



## Cambridge City Council Civic Affairs

**Date:** Monday, 13 May 2024

**Time:** 5.30 pm

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

**Contact:** [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk), tel:01223 457000

### Agenda

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes (Pages 3 - 10)
- 4 Public Questions
- 5 Governance Review Proposals  
Report to follow
- 6 Honorary Freedom of the City  
Report to follow
- 7 Committee Appointments and Constitutional  
Changes for Annual Council (Pages 11 - 18)

**Civic Affairs Members:** McPherson (Chair), Davey (Vice-Chair), Bennett, Robertson, Sheil and Young

**Alternates:** Bick, Moore and Tong

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Further information on public speaking will be supplied once registration and the written question / statement has been received.

## **CIVIC AFFAIRS**

7 February 2024

5.30pm – 6.47pm

**Present:** Councillors McPherson (Chair), Davey (Vice-Chair), Bennett and Sheil

Also present Virtually: Councillors Young and Robertson. Officers Matthew Crosby Interim Deputy Chief Financial Officer

### **Officers:**

Assistant Chief Executive: Andrew Limb

Chief Financial Officer: Caroline Ryba

Head of People: Lynsey Fulcher

Head of Shared Internal Audit Service: Jonathan Tully

Democratic Services Manager: Dan Kalley

Principal Internal Auditor: Stephanie Fisher

Meeting Producer: Boris Herzog

### **FOR THE INFORMATION OF THE COUNCIL**

#### **24/38/Civ Apologies**

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

#### **24/39/Civ Declarations of Interest**

There were none received.

#### **24/40/Civ Minutes**

The minutes of the meeting on 18 October 2023 were approved as a correct record and signed by the Chair.

#### **24/41/Civ Public Questions**

There were no public questions.

#### **24/42/Civ 2023/24 Statement of Accounts - Accounting Policies and Significant Areas of Judgement**

The Committee received a report from the Chief Financial Officer and S151 Officer. The Committee were introduced to Matthew Crosby as Interim Deputy Chief Financial Officer.

In terms of the 2023/24 accounts there were no significant changes to the accounting principles for the accounts. The draft accounts for 2023/24 could be drafted based on the 2022/23 accounts. Guidance on their publication would need to be considered. The external auditors, Ernest & Young (EY) were thinking how this would work in practice.

Members were informed that the rent regulations issues that had been identified in the Housing Revenue Account (HRA) were likely to have an impact on both the 2022/23 and 2023/24 accounts. EY had been briefed on the issues but it was unclear what impact this would have. Furthermore, this may have an impact on the accounts when they come to be audited.

In response to questions the Chief Financial Officer stated:

- i. EY would attend future meetings of the committee when there was progress on the signing off of the accounts. An audit plan was in the process of being produced by EY and this would also be presented to Committee.
- ii. The 2022/23 accounts had been published on the Council's website since June 2023 and were still unaudited.
- iii. The most recent set of contracts the Council had with the external auditors were reduced in terms of the fees being charged in comparison with the previous contract. This had caused some issues including a number of external auditors not being able to recruit and retain staff in order to complete audits. In addition, a number of local authorities had struggled to recruit and retain staff within their finance teams and produce accounts in line with statutory timeframes, fortunately that was not the case at the Council.
- iv. Local authority accounts had become more complex to complete and audit. This was another reason for a slower rate of accounts being signed off.
- v. The government was aware of the issues and it was anticipated that proposals would be consulted on shortly to re-set the accounting process.
- vi. The draft accounts had been published on the Council's website and there was a statement published with this to outline that the accounts were in draft form.

- vii. Each year the Council received an actuarial report on the numbers that needed to go into the accounts and were provided by an expert. The pension liability was usually the largest figure in the accounts. This was an unusable reserve and did not impact the income and expenditure account. The only impact was when the triennial actuary report was produced which could impact the rate of pension contributions.
- viii. The draft accounts on the website had a statutory notice, which made clear that the accounts had not been audited.
- ix. There had been communication from residents with regards to any concerns over the accounts that had been published on the website, or that they had not yet been audited.
- x. This was the first year that the pensions had been an asset rather than a liability, although it was a small asset in terms of the figures.
- xi. Thanks were given to the Chief Financial Officer and S151 Officer for her work and the committee wished her well for the future.

RESOLVED (4 votes for, 0 against):

- i. To note that there are no significant changes to accounting policies anticipated for the 2023-24 Statement of Accounts.
- ii. To note and approve the proposed critical judgements and major sources of estimation uncertainty in respect of the 2023-24 Statement of Accounts.
- iii. To note the position regarding the outstanding audit of the 2022-23 Statement of Accounts and the impact of the delay in concluding audit procedures on production of the 2023-24 Statement of Accounts.

ACTIONS:

- i. The Committee agreed that a letter be written to Michael Gove outlining the Council's concerns over the delays in the auditing of the statement of accounts.

### **24/43/Civ Internal Audit Update**

The Committee received an update on the work of Internal Audit. The report was introduced by the Head of Internal Audit.

The report highlighted the work of the team and a forward plan of the work that was scheduled to be carried out, along with a current opinion on the controlled environment.

In response to questions the Head of Internal Audit stated:

- i. It was not possible to carry out an audit on all housing safety aspects, the team picked those that they felt were of higher priority, this was based on meetings with officers and directors within that service area. Once these had been completed the team would move on to other areas such as damp and mould.
- ii. There was nothing critical that the team had to drop as a result of having to do those audits in relation to housing.
- iii. Thanks was given to the Head of Internal Audit for their assistance to the Combined Authority.
- iv. In terms of carrying out a review of the issues around damp and mould, it was anticipated that this would be done later in the year. The pace of change in terms of the areas being audited, meant that officers had kept the forward plan to a maximum of items coming up in the next six months. The plan was to convey to the committee those key items coming up, whilst allowing the flexibility to change plans if urgent work arose.
- v. Those items highlighted in the plan around housing were already in progress. It was likely the areas around damp and mould would be in the next report that was presented to committee, however if the other items were reviewed early then the issues around damp and mould could potentially be considered earlier.

RESOLVED (4 votes for, 0 against) to note the contents of the report.

## **24/44/Civ Risk Management Strategy and Framework**

The Committee received a report on the Risk Management Strategy and Framework. The report was introduced by the Principal Auditor.

Members had concerns over the reporting of the risk register and there seemed to be a gap on this being reported to scrutiny members and members of the executive.

In response to questions the Principal Auditor stated:

- i. Officers noted the concerns around this not going to the relevant scrutiny committee's and would look into this.
- ii. Leadership team received quarterly updates on the risk register. It was then the responsibility of the leadership team to take the risk register to the Executive members.

- iii. In terms of partnerships there were opportunities for stakeholders to feed back into the risk framework to make sure that these risks were captured. This had not been audited recently; however, this could be within scope going forward.

RESOLVED (4 votes for, 0 against)

That the Committee noted and commented on the revised Risk Management Strategy & Framework (Appendix A) and agreed that Officers can continue to make subsequent minor updates and amendments.

### **24/45/Civ Pay Policy Changes and Draft Pay Policy Statement 2024/25**

The Committee received a report in relation to the Pay Policy Changes and the Draft Pay Policy Statement 2024/25. The report was introduced by the Head of People.

A number of recommendations were contained within the report, to help the Council become a more attractive employer in a competitive employment market.

In response to questions the Head of People stated:

- i. There were only around 30 people employed by the Council who were at the lowest pay band. There were challenges across all grades in employing staff to the Council, however it was less so at the lower grades as most staff at this level were on zero hour relief contracts so had flexibility as to when they worked.
- ii. The rationale for taking on apprentices on permanent contracts was to discourage people from leaving the organisation. This recommendation would also apply to any apprentices that were currently working for the Council.
- iii. It was acknowledged that apprentices had learning and developmental areas to go through whilst working. If an apprentice was not performing as per their contract they would be subject to the same processes with HR as any other employee who was not reaching the required standard.
- iv. At the current time there were 21 apprentices working for the Council, of these there were 11 who would benefit from the increase in the living wage to £12.50.
- v. In terms of the Investors In People Partnerships it was important that the principles continued in some form internally if the accreditation did not continue.

RESOLVED (4 votes for, 0 against)

- i. The recommendation that all Director and Assistant Director roles are evaluated using the HAY Job Evaluation methodology.
- ii. The introduction of an Additional Responsibility Allowance to recompense colleagues for taking on additional responsibility above and beyond their current role.
- iii. The increase of the Cambridge Weighting rate from £11.00 per hour to £12.50 per hour.
- iv. The inclusion of apprentices into the Real Living Wage and Cambridge Weighting pay, meaning that no apprentice with Cambridge City Council will earn less than £12.50 per hour on 1 April 2024. In addition all apprentices will be employed on permanent contracts.
- v. The recommendation that the Investors in People (IIP) accreditation is not renewed in November 2024, whilst the Council will continue to uphold the principles outlined by the IIP.
- vi. The change in delegation for fixed term non-leadership team Director level roles and to recommend to Council to amend the Constitution in accordance with paragraph 6.3 of the report.
- vii. Review and recommend to Council the draft Pay Policy Statement 2024/2025 attached as Appendix 1.
- viii. Note the implementation of the nationally negotiated pay awards.

### **24/46/Civ Update to Flag Protocol**

The Assistant Chief Executive introduced the report and stated that the policy had been updated.

RESOLVED (4 votes for, 0 against)

- i. To adopt the revised list of flags to be flown over the Guildhall at Appendix A; and
- ii. That from time to time additional flags may be flown in special circumstances, where they are consistent with the Council's vision, objectives and obligations, through agreement of the Leader and Chief Executive at the time.

### **24/47/Civ Officer Delegated Decisions**

**10a Powers of the Chief Executive, Cambridge City Council-delegation**



The Committee noted the contents of the report.

**10b** To Implement the Joint Negotiating Committee for Chief Executives of Local Authorities Pay Award for 2023-24

The Committee noted the contents of the report.

**10c** To implement the National Joint Council for Local Government Services (NJC) Pay Award for 2023-24 for employees on Bands 1-11.

The Committee noted the contents of the report.

The meeting ended at 6.47pm

**CHAIR**

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Item

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

**To:**

Civic Affairs Committee 13/05/2024

**Report by:**

Dan Kalley, Democratic Services Manager

Tel: 01223 - 457011 Email: Dan.Kalley@cambridge.gov.uk

**Wards affected:**

All

### **1. Introduction**

- 1.1 The report details the issues to consider following the local elections on 2 May 2024 and makes recommendations to the Annual Meeting of the Council on 23 May 2024.
- 1.2 This report is being published on 2 May, the day of the city council elections. There will be updated information published on 13 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 13 May).
- (ii) The nominations for Chairs and Vice Chairs in paragraph 3.4 (as updated on 13 May).
- (iii) Any Constitutional updates if required.
- (iv) To consider any nominations for Honorary Councillors.

### **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 2023, 42 councillors made up of 25 Labour, 11 Lib Dem and 4 Green, 1 Conservative, 1 Independent translated proportionally against a seat availability on ordinary committees of 57 seats at 37, 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 2 May.

<b>Environment and Community Scrutiny Committee</b>
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Current Numbers - 8 (5 Labour + 2 Lib Dem + 1 Green)
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<b>Planning and Transport Scrutiny Committee</b>
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Current Numbers – 8 (5 Labour + 2 Lib Dem + 1 Green)
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<b>Housing Scrutiny Committee</b>
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Current Numbers - 9 (6 Labour + 2 Lib Dem + 1 Green)
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<b>Strategy and Resources Scrutiny Committee</b>
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Current Numbers – 8 (5 Labour + 2 Lib Dem + 1 Green)
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<b>Civic Affairs Committee</b>
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Current Numbers - 6 (4 Labour + 1 Lib Dem + 1 Green)
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<b>Licensing Committee</b>
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Current Numbers - 10 (7 Labour + 2 Lib Dem + 1 Green)
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<b>Planning Committee</b>
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Current Numbers - 8 (5 Labour + 2 Lib Dem + 1 Green)
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<b>Employment (Senior Officer) Committee</b>
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Current Numbers - 6 (4 Labour + 2 Lib Dem)
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<b>Employment Appeals Sub-Committee</b>
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Current Numbers - 6 (4 Labour + 2 Lib Dem)
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<b>Cambridgeshire and Peterborough Combined Authority</b>
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Current Numbers - 1 (Leader of the Council) + 1 substitute (Deputy Leader)
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<b>Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee (proportionality set by the Combined Authority may change after elections)</b>
Current Numbers - 2 Labour + 1 Labour alternate

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

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

<b>Joint Development Control Committee</b>
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 13 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 Chair for 2024/25)

### **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.

### **Honorary Councillors**

3.6 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 Dan Kalley, Democratic Services Manager, tel: 01223 - 457011, email:

[Dan.Kalley@cambridge.gov.uk](mailto:Dan.Kalley@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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