



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.

Agenda Item 4

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Council held on
Thursday, 26 November 2015 at 2.00 p.m.

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

Councillors: David Bard, Val Barrett, Henry Batchelor, Anna Bradnam, Francis Burkitt, Tom Bygott, Nigel Cathcart, Grenville Chamberlain, Graham Cone, Pippa Corney, Christopher Cross, Kevin Cuffley, Neil Davies, Andrew Fraser, Jose Hales, Roger Hall, Lynda Harford, Philippa Hart, Tumi Hawkins, Roger Hickford, James Hockney, Mark Howell, Caroline Hunt, Sebastian Kindersley, Douglas de Lacey, Janet Lockwood, Mervyn Loynes, Ray Manning, Mick Martin, Raymond Matthews, Cicely Murfitt, Charles Nightingale, Des O'Brien, Tony Orgee, Robin Page, Alex Riley, Deborah Roberts, Tim Scott, Ben Shelton, Bridget Smith, Hazel Smith, Edd Stonham, Richard Turner, Robert Turner, Aidan Van de Weyer, John Williams, Tim Wotherspoon and Nick Wright

Officers: Alex Colyer Executive Director, Corporate Services
Gary Duthie Senior Lawyer
Jean Hunter Chief Executive
Graham Watts Democratic Services Team Leader

Councillor David Bard, former Chairman of the Council from 2013 – 2015, presented cheques of £1,000 following the money raised during his term of office to each of his chosen charities:

- East Anglian Air Ambulance;
- Help for Heroes;
- Cambridge Fundraising Committee – Sick Children's Trust.

1. APOLOGIES

Apologies for absence were received from Councillors Brian Burling, Simon Crocker, Simon Edwards, Peter Johnson, Peter Topping, Bunty Waters and David Whiteman-Downes.

It was noted that Councillor Edwards was currently in hospital. Members agreed to send him a card, together with their best wishes for a swift recovery.

2. DECLARATIONS OF INTEREST

No declarations of interest were made.

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 ordinary meeting and two extraordinary meetings held on 24 September 2015 were confirmed and signed by the Chairman as correct records.

5. ANNOUNCEMENTS

Councillor Sue Ellington, Chairman, reported that the Local Government Boundary Commission for England had announced its decision as part of the South Cambridgeshire boundary review that the Council size for South Cambridgeshire District Council would be 45. This was the Council size recommended by the Council as part of its submission to the Boundary Commission as agreed on 24 September 2015.

Councillor Ray Manning, Leader of the Council, informed Members that a briefing note from the Local Government Association had been issued on the Government's autumn statement. He agreed to circulate this to all Members.

6. QUESTIONS FROM THE PUBLIC

It was noted that a petition had been received in relation to safer walking and cycling to and from North West Cambridge. Members were informed that the petition had been referred to Cambridgeshire County Council for consideration.

7. PETITIONS

No petitions for consideration by the Council had been received since the last meeting.

8. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

8 (a) **Business Case for Ermine Street Housing and Borrowing and Investment Strategy (Cabinet, 12 November 2015)**

Councillor Mark Howell, Portfolio Holder for Housing, presented a report which set out the performance of the housing company pilot and sought a decision on the future of the company. The appendices to the report contained exempt information in accordance with paragraph 3 of Schedule 12A of the Local Government Act 1972, as amended. Council agreed that Members would not discuss or divulge any of the exempt information contained within the appendices, therefore meaning that the press and public did not need to be excluded from the meeting.

Councillor Howell reminded Council that it had agreed to the establishment of a housing company pilot project on 28 November 2013 and agreed to advance up to £7 million of funding to secure a market rented portfolio of homes, and that the pilot scheme went live in May 2014. A number of objectives for the housing company had been set at the outset of setting up the pilot, which were set out in paragraph 7 of the report. Councillor Howell reported that the loan portfolio in respect of assets held at the time of writing the report was £6,837,970 and resulted in the company owning 34 homes, with two further acquisitions in progress, with all those intended for letting now occupied. In addition, the company had secured long-term management deals with the Defence Infrastructure Organisation and had a further 42 properties under management for five years, with more in the pipeline.

Councillor Howell reported that the pilot had been successful, it had generated an additional income stream for the Council and also provided the opportunity for learning in a new area of business. During the course of the pilot the Council had received interest payments from the company, providing returns in excess of £100,000. It was also noted that the pilot spanned the first year of operation for the company and, as a result, included significant set up costs resulting in the company making a trading loss in year one. Councillor Howell emphasised that this was expected.

Referring to the options contained within the report, Councillor Howell proposed option C, which sought to expand the portfolio over a five year business period, investing approximately £100 million, with the aim of owning and managing 500 properties by the end of that period. He highlighted the proposed governance arrangements set out in paragraphs 29 to 31 of the report, which would see a Board established consisting of six voting members to include two elected Members, two executive officers (the Company Director and the Company Secretary) and two independent members selected for their skill sets. The lead manager for the company would also attend meetings of the Board as a non-voting member.

Councillor Ray Manning, Leader of the Council, seconded the proposal.

The Chairman used her discretion to allow Councillor Howell to speak more than once in order that he could answer questions by Members on the business case. The following points were noted during this exchange:

- the £100 million would be borrowed by the Council for the lowest possible exchange rate, the source of which had yet to be identified, with the Council subsequently loaning the money to the housing company at a higher level of interest;
- the housing company sought to operate as an ethical landlord, and would take extra steps where it could to offer support to tenants when necessary. However, there had to be a clear distinction between the housing company and the Council;
- recent announcements regarding stamp duty could incur an additional 3% increase per home, but it was noted that companies which owned 15 or more houses would be exempt from this increase;
- in questioning the amount of the proposed £100 million investment it was noted that this was based on £20 million of investment per year over a five year period. This was the amount necessary to enable a positive impact on the Council's budget in view of the significant reduction in Government grant, which had reduced by £6 million since 2008. An investment of this amount would provide the Council with an additional income stream sufficient enough to enable the provision of high quality services and address the loss of Government grant funding;
- many other Councils across the country were interested in the way this company had been set up and how it was operating, with South Cambridgeshire District Council being seen as a model of good practice in this respect;
- risk registers would be reviewed on an ongoing basis, and in particular would be reviewed and amended where necessary to reflect the implications of the Government's autumn statement;
- the amount of assets owned by the housing company had to be greater than the amount it would owe the Council so that it was in a position where it could pay back the outstanding debt to the Council if it needed to, thereby negating any risk;
- the Corporate Governance Committee was satisfied that the necessary processes were in place from an audit perspective to protect the Council, having been assured by internal and external auditors. Councillor Howell welcomed this and also wanted to see the Partnerships Review Committee take a role in reviewing the company's operation, from the interests of both the Council and the company itself;
- the housing company would operate under the terms of the business plan as approved by the Council;

- the two officers who had supported the pilot to date were a key reason for its success and one of the biggest risks to the ongoing success of the company was the retention of their knowledge and skills;
- the business plan should have included more proposals to build new houses with the investment, encouraging use of local businesses and services. Councillor Howell explained that this was something he envisaged the company doing in the future and was very supportive of this approach.

Voting on the proposition, with 45 votes in favour, 4 votes against and 2 abstentions
Council **APPROVED**:

- (a) the expansion of the housing company portfolio over a six year period 2015/16 to 2020/21, as set out in option C of the Cabinet report.
- (b) the adoption of the five year business plan set out in Appendix B.
- (c) the establishment of three new fixed term posts to deliver the business plan.
- (d) the establishment of a Board to oversee the work of the company as set out in paragraphs 29 to 31 of the Cabinet report.
- (e) an amendment to the Council's Borrowing and Investment Strategy to include additional Council capital expenditure and borrowing of £100 million for on-lending to Ermine Street Housing with effect from December 2015.
- (f) an amendment to the Council's Borrowing and Investment Strategy for the minimum revenue position to include a fixed and floating charge over or an equity share of an asset of value as a full or partial proxy for the provision.

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, Val Barrett, Henry Batchelor, Anna Bradnam, Francis Burkitt, Tom Bygott, Grenville Chamberlain, Graham Cone, Pippa Corney, Christopher Cross, Kevin Cuffley, Sue Ellington, Andrew Fraser, Jose Hales, Roger Hall, Lynda Harford, Philippa Hart, Tumi Hawkins, Roger Hickford, James Hockney, Mark Howell, Caroline Hunt, Sebastian Kindersley, Janet Lockwood, Mervyn Loynes, Ray Manning, Mick Martin, Raymond Matthews, David McCraith, Cicley Murfitt, Charles Nightingale, Des O'Brien, Tony Orgee, Alex Riley, Tim Scott, Ben Shelton, Bridget Smith, Hazel Smith, Richard Turner, Robert Turner, Bunty Waters, Aiden Van de Weyer, John Williams, Tim Wotherspoon and Nick Wright.

Against

Councillors Neil Davies, Robin Page, Deborah Roberts and Edd Stonham.

Abstention

Councillors Nigel Cathcart and Douglas de Lacey.

8 (b) Review of Cambridge Fringes Joint Development Control Committee Terms of Reference to determine City Deal infrastructure schemes (Planning Portfolio Holder Meeting, 17 November 2015)

Councillor Robert Turner, Portfolio Holder for Planning, presented a report which set out an amended Terms of Reference for the Fringes Joint Development Control Committee to include the determination of City Deal infrastructure schemes. He proposed that the revised Terms of Reference be approved.

Councillor David Bard seconded the proposal.

Councillor Francis Burkitt proposed an amendment to add the following words to the motion:

“and requested that the Joint Development Control Committee, as separate agenda items at one of its meetings within three months from the date of this meeting:

- (a) discusses whether it's name should be changed to a title that:
 - more closely reflects its new terms of reference;
 - is clearer to members of the public
- (b) discusses whether any Members of the Committee who are also Members of the City Deal Executive Board or Joint Assembly, should be able, or should not be able, to vote on “City Deal infrastructure schemes”;
- (c) notes that South Cambridgeshire District Council's current position is that it would not agree to any further "exclusions" of its participation similar to that set out in Clause 4.5 of the proposed amended Terms of Reference.”

Councillor Tim Wotherspoon seconded the amendment and the proposer and seconder of the original motion agreed to accept it.

Noting that Cambridgeshire County Council's Constitution and Ethics Committee had deferred consideration of this issue, a question was raised as to why this Council should not also seek to defer it. It was confirmed that the County Council's Committee had only received the report one day prior to the meeting, and that this issue was one of a number of issues related to the City Deal contained within the same report, so the deferral was due to process rather than content.

A number of Members made the point that the Joint Development Control Committee should be considering and determining strategic sites, and these amendments to the Terms of Reference tidied up that aspect of its remit.

Voting on the substantive motion, with 43 votes in favour, 0 votes against and 8 abstentions, Council **SUPPORTED** the proposed changes to the Fringes Joint Development Control Committee Terms of Reference, subject to the formal approval of Cambridgeshire County and Cambridge City Councils, and requested that the Joint Development Control Committee, as separate agenda items at one of its meetings within three months from the date of this meeting:

- (a) discusses whether it's name should be changed to a title that:
 - more closely reflects its new terms of reference;
 - is clearer to members of the public

- (b) discusses whether any Members of the Committee who are also Members of the City Deal Executive Board or Joint Assembly, should be able, or should not be able, to vote on "City Deal infrastructure schemes";
- (c) notes that South Cambridgeshire District Council's current position is that it would not agree to any further "exclusions" of its participation similar to that set out in Clause 4.5 of the proposed amended Terms of Reference.

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, Val Barrett, Henry Batchelor, Francis Burkitt, Tom Bygott, Grenville Chamberlain, Graham Cone, Pippa Corney, Christopher Cross, Kevin Cuffley, Neil Davies, Sue Ellington, Andrew Fraser, Jose Hales, Roger Hall, Lynda Harford, Philippa Hart, Roger Hickford, James Hockney, Mark Howell, Caroline Hunt, Sebastian Kindersley, Douglas de Lacey, Janet Lockwood, Mervyn Loynes, Ray Manning, Mick Martin, Raymond Matthews, David McCraith, Charles Nightingale, Des O'Brien, Tony Orgee, Alex Riley, Tim Scott, Ben Shelton, Hazel Smith, Edd Stonham, Richard Turner, Robert Turner, Bunty Waters, Aidan Van de Weyer, Tim Wotherspoon and Nick Wright.

Abstention

Councillors Anna Bradnam, Nigel Cathcart, Tumi Hawkins, Cicley Murfitt, Robin Page, Deborah Roberts, Bridget Smith and John Williams.

8 (c) Northstowe Joint Development Control Committee (Planning Portfolio Holder Meeting, 17 November 2015)

Councillor Robert Turner, Portfolio Holder for Planning, presented a report which provided the Council with an opportunity to consider the future function of the Northstowe Joint Development Control Committee. He said that the Committee had been successful for what it needed to do in relation to the new town of Northstowe, but it felt that it was now time for the body to be disestablished. He therefore proposed that the Committee be wound up and that Council requested further consideration of committee arrangements for the new settlements when there was more clarity about the timing of the relevant strategic decisions.

Councillor Lynda Harford seconded the proposal.

The following points were made in debating the proposition:

- the proposal for the Committee to be wound up was premature and should be given further consideration;
- the Council's Planning Committee was very strong and fair, with Members at the District Council being more aware of planning, particularly the technical implications of Section 106 Agreements and development control;
- the new town of Northstowe was moving from the development control process to the delivery process, so it was the right time for the Committee to be disbanded;
- some Members of the Joint Development Control Committee had been involved with this development from the outset and would like to see it through;
- Councillor Lynda Harford, Planning Committee Chairman, said that Northstowe was in a transitional period and there may be applications for the Planning Committee to determine should the Joint Development Control Committee be

disbanded. She indicated that she may be willing to use her discretion to allow Northstowe Joint Development Control Committee Members to speak on applications relevant to the town of Northstowe in order that their knowledge and experience was not lost.

Councillor Tim Wotherspoon in his capacity as Chairman of the Northstowe Joint Development Control Committee took this opportunity to pay tribute to those Members of the County Council and District Council who had served on the Committee.

Voting on the proposition, with 34 votes in favour, 13 votes against and 3 abstentions, Council **AGREED** that the Northstowe Joint Development Control Committee be wound up and requested further consideration of committee arrangements for the new settlements when there was more clarity about the timing of the relevant strategic decisions.

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, Anna Bradnam, Francis Burkitt, Tom Bygott, Grenville Chamberlain, Graham Cone, Pippa Corney, Christopher Cross, Kevin Cuffley, Sue Ellington, Andrew Fraser, Roger Hall, Lynda Harford, Roger Hickford, James Hockney, Mark Howell, Sebastian Kindersley, Mervyn Loynes, Ray Manning, Mick Martin, Raymond Matthews, David McCraith, Charles Nightingale, Tony Orgee, Tim Scott, Ben Shelton, Bridget Smith, Richard Turner, Robert Turner, Bunty Waters, Aidan Van de Weyer, John Williams, Tim Wotherspoon and Nick Wright.

Against

Councillors Henry Batchelor, Nigel Cathcart, Neil Davies, Jose Hales, Philippa Hart, Tumi Hawkins, Caroline Hunt, Douglas de Lacey, Cicely Murfitt, Alex Riley, Deborah Roberts, Hazel Smith and Edd Stonham.

Abstention

Councillors Val Barrett, Janet Lockwood and Des O'Brien.

(Note – Councillor Robin Page was not present during the vote for this item).

9. QUESTIONS ON JOINT MEETINGS

No questions on joint meetings were received.

10. GREATER CAMBRIDGE CITY DEAL

Council noted a briefing note which provided updates for each of the Greater Cambridge City Deal workstreams.

Councillor Sebastian Kindersley asked the Leader to make contact with the proprietors of Madingley Mulch in respect of the recent consultation for the City Deal A428 and A1303 corridor infrastructure scheme. Councillor Kindersley reported that that they felt as though they had been left out of the process.

Councillor Ray Manning, Leader of the Council and the Council's representative on the City Deal Executive Board, agreed to refer this issue onto the relevant officers.

11. QUESTIONS FROM COUNCILLORS

11 (a) From Councillor Grenville Chamberlain

Councillor Grenville Chamberlain asked the following question:

"Will the Leader please explain why the Community Chest Fund has exhausted its resources after just 6 months of grants being available this year?"

Councillor Ray Manning, Leader of the Council, said that the grant was probably a victim of its own success with it being more well known across the district, even in view of the grant being increased earlier in the year. He added that it had been extremely successful, with over 80% of parishes having receiving funding through the grant since its introduction. The application system was very fast and simple which had helped people access the grant and he reiterated that it was always undertaken on a 'first come, first served' based.

11 (b) From Councillor Ben Shelton

Councillor Ben Shelton asked the following question:

"How is the Council preparing to help the Government deliver its target of 200,000 starter homes? A recent Shelter report has shown that no one earning a Living Wage will be able to afford a starter home in South Cambridgeshire, how will the Council also ensure that we can still support the housing needs of those on lower incomes?"

Councillor Mark Howell, Portfolio Holder for Housing, recognised that starter homes met the needs of some people in the district but not everyone, which was why the Council was seeking to build its own homes. He confirmed that the Council did not meet the criteria that the Government had set to apply for the starter home grant being offered.

Councillor Shelton, as a supplementary question, asked what more the Council could do to expedite development to address need and demand.

Councillor Robert Turner, Portfolio Holder for Planning, reported that the Council was doing a lot of work with developers. He said that the most significant thing the Council could do would be to have a Local Development Plan in place so that development occurred in locations where it was wanted, rather than through speculative applications.

11 (c) From Councillor Aidan Van de Weyer

Councillor Aidan Van de Weyer asked the following question:

"Could the Leader update the Council on the progress of discussions with Cambridgeshire County Council and the East of England Strategic Migration Partnership relating to the participation of the Council in the Vulnerable Persons Relocation Scheme for Syrian refugees?"

Councillor Mark Howell, Portfolio Holder for Housing, responded by saying no progress had been made.

Councillor Van de Weyer, as a supplementary question, said that many Councils had started taking refugees and had arrangements in place, so was surprised that this Council had not commenced discussions with Cambridgeshire County Council and the East of England Strategic Migration Partnership.

Councillor Howell reflected on his response to the petition on this issue that had been considered at the meeting of Council on 24 September 2015, where he said that supporting Syrian refugees would mean having to consider their needs alongside those vulnerable people already living in South Cambridgeshire. His priority was for those people living in the district and he said that until further details became available he was not in a position to be able to offer housing to people outside of South Cambridgeshire.

11 (d) From Councillor Bridget Smith

This question was deferred to the next meeting.

12. NOTICES OF MOTION

12 (a) Standing in the name of Councillor Deborah Roberts

Councillor Deborah Roberts proposed the following motion:

“That this Council agrees with Conservative MP for Elmet and Rothwell, Mr Alec Shelbrooke, that rural communities are facing “death by a thousand cuts” from builders and planners allowing inappropriate developments on towns and villages across the country – this destroys communities, lays waste the green belt and ignores the environment. Much of the development is completely unsustainable (such as lack of water in South Cambridgeshire) and simply reproduces the same mistakes made during the building frenzy of the industrial revolution.

15 years ago the Chief Planning officer for South Cambridgeshire insisted that this district was “full”. This Council respectfully asks the Prime Minister to implement his promises concerning localism and allow local communities to democratically plot their own futures with the power to reject the centralised environmental atrocities being imposed on the countryside throughout England and Wales by the Government’s planning policies, and its Bristol based inspectors (the Planning Police).”

Councillor Roberts felt that the Council should make a significant statement about how the character of South Cambridgeshire had detrimentally changed over recent years and made the point that Councillors were elected to represent their villages and communities, saying that they had a voice which should be used. She made reference to inappropriate developments was of the opinion that they did not take into consideration the future and character of affected villages. She therefore urged Members to support the motion.

Councillor Tim Scott seconded the motion.

In debating the motion the following points were made by Members:

- it was essential for the Local Development Plan to be adopted as soon as possible;
- South Cambridgeshire had a very supportive Member of Parliament and Cabinet Members who had opportunities to discuss and potentially influence Government. The Council should make as much out of those opportunities as possible;

- growth was vital to the Greater Cambridge area and South Cambridgeshire as a district. The Local Plan would ensure that this growth occurred in those locations where it was wanted. The district was not full and there were methods available to insure that adequate infrastructure was put in place to accommodate more people living and working in South Cambridgeshire;
- South Cambridgeshire was a place where people wanted to live and work. It was consistently in the top ten for best places to live in the country and significant employers were keen to be located in the Greater Cambridge area;
- the Council should use this opportunity to send a message to Government.

Voting on the motion, with 12 votes in favour, 31 votes against and 6 abstentions, the motion was lost.

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

In favour

Councillors Val Barrett, Nigel Cathcart, Jose Hales, Roger Hall, Tumi Hawkins, Caroline Hunt, Cicley Murfitt, Des O'Brien, Deborah Roberts, Tim Scott, Edd Stonham and Bunty Waters.

Against

Councillors David Bard, Henry Batchelor, Francis Burkitt, Grenville Chamberlain, Graham Cone, Pippa Corney, Christopher Cross, Kevin Cuffley, Sue Ellington, Andrew Fraser, Lynda Harford, Philippa Hart, Roger Hickford, Mark Howell, Sebastian Kindersley, Janet Lockwood, Mervyn Loynes, Ray Manning, Mick Martin, Raymond Matthews, David McCraith, Charles Nightingale, Tony Orgee, Ben Shelton, Hazel Smith, Richard Turner, Robert Turner, Aidan Van de Weyer, John Williams, Tim Wotherspoon and Nick Wright.

Abstention

Councillors Anna Bradnam, Neil Davies, James Hockney, Douglas de Lacey, Alex Riley and Bridget Smith.

(Note – Councillors Tom Bygott and Robin Page were not present for this vote).

12 (b) Standing in the name of Councillor Francis Burkitt

Councillor Francis Burkitt proposed the following motion:

“That this Council:

- notes the response that Cambridge BOLD has submitted to the City Deal consultation on the Cambourne-to-Cambridge public transport corridor, and that it reflects amendments from the earlier draft that take account of feedback from residents;
- notes that the City Deal Executive Board intends to consider the consultation responses in March 2016, and make a final decision in September 2016;
- given that the City Deal has now launched three public consultations (Cambourne-to-Cambridge, Chisholm Trail, & Call for Evidence) and has more in its pipeline, requests the Chief Executive to bring to Council, for debate, a

protocol as to how Members individually, and the Council as a body, should respond to such consultations, whether they be related to transport, planning or other matters.”

Councillor Burkitt, Chairman of the Corporate Governance Committee and a Member of the Greater Cambridge City Deal Joint Assembly, referred to the Corporate Governance Committee’s consideration of the terms of reference for the Greater Cambridge City Deal Executive Board and Joint Assembly prior to their establishment and understood that this Council was have a ‘super-consultee’ role as a significant strategic partner. Supporting this motion would enable the Council to further consider how it wanted to respond to City Deal consultations, highlighting that significant transport infrastructure scheme consultations were already commencing.

Councillor Tim Scott seconded the motion.

Councillor Bridget Smith, Leader of the Opposition and Member of both the Corporate Governance Committee and City Deal Joint Assembly, shared concerns regarding how this Council could contribute to these consultations and did not feel that it was currently engaging as a ‘super-consultee’. She therefore wanted to see this occur as quickly as possible in view of the fact that these consultations were already happening.

Members commended the format of the Cambridge BOLD document and the work that had been done by the community to produce it.

Council unanimously **AGREED** the following motion:

This Council:

- (a) Notes the response that CambridgeBOLD has submitted to the City Deal consultation on the Cambourne-to-Cambridge public transport corridor, and that it reflects amendments from the earlier draft that take account of feedback from residents.
- (b) Notes that the City Deal Executive Board intends to consider the consultation responses in March 2016, and make a final decision in September 2016.
- (c) Given that the City Deal has now launched three public consultations (Cambourne-to-Cambridge, Chisholm Trail, & Call for Evidence) and has more in its pipeline, requests the Chief Executive to bring to Council, for debate, a protocol as to how Members individually, and the Council as a body, should respond to such consultations, whether they be related to transport, planning or other matters.

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

Councillor Aidan Van de Weyer proposed the following motion:

“This Council believes that fiscal decisions should be made at the level of government that is closest to the people affected by those decisions. It therefore believes that decisions on Council funding, including Council Tax rates, should be made by the Council itself wherever possible.

This Council requests that the Government either removes the Council Tax cap entirely or lifts it to a figure of at least 5%.”

Councillor Van de Weyer referred to Heidi Allen MP's influence in the Government's recent announcement regarding Tax Credits as a way in which public lobbying could be effective. He was therefore of the opinion that the Council should take this opportunity to argue for the power to make its own decisions in respect of Council Tax and remove the cap, or lift it to a figure of at least 5%.

Councillor Bridget Smith seconded the motion.

The following points made by Members were noted in debating the motion:

- the Council should be trusted to set its own Council Tax rate, especially in view of the fact that South Cambridgeshire District Council was a low spending authority with one of the lowest rates of Council Tax in the country;
- this motion was probably too late considering the autumn statement had already been announced. It was therefore unlikely that anything would change in respect of Council Tax capping, other than in those instances referred to as part of the statement;
- this issue should be pursued as part of devolution discussions and considerations. It was noted that a workshop on devolution for Members was scheduled to be held shortly;
- it was worthwhile taking a chance to raise this issue with Government as there was nothing for the Council to lose.

Voting on the motion, with 16 votes in favour, 31 votes against and 1 abstention, the motion was lost.

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

In favour

Councillors Henry Batchelor, Anna Bradnam, Nigel Cathcart, Neil Davies, Jose Hales, Philippa Hart, Tumi Hawkins, Sebastian Kindersley, Douglas de Lacey, Janet Lockwood, Cicley Murfitt, Bridget Smith, Hazel Smith, Edd Stonham, Aidan Van de Weyer and John Williams.

Against

Councillors David Bard, Val Barrett, Francis Burkitt, Tom Bygott, Grenville Chamberlain, Graham Cone, Pippa Corney, Christopher Cross, Kevin Cuffley, Sue Ellington, Andrew Fraser, Roger Hall, Lynda Harford, Roger Hickford, Mark Howell, Mervyn Loynes, Ray Manning, Mick Martin, Raymond Matthews, David McCraith, Charles Nightingale, Tony Orgee, Robin Page, Alex Riley, Tim Scott, Ben Shelton, Richard Turner, Robert Turner, Bunty Waters, Tim Wotherspoon and Nick Wright.

Abstention

Councillor Des O'Brien

(Note – Councillors James Hockney and Caroline Hunt were not present for this vote.)

13. SCHEDULE OF MEETINGS 2016/17

Council **AGREED** the following meeting schedule for the 2016/17 municipal year:

19 May 2016 (Annual General Meeting)
21 July 2016
22 September 2016
24 November 2016
26 January 2017
23 February 2017

14. CHAIRMAN'S ENGAGEMENTS

Council **NOTED** those engagements attended by the Chairman and Vice-Chairman since the previous meeting. The Chairman made reference to her Civic Reception held on 6 November 2015 and urged Members to attend the 2016 Reception.

The Meeting ended at 4.33 p.m.

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Council held on
Monday, 30 November 2015 at 6.00 p.m.

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

Councillors: David Bard, Henry Batchelor, Anna Bradnam, Francis Burkitt, Nigel Cathcart, Graham Cone, Pippa Corney, Christopher Cross, Kevin Cuffley, Neil Davies, Andrew Fraser, Jose Hales, Roger Hall, Lynda Harford, Tumi Hawkins, Roger Hickford, James Hockney, Mark Howell, Peter Johnson, Sebastian Kindersley, Douglas de Lacey, Janet Lockwood, Mervyn Loynes, Ray Manning, Mick Martin, Cicely Murfitt, Charles Nightingale, Des O'Brien, Tony Orgee, Robin Page, Deborah Roberts, Tim Scott, Ben Shelton, Bridget Smith, Hazel Smith, Peter Topping, Richard Turner, Robert Turner, Aidan Van de Weyer, John Williams, Tim Wotherspoon and Nick Wright

Officers:	Alex Colyer	Executive Director, Corporate Services
	Gary Duthie	Senior Lawyer
	Caroline Hunt	Planning Policy Manager
	Jean Hunter	Chief Executive
	Jo Mills	Planning and New Communities Director
	Graham Watts	Democratic Services Team Leader

1. APOLOGIES

Apologies for absence were received from Councillors Val Barrett, Grenville Chamberlain, Simon Crocker, Simon Edwards, Philippa Hart, Raymond Matthews and Bunty Waters.

2. DECLARATIONS OF INTEREST

Reference was made to the comprehensive interests declared by Members at the meeting of Council held on 13 March 2014 when the Local Development Plan was initially being considered for submission. Members took the interests they declared at that meeting as read in respect of the Local Development Plan's further work and consequential modifications for consideration at this meeting.

3. SOUTH CAMBRIDGESHIRE LOCAL PLAN - CONSIDERATION OF FURTHER WORK AND CONSEQUENTIAL MODIFICATIONS

Councillor Robert Turner, Portfolio Holder for Planning, presented a report which set out the further work carried out by Cambridge City Council and South Cambridgeshire District Council on the Cambridge and South Cambridgeshire Local Development Plans, following initial conclusions received from the Inspectors examining the Plans in a letter dated 20 May 2015. The report and its accompanying appendices outlined the Councils' proposed response to the issues raised by the Inspectors and modifications to the Local Plan arising from additional evidence. A supplementary report was also presented, which had been circulated separately to the agenda pack for this meeting, reflecting recent communication with the Inspectors subsequent to the publication of the agenda about the way the consultation on proposed modifications was carried out.

Councillor Turner put forward the following proposition:

‘That the Council

- (a) Agrees the consultation document with proposed modifications (Appendix A), as amended by the supplementary report dated 27 November 2015, and sustainability appraisal (Appendix B) for public consultation between 2 December 2015 and 25 January 2016.
- (b) Agrees that any amendments and editing changes that need to be made to the consultation material and proposed modifications (Appendix A) and sustainability appraisal (Appendix B) be agreed in consultation with the Planning Portfolio Holder.
- (c) Notes the documents attached to the report as Appendices C to J and submits them as part of the evidence base for the Local Plan.
- (d) Agrees to give delegated authority to the Director of Planning and New Communities to make any subsequent minor amendments and editing changes, in consultation with the Planning Portfolio Holder.’

Councillor Turner highlighted that this aspect of the Local Plan had recently been considered at numerous meetings of both authorities, including the Joint Strategic Transport and Spatial Planning Group, the City Council’s Development Plan Scrutiny Sub-Committee and his Planning Portfolio Holder Meeting in the lead up to this meeting. The City Council was considering the same report at its meeting of Council, simultaneous to this meeting. He took this opportunity to pay tribute to Caroline Hunt, Planning Policy Manager, and her team for the tremendous amount of work they had undertaken in accordance with the very challenging deadline, as requested by Council.

Councillor Turner reflected on the complexity of this Local Development Plan and reminded Council that the first Hearings had been held in November 2014 until April 2015, further to which a letter from the Inspectors was received in May 2015 resulting in formal suspension of the inspection process on 28 July 2015. In order to address the issues highlighted by the Inspectors in their letter, and further to agreement by Council, additional work by the Council’s Planning Policy team and independently appointed consultants had been undertaken, the results of which were set out in the main report and supplementary report. In particular he referred to a new Green Belt study that had been completed and the Development Strategy which, he felt, provided the right balance for the Local Development Plan.

Councillor Lynda Harford, Chairman of the Planning Committee, seconded the proposal.

Councillor Aidan Van de Weyer proposed an amendment to add the words ‘following the removal of all sections relating to Policy E/1B’ to proposition (a). He said that the single field to the south of Addenbrooke’s was a significant habitat and wildlife corridor and he was very concerned about taking this piece of land out of the green belt. Councillor Van de Weyer added that there was no demand for development on this area of land, recognising that there were other areas in South Cambridgeshire and Cambridge where such development could take place. He explained that there was a balance between the impact of a development and the benefits delivered as a result of it. He could not see any benefit in developing this piece of land and made reference to its relatively close proximity to Nine Wells. Councillor Van de Weyer was of the opinion that permitting development on this part of the Green Belt would open the door for further development on other areas of the Green Belt.

Councillor Bridget Smith, Leader of the Opposition, seconded the amendment.

Councillor Sebastian Kindersley believed that the Green Belt should remain undeveloped unless there were compelling, exceptional and overwhelming reasons and circumstances to justify it. He did not think that there was any such justification included in the report or supplementary report and agreed that removing this piece of land from the Green Belt would send a very damaging message out to other landowners and developers, setting a dangerous precedent.

Councillor Ray Manning, Leader of the Council, did not agree with the comments that development in this part of the Green Belt would encourage further development in the Green Belt and said that this particular piece of land had been allocated as an employment site. He reminded the Council that the content of this consultation document had been produced by professional officers and independent experts to address the specific comments made by the Inspectors. He therefore felt that the Council should at least consult on this issue, which was what the proposition sought to do.

Councillor Lynda Harford reflected on the process that had been undertaken in response to the Inspectors' letter. She said that officers had done as had been requested by the Council, the work had been independently analysed, as agreed by the Council and it was therefore her view that the public should be given the opportunity to judge this issue for themselves.

Councillor Deborah Roberts queried what exceptional reason had been given for proposing that this piece of land be removed from the Green Belt.

Councillor Douglas de Lacey understood that officers had identified this piece of land within the Green Belt as a site which would not cause any harm if taken out of the Green Belt and used for development. He asked for clarity as to why.

It was noted that the Inspectors had carried out a number of strands of work in respect of the Local Plan, with one area being the Green Belt assessment and establishing the importance of the Green Belt. The independent consultants appointed by the Council had produced a report using a different methodology to that initially carried out by the Council, but it was largely consistent with the Council's findings. Two areas were identified, however, where they had a different view. The consultants felt that more land was available for development in the area south of Addenbrooke's, as well as in the area south of Fulbourn Road. The justification for the main modification in this respect was set out in the report and noted as follows:

'The Cambridge Inner Green Belt Boundary Study (November 2015) identifies land south of the Cambridge Biomedical Campus which would be released from the Green Belt for development without significant harm to Green Belt purposes. The Council considers that the need for jobs can comprise exceptional circumstances justifying a review of the Green Belt so far as this would not cause significant harm to Green Belt purposes.'

Council was informed that this was the reason behind this particular proposal being included in the consultation document and it was emphasised that further work would need to be undertaken if this was supported following the consultation process.

Councillor Bridget Smith quoted the Government's definition of the Green Belt and reflected on the words 'openness' and 'permanence', with the latter in her opinion being the important issue. She said that the report made no reference to a shortage of employment land or an increase in jobs, so could not understand why this particular

piece of land in the Green Belt was being sacrificed. Councillor Smith reflected on Nine Wells as a historically important site and said that it was vital for the purpose of their conservation that the chalk springs were not compromised. She therefore questioned why the Council was even considering this as a proposal, a consequence of which would see development move even closer to the Nine Wells boundary.

Voting on the amendment, with 16 votes in favour and 28 votes against, the amendment was lost.

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

In favour

Councillors Henry Batchelor, Anna Bradnam, Neil Davies, Jose Hales, Tumi Hawkins, Sebastian Kindersley, Douglas de Lacey, Janet Lockwood, Cicely Murfitt, Tony Orgee, Robin Page, Deborah Roberts, Bridget Smith, Hazel Smith, Aidan Van de Weyer and John Williams.

Against

Councillors David Bard, Francis Burkitt, Nigel Cathcart, Graham Cone, Pippa Corney, Christopher Cross, Kevin Cuffley, Sue Ellington, Andrew Fraser, Roger Hall, Lynda Harford, Roger Hickford, James Hockney, Mark Howell, Peter Johnson, Mervyn Loynes, Ray Manning, Mick Martin, David McCraith, Charles Nightingale, Des O'Brien, Tim Scott, Ben Shelton, Peter Topping, Richard Turner, Robert Turner, Tim Wotherspoon and Nick Wright.

Councillor Manning made the point that there were parts of the consultation that he did not necessarily agree with and may possibly argue against at the relevant stage, but said that the public should be given the chance to have their say. Members would also have the opportunity to respond in their own right as individuals to the consultation.

Councillor John Williams referred to the document entitled PM/SC/3/G which was an illustration of Major Development Area and Safeguarded Land at Cambridge East and a proposed modification to Figure 7. He highlighted land north of Cherry Hinton and was concerned with land contamination in that area, particularly in view of the location of the airport and fire service training facility, and was of the opinion that this would be a difficult site to develop. The Council had been exploring how much of the land in the adopted Area Action Plan could safely and appropriately come forward for development. It was noted that the landowners, in consultation with the City Council and South Cambridgeshire District Council, had indicated that they were very keen to develop this site. The landowners were looking into the relocation of the fire training facility and it was proposed that the airport would only remain in operation during the early stages of development. Consultation was also taking place with other landowners in the area.

Councillor Hazel Smith made the point that the documentation did not take any account of new stations scheduled to be developed, such as the Cambridge North Station. She said that the ratios within the document did not therefore accurately reflect the true distance of sites to their nearest stations.

(Councillor Sebastian Kindersley left the meeting at this stage of proceedings).

Councillor Tony Orgee referred to three sites within his electoral ward that had been consulted upon locally in the relevant parishes and were well supported, but looked forward to these being part of the Local Plan consultant document and was pleased that people would be able to submit their views as part of that process. Confirmation was given that an exhibition would be held in The Abingdons as part of the consultation.

Councillor James Hockney had significant concerns regarding the infrastructure study that had been carried out and highlighted that no costings had been set out for power supply, water, drainage or flood mitigation in respect of Waterbeach. He emphasised that there were very serious sewerage capacity issues in the local community and was disappointed that no costings had been identified to rectify this. Councillor Hockney added that, in his view, the modifications relating to Waterbeach added significant risks and said that the infrastructure study referred to A10 corridor road and rail funding being available in the mid-to-late 2020's, so was concerned as to what would happen if the additional houses were built before then. Councillor Peter Johnson echoed these points. It was noted that the modification in relation to Waterbeach was specifically to remove limitations and provide flexibility, recognising that a lot had changed with regards to this area since the original submission. Development would still not occur as early as developers had originally intended and any application would have to demonstrate the relevant infrastructure required to support it.

Councillor Lynda Harford reminded Members that officers had done what the Council had asked in terms of assessing the points set out in the Inspectors' letter and using independent consultants to provide an independent insight into the work. She felt that this debate comprised well rehearsed arguments which themselves could be submitted as part of the consultation process.

Councillor Robert Turner said that a report on the results of the consultation would be submitted to his Planning Portfolio Holder Meeting and subsequently an extraordinary meeting of Council in March 2016.

The Chairman noted that the majority of speakers had thanked Caroline Hunt, Planning Policy Manager, and her team for the work they had done in respect of the Local Development Plan.

Voting on the substantive motion, with 33 votes in favour, 8 votes against and 2 abstentions, Council:

- (a) **AGREED** the consultation document with proposed modifications (Appendix A), as amended by the supplementary report dated 27 November 2015, and sustainability appraisal (Appendix B) for public consultation between 2 December 2015 and 25 January 2016.
- (b) **AGREED** that any amendments and editing changes that need to be made to the consultation material and proposed modifications (Appendix A) and sustainability appraisal (Appendix B) be agreed in consultation with the Planning Portfolio Holder.
- (c) **NOTED** the documents attached to the report as Appendices C to J and submits them as part of the evidence base for the Local Plan.
- (d) **AGREED** to give delegate authority to the Director of Planning and New Communities to make any subsequent minor amendments and editing changes, in consultation with the Planning Portfolio Holder.

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, Francis Burkitt, Nigel Cathcart, Graham Cone, Pippa Corney, Christopher Cross, Kevin Cuffley, Sue Ellington, Andrew Fraser, Jose Hales, Roger Hall, Lynda Harford, Roger Hickford, Mark Howell, Douglas de Lacey, Janet Lockwood, Mervyn Loynes, Ray Manning, Mick Martin, David McCraith, Cicely Murfitt, Charles Nightingale, Tony Orgee, Tim Scott, Ben Shelton, Bridget Smith, Peter Topping, Richard Turner, Robert Turner, Aidan Van de Weyer, John Williams, Tim Wotherspoon and Nick Wright.

Against

Councillors Henry Batchelor, Anna Bradnam, Neil Davies, James Hockney, Peter Johnson, Robin Page, Deborah Roberts and Hazel Smith.

Abstention

Councillors Tumi Hawkins and Des O'Brien.

The Meeting ended at 7.00 p.m.



Report To: Council
Lead Officer: Jean Hunter, Chief Executive

28 January 2016

First Phase Consultation Response to LGBCE South Cambridgeshire Electoral Review

Purpose

1. To approve submission of a Council response to the Local Government Boundary Commission for England's (LGBCE) first phase of consultation on new warding patterns for South Cambridgeshire.
2. This proposal was recommended for submission by the Civic Affairs Committee on 12 January 2016.

Recommendations

3. It is recommended that Council **APPROVE** submission of the warding proposal, as set out in Appendix 1 of the report, to the Local Government Boundary Commission for England as a Council response to the first phase of the review.
4. This proposal was developed by the Member Champion in consultation with all Members, and was recommended for approval by Civic Affairs Committee - subject to the inclusion of an amendment to ward 20 in respect of Cambourne to reflect that the proposed ward was a single large settlement which would clearly benefit from being a ward on its own, and that there were plans for continued growth beyond the forecast period.

Reasons for Recommendations

5. The Member Champion has been tasked by the Civic Affairs Committee to draft a Council response, and this has been done in consultation with all members.

Background

6. The Local Government Boundary Commission for England has begun a review of the electoral arrangements of South Cambridgeshire District Council.
7. This review has been initiated because of an increasing imbalance in the number of people represented by each member across the district.
8. In advance of the review commencing formally, the Council resolved to move to all-out elections from 2018. This decision was made to ensure that the LGBCE could implement a warding pattern that saw a mix of one, two and three member wards.
9. The Council also made a submission to the LGBCE recommending a Council Size of 45 members going forward. The submission made it clear that the Council would not support a Council Size smaller than this number.

10. At its meeting in late November, the LGBCE supported the Council's proposals for a Council Size of 45 and approved the electorate forecasts which had been submitted. At this point, the LGBCE invited stakeholders and interested parties to submit proposals for the future warding of the district.
11. The first phase of consultation is scheduled to finish on 1 February 2016.
12. The Civic Affairs Committee met on 12 January and recommended that Council approves the warding proposal for submission to the LGBCE.
13. Very minor changes have been made to the proposal as a result of the Civic Affairs Committee. Two small errors in the report have been corrected and additional information has been added to the report indicating that continued growth is likely in the proposed Cambourne Ward beyond the five year forecast.

Considerations

14. The Civic Affairs Committee in November agreed to support two principles in the forming of new warding proposals. Where possible and practical, these were:
 - (i) to propose single member wards
 - (ii) to avoid smaller villages being placed in the same ward as a single larger village
15. Alongside these principles, the Member Champion has been working closely with the forecast electorates and the LGBCE key principles of electoral equality, community identity and effective and convenient local government to ensure any proposal made by the Council is robust.

Options

16. Council could either:
 - (a) **APPROVE** the warding proposal at Appendix 1 and ask for it to be submitted to the LGBCE as a Council response
 - (b) **NOT APPROVE** submission of the warding proposal
17. It is recommended that option A be approved, as the Member Champion has extensively consulted all members (by email) on his proposals, and the warding proposal is recommended for submission by the Civic Affairs Committee.
18. Any attempt to make alternative proposals should be handled very carefully so as to ensure that any submission made is able to reflect the key requirements of the LGBCE.

Implications

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

There are no significant implications.

Consultation responses (including from the Youth Council)

20. The LGBCE consultation is open to all interested parties for comment and proposal. The Council does not need to consult on its own response but has publicised the review through the South Cambs Magazine and social media channels.

Background Papers

LGBCE Guidance on warding proposals:

<https://www.lgbce.org.uk/policy-and-publications/guidance>

Report Author: Andrew Francis – Electoral Services Manager
Telephone: (01954) 713014

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LGBCE Electoral Review of South Cambridgeshire
Proposal for ward scheme for 45 Members

Submission by South Cambridgeshire District Council to the first phase of consultation

Contact	Andrew Francis, Electoral Services Manager 01954 713014 andrew.francis@scambs.gov.uk
Member Lead	Cllr Alex Riley, Member Champion - Boundary Review

Summary

Single Member	16 wards
Two Member	10 wards
Three Member	3 wards

The following proposal strikes a balance between the key criteria of the LGBCE.

The district of South Cambridgeshire is very large and rural and each of its many parishes has a very clear and distinct sense of community. The Council has decided to try and aim for single member wards where possible, and not to allocate small villages in the same ward with very large ones. Preserving this sense of community is considered as important as balancing electoral equality.

WARD 1

ZA1 - Balsham	1286
ZC1 - Carlton	155
ZF1 - Horseheath	378
ZI1 - West Wickham	341
ZJ1 - West Wrattling	381
ZK1 - Weston Colville	389
TOTAL	2930

Ward 1 is a single member ward with a variance of 1.2% from the elector to member average for the district.

WARD 2

OC1 - Milton	3357
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OC2 - Milton (Detached)	72
OB1 - Landbeach	692
OD1 - Waterbeach	3785
OD2 - Chittering	98
TOTAL	8004

Ward 2 is a three member ward with a variance of -7.8% from average.

Milton (Detached) is not accessible by road directly from South Cambridgeshire. It is detached from Milton village and is over a river from Fen Ditton. It is best served by staying in a ward with the rest of its parish.

WARD 3

ZD1 - Castle Camps	529
ZH1 - Shudy Camps	263
ZB1 - Bartlow	85
ZE1 - Hildersham	177
ZG1 - Linton	3525
YA1 - Great Abington	750
YB1 - Little Abington	445
TOTAL	5774

Ward 3 is a two member ward with a -0.3% variance.

WARD 4

YE1 - Sawston	6228
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Ward 4 is a two member ward with a variance of 7.6%.

WARD 5

TD1 - Great Shelford	3518
TE1 - Little Shelford	663
TF1 - Stapleford	1556
TOTAL	5737

Ward 5 is a two member ward with a variance of -0.9%.

WARD 6

TA1 - Harston	1411
TB1 - Hauxton	1097
TOTAL	2508

Ward 6 is a single member ward with a variance of -13.4%.

Our preference for this ward would see these two communities bought together. If this is unacceptable, this ward could be bought together with wards 14 and 15 to establish a larger ward.

WARD 7

WB1 - Duxford	1507
WF1 - Ickleton	545
WE1 - Hinxton	273
YC1 - Babraham	214
YD1 - Pampisford	267
TOTAL	2806

Ward 7 is a single member ward with a variance of -3.1%.

WARD 8

WH2 - Whittlesford South	157
TC1 - Newton	307
WG1 - Thriplow Village	405
WG2 - Thriplow Heathfield	496
WH1 - Whittlesford	1286
TOTAL	2651

Ward 8 is a single member ward with a variance of -8.4%.

WARD 9

VC1 - Gamlingay	3190
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Ward 9 is a single member ward with a variance of 10.2%.

This ward is a single large settlement which would clearly benefit from being a single member ward of its own. Reallocation in a ward with smaller communities could erode their community identity.

WARD 10

VH1 - Shingay-Cum-Wendy	109
VD1 - Hatley	182
XA1 - Arrington	325
XC1 - Croydon	186
VA1 - Abington Pigotts	119
VF1 - Guilden Morden	783
VG1 - Steeple Morden	902
VI1 - Tadlow	155
TOTAL	2761

Ward 10 is a single member ward with a variance of -4.6%.

WARD 11

VB1 - Bassingbourn	2435
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VE1 - Litlington	690
TOTAL	3125

Ward 11 is a single member ward with an 8% variance.

WARD 12

WC1 - Fowlmere	963
XF1 - Foxton	1040
WA1 - Great Chishill	480
WA2 - Little Chishill	48
WD1 - Heydon	198
TOTAL	2729

Ward 12 is a single member ward with a variance of -5.7%.

WARD 13

XN1 - Whaddon	373
XJ1 - Melbourn	3767
XK1 - Meldreth	1507
XM1 - Shepreth	668
TOTAL	6315

Ward 13 is a two member ward with a 9.1% variance.

WARD 14

PA1 - Barton	708
PC1 - Coton	704
PB1 - Comberton	1853
TOTAL	3265

Ward 14 is a single member ward with a 12.8% variance.

See ward 6.

WARD 15

PD1 - Grantchester	441
PF1 - Harlton	251
PG1 - Haslingfield	2351
TOTAL	3043

Ward 15 is a single member ward with a variance of 5.1%.

See ward 6.

WARD 16

XD1 - Great Eversden	212
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XE1 - Little Eversden	484
XB1 - Barrington	1211
XL1 - Orwell	899
XO1 - Wimpole	243
TOTAL	3049

Ward 16 is a single member ward with a variance of 5.3%.

WARD 17

NA1 - Bourn	758
NC1 - Caldecote	1291
NL2 - Childerley	21
XH1 - Kingston	197
XG1 - Little Gransden	244
XI1 - Longstowe	158
TOTAL	2669

Ward 17 is a single member ward with a variance of -7.8%.

WARD 18

QC1 - Dry Drayton	502
QF1 - Madingley	166
QD1 - Girton	4771
TOTAL	5439

Ward 18 is a two member ward with a -6% variance.

WARD 19

PH1 – Toft	645
PE1 - Hardwick	2078
TOTAL	2723

Ward 19 is a single member ward with a -5.9% variance.

WARD 20

NP1 - Cambourne	7760
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Ward 20 is a three member ward with a variance of -10.6%.

This ward contains a single large settlement which would clearly benefit from being in a ward of its own. Reallocation in a ward with smaller communities could erode their community identity.

There is reasonable expectation of continued growth in NP1 beyond the forecast period.

WARD 21

QA1 - Bar Hill	3144
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Ward 21 is a single member ward with a variance of 8.6%.

WARD 22

RB1 - Fulbourn Village	3505
RB2 - Fulbourn Beechwood	829
RE1 - Teversham Village	949
RE2 - Teversham Foxgloves	1193
TOTAL	6476

Ward 22 is a two member ward with an 11.9% variance.

This ward consists of two parishes each of two polling districts. To retain the sense of community between these parishes it is felt important that they are retained together, in spite of the variance.

Ward 22 could be merged with Ward 23 but the two proposed wards are of very disparate characters and do not have any sense of local identity or community.

WARD 23

RA1 - Fen Ditton	1231
RC1 - Horningsea	300
RD1 - Stow-Cum-Quy	415
RF1 - Great Wilbraham	510
RG1 - Little Wilbraham	234
RG2 - Six Mile Bottom	106
TOTAL	2796

Ward 23 is a single member ward with a variance of -3.4%.

WARD 24

QG1 - Oakington & Westwick	1170
QE1 - Longstanton	4879
TOTAL	6049

Ward 24 is a two member ward with a variance of 4.5%.

The two parishes within this ward will contain the planned new town of Northstowe.

WARD 25

SB1 - Over	2314
SD1 - Willingham	3303
TOTAL	5617

Ward 25 is a two member ward with a -3% variance.

WARD 26	
SA1 - Cottenham	4737
SC1 - Rampton	377
TOTAL	5114

Ward 26 is a two member ward with a -11.7% variance.

WARD 27	
OA1 - Histon	3634
OA2 - Impington North	3416
OA3 - Impington South	544
OA4 - Orchard Park	1857
TOTAL	9451

Ward 27 is a three member ward with a variance of 8.8%.

WARD 28	
NL1 - Lolworth	130
NI1 - Fen Drayton	703
NO1 - Swavesey	1966
TOTAL	2799

Ward 28 is a single member ward with a variance of -3.3%

WARD 29	
NB1 - Boxworth	184
ND1 - Caxton	1387
NF1 - Croxton	129
NH1 - Eltisley	314
NE1 - Conington	120
NG1 - Elsworth	539
NJ1 - Graveley	191
NK1 - Knapwell	77
NM1 - Papworth Everard	3114
NN1 - Papworth St. Agnes	48
TOTAL	6103

Ward 29 is a two member ward with a 5.4% variance

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Report To: Council
Lead Officer: Monitoring Officer

28 January 2016

Review of Council Standing Orders

Purpose

1. The Chairman of the Council had requested that the Civic Affairs Committee undertook a review of Council Standing Orders. The Committee initially considered this review at its meeting on 12 November 2015 and discussed the respective Standing Orders relating to Notices of Motion, consideration of the Council's annual budget, questions by Members, the cancellation of meetings and the quorum for the Scrutiny and Overview Committee and Partnerships Review Committee.
2. The Civic Affairs Committee subsequently considered changes to the specific wording of Standing Orders at its meeting on 12 January 2016 and this report sets out the Committee's recommendations.

Recommendations

3. 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.
 - (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.

Reasons for Recommendations

4. It is within the Civic Affairs Committee's remit to review the Council's Constitution, including Standing Orders, and make any relevant recommendations to Council.

Background

5. The Standing Orders for Council have not been reviewed in their entirety for a number of years. It is within the remit of the Civic Affairs Committee to review the Constitution and Standing Orders periodically and the Committee undertook such a review at its previous meetings on 12 November 2015 and 12 January 2016.
6. In reviewing Standing Orders, the Committee identified and supported amendments to specific Standing Orders in order improve the smooth and efficient running of meetings, promote effective decision-making and governance and provide procedural clarification.

Considerations

7. The following aspects of Standing Orders considered by the Committee on 12 November 2015 and 12 January 2016 that were recommended for amendment include:

Notice of Motions

8. In terms of amendments, the Committee recommended the inclusion of a Standing Order to request that all amendments be written down and handed to the Chairman before they are debated, in order that it is clear what Members are debating and voting on.
9. The Committee recommended that the Chairman be given discretion to refuse to accept amendments to Motions or recommendations if they are based on typographical or grammatical points. The Committee agreed that these issues should instead be raised with officers at the earliest opportunity in order that they can be properly considered.
10. Standing Order 12.4 sets out reasons why the Chairman might reject a motion. The Committee recommended adding after the words 'is substantially the same as a Motion which has been put at a meeting or a meeting of the Council in the past six months' the sentence 'This does not apply to motions moved in pursuance of a recommendation of Cabinet, a Committee or a Chief Officer'.

Considering the Council's annual budget

11. The Committee agreed that preparing the Council's budget takes considerable time and is an extremely complex process, noting that the Scrutiny and Overview Committee and Cabinet both consider the proposed budget prior to its submission to Full Council.
12. Currently, there is nothing within Standing Orders to prevent any significant amendments being proposed at Full Council in relation to the annual budget that will not have had the opportunity to have also been considered by officers, the Scrutiny and Overview Committee or Cabinet. The Committee agreed there is a risk that in moving such an amendment without notice, the Section 151 Officer or Monitoring Officer would be unable to accept it having not had time to properly consider the implications and consequences of the amendment amongst the entirety of the very complex budget. If an amendment had been previously considered by the Scrutiny and Overview Committee or Cabinet, officers and Members would have sufficient information to enable them to properly consider the implications and consequences of the significant amendment.
13. The Committee therefore recommended that any proposed significant amendments to the Council's annual budget need to have gone to the Scrutiny and Overview Committee or Cabinet before they will be accepted for consideration at Full Council. The Committee agreed that the Council's 151 Officer should be responsible for determining the definition of 'significant' in this respect.

Questions by Members

14. Members currently have to provide notice of questions, which are published with the agenda for meetings of Full Council. Other authorities set aside a time limit of 30 minutes, for example, where any Member can ask questions without the need to provide notice.

15. The Committee recommended to a 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. Members can put the questions without notice into a box before the meeting and the Chairman will draw them out, within the timeframe allowed. This procedure would be reviewed again by the Committee in six months.

Cancellation of meetings

16. The current Standing Orders do not make it clear what the process should be for cancelling meetings. The Committee agreed that Standing Orders should be amended to reflect the process that should be followed in the event that a meeting would need to be cancelled due to lack of business, severe weather or other exceptional or disruptive circumstances. It therefore recommended that the process should involve the Chief Executive consulting with the Chairman of Council or the committee/body, then consulting political group leaders before resolving whether to cancel or adjourn the meeting, but that this process would not apply to Portfolio Holder Meetings.

Quorum of Scrutiny and Overview Committee and Partnerships Review Committee

17. The Scrutiny and Overview Procedure Rules set out that the quorum for both the Scrutiny and Overview Committee and Partnerships Review Committee is a least half of the membership of each body. The Committee recommended reducing the quorum for both bodies to one quarter, in line with other quorum requirements.
18. **Appendix A** of the report sets out a revised version of Standing Orders, incorporating the above recommendations that were agreed at the meeting of the Civic Affairs Committee held on 12 January 2016.

Options

19. Council could opt not to amend Standing Orders at this time.
20. Council could identify other areas of Standing Orders for review or amendment not included in this report.

Implications

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

Background Papers

No additional background papers have been used in the preparation of this report.

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COUNCIL STANDING ORDERS

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1. Annual Meeting of the Council

1.1 Timing and business

(a) In a year when there is an ordinary election of councillors, the annual meeting will take place within 21 days of the retirement of the outgoing councillors. In any other year, the annual meeting will take place in March, April or May.

(b) The annual meeting will:

- (i) elect a person to preside if the Chairman of Council is not present;
- (ii) elect the Chairman of Council;
- (iii) elect the Vice-Chairman of Council;
- (iv) approve the minutes of the last meeting;
- (v) in a year when there is an ordinary election of councillors, receive the Returning Officer's Return of councillors elected.
- (vi) receive any announcements from the Chairman, Leader of Council and / or Head of Paid Service;
- (vii) upon the expiry of the Leader's normal term of office as Leader, elect the Leader including, where available, notification by the Leader of the number of members he / she is appointing to the Executive (Cabinet), their names and their portfolios, and the Leader's Scheme of Delegation of Executive Functions;
- (viii) appoint up to five substitute members per committee from each political group in a hierarchical list to all committees and sub-committees ;
- (ix) appoint at least one scrutiny and overview committee, a Civic Affairs Committee, the Licensing Committee (2003 Act) and such other committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions (as set out in Part 3 of this Constitution);
- (x) agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3 of this Constitution);
- (xi) receive questions from, and provide answers to, the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting, in accordance with Standing Order 10 below;
- (xii) receive reports and recommendations from the Executive and the Council's committees and receive questions and answers on any of those reports;
- (xiii) receive the Leader of the Major Opposition Group's written Annual statement on his/her Group's priorities for action and objectives for the forthcoming municipal year;
- (xiv) consider any business set out in the notice convening the meeting including consideration of proposals from the Executive in relation to the Council's budget and policy framework and reports of the Partnerships Review Committee or Scrutiny and Overview Committee for debate; and
- (xv) receive questions from, and provide answers to, members in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting, in accordance with Standing Order 11 below.

1.2 Selection of Councillors on Committees and Outside Bodies

(a) At the annual meeting, the council meeting will:

- (i) decide which committees to establish for the municipal year;

- (ii) decide the size and terms of reference for those committees with the exception of the Licensing Committee (2003 Act);
 - (iii) decide the number and allocation of seats and substitutes to political groups in accordance with the political balance rules set out in Part 5, Section A;
 - (iv) receive nominations of councillors to serve on each committee and outside body; and
 - (v) appoint to those committees and outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the Executive.
 - (vi) Appoint the Chairmen and Vice-Chairmen of the committees established under Standing Order 1.2(a)(i) above.
- (b) Executive Members shall be entitled to sit on the following committees as *ex officio* members:
- Employment Committee: Executive Member with responsibility for staffing matters;
 - Licensing Committee, Licensing Committee (2003 Act), Licensing Committee (2005 Gambling Act): Executive Member with responsibility for licensing matters;
 - Planning Committee: Executive Member with responsibility for development control matters.
- (c) Executive Members shall not be entitled to sit on the following committees:
- Corporate Governance Committee;
 - Partnerships Review Committee;
 - Scrutiny and Overview Committee;
 - Any other scrutiny and overview committee.

2. Ordinary Meetings

2.1 Agenda for Ordinary Meetings

Ordinary meetings of the Council will take place in accordance with a programme agreed by Council. Ordinary meetings will:

- (i) elect a person to preside if the Chairman and Vice-Chairman are not present;
- (ii) approve the minutes of the last meeting;
- (iii) receive any declarations of interest from members;
- (iv) elect the Leader of the Council, in the event that the position becomes vacant during the Civic Year including, where available, notification by the Leader of the number of members he / she is appointing to the Executive (Cabinet), their names and their portfolios, and the Leader's Scheme of Delegation of Executive Functions;
- (v) appoint members to committees and outside bodies where vacancies have arisen, except where appointment to outside bodies has been delegated by the Council or is exercisable only by the Executive;
- (vi) receive any announcements from the Chairman, Leader, the Executive or the Head of Paid Service;
- (vii) receive questions from, and provide answers to, the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting, in accordance with Standing Order 10 below;
- (viii) deal with any business from the last Council meeting;

- (ix) receive reports and recommendations from the Executive and the Council's committees and receive questions and answers on any of those reports;
- (x) receive reports about and receive questions and answers on the business of joint arrangements and external organisations;
- (xi) consider motions;
- (xii) consider any other business specified in the summons to the meeting, including consideration of proposals from the Executive in relation to the Council's budget and policy framework and reports of the Partnerships Review Committee and the Scrutiny and Overview Committee for debate; and
- (xiii) receive questions from, and provide answers to, members in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting, in accordance with Standing Order 11 below.

3. Extraordinary Meetings

3.1 Calling extraordinary meetings

- (a) Those listed below may request the proper officer¹ to call Council meetings in addition to ordinary meetings:
 - (i) the Council by simple majority;
 - (ii) the Chairman of the Council;
 - (iii) the Monitoring Officer; and
 - (iv) any five members of the Council if they have signed a requisition presented to the Chairman of the Council and he / she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.
- (b) The request shall state the subject for which the meeting is called.

3.2 Business

An extraordinary meeting shall not consider previous minutes, reports from committees or any other matter than the subject for which that meeting is called.

4. Appointment of Substitute Members of Committees, Sub-Committees and Outside or Joint Bodies

4.1 Allocation

- (a) Substitutes will be allowed on committees and sub-committees, and Council may allocate seats for substitute members on outside or joint bodies, where those bodies allow. The substitute must be a member of the same political group as the member for whom they are substituting. Substitute members will be appointed in a hierarchical list by Council at its Annual Meeting.
- (b) Executive Members shall be allowed to substitute on all committees other than the Partnerships Review Committee, the Scrutiny and Overview Committee or any other scrutiny and overview committee.

¹ In all the Part 4 Rules relating to Committee, executive and Council administration, reference to the 'proper officer' shall mean the Chief Executive or such suitably experienced senior officer, as the Chief Executive shall appoint.

4.2 Powers and duties

Substitute members will have the powers and duties of any ordinary member of the committee or sub-committee, outside or joint body (where those bodies allow) but will not be able to exercise any special powers or duties exercisable by the person for whom they are substituting. These powers and duties will only be available to the substitute members from the start until the close of the meeting at which they are substituting.

4.3 Substitution

Substitute members may attend meetings in that capacity only:

- (i) to take the place of the ordinary member for whom they are the substitute;
- (ii) where the ordinary member will be absent for the whole of the meeting, and;
- (iii) after notifying Democratic Services before the start of the meeting of the intended substitution.

4.4 Substitution at meetings of Planning Committee and Licensing Committee

Members acting as substitutes at meetings of the Planning Committee, and Licensing Committee when determining applications, shall be subject to the same requirement to have undertaken suitable training as ordinary members of those committees.

4.5 Vacant positions

Individual Group Leaders can appoint a substitute to fill any vacancy that may arise on a committee, sub-committee, outside body or joint body, where those bodies allow, until a replacement has been appointed at a meeting of Council.

5. Times and Places of Meetings

The times and places of meetings will be determined by the proper officer and notified in the summons.

6. Notice of and Summons to Meetings

The proper officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear days before a meeting, the Chief Executive will send a summons by e-mail and / or post to each member of the Council, or leave it, at his or her last known address or, if notified in writing to the proper officer, his or her preferred address. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

7. Chairman of Meeting

- 7.1 The person presiding at the meeting may exercise any power or duty of the Chairman, except where there is equality of votes on an appointment, in which case the provisions of Standing Order 16.7 below shall be followed. Where these Standing Orders apply to committee or sub-committee meetings, references to the Chairman also include the Chairman of committees and sub-committees.

- 7.2 The Chairman of the Council shall preside over the election of Chairmen of Committees and Sub-Committees of the Council. Where the Chairman of Council is not present, the Chief Executive or an officer nominated by him or her may preside at the election of the Chairman but shall not be entitled to vote. In the event of a tie, the provisions of Standing Order 16.7 below shall be followed.
- 7.3 The Chairman of the Council shall be elected from among the councillors as the first business transacted at the Annual Council Meeting. Where the Chairman of Council is retiring, he / she should preside over the election of his / her successor. Where it is expected that he / she is to continue for a second year, the Chief Executive should preside, and the Chairman should leave the room for the duration of the election.
- 7.4 In all cases, nominees for the Chairmanship shall leave the room prior to voting on the Chairmanship.

8. Quorum

- 8.1 The quorum of a meeting will be one quarter of the whole number of members of the Council or the relevant body of the Council, or three, whichever is the greater, unless this Constitution otherwise provides. During any meeting if the Chairman counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If he / she does not fix a date, the remaining business will be considered at the next ordinary meeting.
- 8.2 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.
- 8.3 The Chief Executive is authorised to cancel a meeting before the agenda has been published, following consultation with the Chairman.
- 8.4 Where, in exceptional circumstances, it is necessary to cancel a meeting after the agenda has been published, the Chief Executive shall be authorised to do so following consultation with the Chairman of the body concerned. The notice advising of the cancellation shall specify the exceptional circumstances in which the decision was taken. Outstanding business shall be held over to the next scheduled meeting or considered at a reconvened meeting on a date to be arranged which satisfies the notice requirements set out in the Local Government Act 1972 and Access to Information Rule 4.

9. Duration of Meetings

Unless three-quarters of members present vote for the meeting to continue, any meeting that has lasted for four hours, excluding adjournments will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If he / she does not fix a date, the remaining business will be considered at the next ordinary meeting.

10. Questions by the Public

10.1 General

At the discretion of the Chairman, members of the public may ask questions of any member at ordinary meetings of the Council. This standard protocol is to be observed by questioners:

- (a) Questioners will not be permitted to raise the competence or performance of a councillor or officer, nor any matter involving exempt information or normally considered 'confidential'. Questioners cannot make any abusive or defamatory comments.
- (b) Each questioner must make it clear whether he or she is speaking as a private individual or as a representative of an organisation.
- (c) If any clarification of what the questioner has said is required, the Chairman will have the discretion to allow councillors to ask questions.
- (d) The questioner will not be permitted to participate in any subsequent discussion and will not be entitled to vote.
- (e) 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 dealt with as the first substantive item of the meeting. A maximum of ten minutes will be allowed for public questions on any specific agenda item.
- (f) Individual questioners will be permitted to speak for a maximum of three minutes.

10.2 Order of questions

Questions will be asked in the order notice of them was received, except that the Chairman may group together similar questions.

10.3 Notice of questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the proper officer no later than midday seven working days before the day of the meeting. The proper officer shall acknowledge the receipt of each question in writing. Each question must give the name and address of the questioner. The Chairman may permit a question to be asked if shorter notice is given. If a substantive answer cannot be given at the meeting, the Chairman may refer the question to any other body of the Council or for a written response within five working days by the member or by the relevant Chief Officer.

10.4 Number of questions

At any one meeting no person may submit more than one question but one supplementary question may also be asked at the meeting. More than one question shall not be submitted on behalf of any organisation.

10.5 Scope of questions

The Chairman, having regard to the advice of the proper officer may reject a question if it:

- is not about a matter for which the local authority has a responsibility or which affects the district;
- is defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at the meeting or a meeting of the Council in the past six months;
- raises issues about the competence or performance of a councillor or officer;
- requires the disclosure of confidential or exempt information; or

- relates to a planning application which has yet to be determined.

The Chairman shall have the discretion to limit the length of preamble or other background information supplied with the question.

10.6 Record of questions

The proper officer will keep a record of submitted questions open to public inspection and will immediately send a copy of the question to the member to whom it is to be put. Rejected questions will include reasons for rejection.

10.7 Asking the question at the meeting

The Chairman will invite the questioner to put the question. If a questioner who has submitted a written question is unable to be present, they may ask the Chairman to put the question on their behalf or appoint a representative to do so. The Chairman may ask the question on the questioner's behalf, indicate that a written reply will be given within five working days or decide, in the absence of the questioner, that the question will not be dealt with.

10.8 Supplementary question

A questioner who has put a question in person may also put one supplementary question without notice to the member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. The Chairman may reject a supplementary question on any of the grounds in Standing Order 10.5 above.

10.9 Written answers

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the member to whom it was to be put, will be dealt with by a written answer. Written answers shall be circulated to the questioner within five working days of the meeting and shall be included as an appendix to the minutes.

10.10 Reference of question to the Executive or a committee

Discussion can take place on a question only if the Chairman agrees. However, any member may move, in accordance with Standing Order 13(d) that a matter raised by a question be referred to the Executive or the appropriate committee or sub-committee. Once seconded, such a motion will be voted on without discussion.

10.11 Public participation at Planning Committee

Members of the public shall be entitled to address the Planning Committee in accordance with a scheme agreed by Council which may be amended by the committee from time to time.

11. Questions by Members

11.1 On reports of the Executive or committees

A member of the Council may ask the Leader, portfolio holder or the Chairman of a committee any question without notice upon an item of the report of the Executive or a committee when that item is being received or under consideration by the Council.

11.2 Questions on notice at full Council

Subject to Standing Order 11.4, a member of the Council may ask:

- the Chairman;
- the Leader, who may respond on behalf of the Cabinet or who may appoint a member of the Executive to respond; or
- the Chairman of any committee or sub-committee

a question on any matter in relation to which the Council has powers or duties or which affects the district.

11.3 Questions on notice at committees and sub-committees

Subject to Standing Order 11.4, a member of a committee or sub-committee may ask the Chairman of it a question on any matter in relation to which the Council has powers or duties or which affect the district and which falls within the terms of reference of that committee or sub-committee.

11.4 Notice of questions

A member may only ask a question under Standing Order 11.2 or 11.3 if either:

- (a) they have given to the proper officer at least seven working days' notice in writing of the question; or
- (b) the question relates to urgent matters, they have the consent of the Chairman of Council and member to whom the question is to be put and the content of the question is given to the proper officer by 9.30 a.m. on the day of the meeting.

11.5 Order of questions

Questions will be asked in the order notice of them was received, except that the Chairman may group together similar questions.

11.6 Scope of questions

The Chairman, having regard to the advice of the proper officer may reject a question if it:

- is not about a matter for which the local authority has a responsibility or which affects the district;
- is defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at the meeting or a meeting of the Council in the past six months;
- raises issues about the competence or performance of a councillor or officer;
- requires the disclosure of confidential or exempt information; or
- relates to a planning application which has yet to be determined.

The Chairman shall have the discretion to limit the length of preamble or other background information supplied with the question.

11.7 Response

An answer may take the form of:

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written response which will be circulated within five working days to the questioner and included as an appendix to the minutes.

11.8 Supplementary question

A member asking a question under Standing Order 11.2 or 11.3 may ask one supplementary question without notice of the member to whom the first question was asked. The supplementary question must arise directly out of the original question or the reply. It may be rejected by the Chairman on any of the grounds set out in Standing Order 11.6 above.

12. Notice of Motions

12.1 Notice

- (a) Except for motions which can be moved without notice under Standing Order 13 and any motion to remove the Leader from office as Leader or the members of the Executive from office collectively, written notice of every motion, signed by a councillor, must be delivered to the proper officer not later than seven working days before the date of the meeting. E-signatures shall be acceptable for the purposes of this rule.
- (b) In the case of any motion for the removal of the Leader from office as Leader, the removal of any individual member of the Executive or the removal of the members of the Executive from office collectively, written notice signed by at least one quarter of the councillors must be delivered to the proper officer not later than seven working days before the date of the meeting. Motions under this provision may not be submitted electronically. Any such motion shall be carried by simple majority of the members present and voting at the meeting.
- (c) In the case of any motion for the removal of the Leader from office as Leader being passed, the Council shall elect a new Leader at the same meeting, or at a subsequent meeting. In the case of any motion for the removal of the members of the Executive from office collectively, the Council shall elect a new Leader immediately.
- (d) A record of notices of motion will be open to public inspection.
- (e) Only one Motion may be submitted per member per meeting.

12.2 The Chairman of the Council shall have discretion to determine the number of notices of motion accepted for debate at any one meeting of Council. He / she shall also have discretion to ask Council whether it wishes to consider a particular Motion. In this event, consent of three-quarters of the members present and voting shall be required to prevent a Motion being further considered. If the Motion has yet to be proposed, Council shall proceed to the next business. If the Motion has been proposed and seconded, the question shall be put immediately.

12.3 Motion set out in agenda

Motions for which notice has been given and accepted by the Chairman will be listed on the agenda in the order which notice was received, unless the councillor giving notice states, in writing, that he or she proposes to move it to a later meeting or withdraw it. Subject to a written proposal by the councillor to move it at a later meeting, any motion not moved at the relevant meeting shall be deemed to be withdrawn.

12.4 Scope

Motions must be about matters for which the Council has a responsibility or which affect the district.

The Chairman, having regard to the advice of the proper officer may reject a Motion if it:

- is not about a matter for which the local authority has a responsibility or which affects the district;
- is defamatory, frivolous or offensive;
- is substantially the same as a Motion which has been put at the meeting or a meeting of the Council in the past six months. (This does not apply to Motions moved in pursuance of a recommendation of Cabinet, a Committee or a Chief Officer);
- requires the disclosure of confidential or exempt information; or
- would, if carried, commit the Council to a course or courses of action contrary to agreed processes or outside its authority to act.

12.5 Time limit

A maximum period of thirty minutes shall be allowed for each Motion to be moved, seconded and debated, including dealing with any amendments. At the expiry of the thirty-minute period, debate shall cease immediately, the mover of the original Motion will have the right of reply before the Motion or amendment is put to the vote.

13. Motions Without Notice

The following motions may be moved without notice:

- (a) to appoint a Chairman of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual. If passed, the matter shall stand immediately deferred and shall not be further considered at the meeting;
- (e) to appoint a committee or member arising from an item on the summons for the meeting;
- (f) to receive reports or adoption of recommendations of the Executive, committees or officers and any resolutions following from them. Such recommendations shall be moved and seconded prior to any debate, in accordance with Standing Order 14.1 below;
- (g) to withdraw a motion;
- (h) to amend a motion;
- (i) Closure Motions in accordance with Standing Order 14.11;
- (j) that the meeting continue beyond 4 hours in duration;
- (k) to suspend a particular council procedure Standing Order;
- (l) to exclude the public and press in accordance with the Access to Information Rules;
- (m) to not hear further a member named under Standing Order 20.3 or to exclude them from the meeting under Standing Order 20.4; and
- (n) to give the consent of the Council where its consent is required by this Constitution.

14. Rules of Debate

14.1 No speeches until motion seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

14.2 Right to require motion in writing

Unless notice of the motion has already been given, the Chairman may require it to be written down and handed to him / her before it is discussed.

14.3 Secunder's speech

When seconding a motion or amendment, a member may reserve their speech until later in the debate.

14.4 Content and length of speeches

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No proposer's speech may exceed five minutes, nor any other speech exceed three minutes, without the consent of the Chairman.

14.5 When a member may speak again

A member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) to speak once on an amendment moved by another member;
- (b) to move a further amendment if the motion has been amended since he / she last spoke;
- (c) if his / her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he / she spoke was carried);
- (d) in exercise of a right of reply in accordance with Standing Order 14.9;
- (e) on a point of order;
- (f) at the Chairman's discretion, to raise a point of information;
- (g) by way of personal explanation; or
- (h) to move a Motion under Standing Order 14.10 (Motions which may be moved during debate).

14.6 Amendments to motions

- (a) An amendment to a motion must be relevant to the motion and will either be:
 - (i) to leave out words;
 - (ii) to leave out words and insert or add others; or
 - (iii) to insert or add words.as long as the effect of (ii) or (iii) is not to negate the motion.
- (b) The Chairman may request the mover and seconder of the original Motion to indicate whether they are prepared to accept the amendment through its incorporation into their Motion. If they are willing to do so, and the mover of the amendment gives consent, the original Motion will stand altered accordingly, the amendment shall be deemed withdrawn and debate proceed on the original Motion, as altered. If they are not willing to do so, consideration of the amendment shall proceed in accordance with the normal rules of debate.
- (c) Normally, only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of. Exceptionally, the Chairman may allow, after notice of proposal, concurrent discussion of a subsequent amendment before both are disposed of in whatever order

the Chairman thinks fit if it appears to the Chairman that this course would facilitate the proper conduct of the Council's business.

- (d) If an amendment is not carried, other amendments to the original motion may be moved.
- (e) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (f) After an amendment has been carried, the Chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

(g) Amendments will be written down and handed to the Chairman before they are debated, unless the Chairman is willing to accept any amendments made verbally.

(h) The Chairman will have the discretion to refuse to accept amendments if they are solely based on typographical or grammatical points.

(i) Any significant amendment proposed when considering the Council's annual budget must have been considered by the Scrutiny and Overview Committee or Cabinet before being accepted for debate.

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14.7 Alteration of motion

- (a) A member may alter a motion of which he / she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- (b) A member may alter a motion which he / she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

14.8 Withdrawal of motion

A member may withdraw a motion which he / she has submitted or moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused. In accordance with Standing Order 12.3, any motion not moved at the relevant meeting shall be deemed to be withdrawn.

14.9 Right of reply

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- (c) The mover of the amendment has no right of reply to the debate on his or her amendment.

14.10 Motions which may be moved during debate

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) Closure Motions in accordance with Standing Order 14.11
- (d) that the meeting continue beyond four hours in duration;
- (e) to exclude the public and press in accordance with the Access to Information Rules;
- (f) to not hear further a member named under Standing Order 20.3 or to exclude them from the meeting under Standing Order 20.4; or
- (g) to refer something to an appropriate body or individual in accordance with Standing Order 13(d) above.

14.11 Closure motions

- (a) A member may move, without comment, the following motions at the end of a speech of another member:
 - (i) to proceed to the next business;
 - (ii) that the question be now put;
 - (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is seconded and the Chairman thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (c) If a motion that the question be now put is seconded and the Chairman thinks the item has been sufficiently discussed, he / she will put the procedural motion to the vote. If it is passed he / she will give the mover of the original motion a right of reply before putting his / her motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chairman thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, or if the meeting has previously resolved to continue beyond four hours' duration in accordance with Standing Order 9, he / she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

14.12 Point of order

A member may raise a point of order at any time by standing and stating "Point of Order". The Chairman will hear it immediately. A point of order may only relate to an alleged breach of these Council Standing Orders or the law. The member must indicate the Standing Order or law and the way in which he / she considers it has been broken. The ruling of the Chairman on the admissibility of a Point of Order will be final.

14.13 Point of information

A member may ask to raise a point of information at any time by standing and stating "Point of Information", but will be permitted to speak only at the Chairman's discretion. A point of information may only be made where a member is aware that the Council has incorrect information before it on a material point. The member who raises the point of information must be able to cite evidence to support their statement. The point of information may be

raised whilst another member is speaking but only if that member is willing to give way. The ruling of the Chairman on the admissibility of a point of information will be final.

14.14 Personal explanation

A member may make a personal explanation at any time by standing and stating "Personal explanation". A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate. The ruling of the Chairman on the admissibility of a personal explanation will be final.

14.15 Application of Rules of Debate

These Rules of Debate shall apply to the consideration of all Council business where debate is allowable under these Standing Orders or at the Chairman's discretion.

15. Previous Decisions and Motions

15.1 Motion to rescind a previous decision

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least twelve members.

15.2 Motion similar to one previously rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least twelve members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

16. Voting

16.1 Majority

Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those members voting and present in the room at the time the question is put.

16.2 Chairman's casting vote

If there are equal numbers of votes for and against, the Chairman will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote. This Standing Order shall not apply to situations in which there is equality of voting between two candidates on an appointment. In such cases, the provisions of Standing Order 16.7 below shall apply.

16.3 Method of voting

Unless a recorded vote is demanded, the Chairman will normally take the vote either by electronic means or by show of hands, at his or her discretion, or, if there is no dissent, by the affirmation of the meeting. Exceptionally, a paper ballot may be considered by the Chairman to be appropriate.

16.4 Announcement of Result

Whatever the method of voting, the Chairman will announce the result or the numerical result of the vote immediately the result is known.

16.5 Recorded vote

If six members or one quarter of those present at the meeting, whichever is the fewer, demand it, the names for and against the motion or amendment, abstaining from voting or not voting will be taken down in writing and entered into the minutes. A demand for a recorded vote will override a demand for a ballot. This procedure shall not apply to voting on appointments.

16.6 Recorded vote on budget decisions

If the Council is considering an item on the Council's budget or the setting of the Council Tax, the names for and against the motion or amendment, abstaining from voting or not voting will be taken down in writing and entered into the minutes.

16.7 Right to require individual vote to be recorded

Where any member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

16.8 Voting on appointments

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 shall withdraw and there shall be a fresh ballot of the remaining candidates; and so on as necessary until a candidate has that majority. Where there are two candidates only, or two candidates remain, a vote shall be taken. In the event of a tie, a second vote shall be taken. In the event of a continuing tie, the matter shall be decided by the toss of a coin.

17. Minutes

17.1 Signing the minutes

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.

17.2 No requirement to sign minutes of previous meeting at extraordinary meeting

There shall be no requirement to sign the minutes of a previous ordinary meeting at an extraordinary meeting of the Council convened under Standing Order 3 above. Any unsigned minutes of previous ordinary meetings and the minutes of the extraordinary meeting shall be signed at the next ordinary meeting.

17.3 Form of minutes

Minutes will contain all motions and amendments in the exact form and order the Chairman put them.

18. Record of Attendance

18.1 All members are required to sign the attendance sheet before the conclusion of the meeting to assist with the record of attendance.

18.2 The Council may remove a member from a body to which he or she has previously been appointed, if the member has missed four consecutive meetings of the body concerned.

19. Exclusion of Public

Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Standing Order 21 (Disturbance by Public).

20. Members' Conduct

20.1 Standing to speak

When a member speaks at full Council they must stand and address the meeting through the Chairman. If more than one member stands, the Chairman will ask one to speak and the others must sit. Other members must remain seated whilst a member is speaking unless they wish to make a point of order or a point of personal explanation.

20.2 Chairman standing

When the Chairman stands during a debate, any member speaking at the time must stop and sit down. The meeting must be silent.

20.3 Member not to be heard further

If a member persistently disregards the ruling of the Chairman by behaving improperly or offensively or deliberately obstructs business, the Chairman may move that the member be not heard further. If seconded, the motion will be voted on without discussion.

20.4 Member to leave the meeting

If the member continues to behave improperly after such a motion is carried, the Chairman may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

20.5 General disturbance

If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as he / she thinks necessary. An adjournment in these circumstances shall not require a Motion to be passed.

21. Disturbance by Public, Recording of Proceedings

21.1 Removal of member of the public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room.

21.2 Clearance of part of 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.

21.3 Banners, placards, etc

No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any to be removed.

21.4 Recording of Business

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

- a) 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.
- b) Where the public have been excluded from the meeting in accordance with the Council's Access to Information Procedure Rules (Rule 10) during the consideration of exempt or confidential information.

22. Suspension and Amendment of Council Standing Orders

22.1 Suspension

All or any of these Standing Orders, except Standing Orders 16.6 (Right to require individual vote to be recorded) and 17.2 (No requirement to sign minutes of previous meeting at extraordinary meeting), may be suspended by motion on notice or without notice if requested by at least two thirds of councillors present and voting. The mover of the motion shall specify which Standing Order(s) he or she wishes to suspend as well as the business to which the suspension shall apply. Suspension may be for no longer than the duration of the meeting.

22.2 Amendment

Any motion without notice to add to, vary or revoke these Standing Orders will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

23. Application to Executive, Committees and Sub-Committees

- (a) All of the Standing Orders apply to meetings of full Council.
- (b) None of the Standing Orders apply to meetings of the Executive except Standing Order 10 (Public Questions).
- (c) Only Standing Orders 4-9 and 11-23 (but not Standing Order 20.1, standing to speak) apply to meetings of all committees and sub-committees.
- (d) Standing Order 10 shall apply to all Executive meetings open to the public and all committee and sub-committee meetings open to the public other than regulatory committees or sub-committees. Detailed guidelines for questions at the Partnerships Review Committee and Scrutiny and Overview Committee are set out in Part 5 – Codes and Protocols.
- (e) The Licensing Committee (2003 Act) has resolved to operate under the Local Government Act 1972 (as amended). Standing Orders 4-9 and 11-23 (but not SO 20.1) consequently apply to meetings of the full committee, but not to meetings of its sub-committees.

24. Cancellation of meetings

Should a meeting require cancelling due to lack of business, severe weather or other exceptional or disruptive circumstances, the Chief Executive will consult with the Chairman of the Council or the committee/body (or Vice-Chairman in their absence), then consult with political group leaders before resolving whether to cancel or adjourn the meeting. This process will not apply to Portfolio Holder Meetings.

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24.25. Interpretation of Standing Orders (Article 16.02)

The ruling of the Chairman of Council as to the application of these Standing Orders shall be final. Such interpretation shall have regard to the purposes of the Constitution set out in Article 1.

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Agenda Item 8d



Report To: Council
Lead Officer: Human Resources Manager

28 January 2016

APPOINTMENT OF MONITORING OFFICER AND DEPUTY ELECTORAL REGISTRATION OFFICER

Purpose

1. This report appraises Council of the requirement to appoint a Monitoring Officer and a Deputy Electoral Registration Officer.

Recommendations

2. That Council:
 - a) Note that the individual who currently holds the role of Monitoring Officer has resigned;
 - b) Endorse the recommendation of the Employment Committee to appoint Shirley Tracey as Monitoring Officer;
 - c) Endorse the recommendation of the Electoral Registration Officer to appoint the Electoral Services Manager to act as Deputy Electoral Registration Officer.

Reasons for Recommendations

3. The Local Government & Housing Act 1989 requires every local authority to designate one of its senior officers as the Monitoring Officer. The employee who currently holds this role for South Cambridgeshire District Council will leave employment on 19 February 2016 to take up a position elsewhere.
4. Under the Representation of the People Act 1983, the Council has an obligation to appoint one of its officers to act as Electoral Registration Officer (ERO). At South Cambridgeshire District Council, the Chief Executive has been appointed as ERO. It is considered best practice to also appoint a Deputy Electoral Registration Officer.

Background

Monitoring Officer

5. The Monitoring Officer has the specific duty to ensure that the Council, its Officers, and its Elected Councillors, maintain the highest standards of conduct in all they do. The main duties of the Monitoring Officer are set out below. The Monitoring Officers' legal basis is found in Section 5 of the Local Government and Housing Act 1989, as amended by Schedule 5 paragraph 24 of the Local Government Act 2000.

The Monitoring Officer's main roles include:

- ensuring that the Council acts and operates within the law. They have a duty to report to the whole Council if the Council has broken or may have broken the law.
 - arrangements to support the Council's functions and activities including regular reviews of the Council's Constitution.
 - supporting the Council's Civic Affairs Committee and helping promote and maintain high standards of conduct by Council members, officers, partners and contractors. Establishing and maintaining a register of interests for elected and co-opted members, including Parish Councillors. The Monitoring Officer also receives complaints about the conduct of District and Parish Councillors and handles them alongside the Council's Independent Person.
 - implementation of the Council's policies which support whistleblowing by staff.
 - the Monitoring Officer is allocated as the Council's proper officer for Access to Information.
6. The role has been undertaken by the Legal and Democratic Services Manager since 2010. The postholder has recently tendered their resignation and will be leaving employment on 19 February 2016.
7. In October 2015, the South Cambridgeshire District Council post of Legal and Democratic Services Manager transferred to Cambridge City Council to form part of the single shared legal service. The future structure of this newly formed service is currently under consultation and therefore it is not appropriate to appoint a Monitoring Officer on a permanent basis at this time.
8. It is proposed to appoint, on an interim basis, Shirley Tracey to undertake the responsibilities of Monitoring Officer for South Cambridgeshire District Council until such time as the structure and roles for the single shared legal service are finalised. Ms Tracey is currently Legal Services Manager/Solicitor Advocate and transferred from Huntingdonshire District Council to the single shared legal service in October 2015. She is currently the Deputy Monitoring Officer at Huntingdonshire District Council.

Deputy Electoral Registration Officer

9. Under the Representation of the People Act 1983, the Council has an obligation to appoint one of its officers to act as Electoral Registration Officer (ERO). Whilst it is an appointment made by the Council, the ERO is personally responsible for compiling and maintaining the Register of Electors. At South Cambridgeshire District Council, the Chief Executive has been appointed as ERO.
10. It is considered best practice to also appoint a Deputy Electoral Registration Officer. This Officer is then able to act in the absence of the ERO to carry out their full range of statutory functions, some of which (for example registration hearings) have strict legislative deadlines. Unlike appointment as Deputy Returning Officer, appointment of a Deputy Electoral Registration Officer is the responsibility of the Council and not the individual appointed ERO.

Currently, the Council does not have an appointed Deputy ERO.

11. The ERO recommends to Council that the Electoral Services Manager is appointed as her Deputy with full powers, enabling him to act in her incapacity or absence as necessary.

Implications

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:

Legal

12. The Local Government and Housing Act 1989, requires all local authorities to appoint a Monitoring Officer.
13. The Representation of the People Act 1983, requires the Council to appoint one of its officers to act as Electoral Registration Officer. It is considered best practice to also appoint a Deputy Electoral Registration Officer.

Consultations (including from the Youth Council)

14. Employees within the new single shared legal service and their representatives are currently being consulted on future structure proposals.
15. The Electoral Services Manager has been consulted on the proposal to appoint a Deputy Electoral Registration Officer.

Background Papers

No background papers were used in the preparation of this report.

Report Author: Susan Gardner-Craig – Human Resources Manager
Telephone: (01954) 713285

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Agenda Item 8e



Report To: Employment Committee
Lead Officer: Human Resources Manager

15 January 2016

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.

8. In November 2015 the Government indicated its intention to go ahead with proposals to introduce a cap on exit payments for employees in the public sector. This will be included within the Enterprise Bill 2015 which is timetabled for royal assent in late Spring 2016. Regulations will be drafted and are planned for approval in late Summer 2016.
9. The Enterprise Bill states that:
 - Exit payments in the public sector will be capped at a maximum of £95,000 including any pension strain costs
 - The cap will include all payments in relation to all exits from relevant employments that occur within 28 day period
 - The cap will include a wide range of payments including pension strain costs
 - There will be a limited number of exempt payments (e.g. death or injury)
 - There will be power for full council to waive the cap subject to Treasury directions.
10. In December 2015 the Government issued draft regulations, for consultation, concerning the recovery of exit payments made to employees who have left the public sector and return to the same within a period of 12 months. The regulations are due to take effect from April 2016. The Government proposes to set the minimum salary at which the recovery provisions apply at £80,000 per annum.
11. Relevant council employment policies will be amended once the full details and implications are known in relation to the regulations concerning exit payments.

Considerations

12. In January 2015, the Council approved the pay policy statement for the authority. This policy has been reviewed and updated with 2015/2016 pay and organisational structures and job titles.
13. 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

Implications

Financial

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

Legal

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

Staffing

16. 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.

Equality and Diversity

17. The Council's pay grades and evaluation method meets the requirements of the current Equalities Act.

Consultations (including from the Youth Council)

18. 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

19. 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
 - www.gov.uk/government/consultations

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PAY POLICY STATEMENT 2016 / 2017

The Localism Act 2011 ('the Act') (sections 38 to 40) requires English local authorities to produce a pay policy statement for each financial year. 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. The Act states that the policy must include pay and other remuneration for chief officers and other employees, including the lowest paid.

The Act defines remuneration widely, to include pay, charges, fees, allowances, benefits in kind, pension and termination payments.

The pay policy statement:

- must be approved formally by Full Council by the end of March each year
- can be amended in-year

1.0 Scope

1.1 The pay policy statement applies to the following posts at South Cambridgeshire District Council:

- Chief Executive (Head of the Paid Service)
- Executive Director (Section 151 Officer)
- Directors
- Heads of Service (including Legal & Democratic Services Manager (Monitoring Officer))

2.0 Salary

2.1 The current salary scales for Chief Executive, Executive Directors, Directors, and Heads of Service are presented in the table below.

Chief Executive	108,182	111,273	114,363	117,454	120,546	123,636
Executive Director	87,576	90,667	93,757	96,848	99,940	103,030
Director (Grade11)	70,031	72,746	75,462	78,180	80,896	83,615
Head of Service (Grade 10)	59,464	61,579	63,691	65,804	67,918	70,031
Head of Service (Grade 9)	51,918	53,428	54,938	56,447	57,956	59,464

2.2 Progression through the pay grade is determined by assessment of the employee's performance in line with the Council's Performance and Development Review process.

3.0 Pay Awards

3.1 The Council has local arrangements for the negotiation of annual pay awards with trade unions recognised by the council, namely the GMB and Unison. Reference is made to the nationally negotiated pay award for Chief Executives, Chief Officers and other local government employees. The national negotiating bodies are:

- Joint Negotiating Committee for Chief Executives
- Joint Negotiating Committee for Chief Officers
- National Joint Committee for Pay and Conditions of Service for Local Government

The Council will also have regard to the Living Wage when it agrees annual pay awards for its staff each year. The Council, however, does not intend to seek formal accreditation from the Living Wage Foundation.

4.0 Terms and Conditions of Employment

4.1 The terms and conditions of employment for the Chief Executive are determined in accordance with collective agreements, negotiated by the Joint Negotiating Committee for Chief Executives.

4.2 The terms and conditions of employment for the Executive Director are determined in accordance with collective agreements, negotiated by the Joint Negotiating Committee for Chief Officers.

4.3 The terms and conditions of employment for the Directors and Heads of Service are determined in accordance with collective agreements, negotiated by the National Joint Committee for Pay and Conditions of Service for Local Government.

4.4 These are supplemented by local collective agreements reached with trade unions recognised by the Council and by the rules of the Council.

5.0 Remuneration on Recruitment

5.1 The Council will approve the appointment of the Head of the Paid Service, Executive Director, Chief Finance Officer and Monitoring Officer and following the recommendation of such appointments by the Employment Committee or Sub-committee of the Council, which must include at least one member of the Executive. The full Council may only make or approve the appointment of these posts where no well-founded objection has been made by any member of the Executive. The salary on recruitment will be within the current salary range of these posts at that time.

- 5.2 The Employment Committee or Sub-Committee of the Council, which must include at least one member of the Executive, will appoint Directors. An offer of employment as a Director can only be made where no well-founded objection from any member of the Executive has been received. The salary on recruitment will be within the current salary range of these posts at that time.
- 5.3 Appointment of Heads of Service is the responsibility of the Chief Executive or his/her nominee and may not be made by Councillors. The salary on recruitment will be within the current salary range of these posts at that time.

Rules governing the recruitment of the Chief Executive, Executive Director, Directors and Heads of Service are set out in the Council's constitution in section: Part 4 Rules of Procedure - Officer Employment Procedure Rules.

6.0 Bonus Payments

- 6.1 There are no bonus arrangements payable to the Chief Executive, Executive Directors, Directors or Heads of Service.

7.0 Progression through Pay Grades

- 7.1 The salary of employees within the scope of this policy rises by increments to the top point of their salary grade, subject to good performance. Progression through the pay grade is determined by assessment of the employee's performance in line with the Council's Performance and Development Review process.

8.0 Salaries over £100,000

- 8.1 The posts of Chief Executive and Executive Directors are the only posts that can carry salaries of over £100,000.

9.0 Publication of salary data

- 9.1 Salary data for the Chief Executive, Executive Directors, Directors and Heads of Service is published on the council's website

For the Chief Executive and Executive Director this includes name, job description, actual salary, expenses and any election fees paid. For Directors and Heads of Service this includes salary by post title.

This pay policy statement once approved by Full Council will be published on the Council's website.

10.0 Expenses

- 10.1 The expenses which may be payable to the Chief Executive, an Executive Director, Director or Head of Service are as follows:

- Car/Motorcycle/Bicycle allowance – these are stated in the Council’s Mileage policy which is set out in the Single Status Agreement approved by trade unions in May 2012.
- Re-imbusement of travel and subsistence – this is in accordance with the Council’s stated policy as at June 2011
- Payments under the eye test scheme as stated within the Council’s Health & Safety policy

11.0 Other Benefits

- 11.1 The employees within the scope of this policy are entitled to participate in the Council’s Childcare Voucher scheme in conjunction with Sodexo Say Care Childcare Voucher Provider. Employees can sacrifice part of their salary for childcare vouchers. These vouchers are exempt from income tax or National Insurance contributions and therefore represent a saving for employees who then use them to purchase childcare. Employees within the scope of this policy can purchase an annual maximum of £2916 worth of childcare vouchers through the scheme. Employee savings can amount up to £933 per annum.
- 11.2 The employees within the scope of this policy are entitled to participate in the Council’s Cycle Scheme whereby employees can sacrifice part of their salary to lease cycles for travel to work. The amount sacrificed is exempt for income tax and national insurance contributions and therefore represents a saving for participating employees.

12.0 Severance Payments

- 12.1 Severance payments are made in accordance with the Council’s Organisational change and Redundancy policy as approved by Cabinet in November 2013 and are the same for all staff.
- 12.2 Employees with more than two years service will be entitled to redundancy pay in line with local government guidelines and statutory calculations. Where the employee is entitled to a redundancy payment, the calculation is based on the employee’s actual weekly pay.
- 12.4 The Council provides career counselling and out placement support for employees facing redundancy, this includes job search and interview skills.
- 12.5 Settlement agreements will only be used in exceptional circumstances where they represent best value for the Council.

13.0 Pension and Pension Enhancements

The employees within the scope of this policy are entitled to and receive pension contributions from the Local Government Pension Scheme (LGPS). This is a contributory scheme and they contribute between 8.5 and 11.4% of their salary to the scheme. Changes to the LGPS regulations were implemented in April 2014, and this changed contribution rates and changed the scheme from a final salary scheme to a career average (CARE) scheme.

13.0 Election Fees

- 13.1 The Returning Officer is the person who has the overall responsibility for the conduct of elections. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Although appointed by the Council the role of the Returning Officer is one of a personal nature and distinct and separate from their duties as an employee of the Council. Elections fees are paid for these additional duties and they are paid separately to salary.

The Chief Executive is the Council's Returning Officer.

The fees for Parliamentary, Police Commissioner and Euro Elections are set by the Government.

Fees for local elections are set locally and are currently £373.72 per contested ward and £55.20 per uncontested ward.

Other officers, including senior officers within the scope of this policy, may receive additional payment for specific election duties.

14.0 Relationship to lowest paid employees

- 14.1 The lowest pay grade of the Council's pay structure is Grade 1. For this reason we have chosen staff employed on grade 1 as our definition of the 'lowest paid' for the purposes of this policy. Ratios are based on base salary and do not include other payments.

Grade 1 currently ranges from £13,524 to £15,145 per annum. The lowest pay point on the council's pay scale is currently £15,145 per annum.

The Chief Executive's current salary scale runs from £108,182 to £123,636.

The current ratio between the lowest and highest pay points on grade 1 is - 1:1.11

The current ratio between the lowest and highest pay points on the Chief executive grade is 1:1.14

The ratio of the lowest pay point to the current chief executives salary is 1:9.1

The Council does not have a policy on maintaining or reaching a specific pay ratio between the lowest and highest paid staff.

- 14.2 The gender balance of the highest 5% of SCDC earners is 56% females to 44% males.

15.0 Re-engagement of ex South Cambridgeshire District Council staff within the scope of this policy

- 15.1 All permanent or fixed term posts are advertised in accordance with the council's recruitment policies and appointment is made on merit, in accordance with the

rules governing the recruitment of the Chief Executive, Executive Directors, Directors and Heads of Service set out in the Council's constitution in section: Part 4 Rules of Procedure - Officer Employment Procedure Rules.

- 15.2 Interim management appointments are made in accordance with the council's procurement policies and the provisions for contract for services.
- 15.3 Chief Executive, Executive Director, Directors
The Council will not normally re-engage under a contract of services or re-employ any individual who has previously been employed by the Council and, on ceasing to be employed, is in receipt of a severance or redundancy payment. Only in exceptional circumstances will re-engagement be considered in line with the council's re-engagement policy.
- 15.4 All other grades of employee
The Council will not normally re-engage under a contract of services or re-employ any individual who has previously been employed by the Council and, on ceasing to be employed, is in receipt of a severance or redundancy payment within three years from cessation of employment, this includes casual bank assignments.
Only in exceptional circumstances will earlier re-engagement be considered in line with the council's re-engagement policy.
- 15.5 Employment of those in receipt of an LGPS pension
Where the Council employs as a Chief Executive or Chief Officer a person who is in receipt of a pension under the LGPS, the rules on abatement of pensions adopted by the Council's Administering Authority for the LGPS, pursuant to Regulations 70 and 71 of the Local Government Pension Scheme (Administration) Regulations 2008 will be applied.

Greater Cambridge City Deal Executive Board

15 January 2015 – City Deal progress report

Workstream	Update	Upcoming milestones
INFRASTRUCTURE PROGRAMME		
Create and deliver an infrastructure investment programme that draws together national and local funding streams to invest in infrastructure that will drive economic growth in the area.		
<p>A1307 corridor to include bus priority / A1307 additional Park & Ride Achieve faster and more reliable bus journey times between Haverhill, Cambridge and key areas in between, through bus priority at key congestion points on the A1307 and provision of an outer Park & Ride site on the corridor.</p>	<ul style="list-style-type: none"> Initial options assessment study work has looked into all transport mode options in the corridor and identified those that are likely to be of most benefit – this is being developed into a full range of options for consideration by the February Assembly and March Board. 	<ul style="list-style-type: none"> 12 February / 3 March: Joint Assembly / Executive Board to review the outcome of options development work and agree next steps.
<p>A428-M11 segregated bus route / A428 corridor Park & Ride / Madingley Road bus priority Ensure that bus journeys between Cambourne and Cambridge are direct and unaffected by congestion by providing high quality bus priority measures between the A428/A1303 junction and Queen’s Road, Cambridge and one or more Park & Ride or rural interchange sites on the corridor.</p>	<ul style="list-style-type: none"> Public consultation on the route closed on 23 November. Responses received are currently being considered. These will be brought for consideration to the February Assembly and March Board. Over 2,000 responses were received to the consultation. 	<ul style="list-style-type: none"> 12 February / 3 March: Joint Assembly / Executive Board to consider the outcomes of public consultation on the initial options and agree further work.
<p>Chisholm Trail cycle links A high quality strategic cycle route from Cambridge Station in the south of the city through to the new [Cambridge North] Station, providing connections between the Science and Business Parks in the north and the commercial hub around Cambridge Station and the Biomedical Campus.</p>	<ul style="list-style-type: none"> Public consultation on the route closed on 30 November. Responses received are currently being considered. Over 1,400 responses were received to the consultation. The Assembly and Board will decide on next steps. 	<ul style="list-style-type: none"> 12 February / 3 March: Joint Assembly / Executive Board to consider consultation outcomes, decide whether to approve the recommended route for detailed design and development and to progress the scheme to a planning application.

<p>City centre capacity improvements Improve the reliability of, and capacity for public transport, cycling and walking movements in the city centre through a variety of potential measures to relieve congestion and manage the city's transport network.</p>	<ul style="list-style-type: none"> • The call for evidence on tackling congestion took place throughout November, with responses received by the end of November being fed into the report at this meeting, and responses received by the end of December being fed into the report considered by the Board in January. • 67 written responses were received to the call for evidence by the end of November. Six further written responses were received by the final deadline of 31 December 2015, and will be considered in the analysis of submissions. 	<ul style="list-style-type: none"> • 2 June / 16 June: Joint Assembly / Executive Board to review the outcomes of the Cambridge access study and decide on next steps for tackling congestion and access in Cambridge.
<p>Cross-city cycle improvements Facilitate continued growth and an increased proportion of cycling trips in Cambridge, lifting cycling levels to around 40% by enhancing the connectivity, accessibility and safety of the cycling network.</p>	<ul style="list-style-type: none"> • Public consultation on options for the programme of improvements opened on 4 January. 	<ul style="list-style-type: none"> • 12 February: Public consultation closes. • 2 June / 16 June: Joint Assembly / Executive Board to consider detailed schemes, informed by public consultation, and to approve delivery of the schemes.
<p>Histon Road bus priority / Milton Road bus priority Ensure that bus journeys along Histon and Milton Roads are direct and unaffected by congestion through the provision of high quality on-line bus priority measures between the Histon and Milton Interchanges and Cambridge city centre.</p>	<ul style="list-style-type: none"> • Public consultation on options for the schemes began on 14 December, closing on 15 February. 	<ul style="list-style-type: none"> • 15 February: Close of public consultation. • 2 June / 16 June: Joint Assembly / Executive Board to consider the outcomes of public consultation and select a preferred option for each corridor, to be developed in greater detail.
<p>Tranche 2 programme development Develop a prioritised programme of infrastructure investments, informed by an analysis of their anticipated economic impacts, to be delivered during the tranche 2 period (2020/21-2024/25).</p>	<ul style="list-style-type: none"> • The Board on 3 December agreed the process for developing and prioritising the tranche 2 programme. • The agreed process allows for focus to be maintained on the tranche 1 programme. • At that meeting the Board also approved high-level consultation on the Western Orbital scheme in spring 2016. 	<ul style="list-style-type: none"> • Autumn 2016: Initial sift and assessment of the long-list of schemes. • Winter 2016: Agreement of initial priorities for preparatory work on tranche 2 schemes to develop to 'options assessment' stage.

	<ul style="list-style-type: none"> The Board also approved early development of work on the A10(N) corridor, alongside and integrated with the transport study to inform the Area Action Plan for Cambridge Northern Fringe East (around the new station). 	
OTHER WORKSTREAMS		
Communications Communicate the vision and aims of the City Deal to a range of audiences	<ul style="list-style-type: none"> The advert for the Strategic Communications Manager has now closed. Interviews are to take place in December. 	<ul style="list-style-type: none"> January: Recruit Strategic Communications Manager. Refresh and further develop communications strategy once the post is filled.
Economic development and promotion Enhance the alignment of public and private sector partners in Greater Cambridge to enhance the attractiveness and promotion of the Greater Cambridge economy to high-value investors around the world, and align appropriate activities that support existing businesses to develop.	<ul style="list-style-type: none"> The Cambridge Promotions Agency (CPA) has achieved the objectives set out for 2015. The CPA has drafted City Deal related promotional projects: a) positive communication material for international business; and b) smart city narrative. 	<ul style="list-style-type: none"> January: Steering Group to meet to review progress on milestones due by year end.
Finance Manage and monitor the delivery of the infrastructure investment programme and relevant City Deal-related expenditure, and bring together appropriate local funding streams to complement and enhance the delivery of City Deal objectives.	<ul style="list-style-type: none"> 2016/17 New Homes Bonus allocations now published – the scheme has not been scrapped as was feared. Government is currently consulting changes to the New Homes Bonus, which would reduce the number of years the payment is made for, withholding from Authorities without a Local Plan and abating it where planning permission is granted on appeal. 	<ul style="list-style-type: none"> 3 March: Executive Board to agree the City Deal's 2016/17 budget.
Governance Create a governance arrangement for joint decision making between the local Councils that provides a coordinated approach to the overall strategic vision, including exploring the creation of a Combined Authority to	<ul style="list-style-type: none"> The Cities and Local Government Devolution Bill, which contains among others a provision to allow a County Council to join a Combined Authority for a part of its area, is currently going through Parliament. 	<ul style="list-style-type: none"> January: Cities and Local Government Devolution Bill is anticipated to receive Royal Assent.

allow the Councils to collaborate more closely to support economic development.	<ul style="list-style-type: none"> Discussions around a prospective devolution deal, which could have significant implications for City Deal governance, are ongoing. 	
<p>Housing Explore the creation of a joint venture to drive quicker delivery of 2,000 of the affordable new homes envisaged in the draft Local Plans, potentially drawing in land holdings from the partners and external investment to deliver more affordable housing, and deliver 1,000 extra new homes on rural exception sites.</p>	<ul style="list-style-type: none"> The fee structure for the HDA is currently being firmed up with the Councils. 	<ul style="list-style-type: none"> By end March: Establish a Member Reference Group and produce a business plan for the HDA for 2016/17 that indicates the number of schemes that the HDA will delivery and its operational costs.
<p>Payment-by-results mechanism Implement a payment-by-results mechanism where Greater Cambridge is rewarded for prioritising and investing in projects that deliver the greatest economic impact over 15 years, commencing in 2015-16.</p>	<ul style="list-style-type: none"> Officers are working with counterparts from several city-regions around the UK to undertake a combined procurement exercise for the economic assessment panel, which will serve the city-regions' payment-by-results mechanisms up to 2021. 	<ul style="list-style-type: none"> June: Economic assessment panel anticipated to start its work.
<p>Skills Create a locally responsive skills system that maximises the impact of public investment, forges stronger links between employers and skills providers, and drives growth across Greater Cambridge, including delivering 420 additional apprenticeships in growth sectors over five years.</p>	<ul style="list-style-type: none"> The City Deal Skills Service has come into operation, following the commissioning of 'Form the Future' to deliver the service. Press coverage over the Christmas period was positive. The first operational report has been received, showing that the service is currently on target. 	<ul style="list-style-type: none"> January: City Deal Joint Assembly sub-group to meet to review progress. Date TBC: Launch event for the Skills Service.
<p>Smart/digital Explore, in partnership with academic and business expertise, technological opportunities to complement the aims of the infrastructure investment programme and improve the functioning of the Greater Cambridge economy, finding smart</p>	<ul style="list-style-type: none"> The Board on 3 November agreed in principle to support the investment of up to £280,000 to implement a 'Smart Technology Platform', subject to a more detailed investment proposal. 	<ul style="list-style-type: none"> 12 February / 3 March: Joint Assembly / Executive Board to consider the business case that has been developed for investment into the Smarter Cambridge programme. February: Joint Assembly / Executive Board workshop.

<p>solutions to a series of issues constraining the economic growth potential of the area and positioning the area as a Smart Cities leader.</p>		
<p>Strategic planning Underpin and accelerate the delivery of the Cambridge City and South Cambridgeshire Local Plans, including undertaking an early review of the Local Plans beginning in 2019 to take into account the anticipated changed infrastructure landscape, and work towards developing a combined Local Plan that includes other relevant economic levers.</p>	<ul style="list-style-type: none"> • Both Cambridge City Council and South Cambridgeshire District Council approved consultation on proposed Local Plan modifications. This launched on 2 December. 	<ul style="list-style-type: none"> • 25 January: Public consultation on proposed Local Plan modifications closes. • March: Councils to submit the further work and proposed modifications to the Inspectors and examination resumes.

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