

**CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY**  
**– PROTOCOL**

**To:** Constitution and Ethics Committee

**Meeting Date:** 26th January 2017

**From:** LGSS Director of Law & Governance  
and Monitoring Officer

**Purpose:** To consider proposed arrangements to require the Council's appointee to the Combined Authority to provide a briefing report to each meeting of full council setting out the activities and decisions of the Combined Authority.

**Recommendation:** The Constitution and Ethics Committee is asked to recommend a protocol for inclusion in the Council's Constitution:

- i) to enable the Council's appointee to provide a briefing report to each meeting of full council setting out the activities and decisions of the Combined Authority; and
- ii) to enable Councillors to ask questions for a response by the Council's appointee on the Combined Authority or simply comment on concerns or issues.

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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. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY – PROTOCOL**

- 3.1 It is proposed to use the Cambridgeshire and Peterborough Fire Authority protocol as the basis for the Cambridgeshire and Peterborough Combined Authority protocol (draft attached at Appendix A).
- 3.2 Constitution and Ethics Committee is asked to consider the following issues:
- To bring the protocol in line with the existing procedure for "Questions By Members", it is proposed to exclude questions at extraordinary or special meetings of the Council and the first annual meeting of a new Council.

- Should the usual five minute time limit apply to all speeches or should Members have two minutes in which to ask the question and one minute for a supplementary with up to a maximum of two minutes for a direct oral answer to both.
- Should the Chairman of Council exercise discretion over the amount of time allocated to the discussion of this item or should the maximum time allowed for these questions and answers be 60 minutes.

#### **4. DISCUSSION**

- 4.1 The Committee is asked to consider, comment, and recommend a protocol to require the Council's appointee to provide a briefing report to each meeting of full council setting out the activities and decisions of the Combined Authority.

<b>Source Documents</b>	<b>Location</b>
Agenda and Minutes of full Council – 22 November 2016	<a href="https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/t/abid/70/ctl/ViewMeetingPublic/mid/397/Meeting/487/Committee/20/SelectedTab/Documents/Default.aspx">https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/t/abid/70/ctl/ViewMeetingPublic/mid/397/Meeting/487/Committee/20/SelectedTab/Documents/Default.aspx</a>

**CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY –  
ORAL QUESTIONS AT COUNTY COUNCIL MEETINGS**

- **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.**
- **The Council's appointee on the Combined Authority will prepare a short paper for inclusion in the agenda setting out the activities and decisions of the Combined Authority.**
- **Councillors may ask questions for a response by the Council's appointee on the Combined Authority or simply comment on concerns or issues.**
- **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.**
- **The usual five minute time limit will apply to all speeches.**
- **The Chairman 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.**