

Public Document Pack

NOTICE OF COUNCIL MEETING - 03 APRIL 2014

Dear Councillor,

A meeting of Cambridge City Council will be held in the Council Chamber - Guildhall on Thursday, 3 April 2014 at 6.00 pm and I hereby summon you to attend.

Dated 26 March 2014

Yours faithfully

A handwritten signature in black ink, appearing to read 'AP Jackson', written in a cursive style.

Chief Executive

Agenda

- 1 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETINGS HELD ON 13 FEBRUARY 2014 AND 27 FEBRUARY 2014**

(Pages 9 - 42)

- 2 MAYORS ANNOUNCEMENTS**

- 3 PUBLIC QUESTIONS TIME - SEE AT THE FOOT OF THE AGENDA FOR DETAILS OF THE SCHEME**

4 TO CONSIDER THE RECOMMENDATIONS OF THE EXECUTIVE FOR ADOPTION

**4a Greater Cambridge City Deal - Government Offer
(The Leader)**

To follow

5 TO CONSIDER THE RECOMMENDATIONS OF COMMITTEES FOR ADOPTION

Civic Affairs Committee - 19 March 2014

5a Constitution - Recording Votes on Budget Decisions

(Pages 43 - 50)

5b Review of Standards Regime

(Pages 51 - 90)

6 TO DEAL WITH ORAL QUESTIONS

7 TO CONSIDER THE FOLLOWING NOTICES OF MOTION, NOTICE OF WHICH HAS BEEN GIVEN BY:

7a Councillors Price and Johnson

This Council is concerned by the warning in March 2014 by the Citizens Advice Bureau that the lack of an effective welfare safety net for those in crisis means that people who need emergency help are facing a grim choice between a payday loan, a food bank or a loan shark.

It notes:

- i. That a primary cause was the decision of the coalition government to scrap Crisis Loans replacing them with the far less well funded Local Assistance Scheme from April 2013, which in Cambridgeshire is the Cambridgeshire Local Assistance Scheme managed by the County Council.
- ii. The 'Nowhere to Turn' report from the Children's Society which expressed concern that the tight criteria for many such schemes, including Cambridgeshire, would mean that they were inaccessible to those in dire straits.
- iii. That in Cambridgeshire the scheme, which was set up following consultation with partners including the City Council, requires on line applications by referral agents including the City Council, a decision time of up to ten days, a maximum of one claim a year and no cash crisis loan.
- iv. That the coalition government has now decided to scrap the funding for local welfare assistance schemes altogether from April 2015.

The Council therefore asks the Director of Customer and Community Services to bring a report to the October meeting of the Community Services Scrutiny Committee on:

- i. The operation of the scheme in the City, including the number of referrals by the City Council since April 2013 and comparison with emergency crisis loans in 2011-12 and 2012-13.
- ii. The views of key partners such as Cambridgeshire Citizens Advice Bureau, The City food banks, the Credit Unions and frontline City Council staff in Housing and other departments on the impact of the loss of the scheme on those at crisis point in the City
- iii. Options, including working in partnership with others, for mitigating the impact of the loss of this welfare safety net.

7b Councillors Owers and Roberts

This Council notes

- i. That the private rented sector plays an increasingly crucial role in providing for the housing needs of Cambridge residents, particularly students and young people, but also families.
- ii. That rents in this sector in Cambridge are high and ever-increasing, going up by 8% in 2013, which means that rent costs are eating up an increasing percentage of the income of private tenants.
- iii. That many private renters are hit by unfair management and administration charges and fees levied by lettings agencies.
- iv. That many private renters are also at risk of some lettings agencies and landlords insisting on tenants having rent guarantors, or unfairly withholding deposits.
- v. That those in receipt of Local Housing Allowance or Housing Benefit find many landlords and letting agencies increasingly reluctant to accept them as tenants.

This Council welcomes the setting up of Town Hall Lettings, a social lettings agency which helps homeless individuals and families get a private sector tenancy by taking away some of the risks that stop landlords renting to them.

However, this Council also recognises that, welcome as this is, it will not do anything to help the many individuals and families who find themselves hit by high rents and the problematic practices of letting agents, but who are not homeless. This council accepts that this intermediate group, who are not poor enough to get help from Town Hall Lettings but not wealthy enough to be secure in the Cambridge housing market, need help too.

This Council therefore resolves to request a report to be brought to Community Services Scrutiny Committee to examine the possibility of the remit of Town Hall Lettings being expanded in future to help a wider range of renters, or another Social Lettings Agency being set up, either by this council alone or in partnership with other councils in Cambridgeshire, to help this 'intermediate' group of renters within the private sector.

8 WRITTEN QUESTIONS

No discussion will take place on this item. Members will be asked to note the written questions and answers document as circulated around the Chamber.

9 SPECIAL URGENCY DECISIONS - TO NOTE

Part 4B paragraph 16 of the Council's Constitution, permits Special Urgency decisions to be taken by the relevant Executive Councillor with the agreement of the Chair of the relevant Scrutiny committee.

Para 17.3 of the Access to Information Procedure Rules requires that these decisions be reported back to Council for information.

9a Lion Yard Toilet Refurbishment

(Pages 91 - 110)

9b Tour De France, Cambridge 2014

(Pages 111 - 114)

Information for the Public

Location The meeting is in the Guildhall on the Market Square (CB2 3QJ).

Between 9 a.m. and 5 p.m. the building is accessible via Peas Hill, Guildhall Street and the Market Square entrances.

After 5 p.m. access is via the Peas Hill entrance.

All the meeting rooms (Committee Room 1, Committee 2 and the Council Chamber) are on the first floor, and are accessible via lifts or stairs.

Public Participation Some meetings may have parts that will be closed to the public, but the reasons for excluding the press and public will be given.

Most meetings have an opportunity for members of the public to ask questions or make statements.

To ask a question or make a statement please notify the Committee Manager (details listed on the front of the agenda) prior to the deadline.

- For questions and/or statements regarding items on the published agenda, the deadline is the start of the meeting.
- For questions and/or statements regarding items NOT on the published agenda, the deadline is 10 a.m. the day before the meeting.

Speaking on Planning or Licensing Applications is subject to other rules. Guidance for speaking on these issues can be obtained from Democratic Services on 01223 457013 or democratic.services@cambridge.gov.uk.

Further information about speaking at a City Council meeting can be found at;

<https://www.cambridge.gov.uk/speaking-at-committee-meetings>

Cambridge City Council would value your assistance in improving the public speaking process of committee meetings. If you have any feedback please contact Democratic Services on 01223 457013 or democratic.services@cambridge.gov.uk.

**Filming,
recording
and
photography**

The Council is committed to being open and transparent in the way it conducts its decision-making. Recording is permitted at council meetings, which are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chair of the meeting will facilitate by ensuring that any such request not to be recorded is respected by those doing the recording.

Full details of the City Council's protocol on audio/visual recording and photography at meetings can be accessed via:

<http://democracy.cambridge.gov.uk/ecSDDisplay.aspx?NAME=SD1057&ID=1057&RPID=42096147&sch=doc&cat=13203&path=13020%2c13203>

Fire Alarm

In the event of the fire alarm sounding please follow the instructions of Cambridge City Council staff.

**Facilities for
disabled
people**

Level access to the Guildhall is via Peas Hill.

A loop system is available in Committee Room 1, Committee Room 2 and the Council Chamber.

Accessible toilets are available on the ground and first floor.

Meeting papers are available in large print and other formats on request.

For further assistance please contact Democratic Services on 01223 457013 or democratic.services@cambridge.gov.uk.

Queries on reports If you have a question or query regarding a committee report please contact the officer listed at the end of relevant report or Democratic Services on 01223 457013 or democratic.services@cambridge.gov.uk.

General Information Information regarding committees, councilors and the democratic process is available at <http://democracy.cambridge.gov.uk/>

COUNCIL13 February 2014
6.00pm - 10.12 pm

Present: Councillors Saunders (Mayor), Pippas (Deputy Mayor), Abbott, Ashton, Benstead, Bick, Bird, Birtles, Blackhurst, Blencowe, Boyce, Brierley, Brown, Cantrill, Dryden, Gawthrope, Hart, Herbert, Hipkin, Johnson, Kerr, Kightley, McPherson, Meftah, Moghadas, O'Reilly, Owers, Pitt, Price, Reid, Reiner, Roberts, Rosenstiel, Smart, Smith, Stuart, Swanson, Todd-Jones, Tucker, Tunnacliffe and Ward

FOR THE INFORMATION OF THE COUNCIL

The Mayor gave permission for Mr Taylor to film the meeting. It was confirmed that filming would cease if members of the public or speakers expressed a desire not to be filmed.

Request to film the meeting

The Mayor gave permission for Mr Taylor to film the meeting. It was confirmed that filming would cease if members of the public or speakers expressed a desire not to be filmed.

14/1/CNL Apologies for absence

Apologies were received from Councillor Marchant-Daisley.

14/2/CNL Declarations of interest

Councillor	Item	Interest
Reid	14/5/CNL	Personal: Member of Cambridge Past, Present and Future
Hipkin	14/5/CNL	Personal: Cambridge County Councillor
Blackhurst	14/5/CNL	Personal: Employee of Cambridge Assessments
Smith	14/5/CNL	Personal: Employee of Cambridge University

Re-ordering of the agenda

Under paragraph 4.2.1 of the Council Procedure Rules, the Mayor used his discretion to alter the order of the agenda to take item 4 before item 3. However, for ease of the reader, these minutes will follow the order of the published agenda.

14/3/CNL Petitions

A petition had been received containing over 500 valid signatures stating the following:

“We the undersigned call on Cambridge City and South Cambs Councils to withdraw all sites in the Green Belt proposed for development in the draft Local Plan.

* We oppose further destruction of the Green Belt. There are no exceptional circumstances that justify it.

*We oppose urban sprawl that will destroy the historic, compact character of Cambridge, its surrounding villages and countryside and will further add to traffic congestion.

*The Councils’ plans are based on out-of-date growth forecasts and first consideration should be given to greater re-use of existing sites (including brownfield) not in the Green Belt.”

Mr Jones presented and spoke in support of the petition.

The following points were made:

- i) Referenced to an open letter which had been sent to all Councillors.
- ii) The draft Local Plan failed on sustainability grounds due to the distance of facilities.
- iii) Netherhall and Newbury were high-quality arable farms which had been downgraded to satisfy the City planners’ aspiration.
- iv) Significant issues around bio diversity and geology.
- v) Data used in the report was out of date.
- vi) City Planners had a duty to consider brownfields site first.
- vii)The City Planners had failed to identify a brownfield site owned by the City Council.

- viii) The city would experience an increase in traffic.

Councillors debated the issues raised for the allocated 15 minutes.

The Leader of the Council thanked the petitioners for attending. The issues raised by the petition related to the content of the Local Plan and would therefore be the subject of the main debate.

A further petition had been received containing over 500 valid signatures stating the following:

“We the undersigned share concerns about the proposals for the Ridgeons (R12) site in the Local Plan. We want to see changes to the proposal that include:

- i) Reducing the overall density of the site down to 35dph or less.
- ii) Ensuring that the housing mix meets the needs of the local community with more affordable family homes (3/4/5 bedrooms and ALL bedrooms of a decent size) being built with gardens to redress the balance of Cromwell Road as a result of previous unsustainable development on the street.
- iii) Green open spaces that are accessible and usable by all.
- iv) A new pedestrian and cycle bridge over the railway line.
- v) Change use of site from Residential to mixed – to accommodate local, grass roots enterprises and businesses.”

Ms Gaillard presented and spoke in support of the petition.

The following points were made:

- i) The petition was not about stopping progress and development.
- ii) Residents were happy to see that the site had been identified for development but there needed to be a balance of amenity and houses.
- iii) The number of homes had been doubled and should be reduced to the original number of 120.
- iv) There was a need for mixed family homes to enhance a community environment.

- v) Cromwell Road area had been failed by the City Planners and this was opportunity to enrich the area.
- vi) It was clear that the community had been able to influence the planning policy.
- vii) Crownwell Road is on the edge of two school catchment areas and should not be allowed to become a “catchment black hole”.
- viii) This was an opportunity to relive pressure on existing services in the area.
- ix) Requested the consideration of a new pedestrian railway crossing.

Councillors debated the issues raised for the allocated 15 minutes.

The Leader of the Council thanked the petitioners for attending. The issues raised by the petition related to the content of the Local Plan and would therefore be the subject of the main debate.

14/4/CNL Public Questions Time

Mr Sarris addressed the Council and made the following points:

- i) Green spaces are valued and should be retained.
- ii) Current high water levels demonstrate the need for the flood plain.
- iii) The new railway station in Chesterton would increase pressure to build on land liable to flood.
- iv) Questioned what measures would be undertaken to control building on flood plains.

The Executive Councillor for Planning and Climate Change responded:

- i) The Local Plan would direct building away from areas prone to flooding and quoted policies 31 & 32 of the Local Plan.
- ii) This Authority has not allowed development against advice of the Environment Agency.
- iii) New developments were required to provide Sustainable Drainage Systems.

Mr Underwood addressed the Council and made the following points:

- i) The Howard Mallet Centre site had enjoyed the designation of land for the community for many years.
- ii) Successive uses of the building have supported this designation.

- iii) Any proposed development should respect that the land has been dedicated to Community use.
- iv) Building student accommodation on the site would not satisfy the conditions attached to the land.
- v) Access to any redevelopment of Mill Road depot via residential streets should not be allowed.
- vi) Side streets would be used as rat runs.
- vii) Local residents had major concerns about this matter.

The Executive Councillor for Planning and Climate Change responded:

- iv) The Local Plan does not propose any particular use for the Howard Mallet site.
- v) Any planning application would have to adhere to planning policy.
- vi) The potential to enhance St Matthew's Piece would be fully explored.
- vii) Any development would have to meet the criteria.
- viii) No decision has been made regarding access to the Mill Road Depot site.
- ix) The Council would be considering an amendment to the Plan regarding this matter later in the meeting.

Mr Underwood's supplementary question:

- i) Residents in the area are fearful regarding what would be built and there was a strong likelihood that the land would be used for development.

Mr de Bois addressed the Council and made the following points:

- i) Concerns regarding Policy 23.
- ii) Residents of Mill Road do not want the Conservation Area redefined as a Development Area.
- iii) The character of Mill Road needs to be protected and the Local Plan has failed to do this.
- iv) There is a good mixture of shops and houses on Mill Road.
- v) The consultation process does not recognise the existing housing on Mill Road.
- vi) The Local Plan refers to the provision of generous pavements on Mill Road
- vii) Options appear to show shared use of the road/pavement and widening the footpaths which would not be possible in such a confined area.
- viii) Expressed concerns that if pavements were widened the roads would become narrower, with any development bringing an increase in traffic.

- ix) A request for additional wording regarding housing was submitted to the Environment Scrutiny Committee in January.
- x) Red line highlights a potential development area on Mill Road.
- xi) Requested that the residential nature of the area be protected.

The Executive Councillor for Planning and Climate Change responded:

- x) There was no suggestion that Mill Road would lose its Conservation Area status.
- xi) The existence of houses on Mill Road was recognised in the main document.
- xii) The homes on Mill Road were protected.
- xiii) Accepted that that the phrase “more generous pavements” could be replaced by “improvements to pavements”.
- xiv) The red line highlights an opportunity area not a specific development.

Mr Pellew addressed the Council and made the following points:

- i. Questioned how the principle of the development sequence referenced in 2.26 of the Local Plan would be enforced.
- ii. Developers would favour greenfield development sites.
- iii. Central urban sites would remain untouched.
- iv. Requested that the City Council consider including a statement in the Local Plan that urban areas be developed first.
- v. Referenced the Local Plan for Reigate Council which had a policy to protect the Green Belt and to promote the conservation and enhancement of the landscape.
- vi. Green Belt land should only be released if needed for five-year housing supply

The Executive Councillor for Planning and Climate Change responded:

- vii. This was a misunderstanding of 2/26 of the Local Plan.
- viii. Alongside this, the Council, along with South Cambridgeshire District Council has had to consider whether the 2006 development strategy remains the most appropriate or an alternative would be more suitable.
- ix. A range of options had been considered and strategic land assessments undertaken.
- x. 98.03% of Green Belt land within the city’s administrative boundary is being protected.

Mr Pellew supplementary question:

- i. Noted that the Executive Councillor had not answered queries regarding phasing of development so that all brownfield sites are fully developed before any greenbelt sites are considered.

The Executive Councillor for Planning and Climate Change responded:

- ii. Officers did not consider this to be needed or appropriate for the current circumstances in Cambridge.

Mr Baigent addressed the Council and made the following points:

- i) Reminded Councillors that 500 people had signed a petition against the proposals for the Ridgeon's (R12) site in the Local Plan.
- ii) Questioned if the Council would take into consideration the opinion of those 500 individuals and highlighted the need for 'Localism and Democracy'.
- iii) The proposed development would have an impact on the Conservation Area.
- iv) Flats built on Cavendish Road would lean into the Conservation Area.
- v) Concerned about access onto Mill Road via Cavendish Road.

The Executive Councillor for Planning and Climate Change responded:

- xv) The conservation area would be taken into account and would remain.
- xvi) More detailed questions would be picked up in the planning application.
- xvii) There was no government planning policy regarding who could purchase properties. This was not a planning consideration.

Mr Baigent's supplementary question:

- i. Highlighted the need for housing for local people.

The Executive Councillor for Planning and Climate Change responded:

- ii. 40% would be affordable housing for local people.

Mr Huntsman addressed the Council and made the following points:

- i. There is a serious traffic problem on the south side of the City.
- ii. A number of bus companies (including the Park & Ride) use Worts' Causeway as short cut to avoid the traffic.
- iii. Developments around Worts' Causeway would have a serious impact on the bypass used by buses.
- iv. Before any development suitable arrangements would have to be agreed to avoid an adverse impact on traffic.
- v. Questioned if Babraham Road would be able to cope with the additional traffic.

The Executive Councillor for Planning and Climate Change responded:

- vi. The Local Plan did acknowledge a number of challenges regarding transport issues.
- vii. Suitable arrangement would have to be agreed before development begins.

Mr Huntsman supplementary question:

- i. Any additional traffic to the South of the City would create serious problems.

The Executive Councillor for Planning and Climate Change responded:

- ii. The wider transport strategy would be considered by Cambridgeshire County Council.

Mr Mitchell addressed the Council and made the following points:

- i. Would welcome the development of the Cherry Hinton Chalk Pit Lakes.
- ii. The Lakes could be transformed into a recreational and ecological park.
- iii. Urged the Council to 'dream big' with the development of the Lake.
- iv. With the right leadership and funding the Cherry Hinton Chalk Pit Lakes could be a 'jewel' in the open spaces of Cambridge.
- v. The Lakes could provide a safe outdoors environment that promotes and supports health activities to the people of Cambridge.

The Executive Councillor for Planning and Climate Change responded:

- vi. He thanked Mr Mitchell and Cambridge Lakes for their support.

14/5/CNL To consider the recommendations of the Executive for Adoption

Cambridge Local Plan 2014 - Submission Stage

The Executive Councillor for Planning and Climate Change introduced the item.

Amendments from the Labour Group

Councillor Blencowe proposed and Councillor Johnson seconded the following amendment to the Local Plan:

Section 2, Page 35, Policy 7 – River Cam

Add *g) not impinge nor have adverse impact on the floodplain.*

On a show of hands the amendment was lost by 21 votes to 19

Section 3, Page 46, Policy 11 – Fitzroy/Burleigh Street etc

In a) include Fitzroy Street

On a show of hands the amendment was lost by 21 votes to 19

Section 3, Page 61, Policy 16 – Cambridge BioMed Campus

Between d) and e) add 'be self-sufficient in car park provision'

On a show of hands the amendment was lost by 22 votes to 19

Section 5, Page 144, Policy 44 – Specialist Colleges

Change 5.32 wording to remove '*will be flexible in considering any*' and replace with '*will require a*'.

On a show of hands the amendment was carried unanimously.

Section 7, Page 189, Policy 69 – Protection of sites of local nature conservation importance

Change wording of fourth line from:

'Where development is permitted, proposals must include measures' to:

'Where development is permitted, proposals will include measures'

On a show of hands the amendment was lost by 21 votes to 19

Councillor Blencowe proposed and Councillor Herbert seconded the following amendment to the Local Plan:

Appendix B, R10, Mill Road Depot, Pages 243/244

Remove line:

"site will need careful review of highway access"

And replace with:

"vehicular access to be from Mill Road"

On a show of hands the amendment was lost by 21 votes to 18

Councillor Ward proposed the following amendment to the Local Plan:

Appendix B, R10, Mill Road Depot, Pages 243/244

Remove line:

“site will need careful review of highway access”

And replace with:

“vehicular access to be from Mill Road only, subject to detailed testing”

On a show of hands the amendment was carried unanimously.

Resolved (by 21 votes to 1) subject to the amendments agreed above, to approve:

a. that the Cambridge Local Plan 2014: Proposed Submission document and Proposed Policies Map (as approved by Full Council on 27 June 2013) be ‘submitted’ for examination in accordance with Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012, together with the sustainability appraisal and associated evidence material in support of the plan, and including the Key Issues (Appendix A) and Schedule of Proposed Changes (Appendix B);

b. that the Duty to Cooperate Report (Appendix C), be agreed and submitted as part of the evidence base for the Local Plan;

c. that, in the interests of expediency, delegated authority be given to the Head of Planning Services to undertake appropriate negotiations and make further minor additions to the Schedule of Proposed Changes during the examination of the local plan (i.e. post ‘submission’) if in the opinion of the Head of Planning Services it is appropriate and necessary to do so to facilitate the smooth running of the plan through the examination period, (except where changes would be of such significance as to substantially alter the meaning of a policy or allocation). The exercise of this delegation to be reported back to Development Plan Scrutiny Sub-Committee through the course of the examination process;

d. that the Head of Planning Services is authorised to prepare and submit reports, proofs of evidence, technical papers, statements of common ground and other such documents required in the presentation of the local plan through the examination process and reflecting the council's agreed position on these matters and to take such other steps as are conducive or incidental to the submission and examination of the local plan;

e. that any changes to Appendices A, B and/or C required by Full Council be agreed by the Chair and Spokes of Development Plan Scrutiny Sub-Committee and the Executive Councillor for Planning and Climate Change.

The meeting ended at 10.12 pm

CHAIR

Present: Councillors Saunders (Chair), Pippas (Vice-Chair), Abbott, Ashton, Benstead, Bick, Blackhurst, Blencowe, Boyce, Brierley, Brown, Cantrill, Gawthrop, Herbert, Hipkin, Johnson, Kerr, Kightley, McPherson, Meftah, Moghadas, O'Reilly, Owers, Pitt, Price, Reid, Reiner, Roberts, Rosenstiel, Smart, Smith, Stuart, Swanson, Todd-Jones, Tucker, Tunnacliffe and Ward

FOR THE INFORMATION OF THE COUNCIL

Request to film the meeting

The Mayor gave permission for Mr Taylor to film the meeting. It was confirmed that filming would cease if members of the public or speakers expressed a desire not to be filmed.

14/6/CNL To approve as a correct record the minutes of the meeting held on 24 October 2013

13/62/CNL – Oral Question 7

Councillor Ashton requested that it be noted that the Executive Councillor for Housing stated she did not regret the Council's decision to demolish the bungalows in Cherry Hinton and East Chesterton.

The Executive Councillor for Housing confirmed that this was correct.

With this minor amendment the minutes of the meeting held on 24 October 2013 were confirmed as a correct record and signed by the Mayor.

14/7/CNL Mayors Announcements

1. APOLOGIES

Apologies were received from Councillors Bird, Birtles, Dryden, Hart and Marchant-Daisley.

2. FUND RAISING

The Mayor thanked those Councillors who had supported the fund raising event for Centre 33 when over £3,000 was raised and the event for the Blue Smile Project when £3,000 was raised.

3. 104 (CITY OF CAMBRIDGE) SQUADRON AIR TRAINING CORPS

In 1999, No. 104 (City of Cambridge) Squadron Air Training Corps was granted the Honorary Freedom of the City. To mark the Squadron's 75th anniversary and the 15th anniversary of receiving the Honorary Freedom, the Mayor confirmed that Cadets would march around Market Square on Friday, 4 April at 6.30pm. The Lord Lieutenant and the Mayor would take the salute outside the Guildhall.

4. CAMBRIDGE-HEIDELBERG EASTER FESTIVAL

The Mayor confirmed that Cambridge would host the Easter Festival, and invitations to attend a civic reception on Thursday, 17 April would be despatched to Councillors.

5. FIRST WORLD WAR COMMEMORATIONS

The Mayor confirmed that that the University of Cambridge would be hosting an ecumenical service at Great St. Mary's Church on Monday, 4 August at 6pm. This would take the form of a ceremonial occasion, and Members of the Council will be invited to participate. Full details will be circulated nearer the time.

6. DECLARATIONS OF INTEREST

No interests were declared.

14/8/CNL Public Questions Time

Mr Sargeant addressed the Council and made the following points:

- i. Mitcham's Corners suffers as a result of a dominating gyratory road system which has a negative impact on the area.
- ii. In light of the number of shop closures in recent times, asked if the Executive Councillor believed that this was due to a drop in real wages or the lack of Liberal Democratic investment over many years.
- iii. Questioned why it has taken so long to invest in Mitcham's Corner
- iv. Expressed support for the Labour amendment and the recruitment of a Chesterton Coordinator.

The Executive Councillor for Public Places responded with the following:

- i. Agreed that the removal of the gyratory road system would be beneficial to the area. She agreed to work with Cambridgeshire County Council to address the issue.

- ii. Could not say why there has been a drop in shop closures in recent times.
- iii. The opportunity to develop Mitcham's Corner had been identified and the funds had then been allocated.

Mr Sargeant made the following supplementary points:

- i. Questioned if the sum of approximately £200,000 allocated to Mitcham's Corner was being used to simply "decorate" the area before major building works take place.
- ii. Stated that there were underlining problems which residents would like addressed.
- iii. Asked what detailed plans were in place for improving Mitcham's Corner.

The Executive Councillor for Public Places responded with the following:

- i. Confirmed that more details on the ambitious Mitcham's Corner initiative would be provided later in the meeting.
- ii. The more complex issues would be addressed through consultation with stakeholders.

Ms Sinnott addressed the Council and made the following points:

- i. The Executive Councillor for Housing and some leading members of the Liberal Democrats Group had made it clear they do not support the spare room subsidy (bedroom tax).
- ii. Yesterday Julian Huppert MP voted in favour of tightening the legislation to ensure that more City tenants would be hit by this tax. This was unfair and would cost more to implement than it would save.
- iii. By voting against the HRA Labour amendment the Council were agreeing with an attack on Cambridge's vulnerable.
- iv. Asked if the Executive Councillor for Housing passed on her views to Julian Huppert MP ahead of the debate in Parliament.
- v. Asked if the Executive Councillor for Housing agreed with Julian Huppert's continued support for the coalition's legislative attack on Council tenants?

The Executive Councillor for Housing responded with the following:

- i. She was not aware that the issue was going to Parliament so did not speak to Julian Huppert MP prior to the debate. She thanked Ms Sinnott for bringing the matter to her attention.
- ii. The spare room subsidy did not affect a large number of tenants in Cambridge but six or seven people had payments deducted wrongly.

- iii. The aspect of the spare room subsidy discussed during the debate, did not affect a large number of tenants in Cambridge but six or seven people had been wrongly deducted payments.
- iv. There were more people on the City Council's Needs Register who want to move property because of overcrowding.
- v. Thanked the City Council staff who had been dealing with City Council discretionary housing payments.

Ms Sinnott made the following supplementary points:

- i. The tax was unfair and it should not make a difference if only a small number of tenants had been affected.
- ii. Questioned why Julian Huppert MP had not informed the Executive Councillor for Housing that a debate would be held in Parliament.

The Executive Councillor for Housing responded with the following:

- i. She had discussed the item on a previous occasion with Julian Huppert MP.
- ii. The issue of spare room subsidy was complex.
- iii. She acknowledged that there were flaws in the system.
- iv. Going forward she would like to see the exemptions expanded considerably.
- v. She stated that many people were in larger properties than they really needed, and the tax payer should be paying for this. This did not however apply to disabled tenants.

Mr Carpen addressed the Council and made the following points:

- i. He had recently visited Parliament and met with Aileen Walker, the Director of Public Engagement. She challenged the City of Cambridge to do more to promote Parliament Week.

The Executive Councillor for Community Wellbeing responded with the following:

- i. Whilst Julian Huppert MP had promoted Parliament Week in Secondary Schools, more encouragement from the Schools was required.

Mr Carpen made the following supplementary points:

- i. More local organisations should be contacted to promote this event.
- ii. Invited Councillors to attend 'Skillsfest' at Anglia Ruskin University on Sunday, 2 March 2014, 2.00pm which Mr Carpen has organised in conjunction with Anglia Ruskin Students Union, the Cambridge Student Hub and Transition Cambridge.
- iii. Thanked those who have helped organise the 'Skillsfest' event.

The Executive Councillor for Community Wellbeing responded with the following:

- i. Thanked Mr Carpen for his comments.
- ii. Emphasised her comments regarding the promotion of the event.

14/9/CNL To consider the recommendations of the Executive for Adoption

Housing Revenue Account Budget Setting Report (Executive Councillor for Housing)

Councillor Price proposed and Councillor Johnson seconded the following addition:

After Recommendation x (page 38 of agenda) add:

- xi. Approve an in-depth review of the Housing Capital Investment Plan alongside the already planned update to the HRA Asset Management Plan, to identify capital funding for a significant citywide City Homes Estate Improvement Programme, including dealing with the estimated £1m backlog of fencing repairs required across our estates following years of under-investment.

On a show of hands the amendment was lost by 13 votes to 21

Resolved (by 21 votes to 13) to:

Treasury Management

- i. Approve the revised approach to treasury management, setting-aside a proportion of the surpluses generated over the life of the Business Plan to allow for potential debt redemption, but re-investing up to 75% of the surplus generated in the acquisition or development of new affordable housing, as outlined in Section 7 of the HRA Budget Setting Report.

Housing Capital

- ii. Approve the capital bids, shown in Appendix H of the HRA Budget Setting Report, to include resource to implement the Cambridge Public Sector Network across housing offices, to purchase an additional module for the Housing Management Information System, to undertake emergency water mains replacement at Kingsway and to carry out remedial works to a specific HRA dwelling and the surrounding block.

- iii. Approve the re-phasing of £15,000 of resource between 2014/15 and 2013/14 to complete communal floor covering works to an entire block whilst the relevant equipment is on site.
- iv. Approve the re-phasing of funding for UPVC window replacements of £500,000 from 2014/15 and £850,000 from 2015/16 into later years in the Housing Capital Investment Plan, recognising that it was too early to move to a full investment standard.
- v. Approve the re-phasing of £250,000 from 2014/15 to 2015/16 in respect of the communal areas uplift, recognising that the full programme of works had not yet been finalised.
- vi. Approve the gross funding of £16,210,000 for the development of the affordable housing project at Clay Farm, in line with the scheme specific report being presented to Community Services in January 2014, which assumes 75% affordable rented and 25% shared ownership housing.
- vii. Approve the funding of £2,875,000 for the provisional purchase of 13 market housing units on the garage re-development sites (or other units of existing market housing), recognising this as an appropriate use of retained right to buy receipts.
- viii. Approve the earmarking of the required level of additional funding for new build investment in 2016/17 and 2017/18 to ensure that the anticipated level of future retained right to buy receipts can be appropriately utilised.
- ix. Approve the revised Housing Capital Investment Plan as shown in Appendix M of the HRA Budget Setting Report.
- x. Approve a provisional addition to the Housing Capital Allowance of £30,591,000 in respect of anticipated qualifying expenditure in 2014/15.

14/10/CNL To consider budget recommendations of the Executive for Adoption

Draft Revenue and Capital Budgets – 2013/14 (Revised), 2014/15 (Budget) and 2015/16 (Forecast) (The Leader)

The Executive presented its budget recommendations as set out in the Council Agenda and on the amendment sheet circulated around the Chamber.

Labour Amendment - Draft Revenue and Capital Budgets – 2013/14 (Revised), 2014/15 (Budget) and 2015/16 (Forecast)

Councillor Herbert presented the Labour Group's alternative budget as set out in the Council Agenda and on the amendment sheet circulated around the Chamber.

Labour Group Alternative Budget Amendment

Under the Council's budget procedure, the Labour Group's alternative budget was deemed to have been moved and seconded as an amendment.

On a show of hands the Labour Group's alternative budget amendment was lost by:

15 votes in favour: Councillors Abbott, Ashton, Benstead, Blencowe, Gawthrope, Herbert, Johnson, McPherson, Moghadas, O'Reilly, Owers, Price, Roberts, Todd-Jones and Meftah.

to 21 votes against: Councillors Bick, Blackhurst, Boyce, Brierley, Brown, Cantrill, Kerr, Kightley, Pippas, Pitt, Reid, Reiner, Rosenstiel, Saunders, Smart, Smith, Stuart, Swanson, Tucker, Tunncliffe and Ward.

with 1 abstention: Councillor Hipkin.

In accordance with the Council's budget procedure, Councillor Herbert moved separately the following proposals, which formed part of the Labour Group alternative budget:

Reference	Details
LNCL2	Contribution to create 'Sharing Prosperity Fund'

Reference	Details
LX2	Living Wage External Campaign Officer

Reference	Details
LX6	Youth Apprenticeship Programme

On a show of hands the proposal was lost by:

15 votes in favour: Councillors Abbott, Ashton, Benstead, Blencowe, Gawthrope, Herbert, Johnson, McPherson, Moghadas, O'Reilly, Owers, Price, Roberts, Todd-Jones and Meftah.

to 21 votes against: Councillors Bick, Blackhurst, Boyce, Brierley, Brown, Cantrill, Kerr, Kightley, Pippas, Pitt, Reid, Reiner, Rosenstiel, Saunders, Smart, Smith, Stuart, Swanson, Tucker, Tunncliffe and Ward.

with 1 abstention: Councillor Hipkin.

Reference	Details
LB2	Bolstering Public Realm Enforcement

Reference	Details
LB1	'Clean It Up' anti dog fouling campaign

Reference	Details
LX1	Expanded programme of 'Community Clear-Out Days'

On a show of hands the proposal was lost by:

16 votes in favour: Councillors Abbott, Ashton, Benstead, Blencowe, Gawthrope, Herbert, Johnson, McPherson, Moghadas, O'Reilly, Owers, Price, Roberts, Todd-Jones, Hipkin and Meftah.

to 21 votes against: Councillors Bick, Blackhurst, Boyce, Brierley, Brown, Cantrill, Kerr, Kightley, Pippas, Pitt, Reid, Reiner, Rosenstiel, Saunders, Smart, Smith, Stuart, Swanson, Tucker, Tunnicliffe and Ward.

Reference	Details
FPPF2	Chesterton Co-ordinator

On a show of hands the proposal was lost by:

15 votes in favour: Councillors Abbott, Ashton, Benstead, Blencowe, Gawthrope, Herbert, Johnson, McPherson, Moghadas, O'Reilly, Owers, Price, Roberts, Todd-Jones and Meftah.

to 21 votes against: Councillors Bick, Blackhurst, Boyce, Brierley, Brown, Cantrill, Kerr, Kightley, Pippas, Pitt, Reid, Reiner, Rosenstiel, Saunders, Smart, Smith, Stuart, Swanson, Tucker, Tunnicliffe and Ward.

with 1 abstention: Councillor Hipkin.

Reference	Details
LSR1	Reverse Service Review SR3299 – Cessation of the Pest Control Service

On a show of hands the proposal was lost by:

15 votes in favour: Councillors Abbott, Ashton, Benstead, Blencowe, Gawthrope, Herbert, Johnson, McPherson, Moghadas, O'Reilly, Owers, Price, Roberts, Todd-Jones and Meftah.

to 21 votes against: Councillors Bick, Blackhurst, Boyce, Brierley, Brown, Cantrill, Kerr, Kightley, Pippas, Pitt, Reid, Reiner, Rosenstiel, Saunders, Smart, Smith, Stuart, Swanson, Tucker, Tunncliffe and Ward.

with 1 abstention: Councillor Hipkin.

Reference	Details
LS8 + LC2	Commercial Property Portfolio Extra Income from Further Additional Investments

On a show of hands the proposal was lost by:

16 votes in favour: Councillors Abbott, Ashton, Benstead, Blencowe, Gawthrope, Herbert, Johnson, McPherson, Moghadas, O'Reilly, Owers, Price, Roberts, Todd-Jones, Hipkin and Meftah.

to 21 votes against: Councillors Bick, Blackhurst, Boyce, Brierley, Brown, Cantrill, Kerr, Kightley, Pippas, Pitt, Reid, Reiner, Rosenstiel, Saunders, Smart, Smith, Stuart, Swanson, Tucker, Tunncliffe and Ward.

Unless otherwise stated, all references in the recommendations to sections, pages and appendices relate to Version 3 of the Budget Setting Report (BSR).

This can be found via:

<http://democracy.cambridge.gov.uk/documents/b8058/Budget%20Setting%20Report%20BSR%2027th-Feb-2014%2018.00%20Council.pdf?T=9>

RESOLVED to agree the Executive's budget proposals by:

22 votes in favour: Councillors Bick, Blackhurst, Boyce, Brierley, Brown, Cantrill, Kerr, Kightley, Pippas, Pitt, Reid, Reiner, Rosenstiel, Saunders, Smart, Smith, Stuart, Swanson, Tucker, Tunncliffe, Ward and Hipkin.

With 15 abstentions: Councillors Abbott, Ashton, Benstead, Blencowe, Gawthrope, Herbert, Johnson, McPherson, Moghadas, O'Reilly, Owers, Price, Roberts, Todd-Jones and Meftah.

To:

**General Fund Revenue Budgets: [Section 4, page 39 refers]
Budget 2013/14:**

- a) Approve the revised budget items shown in Appendix C(a).
- b) Approve the Non-Cash Limit budget items for 2013/14 as shown in Appendix C(b).
- c) Approve the overall revised budget for 2013/14 for the General Fund, as shown in Section 4 [page 39 refers] and Appendix D(a).

Budget 2014/15:

- d) Approve any recommendations for submission to the Executive in respect of:
 - Non-Cash Limit items as shown in Appendix C(b).
 - Revenue Savings and Bids as shown in Appendix C(c), (d) & (e).
 - Priority Policy Fund (PPF) Bids as shown in Appendix C(f) – based on the position as outlined in Section 4 [page 48 refers].
 - Bids to be funded from External or Earmarked Funds as shown in Appendix C(g).
- e) Note the Council Tax taxbase, as set out in Appendix B(a), as calculated and determined by the Director of Resources under delegated authority.
- f) Approve the level of Council Tax for 2014/15 as set out below:

Appendix B(b)

1. The Council calculated its Council Tax Base 2014/15 for the whole Council area as **38,675.1** [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the “Act”)]
2. The Council calculates that the Council Tax requirement for the Council’s own purposes for 2014/15 is **£6,702,010**
3. That the following amounts be calculated for the year 2014/15 in accordance with Sections 31 to 36 of the Act:

(a) **£173,622,350** *being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act*

(b) **£166,920,340** *being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act*

(c) **£6,702,010** *being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. [Item R in the formula in Section 31B of*

(d) **£173.29** *being the amount at 3(c) above (Item R), all divided by the amount at 1 above (Item T), calculated by the Council, in accordance with Section 31B of*

4. To note that Cambridgeshire County Council, the Cambridgeshire Police and Crime Commissioner and Cambridgeshire & Peterborough Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwellings in the Council's area as indicated in the table below.
5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2014/15 for each of the categories of dwellings in the Council's area.

<u>Dwelling</u> <u>Band</u>	<u>City</u> <u>Council</u> £	<u>County</u> <u>Council</u> £	<u>Police and</u> <u>Crime</u> <u>Commissioner</u> £	<u>Fire &</u> <u>Rescue</u> <u>Authority</u> £	<u>Aggregate</u> <u>Council</u> <u>Tax</u> £
A	115.53	747.96	120.90	42.84	1,027.23
B	134.78	872.62	141.05	49.98	1,198.43
C	154.04	997.28	161.20	57.12	1,369.64
D	173.29	1,121.94	181.35	64.26	1,540.84
E	211.80	1,371.26	221.65	78.54	1,883.25
F	250.31	1,620.58	261.95	92.82	2,225.66
G	288.82	1,869.90	302.25	107.10	2,568.07
H	346.58	2,243.88	362.70	128.52	3,081.68

6. The Council determines that, in accordance with Section 52ZB of the Local Government Finance Act 1992, the basic amount of its council tax for 2014/15 is not excessive.

g) Approve:

- (i) the Prudential Indicators as set out in Appendix M(a) and to confirm that the Authorised Limit for external borrowing determined for 2014/15 will be the statutory limit determined under section 3 of the Local Government Act 2003,
- (ii) delegation to the Section 151 officer, within the borrowing totals for any financial year within (i) above, to effect movement between the separately agreed figures for 'borrowing' and 'other long term liabilities',
- (iii) the Treasury Management Annual Borrowing and Investment Strategies set out in Appendices M(b) and M(c), and
- (iv) the Council's Counterparty List shown in Appendix M(c), Annex 1.

Other Revenue:

- h) Delegate to the Section 151 officer the authority to finalise changes relating to any corporate and/or departmental restructuring and any reallocation of support service and central costs, in accordance with the CIPFA Service Reporting Code of Practice for Local Authorities (SeRCOP).

Capital: [Section 5, page 50 refers]**Capital & Revenue Projects Plan: [Section 5, page 54 refers]**

- i) Approve project appraisals and new programmes that have been referred by Executive Councillors:
- (i) Project appraisals that have been referred by Executive Councillor for Public Places (for schemes already in the capital and revenue projects plan):
- i. Parker's Piece Lighting
 - ii. Jesus Green Footpath / Cycleway Improvements
 - iii. Perne Road / Rade Gund Road Roundabout
 - iv. City Centre Cycle Parking Project
- (ii) To set up new capital programmes and associated remits within the following portfolios:
- i. Customer Services & Resources - Additional investment in Commercial Property Portfolio
 - ii. Public Places - Local Centres Improvement Programme - see (new) remit below:

PR037 – Local Centres Improvement Programme

Approved Timescale: 2014/15 to 2019/20

Lead Officer: Andy Preston

Remit: To undertake schemes to improve the quality of the public realm at Local Centres, aiming to lift pride in the environment for residents and traders and to encourage parallel investment in private businesses. At least three schemes will be delivered, subject to full public consultation and will deliver environmental and public realm improvements.

Outcomes: Successful delivery of three Local Schemes of between £200k - £340k per scheme by 2019/20.

- j) Approve the bids outlined in Appendix G(a) & (b) for approval to include in the Capital Plan, or put on the Hold List, including any additional use of reserves required.

- k) Approve the carry forward of resources from 2013/14, resulting from variances as detailed in Appendix G(c), to fund re-phased capital spending.
- l) Approve the revised Capital & Revenue Projects Plan as set out in Appendix G(d), the Hold list set out in Appendix G(e), and the Funding as set out in Appendix G(f) for the General Fund.

Note that the Appendices include new bids and the rephasing included in the above recommendations.

General Fund Reserves:

- m) Note the impact of revenue and capital budget approvals and approve the resulting level of reserves to be used to:
 - (i) support the 2013/14 budget
 - (ii) support the 2014/15 and future year's budgets as set out in Appendix D(c).

Other:

- n) **Local Retention of Business Rates:** approve establishing an earmarked reserve for retained business rates in order to manage the accounting implications of the Government's Business Rates Retention scheme.

14/11/CNL To consider the recommendations of Committees for Adoption

Members Allowances Scheme 2014/15

Resolved (by 32 votes to 0) that:

The existing Members' Allowances Scheme be continued for the 2014/15 municipal year.

Pay Policy Statement 2014/15**Resolved** (by 22 votes to 0):

- i. That only full Council may authorise salary or severance packages of £100,000 or more, following consideration by the Employment (Senior Officer) Committee.
- ii. That the Terms of Reference of the Employment (Senior Officer) Committee be amended by the addition of:

“To make recommendations to Council with regard to proposals for salary or severance packages of £100,000 or more.”
- iii. To note the recommendations of the Strategy and Resources Scrutiny Committee in relation to review of the Living Wage Policy for agency workers.
- iv. To approve the draft Pay Policy Statement 2014/15.

14/12/CNL To deal with Oral Questions**1. Councillor Ashton to the Executive Councillor for Community Wellbeing.****What is the Council doing to celebrate the 50th Folk Festival this year?**

This event began as a local event and is now recognised as a National/International Event. Not only is it an event for all ages but has brought in considerable revenue over the years to this Council that has been used to subsidise other music events in the City.

It has been mooted for some kind of memorial to the local man who started it all off Ken Woollard. It would be a great injustice, after being recognised Nationally for an award to the Festival organiser and Ken's widow, if we as a Council did not publicly acknowledge this wonderful event.

The Executive Councillor for Community Wellbeing responded that:

- i. The 50th anniversary of Cambridge Folk Festival is a cause for much celebration. In addition to curating a wonderfully strong programme, in response to requests from festival supporters, the Council team had commissioned a limited edition retrospective illustrated poster by the original festival illustrator. Throughout the Festival there would also be various 50th anniversary themed artwork and a celebratory artistic programme.
- ii. The 50th anniversary presented an opportunity to celebrate the tremendous work and legacy of founder Ken Woollard. Ken's widow Joan, together with the Council's Eddie Barcan, collected the BBC Radio 2 Folk Music's Good Tradition Award last week. This is awarded to a person, group or organisation for their contribution to the preservation, dissemination and continuance/progression of traditional music over a number of years.
- iii. The Council had received a request for a memorial to Ken Woollard at Cherry Hinton Hall, and in September last year, the Head of Streets and Open Spaces had met with Mrs Woollard along with a representative from the Folk Festival Volunteer Group and Friends of Cherry Hinton Hall Group.
- iv. It had been agreed that a bespoke bench would be appropriate and that the Volunteer and Friends Group would work with Mrs Woollard to raise funds to pay for the bench. Council Officers had since offered advice on siting, design and technical requirements and hoped very much that this memorial could be installed ready for the 2015 Festival.

2. Councillor Pippas to the Executive Councillor for Housing.

How has the Single Homelessness Service done since it started last autumn?

The Executive Councillor for Housing responded that:

- i. 15 people had been found permanent accommodation through the Single Homelessness Service.
- ii. 5 people had been referred by Officers to alternative services.
- iii. 5 people were currently awaiting suitable accommodation.

3. Councillor Johnson to the Leader.

On 6th November 2013, following an intervention from Labour Councillors, the Leader was quoted in the Cambridge News saying he would request that 'Clear Channel' - whom the Council have a contract with to provide advertising in bus shelters across the City - remove advertising from payday lenders. Can the Leader update Council on this matter?

The Leader responded that:

- i. 'Clear Channel' had been approached in November regarding this issue. They responded that it was a complicated issue and that a review was being undertaken.
- ii. On completion of this review 'Clear Channel' confirmed that they would continue all legal advertising.
- iii. 'Clear Channel' had confirmed that payday lenders had never been advertised in Cambridge, and consultation with the Council would take place before such a decision was agreed.
- iv. The Council had a long term contract in place with 'Clear Channel' running from 1999 to 2019.
- v. Currently the contract only bans political, religious or tobacco advertising in the bus shelters.

4. Councillor Pitt to the Executive Councillor for Planning and Climate Change.

Could the Executive Councillor update us on progress on the 20mph project, in particular when will installation begin in north area, and when will the next round of public consultation begin?

The Executive Councillor for Planning and Climate Change responded that:

- i. The 20mph consultation for the north of the City would start on the 3 March 2014 and be completed by the end of March.
- ii. The 20mph consultation for the east of the City started last week and had so far received 300 responses.
- iii. A number of public consultation events were planned.
- iv. The consultation on Victoria Road would start on 10 March 2014.

14/13/CNL To consider the following Notices of Motion, notice of which has been given by:

14/13a/CNL Motion A

Councillor Hipkin proposed and Councillor Meftah seconded the following motion:

“Mindful of the heavy costs awarded against the City Council at recent planning appeals, this Council urges the Review Panel charged with examining how the Planning Committee might avoid such costs in the future to consider the following measures and to recommend accordingly:

- that Planning Committee meetings should be conducted with the same decorum and impartiality as a court of law.
- that members of the Planning Committee should be required to undertake regular training [including basic training before any member sits on a Planning or Area Committee for the first time] and to attend briefings to ensure that their knowledge of current planning law and practice is up to date and that they are fully aware of how previous decisions of the committee relate to prospective applications.
- that where members of the Planning Committee are minded to overturn officer recommendations on major applications, that the determination of such applications should be postponed so that further advice on the potential risks and implications of that decision can be given to members by officers and others appointed to advise the Planning Committee.
- that Councillors, whose votes are contrary to officer advice and likely to trigger appeals, should be required to nominate one or more of their number to defend their decisions before an Inspector at appeal.”

Councillor Ward proposed and Councillor Stuart seconded the following amendment:

Delete all and replace with:

“Mindful of the heavy costs awarded against the City Council at recent planning appeals, this Council notes that

1. Planning Committee on 8th January agreed that a Review Panel comprising all Planning Committee members, alternates and senior officers, and facilitated by the Council’s Independent Persons, would be convened to discuss the outcome of the Station Road appeals. A meeting of this Review Panel, has been arranged for 14th April, with the outcomes of the review meeting and any agreed further actions to be reported back to Planning Committee later
2. The Chair of Planning Committee has wide discretion as to how to conduct the meeting and is entrusted with finding the right balance between maintaining order and allowing business to be conducted in public
3. Planning training is provided to all new members after the elections and refresher and other training is arranged during the course of the year, which all members are encouraged to attend

This Council invites the Review Panel to consider, alongside its other sources of advice, views expressed by members during this debate, which may touch upon but which may not be limited to

- a. whether it would be helpful to amend the Chair’s Notes regarding the conduct of Planning Committee meetings
- b. any changes that might be desired to the programme of training for members involved in making planning decisions
- c. what part it might be helpful for members to play in defending decisions before an inspector at appeal.”

On a show of hands the amendment was carried unanimously.

Resolved (unanimously) that:

Mindful of the heavy costs awarded against the City Council at recent planning appeals, this Council notes that

1. Planning Committee on 8th January agreed that a Review Panel comprising all Planning Committee members, alternates and senior officers, and facilitated by the Council's Independent Persons, would be convened to discuss the outcome of the Station Road appeals. A meeting of this Review Panel, has been arranged for 14th April, with the outcomes of the review meeting and any agreed further actions to be reported back to Planning Committee later
2. The Chair of Planning Committee has wide discretion as to how to conduct the meeting and is entrusted with finding the right balance between maintaining order and allowing business to be conducted in public
3. Planning training is provided to all new members after the elections and refresher and other training is arranged during the course of the year, which all members are encouraged to attend

This Council invites the Review Panel to consider, alongside its other sources of advice, views expressed by members during this debate, which may touch upon but which may not be limited to

- a. whether it would be helpful to amend the Chair's Notes regarding the conduct of Planning Committee meetings.
- b. any changes that might be desired to the programme of training for members involved in making planning decisions.
- c. what part it might be helpful for members to play in defending decisions before an inspector at appeal.

14/13b/CNL Motion B

Councillor Herbert proposed and Councillor O'Reilly seconded the following motion:

"The Council notes that Councillor Gail Marchant-Daisley is currently unable to attend meetings of the Council due to family illness. The Council therefore, for the purposes of section 85 of the Local Government Act 1972, gives its approval to Gail's absence at meetings until notified further. The Council sends its best wishes to Gail and her partner Anne."

Resolved (unanimously) that the motion be agreed as set out above.

14/14/CNL Written Questions

Members noted the written questions and answers circulated around the Chamber.

The meeting ended at 0.12 am

CHAIR

This page is intentionally left blank

CIVIC AFFAIRS

19 March 2014
6.00pm - 7.27 pm

Present: Councillors Rosenstiel (Chair), Cantrill (Vice-Chair), Ashton, Benstead, Herbert and Pitt

FOR ADOPTION BY THE COUNCIL

14/15/CIV Constitution Amendment - Recording Votes on Budget Decisions

The committee received a report from the Head of Legal Services proposing an amendment to the Constitution to ensure compliance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014. The Regulations required that the minutes of Council budget meetings must record the names of those voting for or against decisions or who abstain from voting.

The Head of Legal Services circulated a further version of the recommended changes, which excluded references to precepts.

In response to members' questions the Head of Legal Services said the following:

- i. The need to record votes only applied to decisions of Full Council when setting the budget and Council tax. It did not apply to the Housing Revenue Account (HRA).
- ii. Acknowledged Councillor Herbert's request for more information for Councillors about the nature of votes to which the new procedure applied prior to Full Council making a decision on 3 April 2014.

The committee requested the removal of references relating to 'members standing up' (32.1) and 'members rising in their places' (32.2). This was noted by the Head of Legal Services.

Resolved (unanimously) to

Recommend that Council agrees to the changes to Part 4A of the Constitution set out in the Council agenda.

This page is intentionally left blank

CAMBRIDGE CITY COUNCIL

REPORT OF: Head of Legal Services

TO: Civic Affairs Committee

19/3/14

WARDS: None directly affected

CONSTITUTION – LEGISLATIVE UPDATE

1 INTRODUCTION

- 1.1 The purpose of the report is to recommend changes to the Council's Constitution to bring it into line with recent regulations governing recording votes relating to setting the budget and council tax.

2. RECOMMENDATIONS

- 2.1 To recommend that Council agrees to the changes to Part 4A of the Constitution as set out in the Appendix.

3. BACKGROUND

Part 4A-Council Procedure Rules (32. Mode of voting)

- 3.1 The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 requires the Council to amend its standing orders (constitution) to provide that:

“Immediately after any vote is taken at a budget decision meeting of an authority there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.”

Recommended changes to incorporate this provision are set out in the Appendix.

3.2 This practice was followed at the budget Council meeting on 27 February in anticipation of the need to change the Council's standing orders.

6. **IMPLICATIONS**

- (a) **Financial Implications**
- (b) **Staffing Implications**
- (c) **Equal Opportunities Implications**
- (d) **Environmental Implications**
- (e) **Procurement**
- (f) **Consultation and communication**
- (g) **Community Safety**

No implications in the areas listed above

BACKGROUND PAPERS: The following are the background papers that were used in the preparation of this report:

The Regulations referred to in the report.

The author and contact officer for queries on the report is Gary Clift, Democratic Services Manager, (01223) 457011 or gary.clift@cambridge.gov.uk

Report file:

Date originated: 10 March 2014

Date of last revision: 10 March 2014

Part 4A-Council Procedure Rules

32. Mode of voting

- 32.1 Every question shall be decided by a show of hands, the members standing up if so required by the Mayor; subject to Rule 32.2.
- 32.2 If any member demands a division and is supported by two other members rising in their places, the question shall be determined by a vote by roll-call and the Chief Executive shall record and enter in the minutes the names of each member present and whether s/he voted for or against or abstained.
- 32.2 Any Member may, immediately after any vote is taken at a Council meeting, require a record to be made in the minutes of whether s/he voted for or against or abstained.
- 32.4 If there are equal numbers of votes for and against, the Mayor will have a second or casting vote.
- 32.5 If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the fewest votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.
- 32.6 The procedure in Rule 32.5 shall also be followed where more than one position of a similar nature falls to be filled and more people are nominated than there are positions.
- 32.7 *Immediately after any vote is taken at a budget decision meeting of the Council there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.***

A “budget decision meeting” means a meeting of the Council at which it:

(i) makes a calculation (whether originally or by way of substitute) in accordance with any of sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ of the Local Government Finance Act 1992;

or

(ii) issues a precept under Chapter 4 of Part 1 of that Act,

and includes a meeting where making the calculation or issuing the precept as the case may be was included as an item of business on the agenda for that meeting;

References to a vote are references to a vote on any decision related to the making of the calculation or the issuing of the precept as the case may be.

This page is intentionally left blank

Part 4A-Council Procedure Rules

32. Mode of voting

32.1 Every question shall be decided by a show of hands, the members ~~standing up~~ in their places if so required by the Mayor; subject to Rule 32.2.

32.2 If any member demands a division and is supported by two other members ~~rising in their places~~, the question shall be determined by a vote by roll-call and the Chief Executive shall record and enter in the minutes the names of each member present and whether s/he voted for or against or abstained.

32.23 Any Member may, immediately after any vote is taken at a Council meeting, require a record to be made in the minutes of whether s/he voted for or against or abstained.

32.4 If there are equal numbers of votes for and against, the Mayor will have a second or casting vote.

32.5 If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the fewest votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

32.6 The procedure in Rule 32.5 shall also be followed where more than one position of a similar nature falls to be filled and more people are nominated than there are positions.

32.7 *Immediately after any vote is taken at a budget decision meeting of the Council there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.*

A “budget decision meeting” means a meeting of the Council at which it makes a calculation (whether originally or by way of substitute) in accordance with any of sections 31A, 31B, 34 to 36A, 52ZF, of the Local Government Finance Act 1992;

and includes a meeting where making the calculation was included as an item of business on the agenda for that meeting.

References to a vote are references to a vote on any decision related to the making of the calculation.

This page is intentionally left blank

CIVIC AFFAIRS

19 March 2014
6.00pm - 7.27 pm

Present: Councillors Rosenstiel (Chair), Cantrill (Vice-Chair), Ashton, Benstead, Herbert and Pitt

FOR ADOPTION BY THE COUNCIL

14/15/CIV Review of Standards Regime

The committee received a report from the Head of Legal Services reviewing the Council's standards regime.

Code of Conduct

An amended version of the Cambridge City Council Code of Conduct was circulated for comment. This replaced the earlier "ten principles of public life" with the seven principles now advocated by the Committee on Standards in Public Life. The amended version also clarified points and corrected cross-references but did not make further substantive changes to the Code.

In response to members' questions the Head of Legal Services said the following:

- i. Agreed with Councillor Herbert that additional guidance for Councillors on potential 'danger zones' relating to the Code of Conduct may be beneficial. It was agreed that this would be included in the induction sessions for new Councillors. Existing Councillors would also be encouraged to attend for a refresher session.

The Chief Executive asked for views on the use of social media and if additional guidance for Councillors would be beneficial.

In response the committee made the following points:

- ii. Social media was a useful tool for engaging with the public and encouraging participation at meetings.
- iii. Raised concerns about inappropriate use of social media during meetings and the affect this may have on the debate in the Chamber.
- iv. There was an expectation from the public that Councillors use some form of social media and engage with residents via different mediums.

- v. If the Council filmed its meetings this may reduce the need for the use of social media during the debate.
- vi. The use of social media could be viewed differently depending on the type of meeting in which it was being used i.e. Council, Scrutiny or Regulatory.
- vii. Whilst strict rules for Councillors on the use of social media were not necessary, clearer guidance on the possible pitfalls would be beneficial.

The Chief Executive suggested that social media be covered as part of the 'danger zones' induction for Councillors. It was also suggested that good practice from the LGA Networked Councillor Programme could be shared with all Councillors.

Procedure on complaints

In response to members' questions the Head of Legal Services said the following:

- i. In July 2012 Council agreed that the Standards Sub Committee would consist of two Liberal Democrat Councillors and two Labour Councillors. Membership did not have to be restricted to those sitting on the Civic Affairs Committee.
- ii. A meeting of a Sub Committee had not yet been required.
- iii. The Sub Committee hearing process would be agreed at its first meeting.
- iv. The Independent Person would have an input into any hearing of the Standards Sub Committee.
- v. A few complaints had been received from members of the public and, to date, two formal investigations had been undertaken. On neither occasion had a breach of the Code of Conduct been found.
- vi. Agreed that members of the Sub Committee would need to be carefully chosen to avoid close links with the member whose conduct was the subject of complaint.
- vii. Agreed that additional guidance for all Councillors on the process would be beneficial.

In response to member's questions the Independent Person said the following:

- i. The process was working well and a good dialogue had been established with the Head of Legal Services.
- ii. Promoting the Code of Conduct to new Councillors was important.
- iii. Would be happy to meet informally with Councillors prior to a future Civic Affairs Committee meeting.

Dispensations

In response to member's questions the Head of Legal Services said the following:

- i. The Independent Persons would be consulted prior to any dispensation being granted.
- ii. The reasons for which a dispensation might be granted were included in the Localism Act and were very broad.

Resolved (unanimously) to

- i. Extend a formal invitation to the Council's Independent Persons, appointed under the Localism Act 2011, to attend, and contribute to, its meetings.
- ii. Recommend that Council amends the Code of Conduct by incorporating the seven principles of public life set out in section 3 of the officer's report and the additional changes set out in the Council agenda

This page is intentionally left blank

CAMBRIDGE CITY COUNCIL

REPORT OF: Head of Legal Services/ Monitoring Officer

TO: Civic Affairs Committee

19/3/2014

WARDS: None directly affected

REVIEW OF STANDARDS REGIME

1 INTRODUCTION

- 1.1 The Localism Act 2011 made significant changes to the legal framework for standards in local authorities. The Standards Board was abolished and councils were given powers to decide on their own code of conduct and complaints procedures. The Localism Act also introduced the appointment of “independent persons” to provide an external input into standards issues.
- 1.2 The Council adopted a new code of conduct and complaints procedures in July 2012.

2. RECOMMENDATIONS

- 2.1 That the Committee consider whether any changes are needed to the Code of Conduct or to the procedure for considering complaints.
- 2.2 That the Committee recommends Council to extend a formal invitation to the Council’s Independent Persons, appointed under the Localism Act 2011, to attend, and contribute to, its meetings.
- 2.3 That the Committee considers whether it can identify further work to enhance the standards regime for the City Council.
- 2.4 That Council amends the Code of Conduct by incorporating the seven principles of public life set out in section 3 of this report in place of the earlier version included in the Code.

3. CODE OF CONDUCT

- 3.1 The Code of Conduct adopted by the City Council in July 2012 is attached to this report as Appendix A. At this time, Civic Affairs considered a number of model codes, including those published by DCLG and by the LGA. The code adopted is based on the statutory code which was in force prior to July 2012 but incorporates the provisions for “disclosable pecuniary interests” introduced by the Localism Act.
- 3.2 The Monitoring Officer’s perception is that the new Code has worked well. He receives a flow of queries from members about the nature of interests they might have, but no more so than under the previous Code.
- 3.3 The Monitoring Officer believes that the main issue with the Code is that it is a long and fairly complex document. This arises, in part, through the inclusion of three kinds of interest (disclosable pecuniary, personal, and personal and prejudicial) with different implications, depending on the nature of the interest held. Disclosable pecuniary interests are the only statutory interests required, but the Council made a clear decision In 2012 to retain the wider class of interests.
- 3.4 It might, however, be possible to set out the Code in a clearer manner.
- 3.5 Members are asked:
- a) whether any amendments are needed to the Code; and
 - b) whether they consider that there are parts of the Code that are not readily understood and which could be more clearly drafted or set out.
- 3.6 There is one part of the Code in need of updating. This is the section setting out ten principles of public life. These have been replaced by the Committee on Standards in Public Life with seven principles:
- Selflessness*: Holders of public office should act solely in terms of the public interest.
- Integrity*: Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for

themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity: Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability: Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness: Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty: Holders of public office should be truthful.

Leadership: Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

4. PROCEDURE ON COMPLAINTS

4.1 The Council's procedure for considering complaints is set out at Appendix B. The Monitoring Officer's view is that this has worked well and is an improvement on the previous regime, which was bureaucratic and slow.

4.2 The key aspects of the procedure are:

a) When the Monitoring Officer receives a complaint that a member has breached the Code of Conduct, he notifies one or both of the Independent Members appointed under the Localism Act. (See below for more information about the Independent Members.)

b) The Monitoring Officer discusses with the Independent Person(s) how best to respond to the complaint. The decision may be to instigate an investigation or to seek to resolve the complaint by other means; e.g. by correspondence or a meeting. There may also be nothing in a complaint that falls within the Code of Conduct, or a complaint might be trivial.

- c) If a formal investigation finds that a member has breached the Code of Conduct, the Monitoring Officer shall consult the Independent Person as to whether the complaint should be referred to a Standards Sub-Committee for consideration or whether less formal action is appropriate.
- d) If a complaint is referred to a Standards Sub-Committee, it determines how to consider a complaint referred to it. It is entitled either to consider the complaint by way of written representations or it can conduct a formal hearing. It has a limited range of sanctions, the most severe being formal censure.
- 3.2 Since July 2012, the Monitoring Officer has received two complaints that he considered required further investigation. Both related to possible interests of members in planning applications. On both occasions, after consultation with the Independent Person, he concluded that there had no been a breach of the Code. The complainants were notified and informed of their right to refer this decision to a member sub-committee. Neither complainant exercised this right.

DISPENSATIONS

- 4.1 Ordinarily, members with a disclosable pecuniary interest or a personal and prejudicial interest should not participate in a decision that relates to those interests. However, members may seek a dispensation to speak and/or vote. Dispensations maybe granted for a specific period, which may not exceed four years.
- 4.2 A decision whether to grant a dispensation may be delegated to a committee, to a subcommittee or to an officer. The Council delegated this power to the Monitoring Officer, subject to consultation with the Independent Person. Council asked the Civic Affairs Committee to keep this procedure under review.
- 4.3 A member may be granted a dispensation to speak and/or vote if the Monitoring Officer:
- Considers that without a dispensation the number of persons prohibited from participating would be so greater proportion of the decision-making body as to impede the transaction of the business;
 - Considers that without a dispensation the representation of different political groups on the body transacting the business

would be so upset is to alter the likely outcome of any vote relating to the business;

- Considers that granting the dispensation is in the interests of persons living in the authority's area;
- Considers that, without the dispensation, each member of the Executive would be prohibited from participating in the business;
- Considers that it is otherwise appropriate to grant a dispensation.

4.4 One application for a dispensation has been made since July 2012. This was by Councillor Rosenstiel, who has a tenancy of a Council garage. Councillor Rosenstiel has been granted a dispensation to speak and vote on matters that relate to Council functions in respect of garages, provided that those functions do not relate particularly to his tenancy of a Council garage. This dispensation lasts for the period up until 1 May 2014, which is the end of Councillor Rosenstiel's current term of office. The Monitoring Officer recorded the reasons for granting the dispensation as follows:

“I consider that it is in the interests of persons living within Cambridge that councillors are not disbarred from participation in discussion of general policy issues by virtue of an interest of this nature. The proviso to the dispensation will bar you from speaking and voting in respect of matters that relate particularly to your garage.

Councillor Rosenstiel should still disclose the fact of his interest when business relating to Council garages is considered.

INDEPENDENT PERSONS

5.1 The Localism Act placed a requirement on the Council to appoint at least one “independent person” whose views must be sought, and taken into account, by the authority before it makes its decision on an allegation that it has decided to investigate. Members who have had an allegation made against them may, if they wish, also seek the views of the independent person.

5.2 The Council was fortunate to recruit two independent persons, Sean Brady and Robert Bennett. The Monitoring Officer has found their advice very valuable in deciding how to respond to complaints. It is open to the Council to invite its independent persons to be involved in a wider range of ethical issues. In particular, the Council has a duty

to promote and maintain high standards of conduct, and this is an area in which the help of the independent persons might be particularly valuable.

- 5.3 The independent persons have attended meetings of Civic Affairs. The Localism Act prevents their co-option as members of the Committee. However, as a recognition of the wider ways in which they can contribute to the work of the Committee and the Council, Civic Affairs is recommended to extend a formal invitation to the Independent Persons to attend, and contribute to, its meetings.

6. **CONSULTATION**

The Committee may wish to request a wider consultation with all councillors to inform its final conclusions with regard to this review.

7. **IMPLICATIONS**

- (a) **Financial Implications** - None
- (b) **Staffing Implications** - None
- (c) **Equal Opportunities Implications.** There are no direct equal opportunities implications of this report. However, it will be important to take account of specific equal opportunities issues in respect of individual complaints regarding the Council's standards regime.
- (d) **Environmental Implications** - None
- (e) **Procurement** – This report has nothing to do with procurement.
- (f) **Consultation and communication** – See section 6.
- (g) **Community Safety** - None

BACKGROUND PAPERS: The background papers are annexed to this report.

The author and contact officer for queries on the report is Simon Pugh, Head of Legal Services, tel 01223 457401, email simon.pugh@cambridge.gov.uk

Report file:

Date originated: 12 March 2014
Date of last revision: 12 March 2014

Appendix A

CAMBRIDGE CITY COUNCIL CODE OF CONDUCT

Part 1 - General provisions

Introduction and interpretation

1.1 This Code applies to you as a member of an authority.

1.2 You should read this Code together with the general principles prescribed by the Secretary of State.

1.3 It is your responsibility to comply with the provisions of this Code.

1.4 In this Code—

"meeting" means any meeting of—

(a) the authority;

(b) the executive of the authority;

(c) any of the authority's or its executive's committees, sub-committees, joint committees, joint sub-committees, or area committees;

"member" includes a co-opted member and an appointed member.

Scope

2.1 Subject to sub-paragraphs (2) to (5), you must comply with this Code whenever you—

(a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of your authority,

and references to your official capacity are construed accordingly.

2.2 Subject to sub-paragraphs (3) and (4), this Code does not have effect in relation to your conduct other than where it is in your official capacity.

2.3 In addition to having effect in relation to conduct in your official capacity, paragraphs 3(2)(c), 5 and 6(a) also have effect, at any other time, where that conduct constitutes a criminal offence for which you have been convicted.

2.4 Conduct to which this Code applies (whether that is conduct in your official capacity or conduct mentioned in sub-paragraph (3)) includes a criminal offence for which you are convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).

2.5 Where you act as a representative of your authority—

(a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or

(b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General obligations

3.1 You must treat others with respect.

3.2 You must not—

(a) do anything which may cause your authority to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006);

(b) bully any person;

(c) intimidate or attempt to intimidate any person who is or is likely to be—

(i) a complainant,

(ii) a witness, or

(iii) involved in the administration of any investigation or proceedings,

in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

4. You must not—

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

- (i) you have the consent of a person authorised to give it;
- (ii) you are required by law to do so;
- (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
- (iv) the disclosure is—

- (aa) reasonable and in the public interest; and

- (bb) made in good faith and in compliance with the reasonable requirements of the authority; or

- (b) prevent another person from gaining access to information to which that person is entitled by law.

5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

6. You—

- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and

- (b) must, when using or authorising the use by others of the resources of your authority—

- (i) act in accordance with your authority's reasonable requirements;

- (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

- (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

7. 1 When reaching decisions on any matter you must have regard to any relevant advice provided to you by—

- (a) your authority's chief finance officer; or

- (b) your authority's monitoring officer,

where that officer is acting pursuant to his or her statutory duties.

- 7.2 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

Part 2 - Interests

8. Disclosable Pecuniary Interests in matters considered at meetings

- 8.1. If you attend a meeting and have and are aware that you have a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at that meeting, –
- (a) you must disclose to the meeting the fact that you have a Disclosable Pecuniary Interest in that matter. If you have not already done so, you must notify the Authority's Monitoring Officer of the interest before the end of 28 days beginning with the date of the disclosure, and
 - (b) whether the interest is registered or not you must not – unless you have obtained a dispensation –
 - (i) participate, or participate further, in any discussion of the matter or vote at the meeting; or
 - (ii) remain in the meeting room whilst the matter is being debated or participate in any vote taken on the matter at the meeting.

9 Personal interests which are not disclosable pecuniary interests

- 9.1 You have a personal interest in any business of your authority where your interest is not a disclosable pecuniary interest and either—
- (a) it relates to or is likely to affect—
 - (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
 - (ii) any body—
 - (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

of which you are a member or in a position of general control or management;

(iii) any person or body who employs or has appointed you;

(iv) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25; or

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected by the decision.

9.2 In paragraph 10.1 (b), a relevant person is—

(a) a member of your family or any person with whom you have a close association; or

(b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

(d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

Disclosure of personal interests which are not disclosable pecuniary interests

10.1 Subject to sub-paragraphs 10.2 to 10.7, where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

10.2 Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 10.1 (a)(i) or 10.1 (a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.

10.3 Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(iv), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.

- 10.4 Paragraph 11.1 only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.
- 10.5 Where you have a personal interest but, by virtue of paragraph 16, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.
- 10.6 Subject to paragraph 13(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.
- 10.7 In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

Prejudicial interest generally

- 11.1 Subject to paragraph 11.2, where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- 11.2 You do not have a prejudicial interest in any business of the authority where that business—
- (a) does not affect your financial position or the financial position of a person or body described in paragraph 9;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 9; or
 - (c) relates to the functions of your authority in respect of—
 - (i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
 - (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;

(iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;

(iv) an allowance, payment or indemnity given to members;

(v) any ceremonial honour given to members; and

(vi) setting council tax or a precept under the Local Government Finance Act 1992.

Prejudicial interests arising in relation to overview and scrutiny committees

12. You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Effect of prejudicial interests on participation

13.1 Subject to paragraph 13.2, where you have a prejudicial interest in any business of your authority—

(a) you must withdraw from the room or chamber where a meeting considering the business is being held—

(i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;

(ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;

unless you have obtained a dispensation;

(b) you must not exercise executive functions in relation to that business; and

(c) you must not seek improperly to influence a decision about that business.

- 13.2 Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Part 3

Registration of Members' Interests

14. Registration of Disclosable Pecuniary Interests

- 14.1. Subject to paragraph 16 (sensitive interests), you must, within 28 days of:

- (a) this Code being adopted or applied by the Authority; or
- (b) your election or appointment (where that is later),

notify the Authority's Monitoring Officer in writing of any Disclosable Pecuniary Interests you have at that time.

- 14.2. Subject to paragraph 16 (sensitive interests), you must, within 28 days of becoming aware of any new Disclosable Pecuniary Interest or any change to any such interest, notify the Authority's Monitoring Officer in writing of that new Disclosable Pecuniary Interest or change.

15. Registration of Personal Interests that are not Disclosable Pecuniary Interests

- 15.1 Subject to paragraph 16, you must, within 28 days of—

- (a) this Code being adopted by or applied to your authority; or
- (b) your election or appointment to office (where that is later),

register in your authority's register of members' interests (maintained under section 81(1) of the Local Government Act 2000) details of your personal interests where they fall within a category mentioned in paragraph 9(1)(a), by providing written notification to your authority's monitoring officer.

- 15.2 Subject to paragraph 16, you must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under paragraph (1), register details of that new personal

interest or change by providing written notification to your authority's monitoring officer.

Sensitive information

- 16.1 Where you consider that the information relating to any of your personal or disclosable pecuniary interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 13.
- 16.2 You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of members' interests.
- 16.3 In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

SCHEDULE

THE GENERAL PRINCIPLES

Selflessness

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

2. Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

3. Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

5. Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Personal Judgement

6. Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others

7. Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

Duty to Uphold the Law

8. Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

9. Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

Leadership

10. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Appendix A

Disclosable Pecuniary Interests: Description and Definitions

<i>Disclosable Pecuniary Interest</i>	<i>description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land, which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to M's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

These descriptions on interests are subject to the following definitions:

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land, which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“Member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Offences

It is a criminal offence to

- Fail to notify the Monitoring Officer of any Disclosable Pecuniary Interest within 28 days of election
- Fail to disclose a Disclosable Pecuniary Interest at a meeting if it is not on the register
- Fail to notify the Monitoring Officer within 28 days of a Disclosable Pecuniary Interest that is not on the register that you have disclosed to a meeting
- Participate in any discussion or vote on a matter in which you have a Disclosable Pecuniary Interest (without a dispensation)
- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a Disclosable Pecuniary Interest or in disclosing such interest to a meeting

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a Councillor for up to 5 years.

Appendix B

Procedure for consideration of complaints about breach of the Code Of Conduct For Councillors.

1. Complaints about breach by councillors of the Code of Conduct shall be received by the Monitoring Officer.
2. The Monitoring Officer shall notify the Independent Person promptly of any complaint about a councillor that, on the face of it, alleges breach of the Code of Conduct.
3. The Monitoring Officer shall also, unless the Monitoring Officer and Independent Person agree otherwise, notify the member concerned of the complaint and its nature.
4. The Monitoring Officer shall agree with the Independent Person a strategy for responding to the complaint. This might involve commissioning the Independent Complaints Investigator to conduct a formal investigation but other alternatives would include the Monitoring Officer seeking to resolve the complaint less formally, for instance, by correspondence or a meeting.
5. The Monitoring Officer shall also have discretion, after consulting the Independent Person, to refer a complaint direct to a Complaints Sub-Committee of the Civic Affairs Committee.
6. If a formal investigation finds that a member has breached the Code of Conduct, the Monitoring Officer shall consult the Independent Person as to whether the complaint should be referred to a Complaints Sub-Committee for consideration or whether less formal action is appropriate; e.g. if a member accepts that there has been a breach and other action such as an apology or training is an appropriate remedy.
7. It shall be for a Complaints Sub-Committee to determine how to consider a complaint referred to it. It is entitled either to consider the complaint by way of written representations or it can conduct a formal hearing.
8. At all stages up to referral to a Complaints Sub-Committee, a complainant shall have a right of review by a Complaints Sub-Committee if they are not satisfied with the procedure adopted by the Monitoring Officer or if they are not satisfied with the outcome of their complaint.

This page is intentionally left blank

CAMBRIDGE CITY COUNCIL CODE OF CONDUCT

Part 1 - General provisions

Introduction and interpretation

1.1 This Code applies to you as a member of ~~an~~ this authority.

1.2 You should read this Code together with the general principles prescribed by the Secretary of State.

1.3 It is your responsibility to comply with the provisions of this Code.

1.4 In this Code—

"meeting" means any meeting of—

(a) the authority;

(b) the executive of the authority;

(c) any of the authority's or its executive's committees, sub-committees, joint committees, joint sub-committees, or area committees;

"member" includes a co-opted member and an appointed member.

Scope

2.1 Subject to ~~sub~~ paragraphs ~~(2)~~2.2 to 2.5~~(5)~~, you must comply with this Code whenever you—

(a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of your authority or in any way in your official capacity.†

~~and references to your official capacity are construed accordingly.~~

2.2 Subject to ~~sub~~ paragraphs ~~(3)~~2.3 and 2.4~~(4)~~, this Code does not have effect in relation to your conduct other than where it is in your official capacity.

2.3 In addition to having effect in relation to conduct in your official capacity, paragraphs 3.2 ~~(2)~~(c), 5 and 6(a) also have effect, at any other time, where that conduct constitutes a criminal offence for which you have been convicted.

- 2.4 Conduct to which this Code applies (whether that is conduct in your official capacity or conduct mentioned in ~~sub-paragraph (3)~~2.3) includes a criminal offence for which you are convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).
- 2.5 Where you act as a representative of your authority—
- (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
- (b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General obligations

- 3.1 You must treat others with respect.
- 3.2 You must not—
- (a) do anything which may cause your authority to breach its public sector equality duty as defined in section 149 ~~any of the equality enactments (as defined in section 33~~ of the Equality Act 2010 or its obligations under the Human Rights Act, 2000. ~~06~~);
- (b) bully any person;
- (c) intimidate or attempt to intimidate any person who is or is likely to be—
- (i) a complainant,
- (ii) a witness, or
- (iii) involved in the administration of any investigation or proceedings,
- in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or
- (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.
4. You must not—

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

(i) you have the consent of a person authorised to give it;

(ii) you are required by law to do so;

(iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

(iv) the disclosure is—

(aa) reasonable and in the public interest; and

(bb) made in good faith and in compliance with the reasonable requirements of the authority; or

(b) prevent another person from gaining access to information to which that person is entitled by law.

5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

6. You—

(a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and

(b) must, when using or authorising the use by others of the resources of your authority—

(i) act in accordance with your authority's reasonable requirements;

(ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

7. 1 When reaching decisions on any matter you must have regard to any relevant advice provided to you by—

(a) your authority's chief finance officer; or

(b) your authority's monitoring officer,

where that officer is acting pursuant to his or her statutory duties.

- 7.2 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

Part 2 - Interests

8. Disclosable Pecuniary Interests in matters considered at meetings

- 8.1. If you attend a meeting and have and are aware that you have a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at that meeting, –

- (a) you must disclose to the meeting the fact that you have a Disclosable Pecuniary Interest in that matter. If you have not already done so, you must notify the Authority's Monitoring Officer of the interest before the end of 28 days beginning with the date of the disclosure, and
- (b) whether the interest is registered or not you must not – unless you have obtained a valid dispensation –
 - (i) participate, or participate further, in any discussion of the matter or vote at the meeting; or
 - (ii) remain in the meeting room whilst the matter is being debated or participate in any vote taken on the matter at the meeting.

9 Personal interests which are not disclosable pecuniary interests

- 9.1 You have a personal interest in any business of your authority where your interest is not a disclosable pecuniary interest and either—

- (a) it relates to or is likely to affect—

(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;

- (ii) any body—

(aa) exercising functions of a public nature;

(bb) directed to charitable purposes; or

(cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

of which you are a member or in a position of general control or management;

(iii) any person or body who employs or has appointed you;

(iv) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25; or

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected by the decision.

| 9.2 In paragraph ~~40~~9.1 (b), a relevant person is—

(a) a member of your family or any person with whom you have a close association; or

(b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

| (d) any body of a type described in ~~sub-~~paragraph 9.1 ~~(1)~~(a)(i) or (ii).

Disclosure of personal interests which are not disclosable pecuniary interests

10.1 Subject to sub-paragraphs 10.2 to 10.7, where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

10.2 Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 10.1 (a)(i) or 10.1 (a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.

10.3 Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(iv), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.

- | 10.4 Paragraph 10~~4~~.1 only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.
- 10.5 Where you have a personal interest but, by virtue of paragraph 16, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.
- | 10.6 Subject to paragraph 13.1 ~~(4)~~(b), where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.
- 10.7 In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

Prejudicial interest generally

- 11.1 Subject to paragraph 11.2, where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- 11.2 You do not have a prejudicial interest in any business of the authority where that business—
 - (a) does not affect your financial position or the financial position of a person or body described in paragraph 9;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 9; or
 - (c) relates to the functions of your authority in respect of—
 - (i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
 - (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;

(iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;

(iv) an allowance, payment or indemnity given to members;

(v) any ceremonial honour given to members; and

(vi) setting council tax or a precept under the Local Government Finance Act 1992.

Prejudicial interests arising in relation to overview and scrutiny committees

12. You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph 12(a) and you were present when that decision was made or action was taken.

Effect of prejudicial interests on participation

13.1 Subject to paragraph 13.2, where you have a prejudicial interest in any business of your authority—

(a) you must withdraw from the room or chamber where a meeting considering the business is being held—

(i) in a case where ~~sub-~~paragraph 13.2(2) applies, immediately after making representations, answering questions or giving evidence;

(ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;

unless you have obtained a valid dispensation;

(b) you must not exercise executive functions in relation to that business; and

(c) you must not seek improperly to influence a decision about that business.

- 13.2 Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Part 3

Registration of Members' Interests

14. Registration of Disclosable Pecuniary Interests

- | 14.1. Subject to paragraph 16 (“sSensitive **interests** information”), you must, within 28 days of:

- (a) this Code being adopted or applied by the Authority; or
- (b) your election or appointment (where that is later),

notify the Authority’s Monitoring Officer in writing of any Disclosable Pecuniary Interests you have at that time.

- | 14.2. Subject to paragraph 16 (“sSensitive information”**interests**), you must, within 28 days of becoming aware of any new Disclosable Pecuniary Interest or any change to any such interest, notify the Authority’s Monitoring Officer in writing of that new Disclosable Pecuniary Interest or change.

15. Registration of Personal Interests that are not Disclosable Pecuniary Interests

- 15.1 Subject to paragraph 16, you must, within 28 days of—

- (a) this Code being adopted by or applied to your authority; or
- (b) your election or appointment to office (where that is later),

register in your authority's register of members' interests (maintained under section 81(1) of the Local Government Act 2000) details of your personal interests where they fall within a category mentioned in paragraph 9(1)(a), by providing written notification to your authority's monitoring officer.

- 15.2 Subject to paragraph 16, you must, within 28 days of becoming aware of any new personal interest or change to any personal interest

registered under paragraph (1), register details of that new personal interest or change by providing written notification to your authority's monitoring officer.

Sensitive information

- 16.1 Where you consider that the information relating to any of your personal or disclosable pecuniary interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 14~~3~~.
- 16.2 You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of members' interests.
- 16.3 In this Code, "sensitive information" means information **whose availability** which if available for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

SCHEDULE

THE GENERAL PRINCIPLES

Selflessness: Holders of public office should act solely in terms of the public interest.

Integrity: Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity: Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability: Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness: Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty: Holders of public office should be truthful.

Leadership: Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Selflessness

~~1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.~~

Honesty and Integrity

~~2. Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.~~

Objectivity

~~3. Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.~~

Accountability

~~4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.~~

Openness

~~5. Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.~~

Personal Judgement

~~6. Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.~~

Respect for Others

~~7. Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.~~

Duty to Uphold the Law

~~8. Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.~~

Stewardship

~~9. Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.~~

Leadership

~~10. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.~~

Appendix A

Disclosable Pecuniary Interests: Description and Definitions

<i>Disclosable Pecuniary Interest</i>	<i>description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land, which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to M's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

These descriptions on interests are subject to the following definitions:

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land, which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“Member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Offences

It is a criminal offence to

- Fail to notify the Monitoring Officer of any Disclosable Pecuniary Interest within 28 days of election
- Fail to disclose a Disclosable Pecuniary Interest at a meeting if it is not on the register
- Fail to notify the Monitoring Officer within 28 days of a Disclosable Pecuniary Interest that is not on the register that you have disclosed to a meeting
- Participate in any discussion or vote on a matter in which you have a Disclosable Pecuniary Interest (without a dispensation)
- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a Disclosable Pecuniary Interest or in disclosing such interest to a meeting

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a Councillor for up to 5 years.

This page is intentionally left blank

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

Lion Yard Toilet Refurbishment

Decision of: Executive Councillor for Environment and Waste Services: Councillor Jean Swanson

Reference: 13/URGENCY/ENV/9

Date of decision: 03/03/14 **Recorded on:** 03/03/14

Decision Type: Key

Matter for Decision: **Financial recommendations –**

The Executive Councillor is asked to approve the commencement of the implementation phase of the project, which is already included in the Council's Capital & Revenue Project Plan.

- The total budget required for the project is £530,000, including contingencies, funded from the Public Conveniences Programme, PV016.
- The on-going revenue costs for the project will be funded by the existing maintenance revenue budget.

Procurement recommendations –

In June 2013, the Executive Councillor authorised procurement of consulting and construction services for the redevelopment of the Lion Yard Toilet through the SCAPE Minor Work Framework.

Why the decision had to be made (and any alternative options): To refurbish the existing Lion Yard public toilets. To provide a high standard, modern and well maintained public facility.

Construction works will include structural repairs to the existing concrete slab, replacement of the existing drainage, alterations to the existing electrical installation, a new ventilation system, a new hot water heating system and under floor heating, and the fitting of a new and improved internal layout.

The Executive Councillor's decision(s): **Financial recommendations –**

Approved the commencement of the implementation phase of the project, which is already included in the Council's Capital & Revenue Project Plan.

- The total budget required for the project is £530,000, including contingencies, funded from the Public Conveniences Programme, PV016.
- The on-going revenue costs for the project will be funded by the existing maintenance revenue budget.

Procurement recommendations –

In June 2013, the Executive Councillor authorised procurement of consulting and construction services for the redevelopment of the Lion Yard Toilet through the SCAPE Minor Work Framework.

Reasons for the decision: As set out in the Officers Report.

Scrutiny consideration: The Executive Councillor and Spokesperson were consulted prior to the decision being made.

Report: See attached memo.

Conflicts of interest: No conflicts of interest were declared by the Executive Councillor.

Comments: None.



Project Appraisal and Scrutiny Committee Recommendation

Project Name: Lion Yard Toilet Refurbishment

To: Cllr Jean Swanson, Executive Councillor for
Environment and Waste Services

Report by: Simon Payne – Director of Environment

Scrutiny committee: ENVIRONMENT OUT OF CYCLE

Wards affected: Market Ward

Recommendations

Financial recommendations –

- The Executive Councillor is asked to approve the commencement of the implementation phase of the project, which is already included in the Council's Capital & Revenue Project Plan.
- The total budget required for the project is £530,000, including contingencies, funded from the Public Conveniences Programme, PV016.
- The on-going revenue costs for the project will be funded by the existing maintenance revenue budget.

Procurement recommendations –

In June 2013, the Executive Councillor authorised procurement of consulting and construction services for the redevelopment of the Lion Yard Toilet through the SCAPE Minor Work Framework.

Project name: Lion Yard Toilet Refurbishment

1 Summary

1.1 The project

To refurbish the existing Lion Yard public toilets. To provide a high standard, modern and well maintained public facility.

Construction works will include structural repairs to the existing concrete slab, replacement of the existing drainage, alterations to the existing electrical installation, a new ventilation system, a new hot water heating system and under floor heating, and the fitting of a new and improved internal layout.

Target Dates:

Scheme commencement	March 2014
---------------------	------------

Completion of project	June 2014
-----------------------	-----------

1.2 Anticipated Cost

Total Project Cost	£ 530,000
--------------------	-----------

Cost Funded from:

Funding:	Amount:	Details:
Public Conveniences Capital Programme	£530,000	PV016

1.3 Procurement process

1.3.1 The construction works will be undertaken by Kier, the contractor appointed through the SCAPE National Framework. This is in accordance with the requirements of the City Council's Contract Procedure Rules.

2 Project Appraisal & Procurement Report

2.1 Project Background

2.1.1 In April 2013, a report was presented to Environment Scrutiny Committee. Approval was sought for initiation of the project, the scope and the program with implementation subject to further scrutiny through the approval of the project appraisal.

2.1.2 Subsequently, in June 2013, a further report to Environment Scrutiny Committee requested approval of the utilisation of the SCAPE National Minor Framework for the design and construction of the Lion Yard Toilet Refurbishment project.

2.1.3 The Executive Councillor, Cllr Jean Swanson, authorised the procurement of Faithful and Gould and Kier for design and construction services for the refurbishment of the Lion Yard Public Toilets, using the SCAPE Minor Work Framework. In addition, it was agreed that the decision to approve the final project appraisal and implementation of the refurbishment works could be taken out of the committee cycle, in consultation with Chair and Spokes, subject to the final contract value not exceeding £400,000.

2.2 Aims & objectives

2.2.1 The City Council owns and operates the Lion Yard toilet facilities. During the last few years, the City Council's Operations Team has experienced considerable maintenance issues. The refurbishment aims to address all of them, including but not limited to the following:

- Structural repairs to the concrete slab.
- Removal of the existing and subsequent installation of new drainage.
- Installation of a new ventilation system.
- Fitting of a modern hot water system.
- Installation of a new fire alarm and CCTV system.
- New, improved internal layout.
- New decor, high quality fixtures and fittings.

2.3 Major issues for stakeholders & other departments

Consultation undertaken:

- 2.3.1 A public consultation took place between 9th August and 9th September 2013, and the City Council decided to allow the late submission of comments until 13th September 2013. A total of 169 responses were received. The consultation results have been summarised in the charts in Appendix B.
- 2.3.2 During the consultation period, there were two project exhibitions in place, with comments sheets and drop boxes provided. Two drop-in sessions also took place outside the toilets. The consultation was also advertised via a press release and twitter.

2.4 Summarise key risks associated with the project

- 2.4.1 The City Council is responsible for the maintenance of the existing toilets, and is therefore required to carry out the structural repairs necessary to the existing reinforced concrete slab. Should this recommendation be ignored, it would result in further concrete contamination.
- 2.4.2 The source of the problem with the concrete slab and an additional problem in itself is the existing drainage that is often blocked causing foul water overflow. This is likely to result in personal injuries and associated health issues, for which the City Council could be held responsible.
- 2.4.3 Due to the lack of any effective ventilation, the toilets are constantly damp and the floors wet. This has the potential to cause personal injuries and further structural issues. Aberdeen Asset Management's refusal to allow connections to the existing ventilation system in the basement of the Lion Yard has increased the cost of this project.
- 2.4.4 In addition, due to their key location within the city centre, the Lion Yard toilets are the busiest public toilets in Cambridge. The public have highlighted their desire for major refurbishment works and that this is long overdue.

2.4.5 Should the refurbishment be implemented, it would reduce these concerns to a minimum, and significantly reduce the cost of future maintenance.

2.5 Financial implications

2.5.1 Appraisal prepared on the following price base: 2013/14

2.5.2 Specific grant funding conditions are: None

2.5.3 Other comments: None

2.6 Capital costs

Capital	£	Comments
Surveys	7,000	Structural/Drainage surveys
Feasibility Study	3,000	Structural Engineer/Design
Professional fess	41,000	Design and Supervision Faithful & Gould
Consultation	200	
Internal Fees	37,000	Design/Supervision/Project & Contract Management
CDM Coordination	1,800	
Construction Contract	400,000	Kier
Contingency	40,000	
Total capital cost	530,000	Including contingency

2.7 VAT implications

There are no VAT implications

2.8 Energy and Fuel Savings

(a) Is this project listed in the Carbon Management Plan?	No
	If 'No', move to Section 2.9.

2.9 Climate Change Impact

Overall Climate Change Rating – Nil/Positive

2.9.1 The refurbishment works to the existing toilet facilities will have positive impact on the environment. It will install low energy LED lighting and modern efficient devices like a domestic hot water circulation system, infra-red taps and a sensor activated WC flushing system which will reduce water and energy use.

2.10 Other implications

An Equality Impact Assessment (EqIA) has been prepared for this project and is attached at Appendix C

2.11 Staff required to deliver the project

Service	Skills	Total Hours
<i>Streets and Open Spaces, Project Delivery team</i>	<i>Project management, procurement, contract management, project quality control</i>	<i>Project Delivery – 210hrs Legal Services – 5hrs</i>

2.12 Dependency on other work or projects

No dependency noted

2.13 Background Papers

- Lion Yard Toilet Refurbishment Project - Procurement Approval, Key Decision

2.14 Inspection of papers

Author's Name	Anna Chylinska-Derkowska
Author's phone No.	01223 - 458506
Author's e-mail:	anna.chylinska-derkowska@cambridge.gov.uk
Date prepared:	28.02.2014

Capital Project Appraisal - Capital Cost & Funding

Appendix A

	2013/14	2014/15	2015/16	2016/17	2017/18	Comments
	£	£	£	£	£	
Capital Costs						
Building contractor	0	400,000				
Purchase of vehicles, plant & equipment	0					
Professional / Consultants fees	62,000	22,000				
Other capital expenditure	6,000					
Contingency		40,000				
Total Capital cost	68,000	462,000	0	0	0	
Capital Income / Funding						
Government Grant						
Developer Contributions						
R&R funding						
Earmarked Funds						
Existing capital programme funding	68,000	462,000				Public Conveniences Programme, PV016
Revenue contributions						
Total Income	68,000	462,000	0	0	0	
Net Capital Bid	0	0	0	0	0	

Consultation Leaflet

9th August – 9th September 2013



Public Consultation

Lion Yard Public Toilet Refurbishment

HAVE YOUR SAY!!!

The Council considers the refurbishment of the Lion Yard public toilet a priority due to its key location within the heart of the city centre. The aim is to provide a high standard, modern and well maintained public facility that meets the needs of both residents and visitors to the city.

We are aiming to provide a quality facility and the current toilets will be completely gutted and re-modelled, re-wired and re-plumbed throughout, as well as having modern fixtures and fittings, incorporating the latest energy saving technology.

The refurbishment work will also look to address any existing problems and strive to improve the overall layout for all users. It is hoped that these improvements will lead to the creation of a more pleasant environment and enhanced user experience.

The work is programmed to take three months, between January and March 2014 and will cost approximately £300,000, funded by a capital programme of improvements to public conveniences across the city.

This leaflet illustrates the proposed layout of the toilets and the facilities currently planned. The proposed fittings and decoration are yet to be finalised. We welcome your feedback on the layout proposals, along with any further suggestions you may have, using the comments sheet on the back of this leaflet.

The closing date for responses to this consultation is Monday 9th September 2013.

Find out more
Detailed information on the proposal can be found on our website www.cambridge.gov.uk/lion-yard-public-toilet-refurbishment, where you will also find an electronic version of the comments sheet.

A public exhibition can be viewed at the Customer Service Centre, Mandela House (4 Regent Street, Cambridge, CB2 1BY) and outside the Lion Yard toilets throughout this consultation period, should you wish to view the plans in more detail.
Council officers will also be available to answer questions at the exhibition outside the Lion Yard toilets on Saturday 17th August 2013 from 10am to 2pm and on Wednesday 21st August 2013 from 4pm to 8pm.

Results
The consultation results will be available to view on the project webpage within one month of the closing date.
For further information on this project please email: lionyard-toilets@cambridge.gov.uk or call: 01223 457392.

**If you require this leaflet in larger print please
telephone 01223 457392**





Comments Sheet

Lion Yard Public Toilet Refurbishment

CAMBRIDGE CITY COUNCIL
 Environment and Planning
 Policy and Projects Division
 FREEPOST ANG 6390
 Guildhall
 Cambridge
 CB2 3YA



Having read the information in this leaflet please respond either by filling in an on-line questionnaire at: <http://www.surveymonkey.com/s/lion-yard-toilets-refurbishment> or by filling in this form and posting it to the Freepost address in the dashed box above.
The closing date for responses is Monday 9th September.

Do you think it is important that the City Council provides good quality public toilet facilities?

Yes No

How often do you visit the Lion Yard toilets?

Daily 2-3 times a week Monthly Occasionally

Which of the following facilities would you use?

Baby changing facilities Nursing room Parent & toddler toilets

Female toilets Male toilets Disabled toilets Unisex toilets

Do you see the added benefit of an attended toilet?

Yes No

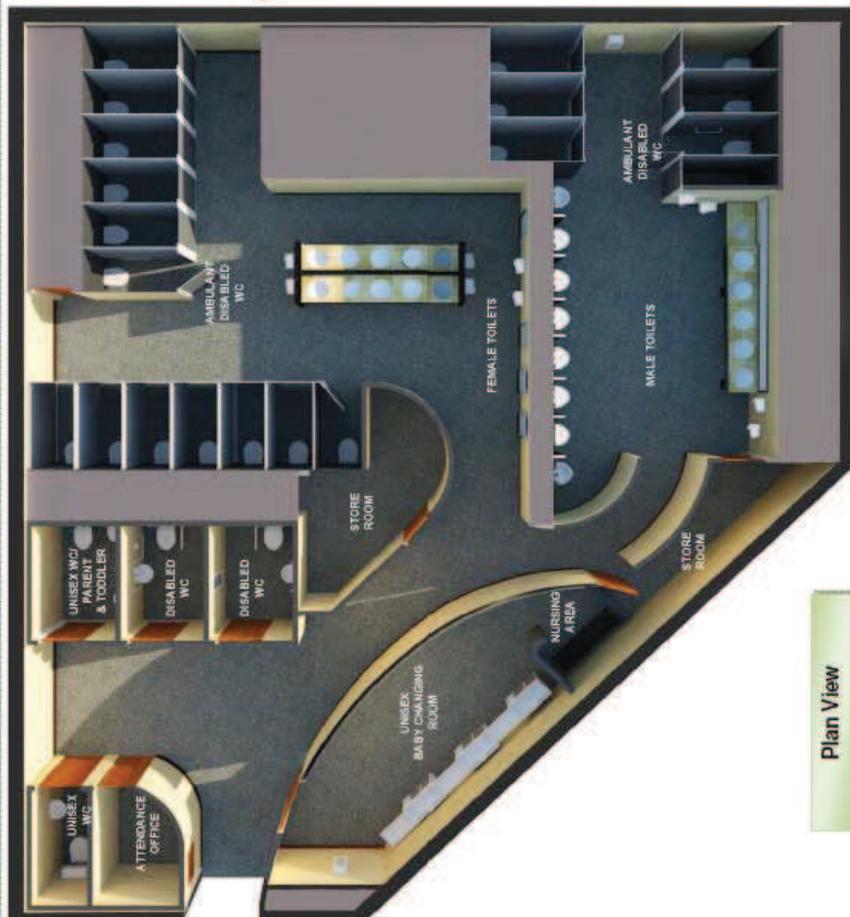
Overall, how do you rate the proposed refurbishment scheme?

Unsatisfactory Satisfactory Good Excellent

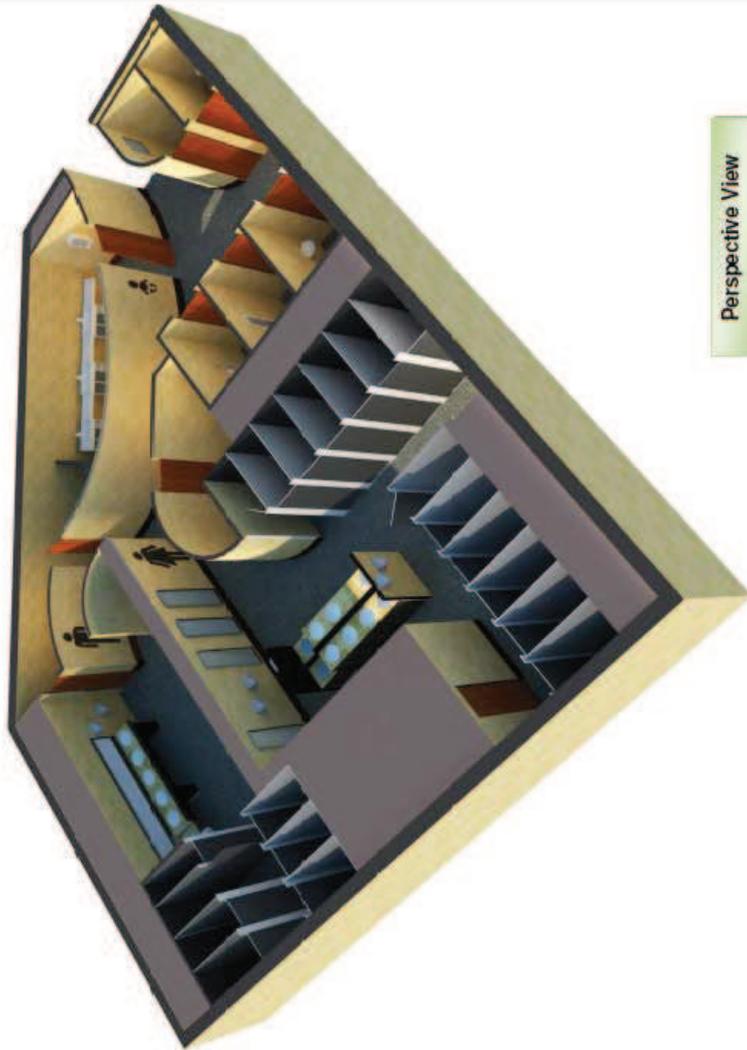
If you wish, please provide any further comments or suggestions;

Thank you for taking the time to provide the council with your views!
 Your response is protected by the Data Protection Act and will only be used by Cambridge City Council

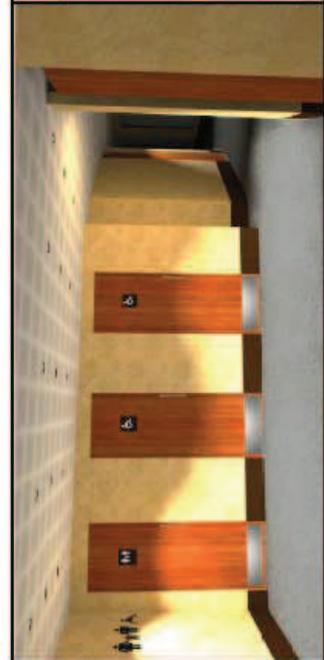
THE PROPOSED LAYOUT AND CONCEPTUAL INTERNAL VIEWS



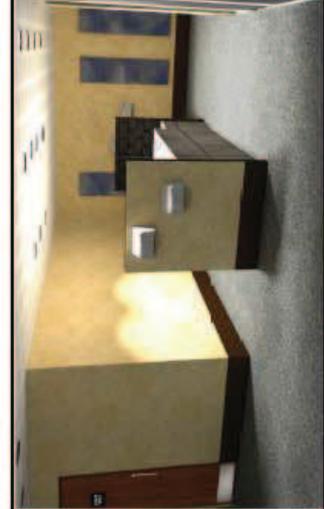
Plan View



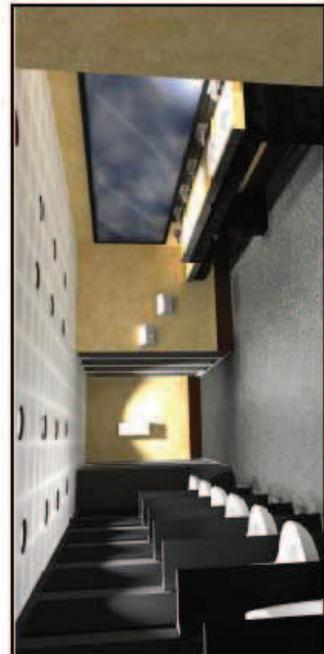
Perspective View



Entrance View



Female Toilets



Male Toilets

Consultation Results

Do you think it is important that the city council provides good-quality public toilet facilities?			
		Response Percent	Response Count
Yes		98.8%	167
No		1.2%	2
answered question			169
skipped question			0
How often do you visit the Lion Yard toilets?			
		Response Percent	Response Count
Daily		12.5%	21
2-3 times per week		50.6%	85
Monthly		19.6%	33
Occasionally		17.3%	29
answered question			168
skipped question			1
Which of the following facilities would you use?			
		Response Percent	Response Count
Baby-changing facilities		8.3%	14
Nursing room		4.1%	7
Parent and toddler toilets		8.3%	14
Female toilets		62.7%	106
Male toilets		45.0%	76
Disabled toilets		17.2%	29
Unisex toilets		16.6%	28
answered question			169
skipped question			0

Do you see the benefit of an attended toilet?

		Response Percent	Response Count
Yes		87.0%	141
No		13.0%	21
answered question			162
skipped question			7

Overall, how do you rate proposed refurbishment scheme?

		Response Percent	Response Count
Unsatisfactory		8.3%	14
Satisfactory		21.4%	36
Good		37.5%	63
Excellent		32.7%	55
answered question			168
skipped question			1

Cambridge City Council Equality Impact Assessment



Completing an Equality Impact Assessment will help you to think about what impact your strategy, policy, plan, project, contract or major change to your service may have on people that live in, work in or visit Cambridge, as well as on City Council staff.

The template is easy to use. You do not need to have specialist equalities knowledge to complete it. It asks you to make judgements based on evidence and experience. There are guidance notes on the intranet to help you. You can also get advice from David Kidston, Strategy and Partnerships Manager on 01223 457043 or email david.kidston@cambridge.gov.uk, or from any member of the Joint Equalities Group.

<p>1. Title of strategy, policy, plan, project, contract or major change to your service:</p> <p>Lion Yard and Silver Street Toilet Refurbishment</p>
<p>2. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?</p> <p>To refurbish the existing toilet facilities whilst solving the current engineering issues with the structures.</p>
<p>3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)</p> <p><input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Staff</p> <p>A specific client group or groups (please state):</p>
<p>4. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)</p> <p><input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Existing</p>
<p>5. Responsible directorate and service</p> <p>Directorate: Environment Service: Streets & Open Spaces</p>
<p>6. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service?</p>

- No
 Yes (please give details):
Cambridge City Council Architect's team
Cambridge City Council Asset's team
Cambridgeshire County Council (Highways Authority/ Land ownership)

7. Potential impact

Please list and explain how this strategy, policy, plan, project, contract or major change to your service could **positively** or **negatively** affect individuals from the following equalities groups.

When answering this question, please think about:

- The results of relevant consultation that you or others have completed (for example with residents, people that work in or visit Cambridge, service users, staff or partner organisations).
- Complaints information.
- Performance information.
- Information about people using your service (for example whether people from certain equalities groups use the service more or less than others).
- Inspection results.
- Comparisons with other organisations.
- The implementation of your piece of work (don't just assess what you think the impact will be after you have completed your work, but also think about what steps you might have to take to make sure that the implementation of your work does not negatively impact on people from a particular equality group).
- The relevant premises involved.
- Your communications.
- National research (local information is not always available, particularly for some equalities groups, so use national research to provide evidence for your conclusions).

(a) Age (any group of people of a particular age, including younger and older people)

The project should have a more positive impact to older uses of the facilities. The Lion Yard facilities floor surface will be improved, reducing slips and trips. The Silver Street facility will improve access for the elderly by either removing the stairs to access the facility if re-located above ground or by re-aligning the existing layout.

(b) Disability (including people with a physical impairment, sensory impairment, learning disability, mental health problem or other condition which has an impact on their daily life)

Both facilities will either remain the same or double in disabled capacity. The access for the disabled toilet in Silver Street is to be reconfigured to improve access and general layout.

(c) Gender

No impact

(d) Pregnancy and maternity

The Lion Yard toilets will remain the same or double in capacity. The Silver Street toilets currently have no baby changing facilities. It is suggested that a new facility is incorporated into the disabled toilets.

(e) Transgender (including gender re-assignment)

No impact

(f) Marriage and Civil Partnership

No impact

(g) Race or ethnicity

No impact

(h) Religion or belief

No impact

(i) Sexual orientation

No impact

(j) Other factor that may lead to inequality (please state):

The signing to the toilet facilities will be improved. This may be of benefit to those who have difficulty in reading English.

8. If you have any additional comments please add them here

None

9. Conclusions and Next Steps

- If you have not identified any negative impacts, please sign off this form.
- If you have identified potential negative actions, you must complete the action plan at the end of this document to set out how you propose to mitigate the impact. If you do not feel that the potential negative impact can be mitigated, you must complete question 8 to explain why that is the case.
- If there is insufficient evidence to say whether or not there is likely to be a negative impact, please complete the action plan setting out what additional information you need to gather to complete the assessment.

All completed Equality Impact Assessments must be emailed to David Kidston, Strategy and Partnerships Manager, who will arrange for it to be published on the City Council's website. Email david.kidston@cambridge.gov.uk.

10. Sign off

Name and job title of assessment lead officer: Adam Cobb: Project Officer

Names and job titles of other assessment team members and people consulted:

Date of completion: 15.01.2013

Date of next review of the assessment: 15.01.2014

Agenda Item 9b

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

Tour de France, Cambridge 2014

Decision of: Councillor Bick, Leader.

Reference: 14/URGENCY/COM/1

Date of decision: 10th March 2014 **Recorded on:** 10th March 2014

Decision Type: Key Decision

Matter for Decision: The Leader was asked to:

- i. To note the changes in the arrangements for delivery of Stage 3 of the TdF 2014 as detailed in the attached briefing note.
- ii. To authorize the Chief Executive to enter into appropriate contractual arrangements with other local authorities and public bodies to clarify the roles and responsibilities in delivery of Stage 3 and to safeguard the Council's interests.

Why the decision had to be made (and any alternative options): The Leader is asked to approve this action, using the special urgency decision powers as stated in the following section of Cambridge City Council Constitution:

"Special Urgency", paragraph 16, Part 4B of the Constitution)

As stated in Part 4B paragraph 16 of the Council's Constitution, 'If by virtue of the date by which a decision must be taken Rule 15 (general exception) cannot be followed, then the decision can only be taken if the decision taker (if an individual) or the chair of the body making the decision, obtains the agreement of the chair of a relevant overview and scrutiny committee that the taking of the decision cannot be reasonably deferred.'

As specified under this paragraph of the Councils Constitution, it was agreed that the making of this decision could not reasonably be deferred.

The Executive Councillor's decision(s):

Resolved To:

- i. Note the changes in the arrangements for delivery of Stage 3 of the TdF 2014 as detailed in the attached briefing note.
- ii. Authorize the Chief Executive to enter into appropriate contractual arrangements with other local authorities and public bodies to clarify the roles and responsibilities in delivery of Stage 3 and to safeguard the Council's interests.

Reasons for the decision:	UKSport have set a deadline for signature of the agreement of the 14 th March 2014.
Scrutiny consideration:	The Chair of the Community Services Scrutiny Committee agreed that the decision of the Executive Councillor / Leader could not be reasonably deferred. The Chair's agreement is a requirement under Special Urgency as stated in the Council's Constitution paragraph 16 of Part 4B Access to Information Procedure Rules.
Report:	A briefing note detailing the background and financial considerations is attached.
Conflicts of interest:	The Executive Councillor for Community Wellbeing, Councillor Sarah Brown is now a director of TdFHub 2014 Ltd., so would have a conflict of interest in making a decision about contractual arrangements between the Council and the company. Therefore the decision was referred to the Leader of the Council, Councillor Bick.
Comments:	This decision will be reported to the next Community Services Scrutiny Committee. In addition Para 17.3 of the Access to Information Procedure Rules requires the Leader to report quarterly to Council on special urgency decisions.

BRIEFING NOTE
Re : Special Urgency Decision

Tour de France, Cambridge 2014

At the meeting of the Community Services Scrutiny Committee on the 14th March 2013, the Executive Councillor, Councillor Sarah Brown, resolved :

- a) To endorse the proposed arrangements for the Council's management of the event; and
- b) To authorize officers to enter into a contractual arrangement with Cambridgeshire County Council, Welcome to Yorkshire and Leeds City Council to ensure the Council's requirements and safeguards are put in place.

The arrangements for management of the event in Cambridgeshire have changed significantly from those set out in the report of the Head of Arts and Recreation, which gave rise to the executive councillor's decision. Welcome to Yorkshire has been granted the right by Amaury Sporting Organisation, who own the rights to the TdF, to host Stages 1, 2 and 3 of the TdF 2014. Stages 1 and 2 will take place in Yorkshire. Stage 3 will start in Cambridge and finish in central London, passing through Cambridgeshire and Essex. The Department for Culture, Media and Sport has stepped in to provide national funding, which will be managed through UK Sport and TdFHub 2014 Limited, a company established to co-ordinate local councils' involvement. TdFHub 2014 and WTY have agreed with Transport for London that TFL will take on the oversight for delivery of the whole of Stage 3. TFL have engaged event management company Innovision to manage delivery of Stage 3. The delivery model is now different from that anticipated when the Executive Councillor for Community Wellbeing made her decision in March 2013.

Cambridge City Council, therefore, does not have direct responsibility for delivery of Stage 3, but does have responsibilities to ensure that the start in Cambridge is a safe and enjoyable event. Officers are continuing to work with the other organizations involved. It is anticipated that TdFHub 2014 will make a budget available to the Council for specific event-related expenditure and the Council will also be contributing value in kind, through officer time and other Council resources. The type of contractual arrangement contemplated in the March 2013 executive decision is no longer appropriate. Further, Councillor Sarah Brown is now a director of TdFHub 2014 Ltd., so would have a conflict of interest in making a decision about contractual arrangements between the Council and the company. Accordingly, the Leader of the Council is recommended :

- a) To note the changes in the arrangements for delivery of Stage 3 of the TdF 2014; and
- b) To authorize the Chief Executive to enter into appropriate contractual arrangements with other local authorities and public bodies to clarify the roles and responsibilities in delivery of Stage 3 and to safeguard the Council's interests.

This page is intentionally left blank