

**COUNCILLORS' BULLETIN  
10<sup>TH</sup> NOVEMBER 2004**

**CONTENTS**



**South  
Cambridgeshire  
District Council**

**INFORMATION ITEMS**

1. Committee Meetings
2. Meeting dates for 2005
3. Modern.Gov and Intranet training session – book now!
4. Intranet Access goes LIVE!
5. Plastics Recycling update
6. Call in

**DECISION MADE BY COMMUNITY SERVICES PORTFOLIO HOLDER**

1. Community Facility Grant – Gamlingay Parish Council

**DECISION MADE BY ENVIRONMENTAL HEALTH PORTFOLIO HOLDER**

1. Real Nappy Network

**DECISION MADE BY OFFICERS**

1. Community Development Grant – Sawston Parish Plan Committee

**MINUTES AND AGENDAS**

1. Draft Minutes from Arts Development Advisory Group Meeting held 8<sup>th</sup> November 2004
2. Minutes from Resources & Staffing Portfolio Holders Meeting held 26<sup>th</sup> October 2004
3. Minutes from County Council Meeting held 19<sup>th</sup> October 2004
4. Minutes from Information & Customer Services Portfolio Holders Meeting held on 13<sup>th</sup> October 2004

**COMMITTEE MEETINGS FROM:  
15<sup>th</sup> – 19<sup>th</sup> November 2004**

<b>Monday 15<sup>th</sup> November 04</b>	10 – 12pm	Modern.Gov and Intranet Training	Council Chamber
	10 –12	Licensing Mock Hearings	Mezzanine
	2pm	Housing Portfolio Holders Meeting	Grd Floor
<b>Tuesday 16<sup>th</sup> November 04</b>	<del>9.30am</del>	<del>HOWG</del>	<b>CANCELLED</b>
	9 am	Audit Panel	
<b>Wednesday 17<sup>th</sup> November 04</b>	9 am	LSP Executive Meeting	Grd Floor
	10 –12	Licensing Mock Hearings	Mezzanine
	1.30	Special Cabinet <b>*All members invited*</b>	Council Chamber
	2 – 4pm	Licensing Mock Hearings	Mezzanine
<b>Thursday 18<sup>th</sup> November 04</b>	2pm	Scrutiny and Overview	Council Chamber
	10 -12pm	Licensing Mock Hearings	Mezzanine
<b>Friday 19<sup>th</sup> November 04</b>	10 –2pm	*Meeting with the MP's and Lunch*	Council Chamber
	2 - 4pm	Licensing Mock Hearings	Mezzanine

\*Meeting with MP's\*

Please note that the annual meeting with the District's two MPs will be taking place on Friday 19th November at 10am in the Council Chamber. The main purpose of the visit is to give Councillors an opportunity to ask MPs any questions, usually focusing on issues regarding the relationship of local authorities with central government.

Please submit any questions by Thursday 11th November 10am.

The following Councillors are invited to attend:

- Cllr Mrs DSK Spink MBE
- Cllr Dr DR Bard
- Cllr JD Batchelor
- Cllr Mrs JM Healey
- Cllr Mrs EM Heazell
- Cllr SGM Kindersley
- Cllr Mrs DP Roberts
- Cllr RT Summerfield
- Cllr RF Bryant (Chairman of Council)
- Cllr Mrs CAED Murfitt (Vice-Chairman of Council)
- Cllr Dr JPR Orme (Chairman of Development & Conservation Control Committee)
- Cllr MP Howell (Chairman of Scrutiny and Overview Committee)
- Cllr Mrs GJ Smith (Vice-Chairman of Scrutiny and Overview Committee)

**Meeting dates for 2005**

Further to recent correspondence relating to meetings for next year, please note the following:

- Cabinet meetings are now scheduled for 10 am starts not 9 am as previously advertised
- Cabinet are meeting on the 12<sup>th</sup> May 2005 and this was omitted from the dates schedule.

### **Intranet Access goes LIVE!**

ITNET have confirmed that you will have access to the modern.gov Minutes and Agenda system from Monday 15 November 2004 via the Council intranet. If you are having problems accessing the intranet, please contact ITNET on 01954 713400: you can also try out your access on any of the computers at the Council offices.

There are still plenty of places left for the combined intranet/modern.gov training sessions on

- Monday 15 November at 10 am
- Monday 15 November at 2 pm
- Monday 22 November at 10 am
- Monday 22 November at 2 pm

All sessions will be in the Council Chamber and are expected to last about 2 hours, depending on questions. If you are planning to attend, please e-mail Holly Adams on [holly.adams@scams.gov.uk](mailto:holly.adams@scams.gov.uk) as soon as possible so I can ensure that there are enough PCs set up for everyone. Details about the training sessions are copied below.

If you are unable to attend any of the training sessions, please let me know and we'll try to set up alternate dates or arrange one-to-one sessions. The modern.gov training manual is available on the intranet: log in to the intranet (as explained in the letter sent out with the Council agenda of 28 October) and click the link Members' Info at the top of the page, then click Using modern.gov from the top of the next page.

### **What is the Intranet?**

The intranet is an internal website available only to Councillors and officers. Some of the information it contains includes:

- A-Z List of Council Staff including job titles, e-mail addresses and telephone extensions
- Architects' Plans
- Area Teams for Planning and Housing
- Building Control Record Search
- Complete list of Council policies, procedures and strategies
- Councillors' contact details, Committee membership
- Detailed information about Council departments and work including Communications and Media, Elections, Finance, HR and ICT)
- Flood Risk Matrix
- Health and Safety information
- Planning Application Search
- Plan Web (note -- a separate training session for this will be organised)
- Printable forms (like travel and childcare expense claims)
- Village statistics (number of electors, number of Parish Councillors, planning / housing areas, County Ward and Parliamentary Constituency)

### **What is modern.gov?**

Modern.gov (pronounced modern-dot-gov) is a new way to manage and search the democratic process, from the forward plan to production of reports through to committee meetings and the implementation of decisions. There are some differences between the version on the public website and the version on the intranet. The training will include:

- Agendas and minutes and how to access them immediately -- including special access for members to view confidential items (Intranet only)
- Automated call-in facility for Members (Intranet only)
- Calendar of meetings with links to the agendas
- Committee, Portfolio Holder and Officer Decisions
- Contact details for Councillors, Committee Members, Parish Councils, MPs, MEPs

- Councillors' committee membership, outside body membership, terms of office, declarations of interest at meetings, attendance statistics
- How to find recent and forthcoming meeting information if the e-mailed link hasn't worked
- How to use Adobe Acrobat Reader, including saving, printing and copying and pasting from Acrobat PDF documents
- Interactive Forward Plans -- each item automatically links to the associated agenda and minutes of any committee considering it and any decisions made
- Library of other documents including the Constitution, Members' Allowance Scheme and the Weekly Bulletin
- Search engine for all meetings since January 1997
- Work To Do -- personalised site for officers and members with options for reviewing draft agendas and minutes or seeing if you have any actions arising from meetings, etc. This will be explained in more detail during the training. (Intranet only)

### **Plastics Recycling**

Following the introduction of the plastics recycling banks at 16 sites in the District it soon became clear that the public wanted to recycle more plastic than the banks could accommodate. An improved collection schedule was agreed with the Contractor recently and this has led to some improvement. It is still the case at many of the sites, and especially at weekends that the amount of plastic the public wants to recycle is more than can be collected. A further review is being undertaken.

If you require further information, please contact Tony Croft, Recycling and Waste Minimisation officer on 01954 713192 or by e-mail [tony.croft@scambbs.gov.uk](mailto:tony.croft@scambbs.gov.uk)

### **Call in arrangements**

The Chairman of the Scrutiny and Overview 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 17<sup>th</sup> November 2004 at 5pm**. All decisions not called in by this date may be implemented on **Thursday 18<sup>th</sup> November 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 the Community Services Portfolio Holder

Decision	Applicant and Reason
Agreed to award Community Facility Grant CD07 of £24,500 to Gamlingay Parish Council to purchase the Old Methodist Chapel in Gamlingay.	<u>Gamlingay Parish Council</u> The County Council intend to sell the building which is used by a variety of community groups.

### Decisions made by the Environmental Health Portfolio Holder

Decision	Applicant and Reason
Agrees that 110 nappy kits be provided to low-income families at a cost of £3,000, and that the Cambridgeshire Real Nappy Network (CRNN) be tasked to assist with the evaluation of this scheme. A further report will be made to the Portfolio Holder following the end of the 6-month period on the results of the trial.	<u>Cambridge Real Nappy Network (CRNN)</u> The use of real nappies reduces the burden on landfill by eliminating disposable nappies, which amount to between 2-3% of the overall volume of waste going to landfills in the SCDC area. CRNN depends on grant funding for its operations and SCDC has previously supported CRNN in 2002 by purchasing 25 nappy kits. CRNN monitors the use of the kits and the take-up has been very encouraging for SCDC with 60% of families going on to use real nappies. It was found that the take-up of these kits had been in relatively affluent families: CRNN's view is that the take-up is not more evenly distributed amongst families because of the initial cost of setting up a child with real nappies (but with minimal costs of laundering thereafter) versus the lesser cost of a pack of disposable nappies. In order to qualify for the kits, families will have to provide evidence of being on benefit (Housing, Council Tax or Income Support). It is hoped that at least 80% of such kits will still be in use or that families will be using real nappies at the end of the 6-month period. Should all kits be used and all the families continue to use real nappies for the first 6 months, approximately 125,000 disposable nappies (approximately 85 tonnes) would be diverted from landfill.

### Decisions made by Officers

Decision	Applicant and Reason
Agreed to award a Community Development Grant CD08 of £2,000 to Sawston Parish Plan Committee. To produce a local plan in order to engage residents in the development and planning process.	<u>Sawston Parish Plan Committee</u> The Parish Plan will ensure that future projects meet the community's needs and will therefore be sustainable. Outcomes identified by the plan will also attract external funding to the village.

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Arts Development Advisory Group held on  
Monday, 8 November 2004

PRESENT: Dr SA Harangozo – Chairman

Councillors: Mrs PS Corney Mrs JA Muncey  
Mrs DP Roberts Mrs GJ Smith  
Mrs DSK Spink MBE

Officers: Nick Grimshaw Conservation Manager  
Simon McIntosh Head of Community Services  
Andy O'Hanlon Arts Development Officer  
Jane Thompson Cultural Services Manager

Apologies for absence were received from Councillor JA Hockney and JA Quinlan and from N Cutting (Head of Arts, Cambridge City Council).

### 1. ELECTION OF CHAIRMAN

On the nomination of Councillor Mrs DP Roberts, seconded by Councillor Mrs DSK Spink, it was

**AGREED** that Councillor Dr SA Harangozo be elected Chairman of the Arts Development Advisory Group for the coming year.

### 2. APPOINTMENT OF VICE-CHAIRMAN

The Advisory Group **AGREED** not to appoint a Vice-Chairman.

### 3. DECLARATIONS OF INTEREST

It was noted that all the Advisory Group members have been appointed as observers to the boards of various arts organisations.

### 4. PUBLIC EXCLUSION

The Advisory Group encouraged attendance of members of the public and the press and felt that it was important for groups dependent on financial support from the Council were aware of what was being considered. It was **AGREED** that meetings of the Arts Development Advisory Group be open to the public and press provided the Advisory Group retained the authority to exclude members of the public and press from discussion of certain items, as provided in the Access to Information Rules.

### 5. INTERIM REVIEW OF THE CURRENT STRATEGY, "LIGHTING THE WAY"

One year remained of the existing strategy, *Lighting the Way*, and the Arts Development Advisory Group would serve as a task and finish group, meeting about three times to make recommendations on the forthcoming strategy, *Creative South Cambridgeshire 2005-2010*. If the Group were so minded, an annual meeting could be convened for interim discussions.

*Lighting the Way* had been a success: implementation was currently at 85% and

was on target for completion by the end of the strategy in 2005. The outstanding issue was the Youth Arts Programme, which relied on a partnership with an organisation which had since ceased to exist; youth arts work continued, but not through the original scheme. It was hoped to develop new ways to work with youth through the new strategy, perhaps in partnership with The Junction and the Youth Parliament. Members congratulated the Arts Development Officer on the success of the strategy.

### **Village Colleges and Arts Development Co-ordinators (ADCs)**

Several Village Colleges had appointed Arts Development Co-ordinators (ADCs) who, in conjunction with the arts strategy, co-ordinated the work of groups already operating in the area and encouraged and increased local arts activity. The Council's current budget allocation for Dual Use Arts was £40,000, which allowed two Village Colleges per year a start-up grant, with later funding tapered based on performance against targets outlined in Service Level Agreements. Financial restrictions were prohibiting some Village Colleges from moving forward with their plans to employ ADCs, although it was likely Swavesey Village College would appoint an ADC by April 2005. It was also possible that an ADC could be based at Wysing Arts and shared with Comberton Village College.

### **Funding**

All arts organisations were in need of more funding, not just from the District Council. Members considered ways to encourage private sector investment in existing villages, including sponsorship of local events. Arts organisations had to achieve 50% match funding of any Council grants and usually made their own sponsorship arrangements, of which the Council was not always aware. Local members could be asked to approach local businesses for sponsorship.

### **Communication**

All Parishes Councils and local groups were asked to submit information about village arts events to be included in the quarterly Events Guide, although it was acknowledged that not all Parish Councils knew plans that far in advance. An interim newsletter could be distributed more frequently.

The Council's recent Council Tax consultation had highlighted the arts as not being as valued as other Council services. The Head of Community Services noted that the Council delivered tremendous arts services to residents but perhaps did not publicise this as widely as it deserved. It was felt that "arts" was hard to define and had negative connotations of elitism; "entertainment" was suggested as an alternative and it was requested that the new strategy be called an "arts and entertainment" strategy.

Members noted that with so many different villages and venues, it was possible some villages could be unaware of events happening in their neighbouring village, and considered the benefit of additional publicity through village magazines and websites.

### **New Developments**

The new strategy would need to consider the arts provision for new developments such as Arbury Camps and Northstowe. Arbury Camps would be a more urban development than other settlements in the District, while the size of Northstowe

meant that, if managed properly, it could support a major arts venue. The majority of funding for public art in new settlements was raised through planning conditions and section 106 agreements.

### **Venues**

It was possible that Village College facilities, such as the arts centre at Comberton Village College, could be considered to host major events now that the Lion Yard construction project in Cambridge city centre had greatly reduced available parking.

### **Summary**

The existing strategy had been successful. The Council wanted to be more visible in its promotion of and assistance to arts events in the District, and to seek the possible development of new venues where strong professional organisations were willing to provide management.

## **6. CREATIVE SOUTH CAMBRIDGESHIRE 2005-2010: WHAT KIND OF STRATEGY DO WE WANT?**

Members discussed a number of main headings to include in the new strategy:

- Arts venues: new and existing, venue management and integration with the local community;
- Building on the strengths and achievements of *Lighting the Way*;
- Arts Development Co-ordinators;
- Funding and attracting match-funding;
- Investment from outside arts organisations such as Wysing Arts, and how best to provide the maximum funding through partnership;
- Viewing the District as being comprised of different sectors, with each approached separately;
- Village "Arts Champions" appointed by Parish Councils, volunteering to work with ADCs; and
- Communication and Publicity.

The Arts Development Officer had already undertaken to prepare a record of income generated by the Council's priming grants, which could form the basis of an article in *South Cambs Magazine* asking residents to comment on events they would like to see and inviting local businesses to sponsor local concerts.

Members discussed encouraging the Chairman of the Council to visit local businesses and explaining the work of the District Council and its provision of arts, sports and other services in the villages.

Concern was expressed about Northstowe draining funding from the other villages and the Head of Community Services explained that it was hoped the population increase and consequent revenue increase would add value to services for the whole of the District, although there was much planning to be done before the first residents arrived and Council officer resources were already stretched. The success of any facilities in Northstowe would depend on support from the rest of the District and Cambridge city. The Local Strategic Partnership and Greater Cambridge Partnership could be asked for input, as many major decisions about provisions for new settlements would be made during the lifetime of the new strategy.

## **7. TARGETS AND ACTIONS**



## **Venues**

The new strategy should look at the practicality of major sub-regional arts venues which could bring events to as many of the residents as possible.

## **Arts Development Co-ordinators**

Members asked that the ADCs liaise with Parish Councils to determine what Parish Councils wanted and what the ADCs could provide, with results to be reported back to the next Arts Development Advisory Group meeting. ADCs would be asked to think about sustainability: as the Council funding is tapered, how would they continue to provide their service?

## **Communication**

The Council's Information Team would be asked to make arts-related press releases more prominent, having members present arts items on local radio, and including more advertisements and articles in village magazines and websites. It was important the local members were always kept aware of events in their villages, and that more arts information be included on the Council's website.

## **Funding**

Local members could approach village businesses for investment of funds and time in the promotion of arts events. The Council could co-ordinate with other District Councils about touring organisations and Arts Council funding in this area. Members discussed instituting a minimal attendance charge of £1 for the annual civic concert, but this was rejected as it was historically a free concert and, as it was in Cambridge city, residents had to pay to travel to it. The programmes were 50p each and volunteers from CamMind collected the money for the Chairman's Charity.

## **New Initiatives**

These would be considered at the next meeting.

### **8. CONSULTATION**

The ADCs and arts organisations would be consulted on the new strategy. Arts organisations face the same funding challenges as the Council and the same difficulties with public opinion. The Cultural Services Manager confirmed that the Council was involved in Lottery Fund consultation. The Arts Development Officer reviewed the consultation with the South Cambridgeshire Arts Network (SCAN) and noted that he would report back to SCAN on the outcome of this Advisory Group meeting.

Consultation on the draft strategy would be considered at the next meeting.

### **9. DATE OF NEXT MEETING**

Monday 24 January 2005 at 1 pm in the First Floor Meeting Room.

---

**The Meeting ended at 12.10 p.m.**

---

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

At a meeting of the Resources and Staffing Portfolio Holder Meeting held on  
Tuesday, 26 October 2004

Present: RT Summerfield Portfolio Holder  
Mrs DSK Spink, MBE Leader of the Council

Officers: John Ballantyne Chief Executive  
Greg Harlock Finance and Resources Director

### **1. APOLOGIES FOR ABSENCE**

1.1 There were no absentees.

### **2. MINUTES OF THE MEETING HELD ON 29TH SEPTEMBER 2004**

2.1 The Minutes of the meeting held on 29<sup>th</sup> September 2004 were agreed as a correct record.

### **3. MATTERS ARISING**

3.1 Min 3.1 – rubber mats – they had now been installed in front of each vending machine.

3.2 Min 3.5 – microphones in the GFMR – the microphones had not been installed. MJ to remind the Office Services Manager. **Action required**

3.3 Min 3.7 – road signage on the A428 – the Office Services Manager was awaiting a response from the contractors.

3.4 Min 3.9 – renaming meeting rooms – a request had been made for additional suggestions.

3.5 Min 3.11 – competition to resolve the balustrade issue – this would be considered at the next meeting of Management Team on 24<sup>th</sup> November.

3.6 Min 14 – Toilets – it was noted that further faults had been reported and in particular that some locks had broken. It was requested that spare locks be obtained and a complete list of material suppliers be requested from the builders. **Office Services Manager to action**

### **4. REVENUE COLLECTION STATISTICS AS AT 30.09.04**

4.1 The Portfolio Holder noted the information relating to the Revenue Collection Statistics as at 30<sup>th</sup> September 2004.

### **5. RELIEF FROM PAYMENT OF NON DOMESTIC RATES**

5.1 The Portfolio Holder confirmed the decision of the Finance and Resources Director not to grant Discretionary relief to Girton Golf Club against payment of the National Non Domestic Rate, in addition to their entitlement of 80% Mandatory relief as a further award of Discretionary relief would not bring any additional benefit to the general public wishing to use the facilities.

## **6. RECOVERY ACTION**

- 6.1 The Portfolio Holder was informed of the current position relating to outstanding debts in respect of drainage works carried out in Duxford Road and Mill Lane, Whittlesford and noted that since the report had been written, one further resident had agreed to pay the outstanding debt by instalment and another had agreed to pay a certain amount, reserving the right to negotiate the remaining balance. The current recovery action being taken to secure payment of the outstanding debts was supported by the Portfolio Holder.

## **7. HOUSING/COUNCIL TAX POLICIES AND PROCEDURES**

- 7.1 The Portfolio Holder supported the policies and procedures written to combat Housing and Council Tax Benefit Fraud and would be recommending their adoption to Cabinet at their meeting on 11<sup>th</sup> November.

## **8. LEAVERS REPORT - APRIL TO SEPTEMBER 2004**

- 8.1 The analysis of the number of voluntary leavers was presented to the Portfolio Holder who noted that the number of leavers had shown a marked decrease from 2000/01 to the present time.

## **9. MEDIUM TERM FINANCIAL STRATEGY**

- 9.1 A letter had been sent to all Members inviting their attendance at a training seminar on 10<sup>th</sup> November to provide them with an understanding of Local Government Finance and the implications for this Authority, thereby enabling them to participate better in the forthcoming debate on the Medium Term Financial Strategy.
- 9.2 It was noted that Management Team would also be meeting that evening to progress the Medium Term Financial Strategy.

## **10. TRANSFER OF LAND FOR SOCIAL HOUSING PURPOSES (ORAL REPORT)**

- 10.1 In the absence of the Head of Legal Services, this item was deferred.

## **11. FORWARD PROGRAMME NOVEMBER 2004**

- 11.1 The contents of the Forward Programme were noted.

## **12. ACCOMMODATION**

### **(a) Windows to the Council Chamber**

- 12.1 The Chief Executive had had a meeting with representatives of the developers who presented various options of providing windows/light to the Council Chamber. In order to meet the requirements of Members, the only option would be the creation of external windows at an approximate cost of £400,000. The Portfolio Holder, concurred with the Chief Executive that the proposal should not be pursued.

### **(b) Switches in Meeting Rooms**

- 12.2 It was noted that the automatic lighting system to the rear of the Council Chamber and the mezzanine meeting rooms were causing problems to users of the rooms when movement was not detected and the lights were automatically extinguished. It was agreed that the switches be replaced with manual switches.

**Office Services Manager to action**

(c) Clicking Door between First Floor Meeting Room and Council Chamber

12.3 It was noted that the defective door remained unresolved.

(d) Light bulbs in the Council Chamber

12.4 It was noted that the arrangements for the replacement of the defective light bulbs in the Council Chamber were at an advanced stage.

**13. ANY OTHER BUSINESS**

13.1 None.

**14. DATE OF FUTURE MEETINGS**

14.1 The dates for future meetings are as follows:

23<sup>rd</sup> November 2004 at 9.30am

16<sup>th</sup> December 2004 at 11.00am

---

**The Meeting ended at 10.15 a.m.**

---

## COUNTY COUNCIL: MINUTES

Date: **Tuesday 19<sup>th</sup> October 2004**

Time: 10.30 a.m. – 3.50 p.m.

Place: **Shire Hall, Cambridge**

Present: Councillor: R Driver (Chairman)

Councillors: P D Bailey, C M Ballard, C C Barker,  
R S G Barnwell, T J Bear, B S Bhalla, A J Bowen, S V Brinton,  
J Broadway, C Carter, R L Clarke, J E Coston, P J Downes,  
J A P Eddy, M Farrar, H J Fitch, S A Giles, J L Gluza,  
P D Gooden, B Hardy, G F Harper, V A Hearne-Casapieri,  
G J Heathcock, W G M Hensley, J L Huppert, S F Johnstone,  
J D Jones, I C Kidman, S J E King, M L Leeke, 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, A A Reid, J E Reynolds,  
P W Silby, R C Speechley, A B Stenner, P L Stroude, J M Tuck,  
J K Walters, R Wilkinson, L J Wilson and F H Yeulett

Apologies: Councillors I C Bates, A C Kent and C E Shaw

### **234. MINUTES: 27<sup>th</sup> JULY 2004**

The minutes of the meetings of the Council held on 27<sup>th</sup> July 2004 were approved as a correct record, subject to the inclusion of the word 'not' after the word 'would' in the final sentence of Minute 226 (5) on the report of the Cabinet meeting on 15<sup>th</sup> June 2004 relating to the Cambridge information signing system. The minutes were signed by the Chairman.

### **235. CHAIRMAN'S ANNOUNCEMENTS**

#### Death of Former Councillors

The Chairman announced with sadness the deaths of Robert James, who had represented Comberton for the Conservative Party from 1964 to 1993 and had been Chairman and Leader of the Council, and Roy Topley, who had represented Peterborough North for the Labour Party from 1981 to 1993. Members observed a minute's silence in their memory.

#### Leader of the Liberal Democrat Group

The Chairman advised that Councillor J L Huppert had replaced Councillor S V Brinton as Leader of the Liberal Democrat Group. The Chairman and Councillors J L Huppert, J K Walters and I C Kidman all paid tribute to Councillor Brinton and thanked her for her contribution to the work of the Council as Leader of the Liberal Democrat Group.

#### Awards and achievements

The Chairman led members in congratulating:

- Head teachers, staff and governors of the County's primary schools for the

- excellent results achieved in the tests taken by 11-year-olds in the summer.
- The Environment and Transport Directorate for their receipt of an award from the British Horse Society as the local authority most active in opening up equestrian routes.
- Dr Philip Saunders, the Council's Deputy County Archivist, and the County Records Office for their contributions to the recently published Dictionary of National Biography
- Paul Faupel, the Council's Health and Safety Advisor, on his appointment as the first President of the International Network of Safety and Health Practitioner Organisations.

## **236. DECLARATIONS OF INTEREST**

Councillors C Carter, J E Coston, H J Fitch, S A Giles, G J Heathcock, J D Jones, L W McGuire, S B Normington, L J Oliver, D R Pegram, R C Speechley, A B Stenner and P L Stroude declared personal interests under Paragraph 8 of the Code of Conduct as members of the Cambridgeshire and Peterborough Fire Authority in relation to the debate on fire sprinklers recorded under Minute 241. Councillor L W McGuire also advised that he was a member of the Local Government Association's Fire Sprinklers Network. Councillor S V Brinton declared a personal interest under Paragraph 8 of the Code of Conduct in relation to the same item as a Governor of Mayfield Primary School.

Councillor J L Huppert declared a personal interest under Paragraph 8 of the Code of Conduct in relation to item 4 on the Cabinet report of 7<sup>th</sup> September 2004 under Minute 237, the Cambridge historic centre pedestrian zone cycling restriction, as a Fellow of Trinity College, a member of Trinity College and Cambridge University Student Unions and a member of the Cambridge Cycling Campaign. Councillor A J Bowen declared a personal interest under Paragraph 8 of the Code of Conduct in relation to the same item as a member of the Cambridge Cycling Campaign.

## **237. REPORTS OF THE CABINET – 7<sup>th</sup> AND 28<sup>th</sup> SEPTEMBER 2004**

- a) The Leader of the Council, Councillor J K Walters, moved receipt of the report of the meetings of the Cabinet held on 7<sup>th</sup> and 28<sup>th</sup> September 2004.

### Key decision for determination

- 1) Public Library Standards Report

The Lead Member for Lifelong Learning, Councillor V H Lucas, moved the following, which was seconded by the Lead Member for Education Resources, Councillor F H Yeulett:

That Council adopts the Public Library Standards Report for subsequent publication in libraries and on the website, as the Council's statement of progress against the national library standards, in the context of the library service's position within the authority.

Councillor C M Ballard expressed concern about a number of areas of ongoing poor performance, including investment in the book stock, particularly adult fiction; opening hours; and the proportion of buildings that were in poor condition or unfit for use. He also expressed concern that the investment resulting from the Council's review of its revenue investment strategy would

now be spread across four years instead of three, making improvements even harder to realise, and this at a time when library standards nationally were rising.

Councillor J Broadway echoed Councillor Ballard's concerns about performance and investment, noting that there were a number of key standards that the Council was not meeting or against which it was performing poorly. These included the standards for opening hours, the percentage of libraries open for 45 hours a week (for which the Council's performance was only 25% against a target of 100%) and library visitor levels.

Councillor H J Fitch commented that there were some positive developments within the service, including the development of the new library at Burwell and the work being done to establish and develop Local Access Points (LAPs) in communities in which the conventional libraries had been closed. He asked whether visits to LAPs were included in the Council's figures for library visits that it returned to the DCMS. Councillor J A P Eddy suggested that the library service should study the LAPs to see what lessons could be learned for the delivery of library services, particularly in rural areas. Councillor A J Bowen noted that the Education, Libraries and Heritage Scrutiny Committee had recommended its successor Committee under the new Council to undertake a review of LAPs, particularly the involvement of local communities.

The Leader of the Council, Councillor J K Walters, reminded members of the Council's difficult financial position, with the ceiling on the Council's grant holding back £11 million in the current financial year and the threat of capping making it necessary to keep Council Tax increases in low single figures. He therefore argued that the proposals for libraries were as good as the Council's financial position would allow. He noted that figures for library visits were falling nationally and that additionally, contact with the service over the telephone and internet was not included in visitor figures.

The Lead Member for Lifelong Learning, Councillor V H Lucas, reminded members that the Council had received an 'excellent' rating from the DCMS the previous year for its Public Library Position Statement, meaning that it was not required to produce a full report in the current year. The Council was currently meeting 18 of the 26 standards, missing a further four by 5% or less. He noted that the service was working closely with local members and local communities to develop existing LAPs and to learn lessons from them. Visitor figures for LAPs could not be included in the Council's returns to the DCMS, but book loans did count. In future years, performance reports would be produced for LAPs, making it possible to learn from them even more effectively.

On being put to the vote, the recommendation was approved.

[Voting pattern: Conservative and Liberal Democrat Groups in favour; Labour Group against.]

#### Key decisions for information

#### 2) Cambridgeshire Guided Busway – Delivery Strategy

Councillor A A Reid welcomed the proposed procurement process for the guided busway and its maintenance and operation. However, he expressed

concern at the proposed £3 million of risk expenditure that was being made on the assumption that the scheme would proceed, when the outcome of the public inquiry was not yet known. He asked whether, if the scheme were not to proceed, the Government would reimburse the £2 million of Section 106 money so that it could be used on other projects. He also expressed concern that this expenditure might give the impression that the Council did not take public consultation and its outcomes sufficiently seriously.

The Cabinet Member for Environment and Transport, Councillor S F Johnstone, reported that she had received legal advice that, as the public inquiry into the scheme was currently in progress, she should not say anything that might jeopardise its outcome. She undertook to send Councillor Reid a written response to his question.

- 3) East of England Regional Assembly Request for Advice on Regional Planning Guidance

#### Other decisions

- 4) Cambridge Historic Centre Pedestrian Zone – Cycling Restriction

Councillor J L Huppert, who had been Chairman of the Cambridge City Environment and Transport Area Joint Committee at the time that it had considered this issue, and was now its Vice-Chairman, reported that the Committee was keen to promote access to the city centre for non-car traffic and in particular to find ways of enabling cyclists to travel northbound through the city. One option to achieve this was to allow two-way cycling along Trinity Street, as it was largely a wide street with relatively light traffic. Consultation on this option had shown that it was supported and the Committee had therefore been disappointed at the Cabinet's decision not to proceed with the proposal. However, the Committee welcomed the Cabinet's willingness to consider alternative options.

Councillor A J Bowen, one of the local members, expressed the hope that an acceptable solution could be found, which would also reduce unauthorised cycling along Sidney Street. He emphasised that the key would be to enforce successfully whichever scheme was chosen.

Responding, the Cabinet Member for Environment and Transport noted that the difficulties on Trinity Street reflected the wider challenges of effecting access to the historic city centre. She shared the speakers' hope that a solution could be found which would allow safe access to pedestrians and cyclists and would not expose the Council to the risk of legal action.

- 5) Beacon Council Application
- 6) Primary Education Provision in Cambourne

The Chairman of the Education, Libraries and Heritage Scrutiny Committee, Councillor J L Gluza, reported that the Committee had called in the Cabinet's decision relating to the second primary school in Cambourne and in particular whether, on the basis of local consultation, it should be an ecumenical or an LEA community school. The Committee had considered the issue on 8<sup>th</sup> October 2004. Its comments would be reported to Cabinet on 26<sup>th</sup> October 2004 and included a number of recommendations to clarify the procedure for



future similar consultations.

A number of members spoke in favour of making the second primary school in Cambourne an ecumenical school, feeling that this would increase parental choice of educational provision, whilst others supported the provision of an LEA school, feeling that this would be less divisive.

Other points raised during the debate included:

- The importance that should be attached to the local community's views in determining whether the school should be an ecumenical or LEA school
- The importance of clarifying the procedure for consultation on possible ecumenical schools and in particular the role of LEA officers
- The importance of the school's admissions policy, if it were to be an ecumenical school, in ensuring that it served its immediate community effectively
- The need to promote sustainable patterns of travel to school and the relevance of both location and admissions criteria to achieving these
- The location of two existing ecumenical schools in villages close to Cambourne
- The relative costs to the Council of an LEA and an ecumenical school
- The fact that the promoters of the ecumenical school had not yet definitely been able to secure funding
- The possibility of a third primary school in Cambourne being needed, which would enable the nature of provision to be revisited in due course
- The need for all newly built schools to incorporate low-cost disability equipment as a matter of course, to enable them to take all children with mainstream disabilities.

Responding to the speakers, the Cabinet Member for Education, Libraries and Heritage, Councillor R Wilkinson, emphasised that it would be essential for the new primary school to open in Cambourne in September 2005. The proposal that it should be an ecumenical school had been put forward by the churches, who had run the consultation with the support of the LEA. Approximately a third of the existing schools in the County were ecumenical schools and there were typically good relationships between ecumenical and LEA schools. Funding for a second LEA primary school at Cambourne was available in the Council's capital programme if needed. If the school were to be ecumenical, it would be funded by the DfES, releasing this funding for use elsewhere. However, the Cabinet Member emphasised that this would be a consequence of, and not a reason for, making the school ecumenical. He also emphasised that if the school were to be ecumenical, it would still receive LEA support, challenge and monitoring; the key difference would be its governance arrangements, which would involve specific members of the community.

#### 7) Second Local Public Service Agreement

Councillor P D Bailey expressed concern that shortages in youth provision in Littleport and across the County were causing serious difficulties. The Council's under-investment in these services meant that it was unable to contribute effectively to partnership working and was a false economy, leading to greater costs on the longer term for policing and addressing vandalism and anti-social behaviour.

Responding, the Leader of the Council, Councillor J K Walters, shared Councillor Bailey's concerns but noted that increasing the funding of the Youth Service would mean reductions to funding of other services.

#### Other matters

8) Budget Monitoring 2004/05

Councillor J L Huppert expressed concern at the overspends already being projected for 2004/05, although he noted that the position in Social Services was not yet as severe as it had been in 2003/04.

9) Delegations from Cabinet to Cabinet Members and Officers

10) Performance on the Council's Top 30 Key Performance Indicators for the First Quarter of 2004/05

Councillor S V Brinton emphasised the need for clarity in reports prepared for Council. She and the Cabinet Member for Environment and Transport, Councillor S F Johnstone, noted that the target to reduce the numbers of people killed or seriously injured was a rolling target, covering a twelve-month period and updated at the end of each quarter. Performance at the end of October 2004 was likely to be worse than performance at the end of October 2003 had been, due largely to the worse weather between August and October 2004 as compared with the same quarter in the preceding year.

Councillor J Broadway noted that the report described progress against only seventeen indicators and asked about the others in the 'top 30'.

Councillor P J Downes drew attention to the need to improve performance in reducing the number of first-time young offenders and emphasised that this should be a high priority in the next budget round.

Responding to Councillor Broadway, the Leader of the Council, Councillor J K Walters, explained that some indicators were reported only annually, meaning that information was not available at this stage. Responding to Councillor Downes, he noted that there had been a recent increase in the number of first-time young offenders, as the police had been asked to take a firmer approach than previously; time would now be needed for the situation to stabilise.

#### **238. MOTIONS**

By leave of the Council, the Chairman agreed that the two motions submitted under Council Procedure Rule 10 be brought forward in the meeting, to allow interested members to attend for the debate.

#### Motion submitted by Councillor C M Ballard

The following motion was proposed by Councillor C M Ballard and seconded by Councillor J M Tuck:

'This Council notes with serious concern the Government's cash limiting of its contributions to District Councils' Disabled Facility Grants. District Councils, Primary Care Trusts and the County Council in Cambridgeshire all view the

prospect of shortfalls in funding in this area with alarm. Housing improvements form an integral part of the circle of care, designed to help older people as well as disabled adults and children to stay in their homes, where they belong, rather than become a liability on scarce and expensive residential and hospital provision.

The Government's capping of its contributions is now at 60% up to a pre-determined and cash-limited sum. The pressure on District Council budgets as a result of this funding change is intense. Some District Councils within Cambridgeshire have provided significant additional resources for 2004/05 and still are unable to keep up with the demand for adaptations and home improvements. This inability to meet demand will impact on the quality of life of some of our most vulnerable residents and on the County Council's ability to develop its preventative agenda in conjunction with its District Council and health partners.

This Council is also concerned about the cap on individual Disabled Facility Grants at £25,000. This can create significant problems for disabled adults and older people on low income who are expected to meet significant loan liabilities. The problem is even more acute for the families of children with disabilities, whose requirements for adaptations can easily exceed £100,000. Families rarely have access to resources to cover the difference and, if local authorities' policies allow them to provide greater assistance, there will therefore be serious consequences for their authorities' budgets. If the funding cannot be found, a disabled child may need unnecessary residential care or, at the least, the quality of their life and that of their families will continue to be undermined.

In addition to these changes to Disabled Facility Grants, this Council is also very concerned about the Housing Corporation's decision to withdraw discrete funding for aids and adaptations from Registered Social Landlords from April 2004. This has significantly reduced Registered Social Landlords' capacity to assist their tenants and has already had a significant impact in the County.

- The Cabinet will be receiving a detailed report on these issues at its meeting on 26th October 2004. This Council agrees that, following consideration of this report, representations be made to the Ministerial Committee reviewing the Government's decisions, that these changes be reversed. Support for the representations should also be sought from Cambridgeshire's five District Councils and four Primary Care Trusts.'

Councillor T J Bear spoke in support of the motion, noting that the Government seemed to be unaware that cuts to preventative services could lead to significantly increased costs in other areas.

On being put to the vote, the motion was carried.

[Voting pattern: unanimous.]

Motion submitted by Councillor J L Huppert

The following motion was proposed by Councillor J L Huppert and seconded by Councillor S V Brinton:

'This Council notes with regret the recent fire at Mayfield Primary School, the

cost of replacement buildings, the loss of records and pupils' work, and the disturbance to pupils' education.

- This Council further notes the advice from the Chief Fire Officer that sprinklers would contain such fires at source, and his call for sprinklers to be installed in schools.

This Council calls upon the Cabinet to install sprinklers in all newly built schools, including the rebuilt Mayfield School and the proposed school at Cambourne.

- This Council further calls upon the Cabinet to review fire risk in existing schools, and to install sprinklers in those with particular fire risk.'

The following amendment was proposed by Councillor L W McGuire and seconded by Councillor J A P Eddy:

- To replace the third and fourth paragraphs of Councillor Huppert's motion and to add a new fifth paragraph, so that the motion would read as follows:

'This Council notes with regret the recent fire at Mayfield Primary School, the cost of replacement buildings, the loss of records and pupils' work, and the disturbance to pupils' education.

- This Council further notes the advice from the Chief Fire Officer that sprinklers would contain such fires at source, and his call for sprinklers to be installed in schools.

This Council calls upon the Cabinet, in continuing to give consideration to the installation of sprinklers in all new-build and rebuild schools, to take into account the latest information available relating to cost benefit, including consequential costs, technology and the advice available from such bodies as the Fire Service and the Local Government Association (LGA). The Council further calls upon the Cabinet to give this same consideration to the rebuilding of Mayfield School.

This Council also calls upon the Cabinet to introduce a programme of fire risk assessment for all LEA schools and to give consideration to how identified risks might be managed.

This Council further calls upon the Cabinet to work with the LGA and the Cambridgeshire and Peterborough Fire Authority to lobby H.M. Government to fund the installation of sprinklers in all new school builds and rebuilds. In particular, the Government should be persuaded to include sprinklers in the design criteria for its 'Building Schools for the Future' programme.'

The following issues were discussed during the debate:

- The incidence of fires in schools, including those caused by arson, and the resultant costs, in terms of damage to property, disruption to pupils' education and costs to the Fire Service.
- The need to assess risks objectively, working with the Fire Service, and to balance risk with cost. Levels of risk varied, depending on, for example, whether pupils had special needs, whether buildings included sleeping accommodation, and the construction of buildings, particularly whether they

- were compartmentalised to contain fire and stop it from spreading
- The usefulness of fire sprinklers in preventing fire from spreading and in containing fire, smoke and water damage
- The cost of installing fire sprinklers in school buildings. It was noted that it was cheaper to fit them in new buildings than to fit them retrospectively
- Possible sources of funding for the installation of fire sprinklers
- The payback on the installation of sprinklers, including possible reductions to insurance premiums and excesses
- Previous and ongoing consideration of the Council's policy on fire sprinklers by the Resources Service Development Group.

On being put to the vote, the amendment was carried.

[Voting pattern: Conservative Group in favour; Liberal Democrat and Labour Groups against.]

Members then voted on the substantive motion as amended and it was carried.

[Voting pattern: unanimous.]

### **239. REPORT OF THE CABINET – 12<sup>th</sup> OCTOBER 2004**

The Leader of the Council, Councillor J K Walters, moved receipt of the report of the meeting of the Cabinet held on 12<sup>th</sup> October 2004.

#### Key decision for determination

The Leader of the Council, Councillor J K Walters, moved the following, which was seconded by the Deputy Leader, Councillor J E Reynolds:

That Council

- a) Approves the structure set out in the appendix to the Council report;
- b) Agrees that the membership of the Appointments Committee be changed to read 'Councillor J E Reynolds or his nominated substitute (who shall be a member of the Cabinet)';
- c) Delegates authority to the Chief Executive, in consultation with the Head of Human Resources and the Chairman of the Appointments Committee, to appoint recruitment consultants to undertake a search and selection process to identify candidates for externally advertised Management College posts arising from the 'Reshaping for Excellence' programme;
- d) Authorises the Lead Member for Children's Services Development to approve on behalf of the Council the third multi-agency consultation paper, 'Improving the Well-Being of Children and Young People: The Way Forward', following discussion at the next meeting of the Children's Services Development Working Group;
- e) Requests the Internal Political Management Working Party to consider the impact of 'Reshaping for Excellence' on the Council's constitutional and governance arrangements, and to prepare recommendations for change in time

for implementation with the new Council in 2005.

The Chairman of the Policy Scrutiny and Audit Committee, Councillor P J Downes, moved receipt of the report of the meeting of the Committee held on 14<sup>th</sup> October 2004. He drew attention to a number of issues considered by the Committee, including concern that improved customer service should be the driving force for change, and not cost savings; the most appropriate location for Development Control within the new structures; and the need to ensure that the integration of children's services did not focus excessively on children's social services to the detriment of the Council's responsibilities for education.

The Leader of the Council, Councillor J K Walters, introduced the proposals. He thanked the Policy Scrutiny and Audit Committee for its constructive debate. He confirmed that service improvements and not savings were the primary motivation for change and confirmed that all of the other issues raised by the Committee were being addressed.

The Leader of the Liberal Democrat Group, Councillor J L Huppert, reported that his Group recognised the need for change and supported the proposals, but wished to register a number of concerns. These included concerns about the timing of the change, which would mean the outgoing Council committing the new Council to the new arrangements; the cost of the changes; the pace of change; and the connections between senior management and Heads of Service posts. The Council's political management arrangements would also need to be reviewed to ensure that they fitted well with the new officer structures.

Councillor C M Ballard reported that the Labour Group was broadly supportive of the proposals, whilst recognising that there was still much work to be done. He commended the work done by officers to consult both internally and with partners. He noted that his Group's main concerns related to the Office of Children's and Young People's Services and the way in which education and social services would be drawn together, although the proposal to have three thematic Directors and three area Directors was now accepted, given that this was felt by partners to be important. The Group also had some concerns that the Office of Environment and Community Services would draw together too many disparate services and wished to emphasise that the roles of the Directors of Adult Support Services and Community Learning and Development would be central.

Members debated the recommendations under a number of headings.

#### *Vision and objectives*

Councillor P J Downes emphasised the importance of achieving effective cultural change at middle management and junior levels, as these were the staff who had most contact with customers. He also emphasised the importance of focussing on the quality and quantity of services, as these were of far greater importance to residents than the Council's internal structures.

#### *Business case*

Councillor J L Huppert accepted that the business case had had to be prepared on the basis on a number of assumptions. However, he expressed concern that the case assumed that only three additional Head of Service posts would be required; if more were needed, this would have a significant impact on savings. The business case also excluded possible redundancy costs for the Directors of Social Services and Education,

Libraries and Heritage. Councillor Huppert welcomed the fact that the business case made clear the likely impact of the reshaping on the Pension Fund and the probable resultant increase in the Council's employer contribution, which would reduce the overall savings.

Responding, the Leader of the Council noted that detailed work had not yet been done on Heads of Service posts and invited suggestions of alternative numbers. With regard to the Directors of Social Services and Education, Libraries and Heritage, he noted that Government was considering financial compensation to local authorities for any redundancies or early retirements at this level resulting from the requirement to create a new Director of Children's Services post. The Leader confirmed that the business case included worst-case calculations for the possible impact on the Pension Fund.

#### *Senior management structure*

Councillor I C Kidman expressed some concern about the proposed flat management structure for the Office of Children and Young People's Services; the lack of pivotal posts might make it difficult to develop clear leadership.

Councillors P A E Read and J A P Eddy expressed concern that Development Control should be located at arm's length from other Council departments, but that Highways Development Control should not be separate from the main team.

Councillor J L Huppert thanked the Leader for incorporating a number of the suggestions made by the Liberal Democrat Group, including the raising of the profile of Environment.

Responding, the Leader of the Council noted that the Chief Executive had led extensive consultation on the proposals and that they had been revised a number of times to reflect the suggestions received.

#### *Implementation*

Councillor P J Downes commented that the Policy Scrutiny and Audit Committee had been concerned that the report to Cabinet had included a schedule of risks and risk owners, but no key to explain what the risk gradings meant. He asked whether Cabinet had properly considered the risks associated with the proposals.

Responding, the Leader of the Council and the Lead Member for Vulnerable Adults confirmed that the Cabinet had asked a number of questions on the risks involved and had been satisfied with the answers received; and that the risk gradings were based on a standard approach.

On being put to the vote, the recommendation was approved.

[Voting pattern: unanimous.]

## **240. WRITTEN QUESTIONS**

Members noted that four written questions had been submitted under Rule 9 of the Council Procedure Rules:

- Councillor J E Coston had asked the Cabinet Member for Resources, Councillor J K Walters, about the role of social enterprise within the Council's procurement strategy. The response explained that whilst social enterprises and other voluntary and community organisations were not specifically identified in the Council's

procurement strategy, the importance of their contribution to the delivery of services across the County was recognised. It was confirmed that the procurement strategy had recently been updated to take into account relevant guidance, including the National Procurement Strategy for Local Authorities.

- Councillor G J Heathcock had asked the Leader of the Council, Councillor J K Walters, whether in view of the recent fire at Mayfield School in Cambridge he would review the Council's policy on the installation of fire sprinklers in public buildings. The response explained the Council's existing policy on fire sprinklers and noted that this would be subject to further review at the November meeting of the Resources SDG.
- Councillor I C Kidman had asked the Lead Member for Strategic Planning, Councillor J E Reynolds, about securing appropriate standards of accessibility in domestic properties to be built at Northstowe. The response set out the Council's policy on access to its own buildings and Structure Plan and forthcoming Regional Spatial Strategy policies requiring new developments to take account of community requirements.
- Councillor I C Kidman had asked the Cabinet Member for Education, Libraries and Heritage, Councillor R Wilkinson, about the advice being given to schools on the requirements of the Disability Discrimination Act. The response explained that schools had last been briefed in detail in 2002. These briefings would now be supplemented with materials relating specifically to Part 3 of the Act.

Copies of the questions and responses are available from Democratic Services.

#### **241. ORAL QUESTIONS**

Three oral questions were asked under Rule 9 of the Council Procedure Rules:

- Councillor S V Brinton asked the Leader of the Council, Councillor J K Walters, about the Council's response to the petition presented at the July meeting concerning a sound barrier for the A14. The Leader of the Council commented that he thought this issue had been discussed by the Area Joint Committee. He agreed to ask Democratic Services to follow up the response to the petitioner.
- Councillor M L Leeke asked the Lead Member for Strategic Planning, Councillor J E Reynolds, when work on the replacement Cutter Ferry bridge in Cambridge would start and be completed. The Lead Member for Strategic Planning, Councillor J E Reynolds, noted that work was scheduled to start in November and to be completed early in the new year.
- Councillor J L Huppert asked the Chairman of the Council, Councillor R Driver, how he was contributing to Local Democracy Week. The Chairman noted that he had just returned from a visit to China to promote local democracy and would be giving a lecture to Chinese students.

A full transcript of the questions and responses is available from the Democratic Services Division.

#### **242. QUESTIONS ON POLICE AND FIRE AUTHORITY ISSUES**

Members were invited to ask questions and comment on issues relating to the Cambridgeshire Police Authority and Cambridgeshire and Peterborough Fire Authority.



It was noted that all County Council members had been designated by the Police Authority to answer questions on its behalf.

Report of the Chairman of the Cambridgeshire Police Authority

- Councillor T J Bear asked about the level of service provided to the people and Parish Council of Linton, given that the village was paying approximately £220,000 to the Police Authority in the current year. Responding, Councillor J M Tuck suggested that this be raised at a local consultation group meeting. Councillor J Broadway noted that local crime figures were available on the internet.
- Councillor J L Huppert asked about the steps being taken to improve the Constabulary's detection rates. Responding, Councillors J M Tuck and J Broadway explained that Cambridgeshire's apparently poor performance was due in part to over-recording of crimes. Detection rates in key areas targeted by the Government such as burglary, vehicle crime and robbery were good.
- Councillor P A E Read commented on the need to address anti-social behaviour and petty crime amongst young people, to discourage them from progressing to more serious offences as they grew older. Responding, Councillors J M Tuck and J Broadway accepted this, but emphasised the need for the Constabulary to prioritise its activities across Cambridgeshire and Peterborough. Councillor J M Tuck also drew attention to the work done by the local Crime and Disorder Partnerships.
- Councillor S J E King commented on the disparity between the crime figures recorded by the Constabulary and the findings of the British Crime Survey, which suggested that rates were much higher. He also emphasised that the Constabulary should accept its lead responsibility for tackling crime.
- Councillor R L Clarke expressed his concern about the way in which community officers funded by Huntingdonshire District Council were regarded within the Constabulary.

Report of the Chairman of the Cambridgeshire and Peterborough Fire Authority

It was noted that a revised report from the Chairman had been circulated, replacing the version sent out with the agenda. No questions were asked.

A full transcript of the questions asked and responses given is available from the Democratic Services Section.

**243. MEMBERSHIP OF COMMITTEES AND APPOINTMENTS TO OUTSIDE BODIES**

The following changes to Committee memberships and appointments to outside bodies were proposed by the Chairman, Councillor R Driver, seconded by the Vice-Chairman, Councillor S B Normington, and agreed unanimously:

- Councillor R B Martlew to replace Councillor T J Bear as a member of the Health and Social Care Scrutiny Committee and Social Services Scrutiny Sub-Committee
- Councillor J L Huppert to replace Councillor S V Brinton as a substitute member of the Education, Libraries and Heritage Scrutiny Committee and a member of the Scrutiny Management Committee
- Councillor J L Huppert to replace Councillor S V Brinton as one of the Council's representatives on the Local Government Association and the County Councils Network.

Chairman:

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Information and  
Customer Services Portfolio Holder  
Meeting held on Wednesday, 13  
October 2004 at 10.00 a.m.

PRESENT: JD Batchelor Mrs DSK Spink MBE

Officers: Sally Carroll Communications Manager  
Greg Harlock Finance and Resources Director  
Steve Rayment Assistant Director of Finance and  
Resources (ICT)  
Susan May Democratic Services Manager

**Action**

### 1. APOLOGIES FOR ABSENCE

Received from JS Ballantyne

### 2. MINUTES

Minutes of the meeting held on 7<sup>th</sup> September 2004 were confirmed as a correct record.

### 3. MATTERS ARISING FROM LAST MEETING

- 3.1 **Who does what guide** (Min 3.1)  
Input of information onto the Intranet awaited AS's return. **AGREED SC** **SC**  
to approach Bridget, Fairley but this is not of the highest priority.
- 3.2 **Signage** (Min 3.4)  
SC reported on the problem of finding the contact for the existing County Council signs at the Contact Centre.
- The new car park signs at Cambourne were commended. GJH reported that identification signs on the side of the building had been considered but rejected.
- 3.3 **Broadband for Members** (Min 3.5)  
SR confirmed that the guide was on connectivity. JB suggested a reminder that allowances covered the ongoing costs. **SR**
- 3.4 **Room Naming Competition** (Min 4.2)  
SC to email entries to DSKS and Cllr Summerfield **SC**
- 3.5 **Lunch Seminars** (Min 4.3)  
Presentation to Members on the Freedom of Information Act arranged for Council meeting in October.
- 3.6 **Members' Letter Heads** (Min 4.4)  
Letter heads issued.
- 3.7 **Use of Voting Information** (Min 8.1)  
Decision made by Council.

#### 4. COMMUNICATIONS UPDATE

4.1 A written summary was circulated. Matters of note included:

- Decision on trees at Great Shelford made the previous evening
- SC had met the reporter for the new Cambourne paper
- Work had started on *Vine Online*
- BF was approaching Tagish about putting *South Cambs Magazine* and *Key Issues* on-line
- *Language Line* was available to all departments for translations
- The Smithy Fen communication plan was likely to take considerable input. JB was to raise the question of authority for spending at Cabinet

4.2 **Kitchen Waste Bins**

It was understood there were plentiful supplies left and a display was to be arranged in reception. Residents had complained that they had been unable to get to the distribution points, and it was suggested that Members could deliver bins on request. Parish clerks were also to be contacted.

SC

4.3 **South Cambs Magazine - advertising**

SC reported on the current position on recovery of fee income from advertising. Concerns were expressed about the proposals for the future collection of fees and it was **AGREED** that a meeting should be called with the publishers, GJH, JB and David Hill to attend.

SC

4.4 **Corporate Identity**

Noted that amendable templates were on the Intranet. The set templates were not yet available as there was a need to change some information, e.g. telephone numbers where appropriate, which could not be done. SC to go back to ITNET for amendments.

SC

#### 5. CASCADE UPDATE

5.1 **Recruitment**

The agents should be fully trained and operational from 18<sup>th</sup> October. There should then be an improvement in performance. Housing calls would be released back to the contact centre on this date.

5.2 **Performance**

JB commented on continuing problems getting accurate figures.

5.3 **Contract**

The Head of Legal Services had reviewed the contract and returned it to the County Council with revisions.

5.4 **Integration**

A further project initiation document for phase 2 would be presented to the Board the following Monday.

## 6. ICT UPDATE

- 6.1 **Intranet**  
SR reported that at 5.30 p.m. the previous day the Intranet became available to Members via the Web, without use of a VPN. There were still some security issues which SR was to take up with ITNET . DSKS confirmed that she was unable to access the Intranet the previous evening. **SR**
- 6.2 Passwords for Members to access modern.gov had not yet been issued to them. SR and SCM to discuss roll-out. **SR SCM**
- 6.3 **Recruitment**  
An offer had been made for the post of LPG Officer
- 6.4 **Network**  
Installation of the wireless network was still awaited.
- 6.5 **Phone System**  
Upgrade complete; training needed on the features, probably by a lunchtime seminar. BT training for trainers was also to be taken up. **SR**
- 6.6 **PCs for Councillors**  
PCs for new councillors all rolled out. One councillor only left without email; noted requirement is only to send paper copies to members of any particular body of the Council.
- 6.7 **Business Analysts**  
JB to meet the analysts the following Monday.

## 7. BROADBAND UPDATE

There had been no notification of additional deployments, but SR was in discussions with Trilogy about provision of Broadband in Lower Cambourne. This would require upfront expenditure in order to make the connections and the Council was being asked to share this cost, from monies which would otherwise be used to provide connection vouchers. GJH and SR to discuss. **SR**

It was noted that BT was now committed to supplying Broadband to Lower Cambourne by July 2005 and were to supply Upper Cambourne. However, Trilogy connections might extend to Great Cambourne on its fringes.

The third grant claim was to be submitted to EEDA during the week.

SR was trying to get training for village representatives to set up web sites.

## 8. FORWARD PROGRAMME - OCT 2004 - JAN 2005

Noted that there would be one paper on Electronic Service Delivery. The **SR**

submission date for the IEG Statement was the 20<sup>th</sup> December, but officers would still be seeking delegated powers to finalise the documents. Potential grant was profiled.

Noted that the review of Members' allowances was in hand. The travel allowance budget was over budget, but was a possible area for savings if Members shared transport. The feasibility of a mini-bus for planning inspections was raised.

**SCM**

An enquiry about payment of travel allowances for Members attending parish council meetings as the District Councillor was noted. The intention was that basic allowance would cover such costs, but there might be a case for payment where a Member had a number of parishes to cover. **AGREED** to refer this matter to the remuneration panel.

**SCM**

## **9. MEMBER TRAINING - ISSUES ARISING FROM ADVISORY GROUP**

The Member Training Advisory Group had met on 7<sup>th</sup> October 2004 and JB gave an outline of the recommendations, which he supported.

There had been some criticism of a lack of instruction from ITNET on receipt of IT equipment, but SR indicated that they did not have the resources to spend time at Members' homes. Members would need to come into the offices if they required IT training.

GJH reported that he was organising finance training.

### **AGREED**

**SCM  
LKE**

- (a) that IT Courses should not be provided due to the poor attendance on previous courses. At the end of the municipal year if there is budget left then this decision could be revisited;
- (b) to repeat the Speed Reading Course at a cost of £600, if 11 Councillors sign up to attend (5 delegates already wished to attend);
- (c) that Chairing Meetings and Role of Parish Council Courses should be booked at a cost of £950, as a requested topic;
- (d) £2,000 to be held in reserve for when the Employment Committee requires training.
- (e) internal sessions should be organised providing the relevant management agreement to use officer time has been sought:
  - Planning IT demystified, maps, on-line access to planning applications etc
  - Local Government Finance including Apportionment of recharges Needs to be delivered in November in advance of the budget setting
  - Modern.Gov - This is the new agenda and minutes software being used by Democratic Services
  - Intranet - Once problems with Councillor log-on have been rectified then training sessions to introduce how to get the most from the intranet will be organised.

- Planning Policy explained, this will be delivered by the Planning Policy section.
- (f) to the total cost of providing this programme of £1,550 with £2,000 to be held on reserve, leaving £2,426.74 for seminars and conferences.

#### **10. ANY OTHER BUSINESS**

- 10.1 JB asked that there should be a progress report on customer service standards on the agenda of the next meeting. **SR**
- 10.2 It was noted that JB needed to be in a position to respond about the Contact Centre at the November meeting of Scrutiny and overview Committee. **SR**
- 10.3 The request made by some Members for CRB checks was noted, but it was thought that the Resources & Staffing PFH had made a relevant decision.

#### **11. DATES OF NEXT MEETINGS**

Wednesday 10<sup>th</sup> November 10.00 a.m.  
Wednesday 8<sup>th</sup> December 10.00 a.m.  
Tuesday 11<sup>th</sup> January 10.00 a.m.  
Tuesday 8<sup>th</sup> February 10.00 a.m.  
Tuesday 8<sup>th</sup> March 10.00 a.m.

---

**The meeting ended at 11.55 a.m.**

---