



## 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: Wednesday, 11 September 2013*

**Date:** Thursday, 19 September 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 - 14)*

To approve the minutes of the meeting held on 26 June 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 **ERNST AND YOUNG EXTERNAL AUDIT CONCLUSIONS AND APPROVAL OF STATEMENT OF ACCOUNTS** *(Pages 15 - 200)*
  
- 6 **ANNUAL COMPLAINTS REPORT 2012/13** *(Pages 201 - 226)*
  
- 7 **COMPLAINT CONCERNING NUISANCE CAUSED BY THE USE OF THE GUEST HOUSE AT 70 GREEN END ROAD**  
  
Report attached separately
  
- 8 **UPDATE REPORT ON THE BUDGET SETTING PROCESS**  
  
Report attached separately
  
- 9 **REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS** *(Pages 227 - 236)*
  
- 10 **CONSIDERATION OF MEASURES TO DISCOURAGE TAX AVOIDANCE** *(Pages 237 - 248)*
  
- 11 **IMPLEMENTATION OF NATIONAL PAY AWARD** *(Pages 249 - 252)*

# 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/>.