



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 16 MAY 2019

AGENDA AND REPORTS

South Cambridgeshire Hall
Cambourne Business Park
Cambourne, Cambridge
CB23 6EA

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, 16 MAY 2019

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

DATED this date

Mike Hill

Interim Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA

1. ELECTION OF CHAIRMAN OF THE COUNCIL 2019/20

To elect the Chairman of the Council for the 2019/20 Municipal Year.

In accordance with Article 5 of the Constitution, if more than one nomination is received, a vote by secret ballot will be conducted.

The elected Chairman to sign and read out the Declaration of Acceptance of Office.

2. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL 2019/20

To appoint the Vice-Chairman of the Council for the 2019/20 Municipal Year.

In accordance with Article 5 of the Constitution, if more than one nomination is received, a vote by secret ballot will be conducted.

The appointed Vice-Chairman to sign and read out the Declaration of Acceptance of Office.

3. APOLOGIES

To receive Apologies for Absence from Members.

4. DECLARATIONS OF INTEREST

To receive any declarations of interest for items on this agenda.

5. REGISTER OF INTERESTS

Members are requested to inform Democratic Services of any changes in their

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

Register of Members' Financial and Other Interests form.

6. MINUTES

6 (a) Extraordinary Meeting - 21 February 2019

To authorise the Chairman to sign the Minutes of the extraordinary meeting held on 21 February 2019 as a correct record.

Confidential minutes containing exempt information as defined in paragraphs 1, 2 and 3 of Part I of Schedule 12A of the Local Government Act 1972 (as amended) have been circulated for Members only at item 26 on the agenda.

(Pages 1 - 4)

6 (b) Ordinary Meeting - 21 February 2019

To authorise the Chairman to sign the Minutes of the ordinary meeting held on 21 February 2019.

(Pages 5 - 42)

7. ANNOUNCEMENTS

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

8. POLITICAL PROPORTIONALITY AND ALLOCATION OF SEATS TO COMMITTEES FOR 2019/20

To approve:

- (a) The allocation of seats on committees.
- (b) The nominations of the political group leaders to seats on committees.
- (c) The appointment of Chairmen and Vice-Chairmen of committees.
- (d) The re-appointment of Grant Osbourn as the Council's lead independent person and Gillian Homes as the Council's deputy independent person for a further 2 year term.

(Report and nominations from Group Leaders to follow)

9. NOTIFICATION BY LEADER OF THE COUNCIL OF THE MEMBERSHIP OF THE CABINET FOR 2019/20

The Leader to notify the Council of the number of members she is appointing to the Cabinet, their names and their areas of responsibility.

10. APPOINTMENTS TO CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY

To request the Council to make appointments to the Cambridgeshire and Peterborough Combined Authority for the municipal year 2019/2020.

(Report to follow)

11. APPOINTMENTS TO OUTSIDE BODIES

To approve any amendments needed to non-executive outside body appointments.

12. AGREEMENT OF SCHEME OF DELEGATION OF COUNCIL FUNCTIONS

To agree the Scheme of Delegation of Council Functions as set out in Part 3 of the Constitution. The relevant section is Table One (Responsibility for Council Functions) and may be reviewed at the following link:

[Part 3 of Constitution - Table 1](#)

(Note: Table One contains the current terms of reference of the Council's committees. The Constitution Review Task and Finish Group is currently reviewing the Constitution in its entirety and will be making recommendations to Civic Affairs Committee and Council, including on revisions to terms of reference, where appropriate. Table One also contains references to "portfolio holders" rather than "lead cabinet members". Such references will be updated as part of the Task and Finish Group's work).

13. QUESTIONS FROM THE PUBLIC

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

14. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

14 (a) Appointment of Chief Finance Officer (s151) (Employment and Staffing Committee, 25 April 2019)

The Employment and Staffing Committee

RECOMMENDED THAT COUNCIL

Appoints Mr Peter Maddock as S151 Officer to Full Council with effect from 18 May 2019.

(Pages 43 - 46)

15. SCRUTINY AND OVERVIEW COMMITTEE ANNUAL REPORT 2018/19

To receive the Scrutiny and Overview Committee Annual Report for 2018/19.

(Pages 47 - 54)

16. CIVIC AFFAIRS COMMITTEE ANNUAL REPORT 2018/19

To receive the Civic Affairs Committee Annual Report 2018/19

(Pages 55 - 58)

17. ERMINE STREET HOUSING LIMITED AND SHIRE HOMES LETTINGS LIMITED

To approve

- (a) The appointment of Mike Hill, Interim Chief Executive, to serve as a Director of South Cambs Limited in an executive capacity for a further twelve months; and
- (b) The appointment of a Member to serve as a Director of Shire Homes Lettings Limited in an non-executive capacity.

- 18. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY**
Attached are the reports summarising the work of the Cambridgeshire and Peterborough Combined Authority in January, February and March 2019.
(Pages 59 - 122)
- 19. MAJOR OPPOSITION GROUP LEADER'S ANNUAL STATEMENT**
To receive the Major Opposition Group Leader's Annual Statement.
(To follow)
- 20. WRITE OFF OF OUTSTANDING DEBTS**
To note the amounts written off under delegated powers.
(Pages 123 - 128)
- 21. URGENT EXECUTIVE DECISIONS**
To provide an information report on an urgent decision which was exempted from call-in under Scrutiny and Overview Procedure Rules 12.18 – 12.20.
(Pages 129 - 132)
- 22. QUESTIONS FROM COUNCILLORS**
- 22 (a) From Councillor Claire Daunton**
Could the Lead Member for Housing provide details of the Administration's plans for provision of housing for retirement?
- 22 (b) From Councillor Eileen Wilson**
This question is about the recruitment of a substantive Chief Executive to the Cambridgeshire and Peterborough Combined Authority. In August 2018, Martin Whiteley, then Chief Executive left his post. Just over a year after having been appointed to the post in July 2017. In October 2018, we learnt, following a Freedom of Information request, that he had received a pay-off of £94,500 which had been agreed by Mayor James Palmer without reference to the Executive Board. Two interim Chief Executives were appointed by the Mayor. The post was advertised, and applications closed in January 2019. In February, the interim Chief Executive advised the Combined Authority's Overview and Scrutiny Committee that shortlisting was taking place and that a recommendation for a new Chief Executive would be submitted to the Combined Authority's Executive Board in March. We are now in May, some 9 months after the Chief Executive left and nothing further has been heard. Mayor Palmer had said previously that he didn't believe the public was even slightly interested in the pay off. However, the taxpayers that this Council serves do have an interest in how this post is going to be filled. Just two of the 7 Nolan Principles on standards in public life demand that those holding public office should take decisions in an open and transparent manner and are accountable to the public for their decisions and actions. In this spirit, this Council and the residents of South Cambridgeshire would wish to know how many candidates applied for the post and were subsequently shortlisted, interviewed and recommended to the Executive Board for appointment?

22 (c) From Councillor Nick Sample

As the recent evidence-based report to Cabinet noted, larger villages in our district – such as Great Shelford, Sawston and Cottenham – are experiencing significant problems with parking control, which is the responsibility of Cambridgeshire Constabulary. Because parking enforcement is not a priority for the police, relatively little resource is allocated to it (152 parking tickets issued in 2017-18 across South Cambridgeshire). With growing populations in our larger villages, and increasing development and work opportunities drawing more commuters into the area, there is a need not only to address urgently the current issues, but also to look ahead and consider the medium-to-long term strategy for parking control. What role is there for South Cambs District Council in helping to solve the current issues around parking control, and in planning for the future?

22 (d) From Councillor Dr. Martin Cahn

I was glad to represent the Council at the launch event for the inspiring and award-winning Marmalade Lane Cohousing development in Orchard Park on April 25th. Talking to the residents it transpired that one of the greatest problems for other groups that are currently embarking on such developments is the difficulty of finding suitable land. What consideration is being given to resolving this problem in the revision of the local plan and by other means?

22 (e) From Councillor Mark Howell

Could the Leader please give the members of the Council an update on what is going to be the use of the old site in Papworth Everard, and any other information which may be of relevance to the people of South Cambridgeshire and of Papworth Everard in particular?

22 (f) From Councillor Nick Wright

The Tree public house in Stapleford is listed as a community asset. Some of the top public houses in our district are owned or run by community groups. When will this administration at South Cambs District Council support the community group trying to save the pub by starting compulsory purchase proceedings against the owners?

22 (g) From Councillor Geoff Harvey

South Cambridgeshire District Council, Cambridgeshire County Council and the Citizens Advice Bureau all have resources which can be targeted to support EU nationals in achieving settled status.

However, can the Cabinet initiate coordination and pooling of these resources and signposting within these organisations to support our valued EU nationals?

22 (h) From Councillor Shrobona Bhattacharya

I have the pressure from the residents about the High Street development in

Cambourne, do you have any updates for the residents of Cambourne?

22 (i) From Councillor Peter Topping

Can the Leader give the number of affordable houses in South Cambridgeshire built or committed to be built in the past 12 months where funding has been allocated (either as a grant or a loan) from the £100m housing pot secured from HM Government for the Combined Authority?

22 (j) From Councillor Heather Williams

How much has the Council spent on temps and consultants in the last 12 months?

23. DATES OF COUNCIL MEETINGS 2019/20

Council, at its meeting held on 21 February 2019, approved the following dates for meetings in the 2019/20 Municipal Year:-

Thursday 18 July 2019 – 2.00pm

Thursday 26 September 2019 – 2.00pm

Thursday 28 November 2019 – 2.00pm

Thursday 20 February 2020 – 2.00pm

Thursday 2 April 2020 – 2.00pm

Thursday 21 May 2020 (Annual Meeting) – 2.00pm

24. CHAIRMAN'S ENGAGEMENTS

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

Date	Venue/Event	Attending
<u>February</u>		
Fri 01	Corpus Christi College, Annual Queenborough Feast	Chairman
Fri 01	Charity Fun Quiz, The Corn Exchange St Ives (Mayor of St Ives)	Vice Chairman
Fri 22	Funeral for Nigel Gawthroppe (Cambridge City Mayor)	Chairman
<u>March</u>		
Fri 01	Girton Rotary Memory Café, Guest of Honour	Chairman
Mon 18	Chairman's Reception, An Evening with Handel	Chairman Vice Chairman
Tue 19	High Sheriff Awards Ceremony	Chairman
Fri 29	West Suffolk Council St Edmundsbury Civic Dinner	Vice Chairman

April

Wed 10	Service of Thanksgiving – Cllr & Chairman Bob Bryant	Chairman
Tue 23	St George's Day Flag Raising	Chairman Vice Chairman
Sat 27	Opening of Southwell Court Care Home	Chairman
Mon 29	Annual Council Meeting, Women's Institute	Vice Chairman

25. EXCLUSION OF PRESS AND PUBLIC

The press and public are likely to be excluded from the meeting during consideration of the following items in accordance with the provisions of Section 100(A) (4) of the Local Government Act 1972 (exempt information as defined in paragraph 1,2 3 and 4 of Schedule 12A (as amended) of the Act).

- Paragraph 1 refers to information relating to any individual.
- Paragraph 2 refers to information which is likely to reveal the identity of an individual.
- Paragraph 3 refers to information relating to the financial or business affairs of any particular person (including the authority holding that information).
- Paragraph 4 refers to information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority, or a Minister of the Crown and employees of, or office holders under the authority.

26. MINUTES

Minutes containing exempt information as defined in paragraphs 1, 2 and 3 of Part I of Schedule 12A of the Local Government Act 1972 (as amended) have been circulated to Members of the Council only. The press and public are likely to be excluded from the meeting during any discussion on the accuracy of the exempt minutes.

(Pages 133 - 138)

27. ORGANISATIONAL REVIEW

To consider the recommendations of the Employment and Staffing Committee following its meeting on 9 May 2019.

(The Committee's recommendations will be published via a supplement to be sent **TO FOLLOW** in view of this agenda being published on 8 May 2019. Exempt – paragraphs 1, 2 and 4 of Schedule 12A of the Local Government Act 1972 (as amended))

(Pages 139 - 150)

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.

Other Facilities

Facilities are available for nursing mothers. Please ask a member of staff for more information.

Toilets

Public toilets are available on each floor of the building next to the lifts.

Webcasting

Please note that Council meetings may be webcast for live and/or subsequent broadcast online. At the start of the meeting the Chairman will confirm if all or part of the meeting will be filmed by the Council. The footage will be on the Council's website, a copy of it will also be retained in accordance with the Council's data retention policy.

By attending the meeting, you are deemed to have consented to being filmed by the Council and to your name being disclosed during that meeting.

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.