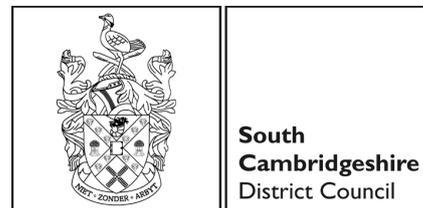


South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

t: 03450 450 500  
f: 01954 713149  
[www.scambs.gov.uk](http://www.scambs.gov.uk)



24 May 2019

To: Chairman – Councillor Dr. Douglas de Lacey  
Vice-Chairman – Councillor Dr. Claire Daunton  
Members of the Civic Affairs Committee – Councillors Henry Batchelor,  
Dr. Martin Cahn, Nigel Cathcart, Mark Howell, Bridget Smith, Peter Topping and  
Aidan Van de Weyer

Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **CIVIC AFFAIRS COMMITTEE**, which will be held in **SWANSLEY ROOM A AND B - SOUTH CAMBRIDGESHIRE HALL** at South Cambridgeshire Hall on **TUESDAY, 4 JUNE 2019 at 10.00 a.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully

**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

## PAGES

### PROCEDURAL ITEMS

- 1. Apologies for Absence**  
To receive Apologies for Absence from Committee members.
- 2. Declarations of Interest**
- 3. Minutes of Previous Meeting**  
To authorise the Chairman to sign the Minutes of the meeting held on 5 March 2019 as a correct record.

1 - 4

### INFORMATION ITEMS

- 4. Thriplow/Heathfield Boundary Review - Report to Follow**

5. **Sawston/Babraham Boundary Review - Report to follow**

6. **Update on Code of Conduct Complaints**

**5 - 8**

**STANDING ITEMS**

7. **Date of Next Meeting**

The next meeting of the Committee will take place on Tuesday 3 September at 10am in the Swansley Room.

## **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](mailto: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.

This page is left blank intentionally.

# Agenda Item 3

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Civic Affairs Committee held on  
Tuesday, 5 March 2019 at 10.00 a.m.

PRESENT: Councillor Dr. Douglas de Lacey – Chairman  
Councillor Dr. Claire Daunton – Vice-Chairman

Councillors: Henry Batchelor Dr. Martin Cahn  
Nigel Cathcart Mark Howell

Officers: Patrick Adams Senior Democratic Services Officer  
Gemma Barron Head of Sustainable Communities and Wellbeing  
Andrew Francis Electoral Services Manager  
Siobhan Mellon Development Officer  
Rory McKenna Deputy Head of Legal Practice

Apologies for absence were received from Councillor Bridget Smith, Peter Topping and Aidan Van de Weyer.

### 1. APOLOGIES FOR ABSENCE

Councillors Bridget Smith, Peter Topping and Aidan Van de Weyer sent their Apologies for Absence.

### 2. DECLARATIONS OF INTEREST

None.

### 3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 4 December 2018 were agreed as a correct record.

### 4. REVIEW OF THE COUNCIL'S CONSTITUTION

The Chairman of the Constitution Review Task and Finish Group, Councillor Claire Daunton, presented this interim report on how the review was progressing. Councillor Daunton thanked the Democratic Services Team Leader and the Deputy Head of Legal Practice for the work they had carried out in supporting the Group.

The Group had decided to recommend that the size of the Constitution should be reduced. Information that did not need to be included would be removed and put separately into what was currently being called an "Ethical Handbook". It was noted that due to the volume of work, the Group now planned for its recommendations to go to the Committee and then to Council in the autumn instead of to Annual Council in May.

The Committee **NOTED** the report.

### 5. COMMUNITY GOVERNANCE REVIEW - STAPLEFORD PARISH COUNCIL

The Development Officer presented this report, which invited the Committee to decide whether to agree to the request of Stapleford Parish Council to increase its size from 9 to 11 parish councillors and if so, when this change should be implemented. It was understood that both local members, Councillors Nick Sample and Peter Fane, had no

objections to the change.

It was noted that the Committee had deferred making a decision at its last meeting, as it sought clear justification for the change. The Committee had requested that in future, parish councils be invited to send a representative to these meetings. The Chairman invited two Stapleford parish councillors, David Pepperell and Howard Kettell to speak. They made the following points:

- The boundary between the village of Stapleford with 2,000 residents and Great Shelford with 5,000 residents was unclear, giving the appearance of one settlement.
- Great Shelford Parish Council had 15 parish councillors.
- Recent nearby developments affected Stapleford due to resulting demands on both infrastructure and for more housing.
- There had been an increase in consultations with Stapleford Parish Council, which necessitated sending representatives to meetings outside the parish.
- There was considerable demand from developers to build on both brownfield sites and the green belt.
- Stapleford Parish Council were being consulted on the proposed east-west railway.
- Usually the Parish Council met monthly, but the amount of extra business had resulted in seven extra meetings in the last year.
- Stapleford Parish Council had sufficient funds in the budget to pay for elections in May 2019, to allow an increase to be implemented this year.

The Chairman thanked the two parish councillors for their attendance and the information provided.

Members of the Committee made the following points:

- It was unclear if Stapleford Parish Council would be able to fill 11 vacancies.
- There were justifiable reasons for the increase, which should be supported.

The Electoral Services Manager explained to the Committee that an election could be arranged for Stapleford Parish Council for 2 May 2019, which would allow the increase to be implemented then.

The Civic Affairs Committee unanimously

#### **AGREED**

- A)** To the request from Stapleford Parish Council to increase the number of parish councillors from 9 to 11.
- B)** To implement this change on Thursday 2 May 2019 (to be funded by the parish council).

#### **6. UPDATE ON CODE OF CONDUCT COMPLAINTS**

The Deputy Monitoring Officer presented this update on the complaints cases regarding alleged breaches of the Code of Conduct. It was noted that of the three complaints, one did not merit formal investigation and the other two would hopefully be concluded by the time of the next meeting.

The Committee **NOTED** the report.

**7. DATE OF NEXT MEETING**

The Committee noted that the next meeting will be held on Tuesday 4 June at 10am in the Swansley Room.

---

**The Meeting ended at 10.25 a.m.**

---

This page is left blank intentionally.

# Agenda Item 6



South  
Cambridgeshire  
District Council

**Report To:** Civic Affairs Committee  
**Lead Officer:** Monitoring Officer

4<sup>th</sup> June 2019

---

## Update on Code of Conduct complaints

### Purpose

1. To update the Civic Affairs Committee on complaints cases regarding alleged breaches of the Code of Conduct.

### Recommendations

2. That the Civic Affairs Committee **note** the progress of any outstanding complaints and the conclusion of cases resolved since the last meeting.

### Considerations

3. Progress since the last meeting in relation to Code of Conduct complaints is set out in the below table:

<b>Matter Number</b>	<b>District/Parish Council</b>	<b>Allegation/complaint</b>	<b>Outcome</b>
15460	Waterbeach Parish Council	Allegations from the complainant that members made comments at a committee meeting about district and county councillors that he felt breached the following parts of the code;  "You must  3.1 provide leadership to the authority and communities within its area, by personal example and  3.2 respect others .....	There has not been a breach of the code, therefore the complaint does not merit formal investigation.
15982	SCDC	Complaint by a member that another member made comments in a meeting of the council which showed a lack of respect towards that	The member has apologised and the complaint is now closed.

		member;	
15600	SCDC	<p>Allegations from the complainant that a member made comments on twitter about another member that he felt breached the following parts of the code;</p> <p>“You must</p> <p>3.1 provide leadership to the authority and communities within its area, by personal example and</p> <p>3.2 respect others .....”</p>	There was a breach of the code but it was not in the public interest to carry out a formal investigation.
15873	Bourn Parish Council	<p>Allegations from the complainant against all members of the Parish Council that their actions breached the following parts of the code;</p> <p>“You must</p> <p>3.2 respect others and not bully or threaten or attempt to bully or threaten any person</p> <p>3.3 respect the confidentiality of information which you receive as a Member by–</p> <p>3.3.2 not obstructing third parties’ legal rights of access to information</p> <p>3.7 exercise your own independent judgement, taking decisions for good and substantial reasons by –</p> <p>3.7.3 stating the reasons for your decisions where</p>	Matter ongoing

		those reasons are not otherwise apparent	
--	--	--	--

### **Implications**

4. 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**

#### **CONSTITUTION – CODE OF CONDUCT/Code of Conduct Complaints Procedure**

**Report Author:** Rory McKenna – Deputy Monitoring Officer  
Telephone: (01223) 457194

This page is left blank intentionally.