



# SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING  
THURSDAY, 26 JULY 2012

AGENDA AND REPORTS

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

### **OUR VISION**

South Cambridgeshire will continue to be the best place to live and work in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment. The Council will be recognised as consistently innovative and a high performer with a track record of delivering value for money by focussing on the priorities, needs and aspirations of our residents, parishes and businesses.

### **OUR VALUES**

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

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

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 (as amended)."

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 next meeting of the **COUNCIL** will be held in the **COUNCIL CHAMBER, FIRST FLOOR** at **2.00 P.M.** on

**THURSDAY, 26 JULY 2012**

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

**DATED** Wednesday 18 July 2012

**JEAN HUNTER**  
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**

The Chairman will present a 25 year Long Service Award to Dawn Graham who will reach this milestone on the same day as the meeting.

The Chairman will present to the Environmental Services Portfolio Holder the Municipal Journal 2012 Excellence in Democratic Services award, for which the District Council had been highly commended.

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST**

**3. MINUTES**

To authorise the Chairman to sign the Minutes of the meeting held on the 24 May 2012 and the Minutes of the LDF Council meeting on 29 June 2012 as correct records.

**(Pages 1 - 26)**

**4. ANNOUNCEMENTS**

To receive any announcements from the Chairman, Leader, the executive or the head of paid service.

**5. PETITIONS**

To note that a petition in support of a public swimming pool at Cambourne has received over 200 signatures and will be received at the next meeting of Council.

**TO CONSIDER THE FOLLOWING ITEMS RELATING TO THE LOCALISM ACT 2011**

**6 (a) ESTABLISHMENT OF, AND APPOINTMENTS TO, CIVIC AFFAIRS COMMITTEE**

This item has been discussed by the Council's Standards Committee and the Constitution Review Working Group. Their recommendations have been incorporated in the attached report.

The report

**RECOMMENDS TO COUNCIL** that

- (a) A Civic Affairs Committee of 13 members be established and its terms of reference agreed;
- (b) That the Constitution Review Working Group, Electoral Arrangements Committee and Standards Committee be disestablished;
- (c) That the Constitution be updated accordingly to reflect the changes outlined in the appendices to this report; and
- (d) Council agrees the membership of the committee and appoints a Chairman and Vice-Chairman.

**(Pages 27 - 36)**

**6 (b) Code of Conduct 2012 and Complaints Procedure**

The recommended code has been considered by Standards Committee and an amended version was approved and recommended to Council by the Constitution Review Working Party. The attached report:

**RECOMMENDS** that the Council

- (a) adopts the Code of Conduct attached as Appendix A.
- (b) approves the Complaints Procedure Flowchart attached as Appendix B
- (c) approves the Code of Conduct Complaints procedure attached as Appendix C

**(Pages 37 - 54)**

**6 (c) Declaration of Interests and Dispensations (Key)**

The attached report **RECOMMENDS** that Council:

- (a) delegates the power to grant a dispensation to the Monitoring Officer (in consultation with the Chairman of the Civic Affairs Committee and the Independent Person) with all dispensations granted to be reported back to the Civic Affairs Committee; and
- (b) Approves the dispensations procedure attached at Appendix A

**(Pages 55 - 64)**

**6 (d) Appointment of an Independent Person (Key)**

The attached report **RECOMMENDS** that Council

- (a) appoint one Independent Person and one Deputy Independent Person as per the recommendations made by the interviewing panel to Council; and
- (b) agree an annual allowance of £1000 for the lead Independent Person and an annual allowance of £500 for the deputy Independent Person, in addition to travelling expenses

(NB. the nominations will be distributed to members shortly before the council meeting once interviews have been completed).

(Pages 65 - 68)

**TO CONSIDER RECOMMENDATIONS FROM THE CONSTITUTION REVIEW WORKING PARTY 10 JULY 2012**

**7 (a) Amendment to Executive Procedure Rules (Constitution Review Working Group 10 July 2012)**

The Constitution Review Working Party

**RECOMMENDED TO COUNCIL** That Executive Procedure Rule 3.1 be amended as follows, in order to allow greater flexibility in terms of scheduling formal meetings:

Individual Portfolio Holders will normally hold meetings in accordance with schedules which co-ordinate with the work programme for that Portfolio. Dates for such meetings should, wherever possible, be agreed in advance for the Civic Year. Portfolio Holder meetings shall be held in public, in accordance with the provisions of procedure rules 1.3 and 1.6 above, **DELETE at least on a quarterly basis.**

**7 (b) Amendments to Contract Regulations (Constitution Review Working Group, 10 July 2012)**

The Constitution Review Working Group

**RECOMMENDED TO COUNCIL** That the changes to Contract Regulations set out in Appendix A in the report be approved, subject to the replacement of “shall” with “must” in sections 5.3-5.4.

**7 (c) Amendments to Standing Orders (Constitution Review Working Group, 10 July 2012)**

The Constitution Review Working Group

**RECOMMENDED TO COUNCIL** That the following changes to the Council Standing Orders be agreed.

*Annual Council Meeting*

- (a) 1.1(b) (vi) Receive any announcements from the Chairman, **(add) Leader of the Council** and / or Head of Paid Service
- (b) 1.1(b) (viii) appoint up to **five (delete four)** substitute members per committee from each political group in a hierarchical list to all committees and sub-committees other than the standards committee (*this reference to the Standards Committee will be deleted, subject to agreement of the recommendations in respect of the Civic Affairs Committee set out above*)
- (c) 1.1(b) (xii) receive the Leader of Major Opposition Group’s **written Annual Statement on his/her Group’s priorities for action and objectives for the**

## **forthcoming municipal year**

### *Selection of Councillors on Committees and Outside Bodies*

- (d) **1.2 (vi) (the council meeting will) appoint the Chairmen and Vice-Chairmen of the committees established under Standing Order 1.2(a)(i) above.**

### *Notice of Motions*

- (e) 12.1(a) (Notices of Motion)...must be delivered to the proper officer not later than **seven (delete six)** working days before the date of the meeting.
- (f) 12.1(b) (Motions for the removal of the Leader from office etc)...must be delivered to the proper officer not later than **seven (delete six)** working days before the date of the meeting.

### *Point of Order, Point of information, Personal explanation*

- (g) 14.12 A member may raise a point of order at any time **(add) by standing and stating 'Point of Order'**.
- (h) 14.13 A member may raise a point of information at any time **(add) by standing and stating 'Point of Information'**.
- (i) 14.14 A member may make a personal explanation at any time **(add) by standing and stating 'Personal explanation'**

## **TO CONSIDER OTHER RECOMMENDATIONS**

### **8 (a) Annual Review of the Risk Management Strategy (Corporate Governance Committee, 29 June 2012)**

The Corporate Governance Committee

**RECOMMENDED THAT COUNCIL** Endorse the Risk Management Strategy and note the Strategic Risk Register.

Please find a link to the [Risk Management report](#) of the Corporate Governance Committee on 29 June 2012.

### **8 (b) Procurement Strategy (Finance and Staffing Portfolio Holder)**

The Finance and Staffing Portfolio Holder

**RECOMMENDED** The proposed changes to Contract Regulations, as set out in Appendix C of the report.

Please find a link to the [contract regulations](#), appendix C to the Procurement Strategy report, which went to the Finance and Staffing Portfolio Holder.

## **9. APPOINTMENT TO THE PLANNING COMMITTEE**

Council is invited to receive the nomination of the Conservative Group to the Planning Committee following the resignation of Councillor Mervyn Loynes.

**10. CHAIRMAN'S ENGAGEMENTS**

The Chairman's engagements since the last Council meeting will be circulated at the meeting.

## **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. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can obtain both neck loops and earphones from Reception.

### **Toilets**

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

### **Recording of Business and Use of Mobile Phones**

The Council is committed to openness and transparency. The Council and all its committees, sub-committees or any other sub-group of the Council or the Executive have the ability to formally suspend Standing Order 21.4 (prohibition of recording of business) upon request to enable the recording of business, including any audio / visual or photographic recording in any format.

Use of social media during meetings is permitted to bring Council issues to a wider audience. To minimise disturbance to others attending the meeting, all attendees and visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings.

### **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 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.