'. A score of I indicates that the authority 'decreased the number of incidents of fly-tipping and increased the number of enforcement actions'.

Table 29 - Community Safety & Community Services

#	PI Description	Past Performance					Future Targets		
		05/06		06/07		07/08	08/09	09/10	
		Target	Actual	Upper Quartile	Target	Actual	Target	Target	Target
Community Safety									
BV218a	% abandoned vehicle new reports investigated within 24 hours	85%	76%	96.12%	85%	90%	95%	97%	98%
BV218b	% abandoned vehicles removed within 24 hours of when LA legally entitled to remove the vehicle	80%	85%	93.95%	85%	80%	90%	95%	95%
BV225	Actions against domestic violence (Replaces BV176)	Not set	54.5%	N/A	91%	tbc	91%	91%	91%
SX7	% feeling safe outside during the day (Note 1)	95%	93%				95%		95%
SX8	% feeling safe outside at night (Note 1)	73%	64%				73%		73%
SX9	% feeling safe alone in home after dark (Note 1)	88%	84%				88%		88%
Community Services									
SX15	% Dual Use Strategy work completed	66%	66%		88%	77%	100%	100%	100%

Note 1: SX7, 8 & 9 – These are identified from 2-yearly surveys carried out Countywide.

Table 30 - Housing Provision

#	PI Description	Past Performance					Future Targets		
		05/06		06/07		07/08	08/09		09/10
		Target	Actual	Upper Quartile	Target		Target	Target	
BV64	Private sector vacant dwellings returned into occupation or demolished as a direct result of LA action	2	0	38	2	2	2	2	2
BV183a	Weeks in B&B of relevant homeless households – Note 1	3	5	1.35	3	2	2	2	2
BV183b	Average weeks in hostels of relevant homeless households	28	29	0	24	24	20	16	
BV184a	% council houses which were non-decent at 1 st April 2006	11%	10%	12%	5%	2%	0%	0%	
BV184b	% change of non-decent council houses at 31 Mar 2007	79%	63.8%	29.2%	50%	50%	0%	0%	
BV203	% annual change in average number of families in temporary accommodation under homelessness legislation	0%	-3.14%	-17.82%	-5%	-6%	-5%	-5%	
BV213	Homelessness cases prevented per thousand households	Not set	1%	5%	1%	1%	1%	1%	
BV214	% households accepted as homeless who were previously accepted as homeless	3%	2.4%	0	2%	2%	2%	2%	

Note 1: BV183a – The national standard for 05/06 and again for 06/07 is to achieve a performance of ‘under 6 weeks’.

Table 31 - A Better Future through Partnership

#	PI Description	Past Performance				Future Targets		
		05/06		06/07		07/08	08/09	09/10
		Target	Actual	Upper Quartile	Target	Actual	Target	Target
BV226a	Spend on advice/guidance services provided by external organisations (Replaces BV177)	New 05/06	Nil		Not set Note 5	tbc	Not set	Not set
BV226b	% spent on advice/guidance service given to organisations with CLS Quality Mark at "General Help" level and above	New 05/06	Nil		Note 5	tbc	Note 5	Note 5
BV226c	Spend on advice/guidance in housing, welfare benefits and consumer matters, provided directly by LA to the public (000's).	New 05/06	£170.80 Note 1		Not set	tbc	Not set	Not set
SF710	% satisfied they can influence local decisions (Note 2)	25%	17%			25%		25%
SH302	% Tenants satisfied with response repairs	91%	95%		95%	94%	95%	95%
SX1	% turnout for local elections	68%	68.6%		Note 3	42% Note 3	43% Note 3	69% Note 6
SX2	% households returning annual canvas form	96.5%	95.8%		96.5%	98.4%	99%	99%
SX3	% residents who feel the council lets them know what it is doing and listens to their concerns (Note 4)	Actual 00/01 70%	Actual 03/04 70%		72%	54%		70%
SX16	Villages with completed Parish plans	10	16		20	tbc	24	28
								30

Note 1: BV226c – The actual estimated figure is £170,830. This is based on a proportion of the total salary budget for the Housing Advice and Homelessness section. We are required to supply an estimate of staff time spent on giving Homelessness Advice. The data will not be subject to audit.

Note 2. SF710 – Obtained through the countywide 2-yearly Quality of Life Survey.

Note 3: SX1 - Local elections will take place in a third of the district in 2006 and 2007. The scope for publicity is reduced for these localised elections and turnout is likely to be relatively low.

Note 4: SX3 – Data is obtained from a 3-yearly national survey and the 04/05 figure is the 03/04 actual.

Note 5: BV226a - Replaced BV177 in 05/06. Target not set as this is an unclear PI. Only broad cost estimates are required. Data will not be subject to potential qualification for 06-07. Quartile data will not be published.

Note 6: SX1 - The target assumes this will be a general election year.

Table 32 - A Sustainable Future for South Cambridgeshire

#	PI Description	Past Performance					Future Targets		
		05/06		06/07		Actual	07/08	08/09	09/10
		Target	Actual	Upper Quartile	Target		Target	Target	Target
BV8	% undisputed invoices paid within 30 days	98%	95.21%	97.3%	97%	96%	97%	97%	97%
BV63	Average SAP rating of council houses	65%	65%	69%	66%	64% Note 2	65%	66%	67%
BV82ai	% tonnage of household waste recycled	18%	18.1%	21.72%	19%	18%	20%	21%	22%
BV82aii	Tonnage household waste sent for recycling	10,000	10,615	9,083	10,700	10,500	11,200	11,700	12,200
BV82bi	% household waste composted or anaerobically digested	30%	31.3%	14.67%	31%	32%	32%	34%	35%
BV82bii	Tonnes household waste composted or anaerobically digested	17,000	18,330	6,050	18,000	18,000	18,100	19,300	19,800
BV84a	Kgms household waste collected per head	433	434.2	381	440	440	445	450	450
BV84b	% change in kilograms household waste collected per head	1.1%	2.87%	-3.22%	1.34%	1.38%	1.14%	1.12%	0%
BV91a	% served by one recyclable kerbside collection	100%	100%	100%	100%	100%	100%	100%	100%
BV91b	% served by two recyclable kerbside collection	100%	100%	100%	100%	100%	100%	100%	100%
BV106	% new homes built on previously developed land	27%	33%	89.36%	37%	37%	37%	37%	37%
BV200a	Did authority submit the LDS by 28 th March?	Yes	Yes	N/A	Yes	Yes	Yes	Yes	Yes
BV200b	Has the authority met the LDS milestones? (amended 05/06)	Yes	Yes	N/A	Yes	Yes	Yes	Yes	Yes
BV200c	Did authority publish monitoring report by December?	Yes	Yes	N/A	Yes	Yes	Yes	Yes	Yes
SP90I	Hectares of local nature reserve per 1,000 population	6.78	10.59		10.8	11.03	11	11.2	12
SX21	% SCDC single car users (Note 1)	49%	64%		60%	66%	55%	49%	49%

Note 1: SX21 - As part of the move to Cambourne the agreed planning permission required the authority to achieve a target of 49%.

Note 2: BV63 - A stock condition survey was carried out in November 2006, which resulted in a SAP rating of 63%. An adjustment has been made for improvements up to 31st March 2007.

8 Performance Indicators - Other National Best Value

The performance indicators in **Table 33** are national Best Value indicators, which we must include in this Performance Plan but which we will not closely monitor in 06/07. This may be because we do not value them locally or because they are only record the results of 3-yearly surveys.

Table 33 - Other National PIs (i.e. Not valued locally for 2007/08)

#	PI Description	Past Performance					Future Targets		
		05/06		06/07		Actual	07/08	08/09	09/10
		Target	Actual	Upper Quartile	Target		Target	Target	Target
BV2a	The authority's level of the CRE's Standard	1	0	N/A	1	0	2	2	2
BV2b	Score against a Race Equality Scheme checklist	15%	26%	73%	35%	tbc	45%	45%	tbc
BV3	% satisfied with the overall council service (Note 1)	72%	60%	61%	65%	57%			65%
BV4	% satisfied with handling of complaints (Note 1)	45%	30%	37%	40%	32%			40%
BV11a	% top-paid 5% of LA staff who are women	30%	30%	31.25%	35%	32%	37%	38%	38%
BV11b	% top 5% of LA staff who are from an ethnic minority	0.2%	0%	3.37%	4%	0%	4%	4%	4%
BV11c	% top-paid 5% of staff who have a disability	Not set	0%	5.91%	4%	4%	4%	4%	4%
BV14	% employees retiring early (excl: ill-health retirements)	0%	0%	0%	0%	0%	0%	0%	0%
BV15	Ill health retirements as % of total	0.4%	0.4%	0%	0.4%	0.4%	0.4%	0.4%	0.4%
BV16a	% staff meeting the Disability Discrimination Act 1995 definition	9.75%	8.14%	4.37%	9.5%	9.5%	10%	10.5%	11%
BV16b	% economically active residents disabled as proportion of total	10%	10%	N/A	10%	10%	10%	10%	10%
BV16c	Local PI = BV16a/b		81.4%		100%	100%	100%	100%	1005
BV17a	Ethnic minority community staff as % of total	1.8%	1.4%	2.7%	1.5%	1.7%	2%	2%	2.5%
BV17b	% economically active ethnic community people		3.1%	N/A		3.1%	3.1%	3.1%	3.1%
BV74a	% tenant satisfaction with overall service (Note 1)	88%	81%	85%	85%	81%			83%

#	PI Description	Past Performance					Future Targets		
		05/06		06/07		07/08	08/09	09/10	
		Target	Actual	Upper Quartile	Target		Target	Target	Target
BV74b	% BME tenants satisfaction with service (Note 1)	88%	75%	86%	85%	67%		83%	
BV74c	% non-black/minority tenants satisfied with service (Note 1)	88%	81%	85%	85%	81%		83%	
BV75a	% tenants satisfied with participation in decisions (Note 1)	60%	62%	70%	70%	53%		65%	
BV75b	% black/minority ethnic tenants satisfied with participation in decision making (Note 1)	60%	100%	76%	70%	50% Note 3		65%	
BV75c	% non-black/minority ethnic tenants satisfied with participation in decision making (Note 1)	60%	62%	70%	70%	53%		65%	
BV80a	% satisfied with ability to contact benefits office (Note 1)	85%	80%	84%	84%	73%		tb	tb
BV80b	% satisfied with the office benefit service (Note 1)	88%	79%	86%	86%	72%		tb	tb
BV80c	% satisfied with benefits telephone service (Note 1)	80%	83%	80%	80%	76%		tb	tb
BV80d	% satisfied with staff in benefits office (Note 1)	87%	83%	86%	86%	77%		tb	tb
BV80e	% satisfied with clarity of benefit forms etc (Note 1)	70%	63%	67.5%	67.5%	57%		tb	tb
BV80f	% satisfied with time of benefit claim success advice (Note 1)	85%	79%	77%	77%	70%		tb	tb
BV80g	% satisfied with benefits service overall (Note 1)	80%	84%	84%	84%	77%		tb	tb
BV86	Cost of waste collection per household	£47.89	£46.74	£40.28	£49.08	<£47.37	£46.19	£48.04	£49.96
BV89	% people satisfied with cleanliness standards (Note 1)	72%	63%	68%	70%	74%		Not set	
BV90a	% satisfied with recycling/household waste collection (Note 1)	91%	87%	90%	91%	84%		Not set	
BV90b	% satisfied with recycling facilities (Note 1)	75%	68%	75.5%	78%	69%		Not set	
BV119a	% satisfied with Sports/Leisure services (Note 1)		53%	60.25%	60%	54%		60%	
BV119c	% satisfied with Museums and Galleries (Note 1)		45%	50%	60%	44%		60%	
BV119d	% satisfied with Theatres/Concert Halls (Note 1)		47%	56%	65%	45%		60%	

#	PI Description	Past Performance					Future Targets		
		05/06		06/07		07/08	08/09		09/10
		Target	Actual	Upper Quartile	Target		Target	Target	
BV119e	% satisfied with Parks and Open Spaces (Note 1)		74%	77%	80%				70%
BV119f	% satisfied with Cultural and Recreational facilities		46%	No data	50%				Note 4
BV126	Domestic burglaries per 1,000 households	5.64	6.07	5.7	5.36		5.06	Not set	Not set
BV127a	Violent offences by a stranger per 1,000 population	8.35	5.95	11.1	8.35		8.35	Not set	Not set
BV127b	Violent offences in a public space per 1,000 population	0.13	0.2	0.2	0.13		0.13	Not set	Not set
BV128	Vehicle crimes per 1,000 population	7.37	6.4	6.4	6.9		6.43	Not set	Not set
BV156	% LA buildings open to all public and accessible to the disabled	100%	100%	87.5%	100%		100%	100%	100%
BV164	Council follows CRE code of practice in rented housing.	Yes	No	Yes	Yes		Yes	Yes	Yes
BV166a	EH checklist score of enforcement best practice	85%	87%	98.7%	87%		90%	100%	100%
BV170a	Visits to/usage of museums per 1,000 population	95	102	861	95		76	77	100
BV170b	Visits to/usage of museums in person per 1,000 population	84	90	460	87		68	69	80
BV170c	Visits to museums & galleries by pupils in organised groups	2,600	1,293	3,302	1,800		2,000	2,200	2,400
BV174	% racial incidents recorded per 100,000	Not set	0.77%	N/A	1.54%		2.31%	3.08%	tbc
BV175	% Racial incidents resulting in further action	100%	100%	100%	100%		100%	100%	100%
BV202	People sleeping rough on a single night	<10	<10	0	<10		<10	<10	<10
BV217	% pollution control improvements completed on time	90%	66%	100%	70%		100%	100%	100%

Note 1: Various - These PIs are subject to 3-yearly surveys. The 05/06 upper quartile figures are from 03/04 and the 06/07 target was set to achieve that performance.

Note 2: BV127a/b - The definition was changed in 05/06 but the PI number was not. It will not be possible to compare future performance with that before 05/06.

Note 3: BV75b - Only one person responded to this question, which makes it statistically unviable.

Note 4: BV119f - The government did not ask this question in 06/07.

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South Cambridgeshire District Council

Public Speaking at Planning Committee meetings

If you need this document in a large print, or any other, format, please let us know, and we will try to help!

South Cambridgeshire District Council is committed to extending public involvement in the planning process. There are already extensive consultation and neighbour notification procedures for all planning applications. Now you can speak directly to councillors at Planning Committee Meetings.

This guidance note explains the Council's public participation policy for supporters, objectors, parish councils and local Members (not otherwise members of the Committee) at meetings. It tries to answer some of the questions you may have about the procedures and what to expect at the meeting. It is based on simple rules which the Council has formulated to make the system as fair and easy to operate as possible, so please read all the guidance.

How can I find out how the Planning Committee works?

Please contact the Democratic Services Officer on issues relating to Committee timing and process. Planning Committee meetings are currently held on the first Wednesday of the month (except January and, in general, May, when they are held on the second Wednesday) at South Cambs Hall, Cambourne Business Park, Cambourne. The Planning Committee Agenda is published five clear **working** days before the meeting (generally 8 calendar days). The Planning Committee does not consider every application received by the Council.. The majority of planning applications are determined by senior officers (some in consultation with the Chairman and Vice-Chairman of the Committee and with local Members) under the Council's delegation scheme. You will need to check with the Case officer to see how the application in which you are interested is to be considered and on what date.

Do I need to attend the meeting to make my comments known to the Committee?

No. Written comments will be considered by the committee as well. As the meetings are open to the public, you may simply want to attend as an observer.

How do I arrange to speak at the meeting?

In order to be eligible to speak as an objector or supporter (other than the applicant, agent or local Member), you must have made a written representation on the application in question. Your right to address the Committee, if the application falls to be considered by it, will be set out in the standard consultation letter sent by the Planning Service after the application is received; this will include contact details showing how you can obtain copies of this guidance.

If you wish to speak at the meeting, please register your interest no later than 12.00pm on the Monday before the meeting. You can register your interest by contacting the Democratic Services officer on 01954 713028, e-mail ian.senior@scambs.gov.uk. The agenda is available online at www.scambs.gov.uk/meetings a week before the meeting. Registration will be on a first come first served basis. This means that, for each application, the name and telephone number of the first person to call as an objector or as a supporter will be noted and any subsequent callers will be given those details (as appropriate) to enable them to organise how their case will be presented, and by whom.

What is the order of speaking on each application?

A planning officer will introduce the item. Members of the public will then be called to speak in the following order:-

- objector (3 minutes) followed by questions to the objector from the Chairman and Committee members
- applicant **or** agent **or** supporter (3 minutes) followed by questions to the applicant / agent / supporter from the Chairman and Committee members
- Parish Council Chairman or representative (3 minutes) followed by questions to the Parish Council Chairman or representative from the Chairman and Committee members
- Local Member (not otherwise on the Committee) (3 minutes) followed by to the local Member from the Chairman and Committee members.

PLEASE NOTE –Councillors can only ask questions seeking clarification of points raised during your 3-minute slot.

The Planning Committee Chairman will direct you to a designated seat before you speak. The three minute rule will be strictly applied by the Chairman, who will ask you to go back to your seat in the public gallery after that time and any Question and Answer session. In exceptional circumstances, for example where a particularly large and/or contentious application is being considered, the 3-minute limit may be extended at the Chairman's discretion. The planning officer may add extra comments and then the Committee will debate the issues before

making a decision. No further contribution from those listed above will be allowed.

Can I ask questions of other speakers?

No – in general, you should seek answers to your questions before the meeting and state your case on the basis of information given to you. You must not interrupt other speakers or the Committee debate.

Can I make a PowerPoint presentation, use slides or overhead transparencies or circulate supporting documents?

Unfortunately we are logistically unable to offer PowerPoint presentations, slides and Overhead transparencies. If you wish to circulate supporting documents, please do so no later than 48 hours before the meeting so that Councillors have adequate opportunity to consider the material. A list of Councillors' names and addresses (including e-mail) is available online at www.scambs.gov.uk/councillors. Please do not send documents to the Council for this purpose, and please ensure that every member of the Committee receives the same information, a copy of which should be sent to the Case officer and to your local Member or Members (see www.scambs.gov.uk/councillors for details, or 'phone the Contact Centre on 08450 450500.

What can I say at the meeting?

You should confine what you say to a statement of fact or opinion, and:

- Be brief and to the point
- limit your views to the planning application
- confine yourself to relevant planning issues.

What are the relevant planning issues in considering applications?

These will vary from application to application, but will include:

- Cambridgeshire and Peterborough Structure Plan 2003
- Design, appearance, layout, scale and landscaping
- Environmental health issues such as noise, smells and general disturbance
- Government Planning Policy Guidance
- Highway safety and traffic issues
- Impact on trees, listed buildings, conservation areas and other designated sites.
- Loss of an important view from public land that compromises the local character
- Planning law and previous decisions
- Visual and residential amenity

- South Cambridgeshire Local Plan 2004 and the Local Development Framework 2007.

What matters are likely to be irrelevant in considering applications?

These will vary from application to application, but will include:

- Boundary and area disputes
- Developers' morals or motives
- Effect on the value of property
- Loss of a private view over adjoining land (unless there a parallel loss of an important view from public land – see above).
- Matters not covered by planning, highway or environmental health law
- Personal issues, such as access, dropped kerbs and rights of way
- Suspected future development

In your own interests, you should not say anything derogatory or inflammatory, which could expose you to the risk of legal action against you.

How do parish councils get involved?

Parish councils are consulted about every planning application in their parish (and sometimes about applications in neighbouring parishes). Copies of planning applications can be viewed locally, at South Cambs Hall or using the following link on the Council's website:

<http://egov.scambs.gov.uk/planningapps/pa.php> For the contact details of your local parish council clerk, please phone the Contact Centre on 08450 450 500, or go online to <http://scambs.moderngov.co.uk> and follow the link to Parish Councils.

The role of District Councillors

Councillors are elected to represent you (and South Cambridgeshire as a whole). You may want to contact your local Councillor to discuss a particular planning application. However, Councillors, especially those who are Members of the Planning Committee, will not commit themselves to a decision before hearing the evidence and debate at the relevant planning meeting. They will need to take into account planning law and local and national planning policies as well as public opinion.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Council

24th May 2007

AUTHOR/S: Chief Executive / Head of Revenues

WRITE OFF OF OUTSTANDING DEBTS

Purpose

1. To notify Council of debts written off under powers delegated to the Portfolio Holder for Resources, Staffing, Information and Customer Services and the Chief Financial Officer as required by the Constitution

Background

2. The Council's Constitution sets out delegated authority to write off irrecoverable debts. Authority to write off debts in excess of £50,000 is reserved to Cabinet, while write offs below that level but exceeding £2,500 are delegated to the Portfolio Holder for Resources, Staffing, Information and Customer Services. Authority to write off debts of less than £2,500 is delegated to the Chief Financial Officer.

Considerations

3. Whilst collection rates for all charges are high there are inevitably cases where it proves impossible to collect outstanding amounts. These may be due to legal restrictions, such as in the case of insolvency or death, because the debtor has absconded and cannot be located, or because it is not economic to take further action in consideration of the amount of the debt and the particular circumstances.
4. All appropriate options to recover the debt are attempted before the debt is considered for write off.
5. Provisions for bad debt are made annually in the Council's accounts and it is generally recognised to be good accounting practice to write off debts as soon as possible once it has been established that collection is unlikely.
6. During the 2006/07 financial year there were no write offs in excess of £50,000 and authorisation was given to write off other amounts as shown in the first table. The amounts are expressed as a percentage of the 2006/07 collectible charge in the second table.

Table 1 – Value of debt written off

Type of Debt	Total Amount Authorised by	
	Portfolio Holder	Chief Financial Officer
Rent	£ 22,689.57	£39,258.82
Council Tax	£16,641.09	£126,583.35
Non-Domestic Rates	£147,119.35	£26,698.28
Sundry Debt	£41,935.80	£13,880.89
Benefit Overpayment	£30,121.12	£24,144.53
Mortgages	-	£200.00

Table 2 – Value of debt written off as a percentage of charge

Type of Debt	Amount as % of 2006/07 Collectible Charge	
	Portfolio Holder	Chief Financial Officer
Rent	0.11%	0.20%
Council Tax	0.03%	0.20%
Non-Domestic Rates	0.29%	0.05%
Sundry Debt	1.25%	0.47%
Benefit Overpayment	2.82%	2.26%
Mortgages	N/a	N/a

Table 3 – Number of debts written off

Type of Debt	Number of Debts Written Off	
	Portfolio Holder	Chief Financial Officer
Rent	8	67
Council Tax	12	418
Non-Domestic Rates	14	40
Sundry Debt	2	112
Benefit Overpayment	5	110
Mortgages	0	1

Notes

In addition to the number and amount shown in the tables, 170 small debit and credit balances of up to £10.00 were also written off Council Tax accounts. The net value was £774.76CR.

Implications

7.	Financial	See below
	Legal	<p>The Council has a statutory responsibility to collect certain charges such as Council Tax, Non-Domestic Rates, and overpayments of benefits, and must act reasonably in attempting to collect all money due. Other charges can be subject to legally binding contractual arrangement.</p> <p>In some situations, such as insolvency, the Council is precluded from recovering debts and obliged to write them off.</p> <p>Whilst not a legal requirement it is considered good accounting practice to write off bad debts as soon as it is evident that they are uncollectible.</p>
	Staffing	None
	Risk Management	Debts written off during the year are within the budgeted provisions and there are no risk management implications.
	Equal Opportunities	None

8. The financial implications vary dependant on the type of debt as outlined below.

(a) Council Tax

The write off of debts represents a loss of income to the Council's Collection Fund. An allowance of 0.5% for bad debt is made when setting the tax base used to calculate the level of Council Tax. If there is an overall deficit on the collection fund at the end of the financial year this is shared by all the major preceptors, the County Council, and Police and Fire Authorities. Effectively this means the Council's loss would be limited to approximately 8% of the actual amount written off, should there be an overall deficit on the Collection Fund.

(b) Rent

There is a direct loss of income to the Council's Housing Revenue Account. Bad debt allowances are set according to a statutory scale based on the value of individual debts.

(c) Business Rates

Debts written off are offset against the Council's contribution to the National Non-Domestic Rating Pool and are therefore borne by central Government.

(d) Sundry Debts

Write offs represent a direct loss of income to the Council's General Fund or Housing Revenue Account as appropriate.

(e) Overpayments of Housing Benefit

Whilst the write offs are a direct loss of income to the Council's General Fund, the Council still receives a subsidy from central Government in respect of the Housing Benefit paid in the majority of cases. The actual amount of subsidy varies depending on the reason for the overpayment.

Consultations

9. None

Effect on Annual Priorities and Corporate Objectives

10.	Quality, Accessible Services	There is the potential for service delivery to be adversely affected by poor revenue collection.
	Village Life	None
	Sustainability	None
	Partnership	None

Conclusions/Summary

11. The Council has improved collection rates over the last financial year and has maintained good accounting practice by regularly reviewing debts and writing them off where there is no likelihood of recovering them.

Recommendations

12. It is recommended that Council note the amounts written off under delegated powers.

Background Papers: the following background papers were used in the preparation of this report: None

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