



# **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL COUNCILLORS' BULLETIN – ISSUE DATE 10<sup>TH</sup> SEPTEMBER 2003**

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2. Awarding Three Village Facilities Grants:
  - £2,240 to **Castle Camps** Parish Council for Improvements to Play Area
  - £2,000 to **Coton** Recreation Ground Trustees for Improvements to Play Area
  - £12,500 to **Histon** Millennium Halls to Cost of Design Study for the Hall

### **DECISIONS MADE BY PORTFOLIO HOLDER FOR INFORMATION AND CUSTOMER SERVICES**

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#### **OFFICER DECISIONS REPORTED FOR INFORMATION**

1. Grants Awarded by the Community Partnerships Development Manager
  - £1,000 Sports Development Grant to **Fulbourn** Boxing Club
2. Grant Awarded by Conservation Manager
  - £150 for Orchard in Chittering



## IMPORTANT INFORMATION FOR COUNCILLORS

| <b><u>COMMITTEE MEETINGS</u></b>  |                        |   |   |
|---|------------------------|---|---|
| <b>FROM 15<sup>TH</sup> TO 19<sup>TH</sup> SEPTEMBER 2003</b>                     |                        |   |   |
|  |                        |   |  |
| <b>TUESDAY 16<sup>TH</sup><br/>SEPTEMBER 2003</b>                                 | <b>AT 10:30<br/>AM</b> | <b>LAND DRAINAGE<br/>ADVISORY GROUP</b>                 | <b>COUNCIL CHAMBER</b>  |
| <b>WEDNESDAY 17<sup>TH</sup><br/>SEPTEMBER 2003</b>                               | <b>AT 10 AM</b>        | <b>SUSTAINABILITY<br/>PORTFOLIO HOLDERS<br/>MEETING</b> | <b>COMMITTEE ROOM 2</b>   |
|   | <b>AT 10AM</b>         | <b>SCRUTINY COMMITTEE</b>                               | <b>COUNCIL CHAMBER</b>  |
|   | <b>AT 2PM</b>          | <b>CONSERVATION<br/>ADVISORY GROUP</b>                  | <b>COMMITTEE ROOM 1</b>   |
| <b>FRIDAY 19<sup>TH</sup><br/>SEPTEMBER 2003</b>                                  | <b>AT 10AM</b>         | <b>CABINET</b>  | <b>COUNCIL CHAMBER</b>  |

### **Training Courses:**

| <b>Name of Course</b>              | <b>Description</b>   | <b>Date and Venue</b>  |
|------------------------------------|--|--|
| Elected Members' Remuneration      | <p>This is a one day conference on the issues surrounding the payment and support of councillors. There will be seven speakers with three sessions throughout the day to allow discussion and debate from the delegates.</p> <p>The issues which will be explored include:</p> <ul style="list-style-type: none"> <li>• The legal situation regarding Members remuneration</li> <li>• The evolving role of Members under the new structures</li> <li>• The importance of professional support for Members</li> <li>• The practicalities of establishing independent panels</li> <li>• Members' pensions</li> </ul> | Wednesday 29 <sup>th</sup> October 2003 in Central London          |
| Scrutinising Local Health Delivery | <p>This is a one day conference allowing all stakeholders to discuss issues affecting health scrutiny, including:</p> <ul style="list-style-type: none"> <li>• The need to work across agency boundaries and across authorities</li> <li>• The means of setting parameters for effective scrutiny and the future role of PPI forums</li> <li>• How information to patients can be strengthened</li> <li>• Ways in which staff and elected members can be supported to deliver effective scrutiny</li> </ul>  | Thursday 30 <sup>th</sup> October at the Barbican Centre in London |

More details on these courses are available from Patrick Adams, who can be contacted on (01223) 443408 or [patrick.adams@scambs.gov.uk](mailto:patrick.adams@scambs.gov.uk)

## **Implementing Electronic Government (IEG) 2003**

The instructions for IEG 2003 indicate that there is a National Strategy checklist which should be circulated to the Chief Executive and all Councillors. This is a two page document and is available at [www.localgov.gov.uk/nationalstrategy](http://www.localgov.gov.uk/nationalstrategy)

Or can be accessed by clicking on the link below:

<http://www.localgov.gov.uk/Nimoi/sites/ODMP/resources/LGOL4v4.1Checklist.doc>

## **County Council Agenda – 16 September 2003**

The agenda for the above meeting has now been published on the Internet.

Please click on the link below to access:

<http://www2.cambridgeshire.gov.uk/db/reprack.nsf/e0c624b01b2e9ade80256b14004eb73b/1f557cad6d5eac0c80256d98004cc2a1?OpenDocument>

If you experience any problems opening the link, the agenda can be found at the following:

<http://www.cambridgeshire.gov.uk/>

- About the Council
- Cabinet, Councillors & Council Meetings
- Agendas, Minutes & Reports
- Agendas & Minutes

## **Youthoria Website Launch Postponed**

Due to unforeseen health problems, the proposed launch of the Youthoria South Cambridgeshire website mentioned in last week's Members' Bulletin has been postponed until further notice. We are hoping that the consultant working on the website will be out of hospital soon and we can fix a new date for the launch to take place.

If you have any queries regarding this matter, please contact Susannah Harris, Community Development Worker at [Susannah.Harris@scamb.gov.uk](mailto:Susannah.Harris@scamb.gov.uk) or 01223 724155, or Geoff Hinkins, Community Projects Officer, on [Geoff.Hinkins@scamb.gov.uk](mailto:Geoff.Hinkins@scamb.gov.uk) or 01223 724154.

## **Planning Wind Energy: Hull 30<sup>th</sup> September 2003**

Just to advise you the British Wind Energy Association is holding a Planning Conference dedicated to the needs of Councillors and Planning Officers across England. It will be held at the Quality Royal Hotel in Hull on 30 September 2003.

The event has been organised to coincide with the launch of the most significant piece of renewable planning policy since PPG22 in 1993, the forthcoming Planning Policy Statement 22 on Renewable Energy (PPS22).

If you are interested and wish to attend, full details regarding the conference and how to register etc are available online at <http://www.bwea.com/index.html>.

Please note the conference is FREE to Councillors and it costs £49 for Planning Officials to attend.

Should you require any additional information please email [helen@bwea.com](mailto:helen@bwea.com) or phone 020 7689 1968.

## Traffic Orders made by Cambridgeshire County Council

| Name of Order     | Details  | Order made             | Advertised in local Press | <u>Order in force</u>   |
|-------------------|--|------------------------|---------------------------|-------------------------|
| <b>Conington:</b> | <p>Part each of Elsworth Road and Conington Road, and the entire length of High Street and School Lane shall have speed limits of 30mph) for the purposes of Section 84 of, and Part IV of Schedule 9 to, the Road Traffic Regulation Act 1984.</p> <p><b>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 13<sup>th</sup> October 2003.</b></p>  | 1<br>September<br>2003 | 11<br>September<br>2003   | 12<br>September<br>2003 |
| <b>Knapwell:</b>  | <p>High Street from a point 170 metres north of the junction with Thorofare Lane in a generally northerly direction to a point 45 metres north of the most northerly point of the frontage of Slepe Cottage (Knapwell House) shall have a speed limit of 30mph) for the purposes of Section 84 of, and Part IV of Schedule 9 to, the Road Traffic Regulation Act 1984.</p> <p><b>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 13<sup>th</sup> October 2003.</b></p> | 1<br>September<br>2003 | 11<br>September<br>2003   | 12<br>September<br>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 17<sup>th</sup> September 2003 at 5pm**. All decisions not called in by this date may be implemented on **Thursday 18<sup>th</sup> September 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.

## INFORMATION AND CUSTOMER SERVICES PFH

Meeting held on the 5th September 2003 at 10.00 a.m.

PRESENT: Councillor JD Batchelor

GJ Harlock                      JS Ballantyne  
SC May                              M Wylie  
G Sissons (for item 7)

1. **APOLOGIES FOR ABSENCE**  
Councillor Mrs DSK Spink, S Carroll

2. **MATTERS ARISING FROM PREVIOUS MEETING**

### Communications Issues

New Logo      Noted that no formal decision had been taken to abandon the current logo, but that it was unpopular and would shortly be outdated with the removal of the telescope dishes. Management Team had received a report on the design of a new logo, a scaled down version of the crest: funds might need to be vired to employ consultants for this work.

Corporate identity – standardisation of letters etc

This was being discussed by a sub-group of COG and funding would be required to employ IT specialists to produce templates so that all letters were produced in the same style.

### Elections

Chris Taylor had given JB a briefing note as stated. A query was raised about CJT's future relationship with the elections section.

3. **COMMUNICATIONS ISSUES**

SC had circulated a progress report on communications issues. There were no real matters arising. However, at the request of JB, it was

### **AGREED**

- (1) to request SC to provide performance figures on the news coverage of the Council in the press;
- (2) that JB should be included in the distribution for press releases;
- (3) that the number of press releases issued, compared with other authorities, should be pursued at the next meeting.

**SC**

4. **MEMBERS' ALLOWANCES – PANEL MEMBERS**

It was noted that, in view of the delay in issuing guidance, the Government had deferred the date by which allowances schemes had to be adopted under the new regulations, to 30th December 2003. The panel members had decided to await the guidance, but this meant that Lady Hughes had to step down from the panel because of other commitments. A replacement member was required and relevant extracts from the guidance were presented.

Consideration was given to the method of finding another panel member. Public advertisement was felt to bear the risk of producing candidates who were not qualified to sit on the panel, with the consequent need for vetting. Seeking names through stakeholders was considered more likely to bring forward recognised members of the community. It was suggested that an overlap with membership of the County or City Council panels might have advantages, but it was



**AGREED** to seek names for the independent Members' remuneration panel through the Local Strategic Partnership partners. **SM**

The panel of three had worked satisfactorily to date and it was felt that this was probably the right size. However, any names put forward should be submitted to Cabinet for approval, in time for the panel to be in place by the end of October. **SM**

The guidance indicated that terms and conditions for appointment might be laid down and that allowances could be paid.

**AGREED** that the panel be asked to consider these issues. **SM**

## **5. ANNUAL ELECTORAL REGISTRATION AUDIT (CANVASS)**

The revision of canvassers' fees was considered. A fee was paid on a scale related to the number of properties canvassed and this was normally revised each year in line with the national pay award. It was recommended that the separate hand delivery fee for electoral registration forms remain unchanged.

The question of paid holiday entitlement had arisen, but it was considered that the duties and timescale were such as to enable canvassers to take any leave entitlement during the period of the canvass.

**AGREED** that

- (1) the scale of fees paid to electoral registration canvassers be increased in line with the national pay settlement of 3.5%;
- (2) no separate provision be made to reflect holiday pay entitlement, but to regard the scale of fees as inclusive;
- (3) the current fee for delivery be retained at its present level of 12p per item.

**JSB**

### Other Issues

- on the reorganisation of departments, electoral registration services would report direct to the Chief Executive. The Head of Legal Services would be called on to advise on legal matters as with any other service
- JSB was in discussions with HM about her return to work
- JB was involved with an e-democracy project for young people being organised by Community Development

## **6. EEDA BROADBAND UPDATE**

MW outlined the intended report to Scrutiny Committee on the progress of the Broadband project and it was felt that the report should also be presented to Cabinet. It was noted that the offer from EEDA was for £300,000, subject to conditions in line with the commitments made in the bid. The main condition was that priority must be given to providing the service to the seven villages or groups of villages which had submitted unsuccessful bids, if these were not served commercially. The sum of these bids was more than £300,000 but, as BT had reduced its thresholds, the larger villages could now expect commercial provision.

MW highlighted the need to engage with these groups and with the market place and recommended that the consultant engaged to formulate the bid should be retained to carry out this work since he had undertaken the original research. The project management element of the grant offer would cover the costs. The Head of Legal Services had advised that this arrangement would fall within standing orders as an extension of an existing contract since it would be on the same terms and conditions.

**AGREED** that, under the provisions of Contract Standing Order 6.2, the Finance and Resources Director appoint Richard Jones of RDJ Consultants, at a contract cost of £18,000 over three years, for the management of the Broadband project. **GJH/MW**

The offer had yet to be formally accepted and the comments of the Head of Legal Services were awaited, although it was not believed there were any contentious issues. Since the conditions were in line with the bid, it was not considered that a formal decision was required to accept the offer. **MW**

A policy for the roll-out of the project was required, with phase 1 following the conditions of the offer, and it was

**AGREED** that the same report be presented to Scrutiny Committee on 17th September and Cabinet on 19th September, with the policy section expanded to include issues of practical implementation and appropriate delegations to achieve this. **MW**

## **7. IEG STATEMENT 2003**

GS presented a revised draft of the Statement including the changes already requested. Further minor typographical amendments were agreed, plus

- under BVPI 157, an explanation that the number of types of interaction e-enabled means the number capable of being e-enabled and represents the then current view, which is reviewed annually
- under Regulations, state that 16 equates to the number of licence types in 2002/03, but that no measurement was taken in the first year
- under access to community, professional or business networks, insert N/A at present across the columns

The statement was then deemed acceptable to be presented to Cabinet. **GS**

## **8. ICT STRATEGY 2003 – 2006**

MW presented a revised draft of the Strategy including the changes already requested. Further minor typographical amendments were agreed and it was noted that MW had further updating to complete. Changes were requested to

- para 3.2, to state the aim in the CPA is to achieve the highest possible rating
- para 5.2, to add the plan for a major overhaul of the intranet
- para 7.5, to indicate that the Council's services would be taken on by the contact centre "in advance of the Cambridge office"

The Strategy was cleared for presentation to Cabinet with the further changes indicated. **MW**

## **9. CASCADE PROJECT**

Representations had been received from the County Council to defer the start of some integration between the Contact Centre and back office information until early October so that they could evaluate different software approaches. This was considered to be unacceptable because of the risk to the project timetable and this view had been discussed with the head of the Contact Centre. It was considered that the project should continue on the basis of the original statement of work, and JB and GJH

**AGREED** that the County Council be requested to proceed with the integration for the Contact Centre, with functionality at least as good as in the statement of work.

**MW**

It was noted that

- The contact centre failure on 21st August had been due to the Blaster Worm virus. MW was to circulate an explanatory note to Cabinet

**MW**

- Staffing of the contact centre would be a hybrid of generalism and specialism in the services of a particular authority. There would not be staff exclusively dealing with South Cambridgeshire queries as peaks and troughs in traffic had to be managed.

#### **10. DRAFT PRIORITIES FOR 2004/05**

The draft priorities were put forward for any portfolio holder comments prior to a report to a special meeting of Council. It was noted that priorities 2 (communications) and 8 (IEG) must go ahead. For priority 5 (developing approach to partnership, consultation and democratic involvement), there were some improvements which could be made with little resource implication, but that the larger issues, such as area forums or taking the Council out to villages, might have to be deferred. There appeared to be overlap between a number of the priorities.

#### **11. FORWARD PROGRAMME**

Noted

#### **12. ANY OTHER BUSINESS**

##### Access to the Internet

Access to the Internet was about to be made available to all staff and a message would appear on each PC at log-in requiring acceptance of the current IT security guidelines.

#### **13. DATES OF NEXT MEETINGS**

Thursday 2nd October at 2.00 p.m.

Monday 10th November at 10.00 a.m.

Tuesday 9th December at 10.00 a.m.

The meeting closed at 12.40 p.m.

## DECISIONS MADE BY PORTFOLIO HOLDERS

### Decisions Made By Portfolio Holder For Resources and Staffing

| Subject   | Decision  | Reason   |
|---|---|--|
| Revisions to The Regrading Appeals Policy and Procedure | To agree the revisions to the Regrading Appeals Policy and Procedure per report to the Resources and Staffing Portfolio holder of August 2003 | Requirement under NJC Pay and Conditions of service following Pay & Grading Review |

### Decisions Made By Portfolio Holder For Planning and Economic Development

| Subject   | Decision  | Reason  |
|---|---|---|
| Installation of raised junction, Church Lane/High Street, <b>Fulbourn</b> | To support the proposals for a raised junction and improved pedestrian refuge, provided the detailed design of signage is agreed with the Conservation Manager. | The proposals, as part of the Safer Routes to School scheme, will reduce vehicle speeds and creating a safer environment for pedestrians and school children within the area. |

| Subject                            | Decision   |
|------------------------------------|--|
| Disabled Parking in <b>Harston</b> | To support initiative of the Highways Authority of the provisions of disabled persons' parking spaces at Queens Close <b>Harston</b> |

### Decisions Made By Portfolio Holder For Community Development

| Subject   | Decision  | Reason   |
|---|---|--|
| Youth Sport Initiative Grant to <b>Gamlingay</b> Parish Council | To award a Youth Sport Initiative Grant (YSI04) of £15,000 to Gamlingay Parish Council. | To provide a play area to include basketball hoops and skateboard equipment. |

| Subject  | Decision  | Reason   |
|--|---|--|
| Village Facilities Grants to <b>Castle Camps, Coton and Histon</b> | VF06<br>£2,240 to Castle Camps Parish Council.      | To make improvements to the play area on Castle Camps Recreation Ground to include a slide a safety surfacing. |
|  | VF07<br>£2,000 to Coton Recreation Ground Trustees. | To make improvements to the play area on Coton Recreation Ground to include swings and safety surfacing.       |
|  | VF08<br>£12,500 to Histon Millennium Halls.         | Towards the cost of a design study for Histon Millennium Hall.   |

## Decisions Made By Portfolio Holder For Information & Customer Services

| Subject                                  | Decision  |
|--|---|
| Annual Electoral Registration Canvassers | <p>To increase the scale of fees paid by 3.5% in line with the national pay settlement</p> <p>To make no separate provision to reflect holiday pay entitlement, but to regard the scale of fees as inclusive</p> <p>To retain the current fee for delivery at its current level of 12p per item</p> |

| Subject   | Decision  | Reason   |
|---|---|--|
| <p><b>Contact Centre:</b><br/>Representations from the County Council to defer the start of some integration between the Contact Centre and back office information, in order to evaluate approaches.</p> | <p>Not to accept these representations from the County because of the risk to the project timetable.</p> <p>It was resolved to request the County Council to proceed with the integration, with functionality at least as good as in the statement of work.</p> | <p>These decisions were taken to enable the project to proceed to timetable.</p> |

| Subject  | Decision   | Reason  |
|--|--|---|
| <p>Members' Allowances Panel – Appointment of replacement Independent Panel Member</p> | <p>To seek names for the independent Members' remuneration panel through the Local Strategic Partnership partners</p> <p>To seek the views of the independent panel on terms and conditions and allowances</p> | <p>The LSP partners comprise the Council's major stakeholders and have ready access to recognised members of the community</p> <p>As an independent body, the panel should be best placed to determine its own requirements</p> |

## **OFFICER DECISIONS REPORTED FOR INFORMATION**

### **Grant Agreed by Community Development Partnerships Manager**

| Applicant                   | Decision  | Reason   |
|-----------------------------|---|--|
| <b>Fulbourn</b> Boxing Club | To award a Sports Development Grant (SD03) of £1,000 to establish an amateur boxing club for the young people of Fulbourn and the surrounding areas. The club will be held at the Darwin workshops. | The club will occupy young people of Fulbourn and the surrounding areas who are involved in anti social behaviour. The club also aims to promote female participation. |

### **Grant Agreed by Conservation Manager**

| Subject                                  | Decision  | Reason   |
|--|---|--|
| Creation of Orchard at <b>Chittering</b> | To award a £150 grant from the Wildlife Enhancement Scheme for the establishment of a small traditional orchard at Chittering | The grant is for the creation of a small traditional orchard at Chittering which will include 35 trees of mixed fruit varieties. |