



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL COUNCILLORS' BULLETIN ISSUE DATE 19TH NOVEMBER 2003

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 - Friends of St Vigors (**Fulbourn**)
 - **Linton** Arts Forum.
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3. Community Facility Grant. Construct a unisex/disabled toilet at **Toft** Methodist Church

IMPORTANT INFORMATION FOR COUNCILLORS

COMMITTEE MEETINGS



FROM 24th TO 28th NOVEMBER 2003



MONDAY 24th NOVEMBER 2003	10 AM	SUSTAINABILITY AND COMMUNITY PLANNING PORTFOLIO HOLDER'S MEETING	COUNCIL CHAMBER
	2 PM	WASTE MANAGEMENT ADVISORY GROUP	COUNCIL CHAMBER
	7 PM	BROADBAND CONSULTATION	COUNCIL CHAMBER
TUESDAY 25th NOVEMBER 2003			
WEDNESDAY 26th NOVEMBER 2003			
THURSDAY 27th NOVEMBER 2003	10 AM	CABINET	COUNCIL CHAMBER
	2 PM	SCRUTINY COMMITTEE	COUNCIL CHAMBER
FRIDAY 28th NOVEMBER 2003			

Information on CALC

The Cambridgeshire and Peterborough Associations of Local Councils are moving on December 8th. The office will be closed from December 5th to December 10th inclusive.

The new address is:

33 Stephenson Road

St Ives

PE27 3WJ Telephone: 01480 375629 Fax: 01480 375631

Email: admin@calc-cambs.org.uk

Information on December payment date for salaries and expenses

December salaries and expenses will be paid into banks and building societies on Tuesday 23rd December, therefore all expense claims must be received by Holly McKenzie on Thursday 4th December to ensure processing. Any claims received after this date will be included on the January payroll. We have run out of expense claim forms and a new form is currently being designed. If anyone requires additional forms, please contact Holly McKenzie and she will forward an electronic copy to you. Email: holly.mckenzie@scambs.gov.uk Phone: 01223 443030

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 Democratic Services Manager must be notified of any call in by **Wednesday 26th November 2003 at 5pm**. All decisions not called in by this date may be implemented on **Thursday 27th November 2003**.

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 Committee Procedure Rules', paragraph 12.

CABINET

At a meeting of the Cabinet held on
13th November 2003 at 9.00 am.

PRESENT: RT Summerfield	Deputy Leader and Resources and Staffing 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, NS Davies, Mrs SA Hatton, MP Howell, Mrs J Hughes, Mrs JA Muncey and RJ Turner were also in attendance, by invitation.

Apologies for absence were received from Councillors Mrs DSK Spink (Leader and Conservation Portfolio Holder) and SGM Kindersley (Chairman of the Scrutiny Committee) and from the Development Services Director.

Before the start of the meeting the Deputy Leader reported that flowers and a get well soon card had been sent to Councillor Mrs DSK Spink.

Procedural Items

1. MINUTES

The Leader was authorised to sign as a correct record the minutes of the meeting held on 30th October 2003.

2. DECLARATIONS OF INTEREST

Councillor CC Barker declared a personal interest in Item 4 (Cambridge Sub-Region Key Worker Housing Research) as a member of the Federation of Small Businesses.

Decisions made by the Cabinet and reported for information

3. COMMUNITY DEVELOPMENT STRATEGY 2003-2005, "GROWING THROUGH THE COMMUNITY"

The Strategy reflected the need to expand the Community Development service across new developments and within existing villages to facilitate the involvement of people in the issues that affect their lives and to offer support, grant aid and advice to local voluntary organisations to help them become sustainable. The Strategy would form the foundation of the work of the Community Development team for the next two years, followed by a review and evaluation.

The Community Development Portfolio Holder commended the strategy to members and, following concerns about the typeface and colours, explained that the published version would be professionally printed. A large print, text-only version would also be available.

Councillor JD Batchelor queried whether the strategy would benefit those youth not easily supported through schools. The Community Development Officer explained that the Council would be working in partnership with schools, youth clubs, Cambridgeshire County Council, South Cambridgeshire Primary Care Trust, Connections youth bus and other organisations to reach not only youth in school but also detached youth and travellers. The Community Development Officer explained that the limited staff capacity within the Community Development Team at present hindered the provision of a comprehensive service to all young people throughout the District.

Cabinet

APPROVED the Community Development Strategy 2003-2005 "Growing through the Community".

4. CAMBRIDGE SUB-REGION KEY WORKER HOUSING RESEARCH

The Housing Portfolio Holder introduced Mrs Suzanne McBride, who would be the Acting Head of Housing Strategic Services during Mrs Denise Lewis' maternity leave.

In April 2003 Roger Tym & Partners with Three Dragons were appointed to carry out an investigation into issues which had arisen or which could arise for sub-regional authorities who were developing Key Worker housing as part of their affordable housing programmes, and to establish a needs mapping and allocation system for Key Worker housing in the Cambridge Sub-Region. Their research was presented to the Cabinet but the Cambridge Sub-Region Housing Needs Study, which it had been hoped would be presented at the same time, was as yet only in draft form and would have to be brought to a future meeting.

There had been many discussions at Cabinet about the definition of a Key Worker and the Housing Portfolio Holder emphasised that local authorities needed to consider incorporating Key Worker housing needs in their housing strategies in order to take advantage of the available government funding streams. She drew members' attention to the following points in the report:

- the end of LASHG had made it more difficult to secure funding for affordable housing;
- shared accommodation, although a significant option for younger Key Workers, was not always suitable for shift workers;
- the bulk of Key Worker housing needed to be located within a 30-minute drive time of Cambridge, given the concentration of Key Worker employment in the City and in South Cambridgeshire;
- it was important that any standard clauses for allocating Key Worker housing to be used in Section 106 agreements be clearly framed without any "get outs"; and
- funds had been secured for housing at Cambourne. Further bids must be received by the end of November and it was unlikely that they would be successful if the Employers' Protocol were unsupported by Cabinet.

There was disappointment that the Employers' Protocol excluded the private sector, although it was noted that the research outlined circumstances where the District Council could allocate housing for employees in a specific job type, which made a particular contribution to the local economy, including private sector workers. The Acting Head of Housing Strategic Services explained that the consultants had been asked to consider the public sector only and clarified that the Employers' Protocol was not a return to tied housing: public sector employees who had entered the private sector would not be

expected to vacate their properties. Such properties would again be allocated to Key Workers only when they became available for re-sale or re-let.

Members discussed the report and research at length. There was some criticism of the list of potential members of the Employers' Consortium and the absence of the University of Cambridge and Papworth Hospital, as well as private sector organisations like the Federation of Small Businesses, was queried. The Head of Housing Strategic Services explained that:

- any authority seeking to use government funds to provide Key Worker housing must accept the government's definition of a Key Worker, which excluded private sector organisations;
- work could be done to encourage the private sector to fund Key Worker housing for their employees outside of government funds;
- the University was working to provide housing for its employees within the City of Cambridge and that Papworth Everard was referred to in the report; and
- the Housing Corporation was proposing to take over leadership of the Employers' Consortium, currently led by Cambridgeshire County Council, a move, which could lessen the influence of the District Council.

Councillor RF Collinson arrived at the meeting at this point.

Cabinet unanimously

NOTED the report and its associated recommendations;

and, with four votes in favour and two against,

SUPPORTED the Employers' Protocol as a means of allocating Key Worker housing within the Sub-Region subject to any relevant Section 106 local connection criteria.

Councillor Collinson did not vote on the recommendation as he had not participated in the discussion.

5. HISTON AND IMPINGTON RECREATION GROUND – APPLICATION FOR VILLAGE SPORTS FACILITY GRANT

The Capital funding for village facilities was now split into two separate grants: Village Sports Facilities and Community Facilities. The Histon and Impington Recreation Ground Management Committee had applied for grant aid towards the construction of a new pavilion.

The Community Development Portfolio Holder commended the work of the Histon and Impington Parish Councils and stated that the financing they were committing to the project demonstrated strong community support. The applicants had not requested much grant aid in the past and it was felt that the current application would provide very good facilities. Cabinet received detailed designs of the facilities and the local members fully supported the application.

Cabinet **AGREED** to award grants of

- a. £75,000 towards the new Pavilion and
- b. £15,000 towards the new Tennis Court and the new Multi-Use Games Area

from the Village Sports Facility Grants budget.

6. HARLTON VILLAGE HALL – APPLICATION FOR COMMUNITY FACILITY GRANT

Harlton Parish Council had applied for grant aid to make improvements to their village hall. The Community Development Portfolio Holder reported that she had attended an activity at the hall recently and agreed that the proposed improvements would make the building more viable and useful. The local member fully supported the application.

Cabinet

AGREED to award a grant of £33,600 (40% of the total cost) from the Community Facility grants budget to the Harlton Parish Council to make improvements to Harlton Village Hall.

Information Items

7. CONTACT CENTRE UPDATE

Cabinet received an update on the operation of the Wheeled Bin Hotline as the first South Cambridgeshire service to be provided by the Cambridgeshire Direct Contact Centre. This information superseded the report presented to the Scrutiny Committee on 23rd October.

The Information and Customer Services Portfolio Holder explained that there had been a steady improvement in performance since the hotline was launched and reported the following statistics in support:

Month	% calls transferred to back office
July	39
August	35
September	28

The target for calls transferred to the back office was 30%, so the September figures demonstrated performance above target. The Assistant Director of Finance and Resources (ICT) reported that there had been an average of 280 calls per day in the previous fortnight, of which 97% were answered within a 25 second average wait time. The high call volumes had put additional pressure on the Environmental Health staff. The Environmental Health Portfolio Holder commended the work of staff that had been involved with the Wheeled Bin Hotline. He acknowledged that the project had not been without some difficulties, but that it had been a wise decision to launch the service with one particular issue and learn from any mistakes before launching other elements.

Councillor Batchelor also felt that the Wheeled Bin Hotline had been a good learning tool and noted that the major elements of the Contact Centre would go live at the end of January, with the remaining elements to be phased in over the following months. He confirmed that eShop, the Customer Relationship Management system, although not yet fully developed was being used and it was hoped that this software would allow staff to verify how many times a person had called.

The Assistant Director of Finance and Resources (ICT) explained that there would be one main telephone number acting as a switchboard, as well as specific direct dial numbers for particular services, e.g. Area Planning Teams. The numbers for services not yet transferred to the Contact Centre could be published now, with any calls being answered by staff at the Council offices. The same telephone number would continue to be used once the Contact Centre was able to answer such calls, but calls would then go directly to the Contact Centre.

Cabinet **NOTED** the report.

8. EXPENDITURE / INCOME TO END OF SEPTEMBER 2003

Before this item was considered the Resources and Staffing Portfolio Holder reported that the Council's Capital Strategy and Asset Management plans had been rated by GO-East as "good", which meant that the Council would not have to submit this documentation to the government in the future. He congratulated the Chief Accountant, the Best Value and Management Accountant and the Accountancy Team, the Commercial Services Director and the Policy and Performance Review Manager for their work.

The report provided a commentary on actual income and expenditure against budget for both the General Fund and Housing Revenue Account in relation to the six month period to September 2003.

The Resources and Staffing Portfolio Holder explained that Management Team would be making proposals for dealing with underspends in departmental salaries, an item identified as being significantly different from the original estimate. He presented members with proposed changes to the virement rules, to be considered by Council in December, stating that the inflexibility in virement rules was leading to underspending. He also noted that he and the Information and Customer Services Portfolio Holder had earmarked the £50,000 underspent in "Central Overheads": a report to Cabinet would follow.

The Finance and Resources Director explained that Cabinet had previously asked Management Team to be cautious about using the full £750,000 budgeted to fund the cost of the Pay and Grading Review. Management Team had accurately forecast that the final cost of the exercise would be £650,000, resulting in the £100,000 under commitment in the report. This money was intended to provide some backfilling of posts where pressure points had been identified, such as the Contact Centre project, and for any appeals of the Pay and Grading Review. Management Team acknowledged the heavy workload on staff between now and the Cambourne move and agreed that there was a need to employ additional resources across all services.

The Finance and Resources Director confirmed that £500,000 had been included in the 2003 accounts to allow some payments to staff to reflect the Pay and Grading Review. A scheme for payments had been drafted and a detailed response was awaited from UNISON. It was hoped that the payments would be made in December.

With regards to the Building Control income being £45,000 lower than originally budgeted, the Planning and Economic Development Portfolio Holder explained that there had been various economic pressures on that section in the past year, including a decrease in income from the sale of plans, a slight fall in the volume of work now that the section was open to private sector competition, and the outsourcing of one position. An increase in charges, an amount competitive with that of neighbouring authorities, had been agreed and it was hoped that this would resolve the situation. The Building Control Manager agreed to report to the Planning and Economic Development Portfolio Holder once he had completed a financial analysis of the implications of the one remaining unfilled post.

Cabinet

NOTED the report; and

ENDORSED the proposed virement rules from December 2003.

Standing Items

9. MATTERS REFERRED BY SCRUTINY COMMITTEE

None.

10. RE-LOCATION OF OFFICES TO CAMBOURNE

Contracts had been exchanged on the Oakington Depot on 12th November for the sale price as agreed by Cabinet on 16th October 2003.

11. 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 paragraphs 1 and 8 of Part 1 of Schedule 12A of the Act.

Confidential Items

12. COMMERCIAL SERVICES DIRECTOR

Cabinet, at its meeting of 22nd May 2003, had declared the post of Commercial Services Director at risk of redundancy. The Director had since indicated that he would not be applying for a new second tier post reporting to the Housing and Environmental Services Director and it was recognised that this would not constitute 'suitable alternative employment' in the context of redundancy legislation due to the reduction in status that the new post represented.

Cabinet **AGREED** that

- a. a notice of termination of employment on the grounds of redundancy be served on the Commercial Services Director, to take effect from 31st March 2004; and
- b. the post of Commercial Services Director (D.1) be deleted from the Council's Establishment with effect from 31st March 2004.

13. HUMAN RESOURCES (HR) AND PAYROLL SYSTEM

The Contract Standing Orders of the Constitution required that this report be brought to Cabinet. A preferred supplier for the new corporate Human Resources (HR) and Payroll system had been selected. The Council had begun its evaluation of a new system alone but had delayed the process in order to work with Cambridge City and Fenland District Councils. This partnership approach resulted in a savings of approximately 5% and a reduction in on-going maintenance charges.

Cabinet

AGREED that Northgate be accepted as the preferred supplier of the HR and Payroll System in accordance with the results of the evaluation and the recommendation of the evaluation group even though their submission was not the lowest cost.

The meeting ended at 10.40

DECISIONS MADE BY PORTFOLIO HOLDERS

COMMUNITY DEVELOPMENT PORTFOLIO HOLDER DECISIONS

Subject	Action Taken
A grant to Abington Recreation Ground Committee (sub-committee of Little Abington Parish Council) to replace the play equipment on Abington Recreation Ground.	To REFUSE a grant. The recreation ground is jointly owned by Great and Little Abington Parish Councils. The combined population of both villages is over 1000. The criteria for grants for play equipment states that the population of the village where the equipment will be located must be under 1000
Subject	Action Taken

HOUSING PORTFOLIO HOLDER DECISIONS

Subject	Action Taken
Vehicular access requested over grass verge adjacent car park to site proposed for residential development off Hinton Way. Access would not affect car park. No comments received from Chaston Road residents	To grant an easement over Council land adjacent car park off Chaston Road to land rear of 15-19 Hinton Way, Great Shelford. By granting access a capital receipt will accrue to the Council.
Subject	Action Taken
<ol style="list-style-type: none">1. A temporary Right of Way will allow the Council to keep its options open for the future on land forming the rear part of Melbourn car park.2. By granting temporary access a capital receipt will accrue to the Council.3. A contribution towards the cost of maintenance and repair of the car park will be payable by the grantee.	To grant temporary vehicular Right of Way (5 year term) over Council car park to rear garden of 43 High Street, subject to valuation and with condition that contribution towards costs of repair and maintenance of car park payable by guarantee.

DECISIONS MADE BY OFFICERS

Subject	Action Taken
<p>Arts Project Grand Aid</p> <p><u>Sawston Drama Festival.</u> The festival offers local voluntary groups the chance to perform within a professional context. It attracts a large local audience and encourages groups to increase the standard of their performance.</p> <p><u>Friends of St Vigors.</u> This series gives residents of Fulbourn the opportunity to experience top quality music on their doorstep</p> <p><u>Linton Arts Forum.</u> This project aims to bring a professional theatre company based in East Anglia to Linton Village College</p>	<p>Award £500 Festival – March 2004</p> <p>Award £500 Fulbourn Musicfest – 27th to the 30th of June 2004</p> <p>Award £500 Eastern Angles – Bone Harvest 16th September 2004</p>
Subject	Action Taken
<p>Talented Young Person Grant</p> <p>To fund the cost of football boots to enable Philip Jackson to join a football club in Fulbourn</p>	<p>Decision to withdraw the grant which was sent in error £34.99 reclaimed</p>
Subject	Action Taken
<p>Community Facility Grant</p> <p>To construct a unisex toilet with disabled access in Toft Methodist Church</p>	<p>Award £1500</p>