

**CIVIC AFFAIRS COMMITTEE**

Wednesday 5 May 2004  
6.00pm – 7.05pm

**PRESENT:** Councillors C Rosenstiel (Chair), Adey, Boyce, Durrant, Hart, Stebbings and Ward

<b>FOR THE INFORMATION OF THE COUNCIL</b>
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**04/CIV/13 MINUTES**

The minutes of the meeting held on 28 January were confirmed as a correct record and signed by the Chair.

**04/CIV/14 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor R Smith.

**04/CIV/15 DECLARATIONS OF INTEREST**

There were none.

**04/CIV/16 PUBLIC QUESTION TIME**

There were no members of the public present.

**04/CIV/17 AUDIT STRATEGY AND CORPORATE RISK & ASSURANCE  
FRAMEWORK PROJECT DEFINITION**

In introducing the report, which had also been considered at Strategy Scrutiny Committee and approved by the Leader, the Head of Internal Audit advised the Committee of its regulatory responsibilities under the Assurance Framework. The Committee noted that since the project definition had been written further work on health and safety elements of risk assessment had been identified and the Head of Environmental Health and Waste Strategy would be part of the proposed project team.

**Resolved –**

- 1) To approve the Internal Audit Strategy April 2004-March 2005.
- 2) To approve the Project Definition Report for the implementation of a Corporate Risk and Assurance Framework

**04/CIV/18 AUDIT PLAN 2004/05**

In introducing the report the Head of Internal Audit referred to the External Audit Service Plan update which included its Statement of Independence. In noting this, the Committee noted that 2003/04 is the last year of audit for the current provider.

**Resolved -**

- 1) To agree the Internal Audit Plan for 2004/2005 as outlined in Appendix 1.
- 2) Note the External Audit Service Plan update for 2002/04 in Appendix 2.

**04/CIV/19 ELECTORAL COMMISSION REPORT: AGE OF ELECTORAL MAJORITY****Resolved -**

The Committee agreed that the Council should write to the Department of Constitutional Affairs re-iterating the Council's support to reduce the voting age to 16.

**04/CIV/20 COUNCIL MEETING – FEBRUARY 2005****Resolved -**

The Committee agreed to move the meeting of Council to 24 February with the Executive on 10 February and Strategy Scrutiny on 7 February.

**04/CIV/21 ADDITIONAL MEETING – AUGUST 2004****Resolved -**

The Committee agreed to hold an additional meeting on 31 August 2004.

**04/CIV/22 FREEDOM OF THE CITY**  
(see also Agenda for Special Council meeting on 20 May 2004)**Resolved –**

To recommend to Council that Sir Arthur Marshall OBE DL be awarded the Freedom of the City.

The meeting ended at 7.05pm

CHAIR