



## Civic Affairs Committee 21 September 2022

### Decisions

5. Internal Audit Plan – progress update

The Committee agreed the recommendation to note the contents of the report.

6. Amendment to Contract Procedure Rules

The Committee agreed the recommendation to recommend to Council that Contract Procedure Rules are amended to enable Grant Agreements to be approved by deed; or signed under hand where appropriate by delegated authority to the Director. The new wording would be as follows: “ALL Grant Agreements paid to third parties must be executed as a deed; or signed under hand where appropriate by delegated authority to the Director”.

7. Freedom of Information, Data Protection and Transparency:  
Annual Report

The Committee agreed the recommendation to note the report

8. Review of the Pensions Discretion Statement

The Committee agreed the recommendations to:

- i. Approve the proposed policy statement on employer discretions shown as per Appendix A of the Officer's report.
- ii. Delegate approval to join a shared cost AVC scheme to the Head of Human Resources, following consultation with the Head of Finance, Executive Councillor for Finance, Resources and Transformation and Opposition Spokes for Strategy and Resources, if considered appropriate, following further exploration of a suitable procurement process.
- iii. Note that Council Officers will continue to review the Discretions Statement every 3 years and/or in line with changes to the Local Government Pension Scheme (LGPS) as advised by the Local Government Pensions Committee (LGPC) and the Administering Authority (Cambridgeshire County Council), and any recommended changes will go before Civic Affairs for approval.

9. Proposal to Increase the Cambridge Weighting (minimum of £10.00 per hour) for Employees and Agency Workers

The Committee agreed the recommendations to:

- i. Recommend to Council the proposal to increase the Cambridge Weighting to be paid to employees and agency workers to a minimum of £11.00 per hour, with effect from April 2023.
- ii. Recommend to Council to delegate authority to the Head of Human Resources to update the weightings on each relevant pay point, subject to the limit of £11.00 per hour, depending upon the current hourly rate and the Real Living Wage supplement payable at that time.
- iii. Note the position on the National Joint Council (NJC) pay offer for 2022 which relates to Bands 1-11 of the City Council's pay scales, and to receive an update at the meeting.
- iv. Note the position on the Real Living Wage, the announcement of the 2022/23 rate is expected on 22 September 2022. If available, to receive an update at the meeting.

10. Review of the Budget Setting Process and Wider Financial Governance Issues

The Committee agreed the recommendations to:

- i. Agree the changes to Council Procedure Rules and Budget Framework rules as set out in the Appendix A of the Officer's report

- and that the arrangements are reviewed in good time to inform an agreed approach for the following budget cycle.
- ii. Note the additions and changes to meetings December 2022-February 2023 as a consequence of these changes.
  - iii. Agree that Council meets on 23 February 2023 to consider the Budget Setting Report and associated financial recommendations only (ie a budget meeting), with the remainder of the Council Agenda adjourned until the following Thursday 2 March 2023 (ie the same arrangement as 2022).
  - iv. Note that this arrangement may not be the best way on-going and Members will be consulted on different options for when Council meetings are scheduled at this time of the municipal year following a review of the above changes to the budget process.
  - v. Agree the changes to Virements and carry forwards as described in 3.4 and Appendix B of the Officer's report.

#### 11. Calendar of Meetings 2023/24

The Committee agreed the recommendation to agree the meetings calendar 2023/24 (indicative).

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