



Cambridge City Council Civic Affairs

Date: Monday, 13 May 2019

Time: 5.30 pm

Venue: Council Chamber, The Guildhall, Market Square, Cambridge, CB2 3QJ

Contact: democratic.services@cambridge.gov.uk, tel:01223 457000

Agenda

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes (Pages 3 - 10)
- 4 Public Questions
- 5 Nominations for Committees for the Municipal Year 2019/20 (Pages 11 - 16)
- 6 Nominations of Honorary Councillors (Pages 17 - 20)
- 7 Internal Audit Plan
Report to follow.
- 8 Municipal Year 2019/20 (Pages 21 - 26)

Civic Affairs Members: McPherson (Chair), Benstead (Vice-Chair), Dalzell, O'Connell, Robertson and Thornburrow

Alternates: Sargeant and Tunnacliffe

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CIVIC AFFAIRS

30 January 2019

5.30 - 6.30 pm

Present: Councillors McPherson (Chair), Benstead (Vice-Chair), O'Connell, Robertson, Thornburrow and Tunnacliffe

Other Councillor Present: Councillor Moore, Executive Councillor for Environmental Services and City Centre

Officers:

Chief Executive: Antoinette Jackson

Head of Finance: Caroline Ryba

Head of Human Resources: Deborah Simpson

Head of Shared Waste: Trevor Nicoll

Interim Deputy Head of Finance: Ken Trotter

Business Development Manager: Tony Stead

Support Services Manager: Karl Tattam

Committee Manager: James Goddard

Others Present:

Ernst & Young External Auditor: Suresh Patel

FOR THE INFORMATION OF THE COUNCIL**19/1/Civ Apologies**

Apologies were received from Councillor Dalzell, Councillor Tunnacliffe attended as the Alternate.

The Committee held a minute's silence for Councillor Gawthrop who formerly sat on the Civic Affairs Committee.

19/2/Civ Declarations of Interest

Name	Item	Interest
Councillor Benstead	19/5/Civ	Personal: Council appointed Trustee of Cambridge Live.
Councillor Robertson	19/8/Civ	Personal: Council appointed Trustee of Local Government

		Pension Scheme.
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19/3/Civ Minutes

The minutes of the meeting held on 10 October 2018 were approved as a correct record and signed by the Chair.

19/4/Civ Public Questions

There were no public questions.

19/5/Civ 2018-19 Statement of Accounts - Accounting Policies and Significant Areas of Judgement

The committee received a report from the Interim Deputy Head of Finance.

The Audit and Accounts Regulations govern the preparation, approval and publication of local authority accounts. For the 2018/19 financial year there was a requirement for the Chief Financial Officer (Section 151) of the Council to approve draft unaudited accounts by the 31 May and for the audited accounts to be approved by Civic Affairs by 31 July.

The Independent Person submitted a written statement:

It would be helpful to hear from Ernst & Young that all of the areas mentioned in Caroline's covering report for item 5 will be addressed through their work.

I can see that some areas are picked up but wasn't sure about Cambridge Live and Clay Farm.

The Interim Deputy Head of Finance said all of the areas mentioned in the covering report would be addressed through Ernst & Young's work.

Councillor Robertson sought clarification on the issues discussed during the 2017/18 audit with Ernst and Young, which would still be relevant in the current financial year. The Interim Deputy Head of Finance said that mainly they would and that Cambridge Investment Partnership, Clay Farm Community Centre, Business Rates Appeals Provision, Cambridge Live and Future Events were significant areas of judgement and change for 2018/19.

Unanimously resolved to note and approve the proposed presentational changes, accounting policies and significant areas of accounting judgement in relation to the 2018/19 Statement of Accounts.

19/6/Civ Ernst & Young Audit Plan

The Committee received a report from the Ernst & Young External Auditor.

The Audit Planning report from Ernst & Young summarised the strategy for the audit of the financial statements and the associated value for money conclusion for 2018/19. The External Auditor confirmed the financial statements were sound and that Ernst and Young had no concerns about the council's value for money.

The following was said in response to Members' questions:

- i. Ernst & Young External Auditor: The Cambridge Live fee range in the Officer's report was an estimate that may vary once Ernst & Young had reviewed Cambridge Live figures. The report was written before the decision was made to bring Cambridge Live back in-house.
- ii. Head of Finance: Before leaving Charity Main had been diligent in her hand over of notes and knowledge to colleagues in the Finance Department. The Head of Finance would review the situation to mitigate risks of an experienced officer leaving, but no issues were expected. The Interim Deputy Head of Finance was experienced in this area.
- iii. Head of Finance: Wished to reassure Committee that whilst bringing Cambridge Live back in-house was a risk, a number of officers were supporting the hand over. The Head of Finance was overseeing arrangements but not all of these were under the Council's control.

Councillor Robertson said the Council would apply appropriate financial systems.

Unanimously resolved to note the contents of the external audit plan.

19/7/Civ Draft Pay Policy Statement 2019/20 and Implementation of 2019 Pay Award

The Committee received a report from the Head of Human Resources.

The report set out a draft pay policy statement as required under the Localism Act. The Localism Act requires the Council to have considered, approved and

published a pay policy statement for each financial year. This must be approved by Full Council and be in place by 31 March each year.

In response to the report Councillors welcomed the apprentice scheme and commented that the City Council offered better rates of pay for apprentices than other organisations.

The Head of Human Resources said the following in response to Members' questions:

- i. Trade Unions were supportive of the pay proposals.
- ii. GMB had previously responded to the proposals. Unison's position on the consultation in the Officer's report was now known.

Unanimously resolved to:

- i. Recommend to Council the draft Pay Policy Statement 2019/20 attached as Appendix 1.
- ii. Note the position on the consultation with Unison members on the proposed pay scale changes, and to receive an update at the Civic Affairs meeting.
- iii. Recommend to Council the proposal to introduce the proposed changes to the Council's pay scale with effect from April 2019, attached in Appendix 2 of the Officer's report and to delegate authority to the Head of Human Resources to implement the changes to the Council's pay scale.
- iv. Agree the renaming of the previous grade of JNC1 as 'Head of Service'.

19/8/Civ Local Government Pension Scheme - Employers Discretions

The Committee received a report from the Support Services Manager.

The paper outlined Cambridge City Council's proposed policy statement on Employer Discretions for the Local Government Pension Scheme.

In response to Councillor Robertson's question the Support Services Manager said the discretions policy was in-line with other Local Authorities in the Cambridgeshire area that we were aware of.

Unanimously resolved:

- i. To approve the proposed policy statement on employer discretions (Appendix A of the Officer's report).
- ii. To authorise the Head of Human Resources to determine decisions relating to the merits of individual cases.

- iii. That Council Officers will continue to review the statement every 3 years and / or in line with changes to the Local Government Pension Scheme as advised by the Local Government Pensions Committee and the Administering Authority (Cambridgeshire County Council), and any recommended changes will go before Civic Affairs for approval.

19/9/Civ Waste Complaints April - October 2018

The Committee received a report from the Head of Shared Waste and Business Development Manager.

The Officer's report provided an analysis of complaints made relating to the council regarding waste services during the period of April – December 2018.

The Committee made the following comments in response to the report:

- i. The complaints logging system needed to be clear what was a complaint and what was a comment. Partly because some feedback could be classified as a comment or a complaint. Also to avoid the council being criticised for situations outside of its control.
- ii. Ward Councillors picked up low level grumblings that were not reported to the Waste Service such as empty bins being left on pavements.

The Head of Shared Waste and Business Development Manager said the following in response to Members' questions:

- i. The Council logged customer feedback as a complaint or comment in accordance with residents' wishes. The system asked residents to clarify if they were making a compliment, comment or complaint. Usually more complaints were logged than compliments (these were usually given verbally).
- ii. Various systems were consolidated in 2018 to log responses through different communication methods (email, phone etc) in one place. This led to a spike in complaints recorded (but no change in the actual number received (9181 of the Officer's report)) as customer contacts were now formally being logged in one system, when they were not always done so before.
- iii. Issues could be tracked and escalated if customers were not satisfied with responses.
- iv. The system provided clear information on issues and responses. The same information could be shared with residents and bin crews to give them real time updates.
- v. The system was being streamlined so residents could report issues at their convenience.

- vi. Issues beyond the council's control could lead to resident's complaints such as blocked roads or bad weather preventing bin collections.
- vii. Blocked roads were an issue for both city and South Cambridgeshire areas.
- viii. The triage team monitored residents' feedback and filtered the feedback to ensure it had appropriate headings. Occasionally 'complaints' may be changed to 'service requests' etc.
- ix. Officers asked that all issues (complaints, comments and compliments) were reported to the Waste Service so trends could be monitored and reported. The service responded to trends by training lorry crews to work better with residents. For example 130 staff had just been trained about bin placement.
- x. The complaints report covered waste collection issues from residents and businesses. The system did not currently break figures down to ward level, as the service was built on collection rounds and some of these crossed over wards. It would be possible to provide data based on collection days. . It might be possible to manually produce ward level issue reports for councillors upon request, but this would be time consuming. Officers would explore whether the ICT system might be able to break figures down to ward level in future.
- xi. Streets and Open Spaces, Waste and Housing Services had the highest number of complaints across the City Council. These could be reported back to Councillor O'Connell in more detail after committee if she wished.
- xii. The underground waste collection system used in the Eddington (North West Cambridge) Development has been well received. Officers were reviewing if similar underground collection systems could be used on other new developments in future. This was more straight forward than retrofitting existing developments.

The Executive Councillor for Environmental Services and City Centre addressed the Committee:

- i. The number of recorded complaints had increased. This was due to the new reporting system.
- ii. Referred to report p181. The service had increased the number of successful collections to over 99.8%.
- iii. The position of bins was regularly commented on. Crews had to take bins long distances from homes to where bins could be emptied. The number of complaints was low in comparison to the number of collections made.

- iv. The reporting system did not register the number of verbal compliments given to crews on their rounds. There were more happy residents than the report figures suggested.

Unanimously resolved to note the contents of the Officer's report.

The meeting ended at 6.30 pm

CHAIR

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Item

COMMITTEE APPOINTMENTS AND CONSTITUTIONAL CHANGES FOR ANNUAL COUNCIL

To:

Civic Affairs Committee 13/05/2019

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 22 May 2019. An update paper will be published on 13 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 13 May.
- (ii) The nominations for Chairs and Vice Chairs (as current) in paragraph 3.3 and updated in a paper to be circulated on 13 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 2 May.

Environment and Community Scrutiny Committee
Current Numbers- 10 (6 Labour + 3 Lib Dem+ 1 I/G)

Planning and Transport Scrutiny Committee
Current Numbers- 8 (5 Labour + 2 Lib Dem+1 I/G)

Housing Scrutiny Committee
Current Numbers- 8 (5 Labour + 3 Lib Dem)

Strategy and Resources Scrutiny Committee
Current Numbers- 6 (4 Labour+ 2 Lib Dem)

Civic Affairs Committee
Current Numbers- 6 (4 Labour +2 Lib Dem)

Licensing Committee
Current Numbers- 12 (8 Labour+ 4 Lib Dem)

Planning Committee
Current Numbers- 10 (6 Labour+ 3 Lib Dem + 1 I/G)

Employment (Senior Officer) Committee
Current Numbers- 6 (4 Labour +2 Lib Dem)

Employment Appeals Sub-Committee
Current Numbers- 6 (4 Labour +2 Lib Dem)

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

Cambridgeshire and Peterborough Combined Authority
Current Numbers- 1 (Leader of the Council) + 1 substitute (Deputy Leader)

Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee

Current Numbers- 1 Labour + 1 Lib Dem

Cambridgeshire and Peterborough Audit and Governance Committee
Current Numbers 1Labour + 1 alternate member

Greater Cambridge City Deal Joint Assembly
Current Numbers- 3 (2 Labour + 1 Lib Dem)

Joint Development Control Committee - Cambridge Fringes
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 2019/20. 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.

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Item

NOMINATIONS OF HONORARY COUNCILLORS

To:

Civic Affairs Committee 13/05/2019

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 22 May 2019. An update paper will be published on 13 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 13 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.

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Item

Municipal Year 2019/20 (Indicative)

To:

Civic Affairs Committee 13/05/19

Report by:

Democratic Services Manager, Gary Clift

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

Wards affected:

None directly affected

1. Introduction

- 1.1 The report seeks the Committee's view on scheduling Council meetings in school holidays 2020 and also whether to cancel one Council meeting in April 2020.

2. Recommendations

- 2.1 To confirm the date for Council in February 2020.
- 2.2 To decide whether to remove the April 2020 Council meeting from the calendar.
- 2.3 To give direction on any further principles to follow when compiling the 2020/21 calendar, which will be submitted to committee for approval in autumn 2019.

3. Background

- 3.1 This committee sets the forward programme of dates for the Council and committee meetings, with Group Leaders having seen the draft calendar for any prior comment. The four Area Committees agree dates

at respective meetings in February-April each year. The Committee agreed an indicative 2019/20 calendar in October last year which was amended by Committee last October to take into account changes to the process and timeline for budget scrutiny in January and February 2019.

- 3.2 Convention for many years has been that the calendar should take account of the dates of school holidays and autumn political party conferences. Liaison with partner authorities (GCP, Combined Authority, SCDC) is also done to avoid clashes wherever possible.
- 3.3 The February 2019 Council meeting took place in school half term and the April 2019 Council meeting had been scheduled for Easter school holidays.

February 2020 Council (Budget meeting)

- 3.4 The indicative calendar has the Council meeting scheduled for 20 February which is again in the school half term. The alternative is to meet the week earlier, 13 February. Budget 2019 and Budget 2020 dates are attached for reference.

April 2020 Council

- 3.6 The April 2017 and 2019 Council meetings were cancelled as there was no business for decision from either the Executive or regulatory committees. Officers believe from forward planning that this will be the case in April 2020, when Council again is scheduled for the Easter school holidays. Committee is asked to consider whether the meeting should be removed from the schedule.

May 2020 Council (Annual Meeting)

- 3.7 Group Leaders were consulted in December 2018 and confirmed agreement that the May 2020 Council meeting will take place in the school half term because the date of the elections (7 May) results in a later in the month knock-on for Group Annual Meetings and pre-Council preparatory work.

4. OPTIONS

The Committee can suggest alternatives to the calendar proposed, but the officer would need to investigate any alternatives to make sure any date change would work for the administration of meetings and conventions followed.

5. IMPLICATIONS

(a) Financial Implications - none

(b) Staffing Implications - none

(c) Equality and Poverty Implications

Holding meetings in school holidays may impact anyone working in the school sector or with school age children responsibilities.

(d) Environmental Implications - none

(e) Procurement Implications - none

(f) Community Safety Implications - none

5. Consultation and communication considerations

Group Leaders, the Chief Executive and the Monitoring Officer have been consulted on this report.

6. Background papers

GCP, Combined Authority and SCDC and County Council published meeting dates.

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BSR Scrutiny options

Process	2019	2020	2020
		Council in half term	Week earlier
BSR published	07/01	06/01	02/01
All-member briefing with Head of Finance & Exec Cllr Finance & Resources	09/01	TBC	TBC
<i>[Committees other than Housing do not scrutinise portfolio budgets. Policy decisions with budgetary implications are "subject to" approval of the BSR.]</i>			
Opposition Amendments published, with s.25 amendments	04/02	No later than 04/02	No later than 28/01
S&R scrutinises BSR and opposition and Executive amendments.	11/02	10/02	03/02
Executive recommends BSR to Council	11/02	10/02	03/02
Council papers published	13/02	12/02	05/02
Opportunity for further opposition amendments to be submitted if Executive Budget different from budget as originally scrutinised	15/02	14/02	07/02
s.151 officer signs off amendment	18/02	17/02	10/02
Council agrees BSR & CT precept	21/02	20/02	13/02

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