
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 –
Councillor N J Guyatt**
(Elton and Folksworth Ward)

Sustainability
Environmental Improvements
Project/Contractual
Management
Architectural/Design Work
Land Drainage
Residual Highway
Responsibilities/Public Utilities/
Street Naming and Property
Numbering
Building Control/Dangerous
Structures/Disabled Access
Home Energy Conservation

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

Local Taxation
Revenue Collection
Benefits
Assessments/Payments
NNDR
Debt Recovery
Cashiering
Budget
Accountancy/Payments
Audit
Risk Management
Procurement
Investments
External Funding

**Portfolio for Headquarters and Information Technology –
Councillor L M Simpson**
(Huntingdon East Ward)

New HQ/Accommodation
Customer First
IT Network and Systems
Business Analysis/Improvement
Freedom of Information
Website
Geographic Information
Systems

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

Air Quality/Noise/Pollution
Private Sector Housing
Caravan Sites
Animal Welfare/Pest Control
Commercial: Health & Safety
Promotion/Infectious Diseases
Community Safety
Emergency Planning/CCTV
Community
Initiatives/Development/Grants,
etc
Arts
Leisure Development
Housing Strategies/Policies
Relations with Housing
Providers/Associations

Maintenance of Housing
Register/Nominations
Homelessness
Housing Grants including
Disabled Facilities Grants
Home Improvement Agency
Private Sector Housing

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

Leisure Centres -
Huntingdon
Ramsey
Sawtry
St Ivo
St Neots

Parks, Open Spaces,
Countryside Services -
Hinchingsbrooke
Paxton Pits
Riverside, Huntingdon
Riverside, St Neots
Spring Common

**Portfolio for Operations
Councillor Mrs P J Longford**
(St Neots Priory Park Ward)

Waste/Refuse Collection
Recycling
Streetscene/Cleansing
Car Parks, Public Conveniences
Grounds Maintenance/
Grass Cutting
Vehicle Fleet Management
Abandoned Vehicles
Waste Stream Policy

**Portfolio for Planning Strategy –
Councillor P L E Bucknell**
(Warboys and Bury Ward)

Development Control/
Planning Applications
Planning Enforcement
Development Plans/Policies
Planning Briefs/Studies
Conservation/Listed Buildings
Trees and Footpaths
Transportation and Travel Plan

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

Recruitment/Retention
Health & Safety
Staff Restaurant
Training/Development
Personnel Management/Advice/
Contractual Arrangements
Payroll
Criminal Records Checks
Comprehensive Performance
Assessment
Community Strategy/
Huntingdonshire Strategic

Partnership
Corporate Policy
("Growing Success")
Diversity and Equalities
Communications/PR
Economic Development
Opinion Surveys
Town Centre Management
Tourism
Democratic Services
Elections/Electoral Registration
Land Charges
Licensing
Member Support
Printing /Reprographics
Legal Advice
Conveyancing
Prosecutions and Litigation
Representation at Planning and
other Inquiries
Estates/Property/Management/
Acquisition/Sales
Data Protection/Regulation of
Investigatory Powers
Contracts

Joint Arrangements

- 3.2 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.
- 3.3 Similarly, the Cabinet has delegated executive functions under joint arrangements to the Huntingdonshire Traffic Management 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 cycle ways programme and local air quality strategies.
- 3.4 The membership of each Management Committee and the Area Joint Committee is set out in the Annex to this report.

Delegations to Officers

- 3.5 Delegations to Members or Officers 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 K M Baker, Mrs J Chandler, J J Dutton, J D Fell, C R Hyams and Mrs S A Menczer.

St Neots Leisure Centre Management Committee

Councillors Mrs B E Boddington, Mrs J Chandler, R W J Eaton, A Hansard and Mrs P J Longford.

St Ivo Leisure Centre Management Committee

Councillors J D Ablewhite, J T Bell, Mrs J Chandler, S J Criswell, J W Davies 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 Traffic Management Area Joint Committee

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