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4 September 2023

To: Chair – Councillor Peter Fane
Vice-Chair – Councillor Paul Bearpark
Members of the Civic Affairs Committee – Councillors Henry Batchelor,
Dr. Martin Cahn, Mark Howell, Bridget Smith, Dr Susan van de Ven,
Dr. Aidan Van de Weyer and Heather Williams

Quorum: 3

Substitutes: Councillors Graham Cone, Dr. Richard Williams, Sue Ellington,
Bunty Waters, Lina Nieto, Dr. Tumi Hawkins, Brian Milnes and
Michael Atkins

Dear Councillor

You are invited to attend the next meeting of **Civic Affairs Committee**, which will be held in **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Tuesday, 12 September 2023 at 10.00 a.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
Liz Watts
Chief Executive

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Agenda

Pages

Procedural Items

- 1. Apologies for Absence**
To receive Apologies for Absence from Committee members.
- 2. Declarations of Interest**

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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.

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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.]

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Agenda Item 3

South Cambridgeshire District Council

Minutes of a meeting of the Civic Affairs Committee held on
Tuesday, 4 July 2023 at 10.00 a.m.

PRESENT: Councillor Paul Bearpark – Chair

Councillors:	Dr. Martin Cahn Mark Howell	Dr. Tumi Hawkins Dr Susan van de Ven
Officers:	Patrick Adams John Murphy	Senior Democratic Services Officer Monitoring Officer

Councillor Heather Williams was in attendance remotely.

1. Apologies for Absence

Apologies for Absence were received from Councillors Henry Batchelor, Peter Fane and Bridget Smith. Councillor Tumi Hawkins substituted for Councillor Henry Batchelor.

2. Declarations of Interest

Councillor Mark Howell declared a non registerable interest in agenda item 4, as inevitably he knew the district councillor under investigation.

Councillor Heather Williams declared a non registerable interest in agenda item 4 as she knew the members of Fowlmere and Waterbeach parish councils, who had been under investigation.

Councillor Paul Bearpark declared a non registerable interest in agenda item 4 as the local member for Waterbeach he knew those parish councillors who had been under investigation.

3. Minutes of Previous Meeting

The minutes of the meeting held on 2 March 2023 were agreed as a correct record.

4. Update on Code of Conduct Complaints

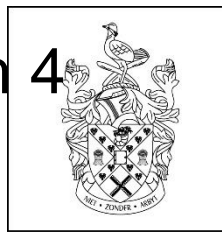
The Monitoring Officer presented his report which updated the Civic Affairs Committee on complaint cases regarding alleged breaches of the Code of Conduct. He explained that in the seven cases involving parish councils it had been decided that there were insufficient grounds to investigate. The investigation into a district councillor included in the report was ongoing and since the report had been published a new complaint regarding a district councillor had been received and was being processed.

The Committee **noted** the report.

5. Date of Next Meeting

It was noted that the next meeting would be held on Tuesday 12 September at 10 am.

The Meeting ended at 10.05 a.m.



REPORT TO: Civic Affairs Committee

12 September 2023

LEAD OFFICER: Head of Shared Internal Audit / Head of Finance

Independent Members

Executive summary

1. This report has been produced to consider whether the membership of the Audit and Corporate Governance Committee should include an independent member, or members, who are neither a Council elected member or an officer.
2. Recent guidance from professional bodies have reinforced the benefits associated with independent members and recommended that Councils appoint them.
3. Guidance on the role of the independent members is included in the appendices to this report.
4. The Audit and Corporate Governance Committee considered this at the meeting on 26 July 2023. It was agreed to proceed and recommend this is reviewed at Civic Affairs Committee as it is a constitutional change. If this Committee agrees, they should propose that it is approved by Full Council so the Constitution can be updated.

Key Decision

5. This is not a key decision because this it does not fall within the Constitutional definition of a Key Decision.

Recommendations

6. Civic Affairs members instructions are sought on whether to recommend to Council the appointment of an Independent Member to Audit and Corporate Governance Committee.
7. If the Committee proposes the changes to Council and it is approved, the Chief Finance Officer, after consultation with the Chairman of the Audit & Corporate Governance Committee, should be authorised to make the necessary arrangements to recruit and select the Independent Member.

Reasons for Recommendations

8. Appointing an Independent Member would help the Committee follow best practice set out by the Chartered Institute of Public Finance and Accountancy (CIPFA).

Details

9. The Audit and Corporate Governance Committee is a key component of the Council's corporate governance framework. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
10. The purpose of the committee is to provide independent assurance, to the members, of the adequacy of the risk management framework and the internal control environment. It provides independent review of the governance, risk management and control frameworks; and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

11. It is best practice that the Audit and Corporate Governance Committee periodically reviews if it would be beneficial to appoint co-opted independent members to the Committee (also known as lay members).
12. Further information is enclosed in the Appendix A below.

Feedback and recommendations from the Audit & Corporate Governance Committee

13. The Audit & Corporate Governance Committee reviewed the options and recommended appointment of a single independent member.
14. Factors that were discussed and informed the decision included:

Best practice	It was recognised that appointing an independent member was recommended as best practice by the professional body CIPFA, who sets out guidance on effective audit committees.
Availability	<p>Best practice is to recruit two independent members. It may be a challenge to recruit a people with the skills and resources required.</p> <p>The Committee agreed that recruiting a single person is more achievable. This could be reviewed again in future.</p>
Non-elected member	<p>Concern was raised about appointing a non-elected member.</p> <p>A co-opted or lay member is a committee member who is not an elected representative but recruited to join the committee. The objective of including such members is to increase the knowledge and experience base of the committee, reinforcing its independence.</p> <p>Recommended best practice from CIPFA, is to appoint a non-elected member in English authorities. Inclusion of lay members is already a legislative requirement for authorities in Wales and combined authorities in England.</p>
Voting rights	<p>Best practice is that the role description of a co-opted member of the committee will be the same as for an elected representative who is a committee member. There are two exceptions:</p> <ul style="list-style-type: none"> • where the committee has been delegated decision making responsibilities. The Committee currently has no delegated decision-making responsibilities set out in the Constitution. • The Committee is required to approve the Statement of Accounts and the Annual Governance Statement in accordance with the Accounts and Audit Regulations. In England and Wales, co-opted independent members cannot vote to approve the accounts under section 13 of the Local Government and Housing Act 1989. They can advise and comment. <p>Therefore, it is proposed that the Independent Member would be a voting position noting the exceptions above.</p>
Local Resident	<p>It was suggested that the Independent Member should be a resident of the district.</p> <p>While preferred, this is not crucial to the role and may restrict the pool of available candidates.</p> <p>The most important focus will be to recruit someone with the relevant skills and knowledge, and to make sure that they actively participate and attend all meetings.</p>

Options

15. The options are to:
 - (a) Do nothing and maintain the current arrangements;
 - (b) Propose to full Council a change in the Constitution, as per the recommendation in paragraph 6. This will enable officers to commence the process for appointing an Independent Member with powers as set out in the appendices which are based on best practice guidance.

Implications

16. In the writing of this report, the following implications have been considered:

Policy

17. The Council's Audit and Corporate Governance Committee, or Civic Affairs Committee, does not currently have arrangements to appoint independent members. If an independent appointment was recommended, then changes to the constitution would be necessary following approval by Council.

Legal

18. The Council's Audit and Corporate Governance Committee is defined by the Local Government Act 2000 and its purpose is to give assurance to elected members and the public about the governance, financial reporting and performance of the Council. The appointment of independent members on the committee will assist and promote good governance and scrutiny of the committee. If committee decides to recommend the appointment an independent member, then this would require a constitutional change and the matter will need to go to full Council for approval.

Financial

19. It is usual practice to provide some form of payment to the lay committee members and to pay expenses for attending meetings for 2022/23 the allowance was £1,163. The allowance recognises the value and time contributed by the member. If an independent member is appointed as the committee chair, an additional sum would be appropriate. There will also be recruitment costs.

Risk

20. There is a risk that it will prove difficult to make an appointment and to ensure that any appointment made is a suitable member. There will need to be a clear person specification that draws out the attributes that the Council would be looking for the person to possess and to guide the recruitment panel in the selection process.

Background Papers

21. Background papers used in the preparation of this report:
- Audit & Corporate Governance Committee Terms of Reference

Appendices

22. Appendices to this report include:
- Appendix A - Independent Member Guidance
 - Appendix B – Role Description

Report Authors:

Jonathan Tully – Head of Shared Internal Audit

Peter Maddock – Head of Finance

Appendix A – Independent Member Guidance

Background

23. Audit committees in local authorities are necessary to satisfy the wider requirements for sound financial management and internal control.
24. The Accounts and Audit (England) Regulations 2015 state that a local authority is responsible “for a sound system of internal control which facilitates the effective exercise of its functions and the achievement of its aims and objectives; ensures that the financial and operational management of the authority is effective, and includes effective arrangements for the management of risk”. In addition, section 151 of the Local Government Act 1972 requires every local authority to “make arrangements for the proper administration of its financial affairs”.
25. A co-opted independent or lay member is a committee member who is not an elected representative but recruited to join the committee. The objective of including such members is to increase the knowledge and experience base of the committee, reinforcing its independence.
26. Inclusion of lay members is a legislative requirement for authorities in Wales and for combined authorities in England. Where there is no requirement, CIPFA recommends the committee includes two co-opted independent members.

Benefits of Independent Members

27. The reasons for CIPFA’s recommendation are as follows:
 - To supplement the knowledge and experience of elected representatives in specific areas, such as audit or financial reporting.
 - To provide continuity outside the political cycle. This is of particular importance where membership of the committee changes annually or because of elections.
 - To help achieve a non-political focus on governance, risk and control matters.
 - Having two co-opted members rather than one will allow recruitment of members with different but complementary knowledge and experience, increase the resilience and continuity of the committee.
 - Having two co-opted members shows a commitment to supporting and investing in the committee.

While including co-opted members can bring real value to the committee, care is needed to ensure that the arrangement works well, both for the co-opted member and for the other committee members. It is essential that the co-opted member receives an adequate induction and ongoing support to provide organisational context and to build working relationships.

Historical evaluation

28. The Audit & Corporate Governance Committee has previously considered the benefits of appointing an Independent Member.
29. In [April 2019](#) the Audit and Corporate Governance Committee reviewed its Terms of Reference using the guidance published by CIPFA. The [Terms of Reference](#) form part of the Council’s Constitution.
30. At the April 2019 meeting Members considered the appointing an Independent Member, and this is recorded in the minutes:

“It was suggested that the Committee should include a non-councillor in its membership. It was noted that this could ensure experienced knowledge in the Committee’s membership but the Council might find it difficult to recruit a suitable candidate.

It was agreed that a small Special Responsibility Allowance should be paid to an independent member and full Council would be responsible for appointing them.

The Committee agreed that it should have the option of appointing an independent person to its membership and asked the Deputy Head of Legal Practice to investigate whether this was possible.”

31. At the [September 2019](#) meeting Members considered a report from the Head of Finance and the Monitoring Officer. The Committee made the following points:
 - It was unclear what additional benefit an independent members could bring to the Committee.
 - The Council would find it difficult to attract a person of suitable calibre for this position.
 - It was unlikely that the allowance that would be offered for the position would prove much of an incentive.
32. The Committee resolved not to recommend the appointment of an independent member at this time, but to review this issue periodically.
33. In March 2023 the Audit and Corporate Governance Committee completed a self-assessment to the latest guidance published by CIPFA. At this workshop the Committee agreed to review the appointment of an Independent Member at a future meeting.
34. In July 2023 the [Audit and Corporate Governance Committee](#) considered a report on appointment of an independent member. It was agreed that this should be progressed as best practice and agreed it should be proposed to Civic Affairs as it was a constitutional change.

Current professional guidance and best practice

Redmond Review

35. Sir Tony Redmond completed an Independent Review into the oversight of local audit and the transparency of local authority financial reporting in 2019. In 2021 the Department for Levelling up, Housing & Communities published their [final response to the technical consultation](#) on the local audit framework. The response said:

“Fundamentally, it is important that councils, as with other public bodies, have appropriate measures in place: the government considers it proportionate to establish a simple principle that local authorities should have an audit committee, with at least one independent member. Mandating for audit committees would ensure widespread take-up, along with improved public accountability.

Consequently, based on the consultation feedback, we will be making Audit Committees, with at least one independent member, a mandatory requirement, once Parliamentary time allows.

We will continue to consult with partners on how this should be implemented. In the intervening period, the government would encourage local bodies to establish their arrangements in line with CIPFA’s guidance, including appointing independent members.

CIPFA Position Statement

36. CIPFA published, in 2022, a revised Position Statement: Audit Committees in Local Authorities and Police. The statement represents CIPFA’s view on the audit committee practice and principles that local government bodies in the UK should adopt.
37. CIPFA expects that all local government bodies should make their best efforts to adopt the principles, aiming for effective audit committee arrangements. This will enable those bodies to meet their statutory responsibilities for governance and internal control arrangements, financial management, financial reporting and internal audit.
38. The Position Statement includes the potential role of Independent Members:

The audit committees of local authorities should include co-opted independent members in accordance with the appropriate legislation.

Where there is no legislative direction to include co-opted independent members, CIPFA recommends that each authority audit committee should include at least two co-opted independent members to provide appropriate technical expertise.

CIPFA Guidance

39. CIPFA issued updated guidance on audit Committees in 2023. This provided guidance on the role of the co-opted independent member:

The role description for a co-opted member of the committee will be the same as for an elected representative who is a committee member. The only substantial difference will be where the committee has been delegated decision-making responsibilities – although such delegations are not advised by CIPFA – a co-opted member cannot vote on council policy, so will not be able to take part in the decision, though they can, of course, contribute to the discussions prior to the formal decision.

The minutes of the meeting should distinguish between a delegated committee decision and a recommendation from the committee to another council body. The latter is part of the role of an advisory committee and the co-opted member should be able to take part fully.

Process for adopting the change

40. If the Audit and Corporate Governance Committee wish to proceed with the proposal, they should recommend this to Civic Affairs Committee and thereafter Council as it will be a Constitutional change. The Audit and Corporate Governance Committee agreed to proceed, and this is now being presented to the Civic Affairs Committee:



41. In preparing for the appointment of an independent member a recruitment process would need to be carried out which would involve officer and member time, there would be a small cost attached to the process.

Anticipated challenges and considerations

42. It is not currently known whether there would either be any interest in this or indeed anyone suitable to carry out the role.
43. The member would need to have some understanding of how a local authority works and would also need to have a finance background. The risk of appointing someone with a finance background but no knowledge of local authority finance is that it could generate additional work and questions that add little to the process, and it is important that the independent member adds value to the Audit and Governance process.
44. Another consideration would be whether the member would have voting rights in the same way that other members would have. Members instructions are sought on whether the independent member should be in the same position as any other committee member including the ability to vote on issues as and when required. This is best practice.
45. It would also seem appropriate to pay an allowance to the independent member in recognition of their duties which would be an additional cost in the budget.
46. Members would also need to determine the duration of any appointment and officers would recommend a 4-year initial term with re-appointment for a further term or terms. It would also be necessary to make amendments to the Council's constitution to reflect any changes this would bring. A draft role description is attached at appendix B.

Appendix B - Role Description for Independent Member

Independent Member of Audit & Corporate Governance Committee

Role Description

1. To engage fully in collective consideration of the issues before the Audit & Corporate Governance Committee, taking into account a full range of relevant factors, including legislation and supporting regulation (e.g. the Accounts & Audit Regulations 2011), professional guidance (e.g. that issued by the Chartered Institute of Public Finance and Accountancy (CIPFA)), and the advice of the Council's Section 151 Officer.
2. To participate fully in the discharge of all Audit Committee functions, as set out in the Audit & Corporate Governance Committee's terms of reference and the constitution
3. To promote the concept of proportionate, effective risk management and internal control throughout the organisation; and to champion the work of Internal Audit, External Audit and Risk Management.
4. To participate in periodic review of the overall effectiveness of the Audit & Corporate Governance Committee, and of its terms of reference.
5. To ensure that the minutes of Audit & Corporate Governance Committee meetings accurately record decisions taken.

Skills and Competencies

1. Demonstrates up to date knowledge, skill and a depth of experience in the fields of audit, accounting, risk management and performance management. Experience gained working in a large, or public sector organisation.
2. Knowledge of the Council's strategic priorities and objectives. Understanding of the complexity of issues surrounding audit and risk management in local government.
3. Works to high behavioural standards, demonstrating honesty, probity, and the highest level of integrity in conduct. Follows the Council's Constitution and the Member's Code of Conduct.
4. Operates consistently and without bias.
5. Is an effective role model; supports appropriate behaviours and challenges opinions and advice where appropriate, separating major issues from minor ones.
6. Contributes proactive, proportionate and independent thought, and also collaboration with officers to temper the opinions of Committee members.
7. Works sensitively with people inside and outside committee.
8. Listens to and balances advice.

Additional Information

9. Must not be a serving local government officer or councillor.
10. Must have no personal, legal or contractual relationship with South Cambridgeshire District Council (including employees or Members or former staff), or any other relationship / activity which might represent a conflict of interest.
11. Must attend at least half of the scheduled meetings and be able and willing to devote the necessary time to the role and any occasional training and development required for the role.

Agenda Item 5



Report to:	Civic Affairs Committee	12 September 2023
Lead Officer:	Liz Watts, Electoral Registration Officer, Returning Officer & Chief Executive	

Review of Polling Districts and Polling Places 2023

Executive Summary

1. This report presents a plan to undertake a review of the Council's polling districts and polling places, including an indicative timetable and proposed amendments to existing arrangements.

Key Decision

2. No

Recommendations

3. It is recommended that the Civic Affairs Committee agrees to commence the Council's review of Polling Districts and Polling Places for 2023 in accordance with the attached consultation document and included timetable.

Reasons for Recommendations

4. The Civic Affairs Committee has responsibility for oversight of the Council's electoral arrangements. Upon completion of the public consultation the Committee will make recommendations to Council to update the scheme of polling districts and places.
5. This report provides the Committee an opportunity to review proposed consultation documents and changes and to feed into the consultation process before it begins.

Details

6. The Council is required to split its geographical area into polling districts. These districts are the "building blocks" of all electoral areas (such as parishes, wards, divisions and constituencies). The Council is required to keep these areas under review to ensure convenient and effective access to local democracy is maintained for residents.

7. For each polling district, the Council must also define a polling place, within which the Returning Officer will site their polling station.
8. In South Cambridgeshire most polling district boundaries are drawn along parish boundaries. Some larger parishes (or those spread across multiple centres) are split into two polling districts. Maintaining polling district boundaries along parish boundaries where possible is a consistent approach and is easy for voters to understand.
9. All Councils will be required to complete a new polling district review within 16 months of October 2023. With a general election due within the next 16 months it is sensible to commence our review as early as possible. The proposed indicative timetable suggests commencement of an 8-week consultation process starting at the beginning of October.
10. A small number of proposed changes to existing arrangements are detailed in the consultation document. In summary, these are:
 1. Creating new polling district arrangements for Cambourne
 2. Deleting the obsolete polling district SD2
 3. Updating arrangements at Marleigh
 4. Updating arrangements at Impington South
11. We expect these proposals to improve voting arrangements for electors.
12. Polling stations are not a formal part of the review as required by statute (they are determined by the Returning Officer). However, recent legislation (Elections Act 2022) has introduced new requirements as to the accessibility of polling stations for disabled voters.
13. In response, we have undertaken a full accessibility audit of our polling stations, which we are sharing as part of this review. To ensure that we continue to offer the best service possible for all voters, we also welcome comments on our polling stations and the results of our audit, particularly where alternative provision could improve our arrangements.
14. It should be borne in mind that South Cambridgeshire is a predominantly rural district, and venue options that might be used as polling stations are sometimes limited. Where a polling station is not fully accessible (and no suitable alternatives exist) we work hard to ensure our polling station staff are trained to support voters to ensure fair access to elections.
15. If approved, details of the consultation will be shared widely with parish councils, district and county councillors, with neighbouring registration officers and with other interested parties.

Options

1. The Committee could decide to amend the proposed timetable or make other changes to the proposed consultation arrangements, though the Committee should be aware that varying the proposals could compromise the ability of the Returning Officer to run effective elections.

Implications

16. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Legal

17. This review must be completed within the statutory period.

Risks/Opportunities

18. The risk of a short notice / snap General Election will increase over the next year. An early review of our polling arrangements will reduce the risk of election failure.

Equality and Diversity

19. An EqIA has not been completed, as there are no equality implications within the statutorily required polling district and places review. We have however, taken the opportunity to undertake an accessibility audit of our polling stations. We welcome feedback and comments from disabled voters as to their experiences of voting in South Cambridgeshire.

Consultation responses

20. Consultation responses will be incorporated when the item returns to Civic Affairs Committee before the end of the year.

Background Papers

None.

Appendices

- Appendix 1: Polling district review consultation document
- Appendix A: List of existing polling districts and places
- Appendix B: Polling station accessibility audit
- Appendix C: Proposed polling districts for Cambourne ward

Report Author:

Andrew Francis – Elections & Democratic Services Manager and Deputy Electoral
Registration Officer

Telephone: (01954) 713014

REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2023

a) Background and scope

All Councils are required to divide their area into polling districts, and to designate polling places for each of those districts.

Polling districts are the “building blocks” of electoral areas (parishes, wards, divisions and constituencies) and they form the basis on which the register of electors is put together.

Polling places are the specific geographical areas identified for each individual polling district within which a polling station is usually located. In South Cambridgeshire, polling place boundaries are usually (but not always) set along the same boundaries as polling districts. This allows the Returning Officer the flexibility to move to an alternative polling station within the polling place should there be an urgent need (such as at a snap election or if there is late unavailability of a venue).

A **Polling Station** is the space within which the process of voting takes place and it will almost always be within the designated polling place.

Councils must keep polling districts and polling places under review in line with a statutory timetable. The last review took place in 2019. A new review must take place within 16 months of October 2023. It is prudent to undertake the review early to ensure readiness for a potential short notice General Election.

Polling district reviews are an opportunity for residents and other interested stakeholders in South Cambridgeshire to give their view on polling arrangements in the district. The focus is on ensuring polling districts and polling places are fit for purpose and that they enable and support effective local democracy.

Across most of the district, our polling district boundaries are the same as our parish boundaries. This provides a simple scheme which is easy to understand and consistent for voters. Some parishes, which are larger or split over multiple centres (such as Fulbourn or Teversham) are split into multiple polling districts to deliver a better and more local service for residents.

b) Review Timetable

12 September 2023	Initial scoping report to Civic Affairs Committee
2 October 2023	Commencement of 8-week consultation period
27 November 2023	End of consultation period
14 December 2023	Outcome report to Civic Affairs Committee
27 February 2024	Recommendations of Civic Affairs Committee to be considered by Council
1 March 2024	Republication of affected parts of Register of Electors

c) Consultation

A formal 8-week consultation period will start on 2 October 2023.

We invite comments, views and suggestions from residents and other interested parties on how we might improve polling arrangements in South Cambridgeshire.

Comments should relate to:

- The suitability and appropriateness of existing polling districts and polling places (see appendix A)
- The suitability and appropriateness of proposed changes to polling districts and places (see section below)
- The suitability and appropriateness of existing polling stations, particularly with respect to the accessibility of stations for disabled voters or the identification of alternative and potentially better venues (see appendix B)
- Constructive suggestions on how to improve arrangements, or positive comments in relation to current polling arrangements

d) Proposed Changes

The following changes are proposed to the current schedule of polling districts, places and stations. Feedback on these proposals is particularly welcomed.

1. To create new polling district arrangements for Cambourne

Cambourne has historically been designated as a single polling district (NP1). This recently changed with the development of Cambourne West which was designated as a separate polling district (NP2). The number of electors in Cambourne (NP1) has reached a level that means a single polling district no longer suits the needs of voters in the area.

As part of this review it is proposed that Cambourne be split into 4 separate polling district areas, roughly along the original masterplan boundaries for Great, Upper and Lower Cambourne. The current polling district of Cambourne West (which will be renamed West Cambourne) will be retained. This will enable more effective polling arrangements for residents across the Town.

Polling District	Polling Place	Polling Station
NP1 – Great Cambourne	The Town of Cambourne	The Hub
NP2 – Upper Cambourne	The Town of Cambourne	Great Cambourne Cricket Pavilion
NP3 – Lower Cambourne	The Town of Cambourne	Lower Cambourne Cricket Pavilion
NP4 – West Cambourne	The Town of Cambourne	The Hub

As West Cambourne starts to grow quickly it will become necessary to establish a permanent polling station in the polling district. This will be kept under review.

It should be noted that these proposed changes to polling district and polling place arrangements will not affect residents in any way beyond their local voting arrangements.

2. To delete polling district SD2 – Willingham Highgate

The Willingham Highgate Polling District (SD2) was created in response to changing parish boundaries between the parishes of Willingham and Over. The electors in this polling district can now be absorbed into SD1 Willingham with no effect on their polling arrangements, so this polling district is no longer required.

3. To update arrangements for polling district RA2 – Fen Ditton East

The parish of Fen Ditton was split into two parish wards by the Local Government Boundary Commission for England (LGBCE) as part of their last review of electoral arrangements for the County Council.

Since that review development at Marleigh (in RA2) has grown significantly, and it is now appropriate to propose designation of a new polling place and polling station for this polling district.

Polling District	Polling Place	Polling Station
RA2 – Fen Ditton East (Marleigh)	Fen Ditton East Polling District	Marleigh Community Centre, The Hangar

4. To update arrangements for polling district OA3 – Impington South

The Meadows Community Centre has been demolished and rebuilt, and the new building lies over the boundary in the administrative area of Cambridge City Council. It remains the most appropriate building to use as a polling station for electors in Impington South, but our scheme of polling places will need to be updated to reflect that the station will not be in the polling district. There will be minimal adverse impact on voters.

Polling District	Polling Place	Polling Station
OA3 – Impington South	Cambridge City Council Polling District of BAB and the Impington South Polling District	The Meadows Community Centre

For Information:

RG2 – Six Mile Bottom: Unfortunately, we are no longer able to use the Sports and Social Club as polling station for Six Mile Bottom. We continue to keep this situation under review and will adopt a new polling station if a suitable venue becomes available. We regularly write to affected voters to ensure they are aware of the situation.

SD3 – Willingham South: Willingham South is an administrative polling district created when a new polling district was formed for Northstowe. Willingham South continues to be required in the short term as it falls within a different parliamentary constituency to the rest of Willingham. In due course, this polling district will need to be removed.

e) Accessibility of elections and the Elections Act 2022

New requirements and guidance on the accessibility of elections were introduced as part of the Elections Act 2022. As a result of these new rules we have undertaken a full audit of the accessibility of our preferred polling stations.

We are pleased to report that most of our polling stations offer excellent access for disabled voters. Where polling stations are not fully accessible, there will not usually be a better alternative available. In these circumstances we spend extra time and effort to work with our polling station staff to ensure we offer fair access to our elections for all voters.

We welcome feedback on the accessibility and suitability of our polling stations for disabled voters, particularly where alternative facilities might improve our service.

f) How to respond

Full details of this review (along with polling district ward maps) can be found on our website at www.scambbs.gov.uk/elections.

A schedule of the existing South Cambridgeshire polling districts, polling places and polling stations can also be viewed at Appendix (A). The results of our accessibility audit can be viewed at Appendix (B). The proposed polling district boundaries for Cambourne ward can be viewed at Appendix (C).

The easiest way to respond to this consultation is by completing our online form, which can be found on the polling district review pages on our website at www.scambbs.gov.uk/elections.

You can also respond by emailing elections@scambbs.gov.uk. You should make the subject of your email POLLING DISTRICT REVIEW.

You can also write to us at

Electoral Services
South Cambs District Council
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

If you need to you can contact us by telephone on 01954 713000.

Please make sure we have received your responses by **27 November 2023**.

Any representations made during the review may be published alongside reports to the Civic Affairs Committee and Council and will help inform decisions made by those bodies.

Liz Watts
Electoral Registration Officer, Returning Officer and Chief Executive

List of Appendices

- a) Schedule of existing polling districts, places and stations
- b) Results of polling station accessibility audit
- c) Map showing proposed new polling district boundaries for Cambourne Ward

Online resources at www.scambs.gov.uk/elections

- Maps of all district wards split into existing polling districts

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Appendix A - Existing Polling Districts, Places and Stations

List of Existing Polling Districts, Places and Stations ordered by ward				
WARD NAME	PD LETTERS	POLLING DISTRICT	POLLING PLACE	PREFERRED POLLING STATION
BALSHAM	ZA1	Balsham	The Parish of Balsham	Church Institute
	ZC1	Carlton	The Parish of Carlton	Caravan, Church Road
	ZF1	Horseheath	The Parish of Horseheath	Village Hall
	ZI1	West Wickham	The Parish of West Wickham	Village Hall
	ZJ1	West Wrating	The Parish of West Wrating	Village Hall
	ZK1	Weston Colville	The Parish of Weston Colville	Reading Room
BAR HILL	QA1	Bar Hill	The Parish of Bar Hill	Bar Hill Church (Double Station)
BARRINGTON	XB1	Barrington	The Parish of Barrington	Village Hall
	XD1	Great Eversden	The Parish of Great Eversden	Village Hall
	XE1	Little Eversden	The Parish of Little Eversden	The Pavilion
	XL1	Orwell	The Parish of Orwell	Village Hall
	XO1	Wimpole	The Parish of Wimpole	Village Hall
BASSINGBOURN	VB1	Bassingbourn	The Parish of Bassingbourn-cum-Kneesworth	The Old School Community Centre
	VE1	Litlington	The Parish of Litlington	Village Hall
CALDECOTE	NA1	Bourn	The Parish of Bourn	Village Hall
	NC1	Caldecote	The Parish of Caldecote	Village Hall
	NL2	Childerley	The Parishes of Childerley, Caldecote and Knapwell	Caldecote and Knapwell Village Halls
	XG1	Little Gransden	The Parish of Little Gransden	Village Hall
	XH1	Kingston	The Parish of Kingston	Village Hall
	XI1	Longstowe	The Parish of Longstowe	Village Hall
CAMBOURNE	NP1	Cambourne	The Town of Cambourne	The Hub (Triple Station)
	NP2	Cambourne West	The Town of Cambourne	The Hub
CAXTON AND PAPWORTH	NB1	Boxworth	The Parish of Boxworth	Village Hall
	ND1	Caxton	The Parish of Caxton	Village Hall
	NE1	Conington	The Parish of Conington	The White Swan

	NF1	Croxton	The Parish of Croxton	Village Hall
	NG1	Elsworth	The Parish of Elsworth	The Pavilion
	NH1	Eltisley	The Parish of Eltisley	Cade Memorial Hall
	NJ1	Graveley	The Parish of Graveley	Village Hall
	NK1	Knapwell	The Parish of Knapwell	Grange Farm
	NM1	Papworth Everard	The Parish of Papworth Everard	The Studio
	NN1	Papworth St. Agnes	The Parish of Papworth St Agnes	The Church
COTTENHAM	SA1	Cottenham	The Parish of Cottenham	Cottenham Village Hall (Double Station)
	SC1	Rampton	The Parish of Rampton	Village Hall
DUXFORD	YC1	Babraham	The Parish of Babraham	The George Inn Public House
	YD1	Pampisford	The Parish of Pampisford	Village Hall
	WB1	Duxford	The Parish of Duxford	Communal Centre
	WE1	Hinxton	The Parish of Hinxton	Village Hall
	WF1	Ickleton	The Parish of Ickleton	Village Hall
FEN DITTON AND FULBOURN	RA1	Fen Ditton West	The Parish of Fen Ditton	The Pavilion (recreation ground)
	RA2	Fen Ditton East (Marleigh)	The Parishes of Fen Ditton and Teversham	The Pavilion and Hope Community Church, Teversham
	RB1	Fulbourn Village	The Parish of Fulbourn	The Fulbourn Centre (Double Station)
	RB2	Fulbourn Beechwood	Fulbourn Beechwood Polling District	Mobile Library, Tesco Car Park
	RC1	Horningsea	The Parish of Horningsea	Village Hall
	RD1	Stow cum Quy	The Parish of Stow cum Quy	Village Hall
	RE1	Teversham (Village)	The Parish of Teversham	Hope Community Church
	RE2	Teversham (Foxgloves)	Teversham Foxgloves Polling District	Bewick Bridge School
	RF1	Great Wilbraham	The Parish of Great Wilbraham	Memorial Hall
	RG1	Little Wilbraham	The Parish of Little Wilbraham	The Church
RG2	Six Mile Bottom	The Parish of Little Wilbraham	The Church	
FOXTON	WA1	Great Chishill	The Parish of Great & Little Chishill	Sport Pavilion
	WA2	Little Chishill	The Parish of Great & Little Chishill	Sport Pavilion
	WC1	Fowlmere	The Parish of Fowlmere	United Reformed Church
	WD1	Heydon	The Parish of Heydon	Holy Trinity Church
	XF1	Foxton	The Parish of Foxton	Village Hall
GAMLINGAY	VC1	Gamlingay	The Parish of Gamlingay	Eco Hub (Double Station)

GIRTON	QC1	Dry Drayton	The Parish of Dry Drayton	Village Hall
	QD1	Girton	The Parish of Girton	Cotton Hall (Double Station)
	QF1	Madingley	The Parish of Madingley	Village Hall
HARDWICK	PE1	Hardwick	The Parish of Hardwick	Hardwick Pavilion
	PH1	Toft	The Parish of Toft	Methodist Church
HARSTON AND COMBERTON	PA1	Barton	The Parish of Barton	Village Hall
	PB1	Comberton	The Parish of Comberton	Village Hall
	PC1	Coton	The Parish of Coton	Village Hall
	PD1	Grantchester	The Parish of Grantchester	Reading Room
	PF1	Harlton	The Parish of Harlton	Village Hall
	PG1	Haslingfield	The Parish of Haslingfield	Village Hall
	PG2	South Trumpington	The Parish of South Trumpington	Trumpington Meadows Primary School
	TA1	Harston	The Parish of Harston	Village Hall
	TB1	Hauxton	The Parish of Hauxton	Village Hall
HISTON AND IMPINGTON	OA1	Histon	The Parish of Histon	Baptist Church Hall (Double Station)
	OA2	Impington (North)	The Parishes of Histon & Impington	Baptist Church Hall
	OA3	Impington (South)	Impington South Polling District	Meadows Community Centre
	OA4	Orchard Park	The Community of Orchard Park	Orchard Park Community Centre
LINTON	YA1	Great Abington	The Parish of Gt and Lt Abington	Village Institute
	YB1	Little Abington	The Parish of Gt and Lt Abington	Village Institute
	ZB1	Bartlow	The Parish of Bartlow	St Mary's Church
	ZD1	Castle Camps	The Parish of Castle Camps	Village Hall
	ZE1	Hildersham	The Parish of Hildersham	Village Hall
	ZG1	Linton	The Parish of Linton	Village Hall (Double Station)
	ZH1	Shudy Camps	The Parish of Shudy Camps	St Mary's Church
LONGSTANTON	QE1	Longstanton	The Parish of Longstanton	Village Institute
	QE2	Northstowe	The Town of Northstowe	Northstowe Community Centre
	QG1	Oakington & Westwick	The Parish of Oakington and Westwick	Oakington Pavilion
MELBOURN	XJ1	Melbourn	The Parish of Melbourn	United Reformed Church Hall (Double Station)
	XK1	Meldreth	The Parish of Meldreth	Village Hall
	XM1	Shepreth	The Parish of Shepreth	Village Hall
	XN1	Whaddon	The Parish of Whaddon	Village Hall

MILTON AND WATERBEACH	OB1	Landbeach	The Parish of Landbeach	Village Hall
	OC1	Milton	The Parish of Milton	Community Centre (Double Station)
	OC2	Milton Detached	The Parish of Milton	Community Centre
	OD1	Waterbeach	The Parish of Waterbeach	Salvation Army Hall (Double Station)
	OD2	Chittering	The Parish of Chittering	Caravan, Chittering Park Campsite
OVER AND WILLINGHAM	SB1	Over	The Parish of Over	Community Centre
	SD1	Willingham	The Parish of Willingham	Ploughman Hall (Double Station)
	SD2	Willingham Highgate	The Parishes of Willingham & Over	Ploughman Hall and Over Community Centre
	SD3	Willingham South	The Parishes of Willingham & Northstowe	Ploughman Hall and Northstowe Community Centre
SAWSTON	YE1	Sawston	The Parish of Sawston	Free Church Hall (Double Station)
SHELFORD	TD1	Great Shelford	The Parish of Great Shelford	Memorial Hall (Double Station)
	TE1	Little Shelford	The Parish of Little Shelford	Memorial Hall
	TF1	Stapleford	The Parish of Stapleford	Sheltered Housing
SWAVESEY	NI1	Fen Drayton	The Parish of Fen Drayton	Village Hall
	NL1	Lolworth	The Parish of Lolworth	Robinson Hall
	NO1	Swavesey	The Parish of Swavesey	Memorial Hall
THE MORDENS	VA1	Abington Pigotts	The Parish of Abington Pigotts	Village Hall
	VD1	Hatley	The Parish of Hatley	Village Hall
	VF1	Guilden Morden	The Parish of Guilden Morden	Village Hall
	VG1	Steeple Morden	The Parish of Steeple Morden	Village Hall
	VH1	Shingay-cum-Wendy	The Parish of Shingay cum Wendy	Village Hall
	VI1	Tadlow	The Parish of Tadlow	49 High Street
	XA1	Arrington	The Parish of Arrington	Arrington Assembly Rooms and Institute
	XC1	Croydon	The Parish of Croydon	Croydon Reading Rooms
WHITTLESFORD	TC1	Newton	The Parish of Newton	Village Rooms
	WG1	Thriplow Village	The Parish of Thriplow	Village Hall
	WG2	Thriplow Heathfield	The Parish of Thriplow	Caravan, Whitehall Gardens
	WH1	Whittlesford	The Parish of Whittlesford	Memorial Hall

Croxton	Croxton Village Hall	Temporary ramp available	Y	Y	Road	Y	Y	N	N	N	●
Croydon	Croydon Reading Rooms	Level path (at side)	Y	Y	Y	Y	Y	Y	N	N	●
Dry Drayton	Dry Drayton Village Hall	Level path	Y	Y	Y	Y	Y	Y	Y	N	●
Duxford	Communal Centre	Fixed ramp (with handrail)	Y	Y	Y	Y	Y	Y	Y	N	●
Elsworth	Elsworth Pavilion	Level path	Y	Y	Gravel	Y	Y	Y	Y	N	●
Eltisley	Cade Pavilion	Fixed ramp	Y	Y	Y	Y	Y	Y	N	N	●
Fen Ditton West	The Pavilion	Fixed ramp	Y	Y	Y	Y	Y	N	N	Y	●
Fen Ditton East (Marleigh)	Community Centre, The Hangar	Level path	Y	Y	Y	Y	Y	Y	N	N	●
Fen Drayton	Fen Drayton Village Hall	Level path	Y	Y	Y	Y	Y	Y	Y	Y	●
Fowlmere	United Reformed Church	Level path	Y	Y	Y	Y	Y	Y	N	N	●
Foxton	Foxton Village Hall	Level path	Y	Y	Y	Y	Y	Y	Y	Y	●
Fulbourn Beechwood	Mobile Library, Tesco Car Park	No level access	N	Y	Car Park	Y	Y	N	Y	Y	●
Fulbourn Village	The Fulbourn Centre	Level path	Y	Y	Y	Y	Y	Y	Y	Y	●
Gamlingay	Gamlingay Eco Hub	Level path	Y	Y	Y	Y	Y	Y	Y	Y	●
Girton	Girton Cotton Hall	Level path	Y	Y	Y	Y	Y	Y	Y	Y	●
Grantchester	Grantchester Reading Room	Level path	Y	Y	Y	Y	Y	N	N	N	●
Graveley	Graveley Village Hall	Level path	Y	Y	Gravel	Y	Y	N	Y	N	●
Great & Little Abington	Great Abington Village Institute	Level path	Y	Y	Y	Y	Y	Y	Y	Y	●
Great & Little Chishill	Great Chishill Sports Pavilion	Fixed ramp (with handrail)	Y	Y	Road	Y	Y	Y	Y	Y	●
Great Eversden	Great Eversden Village Hall	Level path	Y	Y	Road	Y	Y	Y	Y	N	●
Great Shelford	Great Shelford Memorial Hall	Level path	Y	Y	Y	Y	Y	Y	Y	Y	●
Great Wilbraham	Great Wilbraham Memorial Hall	Fixed ramp (with handrail)	Y	Y	Y	Y	Y	Y	Y	Y	●
Guilden Morden	Guilden Morden Village Hall	Fixed ramp	Y	Y	Gravel	Y	Y	Y	Y	N	●
Hardwick	Hardwick Pavilion	Level path	Y	Y	Y	Y	Y	Y	Y	Y	●
Harlton	Harlton Village Hall	Fixed ramp (with handrail)	Y	Y	Y	Y	Y	Y	Y	N	●
Harston	Harston Village Hall	Level path (at rear)	Y	Y	Y	Y	Y	Y	Y	Y	●
Haslingfield	Haslingfield Village Hall	Level path	Y	Y	Y	Y	Y	Y	Y	Y	●
Hatley	Hatley Village Hall	Temporary ramp available	Y	Y	Y	Y	Y	Y	Y	Y	●
Hauxton	Hauxton Centre	Level path	Y	Y	Y	Y	Y	Y	Y	Y	●
Heydon	Holy Trinity Church	Temporary ramp available	Y	Y	Gravel	Y	Y	N	N	N	●
Hildersham	Hildersham Village Hall	Fixed ramp (with handrail)	Y	Y	Road	Y	Y	Y	N	N	●
Hinxton	Hinxton Village Hall	Temporary ramp available	N	Y	Y	Y	Y	N	N	N	●
Histon & Impington North	Histon Baptist Church	Fixed ramp	Y	Y	Y	Y	Y	Y	Y	Y	●
Horningsea	Horningsea Village Hall	Level path	Y	Y	Road	Y	Y	Y	Y	N	●
Horseheath	Horseheath Village Hall	Level path	Y	Y	Drive	Y	Y	Y	Y	N	●

Ickleton	Ickleton Village Hall	Fixed ramp	Y	Y	Road	Y	Y	Y	Y	Y	Y	●
Impington South	Meadows Community Centre	Level path	Y	Y	Y	Y	Y	Y	Y	Y	Y	●
Kingston	Kingston Village Hall	Fixed ramp (with handrail)	Y	Y	Road	Y	Y	Y	Y	Y	Y	●
Knapwell	Knapwell Grange Farm	Temporary ramp available (at rear)	Y	Y	Y	N	Y	N	N	N	N	●
Landbeach	Landbeach Village Hall	Level path	Y	Y	Y	Y	Y	Y	Y	Y	Y	●
Linton	Linton Village Hall	Fixed ramp	Y	Y	Y	Y	Y	Y	Y	N	N	●
Litlington	Litlington Village Hall	Fixed ramp (with handrail)	Y	Y	Y	Y	Y	Y	Y	N	N	●
Little Eversden	The Pavilion	Temporary ramp available	Y	Y	Gravel	Y	Y	N	Y	N	N	●
Little Gransden	Little Gransden Village Hall	Level path	Y	Y	Y	Y	Y	Y	Y	Y	Y	●
Little Shelford	Little Shelford Memorial Hall	Level path	Y	Y	Y	Y	Y	Y	N	N	N	●
Little Wilbraham & Six Mile Bottom	St John the Evangelist Church	Temporary ramp available	Y	Y	Gravel/Grass	Y	Y	N	N	N	N	●
Lolworth	Lolworth Robinson Hall	Level path	Y	Y	Road	Y	Y	Y	N	N	N	●
Longstanton	Longstanton Village Institute	Level path	Y	Y	Y	Y	Y	Y	N	N	N	●
Longstowe	Longstowe Village Hall	Fixed ramp (with handrail)	Y	Y	Gravel	Y	Y	Y	Y	N	N	●
Madingley	Madingley Village Hall	Level path (at side)	Y	Y	Y	Y	Y	Y	Y	N	N	●
Melbourn	United Reformed Church Hall	Level path	Y	Y	Y	Y	Y	Y	Y	N	N	●
Meldreth	Meldreth Village Hall	Level path	Y	Y	Y	Y	Y	Y	Y	Y	Y	●
Milton & Milton Detached	Milton Community Centre	Level path	Y	Y	Y	Y	Y	Y	Y	Y	Y	●
Newton	Newton Village Rooms	Level path	Y	Y	Y	Y	Y	N	Y	N	N	●
Northstowe	Northstowe Community Centre	Level path	Y	Y	Y	Y	Y	Y	Y	Y	Y	●
Oakington	Oakington Pavilion	Level path	Y	Y	Y	Y	Y	Y	Y	Y	Y	●
Orchard Park	Orchard Park Community Centre	Level path	Y	Y	Y	Y	Y	Y	Y	Y	Y	●
Orwell	Orwell Village Hall	Level path	Y	Y	Y	Y	Y	Y	Y	Y	Y	●
Over	Over Community Centre	Level path	Y	Y	Y	Y	Y	Y	Y	Y	Y	●
Pampisford	Pampisford Village Hall	Level path (at rear)	Y	Y	Y	Y	Y	Y	N	N	N	●
Papworth	The Studio	Level path	Y	Y	Y	Y	Y	Y	Y	Y	Y	●
Papworth St Agnes	St John the Baptist Church	Temporary ramp available	Y	Y	Gravel	Y	Y	N	N	N	N	●
Rampton	Rampton Village Hall	Level path	Y	Y	Y	Y	Y	Y	Y	Y	Y	●
Sawston	Free Church Hall	Level path	Y	Y	Y	Y	Y	Y	Y	Y	Y	●
Shepreth	Shepreth Village Hall	Level path	Y	Y	Y	Y	Y	N	Y	Y	Y	●
Shingay cum Wendy	All Saints Wendy Church and Village Hall	Fixed ramp	Y	Y	Road	Y	Y	Y	Y	Y	Y	●
Shudy Camps	St Mary's Church	Fixed ramp	Y	Y	Road	Y	Y	N	N	N	N	●
South Trumpington	Trumpington Meadows Primary School	Level path	Y	Y	Y	Y	Y	Y	N	N	N	●
Stapleford	Sheltered Housing, Cox's Close	Level path	Y	Y	Y	Y	Y	Y	Y	N	N	●
Steeple Morden	Steeple Morden Village Hall	Fixed ramp (with handrail)	Y	Y	Drive	Y	Y	Y	Y	Y	Y	●

Stow cum Quy	Stow cum Quy Village Hall	Fixed ramp (with handrail)	Y	Y	Road	Y	Y	Y	Y	Y	Y	●
Swavesey	Swavesey Memorial Hall	Level path	Y	Y	Y	Y	Y	Y	Y	Y	Y	●
Tadlow	49 High Street	Step access	N	Y	Road	N	Y	N	N	N	N	●
Teversham Foxgloves	Bewick Bridge Community Primary School	Level path	Y	Y	Y	Y	Y	Y	Y	Y	Y	●
Teversham Village	Hope Community Church	Level path (at side)	Y	Y	Y	Y	Y	Y	N	N	N	●
Thriplow Heathfield	Caravan, Whitehall Gardens	Level caravan awning	Y	Y	Grass	Y	Y	N	N	N	N	●
Thriplow Village	Thriplow Village Hall	Level path	Y	Y	Y	Y	Y	Y	Y	Y	Y	●
Toft	Toft Methodist Church	Level path	Y	Y	Y	Y	Y	Y	Y	N	N	●
Waterbeach	Waterbeach Salvation Army Hall	Level path	Y	Y	Y	Y	Y	Y	Y	N	N	●
West Wickham	West Wickham Village Hall	Fixed ramp (with handrail)	Y	Y	Y	Y	Y	Y	Y	Y	Y	●
West Wratting	West Wratting Village Hall	Fixed ramp to level access (at rear)	Y	Y	Y	Y	Y	Y	N	N	N	●
Weston Colville	The Hall Reading Room	Level path	Y	Y	Road	Y	Y	Y	Y	N	N	●
Whaddon	Whaddon Village Hall	Level path (at side)	Y	Y	Y	Y	Y	Y	Y	Y	Y	●
Whittlesford	Whittlesford Memorial Hall	Level path	Y	Y	Y	Y	Y	Y	Y	N	N	●
Willingham	Willingham Ploughman Hall	Level path	Y	Y	Y	Y	Y	Y	Y	Y	Y	●
Wimpole	Wimpole Village Hall	Fixed ramp (with handrail)	Y	Y	Y	Y	Y	Y	Y	N	N	●

Proposed new Polling District boundaries for Cambourne Ward



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Agenda Item 6



REPORT TO: Civic Affairs Committee

12 Sept 2023

LEAD OFFICER: Monitoring Officer

Update on Code of Conduct Complaints

Executive Summary

1. To update the Civic Affairs Committee on complaint cases regarding alleged breaches of the Code of Conduct.

Recommendations

2. That the Civic Affairs Committee **note** the progress of any outstanding complaints and the conclusion of cases resolved since the last meeting.

Details

3. Progress since the last meeting in relation to Code of Conduct complaints is set out in the below table:

District/Parish Council	Allegation/complaint	Outcome
SCDC	Allegations from complainants against a Councillor that their social media actions breached the relevant code of conduct.	The Monitoring Officer, after reviewing the investigation report, determined that there had been breaches of the Code. After following due process in the Code of Conduct Complaints Procedure, the Monitoring Officer has agreed Summary Resolution with the 4 complainants and the Councillor.
SCDC	Allegations from the complainant against a Councillor that their social media actions breached of the code of conduct.	The Monitoring Officer is awaiting the Councillor's response to the complaint prior to consulting with the Independent Person.
SCDC	Allegations from a complainant against a Councillor concerning	The Monitoring Officer, after consultation with the Independent Person, determined that the complaint

	their conduct towards others.	did not merit a formal investigation as there had not been a breach of the Code.
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Implications

4. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, there are no significant implications.

Background Papers

Constitution – Code of Conduct

Ethical Handbook - Code of Conduct Complaints Procedure

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