

**HUNTINGDONSHIRE DISTRICT COUNCIL**

**Title/Subject Matter:** Cabinet Procedure Rules

**Meeting/Date:** Council – 30th July 2014

**Executive Portfolio:** Executive Leader, Councillor J D Ablewhite

**Report by:** Head of Legal & Democratic Services

**Ward(s) affected:** All

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**Executive Summary:**

- 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 Executive Leader to present to the Annual Meeting of the Council or within 21 days thereafter to the Head of Paid Service a written record containing information about executive functions in relation to the following year.
- 1.2 Although, the Executive Leader announced changes to portfolios at the Annual Council meeting, precise details were not finalised to allow their presentation to the meeting. Therefore, the Head of Paid Service is required to report the information to the next ordinary meeting of the Council.

**Recommendation:**

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

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## 1. WHAT IS THIS REPORT ABOUT/PURPOSE?

- 1.1 The Cabinet Procedure Rules in the Council's Constitution require the Executive Leader to present to the Council a written record of the executive councillors he has appointed and their responsibilities in relation to the following year.
- 1.2 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 Executive Leader to be responsible for individual portfolios;
  - (iii) the extent of any authority delegated by the Executive 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.

## 2. DELEGATION BY THE LEADER

- 2.1 In accordance with the above requirements, the Executive Leader has given notice of the following appointments:-

**Portfolio for Strategic and Delivery Partnerships - Councillor J D Ablewhite (St. Ives East Ward)**

To work with partners in the public and private sectors across the District and County to achieve a long term vision for Huntingdonshire as a place where current and future generations can enjoy a good quality of life and enjoy economic success.

**Portfolio for Strategic Planning and Housing - Councillor D B Dew (The Hemingfords Ward)**

To promote good sustainable development within Huntingdonshire to achieve the District Council's housing, employment, transport, green and leisure infrastructure objectives.

**Portfolio for Commercial Activities - Councillor R B Howe (Upwood & The Raveleys Ward)**

To promote and oversee the operation and management of One Leisure and the Council's other commercial activities including CCTV and the Document Centre.

**Portfolio for Operations and the Environment - Councillor D M Tysoe (Sawtry Ward)**

To develop the Council's environmental services, including the collection of waste and recycling, promote good environmental practices to the public and throughout the Council and to maintain and encourage use of green space and the countryside.

**Portfolio for Resources - Councillor J A Gray (Kimbolton and Staughton Ward)**

To protect the Council taxpayer and Council's financial interests and develop medium term financial plans for the Council. To ensure that adequate financial and human resources and estates are available to undertake the Council's plans, to maximise return from corporate estates and to oversee the Council's Capital Programme.

**Portfolio for Customer Services - Councillor B S Chapman (St. Neots, Priory Park Ward)**

To oversee the process by which the Council serves its customers, in particular those relating to benefits and housing services.

To improve the Council's efficiency and effectiveness and achieve savings through the development and proper use of IT.

To oversee car parking provision in the District both operational and policy.

**Portfolio for Strategic Economic Development and Legal –  
Councillor T D Sanderson  
(Huntingdon West Ward)**

To promote the economic development of the District and support appropriate growth.

To oversee the Council's licensing function, to ensure that the Council acts lawfully and that the relevant services are provided efficiently and effectively.

To promote healthy lifestyle practices to the community and to facilitate the Council's relationship with the voluntary sector in Huntingdonshire.

**Delegations to Officers**

2.2 Delegations to Members or Officers are listed in the current Constitution.

**3. REASONS FOR THE RECOMMENDED DECISION**

This report and the information presented to Council complies with the requirements of Section 1.2 of the Cabinet Procedure Rules contained in Part 4 of the Council's Constitution.

**BACKGROUND PAPERS**

District Council's Constitution.

**CONTACT OFFICER**

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