



**CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY
EMPLOYMENT COMMITTEE**

Wednesday 15 November 2017

12:00 noon

Council Chamber – Public Gallery

South Cambridgeshire District Council, South Cambridgeshire Hall

Cambourne Business Park, Cambourne Cambridge CB23 6EA

Membership (Quorum 4)

Mayor James Palmer	Mayor (Chair)
Councillor Robin Howe	Deputy Mayor (Statutory) (Vice-Chair)
Councillor John Holdich	Deputy Mayor (Constitutional)
Councillor Lewis Herbert	Portfolio Holder for Strategic Planning
Councillor Steve Count	Portfolio Holder for Fiscal
Councillor Charles Roberts	Portfolio Holder for Transport and Infrastructure,

AGENDA

Number	Agenda Item	Chief Officer	Papers	Pages
1	Apologies and Declarations of Interests	Chair	Oral	
2	Exclusion of the Press and Public In accordance with Standing Orders, Members are asked to determine whether item 4 'Interviews for the Positions of Monitoring Officer and Legal Counsel,		No	

Number	Agenda Item	Chief Officer	Papers	Pages
	which contains exempt information relating to individuals as defined by Paragraphs 1 of Schedule 12A of Part 1 of the Local Government Act 1972, should be exempt and the press and public excluded from the meeting when they are discussed, or whether the public interest in disclosing this information outweighs the public interest in maintaining the exemption.			
3	Minutes – 25 October 2017	Chair	Yes	Pages 3-5
4	Interviews for the Positions of Monitoring Officer and Legal Counsel	Paul Smith	Yes	Pages 6-7

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.

For more information about this meeting, please contact Anne Gardiner
anne.gardiner@cambridgeshirepeterborough-ca.gov.uk or 07961240442



**CAMBRIDGESHIRE & PETERBOROUGH COMBINED
AUTHORITY – EMPLOYMENT COMMITTEE**

DRAFT MINUTES

Date: 25rd October 2017

Time: 12:00 Noon

Present:

Mayor James Palmer (Mayor)
Cllr Robin Howe (Vice-Chair)
Cllr Steve Count
Cllr Lewis Herbert
Cllr John Holdich
Cllr Charles Roberts

Huntingdonshire District Council
Cambridgeshire County Council
Cambridge City Council
Peterborough City Council
East Cambs District Council

Also in attendance

Cllr John Clark
Cllr Nick Wright

Fenland District Council
South Cambs District Council

Officers:

Martin Whiteley
Paul Smith
Debbie Forde

Chief Executive
HR Adviser
Governance Advisor

1. Apologies

1.1 There were no apologies.

2. Declaration of Interests

2.1 No declaration of interests were made.

3. Officer Staffing Structure

3.1 The Committee received a report on the arrangements for the appointment to the officer structure for the Combined Authority following approval of the structure by the Combined Authority Board.

- 3.2 Following questions from the Committee, the HR Adviser confirmed that:
- (a) for the position of Monitoring Officer and Legal Counsel as previously agreed, Chief Executives had been informed and Monitoring Officers of the Constituent Councils had been invited to apply.
 - (b) For the position Chief Finance Officer, following consultation with Chief Executives of Constituent Councils, it was proposed to advertise this post on the open market in view of the need for expertise in international financial markets and complex funding arrangements.

3.3 The Employment Committee **RESOLVED** to:

- (a) note the officer structure as set out in this report; and
- (b) confirm the arrangements for the appointment of permanent, interim and seconded staff into Director and Assistant Director roles as set out in the report.

4. Employee Terms and Conditions

- 4.1 The Committee received a report advising that the Combined Authority required an employment infrastructure to enable it to engage staff properly, legally and fairly. This infrastructure included a requirement to have a pay and grading system and a set of core terms and conditions. The report set out a proposal for a pay and grading system and a core set of terms and conditions for staff who will be employed by the Combined Authority based on the Peterborough City Council model.
- 4.2 The HR Adviser advised that a number of other policies would need to be developed over the coming months. The Committee was advised that the policies would not be written from scratch and the Peterborough City Council employment policies would be used as a basis for developing these policies. The Combined Authority would employ its own staff from January 2018.
- 4.3 The Employment Committee **RESOLVED** to:
- (a) approve the recommendation that Combined Authority Staff be engaged on terms and conditions as set out in this report
 - (b) note that there will need to be a number of other HR policies which will need to be approved by the Employment Committee in due course .

5 Date of Next Meeting

- 5.1 The next meeting of the Employment Committee would be held on 15 November 2017 and would meet as an interview panel to interview the

candidates for the Monitoring Officer and Legal Counsel's post.

Meeting Closed: 12:30pm.



CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY EMPLOYMENT COMMITTEE	AGENDA ITEM No: 4
15 NOVEMBER 2017	PUBLIC REPORT This report contains an exempt Annex, not for publication, by virtue of Paragraph 1 of Schedule 12A of Part 1 of the Local Government Act 1972.

APPOINTMENT OF LEGAL COUNSEL & MONITORING OFFICER

1.0 PURPOSE

- 1.1 The Employment Committee are requested to interview and, where appropriate, recommend to the Combined Authority the appointment to the role of Legal Counsel & Monitoring Officer.
- 1.2 The exempt annex to this report contains the information required by Employment Committee to determine the appointments and determine the appropriate salary.

<u>DECISION REQUIRED</u>	
Lead Member:	N/A
Lead Officer and Author:	Martin Whitely, Chief Executive
Forward Plan Ref: N/A	Key Decision: No
The Employment Committee is requested to: (a) Interview the candidate, (b) As appropriate, recommend an appointment to	<i>Voting arrangements</i> Simple majority

the role to the Combined Authority and (c) Determine the appropriate salary upon appointment	
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2.0 REASONS FOR EXEMPTION

2.1 The attached report is NOT FOR PUBLICATION in accordance with paragraph 1 of Schedule 12A of Part 1 of the Local Government Act 1972 in that it contains information relating to any individual. The public interest test has been applied to the information contained within the exempt report and it is considered that the need to retain the information as exempt outweighs the public interest in disclosing it.