
PUBLIC ACCESS TO THE MEETING

The Cabinet Highways Committee discusses and takes decisions on significant or sensitive highways matters under the Highways Act 1980 and the Road Traffic Regulation Act 1984. These include the approval of Traffic Regulation Orders, the designation of controlled parking zones and approval of major transport scheme designs.

If you would like to attend the meeting, please report to the First Point Reception desk at the Town Hall, Pinstone Street entrance, where you will be directed to the meeting room.

Members of the public have the right to ask questions or submit petitions to Cabinet meetings. Please see the website:

www.sheffield.gov.uk/your-city-council/council-meetings/attending-meetings

or contact Democratic Services for further information.

You can see the reports to be discussed in public at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 a.m. and 5.00 p.m., Monday to Thursday and between 9.00 a.m. and 4.45 p.m. on Friday, or you can ring on telephone no. 2734552. You may not be allowed to see some reports because they contain confidential information. These items are usually marked * on the agenda. A copy of the agenda and reports is also available on the Council's website:

<http://www.sheffield.gov.uk/your-city-council/council-meetings/cabinet-highways-committee>

Cabinet Highways Committee meetings are normally open to the public but sometimes the Committee may have to discuss an item in private. If this happens, you will be asked to leave. Any private items are normally left until last.

If you require any further information please contact:

Simon.hughes@sheffield.gov.uk or call us on: 0114 273 6374

FACILITIES

There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms.

Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

COPIES OF THE AGENDA

The City Council's website contains details of meeting agendas, reports and minutes.

CABINET HIGHWAYS COMMITTEE AGENDA 11 NOVEMBER 2010

Order of Business

1. **Welcome and Housekeeping Arrangements**
2. **Apologies for Absence**
3. **Exclusion of Press and Public**
To identify items where resolutions may be moved to exclude the press and public.
4. **Declarations of Interest**
Members to declare any interests they have in the business to be considered at the meeting.
5. **Minutes of Last Meeting**
Minutes of the meeting held on 14 October 2010.
6. **Public Questions and Petitions**
To receive any questions or petitions from members of the public.
7. **Items Called-in for Scrutiny/Referred to Cabinet Highways Committee**
8. **Petitions**
 - (a) New Petitions
To report receipt of petitions (i) containing 12 signatures requesting the removal of double yellow lines in the Crimcar Lane area (Proposed experimental Traffic Regulation Order), (ii)

containing 33 signatures regarding car parking problems on Buchanan Road and (iii) containing 161 signatures requesting a crossing for Hatfield School.

(b) Outstanding Petitions

Report of the Executive Director, Place.

9. Delegation of Transport and Highways Functions to Community Assemblies

Report of the Executive Director, Place.

10. Traffic Network Blockages

Report of the Executive Director, Place.

**The next meeting of the Cabinet Highways Committee
will be held on 9 December 2010 at the Town Hall**

ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

DEMOCRATIC PROCESS

The Council's Code of Conduct applies to all Members of the Council including co-opted Members and independent Members.

This note is intended to provide general guidance for Members on declaring interests.

However, you may often need to obtain specific advice on whether you have an interest in a particular matter. If you need advice, you can contact:

- the Director of Legal Services
- another Council lawyer; or
- Democratic Services.

If at all possible, you should try to identify any potential interest you may have before the meeting so that you and the person you ask for advice can fully consider all the circumstances before reaching a conclusion on what action you should take.

Do you have a personal interest in any matter on the agenda or meeting?

You will have a personal interest in a matter if it:

- i. (a) relates to an interest that you have already registered on the Register of Interests;
- ii. (b) relates to an interest that should be registered but you have not yet done so; or
- iii. (c) affects your well-being or financial position or that of members of your family or your close associates, to a greater extent than it would affect the majority of people in the ward affected by the decision.

Note: The definition of family is very wide and includes a partner, step-relations, and in-laws. A “close associate” is someone whom a reasonable member of the public might think you would be prepared to favour or disadvantage.

If you have a personal interest you must:

- i. declare the existence and nature of the interest (in relation to the relevant agenda item) at the beginning of the meeting, before it is discussed or as soon as it becomes apparent to you; but
- ii. you can remain in the meeting, speak and vote on the matter unless the personal interest is also prejudicial.

However, in certain circumstances you may have an exemption which means that you might not have to declare your interest.

Exemption 1. You will have an exemption where your interest arises solely from your membership of or position of control/management in:

- a body to which you have been appointed or nominated by the authority; and/or
- a body exercising functions of a public nature (e.g. another local authority).

In these exceptional cases, provided that you do not have a **prejudicial interest** you only need to declare your interest if you intend to speak on the matter.

Exemption 2: You will have an exemption if your personal interest is simply having received a gift or hospitality over £25 which you registered more than 3 years ago.

If you have an exemption:

- i. you need only declare your interest if you address the meeting; and

- ii. you can vote without declaring the interest providing you do not speak.

When will a personal interest also be prejudicial?

Your personal interest will also be prejudicial if a member of the public who knows the relevant facts would reasonably think the personal interest is so significant that it is likely to prejudice your judgement of the public interest; and

- i. either the matter affects your financial position or the financial position of any person or body through whom you have a personal interest. For example, an application for grant funding to a body on your register of interests or a contract between the authority and that body; or
- ii. the matter relates to the determining of any approval, consent, licence, permission or registration that affects you or any relevant person or body with which you have a personal interest. For example, considering a planning or licensing application made by you or a body on your register of interests.

Exemptions: You will not have a prejudicial interest if the matter relates to the following:

- i. the Council's housing functions – if you hold a lease or tenancy with the Council, provided that the matter under consideration is not your own lease or tenancy;
- ii. school meals, transport or travel expenses – if you are the parent or guardian of a child of school age, provided that the matter under consideration is not the school the child attends;
- iii. statutory sick pay;
- iv. Members' allowances;
- v. ceremonial honours for Members; or setting the Council Tax.

If you have a prejudicial interest, you must:

- (a) Declare the existence and nature of the interest (in relation to the relevant agenda item) as soon as it becomes apparent to you.
- (b) Leave the room unless members of the public are allowed to make representations, give evidence or answer questions about the matter. If that is the case, you can also attend to make

representations, give evidence or answer questions about the matter.

- (c) Once you have finished making representations, answering questions etc., you must leave the room. You cannot stay in the room whilst the matter is being discussed neither can you remain in the public gallery to observe the vote on the matter. In addition, you must not seek to improperly influence a decision about the matter.

FURTHER INFORMATION

Advice can be obtained from Lynne Bird, Director of Legal Services on 0114 273 4018 or email lynne.bird@sheffield.gov.uk