



SHADOW CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY: MINUTES

Date: Wednesday, 14th December 2016

Time: 11.00a.m. – 11.30a.m.

Present: Councillors D Brown (substituting for Councillor R Howe) – Huntingdonshire District Council, J Clark – Fenland District Council, S Count – Cambridgeshire County Council, L Herbert – Cambridge City Council, J Holdich – Peterborough City Council, J Palmer – East Cambridgeshire District Council and P Topping – South Cambridgeshire District Council; M Reeve – Greater Cambridge Greater Peterborough Enterprise Partnership

Observers: J Ablewhite (Police and Crime Commissioner), and J Bawden (Clinical Commissioning Group)

Apologies: Councillor Howe – Huntingdonshire District Council

1. APPOINTMENT OF CHAIR OF COMBINED AUTHORITY SHADOW BOARD

The Shadow Board received a report detailing the process for appointing a Chair and once established, the Combined Authority.

It was resolved unanimously to:

appoint Councillor Steve Count as Chair of the Combined Authority Shadow Board and the Combined Authority until 7 May 2017.

2. DECLARATIONS OF INTERESTS

There were no declarations of interest.

3. APPOINTMENT OF MEMBERS TO COMBINED AUTHORITY SHADOW BOARD

The Shadow Board considered a report setting out the Members and substitute Members appointed by the Constituent Councils, the Member and substitute Member nominated by the Greater Cambridge/Greater Peterborough Enterprise Partnership (GCGP LEP), and the bodies which would hold observer status as set out in Appendix 1 to the report.

The Police and Crime Commissioner welcomed the opportunity to be appointed as an observer. He confirmed that observers had speaking rights at Shadow Combined Authority meetings.

It was resolved unanimously to:

1. Note the Members and substitute Members appointed by the Constituent Councils to the Shadow Combined Authority and once established, to the Combined Authority for 2016/17;
2. Confirm the appointment of the Member and substitute Member nominated by the Greater Cambridge/Greater Peterborough Enterprise Partnership (GCGP LEP) to the Shadow Combined Authority
3. Propose that the Combined Authority ratify the appointment of the Member and substitute Member nominated by the Greater Cambridge/Greater Peterborough Enterprise Partnership (GCGP LEP) at its first annual meeting;
4. Agree that the Greater Cambridge/Greater Peterborough Enterprise Partnership (GCGP LEP) shall have one vote on the Shadow Combined Authority and once established, to the Combined Authority subject to certain voting qualifications in the Cambridgeshire and Peterborough Combined Authority Order 2016
5. Note those bodies which hold observer status.

4. APPOINTMENT OF VICE-CHAIRS OF COMBINED AUTHORITY SHADOW BOARD

The Shadow Board was asked to appoint a Vice-Chair and to propose ratification of that decision to the Combined Authority once established. The Vice-Chair would continue in position until 7 May. The Chairman proposed two Vice-Chairs, Councillor Howe and Councillor Holdich.

It was resolved unanimously to:

- (1) appoint Councillors Howe and Holdich as Vice-Chairs of the Combined Authority Shadow Board
- (2) propose ratification of the appointment to the Combined Authority
- (3) agree the appointment of the Vice-Chairs until 7 May 2017

5. PROCEDURE RULES FOR SHADOW BOARD

Members considered interim meeting rules, the Forward Plan and the preparations for developing the constitution for the Shadow Combined Authority. The Chairman with the agreement of the Shadow Board proposed two changes to Appendix 1 as follows:

- 4.1.3 – delete “non Constituent non voting” and add observer
- 7.1 – add as observers to the end of the sentence

The Lead Member for the Governance Work Stream highlighted the fact that the Shadow Board was keen to involve the public. Whilst meetings of the Shadow Board were open to the public, the Standing Orders which would operate from the first meeting of the Combined Authority in February were being finalised and would include

provision for public questions. A complete set of Standing Orders would therefore be presented to the Shadow Board for approval before the first meeting of the Combined Authority.

It was resolved unanimously to:

- (1) approve its procedure rules which would operate until the Combined Authority was established in February 2016 subject to changing in Appendix 1 “non-Constituent non voting” in 4.1.3 to observer and adding as observers to 7.1.
- (2) approve the Forward Plan
- (3) note the proposals for development of the constitution

6. APPOINTMENT OF INTERIM STATUTORY OFFICERS (HEAD OF PAID SERVICE, MONITORING OFFICER AND CHIEF FINANCE OFFICER)

The Chairman asked the officers detailed in the recommendation to leave the room whilst this item was discussed.

A report detailing the interim statutory officers who would support the Shadow Combined Authority and the Combined Authority until May 2017 or until the appointment to those positions of permanent members of staff by the Combined Authority was presented to the Shadow Board. Members were informed that some funding from the East of England Local Government Association was assisting with the costs of these posts. However, it was noted that from February onwards Government funding would support these posts. The cost of running the Combined Authority would have no direct cost on the local authorities. It was noted that the authorities would be refunded the amount used to support the Board during its shadow phase.

Members discussed the need for the advert for the Chief Executive of the Combined Authority to focus on momentum in order to attract the right person. It was suggested using the experience of the City Deal to get this focus right. It was noted that the advert would be placed before Christmas.

On behalf of the Shadow Board, the Chairman thanked officers for the work carried out to date particularly for their professionalism and effort. He asked that this thanks be extended and passed on throughout the organisations.

It was resolved unanimously to note the following Officers acting as the interim statutory officer for the Shadow Combined Authority and to propose their appointment as statutory officer to the Combined Authority until May 2017 or the earlier appointment of a permanent appointment to those roles:

- (a) Paul Medd, Chief Executive, Fenland District Council as Head of Paid Services;
- (b) Kim Sawyer, Director of Governance as Monitoring Officer; and
- (c) John Harrison Corporate Director Resources as section 151 Officer.

7. ESTABLISHMENT OF A SHADOW OVERVIEW AND SCRUTINY COMMITTEE FOR COMBINED AUTHORITY

The Shadow Board received a report seeking authority to set up a shadow overview and scrutiny committee to assist in the development of the Combined Authority, and in particular the scrutiny arrangements, and to agree the process for nominating a shadow overview and scrutiny committee. Attention was also drawn to the appointment of a scrutiny officer.

The Lead Member for the Governance Work Stream highlighted the importance of the committee which would scrutinise the work of the Combined Authority and the Mayor. It was proposed that it should have 14 members and be politically proportionate. Each local authority would be invited to nominate two Councillors. Attention was drawn to an appendix reflecting political proportionality across the whole County rather than within each authority. It was proposed that the committee would operate from February but would come together before this date to work on an informal basis. It was noted that it would need to elect a Chair who could not come from the same political party as the Mayor.

One Member queried how political balance had been established in Appendix 2. The Chairman explained that the distribution for each authority could be reviewed but it would still need to reflect the total political balance set out in the appendix. Another Member suggested that it should be reviewed again after six months. One Member drew attention to the need to reflect “call-in” in the scrutiny arrangements. The Lead Member for the Governance Work Stream explained that it would be up to the committee as to what it wanted to scrutinise but he hoped it would focus on strategic documents. The Chairman added that once the committee had been set up it would have the power to evolve.

With the agreement of the Shadow Board, the Chairman proposed a number of changes to the recommendations. It was resolved unanimously to:

- (1) Agree the arrangements to establish a shadow overview and scrutiny committee based on the membership set out in the attached Appendix 2.
- (2) Request that constituent authorities proceed to the formal appointment of two members (as set out in attached Appendix 2) as a matter of urgency.
- (3) Proceed with the process for the recruitment of the Scrutiny Officer.
- (4) Agree that the scrutiny arrangement be subject to review following the mayoral elections in May 2017.

8. DATE OF NEXT MEETING

It was resolved unanimously to note the date of the next meeting – Tuesday 31 January 2017 at 10.00am at Alconbury Enterprise Campus. In considering the venue, one Member raised the need for it to be accessible by public transport.

Chairman