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8 June 2009

To: Members of the Standards Committee:

RF Bryant	Parish Member
Ms GJ Butcher	Independent Member
NN Cathcart	District Council Member, non-group
Mrs SJO Doggett	District Council Member, Independent Group
Mrs KM English	Independent Member
Mr M Farrar	Parish Member
R Hall	District Council Member, Conservative Group
AC Hampton	Independent Member
JL House	Independent Member
Mr DC Kelleway	Parish Member
Mrs JE Lockwood	District Council Member, Liberal Democrat Group
Mrs CAED Murfitt	District Council Member, non-group
AG Orgee	District Council Member, Conservative Group
Mrs MS Pilfold-Allan	Independent Member
Mr EM Revell	Independent Member
A Riley	District Council Member, Independent Group
Mr CF Tomsett	Parish Member
Dr SEK van de Ven	District Council Member, Liberal Democrat Group
JG Williams	Independent Member

and to I Dewar (Interim County Executive Officer, Cambridgeshire & Peterborough Association of Local Councils (CPALC)), for information.

Dear Sir or Madam

You are invited to attend the next meeting of **STANDARDS COMMITTEE**, which will be held in the **SWANSLEY ROOM, GROUND FLOOR** at South Cambridgeshire Hall on **WEDNESDAY, 17 JUNE 2009** at **10.00 a.m.**

Yours faithfully
GJ HARLOCK
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA

PAGES

PROCEDURAL ITEMS

- 1. Apologies**
To receive apologies for absence from committee members.

Apologies have been received from Councillor A Riley, District Council Member and from Mr CF Tomsett, Parish Member.

2. Declarations of Interest

3. Election of Chairman of Standards Committee 2009/10

Where there are three or more candidates for appointment and there is, after balloting, no candidate with a clear majority, meaning in this case the votes of more than 50% of members present and voting, the candidate with the least number of votes shall withdraw and there shall be a fresh ballot of the remaining candidates; and so on as necessary until a candidate has that majority. Where there are two candidates only, or two candidates remain, a vote shall be taken. In the event of a tie, a second vote shall be taken. In the event of a continuing tie, the matter shall be decided by the toss of a coin. (Standing Order 16.7)

All nominees for the Chairmanship shall leave the room prior to a vote.

4. Appointment of Vice-Chairman of Standards Committee 2009/10

5. Chairman's Address

6. Minutes of Previous Meeting

1 - 8

To authorise the Chairman to sign the Minutes of the meeting held on 11 March 2009 as a correct record.

DECISION ITEMS

7. Establishment of Standards Committee Panels under the Standards Committee (England) Regulations 2008

9 - 14

For decision.

8. Further Provisions Regulations 2009: Suspension of Standards Committee Functions, Establishment of Joint Standards Committees, Dispensations

15 - 22

For decision.

9. COTON Parish Council: Requests for Dispensations

23 - 26

For decision.

10. ELTISLEY Parish Council: Requests for Dispensations

27 - 30

For decision.

11. Standards Committee Work Programme: Review of 2008/09 and KPIs for 2009/10

31 - 34

To note the 2008/09 review and to agree the 2009/10 work programme.

INFORMATION ITEMS

12. Standards Board for England review of Standards Framework

35 - 38

To note the collated responses from South Cambridgeshire District and Parish Councillors, Parish Clerks and Standards Committee members. With the permission of the Chairman, any responses received after the deadline of Monday 8 June will be tabled at the meeting.

13. Annual Return to Standards Board for England 2008/09 **39 - 46**
To note.

14. Standards Committee Budget 2008/09: Review **To Follow**
To note.

STANDING ITEMS

15. Update from Assessment and Review Panels **47 - 48**
To receive an oral report from the Chairman of Assessment Panel and the attached report of the Democratic Services Officer.

The Review Panel has not met this quarter.

16. Advice to, and training of, District and Parish Council Members in relation to the Members' Code
The Parish Forum training events scheduled for June 2009 were advertised to the parish councils through the Cambridgeshire and Peterborough Association of Local Councils (CPALC) and the Standards Committee Newsletter; however, take-up rates were too low to go ahead. Officers and CPALC are considering alternative dates for autumn 2009, to give attendees more advance notification. Standards Committee members will be asked to commit to attending at least one session.

Document	Weekly Bulletin
Standards Board for England Bulletin 42	11 March 2009
Town and Parish Standard February 2009	11 March 2009
Standards Board for England Bulletin 43	29 April 2009
Standards Committee Newsletter Spring 2009	13 May 2009 (hard copies also sent)
Announcement of forthcoming Parish Council Member vacancy on Standards Committee	13 May 2009 (hard copies also sent)
Consultation of district and parish councillors if they wished to be notified if they are the subject of a complaint	20 May 2009 (hard copies also sent)

To note.

17. Feedback from Parish Councils
To note, if any.

18. Local Investigations, Hearings and References made to Ethical Standards Officers **49 - 54**
To note.

19. Operation of Code of Conduct and other statutory functions of the Monitoring Officer **55 - 60**
To note the attached news items and press releases relating to the operation of the Code of Conduct. If it has been published, the full decision summary of APE0419, Boughton v Dartmouth Town Council, will be available at the Standards Committee meeting.

20. Operation of the Council's "whistle-blowing" policy
Nothing to report.

21. Dates of Next Meetings

Regular meetings for 2009-10:

- Wednesday 16 September 2009
- Wednesday 9 December 2009
- Wednesday 10 March 2010

Additional meetings will be scheduled as necessary, possibly at short notice, depending upon the publication of new legislation. Members are reminded to check their e-mail regularly.

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

While the District Council endeavours to ensure that visitors come to no harm when visiting South Cambridgeshire Hall, those visitors also have a responsibility to make sure that they do not risk their own or others' safety.

Security

Members of the public attending meetings in non-public areas of the Council offices must report to Reception, sign in, and at all times wear the Visitor badges issued. Before leaving the building, such visitors must sign out and return their Visitor badges to Reception.

Emergency and Evacuation

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

- **Do not** use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

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

Access for People with Disabilities

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Toilets

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

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, sub-committee or other sub-group of the Council or the executive.

Banners, Placards and similar items

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

Since 1 July 2008, the Council has operated a new Smoke Free Policy. Visitors are not allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. Visitors are not allowed to bring food or drink into the meeting room.

Mobile Phones

Visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings or are switched off altogether.