

**GREATER CAMBRIDGE CITY DEAL GOVERNANCE: ESTABLISHMENT OF JOINT COMMITTEE**

*To:* Constitution and Ethics Committee

*Meeting Date:* Tuesday 11 November 2014

*From:* Executive Director: Economy, Transport and Environment

*Electoral division(s):* Abbey; Arbury; Bar Hill; Bassingbourn; Bourn; Castle; Cherry Hinton; Coleridge; Cottenham, Histon and Impington; Duxford; East Chesterton; Fulbourn; Gamlingay; Hardwick; King's Hedges; Linton; Market; Melbourn; Newnham; Papworth and Swavesey; Petersfield; Queen Edith's; Romsey; Sawston; Trumpington; Waterbeach; West Chesterton; Willingham

*Forward Plan ref:* 2014/022      *Key decision:* Yes

*Purpose:* To consider proposals to establish an integrated governance framework for the Greater Cambridge City Deal and to propose its establishment to Full Council.

*Recommendation:* The Committee is recommended to endorse the following and to recommend them to Full Council:

- a) The Terms of Reference for the Executive Board;
- b) The proposed delegated authorities set out in paragraphs 2.11 and 2.12;
- c) The Leader of the Council be appointed to represent the Council on the Executive Board;
- d) The Chairman of the Economy and Environment Committee be appointed as the Council's substitute representative on the Executive Board;
- e) The Terms of Reference for the Assembly;
- f) To appoint the Council's three representatives on the Assembly, on the basis of political proportionality according to the Council's membership in Cambridge and South Cambridgeshire.

<b><i>Officer contact:</i></b>	
Name:	Graham Hughes
Post:	Executive Director: Economy, Transport and Environment
Email:	<a href="mailto:graham.hughes@cambridgeshire.gov.uk">graham.hughes@cambridgeshire.gov.uk</a>
Tel:	01223 715660

## **1. BACKGROUND**

- 1.1 The Greater Cambridge City Deal document was signed on 19 June 2014 on behalf of all five local partners (Cambridgeshire County Council, Cambridge City Council, South Cambridgeshire District Council, the Greater Cambridge Greater Peterborough Enterprise Partnership and the University of Cambridge) and Government.
- 1.2 The Deal is underpinned by a commitment to deliver transformative economic benefits through investment in infrastructure and through a collaborative governance framework, featuring an Executive Board that brings together the partner organisations and a wider Assembly. An effective and efficient governance structure is recognised in the deal document as key to the delivery of the infrastructure programme and to planning effectively for future growth.
- 1.3 It is envisaged that the governance framework will consist of a five person Executive Board, supported by a 15 person Assembly that comprises a mix of elected Members and wider stakeholders. The Assembly is envisaged to perform an advisory function in support of the work of the Executive Board, which is expected to be the decision-making body for those issues within the remit of the governance framework.
- 1.4 Partners have expressed a preference for the creation of a Greater Cambridge Combined Authority. However, legislation governing Combined Authorities will need to be amended if such a body is to be created for the Greater Cambridge area. An initial consultation was undertaken on potential changes to this legislation by Government earlier this year, to which the partners submitted a combined response. It is unclear at this point when changes to legislation can be expected to be proposed by Government.
- 1.5 In the interim period before a Combined Authority can be established, the partners have committed to set up a Joint Committee to drive greater coordination and closer working.
- 1.6 The final decision on the establishment of the City Deal governance framework will be made by Full Council on 16 December 2014, following the Committee's consideration of the proposals. The proposals will also be considered by the Economy and Environment Committee, also on 11 November 2014. Similar processes are currently being followed within Cambridge City Council and South Cambridgeshire District Council.

## **2. MAIN ISSUES**

### **Executive Board**

- 2.1 As stated above, the Executive Board is expected to be the key decision-making body within the governance framework. Proposed Terms of Reference for the Executive Board are attached in Appendix A.
- 2.2 The Executive Board is expected to consist of one representative from each of the five partner organisations, with each organisation determining its own representative. It is proposed that the Leader of the Council be appointed to represent the Council on the Executive Board.

- 2.3 Each partner organisation will also need to appoint a named substitute representative who may act in all respects as a voting member of the Executive Board in the absence of the voting member appointed. It is proposed that the Chairman of the Economy and Environment Committee be appointed as the Council's substitute representative on the Executive Board.
- 2.4 Due to restrictions in legislation governing Local Authority Joint Committees, it is anticipated that the three Local Authority representatives on the Executive Board would hold voting powers, whilst the representatives of the University of Cambridge and Local Enterprise Partnership (who would be co-opted) would act as non-voting members. The Local Authority representatives would commit through the Terms of Reference to act with due regard to the opinions of those representatives.
- 2.5 Where possible, it is expected that the Executive Board would operate on the basis of consensus to ensure that decisions taken have the backing of Members across the city-region. It is recognised that this may not always be possible, and this is addressed in the Terms of Reference.

### **Assembly**

- 2.6 It is anticipated that the Assembly will play an advisory role, acting as a forum for discussion with a wider range of Members and stakeholders across the Greater Cambridge area, so that the Board benefits from a wider range of input and expertise in making its decisions. The Assembly will usually meet in advance of Executive Board meetings to pre-scrutinise the issues the Board will be taking decisions on and advise the Board accordingly.
- 2.7 The most appropriate structure for the Assembly to be constituted in order to fulfil its advisory role is a forum (a joint advisory committee) convened by the Executive Board, which allows it to be used in a flexible way in supporting the Executive Board's decision-making.
- 2.8 Proposed Terms of Reference for the Assembly are included in Appendix B.
- 2.9 It is proposed that the Assembly consist of 15 representatives, with three nominated by each partner organisation. The representatives nominated by each Council will need to be drawn from within that organisation, representing the political composition of the Greater Cambridge area. However, that requirement does not exist for the representatives of the University of Cambridge and Local Enterprise Partnership.
- 2.10 The Committee is recommended to endorse the proposal that Full Council should appoint the Council's three representatives on the Assembly, on the basis of political proportionality according to the Council's membership in Cambridge and South Cambridgeshire.

### **Delegated authority**

- 2.11 The governance framework will require some delegated authorities in order to fulfil its mandate, which will ultimately be subject to a decision by Full Council. It is proposed that the Committee endorse the following delegated authorities for the Greater Cambridge Executive Board and recommend them to Full Council:

- Authority to set and review the objectives to be achieved by the strategic investments made pursuant to the Greater Cambridge City Deal agreement dated 19 June 2014.
- Authority to:
  - Approve single position statements in relation to strategic City Deal issues;
  - Approve projects, including the allocation of project funding, which fall within the ambit of the City Deal agreement.
  - Approve the major priorities under the auspices of the City Deal.
  - Approve plans and strategies necessary or incidental to the implementation of the City Deal agreement.
  - Consider recommendations from the Greater Cambridge City Deal Joint Assembly.

2.12 It is proposed that the Committee endorse the following delegated authorities for the Greater Cambridge City Deal Joint Assembly and recommend them to Full Council:

- Authority to advise the Greater Cambridge Executive Board in connection to the achievement of the objectives of the City Deal agreement.
- Authority to prepare and submit reports and/or recommendations to the Greater Cambridge Executive Board.

### **Strategic spatial/transport planning**

2.13 Throughout the Deal process, there has been a shared desire amongst the partner organisations to integrate more closely the Councils' powers and responsibilities relating to strategic spatial and transport planning. Through the Deal Document we have committed to formalise the existing good joint working arrangements as part of the move towards a Combined Authority structure. It should be noted that the emerging Local Plans for Cambridge and South Cambridgeshire are still to go through public examination and are yet to be adopted.

2.14 The most effective means by which this integration could be achieved would be to merge the statutory Local Plan-making responsibilities of Cambridge City Council and South Cambridgeshire District Council with the County Council's transport strategy powers relating to the city-region to form a single Growth Plan when the Local Plans are next reviewed – and we have committed to begin an early review in 2019 to take into account the changed circumstances arising from substantial City Deal investment.

2.15 As it stands the only means by which this could be done would be through the formation of a Section 29 Committee, which would require a parliamentary process to establish and revoke. However, there is unlikely to be a workload for such a body at this point in time given the fact that the Local Plan review would not be started until 2019. The requirement to form a Section 29 Committee is currently expected to be superseded by the creation of a Combined Authority. No action to create a Section 29 Committee and delegate planning powers to it is therefore proposed at this time, but in coming years it may prove necessary to propose such action, to ensure that those powers are joined up and delegated for joint decision making through the City Deal governance arrangements ahead of the Local Plan review due to start in 2019.

- 2.16 Through the examination of the strategic planning and transport commitment, it has become clear that moving towards a more fully integrated, shared planning and transport service could offer many potential advantages to the three councils and their stakeholders in delivering City Deal and sustainable growth more broadly across the Greater Cambridge area. The alignment of strategic planning and transport strategy preparation with the growth delivery activities that the councils are engaged upon will ensure the achievement of City Deal outcomes is optimised. The exploration of ways in which an integrated shared service approach can be achieved will be undertaken by the Councils over the next 12 months, and brought back to Committee for decision at the appropriate time.

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

#### **3.1 Developing the local economy for the benefit of all**

The following bullet points set out details of significant implications identified by officers:

- Enhanced and more efficient collaboration between Local Authority and other partners will help to drive local economic growth and the creation of jobs.

#### **3.2 Helping people live healthy and independent lives**

There are no significant implications for this priority.

#### **3.3 Supporting and protecting vulnerable people**

There are no significant implications for this priority.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

The following bullet points set out details of significant implications identified by officers:

- Officer support for the new committees will be provided by the three Councils from existing resources and therefore there are no additional financial commitments as a result of the decisions sought in this paper.

#### **4.2 Statutory, Risk and Legal Implications**

The following bullet points set out details of significant implications identified by officers:

- Forming this more integrated governance framework would carry substantial positive reputational impacts amongst the business community for both the Council and the partnership.
- The key risks are:
  - One or more partners do not agree to the creation of the governance framework, which would be likely to result in Government withholding City Deal funding. Discussions held to

date demonstrate a shared desire to establish this governance framework though, so this risk should be minimised.

- Disputes between the local partners reduce the effectiveness of the governance framework and its ability to deliver results. Mechanisms are proposed in the Terms of Reference to address this situation should it arise.

#### **4.3 Equality and Diversity Implications**

The following bullet points set out details of significant implications identified by officers:

- A Community Impact Assessment has not been carried out. Officers are of the view that there are no direct implications from the creation of this committee.
- Decisions that the committee takes will be informed by Community Impact Assessments where appropriate.

#### **4.4 Engagement and Consultation Implications**

The following bullet points set out details of significant implications identified by officers:

- Discussions on the proposals have taken place within the Council and across the partner Councils, University of Cambridge and Local Enterprise Partnership.
- The intention to create a new joint governance framework as part of the City Deal has been communicated publicly through press releases previously, and the creation of this committee will be communicated through the Council's normal channels.

#### **4.5 Localism and Local Member Involvement**

There are no significant implications within this category.

#### **4.6 Public Health Implications**

There are no significant implications within this category.

<b>Source Documents</b>	<b>Location</b>
Greater Cambridge City Deal Document	<a href="https://www.gov.uk/government/publications/city-deals-greater-cambridge">https://www.gov.uk/government/publications/city-deals-greater-cambridge</a>

## **Appendix A: 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.

## **Appendix B: 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.
- 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**

The recording in any format of meetings of the Joint Assembly 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 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.