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30 September 2009

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

Dear Councillor

You are invited to attend the next meeting of **CABINET**, which will be held in the **COUNCIL CHAMBER, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 8 OCTOBER 2009** at **2.00 p.m.**

Yours faithfully
GJ HARLOCK
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA

PAGES

PROCEDURAL ITEMS

- 1. Apologies for Absence**
To receive apologies for absence from Cabinet members.
- 2. Minutes of Previous Meeting** 1 - 6
To authorise the Leader to sign the Minutes of the meeting held on 10 September 2009 as a correct record.
- 3. Declarations of Interest**
- 4. Public Questions**

RECOMMENDATION TO COUNCIL

- 5. Medium Term Financial Strategy (Key)** 7 - 16

POLICY ITEMS

- 6. Air Quality Action Plan (Key)** 17 - 22
A copy of the Action Plan (144 pages) is available on the Council's website, www.scambs.gov.uk/meetings and in the Members' lounge.

Chapter 1, sections 2.3, 2.3.1, 3.3, 4.3 and 6.3, and all of chapters 7, 8 and 11 are particularly appropriate to South Cambridgeshire District Council.

7. **Performance Improvement Strategy (Key)** **23 - 46**

OPERATIONAL ITEMS

8. **Housing Revenue Account (HRA) Subsidy Review: Response to Government Consultation** **47 - 54**

9. **Addressing the Economic Downturn - Quarterly Report** **55 - 62**

10. **NI179 (formerly Annual Efficiency Statement) 2009/10 forecast** **63 - 66**

STANDING ITEMS

11. **Issues arising from the Scrutiny and Overview Committee**

12. **Updates from Cabinet Members Appointed to Outside Bodies**

13. **Reports from Cabinet Members attending Parish Council meetings**

Confidential Item - Members Only

The press and public are likely to be excluded from the meeting during consideration of the following item in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972 (exempt information as defined in paragraph 3 of Schedule 12A of the Act).

14. **Consideration of Revenues / Benefits Partnership with another Local Authority / Authorities (Key)** **67 - 78**

The full business case (Appendix 3) is available on the Council's intranet for members and senior officers only.

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.

Increased hygiene at South Cambridgeshire Hall

In light of the swine flu pandemic, we have intensified our usual cleaning routines in council buildings. We have also introduced hand gel dispensers throughout the offices, including public areas. When visiting South Cambridgeshire Hall you are encouraged to use these facilities if and when required to help limit the spread of flu.

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.