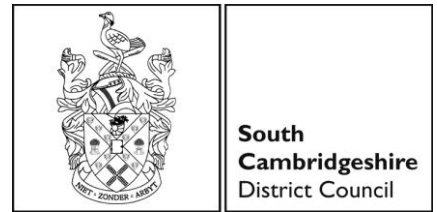


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3 March 2020

To: Chairman – Councillor Grenville Chamberlain
Vice-Chairman – Councillor Brian Milnes
Members of the Scrutiny and Overview Committee – Councillors
Dr. Shrobona Bhattacharya, Anna Bradnam, Dr. Martin Cahn, Nigel Cathcart,
Sarah Cheung Johnson, Graham Cone, Dr. Claire Daunton,
Dr. Douglas de Lacey, Geoff Harvey, Steve Hunt, Peter McDonald and
Judith Rippeth

Quorum: 5

Substitutes:	Councillors Gavin Clayton, Heather Williams, Mark Howell, Sue Ellington, Buntly Waters, Henry Batchelor, Peter Fane, Philip Allen, Jose Hales, Clare Delderfield and Deborah Roberts
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There is a pre-meeting session at 5pm in the Monkfield Room for members of the Committee only, to plan their lines of enquiry.

Dear Councillor

You are invited to attend the next meeting of **SCRUTINY AND OVERVIEW COMMITTEE**, which will be held in the **COUNCIL CHAMBER - SOUTH CAMBS HALL** on **THURSDAY, 12 MARCH 2020** at **5.20 p.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
Liz Watts
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. If you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA

PAGES

- 1. Apologies**
To receive apologies for absence from committee members.

- 2. Declarations of Interest**
- 3. Minutes of Previous Meeting** **1 - 6**
 To authorise the Chairman to sign the Minutes of the meeting held on 13 February 2020 as a correct record.
- 4. Public Questions** **7 - 8**
 A public question has been received from Mr Daniel Fulton:
- 5. ICT Update and ICT Shared Service Business Plan 2020/21** **9 - 72**

- 6. Exclusion of the 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 Press and public may be excluded for agenda item 7 as it contains restricted information in relation to the Building Control Business Plan (all other Shared Services business plans are open). The Building Control Business Plan contains restricted information as defined in paragraph 3 of Schedule 12A of the Local Government Act (as amended). Paragraph 3 relates to 'information relating to the financial or business affairs of any particular person (including the authority holding that information)'.

The Press and public may also be excluded for the consideration of agenda items 8 and 9 as these items also contain restricted information as defined in paragraph 3 of Schedule 12A of the Local Government Act.

If the Press and public are to be excluded from the meeting, 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) 7 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) 3 of Part 1 of Schedule 12A of the Act."

The Press and public will be allowed back into the meeting room following the consideration of these items.

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.

- 7. Shared Services 2020/21 Business Plans** **73 - 200**
 The covering report for the Business Plans precedes the ICT Business Plan (agenda item 5) in the agenda pack.
- 8. Property Acquisition - Cambridge Science Park** **201 - 218**

9.	Property Acquisition - Sawston	219 - 252
10.	Transfer of Community Assets Policy	253 - 262
11.	Work Programme	263 - 278
12.	To Note the Dates of Future Meetings Thursday 21 st April 2020 at 5.20pm.	

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Notes to help those people visiting the South Cambridgeshire District Council offices

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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.

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If you feel unwell or need first aid, please alert a member of staff.

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Toilets

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

Recording of Business and Use of Mobile Phones

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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

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