



# Cambridgeshire & Peterborough Combined Authority

## Independent Persons Recruitment Pack



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

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# Introduction

The Combined Authority is led by the Mayor and made up of representatives from the seven constituent councils. We work with the Business Board (the Local Enterprise Partnership) and other local partners to deliver our strategic projects.

The Combined Authority Board is chaired by the elected Mayor of Cambridgeshire & Peterborough. The purpose of the Board is to ensure that the decisions and actions of the Combined Authority deliver key outcomes for the people of Cambridgeshire and Peterborough.

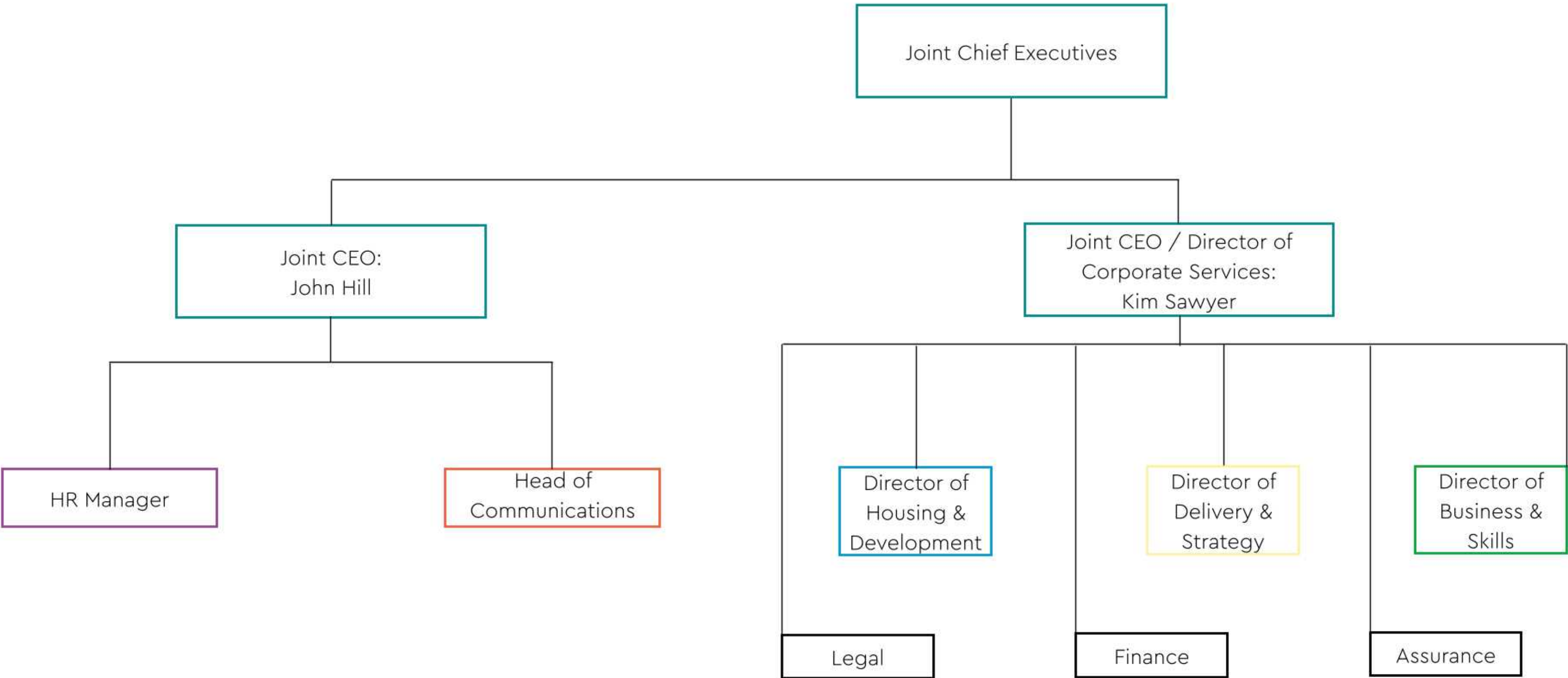
The Combined Authority Board consists of the leaders of the seven constituent councils, the chair of the Business Board and co-opted members: the Cambridgeshire & Peterborough Police & Crime Commissioner and representatives from the Cambridgeshire & Peterborough Fire Authority and the Cambridgeshire & Peterborough Clinical Commissioning Group.

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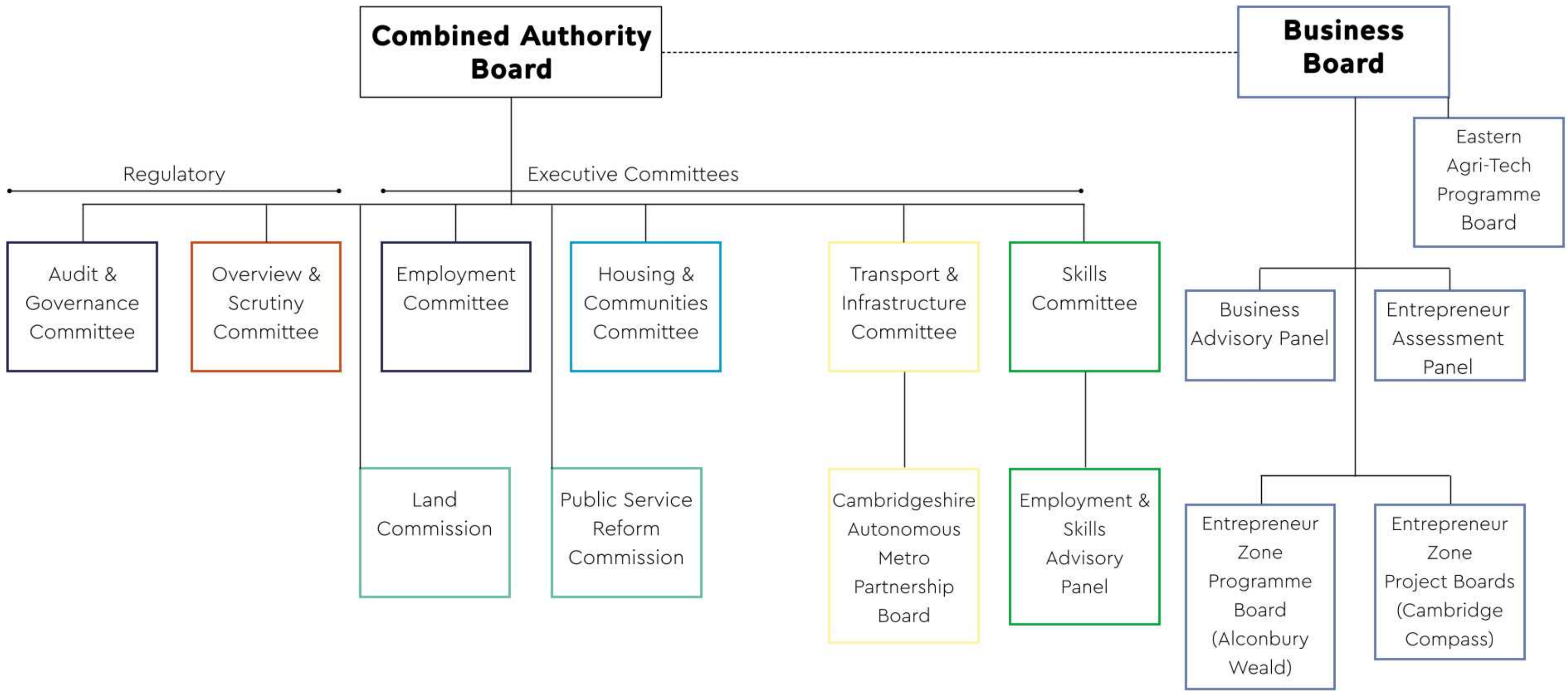
The Combined Authority is a lean and effective local authority. We deliver practical, ambitious projects that increase wellbeing and economic growth across the region, levelling up and empowering the North of Cambridgeshire while building on and accelerating the ambition and international reputation of the South.

For further information, please follow the link to our website

# Senior Staff Structure



# Decision Making Structure



# How to find us

The Combined Authority is currently based out of the Mayor's Office in Ely; due to Covid-19 restrictions, we are all still mainly working from home.

The Mayor's Office address is:  
 72 Market Street  
 Ely  
 CB7 4LS

There is no car parking at the Mayor's Office itself: please see below for details of nearby car parks.

The Mayor's Office is a ten minute walk from Ely Station.

<p><b>Short Stay Car Parks</b></p> <ul style="list-style-type: none"> <li><span style="background-color: yellow; border: 1px solid black; padding: 2px;">a</span> St Mary's Street – 2hrs</li> <li><span style="background-color: blue; border: 1px solid black; padding: 2px;">b</span> Newnham Street – 3hrs</li> <li><span style="background-color: purple; border: 1px solid black; padding: 2px;">c</span> The Grange, Nutholt Lane, Visitors car park 1 hr during office hours. Saturday only – 3hrs</li> <li><span style="background-color: teal; border: 1px solid black; padding: 2px;">d</span> Forehill – 4hrs</li> </ul> <p style="text-align: center;"><b>FREE PARKING</b></p>	<p><b>Long-Stay Car Parks</b> <span style="background-color: purple; border: 1px solid black; padding: 2px;">e &amp; f</span></p> <p>with early morning restrictions* in the following car parks</p> <p><b>Barton Road (Cathedral)</b>  <b>Fisherman's car park</b>  <b>Newnham Street (Long Stay section)</b>  <b>Ship Lane</b>  <b>Forehill (Long stay section)</b></p> <p><i>*Vehicles seen parked occupying a bay between 8:00 and 10:00 are limited to 90 minutes with no return for 2 hours. Unrestricted outside these times – Applicable Monday to Saturday. i.e. If you are parked at 8:00am you need to remove your vehicle by 9:30am, if you arrive at 8:31am you can stay all day.</i></p> <p style="text-align: center;"><b>FREE PARKING</b></p>	<p><b>Angel Drove &amp; The Dock Long Stay Pay &amp; Display</b></p> <p>Charges: £3.00 per day          £12.00 per week</p> <p><b>SEASON TICKETS AVAILABLE:</b></p> <p>Quarterly: £145.00          Annual: £506.00</p> <p>Apply at <a href="http://www.eastcambs.gov.uk">www.eastcambs.gov.uk</a> or ring 01353 665555 for further information</p>
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# ELY CAR PARKING



# The Role of Independent Persons

- **Location:** TBC
- **Allowance:** £1000 per annum (plus expenses incurred within the role)
- **Hours:** You will be required to be contactable at all times during normal working hours by telephone or by email and to be available to attending hearings which may be held in the day time. You will normally be given at least 28 days notice of any hearings, but the notice period may be shorter in cases of urgency, if, for example, a hearing has been adjourned for any reason and your attendance is required.
- **Term of Office:** 4 years
- **Closing Date:** 01 October 2021 (5pm COB)
- **Start date:** Ideally the Candidate will be available to start in Early November

## Role Summary

To assist the Combined Authority in promoting high standards of conduct by elected, appointed and co-opted members of the Authority and in particular to uphold the Code of Conduct adopted by the Combined Authority and the seven principles of public office, namely selflessness, honesty, integrity, objectivity, accountability, openness and leadership.

The Independent Person will be consulted on the decision to investigate complaints and before a decision is made on an investigated complaint. The Independent Person may be consulted on other standards matters, including by the member who is subject to an allegation.

## Responsibilities

- To be consulted and to give views in accordance with the constitution of the Combined Authority.
- To be available for consultation before a decision is taken as to whether to investigate a complaint or to seek local resolution of the same.
- To be available for consultation by any member who is the subject of a standards complaint.
- To develop a sound understanding of the ethical framework as it operates within the Combined Authority.
- To participate in training events to develop skills, knowledge and experience and in networks developed for Independent Persons operating outside the Combined Authority's area.
- To attend training events organised and promoted by the Authority's relevant Committees.
- To act as advocate and ambassador for the Combined Authority in promoting ethical behaviour.
- To participate as an Independent Person in any Disciplinary Panel set up to make recommendations on any disciplinary actions in respect of a Chief Officer as defined in Chapter 18 of the Combined Authority's Standing Orders.

## Personal Specification & Behaviours

- Personal integrity and honesty
- A keen interest and commitment to maintaining high standards in public life.
- A wish to serve the local community and uphold local democracy
- An interest in and awareness of the functions of local government relating to ethical governance, in particular the role of elected Members and the relevant Codes of Conduct.
- Independence, impartiality and experience of exercising sound objective judgements in relation to complex matters
- Excellent questioning, analytical and evaluation skills in order to advise whether a breach of the Code of Conduct or complaint should be investigated.

- A commitment to promoting equality and an awareness of the issues affecting the communities of Cambridgeshire and Peterborough.
- Excellent communication skills in particular the ability to provide clear rationale for advice and to explain decision making when required.
- Experience of dealing with private and sensitive issues, exercising discretion and maintaining confidentiality of information received.
- Flexibility to deal with urgent requests.
- Aged 18 or over and with a mature and sound temperament

## **Exclusions - The Independent Person will not be:-**

- A Member, co-opted member or employee of the Cambridgeshire and Peterborough Combined Authority or any of the constituent councils; or have held such a post within the previous 5 years.
- A relative or close friend of such a person; or
- A member of a political party

# How to Apply

## **Your Data**

- The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).
- Under the Data Protection Act 2018, CPCA reserve the right to collect, store and process personal data about job applicants in so far as it is relevant to recruitment processes. This includes processing sensitive data for the purposes of monitoring the CA's equality and diversity policy. All personal information held by the CPCA will be processed in accordance with the principles of the Data Protection Act.
- Cambridgeshire & Peterborough Combined Authority is an Equal Opportunity Employer, who values diversity and promotes equality. CPCA does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, or any other basis covered by Equality Act 2010. All employment is decided on qualifications, merit, and business need and we encourage applications from all sections of society. If you would like any reasonable adjustments or additional arrangements, please contact us via the details below.

## **Applying for the Role**

- For further information or for an informal discussion about the role please contact Sabina Mahmood HR Business Partner or Martin Jaynes HR Manager by email: [recruitment@cambridgeshirepeterborough-ca.gov.uk](mailto:recruitment@cambridgeshirepeterborough-ca.gov.uk)
- Please submit CVs with a covering letter to [recruitment@cambridgeshirepeterborough-ca.gov.uk](mailto:recruitment@cambridgeshirepeterborough-ca.gov.uk)

# Members' Code of Conduct

## 1. Principles of Public Life

- The Code of Conduct is intended to promote high standards of behaviour amongst the Members and Co-opted Members of the Combined Authority, including Members of the Business Board.
- The Code is underpinned by the following principles of public life, which should be borne in mind, when interpreting the meaning of the Code:

### i. Selflessness

- Holders of public office should act solely in terms of the public interest.

### ii. Integrity

- Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### iii. Objectivity

- Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### iv. Accountability

- Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### v. Openness

- Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### vi. Honesty

- Holders of public office should be truthful.

# & Complaints Procedure

## vii. Leadership

- Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Part 1 – Member Code of Conduct and Protocols

- The Member Code of Conduct and Protocols are appendices to Chapter 19 of the Combined Authority Constitution. [Read the full Constitution and the appendices.](#)

## Part 2 - Complaints Against Members of the Combined Authority

You are a Member or Co-opted Member of the Combined Authority or Business Board, and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Accordingly, when acting in your capacity as a Member or Co-opted Member –

- You must act in a manner consistent with the Board's diversity statement and treat your fellow Board Members, members of staff and others you come into contact with when working in their role with respect and courtesy at all times.
- You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associates.
- You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.



- When carrying out your public duties or Business Board duties you must make all choices, such as making appointments, awarding contracts or recommending individuals for rewards or benefits, on evidence.
- You are accountable for your decisions and you must co-operate fully with whatever scrutiny is appropriate to your office or position.
- You must be as open as possible about your decisions and actions and the decisions and actions of your authority or Business Board. In addition, you should be prepared to give reasons for those decisions and actions.
- You must declare any private interests, both pecuniary and non-pecuniary, including membership of any Trade Union, political party or local authority that relate to your public or Business Board duties. Furthermore, you must take steps to resolve any conflicts arising in a way that protects the public interest. This includes registering and declaring interests in a manner conforming with the procedures set out in the section 'Registering and declaring pecuniary and non-pecuniary interests' (see full Code of Conduct).
- You must, when using or authorising the use by others of the resources of your authority or Business Board, ensure that such resources are not used improperly for political purposes or personal purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- You must promote and support high standards of conduct when serving in your public post or Business Board post, in particular as characterised by the above requirements, by leadership and example.



# Welcome to the Combined Authority

## Useful Links

- [Our Constitution](#)
- [The Devolution Deal](#)
- [Meetings Calendar](#)
- [Governance](#)



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