



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 21 MAY 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:

- Working Together
- Integrity
- Dynamism
- Innovation

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, 21 MAY 2015

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

DATED 13 May 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

- 1. ELECTION OF CHAIRMAN OF THE COUNCIL 2015/16**
To elect the Chairman of the Council for the 2015/16 Civic Year.
- 2. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL 2015/16**
To elect the Vice-Chairman of the Council for the 2015/16 Civic Year.
- 3. APOLOGIES**
To receive any apologies for absence.
- 4. DECLARATIONS OF INTEREST**
To receive any declarations of interest for items on this agenda.
- 5. REGISTER OF INTERESTS**
Members are requested to inform Democratic Services of any changes in their Register of Members' Financial and Other Interests form.
- 6. MINUTES**
To authorise the Chairman to sign the Minutes of the meeting held on 26 February 2015 as a correct record.

(Pages 1 - 14)

7. REPORT OF THE RETURNING OFFICER

Democratic Services Contact Officer: Graham Watts 03450 450 500 democratic.services@scambs.gov.uk

To **RECEIVE** the attached report on the results of the local elections held on 7 May 2015.

(Pages 15 - 18)

8. ANNOUNCEMENTS

To receive any announcements from the Chairman, Leader, the Executive or the Head of Paid Service.

9. QUESTIONS FROM THE PUBLIC

To note that no questions from the public have been received.

10. PETITIONS

To note that no petitions for consideration by Full Council have been received.

11. ERMINE STREET HOUSING LTD: RE-APPOINTMENT OF DIRECTOR

To **APPROVE** the re-appointment of Stephen Hills as Director of the Council's housing company, Ermine Street Housing Ltd, for a further 12 months alongside his role as Director of Housing for the Council

12. ALLOCATION OF SEATS TO COMMITTEES FOR 2015/16

To **APPROVE**:

- (a) The allocation of seats on committees.
- (b) The nominations of the political group leaders to seats on committees.
- (c) The appointment of Chairmen and Vice-Chairmen of committees.
- (d) The re-appointment of Grant Osbourn as the Council's lead independent person and Gillian Holmes as the Council's deputy independent person.

(Appendices C and D of the report will follow).

(Pages 19 - 28)

13. APPOINTMENTS TO OUTSIDE, JOINT AND OTHER MEMBER BODIES FOR 2015/16

To **APPROVE** appointments to outside bodies for 2015/16.

(Recommendations from Group Leaders will follow).

14. JOINT SCRUTINY & OVERVIEW COMMITTEE AND PARTNERSHIPS REVIEW

COMMITTEE ANNUAL REPORT 2014/15

To **APPROVE** the joint Scrutiny & Overview Committee and Partnerships Review Committee Annual Report for 2014/15.

(Pages 29 - 46)

15. MAJOR OPPOSITION GROUP LEADER'S ANNUAL STATEMENT

To **RECEIVE** the Major Opposition Group Leader's Annual Statement.

(Pages 47 - 48)

16. CHANGES TO THE OFFICER EMPLOYMENT PROCEDURE RULES REGARDING THE DISMISSAL OF CHIEF OFFICERS

Council is **RECOMMENDED**:

- (a) To amend the Officer Employment Procedure Rules in accordance with Appendix 1 of the report.
- (b) To amend the terms of reference of the Employment Committee in accordance with Appendix 2 of the report.
- (c) To invite the Independent Remuneration Panel to consider whether the annual allowance of the lead and deputy independent persons should be increased to acknowledge their new responsibilities under this legislation to consider a fixed payment should it be necessary for them to act in this capacity.
- (d) To provide the Employment Committee with the delegated authority to consider and make a decision on the Independent Remuneration Panel's recommendations in relation to the annual allowance of the lead and deputy independent persons, or the introduction of a fixed payment.

(Pages 49 - 58)

17. RISK MANAGEMENT STRATEGY

To **NOTE** the Council's Risk Management Strategy and the Strategic Risk Register.

(Pages 59 - 96)

18. WRITE-OFFS 2014/15

(The report for this item will follow).

19. QUESTIONS FROM COUNCILLORS

19 (a) Councillor Douglas de Lacey

"We do not have many statutory obligations. One key such obligation is to provide a waste collection service. Please would the Portfolio Holder explain why for nearly three weeks at Easter we failed in our duty to empty the public rubbish and dog bins in Girton, leading to piles of dog faeces at the foot of every bin, an unsightly health hazard?"

19 (b) Councillor Aidan Van de Weyer

“In response to the Syrian refugee crisis, in which 4 million people have fled Syria for neighbouring countries, the Government set up the Syrian Vulnerable Persons Relocation (VPR) scheme to help a few of the most vulnerable, such as those requiring medical attention unavailable in the initial host country or those who are otherwise at risk. This scheme depends on the cooperation of local councils to provide small numbers of houses and other services. What action has this Council taken to explore participation in the VPR scheme and in particular to assess the resource requirements and the consequences of providing such help to the Council’s other work?”

19 (c) Councillor John Williams

“In responding to a question about the reduced waste and recycling collections over the Christmas period at the full council meeting on 26 February 2015 the then Portfolio Holder for Environmental Services expanded his response to include the affect the changes are having on staffing and the budget; however he made no mention of the adverse affect the new arrangements are having on other front line street services under his responsibility such as road sweeping. Could the Leader explain why this important adverse affect of the delivery of the new waste and recycling service was not also made known to all members of this council at that meeting?”

19 (d) Councillor Sebastian Kindersley

“The Government plans to extend the Right to Buy scheme to tenants in properties owned by Registered Social Landlords.

I am sure we all fully support the aspiration of homeownership. However, extending Right to Buy to housing associations is the wrong solution to our housing crisis. Following 40 years of successive governments’ failure to build the homes the country needs, soaring rents and house prices and the biggest baby boom since the 1950’s, ensuring that there are enough homes today and tomorrow must be our nation’s top priority.

Will the Portfolio Holder and/or Leader make representation to the highest level of Government highlighting grave concerns about this plan which will do nothing to help people into quality housing and which is likely to bring the number of affordable homes built crashing down as banks withdraw funding from the RSL sector?”

20. CHAIRMAN'S ENGAGEMENTS

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

Date	Event	Attended by
5 March 2015	Annual Awards Ceremony. South Cambridgeshire Hall	Chairman
7 March 2015	Opening of new Whittlesford & Duxford Scouting Headquarters, Duxford	Chairman
9 March 2015	Fly a Flag for the Commonwealth, South Cambridgeshire Hall	Vice-Chairman
7 April 2015	Swifts/Windmill Estate Regeneration completion event, Fulbourn	Chairman
11 April 2015	WI Annual Council Meeting, Comberton	Vice-Chairman

19 April 2015	Mayor of Peterborough Civic Service, St John's Church Barnack	Vice-Chairman
23 April 2015	St George's Day Flag Raising, South Cambridgeshire Hall	Chairman
24 April 2015	RAF Wing Commanders Spring Reception, RAF Alconbury	Chairman
25 April 2015	Opening of Lt Shelford Sports Pavilion	Chairman
29 April 2015	Swifts Estate Fulbourn Celebration Event	Chairman
1 May 2015	Mayor of Huntingdon Charity Event Ladies Evening, Medway Centre Huntingdon	Vice-Chairman
9 May 2015	Mayor of Huntingdon Charity Event Mad Hatters Tea Party, Holiday Inn Huntingdon Racecourse	Vice-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.

