



South Cambridgeshire District Council

**Civic Affairs Committee
Annual Report 2017/18**

THE CIVIC AFFAIRS COMMITTEE

The Civic Affairs Committee was established in September 2012 to carry out the responsibilities of the Constitution Review Working Party; the Electoral Arrangements Committee and the Standards Committee.

The responsibilities of the Civic Affairs Committee can be divided into three sections.

Reviewing the Constitution

- Brings forward proposed substantive changes to the Constitution for consideration by the Council.

Code of Conduct

- Promotes and maintains high standards of conduct by councillors and co-opted members.
- Assists the councillors and co-opted members to observe the Members' Code of Conduct.
- Advises the Council on the adoption or revision of the Members' Code of Conduct.
- Monitors the operation of the Members' Code of Conduct.
- Receives the investigation report of the Investigating Officer on any matter which had been referred by the Monitoring Officer for investigation.
- Maintains an overview of dispensations granted to councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct.
- Monitors the contents of and requirements for all codes, protocols and other procedures relating to standards of conduct throughout the Council, including the Member-Officer Relations Protocol and the Officer Code of Conduct.
- Maintains an overview of the Council's 'whistle-blowing' policy.

Electoral and Governance Arrangements

- Reviews District or Parish electoral arrangements including boundaries and makes recommendations to Council.
- Gives parish meetings the powers of a parish council.
- Can increase or reduce the number of parish councillors on a parish council.
- Changes parish electoral arrangements where agreed, including parish wardings.
- Recommends district and ward boundary changes arising from a review.
- Recommends a Periodic Electoral Review.
- Recommends the establishment of a new parish council.

ATTENDANCE AT THE CIVIC AFFAIRS COMMITTEE DURING 2017/18

Four meetings were held during 2017/18:

22 June 2017, 28 September 2017, 7 December 2017 and 4 January 2018.

The membership, including substitutes, was:

- Chairman: Councillor David McCraith
- Vice-Chairman: Councillor Charles Nightingale
- Councillors:
 - David Bard
 - Brian Burling
 - Nigel Cathcart
 - Simon Crocker

- Jose Hales
- Sebastian Kindersley
- Janet Lockwood
- Ray Manning
- Alex Riley
- Deborah Roberts
- Bridget Smith
- Peter Topping
- Aidan Van de Weyer
- Bunty Waters
- Nick Wright

MATTERS CONSIDERED BY THE CIVIC AFFAIRS COMMITTEE DURING 2017/18

Willingham & Over Parish Boundary Review (June, September, December and January meetings)

The Council received a valid petition to carry out a Community Governance Review of the Willingham and Over boundary. The petition was signed by local residents and businesses. Public consultation opened on 21 February 2017 and finished on 16 May 2017. The Committee considered the options in relation to the Community Governance Review at its meetings on 28 September 2017, 7 December 2017 and 4 January 2018. Having noted that the Parish Councils had been unable to reach agreement, the Committee, at its meeting on 4 January 2018, agreed to recommend Council to approve an alternative boundary. Council, at its meeting held on 25 January 2018, agreed a further adjustment to the boundary which was intended to tighten the boundary and reduce the amount of land which would move from Over to Willingham. Council also agreed to request the Local Government Boundary Commission for England to re-align the County Council boundary along the new parish boundary.

Dispensation Request from Councillor Burling

At its meeting on 28 September 2017 Members resolved to allow Councillor Burling to speak but not vote on the Willingham and Over Parish Boundary Review item.

Community Governance Review: Cambourne Parish (June Meeting)

The Committee considered the submissions received during the consultation on increasing Cambourne Parish Council from 13 to 19 members and unanimously agreed this change.

Proposed Planning Committee Adjourned Protocol (June meeting)

The Committee discussed the merits of an Adjourned Decision Protocol to be followed if the Planning Committee resolved to approve or refuse a significant planning application contrary to the advice of officers. The Committee decided against recommending this Protocol to Council.

Community Governance Review of Caxton, Elsworth and Cambourne (September meeting)

The Committee heard the results of the consultation on the Community Governance Review of the parishes of Caxton, Elsworth and Cambourne, which was necessitated by the proposed development called Cambourne West. The Committee unanimously recommended the proposed changes to Council, which agreed the boundary change at its meeting on 23 November 2017.

Electoral Arrangements – South Trumpington (September meeting)

The Committee unanimously recommended to Council that a request should be sent to the Local Government Boundary Commission for England (LGBCE) to realign the County boundary along the new parish boundaries. This was agreed by Council at its meeting on 23 November 2017.

Code of Conduct Update Reports (June, September and December meetings)

The Committee noted the progress being made on outstanding complaints regarding the Code of Conduct throughout the year.