



Dear Councillor

**CABINET - TUESDAY, 20 JANUARY 2026**

I am now able to enclose for consideration at the above meeting the following reports that were unavailable when the agenda was printed.

**Agenda Item  
No.**

- 4. REPORT OF URGENT DECISION** (Pages 3 - 8)  
To receive a report from the Elections & Democratic Services Manager.

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**Public**  
**Key Decision – No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Report of Urgent Decision  
**Meeting/Date:** Cabinet – 20th January 2026  
**Executive Portfolio:** Executive Leader  
**Report by:** Elections and Democratic Services Manager  
**Ward(s) affected:** All

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### **Executive Summary:**

The Councils' Constitution delegates power to the Chief Executive, in consultation with the Executive Leader or in their absence with the Deputy Leader to act in a case of urgency in respect of any matter affecting the Council/Cabinet respectively, subject to a report on the circumstances being made to the next Council/Cabinet meeting.

At the meeting of the Cabinet held on 16th December 2025, decisions were taken in respect of Car Parking Charges Implementation of Increase, and an alternative option was tabled during the debate, with the Cabinet agreeing to recommend to Council alternative recommendations. The decision-making body for one part of the recommendation was inaccurate, and it was necessary for the Chief Executive to use her delegation to correct the formal decision making that lawfully is vested with the Cabinet.

### **Recommendation:**

The Cabinet is

### **RECOMMENDED**

**that the urgent decision set out in Appendix 1 to the report now submitted, which was taken by the Chief Executive, in consultation with the Executive Leader, be noted.**

## **1. PURPOSE OF THE REPORT**

- 1.1 There has been a requirement for an urgent decision to be taken by the Chief Executive, in consultation with the Executive Leader, to correct the formal decision making that vests with the Cabinet in respect of a decision taken by the Cabinet at their meeting held on 16th December 2025 on Car Parking Charges Implementation of Increase.

## **2. WHY IS THIS REPORT NECESSARY/BACKGROUND**

- 2.1 The Council's Constitution contains a delegation under Annex A - Council Functions, Delegations to Officers to delegate power to the Chief Executive, in consultation with the Executive Leader or in their absence with the Deputy Leader to act in a case of urgency in respect of any matter affecting the Council/Cabinet respectively, subject to a report on the circumstances being made to the next Council/Cabinet meeting.
- 2.2 At the meeting of the Cabinet on 16th December 2025, they agreed to recommend to Council on 17th December 2025 the following –
- i. That the 20p increase as set out in the revenue budget should not be implemented in 2025/26. The detail of the charges will be considered and agreed in 2026/27 and will be considered against an updated Car Parking Strategy; and
  - ii. Delegate authority to the Corporate Director (Finance and Resources) and Section 151 Officer in consultation with the Executive Councillor for Finance and Resources to make necessary changes to the Council's finances, including movements from Reserves, to ensure that a balanced revenue budget position for 2025/26 is maintained.
- 2.3 After the decision, set out above, was taken by the Cabinet and prior to consideration by the Council on 17th December 2025 it was identified that recommendation (i) was incorrectly presented by the Executive Councillor for Council to approve as this was an Executive function and should have been approved by the Cabinet and to be noted by Council. Recommendation (ii) is a matter reserved for Council.
- 2.4 The Chief Executive exercised her delegation to correct the formal decision making that lawfully vests with the Executive and a supplementary paper was published for consideration by Council with the corrections made to the decision making.
- 2.5 In accordance with the Constitution, the Chief Executive consulted with the Executive Leader in the use of this delegation and the appropriate confirmation was received. Such decisions must be reported back to next Cabinet meeting.
- 2.6 A copy of the Record of Chief Officer/Head of Service Decision is attached at Appendix 1.

### **3. CONSULTATION**

- 3.1 Consultation was undertaken with the Executive Leader in accordance with the Constitution, as set out in paragraph 2.5 above.

### **4. LEGAL IMPLICATIONS**

- 4.1 The Council's Constitution require a report on the circumstances being made to the next Cabinet meeting.

### **5. REASONS FOR THE RECOMMENDED DECISIONS**

- 5.1 This report details the steps taken by the Chief Executive in the use of her delegation to act in a case or urgency to correct the formal decision-making process in respect of a decision taken by the Cabinet at their meeting on 16th December 2025 on Car Parking Charges Implementation of Increase.

### **6. LIST OF APPENDICES INCLUDED**

Appendix 1 - Record of Chief Officer/Head of Service Decision - Car Parking Charges

### **7. BACKGROUND PAPERS**

Report of the Cabinet – 16th December 2025

### **CONTACT OFFICER**

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## HUNTINGDONSHIRE DISTRICT COUNCIL

### RECORD OF CHIEF OFFICER/HEAD OF SERVICE DECISION

<b>Decision Taker</b>	Chief Executive
<b>Subject Matter</b>	Car Parking Charges Report Recommendations
<b>Ward(s) Affected</b>	All
<b>Date Taken</b>	16 December 2025
<b>Contact Officer</b>	Michelle Sacks, Chief Executive Michelle.sacks@huntingdonshire.gov.uk
<b>Date Published</b>	12 January 2026
<b>Urgent?</b>	Yes, to ensure the appropriate correction was made to the decision-making body in the recommendation to Council from the Cabinet recommendations representing the intention lawful intention of the Cabinet, which to agree not to implement the 20p increase.

<b>Purpose / Background</b>
<p>To document the exercise of the Chief Executive's use of the delegation under Annex A - Council Functions, Delegations to Officers, point 4, to act in a case of urgency:</p> <p><i>4 In consultation with the Executive Leader or in their absence with the Deputy Leader to act in a case of urgency in respect of any matter affecting the Council/Cabinet respectively, subject to a report on the circumstances being made to the next Council/Cabinet meeting.</i></p> <p>On 17 December 2025, the Chief Executive exercised their delegation to ensure that the supplementary paper on car parking considered by Council on 17 December 2025 accurately reflected the intention of Cabinet, which to agree not to implement the 20p increase as an Executive function not a Council decision. As required by the Constitution, the Chief Executive sought confirmation from the Executive Leader that the intention of Cabinet was to agree not to implement the 20p increase. The Executive Leader confirmed that intention, and as such, the following paper was published for consideration as part of the Full Council meeting on 18 December 2025: <a href="#">(Public Pack)9. Parking Charges - Implementation of Increase Supplementary Recommendation Agenda Supplement for Council, 17/12/2025 19:15</a></p>

<b>Declaration(s) of Interest</b>
<i>Record below any relevant interest declared by any executive Member consulted or by an officer present in relation to the decision.</i>
None

<b>Dispensation(s)</b>
<i>In respect of any conflict(s) of interest declared above, record below any dispensation(s) granted by the Council's Corporate Governance Committee.</i>

None

<b>Consultation</b> <b><i>Record below all parties consulted in relation to the decision.</i></b>
<p>The Executive Leader of the Council was formally consulted. For transparency, the Cabinet were also made aware of the use of delegation.</p>

<b>Other Options Considered and Reasons for Rejection</b>
<p>None.</p>

Final decision	Reason(s)
To ensure that the report to Council on parking chargers reflects Cabinet's intention to agree not to implement the 20p increase as a Cabinet decision not Council.	For transparency on lawful decision making.

Signed	Name (CAPITALS)	Signature	Date
Chief Executive	Michelle Sacks		
Leader of the Council	Councillor Sarah Conboy		