Dear Member,

CABINET – THURSDAY, 21ST OCTOBER 2010

I am now able to enclose, for consideration at Thursday, 21st October 2010 meeting of the Cabinet, the following reports that were unavailable when the Agenda was printed.

Contact (01480)

6. DEMOCRATIC STRUCTURE REVIEW - 12 MONTHS ON (Pages 1 - 4)

To consider a report by the Democratic Structure Review Working Group reviewing the changes made by Council to the democratic structure.

R Reeves 388003

7. EXECUTIVE LEADER AND CABINET FORM OF EXECUTIVE (Pages 5 - 14)

To consider a report by the Head of Democratic and Central Services on the introduction of an Executive Leader and Cabinet arrangement and the consequential changes to the constitution.

R Reeves 388003

9. HUNTINGDON TOWN CENTRE RE-DEVELOPMENT (Pages 15 - 32)

To consider a report by the Chief Officer Management Team.

M Sharp 388300

Dated this 19 day of October 2010

Chief Executive

Please contact Mrs H Taylor, Senior Democratic Services Officer, Tel No. 01480 388008/e-mail Helen.Taylor@huntsdc.gov.uk /e-mail: 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 Cabinet.

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.



Cabinet Council

21st October 2010 3rd November 2010

DEMOCRATIC STRUCTURE REVIEW – TWELVE MONTHS ON (Report by Democratic Structure Review Working Party)

1. Introduction

- 1.1 When the Council approved the report of the Democratic Structure Working Party at meetings in April and June 2009, it agreed to review the impact of the changes after twelve months' operation. A meeting of the Working Party therefore was held on 14th September (at which Councillors K J Churchill (Chairman), Mrs M Banerjee, W T Clough, G S E Thorpe and R G Tuplin were present) to consider the outcome of a consultation exercise with Members on the changes that had been made and to advise Cabinet and Council accordingly.
- 1.2 As most of the changes to the Council structure had been introduced with effect from September 2009 onwards, all Members were asked for their views over the August period. Rather than pose open ended questions, an on-line questionnaire was designed to help focus on the changes that had taken place and the analysis of the results.

2. Results

- 2.1 35 completed responses were received which represents 67% of the Council's membership. A further 6 responses were attempted and either abandoned part way through or were not sent.
- 2.2 A copy of the full analysis of all the responses has been sent to all Members under separate cover. Further copies are available on the Democratic Services intranet pages which can be accessed via the following link http://teams.huntsdc.gov.uk/admin/Democratic%20Services/Lists/Democratic%20Structure%20Review%20%20Review%20of%20Arrangement/overview.aspx.
- 2.3 The views received are summarised below. The figures in parentheses indicate the number of Members being in favour of or opposing a change –

Cabinet

- 54% of councillors (19:16) disagreed that the Cabinet should increase in size to 10, inclusive of the Leader. (The increase was agreed by Council but its implementation was deferred.)
- Of those who disagreed, seven Members thought that the Cabinet size should be 9, four thought it should 8, one thought it should be 7 and one thought it should be 6.
- 69% (24:11) agreed that the Deputy Leader should continue to have no portfolio responsibilities but should continue to be responsible for

- supporting and deputising for the Leader and other executive councillors and for Member training.
- 83% (29:6) agreed that the Cabinet should continue to comprise members of the majority political party only.
- 71% (25:10) agreed that meetings of the Cabinet should continue to be held at 7.00 p.m.
- 77% (27:8) agreed that Cabinet briefings should continue to be held 2/3 days before Cabinet meetings.

Overview and Scrutiny

- 86% (30:5) agreed that there should continue to be three overview and scrutiny panels based upon the Council's social, environmental and economic well-being responsibilities.
- 74% (26:9) agreed that the Council should continue to co-opt two independent people to each overview and scrutiny panel.

Council

- 57% (20:15) agreed that meetings of the Council should continue to be held at 7.00 p.m.
- Of those who disagreed and gave a specific alternative time, three Members proposed 2.00 p.m., five proposed 2.30 p.m., one proposed 3.00 p.m., two proposed 4.00 p.m. and one proposed 5.00 p.m.
- 71% (25:10) agreed that there should continue to be 6 meetings of the Council per annum (excluding the annual meeting).
- 66% (23:12) agreed that the Council should retain the arrangements for a headline debate at Council meetings.
- 94% (33:2) agreed that the Council should retain the arrangements for 'green paper' items to be brought to the attention of the Council before consultation exercises commence.
- A question was not asked about the value of the cross party Council programme group which meets midway between Council meetings to discuss future agenda items as a limited number of Members have been involved in those meetings. Members of that group therefore were asked to comment separately, their response being that retention of the meeting is essential if the format of the Council meeting is to remain unchanged.

Neighbourhood Forums

• 54% (19:16) disagreed that any change should be made to the present arrangements that have been introduced for Neighbourhood Forums in Huntingdonshire.

3. Outcome

3.1 In every case, the Members who responded supported the changes introduced by the Council with the level of support varying between 54% and 94%.

3.2 Although the review included the Cabinet arrangements, the move to an Executive Leader will mean that with effect from May 2011, all responsibility for the discharge of executive matters will be at the discretion of that person as opposed to the Council. This will include the size (subject to the statutory limits) and membership of the Cabinet and the timing of meetings.

4. Conclusion

- 4.1 Despite the apparent misgivings on the part of some councillors over the changes agreed by the Council in the previous year, the majority of those who responded to the on-line questionnaire supported the new arrangements, therefore implying that they support their continuation.
- 4.2 The Working Party has therefore completed its remit originally set by the Cabinet of reviewing the Council's democratic structure and then assessing the impact of those changes twelve months on.
- 4.3 What is not now clear is how the coalition government's plans may affect the shape and structure of the Council's democratic arrangements. The imminent Decentralisation and Localism Bill, the possibility of a return to the committee system, the Department of Health white paper on changes in the delivery arrangements for health services, the localism and big society agenda and the outcome of the Comprehensive Spending Review are all likely to have some impact on the Council's democratic arrangements in the coming months. The Working Party would inquire therefore whether the Cabinet wishes it to remain in situ, meeting on an ad hoc basis to enable emerging developments to be analysed in a cross party manner and recommendations brought forward for consideration.

5. Recommendations

5.1 Having regard to the foregoing, the Working Party

RECOMMENDS

- (a) that no change be made to the current democratic structure of the Council as a result of the review of the measures approved by the Council at its meetings held in April and June 2009; and
- (b) that the Cabinet considers the retention of the Working Party in its current format to consider and report on an ad hoc basis on legislative and other changes that may impact on the Council's democratic structure.

Background Documents

Report of the Democratic Structure Working Party submitted to the Council meeting held on 22nd April 2010.

Results of replies to questionnaire by councillors in August 2010.

Contact Person

Roy Reeves Head of Democratic & Central Services (01480) 388014 This page is intentionally left blank

Cabinet Council

21st October 2010 3rd November 2010

EXECUTIVE LEADER AND CABINET FORM OF EXECUTIVE (Report by Head of Democratic and Central Services)

1. Introduction

1.1 At the meeting held on 29th September 2010, the Council approved proposals for a change of executive to an Executive Leader and Cabinet in accordance with the Local Government and Public Involvement in Health Act 2007. The proposals have now been advertised and placed on deposit and the Council must now formally resolve to change its governance arrangements.

2. Implications of Change

- 2.1 The change will come into effect three days after the day of elections in May 2011, i.e. 8th May 2011. At the annual meeting to be held on 18th May, the Council will be required to elect an Executive Leader for a maximum period of four years or until such time as the term of office as a councillor of the Member so elected comes to an end.
- 2.2 This will necessitate a series of changes to the constitution to accommodate both the change in title of the Leader and the fact that the Executive Leader will become responsible for the discharge of all of the executive functions of the Council. Where those changes involve amendments to the Council Procedure Rules, they will need to stand adjourned without discussion under those rules until the next ordinary meeting of the Council to be held on 15th December 2010.

3. Conclusion

3.1 The Council is required to move to a new form of executive under the Act with effect from May 2011 and the necessary consultation and formulation of proposals has been undertaken in accordance with the Act.

4. Recommendations

4.1 Accordingly, it is

Recommended

- (a) that the Council resolves to change its form of executive with effect from 8th May 2011 to an Executive Leader and Cabinet in accordance with Section 11(2A) of the Local Government Act 2000; and
- (b) that the Council approves the changes to the constitution listed in the appendix to this report with the exception of the changes to the Council Procedure Rules which should stand adjourned without discussion, after being moved and seconded, to the next meeting of the Council to be held on 15th December 2010.

Background Papers

Consultation exercise and replies on choice of executive

Contact Person

Roy Reeves, Head of Democratic and Central Services. (01480) 388003

Executive Leader and Cabinet – Consequential Changes to the Constitution

1. Article 4 – The Full Council

1.1 In paragraph 2, the amendment of sub paragraph (d) by the deleting the words – 'appointing the Leader, Deputy Leader and members of the Cabinet' and their replacement by the words – 'electing the Executive Leader'.

The appointment of the Deputy Leader and members of the Cabinet will be the responsibility of the Executive Leader.

2. Article 6 – Overview and Scrutiny

2.1 In paragraph 2, the amendment of sub-paragraph (ii) by deleting the word 'Cabinet' and its replacement by the words – 'Executive Leader'.

The Executive Leader will be responsible the discharge of the authority's executive functions.

2.2 In paragraph 2, the amendment of sub-paragraph (vi) by inserting the words 'the Executive Leader' before the words 'the Cabinet'.

Executive decisions can also be made by the Executive Leader.

2.3 In paragraph 3, the amendment of sub-paragraph (a)(i) by inserting the words 'the Executive Leader,' before the words 'and the Cabinet'.

The Executive Leader will be responsible the discharge of the authority's executive functions.

2.4 In paragraph 3, the amendment of sub-paragraph (a)(iv) by inserting the words 'the Executive Leader and' before the words 'members of the Cabinet'.

As above

In paragraph 3, the amendment of sub-paragraph (b)(i) by inserting the words 'the Executive Leader,' before the words 'the Cabinet'.

As above

2.6 In paragraph 3, the amendment of sub-paragraph (b)(iii) by inserting the words 'the Executive Leader,' before the words 'members of the Cabinet'.

As above

2.7 In paragraph 3, the amendment of sub-paragraph (b)(iv) by inserting the words 'the Executive Leader,' before the words 'the Cabinet'.

As above

3. Article 7 – The Cabinet

3.1 In paragraph 1, the deletion of the heading and its replacement with the words 'The Executive Leader and Cabinet'.

The Executive Leader will be responsible the discharge of the authority's executive functions.

3.2 In paragraph 1, the deletion of the words 'The Cabinet will carry out' and their replacement with the words 'The Executive Leader is responsible for the discharge of'.

As above

3.3 In paragraph 1, the deletion at the beginning of the second sentence of the words – 'The Cabinet' and their replacement by the words - 'The Executive Leader has arranged for the discharge of the executive functions by the Cabinet which, unless the Executive Leader otherwise directs'.

The Executive Leader can arrange for the discharge of executive functions by the Cabinet but retains authority to direct that any sub delegation of functions by the Cabinet etc. should not take place.

In paragraph 2, the deletion of the word 'Leader' and its replacement with the word 'Executive Leader' and the deletion of the word Council' by the words 'Executive Leader'.

The Executive Leader will be responsible for the size and composition of the Cabinet.

- 3.5 In paragraph 3, the deletion of all the words preceding sub-paragraph (a) and their replacement with the words 'The Executive Leader will be a councillor and will be elected at the annual meeting of the Council in May 2011 and thereafter at the annual meeting when the Executive Leader's term of office comes to an end. The Executive Leader will hold office from the date of his/her election to that position until the day that:-'
- 3.6 In paragraph 3, the insertion of a new sub-paragraph (a) with the words 'the first annual meeting after the Executive Leader's normal day of retirement as a councillor' and the renumbering of the remaining sub-paragraphs accordingly.

The Executive Leader is elected for a period of up to 4 years or such lesser period if the person elected comes to an end of his/her term of office as a councillor. The Executive Leader remains in office after his/her term of office as a councillor comes to an end until the next ensuing annual meeting.

- 3.7 In paragraph 4, the deletion of all the words preceding sub-paragraph (a) and their replacement with the words 'The Executive Leader shall appoint a councillor to be Deputy Executive Leader who shall be a member of the Cabinet. The Deputy Executive Leader will hold office from the date of his/her appointment to that position until the day that:-'
- 3.8 In paragraph 4, the insertion of a new sub-paragraph (a) with the words 'the end of the term of office of the Executive Leader' and the renumbering of the remaining sub-paragraphs accordingly.
- 3.9 In paragraph 4, the amendment of sub-paragraph (d) by the deletion of the words 'resolution of the Council' by the words 'the Executive Leader'.

The Deputy Executive Leader will be appointed by the Executive Leader and holds office for the same period as the latter holds that position, except that he/she can be removed from office by the Executive Leader.

- 3.10 In paragraph 5, the deletion of all the words preceding sub-paragraph (a) and their replacement with the words 'Other councillors will be appointed to the Cabinet by the Executive Leader and will hold office until the day that:-'
- 3.11 In paragraph 5, the amendment of sub-paragraph (d) by the deletion of the words 'resolution of the Council' by the words 'the Executive Leader'.

Other members of the Cabinet will be appointed by the Executive Leader and may be removed from office by him/her at any time.

3.12 In paragraph 6, the deletion of the words up to and including 'by the Council and' and their replacement with the words 'Any vacancy in the position of the Executive Leader shall be filled by the Council at the meeting that the Executive Leader ceases to hold office or at a subsequent meeting. Any vacancy in the position of Deputy Executive Leader or member of the Cabinet will be filled by the Executive Leader.', followed by a new sentence comprising the remaining words in the sub-paragraph.

Vacancies will be filled by the Council and Executive Leader as appropriate.

- 3.13 In paragraph 8, the deletion of the word 'Leader' and its replacement by the words 'Executive Leader'.
- 3.14 In paragraph 8, the numbering of the existing words as sub-paragraph (a) and the addition of the following words '(b) If for any reason the Executive Leader is unable to act or that office is vacant, the Deputy Executive Leader will act in his/her place. If for any reason both the Executive Leader and Deputy Executive Leader are unable to act or those offices are vacant, the Cabinet will act in place of the Executive Leader or will arrange for a member of the Cabinet to do so.'

The Executive Leader will be responsible the discharge of the authority's executive functions, or if he is unavailable the Deputy Executive Leader, or if both are unavailable, the Cabinet or a member of the Cabinet.

4. Part 3 – Responsibility for Functions

4.1 In paragraph 1, the deletion of the word 'Cabinet' in lines 3, 4, 5 and 6 and its replacement by the words 'Executive Leader'.

As above.

4.2 In paragraph 2, the deletion of the word 'Cabinet' in the second and third bullet points and its replacement with the words 'Executive Leader'.

As above.

4.3 In Table 1, the deletion of the word 'Cabinet' in each of the boxes where this occurs in the second column and its replacement with the words 'Executive Leader'

As above.

4.4 In Table 1, the deletion of the words '8 members of the Cabinet' in each of the boxes where this occurs in the third column and their replacement with the words 'Members of the Cabinet appointed by the Executive Leader'.

As above.

4.5 In Table 3, the deletion of the table and its replacement with the following table –

Who is Responsible?	Membership	Functions	Onward Limit of Delegations
Executive Leader		All functions of the Council which are not the responsibility of any other part of the Council as defined in the constitution	Cabinet and executive councillors
Executive Leader		Appointment of Deputy Executive Leader and members of the Cabinet and allocations of executive responsibilities	
Deputy Executive Leader		All functions of Executive Leader in his/her absence or that position being vacant	
Cabinet	As appointed by Executive Leader	All functions of the Council delegated by Executive Leader	As determined by Cabinet to sub committees and executive councillors
Executive Councillors		Responsible for functions delegated to executive councillors by the Executive Leader or Cabinet as specified in Table 4 of Part 3 of the constitution	

The Executive Leader will be responsible the discharge of the authority's executive functions, or if he is unavailable the Deputy Executive Leader, or if both are unavailable, the Cabinet or a member of the Cabinet.

4.6 In Table 4, the deletion of the words 'and this source has' in the second sentence of the second paragraph and their replacement with the words 'and Section 14 of the Local Government Act 2000 and these sources have'.

The authority for the Executive Leader and Cabinet to delegate responsibility now is to be found in the Local Government Act.

- 4.7 In Table 4, the deletion of the word 'Leader' in the third paragraph and its replacement with the words 'Executive Leader'.
- 4.8 In Table 4, the deletion of the words 'Leader' and 'Deputy Leader' in the fourth paragraph and their replacement with the words 'Executive Leader' and Deputy Executive Leader' respectively.

The Executive Leader will be responsible the discharge of the authority's executive functions, or if he is unavailable the Deputy Executive Leader, or if both are unavailable, the Cabinet or a member of the Cabinet.

4.9 In Table 4, in the list of powers delegated by or on the recommendation of the Cabinet, the deletion of the word 'Leader' wherever this occurs and its replacement with the words 'Executive Leader'.

As above.

5. Part 4 – Rules of Procedure Council Procedure Rules

- In sub-paragraph 1.1(vi), the deletion of the word 'Leader' and its replacement with the word 'Executive Leader'.
- 5.2 The deletion of sub-paragraph 1.1(vii) (appointment of the Deputy Leader).
- In sub-paragraph 2(v), the deletion of the words 'Leader, Deputy Leader' and their replacement with the words 'Executive Leader, Deputy Executive Leader'.

As above.

In sub-paragraphs 8.1, 8.2, 8.3 and 8.5, the deletion of the word 'Leader' and its replacement with the words 'Executive Leader'.

As above.

In sub-paragraphs 12.1 and 12.2, the deletion of the word 'Leader' and its replacement with the words 'Executive Leader'.

As above.

In paragraph 23, the deletion of the words 'Leader, Deputy Leader' and their replacement with the words 'Executive Leader, Deputy Executive Leader'.

As above.

- 5.7 In paragraph 28, the deletion of the words 'the Cabinet' and its replacement with the word 'an'.
- In paragraph 28, the addition of the following words after the first sentence 'The Executive Leader may vary the membership of the Cabinet at any time and may fill any vacancy that arises.'

The Executive Leader will be responsible for appointing the Cabinet.

6. Access to Information Procedure Rules

In paragraph 12, the deletion in the first sentence of the words 'Cabinet and its committees' and their replacement with the words 'Executive Leader, Cabinet, its committees and executive councillors'.

This reflects the position whereby individual councillors can take decisions.

6.2 In paragraph 12, the deletion in the second sentence of the words 'the Cabinet' and their replacement with the words 'Executive Leader, Cabinet, its committees and executive councillors propose'.

This reflects the position whereby individual councillors can take decisions.

6.3 In paragraph 12, the addition in the fourth sentence after the words 'with an officer present' of the words 'or the Executive Leader or an executive councillor propose to take a key decision'.

This reflects the position whereby individual councillors can take decisions.

In sub-paragraph 14.1, the deletion of the word 'Leader' and its replacement with the words 'Executive Leader'.

In sub-paragraph 14.2, the deletion of the word 'Leader' and its replacement with the words 'Executive Leader' and the insertion in the second line before the words 'the Cabinet' of the word 'himself/herself'.

As above.

In sub-paragraph 17.1, the deletion of the word 'Cabinet' and its replacement with the words 'Executive Leader'.

This reflects the situation whereby the Executive Leader will be responsible for the discharge of executive responsibilities as opposed to the Cabinet.

In sub-paragraph 17.2, the deletion in the heading of the word 'Cabinet's' and its replacement with the words 'Executive Leader's', the deletion of the word 'Cabinet' in the first sentence by the words 'Executive Leader' and the word 'Leader' in the last sentence by the words 'Executive Leader'.

This reflects the situation whereby the Executive Leader will be responsible for the discharge of executive responsibilities as opposed to the Cabinet.

6.8 In sub-paragraph 17.3, the deletion of the word 'Leader' and its replacement with the words 'Executive Leader'.

As above.

6.9 In paragraph 18, the addition after the words 'or its committees' of the words 'or a decision is taken by the Executive Leader or an executive councillor' and the deletion of the words 'at that meeting' in the second and third sentences.

This reflects the position whereby individual councillors can take decisions.

7. Budget and Policy Framework Procedure Rules

7.1 In sub-paragraphs 2(f) and (g), the deletion of the word 'Leader' and its replacement with the words 'Executive Leader'.

As above.

7.2 In sub-paragraphs 3(a) and (b), the insertion before the words 'the Cabinet' in the first line of each sub-paragraph of the words 'the Executive Leader,'.

This reflects the situation whereby the Executive Leader will be responsible for the discharge of executive responsibilities.

7.3 In sub-paragraph 4(a), the insertion before the words 'the Cabinet' in the first line of the words 'the Executive Leader,'.

This reflects the situation whereby the Executive Leader will be responsible for the discharge of executive responsibilities.

7.4 In sub-paragraph 5(b), the insertion before the words 'the Cabinet' in the first line of the words 'the Executive Leader,'.

This reflects the situation whereby the Executive Leader will be responsible for the discharge of executive responsibilities.

7.5 In paragraph 6, the insertion before the words 'the Cabinet' in the second line of the words 'the Executive Leader,'.

This reflects the situation whereby the Executive Leader will be responsible for the discharge of executive responsibilities.

- 7.6 In sub-paragraph 7(c)(i), the deletion in the first line of the word 'Cabinet' and its replacement with the word 'executive'.
- 7.7 In sub-paragraph 7(c)(iii), the deletion in the fourth line of the word 'Cabinet' and its replacement with the words 'executive decision taker'.

This reflects the position whereby individual councillors can take decisions.

8. Cabinet Procedure Rules

- 8.1 The deletion of the words 'Leader' and 'Deputy Leader' wherever they appear in the rules and their replacement with the words 'Executive Leader' and Deputy Executive Leader' respectively.
- 8.2 In sub-paragraph 1.1, the deletion of all of the words up to and including the words 'the Leader' and their replacement with the words 'The Executive Leader'.
 - This reflects the situation whereby the Executive Leader will be responsible for the discharge of executive responsibilities.
- 8.3 In sub-paragraph 1.2, the addition after the words 'the following year:-' of the words '(i) the name and ward of the Deputy Executive Leader' and the renumbering of the following sub-paragraphs accordingly.
 - This reflects the situation whereby the Executive Leader will be responsible for the discharge of executive responsibilities.
- 8.4 In sub-paragraph 1.3(a), the deletion of the word 'Council' and its replacement by the words 'Executive Leader'.
- 8.5 In sub-paragraph 1.3(b), the deletion of the word 'Cabinet' and its replacement by the words 'Executive Leader'.

This reflects the situation whereby the Executive Leader will be responsible for the discharge of executive responsibilities.

7. Overview and Scrutiny Procedure Rules

- 7.1 The deletion of the word 'Leader' wherever it appears in the rules and its replacement with the words 'Executive Leader'.
- 7.2 In paragraph 14, the insertion before the words 'the Cabinet' in the first line of the words 'the Executive Leader,'.
- 7.3 In paragraph 15, the insertion before the words 'the Cabinet' in the second line of the words 'the Executive Leader.'.

This reflects the situation whereby the Executive Leader will be responsible for the discharge of executive responsibilities.

8. Officer Employment Procedure Rules

8.1 The deletion of the word 'Leader' wherever it appears in the rules and its replacement with the words 'Executive Leader'.

9. Protocol on Member/Employee Relations

9.1 In sub-paragraph 3.2, the deletion in the fourth sentence of the words 'Leader and other executive councillors are' by the words 'Executive Leader'.

This reflects the situation whereby the Executive Leader will be responsible for the discharge of executive responsibilities.

10. Protocol on Member/Employee Relations

10.1 The deletion of the words 'Leader' and 'Deputy Leader' wherever they appear in the rules and their replacement with the words 'Executive Leader' and Deputy Executive Leader' respectively.

11. Protocol for the Relationship between the Leader of the Council and the Chief Executive

11.1 The deletion of the words 'Leader' and 'Deputy Leader' wherever they appear in the rules and their replacement with the words 'Executive Leader' and Deputy Executive Leader' respectively.

Agenda Item 9

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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