



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

**JAMES PALMER**  
CAMBRIDGESHIRE &  
PETERBOROUGH MAYOR

# **CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY – MINUTES**

## **AUDIT AND GOVERNANCE COMMITTEE: MINUTES**

**Date: Thursday, 24 September 2020**

**Time: 10.00 a.m.**

**Location: Virtual meeting via the Zoom Platform**

**Present:**

Mr John Pye  
Cllr Ian Benney  
Cllr David Brown  
Cllr Mike Davey  
Cllr Mark Goldsack  
Cllr Graham Bull  
Cllr Tony Mason  
Cllr Nick Sandford

Chairman  
Fenland District Council  
East Cambridgeshire District Council  
Cambridge City Council  
Cambridgeshire County Council  
Huntingdonshire District Council  
South Cambridgeshire District Council  
Peterborough City Council

**Officers:**

Kim Sawyer  
Robert Parkin  
Dermot Pearson  
Rochelle White  
Jon Alsop  
Robert Fox  
Anne Gardiner  
Susan Hall

Chief Executive Officer  
Chief Legal Officer and Monitoring Officer  
  
Deputy Monitoring Officer  
Chief Finance Officer (s.73 Officer)  
Interim Scrutiny Officer  
Scrutiny Officer  
Governance Assistant

### **1. APOLOGIES AND DECLARATIONS OF INTERESTS**

1.1 There were no apologies or declarations of interest.

### **2. CHAIR'S ANNOUNCEMENTS**

2.1 Anne Gardiner, Scrutiny Officer was welcomed back to the CPCA.

- 2.1.1 Committee members were reminded of the Value for Money Workshop which would follow the Committee meeting on 2 October 2020.
- 2.1.2 The annual review of the Constitution would become part of the Committee's work programme.

### **3. PUBLIC QUESTIONS**

- 3.1 This was a superfluous agenda item entered on the Combined Authority meetings website in error. The Chair reminded the Committee that even though the Audit and Governance Committee meets in public session it does not take questions from the public.

### **4. THE CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY CONSTITUTION REVIEW**

- 4.1 It was agreed to consider each of the amended sections of the Constitution, presented as appendices to the main report, in order with members able to discuss each in turn. The Committee was requested to approve and recommend the revisions to the Constitution which would then be included as an addendum to the Combined Authority Board agenda item on the Constitution review at the meeting of 30 September 2020.
- 4.2 The Assurance Framework was not being addressed at this meeting and would instead be referred to the meeting of the Committee on 27 November 2020. Committee members were requested to send any comments on the Assurance Framework directly to Rochelle White.
- 4.3 The report was introduced by the Monitoring Officer who outlined the processes behind the constitutional review and the consultation which had taken place. The Monitoring Officer also explained why the amendments were being made at this time.
- 4.4 Following a question it was confirmed that the questionnaire response rate had been disappointing with only five completed survey forms received.
- 4.5 With regard to the Code of Conduct, the Local Government Association had produced a draft Code which it saw all Local Authorities adopting; it was consulting on a national code.
- 4.6 The Gifts and Hospitality protocol provided members with greater guidance and assured members of the public on the standards members were holding themselves to. It was suggested a sentence be included that officers were subject to similar processes and procedures.
- 4.7 The issue of quoracy of Combined Authority Committees was raised. The Chair suggested a more appropriate quorate number for this Committee would be five members, rather than the current two-thirds requirement of six members.
- 4.8 Following discussion on each of the presented revisions to the Combined Authority Constitution the following recommendations to the Combined Authority Board were agreed:

#### **RECOMMENDED:**

1. The Code of Conduct was agreed and recommended to the CA Board.
  2. With the addition of a reference to the officer Gifts and Hospitality policy the Gifts and Hospitality Protocol was agreed and recommended to the CA Board.
  3. The Members use of Resources and Code of Recommended Practice on Publicity, which supplements the recommended revised Code of Conduct, was agreed and recommended to the CA Board.
  4. That reference be made to the requirement for the participation of the Mayor in any majority decision within the Officer Employment Procedure Rules. With such an addition, the revision was agreed and recommended to the CA Board. The protocol on appointments within the Mayoral Office (Annex to the OEPRs) was also agreed and recommended to the CA Board.
  5. A note to the CA Board that, when appropriate, the Employment Committee may wish to consider reserving to themselves any key third-tier appointments which would otherwise fall to the Head of Paid Service. With this comment the Employment Committee section within the Constitution was agreed and recommended to the CA Board.
  6. With the amendment to a typographical error, and the addition of a reference to participation via telephone, the protocol on Virtual/Hybrid meetings was agreed and recommended to the CA Board.
  7. The Webcasting protocol was agreed and recommended to the CA Board.
  8. With the amendment of a typographical error the Contract Procedure Rules was agreed and recommended to the CA Board.
  9. The consequential and minor amendments to the Constitution presented in a table were noted and agreed.
- 4.9 The following **RECOMMENDATIONS** were also agreed:
1. The Monitoring Officer to be requested to develop a Member/Officer protocol to be brought back to the Audit and Governance Committee.
  2. The Constitution should include an introduction and pre-amble which includes an explanation of the mandatory and optional elements within the Constitution.
  3. That a protocol be developed that defined the principles for the establishment of Commissions and other groups set up or sponsored by the Combined Authority, including trading companies, e.g. the selection process(es) for chairs and members, the remuneration of chairs and the extent to which such groups were able to decide independently how to conduct their business.

4. **That the Combined Authority expressed its concern to Whitehall about the difficulties caused by the two-thirds quoracy rule for the Combined Authority Audit and Governance, and Overview and Scrutiny Committees.**

4.10 The Chair thanked officers for the work undertaken on the Constitution review.

## **5. DATE OF NEXT MEETING**

- 5.1 The next scheduled meeting of the Committee would be Friday, 2 October 2020 at 10.00 a.m. (by Zoom).

The meeting closed at 12.07 p.m.