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1 July 2015

To: The Leader – Councillor Ray Manning
Deputy Leader – Councillor Simon Edwards
Members of the Cabinet – Councillors Mark Howell, Mick Martin, Peter Topping,
Robert Turner, Tim Wotherspoon and Nick Wright

Quorum: Majority of the Cabinet including the Leader or Deputy Leader

Dear Councillor

You are invited to attend the next meeting of **CABINET**, which will be held in the **COUNCIL CHAMBER, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 9 JULY 2015** at **6.00 p.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 for Absence To receive Apologies for Absence from Cabinet members. | |
| 2. Minutes of Previous Meeting To authorise the Leader to sign the Minutes of the meeting held on 12 February 2015 as a correct record. | 1 - 6 |
| 3. Declarations of Interest | |
| 4. Announcements | |
| 5. Public Questions | |
| OPERATIONAL ITEMS | |
| 6. Shared Services (Key) Attached is a report outlining the principles of shared services, together with reports and business cases relating to the following | 7 - 92 |

services:

- Legal
- ICT
- Building Control

Confidential Items - Members Only

The press and public are likely to be excluded from the meeting during consideration of the appendices relating to the following 2 items in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972 (exempt information as defined in paragraph 3 of Schedule 12A of the Act).

| | | |
|-----|---|------------------|
| 7. | Housing Development Agency (Key) | 93 - 118 |
| 8. | Business Hub Project Business Case Report (Key) | 119 - 130 |
| 9. | NORTHSTOWE: s.106 Heads of Terms and Civic Hub (Key) | 131 - 152 |
| 10. | Right to Build Vanguard | 153 - 160 |
| 11. | Corporate Plan Forward Look and Strategic Risk Register | 161 - 190 |
| 12. | Position Statement: Finance, Performance and Risk (end of year report) (Key) | 191 - 246 |
| 13. | Orchard Park Task & Finish Group Recommendations | 247 - 256 |

STANDING ITEMS

14. **Issues arising from the Scrutiny and Overview Committee**
To receive any recommendations arising from the Scrutiny and Overview Committee meeting held on 7 July 2015.
15. **Issues arising from the Partnerships Review Committee**
16. **Updates from Cabinet Members Appointed to Outside Bodies**
17. **Reports from Cabinet Members attending Parish Council meetings**
18. **Reports from Member Champions**

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.

OUR VALUES

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

- Working Together
- Integrity
- Dynamism
- Innovation

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Notes to help those people visiting the South Cambridgeshire District Council offices

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

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.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail democratic.services@scambs.gov.uk

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Leave 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 opposite the staff entrance

- **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.

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

We are committed to improving, for all members of the community, access to our 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 get 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

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

Banners, Placards and similar items

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.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

