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1 March 2010

To: Chairman – Kathy English  
Vice-Chairman – Alan Hampton

Members of the Standards Committee:

Bob Bryant	Parish Member
Georgina Butcher	Independent Member
Nigel Cathcart	District Council Member, non-group
Sandra Doggett	District Council Member, Independent Group
Michael Farrar	Parish Member
Roger Hall	District Council Member, Conservative Group
John House	Independent Member
Dave Kelleway	Parish Member
Janet Lockwood	District Council Member, Liberal Democrat Group
Cicely Murfitt	District Council Member, non-group
Tony Orgee	District Council Member, Conservative Group
Mary Pilfold-Allan	Independent Member
Eric Revell	Independent Member
Alex Riley	District Council Member, Independent Group
Chris Tomsett	Parish Member
Susan van de Ven	District Council Member, Liberal Democrat Group
James 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, 10 MARCH 2010** 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.**

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**AGENDA**

**PAGES**

**PROCEDURAL ITEMS**

**1. Apologies**

To receive apologies for absence from committee members.

<b>2.</b>	<b>Declarations of Interest</b>	
<b>3.</b>	<b>Minutes of Previous Meeting</b> To authorise the Chairman to sign the Minutes of the meeting held on 9 December 2009 as a correct record.	<b>1 - 6</b>
<b>4.</b>	<b>Chairman's Address</b>	
<b>RECOMMENDATION TO COUNCIL</b>		
<b>5.</b>	<b>Amendments to the Constitution - Article 9 - The Standards Committee</b>	<b>7 - 16</b>
<b>DECISION ITEMS</b>		
<b>6.</b>	<b>Dispensations</b>	
<b>6 (a)</b>	<b>BARTON Parish Council: Requests for Dispensations</b>	<b>17 - 24</b>
<b>6 (b)</b>	<b>GAMLINGAY Parish Council: Further Request for Dispensation</b>	<b>25 - 30</b>
<b>7.</b>	<b>2010-11 Meeting Dates</b>	<b>31 - 34</b>
<b>8.</b>	<b>Parish Liaison Working Group: Parish Council Questionnaire</b> To approve the Parish Liaison Working Group's draft questionnaire for circulation to parish councils.	<b>35 - 38</b>
<b>9.</b>	<b>Appointment to the Standards Committee of Independent Members 2010-14</b> Article 9.02 (d) of the Constitution states that "[The appointment of independent members] shall be ratified by Council on the recommendation of the appointments panel of the Standards Committee, its size and composition to be determined by the committee."  The Standards Committee is asked to determine the size and composition of an appointments panel for the two forthcoming independent vacancies. It is anticipated that the panel will conduct the shortlisting process the week commencing Monday 21 June 2010, and interviews of shortlisted candidates the week commencing Monday 28 June 2010 and / or the week commencing 5 July 2010, to enable the names of the successful candidates to be presented to Council for co-option on Thursday 22 July 2010. <b>For decision.</b>	
<b>10.</b>	<b>2010 Annual Assembly of Standards Committees: A place for standards - Birmingham, 18-19 October 2010</b> <b>For decision</b> on how many places to book. Further details are included in the Standards Bulletin Issue 47 (attached as Item 13, below), although the programme has not yet been finalised.	
<b>11.</b>	<b>Annual Standards Committee Report to Council 2010</b> The second annual Standards Committee report to Council will be presented on 27 May 2010 at the Annual General Meeting of the Council. Standards Committee members are asked for any comments on the attached draft report and to delegate authority for its finalisation to the	<b>39 - 46</b>

Chairman, Vice-Chairman and Deputy Monitoring Officer, with electronic copies to be sent to all Standards Committee members.

## REPORTS FOR INFORMATION / DISCUSSION

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| <b>13.</b> | <b>Politically Restricted Posts</b>   | <b>47 - 48</b>   |
| <b>14.</b> | <b>Standards for England - New 'Risk Rating' System</b><br>Information from Standards for England is expected by early March 2010 and will be tabled at the meeting if received after the agenda has been published. Some background information is provided in the Standards for England Bulletin 47 (attached) under the heading "Our Risk Based Approach". | <b>49 - 58</b>   |
| <b>15.</b> | <b>Standards for England Annual Return 2010</b>   | <b>59 - 76</b>   |
| <b>16.</b> | <b>Assessing the Impact of Standards Committees</b>   | <b>77 - 110</b>  |
| <b>17.</b> | <b>Qualitative Assessment of Advice and Guidance</b>  | <b>111 - 116</b> |

## STANDING ITEMS

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|------------|---|------------------|
| <b>18.</b> | <b>Update from Assessment and Review Panels</b>   | <b>117 - 118</b> |
| <b>19.</b> | <b>Advice to, and training of, District and Parish Council Members in relation to the Members' Code</b> |                  |

<b>Document</b>	<b>Weekly Bulletin</b>
Standards for England Bulletin 46	23 December 2009
Appointment to the Standards Committee of a Parish Council Member – invitation to make nominations and description of process	17 February 2010
Standards Committee Newsletter Winter 2009-10	17 February 2010
Blogging Quick Guide	3 March 2010
Charitable Trustees and declarations of interest under the Code	3 March 2010
Freemasonry and the Code of Conduct	3 March 2010
Independent members	3 March 2010
Notifications to parish and town councils concerning complaints about their members and the Standards Committee (England) Regulations 2008 (the 2008 Regulations)	3 March 2010
The role and appointment of parish and town council representatives to the standards committee and the Standards Committee (England) Regulations 2008 (the 2008 Regulations)	3 March 2010
Standards for England Bulletin 47	3 March 2010

**To note.**

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| <b>20.</b> | <b>Local Investigations, Hearings and References made to Standards for England</b><br>A public hearing relating to allegations made about the conduct of a |
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parish councillor has been scheduled for 10 am on Monday 12 April 2010 in the Council Chamber. The Standards Committee Chairman has appointed Ms GJ Butcher (Independent member and Chairman of the Panel), Mrs CAED Murfitt (District Council member) and Mr C Tomsett (Parish Council member) as the Hearing Panel.

Three allegations about the conduct of a district councillor, referred to Standards for England by the Local Assessment Panel, have been accepted for investigation by an Ethical Standards Officer.

**21. Operation of Code of Conduct and other statutory functions of the Monitoring Officer**

On 12 February 2010 the following message was posted by Standards for England on their web forum: "The new Code of Conduct for Members will not be laid during this Parliamentary session. Communities and Local Government have notified us that the Government is concentrating on financial instruments and so there will not be Parliamentary time available for the Code.

"In practice this means that a new Code will not now be laid until after a general election."

**22. Operation of the Council's "whistle-blowing" policy**

An annual report will be provided at the June 2010 meeting.

## **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.

### **Increased hygiene at South Cambridgeshire Hall**

In light of the swine flu pandemic, we have intensified our usual cleaning routines in council buildings. We have also introduced hand gel dispensers throughout the offices, including public areas. When visiting South Cambridgeshire Hall you are encouraged to use these facilities if and when required to help limit the spread of flu.

### **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**

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. 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 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.