



## Cambridge City Council

### CIVIC AFFAIRS

**To:** Councillors Boyce (Chair), Rosenstiel (Vice-Chair), Benstead, Herbert, Pitt and Ward

*Despatched: Tuesday, 15 March 2011*

**Date:** Wednesday, 23 March 2011

**Time:** 6.30 pm

**Venue:** Committee Room 1 and 2

**Contact:** Martin Whelan

**Direct Dial:** 01223 457012

### AGENDA

**1 APOLOGIES FOR ABSENCE**

**2 MINUTES OF PREVIOUS MEETING** *(Pages 1 - 6)*

**3 DECLARATIONS OF INTEREST**

Members are asked to declare at this stage any interests that they may have in any of the following items on the agenda. If any member is unsure whether or not they should declare an interest on a particular matter, they are requested to seek advice from the Head of Legal Services before the meeting.

**4 PUBLIC QUESTIONS**

**5 ANNUAL AUDIT LETTER** *(Pages 7 - 24)*

**6 ANNUAL AUDIT PLAN** *(Pages 25 - 48)*

**7 WORK PROGRAMME AND SCALES OF FEES 2011/12 - LOCAL GOVERNMENT, HOUSING AND COMMUNITY SAFETY** *(Pages 49 - 60)*

**8 DRAFT INTERNAL AUDIT PLAN AND STRATEGY 2011/12** *(Pages 61 - 80)*

## 9 CONSTITUTIONAL AMENDMENTS

### 9a Executive Councillor responsibilities

The Executive has indicated that the services below should move portfolio and that this should come into effect from the start of the financial and portfolio plan year ie 1 April rather than the municipal year. Once approved, officers will amend the Executive Councillor responsibility listed in officer delegations in the constitution to match the change.

**For Decision** - Civic Affairs Committee is requested to recommend that Council approve the changes below in column 4 of the table in accordance with Executive Procedure Rules 4D 2.1, 2.2.

1. Executive responsibility from/to	2. Service area	3. Current Constitution reference	4. Proposed change
From Ex Cllr for Customer Services & Resources to Ex Cllr for Environmental & Waste Services	Fleet management	page 40 <b>Corporate and Other Services</b> “....and other activities of City Services which do not fall within the remit of another executive councillor”	Add Fleet Management under <b>Functions and Services</b> for the Ex Cllr E &WS on page 42
From Ex Cllr for Community Development & Health to Ex Cllr for Environmental & Waste Services	Food and occupational safety ie.  -Food hygiene and safety; -Health and safety; -Health Promotion; -Drinking Water; -Control of Infectious	Page 45 2.8.1 <b>Plans Policies and strategies</b> “The development, implementation and monitoring of the Council’s plans, policies and strategies relating to: The Council’s responsibility	The functions and services listed in column 2 to be added to the Ex Cllr E &WS on page 42.  Amend page 45 2.8.1 <b>1. Plans, policies and strategies</b> to read “The development,

	Disease; -Acupuncture, tattooing, ear piercing and electrolysis.	for public health and licensing matters in the following areas except to the extent that they are regulatory functions: -Food hygiene and safety; -Health and safety; -Health Promotion; -Drinking Water; -Control of Infectious Disease; -Acupuncture, tattooing, ear piercing and electrolysis.	implementation and monitoring of the Council's plans, policies and strategies relating to public health."
From Ex Cllr for Climate Change & Growth to Ex Cllr for Arts and Recreation	The Environmental Improvement Programme	Page 43 <b>Functions and Services</b> Environmental Improvements	Delete the reference to Environmental Improvements as in column 3 and Add the Environmental Improvement Programme under <b>Functions and Services</b> for the Ex Cllr A&R on page 47

## 9b Joint Staff Employer Forum

On 30 June 2010, the Committee agreed that the Joint Staff Employer Forum should be open to the public subject to it being able to decide to

exclude the press and public if it was appropriate in view of the nature of the subject matter. This decision was based on the view of the Forum at the time. The Forum has since then changed its position and now requests that it should not be required to conform to those of working parties as it is an internal Forum (and non-decision making). It is of the view that only staff should be able to attend its meetings and address it and it should not be open to the general public.

**For decision** – the Committee is recommended to amend the Constitution to reflect that the Joint Staff Employer Forum is not open to the public.

- 10     **APPROVAL OF JOINT MEMORANDUM OF UNDERSTANDING BETWEEN CAMBRIDGE CITY COUNCIL, CAMBRIDGESHIRE COUNTY COUNCIL AND SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL ON LEAD OFFICER SUPPORT TO THE CAMBRIDGE FRINGES JOINT DEVELOPMENT CONTROL COMMITTEE** *(Pages 81 - 86)*
- 11     **INDEPENDENT REMUNERATION PANEL - MEMBERS ALLOWANCES** *(Pages 87 - 116)*

## ***Information for the public***

### **Public attendance**

You are welcome to attend this meeting as an observer, although it will be necessary to ask you to leave the room during the discussion of matters which are described as confidential.

### **Public Speaking**

You can ask questions on an issue included on either agenda above, or on an issue which is within this committee's powers. Questions can only be asked during the slot on the agenda for this at the beginning of the meeting, not later on when an issue is under discussion by the committee.

If you wish to ask a question related to an agenda item contact the committee officer (listed above under 'contact') **before the meeting starts**. If you wish to ask a question on a matter not included on this agenda, please contact the committee officer by 10.00am the working day before the meeting. Further details concerning the right to speak at committee can be obtained from the committee section.

### **Filming, recording and photography**

Filming, recording and photography at council meetings is allowed subject to certain restrictions and prior agreement from the chair of the meeting.

Requests to film, record or photograph, whether from a media organisation or a member of the public, must be made to the democratic services manager at least three working days before the meeting.

### **Fire Alarm**

In the event of the fire alarm sounding (which is a continuous ringing sound), you should pick up your possessions and leave the building by the route you came in. Once clear of the building, you should assemble on the pavement opposite the main entrance to the Guildhall and await further instructions. If your escape route or the assembly area is unsafe, you will be directed to safe areas by a member of Cambridge City Council staff.