



South Cambridgeshire District Council

Council Meeting
Thursday, 26 May 2022

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 Chair 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 - South Cambs Hall** at **2.00 P.M.** on

Thursday, 26 May 2022

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

Dated Wednesday 18 May

Liz Watts
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 Chair of the Council for 2022-23

To elect the Chair of the Council for the 2022-23 municipal year.

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

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

2. Appointment of Vice Chair of the Council for 2022-23

To elect the Vice Chair of the Council for the 2022-23 municipal year.

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

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

3. Apologies

To receive Apologies for Absence from Members.

4. **Declaration of Interest**
To receive from Members any declarations of interest in items on this agenda.
5. **Register of Interests**
Members are requested to inform Democratic Services of any changes in their Register of Members' Financial and Other Interests form.
6. **Minutes**
To authorise the Chair to sign the Minutes of the meeting held on the 23 March 2022 as a correct record.

(Pages 1 - 16)
7. **Returning Officer's Return of Councillors Elected**
To receive the Returning Officer's return of Councillors elected in the elections held on 5 May 2022.

(Pages 17 - 20)
8. **Election of the Leader of the Council 2022-26**
The Chair to invite nominations for the election of the Leader of the Council.
9. **Announcements**
To receive any announcements from the Chair, Leader, and/or the head of paid service.
10. **Notification by Leader of the Council of the Membership of the Cabinet for 2022-23**
The Leader to notify the Council of the number of members she is appointing to the Cabinet, their names and their areas of responsibility.
11. **Political Proportionality, Allocation of Seats on Committees and Other Appointments - 2022-23**
To receive the report on proportionality and
 - Allocate seats on committees
 - Receive Group leaders' nominations to seats on committees
 - Appoint Chairs and Vice Chairs of committeesAppendices B and C to follow.

(Pages 21 - 28)
12. **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 2022-23.

(Pages 29 - 34)
13. **Appointments to Outside Bodies**

To approve nominations for non-executive outside body appointments (to follow).

14. Designation of Scrutiny and Overview Committee as crime and disorder committee

To designate the Council's Scrutiny and Overview Committee as its crime and disorder committee in accordance with sections 19 and 20 of the Police and Justice Act 2006.

15. Scheme of Delegation

To agree the scheme of delegation of Council functions as set out in Table 3, Part 3 of the Constitution. Table 3 sets out the committees which the Council has established, with the respective composition of members as set out, with responsibility to carry out the functions as set out.

The relevant section may be viewed at the following link:

[Part 3 of the Constitution](#)

16. Scrutiny and Overview Committee Annual Report 2021-22

To receive the Scrutiny and Overview Committee Annual Report for 2021-22.
(Pages 35 - 42)

17. Civic Affairs Committee Annual Report 2021-22

To receive the Civic Affairs Committee Annual Report for 2021-22.
(Pages 43 - 46)

18. Leader of the Opposition's Annual Statement

To receive the Leader of Opposition's Annual Statement.

19. Constitution Amendments

To adopt the changes to the Constitution and authorise the Chief Executive to make the necessary changes.
(Pages 47 - 56)

20. Cambridgeshire and Peterborough Combined Authority

(Pages 57 - 74)

21. Write of Off Outstanding Debt 2021-22

(Pages 75 - 80)

22. Chair's Engagements

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

Date	Venue / Event
21/03/22	Awarding of a Blue plaque (Sir Fred Hoyle)
16/05/22	City of Ely Annual Council
24/05/22	USAF Civic Leaders' Information Day

23. Dates of Council meetings 2022-23

Council, at its meeting held on 22 February 2022, approved the following dates for meetings in the 2022-23 municipal year.

Thursday 21 July 2022 – 2pm

Thursday 22 September 2022 – 2pm

Thursday 24 November 2022 – 2pm

Wednesday 22 February 2023 – 2pm

Thursday 30 March 2023 – 2pm

Thursday 25 May 2023 (annual meeting) – 2pm

Guidance For Visitors to South Cambridgeshire Hall

NOTES TO HELP THOSE ATTENDING MEETINGS IN PERSON AT SOUTH CAMBRIDGESHIRE HALL

Please note parking is very restricted during March 2022, so you may wish to attend the meeting remotely via the MS Teams link, rather than in person. Please also refer to the Covid-security measures relating to meetings in the Council Chamber which continue to apply following the Government's return to Plan A in January 2022.

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 if one is 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 01954 713000 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 is 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 and Rescue Service.
- **Do not** re-enter the building until the officer in charge or the Fire and Rescue Service 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. The Council Chamber is accessible to wheelchair users. 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. These include facilities for disabled people.

Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. Public meetings are webcast and are also recorded, but 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. If you do so, the Chair will suspend the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chair will warn the person concerned. If they continue to interrupt, the Chair 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 Chair may call for that part to be cleared. The meeting will be suspended until order has been restored.

Smoking

No one can smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Whilst snack vending machines are available in the ground floor public area, please note that no food is permitted in the Chamber. We advise that all attendees at meetings should bring their own water bottles which they can re-fill at the sink in the Kitchenette opposite the Chamber.