

NOTICE IS HEREBY GIVEN that a meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 4 JUNE 2014** at **6:00 PM** and you are requested to attend for the transaction of the following business:-

PRAYER

The Reverend Andrew Milton, Rector of All Saints and St Mary's, Huntingdon to open the meeting with prayer.

APOLOGIES

CHAIRMAN'S ANNOUNCEMENTS

1. ELECTION OF CHAIRMAN

To elect the Chairman of the Council for the ensuing Municipal Year.

2. MINUTES (Pages 1 - 12)

To approve as a correct record the Minutes of the meeting held on 30th April 2014.

3. MEMBERS' INTERESTS

To receive from Members declarations as to disclosable or other interests in relation to any Agenda item. See Notes below.

4. APPOINTMENT OF VICE-CHAIRMAN

To appoint a Vice-Chairman of the Council for the ensuing Municipal Year.

5. LOCAL GOVERNMENT ACT 1972: SECTION 87 - WARBOYS & BURY WARD

The Returning Officer to report that Notice has been given of the vacancy resulting from the recent death of Councillor J W G Pethard and that a by-election will be held in the Warboys and Bury Ward in due course.

6. LOCAL ELECTIONS: 22ND MAY 2014 (Pages 13 - 18)

To receive a report by the Returning Officer on the persons elected to the Office of District Councillor on 22nd May 2014.

7. REPORT OF PANELS

(a) Senior Officers' Panel

The Executive Leader to present a report of the Panel which has met on several occasions recently to make appointments to senior posts in the Council.

- (b) Corporate Governance Panel (Pages 19 - 36)

Given a series of proposals by the Panel to vary the Constitution with effect from commencement of this Municipal Year, the recommendations are presented to this meeting of the Council to allow, if supported, for their implementation, with immediate effect.

8. REPRESENTATION OF POLITICAL GROUPS ON DISTRICT COUNCIL PANELS, ETC (Pages 37 - 42)

To consider a report by the Head of Legal and Democratic Services on the representation of political groups on Panels, etc in accordance with Section 15 of the Local Government and Housing Act 1989 and the District Council's Constitution.

9. APPOINTMENT OF CABINET

The Executive Leader to announce the name(s) of -

- (a) a maximum of eight Councillors who shall be Members of the Cabinet; and
- (b) a Deputy Executive Leader who shall be a Member of the Cabinet.

(NB: The Deputy Leader is appointed by the Executive Leader until the end of the term of Office of the Executive Leader, he/she resigns from the Office or he/she is removed from the Office by the Executive Leader.)

10. OVERVIEW AND SCRUTINY PANELS

- (i) Overview and Scrutiny Panel - 12 Members
(Economic Well-Being)
- (ii) Overview and Scrutiny Panel - 12 Members
(Environmental Well-Being)
- (iii) Overview and Scrutiny Panel - 12 Members
(Social Well-Being)

11. COMMITTEE AND PANELS

- (i) Corporate Governance Panel - 8 Members
- (ii) Development Management Panel - 16 Members
(to include 1 Member of the Cabinet in an ex-official capacity with appropriate executive responsibility)

- | | | | | |
|--------|--------------------------------|---|------------|--|
| (iii) | Employment Panel | - | 8 | " |
| (iv) | Licensing and Protection Panel | - | 12 | " |
| (v) | Licensing Committee | - | 12 | " |
| (vi) | Senior Officers' Panel | - | 5 Members | <i>(to comprise the Chairman and Vice-Chairman of the Employment Panel, Deputy Leader, relevant Executive Councillor and Leader of the majority opposition party [or their respective nominees])</i> |
| (vii) | Standards Committee | - | 8 Members | <i>(plus 2 co-opted Parish Council representatives)</i> |
| (viii) | Appeals Sub-Group | - | 15 Members | <i>(a pool of Members from which the Head of Legal and Democratic Services is authorised to convene a meeting of the Appeals Sub-Committee comprising up to 5 Members [excluding Members of the Employment Panel]) to determine appeals under the Council's disciplinary and appeals procedures)</i> |

FOR INFORMATION (Pages 43 - 50)

Details of allowances paid to Members and Council, Panel and Committee attendance records for 2013/14 are reproduced as annexes to the Agenda.

Dated this 27th day of May 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.

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 Ms C Deller, Democratic Services Manager, Tel No 01480 388007/e-mail: Christine.Deller@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 Council.

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 Democratic Services Manager and we will try to accommodate your needs.

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Agenda Item 2

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the COUNCIL held in the Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Wednesday, 30 April 2014.

PRESENT: Councillor Mrs B E Boddington – Chairman.

Councillors J D Ablewhite, S Akthar,
M G Baker, I C Bates, G J Bull, E R Butler,
R C Carter, S Cawley, B S Chapman,
K J Churchill, S J Criswell, I J Curtis,
J W Davies, D B Dew, Mrs L A Duffy,
R S Farrer, R Fuller, D A Giles, J A Gray,
S Greenall, A Hansard, R Harrison,
R B Howe, C R Hyams, Mrs P A Jordan,
P Kadewere, Ms L Kadic,
S M Van De Kerkhove, A J Mackender-
Lawrence, P G Mitchell, J P Morris,
M C Oliver, P D Reeve, Mrs D C Reynolds,
T V Rogers, T D Sanderson, M F Shellens,
R G Tuplin, D M Tysoe, P K Ursell, R J West
and A H Williams.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors K M Baker, Mrs M Banerjee, P L E Bucknell, W T Clough, N J Guyatt, G J Harlock, D Harty and Mrs P J Longford.

PRAYER

Mrs E. Levitt, the Council's Chaplain opened the meeting with prayer.

74. CHAIRMAN'S ANNOUNCEMENTS

(a) Recent Bereavements

The Chairman reported, with regret, the recent deaths of Councillor J W G Pethard, former Councillor R W J Eaton and Mr T Calcott, a caretaker at the District Council who was well known to many Members. Having paid tribute to Councillor Pethard for the contribution he had made to the Council, to the Overview & Scrutiny Panel and to his community as Ward Councillor for Warboys & Bury the Council stood in silence for a few moments in memory of their former colleagues.

(b) Chairman's Events

The Chairman described the series of events that she had attended on the Council's behalf since the last meeting. Although many in number, the Chairman drew particular attention to those which would have long lasting significance in the District and which largely had been achieved in partnership with other agencies and the private sector. In this connection, Councillor Mrs Boddington referred to the official opening of the Flood Alleviation Scheme in Godmanchester and the multi storey car park and new town centre link road

in Huntingdon. The Chairman also was pleased to have been presented with a Badge of Recognition for Distinguished Services to St John's Ambulance by Commander Ivan Palmer, MBE.

(c) **Award**

Members requested that their congratulations be conveyed to the Council's Fraud Team for their success in receiving 'The Innovation Award' sponsored by LOCTA Search and presented under the 'fighting fraud awards scheme'.

(d) **Council Membership**

The Chairman referred to the impending retirement of Councillors W T Clough, N J Guyatt, C R Hyams, T V Rogers and A H Williams all of whom had indicated that they were not seeking re-election to the District Council in May 2014. Particular tribute was paid to the contributions made to the Council by Councillors W T Clough and T V Rogers, the latter in his former role of Executive Councillor for Finance and Chairman of the Overview & Scrutiny Panel (Economic Well Being). The Council recorded their thanks to all Members for their services during their respective periods of office and extended their best wishes to them and their families for the future.

75. MINUTES

The Minutes of the meeting of the Council held on 26th February 2014 were approved as a correct record and signed by the Chairman.

76. MEMBERS' INTERESTS

No interests were declared by the Members present.

77. COUNCIL DEBATE - OUR ROLE IN SUPPORTING THE PROSPERITY AND VITALITY OF THE MARKET TOWNS?

The Chairman reminded Members of the decision by the Council to suspend Council Procedure Rule 11 (Rules of Debate) to enable the 'headline debate' to be discussed by Members in an open manner. The Council, therefore,

RESOLVED

that Council Procedure Rule 11 (Rules of Debate) be suspended for the duration of the discussion under Minute No. 77 during which time the common law rules of debate be observed by Members and applied by the Chairman.

Councillor T D Sanderson, Executive Councillor for Strategic Economic Development and Legal introduced the debate by referring to the supporting information that had been circulated to Members and by describing how towns in Huntingdonshire were performing in comparison to those elsewhere. Councillor Sanderson drew attention to the various projects which either had been recently completed or were on-going in town centres due principally to private sector investment. Despite a positive picture, Councillor Sanderson

highlighted issues which still required to be addressed, the various mechanisms that enabled the Council to promote and encourage the vitality of the town centres and the role of individual Councillors in supporting their town centres. The full text of Councillor Sanderson's address is appended in the Minute Book.

Councillor R Harrison opened the debate by describing the restaurant quarter around the Market Square which had contributed to the new vibrancy of St Neots town centre and positively improved the town's night time economy. He was disappointed, however, that the "Old Falcon" Hotel on the Market Square remained an "eyesore". Councillor Sanderson reported that he was aware that enforcement action was being taken against the owners of the Hotel and was hopeful of an improvement in the appearance of the building in the short term.

Turning to Huntingdon Town Centre, Councillor M G Baker reported that he was aware of the negative perception of the town on social media influenced by high car parking charges and the reduction in size and offer of the twice weekly market. He contended that the District Council could contribute more to the vitality of the town by, for instance, extending free car parking after 3 pm and ensuring that the Cromwell Museum remained opened to visitors.

In terms of car parking, Councillor Sanderson pointed out that fees and charges were an important component of a balanced budget. He also was of the opinion that free car parking would not necessarily lead to an increase in footfall in town centres. Councillor Sanderson reported that support for the Cromwell Museum had been provided by the Town Council and confirmed that the District Council continued to have a good working relationship with Churchmanor Estates who had contributed to much of the new development in the town.

Returning to St Neots, Councillor S M Van de Kerkhove drew the Council's attention to the recent decision by the Development Management Panel to give planning consent for a key/shoe repair kiosk in the Tesco car park at Barford Road, Eynesbury which, in his opinion, could lead to difficulties for three established businesses in the town centre. Councillor Van de Kerkhove also contended that the town had been "swamped" by new development without there being sufficient infrastructure in place which had contributed to severe traffic congestion in the town.

Whilst wishing to see all town centres thrive, Councillor Sanderson had no knowledge of the planning application to which the Councillor had referred so undertook to investigate the reasons why it had been supported by the Development Management Panel. The Executive Councillor also indicated his willingness to discuss with Councillor Van de Kerkhove, ways to generate and encourage the interests of the private sector in investing in the town.

Referring to the new Sainsburys development in Huntingdon and the intention of the store to vacate its existing premises, Councillor M F Shellens requested some indication as to which retailers might take their place in the town centre as a way to generate some positive news stories. Councillor Shellens also called for a restriction on out-of-town developments to avoid losing vibrancy in town centres. Other than the expectation that Waitrose would relocate to Chequers Court, Councillor Sanderson was unable to announce which retailers might move into Huntingdon but he was hopeful of good and positive

announcements soon. In terms of the proposed new Morrisons store in St Ives, Councillor Sanderson did not anticipate that this would impact upon the vibrancy of that town centre.

Councillor B S Chapman drew the Council's attention to the contribution it had made to the opportunity to open a new cinema in St Neots by allocating land for leisure and by generating private sector and partner interests in the town. He also mentioned recent improvements by the District Council in One Leisure which together with other partner contributions totalled an investment of £5m in the town. Although well placed in terms of its farmer and continental markets, Councillor Chapman considered that there were further opportunities to develop the potential of markets across the District.

Members were reminded of the content of a recent article in the Hunts Post which had indicated the Executive Leader's support for tourism in Huntingdonshire and in this context Councillor S Greenall mentioned the Cromwell Museum and Wilkinsons Gate in Huntingdon town centre. Councillor Greenall suggested that the Council should aspire to create social hubs rather than just concentrate on attracting new shopping outlets. The evolution of the restaurant quarter in St Neots was excellent in this respect. Councillor Sanderson reminded the Council that it had not been able to influence the decision on the erection of the "gate" and that online shopping had inevitably had a detrimental impact on High Streets. Councillor C R Hyams reminded the Council of the increase in visitors and trade generated by the guided bus in St Ives and questioned whether these benefits might assist Huntingdon if the guided track was further extended to the town. In terms of night time economy, Councillor Hyams was of the view that Huntingdon fell short in this respect. In reply, Councillor Sanderson was able to announce that the former "Level Two" nightclub might re-open in the near future. Notwithstanding the outcome of these discussions, however, Councillor Sanderson recognised that it was difficult for Huntingdon to compete with Cambridge and Peterborough in terms of evening entertainment although he was aware that the offer in St Ives appeared to be better in this respect.

On a related subject, Councillor P G Mitchell suggested that whilst there were opportunities to attract funding from development for youth and community facilities in rural areas, it proved to be more difficult to ensure sufficient funds were available for continuing maintenance. Councillor Sanderson indicated that he would give the matter some consideration.

Councillor P D Reeve drew the Council's attention to the level of investment by the Town Council in Ramsey which had resulted in successful Christmas lights, youth and market events. He invited the Executive Councillor to visit the town to view the projects which were underway and being supported but spoke of his frustration at the level of business rates which, in his view, were damaging to small businesses and the reluctance on the part of the District Council to make available land in their ownership for car parking to the rear of the doctor's surgery which might encourage greater numbers of visitors and shoppers to the town. Councillor Reeve welcomed the suggestion of a meeting with the Executive Councillor to address a series of issues which he was keen to discuss. In terms of the land ownership matter, Councillor J A Gray, Executive Councillor for Resources, urged Councillor Reeve to contact him to enable the potential use of the land to which he referred to be considered.

In welcoming the cinema development at St Neots, Councillor D A Giles urged Members to move away from the traditional view of shopping and whilst accepting the increasing preference for shopping online, remained of the view that there still was a place for a variety of shops in the town. Councillor Giles also drew attention to the disparity in parking charges between St Neots and Huntingdon, the length of time it appeared to take to address deteriorating buildings in the Market Square and need to discourage car drivers from accessing car parks via the town centre. Councillor R S Farrer added that the proximity of St Neots to Bedford had had an impact on the extent to which the town centre might develop adding that the planning process certainly had a part to play in this respect.

Councillor Mrs D C Reynolds concurred with the views of Councillor Hyams in respect of the impact of the guided bus on the town but pointed out that this had also raised other issues by offering free car parking close to the town centre and by causing congestion on Harrison Way. Councillor Mrs Reynolds urged the Executive Councillor to consider enforcement action against the owners of the Robin Hood Public House which also appeared to have been abandoned.

On a similar theme to Councillor Greenall, Councillor J P Morris considered that town centres should be viewed as social hubs and be made more attractive to young people by varying car parking charges at certain times and by providing good quality and clean public conveniences. He also pointed out that "living over the shop" housing schemes encouraged residential use of town centres and helped to prevent them from emptying after shops had closed.

On a related subject, Councillor T V Rogers reminded the Council that fifty per cent of the population of the District lived in a rural environment and that it was vital to improve rural transport to assist visitors and shoppers to access town centres. At this juncture, Councillor D M Tysoe advised Members of the extent of the support lent to transport schemes by the District such as "dial a ride" which assisted those more elderly and vulnerable residents. Councillor Sanderson also undertook to respond to Councillor I C Bates on whether any research was underway to identify those village shops/post offices which were crucial to life in rural villages such that initiatives might also be developed to seek to protect and support the vitality of village and community life.

In general terms, Councillor Harrison urged the Council to recognise the good quality of life in Huntingdonshire and the reasons why residents might have chosen to live in the District's towns despite the absence of facilities found in cities. Whilst he acknowledged that the Council and agencies should continue to work in partnership to improve the towns, he called on Members to support the achievements of the District Council in improving the towns and to acknowledge that they lived in an excellent place.

Councillor R B Howe paid tribute to the role of Ramsey in terms of its importance to neighbouring villages and the fact that it was respectable, well managed and clean. He contended that it was Members' responsibility to ensure that the town continued to thrive and receive support through the infrastructure under the District Council's control. Councillor Howe offered to assist the Town Council in developing a strategic plan to continue the work to revitalise the

town.

The Council was reminded by the Executive Leader, Councillor J D Ablewhite, that it remained a District Council priority to provide pivotal support for the local economy and to maintain the vitality of towns, such as St Ives, as the hub of rural communities. However, it was equally important to meet the needs of rural villages by developing links to the towns and using these means to increase footfall. He urged Members to support the campaign to attract visitors to Huntingdonshire and think positively about what the towns could offer. Whilst the planning process would inevitably influence the progress of some issues, he was confident that by working with partners, local groups and other local councils, the District could develop master plans for all its town which could really make a difference to their future.

The Chairman thanked all those who had contributed to the discussion and those visitors in the public gallery who had attended.

78. CORPORATE PLAN AND PERFORMANCE MANAGEMENT FRAMEWORK

In conjunction with a recommendation of the Cabinet, Minute No 80a refers, the Executive Leader introduced a report by the Interim Corporate Team Leader (a copy of which is appended in the Minute Book) to which was attached the proposed Corporate Plan and Performance Management Framework for the period 2014-16.

Members understood that the Corporate Plan contained the Council's vision and priorities for the next two years whereas the Performance Management Framework would ensure that the organisation remained focussed in setting, delivering and monitoring its priorities and taking action when necessary where issues had been identified that require to be addressed. The Framework identified the role and responsibilities of elected Members as well as Officers in this respect. The outcome of further work on key actions for 2014/15 and proposed corporate health indicators would be presented to Members in due course.

Whilst content with the concept, Councillor M F Shellens indicated that he was reluctant to support the recommendation in the absence of clear objectives and realistic output targets. It also was his view that the Plan undertook to deliver factors that, in some cases, were beyond the control of the District Council. Councillor Shellens further commented that the expectations it placed on staff were unreasonable given the decision to release experienced senior managers. He doubted the capacity of remaining Officers to deliver whatever objectives might be set during the next stage of the process.

In expressing his support of the overall priorities, Councillor K J Churchill pointed out that it represented a Framework for the future and he would look forward to further discussion on the detailed matters that remained outstanding. Similar support for the process also was expressed by Councillor Mrs L M Duffy.

Councillor Gray welcomed the support of Members of the UKIP Group accepting that the Corporate Plan and Framework required further work. Councillor Gray welcomed Members involvement in the next stage of the process in challenging the detail of the documents and

their scrutiny when establishing targets such that they become robust and strong.

Having noted support from Councillor P G Mitchell for the priorities listed in the proposed Corporate Plan, the Council

RESOLVED

that the Corporate Plan 2014-16 and the Performance Management Framework (April 2014) be adopted.

79. SENIOR OFFICER STRUCTURE

In accordance with Article 12 of the Constitution, the Executive Leader, Councillor J D Ablewhite presented, on behalf of the Head of Paid Services, a report describing the new management structure of the District Council and the posts through which services would be discharged.

Having confirmed that the external recruitment process would not exclude internal candidates, it was moved, seconded and

RESOLVED

that the District Council's Constitution be varied accordingly.

80. REPORTS OF THE CABINET, PANELS AND COMMITTEE

(a) Cabinet

Councillor J D Ablewhite, Executive Leader and Chairman of the Cabinet presented the Report of the meetings of the Cabinet held on 20th March and 10th April 2014.

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In connection with Item No. 47, it was noted that the recommendations had been considered previously under Minute No. 78.

.....

In connection with Item No 48, the Executive Leader reported that this item was now subject to call in.

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Whereupon, it was

RESOLVED

that, subject to the foregoing paragraphs, the Report of the meetings of the Cabinet held on 20th March and 10th April 2014 be received and adopted.

(b) Overview and Scrutiny Panel (Economic Well-Being)

Councillor T V Rogers presented the Report of the meetings of the Overview and Scrutiny Panel (Economic Well-Being)

held on 6th March and 3rd April 2014.

.....

In connection with Item No 35 and in response to a question from Councillor K J Churchill, Councillor Rogers reported that the Business Plan to be prepared by the Community Group managing the Loves Farm Centre was still in preparation.

.....

In connection with Item No 41, Councillor I J Curtis advised the Council that the UKIP Group was currently reviewing the 'Facing the Future' documents and would be in a position to respond by the end of May.

.....

Whereupon, it was

RESOLVED

that the Reports of the meetings of the Overview and Scrutiny Panel (Economic Well-Being) held on 6th March and 3rd April 2014 be received and adopted.

(c) Overview and Scrutiny Panel (Environmental Well-Being)

Councillor G J Bull presented the Report of the meetings of the Overview and Scrutiny Panel (Environmental Well-Being) held on 11th March and 8th April 2014.

.....

In connection with Item No 31, Councillor Bull reported that the visit to the Waterbeach Waste Management Plant would not take place on 9th May as originally intended and would be rearranged for an alternative date in the future.

.....

Whereupon, it was

RESOLVED

that the Report of the meetings of the Overview and Scrutiny Panel (Environmental Well-Being) held on 11th March and 8th April 2014 be received and adopted.

(d) Overview and Scrutiny Panel (Social Well-Being)

Councillor S J Criswell presented the Report of the meetings of the Overview and Scrutiny Panel (Social Well-Being) held on 4th March and 1st April 2014.

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Whereupon, it was

RESOLVED

that the Report of the meetings of the Overview and Scrutiny Panel (Social Well-Being) held on 4th March and 1st April 2014 be received and adopted.

(e) Development Management Panel

Councillor D B Dew presented the Report of the meetings of the Development Management Panel held on 24th February, 17th March and 7th April 2014.

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Whereupon, it was

RESOLVED

that the Report of the meetings of the Development Management Panel held on 24th February, 17th March and 7th April 2014 be received and adopted.

(f) Standards Committee

Councillor A Hansard presented the Report of the meeting of the Standards Committee held on 6th March 2014 .

.....
Upon being put to the vote, the recommendation contained in Item No 13 was declared to be CARRIED.

.....
Upon being put to the vote, the recommendation contained in Item No 14 was declared to be CARRIED.

.....
Whereupon, it was

RESOLVED

that, subject to the foregoing paragraphs, the Report of the meeting of the Standards Committee held on 6th March 2014 be received and adopted.

(g) Corporate Governance Panel

Councillor E R Butler presented the Report of the meeting of the Corporate Governance Panel held on 26th March 2014.

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In connection with Item No 37 and recommendation (f) (ii), Councillor Butler acknowledged a request from Councillor K J Churchill that Members should be invited, in future, to vote separately on each recommendation relating to the final

budget and MTP.

Whereupon, on being put to the vote, the recommendations contained in Item No. 37 were declared to be CARRIED.

.....
In connection with Item No. 38 and after contributions during discussion from Councillors M G Baker, K J Churchill, R S Farrer, D A Giles, C R Hyams, T V Rogers, M F Shellens and S M Van de Kerkhove regarding the style, content and tone of language used in the proposed Employee Handbook and the perceived lack of value placed on the contribution of employees to the organisation, the Council

RESOLVED

that the Employee Handbook be referred back to the Panel for further consideration.

On the same subject, Councillor Butler undertook to advise Councillor J A Gray of the feedback received from the Staff Council on the draft handbook.

.....
In connection with Item No. 40 and in response to a question from Councillor S Greenall, Councillor Butler undertook to advise the questioner, in writing, of the meaning of the term "triviality threshold" and the reasons why this should be set at £90k.

.....
Whereupon, it was further

RESOLVED

that, subject to the foregoing paragraphs, the Report of the meeting of the Corporate Governance Panel held on 26th March 2014 be received and adopted.

81. ORAL QUESTIONS

In accordance with the Council Procedure Rules (paragraph 8.3 of the Rules), the Chairman proceeded to conduct the period of oral questions addressed to Executive Councillors and Panel Chairmen as follows –

Question from Councillor P D Reeve to the Executive Leader, Councillor J D Ablewhite

In response to the questioner and whilst he could not predict the outcome of any future local government review, Councillor Ablewhite was of the opinion that the current three tier arrangement comprising the County, District and Parish authorities worked well in Cambridgeshire.

Question from Councillor S Greenall to the Executive Councillor for the Environment, Councillor D M Tysoe

In response to a question regarding the potential for review of the introduction of a charge for the collection of a second green bin after twelve months of operation, Councillor Tysoe considered that such a review was not necessary as the issue had not been raised with him during election canvassing and he was also aware that, due to its success, Cambridge City Council also had decided to implement a similar scheme.

Question from Councillor J P Morris to the Executive Councillor for Resources, Councillor J A Gray

Having regard to the proposal to raise capital receipts from the disposal of potential development sites included as an option in the "facing the future" exercise and the need for new homes in the District, the Executive Councillor was requested to comment the extent to which these sites could be used to develop affordable housing or shared ownership schemes. In response, the Executive Councillor re-affirmed that it was the Council's desire to maximise capital receipts and to use the funds made available, if appropriate, to meet the demand for affordable housing. It would also be the intention to invest in property to provide bed and breakfast accommodation, reduce the budget spent on expensive bed and breakfast provision and thus provide for those in vulnerable and difficult situations. Councillor Morris added that he would like to be involved in discussions which would help to move these proposals forward in a positive way.

Question from Councillor P Kadeware to the Executive Leader, Councillor J D Ablewhite

Although difficult to avoid some clashes, Councillor Ablewhite assured the questioner that every effort was made to ensure that meetings of the District Council did not coincide with those programmed by Town and Parish Councils in order to alleviate the impact on dual-hatted Councillors and to help those members of the public who wished to attend Council meetings.

Question from Councillor P Kadeware to the Executive Councillor for the Environment, Councillor D M Tysoe

In terms of the management of trees in public spaces, Councillor Tysoe undertook to discuss the District Council's policy in this respect with the questioner after the meeting.

Question from Councillor M F Shellens to the Executive Leader, Councillor J D Ablewhite

Regarding the proposed changes to the Senior Management structure of the District Council, Councillor Ablewhite advised Members that the recruitment exercise presented an opportunity to introduce new and different experiences to the organisation the impact of which, in terms of employee retention and morale would continue to be monitored on a quarterly basis by the Employment Panel.

Question from Councillor K J Churchill to the Executive Councillor for Resources, Councillor J A Gray

Regarding the District Council's decision not to allocate grants to Town and Parish Councils to mitigate the impact of any increase in Council Tax, Councillor Gray emphasized that whilst he respected the views of NALC and the work of Town and Parish Councils, this decision had been taken formally at meetings of the Overview and Scrutiny Panel, Cabinet and Council as part of the Council's final budget process.

82. VARIATION TO THE MEMBERSHIP OF COMMITTEES AND PANELS, ETC

Having regard to the membership of the Senior Officers' Panel, it was

RESOLVED

- (a) that Councillor J D Ablewhite be appointed to replace Councillor N J Guyatt;
- (b) that Councillor M G Baker be appointed to replace Councillor W T Clough for meetings of the Panel to be held on 14th and 16th May 2014; and
- (c) that Councillor C R Hyams be appointed to replace Councillor W T Clough for meetings of the Panel to be held on 19th, 20th and 21st May 2014.

The meeting ended at 10.03 pm

Chairman

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Local Elections – 22nd May 2014
Meeting/Date: Council – 4th June 2014
Executive Portfolio: Strategic Economic Development & Legal –
Councillor Tom Sanderson
Report by: The Returning Officer
Wards affected: All listed in the Appendix

Executive Summary:

This report details the results of scheduled elections in 17 wards of the District held on 22nd May 2014.

Recommendation:

It is recommended that the Council note the contents of the report.

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1. WHAT IS THIS REPORT ABOUT?

- 1.1 In accordance with the District of Huntingdonshire (Electoral Changes) Order 2002, elections in 17 wards of the District were held on 22nd May 2014. The elections were combined with the European Parliamentary elections and the results are summarised in Appendix. There were contests in all wards.

2. BACKGROUND

- 2.1 In total 65 candidates contested the 17 seats on the District Council. In addition, 144 candidates were nominated for seats on Town/Parish Councils. Ordinary elections were held in 20 Parishes in the District and there were contests in three. There was a contested election also for a casual vacancy in the South Ward of St Ives Town Council. In 6 Parishes the number of nominations equalled the number of vacancies. In 10 Parishes the number of nominations fell short of the number of vacancies and those Parish Councils now will be invited to co-opt to fill the remaining vacancies.

3. ELECTION PROCESS

- 3.1 A major impact in this year's elections was the increased number of postal vote applications. This year a total of 15,549 were issued and was managed extremely well. Around 70% of postal votes overall were returned with Buckden Ward recording the highest return at 81%.
- 3.2 On polling day 112 polling stations were in use between 7am and 10pm. The verification of the ballot boxes and counting of the District votes and Town/Parish votes was held on Friday, 23rd May 2014 at One Leisure, St Ives. The last declaration was made at 2.45pm.

4. ACKNOWLEDGEMENT

- 4.1 I would like to take this opportunity to express my gratitude to the staff who were engaged in taking the poll and/or counting the votes on 22nd, 23rd and the European Parliamentary election count on 25th May 2014. My sincere thanks are due to all concerned.

5. LEGAL IMPLICATIONS

- 5.1 None

6. RESOURCE IMPLICATIONS

- 6.1 None

6. REASONS FOR THE RECOMMENDED DECISIONS

- 6.1 The Council are recommended to note the contents of the report.

BACKGROUND PAPERS

Declarations of results of poll

CONTACT OFFICER

Lisa Jablonska, Central Services Manager
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DISTRICT COUNCIL ELECTIONS – 22ND MAY 2014

COUNCILLORS ELECTED TO SERVE UNTIL 2018

Ward	Councillor Elected	Electorate	No. of Ballot Papers Issued	% of Poll
Alconbury & The Stukeleys	Keith Morton Baker	2526	1174	46
Buckden	Terence Frederick Hayward	2644	1153	44
Earith	Michael David Francis	4819	2001	42
Elton and Folksworth	Rita Elaine Mathews	2134	937	44
Godmanchester	Sarah Joanne Conboy	5057	1974	39
Gransden and the Offords	Richard John West	3672	1587	43
Huntingdon East	Andrew John Hardy	7281	2733	38
Huntingdon West	Stephen Cawley	5287	1621	31
Ramsey	Peter David Reeve	6684	2462	37
Sawtry	Darren Marcus Tysoe	5045	1945	39
St. Ives East	Deborah Christine Reynolds	5174	1601	31
St. Ives South	Angela Lesley Dickinson	5411	2059	38
St. Neots Eynesbury	Steven Mark Van De Kerkhove	7670	2281	30
St. Neots Priory Park	Barry Stephen Chapman	6735	2171	32
The Hemingfords	Douglas Bernard Dew	5132	2249	44
Warboys and Bury	Peter Leonard Ernest Bucknell	4929	1760	36
Yaxley and Farcet	John Barry Hyland	8411	2380	28

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Corporate Governance Panel

Report of the meeting held on 14th May 2014

Matter for Decision

45. REVIEW OF COUNCIL CONSTITUTION

By way of reports by the Head of Legal and Democratic Services (copies of which are reproduced as an Appendix), the Panel has considered

- ◆ the recommendations of a Working Group, established by the Panel, on proposed changes to the operation of the Council meeting including the headline debate, green paper feature, ten minute address by Councillors, frequency of meetings, Annual State of the District Address, oral questions, Council Programme Meeting and Reports of the Cabinet, Panels and Committees;
- ◆ the outcome of a review of the procurement thresholds referred to in the Code of Procurement; and
- ◆ the conclusions reached by the Chairmen and Vice Chairmen of the Overview & Scrutiny Panels on the future operation of overview and scrutiny.

In discussing a suggestion that provision be made for Members to address the Council for up to 10 minutes on a subject of their choice, the Panel felt that it was not necessary to introduce such an arrangement as there was already sufficient mechanisms in place to address the Council.

The Panel also discussed a proposed initiative which would give increased opportunities to hold the Cabinet to account. In supporting the proposal, Members felt that 10 minute presentations for up to two Executive Councillors per Council meeting should be introduced followed by a 20 minute period for questions to all Members of the Cabinet.

With regard to the future of Overview and Scrutiny Panels, Members raised concerns over the lack of any information as to the remit of the proposed four panels and concluded that the matter should be reconsidered once the scope of the proposed panels was known.

In terms of the future role and Chairmanship of the Council Programme Meeting, the Panel concurred with the Working Group that this meeting should continue to be chaired by the Chairman of

the Council and that the meeting itself should consider its future role and terms of reference.

Attention was drawn to proposed new arrangements for presenting the reports of Committees and Panels to the Council. Members felt that reports of all Committees and Panels should continue to be presented to Council but that changes be made to the presentation of these to encourage more efficient use of Council time.

In order for the changes to be implemented with effect from commencement of the new Council year, the Panel

RECOMMEND

- (a) that the opportunity for single issue debates at Council meetings be continued but only where a specific need arose and that the length of such debates be strictly restricted for up to 60 minutes duration only;**
- (b) that topics for debate continue to be identified by the Council Programme Group;**
- (c) that it no longer be necessary to reserve one Council meeting per annum at which the Opposition Groups and Independent Members would be entitled to select the topic for debate;**
- (d) that Green Paper items be retained on the Council Agenda as required and 10 minutes set aside for this purpose;**
- (e) that the November Council meeting be deleted from the meetings calendar;**
- (f) that Council Procedure Rule 20.2 be suspended to allow the word “Autumn” in paragraph 12.1 of the Council Procedure Rules to be deleted and replaced by the word “Summer” with immediate effect;**
- (g) that Council Procedure Rule 20.2 be suspended and the following changes with regard to Oral Questions by Councillors introduced with immediate effect:-**
 - (i) ten minute presentations by up to two Executive Councillors per Council meeting with the opportunity for questions to follow;**
 - (ii) 20 minute period for questions to Members of the Cabinet generally;**
 - (iii) where the subject matter demands a comprehensive detailed answer, the submission of the question by noon at least 8 clear days in advance of the meeting; and**

- (iv) the discontinuation of the separate 30 minute period for oral questions;
- (h) that the Council Programme Meeting continue to be chaired by the Chairman of the Council;
- (i) that arrangements for a new seating layout at Council meetings be supported;
- (j) that where Reports of the Cabinet, Panels and Committee contain recommendations these be presented to Council by their respective Chairmen from their place in the body of the meeting;
- (k) that other Reports to Council be presented, purely for information, by the Chairman of the Council, who shall invite questions to the relevant Chairmen in a general sense and these reports be enclosed as an information pack to the rear of the Council book; and
- (l) that in paragraph 5.6 of the Code of Procurement the table relating to the value of procurement requirements be amended as follows:

Up to £5,000	At least 1 written estimate or offer (e-marketplace, email, web or paper) shall be sought and recorded.
£5,000 up to £15,000	At least 3 written estimates or offer (e-marketplace, email or headed paperwork) shall be sought and recorded.
£15,000 to £50,000	At least 3 formal quotations or offers shall be invited, unless the Manager has complied in full with paragraph 6.1e of this Code. The Manager will consider whether the nature of the procurement is such that a full competitive tendering would be likely to be beneficial to the Council by reducing cost (by more than the cost of tendering) or risk.

Matters for Information

46. REVIEW OF FRAUD INVESTIGATION ACTIVITY

The Panel has reviewed the activities of the Corporate Fraud Team during 2013/14, including the type and number of investigations

undertaken, the value of fraud identified and the cost of undertaking the work.

Members were reminded that the Department for Work and Pensions' (DWP) intends to launch a Single Fraud Investigation Service (SFIS). The Service will take over all welfare fraud investigations and the DWP has confirmed that it will become operational in March 2015.

47. REVIEW OF THE INTERNAL AUDIT SERVICE

The Panel was provided with an opportunity to comment upon the outcome of a review of the effectiveness of the Internal Audit Service, undertaken by Mr Richard Gaughran, Internal Audit Manager with the Welland Internal Audit Consortium, against the "proper practice" provision in the Public Sector Internal Audit Standards.

The review had concluded that internal audit was effective in delivering credible assurance to stakeholders, improved management of risks, improved corporate governance arrangements and support the achievement of corporate objectives.

In discussing the opportunities identified by Mr Gaughran to further enhance the effectiveness of the service, the Panel has discussed a suggestion they should hold to account Officers who fail to implement agreed audit recommendations. Members expressed their disappointment that this remains an issue for the authority. Owing to their concerns, the Panel has agreed that where audit actions have not been implemented on time, the relevant Assistant Director should attend a meeting of the Panel to explain the reasons for their non-introduction. Given previous assurances that a culture of compliance was being promoted throughout the authority and that any failures were reported to the Chief Officers' Management Team, Members have invited the Managing Director to the next meeting of the Panel to respond to their concerns.

48. INTERNAL AUDIT SERVICE: ANNUAL REPORT

Under the requirements of the Public Sector Internal Audit Standards, the Panel was provided with the Internal Audit Manager's opinion on the overall adequacy and effectiveness of the Council's internal control and governance processes.

Disappointment was expressed that nine "limited" and one "little" assurance audit reports have been issued. It was confirmed to Members that Chief Officers' Management Team had started to review audit reports and intend to address the low level of audit actions being introduced on time, by calling to account service managers who are not achieving the targets set. In seeking assurance that progress is being made in this area, the Panel has suggested that their concerns be addressed by the Managing Director at their next meeting.

49. PROGRESS ON ISSUES ARISING FROM THE 2012/13 ANNUAL GOVERNANCE STATEMENT

Progress made to date in respect of six areas for improvement identified in the 2012/13 Annual Governance Statement was noted by the Panel.

50. GRANT CERTIFICATION 2013/14

The Panel has received and noted a report from the External Auditor detailing the certification of specific grants received by the Council in 2012/13. Whilst there were no significant issues arising from the report, the Panel has expressed strong concerns over the rules issued by the Department of Works and Pensions for the auditing of benefit claims and the resultant cost to the authority of the auditors undertaking further sampling. Having been reminded that previous correspondence to the DWP has failed to persuade them to adjust the rules, the Panel has reiterated that the auditing rules for sampling are too rigid. The Accountancy Manager has been requested to write to the Local Government Association over this cost to the authority and suggesting that the criteria for taking a second sample be adjusted to only require further sampling if the errors in the previous round of sampling are significant.

51. EMPLOYEE HANDBOOK

Further to Item No. 41 of their Report to the meeting of the Council held on 30th April 2014 and following discussions at that meeting, the Panel has given further consideration to the contents of the Employee Handbook.

Having considered a number of changes to the text and in noting that the document will be considered by the Employment Panel on 25th June, Members have authorised the Chairman and Vice Chairman of the Panel to review the final version of the handbook with a view to resubmitting it to Council for adoption on 30th July.

52. MONITORING THE EFFECTIVENESS OF THE CONTROL ENVIRONMENT: VALUE FOR MONEY

The Panel has requested the Council's designated Chief Financial Officer to provide them with an annual report summarising the arrangements in place to support the achievement of Value for Money (VfM) for the Council. Although, the Panel has routinely received information from both the internal and external auditors on VfM the Council does not have a specific framework/strategy that outlines how this will be achieved. This new arrangement will introduce a process whereby the Panel can be assured that work has been undertaken to show that the Council is achieving VfM.

53. WORK PROGRAMME AND TRAINING

The Panel has noted details of their anticipated work programme in 2014/15. A formal training day is to be arranged for all Members involved in the Audit Process across Cambridgeshire.

E R Butler
Chairman

**Public Report
Key Decision - No****HUNTINGDONSHIRE DISTRICT COUNCIL**

Title/Subject Matter:	Review of the Constitution – Report of the Working Group
Meeting/Date:	Corporate Governance Panel – 14th May 2014
Executive Portfolio:	Councillor T D Sanderson – Executive Councillor for Strategic Economic Development and Legal
Report by:	Head of Legal and Democratic Services
Wards affected:	All

Executive Summary:

Members may recall that the Panel, at its last meeting, undertook its regular review of the Constitution. Part of the review related to the operation of the Council meeting and, in particular, the features introduced in 2009 to increase interest, enliven the proceedings and encourage greater participation by Members and the public.

As it was the view of the Panel that these matters required more detailed consideration, it was

“RESOLVED

that a Working Group comprising the Executive Leader or Deputy Executive Leader, the Chairman of the Council and Councillors M G Baker, E R Butler, K J Churchill and G J Harlock be established to consider the headline debate, Green Paper, frequency of meetings, Annual State of the District Address, the format and responsibilities of the Council Programme Meeting, Reports of the Cabinet, Panels and Committees and procurement thresholds.”

As the Deputy Executive Leader had indicated his intention to review, with his Cabinet colleagues, the procurement thresholds referred to in paragraph 5.6 of the Code of Procurement, it also was agreed that the views of the Cabinet be forwarded to the Working Group for consideration.

The Working Group met on 22nd April 2014 and the outcome of their discussions and recommendations are reflected in this report. To provide the necessary background, an extract from the original Panel report relating to these matters only is appended hereto.

Recommendation:

that the Panel consider the recommendations of the Working Group contained in the report and recommend to Council accordingly.

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1. WHAT IS THIS REPORT ABOUT/PURPOSE?

- 1.1 At its last meeting, the Panel deferred consideration of proposed changes to the operation of the Council meeting and procurement thresholds to a Working Group.
- 1.2 The Working Group met on 22nd April 2014 and the following Members were present:-

Councillor E R Butler (Chairman), Councillors M G Baker, Mrs B E Boddington and G J Harlock.

Apologies for absence from the meeting were submitted on behalf of Councillors K J Churchill and N J Guyatt.

The Head of Legal and Democratic Services and Audit and Democratic Services Managers also were in attendance.

2. OPTIONS TO BE CONSIDERED/ANALYSIS

- 2.1 The Working Group proceeded to discuss the matters referred to it by the Panel and detailed in the Annex to this report.

Role of the Council

(a) **Headline Debate**

The Working Group concurred with the suggestion that the concept of single issue debates on matters of topical relevance should be retained with external speakers/organisations invited to brief Members on issues of relevant significance. However, it was their view that debates should occur only as and when such topics arise or can be identified by the Council Programme Group. Given the pressures on meeting time, the Working Group considered that debates should last for up to 60 minutes only and no longer.

Given the opportunities for the Opposition Groups and Independent Members to fully contribute their views or suggestions of topics for debate at the Council Programme Group, the Working Group considered that it was no longer necessary to nominate one meeting per annum at which the opposition would be invited to propose the subject for debate.

Recommendations:

- (i) **that the opportunity for single issue debates at Council meetings be continued but only where a specific need arose and that the length of such debates be strictly restricted for up to 60 minutes duration only;**
- (ii) **that topics for debate continue to be identified by the Council Programme Group; and**
- (iii) **that it no longer be necessary to reserve one Council meeting per annum at which the Opposition Groups and Independent Members would be entitled to select the topic for debate.**

(b) **Green Paper Feature**

The Working Group supported the proposal that the Senior Managers' Group should become more actively engaged in identifying emerging policies for presentation to Council on a regular basis. However, Members were of the view that this item should only be placed on the agenda as and when new policy initiatives were available for presentation and that the Council Programme Group should be involved in the decision on their inclusion or otherwise.

Recommendation:

that Green Paper items be retained on the Council Agenda as required and 10 minutes set aside for the purpose.

(c) **Ten minute address by Councillors**

The suggestion by the Deputy Executive Leader that provision be made for Members to address the Council for up to 10 minutes on a subject of their choice was discussed at length. The Working Group expressed some concern at the potential implications and practicalities of this suggestion, but were of the view that were this proposal to progress, strict constraints should be placed on the scope of the address, such that these were relevant to matters of major significance in relation to the Council's powers or duties or one of major general concern affecting the District, its Council Tax or NNDR payers. It was also suggested that, if implemented, Members wishing to use this mechanism should be required to register their interest with the Council Programme Group and give advance notice of the subject on which they wished to speak. The Council Programme Group would reserve the right to decide who should address the Council and on what subject. As Members were concerned at the impact this initiative might have on the duration of Council meetings, the Working Group wished to draw the Panel's attention to the existing opportunity for a Member to raise an item at a relevant Overview and Scrutiny Panel in accordance with the Councillor Call For Action Procedure (CCFA) suggesting that this might remain the better option.

Recommendation:

that the views of the Panel be invited on the Working Group's conclusions.

(d) **Frequency and timing of meetings**

Having regard to their conclusions in paragraph (a) ante, the Working Group concurred with the suggestion that the November Council meeting be deleted from the calendar. However, Members were of the opinion that Council meetings should continue to commence at 7pm with the exception of the Annual Council Meeting which should start at 6pm.

Recommendation:

that the November Council meeting be deleted from the meetings calendar.

(e) **Annual State of the District Address**

The Working Group raised no objection to the scheduling of the Annual State of the District address having endorsed the view that this would be better delivered at the first meeting in each municipal year either in June or July.

Recommendation:

that the word “Autumn” in paragraph 12.1 of the Council Procedure Rules be deleted and be replaced by the word “Summer”

(f) **Oral Questions**

Although supportive of the proposed initiative which would give increased opportunities to hold the Cabinet to account, but mindful of the impact on Council meeting time, the Working Group considered that two Executive Councillors should be invited to present on relevant issues within their portfolio (rather than all Members of the Cabinet) at each meeting. It was the view that a written report from the relevant Executive Councillor should be included in the Council Book in support of the presentation which should last for a maximum of 10 minutes only. Members were of the opinion that the Council should then be given the opportunity to ask questions of presenting Councillors. Because of some misgivings at how these arrangements might operate in practice, the Working Group suggested that, were they considered to be acceptable by the Panel, they should proceed on a trial basis commencing at the July 2014 meeting and be subject to review by the full Panel next March 2015. Presentations by specific Executive Councillors would not preclude Councillors from asking questions of other Portfolio holders and it was suggested that a period for these questions could be programmed on the Agenda for this purpose. Where Councillors wish to submit questions to Cabinet Members which require a detailed and lengthy reply, the Working Group re-affirmed the suggestion that these should be submitted to the Head of Legal and Democratic Services by noon at least 8 clear working days in advance of the meeting to enable a draft response to be prepared in advance.

As described in the Appendix, this practice would mean that the 30 minute period for questions would discontinue and with the exception of paragraph 4, that the guidelines for oral questions would remain unchanged.

Under this new approach, it is envisaged that provision for questions to the Chairmen of a Committee or Panel will continue at that point on the Agenda when reports of meetings are presented.

Recommendations:

that the Panel be requested to support the proposals for:-

- ◆ ten minute presentations by two Executive Councillors per meeting with the opportunity for questions to follow;
- ◆ a 10 minute period for questions to the remainder of the Cabinet;
- ◆ the submission of questions in advance where the subject matter demands that answers require to be technical and comprehensive; and
- ◆ the discontinuation of the separate 30 minute session for oral questions.

(g) Council Programme Meetings

In terms of the future role and Chairmanship of the Council Programme Meeting, the Working Group was strongly of the view that this meeting should continue to operate in a non-political way and whilst the Deputy Executive Leader might take the lead at meetings, that the meeting should continue to be chaired by the Chairman of the Council. Members were of the opinion that the meeting itself should decide whether it wished to extend its role (by having regular sight of agenda planning documents) and whether to review its own terms of reference.

Recommendation:

that the Council Programme Meeting be chaired by the Chairman of the Council and for it to consider its future role and terms of reference.

(i) Non-constitutional matters relating to Council Meetings

(i) Layout of civic suite

The Working Group looked forward to the trial of a new seating arrangement at the Council meeting in July and endorsed the suggestion that the alternative layout proposed would enhance communication between the Chairman, the Cabinet and the body of the meeting.

Recommendation:

that arrangements for a new seating layout at Council Meetings be supported.

(ii) Reports of the Cabinet, Panels and Committee

The Working Group was strongly of the view that reports of all Committees and Panels should continue to be presented to Council. As a fair compromise between efficiency and democracy, it was proposed that those reports containing recommendations should be presented to the Council by their respective Chairmen from their place in the body of the meeting. Other reports should be presented, purely for information, by the Chairman of the Council who shall invite questions to the Chairmen (or Panels) in a general sense. These reports should be enclosed as an information pack to the rear of the Council Book.

Recommendation:

that the proposed new arrangements for presenting the reports of Committees and Panels to the Council be commended to the Panel.

3. CODE OF PROCUREMENT

- 3.1 Following a review of the procurement thresholds at paragraph 5.6 the following revised thresholds are proposed:

Value of Procurement	Requirement
Up to £5,000	At least 1 written quote
£5,000 up to £15,000	At least 3 informal quotes sought
£15,000 to £50,000	At least 3 formal quotations sought

Recommendation:

that the proposed new thresholds be recommended by the Panel.

4. TIMETABLE FOR IMPLEMENTATION

- 4.1 The recommendations of the Panel following the March meeting were endorsed by the Council on 30th April for implementation from the date of the Annual Meeting – 4th June 2014.

Should the Panel be minded to support the recommendations of the Working Group contained in this report, it may be conducive to submit any recommendations to the Annual Meeting so that changes to the Constitution and organisation of the Council meetings be implemented with effect from commencement of the new Council year.

BACKGROUND PAPERS

Huntingdonshire District Council Constitution.

CONTACT OFFICER

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WORKING GROUP 22ND APRIL 2014

CHANGES TO THE OPERATION OF COUNCIL MEETINGS

SUPPORTING INFORMATION

3. PART 4 – RULES OF PROCEDURE**3.1 Role of the Council**

(Article 4, pages 15 – 17 and Council Procedure Rules (Standing Orders) pages 191 – 211)

Article 4 lists the powers that have been reserved to Council. These relate to the approval of the budget and various policies and strategies that together make up the Council's policy and budgetary framework. Therefore, the Council remains the arena in which the important policy and budget decisions are made. Attempts have been made over recent years to enliven Council meetings and encourage public attendance. Initiatives introduced following the last review of the democratic structure in 2009 have had limited success.

As it is now five years since the last review of the Council meeting itself, Members may feel that it is opportune to look at the way the Council currently operates. It is suggested that the following features are retained without need for further discussion or variation -

- ◆ the opportunity for the public to ask questions;
- ◆ 7 pm start time (6 pm for the Annual Meeting); and
- ◆ the opportunity for the public to present petitions containing more than 50 signatures.

Some of the initiatives are enshrined within the Council Procedure Rules (where written guidelines are required to ensure that they operate consistently) and others are practised informally. For convenience both aspects are discussed in this Section

-

(a) Headline Debate

It was the original intention that major policy decisions reserved to Council should be the subject of debate at Council meetings before public consultation as well as arrangements made for single issue debates (with the Principal Opposition invited to choose the subject for debate at one meeting per annum). Whilst there have been some notable debates, the choice of robust debate topics has often been handicapped when policies and strategies have already been the subject of public consultation, agreement with partners and discussion at Scrutiny and Cabinet en route to Council. Often there is little left to discuss.

There has been a greater tendency for single issue debates and these have proved more successful - those led by the Chief Constable, Andrew Stunell, MP and the DCLG on the National Planning Policy Framework for instance. Given the other significant issues facing the authority and local government generally and the importance of meeting time for the Council to consider these matters in the detail required, it is proposed that single issue debates on

matters of topical issues be retained with external speakers/organisations invited to brief Members on issues of relevance and significance but that these debates occur only as and when such topics arise or can be identified by the Council Programme Group. It is no longer considered necessary to make specific arrangements for debates on major policy decisions as these should take place, in any event, during the normal course of the Council's business.

As the Leaders of the Opposition Groups are represented on the Council Programme Group and, in practice, contribute fully to suggestions for debate items it is also considered to be no longer necessary to reserve one meeting per annum for that purpose.

Members' views are invited.

(b) **Green Paper**

The Green Paper feature was designed to enable Executive Councillors to give early notice to the Council of the launch of new policy initiatives and proposals and to raise these at Council meetings on a more informal basis prior to wider consultation. Whilst arguably this has not been successful, it is an area which could be further developed and it is proposed that the Senior Managers' Group could become more actively engaged in identifying emerging policies on a regular basis. It may also be considered more appropriate 'Green Paper' items were presented to Overview and Scrutiny Panels rather than Council.

Alternatively, the Deputy Executive Leader has suggested that provision be made for one (or two) Members per meeting to be able to address the Council for up to 10 minutes on matters relevant to the Council's business which may be of concern/interest to them. Guidelines for such provision would need to be drafted but it is anticipated that these would require advance notification of issues to be raised and a way to register Members' requests to speak.

Members' views are invited.

(c) **Frequency and timing of meetings**

During the last review and given the number of initiatives involved at that time, it was considered that there may be a need for additional meetings of Council. Consequently meetings of Council were increased to six from five (plus the Annual Meeting) each year. It was also agreed that meetings should commence at 7 pm (rather than 2.30 pm) to encourage public attendance and enable guest speakers from partner and other organisations to attend for debate items. It is the view that Council meetings should continue to take place at 7pm but suggested that the number of meetings per annum be reduced by one to five (plus the Annual Meeting). Experience has shown that the meeting of the Council in November has, since 2009, been light in the terms of business it has had to consider given it has no clear role in the cycle for example in financial or service planning terms, unlike the September meeting, which considers the Financial Strategy with which the Annual Budget and MTP is to be prepared.

It is recommended therefore that the November Council meeting be deleted from the calendar.

- (d) **Presentations by Executive Councillors/Annual State of the District Address** (*page 205, paragraph 12*)
Oral Questions by Councillors
(*page 194 paragraph 8.3*) and Guidelines (*page 213 Annex [i]*)

Paragraph 12 of the Council Procedure Rules refer to the Annual State of the District Address. In recent years this has been resurrected by the Executive Leader who has taken the opportunity at the September meeting to address Members on the activities of the Council in the previous year and his plans for the year ahead. Members might consider that this address should be better delivered at the first meeting in each municipal year either in June or July. Should this suggestion be supported **it is recommended that the word "autumn" in paragraph 12.1 be deleted and replaced by the word "summer"**.

Subsequent meetings, therefore, would present the opportunity for Members of the Cabinet to update the Council on relevant issues within their portfolios by way of a written report which would be included within the Council Book. This could include updates on new policy/initiatives or progress on significant issues and on conclusion of presentations a period could be set aside for the Council to ask questions of portfolio holders specifically and the Cabinet in general. This would allow the Council to hold the Executive (the Cabinet) to account. Developing this theme further, it is suggested that the current separate 30 minute period for questions by Councillors be discontinued but that the opportunity to ask questions be programmed after presentations by Executive Councillors.

The guidelines for oral questions (*page 213*) would also remain unchanged other than paragraph 4 as clearly there would no longer be a requirement to complete a pro forma slip in advance of the Council meeting to indicate that a Member wishes to ask a question. Questions may be asked in response to the contents of the address by the Executive Councillor and on any other matter in accordance with Annex (i), paragraphs 1 and 2. The prescribed period for questions of 30 minutes would be no longer necessary. Currently questions may also be asked of the Chairmen of a Committee or Panel. It is proposed that this opportunity should remain and that a separate item be placed on the agenda for this purpose. For clarity, the current Constitution already provides for written questions to be raised as a 'matter of urgency'.

To seek to make the period for questions more meaningful it is proposed that where Councillors have questions requiring a detailed and lengthy reply that they be encouraged to submit them to the Head of Legal and Democratic Services by noon at least eight clear working days in advance of the meeting to enable a draft response to be prepared in advance. This practice would seek to overcome the need for written answers to be drafted for the questioner after the meeting. If this proposal is supported paragraph 8.3 would be amended accordingly.

The Panel is requested to support the proposed changes to the scheduling of the Annual State of the District Address and the adjustments to the arrangements for oral questions to the Executive Leader, Deputy Leader and Executive Councillors and Chairmen of Panels etc

(e) **Council Programme Meeting**
(Article 5 - Chairing the Council)

Article 5 discusses the role and function of the Chairman of the Council. In terms of the procedural duties of the Chairman, he/she also has responsibility to "liaise with the Deputy Executive Leader and the Leaders of Opposition Groups and Independent Councillors on the business to be conducted in Council meetings." In practice, the Chairman of Council chairs the Council Programme Group which meets mid-way between Council meetings to discuss future business. It also has been suggested that, in future, Chairmanship of this Group should lie with the Deputy Executive Leader. Whilst this Group has clearly improved the future programming of business for the Council meeting there might be a case, if it is to be retained, that its business planning role should be further enhanced by having regular sight of the agenda plan documents for Cabinet and Overview & Scrutiny.

The views of the Panel are invited to comment on whether to retain the Council Programme Group in its current format, to transfer its chairmanship to the Deputy Executive Leader and to broaden its business planning role such that it also has sight of Cabinet and Overview & Scrutiny Panel agenda plans when discussing the programme for future meetings.

(f) **Non Constitution Matters relating to Council meetings**

(i) Layout of Civic Suite

For sometime, there has been some disquiet on the part of Members as to the current layout of the Civic Suite for Council meetings. To seek to avoid a situation whereby the Cabinet have their backs to Members when speaking, an alternative layout will be trialled at a future meeting with the Cabinet facing the body of the meeting.

(ii) Reports of the Cabinet, Panels and Committee

To streamline the presentation of reports to the Council and to generate meeting time to enable Council to focus on significant rather than routine matters it is suggested that, with the exception of the reports of the Overview & Scrutiny Panels, reports of Panels where items are submitted for information only should be discontinued. Reports would continue to be submitted where Panels are recommending a course of action to the Council meeting. Members are reminded that monthly editions of the "Decision Digest" will continue to summarise the business considered and decisions taken by Panels and that this is circulated in various formats, via the Member Alert and published on the Members' Homepage and with the Overview & Scrutiny Panel agenda. The Digest could also be despatched separately with the Council agenda should Members consider that it could be useful to do so. It is also proposed that Chairmen should remain in their positions when presenting reports (with recommendations) rather than coming forward to the lectern.

Members are requested to note commencement of these new arrangements.

Representation of Political Groups on District Council Panels, etc.

Report by the Head of Legal and Democratic Services

1. INTRODUCTION

- 1.1 The Local Government and Housing Act 1989 and associated Regulations describe arrangements for achieving a balance on Panels etc, to reflect the representation of political groups and independent Members on the District Council. The Act requires the District Council to review the representation of different political groups at the time when the Authority holds its Annual Meeting and as soon as practicable and over one month after the last review if the Proper Officer receives a request to undertake a further review of the allocation of seats given a change to membership of a political group.

2. PRINCIPLES OF PROPORTIONALITY

- 2.1 In performing the duty to review representation, the Council must, so far as reasonably practicable, only determine the allocation of seats having regard to the following principles -

- ◆ that not all the seats are allocated to the same political group;
- ◆ that the majority of seats are allocated to the political group which forms a majority of the Council's membership; and
- ◆ that the number of seats allocated is in the same proportion as is borne by the number of Members of a political group to the membership of the Council.

- 2.2 Currently it is open to the Council to approve alternative arrangements otherwise than in accordance with the principles of proportionality providing that the alternative arrangements are approved without any Member voting against them.

3. CONSTITUTION OF POLITICAL GROUPS

- 3.1 Notwithstanding the vacancy in the Warboys and Bury Ward, the constitution of political groups on the Council is as follows:-

Name of Group	No. of Members
Conservative	34
UKIP	7
Liberal Democrat	5
Labour	1
<i>Vacancy</i>	1

There are now four Members of the Council who are not aligned to a political group.

- 3.2 The membership of groups in proportion to the total membership of the Council is therefore as follows:-

	%
Conservative	65.38
UKIP	13.46
Liberal Democrat	9.61
Labour	1.92
<i>Vacancy</i>	1.92

The Independent Members represent 7.69% of the membership of the Council.

4. LOCAL GOVERNMENT ACT 2000

- 4.1 Under the Local Government Act 2000, the proportionality requirements do not apply to the Cabinet or to any Sub-Groups or Sub-Committees, which the Cabinet may appoint. Appointment of the Cabinet also lies with the Executive Leader of the Council. Recent changes to the Constitution and the impact of the Localism Act 2011 on the standards regime have varied and increased to 88, the number of seats to which the Council can appoint.

- 4.2 The following requirements of the Act also need to be adhered to by the Council in determining the membership of Panels, etc. -

- ◆ the Cabinet may not include either the Chairman or Vice-Chairman of the Council;
- ◆ Overview and Scrutiny Panels may not comprise any Member of the Cabinet;
- ◆ the Executive Leader, Deputy Executive Leader and any Member of the Cabinet shall not be elected as Chairman of any Committee or Panel other than any that may be appointed by the Cabinet.

- 4.3 The Constitution also provides for the Development Management Panel, Licensing and Protection Panel, the Employment Panel and the Licensing Committee to include the relevant Executive Councillor within their respective membership. The Council has previously appointed the Standards Committee to include one Member of the Executive.

The Constitution provides that every Member of the Council shall be appointed to serve on a minimum of one Overview and Scrutiny Panel, Committee or Panel of the Council or the Cabinet.

5. PROPORTIONALITY

- 5.1 Excluding the Cabinet, the aggregate number of seats on Panels is now 88. Using the proportionality percentage referred to in paragraph 3.2 and rounding up or down as appropriate, produces the following entitlement –

	Seats
Conservative Group	57
UKIP	12
Liberal Democrat Group	8
Independent Members	7
Labour	2
<i>Vacancy</i>	2

- 5.2 Applying the principles of the Act and, similarly, rounding the figures as necessary, gives the distribution as set out in the Appendix.
- 5.3 The principles of proportionality apply similarly to advisory/sub-groups appointed or nominated by panels and regard must be given to the following examples of entitlements to seats:-

No. of Members on Sub-Group, etc	Proportion of Members from Political Groups					
	Cons	UKIP	Lib Dem	Indep	Lab	Vac
3	2	1	0	0	0	0
4	3	1	0	0	0	0
5	3	1	1	0	0	0
6	4	1	1	0	0	0
7	5	1	1	0	0	0
8	5	1	1	1	0	0
9	6	1	1	1	0	0
10	7	1	1	1	0	0

- 5.4 The Cabinet may not delegate any of its functions to non-Cabinet Members. Therefore any Sub-Group of the Cabinet that is exercising any decision-making powers delegated to it by the Cabinet must include only Cabinet Members. This does not prevent any Advisory Group appointed by the Cabinet that has no decision-making powers and whose terms of reference are merely advisory from including non-Cabinet Members.
- 5.5 It should be noted that the 2000 Act requires the appointment of a minimum of one Cabinet Member to a Joint Committee exercising executive functions. Other Members may be appointed to a Joint Committee and the political balance requirements do not apply although circumstances will vary as to whether those Members can vote on executive decisions.

6. CONCLUSION

- 6.1 The Council is invited to determine the allocation of seats on District Council Panels to political groups and to the non-aligned Members in accordance with the distribution illustrated in the attached Appendix

and to note the requirements for appointments to advisory/sub groups etc, in paragraph 5.3. The proportionality requirements do not apply to the Cabinet and its membership will be determined by the Executive Leader

- 6.2 The opportunity otherwise is available currently to allocate seats in accordance with an alternative arrangement, with the exception of the Cabinet, provided this arrangement is approved by the Council with no Member voting against.

BACKGROUND PAPERS

Local Government and Housing Act 1989
Local Government Act 2000
Localism Act 2011
District Council Constitution

Contact Officer: Christine Deller, Democratic Services Manager
((01480) 388007

APPENDIX

Panel/ Committee	No. of Seats*	No. of Ex- officio	Title of Ex- officio	Cons	UKIP	Lib Dem	Indep	Lab	Vac	Cons	UKIP	Lib Dem	Indep	Lab	Vac
Corporate Governance Panel	8	0		5.23	1.07	0.76	0.61	0.15	0.15	5	1	0/1	0/1	0	0
Development Management Panel	16	1	Not defined	10.46	2.15	1.53	1.23	0.30	0.30	10	2	2	1	0/1	0/1
Employment Panel	8	1	Not defined	5.23	1.07	0.76	0.61	0	0	5	1	0/1	0/1	0	0
Licensing & Protection Panel/ Committee	12	1		7.84	1.61	1.15	0.92	0.23	0.23	8	2	1	1	0/1	0/1
Overview & Scrutiny Panel (Economic Well-Being)**	12	0		7.84	1.61	1.15	0.92	0.23	0.23	7/8	1/2	1	1	0/1	0/1
Overview & Scrutiny Panel (Environmental Well-Being)**	12	0		7.84	1.61	1.15	0.92	0.23	0.23	7/8	1/2	1	1	0/1	0/1
Overview & Scrutiny Panel (Social Well-Being)**	12	0		7.84	1.61	1.15	0.92	0.23	0.23	7/8	1/2	1	1	0/1	0/1
Standards	8	1	Not defined	5.23	1.07	0.76	0.61	0.15	0.15	5	1	0/1	0/1	0	0
TOTAL	88			57	12	8	7	2	2	57	12	8	7	2	2

* The allocation of these seats must be balanced so that the total entitlement to seats on each group is not exceeded.

** Across all Overview & Scrutiny Panels, the total entitlement to seats is as follows-
Conservative - 23, UKIP - 5, Liberal Democrat - 3, Independent - 3, Labour - 1 and Vacancy - 1

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Councillor's Current Expenditure Report 2013-14

A

Name	Basic Allowance	Special Responsibility Allowance	Arrears	Care & Other Allowances	Travel Expenses	Subsistance	Grand Total
ABLEWHITE JASON CLLR	£4,235.04	£14,010.00			£1,335.25	£37.40	£19,617.69
AKTHAR SAEED CLLR	£4,235.04						£4,235.04
BAKER KEITH CLLR	£4,235.04	£902.75	£101.18		£319.50		£5,558.47
BAKER MICHAEL CLLR	£4,235.04	£6,475.33	£160.63				£10,871.00
BANERJEE MADHABI CLLR	£4,235.04	£568.37	£51.67		£837.00		£5,692.08
BATES IAN CLLR	£4,235.04				£37.80		£4,272.84
BODDINGTON BARBARA CLLR	£4,235.04	£4,017.75	£365.25	£4,464.00	£2,296.55		£15,378.59
BUCKNELL PETER CLLR	£4,235.04	£2,600.62	£236.42	£227.04	£340.20		£7,639.32
BULL GRAHAM CLLR	£4,235.04	£5,425.20	£392.15	£120.00	£296.65		£10,469.04
BUTLER ERIC CLLR	£4,235.04	£2,372.37	£215.67		£486.00		£7,309.08
CARTER ROBIN CLLR	£4,235.04	£1,868.30	£102.46		£463.80		£6,669.60
CAWLEY STEPHEN CLLR	£4,235.04	£2,547.38	£231.58	£227.04			£7,241.04
CHAPMAN BARRY CLLR	£4,235.04	£7,694.50	£699.50	£227.04	£162.00		£13,018.08
CHURCHILL KENNETH CLLR	£4,235.04				£151.20		£4,386.24
CLOUGH WILLIAM CLLR	£4,235.04	£568.37	£51.67	£227.04	£60.80		£5,142.92
CRISWELL STEPHEN CLLR	£4,235.04	£5,137.00	£467.00		£116.80		£9,955.84
CURTIS IAN CLLR	£4,235.04			£173.52	£454.50		£4,863.06
DAVIES JOHN CLLR	£4,235.04	£5,785.12	£525.92		£230.40		£10,776.48
DEW DOUGLAS CLLR	£4,235.04	£5,785.12	£525.92		£528.75		£11,074.83
DUFFY LISA CLLRM	£4,235.04						£4,235.04
FARRER RODNEY CLLR	£4,235.04	£568.37	£51.67				£4,855.08
FULLER RYAN CLLR	£4,235.04			£120.00	£94.50		£4,449.54
GILES DEREK CLLR	£4,235.04				£201.60		£4,436.64

Name	Basic Allowance	Special Responsibility Allowance	Arrears	Care & Other Allowances	Travel Expenses	Subsistance	Grand Total
GRAY JONATHAN CLLR	£4,235.04	£7,694.50	£699.50				£12,629.04
GREENALL STEPHEN CLLR	£4,235.04	£2,364.20	£129.65	£227.04			£6,955.93
GUYATT NICHOLAS CLLR	£4,235.04	£10,536.96		£227.04	£2,883.60		£17,882.64
HANSARD ANDREW CLLR	£4,235.04	£2,547.38	£231.58		£214.20		£7,228.20
HARLOCK GREGORY CLLR	£4,235.04	£540.80	£29.66	£227.04	£269.10		£5,301.64
HARRISON ROGER CLLR	£4,235.04	£1,868.30	£102.46	£227.04	£448.20		£6,881.04
HARTY DAVID CLLR	£4,235.04	£467.00	£210.90	£227.04			£5,139.98
HOWE ROBIN CLLR	£4,235.04	£7,072.25	£418.49	£227.04	£162.00		£12,114.82
HYAMS COLIN CLLR	£4,235.04	£2,600.62	£236.42	£107.04	£67.05		£7,246.17
JORDAN PATRICIA CLLRMS	£4,235.04			£90.00			£4,325.04
KADEWERE PATRICK CLLR	£4,235.04			£120.00			£4,355.04
KADIC ELAINE CLLRMS	£4,235.04	£1,868.30	£102.46	£100.00			£6,305.80
LONGFORD PAULA CLLRM	£4,235.04	£568.37	£51.67		£170.10		£5,025.18
MACKENDER-LAWRENCE ALAN CLLR	£4,235.04	£1,870.87		£703.00	£266.85		£7,075.76
MITCHELL PETER CLLR	£4,235.04			£120.00	£435.60		£4,790.64
MORRIS JOHN CLLR	£3,825.19	£516.70	£38.70	£189.20			£4,569.79
OLIVER MARK CLLR	£4,235.04			£120.00	£176.40		£4,531.44
PETHARD JOHN CLLR (deceased 26 04 14)	£4,235.04			£120.00			£4,355.04
REEVE PETER CLLR	£4,235.04	£568.37	£51.67				£4,855.08
REYNOLDS DEBORAH CLLRM	£4,235.04	£186.83	£84.38	£120.00	£22.50		£4,648.75
ROGERS TERENCE CLLR	£4,235.04	£5,137.00	£467.00	£227.04	£642.60		£10,708.68
SANDERSON THOMAS CLLR	£4,235.04	£7,694.50	£699.50	£120.00	£54.90		£12,803.94
SHELLENS MICHAEL CLLR	£4,235.04	£236.42	£106.77	£120.00			£4,698.23
TUPLIN RICHARD CLLR	£4,235.04	£568.37	£51.67		£306.90		£5,161.98

Name	Basic Allowance	Special Responsibility Allowance	Arrears	Care & Other Allowances	Travel Expenses	Subsistance	Grand Total
TYSOE DARREN CLLR	£4,235.04	£7,694.50	£699.50	£227.04			£12,856.08
URSELL PAUL CLLR	£4,235.04			£109.68			£4,344.72
VAN DE KERKHOVE STEVE CLLR	£4,235.04	£51.67	£23.33	£120.00	£202.05		£4,632.09
WEST RICHARD CLLR	£4,235.04	£1,527.70	£178.41		£205.20		£6,146.35
WILLIAMS ALAN CLLR	£4,235.04						£4,235.04
	£219,812.23	£130,508.16	£8,792.41	£9,860.92	£14,940.55	£37.40	£383,951.67

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**MEMBERS' ATTENDANCES
AT MEETINGS OF THE COUNCIL, CABINET, COMMITTEES AND PANELS**

MUNICIPAL YEAR 2013/14

COUNCIL <i>(met on 8 occasions)</i>			
Ablewhite, J D	7	Hansard, A	7
Akthar, S	2	Harlock, G J	7
Baker, K M	5	Harrison, R	8
Baker, M G	7	Harty, D	5
Banerjee, Mrs M	7	Howe, R B	5
Bates, I C	6	Hyams, C R	4
Boddington, Mrs B E	8	Jordan, Mrs P A	4
Bucknell, P L E	6	Kadewere, P	6
Bull, G	8	Kadic, Mrs L	8
Butler, E R	8	Longford, Mrs P	5
Carter, R C	8	Mackender-Lawrence, A J	8
Cawley, S	8	Mitchell, P G	6
Chapman, B S	8	Morris, J P	7
Churchill, K J	7	Oliver, M C	5
Clough, W T	1	Pethard, J W G <i>(deceased 26 04 14)</i>	7
Criswell, S J	7	Reeve, P D	8
Curtis, I J	8	Reynolds, Mrs D C	5
Davies, J W	8	Rogers, T V	7
Dew, D B	8	Sanderson, T D	8
Duffy, Mrs L A	6	Shellens, M F	7
Farrer, R S	6	Tuplin, R G	8
Fuller, R	8	Tysoe, D M	8
Giles, D A	8	Ursell, P K	4
Gray, J A	8	Van de Kerkhove, S M	7
Greenall, S	7	West, R J	8
Guyatt, N J	7	Williams, A H	7

CABINET <i>(met on 12 occasions)</i>			
Ablewhite, J D	11	Howe, R B	10
Chapman, B S	12	Sanderson, T D	11
Guyatt, N J	11	Tysoe, D M	12
Gray, J A	11		

CORPORATE GOVERNANCE PANEL <i>(met on 8 occasions)</i>			
Baker, M G	8	Harrison, R	5
Butler, E R	8	Kadewere, P	8
Churchill, K J	7	Mitchell, P G	6
Harlock, G J	7	West, R J	8

DEVELOPMENT MANAGEMENT PANEL <i>(met on 15 occasions)</i>			
Banerjee, Mrs M	14	Guyatt, N J	14
Boddington, Mrs B E	15	Longford, Mrs P	12
Bucknell, P L E	14	Mackender–Lawrence, A J	15
Bull, G J	15	Morris, J P	13
Butler, E R	13	Reeve, P D	14
Clough, W T	3	Tuplin, R G	14
Dew, D B	14	West, R J	15
Farrer, R S	14	Williams, A H	14

EMPLOYMENT PANEL <i>(met on 5 occasions)</i>			
Ablewhite, J D	4	Jordan, Mrs P A	3
Akthar, S	2	Pethard, J W G <i>(deceased 26 04 14)</i>	5
Cawley, S	4	Tuplin, R G	4
Gray, J A	4	West, R J	5

LICENSING AND PROTECTION PANEL <i>(met on 4 occasions)</i>			
Baker, K M	4	Hyams, C R	2
Clough, W T	1	Kadic, Mrs L	3
Curtis, I J	3	Oliver, M C	3
Davies, J W	4	Sanderson, T D	4
Fuller, R	3	Van De Kerkhove, S M	1
Harlock, G J	4	West, R J	4

LICENSING COMMITTEE <i>(met on 2 occasions)</i>			
Baker, K M	1	Hyams, C R	1
Clough, W T	0	Kadic, Mrs L	1
Curtis, I J	1	Oliver, M C	1
Davies, J W	2	Sanderson, T D	2
Fuller, R	1	Van De Kerkhove, S M	1
Harlock, G J	2	West, R J	2

OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING) <i>(met on 14 occasions)</i>			
Akthar, S	3	Harrison, R	13
Bull, G J	13	Reeve, P D <i>(until 13.11.13)</i>	5
Butler, E R	10	Mitchell, P G	13
Bucknell, P L E	11	Rogers, T V	14
Cawley, S	8	Shellens, M	12
Churchill, K J <i>(from 13.11.13)</i>	4	Williams, A H	12
Greenall, S J	11		

OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) <i>(met on 13 occasions)</i>			
Baker, K <i>(from 26/06/13)</i>	11	Farrer, R S <i>(from 13.11.13)</i>	5
Baker, M G	11	Giles, D A	11
Banerjee, Mrs M	13	Harlock, G J	11
Bates, I C	5	Harty, D	12
Bull, G J	13	Hyams, C R	2
Churchill, K J <i>(until 13.11.13)</i>	4	Kadic, Ms L	11
Davies, J W	12	Reynolds, Mrs D C	9

OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) <i>(met on 13 occasions)</i>			
Baker, K	4	Jordan, Mrs P A	9
Carter, R C	13	Kadeware, P	11
Criswell, S J	12	Oliver, M C	12
Curtis, I J	12	Pethard, J W G <i>(deceased 26 04 14)</i>	12
Dew, D B <i>(from 13/11/13)</i>	2	Van de Kerkhove, S M	11
Fuller, R	10	West, R J <i>(until 26/6/13)</i>	2
Hyams, C R	6	Vacancy <i>(26/6/13 to 13/11/13)</i>	

STANDARDS COMMITTEE <i>(met on 4 occasions)</i>			
Baker, K M	4	Harlock, G J	4
Boddington, Mrs B E	2	Hansard, A	3
Clough, W T	1	Sanderson, T D	2
Duffy, Mrs L A	2	Ursell, P K	0

SENIOR OFFICERS' PANEL <i>(met on 7 occasions)</i>			
Ablewhite, J A <i>(from 30/04/14)</i>	5	Guyatt, N J <i>(until 30/04/14)</i>	2
Baker, M G <i>(to 26/02/14 then from 30/04/14 – 19/04/14)</i>	3	Hyams, C R <i>(from 19/05/14)</i>	3
Cawley, S	7	West, R J	7
Clough W T <i>(from 26/02/14 to 30/04/14)</i>	1		

(Executive Councillors invited where relevant)

NB: This schedule represents the attendance record of Members at District Council meetings. Members' responsibilities in terms of external organisations to which they are appointed by the District Council and duties within respective wards is not recorded. The Report of the Independent Panel (November 2002) estimated that, on average, non-executive Members spent 8.5 hours per week on Council duties.

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