

A meeting of the **CABINET** will be held in **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 18 MAY 2016** at **ON THE RISING OF THE ANNUAL MEETINGS OF COMMITTEES AND PANELS** and you are requested to attend for the transaction of the following business:-

**Contact  
(01480)**

## **APOLOGIES**

### **1. MINUTES (Pages 5 - 10)**

To approve as a correct record the Minutes of the meeting held on 21 April 2016.

**M Sage  
388169**

### **2. MEMBERS' INTERESTS**

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

### **3. APPOINTMENT OF EXECUTIVE COUNCILLORS**

To note those Members appointed to hold responsibility for executive powers and duties determined by the Executive Leader.

The following executive responsibilities were confirmed by the Cabinet in May 2015:

- Strategic and Delivery Partnerships
- Strategic Planning and Housing
- Commercial Activities (to include Leisure Centres, CCTV, Document Centre, Car Parking)
- Operations and Environment
- Resources (to include Corporate Estates and Capital Projects)
- Customer Services (to include IT)
- Strategic Economic Development and Legal (to include Licensing and Protection, Communities and Voluntary Groups)
- Organisational Change and Development

The Executive Leader is appointed to serve as an ex-officio Member of the Employment Committee.

The Executive Councillor for Strategic Planning and Housing is appointed to serve as an ex-officio Member of the Development Management Committee.

The Executive Councillor for Strategic Economic Development and Legal is appointed to serve as an ex-officio Member of the Licensing and Protection Panel/Licensing Committee.

**4. HINCHINGBROOKE COUNTRY PARK JOINT GROUP**

To appoint four Members to serve on the Hinchingsbrooke Country Park Joint Group.

**5. DEVELOPMENT PLAN POLICY ADVISORY GROUP**

To appoint seven Members to serve on the Development Plan Policy Advisory Group.

A Sub-Group of the Cabinet that is exercising any decision-making powers delegated to it by the Cabinet must include only Cabinet Members. Those whose Terms of Reference are merely advisory can include non-Cabinet Members.

**6. MEMBER DEVELOPMENT WORKING GROUP**

To appoint six cross party Members to the Member Development Working Group.

**7. SAFETY ADVISORY GROUP**

To appoint five Members to serve on the Safety Advisory Group.

**8. ONE LEISURE HUNTINGDON SPORTS CENTRE JOINT COMMITTEE**

To appoint three Members to serve on the Joint Committee.

**9. SHARED SERVICES JOINT GROUP**

To note the appointment of the Executive Leader as per the Terms of Reference, as agreed by the Cabinet at the meeting on 21 April 2016.

Membership of the Shared Services Joint Group comprises the three Leaders from Huntingdonshire District Council, Cambridge City Council and South Cambridgeshire District Council, or in their absence their nominated substitute(s).

**10. HUNTINGDONSHIRE DISTRICT COUNCIL GROWTH AND INFRASTRUCTURE THEMATIC GROUP**

To appoint three Members to serve on the Huntingdonshire District Council Growth and Infrastructure Thematic Group.

The Executive Councillor for Strategic Planning and Housing is appointed to serve as an ex-officio Member as Chairman of the

Group.

Dated this 10 day of May 2016



Head of Paid Service

## **Notes**

### **1. Disclosable Pecuniary Interests**

- (1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*
- (2) *A Member has a disclosable pecuniary interest if it -*
  - (a) *relates to you, or*
  - (b) *is an interest of -*
    - (i) *your spouse or civil partner; or*
    - (ii) *a person with whom you are living as husband and wife; or*
    - (iii) *a person with whom you are living as if you were civil partners*

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

### **Non-Statutory Disclosable Interests**

- (4) *If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*
- (5) *A Member has a non-statutory disclosable interest where -*
  - (a) *a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or*
  - (b) *it relates to or is likely to affect a disclosable pecuniary interest, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association, or*
  - (c) *it relates to or is likely to affect any body –*
    - (i) *exercising functions of a public nature; or*
    - (ii) *directed to charitable purposes; or*

- (iii) *one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.*

*and that interest is not a disclosable pecuniary interest.*

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

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

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

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

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

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

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

### ***Emergency Procedure***

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

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Thursday, 21 April 2016.

PRESENT: Councillor J D Ablewhite – Chairman.  
Councillors R B Howe, R C Carter, S Cawley,  
D B Dew, R Harrison, J A Gray and  
D M Tysoe.

### 101. MINUTES

The Minutes of the meeting held on 17th March 2016 were approved as a correct record and signed by the Chairman.

### 102. MEMBERS' INTERESTS

There were no declarations of disclosable pecuniary or other interests received at the meeting.

### 103. WASTE SERVICE - SERVICE SPECIFICATION

By way of a report from the Interim Head of Service (Operations) (a copy of which is appended in the Minute Book) the Cabinet considered the Waste Management Service Specification.

The Service Specification had been developed to better direct the waste management activities delivered by the Operations Service and to make service delivery arrangements and standards more transparent for residents.

The Waste Management Service provided by the Council included all doorstep collection services, specialist collection services and the trade waste service. The Cabinet were referred to paragraph 2.3 of the Officer's report which detailed the full scope of the services provided within the Specification.

*At 7.08pm Councillor J Gray entered the meeting.*

Having referred to paragraph 2.2 of the Dry Recyclable Waste Collection Service Specification, the Cabinet agreed the following amendment:

*'The Waste Service shall be required to ~~separate and collect~~ Dry Recyclable Waste ...'*

Having been invited to address the Cabinet, the Chairman of the Overview and Scrutiny Panel (Economy and Growth) explained that the Panel had suggested the Service should aim to collect missed bins within 24 hours; and that the target for the delivery of replacement bins should be reduced from six weeks to four weeks. The Panel was also supportive of the opening of waste disposal facilities on bank holidays to enable the provision of collections on

bank holidays. Whereupon the Cabinet,

RESOLVED

to approve the Waste Management Service Specification, attached as Appendix 1 of the Officer's report, subject to the following amendment:

Part (II) – Dry Recyclable Waste Collection Service:

*'2.2 The Waste Service shall be required to ~~separate and collect Dry Recyclable Waste ...~~*

#### **104. INTEGRATED STREET SCENE SERVICE**

By way of a report from the Interim Head of Service (Operations) (a copy of which is appended in the Minute Book) the Cabinet considered the service delivery arrangements for the integrated Street Scene Service.

It was explained that the proposal remodelled service delivery arrangements for street cleansing and grounds maintenance was to be delivered on an area basis. The purpose being to introduce a more holistic and customer focused approach. The proposals had been developed to deliver the service delivery requirements and standards set out in the Service Specifications for Street Cleaning and Grounds Maintenance recently approved by the Cabinet.

Although the integrated Street Scene Service included the removal of graffiti and flyposting that was offensive or on a public building, it was noted that there would be a future policy devised regarding these issues including fly tipping. The District Council was in discussions with the County Council regarding graffiti on highway cabinets and signage was being introduced on highways cabinets to advertise how the public were able to report graffiti.

Maps to illustrate the area based service delivery arrangements would be published on the Council's website to enable residents to have immediate access to the core information regarding the integrated Street Scene Service provided by the Council.

In response to a question regarding the north/south grounds maintenance deployment programme, it was explained that three weed treatments would be delivered over the season and prior to the weed treatments being administered mechanical sweepers would be used.

Regarding external commercialisation of the service it was explained that the Council had successfully gained the contracts for providing a grounds maintenance service to five additional Parish Councils. The cost of the District Council to deliver this service was competitive to the larger Parish Council, but it could not contend against services provided by one person operations who the small Parish Councils tended to use.

Ramsey Town Council employed the District Council to deliver its grounds maintenance service and following a service level agreement

being approved, the public amenity space throughout the town had improved. The Cabinet were pleased to note that discussions were proceeding with Huntingdon Town Council for provision of its grounds maintenance service and a service level agreement would be encouraged so that the District Council was undertaking the service to the same standard throughout.

In response to the service provided to the County Council it was explained that the dialogue was ongoing as to what the County Council was willing to pay for including the amount of grass cuts.

Having been invited to address the Cabinet, the Chairman of the Overview and Scrutiny Panel (Economy and Growth) stated that the Panel had suggested that the Organisational Structure chart for Environmental Services included names as well as job titles.

The Panel was pleased that mechanical sweepers would be used throughout the villages in the District. However, had suggested that better management was required to notify residents to ensure vehicles were removed prior to sweeping.

The Panel had requested regular update reports on the performance of the street scene service. Whereupon the Cabinet,

RESOLVED

to approve the service delivery arrangements for the integrated Street Scene Service.

**105. SHARED SERVICES JOINT GROUPS TERMS OF REFERENCE AND BUSINESS PLANS (ICT, LEGAL AND BUILDING CONTROL)**

The Cabinet considered a report by the Corporate Director (Services) (a copy of which is appended in the Minute Book) regarding the Business Plans for the ICT, Legal and Building Control Shared Services for the period 2016/17 and the Terms of Reference for the Member Board that formed the strategic part of the governance arrangements, to be known as the Shared Services Joint Group.

It was considered amongst the Cabinet that the Business Plans were complicated to comprehend and inconclusive. The documents did not appear to be typical Business Plans, but more a technical manual that included a project plan.

It was suggested that an executive summary was required. When the report was presented to the Overview and Scrutiny (Finance and Performance) Panel, due to the unmanageable volume of the documents, the majority of the Panel had not read the Business Plans.

The Cabinet noted that the shared service was predicted to deliver financial savings of 15% per annum over the succeeding five years. However, it was considered that it had not been tested as to how the savings would be realised.

The Cabinet acknowledged the significant amount of work that had already been achieved. However, the Business Plans needed to be

re-configured and commercialised. For the purposes of monitoring and scrutinising, the documents needed to be condensed.

The Cabinet were reminded that there were two other authorities within the shared service and therefore a compromise was required to agree a document that satisfied all three Councils.

On the basis of the discussions, the Cabinet considered that it could not support the recommendations as contained within the Officer's report and instead,

RESOLVED

- i. to note and agree the report in principle; and
- ii. that the report be presented to the Cabinet meeting in June to allow the Business Plans to be reconfigured into a more succinct document in response to the comments made by the Cabinet, as contained within the Minute.

**106. HINCHINGBROOKE COUNTRY PARK JOINT GROUP MINUTES**

RESOLVED

That the draft Minutes of the Hinchingsbrooke Country Park Joint Group meeting held on 11th March 2016 were received and noted.

**107. EXCLUSION OF PRESS AND PUBLIC**

RESOLVED

That the press and public be excluded from the meeting because the business to be transacted contains information relating to the financial or business affairs of any particular person (including the authority holding that information); and information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

**108. COMMERCIAL INVESTMENT STRATEGY ASSET**

Due to the reasons as contained within the exempt report, the dates of future Cabinet meetings and an imminent decision being required, having obtained the agreement of the Chairman of the Overview and Scrutiny Panel (Finance and Performance) the item of business was considered under the Special Urgency Provisions - Section 17 of the Access to Information Procedure Rules, as contained in the Council's Constitution, in accordance with Section 100B (4)(b) of the Local Government Act 1972.

The Cabinet gave consideration to the exempt report by the Head of Resources (a copy of which is appended in the Minute Book) regarding a Commercial Investment Strategy asset, as contained within the submitted report. Whereupon it was

RESOLVED

that the Cabinet agree the recommendations as detailed within the submitted exempt report.

**109. COUNCILLOR JASON ABLEWHITE**

Prior to conclusion of the meeting the Cabinet expressed their appreciation to the Chairman, it being his last meeting prior to the elections.

It was noted that Councillor Ablewhite was leaving a remarkable legacy to the future Cabinet and the new leadership. Due to this the Council was in a stronger position, which was regarded by his peers.

It was stated that the Chairman had made serving in the Cabinet an enjoyable experience and that duties were conducted with humour and always with an underlying seriousness. The Cabinet thanked the Chairman for his outstanding term of office.

In response Councillor Ablewhite expressed appreciation to the Cabinet. The last five years had been extraordinary and he had only been able to be effective due to the people around him. Councillor Ablewhite acknowledged that the Cabinet had made some difficult decisions and the greatest legacy being the Managing Director.

Chairman

This page is intentionally left blank