

Corporate priorities: Vision, Values and The Three A's

Our Vision:

- We will make South Cambridgeshire a safe and healthy place where residents are proud to live and where there will be opportunities for employment, enterprise and world-leading innovation.
- We will be a listening Council, providing a voice for rural life and first-class services accessible to all.

The following 5 strategic aims set out how we will deliver the vision. For each aim we have agreed:

Approaches – which provide a framework showing how we will achieve our aims. These are reviewed every three years.

Actions – which are specific actions which we will undertake to deliver the aims. These are reviewed every year.

AIM A - We are committed to being a listening council, providing first class services accessible to all

Approach:

- Listening to and engaging with our local community
- Working with voluntary organisations, Parish Councils and Cambridgeshire County Council to improve services through partnership
- Making South Cambridgeshire District Council more open and accessible
- Achieving improved customer satisfaction with our services
- Ensuring that the Council demonstrates value for money in the way it works

AIM B - We are committed to ensuring that South Cambridgeshire continues to be a safe and healthy place for you and your family

Approach:

- Working closely through our Crime and Disorder Reduction Partnership to reduce crime and the fear of crime
- Working with partners to combat Anti Social Behaviour
- Promoting active lifestyles and increasing opportunities for sport and recreation to improve the health of all age groups
- Understanding where health inequalities exist and focussing on areas of need

AIM C - We are committed to making South Cambridgeshire a place in which residents can feel proud to live

Approach:

- Making affordable housing more available to local people
- Ensuring that affordable housing is in balance with the community
- Achieving a sustainable future for the Council's housing stock
- Working with local residents to promote community cohesion and addressing the needs of the most vulnerable in the community
- Extending and encouraging the use of recycling opportunities
- Working to improve the cleanliness of our villages
- Taking account of climate change in all the services that we deliver
- Promoting low carbon living and delivering low carbon growth through the planning system

AIM D - We are committed to assisting provision for local jobs for you and your family

Approach:

- Working closely with local businesses
- Promoting economic development
- Using cultural activities effectively to promote tourism

AIM E - We are committed to providing a voice for rural life

Approach:

- Protecting existing communities, villages and the countryside
- Working more closely with Parish Councils and local Groups
- Implementing planning policies to achieve successful new communities
- Maximising planning gain for neighbouring communities
- Playing our part in improving rural services including transport links

Cabinet

At least once every four years the full Council will elect a Leader, who is responsible for the political and service aspects of the Council, its relationship with South Cambridgeshire residents and organisations, and with local and national government. The Leader also serves as Chairman of the Executive (Cabinet), to which he or she can appoint from two to ten members.

The full Council, or specific legislation, sets out the areas where the Cabinet may make decisions and all this decision-making responsibility is vested in the Leader. The Leader may then create specific areas of responsibility within the Cabinet - called Portfolios - and appoint Members to hold these posts, delegating responsibility to make decisions to these Portfolio Holders.

South Cambridgeshire

Councillor Ray Manning is the Leader of South Cambridgeshire District Council and Chairman of the Cabinet.

The Cabinet consists of eight Portfolio Holders including the Leader.



In addition to the responsibilities of each Portfolio, the Executive as a whole is responsible for:

- Proposing new policy and the budget
- Promoting the Council's interest in partnership
- Implementing, with the Council's officers, decisions of the full Council

Individual Portfolio Holders also have delegated powers to make decisions affecting their service areas.

Scrutiny

Each Portfolio Holder is monitored by at least one member of the Scrutiny and Overview Committee, and the major opposition group has appointed at least one spokesman for each portfolio. Opposition group members can act both as opposition spokesmen and Scrutiny and Overview Committee monitors.

Getting involved

Members of the Press and public are welcome to attend Cabinet meetings as observers, subject to statutory access to information rules, and can ask questions at meetings.

To help the public keep informed about what's coming up, each month we publish a list of decisions to be taken by Cabinet, Council and other bodies in the coming four months (the "forward plan").

Please visit www.scambs.gov.uk/Cabinet for more details.

Support officer: Maggie Jennings (agenda) / Holly Adams (minutes)

Phone: 03450 450 500 **Email:** Democratic.Services@scambs.gov.uk

Portfolio Holder Meetings

Only the Portfolio Holder has the authority to make any decisions, and only the Portfolio Holder's presence, or the Leader's presence if the Portfolio Holder is unable to attend, is required for the meeting to be quorate.

Other Councillors:

Monitors appointed by the Scrutiny and Overview Committee and Opposition Spokesmen receive specific invitations to all meetings, but attendance is not mandatory.

Any Councillor may attend a Portfolio Holder meeting to give input, to challenge the Portfolio Holder about specific points, and to raise issues of local concern, but the final decision rests with the Portfolio Holder.

Officers:

Officers attend the meetings to present reports, answer questions and give advice.

Democratic Services are responsible for the administration of these meetings. They can be contacted on: DemocraticServices@scambs.gov.uk

Members of the Public

The public are welcome to submit questions for the Portfolio Holder for inclusion on the agenda, or to register to speak about a specific item, and will be invited to ask the question at the meeting and provide some background. The Portfolio Holder has discretion to invite any attendees to speak during the meeting, but may have to ask that written answers are supplied for questions given without notice.

Guidance notes for visitors are included in the front of the agenda.

After the meeting

Any decisions taken by a Portfolio Holder are subject to a 'call-in' period of five working days (one week). During this time, any five members of the Council, or the Scrutiny and Overview Committee Chairman in his/her own right, may challenge or 'call-in' the decision for further review by Scrutiny and Overview Committee.

Call-in can be used only if the original decision were outside the powers of the decision-maker, or if the decision did not meet specific criteria set out in the Council's Constitution. Call-in cannot be used to try to overturn an unpopular decision: it exists to ensure that the original decision was taken in accordance with the Council's policies and procedures. Any decisions which have not been called-in after a week may be implemented.

Decisions are published on the Council's website within two working days and the draft minutes will be available within twenty working days.

Leader's Portfolio Meetings

Cllr Ray Manning

Leader's Portfolio Holder



Cllr James Hockney
Scrutiny & Overview
Committee Monitor



Cllr John Batchelor
Opposition Spokesman



Chief Officer: Paul Howes (Corporate
Manager Customer and
Community Services)



Finance and Staffing Portfolio Holder's Meetings

Cllr Simon Edwards

Finance and Staffing Portfolio Holder



Cllr Roger Hall
Scrutiny & Overview
Committee Monitor



Cllr Tumi Hawkins
Scrutiny & Overview
Committee Monitor



Cllr Edd Stonham
Opposition Spokesman



Chief Officer: Alex Colyer
(Executive Director)



Information about this Portfolio

The Leader's Portfolio covers:

- Partnership Working (including Local Strategic Partnership, Local Area Agreement, Community Safety)
- Grants Co-ordination and Delivery
- Council Values

Information about this Portfolio

The Finance and Staffing Portfolio Holder is responsible for:

- Asset Management
- Finance
- Staffing
- Support Services (including Elections)

Support officer: Maggie Jennings

Phone: 01954 713029 **Email:** Maggie.Jennings@scams.gov.uk

Support officer: Philly Sewell (agendas) / Patrick Adams (minutes)

Phone: 01954 713408 **Email:** Democratic.Services@scams.gov.uk

Economic Development Portfolio Holder

Cllr Nick Wright

Economic Development Portfolio Holder



Cllr Tumi Hawkins
Scrutiny & Overview
Committee Monitor

Cllr Bridget Smith
Scrutiny & Overview
Committee Monitor

Cllr Lynda Harford
Opposition Spokesman

Cllr Hazel Smith
Opposition Spokesman

Chief Officer: Jo Mills
(Corporate Manager
Planning and New Communities)



Information about this Portfolio

The Economic Development Portfolio Holder has responsibility for:

- Economic Development and Transport
- The Local Enterprise Partnership (LEP)
- Business Support

Support officer: Ian Senior **Phone:** 01954 713028 **Email:** Ian.Senior@scambs.gov.uk

Environmental Services Portfolio Holder's Meetings

Cllr Sue Ellington

Environmental Services Portfolio Holder



Cllr Jose Hales
Scrutiny & Overview
Committee Monitor

Cllr Mike Mason
Scrutiny & Overview
Committee Monitor

Cllr Janet Lockwood
Opposition Spokesman

Cllr Hazel Smith
Opposition Spokesman

Chief Officer: Mike Hill
(Corporate Manager,
Health & Env. Services)



Information about this Portfolio

The Environmental Services Portfolio Holder is responsible for:

- Environmental Health
- Environmental Operations
- Land Drainage
- Licensing
- Member Development
- Private Sector Housing and Home Improvement Agency
- Public Health
- Recycling
- Street Cleaning

Support officer: Philly Sewell **Phone:** 01954 713408 **Email:** Philly.Sewell@scambs.gov.uk

Housing Portfolio Holder's Meetings

Cllr Mark Howell
Housing Portfolio Holder



Cllr Jose Hales
Scrutiny & Overview
Committee Monitor



Cllr Liz Hezell
Scrutiny & Overview
Committee Monitor



Cllr Mark Hersom
Opposition Spokesman



Cllr Edd Stonham
Opposition Spokesman



Chief Officer: Stephen Hills
(Corporate Manager Affordable Housing)



Chief Officer: Paul Howes
(Corporate Manager Customer and
Community Services)

Information about this Portfolio

The Housing Portfolio Holder is responsible for:

- Housing Strategy
- Housing Advice and Options
- Housing Landlord Services
- Equality and Diversity
- Travellers

Private Sector Housing and the Home Improvement Agency are part of the Environmental Services Portfolio.

Support officer: Philly Sewell **Phone:** 01954 713408 **Email:** Philly.Sewell@scams.gov.uk

Northstowe and New Communities Portfolio Holder's Meetings

Cllr Tim Wotherspoon
Northstowe and New Communities Portfolio Holder



Cllr Clayton Hudson
Scrutiny & Overview
Committee Monitor



Cllr Mike Mason
Scrutiny & Overview
Committee Monitor



Cllr Bunty Waters
Scrutiny & Overview
Committee Monitor

Cllr Trisha Bear
Opposition Spokesman

Cllr Lynda Harford
Opposition Spokesman

Cllr Tumi Hawkins
Opposition Spokesman

Chief Officer: Jo Mills
(Corporate Manager Planning
and New Communities)

Information about this Portfolio

The Portfolio Holder has responsibility for:

- Northstowe
- Planning Policy
- Development of New Communities, including Arts and Sports
- London 2012 Olympic and Paralympic Games

Support officer: Ian Senior **Phone:** 01954 713028 **Email:** Ian.Senior@scams.gov.uk

Policy and Performance Portfolio Holder's Meetings

Cllr Tom Bygott

Policy and Performance Portfolio Holder



Cllr Roger Hall
Scrutiny & Overview
Committee Monitor



Cllr Clayton Hudson
Scrutiny & Overview
Committee Monitor



Cllr Lynda Harford
Opposition Spokesman



Chief Officer: Paul Howes
(Corporate Manager Customer
& Community Services)



Chief Officer: Alex Colyer
(Executive Director)



Information about this Portfolio

The Policy and Performance Portfolio Holder has responsibility for:

- Customer Services (including Contact Centre)
- Information and Communication Technology (ICT)
- Performance Management
- Policy Development
- Community Safety

Support officer: Maggie Jennings

Phone: 01954 713029 **Email:** Maggie.Jennings@scams.gov.uk

Sustainability, Planning & Climate Change Portfolio Holder's Meetings

Cllr Peter Topping

Sustainability, Planning & Climate Change Portfolio Holder



Cllr Jose Hales
Scrutiny & Overview
Committee Monitor



Cllr Bridget Smith
Scrutiny & Overview
Committee Monitor

Cllr Stephen Harangozo
Opposition Spokesman

Cllr Tumi Hawkins
Opposition Spokesman

Chief Officer: Jo Mills
(Corporate Manager
Planning and New Communities)



Information about this Portfolio

The Portfolio Holder has responsibility for:

- Climate Change
- Sustainability
- Development Control
- Design and Conservation
- Building Control

Support officer: Maggie Jennings (agendas) / Ian Senior (Minutes)

Phone: 01954 713029/01954 713028 **Email:** Democratic.Services@scams.gov.uk

Democratic Services

Democratic Services consists of a Team Leader, three Democratic Services Officers and a Member Services Officer.

Responsible for:

- Co-ordinating the democratic process - preparing agendas, advising on procedures, presenting reports, publishing decisions as well as attending all the meetings to take the minutes.
- Maintaining the website listing all Councillors' details and contact information, and all details relating to decision-making and the democratic process (other than elections).
- Preparing the annual calendar of meetings, the forward plan (which sets out all the major decisions due to be made in the next four months) and a Weekly Bulletin of Council information (which goes to all District Councillors, the media, public subscribers and Parish Councils).
- Administration of Code of Conduct complaints about District or Parish Councillors.
- Supporting Councillors - answering general enquiries, arranging training, and processing allowance and travel claims Member support. Our Member Services Officer has been appointed specifically in response to Councillors' requests to have a named first point of contact for Councillors and for members of the public with questions about meetings, as well as to provide individual civic office support for the Chairman.
- Maintenance of the database of Parish Council contact details.
- Keeping the Constitution up-to-date.
- Providing guidance on meeting procedures and protocols, and ensuring the Council complies with statutory requirements.

Service aims:

- Promote participation in, and awareness of, Council meetings by the community;
- Promote greater involvement and participation by the public in the decision making process;
- Allow a better understanding of council procedures and protocols;
- Promote the role of council as a democratic body and a transparent decision maker; and
- Provide better customer-focussed services.

The Service aims to give at least one month's notice of any major decisions to be taken, and aims to publish:

- Agendas - **one week** prior to the meeting date
- Decisions - within **2 working days** of the meeting
- Minutes - within **20 working days** of the meeting

Please visit www.scamb.gov.uk/Meetings for all meetings, agendas and minutes.