

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 03450 450 500
f: 01954 713149
dx: DX 729500 Cambridge 15
minicom: 01480 376743
www.scambs.gov.uk



7 June 2010

To: Members of the Standards Committee:

Bob Bryant	Parish Member
Georgina Butcher	Independent Member
Nigel Cathcart	District Council Member, non-group
Michael Farrar	Parish Member
Kathy English	Independent Member
Roger Hall	District Council Member, Conservative Group
Alan Hampton	Independent Member
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
Jim Stewart	District Council Member, Liberal Democrat Group
Chris Tomsett	Parish Member
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, 16 JUNE 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.

AGENDA

PAGES

PROCEDURAL ITEMS

- 1. Election of Chairman of Standards Committee 2010/11**
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.

2. **Appointment of Vice-Chairman of Standards Committee 2010/11**
 3. **Apologies**
Apologies have been received from Michael Farrar and Councillor Jim Stewart.
 4. **Declarations of Interest**
 5. **Minutes of Previous Meeting** **1 - 8**
To authorise the Chairman to sign the Minutes of the meeting held on 10 March 2010 as a correct record.
 6. **Chairman's Address** **9 - 12**
Attached for information are a statement from the Chairman and Chief Executive of Standards for England in response to the Government's planned Decentralisation and Localism Bill, and a letter from Standards for England sent to all Standards Committee Chairmen which confirms the continuing statutory responsibilities of Standards Committees.
- DECISION ITEMS**
7. **2010/11 Appointments to Standards Committee Panels Established under the Standards Committee (England) Regulations 2008** **13 - 20**
 8. **Standards Committee Work Programme: Review of 2009/10 and KPIs for 2010/11, including 2010 Annual Return to Standards for England** **21 - 36**
 9. **Amendments to the Constitution - Article 9 - The Standards Committee** **37 - 50**
 10. **2010 Annual Assembly of Standards Committees: A place for standards - Birmingham, 18-19 October 2010**
The following statement was issued by Standards for England on Monday 7 June 2010: "In common with all Government Departments, as a Non-Departmental Public Body Standards for England is required to consider reducing its budget this financial year. The Board will be meeting this next week to consider options. The annual assembly will be considered at that meeting. When we are in a position to be clear about what is happening we will make a statement, which will be available on our website." Such further statement, if received, will be reported orally at the Standards Committee meeting.

The Standards Committee on 10 March 2010 agreed to pre-book five places for the Chairman, Vice-Chairman, and one representative each of the Council, Independent and Parish members, and to confirm names of

attendees at the 16 June 2010 meeting. Five places have been pre-booked and delegate names are required by 20 September 2010. Although there is a Standards Committee meeting on 15 September 2010, officers recommend that delegates be named at this meeting, to ensure that they have had sufficient notice to make arrangements to attend. The advance programme is attached for information.

In light of the above statement, the Standards Committee is asked **TO CONFIRM** names of attendees, bearing in mind that the 2010 Annual Assembly may change or be cancelled.

- 11. Parish Council Training: Recommendation from the Parish Liaison Working Group** **51 - 60**
The recommendations of the Parish Liaison Working Group will be reported at the meeting. A summary of the responses received is attached.
- 12. GAMLINGAY Parish Council: Further Request for Dispensation** **61 - 66**
- INFORMATION / DISCUSSION ITEMS**
- 13. Standards Committee Budget 2009/10: Review** **67 - 68**
To note.
- 14. Standards for England Review of the Framework: Version 2.0 - The Proportionality Upgrade** **69 - 106**
The March 2010 Standards for England review of the local framework and its recommendations was published on the day before the 16 March 2010 Standards Committee meeting and copies were distributed but not considered at that meeting. In light of the uncertainty facing Standards for England, the document is attached **to note**. Members are reminded that this is Standards for England's lobbying document, not a consultation document, and the Standards Committee has not been asked to respond.
- 15. Whistleblowing Policy: Internal Audit Manager's Annual Report 2009/10** **107 - 108**
To receive.
- 16. Update from Assessment and Review Panels** **109 - 110**
To note.
- 17. Local Investigations, Hearings and References made to Standards for England** **111 - 120**
To note.
- 18. Advice to, and training of, District and Parish Council Members in relation to the Members' Code**

Document	Weekly Bulletin
Connected Councillors: A guide to using social media (hard copies posted to all district councillors and all parish councils)	31 March 2010
Standards Committee Newsletter Spring 2010 (hard copies posted to district councillors and all parish councils)	26 May 2010

To note.

19. Operation of Code of Conduct and other statutory functions of the Monitoring Officer **121 - 156**

Attached for information are details of two recent decisions by the First-Tier Tribunal (Local Government Standards in England).

To note.

20. Date of Next Meeting

To note that the next quarterly meeting will be on Wednesday 15 September 2010 at 10 am in the Swansley Room. An extraordinary meeting could be scheduled at short notice if the Standards Committee is asked to respond to any Government proposals on changes to legislation.

21. Meetings of Standards Committee Panels **157 - 162**

Following the Standards Committee meeting, the Standards Committee Panels will meet to elect their Chairman for the 2010/11 civic year. Agendas are attached.

OUR VISION

- We will make South Cambridgeshire a safe and healthy place where residents are proud to live and where there will be opportunities for employment, enterprise and world-leading innovation.
- We will be a listening Council, providing a voice for rural life and first-class services accessible to all.

OUR VALUES

We will demonstrate our corporate values in all our actions. These are:

- Trust
- Mutual respect
- A commitment to improving services
- Customer service

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.