

RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE: 07 JUNE 2016

Part 1: Outstanding Resolutions

Ref	Resolution	Response/Outcome	State of Play
Min 15 Jun 13	<p>Grant Aid That, once reviewed, the document presented to the Task and Finish group on the Council's Grant Process and Related Community Benefit entitled Grants from North Hertfordshire District Council (or a suitable web link to the document) be circulated to all Members of the Council.</p> <p>Recommendations of the Task and Finish Group</p> <ol style="list-style-type: none"> 1. The Council (or its area committees) should consider giving more direction on the priorities for grants, perhaps by setting clearer priorities and reviewing these regularly. 2. The Council should review its grants guidance notes to make sure they are fit for purpose and user friendly. 3. Officers should make clear reference to the appropriate guidance note when making recommendations to area committees when they are considering grant applications. 4. Area committees should check whether grants have achieved the objective for which they were originally intended by receiving a formal annual report or similar from the CDO on the outcome of projects. 5. Cabinet (or a relevant portfolio holder) should monitor whether recipients of grants covered by major MoUs have achieved their 	<p>A report on the Grants Policy review was presented to the Committee at its meeting in July 2014. There are a number of further changes needed before the guidance notes are finalised and can be circulated to members.</p> <p>This item is on the Committee's agenda for June 2016</p>	In hand.

	<p>objectives and consider whether there should be closer member oversight through the Overview and Scrutiny Committee and/or a member working group.</p> <p>6. The role of NHDC appointees should be made clearer by means of a formal briefing note to such individuals and they should have a more prominent role in reporting back to the Council on the performance of major grant recipients. The mechanism for them doing so should be clearer.</p> <p>7 - There should be provision to award a new district-wide grant, and Cabinet should ask the Head of Policy and Community Services to investigate the practicalities of district-wide funding and report back to the Overview and Scrutiny Committee in due course.</p> <p>8. Minor MoUs should be reviewed within the scope of the other recommendations made in this report.</p> <p>9. The Council should review the designation of district wide and committee specific grants governed by MoUs to ensure they are correctly allocated.</p> <p>10. The allocation of grants to area committees should be updated to reflect the latest census data.</p> <p>11. Cabinet should consider the terms of reference of the Rural Grants Fund to take into account the ability of parishes to raise more funds through their local precept.</p> <p>12 - The administration of the Rural Grants Fund should remain unchanged for two years, at which time Cabinet should consider</p>		
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	<p>whether it should be re-distributed into the relevant area committee budgets.</p> <p>13. The Council should calculate the actual and notional benefits which are given to community groups in addition to grant aid; and these figures should be made available to councillors when organisations apply for assistance from the council.</p> <p>14. Wherever possible area committees should be made aware of contemporaneous applications to other grant awarding bodies when considering applications. The application form should ensure this aspect is covered.</p> <p>15. Cabinet should consider whether area committees, with the support of the Community Development Team, might be better placed to identify projects which could be funded by section 106 monies and unilateral undertakings.</p>		
<p>Min 71 Dec 14</p> <p>Min 87 Jan 15</p>	<p>Hitchin Town Hall That, once matters regarding the Development Agreement between North Hertfordshire District Council and Hitchin Town Hall Limited had progressed, a further report be prepared for consideration by the Overview and Scrutiny Committee;</p> <p style="text-align: center;">and</p> <p>That the following items on the Forward Plan be considered by the Overview and Scrutiny Committee: North Hertfordshire Museum and Hitchin Town Hall Contractual Obligations, due to be considered by Cabinet at a date to be arranged.</p>	<p>An update report was presented to Council on 3 September 2015. An earlier update was circulated via an Information Note in MIS on 28 August 2015. Further reports were presented to Council on 21 January and 19 May 2016.</p>	<p>Pending</p>
<p>Min 85 Jan 15</p>	<p>Common Housing Allocation Scheme That the Head of Housing and Public Protection be requested to</p>	<p>This will be addressed when the Portfolio Holder for</p>	<p>In hand</p>

	provide a further update on the implementation of the Common Housing Allocation Scheme, including equalities information in 12 months time.	Housing and Environmental Health attends the Committee in July 2016.	
Min 99 Mar 15	Performance Indicator Monitoring Report – Third Quarter 2014 – 2015 That the Portfolio Holder for Housing and Environmental Health be invited to address the Committee, in particular regarding homelessness.	Noted. The Portfolio Holder for Housing and Environmental Health will attend the Committee’s meeting in July 2016.	In hand
Min 50 Sept 15	Task and Finish Group on the Commercialisation of Council Services That the Task and Finish Group on Recharges be requested to consider the comments made by this Task and Finish Group regarding the constraints that recharging can cause. That the Task and Finish Group report on the Commercialisation of Council Services and the appended recommendations be approved and considered by Cabinet on 10 November 2015; <u>Recommendations</u> 1. The Council should appoint a senior commercial manager to lead and coordinate its commercial activities; and to identify and develop new commercial opportunities. 2. The Council should appoint a high level commercial board comprised of councillors, officers and others with commercial experience. The board can advise the Cabinet about the feasibility of commercial opportunities and review the performance of existing ones.	Noted by the Scrutiny Officer Cabinet resolved: 1. That the report on Commercialisation of Council Services be noted, and the Task and Finish Group be thanked for their work; 2. That the Council should continue to pursue income generation opportunities where it has the skills, experience and resources to do so. These should be compatible with the Council’s Strategic Objectives and at a level of risk which would not threaten the Council’s core services in the event of an enterprise’s failure; 3. That the Council should review its assets to understand whether any of them could be used for commercial purposes, including property development;	In hand Not on Cabinet’s agenda for June 2016. The Committee will revisit this issue once it has been considered by Cabinet.

	<p>3. The Council should pursue income generation opportunities where it has the skills, experience and resources to do so. These should be compatible with the Council’s strategic objectives, and at a level of risk which would not threaten the Council’s core services in the event of an enterprise’s failure.</p> <p>4. The Council should explore the possibilities of property investment as a means of generating revenue.</p> <p>5. The Council should use the expertise of its strategic partners to help manage its property portfolio.</p> <p>6. The Council should review its assets register to understand whether any of them could be used for property development or other commercial purposes.</p> <p>7. Commercial activities should bear the true cost - but no more than that – of any support they receive from the Council.</p> <p>8. The Council should review its training programmes for senior and other key staff to include more commercial training, networking and mentoring activities.</p> <p>9. The Council should have a scheme that recognises officers who make useful commercialisation proposals or make significant contributions to their success.</p>	<p>4. That a Project Board be established, to advise the Cabinet on the best method for this Council to deliver the opportunities identified in Resolutions (2) and (3) above and further consider the recommendations identified in the Task and Finish Group report on Commercialisation of Council Services; and</p> <p>5. That the Project Board will present its recommendations to Cabinet at its regular meeting in June 2016.</p>	
<p>Min 84 Jan 16</p>	<p>Comments, Compliments and Complaints (3Cs) Half Year Update – April To September 2015 That the Strategic Director of Customer Services be requested to circulate information regarding the following to all Members and substitutes of this Committee:</p>	<p>The Customer Services Manager sent an MIS note to Members both via email and in MIS detailing all of the information requested.</p>	<p>Complete</p>

	<ul style="list-style-type: none"> • Text alerts; • Telephone number for non business contact; • NHDC Twitter account; • NHDC Facebook account; 		
Min 98 Mar 16	<p>Performance Indicator Monitoring Report – Third Quarter 2015/16</p> <p>That the Strategic Director of Customer Services be requested to provide information regarding national recycling figures and circulate this information to all Members of the Committee;</p>	This information was provided by email to Councillor Segalini and Councillor Henry on 11 April 2016.	Committee to note
Min 99 Mar 16	<p>Performance Management Measures for 2016/17</p> <p>That the Performance Indicators and associated targets to be monitored throughout 2016/17 be approved;</p> <p>That the current system of agreeing and monitoring performance management measures continue until the recommendations of the proposed Task and Finish Group on Performance Indicators could be evaluated.</p>	<p>Cabinet resolved:</p> <p>(1) That the Performance Indicators and associated targets be monitored by Executive Members and Overview and Scrutiny throughout 2016/17; and</p> <p>(2) That the current system of monitoring performance management measures continues until the recommendations of the proposed Task and Finish Group on Performance Indicators could be evaluated.</p>	Committee to note
Min 101 Mar 16	<p>District Wide Survey 2015 – Key Findings and Actions</p> <p>That the Scrutiny Officer be requested to include a Task and Finish Group on the urban / rural divide for consideration in the Work Programme for 2016/17;</p> <p>That the Strategic Director of Customer Services be requested to include information about complaints received regarding contact with the Council in the next 3Cs report.</p>	<p>Added to the Work Programme</p> <p>This item is on the Committee’s agenda for July 2016</p>	<p>Complete</p> <p>In hand</p>

<p>Min 103 Mar 16</p>	<p>Report of the Task and Finish Group Report on the Quality of Council Reports</p> <p>That recommendations of the Task and Finish Group on the Quality of Council Reports be supported and referred to Cabinet for consideration on 14 June 2016;</p> <p>That the Scrutiny Officer be requested to actively report back to this Committee on the decision of Cabinet and be requested to request that Cabinet set proposed timescales for implementation.</p> <p>Recommendation of the Task and Finish Group</p> <ol style="list-style-type: none"> 1. The Council should review its report template and consider adopting the features of the alternative report template in Annex 1. 2. Reports should clearly state their purpose. 3. Reports should include timelines showing financial and timetable changes for projects. 4. The Council should be mindful of the burden of producing reports and consider doing so only when decisions are required. Reports should not be used to brief members unless there is a compelling reason for it. 5. The Council should introduce a document management system to enable proper tracking, management and storage of documents. 6. There is a need for training to encourage both plainer English and for officers to better understand the purpose of reports. 	<p>The report will be presented to Cabinet on 14 June 2016 Cabinet will consider the recommendations and if they are agreed, the Lead Officer will draft an Action Plan for their implementation.</p> <p>The Scrutiny Officer will report back to the Committee in July 2016.</p>	<p>Committee to note</p>

	7. The Council should trial the introduction of paperless reports with a view to introducing paperless reports for all 49 councillors.		
Min 104 Mar 16	<p>Overview and Scrutiny Committee Annual Report</p> <p>That the following future task and finish groups be included in the Annual Report of the Overview and Scrutiny Committee:</p> <ul style="list-style-type: none"> • How Contracts are awarded; • The Management of Risk. 	These have been added to the Work Programme	Complete
Min 105 Mar 16	<p>Protocol for Task And Finish Groups</p> <p>That, in Paragraph 8 of the Principle for Task and Finish Groups, the words “addendum parallel report” be replaced with “additional parallel report”;</p>	This has been amended as requested	Complete
Min 108 Mar 16	<p>Community Centre Leases and Audit Outcomes</p> <p><i>Recommended To Cabinet:</i></p> <ol style="list-style-type: none"> 1. That Cabinet agree a resolution which enables investment in necessary works to Community Centres to take place to ensure facilities are in a reasonable standard of repair for lease negotiations to progress; 2. That officers be requested to progress lease negotiations in accordance with the agreed policy where possible, but that in the event of failure to do so, Cabinet consider changing the agreed policy. 3. That, throughout lease discussions, Cabinet should advise officers to pay due consideration to the guiding principles 	<p>Cabinet accept Recommendations (1) and (3) from the Committee, but rejected Recommendations (2) and (4). Cabinet accepted a proposal to carry out a final round of discussions and negotiations with the Community Centre organisations.</p> <p>Cabinet resolved:</p> <ol style="list-style-type: none"> (1) That ways should be sought of enabling investment in necessary works to Community Centres to take place to ensure facilities are in a reasonable standard of repair for lease negotiations to progress; (2) That, throughout lease discussions, officers be 	Committee to note

	<p>suggested by the Overview and Scrutiny Committee to ensure that the social and community benefits afforded by community centres are evaluated alongside any benefit derived from securing a full repairing or alternative lease arrangement.</p> <p>4. That subject to Cabinet agreement of recommendations (1) to (3) above, implementation should not be to the detriment of achieving the deadline of September 2016.</p>	<p>advised to pay due consideration to the guiding principles suggested by the Overview and Scrutiny Committee to ensure that the social and community benefits afforded by community centres are evaluated alongside any benefit derived from securing a full repairing or alternative lease arrangement;</p> <p>(3) That authority to agree the precise terms of any leases to be taken forward be delegated to the Strategic Director of Finance, Policy and Governance, in consultation with the Executive Members for Finance & IT and Community Engagement & Rural Affairs, and that these Members, together with appropriate officers, continue with discussions with the Community Centre organisations with a view to offering them a package for the new leases which broadly complies with the existing policy on Community Halls and which can be agreed by both parties; and</p> <p>(4) That the deadline for the conclusion of the discussions/negotiations referred to in Resolution (4) above be fixed as August 2016, and if no agreement between the parties is reached by then, the matter be reported back to Cabinet.</p>	
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Part 2: Ongoing Resolutions

Ref	Resolution
Min 13 June 2012	Corporate Priorities That the Finance and Risk Manager provide comprehensive comments on exceptions in future reports.
Min 17 June 2012	Executive members That the Scrutiny Officer request that Portfolio Holders circulate a brief overview of their presentation to all members of the Overview and Scrutiny Committee prior to the meeting;
Min 39 July 15	That the Scrutiny Officer be requested to ensure that each Executive Member includes some performance data in their presentations.
Min 27 July 2012	Resolutions Report That the Scrutiny Officer identify in future reports which resolutions are considered by Cabinet and which are referred to officers; That the Scrutiny Officer ensure no further actions could be taken regarding a resolution before marking it as completed;
Minute 29 July 2012	Scoping Documents That the Scrutiny Officer includes a heading entitled "Community Engagement" on all future scoping documents to ensure outcomes for the public are considered.
Min 78 Jan 13	That the scope of future task and finish groups include a "green" element wherever possible.
Min 72 Jan 13	Updates That updates be circulated to all Members of the Committee and, should any Members feel that discussion is needed, they contact the Chairman to ask for an item to be placed on the next agenda;
Min 10 Jun 13	Regulation of Investigatory Powers Act That the Acting Corporate Legal Manager be requested to include more detail in future update reports such as circumstances that led to authorisations being sought and reasons for authorisations not being used.

Min 11 Jun 13	Safeguarding That the Head of Policy and Community Services be requested to provide an update on Safeguarding Performance annually.
Min 14 Jun 13	Performance Indicator Reports That the Performance and Risk Manager be requested to include details of the number of homeless people that NHDC were able to help in future Performance Indicator reports.
Min 39 July 15	That the Performance and Risk Manager be requested to continue to provide regular Performance Indicator Monitoring reports although attendance at each meeting may not be required;
Min 25 July 13	Call Ins That the Committee and Member Services Officer be requested to circulate any call-in request with the agenda in future.
Min 29 July 13	Monitoring Report on Projects in the Priorities for the District 2012/13 That future monitoring of projects in the Priorities for the District reports be considered by the Overview and Scrutiny Committee with exceptions being referred to Cabinet.
Min 57 Dec 14	That the Performance and Risk Manager be requested to include key target dates in future reports;