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Wednesday 12 June 2013

To: Chairman – Councillor David Bard
Vice-Chairman – Councillor Tony Orgee
Members of the Civic Affairs Committee – Councillors Neil Davies,
Simon Edwards, Alison Elcox, Sebastian Kindersley, Douglas de Lacey,
Janet Lockwood, Ray Manning, Raymond Matthews, Jim Stewart, Robert Turner
and Bunty Waters

Quorum: 4

Dear Councillor

You are invited to attend the next meeting of **CIVIC AFFAIRS COMMITTEE**, which will be held in **SWANSLEY ROOM, GROUND FLOOR** at South Cambridgeshire Hall on **THURSDAY, 20 JUNE 2013 at 10.00 a.m.**

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
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

	PAGES
1. Apologies	
2. Declarations of Interest	
3. Minutes of Previous Meeting To instruct the Chairman to sign the minutes of the meeting held on 14 March 2013, as a correct record.	1 - 6

ANNOUNCEMENTS

4. **Appointment of Lead and Deputy Independent Persons**
In July 2012 the Council appointed Kathleen English as the lead independent person and Eric Revell as her deputy. Their role was to assist in the assessment of conduct complaints, as required by law. Due

to the requirements of the transitional provisions of the Localism Act the post-holders could only be appointed until 30 June 2013, as both were former members of the Council's Standards Committee.

Following a robust recruitment process Full Council made the following appointments at its meeting on 23 May:

- 1) Grant Osbourn as lead Independent Person
 - 2) Gillian Holmes as deputy Independent Person
- For the period 1 July 2013 to 30 June 2016

Grant Osbourn has worked in the private sector for the last 20 years as both national and regional sales manager for three multinational companies. He was previously the independent Chairman of Fenland District Council's Standards Committee for three years and an independent member of East Cambridgeshire District Council's Standards Committee for two years. In 2012 he was appointed as lead Independent Person for ECDC.

Gillian Holmes is a qualified solicitor who has spent the majority of her working life within public service at the Courts Service, responsible for advising 125 lay justices and involved in contributing to the development and monitoring of codes of practice for both magistrates and staff. In 2012 she was appointed as Independent Person to both Cambridgeshire County Council and Peterborough City Council.

DECISION ITEMS

- | | | |
|-----------|--|----------------|
| 5. | Independent Person Protocol | 7 - 10 |
| 6. | Amendments to the Council's Constitution | 11 - 28 |
| 7. | Trumpington Meadows Community Governance Review | 29 - 30 |

INFORMATION ITEMS

- | | | |
|------------|---|----------------|
| 8. | Northstowe Community Governance Review
A verbal update will be given at the meeting. | |
| 9. | Update on Code of Conduct Complaints | 31 - 32 |
| 10. | Training on Code of Conduct
Arrangements are currently being finalised for a Code of Conduct/Pre-determination and bias training session in conjunction with Huntingdonshire District Council at South Cambridgeshire District Council run by Peter Keith-Lucas from Bevan Brittan Solicitors. The training date, which is likely to be at the end of September/beginning of October, will be announced at Civic Affairs Committee, along with further details. This will be an interactive session where members will be given an overview of the Code of Conduct and the rules on interests and asked to consider a number of short scenarios and what types of interest need to be considered or declared, along with how to apply for a dispensation. Members will also be given practice at how to make a verbal declaration of interest at a committee/full council so that they comply with the Localism Act requirements. | |

11. Protocol Between Cambridgeshire/Peterborough Monitoring Officers and Cambridgeshire Police

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The Monitoring Officer signed a joint protocol on the 10th May with Cambridgeshire Police and Huntingdonshire District Council and East Cambridgeshire District Council to set out liaison procedures between monitoring officers and the police on handling Councillor complaints where there is a potential criminal sanction. This follows new criminal offences in relation to non-disclosure of Disclosable Pecuniary Interests being introduced by the Localism Act. A copy of the protocol is attached for information. Cambridgeshire Police has agreed that the Information Management Unit at Thorpe Wood in Peterborough will act as the single point of contact for councils.

12. Dates of Next Meeting

To note that the next meeting will be held on 20 September 2013 at 10am.

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.

Vision and Values

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