



## Cambridge City Council Civic Affairs

**Date:** Monday, 14 May 2018

**Time:** 6.00 pm

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

**Contact:** [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk), tel:01223 457013

### Agenda

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|----|--|-----------------|
| 1  | Apologies  |                 |
| 2  | Declarations of Interest   |                 |
| 3  | Minutes  | (Pages 3 - 6)   |
| 4  | Public Questions   |                 |
| 5  | Officer Delegated Decision   |                 |
| 5a | Implementation of the National Joint Council Pay Award for 2018/19 | (Pages 7 - 8)   |
| 6  | Committee Appointments   | (Pages 9 - 14)  |
| 7  | Nominations of Honorary Councillors                                | (Pages 15 - 18) |

**Civic Affairs Members:** McPherson (Chair), Benstead (Vice-Chair), Gawthroe, Holt, O'Connell and Robertson

**Alternates:** Bick and Ratcliffe

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- Phone: 01223 457013

**CIVIC AFFAIRS**

28 March 2018

5.00 - 5.30 pm

**Present:** Councillors McPherson (Chair), Benstead (Vice-Chair), Gawthrope, Holt and Robertson

**Officers:**

Chief Executive: Antoinette Jackson

Democratic Services Manager: Gary Clift

Committee Manager: Emily Watts

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| <b>FOR THE INFORMATION OF THE COUNCIL</b> |
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**18/14/Civ Apologies**

Apologies were received from Councillor O'Connell, Councillor Bick attended as an alternate.

Apologies were also received from Rob Bennett (Acting Independent Person).

**18/15/Civ Declarations of Interest**

No interests were declared.

**18/16/Civ Minutes**

Minutes of the meeting of the 14 February 2018 were agreed and signed as a correct record.

**18/17/Civ Public Questions**

There were no public questions.

**18/18/Civ Recruitment of Independent Person & Deputy**

The Committee received a report from the Head of Legal Practice regarding the recruitment of an Independent Person and Deputy Independent Person.

**Resolved** (unanimously) to recommend to Council:

- i. Mr Rob Bennett is appointed as the Council's Independent Person and Judge David Pearl as the Deputy Independent Person.
- ii. Both posts would be for a three year fixed term with a further option to extend the appointment for a two year period subject to annual ratification at the Annual Meeting of the Council.

### **18/19/Civ Changes to Scrutiny Committee and Review of Decision Making Processes**

The Committee received a report from the Chief Executive regarding changes to scrutiny committee and review of the decision making process.

The report outlined the conclusions and recommendations of a Member Working Group tasked with reviewing the council's scrutiny committees and the workload undertaken by these committees.

In response to members' questions the Chief Executive and Democratic Services Manager said the following:

- i. The newly created Planning and Transport Scrutiny Committee would oversee planning policy so there was no disadvantage to implementing the scrutiny changes before the new Local Plan had been adopted.
- ii. Referred to the Local Plan and confirmed that discussions would also need to be undertaken with South Cambridgeshire District Council about appropriate governance for the development of the new joint Local Plan.
- iii. Confirmed that the group leaders would receive a note clarifying the changes to committee structure so they could plan for the Annual Meeting.
- iv. They noted Cllr Bick's observation that as the new Environment and Community Scrutiny Committee would have three Executive Councillor portfolios reporting to it this could have implications for committee size to accommodate the requisite number of spokespeople. This would be an issue for Group Leaders to consider when considering committee places and proportionality post-election.

**Resolved** (unanimously) to:

- i. Recommend to Council the changes to Part 3 section 6 of the Constitution as set out in Appendix A (Appendix B shown with tracked changes for reference).
- ii. Agree that the new scrutiny committees keep to the already agreed 2018/19 programme of meetings as referred to in paragraphs 3.7 and 3.8

**18/20/Civ Council Size - Submission to the LGBCE**

The Committee received a report from the Democratic Services Manager regarding council size submission to the Local Government Boundary Commission for England.

The report detailed the conclusions of a Member Working Group tasked with considering the Council Size submission to the Local Government Boundary Commission for England (LGBCE) which would formally begin its work on 29 May 2018.

The committee requested more information on the electorate per councillor and the population per councillor to re-enforce the case that the size of the Council should not be reduced.

In response to members' questions the Chief Executive and Democratic Services Manager said the following:

- i. Confirmed that forecasting would account for the increasing population size including for areas with new developments.
- ii. Explained that the LGBCE required the forecasting methodology to be included in the submission.
- i. Confirmed that the requested changes would be made to section 4.4 and 4.5 to emphasise the impact of population growth on councillor workload in the LGBCE draft submission.
- ii. Confirmed that population and electorate statistics would be shared with Members prior to the Council meeting on 19 April together with more background information on the issues discussed

**Resolved** (unanimously) to:

- i. Recommend to Council the approval of a submission on Council Size to the Local Government Boundary Commission for England of 42 councillors.
- ii. Approve drafting changes to the report for Council's consideration on 19 April agreed by the Chief Executive in consultation with the Chair and spokes.

**18/21/Civ Special Meeting Date for June 2018**

The Committee received a request from the Democratic Services Manager to hold a special meeting of the Civic Affairs Committee at 6pm on Wednesday 27 June 2018 to consider issues for the Boundary Commission.

**Resolved** (unanimously) to hold a special meeting of the Civic Affairs Committee on Wednesday 27 June 2018.

The meeting ended at 5.30 pm

**CHAIR**

## CAMBRIDGE CITY COUNCIL

### Officer Record of Decision

|  |   |
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| <b>What decision(s) has been taken:</b>  | To implement the National Joint Council Pay Award for 2018-20   |
| <b>Who made the decision:</b>  | Head of Human Resources   |
| <b>Date decision made:</b>   | 12 April 2018   |
| <b>Matter for Decision /Wards affected</b>                                     | Decision delegated from Civic Affairs Committee   |
| <b>Reason(s) for the decision including any background papers considered</b>   | To implement the nationally agreed pay award for staff on Bands 1-11 following receipt of notification by circular from the National Joint Council for Local Government Services dated 10 April 2018.   |
| <b>Any alternative options considered and rejected:</b>                        | Pay awards for staff on Bands 1-11 are agreed by national level collective bargaining between the national employers and trade unions. Once agreed at a national level the City Council implements the pay award in accordance with the terms of staff contracts of employment.   |
| <b>Conflicts of interest and dispensations granted by the Chief Executive:</b> | None.   |
| <b>Other Comments:</b>   | <p>This decision is taken in accordance with the delegated authority from Civic Affairs Committee to the Head of Human Resources, as follows:</p> <p>To implement any award of a joint negotiating body so far as it concerns rates of salary, wages, car allowances or other allowances payable to officers and other employees of the Council except where the terms thereof involve the exercise of a discretion by the Council provided that when any action is taken in pursuance of this paragraph members are advised by the Head of Human Resources and a record of that advice be made</p> |

available to the public.

**Reference:**

**Contact for further information:** Deborah Simpson, Head of Human Resources.





Item

## **COMMITTEE APPOINTMENTS AND CONSTITUTIONAL CHANGES FOR ANNUAL COUNCIL**

**To:**

Civic Affairs Committee 14/05/2018

**Report by:**

Gary Clift, Democratic Services Manager

Tel: 01223 - 457011 Email: [gary.clift@cambridge.gov.uk](mailto:gary.clift@cambridge.gov.uk)

**Wards affected:**

All

### **1. Introduction**

- 1.1 The report details the issues to consider and decide for recommendation to Council on 24 May 2018. An update paper will be published on 14 May when information from the political groups will have been received.

### **2. Recommendations**

- 2.1 To recommend to Council:

- (i) The city council committees and the nominations to the joint and partner bodies (as current) in paragraph 3.2 and updated in a paper to be circulated on 14 May.
- (ii) The nominations for Chairs and Vice Chairs (as current) in paragraph 3.3 and updated in a paper to be circulated on 14 May.
- (iii) Constitutional updates required as part of the Annual Meeting process.

### **3. Background**

#### **Appointing Committees**

- 3.1 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:

- i) That the controlling group should have a majority of seats on each committee.
- ii) 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.
- iii) 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. (i) takes highest priority, then (ii) then (iii).

- 3.2 The existing city council committees and size are listed below. The Council (or committees in respect of sub-committees) will appoint one alternate member in respect of each political group represented on that committee or sub-committee and two in the case of the major Scrutiny Committees for groups with more than one committee member. Unlike a substitute system, the city council's own committees use an Alternate Member where the councillor is a named member from a political group and preferably unchanged for the municipal year who will sit in for any committee member of the same political group who is unable to attend any meeting in the year that they are scheduled to attend.

- 3.3 The proportionality for both the Cambridgeshire and Peterborough

Combined Authority Overview and Scrutiny Committee and Audit and Governance Committee will be advised after election results from 3 May.

- 3.4 Following the 19 April Council meeting, two new Committees have been created the Environment and Community Scrutiny Committee (previously the Community Services Scrutiny Committee) and the Planning and Transport Scrutiny Committee (previously the Environment and Scrutiny Committee). The new Committees have been included below but with the number of members of the previous committees.

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| <b>Environment and Community Scrutiny Committee</b>     |
| <i>Previously Community Services Scrutiny Committee</i> |
| Current Numbers- 7 ( 4 Labour + 2 Lib Dem+ 1 I/G)       |

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| <b>Planning and Transport Scrutiny Committee</b> |
| <i>Previously Environment Scrutiny Committee</i> |
| Current Numbers- 7 (5 Labour + 2 Lib Dem)        |

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| <b>Housing Scrutiny Committee</b>                 |
| Current Numbers- 8 ( 5 Labour + 2 Lib Dem +1 I/G) |

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| <b>Strategy and Resources Scrutiny Committee</b> |
| Current Numbers- 6 (4 Labour+ 2 Lib Dem)         |

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| <b>Civic Affairs Committee</b>            |
| Current Numbers- 6 ( 4 Labour +2 Lib Dem) |

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| <b>Licensing Committee</b>                |
| Current Numbers- 11 (7 Labour+ 4 Lib Dem) |

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| <b>Planning Committee</b> (NB Council approves departure from proportionality here) |
| Current Numbers- 8 (4 Labour+ 3 Lib Dem + 1 I/G)                                    |

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| <b>Employment (Senior Officer) Committee</b> |
| Current Numbers- 6 (4 Labour +2 Lib Dem)     |

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| <b>Employment Appeals Sub-Committee</b>  |
| Current Numbers- 7 (4 Labour +3 Lib Dem) |

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| <b>Cambridge City Joint Area Committee (with County Council)</b> |
| Current Numbers- 6 ( 4 Labour +2 Lib Dem )                       |

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| <b>Cambridgeshire and Peterborough Combined Authority</b>                            |
| Current Numbers- 1 (Cllr Herbert, Leader of the Council) + 1 substitute (Cllr Price) |

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| <b>Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee</b> |
| Current Numbers- 1 Labour + 1 Lib Dem   |

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| <b>Cambridgeshire and Peterborough Audit and Governance Committee</b> |
| New – 1 + one substitute member                                       |

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| <b>Greater Cambridge City Deal Joint Assembly</b> |
| Current Numbers- 3 (2 Labour + 1 Lib Dem)         |

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| <b>Joint Development Control Committee - Cambridge Fringes</b> |
| Current Numbers- 6 (4 Labour+ 2 Lib Dem)                       |

## **Chairs and Vice Chairs**

- 3.3 The Civic Affairs Committee is requested to make nominations for the Chairs and Vice Chairs for 2018/19. A paper listing the nominations will be circulated at the committee:

Strategy and Resources

Environment and Community Services

Planning and Transport

Housing (note - Chair is a Councillor, the Vice Chair is a tenant/leaseholder)

Civic Affairs

Licensing

Planning

Joint Development Control Committee (spokesperson for the City)

## **Constitutional Changes**

- 3.4 The Committee will receive an update at its meeting of any constitutional matters requiring consideration. Although none are anticipated at the time of publication, this exists to afford the committee the opportunity to consider any.

## **4. Implications**

### **(a) Financial Implications**

None.

### **(b) Staffing Implications**

None

### **(c) Equality and Poverty Implications**

None

### **(d) Environmental Implications**

None

### **(e) Procurement Implications**

None

### **(f) Community Safety Implications**

None

## **5. Consultation and communication considerations**

None

## **6. Background papers**

No background papers were used in the preparation of this report.

## **7. Appendices**

None

## **8. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact Gary Clift, Democratic Services Manager, tel: 01223 - 457011, email: [gary.clift@cambridge.gov.uk](mailto:gary.clift@cambridge.gov.uk).



Item

## NOMINATIONS OF HONORARY COUNCILLORS

**To:**

Civic Affairs Committee 14/05/2018

**Report by:**

Gary Clift, Democratic Services Manager

Tel: 01223 - 457011 Email: gary.clift@cambridge.gov.uk

**Wards affected:**

All

### 1. Introduction

- 1.1 The report details the issues to consider and decide for recommendation to Council on 24 May 2018. An update paper will be published on 14 May when information from the political groups will have been received.

### 2. Recommendations

- 2.1 To recommend to Council:
- (i) The nominations for Honorary Councillors (if any) as updated in a paper to be circulated on 14 May.

### 3. Background

#### Honorary Councillors

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

- ii. 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.
- iii. 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.
- iv. 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.

## **4. Implications**

### **(a) Financial Implications**

None.

### **(b) Staffing Implications**

None

### **(c) Equality and Poverty Implications**

None



**(d) Environmental Implications**

None

**(e) Procurement Implications**

None

**(f) Community Safety Implications**

None

**5. Consultation and communication considerations**

None

**6. Background papers**

No background papers were used in the preparation of this report.

**7. Appendices**

None

**8. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact Gary Clift, Democratic Services Manager, tel: 01223 - 457011, email: [gary.clift@cambridge.gov.uk](mailto:gary.clift@cambridge.gov.uk).

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