

CIVIC AFFAIRS COMMITTEE5 September 2007
(6.00pm-6.27pm)**PRESENT:** Councillors Blackhurst, Boyce (Chair), Bradnack, Hart, C Rosenstiel (Vice-chair), Ward.**FOR ADOPTION BY THE COUNCIL****07/CIV/39 DELEGATION OF FUNCTIONS UNDER CHAPTER 1 OF PART 1 OF THE HEALTH ACT 2006**

The provisions of Chapter 1 of Part 1 of the Health Act 2006 in relation to smoke free premises, places and vehicles came into force on the 1st July 2007. It is necessary to amend the Council's scheme of delegations so that officers can carry out the Council's functions under the Act and to allow for designation of authorised officers with enforcement powers.

Council is recommended –

- 1) To amend its scheme of delegation to delegate to the Head of Environmental Services:
 - (i) the power to implement and enforce the provisions of Chapter 1 of Part 1 of the Health Act 2006 and Regulations made under that Act in relation to smoke free premises, places and vehicles.
 - (ii) the power to authorise in writing any person (whether or not an officer of the City Council), either generally or specifically, to act in matters arising under Chapter 1 of Part 1 of the Health Act 2006 and Regulations made under that Act in relation to smoke free premises, places and vehicles.
- 2) To amend the terms of reference of the Licensing Committee to include exercise of the Council's functions under Part 1 of the Health Act 2006.

07/CIV/40 INTERNAL AUDIT REPORT: COMPLIANCE WITH LAWS AND REGULATIONS

Earlier this year, Internal Audit carried out an investigation into the

arrangements in place within the Council for ensuring compliance with laws and regulations. The report made several recommendations, one of which involves an addition to the Constitution and one of which involves an addition to the terms of reference of the committee.

Council is recommended –

- 1) That Section 11.3 of Part 2 of the Constitution ('Functions of the Monitoring Officer') is amended by adding the wording shown in bold below.

11.3.8 Providing advice. The monitoring officer shall provide advice on **the interpretation of the constitution**, the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors **and officers**.

11.3.9 Whistleblowing. The monitoring officer shall receive copies of whistleblowing allegations of misconduct in accordance with the Council's anti-fraud and corruption strategy.

11.3.10 Registers of interests. The monitoring officer shall establish and maintain registers of members' interests and gifts and hospitality.

11.3.9 **(Renumber as 11.3.11.)** Restrictions on posts. The monitoring officer cannot be the chief finance officer or the head of paid service.

- 2) That the following be added to the responsibilities of the Civic Affairs Committee as set out in Section 5.2 of Part 3 of the Constitution:

'Overall responsibility for the Council's compliance with laws and regulations.'

CIVIC AFFAIRS COMMITTEE

5 September 2007
(6.00pm- 6.27pm)

PRESENT: Councillors Blackhurst, Boyce (Chair), Bradnack, Hart, C Rosenstiel (Vice-chair), Ward.

FOR INFORMATION OF THE COUNCIL

07/CIV/40 MINUTES

The Committee confirmed the minutes of the meeting held on 27 June 2007.

07/CIV/41 APOLOGIES FOR ABSENCE

There were none.

07/CIV/42 DECLARATIONS OF INTEREST

There were none.

07/CIV/43 PUBLIC QUESTION TIME

There were no members of the public present.

07/CIV/44 AUDIT COMMISSION ANNUAL GOVERNANCE REPORT

Andy Perrin from the Council's External Auditor (The Audit Commission) reported to the Committee. An updated Annual Governance Report was tabled, which had taken account of the fact that the audit work on the Council's financial statements had been completed (Key Messages: page 5). The Committee welcomed the positive report and the Chair thanked the Auditors and Director of Finance for their work.

Resolved –

That the Chair of the Committee sign the Letter of Management Representation on behalf of the Committee in its role as being charged with governance.

07/CIV/45 REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

In considering the report, members asked for the following to be investigated prior to the next meeting (and as referred to in appendix 2 of the report):

West Chesterton – whether the Milton Road Library and St Laurence’s Church have to be approved as polling places.

Romsey – is there an opportunity for another Polling Station near the Sainsbury end of the Ward.

City Centre Polling Station serving one or two wards (to catch students e.g Benson Hall or Michaelhouse)

It was noted that Councillor C Rosenstiel had submitted some comments covering some anomalies in Market Ward.

Resolved -

That a further report be submitted to the next meeting of the committee on 21 November to consider and approve any changes to polling districts and polling places.

The meeting ended at 6.27pm

Chair