



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item No: 7

Report title: Review of Overview and Scrutiny Arrangements Update

To: Overview and Scrutiny Committee

Meeting Date: 27 September 2021

Public report: Yes

From: Anne Gardiner
Governance Manager

The Overview and Scrutiny Committee is recommended to:

Recommendations:

- a) Note and comment on the Action Log from officers. (Appendix 1)
- b) Comment on and approve the Scrutiny Protocol (Appendix 2)
- c) Comment on and approve the Rapporteur Role Description (Appendix 3)
- d) Comment on and approve the Mayor's Question Time Format Proposal (Appendix 4)

Voting arrangements: Simple majority of all members

1. Purpose

1.1 To provide the Overview and Scrutiny Committee with an update on the work being carried out by officers in relation to the actions recommended by the Centre for Governance and Scrutiny.

2. Background

2.1 The Centre for Governance and Scrutiny published their second edition on guidance to overview and scrutiny in Combined Authorities. This second edition reflects upon the past three years of practice since the introduction of CA's. It provides guidance around how scrutiny can best operate in practice.

The guidance may be found here: [Revised guidance: Overview and Scrutiny in Combined Authorities - Centre For Governance and Scrutiny \(cfgs.org.uk\)](https://www.cfgs.org.uk/revised-guidance-overview-and-scrutiny-in-combined-authorities)

- 2.2 Following this guidance being published the CPCA Overview and Scrutiny Committee held an informal workshop with CfGS to discuss some of the points raised within the guidance and requested that a proposal be brought forward from CfGS to carry out a review of the current scrutiny arrangements at the CPCA.
- 2.3 The Committee received the recommendations out their meeting on the 28th June 2021 and a further report detailing the timetable for the actions at their meeting on the 26th July 2021.
- 2.4 The attached Action Log (Appendix 1) details what progress has been made and planned actions over the coming months.

Scrutiny Protocol

- 2.5 One of the actions from the findings of the review carried out by Centre for Governance and Scrutiny was that a Scrutiny Protocol be developed which would set out the role profile for Overview and Scrutiny Members, mutual expectations, information access, support arrangements and commitment required for the Committee to review and agree. The draft protocol is attached at Appendix 2 for the Committee to review.
- 2.6 An information sharing protocol will be developed and presented to the meeting of the Committee on 25 October 2021.

Rapporteur Role Description

- 2.7 One of the actions from the findings of the review carried out by Centre for Governance and Scrutiny was that the assignment of individual Members to act as “rapporteurs”, to develop a subject expertise in specified areas of policy, to highlight issues of importance to the chair for escalation to committee and potentially to lead on questioning on such matters.
- 2.8 The Committee requested that some clarity around this role be provided as the Committee already had Lead Member Roles and the difference between the two roles needed to be developed.
- 2.9 Officers have liaised with the Director for Centre for Governance and Scrutiny and reviewed other existing rapporteur role descriptions at other authorities and have produced the attached Rapporteur Role Description (Appendix 3) for the Committee to review. The Appendix details the current arrangements for Lead Members for the Executive Committees, the Business Board, the interim Lead Members for CAM and the Bus Review as well as outlining the new Rapporteur Role to enable a comparison of the roles.

Mayor’s Question Time Proposal

- 2.10 At the August meeting the Committee considered the draft proposal for the format of the Mayor’s Question Time (Appendix 4) and they requested that this be discussed further with the Mayor and recommended that a non-time limited quarterly meeting, allowing further

follow up questions to create more of an open discussion, and a possible theme of each Question Time session be proposed.

- 2.11 The Chair and Vice Chair met with the Mayor on the 17th September and discussed this proposal. It was clarified at the meeting that the Mayor would be happy to hold a Mayor's Question Time twice a year with one of the sessions being a forum for members of the public to ask questions through the Overview and Scrutiny Committee and the other being purely for the Overview and Scrutiny Committee members.
- 2.12 The Mayor also confirmed that he was willing to attend any meetings of the Overview and Scrutiny Committee when requested in his role as the Chair of the Transport and Infrastructure Committee.
- 2.13 The Mayor was also keen to express he would attend any meeting of the Overview and Scrutiny Committee when requested if he was available to do so.
- 2.14 The Chair, Vice Chair and the Mayor discussed and requested that officers explore a process for members of CA Board being invited to attend the Committee when requested in their lead member roles for the Combined Authority.
- 2.15 The recommendations and actions from the Centre for Governance and Scrutiny will be taken to CA Board on the 29th September 2021.

3. Financial Implications

- 3.1 None

4. Legal Implications

- 4.1 None.

5. Appendices

- 5.1 Appendix 1 – O&S Review Action Log
- 5.2 Appendix 2 – Scrutiny Protocol
- 5.3 Appendix 3 – Rapporteur Role Description
- 5.4 Appendix 4 - Mayor's Question Time Proposal

6. Background Papers

- 6.1 [O&S March Report](#)
- 6.2 [O&S March Appendix](#)
- 6.3 [CA Board Report - March](#)
- 6.4 [O&S Report – 28th June 2021](#)
- 6.5 [O&S Report – 26th July 2021](#)
- 6.6 [O&S Report – 23rd August 2021](#)