



## Cambridge City Council

### CIVIC AFFAIRS

**To:** Councillors Boyce (Chair), Rosenstiel (Vice-Chair), Brierley, Marchant-Daisley, Herbert and Stuart

Alternates : Councillors Benstead and Ward

*Despatched: Tuesday, 21 June 2011*

**Date:** Wednesday, 29 June 2011

**Time:** 6.00 pm

**Venue:** Committee Room 1 & 2 - Guildhall

**Contact:** Martin Whelan

**Direct Dial:** 01223 457012

### 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 Head of Legal Services before the meeting.

**3 MINUTES OF PREVIOUS MEETING** *(Pages 1 - 10)*

**4 PUBLIC QUESTIONS**

**5 TO APPROVE THE CONTENT OF THE ANNUAL COMPLAINTS REPORT 2010-11** *(Pages 11 - 34)*

**6 REVIEW OF THE EFFECTIVENESS OF THE SYSTEMS OF INTERNAL AUDIT** *(Pages 35 - 44)*

**7 HEAD OF INTERNAL AUDIT OPINION** *(Pages 45 - 70)*

- 8**      **ASSURANCE FRAMEWORK AND DRAFT ANNUAL GOVERNANCE STATEMENT 2010 / 2011** *(Pages 71 - 86)*
- 9**      **2010-11 STATEMENT OF ACCOUNTS.** *(Pages 87 - 240)*
- 10**     **REVIEW OF THE CONTRACT PROCEDURE RULES** *(Pages 241 - 248)*
- 11**     **REVIEW OF ELECTIONS HELD ON 5TH MAY** *(Pages 249 - 258)*
- 12**     **REVIEW OF CORPORATE GOVERNANCE** *(Pages 259 - 286)*

## ***Information for the public***

### **Public attendance**

You are welcome to attend this meeting as an observer, although it will be necessary to ask you to leave the room during the discussion of matters which are described as confidential.

### **Public Speaking**

You can ask questions on an issue included on either agenda above, or on an issue which is within this committee's powers. Questions can only be asked during the slot on the agenda for this at the beginning of the meeting, not later on when an issue is under discussion by the committee.

If you wish to ask a question related to an agenda item contact the committee officer (listed above under 'contact') **before the meeting starts**. If you wish to ask a question on a matter not included on this agenda, please contact the committee officer by 10.00am the working day before the meeting. Further details concerning the right to speak at committee can be obtained from the committee section.

### **Filming Protocol**

Filming, recording and photography at council meetings is allowed subject to certain restrictions and prior agreement from the chair of the meeting.

Requests to film, record or photograph, whether from a media organisation or a member of the public, must be made to the democratic services manager at least three working days before the meeting.

### **Fire Alarm**

In the event of the fire alarm sounding (which is a continuous ringing sound), you should pick up your possessions and leave the building by the route you came in. Once clear of the building, you should assemble on the pavement opposite the main entrance to the Guildhall and await further instructions. If your escape route or the assembly area is unsafe, you will be directed to safe areas by a member of Cambridge City Council staff.