

## RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE: 19 JULY 2016

### Part 1: Outstanding Resolutions

Ref	Resolution	Response/Outcome	State of Play
Min 15 Jun 13	<p><b>Grant Aid</b></p> <p>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>Cabinet adopted a new Grants Policy at its meeting in June 2016. The Policy will be loaded onto the grants page and members informed of its location through the Members' Information Service.</p>	In hand
Min 71 Dec 14	<p><b>Hitchin Town Hall</b></p> <p>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>There have been a number of reports and Information Notes on this topic.</p> <p>At Annual Council on 19 May 2016, the Chairman of the Overview and Scrutiny Committee gave an undertaking that a task and finish group would examine the handling of the project once it has been completed. This has been added to the task and finish group work programme.</p>	Committee to note
Min 87 Jan 15	<p><b>Common Housing Allocation Scheme</b></p> <p>That the Head of Housing and Public Protection be requested to provide a further update on the implementation of the Common Housing Allocation Scheme, including equalities information in 12 months time.</p>	<p>This will be addressed when the Portfolio Holder for Housing and Environmental Health attends the Committee in July 2016.</p>	In hand

<p>Min 99 Mar 15</p>	<p><b>Performance Indicator Monitoring Report – Third Quarter 2014 – 2015</b> That the Portfolio Holder for Housing and Environmental Health be invited to address the Committee, in particular regarding homelessness.</p>	<p>Noted. The Portfolio Holder for Housing and Environmental Health will attend the Committee’s meeting in July 2016.</p>	<p>In hand</p>
<p>Min 50 Sept 15</p>	<p><b>Task and Finish Group on the Commercialisation of Council Services</b>  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.  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</p>	<p>Noted by the Scrutiny Officer  <b>Cabinet resolved:</b> 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;  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)</p>	<p>In hand  Not on Cabinet’s agenda for July 2016. The Committee will revisit this issue once it has been considered by Cabinet.</p>

	<p>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>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 98 Mar 16</p>	<p><b>Performance Indicator Monitoring Report – Third Quarter 2015/16</b></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>	<p>Information was provided by email to Councillor Segalini and Councillor Henry on 11 April 2016. A narrative on this topic will be provided in the next 3Cs report in July 2016.</p>	<p>Pending</p>

<p>Min 103 Mar 16</p>	<p><b>Report of the Task and Finish Group Report on the Quality of Council Reports</b></p> <p><b>Recommendation of the Task and Finish Group</b></p> <ol style="list-style-type: none"> <li>1. The Council should review its report template and consider adopting the features of the alternative report template in Annex 1.</li> <li>2. Reports should clearly state their purpose.</li> <li>3. Reports should include timelines showing financial and timetable changes for projects.</li> <li>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.</li> <li>5. The Council should introduce a document management system to enable proper tracking, management and storage of documents.</li> <li>6. There is a need for training to encourage both plainer English and for officers to better understand the purpose of reports.</li> <li>7. The Council should trial the introduction of paperless reports with a view to introducing paperless reports for all 49 councillors.</li> </ol>	<p><i>Cabinet agreed:</i></p> <ol style="list-style-type: none"> <li>1. That the Council's report template be reviewed but not necessarily adopting the features of the template annexed to the Task and Finish Group's report;</li> <li>2. That reports should clearly state their purpose;</li> <li>3. That reports should include timelines showing financial and timetable changes for projects;</li> <li>4. That 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, such as when legal requirements dictate that Members are kept informed of certain issues;</li> <li>5. That the Council should introduce a document management system to enable proper tracking, management and storage of documents;</li> <li>6. That there is a need for training to encourage both plainer English, correct number formatting, and for officers to better understand the purpose of reports;</li> <li>7. That the introduction of paperless reports be trialled, with a view to introducing paperless reports for all 49 councillors, but that Members still retain an option to</li> </ol>	<p>Committee to note</p>
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	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.	receive paper copies of reports; and  The lead officer will draft an action plan to take forward the recommendations and report back to the Committee.	
Min 8 June 16	<b>Presentation by Cllr Bernard Lovewell</b> That the Committee and Member Services Officer be requested to circulate the slides accompanying this presentation to all members and substitutes of the Committee.	This has been circulated to members	Complete
Min 10 June 16	<b>Review of Grants and Grants Policy</b> <b>Resolved:</b> That the Strategic Director of Finance, Policy and Governance be requested to circulate to all Members of the Committee the following information: <ul style="list-style-type: none"> <li>• How much was the amount of the MoU granted to the Stevenage and North Herts Women's Resource Centre;</li> <li>• How many women from North Hertfordshire used the Stevenage and North Herts Women's Resource Centre.</li> </ul> <p>That, when a new policy is adopted, a Task and Finish Group to investigate the impact of the Policy on community groups be scheduled into the work programme to which area committees will be asked to contribute.</p> <p><b>Recommended to Cabinet:</b> That the Grants Policy should be redrafted in a more positive manner and should lay out what NHDC wanted to achieve and link this to the Corporate Priorities;</p>	Passed to the Strategic Director of Finance, Policy and Governance Norma Atlay for action          The Scrutiny Officer has add this to the work programme	Pending          Complete
		<b>Rejected:</b> The Executive Member for Community Engagement and Rural Affairs, Cllr Hunter, stated that re-drafting of the Policy may be required at some point in terms of linkages to Corporate Priorities, although such linkages may be achieved through some form of	

	<p>That, if Cabinet should decide to implement this policy, they be requested to undertake a full review in 12 months time.</p> <p>That the legal implications specifically regarding cessation of funding to Stevenage and North Herts Women's Resource Centre and North Herts Minority Ethnic Forum be checked and recorded;</p>	<p>over-arching policy. He was keen to allow the process to bed in first before undertaking any further work on the policy.</p> <p><b>Rejected:</b> Cllr Hunter considered that it may be more appropriate for the Overview and Scrutiny Committee to undertake its own review.</p> <p>Cabinet has undertaken to review the funding of both organisations before cuts are confirmed (see resolutions 5 and 9 below).</p> <p><b>Cabinet resolved:</b></p> <ol style="list-style-type: none"> <li>1. That the following proposed changes to the grants policy, criteria and processes recommended following the completion of the grants review, as listed in Appendix 1 to the report, be agreed: <ul style="list-style-type: none"> <li>• Any redirection or focus for the corporate Grants Policy be considered alongside of the Corporate Plan each year to ensure it better reflects the Council's latest policy and budgetary position;</li> <li>• Grants awarded to be in excess of £150 only, but remain subject to further review;</li> <li>• Grant applications should reflect any additional benefits an applicant gains from the authority, such as any rate relief, accommodation at less than market rent, etc.;</li> </ul> </li> <li>2. That the general Grants Policy for 2016 onwards, as attached at Appendix 1 to the report, be agreed;</li> <li>3. That it be noted that there will be further work</li> </ol>	
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		<p>required of officers during 2016/17 to:</p> <ul style="list-style-type: none"> <li>• Explore the potential of separating the receipt and process of grants from the practical, delivery work with community groups;</li> <li>• Review the role of Community officers and how they can best contribute to building capacity and sustainability in the local community;</li> <li>• Review the implications of the National Cabinet office review of local authority grant funding when published;</li> <li>• Review implications of any change to business rate relief arising from the proposal for business rate (NNDR) retention by local authorities;</li> <li>• Incorporate any changes arising from the next SIAS audit of grants, due for completion in the fourth quarter of 2016/17;</li> </ul> <p>4. That, from financial year 2017, it be agreed that the North Herts Citizens Advice Bureau and North Herts Centre for Voluntary Service receive a commitment to three yearly funding, at the present rate, under contract;</p> <p>5. That it be agreed that Sport North Herts and Stevenage and North Herts Women’s Resource Centre funding be reviewed in late 2016 to measure any benefit or impact of public health or other budget changes, and that following review the decision be taken by the Head of Policy and Community Services, in discussion with the Executive Member for Community Engagement and Rural Affairs, for grants to continue, reduce or cease funding from 2017;</p>	
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Min 11 June 16	<p><b>Community Facilities Capital Projects Funding Scheme</b> <b><i>Recommended To Cabinet:</i></b></p> <p>1. That the exclusion contained in paragraph 2.1 of the Qualifying Criteria and Implementation Process for the Community Facilities Capital Projects Funding Scheme (Appendix 1 to the report) be amended to include an explanation for this exclusion;</p> <p>2. That, subject to (1) above the recommendation contained in the report entitled Proposed Community Facilities Capital Projects Funding Scheme be supported.</p>	<p><b><i>Cabinet</i></b> decided to remove this exclusion altogether.</p> <p><b><i>Cabinet also resolved:</i></b> That the course of action for the proposed Community Facilities Capital Projects Funding Scheme set out in Sections 7 and 8 of the report and the Qualifying Criteria set out in Appendix A, be agreed;</p>	Committee to note



		<p>That, authority be delegated to the Strategic Director for Finance Policy and Governance, in discussion with the Executive Member for Community Engagement and Rural Affairs, to administer implementation of the scheme;</p> <p>That a report be presented to Cabinet in twelve months time providing information on the first year's implementation of the new funding scheme;</p> <p>That a Community Facilities Capital Projects Panel be established, comprising both urban and rural Members, but no Executive Members, to administer the new scheme.</p>	
Min 12 June 16	<p><b>Procurement of Waste and Street Cleansing Contract.</b></p> <p><b><i>Recommended to Cabinet:</i></b> That the recommendations in the report entitled Procurement of Waste and Street Cleansing Contract be supported.</p>	<p><b><i>Cabinet resolved:</i></b> That the outline scope for the Waste and Street Cleansing Contract; as described in Section 7 of the report, be agreed;</p> <p>That any changes considered necessary to the outline scope be delegated to the Head of Leisure and Environmental Services, in consultation with the Executive Member for Waste Management, Recycling and Environment; and</p> <p>That the Service Manager for Waste and Recycling develops a detailed specification and evaluation criteria for the Waste and Street Cleansing Contract, in</p>	Committee to note

		consultation with a Project Board.	
Min 16 June 16	<p><b>Grounds Maintenance Contract Procurement.</b></p> <p><i>Recommended to Cabinet:</i> That the recommendations in the report entitled Grounds Maintenance Contract Procurement be supported.</p>	<p><i>Cabinet resolved:</i> That, subject to the amendments to the Contract detailed in the Part 1 report, the recommendation of the Project Board to extend the current Grounds Maintenance Contract for a period of ten years, with a break clause at year five, be agreed.</p> <p>That, having considered the financial elements contained in the accompanying Part 2 report on the Contract, the principles in relation to the Grounds Maintenance Contract Procurement proposed within the report be supported.</p>	Committee to note

## **Part 2: Ongoing Resolutions**

<b>Ref</b>	<b>Resolution</b>
Min 13 June 2012	<b>Corporate Priorities</b> That the Finance and Risk Manager provide comprehensive comments on exceptions in future reports.
Min 17 June 2012	<b>Executive members</b> 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	<b>Resolutions Report</b> 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	<b>Scoping Documents</b> 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	<b>Updates</b> 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	<b>Regulation of Investigatory Powers Act</b> 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	<b>Safeguarding</b> That the Head of Policy and Community Services be requested to provide an update on Safeguarding Performance annually.
Min 14 Jun 13	<b>Performance Indicator Reports</b> 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	<b>Call Ins</b> That the Committee and Member Services Officer be requested to circulate any call-in request with the agenda in future.
Min 29 July 13	<b>Monitoring Report on Projects in the Priorities for the District 2012/13</b> 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;