

NEW MEMBERS INDUCTION PACK



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**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

INTRODUCTION



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

The Combined Authority is led by the Mayor and made up of representatives from the seven constituent councils. We work with the Business Board (the Local Enterprise Partnership) and other local partners to deliver our strategic projects.

The Combined Authority Board is chaired by the elected Mayor of Cambridgeshire and Peterborough. The purpose of the Board is to ensure that the decisions and actions of the Combined Authority deliver key outcomes for the people of Cambridgeshire and Peterborough.

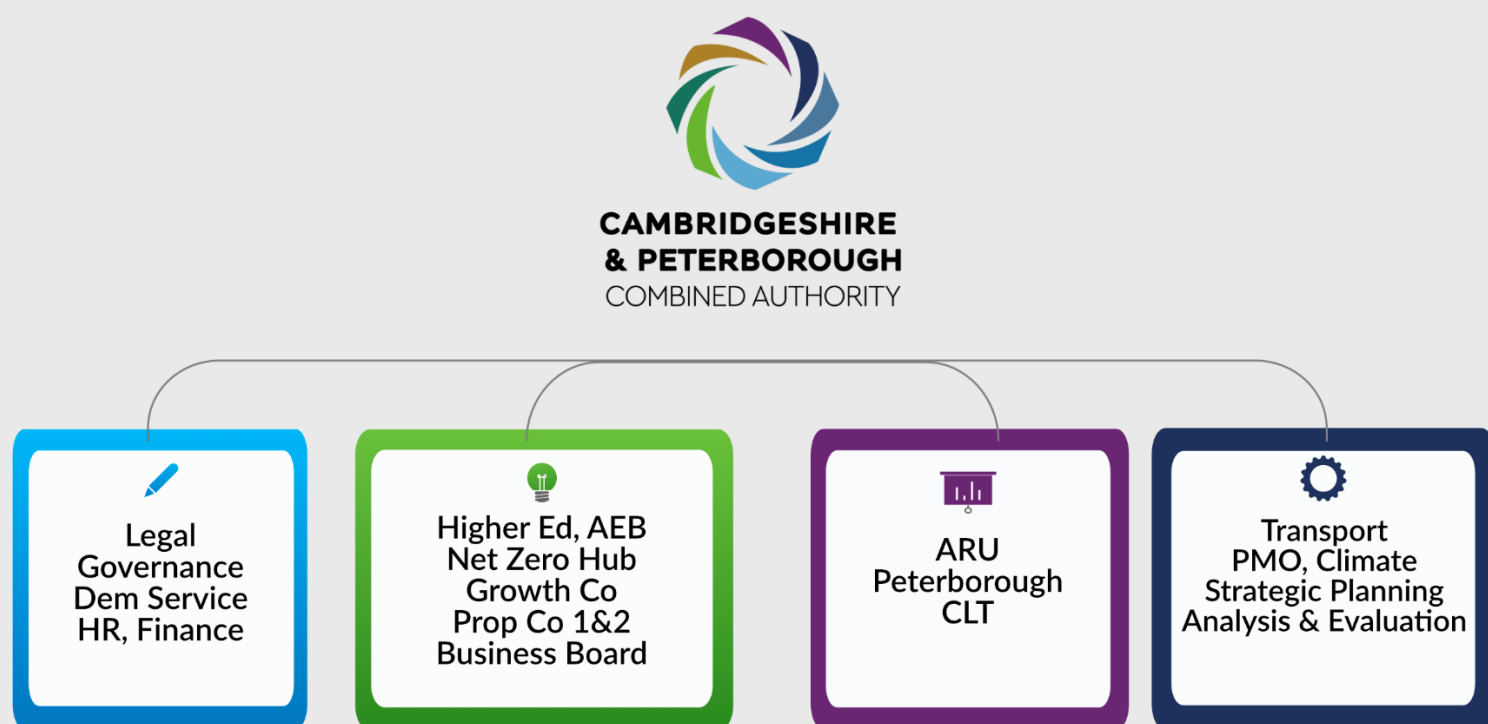
The Combined Authority Board is chaired by the elected Mayor of Cambridgeshire and Peterborough and consists of the leaders of the seven constituent councils, the chair of the Business Board and co-opted members: the Cambridgeshire & Peterborough Police & Crime Commissioner and representatives from the Cambridgeshire & Peterborough Fire Authority and the Cambridgeshire & Peterborough Clinical Commissioning Group.

The purpose of the Board is to ensure that the decisions and actions of the Combined Authority deliver key outcomes for the people of Cambridgeshire and Peterborough.

The Combined Authority is a lean and effective local authority. They deliver practical, ambitious projects that increase wellbeing and economic growth across the region, levelling up and empowering the North of Cambridgeshire while building on and accelerating the ambition and international reputation of the South.

For further information, please click on the link to the website: [Cambridgeshire & Peterborough Combined Authority \(cambridgeshirepeterborough-ca.gov.uk\)](https://cambridgeshirepeterborough-ca.gov.uk)

STRUCTURE CHART (ESTABLISHMENT)



LINKS to the ToR's of Committees:

Housing Committee [Document.ashx \(cmis.uk.com\)](#)
Skills Committee [Document.ashx \(cmis.uk.com\)](#)
Transport Committee [Document.ashx \(cmis.uk.com\)](#)
O&S Committee [Document.ashx \(cmis.uk.com\)](#)
A&G Committee [Document.ashx \(cmis.uk.com\)](#)
Employment Committee [Document.ashx \(cmis.uk.com\)](#)



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Cambridgeshire and Peterborough Combined Authority Member Role Description

The Combined Authority

The Combined Authority for Cambridgeshire and Peterborough is a lean and effective local authority. We deliver practical, ambitious projects that increase wellbeing and economic growth across the region, levelling up and empowering the North of Cambridgeshire while building on and accelerating the ambition and international reputation of the South.

The Role of a Combined Authority Member (including Board members, committee members, scrutiny and audit and governance members.)

- Consider and represent the interests of the Combined Authority area as a whole
- Consider all relevant matters and available information prior to scrutiny and decision making
- Fulfil statutory functions
- Provide support and advisory role to the Mayor
- Provide constructive challenge and scrutiny
- Understand and provide guidance to others on Combined Authority processes and how they differ to those of other local government organisations.
- Work and liaise with partner organisations

Responsibilities

- a) To lead and champion their allocated member functions for the Combined Authority
- (b) To act as key spokesperson for the Combined Authority within their respective Constituent Councils
- (c) To chair and lead committees where established.
- (d) To provide leadership for officers on the development and scrutiny of key strategic documents or investment proposals for approval by relevant committees or the Combined Authority Board.
- (e) To liaise with members holding similar member responsibilities within the Constituent Councils.
- (f) To communicate with the public on matters of the Combined Authority and to be accountable for the work of the Combined Authority.

Ways of Working

To fulfil these responsibilities, a Combined Authority representative will need:

- To appreciate the smaller staffing resource available at the Combined Authority.
- Appreciate the need for a neutral, non-political mentality in scrutiny and decision making.

- Appreciate that the Combined Authority is a strategic delivery body which operates differently to local councils.
- To participate constructively and effectively in the good governance of the Combined Authority as a whole.
- To have a good understanding of the Combined Authority rules set out in the Constitution, determining how meetings are meant to be run.
- To abide by the Constitution and Member/Officer protocol and codes of conduct.
- To ensure that the principles of equality and fairness are integral to all actions and policies of the Combined Authority.
- To make use of new technology as a means of effective communication.

**No allowance is to be paid to members appointed to the Combined Authority.*

PATHFINDER HOUSE HUNTINGDON



Huntingdon Town Centre - Parking and Travel Options



<https://www.huntingdonfirst.co.uk/visit-huntingdon/getting-here/parking-offers.html>

Cambridgeshire and Peterborough Combined Authority Contact Details

Post	Name	Email Address	Telephone Number
PA	Leanne Young	Leanne.young@cambridgeshireandpeterborough-ca.gov.uk	
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PA	Catherine Walker	Catherine.walker@cambridgeshireandpeterborough-ca.gov.uk	
Director of Delivery & Strategy	Paul Raynes	Paul.raynes@cambridgeshireandpeterborough-ca.gov.uk	07766 523770
PA	Jackie Cockrill	Jackie.cockrill@cambridgeshireandpeterborough-ca.gov.uk	
Director of Housing & Development	Roger Thompson	Roger.thompson@cambridgeshirepeterborough-ca.gov.uk	07796 274906
PA	Alison Playle	Alison.playle@cambridgeshirepeterborough-ca.gov.uk	
Chief Legal Officer (Monitoring Officer)	Robert Parkin	Robert.parkin@cambridgeshirepeterborough-ca.gov.uk	07593 441555
Chief Financial Officer	Jon Alsop	Jon.alsop@cambridgeshirepeterborough-ca.gov.uk	07924 250 201
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Interim Associate Skills Director	Fliss Miller	fliss.miller@cambridgeshirepeterborough-ca.gov.uk	07715 644417
Head of Comms	Emily Butler	emily.butler@cambridgeshirepeterborough-ca.gov.uk	07715 408421
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**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

CODE OF CONDUCT AND REGISTER OF FINANCIAL AND OTHER INTERESTS FORM (MEMBERS)

CODE OF CONDUCT AND REGISTER OF FINANCIAL AND OTHER INTERESTS FORM (MEMBERS)

FORM 1

You must declare that you have read and understood the Combined Authority's Code of Conduct. You must also declare your interests on this form which will be recorded in a register. The register of interests is maintained by the Monitoring Officer and will be published on the Combined Authority's website.

Name:

Member of.....

(Please state which bodies you have been appointed to e.g. Combined Authority, the Audit and Governance Committee or the Overview and Scrutiny Committee or another body of the Combined Authority)

I declare that I will duly and faithfully fulfil the duties of the above appointment according to the best of my judgement and ability.

I have read and understood the Combined Authority's Code of Conduct. I undertake that in performing the functions of my office, I will observe the Combined Authority's Code of Conduct.

Name.....

Signature.....

Date.....

REGISTER OF MEMBERS' DISCLOSABLE PECUNIARY INTERESTS AND NON-STATUTORY DISCLOSABLE INTERESTS

Guidance Notes

Part 1 – Disclosable Pecuniary Interests

These notes provide guidance about the information members should include on the register of disclosable pecuniary interest's form. The relevant section of the register is given in bold, followed by the corresponding guidance.

It is a legal requirement that each member must register their disclosable pecuniary interests and those of their partner.

Each individual member must make their own judgement about making a declaration and they should not rely on a direction from an officer, though if in doubt they should seek advice from the Monitoring Officer, Robert Parkin by emailing robert.parkin@cambridgeshirepeterborough-ca.gov.uk. The Monitoring Officer can also provide assistance in completing your members interest's form.

All members are required to complete the form within 28 days of the code of conduct having been adopted by the Combined Authority or within 28 days of being elected, re-elected or appointed to the Combined Authority.

Outside of this period, where members have declared a disclosable pecuniary interest at a meeting and that interest was not on their register, they must update their register within 28 days of that meeting. The same rule applies to members making decisions when acting alone.

Failure to register or to declare a "disclosable pecuniary interest" is a criminal offence so is speaking and voting unless you have a dispensation. This is punishable by a fine and/or disqualification as a Member of the Combined Authority or any relevant Authority, for up to five years.

You must declare an interest if:

- (a) It is your interest or
- (b) it is an interest of:
 - (i) your spouse or civil partner.
 - (ii) a person with whom you are living as husband and wife, or
 - (iii) a person with whom you are living as if you were civil partners. and you are aware that that other person has the interest.

The table below provides guidance as to what you need to disclose

<i>Subject</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vocation	Any employment (full or part-time), office, business, trade, profession or vocation carried on for profit or gain which you, or your spouse or civil partner, undertakes.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from Combined Authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p> <p>The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests following your election or re-election, or when you became aware you had a disclosable pecuniary interest relating to a matter on which you were acting alone.</p>
Contracts	<p>Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and the Combined Authority,</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	<p>Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of Combined Authority.</p> <p>A beneficial interest is one in which you have some proprietary interest in land or buildings, or parts of land or buildings. You should include your home under this heading as owner, lessee or tenant and any land in which you are joint owner, lessee or tenant. You should also include any property from which you receive rent, or of which you are a mortgagee.</p>
Licences	Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the Combined Authority's area for a month or longer.

Corporate Tenancies	<p>Any tenancy where (to your knowledge):</p> <p>(a) the landlord is the Combined Authority; and</p> <p>(b) the tenant is a body in which you, your spouse or your civil partner, has a beneficial interest.</p>
Securities	<p>Any beneficial interest which you, or your spouse or your civil partner has in securities of an organisation where:</p> <p>(a) that body (to your knowledge) has a place of business or land in the Combined Authority's area; and</p> <p>(b) either:</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

Part 2 – Non-Statutory Disclosable Interests

Non-Statutory Disclosable Interests (Please note that these are not disclosable pecuniary interests)

You should provide details of any other interests you wish to declare but which are not disclosable pecuniary interests. Examples could include:

- a) membership of, or position of control or management in any body to which you have been appointed by the Combined Authority as its representative.
- b) membership of a body whose principal purposes include the influence of public opinion or policy.
- c) membership of a charitable organisation, a trade union, professional association or a private club.
- d) anything which relates to one of the disclosable pecuniary interests set out in this code, but which affects a family member or other person with whom you have a close association other than your spouse or partner.

This category should not include organisations through which you have a disclosable pecuniary interest. Such organisations should be listed in the appropriate place elsewhere on the register. Please note that the examples listed above are not exhaustive.

Sensitive Information

1. Where you consider that the information relating to any of your/your spouse, partner's personal interests is sensitive information, and the Monitoring Officer agrees, you need not include that information when registering that interest, or as the case may be, a change to that interest.
2. You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under 1 above is no longer sensitive information, notify the Monitoring Officer asking that the information be included in the Combined Authority's register of members' interests.
3. "Sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

REGISTER OF MEMBERS' PECUNIARY AND OTHER INTEREST

Please read the guidance notes before completing this form

Name	
Signature	
Date	
Part 1- Disclosable Pecuniary Interests	
Employment, office, trade, profession, or vocation Please state: <ul style="list-style-type: none">• name and address of the employer.• specify the office, profession, or vocation• include any self-employment• include any remunerated director posts held.	
Sponsorship Please include: <ul style="list-style-type: none">• any payment made to you, by a person or body, for election expenses• any payment or financial benefit from a trade union. <p>This does not include any expenses paid to you by Cambridgeshire and Peterborough Combined Authority to fulfil your role as a member.</p>	
Contracts Please include: <ul style="list-style-type: none">• contracts between the Cambridgeshire and Peterborough Combined Authority and any organisation or body in which you, or your spouse or your civil partner, has a beneficial interest.• details of the goods or services provided <p>(A contract is normally written and includes any agreement or arrangement for the supply of goods or services for this Combined Authority)</p>	
Land Please include:	

<ul style="list-style-type: none"> • your home under this heading as owner, lessee or tenant and any land in which you are joint owner, lessee, or tenant. You should also include any property from which you receive rent, or of which you are a mortgagee • address and brief description of the land 	
<p>Licences Please include:</p> <ul style="list-style-type: none"> • licences to occupy land for a month or longer within the Cambridgeshire and Peterborough Combined Authority area. • full details of the licence and address. 	
<p>Corporate Tenancies Please provide details of</p> <ul style="list-style-type: none"> • any land or buildings where Cambridgeshire and Peterborough Combined Authority is the landlord, and the tenant is a body in which you have some proprietary interest for your own benefit e.g. your business. • the address or a brief description to identify the tenancy and the body which is the tenant. 	
<p>Securities Please include details of any shares or other form of equity in a company or other body which has a place of business within the Cambridgeshire and Peterborough Combined Authority area, you will need to consider whether the interest is to be included. Please see guidance note for more information.</p>	
<p>Part 2 – Non-Statutory Disclosable Interests</p>	
<p>Please provide details of any other interest you wish to declare which may be relevant to decisions you are involved in for the Combined Authority but which are not disclosable pecuniary interests</p>	

Please return the completed form to the Monitoring Officer at the Cambridgeshire and Peterborough Combined Authority, Incubator 2, The Boulevard, Alconbury Weald Enterprise Campus, Alconbury Weald, Huntingdon, Cambs PE28 4XA or by email to democratic.services@cambridgeshirepeterborough-ca.gov.uk

Signature of Monitoring Officer 



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

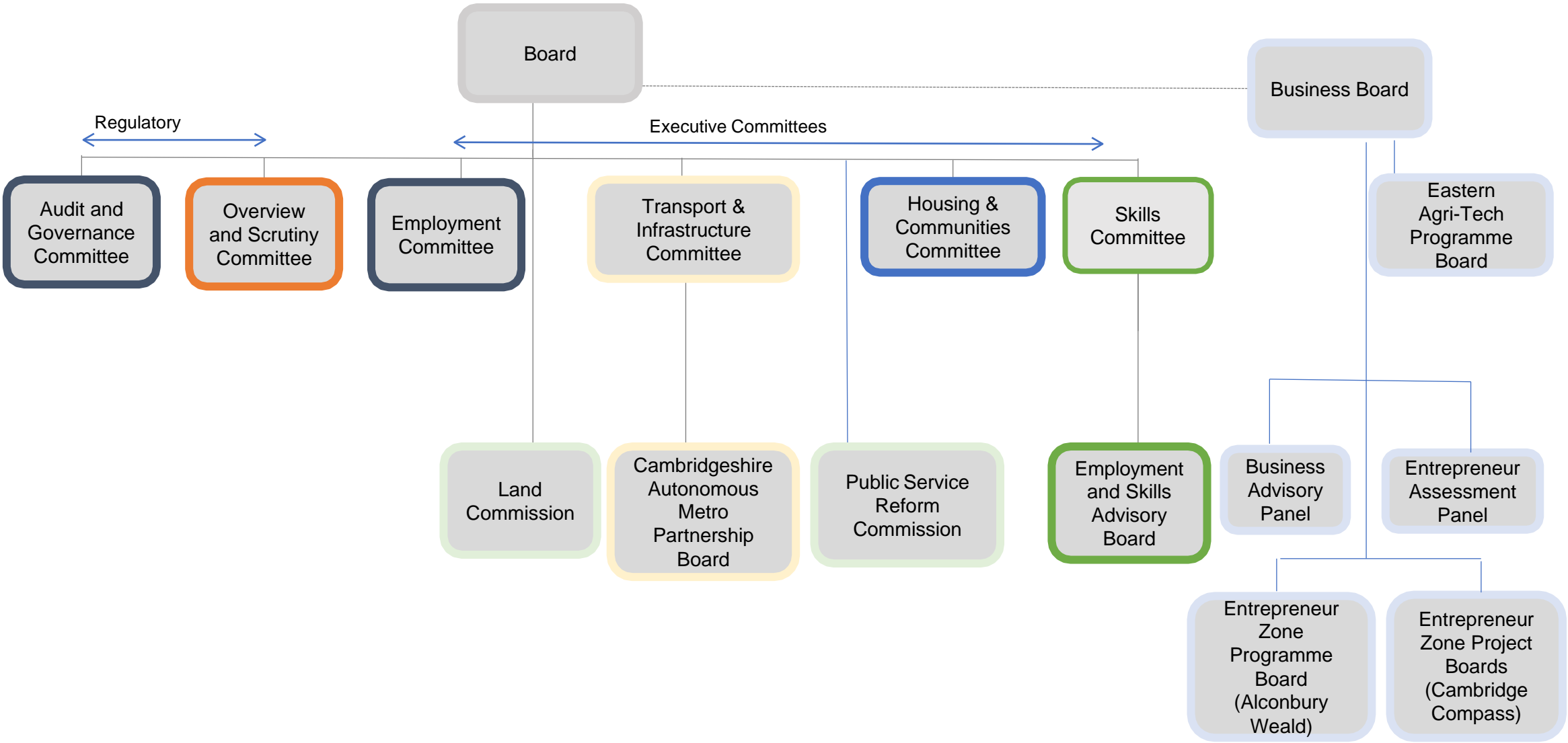
DECISION MAKING STRUCTURE

Decision Making Structure

Strategic

Committee

Advisory





**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

PROCEEDING OF MEETINGS

Chapter 5 - Proceedings of Meetings

1. Introduction

- 1.1. These rules apply to Combined Authority Board meetings and, where appropriate, to any committees or sub-committees of the Board. For as long as the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 or other legal provision having a like effect remain in force the Virtual/Hybrid Meeting Protocol at Annex 1 to this Chapter shall apply and any conflict between the Protocol and this Chapter shall be resolved in favour of the Protocol.
- 1.2. These rules apply to Combined Authority Board meetings and, subject to the limitations set out in section 8 of Chapter 11 of this Constitution [Procedure Rules of Executive Committees], to any committees or sub-committees of the Board.

2. Types of Meetings

- 2.1. There are three types of meeting:
 - (a) The Annual Meeting of the Combined Authority.
 - (b) Ordinary meetings.
 - (c) Extraordinary meetings.

3. Annual Meeting

- 3.1. The Combined Authority will normally hold an Annual Meeting (between 1 March and 30 June) following Constituent Councils' Annual Meetings.
- 3.2. The Annual Meeting will:
 - (i) note the appointment of Members of Constituent Councils and the Business Board (and their Substitute Members)
 - (ii) receive any declarations of interest from Members.
 - (iii) approve minutes of the last meeting.
 - (iv) appoint any or Co-opted Members.

Chapter 5 – Proceedings of Meetings

- (v) approve lead members responsibilities.
 - (vi) appoint such executive Committees as the Combined Authority considers appropriate, their membership and the Chair and Vice-Chair.
 - (vii) appoint the Overview and Scrutiny Committee and Audit and Governance Committee (including their terms of reference, size, the allocation of seats to political parties in accordance with the political balance requirements) in accordance with nominations received from Constituent Councils.
 - (viii) appoint the Chair and Vice-Chair of the Audit and Governance Committee.
 - (ix) agree the programme of the Ordinary Meetings of the Combined Authority for the forthcoming year, and appropriate advanced notification of other planned meetings of Committees; and
 - (x) be followed by an Ordinary Meeting to consider any other business set out in the notice convening the meeting.
- 3.3. The Combined Authority Board may decide at subsequent meetings to dissolve Committees, alter their terms of reference or to appoint new Committees.

4. Ordinary Meetings

- 4.1. The Combined Authority Board will decide on the number of Ordinary Meetings to hold in each municipal year in addition to its annual meeting. Each meeting will be held at a time and place as the Combined Authority decides.
- 4.2. Ordinary Meetings will:
- (i) approve the minutes of the last meeting.
 - (ii) receive any declarations of interest from Members.
 - (iii) receive any announcements from the Mayor.
 - (iv) receive questions from and provide answers to the public in accordance with Standing Order 18 below.
 - (v) receive petitions in accordance with Standing Order 19 below.

Chapter 5 -- Proceedings of Meetings

- (vi) receive and consider reports from its Officers, Committees and Sub-Committees and working groups;
 - (vii) deal with any business from the last Combined Authority meeting; and
 - (viii) consider motions on notice and any other business specified in the summons to the meeting.
- 4.3. Unless otherwise determined by statute, the Chair may vary the order of the agenda at their absolute discretion and may allocate or re-allocate an appropriate time for the transaction of each item.
- 4.4. If any issues arise at a meeting in relation to interpretation of the meeting procedure rules the Chair's decision shall be final.

Urgency

- 4.5. The Chair may determine that an item of business that has not been open to prior public inspection, should be considered at the meeting as a matter of urgency. Any urgent items shall comply with Transparency Rules, Forward Plan and Key Decisions in [Chapter 6 - Transparency Rules, Forward Plan and Key Decisions](#) .

5. Extraordinary Meetings

- 5.1. An Extraordinary Meeting of the Combined Authority may be called by:
- (i) the Combined Authority by resolution.
 - (ii) the Chair of the Combined Authority.
 - (iii) the Chief Executive of the Combined Authority.
 - (iv) the Monitoring Officer; or
 - (v) any three Members of the Combined Authority if they have signed a requisition presented to the Chair of the Combined Authority and the Chair has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.
- 5.2. The business to be conducted at an Extraordinary Meeting shall be restricted to the items of business contained in the request for the Extraordinary Meeting and there shall be no consideration of previous minutes or reports from Committees etc. except that the Chair may at his/her absolute

Chapter 5 -- Proceedings of Meetings

discretion permit other items of business to be added to the agenda for the efficient discharge of the Combined Authority's business.

6. Notice of meetings and Agendas

- 6.1. Notice of meetings, agendas and reports will be published in accordance with the Transparency Rules, Forward Plan and Key Decisions. (see [Chapter 6 - Transparency Rules, Forward Plan and Key Decisions](#))

7. Public Access

- 7.1. As set out in the Transparency Rules, Forward Plan and Key Decisions, every meeting of the Combined Authority shall be open to the public, except where the public are excluded during the whole or part of the proceedings in certain circumstances. Copies of the agenda and any additional papers will be available for the public and media representatives.

8. Attendance

- 8.1. The Monitoring Officer shall record the attendance of each Member at the meeting.

9. Notice of Substitute Members

- 9.1. Substitute Members may attend meetings in that capacity only:
- (a) to take the place of the Member for whom they are the designated substitute where the Member will be absent for the whole of the meeting.
 - (b) after they, or the Member they are substituting for, has provided the Monitoring Officer with notice of the substitution before the commencement of the meeting in question.
 - (c) where an adjourned meeting is reconvened, and it is essential for that Substitute Member to continue to attend to comply with good governance.
- 9.2. Substitute Members will have all the powers and duties of an ordinary Member of the Combined Authority for the duration of the meeting at which they act as Substitute but will not be able to exercise any other special powers or duties exercisable by the person for whom they are the Substitute.

Chapter 5 -- Proceedings of Meetings

10. Chair and Vice-Chair

- 10.1. From the point at which he or she takes office, the Mayor will act as Chair to the Combined Authority. The Mayor shall appoint a statutory Deputy Mayor holding statutory powers as Vice-Chair of the Combined Authority.
- 10.2. If the Mayor resigns or the position is vacant, the statutory Deputy Mayor shall chair the Combined Authority Board.
- 10.3. Following the appointment of the Deputy Mayor as Chair, the Combined Authority must appoint a Vice-Chair from among its Members and the appointment is to be the first business transacted. If the Mayor has appointed a second Deputy Mayor, he or she shall be the Vice-Chair.
- 10.4. A person ceases to be Chair or Vice-Chair of the Combined Authority Board if they cease to be a Member of the Combined Authority.
- 10.5. If a vacancy arises in the office of Chair or Vice-Chair, an appointment to fill the vacancy is to be made at the next ordinary meeting of the Combined Authority Board, or, if that meeting is to be held within 14 days of the vacancy arising, at the following meeting. The appointment of Chair must be the first business transacted. The appointment of the Vice-Chair should be the first business transacted after the appointment of the Chair of the Board.

11. Quorum

- 11.1. No business shall be transacted at any meeting of the Combined Authority Board unless at least five Members are present at the meeting, including:
 - (a) the Mayor, or the Deputy Mayor acting in place of the Mayor, and
 - (b) at least four other Members appointed by the Constituent Councils, or Substitute Members acting in their place.
- 11.2. If the Mayor is not in post, or if for any reason
 - (a) the Mayor is unable to act, or the office of Mayor is vacant, and
 - (b) the deputy Mayor is unable to act, or the office of deputy Mayor is vacant,no business shall be transacted at any meeting of the Combined Authority Board unless at least five Members of the Constituent Councils, or their Substitute Members, are present at the meeting.

Chapter 5 – Proceedings of Meetings

12. Declaration of Interests in Meetings

- 12.1. Where a Member attends a meeting of the Combined Authority Board, Committees or Sub-Committees they must declare personal interests and disclosable pecuniary interests not already notified in the register of interests as defined in the Members' Code of Conduct either at the start of the meeting, or otherwise as soon as the interest becomes apparent in the course of the meeting.
- 12.2. All Members and their Substitute Members, and Co-opted Members and their Substitute Members shall also complete a Declaration of Interest form.
- 12.3. In addition, where in relation to any meeting a Member has declared a disclosable pecuniary interest in a matter, the Member must leave the room for the duration of the discussion on that matter.

13. Rules of Debate

Speeches

- 13.1. The Chair will be responsible for the management of the meeting and will introduce each item on the agenda in the order they appear on the agenda or such order as the Chair considers most effective for the conduct of the meeting.
- 13.2. The Chair may invite a Member or Officer to present the item for debate.
- 13.3. The Chair will decide the order in which speakers will be heard and may permit both Members and Officers to speak on the item.
- 13.4. Members will remain seated when speaking and must address the Chair.
- 13.5. Speeches must be directed to the subject under discussion or to a personal explanation or point of order.
- 13.6. The Chair shall at his discretion determine the time permitted for speeches and the number of speeches to be made by any Member or Officer.
- 13.7. A Member may move a motion without giving notice as required by paragraph 14 below based upon recommendations in a report or may move amended or alternative recommendations.
- 13.8. If an amendment is moved the mover of the original motion has the right of reply on the debate concerning the amendment.

Chapter 5 -- Proceedings of Meetings

- 13.9. The mover of the motion has a right of reply at the end of the debate immediately before it is put to the vote.

14. Motions Submitted in the Name of a Member

- 14.1. Any Member of the Board appointed by a Constituent Council or the Business Board may give notice of a motion for consideration at any ordinary meeting of the Combined Authority.
- 14.2. The Monitoring Officer shall only accept a notice of motion which relates to those matters for which the Combined Authority has powers, duties or responsibility, or which affect the area of the Combined Authority or part of it or its citizens. He/she shall keep a record of the date and time at which every motion is delivered to him/her.
- 14.3. The motion must not be:
- (a) illegal, improper, defamatory, frivolous, or offensive including if it makes unfair claims about Members of Combined Authority or Constituent Council staff.
 - (b) substantially the same as a motion which has been put at a meeting of the Combined Authority in the past year.
- 14.4. Unless the Chair of the Combined Authority Board is of the opinion that a motion should be considered as a matter of urgency, notice of every motion to be moved at any meeting of the Combined Authority Board shall be delivered to the Monitoring Officer in writing not later than 12 noon on the sixth working day before the day of the Combined Authority meeting, but not including the day of the meeting itself.
- 14.5. Motions will be listed on the agenda in the order of which notice is received by the Monitoring Officer unless the Member giving notice states that they propose to move it to a later meeting or withdraw it.
- 14.6. At the close of the debate on the motion, and immediately before it is put to the vote, the mover has a right of reply.
- 14.7. Where notice of a motion has been given and has been included on the agenda for a meeting of the Combined Authority, but the motion has not been moved and seconded (for whatever reason) that motion shall lapse.

Chapter 5 -- Proceedings of Meetings

- 14.8. Where a meeting of the Combined Authority is cancelled, postponed or adjourned to a later date any unconsidered motions will be considered at the next ordinary meeting of the Combined Authority Board or at a later meeting selected by the Member proposing the motion.

15. Amendment to Motions

- 15.1. An amendment shall be relevant to the motion and shall either:
- (a) refer the matter to the appropriate body or individual for consideration or reconsideration.
 - (b) leave out words; or
 - (c) insert or add other words,

as long as the amendment does not have the effect of negating the motion.

- 15.2. Under normal circumstances, only one amendment may be moved and discussed at a time, and no further amendment shall be moved until the amendment under discussion has been disposed of.
- 15.3. However, the Chair may permit two or more amendments to be discussed together (but not voted upon) if circumstances suggest that this course would facilitate the proper conduct of business and may direct the order in which such amendments are to be put to the vote.
- 15.4. If an amendment is not carried, other amendments may be moved to the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

16. Voting

General Voting

- 16.1. Each voting Member shall have one vote. There shall be no casting vote. A "Member" includes:
- (a) the Mayor.
 - (b) a Constituent Council Member or a Substitute Member acting in that Member's place; and
 - (c) a Member appointed from the Local Enterprise Partnership.

Chapter 5 -- Proceedings of Meetings

- 16.2. Except decisions to which special voting arrangements apply, all decisions of the Board shall be decided by a majority of voting Members, subject to that majority including the vote of the Mayor, or the Deputy Mayor acting in place of the Mayor.
- 16.3. If a vote is tied it is deemed not to have been carried.
- 16.4. If there is a deadlock, the matter shall be brought back to the next meeting of the Combined Authority Board.
- 16.5. The proceedings of the Combined Authority are not invalidated by any vacancy among its Members or Substitute Members or by any defect in the appointment or qualifications of any Member or Substitute Member.
- 16.6. If for any reason:
 - (a) the Mayor is unable to act, or the office of Mayor is vacant, and
 - (b) the deputy Mayor is unable to act, or the office of deputy Mayor is vacant, the other members of the combined authority must act together in place of the Mayor taking decisions by a simple majority.

Special Voting

- 16.7. A decision on a question relating to:
 - (a) amendments to the Constitution.
 - (b) determining a request by an organisation to become a Co-opted Member on the Combined Authority Board; or
 - (c) requires a vote in favour, by at least two-thirds of all Members (or their Substitute Members) present and voting.

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16.8. A decision on a question relating to:

- (a) the Transport Plan.
- (b) any spending plans or plans for the allocation of transport-related funding.

requires a vote in favour, by at least two-thirds of all Members (or their Substitute Members) appointed by the Constituent Councils to include the Members appointed by Cambridgeshire County Council and Peterborough City Council, or their Substitute Members.

Voting on the Mayoral Matters

16.9. A decision on a question relating to a proposal by the Mayor to exercise the general power of competence which involves:

- (a) property, rights and liabilities passing between the Combined Authority and any Constituent Authorities; or
- (b) the preparation and publication of the Mayor's strategy for spatial development in the Combined Authority area;

requires a unanimous vote by all Members of the Combined Authority appointed by the Constituent Councils (or their Substitute Members).

16.10. A decision to reject the Mayoral budget, Mayoral strategy or Mayoral spending plan requires a vote in favour by at least two-thirds of all Members appointed by Constituent Councils (or their Substitute Members). The two-thirds must be present and voting.

Recorded Votes

16.11. A Member may ask immediately after the vote is taken, that their vote is recorded in the minutes of the relevant meeting.

16.12. Where Members vote on the budget, the vote will be recorded.

Voting on Appointments

16.13. If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a

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new vote taken. The process will continue until there is a majority of votes for one person.

17. Minutes

- 17.1. The minutes of the proceedings of each meeting of the Combined Authority Board, or any Committee or Sub-Committee of the Combined Authority Board, shall be retained by the Combined Authority and shall include the names of Members and Substitute Members present at any meeting.
- 17.2. The minutes must be signed at the next ordinary meeting of the Combined Authority by the Chair. No discussion shall take place upon the minutes except about their accuracy. Any signed minutes are to be received in evidence without further proof.
- 17.3. Until the contrary is proved a meeting of the Combined Authority Board or its Committees or Sub-Committees, a minute of whose proceedings has been signed in accordance with paragraph 17.2, is deemed to have been duly convened and held, and all the Members and Substitute Members present at the meeting are deemed to have been duly qualified.

18. Questions by the Public

- 18.1. Where there is an item on the agenda that has attracted significant public attendance, that matter shall normally be taken early in the agenda, unless the Chair agrees there is a compelling reason to do otherwise.
- 18.2. Members of the public, who are residents of the Combined Authority area or work in the area, may ask questions of a Member of the Combined Authority at Combined Authority Board meetings, including at an Extraordinary Meeting, or at an Executive Committee. For Extraordinary Meetings, the question must relate to the item on the agenda.

Questions by the Members

- 18.3. The Overview and Scrutiny Committee has adopted a pre-scrutiny model whereby it meets before every Combined Authority Board meeting to scrutinise the Board's agenda. At this meeting, the Committee shall discuss and formally agree by means of a vote a list of questions to be raised at the next Combined Authority Board meeting following discussion with officers and relevant executive board members. The agreed list of questions shall be raised by the Chair, on behalf of the Committee, at the next Combined Authority Board meeting.

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- 18.4 Members of Constituent Councils should submit any questions on items on the Combined Authority Board agenda to the Overview and Scrutiny Committee scrutinising that Board agenda. Requests to speak at meetings of the Combined Authority Board on items on the Board's agenda will then be at the discretion of the Mayor.
- 18.5 Members of Constituent Councils may also ask questions of a Member of the Combined Authority at executive committees.
- 18.6 Members of Constituent Councils may ask questions of a Member of the Combined Authority at a Combined Authority Board meeting, including at an Extraordinary Meeting, provided the question is not substantially the same as a question which has been put to the Board by the Chair of the Overview and Scrutiny Committee or one of its Executive Committees.

Time Limit

- 18.7 The total time allocated for questions by the public and Members shall normally be limited to a maximum of 30 minutes, but the Chair shall have the discretion to add a further 15 minutes.

Order of Questions

- 18.8 Questions raised by the Chair of Overview and Scrutiny Committee will be taken first at the relevant item followed by questions submitted by the public. Priority will be given to questions on items on the agenda for the meeting, or issues where decisions are expected before the next meeting. Questions will be taken at the meeting in the order in which they were received.

Notice of Questions

- 18.9 A question may only be asked if it has been submitted in writing or by electronic mail to the Monitoring Officer no later than midday three working days before the day of the meeting. Each question must give the name and address and contact details of the questioner, the name of the organisation if the question is being asked on their behalf, details of the question to be asked, and the name of the Member of the Combined Authority Board to whom it is to be put.

Number of Questions

- 18.10 At any one meeting no person may submit more than one question.

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Scope of Questions

- 18.11 If the Monitoring Officer considers a question:
- (a) is not about a matter for which the Combined Authority has a responsibility, or which affects its area.
 - (b) is illegal, improper, defamatory, frivolous, or offensive including if it makes unfair claims about Members of the Combined Authority or Combined Authority staff.
 - (c) is substantially the same as a question which has been put at a meeting of the Combined Authority Board or an executive committee in the past year?
 - (d) is substantially the same as a question which has been put at a meeting of the Combined Authority Board by the Chair of the Overview and Scrutiny Committee; or
 - (e) requires the disclosure of confidential or exempt information
- he/she will inform the Chair who will then decide whether to reject the question.

Record of Questions

- 18.12 The Monitoring Officer shall record the question and will immediately send a copy to the Member to whom it is to be put. Rejected questions will be recorded including the reasons for rejection.
- 18.13 Written answers will be provided after the meeting to the person who submitted the question. Copies of all questions will be circulated to all Members. Questions and answers will be added to the Combined Authority website.

Asking the Question at the Meeting

- 18.14 The Chair will invite the questioner to put the question to the Member named in the notice. Up to two minutes are allowed for putting the question. If a questioner who has submitted a written question is then unable to be present, they can ask for a written response. No debate will be allowed on the question or response.

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Supplementary Questions

- 18.15 Unless due to time shortage and the need to answer other questions means there is insufficient time for supplementary questions, a questioner may also put one supplementary question without notice to the Member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply and must not introduce new material. One minute is allowed for putting the supplementary question.

Answers

- 18.16 Up to two minutes are allowed for answering a question or supplementary question. Any question which cannot be dealt with because of lack of time will be dealt with by a written answer.

19. Petitions from the public

- 19.1. Petitions with at least 500 signatures may be presented to the Combined Authority Board. The person presenting the petition will be allowed to address the meeting briefly (not exceeding three minutes) to outline the aims of the petition. The Chair will refer the matter to another appropriate body or to the Chief Executive, unless a relevant item appears elsewhere on the Agenda.
- 19.2. A petition should be received by the Monitoring Officer no later than midday three working days before the day of the meeting.

20. Conduct at meetings

Member Not to be Heard Further

- 20.1. If a Member persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair or another Member may move that the Member not be heard further. If seconded, the motion will be voted on without discussion.

Member to Leave the Meeting

- 20.2. If the Member continues to behave improperly after such a motion is carried, the Chair or another Member may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

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General Disturbance

- 20.3. If there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as he or she thinks necessary.

Removal of Member of the Public

- 20.4. If a member of the public interrupt's proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting room.

Clearance of Part of Meeting Room

- 20.5. If there is a general disturbance in any part of the meeting room open to the public, the Chair may call for that part to be cleared.

21. Suspension of Procedure Rules

- 21.1. All these procedure rules except those provided for in statute may be suspended by motion on notice or without notice. Suspension can only be for the duration of the meeting and requires a two-thirds majority of those present and voting.
- 21.2. The Protocol on the Webcasting of Meetings which forms Annex 2 to this Chapter shall apply to the webcasting of the meetings of the Combined Authority and its committees.

22. Photography, Audio/Visual recording of Meetings and Blogging/Tweeting

- 22.1. Please see Transparency Rules Forward Plan and Key Decisions (see [Chapter 6 - Transparency Rules, Forward Plan and Key Decision](#))