



**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL
COUNCILLORS' BULLETIN
ISSUE DATE 10TH MARCH 2004**

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IMPORTANT INFORMATION FOR COUNCILLORS

COMMITTEE MEETINGS FROM 15 th March 2004 to 19 th March 2004			
MONDAY 15 th March 2004	2pm	Members Training Advisory Group	Committee Room 1
TUESDAY 16 th March 2004			
WEDNESDAY 17 th March 2004	10 am	Resources and Staffing Portfolio Holder Meeting	
THURSDAY 18 th March 2004			
FRIDAY 19 th March 2004	2pm	NOWG	Committee Room 2

TRAINING COURSES, SEMINARS AND CONFERENCES

Subject	Location and Date
<p>East of England – E-Government Conference “2005 and beyond”</p> <p>This conference will lay out the challenges facing organisations in the East of England, and the resources that can help us meet those challenges:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Central government and IDeA support <input type="checkbox"/> National projects <input type="checkbox"/> What other organisations in the region are doing <input type="checkbox"/> New proposals for regional e-government support <input type="checkbox"/> Lessons from the private sector 	<p><u>21st April 2004</u> Robinson College, Cambridge</p> <p>9.30 – 4.45pm</p>

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 17th March 2004 at 5pm**. All decisions not called in by this date may be implemented on **Thursday 18th March 2004**.

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.

DECISIONS MADE BY HOUSING PORTFOLIO HOLDER

Subject	Action Taken
<p><u>Support Element of Sheltered Housing Service Charges.</u></p> <p>Reason for keeping service charges at 2003/04 levels are that the Government have not increased the amount that will be eligible for financial aid (for those entitled to benefit). It would be administratively complex and costly to charge a different amount to that recoverable.</p>	<p>Agreed under delegated authority to leave all the support elements of service charges at the 2003/04 levels. The consequential related 2004/05 charges would be:</p> <p><u>Support element of service charges for Tenants</u></p> <ul style="list-style-type: none"> • Those in residence prior to 1/4/03 £7.92 per week • Other Tenants £14.42 per week <p><u>Service charge for Shareholders on schemes with all facilities</u></p> <ul style="list-style-type: none"> • Those in residence prior to 1/4/03 £16.41 per week • Other Shareholders £22.91 per week <p><u>Service charge for Shareholders on schemes without a common room</u></p> <ul style="list-style-type: none"> • Those in residence prior to 1/4/03 £10.77 per week • Other Shareholders £17.27 per week <p><u>Group Alarm Charge</u> - £3.35 a week</p>

Housing allocation appeals and management transfers

Agreed:

1. Ref S/04/007. Mr L and Miss B require a transfer to enable redevelopment of their home
2. Ref W/04/005. Mr and Mrs BL require a transfer to enable the redevelopment of their home.
3. Ref S/04/006. Mr M requires a management transfer to a more suitable smaller property.
4. Ref W/04/003. Mrs H and Miss H would both benefit from transfers, to enable both to occupy more suitable accommodation.
5. Ref S/04/003. Mr H requires a transfer for medical reasons.
6. Ref S/04/005. Mr and Mrs K require a management transfer for medical reasons.
7. Ref S/04/004. Mr and Mrs N require a transfer to a larger more suitable property.
8. Ref E/04/001 Mr V and Miss B require a transfer to a more suitable property for medical reasons.
9. Ref W/04/001. Mr and Mrs N require a management transfer for medical reasons

DECISIONS MADE BY COMMUNITY DEVELOPMENT PORTFOLIO HOLDER

Subject	Action Taken
<u>Community Facility Grants</u> Grantchester Recreation Ground - The new fencing would prevent balls from being kicked into gardens and provide a safer area for children to play.	To award a grant of £2,590 to Grantchester Parish Council to replace the fencing on Grantchester recreation ground. (VF14)
<u>Community Facility Grants</u> Toilets at Great Shelford Village Hall - The current toilets do not have disabled access or baby changing facilities. Cllr Nightingale fully supports the project.	To award a grant of £3,580 to Great Shelford Community Association to make improvements to the toilets in Great Shelford village hall. (VF15)
<u>Community Facility Grants</u> Play Area at West Wratting Parish Council - The current swings do not meet safety standards and there is no rubber safety matting. Cllr Barrett fully supports the application.	To award a grant of £1,640 to West Wratting Parish Council to make improvements to the play area. (VF16)
<u>Sport and Recreation Grant</u> There are no facilities for young people to play football /skateboard in Lolworth. Swings for older children would also be erected on the play area. Cllr Waters fully supports the project.	To award a grant of £7,943 to the Friends of Lolworth to construct a hard court play area. (SR04)
<u>Public Art Award</u> To grant a Public Art Award of £3,500 to the Cambridge Preservation Society towards the cost of a sculpture to commemorate the 50 th anniversary of the opening of the park.	Not to award a grant, as the park is a large facility, which could undertake its own, fundraising. The Cambridge Preservation Society also has a large number of members who could raise money towards the project. The park is not purely a South Cambs facility but is also used by City residents.

Grants to Voluntary Organisations 2004/05 (Community Development Portfolio Holder Decisions)

Subject	Action Taken
The charity offers interests, opportunities and activities for the physically disabled. The grant would go towards covering transport costs so South Cambs residents can attend the club.	1. To award a grant of £550 to the Cambridge St Raphael Club.
The applicant provides holiday play schemes for young people with learning or physical disabilities. A grant would support transport costs and increase the number of available places.	2. To award a grant of £1,200 to Cambridge Joint Play schemes.
The 'Good Night' Sitting Service trains and supports volunteers to provide a sitting service for carers of children with learning or physical disabilities. A grant would go towards recruitment and the cost of training volunteers.	3. To award a grant of £2,050 to Cambridge Mencap and The 'Good Night' Sitting Service.
The organisation helps people who are visually handicapped develop skills through outings and talks. A grant would be used towards training and publicity costs.	4. To award a grant of £1,000 to Cambridge Rehabilitation Club for the Visually Handicapped.

<p>The organisation provides information to couples undergoing or considering separation or divorce. A grant would contribute to free counselling for children, the cost of subsidising mediation and developing the adult counselling service.</p>	<p>5. To award a grant of £950 to the Cambridge Family and Mediation Service.</p>
<p>CRUSE works with anyone who has been bereaved through a helpline and counselling. A grant would go towards the daily helpline and staff training.</p>	<p>6. To award a grant of £750 to Cambridge CRUSE Bereavement Care.</p>
<p>Provides counselling services on a range of problems such as abuse, bereavement, disability, and employment issues. A grant would go towards the Bursary Scheme to help disadvantaged families in South Cambs receive counselling.</p>	<p>7. To award a grant of £1,900 to The Cogwheel Trust.</p>

**Grants to Voluntary Organisations 2004/05 continued...
(Community Development Portfolio Holder Decisions)**

Subject	Action Taken
The applicant aims to support and counsel individuals, couples and families suffering from relationship problems. A grant would go towards the cost of subsidising counselling sessions.	8. To award a grant of £3,000 to Cambridge Relate.
The organisation aims to provide support for families under stress, prevent cruelty to children, relieve poverty and preserve the mental and physical health of parents and children. A grant would go towards the cost of running the Family Support Group.	9. To award a grant of £2,000 to Home-Start Royston and South Cambridgeshire. (Officer Decision- Head of Community Services)
Provides legal, financial and social advice to one-parent families and those experiencing relationship breakdown. A grant would go towards the core running costs.	10. To award a grant of £1,200 to the Lone Parent Service.
Practices mediation in local disputes involving individuals, groups and organisations. A grant would be used towards core funding and staffing costs.	11. To award a grant of £3,100 to Cambridge and District Community Mediation Service.
Supports and represents the interests of voluntary organisations. Provides technical and low cost services to allow vol. orgs. To develop. A grant would go towards core staffing and running costs.	12. To award a grant of £2,200 to Cambridge Council for Voluntary Service.
Provides information, advice, support and a matching referral service for volunteers. A grant would go towards core funding.	13. To award a grant of £1,800 to the Cambridge Volunteer Centre.
Provides a one-stop advice and information service for disabled people and their carers. A grant would go towards core running costs.	14. To award a grant of £4,000 to Directions Plus.
Encourages, supports, develops and promotes voluntary activity amongst all sections of the community of Royston and the surrounding villages of South Cambridgeshire. A grant would go towards core funding.	15. To award a grant of £800 to Royston and District Volunteer Bureau.
Offers practical and emotional support to people who care at home for someone with a physical disability, chronic illness or learning difficulty. A grant would be used for core funding.	16. To award a grant of £6,300 to Crossroads - Caring for Carers.
The charity will become CAMMS in 2004 with the sole aim of supplying a daily hot meal (and personal visit) at affordable prices for the elderly. A grant would go towards updating the facilities in the Cherry Trees kitchen.	17. To award a grant of £2,600 to the Cambridge Meals Service.
Improves the quality of life for older people in Cambridgeshire through day centres and information and advice. A grant would go towards general running costs.	18. To award a grant of £2,000 to Age Concern.
The application does not meet the grant criteria as it was specifically for an arts project.	19. Not to award a grant to Friends of Fulbourn hospital.
Promotes the development of quality opportunities for young people through the active support of community based groups. A grant would go towards core costs.	20. To award a grant of £2,800 to the Cambridgeshire Association of Youth Clubs.
Advances the education and training of persons in rural South Cambridgeshire who are in need and unlikely to gain employment. A grant would go towards staffing costs.	21. To award a grant of £5,000 to the Connections Bus Project.
Promotes the personal and social development of young people aged 14-25 through their participation in voluntary community work. A grant would go towards core and project costs.	22. To award a grant of £2,100 to Youth Action Cambridge.
Alleviates social exclusion by offering a door-to-door affordable and accessible transport service for residents unable to use conventional public transport. A grant would go towards transport costs.	23. To award a grant of £5,100 to Cambridge Dial-a-Ride Limited.

<p>Promotes and develops a co-ordinated voluntary social car service for those who cannot use public transport due to disability or poverty. It is proposed a grant would be used towards costs incurred in changing the name and staffing costs.</p>	<p>24. To award a grant of £1,150 to Royston Community Transport.</p>
<p>Assists Parish and Town Councils in the performance of their duties and to promote, protect and develop the social, cultural and recreational life of parishes. Funding would be used towards core costs.</p>	<p>25. To award a grant of £2,000 Cambridgeshire Association of Local Councils.</p>

**Grants to Voluntary Organisations 2004/05 continued...
(Community Development Portfolio Holder Decisions)**

Subject	Action Taken
To provide practical help, advice and support to rural communities in South Cambs. The grant would go towards core costs.	26. To award a grant of £11,580 to Cambridgeshire ACRE.
The scheme gives money to local community groups, charities and individuals who are nominated by the public to help them continue with their work or expand their activities.	27. To award a grant of £2,000 to the Cambridge Evening News Community Challenge Awards.
Total = £69,130	

DECISION MADE BY INFORMATION AND CUSTOMER SERVICES PORTFOLIO HOLDER

Subject	Action Taken
<u>Fees and Charges – Democratic Services and Electoral Services</u> No general increase in costs, but VAT is chargeable on confirmation of inclusion on the register.	To make no change to levels of fees and charges for the supply of agenda and minutes and for electoral services except for fee for confirmation of inclusion in the register of electors, increased from £10 to £11.75 with effect from 1st April 2004

DECISIONS MADE BY OFFICERS

Subject	Action Taken
<u>Community Development</u> Youth consultation video project. Working with professional filmmakers to provide a way for young people in Hardwick to make their views known to the Parish Council and community groups	Award of £1,450 to the Hardwick Action group. Benefits will be development of new skills and self-confidence, providing a diversionary activity for young people in Hardwick.
<u>Grants to Voluntary Organisations 2003/04</u> Award of £1,000 to Friends of Fulbourn Hospital & Community.	Towards the cost of Christmas presents in 2003 to improve patients' morale.
<u>Arts Guarantee Against Loss</u> Award of £250 to Music and Arts at St Andrews, Histon for the Variatim Concert on 27 th March 2004	To provide the community and surrounding area with access to top quality music. To attract a large audience of local musicians. To market the concert successfully.

MINUTES AND AGENDAS

CABINET

At a meeting of Cabinet held on
4th March 2004

PRESENT: Mrs DSK Spink Leader and Conservation Portfolio Holder
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, CJ Gravatt, Mrs SA Hatton, Dr JA Heap and SGM
Kindersley were in attendance, by invitation.

Procedural Items

1. MINUTES AND MATTERS ARISING

The Leader was authorised to sign as a correct record the minutes of
the meeting held on 16th February 2004, subject to the following
amendments:

Housing Strategy and Business Plan Consultation Draft (Minute 7)
Paragraph 5: "The 'other' capital schemes budget mainly related to
the Meldreth sheltered..."

Resolution: "(b) that the Housing Portfolio Holder, Leader and Deputy
Leader..."

Councillor Dr DR Bard noted that references made to the Council
"crest" (Corporate Identity, Minute 5) should more correctly be made
to the Council coat of arms or achievement of arms.

2. DECLARATIONS OF INTEREST

Councillor Mrs DSK Spink as the Council's representative on the Wysing Arts board, in a non-voting capacity (Item 3, Arts Capital Grant Aid 2003/04)

Councillor Dr DR Bard as Vice-Chairman of Sawston Parish Council, which was seeking Quality Parish Council accreditation (Item 5, Parish Council Charters)

Councillor Mrs EM Heazell as an acquaintance of the Fitzwilliam Museum's keeper of admissions (Item 7, Museum Grant Support for Local Museums 2004/05)

Decisions made by Cabinet

3. ARTS CAPITAL GRANT AID 2003/04

Messrs D Bickle, Hawkins\brown architects, A Davies, Wysing Arts' capital fundraiser, T Hawkins, Artistic Director of Wysing Arts, and D Ouseby, Wysing Arts board member, gave a presentation to Cabinet on current work of Wysing Arts and plans for Phase 2 of their landmark development:

- An estimated 13,000 South Cambridgeshire residents visited Wysing Arts annually;
- The architects had previous experience working within the arts community;
- Challenges facing Wysing Arts in Phase 2 were the demolition and refurbishment of existing building stock;
- Members of the Wysing Arts project team had been involved in discussions with Development Services Officers since 1999 regarding the parameters for the development and had sought advice from elderly and disabled groups regarding access requirements.

The Community Development Portfolio Holder reminded Cabinet that the Council had previously supported Phase 1 of the works, but that it had been made clear that future funding was not guaranteed and would be dependent upon budgets. She commended the plans to Cabinet as the development of a national facility of which all residents could be proud.

Members were supportive of the proposals and felt encouraged by the professional approach of the project team and Cabinet

AGREED to approve the second stage of the award of £70,000 in 2003/04 and

NOTED that the organisation had applied for £75,000 in 2004/05 but that no commitment could be made for future years.

4. MONITORING OF COUNCIL 2003/04 PRIORITIES – THIRD QUARTER TO DECEMBER 2003

The Policy and Performance Review Manager explained that the 10 annual priorities had created a large programme of work, but that it was likely all would be achieved by year end or shortly after. Some of the priority performance indicators were unlikely to be achieved, as the targets set had been over-ambitious.

The Housing Portfolio Holder, in response to a query from Councillor CC Barker, agreed to e-mail further information about the target of affordable, key sector and general needs housing provided through all means (Priority Performance Indicator SH311), the published figure of 474 being incorrect due to a number of units being counted more than once.

The Planning and Economic Development Portfolio Holder asked that the deadline and revised date for the agreement of the Marshalls North Works and North of Newmarket Road Masterplan be recorded as unknown as it was impossible to agree a Masterplan until Marshalls had decided on their re-location plans.

Members were encouraged to advise their Parish Councils that a searchable database of planning applications from 1947 to the present day was now available through the Council's website.

Cabinet

AGREED that the deadline and revised date for the agreement of the Marshalls North Works and North of Newmarket Road Masterplan be recorded as unknown; and

NOTED performance against the priority milestones and performance indicator targets for the third quarter to December 2003.

5. PARISH COUNCIL CHARTERS

A conference between Cambridgeshire County Council, the Cambridgeshire Association of Local Councils (CALC) and the District Councils had been scheduled for 28th April to discuss a common way forward on the introduction of Parish Council charters. Charters would formalise working relationships between the District Council and Parish Councils in general, with separate charters for work with Quality Parish Councils (QPCs).

Several South Cambridgeshire Parish Councils were seeking QPC accreditation and conflicting reports had been received on satisfaction levels with the "competent clerk" qualifications. Members expressed concern about some of the QPC qualification guidelines, especially the requirement for 80% of the Parish Council to be elected rather than co-opted, a figure rising to 100% after four years. The cost to Parish Councils of local elections was an issue and the Information and Customer Services Portfolio Holder offered to identify possible ways to reduce the burden on Parish Council budgets and to encourage local democracy.

Councillor SGM Kindersley, who also served as Clerk to Hatley Parish Council, stated that many Parish Councils saw the QPC accreditation as a cynical move by central government to remove Parish Councils by making the scheme too difficult and time-consuming to achieve.

Cabinet

- AGREED**
- (a) that Councillors Mrs DSK Spink, Mrs DSK Roberts and one non-executive Member attend the conference on 28th April, the vacancy for the non-executive Member to be filled on a first-come, first-served basis; and
 - (b) if no volunteers were forthcoming, that Councillor RF Collinson attend as the third Member.

6. HOME WORKING POLICY AND GUIDANCE

The Resources and Staffing Portfolio Holder introduced the report, explaining that it had been brought to Cabinet because concerns had been expressed about the principle. The Council had a statutory obligation to consider flexible working arrangements for staff, which included home working, and a pilot scheme had been conducted successfully. Councillor RT Summerfield commended the policy, noting that very few officers would likely wish to work from home on a permanent basis.

Some Members expressed reservations about the effectiveness of home working, but it was clarified that employees would still be accessible by telephone. Volunteers for the scheme would be asked to complete a thorough self-assessment which should help identify potential home and relationship issues.

It was noted that broadband availability would enhance successful home working and the Information and Customer Services Portfolio Holder updated Members on broadband provision:

- Six BT exchanges had been activated since the Council received its EEDA grant;
- The aim was still to connect villages not seen as commercially viable and eight further villages would be connected within the next 1-2 months;
- Stage 2 work was going to tender; and
- It was hoped the broadband provision would be completed well ahead of schedule.

Cabinet

- AGREED**
- (a) that the Home Working Policy and Guidance be adopted subject the final formal consultation with UNISON;
 - (b) that the Home Working Policy and Guidance be reviewed after 12 months; and
 - (c) that Chief Officers be requested to include suitable budget provision for home working applications within their departmental budgets.

7. MUSEUM GRANT SUPPORT FOR LOCAL MUSEUMS 2004/05

The Community Development Portfolio Holder commended the support proposed, noting that the grant levels had been thoroughly reviewed in recent years. She explained that the reduced grants to Citizens' Advice Bureaux had been part of the Cabinet exercise undertaken to decrease expenditure.

The Conservation Manager, in response to a question from Councillor Dr DR Bard, explained that the museums budget could provide assistance to public displays local history collections at the village level. Villages could also see lottery funding and the Cambridge and County Folk Museum conducted outreach programmes to assist local history societies.

Cabinet

AGREED that the Museum Grants budget for 2004/05 be as follows:

Farmland Museum & Denny Abbey £26,800 Increase of inflation only
Cambridge & County Folk Museum £31,500 Includes £10,000 towards
the development works

Other Museum Grants:

1. Fitzwilliam Museum £5,000 Funding to be prioritised for
2. Museum of Technology agreed development
projects

Total Museum Grants £63,300

8. CITIZENS' ADVICE BUREAUX

The Community Development Portfolio Holder explained that it had been necessary to reduce the total of Citizens' Advice Bureaux (CAB) grants by £5,000 as part of the Cabinet exercise to reduce expenditure, and that the level of grants proposed represented all available funding remaining in her budget. The Head of Community Services confirmed that the cost-cutting exercise had been very difficult, but that every attempt had been made to reduce expenditure in all areas.

The new Community Development Manager had been appointed and one of her priorities would be a thorough review of voluntary organisation funding. Members regretted the reduction in CAB grant funding but felt that it was premature to change the current grant policy before the Community Development Manger's report had been completed.

The Head of Community Services clarified that the Cambridge Independent Advice Centre specialised in welfare benefits and the Cambridge CAB provided general financial and debt advice, so the roles of the two organisations did not overlap.

Councillor CJ Gravatt reported that the Cambridge CAB was very grateful for the grant and that it was considering opening an advice and counselling service in Cambourne. He added that the CAB was very dependent on local authority funding and welcomed the plans to review the grant policy.

Cabinet

AGREED that the Cambridge Citizens' Advice Bureau receive a grant of £65,000 for 2004/05; and

NOTED the grants awarded by the Community Development Portfolio Holder.

9. COLLECTIVE CABINET RESPONSIBILITY

Cabinet, at its meeting of 22nd January 2004, had asked for legal advice on collective Cabinet responsibility. Members discussed the advice from the Head of Legal Services at length, but Councillor JD Batchelor noted that the wording was legal advice only, not a Council policy or constitutional amendment.

The Chief Executive explained that the Comprehensive Performance Assessment Peer Review Team had recommended that the collective Cabinet responsibility be clarified. Collective Cabinet responsibility had been adopted originally to give a clear direction to staff once a decision had been taken, and was now being clarified to demonstrate that Cabinet members could speak freely on recommendations to Council.

Cabinet

AGREED that the legal advice be referred to the Constitution Review Working Party to simplify the wording.

Standing Items

10. MATTERS REFERRED BY SCRUTINY AND OVERVIEW COMMITTEE

None.

11. RE-LOCATION OF OFFICES TO CAMBOURNE

Construction was on schedule for a handover on 31st March 2004.

Cabinet members were invited to join the New Offices Working Group on a site visit to the new building on Thursday 18th March at 9.00am.

12. ANY OTHER BUSINESS

Councillors Dr DR Bard and Mrs DP Roberts expressed concern that legal advice from the Council's external solicitors had not been conveyed to them and asked that a report be brought to Cabinet about the advice being given, an update on the position of the current High Court injunctions and their impact on future injunctions, and that the external solicitors be invited to that meeting. Officers were asked to determine whether the information should be part of a regular Cabinet meeting or an extraordinary meeting.

The meeting ended at 11.45

INFORMATION AND CUSTOMER SERVICES PFH

Meeting held on the 10th February 2004 at 10.00 a.m.

PRESENT: Councillor JD Batchelor

GJ Harlock S Carroll
SC May D Robinson
M Wylie

1. **APOLOGIES FOR ABSENCE**

Councillor Mrs DSK Spink and JS Ballantyne

2. **MINUTES**

Minutes of the meeting of the 13th January 2004 confirmed as correct.

3. **MATTERS ARISING FROM LAST MEETING**

3.1 Members Allowances (min 3.2)

Noted that the normal upper age for contributing appeared to be 70, but that there were provisions for service beyond that age. Some basic information needed to be sent to members whether or not the County Council had produced their leaflet. SM

3.1 South Cambs Magazine (min 5.1)

Noted that the information given was now found to be inaccurate. The publishers were arranging to pay the outstanding income due to the Council from advertising. JB expressed some concern that DH had not attended the meeting with the publishers. GJH

3.2 GIS and Land & Property Gazetteer (min 7)

It was thought that a presentation to all members would be useful. Combining this with a special Cabinet meeting under consideration for 25th March and a lunchtime seminar on Cascade on the same day, to which all members would be invited, was favoured. MW/S M

3.3 Electoral Registration (min 7)

MW had passed on GJH's concerns and gave an assurance that nothing rash would be done.

3.4 New Posts (min 7)

GJH was still assuming that new posts could not be filled

until July, but DR advised that Paul Swift had worked on the assumption that on average posts would not be filled until then because of the processes to be completed, including approval of job evaluation and grading of each post by Cabinet. CIPs bids did not include detailed job evaluation. GJH commented that the CIP bid process might be changed.

3.5 Elections (min 10.1)

JB reported that JSB was happy that everything was in hand for the elections.

3.6 Member Training Needs (min 10.3)

An advisory group had now been established and was to meet on 25th February.

4. HOME WORKING PILOT

DR presented the report considered by Management Team and the Resources and Staffing Portfolio Holder. Councillor Summerfield had agreed to adopt the home working policy, subject to comments from JB. Amendments set out in the covering report had not yet been incorporated. Further formal consultations with Unison would be required.

It was not expected that many staff would take advantage of the arrangements and it was emphasised that the cost would have to be met from existing resources.

JB queried whether there would be a minimum time that someone could operate home working, but DR advised that the authority would need to be flexible as experience might prove the arrangement to be unsuitable in any individual case. The main issue for the council would be its investment in technology to allow the necessary links between office and home.

DR

The benefits to the Council were noted and JB supported the proposed policy. However, queries were raised as to whether, under the terms of the constitution, the portfolio holder could agree: this depended on any reference in national agreements to home working. Agreed DR to check this point before any decision notice was signed.

5. COMMUNICATIONS UPDATE

5.1 SC circulated a progress report on communications issues, highlighting:

- Cleanaway were doing publicity with parish councils about what to put in the green box
- 80-100 wheeled bins had been stolen since the start of the scheme
- the cost of internal signage at Cambourne could be partly funded from the budget for the offices, but it would be preferable for the corporate identity budget to meet the cost this year

5.2

It was queried whether the staff calendars were to be annual.

5.3

5.4 JB advised that the parties were interested in how to explain to voters that they could have more than one vote for district councillors.

It was noted that £7,000 South Cambs Magazine cost was recharged to environmental health – this was for the centre pages on waste, which would otherwise be prepared as a leaflet. Other services using the magazine instead of a leaflet would be recharged similarly.

6. **CASCADE UPDATE**

MW reported that:

- There appeared to be connectivity with CCN; testing was continuing
- Training for agents on housing was going well and they understood that training would be ongoing
- Work was continuing on bringing the wheeled bin hotline into the main system
- The full Cascade contract and proposals for the switchboard were awaited
- Next meeting of the ESD board would be on 2nd March

7. **ICT UPDATE**

MW reported that:

- 3 temporary staff were working on the Land and Property Gazetteer – 10,000 updates had been sent to the national site the previous week. JB to congratulate the staff involved

JB

MW

- the PC refreshment programme was going well. AGREED to explain the programme in Grapevine
- interviews for the Information Management post were to be held on 19th February
- allowance had been made for the full year for the Cascade business analyst posts; MW aimed for them to be in post immediately on the move to Cambourne
- the ICT support officer post had not been approved
- replacement of the business rates software was underway
- contracts had been signed for the HR/payroll software, though there was still a possible dragging effect of the consortium
- there were other ICT groups beside the ESD Board – the ICT steering group (Mgt Team plus MW), Span-IT and IT Log
- a fundamental review of the ITNET contract was not thought necessary

8. COMMITTEE MINUTES SYSTEM – EVALUATION REPORT

JB supported the recommendation that New Technology Enterprise be accepted as the preferred supplier of a new committee minutes administration system in accordance with the selection process, even though the cost of their solution was not the lowest.

9. ANY OTHER BUSINESS

A possible under spend in ICT was noted.

10. DATES OF NEXT MEETINGS

9th March at 10.00 a.m.

20th April at 10.00 a.m.

18th May at 10.00 a.m.

The meeting closed at 11.45 a.m.

COUNTY COUNCIL (RECONVENED MEETING): MINUTES

Date: Tuesday 17th February 2004
(Reconvened from 10th February 2004)

Time: 10.30 a.m. – 1.25 p.m.

Place: Shire Hall, Cambridge

Present: Councillor: R Driver (Chairman)

Councillors: C M Ballard, I C Bates, T J Bear, B S Bhalla, A J Bowen, S V Brinton, J Broadway, R L Clarke, P J Downes, J A P Eddy, M Farrar, H J Fitch, J L Gluza, P D Gooden, A Hansard, B Hardy, G F Harper, W G M Hensley, J L Huppert, S F Johnstone, J D Jones, I C Kidman, S J Kime, S J E King, V H Lucas, A R Mair, R B Martlew, L W McGuire, A K Melton, A S Milton, S B Normington, M K Ogden, L J Oliver, A G Orgee, D R Pegram, J A Powley, P A E Read, J E Reynolds, C E Shaw, P W Silby, R C Speechley, A B Stenner, P L Stroude, J M Tuck, J K Walters, R Wilkinson and F H Yeulett

Apologies: Councillors P D Bailey, C Carter, J E Coston, S A Giles, V A Hearne-Casapieri, G J Heathcock, A C Kent, M L Leeke and A A Reid

189. RECONVENED MEETING

The Chairman explained that this was a reconvening of the meeting of Council adjourned on 10th February 2004. The purpose of the reconvened meeting was to consider a single deferred item, the County Council's Budget 2004/05, including the reports from the Council's Scrutiny Committees.

190. DECLARATIONS OF INTEREST

Relating to the earlier part of the meeting on 10th February 2004, Councillor J D Jones clarified the nature of the personal interest she had declared under paragraph 8 of the Code of Conduct in item 8 under Minute 183a, stating that she was a member of the Shire Hall Club Management Committee and that a relative of hers was employed by the Club.

191. COUNTY COUNCIL BUDGET 2004/05

The Leader of the Council, Councillor J K Walters, drew attention to the following papers informing the Budget debate:

- The reports of the meetings of Cabinet on 27th January and 13th February 2004
- The reports of the Council's four Scrutiny Committees on the Budget proposals, including a second report from Policy Scrutiny and Audit Committee following its additional meeting on 16th February 2004
- The Budget summary document
- Amended versions of page 4 of the Budget summary document (the

summary in Table 1 of net revenue expenditure for 2004/05) and page 5 (the Budget recommendations), which were tabled at the meeting.

It was moved by the Leader of the Council, Councillor J K Walters, and seconded by the Deputy Leader, Councillor J E Reynolds, that the reports of the Cabinet meetings on 27th January and 13th February 2004 be received and the tabled recommendations adopted.

Councillors P J Downes, J L Gluza, L W McGuire and J M Tuck respectively moved the receipt of the reports of the Policy Scrutiny and Audit Committee (two meetings), the Education, Libraries and Heritage Scrutiny Committee, the Environment and Transport Scrutiny Committee and the Social Services Scrutiny Sub-Committee.

Councillor J K Walters opened the Budget debate on behalf of the Cabinet. Councillors S V Brinton and J L Gluza responded on behalf of the Liberal Democrat and Labour groups respectively. All three speakers and the Chairman of Council thanked the Chief Executive, the Directors of Resources and Education, Libraries and Heritage and their staff and for their contributions to the recent negotiations with Government over the proposals and in compiling the Budget for 2004/05.

In each of the three main service areas, Education, Libraries and Heritage, Environment and Transport and Social Services, the report of the relevant Scrutiny Committee was presented by its Chairman. A Cabinet Member then spoke in support of the Cabinet's budget proposals prior to member discussion of the proposals: Councillor F H Yeulett for Education, Libraries and Heritage, Councillor L J Oliver for Environment and Transport and Councillor D R Pegram for Social Services. For each service, the lead Cabinet Member summed up the debate: Councillor R Wilkinson for Education, Libraries and Heritage, Councillor S F Johnstone for Environment and Transport and Councillor J A Powley for Social Services.

The following members asked questions to which the Cabinet Member for Social Services, Councillor J A Powley, agreed to send written responses:

- Councillor J L Huppert asked to be advised of increases to the Council's charges for domiciliary care over the past three years
- Councillor S V Brinton asked to be advised whether the Fostering Service's advertising budget would be increased by £10,000 to aid the recruitment of foster carers, as recommended by the Ad Hoc Scrutiny Panel on Foster Care.

Councillor P J Downes spoke to the reports of the Policy Scrutiny and Audit Committee on the scrutiny of the overall budget proposals, including the consultation process, and the specific budget proposals relating to the Chief Executive's Department and Resources Directorate. The Deputy Leader of Council, Councillor J E Reynolds, spoke in support of the Cabinet's proposals.

Councillor J L Huppert proposed the following amendment, which was seconded by Councillor S V Brinton:

Revenue Budget

- (i) To approve the Service Directorate cash limits set out in Table 1 on page 4 of the Budget summary report, as amended by the tabled paper;
- (ii) To approve a County Budget requirement in respect of general expenses applicable to the whole County area:
- (iii) To approve a recommended County Precept for Council Tax from District Councils:
- (to be received in ten equal instalments in accordance with the 'fall-back' provisions of the Local Authorities (Funds) (England) (Amendment) Regulations 1995);
- (iv) To approve a Council Tax for each Band of property, based on the number of 'Band D' equivalent properties notified to the County Council by the District Council (201,259):

Band	Council Tax	Band	Council Tax
A	£541.68	E	£993.08
B	£631.96	F	£1,173.64
C	£722.24	G	£1,354.20
D	£812.52	H	£1,625.04

- (v) To approve the Prudential Indicators as set out on page 21 of the Budget summary document;
- (vi) To approve the Council's Treasury Management Strategy as set out on page 22 of the Budget summary document;
- (vii) To note the report of the Head of Finance on the levels of reserves and robustness of the estimates as set out on pages 22 to 25 of the Budget summary document;

Capital Budget

- (viii) To approve Capital Payments in 2004/05 up to £79.8 million arising from:
- commitments from schemes already approved; and
 - the consequences of new starts (for the three years 2004/05 to 2006/07) listed in the Service Directors' reports contained in the Budget summary document,

subject to the receipt of appropriate capital resources, or when the Head of Finance is satisfied that sufficient funds have been secured.

It was noted that the amendment made use of an additional £710,000 Local Public Service Agreement reward grant in 2004/05 and 2005/06 to achieve full passporting to schools and a reduction of 0.1% in the Council

Tax increase (and thereafter from the MTSP 'balance available' shown in Table 4 on page 10 of the Budget summary document).
On being put to the vote, Councillor Huppert's amendment was defeated.

[Voting pattern: Liberal Democrat group in favour, Conservative and Labour groups against.]

Councillor R L Clarke proposed the following amendment, which was seconded by Councillor A R Mair:

"To add the following to the Budget recommendations:

That arising from proposed savings in the Resources budget, a compulsory deduction of £6 per month be made from the members' allowances paid to each member to reflect the net cost of the lunch provided to members at County Council meetings."

On being put to the vote, Councillor Clarke's amendment was carried.

[Voting pattern: unanimous.]

The Leader of the Council, Councillor J K Walters, then summed up on behalf of the Cabinet. Council voted on the substantive motion, as amended, and it was resolved:

Revenue Budget

- (i) To approve the Service Directorate cash limits set out in Table 1 on page 4 of the Budget summary report, as amended by the tabled paper;
- (ii) To approve a County Budget requirement in respect of general expenses applicable to the whole County area:
- (iii) To approve a recommended County Precept for Council Tax from District Councils:
- (to be received in ten equal instalments in accordance with the 'fall-back' provisions of the Local Authorities (Funds) (England) (Amendment) Regulations 1995);
- (iv) To approve a Council Tax for each Band of property, based on the number of 'Band D' equivalent properties notified to the County Council by the District Council (201,259):
- | Band | Council Tax | Band | Council Tax |
|------|-------------|------|-------------|
| A | £542.16 | E | £993.96 |
| B | £632.52 | F | £1,174.68 |
| C | £722.88 | G | £1,355.40 |
| D | £813.24 | H | £1,626.48 |
- (v) To approve the Prudential Indicators as set out on page 21 of the Budget summary document;
- (vi) To approve the Council's Treasury Management Strategy as set out on page 22 of the Budget summary document;
- (vii) To note the report of the Head of Finance on the levels of reserves and robustness of the estimates as set out on pages 22 to 25 of the Budget summary document;
- (viii) That arising from proposed savings in the Resources budget, a compulsory deduction of £6 per month be made from the members' allowances paid to each member to reflect the net cost of the lunch provided to members at County Council meetings.

Capital Budget

- (ix) To approve Capital Payments in 2004/05 up to £79.8 million arising from:
- commitments from schemes already approved; and
 - the consequences of new starts (for the three years 2004/05 to 2006/07) listed in the Service Directors' reports contained in the Budget summary document,

subject to the receipt of appropriate capital resources, or when the Head of Finance is satisfied that sufficient funds have been secured.

The Leader of the Council advised Council that he had decided that the additional £250,000 savings be funded from the anticipated Local Public Service Agreement reward grant in 2004/05 and 2005/06 (and thereafter from the MTSP 'balance available' shown in Table 4 on page 10 of the Budget summary document).

[Voting pattern: Conservative and Labour groups in favour, Liberal Democrat group abstained.]

Chairman