



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## **HUMAN RESOURCES COMMITTEE**

**Date: Friday, 10 November 2023**

**Democratic Services**

Edwina Adefehinti  
Interim Chief Officer Legal and Governance  
Monitoring Officer

**15:30 PM**

2nd floor, Pathfinder House  
St Mary's Street  
Huntingdon  
Cambs  
PE29 3TN72

**Huntingdonshire District Council  
Civic Suite Room A, Pathfinder House, St Mary's Street,  
Huntingdon, PE29 3TN**

### **AGENDA**

**Open to Public and Press**

- 1 Apologies for Absence, Declarations of Interest & Announcements**
- 2 Approve the Minutes from the meeting held on the 27th September 2023 4 - 6**
- 3 Any Other Business**  
Verbal Update from the Chief Executive Officer
- 4 Date of next meeting:**  
Thursday 16th November 2023 at 10am at Huntingdonshire District Council

**5 Exclusion of the Press and Public**

*To resolve that the press and public should be excluded from the meeting on the grounds that the following report contains exempt information under Part 1 of Schedule 12A of the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed: information relating to an individual; information which is likely to reveal the identity of an individual and the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption must be deemed to outweigh the public interest in its publication.*

**6 Shortlisting for the Role of Executive Director for Place and Connectivity**

*A confidential report pack will be circulated separately (to follow) and should be treated as confidential by those members and officers entitled to receive this pack. This means that the contents should not be discussed with others, and no copies should be made.*

**7 Shortlisting for the Role of Director for Legal, Governance and Monitoring Officer**

*A confidential report pack will be circulated separately (to follow) and should be treated as confidential by those members and officers entitled to receive this pack. This means that the contents should not be discussed with others, and no copies should be made.*

### COVID-19

The legal provision for virtual meetings no longer exists and meetings of the Combined Authority therefore take place physically and are open to the public. Public access to meetings is managed in accordance with current COVID-19 regulations and therefore if you wish to attend a meeting of the Combined Authority, please contact the Committee Clerk who will be able to advise you further.

The Human Resources Committee comprises the following members:

*For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact*

Mayor Dr Nik Johnson

Councillor Jackie Allen

Councillor John Howard

Councillor Lucy Nethsingha

Councillor Anna Smith

Clerk Name:	Anne Gardiner
Clerk Telephone:	
Clerk Email:	anne.gardiner@cambridgeshirepeterborough-ca.gov.uk



# Human Resources Committee – Draft Minutes

**Wednesday 27 September 2023**

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:

<b>1</b>	<b>Apologies for Absence and Declarations of Interest</b>
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.
<b>2</b>	<b>Declarations of Interest</b>
2.1	No declarations of interest made.
<b>3</b>	<b>Chair's Announcements</b>
3.1	No announcements were made.
<b>4</b>	<b>Minutes of the Previous Meetings.</b>
4.1	The minutes of the Human Resources Committee meeting held on 26 July 2023 were approved as an accurate record.
<b>5</b>	<b>Recruitment of Executive Director for Place and Connectivity and Director Legal and Governance.</b>
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:-

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
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"> <li>a) Approve the new Executive Director Job Descriptions/Person Specifications contained at Appendix A of the report.</li> <li>b) Approve the new Director Legal and Governance (Monitoring Officer) Job Description/Person Specification contained at Appendix B of the report.</li> <li>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.</li> </ul>
<b>6.</b>	<b>Care Leavers Report</b>
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"> <li>• Members welcomed the report and acknowledged this was a positive progressive initiative.</li> <li>• The Mayor stated he was grateful to officers in Human Resources for showing how the Combined Authority could be an exemplar organisation.</li> </ul>
6.3	On being proposed by Councillor Simon Smith , seconded by Councillor Murphy, it was resolved unanimously to: <ul style="list-style-type: none"> <li>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.</li> </ul>

	<p>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.</p> <p>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.</p>
<b>7</b>	<b>Date of Next Meeting</b>
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 <sup>th</sup> November at Huntingdonshire District Council

Meeting Ended: 15:40pm.