



Cambridge City Council

CIVIC AFFAIRS

To: **Committee Members:** Councillors Rosenstiel (Chair), Cantrill (Vice-Chair), Benstead, Herbert, Johnson and Pitt

Alternates: Councillors Ashton and Boyce

Despatched: Tuesday, 18 June 2013

Date: Wednesday, 26 June 2013

Time: 6.00 pm

Venue: Committee Room 1 & 2 - Guildhall

Contact: Glenn Burgess

Direct Dial: 01223 457013

AGENDA

1 APOLOGIES FOR ABSENCE

2 MINUTES OF PREVIOUS MEETING (*Pages 7 - 32*)

To approve the minutes of the meetings held on 17 April 2013, 13 May 2013 and 23 May 2013.

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 ANNUAL REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT - 2012-13** *(Pages 33 - 44)*
- 6 HEAD OF INTERNAL AUDIT - ANNUAL AUDIT OPINION 2012-13** *(Pages 45 - 64)*
- 7 ASSURANCE FRAMEWORK AND DRAFT ANNUAL GOVERNANCE STATEMENT 2012-13** *(Pages 65 - 96)*
- 8 STATEMENT OF ACCOUNTS 2012-13** *(Pages 97 - 232)*
- 9 ANNUAL REPORT ON PREVENTION OF FRAUD & CORRUPTION POLICY AND IMPLICATIONS OF THE BRIBERY ACT** *(Pages 233 - 260)*
- 10 UPDATE ON ACTIONS TO ADDRESS ISSUES EMERGING FROM THE BUDGET FORECASTING ERROR** *(Pages 261 - 268)*
- 11 REVIEW OF THE COUNCIL'S CONTRACT PROCEDURE RULES (PART 4G OF THE CONSTITUTION)** *(Pages 269 - 328)*
- 12 ELECTIONS MAY 2013 (REVIEW), ELECTIONS IN 2014 (ISSUES) INDIVIDUAL ELECTORAL REGISTRATION AND CONSULTATION ON ELECTORAL FRAUD** *(Pages 329 - 336)*

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.

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.

**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.

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