

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Annual Meeting of the Council held on
Thursday, 21 May 2009 at 2.00 p.m.

PRESENT: Councillor JH Stewart – Chairman
Councillor CR Nightingale – Vice-Chairman

Councillors: Mrs FAR Amrani, Dr DR Bard, RE Barrett, Mrs VM Barrett, JD Batchelor, Mrs PM Bear, AN Berent, D Bird, NCF Bolitho, FWM Burkitt, BR Burling, TD Bygott, NN Cathcart, JP Chatfield, Mrs PS Corney, NS Davies, Dr DR de Lacey, Miss JA Dipple, Mrs SJO Doggett, SM Edwards, Mrs SM Ellington, Mrs JM Guest, R Hall, Dr SA Harangozo, Mrs SA Hatton, Mrs EM Heazell, JA Hockney, MP Howell, PT Johnson, SGM Kindersley, MB Loynes, RMA Manning, MJ Mason, RM Matthews, DC McCraith, DH Morgan, Mrs LA Morgan, Mrs CAED Murfitt, AG Orgee, A Riley, Mrs DP Roberts, NJ Scarr, Mrs BZD Smith, Mrs HM Smith, RT Summerfield, PW Topping, RJ Turner, Dr SEK van de Ven, Mrs BE Waters, JF Williams, TJ Wotherspoon and NIC Wright

Officers:	Catriona Dunnett	Principal Solicitor
	Greg Harlock	Chief Executive
	Richard May	Democratic Services Manager
	Alex Colyer	Interim Executive Director, Corporate Services

An apology for absence was received from Councillor Dr JE Lockwood.

PRESENTATIONS

Chairman's Charity 2008-2009

The Chairman of Council presented a cheque for £1,370 to Laura Holland, Area Volunteer Manager of Cancer Research UK, his nominated charity for the 2008-2009 Civic Year.

Presentation of badges to past Chairmen of the Council

The Chairman of Council presented official badges to previous holders of office, advising that he considered it appropriate for past Chairmen of Council to receive small tokens in recognition of their periods of service, which they could wear at subsequent civic events. The following past Chairmen were present to collect their badges:

Mrs. Roberta Cannon (1981-83)
Mrs. Daphne Spink MBE (1988-90)
Mr. Eustace Bullman (1992-94)
Mr. Alan Wyatt (1998-2000)
Mr. George Elsbury (2001-03)
Mrs. Cicely Murfitt (2005-07)

The Chief Executive presented the apologies of the following office-holders who had indicated they were unable to attend:

Mr. Joe Brown (1979-81)
Mr. Kenneth Collett (1983-85)
Dr. Charles Attwood (1987-88)
Mrs. Shirley Saunders (1996-98)

Mr. Simon Kime (2000-01)
Mr. Bob Bryant (2003-05)

(Note – since this meeting, the Council has been advised of the sad death of former Councillor Mr. Joe Brown).

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

On the nomination of Councillor RMA Manning, seconded by Councillor SGM Kindersley, and there being no further nomination, Council

RESOLVED that Councillor CR Nightingale be elected Chairman of the Council for the 2009-2010 Civic Year.

Before relinquishing the Chairmanship, Councillor JH Stewart thanked staff and Members for their support and assistance during his term of office, especially the Vice-Chairman of Council and Chief Executive.

Councillor RMA Manning, Leader of the Council, and Councillor SGM Kindersley, Leader of the Major Opposition Group, paid tribute to Councillor Stewart as an outstanding Chairman who had been an excellent civic leader for the district and had chaired Council meetings in an equitable and highly skilful manner.

Councillor CR Nightingale took the Chair, accepted the office and signed the declaration of acceptance. He thanked Council for electing him as Chairman and advised that he considered it to be an honour and a privilege. Councillor Nightingale presented Councillor Stewart with gifts to mark his departure from office, along with the past Chairman's badge.

Council was advised that the Chairman's charities for the coming year would be the East Anglian Air Ambulance and Help for Heroes. The Chairman advised he would be taking the salute at Waterbeach on 29 May.

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

It was proposed by Councillor RMA Manning, seconded by Councillor SGM Kindersley and, there being no other nominations, **RESOLVED** that Councillor AG Orgee be appointed Vice-Chairman of the Council for the 2009-2010 Civic Year.

Councillor Orgee announced his resignation from the Cabinet with immediate effect before signing the Declaration of Acceptance of Office. He thanked Council for his appointment and advised that he would endeavour to perform the role in a fair and open manner and meet the standards of the previous postholders as ambassadors for the district.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4. **MINUTES**

Council **RESOLVED** that the Minutes of the Meetings held on 23 April 2009 be approved as correct records and signed by the Chairman, subject to the inclusion of Councillor Mrs PM Bear on the list of attendees for the Extraordinary Meeting of Council.

5. ANNOUNCEMENTS

The Chairman requested that Members note that an Extraordinary Meeting had provisionally been scheduled to take place on Thursday 18 June 2009, dependent on the outcome of the tenant ballot on the future of the housing stock, which was underway.

The Chairman advised that he would be inviting parish councils to attend future Council meetings as his guests, undertake a tour of the offices and meet Members of the Cabinet.

6. ELECTION OF LEADER OF THE COUNCIL

It was proposed by Councillor SM Edwards, seconded by Councillor MP Howell and, there being no other nominations, **RESOLVED** that Councillor RMA Manning be elected Leader of the Council, to serve a term of office ending on the date of the Annual Council Meeting following the date of his normal retirement as a Councillor, the relevant date of retirement to follow the Local Elections in 2012.

Councillor Manning thanked Council for electing him and Cabinet Members for their work over the past year, especially that of Councillor Orgee, who had resigned to take up office as Vice-Chairman of the Council.

The Leader announced the names of the members appointed by the Leader to the Cabinet, their names and their Portfolios, along with his Scheme of Delegation of Executive Functions (**Both documents are attached**). The Leader welcomed Councillor TD Bygott as a new Member of the Cabinet.

7. QUESTIONS FROM COUNCILLORS AND THE PUBLIC

There were no public or Member questions.

8. PETITIONS

No petitions had been submitted since the last meeting.

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

Council **RESOLVED**, with no Members voting against:

(1) That the following committees be established 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.

10. APPOINTMENTS TO COMMITTEES OF THE COUNCIL, 2009-2010

Council **RESOLVED**, with no Members voting against:

(1) That seats be allocated on committees in accordance with the following table:

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)	15	8	4	2	1
Scrutiny and Overview Committee	12	7	3	2	0
Planning Committee	14	8	4	2	0
Employment Committee	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

(2) That, based on the allocations in the above table, and the requirement for political proportionality, the following appointments to Committees be made for the 2009-2010 civic year:

Licensing Committee, Licensing Committee (2003 Act), Licensing Committee (2005 Gambling Act)

15 Members

Conservative (8)

RE Barrett
Mrs VM Barrett
Mrs JM Guest
R Hall
MB Loynes
RM Matthews
DC McCraith
CR Nightingale

Lib Dem (4)

Mrs PM Bear
Mrs EM Heazell
RB Martlew
JF Williams

Ind (2)

A Riley
Mrs SA Hatton

Non-group (1)

Mrs CAED Murfitt

Planning Committee

14 Members

Conservative (8)

Mrs VM Barrett
BR Burling
Mrs PS Corney
Mrs JM Guest
MB Loynes
CR Nightingale

Lib Dem (4)

Mrs PM Bear
SGM Kindersley
Mrs HM Smith
JF Williams

Ind (2)

Mrs DP Roberts
Mrs SA Hatton

PW Topping
RJ Turner

Scrutiny and Overview Committee

12 Members

Conservative (7)	Lib Dem (3)	Ind (2)
Mrs VM Barrett	JD Batchelor	MJ Mason
Ms JA Dipple	Mrs EM Heazell	Mrs DP Roberts
Mrs JM Guest	Mrs BZD Smith	
R Hall		
JA Hockney		
MB Loynes		
Mrs BE Waters		

Employment Committee

7 Members*

Conservative (3)	Lib Dem (2)	Ind (1)
RE Barrett	Mrs EM Heazell	A Riley
BR Burling	RT Summerfield	
AG Orgee		

*Plus the Portfolio Holder with responsibility for staffing matters, SM Edwards

Electoral Arrangements Committee

7 Members

Conservative (4)	Lib Dem (2)	Ind (1)
NCF Bolitho	Mrs FAR Amrani	NJ Scarr
RM Matthews	RT Summerfield	
RJ Turner		
Mrs BE Waters		

Corporate Governance Committee

7 Members

Conservative (4)	Lib Dem (2)	Ind (1)
NCF Bolitho	JD Batchelor	D de Lacey
FWM Burkitt	RT Summerfield	
Mrs JM Guest		
PW Topping		

11. APPOINTMENTS TO JOINT COMMITTEES FOR 2009-2010

Council **RESOLVED** that seats be allocated, and appointments made, to the following Joint Committees:

Northstowe Joint Development Control Committee

6 Members

Conservative (3)	Lib Dem (2)	Ind (1)
Mrs PS Corney	SGM Kindersley	A Riley
SM Edwards	Mrs HM Smith	MJ Mason (alt)
TJ Wotherspoon	Mrs PM Bear (alt)	
Alternative:		

DC McCraith
Spokesperson: TJ
Wotherspoon

Fringe Sites Joint Development Control Committee

6 Members (plus 3 alternatives and one spokesperson)

Conservative (3)	Lib Dem (2)	Ind (1)
Dr DR Bard	Mrs EM Heazell	D de Lacey
CR Nightingale	SGM Kindersley	NJ Scarr (alt)
AG Orgee	JF Williams (alt)	
TJ Wotherspoon (alt)		
Spokesperson: CR Nightingale		

Joint Planning Policy Committee

3 Members (plus one substitute per group)

Conservative (2)	Lib Dem (1)
Dr DR Bard	SGM Kindersley
RMA Manning	Mrs HM Smith (sub)
SM Edwards (sub)	

12. APPOINTMENTS TO THE CONSTITUTION REVIEW WORKING PARTY

Council **RESOLVED** that the Leader, Deputy Leader, Chairman of the Council and Chairman of the Scrutiny and Overview Committee be appointed to the Constitution Review Working Party for the 2009-2010 Civic Year, along with the following representatives from the political groups:

Conservative (1)	Lib Dem (1)	Ind (1)
R Hall	JH Stewart	MJ Mason

13. APPOINTMENTS TO THE CLIMATE CHANGE WORKING GROUP

Council **RESOLVED** that the following Members be appointed to the Climate Change Working Group in accordance with the requirements of political proportionality:

9 Members

Conservative (5)	Lib Dem (3)	Ind (1)
Dr DR Bard	AN Berent	D de Lacey
R Hall	Dr SA Harangozo	
JA Hockney	Mrs BZD Smith	
CR Nightingale		
PW Topping		

14. ADJOURNMENT OF THE MEETING

Council **RESOLVED** the meeting be adjourned to allow Committees, Sub-Committees and Working Groups to elect their Chairmen and Vice-Chairmen for the 2009-2010 Civic Year, the meeting to reconvene following the meeting of the Climate Change Working Group.

15. APPOINTMENTS TO OUTSIDE, JOINT AND OTHER MEMBER BODIES

Council **RESOLVED** to appoint Members to outside, joint and other Member bodies as follows:

Body	Details/Current representation	Number Appoint to	Politically-Balanced?
Cambridge and District Citizens' Advice Bureau	Mrs FAR Amrani and NCF Bolitho to serve as alternate Trustees, subject to clarification from the organisation that this is acceptable within its governance arrangements.	1	No
Cambridge East Joint Member Reference Group	Mrs FAR Amrani Dr DR Bard RJ Turner NIC Wright CR Nightingale (reserve)	3 plus relevant Portfolio Holder and 1 named substitute	No
Cambridge Southern Fringe Joint Member Reference Group	Area Committee Dr DR Bard Mrs EM Heazell CR Nightingale AG Orgee	3 plus relevant Portfolio Holder	No
Joint Cambridgeshire Regional Spatial Strategy Review Panel (CReSSP)	RMA Manning Dr DR Bard SGM Kindersley Subs: AG Orgee NIC Wright JD Batchelor	2 plus relevant Portfolio Holder and 3 substitutes	Yes
Joint Strategic Growth Implementation Committee	Dr DR Bard RMA Manning SGM Kindersley Subs: SM Edwards NIC Wright JD Batchelor	3 plus 1 standing deputy	Yes
Joint Transport Forum	Dr DR Bard RMA Manning SGM Kindersley Subs:	2 plus relevant Portfolio Holder	Yes

	SM Edwards NIC Wright JD Batchelor		
North West Fringe Member Reference Group	Dr DR Bard TD Bygott Dr D de Lacey Mrs HM Smith R Hall (reserve)	4, including one executive member and 1 substitute	Yes
South Cambs Magazine Editorial Panel	R Hall Mrs CAED Murfitt Mrs EM Heazell	3 plus Leader and relevant Portfolio Holder	No

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

Council received the Annual Report into Scrutiny and Overview at South Cambridgeshire District Council.

Councillor JD Batchelor, Chairman of the Scrutiny and Overview Committee, introduced the report. He stated that the Committee's hard work had added real value to the Council over the past year through the completion of Member-led task and finish groups. Councillor Batchelor drew particular attention to the work of the Orchard Park Task and Finish Group, whose work had been shortlisted for a national Scrutiny award. He thanked Members of the Committee and the Scrutiny Development Officer for their contributions to the Committee's successes.

Councillor JA Hockney, Vice-Chairman of the Scrutiny and Overview Committee, extended similar thanks to Members and to the Scrutiny Development Officer, who had assisted in the production of a high-quality report. Councillor Hockney went on to thank the Chief Executive and Cabinet for their support for scrutiny reviews, which had been challenging but necessary.

17. ANNUAL REPORT OF THE STANDARDS COMMITTEE

Council received the Annual Report of the Standards Committee and a presentation by Ms. Georgina Butcher, independent Chairman of the Committee. Ms Butcher's presentation set out the Committee's principal aims to raise awareness of the Code of Conduct amongst Members and officers and promote the highest standards of behaviour and probity amongst district and parish councillors. It would do so by adopting the following approaches:

- Working with councillors to promote the positive aspects of their work;
- Encouraging debate on issues relevant to the Code, in partnership with the Standards Board for England;
- Raising understanding of the value of effective working with Officers and Members;
- Working with members of the Standards Committee to develop understanding of the code through discussions and training.

The Committee would be undertaking a number of key actions within each of these areas, and would be seeking to work closely with other committees with responsibility for different aspects of the effective corporate governance of the Council in meeting its strategic aims.

Councillors asked questions and made comments on the report and presentation before thanking Ms. Butcher for an interesting and informative briefing.

18. WRITE-OFFS: ANNUAL REPORT

Council **NOTED** the amounts written off under delegated powers, as set out in the report.

In introducing the report, Councillor SM Edwards, Finance and Staffing Portfolio Holder, stated that the year-on-year comparison of amounts written off showed that amounts were reducing; however, this was likely to be partly attributable to smaller businesses feeling the adverse effects of the economic downturn. Councillor Edwards hoped that the work the Cabinet Champion for Business and Employment could address this issue as part of his remit over the coming year.

In commenting on the reports, Council requested that Local Ward Members' knowledge of local circumstances could be of great benefit in maintaining the Council's high collection rates and minimising the requirement to write-off debts considered to be irrecoverable. The Principal Solicitor advised that Local Ward Members and officers must be mindful of their obligations under data protection legislation although government was keen to see information sharing to assist with issues such as fraud prevention. She indicated that she would instruct the Senior Lawyer to consider whether an information-sharing protocol to facilitate the use of Local Ward Members' knowledge could be lawfully introduced.

The Leader of the Council stated that only a tiny proportion of the total amounts due to the Council had been written off. As such, he congratulated officers for their hard work in contributing to the Council's impressive collection performance.

19. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

The Chairman clarified that future updates under this item would only be allowed where the Member had been formally appointed to the outside organisation by the Council or Cabinet. As requested by the previous Chairman, reports should be made in writing and published with the Agenda, except where the update contained matters of genuine urgency.

Councillor MJ Mason advised that the Internal Drainage Boards upon which he was the Council's appointee were considering their responses to the consultation exercise in respect of the Flood and Water Management Bill. He requested that the Sustainability, Procurement and Efficiency Portfolio Holder consider the issue at a future meeting, as there were potentially significant issues for the Council arising. Councillor Mason apologised that the number of meetings he was attending on this issue had prevented him from having time to have produced a written report. Councillor TD Bygott, Sustainability, Procurement and Efficiency Portfolio Holder, advised that he looked forward to working with Councillor Mason in taking forward the issues raised.

20. CHAIRMAN'S ENGAGEMENTS

Council noted the list of engagements attended by the Chairman and Vice-Chairman of Council since the last meeting.

The Meeting ended at 4.20 p.m.

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**Cabinet Members and Responsibilities
(Effective 21 May 2009)**

Description and /or Portfolio	Member	Services Covered	Lead Member for Cross Cutting Themes and /or Corporate Priorities	Champions to the Cabinet
Leader	Cllr Ray Manning	Partnerships Working (including: Local Strategic Partnership, Local Area Agreement, Community Safety),	Council Values	
Deputy Leader Finance and Staffing	Cllr Simon Edwards	Finance, Support Services (including Elections), Staffing	Asset Management	
Environmental Services	Cllr Mrs Sue Ellington	Environmental Health, Environmental Operations, Street Cleaning, Recycling, Licensing, Public Health, Private Sector Housing and Home Improvement Agency	Member Development	
Housing	Cllr Mark Howell	Housing Strategy, Housing Advice and Options, Housing Landlord services	Equality & Diversity, Travellers	
New Communities	Cllr Dr David Bard	Development of New Communities, Planning Policy, Arts and Sports	2012 Olympics	2012 Olympics – Cllr Jaime Dipple
Planning	Cllr Nick Wright	Development Control, Design and Conservation, Building Control, Economic Development, Transport initiatives (including Concessionary Fares)	Business and Employment	Transport – Cllr David Morgan Business and Employment – Cllr Mervyn Loynes
Policy and Performance	Cllr Tim Wotherspoon	Policy Development, Improvement and Communications, ICT	Comprehensive Area Assessment (CAA), Performance Management	
Sustainability, Procurement and Efficiency	Cllr Tom Bygott	Sustainability, Climate Change Land Drainage, Procurement and Efficiency	Customer Services (including Contact Centre), Travel for work, Value for Money	

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TABLE 2B: LEADER OF THE COUNCIL'S SCHEME OF DELEGATION OF EXECUTIVE FUNCTIONS

Given below are executive functions reserved for decision by the Leader of the Council, whole Cabinet, individual portfolio holders or Local Ward Members.

Notes:

1. In all cases decisions shall be referred to Council if there are or likely to be financial implications which cannot be met from within the financial discretion allowed to the Leader of the Council. Council has delegated authority to the Leader of the Council to approve, after opportunities for virement have been exhausted, in-year supplementary revenue and capital estimates up to Level 3 (£50,000 per item), subject to this expenditure being within approved policy.
2. Specific executive functions not referred to in the table are delegated to Chief Officers as operational management. In exercising delegated powers, Chief Officers shall have regard to the provisions of the Delegation Rules set out at Part 4 of this Constitution.

General Matters

The following delegations would apply to all portfolios. Where matters are delegated to portfolio holders, the delegation would be to the portfolio holder for the relevant service area.

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
General			
1	The exercise of functions, ordinarily within Portfolio Holders' delegated powers, in respect of matters which the Portfolio Holder has referred upwards in accordance with the Delegation Rules at Part 4 of this Constitution.	The exercise of functions, ordinarily within chief officers' delegated powers, in respect of matters which the chief officer has referred upwards in accordance with the Delegation Rules at Part 4 of this Constitution.	

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
Staffing Matters			
2	To recommend to Council approval or rejection of pay awards or allowance adjustments beyond provision made in the budget and outside the financial discretion allowed in delegation (6) below.	To approve or reject pay awards or allowance adjustments within budget provision. The Chief Executive may approve the implementation of national allowance adjustments provided they are within budget.	

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
3	To approve new policies relating to employment; health and safety; and recruitment and retention of staff which have significant financial implications or are not in accordance with national agreements.		
4	To determine proposals to carry out substantial changes to the organisational structure.		

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
Financial Matters			
5	To approve capital and revenue estimates (for recommendation to Council).		
6	To approve, after opportunities for virement have been exhausted, in-year supplementary revenue and capital estimates up to Level 3 (£50,000 per item), subject to this expenditure being within approved policy, and to make recommendations to Council where the revenue or capital requirement exceeds this amount.		
7		Relevant portfolio holders to approve virement across 2 or more portfolios (with the Chief Finance Officer). See Rule 5 , Budget and Policy Framework.	To approve virement where the affected portfolio holders have not agreed.

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
8		To approve project appraisals (i.e., approval of a report on the proposals) for non-housing new general fund revenue schemes greater than £50,000 or capital schemes greater than £200,000 included in the budget or capital estimates.	
9	To approve policies for fees and charges, where resulting income is estimated to be over £50,000 per annum.	To approve policies for fees and charges where resulting income is estimated to be up to £50,000 per annum. To approve changes to fees and charges within policy (except charges for one-off publications and events – delegated to officers).	
10		To accept tenders above 10% and up to 15% greater than the budget provision for the proposal in question, provided that the cost can be met from resources within the portfolio. [All Chief Officers are authorised to accept tenders up to 10% above estimate (provided that the cost can be met from within the same budget.)]	
11	To receive integrated business monitoring reports combining financial and performance information.		
12		To approve carry forward of uncommitted balances on reserve account for grants.	
Grants			
13	To approve policies and criteria for the approval of grants.		

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
14	To approve statutory or non-statutory grants, guarantees or loans above Level 4.	To approve non-statutory grants or guarantees or loans above Level 1 up to and including Level 4 (in consultation with Finance Portfolio Holder).	
15		To approve Disabled Facilities or Renovation Grant to cover unforeseen works above Level 2.	

Notes:

Chief Officers have delegated powers to approve non-statutory grants and further Disabled Facilities or Renovation Grant to cover unforeseen urgent works, above Level 1 up to and including Level 2, such awards to be consistent with policy and in consultation with local members, and to approve statutory grants up to and including Level 3. (See Rule 7 of Delegation Rules)

The limits above for the approval of further Disabled Facilities or Renovation Grant to cover unforeseen urgent works are to be observed regardless of the amount of the original grant approved and whether it is statutory or mandatory

For the purposes of construing levels or amounts of grant, all procedural rules relate to net grant expenditure being the ultimate grant sum expended or to be expended by the Council after all relevant associated credits (re)paid or (re)payable have been taken into account in respect of any particular matter

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
<i>Policy and Performance</i>			
16	Review of the Council's corporate objectives, making recommendations to Council where appropriate.		
17	To consider (for recommendation to Council) policies, strategies or plans which would have the effect of amending or adding to the Council's finance and policy framework.		

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
18	To approve policies, strategies or plans which would not impact upon the Council's finance and policy framework but would nevertheless have implications across portfolios or a substantial impact within a service, in terms of the service received by the public.	To approve operational guidelines which relate only to the service within the portfolio holders' responsibilities.	
19		To release a draft policy, strategy or plan for consultation or refer the matter to the Leader if likely to be sensitive or controversial or affect other portfolios. (Note –this delegation does not apply to Development Plan Documents brought forward as part of the Council's Local Development Framework – see delegation 60 below)	To release a draft policy, strategy or plan for consultation, if referred to the Leader by a portfolio holder.
20		To approve annual Service Plans for services.	
21		To monitor the implementation of service plans and to decide whether to refer matters of concern to the Leader.	To consider concerns referred by a portfolio holder in relation to the achievement of service plans.
22	To consider (for recommendation to Council) responses to consultation papers from the Government or other statutory agencies, containing proposals which would conflict with or substantially add to or amend the Council's policy and budget framework.	To approve responses to consultation papers from the Government or other statutory agencies, other than those containing proposals which would conflict with or substantially add to or amend the Council's policy and budget framework.	
Service Levels / Efficiency			

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
23	To approve, reject or amend substantial changes (planned or unplanned) to services (or new services) received by the public.		
24	To consider the external auditors' annual Management Letter	To receive external audit reports and decide whether to refer to the Leader any matters of concern.	To receive external audit reports referred by Portfolio Holders.
<i>Personal Applications</i>			
25		Payment of ex-gratia payments or compensation above Level 2, in relation to matters which are executive matters.	

Notes:

Council on 18 October 2007 delegated authority to Chief Officers to approve any requests for financial assistance, grants or services from the Council falling outside the normal rules or policies. Examples would include (but not exclusively):

- Rate relief
- Rents or charges
- Ex-gratia payments or compensation up to and including Level 2.

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
Contracts			
26	In the case of new contracts for the provision of services, works or goods, to approve the principle of contracting out and the key elements of the service specification. (To Council if there are or are likely to be implications for the policy / budget framework – in particular if the contract binds the Council to future additional financial commitments).		
27		To terminate a contract before expiry of the term (relevant Portfolio Holder in consultation with Finance and Staffing Portfolio Holder).	

Notes:

Council on 18 October 2007 delegated authority to Chief Officers for all other matters relating to contracts, after consulting the Finance and Staffing Portfolio Holder and any other relevant Portfolio Holder(s) . This will include consortium framework contract considerations, tender listing, acceptance, adjustments of any kind, extensions and emergency or urgent provision.

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
Conferences / Appointments			
28		Portfolio holders may attend such courses or conferences as they see fit where these are funded from their own portfolio budget. The Leader may attend such conferences or courses as required, subject to budget availability. (See also Staffing below.)	
29			To appoint member representatives on outside bodies where delegated to the Executive.

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
30			To approve submission of motions to the LGA or other conferences on behalf of the Council.

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
<i>Partnerships</i>			
31	To approve policies, objectives, targets, or substantial commitments entered into with partner organisations (to Council if the policy framework would be affected or if the commitment would bind the Council in future years).	To approve commitments entered into with partner organisations, which are within existing budgets and policies and would not involve other portfolios.	
<i>Land and Property</i>			
32	Disposal of Council interest in land or property where the value exceeds Level 4 or where other conditions in Para 3.6.2 of the Delegation Rules are not met. Does not apply to disposals under right to buy legislation or the Council's equity share scheme which are delegated to officers. An additional delegation relating to the disposal of housing land is given under Housing delegations.	Disposal of Council interest in land or property where the value exceeds Level 2 up to and including Level 4 or where other conditions in Para.3.6.2 of the Delegation Rules are not met.	
33		Acquisition of leases or other ongoing commitment where the value exceeds Level 2 (to Council if budget provision not available).	
<i>Appointment of Proper Officers</i>			
34		Appointment of Proper Officers not employed by the Council.	

Executive Matters delegated to the Executive and Portfolio Holders – by Portfolio

Given below are proposals for matters within individual portfolios to be delegated to the Executive and portfolio holders.

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
<i>Environmental Services</i>			
35			To approve the Council's contribution and commitments under the Joint Municipal Waste Strategy (making recommendations to Council where the budget and policy framework would be affected).
36		To approve Air Quality Strategy and declaration of Air Quality Management Areas.	
37		To approve the Council's contribution to the Health Improvement Plan (HImP) and any commitments undertaken on behalf of the Council.	
38			To approve the Council's Contaminated Land Strategy.
39		To approve the Land Drainage Maintenance Plan.	
40		To approve operating practices and representation on the Swavesey Byways Advisory Committee.	
41			To approve Licensing Committee policies and procedures, subject to consultation with the Licensing Committee.
42			To approve the Council's emergency planning arrangements, subject to the Council's policy and budget framework.
43		To approve the Council's flood defence statement.	

For decision by the whole Cabinet		For decision by Portfolio Holders	Matters reserved for the Leader
Finance			
44	To approve relevant strategies, plans and policies, including: Financial Strategy, budget, Council Tax levels, Investment Strategy, and Corporate Plan for recommendation to Council where in the budget / policy framework.	To approve the Capital Strategy and Asset Management Plan.	
45		To approve policies and criteria for rate relief.	
46		To determine applications for discretionary rate relief outside the approved policy and criteria.	
47		To approve discretionary rate relief appeals.	
48		To approve the list of rural settlements / rural settlement boundaries.	
49		To write off debts above Level 2.	
50	To give approvals to matters which do not comply with Financial and Contract Regulations.		

Notes:

The Chief Finance Officer shall be authorised to write off any individual debt up to and including Level 2, provided that he is satisfied that all action for recovery of the debt appropriate to the amount has been taken (see Financial Regulations 13.8).

Council on 18 October 2007 delegated authority to the Chief Finance Officer to determine applications for discretionary rate relief within the approved policy and criteria, and to determine discretionary housing payments.

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
Housing			
51	To make recommendations to Council on the HRA, rents and charges.		
52	To approve changes to Housing Allocations policy.		
53		To approve changes to and variations of Conditions of Tenancy.	
54		To approve programmes of parking, lighting and estate roads improvement schemes, subject to consultation with local members.	
55	To approve land / property being made available at nil cost for affordable housing schemes where the annual limit of £1 million will be exceeded. See also Delegation Rule 3.6.2.	To approve (Housing and Planning Portfolio Holders) decisions by Chief Officers to make land / property available at nil cost for affordable housing schemes, subject to an annual limit of £1 million and compliance with current planning policies and General Consent under the Local Government Act 1988.	
56	To approve any proposals which would have the effect of adding to or reducing the housing stock (other than through Right to Buy legislation or the Council's equity share scheme and subject to the Council's policy and budget framework).		
57		To allocate the s106 money received by SCDC in lieu of an affordable housing contribution on site.	

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
58	To determine proposals for substantial changes in the Council's service provision relating to Traveller sites managed on behalf of the County Council (subject to any necessary planning consents from the Planning Committee)		

Notes:

Council on 18 October 2007 delegated authority to Chief Officers to approve allowances or expenses to Council Tenants.

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
<i>Member Training and Development</i>			
59		To approve arrangements for member training and support (including IT support), together with approval of attendance of members at conferences or external training events beyond those allowed for portfolio holders and the Leader, where funded from the Democratic Representation budget	

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
<i>New Communities</i>			
60	To approve draft Development Plan Documents for statutory consultation and recommend to Council approval of Development Plan Documents for submission to the Secretary of State.	To determine all relevant stages of the plan-making process up to the approval of draft Development Plan documents for statutory consultation.	
61		To approve draft and final Supplementary Planning Guidance	
62		To approve dual use agreements.	

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
<i>Planning</i>			
63		To approve street names, where there is an objection from the local member(s) or any statutory consultees.	
64		To review areas of special control of advertisements	
65		To respond as consultee to traffic-related issues from Cambridgeshire County Council	
66		To approve the programme of Conservation Area Appraisals.	
67		To designate Conservation Areas, agree amendments to their boundaries and agree supplementary planning guidance (e.g., Village Appraisal) where 1 parish only affected.	

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