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6 September 2011

To: Members of the Standards Committee:

Diane Best	Independent Member
Rick Bristow	Parish Council Member
Nigel Cathcart	District Council Member, non-group
Kathy English	Independent Member
Michael Farrar	Parish Member
Roger Hall	District Council Member, Conservative Group
Alan Hampton	Independent Member
John House	Independent Member
Janet Lockwood	District Council Member, Liberal Democrat Group
Simon Martin	Parish Council Member
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
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 **SWANSLEY ROOM, GROUND FLOOR** at South Cambridgeshire Hall on **WEDNESDAY, 14 SEPTEMBER 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

Meetings of Standards Committee Panels

The Standards Committee meeting will be followed by meetings of the Hearing Panel, Review Panel and Local Assessment Panel to elect their 2011/12 Chairmen and to deal with any outstanding business.

The press and public will be able to attend only the meeting of the Hearing Panel. Determination of initial assessment and review must be conducted in closed meetings (The Standards Committee (England) Regulations 2008, Regulation 8, Paragraph 5(a)). These meetings are not subject to the rules on admission to meetings and access to documents as set out under Part 5A of the Local Government Act 1972.

PROCEDURAL ITEMS

1. **Apologies**
To receive apologies for absence from committee members.
2. **Declarations of Interest**
3. **Election of Chairman of the Standards Committee 2011/12**
4. **Appointment of Vice-Chairman of the Standards Committee 2011/12**
5. **Chairman's Address**
6. **Minutes of Previous Meetings** 1 - 8
To authorise the Chairman to sign the Minutes of the meetings held on 9 March 2011 and 28 July 2011 as correct records.

DECISION ITEMS

7. **2011/12 Appointments to Standards Committee Panels Established under the Standards Committee (England) Regulations 2008** 9 - 14
8. **LONGSTANTON Parish Council: Requests for Dispensations** 15 - 20
One dispensation request is attached to the agenda as an example. The other five, which make identical requests, are available on the Council's website, www.scambs.gov.uk/meetings as part of the agenda for this 14 September 2011 Standards Committee meeting.

INFORMATION ITEM

9. **Standards Committee Budget 2010/11** 21 - 22
To note.

STANDING ITEMS

10. **Updates from Assessment and Review Panels** 23 - 24
To note.
11. **Advice to, and training of, District and Parish Council Members in relation to the Members' Code**

Document	Weekly Bulletin / E-mail
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Standards Committee Newsletter Spring 2011	16 March 2011
Future of Standards Survey	16 March 2011, 11 May 2011
Consultation on change of number of Parish Council members on Standards Committee in light of a resignation	4 April 2011
Standards Committee seeks new Parish Council member	3 June 2011 (e-mail) 15 June 2011 (Bulletin) 22 June 2011 (e-mail) 23 June 2011 (post with covering letter explaining the process, ballot papers and candidates' supporting statements) 6 July 2011 (Bulletin) 8 July 2011 (e-mail announcing results and recommendation to Council)
Localism & Standards: Update from Association of Council Secretaries & Solicitors	3 August 2011 (Bulletin and covering e-mail)

To note the above.

- 12. Feedback from Future of Standards Working Group** **25 - 36**
To receive notes of the 16 May 2011 Future of Standards Working Group meeting. The survey responses from district and parish councillors, parish clerks and Council officers are attached for information only. The survey closing date was Friday 10 June 2011.
- 13. Local Investigations, Hearings and References made to Standards for England** **37 - 40**
To note.
- 14. Operation of National Codes of Conduct and other statutory functions of the Monitoring Officer** **41 - 100**
To note that
- (1) the Localism Bill will required Councils to publicise details of their standards arrangements with regards to adopting a code and local framework;
 - (2) shortly before the Parliamentary recess Lords Newton (Con), Tope (Lib Dem) Filkin (Labour) and Bichard (Cross Bench) (amongst others) met to discuss the treatment of standards in the Localism Bill. The meeting was to discuss proposed amendments to be moved when Parliament resumed on 5 September 2011. The Association of Council Secretaries and Solicitors understood that the outcome was to seek potential amendments to the Localism Bill with a view to provisions for a national code of conduct (to be issued through the Local Government Association

if the LGA agrees), standards committees with independent chairs and the removal of criminal sanctions;

- (3) Standards for England's 2010/11 Annual Report (attached); and
- (4) the response from the Department for Communities and Local Government, received 8 August 2011, to the Standards Committee's 26 January 2011 representations about the future of the standards regime (attached).

Any further updates will be reported orally.

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

Nothing to report.

16. Date of Next Meeting

Wednesday 14 December 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 and Use of Mobile Phones

The Council is committed to openness and transparency. Until such time as the Council's Constitution is updated to allow public recording of business, the Council and all its committees, sub-committees or any other sub-group of the Council or the Executive will have the ability to formally suspend Standing Order 21.4 (prohibition of recording of business) for the duration of that meeting to enable the recording of business, including any audio / visual or photographic recording in any format or use of social media to bring Council issues to a wider audience. To minimise disturbance to others attending the meeting, all attendees and visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings.

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.