



Civic Affairs

Committee Members: Councillors McPherson (Chair), Benstead (Vice-Chair), Cantrill, Pitt, Hart and Robertson

Alternates: Councillors Bick

Published & Despatched: Friday, 8 May 2015

Date: Monday, 18 May 2015
Time: 6.00 pm
Venue: Committee Room 1 & 2 - Guildhall
Contact: Democratic Services

AGENDA

1 APOLOGIES FOR ABSENCE

2 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.

3 MINUTES OF PREVIOUS MEETING (*Pages 9 - 12*)

To approve the minutes of the meeting held on 18 March 2015.

4 PUBLIC QUESTIONS

5 CONSTITUTION UPDATES Head of Legal Services

The Committee will consider any updates (if required) following the elections on 7 May.

Report to follow week commencing 11 May 2015 (if required).

6 NOMINATIONS FOR COMMITTEES FOR THE MUNICIPAL YEAR 2015/16 Committee Manager

The rules on political balance set out in the Local Government and Housing Act 1989 will be applied to both scrutiny and regulatory committee composition so that, once the size of committees has been determined, the division of seats among the political groups on the Council will be automatic and the Council must appoint those members which each political group puts forward for its seats.

In considering the allocation of committee places to political groups, the Council is legally required to take into account the following principles:

- 1) That the controlling group should have a majority of seats on each committee.
- 2) That the total number of committee places allocated to each political group must be in proportion to the number of members of that group on the Council.
- 3) That on each committee the number of places allocated to each political group must be in proportion to the number of members of that group on the Council.

The order of precedence of these principles is the order in which they are given - i.e. (1) takes highest priority, then (2) then (3).

7 NOMINATIONS FOR CHAIRS AND VICE CHAIRS OF SCRUTINY & REGULATORY COMMITTEES Committee Manager

The Civic Affairs Committee is requested to make nominations for the positions listed below for the consideration of Council on 28 May.

Scrutiny Committees

- Strategy & Resources
- Community Services
- Environment
- Housing Scrutiny (Part 1 Vice Chair is a tenant/leaseholder. Part 2 Vice Chair is a Councillor)

Regulatory Committees

- Civic Affairs
- Employment Appeals Sub
- Licensing
- Planning

- Joint Development Control Committee (Spokesperson)

8 NOMINATIONS FOR HONORARY COUNCILLORS Committee Manager

The Committee will consider any nominations if put. The requirements to be satisfied are set out below:

- 1) No person shall be eligible normally for election as an Honorary Councillor unless s/he has served as a Councillor at least 10 years (or a person who has been Mayor, for 8 years) whether continuously or not.
- 2) Application for election as an Honorary Councillor shall be made either by the applicant him/herself or by some member of the Council on his/her behalf. Such application shall be submitted to the Chief Executive for consideration by the Civic Affairs Committee of the Council. It shall be in the discretion of the Civic Affairs Committee to make or withhold a recommendation to the Council. The names of those applicants who are not recommended by the Civic Affairs Committee shall not be recorded in the report of that Committee to the Council.
- 3) Election to the position of Honorary Councillor shall be by a resolution of the Council passed on the recommendation of the Civic Affairs Committee by not less than two-thirds of the members present and voting thereon at a meeting of the Council, the summons to which contains special notice that included in the business to be transacted is the election of an Honorary Councillor.
- 4) An Honorary Councillor shall be entitled to the following rights and privileges –
 - a) In civic processions, Honorary Councillors shall take precedence immediately after serving Councillors and shall have precedence amongst themselves according to the number of years service on the Council.
 - b) On request to receive a copy of the Council summons, together with Council and Committee minutes.
 - c) At each meeting of the Council to have a seat in a block reserved for the use of Honorary Councillors.
 - d) The use, in common with members of the Council, of the Members' Rooms in the Guildhall.
 - e) To be invited, where circumstances permit, to those civic functions to which all members of the Council are invited.
 - f) To receive a copy of the Diary and Year Book issued by the Council.
 - g) On death, to have a flag flown above the Guildhall at half-mast.

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.

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

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Filming, recording and photography

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Anyone who does not want to be recorded should let the Chair of the meeting know. Those recording meetings are strongly urged to respect the wish of any member of the public not to be recorded.

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 prior to the meeting.

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.

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CIVIC AFFAIRS

18 March 2015

6.00 - 7.10 pm

Present: Councillors McPherson (Chair), Benstead (Vice-Chair), Cantrill, Pitt, Hart and Robertson

FOR THE INFORMATION OF THE COUNCIL

15/13/CIV Apologies for Absence

Apologies for absence were submitted from Sean Brady (Independent Person).

15/14/CIV Minutes of Previous Meeting

The minutes of the meeting held on 28 January 2015 were signed as a correct record.

15/15/CIV Declarations of Interest

There were no declarations of interest.

15/16/CIV Public Questions

There were no questions.

15/17/CIV Internal Audit Plan / Strategy 2015 / 2016

The Committee received a report from the Head of Internal Audit. In introducing the report, the Committee was advised that an appointment had recently been made and the internal audit team would be back to full complement from May.

In answer to questions from the committee the Head of Internal Audit advised:

- i) The fact that the team had been carrying a vacancy accounted for the level of carry forward work into 2015/16.

- ii) The current Audit Plan includes a review of governance arrangements in place for various shared services and would include the internal audit service.
- iii) Arrangements for post-audit questionnaires were being reviewed and would be prioritised. A council wide customer survey was also being considered.
- iv) The External Auditor was satisfied with the proposed approach to core system assurance work (pages 45-46).
- v) No more outstanding actions pre 2012/13 (page 51) would be reported next year. These were to be resolved during the coming audit year.

Members of the committee recorded their thanks for the good work of the internal audit team.

Resolved

- i. To approve the Internal Audit Plan for 2015/16
- ii. To note the internal documents on Internal Audit provision – the Audit Charter- as identified in accordance with PSIAS.
- iii. To note progress with the implementation of Internal Audit agreed actions as recorded in the Risk Register.

15/18/CIV Procedure for Submitting Substantive Amendments to Full Council Meetings

The Head of Legal Services introduced the report.

Councillor Pitt was concerned that the proposal removed the facility for consensus Motions and that the proposed changes to Rule 23 would give too much power to the ruling group on the Council. Councillor Cantrill said that the proposal would not enable Motions to reflect the debate at Council and the pursuit of consensual Motions eg. the Motion on the Living Wage in 2014. Regarding new rule 23.4, there could also be disagreement over what was a 'substantive' amendment and that this could put undue pressure on the Mayor.

Councillor Benstead stated the proposal formalised the current non-binding convention albeit bringing the deadline forward by a day, giving officers sufficient time to consider properly the implications of amendments to Motions and to advise councillors accordingly.

The Committee noted that if approved, the proposal would be recommended to the next but one meeting of Council ie. to the Annual Meeting of the Council on 28 May as described in paragraph 3.5 of the report.

Resolved to recommend (by 4 votes to 2) that the Council adopts the changes to its Constitution proposed in appendix 1 of the Head of Legal Services' report.

15/19/CIV Duration of Full Council Meetings

Councillors Holland and Hipkin attended for this item and addressed the committee.

The following points were made:

- i. Council (and Area Committees) should not be open ended in duration.
- ii. Councillors should consider the equalities implications of late into the night meetings (eg childcare arrangements). Late meetings were not good for decision making. The Council should look to the changes made by Parliament to help those with caring responsibilities and good governance.
- iii. There was a general deterioration in behaviour and quality of debate as members became tired.
- iv. By 10.30pm, four and a half hours of debate had been had – that was not enough time to do business if members focussed their contributions. Council should consider a guillotine.
- v. There was a cost to the Council of late meetings (officer time, heating/lighting, childcare allowance).

Councillors Holland and Hipkin proposed options for change:

- i. Groups could agree which councillors would speak on items, giving a concise representation of the various political views.
- ii. A timed agenda agreed by the Groups before publication, so that the Mayor has at least a guide to work to in managing the length of meeting.

Councillor Benstead stated that the councillors made some valid points although there must be time for the Council to conduct its business, so restricting the time may be difficult. However, he agreed that the way members conducted themselves at Council and how the business was managed should be looked at. Councillor Cantrill proposed that a small working group be established to consider the issues raised. The Chair proposed a membership of the Chair and opposition spokes of the committee, the group leaders and the Mayor. The committee noted that it was likely that such a meeting would take place after the elections.

Resolved-

To establish a working group to discuss the issues raised in detail with the membership of Chair, spokes of the committee, Group Leaders and the Mayor.

15/20/CIV Members Allowances Scheme

The Democratic Services Manager introduced the report.

Councillor Hart asked for clarification of when the area committee allowance was introduced and if it was related to the determination of planning applications. The Democratic Services Manager undertook to provide the information to the committee.

The Committee considered that it was appropriate to review the allowances scheme in 2015/16, bearing in mind it had not changed since 2008/09 and noted that a review itself did not commit the Council to make any change to the scheme.

Resolved

- i. To recommend Council that the existing Allowances scheme be continued for 2015/2016 municipal year.
- ii. To review the allowances scheme in 2015/16, noting that a report will be submitted to the June committee seeking approval for how this will be achieved.

The meeting ended at 7.10 pm

CHAIR