



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY – EMPLOYMENT COMMITTEE

DRAFT MINUTES

Date: 25th April 2018

Time: 10:30am

Present

Mayor James Palmer	Mayor (Chair)
Councillor Charles Roberts	Deputy Mayor (Statutory) (Vice-Chair) & Portfolio Holder for Industrial Strategy
Councillor John Holdich	Deputy Mayor (Constitutional) & Portfolio Holder for Employment and Skills
Councillor Steve Count	Portfolio Holder for Fiscal Strategy
Councillor Chris Seaton	Portfolio Holder for Transport and Infrastructure

Officers:

Martin Whiteley	Chief Executive Officer
Rachel Musson	Interim Chief Finance Officer
Anne Gardiner	Scrutiny Officer

1. Apologies

1.1 Apologies received from Cllr Herbert and Cllr Topping.

2. Declaration of Interests

2.1 No declarations of interest were made.

3. Minutes of the Meeting held on 28th March 2018

3.1 The minutes of the meeting held on 28 March were approved as a correct record.

4. Recruitment of Senior Roles

4.1 The Committee received the report from the Chief Executive Officer which referred to the appointment of Assistant Directors.

4.2 The following points were raised during the discussion:

- The process would be similar to that adopted for the director roles; a search selection approach would be adopted which would identify specific people who would have a style and behaviour as well as experience that the Combined Authority wanted. The process would involve the committee at various points of the process. The process should be completed by the end of July.
- The organisation structure would have three key levels; the corporate team, the assistant directors and the programme developers.
- Members raised the point that the structure should not be too top heavy.
- The Chief Executive advised that the staffing structure reflected the requirement needed for each programme; for example, within the Business and Skills, four Assistant Directors were required as there were large projects such as the Peterborough University which would occupy a full time manager, Adult Education and Apprenticeships would also require a manager to support them.
- The Mayor advised that the Combined Authority currently did not have the staff to enable the delivery of all the projects and while the aim was still to have the leanest staff structure possible there had been an underestimation of the amount of work and the ability of officers at constituent councils to consider the whole area rather than their own areas and this needed to be rectified with new staff – there would still be as few layers as possible to the staffing structure.
- It was not anticipated that there would be suitable internal candidates for the senior level roles in the skills function, however there were staff within a lower level who could be repurposed, and with the right leadership and support would likely excel.
- Former LEP staff had been through a TUPE process to transfer into CPCA, and the appropriate process for filling roles in the new structure needed to be determined to ensure appropriate fit of all staff into roles. In total 27 members of staff had transferred over from the LEP and the entire staffing structure for the new Business Board and the Combined Authority would be near to 60 members of staff.
- Members raised concern over the internal applications and queried whether there should be a level playing field for all applicants for each role in the open market. The Chief Executive agreed to look into this.
- Committee members noted that it was important to get the best people to deliver on the significant projects of the Combined Authority and that this might come at a higher cost but to enable the progression of schemes that would be necessary.

- The Committee requested that the Chief Executive consider the points and concerns that the committee had raised.

4.3 The Employment Committee approved the proposed recruitment process and timetable to specifically include:

(i) The process for engaging with search consultants to source quality candidates and;

(ii) to use the relevant sub-committees for each Assistant Director role;

(iii) delegation of the long and short listing of applicants to the Chief Executive in consultation with the Mayor, Portfolio Holder and Director responsible for the work areas being recruited to;

(iv) the job scope as detailed in Appendix 2 of the report.

Meeting Closed: 11:20am.