

NORTH HERTFORDSHIRE DISTRICT COUNCIL

DECISION SHEET

Meeting of the Overview and Scrutiny Committee held in the Foundation House,
Icknield Way, Letchworth Garden City
on Tuesday, 12th December, 2017 at 7.30 pm

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bill Davidson, Elizabeth Dennis, Gerald Morris, Frank Radcliffe and Val Shanley.

Having giving due notice Councillor Martin Stears-Handscomb substituted for Councillor Dennis.

2 MINUTES - 19 SEPTEMBER 2017

RESOLVED: That the Minutes of the Meeting held on 19 September 2017 be approved as a true record of the proceedings and be signed by the Chairman.

3 MINUTES - 9 OCTOBER 2017

RESOLVED:

- (1) That the penultimate paragraph on page 3 of the Minutes of the meeting held on 9 October 2017 read:

“The Head of Leisure and Environmental Services advised that it would be difficult to have two client teams for one contract. The staff consultation process had started and a new client team would be implemented at least three months before the commencement of the contract and this team would be based at Buntingford which is the main base for the contractor. NHDC would be the administrative authority responsible for employing staff and managing the team.”

- (2) That, subject to the amendment in (1) above, the Minutes of the Meeting held on 9 October 2017 be approved as a true record of the proceedings and be signed by the Chairman.

4 MINUTES - 8 NOVEMBER 2017

RESOLVED: That the Minutes of the Meeting held on 8 November 2017 be approved as a true record of the proceedings and be signed by the Chairman.

5 NOTIFICATION OF OTHER BUSINESS

No other business was submitted for consideration by the Committee.

6 CHAIRMAN'S ANNOUNCEMENTS

- (1) The Chairman welcomed Chief Inspector Julie Wheatley, who would be giving a presentation to this Committee;
- (2) The Chairman reminded those present that, in line with Council policy, the meeting would be audio recorded;
- (3) The Chairman informed Members that there was no sound amplification and asked Members to speak loudly and clearly;

- (4) The Chairman drew attention to the item on the agenda front pages regarding Declarations of Interest and 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.

7 PUBLIC PARTICIPATION

There were no presentations by members of the public.

8 URGENT AND GENERAL EXCEPTION ITEMS

No urgent or general exception items were received.

9 CALLED-IN ITEMS

Since the last meeting the Committee had considered a Call-In of the Shared Waste Contract – Selection of Options on 9 November 2017.

10 PRESENTATION BY CHIEF INSPECTOR JULIE WHEATLEY, HERTFORDSHIRE CONSTABULARY

RESOLVED: That the Chief Executive be requested to include an item in MIS regarding the possible impact that the new regulations regarding GDPR and CCTV was having on smaller organisations such as Parish Councils and include information regarding where support can be obtained, such as the Council's CCTV company and the Information Commissioner.

REASON FOR DECISION: To provide information to organisations such as Parish Councils regarding where to receive help and guidance regarding the new regulations on CCTV.

11 REGULATION OF INVESTIGATORY POWERS ACT

RESOLVED: That the report entitled Regulation of Investigatory Powers Act – Quarterly Update be noted.

REASON FOR DECISION: To comply with best practice guidance and the Committee's terms of reference

12 SECOND QUARTER PERFORMANCE INDICATORS MONITORING REPORT 2017/18

RESOLVED:

- (1) That the second quarter 2017/18 Performance Indicators be noted:
- (2) That the Forward Plan be monitored and any policies relating to Houses in Multiple Occupation (HMO) be referred to this Committee:
- (3) That the Executive Member for Waste, Recycling and Environment be requested to consider introducing a separate Performance Indicator Target regarding the amount of garden waste collected and that this be monitored closely;
- (4) That the Controls, Risk and Performance Manager be requested to include any Performance Indicator Monitoring figure regarding the collection of garden waste on every monitoring report for at least one year;

REASON FOR DECISION: To enable the Overview and Scrutiny Committee to consider and comment on the Second Quarter Performance Indicator Monitoring Report.

13 SECOND QUARTER MONITORING REPORT ON KEY PROJECTS FOR 2017/18

RESOLVED:

- (1) That delivery against the key projects for 2017/18 be noted;
- (2) That the Controls, Risk and Performance Manager be requested to include a deadline for comment when circulating monitoring reports to Members prior to a meeting;
- (3) That the Chief Executive be requested to present a list of lessons learnt from previous projects to the next meeting of this Committee;

REASON FOR DECISION: To enable the Overview and Scrutiny Committee to consider and comment on the Second Quarter Monitoring Report on Key Projects for 2017-18.

14 MEMBERS' QUESTIONS

No questions had been submitted.

15 RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE

RESOLVED:

- (1) That the actions resulting from the resolutions of the Overview and Scrutiny Committee be noted;
- (2) That the Overview and Scrutiny Committee consider any report regarding the District Wide Parking Review, expected to be available in January 2018;
- (3) That the Chief Executive be requested to identify a method by which Members could be advised of the outcome of the work of the Project Board on Commercialisation;
- (4) That the Chief Executive be requested to consider all of the historic items reported and either provide responses or suggest other ways in which these could be moved forward and removed from the report;
- (5) That the Democratic Service Manager be advised that the Overview and Scrutiny Committee would like to trial a paperless committee meeting as soon as this option is available.

REASON FOR DECISION: To enable the Overview and Scrutiny Committee to review and monitor the progress of resolutions made.

16 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

RESOLVED:

- (1) That the Overview and Scrutiny Committee Work Programme be noted;
- (2) That the Overview and Scrutiny Committee consider the following items from the Forward Plan:
 - (i) Proposed Establishment of a Housing Company – January 2018
 - (ii) District Wide Survey 2017 – March 2018.
- (3) That the Chief Executive be requested to consider the Terms of Reference of the Overview and Scrutiny Committee in order to clarify that the Committee can consider finances when reviewing projects;

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- (4) That consideration be given to how the Overview and Scrutiny Committee can remain involved and updated regarding the discussions about a new settlement;
- (5) That the proposed review of the Community Facility at Hitchin Town Hall and District Museum be added to the "Work to be Scheduled" list.
- (6) That the Scrutiny Officer be requested to consider a diary system and method by which the Overview and Scrutiny Committee could review the recommendations of Task and Finish Groups in order to assess whether they had produced the desired effects.

REASON FOR DECISION: To enable the Overview and Scrutiny Committee to plan and carry out its workload efficiently and effectively.