

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

t: 03450 450 500  
f: 01954 713149  
dx: DX 729500 Cambridge 15  
minicom: 01480 376743  
**www.scambs.gov.uk**



Friday 20 July 2012

To: Chairman – Councillor Tony Orgee  
Vice-Chairman – Councillor David Bard  
All Members of the Council

Quorum: 15

Dear Councillor

This is a supplement to the previously-published agenda for the meeting of **COUNCIL** on **THURSDAY, 26 JULY 2012**, containing appendices C, D and E to agenda item 6a, Establishment of and Appointments to Civic Affairs Committee.

Yours faithfully  
**JEAN HUNTER**  
Chief Executive

---

## AGENDA

## PAGES

### 6 (a) ESTABLISHMENT OF, AND APPOINTMENTS TO, CIVIC AFFAIRS COMMITTEE

Please find appendices C, D and E to this agenda item, which were not included in the original pack.

This item has been discussed by the Council's Standards Committee and the Constitution Review Working Group. Their recommendations have been incorporated in the attached report.

The report

#### **RECOMMENDS TO COUNCIL** that

- (a) A Civic Affairs Committee of 13 members be established and its terms of reference agreed;
- (b) That the Constitution Review Working Group, Electoral Arrangements Committee and Standards Committee be disestablished;
- (c) That the Constitution be updated accordingly to reflect the changes outlined in the appendices to this report; and
- (d) Council agrees the membership of the committee and appoints a Chairman and Vice-Chairman.

This page is left blank intentionally.

## APPENDIX C

Formatted: Font: Bold

**A Principles of Proportionality****The First Principle**

Appointments to all constituent bodies of the Council (except the Cabinet ~~and the Standards Committee~~) shall be in the same proportion as the numbers in each recognised political group (constituted in accordance with the provisions of Article 2) are to the overall membership of the Council. The nominations of the groups shall be accepted by Council (other than in the case of the ~~Standards Civic Affairs~~ Committee as per Article 9.01(b) of the Constitution).

**The Second Principle**

If any political group or party withdraws from any constituent body of the Council (not being an individual decision to resign) and makes it clear, in writing or otherwise that such is the case, whether temporarily or otherwise, the remaining groups shall nominate replacements according to the First Principle as if that group or party was not represented on the Council, and such shall apply until the next regular appointment of such body.

**The Third Principle**

If any member of a constituent body of the Council resigns (other than at the Council year end) or dies, a nomination shall be sought only from the political group to which that member was affiliated. That group may nominate a replacement councillor affiliated to the group or any other councillor.

This page is left blank intentionally.

## 1. Annual Meeting of the Council

### 1.1 Timing and business

- (a) In a year when there is an ordinary election of councillors, the annual meeting will take place within 21 days of the retirement of the outgoing councillors. In any other year, the annual meeting will take place in March, April or May.
- (b) The annual meeting will:
- (i) elect a person to preside if the Chairman of Council is not present;
  - (ii) elect the Chairman of Council;
  - (iii) elect the Vice-Chairman of Council;
  - (iv) approve the minutes of the last meeting;
  - (v) in a year when there is an ordinary election of councillors, receive the Returning Officer's Return of councillors elected.
  - (vi) receive any announcements from the Chairman and / or Head of Paid Service;
  - (vii) upon the expiry of the Leader's normal term of office as Leader, elect the Leader including, where available, notification by the Leader of the number of members he / she is appointing to the Executive (Cabinet), their names and their portfolios, and the Leader's Scheme of Delegation of Executive Functions;
  - (viii) appoint up to five substitute members per committee from each political group in a hierarchical list to all committees and sub-committees ~~other than the Standards Committee~~;
  - (ix) appoint at least one scrutiny and overview committee, ~~a Civic Affairs Committee a Standards Committee~~, the Licensing Committee (2003 Act) and such other committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions (as set out in Part 3 of this Constitution);
  - (x) agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3 of this Constitution);
  - (xi) receive questions from, and provide answers to, the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting, in accordance with Standing Order 10 below;
  - (xii) receive reports and recommendations from the Executive and the Council's committees and receive questions and answers on any of those reports;
  - (xiii) receive the Leader of the Major Opposition Group's Annual Report;
  - (xiv) consider any business set out in the notice convening the meeting including consideration of proposals from the Executive in relation to the Council's budget and policy framework and reports of the Scrutiny and Overview Committee for debate; and
  - (xv) receive questions from, and provide answers to, members in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting, in accordance with Standing Order 11 below.

...

## 14. Rules of Debate

### ~~14.15 Participation by the Chairman of the Standards Committee~~

~~The Chairman of the Standards Committee may present the reports and recommendations of the committee, brought forward under Standing Orders 1(xi) and 2(ix) above, and contribute to the debate of such items; however, he/she shall not be entitled to propose or second any Motion or amendment, or to vote.~~

This page is left blank intentionally.

## **Chairman of the Civic Affairs Committee**

The Council may establish a Civic Affairs Committee.

The committee will elect one councillor to chair the committee.

### **ROLE DESCRIPTION**

#### **Main Purpose of Role**

- To oversee the Council's civic affairs, including taking a leading role in promoting and maintaining high standards of conduct by the Council, its members and co-opted members, overseeing the amending and updating of the Council's Constitution and discharging the Council's responsibilities in respect of electoral arrangements.

#### **Duties and Responsibilities**

- To chair and manage the business of the committee in an efficient manner, ensuring effective engagement by all members.
- To provide leadership and direction for the committee.
- To determine priorities in the light of the volume of work presented to the committee.
- To ensure that the committee conducts any necessary inquiries, hearings and investigations having regard to the nature of the issue, the rules of natural justice and those local and national procedures adopted by the District Council.
- To ensure that the committee monitors the Council's Constitution on a regular basis to ensure it is up to date
- To promote actively, and on a regular basis, the Members' Code of Conduct and Protocols in place
- To ensure that the committee monitors on a regular basis the operation of the Members' Code of Conduct and Protocols currently in place.
- To review the Council's working arrangements for probity and high standards of conduct in public life.
- To command the respect and confidence of the Council in relation to matters of standards and probity.
- To maintain effective working relationships and links with the Vice-Chairman and members of the committee, the Chairman of the Council and other relevant members, the Monitoring Officer and any other relevant officers.
- To maintain an overview of best practice both nationally and locally.
- To bring forward suggestions for member training and development in relation to ethical issues, constitutional issues and electoral issues.
- To represent, by virtue of his / her position, the Council and committee on relevant external bodies and events as required.

#### **Accountability**

- The tasks and duties outlined in this role description relate to the political or member level activities of the District Council. Accountability for members' performance is ultimately through the political and electoral process but will also be subject to any member personal development arrangements agreed by the Council.

## **Vice-Chairman of the Civic Affairs Committee**

The committee may appoint one person as Vice-Chairman of the committee.

### **ROLE DESCRIPTION**

#### **Main Purpose of Role**

In addition to undertaking those duties and responsibilities expected of all members as appropriate, to undertake, in the absence of the Chairman, those duties expected of the Chairman and encompassed in the role description for that position.

#### **Duties and Responsibilities**

- To deputise as necessary for the Chairman of the committee.
- To undertake specific tasks and responsibilities as requested by the Chairman.
- To share and support in general, the full workload of the Chairman.
- To work actively with the Chairman to manage the work of the committee.

#### **Accountability**

- The tasks and duties outlined in this role description relate to the political or member level activities of the District Council. Accountability for the members' performance is ultimately through the political and electoral processes but will also be subject to any member personal development arrangements agreed by the Council.