

# Public Document Pack

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### OVERVIEW AND SCRUTINY COMMITTEE

TUESDAY, 16TH JULY, 2019

### SUPPLEMENTARY AGENDA

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

<b>Agenda No</b>	<b>Item</b>
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| 2. | <b><u>MINUTES - 4 JUNE 2019</u></b> (Pages 3 - 10) |
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To take as read and approve as a true record the minutes of the meeting of this Committee held on the 4 June 2019.

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# Agenda Item 2

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### OVERVIEW AND SCRUTINY COMMITTEE

MEETING HELD IN THE COUNCIL CHAMBER, COUNCIL OFFICES,  
GERNON ROAD, LETCHWORTH GARDEN CITY  
ON TUESDAY, 4TH JUNE, 2019 AT 7.30 PM

#### MINUTES

**Present:** *Councillors David Levett (Chairman), Kate Aspinwall (Vice-Chairman), Val Bryant, Sam Collins, George Davies, Terry Hone, Tony Hunter, Lisa Nash, Sue Ngwala, Helen Oliver, Adem Ruggiero-Cakir, Carol Stanier, Tom Tyson and Morgan Derbyshire (In place of Claire Strong)*

**In Attendance:** *Councillor Martin Stears-Handscomb (Leader of the Council), Rachel Cooper (Controls, Risk and Performance Manager), Kirstie Wilson (Temporary Scrutiny Officer) and Hilary Dineen (Committee, Member and Scrutiny Manager)*

**Also Present:** *At the commencement of the meeting approximately 4 members of the public.*

#### 1 APOLOGIES FOR ABSENCE

*Audio Recording – Start of Item – 1 minute 43 seconds*

Apologies for absence were received from Councillors Claire Strong,

Having given due notice Councillor Morgan Derbyshire advised that he would be substituting for Councillor Strong.

#### 2 MINUTES - 22 JANUARY 2019

*Audio Recording – Start of Item – 1 minute 54 seconds*

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 22 January 2018 be approved as a true record of the proceedings and be signed by the Chairman.

#### 3 MINUTES - 19 MARCH 2019

*Audio recording – Start of Item – 2 minutes 13 seconds*

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 19 March 2019 be approved as a true record of the proceedings and be signed by the Chairman.

#### 4 NOTIFICATION OF OTHER BUSINESS

*Audio Recording – Start of Item – 2 minutes 20 seconds*

There was no other business notified.

## 5 CHAIRMAN'S ANNOUNCEMENTS

*Audio recording – Start of Item – 2 minutes 24 seconds*

- (1) The Chairman welcomed everyone to the first meeting of the Committee this Civic Year;
- (2) The Chairman welcomed the new members of the Committee: Councillors Val Bryant, George Davies, Simon Harwood, Terry Hone, Tony Hunter, Jim McNally, Lisa Nash, Sue Ngwala, Adem Ruggiero-Cakir, Carol Stanier, Claire Strong and Tom Tyson;
- (3) The Chairman welcomed the new substitutes of the Committee: Councillors Morgan Derbyshire, Ian Mantle, Sam North and Kay Tart;
- (4) The Chairman welcomed back to the Committee, either as members or substitutes: Councillors Kate Aspinwall, Sam Collins, Bill Davidson. Gerald Morris and Helen Oliver
- (5) The Chairman thanked those who were no longer members of the Committee: Councillors Cathryn Henry (Chairman), Elizabeth Dennis-Harburg (Vice-Chairman), Ian Albert, Steve Deakin-Davies, Jean Green, Steve Jarvis, Ben Lewis, Ian Moody, Michael Muir, Janine Paterson, Mike Rice, Val Shanley and Martin Stears-Handscorn.
- (6) The Chairman announced that Members of the public and the press may use their devices to film/photograph, or do a sound recording of the meeting, but she asked them to not use flash and to disable any beeps or other sound notifications that emitted from their devices. In addition, the Chairman had arranged for the sound at this particular meeting to be recorded;
- (7) The Chairman reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question;
- (8) The Chairman asked that, for the benefit of any members of the public present at the meeting, Officers announce their name and their designation to the meeting when invited to speak;
- (9) The Chairman advised that the Committee would be different from last year and there were a number of changes including a new Administration for the Council;
- (10) The Chairman advised that Statutory Guidance for Overview and Scrutiny in Local and Combined Authorities had been published in May 2019 and drew attention to the definition of Scrutiny.

**RESOLVED:** That the Statutory Guidance for Overview and Scrutiny in Local and Combined Authorities be circulated to all Members and Substitutes of the Committee.

## 6 PUBLIC PARTICIPATION

*Audio recording – Start of Item – 7 minutes 2 seconds*

There was no public participation.

## 7 URGENT AND GENERAL EXCEPTION ITEMS

*Audio recording – Start of Item – 7 minutes 6 seconds*

No urgent or general exception items were received.

**8 CALLED-IN ITEMS**

*Audio recording – Start of Item – 7 minutes 9 seconds*

Since the last meeting, no decisions had been called-in by the Overview and Scrutiny Committee.

**9 MEMBERS' QUESTIONS**

*Audio recording – Start of Item – 7 minutes 14 seconds*

No questions had been submitted.

**10 2018-19 YEAR END PERFORMANCE INDICATOR MONITORING REPORT**

*Audio recording – Start of Item – 7 minutes 25 seconds*

The Controls, Risk and Performance Manager presented the report of the Service Director – Resources entitled 2018-19 Year End Performance Indicator Monitoring.

She advised that the report would be circulated to all Members and Substitutes of the Committee one month before the meeting to give the opportunity to invite Officers or Executive Members to the meeting to discuss a particular subject.

The following Members took part in the debate and asked questions:

- Councillor David Levett;
- Councillor Lisa Nash;
- Councillor Helen Oliver;
- Councillor Sue Ngwala;
- Councillor Kate Aspinwall;
- Councillor Tony Hunter.

**RESOLVED:**

- (1) That the report entitled 2018-19 Performance Indicator Monitoring be noted;
- (2) That the Controls, Risk and Performance Manager be requested to circulate the link to the full Waste Performance breakdown to all Members and Substitutes of the Committee;
- (3) That the Controls, Risk and Performance Manager be requested to identify a date when data will be available for REG 1 and 2;
- (4) That a target must be set regarding REG 1 and 2, based on the data available and the direction of travel at the next target setting review;
- (5) That the Chairman be requested to discuss sickness data with the Head of Paid Service with the aim of identifying what breakdown of figures would be available to the Committee and to identify any problem areas and the reasons for those issues.

**REASON FOR DECISIONS:** To enable the Overview and Scrutiny Committee to review Performance Indicators in accordance with the Terms of Reference for the Committee.

11 **4TH QUARTER MONITORING REPORT ON KEY PROJECTS FOR 2018/19**

*Audio recording 23 minutes 38 seconds*

The Controls, Risk and Performance Manager presented the report entitled 4<sup>th</sup> Quarter Monitoring Report on Key Projects for 2018/19 together with the following appendices:

- Appendix A - Q4 update on projects in the Corporate Plan
- Appendix B - Waste update.

There were currently 8 projects being reported of which one was red status, two were amber and the rest green.

Complete the fit out and open the North Hertfordshire Museum and Community Facility

This was a red status project. The formal opening had been delayed do as not to clash with other events in the locality.

Development of a Crematorium in North Hertfordshire

This was an amber status project. Outline planning permission had been refused by Central Bedfordshire Council. In March 2019 Cabinet approved funding to support an appeal against this decision. An external planning consultant had been employed and was putting together the appeal.

Investigating a range of options to improve use of Council assets

This was an amber status project. Work was being undertaken to set up the Local Authority Trading Company although this was taking longer than anticipated.

Waste Update

Appendix B showed the update from the Waste Manager. This had been requested by the Committee, particularly details regarding missed bins.

The following Members asked questions and took part in the debate:

- Councillor David Levett;
- Councillor Helen Oliver;
- Councillor Sam Collins;
- Councillor Kate Aspinwall.

Members were concerned that the appeal regarding the Crematorium be submitted in time and relate to the decision notice.

They were also concerned that the name of the trading company had not yet been registered and whether the procedures had been followed regarding change of Directors.

**RESOLVED:**

- (1) That delivery against the key projects for 18/19 be noted and commented on by the Overview & Scrutiny Committee;
- (2) That the Service Director – Regulatory be requested to present a report to this Committee regarding the proposed crematorium;
- (3) That the Service Director – Commercial be requested to present a report to this Committee regarding the proposed new trading company.

**REASON FOR DECISION:** To enable achievements against the key projects for 2018/19 to be considered.

## 12 OUTCOME OF OVERVIEW AND SCRUTINY COMMITTEE RESOLUTIONS

*Audio recording 36 minutes 55 seconds*

The Acting Scrutiny Officer presented the report entitled Outcome of Overview and Scrutiny Committee Resolutions and drew attention to the following:

- Jan 19 - The Council's Statement of Community Involvement (SCI);
- Mar 19 – Min 10 (2) - Policy on Debt Collection;
- Mar 19 – Min 11 (3) – Task and Finish Group on Waste;
- Mar 19 – Min 13 (2) – SIAS report regarding the Waste Contract;
- Mar 19 – Min 13 (3) – Waste Routes;
- Mar 19 – Min 13 (5) – Updates regarding waste;
- Mar 19 – Min 14 (5) – Report regarding the Crematorium.

The following Members asked questions and took part in the debate:

- Councillor Kate Aspinwall;
- Councillor David Levett;
- Councillor Sam Collins;
- Councillor Val Bryant;
- Councillor Helen Oliver;
- Councillor Terry Hone.

In respect of Jul 18 Min 28 (4) - the Committee should continue to nominate Members.

Members expressed concern that a year ago the Committee had a fulltime Scrutiny Officer and that this role had now been absorbed into Committee Services. They were concerned that the reduction in staffing resources would affect the work of the Committee.

They discussed that the annual Crime and Disorder meetings could be considered differently, such as choosing a topic to focus on.

### **RESOLVED:**

- (1) That the outcome of the Overview and Scrutiny Committee resolutions be noted;
- (2) That the Scrutiny Officer be requested to ascertain when the SIAS audit report will be available.
- (3) That the Service Director – Place be requested to supply Ward Councillors with details of changes to waste collection routes by email of relevant maps;
- (4) That the Overview and Scrutiny Committee expresses concern regarding resources available to the Committee and other areas of the Council that seem stretched. Therefore the Leader of the Council is requested to speak to the Chief Executive regarding these concerns.

**REASON FOR DECISION:** To enable the Overview and Scrutiny Committee to monitor actions following resolutions made at previous meetings.

**13 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME FOR 2019/20**

*Audio recording – Start of Item – 1 hour 0 minutes 50 seconds*

The Acting Scrutiny Officer presented the report entitled Overview and Scrutiny Work Programme for 2019/20 together with the following appendices:

- Appendix A - Work Programme for future Committee meetings:
- Appendix B - Forward Plan - 10 MAY 2019.

Hitchin Town Hall Review

- The Panel had been appointed;
- A press release had been issued inviting statements to be submitted by 14 June 2019;
- The Panel will review the statements and identify those they wish to attend the hearing to speak;
- A dedicated web page on the NHDC website had been introduced.

The Chairman advised that the Leader of the Council would make a formal presentation to the Committee in July. However he wished to make a statement to this meeting of the Committee.

Councillor Stears-Handscomb assured the Committee of the commitment of the Administration to Overview and Scrutiny and welcomes the comments of the Committee as a critical friend and to use the skills and insights of all Members of the Council as Task and Finish Groups are developed.

There will be special Cabinet meeting to seek to on the Cooperative Innovation Network, consider a Charter against Modern Slavery and to establish an Environment Panel.

Work Programme

The Committee needed to consider the Forward Plan, consider engagement, commercialisation and environmental aspects.

The Committee should prioritise its workload and ensure that the resources are available.

The following Members asked questions and took part in the debate:

- Councillor Sam Collins.

It was suggested that the report of the Hitchin Town Hall Review be presented to a special meeting of the Committee.

At the request of the Chairman, the Committee, Member and Scrutiny Manager explained the Call In process.

**RESOLVED:**

- (1) That the Overview and Scrutiny Committee Work Programme be noted;
- (2) That the Service Director – Commercial be requested to make regular presentations to this Committee regarding commercial activities;
- (3) That consideration be given to the report of the Hitchin Town Hall being presented to a special meeting of the Committee.



**Tuesday, 4th June, 2019**

***REASON FOR DECISION:*** To allow the Committee to set a work programme which Provides focussed Member oversight, encourages open debate and seeks to achieve service improvement through effective policy development and meaningful policy and service change.

The meeting closed at 8.46 pm

Chairman

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