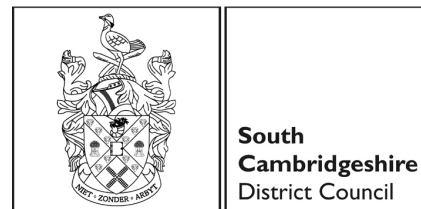


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3 February 2014

To: Chairman – Councillor Roger Hickford
Vice-Chairman – Councillor Sue Ellington
Members of the Scrutiny and Overview Committee – Councillors David Bard,
Alison Elcox, Jose Hales, Lynda Harford, Douglas de Lacey, Bridget Smith,
Bunty Waters, Andrew Fraser, Simon Edwards, David Whiteman-Downes and
Nick Wright

Quorum: 5

There is a pre-meeting session at 2.30pm for members of the Committee only, to plan their lines of enquiry.

Dear Councillor

You are invited to attend the next meeting of **SCRUTINY AND OVERVIEW COMMITTEE**, which will be held in the **SWANSLEY ROOM, GROUND FLOOR** on **TUESDAY, 11 FEBRUARY 2014** at **3.00 p.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully
JEAN HUNTER
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. If you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA

PAGES

- | | |
|--|--------------|
| 1. Apologies | |
| To receive apologies for absence from committee members. | |
| 2. Declarations of Interest | |
| 3. Minutes of Previous Meeting | 1 - 6 |
| To authorise the Chairman to sign the Minutes of the meeting held on 16 January 2014, as a correct record. | |

4. Public Questions

5. Medium Term Financial Strategy (General Fund budget 2014/15 including Council Tax setting), Housing Revenue Account (including housing rents), Capital Programme 2014/15-2018/19 and Treasury Management Strategy (Revised 2013/14 and 2014/15) (Key)

The Portfolio Holder for Finance and Staffing will be in attendance for this item. The report for this item will be available when the Cabinet agenda is published on 5 February 2014.

6. Corporate Plan

7 - 14

The Portfolio Holder for Corporate and Customer Services will be in attendance for this item. The Council is consulting on a draft Corporate Plan, approved by Cabinet for this purpose in November 2013. The draft plan and Cabinet covering report are attached.

The Committee's feedback on the draft plan will be welcomed, prior to final drafts being submitted to Cabinet on 13 February and Council on 27 February for adoption.

7. Position Statement on finance, performance and risk

15 - 64

The Portfolio Holder for Corporate and Customer Services will be in attendance for this item. The report and appendices for this item are attached.

8. Conservation Review

65 - 72

The Portfolio Holder for Planning and Economic Development will be in attendance for this item. An update report on the Conservation and Urban Design Service Review is attached.

9. Work Programme 2013/14

73 - 92

To enable the committee to consider its Work Programme for future meetings.

10. Monitoring the Executive

Scrutiny monitors are invited to report to the Committee regarding Portfolio Holder meetings attended since the last meeting and specifically raise any issues challenged and the result and/or issues where the Committee could add further value.

11. To Note the Dates of Future Meetings

The next scheduled meeting date is:

- 3 April 2014 – 6pm

Future meeting dates need to be scheduled for 2014/2015. Proposed dates are:

- Thursday 3 July 2014
- Thursday 4 Sept 2014
- Thursday 6 Nov 2014
- Thursday 8 Jan 2015
- Thursday 10 Feb 2015
- Thursday 26 March 2015
- Thursday 30 April 2015

Exclusion of Press and Public

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph(s) of Part 1 of Schedule 12A of the Act."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

OUR LONG-TERM VISION

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

The Council will be recognised as consistently innovative and a high performer with a track record of delivering value for money by focusing on the priorities, needs and aspirations of our residents, parishes and businesses.

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

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When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

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- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from 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.

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Toilets

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

Recording of Business and Use of Mobile Phones

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You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, 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. The meeting will be suspended until order has been restored.

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

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