

A meeting of the **CABINET** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **THURSDAY, 16 JULY 2015** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 5 - 12)

To approve as a correct record the Minutes of the meeting held on 18th June 2015.

**M Sage
388169**

2. MEMBERS' INTERESTS

To receive from Members declarations as to discloable pecuniary and other interests in relation to any Agenda item.

3. HUNTINGDONSHIRE MARKETING STRATEGY (Pages 13 - 48)

To receive a report by the Economic Development Manager seeking approval of a Marketing Strategy for Huntingdonshire.

**S Bedlow
387096**

4. REVIEW OF THE RISK MANAGEMENT STRATEGY (Pages 49 - 70)

To consider a report by the Internal Audit and Risk Manager regarding the outcome of the annual review of the Risk Management Strategy.

**D Harwood
388115
J Wisely
388049**

5. SHARED SERVICES OVERVIEW (Pages 71 - 84)

To receive a report by the Managing Director following the agreement in principle between Huntingdonshire District Council, South Cambridgeshire District Council and Cambridge City Council to work as a partnership to deliver a range of shared services.

**J Lancaster
388001**

(a) LEGAL SHARED SERVICES BUSINESS CASE (Pages 85 - 106)

To consider a report by the Managing Director regarding a Legal shared service for Cambridgeshire County Council, Huntingdonshire District Council and South Cambridgeshire District Council.

**J Lancaster
388001**

(b) ICT SHARED SERVICES BUSINESS CASE (Pages 107 - 130)

To consider a report by the Corporate Director (Services) regarding an ICT shared service for Cambridgeshire County

**J Slatter
388301**

Council, Huntingdonshire District Council and South Cambridgeshire District Council.

(c) **BUILDING CONTROL SHARED SERVICES BUSINESS CASE**
(Pages 131 - 148)

To consider a report by the Managing Director regarding a Building Control shared service for Cambridgeshire County Council, Huntingdonshire District Council and South Cambridgeshire District Council.

J Lancaster
388001

6. BUDGET MONITORING 2015/16 (REVENUE AND CAPITAL)
(Pages 149 - 164)

To receive a report from the Head of Resources on the revenue and capital forecast outturn for 2015/16 based on information available at the end of May 2015.

C Mason
388157
R Maxwell
388117

7. REPRESENTATION ON ORGANISATIONS 2015/2016 (Pages 165 - 172)

To consider a report by the Elections and Democratic Services Manager in relation to the appointment/nomination of representatives to serve on a variety of organisations.

M Sage
388169

8. EXCLUSION OF PRESS AND PUBLIC

To resolve:

that the press and public be excluded from the meeting because the business to be transacted contains information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

9. REVIEW OF BENEFITS RISK BASED VERIFICATION POLICY
(Pages 173 - 184)

To consider a report from the Benefits Manager regarding revisions to the Risk Based Verification Policy.

A Burns
388122

Dated this 8 day of July 2015



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

(1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*

(2) *A Member has a disclosable pecuniary interest if it -*

(a) relates to you, or

(b) is an interest of -

- (i) your spouse or civil partner; or
- (ii) a person with whom you are living as husband and wife; or
- (iii) a person with whom you are living as if you were civil partners

and you are aware that the other person has the interest.

(3) Disclosable pecuniary interests includes -

- (a) any employment or profession carried out for profit or gain;
- (b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);
- (c) any current contracts with the Council;
- (d) any beneficial interest in land/property within the Council's area;
- (e) any licence for a month or longer to occupy land in the Council's area;
- (f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or
- (g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

Non-Statutory Disclosable Interests

(4) If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.

(5) A Member has a non-statutory disclosable interest where -

- (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
- (b) it relates to or is likely to affect a disclosable pecuniary interest, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association, or
- (c) it relates to or is likely to affect any body –
 - (i) exercising functions of a public nature; or
 - (ii) directed to charitable purposes; or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.

and that interest is not a disclosable pecuniary interest.

2. Filming, Photography and Recording at Council Meetings

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link [filming, photography and recording at council meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

Please contact Mrs Melanie Sage, Democratic Services Team, Tel No. 01480 388169/e-mail Melanie.Sage@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the District Council's website – www.huntingdonshire.gov.uk (*under Councils and Democracy*).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Elections & Democratic Services Manager and we will try to accommodate your needs.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.