



## Cambridge City Council

### Civic Affairs

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

**Alternates:** Councillors Adey and Ratcliffe

*Published & Despatched: Tuesday, 21 June 2016*

**Date:** Wednesday, 29 June 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 - 14)*

To approve the minutes of the meeting held on 16 May 2016.

#### 4 PUBLIC QUESTIONS

#### 5 OFFICER DELEGATED DECISION

To note the Officer Delegated Decision made regarding the implementation of the National Joint Council Pay Award for 2016-18.

#### 5a Implementation of the National Joint Council Pay Award for 2016-18 Head

of Human Resources (*Pages 15 - 16*)

- 6 REVIEW OF MEMBERS' ALLOWANCES SCHEME** (*Pages 17 - 44*)
- 7 ANNUAL REPORT ON PREVENTION OF FRAUD & CORRUPTION POLICY** (*Pages 45 - 72*)
- 8 ANNUAL INTERNAL AUDIT OPINION 2015 / 2016** (*Pages 73 - 100*)
- 9 ASSURANCE FRAMEWORK, DRAFT ANNUAL GOVERNANCE STATEMENT AND DRAFT CODE OF CORPORATE GOVERNANCE 2015/16** (*Pages 101 - 138*)
- 10 STATEMENT OF ACCOUNT 2015-16** (*Pages 139 - 296*)

# 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>

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**Filming, recording and photography**

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**Facilities for disabled people**

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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.

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