

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 3 APRIL 2014** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact  
(01480)**

## **APOLOGIES**

**1. MINUTES** (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting held on 6 March 2014.

**C Bulman  
388234**

**2. MEMBERS' INTERESTS**

To receive from Members declarations as to disclosable pecuniary, non disclosable pecuniary or non pecuniary interests in relation to any Agenda item.

**3. NOTICE OF KEY EXECUTIVE DECISIONS** (Pages 7 - 10)

A copy of the current Notice of Key Executive Decisions is attached. Members are invited to comment as appropriate on any items contained therein.

**H Taylor  
388008**

**4. MEMBERS IT**

To receive a presentation by the IMD Service Manager on IT for Members and proposed changes to the current arrangements.

*(All Members of the Council have been invited to attend and partake in the discussion on this item).*

**A Howes  
388190  
C Hall  
388116**

**5. NATIONAL NON DOMESTIC RATING - CHANGES TO DISCRETIONARY RATE RELIEF POLICY FROM 1 APRIL 2014**  
(Pages 11 - 16)

To consider a report by the Head of Customer Services.

**J Barber  
388105**

**6. INTERNAL AUDIT REVIEW - ELECTRONIC DOCUMENT MANAGEMENT** (Pages 17 - 24)

The Internal Audit Manager to present the findings of the Audit of Electronic Document Management (EDM).

**D Harwood  
388115**

7. **FACING THE FUTURE** (Pages 25 - 30)

Following a request at the last meeting, to receive a report on the progress of those items deemed to have "Limited Service Impact".

**A Roberts**  
**388015**  
**C Mason**  
**388157**

8. **WORKPLAN STUDIES** (Pages 31 - 34)

To consider with the aid of a report by the Head of Legal and Democratic Services, the programme of studies being undertaken by the other Overview and Scrutiny Panels.

**C Bulman**  
**388234**

9. **OVERVIEW & SCRUTINY (ECONOMIC WELL\_BEING) - PROGRESS** (Pages 35 - 40)

To consider a report by the Head of Legal and Democratic Services detailing progress on the Panel's activities.

**C Bulman**  
**388234**

10. **SCRUTINY** (Pages 41 - 44)

To scrutinise decisions taken since the last meeting as set out in the Decision Digest and to raise any other matters for scrutiny that fall within the remit of the Panel.

Dated this 26 day of March 2014



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.

### **Other Interests**

(4) If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.

(5) A Member has a non-disclosable pecuniary interest or a non-pecuniary 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 any of the descriptions referred to above, 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

and that interest is not a disclosable pecuniary interest.

## **2. Filming, Photography and Recording at Council Meetings**

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**Please contact Mrs Claire Bulman, Democratic Services Officer, Tel 01480 388234 / email [Claire.Bulman@huntingdonshire.gov.uk](mailto:Claire.Bulman@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](http://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 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.*