

CIVIC AFFAIRS COMMITTEE13 April 2005
(6.00pm- 6.25pm)**PRESENT:** Councillors C Rosenstiel (Chair), Boyce, R Smith, Stebbings, Ward.**FOR INFORMATION OF THE COUNCIL****05/CIV/05 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Hart.

05/CIV/06 DECLARATIONS OF INTEREST

There were no declarations of interest.

05/CIV/07 PUBLIC QUESTION TIME

No member of the public wished to address the committee.

05/CIV/08 INTERNAL AUDIT STRATEGY AND STRATEGIC PLAN 2005/2006 to 2007/2008; INTERNAL AUDIT PLAN 2005/2006

The Committee noted that the Code of Practice for Internal Audit in Local Government in the United Kingdom 2003 ('the Code') required that the Head of Internal Audit develop and maintain a strategy for delivering the Internal Audit Service. The Strategy had been prepared in accordance with the requirements of the Code and covered the three-year period 2005/2006 to 2007/2008.

The Strategy had also been used to inform the development of a new Strategic Audit Plan for the Council which had been prepared for this same three-year period.

The Internal Audit Strategy was required to be approved by the organisation and Civic Affairs was the relevant committee to give this approval.

Resolved -

- a) To approve the Internal Audit Strategy for 1st April 2005 to 31st March 2008.
- b) To approve the Strategic Audit Plan for 2005/2006 to 2007/2008 and the first year of this plan as the annual Internal Audit Plan for 2005/2006.

05/CIV/09 CODE OF CORPORATE GOVERNANCE

See also adoption minute 05/CIV/01

Councillor Boyce asked the Committee to note that the government requirement for a Gershon Statement of Efficiency was a major addition to the Code.

Resolved-

That the Code of Corporate Governance be recommended to Council for adoption.

05/CIV/10 **ELECTIONS 2005 - POLLING PLACES**

Councillor Boyce referred to section 5.1 of the report regarding West Chesterton Ward and said that St Laurence's Church was usually an acceptable venue but that this year, because of the combination of the General Election with the County Council election, two polling stations were needed. He also raised the possibility that, when Milton School moved to its new premises, the current buildings could be used as a polling station in future years depending on what plans emerged for their general use following the move.

In answer to a question from Councillor R Smith about whether there had been any feedback from consultation with party agents, the Head of Legal & Democratic Services said there had been no feedback on this report. The Director of Central Services added that several of the changes outlined in this report were the result of feedback received from agents and members following last year's election and which had been reported at a previous meeting.

The Chair drew the Committee's attention to the fact that the new parliamentary constituency boundaries would not be implemented until the general election expected in 2009/10 and that the old boundaries would need to be used should there be a bye election between 2006 and then.

Resolved-

To approve recommendations 2.1-2.3 in the officer report

(Recommendation 2.4 was withdrawn as superfluous.)

05/CIV/11 **DETAILS OF PROPOSED CHANGES TO THE COUNCIL'S DECISION MAKING AND SCRUTINY STRUCTURE**

See also adoption minute 05/CIV/02

The Chair ruled that under 100B(4)(b) of the Local Government Act 1972 the late item from the Head of Strategy & Partnerships on **Details Of Proposed Changes to The Council's Decision Making and Scrutiny Structure** be considered despite not being made publicly available for the committee five clear days prior to the meeting. The reason was that the report had to be updated following the meeting of the **REVIEW OF DECISION MAKING & SCRUTINY WORKING PARTY** on Monday 4 April and was not ready for dispatch on Tuesday 5 April. It was sent by courier to members of the Committee and put on public deposit on Wednesday 6 April.

It was his view that, despite its late dispatch, the report should be considered by the Committee as this had been the intention and the agenda indicated that the report was to follow.

The Committee agreed with the Chair's ruling.

Councillor Ward welcomed the proposal that the scheme for public speaking rights be modified to allow scrutiny committee members to comment and ask questions arising from the contribution of a member of the public.

Resolved (by 4 votes to 0)-

To recommend that Council approve recommendations 2.1 and 2.2 as set out in the officer report.

05/CIV/12 DATES FOR THE MUNICIPAL YEAR 2005/06

The Committee Manager tabled a list of dates for meetings of Scrutiny Committees and Council in 2005.

Resolved -

To agree the following dates for Scrutiny Committee and Council meetings in 2005:

Monday 4 July – Housing Management Board at 5.30pm
Tuesday 5 July - Environment at 10am
Tuesday 12 July - Customer Services & Resources at 4.30pm
Thursday 14 July - Community Services at 2.30pm
Monday 18 July - Strategy at 6pm (reserve - cancel if possible)
Monday 5 September - Strategy at 6pm
Thursday 8 September - Council at 6pm

Monday 7 November - Housing Management Board at 5.30pm
Tuesday 8 November - Environment at 10am
Tuesday 15 November - Customer Services & Resources at 4.30pm
Thursday 17 November - Community Services at 2.30pm
Monday 21 November - Strategy at 6pm
Thursday 8 December - Council at 6pm

It is open for Scrutiny Committees at the July meetings to consider whether the day and time are suitable or should change.

The dates for 2006 will be agreed at Civic Affairs Committee on 9 May 2005.

05/CIV/13 DATES FOR CIVIC AFFAIRS COMMITTEE 2005

Resolved -

That the Committee meet on the following dates in 2005: 27th July and 23 November.

The meeting ended at 6.25pm

CHAIR