

APPENDIX C: PROPOSED ASSEMBLY TERMS OF REFERENCE

GREATER CAMBRIDGE ASSEMBLY

Constitution

1. The Greater Cambridge Joint Assembly has been established by Cambridgeshire County Council, South Cambridgeshire District Council and Cambridge City Council. It is a joint advisory committee of the three Councils, established by the three Councils under section 102(4), Local Government Act, 1972.

Terms of reference

2. The Assembly is established to advise the Greater Cambridge Joint Committee (“the Joint Committee”) with regard to the latter’s role in achieving the objectives of the Greater Cambridge City Deal Agreement dated 19 June 2014.

3. To this end, the Assembly may receive and comment on reports from the Joint Committee, may offer advice to the Joint Committee on the discharge of its functions and may review its work.

Membership

4. The Assembly shall have the following membership:

- Three members appointed by each of the three Councils;
- Three members nominated by Cambridge University; and
- Three members nominated by The Greater Cambridge Greater Peterborough Enterprise Partnership.

5. Members nominated by Cambridge University and The Greater Cambridge Greater Peterborough Enterprise Partnership shall become co-opted members on endorsement by the Executive Board.

6. Each Council shall be entitled to appoint one named alternate (or substitute) member. Cambridge University and The Greater Cambridge Greater Peterborough Enterprise Partnership shall each be entitled to nominate an alternate (or substitute) member. Alternate members may act in all respects as a member of the Assembly in the absence of a principal member.

7. The term of office of members appointed by the Councils shall end:

- if rescinded by the appointing Council;
- if the member ceases to be a member of the appointing Council;

8. Cambridge University and The Greater Cambridge Greater Peterborough Enterprise Partnership may at any time ask the Assembly to replace any of their nominated co-opted members and alternate member by way of further nomination.

9. The Assembly shall appoint a Chair and Vice Chair at its first meeting and thereafter annually at the first meeting following the Annual Meetings of the three Councils.

10. The quorum for meetings of the Assembly shall be one representative of each partner organisation (i.e. five members).

11. Assembly members appointed by the three Councils shall be bound by the Code of Conduct of their nominating authority. Assembly members nominated by the Cambridge University and The Greater Cambridge Greater Peterborough Enterprise Partnership shall be bound by the Code of Conduct of South Cambridgeshire District Council.

Voting

12. All Assembly members shall be voting members.

13. The Chair and, in his or her absence, the Vice Chair shall have a casting vote.

Meeting frequency

14. The Assembly may set its own timetable for meeting but will initially meet quarterly on a date preceding meetings of the Joint Committee in order to allow the Assembly to comment on matters to be considered by the Joint Committee.

Professional and administrative support

15. Committee management support to the Assembly shall be provided by South Cambridgeshire District Council and its standing orders shall apply in respect of committee procedure rules.

16. Other professional support shall be provided to the Assembly on an ad hoc basis as agreed between the three Councils.

Costs

17. The three Councils, Cambridge University and The Greater Cambridge Greater Peterborough Enterprise Partnership shall each bear its own costs in relation to the operation of the Assembly.