

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Council held in the Spirella Ballroom,  
Icknield Way, Letchworth Garden City  
on Wednesday, 19th July, 2017 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Alan Millard (Chairman), Faye S. Frost, Fiona Hill, Lorna Kercher and Janine Paterson.

### 1 MINUTES

**RESOLVED:** That the Minutes of the Annual Meeting of the Council held on 18 May 2017 be approved as a true record of the proceedings and be signed by the Chairman.

### 2 NOTIFICATION OF OTHER BUSINESS

No additional business was presented for consideration by the Council.

### 3 CHAIRMAN'S ANNOUNCEMENTS

#### (1) Norma Atlay – Retirement

The Chairman invited the Leader of the Council (Councillor Mr L.A. Needham) and former Deputy Leader of the Council (Councillor T.W. Hone) to pay tribute to Norma Atlay (Strategic Director of Finance, Policy and Governance) on her impending retirement.

Councillor Needham stated that she had never had a portfolio at NHDC which had meant she had cause to work in close association with Norma. However, since she had become Leader of the Council she had got to know Norma very well.

Councillor Needham advised that Norma was thought of extremely highly at a national level in CIPFA and in Government circles, and her advice had been sought on many occasions.

Councillor Needham thanked Norma for all the years she had worked for the Council, and her insight and ability to converse with individuals at all levels would be sorely missed.

On a personal level, Councillor Needham found Norma to be very approachable. She was always willing to answer questions and queries in a straightforward and patient manner. Councillor Needham thanked Norma for this skill, which had made her role as Leader of the Council much easier.

Councillor Hone advised that he had worked alongside Norma as Cabinet Member for Finance and IT for the past 15 years, which he had enjoyed very much, including their annual trips to the CIPFA Conference. He had enjoyed Norma's company at these conferences, which were also very useful for networking with representatives of other councils.

Councillor Hone considered Norma to be thoroughly professional, always providing sound counsel to him and many other Members.

Councillor Hone explained that Norma was retiring to spend time with her husband, who was also about to retire. He wished them both well in their retirement together, including the extensive travelling that they were shortly to embark on. He thanked Norma once again for all she had done for the Council over the past 30 years.

Throughout the meeting, a number of other Members added their thanks to Norma and wished her well for her retirement.

(2) **Long Service Awards**

(i) **Charmaine Cooper**

The Chairman announced that Charmaine Cooper was a valued staff member of North Hertfordshire District Council and on 27 April 2017 reached 25 years of service. During her career, Charmaine had been an integral member of the Council's front line Benefits Service by administering all aspects of housing benefit debt and ensuring the recovery of public funds with the utmost duty.

At NHDC, encouragement was given to all employees to deliver the very best service in line with the Council's core objectives and special recognition needed to given to Charmaine for her continued contributions to always providing the best service possible under challenging economic circumstances.

(ii) **Kaeren Shepherd**

The Chairman advised that Kaeren Shepherd began her career with Careline in July 1992, having previously worked within the banking industry for the Trustee Savings Bank. Kaeren started as a Careline operator working from the original site at Peter Sell House.

Kaeren had a particular skill with regard to administrative organisation and this had been particularly relevant to Careline. Kaeren's current role was as the data administrator and she kept Careline's vast data flows in order, so that operators had the right information to handle the life critical calls that were presented at over 100 calls per hour. She was well respected and liked both by her colleagues and customers who often mentioned the relief they felt knowing that, whatever their issue, it would be proficiently handled by Kaeren.

Kaeren was looking forward to Careline's further development and the Team that they were in safe hands with Kaeren at the data tiller.

It was moved by the Chairman, seconded by Councillor Mrs L.A. Needham, and

**RESOLVED:** That the Council places on record its sincere thanks to Charmaine Cooper and Kaeren Shepherd for their long and valuable service to local government in North Hertfordshire.

(3) **Declarations of Interest**

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.

**4 PUBLIC PARTICIPATION**

The Committee was addressed by Mr Brian Foreman (Hitchin resident) in respect of the Churchgate Shopping Centre, Hitchin.

The Chairman thanked Mr Foreman for his presentation.

**5 ITEM REFERRED FROM FINANCE, AUDIT AND RISK COMMITTEE: 12 JUNE 2017 - FINANCE, AUDIT AND RISK COMMITTEE ANNUAL REPORT 2016/17**

**RESOLVED:** That the Annual Report of the Finance, Audit & Risk Committee 2016/17 be noted.

**REASON FOR DECISION:** To comply with the requirements of the Council's Constitution.

**6 ITEM REFERRED FROM CABINET: 13 JUNE 2017 - RISK MANAGEMENT UPDATE AND ANNUAL REPORT ON RISK MANAGEMENT 2016/17**

**RESOLVED:** That the Annual Report on Risk and Opportunities Management 2016/17, as set out at Appendix B to the report, be approved.

**REASON FOR DECISION:** To comply with the requirements of the Risk and Opportunities Management Strategy.

**7 ITEM REFERRED FROM CABINET: 13 JUNE 2017 - REVENUE BUDGET OUTTURN 2016/17**

**RESOLVED:** That the net transfer to earmarked reserves of £4,000 identified in Table 6 and Paragraph 8.24 of the report, be approved.

**REASON FOR DECISION:** To ensure that changes to the Council's balances are monitored and approved.

**8 ITEM REFERRED FROM CABINET: 13 JUNE 2017 - ANNUAL TREASURY MANAGEMENT REVIEW 2016/17**

**RESOLVED:**

- (1) That the actual 2016/17 prudential and treasury indicators be approved; and
- (2) That the Annual Treasury Report for 2016/17, as attached at Appendix A to the report, be noted.

**REASON FOR DECISION:** 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.

**9 ITEM REFERRED FROM CABINET: 13 JUNE 2017 - CORPORATE OBJECTIVES FOR 2018-2023**

**RESOLVED:** That the following Corporate Objectives be continued for 2018 to 2023:

- 1.To work with our partners to provide an attractive and safe environment for our residents, where diversity is welcomed and the disadvantaged are supported;
- 2.To promote sustainable growth within our district to ensure economic and social opportunities exist for our communities, whilst remaining mindful of our cultural and physical heritage; and
- 3.To ensure that the Council delivers cost effective and necessary services to our residents that are responsive to developing need and financial constraints.

**REASON FOR DECISION:** To allow the Council to review the Corporate Objectives which will guide the Corporate Business Planning process for 2018/19 through to 2023.

**10 CONFERRING POWERS TO THE PARISH MEETING OF CLOTHALL**

**RESOLVED:** That the power to make discretionary grants be conveyed to the Parish Meeting of Clothall with Luffenhall.

**REASON FOR DECISION:** To ensure that community initiatives within the Parish are maintained and enhanced to help secure community cohesion and development.

**11 SENIOR MANAGEMENT ARRANGEMENTS**

**RESOLVED:**

- (1) That the proposed senior management arrangements, as set out in the report, and the proposed timetable for the implementation of these arrangements, be noted;
- (2) That, to meet its statutory responsibilities, Ian Couper, Head of Finance, Performance and Asset Management be appointed as the Council's Chief Finance Officer (Section 151 Officer), effective from 4 September 2017; and
- (3) That the approach taken over many years of seeking to avoid compulsory redundancies wherever possible, as advocated in the agreed Reorganisation Policy, be supported. In the event that redundancies (either voluntary or compulsory) are required, then the costs of such

**Wednesday, 19th July, 2017**

redundancies will be met from a reduction in the General Fund balance which will be reported through the quarterly budget monitoring process.

**REASON FOR DECISION:** To enable the Council to meet the significant financial and service delivery challenges which it faces over the next 3-5 years.

## **12 QUESTIONS FROM MEMBERS**

Members submitted questions on the following:

- (A) Planning Applications
- (B) Transport, Parking Enforcement and Safety
- (C) Communication to Members

## **13 NOTICE OF MOTIONS**

There were no notices of motions.