

11 March 2016

Ref: HD/O&S/03.16  
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To: The Members of the Overview and Scrutiny Committee of the North Hertfordshire District Council

(Councillors Cathryn Henry (Chairman), Steve Hemingway (Vice-Chairman), Clare Billing, Bill Davidson, Jean Green, Sal Jarvis, David Leal-Bennett, Ben Lewis, Sandra Lunn, Paul Marment, Gerald Morris, M.R.M. Muir, Janine Paterson, Frank Radcliffe, Mike Rice and Deborah Segalini).

[Substitutes: Councillors Alan Bardett, John Bishop, John Booth, S.K. Jarvis, Ian Mantle, Alan Millard, Adrian Smith and Michael Weeks]

You are invited to attend a

## **MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

to be held in

**COUNCIL CHAMBER, COUNCIL OFFICES, GERON ROAD,  
LETCWORTH GARDEN CITY**

on

**TUESDAY, 22 MARCH 2016**

at

**7.30 p.m.**

Yours sincerely,



David Miley  
Democratic Services Manager

**AGENDA**  
**PART I**

<b>ITEM</b>	<b>PAGE</b>
<b>1. APOLOGIES FOR ABSENCE</b>	-
<b>2. MINUTES – 19 JANUARY 2015</b>	-
<p>To take as read and approve as a true record the Minutes of the meeting of the Overview and Scrutiny Committee held on 8 December 2015.</p>	
<b>3. NOTIFICATION OF OTHER BUSINESS</b>	-
<p>Members should notify the Chairman of other business which they wish to be discussed by the Committee at the end of the business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency.</p> <p>The Chairman will decide whether the item(s) raised will be considered.</p>	
<b>4. CHAIRMAN'S ANNOUNCEMENTS</b>	-
<p>Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest which requires they leave the room under Paragraph 7.4 of the Code of Conduct, can speak on the item, but must leave the room before the debate and vote.</p>	
<b>5. PUBLIC PARTICIPATION</b>	-
<p>To receive petitions, comments and questions from members of the public.</p> <p>Public participation requests received within the agreed time will be notified to Members as soon as practicable.</p> <p>Members of the public who have contributed to Task and Finish groups are invited to attend the meeting at which the report is presented.</p>	
<b>6. URGENT/GENERAL EXCEPTION ITEMS</b>	-
<p>The Chairman to report on any urgent or general exception items which required his agreement. At the time of printing the agenda, the Chairman had not agreed any urgent or general exception items.</p>	

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<b>7. CALLED-IN ITEMS</b>	<b>-</b>
<p>To consider any matters referred to the Committee for a decision in relation to a call-in of a decision. At the time of printing the agenda, no items of business had been called-in.</p>	
<b>8. PRESENTATION BY THE LEADER OF THE COUNCIL</b>	<b>-</b>
<p>To receive a presentation from Councillor Lynda Needham, Leader of the Council.</p>	
<b>9. REGULATION OF INVESTIGATORY POWERS ACT UPDATE</b>	<b>1</b>
<p>REPORT OF THE CORPORATE LEGAL MANAGER</p> <p>To update the Committee on the Council's current use of RIPA.</p>	
<b>10. PERFORMANCE INDICATOR MONITORING REPORT – THIRD QUARTER 2015/16</b>	<b>5</b>
<p>To consider the third quarter Performance Indicator Monitoring report</p>	
<b>11. PERFORMANCE MANAGEMENT MEASURES FOR 2016/17</b>	<b>15</b>
<p>REPORT OF THE STRATEGIC DIRECTOR OF FINANCE, POLICY &amp; GOVERNANCE</p> <p>To present the performance indicators (PIs) and associated targets for 2016/17, which all Members were invited to consider and challenge on 8 December 2015 at the performance workshop.</p>	
<b>12. KEY PROJECTS 2016/17</b>	<b>21</b>
<p>REPORT OF THE STRATEGIC DIRECTOR OF FINANCE, POLICY AND GOVERNANCE</p> <p>To consider the key projects delivered to support the Corporate Plan 2016/17.</p>	
<b>13. DISTRICT WIDE SURVEY 2015 – KEY FINDINGS AND ACTIONS</b>	<b>31</b>
<p>REPORT OF THE STRATEGIC DIRECTOR CUSTOMER SERVICES</p> <p>To consider the key findings and action points arising from the 2015 District Wide Survey.</p>	
<b>14. MEMBERS' QUESTIONS</b>	<b>-</b>
<p>To receive and respond to any questions from Members either set out in the agenda or tabled at the meeting.</p>	

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<p><b>15. REPORT OF THE TASK AND FINISH GROUP REPORT ON THE QUALITY OF COUNCIL REPORTS</b> REPORT OF THE SCRUTINY OFFICER</p> <p>To consider the report of the Task and Finish Group on the Quality of the Council's Reports.</p>	<p><b>47</b></p>
<p><b>16. OVERVIEW AND SCRUTINY ANNUAL REPORT</b> REPORT OF THE SCRUTINY OFFICER</p> <p>To consider the draft Annual Report to Council, which details the work of the Overview and Scrutiny Committee in 2015/16.</p>	<p><b>63</b></p>
<p><b>17. PROTOCOL FOR TASK AND FINISH GROUPS</b> REPORT OF THE SCRUTINY OFFICER</p> <p>To consider a revised protocol for Task and Finish Groups.</p>	<p><b>75</b></p>
<p><b>18. RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE</b> REPORT OF THE SCRUTINY OFFICER</p> <p>To consider the outcome of Overview and Scrutiny Committee resolutions.</p>	<p><b>87</b></p>
<p><b>19. OVERVIEW &amp; SCRUTINY COMMITTEE WORK PROGRAMME</b> REPORT OF THE SCRUTINY OFFICER</p> <p>To consider the issues that the Overview and Scrutiny Committee plans to review at future meetings and the activities of its sub-groups.</p>	<p><b>99</b></p>
<p><b>20. COMMUNITY CENTRE LEASES AND AUDIT OUTCOMES</b> REPORT OF THE HEAD OF POLICY AND COMMUNITY SERVICES</p> <p>To consider the final report and two recommendations arising from the Shared Internal Audit Service (SIAS) review of Community Centre Lease renewals and summarise the current position reached in negotiations for renewal of leases of NHDC owned properties.</p>	<p><b>TO BE CIRCULATED SEPERATELY</b></p>
<p><b>21. EXCLUSION OF PRESS AND PUBLIC</b></p> <p>To consider passing the following resolution:</p> <p>That under Section 100A of the Local Government Act 1972, the Press and Public be excluded from the meeting on the grounds that the following report(s) will involve the likely disclosure of exempt information as defined in the relevant Paragraph(s) of Part I of Schedule 12A of the said Act. The relevant Paragraph(s) is/are as set out on the first page of each report.</p>	<p><b>-</b></p>

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- 22. COMMUNITY CENTRE LEASES AND AUDIT OUTCOMES  
REPORT OF THE HEAD OF POLICY AND COMMUNITY  
SERVICES**

**TO BE  
CIRCULATED  
SEPERATELY**

To consider the final report and two recommendations arising from the Shared Internal Audit Service (SIAS) review of Community Centre Lease renewals and summarise the current position reached in negotiations for renewal of leases of NHDC owned properties.

**The Overview and Scrutiny Committee Meetings for the Civic Year  
2016 – 2017 will be held on:**

**7 June 2016**

**19 July 2016**

**20 September 2016**

**13 December 2016**

**17 January 2017**

**21 March 2017**