

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

Placed on public deposit on Tuesday 19 July.

CIVIC AFFAIRS COMMITTEE

Date: Wednesday 27 July 2005

Time: 6.00pm

Place: Committee Room 1, The Guildhall

Contact: Gary Clift

Direct Dial: (01223) 457015



AGENDA

1 [MINUTES](#)

To confirm the minutes of the meeting held on 9 May 2005

2 **APOLOGIES FOR ABSENCE**

3 **DECLARATIONS OF INTEREST**

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

5 [EXTERNAL AUDIT - AUDIT AND INSPECTION PLAN 2005/06](#)

pages 1-11

The Council's External Auditors are required to undertake audit and inspection work which complies with the statutory requirements that govern them. The Plan outlines the requirements and the work that is proposed to be undertaken in respect of the 2005/06 financial year.

A representative from the Council's External Auditors will be present to answer questions.

6 [HEAD OF INTERNAL AUDIT - ANNUAL OPINION](#)

Report by the Head of Internal Audit pages 12-20

7 [ASSURANCE FRAMEWORK AND STATEMENT OF INTERNAL CONTROL](#)

Report by the Head of Internal Audit pages 21-56

8 [STATEMENT OF ACCOUNTS 2004/05](#)

Report by Director of Finance pages 57-60

9 [OPERATION OF THE HOUSING MANAGEMENT BOARD](#)

Report by Head of Legal & Democratic Services pages 61-70

10 [CONSTITUTIONAL CHANGES TO THE BUDGET PROCEDURE](#) Report by Head of
Legal & Democratic Services pages 71-77

11 **COMMITTEE MEETINGS JANUARY-MAY 2006**

The Committee is asked to agree the dates set out as attached. Members of the Council have been notified in advance.

For decision

12 [MEMBERS' ALLOWANCES – MISCELLANEOUS MATTERS](#)

Report by Head of Legal & Democratic Services 78-81

13 **APPOINTMENT OF THE CHIEF OFFICER PERFORMANCE REVIEW WORKING PARTY**

This is a Civic Affairs Committee appointment as the Working Party covers terms and conditions of staff.

The Committee is asked to agree that the Working Party consist of the following members for the 2005/06 Municipal Year:

Cantrill, Nimmo-Smith, J Rosenstiel, Smart, Bradnack and Blencowe

Nomination for Chair: Nimmo-Smith

For Decision

The next meeting of the Civic Affairs Committee is scheduled for Wednesday 23 November.

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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| | | |
|------|------------------|-----------------------------------|
| Mon | 9 January | HMB |
| Tues | 10 | Environment |
| | | |
| Tues | 17 | CS&R |
| Thur | 19 | Community Services |
| | | |
| Mon | 23 | Strategy |
| Tues | 24 | |
| Wed | 25 | |
| Thu | 26 | Executive (Budget Recommendation) |

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|------|--------------------|---------------------------------------------------------|
| Fri | 10 February | Strategy Scrutiny 2 (considering any Budget amendments) |
| Mon | 13 | Half Term |
| Tues | 14 | Half Term |
| Wed | 15 | Council Agenda despatch |
| Thu | 16 | Half Term |
| Fri | 17 | Half Term |
| Mon | 20 | |
| Tues | 21 | County Council Budget Meeting |
| Wed | 22 | |
| Thu | 23 | COUNCIL Budget |

SPRING 2006

| | | |
|------|----------------------|-------------|
| Mon | 20 March 2006 | HMB |
| Tues | 21 | Env |
| Wed | 22 | |
| Thu | 23 | |
| Fri | 24 | |
| Mon | 27 | |
| Tues | 28 | CS&R |
| Wed | 29 | |
| Thu | 30 | CS |
| Fri | 31 | School ends |

| | | |
|------|---------------------|---------------|
| Mon | 3 April 2006 | Strategy |
| Mon | 10 | |
| Tues | 11 | |
| Wed | 12 | |
| Thu | 13 | |
| Fri | 14 | Good Friday |
| Mon | 17 | Easter Monday |
| Tues | 18 | School starts |
| Wed | 19 | |
| Thu | 20 | COUNCIL |
| Fri | 21 | |

| | | |
|------|-------------------|----------------|
| Thur | 4 May 2006 | ELECTIONS |
| Mon | 15 | Civic Affairs |
| Thur | 25 | Annual Meeting |