



Cambridge City Council

Civic Affairs

Committee Members: Councillors McPherson (Chair), Benstead (Vice-Chair), Gawthroe, Holt, O'Connell and Robertson

Alternates: Councillors T. Moore and Ratcliffe

Published & Despatched: Tuesday, 20 June 2017

Date: Wednesday, 28 June 2017

Time: 6.00 pm

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

Contact: Claire Tunnicliffe

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 *(Pages 5 - 14)*

To approve the minutes of the meeting held on 15 and 25 May 2017

4 PUBLIC QUESTIONS

5 SPECIAL RESPONSIBILITY ALLOWANCES *(Pages 15 - 28)*

6 STATEMENT OF ACCOUNTS 2016-17 *(Pages 29 - 194)*

7 TIMETABLE AND PROCESS FOR APPROVAL OF THE STATEMENT OF ACCOUNTS FROM 2017/18 *(Pages 195 - 198)*

- 8 CONTRACT PROCEDURE RULES UPDATE** *(Pages 199 - 244)*
- 9 FINANCIAL REGULATIONS AND PROCEDURE RULES UPDATE** *(Pages 245 - 252)*
- 10 ANNUAL REPORT ON FRAUD AND CORRUPTION 2016 / 2017** *(Pages 253 - 272)*
- 11 DRAFT ANNUAL GOVERNANCE STATEMENT AND LOCAL CODE OF CORPORATE GOVERNANCE** *(Pages 273 - 320)*
- 12 ANNUAL HEAD OF INTERNAL AUDIT OPINION 2016 / 2017** *(Pages 321 - 340)*
- 13 MAYORAL ALLOWANCE** *(Pages 341 - 344)*

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

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General Information

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