



## Cambridge City Council

### Civic Affairs

**Committee Members:** Councillors McPherson (Chair), Benstead (Vice-Chair), Cantrill, Holt, Robertson and Sinnott

**Alternates:** Councillors Pitt and Ratcliffe

*Published & Despatched: Tuesday, 9 February 2016*

**Date:** Wednesday, 17 February 2016

**Time:** 6.00 pm

**Venue:** Committee Room 1 & 2, The Guildhall, Market Square, Cambridge, CB2 3QJ

**Contact:** Sarah Steed

### 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 5 - 10)*

To approve the minutes of the meeting held on 16 September 2015.

**4 PUBLIC QUESTIONS**

**5 EXTERNAL AUDIT 2015/16 AUDIT PLAN** *(Pages 11 - 30)*

**6 EXTERNAL AUDIT CERTIFICATION OF CLAIMS AND RETURNS ANNUAL REPORT 2014/15** *(Pages 31 - 42)*

- 7        **INTERNAL AUDIT PLAN & STRATEGY 2016 / 2017** *(Pages 43 - 70)*
- 8        **IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS**  
*(Pages 71 - 74)*
- 9        **UPDATE ON INDIVIDUAL ELECTORAL REGISTRATION** *(Pages 75 - 90)*
- 10       **PAY POLICY STATEMENT 2016/17** *(Pages 91 - 106)*
- 11       **CONSTITUTIONAL CHANGES, FOR COUNCIL MEETINGS,  
PROCEDURE RULES, AMENDING THE CONSTITUTION / TERMS OF  
REFERENCE, FOR REVIEW OF LOCAL DEMOCRATIC ENGAGEMENT.**  
*(Pages 107 - 116)*
- 12       **LOCALISM ACT 2011 AND STANDARDS OF CONDUCT:  
APPOINTMENT OF "INDEPENDENT PERSON" AND DEPUTY** *(Pages  
117 - 124)*

# 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](mailto: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](mailto: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. The public may record (e.g. film, audio, tweet, blog) meetings which are open to the public.

**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](mailto: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](mailto:democratic.services@cambridge.gov.uk).

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