
Cabinet Procedure Rules – Delegation by the Leader

Report by the Head of Administration

1. INTRODUCTION

- 1.1 The Cabinet Procedure Rules in the Council’s Constitution set out arrangements for the operation and conduct of the Cabinet and its meetings. The Rules provide for the Leader to present to the Annual Meeting of the Council or within 21 days thereafter to the Chief Executive a written record containing information about executive functions in relation to the following year.
- 1.2 As these details were not finalised in time to present to the Annual Meeting of the Council, the Chief Executive is required to report the information to the next ordinary meeting of the Council.

2. BACKGROUND

- 2.1 In accordance with the Constitution, the written record must contain the following information:-
- (i) the collation of relevant executive functions into related groups to be known as “portfolios”;
 - (ii) the names and wards of the Members of the Cabinet appointed by the Leader to be responsible for individual portfolios;
 - (iii) the extent of any authority delegated by the Leader to a Member of the Cabinet individually (including himself), including details of the limitation (if any) on their authority;
 - (iv) the nature and extent of any delegation of executive functions proposed to any other authority or under any joint arrangements and the names of those Cabinet Members and/or other Members appointed to any joint committee under Article 11 of the Constitution for the coming year; and
 - (v) the nature and extent of any delegation to officers with details of any limitation (if any) on that delegation, and the title of the officer to whom the delegation is made.

3. DELEGATION BY THE LEADER

- 3.1 In accordance with the above requirements, the Leader has given notice of the following decisions:-

**Portfolio for Environment and Transport -
Cllr Mrs P J Longford
(St Neots Priory Park Ward)**

Architectural/design work
Community safety
Emergency planning/CCTV
Environmental improvements
Land drainage
Project/contractual management
Residual highway responsibilities/
Public utilities.
Street naming and
property numbering
Transportation and travel plan
Waste stream policy/
sustainability

**Portfolio for Finance –
Cllr T V Rogers
(Earith Ward)**

Benefits assessments/payments
Cashiering
Debt recovery
Local taxation
NDR
Revenue Collection

Accountancy/payments/payroll
Audit
Budget
External funding
Investments
Procurement
Risk management

**Portfolio for Housing and Public Health –
Cllrs Mrs D C Reynolds
(St Ives East Ward)**

Abandoned vehicles
Air quality/noise/pollution
Animal welfare/pest control
Caravan sites
Commercial:
health and safety promotion/
food safety/
infectious diseases
Home energy conservation
Private sector housing

Home Improvement Agency
Homelessness
Housing grants
including disabled facilities grants
Housing strategies/policies
Maintenance of housing register/
nominations
Private sector housing
Relations with housing providers/
Associations

**Portfolio for Leisure –
Cllr Mrs J Chandler**
(Fenstanton Ward)

Community initiatives/
Development/grants, etc
Countryside Services
Leisure Centres/development
Parks/open spaces
The Arts
Tourism

**Portfolio for Operations and
Information Technology –
Cllr L M Simpson**
(Huntingdon East Ward)

Car parks/public conveniences
Grounds maintenance/
Grass cutting
Recycling
Streetscene/cleansing
Vehicle fleet management
Waste/refuse collection

Business analysis/improvement
Customer First
Freedom of Information
Geographic Information Systems
IT network and systems
Website

**Portfolio for Planning
Strategy – Cllr N J Guyatt**
(Elton and Folksworth Ward)

Building control/
Dangerous structures/
Disabled access
Conservation/listed buildings
Development control/
Planning applications
Development plans/policies
Planning briefs/studies
Planning enforcement
Trees and footpaths

**Portfolio for Resources and
Policy – Cllr A Hansard**
(St Neots – Eynesbury Ward)

Criminal records checks
Health and Safety
Personnel management/advice/
contractual arrangements
Recruitment/retention
Staff Restaurant
Training/development

Communications/PR
Community strategy/
Huntingdonshire Strategic
Partnership
Comprehensive performance
Assessment
Corporate policy
("Growing Success")

Diversity and equalities
Economic development
Opinion surveys
Town centre management

Contracts
Conveyancing
Data Protection/Regulation of
Investigatory Powers
Estates/property management/
Acquisition/sales
Legal Advice
Prosecutions and litigation
Representation at Planning and
Other Inquiries

Democratic Services
Elections/electoral registration
Land Charges
Member support
Printing/reprographics

- 3.2 The Leader has retained responsibility for issues associated with the Council's headquarters and other accommodation and for the strategic overview of personnel.

Joint Arrangements

- 3.3 The Cabinet has delegated executive functions and joint arrangements to the Leisure Centre Management Committees at St Ivo, Huntingdon, St Neots, Ramsey and Sawtry. These Management Committees consider matters relating to the management of each Centre within a budget approved by the constituent authorities and as defined in their relevant Management Agreements signed by those authorities.
- 3.4 Similarly, the Cabinet has delegated executive functions under joint arrangements to the Huntingdonshire Environment and Transport Area Joint Committee which exercises within the context and budget delegated to it by the constituent authorities the powers of each authority on a variety of matters relating to traffic management, design and consultation for improvement schemes, the cycleways programme and local air quality strategies.
- 3.5 The membership of each Management Committee and the Area Joint Committee is set out in the Appendix to this report.

Delegation to Officers

- 3.6 Delegations to Members or Officers authorised in the previous Municipal Year 2004/5 have been incorporated in the review of the Constitution which was undertaken in the Spring and approved at the

meeting of the Council held on 13th April 2005. These are listed in the current constitution.

4. RECOMMENDATION

- 4.1 **The Council is requested to note the information presented by the Leader on executive functions for the ensuing Municipal Year.**

BACKGROUND DOCUMENTS

District Council's Constitution

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JOINT ARRANGEMENTS

Huntingdon Leisure Centre Management Committee

Councillors Mrs J Chandler, J J Dutton, J D Fell, C R Hyams Mrs S A Menczer and L M Simpson.

St Neots Leisure Centre Management Committee

Councillors Mrs B E Boddington, Mrs J Chandler, A Hansard, Mrs P J Longford and I P Taylor.

St Ivo Leisure Centre Management Committee

Councillors J D Ablewhite, I C Bates, J T Bell, Mrs J Chandler, S J Criswell and C J Stephens.

Ramsey Leisure Centre Management Committee

Councillors E R Butler, Mrs J Chandler, I R Muir, R Powell, and P A Swales.

Sawtry Leisure Centre Management Committee

Councillors Mrs M Banerjee, Mrs J Chandler, J E Garner, P G Mitchell and J S Watt.

Huntingdonshire Environment and Transport Area Joint Committee

Councillors M G Baker, N J Guyatt, Mrs P J Longford, M F Newman, K Reynolds and T D Sanderson.