



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

**COUNCIL MEETING
THURSDAY, 25 MAY 2017**

AGENDA AND REPORTS

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

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 (as amended)."

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.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

TO: The Chairman and Members of the
South Cambridgeshire District Council

NOTICE IS HEREBY GIVEN that the next meeting of **COUNCIL** will be held in the **COUNCIL CHAMBER, FIRST FLOOR** at **2.00 P.M.** on

THURSDAY, 25 MAY 2017

and I therefore to summon you to attend accordingly for the transaction of business specified below.

DATED 17 MAY 2017

Alex Colyer
Interim 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

1. **ELECTION OF CHAIRMAN OF THE COUNCIL 2017/18**
To **ELECT** the Chairman of the Council for the 2017/18 Civic Year.
2. **ELECTION OF VICE CHAIRMAN OF THE COUNCIL 2017/18**
To **ELECT** the Vice-Chairman of the Council for the 2017/18 Civic Year.
3. **APOLOGIES**
To **RECEIVE** any apologies for absence.
4. **DECLARATIONS OF INTEREST**
To **RECEIVE** any declarations of interest for items on this agenda.
5. **REGISTER OF INTERESTS**
Members are requested to inform Democratic Services of any changes to their Register of Interests form.
6. **MINUTES**
To **AUTHORISE** the Chairman to sign the minutes of the meeting held on 23 February 2017 and the minutes of the extraordinary meetings held on 13 April 2017 as correct records.

(Pages 1 - 16)

7. RETURNING OFFICER

7 (a) REPORT OF THE RETURNING OFFICER

To **RECEIVE** the report of the Returning Officer following the by-election held on 4 May 2017.

(Pages 17 - 18)

7 (b) APPOINTMENT OF ELECTORAL REGISTRATION OFFICER AND RETURNING OFFICER

To **REAFFIRM** the appointment of Mr Alex Colyer, in his role as Interim Chief Executive, as Electoral Registration Officer and Returning Officer, until such time as Mrs Beverly Agass commencement as Chief Executive Officer.

(Pages 19 - 20)

8. ANNOUNCEMENTS

To **RECEIVE** any announcements from the Chairman, Leader of the Council, the Executive or the Head of Paid Service.

9. QUESTIONS FROM THE PUBLIC

Mr John Dove would like to put the following question to Cllr Lynda Harford (Housing Portfolio Holder):

In the interests of open, transparent and equitable local government, would the Housing Portfolio cabinet member wholly embrace and actively support the formation of a Designated Tenants Panel as defined by the Localism Act 2011?

10. PETITIONS

To **NOTE** that no petitions for consideration by Full Council have been received.

11. POLITICAL PROPORTIONALITY AND ALLOCATION OF SEATS TO COMMITTEES 2017/18

To **APPROVE**:

- (a) The allocation of seats on committees.
- (b) The nominations of the Political Group Leaders to seats on committees.
- (c) The appointment of Chairmen and Vice-Chairmen of committees.
- (d) The re-appointment of Grant Osbourn as the Council's Lead Independent Person and Gillian Holmes as the Council's Deputy Independent Person for a further two years, subject to annual ratification..

(Pages 21 - 28)

12. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY - MEMBERSHIP AND OTHER APPOINTMENTS 2017/18

(Pages 29 - 36)

13. ERMINE STREET HOUSING LTD.

To **APPROVE** the re-appointment of Stephen Hills as Director of the Council's housing company, Ermine Street Housing Ltd, for a further 12 months alongside his role as Director of Housing for the Council.

14. **INDEPENDENT REMUNERATION PANEL**
To **CONFIRM** the re-appointment of Simon Harris as a member of the Independent Remuneration Panel, for a further three-year term of office once his current term of office expires on 1 July 2017.
15. **JOINT SCRUTINY AND OVERVIEW COMMITTEE AND PARTNERSHIPS COMMITTEE ANNUAL REPORT 2016/17**
To **RECEIVE** the joint Scrutiny and Overview and Partnerships Review Committee Annual Report for 2016/17.
(Pages 37 - 50)
16. **CIVIC AFFAIRS COMMITTEE ANNUAL REPORT 2016/17**
To **RECEIVE** the Civic Affairs Committee Annual Report for 2016/17.
(Pages 51 - 56)
17. **CAMBRIDGESHIRE POLICE AND CRIME PANEL**
To **APPOINT** a Conservative Group member to act as substitute on the Cambridgeshire Police and Crime Panel.
18. **MAJOR OPPOSITION GROUP LEADER'S ANNUAL STATEMENT 2017/18**
To **RECEIVE** the Major Opposition Group Leader's Annual Statement.
(Pages 57 - 58)
19. **CHANGES TO THE CONSTITUTION UNDER ARTICLE 15.03**
To **NOTE** changes made under the provisions of Article 15.03 of the Constitution, which authorises the Chief Executive, in consultation with the Leader of the Council and Monitoring Officer, to agree and incorporate into the Constitution factual changes and changes required by new legislation which the Council has no choice but to make.

Date	Amendment Made
May 2017	Removal of references to 'Legal Services Manager/Head of Legal and Democratic Services' and replaced with the 'Head of Legal Practice'..

20. **WRITE OFF OF OUTSTANDING DEBTS**
To **NOTE** the amounts written off under delegated powers.
(Pages 59 - 64)
21. **REVIEW OF STANDING ORDERS - RECOMMENDATION FROM CIVIC AFFAIRS COMMITTEE**
The Civic Affairs Committee at the meeting on 23 March 2017 agreed to **RECOMMENDED TO COUNCIL:**
- That Standing Order 11.4 in the Constitution be amended to allow Members to ask questions at Council without giving notice within a maximum period of 30 minutes.
- (Pages 65 - 66)

22. EXTENSION TO SIX MONTH RULE

To **CONSIDER** a request for an extension of the six month rule for Councillor Mick Martin, having regard to the circumstances of his absence from meetings.

(Pages 67 - 68)

23. QUESTIONS FROM COUNCILLORS

A period of 30 minutes will be allocated for this item to include those questions where notice has been provided (as set out on the agenda below) and questions which may be asked without notice.

Members wishing to ask a question without notice should indicate this intention to the Interim Democratic Services Team Manager prior to the commencement of the item. Members' names will be drawn at random by the Chairman until there are no further questions or until the expiration of the time period.

23 (a) Question from Councillor Aidan van de Weyer

What factors do the Leader and the Portfolio Holder consider to represent threats to the Cambridge Green Belt?

23 (b) Question from Councillor Hazel Smith

Councillors' access to the intranet (Insite) is now completely impossible. Our needs are not complicated, but lack of access means we councillors cannot do our job in an efficient way, to save officers' time. In particular we need a phone book with officers' extension numbers and roles (preferably in a form that we can sort on roles, to see who is in which department). We also all need access to the confidential pages in committee and portfolio meeting reports, which are not available on the public website. Please could the Portfolio Holder tell us what plans there are to improve councillors' access to information?

23 (c) Question from Councillor Aidan van de Weyer

Is the Leader concerned that none of the most senior members of the Cambridgeshire and Peterborough Combined Authority is from the Greater Cambridge area?

24. CHAIRMAN'S ENGAGEMENTS

To **NOTE** the following engagements attended by the Chairman and Vice-Chairman since the last Council meeting:

Date	Event/Venue	Attended
March 2017		
Thursday 09	Community Awards Evening @ South Cambs	Chair/Vice Chair
Saturday 11	Macmillan Ball	Vice Chair
Monday 13	Commonwealth Day – fly a flag @ SCambs	Chair
Sunday 26	Mayor of St Edmundsbury Charity Concert with The Voice Squad	Chair

April 2017		
Monday 10	County Civic Reception for Lord-Lieutenant	Chair
Saturday 22	City of Ely Council- Mayor's Easter Ball 2017	Vice Chair
Sunday 23	Parkinson Society Fun Run, Scotsdales	Chair
Sunday 23	Royal Society of St George – Annual Service	Chair
Sunday 23	Royal Society of St George – Annual Service and Dinner	Vice Chair
Monday 24	WI Cambridge – Annual Council Meeting	Chair
Friday 28	Chairman of Forest Heath's Dinner/Dance	Vice Chair
May 2017		
Monday 08	Mayor & Consort of St Edmundsbury's Charity Golf Day	Vice Chair
Wednesday 10	St Ives Mayor Making	Vice Chair
Saturday 13	Mayor of Peterborough's Farewell Ball	Vice Chair
Sunday 14	Mayor of Wisbech - Civic Service	Vice Chair
Monday 15	Mayor Making – City of Ely	Vice Chair

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.

