



Cambridge City Council

CIVIC AFFAIRS

To: Proposed Membership:

Councillors Boyce, Brierley, Herbert, Marchant-Daisley, Rosenstiel, Stuart
Alternates: Benstead and Ward

Despatched: Wednesday, 18 May 2011

Date: Thursday, 26 May 2011

Time: 12.00 pm

Venue: Council Chamber - Guildhall

Contact: Glenn Burgess

Direct Dial: 01223 457169

AGENDA

10/1/C APPOINTMENT TO WORKING PARTY

To agree the membership of the following.

CHIEF OFFICER PERFORMANCE REVIEW (4 Members + 2 Alternates)

Cllrs: The Leader, Boyce, Herbert and Smart

Alternates: Al Bander and Blencowe

10/2/Ci DELEGATIONS TO OFFICERS

At the meeting on 16 May 2011 (minute number 11/25/Civ), the Civic Affairs Committee received a report from the Head of Legal Services regarding updating the scheme of delegation to reflect the corporate restructure.

Subsequently the Committee are recommended to approve the following:

Service Area Delegations: Council or Regulatory Functions

Powers delegated by Civic Affairs Committee to the Chief Executive:

- Electoral Registration and Elections

Powers delegated by Civic Affairs Committee to the Director of Environment:

- To act as the proper officer under Section 191 of the Local Government Act 1972 with respect to ordnance survey

Powers delegated by Civic Affairs Committee to Head of Refuse and Environment:

For the purpose of the Public Health (Control of Disease) Act 1984:

a) The following are each appointed as the "proper officer" under the Act for the purpose of making medical decisions: The Specialist in Community Medicine, and such medical officers named in writing by Cambridge Health Authority to act as his/her deputies.

b) The Head of Refuse and Environment is appointed as the proper officer for the administrative responsibilities which give effect to the medical decisions referred to in (a).

Powers delegated by Civic Affairs Committee to the Director of Resources:

- To implement any award of a joint negotiating body so far as it concerns rates of salary, wages, car allowances or other allowances payable to officers and other employees of the Council except where the terms thereof involve the exercise of a discretion by the Council provided that any action taken in pursuance of this paragraph shall be reported to the Civic Affairs Committee at its next meeting.
- To take such action as may be necessary in relation to superannuation and the payment of pensions on behalf of the Council as employing authority in relation to its employees, former employees and to Cambridgeshire County Council as administering authority; except that, where the Council is entitled to exercise a discretion, the Director of Resources is authorised to act under this paragraph only in accordance with principles approved by the Council.
- In consultation with the Head of Human Resources to pay gratuities and injury awards to employees, former employees and their widows and dependants.

- To review annually, and amend where appropriate, cash values in the Constitution (other than for bad debts) at the commencement of each financial year, in accordance with the inflation factors used in the preparation of the budget for the next financial year.

Powers delegated by the Executive Councillor for Customer Services and Resources and by the Civic Affairs Committee to the Head of Human Resources:

- Human Resources services to the Council including the formulation, approval and implementation of employment-related policies
- Corporate training
- Pay, Terms and Conditions.

Powers delegated by the Civic Affairs Committee to the Head of Human Resources:

- After consultation with the relevant Chief Officer, to issue a certificate as to whether a particular employee's duties render his/her post politically sensitive according to the statutory criteria.

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.