



<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 1.6</b>
<b>26 JULY 2017</b>	<b>PUBLIC REPORT</b>

## COMMUNITY REPRESENTATIVE TO THE COMBINED AUTHORITY BOARD

### 1.0 PURPOSE

- 1.1 The purpose of this report is to consider a proposal to create a non-voting co-opted community representative on the Board.
- 1.2 The Board wants to encourage applications from female candidates, ethnic minorities or those with a disability as they are under represented on the Board.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Mayor</b>
<b>Lead Officer:</b>	<b>Martin Whiteley, Chief Executive</b>
<b>Forward Plan Ref:</b> N/A	<b>Key Decision: No</b>
The Combined Authority Board is recommended to approve:  (a) the creation of a non-voting co-opted position of community representative on the Board as detailed in the report and Appendix 1;  (b) that an allowance of £1500 be agreed for this position.	Voting arrangements  At least two-thirds of all Members (or their Substitute Members) including the LEP

### 2.0 BACKGROUND

- 2.1 The Board currently has three non-voting co-opted member organisations. The co-opted Members appointed to the Board include:
- (a) The Police and Crime Commissioner for Cambridgeshire;

- (b) Cambridgeshire and Peterborough Fire Authority representative;
- (c) Clinical Commissioning Group representative.

- 2.2 There is currently no appointed community representative and the Board's membership is under represented by certain sections of its population. It is recommended that the position of a co-opted representative of community organisations is created to introduce diversity to the membership of the Combined Authority Board.
- 2.3 There is no role profile for co-opted members on the Board, however the role profile for the independent person on the Audit and Governance Committee has been used to develop the suggested role of the 'Co-opted Member for Communities'. See **Appendix 1**.

### **Allowance**

- 2.4 As the current co-opted members represent public bodies and either receive a salary or an allowance from their participating bodies, there is no provision for an allowance. However, this is unlikely to be the case for community groups. The Board may therefore wish to allocate an allowance to this position.
- 2.5 The independent person of the Audit and Governance Committee (without Chair responsibility) is £920 per annum and assumes attendance of approximately 6 meetings a year. This role would require a greater time commitment. It is recommended that an allowance of £1500 is offered.

### **Recruitment process**

- 2.6 It is suggested that the position be advertised on the Combined Authority's website, along with the website of each constituent authority, and publicised by way of press releases across the Combined Authority's area. Constituent Councils will also be asked to bring the advertisement to the attention of parish councils and resident and community groups in their area.
- 2.7 The interview panel will consist of the Mayor of Combined Authority or his nominee on the Board, Chief Executive and Monitoring Officer, and a recommended candidate will be reported to a future meeting of the Board.
- 2.8 To assist in the recruitment, a draft role profile is attached at Appendix 1 setting out the proposed responsibilities and duties. This can be further refined prior to advertising the role to take account of comments.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 An allowance is recommended for this position in view of the time commitment.

#### **4.0 LEGAL IMPLICATION**

4.1 The constitution currently states (relevant paragraphs extracted):

*“The Combined Authority may invite organisations with direct responsibility for functions relevant to the Combined Authority objectives to become Co-opted Members to attend the Combined Authority Board and may take part in the debate.*

*Co-opted Members (non-voting) invited to attend who shall be present to contribute on issues related to the organisation they represent.*

*Co-opted Member status confers no legal status and no entitlement to vote and is an informal arrangement to promote a strategic approach to joint working in the development of significant policy issues.*

*A co-opted member organisation shall be represented at meetings of the Combined Authority Board by a named representative or a named Substitute. Notice of the names of the Co-opted Members’ representative or Substitute must be provided to the Monitoring Officer by the Co-opted Member organisation at least five working days prior to attendance at any meeting of the Board*

*Such representative or substitute may participate in the debate on issues relevant to their organisation and must comply with the terms of the Constitution as they relate to debate, but they will not have entitlement to vote on any issue or agenda item.”*

4.2 The Equality Act 2010 permits positive action to be taken to help under-represented groups to gain access to employment or training. So whilst direct positive discrimination is unlawful, where applicants perform equally well, preference can be given to an individual on the grounds of gender, race disability or other protected characteristics to promote diversity.

#### **5.0 EQUALITIES IMPLICATION**

5.1 Inviting applications from women and other under-represented groups on the Combined Authority will assist to provide greater diversity on the Board.

#### **6.0 APPENDICES**

Appendix 1 – Draft role profile

Appendix 2 – Advertisement

<b><u>Source Documents</u></b>	<b><u>Location</u></b>
None	Not applicable

## **Appendix 1**

### **ROLE PROFILE – CO-OPTED MEMBER FOR COMMUNITIES ON THE BOARD OF CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY**

#### **Responsibilities**

1. Act as an independent co-opted member of the Cambridgeshire and Peterborough Combined Authority Board.
2. Assist the Board in achieving its functions as set out in the constitution in relation to transport, economic development and regeneration and in particular to:
  - (a) Contribute to the development of policies and schemes
  - (b) Add value to the Board's decision making by bringing a different perspective to its work;
  - (c) Bring specialist knowledge and/or skills to the work of the board process and to bring an element of external challenge by representing the community.
3. Foster good working relationships and communication among all Board Members, and employees of the Combined Authority and between the Board and its committees.
4. To act as a voice for those who live and/or work in the Combined Authority.
5. To abide by the relevant sections of the Constitution in terms of the rules and procedures for the Board and the member code of conduct.

#### **Duties**

1. Attend all formal meetings of the Board including any committees or panels you are assigned to and any additional meetings, as required
2. Prepare for each meeting by reading the agenda papers and additional information to familiarise yourself with issues to be covered during the meeting. Prior to the meeting consider the questions you may wish to put to any attendees.
3. At the meetings you will need to listen carefully, ask questions in a way which is non-judgemental, respect confidentiality and help to fulfil the role of the Board
4. Attend training and development events as needed
5. Keep abreast of the key issues in relation to the responsibilities of the Combined Authority and matters within the terms of reference of the Board.
6. Contribute to achieving an open, accountable and transparent decision making process

7. Uphold the Cambridgeshire and Peterborough Combined Authority's constitution in respect of meetings of the Board.

### **Person Specification**

Candidates will be assessed against the following knowledge/experience, competencies and personal qualities.

1. The candidate must be a member of a resident, community organisation or parish council operating in the Cambridgeshire and Peterborough Combined Authority area.
2. Applications would be particularly welcome from female candidates, ethnic minorities or those with a disability as they are under represented on the Board.

### ***Knowledge and Experience***

3. Knowledge and experience of strategic decision making.
4. Knowledge and experience representing the community.
5. Held a decision making role in some previous (not necessarily management) employment.
6. Experience gained working in or within a private, or public sector organisation or serving on a Committee or Board

### ***Competencies:***

7. **The ability to think strategically:** To have breadth of vision, to rise above detail, and to see problems and issues from a wider, forward-looking perspective and to make appropriate linkages
8. **The ability to make good judgements:** To take a balanced, open-minded and objective approach.
9. **The ability to challenge:** To be able to rigorously scrutinise and challenge constructively without becoming confrontational, using appropriate data, evidence and resources
10. **The ability to be analytical:** To interpret and question complex written material, including financial and statistical information and other data such as performance measures and identify the salient points
11. **The ability to communicate effectively:** To be able to communicate effectively both verbally and in writing and to interact positively with other members of the Committee, the Combined Authority and the public

### **Personal Qualities:**

12. **Team working:** The ability to play an effective role in meetings through listening, persuading and showing respect for the views of others
13. **Self-confidence:** The skill to challenge accepted views constructively without becoming confrontational
14. **Enthusiasm and drive:** The ability to be proactive in seeking out learning and developmental opportunities to enhance knowledge and understanding (for example, on financial matters and statutory requirements)
15. **Respect for others:** The capacity to treat all people fairly and with respect, to value diversity and respond sensitively to difference
16. **Integrity:** The necessity to embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all

### **Other Requirements and Considerations:**

17. Candidates must be able to attend meetings at varying locations throughout the Cambridgeshire and Peterborough area
18. Candidates should have the time, energy and commitment to prepare for and attend regular meetings. We suggest that they would need to allocate around one day per month to devote to this role
19. Candidates should have a willingness to learn
20. Candidates must be eligible for the role (*see below*)

### **Disqualifications**

You cannot be considered for appointment if you:

- (a) Are under 18 years of age
- (b) Are, or was at any time during the last 2 years, a member, co-opted member or officer of the authority or the constituent councils;
- (c) are a relative, or close friend, of a person within paragraph (b);

**Term of Office:** The co-opted member will serve a term of four years until 2021, which may be renewed up to a maximum of one further terms (i.e. total maximum 8 years).

**Allowance:** The appointed person will receive £1500 per annum

## Advertisement

# Cambridgeshire & Peterborough Combined Authority

## Co-opted Member for Communities on the Combined Authority Board

Cambridgeshire and Peterborough is a world leader in science and technology, with unparalleled levels of cutting edge research, growth businesses and highly skilled jobs.

Through a process known as 'devolution', councils across Cambridgeshire and Peterborough now have powers to directly control what happens in our area.

The newly established Cambridgeshire and Peterborough Combined Authority is looking for a Co-opted Member for Communities to serve on its Board.

The Board is responsible for strategic level decision making working on the strategic issues that cross council borders and span the entire Cambridgeshire and Peterborough area, like housing, travel and infrastructure needs.

You should be a member of a resident or community group or parish council in the combined authority area and have experience of operating at a strategic level. Applications would be particularly welcome from female candidates, ethnic minorities or those with a disability as they are under represented on the Board.

For this position, you should be able to demonstrate the ability to think strategically, analyse information and to question effectively, have effective interpersonal skills, and have high standards of personal integrity.

The role will also enable you to gain an insight into how the Combined Authority operates.

For this role, the Combined Authority offers an allowance of £1500 per annum. The Board meets monthly in the day. Occasional meetings may be held outside this cycle and there will be some reading required, particularly in the lead up to meetings.

For more information on this role, please email xxxxxxxxxxxxxxxx or call Tel xxxxxxxxxxxxxxxx

### Applying

To apply for this role, please read the full role description and person specification, and send your CV or written application detailing how you meet the criteria.