



## Cambridge City Council

### CIVIC AFFAIRS

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

**Alternates:** Councillors Ashton and Brierley

*Despatched: Thursday, 2 May 2013*

**Date:** Monday, 13 May 2013

**Time:** 6.00 pm

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

**Contact:** Gary Clift

**Direct Dial:** 01223 457011

### AGENDA

**1 APOLOGIES FOR ABSENCE**

**2 MINUTES OF PREVIOUS MEETING** *(Pages 9 - 14)*

**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 EXECUTIVE COUNCILLORS AND ALLOCATION OF PORTFOLIOS**

From May 2011, the Council has operated under the strong leader model. Councillor Bick was therefore appointed in May 2012 for the remainder of his term of office and is responsible for determining the size of the Executive and areas of responsibility, and for allocating decision-making powers.

The Civic Affairs Committee is asked to note the appointments of Executive Councillors and any changes to portfolios.

## **6 NOMINATIONS FOR COMMITTEES FOR THE MUNICIPAL YEAR 2013/14**

The rules on political balance set out in the Local Government and Housing Act 1989 will be applied 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:

- (1) That the controlling group should have a majority of seats on each committee
- (2) 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.
- (3) 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. (1) takes highest priority, then (2) then (3).

## **7 NOMINATIONS FOR CHAIRS AND VICE CHAIRS OF SCRUTINY & REGULATORY COMMITTEES**

The Civic Affairs Committee is requested to make nominations for the positions listed below for the consideration of Council on 23 May.

### **Scrutiny Committees**

- Strategy & Resources
- Community Services
- Environment
- Housing Management Board (for either role the holder need not be a Councillor)

### **Regulatory Committees**

- Civic Affairs
- Employment Appeals Sub

- Licensing
- Planning
- Joint Development Control Committee (Spokesperson)

## **8 NOMINATIONS FOR HONORARY COUNCILLORS**

Any former member who had given a long period of service to the City Council should be eligible for appointment as an Honorary Councillor under the following scheme.

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) To receive a copy of the Diary and Year Book issued by the Council.
- g) On death, to have a flag flown above the Guildhall at half-mast.

**9 APPOINTMENT OF A STANDING EMPLOYMENT (SENIOR OFFICER) COMMITTEE** *(Pages 15 - 18)*

## **Information for the Public**

**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 or Licensing Applications 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](mailto:democratic.services@cambridge.gov.uk).

Further information about speaking at a City Council meeting can be found at;

<https://www.cambridge.gov.uk/speaking-at-committee-meetings>

Cambridge City Council would value your assistance in improving the public speaking process of committee meetings. If you have any feedback please contact Democratic Services on 01223 457013 or [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk).

**Filming,  
recording  
and  
photography**

The Council is committed to being open and transparent in the way it conducts its decision-making. Recording is permitted at council meetings, which are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chair of the meeting will facilitate by ensuring that any such request not to be recorded is respected by those

doing the recording.

Full details of the City Council's protocol on audio/visual recording and photography at meetings can be accessed via:

<http://democracy.cambridge.gov.uk/ecSDDisplay.aspx?NAME=SD1057&ID=1057&RPID=42096147&sch=doc&cat=13203&path=13020%2c13203>

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

**Facilities for disabled people** Level access to the Guildhall is via Peas Hill.  
A loop system is available in Committee Room 1, Committee Room 2 and the Council Chamber.

Accessible toilets are available on the ground and first floor.

Meeting papers are available in large print and other formats on request prior to the meeting.

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 <http://democracy.cambridge.gov.uk/>.