



## GREATER CAMBRIDGE PARTNERSHIP JOINT ASSEMBLY

### TERMS OF REFERENCE

#### 1. Parties

Cambridge City Council.

Cambridgeshire County Council.

South Cambridgeshire District Council.

The Business Board of the Cambridgeshire and Peterborough Combined Authority [the Local Enterprise Partnership (LEP) for the region – hereafter referred to as the ‘Business Board’].

The University of Cambridge.

#### 2. Status

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

#### 3. Membership

3.1 Three elected members appointed by each of the three member Councils.

Three co-opted members nominated by the Business Board.

Three co-opted members nominated by the University of Cambridge.

#### 4. Functions of the Joint Assembly

4.1 The Joint Assembly is established to advise the GCP with regard to the latter’s role in achieving the objectives of the Greater Cambridge City Deal Agreement dated 19<sup>th</sup> June 2014.

4.2 The Joint Assembly will act as a forum for discussion with a wider range of members and stakeholders across the Greater Cambridge area, so that the Executive Board benefits from a wider range of expertise in making its decisions.

4.3 To this end, the Joint Assembly may receive and comment on (“pre-scrutinise”) reports to the Executive Board, may offer advice to the Board on the discharge of its functions and may review its work.

4.4 The Joint Assembly may develop its own work programme and submit reports or recommendations to the Executive Board for consideration, as appropriate.

**5. Professional and Administrative Support**

5.1 Committee management and administrative support to the Joint Assembly will be provided by one of the constituent councils [Cambridgeshire County Council from May 2019].

5.2 Other professional support will be provided to the Joint Assembly on an ad hoc basis as agreed between the three Councils.

**6. Standing Orders**

The Joint Assembly will be governed by the Standing Orders set out in Annex A attached to these Terms of Reference.

**7. Costs**

The three Councils, the Business Board and the University of Cambridge will each bear its own costs in relation to the operation of the Joint Assembly.

**GREATER CAMBRIDGE PARTNERSHIP JOINT ASSEMBLY**  
**STANDING ORDERS**

**1. Membership**

- 1.1 The Joint Assembly will have a membership of 15, with each Council being entitled to appoint three members and the Business Board and the University of Cambridge both being entitled to nominate three co-opted members.
- 1.2 The appointments made by the three Councils will take account of the political composition of the Greater Cambridge area. Appointments by Cambridge City Council and South Cambridgeshire District Council will therefore be proportional to the political composition of the respective authority, whereas appointments by Cambridgeshire County Council will be proportional to those electoral divisions that fall within the Greater Cambridge area.
- 1.3 Members nominated by the Business Board and the University of Cambridge will become co-opted members on endorsement by the Executive Board.

**2. Alternate or Substitute Members**

- 2.1 No alternate or substitute members will be permitted on the Joint Assembly.

**3. Term of Office**

- 3.1 The term of office of members from the three Councils shall end:
- if rescinded by the appointing Council; or
  - if the member ceases to be a member of the appointing Council.
- 3.2 The Business Board and University of Cambridge may at any time ask the Joint Assembly to replace any of their nominated co-opted members by way of further nomination.

**4. Appointment of Chairperson and Vice-Chairperson**

- 4.1 The Joint Assembly will appoint a Chairperson and Vice-Chairperson at its first meeting and thereafter annually at the first meeting following the Annual Meetings of the three Councils. The Chairperson and, in his or her absence, the Vice-Chairperson will have a casting vote.
- 4.2 Where there are three or more candidates for appointment and there is, after balloting, no candidate with a clear majority, meaning in this case the votes of more than 50% of members present and voting, the candidate with the least number of votes will withdraw

and there will be a fresh ballot of remaining candidates; and so on until a candidate has that majority.

## **5. Quorum**

- 5.1 The quorum for meetings of the Joint Assembly will be five members.
- 5.2 If there is no quorum at the published start time for the meeting, a period of ten minutes will be allowed, or longer, at the Chairperson's discretion. In the absence of the Chairperson the Vice-Chairperson will have discretion to act. If there remains no quorum at the expiry of this period, the meeting will be declared null and void.
- 5.3 If there is no quorum at any stage during a meeting, the person presiding over the meeting will adjourn for a period of ten minutes, or longer, at their discretion. If there remains no quorum at the expiry of this period, the meeting will be closed and the remaining items will be declared null and void.

## **6. Member Conduct**

- 6.1 Joint Assembly members appointed by the three Councils shall be bound by the Code of Conduct of their nominating authority. Assembly co-opted members nominated by the Business Board and the University of Cambridge will have regard to the Code of Conduct of the council providing democratic services support to the GCP.
- 6.2 If a member persistently disregards the ruling of the Chairperson, or person presiding over the meeting, by behaving improperly or offensively or deliberately obstructs business, the Chairperson, or person presiding over the meeting, may move that the member be not heard further. If seconded, a vote will be taken without discussion.
- 6.3 If the member continues to behave improperly after such a motion is carried, the Chairperson, or person presiding over the meeting, may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, a vote will be taken without discussion.

## **7. Notice of and Summons to Meetings**

- 7.1 Notice will be given to the public of the time and place of any meeting of the Joint Assembly in accordance with the Access to Information rules of the council providing democratic services support to the GCP.
- 7.2 At least five clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the Joint Assembly. Other than in exceptional circumstances this will take place five working days before the deadline for submission of

public questions. The agenda will give the date, time and place of each meeting; specify the business to be transacted, and will be accompanied by such details as are available.

## **8. Meeting Frequency**

The Joint Assembly may set its own timetable for meetings but will initially meet quarterly, normally on a date preceding meetings of the Executive Board in order to allow the Joint Assembly to consider issues the Board will be taking decisions on and advise accordingly.

## **9. Voting**

9.1 All Joint Assembly members will be voting members.

9.2 Voting for meetings of the Joint Assembly will be conducted on the basis of a simple majority.

## **10. Reports from the Joint Assembly to the Executive Board**

10.1 The Chairperson of the Joint Assembly, or a nominated representative on his or her behalf, will be entitled to attend meetings of the Executive Board to present reports from the Joint Assembly as appropriate.

## **11. Questions by the Public and Public speaking**

11.1 At the discretion of the Chairperson, members of the public may ask questions at meetings of the Joint Assembly. This standard protocol is to be observed by public speakers:

- (a) Notice of the question should be submitted to the GCP 'Public Questions' inbox at the latest by 10am three working days before the meeting;
- (b) Questions should be limited to a maximum of 300 words;
- (c) Questioners will not be permitted to raise the competence or performance of a member, officer or representative of any partner on the Joint Assembly, nor any matter involving exempt information (normally considered as 'confidential');
- (d) Questioners cannot make any abusive or defamatory comments;
- (e) If any clarification of what the questioner has said is required, the Chairperson will have the discretion to allow other Joint Assembly members to ask questions;
- (f) The questioner will not be permitted to participate in any subsequent discussion and will not be entitled to vote;
- (g) The Chairperson will decide when and what time will be set aside for questions depending on the amount of business on the agenda for the meeting;
- (h) Individual questioners will be permitted to speak for a maximum of three minutes;
- (i) In the event of questions considered by the Chairperson as duplicating one another, it may be necessary for a spokesperson to be nominated to put forward the question on behalf of other questioners. If a spokesperson cannot be nominated or

agreed, the questioner of the first such question received will be entitled to put forward their question; and

- (j) Questions should relate to items that are on the agenda for discussion at the meeting in question. The Chairperson will have discretion to allow questions to be asked on other issues.

## **12. Petitions**

12.1 At the discretion of the Chairperson, members of the public may submit and present petitions to the Joint Assembly. This standard protocol is to be observed by petitioners:

- (a) Petitions should include a clear statement of the petition organiser's concerns and what they would like the Joint Assembly to do;
- (b) Petitions must relate to something which is within the responsibility of the Joint Assembly, or over which the Assembly has some influence;
- (c) Petitions must include the name and contact details of the petition organiser;
- (d) Petitions must include at least 500 signatures. Petitions below this threshold will not be presented to the Joint Assembly, but Assembly members will be notified of them as long as they contain at least 50 signatures;
- (e) Petitions must be submitted to the Democratic Services Team at the County Council (as the administering authority) either in paper format or using its e-petitions facility at least 5 clear working days before the date of the meeting;
- (f) Petition organisers will be permitted to present their petitions to the meeting and will be allowed to address the meeting for a maximum of three minutes;
- (g) Where more than one petition is received in time for a particular meeting and they are considered by the Chairperson as supporting the same outcome or being broadly similar in intent, it may be necessary for a spokesperson to be nominated and present the petitions. If a spokesperson cannot be nominated or agreed, the petition organiser of the first petition received will be entitled to present their petition; and
- (h) Petitions will be rejected if the Chairperson considers them to be abusive or libellous, frivolous, vague or ambiguous, rude, offensive, defamatory, scurrilous or time-wasting or require the disclosure of exempt information (normally considered as 'confidential').

12.2 Any matters arising from petitions considered by the Joint Assembly can be reported to the Executive Board as per Standing Order 10.

## **13. Participation at Joint Assembly Meetings by Other Members of Partner Councils or Other Representatives of Partner Bodies**

13.1 At the discretion of the Chairperson, other elected members of the three partner Councils or other representatives from the Business Board or the University of Cambridge may be entitled to speak and participate at meetings of the Joint Assembly.

#### **14. Minutes**

- 14.1 The Chairperson will sign the minutes of the proceedings at the next suitable meeting. The Chairperson will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.
- 14.2 The minutes will be accompanied by a list of agreed action points, which may be discussed in considering the minutes of the previous meeting should they not be specifically listed as items on the agenda for the meeting.

#### **15. Exclusion of the Public and Press**

- 15.1 Members of the public and press may be excluded from meetings in accordance with the Access to Information legislation as applied by the administering authority with regard to the consideration of exempt or confidential information.

#### **16. Recording of Proceedings**

- 16.1 The recording in any format of meetings of the Joint Assembly is permitted, except:
- Where the Chairperson, or person presiding over the meeting, rules that filming is being undertaken in such a way that is disruptive or distracting to the good order and conduct of the meeting; and/or
  - Where the public have been excluded from the meeting during the consideration of exempt or confidential information [see section 15].

#### **17. Disturbance by the Public**

- 17.1 If a member of the public interrupts proceedings, the Chairperson, or person presiding over the meeting, will warn the person concerned. If the individual continues to interrupt, the Chairperson will order his or her removal from the meeting room.
- 17.2 If there is a general disturbance in any part of the meeting room open to the public, the Chairperson, or person presiding over the meeting, may call for that part of the room to be cleared.
- 17.3 If there is a general disturbance making orderly business impossible, the Chairperson, or person presiding over the meeting, may adjourn the meeting for as long as he or she thinks is necessary.

**18. Interpretation of Standing Orders**

- 18.1 The ruling of the Chairperson of the Joint Assembly as to the application of these Standing Orders shall be final.

**19. Suspension of Standing Orders**

- 19.1 Any of these Standing Orders may, as far as is lawful, be suspended by motion passed unanimously by those entitled to vote.