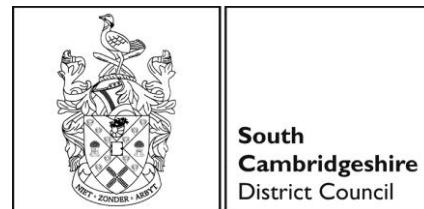


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3 September 2010

To: Chairman – Kathy English, Independent Member
Vice-Chairman – Alan Hampton, Independent Member

Members of the Standards Committee:

Diane Best	Independent Member
Bob Bryant	Parish Member
Georgina Butcher	Independent Member
Nigel Cathcart	District Council Member, non-group
Michael Farrar	Parish Member
Roger Hall	District Council Member, Conservative Group
John House	Independent Member
Janet Lockwood	District Council Member, Liberal Democrat Group
Cicely Murfitt	District Council Member, non-group
Tony Orgee	District Council Member, Conservative Group
Raith Overhill	Independent Member
Mary Pilfold-Allan	Independent Member
Eric Revell	Independent Member
Alex Riley	District Council Member, Independent Group
Jim Stewart	District Council Member, Liberal Democrat Group
Chris Tomsett	Parish Member
James Williams	Independent Member

and to I Dewar (Interim County Executive Officer, Cambridgeshire & Peterborough Association of Local Councils (CPALC)), for information.

Dear Sir or Madam

You are invited to attend the next meeting of **STANDARDS COMMITTEE**, which will be held in the **SWANSLEY ROOM, GROUND FLOOR** at South Cambridgeshire Hall on **WEDNESDAY, 15 SEPTEMBER 2010** at **10.00 a.m.**

Yours faithfully
SJ HAMPSON
Acting 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**
To receive apologies for absence from committee members.

2. **Declarations of Interest**
3. **Minutes of Previous Meetings** 1 - 10
 To authorise the Chairman to sign the Minutes of the meetings held on 15 June and 19 August 2010 as correct records.

4. **Chairman's Address**

DECISION ITEMS

5. **2010/11 Appointments to Standards Committee Panels Established under the Standards Committee (England) Regulations 2008**
To appoint Ms Diane Best and Mr Raith Overhill, the newly co-opted Independent Members, to their preferred Standards Committee Panels for the remainder of the 2010/11 municipal year.
6. **BASSINGBOURN-CUM-KNEESWORTH Parish Council: Applications for Dispensations** 11 - 16
For decision.
7. **CROYDON Parish Council: Applications for Dispensations** 17 - 24
For decision.
8. **Feedback from Parish Liaison Working Group** 25 - 26
 The Parish Liaison Working Group has considered the responses received to the Committee's Parish Council Questionnaire. Its recommendations are attached. **For decision.**

STANDING ITEMS

9. **Update from Assessment and Review Panels**
 The Assessment and Review Panels have not met since the last Standards Committee meeting.
10. **Advice to, and training of, District and Parish Council Members in relation to the Members' Code** 27 - 38

Document	Weekly Bulletin
Appointment to the Standards Committee of a Parish Council Member – invitation to make nominations and description of process	28 July 2010 and 18 August 2010
Standards for England Bulletin 48 (attached)	8 September 2010
Blogging Topic Guide (attached)	8 September 2010
Dual-hatted members and the Code of Conduct Quick Guide (attached)	8 September 2010

To note.

11. **Local Investigations, Hearings and References made to Standards for England** 39 - 42
To note.
12. **Operation of Code of Conduct and other statutory functions of the Monitoring Officer** 43 - 80
 Attached **to note** are reports and extracted minutes relating to a recent

case considered by Cambridgeshire County Council, and details of a recent decision by the First-Tier Tribunal (Local Government Standards in England).

- 13. Operation of the Council's "whistle-blowing" policy**
Nothing to report.

- 14. Date of Next Meeting**
Wednesday 8 December 2010.

Today's Standards Committee meeting will be followed by a meeting of the Standards Committee Hearing Panel to elect a Chairman for the remainder of the 2010/11 municipal year.

OUR VISION

- We will make South Cambridgeshire a safe and healthy place where residents are proud to live and where there will be opportunities for employment, enterprise and world-leading innovation.
- We will be a listening Council, providing a voice for rural life and first-class services accessible to all.

OUR VALUES

We will demonstrate our corporate values in all our actions. These are:

- Trust
- Mutual respect
- A commitment to improving services
- Customer service

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.

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Toilets

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

Recording of Business

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

Banners, Placards and similar items

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

Disturbance by Public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

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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

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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.