



Cambridge City Council

CIVIC AFFAIRS

To: Committee Members: Councillors Boyce (Chair), Rosenstiel (Vice-Chair), Marchant-Daisley, Herbert, Benstead and Pitt

Alternates: Councillors Brierley and Pogonowski

Despatched: Tuesday, 19 June 2012

Date: Wednesday, 27 June 2012

Time: 7.00 pm

Venue: Committee Room 1 & 2 - Guildhall

Contact: Glenn Burgess

Direct Dial: 01223 457169

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 REVIEW OF THE EFFECTIVENESS OF THE SYSTEMS OF INTERNAL AUDIT (*Pages 11 - 38*)

6 HEAD OF INTERNAL AUDIT OPINION (*Pages 39 - 60*)

7 ASSURANCE FRAMEWORK AND DRAFT ANNUAL GOVERNANCE STATEMENT 2011/12 (*Pages 61 - 72*)

- 8 **CODE OF CORPORATE GOVERNANCE** (*Pages 73 - 94*)
- 9 **STATEMENT OF ACCOUNTS 2011-12** (*Pages 95 - 230*)
- 10 **CAMBRIDGESHIRE INFORMATION SHARING FRAMEWORK** (*Pages 231 - 250*)
- 11 **ANNUAL COMPLAINTS REPORT 2012** (*Pages 251 - 276*)
- 12 **REVIEW OF LOCAL ELECTIONS HELD ON 3RD MAY 2012** (*Pages 277 - 284*)
- 13 **THE MATTER OF PRAYERS AT THE COMMENCEMENT OF THE COUNCIL MEETINGS**

The unconfirmed minute of Civic Affairs Committee (12/23/CIV 14 May) refers to a request from Cllr Herbert that an agenda item be brought back to Civic Affairs Committee on 27 June on prayers at Council meetings first discussed by the Committee on 21 March (12/18/CIV). After the Committee met on 14 May, the Council appointed a new Mayor for 2012/13 on 24 May, who on that day appointed a Chaplain for her Mayoral Year.

Taking into account the above events, Civic Affairs Committee **is recommended** to:

-Note the content of the Member discussion chaired by the Mayor on 10 April, which incorporated comments from other Members unable to attend that meeting (attached).

-Consider the three suggested ways forward on page 3 and decide which should be progressed further by the officers.

-Advise the Mayor of the outcome of the Committee's deliberations.

14 **COMMITTEE DATES 2012/13**

At the request of the leader of the Labour Group, the committee is asked to consider the following issues with regards to scheduling of meetings.

- Scheduling of meetings, which clash with the Local Government Association Conference.

- The practice of scheduling meetings between local elections and annual council.

The local media has also commented on the appropriateness of having more than one area committee on the same evening.

Local Government Association Conference

The LGA conference is scheduled for 2nd-4th July 2013, rather than the last week of June and only clashes with a Development Control Forum. It is therefore proposed to make no changes in 2013.

To avoid significant clashes in future years, the Local Government Association conference will be included on the meeting calendar.

Scheduling of meetings between local elections and annual council

There are currently eight meetings between the county council elections and annual council.

8th May – Development Control Forum

9th May – South Area

13th May – Licensing Sub Committee

13th May – Civic Affairs

15th May – Joint Development Control Committee

16th May – North Area Committee

20th May – Licensing Sub Committee

22nd May – Joint Development Control Committee – Development Control Forum

If the committee is minded to reduce the number of meetings between local elections and annual council, it is proposed to

- Joint Development Control Committee, South Area and North Area Committee are requested to consider alternative dates outside of this window.
- Leave the Licensing Sub Committees unaffected due to the legislative requirement to determine applications within a set time period.
- Leave Civic Affairs unaffected as it makes appointments to Annual Council.

- Remove the Development Control Forum, Development Plan Scrutiny Sub Committee and Joint Development Control Committee – Development Control Forum scheduled for May 2013 from the calendar

Area Committee Dates

There are currently three clashes in the current municipal year

- 26th July – North Area Committee and South Area Committee (additional planning meeting)
- 10th January 2013 – West/Central Area Committee and East Area Committee
- 21st March 2013 – North Area Committee and East Area Committee

The clashes are due to lack of alternative suitable dates.

The setting of Area Committee dates are devolved to the individual area committees, the options available to Civic Affairs

- a) Request that Area Committees re-consider any clashes for the remainder of the municipal or,
- b) Area Committee dates are left unchanged, but that the practice of more than one area committee per evening is strongly discouraged from May 2013 onwards.

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 that 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 is subject to other rules. Guidance for speaking on these issues can be obtained from Democratic Services on 01223 457013 or democratic.services@cambridge.gov.uk or on-line:

<http://www.cambridge.gov.uk/public/docs/Having%20your%20say%20at%20meetings.pdf>

The Chair will adopt the principles of the public speaking scheme regarding planning applications for general items, enforcement items and tree items.

Cambridge City Council would value your assistance in improving the public speaking process of committee meetings.

You are invited to complete a feedback form available in the committee room or on-line using the following hyperlink:

<http://www.surveymonkey.com/s/Y9Y6MV8>

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.

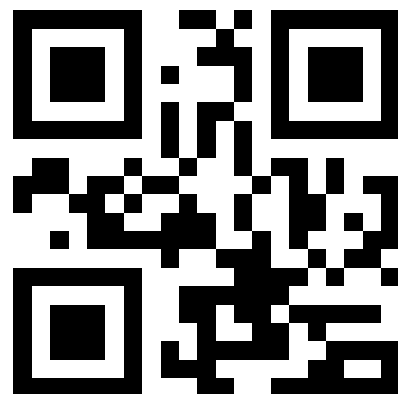
Meeting papers are available in large print and other formats on request.

For further assistance please contact

Democratic Services on 01223 457013 or democratic.services@cambridge.gov.uk.

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.



General Information

Information regarding committees, councilors and the democratic process is available at www.cambridge.gov.uk/democracy.



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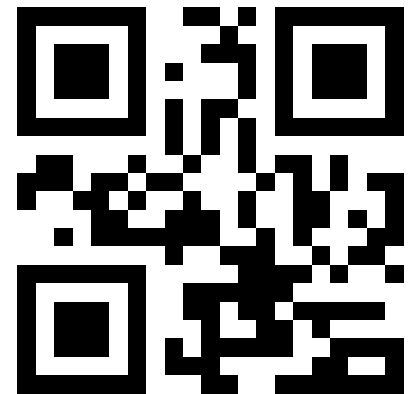
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