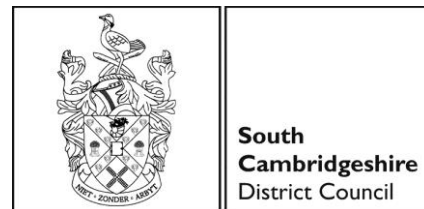


South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

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



10 January 2011

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

Members of the Standards Committee:

Diane Best	Independent Member
Alan Brett	Parish Member
Bob Bryant	Parish Member
Nigel Cathcart	District Council Member, non-group
Michael Farrar	Parish Member
Roger Hall	District Council Member, Conservative Group
John House	Independent Member
Janet Lockwood	District Council Member, Liberal Democrat Group
Cicely Murfitt	District Council Member, non-group
Tony Orgee	District Council Member, Conservative Group
Raith Overhill	Independent Member
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 (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 **COUNCIL CHAMBER, FIRST FLOOR** at South Cambridgeshire Hall on **WEDNESDAY, 19 JANUARY 2011** at **10.00 a.m.**

Yours faithfully
JEAN HUNTER
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**
Apologies have been received from Michael Farrar (Parish Council

Member) and James Williams (Independent Member).

2. **Declarations of Interest**
3. **Minutes of Previous Meetings** 1 - 8
 To authorise the Chairman to sign the Minutes of the meetings held on 15 September and 4 October 2010 as correct records.

4. **Chairman's Address**

DECISION ITEMS

5. **2010/11 Appointments to Standards Committee Panels**
To appoint Alan Brett, Parish Council Member, to one of the Standards Committee Panels for the remainder of the 2010/11 municipal year.
6. **Future of Standards** 9 - 26
 Chapters 4 and 5 of the Localism Bill, relating to predetermination (Chapter 4) and standards (Chapter 5) are available on the Council's website, www.scambsgov.uk/meetings as part of the agenda for the Standards Committee meeting. Hard copies will be provided by Democratic Services if requested no later than 48 hours before the meeting.
7. **CROXTON Parish Council: Applications for Dispensations** 27 - 32
8. **CROYDON Parish Council: Applications for Dispensations** 33 - 38
9. **Standards Committee 2011/12 Meeting Schedule** 39 - 40

STANDING ITEMS

10. **Update from Assessment and Review Panels** 41 - 42
11. **Advice to, and training of, District and Parish Council Members in relation to the Members' Code** 43 - 50

Document	Weekly Bulletin / E-mail
Communities and Local Government Announcement: Corrupt councillors will go to court not Standards committees (attached)	24 September 2010 (E-mail)
Appointment to the Standards Committee of a Parish Council Member – ballots and personal statements issued, voting process and deadline for receipt of ballots	29 September 2010 (Weekly Bulletin)
Standards Committee Newsletter	20 October 2010 (Weekly Bulletin)
Appointment to the Standards Committee of a Parish Council Member – announcement of results	22 October 2010 (E-mail)
Update on future of Code of Conduct (attached)	24 October 2010 (E-mail)
Communities and Local Government Guidance on Abolition of Standards Regime (attached)	1 December 2010 (E-mail)

To note the above, and that the proposed joint training session to be delivered in partnership with the Cambridgeshire and Peterborough Association of Local Councils (CPALC) has been postponed indefinitely following publication of the Decentralisation and Localism Bill.

12. **Feedback from Parish Liaison Working Group**
13. **Local Investigations, Hearings and References made to Standards for England** 51 - 52
14. **Operation of Code of Conduct and other statutory functions of the Monitoring Officer** 53 - 54
Attached **to note** are minutes of the Cambridgeshire County Council Standards Committee meeting of 1 October 2010, updating members on the outcome of 'other action' taken in relation to a recent case, as requested by the Standards Committee at its 15 September 2010 meeting.
15. **Operation of the Council's "whistle-blowing" policy**
An overview of the whistle-blowing policy was included in the Member / Officer Working Relations workshop held for councillors on 10 December 2010, and will form part of future workshops held for members and officers in early 2011.
16. **Date of Next Meeting**
Wednesday 9 March 2011 at 10 am.

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.

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. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can obtain both neck loops and earphones from Reception.

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.