

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Cabinet held on
Wednesday, 6 May 2020 at 9.30 a.m.

PRESENT: Councillor Bridget Smith (Leader of Council)
Councillor Dr. Aidan Van de Weyer (Deputy Leader of Council (Statutory))

Councillors:	Neil Gough	Deputy Leader
	Bill Handley	Lead Cabinet Member for Environmental Services and Licensing
	Dr. Tumi Hawkins	Lead Cabinet member for Planning
	Hazel Smith	Lead Cabinet member for Housing
	John Williams	Lead Cabinet member for Finance

Officers in attendance for all or part of the meeting:

Aaron Clarke	Democratic Services Officer
Susan Gardner Craig	Interim Director of Corporate Services
Kathrin John	Democratic Services Team Leader
Heather Jones	Strategic Lead 3C Building Standards
Stephen Kelly	Joint Director of Planning and Economic Development
Peter Maddock	Head of Finance
Jonathan Malton	Cabinet Support Officer
Rory McKenna	Deputy Head of Legal Practice/Monitoring Officer
Sagar Roy	Deputy Head of ICT - Operations
Ian Senior	Democratic Services Officer
Alex Snelling-Day	Green Energy Investment Officer
Jonathan Tully	Internal Audit
Liz Watts	Chief Executive

Councillors Grenville Chamberlain, Dr. Claire Daunton, Dr. Douglas de Lacey, Clare Delderfield, Sue Ellington, Jose Hales, Brian Milnes, Bunty Waters, Heather Williams, Richard Williams and Nick Wright were in attendance, by invitation.

1. ANNOUNCEMENTS

Councillor Bridget Smith, the Leader of South Cambridgeshire District Council,, introduced herself and her six Cabinet colleagues, explaining for the benefit of members of the public the role of Cabinet within the Council's decision-making structure. She also introduced key officers and other Members in attendance.

This was the first meeting of the Cabinet to be held virtually using the Microsoft Teams platform and Councillor Bridget Smith asked that everyone be patient as a result.

Councillor Bridget Smith outlined how she intended to conduct the virtual meeting.

2. APOLOGIES FOR ABSENCE

There were no Apologies for Absence

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF PREVIOUS MEETINGS

Cabinet authorised the Leader to sign, as a correct record, the Minutes of the meeting held on 18 November 2019.

Cabinet authorised the Leader to sign, as a correct record, the Minutes of the meeting held on 4 March 2020t subject to the following:

Minute 10 – Communal Room Review Project

Removal of the words "...the Local Member's..." from the sentence, in the second paragraph, stating that "Councillor Heather Williams endorsed the local Member's these [sic] comments" so that that sentence states that "Councillor Heather Williams endorsed these comments."

5. PUBLIC QUESTIONS

There were no public questions.

6. ISSUES ARISING FROM THE SCRUTINY AND OVERVIEW COMMITTEE

Cabinet received a report from the Chairman and Vice-Chairman of the Scrutiny and Overview Committee.

7. TRANSFER OF COMMUNITY ASSETS POLICY

Cabinet considered a report examining options for the potential transfer of community assets to relevant third party organisations.

Those present engaged in a short debate and recognised the importance of dealing with a diverse range of assets in a fair, transparent and effective manner.

By affirmation, Cabinet **approved** the draft Community Assets Transfer Policy, attached at Appendix A to the report from the Chief Executive, as the basis for considering requests for the transfer of community assets to relevant community-based organisations.

8. COUNCIL TAX DISCRETIONARY REDUCTIONS POLICY

Cabinet considered a report outlining a refreshed policy and decision-making process for assessing applications for a discretionary reduction in Council Tax, under Section 13A of the Local Government Finance Act 1992.

Noting that assessments would be made by the Head of Finance, with applicants having a right of appeal, Councillor Heather Williams said that the process had to be applied with a degree of flexibility where appropriate.

By affirmation, Cabinet **approved** the Council Tax Discretionary Reduction 13a Policy as set out in Appendix B to the report from the Head of Finance.

9. SHARED SERVICES BUSINESS PLANS

Cabinet considered a report on Shared Services Business Plans for 2020-21.

Councillor Grenville Chamberlain, Chair of the Scrutiny and Overview Committee, said

that members of his Committee had discussed the 3C ICT Business Plan in some detail, and had been encouraged by the efforts made to ensure business continuity across the Authority following lockdown brought about by the Covid-19 pandemic. The Leader endorsed this comment. Those present briefly discussed the 3C ICT Business Plan.

Regarding the Greater Cambridge Shared Planning Business Plan, Councillor Dr. Tumi Hawkins (Lead Cabinet Member for Planning) outlined several developments aimed at improving service delivery and the wellbeing of staff. In response to Councillor Nick Wright, Councillor Hawkins acknowledged the importance of effective performance management in ensuring transparency and overseeing a reduction in workload pressure for officers. Those present discussed other aspects of the Business Plan.

Those present received, noted and discussed Business Plans for 3C Legal, Internal Audit and Greater Cambridge Shared Waste.

By affirmation, Cabinet **authorised** the Shared Services Management Board to approve final amendments to the Business Plans set out in the appendices, namely

- 3C ICT
- 3C Legal
- Greater Cambridge Shared Planning Service
- Internal Audit
- Greater Cambridge Shared Waste Service

in line with comments received from all three partner councils.

10. EXCLUSION OF PRESS AND PUBLIC

Cabinet **agreed** by affirmation that the press and public be excluded from the meeting during consideration of item numbers 11 and 12 in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972 (as amended) (exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act). Paragraph 3 refers to information relating to the financial or business affairs of any particular person (including the authority holding that information).

11. SHARED SERVICES BUSINESS PLANS

Cabinet considered a confidential Shared Services Business Plan for 2020-21.

By affirmation, Cabinet **authorised** the Shared Services Management Board to approve final amendments to the Business Plan set out in the confidential appendix in line with comments received from all three partner councils.

12. MILTON COUNTRY PARK FINANCIAL SUPPORT

Cabinet considered an application for a conditional grant.

Councillor Hazel Smith read out a statement from Councillor Anna Bradnam, a local Member.

The Leader made it clear that, should the charity operating the Park collapse then the Park would revert to South Cambridgeshire District Council as landowner.

The Monitoring Officer said that, in the circumstances, he was prepared to see the amount of the grant in the public domain.

By affirmation, Cabinet **recommended to Full Council** that

- (a) South Cambridgeshire District Council issues a conditional grant of £50,000 to the charitable Trust responsible for operating Milton Country Park in two equal instalments of £25,000, the first being advanced in May 2020 and the second no earlier than September 2020;
- (b) The first instalment be subject to the Head of Finance reviewing the Trust's current financial position via bank statements; and
- (c) The second instalment be subject to the Head of Finance reviewing the Trust's Management Accounts in addition to business efficiency measures, fundraising efforts and revised cashflow forecast.

**The Meeting ended at 11.13
a.m.**
