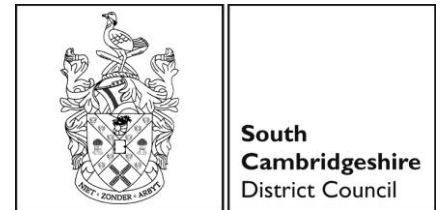


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6 December 2023

To: Chair – Councillor Peter Fane
Vice-Chair – Councillor Paul Bearpark
Members of the Civic Affairs Committee – Councillors Henry Batchelor,
Dr. Martin Cahn, Lina Nieto, Bridget Smith, Dr Susan van de Ven,
Dr. Aidan Van de Weyer and Heather Williams

Quorum: 3

Substitutes: Councillors Graham Cone, Dr. Richard Williams, Sue Ellington,
Bunty Waters, Mark Howell, Dr. Tumi Hawkins, Brian Milnes and
Michael Atkins

Dear Councillor

You are invited to attend the next meeting of **Civic Affairs Committee**, which will be held in **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Thursday, 14 December 2023 at 10.00 a.m.**

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

Yours faithfully
Liz Watts
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

Agenda

Pages

- 1. Apologies for Absence**
To receive Apologies for Absence from Committee members.
- 2. Declarations of Interest**
- 3. Minutes of Previous Meeting**
To authorise the Chairman to sign the Minutes of the meeting held on 12

September 2023 as a correct record.

4. **Review of Polling Districts and Polling Places 2023** **7 - 22**
5. **Independent Person for Audit and Corporate Governance Committee** **23 - 30**
6. **Celebration of the Council's 50th Anniversary - Oral Update from the Working Group**
7. **Update on Code of Conduct Complaints** **31 - 32**
8. **Date of Next Meeting**
14 March 2024 at 10 am.

Guidance Notes for Visitors to South Cambridgeshire Hall

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

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail democratic.services@scambs.gov.uk

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

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]

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Report to:	Civic Affairs Committee	14 December 2023
Lead Officer:	Liz Watts, Electoral Registration Officer, Returning Officer & Chief Executive	

Review of Polling Districts and Polling Places 2023

Executive Summary

1. This report presents the outcomes of a review of the Council's polling districts and polling places and requests that Civic Affairs Committee recommends to Council some proposals for change.

Key Decision

2. No

Recommendations

3. It is recommended that Civic Affairs Committee recommends to Council the adoption of a revised schedule of polling districts and polling places as laid out at Appendix A.

Reasons for Recommendations

4. The Civic Affairs Committee has responsibility for oversight of the Council's electoral arrangements. Now that a period of consultation has passed, the Committee and then Council will need to confirm adoption of a revised schedule of polling districts and places.
5. This report updates the Committee with feedback received during the consultation and lays out proposed changes.
6. These changes will support the Returning Officer in the delivery of elections that are accessible and convenient to voters in the district.

Details

7. The Council is required to split its geographical area into polling districts. These districts are the "building blocks" of all electoral areas (such as parishes, wards, divisions and constituencies). The Council is required to keep these areas under

review to ensure convenient and effective access to local democracy is maintained for residents.

8. For each polling district, the Council must also define a polling place, within which the Returning Officer will site their polling station.
9. All Councils will be required to complete a new polling district review within 16 months of October 2023. With a general election due within the next 16 months, it was appropriate to start our review as early as possible.
10. In September 2023 the Civic Affairs Committee approved commencement of a review and an indicative timetable.
11. Consultation started on 2 October and ended on 27 November 2023.
12. A small number of changes were actively proposed to existing arrangements. These changes were featured in the consultation documents and focussed on:
 1. Creating new polling district arrangements for Cambourne
 2. Deleting the obsolete polling district SD2
 3. Updating arrangements at Marleigh
 4. Updating arrangements at Impington South
13. Details of the consultation were shared widely – with neighbouring principal area councils, various local disability groups (Cambs Deaf Association, Cam Sight, Disability Cambridgeshire and Age UK), SCDC District Councillors and all South Cambridgeshire parishes. Full details of the review were also hosted on the Council website, with a press release and frequent social media postings throughout the consultation period.
14. Specific attention was drawn for those parishes where active proposals for change were being proposed.
15. A handful of responses were received as part of the consultation, and these appear at Appendix B (anonymised where they were received from residents).
16. Several parish councils indicated they were satisfied with existing arrangements.
17. Cllr Corinne Garvie raised an issue regarding arrangements for Eddington, part of which is in the Girton ward. We agree with this response and have drafted new proposals which will create a new polling district with dedicated polling station, which will be called Eddington and Girton South.
18. A map outlining the boundary of this proposed new polling district can be seen at Appendix C. The outcome of this proposal will be that residents in the South Cambridgeshire part of Eddington, along with Girton residents south of the A14, will be invited to vote in a dedicated polling station much closer to where they live.
19. Some discussion took place with Fulbourn Parish Council and Cllr Graham Cone about the long-term viability of the Fulbourn Beechwood Polling Station. The

Parish Council and Cllr Cone have been reassured that extensive work has been undertaken in this area over recent years. It remains the view of the Returning Officer that the mobile polling station in the Tesco car park offers the best available voting experience for residents.

20. One Histon resident has suggested splitting existing polling arrangements in Histon and Impington. The Returning Officer has looked at arrangements in these parishes several times in recent years. There has been no negative feedback from voters around those current arrangements, and the RO is keen to take care not to upset arrangements that many residents are happy with. This is also the case with a consultation response regarding Gamlingay. The RO does not propose any immediate changes in these areas but will keep both under review over the next couple of polls.
21. The final response focussed on accessibility requirements of polling stations. Whilst it is not practicable or feasible to have all staff trained in using sign language, we were able to explain a lot of the good work we already do to support voters in polling stations.
22. There were no responses or concerns received from the public regarding the proactive changes mentioned in paragraph 10. Since these changes will all improve voting arrangements (or strengthen existing arrangements) for residents, it is proposed that they are all taken forward.
23. Cllr Mark Howell provided his views at the September Civic Affairs Committee meeting on the proposed new arrangements for West Cambourne. The Returning Officer is live to the growing community at West Cambourne and has agreed to keep the possibility of dedicated polling station arrangements under review.

Options

1. The Committee could decide to recommend to Council retention of the existing arrangements or make alternative proposals. The Committee must be aware that varying these proposals would likely compromise the ability of the Returning Officer to run effective elections.

Implications

24. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Legal

25. This review must be completed within the statutory 16-month period.

Risks/Opportunities

26. The risk of a short notice / snap General Election will increase over the next year. An early review of our polling arrangements will reduce the risk of election failure.

Equality and Diversity

27. As part of our consultation, we have welcomed feedback and comments from disabled voters as to their experiences of voting in South Cambridgeshire. We continue to be open and available for voters to ask questions or make suggestions. They can do so by emailing elections@scambs.gov.uk.

Consultation responses

28. Consultation responses are all available to view at Appendix B.

Background Papers

Introductory reports to Civic Affairs Committee in September 2023

Appendices

Appendix A: Proposed revised schedule of polling districts and places with changes clearly identified

Appendix B: Consultation responses

Appendix C: Proposed polling district boundary for new polling district of Eddington and Girton South

Report Author:

Andrew Francis – Elections & Democratic Services Manager and Deputy Electoral Registration Officer

Telephone: (01954) 713014

Appendix A – Proposed Polling Districts, Places and Stations for adoption by Civic Affairs Committee and Council

List of proposed changes for reference:

- Cambourne to be split into four polling districts.
- SD2 Willingham Highgate deleted
- New Preferred Polling Station for RA2
- Update to Polling Place for OA3
- Creation of new polling district for Eddington & Girton South

List of Proposed Polling Districts, Places and Stations ordered by ward, for adoption by Civic Affairs Committee and Council				
WARD NAME	PD LETTERS	POLLING DISTRICT	POLLING PLACE	PREFERRED POLLING STATION
BALSHAM	ZA1	Balsham	The Parish of Balsham	Church Institute
	ZC1	Carlton	The Parish of Carlton	Caravan, Church Road
	ZF1	Horseheath	The Parish of Horseheath	Village Hall
	ZI1	West Wickham	The Parish of West Wickham	Village Hall
	ZJ1	West Wrattling	The Parish of West Wrattling	Village Hall
	ZK1	Weston Colville	The Parish of Weston Colville	Reading Room
BAR HILL	QA1	Bar Hill	The Parish of Bar Hill	Bar Hill Church (Double Station)
BARRINGTON	XB1	Barrington	The Parish of Barrington	Village Hall
	XD1	Great Eversden	The Parish of Great Eversden	Village Hall
	XE1	Little Eversden	The Parish of Little Eversden	The Pavilion
	XL1	Orwell	The Parish of Orwell	Village Hall
	XO1	Wimpole	The Parish of Wimpole	Village Hall
BASSINGBOURN	VB1	Bassingbourn	The Parish of Bassingbourn-cum-Kneesworth	The Old School Community Centre
	VE1	Litlington	The Parish of Litlington	Village Hall
CALDECOTE	NA1	Bourn	The Parish of Bourn	Village Hall
	NC1	Caldecote	The Parish of Caldecote	Village Hall
	NL2	Childerley	The Parishes of Childerley, Caldecote and Knapwell	Caldecote and Knapwell Village Halls
	XG1	Little Gransden	The Parish of Little Gransden	Village Hall
	XH1	Kingston	The Parish of Kingston	Village Hall

	XI1	Longstowe	The Parish of Longstowe	Village Hall
CAMBOURNE	NP1	Great Cambourne	The Town of Cambourne	The Hub (Double Station)
	NP2	Upper Cambourne	The Town of Cambourne	Great Cambourne Cricket Pavilion
	NP3	Lower Cambourne	The Town of Cambourne	Lower Cambourne Cricket Pavilion
	NP4	West Cambourne	The Town of Cambourne	The Hub (to be kept under review)
CAXTON AND PAPWORTH	NB1	Boxworth	The Parish of Boxworth	Village Hall
	ND1	Caxton	The Parish of Caxton	Village Hall
	NE1	Conington	The Parish of Conington	The White Swan
	NF1	Croxtan	The Parish of Croxtan	Village Hall
	NG1	Elsworth	The Parish of Elsworth	The Pavilion
	NH1	Eltisley	The Parish of Eltisley	Cade Memorial Hall
	NJ1	Graveley	The Parish of Graveley	Village Hall
	NK1	Knapwell	The Parish of Knapwell	Grange Farm
	NM1	Papworth Everard	The Parish of Papworth Everard	The Studio
	NN1	Papworth St. Agnes	The Parish of Papworth St Agnes	The Church
COTTENHAM	SA1	Cottenham	The Parish of Cottenham	Cottenham Village Hall (Double Station)
	SC1	Rampton	The Parish of Rampton	Village Hall
DUXFORD	YC1	Babraham	The Parish of Babraham	The George Inn Public House
	YD1	Pampisford	The Parish of Pampisford	Village Hall
	WB1	Duxford	The Parish of Duxford	Communal Centre
	WE1	Hinxton	The Parish of Hinxton	Village Hall
	WF1	Ickleton	The Parish of Ickleton	Village Hall
FEN DITTON AND FULBOURN	RA1	Fen Ditton West	The Parish of Fen Ditton	The Pavilion (recreation ground)
	RA2	Fen Ditton East (Marleigh)	The Parishes of Fen Ditton and Teversham	Marleigh Community Centre, The Hangar
	RB1	Fulbourn Village	The Parish of Fulbourn	The Fulbourn Centre (Double Station)
	RB2	Fulbourn Beechwood	Fulbourn Beechwood Polling District	Mobile Library, Tesco Car Park
	RC1	Horningsea	The Parish of Horningsea	Village Hall
	RD1	Stow cum Quy	The Parish of Stow cum Quy	Village Hall
	RE1	Teversham (Village)	The Parish of Teversham	Hope Community Church
	RE2	Teversham (Foxgloves)	Teversham Foxgloves Polling District	Bewick Bridge School
RF1	Great Wilbraham	The Parish of Great Wilbraham	Memorial Hall	

	RG1	Little Wilbraham	The Parish of Little Wilbraham	The Church
	RG2	Six Mile Bottom	The Parish of Little Wilbraham	The Church
FOXTON	WA1	Great Chishill	The Parish of Great & Little Chishill	Sport Pavilion
	WA2	Little Chishill	The Parish of Great & Little Chishill	Sport Pavilion
	WC1	Fowlmere	The Parish of Fowlmere	Village Hall
	WD1	Heydon	The Parish of Heydon	Holy Trinity Church
	XF1	Foxton	The Parish of Foxton	Village Hall
GAMLINGAY	VC1	Gamlingay	The Parish of Gamlingay	Eco Hub (Double Station)
GIRTON	QC1	Dry Drayton	The Parish of Dry Drayton	Village Hall
	QD1	Girton	The Parish of Girton	Cotton Hall (Double Station)
	QD2	Eddington & Girton South	The Parish of Girton	William Collyn Community Centre
	QF1	Madingley	The Parish of Madingley	Village Hall
HARDWICK	PE1	Hardwick	The Parish of Hardwick	Hardwick Pavilion
	PH1	Toft	The Parish of Toft	Methodist Church
HARSTON AND COMBERTON	PA1	Barton	The Parish of Barton	Village Hall
	PB1	Comberton	The Parish of Comberton	Village Hall
	PC1	Coton	The Parish of Coton	Village Hall
	PD1	Grantchester	The Parish of Grantchester	Reading Room
	PF1	Harlton	The Parish of Harlton	Village Hall
	PG1	Haslingfield	The Parish of Haslingfield	Village Hall
	PG2	South Trumpington	The Parish of South Trumpington	Trumpington Meadows Primary School
	TA1	Harston	The Parish of Harston	Village Hall
	TB1	Hauxton	The Parish of Hauxton	Village Hall
HISTON AND IMPINGTON	OA1	Histon	The Parish of Histon	Baptist Church Hall (Double Station)
	OA2	Impington (North)	The Parishes of Histon & Impington	Baptist Church Hall
	OA3	Impington (South)	Cambridge City Council Polling District of BAB and the Impington South Polling District	Meadows Community Centre
	OA4	Orchard Park	The Community of Orchard Park	Orchard Park Community Centre
LINTON	YA1	Great Abington	The Parish of Gt and Lt Abington	Village Institute
	YB1	Little Abington	The Parish of Gt and Lt Abington	Village Institute
	ZB1	Bartlow	The Parish of Bartlow	St Mary's Church

	ZD1	Castle Camps	The Parish of Castle Camps	Village Hall
	ZE1	Hildersham	The Parish of Hildersham	Village Hall
	ZG1	Linton	The Parish of Linton	Village Hall (Double Station)
	ZH1	Shudy Camps	The Parish of Shudy Camps	St Mary's Church
LONGSTANTON	QE1	Longstanton	The Parish of Longstanton	Village Institute
	QE2	Northstowe	The Town of Northstowe	Northstowe Community Centre
	QG1	Oakington & Westwick	The Parish of Oakington and Westwick	Oakington Pavilion
MELBOURN	XJ1	Melbourn	The Parish of Melbourn	United Reformed Church Hall (Double Station)
	XK1	Meldreth	The Parish of Meldreth	Village Hall
	XM1	Shepreth	The Parish of Shepreth	Village Hall
	XN1	Whaddon	The Parish of Whaddon	Village Hall
MILTON AND WATERBEACH	OB1	Landbeach	The Parish of Landbeach	Village Hall
	OC1	Milton	The Parish of Milton	Community Centre (Double Station)
	OC2	Milton Detached	The Parish of Milton	Community Centre
	OD1	Waterbeach	The Parish of Waterbeach	Salvation Army Hall (Double Station)
	OD2	Chittering	The Parish of Chittering	Caravan, Chittering Park Campsite
OVER AND WILLINGHAM	SB1	Over	The Parish of Over	Community Centre
	SD1	Willingham	The Parish of Willingham	Ploughman Hall (Double Station)
	SD3	Willingham South	The Parishes of Willingham & Northstowe	Ploughman Hall and Northstowe Community Centre
SAWSTON	YE1	Sawston	The Parish of Sawston	Free Church Hall (Double Station)
SHELFORD	TD1	Great Shelford	The Parish of Great Shelford	Memorial Hall (Double Station)
	TE1	Little Shelford	The Parish of Little Shelford	Memorial Hall
	TF1	Stapleford	The Parish of Stapleford	Sheltered Housing
SWAVESEY	NI1	Fen Drayton	The Parish of Fen Drayton	Village Hall
	NL1	Lolworth	The Parish of Lolworth	Robinson Hall
	NO1	Swavesey	The Parish of Swavesey	Memorial Hall
THE MORDENS	VA1	Abington Pigotts	The Parish of Abington Pigotts	Village Hall
	VD1	Hatley	The Parish of Hatley	Village Hall
	VF1	Guilden Morden	The Parish of Guilden Morden	Village Hall
	VG1	Steeple Morden	The Parish of Steeple Morden	Village Hall

	VH1	Shingay-cum-Wendy	The Parish of Shingay cum Wendy	Village Hall
	VI1	Tadlow	The Parish of Tadlow	49 High Street
	XA1	Arrington	The Parish of Arrington	Arrington Assembly Rooms and Institute
	XC1	Croydon	The Parish of Croydon	Croydon Reading Rooms
WHITTLESFORD	TC1	Newton	The Parish of Newton	Village Rooms
	WG1	Thriplow Village	The Parish of Thriplow	Village Hall
	WG2	Thriplow Heathfield	The Parish of Thriplow	Caravan, Whitehall Gardens
	WH1	Whittlesford	The Parish of Whittlesford	Memorial Hall

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Appendix B – Consultation Responses to Polling District and Polling Place Review

Response 1: From Pampisford Parish Council in favour of retaining existing arrangements

Response 2: From Cllr Corinne Garvie (Girton Ward)

Girton also includes part of Eddington. Girton is a linear village with the polling station at the far end of the village at Coton Hall, so far from Eddington. Eddington residents would need to cross Huntingdon Road and travel the far end of the village. The nearest building to the centre of the village, and therefore Eddington residents, which could house a polling station is the Village Hall, the William Collyns Centre, in Wellbrook Way.

Response 3: From Fulbourn Parish Council regarding Fulbourn Beechwood

Fulbourn has two Polling Stations, one at the Townley Memorial Hall (also known as The Fulbourn Centre), and a mobile caravan in the car park at Tesco, Yarrow Road for residents of the Beechwoods Estate.

The latter one as we understand, is a caravan lent by a parishioner. The Parish Council is concerned what will happen when this is no longer available, and also its disability access.

Response 4: From Cllr Graham Cone (Fen Ditton and Fulbourn Ward)

My personal preference is that the caravan stays in the Tesco car park as it is close to the Beechwoods but as and when the development next door to Arm is built or improvements are made at Capital Park, it could be moved to one of those locations in the future but currently I would leave it as it is.

Response 5: From a resident of Histon

I write as a resident of Histon. The whole of Histon & Impington votes at the Baptist Church.

This is quite some distance from the edges of the villages being approx one mile from Villa Road, Pease Way, St Andrew's Way, Glebe Way and Lone Tree Avenue, Drake Way.

The Baptist Church does have the advantage of being on the number 8 bus route in Histon with a stop right outside. However, that does not cover the whole of both villages. In particular the roads off Park Lane, Mill Lane and Milton Road. And now that we are reduced to a half-hourly service during the day (falling to hourly in the evenings), it is quite a journey to travel by bus to spend 5 minutes voting and then to return home.

I think you should consider a second polling station. There are some choices such as the IVC Sports Centre, The Parish Council HQ, St Audrey's Community Room and St Andrew's Impington.

Response 6: From a resident regarding accessibility arrangements

Looking at your 'Polling District Review' on your website, I have the following comments :

People with hand impairments need longer pencils to mark the ballot papers, these should be available at the voting booths. The current short pencils make it easy to inadvertently spoil the ballot paper;

Information on polling stations' access provision should be provided on the voting card, including height of ledge at voting booths and distance to accessible parking.

What provision is there to accommodate blind or partially sighted people?

Do staff know basic British Sign Language?

The terminology you use in your 'Polling Stations Accessibility Audit' document would benefit from revision. Where you refer to - 'Disabled Toilet' and 'Disabled Parking' (which logically means it's not available) should read 'Accessible Toilet & Accessible Parking' to reflect the fact that it is the 21st century.

Response 7: From Hatley Parish Council in favour of retaining existing arrangements

Response 8: On behalf of the Acting Returning Officer of Cambridge Constituency, no comments on the proposed arrangement

Response 9: From Gamlingay Parish Council regarding polling stations in Gamlingay

One of our councillors asked why there is only one polling station in Gamlingay given the size of the village and whether SCDC has received any adverse comments about that? Are you able to comment?

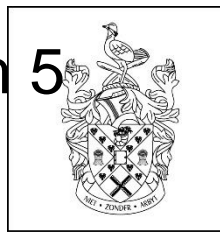
Response 10: From Barton Parish Council in favour of retaining existing arrangements

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Proposed new Polling District of Girton South and Eddington



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REPORT TO: Civic Affairs Committee

5 October 2023

LEAD OFFICERS: Head of Internal Audit

Head of Finance

Deputy Head of Legal practice / Monitoring Officer

Independent Member

Executive summary

1. This report has been produced to progress the appointment of an independent member, who are neither a Council elected member or an officer, to the Audit and Corporate Governance Committee.
2. Recent guidance from professional bodies have reinforced the benefits associated with independent members and recommended that Councils appoint them.
3. The Audit and Corporate Governance Committee considered this at the [meeting on 26 July 2023](#). It was agreed to proceed and recommend this is reviewed at Civic Affairs Committee as it is a constitutional change.
4. The Civic Affairs Committee considered this at the [meeting on 12 September 2023](#). It was agreed to proceed and recommend this is approved by Full Council so the Constitution can be updated.
5. Full Council considered this at the [meeting on 05 October 2023](#). Full Council approved the appointment of an Independent Member with the amendment that they must be a 'resident of Cambridgeshire'. Council agreed that officers would propose a definition of residents.
6. This report provides the definition of a resident.
7. The proposed changes to the Constitution are included in Appendix C for ease of reference.

Key Decision

8. This is not a key decision because this it does not fall within the Constitutional definition of a Key Decision.

Recommendations

9. Council changes the Constitution to allow the appointment of an Independent Member to the Audit and Corporate Governance Committee, noting that they should:
 - (a) not have voting rights;
 - (b) be a resident of Cambridgeshire area; and
 - (c) the recruitment process to be delegated to the Audit & Corporate Governance Committee
10. The Audit & Corporate Governance Committee be authorised to make the necessary arrangements to recruit and select the Independent Member as per the suggested constitutional additions in Appendix C.

Reasons for Recommendations

11. Appointing an Independent Member would help the Committee follow best practice set out by the Chartered Institute of Public Finance and Accountancy (CIPFA). This has been recommended by both Audit & Corporate Governance and the Civic Affairs Committee.

Details

12. The Audit and Corporate Governance Committee is a key component of the Council's corporate governance framework. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
13. The purpose of the committee is to provide independent assurance, to the members, of the adequacy of the risk management framework and the internal control environment. It provides independent review of the governance, risk management and control frameworks; and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.
14. Audit & Corporate Governance Committee, Civic Affairs Committee, and full Council have reviewed the options and recommend appointment of a single Independent Member.
15. At full Council it was agreed the Independent Member should be a resident of Cambridgeshire, and Officers should provide a definition of "resident".
16. Officers have considered the definition by researching various examples, which include:

Reference	Definition
Cambridge English Dictionary	a person who lives or has their home in a place
Dictionary.com	a person who resides in a place
Google	a person who lives somewhere permanently or on a long-term basis

17. Officers have established that it is not possible to establish one single consistent definition of "resident". This gives us the flexibility to define the term ourselves. It is proposed that the definition for this purpose should be: "a person who lives or has their home in Cambridgeshire".

Options

18. The options are to:
 - (a) Agree Officers proposed definition of the term Resident; or
 - (b) Propose a different definition of the term Resident.This will enable officers to commence the process for appointing an Independent Member with powers as set out in the appendices which are based on best practice guidance.

Implications

19. In the writing of this report, the following implications have been considered:

Policy

20. The Council's Audit and Corporate Governance Committee, or Civic Affairs Committee, does not currently have arrangements to appoint independent members. If an independent appointment was recommended, then changes to the constitution would be necessary following approval by Council.

Legal

21. The Council's Audit and Corporate Governance Committee is defined by the Local Government Act 2000 and its purpose is to give assurance to elected members and the public about the governance, financial reporting and performance of the Council. The appointment of independent members on the committee will assist and promote good governance and scrutiny of the committee. If committee decides to recommend the appointment an independent member, then this would require a constitutional change and the matter will need to go to full Council for approval.

Financial

22. It is usual practice to provide some form of payment to the lay committee members and to pay expenses for attending meetings for 2022/23 the allowance was £1,163. The allowance recognises the value and time contributed by the member. If an independent member is appointed as the committee chair, an additional sum would be appropriate. There will also be recruitment costs.

Risks / Opportunities

23. There is a risk that it will prove difficult to make an appointment and to ensure that any appointment made is a suitable member. There will need to be a clear person specification that draws out the attributes that the Council would be looking for the person to possess and to guide the recruitment panel in the selection process.

Background Papers

24. Background papers used in the preparation of this report:

- Audit & Corporate Governance Committee Terms of Reference

Appendices

25. Appendices to this report include:

- Appendix A – Role Description
- Appendix B – Proposed changes to the Constitution

Report Authors:

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Appendix A - Role Description for Independent Member

Independent Member of Audit & Corporate Governance Committee

Role Description

1. To engage fully in collective consideration of the issues before the Audit & Corporate Governance Committee, taking into account a full range of relevant factors, including legislation and supporting regulation (e.g. the Accounts & Audit Regulations 2011), professional guidance (e.g. that issued by the Chartered Institute of Public Finance and Accountancy (CIPFA)), and the advice of the Council's Section 151 Officer.
2. To participate fully in the discharge of all Audit Committee functions, as set out in the Audit & Corporate Governance Committee's terms of reference and the constitution.
3. To promote the concept of proportionate, effective risk management and internal control throughout the organisation; and to champion the work of Internal Audit, External Audit and Risk Management.
4. To participate in periodic review of the overall effectiveness of the Audit & Corporate Governance Committee, and of its terms of reference.
5. To ensure that the minutes of Audit & Corporate Governance Committee meetings accurately record decisions taken.

Skills and Competencies

1. Demonstrates up to date knowledge, skill and a depth of experience in the fields of audit, accounting, risk management and performance management. Experience gained working in a large, or public sector organisation.
2. Knowledge of the Council's strategic priorities and objectives. Understanding of the complexity of issues surrounding audit and risk management in local government.
3. Works to high behavioural standards, demonstrating honesty, probity, and the highest level of integrity in conduct. Follows the Council's Constitution and the Member's Code of Conduct.
4. Operates consistently and without bias.
5. Is an effective role model; supports appropriate behaviours and challenges opinions and advice where appropriate, separating major issues from minor ones.
6. Contributes proactive, proportionate and independent thought, and also collaboration with officers to temper the opinions of Committee members.
7. Works sensitively with people inside and outside committee.
8. Listens to and balances advice.

Additional Information

9. Must not be a serving local government officer or councillor.
10. Must be on the electoral roll and be local to the Cambridgeshire area.
11. Must have no personal, legal or contractual relationship with South Cambridgeshire District Council (including employees or Members or former staff), or any other relationship / activity which might represent a conflict of interest.
12. Must attend at least half of the scheduled meetings and be able and willing to devote the necessary time to the role and any occasional training and development required for the role.

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Appendix B – Constitutional Changes

This appendix highlights the proposed changes to the Constitution to enable the appointment of an Independent Member.

The additional wording is below:

- The Audit & Corporate Governance Committee may appoint an independent member subject to a resolution agreed by simple majority for a 4-year term.
- A co-opted independent member is a committee member who does not represent any political party on the Audit and Corporate Governance committee but must be a resident in Cambridgeshire.
- The role description of an independent member of Audit & Corporate Committee is the same as for an elected member with the only substantial difference being around decision making responsibilities. The appointed independent co-opted member will not have voting rights.
- The Audit and Governance committee has authority to determine the process for recruiting and appointing a co-optee.

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Agenda Item 7



Report to: Civic Affairs Committee

14 December 2023

Lead Officer: Monitoring Officer

Update on Code of Conduct Complaints

Executive Summary

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

Recommendations

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

Details

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

District/Parish Council	Allegation/complaint	Outcome
SCDC	Allegations from complainants against a Councillor that their social media actions breached the relevant code of conduct.	The Monitoring Officer, after reviewing the investigation report, determined that there had been breaches of the Code. After following due process in the Code of Conduct Complaints Procedure, the Monitoring Officer agreed Summary Resolution with the 4 complainants and the Councillor and this was successfully carried out by parties. Matter closed.
SCDC	Allegations from the complainant against a Councillor that their social media actions breached of the code of conduct.	The Monitoring Officer, after consultation with the Independent Person, determined that the complaint did not merit a formal investigation as there had not been a breach of the Code. Matter closed.

SCDC	Allegations from 2 complainants against a Councillor that their social media postings breached the code of conduct.	The Monitoring Officer is awaiting the outcome of the consultation with the Independent Person before determining the next steps for this complaint.
Fowlmere PC	Allegations from 3 complainants against a Councillor concerning their behaviour breached the relevant code of conduct.	The Monitoring Officer is awaiting the Councillor's response to the complaint prior to consulting with the Independent Person.
Cambourne TC	Allegations from a complainant against Councillors concerning their behaviour breached the relevant code of conduct.	The Monitoring Officer is awaiting the Councillors' responses to the complaint prior to consulting with the Independent Person.
Madingley PC	Allegations from a complainant against a Councillor that their behaviour breached the relevant code of conduct.	The Monitoring Officer is awaiting the Councillor's response to the complaint prior to consulting with the Independent Person.

Implications

4. 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

Constitution – Code of Conduct

Ethical Handbook - Code of Conduct Complaints Procedure

Report Author:

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