



**CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY
EMPLOYMENT COMMITTEE**

Wednesday 13 February 2019

10 am – 12 am

East Cambridgeshire District Council, Council Chamber

Membership (Quorum 4)

Mayor James Palmer	Mayor (Chair)
Councillor Charles Roberts	Deputy Mayor (Statutory) & Portfolio Holder for Economic Growth & Housing (Vice Chair)
Councillor John Holdich	Deputy Mayor (Constitutional) & Portfolio Holder for Skills
Councillor Lewis Herbert	
Councillor Chris Seaton	
Councillor Steve Count	

AGENDA

Number	Agenda Item	Chief Officer	Papers	Pages
1	Apologies and Declarations of Interests	Chair	Oral	-
2	Minutes – 14 November 2018	Chair	Yes	3 - 4
3	Restructuring of the Management and Departments of the Cambridgeshire and Peterborough Combined Authority	Chair	Yes	5 – 6 Appendix 1 to follow

Number	Agenda Item	Chief Officer	Papers	Pages
	<p data-bbox="363 309 651 342">– Draft Consultation</p> <p data-bbox="363 383 906 591">Appendix 1 to this report contains exempt information relating to the employment status of individuals as defined by Paragraphs 1 of Schedule 12A of Part 1 of the Local Government Act 1972.</p>			

The Combined Authority is committed to open government and members of the public are welcome to attend Committee meetings. It supports the principle of transparency and encourages filming, recording and taking photographs at meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens.

For more information about this meeting, please contact Tamar Oviatt-Ham tamar.oviatt-ham@cambridgeshire.gov.uk or 01223 7215668



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY – EMPLOYMENT COMMITTEE MINUTES

Date: Wednesday 14 November 2018

Time: 12:45p.m. to 1.30p.m.

Present: Mayor James Palmer (Chairman), Councillors Graham Bull, Lewis Herbert, John Holdich, Charles Roberts and Bridget Smith

1. APOLOGIES AND DECLARATIONS OF INTEREST

No apologies were received and no declarations of interest were made.

2. MINUTES OF THE MEETING HELD ON 25 APRIL 2018

The minutes of the meeting held on 25 April 2018 were agreed as a correct record and signed by the Chairman.

The Committee requested that decisions and actions taken at all of the Employment Sub-Committees since April 2018 be circulated to Combined Authority Board Members. **ACTION**

3. RECRUITMENT OF CHIEF EXECUTIVE, CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY

The Committee received a report from the Interim Chief Executive, John Hill, outlining the timetable and the process for the recruitment of a permanent full time Chief Executive of the Cambridgeshire and Peterborough Combined Authority.

In discussing the report Members:

- Noted that the job description had been reviewed in close consultation with all Chief Executives of the constituent authorities. There would be further opportunities for partner organisations to input into the type of candidates sought. All comments were welcomed.
- Discussed the recruitment timeline and highlighted that continuity of Members involvement in the recruitment process at all stages was crucial.

It was agreed that a more detailed brief be provided to Members following the meeting and availability be reviewed. **ACTION**

- Discussed the timing of the assessment centre and noted that this would be reviewed to bring forward the interview stage if possible. **ACTION**
- Noted that a search would be used to identify potential candidates as well as adverts and a microsite.

It was resolved unanimously to:

- I. Approve the revised job description and job profile of the Chief Executive as detailed in Appendix 1 of the report;
- II. Note the timetable and proposal as detailed in appendix 2 of the report.

4. EXCLUSION OF THE PRESS AND PUBLIC

It was resolved unanimously:

that the press and public be excluded from the meeting on the grounds that the agenda contained exempt information relating to the employment status of individuals as defined by Paragraph 1 of Schedule 12A of Part 1 of the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed.

5. SENIOR MANAGEMENT RESTRUCTURING

The Committee received a report from the Interim Chief Executive John Hill detailing proposals for senior management restructuring (subject to consultation)

Members resolved unanimously to approve the recommendations as set out in the report and amended at the meeting.

Chairman



CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD	AGENDA ITEM No: 3
WEDNESDAY 13 FEBRUARY 2019	PUBLIC REPORT

RESTRUCTURING OF MANAGEMENT AND DEPARTMENTS OF THE CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY – CONSULTATION DRAFT

1.0 PURPOSE

The detail proposals for the restructuring of the Cambridgeshire and Peterborough Combined Authority.

<u>DECISION REQUIRED</u>	
Lead Member:	Mayor James Palmer
Lead Officer and Author:	John Hill, Interim Chief Executive
Forward Plan Ref: N/A	Key Decision: No
The Employment Committee are requested to:- (i) approve the proposals in Appendix 1 for consultations with affected staff (ii) instruct the Interim Chief Executive (JH) to provide a further update to the Committee on implementation of these proposals.	<i>Voting arrangements</i> <i>Simple Majority</i>

2.0 BACKGROUND

2.1 On 27 June 2018 the Combined Authority approved the management and organisational structure. The Leaders of the constituent Councils have instructed the Interim Chief Executive to undertake a review of the CPCA organisation.

3.0 PROPOSALS

3.1 The consultation document detailed in Appendix 1 presents the Interim Chief Executive's proposed restructuring of the departments of the Combined Authority from 2019/20.

3.2 The consultation document includes key information to inform responses from affected staff, specifically:-

- Reasons and rationale for change
- Summary of proposals (Collective and specific individual staffing responses)
- Consultation Process
- Financial Appraisal
- Redundancy Process and Information including support to affected staff
- Appendices as detailed; specific individual staffing proposals, proposed organisational structure and draft job profiles.

3.3 All posts in the revised CPCA structure have been evaluated as a result of this exercise. Appendix 1 details these staff subject to the revised pay protection arrangements.

4.0 FINANCIAL IMPLICATIONS

4.1 In the structure report of June 2018, the full cost of that structure including Energy Hub and AEB posts was £6.3m. The gross salary costs (including NI and pensions) of these proposals are estimated at £4.8m, including assumption of 1.5% pay award, which represents a 24% reduction from the completed review. For information, the salary costs of the incorporated LEP staff (now within Business and Skills directorate) the Energy Hub for the wider South East area and newly dissolved AEB function amount to £1.8m (37% of the total salary budget).

5.0 APPENDICES (EXEMPT)

These appendices relate to the employment status of individual and is therefore exempt from disclosure.

5.1 Appendix 1 - Consultation Document (EXEMPT).

Annex 1 - Collective and specific individual staffing proposals

Annex 2 - Draft management and departmental structures

Annex 3 - Draft job profiles (New posts)

Annex 4 - Summary of new and deleted posts

Annex 5 - The New Combined Authority (First Principles)

<u>Source Documents</u>	<u>Location</u>
Cambridgeshire & Peterborough Combined Authority Board 27 June 2018 - Agenda Item 2.4	The Incubator 1st Floor Alconbury Weald Enterprise Campus
Employment Committee 14 November 2018 - Agenda Item 5	Alconbury Weald Huntingdon PE28 4WX