



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

ANNUAL COUNCIL MEETING
THURSDAY, 21 MAY 2009

AGENDA AND REPORTS

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

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."

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 Chairman and Members of the
South Cambridgeshire District Council

NOTICE IS HEREBY GIVEN that the Annual Meeting of the **COUNCIL** will be held in the **COUNCIL CHAMBER, FIRST FLOOR** at **2.00 P.M.** on

THURSDAY, 21 MAY 2009

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

DATED 13 May 2009

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

PRESENTATIONS

(1) The Chairman of Council will present a cheque to Laura Holland, Area Volunteer Manager of Cancer Research UK, the Chairman's nominated charity for the 2008-2009 Civic Year

(2) The Chairman of Council will present official badges to previous holders of office.

1. APOLOGIES

2. ELECTION OF CHAIRMAN OF COUNCIL FOR THE 2009-2010 CIVIC YEAR

To elect the Chairman of the Council for the 2009-2010 Civic Year.

In accordance with Council Standing Orders 7.3-7.4, where the Chairman of Council is retiring, he should preside over the election of his successor. All nominees for the Chairmanship shall leave the room prior to the Council voting upon it.

3. APPOINTMENT OF VICE-CHAIRMAN OF COUNCIL FOR THE 2009-10 CIVIC YEAR

To appoint the Vice-Chairman of the Council for the 2009-2010 Civic Year.

4. DECLARATIONS OF INTEREST

5. MINUTES

To authorise the Chairman to sign the Minutes of the meetings held on 23 April 2009

Democratic Services Contact Officer: Richard May 01954 713016

as correct records (**attached**).

(Pages 1 - 12)

6. ANNOUNCEMENTS

Members will be advised that, in the event that the housing futures ballot results in a vote in favour of stock transfer, the Chairman will be requested to call an Extraordinary Meeting of Council to consider the resolutions which would be required to take the issue forward. The provisional date for this meeting is **Thursday 18 June 2009 at 2.00pm**, and Members are asked to make a note in their diaries.

7. ELECTION OF LEADER OF THE COUNCIL

To elect a Leader of the Council. The Leader shall hold office until the date of the Annual Meeting of Council following the normal date of his/her retirement as a councillor, subject to the provisions of Article 7.03(iv) setting out the circumstances in which the term office may end earlier.

The Leader shall, if the information is available, notify Council of the number of members he/she is appointed to the Executive (Cabinet), their names and their portfolios, and shall present his/her Scheme of Delegation of Executive Functions.

8. QUESTIONS FROM COUNCILLORS AND THE PUBLIC

No Member questions had been received by the deadline of Tuesday 12 May. The deadline for the receipt of questions from the public is 12 noon on Monday 18 May. Questions received between the publication of this Agenda and the deadline will be circulated as soon as they are received.

9. PETITIONS

To note all petitions received since the last Council meeting.

10. ESTABLISHMENT, SIZE OF, AND TERMS OF REFERENCE FOR, COMMITTEES FOR THE 2009-2010 CIVIC YEAR

Council is **RECOMMENDED**:

(1) To establish the following committees for the 2009-2010 municipal year, comprising the numbers of Members stated in brackets:

- Corporate Governance Committee (7 Members)
- Electoral Arrangements Committee (7 Members)
- Employment Committee (7 Members)
- Licensing Committee (15 Members)
- Planning Committee (14 Members)
- Scrutiny and Overview Committee (12 Members)

(2) That the Terms of Reference for the above committees be as set out in Article 6 and Part 3, Table One of the Council's Constitution.

Councillor Mrs HM Smith has given notice that she would wish to make the following alternative proposal or amendment at the meeting:

'As the Balsham seat is vacant, the arithmetic of committee proportionality leads to a dead heat for the 12th place on the Scrutiny and Overview Committee, between the Conservatives and the Liberal Democrats. We would therefore propose that there be 13 places on the Scrutiny and Overview Committee to resolve the situation.'

11. **APPOINTMENTS TO COMMITTEES OF THE COUNCIL, 2009-2010**

(1) Council is required to appoint Members to its Committees. In accordance with the provisions of the Local Government and Housing Act 1989 and the Council Resolution in May 2006 to introduce proportionality, Council is required to allocate seats to political groups on committees and joint committees in accordance with the rules of political balance. In making such appointments, Council is required to adhere to the following principles set out in Section 15(5) of the Act:

- (i) Not all seats are allocated to the same political group;
- (ii) The majority group should be allocated the majority of seats on each committee;
- (iii) Subject to (i)-(ii) above, that the number of seats on committees allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees (62 seats) as the number of members of each group to the membership of the authority (56 Members); and:
- (iv) subject to (i)-(iii) above, that the number of the seats on each committee allocated to each political group is in the same proportion to the total number of seats on that body as the number of members of that group to the membership of the authority.

(2) The Council's current political balance is as follows (a vacancy has arisen, following the resignation of Mrs. VG Ford on 23 April 2009):

Name of Group	Number of Members
Conservative	30
Liberal Democrat	16
Independent	8
(Non-group Councillors)	(2)

(3) Non-group Councillors have no entitlement to seats on committees and do not have to be allocated seats on any committee. Council previously resolved, however, that every non-Executive Member of the Council should be afforded the opportunity to sit on at least one of the following Council bodies:

- (a) Planning Committee;
- (b) Licensing Committee, Licensing Committee (2003 Act), Licensing Committee (2005 Gambling Act);
- (c) Scrutiny and Overview Committee;
- (d) Employment Committee;
- (e) Electoral Arrangements Committee;
- (f) Corporate Governance Committee.

(4) The membership of groups in proportion to the total membership of the Council is as follows:

Group	%
Conservative (30 Members)	53.57
Liberal Democrat (16 Members)	28.57
Independent (8 Members)	14.29

The non-group Councillors (Councillor Cathcart and Councillor Mrs. Murfitt) together make up 3.57% of the total membership of the Council.

- (5) Table 1 below set outs an allocation of seats on Committees, based on the percentage of seats on the Council held by each group:

TABLE 1 ALLOCATION OF SEATS ON COMMITTEES FOR 2009-2010 TO THE COUNCIL'S POLITICAL GROUPS

Committee / Panel	No. of seats	Cons	Lib Dem	Inds
Licensing Committee Licensing Committee (2003 Act) Licensing Committee (2005 Gambling Act) <i>(see note 1 below)</i>	15	8	5	2
Scrutiny and Overview Committee	12	7	3	2
Planning Committee	14	8	4	2
Employment Committee <i>(See note 2 below)</i>	7	4	2	1
Electoral Arrangements Committee	7	4	2	1
Corporate Governance Committee	7	4	2	1
Total	62	35	18	9

- (6) During 2008-2009, the Liberal Democrat group relinquished one seat on the Licensing Committees to Councillor Mrs CAED Murfitt. Due to Mrs Murfitt's previous experience of licensing matters, it is recommended that Council allocate a seat to Mrs Murfitt on the licensing committees.

Councillor Cathcart is a continuing member of the Council's Standards Committee. He has advised that he considers that this position satisfies the requirement for a committee place referred to in paragraph (3) above.

Subject to the same arrangements continuing for the allocation of a seat to Councillor Mrs Murfitt on the Licensing Committees, the allocation of seats would be as follows:

TABLE 2 – PROPOSED ALLOCATIONS OF SEATS ON COMMITTEES – GROUP AND NON-GROUP COUNCILLORS

Committee / Panel	No. of seats	Cons	Lib Dem	Inds	Non-group
Licensing Committee Licensing Committee (2003 Act) Licensing Committee (2005 Gambling Act) <i>(see note 3 below)</i>	15	8	4	2	1
Scrutiny and Overview Committee	12	7	3	2	0
Planning Committee	14	8	4	2	0
Employment Committee <i>(See note 4 below)</i>	7	4	2	1	0
Electoral Arrangements Committee	7	4	2	1	0
Corporate Governance Committee	7	4	2	1	0
Total	62	35	17	9	1

NOTES

- (1) The Licensing Committee, Licensing Committee (2003 Act) and Licensing Committee (2005 Gambling Act) are separate entities but should comprise the same members.**
- (2) The Employment Committee’s membership shall include the Portfolio Holder with responsibility for staffing matters.**
- (3) Relevant training is mandatory for Members wishing to sit on the Planning and licensing committees when determining applications. This requirement extends to substitutes.**
- (4) Tables 1-2 will be subject to change should Council agree different Committee sizes from those recommended in Agenda Item 10 above.**

Group Leaders and the Convenor of the Independent Group have been requested to submit nominations to Committees in accordance with the allocations set out in the above table. Details of the nominations by the political groups will be circulated to Council as soon as they are available.

RECOMMENDATION

That Council determine the allocation of seats on, and make appointments to, committees in accordance with Table 2 above and based on the requirement for political proportionality.

12. APPOINTMENTS TO JOINT COMMITTEES FOR 2009-2010

Council is **RECOMMENDED TO RESOLVE** that seats be allocated, and appointments made, to the following Joint Committees in accordance with the table below, and based on the requirement for political proportionality:

Committee	No. of seats	Cons	Lib Dem	Ind
Northstowe Joint Development Control Committee	6	3	2	1
Alternative (1 per group)				
Spokesperson (1 from overall representation)				
Fringe Sites Joint Development Control Committee	6	3	2	1
Alternative (1 per group)				
Spokesperson (1 Member from overall representation)				
Joint Planning Policy Committee	3	2	1	0
Named substitutes (1 per group)				
TOTAL	15	8	5	2

A request for nominations, based on the above table, has been made to Group Leaders and the Convenor of the Independent Group. Details of the nominations will be circulated to Council as soon as they are available.

13. APPOINTMENTS TO THE CONSTITUTION REVIEW WORKING PARTY

This is a standing working party of Council. In accordance with a previous Resolution the working party shall comprise the Leader, Deputy Leader, Chairman of the Council and the Chairman *or* Vice-Chairman of the Scrutiny and Overview Committee plus one representative of each of the political groups.

A request for nominations to the working party has been made to Group Leaders and the Convenor of the Independent Group. Details of the nominations will be circulated to Council as soon as they are available.

RECOMMENDATION

That the Leader, Deputy Leader, Chairman of Council and Chairman or Vice-Chairman of the Scrutiny and Overview Committee be appointed to the Constitution Review Working Party for 2009-2010, along with one representative of each of the political groups.

14. APPOINTMENTS TO THE CLIMATE CHANGE WORKING GROUP

To appoint nine Members to the Climate Change Working Group in accordance with the requirements of political proportionality.

(vi)

A request for nominations to the working party has been made to Group Leaders and the Convenor of the Independent Group. Details of the nominations will be circulated to Council as soon as they are available.

RECOMMENDATION

That 9 Members be appointed to be Climate Change Working Group for 2009-2010, appointments to be made in accordance with political proportionality.

15. ADJOURNMENT OF THE MEETING

At this point in proceedings, Council is **RECOMMENDED** to resolve that the meeting be adjourned to allow the following Committees and Working Groups of the Council to elect their Chairmen and Vice-Chairmen for the 2009-2010 Civic Year, to reconvene following the conclusion of the meeting of the Constitution Review Working Party:

- Corporate Governance Committee
- Electoral Arrangements Committee;
- Employment Committee;
- Planning Committee – also to appoint the Planning Sub-Committee;
- Planning Sub-Committee;
- Scrutiny and Overview Committee;
- Constitution Review Working Party
- Climate Change Working Group.

Agenda for each of the above meetings are **attached**.

(Pages 13 - 28)

16. APPOINTMENTS TO OUTSIDE, JOINT AND OTHER MEMBER BODIES

To make appointments to outside, joint and other Member bodies where appointments are required annually existing terms of office have concluded and where other vacancies have arisen.

Details of the appointments required, along with background information where relevant, are **attached**. This document has been circulated separately to Group Leaders and the Convenor of the Independent Group. Details of nominations will be advised at the meeting.

RECOMMENDATION

That Council make appointments to outside, joint and other Member bodies as directed within the **attached** schedule.

(Pages 29 - 30)

17. ANNUAL REPORT INTO SCRUTINY AND OVERVIEW AT SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

To receive the Annual Report into Scrutiny and Overview at South Cambridgeshire District Council (**enclosed separately**).

The report is also available to view with the electronic version of the Agenda; please use the following [link to the Council's website, www.scambs.gov.uk](http://www.scambs.gov.uk)

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18. ANNUAL REPORT OF THE STANDARDS COMMITTEE

The Chairman of the Standards Committee will make a short presentation on the Committee's activities over the past year, and looking ahead to its work programme

for the next twelve months. A covering report is **attached**.

(Pages 31 – 38)

19. WRITE-OFFS: ANNUAL REPORT

Report **attached**.

(Pages 39 – 42)

20. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

The Chairman has expressed a wish that reports under this item should be submitted to Democratic Services for publication with the Agenda, not made at the meeting as verbal updates.

No written updates had been received at the time of publication of the Agenda.

21. CHAIRMAN'S ENGAGEMENTS

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

Date	Venue / Event
14 May	Cambridge Federation of Women's Institutes 90 th Anniversary lunch, Cambridge
19 May	Royal Naval Reception, Murray Edwards College, Cambridge

To note the Vice-Chairman's engagements since the last Council meeting:

Date	Venue / Event
25 April	Dinner to mark the 20 th anniversary dinner of the twinning arrangements between Great Shelford and Verneilen-en-Halatte, Queen's College, Cambridge
27 April	Cambridge Federation of Women's Institutes AGM at Comberton Village College

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

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Security

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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

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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.