

To: Councillors Bradnack, Boyce (Chair), Hart, C. Rosenstiel
(Vice-Chair), Stebbings and Ward.
Alternate: Reid

Placed on public deposit on Tuesday 27 March 2007

CIVIC AFFAIRS COMMITTEE

Date: Wednesday 4th April 2007

Time: 6.00pm

Place: Committee Room 1, The Guildhall

Contact: Gary Clift

Direct Dial: (01223) 457011



AGENDA

- 1 **MINUTES**
To confirm the minutes of the meeting held on 24 January 2007
Pages 1 - 4
- 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: ANNUAL AUDIT AND INSPECTION LETTER 2005/06**
Representatives of the Council's External Auditor, The Audit Commission will be present at the meeting.
Pages 5 - 18
- 6 **INTERNAL AUDIT STRATEGY & STRATEGIC PLAN 2007-2010 AND INTERNAL AUDIT PLAN 2007/08** (Contact Officer: Sarita Haggart, Head of Internal Audit tel. 01223 458181)
Pages 19 - 32
- 7 **DEPARTMENTAL RESTRUCTURING - CHANGES TO DELEGATIONS** (Contact Officer: Simon Pugh, Head of Legal & Democratic Services tel. 01223 457401)
Pages 33 - 38
- 8 **CONSTITUTIONAL CHANGES - SCRUTINY COMMITTEES**
(Contact Officer: Simon Pugh, Head of Legal & Democratic Services tel. 01223 457401)
Pages 39 - 42

9 **CODE OF CORPORATE GOVERNANCE** (Contact Officer: Margaret Walker, Director of Central Services, tel. 01223 457301)

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 19 April 2007.

The review of the Code was considered by the Standards Committee on 7 March. The Committee did not want to suggest any changes to the document. However, members made two points which the Director of Central Services agreed to raise with relevant directors:

- Member training should be commissioned with a clear idea of the outcomes and levels of skill or knowledge to be gained from it. There should be some independent evaluation of whether training events had in fact met these outcomes.
- More publicity should be given to area committee meetings and the opportunity these presented for the public to become involved.

10 **DECISION MAKING PROCESS**

Cllr Bradnack has asked for an agenda item to discuss a proposal for:

- * a single Scrutiny Committee process
- * supported by cross-party working party briefing system linked to forward plan
- * a built in means to secure the independence of Scrutiny Chair(s) from Executive

**The next meeting of Civic Affairs Committee is scheduled
for 14 May 2007**

Public Speaking

You can ask questions or make a statement on an issue included on the agenda above, or on an issue which is within the Leader's remit. Questions are normally asked during the slot on the agenda at the beginning of the meeting.

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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Do not attempt to use the lifts. Do not attempt to re enter the building until given the all clear by a member of the City Council Staff. City Council staff will provide assistance with leaving the building.