

**COUNCILLORS' BULLETIN
3 AUGUST 2005**

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**South
Cambridgeshire
District Council**

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**COMMITTEE MEETINGS FROM:
8 August to 12 August 2005**

Contact

Mon 8 Aug				
Tue 9 Aug				
Wed 10 Aug				
Thu 11 Aug	10 am	Cabinet - CANCELLED		Maggie Jennings
Fri 12 Aug				

MILEAGE ALLOWANCE CHANGE

At its last meeting on 28 July 2005, Council agreed that the maximum mileage rate that could be claimed by Members for allowable journeys (as defined in the Members' Allowance Scheme) would be reduced to 40 pence per mile.

With effect from 1 August 2005, rates per mile will be paid as follows for car journeys:

Cars not exceeding 999 cc	38.7p per mile
Cars of 1,000 cc and over	40.0p per mile

In order to help with the implementation of this change, we ask that Members make their claims for the period up to 31 July 2005 by 12 September 2005. Please forward your claim forms to Katrina Perry in Democratic Services as normal.

CALL IN ARRANGEMENTS

The Chairman of the Scrutiny and Overview Committee or any five other Councillors may call in any executive decision recorded in this bulletin for review. The Democratic Services Manager must be notified of any call in by **Wednesday 10 August 2005 at 5 pm**. All decisions not called in by this date may be implemented on **Thursday 11 August 2005**.

Any member considering calling in a decision made by Cabinet is requested to contact the Democratic Services Section to determine whether any relevant amendments have been incorporated.

The call in procedure is set out in full in Part 4 of the Council's Constitution, 'Scrutiny and Overview Committee Procedure Rules', paragraph 12.

DECISIONS MADE BY THE COMMUNITY DEVELOPMENT PORTFOLIO HOLDER

Subject	Decision	Reasons
Arts Capital Grant – Broadening Education Partnership	To award a grant (AC02/06) of £8,000 towards the cost of lighting and sound equipment to be used by community groups across the district.	The facility will benefit a range of residents within South Cambridgeshire.
Village Sports Facility Grant – Cambourne Parish Council	To award a grant (VSF04/06) of £4,000 towards the cost of a multi-purpose building to include changing facilities on Cambourne sports ground.	The facility will benefit residents who use the sports pitches and will increase the level of usage.

DECISIONS MADE BY THE INFORMATION AND CUSTOMER SERVICES PORTFOLIO HOLDER

Subject	Decision	Reasons
Planning Site Visits – Coach	To issue a contract for the provision of a coach for planning visits for the next year.	Use of a coach for a three month trial period has been shown as an efficient and potentially economic means of transport and is more sustainable than use of

		individual cars for these visits.
South Cambs Magazine Distributors	To issue a contract to D2D (Door to Door) for the delivery of South Cambs Magazine for one year from the Spring 2006 issue, at a cost of £61 per 1,000 items delivered.	D2D's service is cheaper and faster than that of the existing contractor. The first two deliveries (Autumn and Winter 2005) will be a trial.

DECISIONS MADE BY OFFICERS AND REPORTED FOR INFORMATION

Arts Development Officer

Applicant	Decision and Reasons
Dramatica!	Awarded an Arts Guarantee Against Loss grant (AGAL05) of £330 towards support for two creative workshops for young people in the Swavesey and Cottenham areas involving dance and drama. These activities allow young people in the area the opportunity to work with professional actors and dance tutors to put on a performance in their own village.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Resources and Staffing Portfolio Holder Meeting held on
Wednesday, 27 July 2005

Present: Cllr Richard Summerfield Resources and Staffing Portfolio Holder
Cllr Sebastian Kindersley Leader of the Council

Officers: John Ballantyne Chief Executive
Greg Harlock Finance and Resources Director

1. APOLOGIES FOR ABSENCE

None received.

2. MINUTES OF LAST MEETING

The Minutes of the meeting held on 21 June 2005 were agreed as a correct record.

3. MATTERS ARISING

There were no matters arising.

4. REVISED EYESIGHT TESTING POLICY

The Portfolio Holder, having noted that Management Team at its meeting held on 20 July, had endorsed this policy, approved the introduction of the revised Eye Sight Testing Policy.

5. TREASURY MANAGEMENT

A report on the performance of the treasury management function was presented to the Portfolio Holder, prior to consideration by Cabinet at its September meeting. It was particularly noted that the Council had invested £37,500m and through its investment strategy, had achieved an average rate of 4.84% on combined investments; this compared favourably with other members of the benchmarking group. The Portfolio Holder commended the report to Cabinet.

6. QUARTERLY BUDGET MONITORING PROGRESS REPORT 2005/06

The information was noted.

7. PERFORMANCE INDICATOR - % OF UNDISPUTED INVOICES PAID WITHIN 30 DAYS

Management Team had at its meeting on 20 April 2005 agreed that the government Performance Indicator target of 100% was unrealistic and had set a target for this particular PI at 98% for 2005/06. It was noted that the percentage of invoices paid within 30 days for April, May and June 2005 was 98.7%, 98% and 97.7% respectively.

8. UNSPENT BUDGET ROLLOVER FROM 2004-2005 TO 2005-06

Requests to rollover unspent budgets were considered individually and the Portfolio Holder agreed that the following amounts be carried forward from 2004-05 to 2005-06:

General Fund Revenue Budgets

	<u>Amount in £'s</u>
HR – Professional and Consultancy Fees	4,000
Cambourne Office – Repair and Maintenance	20,000
Cambourne Office – Miscellaneous	4,000
Waterbeach Depot – legal and surveyors fees	20,000
Corporate Management – consultants	10,000
ICT – Website development	50,000
ICT – GIS	10,900
Conservation – War Memorial Gazetteer	7,000
Community Strategy – Consultation	11,000
Community Development – Projects	2,000
Total	136,900

Housing Revenue Account Capital Programme

Improvement of Housing Stock	
Avenells Way, Gamlingay	40,300
Disabled Adaptations	20,000
Total	60,300

General Fund Capital Programme

Cambourne New Offices	330,000
ICT Development	
Network Printers	16,500
e-Billing	44,000
Cash Receipting	40,500
FMS	28,500
Electronic Service Delivery – CASCADE	454,000
Improvement Grants	
Discretionary	21,000
Mandatory	50,000
Total	984,500

9. QUARTERLY MONITORING REPORT AND PRUDENTIAL INDICATORS

This item was considered by Cabinet on 14 July 2005; the Portfolio Holder noted the report.

10. REVISED REDUNDANCY POLICY

Deborah Pearson was in attendance for this item.

The Portfolio Holder, subject to minor typographical amendments, approved the revised Redundancy Policy.

11. ACCOMMODATION - STANDING ITEM

Please refer to the attached appendix.

12. LOUVRES TRIAL SURVEY RESULTS

The Portfolio Holder concurred with the view taken by Management Team on 20 July 2005 that in the present financial circumstances of the Council, the louvres be returned to full operation as they were before the trials took place, ie allowing them to fully open and close.

13. REVENUES DIVISION PERFORMANCE REVIEW REPORT

The contents of the quarterly performance report were noted.

14. ANY OTHER BUSINESS

- (a) Cambridge Office – The City Council had, on 18 July 2005, taken over the duties carried out by the Cambridge Office. Two members of staff had transferred to South Cambs Hall and the third member of staff had remained in Cambridge, initially to train the City Council staff, having taken the option of redundancy. It was noted that a Service Legal Agreement with the City Council was progressing.
- (b) Social Housing – Various suggestions to raise capital receipts were discussed and it was subsequently agreed that Management Team request Steve Hampson to pursue. **JSB to action**

The Meeting ended at 12.20 p.m.

FAULT	ACTION	UPDATED 27th July 2005
HEARING LOOPS Intermittent Fault		Tyco Integrated Systems Ltd engineer adjusted system on 14.07.05. Now working very clearly.
RAIN SUPPRESSANT	Price now agreed. Work to be completed within 2 months.	David Enticknap (Development Securities) advised JSB that the spec has been approved; awaiting Brian Heffernan, Env Health to resolve queries on the technical data, which will be forwarded to AYH. Once cleared, SCDC to confirm acceptance or otherwise. Installation 10 weeks from order.
HEATING IN COUNCIL CHAMBER HEATING IN HOUSING DEPT	To be monitored. Continued complaints from staff being too cold.	A thermograph has been used to make a continuous recording of the Chamber temperature over a period of 8 days. The temperature remained between 19 & 22 degrees C from day 1 to day 7 and between 19 & 21 from day 8 to day 14. Developers to confirm heating is now working OK. Monitoring to continue during the winter months. Monitoring instruments have indicated that temperatures are being maintained at design level in those offices previously reported as being cold. Developers to ask FM to confirm. Defects proformas had been issued for heating in Chamber, Mezzanine, some peripheral offices and trench heating in some areas. We are still awaiting formal responses re these. Queries were also raised re heating on Ground Floor East and areas on the first and second floors near to the "street". We are still awaiting replies to these.
BALANCING OF ENTIRE HEATING SYSTEM	To be continually monitored.	

FAULT	ACTION	UPDATED 27th July 2005
CATERING EQUIPMENT	McAlpines have agreed to install a commercial dishwasher and fridge/freezer. WT to indicate a timescale for completion	Following meeting between David Enticknap and JSB, issues need to be addressed with Env Health before drawer unit and dishwasher can be installed. Env Health have recommended several alterations to the kitchen area. A commercial refrigerator and freezer have been installed, markedly increasing the storage capacity. A start date for the other work is to be confirmed. Bill Taylor to give a reminder. McAlpines have given Dev Secs/AYH a quote for the work; Dev Secs/AYH to discuss this with SCDC.
GREENWAY PLANTING	Still not completed. WT to chase	Greenway work completed 11 th March, but some finishing off required to SCDC site. Lesley Dickinson (Landscape Design Officer) wrote to Aukett 17.05.05 to chase outstanding replacement planting. Lesley Dickinson had meeting with the landscape contractor week beginning 13.06.05. Lesley is waiting for the contractor to confirm a schedule of work. She will contact them again week beginning 18.07.05.
MEZZANINE & COUNCIL CHAMBER	Manual over-ride for lights required.	Other quotes being sought for this work. Quotations received and now being evaluated.
SUN GLARE	Problem raised with Wrenbridge and Development Securities, solution awaited.	Plan indicating all affected windows given to McAlpines by J.Garnham on 26 th Jan. Dev Secs looking at film on top windows and motorised blinds on frontages. Proposal agreed at meeting 15 th Mar. Company in 15/6/05 to agree date for installation. Installation of motorised blinds due weekend 13/14.08.05
DISABLED ACCESS	Still a problem, to be reported to McAlpines. Bill Taylor to seek progress report	The motor is on its strongest setting. Reception and Caretakers are monitoring any instances of continued difficulty. Dev Secs are discussing motors with the manufacturer and are considering a screen; on this latter, AYH to request Auketts (architect) to consider. There are still concerns over H&S etc issues if a stronger closer is fitted, so Dev Secs are still investigating options.

<i>FAULT</i>	<i>ACTION</i>	<i>UPDATED 27th July 2005</i>
HANDOVER OF BUILDING	No payment to be made until snagging issues resolved, however is likely to be in this financial year.	A substantial crack has appeared in the doorway of the Council Chamber. Crack repaired, however a further crack has re-appeared. Bill Taylor to action
SECURITY COSTS	Wrenbridge not yet billed.	John Garnham has actioned. Awaiting information from Legal Services re amounts included in addendum to agreement with developers; meeting being arranged with developers to discuss balance. Bill Taylor to check is meeting has occurred.
AIR CONDITIONING		A second AHU is being built for the IT Coms Room. Installation due week beginning 22.08.05. Supplementary cooling needs to be retained until then.