



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: Monday, 19 September 2016

Date: Tuesday, 27 September 2016
Time: 6.00 pm
Venue: Committee Room 1 & 2 - Guildhall
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 Monitoring Officer before the meeting.

3 MINUTES OF PREVIOUS MEETING

To approve the minutes of the meeting held on ...

4 PUBLIC QUESTIONS

5 STATEMENT OF ACCOUNTS 2015-16 *(Pages 5 - 178)*

6 INTERNAL AUDIT PLAN 2016 / 2017: PROGRESS REPORT *(Pages 179 - 192)*

7 2016 REVIEW OF ELECTIONS *(Pages 193 - 202)*

- 8 **POLLING DISTRICT REVIEW** (*Pages 203 - 206*)
- 9 **ANNUAL COMPLAINTS REPORT 2015-16** (*Pages 207 - 236*)
- 10 **ANNUAL REPORT ON FREEDOM OF INFORMATION, DATA PROTECTION AND TRANSPARENCY** (*Pages 237 - 254*)
- 11 **FINDINGS OF THE REVIEW INTO PUBLIC PARTICIPATION IN THE COUNCIL'S DECISION-MAKING** (*Pages 255 - 274*)
- 12 **APPOINTING PERSON: ARRANGEMENTS FOR THE APPOINTMENT OF THE EXTERNAL AUDITOR** (*Pages 275 - 280*)
- 13 **MEETING CALENDAR REPORT** (*Pages 281 - 284*)

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.

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.

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.

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.

General Information

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