



CAMBRIDGE
CITY COUNCIL

THE FORWARD PLAN

1 June 2020 - 31 August 2019

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Executive Councillors 2020/21

| | | |
|--|------------------------------|--|
| Leader and Executive Councillor for Strategy and External Partnerships | Councillor Lewis Herbert | 07748 536153 lewis.herbert@cambridge.gov.uk |
| Executive Councillor for Climate Change, Environment and City Centre | Councillor Rosy Moore | 07709 222026 rosy.moore@cambridge.gov.uk |
| Executive Councillor for Communities (and Statutory Deputy Leader) | Councillor Anna Smith | 07474 067882 anna.smith@cambridge.gov.uk |
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| Executive Councillor for Housing | Councillor Richard Johnson | 07712 129529 Richard.Johnson@cambridge.gov.uk |
| Executive Councillor for Planning Policy and Open Spaces | Councillor Katie Thornburrow | 07480 246939 katie.thornburrow@cambridge.gov.uk |
| Executive Councillor for Transport and Community Safety | Councillor Nicky Massey | 07833 049179 nicky.massey@cambridge.gov.uk |
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Contact details for all Councillors is available at
<http://democracy.cambridge.gov.uk/mgMemberIndex.aspx?bcr=1>

The Forward Plan: 1 June 2020 - 31 August 2019

The Forward Plan sets out all the Key and Non-Key Decisions that Executive Councillors will take over the following four months and also includes items that will be brought to Area and Regulatory Committees for discussion and formal decision.

The Plan is updated quarterly and a full copy sent to all Councillors. Members of the public can access the Key Decisions and Area Committees document from this date via the website or from Guildhall Reception.

Any amendments to the Plan will be listed in an amendment sheet, available on deposit. This will also be circulated by email to councillors, to show the changes. Please contact Democratic Services for further information.

A decision will be 'KEY' if:

1. The decision is likely to result in the City Council incurring expenditure or making savings in excess of £300,000 (£1,000,000 for procurement). Excluded from this are all loans to banks or other financial institutions made in accordance with the Treasury Management Policy.

In relation to letting contracts the key decision is seeking authority to procure (and delegate authority to award). OR

2. The decision relates to the acquisition or disposal of land or interest in land with a value in excess of £600,000. OR

3. The decision is likely to be significant in terms of its effects on communities living or working in any ward in Cambridge. OR

4. The decision relates to consideration by the Executive of any matters which involve proposals or decisions:
- to change any plan or strategy included in the Policy framework; or
 - to develop any major new plan or strategy; or
 - for the annual budget; or
 - which would otherwise be contrary to or not in accordance with the policy framework or budget. OR
5. The decision relates to consideration by the Executive of any matters which involve proposals or decisions which would have a substantial impact on the operational management of the Council.

All Key Decisions will automatically be included on Scrutiny Committee agendas but Non-Key Decisions will not.

However - two members of a Scrutiny Committee may request that a Non-Key Decision is brought to the meeting for discussion. This request must be made to Committee Manager (James Goddard) no later than 10 working days before the meeting, or the date the Executive Councillor will make the decision, whichever is earlier.

Deadline dates for the request of a Non-Key Decision are included in the Plan.

Any Non-Key decision which does not appear on the Forward Plan at least 15 working days before a Scrutiny Committee meeting will automatically be referred for pre-scrutiny by the relevant Scrutiny Committee.

Committee Meeting and Publication Dates

| Committee | Page | Meeting date | Agendas published |
|----------------------------|------|--------------|-------------------|
| Environment and Community | 9 | 02/07/20 | 22/06/20 |
| Housing Scrutiny Committee | 14 | 23/06/20 | 11/06/20 |
| Planning and Transport | 18 | 30/06/20 | 18/06/20 |
| Strategy and Resources | 21 | 06/07/20 | 24/06/20 |
| Civic Affairs | 28 | 04/06/20 | 27/05/20 |
| | 31 | 08/07/20 | 30/06/20 |
| Licensing | 34 | 29/06/20 | 19/06/20 |

Contact Information

To contact the lead officers listed in the report

- Phone – 01223 457000
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Alternatively you can contact Democratic Services who will deal with your enquiry on your behalf. Democratic Services can be contacted on:

- Phone – 01223 457013
- Email – democratic.services@cambridge.gov.uk

Contact Information for all Councillors is available at <http://democracy.cambridge.gov.uk/mgMemberIndex.aspx?bcr=1> and a search facility (including by postcode) is available at <http://democracy.cambridge.gov.uk/mgFindCouncillor.aspx>

Forward Plan - Decisions of the Executive

This section includes all items scheduled for consideration by Executive Councillors at the relevant Scrutiny Committee.

- Items, which are listed as KEY decisions, will automatically appear on the agenda for debate and decision.
- Items, which are listed as NON KEY decisions, will automatically appear on the agenda but will only be subject to debate if requested by two members of the relevant Scrutiny Committee at least 10 working days before the meeting.

Committee reports will be available one week before the meeting [on the City Council website](#).

Forward Plan

Environment and Community Scrutiny Committee – 2 July 2020 (Key Decisions)

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|--|----------|--|---|--|--|
| <p>Consultation on Implementing an Expanded Smoke Control Area</p> <p>The decision will be to implement, if recommended following consultation, the expansion of a Smoke Control Area to cover the whole district.</p> | | <p>If implemented this will restrict residents' ability to legally burn solid fuels in the city, or require them to use exempt fuels and appliances.</p> | <p>Executive Councillor for Climate Change, Environment and City Centre</p> | <p>Anne-Marie Hindley Scientific Officer</p> | <p>This is a key item and will automatically appear on the agenda.</p> |

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| <p>Decarbonising Cambridge City Council Vehicle Fleet</p> <p>To commit to decarbonising the current vehicle fleet. This would be achieved as diesel/petrol vehicles come to the end of their life they are, where an alternative is available replaced with Ultra Low Emission Vehicles and delivering a measurable and quantifiable reduction in the carbon dioxide (CO2e) emissions that contribute to poor air quality and climate change through adopting ULEVs that are appropriate for individual service needs.</p> | <p>The Council has an established climate change policy in which it commits to reducing its own carbon emissions. This decision will support those aims by providing recommendations to reduce the carbon footprint of the fleet and associated costs and to enable a decarbonised fleet.</p> <p>The council's vehicle fleet assets are critical in delivering statutory, discretionary and income generating services which include, the maintenance of public buildings and spaces, the maintenance of the council's housing stock and pest control services.</p> <p>a. The current fleet of comprises of 113 vehicles of which 101 are diesel and 2 are unleaded and 10 EV. 41 of the diesel/petrol fleet are ULEZ compliant and 10 have stop/start technology.</p> <p>b. During FY 18/19 the Council consumed 183,283 ltrs of fuel at a cost of £200k</p> <p>c. During FY 18/19 the Council's fleet produced in the region of 489 tonnes of carbon</p> | <p>Executive Councillor for Climate Change, Environment and City Centre</p> | <p>James Elms Head of Commercial Services</p> | <p>This is a key item and will automatically appear on the agenda.</p> |
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| <p>Anti-Poverty Strategy 2020-2023</p> <p>To approve a revised and updated Anti-Poverty Strategy for the period from April 2020-March 2023.</p> | <p>The Council has had two previous Anti-Poverty Strategies, covering the periods from 2014-2017 and 2017-2020. The revised strategy will take into account the latest available evidence on poverty in Cambridge, findings from recent engagement with stakeholders, residents and Council staff, and learning from activity carried out as part of the previous strategies.</p> | <p>Executive Councillor for Communities</p> | <p>David Kidston Strategy and Partnerships Manager</p> | <p>This is a key item and will automatically appear on the agenda.</p> |
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Environment and Community Scrutiny Committee – 2 July 2020 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 18/06/20

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|---|----------|---|---|---|---|
| <p>Greater Cambridge Waste Service - Annual Report</p> <p>The annual report looking back at the service during 2019/20 is submitted for approval by Exec Cllr.</p> | | | <p>Executive Councillor for Climate Change, Environment and City Centre</p> | <p>Trevor Nicoll Head of Shared Waste Service</p> | <p>Requested for pre-scrutiny by Councillors Matthews & Payne</p> |
| <p>Single Equality Scheme 2018 - 2021 Annual Review Year Two</p> <p>Note the progress in delivering equalities actions during 2019/20. Approve the actions proposed in SES for delivery during 2020/21.</p> | | <p>The Council's Single Equality Scheme (SES) was approved by the Executive Councillor for Communities at the Environment and Communities Committee on 4 October 2018. The SES sets out how the organisation will challenge discrimination and promote equal opportunity in all aspects of its work over a three year period (2018-2021).</p> | <p>Executive Councillor for Communities</p> | <p>Helen Crowther Equality & Anti-Poverty Officer</p> | <p>Requested for pre-scrutiny by Councillors Matthews & Payne</p> |

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| <p>Review of Public Spaces Protection Order for Dog Control</p> <p>To review the results of the consultation on dog control in Cambridge and to vary and extend the Public Spaces Protection Order for dog control.</p> | <p>The PSPO for Dog Control is due to expire on 18th October 2020. It was made and came into force on 19th October 2019 to run for a period of 3 years.</p> <p>The current orders have been reviewed and new areas considered for variation and extension.</p> <p>The results of the consultation will be presented along with the revised Public Spaces Protection Order for dog control.</p> <p>The PSPO is not a means of unduly restricting the exercising or recreation of dogs across the city, but to address the irresponsible behaviour of a small minority of dog owners; and to set out a clear standard to which all dog owners are required to follow.</p> | <p>Executive Councillor for Transport and Community Safety</p> | <p>Wendy Johnston Community Engagement and Enforcement Manager</p> | <p>Requested for pre-scrutiny by Councillors Matthews & Payne</p> |
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Housing Scrutiny Committee – 23 June 2020 (Key Decisions)

Part 1 - Management of the Council's Housing Stock

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|--|----------|---|---|---|--|
| <p>2019/20 Housing Revenue Account Revenue and Capital Outturn, Carry Forwards and Significant Variances</p> <p>(i) Recommend to Council to approve carry forward requests for revenue funding from 2019/20 to 2020/21, if appropriate, as detailed in report appendix.</p> <p>(ii) Recommend to Council to approve capital funding rephasing from 2019/20 to 2020/21, where relevant, as detailed in report appendix.</p> | | <p>The report gives a summary of actual income and expenditure compared to the final budget of the HRA for 2019/20 (outturn position). The report outlines the revenue and capital budget variances with explanations and any specific requests to carry forward funding available from capital or revenue budget underspends into 2020/21.</p> | <p>Executive Councillor for Housing</p> | <p>Julia Hovells Assistant Head of Finance and Business Manager</p> | <p>This is a key item and will automatically appear on the agenda.</p> |

Housing Scrutiny Committee – 23 June 2020 (Non Key Decisions)

Part 1 - Management of the Council's Housing Stock

Non key items will only appear on the agenda if requested for pre-scrutiny by 09/06/20

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|---|----------|------------------------|----------------------------------|---|--|
| Estates & Facilities Review and Compliance This item is for debate and not for decision. | | | Executive Councillor for Housing | Lynn Thomas Head of Housing Maintenance and Assets | This item will automatically appear on the agenda. |

Housing Scrutiny Committee – 23 June 2020 (Key Decisions)

Part 2 - Strategic Housing

Currently no key items scheduled for 23/06/20

Housing Scrutiny Committee – 23 June 2020 (Non Key Decisions)

Part 2 - Strategic Housing

Non key items will only appear on the agenda if requested for pre-scrutiny by 09/06/20

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|--|----------|---|----------------------------------|--|---|
| Update on the Programme to Build new Council Homes Funded Through the Combined Authority Update on delivery of the 500 Council Housing Programme. | New Item | Cambridge HDA was set up using a Cambridgeshire & Peterborough Combined Authority devolution grant with the target to build 500 new Council homes in Cambridge. | Executive Councillor for Housing | Claire Flowers Head of Housing Development Agency | Requested for pre-scrutiny by Councillors Cantrill & Martinelli |

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| <p>Cambridge City Council's Response to Homelessness During Covid-19 - An Update on Progress and Next Steps</p> <p>Note the progress the council is making on rehousing rough sleepers and the key principles in the action plan.</p> | <p>The Council has responded to calls from government to bring rough sleepers inside during the Covid-19 crisis and has provided accommodation for around 140 people. An action plan has been developed to move those housed into longer-term accommodation.</p> | <p>Executive Councillor for Housing</p> | <p>David Greening Head of Housing</p> | <p>This item will automatically appear on the agenda.</p> |
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Planning and Transport Scrutiny Committee – 30 June 2020 (Key Decisions)

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|---|----------|---|---|--|--|
| <p>North East Cambridge Area Action Plan - Draft Plan for Consultation</p> <p>To approve the Draft Plan report for public consultation.</p> | | <p>Cambridge City Council and South Cambridgeshire District Council have agreed to prepare a joint Area Action Plan for North East Cambridge. The Issues and Options consultation took place in Spring 2019. The next stage in the process is consultation on the proposed Draft Plan in Spring 2020. The Draft Plan Report will outline the Councils proposed planning policy framework for the development of the area.</p> | <p>Executive Councillor for Planning Policy and Open Spaces</p> | <p>Julian Sykes Urban Extensions Project Manager</p> | <p>This is a key item and will automatically appear on the agenda.</p> |
| <p>Update of Greater Cambridge Local Development Scheme</p> <p>To agree updates to the Local Development Scheme.</p> | | <p>The Local Development Scheme sets out the timetable for plan making, including the Greater Cambridge Local Plan and the North East Cambridge Area Action Plan.</p> | <p>Executive Councillor for Planning Policy and Open Spaces</p> | <p>Jonathan Dixon Planning Policy Manager</p> | <p>This is a key item and will automatically appear on the agenda.</p> |

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| <p>Greater Cambridge Local Plan: Issues & Options Feedback and Next Steps</p> <p>To receive an update on the Greater Cambridge Local Plan Issues & Options consultation – ‘The First Conversation’.</p> <p>To agree the process for plan making moving forward, and revisions to the timetable.</p> | | <p>The Greater Cambridge Local Plan is being prepared jointly by Cambridge City Council and South Cambridgeshire District Council.</p> <p>Consultation on ‘The First Conversation’ took place in January to February 2020.</p> | <p>Executive Councillor for Planning Policy and Open Spaces</p> | <p>Claire Tunnicliffe Committee Manager</p> | <p>This is a key item and will automatically appear on the agenda.</p> |
| <p>Joint Development Control Committee - Terms of Reference</p> <p>To review the Terms of Reference of the Joint Development Control Committee in light of Cambridgeshire County Council's decision to withdraw from the joint committee by the end of July 2020.</p> | | <p>The Joint Committee was an agreement between Cambridge City Council, South Cambridgeshire District Council and Cambridgeshire County Council. The decision of the County Council to withdraw from the joint committee necessitates a review of the impact of that decision and any changes to the joint committee's terms of reference.</p> | <p>Executive Councillor for Planning Policy and Open Spaces</p> | <p>Stephen Kelly Director of Planning and Economic Development</p> | <p>This is a key item and will automatically appear on the agenda.</p> |

Planning and Transport Scrutiny Committee – 30 June 2020 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 16/06/20

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|---|----------|------------------------|---|---|--|
| <p>Annual Report of 3C Building Control Service & Planning Shared Service 19/20</p> <p>The annual report looking back at the service during 2019/20 and is submitted for approval by the relevant Executive Councillor.</p> | | | <p>Executive Councillor for Planning Policy and Open Spaces</p> | <p>Fiona Bryant, Claire Tunnicliffe Strategic Director, Committee Manager</p> | <p>Requested for pre-scrutiny by Councillors Porrer and Bick</p> |

Strategy and Resources Scrutiny Committee - 6 July 2020 (Key Decisions)

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
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| <p>Annual Treasury Management Outturn Report 2019/20</p> <p>Recommend the report to Council, which includes the Council's actual Prudential and Treasury Indicators for 2019/20.</p> | | <p>The Council is required by regulations issued under the Local Government Act 2003, to produce an annual treasury report reviewing treasury management activities and the actual Prudential and Treasury Indicators for each financial year.</p> | <p>Executive Councillor for Finance and Resources</p> | <p>Caroline Ryba Head of Finance</p> | <p>This is a key item and will automatically appear on the agenda.</p> |
| <p>2019/20 General Fund Revenue and Capital Outturn, Carry Forwards and Significant Variances</p> <p>(i) Recommend to Council to approve carry forward requests for revenue funding from 2019/20 to 2020/21 as detailed in report appendix.</p> <p>(ii) Recommend to Council to approve capital funding rephasing from 2019/20 to 2020/21 as detailed in report appendix.</p> | | <p>The report gives an overview of all General Fund actual income and expenditure compared to the final budget for 2019/20 (outturn position). The report outlines the revenue and capital budget variances with explanations and any specific requests to carry forward funding available from capital or revenue budget underspends into 2020/21.</p> | <p>Executive Councillor for Finance and Resources</p> | <p>Caroline Ryba Head of Finance</p> | <p>This is a key item and will automatically appear on the agenda.</p> |

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| <p>Service Review: Revenues and Benefits</p> <p>To reduce the size of the service, following a reducing in benefits workload arising from introduction of Universal Credit</p> <p>To consult staff on options.</p> | | <p>The introduction of Universal credit means that new working-age claimants, or claimants who have a change in circumstances, no longer claim Housing Benefit from the Council. As a result, workloads have decreased significantly, and are continuing to do so. In future, we will need a much smaller service to deal with Housing benefits for pensioners.</p> <p>In April 2020, a new Council Tax Reduction Scheme was introduced, to enable smooth processing of CTR claims, without a direct link to HB data.</p> <p>The report will also review the additional work undertaken by the team during the Covid crisis, and any implications this has for the team in future.</p> | <p>Executive Councillor for Finance and Resources</p> | <p>Suzanne Hemingway Strategic Director</p> | <p>This is a key item and will automatically appear on the agenda.</p> |
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| <p>Cambridge City Council Apprenticeship Strategy 2020</p> <p>To consider the proposed Cambridge City Council Apprenticeship Strategy 2020.</p> <p>To strengthen and build on the current successes of the Council's Apprenticeship Scheme, by broadening the types of apprenticeships available to existing employees and new apprentice recruits.</p> <p>For Council services to plan for and utilise apprenticeships more to support succession planning, recruiting to hard-to-fill vacancies, and attracting more younger people to the work for the Council.</p> <p>To consider a pilot programme beginning in 2020/21 which would see the transference of up to 10% p.a. (approx. £12,000) of the Council's apprenticeship levy to local SMEs, charitable and not for profit organisations.</p> | <p>The overall aims for apprenticeships provision remain, optimising the council's levy contributions, delivering a quality apprenticeship scheme and meeting our public sector target of 2.3% of apprentices in the workforce.</p> <p>The revised apprenticeship strategy looks to re-focus how the council utilises its levy funding to broaden the types of apprenticeship opportunities and to encourage more younger people to work for the Council.</p> | <p>Executive Councillor for Finance and Resources</p> | <p>Vince Webb Organisational Development Manager</p> | <p>This is a key item and will automatically appear on the agenda.</p> |
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| <p>Interim Update to Medium Term Financial Strategy</p> <p>To approve:</p> <ul style="list-style-type: none"> - Changes to 2020/21 General Fund revenue and capital budgets to address financial pressures resulting from the Covid-19 pandemic; and - An interim update to the General Fund Medium Term Financial Strategy | | <p>The Covid-19 pandemic and associated lockdown is impacting the council's expenditure and income streams. As a result, the council needs to reassess its current year budgets and longer term financial strategy.</p> | <p>Executive Councillor for Finance and Resources</p> | <p>Caroline Ryba Head of Finance</p> | <p>This is a key item and will automatically appear on the agenda.</p> |
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Strategy and Resources Scrutiny Committee - 6 July 2020 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 22/06/20

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|--|----------|--|--|---|--|
| <p>3Cs Shared Service Annual Reports - ICT, Legal and Internal Audit</p> <p>Shared Service Annual reports for 2019/20 for approval by Exec Cllr.</p> | | | <p>Executive Councillor for Finance and Resources</p> | <p>Fiona Bryant Strategic Director</p> | <p>Not currently requested for pre-scrutiny.</p> |
| <p>Combined Authority Update</p> <p>To enable the Committee to scrutinise the Council's representative on the Combined Authority.</p> | | <p>The report will update the Committee on the Combined Authority's activities since its last meeting.</p> | <p>Executive Councillor for Strategy and External Partnerships</p> | <p>Antoinette Jackson Chief Executive</p> | <p>This item will automatically appear on the agenda for scrutiny.</p> |

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| <p>Cambridge City Council Outline Coronavirus Recovery Plan</p> <p>To agree the Council's outline Coronavirus Recovery Plan.</p> | <p>Cambridge City Council has played a significant role in the immediate response to the Coronavirus emergency. Operating under the Cambridgeshire and Peterborough Local Resilience Forum, implementing Government initiatives and facilitating community-led responses, the Council has helped to shield and protect the most vulnerable residents and to provide assistance to businesses affected by the lockdown.</p> <p>The Council and its partners now need to plan for a recovery from this emergency, and work to ensure Cambridge recovers to a more resilient and sustainable place than it was before the crisis. This outline Recovery Plan sets out the proposed priorities for this work.</p> | <p>Leader of the Council</p> | <p>Andrew Limb Head of Corporate Strategy</p> | <p>Requested for pre-scrutiny by Councillors Dalzell and Bick</p> |
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Regulatory Committees

This section includes items scheduled for consideration by the following Regulatory Committees:

- Civic Affairs
- Licensing Committee

Committees that consider planning applications are not included on the Forward Plan.

All items listed on the plan will automatically be included on the relevant committee agenda for decision and debate.

Committee reports will be available one week before the meeting from Democratic Services.

Civic Affairs 4 June 2020

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
|--|----------|---|----------------------|--|---|
| <p>Statement of Accounts 2018/19</p> <p>Approval for the Chair of Civic Affairs to sign the Statement of Accounts and Letter of Management Representation on behalf of the Committee following presentation of the audited accounts and the report of the external auditors.</p> | | <p>Before Ernst and Young give their formal opinion on the accounts there is a requirement to present their audit findings and to obtain a letter of management representation.</p> | <p>Civic Affairs</p> | <p>Jody Etherington Deputy Head of Finance</p> | <p>This item will automatically appear on the agenda.</p> |

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| <p>Annual Governance Statement</p> <p>To note and approve any changes made to the draft Annual Governance Statement in advance of the Statement of Accounts.</p> | <p>The Annual Governance Statement (AGS) was approved by Civic Affairs Committee at the meeting held on 24th July 2019.</p> <p>The AGS accompanies the Statement of Accounts, which is reviewed by the externally appointed auditors. If any material matters are highlighted during this review, they may need to be reported in the Annual Governance Statement.</p> <p>The Committee agreed that, If any material changes to the AGS are made, a revised AGS would be presented for approval. This process is set by the Accounts and Audit Regulations 2015.</p> | <p>Civic Affairs</p> | <p>Jonathan Tully Head of Shared Internal Audit Service</p> | <p>This item will automatically appear on the agenda.</p> |
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| <p>Internal Audit Plan 2020/21</p> <p>Approval of the Internal Audit work plan and the supporting documents.</p> | <p>Internal Audit provides an independent, objective assurance and consulting service that adds value and improves the Council's control environment. It helps the Council deliver its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.</p> <p>The Internal Audit Plan sets out our risk based work programme and strategy. It documents how we will provide assurance that key risks throughout the Council are being managed.</p> <p>The Internal Audit Charter and our Code of Ethics are also presented annually to the Committee as good practice.</p> | <p>Civic Affairs</p> | <p>Caroline Ryba, Jonathan Tully Head of Finance, Head of Shared Internal Audit Service</p> | <p>This item will automatically appear on the agenda.</p> |
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Civic Affairs - 8 July 2020

| Subject/Decision | New Item | Background Information | Decision Taker | Officer | Additional Information |
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| <p>Annual Report on Counter Fraud and Corruption</p> <p>Members of Civic Affairs Committee are asked to note the contents of the annual report on counter fraud and corruption.</p> | | <p>The Council introduced the Prevention of Fraud and Corruption policy in 1998. The Policy sets out the culture for the organisation, in terms of not tolerating any act of fraud or corruption, and also sets out the reporting and investigation arrangements. It is regularly reviewed, and progress is reported to the committee as good practice.</p> | <p>Civic Affairs</p> | <p>Jonathan Tully Head of Shared Internal Audit Service</p> | <p>This item will automatically appear on the agenda.</p> |

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| <p>Annual Head of Internal Audit Opinion</p> <p>Members of Civic Affairs Committee are asked to note the opinion of the Head of Internal Audit.</p> | <p>In accordance with the Public Sector Internal Audit Standards the Head of Internal Audit (HIA) provides a written report to those charged with governance. This is timed to support the Annual Governance Statement (AGS), which is also being presented to this committee. The HIA provides an opinion on the overall adequacy and effectiveness of both the organisation's internal control environment, and the risk management framework. This is based on work undertaken by Internal Audit, and other independent assurance work. Periodic updates are also provided to the Committee throughout the year.</p> | <p>Civic Affairs</p> | <p>Jonathan Tully Head of Shared Internal Audit Service</p> | <p>This item will automatically appear on the agenda.</p> |
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| <p>Internal Audit Plan</p> <p>Approval of the Internal Audit work plan and the supporting documents.</p> | <p>Internal Audit provides an independent, objective assurance and consulting service that adds value and improves the Council's control environment. It helps the Council deliver its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The Internal Audit Plan sets out our risk based work programme and strategy. It documents how we will provide assurance that key risks throughout the Council are being managed.</p> | <p>Civic Affairs</p> | <p>Jonathan Tully Head of Shared Internal Audit Service</p> | <p>This item will automatically appear on the agenda.</p> |
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Licensing - 29 June 2020

Currently no non key items scheduled for 29/06/20