



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 29 JANUARY 2015

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, 29 JANUARY 2015

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

DATED 21 January 2015

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

PRESENTATION

- 1. APOLOGIES**
To receive apologies for absence from Members.
- 2. DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members in respect of any 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 27 November 2014 as a correct record.

(Pages 1 - 14)
- 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 Full Council have been received.

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

8 (a) **Localised Council Tax Support Scheme (Finance and Staffing Portfolio Holder, 15 July 2014)**

Council is **RECOMMENDED** to approve the Localised Council Tax Support Scheme for 2015/16.

The Council Tax Reduction Scheme (Prescribed Requirements) (England) (Amendment) Regulations 2014 were laid before Parliament on 18 December 2014 and came into force on 12 January 2015. These Regulations allow for annual uprating of calculation components for pensioner Council Tax support. Minor amendments have therefore been necessary to the Scheme, which address those people that are income based job seekers who do not have the right to reside for the purposes of entitlement to Council Tax support. Other changes as a consequence of the new legislation have also been made.

A full version of the revised Localised Council Tax Support Scheme document and the Council Tax Reduction Scheme (Prescribed Requirements) (England) (Amendment) Regulations 2014 have been published separately and can be viewed via the following link:

<http://scamb.moderngov.co.uk/ieListDocuments.aspx?CId=410&MId=6285&Ver=4>

The original report considered by the Portfolio Holder on 15 July 2014 is attached, for information.

(Pages 15 - 18)

8 (b) **Recorded Votes (Civic Affairs Committee, 15 January 2015)**

The Civic Affairs Committee, in debating the motion that was referred to it by Full Council regarding a proposal to introduce recorded votes for all votes taken at meetings at Full Council, except for decisions on appointments or decisions taken by affirmation, **RECOMMENDED** that the motion be lost.

8 (c) **Petitions Scheme (Civic Affairs Committee, 15 January 2015)**

The Civic Affairs Committee **RECOMMENDED** the revised Petitions Scheme, as attached, to Full Council for approval.

The report considered by the Civic Affairs Committee, together with the decision sheet from that meeting and the Council's existing Petitions Scheme, can be viewed via the following link:

<http://scamb.moderngov.co.uk/ieListDocuments.aspx?CId=1029&MId=6320&Ver=4>

(Pages 19 - 24)

8 (d) Annual Pay Policy Statement 2015/16 (Employment Committee, 29 January 2015)

The attached report will be considered by the Employment Committee at 10.00am on 29 January 2015. Appendix A of the report will follow.

Any recommendations from the Employment Committee will be reported to the meeting of Council.

(Pages 25 - 26)

9. NORTHSTOWE JOINT DEVELOPMENT CONTROL COMMITTEE MEMBERSHIP

The Independent Group proposes the following changes in its membership on the Northstowe Joint Development Control Committee:

Councillor Douglas de Lacey to be appointed as Member of the Committee in place of Councillor Edd Stonham.

Councillor Edd Stonham to be appointed as a substitute on the Committee in place of Councillor Douglas de Lacey and be the first named substitute.

Councillor Neil Davies to retain his position as a substitute on the Committee and be the second named substitute.

10. MOTION TO RESCIND A PREVIOUS DECISION

In accordance with Standing Order 15.1, the following motion to rescind the decision made at the meeting of the Council on 27 November 2014 in respect of the item on Greater Cambridge City Deal Governance Arrangements has been received:

“That the decision to include the words ‘subject to the deletion of the words ‘at the discretion of the Chairman’ at paragraph 11 of the Standing Orders set out in Annex A’ in resolution (a) of the item on the Greater Cambridge City Deal Governance Arrangements be rescinded.”

The motion received the required twelve signatures and was signed by Councillors Francis Burkitt, Simon Edwards, Roger Hickford, James Hockney, Mark Howell, Ray Manning, Mick Martin, David McCraith, Ben Shelton, David Whiteman-Downes, Tim Wotherspoon and Nick Wright.

A copy of the original decision relating to this item is attached at Appendix A.

By rescinding this part of the decision, Council will approve the Terms of Reference for the Greater Cambridge City Deal Executive Board, attached at Appendix B.

(Pages 27 - 36)

11. QUESTIONS ON JOINT MEETINGS

To receive any questions on joint meetings.

12. QUESTIONS FROM COUNCILLORS

12 (a) From Councillor Peter Topping

“In planning the amenities for the future residents at Northstowe, is the advice and views of the Local Access Forum being taken into account in accordance with Section 95 of the Countryside Act 2000?”

I am a member of the Local Access Forum for Cambridgeshire.”

12 (b) From Councillor Kevin Cuffley

"Will the Leader confirm if this Council has received any complaints about the reduced waste and recycling collections over the Christmas period?"

12 (c) From Councillor Ben Shelton

"Will the Leader clarify that if Article 4 is adopted by this Council then pubs that have already closed will qualify for this protection?"

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 James Hockney

"This Council has significant concerns about the proposed closure of Natwest Bank in Histon. This is due to the effect it will have on residents in the local area having to travel into Cambridge. Depriving one of the larger communities in the District and surrounding villages of a retail banking services is a regressive and unwelcome step. This motion requests that the Chairman of the Council writes to Natwest on these grounds."

14. CHAIRMAN'S ENGAGEMENTS

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

Date	Event	Attended by
11 December 2014	Fulbourn gifts collection, Cambourne	Chairman
15 December 2014	Headway Carol Service, Holy Spirit Church, Bretton, Peterborough	Vice-Chairman
18 December 2014	Hawksley Open Day, Sawston	Chairman
18 December 2014	Chairman's Christmas reception, South Cambs Hall, Cambourne	Chairman and Vice-Chairman
18 December 2014	Chairman of Huntingdonshire District Council Christmas Big Band Concert	Vice-Chairman
10 January 2015	High Sheriff's southern reception, Trinity College	Chairman
17 January 2015	Royal British Legion Cambridgeshire branch annual conference, Over	Chairman
20 January 2015	Programme launch for LaunchPad Scheme, Cambridge Airport	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.

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Agenda Item 4

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Council held on
Thursday, 27 November 2014 at 2.00 p.m.

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

Councillors: Richard Barrett, Val Barrett, Anna Bradnam, Francis Burkitt, Brian Burling, Tom Bygott, Jonathan Chatfield, Kevin Cuffley, Neil Davies, Alison Elcox, Andrew Fraser, Jose Hales, Roger Hall, Lynda Harford, Philippa Hart, Tumi Hawkins, Roger Hickford, Mark Howell, Caroline Hunt, Sebastian Kindersley, Douglas de Lacey, Janet Lockwood, Ray Manning, Mick Martin, Raymond Matthews, David McCraith, David Morgan, Cicely Murfitt, Charles Nightingale, Tony Orgee, Deborah Roberts, Neil Scarr, Tim Scott, Ben Shelton, Bridget Smith, Hazel Smith, Jim Stewart, Edd Stonham, Peter Topping, Robert Turner, Bunty Waters, Aidan Van de Weyer, David Whiteman-Downes, John Williams, Tim Wotherspoon 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

PRESENTATION

The Council received a presentation from Neil Darwin, Acting Chief Executive of the Greater Cambridge Greater Peterborough Enterprise Partnership, on the role of the Enterprise Partnership.

1. APOLOGIES

Apologies for absence were received from Councillors Henry Batchelor, Nigel Cathcart, Pippa Corney, Simon Edwards, James Hockney, Peter Johnson, Mervyn Loynes, Robin Page and Alex Riley.

2. DECLARATIONS OF INTEREST

No declarations of interest were made at this stage of proceedings.

3. REGISTER OF INTERESTS

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

4. MINUTES

The minutes of the previous meeting held on 25 September 2014 were considered as a correct record.

Reference was made to minute number 14 regarding the response to Councillor Sebastian Kindersley's supplementary question from the Planning Portfolio Holder in relation to planning appeal decisions at Waterbeach. Councillor Kindersley felt that the use of the word 'some' in the following sentence did not adequately reflect the number of

Members that voted against the Local Plan when it was considered in March 2014:

“In closing, he reminded Members that the Council voted through the Local Plan for submission to the Secretary of State in March 2014 and although some Members voted against it, he was of the opinion that the Council would be in a much more difficult position had the Plan not have been submitted at that stage”.

Councillor David Bard, Chairman, reminded Council that the minutes were a record of what was said at the meeting, to which Councillor Kindersley questioned why his interjection at the meeting had not been recorded in the minutes in response to Councillor Turner’s use of the word ‘some’.

No amendments to the minutes were proposed. Voting on the accuracy of the minutes, with 25 votes in favour, 15 against, and 6 abstentions, the minutes of the previous meeting held on 25 September 2014 were **CONFIRMED** as a correct record.

Enough Members as prescribed in the Council’s Standing Orders requested a recorded vote. Votes were therefore cast as follows:

In favour

Councillors David Bard, Richard Barrett, Val Barrett, Francis Burkitt, Brian Burling, Kevin Cuffley, Alison Elcox, Sue Ellington, Andrew Fraser, Roger Hall, Lynda Harford, Mark Howell, Ray Manning, Mick Martin, David McCraith, Charles Nightingale, Tony Orgee, Tim Scott, Ben Shelton, Robert Turner, Bunty Waters, Aidan Van de Weyer, David Whiteman-Downes, Tim Wotherspoon and Nick Wright.

Against

Councillors Anna Bradnam, Jonathan Chatfield, Neil Davies, Jose Hales, Philippa Hart, Tumi Hawkins, Sebastian Kindersley, Douglas de Lacey, Janet Lockwood, Cicely Murfitt, Deborah Roberts, Bridget Smith, Hazel Smith, Jim Stewart and John Williams.

Abstention

Councillors Tom Bygott, Caroline Hunt, Raymond Matthews, David Morgan, Neil Scarr and Edd Stonham.

5. ANNOUNCEMENTS

Councillor David Bard, Chairman of the Council, made the following announcements:

- County Councillor John Reynolds had recently passed away. Members stood and observed a moment of silence in his memory;
- the consultation process for the Boundary Commission’s electoral review of Cambridgeshire County Council had commenced and the closing date for responses was Monday 19 January 2015;
- the Chairman’s Christmas Raffle would be taking place in the afternoon of Thursday 18 December 2014;
- Elected Members and members of staff from the Council took part in ‘#OurDay’ on Wednesday 26 November 2014, which was a Local Government Association initiative to raise awareness of the services provided by local government across the country via the social media platform, Twitter.

The following announcements were made by Councillor Ray Manning, Leader of the Council:

- £10,000 had been made available to the Community Chest Grant following savings identified in the Environmental Services Portfolio Holder and he urged Members to submit applications for the Grant on behalf of the communities they represented;
- there was no news to report regarding devolution of services to local government, other than that debate had commenced on this issue between the Leaders of the Councils in the Cambridgeshire and Peterborough areas and that an application would be submitted to the Cabinet Office in due course. At this stage the Leaders were still working on what that application could potentially include;
- the first site for affordable housing in a rural exception site in South Cambridgeshire had been identified at Litlington and would comprise of 18 houses, subject to planning permission being granted.

6. QUESTIONS FROM THE PUBLIC

No questions from the public had been received.

7. PETITIONS

No petitions for consideration by Full Council had been received.

8. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

8 (a) Greater Cambridge City Deal Governance Arrangements (Cabinet, 16 October 2014 and 13 November 2014)

Councillor Ray Manning, Leader of the Council, presented the draft Terms of Reference for the Greater Cambridge City Deal Executive Board and Joint Assembly which were proposed to be established as part of the governance arrangements for delivery of the City Deal. He proposed that Council:

- (a) approved the Terms of Reference for the Executive Board;
- (b) approved the delegation of the Council's functions referred to in paragraph 4.3 of the Terms of Reference for the Executive Board;
- (c) appointed the Leader of the Council to represent the Council on the Executive Board;
- (d) appointed Councillor Simon Edwards as the Council's substitute representative on the Executive Board;
- (e) approved the Terms of Reference for the Assembly;
- (f) authorised the Leader of the Council to appoint the Council's three representatives on the Assembly, in accordance with the proportionality principles set out in paragraphs 19 and 20 of the Cabinet report.

Councillor Nick Wright, Portfolio Holder for Economic Development, seconded the proposal.

The Chairman, having been informed that a number of amendments were likely to be proposed for each aspect of the proposition, agreed to debate and vote on (a) to (f) above separately. Enough Members as prescribed in the Council's Standing Orders requested a recorded vote for all votes in relation to this item, other than those taken by affirmation or for appointments.

Councillor Sebastian Kindersley, despite the City Deal having buy-in from everyone involved in the Greater Cambridge area, had some concerns about the transparency of the governance structure proposed. He moved an amendment to paragraph 11 of the Terms of Reference for the Executive Board to remove the words 'at the discretion of the Chairman' in relation to questions by the public and public speaking. He was of the view that this wording could potentially restrict the public's right to submit questions to the Executive Board if the Chairman chose to use his or her discretion to unreasonably refuse any such questions.

Councillor Bridget Smith seconded the amendment.

Councillor Ray Manning referred Members to the last meeting of the Greater Cambridge City Deal Shadow Board which was held in public and involved questions from members of the public observing the meeting. He did not understand the problem with the wording as it stood, which mirrored the Council's own public questioning process for its meetings.

With 23 votes in favour, 21 votes against, 1 abstention and 1 not voting, the amendment was carried. A recorded vote was held and votes were therefore cast as follows:

In favour

Councillors Richard Barrett, Anna Bradnam, Jonathan Chatfield, Neil Davies, Andrew Fraser, Jose Hales, Lynda Harford, Philippa Hart, Tumi Hawkins, Sebastian Kindersley, Douglas de Lacey, Janet Lockwood, David Morgan, Cicely Murfitt, Deborah Roberts, Neil Scarr, Tim Scott, Bridget Smith, Hazel Smith, Jim Stewart, Edd Stonham, Aidan Van de Weyer and John Williams.

Against

Councillors Val Barrett, Francis Burkitt, Brian Burling, Tom Bygott, Kevin Cuffley, Alison Elcox, Sue Ellington, Roger Hall, Mark Howell, Ray Manning, Mick Martin, Raymond Matthews, David McCraith, Charles Nightingale, Tony Orgee, Ben Shelton, Robert Turner, Bunty Waters, David Whiteman-Downes, Tim Wotherspoon and Nick Wright.

Abstention

Councillor Caroline Hunt.

Not voting

Councillor David Bard.

(Councillor Roger Hickford joined the meeting at this stage of proceedings).

Councillor Douglas de Lacey was concerned that the Terms of Reference for the Executive Board, together with the Standing Orders attached as an Annex, contained modal verbs throughout. He proposed that those modal verbs which instructed the body in the performance of its business should be changed to 'shall'.

The amendment was seconded by Councillor Deborah Roberts.

With 7 votes in favour, 33 against and 7 abstentions, the amendment was lost. A recorded vote was held and votes were therefore cast as follows:

In favour

Councillors Anna Bradnam, Philippa Hart, Tumi Hawkins, Douglas de Lacey, Deborah Roberts, Neil Scarr and Edd Stonham.

Against

Councillors David Bard, Richard Barrett, Val Barrett, Francis Burkitt, Brian Burling, Tom Bygott, Kevin Cuffley, Neil Davies, Alison Elcox, Sue Ellington, Andrew Fraser, Roger Hall, Lynda Harford, Roger Hickford, Mark Howell, Caroline Hunt, Janet Lockwood, Ray Manning, Mick Martin, Raymond Matthews, David McCraith, David Morgan, Charles Nightingale, Tony Orgee, Tim Scott, Ben Shelton, Hazel Smith, Jim Stewart, Robert Turner, David Whiteman-Downes, John Williams, Tim Wotherspoon and Nick Wright.

Abstention

Councillors Jonathan Chatfield, Jose Hales, Sebastian Kindersley, Cicely Murfitt, Bridget Smith, Bunty Waters and Aidan Van de Weyer.

(Councillor Tony Orgee left the meeting at this stage of proceedings).

Speaking generally on the proposed governance structure, Councillor Francis Burkitt was pleased to see that a lot of the points raised by the Corporate Governance Committee when it first considered this issue on 3 September 2014 had been reflected in the Terms of Reference for both the Executive Board and the Joint Assembly. He took this opportunity to congratulate the Council's Democratic Services team, which had been selected to lead secretarial and administrative support for the two bodies. Councillor Burkitt also reminded Members that scrutiny of the City Deal could take place through the scrutiny and overview functions of the three partner Councils.

Voting on the substantive motion, Council **APPROVED** the Terms of Reference for the Executive Board, subject to the deletion of the words 'at the discretion of the Chairman' at paragraph 11 of the Standing Orders set out in Annex A. A recorded vote was not held as this decision was taken by affirmation.

Council **APPROVED** the delegation of the Council's functions referred to in 4.3 of the Terms of Reference for the Executive Board. A recorded vote was not held as this decision was taken by affirmation.

Council **APPOINTED** the Leader of the Council to represent the Council on the Executive Board. A recorded vote was not held as this decision was taken by affirmation.

Councillor Sebastian Kindersley moved an amendment to proposal (d) above, that Councillor Aidan Van de Weyer be appointed as the Council's substitute representative on the Executive Board.

The amendment was seconded by Councillor John Williams.

With 29 votes compared to 13, Council **APPOINTED** Councillor Simon Edwards as the Council's substitute representative on the Executive Board. A recorded vote was not held as this decision was an appointment.

Councillor Sebastian Kindersley was concerned that the Standing Orders for the Joint Assembly, as attached to the Terms of Reference, provided Cambridgeshire County Council with an opportunity to appoint County Councillors from electoral divisions outside of the Greater Cambridge area. He accepted that appointments from the County Council would be proportional to those electoral divisions that fell within the Greater Cambridge area, but did not agree that Councillors from outside of that area should be appointed onto the Joint Assembly. He therefore moved an amendment to the Terms of Reference for the Joint Assembly, adding the words 'and the County Members drawn therefrom' to the end of paragraph 1.2 of the Standing Orders.

Councillor Roger Hickford seconded this amendment.

In debating the amendment it was agreed that this aspect of the membership should be tightened up, but the Legal and Democratic Services Manager advised that the Council should not amend the wording in a way that would impose a process on the County Council that it may not agree with.

Acknowledging that these appointments were a matter for the County Council to consider, Councillor Kindersley withdrew his amendment and instead proposed that the County Council be recommended to appoint Members to sit on the Joint Assembly from Divisions in the Greater Cambridge area only.

This proposal was seconded and Council unanimously **RECOMMENDED** to Cambridgeshire County Council that it appoints Members to sit on the Joint Assembly from electoral divisions in the Greater Cambridge area only. A recorded vote was not held as this decision was taken by affirmation.

Councillor Kindersley questioned why the use of alternate or substitute Members were not permitted for the Joint Assembly and proposed that the Council requested officers from the three partner Councils investigate arrangements for the provision of alternate or substitute Members and provide a report back in due course.

Councillor Bridget Smith seconded the proposal and agreed that the use of alternate or substitute Members was good practice.

Councillor Ray Manning highlighted that the Joint Assembly's membership would not solely be made up of Council representatives but also included representatives from the Local Enterprise Partnership and the University. He felt that the process of appointing alternative or substitute Members from the Partnership and the University would not be as straightforward as with the three partner Councils.

With 33 votes in favour, 11 against and 2 abstentions, Council **REQUESTED** that officers from the three partner Councils investigate arrangements for the provision of alternate or substitute Members in respect of the Joint Assembly and report back in due course. A recorded vote was held and votes were therefore cast as follows:

In favour

Councillors Anna Bradnam, Brian Burling, Tom Bygott, Jonathan Chatfield, Kevin Cuffley, Neil Davies, Alison Elcox, Jose Hales, Roger Hall, Lynda Harford, Philippa Hart, Tumi Hawkins, Roger Hickford, Caroline Hunt, Sebastian Kindersley, Douglas de Lacey, Janet Lockwood, Mick Martin, Raymond Matthews, David Morgan, Cicely Murfitt, Charles Nightingale, Deborah Roberts, Neil Scarr, Tim Scott, Bridget Smith, Hazel Smith, Jim Stewart, Edd Stonham, Bunty Waters, Aidan Van de Weyer, David Whiteman-Downes and John Williams.

Against

Councillors Richard Barrett, Francis Burkitt, Sue Ellington, Andrew Fraser, Mark Howell, Ray Manning, David McCraith, Ben Shelton, Robert Turner, Tim Wotherspoon and Nick Wright.

Abstention

Councillors David Bard and Val Barrett.

For the same reasons as cited earlier in the meeting regarding the Executive Board, Councillor Sebastian Kindersley moved an amendment to remove the words 'at the discretion of the Chairman' from the Standing Orders attached to the Terms of Reference for the Joint Assembly at paragraphs 11 and 12.1 in respect of questions by the public and petitions.

Councillor Philippa Hart seconded the amendment.

With 20 votes in favour, 25 against and 1 abstention, the amendment was lost. A recorded vote was held and votes were therefore cast as follows:

In favour

Councillors Anna Bradnam, Jonathan Chatfield, Neil Davies, Jose Hales, Lynda Harford, Philippa Hart, Tumi Hawkins, Caroline Hunt, Sebastian Kindersley, Douglas de Lacey, Janet Lockwood, David Morgan, Cicely Murfitt, Deborah Roberts, Bridget Smith, Hazel Smith, Jim Stewart, Edd Stonham, Aidan Van de Weyer and John Williams.

Against

Councillors Richard Barrett, Val Barrett, Francis Burkitt, Brian Burling, Tom Bygott, Kevin Cuffley, Alison Elcox, Sue Ellington, Andrew Fraser, Roger Hall, Roger Hickford, Mark Howell, Ray Manning, Mick Martin, Raymond Matthews, David McCraith, Charles Nightingale, Neil Scarr, Tim Scott, Ben Shelton, Robert Turner, Bunty Waters, David Whiteman-Downes, Tim Wotherspoon and Nick Wright.

Abstention

Councillor David Bard.

Councillor Douglas de Lacey referred to paragraph 1.2 of the Standing Orders attached to the Terms of Reference for the Joint Assembly and moved an amendment to change the political proportionality of the Assembly's membership so that it reflected the proportionality of the three Councils in totality, rather than the political composition of each respective local authority individually.

The amendment was seconded by Councillor Deborah Roberts, however, the Council's Legal and Democratic Services Manager advised that this would not be acceptable in accordance with the legal rules on political proportionality and therefore ruled the amendment out of order.

Voting on the original motion, Council **APPROVED** the Terms of Reference for the Joint Assembly. A recorded vote was not held as this decision was taken by affirmation.

Councillor Douglas de Lacey moved an amendment to proposition (f) to remove the words 'proportionality principles set out in paragraphs 19 and 20 of the Cabinet report' and replace them with 'Council's principles of proportionality' so that it read:

'Authorise the Leader of the Council to appoint the Council's three representatives on the Assembly, in accordance with the Council's principles of proportionality'.

Councillor Aidan Van de Weyer seconded the amendment. The amendment was carried by affirmation.

Councillor Bridget Smith moved an amendment to remove the words 'Leader of the' so that Full Council was authorised to appoint the Council's three representatives on the Assembly.

Councillor Sebastian Kindersley seconded the amendment and questioned what would happen if the Leader of the Council refused a political group's nomination. He felt that it should be in the gift of the Council to make these appointments and not the Leader.

Voting on the amendment, with 17 votes in favour, 24 against, 2 abstentions and 3 not voting, the amendment was lost. A recorded vote was held and votes were therefore cast as follows:

In favour

Councillors Anna Bradnam, Brian Burling, Jonathan Chatfield, Neil Davies, Jose Hales, Philippa Hart, Tumi Hawkins, Caroline Hunt, Sebastian Kindersley, Douglas de Lacey, Janet Lockwood, Bridget Smith, Hazel Smith, Jim Stewart, Edd Stonham, Aidan Van de Weyer and John Williams.

Against

Councillors Richard Barrett, Val Barrett, Francis Burkitt, Tom Bygott, Kevin Cuffley, Alison Elcox, Sue Ellington, Andrew Fraser, Roger Hall, Lynda Harford, Roger Hickford, Mark Howell, Ray Manning, Mick Martin, David McCraith, David Morgan, Charles Nightingale, Neil Scarr, Tim Scott, Ben Shelton, Robert Turner, David Whiteman-Downes, Tim Wotherspoon and Nick Wright.

Abstention

Councillors David Bard and Bunty Waters.

Not voting

Councillors Raymond Matthews, Cicely Murfitt and Deborah Roberts.

Voting on the substantive motion, Council **AUTHORISED** the Leader of the Council to appoint the Council's three representatives on the Joint Assembly, in accordance with the Council's principles of proportionality. A recorded vote was not held as this decision was taken by affirmation.

The meeting temporarily adjourned at the conclusion of this item. The following Members were in attendance when the meeting re-convened:

Councillors David Bard, Richard Barrett, Val Barrett, Anna Bradnam, Francis Burkitt, Brian Burling, Tom Bygott, Jonathan Chatfield, Kevin Cuffley, Neil Davies, Alison Elcox, Sue Ellington, Andrew Fraser, Jose Hales, Roger Hall, Lynda Harford, Philippa Hart, Tumi Hawkins, Roger Hickford, Mark Howell, Sebastian Kindersley, Douglas de Lacey, Ray Manning, Mick Martin, Raymond Matthews, David McCraith, David Morgan, Cicely Murfitt, Charles Nightingale, Neil Scarr, Ben Shelton, Bridget Smith, Hazel Smith, Edd Stonham, Robert Turner, Bunty Waters, Aidan Van de Weyer, David Whiteman-Downes, John Williams, Tim Wotherspoon and Nick Wright.

8 (b) Planning Committee Scheme of Delegation (Planning Committee, 5 November 2014)

Councillor Lynda Harford, Chairman of the Planning Committee, presented a revised scheme of delegation for the Planning Committee, which the Committee had considered at its meeting on 5 November 2014. She explained that the scheme of delegation had become out of date due to the recent introduction of new planning application types and prior notifications by the Government. She emphasised that these were predominately small scale and, usually, non-controversial types of planning applications and proposed that the revised scheme of delegation for the Planning Committee be approved.

Councillor Brian Burling, Vice-Chairman of the Planning Committee, seconded the proposal.

Councillor Douglas de Lacey noted that lots of decisions were delegated to officers and he felt that local Members should have the right to request the consideration of applications by the Planning Committee if they believed that it was necessary. He proposed an amendment to paragraph 1 (ii) of the scheme of delegation, to delete the words 'and the Planning and New Communities Director, Head of New Communities or Development Control Manager has agreed' so that the paragraph read:

'An elected Member of the District Council has, within 21 days of the date of registration of an application, requested in writing that Committee determine the application with or without a site visit by Members'.

Councillor Neil Scarr seconded the amendment.

During debate on the amendment it was emphasised that there was no point in seeking submission of an application to the Planning Committee unless there were material planning considerations to be taken into account. Councillor Harford stated that the revised scheme of delegation had no intention of changing how local Members could request for applications to be brought before the Planning Committee for consideration and reiterated the point about the need for there to be material planning reasons when making such a request.

(Councillor Neil Davies left the meeting at this stage of proceedings).

Voting on the amendment, with 9 votes in favour, 28 votes against and 3 abstentions, the amendment was lost.

Councillor de Lacey moved an amendment to add the words 'and/or parent/child' throughout the scheme of delegation whenever the term 'spouse/partner' was used. The amendment was not seconded.

Voting on the original motion, Council **APPROVED** the revised scheme of delegation for the Planning Committee.

9. QUESTIONS ON JOINT MEETINGS

No questions on joint meetings were received.

10. QUESTIONS FROM COUNCILLORS**10 (a) From Councillor John Williams**

Councillor John Williams asked the following question:

“With Fulbourn and Great Wilbraham being subject to chaos caused by road works associated with cabling for a solar farm authorised by the discharge of planning conditions by this authority, without notice to local members or the parish councils, does the Planning Portfolio Holder agree with me that, although officers are under no legal obligation to inform let alone consult with local members or parish councils in these circumstances, this example shows that it would be beneficial and good practice for the local members and the parish councils directly affected to be given the opportunity to comment when this authority is minded to discharge planning conditions and would he ensure that this is done in future?”

Councillor Robert Turner, Portfolio Holder for Planning, thanked Councillor Williams for the question and for the work he undertook in the local area when these works were ongoing. He fully supported the content of the question, but reminded Council that local Members could contact officers at any time regarding specific planning conditions to put in place or challenge.

Councillor Williams did not ask a supplementary question but raised the point that the views of the Parishes had been presented to the Planning Committee regarding conditions when the application was originally considered and that everyone present at the meeting thought that these would be taken on board by officers.

10 (b) From Councillor Bridget Smith

Councillor Bridget Smith asked the following question:

“Could the Leader explain the process by which partner authorities were selected for shared services and in particular how each successful authority was judged to be appropriate as the lead authority?”

Councillor Ray Manning, Leader of the Council, stated that the process of selecting lead authorities was more by logic than anything else. He outlined that Cambridge City Council had a broader legal service than the other Councils, that Huntingdonshire District Council already provided support for the City Council's CCTV system and that South Cambridgeshire District Council had already significantly contributed to joint working proposals for waste and recycling, so it made sense to allocate the lead authorities accordingly. This had been considered in liaison with the Leaders, Chief Executives and senior officers of all three Councils.

Councillor Bridget Smith outlined her support for shared services but questioned the lack of transparency around recent proposals for shared services and the appointment of lead authorities. She asked whether the Leader agreed with her that a more formal and recordable process for decision-making should be considered in relation to future shared services proposals.

Councillor Manning was of the view that the shared services proposals were operational in their character and that the Council should be guided by the recommendations of professional officers who had worked in partnership on a number of options for delivering services jointly. He added that shared services were not easy to set up but the system as it stood was working very well, with a significant grant having recently been awarded to Huntingdonshire District Council and South Cambridgeshire District Council.

10 (c) From Councillor Jonathan Chatfield

Councillor Jonathan Chatfield asked the following question:

“Could the Leader please outline all contact between South Cambridgeshire District Council and Persimmon Homes in the last 12 months and any proposed future contact?”

Councillor Mark Howell, Portfolio Holder for Housing, answered the question on behalf of the Leader and reported that until 17 November 2014 no contact had been made. However, the Council was contacted by Persimmon Homes on 19 November 2014 regarding the proposed Waterbeach development, but no further meetings had been planned at this stage.

Councillor Chatfield clarified that his reason for asking the question was due to residents of Aster Way and Sweetpea Way in Orchard Park expressing concerns about the lack of maintenance in respect of road repairs and street lighting. The Community Council had also tried to resolve these issues with Persimmon Homes but without success to date.

Councillor Robert Turner, Portfolio Holder for Planning, agreed that this was totally unacceptable and indicated that he would do whatever he could to seek a resolution.

11. NOTICES OF MOTION

11 (a) Standing in the name of Councillor John Williams (debate adjourned at previous meeting)

Debate on Councillor John Williams' motion regarding the merging of Cambridge City Council and South Cambridgeshire District Council kerb side waste collection services was adjourned at the last meeting, to allow for Cabinet to consider a detailed business case on the proposals. Cabinet considered the business case at its meeting on 16 October 2014 and Councillor Williams subsequently asked for his original motion to be withdrawn.

11 (b) Standing in the name of Councillor Robin Page

This motion was **DEFERRED** to the next meeting.

11 (c) Standing in the name of Councillor Aidan Van de Weyer

Councillor Aidan Van de Weyer proposed the following motion:

"This Council agrees that all votes, except for those taken by affirmation and for appointments, be recorded in the manner described in Standing Order 16.5 (Recorded Vote) and that the Constitution be amended accordingly".

Councillor Van de Weyer said that the Council needed to be making efforts to ensure that its processes were open and understandable. His proposal only related to decisions at Full Council meetings and he felt it essential that the electorate understood what their

Councillors were doing and how they were voting on decisions made by the Council. Transparency already existed with regard to Councillors' attendance at meetings and Councillor Van de Weyer thought that recorded voting was simply a further step to being more open. He reflected on how votes were usually recorded at Council meetings and stated that he had no way of showing which way he voted, and that no one else would be able to find out. It was for this reason that Councillor Van de Weyer wanted votes recording automatically and not left to the mechanism provided by the existing Standing Orders.

Councillor John Williams seconded the motion.

Councillor Ray Manning, Leader of the Council, moved that the motion be referred to the Civic Affairs Committee. This was seconded by Councillor Kevin Cuffley.

With 27 votes in favour, 12 against and 1 not voting, Council **REFERRED** consideration of this motion to the Civic Affairs Committee.

Enough Members as prescribed by the Council's Standing Orders requested a recorded vote. Votes were therefore cast as follows:

In favour

Councillors David Bard, Richard Barrett, Val Barrett, Anna Bradnam, Francis Burkitt, Tom Bygott, Kevin Cuffley, Alison Elcox, Sue Ellington, Andrew Fraser, Roger Hall, Lynda Harford, Philippa Hart, Roger Hickford, Mark Howell, Ray Manning, Mick Martin, Raymond Matthews, David McCraith, David Morgan, Charles Nightingale, Ben Shelton, Robert Turner, Bunty Waters, David Whiteman-Downes, Tim Wotherspoon and Nick Wright.

Against

Councillors Brian Burling, Jonathan Chatfield, Jose Hales, Tumi Hawkins, Sebastian Kindersley, Douglas de Lacey, Neil Scarr, Bridget Smith, Hazel Smith, Edd Stonham, Aidan Van de Weyer and John Williams.

Not voting

Councillor Cicely Murfitt.

12. DATES OF FUTURE MEETINGS 2015/16

Council **APPROVED** the following meeting dates for the 2015/16 municipal year:

21 May 2015
23 July 2015
24 September 2015
26 November 2015
28 January 2016
25 February 2016

13. CHAIRMAN'S ENGAGEMENTS

Council noted those engagements attended by the Chairman and Vice-Chairman since the last meeting.

The Meeting ended at 5.45 p.m.

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Agenda Item 8a



South
Cambridgeshire
District Council

Report To: Staffing and Finance Portfolio Holder

15 July 2014

Lead Officer: Executive Director Corporate Services

Localised Council Tax Support Scheme

Purpose

1. To review the operation of the 2013/14 and 2014/15 Localised Council Tax Scheme (LCTS) and to consider options for the LCTS Scheme for 2015/16,
2. This will be a key decision because it is likely to:
 - (a) result in the authority incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; and
 - (b) be significant in terms of its effects on communities living or working in an area comprising of two or more wards,and it was first published in the Forward Plan on 17 June 2014.

Recommendations

3. That the Finance and Staffing Portfolio Holder: is recommended to
 - (a) Note the feedback from the operation of the 2013/14 and 2014/15 Localised Council Tax Support(LCTS) scheme;
 - (b) Recommend to Cabinet and Council that the current LCTS scheme be continued for 2015/16

Reasons for Recommendations

4. The LCTS Scheme in 2013/14 and 2014/15 is working well and appears to be financially viable for 2015/16. The continuation of the scheme will allow time to evaluate other local authority schemes in operation and assess the administration impact of the introduction of Universal Credit.

Background

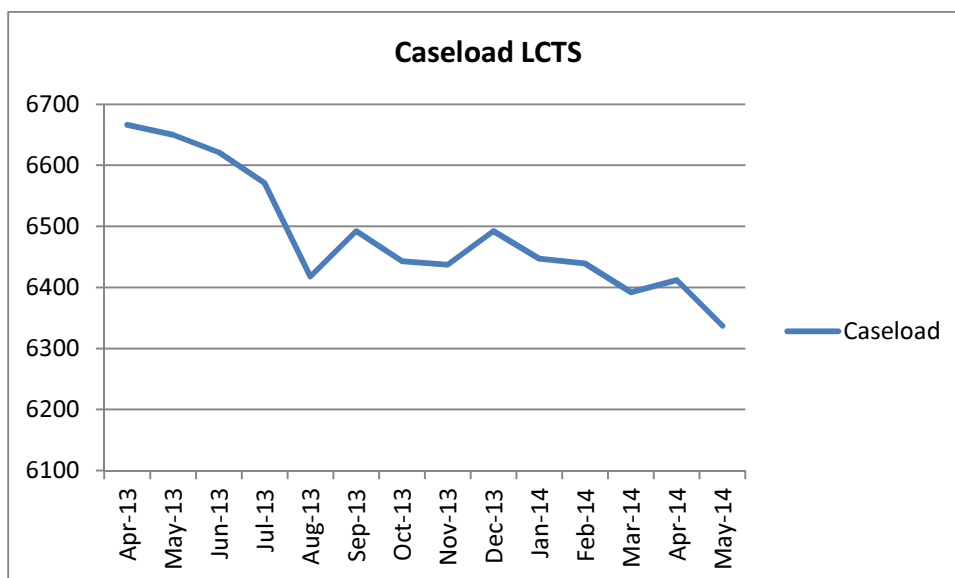
5. The amount of discounts awarded under LCTS in 2013/14 was less than estimate and it appears that this pattern continues in 2014/15 as expenditure is currently less than estimate. The number of residents receiving LCTS has decreased despite an increase in the number of properties within South Cambridgeshire.

6. The total amount of council tax support awarded to date is shown below:

	2013/14 Actual	2014/15 Current Projected
LCTS Pension Age (100% Scheme)	£3,275,710.89	£3,147,956.35
Protected Working Age (100% Scheme)	£1,554,779.63	£1,609,748.27
Working Age (91.5% Scheme)	£1,266,386.99	£1,270,451.00
Recovered Council Tax	- £ 92,752.17	- £ 10,969.78
Total	£6,004,125.35	£6,017,185.84
Council Tax Support Estimate	£6,506,000.00	£6,236,810.94

The increase in LCTS for 2014/15 is due to annual council tax increases; the increase in LCTS is less than the actual increase in Council Tax Charge.

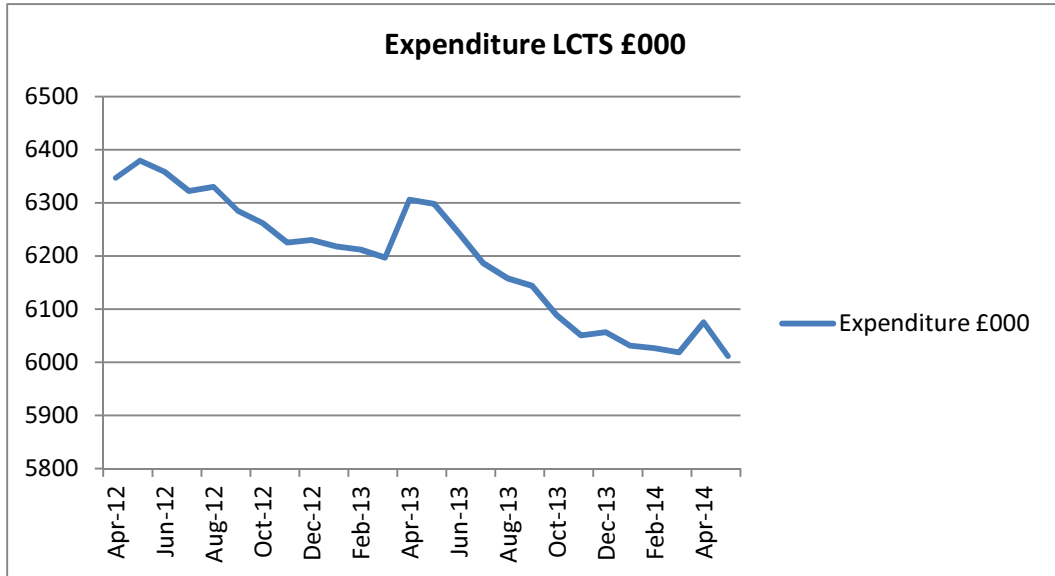
7. Number of residents receiving council tax support has decreased by more than 300 residents since the implementation of Localised Council Tax Support (LCTS) in April 2013.



8. The expenditure incurred for pensioners and those considered vulnerable working age (Protected 100% scheme) is around 79% of the total support bill; this means that savings to working age scheme would have significant effect on the amount of council tax payable for these residents. As an example a reduction of £300,000 shared between all major preceptors would require the working age scheme to be a 70% support scheme.

Considerations

9. The LCTS schemes for 2013/14 and 2014/15 have been easily understood by residents who have been affected by the changes.
10. There has to date been only one appeal against the council's LCTS scheme; this appeal was dismissed by the tribunal.
11. The current LCTS scheme in operation would still provide a scheme at minimal risk to the larger preceptors as the numbers of claimants is falling and expenditure is falling.



Increase expenditure in April is based on increased council tax payable; trend line of expenditure continues downwards.

12. Housing Benefit and the support scheme and Council Tax Benefit are administered together with the same basic which reduces the cost of administration for each claim.
13. The introduction of Universal Credit (UC) will mean that housing benefit for working age claimants will end. The implementation of UC has been slower than expected but is still expected to still be fully implemented by the end of 2017.
14. The introduction of UC will result in a reduction in administration grant and there will need to rationalise and streamline the process for LCTS claims administration to ensure that the cost of processing continues to be affordable. This would mean consideration of alternative schemes which are less onerous and easier to administer going forward.
15. There has been monthly monitoring of the tax base, collection rates and collection rates to provide assurance that the LCTS scheme currently in operation is financially viable.
16. The Council Tax Collection Rate for 2013/14 met the target of 99.1%. There have been no significant issues with collection despite the technical changes in council tax and the introduction of LCTS.

Options

17. **Option 1-** Continue the scheme currently in operation for 2015/16 and look at options for 2016/17
18. **Option 2-** The alternative option would be to consult on and design a new/amended scheme for 2015/16; this option would require considerable amount of work to bring forward alternative schemes.

Implications

Financial

19. The cost of the LCTS scheme for 2013/14 was less than estimate; current forecasting provisionally suggests that this will also be the case for 2014/15. Initial modelling suggests that the current scheme would be viable for 2015/16 in the context of the Council's Medium Term Financial Strategy.

Staffing

20. The introduction of the new scheme in 2013/14 combined with the welfare reform changes in housing benefit resulted in increased customer contact. The additional contact was managed by the contact centre by the employment of team staff for a short period. There would be a need to be a scoping exercise undertaken to assess the possible increase in customer contact, its impact and the likely cost and funding arrangements for providing a similar arrangement for 2015/16 if a change to current scheme was likely.

Risk Management

21. The funding arrangements of LCTS mean the impact of increasing demand and cost is a risk for all major preceptors.
22. The Council and its precepting partners will continue to closely monitor economic and social changes locally to ensure there is a contingency for possible shortfalls in funding. The current scheme has an allowance for these risks by designs and currently costs less than budget; which allows for some of the risk to be mitigated.

Consultation responses (including from the Youth Council)

23. A large scale consultation for LCTS was undertaken during 2012/13 with the following bodies:

Members of Voluntary bodies, Citizen Advice Bureaux, tenants participation group

Major Preceptors:

Cambridgeshire County Council
Cambridgeshire and Peterborough Fire Authority
Cambridgeshire Police Authority

Residents face to face, by post and online
Scrutiny and Overview Committee- Benefit Reform Workshop

Effect on Strategic Aims

24. The provision of Localised Council Tax Support (LCTS) is part of the council action to ensure the impacts of the welfare reforms are implemented as smoothly and effectively as possible and this has been achieved the scheme which is currently in place.

Background Papers

None

Report Author: Alex Colyer – Executive Director Corporate Services
Telephone: (01954) 713023

Dawn Graham – Benefits Manager
Telephone: (01954) 713085

Agenda Item 8c

South Cambridgeshire District Council Petitions Scheme

Introduction

The Council welcomes petitions as one way in which residents can let us know their concerns. We set out below how the authority will respond to petitions it receives.

We have appointed a Petitions Officer, who is responsible for receiving, managing and reporting all valid petitions sent to the authority. Please address hard copies of petitions to –

Democratic Services Team Leader
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge CB23 6EA
democratic.services@scamb.gov.uk

You can also submit petitions electronically via the our e-petitions system at www.scamb.gov.uk/petitions

The Petitions Officer can also provide you with advice about how to petition the authority or the progress of your petition, at either of the above addresses or by telephone at 01954 713030.

What is a petition?

We treat as a petition any communication which is signed by or sent to us on behalf of a number of people. The type of petition will determine the number of signatures required for it to be valid and how it will be processed. There are five different types of petition, as set out below:

1. Consultation Petitions

These are petitions in response to an invitation from the authority for representations on a particular proposal or application, for example on planning or licensing applications. Consultation petitions do not require a minimum number of signatures and will be reported to a public meeting of the person or body which will be taking the decision on the application or proposal.

2. Statutory Petitions

Particular Acts of Parliament require the Council to consider petitions, for example a petition for a directly-elected Mayor. The number of signatures required will depend on the relevant statute. A petition submitted under such a specific statute will be reported to the next available meeting of the Council in accordance with the statutory requirements.

3. Petitions for Debate

If you want your petition to be reported to and debated at a meeting of the Council it must contain at least 100¹ signatories or 50% of the electorate of a particular parish to which the petition may relate, whichever is the lowest. These petitions will be taken to the next meeting of Council, excluding annual council or an extraordinary council meeting. The following process will be followed:

¹ The number of signatories or petitioners required for Petitions for Debate, and for Petitions to Hold and Officer to Account have been set by the authority to try to ensure that matters of genuine concern can be brought to the authority's attention. These requirements will be reviewed periodically in the light of the number of petitions received, to ensure that the requirements are not excessive.

- a) Petition organiser (or a representative) to present the petition for up to 3 minutes
- b) Relevant Portfolio Holder invited to respond to the petition for up to 3 minutes
- c) Local Councillors (if necessary) invited to respond to the petition for up to 3 minutes
- d) Council to debate the petition and make a decision to either:
 - vote in support of the petition;
 - vote against the petition;
 - note the petition;
 - refer the petition to another body, Portfolio Holder or officer for consideration;
 - agree any other appropriate action.

A maximum of 30 minutes will normally be allowed at the meeting to consider the petition. The Chairman may use his or her discretion to extend this timescale if necessary. Any petition relevant to a particular item of business will be discussed under that item whilst petitions that do not relate to an ordinary item of business will be considered at the start of the meeting.

If any clarification of what the petitioner has said is required, the Chairman will have the discretion to allow Councillors to ask questions.

4. Petitions to Hold an Officer to Account

If you want your petition to be considered at a meeting of the Partnerships Review Committee or Scrutiny and Overview Committee, where an officer will be required to answer questions on the conduct of a particular matter, your petition should contain at least 500 signatories. The authority has determined that such petitions must relate to the Chief Executive or Director or a Head of Service of the authority. Please note that where the petition raises issues of competence or misconduct, the petition will be referred to the Chief Executive (or to the Human Resources Manager in respect of the Chief Executive) and will be considered under the authority's Disciplinary Procedures, and not under this Petitions Procedure². The following process will be followed:

- a) Petition organiser (or a representative) to present the petition for up to 3 minutes and set out any questions they would like to be addressed
- b) Relevant officer invited to respond to the petition and address any questions raised
- c) Local Councillors (if necessary) invited to respond to the petition for up to 3 minutes
- d) Committee to debate the petition and make a decision to either:
 - vote in support of the petition;
 - vote against the petition;
 - note the petition;
 - refer the petition to another body, Portfolio Holder or officer for consideration;
 - agree any other appropriate action.

If any clarification of what the petitioner has said is required, the Chairman will have the discretion to allow Councillors to ask questions.

5. Ordinary Petitions

These are petitions which do not come within any of the above specific types of petition and will require 50 signatures to be valid.

² Note that the Local Democracy, Economic Development and Construction Act 2009 makes no provision for handling petitions which raise issues of officer or member misconduct or officer competence, but in practice such petitions cannot be handled under the Petitions Procedure and must be handled under the procedures appropriate to such matters.

The Petitions Officer will arrange for each Ordinary petition to be reported to the next convenient meeting of the most relevant Portfolio Holder, Cabinet or a Committee or Sub-Committee of Council, which has the power to take a decision on the matter in question.

The Chairman of the meeting will invite the petition organiser (or a representative) to present their petition for up to three minutes. Any local Councillors present will also have the opportunity to address the meeting for up to three minutes. If any clarification of what the petitioner has said is required, the Chairman will have the discretion to allow councillors to ask questions.

Any petition relevant to a particular item of business will be discussed under that item whilst petitions that do not relate to an ordinary item of business will be considered at the start of the meeting.

What information does a petition have to include?

A petition should include:

A clear statement of your concerns and what you want the authority to do

This must relate to something which is the responsibility of South Cambridgeshire District Council, or over which the Council has some influence. Where a petition relates to a matter over which the Council has no responsibility or influence, we will return the petition to the petition organiser with an explanation and recommendation as to where it could be submitted.

The name and contact details of the “petition-organiser”

Contact details may be either the postal address or an email address of the petition organiser or someone to whom you would like any correspondence about the petition to be sent.

You may also include the addresses of petitioners, which may be useful to the authority, for example, in assessing the degree of local support or opposition to a planning application, but this is not essential.

If you are submitting the petition in response to our consultation on a specific matter, please identify the matter which it relates to, so that we can ensure that your petition is considered along with the original matter.

Is my petition guaranteed to be reported to a meeting of the Council?

If your petition includes all of the information outlined above, depending on the type of petition, it will normally be reported to a Portfolio Holder, a meeting of Cabinet, Council or a Committee or Sub-Committee of Council, whichever is the most relevant. There are certain exemptions, however, that may change the way in which your petition is presented or prevent the submission or reporting of your petition altogether. These are set out below:

Duplicate Petitions

Where more than one petition is received in time for a particular meeting, each supporting the same outcome on one matter, or which are broadly similar in intent, each petition organiser will be treated as an independent petition organiser but only the petition organiser of the first petition to be received will be invited to address the relevant meeting.

Repeat Petitions

A petition will not be considered where it is received within 6 months of another petition or public question being considered by the authority on the same matter.

Rejected Petitions

Petitions will not be reported if in the opinion of the Chief Executive, in consultation with the Monitoring Officer, they are abusive or libellous; frivolous, vague or ambiguous; rude, offensive, defamatory, scurrilous or time-wasting; require the disclosure of confidential or exempt information or are otherwise considered to abuse the Council's powers, duties or obligations; or which do not relate to something which is the responsibility of the authority, or over which the authority has some influence.

Petitions relating to applications for a permission, consent or licence yet to be determined or in response to a consultation

Petitions relating to applications for a permission, consent or licence yet to be determined or in response to a consultation will be reported to the relevant regulatory committee or referred to the relevant Portfolio Holder or decision-making body along with other responses to the consultation.

The interpretation of this criteria will be made by the Chief Executive and/or Monitoring Officer, with the Chairman of the Council and the Chairman of the Scrutiny and Overview Committee.

What happens when a petition is received?

Whenever a petition is received:

- Within two working days of the petition being received, the Petitions Officer will acknowledge receipt to the petition organiser.
- In some cases, the Petitions Officer may be able to resolve the petitioners' request directly, by getting the relevant Portfolio Holder or officer to take appropriate action. For example where the petition relates to fly-tipping and the authority can arrange for it to be cleared up directly. Where this is done, the Petitions Officer will ask the petition organiser whether he or she considers that the matter is resolved.
- Unless the matter has been resolved to the satisfaction of the petition organiser, the Petitions Officer will within five working days of receipt of the petition provide a substantive response to the petition organiser setting out who the petition will be reported to for consideration, providing it has the requisite number of signatures and meets the exemption criteria. Details of when and where any meeting will take place will also be confirmed and the petition organiser will be invited to attend the relevant meeting and address it for up to 3 minutes on the issue covered by the petition.
- Whilst we are committed to dealing with petitions promptly, a petition will normally need to be received at least 10 working days before a relevant meeting if it is to be reported to that meeting. Where it is necessary to undertake a significant amount of work to collect information and advice to enable the matter to be properly considered, it may be necessary for the Petitions Officer to decide that the petition will be considered at the following meeting of the relevant body.
- At the same time as responding to the petition organiser, the Petitions Officer will notify political group leaders / convenors and relevant local Councillors and officers of receipt of the petition.
- Within 5 working days of receipt of a valid petition, the Petitions Officer will activate the petition on the authority's website: www.scambs.gov.uk/petitions and this applies to both petitions that are submitted electronically via the above webpage and to the more traditional paper petitions. The petition organiser's name and contact details will only be included on the website if he or she so requests.

- At each stage of the consideration of the petition, within 5 working days of any decision, the Petitions Officer will ensure that the petitions website is updated to ensure that petitioners can track progress of their petition.

What can I do if I am dissatisfied with how my petition has been dealt with?

You have the right of appeal if you are dissatisfied with the Council's decision relating to your petition or the way in which your petition was been dealt with.

The Council's Scrutiny and Overview Committee will consider these appeals, following the below process:

- The petition organiser to submit an appeal by contacting the Petitions Officer.
- Within 5 working days of receipt of intention to appeal, the Petitions Officer will notify the petition organiser of the time, date and place of the next convenient meeting of the Scrutiny and Overview Committee.
- The petition organiser will be invited to address the Committee for up to 3 minutes on why the Council's decision or the handling of the petition was inadequate. Any local Councillors, if relevant, will also be invited to this meeting.
- The Scrutiny and Overview Committee cannot make decisions, but can make recommendations to the relevant decision making body.

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Report To: Employment Committee
Lead Officer: Executive Director, Corporate Services

21 January 2015

PAY POLICY STATEMENT

Purpose

1. This report appraises Members of the Employment Committee of the requirements of the Localism Act in relation to a pay policy statement.

Recommendations

2. That the Employment Committee:
 - (a) consider the updated pay policy statement as required by the Localism Act;
 - (b) recommend the pay policy statement to Full Council.

Reasons for Recommendations

3. The pay policy statement, as drafted for South Cambridgeshire District Council, fulfils the requirements as defined in the Localism Act 2011 sections 38 to 40.

Background

4. The 2011 Hutton Review of Fair Pay recommended a requirement to openly compare the policies on remuneration for chief officers, and details of how decisions are made about the salaries of the highest paid officers and how that relates to the lowest paid.
5. The Localism Act 2011 requires English local authorities to produce a statutory pay policy statement for each financial year. The pay policy statement must be approved by a resolution of Full Council and must include pay and other remuneration for chief officers and other employees, including the lowest paid. The DCLG statutory guidance on the Localism Act refers to "Openness and accountability in local pay" and covers such matters as pay fairness in the public sector by increasing transparency over pay and tackling disparities between the lowest and the highest paid in public sector organisations.
6. Remuneration is defined widely, to include pay, charges, fees (such as returning officer fees), allowances, and benefits in kind, pension, termination, performance bonus and severance payments. The statement should also refer to the authority's approach to the re-employment of officers and, in particular senior officers who have returned to a local authority into a similar senior officer role.
7. The Council's strategy must be one of balancing between securing and retaining high-quality employees whilst maintaining pay equality and avoiding excessive pay rates. In developing the policy the authority must be satisfied that its policy is workable, affordable and reasonable and, that it will instil public confidence.

Considerations

8. In February 2014, the Council approved the pay policy statement for the authority. This policy has been reviewed and updated, with 2014/2015 pay and organisational structures and job titles, and is attached at **Appendix A**.
9. This report sets out the requirements of the Localism Act 2011 in relation to the development of a Pay Policy Statement for South Cambridgeshire District Council. It appraises Members of the definitions and principles, such as transparency and affordability, to be considered in order to ensure that the Council meets the statutory requirements. In adopting the proposed Pay Policy Statement as set out above, the authority will have fulfilled this requirement.

Implications

10. 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

11. None at present, salaries referred to in the statement are within current budgets.

Legal

12. The Localism Act 2011 requires the Council to have a Pay Policy Statement.

Staffing

13. Pay and benefits for Council employees remains a key element in terms of attracting and retaining talent and therefore delivering first class services. The Council's pay and reward strategy has been developed to ensure that employee pay is based on a fair and transparent evaluation process. When setting salary paycales consideration is given to a variety of factors including the Living Wage, along with other national and market inputs.

Equality and Diversity

14. The Council's pay grades and evaluation method meets the requirements of the current Equality Act 2010.

Consultation responses (including from the Youth Council)

15. Trade Unions were fully involved in the Job Evaluation project and, as such, have been consulted throughout the process of achieving the Single Status Agreement and pay and grading structures. Employees were consulted and balloted on the Single Status Agreement, which details the Council's approach to pay and benefits.

Background Papers

16. The following background papers were used in the preparation of this report:
Local Government Association and ALACE guidance dated November 2011
DCLG Code of recommended practice for Local Authorities on transparency
September 2011

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Decision by Full Council on 27 November 2014

Greater Cambridge City Deal Governance Arrangements

Council:

- (a) **APPROVED** the Terms of Reference for the Executive Board, subject to the deletion of the words 'at the discretion of the Chairman' at paragraph 11 of the Standing Orders set out in Annex A.
- (b) **APPROVED** the delegation of the Council's functions referred to in 4.3 of the Terms of Reference for the Executive Board.
- (c) **APPOINTED** the Leader of the Council to represent the Council on the Executive Board.
- (d) **APPOINTED** Councillor Simon Edwards as the Council's substitute representative on the Executive Board.
- (e) **RECOMMENDED** to Cambridgeshire County Council that it appoints Members to sit on the Joint Assembly from Divisions in the Greater Cambridge area only.
- (f) **APPROVED** the Terms of Reference for the Joint Assembly.
- (g) **REQUESTED** that officers from the three partner Councils investigate arrangements for the provision of alternate or substitute Members in respect of the Joint Assembly and report back in due course.
- (h) **AUTHORISED** the Leader of the Council to appoint the Council's three representatives on the Joint Assembly, in accordance with the Council's principles of proportionality.

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GREATER CAMBRIDGE CITY DEAL JOINT ASSEMBLY

TERMS OF REFERENCE

1. Parties

Cambridge City Council
 Cambridgeshire County Council
 South Cambridgeshire District Council
 The Greater Cambridge Greater Peterborough Enterprise Partnership
 The University of Cambridge

2. Status

The Greater Cambridge City Deal Joint Assembly has been established by Cambridge City Council, Cambridgeshire County Council and South Cambridgeshire District Council. It is a joint advisory committee of the three Councils, established under section 102(4), Local Government Act, 1972.

3. Membership

3 elected members appointed by each of the three member Councils
 3 members nominated by the Greater Cambridge Greater Peterborough Enterprise Partnership
 3 members nominated by the University of Cambridge

4. Functions of the Joint Assembly

- 4.1 The Joint Assembly is established to advise the Greater Cambridge City Deal Executive Board with regard to the latter's role in achieving the objectives of the Greater Cambridge City Deal Agreement dated 19 June 2014.
- 4.2 The Assembly will act as a forum for discussion with a wider range of members and stakeholders across the Greater Cambridge area, so that the Executive Board benefits from a wider range of expertise in making its decisions.
- 4.3 To this end, the Assembly may receive and comment on ("pre-scrutinise") reports to the Executive Board, may offer advice to the Board on the discharge of its functions and may review its work.
- 4.4 The Assembly may develop its own work programme and submit reports or recommendations to the Executive Board for consideration, as appropriate.

5. Professional and administrative support

5.1 Committee management and administrative support to the Joint Assembly will be provided by South Cambridgeshire District Council.

5.2 Other professional support will be provided to the Assembly on an ad hoc basis as agreed between the three Councils.

6. Standing Orders

The Joint Assembly will be governed by the Standing Orders set out in Annex A attached to these Terms of Reference.

7. Costs

The three Councils, the Greater Cambridge Greater Peterborough Enterprise Partnership and the University of Cambridge will each bear its own costs in relation to the operation of the Joint Assembly.

GREATER CAMBRIDGE CITY DEAL JOINT ASSEMBLY

STANDING ORDERS

1. Membership

- 1.1 The Joint Assembly will have a membership of 15, with each Council being entitled to appoint three members and the Greater Cambridge Greater Peterborough Enterprise Partnership and the University of Cambridge both being entitled to nominate three members.
- 1.2 The appointments of the three Councils will represent the political composition of the Greater Cambridge area. Appointments by Cambridge City Council and South Cambridgeshire District Council will therefore be proportional to the political composition of the respective authority, whereas appointments by Cambridgeshire County Council will be proportional to those electoral divisions that fall within the Greater Cambridge area.
- 1.3 Members nominated by the Greater Cambridge Greater Peterborough Enterprise Partnership and the University of Cambridge will become co-opted members on endorsement by the Executive Board.

2. Alternate or substitute members

No alternate or substitute members will be permitted on the Joint Assembly.

3. Term of office

- 3.1 The term of office of members and alternate or substitute members from the three Councils shall end:
- if rescinded by the appointing Council; or
 - if the member ceases to be a member of the appointing Council.
- 3.2 The Greater Cambridge Greater Peterborough Enterprise Partnership and University of Cambridge may at any time ask the Joint Assembly to replace their nominated co-opted member and alternate or substitute member by way of further nomination.

4. Appointment of Chairman and Vice-Chairman

- 4.1 The Joint Assembly will appoint a Chairman and Vice-Chairman at its first meeting and thereafter annually at the first meeting following the Annual Meetings of the three Councils. The Chairman and, in his or her absence, the Vice-Chairman will have a casting vote.

- 4.2 Where there are three or more candidates for appointment and there is, after balloting, no candidate with a clear majority, meaning in this case the votes of more than 50% of members present and voting, the candidate with the least number of votes will withdraw and there will be a fresh ballot of remaining candidates; and so on until a candidate has that majority.

5. Quorum

- 5.1 The quorum for meetings of the Joint Assembly will be five members.
- 5.2 If there is no quorum at the published start time for the meeting, a period of ten minutes will be allowed, or longer, at the Chairman's, discretion. If there remains no quorum at the expiry of this period, the meeting will be declared null and void.
- 5.3 If there is no quorum at any stage during a meeting, the Chairman will adjourn the meeting for a period of ten minutes, or longer, at their discretion. If there remains no quorum at the expiry of this period, the meeting will be closed and the remaining items will be declared null and void.

6. Member conduct

- 6.1 Joint Assembly members appointed by the three Councils shall be bound by the Code of Conduct of their nominating authority. Assembly members nominated by the Greater Cambridge Greater Peterborough Enterprise Partnership and the University of Cambridge will be bound by the Code of Conduct of South Cambridgeshire District Council.
- 6.2 If a member persistently disregards the ruling of the Chairman, or person presiding the meeting, by behaving improperly or offensively or deliberately obstructs business, the Chairman, or person presiding the meeting, may move that the member be not heard further. If seconded, a vote will be taken without discussion.
- 6.3 If the member continues to behave improperly after such a motion is carried, the Chairman, or person presiding the meeting, may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, a vote will be taken without discussion.

7. Notice of and summons to meetings

- 7.1 Notice will be given to the public of the time and place of any meeting of the Joint Assembly in accordance with the Access to Information rules of South Cambridgeshire District Council.
- 7.2 At least five clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the Joint Assembly. The agenda will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such details as are available.

8. Meeting frequency

The Joint Assembly may set its own timetable for meetings but will initially meet quarterly, normally on a date preceding meetings of the Executive Board in order to allow the Assembly to consider issues the Board will be taking decisions on and advise accordingly.

9. Voting

9.1 All Joint Assembly members will be voting members.

9.2 Voting for meetings of the Joint Assembly will be conducted on the basis of a simple majority.

10. Reports and recommendations from the Joint Assembly to the Executive Board

The Chairman of the Joint Assembly, or a nominated representative on his or her behalf, will be entitled to attend meetings of the Executive Board to present reports and recommendations from the Assembly as appropriate.

11. Questions by the public and public speaking

At the discretion of the Chairman, members of the public may ask questions at meetings of the Joint Assembly. This standard protocol is to be observed by public speakers:

- (a) notice of the question should be given to the Democratic Services team at South Cambridgeshire District Council (as administering authority) by 10am the day before the meeting;
- (b) questioners will not be permitted to raise the competence or performance of a member, officer or representative of any partner on the Joint Assembly, nor any matter involving exempt information (normally considered as 'confidential');
- (c) questioners cannot make any abusive or defamatory comments;
- (d) if any clarification of what the questioner has said is required, the Chairman will have the discretion to allow other Assembly members to ask questions;
- (e) the questioner will not be permitted to participate in any subsequent discussion and will not be entitled to vote;
- (f) the Chairman will decide when and what time will be set aside for questions depending on the amount of business on the agenda for the meeting. Normally questions will be received as the first substantive item of the meeting;
- (g) individual questioners will be permitted to speak for a maximum of three minutes;

- (h) in the event of questions considered by the Chairman as duplicating one another, it may be necessary for a spokesperson to be nominated to put forward the question on behalf of other questioners. If a spokesperson cannot be nominated or agreed, the questioner of the first such question received will be entitled to put forward their question.

12. Petitions

12.1 At the discretion of the Chairman, members of the public may submit and present petitions to the Joint Assembly. This standard protocol is to be observed by petitioners:

- (a) petitions should include a clear statement of the petition organiser's concerns and what they would like the Joint Assembly to do;
- (b) petitions must relate to something which is within the responsibility of the Joint Assembly, or over which the Assembly has some influence;
- (c) petitions must include the name and contact details of the petition organiser;
- (d) petitions must include at least 500 signatures. Petitions below this threshold will not be presented to the Joint Assembly, but Assembly members will be notified of them as long as they contain at least 50 signatures;
- (e) petitions must be submitted to the Democratic Services Team at South Cambridgeshire District Council (as the administering authority) either in paper format or using its e-petitions facility at least 5 clear working days before the date of the meeting;
- (f) petition organisers will be permitted to present their petitions for a maximum of three minutes;
- (g) where more than one petition is received in time for a particular meeting and they are considered by the Chairman as supporting the same outcome or being broadly similar in intent, it may be necessary for a spokesperson to be nominated and present the petitions. If a spokesperson cannot be nominated or agreed, the petition organiser of first petition received will be entitled to present their petition;
- (h) petitions will be rejected if the Chairman considers them to be abusive or libellous, frivolous, vague or ambiguous, rude, offensive, defamatory, scurrilous or time-wasting or require the disclosure of exempt information (normally considered as 'confidential').

12.2 Any matters arising from petitions considered by the Joint Assembly can be reported to the Executive Board as per Standing Order 10.

13. Participation at Joint Assembly meetings by other members of partner Councils or other representatives of partner bodies

At the discretion of the Chairman, other elected members of the three partner Councils or other representatives from the Greater Cambridge and Greater Peterborough Enterprise Partnership or the University of Cambridge may be entitled to speak and participate at meetings of the Assembly.

14. Minutes

- 14.1 The Chairman will sign the minutes of the proceedings at the next suitable meeting. The Chairman will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.
- 14.2 The minutes will be accompanied by a list of agreed action points, which may be discussed in considering the minutes of the previous meeting should they not be specifically listed as items on the agenda for the meeting.

15. Exclusion of the public and press

Members of the public and press may be excluded from meetings in accordance with the Access to Information rules of South Cambridgeshire District Council with regard to the consideration of exempt or confidential information.

16. Recording of proceedings

The recording in any format of meetings of the Joint Assembly is permitted, except:

- where the Chairman, or person presiding the meeting, rules that filming is being undertaken in such a way that is disruptive or distracting to the good order and conduct of the meeting;
- where the public have been excluded from the meeting in accordance with the Access to Information rules of South Cambridgeshire District Council during the consideration of exempt or confidential information.

17. Disturbance by public

- 17.1 If a member of the public interrupts proceedings, the Chairman, or person presiding the meeting, will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room.
- 17.2 If there is a general disturbance in any part of the meeting room open to the public, the Chairman, or person presiding the meeting, may call for that part to be cleared.
- 17.3 If there is a general disturbance making orderly business impossible, the Chairman, or person presiding the meeting, may adjourn the meeting for as long as he or she thinks is necessary.

18. Interpretation of Standing Orders

The ruling of the Chairman of the Joint Assembly as to the application of these Standing Orders shall be final.

19. Suspension of Standing Orders

Any of these Standing Orders may, as far as is lawful, be suspended by motion passed unanimously by those entitled to vote.