



CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY

Wednesday, 31 May 2017

10:00a.m. – 12:00noon

**The Meeting Hall, The Club, Alconbury Enterprise Campus,
Alconbury Weald, Huntingdon, Cambridgeshire PE28 4XA**

AGENDA

Open to Public and Press

| Number | Agenda Item | Mayor/ Lead Member/ Chief Officer | Papers | Pages |
|---------------|--|--|---------------|--------------|
| | Part 1 – Business Items | | | |
| 1.1 | The Mayor –Declaration of Acceptance of Office | | oral | - |
| 1.2 | Membership of the Combined Authority | Mayor | yes | 4 – 5 |
| 1.3 | Deputy Mayors of the Combined Authority | Mayor | oral | - |
| 1.4 | Apologies and Declarations of Interests | Mayor | oral | - |
| 1.5 | Minutes – 26 April 2017 | Mayor | yes | 6 – 11 |
| 1.6 | Appointment of Co-opted Member Organisations | Mayor | yes | 12 - 13 |

| Number | Agenda Item | Mayor/ Lead Member/ Chief Officer | Papers | Pages |
|--------|--|---|--------|-----------------------|
| 1.7 | Petitions | Mayor | oral | - |
| 1.8 | Public Questions | Mayor | oral | - |
| 1.9 | Forward Plan | Mayor | yes | To follow |
| | Part 2 – Governance Items | | | |
| 2.1 | Portfolios - Approval | Mayor | yes | 14 – 18 |
| 2.2 | Appointment of the Overview and Scrutiny Committee | Mayor | yes | 19 - 22 |
| 2.3 | Appointment of Audit and Governance Committee | Mayor | yes | 23 - 27 |
| 2.4 | Exclusion of Press and Public <i>To resolve that the press and public be excluded from the meeting on the grounds that agenda item 2.5 contains exempt information under Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed (information relating to any individual.)</i> | Mayor | oral | - |
| 2.5 | Chief Executive Recruitment Update | John Hill | Yes | Circulated Separately |

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|-----|---|-------|------|---------|
| 2.6 | Calendar of Meetings 2017/2018 | Mayor | yes | 28 - 31 |
| | Part 3 – Date of next meeting | | | |
| 3.1 | Date: Wednesday 28 June 2017 at 10.00 am Venue- TBC | Mayor | oral | - |

The Combined Authority currently comprises the following members:

Mayor: J Palmer

Councillors: J Clark, S Count, L Herbert, J Holdich, R Howe, C Roberts and P Topping

LEP Chairman M Reeve

Substitute members: Councillors D Brown, W Fitzgerald, R Hickford, K Price, W Sutton & N Wright;
LEP substitute member to be confirmed

Observers: J Ablewhite (Police and Crime Commissioner), J Bawden (Clinical Commissioning Group),
and Chairman/woman (Cambridgeshire and Peterborough Fire Authority)

The Combined Authority is committed to open government and members of the public are welcome to attend Committee meetings. It supports the principle of transparency and encourages filming, recording and taking photographs at meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens.

Public speaking on the agenda items above is encouraged. Speakers must register their wish to speak by making a request in writing to the Monitoring Officer no later than 12.00 noon three working days before the meeting. The request must include the name, address and contact details of the person wishing to speak, together with the full text of the question to be asked.

For more information about this meeting, please contact Michelle Rowe at the Cambridgeshire County Council's Democratic Services on Cambridge (01223) 699180 or by email at michelle.rowe@cambridgeshire.gov.uk



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| CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD | AGENDA ITEM No: 1.2 |
| | PUBLIC REPORT |

TITLE: MEMBERSHIP OF THE COMBINED AUTHORITY

1.0 PURPOSE

1.1 The purpose of this report is to:

- (a) note the Members and substitute Members appointed by the Constituent Councils as set out in **Appendix 1** (to be tabled);
- (b) note nominations of the Member and substitute Member nominated by the Greater Cambridge/Greater Peterborough Enterprise Partnership (GCGP LEP) and confirm these appointments as set out in Appendix 1 (to be tabled).

| <u>DECISION REQUIRED</u> | |
|---|---|
| FROM: | |
| Lead Member: | Mayor |
| Lead Officer and Author: | Kim Sawyer, Interim Monitoring Officer |
| Forward Plan Ref: N/A | Key Decision: No |
| The Combined Authority Board is recommended to: (a) note the Members and substitute Members appointed by Constituent Councils to the Combined Authority for the municipal year 2017/2018; and (b) confirm the appointment of the Member and substitute Member nominated by the Greater Cambridge/Greater Peterborough Enterprise Partnership (GCGP LEP) to the Combined Authority for the municipal year 2017/2018. | <i>Voting arrangements</i> Simple majority of the Members |

2.0 BACKGROUND

- 2.1 In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017, each constituent council must appoint one of its elected members and a substitute member to the Combined Authority. Each council made such appointments at their respective annual Council meeting in May 2017.
- 2.2 The Local Enterprise Partnership must nominate one of its members and a substitute to the Combined Authority. The Authority appoints the Member nominated by the LEP.
- 2.3 The Members and substitute Members appointed by the Constituent Councils and the nominations received from the GCGP LEP are set out in Appendix 1 (to be tabled).

3.0 FINANCIAL IMPLICATIONS

- 3.1 In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017 no remuneration is to be payable by the Combined Authority to its members.

4.0 LEGAL IMPLICATION

- 4.1 These are dealt with in the report.

5.0 EQUALITIES IMPLICATION

- 5.1 Not applicable.

6.0 APPENDICES

- 6.1 Appendix 1 – Membership of Combined Authority Board (to be tabled).

| <u>Source Documents</u> | <u>Location</u> |
|---|------------------------------|
| Various Council reports of each of the Constituent Councils | Constituent Council websites |



CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY: MINUTES

Date: Wednesday 26th April 2017

Time: 10.00am – 10.50am

Present: Councillors J Clark – Fenland District Council, S Count – Cambridgeshire County Council, L Herbert – Cambridge City Council, W Fitzgerald – Peterborough City Council (substituting for J Holdich), R Howe (Chairman) – Huntingdonshire District 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 Dr G Howsam (Clinical Commissioning Group – substituting for J Bawden)

20. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies were received from Councillor J Holdich, J Bawden (observer - Clinical Commissioning Group) and Councillor Sir P Brown (observer - Cambridgeshire and Peterborough Fire Authority observer). There were no declarations of interest.

The Chairman introduced Martin Whiteley as the new Interim Chief Executive of the Combined Authority pending the appointment of a permanent Chief Executive later in the year. The Interim Chief Executive post had previously been discharged by Paul Medd and the Chairman thanked Mr Medd for his work during the transition from the Shadow Combined Authority and commended him on doing a fine job.

21. MINUTES – 20TH MARCH 2017

The minutes of the meeting held on 20th March 2017 were agreed as a correct record.

22. PETITIONS

No petitions were received.

23. PUBLIC QUESTIONS

No public questions were received.

24. FORWARD PLAN

The Combined Authority noted a revised Forward Plan of Executive Decisions dated 26th April 2017. The Chair commented that the Forward Plan was updated on a regular basis. (A copy of the current version was available at the following link

<https://cmis.cambridgeshire.gov.uk/ccclive/Documents/PublicDocuments.aspx>)

The Monitoring Officer advised that consideration of Item 7: Interim Support for the University of Peterborough and Item 10: Independent Remuneration Panel Recommendation on the Mayor's Allowances would be postponed until the meeting on 28 June 2017 to avoid publication during the Purdah period preceding the General Election.

Some Members expressed concern that delaying a decision on the Mayor's Allowances could have a detrimental financial impact on the incoming Mayor. The Monitoring Officer advised that the Mayor would be paid an annual allowance and that, once approved, the full sum would be paid pro-rata across the remainder of the period or as agreed with the incumbent. Substantive advice would be provided once the Independent Remuneration Panel's report was received. Members' wish that the arrangements should not cause the incoming Mayor any financial difficulty were noted.

Some Members were concerned that delaying consideration of Interim Support for the University of Peterborough might lead to a loss of momentum with the project. The Monitoring Officer advised that a tabled amendment to the agenda item on the Constitution would, if approved, delegate authority to the Chief Executive to exercise the general power of competence in consultation with the Chair which would enable him to address any issues which required immediate attention. However, all Key Decisions would remain a matter for the Board.

It was resolved to:

approve the revised Forward Plan of Executive Decisions dated 26 April 2017, subject to the following amendments:

1. Item 7: Interim Support for the University of Peterborough. Decision date revised from 31 May 2017 to 28 June 2017;
2. Item 10: Independent Remuneration Panel Recommendation – Mayor's Allowances. Decision date revised from 31 May 2017 to 28 June 2017.

25. CONSTITUTION

The Combined Authority received a report detailing its Constitution, which had been prepared in two phases. Phase 1 related to the essential elements for holding meetings and decision making, which had been approved at the

Combined Authority Board's first meeting on 20th March 2017. Phase 2 included the functions of the Mayor, the budget framework, contract standing orders, the officer scheme of delegation, codes and conduct and internal procedural rules. Those parts relating to the Mayor would come into effect following the Mayoral election in May, and the parts relating to the Overview and Scrutiny and Audit and Governance Committees would come into effect on 8th May 2017.

Councillor Herbert expressed his thanks to colleagues and officers at Peterborough City Council for their support in producing a robust and prudent Constitution which reflected learning and best practice from across the Combined Authority's constituent members. This included arrangements for an Employment Committee which included clear governance arrangements and a process for employing staff which was broadly similar to a local authority model and contract procedure rules which established a visible and accountable process with clear benchmarking. Following discussion at the previous meeting 'observer' status had been amended to 'co-opted member' status to better reflect the contribution being sought from these key partners and the Communities Portfolio had been removed from membership of the investment working group.

At the request of the Combined Authority, the Shadow Overview and Scrutiny Committee had considered the section of the Constitution relating to the scrutiny arrangements and the Combined Authority's financial definition of a key decision. It had agreed with the Board's proposal to set the financial limit for key decisions at £500,000. It had also agreed with the proposal to set the call-in limit of five members of the Overview and Scrutiny Committee. It had further agreed that these limits should be reviewed after the local and mayoral elections and once the Overview and Scrutiny Committee had been formally established. Dialogue with the Overview and Scrutiny Committee was continuing regarding the detail of its role and it was accepted that this aspect of the Constitution might need to be revisited in due course.

In response to questions, the Monitoring Officer stated that the Constitution contained a Schedule that would be updated annually to specify the co-opted members. She further stated that the jurisdiction of the Combined Authority Overview and Scrutiny Committee would include co-opted members' contributions to the work of the Combined Authority, but that it did not extend to scrutiny of the functions of co-opted members' respective organisations.

In commending his report to the Board, Councillor Herbert proposed an amendment, seconded by Councillor Count, to delegate authority to the Chief Executive to exercise the general power of competence in consultation with the Chair on any matters within the remit of the Combined Authority functions, subject to any exercise of this power being reported to the next meeting of the Combined Authority and any decision not including Key Decisions. This would enable business to be progressed outside of meetings in accordance with the principles established by the Board.

It was resolved:

1. to note the comments of the Shadow Overview and Scrutiny Committee;
2. to approve the Constitution set out at Appendix 1;
3. that the Chief Executive be delegated authority to exercise the general power of competence in consultation with the Chair on any matters within the remit of the Combined Authority functions, subject to any exercise of this power:
 - a) being reported to the next Combined Authority meeting;
 - b) any decision not including Key Decisions.

26. BUDGET REPORT 2016/17 TO 2020/21

The Combined Authority received an update to the 2016/17 and 2017/18 budget together with the Medium Term Financial Forecast to 2020/21. The Chairman announced his intention as Fiscal Portfolio Holder to move the recommendations from the Chair and drew members' attention to the variations in voting arrangements in relation to Recommendation 3 which required that Transport Budget decisions received the support of two thirds of constituent councils including both Cambridgeshire County Council and Peterborough City Council (giving these two councils a veto if not in favour).

During discussion of the report and in response to questions, members noted that:

- The Combined Authority had received its first tranche of funding from the Department for Communities and Local Government (DCLG) on 20th March 2017. The £40.5m received consisted of £20m 2016/17 Gainshare, £10.5m Investment top up for Cambridge housing and £10m General Housing and Infrastructure Grant. These funds had been put on short term deposit in accordance with the Board's approved Treasury Management and Investment Strategy;
- Notification of funds for 2017/18 had been received since the report was published. The sum received in relation to housing was £10m less than had been expected and this was being followed up by the Interim Chief Executive;
- Expenditure allocations had been updated to include £25,000 to commission an investment fund strategy and £75,000 towards the production of a market towns strategy;
- The Authority had been granted rights to reclaim VAT against non-business revenue;

- The 2017/18 highways maintenance block had been received and the funds would be passported to Cambridgeshire County Council and Peterborough City Council as agreed previously by the Board;
- The sum of £1.155m shown in the Pothole Action Fund for Cambridgeshire County Council did not include the additional £2.5m funding which the county council had allocated to address potholes, grass verge maintenance and associated works;
- The DCLG had changed their advice regarding the financial accounts for 2016/17 and had now advised that the Combined Authority would need to prepare financial accounts for the period from the date that the Combined Authority Order came into effect on 3rd March 2017 to 31st March 2017. It was proposed that the Chief Finance Officer be authorised to negotiate the fee for the 2016/17 audit;
- The costs of establishing the Combined Authority remained as previously reported (Appendix C referred);
- Costs relating to the establishment of the Combined Authority and the Mayoral office had been kept lean and the additional funding which would flow from these bodies would be of significant and long-term benefit to local residents;
- A member requested that the minutes should include an explanation of the acronym 'PSAA' at paragraph 3.5.1 of the report and details of the members of the PSAA Board (Clerk's note: PSAA stands for Public Sector Audit Appointments. The PSAA Board comprises Steve Freer (Chairman), Caroline Gardner, Dr Clive Grace OBE and Stephen Sellers);
- Any decision to use the borrowing facility described at paragraph 3.7.2 would be a matter for the Combined Authority Board, subject to any budget or policy frameworks;
- Local residents should be informed about the effective use being made of the additional funding attracted by the Combined Authority once the Purdah period was over.

It was resolved to:

1. Approve an additional budget allocation of £18,700 and authorisation for the Chief Finance Officer to procure necessary insurance cover for the Combined Authority.
2. Note that an additional external audit cost would be incurred for 2016/17 and authorise the Chief Finance Officer to negotiate and agree a fee for the audit with the auditors.

3. Approve the payment of the updated Transport Capital Grant for 2017/18 as set out in paragraph 3.4.
4. Note the appointment of EY LLP as the Combined Authority's auditors for the period 3 March 2017 to 31 March 2018.
5. Note that the Combined Authority would be preparing 2016/17 financial accounts for the period between 3 March 2017 and 31 March 2017.
6. Note that the Combined Authority had joined the Debt Management Account Deposit Facility and had been set up with the Public Works Loans Board Facility.
7. Note the updated budget and indicative resources for 2016/17, 2017/18 and Medium Term Financial Forecast for 2018/19 to 2020/21 as set out in the Appendix.

27. DATE OF NEXT MEETING

It was resolved to note that the Board would meet next on Wednesday 31 May 2017 at 10.00am at Alconbury Weald Enterprise Campus, Alconbury Weald, Huntingdonshire PE28 4XA.

Chairman



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| CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD | AGENDA ITEM No: 1.6 |
| | PUBLIC REPORT |

TITLE: APPOINTMENT OF CO-OPTED MEMBER ORGANISATIONS

1.0 PURPOSE

1.1 The purpose of the report is to ask the Combined Authority Board to grant co-opted member status to the bodies listed in the report for the municipal year 2017/18.

| <u>DECISION REQUIRED</u> | |
|--|--|
| FROM: | |
| Lead Member: | Mayor |
| Lead Officer and Author: | Kim Sawyer, Interim Monitoring Officer |
| Forward Plan Ref: N/A | Key Decision: No |
| The Combined Authority Board is asked to (a) agree that the following bodies be given co-opted member status for the municipal year 2017/18: (i) The Police and Crime Commissioner for Cambridgeshire; (ii) Cambridgeshire and Peterborough Fire Authority representative; (iii) Clinical Commissioning Group representative. (b) note the named representative and substitute representative for each organisation as set out in the report. | <i>Voting arrangements</i> Two thirds majority including the LEP |

2.0 BACKGROUND

- 2.1 In accordance with the Combined Authority's Constitution, the Combined Authority may appoint co-opted members to the Board at its annual meeting for the municipal year 2017/18.
- 2.2 The Board is requested to agree that the following bodies be given co-opted member status for the municipal year 2017/18:

| Organisation | Named representative | Names Substitute Member |
|---|---|--------------------------------|
| The Police and Crime Commissioner for Cambridgeshire | Jason Ablewhite (Commissioner) | To be advised |
| Cambridgeshire and Peterborough Fire Authority representative | To be advised on 15 June | To be advised on 15 June |
| Clinical Commissioning Group representative | Jessica Bawden Director of Corporate Affairs | To be advised |

- 2.3 The status of co-opted Member is set out in the constitution. A co-opted member organisation shall be represented at meetings of the Combined Authority Board by a named representative or a named substitute. Those members and their substitute members are required to complete a declaration of interest form.

3.0 FINANCIAL IMPLICATIONS

- 3.1 In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017 no remuneration is to be payable by the Combined Authority to its members.

4.0 LEGAL IMPLICATION

- 4.1 These are dealt with in the report.

5.0 EQUALITIES IMPLICATION

- 5.1 Not applicable.

6.0 APPENDICES

- 6.1 None

| <u>Source Documents</u> | <u>Location</u> |
|--------------------------------|------------------------|
| None | |



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| CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD | AGENDA ITEM No: 2.1 |
| | PUBLIC REPORT |

TITLE: PORTFOLIOS – APPROVAL

1.0 PURPOSE

1.1 The purpose of this report is to agree the portfolios and to note the Mayor’s allocation of portfolio responsibilities to Members as set out in **Appendix 1**.

1.2 As a result of these changes, the Board needs to review the membership of the Investment and Delivery Working Groups as set out in the report.

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| <u>DECISION REQUIRED</u> | |
| FROM: | |
| Lead Member: | Mayor |
| Lead Officer and Author: | Kim Sawyer, Interim Monitoring Officer |
| Forward Plan Ref: N/A | Key Decision: No |
| The Combined Authority Board is requested to (a) agree the portfolio responsibilities as set out in Appendix 1; (b) note the Mayor’s allocation of portfolio responsibilities to each Member of the seven Constituent Councils as set out in Appendix 1; and (c) agree the revised membership of the Investment Working Group and the Delivery Working Group as set out in the report. | <i>Voting arrangements</i> Simple majority of the Members |

2.0 BACKGROUND

- 2.1 The functions of the Combined Authority are grouped into portfolios. In accordance with the Combined Authority's Constitution, the Mayor and the Combined Authority Board shall agree portfolio responsibilities in respect of the Combined Authority functions. The proposed portfolio responsibilities are set out in **Appendix 1**.
- 2.2 Once agreed, the Mayor shall allocate the agreed portfolio responsibilities to each Member of the seven Constituent Councils. The Mayor has advised that he has allocated portfolio responsibilities as set out in Appendix 1.
- 2.3 The responsibilities of portfolio holders are set out in Chapter 4 paragraph 3 of the Constitution.
- 2.4 The Greater Cambridge and Greater Peterborough Local Enterprise Partnership (LEP) member shall provide general support to the portfolio holders in economic growth, and skills and training.
- 2.5 As a result of these changes, the Board needs to review the membership of the Investment and Delivery Working Groups. According to the new portfolios the membership of each of the Groups is as follows:

Investment Working Group

Deputy Mayor (Cllr Howe) Chair
Fiscal (Cllr Count) Vice-Chair
Strategic Planning (Cllr Herbert)
LEP Chair (Mark Reeve)

Delivery

Deputy Mayor (Cllr Holdich) Chair
New Homes (Cllr Topping) Vice Chair
Employment & Skills (Cllr Clark)
Transport & Infrastructure (Cllr Roberts)

3.0 FINANCIAL IMPLICATIONS

- 3.1 In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017 no remuneration is to be payable by the Combined Authority to its members.

4.0 LEGAL IMPLICATION

- 4.1 These are dealt with in the report.

5.0 EQUALITIES IMPLICATION

- 5.1 N/A

6.0 APPENDICES

6.1 Appendix 1 – – Key Responsibilities – Portfolios.

| <u>Source Documents</u> | <u>Location</u> |
|-------------------------|-----------------|
| None | |



MAYORAL AND COMBINED AUTHORITY PORTFOLIOS

| CABINET | KEY AREAS OF RESPONSIBILITY | PORTFOLIO HOLDER |
|-------------------------------|---|--------------------|
| Mayor | Chair of Combined Authority Securing more power & investment into Cambridgeshire & Peterborough - including future devolution deals Public service reform | James Palmer |
| Deputy Mayor (statutory) | Chair of Investment Group Economic & Productivity Strategy International trade, inward investment and business development | Cllr Robin Howe |
| Deputy Mayor (constitutional) | Chair of Delivery Group Working with the LEP to develop the future industrial sectors of Cambridgeshire & Peterborough Tourism | Cllr John Holdich |
| Fiscal | Strategic fiscal planning Investment strategy Budget setting and monitoring Vice Chair of Investment Group | Cllr Steve Count |
| New Homes and Communities | Housing Strategy Housing Programmes to drive up housing supply Strategic relationship with housing providers, developers and builders Sustainable communities and community infrastructure Vice Chair of Delivery Group | Cllr Peter Topping |



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|----------------------------|---|----------------------|
| Transport & Infrastructure | Local Transport Plan Delivery of growth Infrastructure including the key route network Key Transport Partnerships including Network Rail & the private sector Safe, secure and sustainable transport including buses Member of Delivery Group | Cllr Charles Roberts |
| Employment & Skills | Skills Strategy - matching skills to high quality jobs Promoting skills and apprenticeship excellence Key Partnerships with Universities & Higher Education Cambridgeshire & Peterborough Apprenticeships Member of Delivery Group | Cllr John Clark |
| Strategic Planning | Non-statutory spatial plan Chair of Land Commission - supply of public sector land Supporting disadvantaged communities and individuals to benefit from growth and prosperity Energy and Clean Growth Member of Investment Group | Cllr Lewis Herbert |



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| CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD | AGENDA ITEM No: 2.2 |
| | PUBLIC REPORT |

TITLE: APPOINTMENT OF THE OVERVIEW AND SCRUTINY COMMITTEE

1.0 PURPOSE

1.1 The purpose of this report is to:

- (a) note the political balance on constituent councils following local elections and by-elections;
- (b) agree the size of the Overview and Scrutiny Committee and agree the political balance on the committee;
- (c) appoint the Members and substitute Member nominated by Constituent Councils and confirm these appointments as set out in **Appendix 2** (to be tabled).

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| <u>DECISION REQUIRED</u> | |
| FROM: | |
| Lead Member: | Mayor |
| Lead Officer and Author: | Kim Sawyer, Interim Monitoring Officer |
| Forward Plan Ref: N/A | Key Decision: No |
| <p>The Combined Authority Board is recommended to:</p> <ul style="list-style-type: none"> (a) note the political balance on constituent councils following the local elections; (b) confirm that the size of the Overview and Scrutiny Committee should be 14 members; two members from each Constituent Councils and two substituent members for the municipal year 2017/2018; (c) to agree the political balance on the committee as set out in Appendix 1; (d) confirm the appointment of the Member and substitute Member nominated by Constituent Councils to the Overview and Scrutiny Committee for the municipal year 2017/2018 as set out in Appendix 2 (to be tabled). | <p><i>Voting arrangements</i></p> <p>Simple majority of the Members</p> |

2.0 BACKGROUND

- 2.1 In accordance with the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017, the Combined Authority is required to establish an Overview and Scrutiny Committee.
- 2.2 The Order 2017 sets out the rules for membership. The membership of the Overview and Scrutiny as a whole should reflect so far as reasonably practicable the balance of political parties of the constituent councils when taken together. The balance is based on membership of political parties, not political groups, on constituent councils across Cambridgeshire and Peterborough.
- 2.3 On 4 May 2017, there were local elections for Cambridgeshire County Council, a number of by-elections in other constituent councils, and some independent groups have formed political parties. The Combined Authority is required to review the political balance on constituent councils across the combined authority area.
- 2.4 In March 2017, the Combined Authority agreed that to ensure an equitable representation across each constituent authority, two members from each council should be appointed to the Overview and Scrutiny Committee representing a total membership of fourteen members. The Combined Authority has agreed that substitute members should be appointed for each position. Any substitute members should come from the same party as the Member they are substituting for to maintain political balance.
- 2.5 Constituent Councils have nominated the Members and substitute Members listed in **Appendix 2** for the municipal year 2017/18 based on the political balance set out in **Appendix 1**.

3.0 FINANCIAL IMPLICATIONS

- 3.1 In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017 no remuneration is to be payable by the Combined Authority to its members.

4.0 LEGAL IMPLICATION

- 4.1 These are dealt with in the report.

5.0 EQUALITIES IMPLICATION

- 5.1 Not applicable.

6.0 APPENDICES

Appendix 1 – Political Balance on the Overview and Scrutiny Committee

Appendix 2 – Nominations from Constituent Councils (to be tabled)

| <u>Source Documents</u> | <u>Location</u> |
|---|------------------------------|
| Various Council reports of each of the Constituent Councils | Constituent Council websites |

Appendix 1

Overview and Scrutiny Committee of 14
POLITICAL BALANCE ACROSS THE COUNTY May 2017

| | Total | Vacancy | Conserv. | Labour | St Neots Ind Group | Independe nt Members | Werringto n First | Liberal Party | Liberal Democrat s | Green | UKIP | Total | Entitlement |
|---------------------------------|-------|----------|------------|-----------|-----------------------|----------------------------|----------------------|------------------|--------------------------|----------|----------|------------|-------------------------|
| CAMBRIDGESHIRE | 2 | 0 | 36 | 7 | 2 | 1 | 0 | 0 | 15 | 0 | 0 | 61 | 1 Conserv. 1 Lib Dem |
| PETERBOROUGH | 2 | 1 | 30 | 14 | 0 | 0 | 3 | 3 | 7 | 0 | 2 | 59 | 1 Conserv. Labour |
| HUNTINGDONSHIRE | 2 | 0 | 32 | 2 | 1 | 8 | 0 | 0 | 6 | 0 | 3 | 52 | 1 Conserv. 1 Indept. |
| EAST CAMBS | 2 | 1 | 35 | 0 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 38 | 2 Conserv. |
| SOUTH CAMBS | 2 | 0 | 36 | 1 | 0 | 6 | 0 | 0 | 14 | 0 | 0 | 57 | 1 Conserv. Lib Dem |
| CAMBRIDGE CITY | 2 | 0 | 0 | 26 | 0 | 2 | 0 | 0 | 13 | 1 | 0 | 42 | 1 Labour 1 Lib Dem |
| FENLAND | 2 | 0 | 34 | 0 | 0 | 3 | 0 | 0 | 2 | 0 | 0 | 39 | 2 Conserv. |
| TOTAL | | 2 | 203 | 50 | 3 | 21 | 3 | 3 | 59 | 1 | 5 | 348 | |
| POLITICAL BALANCE % | | | 58.33 | 14.37 | 0.86 | 6.03 | 0.86 | 0.86 | 16.95 | 0.29 | 1.44 | 100.00 | |
| Seat allocation May 2017 | | | 8 | 2 | 0 | 1 | 0 | 0 | 3 | 0 | 0 | 14 | |
| Committee seat allocation | 14 | | 8.17 | 2.01 | 0.12 | 0.84 | 0.12 | 0.12 | 2.37 | 0.04 | 0.20 | 14.00 | |



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| CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD | AGENDA ITEM No: 2.3 |
| | PUBLIC REPORT |

TITLE: APPOINTMENT OF THE AUDIT AND GOVERNANCE COMMITTEE

1.0 PURPOSE

1.1 The purpose of this report is to:

- (a) agree the size and political balance of the Audit and Governance Committee;
- (b) appoint the members and substitute Member nominated by Constituent Councils to the Committee;
- (c) appoint an independent person for the Committee;
- (d) appoint the Chair and Vice-Chair to the Committee.

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| <u>DECISION REQUIRED</u> | |
| FROM: | |
| Lead Member: | Mayor |
| Lead Officer and Author: | Kim Sawyer, Interim Monitoring Officer |
| Forward Plan Ref: | Key Decision: No |
| <p>The Combined Authority Board is recommended to:</p> <ul style="list-style-type: none"> (a) confirm that the size of the Audit and Governance Committee should be 8 members; one member and one substitute from each Constituent Council and one independent person for the municipal year 2017/2018; (b) to agree the political balance on the committee as set out in Appendix 1; (c) confirm the appointment of the Member and substitute Member nominated by Constituent Councils to the Committee for the municipal year 2017/2018 as set out in Appendix 2 (to be tabled); | <p><i>Voting arrangements</i></p> <p>Simple majority of the Members</p> |

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| <p>(d) appoint Mr Alan John Pye as the independent person of the Audit and Governance Committee for a term of four years ending May 2021; and</p> <p>(e) appoint a Chair and Vice Chair of the Audit and Governance Committee for the municipal year 2017/2018.</p> | |
|---|--|

2.0 BACKGROUND

Membership of the Audit and Governance Committee

- 2.1 In accordance with the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017, the Combined Authority is required to establish an Audit Committee.
- 2.2 The Order 2017 sets out the rules for Membership. The membership of the Committee as a whole should reflect so far as reasonably practicable the balance of political parties of the constituent councils when taken together. The balance is based on membership of political parties, not political groups, on constituent councils across Cambridgeshire and Peterborough.
- 2.3 When agreeing the constitution, the Board agreed that the Audit and Governance Committee should have seven constituent members, one Member from each Constituent Council, together with one Independent person.
- 2.4 The implications of applying political proportionality to a seven constituent member committee are detailed in **Appendix 1**.
- 2.5 Accordingly Constituent Councils have nominated the members and substitute members listed in Appendix 2 (to be tabled) for the municipal year 2017/18 based on the political balance calculation.

Independent Person

- 2.6 The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 requires the Combined Authority to appoint at least one independent person to the Audit and Governance Committee.
- 2.7 On 20 March 2017, the Board affirmed the decision of the shadow Board to appoint one independent person. The position was advertised on the website of each constituent authority, and two applications were received. The applicants were interviewed by a panel consisting of the interim Chief Executive, interim Monitoring Officer and Councillor Cllr Daryl Brown substituting for Councillor Robin Howe.

- 2.8 The panel recommends that the Board appoint Mr Alan John Pye as the independent person for a term of four years ending May 2021. Mr Pye has a wealth of knowledge and experience in similar positions. He has recently held the position of non-Executive Director and Chair of the Audit Committee of the Hinchingbrooke Health Care NHS Trust. He has also been an independent member of the Cambridgeshire Police Authority.

Chair and Vice Chair

- 2.9 In accordance with the Constitution, the appointment of the Chair and Vice-Chair of the Audit and Governance Committee is reserved to the Board.
- 2.10 The Board is requested to make these appointments for the municipal year 2017/18.

3.0 FINANCIAL IMPLICATIONS

- 3.1 In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017 no remuneration is to be payable by the Combined Authority to its members.
- 3.2 The appointed independent person will receive an allowance of £920 per annum.

4.0 LEGAL IMPLICATION

- 4.1 These are dealt with in the report. The requirement to appoint at least one member as an independent person of the Audit Committee is set out in the Local Democracy, Economic Development and Construction Act 2009. The Combined Authorities (Overview and Scrutiny Committees Access to Information and Audit Committees) Order 2017 sets out the rules on how the decision should be made, the process for advertising the post and the restrictions related to the post. The appointment must be made by the Combined Authority Board.
- 4.2 A person is independent if the person:
- (a) is not a member, co-opted member or officer of the authority;
 - (b) is not a member, co-opted member or officer of a parish council for which the authority is the principal authority;
 - (c) is not a relative, or close friend, of a person within sub-paragraph (a) or (b); and
 - (d) was not at any time during the past 5 years:
 - (i) a member, co-opted member or officer of the authority; or
 - (ii) a member, co-opted member or officer of a parish council for which the authority is the principal authority.

5.0 EQUALITIES IMPLICATION

5.1 Not applicable.

6.0 APPENDICES

Appendix 1 – Political Balance on the Audit and Governance Committee

Appendix 2 – Nominations from Constituent Councils (to be tabled)

| <u>Source Documents</u> | <u>Location</u> |
|---|------------------------------|
| Various Council reports of each of the Constituent Councils | Constituent Council websites |

Appendix 1

Audit and Governance Committee of 7
POLITICAL BALANCE ACROSS THE COUNTY May 2017

| | Total | Vacancy | Conservative | Labour | St Neots Ind Group | Independent | Werrington First | Liberal Party | Liberal Democrats | Green | UKIP | Total | Entitlement |
|---------------------------------|-------|----------|--------------|-----------|--------------------|-------------|------------------|---------------|-------------------|----------|----------|------------|-----------------|
| CAMBRIDGESHIRE | 1 | 0 | 36 | 7 | 2 | 1 | 0 | 0 | 15 | 0 | 0 | 61 | 1 Lib Dem |
| PETERBOROUGH | 1 | 1 | 30 | 14 | 0 | 0 | 3 | 3 | 7 | 0 | 2 | 59 | 1 Conservative |
| HUNTINGDONSHIRE | 1 | 0 | 32 | 2 | 1 | 8 | 0 | 0 | 6 | 0 | 3 | 52 | 1 Independent |
| EAST CAMBS | 1 | 1 | 35 | 0 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 38 | 1 Conservatives |
| SOUTH CAMBS | 1 | 0 | 36 | 1 | 0 | 6 | 0 | 0 | 14 | 0 | 0 | 57 | 1 Conservative, |
| CAMBRIDGE CITY | 1 | 0 | 0 | 26 | 0 | 2 | 0 | 0 | 13 | 1 | 0 | 42 | 1 Labour |
| FENLAND | 1 | 0 | 34 | 0 | 0 | 3 | 0 | 0 | 2 | 0 | 0 | 39 | 1 Conservatives |
| TOTAL | | 2 | 203 | 50 | 3 | 21 | 3 | 3 | 59 | 1 | 5 | 348 | |
| POLITICAL BALANCE % | | | 58.33 | 14.37 | 0.86 | 6.03 | 0.86 | 0.86 | 16.95 | 0.29 | 1.44 | 100.00 | |
| Seat allocation May 2017 | | | 4 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 7 | |
| Committee seat allocation | 7 | | 4.08 | 1.01 | 0.06 | 0.42 | 0.06 | 0.06 | 1.19 | 0.02 | 0.10 | 7.00 | |



| | |
|---|----------------------------|
| CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD | AGENDA ITEM No: 2.6 |
| | PUBLIC REPORT |

TITLE: CALENDAR OF MEETINGS 2017 / 2018

1.0 PURPOSE

- 1.1 The Combined Authority at its annual meeting agrees the date and time of ordinary meetings of the Board (and its Committees) for the coming Municipal Year.
- 1.2 Members are asked to agree the calendar of meetings for the 2017/18 Municipal Year.

| | |
|---|---|
| <u>DECISION REQUIRED</u> | |
| FROM: | |
| Lead Member: | Mayor |
| Lead Officer and Author: | Kim Sawyer, Interim Monitoring Officer |
| Forward Plan Ref: N/A | Key Decision: No |
| The Combined Authority Board is recommended to approve the Calendar of Meetings for 2017 / 2018 (Appendix 1). | <i>Voting arrangements</i> Simple majority of the Members |

2.0 FINANCIAL IMPLICATIONS

- 2.1 There are no financial implications

3.0 LEGAL IMPLICATION

- 3.1 These are dealt with in the report.

4.0 EQUALITIES IMPLICATION

- 4.1 Not applicable.

5.0 APPENDICES

5.1 Appendix 1 – Calendar of meetings 2017/18

| <u>Source Documents</u> | <u>Location</u> |
|-------------------------|-----------------|
| None | |

CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY MEETING DATES JUNE 2017 - MAY 2018

| MEETING | TIME | MAY | JUNE | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY |
|---|------|-----|------|-----|-----|----------|-------|-----|-----|-----|-----|-----|-----|----------|
| Combined Authority Board (Wednesday) | 10am | | 28 | 26 | | 27 | 25 | 29 | 20 | 31 | 28 | 28 | 25 | |
| Annual Council (Wednesday) | 10am | 31 | | | | | | | | | | | | 30 |
| COMMITTEES | | | | | | | | | | | | | | |
| Overview & Scrutiny Committee (Monday) | 2pm | | 26 | 24 | | 21Thurs | 23 | 27 | 18 | 29 | 26 | 26 | 23 | 29(Tues) |
| Audit & Governance Committee (Monday) | 10am | | 26 | | | 21 Thurs | | | 18 | | | 26 | | |
| Employment Committee (unscheduled) | | | | | | | | | | | | | | |
| WORKING GROUPS | | | | | | | | | | | | | | |
| Investment Working Group (Wed every 2 months 2 weeks b/f Board) | 10am | | 14 | 12 | | | 11 | | 6 | 17 | 14 | 14 | 11 | |
| Delivery Working Group (Thurs every 2 month 2 weeks b/f Board) | 10am | | 15 | | | 14 | | 16 | | 18 | | 15 | | 17 |
| OTHER BODIES | | | | | | | | | | | | | | |
| Combined Fire Authority | 2pm | | 15 | | | | 26 | | | | 8 | | | |
| Cambridgeshire Police and Crime Panel (Wednesday) | 2pm | | 14 | | | 6 | | 15 | | 31 | | 14 | | |
| Eastern Shires Purchasing Organisation (ESPO) | 11am | | 21 | | | 20 | | 29 | | | | | | |
| CONFERENCES | | | | | | | | | | | | | | |
| Conservative Party | | | | | | | 1-4 | | | | | | | |
| Labour Party Annual Conference | | | | | | 24-27 | | | | | | | | |
| Liberal Democrats Autumn Conference | | | | | | | 16-20 | | | | | | | |
| UKIP National Conference | | | | | | | | | | | | | | |
| Local Government Association Annual Conference | | | | 4-6 | | | | | | | | | | |

Bank Holidays 2017 - 2018

- 29 May 2017 - Spring Bank Holiday
- 28 August 2017 - Summer Bank Holiday
- 25 December 2017 - Christmas Day
- 26 December 2017 - Boxing Day
- 27 December 2016 Bank Holiday Substitute day (for Boxing Day)
- 1 January 2018 - New Year's Day
- 30 March 2018 - Good Friday
- 2 April 2018 - Easter Monday
- 7 May 2018 - Early May Bank Holiday
- 28 May 2018 - Spring Bank Holiday

Summer Term 2017

- Opens 26 April
- May Day Monday 1 May
- Half Term 29 May to 2 June
- Ends Friday 20 July

Autumn Term 2017

- Opens Monday 4 September
- Ends Tuesday 19 December

Spring Term 2018

- Opens Wednesday 3 January
- Half Term 12 to 16 February
- Ends Thursday 29 March

Summer Term 2018

- Opens Monday 16 April
- May Day Monday 7 May
- Ends Tuesday 24 July

NB: dates in italics are additional, provisional dates for any urgent business and may be cancelled

NB: dates in red potential clashes with other bodies

Rules

- Board meets monthly on Wednesday
- Overview and Scrutiny Committee to meet Monday before Board
- Audit Committee to meet 4 times a years, Must meet by end of June and end September in 2017 to sign off accounts and by end of May and end of July in 2018 onwards
- Working groups - every 2 months with additional meetings for investment board in run up to budget setting

Investment Working Group (Every other month)

Fiscal Portfolio Holder
Transport and Infrastructure Portfolio Holder
Chair of the Local Enterprise Partnership
Chief Executive/Chief Finance Officer

Delivery Working Group (Monthly)

Employment, Learning and Skills Portfolio Holder
New Homes Portfolio Holder
Transport and Infrastructure Portfolio Holder
Communities Portfolio Holder
Chief Executive

**Current
membership
16/17**

Cllr Howe
Cllr Palmer
Mark Reeves
M Whitely
J Harrison

Cllr Holdich
Cllr Topping
Cllr Palmer
Cllr Herbert
M Whitely

Consultees

First Consultees

MOs of CC
M Rowe
M Whitely
J Harrison
J Russell
D Thorpe