

To: Councillors Boyce, Hart, C Rosenstiel (Chair), R Smith,
Stebbings, Ward
Alternate: Taylor

Placed on public deposit on Tuesday 5 April.

CIVIC AFFAIRS COMMITTEE

Date: Wednesday 13 April 2005

Time: 6.00pm

Place: Committee Room 1, The Guildhall

Contact: Liz Whitcher

Direct Dial: (01223) 457015



AGENDA

1 [MINUTES](#)

To confirm the minutes of the meetings held on 24 November 2004 and 24 March 2005.
[Pages A and 1-2]

2 **APOLOGIES FOR ABSENCE**

3 **DECLARATIONS OF INTEREST**

Members are asked to declare at this stage any interests which 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 and Democratic Services before the meeting.

4 **PUBLIC QUESTION TIME** – see below for detail of the scheme and other public information.

5 [INTERNAL AUDIT STRATEGY AND STRATEGIC PLAN 2005/2006 to 2007/2008;](#)
[INTERNAL AUDIT PLAN 2005/2006](#)

Report by the Head of Internal Audit [Pages 3 - 20]

6 [CODE OF CORPORATE GOVERNANCE](#)

Report by the Director of Central Services [Pages 21 - 48]

The Council is required to have this Code. Cambridge adopted its first Code in 2002 and it is now time for its annual review. As happened at last year's review, the Committee is requested to consider the document en route to full Council on 28 April 2005. The Standards Committee considered the document at its meeting on 2 March 2005 and made one or two minor comments which have been incorporated in this version of the Code. The origin and purpose of the Code are explained in its introduction. The national guidance is in italics at the start of each section. The column "Cambridge City Council commits itself to" is also taken from the guidance as to what Codes should contain. At the suggestion of a member of Civic Affairs in 2003, a new column has been added, indicating who within the Council will lead on actions and when they should take place.

7 **ELECTIONS 2005 - POLLING PLACES**

Report by the Head of Legal & Democratic Services [Pages 49 - 51]

8 **DETAILS OF PROPOSED CHANGES TO THE COUNCIL'S DECISION MAKING AND SCRUTINY STRUCTURE**

Report by the Head of Strategy & Partnerships and the Head of Legal Services [Pages]

9 **DATES FOR THE MUNICIPAL YEAR 2005/06**

Dates for Planning Committee and Licensing Committee (pre 2003 Act) for June 2005 to May 2006 were agreed by the Chief Executive following consultation with Group Leaders on 3 February 2005.

The weeks for Scrutiny Committees in 2005 have been agreed following consultation with Group Leaders on 24 March.

Dates for Scrutiny Committees in 2006 will be set by Civic Affairs Committee on 9 May.

10 **DATES FOR CIVIC AFFAIRS COMMITTEE 2005**

The Council's Statement of Accounts for 2004/05 need to be agreed by 31 July 2005. Civic Affairs Committee is recommended to meet on 27th July. For the autumn cycle the Committee is recommended to meet on 23 November.

For decision

Information for the public

You are welcome to attend this meeting as an observer.

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*You can ask questions on an issue included on the agenda, or on an issue which is within this committee's powers. 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.*

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