



Cambridge City Council Civic Affairs

Date: Monday, 15 May 2023

Time: 5.30 pm

Venue: Council Chamber, The Guildhall, Market Square, Cambridge, CB2 3QJ [access the building via Peashill entrance]

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

Agenda

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes (Pages 3 - 8)
- 4 Public Questions
- 5 Committee Appointments and Constitutional Changes for Annual Council (Pages 9 - 16)

Civic Affairs Members: McPherson (Chair), Carling (Vice-Chair), Bennett, Davey, Hauk and Thornburrow

Alternates: Bick, S. Davies and Moore

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- Phone: 01223 457000

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CIVIC AFFAIRS

8 February 2023

5.32 - 6.50 pm

Present: Councillors McPherson (Chair), Carling (Vice-Chair), Bennett, Davey, Hauk and Thornburrow

Also, present (virtually) Councillor Bennett

Officers:

Chief Executive: Robert Pollock

Head of Finance: Caroline Ryba

Deputy Head of Finance: Neil Krajewski

Democratic Services Manager: Gary Clift

Head of Human Resources: Deborah Simpson

Electoral Services Manager: Vicky Jenner

Committee Manager: Chris Connor

Meeting Producer: James Goddard

Others Present:

Ernst & Young Audit Partner: Mark Hodgson

FOR THE INFORMATION OF THE COUNCIL**23/1/Civ Apologies**

Apologies were received from Council's Independent Person Rob Bennett.

23/2/Civ Declarations of Interest

Item	Councillor	Interest
23/7/Civ	Cllr Davey	Personal: Board member of Cambridge Investment Partnership

23/3/Civ Minutes

The minutes of the meetings held on 21 September 2022 and 03 November 2022 were approved as a correct record and signed by the Chair.

23/4/Civ Public Questions

There were no public questions.

23/5/Civ Officer Delegated Decisions**5a To Implement the National Joint Council for Local Government Services of Pay Awards 2022/23**

The Committee noted the contents of the report.

5b To implement the Joint Negotiating Committee for Chief Officers of Local Authorities Pay Award for 2022-23

The Committee noted the contents of the report.

5c Implementation of the Joint Negotiating Committee for Chief Executives of Local Authorities Pay Award for 2022-23

The Committee noted the contents of the report.

5d Special Responsibility Allowance - Cllr Anna Smith, Deputy-Mayor fulfilling Mayoral duties while CPCA Mayor Dr. Nick Johnson takes leave of absence

The Members made the following comments regarding this report:

- i. Asked for full report about the amount of work required of the Acting Mayor.
- ii. Would like something from the Cambridgeshire and Peterborough Combined Authority (CPCA) explaining why they are not paying this.
- iii. Felt there should have been a contingency plan for an Acting Mayor and how they would be paid if the Mayor was forced to take a leave of absence, as has happened in this case.

In response to statements from Members the Chief Executive Officer made the following comments:

- i. Combined Authorities were relatively new institutions. When the statutory powers enabled by Parliament to create them were established there was no provision to provide a salary for the Deputy Mayor in the event of the Mayor taking a leave of absence. As far as the Chief Executive was aware, this is the first instance that this has happened in the country.
- ii. Would like to put on record that the Council did seek advice from the Independent Review Panel. They reflected there was no mechanism to cover the additional allowance for the Deputy Mayor. The Independent Review Panel stated that would have preferred to be more generous but felt constrained by the Councils own allowances. They have spoken to Government about this.
- iii. The CPCA can only pay a remunerated salary to the elected Mayor. There is no legal provision to pay a salary to Anna Smith as Acting Mayor.
- iv. The Independent Review Panel did agree a pay award due to the time commitments of the role. The amount is based on the allowances that the City Council currently

provides as payment to Members who serve on the Combined Authority Board. This is a pro-rated amount.

- v. The Independent Remuneration Panel did not feel that they could go beyond our current set of allowances.
- vi. Agreed to follow up and bring back to the next Committee Meeting on 15 May 2023 if that was what Members would like.
- vii. They have contacted Government about this situation and the discussions would need to continue.

The Committee asked to a further report at the next meeting on this matter.

23/6/Civ Draft Pay Policy Statement 2023/24

The committee received a report introduced by the Head of Human Resources.

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

- i. Regarding the high cost of living in Cambridge, if hiring from lower cost of living areas would need attractive salaries to have people move to the area.
- ii. Cannot rely on it being Cambridge, need to have salary affordable to be able to move to and live in the area.
- iii. It was not about individuals; it was about salaries for the roles.
- iv. Members asked the Head of Human Resources to bring an update and further information to the January/February Civic Affairs scrutiny meeting in 2024.

In response to Members' questions the Chief Executive Officer said the following:

- i. The salary amounts were linked to the Senior Management Review.
- ii. These salaries were baked into the forward savings.
- iii. Council needs to consider the bottom line.
- iv. Council could consider a moving allowance.
- v. Could get more data and evidence.
- vi. Cost of living must be considered.
- vii. All pay scales, not just Senior Management, would need to be looked at.
- viii. Would not prioritise Senior Management pay only.

Resolved (by 5 votes to 0 – unanimous of those able to vote) to:

- i. Consider and recommend to Council the draft Pay Policy Statement 2023/2024 attached as Appendix 1.

- ii. To consider and recommend to Council the pay proposals for chief executive, director and assistant director level pay bands following the 2022 review of senior officer salaries and as they relate to the senior management review.
- iii. To recommend to Council to delegate authority to the Head of Human Resources to update the Pay Policy Statement 2023/24 following consideration and approval of the proposed changes to the pay bands for the roles of Chief Executive, Director and Assistant Director.

23/7/Civ External Auditor's Annual Report for the year ended 31 March 2022

The committee received a report introduced by Audit Partner from Ernst & Young (EY).

A statement was read out by the Committee Manager from the Council's Independent Person Rob Bennett:

I would like to say well done to the finance team and the external auditors for working together to deliver the audit completion ahead of 30 November 22.

The conclusions in the auditor's annual report are all positive and reflect very well on the work of councillors and officers.

Resolved to note (by 5 votes to 0 – unanimous of those able to vote) to:

- i. The contents of the Auditor's Annual Report for the year ended 31 March 2022

23/8/Civ 2022/23 Statement of Accounts - Accounting Policies and Significant Areas of Judgement

The committee received a report introduced by the Deputy Head of Finance:

In response to Members' questions the Deputy Head of Finance said the following:

- i. Buildings where there was significant work required to bring them up to what would be required by legislation, would have an impact regarding the valuation of those assets as those costs have not been built into the valuation.

A statement was read out by the Committee Manager from the Council's Independent Person Rob Bennett:

This is a very clear report. The area that I would keep under closest review is that the value of investment properties given the uncertain economic climate that we are in.

Resolved (by 5 votes to 0 – unanimous of those able to vote) to:

- i. To note that there are no significant changes to accounting policies anticipated for the 2022-23 Statement of Accounts.
- ii. To note and approve the proposed critical judgements and major sources of estimation uncertainty in respect of the 2022-23 Statement of Accounts.
- iii. To note the progress made in streamlining the 2021-22 accounts and to request further feedback from Civic Affairs Committee members on the current format of the Statement of Accounts, and suggestions for improvement.

23/9/Civ Appointment of Deputy Electoral Registration Officer

The committee received a report introduced by the Electoral Services Manager.

In response to Members' questions the Electoral Services Manager said the following:

- i. There was no remuneration for the appointment of a Deputy Registration Officer from the Government. The Chief Executive Officer added that there had been some New Burdens funding for these changes, however we will not know if this is enough until we have gone through a cycle.
- ii. Regarding 2.1 of the recommendation, the sentence "one or more" means that the Electoral Registration officer can appoint a deputy if the Electoral Services Manager became unavailable or if there were other provisions that were to come in after the elections act meaning that one would not be enough
- iii. The Chief Executive Officer acting as Returning Officer stated that he already had the delegated authority to appoint Deputy Returning Officers. However, the power to appoint a Deputy Registration Officer lies with this Committee.

Resolved (by 5 votes to 0 – unanimous of those able to vote) to:

- i. Delegate to the ERO the power to appoint one or more deputies and to revoke or vary such appointments as necessary.
- ii. Note that if recommendation 2.1 is agreed, the ERO would be minded to appoint the Electoral Services Manager as Deputy ERO for Cambridge.

23/10/Civ Leave Policy for Councillors

The committee received a report introduced by the Democratic Services Manager.

In response to Members' questions the Democratic Services Manager said the following:

- i. "Caring needs" was not limited to only children but anyone who would be in need of care.
- ii. The pro-rata special responsibility allowance (SRA) was for a Councillor who steps into for example an Executive Councillors role during the time the Councillor on leave is away. The Councillor who has had to take leave will still receive their SRA while they are on leave. The SRA does not cover councillor work covered by the basic allowance eg. ward work.
- iii. There had been continuous discussions with Central Government about embracing advantages of online voting and ways of working that were in effect during COVID.
- iv. Group Leaders, and their delegated representatives have been involved in the drafting of this report.

A written statement from Councillor Porrer in support of the report was read out by the Committee Manager.

Resolved (by 5 votes to 0 – unanimous of those able to vote) to:

- i. Approve the Leave Policy for Councillors (appended).
- ii. Infant feeding by a Councillor be it breast-fed or bottle-fed is permitted at council meetings.

The meeting ended at 6.50 pm

CHAIR



Item

COMMITTEE APPOINTMENTS AND CONSTITUTIONAL CHANGES FOR ANNUAL COUNCIL

To:

Civic Affairs Committee 15/05/2023

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 following the local elections on 4 May 2023 and makes recommendations to the Annual Meeting of the Council on 25 May 2023.
- 1.2 This report is being published on 4 May, the day of the city council elections. There will be updated information published on 15 May, before the committee meeting when the implications of the results of the elections are known.

2. Recommendations

To recommend to Council:

- (i) The city council committees and the nominations to the joint and partner bodies in paragraph 3.3 (as updated on 15 May).
- (ii) The nominations for Chairs and Vice Chairs in paragraph 3.4 (as updated on 15 May).

- (iii) Any Constitutional updates required as set out in 3.6 and/or circulated before committee.
- (iv) To note that a Governance Reference Group will meet informally and make recommendations on Terms of Reference for this Committee to agree at its 5 July 2023 meeting.
- (v) To consider any nominations for Honorary Councillors.
- (vi) To note the intention to re-establish a Cambridge Joint Area Committee with the County Council

3. Background

Appointing Committees

- 3.1 The rules on political balance set out in the Local Government and Housing Act 1989 apply 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).

For May 2022, 42 councillors made up of 29 Labour, 9 Lib Dem and 4 Green/Independent, translated proportionally against a seat availability on ordinary committees of 61 seats at 41, 13 and 7 respectively. If you choose to depart from proportionality, Full Council must not only agree, but no single Member must dissent.

Alternate Members of Committees

3.2 The Council (or committees in respect of sub-committees) will appoint alternate members in respect of each political group represented on that committee or sub-committee. Two alternate members can be appointed for groups with more than one committee member (although a Group may choose to appoint just one). Unlike a substitute system, the city council use an Alternate Member where the councillor is a named member from a political group and (preferably) unchanged for the whole municipal year. The Alternate Member will sit in for any member of the same political group who is unable to attend a meeting.

3.3 The proportionality for both the Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee and the Audit and Governance Committee is set by the Combined Authority and the Council will be notified if it changes following elections on 4 May.

Environment and Community Scrutiny Committee
Current Numbers - 9 (6Labour + 2 Lib Dem+1 G/I)
Planning and Transport Scrutiny Committee
Current Numbers - 9(6Labour + 2 Lib Dem + 1 G/I)
Housing Scrutiny Committee
Current Numbers - 9 (6Labour + 2 Lib Dem +1 G/I)
Strategy and Resources Scrutiny Committee
Current Numbers - 9(6Labour+ 2 Lib Dem + 1G/I)
Civic Affairs Committee
Current Numbers - 6 (4 Labour + 2 Lib Dem)
Licensing Committee
Current Numbers - 10 (7 Labour + 2 Lib Dem + 1G/I)
Planning Committee
Current Numbers - 9 (6 Labour + 2 Lib Dem +1 G/I)
Employment (Senior Officer) Committee
Current Numbers - 6 (4 Labour + 2 Lib Dem)

Employment Appeals Sub-Committee
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 (proportionality set by the Combined Authority may change after elections)
Current Numbers - 2 Labour + 1 Labour alternate

Cambridgeshire and Peterborough Audit and Governance Committee (proportionality set by the Combined Authority may change after elections)
Current Numbers 1 Labour + 1 Labour alternate

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

Joint Development Control Committee
Current Numbers- 6 (4 Labour + 2 Lib Dem + alternates)

Chairs and Vice Chairs

- 3.4 The Civic Affairs Committee is requested to make nominations for Chairs and Vice Chairs to the committees listed. A paper with any nominations will be circulated on 15 May:

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 (City is due to be Vice-Chair for 2023/24)

Committee working parties and appointments to outside bodies

- 3.5 Procedural meetings of the relevant scrutiny and regulatory committees are held at an adjourned point during the Annual Meeting of the Council to confirm working parties and to note the membership of them. Executive Councillors also agree appointments to outside bodies.

Constitutional matters

- 3.6 The Council aims to review its governance arrangements in 2023/24. A Governance Reference Group will meet informally in June with a view to submitting Terms of Reference for approval by Committee on 5 July 2023.

Honorary Councillors

- 3.7 The Council may appoint Honorary Councillors. The scheme is appended. Group Leaders have been provided with a list of former Councillors who meet the criteria.

4. Implications

- (a) Financial Implications** None
- (b) Staffing Implications** None
- (c) Equality and Poverty Implications** None
- (d) Environmental Implications** None
- (e) Procurement Implications** not applicable
- (f) Community Safety Implications** not applicable

5. Consultation and communication considerations

None

6. Contact

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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Nomination for Honorary Councillors

The Committee will consider any nominations if put.

The requirements to be satisfied are set out below:

- 1) 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.
- 2) 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.
- 3) 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.
- 4) 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) On death, to have a flag flown above the Guildhall at half-mast.

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