



## 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, 6 September 2011*

**Date:** Wednesday, 14 September 2011

**Time:** 6.00 pm

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

**Contact:** Glenn Burgess

**Direct Dial:** 01223 457169

### **5.15pm – 5.45pm: AUDIT BRIEFING**

*Internal Audit will provide a briefing to Committee Members on the work of the service together with providing access to all audit reports*

### **AGENDA**

**1 APOLOGIES FOR ABSENCE**

**2 MINUTES OF THE MEETING HELD ON 29 JUNE 2011 (Pages 1 - 10)**

**3 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.

- 4 PUBLIC QUESTIONS**
- 5 AUDIT COMMISSION ANNUAL GOVERNANCE REPORT AND APPROVAL OF STATEMENT OF ACCOUNTS** *(Pages 11 - 180)*
- Appendix 1: Annual Governance Report - attached separately
- 6 INTERNAL AUDIT PROGRESS REPORT 2011/2012** *(Pages 181 - 196)*
- 7 ELECTORAL SERVICES RESOURCES** *(Pages 197 - 200)*
- 8 INDIVIDUAL ELECTORAL REGISTRATION (IER) – PROPOSED RESPONSE TO THE GOVERNMENT’S WHITE PAPER AND DRAFT LEGISLATION** *(Pages 201 - 236)*
- 9 HONORARY FREEDOM OF THE CITY - CITY OF SZEGED**  
*(Pages 237 - 240)*
- 10 COMMITTEE DATES 2012/13 AND 2013/14 (INDICATIVE)**  
*(Pages 241 - 246)*

The 2012/13 meeting calendar is presented for approval. The 2013/14 meeting calendar is presented as an indicative indication of likely timings.

A number of committees are responsible for approving their own committee dates and this process has either already been completed or will be completed over the coming weeks. Due to congestion in the calendar indicative dates have been included for the following meetings:

- Joint Development Control Committee and Joint Development Control Committee Development Control Forum
- Standards Committee
- Area Committees

### 2012/13 meeting calendar (see appendix 1)

Minor alterations have been made to the 2012/13 calendar of meetings which was presented to Civic Affairs in November 2011 to accommodate:

- Slight variation in the timing of the party conferences
- Changes to the default start times of the Environment Scrutiny Committee and the Development Plan Scrutiny Sub Committee

In recent years there has been a need to schedule a special meeting of the Civic Affairs Committee between September and February. To accommodate this ongoing need, an additional Civic Affairs meeting has been scheduled in for November 2012 and 2013 (which can then be cancelled if not required).

### 2013/14 meeting calendar (see appendix 2)

The underlying structure of the 2013/14 meeting calendar has been reviewed and where possible the consistency of the meeting dates has been improved. This primarily applies to planning related committees, which are proposed to run on a consistent cycle of

- 1<sup>st</sup> week in the month – Planning Committee
- 2<sup>nd</sup> week in the month – Development Control Forum
- 3<sup>rd</sup> week in the month – Joint Development Control Committee
- 4<sup>th</sup> week in the month – Joint Development Control Committee DCF

The calendar presented is indicative and is intended to be re-presented to Civic Affairs for final approval in September 2012.

### Bank Holidays and School Holidays (see appendix 3)

The calendars covering May/June 2012 reflect the temporary change of the Bank Holiday arrangement as a result of the Queens Diamond Jubilee celebrations.

All meetings have been checked against the published Cambridgeshire County Council school holiday dates for 2011/12 and 2012/13. Further checks will be made on publication of the 2013/14 and any changes will be reflected in the version presented to Civic Affairs in September 2012.

## Information for the Public

**QR Codes**  
(for use with Smart  
Phones)



**Location** The meeting is in the Guildhall on the Market Square (CB2 3QJ).

Between 9 a.m. and 5 p.m. the building is accessible via Peas Hill, Guildhall Street and the Market Square entrances.

After 5 p.m. access is via the Peas Hill entrance.

All the meeting rooms (Committee Room 1, Committee 2 and the Council Chamber) are on the first floor, and are accessible via lifts or stairs.

**Public Participation** Some meetings may have parts, which will be closed to the public, but the reasons for excluding the press and public will be given.

Most meetings have an opportunity for members of the public to ask questions or make statements.

To ask a question or make a statement please notify the Committee Manager (details listed on the front of the agenda) prior to the deadline.

- For questions and/or statements regarding items on the published agenda, the deadline is the start of the meeting.
- For questions and/or statements regarding items NOT on the published agenda, the deadline is 10 a.m. the day before the meeting.

Speaking on Planning Applications or Licensing Hearings are subject to other rules and guidance on speaking on these issues can be obtained from Democratic Services on 01223 457013 or [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk).

**Filming,  
recording  
and  
photography**

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.

The Democratic Services Manager can be contacted on 01223 457013 or [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk).

**Fire Alarm**

In the event of the fire alarm sounding please follow the instructions of Cambridge City Council staff.

**Facilities for disabled people**

Access for people with mobility difficulties is via the Peas Hill entrance.

A loop system is available in Committee Room 1, Committee Room 2 and the Council Chamber.

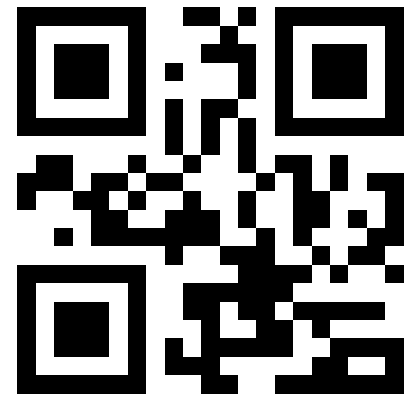
Adapted toilets are available on the ground and first floor.

Meeting papers are available in large print and other formats on request.

For further assistance please contact Democratic Services on 01223 457013 or [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk).

**Queries on reports**

If you have a question or query regarding a committee report please contact the officer listed at the end of relevant report or Democratic Services on 01223 457013 or [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk).



**General Information**

Information regarding committees, councilors and the democratic process is available at [www.cambridge.gov.uk/democracy](http://www.cambridge.gov.uk/democracy).

