

# Public Document Pack

1 December 2017

Our Ref O&S 01.12.17  
Your Ref.  
Contact. Hilary Dineen  
Direct Dial. (01462) 474353  
Email. hilary.dineen@north-herts.gov.uk

To: Members of the Committee: Councillor Cathryn Henry, Councillor Steve Hemingway, Councillor Ian Albert, Councillor Clare Billing, Councillor John Booth, Councillor Bill Davidson, Councillor Steve Deakin-Davies, Councillor Elizabeth Dennis, Councillor Jean Green, Councillor Steve Jarvis, Councillor Ben Lewis, Councillor Gerald Morris, Councillor Michael Muir, Councillor Janine Paterson, Councillor Frank Radcliffe and Councillor Valentine Shanley

Substitutes: Councillor John Bishop, Councillor Paul Clark, Councillor Simon Harwood, Councillor Terry Hone, Councillor Mike Rice, Councillor Paul Marment, Councillor Adrian Smith and Councillor Martin Stears-Handscorn

You are invited to attend a

## **MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

to be held in the

**FOUNDATION HOUSE, ICKNIELD WAY, LETCHWORTH  
GARDEN CITY**

On

**TUESDAY, 12TH DECEMBER, 2017 AT 7.30 PM**

Yours sincerely,



David Miley  
Democratic Services Manager

**Agenda**

## Part I

Item	Page
<b>1. APOLOGIES FOR ABSENCE</b>	
<b>2. MINUTES - 19 SEPTEMBER 2017</b> To take as read and approve as a true record the minutes of the meeting of this Committee held on the 19 September 2017.	
<b>3. MINUTES - 9 OCTOBER 2017</b> To take as read and approve as a true record the minutes of the meeting of this Committee held on the 9 October 2017.	
<b>4. MINUTES - 8 NOVEMBER 2017</b> To take as read and approve as a true record the minutes of the meeting of this Committee held on the 8 November 2017.	
<b>5. NOTIFICATION OF OTHER BUSINESS</b> Members should notify the Chairman of other business which they wish to be discussed by the Committee at the end of the business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency.  The Chairman will decide whether any item(s) raised will be considered.	
<b>6. CHAIRMAN'S ANNOUNCEMENTS</b> Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest which requires they leave the room under Paragraph 7.4 of the Code of Conduct, can speak on the item, but must leave the room before the debate and vote.	
<b>7. PUBLIC PARTICIPATION</b> To receive petitions and presentations from members of the public.	
<b>8. URGENT AND GENERAL EXCEPTION ITEMS</b> The Chairman to report on any urgent or general exception items which required his agreement. At the time of printing the agenda, the Chairman had not agreed any urgent or general exception items.	
<b>9. CALLED-IN ITEMS</b> To consider any matters referred to the Committee for a decision in relation to a call-in of decision. At the time of printing the agenda, no items of business had been called-in.	

- 10. PRESENTATION BY CHIEF INSPECTOR JULIE WHEATLEY, HERTFORDSHIRE CONSTABULARY**  
To receive an oral presentation from Chief Inspector Julie Wheatley, Hertfordshire Constabulary.
- 11. REGULATION OF INVESTIGATORY POWERS ACT** (Pages 1  
REPORT OF THE ACTING CORPORATE LEGAL MANAGER - 4)  
  
To receive the quarterly update regarding the Regulation of Investigatory Powers Act.
- 12. SECOND QUARTER PERFORMANCE INDICATORS MONITORING REPORT 2017/18** (Pages 5  
REPORT OF THE HEAD OF FINANCE, PERFORMANCE AND ASSET - 8)  
MANAGEMENT  
  
To consider the Performance Indicator Monitoring Report for the second quarter of 2017/18.
- 13. SECOND QUARTER MONITORING REPORT ON KEY PROJECTS FOR 2017/18** (Pages 9  
REPORT OF THE HEAD OF FINANCE, PERFORMANCE AND ASSET - 20)  
MANAGEMENT  
  
To consider the second quarter report regarding projects identified in the Corporate Plan.
- 14. MEMBERS' QUESTIONS**  
To receive and respond to any questions from Members either set out in the agenda or tabled at the meeting.
- 15. RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE** (Pages  
REPORT OF THE CHIEF EXECUTIVE 21 - 28)  
  
To consider the outcome of Overview and Scrutiny Committee resolutions.
- 16. OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME** (Pages  
REPORT OF THE CHIEF EXECUTIVE 29 - 38)  
  
To consider the issues that the Overview and Scrutiny Committee plans to review at future meetings and the activities of its sub-groups.

This page is intentionally left blank

**OVERVIEW AND SCRUTINY  
12 DECEMBER 2017**

**\*PART 1 – PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**11**

**TITLE OF REPORT: REGULATION OF INVESTIGATORY POWERS ACT**

REPORT OF: ACTING CORPORATE LEGAL MANAGER AND MONITORING OFFICER

COUNCIL PRIORITY: RESPONSIVE AND EFFICIENT

**1. EXECUTIVE SUMMARY**

1.1 This Report updates on the Council's current use of RIPA

**2. RECOMMENDATIONS**

2.2 That the content of the report be noted.

**3. REASONS FOR RECOMMENDATIONS**

3.1 To comply with best practice guidance and the Committee's terms of reference.

**4. ALTERNATIVE OPTIONS CONSIDERED**

4.1 None

**5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS**

5.1 None

**6. FORWARD PLAN**

6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

**7. BACKGROUND**

7.1 Members are referred to previous Reports of the Corporate Legal Manager. Members will recall that the Codes of Practice state that elected Members should review the local authority's use of RIPA.

## **8. RELEVANT CONSIDERATIONS**

### **Council's Use of RIPA**

- 8.1 Members may recall that it was considered that the quarterly report to Overview and Scrutiny Committee should continue even though RIPA is not currently being used, as this provides a useful mechanism to ensure that the issue of RIPA remains in the consciousness of Members (and Officers).
- 8.2 There have been no further RIPA authorisations since the last Report to the Committee. There are currently no ongoing RIPA authorisations.

## **9. LEGAL IMPLICATIONS**

- 9.1 The Overview and Scrutiny Committee's Terms of Reference and Council's Constitution at paragraph 6.2.7(r) states that it shall be entitled to consider reports relating to the authority's use of the Regulation of Investigatory Powers Act (2000) (RIPA).

## **10. FINANCIAL IMPLICATIONS**

- 10.1 There are no financial implications arising from this Report.

## **11. RISK IMPLICATIONS**

- 11.1 It is important that the Council continues to operate in accordance with RIPA to ensure that it is able to effectively manage its reputational risk whilst also exercising its legitimate evidence gathering powers in connection with enforcement activity.

## **12. EQUALITIES IMPLICATIONS**

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 The contents of this report do not directly impact on equality, in that it is not making proposals that will have a direct impact on equality of access or outcomes for diverse groups. The commencement of improvements arising from the 'Protections of Freedoms Act' strengthens existing Human Rights Legislation, protecting individuals from inappropriate levels of covert surveillance, such as that used by some authorities, featured in the national media, regarding the enforcement of school catchment areas.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1 The Social Value Act and "go local" policy do not apply to this report.

**14. HUMAN RESOURCE IMPLICATIONS**

- 14.1 The officer involvement required to comply with these statutory obligations are factored into service plans and work plans

**15. APPENDICES**

- 15.1 None.

**16. CONTACT OFFICERS**

- 16.1 Jeanette Thompson, (Acting) Corporate Legal Manager and Monitoring Officer.  
Telephone 01462 474588. E-mail address [anthony.roche@north-herts.gov.uk](mailto:anthony.roche@north-herts.gov.uk)

James Ellis, Advisory and Litigation Solicitor and Deputy Monitoring Officer, Telephone 01462 474319. E-Mail address [james.ellis@north-herts.gov.uk](mailto:james.ellis@north-herts.gov.uk)

**17. BACKGROUND PAPERS**

- 17.1 None

This page is intentionally left blank





## 2017/18 Quarter 2 PI Data

### Performance Indicators with a Monthly or Quarterly Reporting Frequency

In 2017/18, NHDC will report 19 corporate performance indicators with a monthly or quarterly reporting frequency. This report presents the **red and amber** performance indicators only and displays the latest month or quarter that officers have updated and activated on Covalent. The full report can be found on the intranet at the following location.

<http://intranet.north-herts.gov.uk/home/finance-and-procurement/performance-and-risk-management/performance-management>



Generally, performance indicator data is cumulative and represents performance between 1 April 2017 and 30 September 2017. The report will indicate if any performance indicator data relates to a different reporting period.





#### Key for the Report



Status	
	Data value has met or exceeded the target figure
	Data value has not achieved the target figure but it is within the agreed tolerance range
	Data value has not achieved the target figure and it is outside the agreed tolerance range
	Data value is for information only and a traffic light status is not applicable

Direction of Travel	
	Data value has improved compared with the same time last year
	Data value has deteriorated compared with the same time last year
	Data value has not changed compared with the same time last year

Status Summary		Direction of Travel Summary	
	8 (Q1 – 10)		11 (Q1 – 9)
	3 (Q1 – 2)		6 (Q1 – 7)
	1 (Q1 – 0)		2 (Q1 – 3)
	7 (Q1 – 7)		

Row No.	PI Code	Title	Last Update	Data Value	Target	Status	Direction of Travel	Commentary
8	LI 034	Percentage of Housing & Public Protection Service (H&PPS) programmed inspections completed	Q2 2017/18	87.2%	95.0%		 Q2 16/17 87.1%	<p>The Housing &amp; Public Protection Service completed 245 of the 281 inspections scheduled.</p> <p>Inspections not completed:</p> <ul style="list-style-type: none"> <li>- 2 Food Safety inspections</li> <li>- 5 House in Multiple Occupation (HMO) inspections</li> <li>- 1 Industrial Installations inspection</li> <li>- 2 Animal Establishments inspections</li> <li>- 1 Gambling Act 2005 inspection</li> <li>- 22 Licensing Act 2003 inspections</li> <li>- 3 Taxi Licensing inspections</li> </ul> <p>The H&amp;PPS's inspection programme is slightly behind schedule. There are a number of reasons for this but the main issue has been that the Licensing Team has been focussing on the review of and consultation on a number of key policies that need to be presented to Members over the next six months. However, the Service remains confident that the inspection target will be met at year end.</p>

Row No.	PI Code	Title	Last Update	Data Value	Target	Status	Direction of Travel	Commentary						
13	NI 157e	Percentage of all planning applications determined within the relevant statutory or agreed time periods	Q2 2017/18	80.16%	82.00%		 Q2 16/17 86.14%	<u>Majors</u> 26 out of 26 <u>Minors</u> 105 out of 122 <u>Others</u> 380 out of 498 <u>Applications not included in the categories above</u> 418 out of 513 This gives an overall figure of 80.16% (929 out of 1,159) Increased workload and staff turnover affected performance, especially over the summer months. Officers will seek to get performance back to the target level (83%) by the end of 2017/18, as two new full time members of staff are now in post. Although we have since received a resignation, notice of a maternity leave and a resignation.						
18	NI 191	Kg residual waste per household	September 2017	180kg	179kg		 Sept 16 173kg	<b>LG Inform Benchmarking Data:</b> Latest Quarter - Three-Month Period Sample - Participating English district local authorities <table border="0"> <tr> <td><b>Period</b></td> <td><b>NHDC</b></td> <td><b>Top Quartile</b></td> </tr> <tr> <td>Q1 2017/18</td> <td>92.29kg</td> <td>49.00kg to 96.09kg</td> </tr> </table> NHDC ranked 8 <sup>th</sup> out of 49, placing us in the Top Quartile. The Top Quartile consists of 13 District Councils.	<b>Period</b>	<b>NHDC</b>	<b>Top Quartile</b>	Q1 2017/18	92.29kg	49.00kg to 96.09kg
<b>Period</b>	<b>NHDC</b>	<b>Top Quartile</b>												
Q1 2017/18	92.29kg	49.00kg to 96.09kg												

Row No.	PI Code	Title	Last Update	Data Value	Target	Status	Direction of Travel	Commentary						
19	NI 192	Percentage of household waste sent for reuse, recycling and composting	September 2017	60.65%	62.00%		 Sept 16 62.62%	<b>LG Inform Benchmarking Data:</b> Latest Quarter - Three-Month Period Sample - Participating English district local authorities <table border="0"> <thead> <tr> <th><u>Period</u></th> <th><u>NHDC</u></th> <th><u>Top Quartile</u></th> </tr> </thead> <tbody> <tr> <td>Q1 2017/18</td> <td>60.66%</td> <td>58.19% to 65.90%</td> </tr> </tbody> </table> NHDC ranked 9 <sup>th</sup> out of 52, placing us in the Top Quartile. The Top Quartile consists of 13 District Councils.	<u>Period</u>	<u>NHDC</u>	<u>Top Quartile</u>	Q1 2017/18	60.66%	58.19% to 65.90%
<u>Period</u>	<u>NHDC</u>	<u>Top Quartile</u>												
Q1 2017/18	60.66%	58.19% to 65.90%												

#### **Waste PIs – NI191 and NI192**

Performance in North Hertfordshire remains strong although it has not achieved the challenging profiled targets for the first half of the year. For NI192, a higher profiled target than the year-end target of 60% is required in the first half of the year, as performance historically dips over the last six months. Many councils, including NHDC, are experiencing small drops in recycling rates this year due to a drop nationally in paper consumption and increased consumerism in the current economic climate. In addition, the amount councils collect for composting will vary year on year dependent on weather conditions. At this time, officers do not expect performance to achieve the locally set year-end targets, although when compared with other district local authorities, NHDC continues to perform within the top quartile.

#### **Update on 2016/17 Year-End Data**

Performance indicator CP LI045 (Percentage of house building on brown field sites) did not have 2016/17 data available for the year-end performance report, which was presented to the Overview & Scrutiny Committee on 6 June 2017. Initial calculations show that the percentage of house building on brown field sites will have reduced compared with the 2015/16 figure of 63%. However, officers have yet to finalise and report the 2016/17 data due to the ongoing preparations for the Local Plan Examination in Public.

**OVERVIEW & SCRUTINY COMMITTEE  
12 DECEMBER 2017**

**\*PART 1 – PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**13**

**TITLE OF REPORT: SECOND QUARTER MONITORING REPORT ON KEY PROJECTS FOR 2017-18**

REPORT OF: THE HEAD OF FINANCE, PERFORMANCE AND ASSET MANAGEMENT

EXECUTIVE MEMBER: COUNCILLOR RAY SHAKESPEARE- SMITH

COUNCIL PRIORITY: ATTRACTIVE AND THRIVING / PROSPER AND PROTECT / RESPONSIVE AND EFFICIENT

**1. EXECUTIVE SUMMARY**

- 1.1 This monitoring report provides a 2nd quarter update on the delivery of the key projects for 17/18, first identified to the Committee in March 2017.

**2. RECOMMENDATIONS**

- 2.1 That delivery against the key projects for 17/18 be noted and commented on by the Overview & Scrutiny Committee

**3. REASONS FOR RECOMMENDATIONS**

- 3.1 To enable achievements against the key projects for 2017/18 to be considered.

**4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 There are no alternative options as this is a monitoring report.

**5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS**





- 5.1 No external consultation has been undertaken in the preparation of this report as it is a monitoring report. Members will, however, be aware that a report setting out the key projects was brought to this Committee on 21 March 2017.

## 6. FORWARD PLAN

- 6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

## 7. BACKGROUND

- 7.1 This report provides details on the status of the key projects for 17/18. It does not include any projects initiated after the document was agreed and is not a full report on all the projects that the Council is undertaking.
- 7.2 This report summarises the status of each of the key projects. Overall, where the delivery has been solely down to the Council good progress has been made. The following symbols have been used to summarise progress.

Status key	
	Project Halted / funding not available.
	Project behind original due date/ unlikely to hit original due date.
	Project not due for completion in 2017/18 or has not reached due date
	Project Completed.

## 8. RELEVANT CONSIDERATIONS

- 8.1 At the Overview & Scrutiny committee meeting in July 2016, it was agreed that monitoring progress against key projects would take place on a more frequent basis and be reported quarterly.
- 8.2 The 2nd Quarter monitoring report against key projects for 2017/18 is included in Appendix A.
- 8.3 Appendix A includes the original milestones for reporting progress which were reported to this Committee in March 2017 and progress made against those actions. In addition, updates may have been provided to Executive Members and where relevant through the Members Information Service. Progress against some, will also have been monitored through the Capital monitoring reports to the Finance Audit and Risk Committee and to Cabinet.
- 8.4 At the Overview & Scrutiny committee meeting in September 2017 it was agreed that the report would no longer include Bancroft Gardens MUGA, as the project is fully dependant on securing additional funding. The project will be added back into the 18/19 monitoring reports once funding has been secured.

## **9. LEGAL IMPLICATIONS**

- 9.1 No direct legal implications arise from this report. Legal implications for the projects listed in Appendix A are considered as part of those projects and will include (but are not limited to ) governance, property, planning and contractual issues. Under the Local Government Act 2000 there is a legal requirement for Councils operating Executive arrangements to appoint an overview and scrutiny committee with remit to review decisions and other actions.
- 9.2 Overview and Scrutiny's terms of reference include at paragraph 6.2.7(s) of the Constitution "to review performance against the Council's agreed priorities and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or service areas". This report gives the Committee an opportunity to comment on progress made against the projects that have been identified for delivery against the Council's objectives.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 There are no specific revenue implications.
- 10.2 The actions identified were resourced through the corporate business planning process cycle for 2017/18 that was undertaken in 2016/17. A number of these projects formed part of the Council's capital programme for 2017/2018..
- 10.3 The Council continues to face difficult spending decisions in view of the reduction in government support in future years and the availability of funding continues to impact on the projects that can be undertaken.

## **11. RISK IMPLICATIONS**

- 11.1 The Lead Officer for each project is responsible for identifying any risks to the successful delivery of the Project.
- 11.2 Some of these major projects have been identified as Top Risks for the Council and these are monitored quarterly by the Finance, Audit & Risk Committee. These include:
- Local Plan
  - Hitchin Town Hall
  - Office Accommodation
  - Asset Management
  - Waste and Street Cleansing Contract Renewal

## **12. EQUALITIES IMPLICATIONS**

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

12.2 By reporting delivery against the key projects for 2017/18 this provides a means to monitor whether the council are meeting the stated outcomes of the district priorities, its targets or delivering accessible and appropriate services to the community to meet different people's needs. This assists the Council to fulfil a number of its obligations arising from the Public Sector Equality Duty.

### **13. SOCIAL VALUE IMPLICATIONS**

13.1 The Social Value Act and "go local" policy do not apply to this report.

### **14. HUMAN RESOURCE IMPLICATIONS**

14.1 There are no additional human resource implications arising from this monitoring report. The resources needed to deliver projects should be considered through the Corporate Business Planning process.

### **15. APPENDICES**

15.1 Appendix A – 2nd Quarter Monitoring against Key Projects for 2017/18

### **16. CONTACT OFFICERS**

16.1 Rachel Cooper, Controls, Risk & Performance Manager, Tel 474606, email [Rachel.cooper@north-herts.gov.uk](mailto:Rachel.cooper@north-herts.gov.uk)

16.2 Ian Couper, Head of Finance, Policy & Governance Tel 474243; email [ian.couper@north-herts.gov.uk](mailto:ian.couper@north-herts.gov.uk)

16.3 Howard Crompton , Head of Revenues, Benefits & I.T, Tel 474247, email [Howard.crompton@north-herts.gov.uk](mailto:Howard.crompton@north-herts.gov.uk)

16.4 Ian Fullstone, Head of Development & Building Control, Tel, 474480, email [ian.fullstone@north-herts.gov.uk](mailto:ian.fullstone@north-herts.gov.uk)

16.5 Kerry Shorrocks, Corporate Human Resources Manager, Tel, 474224, email [kerry.shorrocks@north-herts.gov.uk](mailto:kerry.shorrocks@north-herts.gov.uk)

16.6 Vaughan Watson, Head of Leisure & Environmental Services, Tel 474641 email [Vaughan.watson@north-herts.gov.uk](mailto:Vaughan.watson@north-herts.gov.uk)

16.7 Jeanette Thompson, Acting Corporate Legal Manager. Contact Tel 474370 [jeanette.thompson@north-herts.gov.uk](mailto:jeanette.thompson@north-herts.gov.uk)

### **17. BACKGROUND PAPERS**

17.1 None







NORTH HERTFORDSHIRE  
DISTRICT COUNCIL







### 2017/2018 reporting against Projects identified in the Corporate Plan – as at 17/11/2017

For Q2 2017/2018 North Hertfordshire District Council is reporting against 16 Projects identified in the Corporate Plan 2017 - 21.




#### Key for the Report

Status key	
	Project Halted / funding not available.
	Project behind original due date/ unlikely to hit original due date.
	Project not due for completion in 2017/18 or has not reached due date
	Project Completed.



Status	Q2	Q1	Summary of Movement
	0	1	Bancroft Gardens MUGA removed from report, to be added into 18/19 monitoring, when funding secured
	7	7	
	5	5	
	3	3	
Total	15	16	

- Where projects are carried over from 1617 their amber status is retained until they are complete – to ensure transparency



APPENDIX A

Description in Corporate Plan	Corporate Objective	Portfolio	Milestones	Due Date	Status	Comments
<b>Status – RED - 0</b>						
<b>Status – AMBER - 7</b>						
Complete the fit out and open the North Hertfordshire Museum and Community Facility  <b>Prince II</b> <b>Date of Last Project Board – 18 July 2017</b> <b>Exception report since last Quarter – None</b>	Prosper & Protect	Leisure		Original due date 30 September 2015		Progress on negotiations for the purchase of 14 and 15 Brand Street continues to move forward in a positive direction. Dates for the completion of the site fit out/object installation and the public opening are dependent on this matter being resolved. Guided tours are still proving to be very popular with most being fully booked. The Museum is currently holding its first touring exhibition, local artist F.L. Griggs, which opened on 7 October and runs till 18 November, displaying nearly 40 examples of work spanning his career.
Delivering identified projects from the adopted Green Space Strategy  <b>NOT Prince II</b>	Attractive & Thriving	Leisure	Replacement of Walsworth Common Access Bridge £175,000	Original due date Mar17		No quotes received in response to the original invitation to tender. Second process undertaken and a supplier appointed subject to contract. The current project plan shows the project will be completed by the end of December.
Delivering identified projects from the adopted Green Space Strategy  <b>NOT Prince II</b>	Attractive & Thriving	Leisure	Renew pathways, Bancroft Recreation Ground, Hitchin £50,000	Original due date Mar 17		Currently awaiting a start date from the Contractor. Once works commence, they are on target to complete by the end of March 2018.



APPENDIX A

<p>Ensuring that the Council's office accommodation is redeveloped to increase financial and resource efficiency and making best use of green initiatives</p> <p><b>Prince II</b>  <b>Date of Last Project Board – 09 November 2017</b>  <b>Exception report since last Quarter – 15 June 2015</b></p>	<p>Prosper &amp; Protect</p>	<p>Finance &amp; IT</p>	<p><b>Milestones for 17/18</b>  Refurbishment works complete.</p> <p>Return of staff to DCO</p> <p>Explore opportunities to share accommodation with other partners</p>	<p>Original due date May 16</p> <p>Feb 2018</p> <p>Mar 2018</p> <p>Mar 2018</p>		<p>The monoflex has been removed and the scaffolding struck, revealing the new curtain walling. Work has started on the final finishings, commencing on the 5<sup>th</sup> floor and working downwards. The 5<sup>th</sup> floor now has the ceiling in place, lights on and tested and walls painted. The carpets have been laid and doors to rooms will follow soon. Some work to varying degrees has been done on the other floors and these will gradually be completed in the next few weeks. Other significant milestones have been that the works to the roof have been completed, ensuring that we are leak free and well insulated. UK Power Networks has completed the work to increase the power supply to the building. A proper staircase has been constructed into the Plant Room above the 5<sup>th</sup> Floor to make access to the Plant Room safer. Some preliminary work has started on the landscaping around the perimeter of the building.</p> <p>Work has started with Managers to review desk, storage and other requirements. The Project remains on schedule for handover of the building on 30 January 2018.</p>
<p>Implementing outcomes from our energy audits of Council assets</p> <p><b>NOT Prince II</b></p>	<p>Responsive &amp; Efficient</p>	<p>Finance &amp; IT</p>	<p>Outcomes from energy audit to be reviewed in light of solar panels not being viable. Office Accommodation project outcomes may overlap. Report to Asset management group</p>	<p>Original due date Apr16</p>		<p>Two opportunities have been identified within the DCO works to invest in changes that will reduce our energy consumption (i.e. LED lighting and Power Factor Correction). The LED lighting will provide a payback within 4 years, and the Power Factor Correction within 10 years. During the second part of 17/18</p>

APPENDIX A

						work will be carried out to review the opportunities in relation to solar power, however it is expected that any payback will be significantly in excess of 10 years due to changes in feed in tariffs. A business case will be put forward (as part of setting the capital budget) for any viable schemes.
Development of a Crematorium in North Hertfordshire - subject to approval by Cabinet March 2017 <b>NOT Prince II</b>	Prosper & Protect	Waste, Recycling & Env	Obtain approval to proceed  Negotiate and agree Proposal and lease documents.  Submission of Outline Planning application.	Mar 2017  Sept 2017  Sept 2017		The Pre-Planning Application has been submitted to Central Beds Council and we are currently awaiting the written outcome before moving on with the planning process, subject to Cabinet approval. Consultation has begun with North Herts residents via the District Wide Survey and the results will be known in November. In the meantime, the relevant surveys and studies are in progress, to be included with the Outline Planning Application due to be submitted later this year.
Optimising use and management of the Council's assets, including consideration of long term lease 'transfer' or similar to increase community involvement in the provision of community and social opportunities <b>NOT Prince II</b>	Responsive & Efficient	Various	Implement the two recommendations arising from the SIAS audit of Community halls; <ul style="list-style-type: none"> <li>- Report to Cabinet, reporting that officers have failed to reach agreement (and therefore implement agreed CH policy) in regard to renewal of two CA leases and seek agreement how to progress</li> </ul>	Original due date June 2016		<b>St Michael's' Mount</b> – Substantive progress has been made in October 2017. The solicitor representing the prospective tenant has responded to the draft lease provided by NHDC with proposed amendments. Estates and Legal Services are currently liaising with the solicitor on these amendments and responding to the solicitor's due diligence enquiries  <b>Walsworth Community Association</b> – Although not quite as far advanced as for St Michael's, substantive progress has been made in October 2017. The solicitor representing the prospective tenant has


**APPENDIX A**

<p>Page 17</p>					<p>responded to the draft lease provided by NHDC with proposed amendments. Estates and Legal Services are currently liaising with the solicitor on these amendments and responding to the solicitor's due diligence enquiries</p> <p><b>Grange</b> – The leases were signed on 04/08/2017 by the Grange Fellowship Community Association.</p> <p>However, it subsequently came to light that their constitutional requirements for entering into the lease had not been met and the lease was therefore invalid. They are currently in the process of amending their constitution, to allow them to enter into a valid lease.</p> <p><b>Coombes Community Centre</b>  – 25 Year lease signed on 29 September 2017, with Royston Community Association</p>
<b>Status – GREEN - 5</b>					
<p>Renewing our waste and street cleansing contracts, continuing to provide an efficient and effective service</p> <p><b>Prince II</b> <b>Date of Last Project Board – 04 October 2017</b> <b>Exception report since last Quarter –</b></p>	<p>Attractive &amp; Thriving</p>	<p>Waste, Recycling &amp; Env</p>	<p>Tenders returned</p> <p>Inter Authority agreement signed</p> <p>Contract Award</p> <p>Contract Commencement</p>	<p>July 2017</p> <p>July 2017</p> <p>Sept 2017</p> <p>May 2018</p>	<p></p> <p>At the Cabinet Meeting on 16/10/2017 it was resolved to award Lot 1 to the supplier who provided the most economically advantageous tender, identified through a robust evaluation process. The standstill period ended at midnight on 10/11/2017 and the contract has now been awarded.</p> <p>The new shared client team will work with the successful contractor through the mobilisation period to establish the new contract range of services, depot and IT to ensure the contract</p>


**APPENDIX A**

None						commences on time in May 2018.
Submission of a Local Plan for North Herts	Prosper & Protect	Planning & Enterprise	<p>Submission of local plan for examination</p> <p>Public Examination (timescale dependant upon Planning Inspectorate)</p> <p>Inspectors Report (timescale dependant upon Planning Inspectorate)</p> <p>Adoption of the new local plan (timescale dependant upon Planning Inspectorate)</p>	<p>Spring 2017</p> <p>Autumn 2017</p> <p>Early 2018</p> <p>Spring 2018</p>	▶	<p>Following the Full Council resolution on 11 April 2017, the Local Plan was submitted to the Planning Inspectorate on 9 June 2017. Milestone dates post submission are out of NHDC's control, as they are subject to the Planning Inspectorate's timetable. Therefore, the relevant due dates might change.</p> <p>The Examination in Public was originally to be held in November and early December 2017. The Inspector has since added a further two weeks in February 2018.</p> <p>As such, the dates for the Inspectors report and adoption have been amended.</p>
Working with health partners to optimise opportunities for older people to remain living independently but well supported at home, and for children/young people to be offered opportunity to increase activity to prevent longer term ill-health	Responsive & Efficient	Housing & Env Health	<p>Deliver and report progress against projects agreed for funding under the 'District Offer'</p> <p>Deliver and report progress against projects agreed for funding under Community Sport Activation Fund</p>	<p>Jun. Sep, Dec, Mar</p> <p>Jun and Dec</p>	▶	<p>At Q1, we reported that five projects had ended as planned at the end of March 2017 (delivered by Stevenage Leisure Ltd, Growing People, Mind in Mid Herts, NESSie and Phase). End of project evaluations have been submitted for these. Two new projects started as planned in April 2017 (Meet and Eat run by NHDC and a project delivered by Groundwork Hertfordshire). We reported on these at both Q1 and Q2. The progress of both projects is good and suggests targets for outputs and outcomes will be met.</p>

**APPENDIX A**

<b>NOT Prince II</b>						
Investigating a range of options to improve use of Council assets  <b>NOT Prince II</b>	Responsive & Efficient	Various	Obtain Cabinet approval to establish a Property Company  Set up Property Company	31 Mar 2018		A consultant from the East of England Local Government Association has been engaged to prepare a business case for the Property Company. This will be reported to the Cabinet Sub-Committee (Local Authority Trading Companies Shareholder) in relation to seeking decisions on the set-up and registration of the company.
Jackmans central play area renovation (£75,000).  <b>NOT Prince II</b>	Attractive & Thriving	Leisure & Environment		Mar 2018		Consultation complete. The design is currently out to tender and we are awaiting the responses. Groundwork Hertfordshire aims to appoint the successful contractor, with a signed contract in place, on 22 January 2018. Therefore, providing everything goes according to plan, the anticipated completion date of the tender exercise should be achieved.
<b>Status - COMPLETE - 3</b>						
Delivering identified projects from the adopted Green Space Strategy  <b>NOT Prince II</b>	Attractive & Thriving	Leisure	Bancroft Gardens Play Area £ 75,000	Throughout 2016/17		Commenced project May 2016, Public Consultation took place Sep/Oct. Project completed 16 June 2017
Redeveloping and improving the North Herts Leisure Centre to ensure it is fit for purpose and offers greater opportunities to meet latent customer demand	Responsive & Efficient	Leisure	Teaching pool completion	Original due date Feb17  Actual completion date 7 Jul17		Work at the Leisure Centre is now complete. Final handover took place on 7 July. The official opening ceremony is due to take place in October 2017.

Page

<p><b>Prince II</b>  <b>Date of Last Project Board – 18 August 2016</b>  <b>Exception report since last Quarter – None</b></p>						
<p>Delivering identified projects from the adopted Green Space Strategy</p> <p><b>NOT Prince II</b></p>	<p>Attractive &amp; Thriving</p>	<p>Leisure</p>	<p>Norton Common wheeled sports provision improvements                  £154,000</p>	<p>Original due date Mar17</p> <p>Actual completion date 23/08/2017</p>	<p></p>	<p>A consultation event with stakeholders took place on the 5<sup>th</sup> December following which the contractor was appointed. At first quarter project value increased to £170K, all funded by section 106 contributions. Final design agreed after further consultation and order placed with the supplier. Work completed, with official handover to take place Friday 25 August.</p>



**RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE: 19 SEPTEMBER 2017**

**SECTION 1: COMMITTEE RESOLUTIONS**

<b>Ref</b>	<b>Resolution</b>	<b>Response/Outcome</b>	<b>State of Play</b>
Min 106 Mar 17	<b>Performance Management Measures for 2017/18</b> That the Chief Executive advise Members of the Committee of the exact percentage of Council Tax collected in year (BV9) and the procedures used to collect outstanding amounts	Passed to the Chief Executive for action	Complete
Min 111 Mar 17	<b>Resolutions Report: Task &amp; Finish Groups</b> That Chairman be authorised to look into the issue of actions taken following Task and Finish Groups and report back to this Committee on her conclusions.	The Committee has decided to hold a workshop on the effectiveness of Overview and Scrutiny in NHDC.	See minute 16 below
Min 16 June 17	<b>Work Programme</b> That the Chairman, Chief Executive and Scrutiny Officer be requested to develop the outline for a workshop that would enable Members to identify issues and topics for discussion at future meetings of this Committee;  That the Head of Development and Building Control be requested to formulate a discussion paper regarding the Strategy for a New Settlement to be presented at the next meeting of this Committee;	A meeting has been held with the Chairman and the Leader of the Council to scope a meeting and arrangements will be made in the new year for a meeting to take place  This item is on the agenda for September's meeting.	In hand  Complete

<p>Min 24 July 17</p>	<p><b>Task and Finish Group on the Council’s Management of Larger Projects</b>  <b>Recommended to Cabinet:</b>          That, with the exception of Recommendations 3, 4 and 9, the Recommendations contained in the Task and Finish Group Report on the Council’s Management of Larger Projects be supported;</p> <p>That Recommendation 3 contained in the Task and Finish Group Report on the Council’s Management of Larger Projects be amended to read:          “The Council’s financial information should be comprehensive and presented in the form of a business plan so the extent of profits and losses can be easily understood.”</p> <p>That Recommendation 4 contained in the Task and Finish Group Report on the Council’s Management of Larger Projects be amended to read:          “When exception reports are produced by project boards, they should be circulated to all members of Council through the Members’ Information Service or by e mail and, unless they are confidential, made available to the public via the Council’s website.”</p>	<p>Cabinet will consider the report at its meeting on 26 September 2017.</p> <p>Cabinet resolved:          That, in respect of the recommendations of the Task and Finish Group on the Council’s Management of Larger Projects:</p> <p>(1) Recommendations 1, 2, 6, 7 and 10, and Recommendation 4, as amended by the Overview &amp; Scrutiny Committee, be supported;</p> <p>(2) Recommendation 3, as amended by the Overview &amp; Scrutiny Committee, be further amended to read:           “The Council’s financial information should be comprehensive and presented in an appropriate form that may be easily understood”;</p> <p>(3) Recommendation 5 be amended with the removal of the second sentence, to now read:           “Projects are constrained by the resources that the Council has available. The Council should ensure that large projects are properly resourced. If adequate resources are not available, the project should not begin until they are.”</p>	<p>Complete</p>
---------------------------	---	---	-----------------

	<p>That Recommendation 9 contained in the Task and Finish Group Report on the Council’s Management of Larger Projects be amended to read:</p> <p>“The Council should ensure there is meaningful consultation with the public prior to it finalising its plans; and make sure it continues to engage with the public throughout the life of the project.”</p>	<p>(4) Recommendation 8 be re-drafted to reflect the Council’s Constitutional position on Project Boards as follows:</p> <p>“The Chief Executive appoints the Lead officer for the Project Board, who will chair and choose the membership in consultation with the Leader of the Council. Membership will take into account the number of Members/Officers, the risk and/or profile of the project and the skills and experience that will benefit the project (this list is non exhaustive). It may include external support. Membership usually includes appropriate Cabinet members”; and</p> <p>(5) Recommendation 9, as amended by the Overview &amp; Scrutiny Committee, be further amended to read:</p> <p>“The Council should ensure there is meaningful consultation with the public prior to it finalising its plans; and make sure it continues to inform the public throughout the life of the project.</p>	
Min 25 July 17	<p><b>Channel Shift</b></p> <p>That the Customer Services Manager circulate the document entitled Channel Shift – Plan for Progress to all Members of this Committee by email,</p>	This has been circulated.	Complete
Min 28 July 17	<p><b>Green Space Strategy</b></p> <p>That the Parks and Countryside Development Manager</p>	Noted by the Parks and Countryside Development	In hand – due

	bring a further update regarding progress made in respect of play areas to Committee's meeting on 20 March 2018.	Manager	March 2018
Min 31 July 17	<b>Resolutions Report for July 2018</b> That the Chairman of the Overview and Scrutiny Committee meet with the Leader of the Council and the Chief Executive to discuss holding an externally facilitated workshop for all members of the Overview and Scrutiny Committee and Cabinet to ascertain effective methods of Overview and Scrutiny that result in added value and impact on decisions.	A meeting has been held with the Chairman and the Leader of the Council to scope a meeting and arrangements will be made in the new year for a meeting to take place	In hand
Min 32 July 17	<b>Work Programme</b> That all planned Task and Finish Groups be deferred until after the planned workshop on effective methods of Overview and Scrutiny (Minute 31 refers) has been held;  That the Head of Housing and Public Protection provide an update on the Common Housing Policy at the meeting if this Committee due to be held on 19 September 2017;  That the effectiveness of the Community Halls Strategy be added to the list of discussion topics for future meetings.	Noted by the Scrutiny Officer  It has been agreed that an update on this item would be more timely later in the year so it has been added to the agenda for the Committee's meeting in March.  Noted by the Scrutiny Officer	In hand  In hand  In hand

**SECTION 2: RECOMMENDATIONS OF TASK AND FINISH GROUPS**

Ref	Resolution	Response/Outcome	State of Play
Min 100 Mar 15	<p><b>Task and Finish group Report on Parking</b></p> <p><b>Recommendations</b></p> <p><b>1:</b> The Council should review its policies to ensure adequate provision of parking for town centre residents.</p> <p><b>2.</b> The Council should consider outsourcing the management and maintenance of its car parks, or sharing the costs with another authority, provided there is a good business case for doing so.</p> <p><b>3.</b> The Council should consider acquiring land in order to provide new car parks when there is a need and a good business case for doing so.</p> <p><b>4:</b> The Council should keep the problem of verge parking under review.</p> <p><b>5.</b> The Council’s Parking Strategy should contain a section on parking for rail commuters.</p> <p><b>6.</b> The Council should review the opening hours of its car parks.</p> <p><b>7.</b> In order to do so, the Council should gather sufficient data about the usage of car parks, particularly at times when there is no charging, so it can make an informed decision about opening hours.</p>	<p><b>Cabinet</b> resolved that that, taking into account the Senior Management Team’s comments set out at Paragraph 7.3 of the report, Recommendations 1 to 9 contained in the Report of the Scrutiny Task and Finish Group on Parking be supported and progressed at appropriate times in the future.</p> <p>A parking review is under way.</p>	Pending

	<p><b>8.</b> The Council should talk to its local MPs to see if they can facilitate a dialogue with Network Rail and the train operating companies about provision of more parking around stations in North Herts.</p> <p><b>9.</b> The Council should review its policy on season tickets, including ways of boosting their sales. This could include better publicity; making sure the process of buying them is as straightforward as possible; using alternative outlets such as shops; and allowing season tickets to be transferable in some circumstances.</p>		
Min 50 Sept 15	<p><b>Task and Finish Group on the Commercialisation of Council Services</b></p> <p>The Task and Finish Group made 9 recommendations which were considered by Cabinet on 10 November 2015. Its recommendations were:</p> <p><b>1.</b> The Council should appoint a senior commercial manager to lead and coordinate its commercial activities; and to identify and develop new commercial opportunities.</p> <p><b>2.</b> 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.</p>	<p>Cabinet considered its recommendations in November 2015 and:</p> <ul style="list-style-type: none"> <li>• accepted recommendations 3 and 6; and</li> <li>• established a Project Board to advise Cabinet on these and the other recommendations.</li> </ul> <p>The Project Board was scheduled to report to Cabinet in June 2016. It has yet to do so. Cabinet did, however, receive a progress report on the work of the Project Board on 28 March 2017. At that meeting Cabinet:</p> <ul style="list-style-type: none"> <li>• endorsed the establishment of a housing company and the progression of proposals to create a new North Hertfordshire Crematorium;</li> <li>•</li> </ul>	Pending.

	<p><b>3.</b> 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><b>4.</b> The Council should explore the possibilities of property investment as a means of generating revenue.</p> <p><b>5.</b> The Council should use the expertise of its strategic partners to help manage its property portfolio.</p> <p><b>6.</b> 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><b>7.</b> Commercial activities should bear the true cost - but no more than that – of any support they receive from the Council.</p> <p><b>8.</b> The Council should review its training programmes for senior and other key staff to include more commercial training, networking and mentoring activities.</p> <p><b>9.</b> The Council should have a scheme that recognises officers who make useful commercialisation proposals or make significant contributions to their success.</p>	<ul style="list-style-type: none"> <li>• endorsed the establishment of a Cabinet sub-committee to deal with share holder functions relating to both of these as well as commercial activities related to its Building Control, CCTV and North Hertfordshire Homes. This change was subsequently agreed by Council in April; and</li> <li>• supported the development of commercial activities where they contribute to the financial sustainability of the Authority and provided services to the residents of North Hertfordshire.</li> </ul> <p>Cabinet has not yet responded to all of the recommendations of the Task and Finish Group.</p>	
--	---	---	--

<p>Min 103 Mar 16</p>	<p><b>Task and Finish Group on the Quality of Council Reports: Recommendations</b></p> <p><b>1:</b> The Council should review its report template and consider adopting the features of the alternative report template in Annex 1.</p> <p><b>2:</b> Reports should clearly state their purpose.</p> <p><b>3:</b> Reports should include timelines showing financial and timetable changes for projects.</p> <p><b>4:</b> 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.</p> <p><b>5:</b> The Council should introduce a document management system to enable proper tracking, management and storage of documents.</p> <p><b>6:</b> There is a need for training to encourage both plainer English and for officers to better understand the purpose of reports.</p> <p><b>7:</b> The Council should trial the introduction of paperless reports with a view to introducing paperless reports for all 49 councillors.</p>	<p>Cabinet considered the report at its meeting in June 2016 and:</p> <ul style="list-style-type: none"> <li>• accepted recommendations 2, 3, 5 and 6;</li> <li>• accepted recommendation 1 to review the Council’s report template but did not undertake to adopt the features of the template annexed to the TFG report;</li> <li>• accepted recommendation 4 with the caveat that there are circumstances, such as when it is a legal requirement, when it is appropriate to use Council reports to brief members;</li> <li>• accepted recommendation 7 with the caveat that Members still retain an option to receive paper copies of reports.</li> </ul> <p>The Council’s report template and accompanying guide have since been reviewed and amended. The revised report template was introduced from the start of the civic year 2017/18.</p> <p>The Committee is due to receive a report on the implementation of the recommendations at a future meeting</p>	<p>Pending</p>
---------------------------	--	---	----------------



<b>OVERVIEW AND SCRUTINY COMMITTEE 12 DECEMBER 2017</b>
---

<b>PART 1 – PUBLIC DOCUMENT</b>	<b>AGENDA ITEM No.</b>  <b>16</b>
---------------------------------	---

**TITLE OF REPORT: OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME FOR 2017/18**

REPORT OF THE CHIEF EXECUTIVE

EXECUTIVE MEMBER: NOT APPLICABLE

COUNCIL PRIORITY: RESPONSIVE AND EFFICIENT

**1. EXECUTIVE SUMMARY**

1.1 This report identifies potential items for inclusion in the Committee's work programme for 2017/18 and lists items previously agreed by the Committee as well as those that are required to be considered by the Constitution.

**2. RECOMMENDATIONS**

2.1 That the Committee notes and comments on the work programme.

**3. REASONS FOR RECOMMENDATIONS**

3.1 To allow the Committee to set its work programme and operate effectively.

**4. ALTERNATIVE OPTIONS CONSIDERED**

4.1 The Committee has varied its approach to overview and scrutiny over the years. The Committee has expressed a wish to enter the process of policy development at an earlier stage and in order to achieve this, may consider items associated with service action plans.

4.2 It is however necessary to ensure that constitutional requirements are observed and that the Forward Plan continues to be monitored.

**5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS**

5.1 The Committee is consulted about its work programme at every meeting. It also held a workshop on 19 April 2017 to discuss the best way forward.

- 5.2 The Committee has expressed a desire to hold a managed workshop together with Members of Cabinet with the aim of identifying how the Overview and Scrutiny Committee can ascertain effective methods of Overview and Scrutiny that result in added value and impact on decisions. A meeting has taken place between the Chairs of Scrutiny and Cabinet and the outline for the meeting is being developed.

## **6. FORWARD PLAN**

- 6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

## **7. BACKGROUND**

- 7.1 The Committee decided that the regular presentations, on a rotational basis, by Executive Members had not previously enabled effective overview or scrutiny and therefore for the future Executive Members will be invited to attend to address a specific issue of interest to the Committee or to present a report that is being considered for constitutional reasons.
- 7.2 The Committee has decided to consider a wider range of topics as potential agenda items and look at those topics earlier in the policy development process. By doing so it hopes to be able to influence policy making at an earlier stage.
- 7.3 The Committee will continue to use the Forward Plan; and meet the statutory obligations which have been delegated to the Committee when deciding issues to consider
- 7.4 The Committee have determined that consideration of agenda items should minimise additional burdens on staff resources and this would be achieved by requesting that, wherever possible, officers present documents already in existence rather than produce new documents specifically for this Committee.

## **8. RELEVANT CONSIDERATIONS**

- 8.1 A work programme is set out at **Appendix A** for the Committee's consideration. The Forward Plan for 24 November 2017 is attached at **Appendix B**.

Members may wish to consider the following items on the Forward plan:

- Proposed establishment of a Housing Company – January 2018 (this may be an item that FAR considers in relation to finance/risk issues).
- Districtwide Survey 2017 – March 2018

- 8.2 Other potential topics will be identified for consideration and advised at the next meeting. If the Committee wish to consider additional topics it may be wise to select two or three topics of interest and to prioritise them.

- 8.5 If items for consideration by the Committee are identified between meetings of the Committee, the Chairman will agree any amendments to the work programme.

## **9. LEGAL IMPLICATIONS**

- 9.1 Under Section 6.2.5 of the Constitution the Committee is responsible for setting its own Work Programme.

- 9.2 Section 6.2.7 (u) of the Constitution allows the Committee “to appoint time limited task and finish Topic Groups to undertake detailed scrutiny work report back to the Overview and Scrutiny Committee to make recommendations to the Cabinet.”
- 9.3 The legal implications at paragraphs 9.1 and 9.2 reflect that the Committee is able to set its own work programme. However the Committee must retain the capacity to undertake the statutory requirements included within its terms of reference.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 The scope of the options presented in section 7 and 8 could be quite wide, depending on how they are applied in practice. As detailed in the Human Resources implications (section 14), there could be significant impacts on Officer time in terms of writing reports, analysing information and attending Committee meetings. The number of Officers has reduced over recent years in line with funding pressures, and this makes it unlikely that this could be absorbed within current resources. Even if it could be absorbed, it would limit the time that Officers could spend on other activities. From a financial perspective this could reduce the amount of time that can be spent on identifying and delivering cost reductions, income generation and project management.
- 10.2 Whilst not significant, for Officers below Senior Management level there is a Committee Attendance Allowance that is payable at £24.20 per Officer per meeting. This is in addition to providing Time off in Lieu.

## **11. RISK IMPLICATIONS**

- 11.1 Effective scrutiny of decisions and processes can help reduce the risk of making an incorrect decision. However this should always be balanced against the potential impacts of over-scrutiny which could lead to decisions not being made, or not being made at the right time.

## **12. EQUALITIES IMPLICATIONS**

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 There are no direct equality implications arising from the report. However the impact on the additional reporting to the committee may affect the ability of officers to discharge their deliver of services to the diverse community of North Hertfordshire.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1 The Social Value Act and “go local” policy do not apply to this report.

## **14. HUMAN RESOURCE IMPLICATIONS**

- 14.1 The change of approach suggested is likely to have a significant impact on Officer time in terms of reprioritisation of projects or their scope or their timetable and resources. Delivery of service plans to achieve the Council’s agreed Corporate plan objectives is the responsibility of the Heads of Service. Projects often require significant support service contributions as well. There would also be additional resources for report writing, collecting and analysing information and attending Committee meetings.

**15. APPENDICES**

15.1 Appendix A – Programme for Committee Meetings

15.2 Appendix B – Forward Plan for 24 November 2017

**16. CONTACT OFFICERS**

16.1 David Scholes, Chief Executive 01462 474300

[david.scholes@north-herts.gov.uk](mailto:david.scholes@north-herts.gov.uk)

Jeanette Thompson Acting Corporate Legal Manager 01462 474370

[jeanette.thompson@north-herts.gov.uk](mailto:jeanette.thompson@north-herts.gov.uk)

Ian Couper, Head of Finance, Performance & Asset Management, 01462 474243

[ian.couper@north-herts.gov.uk](mailto:ian.couper@north-herts.gov.uk)

Reuben Ayavoo, Senior Policy Officer, 01462 474212

[reuben.ayavoo@north-herts.gov.uk](mailto:reuben.ayavoo@north-herts.gov.uk)

Kerry Shorrocks, Corporate Human Resources Manager, 01462 474224

[kerry.shorrocks@north-herts.gov.uk](mailto:kerry.shorrocks@north-herts.gov.uk)

**17. BACKGROUND PAPERS**

17.1 None

## PROGRAMME FOR COMMITTEE MEETINGS 2017-18

16 Jan 2018	3Cs Half Year Report Committee Resolutions Update Report The Committee's Work Programme
20 Mar 2018	Presentation from the Leader of the Council Update on the Green Space Strategy – Play Areas Common Housing Allocation Scheme RIPA update (information item) Performance Indicators Report (information item) Key Projects Monitoring Report (information item) Overview and Scrutiny Committee Annual Report Committee Resolutions Update Report The Committee's Work Programme
	<b>To be Scheduled</b> Task and Finish Group Report: Consultation and Engagement Effectiveness of the Community Halls Strategy

This page is intentionally left blank

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

# Forward Plan of Key Decisions – 24 November 2017

The Forward Plan contains brief details of Key Decisions that the Council is likely to take over the next four month period and beyond. You will also find details of contacts who can provide further information and hear your views. **Please note that the dates of some of the decisions may change from month to month, please check with Committee Services on 01462 474403 before deciding to attend a meeting.**

Decision required	Overview and Scrutiny	Decision Maker	Date of Decision	Documents to be submitted to Decision Maker	Contact Officer from whom documents can be requested	Confirmation that <u>may</u> be submitted to the Decision Maker	Procedure for requesting details of other documents
Corporate Business Planning – Draft Budget 2018/19 <b>(28/7/17)</b>	Finance, Audit & Risk Committee	Cabinet	19 Dec 2017	Report	Ian Couper <a href="mailto:ian.couper@north-herts.gov.uk">ian.couper@north-herts.gov.uk</a> 01462 474243	Yes	via the Contact Officer named in Column 6
Joint Waste Collection and Street Cleansing Policy and Customer Charter <b>(10/11/17)</b>		Cabinet	19 Dec 2017	Report Proposed Policy and Charter	Chloe Hipwood <a href="mailto:chloe.hipwood@north-herts.gov.uk">chloe.hipwood@north-herts.gov.uk</a> (01462) 474304	Yes	via the Contact Officer named in Column 6
Street Trading Policy 2018 <b>(5/5/17)</b>		Executive (via Licensing & Appeals Cttee.)	19 Dec 2017	Report; Proposed Policy	Steven Cobb <a href="mailto:steven.cobb@north-herts.gov.uk">steven.cobb@north-herts.gov.uk</a> 01462 474833	Yes	via the Contact Officer named in Column 6
Street Collection Policy <b>(22/8/17)</b>		Executive (via Licensing & Appeals Cttee.)	19 Dec 2017	Report; Proposed Policy	Steven Cobb <a href="mailto:steven.cobb@north-herts.gov.uk">steven.cobb@north-herts.gov.uk</a> 01462 474833	Yes	via the Contact Officer named in Column 6
House to House Collection Policy <b>(22/8/17)</b>		Executive (via Licensing & Appeals Cttee.)	19 Dec 2017	Report; Proposed Policy	Steven Cobb <a href="mailto:steven.cobb@north-herts.gov.uk">steven.cobb@north-herts.gov.uk</a> 01462 474833	Yes	via the Contact Officer named in Column 6
Sex Establishment Policy <b>(22/8/17)</b>		Executive (via Licensing & Appeals Cttee.)	19 Dec 2017	Report; Proposed Policy	Steven Cobb <a href="mailto:steven.cobb@north-herts.gov.uk">steven.cobb@north-herts.gov.uk</a> 01462 474833	Yes	via the Contact Officer named in Column 6
Setting of Council Tax Base for 2018/2019 <b>(28/7/17)</b>		Council Tax Setting Cttee.	11 Jan 2018	Report: Tax Base Calculation	Howard Crompton <a href="mailto:howard.crompton@north-herts.gov.uk">howard.crompton@north-herts.gov.uk</a> 01462 474247	Yes	via the Contact Officer named in Column 6

**APPENDIX B**

<b>Decision required</b>	<b>Overview and Scrutiny</b>	<b>Decision Maker</b>	<b>Date of Decision</b>	<b>Documents to be submitted to Decision Maker</b>	<b>Contact Officer from whom documents can be requested</b>	<b>Confirmation that other documents <u>may</u> be submitted to the Decision Maker</b>	<b>Procedure for requesting details of other documents</b>
Review of the Council's Byelaws (5/5/17)		Council	18 Jan 2018	Report	Anthony Roche <a href="mailto:anthony.roche@north-herts.gov.uk">anthony.roche@north-herts.gov.uk</a> 01462 474588	Yes	via the Contact Officer named in Column 6
Members Allowances Scheme 2018/19 (10/11/17)		Council	18 Jan 2018	Report Proposed Scheme	David Miley <a href="mailto:david.miley@north-herts.gov.uk">david.miley@north-herts.gov.uk</a> (01462) 474208	Yes	via the Contact Officer named in Column 6
Review of Financial Regulations (10/11/17)	Finance, Audit & Risk Committee	Council	18 Jan 2018	Report Revised Regulations	Ian Couper <a href="mailto:ian.couper@north-herts.gov.uk">ian.couper@north-herts.gov.uk</a> (01462) 474243	Yes	via the Contact Officer named in Column 6
Council Tax Reduction Scheme 2018/19 (28/7/17)		Council (via Cabinet)	18 Jan 2018 (via 19 Dec 2017)	Report	Howard Crompton <a href="mailto:howard.crompton@north-herts.gov.uk">howard.crompton@north-herts.gov.uk</a> 01462 474247	Yes	via the Contact Officer named in Column 6
Proposed establishment of a Housing Company (10/11/17)		Cabinet Sub-Committee (Local Authority Trading Companies' Shareholder)	Jan 2018 (date TBC)	Report	Anthony Roche <a href="mailto:anthony.roche@north-herts.gov.uk">anthony.roche@north-herts.gov.uk</a> (01462) 474588	Yes	via the Contact Officer named in Column 6
Corporate Business Planning 2018/19 Budget Setting (28/7/17)	Finance, Audit & Risk Committee	Council (via Cabinet)	8 Feb 2018 (via 23 Jan 2018)	Report; Budget Papers	Ian Couper <a href="mailto:ian.couper@north-herts.gov.uk">ian.couper@north-herts.gov.uk</a> 01462 474243	Yes	via the Contact Officer named in Column 6
Capital Programme 2018/19 Onwards (24/11/17)	Finance, Audit & Risk Committee	Council (via Cabinet)	8 Feb 2018 (via 23 Jan 2018)		Ian Couper <a href="mailto:ian.couper@north-herts.gov.uk">ian.couper@north-herts.gov.uk</a> 01462 474243	Yes	via the Contact Officer named in Column 6
Treasury Management Strategy 2018/19 (24/11/17)	Finance, Audit & Risk Committee	Council (via Cabinet)	8 Feb 2018 (via 23 Jan 2018)		Ian Couper <a href="mailto:ian.couper@north-herts.gov.uk">ian.couper@north-herts.gov.uk</a> 01462 474243	Yes	via the Contact Officer named in Column 6
Land at Clare Crescent, Baldock (14/9/17)		Cabinet	23 Jan 2017	Report	David Charlton <a href="mailto:david.charlton@north-herts.gov.uk">david.charlton@north-herts.gov.uk</a> (01462) 474320	Yes	via the Contact Officer named in Column 6



**APPENDIX B**

<b>Decision required</b>	<b>Overview and Scrutiny</b>	<b>Decision Maker</b>	<b>Date of Decision</b>	<b>Documents to be submitted to Decision Maker</b>	<b>Contact Officer from whom documents can be requested</b>	<b>Confirmation that other documents <u>may</u> be submitted to the Decision Maker</b>	<b>Procedure for requesting details of other documents</b>
Council Tax Resolution 2018/19 <i>(24/11/17)</i>		Council Tax Setting Cttee.	28 Feb 2018	Report	Ian Couper <a href="mailto:ian.couper@north-herts.gov.uk">ian.couper@north-herts.gov.uk</a> 01462 474243	Yes	via the Contact Officer named in Column 6
Taxi Licensing Policy <i>(5/5/17)</i>		Cabinet (via Licensing & Appeals Committee)	27 Mar 2018	Report; Proposed Policy	Steven Cobb <a href="mailto:steven.cobb@north-herts.gov.uk">steven.cobb@north-herts.gov.uk</a> 01462 474833	Yes	via the Contact Officer named in Column 6
Animal Licensing Policy <i>(5/5/17)</i>		Cabinet (via Licensing & Appeals Committee)	27 Mar 2018	Report; Proposed Policy	Steven Cobb <a href="mailto:steven.cobb@north-herts.gov.uk">steven.cobb@north-herts.gov.uk</a> 01462 474833	Yes	via the Contact Officer named in Column 6
Scrap Metal Licensing Policy <i>(22/8/17)</i>		Cabinet (via Licensing & Appeals Committee)	27 Mar 2018	Report; Proposed Policy	Steven Cobb <a href="mailto:steven.cobb@north-herts.gov.uk">steven.cobb@north-herts.gov.uk</a> 01462 474833	Yes	via the Contact Officer named in Column 6
Playing Pitch Strategy and Indoor Sports Strategy <i>(19/9/17)</i>		Cabinet	27 Mar 2018	Report; Strategy Documents	Louise Symes <a href="mailto:louise.symes@north-herts.gov.uk">louise.symes@north-herts.gov.uk</a> (01462) 474359	Yes	via the Contact Officer named in Column 6
Districtwide Survey 2017 <i>(14/9/17)</i>		Cabinet	27 Mar 2018	Report	Sarah Kingsley <a href="mailto:sarah.kingsley@north-herts.gov.uk">sarah.kingsley@north-herts.gov.uk</a> (01462) 474	Yes	via the Contact Officer named in Column 6
Adoption of an updated Common Housing Allocation Scheme <i>(10/11/17)</i>		Cabinet	27 Mar 2018	Report and proposed Scheme	Martin Lawrence <a href="mailto:Martin.lawrence@north-herts.gov.uk">Martin.lawrence@north-herts.gov.uk</a>	Yes	via the Contact Officer named in Column 6
Section 40 Localism Act – Adoption of a revised Pay Policy <i>(22/8/17)</i>		Council	10 April 2018	Report	Kerry Shorrocks <a href="mailto:kerry.shorrocks@north-herts.gov.uk">kerry.shorrocks@north-herts.gov.uk</a> 01462 474224	Yes	via the Contact Officer named in Column 6

This page is intentionally left blank