



The **ANNUAL** meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **CIVIC SUITE (LANCASTER / STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 17 MAY 2023** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES

1. ELECTION OF CHAIR

To elect a Chair of the Council for the ensuing Municipal Year.

2. MINUTES (Pages 5 - 18)

To approve as a correct record the Minutes of the meeting of the Council held on 29th March 2023.

Time Allocation: 2 Minutes.

3. MEMBERS' INTERESTS

To receive from Members declarations as to disclosable pecuniary, other registerable and non - registerable interests in relation to any Agenda item. See Notes below.

Time Allocation: 2 Minutes.

4. APPOINTMENT OF VICE-CHAIR

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

5. ASSISTANT DEPUTY EXECUTIVE LEADER - VARIATION TO ARTICLE 7 OF THE CONSTITUTION (Pages 19 - 28)

Councillor N Wells, Chair of the Corporate Governance Committee to present a report outlining a proposal to amend the Council's Constitution to reflect the new role responsibilities of the Assistant Deputy Executive Leader.

(The report was considered and endorsed by the Corporate Governance Committee at their meeting on 26th April 2023).

6. APPOINTMENT OF CABINET

The Executive Leader to announce the names of a maximum of eight other Councillors who shall be Members of the Cabinet, including the name of the Deputy Leader and the Assistant Deputy Executive Leader.

7. REPRESENTATION OF POLITICAL GROUPS ON DISTRICT COUNCIL COMMITTEES, ETC (Pages 29 - 34)

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

8. OVERVIEW AND SCRUTINY PANELS

To appoint to:

Overview and Scrutiny Panel (Performance & Growth) 12 Members.

Overview and Scrutiny Panel
(Environment, Communities & Partnerships) 12 Members.

Time Allocation:

9. COMMITTEES

To appoint to:-

Development Management Committee 16 Members
(to include 1 Member of the Cabinet).

Corporate Governance Committee 12 Members.

Licensing Committee 12 Members
(to include 1 Member of the Cabinet).

Licensing & Protection Committee 12 Members
(to include 1 Member of the Cabinet).

Employment Committee	8 Members (to include 1 Member of the Cabinet)
Senior Officers Committee	5 Members (4 Members of the Council and the relevant Executive Councillor in relation to the post to be filled).
Appeals Sub-Group	15 Members (a pool of Members from which the Elections and Democratic Services Manager is authorised to convene a meeting of the Appeals Sub Committee comprising up to 5 members [excluding Members of the Employment Committee and the Senior Officers Committee to determine appeals under the Council's disciplinary and appeals procedure).

10. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY MEMBERSHIP AND OTHER APPOINTMENTS

To consider a report requesting the Council to make appointments to the Cambridgeshire and Peterborough Combined Authority for the 2023/24 Municipal Year **(TO FOLLOW)**.

11. APPOINTMENT OF DEPUTY ELECTORAL REGISTRATION OFFICER (Pages 35 - 38)

Councillor S J Conboy, Executive Leader to present a report seeking the appointment of a Deputy Electoral Registration Officer will full powers for Huntingdonshire.

FOR INFORMATION - COUNCILLORS ATTENDANCE AND EXPENSES INFORMATION 2022/23 (Pages 39 - 46)

9th day of May 2023

Oliver Morley

Head of Paid Service

Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests.

Further information on [Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests is available in the Council's Constitution](#)

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Please contact Mrs Lisa Jablonska, Elections and Democratic Services Manager, Tel No. 01480 388004 / e-mail Lisa.Jablonska@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.

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](#).

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 COUNCIL held in the CIVIC SUITE, (LANCASTER / STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN on Wednesday, 29 March 2023

PRESENT: Councillor M J Burke – Chair.

Councillors T Alban, B S Banks, A M Blackwell, R J Brereton, E R Butler, S Cawley, S J Conboy, S J Corney, A E Costello, S J Criswell, L Davenport-Ray, D B Dew, S W Ferguson, I D Gardener, C M Gleadow, J A Gray, K P Gulson, J E Harvey, M A Hassall, P J Hodgson-Jones, S A Howell, N J Hunt, A R Jennings, P A Jordan, M Kadewere, P Kadewere, D N Keane, J E Kerr, C Lowe, R Martin, S R McAdam, B A Mickelburgh, D L Mickelburgh, S Mokbul, J Neish, Dr M Pickering, B M Pitt, T D Sanderson, D J Shaw, R A Slade, S L Taylor, I P Taylor, D Terry, C H Tevlin, S Wakeford, N Wells and R J West.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors M L Beuttell, S Bywater, J Clarke and G J Welton.

70 THOUGHT FOR THE DAY

A 'Thought for the Day' was presented by Mr Phil Hayes.

71 MINUTES

The Minutes of the meeting of the Council held on the 22nd February 2023 were approved as a correct record and signed by the Chair.

72 MEMBERS' INTERESTS

No declarations were received.

73 CHAIR AND VICE-CHAIR'S ENGAGEMENTS AND ANNOUNCEMENTS

The Chair referred to the recent death of former District Councillor and Chairman Alan Mackender-Lawrence who had served four years as a District Councillor for the Huntingdon North Ward. Members then observed a moments silence in memory of the former Councillor. Further tributes were then paid by Councillors T D Sanderson, S R McAdam and J A Gray.

The Council noted those engagements attended by the Chair and Vice-Chair since the last meeting (a copy of which is appended in the Minute Book).

74 NOTICES OF MOTION

Councillor R J West moved and it was duly seconded by Councillor I D Gardener that

This Council

- a) Notes the data collected by the National Air Traffic Service regarding the recent flight path changes at London Luton Airport.
- b) Notes the increased noise and pollution experienced by Huntingdonshire residents caused by descending aircraft.
- c) Urges London Luton airport to abandon its recent flight path changes which have led to additional aircraft mileage above rural Huntingdonshire communities.
- d) Requests that the Leadership write to the Civil Aviation Authority as part of their Post Implementation Review of flight path changes.

In presenting his motion, Councillor West made specific reference to planes flying over Abbotsley at 5,000 feet applying their air brakes and the unpleasant nature of this noise for local residents. He went on to thank Councillor Ferguson for chairing the public meetings on the matter, together with South Cambridgeshire District Council Cabinet Member Councillor Hawkins and MPs Jonathan Djanogly and Anthony Brown for their support in meeting with the aviation minister.

In responding, Councillor S Ferguson the Executive Councillor for Customer Services thanked Councillor West for raising the issue. He went on to explain that he and Councillor West received thousands of noise complaints from residents of Abbotsley, Waresley, the Gransdens, Toseland and Yelling and the whole of Southern Cambridgeshire as a result of up to 40 flights heading into London Luton each day. Council were informed that there had been two public meetings held on the matter and excellent support had been received from Jonathan Djanogly MP and Anthony Brown MP on the matter.

Councillor Ferguson also drew attention to the problems that had been experienced during the consultation on these changes, whereby there had been very little parish engagement and no opportunity to comment on noise issues.

Councillor Ferguson also urged caution to those in the South of the District following the recent announcement of plans for Luton to expand its passenger numbers from 18M to 32M a year, which would almost double the number of flights in and out of the airport.

Finally, whilst the Executive Councillor supported the spirit of the motion, Council were informed that for technical reasons he could not support the entire wording of it because of his responsibilities for Environmental Health. However, he urged colleagues within the Joint Administration and Members to vote in solidarity with the rural communities across the District at this time.

A debate then ensued during which Councillors Davenport-Ray, Alban, Cawley, Sanderson and Gardener spoke in favour of supporting the motion. In so doing, comments were made regarding the negative impacts on the quality of life

experienced by Huntingdonshire residents living in the area, the inaccuracy and apparent abandonment of previous statements made by the Civil Aviation Authority on the matter regarding the height of the aircraft approaching London Luton, the desire to protect residents from pollution and noise and the previous commitment made for the Authority to be an agent for influencing environmental change.

Having been put to the vote, the Motion was declared to be CARRIED.

75 QUESTIONS BY MEMBERS OF THE PUBLIC

The Chair reported that there had not been any public questions received by the deadline for consideration by the Council.

76 QUESTIONS TO MEMBERS OF THE CABINET

In relation to a specific situation in his ward, Councillor T D Alban sought clarification regarding those sites in Huntingdonshire that benefited from planning permission for housing development, which were in the ownership of a housing association or associated / subsidiary companies or had been granted as a rural exception site where either no construction work had started or where construction work had started but there remain homes unbuilt. In response, Councillor Sanderson explained that unfortunately the information was not held in the format requested and planning applications could only be searched by the name of applicant as opposed to the registered provider. Applications from agents would also need to be cross referenced. However, he did undertake to follow this up and provide a more detailed written response. In response to a supplementary question, Councillor Sanderson agreed that it would be helpful for individual members to provide specific details of sites within their wards if they had similar experiences.

Councillor R J West with reference to a recent excellent performance report regarding bin collections, recycling and street cleansing rates asked Councillor Taylor if she would carry on with the present policies and build on the work initiated by the previous administration. In response to which, the Executive Councillor for Leisure, Waste and Street Scene praised the excellent work of the District Council's Operations Teams who would continue to operate in the same vein. Any opportunities to make further improvements would always be investigated and looked at favourably.

With reference to two pending planning applications concerning an industrial site in Great Staughton, Councillor S Cawley enquired when the residents of Great Staughton could expect a decision on these applications. In response to which, the Executive Councillor for Planning explained that although he was unable to give a specific date as to when the applications would be determined, the overall backlog in applications had been reduced by 28%. These specific applications had been reassigned to a case officer in January 2023 who was seeking to bring this to a conclusion. Councillor T D Sanderson undertook to respond further to Councillor Cawley once he had spoken with the case officer concerned.

In response to a question from Councillor D Shaw regarding the progress which has been made thus far to achieve the goal within the Climate Strategy to replant more trees and rewild the land, the Executive Councillor for Leisure Waste and

Street Scene reported that the planting of 151 standard trees had been achieved 150 whips. Within these targets 115 purple leaf plum trees had been planted at the Oxmoor, with crocuses and daffodils planted in between.

Arising from a question from Councillor C M Gleadow regarding planning applications and enforcement, the Executive Councillor for Planning explained that there were currently 224 planning applications over 26 weeks for determination which was down by 88 since the last data collection, a reduction of 28%. In terms of planning enforcement, it was reported there are currently 663 active enforcement cases, compared to over 1,400 in 2019 which had represented a positive improvement.

In response to a question from Councillor C H Tevlin as to how the Council proposed to support local people in the transition to electric vehicles, the Executive Councillor for Climate and Environment reiterated the importance of recognising the scope of the Council's role within the transition away from internal combustion. She explained that the Authority had an important role to play in enabling and encouraging this transition although the funding was likely to come from other levels of government. However, the Council would remain vigilant to opportunities that arise to fund EV charging and in encouraging local people and businesses to take up that funding. She went on to report on recent developments in this area including a recent behaviour survey of car park users which will be reported to the Overview and Scrutiny Climate Working Group shortly. An update was also provided on the UK Shared Prosperity Fund, and Council were reminded that some of the rural fund within that would be considered for a scheme to support EV capacity building and infrastructure support for local community groups. Members were also advised that the Combined Authority had also recently completed their public survey on alternative fuels. The Combined Authority has also been awarded £88,000 from Central Government to create a rolling annual delivery plan for public Electric Vehicle Charging. Work had also been ongoing with partners across the county to create a local area energy plan for Cambridgeshire which will provide the necessary evidence to rationalise more investment in the Grid in the area.

Arising from concerns which has been expressed to him by residents, Councillor J Neish expressed concerns about the booking system for classes at One Leisure. Specifically, the situation where Members were booking classes and then not turning up which prevented others from attending. In response to which, the Executive Councillor for Leisure, Waste and Street Scene undertook to discuss this matter further with the Head of Leisure and Health.

In response to a question from Councillor J Neish as to when planning training was likely to be rolled out to towns and parishes, the Executive Councillor for Planning agreed that it was an appropriate time to offer training to Town and Parish Councils. He reported that training on Planning Enforcement had been held for Development Management Committee Members on Monday. This would be rolled out in future months to other Members and then wrapped up in a full training session for Town and Parish Councils later in the Summer.

With reference to news reports regarding the loss of trees planted alongside the new A14 and the recent announcement of Huntingdonshire's Climate Emergency, Councillor C A Lowe asked what the District Council was doing to put pressure on Highways to replant the trees in Huntingdonshire at their cost. In

response to which the Executive Councillor for Climate and Environment provided an update on the situation. Members were informed that a survey had been undertaken of all the trees that had not survived and replanting was expected to begin in October 2023, involving different types of tree guards. She undertook to provide information relating to the funding directly to Councillor Lowe outside of the meeting.

77 HUNTINGDONSHIRE PLACE STRATEGY

With the assistance of a PowerPoint presentation, the Executive Leader Councillor S J Conboy, presented the report by the Interim Managing Director (a copy of which is appended in the Minute Book) to which was attached the proposed Place Strategy for Huntingdonshire – known as Huntingdonshire Futures.

As part of the presentation, the Executive Leader reported upon the work undertaken to date to develop the Strategy which would be owned by Huntingdonshire and its stakeholders and communities based upon the engagement that had been undertaken. The document would be a living and working one, driving forward the ambitions for Huntingdonshire over the next 20 to 30 years, working in conjunction with partners. The Strategy sought to influence, engage and empower Huntingdonshire via five outcomes; Price on Place; Environment Innovation, Inclusive Economy, Health Embedded and Travel Transformed.

In concluding her presentation, Councillor Conboy moved the recommendations which were duly seconded by the Deputy Executive Leader Councillor T D Sanderson.

In welcoming the Strategy as one which looks forward to the future, Councillor N Hunt indicated that he was aware of the challenges facing the District, with an over reliance on cars, a lack of local opportunities, the struggling high streets and emphasised that was refreshing to see these challenges acknowledged and a desire shown to tackle these issues. Councillor Hunt went on to thank all those involved in the creation of the Strategy and expressed specific thanks to the outreach work which had been undertaken with young people. Having urged Members to support this Strategy, Councillor Hunt also indicated his support and excitement of a Youth Climate Council.

In responding to the Executive Leader's presentation, Councillor J A Gray made several comments relating to the Strategy and its production. He referred to the comments made by the focus groups regarding the need to ensure that decision making, and funding was equitable and inclusive and driven by the people that it is meant to serve. In indicating his qualified support for the Strategy, Councillor Gray reiterated that he had been reassured that work to refine the Strategy would be an iterative process and it was his expectation that this would be clearly evidenced. He also referred to the importance of the importance of the availability of an Action Plan in Quarter 1 of 2023/24 to monitor the success of the Strategy.

Councillor Conboy in confirming that it would be an iterative process and that there would be an Action Plan forthcoming, indicated that there would be some capacity challenges to overcome. She also thanked the previous administration,

from whom the Joint Administration had inherited the preparation of this Strategy as a visionary piece of work and reiterated her hope that this set a new way collective working for the future.

It having been previously moved and seconded, upon being put to the vote it was

RESOLVED

that the Place Strategy for Huntingdonshire – Huntingdonshire Futures be adopted (as attached at Appendix 3 of the report now submitted).

78 CORPORATE PLAN 2023-28

The Executive Leader, Councillor S J Conboy, introduced a report by the Business Intelligence and Performance Manager (a copy of which is appended in the Minute Book) to which was attached the proposed Corporate Plan for the period 2023-2028, which sets out the Council's proposed priorities, outcomes, actions and operational performance indicators for approval.

With the assistance of a PowerPoint presentation (a copy of which is appended in the Minute Book), the Executive Leader presented the Council's proposed Plan for 2023-28 – 'Do, Enable and Influence' which had been prepared to reflect feedback from councillors, businesses and other stakeholders and align with the newly co-developed Huntingdonshire Futures Place Strategy.

Attention was then drawn to the three key priorities set out within the Plan and the Executive Leader spoke in detail about the activities which incorporated each priority. These included –

1. Improving quality of life for local people
2. Creating a better Huntingdonshire for future generations
3. Delivering good quality, high value-for-money-services with good control and compliance with statutory obligations.

With specific reference to the first of the two priorities and the Council's budgetary limitations, the Executive Leader reiterated that the District Council did not have an infinite budget and that some of the projects would be undertaken by enabling and influencing other organisations to take these forwards, following the direction which the Council has set.

The Council were reminded that much of the Council's 'Business as Usual' activities sat within Priority Three and it was in this area where 80% of the Council's resources continued to be aligned. The Executive Leader explained that this third priority focused on continuing to deliver good quality services and to set an excellent example to our communities. She explained that although 'Business as Usual' may not always grab the headlines, given the scale of these activities, it was important to seek to provide exceptional service in these areas - a reason it had been made a standalone priority in own right.

In concluding, Members were advised that there would be a new approach to performance reporting including plans to monitor and report on a range of contextual outcome measures which would show how outcomes for the District and its residents are changing.

Councillor Conboy then moved the recommendation and was duly seconded by Councillor T D Sanderson.

In addressing the meeting, Councillor B Pitt outlined his support for the preparation of this Corporate Plan. In doing so, he drew attention to the specific statement 'the desire to focus on the efforts of the Council and the priorities that matter to our residents' which was an important message to be carried out through in all councillor's work.

In response to the Executive Leader's presentation and on behalf of the Conservative Group, Councillor J A Gray indicated his support for the priorities contained within the Plan, although in doing so, suggested that there was some resemblance to those adopted by the previous administration. However, Councillor Gray expressed his concerns with regards to the absence of appropriate operational performance measures within the Plan – an issue which he had raised during the scrutiny process and one which would prevent him from supporting the approval of the Plan at this time.

In responding to Councillor Gray's comments, the Executive Leader explained that the development of these measures would form the next stage of the process and it was intended to undertake this in partnership with Overview and Scrutiny. She reiterated the importance of the Council having confidence in such measures, which would be iterative to ensure that the Council delivered the right services for Huntingdonshire. She also concurred that the document was probably not vastly different to that which had gone before and formed stage one of a 20-to-30-year vision for Huntingdonshire which had been set by residents and businesses as part of the Huntingdonshire Futures Strategy.

Councillor L Davenport-Ray then took the opportunity to indicate her support for the Corporate Plan and drew attention to performance metrics which had been incorporated into from page 18 onwards of the document which would form the basis of a skeleton upon which the Council could continue to develop.

Councillor J Neish and Councillor P Hodgson-Jones went on to express further concerns with regards to the proposed measures within the document. Councillor Neish indicated that many were lacking in detail, which made it difficult to challenge. This was supported by Councillor P Hodgson Jones who reiterated that whilst many of the targets were laudable, there were no specific measures attached and that the document was lacking in detail a mechanism for performance monitoring and the indicators and measurements system that this would involve. They reiterated that it was difficult to approve the document without this information.

In response to which the Executive Leader explained that this performance management information did exist, but it had been considered too substantial to include within Council Members documentation. She had followed the precedent in terms of presentation which had been set by the previous administration – the presentation of a relatively accessible Corporate Plan behind which there is significant detail. The Executive Leader explained that the Administration had significantly enhanced the measures that they had inherited and was willing to meet with Councillors outside of the meeting to understand if there were any further areas they considered to be lacking and which had not been picked up as

part of the Scrutiny process. She looked forward to discussing the development of Key Performance Indicators with them in due course.

Councillor S Ferguson, Executive Councillor for Customer Services outlined his support for the setting of robust achievable targets to drive Council performance and indicated that he was happy to work together with all Members to identify appropriate measures to ensure we are serving the residents of Huntingdonshire.

Finally, Councillor S Wakeford, Executive Councillor for Jobs, Economy and Housing indicated his support for the structure of the documentation that had been presented to the Council for approval and supported the future development of a performance measurement framework as outlined by his colleagues.

Whereupon and having previously been proposed and seconded, the Council

RESOLVED

that the Corporate Plan for 2023-28 be adopted (as attached at Appendix A of the report now submitted).

79 MEMBERS ALLOWANCES

The Managing Director presented a report by the Elections and Democratic Services Manager summarising the conclusions of the Independent Remuneration Panel following their recent review of Members Allowances. (Copies of which are appended in the Minute Book).

Having been invited to speak, Councillor S J Conboy, Executive Leader, indicated that she had misgivings in relation to some of the recommendations given that the proposed increase was beyond that of the 4% pay award made to Council Staff. With this in mind, she tabled an amendment (a copy of which is appended in the Minute Book). The amendment proposed –

‘The replacement of recommendations a), b) and j) and the addition of recommendation k) with: -

- a) that the level of basic allowance payable for all members of Huntingdonshire District Council be £4,918 per annum (an increase of 4% on the current rate).
- b) that the levels of Special Responsibility Allowances be set in accordance with the basic allowance specified in a) above and the calculations as previously applied by the Independent Remuneration Panel, now revised, as detailed in the attached Appendix.
- j) the indices to be used for indexation purposes to enable the Members' Allowances Scheme to be adjusted for a period from May 2024 of up to three years.
-
- k) that the proposed allowance for Assistant Deputy Executive Leader be not paid until this role has been formally established within the Council's Constitution’.

Councillor Conboy then moved the amendments, which were duly seconded by Councillor T D Sanderson.

Following debate and being put to the vote, the amendments were declared to be CARRIED.

Councillor D Keane then moved the following amendment to the recommendations which were duly seconded by Councillor T Alban –

‘In the light of the current financial pressures on both Huntingdonshire District Council and the general public, this Council resolves:

1. To note the report of the IRP
2. To freeze Members Allowances at current 2022/23 levels
3. To revisit this decision after the Annual Council meeting in 2024.’

In debating the matter, a number of Councillors spoke in support of the proposed amendment.

Councillor S J Corney and Councillor C Lowe emphasised the difficulties in voting for an increase in members allowances in the current economic climate and the cost-of-living crisis. Councillor J A Gray commented on the poor quality of the report and the idiosyncrasy of some of the recommendations which did not reflect the evolution of the workload which had taken place since the last review. Councillor P Hodgson-Jones commented on the need for Special Responsibility Allowances to reflect the respective and relative responsibilities of the postholders and not simply be a notional calculation.

Councillor R J West re-iterated that the situation should be reconsidered in a year’s time, with a new report which better met the Council’s requirements. This was supported by Councillor Keane who called upon the leadership to undertake a more thorough review.

Councillor T D Alban suggested that it was not the right time to be increasing allowances, less than a year after Members had fought for election to the District Council. He also reiterated that allowances were not a salary and therefore should not be subject to the same percentage increase considerations as members of staff. Given that the District Council had recognised the Cost of Living Crisis in motions at a previous Council meeting, it was in his opinion that the matter should be reconsidered in a years’ time when the economic climate might be in a different position

Councillor S Ferguson referred to the absence of any significant increases within the basic allowance during the previous 10 years under the previous administration and the negative impact which that had had on current figures. Councillor Davenport-Ray reflected upon the need to encourage members of the public from all walks of life to stand for election to public office and suggested that any proposal to freeze the allowance scheme would be insulting to those residents who wished to stand for election but could not afford to do so. Councillor Pitt reiterated that it was possible for him to undertake his roles on the Cabinet and as Mayor of St Neots because of the Allowance Scheme and that it was important to have an appropriate reasonable scheme with moderate increases built in.

In also speaking against the alternative amendment, Councillor S Wakeford reiterated that the review of Members Allowances had been undertaken by an Independent Panel and that the Joint Administration had simply sought to apply a principle to limit any increase in allowances to match any increase in allowances to those received by or staff. This was reiterated by the Deputy Executive Leader who reminded the Council that the amendment was proposing an increase lower than that recommended by the Independent Panel which was still substantially below the rate of inflation. He reminded Council, that the majority of the those who stand for election do so because they are committed to public service and that there need to be needed to be a realistic system in place to compensate individuals for this.

Following debate and being put to the vote, the amendment was declared to be LOST.

On the Motion as amended being put to the vote, it was

RESOLVED

1. That the Managing Director be authorised to prepare a new scheme of Members Allowances to come into effect on 1st April 2023 to include the following changes and to take any consequential action arising therefrom:-
 - a) a level of basic allowance payable for all members of Huntingdonshire District Council be £4,918 per annum (an increase of 4% on the current rate).
 - b) that the levels of Special Responsibility Allowances be set in accordance with the basic allowance specified in a) above and the calculations as previously applied by the Independent Remuneration Panel, now revised, as detailed in the attached Appendix;
 - c) the continuation of One Special Responsibility Allowance Rule with the exception to this rule being all councillor representatives on the Cambridgeshire and Peterborough Combined Authority Board, Overview and Scrutiny Committees and the Audit and Governance Committee, including Substitute Members and all Members of the Development and Management Committee, with the exception of the Chair, Vice-Chair and Cabinet Member nominations;
 - d) the continuation of payment of the Independent Person and Deputy Independent Person allowance of £1,051 and £525 respectively per annum;
 - e) the continuation of the terms and conditions and the rates payable for travel based on the mileage rates published by His Majesty's Revenue and Customs for reimbursement of mileage incurred in undertaking approved duties;

- f) the continuation of arrangements in that subsistence is not payable, with the exception of 'special circumstances' such as overnight stays;
 - g) the inclusion of a Child and Dependent Carer's Allowance based at cost upon the production of receipts and in the case of specialist care a requirement of medical evidence that this type of care be required, the allowance should have no monthly maximum claim when undertaking Approved duties;
 - h) the active promotion of the Child and Dependent Carer's Allowance to prospective and new councillors both before and following an election to assist in supporting greater diversity of councillor representation;
 - i) support for a policy of parental leave for councillors;
 - j) the indices to be used for indexation purposes to enable the Members' Allowances Scheme to be adjusted from May 2024 for a period of up to three years; and
 - k) that the proposed allowance for Assistant Deputy Executive Leader be not paid until this role has been formally established within the Council's Constitution.
- 2) that, upon the coming into effect of the revised Members Allowance Scheme with effect from 1st April 2023, the existing scheme be revoked.

80 GREAT GRANSDEN NEIGHBOURHOOD PLAN

Having regard to a report by the Chief Planning Officer (a copy of which is appended in the Minute Book) on the referendum of the Great Gransden Neighbourhood Plan held on 9th March 2023, the Executive Councillor for Planning acquainted Members with the results of the referendum with 91.27% voting in favour of supporting the making of the Neighbourhood Plan. Members noted that the turnout was just over 28%. Councillor Sanderson expressed his appreciation to the Parish Council for their efforts in preparing the Neighbourhood Plan.

As the result exceeded the 50% threshold, the Council was required to make the Neighbourhood Plan part of the Statutory Development Plan for Huntingdonshire.

In opening the item for debate, Councillor S Ferguson commented on the many hours of dedicated work that had gone into the production of the Great Gransden Plan and urged Members to support it. He also urged other Members to encourage their own Parish Councils to start constructing and consulting on their own neighbourhood plans as this would become increasingly important as the Council moves towards the development of a new Local Plan. In thanking Councillor Ferguson for his remarks, Councillor West also urged Members to support the vote on the Plan.

The Deputy Executive Leader and Executive Councillor for Planning also took the opportunity to encourage parishes to develop their own their neighbourhood

plan work. In doing so, he reiterated that they would receive an uplift of 25% in the Community Infrastructure Levy contributions.

With reference to a specific situation recently involving his own parishes and having paid specific tribute to Councillor I D Gardener, Councillor Alban reiterated the value that could be obtained from parishes working together and being enthused by other successful parishes. He emphasised the value in encouraging peer to peer training in this way.

Whereupon, it having been duly proposed and seconded it was

RESOLVED

that the Great Gransden Neighbourhood Plan as attached at Appendix 1 to the report now submitted be adopted with immediate effect to become part of the Statutory Development Plan for Huntingdonshire.

81 CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY - UPDATE

The Executive Leader, Councillor S J Conboy presented an update of the activities of the Cambridgeshire and Peterborough Combined Authority. The Council were advised of the availability of a new Monthly Highlights report which provided a general update on the key activities of the Combined Authority, copies of which could be provided to all Members.

Members noted that the Improvement Programme was making good progress, although there was still further work to be done around procurement and value for money. It was also reported that changes to the Combined Authority Governance Arrangements and Constitution had also been approved and details of the Oxford Pan-Regional Partnership were also starting to emerge.

The Executive Leader was pleased to report that a funding request under the Market Towns Programme for Huntingdon and St Ives Market Town had been successful so funding would be available for Broadway (St Ives) Cycle Link Scheme, St Ives Community Bandstand, Shop Front Grant Scheme, Cromwell Museum Expansion and Huntingdon Bid Visitor Information. Amendments to the St Neots Masterplan had also been agreed.

Council then received a brief update on the Greater Southeast Net Zero Hub Local Energy Advice Demonstrator Projects and noted that more retrofit schemes were in the pipeline. Members were also advised that Skills Committee had recommended more funding for Cambridgeshire Regional College including the Huntingdon site and an increase in multiple maths courses. It was also reported that Peterborough were developing a new electric bus depot and the Executive Leader reiterated that she was still lobbying for transport in the northwest and buses and was expecting further information shortly.

Finally details of the newly appointed Chief Executive of the Combined Authority were reported to the Council meeting. Arising from which and having welcomed the new appointment, Councillor Gray sought clarification as to what the Executive Leader considered to be his most pressing challenges.

In response to a question from Councillor R J West, Councillor Conboy reiterated that it was important to be clear about what Huntingdonshire gets from the Combined Authority. She indicated that there was an ongoing challenge to be addressed which hindered the ability for the planning of large-scale strategic projects. This point would continue to be made to Government at every opportunity.

Councillor Ferguson requested that the Executive Leader remind the new Chief Executive that after Peterborough, Huntingdonshire was the most populous District in the County.

With the assistance of a PowerPoint presentation (a copy of which is appended in the Minute Book), Councillors M A Hassall and J Neish provided an update on the activities of the Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee.

In doing so, the Council's attention was drawn to the areas of focus incorporated within the reframed Improvement Plan. Improvement Framework which had been reframed. Work was ongoing to improve the effectiveness of the Committee and several improvement proposals were now in place to improve the situation. It was hoped to see an improvement by June 2023.

There was no update from the Cambridgeshire and Peterborough Audit and Governance Committee.

82 OUTCOMES FROM COMMITTEES AND PANELS

A copy of the list of meetings held since the last meeting of the Council held on 22nd February 2023 is appended in the Minute Book and Members were advised that any issues or questions could be raised in relation to these meetings.

There were no questions arising.

83 VARIATIONS TO THE MEMBERSHIP OF COMMITTEES AND PANELS

There were no changes to report.

The meeting ended at 9.36pm.

Chair

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Assistant Deputy Executive Leader – Variation to Article 7 of the Constitution

Meeting/Date: Council – 17th May 2023

Executive Portfolio: Executive Leader – Councillor S Conboy

Report by: Elections and Democratic Services Manager

Ward(s) affected: All

Executive Summary:

Following the approval by the Council of an amended Scheme of Members' Allowances on 29th March 2023, the revised Scheme made provision for a Special Responsibility Allowance payable to the role of Assistant Deputy Executive Leader that was created by the Joint Administration at the start of the Municipal Year in 2022/23 but was not remunerated. As this post currently does not exist in the Council's Constitution, it is necessary for the Council's Constitution to be updated to reflect this role.

A meeting of the Corporate Governance Committee held on 26th April 2023 approved the variation to Article 7 of the Council's Constitution to reflect the role of Assistant Deputy Executive Leader.

The Council is

RECOMMENDED

- (a) to approve a variation to Article 7 of the Council's Constitution as outlined in Appendix B of the report now submitted; and**
- (b) to make the necessary amendments to the Council's Constitution.**

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to amend the Council's Constitution to reflect the new role responsibilities of Assistant Deputy Executive Leader following the approval of a Special Responsibility Allowance for this role at Council on 29th March 2023.
- 1.2 A report was presented to Corporate Governance Committee on 26th April 2023 requesting the endorsement of variation to Article 7 of the Council's Constitution to reflect the role of Assistant Deputy Executive Leader.

2. BACKGROUND

- 2.1 The Council's Constitution provides the framework from within which it conducts its business. It describes who is responsible for making decisions and how decisions are made. The Council may amend its Constitution at any time to keep it up to date to reflect changes in the law or changes to Council policy and procedure.
- 2.2 The new role has been created to allow for the administrations of different political/organisational structures that have not existed previously.

3. ARTICLE 7

- 3.1 Article 7 of the Council's Constitution relates to the Cabinet, including its form and composition. Council agreed at their meeting on 29th March 2023 to provide remuneration for the role of Assistant Deputy Executive Leader.
- 3.2 A copy of the role description for Assistant Deputy Executive Leader is attached as Appendix A to this report. For clarity, this is not a statutory role and the post holder will carry out tasks and duties assigned to them which are legally permissible.
- 3.3 Appendix B shows the additions/changes proposed to Article 7 of the Constitution denoted in red.

4. LEGAL IMPLICATIONS

- 4.1 The proposed variation will impact directly upon the current Constitution. It is necessary to reflect the new role responsibilities in the Cabinet and to update Article 7 of the Constitution to this effect.

5. RESOURCE IMPLICATIONS

- 5.1 The role of Assistant Deputy Executive Leader currently does attract a Special Responsibility Allowance and there is provision in the existing Members' Allowances budget to support this.

6. REASONS FOR THE RECOMMENDED DECISIONS

- 6.1 Creating scope to appoint to a role of Assistant Deputy Executive Leader assists the Council's constitutional arrangements allowing for governing

administrations composed of more parties than has historically been the case in the past. Where appointed, the Assistant Deputy Executive Leader will work alongside the Executive Leader and Deputy Executive Leader and provide ongoing support to those roles. An update to the Council's Constitution is necessary to reflect incorporation of Assistant Deputy Executive Leader as approved in the revised Scheme of Members' Allowances at Council on 29th March 2023.

7. LIST OF APPENDICES INCLUDED

Appendix A - Assistant Deputy Executive Leader Role Description
Appendix B – Proposed Changes to Article 7 of the Constitution

8. BACKGROUND PAPERS

[HDC Constitution](#)
[Report to Council on Members Allowances – 29th March 2023](#)

CONTACT OFFICER

Name/Job Title: Lisa Jablonska/Elections and Democratic Services Manager
Tel No: (01480) 388004
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ASSISTANT DEPUTY EXECUTIVE LEADER

An Assistant Deputy Executive Leader may be appointed to support the Executive Leader and Deputy Executive Leader in carrying out their duties in a variety of ways. This is not a statutory role and the post holder will carry out tasks and duties assigned to them which are legally permissible.

Purpose

1. To assist and work with the Executive Leader and Deputy Executive Leader to provide effective political leadership and strategic direction for the Council.
2. To assist the Executive Leader and Deputy Executive Leader with their responsibilities such as ensuring effective Corporate Governance and Stewardship of the Council and to ensure the Council delivers high quality, value for money services.
3. To deputise for the Executive Leader and Deputy Executive Leader as appropriate.

Duties and Responsibilities

1. To assist and work with the Executive Leader and Deputy Executive Leader in delivering their responsibilities to the Council.
2. To deputise for the Executive Leader and Deputy Executive Leader in either of their absences from Council and Cabinet meetings as appropriate.
3. In the Deputy Executive Leader's absence to carry out the requirements of his/her job profile so far as legally possible and permissible.
4. To carry out such other duties and undertake portfolio responsibilities as delegated by the Executive Leader and Deputy Executive Leader.
5. To encourage the highest standards of probity and corporate governance, and to promote inclusivity and transparency in all that the Council does.

Desired Skills

1. Good communication and interpersonal skills.
2. To have the ability to analyse and grasp complex issues.
3. A good understanding of how local and national government operates.
4. A clear understanding of the operation of the Council, and the economic and social situation within Huntingdonshire.
5. Business and financial acumen, including the ability to understand and manage the Council's budget.
6. Effective leadership skills.
7. Excellent political knowledge and awareness.
8. The ability to chair meetings and facilitate open discussion.
9. The ability to work effectively with Council officers, the public, the media and outside organisations.
10. Competent in the use of IT, including email and electronic calendars.

However, an Assistant Deputy Executive Leader cannot be a member of an Overview and Scrutiny Panel.

These duties and responsibilities are in addition to those detailed in the role description for an elected Member and Cabinet Member.

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**PROPOSED CHANGES TO ARTICLE 7 OF THE
CONSTITUTION - THE CABINET**

1. THE EXECUTIVE LEADER AND CABINET

- 1.1 The Executive Leader is responsible for the discharge of all of the Council's functions which are not the responsibility of any other part of the Council, whether by law or under this Constitution. The Executive Leader has arranged for the discharge of the executive functions by the Cabinet which, unless the Executive Leader otherwise directs will undertake those functions collectively or by delegation to a panel of the Cabinet or individual executive councillors as specified in Tables of Part 3 of this Constitution.

2. FORM AND COMPOSITION

- 2.1 The Cabinet will consist of the Executive Leader together with at least two, but not more than nine, Councillors appointed by the Executive Leader.

3. EXECUTIVE LEADER

- 3.1 The Executive Leader is a councillor and will be elected at an annual meeting of the Council for a four-year term and thereafter at the annual meeting when the Executive Leader's term of office comes to an end. The Executive Leader will hold office from the date of his/her election to that position until:-

- (a) the first annual meeting after the Executive Leader's normal day of retirement as a councillor;
- (b) he/she resigns from the office; or
- (c) he/she is no longer a Councillor; or
- (d) he/she is removed from office by resolution of the Council.
- (e) he/she is disqualified from being a councillor

4. DEPUTY EXECUTIVE LEADER

- 4.1 The Executive Leader shall appoint a councillor to be Deputy Executive Leader who shall be a member of the Cabinet. The Deputy Executive Leader will hold office from the date of his/her appointment to that position, until:-

- (a) the end of term of office of the Executive Leader;
- (b) he/she resigns from the office; or

- (c) he/she is no longer a Councillor; or
- (d) he/she is removed from office by the Executive Leader.
- (e) he/she is disqualified from being a councillor

5. ASSISTANT DEPUTY EXECUTIVE LEADER

5.1 The Executive Leader may appoint a councillor to be Assistant Deputy Executive Leader who shall be a member of the Cabinet. This is a non-statutory post. The Assistant Deputy Executive Leader will hold office from the date of his/her appointment to that position, until:-

- (a) the end of term of office of the Executive Leader;
- (b) he/she resigns from the office; or
- (c) he/she is no longer a Councillor; or
- (d) he/she is removed from office by the Executive Leader;
- (e) he/she is disqualified from being a councillor.

6. OTHER CABINET MEMBERS

6.1 Other Councillors will be appointed to the Cabinet by the Executive Leader and will hold office until the day that -

- (a) they resign from office; or
- (b) they are no longer Councillors; or
- (c) they are removed from office, either individually or collectively, by the Executive Leader.
- (d) he/she is disqualified from being a councillor

7. ASSISTANT CABINET MEMBERS

7.1 The Cabinet may appoint Councillors to act as assistants to the Cabinet as the Cabinet considers reasonably necessary and appropriate. Their role will be to assist the Cabinet collectively in accordance with their detailed Role Description approved by the Cabinet on 21st June 2018.

7.2 Assistants to the Cabinet may not vote on any matters before the Cabinet, neither may they substitute for a Cabinet Member at a meeting of the Cabinet nor in any decision-making role.

8. CASUAL VACANCIES

- 8.1 Any vacancy in the position of the Executive Leader shall be filled by the Council at the meeting that the Executive Leader ceases to hold office or at a subsequent meeting. Any vacancy in the position of Deputy Executive Leader, Assistant Deputy Executive Leader or member of the Cabinet will be filled by the Executive Leader and reported to Council at the next meeting. The person(s) elected or appointed shall be subject to the term of office described in paragraphs 3 to 6 above.

9. PROCEEDINGS OF THE CABINET

- 9.1 Proceedings of the Cabinet shall take place in accordance with the Cabinet Procedure Rules set out in Part 4 of this Constitution.

10. RESPONSIBILITY FOR FUNCTIONS

- (a) The Executive Leader will maintain or arrange to be maintained a list in Part 3 of this Constitution setting out which individual members of the Cabinet, committees appointed by the Cabinet, officers or joint arrangements are responsible for the exercise of particular Cabinet functions.
- (b) If for any reason the Executive Leader is unable to act or that office is vacant, the Deputy Executive Leader will act in his/her place. If for any reason both the Executive Leader and Deputy Executive Leader are unable to act or those offices are vacant, the Assistant Deputy Executive Leader will act in his/her place, but operating within what is legally permissible as the post is not a statutory role. If for any reason the Executive Leader, Deputy Executive Leader and Assistant Deputy Executive Leader are unable to act or those offices are vacant, the Cabinet will act in place of the Executive Leader or will arrange for a member of the Cabinet to do so.

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Representation of Political Groups on District Council Committees and Panels

Meeting/Date: Council – 17 May 2023

Report by: Elections and Democratic Services Manager

Ward(s) affected: All

Executive Summary:

The Local Government and Housing Act 1989 and associated Regulations describe arrangements for achieving a balance on Committees 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.

The proportionality requirements do not apply to the Cabinet and its membership will be determined by the Executive Leader.

The Council is

RECOMMENDED

to determine the allocation of seats on District Council Committees/ 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.

1. INTRODUCTION

- 1.1 The Local Government and Housing Act 1989 and associated Regulations describe arrangements for achieving a balance on Committees 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 Members are reminded that 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 The constitution of political groups on the Council is as follows:-

Name of Group	No. of Members
Conservative	21
HDC Independent Group	15
Liberal Democrat	11
Labour	4
Green	1

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

	%
Conservative	40.38
HDC Independent Group	28.85
Liberal Democrat	21.15
Labour	7.69
Green	1.92

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. The number of seats to which the Council can appoint to is 72
- 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 Chair or Vice-Chair 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 Chair 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 Committee, Licensing and Protection Committee, the Employment Committee and the Licensing Committee to include the relevant Executive Councillor within their respective membership.

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

5. PROPORTIONALITY

- 5.1 Excluding the Cabinet, the aggregate number of seats on Committees is now 72. Using the proportionality percentage referred to in paragraph 3.2 and rounding up or down as appropriate, produces the following entitlement –

	Seats
Conservative Group	29
HDC Independent Group	21
Liberal Democrat Group	15
Labour Group	6
Green	1

- 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 committees 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	HDC Independent	Lib Dem	Labour	Green
3	1	1	1	0	0
4	2	1	1	0	0
5	2	2	1	0	0
6	3	2	1	0	0
7	3	2	1	1	0
8	3	2	2	1	0
9	4	3	2	0	0
10	4	3	2	1	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 only include 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.

6. REASONS FOR THE RECOMMENDED DECISIONS

6.1 The Council is invited to determine the allocation of seats on District Council Committees 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.

7. LIST OF APPENDICES INCLUDED

Appendix A - Schedule of Allocations

BACKGROUND PAPERS

Local Government and Housing Act 1989

Local Government Act 2000

Localism Act 2011

District Council Constitution

CONTACT OFFICER

Lisa Jablonska

Elections and Democratic Services Manager

☎ (01480) 388004

APPENDIX A – SCHEDULE OF ALLOCATIONS

Committee / Panel	No. of Seats*	No. of Ex-officio	Title of Ex-officio	Cons	HDC Ind Group	Lib Dem	Lab	Green	Cons	HDC Ind Group	Lib Dem	Lab	Green
Corporate Governance Committee	12	0		4.85	3.46	2.54	0.92	0.23	5	4	2	1	0
Development Management Committee	16	1	Not defined	6.46	4.62	3.38	1.23	0.31	6	4	4	1	1
Employment Committee	8	1	Not defined	3.23	2.31	1.69	0.62	0.15	3	2	2	1	0
Licensing & Protection Committee / Committee	12	1	Not defined	4.85	3.46	2.54	0.92	0.23	5	4	2	1	0
Overview & Scrutiny Panel (Performance and Growth)	12	0		4.85	3.46	2.54	0.92	0.23	5	4	2	1	0
Overview & Scrutiny Panel (Environment, Communities and Partnerships)	12	0		4.85	3.46	2.54	0.92	0.23	5	3	3	1	0
TOTAL	72	3							29	21	15	6	1

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

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Appointment of Deputy Electoral Registration Officer

Meeting/Date: Council – 17th May 2023

Executive Portfolio: Executive Leader

Report by: Elections and Democratic Services Manager

Ward(s) affected: All

Executive Summary:

Due to recent changes in electoral legislation with the implementation of the Elections Act 2022, this has placed further obligations on the Electoral Registration Officer and is likely to increase demand for urgent decisions by the Electoral Registration Officer. As a result, the Council are being asked to agree to the appointment of a Deputy Electoral Registration Officer (ERO) with full powers for the Huntingdonshire area and approve a delegation to revoke or vary such appointments as appropriate.

Recommendation:

The Council is

RECOMMENDED

- (a) to appoint Lisa Jablonska, Elections and Democratic Services Manager, to act as Deputy Electoral Registration Officer with full powers; and**
- (b) that authority be delegated to the Electoral Registration Officer to revoke or vary appointments of Deputy Electoral Registration Officers as appropriate.**

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to seek Council approval for the appointment of a Deputy Electoral Registration Officer with full powers for the Huntingdonshire area to carry out the functions of the Electoral Registration Officer and be available to act in their absence.

2. WHY IS THIS REPORT NECESSARY

- 2.1 Under the Representation of the People Act 1983, the Council has an obligation to appoint one of its Officers to act as the Electoral Registration Officer (ERO). At Huntingdonshire, the Managing Director has been appointed as ERO. It is considered best practice to also appoint a Deputy Electoral Registration Officer. This Officer is then able to act in the absence of the ERO to carry out their full range of statutory functions, some of which has strict legislative deadlines.
- 2.2 The ERO is not entitled to appoint their own deputy. The duty of appointing a Deputy Electoral Registration Officer is the responsibility of the Council. Currently the Council does not have an appointed Deputy ERO.
- 2.3 The ERO recommends to Council that Lisa Jablonska, Elections and Democratic Services Manager, is appointed as the Deputy Electoral Registration Officer with full powers, enabling her to act in the incapacity or absence of the ERO as necessary.
- 2.4 Electoral Commission guidance recommends appointing a Deputy Electoral Registration Officer who can carry out the duties and powers of the ERO if they are unable to act personally.

3. LEGAL IMPLICATIONS

- 3.1 Section 8(2) of the Representation of the People Act 1983, requires the Council to appoint one of its Officers to act as Electoral Registration Officer. Under Section 52(2) of the Representation of the People Act 1983, the Council may approve the appointment of a Deputy Electoral Registration Officer to perform and exercise any of the duties and powers of the ERO.

4. RESOURCE IMPLICATIONS

- 4.1 None.

5. REASONS FOR THE RECOMMENDED DECISIONS

- 5.1 As a result of changes in electoral legislation with the implementation of the Elections Act 2022, this has placed further obligations on the Electoral Registration Officer and is likely to increase demand for urgent decisions by the Electoral Registration Officer. The Council are being asked to agree to the appointment of a Deputy Electoral Registration Officer (ERO) with full powers for the Huntingdonshire area to perform and exercise any of the duties and powers of the ERO.

6. BACKGROUND PAPERS

The Electoral Commission – Running electoral registration, England August 2021

CONTACT OFFICER

Name/Job Title: Lisa Jablonska, Elections and Democratic Services Manager
Tel No: (01480) 388004
Email: lisa.jablonska@huntingdonshire.gov.uk

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HDC Councillor Expenditure 2022/23

		Basic Allowance - HDC	Care Allowance	Chair Special Responsibility Allowance	Combined Authority SRA	Development Management SRA	Executive SRA	Expenses Reimbursement	Mileage NT / Casual Mileage Scheme	Vice Chair Special Resp Allowance	Totals
21129	Richard Tuplin	£508.49				£70.00		£0.00	£31.50		£609.99
22825	Thomas Sanderson	£4,728.96			£1,441.49		£10,184.91	£0.00	£73.35		£16,428.71
23639	Eric Butler	£4,728.96		£0.00		£637.00		£0.00		£158.28	£5,524.24
24491	Douglas Dew	£4,728.96		£713.12	£925.62	£567.00		£0.00	£105.30		£7,040.00
25034	Stephen Criswell	£4,728.96					£948.39	£0.00			£5,677.35
25037	Jonathan Gray	£4,728.96						£0.00			£4,728.96
30489	Richard West	£4,728.96		£313.97				£0.00			£5,042.93
30828	Patricia Jordan	£4,728.96		£2,543.19		£567.00		£0.00			£7,839.15
30830	Lawrence Mcguire	£508.49		£713.12				£0.00			£1,221.61
32216	Barry Chapman	£508.49						£0.00			£508.49
32217	Darren Tysoe	£508.49		£633.23		£70.00	£0.00	£0.00			£1,211.72
32488	Graham Bull	£508.49		£313.97	£157.66	£0.00	£0.00	£0.00		£0.00	£980.12
32688	Patrick Kadewere	£4,728.96						£0.00			£4,728.96
32689	Ryan Fuller	£508.49			£850.00		£1,592.80	£0.00	£75.15		£3,026.44
32690	Derek Giles	£508.49						£0.00			£508.49
32990	John Morris	£508.49						£0.00			£508.49
33071	Gillian Holmes	£1,050.96						£0.00			£1,050.96
33073	Peter Baker	£262.50						£0.00			£262.50
33246	Sarah Conboy	£4,728.96			£4,441.94	£70.00	£12,983.40	£502.78	£127.80		£22,854.88
33250	Angela Dickinson	£508.49		£0.00				£0.00			£508.49
33361	Ian Gardener	£4,728.96				£637.00		£4.00	£297.00		£5,666.96
33565	Timothy Alban	£4,728.96		£0.00				£0.00		£158.28	£4,887.24
33566	David Mead	£508.49						£0.00			£508.49
33567	John Palmer	£508.49					£94.94	£0.00			£603.43
33879	Sandra Giles	£508.49						£0.00			£508.49
34561	Barry Banks	£4,728.96		£5,776.29				£0.00			£10,505.25

34563	Lewis Besley	£508.49			£70.00		£0.00			£578.49
34564	Margaret Beuttell	£4,728.96				-£379.35	£0.00	£398.70		£4,748.31
34565	Shaun Burton	£508.49			£70.00		£0.00			£578.49
34566	Simon Bywater	£4,728.96				£948.39	£2.90	£23.40	£0.00	£5,703.65
34567	Jeffrey Clarke	£4,728.96					£0.00	£92.70	£237.74	£5,059.40
34568	Justin Cooper-Marsh	£508.49					£0.00			£508.49
34569	Stephen Corney	£4,728.96	£633.23	£925.62	£525.00		£0.00		£0.00	£6,812.81
34571	Philip Gaskin	£508.49					£0.00		£78.49	£586.98
34572	Michael Grice	£508.49					£0.00			£508.49
34573	Kevin Gulson	£4,728.96			£567.00		£0.00		£237.74	£5,533.70
34574	Michael Humphrey	£508.49			£70.00		£0.00			£578.49
34575	David Keane	£4,728.96				£948.39	£0.00			£5,677.35
34576	Colin Maslen	£508.49			£70.00		£0.00			£578.49
34577	Jonathan Neish	£4,728.96		£177.96	£567.00	£1,856.52	£0.00	£110.70		£7,441.14
34578	Keith Prentice	£508.49			£0.00	£948.39	£0.00		£0.00	£1,456.88
34579	Sally Smith	£508.49			£70.00		£0.00			£578.49
34580	Douglas Terry	£4,728.96					£0.00			£4,728.96
34583	Samuel Wakeford	£4,728.96			£637.00	£6,584.52	£0.00			£11,950.48
34586	Hamish Masson	£508.49					£0.00			£508.49
34926	Sarah Wilson	£508.49					£0.00			£508.49
35075	Adam Roberts	£508.49			£70.00		£0.00		£78.49	£656.98
50183	Michael Haines	£508.49					£0.00	£49.05		£557.54
50185	Marion Kadewere	£4,728.96					£0.00			£4,728.96
50186	Craig Smith	£508.49					£0.00			£508.49
50187	Rianna D'Souza	£508.49					£0.00			£508.49
50229	Benjamin Pitt	£4,728.96				£6,584.52	£0.00			£11,313.48
50319	Mike Shellens	£508.49					£0.00			£508.49
50480	Sally Ann Howell	£4,233.18					£0.00	£289.80	£1,282.10	£5,805.08
50481	Roger Brereton	£4,233.18			£567.00		£0.00	£318.15		£5,118.33
50482	Graham Welton	£4,233.18					£0.00	£81.00		£4,314.18
50483	Nicholas Wells	£4,233.18	£2,543.19				£106.00	£29.70		£6,912.07

50484	Michael Burke	£4,233.18		£3,443.81				£0.00	£256.95		£7,933.94
50485	Joanna Harvey	£4,233.18						£0.00		£635.77	£4,868.95
50486	Ross Martin	£4,233.18						£0.00			£4,233.18
50487	Catherine Gleadow	£4,233.18		£5,129.13				£0.00			£9,362.31
50488	Ann Blackwell	£4,233.18						£0.00		£635.77	£4,868.95
50489	Lara Davenport-Ray	£4,233.18	£47.50		£567.00	£6,584.52		£7.60			£11,439.80
50490	Shariqa Mokbul	£4,233.18						£0.00		£1,925.71	£6,158.89
50491	Julie Kerr	£4,233.18		£5,129.13				£0.00			£9,362.31
50492	Simone Taylor	£4,233.18				£6,584.52		£0.00	£130.50		£10,948.20
50493	Stephen Ferguson	£4,233.18				£6,584.52		£0.00			£10,817.70
50494	David Shaw	£4,233.18						£0.00			£4,233.18
50495	Ian Taylor	£4,233.18						£0.00			£4,233.18
50496	Deborah Mickelburgh	£4,233.18		£5,776.29				£0.00			£10,009.47
50497	Nathan Hunt	£4,233.18						£0.00		£1,282.10	£5,515.28
50498	Martin Hassall	£4,233.18			£823.90	£6,584.52		£0.00	£85.95		£11,727.55
50500	Stephen McAdam	£4,233.18				£567.00		£0.00		£1,430.09	£6,230.27
50501	Marcus Pickering	£4,233.18						£0.00	£90.00		£4,323.18
50502	Adela Costello	£4,233.18						£0.00	£23.85		£4,257.03
50503	Richard Slade	£4,233.18				£567.00		£0.00			£4,800.18
50506	Charlotte Lowe	£4,233.18				£112.00		£0.00	£52.20		£4,397.38
50507	Andrew Jennings	£4,233.18						£0.00			£4,233.18
50508	Stephen Cawley	£4,233.18						£0.00			£4,233.18
50510	Brett Mickelburgh	£4,233.18					£6,584.52	£0.00			£10,817.70
50511	Clare Tevlin	£4,233.18				£567.00		£0.00		£1,925.71	£6,725.89
50512	Paul Hodgson	£4,233.18						£0.00			£4,233.18
	Sum:	£247,079.48	£47.50	£33,661.67	£9,744.19	£8,281.00	£76,218.42	£623.28	£2,742.75	£10,066.27	£388,464.56

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ANNEX B

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

MUNICIPAL YEAR 2022/23

COUNCIL <i>(met on 7 occasions)</i>			
Alban, T	5	Jordan, P A	7
Banks, B S	6	Kadewere, M	7
Beuttell, Mrs M L	6	Kadewere, P	6
Blackwell, A M	7	Keane D N	7
Brereton, R J	7	Kerr, J E	6
Burke, M J	7	Lowe, C A	7
Butler, E R	4	Martin, R	6
Bywater, S	6	McAdam, S R	7
Cawley, S	7	Mickleburgh, B A	7
Clarke, J	5	Mickleburgh, D L	7
Conboy, Mrs S J	7	Mokbul, S	7
Corney, S J	6	Neish, J	7
Costello, A E	7	Pickering, M Dr	7
Criswell, S J	6	Pitt, B M	6
Davenport-Ray, L	7	Sanderson, T D	7
Dew, D B	6	Shaw, D J	7
Ferguson, S W	6	Slade, R A	7
Gardener, I D	7	Taylor, I P	5
Gleadow, C M	7	Taylor, S L	5
Gray, J A	7	Terry, D	7
Gulson, K P	6	Tevlin, C H	7
Harvey, J E	7	Wakeford, S	7
Hassall, M A	7	Wakeford, S	7
Hodgson-Jones, P J	6	Wells, N	7
Howell, S A	7	Welton, G J	3
Hunt, N J	7	West, R J	6
Jennings, A R	7		

CABINET <i>(met on 11 occasions)</i>			
Conboy, S J	11	Pitt, B M	10
Davenport-Ray, L	9	Sanderson, T D	11
Ferguson, S W	10	Taylor, S L	8
Hassall, M A	10	Wakeford, S	11
Mickelburgh, B A	10		

CORPORATE GOVERNANCE COMMITTEE <i>(met on 6 occasions)</i>			
Blackwell, A M	6	Howell, S A	5
Butler, E R	2	Kadewere, P	5
Clarke, J	6	Sanderson, T D	6
Gray, J A	5	Taylor, I P	6
Harvey, J E	6	Wells, N	6
Hodgson-Jones, P J	3	West, R J	4

DEVELOPMENT MANAGEMENT COMMITTEE <i>(met on 12 occasions)</i>			
Brereton, R J	10	Mickelburgh, D	12
Butler, E R	11	Mokbul, S	9
Corney, S J <i>(from 20.7.22)</i>	7	Neish, J	12
Davenport-Ray, L	11	Sanderson, T D	12
Dew, D B	10	Slade, R A	11
Gardener, I D	10	Tevlin, C H	10
Gulson, K P	10	Wakeford, S	8
Jordan, P A	8		
Lowe <i>(until 20.7.22)</i>	3		
McAdam, S R	12		

EMPLOYMENT COMMITTEE <i>(met on 4 occasions)</i>			
Blackwell, A M	4	Keane, D N	4
Cawley, S	4	Mickelburgh, B A	4
Gleadow, C M	4	Taylor, S <i>(until 20.7.22)</i>	2
Hassall, M A <i>(from 20.7.22)</i>	2	West, R J	3
Jordan, P A	3		

LICENSING AND PROTECTION COMMITTEE <i>(met on 4 occasions)</i>			
Banks, B S	4	Jennings, A R	4
Beutell, M L	2	Jordan, P A	3
Clarke, J	3	Kadewere, P	3
Costello, A E	3	Pitt, B <i>(to 20.7.22)</i>	2
Criswell, S	4	Terry, D	3
Ferguson, S W <i>(from 20.7.22)</i>	2	Tevlin, C H	4
Howell, S A	4		

LICENSING COMMITTEE <i>(met on 1 occasion)</i>			
Banks, B S	1	Jennings, A R	1
Beutell, M L	1	Jordan, P A	1
Clarke, J	1	Kadewere, P	1
Costello, A E	1	Pitt, B M <i>(to 20.7.22)</i>	1
Criswell, S	1	Terry, D	1
Howell, S A	1	Tevlin, C H	1

OVERVIEW AND SCRUTINY PANEL (CUSTOMERS AND PARTNERSHIPS) <i>(met on 5 occasions)</i>			
Alban, T	4	Kadewere, M	5
Burke, M J	3	Kerr, J E	3
Bywater, S	5	Lowe, C A	5
Criswell, S	4	McAdam, S R	4
Harvey, J E	4	Shaw, D J	5
Hunt, N J	5	Welton, G J	3

OVERVIEW AND SCRUTINY PANEL (ENVIRONMENT, COMMUNITIES AND PARTNERSHIPS) (FORMERLY (CUSTOMERS AND PARTNERSHIPS)) <i>(met on 4 occasions)</i>			
Alban, T	4	Kadewere, M	4
Burke, M J	3	Kerr, J E	4
Bywater, S	3	Lowe, C A	3
Criswell, S	3	McAdam, S R	3
Harvey, J E	4	Shaw, D J	4
Hunt, N J	4	Welton, G J	3

OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND GROWTH) <i>(met on 11 occasions)</i>			
Blackwell, A M	9	Harvey, J E	10
Cawley, S	9	Howell, S A	10
Corney, S J	10	Martin, R	8
Gardener, I D	11	Pickering, Marcus Dr	11
Gleadow, C M	10	Slade, R A	6
Gray, J A	8	Wells, N	9

SENIOR OFFICER COMMITTEE <i>(met on 2 occasions)</i>			
Cawley, S	1	Jordan, P A	2
Conboy, S J	2	Sanderson, T D	2
Gray, J A	1		

- *Councillors M L Beuttell and I D Gardener attended the meeting on 13 February 2023 as advisory members.*

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.

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