

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 08450 450 500
f: 01954 713149
dx: DX 729500 Cambridge 15
minicom: 01480 376743
www.scambs.gov.uk



3 September 2008

To: The Leader – Councillor RMA Manning
Deputy Leader – Councillor SM Edwards
Members of the Cabinet – Councillors Dr DR Bard, Mrs SM Ellington, MP Howell,
AG Orgee, TJ Wotherspoon and NIC Wright
Quorum: 4 plus the Leader or Deputy Leader

Dear Councillor

You are invited to attend the next meeting of **CABINET**, which will be held in the **SWANSLEY ROOM, GROUND FLOOR** at South Cambridgeshire Hall on **THURSDAY, 11 SEPTEMBER 2008** at **2.00 p.m.**

Yours faithfully
GJ HARLOCK
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.

AGENDA

PAGES

PROCEDURAL ITEMS

- 1. Apologies for Absence**
To receive apologies for absence from Cabinet members.
- 2. Minutes of Previous Meeting** 1 - 6
To authorise the Leader to sign the Minutes of the meeting held on 3 July 2008 as a correct record.
- 3. Declarations of Interest**
- 4. Public Questions**

POLICY ITEMS

- 5. Homelessness Strategy (Key)** 7 - 34
The covering report, Strategy and Action Plan form part of the agenda papers; the Review and Equality Impact Assessment are available for viewing on the Council's website, www.scambs.gov.uk
- 6. Travel for Work Plan 2008-2011 (Key)** 35 - 122

7. Review of Hackney Carriage Fees and Charges (Key) 123 - 124

The Licensing Committee and Environmental Services Portfolio Holder considered Hackney Carriage Tariffs at a meeting held on 26 June 2008 and recommends that Cabinet:

- (a) approves the attached new tariff structure and fees for advertising,
- (b) agrees to future fee increases being in line with that of Cambridge City Council, ie follow the Public Carriage Office (London Cabs) formulation,
- (c) that if, after advertising the proposed tariffs, no objections are received, then the Corporate Manager for Health and Environmental Services be delegated to set an implementation date as soon as possible with the trade and meter manufacturers, and
- (d) considers delegating authority to the Environmental Services Portfolio Holder to change tariffs relating to Hackney Carriage Drivers, if and when required.

OPERATIONAL ITEMS

8. Restructure of the former Policy, Performance & Partnerships Service and proposed revised senior management structure 125 - 146

9. Review of Risk Management 147 - 148

10. South Cambridgeshire and Cambridge City Improving Health Plan (Key)

The Environmental Services Portfolio Holder on 10 July 2008 recommended to Cabinet to:

- (a) endorse the Improving Health Plan,
- (b) focus the Council's attention on those actions listed in the Improving Health Plan where the Council can add value, and
- (c) continue to influence partners and partnerships on tackling the improving health agenda.

Copies of the Plan are enclosed with the agenda for Cabinet members and it can also be viewed on the Council's website, www.scambs.gov.uk

11. Awarded Watercourses Service - Contract Tendering (Key) 149 - 160

12. EAST HATLEY, St Denis Church

Cabinet, on 9 June 2005 resolved that no further expenditure be incurred by the Council relating to St Denis Church, East Hatley, however, the Planning Portfolio Holder seeks reconsideration of that decision and recommends approval of an additional £5,500 of district council money from the Historic Buildings Preservation Fund, in order to secure £16,500 of grant aid from English Heritage to complete the repairs of the stonework tracery in the east window and to install a floor within the nave.

- 13. Treasury Management 2007/08 Performance 161 - 166**

INFORMATION ITEMS

- 14. Efficiency Savings Project - Update 167 - 172**

- 15. Integrated Business Monitoring Report to 31 July 2008 173 - 190**

- 16. Updated Financial Position to 31 August 2008**
The Updated Financial Position to 31 August 2008 will be tabled at the meeting.

STANDING ITEMS

- 17. Issues arising from the Scrutiny and Overview Committee**

- 18. Updates from Cabinet Members Appointed to Outside Bodies**

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

While the District Council endeavours to ensure that visitors come to no harm when visiting South Cambridgeshire Hall, those visitors also have a responsibility to make sure that they do not risk their own or others' safety.

Security

Members of the public attending meetings in non-public areas of the Council offices must report to Reception, sign in, and at all times wear the Visitor badges issued. Before leaving the building, such visitors must sign out and return their Visitor badges to Reception.

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Evacuate 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.

- **Do not** use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the 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 someone feels unwell or needs first aid, please alert a member of staff.

Access for People with Disabilities

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. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Hearing loops and earphones are available from reception and can be used in all meeting rooms.

Toilets

Public toilets are available on each floor of the building next to the lifts.

Recording of Business

Unless specifically authorised by resolution, no audio and / or visual or photographic recording in any format is allowed at any meeting of the Council, the executive (Cabinet), or any committee, sub-committee or other sub-group of the Council or the executive.

Banners, Placards and similar items

No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

Disturbance by Public

If a member of the public interrupts proceedings, 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.

Smoking

Since 1 July 2008, the Council has operated a new Smoke Free Policy. Visitors are not 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. Visitors are not allowed to bring food or drink into the meeting room.

Mobile Phones

Visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings or are switched off altogether.