



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 5 JUNE 2014

AGENDA AND REPORTS

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

OUR LONG-TERM VISION

South Cambridgeshire will continue to be the best place to live, work and study 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 focusing 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

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 (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, 5 JUNE 2014

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

DATED 28 May 2014

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.

AGENDA

- 1. ELECTION OF CHAIRMAN OF THE COUNCIL 2014/15**
To elect the Chairman of the Council for the 2014/15 Civic Year.
- 2. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL 2014/15**
To appoint the Vice-Chairman of the Council for the 2014/15 Civic Year.
- 3. APOLOGIES**
To receive any apologies for absence.
- 4. DECLARATIONS OF INTEREST**
To receive any declarations of interest for items on this agenda.
- 5. REGISTER OF INTERESTS**
Members are requested to inform Democratic Services of any changes in their Register of Members' Financial and Other Interests form.
- 6. MINUTES**
To authorise the Chairman to sign the Minutes of the meeting held on 24 April 2014 as a correct record.

(Pages 1 - 18)
- 7. REPORT OF THE RETURNING OFFICER**
To receive the attached report on the results of the elections held on 22 May 2014.

(Pages 19 - 22)

- 8. ANNOUNCEMENTS**
To receive any announcements from the Chairman, Leader, the Executive or the Head of Paid Service.
- 9. QUESTIONS FROM THE PUBLIC**
To note that no questions from the public have been received.
- 10. PETITIONS**
To note that no petitions have been received since the last Council meeting.
- 11. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:**
- 11 (a) South Cambs Ltd: Appointment of Director (Cabinet 8 May 2014)**
Cabinet **RECOMMENDED** to Full Council approval of the re-appointment of Stephen Hills as Director of South Cambs Ltd for a further 12 months alongside his role as Director of Housing for the Council.
- The report considered by Cabinet at its meeting on 8 May 2014 can be viewed at <http://scambs.moderngov.co.uk/ieListDocuments.aspx?CId=293&MId=6024&Ver=4>
- 12. ESTABLISHMENT OF COMMITTEES, ALLOCATION OF SEATS AND APPOINTMENTS FOR 2014/15**
To consider the recommendations contained within the attached report.
- (Appendices B and C of the report will follow)
- (Pages 23 - 28)**
- 13. APPOINTMENTS TO OUTSIDE BODIES, JOINT & OTHER MEMBER BODIES FOR 2014/15**
To resolve to make appointments to outside bodies.
- (Recommendations from Group Leaders will follow)
- 14. SCRUTINY AND OVERVIEW ANNUAL REPORT 2013/14**
To approve the Scrutiny and Overview Annual Report for 2013/14.
- (Pages 29 - 52)**
- 15. MAJOR OPPOSITION GROUP LEADER'S ANNUAL STATEMENT**
To receive the Major Opposition Group Leader's Annual Statement.
- (Pages 53 - 56)**
- 16. WRITE OFFS 2013/14**
To note the attached report.
- (Pages 57 - 62)**
- 17. QUESTIONS ON JOINT MEETINGS**
To receive any questions on joint meetings.
- 18. QUESTIONS FROM COUNCILLORS**
- 18 (a) From Councillor Aidan Van De Weyer**
"Could the Leader update the Council on progress with the strategic partnership with Huntingdonshire District Council announced on 10 April?"

19. CHAIRMAN'S ENGAGEMENTS

To note engagements attended by the Chairman and Vice-Chairman since the last Council meeting:

Date	Event	Attended by
27 April 2014	Mayor of Peterborough charity event – last night of the Proms, Key Theatre, Peterborough	Vice-Chairman
28 April 2014	WI Annual Council Meeting, Comberton	Vice-Chairman
30 April 2014	Duchess of Gloucester visit to Papworth Hospital	Chairman
4 May 2014	Opening of car show, Great Shelford village green	Chairman
4 May 2014	100 th Birthday tea party for a resident of Cottenham	Chairman
5 May 2014	Opening of Millbridge Brook Meadows, Gamlingay	Chairman
9 May 2014	East of England Ambulance Service long service and excellence awards, Tattersall's, Newmarket	Chairman
10 May 2014	Mayor of Huntingdon Town Council charity event – The Trial of Joshua Slade	Chairman
14 May 2014	Mayor of St Ives Mayor Making Ceremony, St Ives Corn Exchange	Vice-Chairman
17 May 2014	Star Shine Stroll Memory Walk, from Shelford Rugby Club	Vice-Chairman
26 May 2014	Cambridge American Cemetery – memorial day ceremony & official opening of new visitor centre, Coton	Chairman
28 May 2014	Cambridge Summer Music Fest charity event, Comberton Village College Hall	Chairman

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Notes to help those people visiting the South Cambridgeshire District Council offices

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail democratic.services@scambs.gov.uk

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Leave 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 opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from 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 you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

We are committed to improving, for all members of the community, access to our 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 get 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

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

Banners, Placards and similar items

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, 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. The meeting will be suspended until order has been restored.

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is 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. You are not allowed to bring food or drink into the meeting room.