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# **Cabinet Procedure Rules – Delegation by the Leader**

## **Report by the Head of Administration**

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### **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 appointments:-

<p>Portfolio for Customer Services and Information Technology – Cllr L M Simpson (Huntingdon East Ward)</p>	<p>Business analysis/improvement Customer First programme Customer Relationship Management (CRM) system Customer Service and Call Centres Freedom of Information Geographic Information Systems (GIS) ICT Help Desk ICT network &amp; systems Intranet Local Land &amp; Property Gazetteer (LLPG) Website</p>
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<p>Portfolio for Finance and Environment - Cllr T V Rogers (Earith Ward)</p>	<p>Audit Benefits assessments/payments/fraud Budget preparation and monitoring Debt Recovery Final accounts Financial advice Financial forecasting Local taxation NNDR Payment of Creditors Procurement (<i>jointly with Cllr C R Hyams – see “Operational and Countryside Services”</i>) Revenue collection Risk management Treasury Management (<i>Borrowing and Investments</i>)</p> <p>Home Energy Conservation Environment Strategy Implementation</p>
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<p>Portfolio for Housing and Public Health - Cllr Mrs D C Reynolds (St Ives East Ward)</p>	<p>Air quality/noise/pollution Animal welfare/pest control Arts Caravan sites Commercial: health &amp; safety promotion/ food safety Community Initiatives/development/grants, etc Community Safety Infectious diseases Leisure Development Private sector housing Smoke-free initiatives</p> <p>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</p>
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Portfolio for Leisure – Cllr D B Dew (St Ives South)	Leisure Centres – Huntingdon Ramsey Sawtry St Ivo St Neots
Portfolio for Operational and Countryside Services – Cllr C R Hyams (Godmanchester)	Abandoned vehicles Car parks, public conveniences Emergency Planning/CCTV Grounds maintenance, grass cutting Parks, Open Spaces, Countryside Services Procurement ( <i>jointly with Cllr Rogers – see “Finance and Environment”</i> ) Recycling Streetscene/cleansing Vehicle fleet management Waste stream policy Waste/refuse collection
Portfolio for Planning Strategy and Transport - Cllr P L E Bucknell (Warboys and Bury)	Conservation/listed buildings Development control/planning applications Development plans/policies Planning briefs/studies Planning enforcement Transportation Trees and footpaths  Architectural/design work Building Control/ dangerous structures/disabled access Environmental improvements Facilities Management Land drainage Project/Contractual management Residual highway responsibilities/ public utilities Street naming and property numbering Sustainability Travel Plan
Portfolio for Resources and Policy - Cllr A Hansard (St Neots Eynesbury Ward)	Democratic Services Document Centre/printing/reprographics Elections/Electoral Registration Land Charges Member Support  Contracts Conveyancing Data Protection/Regulation of Investigatory Powers Estates/property management/ acquisition/sales Legal advice Prosecutions and litigation

Planning and  
other Inquiries  
Health & Safety  
Payroll  
Personnel management/advice/  
contractual arrangements  
Recruitment/retention  
Safeguarding  
Staff Restaurant  
Training/development

Communications and Marketing  
Community Strategy/  
Huntingdonshire Strategic Partnership  
Comprehensive Performance Assessment  
Consultation, Engagement and Research  
Corporate Policy ("Growing Success")  
Diversity and Equalities  
Economic Development  
External Funding  
Performance Management  
Town Centre Management

### **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 cycleways programme and local air quality strategies.
- 3.4 The membership of each Management Committee and the Area Joint Committee is set out in the Appendix 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**

The District Council's Constitution

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## **APPENDIX**

### **JOINT ARRANGEMENTS**

#### **Huntingdon Leisure Centre Management Committee**

Councillors K M Baker, J J Dutton, Miss S L Kemp, D J Priestman, T D Sanderson and L M Simpson

#### **St. Neots Leisure Centre Management Committee**

Councillors R W J Eaton, R S Farrer, A Hansard, Mrs M J Thomas and R J West

#### **St. Ivo Leisure Centre Management Committee**

Councillors J D Ablewhite, J T Bell, S J Criswell, J W Davies, D B Dew and C J Stephens

#### **Ramsey Leisure Centre Management Committee**

Councillors E R Butler, D B Dew, I R Muir, R Powell and P A Swales

#### **Sawtry Leisure Centre Management Committee**

Councillors Mrs M Banerjee, D B Dew, J E Garner, P G Mitchell and J S Watt

#### **Huntingdonshire Traffic Management Area Joint Committee**

Councillors M G Baker, P L E Bucknell, D B Dew, R S Farrer, M F Newman, and T D Sanderson.