

CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY
– PROTOCOL

To: Full Council

Meeting Date: 14th February 2017

From: LGSS Director of Law & Governance
and Monitoring Officer

Purpose: To consider the recommendation of the Constitution and Ethics Committee regarding the arrangements to require the Council's appointee to the Combined Authority, and its appointees to the Combined Authority Overview and Scrutiny Committee, to provide a written report to each meeting of full council.

Recommendation: It is recommended that full Council:

- i) approve the protocol attached at Appendix 1, for inclusion in the Council's Constitution, to enable the Council's appointee to the Combined Authority, and its appointees to the Combined Authority Overview and Scrutiny Committee, to provide a written report to each meeting of full council;
- ii) authorise the Monitoring Officer, in consultation with the Chairwoman of the Constitution and Ethics Committee, to make any other minor or consequential amendments to the Constitution necessary for, or incidental to, the implementation of this proposal.

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1. BACKGROUND

- 1.1 The Council at an extraordinary meeting on 22nd November 2016 consented to:
- a. the Secretary of State making an Order to establish the Cambridgeshire and Peterborough Combined Authority; and
 - b. the Council being a constituent member of the Cambridgeshire and Peterborough Combined Authority with effect from the commencement date determined by the final Order.
- 1.2 Council also agreed the following:
- (i) agree in principle, the need for a protocol to require the Council's appointee and the Chairman/woman of the relevant Overview and Scrutiny Committee to provide a briefing report to each meeting of full council setting out the activities and decisions of the Combined Authority and its O&S Committee.
 - (ii) request that the Chairwoman and Vice Chairwoman of the Constitution & Ethics Committee engage their fellow committee members with a view to devising and agreeing the wording of such a protocol for inclusion in the Council's constitution.

2. CAMBRIDGESHIRE AND PETERBOROUGH FIRE AUTHORITY - PROTOCOL

- 2.1 The Council currently receives a short report from the Chairman of the Cambridgeshire and Peterborough Fire Authority, in March and October, outlining some of the key issues facing the Authority in recent and coming months. Members then have an opportunity to ask questions and comment on fire issues at the Council. If they wish to raise questions or issues requiring a detailed response, they are asked to give advance notice so that the necessary information can be obtained in advance of the meeting. The usual five minute time limit applies to all speeches and the Chairman of Council exercises discretion over the amount of time allocated to the discussion of this item.
- 2.2 The Cambridgeshire and Peterborough Fire Authority is a separate corporate body. The County Council is not in a position to direct any course of action by this organisation. There is therefore no reference to this protocol in the Council's Constitution.

3. CONSTITUTION AND ETHICS COMMITTEE

- 3.1 The Constitution and Ethics Committee, at its meeting on 26 January 2017, used the Cambridgeshire and Peterborough Fire Authority protocol as the basis for the protocol for the Cambridgeshire and Peterborough Combined Authority and Overview and Scrutiny Committee.
- 3.2 In considering the protocol, the Constitution and Ethics Committee is recommending the following:
- To bring the protocol in line with the existing procedure for "Questions By Members", it is recommended to exclude questions at extraordinary or special meetings of the Council and the first annual meeting of a new Council.

- The item be considered as a separate item before oral questions.
- The Council's appointee to the Combined Authority, and its appointees to the Combined Authority Overview and Scrutiny Committee, will provide a written report to each meeting of full council.
- The reports from the Council's appointee to the Combined Authority, and its appointees to the Combined Authority Overview and Scrutiny Committee, shall be noted as read with no introduction from the report authors.
- Members will have two minutes in which to ask a question and one minute for a supplementary with up to a maximum of two minutes for a direct oral answer to both.
- The Chairman/woman of Council will exercise discretion over the amount of time allocated to the discussion of this item or the maximum time allowed for these questions and answers will be 60 minutes.

4. DRAFT PROTOCOL

- 4.1 A copy of the draft protocol recommended by the Constitution and Ethics Committee is attached at **Appendix 1** for consideration.

Source Documents	Location
Agenda and Minutes of full Council – 22 November 2016	https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/t/abid/70/ctl/ViewMeetingPublic/mid/397/Meeting/487/Committee/20/SelectedTab/Documents/Default.aspx
Agenda and Minutes of Constitution and Ethics Committee – 26 January 2017	https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/t/abid/70/ctl/ViewMeetingPublic/mid/397/Meeting/168/Committee/10/Default.aspx

CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY AND OVERVIEW AND SCRUTINY COMMITTEE – ORAL QUESTIONS AT COUNTY COUNCIL MEETINGS

- 1. Members will have an opportunity to ask questions and comment on Cambridgeshire and Peterborough Combined Authority issues at meetings of the County Council except extraordinary or special meetings of the Council and the first annual meeting of a new Council.**
- 2. The Council's appointee on the Combined Authority, and its two appointees to the Combined Authority Overview and Scrutiny Committee, will each prepare a short paper for inclusion in the agenda. These three reports shall be noted as read with no introduction from the report authors.**
- 3. Councillors may ask questions for a response by the Council's appointee on the Combined Authority, and its appointees to the Combined Authority Overview and Scrutiny Committee, or simply comment on concerns or issues.**
- 4. If Members wish to raise questions or issues requiring a detailed response, it will usually be helpful if they give advance notice so that the necessary information can be obtained in advance of the meeting.**
- 5. Members will have two minutes in which to ask a question and one minute for a supplementary with up to a maximum of two minutes for a direct oral answer to both.**
- 6. The Chairman/woman of Council will exercise discretion over the amount of time allocated to the discussion of this item or the maximum time allowed for these questions and answers will be 60 minutes.**