



# SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING  
THURSDAY, 25 SEPTEMBER 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.

## **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, 25 SEPTEMBER 2014**

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

**DATED** 17 September 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.**

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### **AGENDA**

1. **APOLOGIES**  
To receive Apologies for Absence from Members.
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest for items on this agenda.
3. **REGISTER OF INTERESTS**  
Members are requested to inform Democratic Services of any changes in their Register of Members' Financial and Other Interests form.
4. **MINUTES**  
To authorise the Chairman to sign the Minutes of the meeting held on the 5 June 2014 as a correct record.  

**(Pages 1 - 12)**
5. **ANNOUNCEMENTS**  
To receive any announcements from the Chairman, Leader, the Executive or the Head of Paid Service.
6. **QUESTIONS FROM THE PUBLIC**  
To note that no questions from the public have been received.

**7. PETITIONS**

To note that no petitions for consideration by the Council have been received since the last meeting.

**8. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:**

**8 (a) The Openness of Local Government Bodies Regulations 2014  
(Civic Affairs Committee, 25 September 2014)**

The Civic Affairs Committee will meet at 10am on 25 September 2014 and consider the attached report. A Member of the Civic Affairs Committee will report any recommendations from that meeting in respect of the Openness of Local Government Bodies Regulations 2014.

**(Pages 13 - 18)**

**9. MEMBER DEVELOPMENT STRATEGY 2014-17**

Council is recommended to approve the Member Development Strategy for 2014-17.

**(Pages 19 - 34)**

**10. APPOINTMENT TO THE INDEPENDENT REMUNERATION PANEL**

Council is recommended to:

- (a) re-appoint Simon Harris as a member of the Independent Remuneration Panel for a 3-year term of office, with an expiry date of 31 July 2017, and
- (b) confirm that the level of expenses paid to the individual members of the Independent Remuneration Panel be no more than £200 each per financial year. The final amount payable to be agreed by the Executive Director in consultation with the Leader of the Council.

**(Pages 35 - 36)**

**11. QUESTIONS ON JOINT MEETINGS**

To receive any questions on joint meetings.

**12. QUESTIONS FROM COUNCILLORS**

**12 (a) From Councillor Peter Johnson**

"Why is a charge of £5 per hour being introduced for use of the Denson Close Waterbeach Sheltered Housing Community Room by the residents of that Sheltered Housing Scheme?"

**12 (b) From Councillor Kevin Cuffley**

"Could the Leader explain how the new method of refuse collection will improve the service for residents given that there will be a break in service over the Christmas period?"

**12 (c) From Councillor Sebastian Kindersley**

"Many members of the Council were horrified by the recent appeal decisions at Waterbeach which effectively declared open season on our communities leaving them all vulnerable to unplanned, unsustainable and unwanted developments. Furthermore the decisions effectively destroyed the Council's ambition to have a plan-led development strategy with consequences not only for South Cambridgeshire but also the City of Cambridge.

Could the Leader please outline the steps he and the Cabinet have taken to take control and leadership of the situation relating to the Waterbeach appeal decisions, in particular (but not limited to) details of contact/discussions/meetings with Members of Parliament, Ministers, Government bodies/groups, Parliamentary Select Committees, senior civil servants, the media, other authorities facing the same or similar issues, the Local Government Association and South Cambridgeshire's Parish Councils?"

**12 (d) From Councillor Janet Lockwood**

"Please could the Housing Portfolio Holder tell Council how many developments of six houses or more have been allowed to give commuted sums to the Council in lieu of affordable housing, and how the commuted sums for affordable housing from small developments have been spent over the past ten years?"

**12 (e) From Councillor Bridget Smith**

"The recent performance of our Local Enterprise Partnership (LEP) has been poor in the extreme with proportionally less money awarded to us than to other LEPs. What is this Council planning to do to ensure that our LEP improves its performance and productivity and that South Cambridgeshire in particular derives maximum benefit from the LEP?"

**12 (f) From Councillor Tumi Hawkins**

"On 10<sup>th</sup> February 2012, a High Court Judge ruled that 'The saying of prayers as part of the formal meeting of a Council is not lawful under section 111 of the Local Government Act 1972, and there is no statutory power permitting the practice to continue'.

This Council subsequently and swiftly abolished the long standing practice of saying prayers before Full Council meetings.

On 18 February 2012, this shocking ruling was subsequently overtaken when the Local Government Secretary Eric Pickles announced a major new power contained in the Localism Act 2011 which he fast tracked, to allow local councils to continue to include prayers at meetings. Mr Pickles in announcing the new powers said:

'As a matter of urgency I have personally signed a Parliamentary order to bring into force an important part of the new Localism Act - the general power of competence - that gives councils the vital legal standing that should allow them to continue to hold formal prayers at meetings where they wish to do so.'

'We will stand for freedom to worship, for Parliamentary sovereignty, and for long-standing British liberties.'

This Council has yet to act on this revised directive.

Can the Leader please tell us when this Council will stand up for freedom to worship in this authority and take steps necessary to enable the return of our long standing practice of prayer to be said before Full Council meetings?"

### 13. NOTICES OF MOTION

#### 13 (a) **Standing in the name of Councillor Robin Page**

“That this Council no longer includes its two paragraphs ‘*Our Long-Term Vision*’ on any of its documents and agendas and removes the ‘*Our Values*’ item from the same documents.

The long term vision is quite clearly self-delusional and no longer appropriate in view of the development being imposed on South Cambridgeshire, whereas ‘*Our Values*’ clearly replaces individual responsibility and judgement with corporate hype. This should have no part in the work of South Cambridgeshire District Council.”

#### 13 (b) **Standing in the name of Councillor Sebastian Kindersley**

“This Council welcomes the increased funding and improved coordination that the City Deal will bring. However the emerging details of the undemocratic decision-making process and inadequate scrutiny structure raise profound concerns. The current proposals can only be acceptable if the City Deal is a stepping stone towards a unitary authority.

This Council therefore requests that the Cabinet and officers begin actively working towards the creation of a unitary council, in particular by engaging with neighbouring councils, political groups and central government. This should be done as publicly and transparently as possible, for example through a joint working party, so that the whole electorate can be informed and involved in the discussion.”

#### 13 (c) **Standing in the name of Councillor James Hockney**

“The Council expresses disappointment with the recent decisions by Planning Inspector Pete Drew, allowing appeals against refusal of planning permission for developments on Cody Road and Bannold Road Waterbeach. These have given rise to considerable uncertainty and anxiety, especially among residents of my ward, concerning development of land not allocated for housing either in the current Local Development Framework or the submission Local Plan.

The Council welcomes the agreement between Cambridge City Council and South Cambridgeshire District Council on a Memorandum of Understanding that the phasing of housing delivery across the two areas should be taken together, including for calculating the five-year land supply.

The Council also looks to the inspector heading the public examination into the Cambridge City and South Cambridgeshire Local Plans to provide clarity on the five-year land supply question at the earliest opportunity so to protect communities like Waterbeach from speculative developments.”

#### 13 (d) **Standing in the name of Councillor John Williams**

“With negotiations going on between South Cambridgeshire District Council and Cambridge City Council on the merging of the kerb side waste collection service of the two authorities, this Council wants to see as a result of any such merger no further deterioration in quality and frequency of its household refuse collection service which has seen the South Cambridgeshire household recycling rate be far better than that of the city.”

**13 (e) Standing in the name of Councillor Aidan Van de Weyer**

“While recognising that the new town of Northstowe requires a huge amount of infrastructure investment from developers and that affordable housing obligations must allow developments to be economically viable, this Council is concerned that affordable housing provision in Northstowe is being squeezed down to a level that threatens the sustainability of the new town and the contribution that it can make to the district-wide supply of social housing.

This Council reiterates its support for the planning policies concerning affordable housing.

This Council expects the Homes and Communities Agency to agree that all information about viability is made public so that the decisions on this matter can be fully scrutinised.”

**14. CHAIRMAN'S ENGAGEMENTS**

To note the Chairman’s engagements since the last Council meeting:

<b>Date</b>	<b>Event</b>	<b>Attended by</b>
7 June	Melbourn Community Hub Official Grand Opening Event	Vice-Chairman
7 June	Opening of St Andrew’s Centre, Histon	Vice-Chairman
10 June	Annual Civic Leaders Tour, RAF Alconbury	Vice-Chairman
11 June	Arthur Rank Hospice Charity launch event for Help our Hospice campaign, Gog Magog Golf Club	Vice-Chairman
23 June	SCDC Armed Forces Day flag raising	Chairman
25 June	Iceni Homes launch of Histon Road, Cottenham site	Chairman
27 June	Sense Tea Party for Deafblind Awareness Week, Cambridge Resource Centre, Knapwell	Chairman
28 June	SCDC Parklife, Milton Country Park	Chairman
29 June	Lt Shelford Sod Cutting Ceremony, Lt Shelford Recreation Ground	Chairman
3 July	Completion Celebration Event, May’s Avenue, Balsham	Chairman
7 July	Big Weekend Reception – Tour De France, Parker’s Piece	Chairman
12 July	Opening of Eltisley Fete and Donkey Derby, Eltisley Green	Chairman
17 July	Opening of The Triangle, Fowlmere - KSH	Chairman
24 July	SCDC Launch of the BikeBus Explorer Service, Wimpole Hall	Chairman
30 July	A14 Cambridge to Huntingdon photo call with Minister, Swavesey Services	Vice-Chairman
3 August	WW1 Commemoration Service, Gt Shelford War Memorial	Chairman
4 August	Service to mark centenary of outbreak of the Great War, Great St Mary’s, Cambridge	Chairman
31 August	Royal Anglian Regiment Golden Jubilee Celebrations, IWM Duxford	Chairman
2 Sept	Opening of new cycle path, Bucking Way Road Swavesey	Vice-Chairman

5 Sept	Mayor of Huntingdon Charity Event – The Pampered Chef, Town Hall, Huntingdon	Vice-Chairman
7 Sept	Opening of Gt Shelford Sports Pavilion	Chairman
13 Sept	Opening of new hall at Fulbourn	Chairman
15 Sept	Cambridgeshire Celebrates Age 10yr Anniversary	Vice-Chairman
17 Sept	Opening Ceremony, Cambourne Village College	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](mailto: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.



# Agenda Item 4

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Council held on  
Thursday, 5 June 2014 at 2.00 p.m.

PRESENT: Councillor David Bard – Chairman  
Councillor Sue Ellington – Vice-Chairman

Councillors: Richard Barrett, Val Barrett, Henry Batchelor, Anna Bradnam, Francis Burkitt, Brian Burling, Tom Bygott, Nigel Cathcart, Jonathan Chatfield, Pippa Corney, Kevin Cuffley, Neil Davies, Simon Edwards, Alison Elcox, Andrew Fraser, Jose Hales, Roger Hall, Lynda Harford, Philippa Hart, Tumi Hawkins, Roger Hickford, James Hockney, Mark Howell, Peter Johnson, Sebastian Kindersley, Douglas de Lacey, Janet Lockwood, Ray Manning, Mick Martin, David McCraith, Cicely Murfitt, Tony Orgee, Robin Page, Alex Riley, Neil Scarr, Tim Scott, Bridget Smith, Hazel Smith, Jim Stewart, Edd Stonham, Peter Topping, Robert Turner, Bunty Waters, Aidan Van de Weyer, John Williams and Nick Wright

Officers:	Alex Colyer	Executive Director, Corporate Services
	Jean Hunter	Chief Executive
	Fiona McMillan	Legal & Democratic Services Manager and Monitoring Officer
	Graham Watts	Democratic Services Team Leader

Apologies for absence were received from Councillors Caroline Hunt, Mervyn Loynes, Raymond Matthews, David Morgan, Charles Nightingale, Deborah Roberts, Ben Shelton, David Whiteman-Downes and Tim Wotherspoon.

### 1. ELECTION OF CHAIRMAN OF THE COUNCIL 2014/15

The Chief Executive invited nominations for the election of Chairman of the Council for the 2014/15 civic year.

On the nomination of Councillor Ray Manning, seconded by Councillor Bridget Smith and there being no further nominations, Council **RESOLVED** that Councillor David Bard be elected Chairman of the Council for the 2014/15 civic year.

Councillor Bard signed the acceptance of office.

### 2. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL 2014/15

The Chairman invited nominations for the appointment of Vice-Chairman of the Council for the 2014/15 civic year.

On the nomination of Councillor Ray Manning, seconded by Councillor Bridget Smith and there being no further nominations, Council **RESOLVED** that Councillor Sue Ellington be appointed as Vice-Chairman of the Council for the 2014/15 civic year.

Councillor Ellington signed the acceptance of office.

### 3. DECLARATIONS OF INTEREST

No declarations were made at this stage of proceedings.

**4. REGISTER OF INTERESTS**

The Chairman reminded Members that they needed to update their register of interests whenever their circumstances changed.

**5. MINUTES**

The minutes of the meeting held on 24 April 2014 were confirmed and signed by the Chairman as a correct record.

**6. REPORT OF THE RETURNING OFFICER**

The Returning Officer's report was **NOTED** and Councillors Henry Batchelor, Anna Bradnam, Philippa Hart and David Morgan were welcomed to the Council. The Chairman also congratulated all returning Councillors who were re-elected.

Councillor Bridget Smith, Leader of the Opposition, paid tribute to Susan van de Ven, Mark Hersom and Trisha Bear as outgoing Members from her group and the Chairman added his thanks for their service to the Council.

Councillor Simon Edwards, Deputy Leader and Portfolio Holder for Finance and Staffing, took this opportunity to thank the Returning Officer and the Elections Team for their fantastic work as part of the recent local and European elections, and stated that he was very pleased with their performance.

**7. ANNOUNCEMENTS**

Councillor Ray Manning, Leader of the Council, reported the following changes to Cabinet Portfolios:

- Councillor Pippa Corney was now the Portfolio Holder for 'Planning';
- Councillor Tim Wotherspoon was now the Portfolio Holder for 'Strategic Planning and Transportation';
- Councillor Nick Wright was now the Portfolio Holder for 'Economic Development'.

A comprehensive list of the roles and responsibilities for each Portfolio Holder would be circulated to all Members in due course.

Councillor David Bard, Chairman of the Council, took this opportunity to highlight that volunteers were still required to assist with the Park Life event scheduled to be held on 28 June 2014.

**8. QUESTIONS FROM THE PUBLIC**

No questions from the public had been received.

**9. PETITIONS**

No petitions had been received.

**10. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:****10 (a) South Cambs Ltd: Appointment of Director (Cabinet 8 May 2014)**

Councillor Mark Howell, Portfolio Holder for Housing, proposed the recommendation by Cabinet to approve the re-appointment of Stephen Hills as Director of South Cambs Ltd for a further 12 months. The proposal was seconded by Councillor Ray Manning, Leader of the Council.

Council unanimously **APPROVED** 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.

**11. ESTABLISHMENT OF COMMITTEES, ALLOCATION OF SEATS AND APPOINTMENTS FOR 2014/15**

Councillor Ray Manning, Leader of the Council, presented a report on the establishment of committees, allocation of seats on committees, the appointment of members and substitute members to committees and the appointment of committee Chairmen and Vice-Chairmen. He proposed that Council approved:

- (a) The allocation of seats on committees, as set out in Appendix A of the report.
- (b) The nominations of the political group leaders to seats on committees, as set out in Appendix B.

Councillor Bridget Smith moved an amendment to add Councillor Philippa Hart as a substitute member on the Planning Committee and Northstowe Joint Development Control Committee and Johnathan Chatfield as a substitute member on the Northstowe Transport Working Group. Councillor Ray Manning, as mover of the original proposal, accepted these amendments.

Council unanimously **APPROVED**:

- (a) The allocation of seats on committees and joint bodies, as follows:

Committee	No. of seats	Conservatives	Liberal Democrats	Independents
Civic Affairs	13	8	3	2
Corporate Governance	8	5	2	1
Employment	8	5	2	1
Licensing	15	9	4	2
Planning	13	9	3	1
Partnerships Review	9	6	2	1
Scrutiny and Overview	9	6	2	1
Total	75	48	18	9

Joint Committee	No. of seats	Conservatives	Liberal Democrats	Independents
Joint Development Control – Cambridge Fringes	6	4	1	1
Northstowe Joint Development Control	6	4	1	1

- (b) The nominations of the political group leaders to seats on committees and joint bodies, as set out below:

***Civic Affairs Committee***

<b>Conservatives</b>	<b>Liberal Democrats</b>	<b>Independent Group</b>	<b>Non-Group</b>
David Bard	Sebastian Kindersley	Douglas de Lacey	Nigel Cathcart
Kevin Cuffley	Bridget Smith	Deborah Roberts	<i>(Seat offered by the</i>
Simon Edwards	Jim Stewart		<i>Conservatives)</i>
Alison Elcox			
Sue Ellington			
Ray Manning			
Bunty Waters			
<i>See Non-Group</i>			

*Substitutes in hierarchical list:*

<b>Conservatives</b>	<b>Liberal Democrats</b>	<b>Independent Group</b>
Raymond Matthews	Jose Hales	Neil Davies
James Hockney	Janet Lockwood	Edd Stonham
Roger Hall		Neil Scarr
Charles Nightingale		Robin Page
Tony Orgee		

***Corporate Governance Committee***

<b>Conservatives</b>	<b>Liberal Democrats</b>	<b>Independent Group</b>
Richard Barrett	Bridget Smith	Douglas de Lacey
Francis Burkitt	John Williams	
Andrew Fraser		
David McCraith		
Peter Topping		

*Substitutes in hierarchical list:*

<b>Conservatives</b>	<b>Liberal Democrats</b>	<b>Independent Group</b>	<b>Non-Group</b>
Charles Nightingale	Philippa Hart	<i>See Non-Group</i>	Nigel Cathcart
Ben Shelton		Edd Stonham	<i>(Seat offered by the Independent</i>
		Neil Davies	<i>Group)</i>
		Neil Scarr	
		Deborah Roberts	

**Employment Committee**

<b>Conservatives</b>	<b>Liberal Democrats</b>	<b>Independent Group</b>
Simon Edwards	Sebastian Kindersley	Edd Stonham
Lynda Harford	Jim Stewart	
Caroline Hunt		
Alex Riley		
Peter Topping		

*Substitutes in hierarchical list:*

<b>Conservatives</b>	<b>Liberal Democrats</b>	<b>Independent Group</b>
Val Barrett	Bridget Smith	Neil Scarr
Charles Nightingale		Neil Davies
		Douglas de Lacey
		Deborah Roberts

**Licensing Committee**

<b>Conservatives</b>	<b>Liberal Democrats</b>	<b>Independent Group</b>	<b>Non-Group</b>
Richard Barrett	Jose Hales	Deborah Roberts	Cicely Murfitt
Val Barrett	Tumi Hawkins	Neil Scarr	<i>(Seat offered by the Liberal Democrats)</i>
Kevin Cuffley	Janet Lockwood		
Andrew Fraser	<i>See Non-Group</i>		
Roger Hall			
Mervyn Loynes			
Raymond Matthews			
Charles Nightingale			
Alex Riley			

*Substitutes in hierarchical list:*

<b>Conservatives</b>	<b>Liberal Democrats</b>	<b>Independent Group</b>
Alison Elcox	Anna Bradnam	Douglas de Lacey
David Morgan		Neil Davies
Mick Martin		Edd Stonham
		Robin Page

**Planning Committee**

<b>Conservatives</b>	<b>Liberal Democrats</b>	<b>Independent Group</b>
Brian Burling	Anna Bradnam	Deborah Roberts
Pippa Corney	Tumi Hawkins	
Kevin Cuffley	Sebastian Kindersley	
Lynda Harford		
Caroline Hunt		
David McCraith		
Tim Scott		
Ben Shelton		
Robert Turner		

*Substitutes in hierarchical list:*

<b>Conservatives</b>	<b>Liberal Democrats</b>	<b>Independent Group</b>
David Bard	Hazel Smith	Neil Scarr
Val Barrett	Aidan Van De Weyer	Douglas de Lacey
Charles Nightingale	Jose Hales	Neil Davies
	Philippa Hart	Edd Stonham
		Peter Johnson

**Partnerships Review Committee**

<b>Conservatives</b>	<b>Liberal Democrats</b>	<b>Independent Group</b>
David Bard	Jose Hales	Neil Scarr
Andrew Fraser	Janet Lockwood	
Roger Hall		
James Hockney		
Tony Orgee		
Ben Shelton		

*Substitutes in hierarchical list:*

<b>Conservatives</b>	<b>Liberal Democrats</b>	<b>Independent Group</b>
Bunty Waters	Bridget Smith	Deborah Roberts
Alison Elcox	Aidan Van De Weyer	Douglas de Lacey
	Tumi Hawkins	Neil Davies
		Edd Stonham

**Scrutiny and Overview Committee**

<b>Conservatives</b>	<b>Liberal Democrats</b>	<b>Independent Group</b>
David Bard	Jose Hales	Douglas de Lacey
Alison Elcox	Philippa Hart	
Lynda Harford		
Roger Hickford		
David Morgan		
Bunty Waters		

*Substitutes in hierarchical list:*

<b>Conservatives</b>	<b>Liberal Democrats</b>	<b>Independent Group</b>
Andrew Fraser	Bridget Smith	Edd Stonham
Roger Hall	Anna Bradnam	Neil Scarr
Kevin Cuffley	Henry Batchelor	Neil Davies
		Deborah Roberts
		Robin Page

**Northstowe Joint Development Control Committee**

<b>Conservatives</b>	<b>Liberal Democrats</b>	<b>Independent Group</b>
Brian Burling	Hazel Smith	Edd Stonham
Lynda Harford		
Alex Riley		
Tim Wotherspoon		

*Substitutes in hierarchical list:*

<b>Conservatives</b>	<b>Liberal Democrats</b>	<b>Independent Group</b>
Simon Edwards	Aidan Van De Weyer	Neil Davies
Ray Manning	Philippa Hart	Douglas de Lacey

**Joint Development Control Committee – Cambridge Fringes**

<b>Conservatives</b>	<b>Liberal Democrats</b>	<b>Independent Group</b>
David Bard	Aidan Van De Weyer	Douglas de Lacey
Tom Bygott		
Charles Nightingale		
Ben Shelton		



*Substitutes in hierarchical list:*

<b>Conservatives</b>	<b>Liberal Democrats</b>	<b>Independent Group</b>
Tim Wotherspoon	Janet Lockwood	Edd Stonham
Pippa Corney	Jim Stewart	Neil Davies

**Northstowe Transport Working Group**

<b>Conservatives</b>	<b>Liberal Democrats</b>
Ray Manning	Hazel Smith
Alex Riley	

*Substitutes in hierarchical list:*

<b>Conservatives</b>	<b>Liberal Democrats</b>
Tim Wotherspoon	Aidan Van De Weyer
Lynda Harford	Johnathan Chatfield

Councillor Ray Manning proposed that Councillors David Bard and Kevin Cuffley be appointed as Chairman and Vice-Chairman, respectively, of the Civic Affairs Committee. Councillor Simon Edwards seconded the proposal and it was unanimously **AGREED**.

Councillor Ray Manning proposed that Councillors Francis Burkitt and David McCraith be appointed as Chairman and Vice-Chairman, respectively, of the Corporate Governance Committee. Councillor Simon Edwards seconded the proposal and it was unanimously **AGREED**.

Councillor Ray Manning proposed that Councillors Alex Riley and Peter Topping be appointed as Chairman and Vice-Chairman, respectively, of the Employment Committee. Councillor Simon Edwards seconded the proposal and it was unanimously **AGREED**.

Councillor Ray Manning proposed that Councillors Andrew Fraser and Richard Barrett be appointed as Chairman and Vice-Chairman, respectively, of the Licensing Committee. Councillor Simon Edwards seconded the proposal and it was unanimously **AGREED**.

Councillor Ray Manning proposed that Councillors Robert Turner and Lynda Harford be appointed as Chairman and Vice-Chairman, respectively, of the Planning Committee. Councillor Simon Edwards seconded the proposal and it was unanimously **AGREED**.

Councillor Ray Manning proposed that Councillors Ben Shelton and James Hockney be appointed as Chairman and Vice-Chairman, respectively, of the Partnerships Review Committee. Councillor Simon Edwards seconded the proposal.

Councillor Aidan Van De Weyer proposed that Councillor Janet Lockwood be appointed as Chairman of the Partnerships Review Committee. Councillor John Williams seconded the proposal.

With 30 votes compared to 17 votes, Council **AGREED** to appoint Councillor Ben Shelton as Chairman of the Partnerships Review Committee and unanimously **AGREED** to appoint James Hockney as Vice-Chairman.

Councillor Ray Manning proposed that Councillor Roger Hickford be appointed as Chairman of the Scrutiny and Overview Committee. Councillor Simon Edwards seconded the proposal.

Councillor John Williams proposed that Councillor Jose Hales be appointed as Chairman of the Scrutiny and Overview Committee. Councillor Sebastian Kindersley seconded the proposal.

With 25 votes compared to 20 votes, Council **AGREED** to appoint Councillor Roger Hickford as Chairman of the Scrutiny and Overview Committee.

Councillor Ray Manning proposed that Councillor Alison Elcox be appointed as Vice-Chairman of the Scrutiny and Overview Committee. Councillor Simon Edwards seconded the proposal.

Councillor John Williams proposed that Councillor Jose Hales be appointed as Vice-Chairman of the Scrutiny and Overview Committee. Councillor Aidan Van De Weyer seconded the proposal.

With 26 votes compared to 18 votes, Council **AGREED** to appoint Councillor Jose Hales as Vice-Chairman of the Scrutiny and Overview Committee.

Councillor Ray Manning proposed that the Council approved the appointments of Grant Osbourn as the Council's lead independent person and Gillian Holmes as the deputy independent person. Councillor Simon Edwards seconded the proposal, which was unanimously **AGREED** by Council.

## 12. **APPOINTMENTS TO OUTSIDE BODIES, JOINT & OTHER MEMBER BODIES FOR 2014/15**

Councillor Ray Manning, Leader of the Council, proposed the appointments to outside bodies as set out in the report. Councillor Simon Edwards, Deputy Leader and Portfolio Holder for Finance and Staffing, seconded the proposal.

Council unanimously **APPROVED** the below appointments to outside bodies:

Name of body	Representative(s)
Cambridgeshire & Peterborough Association of Local Councils	David McCraith
Cambridgeshire Museums Advisory Partnership	Aidan Van De Weyer
Cambridgeshire Water Forum	Tim Wotherspoon
Carers Trust Cambridgeshire	Bridget Smith
Farmland Museum Trustees	Peter Johnson
Gamlingay Village College GVC Leisure Ltd	Bridget Smith
Linton Voluntary Community Business and Premises Group	Henry Batchelor
Natural Cambridgeshire	Tim Scott
North Herts & District Citizens Advice Bureau	Val Barrett
South Cambs Local Health Partnership	Sue Ellington
Swavesey Byeways Advisory Committee	Sue Ellington
Swavesey Internal Drainage Board	Sue Ellington

Swavesey Village College Community Committee	Sue Ellington
Waterbeach Level Internal Drainage Board	Peter Johnson

### 13. SCRUTINY AND OVERVIEW ANNUAL REPORT 2013/14

Councillor Roger Hickford, Chairman of the Scrutiny and Overview Committee, presented the Scrutiny and Overview Annual Report for 2013/14 and proposed its approval by Council. He reflected on the effectiveness of training that had been delivered earlier in the year, facilitated by the Centre for Public Scrutiny, and reported that he would implement changes to the way in which the Scrutiny and Overview Committee prioritised its work as part of its future work programme as a result.

Councillor Alison Elcox seconded the proposal.

Discussion ensued on the issue of conservation and the recent review of the Council's Conservation Team. A request was put forward for the Scrutiny and Overview Committee to look into this issue again to ensure that the Council was maintaining the highest conservation standards. It was noted that the review of the Conservation Team had been the subject of consideration by the Scrutiny and Overview Committee on numerous occasions throughout 2013/14 and Councillor Hickford, as Chairman, indicated that this would feature as part of the Committee's work programme for 2014/15.

Councillor James Hockney, Vice-Chairman of the Partnerships Review Committee, presented the aspects of the report relating to the Partnerships Review Committee and highlighted the key issues the committee had looked into over the previous year. These included local neighbourhood policing, crime and disorder, health and wellbeing, equalities partnership working, the Greater Cambridge City Deal, youth issues and services to children and young people. Andrew Lansley, Member of Parliament for Cambridgeshire South, had also attended a meeting for a question and answer session with Members which had been very well received.

Reference was made to a Scrutiny Task and Finish Group which was undertaken two or three years ago on the Orchard Park development after its inception. It was agreed that the Group's outcomes and recommendations were extremely useful at that time, but a suggestion was put forward for Scrutiny and Overview Committee Members to look again at Orchard Park and establish any good practice that could inform the Northstowe development. Councillor Hickford also agreed to consider this as part of the Committee's future work programme.

Council **APPROVED** the Scrutiny and Overview Annual Report for 2013/14.

### 14. MAJOR OPPOSITION GROUP LEADER'S ANNUAL STATEMENT

Councillor Bridget Smith, Leader of the Opposition, presented her annual statement.

Councillor Smith highlighted that her statement, as published with the agenda pack, outlined the ways in which Members from all political groups should work together more collaboratively, openly and accountably. She was disappointed that the last year had been characterised by a lack of transparency and accountability with decisions, which she felt had been made in secret, and unwillingness to even countenance constitutional change. Councillor Smith added that there had been a lack of engagement with opposition parties by the administration and, most discouragingly, an almost complete

inability to take notice of the Council's own consultation processes.

Councillor Smith cited the Local Development Plan process as an example which she believed exemplified the failings of the controlling group to listen, with local people's views being ignored resulting in a Plan favouring developers and not residents. She surmised that the obvious message to the public was that consultation was a waste of time because not only was the Council perceived as not listening but also unwilling to compromise. In addition to ignoring the voice of the district's communities, Councillor Smith was of the opinion that the needs of colleagues and officers had also been ignored as some departments at the Council appeared to be under-resourced.

In closing, Councillor Smith called for the Council to act as one group, in spite of political differences, to work to serve the needs of the whole community.

#### **15. WRITE OFFS 2013/14**

Councillor Simon Edwards, Deputy Leader and Portfolio Holder for Finance and Staffing, presented a report which notified the Council of debts written off under powers delegated to the Portfolio Holder and the Chief Financial Officer.

Councillor Edwards reported that the number of write offs for Council Tax had increased this year, which was due to a process carried out at year end to write off debts under £10 as they were considered to be uneconomical to pursue further. A similar exercise was also carried out against credits up to the value of £10 on closed accounts where credit bills had been issued but refunds not claimed. Councillor Edwards reported that some of the debts written off had built up over time and therefore reflected the economy two or three years ago.

Council **NOTED** the report.

#### **16. QUESTIONS ON JOINT MEETINGS**

No questions on joint meetings were raised.

#### **17. QUESTIONS FROM COUNCILLORS**

##### **17 (a) From Councillor Aidan Van De Weyer**

Councillor Aidan Van De Weyer asked the Leader of the Council the following question:

"Could the Leader update the Council on progress with the strategic partnership with Huntingdonshire District Council announced on 10 April?"

Councillor Ray Manning reported that he had not met with the Leader of Huntingdonshire District Council since the last meeting of Council due to the local elections. He reported that this issue would be considered at the meeting of Cabinet on 10 July 2014.

#### **18. CHAIRMAN'S ENGAGEMENTS**

Council noted those engagements attended by the Chairman and Vice-Chairman since the last Council meeting, as set out in the agenda.

Councillor David Bard, Chairman of the Council, reported that he had raised over £1,200 for his three chosen charities in the last 12 months. His chosen charities were the East Anglian Air Ambulance, the Sick Children's Trust and Help for Heroes.

Councillor Bridget Smith thanked the Chairman for attending the opening of the Millbridge Brook Meadows in Gamlingay on 5 May 2014 and Councillor Lynda Harford thanked him for attending a 100<sup>th</sup> birthday celebration in Cottenham.

Councillor Ray Manning, Leader of the Council, took this opportunity to thank Robin Moore, Vehicle Fleet Supervisor, for giving up his time to show visitors a refuse collection vehicle at the Great Shelford Car Show on 4 May 2014.

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**The Meeting ended at 3.20 p.m.**

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**Report To:** Civic Affairs Committee  
**Lead Officer:** Legal and Democratic Services Manager

25 September 2014

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## The Openness of Local Government Bodies Regulations 2014

### Purpose

1. This report sets out the implications of the Openness of Local Government Bodies Regulations 2014 that were enacted on 5 August 2014.

### Recommendations

2. That the report be noted.
3. That Council be recommended to set the level for officer decisions considered as 'materially affecting the Council's financial position' at Level 4 in the Council's Financial Regulations and above, i.e. at present values, over £50,000.

### Reasons for Recommendations

4. To inform Members of the implications of the introduction of the Openness of Local Government Bodies Regulations 2014 and to ensure that a threshold is set for officer decisions considered in the Regulations as 'materially affecting the Council's financial position', details of which the Council would be obliged to publish.

### Background

5. The Openness of Local Government Bodies Regulations 2014, published on 4 August 2014, were enacted on 5 August 2014 and build on the Local Government (Executive Arrangements) (Meetings and Access to Information) (England) Regulations which sought to provide greater openness and transparency in decision making for Cabinet/Executive functions.
6. The new Regulations mean that Councils are now required to make changes, if necessary, to permit the filming, photographing, recording, broadcasting and blogging of any meeting of the Council which is open to the public, including the use of social media.
7. The Regulations also place an obligation on Councils to record and publish certain non-executive decisions made by officers under delegated authority.

### Considerations

#### *Filming and reporting of public meetings*

8. The Council considered allowing members of the public to film public meetings at its meeting on 26 September 2013, where it agreed:

- to allow members of the public to film its public meetings in accordance with guidance published by the Department of Communities and Local Government entitled “Your Council’s Cabinet – going to its meetings, seeing how it works”;
- that Standing Order 21.4 of the Council’s Constitution (Recording of Business) be amended to read:

“The recording in any format of any meeting of the Council, the Executive, or any committee or sub-committee of the Council or the Executive, is permitted, except:

- where the Chairman or person presiding the meeting, rules that filming is being undertaken in such a way that it is disruptive or distracting to the good order and conduction of the meeting;
- where the public have been excluded from the meeting in accordance with the Council’s Access to Information Procedure Rules (Rule 10) during the consideration of exempt or confidential information.

9. This decision by Council on 26 September 2013 means that no further decision is required in order to comply with the Openness of Local Government Bodies Regulations 2014 with regard to the filming and reporting of the Council’s public meetings.

***Decisions made by officers under delegated authority***

10. The Openness of Local Government Bodies Regulations 2014 set out new obligations about non-executive decisions made by officers under delegated authority and apply to those decisions made by officers that are a specific express authorisation, or under a general authorisation, to take such decisions and the effect is to:

- grant a permission or license;
- affect the rights of an individual;
- award a contract or incur expenditure which, in either case, materially affects the Council’s financial position.

11. A written record must be produced and published as soon as reasonably practicable after the decision has been made and must contain the following information:

- the date the decision was taken;
- a record of the decision taken along with reasons for the decision;
- details of alternative options, if any, considered and rejected;
- any background papers.

12. New guidance has now been issued alongside the new Regulations entitled “Open and Accountable Local Government – a guide for the press and public on attending and reporting meetings of local government”. This replaces the guidance quoted in paragraph 8 above.

13. The guidance makes reference to the fact that officers take many administrative and operational decisions in undertaking their day to day work at the Council and makes it clear that these decisions do not need to be recorded. Examples of decisions that do not need to be recorded may include:



- routine administrative and organisational decisions, such as giving permission to a local society to use the authority's premises;
  - decisions on operational matters such as day to day variations in services;
  - decisions to give business relief to individual traders;
  - decisions to review the benefit claims of an individual applicant;
  - decisions taken in response to requests under the Data Protection Act 1998 or the Freedom of Information Act 2000.
14. A number of decisions made routinely by officers under delegated authority that fall within the criteria set out in paragraph 10 above, not including financial decisions as referred in the third bullet point of that paragraph, have been identified in the following service areas:
- Planning;
  - Licensing;
  - Building Control.
15. Details relating to the planning decisions taken by officers under delegated authority are already published on the Council's website, which can be accessed via the following link:
- <http://plan.scambs.gov.uk/swiftlg/apas/run/Wchweeklylist.displayPlanningLists>
16. Details relating to licensing applications and permissions granted by officers under delegated authority are already accessible via the Council's licensing webpage on the Personal Register or Premises Register, which can be viewed using the following link:
- <https://www.scambs.gov.uk/content/licensing-act-2003>
17. Details relating to the decisions taken by officers in Building Control will very shortly be available on the Council's Access to Information page. Testing is being undertaken to ensure that the information required by the new Regulations can be published automatically via the APAS system currently used by Building Control.
18. The new Regulations place an obligation on the Council to publish decisions made by officers where they result in the award of a contract or incur expenditure which, in either case, materially affects the Council's financial position. In accordance with the guidance, 'what constitutes the material threshold is a judgement that should be made by individual bodies'. The Civic Affairs Committee is therefore requested to make a recommendation to Council on the amount that should be set as a threshold for those decisions made by officers that are considered to materially affect the Council's financial position.
19. The Committee may wish to recommend the threshold at one of the levels already set out in the Council's procurement process as part of its' Financial Regulations. Level 4, for example, includes the awarding of contracts between the value of £50,001 and £120,000. A breakdown of the number of decisions made by officers over the last two years, and the respective values, for levels 4 and above is outlined in the below table:

<b>Level</b>	<b>4</b>	<b>5</b>
<b>Value</b>	£50,001 to £120,000	£120,001 to EU Value (Currently £172,000 goods and services and £4.2 million for works)
<b>No. of contracts</b>	15	8
<b>Value</b>	£1,248,450	£4,137,428

20. It is recommended that the threshold for these decisions be set at over £50,000, which equates to anything above Level 3 in the Council's Financial Regulations.
21. Details of these financial decisions made by officers under delegated authority, in accordance with the agreed threshold, will also be published on the Council's Access to Information page of its website.
22. There may be other decisions taken by officers under delegated authority not covered in the categories set out in paragraph 14 or 18 above that fall within the requirements of the new Regulations. In such circumstances these will be published via the Council's Modern.Gov document management system as and when necessary.
23. Officers are currently investigating better ways to collate and publish information relating to the decisions taken by officers under delegated powers, so the Access to Information pages of the Council's website referred to in this report may be subject to change.

### **Options**

24. The Civic Affairs Committee could opt to recommend a higher or lower threshold for the amount considered as 'materially affecting the Council's financial position' in respect of those decisions taken by officers under delegated authority.
25. However, any other amount would not be consistent with the approval level for Cabinet, as set out in paragraph 27 below.

### **Implications**

26. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

#### ***Financial***

27. The threshold recommended for officer decisions taken under delegated authority considered as 'materially affecting the Council's financial position' (Level 4 and above) is consistent with the amount that Cabinet is authorised to spend or commit the Council to within approved policy. Cabinet must seek approval from Council if it wishes to spend or commit, after opportunities for virement have been exhausted, in-year supplementary revenue and capital estimates above level 3 (£50,000).

#### ***Legal***

28. The changes proposed in this report are necessary in order for the Council to be compliant with the Openness of Local Government Bodies Regulations 2014.

### ***Risk Management***

29. The Council's Executive Management Team has been briefed on the implications of the changes required as part of the new Regulations. Senior managers across the Council have also been made aware of the new requirements, particularly with regard to the recording and publication of officer decisions made under delegated powers, to ensure that they understand their obligations so that the Council is fully compliant with the Regulations.

### **Consultation responses (including from the Youth Council)**

30. No consultation on the content of this report has been undertaken.

### **Effect on Strategic Aims**

#### **Engagement – we aim to engage with residents, parishes and businesses to ensure we deliver first class services and value for money**

31. The implications of the Openness of Local Government Bodies Regulations 2014 will assist South Cambridgeshire District Council in delivering the above strategic aim by providing greater public access to information relating to decisions made by officers under delegated authority.

### **Background Papers**

32. The following background papers were relied upon in the writing of this report:

Openness of Local Government Bodies Regulations 2014:  
<http://www.legislation.gov.uk/uksi/2014/2095/contents/made>

'Open and Accountable Local Government' – a guide for the press and public on attending and report meetings of local government:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/343182/140812\\_Openness\\_Guide.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/343182/140812_Openness_Guide.pdf)

**Report Author:** Graham Watts – Democratic Services Team Leader  
Telephone: (01954) 713030

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# Agenda Item 9



South  
Cambridgeshire  
District Council

**Report To:** Full Council  
**Lead Officer:** Legal and Democratic Services Manager

25 September 2014

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## Member Development Strategy 2014-17

### Purpose

1. To provide Council with an opportunity to consider and approve the Member Development Strategy for 2014-17.

### Recommendations

2. That the Member Development Strategy for 2014-17 be approved.

### Reasons for Recommendations

3. To ensure that the Council has a Member Development Strategy which is up-to-date and relevant to support the development needs of elected Members.

### Background

4. The Council's previous Member Development Strategy covered the period 2011-14 and coincided with the commitment to achieve the East of England Councillor Development Charter.
5. Charter status was granted in January 2012 and the Council was successful in its reaccreditation following an 18 month review in June 2013, demonstrating that the standards set out in the Charter continued to be met.

### Considerations

6. The 2014-17 Member Development Strategy seeks to build on the recommendations received as part of the original Councillor Development Charter assessment report and comments received as part of the 18 month reassessment, with its main objectives being to:
  - to provide Members with flexible and responsive training and development that is based on individual and organisational needs;
  - to ensure Members are in a position to function fully within their roles, working with officers and partners in order to achieve the vision and aims of the Council.
7. Main amendments made to the Strategy for 2014-17 include reference to:
  - the Council's enhanced commercial approach to service delivery and the need for Members to be developed and supported in this relatively new concept;

- increased partnership working with neighbouring and other local authorities to deliver joint development opportunities for Members through links such as the Cambridgeshire Member Development Network;
- engagement with the Council's Organisational Development Strategy so that Members are able to take advantage of opportunities offered to staff, and vice-versa, where appropriate.

8. The Member Development Strategy 2014-17 is attached to this report at **Appendix A.**

9. The Portfolio Holder has indicated that, in the main, the Member Charter standards were helpful in taking Member learning and development forward. He has indicated, however, that it is not planned to apply for re-accreditation but to use the Member Development Strategy, together with the Organisational Development Strategy and associated action plan, as a vehicle to deliver Member learning, development and support in the future.

### **Options**

10. To approve the Strategy subject to any amendments Full Council may wish to make.
11. Not to approve the Strategy.

### **Implications**

12. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, there are no significant implications.

**Report Author:** Graham Watts – Democratic Services Team Leader  
Telephone: (01954) 713030



## Member Development Strategy 2014-17

September 2014

# FOREWORD

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We are pleased to introduce this Strategy and its associated Training and Development Programme for elected members.

In South Cambridgeshire District Council we take training and development of our members and staff very seriously, and are always looking for ways to improve our approach and content.

This Strategy focuses on elected member development and has been put together following discussions with members from all political groups. The associated work programmes will reflect the development needs which members themselves will identify through formal and informal feedback.

The Strategy will assist members to build their skills to enable them to play a full part in the work of the authority and in leading their communities. It will help members to be more effective in their many and varied roles.

This document outlines the approach the Council will take towards the development of its members. It adopts a more structured process and proposes a varied range of development opportunities. We are confident the Strategy will be of benefit to:

- **Individual Members** – who will have more opportunities to enhance their existing skills and learn new ones.
- **The Council** – which will be better able to meet its business objectives and work towards maintaining effective corporate governance.
- **The local community** – which will have a well informed and trained political representation.

Thank you for your commitment to the Strategy and its associated programme. We hope you will enjoy the events you attend, continue to provide constructive feedback which will help us to improve future programmes, and give ongoing support to this important area of work.



**Councillor David Whiteman-Downes**  
Portfolio Holder responsible for  
Member Development



**Jean Hunter**  
Chief Executive

Date: September 2014



# CONTENTS

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- 1. Why a Member Development Strategy is needed 1
- 2. Achievements so far 2
- 3. Objectives 3
- 4. Delivery 3
- 5. Responsibilities 4
- 6. Types of training and development 4
- 7. Training methods 6
- 8. Resourcing 7
- 9. Outcomes 7

## 1. Why a Member Development Strategy is needed

The Council is operating in a constantly changing environment, requiring elected members and its workforce to be flexible and responsive to change. The Government's agenda presents local authorities with an extremely challenging and demanding programme which includes:

- A challenging and changing role for elected members
- A strong emphasis on value for money
- An enhanced commercial approach to service delivery

In embracing these challenges, the Council must continue to develop its members and organisation into one which:

- Makes the most of its opportunities
- Sets high performance standards and is not afraid to be measured by them
- Makes maximum use of all resources available to it
- Is an influential community leader and partner
- Is respected as a good employer and seen as a role model by others in the community it serves

All member training and development activity is designed to help the Council to achieve the aims on objectives of its Corporate Plan. The Corporate Plan for 2014-19 aims to:

- Engage with residents, parishes and businesses to ensure the Council delivers first class services and value for money
- Work with partners to create opportunities for employment, enterprise, education and world-leading innovation
- Ensure that South Cambridgeshire continues to offer an outstanding quality of life for its residents

The Council is building an approach to member development that promotes strong leadership and a high performance culture - a culture which is adaptable to new ways of working, sharing responsibility with our partners for the delivery of good quality services, and continually seeking improvements in our performance.

The strategy has been adopted by the Council and is therefore owned by every Councillor. It will primarily be the responsibility of the Portfolio Holder responsible for Member Development to ensure that the Strategy is reviewed annually.

## 2. Achievements so far

The Council underwent an 18 month reassessment of the East of England Charter for Elected Member Development and on 18 June 2013 was reaccredited due to continually meeting the standards set out in the Charter.

The Council has sought to improve the quality, frequency and relevance of member training and development. Between April 2013 and June 2014 activities have been carried out in many areas, including:

- New member induction, comprising of an induction pack and training for three new Councillors elected in May 2013, two new Councillors elected in subsequent by-elections and four new Councillors elected in May 2014.
- Specific briefings for newly elected members on the Council's Code of Conduct, including predetermination and bias and the Member-Officer Protocol. Code of Conduct, pre-determination and bias refresher training was also provided for members in October 2013 at a joint training event at South Cambridgeshire Hall between South Cambridgeshire District Council and Huntingdonshire District Council.
- Basic training in key areas of the Council's services on finance, planning, licensing and employment.
- Specific briefings for members on key issues affecting the Council, including local government finance and budget setting, South Cambs Ltd (the Council's housing company), the Greater Cambridge City Deal and shared services.
- A member development programme of training modules on key areas of need based on a representative series of interviews with Members.
- Advertising all training courses and seminars through the Councillors' Weekly Bulletin.
- Attendance by Cabinet and other leading Members on the National Leadership Academy.

The Council achieved its 2013/14 performance indicator target of 85% of its Members attending a skills training session during the course of the year, with an impressive 94% of councillors attending at least one training course during the year.

By taking into consideration and building on the recommendations of the original Member Elected Development Charter report, together with the comments received as part of the reassessment process, the Council will be able to continually support and develop its elected members.

## 3. Objectives

The Council's objectives for member development are:

- To provide elected members with flexible and responsive training and development that is based on individual and organisational needs.
- To ensure members are in a position to function fully within their roles, working with officers and partners, especially parish councils, in order to achieve the vision and aims of the council.

## 4. Delivery

Responsibility for delivering the Member Development Strategy rests with the Portfolio Holder responsible for Member Development. The Democratic Services team is responsible for the operational delivery of specific initiatives identified in the Member Development Programme. It is the responsibility of the political groups to ensure that their Members take advantage of the training and development opportunities presented. The Portfolio Holder will keep the Strategy and Member Development Programme associated with it under review. EMT and group leaders will ensure that the Strategy continues to be relevant, fit-for-purpose and driven from the most senior level of the Council's management structure.

The Strategy will be delivered through a Member Training and Development Programme which will be agreed following the adoption of the Strategy and reviewed annually.

- This programme will be compiled after an analysis of training and development needs highlighted through formal and informal feedback from councillors.
- The Portfolio Holder will develop and agree the annual programme following wide consultation with all Members.
- The programme will provide a single, comprehensive point of reference for **all** Member training and development initiatives, including the resource implications of each.
- Any formal training event will record attendance and give all attendees an evaluation form to complete.
- Partnership training opportunities with other local authorities and partners will be sought.
- Joint training opportunities identified in the Council's Organisational Development Strategy will be sought.

# Member Development Strategy

## 5. Responsibilities

The Democratic Services team will lead on the provision of administrative and other support for this Strategy and will provide the central reference point for the arrangement of training and development initiatives carried out as part of the Member Development Programme.

The Portfolio Holder responsible for Member Development will, with officer support:

- Champion and encourage member development in the council;
- Keep the Member Development Strategy and the Training and Development Programme under review through shaping and prioritising member development activities;
- Promote the Strategy and training and development activities among all members of the council;
- Monitor and evaluate training and development activities.

This Strategy places responsibility on **all members** for:

- A commitment to lifelong learning;
- Improving their own performance;
- Helping others to improve their performance;
- Applying what they have learnt to their council roles;
- Communicating their development needs via their group leader, the Portfolio Holder responsible for member development or officers;
- Ensuring their attendance at courses that have been arranged, to which they have signed up.

## 6. Types of training and development

The Strategy identifies two main types of member training and development:

### I. Core Skills Programme

The core skills training and development programme will be developed within the following four contexts:

- i. **Strategic Leadership** – this will aim to ensure members understand national developments and policy areas that will impact on their leadership and representational role in South Cambridgeshire. Training / briefings will be on such issues as:
  - Local government white papers
  - National policies, strategies and programmes
  - Local government performance regimes
  - Roles and responsibilities of local government tiers
  - Regional working

## Member Development Strategy

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- ii. **Corporate Governance** – this will aim to ensure members understand the depth and breadth of their roles and responsibilities in governing the district council. Training / briefings will be on such issues as, for example:
- Strategic planning within the council
  - Corporate objectives, and the links to service plans, team and individual targets
  - Local government finance
  - Medium term planning
  - Performance and risk management
  - Effective scrutiny
  - Equalities, diversity and community cohesion
  - Role of elected members within communities
  - Partnership working
  - Briefings on forthcoming legislation relevant to the Council
  - Delivering public services in a commercial/business environment
- iii. **Technical Skills** – this will aim to provide specific skills training for members based on their individual needs. We will use the process (see below) to help identify specific training and development needs. Training / briefings / support will include skills training such as:
- Leadership
  - Strategic thinking
  - Scrutiny and questioning
  - Change management
  - Media and communications
  - Chairing and managing meetings
  - Public speaking / presentation
  - Negotiation / influencing
  - Report writing / speed reading
  - Time management
  - Accessing e-mails and use of ICT
- iv. **Personal Support** – this will aim to provide personal support to members through mentoring.

## II. Induction Programme

To have a comprehensive Induction Programme for newly elected (and re-elected) members that is spread out over their first three months and includes the following:

- An informal welcome to South Cambridgeshire District Council with the opportunity to meet key people from each service.
- An introduction to South Cambridgeshire District Council, how it is structured, who does what and where, and its corporate objectives and service priorities.
- An introduction to partnership working.
- An introduction to how the Council operates financially and the impact this has on elected members.
- An introduction to the scrutiny function and how to be effective at meetings attended.
- Mandatory training for members wishing to sit on regulatory committees.
- To encourage political groups to support newly-elected members through their first year with a mentoring system, so that they are partnered with a member of their group to give help and support when required.

## 7. Training methods

The Council will consider a variety of methods to train and develop its members. Some or all of the following may apply:

- Attendance on national training and development programmes
- Coaching / mentoring (on-the-job), planned and appropriate time put aside to maximise effectiveness
- In-house training courses at times convenient for Members
- On-line or computer-based learning packages with access to a portal on the Council's Insite (intranet) pages for e-learning
- Planned experiences outside the organisation e.g. visits to other authorities and participation in partnership learning
- External courses / conferences / seminars
- Distance learning courses
- Library materials
- Group briefings

A list of training and development activities for members will be continually updated and will be available in print and electronic forms.

## 8. Resourcing

The Strategy will not achieve its aims unless it is adequately funded by the Council. The Member training and development budget for 2014-2015 is around £5,000, and in addition there are separate budgets for training on specific committees, such as the Scrutiny and Overview Committee, Partnerships Review Committee, Licensing Committee and Civic Affairs Committee. The annual training and development programme will identify the resource implications of training initiatives being offered; the programme will need to be cost-effective and budgeted for within the Medium Term Financial Strategy and annual revenue budget.

Wherever possible, the Council will make best use of the talent, skills and knowledge available internally, and will work with key external partners to carry out training and identify funding and other support which may become available.

## 9. Outcomes

The Strategy will be effective if the following outcomes, against which it will be measured, are achieved:

- (1) The objectives for member development set out in section 3 above are met.
- (2) It leads to a commitment to member development from all levels of the council and an individual commitment to development from members themselves.
- (3) The member training and development programme reflects individual development requirements, and assists members in achieving the Council's corporate objectives.
- (4) Member training and development contributes to improving the authority's effectiveness.
- (5) Evaluation and feedback from training and development initiatives make members aware of the impact of their investment in their own training and development on the performance of the council.



## MEMBER DEVELOPMENT PROGRAMME 2014-15

<b>Date</b>	<b>Time</b>	<b>Topic</b>	<b>Delivered by</b>	<b>Mandatory?</b>	<b>Notes</b>
Wed 28 May 2014	10:00 - 12:30	New Member Induction	Chief Executive, Executive Director and Democratic Services Team Leader	Essential	Meet Chief Executive and Executive Director and be briefed on the main issues affecting the Council. Meet Democratic Services who will talk through the essential paperwork and provide a building tour
w/c 27 May 2014	By appointment	IT Connectivity / InSite	IT	Essential	1:1 support for new Members to be set up on e-mail and access Council systems
Late May/Early June	Half-day (dependent on numbers and need)	iPad training for new Members	Internal	Optional	Some new Members may need to be shown how to use their iPads to access their e-mails, the intranet etc.
Thur 5 June 2014	10:00 - 11.30	Code of Conduct	Monitoring Officer	Essential	Meet the Monitoring Officer who will introduce the Council's Code of Conduct. This will include giving practical advice on declaring interests at meetings and explaining how the laws on pre-determination and bias interact with the Code of Conduct.
Wed 11 June 2014	Half-day	Licensing Training	External (joint training with partners where available)	Mandatory	All Members who wish to sit on the Licensing Committee, either as a full Member or as a substitute, need to have received training in the last two years
Fri 27 June 2014	All day	Planning Training	Internal (joint training with partners where available)	Mandatory	All Members who wish to sit on the Planning Committee, either as a full Member or as a substitute, need to have received training in the last two years
Mon 14 July 2014	1 hour	South Cambridgeshire Local Plan	Director of New Communities and Planning	Recommended	Meet the Director of New Communities and Planning and understand the next steps for the Local Plan and its implications

<b>Date</b>	<b>Time</b>	<b>Topic</b>	<b>Delivered by</b>	<b>Mandatory?</b>	<b>Notes</b>
Mon 14 July 2014	1 hour	Efficiency Agenda & City Deal	Executive Director/ Head of Finance/Policy & Performance	Recommended	Briefing on the Business Improvement Efficiency Programme, City Deal, Shared Services and South Cambs Ltd
July 2014	Morning or afternoon	Visit to Waterbeach Depot	Internal	Optional	Aimed at new Members but also available as a refresher for continuing Members
Thur 4 September	Full day	Employment Committee Training	External (ABA Consulting)	Mandatory	All Members who wish to sit on the Employment Committee, either as a full Member or as a substitute, need to have received training in the last two years.
Tue 30 September & 2 October 2014	Half-day	Mediation and Conciliation Training	External (ABA Consulting)	Recommended	Aimed specifically to support Members in their community leadership role.
October 2014	Morning or afternoon	Visit to Waterbeach Depot (subject to demand)	Internal	Optional	Aimed at new Members but also open to any other Member who may be interested.
October/ November 2014	Half-day	Equality and Diversity Training	Internal	Optional	Combined officer and Member training session based on the profile of the District
October/ November 2014	Half-day	Public speaking skills	Malcolm Cutts (EELGA) at Cambourne (joint training with partners if sufficient interest)	Optional	Maximum 8 members, offered in first instance to new Members or those who have specifically requested it
November 2014	1 – 2 hours	The Budget Process	Internal	Recommended	Will be held before Cabinet discuss the Medium Term Financial Strategy on 13 November 2014
Mid- January 2015	1 – 2 hours	HRA and Housing Finance	Internal	Recommended	Timed to precede Housing Portfolio Holder's consideration of estimates and recommendations to Cabinet / Council

<b>Date</b>	<b>Time</b>	<b>Topic</b>	<b>Delivered by</b>	<b>Mandatory?</b>	<b>Notes</b>
January 2015		South Cambs Ltd	Director of Housing	Recommended	To provide Members with an update on the Council's Housing Company.
To be Confirmed		Risk Management Strategy	Zurich (our insurers)	Optional	Will be offered to officers and councillors in a combined session.
To be Confirmed		Delivering public services in a commercial environment		Recommended	
To be Confirmed		Scrutiny and Overview Committee training		Recommended	For Members of the Scrutiny and Overview Committee
To be Confirmed		Partnerships Review Committee training		Recommended	For Members of the Partnerships Review Committee
To be Confirmed		Speed reading		Recommended	

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# Agenda Item 10



South  
Cambridgeshire  
District Council

**Report To:** Council

25 September 2014

**Lead Officer:** Legal and Democratic Services Manager

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## **Appointment to the Independent Remuneration Panel**

### **Purpose**

1. For Council to agree membership of the Independent Remuneration Panel (IRP)
2. This is not a key decision, however, Council is required to appoint an IRP under the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003.

### **Recommendations**

3. It is recommended that Council:
  - (a) re-appoint Simon Harris as a member of the Independent Remuneration Panel for a 3-year term of office, with an expiry date of 31 July 2017, and
  - (b) confirm that the level of expenses paid to the individual members of the Independent Remuneration Panel be no more than £200 each per financial year. The final amount payable to be agreed by the Executive Director in consultation with the Leader of the Council.

### **Reasons for Recommendation**

4. Council is required to make appointments to its IRP under the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 and agree payment to the members of that Panel for their services.

### **Background**

5. On 25 July 2011 Council agreed to appoint the following persons to form an IRP:
  - Graham Jagger for a 2-year term of office, with an expiry date of 31 July 2013 (on 25 July 2013 Council re-appointed Mr Jagger for a further 3-year term of office, expiring on 31 July 2016)
  - Simon Harris for a 3-year term of office, with an expiry date of 31 July 2014
  - Kevin McIntyre for a 4-year term of office, with an expiry date of 31 July 2015
6. Mr Harris's term of office is due to expire on 31 July 2014; he has indicated a willingness to serve a further term on the Panel, subject to Council approval.

### **Considerations**

7. Council is requested to consider the recommendations made to re-appoint Mr Harris as an IRP member, together with the level of monies payable to the Panel members

for consideration of Members' allowances for 2015/16, depending on the level of investigation deemed appropriate by the Council.

### **Options**

8. Council can either:
  - (a) agree the recommendation
  - (b) make a variation to specific elements of the recommendations, or
  - (c) reject the recommendations

### **Implications**

9. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

There are no significant implications apart from a legal requirement that Council is required to appoint appropriate persons to form an Independent Remuneration Panel.

### **Consultation responses (including from the Youth Council)**

10. Consultations were not required in this instance.

### **Effect on Strategic Aims**

11. Not applicable.

**Background Papers:** Council reports, 21 July 2011 and 25 July 2013

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