

NORTH HERTFORDSHIRE DISTRICT COUNCIL



24 May 2019

Our Ref O&S Committee/04.06.19
Your Ref.
Contact. Hilary Dineen
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To: Members of the Committee: Councillors David Levett (Chairman), Kate Aspinwall (Vice-Chairman), Val Bryant, Sam Collins, George Davies, Simon Harwood, Terry Hone, Tony Hunter, Jim McNally, Lisa Nash, Sue Ngwala, Helen Oliver, Adem Ruggiero-Cakir, Carol Stanier, Claire Strong and Tom Tyson

Substitutes: Councillors Ruth Brown, Bill Davidson, Morgan Derbyshire, Ian Mantle, Gerald Morris, Sam North and Kay Tart

You are invited to attend a

MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE

to be held in the

**COUNCIL CHAMBER, COUNCIL OFFICES, GERNON ROAD,
LETCWORTH GARDEN CITY**

On

TUESDAY, 4TH JUNE, 2019 AT 7.30 PM

****MEMBERS PLEASE ENSURE THAT YOU DOWNLOAD ALL
AGENDAS AND REPORTS VIA THE MOD.GOV APPLICATION
ON YOUR TABLET BEFORE ATTENDING THE MEETING****

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Thompson', written over a thin horizontal line.

Jeanette Thompson
Service Director – Legal and Community

Agenda **Part I**

Item	Page
1. APOLOGIES FOR ABSENCE	
2. MINUTES - 22 JANUARY 2019 To take as read and approve as a true record the minutes of the meeting of this Committee held on the 22 January 2019.	(Pages 5 - 12)
3. MINUTES - 19 MARCH 2019 To take as read and approve as a true record the minutes of the meeting of this Committee held on the 19 March 2019.	(Pages 13 - 20)
4. NOTIFICATION OF OTHER BUSINESS 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.	
5. CHAIRMAN'S ANNOUNCEMENTS 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, wished to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest, move to the public area before speaking to the item and then must leave the room before the debate and vote.	
6. PUBLIC PARTICIPATION To receive petitions and presentations from members of the public.	
7. URGENT AND GENERAL EXCEPTION ITEMS 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.	
8. CALLED-IN ITEMS 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.	
9. MEMBERS' QUESTIONS To receive and respond to any questions from Members either set out in the agenda or tabled at the meeting.	

- 10. 2018-19 YEAR END PERFORMANCE INDICATOR MONITORING REPORT REPORT OF THE SERVICE DIRECTOR - RESOURCES** (Pages 21 - 26)

To consider the 2018/19 year end Performance Indicator monitoring report.

- 11. 4TH QUARTER MONITORING REPORT ON KEY PROJECTS FOR 2018/19 REPORT OF THE SERVICE DIRECTOR- RESOURICES** (Pages 27 - 40)

To consider the 4th Quarter Monitoring Report on Key Projects for 2018/19.

- 12. OUTCOME OF OVERVIEW AND SCRUTINY COMMITTEE RESOLUTIONS REPORT OF THE ACTING SCRUTINY OFFICER** (Pages 41 - 48)

To consider the outcome of Overview and Scrutiny Committee resolutions.

- 13. OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME FOR 2019/20 REPORT OF THE ACTING SCRUTINY OFFICER** (Pages 49 - 56)

To consider the Overview and Scrutiny Work Programme for 2019/20.

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Agenda Item 2

NORTH HERTFORDSHIRE DISTRICT COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

MEETING HELD IN THE COUNCIL CHAMBER, COUNCIL OFFICES, GERON ROAD,
LETCWORTH GARDEN CITY
ON TUESDAY, 22ND JANUARY, 2019 AT 7.30 PM

MINUTES

- Present:** *Councillors Cathryn Henry (Chairman), Elizabeth Dennis-Harburg (Vice-Chairman), Ian Albert, Kate Aspinwall, Sam Collins, Simon Harwood (In place of Jean Green), Steve Jarvis, Gerald Morris, Ian Moody, Helen Oliver, Val Shanley and Martin Stears-Handscorn*
- In Attendance:** *Steve Crowley (Service Director - Commercial), James Ellis (Legal Advisor), Simon Ellis (Development and Conservation Manager) and Kirstie Wilson (Temporary Scrutiny Officer) and*
- Also Present:** *At the commencement of the meeting Richard Lilley (Inspector Safer Neighbourhood Team Hertfordshire Police) and Sally Phillips (Chief Inspector Hertfordshire Police).*

63 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Steve Deakin-Davies, Jean Green, Ben Lewis, Michael Muir and Janine Paterson.

Having given due notice Councillor Simon Harwood advised that he would be substituting for Councillor Jean Green.

64 MINUTES - 11 DECEMBER 2018

Audio recording - Session 1 – 19.36

RESOLVED: That the Minutes of the Meeting of the Committee held on 11 December 2018 be approved as a true record of the proceedings and be signed by the Chairman.

65 NOTIFICATION OF OTHER BUSINESS

Audio recording - Session 1 – 19.37

There was no other business notified.

66 CHAIRMAN'S ANNOUNCEMENTS

Audio recording - Session 1 – 19.37

- (1) The Chairman announced that the following item on the work programme would also be on the agenda: Crime and Disorder – presentation from Chief Inspectors Richard Lilley and Sally Phillips.
- (2) The Chairman asked that Members and speakers speak directly into the microphones.
- (3) The Chairman reminded Members that, in accordance with Council policy, the meeting would be audio recorded.

- (4) The Chairman reminded Members that, in line with the Code of Conduct, any Declarations of Interest were to be declared immediately prior to the item in question. Members declaring a Declarable Interest, wishing to exercise a "Councillor Speaking Right", were to declare this at the same time as the interest.

67 PUBLIC PARTICIPATION

Audio recording - Session 1 – 19.38

No petitions or presentations were received from members of the public.

68 URGENT AND GENERAL EXCEPTION ITEMS

Audio recording - Session 1 – 19.39

There were no urgent or general exception items.

POLICE CRIME AND DISORDER UPDATE

Audio recording - Session 1 – 19.39 (39 minutes)

Hertfordshire Constabulary updated Members on Crime and Disorder in the district. The Committee noted the following:

- North Herts had the highest performing Community Safety Partnership in Hertfordshire.
- There had been an increase in crime, partially due to the increase in reporting of domestic abuse, as well as increase in motor vehicle theft, in part due to the number of cars left unlocked. There had also been an increase in burglaries.
- Hate crime and shoplifting had decreased along with a reduction in criminal damage offences.
- There had been a recruitment drive, with an additional 90 officers due to join in the spring 2019.
- The Domestic Abuse Action Plan was due to be launched, with the principal aims of "protect, pursue, prevent and prepare".
- There had been a successful two year operation to combat challenging rural crime, where land owners and gamekeepers were targeted.
- 22% residents had now signed up to the Neighbourhood Watch Scheme, with membership currently at over 53,000.
- Significant events of the last year included Remembrance Day, school education projects (covering internet and road safety, bullying, gangs) and a community garden to help youths with a history of offences.
- A project to prevent knife crime in the borough was also underway, although there was no issue as yet in the district.

A discussion ensued and the following Members took part:

Councillor Ian Albert
Councillor Gerald Morris
Councillor Martin Stears-Handscorn

The following points were raised by Members and subsequently confirmed by Hertfordshire Constabulary:

- The police had worked with both East Herts and Essex police as well as the National Farmers Union in targeting rural crime.
- The police would bring full statistics on crime and disorder and performance to the next annual update to the Committee.

- The police recruitment drive could mean that the previously successful Rhythms of the World Festival, last held in 2017, could go ahead in future years. Increased presence at the festival would mean that the due processes of operational safety would be met. Butts Close was being looked at as an alternative venue to the Town Centre and organisers were looking at two days in June 2019.
- The police would consider setting up local surgeries again so that issues at ward level could be looked at effectively.

69 CALLED-IN ITEMS

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

70 REGULATION INVESTIGATORY POWERS ACT (RIPA) UPDATE AND ANNUAL REVIEW

Audio recording - Session 1 – 20:18 (20 minutes)

The report of the Legal Regulatory Team Manager updated Members on the Council's current use of Regulation of Investigatory Powers Act (RIPA) and set out the annual policy review.

The Home Office had published a revised Code of Practice on Covert Surveillance and Property Interference (regarding social networking sites) and the Council's RIPA policy has been updated to ensure that it was compliant and was included in Appendix A.

Other notable amendments included extending overt surveillance, Guidance Note for the Committee on handling CHIS's, reference to the National Anti-Fraud Network Single Point of Contact service.

In addition Members noted that there had been no new authorisations to use RIPA and there were no current authorisations as per the last quarter.

A discussion followed and Members of the Committee took part:

Councillor Martin Stears-Handscomb

Members raised that a quarterly update on RIPA was unnecessary and ought to be brought to the Committee once a year. However it was noted that it was important that audit requirements were met and Members remained aware of the policy.

RESOLVED:

- (1) That the Overview and Scrutiny Committee note the content of the report.
- (2) That the Overview and Scrutiny Committee recommend to Cabinet the adoption of the RIPA Policy as amended (Appendix A).
- (3) That the Scrutiny Officer add the RIPA policy to the work programme.
- (4) That the Legal Regulatory Team Manager check whether an annual report would meet the requirements of the IPCO audit.

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

71 APPROACH TO NEW DEVELOPMENTS

Audio recording - Session 1 – 20:28 (25 minutes)

The report of the Development and Conservation Manager set out the actions that were being considered to address the issue of construction management, in particular the route which developers require their vehicles to enter and leave sites during construction.

With significant new development proposed within the North Hertfordshire District Local Plan (2011-2031) and with developments that were already being constructed such as Lucas Lane, Hitchin and Elm Tree Farm, and Pirton, it was a public concern.

Hertfordshire County Council had advised that conditions on planning permission which sought to require developers to manage construction activities on site should be imposed and could include the following issues:

- To secure sight lines, access works, on-site highway works
- Provision of wheel cleaning equipment at access points to the site
- To apply time limits on HGV access to a site to ensure they are not unsociable
- To impose prohibitions on the use of certain access to the site for certain type of traffic.

In addition it was important to ensure that the wider community was engaged with at the earliest possible stage.

Subsequently there was a discussion and the following Members took part:

Councillor Elizabeth Dennis-Harburg
Councillor Simon Harwood
Councillor Steve Jarvis
Councillor Gerald Morris
Martin Stears-Handscorn

The following points were raised by the Committee:

- It would be useful to await the outcome of the Pirton Appeal.
- Holding pens would need to be an appropriate distance away from the construction site to mitigate the issue of construction vehicles parking outside the zone waiting to enter a site causing traffic issues or disrupting local residents.
- Some members felt that relying on the goodwill of developers not to cause a disturbance wasn't good enough nor was the issue of them not being accountable for their subcontractors and wanted a more robust approach.

The Officer confirmed, however, that there was no legal requirement for developers to consult with residents, nor a legal basis on which the Council could refuse planning permission or guide the location and scale of new developments if the developer failed to address some of the issues outlined in the conditions.

In addition that developers were often considerate, although there could be issues with contractors not under the direct control of the developer.

In most cases it would be unreasonable to serve a stop notice and prevent or halt the development, even if a Construction Management Plan was breached as it would be seen as disproportional to the housing needs of the area.

The needs of developers and needs of residents would be addressed in the new approach but it was inevitable that some disturbance to residents as a result of development was inevitable.

RESOLVED:

- (1) That Members endorse the actions recommended in the report
- (2) That Members seek to continue to impose conditions where appropriate on planning permission to see to control Construction Management traffic routes.
- (3) That Members inset a new section of the forthcoming revision to the Council's Statement of Community Involvement (SCI) which advised developers of major development sites to consider the issue of construction management and to engage with

the wide community at the earliest possible stage in their development plans and preparations.

REASON FOR DECISION: To advise Members of the approach to be taken and to see their endorsement.

72 COMMERCIAL STRATEGY

Audio recording - Session 1 – 20:53pm (1 hour 5 minutes)

The report of the Service Director (Commercial) set out the proposed North Hertfordshire District Council (NHDC) Commercial Strategy 2019-23, which detailed the strategic direction for the Council's commercial services over the next five years.

The report gave the case for a commercial strategy, and the need to generate additional income from services that were allowed to assist in subsidising discretionary services and the need to change to a culture than thought commercially. In addition it provided an overview of the Council's current financial position and the need to improve the annual revenue net position which was currently estimated between £0.7m and £1.9m by 2022/23.

There was a lengthy session of questions in which the following Members took part:

Councillor Steve Jarvis
Councillor Sam Collins
Councillor Kate Aspinwall
Councillor Martin Stears-Handscomb
Councillor Simon Harwood
Councillor Helen Oliver
Councillor Gerald Morris
Councillor Ian Albert

The following points were raised by Members:

- Risks would need to be fully considered.
- Whether the Council could in principle borrow to invest.
- Timescales would need to be more detailed, as some commercial activities would produce returns more quickly than others.
- An indication of KPIs for the business cases would be useful in the strategy.
- The investment that had gone into creating the Commercial team would need overview in terms of the cost of recruitment and targets.
- The timescales outlined in the strategy were up until March 2021, and a further detailed hierarchy of actions would be needed to make the strategy tangible.
- Although income generation was the principle aim of the strategy, social benefit and social values ought to be embedded in the strategy as well.
- It was important that the Council's breakeven services were protected.

The Service Director (Commercial) responded and Members noted that:

- The detail of each commercial activity would be provided in a business case and not in the strategy, which would include risks, KPIs, timescales, details on return on investments as part of a scoring matrix.
- Officers would be researching the commercial activities of other Councils and sharing best practice. All business cases would follow the Council's approval process and therefore could be considered by the Overview and Scrutiny Committee prior to consideration by the Sub-Committee or Cabinet.
- The Commercial Team would engage with other teams within the Council, encourage them to think commercially and put together business cases (such as income from

parks, providing legal and IT support to other Councils improving technology or more long term projects such as a solar farm).

- The Commercial Team consisted of the Service Director, two Commercial Support Officers and were in the process of recruiting a Commercial Manager and Officer.
- The success or failure of the Commercial Team would be measured and brought back to the sub-committee of the Cabinet.
- The success or failure of certain business plans would also be brought back to the sub-committee of the Cabinet.
- Additional income would help safeguard “break even” and non-statutory services.

Members then highlighted that it was inappropriate for Cabinet to use just the sub-committee and as best practice it would need to be more inclusive. It was proposed that Cabinet work with Overview and Scrutiny Committee to establish a cross party task and finish group so that expertise was fully utilised.

It was then moved by Councillor Martin Stears-Handscomb and seconded by Councillor Steve Jarvis and

AGREED (unanimously).

In addition the Chairman requested that the Member for the Corporate Plan was made aware for the Commercial Strategy and any potential impact regarding the Councils statutory and non-statutory functions and the potential need for further safeguarding.

The Executive Member advised the Committee that:

- The Cabinet would provide information to the sub-committee on commercialisation project board and would share issues raised.

RECOMMENDED TO CABINET:

- (1) That, subject to the inclusion of amended requirements regarding wider Member input into commercial activities, the North Hertfordshire District Council Commercial Strategy 2019-23 be adopted.

REASON FOR DECISION:

To ensure there is a clear strategy that identifies how the Council understands commercialisation and what the Council is doing to embed a commercial culture.

73 HITCHIN TOWN HALL / DISTRICT WIDE MUSEUM PROJECT - REVIEW PROCESS REPORT

Audio recording - Session 1 - 21.58 (31 minutes)

The Chairman put it to Members whether to defer the item to the next meeting of the Committee or to hear the item. It was moved by Councillor Martin Stears-Handscomb and seconded by Councillor Ian Moody that the item go ahead and be heard.

The report of the Scrutiny Officer set out the proposed approach for the review into the Hitchin Town Hall/ District Wide Museum Project (HTH/DWM Project).

Members noted that review into the project by a task and finish group was important to:

- To evaluate the issues that arose with partners during the project.
- To investigate issues around effectiveness of the contractual arrangements between partners and the Council.
- To understand the risk management and risk sharing between the Council and partners.
- To understand the performance issues that arose between the Council and its partners.

- To make recommendation to improve future partner working relationships.

Members approval on the proposed approach was sought on the following areas:

- Review Terms of Reference
- Review Panel Formation
- Appointment of Independent Chair
- Review Timeline.

There was a discussion and the following Members took part:

Councillor Sam Collins
Councillor Elizabeth Dennis-Harburg
Councillor Steve Jarvis
Councillor Simon Harwood
Councillor Gerald Morris
Councillor Martin Stears-Handscomb
Councillor Ian Moody.

The following points were raised:

- The Scrutiny of the project was essential to ensure that lessons were learnt and that a similar situation was prevented in the future. It would also mitigate any reputational risk by conducting it in the public domain.
- Those on the review group would need to be impartial and Members would need to check that no adverse comments had previously been put into the public domain, such as via FaceBook or Twitter. (Councillor Simon Harwood declared an interest by virtue of being ward Councillor at the time and would likely be called to give evidence and therefore would be unable to be part of the project review.
- That Peter Chapman, as the Independent Chairman, may be too closely linked to NHDC for the required review impartiality and that Donna Modest would therefore be a better choice of independent chair. Councillors Stears-Hanscomb advised that he knew of a suitable candidate to Chair the Panel and the Scrutiny Officer was requested to make contact.
- Terms of reference should further include the evaluation of the effectiveness of the contractual and financial arrangements as well as the cost of the project.
- There was a duty of care to ensure that Officers felt comfortable during the review process and the Scrutiny Officer noted that such details might need to be kept out of the public domain. It was also considered that an HR specialist might be required to represent Officer's views.
- That the Scrutiny Officer should take forward any communication with the Independent Chairman to support the transparency of the review.

RESOLVED:

- (1) That the Committee receive and comment on the approach into the review of the Hitchin Town Hall / District Wide Museum Project
- (2) That the Committee agree the proposed approach and associated timeline for the conducting of the review.
- (3) That the Committee delegates the finalising of any outstanding actions to the Lead Support Officer (the Democratic Services Manager), in consultation with the Chairman, Vice Chairman and Group Leaders.

REASON FOR DECISION:

The recommendations are the best course of action for the review into the project.

74 MEMBERS' QUESTIONS

No questions had been submitted.

75 RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE

Audio recording - Session 1 - 22:30pm

The report of the Acting Scrutiny Officer was adjourned until the next meeting.

76 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME FOR 2018/19

Audio recording - Session 1 – 22:30pm

The report of the Acting Scrutiny Officer which highlighted items scheduled in the Overview and Scrutiny Committee's work programme for 2018/19 was adjourned until the next meeting.

The meeting closed at 10.30 pm

Chairman

NORTH HERTFORDSHIRE DISTRICT COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

MEETING HELD IN THE COUNCIL CHAMBER, COUNCIL OFFICES,
GERNON ROAD, LETCHWORTH GARDEN CITY
ON TUESDAY, 19TH MARCH, 2019 AT 7.30 PM

MINUTES

Present: *Councillors Cathryn Henry (Chairman), Elizabeth Dennis-Harburg (Vice-Chairman), Kate Aspinwall, Sam Collins, Steve Deakin-Davies, Jean Green, Gerald Morris, Ian Moody, Michael Muir, Helen Oliver, Janine Paterson, Martin Stears-Handscomb and Val Bryant (In place of Ian Albert)*

In Attendance: *Rachel Cooper (Controls, Risk and Performance Manager), Kirstie Wilson (Temporary Scrutiny Officer) and Hilary Dineen (Committee, Member and Scrutiny Manager)*

77 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ian Albert and Steve Jarvis.

Having given due notice Councillor Val Bryant advised that she would be substituting for Councillor Albert.

78 MINUTES - 22 JANUARY 2019

The Minutes of the meeting held on 22 January 2019 were tabled,

To allow time for Members to read the Minutes they would be formally agreed at the next meeting.

RESOLVED: That the Minutes of the Meeting of the Committee held on 22 January 2019 be formally approved at the next meeting of this Committee.

79 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

80 CHAIRMAN'S ANNOUNCEMENTS

- (1) The Chairman thanked all who attended this meeting.
- (2) The Chairman asked Members and speakers to speak into the microphones.
- (3) The Chairman reminded everyone that, in accordance with Council policy, this meeting was being audio recorded.
- (4) The Chairman advised that Item 13 - Resolutions of the Overview and Scrutiny Committee and Item 14 - Overview and Scrutiny Committee Work Programme for 2018/19 would be considered immediately following Item 8 - Members' Questions.

- (5) The Chairman drew attention to the agenda front pages 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. Members declaring a Declarable Interest, wishing to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest.

81 PUBLIC PARTICIPATION

There were no presentations by members of the public.

82 URGENT AND GENERAL EXCEPTION ITEMS

No urgent or general exception items were received.

83 CALLED-IN ITEMS

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

84 MEMBERS' QUESTIONS

No questions had been submitted.

85 Q3 PERFORMANCE INDICATORS

The Controls, Risk and Performance Manager presented the report entitled Q3 Performance Indicators and drew attention to the following:

BV 12a - Working days lost due to short-term sickness absence per FTE employee

Absence was reported by Service Area to make it easier for Managers to monitor

The projection for year end was that this would increase to 4.15 days absence per FTE

In response to a question from Councillor Morris she advised that sickness was looked at in a lot of detail. HR considered the wellbeing of staff. The highest level of sickness was in the Place and Customer Service Director areas.

LI 034 - Percentage of Environmental Health programmed inspections completed

This was identified as red in Q2, was amber this quarter and continued to improve.

NI 157ai - Percentage of major planning applications determined within the relevant statutory or agreed time periods

This was cross referenced with the number of appeals and refunds (of which there were none to date). The details appeared on the full report that had been emailed to Members one month before this meeting.

NI 157e - Percentage of all planning applications determined within the relevant statutory or agreed time periods

The Planning Team were now up to full staffing levels and this was improving.

Members commented that Planning was always a balance between hitting deadlines and negotiating to get a good application.

Members asked for information regarding what constituted “others” in this target

Data with No Targets

In response to a question from Councillor Aspinwall, The Controls, Risk and Performance Manager advised that the full report had all of the targets and the Committee had elected to receive an exception report showing red and amber information only.

The data around Homelessness had no target and it had been agreed that no target would be set for the first year for food and garden waste.

NI 192 - Percentage of household waste sent for reuse, recycling and composting

This was identified as amber, with paper recycling having seen an 11 percent fall. It should be noted that this was a National trend and the introduction of the chargeable garden waste contact has had an effect on recycling levels.

Performance Reporting

Members noted that the full performance report was sent to Members of the Committee one month before each meeting and that an exception report was considered at the meetings.

It was for Members to review the full report and advise the Controls, Risk and Performance Manager of any items that they would like further detail presented at the meeting. If they wished for a specific Officer or Executive Member to be at the meeting they should contact the Committee, Member and Scrutiny Manager.

RESOLVED:

- (1) That the report entitled Q3 Performance Indicators be noted;
- (2) That the Controls, Risk and Performance Manager be requested to investigate what constitutes “Others” in respect of NI 157e and advise Members of this Committee of her findings.

REASON FOR DECISION: To enable the Overview and Scrutiny Committee to monitor Performance Indicators.

86 NEW YEAR PERFORMANCE INDICATORS TO BE MONITORED

The Controls, Risk and Performance Manager presented the report entitled New Year Performance Indicators to Be Monitored and drew attention to the following:

Target Setting

Targets were set by Officers and Executive Members and approved by Cabinet following consideration by this Committee.

Targets were SMART rather than aspirational.

NI 191 - Kg residual waste per Household & NI 192 - Percentage of household waste sent for reuse, recycling and composting

Members recognised that targets should be achievable, but felt that the proposed targets were not ambitious enough.

The Controls, Risk and Performance Manager advised that targets in previous years had rarely been met and they had been identified as amber each year.

Following detailed discussion, Members requested that, prior to the Cabinet meeting, the Controls, Risk and Performance Manager identify the outturn figure for the last 3 years and that:

- If the trend was downwards then the Committee recommended a target for NI 192 that was in the middle of the last three years outturn figures or
- If the trend was upwards the the Committee recommended a target for NI 192 that was one percent above the highest outturn figure.

LI035a - Number of households living in temporary accommodation

REG1 Rate of homelessness prevention N/A – Data

REG2 Rate of homelessness relief

Members were advised that Homelessness data had been collected in a different way since April and there was potential that benchmarking data could be available by the end of the year.

BV9 - Percentage of council tax collected in year

Members debated this indicator in some depth. They noted that collection rates had historically been high although were concerned about the potential impact of Universal Credit on collection rates.

They were informed that a policy was being drawn up regarding debt collection and asked that this Committee have sight of this document at an early stage.

They also requested a report regarding the impact of Universal Credit, the Council Tax Reduction Scheme and other benefits.

They agreed that the target should be reviewed mid year in order to take into account the effect of Universal Credit on collection rates.

RESOLVED:

- (1) That, prior to the Cabinet meeting, the Controls, Risk and Performance Manager be requested to identify the outturn figure for the last 3 years.
- (2) That the Service Director – Customers be requested to present the planned policy on debt collection to this Committee at an early stage of development.
- (3) That the Service Director - Customers be requested to present a report regarding the impact of Universal Credit, the Council Tax Reduction Scheme and other benefits to this Committee

RECOMMENDED TO CABINET:

- (1) That, in respect of NI 192, based on the figures identified from resolution (1) above:
 - If the trend was downwards then the Committee recommends a target for NI 192 that is in the middle of the last three years outturn figures or
 - If the trend was upwards then the Committee recommends a target for NI 192 that is one percent above the highest outturn figure;

NB: Following the meeting outturn figures regarding NI 192 for years 2015/16, 2016/17 and 2017/18. These figures are attached to the referral to Cabinet.

- (2) That, in respect of LI035a, REG1 and REG2, Cabinet be requested to set targets as soon as data is available;
- (3) That, in respect of BV9, the target be reviewed mid year in order to take into account the effect of Universal Credit on collection rates.

REASON FOR DECISIONS: To enable the Overview and Scrutiny Committee to consider the report entitled New Year Performance Indicators to be Monitored prior to consideration by Cabinet.

87 Q3 UPDATE ON PROJECTS IN THE CORPORATE PLAN

The Controls, Risk and Performance Manager presented the report entitled Q3 Update on Projects In the Corporate Plan and associated appendices

In respect of the waste contract, Members expressed concern at the lack of detail provided, which made it difficult to assess whether there had been improvements. They felt that the lessons learnt log was more of a commentary than a list of lessons learnt.

They considered that the proposed review of the waste contract should look at why the East Herts side of the contract went well, whilst the North Herts side did not. They also considered that the Executive Member for Waste at East Herts should be asked to give evidence.

Members asked that a Panel be formed in readiness and that it should be identified which Group should chair this review.

RESOLVED:

- (1) That the report entitled Q3 Update on Projects in the Corporate Plan be noted:
- (2) That the Scrutiny Officer be requested to ask Group Leaders for nomination to a Task and Finish Group review of the Waste Contract;
- (3) That the Scrutiny Officer be requested to identify which Group should chair the next Task and Finish Group review

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

88 NEW YEAR - KEY PROJECTS TO BE MONITORED FOR 19/20

The Controls, Risk and Performance Manager presented the report entitled New Year – Key Projects to be Monitored for 19/20

RESOLVED: That the Committee note the key projects to be monitored, subject to capacity, that will be the key focus for the Council 2019/20.

REASON FOR DECISION: The Corporate Business Planning Timetable requires the key projects to be considered by this Committee. In addition, this Committee has a role in monitoring the delivery of these projects.

89 RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE

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

Minute 32 – July 17 – Work Programme

The requested training regarding scrutiny had now taken place.

Members feedback on this training was:

- It had been very useful;
- Members now felt more confident in their role;
- It had been good to compare practices of Overview and Scrutiny Committees from other Councils;
- It was good to share best practice;
- It highlighted the work still to be done;
- It was useful to have Members of the Cabinet present.

Members felt that Task and Finish Groups should now be recommenced, however Cabinet needed to accept recommendations in the spirit of O&S being a critical friend.

Members expressed concern that they received reports far too late in the process and that the Committee could be more constructive as a critical friend if they were able to consider proposals at a much earlier stage so that they could influence and give support, rather than at a point when the proposal was all but complete and unable to be amended in any meaningful way.

Members considered that, other than the planned review regarding Hitchin Town Hall, a review of the Waste Contract Implementation should be scheduled.

Members asked that the waste collection routes be sent to them as soon as possible.

Minute 28 – July 18 – Work Programme

Members expressed disappointment that the planned meeting regarding the Communications Strategy had not yet taken place and asked that this be arranged as soon as possible

Minute 37 – September 18 – Waste Contract

Members asked that Service Manager – Waste be requested to complete the actions in respect of a Communications Strategy for Waste as detailed in Resolution 37 (4)

RESOLVED:

- (1) That the report entitled Resolution of the Overview and Scrutiny Committee be noted;
- (2) That the Scrutiny Officer be requested to schedule a review of the Waste Contract Implementation and draw up a draft scope upon completion of the SIAS audit;
- (3) That the Service Manager- Waste be requested to send details of the waste collection routes to all Members of the Committee;
- (4) That the Communications Manager be requested to continue to arrange the planned meeting to discuss the Communications Strategy;
- (5) That the Service Manager – Waste be requested to complete the actions in respect of a Communications Strategy for Waste as detailed in Resolution 37 (4) – September 2018.

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

90 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME FOR 2018/19

The Temporary Scrutiny Officer presented the report entitled Overview and Scrutiny Work Programme for 2018/19 and drew attention to the following:

Work Programme Reports

It was disappointing that the Committee had not considered this report for three consecutive meetings. The Committee could not plan its workload if it did not consider the options.

Members asked that, once a decision had been made regarding whether NHDC would appeal against the Planning decision regarding the proposed Crematorium, this be scheduled into the work programme

Review of Hitchin Town Hall

The Committee considered a paper regarding this at a previous meeting.

Two candidates for Independent Chair of the review had been interviewed and John Richardson had been identified as the most suitable candidate.

Group Leaders had nominated candidates to act as the Panel to this review.

There was some discussion that Members of the Panel not only had to act fairly and non-politically, but had to be seen to do so and that Members of the Panel will need to avoid bias and look for a useful outcome.

The next step was for the Panel to meet and discuss the scope of the review and set dates for meetings.

RESOLVED:

- (1) That the report entitled Overview and Scrutiny Committee Work Programme for 2018/19 be noted;
- (2) That the Committee endorses the appointment of John Richardson as Independent Chair of the Review of Hitchin Town Hall in line with the appointment process agreed in January's Overview & Scrutiny Committee;
- (3) That the Committee endorse the appointment of Councillors Sam Collins, Ian Moody, Helen Oliver and Val Shanley as the Panel to undertake the Review of the Hitchin Town Hall in line with the appointment process agreed in January's Overview & Scrutiny Committee;
- (4) That the Scrutiny Officer be requested to organise an initial meeting of the Hitchin Town Hall Review Panel to discuss the scope of the review and arrange meeting dates.
- (5) That, the proposed Crematorium be placed on the Committee's Work Programme.

REASON FOR DECISION: To enable the Committee to set the Work programme.

91 OUTGOING CHAIRMAN

The Committee offered formal thanks to Councillor Cathryn Henry for her work as Chairman of the Committee..

RESOLVED: That Councillor Cathryn Henry be thanked for her work as Chairman of the Overview and Scrutiny Committee.

The meeting closed at 9.50 pm

Chairman



2018/19 Quarter 4 PI Data

For 2018/19, NHDC reported 21 corporate performance indicators. This report presents the **red and amber** performance indicators, as well as other indicators to note, and displays the latest period that officers have updated and activated on Pentana Performance. The full report can be found on the intranet at the following location.

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







Performance indicator data is cumulative and represents performance between 1 April 2018 and the end of the latest reporting period. The report will indicate if any performance indicator data relates to a different reporting period. Where available, national benchmarking data is included in the commentary for indicators. When targets are set, any national minimum requirements are taken into account.



Key for the Report





Status		Direction of Travel	
	Data value has met or exceeded the target figure		Data value has improved compared with the same time last year
	Data value has not achieved the target figure but it is within the agreed tolerance range		Data value has deteriorated compared with the same time last year
	Data value has not achieved the target figure and it is outside the agreed tolerance range		Data value has not changed compared with the same time last year
	Data value is for information only and a traffic light status is not applicable		

Summaries



Status Summary		Direction of Travel Summary	
	8 (Q3 – 7)		8 (Q3 – 3)
	2 (Q3 – 3)		7 (Q3 – 12)
	2 (Q3 – 2)		2 (Q3 – 2)
	9 (Q3 – 9)	Not Applicable	4 (Q3 – 4)

Row No.	PI Code	Title	Last Update	Data Value	Target	Status	Direction of Travel	Commentary
Leader of the Council								
5	BV 12	Working days lost due to sickness absence per FTE employee (both short-term and long-term)	March 2019	6.52	Not Applicable		 Mar 18 6.15	1867.72 FTE sickness days 286.54 average FTEs National Benchmarking Source: LG Inform Latest Quarter - Three-Month Period Sample - Participating English district local authorities Period NHDC Top Quartile Q3 2018/19 1.4 days 0.8 to 1.8 days NHDC ranked 4th out of 50 (Top Quartile)
6	BV 12a	Working days lost due to short-term sickness absence per FTE employee	March 2019	4.10	3.50		 Mar 18 3.92	1175.96 FTE short-term sickness days 286.54 average FTEs The year-end figure of 4.10 is 0.6 days per FTE over target and it has increased by 0.18 days per FTE compared with last year, although less absence occurred over the winter months. The target for 2019/20 remains at 3.50 days per FTE.
7	BV 12b	Working days lost due to long-term sickness absence per FTE employee	March 2019	2.41	Not Applicable		 Mar 18 2.23	691.76 FTE long-term sickness days 286.54 average FTEs
Executive Member for Housing and Environmental Health								

Row No.	PI Code	Title	Last Update	Data Value	Target	Status	Direction of Travel	Commentary
9	REG 1	Rate of homelessness prevention	Q4 2018/19	53.11%	Not Applicable		Not Applicable	REG1 and REG2 are new performance indicators for 2018/19. REG1 - 177 cases where a Prevention Duty ended during Q1 to Q4 2018/19 – 94 cases ended with a positive outcome. REG2 – 238 cases where a Relief Duty ended during Q1 to Q4 2018/19 – 90 cases ended with a positive outcome. At the end of Q4 2018/19, 94 out of 177 households had potential homelessness <i>prevented</i> . Where homelessness was not prevented, a <i>relief</i> duty would have been triggered. This occurs when a household has become homeless and 90 households out of 238 were successfully rehoused. Of the remaining households, if an accommodation duty was triggered under the homelessness legislation, they would have been placed in a temporary hostel and would be included in the quarter-end figure of 85 households.
10	REG 2	Rate of homelessness relief	Q4 2018/19	37.82%	Not Applicable		Not Applicable	National Benchmarking – Analysis of new H-CLIC homelessness data will be available later in the year. Currently, awaiting publication of the Q2 2018/19 statistics.

Row No.	PI Code	Title	Last Update	Data Value	Target	Status	Direction of Travel	Commentary
11	LI 035a	Number of households living in temporary accommodation	Q4 2018/19	85	Not Applicable		 Q4 17/18 67	85 households in temporary accommodation as at 31 March 2019, of which, four were in bed and breakfast accommodation. This was the total number of households accommodated under the relevant legislation by the Council, although placement was with a third party. National Benchmarking – Analysis of new H-CLIC homelessness data will be available later in the year. Currently, awaiting publication of the Q2 2018/19 statistics.
Executive Member for Planning, Enterprise and Transport								
13	NI 157e	Percentage of all planning applications determined within the relevant statutory or agreed time periods	Q4 2018/19	80.24%	83%		 Q4 17/18 79.69%	<u>Majors</u> 29 out of 35 <u>Minors</u> 207 out of 275 <u>Others</u> 908 out of 1,041 <u>Applications not included in the categories above</u> 748 out of 1,007 This gives an overall figure of 80.24% (1,892 out of 2,358) Not all applicants will agree to an extension of time beyond the statutory period to enable negotiation with the officer, statutory consultee or with regard legal agreements to be undertaken. Reference should be made to the following two indicators (DC001a and DC002), where the impact of non-determination is measured. As can be seen, there were no fees refunded or appeals lodged.

Row No.	PI Code	Title	Last Update	Data Value	Target	Status	Direction of Travel	Commentary						
14	DC 001a	Number of planning applications taken to appeal due to 'non-determination' within the statutory time period, which were allowed	Q4 2018/19	0	Not Applicable		Q4 17/18 0	During April 2018 to March 2019, no appeal decisions (allowed or dismissed) related to appeals that were submitted due to non-determination within the statutory or extended time period.						
15	DC 002	Number of planning applications where the fee has been refunded due to the application not being determined within 26 weeks	Q4 2018/19	0	0		Q4 17/18 0	No fees have been refunded.						
16	LI 032a	Number of allowed planning appeal decisions	Q4 2018/19	5	Not Applicable		Q4 17/18 7	5 of 25 appeals allowed (20%)						
Executive Member for Waste, Recycling and Environment														
18	NI 191	Kg residual waste per household	March 2019	364kg	360kg		Mar 18 366kg	<p>March 2019 data is currently provisional.</p> <p>National Benchmarking Source: LG Inform Latest Quarter - Three-Month Period Sample - Participating English district local authorities</p> <table border="1"> <thead> <tr> <th>Period</th> <th>NHDC</th> <th>Top Quartile</th> </tr> </thead> <tbody> <tr> <td>Q3 2018/19</td> <td>88.08kg</td> <td>70.00kg to 96.19kg</td> </tr> </tbody> </table> <p>NHDC ranked 4th out of 39 (Top Quartile)</p>	Period	NHDC	Top Quartile	Q3 2018/19	88.08kg	70.00kg to 96.19kg
Period	NHDC	Top Quartile												
Q3 2018/19	88.08kg	70.00kg to 96.19kg												
19	NI 192	Percentage of household waste sent for reuse, recycling and composting	March 2019	52.37%	55%		Mar 18 57.47%	<p>March 2019 data is currently provisional.</p> <p>National Benchmarking Source: LG Inform Latest Quarter - Three-Month Period Sample - Participating English district local authorities</p>						

Row No.	PI Code	Title	Last Update	Data Value	Target	Status	Direction of Travel	Commentary
								Period Q3 2018/19 NHDC 44.89% Top Quartile 53.49% to 63.07% NHDC ranked 24th out of 41 (Third Quartile)
20	FW 1	Overall tonnage of food waste collected	March 2019	4,381	Not Applicable		Not Applicable	March 2019 data is currently provisional. No targets were set for 2018/19, as the first year of the new performance indicators and contract were used to establish baseline data.
21	GW 1	Overall tonnage of garden waste collected	March 2019	9,586	Not Applicable		Not Applicable	The combined food and garden waste tonnage reported for April 2017 to March 2018 was 15,942 tonnes.

NI157e

“Others” = Advertisement Consents, Certificates of Lawful Development, Householder Planning Applications, Changes of Use, Listed Building Consents

“Applications not included in the categories above” = Agricultural Determinations, Adjacent Authorities Consultations, County Matters Applications, Discharge of Conditions, Electronic Communications, Hazardous Substances, Neighbour Consultation Scheme, Non Material Amendments, Prior Approvals, Prior Notifications, Trees in Conservation Areas, Telecommunications, Tree Preservation Orders

Waste

The 2018/19 recycling target was reduced for this year, from 60% to 55%, in view of anticipated issues with the commencement of the new waste contract. However, the target for residual waste remained the same compared with the previous year.

**OVERVIEW & SCRUTINY COMMITTEE
4 JUNE 2019**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: 4th QUARTER MONITORING REPORT ON KEY PROJECTS FOR 2018-19

REPORT OF: THE SERVICE DIRECTOR: RESOURCES

EXECUTIVE MEMBER: LEADER OF THE COUNCIL

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

1. EXECUTIVE SUMMARY

1.1 This monitoring report provides a 4th quarter update on the delivery of the key projects for 18/19, first identified to the Committee in March 2018.

2. RECOMMENDATIONS

2.1 That delivery against the key projects for 18/19 be noted and commented on by the Overview & Scrutiny Committee

3. REASONS FOR RECOMMENDATIONS

3.1 To enable achievements against the key projects for 2018/19 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 20 March 2018.

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 18/19. 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. The following symbols have been used to summarise progress.

Status key	
	Project Halted / funding not available/ Extremely Late
	Project behind original due date/ unlikely to hit original due date.
	Project not due for completion in 2018/19 or has not reached due date
	Project Completed.

8. RELEVANT CONSIDERATIONS

- 8.1 The 4th Quarter monitoring report against key projects for 2018/19 is included in Appendix A.
- 8.2 Appendix A includes the original milestones for reporting progress which were reported to this Committee in March 2018 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.
- 8.3 At the Overview & Scrutiny committee meeting in March 2019, the Waste Project and the Construction of Roadway and Paths at Wilbury Hills Cemetery were reported as completed projects, and have now been removed from future monitoring reports.
- 8.4 At the September meeting of the Overview and Scrutiny meeting it was requested that the Service Manager- Waste be requested to publish details of the statistics regarding reports of missed bins and calls made regarding this and communicate the details publicly. In order to fulfil this request, a more detailed update on the Waste Project has been provided in Appendix B.

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 2018/19 that was undertaken in 2017/18. A number of these projects formed part of the Council's capital programme for 2018/19.
- 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 Corporate Risks for the Council and these are monitored quarterly by the Finance, Audit & Risk Committee. These include:
- Local Plan
 - Hitchin Town Hall
 - 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 2018/19 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 – 4th Quarter Monitoring against Key Projects for 2018/19
Appendix B – Waste Project Update.

16. CONTACT OFFICERS

- 16.1 Rachel Cooper, Controls, Risk & Performance Manager, Tel 474606,
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- 16.7 Jeanette Thompson, Service Director, Legal & Community. Tel 474370
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17. BACKGROUND PAPERS





- 17.1 None.







Appendix A - 2018/2019 reporting against Projects identified in the Corporate Plan – as at 09/05/2019





For **Q4 2018/2019** North Hertfordshire District Council is reporting against 8 Projects identified in the Corporate Plan 2018-23


Key for the Report

Status key	
	Project Halted / Project more than 12 months late.
	Project behind original due date/ unlikely to hit original due date.
	Project not due for completion in 2018/19 or has not reached due date
	Project Completed.


Status	Q4	Q3	Summary of Movement this Qtr
	1	1	
	2	2	
	5	5	
	0	2	Shared Waste Project/ Construction of road and pathway Wilbury Hills Cemetery
Total	8	10	


- Where projects are carried over from previous years, their status is retained until they are complete – to ensure transparency

Description in Corporate Plan	Corporate Objective	Portfolio	Milestones – current year and beyond	Due Date	Overall Status	Comments
Status – RED - 1						
Complete the fit out and open the North Hertfordshire Museum and Community Facility Prince II Date of Last Project Board – 18 July 2017. Exception report since last Quarter – None.	Prosper & Protect	Leisure	Continue to negotiate on possible acquisition of 14/15 Brand Street. Report to Cabinet on proposed way forward. Complete fit out of Museum.	Original due date 30 September 2015 31/07/2018 September 2018 		In an effort to identify a weekend whereby the museum opening can be a standalone (and standout) event in the local calendar, it may be that an opening date in early July 2019 is selected rather than June 2019. This would allow the opening of the museum to have maximum publicity locally, whilst a June opening might see it rivalling other local events.
Status – AMBER - 2						
Development of a Crematorium in North Hertfordshire - subject to approval by Cabinet March 2017 NOT Prince II	Prosper & Protect	Waste, Recycling & Env	Obtain outline planning permission from Central Beds. Agree the Heads of Terms and Options Agreements with our nominated partner. Prospective tenant exercises the option and	July 2018 July 2018  31 Dec 2018		Although Central Bedfordshire refused the outline planning application in March 2019, officer and external specialist planning consultant advice suggests that NHDC has good grounds for appeal. Cabinet approved funding for an appeal on 26 March 2019. Officers are working on the appeal submission and consider that there is a high likelihood of a positive outcome.

			<p>enters into an agreement for lease (the prospective tenant will be responsible for applying for detailed planning permission).</p> <p>The prospective tenant enters into a lease, in accordance with the Heads of Terms, following the grant of detailed planning permission</p>	<p>31 Mar 2019</p>		<p>The prospective tenant will be responsible for delivering the project. The due date for this milestone and for practical completion of the project will depend on the timescale and outcome of the appeal process relating to Central Bedfordshire's refusal of the outline planning application.</p>
			<p>Practical Completion of Crematorium</p>	<p>December 2020</p>		
<p>Investigating a range of options to improve use of Council assets</p> <p>NOT Prince II</p>	<p>Responsive & Efficient</p>	<p>Various</p>	<p>Report to Cabinet Shareholder Sub-Committee on potential options</p> <p>Obtain Cabinet approval to establish a Property Company</p>	<p>15 March 2018</p> <p>31 Mar 2018</p>	<p></p>	<p>Progress for setting up a Local Authority Trading Company is taking longer than first anticipated, which is mainly due to completing the business plan and ensuring it provides sufficient information to demonstrate the company is</p>

b/f from 1718			Set up Property Company	Mid 2018		required and the financial benefits to the Council. Officers are working hard to complete the business plan and once complete, it will be presented to the Cabinet Sub-Committee (Local Authority Trading Companies' Shareholder) for approval, which will allow officers to register the holding company and subsidiary companies. The aim is to complete this work and register the companies by the end of July 2019. Although this is behind the original target date (30 September 2018), this does not impact on the need for a company, as the first piece of work that requires a company is the letting of Harkness Court, which is currently programmed to complete in autumn 2019.
Status – GREEN -5						
Submission of a Local Plan for North Herts	Prosper & Protect	Planning & Enterprise	<p>Consultation on major modifications (timescale dependant upon Planning Inspectorate)</p> <p>Publication of Inspectors Report (timescale dependant upon Planning Inspectorate)</p> <p>Adoption of the new local plan report to Full</p>	<p>Jan - April 2019</p> <p>TBC</p> <p>TBC</p>	▶	The consultation on the Main Modifications concluded on 11 April 2019 and the relevant milestones have been updated accordingly. Completion of the two outstanding milestones ("Publication of Inspector's final report" and "Report to Full Council - adoption of the new Local Plan") remains fully dependent upon the Planning Inspectorate and as such, no

Not Prince II			Council (timescale dependant upon Planning Inspectorate)			due dates have been entered. If the Planning Inspectorate progresses things promptly, it is possible that a report to Full Council could be presented in autumn 2019.
Designating air quality management areas in Hitchin to address the improvement of the air quality – Stevenage Road and Paynes Park. (5 Year Plan commenced 2018)	Attractive & Thriving	Housing & Env Health	<ul style="list-style-type: none"> •Development of ECOstars scheme for business to reduce emissions from freight deliveries •Investigate options for extending and improving electric vehicle recharging facilities in the district •Anti-idling campaign to encourage drivers to switch off when stationary, including 	To be confirmed On-going Spring/Summer 2019		<p>Due to a lack of grant funding from DEFRA, there has been a change of focus from freight to bus emissions. This ties in with work being done by HCC with regards bus partnerships and anticipated planning obligation funding opportunities. A draft project plan has been provisionally agreed with HCC.</p> <p>Briefing meeting held with Executive and Shadow Executive Members leading to a one-off bid for funding to support the provision of an Electric Vehicle strategy in association with the Council's revised Parking Strategy. The funding was approved by Full Council on 07/02/19. A project plan has been drafted and is being reviewed with the initial priority being on-street charging.</p> <p>Officers are negotiating with developers through the planning process to implement charging points within new homes</p>

			<p>investigation of enforcement options</p> <ul style="list-style-type: none"> •Review of on-street parking in air quality management areas •Participate in National Clean Air Day •Contribute development of Air Alert texting scheme with HCC and other partners 	<p>TBC subject to Parking strategy Action Plan</p> <p>Annual</p> <p>2019</p>		<p>Initial survey of Hitchin town centre completed Feb and March. 2019. Focus was on bus and taxi ranks</p> <p>Research & preparation of anti-idling leaflet underway.</p> <p>Will be co-ordinated with next general review of parking in Hitchin - date to be confirmed</p> <p>The air Pollution Notification System (Air Alert) is operational and has received initial publicity. The sign-up level as of mid April 2019 is 389 across Herts and Beds, 85 of which were North Herts focused subscriptions.. Next Clean Air Day scheduled for 20 June 2019 and further publicity will be tied in with this day.</p>
Churchgate	Attractive & Thriving	Commercial	Full Council approval obtained to principle of	Tbc		Full Council voted to put Churchgate forward for a "Future

<p>Project will span more than one financial year</p> <p>Once actual project commences will be</p> <p>Prince II</p> <p>Date of Last Project Board</p> <p>n/a</p>			<p>joint venture funded by the Council. Further work required to look at detail of proposals before reporting back to Full Council.</p> <p>Further work to be undertaken to explore potential options prior to reporting back to Full Council at a future date</p>			<p>High Streets Fund” bid. The application has been submitted and NHDC will hear back in the Summer as to whether the bid is successful.</p>
<p>Bancroft recreation ground MUGA (£170,000)</p> <p>Subject to securing Sport England grant</p> <p>Not Prince II</p>	<p>Attractive & Thriving</p>	<p>Leisure & Environment</p>	<p>Procurement Exercise</p> <p>Completion of MUGA</p>	<p>Oct 2018</p> <p>July 2019</p>	<p>▶</p>	<p>£60k grant secured from Sport England.</p> <p>Works are due to start on site by the middle of May with a planning work program showing completion for the end of June 2019. All materials and equipment has been ordered and has either been received or is in transit from the manufacturers.</p>
<p>Renovation of Play area,</p>	<p>Attractive & Thriving</p>	<p>Leisure & Environment</p>	<p>Consultation on design</p>	<p>Sept 2018</p>	<p>▶</p>	<p>A Public Consultation event was</p>

District Park, Great Ashby (£75,000) Not Prince II			Carry out procurement exercise Completion of Works	Nov 2018 July 2019		held on 8 September to inform design. Works are in progress and we are anticipating completion for the end of May 2019 with adoption from the contractor following a post installation report by Rospa
Status – COMPLETE -0						

WASTE AND RECYCLING

Works to determine round changes as part of phase 2 services is now complete with no planned day changes for any resident. All low rise properties will be receiving a leaflet (attached) which details the extent of changes. The changes refer to the times in the day that residents should expect their bins to be collected ie between 7am and 5pm.

BROWN BIN:

Yes please!
If you have subscribed to the brown bin service then you can include:

- ✓ Garden waste including:
 - ✓ grass cuttings
 - ✓ hedge clippings
 - ✓ small tree prunings, branches, bark and twigs
 - ✓ tree branches (up to 3cm in diameter)
 - ✓ moss, weeds (excluding controlled weeds such as Japanese Knotweed)
 - ✓ flowers
 - ✓ plants with excess soil removed
 - ✓ fallen fruit
 - ✓ real Christmas trees with decorations and pot removed

No thanks!

- ✗ Cardboard
- ✗ Plastic bags
- ✗ Plastic pots
- ✗ Treated wood
- ✗ Bricks
- ✗ Stones
- ✗ Soil

If you would like to subscribe to the brown bin service please go to www.north-herts.gov.uk/gardenwaste

COLLECTION TIMES for your waste and recycling ARE CHANGING!

Important information **PLEASE READ**

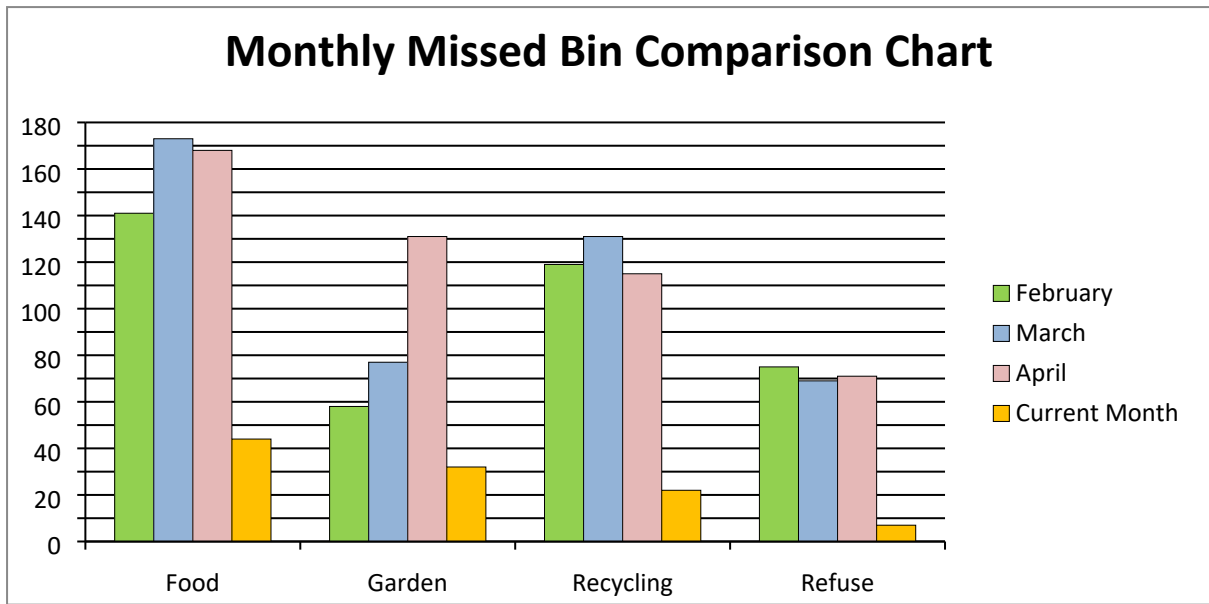
www.north-herts.gov.uk 0800 3286023 @NorthHertsDC northhertsDC

NORTH HERTFORDSHIRE DISTRICT COUNCIL urbaser ltd WasteAware

The revised bank holiday collections have been going well with limited issues - Collection teams are out again on Saturdays ending on 11th May following the May day bank holiday.

All residents will receive their roll of food waste caddy liners from w/c 6th May, the roll has an accompanying note apologising for the service disruption in 2018 and also another refresher note to say that garden waste service customers do not need to re-apply to pay for garden waste collections yet due to the 3 month extension period given.

Missed bins remain at a consistent level but ongoing efforts are being made to reduce further— refer to graph below for information:



STREET CLEANING

Cleansing has begun on our higher speed roads – this week began with the A505 Hitchin to Luton, this will be followed by the A602 Wymondley bypass and closing with the Baldock bypass its anticipated that the cleans will be complete by Mid June- Further cleaning has been scheduled though the year in partnership with Ringway who undertake works on behalf of County colleagues.

**OVERVIEW AND SCRUTINY COMMITTEE
4 JUNE 2019**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE

REPORT OF THE ACTING SCRUTINY OFFICER

Please refer to the attached schedule detailing the outcomes of the resolutions of the Overview and Scrutiny Committee.

RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE: AS AT 17 MAY 2019

SECTION 1: COMMITTEE RESOLUTIONS

Ref	Resolution	Response/Outcome	Status as at 17.05.19
Min 111 Mar 17	Resolutions Report: Task & Finish Groups 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.	Training session delivered by CfPS on 26.02.19	Complete February 19
Min 32 July 17	Work Programme 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.	Task and Finish Groups agreed to recommence during March 19 Committee	Complete March 19
18 Min 24 P3 00242	Comments, Compliments and Complaints (3Cs) That the Customer Services Manager be requested to review the NHDC website pages regarding complaints and update it as necessary.	The Customer Services Manager has now completed a review of the NHDC web pages.	Complete June 19
Jul 18 Min 28 (3)	Work Programme That the Waste Contract Scope be finalised and agreed by the scoping group in consultation with the Chairman of the Overview and Scrutiny Committee;	The timing and process for agreeing the Waste Contract Scope to be agreed by the Committee, following publication of the SIAS review (see Sept 18, Min 37).	Pending following the SIAS review
Jul 18 Min 28 (4)	Work Programme That, in place of the proposed Task and Finish Group on Consultation, the Temporary Scrutiny Officer be requested to facilitate a meeting of Councillors Sam Collins, Steve Deakin - Davies and Sue Ngwala and the Communications Manager to discuss the Consultation Strategy and the Citizens Panel and that those Councillors be requested to report back to the Overview and Scrutiny Committee once the work is completed.	The Communications Manager emailed the nominated Councillors with 5 date options in Nov 18 for this meeting. She did not receive a response from Cllr Sue Ngwala and Cllr Sam Collins. Confirmation is sought on whether the Committee still wish involvement with this?	In progress – awaiting Members response. See Mar 19, Min 13 (4)
Jul 18 Min 28	That the group considering the Consultation Strategy and Citizens Panel (see 4 above), be requested to take into	This will be included in the above meeting.	In progress

Ref	Resolution	Response/Outcome	Status as at 17.05.19
(5)	consideration the Interim Review of that Strategy (see Minute 25(3))		
Sept 18 Min 37 (4)	<p>Waste Contract</p> <p>(1) That a Task and Finish type review of the waste contract be undertaken shortly following the publication of the SIAS review of the service;</p> <p>(2) That the following issues be referred to the Task and Finish review mentioned in (1) above:</p> <p>(i) Why a decision was made to mobilise the contract in an unreasonable timescale;</p> <p>(ii) Why, when there was such a short mobilisation period, was a decision made to make major changes to the service in what were already challenging circumstances, rather than delay the implementation of changes to the service for one year;</p> <p>(iii) Why sufficient staff resources were not made available prior to implementation of the contract;</p> <p>(iv) What happened when high volumes of calls were received in terms of systems and staff;</p> <p>(v) Consider the differences between area where the service worked well and those where the service was poor.</p> <p>(3) That the Service Manager- Waste be requested to publish details of the statistics regarding reports of missed bins and calls made regarding this and communicate the details publicly;</p> <p>(4) That the Service Manager Waste be requested to develop a communication strategy that includes Members that ensures they are kept updated on a regular basis and enables them to bring issues to the attention of Urbaser and/or the waste team;</p>	<p>(1) The SIAS review of the service took place in March 19. Waste Manager emailed 15.05.19 for update on whether SIAS findings are available now.</p> <p>(2) To be included within the Task & Finish Scope, see Min 28 (3).</p> <p>(3) A Waste Project Update is now included within the Controls, Risk & Performance Manager's Performance monitoring reports</p> <p>(4) The Service Manager- Waste is planning on issuing out regular updates via the MIS. The first update will be in 31/05/19 issue</p>	<p>In progress</p> <p>In progress</p> <p>Complete – Dec 18</p> <p>In progress</p>

Ref	Resolution	Response/Outcome	Status as at 17.05.19
Jan 19 Min	The Committee requested a copy of the information presented by the Herts Constabulary officers and to be circulated to O&S Members.	Inspector Lilley advised they are unable to provide a copy of the information they presented by reviewed and amended the minutes on their item which was circulated to O&S members on 15.05.19	Complete – June 19
Jan 19 Min	(4) That the Legal Regulatory Team Manager check whether an annual report would meet the requirements of the IPCO audit.	The Legal Regulatory Team Manager has received confirmation from the Investigatory Powers Commissioner's Office that quarterly updates via MIS, with an annual report to the committee would be in line with the codes of practice. Going forward the quarterly IPCO updates will be issued via MIS, with only the annual report/review of Policy being brought to committee.	Complete – March 19
Jan 19 Min Page 44	(3) That Members inset a new section of the forthcoming revision to the Council's Statement of Community Involvement (SCI) which advised developers of major development sites to consider the issue of construction management and to engage with the wide community at the earliest possible stage in their development plans and preparations.	This will be incorporated by officers in the revised SCI. The statement is expected to go to Cabinet in December 19.	In progress
Jan 19 Min	(1) That the Committee recommend the North Hertfordshire District Council Commercial Strategy 2019-23 to Cabinet for adoption subject to the inclusion of amended requirements on wider input into Commercial activities.	Cabinet's response agreed at their meeting on : That Cabinet adopts the proposed North Hertfordshire District Council Commercial Strategy 2019-23, subject to the inclusion of the following paragraph to section 4 page 17 of the Commercial Strategy: <i>'As set out in paragraph 2.2 of Section 3 above, all new initiatives will be fully explored and robustly challenged and if the outline business case demonstrates the initiative is worth pursuing a detailed business case will be produced. The business case will be presented to the relevant committee to seek approval (Cabinet or the Shareholder Sub-Cabinet) and</i>	Complete March 19

Ref	Resolution	Response/Outcome	Status as at 17.05.19
		<p><i>will have clear timeframes and outputs. If the proposal is approved, these outputs will be measured against and reported to Members, either through the quarterly financial updates or through regular monitoring against the business plan as set out in the Council's Constitution.'</i></p> <p>ii. That the Executive Member for Finance and IT work with the Chairman of Overview and Scrutiny to ensure the areas of concern regarding governance are addressed.</p> <p>iii. That a meeting be arranged between the Service Director – Commercial, the Chairman of Overview and Scrutiny, Executive Member for Finance and IT and Legal Services to discuss the concerns of the Overview and Scrutiny Committee.</p> <p>iv. That the Leader of Council ensure that there is a clear reference within the Corporate Plan to commercialisation.</p>	<p>Meeting held 26.02.19 and briefing note circulated 01.04.19</p> <p>Meeting held 26.02.19 and briefing note circulated 01.04.19</p> <p>Meeting held 26.02.19 and briefing note circulated 01.04.19</p>
Mar 19 Min 9 (2)	That the Controls, Risk and Performance Manager be requested to investigate what constitutes "Others" in respect of NI 157e and advise Members of this Committee of her findings.	<p>The following response from the Development and Conservation Manager was emailed to all Overview and Scrutiny Members on 28 March 2019</p> <p>"Others is householder planning applications, listed building consents, trees, adverts, discharge of conditions, prior approvals (basically every consent that is not a planning application)."</p>	Completed 28 March 19

Ref	Resolution	Response/Outcome	Status as at 17.05.19
Mar 19 Min 10 (1)	That, prior to the Cabinet meeting, the Controls, Risk and Performance Manager be requested to identify the outturn figure for the last 3 years.	The figures were emailed to all Overview and Scrutiny Members on 21 March 2019	Completed 21 March 2019
Mar 19 Min 10 (2)	That the Service Director – Customers be requested to present the planned policy on debt collection to this Committee at an early stage of development.	Resolution sent to Service Director – Customers on 15.05.19 requesting timeline on when this will be brought to the Committee. The following response was received on 20 May 2019: “I cannot say yet when this will come forward as I need to discuss it with whoever is appointed as the Executive Member before I can move this forward”	In progress
Mar 19 Min 10 (3) Pass	That the Service Director - Customers be requested to present a report regarding the impact of Universal Credit, the Council Tax Reduction Scheme and other benefits to this Committee.	Resolution sent to Service Director – Customers on 15.05.19 requesting timeline on when this will be brought to the Committee.	In progress
Mar 19 Min 11 (4)	That the Scrutiny Officer be requested to ask Group Leaders for nomination to a Task and Finish Group review of the Waste Contract.	In progress following elections.	In progress
Mar 19 Min 11 (3)	That the Scrutiny Officer be requested to identify which Group should chair the next Task and Finish Group review.	In progress following elections.	In progress
Mar 19 Min 13 (2)	That the Scrutiny Officer be requested to schedule a review of the Waste Contract Implementation and draw up a draft scope upon completion of the SIAS audit.	Awaiting a copy of final SIAS audit report. The Service Director – Resources advises that the Committee should be aware of the different roles of FAR and O&S in order to avoid duplication	In progress
Mar 19 Min 13 (3)	That the Service Manager- Waste be requested to send details of the waste collection routes to all Members of the Committee.	Service Manager Waste has been sent the resolution for comment.	A response currently being drafted 17.05.19.

Ref	Resolution	Response/Outcome	Status as at 17.05.19
Mar 19 Min 13 (4)	That the Communications Manager be requested to continue to arrange the planned meeting to discuss the Consultation Strategy.	The Communication Manager has asked that the Committee consider who they would like her to liaise with going forward following the appointment of Committees at Annual Council	In progress
Mar 19 Min 13 (5)	That the Service Manager – Waste be requested to complete the actions in respect of a Communications Strategy for Waste as detailed in Resolution 37 (4) – September 2018	The Service Manager- Waste is planning on issuing out regular updates via the MIS. The first update will be in 31/05/19 issue.	In progress
Mar 19 Min 14 (4)	That the Scrutiny Officer be requested to organise an initial meeting of the Hitchin Town Hall Review Panel to discuss the scope of the review and arrange meeting dates.	Meeting held on 04.04.19	Complete – April 19
Mar 19 Min 14 (5)	That, the proposed Crematorium be placed o the Committee’s Work Programme.	Service Manager Greenspace has acknowledged the request and will prepare an update to be brought to either the July or September Committee. He has requested further guidance on the details the Committee wishes to know.	In progress

SECTION 2: RECOMMENDATIONS OF TASK AND FINISH GROUPS

Ref	Resolution	Response/Outcome	Status as at 06.03.19
Min 50 Sept 15 Page 48	<p>Task and Finish Group on the Commercialisation of Council Services</p> <p>The Task and Finish Group made 9 recommendations which were considered by Cabinet on 10 November 2015. Its recommendations were:</p> <ol style="list-style-type: none"> 1. The Council should appoint a senior commercial manager to lead and coordinate its commercial activities; and to identify and develop new commercial opportunities. 2. 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. 3. 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. 4. The Council should explore the possibilities of property investment as a means of generating revenue. 5. The Council should use the expertise of its strategic partners to help manage its property portfolio. 6. The Council should review its assets register to understand whether any of them could be used for property development or other commercial purposes. 7. Commercial activities should bear the true cost - but no more than that – of any support they receive from the Council. 8. The Council should review its training programmes for senior and other key staff to include more commercial training, networking and mentoring activities. 9. The Council should have a scheme that recognises officers who make useful commercialisation proposals or make significant contributions to their success. 	<p>The newly appointed Service Director Commercialisation has been tasked with developing a Commercialisation Strategy.</p> <p>It is suggested that Members of the Overview and Scrutiny Committee consider adding the scrutiny of this Strategy to their work programme.</p>	<p>Complete - 12 June 2018</p> <p>Presentation of strategy from Commercial Director at Jan 19 Committee</p>

**OVERVIEW AND SCRUTINY COMMITTEE
04 JUNE 2019**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME FOR 2019/20

REPORT OF THE ACTING SCRUTINY OFFICER

EXECUTIVE MEMBER: NOT APPLICABLE

COUNCIL PRIORITY: RESPONSIVE AND EFFICIENT

1. EXECUTIVE SUMMARY

1.1 This report highlights items scheduled in the Overview and Scrutiny Committee's work programme for 2019/20 and includes details of those that have yet to be assigned to a specific meeting.

1.2 The work programme includes both items previously agreed by the Committee and those that the Committee is required by the Constitution to consider.

2. RECOMMENDATIONS

2.1 That the Committee prioritises proposed topics for inclusion in the work programme and where appropriate, determines the high level form and timing of scrutiny input.

2.2 That the Committee agrees the list of items to be considered at its meeting of 04 June 2019.

3. REASONS FOR RECOMMENDATIONS

3.1 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.

4. ALTERNATIVE OPTIONS CONSIDERED

4.1 The Committee has varied its approach to overview and scrutiny activity over recent years. Currently it seeks to enter the process of policy development at an early stage and consequently may consider items associated with service action plans.

4.2 The need to observe Constitutional requirements and monitor the Forward Plan for appropriate items to scrutinise remains a key aspect of work programming.

4.3 The Committee may wish to review and adjust its approach following delivery of the agreed training event.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1 Each Committee meeting includes the opportunity for Members to comment on and input to the Committee's work programme.
- 5.2 Attendance from external bodies is encouraged, with Hertfordshire Constabulary attending the January 2019 Committee to assist Members in considering the local and crime disorder matters that may adversely affect its residents.
- 5.3 Work has also been undertaken with the Centre for Public Scrutiny in running two training sessions; the first held in December 2018 covering the essentials of Scrutiny and a second session held in February 2019.

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.
- 6.2 The Committee is asked to review the Forward Plan at each regular meeting to identify potential issues for inclusion in the work programme. Identification of a focus for the Committee's future activity should be identified at this stage wherever possible.

7. BACKGROUND

- 7.1 Executive Members no longer deliver regular general presentations on a rotational basis. Rather they are invited to either speak on an issue of specific interest or present a report being considered for constitutional reasons.
- 7.2 The Committee now considers a wide range of issues, where appropriate, commencing its reviews early in the policy development process. By doing this it seeks to ensure assumptions are challenged at an early stage, mistakes are avoided and eventual outcomes provide optimal benefit to the community.
- 7.3 The Committee seeks to ensure that consideration of agenda items minimises additional burdens on staff resources. Wherever possible, requests are made for the presentation of documents already in existence rather than the production of new documents specifically for the Committee.

8. RELEVANT CONSIDERATIONS

Work Programme

- 8.1 A work programme is set out at Appendix A for the Committee's consideration.

Forward Plan

- 8.2 The Forward Plan for 10 May is attached at Appendix B.

Other Topics for Consideration

- 8.3 Potential topics for consideration and inclusion in the Committee's work programme will be considered as part of this meeting. When considering additional topics, their risk assessment and prioritisation will ensure that the most appropriate items are taken forward to the work programme.

Work Programme

- 8.4 The Committee's work programme for the year requires reviewing and direction is sought from the Committee on the items they wish adding; Appendix A contains the current work programme.

Hitchin Town Hall Review / North Hertfordshire Museum Project

- 8.5 Since the March Overview and Scrutiny Committee, the panel for the scrutiny review into this topic has been appointed. The members on the panel are Cllr Oliver; Cllr Collins; Cllr Moody and Cllr Shanley with John Richardson as Independent Chair. The panel had their first meeting on 04 April 2019 and agreed the final scope for the review. Subsequently, on 10 May 2019, the Council issued a press release to call for evidence from interested organisations and individuals on the review scope. The closing date for statement submissions is Friday 14 June 2019; once this date has passed the panel will issue invites to those who submitted evidence deemed relevant to the review and invite them to attend a panel hearing to give oral evidence.

9. LEGAL IMPLICATIONS

- 9.1 Under Section 6.2.5 of the Constitution, the Committee is responsible for setting its own work programme. However, it must ensure it retains sufficient capacity within the programme to meet its statutory obligations.
- 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 and report back to the Overview and Scrutiny Committee to make recommendations to the Cabinet."

10. FINANCIAL IMPLICATIONS

- 10.1 Dependent on how they are applied in practice, the scope of the options presented in Sections 7 and 8 have the potential to be wide reaching. As detailed Section 14, Human Resource Implications, the wider the reach, the more significant the impact on officer time in terms of report writing, data analysis and committee meeting attendance. Given recent funding pressures and the consequent reduction in officer numbers, significant requests to support scrutiny work will limit officer time available to spend on activities such as identifying and delivering cost reductions, income generation and project management.
- 10.2 Although not significant, a committee attendance allowance of £24.68 per officer per evening meeting is payable to officers in attendance. This is in addition to providing time off in lieu, or overtime as an alternative.

11. RISK IMPLICATIONS

- 11.1 Effective overview and scrutiny of policy, administrative, service delivery and expenditure decisions helps reduce the risk of an inappropriate decision being made. The scope and time frame for scrutiny interventions should be considered in the light of the potential impact of inappropriate scrutiny leading to decisions not being made, inappropriately made or not 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, and 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. Effective scrutiny is an essential part of ensuring that local government remains transparent, accountable and open which ensures that the delivery of public services benefits all aspects of the community, where practical.

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 widening of the reach of scrutiny reviews has the potential to significantly impact on officer time in terms of the reprioritisation of already agreed projects, their scope or timetabling and resources. There is also the potential for additional resource requirements in relation to report writing, information collection and analysis and committee attendance. Delivery of service plans to achieve the Council’s agreed Corporate Plan objectives might, therefore, be potentially negatively impacted.

15. APPENDICES

- 15.1 Appendix A – Work Programme for future Committee meetings
- 15.2 Appendix B – Forward Plan for 10 May 2019

16. CONTACT OFFICERS

- 16.1 Acting Scrutiny Officer: (Kirstie Wilson) ScrutinyOfficer@north-herts.gov.uk
- 16.1 Jeanette Thompson Service Director – Legal and Community 01462 474370
jeanette.thompson@north-herts.gov.uk

Reuben Ayavoo, Senior Policy Officer, 01462 474212
reuben.ayavoo@north-herts.gov.uk

Human Resources: HRhelp@north-herts.gov.uk

17. BACKGROUND PAPERS

- 17.1 Previous reports to the Overview and Scrutiny Committee and forward plans.

PROGRAMME FOR FUTURE COMMITTEE MEETINGS 2019-20

4 June 2019	Performance Monitoring for 2018/19 – Year End Key Projects for the District 2018/19 Year End Resolutions Report Work Programme
16 July 2019	Leader of the Council Presentation 3Cs End Of Year report Resolutions Report Work Programme
17 September 2019	RIPA Annual Review & update 1st Quarter Performance against PIs 1st Quarter Key Projects Resolutions Report Work Programme
10 December 2019	Crime and Disorder Issues Annual review of Safeguarding Priorities for the District – Key Projects Half Year Monitoring 2nd Quarterly Performance against PIs 3Cs Half Year Report Resolutions Report Work Programme
21 January 2019	Resolutions Report Work Programme
17 March 2019	Annual Report Priorities For The District – Key Projects 2020/21 3rd Quarter PIs 3rd Quarter Key projects District Wide Survey New PIs for 2020/21 Resolutions Report Work Programme
	To be Scheduled.

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NORTH HERTFORDSHIRE DISTRICT COUNCIL

Forward Plan of Key Decisions - 10 May 2019

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 474353 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 other documents may be submitted to the Decision Maker	Procedure for requesting details of other documents
CAPITAL PROGRAMME OUTTURN 2018/19 (18.03.19)		Cabinet	11 Jun 2019		Antonio Ciampa, Accountancy Manager antonio.ciampa@north-herts.gov.uk	Yes	Via the Contact Officer named in Column 6
ANNUAL TREASURY MANAGEMENT REVIEW 2018/19 (18.03.19)		Cabinet	11 Jun 2019		Ian Couper, Service Director - Resources ian.couper@north-herts.gov.uk	Yes	Via the Contact Officer named in Column 6
REVENUE BUDGET OUTTURN 2018/19 (18.03.19)		Cabinet	11 Jun 2019		Ian Couper, Service Director - Resources ian.couper@north-herts.gov.uk	Yes	Via the Contact Officer named in Column 6
HOUSING DELIVERY TEST ACTION PLAN (10.05.19)		Cabinet	11 Jun 2019		Nigel Smith, Strategic Planning Manager nigel.smith@north-herts.gov.uk	Yes	Via the Contact Officer named in Column 6
DRAFT DEVELOPER CONTRIBUTIONS SUPPLEMENTARY PLANNING DOCUMENT (16.01.19)		Cabinet	30 Jul 2019		Nigel Smith, Strategic Planning Manager nigel.smith@north-herts.gov.uk	Yes	Via the Contact Officer named in Column 6

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 other documents may be submitted to the Decision Maker	Procedure for requesting details of other documents
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