

HUNTINGDONSHIRE DISTRICT COUNCIL

RECORD OF CHIEF OFFICER/HEAD OF SERVICE DECISION

Decision Taker	Chief Executive
Subject Matter	Car Parking Charges Report Recommendations
Ward(s) Affected	All
Date Taken	16 December 2025
Contact Officer	Michelle Sacks, Chief Executive Michelle.sacks@huntingdonshire.gov.uk
Date Published	12 January 2026
Urgent?	Yes, to ensure the appropriate correction was made to the decision-making body in the recommendation to Council from the Cabinet recommendations representing the intention lawful intention of the Cabinet, which to agree not to implement the 20p increase.

Purpose / Background	
To document the exercise of the Chief Executive's use of the delegation under Annex A - Council Functions, Delegations to Officers, point 4, to act in a case of urgency:	
<p><i>4 In consultation with the Executive Leader or in their absence with the Deputy Leader to act in a case of urgency in respect of any matter affecting the Council/Cabinet respectively, subject to a report on the circumstances being made to the next Council/Cabinet meeting.</i></p> <p>On 17 December 2025, the Chief Executive exercised their delegation to ensure that the supplementary paper on car parking considered by Council on 17 December 2025 accurately reflected the intention of Cabinet, which to agree not to implement the 20p increase as an Executive function not a Council decision. As required by the Constitution, the Chief Executive sought confirmation from the Executive Leader that the intention of Cabinet was to agree not to implement the 20p increase. The Executive Leader confirmed that intention, and as such, the following paper was published for consideration as part of the Full Council meeting on 18 December 2025: (Public Pack)9. Parking Charges - Implementation of Increase Supplementary Recommendation Agenda Supplement for Council, 17/12/2025 19:15</p>	

Declaration(s) of Interest
Record below any relevant interest declared by any executive Member consulted or by an officer present in relation to the decision.
None

Dispensation(s)
In respect of any conflict(s) of interest declared above, record below any dispensation(s) granted by the Council's Corporate Governance Committee.

None

Consultation

Record below all parties consulted in relation to the decision.

The Executive Leader of the Council was formally consulted. For transparency, the Cabinet were also made aware of the use of delegation.

Other Options Considered and Reasons for Rejection

None.

Final decision	Reason(s)
To ensure that the report to Council on parking charges reflects Cabinet's intention to agree not to implement the 20p increase as a Cabinet decision not Council.	For transparency on lawful decision making.

Signed	Name (CAPITALS)	Signature	Date
Chief Executive	Michelle Sacks		
Leader of the Council	Councillor Sarah Conboy		