

CIVIC AFFAIRS COMMITTEE27 July 2005
(6.00pm- 8.05pm)

PRESENT: Councillors C Rosenstiel (Chair), Boyce, R Smith, Stebbings, Taylor (alternate).

FOR INFORMATION OF THE COUNCIL**05/CIV/23 MINUTES**

The minutes of 9 May were confirmed by the Committee as a correct record and signed by the Chair.

05/CIV/24 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Hart and Ward.

05/CIV/25 DECLARATIONS OF INTEREST

05/CIV/20 – Cllr C Rosenstiel declared a personal interest as the Chair of the Electoral Reform Society, which oversaw HMB elections.

05/CIV/26 PUBLIC QUESTION TIME

Members of the Housing Management Board were present to ask questions under 05/CIV/20.

05/CIV/27 EXTERNAL AUDIT - AUDIT & INSPECTION PLAN 2005/06

The Council's External Auditor's (the Audit Commission) presented its Audit & Inspection Plan for the year 2005/06. The Committee noted that the Plan may require updating at the conclusion of the 2004/05 Audit which was currently being undertaken.

The Committee noted the report.

05/CIV/28 HEAD OF INTERNAL AUDIT'S ANNUAL AUDIT OPINION

The Committee requested for next year and future years the table in 4.6.1 (showing the progress of implementing Audit recommendations) should include previous year figures so members can monitor progress.

Action by Head of Internal Audit

The Committee noted the report.

05/CIV/29 ASSURANCE FRAMEWORK AND STATEMENT OF INTERNAL CONTROL

In discussing some of the Evidence Summary, Members discussed member training and the risks associated with a lack of training on planning or licensing matters. The Head of Legal & Democratic Services stated that training in both planning and licensing is provided, but if any member requires any training he should be contacted.

The Committee agreed that regarding recommendation 2.2, it had satisfied itself with the Statement of Internal Control and Action Plan and that the Leader of the Council and Chief Executive be advised accordingly.

Resolved –

To advise the Leader of the Council and Chief Executive that the Committee was satisfied with the SIC and Action Plan.

05/CIV/30 STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2005

The Head of Accounting Services advised that the Committee would be notified of any minor changes which may result from the annual External Audit, which was currently underway.

Resolved –

- 1) That the draft Statement of Accounts for the year ending 31 March 2005 be approved.
- 2) That Councillor C Rosenstiel be authorised, as chair of the Committee, to sign the Statement of Accounts for the financial year ending 31 March 2005 on behalf of the Council.

05/CIV/31 DATES OF MEETINGS JANUARY-MAY 2006**Resolved –**

That the dates of meetings as set out on the agenda be agreed.

05/CIV/22 MEMBERS' ALLOWANCES – MISCELLANEOUS MATTERS

The Committee considered the Terms of Reference for the Independent Remuneration Panel to be satisfactory. Members noted that the Panel must consider whether certain allowances were included in the Council's scheme. It

agreed that the Committee view on (i) a childcare/dependent allowance and (ii) travel and subsistence allowance was that these should be included in any City Council Allowances Scheme.

Regarding the recruitment of two new Panel members, the Committee agreed that one Panel member plus 3 members from the Standards Committee (1 from each Group) should take part.

Resolved –

1) Confirm the Terms of Reference for the Independent Remuneration Panel (para 4.1); that urban District Council information be provided for comparison; that the Panel note the Committee's request that childcare/dependent care and travel & subsistence allowances be included in any Council Allowances Scheme as a matter of course.

2) That the recruitment process and appointment to the two vacancies be agreed amongst 3 members of the Standards Committee (one from each Group) and a member of the Independent Remuneration Panel (para 6 of the report refers).

CHAIR