



8 April 2019

To: Chairman – Councillor Grenville Chamberlain  
Vice-Chairman – Councillor Brian Milnes  
Members of the Scrutiny and Overview Committee – Councillors Ruth Betson,  
Anna Bradnam, Dr. Martin Cahn, Sarah Cheung Johnson, Gavin Clayton,  
Graham Cone, Dr. Claire Daunton, Dr. Douglas de Lacey, Bill Handley,  
Steve Hunt, Peter McDonald and Judith Rippeth

Quorum: 5

**There is a pre-meeting session at 5pm 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, 16 APRIL 2019** at **5.20 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

**Mike Hill**

Interim 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.**

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## AGENDA

## PAGES

- |  |              |
|--|--------------|
| <b>1. Apologies</b><br>To receive apologies for absence from committee members.  |              |
| <b>2. Declarations of Interest</b>   |              |
| <b>3. Minutes of Previous Meeting</b><br>To authorise the Chairman to sign the Minutes of the meeting held on 21 March 2019 as a correct record. | <b>1 - 8</b> |

- |            |  |                |
|------------|--|----------------|
| <b>4.</b>  | <b>Public Questions</b>  |                |
| <b>5.</b>  | <b>Purchase of investment property</b>   | <b>9 - 10</b>  |
| <b>6.</b>  | <b>Scrutiny ICT Working Group update</b><br>To provide a verbal update on the work of the group since the last meeting.  |                |
| <b>7.</b>  | <b>Vision and Ambition for Scrutiny</b><br>Discussion item.  |                |
| <b>8.</b>  | <b>Work Programme</b><br>For the committee to consider its work programme, which is attached with the Council's Notice of forthcoming Key and Non Key decisions. When considering items to add to its work programme, the committee is requested to use the attached Scrutiny Prioritisation Tool. | <b>11 - 20</b> |
| <b>9.</b>  | <b>Monitoring the Executive</b><br>Scrutiny monitors are invited to report any updates or issues which may be of interest or relevance to the committee.   |                |
| <b>10.</b> | <b>To Note the Dates of Future Meetings</b><br>To note that the next meeting will take place on Tuesday 21 <sup>st</sup> May 2019 at 6pm. The meeting schedule for the 2019/20 municipal year, is attached.  | <b>21 - 22</b> |

**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.



## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

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

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#### **Security**

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#### **Emergency and Evacuation**

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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.

#### **First Aid**

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

#### **Access for People with Disabilities**

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#### **Toilets**

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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**

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# Agenda Item 3

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of a meeting of the Scrutiny and Overview Committee held on  
Thursday, 21 March 2019 at 5.20 p.m.

**PRESENT:** Councillor Grenville Chamberlain – Chairman  
Councillor Brian Milnes – Vice-Chairman

|              |                      |                      |
|--------------|----------------------|----------------------|
| Councillors: | Ruth Betson          | Anna Bradnam         |
|              | Dr. Martin Cahn      | Sarah Cheung Johnson |
|              | Graham Cone          | Dr. Claire Daunton   |
|              | Dr. Douglas de Lacey | Bill Handley         |
|              | Steve Hunt           | Peter McDonald       |
|              | Judith Rippeth       |                      |

Councillors Philippa Hart, Dr. Tumi Hawkins, Hazel Smith, Aidan Van de Weyer and John Williams were in attendance, by invitation.

|           |                       |  |
|-----------|-----------------------|--|
| Officers: | Victoria Wallace      | Democratic Services Officer                          |
|           | Stephen Kelly         | Joint Director of Planning and Economic Development  |
|           | Tom Lewis             | Legal Shared Service                                 |
|           | Ian Hackett           | Service Delivery Manager, 3C ICT                     |
|           | Mike Hill             | Interim Chief Executive                              |
|           | Antoinette Jackson    | Chief Executive, Cambridge City Council              |
|           | Bob Palmer            | Interim Executive Director                           |
|           | Jonathan Tully        | Internal Audit Shared Service                        |
|           | Rebecca Weymouth-Wood | Greater Cambridge Shared Waste Service               |
|           | Heather Jones         | 3C Building Control                                  |
|           | Jo Lancaster          | Chief Executive, Huntingdonshire District Council    |
|           | Oliver Morley         | Corporate Director, Huntingdonshire District Council |
|           | Heather Wood          | Head of Housing Advice and Options                   |

### **1. APOLOGIES**

Apologies for absence were received from Councillor Gavin Clayton.

### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **3. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 20 February 2019 were agreed as a correct record of the meeting.

### **4. PUBLIC QUESTIONS**

No public questions had been received.

### **5. SCRUTINY ICT WORKING GROUP UPDATE**

The Scrutiny and Overview Committee received an update from the committee's Vice Chairman on the work of the Scrutiny ICT Working Group. He provided an overview of the group's concerns, which were:

- There had been a lack of testing and resilience of the newly transferred ICT equipment.
- There was a lack of 3C ICT documentation and no central store of information.
- A number of documents were still works in progress.
- There was no exit plan should a decision be taken by any of the partners to exit the service.
- There was no asset register.
- It was difficult to find out what the structure of the service was.
- There seemed to be a lack of transparency in relation to the governance of the service, with no minutes or agendas of board meetings available.

Huntingdonshire District Council's Corporate Director and the Chief Executives of Huntingdonshire District, Cambridge City and South Cambridgeshire District Councils were in attendance for this item. They provided an overview of the founding principles of the service, which was to collectively pool efforts to develop a robust platform from which to deliver an ICT service. The committee was informed that:

- Due to turnover of staff that had been involved in the setting up of the shared service, some corporate memory had been lost.
- Each authority should have its own repository of information rather than there being a central store of documentation.
- There was no exit plan as at the time of set up of the service, the vision was that it would be an enduring relationship.
- The programme officer function had originally been based at Cambourne, but had moved to Huntingdonshire.
- South Cambridgeshire District Council had an Intelligent Client, which monitored performance and acted as the bridge between the organisation and 3C ICT.
- The current governance structure was explained. Governance had changed and evolved and the Chief Executives had been exploring whether a different governance structure was needed for this service. It was acknowledged that the governance was not as strong as it could be. Options for shared scrutiny would also be looked at.
- There was a fine line between what was 3C ICT's responsibility and what was the responsibility of the individual authorities.
- Minutes had been taken of 3C board meetings.
- Whilst it was recognised that governance could be better, 3C ICT had worked for South Cambridgeshire District Council at a strategic level. Any recommendations for how things could be done better would be welcomed.
- Improvement of the Intelligent Client capacity was being looked at.
- There was a partnership agreement.
- When the service was set up it had been decided not to do so as a separate legal entity, as the service needed to be fit for expansion before this could be considered.

In response to queries from the committee, members were informed that:

- Director level meetings took place at least once quarterly and often took place once a month. South Cambridgeshire District Council had always been represented at these meetings. Minutes of these meetings had not always been taken however when they had been, they had been shared with the three partner authorities. All formal governance meetings had been formally minuted. It was pointed out that these were not publically constituted meetings and therefore the minutes and



- agendas were not available in the public domain.
- Regarding the ICT outage, the committee was informed that this had been caused by two once in ten year events which had occurred in quick succession.
- The relationship between 3C ICT and the three councils was a partnership rather than a client/provider relationship.

Committee members suggested that:

- The service's Terms of Reference should be reviewed.
- Facilitation of collective scrutiny of the ICT shared service be explored. In response to this the committee was advised that the appropriate level of scrutiny should be considered and that the service should not be over scrutinised; the level of scrutiny should be in line with that of the other shared services.
- The formal reporting mechanism to the partner councils needed to be improved.
- The role of Lead Cabinet Members and Portfolio Holders needed to be looked.
- Learning needed to be taken from the other shared services, which were working well.

The Scrutiny and Overview Committee thanked the Chief Executives and Corporate Director for attending the meeting and supported them looking further at the governance of the 3C ICT service.

## **6. SHARED SERVICES BUSINESS PLANS**

The Interim Executive Director (Corporate Services) presented a report which sought the committee's comments on the 2019/20 Business Plans for the Shared Services. Heads of Service for each of the shared services were present to answer questions.

### **3C ICT Business Plan**

The 3C ICT Business Plan was discussed:

- Members suggested the business plan lacked things that would normally be included in a business plan.
- The committee was informed that single points of failure had been managed out by technology. The latest version of VM ware provided high levels of resilience. The remaining point of failure was staffing resource, which was challenging and being focussed on.
- The cause of the ICT outage and mitigations that had been put in place were explained.
- The committee suggested compensation from the suppliers be sought for the severing of the fibre cable which had contributed to the ICT outage, as the suppliers had not installed shield cable. The interim Chief Executive was asked to look into this.
- The committee was informed of the server arrangements; there were two separate servers that mirrored each other which were located at Shire Hall and Pathfinder House. There would be no cost incurred for moving the server from Shire Hall when the County Council moved to Alconbury from Shire Hall.
- Savings targets had not been achieved in years one and two during which there had been significant spend on interim staff and consultants, as it had been difficult to replace staff who had been lost through redundancy and retirement. It was requested that in future reports, the previous year's figures be included for the purpose of comparison. A 13% saving was anticipated for the current year and 15% for the following year.
- Due to the resilience that had been put in place, the data loss would only be for a couple of hours rather than days should another ICT outage occur.
- It was clarified that ICT service desk support would continue across all councils and

- a presence would remain at South Cambridgeshire Hall.
- Regarding IT security, the committee was informed that an IT security team was in place and systems were patched every month. New software would be put in place during the year to identify and predict vulnerability. It was recommended that this information be included in the business plan.
- It was suggested that the details of resilience testing should be included in the business plan.
- It was suggested that the council needed to review its ICT security policy internally.
- It was suggested that an external party should carry out testing and develop a security policy. The committee's Vice Chairman proposed and the committee supported that this be recommended to Cabinet. The committee requested that the interim Chief Executive raised this with the Chief Executives of the partner councils.
- The committee was informed that plans were in place and these were tested and reviewed regularly. The council had its own Business Continuity Plan and ICT Security Policy. 3C ICT had its own Disaster Recovery Plan.
- Concern was raised that information was being held separately by the three councils. Committee members felt that the minutes of 3C shared services board meetings should be shared with all of the partner councils.
- It was pointed out that all the other shared services business plans included concerns about ICT.

#### **Legal Shared Service Business Plan**

The committee was informed that:

- An overspend had occurred as there had been a need for greater consultant support to set the service up, which had incurred significant cost.
- The lower success rate of litigation at South Cambridgeshire District Council related to the type of cases the council dealt with compared to the partner authorities. Despite this the committee was informed that SCDC had a healthy success rate. It was clarified that these cases did not relate to the five year land supply.
- The service's customer was the internal department within the council which had instructed the legal shared service.
- Regarding the reference to loss of staff, the committee was informed that it was a difficult market in which to attract and retain staff due to the high cost of living and competing entities offering more competitive salaries, with which the council could not compete. The service was looking at other ways to attract staff within the service's constraints, such as by offering flexible working arrangements and other incentives.

#### **Building Control Shared Service Business Plan**

The committee was informed that:

- Competition in building control had brought benefits and the service had improved as a result.
- Local authority building control was not driven by profit and was rigorous, undertaking more checks than private building control may carry out.
- Developers could use cheaper private building control, but the risk of this was reputational damage.
- Plans had been backed by the government to introduce a New Homes Ombudsman to resolve new homes disputes.
- Local authority building control had no power to check that building control had been carried out properly by an independent provider.

#### **Greater Cambridge Shared Waste Service Business Plan**

- The inclusion of the local media as a key external stakeholder was queried. The committee was informed that the service relied on the local media to broadcast its

- messages to the public.
- The committee was informed that three bin crew members had been involved in a serious accident, the circumstances of which were being investigated by the Police. The committee asked that their best wishes for a speedy recovery be passed to those who had been involved in the accident.
  - The committee was informed that there was a recruitment and retention plan which was not explicitly mentioned in the business plan, as much work had been done on this in the previous year.
  - There was a rolling recruitment process in place for HGV drivers, which was proving to be beneficial.
  - Street cleansing was included in the shared service for South Cambridgeshire.

#### **Internal Audit Shared Service Business Plan**

The relationship between internal and external audit was explained; internal audit provided assurance that risk management, internal controls and governance was working well, while external audit reviewed the statement of accounts and financial reports.

#### **Greater Cambridge Shared Planning Service Business Plan**

- Concern was raised that residents may not know what was meant by Greater Cambridge. The committee was informed that work was being done regarding this.
- It was queried whether skills and experience of staff could be rewarded without having to become a manager. It was confirmed that these opportunities were being provided with the creation of higher qualified roles.
- The committee was informed that formal staff consultation had commenced and would continue until 26 April 2019.
- The committee was informed that a new structure was being created where staff could enter the service as a trainee and progress to principal planning officer level within that role. The aim of this was to enrich roles and increase the length of time for which staff remained in post.
- The council could not compete with private sector salaries. Due to this and the high cost of living in South Cambridgeshire, it was a difficult environment in which to recruit.
- An inconsistency in role titles had been recognised and was being addressed. This had highlighted a mismatch between expectation and reality once in post.
- Exit interviews had shown that there were many reasons for staff resigning from the service; these reasons rarely related to job title. More junior staff had been lost due to a lack of opportunity to progress within the organisation. Other staff had left for housing reasons. The Planning Portfolio Holder pointed out that some staff who had left, had later returned to the council.

The Scrutiny and Overview Committee voted on whether to recommend that Cabinet approved the 3C ICT Business Plan; 11 members voted **AGAINST** recommending its approval by Cabinet, 1 member (Councillor Cone) voted in favour of recommending its approval by Cabinet and 1 member abstained (Councillor Bradnam).

The Scrutiny and Overview Committee was supportive of the other business plans and **RECOMMENDED** to Cabinet that it approved the business plans for the Planning, Waste, Building Control, Internal Audit and Legal Shared Services

The committee **AGREED** to recommend to Cabinet that an external party should be commissioned to develop an ICT Security Policy, and asked the Chief Executive to raise this with the other Chief Executives.

## 7. **HOMELESSNESS STRATEGY 2018-2023**

The Head of Housing Advice and Options presented the Council's Homelessness Strategy 2018-2023.

The committee was informed that:

- There were 249 live claims for Universal Credit in South Cambridgeshire, of which 79 were Council tenants. The Homelessness Team was dealing with 7 cases at risk of homelessness due to Universal Credit.
- The Council had invested in a complex caseworker in the Housing Advice Team.
- Translators were made available for clients when needed.
- The eligibility criteria in relation to nationality was separate to that for refugees. There was complex Home Office guidance regarding this.
- All housing decisions were issued in writing and were legally required to include information regarding the appeals process.
- The new homelessness legislation had introduced more opportunity for appeal and there was a statutory appeals process.

The Scrutiny and Overview Committee **RECOMMENDED** that Cabinet approved the draft Homelessness Strategy 2018-23.

## 8. **REQUEST TO ASSIST WITH THE RESETTLEMENT OF SYRIAN REFUGEES**

The Head of Housing Advice and Options presented a report which set out a proposal to enter into a joint pledge to resettle three to five families via the Vulnerable Persons Resettlement Scheme (VPRS) and the Resettlement of Vulnerable Children Scheme.

The Home Office would need to approve any proposal put forward by the Council. The Council's own housing stock would be looked through and partners would be contacted regarding their available housing stock. Officers would work with Cambridge City Council colleagues to find suitable locations for the resettlement of these families, which were not isolated, were accessible for support workers and from which Cambridge city was accessible. Cambourne, Sawston and Waterbeach were areas of interest as these were large villages with transport links to Cambridge. The Lead Cabinet Member for Housing would be looking at any locations put forward.

The committee was informed that this proposal had not been put forward previously due to concern that the Council would not be able to meet its existing housing need. The political will had since changed.

The committee queried why the resettlement of only three to five families was being proposed. It was explained that this was the number the Local Strategic Migration Partnership (LSMP) approached the council for. Cambridge City Council was keen to look at resettling five families as this made the employment of a support worker viable. The Home Office required offers of accommodation to be submitted in December 2019 and it was not known if proposing the resettlement of five families was achievable within this timescale.

South Cambridgeshire District Council would source the accommodation and Cambridge City Council would provide the support to the resettled families.

The committee was informed that if there was an impact on the waiting time for those already waiting for housing, this would be negligible. It was not envisaged that the

waiting time for those in high level need would increase.

Councillors Betson and Cone expressed concern about the potential impact of these proposals on the Council meeting its existing housing need.

The Scrutiny and Overview Committee voted on the recommendations. 11 members voted in favour of the recommendations, one member voted against (Councillor Cone) and there was one abstention (Councillor Betson). The Scrutiny and Overview Committee therefore **AGREED** to recommend that Cabinet approved the adoption of a joint pledge to resettle between three and five refugee families.

**9. VISION AND AMBITION FOR SCRUTINY**

This item was deferred to the next meeting.

**10. WORK PROGRAMME**

The Chairman informed the committee that Cambourne Town Council had written to him requesting that urgent attention be given to illegal traveller encampments. Councillor Chamberlain would discuss this and the potential for setting up a task and finish group to look at this issue, with the interim Chief Executive and relevant Lead Cabinet Member. It was pointed out by Councillor Bradnam, who was a member of the Crime and Disorder Reduction Partnership, that the powers the Police had in relation to illegal traveller encampments were not as straightforward as the public thought and may not meet with public expectation. The interim Chief Executive would respond to Cambourne Town Council.

**11. MONITORING THE EXECUTIVE**

There were no updates.

**12. TO NOTE THE DATES OF FUTURE MEETINGS**

The Scrutiny and Overview Committee noted that the next meeting would take place on Tuesday 16<sup>th</sup> April 2019 at 5.20pm.

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**The Meeting ended at 9.00 p.m.**

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# Agenda Item 5



**REPORT TO:** Scrutiny and Overview Committee

16 April 2019

**LEAD MEMBER:** Lead Cabinet Member for Finance

**LEAD OFFICER:** Interim Executive Director - Corporate Services

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## **PURCHASE OF INVESTMENT PROPERTY**

### **Purpose**

1. To respond to a request from the Chairman of the Scrutiny and Overview Committee for answers to specific questions in relation to the purchase of 140 Cambridge Science Park.

### **Recommendations**

2. There are no recommendations as the purchase has already been completed.

### **Executive Summary**

3. The opportunity to purchase 140 Cambridge Science Park, as an investment property, came up without notice. To proceed promptly with the transaction, it was necessary to treat the purchase as an urgent decision and waive the call-in procedure. The necessary authorities were obtained in line with the Council's Constitution and the purchase completed on 3<sup>rd</sup> April.
4. As the Chair of this Committee was on holiday the Vice Chair was consulted and raised many questions to scrutinise the purchase. The Chair has now raised a series of questions and asked for answers to be presented to this meeting.

### **Detail**

5. Question – Where did the money for the purchase come from?

Answer – The money comes from the Council's cash resources. The total cash resources represent accumulated past surpluses, reserves and collection fund balances.

6. Question – If there is a loan involved, what is the cost of borrowing?

Answer – There is no long-term borrowing, but because the purchase had not been anticipated it has been necessary to take some short term borrowing while other time deposits mature. As £3m was readily available, three short term loans for a total of £10m were taken out. The loans comprise amounts of £2m for 2 months at 0.93%, £3m for 3 months at 0.90% and £5m for 6 months at 1.03%.

7. Question – What is the envisaged rent each year?

Answer - The current annual rent is £776,970. There are 5-yearly upwards only open market rent reviews, the first of which is due in October 2020.

8. Question – What is the term of the tenancy?

Answer – The lease is 15 years from 5 October 2015. There is a break option at the end of the tenth year on 12 months prior written notice.

9. Question – Who is the tenant?

Answer – The tenant is DisplayLink (UK) Ltd, a leading chip and software company whose technology is utilised in the products of some of the world's leading PC and peripheral brands.

10. Question – What's the covenant?

Answer - The covenant strength of the tenant is excellent, achieving the highest Dun & Bradstreet rating of 5A1. The Credit Safe check rating is A100 (very low risk). In the year to 31 December 2017 the company had a turnover of £53,907,886 and a pre-tax profit of £20,007,088.

## **Background Papers**

No background papers were relied upon in the writing of this report.

**Report Author:** Bob Palmer – Interim Executive Director of Corporate Services  
Telephone: (01954) 713094



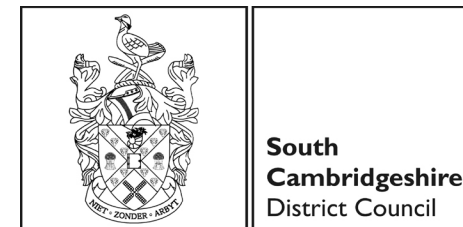
## Scrutiny and Overview Committee Work Programme 2018/19

| Meeting date         | Agenda item   | Task and Finish Groups (ongoing)   |
|----------------------|---|--|
| <b>Every meeting</b> | All Key Decision items prior to Cabinet<br>Selected Non-Key Decision items prior to Cabinet<br>Work programme<br>Feedback from task and finish groups   | <ul style="list-style-type: none"> <li>Barriers to Council procurement from SMEs</li> <li>Crime in rural areas</li> <li>Gypsy and Traveller needs and issues (focus on illegal encampments initially)</li> </ul> |
| <b>May 2019</b>      | Items scheduled for June Cabinet Decision: <ul style="list-style-type: none"> <li>Shared Services Annual Report (Non-Key)</li> <li>Bourn Airfield SPD (Key)</li> <li>Strategic Risk Register (Non-Key)</li> </ul> |  |
| <b>June 2019</b>     | Items scheduled for July Cabinet Decision: <ul style="list-style-type: none"> <li>Greater Cambridge Sustainable Design and Construction SPD (Key)</li> </ul>  |  |
| <b>July 2019</b>     | Items scheduled for August Cabinet Decision: <ul style="list-style-type: none"> <li>Refreshed New Build Strategy (Key)</li> </ul>   |  |

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## NOTICE OF KEY AND NON KEY DECISIONS

**To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from 4 April 2019**



Notice is hereby given of:

- Key and Non Key decisions that will be taken by Cabinet, individual Lead Cabinet Members or Officers
- Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part)

A Key Decision is a decision, which is likely:

- Page 3 of 4
- (1) (a) to result in the authority incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
  - (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards
  - (2) On determining the meaning of 'significant' for the purposes of the above, the Council must have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the 2000 Act (guidance).

A notice / agenda, together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restriction on their disclosure, copies may be requested from Democratic Services, South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA. Agenda and documents may be accessed electronically at [www.scambs.gov.uk](http://www.scambs.gov.uk)

Formal notice is hereby given under the above Regulations that, where indicated (in column 4), part of the meetings listed in this notice may be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. See overleaf for the relevant paragraphs.

*If you have any queries relating to this Notice, please contact  
Victoria Wallace on 01954 713026 or by e-mailing [Victoria.Wallace@scambs.gov.uk](mailto:Victoria.Wallace@scambs.gov.uk)*

**Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended)**  
**(Reason for a report to be considered in private)**

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes:
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an Order or Direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

**The Decision Makers referred to in this document are as follows:**

**Cabinet**

Councillor Bridget Smith  
Councillor Aidan Van der Weyer  
Councillor Tumi Hawkins  
Councillor Hazel Smith  
Councillor Philippa Hart  
Councillor Neil Gough  
Councillor John Williams

Leader of the Council  
Deputy Leader and Lead Cabinet Member for Strategic Planning and Transport  
Planning  
Housing  
Customer Services and Business Improvement  
Deputy Leader and Lead Cabinet Member for Environmental Services and licensing  
Finance

**Key and non-key decisions expected to be made from 4 April 2019**

| <b>Decision to be made</b>                                       | <b>Description of Decision</b>  | <b>Decision Maker</b> | <b>Date of Meeting</b> | <b>Reason for Report to be considered in Private</b>  | <b>Portfolio Holder and Contact Officer</b>                                   | <b>Documents submitted to the decision maker</b> |
|--|---|-----------------------|------------------------|---|---|--|
| Histon and Impington Village Design Statement SPD<br><br>Non-Key | To approve the draft SPD for consultation and to agree the consultation arrangements.   | Cabinet               | 01 May 2019            |   | Lead Cabinet member for Planning<br><br>Hana Loftus, Special Projects Officer | Report (publication expected 23 April 2019)      |
| Compulsory Purchase Order of The Tree, Stapleford<br><br>Non-Key | To consider the use of Compulsory Purchase Order powers with regard to The Tree, Stapleford and decide whether to make a recommendation to Council. | Cabinet               | 01 May 2019            | Part or all of the report may be exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 | Lead Cabinet member for Planning<br><br>Kathryn Hawkes, Partnerships Officer  | Report (publication expected 23 April 2019)      |
| Strategic Risk Register<br><br>Non-Key                           |   | Cabinet               | 05 June 2019           |   | Leader of Council<br><br>Interim Chief Executive                              | Report (publication expected 28 May 2019)        |
| Shared Services Annual Report                                    | Approval of the Shared Services Annual Report.  | Cabinet               | 05 June 2019           |   | Bob Palmer, Interim Executive Director  | Report (publication expected 28 May 2019)        |

**Key and non-key decisions expected to be made from 4 April 2019**

| <b>Decision to be made</b>   | <b>Description of Decision</b>   | <b>Decision Maker</b> | <b>Date of Meeting</b> | <b>Reason for Report to be considered in Private</b> | <b>Portfolio Holder and Contact Officer</b>  | <b>Documents submitted to the decision maker</b> |
|--|--|-----------------------|------------------------|--|--|--|
| Non-Key  |  |                       |                        |  |  |  |
| Bourn Airfield Supplementary Planning Document<br><br>Key<br><br>Page 16 | To agree the draft Bourn Airfield SPD and its supporting documents for consultation, including the dates for the consultation period. This is in line with the requirements of policy SS/7 of the South Cambridgeshire Local Plan. | Cabinet               | 05 June 2019           |  | Deputy Leader of the Council and Lead Cabinet Member for Strategic Planning and Transport<br><br>Amanda Thorn, Principal Planning Policy Officer | Report (publication expected 28 May 2019)        |
| Statement of Community Involvement<br><br>Key                            | To agree a Statement of Community Involvement for the preparation of the new Local Plan for Greater Cambridge.   | Cabinet               | 05 June 2019           |  | Lead Cabinet member for Planning<br><br>Caroline Hunt, Planning Policy Manager   | Report (publication expected 28 May 2019)        |
| A428 Preferred Route Black Cat to Caxton Gibbet consultation response    |  | Cabinet               | 05 June 2019           |  | Deputy Leader of the Council and Lead Cabinet Member for Strategic Planning  | Report (publication expected 28 May 2019)        |

**Key and non-key decisions expected to be made from 4 April 2019**

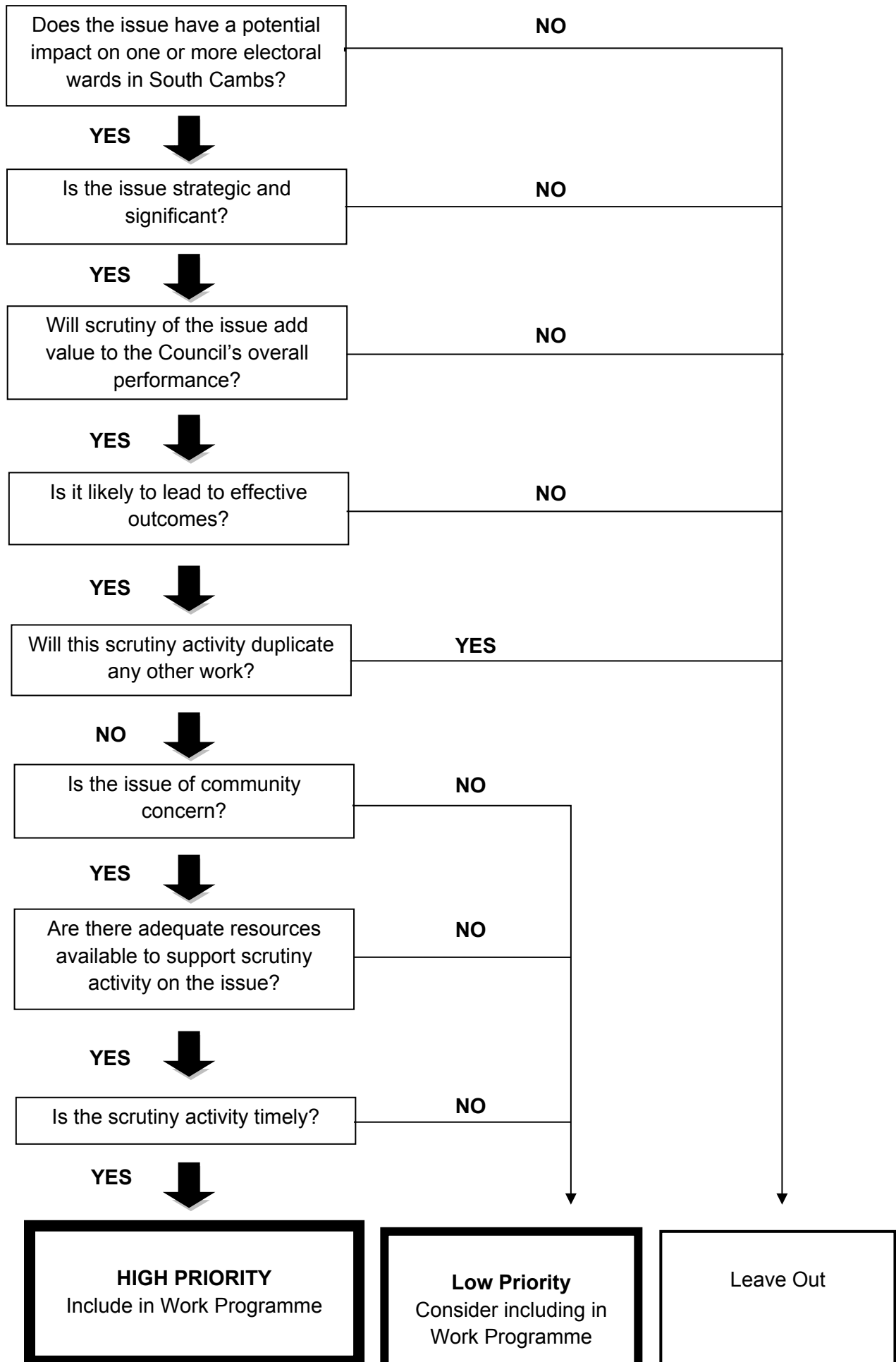
| Decision to be made  | Description of Decision  | Decision Maker | Date of Meeting | Reason for Report to be considered in Private | Portfolio Holder and Contact Officer  | Documents submitted to the decision maker  |
|--|--|----------------|-----------------|---|---|--|
| Non-Key  |  |                |                 |   | and Transport<br><br>Claire Spencer,<br>Senior Planning<br>Policy Officer             |  |
| Greater Cambridge Sustainable Design and Construction Supplementary Planning Document<br><br>Key | To approve the draft SPD and agree that it be made available for 6 week public consultation. The SPD will provide guidance on the implementation of policies related to climate change and sustainable design and construction within the 2018 South Cambridgeshire and Cambridge Local Plans. This will help support the Greater Cambridge growth agenda and delivery of sustainable development. | Cabinet        | 01 July 2019    |   | Lead Cabinet member for Planning<br><br>Emma Davies,<br>Senior Sustainability Officer | Report (publication expected 21 June 2019) |
| Refreshed New Build Strategy<br><br>Key  | To approve a refreshed New Build Strategy.   | Cabinet        | 07 August 2019  |   | Lead Cabinet Member for Housing<br><br>Interim Director of                            | Report (publication expected 30 July 2019) |

# Key and non-key decisions expected to be made from 4 April 2019

| Decision to be made                                 | Description of Decision   | Decision Maker                  | Date of Meeting | Reason for Report to be considered in Private | Portfolio Holder and Contact Officer  | Documents submitted to the decision maker      |
|---|---|---------------------------------|-----------------|---|---|--|
|   |   |                                 |                 |   | Housing   |  |
| Resident Involvement Strategy<br><br>Key            | To approve the final Resident Involvement Strategy.   | Lead Cabinet member for Housing | 04 March 2020   |   | Lead Cabinet member for Housing<br><br>Peter Moston, Resident Involvement Team Leader | Report (publication expected 25 February 2020) |
| Review of Barriers to Council Procurement from SMEs | To review the outcomes of the work undertaken as a result of Cabinet's approvals of recommendations from the Scrutiny task and finish group | Cabinet                         | 04 March 2020   |   | Johanna Davies, Economic Development Officer  | Report (publication expected 25 February 2020) |



## Scrutiny Work Programme Prioritisation Tool



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# Agenda Item 10

## **Scrutiny and Overview Committee meeting schedule 2019/20**

- Thursday 13<sup>th</sup> June 2019
- Thursday 16<sup>th</sup> July 2019
- Tuesday 20<sup>th</sup> August 2019
- Tuesday 10<sup>th</sup> September 2019
- Thursday 17<sup>th</sup> October 2019
- Thursday 14<sup>th</sup> November 2019
- Tuesday 17<sup>th</sup> December 2019
- Tuesday 21<sup>st</sup> January 2020
- Thursday 13<sup>th</sup> February 2020
- Thursday 12<sup>th</sup> March 2020
- Thursday 21<sup>st</sup> April 2020

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