



# 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.**

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**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):

<b>Name of Group</b>	<b>Number of Members</b>
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:

<b>Group</b>	<b>%</b>
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**

<b>Committee / Panel</b>	<b>No. of seats</b>	<b>Cons</b>	<b>Lib Dem</b>	<b>Inds</b>
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
<b>Total</b>	<b>62</b>	<b>35</b>	<b>18</b>	<b>9</b>

- (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**

<b>Committee / Panel</b>	<b>No. of seats</b>	<b>Cons</b>	<b>Lib Dem</b>	<b>Inds</b>	<b>Non-group</b>
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
<b>Total</b>	<b>62</b>	<b>35</b>	<b>17</b>	<b>9</b>	<b>1</b>

**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:

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

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:

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

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

<b>Date</b>	<b>Venue / Event</b>
25 April	Dinner to mark the 20 <sup>th</sup> 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**

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.

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of a meeting of the Council held on  
Thursday, 23 April 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, 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 VG Ford, Mrs JM Guest, R Hall, Dr SA Harangozo, Mrs SA Hatton, Mrs EM Heazell, JA Hockney, MP Howell, PT Johnson, SGM Kindersley, Mrs JE Lockwood, MB Loynes, RMA Manning, RB Martlew, 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
	Steve Hampson	Executive Director
	Greg Harlock	Chief Executive
	Richard May	Democratic Services Manager

An apology for absence was received from Councillor D Bird. Apologies for late arrival were submitted on behalf of Councillors Mrs FAR Amrani, Ms JA Dipple and DH Morgan.

**97. DECLARATIONS OF INTEREST**

Councillors NN Cathcart, Mrs SJO Doggett, Mrs DP Roberts and NJ Scarr declared personal non-prejudicial interests in Agenda items 8-9, relating to the Housing Futures project, as members of the lobby group 'South Cambridgeshire Against Transfer'. Given that the interests were not prejudicial, and in accordance with the Council's Code of Conduct for Councillors, they remained in the meeting and took part in the discussions and voting.

Councillors NCF Bolitho, RE Barrett, Dr SA Harangozo, Mrs EM Heazell and PW Topping declared personal non-prejudicial interests in Agenda items 8-9, relating to the Housing Futures project, as members of the South Cambridgeshire Village Homes Shadow Board. Given that the interests were not prejudicial, and in accordance with the Council's Code of Conduct for Councillors, they remained in the meeting and took part in the discussions and voting.

Councillor RT Summerfield declared a personal non-prejudicial interest in Agenda items 8-9, relating to the Housing Futures project, on the grounds that his mother-in-law was a resident on a sheltered housing scheme. Given that the interest was not prejudicial, and in accordance with the Council's Code of Conduct for Councillors, he remained in the meeting and took part in the discussions and voting.

Councillor RE Barrett declared a personal non-prejudicial interest in Agenda items 8-9, relating to the Housing Futures project, on the grounds that his daughter was a Council tenant. Given that the interest was not prejudicial, and in accordance with the Council's Code of Conduct for Councillors, he remained in the meeting and took part in the discussions and voting.

**98. MINUTES**

Council **RESOLVED** that the Minutes of the meetings held on 26 February and 10 March 2009 be approved as correct records and signed by the Chairman.

**99. ANNOUNCEMENTS**

The Chairman welcomed Alex Colyer, who had recently joined the Council as Interim Executive Director for Corporate Services, on secondment from East Cambridgeshire District Council.

**100. QUESTIONS FROM COUNCILLORS AND THE PUBLIC****100 (a) From Councillor JP Chatfield to the Environmental Services Portfolio Holder**

Councillor JP Chatfield asked the Environmental Services Portfolio Holder the following question:

Please could the Portfolio Holder provide further information on the latest air quality results for the villages of Histon and Impington? With both villages' proximity to the A14, how does the Council propose to take action to mitigate the effects of poor air quality on local residents?

Councillor Mrs SM Ellington, Environmental Services Portfolio Holder, advised that the Council had in place an Air Quality Management Area covering parts of Histon and Impington. 2008 readings had shown compliance with national objectives for nitrogen dioxide levels at all locations, with the highest reading, recorded at The Gables, remaining below the objective level. The National Daily Mean for PM10 had been exceeded on 43 occasions during the last year, above the objective of 35 days.

Members were advised that the Council had developed an Air Quality Action Plan with Cambridge City and Huntingdonshire District councils, containing five priority actions to alleviate poor air quality through the following initiatives:

- The Guided Busway;
- The A14 widening scheme between Fen Drayton-Histon;
- The realignment of A14 as part of improvement programme;
- The Freight Quality Partnership, working in partnership with freight operators to improve emissions from their vehicles;
- Ensuring that air quality policies set out in the Council's planning policy framework were taken into account when planning new development.

By way of a supplementary question, Councillor Chatfield asked what consideration the Portfolio Holder would give to the wider publication of air quality results and related action plan?

Councillor Mrs. Ellington advised that the draft action plan was currently being consulted upon. Once finalised, detailed consideration would be given to publicity for the document; however, Mrs. Ellington was wary of publicising large amounts of highly technical information, which were unlikely to be understood without detailed accompanying explanations.

**100 (b) From Councillor D de Lacey to the Policy, Improvement and Communications Portfolio Holder**

Councillor D de Lacey asked the Policy, Improvement and Communications Portfolio Holder the following question:

Please could the Portfolio Holder explain why it is still the case, though I informed him of the problems months ago, that security concerns remain in respect of external access to the Council's systems, such that (quite apart from the inherent dangers) Officers and Councillors are obliged to breach the Council's ICT policy every time they send intranet links to Members or links are accessed by Members?

In introducing his question, Councillor de Lacey that he had previously raised these concerns with the Portfolio Holder; however, they did not appear to have been addressed.

Councillor TJ Wotherspoon, Policy, Improvement and Communication Portfolio Holder, responded that he did not agree that security concerns were of significant risk to the Council's systems. He advised that the use of HTTP links (as opposed to securer HTTPS) to access Council 'Back Office' services was mitigated by the use of a 'night watchman' server in the network DMZ – this was a protected area with its own secure arrangements to ensure no unauthorised access. The links presented to Members in emails were not providing direct access to the back office but were in effect acting as a 'proxy' for that service. Access to services beyond the DMZ server required the use of a username and password, whilst the links referred to in the question were circulated by restricted blind copy email.

Councillor Wotherspoon advised that the Council was seeking to maintain a balance between providing a secure service which nevertheless ensured wide public availability of relevant information, and one with security arrangements as stringent as those employed by financial institutions. Councillor Wotherspoon maintained confidence that this balance was maintained, with the security of the Council's systems being tested regularly through the use of 'external penetration testing' using an IT security company (Dionach Ltd); to date, such testing had not indicated any particular issues that would give rise for concern.

By way of a supplementary question, Councillor de Lacey requested, given that the Portfolio Holder had appeared to acknowledge that breaches of the Council's policy were taking place, to know why he was denied access to the wireless network in South Cambridgeshire Hall, and access to the risk assessment on which that denial was based.

The Portfolio Holder responded that he would be happy to hold further discussions with Councillor de Lacey regarding his continuing concerns. He then took the opportunity to brief Council on important forthcoming changes to the Council's ICT service. Members were advised that the Council was currently in the process of revising its external security measures including the issue of Member access to Council systems. Engagement with the nationwide programme Government Connect required all local authorities to change the way they secured and delivered services both internally and externally; the Council would, as part of that process, be replacing its firewalls and access systems and would provide '2-factor token authentication' to replace the current user name / password practices. These revisions would be in place by July 2009 and in use by 31 August 2009.

**100 (c) From Ms Teresa Watson to the Housing Portfolio Holder**

In the absence of the questioner, and in accordance with Council Standing Order 10.7, the Chairman asked the following question which had been submitted by Ms Teresa Watson to the Housing Portfolio Holder:

In the event of housing transfer proceeding, what security will be provided to enable South Cambridgeshire Village Homes to borrow money to purchase the Council Houses?

Councillor SM Edwards, Housing Portfolio Holder, advised that Ms Watson had submitted background material with her question raising concerns that, as a tenant, her security of tenure may be at risk as a consequence of the Council's housing stock being put forward as security for the new housing association's borrowing requirement. Councillor Edwards advised that, in the event of housing stock transfer proceeding, the board of the new housing association would take a number of factors into account in determining the best means of raising the funding required to purchase the Council's stock; security would be one of several key issues for it to take into account in reaching this decision. It was likely, however, that repayment would be a long-term matter, and it was common for the loan to be secured against asset value. Councillor Edwards reassured Members and tenants that no tenant had ever lost their home through the use of such security. He advised further that a full written reply would be forwarded to the questioner.

In response to a request, Council was advised that, subject to Ms Watson's permission, full details of her question and background information would be circulated to all Members.

**101. PETITIONS**

No petitions had been submitted since the last meeting.

**102. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:****102 (a) Corporate Plan 2009/10 (Cabinet, 16 April 2009)**

Council considered a recommendation from Cabinet in respect of the draft Corporate Plan for 2009/10. As notified in the Agenda, Council was advised that a revised version of the plan had been published and distributed to all Members, incorporating changes made to the draft plan since the Cabinet meeting by the Chief Executive, in consultation with the Policy, Improvement and Communications Portfolio Holder. The updated version was accompanied with a schedule outlining the specific changes which had been made.

The Chairman adjourned the meeting for ten minutes to allow Members further opportunity to consider the revised plan.

Following this adjournment, Councillor RMA Manning moved, Councillor TJ Wotherspoon seconded and Council **RESOLVED**, with 33 Members voting in favour, four against and 16 abstentions, that the amended Corporate Plan circulated at the meeting be adopted, and that authority be delegated to the Chief Executive to approve further drafting amendments prior to final publication, in consultation with the Policy, Improvement and Communications Portfolio Holder.

**102 (b) Housing Rents Review (Cabinet, 16 April 2009)**



Councillor SM Edwards moved, Councillor RMA Manning seconded and Council **RESOLVED**, with 49 Members voting in favour, one against and two abstentions, that a commitment be made to revise rent levels for 2009-10 in line with the final recommendation from the Department for Communities and Local Government, the final level to be notified to Members via the Weekly Bulletin once agreed.

**102 (c) Proposed changes to the Constitution (Constitution Review Working Party, 7 April 2009)**

Councillor JH Stewart moved, Councillor CR Nightingale seconded and Council **RESOLVED**, with no Members voting against:

- (a) That the following paragraph be added to Council Standing Order 4:

'Members acting as substitutes at meetings of the Planning Committee, and Licensing Committee when determining applications, shall be subject to the same requirement to have undertaken suitable training as ordinary members of those committees.'

- (b) That Article 8.06 be amended as follows (amendments marked in ***bold italics***):

'No member shall be eligible to sit on a regulatory committee unless and until they have undertaken suitable training ***upon appointment to such committee. No member shall be eligible to remain on a regulatory committee unless and until they have undertaken suitable refresher training as and when identified by the relevant Corporate Manager. The Democratic Services Section shall maintain a record of attendance at training events as evidence that each member's training requirement has been met.***

- (c) That the following paragraphs be added to the Constitution as Council Standing Orders 8.3 and 8.4, and the Executive and Scrutiny and Overview Committee Procedure Rules amended to make similar provision:

8.3 The Chief Executive is authorised to cancel a meeting before the agenda has been published, following consultation with the Chairman.

8.4 Where, in exceptional circumstances, it is necessary to cancel a meeting after the agenda has been published, the Chief Executive shall be authorised to do so following consultation with the Chairman of the body concerned. The notice advising of the cancellation shall specify the exceptional circumstances in which the decision was taken. Outstanding business shall be held over to the next scheduled meeting or considered at a reconvened meeting on a date to be arranged which satisfies the notice requirements set out in the Local Government Act 1972 and Access to Information Rule 4.

- (d) That the following additional paragraph be added to Council Standing Order 14:

***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.'

- (e) That paragraph 22.1 of the Contract Regulations be reworded as follows and paragraph 22.2 be deleted:

'The Chief Finance Officer shall have the power to make amendments from time to time to these Contract Regulations in consultation with the Chairman of the Corporate Governance Committee, Principal Solicitor and relevant officers in the Council's Procurement, Audit and Risk Management services. A schedule of changes made under this delegated power shall be notified to the Corporate Governance Committee on an annual basis.'

- (f) That Article 2.08 (Leader of the Major Opposition Group's report to Council) be revised as follows (amendment marked in ***bold italics***):

'The Leader of the Major Opposition Group ***may*** make a report to the Annual Meeting of Council on his/her group's activities over the year.'

- (g) That paragraph 5(a) of the Budget and Policy Framework Procedure Rules be amended as follows (amendments marked in ***bold italics***):

Rollover of unspent budget provision from the previous financial year to the current year will only be permitted in exceptional cases (excluding salary-related budgets). A list of rollovers will be completed and reported for approval to the Finance Portfolio Holder by 31 July each year. ***Rollovers may then only be used with the approval of the Section 151 Officer, approval being on an individual basis during the year when the corporate/cost centre manager can demonstrate that the current year's budget is fully spent/committed and that there are no other sources of funding, including virement. Rollovers are for specific items and cannot be vired.***

- (h) That the Chief Executive be authorised to re-draft the Budget and Policy Framework Procedure Rules, the updated version to be reported to Council for information.

### 103. HOUSING FUTURES: RESPONSES TO STAGE ONE CONSULTATION ON THE COUNCIL'S HOUSING TRANSFER PROPOSAL

Council considered a report setting out the process which had been undertaken as part of the Stage 1 consultation on the Council's housing transfer proposal and containing recommendations on the next steps, including whether to move forward to a tenant ballot.

Councillor SM Edwards moved and Councillor RMA Manning seconded the recommendations set out in paragraphs 64-66 of the report, subject to the following addition to the suggested points of clarification for inclusion in the Stage 2 Notice to Tenants at Appendix 3, amended in light of representations received by the Homes and Communities Agency since the original publication of the Agenda:

'South Cambridgeshire Village Homes would be registered with a Government-sponsored body called the Tenant Services Authority who would monitor and regulate its overall performance, including checking the business plan and general financial health.'

During the course of debate on this item, Council resolved, in accordance with Standing Order 22.1, to suspend Standing Order 12.5 to enable debate to exceed thirty minutes in duration.

Councillor SGM Kindersley moved an amendment that Council support the holding of a tenant ballot; however, the ballot should be delayed pending the carrying out of a full financial appraisal.

The Chairman rejected the amendment on the grounds that it was in similar terms to an amendment which had been rejected at a meeting of Council within the past six months. In accordance with Council Standing Order 15.2, the signatures of at least twelve members were required to enable such an amendment to be moved.

**Council RESOLVED:**

1. That the responses of tenants and leaseholders, set out in the report and its appendices, be noted.
2. That a formal Stage 2 letter be issued to all secure tenants confirming:
  - a) The terms of the Council's offer as set out in the formal (stage 1) consultation document, subject to clarification of the matters referred to in Appendix 3, amended in light of representations received by the Homes and Communities Agency by the inclusion of the following paragraph:
 

'South Cambridgeshire Village Homes would be registered with a Government-sponsored body called the Tenant Services Authority who would monitor and regulate its overall performance, including checking the business plan and general financial health.'
  - b) Tenants' right to communicate objections to the Council's housing transfer proposal to the Secretary of State within twenty-eight days from receipt of the Stage 2 Letter, and
  - c) The ability of the Secretary of State to withhold consent if a majority of affected tenants do not wish the transfer to proceed.
3. That Electoral Reform Ballot Services Ltd be commissioned to carry out a formal ballot of tenants in respect of the proposed transfer of homes to South Cambridgeshire Village Homes.

The voting was recorded as follows:

**FOR: (31)**

Dr DR Bard	RE Barrett	Mrs VM Barrett
NCF Bolitho	FWM Burkitt	BR Burling
TD Bygott	Mrs PS Corney	NS Davies
Ms JA Dipple	SM Edwards	Mrs SM Ellington
VG Ford	Mrs JM Guest	R Hall
JA Hockney	MP Howell	PT Johnson
MB Loynes	RMA Manning	RM Matthews
DC McCraith	DH Morgan	Mrs LA Morgan
CR Nightingale	AG Orgee	PW Topping
RJ Turner	Mrs BE Waters	TJ Wotherspoon

NIC Wright

**AGAINST:** (15)

AN Berent	NN Cathcart	JP Chatfield
Dr D de Lacey	SJO Doggett	Mrs SA Hatton
SGM Kindersley	RB Martlew	MJ Mason
Mrs DP Roberts	NJ Scarr	Mrs HM Smith
RT Summerfield	Dr SEK van de Ven	JF Williams

**ABSTAINED:** (7)

JD Batchelor	Mrs PM Bear	Dr SA Harangozo
Mrs EM Heazell	Dr JE Lockwood	Mrs CAED Murfitt
JH Stewart		

**DID NOT VOTE:** (1)

Mrs BZD Smith

**104. HOUSING FUTURES – POST BALLOT/PRE-TRANSFER ORGANISATIONAL ARRANGEMENTS**

Councillor SM Edwards moved, Councillor RMA Manning seconded and Council **RESOLVED** to note the arrangements necessary in the event of a positive tenant ballot, and to:

- a. Instruct the Chief Executive to prepare the necessary officer secondment arrangements to South Cambridgeshire Village Homes (SCVH) and the Council's post ballot transfer team along with appropriate backfilling measures, in order that these can be approved by Council at a post ballot meeting.
- b. Postpone the deletion of the Head of Housing Strategic Services post from 30 June 2009 to 31 October 2009.
- c. Note the arrangements for the appointment of post ballot advisors to the Council
- d. Note the arrangements that would be necessary to fund SCVH in the post ballot, pre transfer period, and that more details would be presented to a post ballot Council meeting.

**105. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

Councillor VG Ford drew Council's attention to an initiative being led by the East of England Regional Assembly to enable rail freight to be transported between Felixstowe and Nuneaton, thus removing large amounts of freight from the A14. She had attended a recent meeting with representatives from the Department for Transport and Network Rail, advising that a bid would be submitted for European Union funding towards the costs of the project. Councillor Ford hoped that the Council would continue to be proactive in pushing for this scheme to come to fruition, before announcing her resignation from the Council due to her candidacy in the forthcoming elections to the European Parliament.

Councillor MJ Mason provided an update on legal issues relating to noise barriers raised at the last meeting of the Guided Busway Liaison Forum.

Councillor DH Morgan advised that the National Air Traffic Service had recommenced its review of holding areas around airports and requested that Members notify him of issues of concern relating to aircraft noise in their Wards.

**106. NOTICE OF MOTION**

**106 (a) Standing in the name of Councillor R Hall**

Councillor R Hall moved, Councillor NCF Bolitho seconded and Council **RESOLVED** that a Motion in the following terms be agreed:

The Local Government Association has recently identified over 100 words and phrases that councillors and officers should resist using and replace them with plain English. At a time when the chasm between local government and those electing it is widening, such a step should be welcomed. The use of jargon and council-speak serves only to alienate taxpayers and members of the public. This Council urges councillors and officers to take note of this report and strike out jargon and council-speak before documents are released for public view.

**107. CHAIRMAN'S ENGAGEMENTS**

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

**108. COUNCILLOR VG FORD**

Following Councillor Ford's announcement of her resignation (see Minute 105 above), the Leader of the Council paid tribute to Councillor Ford's work as a Local Ward Councillor and Cabinet Member over the past three years.

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**The Meeting ended at 5.04 p.m.**

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of an Extraordinary Meeting of the Council held on  
Thursday, 23 April 2009 at 5.04 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, AN Berent, NCF Bolitho, FWM Burkitt, TD Bygott, NN Cathcart, JP Chatfield, Mrs PS Corney, Dr DR de Lacey, Miss JA Dipple, SM Edwards, Mrs SM Ellington, Mrs VG Ford, Mrs JM Guest, R Hall, Dr SA Harangozo, Mrs SA Hatton, Mrs EM Heazell, MP Howell, SGM Kindersley, MB Loynes, RMA Manning, RB Martlew, RM Matthews, DH Morgan, Mrs LA Morgan, Mrs CAED Murfitt, AG Orgee, Mrs DP Roberts, Mrs BZD Smith, Mrs HM Smith, RT Summerfield, PW Topping, Dr SEK van de Ven, Mrs BE Waters, JF Williams, TJ Wotherspoon and NIC Wright

Officers:	Catriona Dunnett	Principal Solicitor
	Steve Hampson	Executive Director
	Greg Harlock	Chief Executive
	Richard May	Democratic Services Manager

An apology for absence was received from Councillor D Bird.

**1. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**2. Move to new Executive Arrangements (Council, 17 July 2008 and Constitution Review Working Party, 7 April 2009)**

Council considered a report noting the outcome of the consultation on a move to new executive arrangements and setting out recommendations to adopt revised arrangements and the corresponding Constitutional changes required for them to take effect.

During debate on this matter, some Members expressed concern that the concentration of too much power in one individual was damaging for democracy and meant the Council would vest similar levels of power in an indirectly-elected Leader as would be held by a directly-elected Mayor. Other Members considered the changes to be necessary to confirm the 'strong Leader' model of governance under which the Leader would hold full executive power for up to four years, yet remained directly accountable to the Council, which retained power to remove him/her from office by simple majority, and indirectly accountable to the electorate, which could vote for a change in the political control of the Council.

Council **RESOLVED**, with 26 Members voting in favour, 15 against and two abstentions:

- (a) That the Leader and Cabinet form of governance proposed in paragraph 5 of the report and required under Sections 11 and 14 of the Local Government Act 2000 as amended, be implemented with effect from the commencement of the Annual Council Meeting on 21 May 2009;
- (b) That the corresponding changes to the Constitution set out in the recommendations of the Constitution Review Working Party set out at

paragraph 9 and Appendices A-E of the report be agreed.

Councillor MP Howell requested to be recorded as voting in support of the proposal.

Councillor Mrs DP Roberts requested to be recorded as voting against the proposal.

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**The Meeting ended at 5.26 p.m.**

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13 May 2009

To: Members of the Corporate Governance Committee  
 Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **CORPORATE GOVERNANCE COMMITTEE**, which will be held in **COUNCIL CHAMBER, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 21 MAY 2009** on the adjournment of the Annual Council meeting following appointments to committees.

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

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.**

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#### AGENDA

#### PAGES

1. **Apologies for Absence**  
To receive apologies for absence from committee members.
2. **Declarations of Interest**
3. **Election of Chairman of Corporate Governance Committee 2009/10**
4. **Appointment of Vice-Chairman of Corporate Governance Committee 2009/10**

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13 May 2009

To: Members of the Electoral Arrangements Committee  
Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **ELECTORAL ARRANGEMENTS COMMITTEE**, which will be held in **COUNCIL CHAMBER, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 21 MAY 2009** following the meeting of the Corporate Governance Committee.

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully  
**GJ HARLOCK**  
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

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<b>AGENDA</b>		<b>PAGES</b>
<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b> To receive apologies for absence from committee members.	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>3.</b>	<b>ELECTION OF CHAIRMAN OF ELECTORAL ARRANGEMENTS COMMITTEE 2009/10</b>	
<b>4.</b>	<b>APPOINTMENT OF VICE-CHAIRMAN OF ELECTORAL ARRANGEMENTS COMMITTEE 2009/10</b>	

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13 May 2009

To: Members of the Employment Committee  
Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **EMPLOYMENT COMMITTEE**, which will be held in the **COUNCIL CHAMBER, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 21 MAY 2009** following the meeting of the Electoral Arrangements Committee.

Yours faithfully  
**GJ HARLOCK**  
Chief Executive

**DATE FOR YOUR DIARIES – ESSENTIAL TRAINING**

*Members elected to the Committee and Cabinet Portfolio Holders who may be involved in selection interviewing, are required to attend a training session on **FRIDAY 12 JUNE 2009**. The morning session (10am) will be the Committee's appeals functions, the afternoon session (2pm) focussing on recruitment and selection.*

Requests for a large print agenda must be received at least 48 hours before the meeting.

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**AGENDA**

**PAGES**

1. **APOLOGIES FOR ABSENCE**  
To receive apologies for absence from committee members.
2. **DECLARATIONS OF INTEREST**
3. **ELECTION OF CHAIRMAN OF EMPLOYMENT COMMITTEE 2009/10**
4. **APPOINTMENT OF VICE-CHAIRMAN OF EMPLOYMENT COMMITTEE 2009/10**

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13 May 2009

To: All Members of the Planning Committee  
 Quorum: 4

Dear Councillor

You are invited to attend the next meeting of **PLANNING COMMITTEE**, which will be held in the **COUNCIL CHAMBER, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 21 MAY 2009** following the meeting of the Employment Committee.

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully  
**GJ HARLOCK**  
 Chief Executive

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## AGENDA

## PAGES

1. **Apologies**  
To receive apologies for absence from committee members.
2. **Declarations of Interest**
3. **Election of Chairman of Planning Committee 2009/10**
4. **Appointment of Vice-Chairman of Planning Committee 2009/10**
5. **Establishment of, and appointments to the Planning Sub-Committee 2009/10**  
The Committee is **RECOMMENDED** to establish a Planning Sub-Committee comprising seven Members of the Committee, its Terms of Reference to be confirmed at the next meeting, and to make appointments to the Sub-Committee in accordance with the rules of political balance.

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13 May 2009

To: Members of the Planning Sub-Committee  
Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **PLANNING SUB-COMMITTEE**, which will be held in **COUNCIL CHAMBER, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 21 MAY 2009** following the meeting of the Planning Committee.

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully  
**GJ HARLOCK**  
Chief Executive

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**AGENDA**

**PAGES**

1. **APOLOGIES**  
To receive apologies for absence from sub-committee members.
2. **DECLARATIONS OF INTEREST**
3. **ELECTION OF CHAIRMAN OF PLANNING SUB-COMMITTEE 2009/10**
4. **APPOINTMENT OF VICE-CHAIRMAN OF PLANNING SUB-COMMITTEE 2009/10**

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13 May 2009

To: Members of the Scrutiny and Overview Committee  
 Quorum: 6

Dear Councillor

You are invited to attend the next meeting of **SCRUTINY AND OVERVIEW COMMITTEE**, which will be held in the **COUNCIL CHAMBER, FIRST FLOOR** on **THURSDAY, 21 MAY 2009** following the Planning Sub-Committee meeting.

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully  
**GJ HARLOCK**  
 Chief Executive

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#### AGENDA

Please note that substitute members need to notify Democratic Services before the start of the meeting of the intended substitution (see paragraph 4.3 of Council Standing Orders).

**PAGES**

1. **Apologies**  
 To receive apologies for absence from committee members.
2. **Declarations of Interest**  
*Please note that the Constitution requires that when considering any decision in respect of which a member of the Committee is subject to a party whip, the member must declare the existence of the whip. Under the Code of Conduct, any Councillor who has a personal or prejudicial interest should declare this at the meeting. A member of a Task and Finish Group or Panel, but not a Sub Group of the Scrutiny Committee, which has discussed an item that is now being scrutinised, cannot participate in that debate as a member of the Committee nor vote.*
3. **Election of Chairman of Scrutiny and Overview Committee 2009/10**
4. **Appointment of Vice-Chairman of Scrutiny and Overview Committee 2009/10**

5. **Appointment to Cambridgeshire County Council Health and Adult Social Care Scrutiny Committee**  
To make one appointment.
6. **Appointment to Local Area Agreement (LAA) Joint Accountability Committee (JAC)**  
To make one appointment.

#### **EXCLUSION OF PRESS AND PUBLIC**

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.

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13 May 2009

To: Members of the Constitution Review Working Party  
Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **CONSTITUTION REVIEW WORKING PARTY**, which will be held in **COUNCIL CHAMBER, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 21 MAY 2009** following the meeting of the Climate Change Working Group.

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully  
**GJ HARLOCK**  
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

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## AGENDA

## PAGES

1. **Apologies for Absence**  
To receive apologies for absence from committee members.
2. **Declarations of Interest**
3. **Election of Chairman of Constitution Review Working Party 2009/10**
4. **Appointment of Vice-Chairman of Constitution Review Working Party 2009/10**

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13 May 2009



To: Members of the Climate Change Working Group  
 Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **CLIMATE CHANGE WORKING GROUP**, which will be held in **COUNCIL CHAMBER, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 21 MAY 2009** following the meeting of the Scrutiny and Overview Committee.

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully  
**GJ HARLOCK**  
 Chief Executive

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## AGENDA

## PAGES

1. **Apologies for Absence**  
To receive apologies for absence from committee members.
2. **Declarations of Interest**
3. **Election of Chairman of Climate Change Working Group 2009/10**
4. **Appointment of Vice-Chairman of Climate Change Working Group 2009/10**

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**Appointments required by Council, 21 May 2009**

<b>Body</b>	<b>Details/Current representation</b>	<b>Number to Appoint</b>	<b>Politically-Balanced?</b>
Cambridge and District Citizens' Advice Bureau	Cllr Robin Martlew was last appointed as a Trustee in 2006. The terms of reference of this body require that all nominated trustees must retire at the third AGM after their appointment, but they may be reappointed by the Trustees at an Ordinary Meeting after the AGM. There is no limit to the total length of time that a nominated Trustee may serve. The CAB expects that any appointments made by the Council would therefore be either for three years or until the end of the appointee's term of office, whichever is sooner.	1	No
Cambridge East Joint Member Reference Group	Dr DR Bard CR Nightingale RJ Turner NIC Wright Mrs FAR Amrani (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 Hezell 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:  SM Edwards NIC Wright JD Batchelor	2 plus relevant Portfolio Holder	Yes
North West Fringe Member Reference Group	Dr DR Bard TD Bygott Dr D de Lacey Mrs HM Smith	4, including one executive member and	Yes

		1 substitute	
South Cambs Magazine Editorial Panel	R Hall Mrs CAED Murfitt Dr SEK van de Ven	3 plus Leader and relevant Portfolio Holder	No



Standards Committee  
First Annual Report to Council

21 May 2009  
[www.scambs.gov.uk/standards](http://www.scambs.gov.uk/standards)

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## **1. PURPOSE OF THE REPORT**

### **1.1 The report:**

- (a) summarises the achievements of the Standards Committee since the adoption of the Standards Committee (England) Regulations 2008 at the start of the 2008-09 civic year;
- (b) summarises how the Committee has developed in the past year; and
- (c) outlines the Committee's plans for 2009-10.

## **2. THE STANDARDS COMMITTEE**

### **2.1 Composition**

2.1.1 In 2008/09, the Standards Committee increased in size to include:

- eight District Council members, two each from the three recognised political groups and two non-group councillors (increase of two members);
- seven independent (lay) members (increase of two members); and
- four parish council members (increase of one member).

2.1.2 The additional membership of the Standards Committee has enabled establishment of the various panels required by the 2008 regulations, which passed to the local authority assessment, investigation and consideration of complaints, and which saw the Standards Board for England (SBE) adopt a regulatory role.

## **3. NEW LOCAL ASSESSMENT PROCESS**

3.1.1 Nationally there have been 2,863 complaints received by Standards Committees from 8 May 2008 to 31 March 2009. So far, just over half of all allegations received by local authorities have not been referred for investigation, with 29% being investigated locally and 12% being referred to monitoring officers for alternative measures, such as training or mediation. In comparison, between 1 April 2007 and 31 March 2008, the final year of the old regulations, the Standards Board for England received 3,547 complaints and referred just 14% for investigation. The most frequent potential breaches of the Code of Conduct being investigated are failure to declare personal interests, failure to treat others with respect and bringing the authority into disrepute.

3.1.2 Since June 2008 the Committee has dealt with eighteen complaints. The Assessment Panel, the first step of the local procedure, formally investigated three of the eighteen cases, following which the Hearing Panel (consideration meeting) found that in two instances the Code had not been breached. The third case proceeded to a public hearing, at which a breach of the Code was found and the councillor asked to attend refresher training on the Code of Conduct. Two other cases were referred to the Standards Board for England, which investigated and found that no further action was required. Another case, referred to the Standards Board for England prior to May 2008, was sent back to the council for a determination hearing in April 2009. In that case a breach of the Code of Conduct was found and the councillor given a formal censure.

3.1.3 The Assessment Panel referred one case to the Monitoring Officer for "other action" – in this instance a training session for all members of a parish council was considered necessary. The decisions in the other cases by the Assessment Panel was that no action should be taken with regard to the complaint, usually because the complaint was not considered to be a potential breach of the Code of Conduct.

3.1.4 Twice this year complainants have appealed against decisions to take no further action and the Committee's Review Panel, composed of different members of the Standards Committee than those who had done the initial assessment, reconsidered the complaint and the evidence. In both cases the original decision was upheld.

- 3.1.5 The Assessment Panel's average turnaround time for hearing complaints is currently sixteen days, well within the national guidelines of twenty working days. The Monitoring Officer has submitted quarterly reports to the SBE on the work of the Committee locally, and has made our first annual report to the SBE, which was the Committee's first opportunity to make a formal statement to the SBE about our recent activities and plans for promoting and supporting high standards of conduct in the coming year. The SBE will be showcasing examples of best practice in its Annual Review and publishing new guidance – or lobbying for policy changes – based on any gaps in the local standards framework identified through this exercise.

#### **4. ADDITIONAL WORK UNDERTAKEN BY THE STANDARDS COMMITTEE**

##### **4.1 Standards Committee Champion**

- 4.1.1 Work is underway to designate formally a champion for Standards from amongst the Cabinet. The Chairman of the Standards Committee and the Democratic Services Manager have been working towards a formal role description to ensure that this is not just a position in name only, but an effective liaison between the two bodies. The draft job description envisages that the Standards Committee Champion will:

- provide and maintain a tangible link between the Council's Standards Committee and its Executive, fostering effective two-way communication between the two bodies;
  - promote and maintain high standards of conduct by Cabinet Members;
  - assist Cabinet Members to observe the Code of Conduct, working with the Monitoring Officer to provide advice and support on its interpretation; and
  - monitor operation of the Code of Conduct by the Cabinet
- through:
- providing regular reports on the work of the Committee to Cabinet, drawing the Cabinet's attention to specific matters of interest and concern;
  - providing feedback to the Standards Committee on the Cabinet's work programme and any issues of concern in respect of ethical issues or others which may affect the Committee's work;
  - facilitating ongoing liaison between the Chairman of Standards Committee, Leader of the Council and Chief Executive; and
  - ensuring that his / her Cabinet colleagues take advantage of relevant training and development opportunities offered them.

##### **4.2 Code of Conduct Consultation**

- 4.2.1 In the autumn of 2008 the Department for Communities and Local Government published a consultation on the forthcoming new Code of Conduct for Local Government Members and Employees, to which the Standards Committee responded on behalf of the Council.
- 4.2.2 Questions regarding the Members' Code centred on actions in official and non-official capacity, to which the Standards Committee was unanimous in its disagreement that the Code be applied to conduct when a member acted in his or her non-official capacity. The Committee made a series of recommendations on the areas of the Code relating to personal and prejudicial interests, clarification of interests when an executive member gives evidence before the Scrutiny and Overview Committee or Standards Committee, asked that the section on "disrepute" be re-examined to ensure that members were not stifled from carrying out their public duties, and recommended that the Code make specific provision for Ward Councillor Decision-Making, as per the Local Government and Public Involvement in Health Act 2007.
- 4.2.3 The Standards Committee did not feel that it was best placed to respond to many of the consultation questions regarding a Model Code of Conduct for Local Government Employees, some aspects of which would be outside its remit and other areas for which not enough information was provided to allow the Committee to make an informed answer.

4.2.4 The full responses are available in the Spring 2009 edition of the Standards Committee Newsletter and in the minutes of the 10 December 2008 Standards Committee meeting.

#### **4.3 Parish Council Newsletter**

4.3.1 The Standards Committee has published two newsletters, Autumn 2008 and Spring 2009, which are sent to all parish councils electronically and in hard copy, distributed to all district councillors and are made available on the Standards Committee website. These newsletters aim to raise the Committee's profile locally, to keep all the parish councils aware of the work we do and changes to the assessment process, and to provide guidance on the Code of Conduct, often with case studies from other authorities. Feedback has been positive, with several letters being received from parish councils, thanking us for translating the regulations and the Standards Board for England's guidance into plain English.

#### **4.4 Parish Council Visits**

4.4.1 The Chairman and several of the independent members of the Standards Committee were invited to attend meetings of Fulbourn, Guilden Morden and Comberton Parish Councils. These visits helped us to understand the role of the parish council in local government, and gave us the opportunity to speak directly to parish councillors and to hear their thoughts and concerns about the Code of Conduct. We would welcome further such invitations.

#### **4.5 Visits to other Standards Committees**

4.5.1 Members visited the Standards Committees of Forest Heath District Council and Cambridgeshire County Council, which proved very useful comparisons with the SCDC meetings and protocols. Members from both these Standards Committees repaid the visits later in the year, attending an SCDC committee meeting and a local hearing.

#### **4.6 Meetings with Chief Executive, Chairman, Political Groups and Portfolio Holders**

4.6.1 The Chairman and Vice-Chairman attended SCDC political group meetings to explain the Committee's evolving mission and to hear any comments on the Code of Conduct. The meetings were extremely encouraging and provided some helpful feedback on the areas of confusion about the Code.

4.6.2 There was also an opportunity to present the Standards Committee's outline plans for raising awareness of the Code when the Chairman and Vice-Chairman met with Council Chairman Jim Stewart.

4.6.3 A further meeting with Councillor Tim Wotherspoon, Policy, Improvement and Communications Portfolio Holder, was an excellent opportunity to explore how the Standards Committee might work with the authority's policy and communications teams to get its messages across. The Chairman and Vice-Chairman also explained the key aspects of the Committee's remit relating to advising on good practice, and the core organisational values at the heart of any organisation.

#### **4.7 Delivering the Goods: 7th National Annual Assembly of Standards Committees**

4.7.1 The Chairman of the Committee and both Deputy Monitoring Officers attended the annual assembly in Birmingham to participate with 900 other delegates in sharing experiences of the new system, and to benefit from guidance offered. Fiona McMillan, Deputy Monitoring Officer, prepared and delivered successfully a presentation at one of the break-out sessions.

4.7.2 The key messages were (in no particular order):

- collaboration with Scrutiny and Corporate Governance Committees;
- promotion of Standards Committees to the public to encourage awareness of the positive image of the work of regulation;
- an intention to try to incorporate the ideas and suggestions provided by Standards Committees for development of the Code;

- development and collaboration to assist training and understanding of the Code with parish councils

#### **4.8 Visits to other SCDC Committees**

4.8.1 The independent and parish council members have attended meetings of other Council bodies to help us in our understanding of how the District Council works – to see the district councillors in action, so to speak – knowledge which will be useful when considering training programmes or even when assessing cases. Standards Committee co-opted members visited the Planning Committee, Council and, in line with the SBE recommendation that these bodies collaborate with the Standards Committee, paid two visits each to the Scrutiny and Overview Committee and the Corporate Governance Committee.

#### **4.9 Independent Members' Induction Seminar – Introduction to Local Government**

4.9.1 Three new independent members were appointed in the summer of 2008 and the Deputy Monitoring Officers organised an induction session to review the importance of 'independence' within the role of a lay member on the Standards Committee. The Monitoring Office provided an introduction to the Committee and an overview of his role, as well as emphasising the value of remaining independent. There was a rigorous discussion as the independent members reviewed how working relationships were vital to the success of the Committee, but not forgetting the wider context of the Committee's regulatory role and the independent member's role to bring the perspective of the proverbial 'man on the street'.

#### **4.10 Effectiveness Self-Assessment**

4.10.1 A number of the SCDC committees reviewed their effectiveness during the past year and we followed suit, by considering how well members worked together to meet its key performance indicators, and by setting down some plans for future development. This process is a sign that we are keen to move to bring about change and to help promote the values of the Council. The self-assessment deadline is 22 May 2009 and the outcome will be reported at our 17 June 2009 meeting.

### **5. PLANS FOR 2009-10**

#### **5.1 Parish Council Forum – June 2009**

5.1.1 We have organised three Parish Forums in conjunction with the Cambridgeshire and Peterborough Association of Local Councils (CPALC) to offer some training on some of the issues most relevant to parish councils, including:

- the changing role of parish councils;
- new power of wellbeing;
- capacity-building projects;
- parish council planning powers and potential problem areas;
- Code of Conduct and key areas of advice to parish councils;
- Data Protection Act and Freedom of Information issues for parish councils; and
- parish liaison with SCDC and partnership working.

5.1.2 These two-hour sessions will take place on Wednesday 17 June at 7pm in Histon, Thursday 25 June at 7pm in Sawston and Tuesday 30 June at 10am at South Cambridgeshire Hall in Cambourne. CPALC has sent all parish councils an invitation to attend.

#### **5.2 Standards Committee / Corporate Governance Committee / Scrutiny and Overview Committee Joint Workshop – June 2009**

5.2.1 There are areas where the roles and responsibilities of the Standards Committee complement or overlap with the Corporate Governance Committee and the Scrutiny and Overview Committee, and we have sought suggestions and initiatives from members of these bodies to help us achieve our objectives and key performance indicators. In March

2009 the Principal Solicitor gave a presentation on the links between Governance and Standards, and a joint workshop with members of the Corporate Governance Committee, Scrutiny and Overview Committee and Standards Committee will follow our 17 June 2009 meeting.

**5.3 Parish Council Member Recruitment – by September 2009**

5.3.1 Mr Michael Farrar of Stapleford Parish Council will have completed his four-year term of office by early September 2009, and so the recruitment process has begun, trying to take into consideration the different meeting schedules for the 102 parish councils and meetings in South Cambridgeshire. Mr Farrar has indicated his willingness to seek a second four-year term. As it is a legislative requirement that a parish council member of the Standards Committee be present when parish council matters are being discussed, and that a parish council member be on any local assessment, review, hearing or appeal panels when the subject member is a member of a parish council, the Council must ensure that there are enough members, especially if it is necessary to convene a review panel if a complainant asks for reconsideration of a local assessment panel decision not to take further action. The Standards Committee should remain at its full size for the 2009-10 civic year.

**5.4 Bringing Standards Into Focus: 8th National Annual Assembly of Standards Committees – October 2009**

5.4.1 For the first time the SBE allowed pre-booking of places at the popular annual assembly. Four places have been reserved for members of the Standards Committee, one from each of the three groups represented (District Council, Independent, Parish Council) and the Chairman or Vice-Chairman, and supporting officers will also be attending. This year's assembly promises to offer more practical work than ever, with a range of workshops, plenary sessions and advice clinics that focus attention on the delivery of local standards and allow members to share good practice, ideas and innovations.

**5.5 New Code of Conduct for Local Government Members and Employees**

5.5.1 The Standards Committee responded to the Department for Communities and Local Government's 2008 consultation on the proposed new Code of Conduct, publication of which was expected in spring 2009; however, following the consultation deadline on 24 December 2008, no further information has been published, and it seems likely that the new Code will not come into effect before October 2009. The Standards Committee will review the new Code, once published, and make a recommendation to Council.

**5.6 Regional Conference**

5.6.1 The Huntingdonshire District Council Standards Committee Chairman has been consulted about the possibility of holding a regional conference to highlight positive and negative aspects of the Code, and comments received through meetings with the SCDC political groups and the parish councils will be raised. We are keen to invite the new Chair and CEO of the SBE to present at such an event. Further plans are on hold, however, pending the publication of the new Code of Conduct.

**6. CONCLUSION**

6.1.1 We aim to work inclusively with district and parish councillors, parish clerks and council officers, trying to influence councillors and officers to consider good practice that will keep the electorate at the heart of decision-making. Setting key performance indicators to bring about progress and illustrate that the Committees intend to change and promote the good practice of many of our successful councillors.

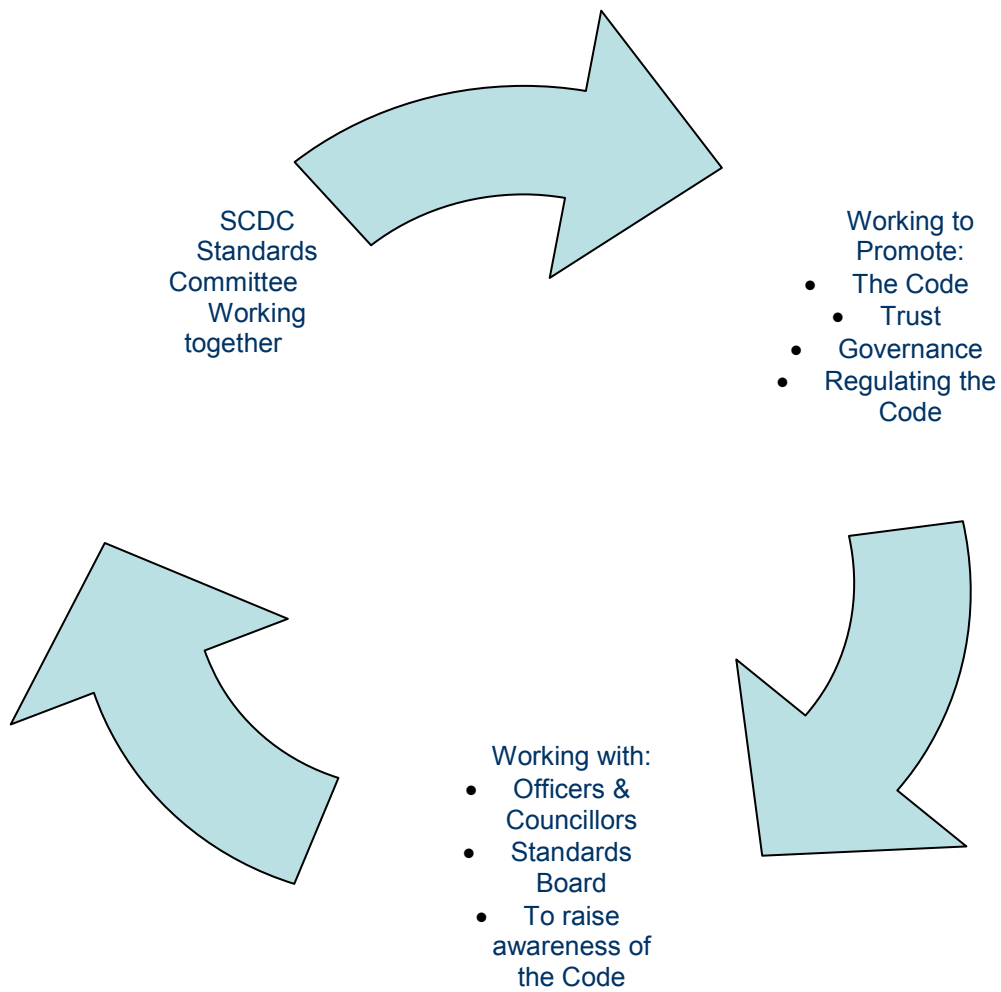
6.1.2 We make every effort to understand the issues facing parish councillors, who work tirelessly with no financial reward and often with little thanks – these are valued members of our community and we will try to work with them to develop an rapport that will enable them to gain the recognition they deserve.



- 6.1.3 Working with officers is another part of the process. The Chairman has approached the Chief Executive and Leader with proposals to establish a benchmark against which to measure staff awareness of the Code of Conduct, as a prelude to working with officers to bring about a clearer understanding of the challenges the Code imposes upon members and upon the Standards Committee. It is hoped that this issue can be taken forward over the coming year.
- 6.1.4 The Committee has made a lot of progress over the past year and is keeping ahead of what is considered to be good practice nationally. The Council's adopted values will underpin our future work.

Ms GJ Butcher  
Chairman, Standards Committee

## The Standards Committee's evolving mission:



Customer Service | Mutual Respect | Trust | Commitment to Improving Services

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

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<b>REPORT TO:</b>	Council	21 May 2009
<b>AUTHOR/S:</b>	Chief Executive / Head of Revenues	

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**WRITE OFF OF OUTSTANDING DEBTS****Purpose**

1. To notify Council of debts written off under powers delegated to the Finance Portfolio Holder and the Chief Financial Officer as required by the Constitution.

**Background**

2. The Council's Constitution sets out delegated authority to write off irrecoverable debts. The Chief Financial Officer is authorised to approve the write off of debts up to level 2 (£25,000) and the Finance Portfolio Holder to approve write offs in excess of that amount. The Chief Financial Officer has further delegated authority to write off irrecoverable debts below £2,500 to the Head of Accountancy through the scheme of officer delegation.
3. This is not a key decision, however, the Council's Constitution requires that an annual report regarding the use of delegated authority to write off debts be submitted to Council.

**Considerations**

4. Whilst the Council's revenue collection rates remain high there are inevitably cases where it proves impossible to collect outstanding amounts. These may be due to legal restrictions, such as in the case of insolvency or death; because the debtor has absconded and cannot be located; or because it is not economic to take further action in consideration of the amount of the debt and the particular circumstances.
5. All appropriate options to recover the debt are attempted before the debt is considered for write off.
6. Provisions for bad debt are made annually in the Council's accounts and it is generally recognised to be good accounting practice to write off debts as soon as possible once it has been established that collection is unlikely.
7. During the 2008/09 financial year authorisation was given to write off amounts as shown in the first table. The amounts are expressed as a percentage of the 2008/09 collectible charges in the second table.

**Table 1 – Value of debt written off**

Type of Debt	Total Amount Authorised by	
	Portfolio Holder	Chief Financial Officer
Rent	-	£36,473
Council Tax	-	£73,942
Non-Domestic Rates	£46,706.37	£130,614
Sundry Debt	-	£23,360
Housing Benefit Overpayment	-	£44,811
Council Tax Benefit Overpayment	-	£5,084

**Table 2 – Value of debt written off as a percentage of charge**

Type of Debt	As % of 2008/09 Collectible Charge	
	Portfolio Holder	Chief Financial Officer
Rent	-	0.17%
Council Tax	-	0.09%
Non-Domestic Rates	0.08%	0.22%
Sundry Debt	-	0.43%
Housing Benefit Overpayment	-	3.62%
Council Tax Benefit Overpayment	-	n/a*

\* Collectible overpayments of Council Tax Benefit are debited to Council Tax accounts and therefore it is not representative to show the write off as a percentage.

**Table 3 – Number of debts written off**

Type of Debt	Number of Debts Written Off	
	Portfolio Holder	Chief Financial Officer
Rent	-	115
Council Tax	-	143
Non-Domestic Rates	1	47
Sundry Debt	-	104
Housing Benefit Overpayment	-	321
Council Tax Benefit Overpayment	-	13

**Notes**

In addition to the amounts and numbers shown in the tables, 216 small debit and credit balances of up to £10.00 were written off Council Tax accounts and 10 written off Non-Domestic Rates accounts with net values of £207.19CR and £31.65CR respectively.

**Implications**

8.	Financial	See below
	Legal	<p>The Council has a statutory responsibility to collect certain charges such as Council Tax, Non-Domestic Rates, and overpayments of benefits, and must act reasonably in attempting to collect all money due. Other charges can be subject to legally binding contractual arrangement.</p> <p>In some situations, such as insolvency, the Council is precluded from recovering debts and obliged to write them off.</p> <p>Whilst not a legal requirement it is considered good accounting practice to write off bad debts as soon as it is evident that they are uncollectible.</p>
	Staffing	None
	Risk Management	Debts written off during the year are within the budgeted provisions and there are no risk management implications.
	Equal Opportunities	None

9. The financial implications vary dependant upon the type of debt as outlined below.

**(a) Council Tax**

The write off of debts represents a loss of income to the Council's Collection Fund. An allowance of 0.5% for bad debt is made when setting the tax base used to calculate the level of Council Tax. If there is an overall deficit on the collection fund at the end of the financial year this is shared by all the major preceptors, the County Council, and Police and Fire Authorities. Effectively this means the Council's loss would be limited to approximately 8% of the actual amount written off, should there be an overall deficit on the Collection Fund.

**(b) Rent**

There is a direct loss of income to the Council's Housing Revenue Account. Bad debt allowances are set according to a statutory scale based on the value of individual debts.

**(c) Business Rates**

Debts written off are offset against the Council's contribution to the National Non-Domestic Rating Pool and are therefore borne by central Government.

**(d) Sundry Debts**

Write offs represent a direct loss of income to the Council's General Fund or Housing Revenue Account as appropriate.

**(e) Overpayments of Housing and Council Tax Benefit**

Whilst the write offs are a direct loss of income to the Council's General Fund, the Council still receives a subsidy from central Government in respect of the Housing Benefit paid in the majority of cases. The actual amount of subsidy varies depending on the reason for the overpayment.

**Consultations**

10. None

**Effect on Strategic Aims**

11.	<b>Commitment to being a listening council, providing first class services accessible to all.</b>
	Efficient revenue collection with minimal levels of debts written off is essential to ensure that budgeted funding is available to enable the Council to provide services.
	<b>Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.</b>
	As above
	<b>Commitment to making South Cambridgeshire a place in which residents can feel proud to live.</b>
	As above
	<b>Commitment to assisting provision for local jobs for all.</b>
	As above
	<b>Commitment to providing a voice for rural life.</b>
	As above

**Conclusions/Summary**

12. The Council has very good revenue collection rates and has maintained good accounting practice by regularly reviewing debts and writing them off where there is no likelihood of recovering them.

**Recommendations**

13. It is recommended that Council note the amounts written off under delegated powers.

**Background Papers:** the following background papers were used in the preparation of this report: None

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