



## South Cambridgeshire District Council

**Council Meeting**  
**Thursday, 5 October 2023**

**Agenda and Reports**

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne, Cambridge  
CB23 6EA

## **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 Chair and Members of the  
South Cambridgeshire District Council

**Notice Is Hereby Given** that the next meeting of the **Council** will be held in the **Council Chamber - South Cambs Hall** at **2.00 P.M.** on

**Thursday, 5 October 2023**

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

**Dated 27 September 2023**

**Liz Watts**  
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.**

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### Agenda

1. **Apologies**  
To receive Apologies for Absence from Members.
2. **Declarations of Interest**
3. **Register of Interests**  
Members are requested to inform Democratic Services of any changes in their Register of Members' Financial and Other Interests form.
4. **Minutes**  
To authorise the Chair to sign the Minutes of the meeting held on the 13 July 2023 as a correct record.  

**(Pages 11 - 26)**
- 5 (a) **Announcements from the Chair**  
To receive any announcements from the Chair.
- 5 (b) **Announcements from the Leader and Cabinet**  
To receive any announcements from the Leader and Cabinet.

- 5 (c) **Announcements from the Head of Paid Service**  
To receive any announcements from the Head of Paid Service.

6. **Questions From the Public**  
To answer any questions asked by the public.

The deadline for receipt of public questions is noon on Friday 6 October.

The Council's scheme for public speaking at remote meetings may be inspected here:

[Public Questions at Remote Meetings](#)

A supplement including any public questions approved by the Chair will follow.

7. **Petitions**  
To note all petitions received since the last Council meeting.

8. **To Consider the Following Recommendation:**

- 8 (a) **Independent Members of Audit & Corporate Governance Committee (Civic Affairs Committee, 13 July 2023)**  
The Civic Affairs Committee

**Recommended to Council that**

- A)** Council changes the Constitution to allow the appointment of an Independent Member to the Audit and Corporate Governance Committee, noting that they should:
- i. not have voting rights;
  - ii. be on the electoral roll; within the Cambridgeshire area; and
  - iii. the recruitment process to be delegated to the Audit & Corporate Governance Committee
- B)** The Audit & Corporate Governance Committee be authorised to make the necessary arrangements to recruit and select the Independent Member as per the suggested constitutional additions in Appendix C.  
**(Pages 27 - 38)**

- 8 (b) **Young People's Task and Finish Group Report from Scrutiny (Cabinet, 28 September 2023)**  
To consider recommendations made by Cabinet at its meeting held on 28 September 2023. A report will follow as a supplement.

9. **Cambridgeshire and Peterborough Combined Authority**

Attached are the decision summaries from the following Cambridgeshire and Peterborough Combined Authority meetings:

- Skills and Employment Committee on 3 July
- Transport and Infrastructure Committee on 12 July
- Audit and Governance Committee 7 July
- Overview and Scrutiny Committee 24 July
- Combined Authority Board 26 July

**(Pages 39 - 54)**

**10. Greater Cambridge Partnership**

There is no report attached as there have been no meetings of the Greater Cambridge Partnership Executive Board since the last Council meeting and the publishing of this agenda.

**11. Update on the Oxford to Cambridge Regional Partnership**

A report updating Council on the proposed locally led Partnership for the Oxford to Cambridge region is attached.

**(Pages 55 - 58)**

**12. Membership of Committees and Outside Bodies**

Council is asked to:

- I. Note any changes in roles, membership or substitutes.
- II. Approve the appointment of Councillor Richard Stobart as representative on the Rural Services Network and the appointment of Councillor Anna Bradnam and Councillor Paul Bearpark as representatives on the A10 Ely to A14 Improvements Scheme Working Group.
- III. Note any executive appointments.

**13. 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.

**13 (a) From Councillor Daniel Lentell**

A year ago I asked if the leadership of this council shared my concern that the inclusion of the hospitals at Addenbrooke's in the GCP's proposed congestion charge scheme was likely to derail the wider proposals and sink any chance for better public transport in Cambridgeshire?

Will the leader update her answer in light of recent events.

- 13 (b) From Councillor Heather Williams**  
Can the Leader say how many hours a day on average are staff actually contracted for?
- 13 (c) From Councillor Graham Cone**  
Can the Leader tell us what the average hourly wage is for all staff?
- 13 (d) From Councillor Mark Howell**  
Why does the Leader think it is acceptable for the 4-day working week trial to have commenced and continued without a vote at Full Council?
- 13 (e) From Councillor Sue Ellington**  
The Leader must have the ability to change workers' working conditions to put them back to a 5-day working week. What is the Leader's plan B if the data proves unresponsive?
- 13 (f) From Councillor Tom Bygott**  
How much has the Leader's administration spent on reports about the 4-day working week, mystery shopper exercises and staff health and wellbeing surveys in the last two years?
- 13 (g) From Councillor Bunty Waters**  
Can the Leader confirm how much two new electric bin lorries will cost?
- 13 (h) From Councillor Dr Richard Williams**  
Can the Leader inform the Council of the total administrative costs to the Council of the administration's 4 Day Week experiment, including, but not limited to, the cost of publicising changes to bin collections and the cost of the time spent by officers defending the administration's policy?
- 13 (i) From Councillor Peter Sandford**  
Could the Leader tell us how many South Cambridgeshire residents have applied for grants under the Action on Energy schemes? Of those applications, how many have been approved, how many were rejected, and how many were approved but are still waiting for work to be completed?
- 13 (j) From Councillor Dr Lisa Redrup**  
Can the Oxford Cambridge Partnership really develop environmental projects that help us address the climate emergency and support our doubling nature strategy?

**13 (k) From Councillor Richard Stobart**

December's Christmas Market was well attended by traders and members of the public. Is there a plan for a Christmas Market this year - and if so, how will it build on last year's experience?

**14. Notices of Motion**

A period of 30 minutes will be allowed for each Motion to be moved, seconded and debated, including dealing with any amendments. At the expiry of the 30 minute period, debate shall cease immediately, the mover of the original Motion, or if the original Motion has been amended, the mover of that amendment now forming part of the substantive motion, will have the right of reply before it is put to the vote.

**14 (a) Standing in the name of Councillor Heather Williams**

This Council will receive a report on the 4-day working week trial at the November 2023 meeting and will debate and vote as to whether or not the trial should continue. This report will include the potential consequences of ignoring the national government's directive to stop the trial, with particular reference to any financial consequences that may occur from ignoring the national government for a second time.

**15. Chair's Engagements**

To note the Chair's engagements since the last Council meeting:

19 July - The Chair attended a Royal visit to Lower Valley Farm Fulbourn by HRH The Duke of Gloucester.

24 August – The Chair visited Mobile Food Hub in Duxford.

29 September – The Chair visited Wing Commanders Welcome Reception at RAF Alconbury.

## **Guidance 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](mailto: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.



## Declaration of Interests - Information for Councillors

### DECLARATIONS OF INTEREST

As a Councillor, you are reminded of the requirements under the Council's Code of Conduct to register interests and to disclose interests in a meeting. You should refer to the requirements set out in the Code of Conduct which are summarised in the notes at the end of this agenda frontsheet.

#### Disclosable pecuniary interests

A "disclosable pecuniary interest" is an interest of you or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) which falls within the categories in [Table 1 of the code of conduct, which is set out in Part 5 of the Constitution](#).

Where a matter arises at a meeting which directly relates to one of your disclosable pecuniary interests you must:

- disclose the interest;
- not participate in any discussion or vote on the matter; and
- must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

It is a criminal offence to:

- fail to notify the monitoring officer of any disclosable pecuniary interest within 28 days of election
- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting
- participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting.

#### Other registerable interests

These are categories of interest which apply to the Councillor only (not to their partner) and which should be registered. Categories are listed in [Table 2 of the code of conduct, which is set out in Part 5 of the Constitution](#). Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

#### Disclosure of non-registerable interests

Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which affects – a. your own financial interest or well-being; b. a financial interest or well-being of a relative or close associate; or c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in Table 2 you must disclose the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied. Where a matter (referred to in the paragraph above) affects the financial interest or well-being: a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and; b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest, you may speak on the matter only if

members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

[Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]