



**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL
COUNCILLORS' BULLETIN – ISSUE DATE 28TH
MAY 2003**

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IMPORTANT INFORMATION FOR COUNCILLORS

<u>COMMITTEE MEETINGS</u>			
FROM 2 nd – 6 th JUNE 2003			
			
TUESDAY 3RD JUNE 2003	AT 10 AM	LOCAL PLAN – DEVELOPMENT & CONSERVATION CONTROL COMMITTEE	COUNCIL CHAMBER
WEDNESDAY 4TH JUNE 2003	AT 10 AM	DEVELOPMENT & CONSERVATION CONTROL COMMITTEE	COUNCIL CHAMBER
THURSDAY 5TH JUNE 2003	AT 10 AM	CABINET	COUNCIL CHAMBER
FRIDAY 6TH JUNE 2003	AT 10 AM	HEALTH IMPROVEMENT ADVISORY GROUP	COMMITTEE ROOM 2

Agenda of City Centre Management Executive Group

Copies of the Agenda of the City Centre Management Executive Group for 1st May 2003 have been placed with the Information Service (Library).

The Information Service can be found in Room 107 on the first floor at South Cambridgeshire Hall, 9-11 Hills Road, Cambridge.

Traffic Order at Milton made by Cambridgeshire County Council

Name of Order	Details	Order made	Advertised in local Press	Order in force
Milton:	Removal of Restricted Roads status – removal of automatic 30mph limit due to street lighting along the A10 from a point 160 metres south of junction with Butt Lane to a point 145 metres north of junction with Butt Lane, and Butt Lane from its junction with the A10 in a westerly direction for 60 metres. A person wishing to question the validity of the Order or any of its provisions on the grounds that it is not within the powers conferred by the Road Traffic Regulations Act 1984 as amended, or that any instrument made under that Act has not been complied with, must apply to the High Court before 30th June 2003.	19 May 2003	29 May 2003	3 June 2003

Booking Extra Parking Spaces for Councillors with Reception

Please note that Reception book parking spaces for all Committee meetings and book enough spaces for Members of the Committee. However, if Councillors wish to attend meetings, which they are not a member of, they need to contact Reception to book a parking space.

CABINET

At a meeting held on 15th May 2003 at 5.45 pm.

PRESENT: Mrs DSK Spink – Leader

Councillors: Dr DR Bard CC Barker
JD Batchelor RF Collinson
Mrs EM Heazell Mrs DP Roberts
RT Summerfield

Decisions made by Cabinet and reported for information

1. APPOINTMENT OF DEPUTY LEADER

On the nomination of Councillor Mrs EM Heazell, seconded by Dr DR Bard, and there being no further nominations, Cabinet

RESOLVED that Councillor RT Summerfield be appointed Deputy Leader for the coming year.

2. ALLOCATION OF PORTFOLIOS

Cabinet **AGREED** the following allocation of portfolios:

Community Development	Councillor Mrs DP Roberts
Conservation	Councillor Mrs DSK Spink
Environmental Health	Councillor CC Barker
Housing	Councillor Mrs EM Heazell
Information and Customer Services	Councillor JD Batchelor
Planning and Economic Development	Councillor Dr DR Bard
Resources and Staffing	Councillor RT Summerfield
Sustainability and Community Planning	Councillor RF Collinson

Information Item

3. CALL-IN

Cabinet **NOTED** the call-in of the decision on contaminated land at Hauxton, which would be considered by the Scrutiny Committee on 29th May.

The meeting closed at 5.55 pm

CABINET MEETING

At a meeting of the Cabinet held on
22nd May 2003 at 10.00 a.m.

PRESENT: Mrs DSK Spink Leader and Conservation Portfolio Holder
RT Summerfield Deputy Leader and Finance and Resources Portfolio Holder

Councillors: Dr DR Bard Planning and Economic Development Portfolio Holder
CC Barker Environmental Health Portfolio Holder
JD Batchelor Information and Customer Services Portfolio Holder
RF Collinson Sustainability and Community Planning Portfolio Holder
Mrs EM Heazell Housing Portfolio Holder
Mrs DP Roberts Community Development Portfolio Holder

Councillors RF Bryant, G Elsbury, R Hall, Mrs SA Hatton, SGM Kindersley, Dr JPR Orme, Mrs LM Sutherland, R Turner and Mrs BE Waters were also in attendance, by invitation.

Councillor Collinson was welcomed to the Cabinet as a new portfolio holder.

Procedural Items

1. MINUTES AND MATTERS ARISING

The Leader was authorised to sign the Minutes of the meeting held on 8th May 2003 as a correct record, subject to the following amendment:

Hauxton - Contaminated Land (Minute 4)

Councillor Mrs Lockwood, the local Member, had expressed concern that the wording of paragraph (b) of the resolution did not make it clear that the Environmental Health Department's watch dog role should extend to the areas surrounding the Bayer site. Councillor Barker confirmed that the suggested amendment reflected his intention in proposing the addition to the resolution on the 8th May, and his acceptance that it was not possible to determine positively at this stage the cause of crop damage. It was believed that the amendment should satisfy Councillor Mrs Lockwood's concerns and

AGREED that paragraph (b) of the resolution be amended to read:

- (b) the Environmental Health Department of South Cambridgeshire District Council be instructed to play a watchdog role to ensure that the Environment Agency progresses the matter of remediation of groundwater contamination under the Bayer site and in the surrounding area, and refer back to Cabinet as and when substantive matters affecting the surrounding area are observed.

2. DECLARATIONS OF INTEREST

None

Decisions made by the Cabinet and reported for information

3. **PROPOSED SALE OF LAND AT MAGNA CLOSE, GREAT ABINGTON**

Councillor Mrs Heazell commended the proposal to sell this land and garages at the rear of Magna Close to Circle 33, who were working on a scheme of affordable housing in the High Street. This site would be developed for 10 affordable housing units. She confirmed that the Housing Association were aware of the queries on parking and safer routes to school and that agreement to the principle of sale was requested today.

Councillor Collinson asked whether a trial could be made of measures such as solar heating to see if this was feasible within budget. The Portfolio Holder and the Housing and Community Services Director were happy to pursue this, while warning that keeping within cost parameters was vital and that there should not be an effect on rent levels. The Director also undertook to ensure that the acreage was quoted in future similar reports. The density was not known in this case.

The Housing and Community Services Director drew Members' attention to the financial implications of selling properties; that the loss of rent income raised the unit cost of housing management of the remaining properties. This was a matter of primary legislation and could not be altered.

Cabinet

RESOLVED that garages and land at Magna Close, Great Abington be sold to Circle Thirty Three at the value determined by the Council's retained valuers, Pocock & Shaw, subject to the grant of planning consent and satisfactory resolution of the garaging and safer routes to school issues.

4. **PROPOSED SALE OF FOUR HOUSES AND LAND AT HUNTS ROAD, DUXFORD**

Councillor Mrs Heazell commended the proposal to sell four houses and land at Hunts Road to Nene Housing Society for the demolition of at least three of the houses and construction of 13 affordable housing units.

It was noted that the Housing Society was investigating the use of off site manufacture building methods, which had high energy efficiency. In view of uncertainty about aesthetics and comfort value, the Leader agreed that it might be possible to arrange a visit to a construction process and to some examples of occupied houses of a similar type.

The Housing and Community Services Director explained that it might be necessary to demolish the fourth house, depending on the effect of demolition of its neighbour, but undertook to urge the Housing Society to retain it if possible.

Cabinet

RESOLVED that Nos. 13, 15, 21 and 23 Hunts Road, Duxford and adjoining land as indicated on Appendix 1 to the report be sold to Nene Housing Society for £376,000, the value determined by the Council's retained valuers, Pocock & Shaw, subject to the grant of planning consent.

5. **APPOINTMENTS TO ADVISORY GROUPS AND JOINT AND OUTSIDE BODIES**

Cabinet considered existing memberships and expressions of interest in various bodies.

Advisory Groups

Members felt that prior circulation of lists of interests would have been helpful and it was

AGREED that expressions of interest in existing or potential advisory groups should not in future be accepted after the deadline set.

Various options were considered for filling vacancies, allowing all Members expressing interests a place on at least one advisory group, while trying to avoid multiple memberships. However, as in a number of cases the expressions of interest were considerably greater than the places available, it was suggested that the maximum number on advisory groups should be increased by 2. By this means, most Members could be accommodated.

It was believed that this would require Council to amend the constitution and a recommendation was consequently made to increase the maximum number on advisory groups to 9 (plus the portfolio holder), any groups meeting before the next Council to meet on the existing membership. Members would be asked to prioritise their preferences.

Subsequent checking of the constitution shows the wording to be "Advisory Groups should not normally exceed 7 elected members...." It is therefore proposed that each advisory group is asked whether it wishes to expand its numbers. Members will still be asked to prioritise their interests.

Equity Share Advisory Group

AGREED that as the Group has almost finished its work, membership remain at Councillors NN Cathcart, MP Howell, Mrs J Hughes, Mrs JE Lockwood, EL Monks and DALG Wherrell for 2003/04.

Travellers Advisory Group

A need for an early establishment of a Travellers Advisory Group had been recognised and suggestions were put forward on its terms of reference and composition. It would need to advise both the relevant portfolio holders and the Development and Conservation Control Committee. Cabinet

AGREED that the Community Development Portfolio Holder consider the list of those interested.

Joint Bodies

South Cambridgeshire Crime and Disorder Partnership Group

Councillor Batchelor withdrew from this Group, but a number of Members had expressed interest in community safety issues.

AGREED that the Community Development Portfolio Holder continue to represent the Council on the Crime and Disorder Partnership Group and that Members expressing an interest in community safety be approached for any interest in the Partnership.

Cabinet considered the remaining joint bodies and

AGREED that the representatives for 2003/04 on joint bodies be as follows:

South Cambridgeshire Environment and Transport Area Joint Committee

Councillors Dr DR Bard
CC Barker
JD Batchelor
Mrs DSK Spink
RT Summerfield

Substitute Mrs DP Roberts

Cambridge City and South Cambridgeshire Joint Strategic Forum

Leader (Mrs DSK Spink)
Planning & Economic Development PFH (Dr DR Bard)
Chairman or Vice-Chairman of Development and Conservation Control
Committee
Councillor JD Batchelor

Substitute Councillor RT Summerfield

South Cambridgeshire Local Strategic Forum

Leader (Mrs DSK Spink)
Sustainability and Community Planning PFH (RF Collinson)

Cambridgeshire Councils Association

Councillors Mrs DP Roberts
Mrs DSK Spink
RT Summerfield

Substitute Mrs EM Heazell

Outside Bodies

The following representatives were **CONFIRMED**

CambSport

Community Development PFH (Mrs DP Roberts)

Cambourne Management Liaison Committee

Councillor Mrs DSK Spink (as local Member)

Cambridgeshire Councils Association Waste Forum

Environmental Health PFH (CC Barker)

Cambridgeshire Transport Forum Reference Group

Planning and Economic Development PFH (Dr DR Bard)

East of England Regional Assembly

Leader of Council (Mrs DSK Spink)

Local Government Association: General Assembly, Rural Commission

Leader or Deputy Leader (Mrs DSK Spink or RT Summerfield)
Sustainability and Community Planning PFH (RF Collinson)

It was **NOTED** that the Council no longer had nomination rights to the Regional Employers Panel.

6. LOCAL GOVERNMENT ASSOCIATION ANNUAL CONFERENCE

AGREED that Councillor JD Batchelor be appointed as the executive Member to attend the LGA Annual Conference on 2-4 July 2003.

Standing Items

7. MATTERS REFERRED BY SCRUTINY COMMITTEE

None.

8. RELOCATION OF OFFICES TO CAMBOURNE

Nothing new to report. The building works were progressing roughly according to plan.

9. MEETING DATES

(Additional item)

As more than one Cabinet member would be away on 19th June and 3rd July, it was

AGREED that the meetings programmed for 19th June and 3rd July 2003 be cancelled and replaced by a meeting at 10 a.m. on Friday, 27th June 2003, to be followed by a CPA workshop in the afternoon.

10. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 11 of Part 1 of Schedule 12A of the Act.

Confidential Items

11. REWARD REVIEW – PAY STRUCTURE

The Council's consultants, PricewaterhouseCoopers, gave a presentation of the results of the review, reminding Members that the reason for it was largely to address recruitment and retention problems, and aimed to set fair pay rates for all staff. The consultants outlined the headline recommendations of December 2002, the factors affecting reward levels and the processes used in arriving at the recommendations.

A pay line had been drawn by plotting market pay levels against job evaluation scores and each individual job allocated 8 salary points, 6 below and 2 above the pay line. This would have the effect of moving the organisation towards levels of pay around the market median. Other features of the new system were that there would be no progression without evidence of satisfactory performance and that the range would be adjusted each year on recognised indices reflecting the cost of living, rather than on the national pay awards. Most staff would gain, although there were some exceptions requiring protected or capped salaries and there were a few others where market supplements/salaries would still be required because of local conditions. The consultants recommended market rates for the Chief Executive and Director posts,

but Management Team had rejected the suggestion of an additional element of variable pay.

In answer to questions, it was noted that

- performance would be measured by a revised, improved appraisal system and capability procedure
- it was essential to ensure that poor performance was not accepted and that it was identified at an early stage
- decisions on backdating for those in receipt of a pension would be made as in the normal practice under the national agreement – where the person would have received more if they had still been in post
- normal practice would be to advertise vacant posts on the new salary even if there were people still in an equivalent post on a protected salary
- normally staff would be assimilated on 1 clear increment above present salary or at the lowest point if they were currently paid below the new scale
- provision in the appendix for a vacant Principal Environmental Health Officer post did not necessarily mean that the vacancy would be filled in exactly that form: proposals would be submitted to Cabinet
- as the proposed scheme involved a departure from national terms and conditions, agreement had to be reached with Unison. They had been kept informed and their initial comments were circulated. Formal consultations would be conducted after today's meeting

The reason for the proposed backdating to April 2002 was discussed in view of the possible public perception. The Chief Executive gave his view that this was justified in the interests of fairness to staff who had been awaiting the completion of the review for many months. Since the announcement of the review some eighteen months previously, all regrading cases had been held back and some jobs had been advertised and filled on the basis of "salary review pending". Backdating was also seen as a way of valuing the efforts of staff in delivering the huge agenda for change facing the whole organisation. It was confirmed that the budget provision for backdating could not be exceeded.

A further amendment to the appendix of pay scales was reported to take account of an imminent change in responsibilities of a particular group.

Cabinet unanimously, subject to agreement with Unison,

APPROVED the new establishment list as presented on the amended appendix of proposed new pay scales (with the further amendment referred to above); and

NOTED the costs of the exercise;

and, by 7 votes to 1

AGREED that the new pay structure be backdated to April 2002, subject to the budget constraint of £500,000 not being breached.

12. NEW ORGANISATION STRUCTURE – IMPLEMENTATION

All Directors left the meeting at this point.

The Chief Executive introduced this paper on the transition to the proposed organisation structure, stating that he had taken a broad brush approach so that

Cabinet could take a view. The degree of change in the responsibilities of each top tier post was his assessment but was difficult to measure in percentage terms. He apologised for some omissions from table 1 in the report, but felt that these should not affect discussion on the approach.

In extensive debate on respective roles, some Members were concerned that there should be a more detailed assessment of the degree of change in responsibilities prior to decision. The consultant advised that she believed a decision could be made satisfactorily on the information available at the meeting and that the decision was demonstrably an organisational issue arising from the review. However, she suggested ways in which the changes might be recorded. Other Members pointed out that an informal steer had already been given to the Chief Executive.

A proposal requesting a full and accurate list of responsibilities of each new Director post, with an assessment of the degree of change in responsibilities for each post was put to a vote and **LOST** by 3 votes to 5.

Cabinet then, in consideration of the degree of change in the respective roles, by 5 votes to 3

RESOLVED

- (a) to retain the current Chief Executive in his post;
- (b) to retain the current Planning Director in the post of Development Director;
- (c) to retain the current Finance and Resources Director in the post of Resources Director;
- (d) that the post of Direct Housing and Environmental Services Director be advertised internally and externally, the advertisement to be most carefully worded.;

It was further

RESOLVED that the post of Commercial Services Director be declared at risk of redundancy.

The Leader asked that an accurate list of responsibilities of each post be issued.

The meeting closed at 2.00 p.m.

DECISIONS MADE BY PORTFOLIO HOLDERS

Decision Made By Housing Portfolio Holder

Subject	Decision	Reason
Housing Allocation Appeals & Management Transfers	Ref E/03/009: to agree a management transfer on medical grounds	The applicant requires alternative more suitable accommodation
	Ref S/03/007: to agree a management transfer for medical reasons	Mr and Mrs H require larger accommodation for medical reasons
	Ref E/03/010: to agree a management transfer for family reasons	The family require larger accommodation to enable access for children of a previous marriage
	Ref S/03/008: to agree a management transfer for medical reasons	Mr and Mrs W require a smaller property for medical reasons

Decision Made By Information & Customer Services Portfolio Holder

Subject	Decision	Reason
Housing Benefits Backscanning Order Approval Request	To Grant Approval to Award the Contract for this Work to Anite	The backscanning work is a logical extension of the system implementation awarded to Anite. Anite will scan the documents using the same system as the Council without any additional conversion work.

GENERAL INFORMATION ITEMS

Grant Agreed by Community Development Partnerships Manager

Applicant	Description	Reasons
Cambridge Drama Festival	Awarding a £500 Guarantee Against Loss Grant (AGAL14) for Showcase festival for amateur theatre groups across the county.	This year the majority of groups performing came from South Cambridgeshire. It gives groups the opportunity to perform and show new work in a competitive context and encourages groups to raise the standard of performance.

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 4th June 2003 at 5pm**. All decisions not called in by this date may be implemented on **Thursday 5th June 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.