

APPENDIX B: PROPOSED EXECUTIVE BOARD TERMS OF REFERENCE

GREATER CAMBRIDGE EXECUTIVE BOARD

Constitution

1. The Greater Cambridge Executive Board has been established by Cambridgeshire County Council, South Cambridgeshire District Council and Cambridge City Council. It is a joint committee of the three Councils, established by Cambridgeshire County Council under section 102(1)(b), Local Government Act, 1972, and by South Cambridgeshire District Council and Cambridge City Council under section 9EB, Local Government Act 2000.

Membership

2. The Committee shall have a voting membership of three, each Council being entitled to appoint one voting member. The Committee shall also have two non-voting members, to be co-opted by the Committee on a nomination by each of the University of Cambridge and the Greater Cambridge Greater Peterborough Enterprise Partnership.

3. Each Council shall be entitled to appoint one named alternate (or substitute) member who may act in all respects as a voting member of the Committee in the absence of the voting member appointed. The University of Cambridge and the Greater Cambridge Greater Peterborough Enterprise Partnership shall each be entitled to nominate an alternate or substitute non-voting member to act in the absence of their principal co-opted member.

4. Appointment of voting and alternate members shall be made, in the case of Cambridgeshire County Council, by the Council and, in the case of South Cambridgeshire District Council and Cambridge City Council by their Leader or Executive or otherwise in compliance with The Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012. Voting and alternate members appointed by South Cambridgeshire District Council and Cambridge City Council shall be members of their Executive.

5. The term of office of voting and alternate voting members shall end:

- if rescinded by the appointing Council; or
- if the member ceases to be a member of the appointing Council (in the case of Cambridgeshire County Council) or of the Executive of the appointing Council (in the case of South Cambridgeshire District Council and Cambridge City Council).

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

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

8. The quorum for meetings of the Committee shall be three voting members.

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

Meeting frequency

10. The Committee will meet on a quarterly basis, with one of those meetings acting as the annual meeting.

Terms of reference

11. The Committee is established to ensure that the objectives of the Greater Cambridge City Deal Agreement dated 19 June 2014 are met. To this end, the Committee shall have oversight of the strategic direction and delivery of the City Deal and its objectives.

12. The Committee shall also be responsible for the commissioning of projects funded by money provided through the City Deal, and for overall control of that programme of investments. The scheme promoter for each individual project will be responsible for the delivery of that budget, under the oversight of the Committee. This shall also apply to circumstances in which funding is provided to the Committee by the member Councils or by other parties, e.g. the Local Enterprise Partnership.

13. The three Councils agree to delegate exercise of their functions to the Committee to the extent necessary for the Committee to exercise its powers. The three Councils may also, from time to time, agree to delegate further functions to the Committee. The Committee may further delegate to officers of the three Councils.

Professional and administrative support

14. Cambridgeshire County Council shall act as the accountable body for the Committee in respect of financial matters and its financial procedure rules shall apply in this context.

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

16. The lead role on projects shall be determined by the Committee, subject to the principle that the lead authority should be the Council primarily responsible for the service in question for their area. The procurement and other rules of the lead authority shall apply in respect of projects.

Costs

17. The three Councils shall each bear its own costs in relation to the operation of the Committee, with the exception of approved project delivery costs met from budgets managed by the Committee.

18. Each Council makes a legally binding commitment that, should it withdraw from or modify its role within the Committee, it agrees to pay all additional costs that fall to be met by the other partner Councils that are reasonably attributable to that decision. This could include, for example, the costs that are locked in to projects that have already been committed to, or the costs of dissolving integrated officer and Member arrangements and re-establishing independent arrangements.

19. The firm intention is that the Committee will continue until it is either replaced by a Combined Authority, subject to the carrying out of a governance review following necessary legislative changes, or until the programme is completed. Recognising the very serious implications of withdrawal from the Committee for the delivery of the City Deal programme, if a Council decides to withdraw from or modify its role within the Committee, it commits to

sharing this with the Committee at the earliest possible opportunity, and to entering into constructive discussions to avoid this happening or to reach a way forward.

Consensus voting and dispute resolution

20. The Committee members commit to seek, where possible, to operate on the basis of consensus.

21. Should it not be possible in a specific instance to find a consensus, the issue will be deferred to a later meeting of the Committee. The Committee members can choose to either simply re-submit the item to a following meeting, or to refer the item to the Assembly for consideration and recommendation. Following this, a vote will again be taken and, if a consensus is still not achievable, the decision will be made on the basis of a simple majority.

22. The voting members of the Committee will act with due regard to the opinions of the non-voting members of the Committee.