



Human Resources Committee – Draft Minutes

Wednesday 27 September 2023

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| Venue: | Council Chamber, Fenland District Council | |
| Time: | 3.00-5.00pm | |
| Present: | Mayor Dr Nik Johnson Councillor Simon Smith Councillor Oliver Sainsbury Councillor Edna Murphy | Chair and CPCA Mayor Cambridge City Council (substitute member) Peterborough City Council Cambridgeshire County Council (substitute Member) |
| Apologies | Councillor Lucy Nethsingha Councillor Anne Smith | Cambridgeshire County Council Cambridge City Council |

Minutes:

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| 1 | Apologies for Absence and Declarations of Interest |
| 1.1 | Apologies were received from Cllr Nethsingha who was substituted by Cllr Murphy and Cllr Anna Smith who was substituted by Cllr Simon Smith. |
| 2 | Declarations of Interest |
| 2.1 | No declarations of interest made. |
| 3 | Chair's Announcements |
| 3.1 | No announcements were made. |
| 4 | Minutes of the Previous Meetings. |
| 4.1 | The minutes of the Human Resources Committee meeting held on 26 July 2023 were approved as an accurate record. |
| 5 | Recruitment of Executive Director for Place and Connectivity and Director Legal and Governance. |
| 5.1 | The Committee received the report from the Chief Executive Officer and Director for Performance and Resources which requested that the Committee agree the attached Job Descriptions/Person Specifications and approve their inclusion as meeting the requirement of Chapter 11.3.1 of the Constitution. |
| 5.2 | The following points were raised during the discussion:- |

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| | <ul style="list-style-type: none"> • Officer advised that there was an error in the report and that recommendation c should refer to the constitution chapter 11 3.1 rather than chapter 18. • In response to a query about whether it was a legal requirement to have a qualified solicitor or barrister apply for the Monitoring Officer role and whether chartered legal executives could also be considered; officers responded that while it was not a legal requirement it was considered best practice for Monitoring Officers to have that background; law within local government and even more so in Combined Authorities had become more complex and therefore a qualification within law was considered important. Also the individual appointed would be leading a team of lawyers and therefore the legal knowledge acquired from a legal qualification would be valuable. • Officers advised that the Monitoring Officer role would have the statutory role of owning and monitoring the constitution and ensuring that decisions taken were legal and in line with legislation but that it would also have wider ranging responsibilities that would need to cover areas such as procurement, legal services and democratic services as well as other areas that may be required by officers in senior positions. • In response to a question about managerial experience required for the Monitoring Officer role; officers advised that the interpersonal skills would be considered as important as the technical experience that a candidate could demonstrate. • Officers had spoken with a number of recruitment agencies and had been advised the Combined Authority was an attractive employer due to it being different to other local authorities and therefore offering new challenges and officers were hopeful they would attract a good field of candidates. • Members commented that there had been some progressive policy development on governance at the Combined Authority and that this exemplary work had set good foundations on which the authority could build upon; it was important that the right people were now appointed to take this work forward. |
| 5.3 | The Mayor commented that he was grateful that the job descriptions were clearly committed to the three C's of Compassion, Co-operation and Community. |
| 5.4 | On being proposed by the Mayor, seconded by Councillor Murphy, it was resolved with 3 for votes for and 1 abstention to: <ul style="list-style-type: none"> a) Approve the new Executive Director Job Descriptions/Person Specifications contained at Appendix A of the report. b) Approve the new Director Legal and Governance (Monitoring Officer) Job Description/Person Specification contained at Appendix B of the report. c) Approve that the Job Descriptions/Person Specifications at Appendices 1 and 2, meets the requirement in Chapter 11, rule 3.1 of the Combined Authority's Constitution. |
| 6. | Care Leavers Report |
| 6.1 | The Committee received the report which shared the Combined Authority's proposed approach to Care Leavers and seeks support for the recommended actions. |
| 6.2 | The following points were raised during the discussion:- <ul style="list-style-type: none"> • Members welcomed the report and acknowledged this was a positive progressive initiative. • The Mayor stated he was grateful to officers in Human Resources for showing how the Combined Authority could be an exemplar organisation. |
| 6.3 | On being proposed by Councillor Simon Smith , seconded by Councillor Murphy, it was resolved unanimously to: <ul style="list-style-type: none"> a) Agree that 'care experience' will be treated as if it were a Protected Characteristic under the Equalities Act 2010 in relation to HR Policies and Procedures. |

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| | <ul style="list-style-type: none"> b) Approve the amendment of the Combined Authority's Equality, Diversity and Inclusion HR Policy to reflect 'care experience' being treated as if it were a protected characteristic. c) Note that officers will take a report to the CPCA Board in November to recommend a broader proposal to treat Care Experience as if it were a protected characteristic under the Equalities Act 2010 across all CPCA work and services. That report will include an action plan of activities. |
| 7 | Date of Next Meeting |
| 7.1 | The date of the next meeting was confirmed as the 10th November at 11am at Huntingdonshire District Council |
| 7.2 | Interviews for the roles discussed above would be held on the 16 th November at Huntingdonshire District Council |

Meeting Ended: 15:40pm.