

**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  
Email: [Lisa.Jablonska@huntingdonshire.gov.uk](mailto:Lisa.Jablonska@huntingdonshire.gov.uk)