



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL COUNCILLORS' BULLETIN – ISSUE DATE 21st MAY 2003

CONTENTS

IMPORTANT INFORMATION FOR COUNCILLORS

1. Forthcoming Committee Meetings
- Training Courses:
 2. • Chairing Meetings for Councillors at Flempton House, Nr Bury St Edmonds
3. Budget Rollover Approval
4. Updating Members' Details on the Internet
5. Intranet Access for Members

DECISIONS MADE BY RESOURCES & STAFFING PORTFOLIO HOLDER

1. Revision of Disciplinary and Grievance Procedures
2. Not to Award Relief of Non Domestic Rate to Chivers of **Histon**
3. Revision of Maternity and Adoption Policy and Procedures

DECISIONS MADE BY HOUSING PORTFOLIO HOLDER

1. Three Housing Management Appeal Cases
2. Parking and Lighting Works in **Sawston, Girton** and **Bassingbourn**

DECISION MADE BY COMMUNITY DEVELOPMENT PORTFOLIO HOLDER


1. Forthcoming Committee Meetings

INFORMATION ITEMS

1. Awarding of £500 to Middle Eastern Dance at **Granchester** Village Hall
2. Awarding of £55 to the Barn Art Society at Johnson Hall, **Stapleford**

3. Awarding of £500 **Duxford** Saturday Workshop
4. Awarding of £500 to a Talented Young Sports Performer
5. Call-in Arrangements

IMPORTANT INFORMATION FOR COUNCILLORS

<u>COMMITTEE MEETINGS</u>			
FROM 26th – 30th MAY 2003			
	WEDNESDAY 28TH MAY 2003	AT 11:30 AM	INFORMATION & CUSTOMER SERVICES PORTFOLIO HOLDER
		AT 1:30 PM	CONSERVATION ADVISORY GROUP
	THURSDAY 29TH MAY 2003	AT 2 PM	SCRUTINY COMMITTEE
			ROOM 132
			COUNCIL CHAMBER
			COUNCIL CHAMBER

Please note that the Standards Committee, which was due to take place on Tuesday 27th May, has been cancelled.

Training Courses

Name of Course	Description	Date and Venue
Chairing Meetings for Councillors	Course for Councillors who are likely to chair Committees, panels or Councillors who wish to learn more about the effective conduct of meetings, including public meetings, consultations, parish councils, etc.	Friday 18 July 2003 at Flempton House, Flempton, Bury St. Edmunds

If you are interested in the above course please contact Patrick Adams on (01223) 443408 or patrick.adams@scams.gov.uk

Budget Rollover Approval

Please note that the Resources & Staffing Portfolio Holder has concurred with the decision that was approved on 16th April 2003 by the Housing portfolio holder and is detailed below:

Budget Item	Budget Heading	Amount	Reason for Rollover
Waiting List Update Page 5 of the estimate book	HRA General Administration	£7,345.02	<p>£12,000 was set aside in 2002-03 for the Waiting List Review project.</p> <p>However, due to the volume of work in the printing department, (end of year, rent cards, council tax tec.) and the problems we had in applying the new waiting list policy to the computer system, we were delayed in starting the review and it has run pat the end of the financial year.</p> <p>It is therefore requested that the remaining amount of £7,345.02 be rolled forward into the 2003/04 financial year.</p>

Updating Members' Details on the Internet

Members' information is available to the public on our website, www.scambs.gov.uk (select Inside the Council from the top left and the Councillor Details section is listed partway down the following screen). Each Councillor Details page has a section for Other Information, which can include anything members would like to share with their constituents, such as membership of other organisations, general interests, how long you have been resident in the district, favourite books, music or films, projects on which you have worked, books or articles you have written or links to your personal WebPages. Completion of this section is not mandatory but can add a personal touch to your details on the Internet. Please contact Holly McKenzie on 01223 443030 or e-mail holly.mckenzie@scambs.gov.uk if you would like to add anything.

Intranet Access For Members

By now members should have access to the staff intranet through the VPN system which was installed over the winter. This website is available only to SCDC staff and Councillors. There is now an area on here with information for members, accessible at <http://intranet/Members/index.htm> or by clicking the Information for Members button on the homepage. This section contains downloadable forms and letterhead templates, names and address information for staff, Councillors and members of other authorities, information about Council policies and strategies, the corporate structure, the Constitution and more. If you need assistance logging onto the VPN, please contact ITNET on 01223 443400. If there is anything you would like to see included or changed, please contact Holly McKenzie on 01223 443030 or e-mail holly.mckenzie@scambs.gov.uk.

DECISIONS MADE BY PORTFOLIO HOLDERS

Decisions Made By Resources & Staffing Portfolio Holder

Subject	Decision	Reason
Disciplinary & Grievance Policies	To agree revisions to the Disciplinary & Grievance Policies	To reflect new legislative requirements under the Employment Act 2002. These changes were agreed by Management Team and Unison. The full document and further details are available from Deborah Jennings, Human Resources Manager on (01223) 443285

Subject	Decision	Reason
Hardship Relief	Not to award relief from payment of the Non Domestic Rate to Premier International Foods (Chivers) under section 49 of the General Rate Act 1988 on the grounds of hardship	The amount that could be awarded under the Council's current policy would be insufficient to influence the company's decision on the future of the Histon site and if awarded would set a precedent.

Subject	Decision	Reason
Maternity and Adoption Policies and Procedures	To agree revisions to the Maternity and Adoption Policies and Procedures	To reflect new legislative requirements under the Employment Act 2000. These changes were agreed by Management Team and Unison and increased the length of maternity leave and gave more rights to parents who have adopted. The full document and further details are available from Margaret Bird HR Co-ordinator on (01223) 443288

Decisions Made By Housing Portfolio Holder

Subject	Decision	Reason
Housing Management Appeal Cases	Ref W/03/005 to agree a transfer for Mr & Mrs O to more suitable accommodation	The applicants require a bungalow of a more suitable size for their needs.
	Ref S/03/006 to agree a transfer for Mrs H to more suitable accommodation	The applicant requires a bungalow of a more suitable size for her needs.
	Ref E/03/004 to agree a transfer for Mr and Mrs W as they home is due for demolition	The applicants require alternative sheltered housing accommodation in Linton to be near family members.

Subject	Decision	Reason
Parking and Lighting Programme Works	<i>Resurfacing at:</i> St Vincents Close, Girton <i>Street Lighting at:</i> Chapelfield Way, Sawston Plantation Road, Sawston Park Close, Bassingbourn	Quotes have been sought and consultations completed.

Decisions Made By Community Development Portfolio Holder

Subject	Decision	Reason
Initiatives at Milton Country Park	Subject to the identification of funds, a sum of up to £2,000 to be vired from within the Community Development budget.	To support an initiative by Cambridge Evening News to promote upcoming activities at Milton Country Park. The total cost is likely to be about £3,500, of which £1,500 would come from advertising and £2,000 would be vired from existing budgets maintained by the Council

GENERAL INFORMATION ITEMS

Grant Agreed by Community Development Partnerships Manager

Applicant	Description	Reasons
Middle Eastern Dance	Awarding a £500 Arts Performance Grant (AP33) for Percussion and Egyptian drumming workshops culminating in a music and dance performance and party on Saturday 26 th July at Grantchester Village Hall.	Middle Eastern Dance promotes eastern cultural activities across South Cambs and City. This event allows residents to learn skills from professional musicians, experience middle eastern food and culture and helps to promote new and unusual styles of dance and music.
Barn Art Society	Awarding a £55 Arts Performance Grant (AP34) for an Annual Exhibition at Johnson Hall, Stapleford on 20 – 22 June.	The exhibition offers members of the society a chance to show and sell their work as well as offering residents the opportunity to see work by local artists.
Duxford Saturday Workshop	Awarding a £500 Arts Performance Grant (AP35) for a residential weekend of professional tuition for tutors and workshop participants culminating in a performance at Duxford Parish Church	The residential will offer participants the chance to work intensively with professional musicians. It also offers tutors the opportunity to develop their skills. The final concert will take place for the residents of Duxford.

Applicant	Description	Reasons
Sarah Simpson (Age 19) from Bassingbourn	Awarding a £500 Talented Young Sports Performer Grant (TYSP 22) to a talented young Tennis player	Funding towards accommodation and travel to the Special Olympics Summer 2003

Call-In Arrangements

The Chairman of the Scrutiny Committee or any five other Councillors may call in any executive decision recorded in this bulletin for review. The Committee Manager must be notified of any call in by **Wednesday 28th 5pm May 2003**. All decisions not called in by this date may be implemented on **Thursday 29th May 2003**.

Any member considering calling in a decision made by Cabinet is requested to contact the Committee 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 Committee Procedure Rules', paragraph 12.