



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 28 JANUARY 2016

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, 28 JANUARY 2016

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

DATED 20 January 2016

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. **APOLOGIES**
To receive any apologies for absence from Members.
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members.
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 26 November 2015 and the extraordinary meeting held on 30 November 2015 as correct records.
(Pages 1 - 20)
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 Council have been received.

8. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

8 (a) Localised Council Tax Support Scheme (Finance and Staffing Portfolio Holder Meeting, 20 October 2015)

The Finance and Staffing Portfolio Holder **RECOMMENDED** to Council that it approves the Localised Council Tax Support Scheme for 2016/17.

The Council Tax Reduction Scheme (Prescribed Requirements) (England) (Amendment) Regulations 2014 were laid before Parliament on 16 December 2015 and came into force on 14 January 2016.

These Regulations allow for annual uprating of calculation components for pensioner Council Tax support including uprated figures for non-dependant deductions, and abolish the family premium from 1 May 2016. Those in receipt of family premium at 30 April 2016 will be subject to a transitional protection arrangement. There has been some minor amendments to the regulation which enable the Council tax Support legislation to mirror Housing Benefit legislation.

A full version of the revised Localised Council Tax Support Scheme document and the Council Tax Reduction Scheme) have been published separately and can be viewed via the following link:

<http://scambs.moderngov.co.uk/documents/s93075/Council%20Tax%20Support%20Scheme.pdf>

8 (b) First Phase Consultation Response to the Local Government Boundary Commission for England's South Cambridgeshire Electoral Review (Civic Affairs Committee, 12 January 2016)

The Civic Affairs Committee **RECOMMENDED** to Council that the warding proposal as set out in Appendix 1 of the report, developed by the Member Champion in consultation with all Members, be submitted to the Local Government Boundary Commission for England as a Council response to the first phase of the review.

(Pages 21 - 28)

8 (c) Review of Council Standing Orders (Civic Affairs Committee, 12 January 2016)

The Civic Affairs Committee **RECOMMENDED** to Council:

- (a) The amendments to Council Standing Orders as set out at paragraphs 12.4, 14.6 (g) to (i) and 24 of Appendix A to the report, subject to paragraph 24 excluding Portfolio Holder Meetings.
- (b) The trial introduction of a new format for questions by Members at meetings of Council to include the usual process for submitting written questions by notice followed by the ability to ask questions without notice, including questions in relation to the Greater Cambridge City Deal, within a total timeframe of 30 minutes. This procedure would be reviewed again by the Committee in six months.

- (c) The amendment of the Scrutiny and Overview Procedure Rules to reflect the reduction of the quorum for both the Scrutiny and Overview Committee and Partnerships Review Committee to one quarter.

(Pages 29 - 52)

8 (d) Appointment of Monitoring Officer (Employment Committee, 15 January 2016)

The Employment Committee **RECOMMENDED** that Council appoints Shirley Tracey as the Council's Monitoring Officer.

Council is also **RECOMMENDED** to:

- (a) Note that the individual who currently holds the role of Monitoring Officer has resigned.
- (b) Endorse the recommendation of the Electoral Registration Officer to appoint the Electoral Services Manager to act as Deputy Electoral Registration Officer.

(Pages 53 - 56)

8 (e) Annual Pay Policy Statement 2016/17 (Employment Committee, 15 January 2016)

The Employment Committee **RECOMMENDED** that Council adopts the Annual Pay Policy Statement for 2016/17.

(Pages 57 - 66)

8 (f) Membership changes

Council is **RECOMMENDED** to:

- (a) **APPOINT** Councillor Francis Burkitt as the Council's representative on the Greater Cambridge City Deal Executive Board.
- (b) **APPOINT** Councillor Ray Manning as the Council's substitute on the Greater Cambridge City Deal Executive Board.
- (c) **APPOINT** a Member from the Conservative Group onto the Corporate Governance Committee, in place of Councillor Francis Burkitt.

8 (g) Appointment of Ermine Street Housing Board Members

Council is **RECOMMENDED** to appoint two Members onto the Ermine Street Housing Board.

9. QUESTIONS ON JOINT MEETINGS

To receive any questions on joint meetings.

10. GREATER CAMBRIDGE CITY DEAL

To receive any questions on the Greater Cambridge City Deal.

A copy of the workstream update report considered by the Greater Cambridge City Deal Executive Board at its meeting on 15 January 2016 is attached, for information.

(Pages 67 - 72)

11. QUESTIONS FROM COUNCILLORS

11 (a) From Councillor Bridget Smith (deferred from previous meeting)

“How many members have taken up the offer of purchasing iPads through the Council and what financial impact has this had on printing costs of papers for Council, Committee and Portfolio Holder Meetings?”

11 (b) From Councillor Ben Shelton

“Will the Leader please clarify the authority’s position on affordable housing? It is regarded that 40% affordable housing for developments in the district is current policy. However, recent events have seen Northstowe and Wing developments coming forward with significantly less affordable housing schemes on site. Why is that?”

11 (c) From Councillor Bridget Smith

“Can the Leader assure members that in deciding the Section 106 Agreement for WING that they will follow the advice of their independent advisors that the inclusion of a review mechanism ‘would be ESSENTIAL if the local authorities accept less than 40% affordable housing.’, and that they will not succumb to veiled threats from the landowner that a less advantageous affordable housing allocation will result if they do so”

12. NOTICES OF MOTION

12 (a) Standing in the name of Councillor John Williams

“There is every possibility that Cambridgeshire County Council may forgo the Government’s exceptional offer of permitting a 2% additional Council Tax increase to offset rising adult social care costs (take-up assumed by the Government in its revenue support grant settlement for Cambridgeshire for 2016/17). Cuts to adult social care from not taking up the 2% offer would have adverse effects on the residents of South Cambridgeshire so this Council takes the opportunity before the County Council makes its decision on this to express its concern to the County Council and urges it to take up the offer.”

12 (b) Standing in the name of Councillor Janet Lockwood

“This Council writes a letter to the Minister of State urging him to scrutinise the arrangements for strategic planning of primary healthcare in development areas.

In my ward a development of 280 dwellings was awarded £200,000 S106 primary health provision. It is sitting in the Council and no effective plan has been put forward as to how it is to be spent. The nearest surgery has premises too small to extend on site to meet future needs. The houses are now being built rapidly and a solution

needs to be found urgently. I understand from our Chief Executive that this is a problem affecting several areas and she has tried many lines of communication. I think a letter to the Minister from this Council might help.”

12 (c) Standing in the name of Councillor Kevin Cuffley

The Council is asked to endorse the provision of a beacon with which to celebrate national events. This is particularly relevant this year to mark the Queens 90th birthday. The Council therefore asks officers to investigate the erection of a beacon at the Council offices, establish a budget, investigate grant opportunities and delegate any final decision to the Leader of the Council.

13. CHAIRMAN'S ENGAGEMENTS

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

Date	Event	Attended by
28 November 2015	Mayor of Huntingdon's Christmas Dinner	Vice-Chairman
2 December 2015	Mayor's Carol Service, St Edmundsbury	Chairman
2 December 2015	The Cambridge Roar 2015: VIP official launch	Vice-Chairman
5 December 2015	Town Mayor of St Ives Charity Carol Concert	Chairman
7 December 2015	Huntingdonshire District Council Carol Service, St Mary's Church, Huntingdon	Chairman
9 December 2015	Haverhill Civic Carol Service 2015	Chairman
9 December 2015	Huntingdon Civic Carol Service	Vice-Chairman
11 December 2015	Gamlingay Parish Council, Gamlingay Eco Hub	Chairman
13 December 2015	Community Carol Service, Fenland District Council	Chairman
15 December 2015	Chairman's Civic Carols by Candlelight	Chairman
16 December 2015	Headway Cambridgeshire for a Christmas Celebration	Chairman
18 December 2015	Civic service of lessons and carols - Town Mayor of St Ives	Chairman
9 January 2016	Duke of Edinburgh – Gold Award – Hinchingsbrooke School	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.