

NORTH HERTFORDSHIRE DISTRICT COUNCIL



31/05/22

Our Ref Overview and Scrutiny
 Committee/13/06/22
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To: Members of the Committee: David Levett (Chair), Val Bryant (Vice Chair), Adam Compton, Willoughby, Carol Stanier, Claire Strong, Ian Moody, Nigel Mason, Phil Weeder, Raj Bhakar, Tamsin Thomas and Tony Hunter

Substitutes: Councillors Kay Tart, Lisa Nash, Morgan Derbyshire, Sean Nolan, Simon Bloxham, Terry Hone and Terry Tyler

NOTICE IS HEREBY GIVEN OF A

MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE

to be held in the

**COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES,
LETCWORTH GARDEN CITY**

On

MONDAY, 13TH JUNE, 2022 AT 7.30 PM

Yours sincerely,

Jeanette Thompson
Service Director – Legal and Community

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

Agenda

Part I

Item		Page
1. APOLOGIES FOR ABSENCE	Members are required to notify any substitutions by midday on the day of the meeting. Late substitutions will not be accepted and Members attending as a substitute without having given the due notice will not be able to take part in the meeting.	
2. MINUTES - 15 MARCH 2022	To take as read and approve as a true record the minutes of the meeting of the Committee held on the 15 th March 2022.	(Pages 5 - 14)
3. NOTIFICATION OF OTHER BUSINESS	Members should notify the Chair of other business which they wish to be discussed at the end of either Part I or Part II 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 Chair will decide whether any item(s) raised will be considered.	
4. CHAIR'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 Chair 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, wishing 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.	
5. PUBLIC PARTICIPATION	To receive petitions, comments and questions from the public.	
6. URGENT AND GENERAL EXCEPTION ITEMS	The Chair to report on any urgent or general exception items which required their agreement. At the time of printing the agenda, the Chair had not agreed any urgent or general exception items.	
7. 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.

8. MEMBERS' QUESTIONS

To receive and respond to any questions from Members either set out in the agenda or tabled at the meeting.

9. RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE (Pages
REPORT OF THE COMMITTEE, MEMBER AND SCRUTINY MANAGER 15 - 18)

To consider the outcome of Overview and Scrutiny Committee resolutions.

10. LORD LISTER HOTEL - PROPOSED SCRUTINY WORK

To receive a verbal update from the Chair of Overview and Scrutiny on the proposed approach to scrutiny work on decisions surrounding the Lord Lister Hotel.

11. COMMERCIAL TEAM UPDATE

To receive a verbal update on the work of the Commercial Team.

12. PERFORMANCE MONITORING FOR 2021/22 - YEAR END (Pages
19 - 28)

13. END OF YEAR MONITORING REPORT ON KEY PROJECTS FOR 2021 - 22 (Pages
29 - 44)

14. OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME (Pages
REPORT OF THE COMMITTEE, MEMBER AND SCRUTINY MANAGER 45 - 56)

To consider the issues that the Overview and Scrutiny Committee plans to review at future meetings and the activities of its sub-groups.

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Public Document Pack Agenda Item 2

NORTH HERTFORDSHIRE DISTRICT COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

MEETING HELD IN THE COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES,
LETCWORTH GARDEN CITY
ON TUESDAY, 15TH MARCH, 2022 AT 7.30 PM

MINUTES

Present: *Councillors: Councillor David Levett (Chair), Kate Aspinwall, Mike Hughson, Tony Hunter, Nigel Mason, Jim McNally, Ian Moody and Claire Strong*

In Attendance: *Rachel Cooper (Controls, Risk and Performance Manager), William Edwards (Committee, Member and Scrutiny Officer), James Lovegrove (Committee, Member and Scrutiny Officer), Sarah Kingsley (Service Director - Place) and Andrew Mills (Service Manager - Greenspace)*

Also Present: *At the commencement of the meeting approximately 2 members of the public, including registered speakers.*

78 APOLOGIES FOR ABSENCE

Audio recording – 1 minute 46 seconds

Apologies for absence were received from Councillors Daniel Allen and Carol Stanier.

Councillors Lisa Nash and Terry Tyler were absent.

79 MINUTES - 18 JANUARY 2022

Audio Recording – 2 minutes

Councillor David Levett, as Chair, proposed and Councillor Claire Strong seconded and, following a vote, it was:

RESOLVED: That the Minutes of the Meeting of the Committee held on 18 January 2022 be approved as a true record of the proceedings and be signed by the Chair.

80 NOTIFICATION OF OTHER BUSINESS

Audio recording – 2 minutes 34 seconds

There was no other business notified.

81 CHAIR'S ANNOUNCEMENTS

Audio recording – 2 minutes 39 seconds

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be audio and video recorded.

- (2) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.

82 PUBLIC PARTICIPATION

Audio recording – 3 minutes 06 seconds

There was no public participation.

83 URGENT AND GENERAL EXCEPTION ITEMS

Audio recording – 3 minutes 11 seconds

There were no Urgent or General Exception Items.

84 CALLED-IN ITEMS

Audio recording – 3 minutes 19 seconds

There were no Called-In Items.

85 ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE

Audio recording – 3 minutes 27 seconds

The Committee, Member and Scrutiny Manager presented the report entitled 'Annual Report of the Overview and Scrutiny Committee' and advised of the following:

- There were no substantive updates to the report as written.
- The report mirrors the form and content of previous annual reports and offers a quantitative overview of this Committee.
- Brought to this meeting for Member comments or suggestions for additional items to be included.

Councillor David Levett advised that this would normally be brought to the final Council meeting of the year, but that would not be possible given the proximity to this meeting.

Councillor David Levett, as Chair, proposed and Councillor Jim McNally seconded and, following a vote, it was:

RESOLVED: That the Committee considered and commented on the Annual Report of the Overview and Scrutiny Committee 2021/2022 as attached at Appendix A prior to consideration by Council.

REASON FOR DECISION: To enable Overview and Scrutiny Committee to consider and comment on the report of the Chair of the Overview and Scrutiny Committee regarding the work of the Committee in the 2021/2022 Civic Year prior to consideration by Council

86 RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE

Audio recording – 5 minutes 29 seconds

The Committee, Member and Scrutiny Manager presented the report entitled 'Resolutions of the Overview and Scrutiny Committee' and drew attention to the following:

- There were no substantive updates to the report as written.

- Brought to the Committee tonight to seek approval to remove completed items.

The following Members asked questions:

- Councillor Claire Strong

In response to questions, the Committee, Member and Scrutiny Manager advised that recommendations made by the Overview and Scrutiny Committee regarding Harkness Court were taken to Cabinet and these were considered. If Members of this Committee are content with this, then it can be removed as a completed item.

Councillor David Levett, as Chair, proposed and Councillor Claire Strong seconded and, following a vote, it was:

RESOLVED:

REASON FOR DECISION:

87 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

Audio recording – 7 minutes 44 seconds

The Committee, Member and Scrutiny Manager presented the report entitled Overview and Scrutiny Committee Work Programme and drew attention to the following:

- This was the final Overview and Scrutiny Committee of the civic year, but items could still be added for consideration of the Committee in the next civic year.
- Items under the Yet To Be Scheduled column would need to be brought to the Committee next year.
- Levelling Up White Paper would be brought as a future item now this is available from central government.

Councillor David Levett confirmed Members had received the Forward Plan as an appendix and most of the items on it are coming to Cabinet this month.

The following Members asked questions:

- Councillor David Levett

The Committee, Member and Scrutiny Manager advised that First Home was an affordable housing product put forward as a new government policy, which the housing team are looking into. This is being brought to Cabinet next week as a recommendation in the Strategic Planning Matters report, seeking Cabinet approval to consider the First Homes Policy in summer 2023.

Councillor Claire Strong suggested that the Commercial Update was useful when previously brought to the Committee and requested it be brought again. Councillor Aspinwall agreed with this and requested that a regularity be added to the Commercial Report to Overview and Scrutiny.

Councillor Levett, as Chair, requested that a Commercial Update be added to all future Overview and Scrutiny agendas. He further suggested the Conservation Areas and Corporate Equality Strategy as items for future Overview and Scrutiny Committee agendas.

Councillor Strong noted that given the Council had been greatly affected over the past two years, it may be worth looking back at the work done and exploring what worked and what did

not. Some good work had come from the pandemic and it was vital this was not lost going forward.

Councillor Levett noted that an Officer at the Council was conducting a review of joint working and summing up actions during the pandemic and it would be useful for this to be reported to the Overview and Scrutiny Committee when available.

Councillor Aspinwall agreed and noted that there was a Recovery Plan to look forward, but it would be important to look at the last two years “in the round”. This would allow Officers and Members to learn from good and bad points and further develop good practice. This Committee had taken a more relaxed view of commercial returns during the pandemic, but it was important that this be incorporated back into the Committees work programme.

Councillor Claire Strong proposed and Councillor Mike Hughson seconded and, following a vote, it was:

RESOLVED:

- (1) That the Committee prioritises proposed topics for inclusion in the work programmes attached as Appendix A and, where appropriate, determines the high-level form and timing of scrutiny input.
- (2) That the Committee, having considered the most recent iteration of the Forward Plan, suggested the Conservation Areas and Corporate Equality Policy items and a regular Commercial Update to be considered at future meetings and any further suggestions could be made to the Committee, Member and Scrutiny Manager.
- (3) That the Corporate Peer Challenge Action Plan Extract as attached was considered.

REASON FOR DECISIONS: 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.

88 3RD QUARTER MONITORING REPORT ON KEY PROJECTS FOR 2021-22

Audio recording – 16 minutes 26 seconds

The Controls, Risk and Performance Manager presented the report entitled ‘3rd Quarter Monitoring Report on Key Projects for 2021-22’ and advised of the following:

- In this report there were 7 green projects, 4 amber and 2 completed.
- The renovation of Howard Park play area and the refurbishment of lists at Lairage Car Park were completed and would be removed from future monitoring report.
- No update had been received on the Local Plan.
- Preparation of the Cycling and Walking Strategy had moved to amber as this was taking longer than expected.
- Consultation was due to be conducted by Herts County Council consultants in March 22, prior to adoption by the HCC Highways and Transport Panel.
- A full list of projects was included at Appendix A.

Councillor David Levett, as Chair, proposed and Councillor Jim McNally seconded and, following a vote, it was:

RESOLVED: That delivery against the key projects for 21/22 was noted and commented on by the Overview and Scrutiny Committee.

REASON FOR DECISION: To enable achievements against the key projects for 2021/22 to be considered.

89 3RD QUARTER UPDATE ON PERFORMANCE INDICATORS

Audio recording – 18 minutes 39 seconds

The Controls, Risk and Performance Manager presented the report entitled '3rd Quarter Update on Performance Indicators' and advised of the following:

- Of the Performance Indicators listed in the report, 5 were green, 3 were amber and 1 was red, the others were for information only and did not have targets.
- Sales Ledger collection rates were still being affected by Covid, but seeing improvements on the same period last year.
- The percentage of NNDR collected is highlighted as amber in this report, but has improved in January and has moved to green.
- Absence levels were low in 2020 due to full time homeworking, but in 2021 the levels have started to rise due to Omicron variant and common infections.
- Number of households in temporary accommodation had improved from this time last year, decreasing from 120 to 94.
- The number of visits to leisure centres continues to improve and is performing well against the recovery plan.

The following Members asked questions:

- Councillor David Levett

In response to questions, the Controls, Risk and Performance Manager advised:

- A desk booking system has been introduced to allow staff to come into the office and manage social distancing and data around this is monitored by the Leadership Team. At this stage most people are still working from home.
- There was no pressure on staff to return to the office and they were being consulted regarding measures in the Council Offices.
- Customer Service at reception in District Council Offices was still on an appointment only basis.

Councillor Kate Aspinwall commented that she was Chair of the Joint Staff Consultative Committee (JSCC) and the return to the office was discussed at the last meeting. There was generally a relaxed approach to staff returning to the office and JSCC Members were happy with the procedures being followed regarding this.

Councillor David Levett, as Chair, proposed and Councillor Claire Strong seconded and, following a vote, it was:

RESOLVED: That the content of the report entitled '3rd Quarter Updates on Performance Indicators' was noted.

REASON FOR DECISION: To update the Committee on the performance indicators as well as other indicators that officers have updated and activated on Pentana Risk.

90 PERFORMANCE MANAGEMENT MEASURES 2022-23

Audio recording – 23 minutes 41 seconds

The Controls, Risk and Performance Manager presented the report entitled 'Council Delivery Plan for 22-23' and advised of the following:

- This is the first version of the new report which sets out projects, risks and PIs in one. This report will also go to Finance, Audit and Risk Committee for comment.
- The report contains detail regarding how the report was put together, with input from Leadership Team and Executive Members.
- The projects are either detailed on the Council Plan 2022-27 or linked to the Council's planned priorities.
- Some further projects will be linked to statutory duties of the Council.
- Risks highlight where delivery of Council Plan, or associated projects, could be impacted and the Performance Indicators show how well targets are being achieved.
- As this is the first report of this structure, it is expected that the process and content may need to be adapted throughout the year, and both Overview and Scrutiny and Finance, Audit and Risk Committees will have the chance to comment on or suggest any changes.
- Performance Indicators have been cross referenced and matched where possible, but some will no longer be monitored in this report but rather by the service area, as detailed in Appendix B.
- The first progress report will be brought to Overview and Scrutiny Committee in September.

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

- Councillor Claire Strong
- Councillor Tony Hunter
- Councillor David Levett

In response to questions and comments, the Controls, Risk and Performance Manager advised:

- The Town Centre Strategies project detailed was part of the Regulatory directorate, but was unsure of information and scope given to the consultants. This would be looked into further and reported back to Members.
- The Town Centre Strategy project had been put together alongside Executive Members, so they should be aware of this, but would look to provide further detail at a future Overview and Scrutiny Committee meeting.
- The projects were fixed but the risks and mitigations may change as the projects advance and confirmed that the report would show the correct position at that moment in time.

Councillor Tony Hunter requested that information be provided to the Committee on the Royston Town Hall Annexe project, as it had previously been reported to the Committee that the third party was no longer interested.

Councillor David Levett suggested that it may be useful to include in the report which directorate is responsible for the project.

Councillor Claire Strong proposed and Councillor Jim McNally seconded and, following a vote, it was:

RECOMMENDED TO CABINET: To consider and formally approve the Council Delivery Plan and any associated targets, to be monitored throughout 2022/2023 by Overview and Scrutiny Committee.

REASON FOR DECISION: An approved Council Delivery Plan provides the Cabinet with assurance that progress against achievement of the Council Plan objectives, will be monitored throughout 2022/23

91 SHARED WASTE SERVICE GOVERNANCE

Audio recording – 35 minutes 44 seconds

Councillor Amy Allen, Executive Member for Recycling and Waste Management, presented the report entitled 'Shared Waste Service Governance' and advised of the following:

- The report detailed the aims and principles of the new service, recommends that a cross party joint working group with East Herts Council and recommends that alternative governance arrangements be explored.
- Legislative changes were expected in the coming years and it was prudent to look at the services and prepare these for the future.

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

- Councillor Tony Hunter
- Councillor David Levett
- Councillor Claire Strong

In response to questions the Service Director – Place advised:

- This is to begin looking at how a Joint Waste Committee could be established and to consider governance possibilities in principle.
- It was expected that a Joint Waste Committee would be set up in the future, but at this stage a working group would be set up alongside East Herts Council to look at where services differ and explore ways to align services.
- It was expected that there would be work carried out over the summer, with a hope to report back to both Cabinets by late 2022.
- By establishing a working group to look at future service design options, it would allow Officers to develop business plans and put actions in place to align services. There may be some areas where transitional alignment would be needed after the start of the contract, but getting agreement on alignment of most areas ahead of time would ensure that the Councils were in a more competitive position when it came to contract renewal.
- The main change to the shared objectives was the inclusion of green credentials.
- It was not expected that the aligning of the two Council's services would be easy and that was why the work would need to start now to be as prepared as possible at contract renewal.

Councillor Kate Aspinwall commented that it was positive to see this report and the beginning of looking at the waste service in a more holistic way. From the outset, there would need to be clear scrutiny and governance details in place and that this should be as formal as possible.

Councillor Tony Hunter commented that the issues needed to be fixed at this stage, not in three years' time when contract expires. Both parties and the service provider should work at this stage to remove inefficiencies in the service, which would benefit all involved.

Councillor Claire Strong noted that there was a list included of areas where services are not currently aligned, but there are far more in reality than listed in the summary.

Councillor David Levett noted that although the original aim of the joint contract was financial, a large part of this was so that services could be offered by pooling resources. He suggested that two further recommendations be added to ensure that the Joint Working Group was established and the framework for governance and scrutiny in place as soon as possible, but certainly prior to the start of the Shared Service.

The Executive Member for Recycling and Waste Management highlighted that this a huge task in itself and there should be a pragmatic approach to this as the service progresses and any further issues are identified. Within the Waste Service there are several things that are not controllable and therefore changes should be expected in line with these circumstances.

The Service Director – Place advised if, following the service design process, there are any changes which are feasible to implement prior to commencement of a new contract, then steps will be put in place to try to achieve this.

Councillor Levett highlighted that a Joint Working Group would identify areas where services cannot be aligned and these can be brought up much earlier and prevent issues occurring upon the start of the contract.

Councillor Aspinwall requested that Overview and Scrutiny Committee see the commercial arrangements, as this was not provided last time.

Councillor David Levett, as Chair, proposed and Councillor Kate Aspinwall seconded and, following a vote, it was:

RECOMMENDED TO CABINET:

- (1) To agree to the new overarching aim of the shared services and principles outlined in 8.10 and 8.12.
- (2) To endorse the formation of a joint cross party working group. The terms of reference for which are outlined in Appendix A and the outline work programme described in 8.19.
- (3) To agree to explore the future options for governance of the Shared Waste Service, including consideration of a joint committee consisting of representation by both East Herts Council and North Herts District Council.
- (4) To establish the Joint Cross Party Working Group prior to the start of the new contract negotiations.
- (5) To ensure that relevant Governance and scrutiny processes are in place prior to the start of the new contract negotiations.

REASONS FOR RECOMMENDATIONS:

- (1) Waste services are one of the largest services provided to residents in both Councils, a “one service” approach promotes resilience and flexibility ensuring residents and customers receive a high-quality service. The recommendations are being made to enable the further alignment of services, through joint decision making, and consequently the long term efficient and optimal management of the services.
- (2) A new aligned governance structure would promote a unified, stable and long-term strategic vision for the shared service and ensures:
 - a service that is agile and responsive to changes
 - reduction in customer confusion
 - better engagement/ use of skills/talent and retention of staff and therefore service delivered to customers
 - continuous improvement within the services
 - improved resource visibility and flexibility
 - aligned timeframes and increased speed for decision making
 - greater consistency and stability leading to greater interest and competitiveness from the market.

- (3) To identify areas where there may be difficulties or issues faced with the merging of the services in East and North Herts.

92 GREENSPACE MANAGEMENT STRATEGY 2022-27

Audio recording – 60 minutes 22 seconds

Councillor Steve Jarvis, Executive Member for Environment and Leisure, presented the report entitled ' Greenspace Management Strategy 2022-27' and advised of the following:

- The strategy detailed in the report is about understanding how to make best use of green spaces for leisure and the environment.
- This strategy increased the emphasis on the environmental contribution of the green spaces in the district, whilst continuing to provide a community facility.
- Detail was provided of how areas would be renewed and maintained, with a move to an annual assessment instead of 5-year planning.
- The new green spaces outlined in the proposed Local Plan would be maintained by NHDC under this strategy, so long as developers are willing to make a financial contribution.
- This strategy has been developed in line with Climate Change Strategy, proposed Local Plan and Biodiversity Strategy, amongst other Council strategies.
- Extensive public consultation had taken place, which received a good number of responses. Some of the comments were related to the Green Belt land, rather than the Greenspaces in the district.
- Litter has been a constant challenge and publicity campaigns around this had taken place and would continue.
- This is a strategy to delivery Greenspaces across the district, with good facilities for the community and contribute to environmental objectives of the Council, within financial constraints.

Councillor Tony Hunter noted that the recommendation 2.1 outlined that the Vision, Objectives and Aims of the were detailed in 7.5 of the report, but this should be point 7.4 of the report.

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

- Councillor Tony Hunter
- Councillor David Levett
- Councillor Claire Strong

In response to questions the Executive Member for Environment and Leisure advised that the Ranger position at Howard Park, Letchworth was not part of this strategy, but was a decision taken in the summer of 2021. While the Ranger had formed good relationships with the users of the park, the position was not central to the management or security of the park and there was not a Ranger position at any other park in the district. Whilst this was regrettable, the work can be amalgamated into other roles at the Council, with no impact on the users of Howard Park.

The Service Manager – Greenspace advised the Ranger had an element of audience development within the job description, but this was extended by the person in the position to cover areas within their own interest and beyond the job description.

Councillor David Levett, as Chair, proposed and Councillor Mike Hughson seconded and, following a vote, it was:

RECOMMEND TO CABINET:

- (1) Adopt the Vision, Objectives and Aims for managing Greenspace as detailed at 7.4 below.
- (2) Review and adopt the Greenspace Management Strategy 2022-27 at Appendix A.
- (3) Agree the delegation for creating an Action Plan arising from the GSMS and an annual review of the Action Plan to the Greenspace Manager in consultation with the Executive Member for Environment and Leisure and the Service Director - Place.

REASONS FOR RECOMMENDATIONS:

- (1) These recommendations are put forward to ensure there is an ongoing proactive and pragmatic approach for the future management and maintenance of Greenspace within North Herts for the period April 2022 – March 2027.
- (2) Additionally, the GSMS 2022 – 2027 provides the strategic link between the previous Greenspace strategies and the future demands placed upon North Herts District Council, specifically; managing the environment and biodiversity, finance and planning while delivering high quality greenspace services to our existing and newly developed infrastructure.

93 MEMBERS' QUESTIONS

Audio recording – 75 minutes 53 seconds

No questions had been submitted.

The meeting closed at 8.47 pm

Chair

RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE

COMMITTEE RESOLUTIONS

REF	RESOLUTION	RESPONSE/OUTCOME	STATUS
	TASK AND FINISH GROUP ON COMMUNITY ENGAGEMENT		
June 20 Min 9 (3)	That the scope of the proposed Task and Finish Group on communication in relation to the Waste Contract be widened to encompass Communication and Engagement generally.	<p>This Task and Finish Group was due take place once social distancing and other pressures regarding the Covid Pandemic had eased.</p> <p>When the Task and Finish Group was initially conceived it was not expected that the Covid pandemic would last as long as it has. Officers are investigating alternative avenues to progress this work including but not limited to assignment of the topic to an Executive Member</p> <p>The legal status of Task and Finish Groups in light of the requirement to work from home and without changes in remote meeting legislation is an unresolved issue.</p>	Under Review.
	HARKNESS COURT PROJECT		
Dec 21 Min 62 (2)	Recommended to Cabinet to review the Harkness Court project in light of Overview and Scrutiny comments and concerns in relation to the climate emergency (greener solutions instead of the proposed gas installation), whether there are more commercially viable options to the leasing of the flats, as is currently proposed, to generate a better financial return, and if the approach taken remains the most suitable or if other options should be explored. The Overview and Scrutiny Committee request that the Cabinet report back to the Committee.	<p>This recommendation will be put to Cabinet in January 2022.</p> <p>The Business Case for the let of Harkness Court was approved by the Cabinet Sub-Committee (Local Authority Trading Companies Shareholder) on 24 November 21. The issue cannot be revisited for 6 months from the date it was taken.</p> <p>The main avenue of exploration available is around the Climate Change Strategy and any environmental impact assessment made for the project.</p> <p>As the majority of discussions regarding this item are commercially sensitive, they take place in Part 2.</p>	Completed.

REF	RESOLUTION	RESPONSE/OUTCOME	STATUS
		The recommendations were put to Cabinet in January and Cabinet noted the concerns of the Committee and confirms the issues raised have been considered.	
	LOCAL PLAN IMPLEMENTATION		
Mar 21 Min 93 (4)	Recommended to Cabinet: That a Member working group be arranged to discuss the Design and Sustainability SPDs prior to consideration of these by Cabinet	This recommendation was agreed by Cabinet The Strategic Planning Team will organise this when appropriate to do so	In Progress
	GREENSPACE MANAGEMENT STRATEGY		
Mar 22 Min 92	RECOMMEND TO CABINET: (1) Adopt the Vision, Objectives and Aims for managing Greenspace as detailed at 7.4 (2) Review and adopt the Greenspace Management Strategy 2022-27 at Appendix A. (3) Agree the delegation for creating an Action Plan arising from the GSMS and an annual review of the Action Plan to the Greenspace Manager in consultation with the Executive Member for Environment and Leisure and the Service Director - Place	This recommendation was agreed by Cabinet.	Completed.
	PERFORMANCE MANAGEMENT MEASURES		
Mar 22 Min 90	RECOMMENDED TO CABINET: To consider and formally approve the Council Delivery Plan and any associated targets, to be monitored throughout 2022/2023 by Overview and Scrutiny Committee.	This recommendation was agreed by Cabinet. The Leader requested that the report be delivered to both Cabinet and O&S on a quarterly basis to ensure effective scrutiny at all levels.	Completed.
	SHARED WASTE SERVICE GOVERNANCE		
Mar 22 Min 91	RECOMMENDED TO CABINET: (1) To agree to the new overarching aim of the shared services and principles outlined in 8.10 and 8.12. (2) To endorse the formation of a joint cross party working group. The terms of reference for which are outlined in Appendix A and the outline work programme described in 8.19. (3) To agree to explore the future options for governance of the	Cabinet agreed to the recommendations with an amendment to (3) as follows: "That the Cabinet agreed to explore all options for the future governance of the Shared Waste Service, with a further report to Cabinet in due course to consider any proposals."	In progress.

REF	RESOLUTION	RESPONSE/OUTCOME	STATUS
	<p>Shared Waste Service, including consideration of a joint committee consisting of representation by both East Herts Council and North Herts District Council.</p> <p>(4) To establish the Joint Cross Party Working Group prior to the start of the new contract negotiations.</p> <p>(5) To ensure that relevant Governance and scrutiny processes are in place prior to the start of the new contract negotiations.</p>		

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2021/22 Quarter 4 PI Data

For 2021/22, North Herts Council will report 21 corporate performance indicators. This report presents these indicators and displays data for the latest period that officers have updated and activated on Pentana. Performance indicator data is cumulative and represents performance between 1 April 2021 and the latest reporting period. Where available, the commentary for an indicator will include national benchmarking data. When annual targets were set, any relevant national minimum requirements were considered.

Key for the Report

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



Direction of Travel	
	Data value has improved compared with the same time last year
	Data value has deteriorated compared with the same time last year
	Data value has not changed compared with the same time last year
N/A	A direction of travel is not applicable, as data for the performance indicator commenced in 2021/22







Summaries



Status Summary – Q4 2021/22		Direction of Travel Summary – Q4 2021/22	
	7 (Q3 = 5)		13 (Q3 = 10)
	1 (Q3 = 3)		5 (Q3 = 8)
	1 (Q3 = 1)		2 (Q3 = 2)
	11 (Q3 = 11)	N/A	0 (Q3 = 0)





Reporting for one indicator (REG3) is currently suspended.

Row No.	PI Code	Title	Last Update	Data Value	Target	Status	Direction of Travel	Commentary
Executive Member for Finance and IT								
1	RES 1	Electricity and gas energy consumption (kWh) - 100% of reported energy consumption is from green energy sources	Q4 2021/22	2,348,820	2,459,550		 Q4 20/21 2,368,593	Electricity = 1,202,491 Gas = 1,146,329
2	MI P&R 001	Percentage of raised sales invoices due for payment that have been paid	Mar 2022	97.02%	97%		 Mar 21 92.50%	As of 31 March 2022: Total value of invoices raised by NHC - £9,958,803 Total value of invoices raised by NHC that were not due for payment yet - £554,540 Total value of payments received for invoices raised by NHC - £9,123,974
3	BV 9	Percentage of council tax collected in year	Mar 2022	97.43%	95%		 Mar 21 97.37%	£95,639,384/£98,157,952
4	BV 10	Percentage of NNDR collected in year	Mar 2022	96.98%	93%		 Mar 21 94.75%	£31,293,949/£32,267,576



Row No.	PI Code	Title	Last Update	Data Value	Target	Status	Direction of Travel	Commentary						
Leader of the Council														
5	BV 12a	Working days lost due to short-term sickness absence per FTE employee	Mar 2022	4.22	3.50		 Mar 21 2.13	1,311.49 FTE short-term sickness days 310.79 average FTEs National Benchmarking Source: LGA Workforce Survey Latest Quarter - Three-Month Period Sample - Participating English district local authorities <table><tr><th><u>Period</u></th><th><u>North Herts</u></th><th><u>Top Quartile</u></th></tr><tr><td>Q2 2021/22</td><td>0.8 days</td><td>0.0 to 0.6 days</td></tr></table> North Herts ranked joint 20 th out of 52 (3 rd Quartile) 2021/22 has seen an increase in short-term sickness absence and the levels have reached a higher rate than in recent years. Prior to the pandemic, short-term absence levels were low, with further decline as we moved into the period of restrictions and homeworking. 2021/22 saw a reduction in Covid-19 restrictions and with this, short-term absence increased. Covid-19 and common infections have been a significant factor in this increase which is likely to relate to the increased social interaction in the latter part of the year and very high numbers of Covid-19 cases in the community.	<u>Period</u>	<u>North Herts</u>	<u>Top Quartile</u>	Q2 2021/22	0.8 days	0.0 to 0.6 days
<u>Period</u>	<u>North Herts</u>	<u>Top Quartile</u>												
Q2 2021/22	0.8 days	0.0 to 0.6 days												

Row No.	PI Code	Title	Last Update	Data Value	Target	Status	Direction of Travel	Commentary
6	BV 12b	Working days lost due to long-term sickness absence per FTE employee	Mar 2022	3.42	Not Applicable		 Mar 21 3.08	1,062.09 FTE long-term sickness days 310.79 average FTEs National Benchmarking Source: LGA Workforce Survey Latest Quarter - Three-Month Period Sample - Participating English district local authorities <u>Period</u> <u>North Herts</u> <u>Top Quartile</u> Q2 2021/22 1.0 days 0.0 to 0.8 days North Herts ranked joint 21 st out of 52 (2 nd Quartile)
Executive Member for Housing and Environmental Health								
7	REG 1	Rate of homelessness prevention	Q4 2021/22	56.99%	Not Applicable		 Q4 20/21 70.61%	During 2021/22, there were 186 cases where a Prevention Duty ended. Of these, 106 ended with a positive outcome i.e., where homelessness was prevented. 53 cases went on to be owed a Relief Duty. Hertfordshire Benchmarking Source: HCLIC Percentage of Prevention Duty positive outcomes Rolling average for latest four quarters <u>Period</u> <u>North Herts</u> <u>Hertfordshire</u> Q3 2021/22 61% 47%
8	REG 2	Rate of homelessness relief	Q4 2021/22	25.57%	Not Applicable		 Q4 20/21 30.59%	During 2021/22, there were 348 cases where a Relief Duty ended. Of these, 89 ended with a positive outcome i.e., where the Relief Duty ended because households were successfully rehoused. A further 127 cases were subsequently owed a main housing duty, under which the Council must provide suitable long-term accommodation.





Row No.	PI Code	Title	Last Update	Data Value	Target	Status	Direction of Travel	Commentary						
								Breakdown of the 259 relief cases that ended in a non-accommodation outcome by reason: 56 days elapsed – 195 households Contact lost – 33 Application withdrawn/applicant deceased (category retired from Q2) – 10 No longer eligible – 1 Local connection referral accepted by other authority – 2 Applicant deceased (new from Q2) – 1 Withdrew application (new from Q2) - 17 Final outcomes for the 195 cases where the Relief Duty ended because 56 days elapsed: Main housing duty owed – 127 households Found to be not in priority need – 58 Found to be intentionally homeless – 6 Not homeless – 2 Lost contact prior to assessment – 1 Awaiting decision - 1 Hertfordshire Benchmarking Source: HCLIC Percentage of Relief Duty positive outcomes Rolling average for latest four quarters <table><tr><th><u>Period</u></th><th><u>North Herts</u></th><th><u>Hertfordshire</u></th></tr><tr><td>Q3 2021/22</td><td>25%</td><td>34%</td></tr></table>	<u>Period</u>	<u>North Herts</u>	<u>Hertfordshire</u>	Q3 2021/22	25%	34%
<u>Period</u>	<u>North Herts</u>	<u>Hertfordshire</u>												
Q3 2021/22	25%	34%												
9	LI 035a	Number of households living in temporary accommodation	Q4 2021/22	104	Not Applicable		 Q4 20/21 136	104 households were in temporary accommodation as at 31 March 2022, of which, 15 were in hotel accommodation. Hertfordshire Benchmarking Source: HCLIC Number of households in temporary accommodation at the end of the period <table><tr><th><u>Period</u></th><th><u>North Herts</u></th><th><u>Hertfordshire</u></th></tr><tr><td>Q3 2021/22</td><td>85</td><td>107</td></tr></table>	<u>Period</u>	<u>North Herts</u>	<u>Hertfordshire</u>	Q3 2021/22	85	107
<u>Period</u>	<u>North Herts</u>	<u>Hertfordshire</u>												
Q3 2021/22	85	107												

Row No.	PI Code	Title	Last Update	Data Value	Target	Status	Direction of Travel	Commentary
10	REG 3	Percentage of Environmental Health programmed inspections completed	Data collection and reporting is currently suspended.					Reporting of REG3 data is still suspended due to resources being diverted to Covid related work and covering long-term sickness absence. In addition, we are currently recruiting to vacant posts. We recommended the planned food inspection programme during Q1 2022, in accordance with guidance from the Food Standards Agency. From 2022/23, REG3 will no longer be reported as a corporate indicator and so should reporting recommence when resourcing has returned to a “business-as-usual” position, this will be at a service-level only.
Executive Member for Planning								
11	DC 001a	Number of planning applications taken to appeal due to ‘non-determination’ within the statutory time period, which were allowed	Q4 2021/22	0	Not Applicable		 Q4 20/21 0	Between April 2021 and March 2022, there was one appeal decision relating to non-determination of an application to vary a condition (i.e., not an application for planning permission) and this appeal was dismissed.
12	DC 002	Number of planning applications where the fee has been refunded due to the application not being determined within 26 weeks	Q4 2021/22	0	0		 Q4 20/21 0	No fees have been refunded.

Row No.	PI Code	Title	Last Update	Data Value	Target	Status	Direction of Travel	Commentary																								
13	LI 032a	Number of allowed planning appeal decisions	Q4 2021/22	11	Not Applicable		 Q4 20/21 3	Out of 27 appeal decisions, 11 were allowed. The other appeals were dismissed. Of the 11 appeals allowed, 7 related to Member decisions that went against officer recommendations and 4 related to a decision that was in line with the officer recommendation.																								
Executive Member for Environment and Leisure																																
14	MI LI 015	Number of visits to leisure facilities	Mar 2022	858,655	585,334		 Mar 21 181,270	<table><tr><td>Facility</td><td><u>2021/22</u></td><td><u>2020/21</u></td></tr><tr><td>North Herts LC</td><td>347,327</td><td>76,001</td></tr><tr><td>Fearnhill</td><td>8,213</td><td>845</td></tr><tr><td>Letchworth OP</td><td>32,187</td><td>0</td></tr><tr><td>Hitchin SC</td><td>157,664</td><td>28,830</td></tr><tr><td>Archers</td><td>98,942</td><td>24,143</td></tr><tr><td>Royston LC</td><td>214,322</td><td>51,451</td></tr><tr><td></td><td>858,655</td><td>181,270</td></tr></table>	Facility	<u>2021/22</u>	<u>2020/21</u>	North Herts LC	347,327	76,001	Fearnhill	8,213	845	Letchworth OP	32,187	0	Hitchin SC	157,664	28,830	Archers	98,942	24,143	Royston LC	214,322	51,451		858,655	181,270
Facility	<u>2021/22</u>	<u>2020/21</u>																														
North Herts LC	347,327	76,001																														
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Royston LC	214,322	51,451																														
	858,655	181,270																														

Row No.	PI Code	Title	Last Update	Data Value	Target	Status	Direction of Travel	Commentary						
Executive Member for Recycling and Waste Management														
15	NI 191	Kg residual waste per household	Q4 2021/22	356kg	335kg		 Q4 20/21 386kg	(20,982.36 tonnes / 58,941) * 1,000 The kg per household has dropped significantly this year. However, consumer habits continue to be affected post pandemic, affecting both residual waste and recycling tonnages. It is likely that going forward, achievement of NI191 targets will remain challenging, with additional packaging waste from home deliveries continuing. Our communications work will focus on food waste, which still makes up most of the residual waste bin. However, communication work is limited predominantly to social media. Working from home is likely to be a significant contributor to additional kg in NI191 reporting. National Benchmarking Source: LG Inform Latest Quarter - Three-Month Period Sample - Participating English district local authorities <table><tr><th>Period</th><th>North Herts</th><th>Top Quartile</th></tr><tr><td>Q3 2021/22</td><td>87.13kg</td><td>40.00kg to 93.45kg</td></tr></table> North Herts ranked 5 th out of 35 (1 st Quartile)	Period	North Herts	Top Quartile	Q3 2021/22	87.13kg	40.00kg to 93.45kg
Period	North Herts	Top Quartile												
Q3 2021/22	87.13kg	40.00kg to 93.45kg												

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Row No.	PI Code	Title	Last Update	Data Value	Target	Status	Direction of Travel	Commentary
20	PLA 02	Number of reported missed domestic waste collections (valid complaints)	Mar 2022	3,466	Not Applicable		 Mar 21 5,697	<div> <div>April 2021</div> <div>546</div> </div> <div> <div>May 2021</div> <div>368</div> </div> <div> <div>June 2021</div> <div>427</div> </div> <div> <div>July 2021</div> <div>249</div> </div> <div> <div>August 2021</div> <div>284</div> </div> <div> <div>September 2021</div> <div>258</div> </div> <div> <div>October 2021</div> <div>368</div> </div> <div> <div>November 2021</div> <div>182</div> </div> <div> <div>December 2021</div> <div>234</div> </div> <div> <div>January 2022</div> <div>163</div> </div> <div> <div>February 2022</div> <div>162</div> </div> <div> <div>March 2022</div> <div>225</div> </div>
21	PLA 03	Total number of domestic waste collections (figures vary according to the number of collection days in the month)	Mar 2022	7,751,382	Not Applicable		 Mar 21 7,052,965	<div> <div>April 2021</div> <div>649,943</div> </div> <div> <div>May 2021</div> <div>587,001</div> </div> <div> <div>June 2021</div> <div>679,299</div> </div> <div> <div>July 2021</div> <div>662,595</div> </div> <div> <div>August 2021</div> <div>635,362</div> </div> <div> <div>September 2021</div> <div>729,145</div> </div> <div> <div>October 2021</div> <div>617,761</div> </div> <div> <div>November 2021</div> <div>642,433</div> </div> <div> <div>December 2021</div> <div>623,775</div> </div> <div> <div>January 2022</div> <div>682,338</div> </div> <div> <div>February 2022</div> <div>593,007</div> </div> <div> <div>March 2022</div> <div>648,723</div> </div>

OVERVIEW AND SCRUTINY COMMITTEE 13 JUNE 2022

*PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT – END OF YEAR MONITORING REPORT ON KEY PROJECTS FOR 2021 – 22

REPORT OF: THE CONTROLS, RISK AND PERFORMANCE MANAGER

EXECUTIVE MEMBER: LEADER OF THE COUNCIL

COUNCIL PRIORITY: ALL

1. EXECUTIVE SUMMARY

This monitoring report provides a year end update on the delivery of the key projects for 21/22, first identified to the Committee in March 2021.

2. RECOMMENDATIONS

- 2.1. That delivery against the key projects for 21/22 be noted and commented on by the Overview & Scrutiny Committee.

3. REASONS FOR RECOMMENDATIONS

- 3.1. To enable achievements against the key projects for 2021/22 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 16 March 2021.

6. FORWARD PLAN

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

7. BACKGROUND

- 7.1. This report provides details on the status of the key projects for 21/22. 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 this year or has not reached due date
	Project Completed.

8. RELEVANT CONSIDERATIONS

- 8.1. The end of year monitoring report against key projects for 2021/22 is included in Appendix A.
- 8.2. Appendix A includes the original milestones which were reported to this Committee in March 2021 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. For Q4, 11 projects are being reported, 7 with Amber status, 1 with Green status and 3 projects marked as complete. The number of projects with an Amber status reflects that this is the end of year report and a number of the milestones were set as 31st March. Therefore a number of projects have either completed, or are shown as Amber (i.e. the milestone set for 31st March was not achieved).
- 8.4 The following projects were completed during Q4:
- Community lottery- as the lottery has been fully launched.
 - Property acquisitions- this has been embedded in to the normal work of the team, and opportunities will continue to be identified and investigated.
 - Community Tree programme- all the trees have been distributed.
- 8.5 The following projects have moved to Amber status during Q4 (from Green).
- Provide housing at market rents- the conversion work at Harkness Court is being finalised and it is expected that marketing and lettings will commence in August.
 - Trial / Experimental EV Charging Points- Finalising work to appoint a private sector partner through a mini-competition and then submit grant

submissions. Expected that the grant submissions will be made in the summer.

- Disposal of surplus land. Two land sales have been completed. Two of the sales have been delayed but expecting that they will complete in 2022/23.

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 2021/22 that was undertaken in 2020/21. A number of these projects formed part of the Council's capital programme for 2021/22.
- 10.3. The Council continues to face difficult spending decisions in view of the expected 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. Any major projects are identified as Corporate Risks for the Council and these are monitored by Risk Management Group and the Finance Audit and Risk Committee.

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 2020/21 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 enables the Council to fulfil a number of obligations arising from the Public Sector Equality Duty.

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

- 14.1. There are no known Environmental impacts or requirements that apply to this report. Environmental Impact Assessments will be undertaken where required for individual projects.

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 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.

16. APPENDICES

- 16.1 Appendix A – 4th Quarter Monitoring against Key Projects for 2021/2022

17. CONTACT OFFICERS

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18. BACKGROUND PAPERS





18.1 None.





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Appendix A – 2021/2022 reporting against Projects identified in the Council Plan – as at end of March 2022






For **Q4 2021/2022** North Herts Council is reporting against 11 Projects to support the Council Plan 2021 - 26









Key for the Report







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 year / has not reached due date
	Project Completed.





Status	Q4	Q3	Q2	Q1	Summary of Movement this Quarter (changes from Q3 to Q4)
	0	0	1	1	
	7	4	3	3	The following projects did not meet their deadlines by year end: provide housing at market rents, disposal of surplus assets, EV charging points in car parks.
	1	7	10	10	The separated recycling bin project is continuing, subject to future funding. Other projects have either been completed or have not met their due dates.
	3	2	0	0	Community lottery has launched/ work on property acquisitions has been embedded in to business as usual/ all Community trees have been distributed
Total	11	13	14	14	






Projects supporting the Council Plan 2021/2026



	Portfolio	Corporate Objective	Milestones for Completion in 2021 Year	Due Date Where available	Status	Comments
Status – COMPLETE - 3						
Introduce a North Herts Community Lottery	Enterprise and Co-operative		Obtain License  Run engagement events  Go Live 	31/10/2021 12/11/2021 31/01/2022		Project completed – The first draw took place on 19 March 2022.
Acquisition of Property investments (capital programme)	Enterprise and Co-operative	Enable an Enterprising & Co-operative Economy	Continue to explore opportunities to improve the financial viability of property letting company and seek to explore other opportunities for trading companies. The commercial team will explore acquisition opportunities, if they meet the acquisition criteria each one will require a business case to seek approval for the Council to proceed.			On 24 November 2021, the Cabinet Sub-Committee (Local Authority Trading Companies' Shareholder) approved the business case and agreed to commence trading of the holding company (Broadwater Hundred Limited) and the incorporation and trading of a subsidiary company for the purpose of letting out Harkness Court. Both milestones completed at the end of the year, as seeking to explore opportunities for trading companies and the acquisition of property investments are now embedded as business-as-usual activities. Where appropriate, related projects will be considered for inclusion in future Council Delivery Plans.


	Portfolio	Corporate Objective	Milestones for Completion in 2021 Year	Due Date Where available	Status	Comments
Set up Community Tree Planting Programme (Council Plan)			Order Trees  Finalise arrangements for receipt and storage of tree stock  Commenced initial promotion of scheme – expressions of interest  Investigate options and finalise distribution arrangements  Commence full promotion of scheme  Receipt of tree stock  Distribution of trees to the community – 01/12/21 to 31/03/22 	30/04/2021 12/05/2021 25/06/2021 31/08/2021 01/09/2021 30/11/2021 31/03/2022		All trees have been distributed.
Status – GREEN 1						

	Portfolio	Corporate Objective	Milestones for Completion in 2021 Year	Due Date Where available	Status	Comments
Roll out of separated recycling across the district, including bins in Parks and Green Spaces (Council Plan) Project will span more than one year.	Waste, Recycling & Environment		Roll out recycling bins in Great Ashby  Investigate funding options for further roll out in towns and rural areas	March 2022		Installation of bins in the identified parks (Priory Memorial Gardens Royston, Avenue Park Baldock, Howard Gardens Letchworth, Bancroft Hitchin and District Park Great Ashby) has been completed. Further work will be considered in liaison with EHC, dependant on future budgets.
Status – AMBER - 7						
Examination and Adoption of the Local Plan 2011 - 2031 (b/f form previous year)	Planning and Transport	Build Thriving & Resilient Communities	Milestones and dates will depend on the Planning Inspectorate Letter from the Inspector  Full Council for adoption of the Local Plan 			Based on the latest update from the Planning Inspector, his report is now likely to be received in Summer 2022. A Council decision on Local Plan adoption is then expected to follow later in Autumn 2022. This will continue to be monitored via a Council Delivery Plan action in 2022/23. All information has been added to the Council's website at the link below. www.north-herts.gov.uk/localplan
Trial / Experimental EV Charging Points in North Herts (Council Plan)			Adoption of EV Strategy and associated Action Plan in accordance with the Review and adoption	December 2021		A private sector specialist partner is being sought to assist with a grant submission to the Energy Savings Trust to seek to secure part government grant funding (60%) for the provision of EV chargers to Council owned car park(s)

	Portfolio	Corporate Objective	Milestones for Completion in 2021 Year	Due Date Where available	Status	Comments
			<p>of NHDC Climate Change Strategy. </p> <p>Details of approach and related actions to be presented to PLB </p> <p>Procurement of a private sector partner </p> <p>Grant application submitted</p> <p>Further milestones will be added upon the outcome of the grant application</p>	<p>December 2021</p> <p>June/ July 2022</p> <p>September 2022</p>		<p>within each of the four towns. The partner providing the remaining 40% and is requested to also take over the Council's existing EV chargers. There has been a delay in procuring whilst the write framework was established and as a result of the higher than expected number of Expressions of Interest, a mini competition will be required which officers are currently working on.</p> <p>This will continue to be monitored via a Council Delivery Plan action in 2022/23.</p>
Provide Housing at Market Rents (Capital Programme)	Enterprise and Co-operative			01/04/2022		<p>The majority of works have been completed, although there are still some external/internal tasks outstanding. The intention is to market the flats once all outstanding items have been completed. The current estimate for the completion of works is 31 July 2022 (date to be</p>

	Portfolio	Corporate Objective	Milestones for Completion in 2021 Year	Due Date Where available	Status	Comments
						confirmed), by which time, all relevant legal paperwork should also be finalised. Marketing should then commence in August 2022.
<p>Disposal of surplus assets</p> <p>(Remove maintenance obligation and generate capital receipts)</p> <p>Will span more than one Financial year. (capital programme)</p>	Enterprise and Co-operative	Enable an Enterprising & Co-operative Economy	<p>Land at Clare Crescent, Baldock </p> <p>Land adjacent 1 North End, Kelshall; </p> <p>Land adjacent 9 North End, Kelshall </p> <p>Land at The Green, Ashwell Road, Newnham. </p>	31/03/2022		<p>Sale yet to be completed with the purchaser assessing their options. It is anticipated that the position will be clarified by the end of August 2022.</p> <p>Outline planning consent for a single dwelling was granted at Planning Committee in September 2021. Marketing of the site commenced in April 2022 with a deadline for submission of offers at the end of May. Expect completion of sale in Q2 of 2022/23.</p>

	Portfolio	Corporate Objective	Milestones for Completion in 2021 Year	Due Date Where available	Status	Comments
Develop and Implement a cohesive Empty Homes Strategy (project will span more than 1 year)			Develop draft Strategy Identify external funding for additional resource to work on Strategy Cabinet adopt Strategy Further Milestones to follow on.	31/12/2022 31/03/2023 31/03/2023		Resource capacity has been identified and subject to fulfilling, we should be able to produce a draft Strategy by Q3 2022. Adoption and implementation of the Strategy will therefore follow after that. The scope of the strategy will depend on the availability of funding. This will continue to be monitored via a Council Delivery Plan action in 2022/23.
Preparation of a Cycle and Walking Strategy (Capital Programme)	Planning & Transport		Working in partnership with HCC on the Preparation of Local Cycling, Walking & Infrastructure Plan (LCWIP) – with identified schemes for implementation post 2021.	Nov 2021		The project is taking longer than originally planned, as more detailed work was needed to be undertaken on the prioritisation of proposed routes, HCC had a change in staff resources on the project, and the HCC consultants only issued a draft report in April 2022 for officers to review prior to the LCWIP being submitted for public consultation before final adoption by the HCC Highway and Transport Panel. Officers submitted comments to HCC on the draft report and we are waiting for HCC to advise on the revised draft and an updated programme. The timescales of subsequent tasks (e.g., public consultation and adoption by the Highway and Transport Panel) will need to be

	Portfolio	Corporate Objective	Milestones for Completion in 2021 Year	Due Date Where available	Status	Comments
						<p>reviewed following confirmation of the updated programme from HCC.</p> <p>This will continue to be monitored via a Council Delivery Plan action in 2022/23.</p>
<p>Develop long term museum storage solution</p> <p>To equip the museum service with a sustainable storage solution suitable for the effective management of the collection for the foreseeable future.</p> <p>(capital programme)</p> <p>Project will span more than 1 year</p>	Enterprise and Co-operative	Build Thriving & Resilient Communities	<p>Develop Fully Costed Proposal</p> <p>Further Milestones to follow</p>	Nov 2020		<p>Officers have been working hard to find the most suitable option for the site, according to cost, value for money and a high/ complex specification. Options have been presented to officers, whereby officers have repeatedly challenged and analysed their viability via framework approaches. As a result of these investigations, officers feel that a more traditional procurement approach is likely to result in better value for the Council. It has been beneficial for the team to take this approach, to gain an understanding of the work required and approximate cost implications.</p> <p>The team will shortly begin a procurement process for a design team working on the Council's behalf to finalise the plans and specifications for the building before tendering for a developer.</p>

	Portfolio	Corporate Objective	Milestones for Completion in 2021 Year	Due Date Where available	Status	Comments
						<p>It is anticipated that the design team will be assembled by the end of July 2022, with the full tender ready to be published in the Autumn 2022.</p> <p>Following the evaluation process of developers bids, officers will aim to have appointed a developer by the end of 2022, ready for work to begin on site in early 2023.</p>
Status RED - 0						

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OVERVIEW AND SCRUTINY COMMITTEE 13 JUNE 2022

*PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT: OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME FOR 2022/23

REPORT OF THE COMMITTEE, MEMBER AND SCRUTINY MANAGER

EXECUTIVE MEMBER: NOT APPLICABLE

COUNCIL PRIORITY: PEOPLE FIRST / SUSTAINABILITY / A BRIGHTER FUTURE TOGETHER

1. EXECUTIVE SUMMARY

- 1.1 This report highlights items scheduled in the Overview and Scrutiny Committee's work programme and items that have been considered in 2022/23. It includes details of those items 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 attached as Appendix A and, where appropriate, determines the high level form and timing of scrutiny input.
- 2.2 That the Committee, having considered the most recent iteration of the Forward Plan suggests a list of items to be considered at its meetings in the coming civic year.
- 2.3 That the Corporate Peer Challenge Action Plan Extract as attached as Appendix B be considered.

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.

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.

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 In line with the recommendation of the Corporate Peer Challenge 2020 Executive Members are invited to present reports that fall under their remit and to make presentations on specific issues that the Committee wish to consider.
- 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 The Committee's work programme for the year requires reviewing at each meeting and direction is sought from the Committee on the items they wish adding. Appendix A contains the work programme for 2022/23.
- 8.2 When considering additional topics, their risk assessment and prioritisation will ensure that the most appropriate items are taken forward to the work programme.

Forward Plan

- 8.3 The Forward Plan for March will be circulated as a supplementary agenda. Members can view currently published forward plans here: [Browse plans - Cabinet, 2022 - North Hertfordshire District Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk/cabinet-plans)
- 8.5 Members are reminded that the Forward Plan acts as public notification of key executive decisions due in the next three months and beyond but that it is a working document subject to regular amendments.

Corporate Peer Challenge

- 8.6 The Committee agreed at the meeting held on 14 July 2020 that the actions regarding the Overview and Scrutiny Committee included in the Corporate Peer Challenge Action Plan be appended to all future reports in order to:
- Act as an aide memoire when considering the work programme;
 - Consider any actions that need further work;
 - Assess the effectiveness of changes made.
- 8.7 The Committee is asked to consider the Action Plan and any updates provided at Appendix B.
- 8.8 In respect of line 56 regarding formal training for Members of the Overview and Scrutiny Committee training will be provided in the form of a workshop and presentation session on 14 June 2022.

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 £25.17 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, 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” requirements 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
- 15.3 Appendix B – Corporate Peer Challenge Action Plan in regard to the Overview and Scrutiny Committee

16. CONTACT OFFICERS

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17. BACKGROUND PAPERS

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

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PROGRAMME FOR FUTURE COMMITTEE MEETINGS 2022-23

13 July 2022	Resolutions Report Work Programme 3Cs End of Year report Council Plan and Objectives 2021/23 Annual review of Safeguarding
6 September 2022	Resolutions Report Work Programme 1st Quarter Performance against PIs 1st Quarter Key Projects Conservation Areas Commercial Update
6 December 2022	Resolutions Report Work Programme 3Cs Half Year Report Corporate Equality Strategy
14 January 2023	Crime and Disorder Matters Resolutions Report Work Programme Priorities for the District – Key Projects Half Year Monitoring 2nd Quarter Performance against PIs
9 March 2023	Resolutions Report Work Programme Annual Report Commercial Update New PIs for 2021/22 Priorities For The District – Key Projects 2022/23 3rd Quarter PIs 3rd Quarter Key projects
	To be Scheduled. Invitation to: LEP Recovery Plan The Levelling Up Agenda & North Herts Waste Scrutiny Arrangements Lord Lister Hotel

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EXTRACT OF ITEMS ON THE CORPORATE PEER CHALLENGE ACTION PLAN THAT RELATE TO THE OVERVIEW AND SCRUTINY COMMITTEE

		Recommendation	Action	Led by	Timescale	Update
ONGOING ACTIONS						
28	Organisational Leadership and Governance	Peers understand that the full performance report is sent to councillors one month before O&S to provide the opportunity for requesting the appropriate lead executive member and officer to attend O&S to be accountable for questioning. This opportunity has never been requested and should be used in order to strengthen the debate and challenge at O&S.	Agreed. Chair of Overview and Scrutiny to remind committee members of this opportunity	Members of Overview and Scrutiny Committee Controls, Risk and Performance Manager	Ongoing	Members receive the Performance Indicator report one month before the meeting. Members are reminded to contact the Controls, Risk and Performance Manager at least 2 weeks prior to the meeting date if they wish a particular indicator to be considered in more detail
54	Overview and Scrutiny Committee	Future meetings would benefit from taking a longer-term view of the key issues for the district (not just focussing on the next immediate meeting), fewer, more targeted agenda items, and be focused on key areas informed by performance reports	Agreed. To be taken forward as part of the training for the committee members	Chair and vice chair of O+S Scrutiny support	Ongoing	The Committee to bear this in mind when considering the work programme

		and a forward work plan. Fewer agenda items will support more allocated time for meaningful scrutiny and related debate.				
56	Overview and Scrutiny Committee	It is recommended that all O&S members undertake formal training to ensure a robust base of skills and expertise can be deployed in the O&S environment.	Formal scrutiny training has previously been provided to the Committee, but given changes to committee membership agree it makes sense to put in place further training and ensure that any new members receive training in the future	Chair and Vice Chair of O+S Scrutiny support Member training champions	Ongoing/Complete	Training provided by a CfGS partner has been arranged to take place on 14/06/22
57	Overview and Scrutiny Committee	Use the task and finish programme to support early engagement and involvement with policy making.	Agreed. To be taken forward by the Leader (on behalf of Cabinet) and Chair and vice chair of Overview and Scrutiny, to discuss work programme	Leader Chair and Vice Chair of O+S Scrutiny support	Ongoing	The Chair and Vice-Chair have met with the Leader. The Chair to provide an update
58	Overview and Scrutiny Committee	It is recommended that finish times should be agreed in the constitution and meetings end promptly at those times. There was a concern around individual personal effectiveness, accessibility, external public perception and	Moving meeting times is not supported politically at the current time due to concerns it may dissuade people with caring responsibilities from standing to be Councillors. Alternative of allowing officers to attend	Service Director Legal and Community Member training champions	Pending	

		health & safety / personal welfare of both members and officers from such excessively long and late meetings.	<p>meetings virtually from home to be explored</p> <p>A 'guillotine' provision on committee meetings is not supported politically at the current time due to concerns it might stifle debate. It is proposed that this is considered once the other recommendations have been implemented regarding work programme, training and chairing of meetings to establish whether it remains an issue or has been resolved by other action.</p> <p>Training is provided to Chairs and Vice Chairs, but this could be reviewed to ensure that Chairs and Vice Chairs are able to confidently manage meetings to ensure they proceed in a timely manner</p>			
59	Overview and Scrutiny Committee	Peers recommend clarification of the governance arrangements between	Proposal to Full Council to clarify relationship	Group Leaders Monitoring Officer	Annual Council (May/June 2020)	

		O&S and cabinet panels.				
60	Overview and Scrutiny Committee	Ensure the O&S forward work plan includes scrutiny of external partners and contractors as a contribution to the leadership of 'place'.	Agreed as recommendation	Chair and Vice Chair of O+S Scrutiny support	Immediate & Ongoing	The Committee have identified two partner organisations. Further work is needed to consider the format and timing.