

Proposed Executive Board Terms of Reference and Standing Orders

GREATER CAMBRIDGE CITY DEAL EXECUTIVE BOARD

TERMS OF REFERENCE

1. Parties

Cambridge City Council
Cambridgeshire County Council
South Cambridgeshire District Council
The Greater Cambridge Greater Peterborough Enterprise Partnership
The University of Cambridge

2. Status

The Greater Cambridge Executive Board has been established by Cambridge City Council, Cambridgeshire County Council and South Cambridgeshire District Council. It is a joint committee of the three Councils, established by Cambridgeshire County Council under section 102(1)(b) of the Local Government Act 1972 and by Cambridge City Council and South Cambridgeshire District Council under section 9EB of the Local Government Act 2000.

3. Membership

3 elected members with full voting rights (one from each of the three member Councils)
2 non-voting members (one from the Local Enterprise Partnership and one from the University of Cambridge).

4. Functions of the Executive Board

- 4.1 The Executive Board is established to ensure that the objectives of the Greater Cambridge City Deal Agreement dated 19 June 2014 are met. To this end, the Board will have oversight of the strategic direction and delivery of the City Deal and its objectives.
- 4.2 The Executive Board will also be responsible for the commissioning of projects funded by money provided through the City Deal, and for overall control of that programme of investments. The scheme promoter for each individual project will be responsible for the delivery of that budget, under the oversight of the Executive Board. This shall also apply to circumstances in which funding is provided to the Board by the member Councils or by other parties, such as the Local Enterprise Partnership.
- 4.3 The three Councils agree to delegate exercise of their functions to the Executive Board to the extent necessary for the Board to exercise its powers. The three Councils may also, from time to time, agree to delegate further functions to the Board. The Executive Board may further delegate to officers of the three Councils.

- 4.4 The Executive Board will consider any reports and recommendations from the Joint Assembly as appropriate.

5. Professional and administrative support

- 5.1 Cambridgeshire County Council shall act as the accountable body for the Executive Board in respect of financial matters and its financial procedure rules will apply in this context.
- 5.2 Committee management and administrative support to the Executive Board will be provided by South Cambridgeshire District Council.
- 5.3 The lead role on projects shall be determined by the Board, subject to the principle that the lead authority should be the Council primarily responsible for the service in question for their area. The procurement and other rules of the lead authority will apply in respect of projects.

6. Standing Orders

The Executive Board will be governed by the Standing Orders set out in Annex A attached to these Terms of Reference.

7. Costs

- 7.1 The three Councils will each bear its own costs in relation to the operation of the Executive Board, with the exception of approved project delivery costs met from budgets managed by the Board.
- 7.2 Each Council makes a legally binding commitment that, should it withdraw from or modify its role within the Executive Board, it agrees to pay all additional costs that fail to be met by the other partner Councils that are reasonably attributable to that decision. This could include, for example, the costs that are locked in to projects that have already been committed to, or the costs of dissolving integrated officer and Member arrangements and re-establishing independent arrangements.
- 7.3 The firm intention is that the Executive Board will continue until it is either replaced by a Combined Authority, subject to the carrying out of a governance review following necessary legislative changes, or until the programme is completed. Recognising the very serious implications of withdrawal from the Board for the delivery of the City Deal programme, if a Council decides to withdraw from or modify its role within the Board, it commits to sharing this with the Committee at the earliest possible opportunity, and to entering into constructive discussions to avoid this happening or to reach a way forward.

GREATER CAMBRIDGE CITY DEAL EXECUTIVE BOARD

STANDING ORDERS

1. Membership

- 1.1 The Executive Board will have a voting membership of three, each Council being entitled to appoint one voting member.
- 1.2 The Executive Board will also have two non-voting members, to be co-opted by the Committee on a nomination by each of the Greater Cambridge Greater Peterborough Enterprise Partnership and the University of Cambridge.

2. Alternate or substitute members

- 2.1 Each Council will be entitled to appoint one named alternate or substitute member who may act in all aspects as a voting member of the Executive Board in the absence of the voting member appointed.
- 2.2 Alternative or substitute members will be invited to attend all meetings of the Executive Board.
- 2.3 The Greater Cambridge Greater Peterborough Enterprise Partnership and the University of Cambridge will each be entitled to nominate an alternate or substitute non-voting member to act in the absence of their principal co-opted member.

3. Term of office

- 3.1 The term of office of voting and alternate or substitute voting members shall end:
 - if rescinded by the appointing Council; or
 - if the member ceases to be a member of the appointing Council.
- 3.2 The Greater Cambridge Greater Peterborough Enterprise Partnership and University of Cambridge may at any time ask the Executive Board to replace their nominated co-opted member and alternate or substitute member by way of further nomination.

4. Appointment of Chairman and Vice-Chairman

- 4.1 The Executive Board will appoint a Chairman and Vice-Chairman at its first meeting and thereafter annually at the first meeting following the Annual Meetings of the three Councils. The Chairman and, in his or her absence, the Vice-Chairman will have a casting vote.
- 4.2 The Chairman and Vice-Chairman will be one of the three voting members of the Executive Board.

- 4.3 Where a vote is taken for more than one candidate and the result is a tie, a second vote will be taken. In the event of a continuing tie the matter will be decided by the toss of a coin.

5. Quorum

- 5.1 The quorum for meetings of the Executive Board will be three voting members.
- 5.2 If there is no quorum at the published start time for the meeting, a period of ten minutes will be allowed, or longer, at the Chairman's discretion. If there remains no quorum at the expiry of this period, the meeting will be declared null and void.
- 5.3 If there is no quorum at any stage during a meeting, the Chairman will adjourn the meeting for a period of ten minutes, or longer, at their discretion. If there remains no quorum at the expiry of this period, the meeting will be closed and the remaining items will be declared null and void.

6. Member conduct

- 6.1 Executive Board members appointed by the three Councils shall be bound by the Code of Conduct of their nominating authority. Board members nominated by the Greater Cambridge Greater Peterborough Enterprise Partnership and the University of Cambridge will be bound by the Code of Conduct of South Cambridgeshire District Council.
- 6.2 If a member persistently disregards the ruling of the Chairman, or person presiding the meeting, by behaving improperly or offensively or deliberately obstructs business, the Chairman, or person presiding the meeting, may move that the member be not heard further. If seconded, a vote will be taken without discussion.
- 6.3 If the member continues to behave improperly after such a motion is carried, the Chairman, or person presiding the meeting, may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, a vote will be taken without discussion.

7. Notice of and summons to meetings

- 7.1 Notice will be given to the public of the time and place of any meeting of the Executive Board in accordance with the Access to Information rules of South Cambridgeshire District Council.
- 7.2 At least five clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the Executive Board. The agenda will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such details as are available.

8. Meeting frequency

The Executive Board will meet on at least a quarterly basis, with one of those meetings acting as the annual meeting.

9. Voting

- 9.1 Executive Board members commit to seek, where possible, to operate on the basis of consensus.
- 9.2 Should it not be possible in a specific instance to find a consensus, the issue will be deferred to a later meeting of the Executive Board. Executive Board members can choose to simply re-submit the item to a following meeting, or to refer the item to the Joint Assembly for consideration and recommendation. Following this, a vote will be again taken and, if a consensus is still not achievable, the decision will be made on the basis of a simple majority.
- 9.3 The voting members of the Executive Board will act with due regard to the opinions of the non-voting members of the Board.

10. Reports and recommendations from the Joint Assembly

The Executive Board will receive reports and recommendations from the Joint Assembly as appropriate and the Chairman of the Assembly, or a nominated representative on his or her behalf, will be entitled to attend meetings of the Board to present them.

11. Questions by the public and public speaking

At the discretion of the Chairman, members of the public may ask questions at meetings of the Executive Board. This standard protocol is to be observed by public speakers:

- (a) notice of the question should be given to the Democratic Services team at South Cambridgeshire District Council (as administering authority) by 10am the day before the meeting;
- (b) questioners will not be permitted to raise the competence or performance of a member, officer or representative of any partner on the Executive Board, nor any matter involving exempt information (normally considered as 'confidential');
- (c) questioners cannot make any abusive or defamatory comments;
- (d) if any clarification of what the questioner has said is required, the Chairman will have the discretion to allow other Board members to ask questions;
- (e) the questioner will not be permitted to participate in any subsequent discussion and will not be entitled to vote;
- (f) the Chairman will decide when and what time will be set aside for questions depending on the amount of business on the agenda for the meeting. Normally questions will be received as the first substantive item of the meeting;
- (g) individual questioners will be permitted to speak for a maximum of three minutes;
- (h) in the event of questions considered by the Chairman as duplicating one another, it may be necessary for a spokesperson to be nominated to put forward the question on behalf of other questioners. If a spokesperson cannot be nominated or agreed, the questioner of the first such question received will be entitled to put forward their question.

12. Petitions

Petitions received in relation to the Greater Cambridge City Deal will be referred to the Joint Assembly for consideration. Any matters arising from petitions considered by the Assembly can be reported to the Board, as per Standing Order 10.

13. Participation at Executive Board meetings by other members of partner Councils or other representatives of partner bodies

At the discretion of the Chairman, other elected members of the three partner Councils or other representatives from the Greater Cambridge and Greater Peterborough Enterprise Partnership or the University of Cambridge may be entitled to speak and participate at meetings of the Board.

14. Minutes

- 14.1 The Chairman will sign the minutes of the proceedings at the next suitable meeting. The Chairman will move that the minutes of the previous meeting be signed as a correct record.
- 14.2 The minutes will be accompanied by a list of agreed action points, which may be discussed in considering the minutes of the previous meeting should they not be specifically listed as items on the agenda for the meeting.

15. Exclusion of the public and press

Members of the public and press may be excluded from meetings in accordance with the Access to Information rules of South Cambridgeshire District Council with regard to the consideration of exempt or confidential information.

16. Recording of proceedings

The recording in any format of meetings of the Executive Board is permitted, except:

- where the Chairman, or person presiding the meeting, rules that filming is being undertaken in such a way that is disruptive or distracting to the good order and conduct of the meeting;
- where the public have been excluded from the meeting in accordance with the Access to Information rules of South Cambridgeshire District Council during the consideration of exempt or confidential information.

17. Disturbance by public

- 17.1 If a member of the public interrupts proceedings, the Chairman, or person presiding the meeting, will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room.
- 17.2 If there is a general disturbance in any part of the meeting room open to the public, the Chairman, or person presiding the meeting, may call for that part to be cleared.
- 17.3 If there is a general disturbance making orderly business impossible, the Chairman, or person presiding the meeting, may adjourn the meeting for as long as he or she thinks is necessary.

18. Interpretation of Standing Orders

The ruling of the Chairman of the Executive Board as to the application of these Standing Orders shall be final.

19. Suspension of Standing Orders

Any of these Standing Orders may, as far as is lawful, be suspended by motion passed unanimously by those entitled to vote.

Proposed Assembly Terms of Reference and Standing Orders

GREATER CAMBRIDGE CITY DEAL JOINT ASSEMBLY

TERMS OF REFERENCE

1. Parties

Cambridge City Council
Cambridgeshire County Council
South Cambridgeshire District Council
The Greater Cambridge Greater Peterborough Enterprise Partnership
The University of Cambridge

2. Status

The Greater Cambridge City Deal Joint Assembly has been established by Cambridge City Council, Cambridgeshire County Council and South Cambridgeshire District Council. It is a joint advisory committee of the three Councils, established under section 102(4), Local Government Act, 1972.

3. Membership

3 elected members appointed by each of the three member Councils
3 members nominated by the Greater Cambridge Greater Peterborough Enterprise Partnership
3 members nominated by the University of Cambridge

4. Functions of the Joint Assembly

- 4.1 The Joint Assembly is established to advise the Greater Cambridge City Deal Executive Board with regard to the latter's role in achieving the objectives of the Greater Cambridge City Deal Agreement dated 19 June 2014.
- 4.2 The Assembly will act as a forum for discussion with a wider range of members and stakeholders across the Greater Cambridge area, so that the Executive Board benefits from a wider range of expertise in making its decisions.
- 4.3 To this end, the Assembly may receive and comment on ("pre-scrutinise") reports to the Executive Board, may offer advice to the Board on the discharge of its functions and may review its work.
- 4.4 The Assembly may develop its own work programme and submit reports or recommendations to the Executive Board for consideration, as appropriate.

5. Professional and administrative support

- 5.1 Committee management and administrative support to the Joint Assembly will be provided by South Cambridgeshire District Council.

- 5.2 Other professional support will be provided to the Assembly on an ad hoc basis as agreed between the three Councils.

6. Standing Orders

The Joint Assembly will be governed by the Standing Orders set out in Annex A attached to these Terms of Reference.

7. Costs

The three Councils, the Greater Cambridge Greater Peterborough Enterprise Partnership and the University of Cambridge will each bear its own costs in relation to the operation of the Joint Assembly.

GREATER CAMBRIDGE CITY DEAL JOINT ASSEMBLY

STANDING ORDERS

1. Membership

- 1.1 The Joint Assembly will have a membership of 15, with each Council being entitled to appoint three members and the Greater Cambridge Greater Peterborough Enterprise Partnership and the University of Cambridge both being entitled to nominate three members.
- 1.2 The appointments of the three Councils will represent the political composition of the Greater Cambridge area. Appointments by Cambridge City Council and South Cambridgeshire District Council will therefore be proportional to the political composition of the respective authority, whereas appointments by Cambridgeshire County Council will be proportional to those electoral divisions that fall within the Greater Cambridge area **[and the Councillors would be drawn therefrom]**.
- 1.3 Members nominated by the Greater Cambridge Greater Peterborough Enterprise Partnership and the University of Cambridge will become co-opted members on endorsement by the Executive Board.

2. Alternate or substitute members

No alternate or substitute members will be permitted on the Joint Assembly.

3. Term of office

- 3.1 The term of office of members and alternate or substitute members from the three Councils shall end:
 - if rescinded by the appointing Council; or
 - if the member ceases to be a member of the appointing Council.
 - 3.2 The Greater Cambridge Greater Peterborough Enterprise Partnership and University of Cambridge may at any time ask the Joint Assembly to replace their nominated co-opted member and alternate or substitute member by way of further nomination.
- #### 4. Appointment of Chairman and Vice-Chairman
- 4.1 The Joint Assembly will appoint a Chairman and Vice-Chairman at its first meeting and thereafter annually at the first meeting following the Annual Meetings of the three Councils. The Chairman and, in his or her absence, the Vice-Chairman will have a casting vote.
 - 4.2 Where there are three or more candidates for appointment and there is, after balloting, no candidate with a clear majority, meaning in this case the votes of more than 50% of members present and voting, the candidate with the least number of

votes will withdraw and there will be a fresh ballot of remaining candidates; and so on until a candidate has that majority. In the event of a continuing tie the matter will be decided by the toss of a coin.

5. Quorum

- 5.1 The quorum for meetings of the Joint Assembly will be five members.
- 5.2 If there is no quorum at the published start time for the meeting, a period of ten minutes will be allowed, or longer, at the Chairman's, discretion. If there remains no quorum at the expiry of this period, the meeting will be declared null and void.
- 5.3 If there is no quorum at any stage during a meeting, the Chairman will adjourn the meeting for a period of ten minutes, or longer, at their discretion. If there remains no quorum at the expiry of this period, the meeting will be closed and the remaining items will be declared null and void.

6. Member conduct

- 6.1 Joint Assembly members appointed by the three Councils shall be bound by the Code of Conduct of their nominating authority. Assembly members nominated by the Greater Cambridge Greater Peterborough Enterprise Partnership and the University of Cambridge will be bound by the Code of Conduct of South Cambridgeshire District Council.
- 6.2 If a member persistently disregards the ruling of the Chairman, or person presiding the meeting, by behaving improperly or offensively or deliberately obstructs business, the Chairman, or person presiding the meeting, may move that the member be not heard further. If seconded, a vote will be taken without discussion.
- 6.3 If the member continues to behave improperly after such a motion is carried, the Chairman, or person presiding the meeting, may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, a vote will be taken without discussion.

7. Notice of and summons to meetings

- 7.1 Notice will be given to the public of the time and place of any meeting of the Joint Assembly in accordance with the Access to Information rules of South Cambridgeshire District Council.
- 7.2 At least five clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the Joint Assembly. The agenda will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such details as are available.

8. Meeting frequency

The Joint Assembly may set its own timetable for meetings but will initially meet quarterly, normally on a date preceding meetings of the Executive Board in order to allow the Assembly to consider issues the Board will be taking decisions on and advise accordingly.

9. Voting

- 9.1 All Joint Assembly members will be voting members.
- 9.2 Voting for meetings of the Joint Assembly will be conducted on the basis of a simple majority.

10. Reports and recommendations from the Joint Assembly to the Executive Board

The Chairman of the Joint Assembly, or a nominated representative on his or her behalf, will be entitled to attend meetings of the Executive Board to present reports and recommendations from the Assembly as appropriate.

11. Questions by the public and public speaking

At the discretion of the Chairman, members of the public may ask questions at meetings of the Joint Assembly. This standard protocol is to be observed by public speakers:

- (a) notice of the question should be given to the Democratic Services team at South Cambridgeshire District Council (as administering authority) by 10am the day before the meeting;
- (b) questioners will not be permitted to raise the competence or performance of a member, officer or representative of any partner on the Joint Assembly, nor any matter involving exempt information (normally considered as 'confidential');
- (c) questioners cannot make any abusive or defamatory comments;
- (d) if any clarification of what the questioner has said is required, the Chairman will have the discretion to allow other Assembly members to ask questions;
- (e) the questioner will not be permitted to participate in any subsequent discussion and will not be entitled to vote;
- (f) the Chairman will decide when and what time will be set aside for questions depending on the amount of business on the agenda for the meeting. Normally questions will be received as the first substantive item of the meeting;
- (g) individual questioners will be permitted to speak for a maximum of three minutes;
- (h) in the event of questions considered by the Chairman as duplicating one another, it may be necessary for a spokesperson to be nominated to put forward the question on behalf of other questioners. If a spokesperson cannot be nominated or agreed, the questioner of the first such question received will be entitled to put forward their question.

12. Petitions

- 12.1 At the discretion of the Chairman, members of the public may submit and present petitions to the Joint Assembly. This standard protocol is to be observed by petitioners:

- (a) petitions should include a clear statement of the petition organiser's concerns and what they would like the Joint Assembly to do;

- (b) petitions must relate to something which is within the responsibility of the Joint Assembly, or over which the Assembly has some influence;
- (c) petitions must include the name and contact details of the petition organiser;
- (d) petitions must include at least 500 signatures. Petitions below this threshold will not be presented to the Joint Assembly, but Assembly members will be notified of them as long as they contain at least 50 signatures;
- (e) petitions must be submitted to the Democratic Services Team at South Cambridgeshire District Council (as the administering authority) either in paper format or using its e-petitions facility at least 5 clear working days before the date of the meeting;
- (f) petition organisers will be permitted to present their petitions for a maximum of three minutes;
- (g) where more than one petition is received in time for a particular meeting and they are considered by the Chairman as supporting the same outcome or being broadly similar in intent, it may be necessary for a spokesperson to be nominated and present the petitions. If a spokesperson cannot be nominated or agreed, the petition organiser of first petition received will be entitled to present their petition;
- (h) petitions will be rejected if the Chairman considers them to be abusive or libellous, frivolous, vague or ambiguous, rude, offensive, defamatory, scurrilous or time-wasting or require the disclosure of exempt information (normally considered as 'confidential').

12.2 Any matters arising from petitions considered by the Joint Assembly can be reported to the Executive Board as per Standing Order 10.

13. Participation at Joint Assembly meetings by other members of partner Councils or other representatives of partner bodies

At the discretion of the Chairman, other elected members of the three partner Councils or other representatives from the Greater Cambridge and Greater Peterborough Enterprise Partnership or the University of Cambridge may be entitled to speak and participate at meetings of the Assembly.

14. Minutes

- 14.1 The Chairman will sign the minutes of the proceedings at the next suitable meeting. The Chairman will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.
- 14.2 The minutes will be accompanied by a list of agreed action points, which may be discussed in considering the minutes of the previous meeting should they not be specifically listed as items on the agenda for the meeting.

15. Exclusion of the public and press

Members of the public and press may be excluded from meetings in accordance with the Access to Information rules of South Cambridgeshire District Council with regard to the consideration of exempt or confidential information.

16. Recording of proceedings

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- where the Chairman, or person presiding the meeting, rules that filming is being undertaken in such a way that is disruptive or distracting to the good order and conduct of the meeting;
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17. Disturbance by public

- 17.1 If a member of the public interrupts proceedings, the Chairman, or person presiding the meeting, will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room.
- 17.2 If there is a general disturbance in any part of the meeting room open to the public, the Chairman, or person presiding the meeting, may call for that part to be cleared.
- 17.3 If there is a general disturbance making orderly business impossible, the Chairman, or person presiding the meeting, may adjourn the meeting for as long as he or she thinks is necessary.

18. Interpretation of Standing Orders

The ruling of the Chairman of the Joint Assembly as to the application of these Standing Orders shall be final.

19. Suspension of Standing Orders

Any of these Standing Orders may, as far as is lawful, be suspended by motion passed unanimously by those entitled to vote.