

# Public Document Pack

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### CABINET

TUESDAY, 19TH MARCH, 2024

### SUPPLEMENTARY AGENDA

Please find attached supplementary papers relating to the above meeting, as follows:

**Agenda No    Item**

6.            **ITEMS REFERRED FROM OTHER COMMITTEES (Pages 3 - 10)**

Any Items referred from other committees will be circulated as soon as they are available.

- 6A)    Overview and Scrutiny Committee – Council Delivery Plan Q3 Update and Projects for 2024/25 – **to be considered with Item 11.**
- 6B)    Finance, Audit and Risk Committee – Third Quarter Investment Strategy (Capital and Treasury) Review 2023/24 – **to be considered with Item 12.**
- 6C)    Finance, Audit and Risk Committee – Third Quarter Revenue Budget Monitoring 2023/24 – **to be considered with Item 13.**

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<b>Item No</b>	<b>Referred from:</b>	<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>6A</b>	<b>Date:</b>	<b>12 MARCH 2024</b>
	<b>Title of item:</b>	<b>COUNCIL DELIVERY PLAN: UPDATE FOR 2023/24 AND PROJECTS FOR 2024/25</b>
<b>To be considered alongside agenda item:</b>		<b>Agenda Item 11</b>

The report considered by Overview and Scrutiny Committee at the meeting held on 12 March 2024 can be viewed here: [Agenda for Overview and Scrutiny Committee on Tuesday, 12th March, 2024, 7.30 pm | North Herts Council \(north-herts.gov.uk\)](#)

**RECOMMENDED TO CABINET:**

- (1) That Overview and Scrutiny Committee noted the progress against Council projects as set out in the Council Delivery Plan (Appendix A) including changes to milestones, performance indicators and risks, and makes any recommendations or comments to Cabinet.
- (2) That Overview and Scrutiny Committee identified any project(s) for which they would like to receive a more detailed update.
- (3) That Overview and Scrutiny Committee recommended to Cabinet the scope of the 24-25 Council Delivery Plan as detailed in paragraphs 8.8-8.10.

**REASONS FOR DECISIONS:**

- (1) The Council Delivery Plan (CDP) monitoring reports provide Overview and Scrutiny and Cabinet with an opportunity to monitor progress against the key Council projects, and understand any new issues, risks or opportunities.
- (2) Making a recommendation on the 24-25 CDP means that the Q1 report will provide the information that the Committee wants. It also helps set the priorities for the Council, as those projects that form part of the CDP will be prioritised.

*Audio recording – 11 minutes 40 seconds*

The Controls Risk & Performance Manager presented the report entitled 'Council Delivery Plan Q3 Update and Projects for 2024/25' and advised that:

- This report was the Q3 update on the Council Delivery Plan and it also included a list of projects for 2024/25, which once approved, would be reported on a quarterly basis.
- 15 projects had proposed changes to milestone dates and these changes were highlighted in yellow in Appendix A.
- The new prioritisation tool had been used to identify projects to be included in the Council Delivery Plan for 2024/25.

- As part of the moderation process, it had been determined that the Council Delivery Plan would focus on projects where there was a defined plan of how projects would be delivered which as highlighted in Table 1.
- A project met the criteria to be included in the Council Delivery Plan if it achieved 2 or more green scores against the following key criteria:
  - Impact of non-delivery
  - Council Plan alignment
  - External benefits
  - Contribution towards financial sustainability
- Projects with green lines would be included in the Council Delivery Plan, projects with orange lines might be included and all others would not be included.
- The moderation process had allowed the reduction in the number of projects from 27 to between 11 and 14 based on the current list being reported on, which would ensure quarterly updates were more focused.
- The Council Delivery Plan was a live document and projects could be added back on at any time if they met the required criteria.
- There were currently two over-arching risks for cyber security and resourcing and a new risk relating to the availability of financial resources would be added to that list.
- A quarterly update on the projects highlighting the 14 projects that had green status and 13 with amber status could be found in Appendix A.

The following Members asked questions:

- Councillor David Levett
- Councillor Ralph Muncer
- Councillor Val Bryant
- Councillor Matt Barnes

In response to questions, the Controls Risk & Performance Manager advised that:

- Matters of health inequalities working documents were not publicly available, but there were currently 3 projects being worked on between North Herts Council and Hertfordshire County Council.
- The size of the Waste contract meant that the risk remained high, but this project would be subject to a high level of project management and would be overseen by a project board.
- The experimental Traffic Regulation Orders (TRO's) for Hitchin and Royston became permanent on 18 August 2023. No further works were required regarding the TRO's in Hitchin but works in the High Street, Royston were due to take place in June 2024.
- The Enterprise Strategy had been removed from the Council Delivery Plan, but Officers would still be working on this project.
- It was hoped to be able to provide risk training for Members through video guides on SharePoint.
- The reduction in the number of projects on the Council Delivery Plan would enable Members to receive a more detailed overview of each of the remaining projects.
- Projects removed from the Council Delivery Plan would not be reported to the Committee, but investigations would still be continued into those projects.
- Other lower priority projects within service areas would not be reported through the Council Delivery Plan, but work would continue on them. They would only be ceased if resources were scarce and a decision had been made to remove it.
- The Committee had the right to call in a Member and to bring an item to Overview and Scrutiny where there was a concern.

- Recruitment and retention of staff was an ongoing concern and an update from Human Resources would be included in the next report.
- Performance indicators only started once a project was up and running.

In response to questions, the Democratic Services Manager agreed to look into providing training on Pentana and Ideagen for new and current Members of the Overview and Scrutiny Committee, to enable Members to gain more in depth understanding of the Council Delivery Plan. The Committee agreed that any training sessions should be carried out prior to the start of an evening Committee meeting.

The following Members took part in a debate:

- Councillor David Levett
- Councillor Ralph Muncer

Points raised in the debate included:

- The new Waste contract commenced in May 2025 and this would need to be significantly prioritised for correct monitoring.
- The Committee should have oversight of all projects of the Council, rather than just those being reported in the Council Delivery Plan.

Councillor Matt Barnes proposed and Councillor Dominic Griffiths seconded and following a vote, it was:

**RESOLVED:**

- (1) That the Committee noted the progress against Council projects as set out in the Council Delivery Plan (Appendix A) including changes to milestones, performance indicators and risks, and makes any recommendations or comments to Cabinet.
- (2) That the Committee identified any project(s) for which they would like to receive a more detailed update.
- (3) That the Committee recommended to Cabinet the scope of the 24-25 Council Delivery Plan as detailed in paragraphs 8.8-8.10.

**REASONS FOR DECISIONS:**

- (1) The Council Delivery Plan (CDP) monitoring reports provide Overview and Scrutiny and Cabinet with an opportunity to monitor progress against the key Council projects, and understand any new issues, risks or opportunities.
- (2) Making a recommendation on the 24-25 CDP means that the Q1 report will provide the information that the Committee wants. It also helps set the priorities for the Council, as those projects that form part of the CDP will be prioritised.

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<b>Item No</b>	<b>Referred from:</b>	<b>FINANCE, AUDIT &amp; RISK COMMITTEE</b>
<b>6B</b>	<b>Date:</b>	<b>13 MARCH 2024</b>
	<b>Title of item:</b>	<b>THIRD QUARTER INVESTMENT STRATEGY (CAPITAL AND TREASURY) REVIEW 2023-24</b>
<b>To be considered alongside agenda item:</b>		<b>ITEM 12</b>

The report considered by the Finance, Audit & Risk Committee at the meeting held on 13 March 2024 can be viewed here: [Agenda for Finance, Audit and Risk Committee on Wednesday, 13th March, 2024, 7.30 pm | North Herts Council \(north-herts.gov.uk\)](#)

**RECOMMENDATIONS TO CABINET:**

- (1) That Cabinet notes the forecast expenditure of £6.521M in 2023/24 on the capital programme, paragraph 8.3 refers.
- (2) That Cabinet approves the adjustments to the capital programme for 2023/24 onwards, as a result of the revised timetable of schemes detailed in table 2 and 3, increasing the estimated spend in 2024/25 by £0.960M.
- (3) That Cabinet notes the position of the availability of capital resources, as detailed in table 4 paragraph 8.6 and the requirement to keep the capital programme under review for affordability.
- (4) Cabinet is asked to note the position of Treasury Management activity as at the end of December 2023.

**REASONS FOR RECOMMENDATIONS:**

- (1) Cabinet is required to approve adjustments to the capital programme and ensure the capital programme is fully funded.
- (2) To ensure the Council's continued compliance with CIPFA's code of practice on Treasury Management and the Local Government Act 2003 and that the Council manages its exposure to interest and capital risk.

*Audio recording – 1 hour 8 minutes and 28 seconds*

The Service Director – Resources presented the report entitled 'Third Quarter Investment Strategy (Capital and Treasury) Review 2023-24' and highlighted that:

- There were schemes that had slipped into next year 2024-25, the slippage reasons and values were highlighted in table 2 of the report.
- Table 3 of the report noted the change to the Howard Park Kiosk scheme which was approved by Full Council in February 2024.
- The funding for the capital programme was stated in table 4 of the report, and included capital receipts, Section 106 money and other grants and contributions. There was no draw down funding.

- The split of investments was highlighted in paragraph 8.11, with individual investment details in paragraph 8.12. The investments were low risk and paid good yields.

Councillor Chris Lucas proposed and Councillor Tamsin Thomas seconded and, following a vote, it was:

**RESOLVED:** That the Finance, Audit and Risk Committee provided comments and recommended to Cabinet the Third Quarter Investment Strategy (Capital and Treasury) Review 2023-24.

**RECOMMENDATIONS TO CABINET:**

- (1) That Cabinet notes the forecast expenditure of £6.521M in 2023/24 on the capital programme, paragraph 8.3 refers.
- (2) That Cabinet approves the adjustments to the capital programme for 2023/24 onwards, as a result of the revised timetable of schemes detailed in table 2 and 3, increasing the estimated spend in 2024/25 by £0.960M.
- (3) That Cabinet notes the position of the availability of capital resources, as detailed in table 4 paragraph 8.6 and the requirement to keep the capital programme under review for affordability.
- (4) Cabinet is asked to note the position of Treasury Management activity as at the end of December 2023.

**REASONS FOR RECOMMENDATIONS:**

- (1) Cabinet is required to approve adjustments to the capital programme and ensure the capital programme is fully funded.
- (2) To ensure the Council's continued compliance with CIPFA's code of practice on Treasury Management and the Local Government Act 2003 and that the Council manages its exposure to interest and capital risk.



<b>Item No</b>	<b>Referred from:</b>	<b>FINANCE, AUDIT &amp; RISK COMMITTEE</b>
<b>6C</b>	<b>Date:</b>	<b>13 MARCH 2024</b>
	<b>Title of item:</b>	<b>THIRD QUARTER REVENUE BUDGET MONITORING 2023-24</b>
<b>To be considered alongside agenda item:</b>		<b>ITEM 13</b>

The report considered by the Finance, Audit & Risk Committee at the meeting held on 13 March 2024 can be viewed here: [Agenda for Finance, Audit and Risk Committee on Wednesday, 13th March, 2024, 7.30 pm | North Herts Council \(north-herts.gov.uk\)](#)

**RECOMMENDATIONS TO CABINET:**

- (1) That Cabinet note this report.
- (2) That Cabinet approves the adjustments to the 2023/24 General Fund budget, as identified in table 3 and paragraph 8.2, a £415k decrease in net expenditure.
- (3) That Cabinet approves the changes to the 2024/25 General Fund budget, as identified in table 3 and paragraph 8.2, a total £411k increase in net expenditure.

**REASON FOR RECOMMENDATIONS:**

- (1) Members are able to monitor, make adjustments within the overall budgetary framework and request appropriate action of Services who do not meet the budget targets set as part of the Corporate Business Planning process.

Audio recording – 1 hour 11 minutes 43 seconds

The Service Director – Resources presented the report entitled ‘Third Quarter Revenue Budget Monitoring 2023-24’ and highlighted that:

- The revenue budget movement to the end of December 2023 was highlighted in table 3 of the report.
- There were various staff underspends that related to unfilled roles, part of the underspend had been used for temporary staff and for some of the remaining it had been requested to be carried over into later years.
- There had been an increase in fly tipping and this had put pressure on the budget.
- The details and savings of the carried forward budget were indicated in table 3 of the report.
- The corporate financial health indicators were detailed in table 4 of the report and this highlighted 4 red indicators and 2 green indicators. It was unlikely that these would change before year end.

The following Members asked questions:

- Councillor Tamsin Thomas
- Councillor Chris Lucas
- Councillor Tom Plater

In response to questions the Service Director – Resources stated that:

- There had been an increase of fly tipping incidents and the associated costs of clearing the area. More details would be supplied outside the meeting.
- The Parking Enforcement team generally issued more PCN's when they were fully staffed and would target hot spots for bad parking. A penalty notice could only be issued if there were incidents of bad parking.
- There would be a new Leisure contractor in April 2024, it was expected after some bedding time that the usage would then increase.

Councillor Tamsin Thomas proposed and Councillor Chris Lucas seconded and, following a vote, it was:

**RESOLVED:** That the Finance, Audit and Risk Committee provided comments and recommended to Cabinet the Third Quarter Revenue Budget Monitoring 2023-24.

**RECOMMENDATIONS TO CABINET:**

- (1) That Cabinet note this report.
- (2) That Cabinet approves the adjustments to the 2023/24 General Fund budget, as identified in table 3 and paragraph 8.2, a £415k decrease in net expenditure.
- (3) That Cabinet approves the changes to the 2024/25 General Fund budget, as identified in table 3 and paragraph 8.2, a total £411k increase in net expenditure.

**REASON FOR RECOMMENDATIONS:** Members are able to monitor, make adjustments within the overall budgetary framework and request appropriate action of Services who do not meet the budget targets set as part of the Corporate Business Planning process.