



## South Cambridgeshire District Council

**Council Meeting**  
**Thursday, 25 May 2023**

**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, 25 May 2023**

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

**Dated Wednesday 17 May 2023**

**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.**

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### Agenda

**1. Election of Chair of the Council for 2023/24**

To elect the Chair of the Council for the 2023-24 municipal year.

In accordance with the Constitution, the Chair will be elected by secret ballot.

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

**2. Appointment of Vice-Chair of the Council for 2023/24**

To elect the Vice Chair of the Council for the 2023-24 municipal year.

In accordance with the Constitution, the Vice Chair shall be elected by secret ballot.

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 30 March 2023 as a correct record.

**(Pages 11 - 26)**

7. **Announcements**  
To receive any announcements from the Chair, Leader, the executive or the head of paid service.

8. **Petitions**  
To note all petitions received since the last Council meeting.

9. **Questions From the Public**  
To answer any questions asked by the public.

The deadline for receipt of public questions is midnight on Friday 19 May 2023.

The Council's scheme for public speaking at remote meetings may be inspected here:

[Public Questions at Remote Meetings](#)

10. **Appointments to the Cabinet, including Statutory Deputy Leader**  
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. **The Allocation of Seats on Committees and Appointment of Committee Chairs**

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 committees

**(Pages 27 - 44)**

12. **Appointments to Cambridgeshire and Peterborough Combined Authority**

To invite the Council to make appointments to the following Cambridgeshire

and Peterborough Combined Authority bodies for the municipal year 2023-24:

- Combined Authority Board
- Combined Authority Overview and Scrutiny Committee
- Combined Authority Audit and Governance Committee

**13. Appointment to Outside Bodies**

To approve nominations for non-executive outside body appointments.

**(Pages 45 - 48)**

**14. Designation of Scrutiny & 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. Annual Report from Scrutiny & Overview Committee**

To receive the Scrutiny and Overview Committee Annual Report for 2022-23.

**(Pages 49 - 56)**

**16. Annual Report from Civic Affairs Committee**

To receive the Civic Affairs Committee Annual Report for 2022-23.

**(Pages 57 - 60)**

**17. Leader of Opposition's Annual Statement**

To receive the Leader of Opposition's Annual Statement for 2022-23.

**18. Cambridgeshire and Peterborough Combined Authority**

There have been no meetings, so there are no reports.

**19. Greater Cambridge Partnership**

There have been no meetings, so there are no reports.

**20. Questions From Councillors**

A period of 30 minutes will be allocated for this item to include those questions where notice has been provided (as set out on the agenda below) and questions which may be asked without notice.

Members wishing to ask a question without notice should indicate this intention to the Interim Democratic Services Team Manager prior to the commencement of the item. Members' names will be drawn at random by the Chairman until there are no further questions or until the expiration of the time period.

**20 (a) From Councillor Sue Ellington**

As there has now been ample opportunity to analyse Cambridgeshire Water Draft resources plan, when will the Leader be informing residents and us alike of the impact this has on the housing growth agenda being pushed for by this council?

**20 (b) From Councillor Daniel Lentell**

Will the Leader be seeking advice and insight from the newly appointed CEO of the CPCA about his time setting up and running a unitary authority in North Northamptonshire with a view to improving the crazy-paving landscape of costly and disjointed local authorities in Cambridgeshire?

**20 (c) From Councillor Heather Williams**

What is the Leader doing to pressure the County council to enable our residents access to Royston recycling centre as the barring of South Cambs residents not only makes them drive twice the distance in many cases, which is not good for the environment, and the likely increase in fly tipping this will cause?

**20 (d) From Councillor Stephen Drew**

Can the leader outline the current plans for the next three years of social housing in South Cambridgeshire and explain how this will benefit residents?

**20 (e) From Councillor Pippa Heylings**

Our chalk streams in South Cambs are some of the most precious and most vulnerable in the world, threatened by sewage pollution with worrying levels of e-coli (faecal bacteria) which makes them unsafe for families and dogs and fatal for local wildlife, all whilst water companies rake in huge profits and pay out bumper bonuses. Following on from my motion last year to stop the dumping of raw sewage, what more can the Council do to ensure greater scrutiny of water quality in our chalk streams?

**20 (f) From Councillor Susan van de Ven**

Thank you to all those involved in the 4-Day-Week trial, a bold and important initiative at a time when all local authorities – and indeed public sector organisations generally – are facing severe and increasing difficulties recruiting to vacancies in the workforce and retaining experienced and valuable staff, for reasons that are becoming better understood. These include higher pay in the private sector, but also the build-up of multiple public service pressures in the wake of tumultuous events of the past several years, with the overlay of massive societal change.

One of the key positives of the trial is signs of improved health and wellbeing of our staff. I was struck by a conversation with a member of staff last week who said that already, the trial had changed his life for the better. At home he

is tackling jobs and responsibilities, getting physical exercise and mental relaxation, and has time needed to nurture family relationships. At work he is applying himself in a more energetic and smarter way and is more focused and productive.

We know that the mental and physical health of our population is worse than before Covid, and that improvements must be made. A focus on improving health via the workplace is an important building block used by public health strategists in seeking to improve population health.

In light of this, how will learning from the trial be shared with our Cambridgeshire and Peterborough Public Health and Integrated Care System partners, as part of our joint population health improvement goals?

**20 (g) From Councillor Peter Sandford**

The latest survey on letsrecycle.com shows the top performing councils have recycling rates in excess of 60%. Meanwhile, the Greater Cambridge Waste Service ranks 69th out of 308 councils, with a recycling rate under 50%. Can the Leader tell us what measures are being put in place to elevate Greater Cambridge to the Premier League of recycling councils?

**20 (h) From Councillor Dr Richard Williams**

Does the whole administration share the Leader's view that the doubling of the time taken by this Council to process Housing Benefit claims between January and March 2023 is "really minor"?

**21. Chair's Engagements**

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

12 April - The Chair attended an Award Event at Bar Hill Village Hall attended by the Prince Edward, the Duke of Edinburgh.

3 May - The Chair was delighted to attend the Royal Garden Party at Buckingham Palace.

## **Guidance 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.



## Declarations of Interest - Information for Councillors

### DECLARATIONS OF INTEREST

As a Councillor, you are reminded of the requirements under the Council's Code of Conduct to register interests and to disclose interests in a meeting. You should refer to the requirements set out in the Code of Conduct which are summarised in the notes at the end of this agenda frontsheet.

#### Disclosable pecuniary interests

A "disclosable pecuniary interest" is an interest of you or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) which falls within the categories in [Table 1 of the code of conduct, which is set out in Part 5 of the Constitution](#).

Where a matter arises at a meeting which directly relates to one of your disclosable pecuniary interests you must:

- disclose the interest;
- not participate in any discussion or vote on the matter; and
- must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

It is a criminal offence to:

- fail to notify the monitoring officer of any disclosable pecuniary interest within 28 days of election
- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting
- participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting.

#### Other registerable interests

These are categories of interest which apply to the Councillor only (not to their partner) and which should be registered. Categories are listed in [Table 2 of the code of conduct, which is set out in Part 5 of the Constitution](#). Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

#### Disclosure of non-registerable interests

Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which affects – a. your own financial interest or well-being; b. a financial interest or well-being of a relative or close associate; or c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in Table 2 you must disclose the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied. Where a matter (referred to in the paragraph above) affects the financial interest or well-being: a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and; b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest, you may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a

dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

[Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

# Agenda Item 6

## South Cambridgeshire District Council

Minutes of a meeting of the Council held on  
Thursday, 30 March 2023 at 2.00 p.m.

PRESENT: Councillor Anna Bradnam – Chair  
Councillor Peter Fane – Vice-Chair

Councillors: Michael Atkins, John Batchelor, Dr. Shrobona Bhattacharya, Tom Bygott, Dr. Martin Cahn, Graham Cone, Stephen Drew, Sue Ellington, Bill Handley, Sunita Hansraj, Sally Ann Hart, Geoff Harvey, Dr. Tumi Hawkins, Pippa Heylings, James Hobro, Carla Hofman, Mark Howell, Helene Leeming, Daniel Lentell, Brian Milnes, Annika Osborne, Dr Lisa Redrup, Judith Rippeth, Peter Sandford, Richard Stobart, Dr Susan van de Ven, Natalie Warren-Green, Bunty Waters, Heather Williams, John Williams and Dr. Richard Williams

Officers: Andrew Francis Elections and Democratic Services  
Manager  
Peter Maddock Head of Finance  
Rory McKenna Monitoring Officer  
Liz Watts Chief Executive

### 1. Apologies

Apologies for Absence were received from Councillors Henry Batchelor, Paul Bearpark, Ariel Cahn, Libby Earle, Corinne Garvie, Jose Hales, William Jackson-Wood, Peter McDonald, Lina Nieto, Bridget Smith and Dr Aidan Van de Weyer.

### 2. Declaration of Interest

Councillor Peter Fane declared a registerable interest as a director of Shire Homes, which was funded by the HRA.

Councillor Dr James Hobro declared a registerable interest in agenda item 9c Investment Strategy, as a non-executive director of South Cambs Limited, trading as Ermine Street Housing. He left the room whilst this item was discussed and he did not participate in the debate or vote.

Councillor Helene Leeming declared a registerable interest in agenda item 10, Fulbourn Neighbourhood Plan, as it made several reference to her employer, the Wildlife Trust.

Councillor Peter Sandford declared a registerable interest in agenda item 9c Investment Strategy, as a non-executive director of South Cambs Limited, trading as Ermine Street Housing. He left the room whilst this item was discussed and he did not participate in the debate or vote.

Councillor Richard Stobart declared registerable interests in agenda item 9c Investment Strategy, as a Director of the South Cambridgeshire Investment

Partnership and a Director of South Cambs Projects. He left the room during this item and he did not participate in the debate or vote.

Councillor Heather Williams declared a registerable interest in agenda item 13 Greater Cambridge Partnership, as a member of the Greater Cambridge Partnership Joint Assembly.

### **3. Register of Interests**

The Chair reminded members that they should inform Democratic Services of any changes in their Register of Members' Financial and Other Interests form.

### **4. Minutes**

The minutes of the meeting held on 21 February 2023 were agreed as a correct record, subject to the following amendments:

- In the last sentence of agenda item 6, the word "Arc" was amended to "Pan Regional Partnership".
- In the second sentence of agenda item 8(a), the figure "£6m" was amended to "£7m".
- The end of the last sentence of the first paragraph of minute 8(e) was amended to read "any investments made would be with banks that would not default."
- The start of the second paragraph of minute 8(j) was amended to read "Councillor Heather Williams reminded Council that the Conservative Group had proposed an amendment that would have frozen rent at September's Council meeting."
- In the last sentence of the second paragraph of minute 11, the word "equate" was removed.
- In the second sentence of the fifth paragraph of minute 11, the word "only" was amended to "on".
- The twelfth paragraph of minute 18(a) was amended to read "The Chair applauded the motion and thanked councillors for helping her to facilitate the debate."

The Chair stated that written answers to questions from Councillors, which had not been answered at the last Council meeting, were included as an appendix to the minutes.

### **5. Announcements**

The Chair announced that she had raised £1,012.77 for her charity The Trussell Trust. She thanked all those who had contributed.

### **6. Questions From the Public**

It was agreed that the public statement from Ron Ward, facilitator of the Fulbourn Neighbourhood Plan, should be heard at the start of the discussion of agenda item 10, the Making of Fulbourn Neighbourhood Plan.

**7. Petitions**

There were no petitions.

**8. Result of Cottenham Ward By-election**

The Chief Executive reported that a by-election had been held for the Cottenham ward on 16 March 2023 and Councillor Eileen Wilson had been elected. The Chair congratulated Councillor Wilson and welcomed her back to the Council.

**9. To Consider the Following Recommendation:****9 (a) Pay Policy Statement (Employment Committee, 23 February)**

Councillor John Williams presented this annual report noting that the Council was obliged to agree it under the Localism Act 2011. He was pleased to announce that the authority had paid a minimum wage of £11, which was more than the real living wage that had been declared by the Living Wage Foundation in the autumn. He explained that the ratio between the lowest and highest paid was less than 1:8 and that the mean hourly rate between women and men was 10.51% in favour of women. Councillor Pippa Heylings expressed her pride in the fact that the Council was paying all its staff more than the national real living wage and in the fact that the authority had so many women in senior management positions.

Councillor John Williams proposed and Councillor Pippa Heylings seconded the recommendation in the report. A vote was taken and by affirmation

Council

**Agreed** to approve the updated Pay Policy Statement as required by the Localism Act 2011.

**9 (b) Assistants for Political Groups (Civic Affairs Committee on 2 March 2023)**

The Chair, as Chair of the Civic Affairs Committee, presented this report, which included a recommendation from that Committee that the Constitution be amended to allow for the appointment of political assistants.

The Chair proposed and Councillor Graham Cone seconded the recommendation in the report. A vote was taken and were cast as follows:

**In favour (31):**

Councillors Michael Atkins, John Batchelor, Anna Bradnam, Tom Bygott, Dr Martin Cahn, Graham Cone, Stephen Drew, Sue Ellington, Peter Fane, Bill Handley, Sunita Hansraj, Sally Ann Hart, Geoff Harvey, Dr Tumi Hawkins, Pippa Heylings, Dr James Hobro, Carla Hofman, Mark Howell, Helene Leeming, Brian Milnes, Annika Osborne, Dr Lisa Redrup, Judith Rippeth, Peter Sandford, Richard Stobart, Dr Susan van de Ven, Natalie Warren-Green, Bunty Waters,

Heather Williams, John Williams and Eileen Wilson.

**Against (2):**

Councillors Daniel Lentell and Dr Richard Williams.

**Abstain (0)**

Council

**Agreed** to amend the Constitution to allow for the appointment of Political Assistants and to authorise the Chief Executive to make the necessary changes to the Constitution.

**9 (c) Investment Strategy (Cabinet, 20 March 2023)**

Councillor John Williams introduced this report, which recommended that Council agree a refreshed version of the Investment Strategy. He explained that the Council could no longer secure loans from the Public Works Loan Board for investment purposes. It was projected that the Council's investments would return a yield of £7m, which would help the authority deliver frontline services.

Councillor Heather Williams explained that she was not opposed to commercial investments and she reminded Council that Ermine Street Housing Limited had been set up by a Conservative administration. She had proposed an amendment back in 2019 expressing concern about the level of borrowing required to make investments. In 2019 the Audit and Corporate Governance Committee had been sufficiently concerned to discuss the Council's Investment Strategy. Councillor Michael Atkins, Chair of the Audit and Corporate Governance Committee, supported a report coming to that Committee on the Investment Strategy, providing the focus was not on the decision-making process, as this was the responsibility of the Scrutiny and Overview Committee. Councillor John Williams suggested that the Audit and Corporate Governance Committee was the appropriate body to review the results of the Investment Strategy, whilst the Scrutiny and Overview Committee focussed on the pre-scrutiny of decisions that had not yet been agreed. Councillor Heather Williams explained that this is what had occurred in 2019.

Councillor Michael Atkins queried the text in paragraph 8.4.3. that included reference to a ratio that appeared unrelated to the accompanying table. The Head of Finance explained that the table showed the actual interest payment it was assumed the Council would make, whilst the paragraph below indicated how the figures were calculated. For 2023/24 an interest rate of 4.75% was expected, whilst by 2025/26 the expected rate had dropped to 3.5%.

Councillor Brian Milnes expressed his support for this and previous Investment Strategies, which had ensured an impressive return since 2018.

Councillor John Williams proposed and Councillor Brian Milnes seconded the recommendation in the report. A vote was taken and were cast as follows:

**In favour (23):**

Councillors Michael Atkins, John Batchelor, Anna Bradnam, Dr Martin Cahn, Stephen Drew, Peter Fane, Bill Handley, Sunita Hansraj, Sally Ann Hart, Geoff Harvey, Tumi Hawkins, Pippa Heylings, Carla Hofman, Helene Leeming, Daniel Lentell, Brian Milnes, Annika Osborne, Dr Lisa Redrup, Judith Rippeth, Dr Susan van de Ven, Natalie Warren-Green, John Williams and Eileen Wilson.

**Against (6):**

Councillors Tom Bygott, Graham Cone, Sue Ellington, Bunty Waters, Dr Richard Williams and Heather Williams.

**Abstain (0)**

Council

**Agreed** to approve the updated Investment Strategy, attached as Appendix A to the report.

**10. Making of Fulbourn Neighbourhood Plan**

Ron Ward, the facilitator of the Fulbourn Neighbourhood Plan, explained that unfortunately Mary Drage, Chair of Fulbourn Parish Council, could not be present at the meeting.

Ron Ward stated that Fulbourn was a historic village, that dated back to Roman times. Many of the buildings constructed between the 14<sup>th</sup> and 18<sup>th</sup> century were still standing, including the pub and St Vigors Church. Fulbourn was expected to grow from a population of 5,000 to 6,000 by 2031. There were currently 4,500 jobs in the village.

Ron Ward explained that the Neighbourhood Plan had taken five years to create and he thanked the volunteers from the village who had carried out the work. He also thanked the officers of the Council who had supported the process and the Parish Council, which had contributed time, effort and funding to the Plan.

Ron Ward explained that the aim of the Plan was to ensure that the assets of the village were protected for future generations. He stated that he was meeting officers from the Planning Service next month to discuss how the Plan would influence the planning process.

Councillor Dr Tumi Hawkins stated that this was the eighth Neighbourhood Plan to be completed in the District. It had been formally submitted in October 2021 and subjected to a referendum on 9 February 2023, where there had been a turnout of 17% and 91.93% had voted in favour. The Plan had eight objectives and 12 policies to deliver. Its main aim was to maintain the character of the village and all planning applications in the village would need to comply with the development plan. Councillor Dr Tumi Hawkins thanked the officers in the Planning Service for their efforts in supporting the development of the Neighbourhood Plan.

Councillor Graham Cone spoke in favour of the Plan. He praised the work of the local volunteers, the resident groups, the Parish Council and District Councillors, as well as the supporting officers. He stated that the work on the Plan had brought different parts of the village closer together to develop something that would protect the character of Fulbourn for future generations.

Councillor Carla Hofman expressed her appreciation for all the work that had gone into the Plan and the passion shown by local residents for their village.

Councillor John Williams thanked all the volunteers for delivering such a comprehensive and robust Neighbourhood Plan, which would have to be considered by the Council when determining planning applications in the village.

Councillor Dr Tumi Hawkins proposed and Councillor John Williams seconded the recommendations in the report. A vote was taken and by affirmation Council

**Agreed** to

- A)** Note that the referendum for the Fulbourn Neighbourhood Plan took place on 9 February 2023.
- B)** “Make” (adopt) the Fulbourn Neighbourhood Plan, as it was a successful referendum. The made version of the Plan is attached as an Appendix to the report.

## 11. **Appointment of Monitoring Officer**

The Chief Executive introduced this report, which proposed the appointment of the Monitoring Officer at the Council. She expressed her thanks to the Councillors involved in the recruitment process and noted their recommendation that John Murphy be appointed.

Councillor Pippa Heylings expressed her thanks to Rory McKenna, the outgoing Monitoring Officer, for his professionalism and wise guidance. The Chair echoed this and thanked him for his support whilst she was both Vice Chair and Chair of Council.

Councillor Richard Stobart proposed and Councillor Peter Sandford seconded the recommendations in the report. A vote was taken and by affirmation

Council

**Agreed** to

- A)** Appoint John Murphy as this authority’s Monitoring Officer from 22 May 2023
- B)** Note that in the intervening period between the departure of the current Monitoring Officer (31 March 2023) and the arrival of the new Monitoring Officer, the role will be covered by Tom Lewis, Head of 3C Legal Shared



Service.

## **12. Cambridgeshire and Peterborough Combined Authority**

Councillor Brian Milnes explained that the Council's representative on the Board was not present and so it was likely that any questions would have to be given a written response.

Councillor Heather Williams noted that a new Chief Executive had been appointed and asked if the Leader had the same level of confidence in the new appointment that she had in the previous post holder. Councillor Brian Milnes stated that a written answer would be provided to this question, which was likely to answer in the affirmative. Councillor Daniel Lentell expressed his support for the new Chief Executive but indicated that the position was as impossible one.

The Chair asked that future reports could be in portrait format instead of landscape.

Council noted the report.

## **13. Greater Cambridge Partnership**

Councillor Tom Bygott stated that in his experience the Greater Cambridge Partnership was not consulting effectively on its decisions before they were taken and he asked if the Council's representatives could improve feedback from the Partnership.

Councillor Brian Milnes explained that 75 councillors were invited to a recent event organised by the Greater Cambridge Partnership, but only five councillors attended. This was very disappointing, but officers would continue to engage with councillors as clearly the knowledge of local members was very important. Councillor Heather Williams suggested that this event could have been better advertised. She asked that the villages of Bassingbourn, Litlington, Guilden Morden and Steeple Morden in the south of the District were not forgotten. Councillor Daniel Lentell suggested that the Greater Cambridge Partnership had a disjointed relationship with the area's local authorities and its support of a congestion charge had damaged its reputation.

Councillor Dr Richard Williams hoped that the work on Sawston greenway was not delayed. Councillor Brian Milnes concurred.

Council noted the report.

## **14. Questions From Councillors**

### **14 (a) From Councillor Daniel Lentell**

At the previous Full Meeting of this Council the Leader and her Cabinet proposed & supported the maximum allowable rise in the rent paid by Social Housing

tenants, arguing that such a rise would fund upgrades to the energy efficiency of homes, thus reducing utility bills.

Analysis, such as that carried out by Cornwall Insight - as quoted by the BBC's money-saving expert Martin Lewis, suggests that a typical energy bill will drop back to £2,153pa by July this year.

Will the leader specify, and timetable, what additional benefits Council Tenants can expect after their rents go up? And was any effort made to consult with tenants as to whether they would have prioritised lower rents over someday maybe getting triple-glazed windows etc.?

Councillor John Batchelor explained that affordable housing was completely funded from rental income. Rent increases were made annually and were linked with inflation. To be self-financing, annual rent increases were based on Consumer Price Inflation (CPI) plus 1%. However, this year this would have meant an increase of 11.1%, which many tenants may have found unaffordable. The Government had introduced a rent cap of 7% as a compromise. The Council had a range of statutory requirements including achieving the Net Zero target by 2050, bringing all newly let properties to Energy Performance Certificate (EPC) band C by 2025 and raising all existing properties to the same standard by 2028. New building regulations had to be complied with and the cost of repairs had increased due to inflation. Those tenants who received housing benefit would have their rent increase covered and support was offered to all tenants who were struggling financially. Consultation with tenant representatives on this and other matters, took place at the Housing Engagement Board.

As his supplementary question, Councillor Daniel Lentell asked why had there been such a large increase in energy charges for the residents at Elm Court in his ward. Councillor John Batchelor explained that the 19 flats at Elm Court were heated by a communal boiler. The three-year fixed price deal had come to an end in December and energy costs had increased from 1.69p per kwh to 29.3p per kwh. Tenants had been paying the lower rate from January to March and there would be no attempt to ask them to pay the shortfall. Officers had met with tenants and their families to warn them of the impending increase in their energy bill. In the short term any increases would be capped at £30 per week until the Government's general discount rate was applied.

**14 (b) From Councillor Peter Sandford**

Would the Leader use her position on the Combined Authority board to ensure that South Cambs council taxpayers are receiving value for money from the subsidised bus services?

Councillor Brian Milnes stated that the lack of reliability of bus services was regrettable. He assured Council that he had raised this issue at the Combined Authority, which had decided to levy a precept of £12 to provide a subsidised bus service. Bus provision in the County was unsatisfactory and the Combined Authority was considering the option of bus franchising. The Parish and Cabinet Liaison meeting in June will focus on transport and Mayor Dr Nik Johnson will be

present to respond directly to concerns.

As his supplementary question, Councillor Peter Sandford asked if it was possible to publish the Key Performance Indicators (KPIs) that measure the performance of our bus services and whether the website could be improved to allow customers to comment on these services. Councillor Brian Milnes stated that he would ask the Combined Authority to consider these requests.

**14 (c) From Councillor Sally Ann Hart**

Does Ermine Street Housing just deliver a receipt to this council or are there other benefits?

Councillor John Batchelor explained that Ermine Street Housing was owned by the Council and its business activity provided the Council with a return of £3.6 million in 2022/23. The company also worked closely with the Housing Department to provide accommodation to vulnerable groups. Two houses in Cambourne were let to Shire Homes to use as temporary accommodation, reducing the need to use bed and breakfast to house single homeless people. The company was carrying out a full stock condition survey which would inform future versions of the Business Plan. The company was also carrying out a green energy audit to reduce its carbon footprint. Ermine Street Housing leased 190 homes from the Ministry of Defence, which was an arrangement that was expected to continue in the medium to long term. The Council would be increasing its interest rate charge to the company to 4.25%, which would increase its rate of return to the Council to £4 million. Councillor Batchelor thanked officers for achieving these successes.

There was no supplementary question.

**14 (d) From Councillor Lisa Redrup**

Does the Leader know the government's preferred route for EWR, and how will this council be engaging with them and the rail minister moving forward?

Councillor Brian Milnes explained that the Council did not know the preferred route and he was very disappointed about the lack of progress made on this issue over the last year. He recognised the importance of this issue to residents, especially those who were struggling to sell their properties due to the uncertainty.

As her supplementary question, Councillor Lisa Redrup asked how engaged the Council was on trying to move the project forward. Councillor Brian Milnes stated that the Council had invited rail minister Huw Merriman to meet with this authority's representatives without success. Councillor Milnes explained that he would continue to attend the forums and meetings convened by EWR, where he would attempt to gain answers for the District's residents.

**14 (e) From Councillor Helene Leeming**

How are the Council and local partner organisations ensuring that the asylum seekers being housed in Bar Hill are being given all the appropriate support as new members of our South Cambs community?

Councillor Bill Handley explained that the Home Office's contract provided asylum seekers with living essentials. A local working group had been established to bring together local councillors, Bar Hill Parish Council and key officers from the County Council. He thanked local member Councillor Bunty Waters and Bar Hill Parish Council for their support on this matter.

Councillor Helene Leeming did not have a supplementary question.

**14 (f) From Councillor Graham Cone**

Will the Leader commit to whether or not the administration will be consulting residents on their plans for a four-day week at any point?

Councillor Brian Milnes explained that residents had already been giving their opinion on the four-day week and a simple form on the website assisted them in this process. He explained that the Council was the first local authority to trial a four-day week and so there was no set process to follow. The Council would continue to be open and transparent on this issue and residents and councillors would be further updated at the Cabinet meeting in May.

Councillor Graham Cone did not have a supplementary question.

**14 (g) From Councillor Heather Williams**

Will the Leader review how residents are able to report planning compliance complaints as the 'fill the form in' approach has now been introduced?

Councillor Dr Tumi Hawkins explained that the Compliance Team had been undergoing a period of transformation, which included the appointment of a new manager and a setting up of a new online e-form. Since December 2022 the Council had received 168 referrals and 103 of these had been through the online form. This would continue to be kept under review.

As her supplementary question, Councillor Heather Williams stated that local members were receiving more referrals from residents on this matter, as they were reluctant to provide their home address. She asked if this could be looked at. Councillor Dr Tumi Hawkins stated that the Council could not receive anonymous reports on this issue and if necessary councillors could raise a matter on a resident's behalf.

**14 (h) From Councillor Tom Bygott**

When will the Leader say where the approximate 8,000 houses are going to go in the next local plan?

Councillor Dr Tumi Hawkins reminded Council that February's Cabinet had

received a report on the Local Plan. This had highlighted that the objectively assessed housing need had increased, partly due to local economic growth. A draft local plan was now being prepared.

There was insufficient time for a supplementary question to be asked.

**14 (i) From Councillor Sue Ellington**

It was noted as there had been insufficient time to ask this question, Councillor Sue Ellington would be given the option of a written answer or for the question to be carried forward to the next Council meeting.

**14 (j) From Councillor Mark Howell**

It was noted as there had been insufficient time to ask this question, Councillor Mark Howell would be given the option of a written answer or for the question to be carried forward to the next Council meeting.

**14 (k) From Councillor Bunty Waters**

It was noted as there had been insufficient time to ask this question, Councillor Bunty Waters would be given the option of a written answer or for the question to be carried forward to the next Council meeting.

**15. Notices of Motion**

**15 (a) Standing in the name of Councillor Heather Williams**

Councillor Peter Fane, as acting Chair, explained that the motion had been amended with the Chair's consent. It was noted that a maximum of 30 minutes was allowed for the motion.

Councillor Heather Williams explained that it was the first paragraph of the motion which had been amended, due to events that had occurred after the deadline for motions had expired. She stated that this motion had been brought to Council in response to the level of concern that many people had regarding the congestion charge. Part of the concern was that there was no mandate for the introduction of the charge and a referendum would allow everyone in Cambridgeshire to vote on whether they wanted to see it introduced.

Councillor Heather Williams stated that she was trying to find some consensus on this matter and she expressed her disappointment not just in the decision of the County Council to reject a referendum, but also in the nature of their debate. She stated that a referendum would give an opportunity for an open discussion, which would allow both sides to express their point of view. It was democratic and elected councillors should not fear democracy. She suggested that the Council's representative on the Greater Cambridge Partnership should speak for the entire authority and should be asking for a referendum.

Councillor Richard Stobart stated that the consultation on this matter had received 23,000 submissions and there had been a considerable effort to hear the views of young people, who were greatly affected by this matter but would not be old enough to vote in a referendum.

Councillor Stephen Drew explained that many people who lived just outside Cambridgeshire would be affected by the establishment of a Sustainable Transport Zone, but would be excluded from voting in a referendum purely for Cambridgeshire residents.

Cllr Martin Cahn opposed a referendum as it was unclear what people would be voting on, given that the congestion charge proposals had not yet been agreed. It was also unclear who should be allowed to vote in the referendum, as the issue affected many people outside the county's border. He concluded that it was too complex a matter for a simple yes/no question and he compared it to the 2016 Brexit referendum.

Councillor Tom Bygott stated that the Greater Cambridge Partnership wanted to impose a tax on residents without a democratic mandate to do so. He supported a referendum as the most effective way of determining the opinion of the public on this matter. Councillor Dr James Hobro explained that Cambridgeshire County Council would decide whether to implement the congestion charge and not the Greater Cambridge Partnership.

Councillor Graham Cone explained that he would be supporting the motion due to the number of residents, from a large cross section of the population, who had contacted him opposing the proposed congestion charge. He added that as someone who worked on the biomedical campus, he could report that there was considerable opposition to including Addenbrookes Hospital in the congestion charge zone.

Councillor Dr Richard Williams spoke in favour of a referendum as the congestion charge had not been an issue at the local elections and so the public had not been given the chance to vote on this contentious matter. He stated that the franchise for a referendum would be the same as the franchise used to elect councillors in a county council election, who ultimately would decide whether to introduce a congestion charge. He also asserted that voters considered the interests of young people and others who were not able to vote.

Councillor Peter Sandford stated that he understood that the cost of a referendum would be £1.5 million, which he felt could not be justified to residents, as it would be better spent on more pressing issues, such as fixing potholes. The proposed referendum essentially duplicated question 9 of the Greater Cambridge Partnership's consultation and he concluded that we should wait for the results and analysis of this.

Councillor Judith Rippeth suggested that a referendum would disenfranchise not only those under 18, but also those who lived just outside Cambridgeshire and those, of all ages and locations, who had taken part in the consultation by the

Greater Cambridge Partnership. The consultation allowed a more nuanced response than a simple yes or no referendum.

Councillor John Williams explained that the Greater Cambridge Partnership had just carried out an extensive consultation, which had resulted in 23,000 responses, with open questions that had encouraged nuanced answers to a complex question. The responses were being compiled into a report that would be discussed by the Greater Cambridge Partnership Board in June. The Board would then make a recommendation to the County Council on the proposed scheme. He opposed the motion, as a simple yes or no referendum disregarded the consultation and was not appropriate at this time.

Councillor Daniel Lentell explained that 15,000 Cambridgeshire residents had signed a petition asking for a referendum on this issue. He stated that compared to Brexit, the congestion charge was a simple issue and so a referendum would be appropriate. He opposed the charging of £5 for those visiting Addenbrookes Hospital, for Cambridge residents simply driving off their property and for delivery drivers visiting the city. He asked that businesses who were reporting that their livelihoods would be disrupted by the charge be listened to. He supported a referendum because the decision makers did not have a mandate to introduce a congestion charge.

Councillor Heather Williams stated that limiting the referendum to those who lived in Cambridgeshire made sense, as these were the residents most affected by the proposed charge. A referendum would explicitly ask whether residents were in favour of a congestion charge, whilst the recent consultation did not do that. She suggested that the cost of the referendum could be crowd funded, as this would be cheaper than having to pay the charge. She stated that those who wanted to introduce a congestion charge had no mandate to do so and a referendum could provide one. She explained that the congestion charge was a controversial, cross-party issue and a referendum was an appropriate way to deal with such a matter. She had been contacted by carers, businesses and a disabled person, all opposed to the charge. She explained that the actual wording of the referendum was not under discussion. The issue was whether councillors believed that residents should have a vote on this issue or not. She concluded that if councillors rejected a referendum then they were in effect saying that they knew better than the residents on this issue.

Councillor Heather Williams proposed and Councillor Daniel Lentell seconded the motion. A vote was taken and were cast as follows:

**In favour (8):**

Councillors Dr Shrobona Bhattacharya, Tom Bygott, Graham Cone, Sue Ellington, Daniel Lentell, Bunty Waters, Dr Richard Williams and Heather Williams.

**Against (20):**

Councillors John Batchelor, Dr Martin Cahn, Stephen Drew, Peter Fane, Bill Handley, Sunita Hansraj, Sally Ann Hart, Geoff Harvey, Tumi Hawkins, Pippa Heylings, Dr James Hobro, Helene Leeming, Annika Osborne, Dr Lisa Redrup,

Judith Rippeth, Peter Sandford, Richard Stobart, Natalie Warren-Green, Eileen Wilson and John Williams

**Abstain (1):**

Councillor Carla Hofman.

Council **Rejected** this Motion.

**16. Chair's Engagements**

It was noted that the Chair had not attended any engagements on behalf of the authority since the last Council meeting.

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**The Meeting ended at 5.05 p.m.**

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**Answer to Question from Councillor Bunty Waters, which was on the agenda for the meeting of Council on 30 March 2023, but there had been insufficient time to answer:**

**Question:** What is this council doing to ensure the residents of South Cambs can adequately celebrate the King's coronation?

**Answer (which was sent to Councillor Bunty Waters on 12 April 2023):**

In the January 2023 parish e-bulletin (sent to all SCDC Cllrs as well as all parish councils) we provided all parish councils with event advice – namely encouraging any parishes intending holding events to contact our Safety Advisory Group (SAG) no later than 21 April so that the SAG can provide advice. We also provided all parishes with a short PowerPoint presentation that suggested a number of points for them to consider, when planning an event.

In answer to your question As a follow-up to the abovementioned January 2023 parish e-bulletin, we also sent all parish councils a letter from the Department for Levelling Up, Housing & Communities (dated 26 January 2023) which provided further guidance on topics including street parties, The Coronation Big Lunch on 7 May, The Big Help Out and National Lottery funding.

In the upcoming March 2023 parish e-bulletin, we will be providing all parish councils with specific advice relating to collecting and disposing of waste and recycling that originates from Coronation events.

Traditionally in South Cambridgeshire, it is commonplace for events to mark a national occasion like this to be held in many different villages, rather than at a single, central location in South Cambridgeshire. Once again, the Council is taking on a supporting role, particularly to those parish councils who are organising events, to help with the smooth running of events.

The Community Chest grant scheme is open as usual, so welcomes applications that meet the standard Community Chest criteria. Grants of up to £2,000 are available. Please see the guidance Community Chest Grants - South Cambs District Council ([scambs.gov.uk](http://scambs.gov.uk)) or if you have any further questions please contact [community.chest@scambs.gov.uk](mailto:community.chest@scambs.gov.uk) and they will be happy to assist.

**Answer to Question from Councillor Mark Howell, which was on the agenda for the meeting of Council on 30 March 2023, but there had been insufficient time to answer:**

**Question:** Will the Leader explain any repercussions there may be following the County Council's error in relation to the Council Tax Bills?

**Answer (which was sent to Councillor Howell on 3 May 2023):**

On the evening of 27th February, our Revenues Team received notification from the County Council that they had advised us of the incorrect precept figures in their formal notification letter.

The Revenues Team had, by this time, already produced the annual billing calculation for all the 71,000 Council Tax accounts and had created the files to enable the bills to be printed. Effectively, the notification from the County Council meant that every bill would have been incorrect and needed to be recalculated before being issued.

Due to the complexities of annual billing and the requirements of the software, this was not a straightforward task. Such a re-bill at this stage in the process had not previously been done and the Revenues Team immediately set to working with the software providers and printers to establish a solution. Work was done that week and the following two weekends to ensure processes were implemented to reverse the first calculations and create new, correct, bills. Without the commitment and skill of the Revenues Team, the impact would certainly have been a delay in the bills being issued, and without doubt would have had a significant impact on cash flow and collection rates for the authority. By their professional approach to this significant issue the team managed to keep the costs to staffing time, and revised ICT/printing support.

The bills were all issued on time to meet the legal requirements, ensuring that our residents were not directly impacted.

We continue to work with the County Council with regards to any additional costs incurred in the expectation that they will be re-imbursing the Council for these.

I think it is worth noting that this was a result of human error and I completely understand that mistakes happen. We resolved the issue through strong partnership working and I am confident that lessons have been learned.



<b>Report to:</b>	Council	25 May 2023
<b>Lead Officer:</b>	Liz Watts, Chief Executive	

## **The allocation of seats on committees and appointment of committee chairs – 2023/24**

### **Executive Summary**

1. To seek Council's approval of the allocation of seats on committees and the appointment of Members and substitute Members to committees.
2. This report also requests that Council appoints the Chairs and Vice-Chairs of committees; and re-appoints the Lead Independent Person and Deputy Independent Person.

### **Recommendations**

3. It is recommended that Council approves:
  - a) The allocation of seats on committees as set out in Appendix A (which remains unchanged)
  - b) The nominations of the Political Group leaders to seats on committees as set out in Appendix B
  - c) The appointment of Chairs and Vice-Chairs of committees as set out in Appendix C
  - d) The re-appointment of Grant Osbourn as the Council's lead Independent Person and Gillian Holmes as the Council's deputy Independent Person for a further two-year term.

### **Reasons for Recommendations**

4. Regarding appointments to committees, to comply with Council Standing Order 1.3, "Selection of councillors on committees and outside bodies" and to enable the Council to comply with its obligations under the Local Government and Housing Act 1989.
5. In respect of the appointment of Independent Persons, to comply with Article 9.1(c) of the Council's constitution and the provisions of the Localism Act 2011, to

appoint at least one Independent Person to assist the authority in promoting and maintaining high standards of conduct amongst its councillors.

## **Details**

6. Political Groups on the Council are formed in accordance with the Local Government (Committees and Political Groups) Regulations 1990 when two or more Councillors notify the Chief Executive, as Proper Officer, of their wish to be treated as a Political Group.
7. Section 15 of the Local Government and Housing Act 1989 imposes a duty on the local authority at its annual meeting, or as soon as possible after it, to review the allocation of seats on the committees of the Council between the Political Groups.
8. The following principles laid down in the Act apply to the allocation of seats:
  - a. That not all the seats on the body are allocated to the same Political Group.
  - b. That the majority of seats on the body are allocated to a particular Political Group if the number of persons belonging to that Group is a majority of the authority's membership.
  - c. Subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees of a relevant authority which are allocated to each Political Group bears the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that Group to the membership of the authority.
  - d. Subject to paragraphs (a) to (c) above, that the number of seats on the body which are allocated to each Political Group bears the same proportion to the number of all the seats on the body as is borne by the number of members of that Group on the membership of the authority.
9. These principles must be applied as far as reasonably practical. Where adjustments are required to reflect rounding up and down, the final decision rests with Council, ideally on the recommendation of the Political Group leaders.
10. The Local Government and Housing Act 1989 requires that once the Council has determined the allocation of committee places between the Political Groups, the Council must then appoint the nominees of the Political Groups to the committees.

## **Considerations**

### **Political Proportionality and Nominations**

11. There have been no scheduled council elections in South Cambridgeshire this May, so the current political group makeup of the Council remains unchanged as:

Liberal Democrat	35
Conservative	9
Unaligned	1

12. The breakdown of each Political Group is therefore as follows:

Liberal Democrat	79.545%
Conservative	20.455%

13. Each of the Political Groups is entitled to a certain number of seats on ordinary committees based on their Group's percentage representation.

14. The Council's current ordinary committee structure comprises 62 seats.

15. The calculation to determine the entitlement of Political Groups to seats on these committees is as follows:

$$\frac{\% \text{ for each Political Group} \times \text{number of committee seats (62)}}{100}$$

16. The notional entitlement to ordinary committee seats for each Political Group is therefore:

Liberal Democrat	49.318	<b>= 49 seats</b>
Conservative	12.682	<b>= 13 seats</b>

17. Fractional entitlements of less than one half are rounded down with entitlements of one half or more being rounded up. So that this process of rounding does not result in disproportionate advantage to any one political group, the aggregate membership of all the ordinary committees must be in line with the proportions on the Council.

18. Political Groups may give any seat allocated to them to any other Group or unaligned member.

19. Unlike ordinary committees, the seats on joint committees and advisory committees are not aggregated. Proportionality is applied as far as reasonably practical on each individual joint or advisory committee. The Majority Group must have a majority on each of these committees.

20. Since there have been no elections this May, the proposed allocation of seats to committees (set out at Appendix A) remains unchanged.

## Nominations and Substitutes

21. Substitute members may be appointed from each Political Group and must be appointed by Council at its annual meeting in a hierarchical list per committee.

Council may also appoint substitutes to any bodies where provisions for substitutes exist in that body's terms of reference.

22. The nominations of Political Groups to seats on committees, including substitute members, are set out at Appendix B.

### **Mandatory Training Requirements**

23. Members are reminded that members and substitute members of the Planning Committee and Licensing Committee may only serve on these bodies once they have received the necessary training.
24. Members sitting on an employee appeals panel will also be required to undertake appropriate training before being eligible for appointment to the panel.

### **Appointment of Chairs and Vice Chairs of Committees**

25. Nominations for the appointment of Chairs and Vice-Chairs of committees are set out at Appendix C.
26. Council is reminded of the arrangement for co-Vice Chair positions for the Climate Change and Environment Advisory Committee. This arrangement reflects the high priority attached to climate and environmental issues as reflected in the Council's Business Plan. Council is invited to appoint a Vice-Chair for Environment and a Vice-Chair for Climate Change. The Vice Chair for Environment would deputise at meetings of the Committee in the absence of the Chair.

### **Appointment of Lead Independent Person and Deputy Independent Person**

27. Article 9.1(c) of the Constitution sets out arrangements for the appointment of one or more Independent Persons to work alongside the Monitoring Officer to initially consider complaints that a Member has breached the Code of Conduct.
28. Council is invited to re-appoint Grant Osbourne (as Lead Independent Person) and Gillian Holmes (as Deputy Independent Person) for a further two-year term.

### **Options**

29. Council can opt to approve the proposals set out in the report in respect of the allocation of seats on committees or Council could agree an alternative proposal that reflects the principles of political proportionality.
30. The requirement to allocate seats according to Political Groups' proportionate strengths can be overridden by some other arrangement, either in relation to all committees, sub-committees and other bodies or in relation to any individual committee, sub-committee or other body, provided that no Councillor votes

against the alternative arrangement when it is proposed (a “no dissent” alternative).

31. The Council is therefore not obliged to follow the proportionality rules and may make different arrangements, provided the following procedures set out in Section 17 of the Local Government and Housing Act 1989 are followed:
- i. Due notice is given in the agenda for the meeting.
  - ii. No Member of the Council votes against the proposal, although there may be abstentions.
32. In respect of the appointments to the roles of the independent persons, the Council could decide not to approve the appointment of the individuals named in this report.

## **Implications**

33. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, there are no significant implications.

## **Background Papers**

The following background information was used in the preparation of this report:

- South Cambridgeshire District Council’s Constitution
- The Local Government and Housing Act 1989
- The Local Government (Committees and Political Groups) Regulations 1990

## **Appendices**

Appendix A: Committee seat allocation 2023/24

Appendix B: Nominations for seats on Committees, Joint and Advisory Committees and Substitutes 2023/24

Appendix C: Nominations for Chairs and Vice-Chairs of Committees 2023/24

## **Report Author:**

Andrew Francis – Elections & Democratic Services Manager  
Telephone: (01954) 713014

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## Appendix A – Allocation of seats on committees

Ordinary Committees (proportionality to be aggregated across committees)

<b>Committee</b>	<b>No of Seats</b>	<b>Liberal Democrat</b>	<b>Conservative</b>
Audit and Corporate Governance Committee	7	5 (5.568)	2 (1.432)
Civic Affairs Committee	9	7 (7.159)	2 (1.841)
Employment and Staffing Committee	7	6 (5.568)	1 (1.432)
Licensing Committee	14	11 (11.136)	3 (2.864)
Planning Committee	11	9 (8.750)	2 (2.250)
Scrutiny and Overview Committee	14	11 (11.136)	3 (2.864)
<b>TOTAL</b>	<b>62</b>	<b>49</b>	<b>13</b>

Advisory and Joint Committees

<b>Committee</b>	<b>No of Seats</b>	<b>Liberal Democrat</b>	<b>Conservative</b>
Climate Change and Environment Advisory Committee	7	6 (5.568)	1 (1.432)
Grants Advisory Committee	5	4 (3.977)	1 (1.023)
Joint Development Control Committee	6	5 (4.777)	1 (1.227)
Joint Local Plan Advisory Group	3	2 (2.386)	1 (0.614)

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## Appendix B – Appointments to committees, joint committees, advisory committees and substitutes

Committee Name (Ordinary Committees)	Liberal Democrat	Conservative
<p><b>Audit &amp; Corporate Governance</b></p> <ul style="list-style-type: none"> <li>- 7 members</li> <li>- Cabinet members may not serve as committee members</li> <li>- Scrutiny &amp; Overview Chair may be a member but may not be Chair</li> </ul>	<ol style="list-style-type: none"> <li>1. Michael Atkins</li> <li>2. Geoff Harvey</li> <li>3. Helene Leeming</li> <li>4. Peter Sandford</li> <li>5. Richard Stobart</li> </ol> <p>Substitutes</p> <ol style="list-style-type: none"> <li>1. Dr James Hobro</li> <li>2. Dr Lisa Redrup</li> <li>3. Pippa Heylings</li> <li>4. Jose Hales</li> </ol>	<ol style="list-style-type: none"> <li>1. Heather Williams</li> <li>2. Mark Howell</li> </ol> <p>Substitutes</p> <ol style="list-style-type: none"> <li>1. Graham Cone</li> <li>2. Sue Ellington</li> <li>3. Dr Richard Williams</li> <li>4. Bunty Waters</li> </ol>
<p><b>Civic Affairs Committee</b></p> <ul style="list-style-type: none"> <li>- 9 members</li> <li>- Includes the Chair of Council as an ex officio member</li> </ul>	<ol style="list-style-type: none"> <li>1. Henry Batchelor</li> <li>2. Paul Bearpark</li> <li>3. Dr Martin Cahn</li> <li>4. Peter Fane</li> <li>5. Bridget Smith</li> <li>6. Dr Susan van de Ven</li> <li>7. Dr Aidan Van de Weyer</li> </ol>	<ol style="list-style-type: none"> <li>1. Mark Howell</li> <li>2. Heather Williams</li> </ol>





	<ol style="list-style-type: none"> <li>5. Geoff Harvey</li> <li>6. Dr Tumi Hawkins</li> <li>7. Judith Rippeth</li> <li>8. Peter Sandford</li> <li>9. Eileen Wilson</li> </ol> <p>Substitutes</p> <ol style="list-style-type: none"> <li>1. Anna Bradnam</li> <li>2. Dr Lisa Redrup</li> <li>3. Helene Leeming</li> <li>4. William Jackson-Wood</li> <li>5. Henry Batchelor</li> </ol>	<ol style="list-style-type: none"> <li>1. Graham Cone</li> <li>2. Sue Ellington</li> <li>3. Mark Howell</li> <li>4. Bunty Waters</li> <li>5. Shrobona Bhattacharya</li> </ol>
<p><b>Scrutiny &amp; Overview Committee</b></p> <p>- 14 members</p>	<ol style="list-style-type: none"> <li>1. Anna Bradnam</li> <li>2. Dr Martin Cahn</li> <li>3. Stephen Drew</li> <li>4. Libby Earle</li> <li>5. Peter Fane</li> <li>6. Sally Ann Hart</li> <li>7. Dr James Hobro</li> <li>8. Helene Leeming</li> <li>9. Judith Rippeth</li> </ol>	<ol style="list-style-type: none"> <li>1. Tom Bygott</li> <li>2. Graham Cone</li> <li>3. Sue Ellington</li> </ol>

	<p>10. Richard Stobart 11. Aidan Van de Weyer</p> <p>Substitutes</p> <p>1. Annika Osborne 2. Paul Bearpark 3. Carla Hofman 4. Dr Lisa Redrup 5. William Jackson-Wood</p>	<p>1. Heather Williams 2. Dr Richard Williams 3. Bunty Waters 4. Mark Howell 5. Lina Nieto</p>
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<b>Committee Name (Joint Committees)</b>	<b>Liberal Democrat</b>	<b>Conservative</b>
<p><b>Joint Development Control Committee</b></p> <p>- 6 members</p>	<p>1. Anna Bradnam 2. Dr Martin Cahn 3. Peter Fane 4. Dr Tumi Hawkins 5. Richard Stobart</p> <p>Substitutes</p> <p>1. Corinne Garvie 2. John Williams</p>	<p>1. Dr Richard Williams</p> <p>1. Graham Cone 2. Heather Williams</p>
<p><b>Joint Local Planning Advisory Group</b></p>	<p>1. Peter Sandford</p>	<p>1. Heather Williams</p>

- 3 members	2. Dr Tumi Hawkins  Substitutes 1. Henry Batchelor	1. Dr Richard Williams 2. Graham Cone
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<b>Committee Name (Advisory Committees)</b>	<b>Liberal Democrat</b>	<b>Conservative</b>
<b>Climate Change &amp; Environment Advisory Committee</b>	1. Paul Bearpark 2. Ariel Cahn 3. Dr Martin Cahn 4. Geoff Harvey 5. Dr Tumi Hawkins 6. Pippa Heylings 7. Dr Lisa Redrup 8. Peter Sandford  Substitutes 1. Stephen Drew 2. Peter Fane 3. Natalie Warren-Green 4. Sunita Hansraj	1. Dr Shrobona Bhattacharya 2. Bunty Waters          1. Graham Cone 2. Heather Williams 3. Dr Richard Williams 4. Lina Nieto



		5. Sue Ellington
<b>Grants Advisory Committee</b> - 5 members	1. Jose Hales 2. Bill Handley 3. Sunita Hansraj 4. Peter Sandford  Substitutes 1. Richard Stobart 2. Peter McDonald 3. Dr Martin Cahn	1. Sue Ellington    1. Heather Williams 2. Graham Cone 3. Mark Howell 4. Bunty Waters 5. Dr Shrobona Bhattacharya

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## Appendix C – Nomination of Committee Chairs

### Ordinary Committees

<b>Committee</b>	<b>Chair</b>	<b>Vice-Chair</b>
Audit and Corporate Governance Committee	Michael Atkins	Peter Sandford
Civic Affairs Committee	Peter Fane	Paul Bearpark
Employment and Staffing Committee	William Jackson-Wood	Sally Ann Hart
Licensing Committee	Anna Bradnam	Annika Osborne
Planning Committee	Peter Fane	Geoff Harvey
Scrutiny and Overview Committee	Graham Cone	Stephen Drew

### Advisory and Joint Committees

<b>Committee</b>	<b>Chair</b>	<b>Vice-Chair</b>
Climate Change and Environment Advisory Committee	Pippa Heylings	Geoff Harvey (Climate) Dr Martin Cahn (Nature)
Grants Advisory Committee	Jose Hales	Sue Ellington

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# Agenda Item 13

## Appointments to Outside Bodies

### Outside Bodies for Council appointment

Name	Representative(s)
Adults and Health Committee	Corinne Garvie <b>Sub:</b> Vacant
Bassingbourn Village College Centre Management Committee	Susan Van de Ven
Cambridge & District Citizens' Advice Bureaux Management Committee Trustee Board	Dr Tumi Hawkins
Cambridge Airport Consultative Committee	John Williams
Cambridgeshire & Peterborough Waste Partnership	Henry Batchelor <b>Sub:</b> Peter Fane
Cambridgeshire and District Blue Plaque Scheme	Corinne Garvie
Cambridgeshire Community Covenant Board	Jose Hales
Cambridgeshire Horizons Board	John Williams
Cambridgeshire Police and Crime Panel (Must be a Liberal Democrat)	Helene Leeming <b>Sub:</b> Peter Sandford
Carers Trust Cambridgeshire	Pippa Heylings
Comberton Village College Governing Body Sub-Committee	Dr Lisa Redrup
County Advisory Group on Archives & Local Studies	Dr Martin Cahn
East West Rail Consortium	Dr Tumi Hawkins Richard Stobart
Emmaus Cambridge Community	Tumi Hawkins
Ermine Street Housing Ltd	Peter Sandford James Hobro
Greater Cambridge Partnership Executive Board	Brian Milnes <b>Sub:</b> Bridget Smith
Housing Engagement Board	Jose Hales Mark Howell

Name	Representative(s)
Local Access Forum <i>Note: this is a statutory group administered by Cambridgeshire County Council which liaises with groups interested in footpaths, bridleways and access to the countryside.</i>	Dr Martin Cahn
Natural Cambridgeshire	Pippa Heylings
Needingworth Quarry Liaison Committee	Bill Handley
North Herts & District Citizens Advice Bureau	Jose Hales
Old West Internal Drainage Board	Bill Handley Martin Cahn Annika Osborne/Eileen Wilson
Over & Willingham Internal Drainage Board	Bill Handley
Responsive Repairs Partnership Management Board	Jose Hales Dr Martin Cahn -Vacancy-
Sawston Patient Reference Group	Libby Earle
Shire Homes Lettings	Peter Fane
Shifting Offered Furniture Around (SOFA)	Peter Fane
South Cambridgeshire Investment Board ("SCIP")	Richard Stobart
South Cambridgeshire Partnerships Projects Board	Richard Stobart
Swaffham Internal Drainage Board	-Vacancy-
Swavesey Byeways Advisory Committee	Sue Ellington Henry Batchelor
Swavesey Internal Drainage Board	Bill Handley -Vacancy-
Swavesey Village College Community Committee	Sue Ellington
Waterbeach Level Internal Drainage Board	Anna Bradnam -Vacancy-

**Joint Committees and Outside Bodies – Leader appointments (for noting)**

<b>Name</b>	<b>Representative(s)</b>
East of England Local Government Association	Brian Milnes <b>Sub:</b> Bridget Smith
Greater Cambridge Partnership Joint Assembly  (1 Conservative and 2 Liberal Democrats)	Paul Bearpark Annika Osborne Heather Williams
Joint Local Plan Advisory Group (1 Conservative and 2 Liberal Democrats)	Tumi Hawkins Peter Sandford Heather Williams Liberal Democrat Substitutes: 1. Dr Martin Cahn 2. Henry Batchelor Conservative Substitutes 1. Richard Williams 2. Graham Cone
South Cambridgeshire Community Safety Partnership	Helene Leeming Sally Ann Hart <b>Sub:</b> Jose Hales
Greater Cambridge Living Well Partnership	Sunita Hansraj

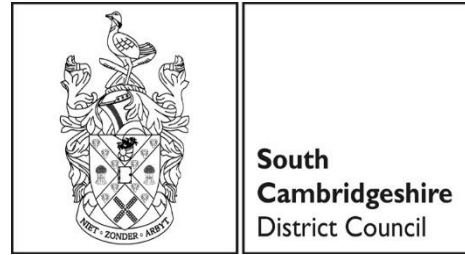
**Cambridgeshire and Peterborough Combined Authority (CPCA) Executive Committees**

<b>Name</b>	<b>Representative(s)</b>
CPCA Employment Committee	Bridget Smith <b>Sub:</b> John Williams
CPCA Housing Committee	Bridget Smith <b>Sub:</b> Peter Sandford
CPCA Skills Committee	Eileen Wilson <b>Sub:</b> Peter McDonald
CPCA Transport & Infrastructure Committee	Peter McDonald <b>Sub:</b> Brian Milnes

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# Agenda Item 15



## South Cambridgeshire District Council

### Scrutiny and Overview Annual Report 2022-23

## What is Scrutiny and Overview?

1. Scrutiny and Overview committees do not have any decision-making powers, but they do have the power to influence and make evidence-based recommendations to decision-takers. Such recommendations could be informed via performance monitoring, best practice, expert advice, or liaison with stakeholders, partners, service users or members of the public. Scrutiny and overview committees are often described as a Council's 'critical friend'.
2. Scrutiny and Overview committees can also challenge executive decisions taken by Cabinet, individual Lead Cabinet Members and Chief Officers on a key decision. The Chair of the Scrutiny and Overview Committee or any five councillors can, in certain circumstances, 'call-in' a decision that has been made but not yet implemented in accordance with the Council's Scrutiny and Overview Committee Procedure Rules. The committee is then able to interview the relevant member of Cabinet or officers, examine the evidence and suggest improvements to the decision, or refer it to Full Council for further consideration.
3. South Cambridgeshire District Council adopted a pre-decision scrutiny model in 2018. This means that the Scrutiny and Overview Committee considers selected items before a decision is made by Cabinet, an individual Lead Cabinet Member or, in the case of a Key decision, by a senior officer. Such pre-scrutiny provides an important opportunity to influence decisions and improve them.
4. District Council elections took place in May 2022. Grenville Chamberlain, Committee Chair for the previous four years did not seek re-election to the Council and was replaced as Chair by Councillor Stephen Drew, newly elected to the Council in 2022. Councillor Graham Cone, who had previously served as a Committee member, was appointed Vice-Chair.
5. Recognising that it cannot look at everything, the Committee focusses on reviewing items where it considers it can add value by doing so. In practice, the Scrutiny and Overview Committee allows the Climate and Environment Advisory Committee to scrutinise policies and other matters concerning the climate, environment, and biodiversity. Other committees also perform scrutiny-type functions, but it is important to emphasise that South Cambridgeshire District Council has only one Scrutiny and Overview Committee as defined by the Local Government Act 2000 and whose members enjoy the additional access to information as set out in paragraph 22 of the Rules of Procedure: Access to Information.
6. Effective scrutiny provides an additional, independent resource for reviewing decisions and policies without being divisive or confrontational. Councillors on scrutiny and overview committees are in a unique position to influence policy and contribute to the decision-making process.

7. When working well, scrutiny and overview can help to:
  - get to the heart of issues
  - develop innovative ideas
  - engage and provide a voice for service users
  - improve decision-making
  - strengthen accountability
  - contribute to policy development
  - monitor and improve services

Scrutiny and Overview at South Cambridgeshire District Council
8. The Scrutiny and Overview Committee's role is to hold Executive decision takers to account and to provide an open and transparent forum in which to investigate whether South Cambridgeshire District Council's policies and services are meeting the needs and aspirations of local people.
9. The following Councillors served as ordinary members on this Council's Scrutiny and Overview Committee for all of the 2022-23 municipal year:
  - Anna Bradnam
  - Graham Cone (Vice-Chair)
  - Stephen Drew (Chair)
  - Libby Earle
  - Sue Ellington
  - Peter Fane
  - Sally Ann Hart
  - James Hobro
  - Helene Leeming
  - Richard Stobart
  - Dr Aidan Van de Weyer
10. Committee membership changed more than usual during 2022-23. One cause of this was the sad and unexpected death of John Loveluck in late December 2022. The following Councillors served as ordinary members on the Scrutiny and Overview Committee for part of the 2022-23 municipal year:
  - Tom Bygott (from December 2022)
  - Dr. Martin Cahn (until September 2022)
  - Sunita Hansraj (until October 2022)
  - John Loveluck (until December 2022)
  - Judith Rippeth (from November 2022)
  - Heather Williams (October to November 2022)
11. The following Councillors were available as substitute members on the Scrutiny and Overview Committee during the 2022-23 municipal year:
  - Carla Hoffman
  - Mark Howell

- Will Jackson-Wood
- Lina Nieto
- Annika Osborne
- Dr. Lisa Redrup
- Peter Sandford
- Shrobona Bhattacharya
- Bunty Waters
- Heather Williams (May to September 2022 and from December 2022)
- Dr, Richard Williams

## How does the Scrutiny and Overview Committee decide what to scrutinise?

12. The Scrutiny and Overview Committee sets its own work programme. Topic suggestions can originate from various sources, including:

- individual Scrutiny and Overview Committee members
- any other member of the Council when the item is relevant to the Committee's functions, relates to all or part of their Ward and is not an excluded matter (such as a planning application)
- local petitions
- external organisations working in partnership with South Cambridgeshire District Council
- South Cambridgeshire District Council officers
- South Cambridgeshire residents
- the Council's Forward Plan of key and non-key decisions

13. In addition, a so-called 'Triangulation meeting' is held every few months involving the Committee's Chair and Vice-Chair, the Leader and Deputy Leader of the Council, the Council's Chief Executive, and its Chief Operating Officer. The purpose of this meeting is to scope future areas for the Scrutiny and Overview Committee to develop, but without compromising that Committee's independence and authority.

14. The Committee's Chair and Vice-Chair review the work programme at frequent intervals (usually within a couple of days after a Committee meeting) in association with the Scrutiny and Governance Adviser and other officers. The work programme is then considered as a standing item at the next ordinary Scrutiny and Overview Committee meeting alongside the Council's Forward Plan of Key and non-Key decisions. Items for consideration will often be added or removed during the year as circumstances demand. Typically, these will consist of both one-off topics and items that may require more in-depth review by way of a Task & Finish Group.

15. A work programme 'prioritisation tool' is available for the Committee to examine those items that have been suggested or put forward, ascertain whether they should be included in the work programme, and determine their priority. The Scrutiny and Overview Committee is not simply an information-

gathering forum: effective scrutiny requires there to be a degree of holding decision-makers to account, providing challenge and support, and making recommendations that inform the Cabinet's decisions.

16. Items included in the work programme usually go through an initial scoping process to consider the rationale behind the committee looking into those issues. Consideration is given to the purpose or objective of scrutiny involvement and a methodology or approach is developed for the piece of work.

## How does the Scrutiny and Overview Committee carry out its work?

17. There are several ways in which the Committee can consider specific issues. These are:

### Scrutiny Review by the Full Committee

18. Reviews by the full committee are the most common form of scrutiny at South Cambridgeshire District Council. These meetings are usually held in public with reviews culminating in comments, suggestions and even recommendations being made to a decision-maker. Where that decision-maker is Cabinet, the Chair and Vice-Chair of the Scrutiny and Overview Committee present a formal report to the Cabinet meeting at which the decision is to be made.

19. During the year, such reviews included topics chosen by Committee members alongside the pre-scrutiny of reports being presented to Cabinet for decision. In brief, the Scrutiny and Overview Committee as a whole reviewed the following:

#### **6 June 2022**

- Quarter 4 Performance

#### **23 June 2022**

- Greater Cambridge Local Development Scheme and Greater Cambridge Local Plan First Proposals representations

#### **26 July 2023**

- Quarter 1 Performance
- Scrutiny at South Cambridgeshire District Council – a new approach (introducing the concept of adding to the Committee's work programme topics selected by Committee members)

#### **6 September 2022**

- Scoping the following topics put forward by the Chair

- i. Relationships between the planning service and parish / town councils
- ii. [Plans for the efficient use of the space available at South Cambridgeshire District Council Hall up to 2026](#)
- iii. [Engagement of the Council with stakeholders across the district](#)
- iv. Young people in South Cambridgeshire

**20 October 2022**

- Fees and Charges

**15 November 2022**

- Quarter 2 Performance
- Bids and Savings
- Future use of South Cambs Hall
- Agreeing Terms of Reference for, and formally constituting the Young People Task & Finish Group (see paragraph 22)

**15 December 2022**

- Medium Term Financial Strategy

**12 January 2023**

- Greater Cambridge Local Plan: Development Strategy Update (Regulation 18 Preferred Options)

**19 January 2023**

- Business Plan
- Draft Budget
- Conservative Group budget proposals

**28 February 2023**

- Quarter 3 Performance
- Further support for residents – cost-of-living crisis

**28 March 2023**

- Homes for Ukraine project status and future challenges (this item was specifically requested by the Committee Chair and Vice-Chair)

**25 April 2023**

- Collection changes – the future of waste collections

20. The agendas, minutes, and recordings of all of the above Scrutiny and Overview Committee meetings are available by following this link:

[Browse meetings - Scrutiny and Overview Committee \(moderngov.co.uk\)](https://www.moderngov.co.uk/scrutiny-and-overview-committee)

**Scrutiny Review by a Task and Finish Group**

21. Task and Finish groups are typically established when significant research and evidence gathering is necessary to assist in the production of a

comprehensive report substantiating a set of recommendations to decision takers. An appropriate timetable would be agreed at the commencement of the scrutiny review, with most task and finish groups aiming to have completed their reviews by six months. These meetings are usually not held in public.

22. Following a motion to Full Council in July 2022, and as indicated above, the Scrutiny and Overview Committee appointed a Young People Task and Finish Group consisting of Councillors Cone, Drew, Ellington, Leeming, and Stobart. The Terms of Reference were adopted in November 2022 and, since then, a great deal of evidence has been gathered. The Task and Finish Group anticipates publishing its report and recommendations in early Autumn 2023.

### **Scrutiny Review by an Informal Working Group or Workshop**

23. Informal working groups with relevant officers, Lead Cabinet Members or external parties are an effective means of undertaking scrutiny reviews that do not require significant research or evidence and can be completed in a much shorter timescale. Formal recommendations can still come out of a review carried out by informal working groups, but a comprehensive report is usually unnecessary. The informal format of these meetings would mean that they are not held in public.

24. It is anticipated that a workshop will take place in June or early July 2023 to inform the early review of the Council's Health and Wellbeing Strategy.

### **Scrutiny Review by a Focus Group**

25. A focus group could carry out a scrutiny review on any issue that requires an urgent response. It would take the shape of a significant fact-finding exercise, taking up one or two full days in an intensive session with very little research required and report its outcomes to relevant officers or decision takers. This procedure was not used during 2022-23.

### **Call-in**

26. Call-in is usually a last resort when other means of influencing decision-making have failed. Any Call-in is considered by the Scrutiny and Overview Committee. This procedure was not used during 2022-23.

## **Useful Information**

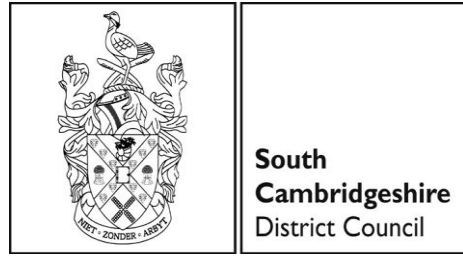
- [Centre for Governance and Scrutiny](#)

## Report author

Ian Senior – Scrutiny and Governance Adviser  
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E-mail: [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk)



# Agenda Item 16



South Cambridgeshire District Council

Civic Affairs Committee  
Annual Report 2022/23



## **THE CIVIC AFFAIRS COMMITTEE**

The Civic Affairs Committee was established in September 2012 to carry out the responsibilities of the Constitution Review Working Party; the Electoral Arrangements Committee and the Standards Committee.

The responsibilities of the Civic Affairs Committee can be divided into three sections.

### **Reviewing the Constitution**

- Brings forward proposed substantive changes to the Constitution for consideration by the Council.

### **Code of Conduct**

- Promotes and maintains high standards of conduct by councillors and co-opted members.
- Assists the councillors and co-opted members to observe the Members' Code of Conduct.
- Advises the Council on the adoption or revision of the Members' Code of Conduct.
- Monitors the operation of the Members' Code of Conduct.
- Receives the investigation report of the Investigating Officer on any matter which had been referred by the Monitoring Officer for investigation.
- Maintains an overview of dispensations granted to councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct.
- Receives reports from time to time from the Monitoring Officer concerning the operation of Members' Code of Conduct and in respect of his/her statutory functions under the Local Government and Housing Act 1989.
- Monitors the contents of and requirements for all codes, protocols and other procedures relating to standards of conduct throughout the Council, including the Member-Officer Relations Protocol and the Officer Code of Conduct.
- Maintains an overview of the Council's 'whistle-blowing' policy.

### **Electoral and Governance Arrangements**

- Reviews District or Parish electoral arrangements including boundaries and makes recommendations to Council.
- Gives parish meetings the powers of a parish council.
- Can increase or reduce the number of parish councillors on a parish council.
- Changes parish electoral arrangements where agreed, including parish wardings.
- Recommends district and ward boundary changes arising from a review.
- Recommends a Periodic Electoral Review.
- Recommends the establishment of a new parish council.

## **ATTENDANCE AT THE CIVIC AFFAIRS COMMITTEE DURING 2022/23**

Three meetings were held during 2022/23:

15 June 2022, 8 December 2022 and 2 March 2023. A meeting scheduled for 13 September 2022 was cancelled out of respect following the passing of Queen Elizabeth II.

The membership was:

- Chairman: Councillor Anna Bradnam
- Vice-Chairman: Councillor Paul Bearpark

Councillors:

- Henry Batchelor
- Martin Cahn
- Mark Howell
- Bridget Smith
- Susan van de Ven
- Aidan Van de Weyer
- Heather Williams

Councillors Judith Rippeth and Dr Tumi Hawkins attended the meeting in June as substitutes.

## **MATTERS CONSIDERED BY THE CIVIC AFFAIRS COMMITTEE DURING 2022/23**

### **Update on Code of Conduct complaints (June's, December's and March's meetings)**

The Committee noted the progress being made on outstanding complaints regarding the Code of Conduct throughout the year.

### **Assistant for Political Groups (March's Meeting)**

At its meeting on 2 March 2023 the Committee recommended that Council amend the Constitution to allow the appointment of political assistants. Council agreed this recommendation at its meeting on 30 March 2023.