

NORTH HERTFORDSHIRE DISTRICT COUNCIL



6 July 2022

Our Ref Council/14 July 2022
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To: The Chair and Members of North Hertfordshire District Council

NOTICE IS HEREBY GIVEN OF A

MEETING OF THE COUNCIL

to be held in the

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

on

THURSDAY, 14 JULY 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	
2.	MINUTES - 26 MAY 2022 To take as read and approve as a true record the minutes of the meeting of the Committee held on the 26 May 2022.	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 <u>Climate Emergency</u> The Council has declared a climate emergency and is committed to achieving a target of zero carbon emissions by 2030 and helping local people and businesses to reduce their own carbon emissions. A Cabinet Panel on the Environment has been established to engage with local people on matters relating to the climate emergency and advise the council on how to achieve these climate change objectives. A Climate Change Implementation group of councillors and council officers meets regularly to produce plans and monitor progress. Actions taken or currently underway include switching to green energy, incentives for low emission taxis, expanding tree planting and working to cut food waste. In addition the council is a member of the Hertfordshire Climate Change and Sustainability Partnership, working with other councils across Hertfordshire to reduce the county's carbon emissions and climate impact. The Council's dedicated webpage on Climate Change includes details of the council's climate change strategy, the work of the Cabinet Panel on the Environment and a monthly briefing on progress. <u>Declarations of Interest</u> 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. QUESTIONS FROM MEMBERS

To consider any questions submitted by Members of the Council, in accordance with Standing Order 4.8.11 (b).

7. NOTICE OF MOTIONS

To consider any motions, due notice of which have been given in accordance with Standing Order 4.8.12.

**8. WARDING ARRANGEMENT SUBMISSION TO THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND
REPORT OF THE DEMOCRATIC SERVICES MANAGER**

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To consider and approve the warding arrangements Submission to the Local Government Boundary Commission for England.

9. ITEMS REFERRED FROM OTHER COMMITTEES

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Any items referred from other committees will be circulated as soon as they are available.

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**10. INDEPENDENT MEMBER OF FINANCE, AUDIT AND RISK COMMITTEE
REPORT OF THE SERVICE DIRECTOR – RESOURCES**

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11. CONSTITUTIONAL AMENDMENT REPORT

123 -

REPORT OF THE SERVICE DIRECTOR – LEGAL AND COMMUNITY AND MONITORING OFFICER

136

To present an annual review report which cover amendments identified by Members and Officers, including changes to roles and responsibilities of Officers and Executive Member. This also identifies changes to one Cabinet Panel – Community.

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NORTH HERTFORDSHIRE DISTRICT COUNCIL

MINUTES

Meeting of the Council held in the Council Chamber, District Council Offices, Letchworth Garden City
on Thursday, 26th May, 2022 at 7.30 pm

PRESENT: Councillors: Councillor Val Bryant (Chair), Councillor Terry Tyler (Vice-Chair), Ian Albert, Amy Allen, Daniel Allen, Raj Bhakar, Judi Billing, Simon Bloxham, Ruth Brown, Sam Collins, Adam Compton, Juan Cowell, George Davies, Elizabeth Dennis-Harburg, James Denselow, Morgan Derbyshire, Faye Frost, Jean Green, Chris Hinchliff, Terry Hone, Keith Hoskins, Tony Hunter, Steve Jarvis, David Levett, Chris Lucas, Ian Mantle, Nigel Mason, Ian Moody, Gerald Morris, Ralph Muncer, Michael Muir, Lisa Nash, Sam North, Tom Plater, Sean Prendergast, Adem Ruggiero-Cakir, Carol Stanier, Claire Strong, Mandi Tandi, Kay Tart, Richard Thake, Thomas, Tom Tyson, Phil Weeder, Michael Weeks and Alistair Willoughby

IN ATTENDANCE: Anthony Roche (Managing Director), Jeanette Thompson (Monitoring Officer), Melanie Stimpson (Democratic Services Manager), William Edwards (Committee, Member and Scrutiny Manager), James Lovegrove (CMSO), Louis Mutter (CMSO)

At the commencement of the meeting approximately 1 member of the public was present.

114 ELECTION OF A CHAIR OF COUNCIL FOR THE CIVIC YEAR 2022/23

Audio recording – 1:29

The Chair of Council called for nominations for the position of Chair of Council for the civic year 2022/23

Councillor Ruth Brown proposed, Councillor Elizabeth Dennis-Harburg seconded and on the vote it was:

RESOLVED: That Councillor Sam North be elected as Chair of the Council for the Civic Year 2022/23

Councillor Sam North took the Chair then read and signed the Statutory Declaration of Acceptance of Office and took possession of the chain of office. Councillor North thanked the Council for his election as Chair and advised that his Consort for the year would be Councillor Raj Bhakar.

Councillor Sam North proposed, Councillor Elizabeth Dennis-Harburg seconded and on the vote it was:

RESOLVED: That the Council places on record its sincere thanks and appreciation to Councillor Val Bryant for her services as Chair of the Council during the past year and to her consort, Dr Stuart Bryant for his help and support during her term of office.

115 APOLOGIES FOR ABSENCE

Audio recording – 6:43

Apologies for absence were received from Councillors Clare Billing, Sean Nolan, and David Barnard.

At the start of the meeting Councillors Adam Compton and Kay Tart were not present.

116 ELECTION OF A VICE-CHAIR OF COUNCIL FOR THE CIVIC YEAR 2022/23

Audio recording – 7:11

The Chair of Council called for nominations for the position of Vice Chair of the Council for the civic year 2022/23.

Councillor Elizabeth Dennis-Harburg nominated Councillor Daniel Allen. Councillor Ruth Brown seconded.

Councillor Claire Strong nominated Councillor Simon Bloxham. Councillor Morgan Derbyshire seconded.

Councillor Claire Strong noted that she had nominated Councillor Simon Bloxham last year and that he had been a member of the Council previously, as well as that his father had previously been Chair of Council.

On the vote it was:

RESOLVED: That Councillor Daniel Allen be elected as Vice Chair of the Council for the civic year 2022/23.

Councillor Daniel Allen then read and signed the Statutory Declaration of Acceptance of Office and took possession of the Chain of office. Councillor Allen thanked the Council for his election as Vice-Chair and advised that his Consort for the year would be Councillor Amy Allen.

The Chair of Council expressed his sincere thanks to Councillor Terry Tyler for his service as Vice-Chair in the previous civic year.

117 MINUTES - 23 MARCH 2022

Audio Recording – 13:41

The Chair advised that the minutes of the previous meeting can be moved and seconded by members who were not present at that meeting, although it is preferable that those who were not present should abstain from voting and commenting on the motion.

The Chair proposed, Councillor Elizabeth Dennis-Harburg seconded and it was:

RESOLVED: That the Minutes of the Meeting of the Council held on 23 March 2022 be approved as a true record of the proceedings and be signed by the Chair.

118 CHAIR'S ANNOUNCEMENTS

Audio recording – 14:42

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

- (2) Members were reminded that this Council had declared a Climate Emergency. This was a serious decision and meant that, as this was an emergency, all of us, officers and Members had that in mind as we carried out our various roles and tasks for the benefit of our District.
- (3) 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.
- (4) The Chair welcomed and congratulated the newly elected Members following the elections on 5 May: Councillors James Denselow, Christopher Hinchliff, Christopher Lucas, Ralph Muncer, Lisa Nash, Sean Nolan, Thomas Plater, Tamsin Thomas, Phillip Weeder and Alistair Willoughby.
- (5) The Chair congratulated those Councillors successfully re-elected; Councillors Daniel Allen, Clare Billing, Ruth Brown, Val Bryant, Sam Collins, Adam Compton, Faye Frost, and Ian Moody.
- (6) The Chair thanked former Councillors Kate Aspinwall, Gary Grindal, Simon Harwood, Mike Hughson, Jim McNally and Mike Rice who did not stand for re-election.
- (7) The Chair thanked former Councillors John Bishop and Sarah Dingley who were unsuccessful in being re-elected.
- (8) The Chair reminded Members to complete their Register of Interest forms online by 3 June 2022.
- (9) The Chair advised that the normal procedure rules in respect of debate and times to speak applied.
- (10) The Chair advised Members that the Members' Room on Floor 1 had been furnished with maps of Letchworth, Hitchin and Royston and that Members were invited to mark on those maps any natural community boundaries or locations for consideration by the Boundary Review working group to assist the Council's submission to the LGBCE review. Members were also reminded that an all-Members briefing had been scheduled for 16 June regarding this review.
- (11) The Chair invited former Chair of Council, Councillor Val Bryant, to offer her thanks to Penny Copestake, Chair's Secretary, and announce that a gift of flowers had been arranged in recognition of her support and hard work.

119 DISTRICT COUNCIL ELECTION RESULTS (INCLUDING ALL POLLS) - 5 MAY 2022

Audio Recording – 20:23

The Returning Officer presented the report regarding the results of the District Council elections, Town Council elections and the Knebworth Neighbourhood Planning Referendum.

On the vote it was:

RESOLVED: That the report of the Returning Officer regarding the results of the District Council elections, Town Council elections and the Knebworth Neighbourhood Planning Referendum be noted.

REASON FOR DECISION: To inform Members of the results of the District Council elections, Town Council elections and the Knebworth Neighbourhood Planning Referendum.

N.B Councillor Adam Compton joined the meeting after this item at around 19:51

120 APPOINTMENT OF THE DEPUTY LEADER OF THE COUNCIL, MEMBERS OF THE CABINET AND DEPUTY EXECUTIVE MEMBERS FOR 2022/23

Audio Recording – 21:31

The Chair advised, for the purposes of clarification, that the Council was not electing a Leader of the Council at this meeting as Councillor Dennis-Harburg was elected the Leader of Council at the last annual council meeting for a four year term.

The Chair invited the Leader of the Council, Councillor Elizabeth Dennis-Harburg, to present her report.

Councillor Ruth Brown proposed an amendment to the report.

The Monitoring Officer advised that appointments were a matter for the Leader of Council and that the report was presented to Council for noting only.

Councillor Elizabeth Dennis-Harburg proposed, Councillor Ruth Brown seconded and on the vote it was:

RESOLVED:

- 1) That the appointment of Councillor Ruth Brown as Deputy Leader of the Council for the Civic Year 2022/23 be noted.
- 2) That the Members to be appointed as Executive Members of the Cabinet for 2022/23 and the areas for which they will be responsible as detailed in Appendix A be noted.
- 3) That the Members to be appointed as Deputy Executive Members for 2022/23 and the areas for which they will act as Deputy Executive Member as detailed at Appendix A be noted.

REASON FOR DECISIONS: To comply with the provisions of the Local Government Act 2000 and Sections 4.8.1 (vii), 5.2, 5.3.4 and 5.6 of the Council's Constitution.

121 APPOINTMENT OF MEMBERS OF COMMITTEES, JOINT COMMITTEES AND PANELS FOR 2022/23

Audio Recording – 24:11

The Leader of the Council presented the report in respect of the appointment of Members of Committees, Joint Committees and Panels for 2022/23 along with the Appendices A and B.

Councillor Ruth Brown proposed an amendment to Appendix B to the effect that Cllr Raj Bhakar be removed from the appointments to Planning Control Committee, Councillor Sean Prendergast become a member of the Standards Committee and Councillor Ruth Brown become a substitute member of the Cabinet Panel on the Environment.

The Leader of the Council accepted this amendment.

The Leader of the Council advised that appointments were not being made to the Cabinet Panels on Place and Community as it was felt that those Cabinet Panels could be more useful to our communities with reframed Terms of Reference.

Councillor Elizabeth Dennis-Harburg proposed, Councillor Ruth Brown seconded and on the vote it was:

RESOLVED:

- 1) That, for 2022/23, the seats allocated to each political party on the Committees to which Section 15 of the Local Government and Housing Act 1989 applies and the seats allocated to each party on the bodies to which Section 15 of the Local Government and Housing Act 1989 does not apply, as set out in Appendix A to this report, be noted.
- 2) That, for 2022/23, Members be appointed to the various Committees and other bodies in accordance with the wishes of the individual political groups as detailed in Appendix B to this report, with the following amendments: Cllr Raj Bhakar to be removed from the appointments to Planning Control Committee, Councillor Sean Prendergast to become a member of the Standards Committee, Councillor Ruth Brown to become a substitute member of the Cabinet Panel on the Environment, and Councillor David Levett to be appointed to the Hertfordshire Growth Board Scrutiny Committee.

REASON FOR DECISIONS: To comply with the provisions of Section 15 of the Local Government and Housing Act 1989.

122 APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF COMMITTEES FOR 2022/23

Audio Recording – 27:27

N.B Councillor Kay Tart joined the meeting during this item at 19:58.

The Leader of the Council presented the report in respect of Appointment of Chairs and Vice-Chairs of Committees for 2022/23 along with Appendix A and proposed the recommendations in the report.

Councillor Ruth Brown seconded and on the vote it was:

RESOLVED: that the Chairs and Vice-Chairs of Committees (except Area Committees) for 2022/23 be appointed in accordance with the details set out in Appendix A to the report.

123 ADJOURNMENT

Audio Recording – 28:26

The meeting of Full Council was adjourned at 19:59 to allow meetings of each Area Committee to convene to elect the Chairs and Vice Chairs for the civic year.

The meeting of Full Council reconvened at 20:08.

124 KEY DECISIONS - LEADER'S ANNUAL REPORT ON CASES OF SPECIAL URGENCY

Audio Recording – 39:15

The Leader of the Council presented the Annual Report on Cases of Special Urgency and drew attention to points including:

- There was one decision taken under the Special Urgency procedures this year relating to the provision of government grant funding for homelessness support in a project managed by Keystage Housing at the former Lord Lister Hotel.
- The former Lord Lister Hotel was now the subject of two planning applications and Members were advised to be cautious not to prejudice the planning process.
- It was her view that a review of the way the Council took decisions under this procedure was apt and that the Overview and Scrutiny Committee may wish to

undertake a review of the process to ensure effective community and Member engagement was achieved.

The following Members asked questions and took part in debate:

- Councillor Claire Strong
- Councillor David Levett
- Councillor Richard Thake
- Councillor Ian Albert
- Councillor Ralph Muncer
- Councillor Sam Collins

Points raised included:

- Members felt that this was the first time the content of this decision was made available to them;
- The specifics of this decision as well as the broader decision-making process for urgent decisions should be reviewed by the Overview & Scrutiny Committee;
- A lot of public interest had been generated around this decision and the future of the Keystage Housing project;
- The Overview and Scrutiny had a range of powers under the Constitution to request that members and officers give an account to explain the decisions made and process followed;
- The Overview and Scrutiny Committee was not able to comment on planning or licensing decisions;
- Overview and Scrutiny working groups and Task and Finish Groups had produced successful reviews in the past;
- The urgent decision notice was published publicly and the Chair of Overview and Scrutiny was consulted prior to the decision being made to secure his agreement that it be made urgently;
- The involvement of the Chair of Overview and Scrutiny is limited to determining whether the decision meets the requirements of urgency and does not extend to a review of the decision to be taken at the time;
- This represented an opportunity to develop a positive approach to community engagement and consultation in the decision-making processes of the Council.

Councillor Elizabeth Dennis-Harburg proposed, Councillor Ruth Brown seconded and on the vote it was:

RESOLVED: that the Leader's Annual Report on Cases of Special Urgency be noted.

REASON FOR DECISION: To comply with Regulation 19 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

125 SCHEDULE OF COUNCIL MEETINGS 2022/23

Audio Recording – 51:56

The Chair advised that due to lack of business the meeting of the Planning Control Committee on 9 June 2022 had been cancelled, and that there was an error in the recommendations and that the meeting on 30 March 2023 was a Thursday, not a Wednesday.

The Leader of the Council presented the report in respect of the Schedule of Council Meetings 2022/23 along with Appendix A and moved the recommendations in the report. Councillor Ruth Brown seconded.

Councillor Claire Strong advised that a special meeting of Council was due to be called in December and questioned whether it should be included in the calendar or schedule of Council meetings.

The Democratic Services Manager advised that as the proposed December meeting was a special meeting of Council it was outside the scope of this report and that Group Leaders had been consulted on the date and Members would be advised in due course.

On the vote it was:

RESOLVED:

- 1) That the following programme of ordinary meetings of the Council be approved for the Civic Year 2022/23:

Thursday 7 July 2022 – 7:30PM
Thursday 22 September 2022 – 7:30PM
Thursday 10 November 2022 – 7:30PM
Thursday 19 January 2022 – 7:30PM
Thursday 23 February 2023 – 7:30PM
Thursday 30 March 2023 – 7:30PM

- 2) That the Calendar of Meetings for 2022/23, as attached at Appendix A to the report, be approved.

REASON FOR DECISIONS:

- 1) To enable Members to agree a programme of ordinary meetings of the Council for 2022/23.
- 2) To enable Members to agree the Calendar of meetings for 2022/23.

126 NOMINATION OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS AND OTHER BODIES FOR 2022/23

Audio Recording – 54:46

The Leader of the Council presented the report in respect of Nomination of Representatives on Outside Organisations or Other Bodies for 2022/23 along with Appendix A.

Councillor Ruth Brown proposed an amendment to Appendix A to the effect of removing the nomination of Councillor Phil Weeder to the Letchworth Civic Trust and the Letchworth Sustainability Forum, and substituting the nomination of Councillor Sam Collins for Councillor Ruth Brown to the Parking and Traffic Regulations Outside London (PATROL) Adjudication Joint Committee. This amendment was accepted.

Councillor Claire Strong advised on an error in the Appendix where Councillor Jean Green was incorrectly labelled as a Liberal Democrat.

Councillor Elizabeth Dennis-Harburg proposed that the uncontested nominations as in Appendix A be approved. Councillor Ruth Brown seconded and on the vote that motion was carried.

Votes were subsequently conducted on each contested nomination as highlighted in Appendix A of the report, with results recorded as per that listed in the 'Resolved' below.

There were additional comments and debate on the following bodies:

Regarding the King George V Playing Fields User Group

There were 4 nominations proposed for the 3 seats on this Group. In response to the request that all 4 be appointed the decision on appointments was deferred to allow an investigation of the Terms of Reference to determine whether the number of positions available could be expanded.

Regarding the Letchworth Civic Trust

Councillor Morgan Derbyshire advised that there were two positions available contrary to Appendix A which stated there was only one.

As one of those nominated had been withdrawn it was explained that there was no requirement to vote on this body.

The following Members took part in debate:

- Councillor Ruth Brown
- Councillor Daniel Allen
- Councillor Sam Collins
- Councillor Adam Compton
- Councillor Ian Albert
- Councillor Alistair Willoughby
- Councillor Michael Muir
- Councillor Simon Bloxham
- Councillor Elizabeth Dennis-Harburg
- Councillor David Levett

The Monitoring Officer provided advice regarding the decision that had already been taken – thereby treating the Letchworth Civic Trust as an uncontested appointment following the withdrawal of Councillor Phil Weeder.

In response it was stated that the withdrawal had been made based on the inaccurate advice provided, and if the two positions available had been properly notified, the withdrawal of Cllr Weeder would not have been made.

Having listened to the advice of the Monitoring Officer and the debate by Members, the Chair of Council called for a vote to determine whether the decision to treat the Letchworth Civic trust as an uncontested appointment was correct or incorrect.

Councillor David Levett raised a point of order regarding the 6 month rule – where a decision made at a meeting of Council within the past six months cannot be revisited.

The Monitoring Officer gave advice to the effect that the proposal put forward by the Chair of Council was different the one previously voted on and as such the 6-month rule did not apply.

On the vote it was resolved that Letchworth Civic Trust be considered as having two appointments to be made and that the original nomination of Councillor Phil Weeder should stand.

Regarding the Royston Community Association

Councillor Gerald Morris withdrew his nomination.

Following all votes and debate it was:

RESOLVED:

- 1) That the list of representatives on Outside Organisations and Other Bodies for 2022/23 as set out in Appendix A to the report be approved, with confirmation that:

- a) The Council's representative to the Baldock Community Forum Community Interest Company be Councillor Alistair Willoughby;
 - b) The Council's representatives to the Baldock Youth and Community Association be Councillors Juan Cowell, Michael Weeks and Alistair Willoughby;
 - c) The Council's representative to the Hertfordshire Health Scrutiny Committee be Councillor Val Bryant;
 - d) That the Council's representatives to the Letchworth Civic Trust be Councillors Daniel Allen and Phil Weeder;
 - e) The Council's representative to the Letchworth Garden City Heritage Foundation be Councillor Ian Mantle;
 - f) The Council's representative to Letchworth Sustainability Forum be Councillor Amy Allen;
 - g) The Council's representative to the London Luton Airport Consultative Committee be Councillor Sam Collins;
 - h) The Council's representative to the Parking and Traffic Regulations Outside London (PATROL) Adjudication Joint Committee be Councillor Ruth Brown;
 - i) And that the Council's representatives to the Royston Community Association be Councillors Adam Compton, Carol Stanier, and Chris Hinchliff.
- 2) That the decision on appointing the Council's representative to the King George V Playing Fields User Group be deferred to allow a review of the terms of reference of that organisation to determine whether the number of positions available could be expanded;
- 3) That Political Group Leaders notify the Democratic Services Manager of nominations to the remaining vacancies or any changes to the existing representatives on outside organisations.

REASON FOR DECISIONS: To comply with the provisions of Standing Order 4.8.1(b)(iv) and (v) of the Council's Constitution.

The meeting closed at 9.00 pm

Chair

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COUNCIL
14 JULY 2022

PUBLIC DOCUMENT

TITLE OF REPORT: WARDING ARRANGEMENT SUBMISSION TO THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND ('LGBCE')

REPORT OF: DEMOCRATIC SERVICES MANAGER

EXECUTIVE MEMBER: LEADER OF COUNCIL/COMMUNITY ENGAGEMENT

COUNCIL PRIORITY: PEOPLE FIRST; SUSTAINABILITY AND A BRIGHTER FUTURE TOGETHER

1 EXECUTIVE SUMMARY

- 1.1 The first stage of the Electoral Review of North Herts Council by the Local Government Boundary Commission for England (LGBCE) was the determination of Council Size (number of District Councillors) to represent North Herts Council from May 2024. That stage has been completed, with the LGBCE advising the number of Councillors shall be 50. *[Note the Submission being considered includes 51 Councillors, the reasons for which are explained within this report and in more detail in the Submission.]*
- 1.2 The current stage of the review is a public consultation by the LGBCE regarding warding arrangements and this Council, as a statutory consultee and interested party, is invited to submit a proposal.
- 1.3 Having considered warding arrangements at the Boundary Review Project Board, Group Leaders on behalf of their political groups have discussed and agreed warding arrangements that take into account the identities and interests of local communities across the district, provide for effective and convenient local government, and ensure electoral equality.

2. RECOMMENDATIONS

2.1. That Council approves:

- i. The warding arrangements relating to the rural wards, Baldock, Hitchin and Royston attached as Appendix A;
- ii. The warding arrangements relating to Letchworth as detailed in Option A attached as Appendix B; **OR**
- iii. The warding arrangements relating to Letchworth as detailed in Option B attached as Appendix C.

for submission to the LGBCE, noting the deadline for submission is 10 August 2022 and noting the inclusion of 51 Councillors as the basis for the submission.

3. REASONS FOR RECOMMENDATIONS

- 3.1. The LGBCE undertakes periodic reviews of local electoral arrangements. This has not been undertaken for this District since 2006 and following a number of requests to undertake this review, a [timetable](#) was agreed with the Council.
- 3.2. As part of this process the LGBCE invite submissions regarding possible warding arrangements from a range of stakeholders through a public consultation. This includes the Council, elected representatives, political parties, parish councils and the public. As such, if this Council does not make a submission, or fails to make a coherent case, the LGBCE will base its recommendations of warding configurations for this Council on other submissions they receive as well as their internal analytical work.
- 3.3. The warding arrangements set out in the attached Appendices have been proposed following discussion amongst Group Leaders at the Boundary Review Project Board, taking into account the feedback from the recent member workshop and subsequent further engagement, local communities, the LGBCE criteria for warding arrangements, and the need to ensure electoral equality.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 This Council should make a submission to the LGBCE regarding warding arrangements. Failure to do so would result in the views of this Council not being included by the LGBCE in their consideration of possible warding arrangements.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1. Preliminary meetings with various Officers and Members have been held with the LGBCE, concluding with the presentation to Members by the LGBCE on 14 July 2021.
- 5.2. A Boundary Review Project Board has been established where the Consultant and relevant officers meet on a monthly basis with the Group Leaders, most recently meeting on 4 July 2022 to consider the submission set out in this report.
- 5.3. A Member Briefing for all District Councillors was held on 16 June 2022 which provided a background to the review, the process to date and an overview of the proposed warding arrangements. Further consultation has subsequently occurred specifically with Baldock, Letchworth and Hitchin Councillors.
- 5.4. The LGBCE undertake public consultations throughout the review, and this Council is therefore not required to do so directly. However, the Council has been promoting the consultation.

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. The LGBCE is responsible for conducting reviews of local authority electoral arrangements. This is through an 'electoral review'. The LGBCE completed its last review of North Hertfordshire in May 2006.
- 7.2. The Commission has intervention criteria – one of the criterions being if 30% of all wards have an electoral imbalance of more than 10% of the average ratio of electors to Councillors for the Authority. Another being where one or more wards have an electoral imbalance of more than 30% of the average ratio for the Authority. In North Herts, 33% of wards now have a variance outside the 10% threshold and the electoral district is therefore overdue a review.
- 7.3. A [timetable](#) has been agreed with the LGBCE for the Review – when key pieces of work must be submitted. Once complete, the new final electoral arrangements will take effect from the May 2024 all-out elections. The decision to move to all-out elections was made by Full Council on 7 December 2021 as part of this review process.
- 7.4. The first key piece of work was to develop a 'Council Size' proposal – to decide the appropriate number of Councillors for the Authority. This was submitted to the LGBCE in January 2022, and the LGBCE have determined that the Council Size shall be 50 Members from the 2024 elections. The next stage is to submit a proposed warding arrangement, using the LGBCE criteria and guidance.

8. RELEVANT CONSIDERATIONS

- 8.1. The LGBCE will draw up new electoral arrangements that provide the best balance of their statutory criteria, based on warding submissions made during the consultation as well as their own work. Their criteria (extracted from their 'Member Briefing Pack' previously provided to all Members of this Council) and 'How to Propose a Pattern of Wards'¹ are:
 - i. *[Delivering electoral equality for local voters](#). This means ensuring that each councillor represents roughly the same number of voters so that the value of your vote is the same regardless of where you live in the local authority area.*
 - ii. *[Interests and identities of local communities](#). This means establishing electoral arrangements which, as far as possible, avoid splitting local ties and where boundaries are easily identifiable.*
 - iii. *[Promoting effective and convenient local government](#). This means ensuring that the wards can be represented effectively by their elected representative(s) and that the new electoral arrangements, including both the council size decision and warding arrangements, allow the local authority to conduct its business effectively.*
- 8.2. The Commission conducts two phases of consultation:
 1. Information gathering stage – once the Commission has taken a view on the total number of Councillors that should represent the Authority (in the case of North Herts Council – 50), it will begin work on drawing up new boundaries for wards across the area to accommodate those Councillors. The Commission wants input at this stage to assist in drafting recommendations for new electoral arrangements. It should be

¹ [Microsoft Word - Proposing new wards guidance_pic .doc](#)

noted that **anyone** is able to submit a proposal – the LGBCE judge all proposals on their merits regardless who they are from.

The consultation closes on 10 August 2022. Comments can be made on the dedicated LGBCE consultation portal [Local Government Boundary Commission for England Consultation Portal \(lgbce.org.uk\)](https://lgbce.org.uk) or documents can be uploaded on the website. Alternatively, submissions can be emailed to reviews@lgbce.org.uk or posted to Review Officer (North Herts), LBGCE, PO Box 133, Blyth, NE24 9FE.

2. Consultation on draft recommendations – once the Commission has published its draft recommendations for new electoral arrangements (number of wards, number of councillors representing each ward, ward names and ward boundaries) there will be a second consultation exercise by the Commission to express views and propose alternatives (scheduled to commence on 1 November 2022).

At all stages of consultation **anyone** can give their views on the whole local authority area or just a part of it. Therefore individual members, or political groups, can make additional or separate representations to those within the submission agreed by Full Council.

- 8.3 Since the Council resolved to move to whole council elections as of May 2024 the Commission can propose any pattern of wards that it believes best meets its statutory criteria. This is usually a mixture of single, two and three member wards.
- 8.4 Appendix A is the proposed submission on warding arrangements relating to the rural wards, Baldock, Hitchin and Royston which takes the statutory criteria into account. Based on the feedback received there appears to be broad support for these elements of the submission and therefore Members are invited to read, note and approve this submission noting the deadline for submission being 10 August 2022.
- 8.5 Appendices B and C are the proposed submission on warding arrangements relating to Letchworth and there are two options for Members to consider and decide which option should be approved noting the deadline for submission being 10 August 2022. Based on the feedback received there appears to be different views as to which of these two options best meets the LGBCE criteria and therefore Members are asked to choose between the two options. If applicable the submission to the LGBCE will make clear that this element received majority (but not unanimous) support.
- 8.6 A Council Size of 50 Members was approved and previously submitted to the LGBCE based on the projected growth in the Local Plan; and the nature of the district with its mix of more densely populated towns and sparsely populated large rural areas that need to be a manageable size geographically for the rural ward councillors. It was suggested that reducing the number of Members (thereby increasing workload for others) could deter or discourage individuals from standing as a Councillor, thereby further impacting on diversity of representation.
- 8.7 Following the Council decision on number of Members, the Commission agreed that the Council Size shall be 50, with the possibility of flexing up or down by one or two Councillors if required if that better meets the statutory criteria. Whilst drafting the ward arrangements and incorporating wherever possible suggestions made by local ward members, it has been necessary to increase the Council Size by an additional Councillor – to 51. A significant amount of work was undertaken to produce proposals based on 50

Councillors, however it was not possible to find an arrangement that ensured the warding arrangements ‘reflect the interests and identities of local communities’ and are not separating communities. This is further explained within the Submission (Appendix A). However, it is ultimately the Commission that will decide on the number of Councillors and warding arrangements and could therefore resolve a different number of Councillors.

9. LEGAL IMPLICATIONS

- 9.1. Section 55 – 59 of the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act) gives the Commission the power to review the electoral arrangements of all, or any, principal councils in England.
- 9.2. Schedule 2 of the 2009 Act stipulates the statutory criteria the Commission must abide when considering its electoral arrangement proposals and encompasses that listed in paragraph 8.1 of this report.
- 9.3. Legislation places several obligations on the Commission in conducting the review and it also places a requirement on the Authority to, if requested by the LGBCE, provide any information as they may reasonably require.
- 9.4. The Commission have the responsibility to undertake the review of the authority, including inviting submissions to their statutory consultations.
- 9.5. Paragraph 4.4.1(q) of the Constitution provides the functions of Full Council to include amongst other things “*agree proposals for district boundaries*”.

10. FINANCIAL IMPLICATIONS

- 10.1 The previous decision to increase the number of Councillors to 50 (and now to 51) will result in an increase in costs for the additional Member Allowance, training budget, IT equipment as well as possible claims for subsistence, mileage, childcare or dependent carers allowance. This will be incorporated into future budget forecasts.
- 10.2 Based on the 2022/23 Members’ Allowances scheme one additional Councillor will increase the members allowance budget by £5,100 which does not account for any subsistence, mileage, childcare or dependent carers allowance. There is also a Members Training Budget which will need to be increased by £233 per additional Councillor. To provide IT equipment and relevant licence for one additional Member will be circa £2,000 (including a laptop, one monitor, docking station, headset, licence, tablet, case and keyboard and data sim card). The majority of the IT related costs will be an addition to existing capital budgets and will not be incurred every year. All these costs will be added to budget forecasts when setting the 2023/24 budget.

11. RISK IMPLICATIONS

- 11.1. Whilst the final decision is for the LGBCE, the Commission’s preference is for an Authority to actively engage with the process. Warding arrangement submissions can be made by a range of stakeholders through a public consultation by the Commission, that is promoted by the Council. This includes the Council, elected representatives, political parties, parish councils, and the public. As such, if this Council either do not make a submission, or fail to make a coherent case, the LGBCE will base its

recommendation for the future electoral warding arrangements of this Council on other submissions they receive.

12. EQUALITIES IMPLICATIONS

- 12.1. In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2. The Warding Arrangements submission will not impact on the requirement of the Public Sector Equality Duty. However, the Electoral Review will support the LGBCE who are obligated under law to deliver electoral equality, reflect community interests and identities and promote effective and convenient local government.

13. SOCIAL VALUE IMPLICATIONS

- 13.1. The Social Value Act and “go local” requirements do not apply to this report as this is not a procurement exercise or contract.

14. ENVIRONMENTAL IMPLICATIONS

- 14.1. There are no known Environmental impacts or requirements that apply to this report.

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 The appointment of the Consultant to undertake the Boundary Review has assisted to alleviate some of the pressure within the Democratic Services Team whilst it is significantly under resourced.

16. APPENDICES

- 16.1 Appendix A – Warding Arrangements Submission relating to the rural wards, Baldock, Hitchin and Royston.
- 16.2 Appendix B – Warding Arrangements Submission relating to Letchworth as detailed in Option A.
- 16.3 Appendix C - Warding Arrangements Submission relating to Letchworth as detailed in Option B.

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18. BACKGROUND PAPERS

- 18.1 Presentation by the LGBCE to Members on 14 July 2021 and the accompanying LGBCE 'Electoral Review of North Hertfordshire – A Guide for Councillors' circulated to all Members on 14 July.

- 18.2 Council – 23 September 2021 – Electoral Cycle Consultation – Minute No. 52 refers <https://democracy.north-herts.gov.uk/ieListDocuments.aspx?CId=136&MId=2614>

- 18.3 Council - 7 December 2021 - [Agenda for Council on Tuesday, 7th December, 2021, 7.30 pm - North Hertfordshire District Council \(north-herts.gov.uk\)](#)

- 18.4 Council – [20 January 2022 – Council Size Submission to Local Government Boundary Commission for England \(LGBCE\) – Minute No.78 refers](#)

- 18.4 [Local Government Boundary Commission for England – How to propose a pattern of wards – Helping you make the strongest possible case to the Commission](#)

- 18.5 [Electoral Review Timetable](#) as agreed with the LGBCE (included within the briefing documents provided to Members on 14 July 2021).

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Electoral Review of North Hertfordshire District Council

Warding arrangements submission

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Background

1. The Local Government Boundary Commission for England (LGBCE) are currently undertaking an electoral review of North Herts Council (NHC). This is considering the warding arrangements for the district, taking effect from the May 2024 elections.
2. In December 2021, NHC resolved to move to all-out elections from the May 2024 elections. This means that whilst electoral equality (the ratio of the number of electors to Councillors in each ward) remains necessary, it is no longer a requirement to have only 3-member wards. As such, wards created through this Review can be served by 1, 2 or 3 councillors.
3. The LGBCE have advised that they have agreed to a council size of 50. This means that, from the May 2024 elections, NHC will be served by 50 Members. This number may flex up or down by one/two in order to facilitate a stronger and more equal warding pattern, but the aim is to achieve electoral equality with 50 Councillors.
4. The LGBCE have provided guidance about warding arrangements and ward boundaries, which this document reflects. This submission has due consideration to the three statutory criteria that electoral reviews conducted by the LGBCE must have, namely:
 - a. Delivering electoral equality for local voters.
 - b. Interests and identities of local communities.
 - c. Effective and convenient local government.
5. This document sets out the proposed submission for warding arrangements for the NHC area. Once agreed by Council, this document shall become the formal submission of NHC as part of the LGBCE Review. No consultation with the public or communities has taken place in developing these proposals, as the LGBCE will consider these proposals alongside others submitted during the consultation and their own work, and will then develop 'Draft Recommendations' for public consultation. NHC, elected representatives, local communities, and anyone else with an interest will be able to respond to that LGBCE-led consultation.

Council Size

6. As noted above, the LGBCE have agreed to a council size of 50, albeit with flexibility of +/- one or two Councillors overall in order to facilitate a stronger and more equal warding pattern
7. It is important to ensure rural wards are not excessively large, in order to maintain effective and convenient local governance, and for Councillor workloads to not be excessive. These representations to the LGBCE supported NHC's submission to have 50 Members following this current review.
8. Officers and Councillors of NHC have worked to produce a warding pattern that the interests and identities of communities, whilst maintaining wards that allow for effective and convenient local government and ensuring electoral equality. The district of North Herts has unique geographical and community features that mean rural wards can only be configured in specific ways. Whilst Officers and Councillors have developed, reviewed, discussed and considered a range of options for both rural and urban communities within the district, it has proved impossible to develop a warding arrangement with 50 councillors that meets the three statutory criteria. However, a viable and effective arrangement has been developed with 51 Members.
9. This submission is therefore based on 51 Councillors in total.
10. Taking into account the projected electorate in 2028, and with **51** Councillors in total, the number of electors per ward (+/- 10% electoral variance) is set out below for single-member, 2- and 3- member wards. Variance using 2021 electorate figures is based on a Council size of 51, with current electorate (98,824).

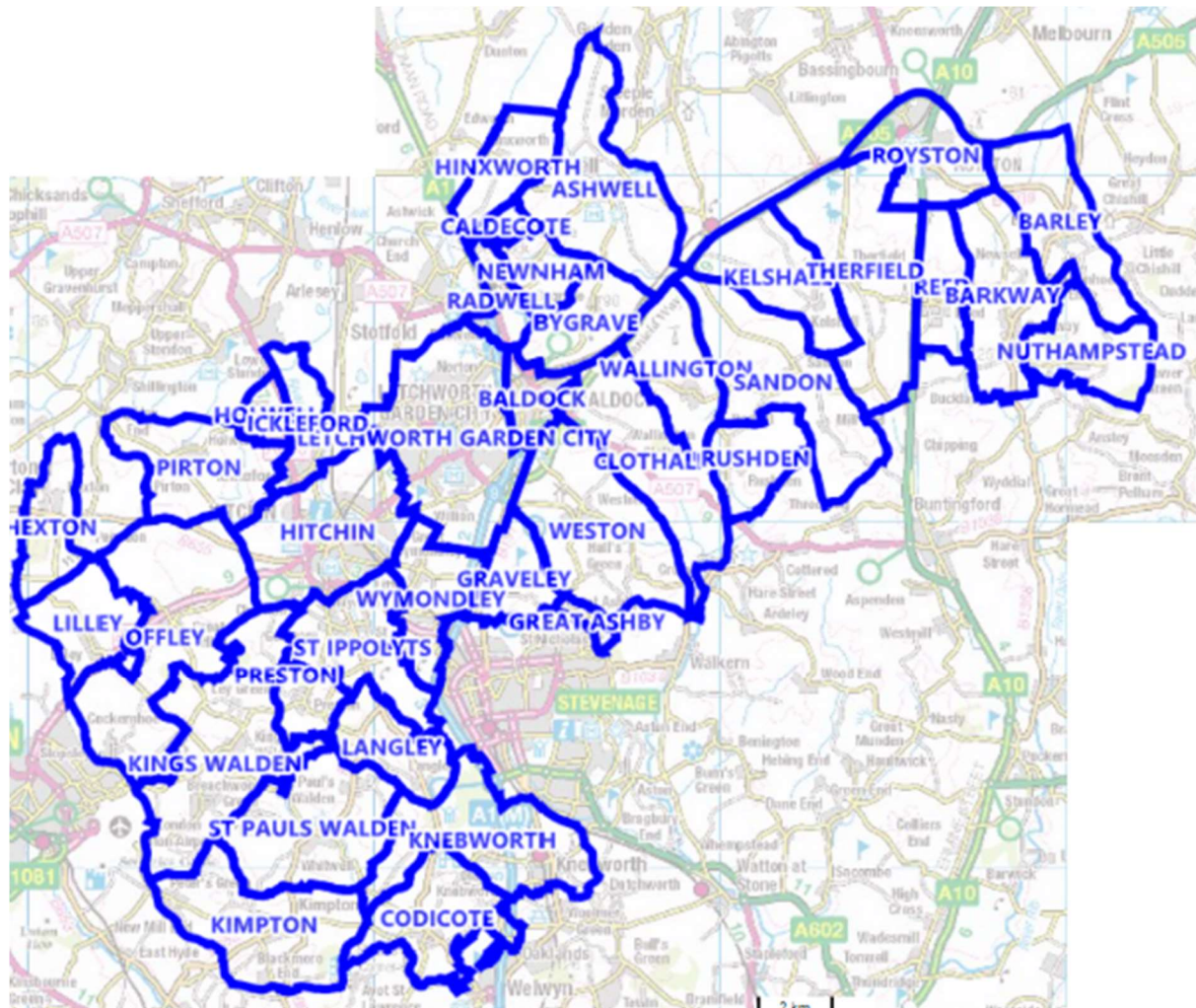
Number of Councillors in ward	Number of electors (\pm 10% variance)
1	2,210 (1,989 – 2,431)
2	4,421 (3,979 – 4,862)
3	6,631 (5,968 – 7,294)

Agreed principles

11. In developing these proposals, officers worked with Group Leaders through a Project Board. Through discussions, key principles were agreed to form the foundation of the warding proposals:
 - a. Unparished towns (Letchworth, Hitchin and Baldock) and large urban parishes (Royston) should each be considered separately when looking at warding arrangements. These large urban areas have different interests and identities to the neighbouring rural parish areas, and face different challenges. In North Herts, the difference in population densities and, therefore, in the issues faced by urban and rural communities is very stark. It is therefore important that wards either include urban communities, or rural parishes, but not both wherever possible – this ensure arrangements are both representative of local interests and identities, and that governance arrangements are effective.
 - b. Given the shape of the District, and the layout of parishes within it, there are very limited options in some areas when grouping parishes if electoral equality is to be achieved.
 - c. Local knowledge, from Councillors and Officers, has been included to ensure warding plans reflect local communities. The views of local Members have been vital in developing warding arrangements that, as far as possible, reflect the interests and identities of communities.

Map of North Herts district

12. The map below shows the parishes (and unparished areas) in North Herts for reference.



Warding arrangements

North-East parishes

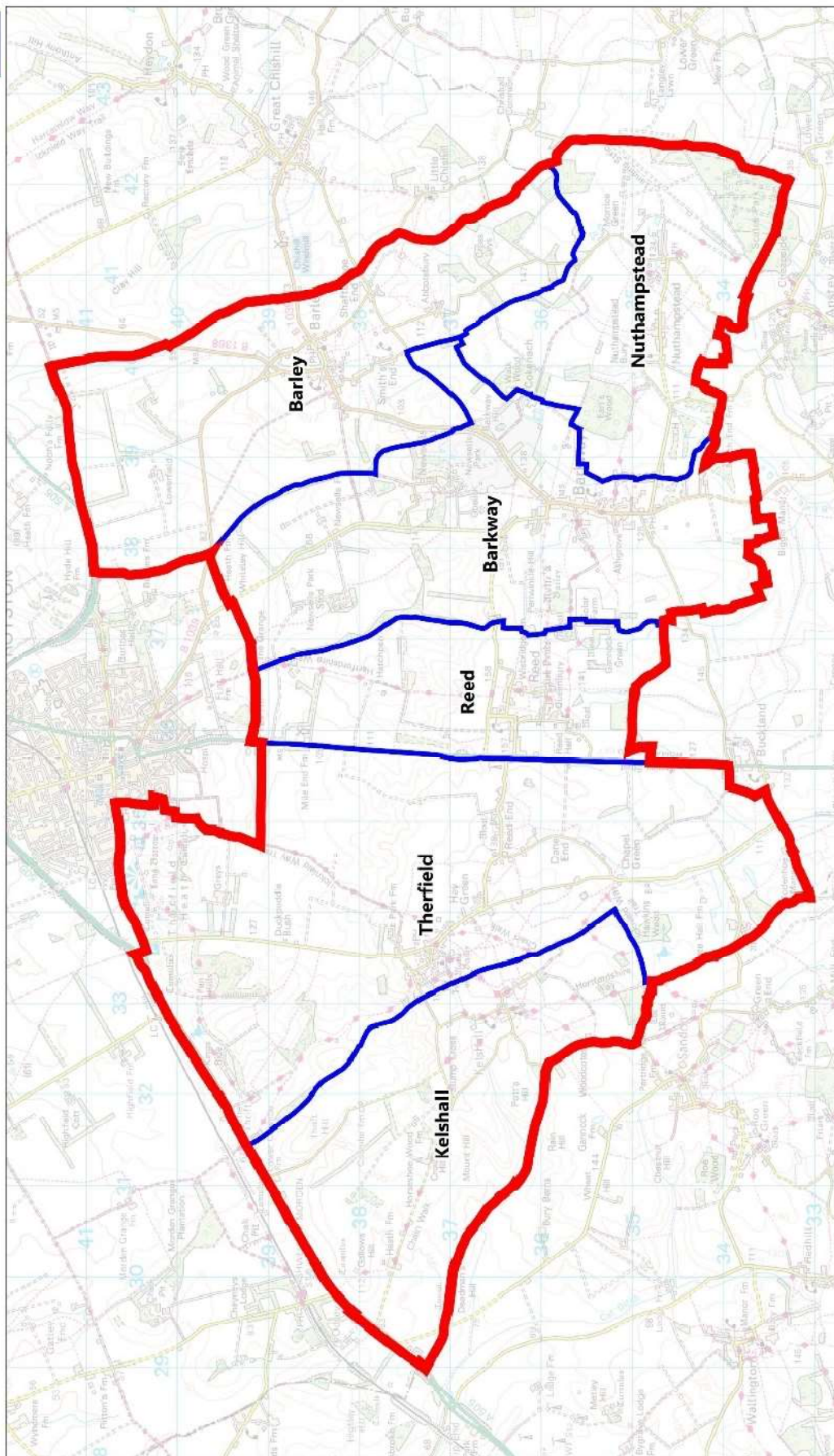
13. Due to the geography of the District, there are limited choices for which parish areas to include or exclude from the ward serving the north-eastern corner of North Herts. Five of the parishes have to be included, as they are geographically distinct from any other areas and do not adjoin them. The sixth parish proposed to be included, Kelshall, is included in order to ensure acceptable electoral variance in the next ward. In addition, given the village of Kelshall is closer to that of Therfield than of the neighbours on the other side, and given Kelshall is currently in the same ward as Therfield, the proposal is that Kelshall remains in the same ward.
14. Consideration has been given to splitting this ward along the A10 main road. However, this creates significant electoral inequality and so cannot be included in the proposal.
15. Thus, the proposal is that the current Ermine ward serving the north-eastern parishes remains unchanged in boundary and in name. The ward will represent six parish council areas. Given the ward remains unchanged, it meets the three statutory criteria.
16. Whilst this ward has a variance just outside the +/- 10% variance, it represents the best possible warding configuration to represent the identities and interests of the local communities and ensure governance remains effective and convenient.
17. Proposed warding arrangement:

		Electorate	
		In 2021	In 2028
Ward name	Ermine		
Councillors	1		
Parishes	Barkway	650	928
	Nuthampstead	114	116
	Therfield	433	440
	Barley	532	555
	Kelshall	130	140
	Reed	261	262
Total electorate		2,120	2,441
Variance		9.4%	10.4%



NORTH HERTFORDSHIRE DISTRICT COUNCIL

Proposed Ermine Ward



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Northern parishes

18. Due to the geography of the District, there are very limited choices for which parish areas to include or exclude from the ward serving the northern-most point of North Herts. Much of the current Arbury ward have to be included, as they are geographically distinct from any other areas and do not adjoin them.
19. There is considerable residential development planned at the edge of the rural Bygrave parish, forming an extension of the urban Baldock town area. It is likely these new developments will be more similar in nature to Baldock than the rural parish. Therefore, the warding arrangement proposed does not follow the parish boundary but excludes these new developments to be within Baldock. Thus, the proposed ward of Arbury remains rural in nature, and includes all of the existing parishes save for the new developments moving to Baldock.
20. Retaining the rural communities of this ward ensures the interests and identities of the communities continue to be aligned. A small single-member ward in this area delivers effective and convenient local government, given this area is separated from other rural parishes by a major road with very few links across. Electoral equality is achieved by ensuring the new urban development, more closely aligned with the urban Baldock communities, is not included in this ward.

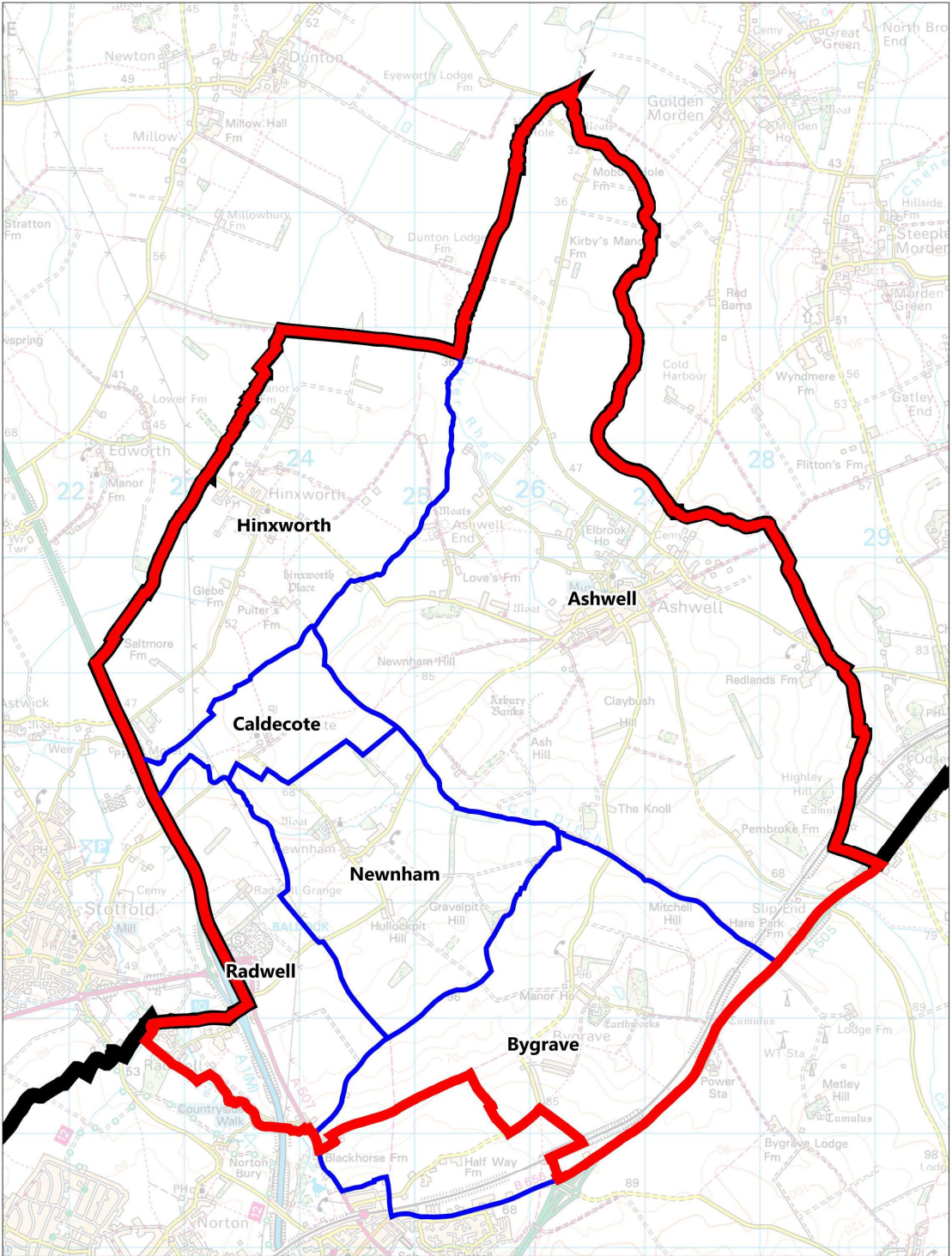
21. Proposed warding arrangement:

		Electorate	
		In 2021	In 2028
Ward name	Arbury		
Councillors	1		
Parishes	Ashwell	1,525	1,608
	Bygrave (without new development sites)*	223	214
	Hinxworth	256	257
	Caldecote	11	11
	Newnham	68	68
	Radwell	108	108
Total electorate		2,191	2,266
Variance		13.1%	2.5%

* Excludes electors in the new development who will be part of Baldock.



Proposed Arbury Ward



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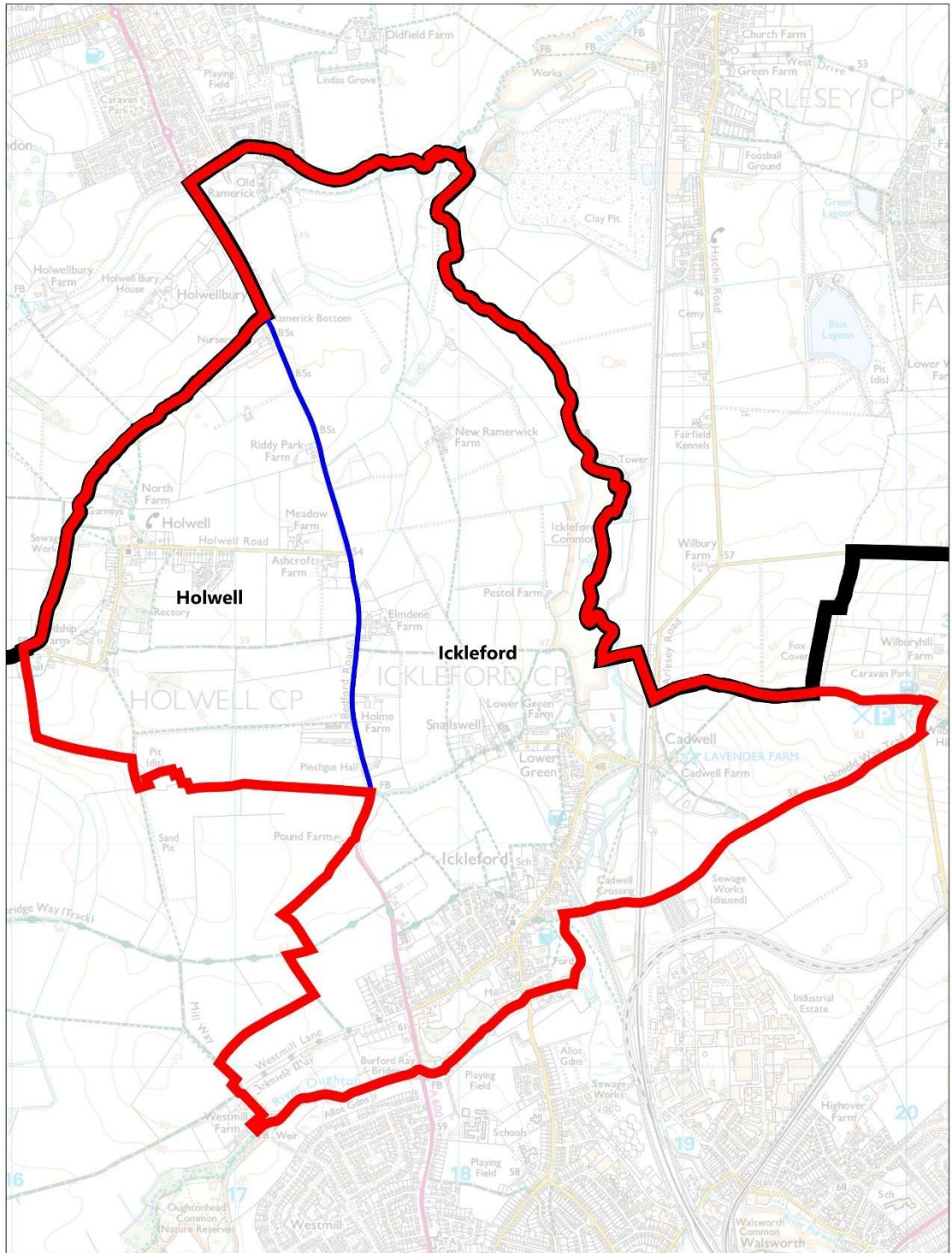


North-Western area parishes

22. As with parishes in other parts of the district, several of the parishes in the north-western corner of the district only connect to one another and cannot therefore be joined to other parishes.
23. As with other communities, there is significant growth expected in this area, primarily in Ickleford and Offley. The proposal is to retain Cadwell ward as a single-member ward as it currently is, and to create a new ward of Offley & Pirton representing four parishes.
24. Retaining Cadwell unchanged meets the three statutory criteria, reflecting the interests and identities of the local communities, remaining effective and convenient, and delivering electoral equality.
25. These three criteria are also met with the Offley & Pirton ward. The four parishes are currently part of a much larger ward, which covers nine parishes and a wide geographic area. The proposed smaller ward of Offley & Pirton leads to more effective and convenient local government, allowing local Councillors to focus local issues from the four included parishes, and better reflects the local communities whilst delivering electoral equality.
26. Proposed warding arrangement:

		Electorate	
		In 2021	In 2028
Ward name	Cadwell		
Councillors	1		
Parishes	Holwell	328	354
	Ickleford	1,517	2,036
Total electorate		1,845	2,390
Variance		-4.8%	8.1%

Proposed Cadwell Ward



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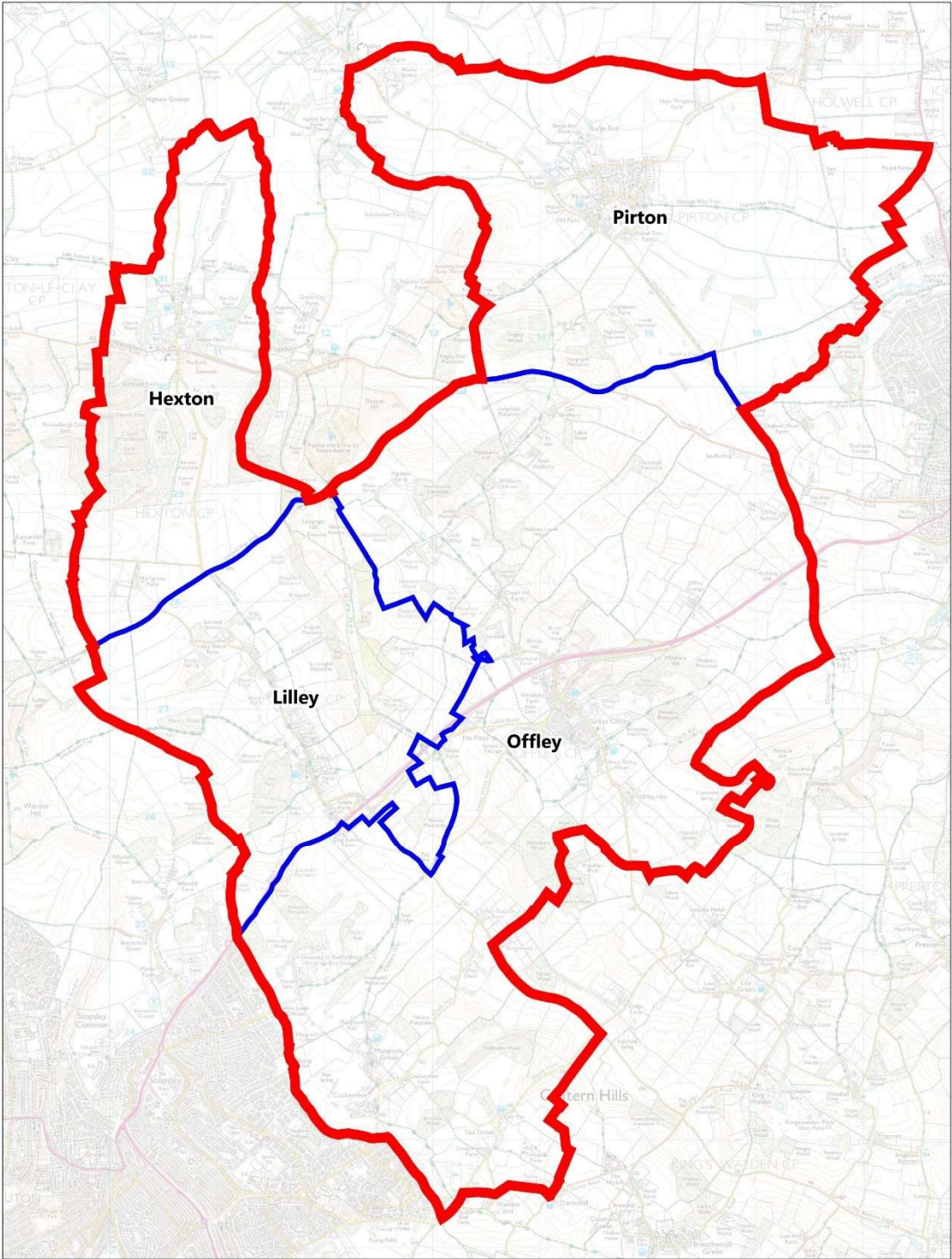
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		Electorate	
		In 2021	In 2028
Ward name	Offley & Pirton		
Councillors	2		
Parishes	Offley	1,245	2,905
	Pirton	1,124	1,262
	Lilley	296	308
	Hexton	99	102
Total electorate		2,764	4,577
Variance		-28.7%	3.5%



Offley & Pirton



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Date: 23/05/22

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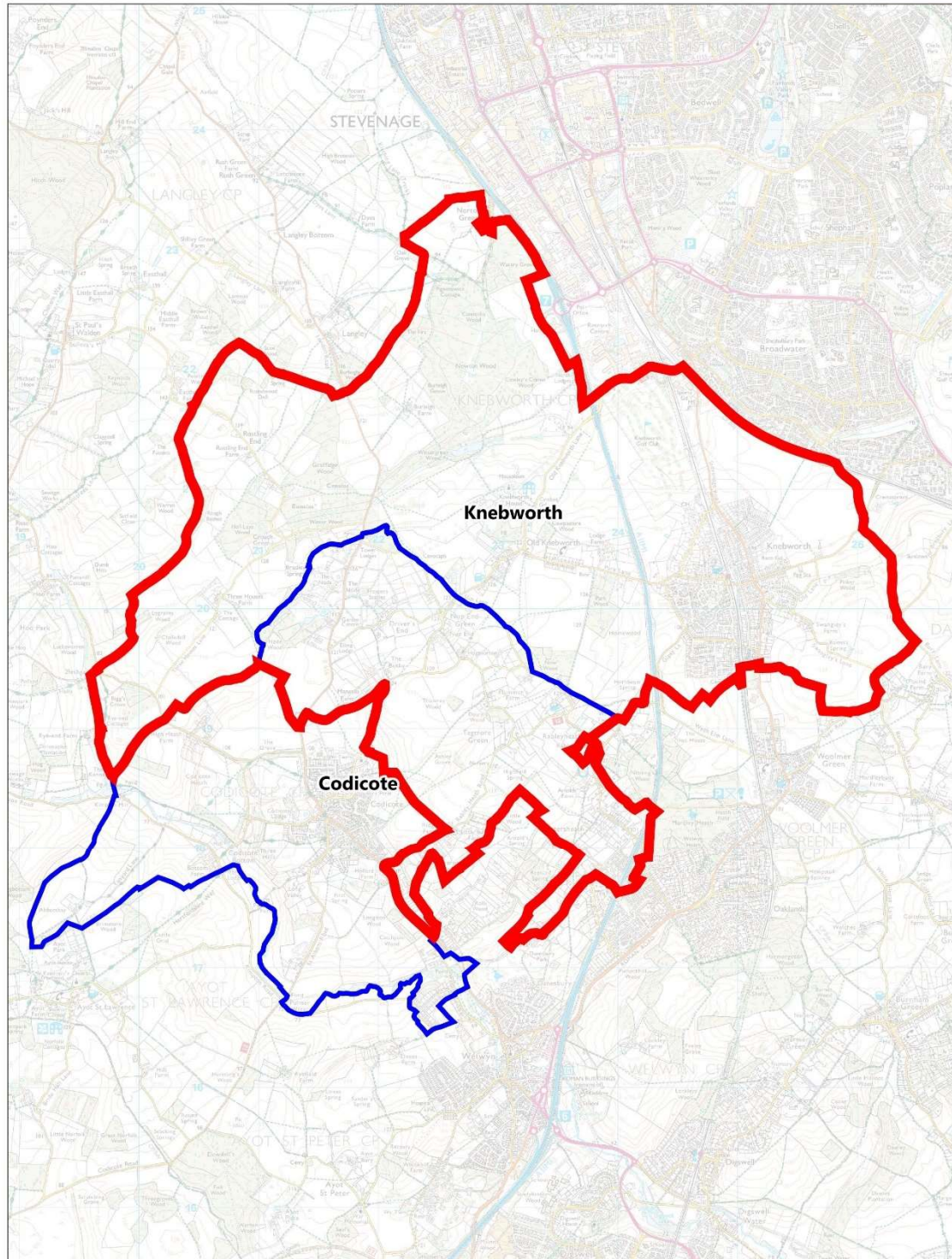


Knebworth

27. Knebworth has significant growth anticipated and, given there is no longer a need for 3-member wards, can become a separate ward in its own right. The community of Knebworth is likely to be different from the more rural parishes surrounding it, and therefore the issues faced by local residents will differ.
28. In order to facilitate electoral arrangements that reflect local communities in the neighbouring wards, Codicote East parish ward of Codicote will remain within the Knebworth ward as it currently is.
29. The proposed ward reflects the interests and identities of the local communities, delivers effective and convenient local government, and provides electoral equality.
30. Proposed warding arrangement:

		Electorate	
		In 2021	In 2028
Ward name	Knebworth		
Councillors	2		
Parishes	Knebworth	3,492	4,175
	Codicote (Codicote East parish ward)	640	660
Total electorate		4,132	4,835
Variance		6.6%	9.4%

Proposed Knebworth Ward



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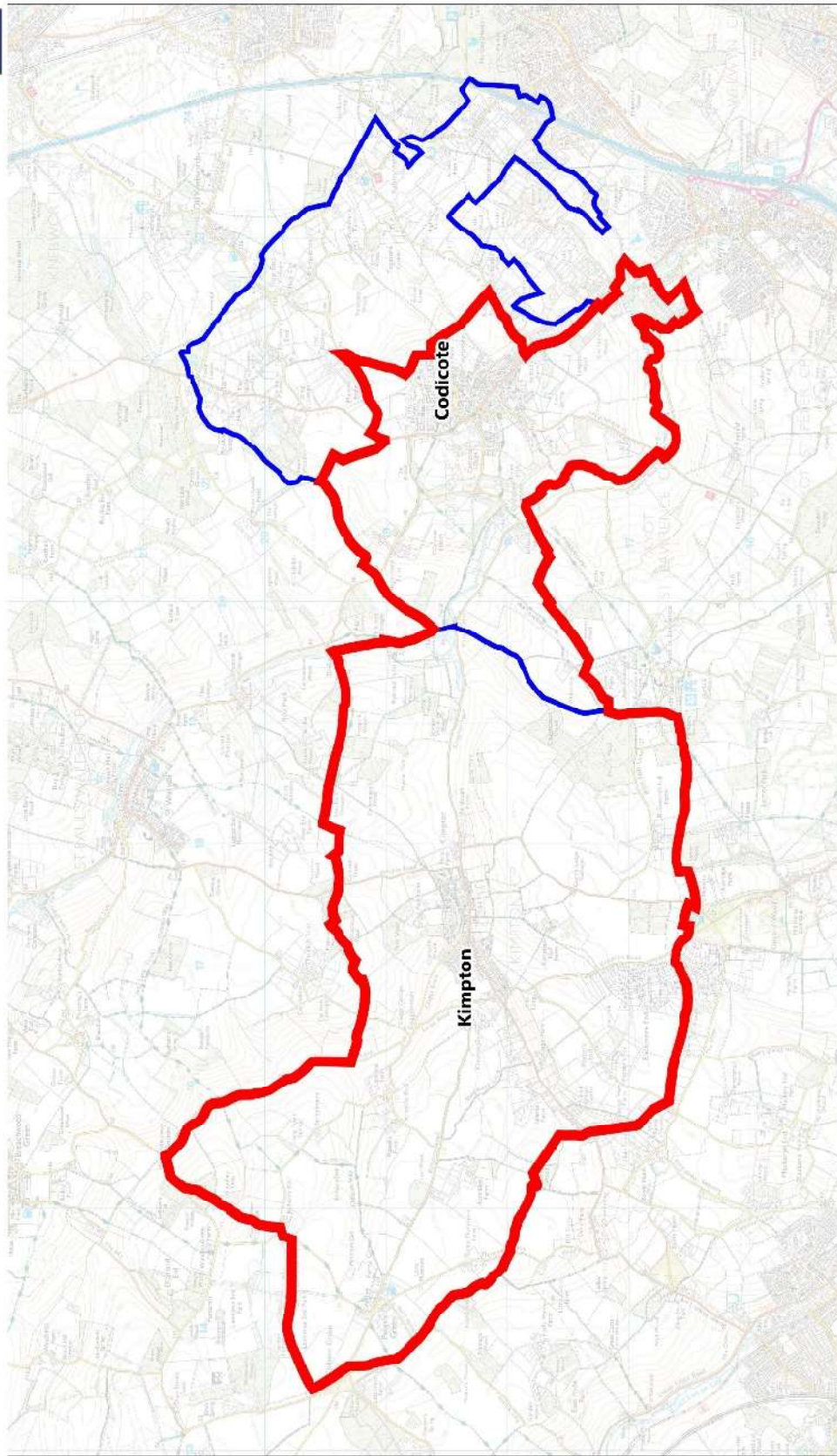


Southern area parishes

31. This area is constrained by the southern and western district boundaries. With a few larger parishes and some smaller communities, these parish areas have previously been split between four separate wards. However, there is a need to reconfigure the wards to ensure electoral equality. The nature and communities of these parishes have been considered carefully, and this has been reflected in the proposed warding arrangements.
32. The first ward is Codicote & Kimpton, comprising the two parishes of these names (other than that part of Codicote, Codicote East parish ward, that remains in Knebworth parish). These two parishes adjoin and it is felt that it makes more sense from both a community and governance perspective to keep them as a relatively compact ward rather than adding other nearby parishes. It is recognised that these two parishes have different identities, however the priority is to ensure communities are not split between wards; grouping different communities together is acceptable and appropriate provided the statutory criteria are met. This ward meets those criteria.
33. The second ward in this area is Langley, Preston & Walden. This includes these three parishes. At present, these parishes are within the same ward, albeit a much larger geographic area. This smaller ward delivers more effective local governance. Neighbouring parish areas face different community issues, with Langley, Preston & Walden affected by concerns regarding the airport, which area less of an issue for other parish areas.

34. Proposed warding arrangement:

		Electorate	
		In 2021	In 2028
Ward name	Codicote & Kimpton		
Councillors	2		
Parishes	Codicote (Codicote Village parish ward)	2,074	2,612
	Kimpton	1,795	1,810
Total electorate		3,869	4,422
Variance		-0.2%	0.0%

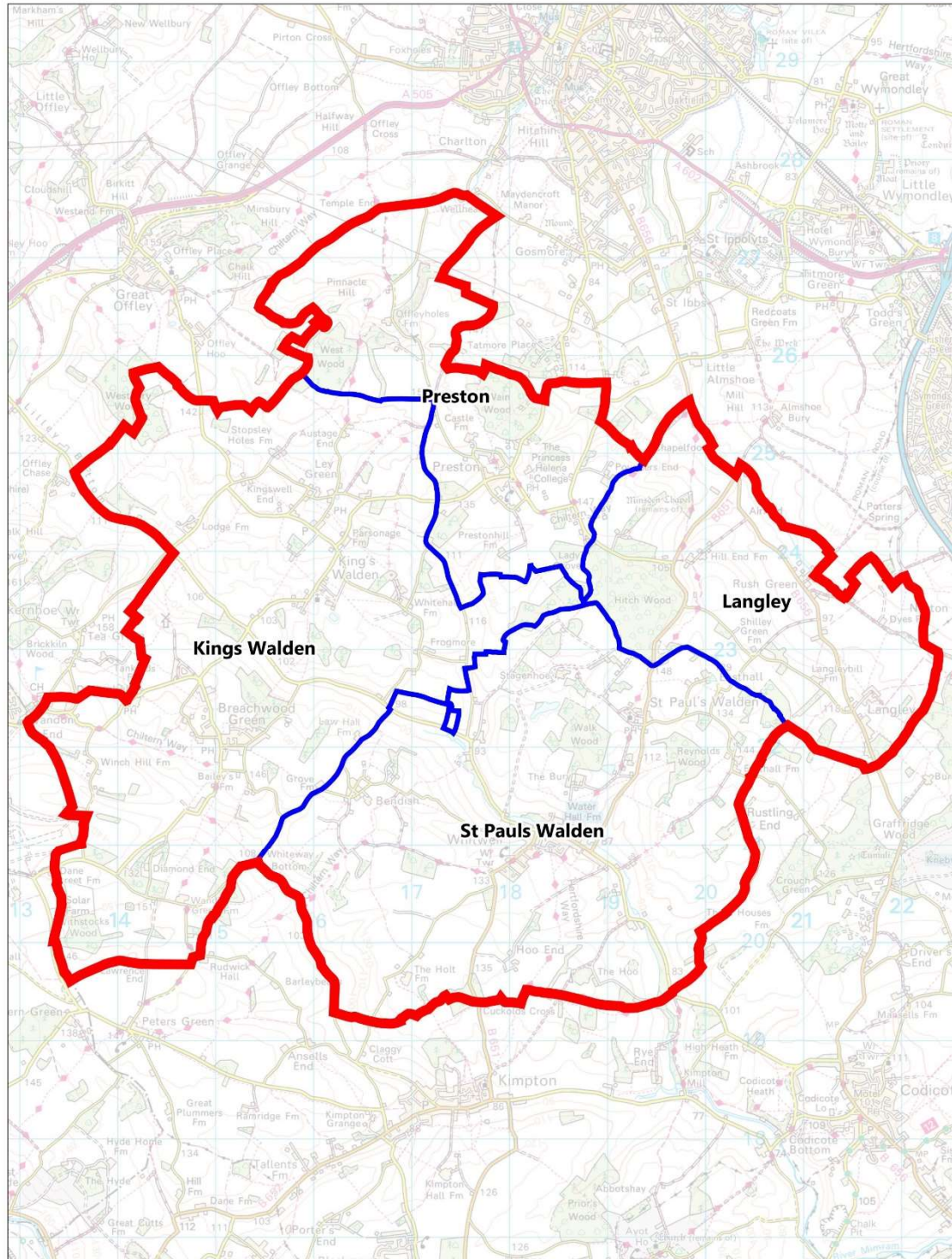


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		Electorate	
		In 2021	In 2028
Ward name	Langley, Preston & Walden		
Councillors	1		
Parishes	Langley	137	138
	Preston	316	365
	Kings Walden	781	799
	St Paul's Walden	1,035	1,116
Total electorate		2,269	2,418
Variance		17.1%	9.4%



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Date: 08/06/22

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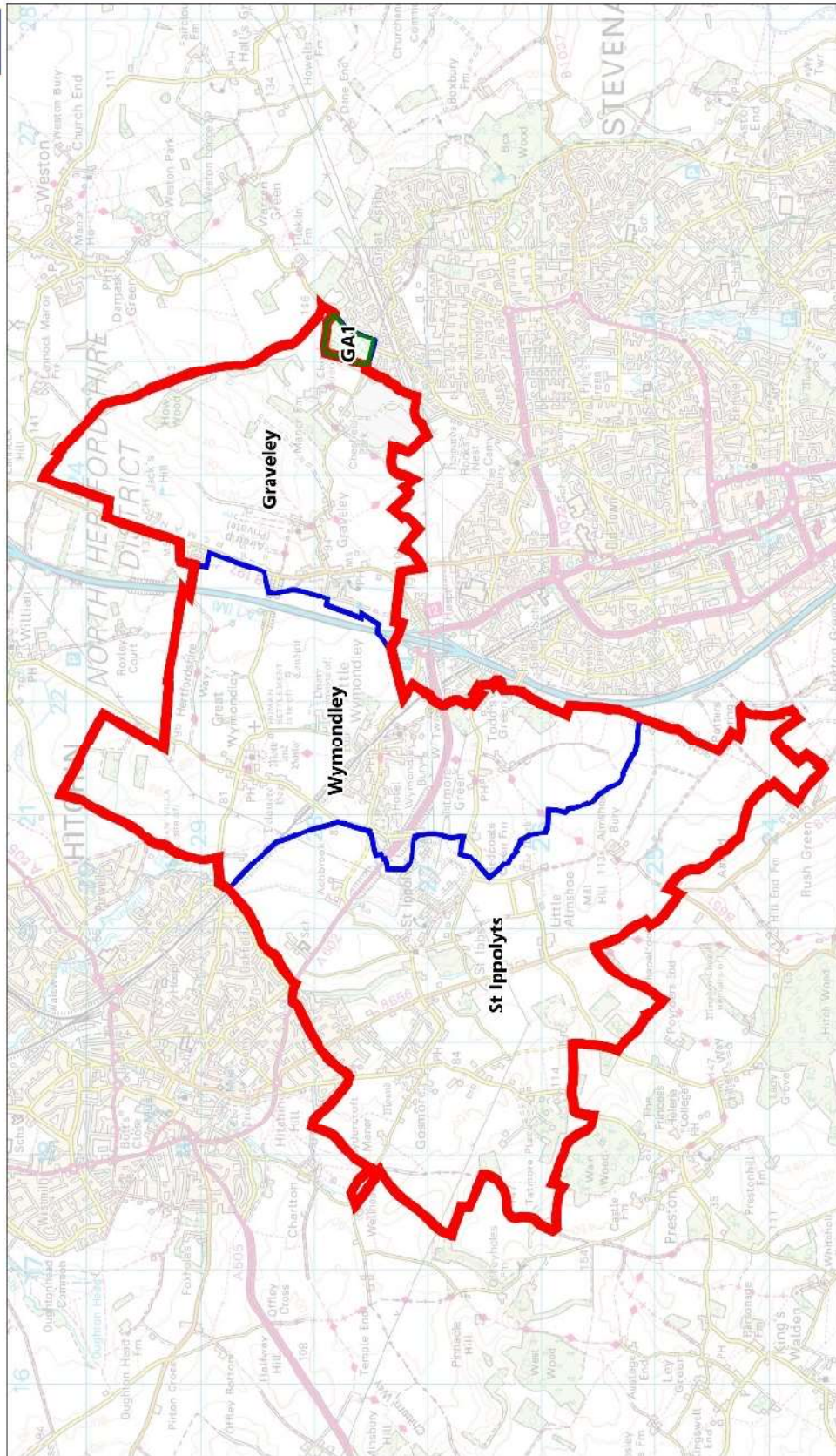


Central area parishes

35. Bounded on the north by unparished towns, the south by the district boundary and the east by the previously-discussed wards, in this area there are very limited options.
36. The parishes of Wymondley and Graveley sit either side of the motorway, and both lay between the urban areas of Stevenage in the South and Letchworth to the North; they are currently in the same ward. St Ippolyts is also adjacent the urban area of Hitchin, and faces similar community issues. Bringing these three parishes together in one ward, and removing Great Ashby, creates a new more rural-focussed ward with three communities.
37. At present, the parish ward of St Ippolyts North is within the Hitchin town district wards. This has been reviewed and considered in light of the population growth across the district and the other necessary warding changes. It is not possible to include this parish ward within Hitchin and still achieve electoral equality within the rural wards without creating geographically huge wards that do not deliver effective and convenient local government. As a result, St Ippolyts North is included with the rest of the parish in this rural ward.

		Electorate	
		In 2021	In 2028
Ward name	Wymondley, Graveley & St Ippolyts		
Councillors	2		
Parishes	Wymondley	894	1,275
	Graveley	351	1,014
	St Ippolyts	1,562	1,846
Total electorate		2,807	4,135
Variance		-27.6%	-6.5%

Proposed Wymondley, Graveley & St Ippolyts Ward



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Date: 08.06.22

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Weston & Sandon area

38. Given the parish configurations in the north east and north of the District and the southern boundary of the District itself, three of the four sides of this ward are already fixed. In addition, the parishes in this area run north-to-south and fill the 'gap' between the existing and fixed boundaries. As a result, the only decision is how far to the west should the ward extend. However, the elector-to-councillor ratio must remain within the acceptable tolerance. Therefore, once the above two wards are agreed this third ward becomes fixed.

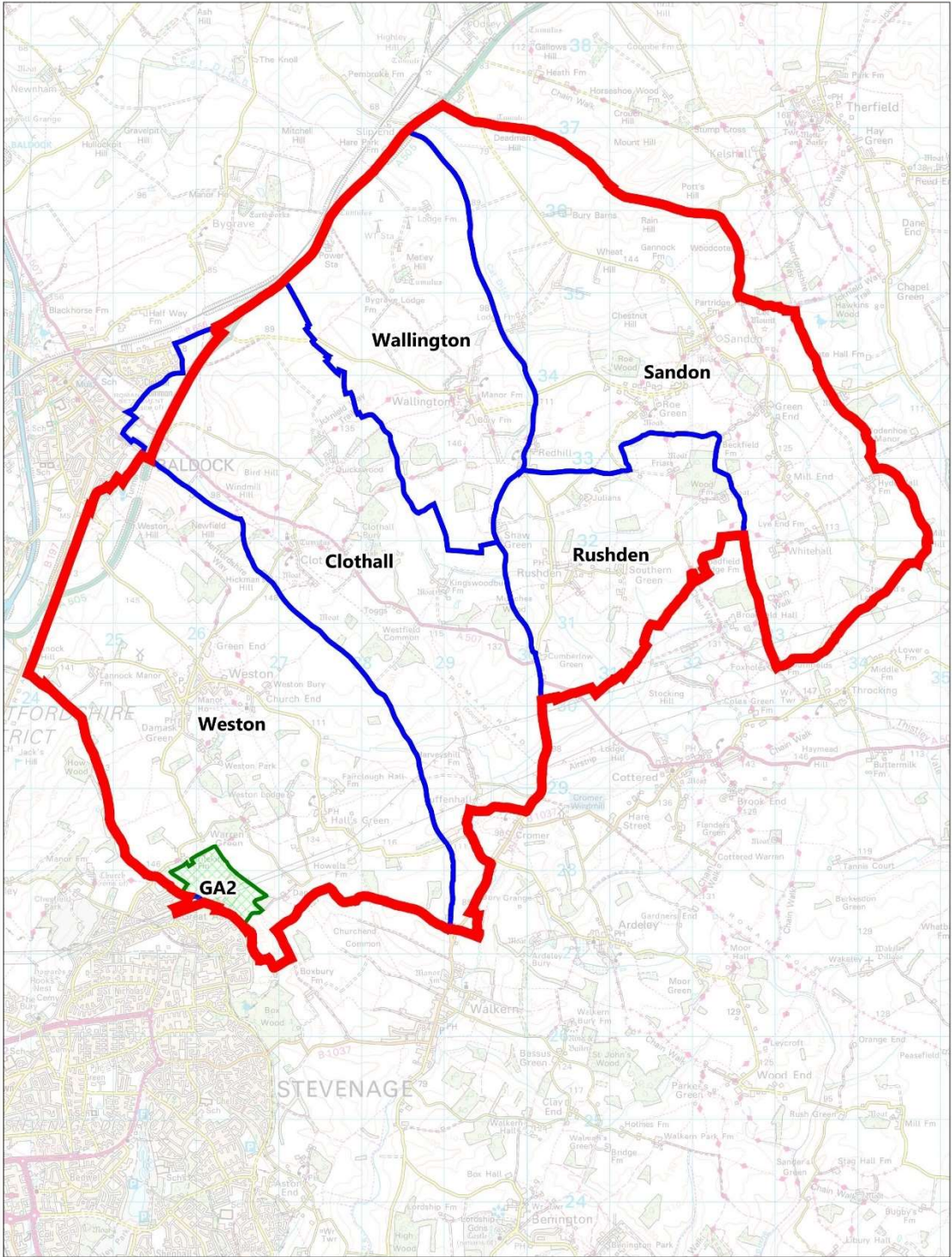
39. As with Arbury, the significant residential developments in Clothall rural parish will be incorporated in urban wards in Baldock. This ward will serve five parish areas.

		Electorate	
		In 2021	In 2028
Ward name	Weston & Sandon		
Councillors	1		
Parishes	Sandon	406	418
	Wallington	118	118
	Weston	797	1,515
	Clothall *	124	130
	Rushden	208	210
Total electorate		1,653	2,391
Variance		-14.7%	8.2%

* Excludes electors in the new development who will be part of Baldock.



Proposed Weston & Sandon Ward



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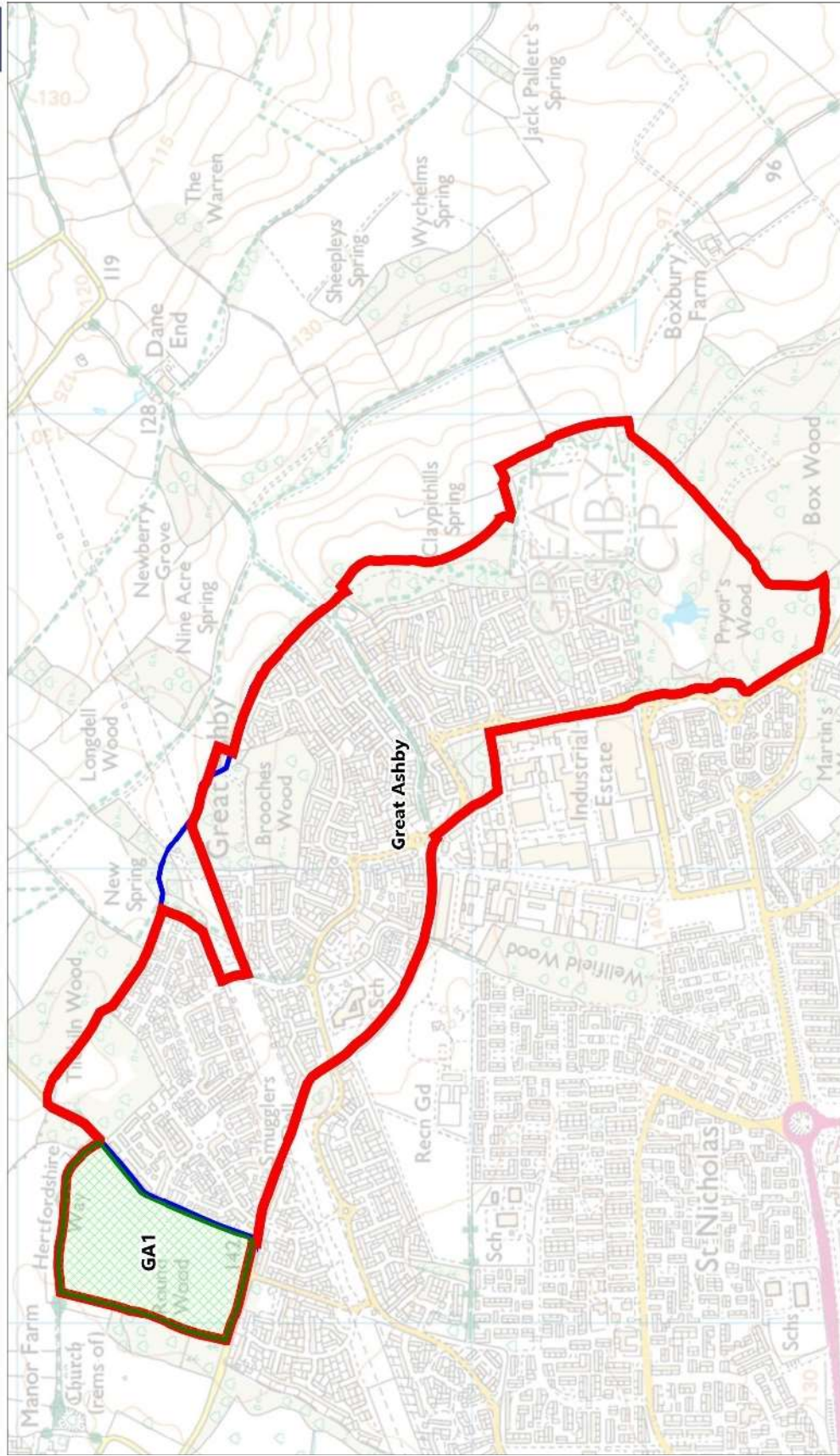
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Great Ashby

40. The parish of Great Ashby is currently split, with most in Chesfield ward and a small area (13 electors) in Weston & Sandon ward.
41. Significant growth is expected in two development sites just outside Great Ashby. GA1 (within Graveley parish, to the north-west) and GA2 (within Weston parish, to the east). Given the need to balance the three statutory criteria, it is proposed that Great Ashby plus GA1 will become a new ward, allowing the whole of the existing Great Ashby parish to be in the same ward. Due to significant electoral inequality, development GA2 will remain in Weston & Sandon ward.
42. The proposal also moves the 13 electors from Weston & Sandon into Great Ashby, correcting what appears to be an anomaly.

		Electorate	
		In 2021	In 2028
Ward name	Great Ashby		
Councillors	2		
Parishes	Great Ashby	3,932	3,932
	Graveley (development site GA1)	0	595
Total electorate		3,932	4,527
Variance		1.5%	2.4%



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Date: 10/06/22

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Summary of changes in parish areas

Parish	Current ward	Proposed ward
Barkway	Ermine	Ermine
Nuthampstead	Ermine	Ermine
Therfield	Ermine	Ermine
Barley	Ermine	Ermine
Kelshall	Ermine	Ermine
Reed	Ermine	Ermine
Ashwell	Arbury	Arbury
Bygrave *	Arbury	Arbury
Hinxworth	Arbury	Arbury
Caldecote	Arbury	Arbury
Newnham	Arbury	Arbury
Radwell	Arbury	Arbury
Holwell	Cadwell	Cadwell
Ickleford	Cadwell	Cadwell
Hexton	Hitchwood, Offa & Hoo	Offley & Pirton
Lilley	Hitchwood, Offa & Hoo	Offley & Pirton
Offley	Hitchwood, Offa & Hoo	Offley & Pirton
Pirton	Hitchwood, Offa & Hoo	Offley & Pirton
Knebworth	Knebworth	Knebworth
Codicote (part)	Knebworth	Knebworth
Codicote (part)	Codicote	Codicote & Kimpton
Kimpton	Kimpton	Codicote & Kimpton
Langley	Hitchwood, Offa & Hoo	Langley, Preston & Walden
Preston	Hitchwood, Offa & Hoo	Langley, Preston & Walden
Kings Walden	Hitchwood, Offa & Hoo	Langley, Preston & Walden
St. Paul`s Walden	Hitchwood, Offa & Hoo	Langley, Preston & Walden
St. Ippolyts (part)	Hitchin Priory	Wymondley, Graveley & St Ippolyts
St. Ippolyts (part)	Hitchwood, Offa & Hoo	Wymondley, Graveley & St Ippolyts
Wymondley	Chesfield	Wymondley, Graveley & St Ippolyts
Graveley	Chesfield	Wymondley, Graveley & St Ippolyts
Great Ashby (part)	Chesfield	Great Ashby
Great Ashby (part)	Weston and Sandon	Great Ashby
Sandon	Weston and Sandon	Weston & Sandon
Wallington	Weston and Sandon	Weston & Sandon
Weston	Weston and Sandon	Weston & Sandon
Clothall *	Weston and Sandon	Weston & Sandon
Rushden	Weston and Sandon	Weston & Sandon

* Parts of these parishes will become part of the district wards covering Baldock.

Baldock

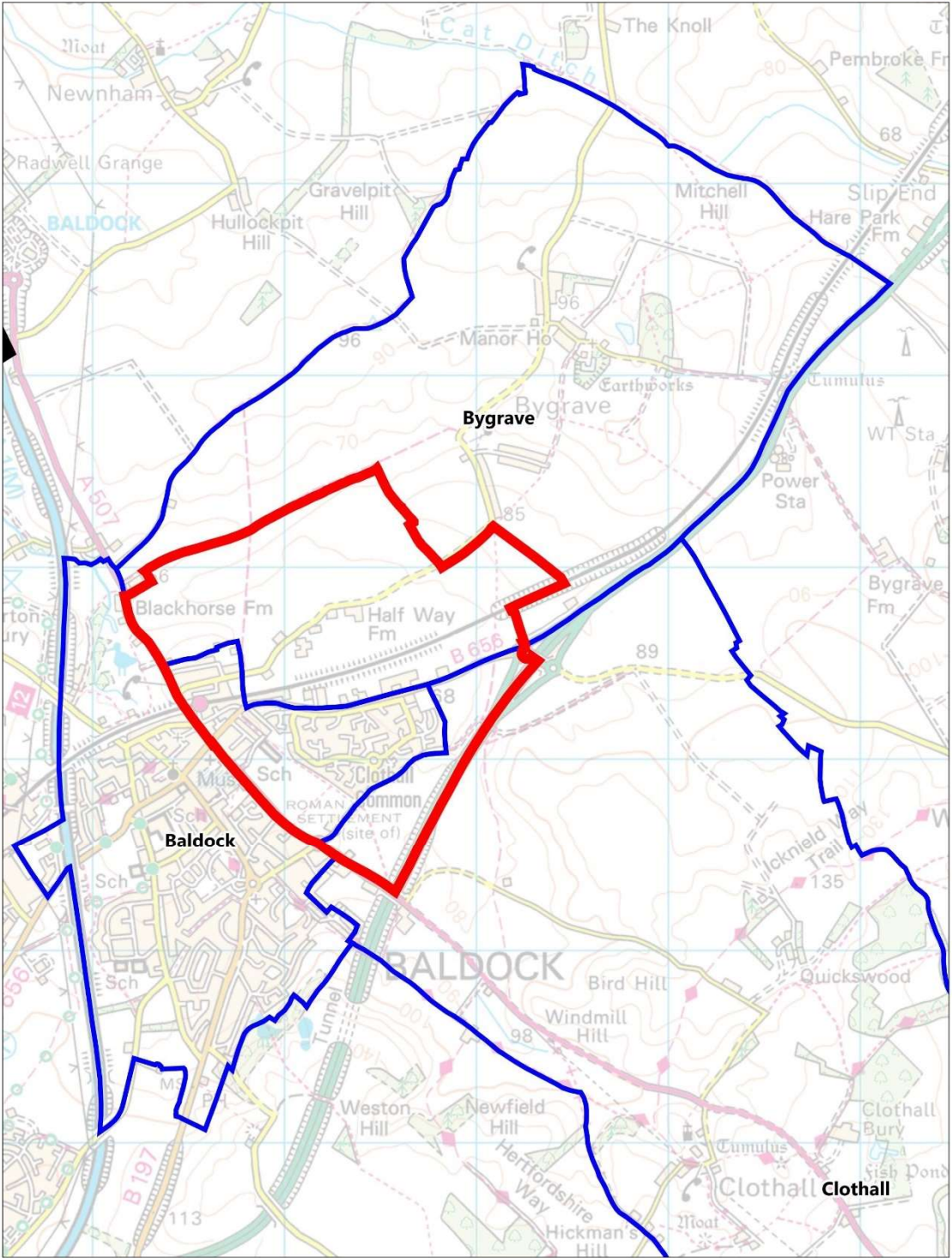
43. The unparished town of Baldock is currently served by 4 Councillors in total, split across two wards (Baldock East with 1 Councillor, and Baldock Town with 3). The wards currently exhibit high electoral variance, so changes will be required through this review.
44. Baldock is currently split into two wards along the A507. The majority of properties in Baldock East ward are geographically separated from the main road, and the communities of Baldock Town, by the schools, garden centre and fields. Despite a number of significant roads in Baldock, few can readily be identified as being a clear boundary between communities.
45. However, significant residential development is planned to the north-east and east of the town. As noted above, these areas will be predominantly urban in nature, and very different to the rural parish in which they reside. Therefore the proposal is that these areas become part of the urban wards serving Baldock. Similarly, significant developments within Clothall parish are proposed to be included within the district wards serving Baldock.
46. The proposed wards are:
 - a. Baldock East. This is the area to the east of the A507. The current boundary at the south is extended to the A505 and then runs north along the A505 until the junction. Here it heads north along the new development link road, then around the major new residential development boundary to re-join the existing boundary on the A507 north of the town.
 - b. Baldock Town. This is the area to the west of the A507. The current boundary at the south is extended to the A505 and then runs south to the parish boundary between Clothall and Weston, then follows this north back to the existing ward boundary.
47. Given the boundary between the two Baldock wards is unchanged, in order to ensure continuity and reduce confusion the ward names are similarly unchanged through this Submission. However ward names in this area are of particular interest to local representatives, and a range of options have been proposed and discussed, and therefore further discussion through future rounds of LGBCE-led consultation will be welcomed.

		Electorate	
		In 2021	In 2028
Ward name	Baldock East		
Councillors	2		
Total electorate		2,319	4,225
Variance		-40.2%	-4.4%

		Electorate	
		In 2021	In 2028
Ward name	Baldock Town		
Councillors	3		
Total electorate		5,654	6,147
Variance		-2.7%	-7.3%



Proposed Baldock East Ward



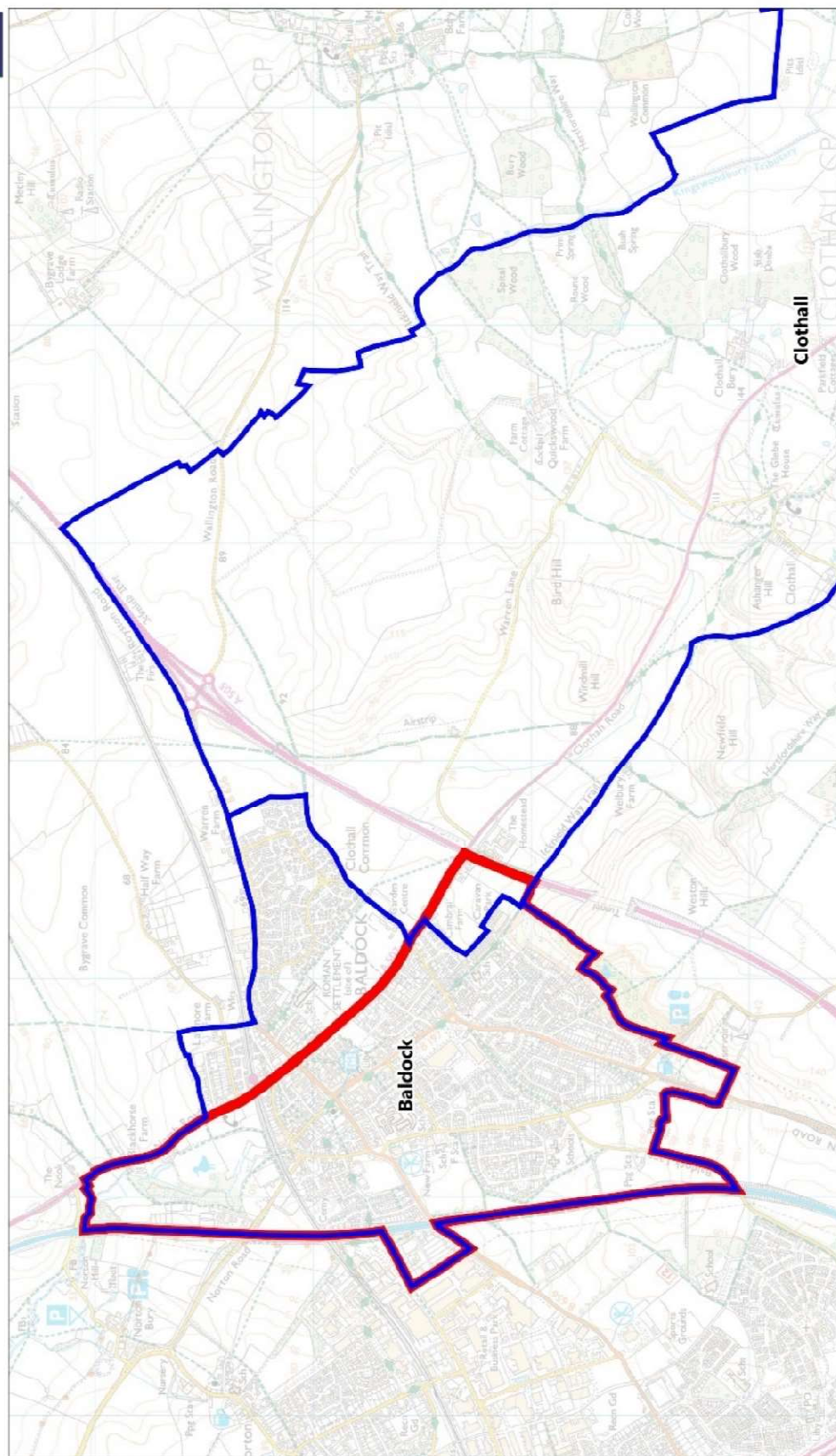
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NORTH HERTFORDSHIRE DISTRICT COUNCIL

Proposed Baldock Town Ward



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Date: 30/06/22

Royston

48. The town of Royston is currently served by 6 Councillors in total, split across 3 wards. The wards currently exhibit high electoral variance, so changes will be required through this review.
49. In addition, some areas are expecting significant growth due to new residential development. This growth is substantially greater than in some of the other urban areas, and hence the town requires an additional district councillor to enable electoral equality.
50. The northern part of the town is bisected by the railway, with very few crossing points. However, due to the electorate within the northern most part of the town, the new warding arrangement does need to straddle the railway. In reality, the only vehicular access across the railway within Royston is along the Kneesworth Road / Old North Road. This therefore marks a central point of the new warding arrangements.
51. Using major roads as markers, the proposed warding arrangements create 4 new wards served by a total of 7 councillors. These proposed wards reflect the community boundaries as reported by local councillors as far as possible.
52. Proposed warding arrangement:
 - a. Royston Palace.

This includes all electors to the north of the railway line, as well as electors in a triangle bordered by the Kneesworth Road to the west, Queens Road to the south, and Melbourn Road to the east.
 - b. Royston Meridian.

This includes all electors to the east of Kneesworth Street / Lower Kings Street, and north of Melbourn Street / Newmarket Road, and south of the new Royston North ward boundary. This area is clearly demarked by the major roads, and represents distinct communities from other areas of the town.
 - c. Royston Burloes.

This is the area to the east of the A10 Priory Lane, Barkway Street and the B1039 Barkway Road, below the Newmarket Road. This is a single-member ward, with distinct communities from neighbouring wards. This area has a large new development planned, representing significant growth in the electorate.

d. Royston Heath.

This retains the name of the existing ward, due to the location of the heath itself, but has significant changes in the ward composition. This is the remainder of the town (west of the B1039, Priory Lane and Lower Kings Street, and south of the railway).

		Electorate	
		In 2021	In 2028
Ward name	Royston Palace		
Councillors	2		
Total electorate		4,184	4,309
Variance		8.0%	-2.5%

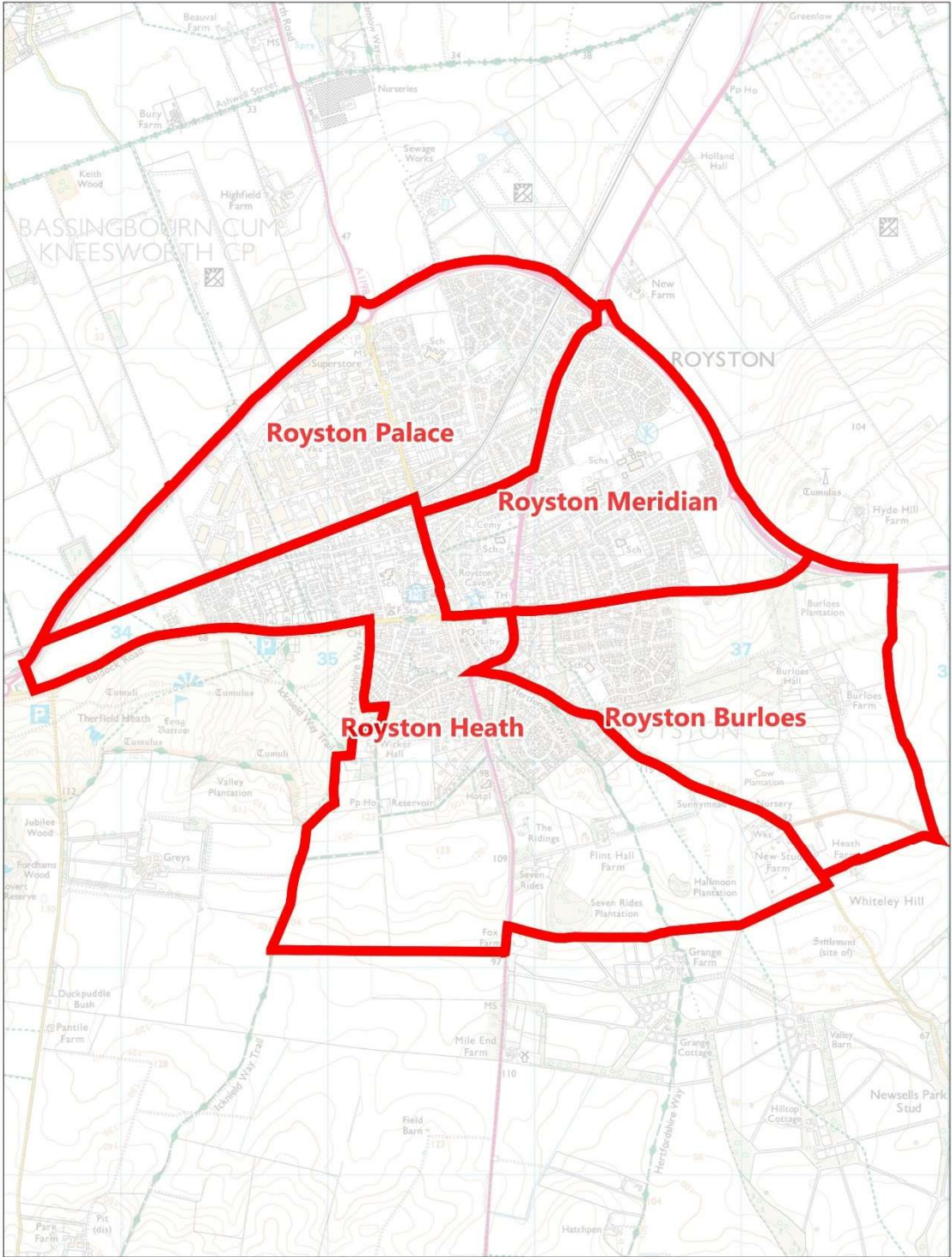
		Electorate	
		In 2021	In 2028
Ward name	Royston Meridian		
Councillors	2		
Total electorate		3,529	4,104
Variance		-8.9%	-7.2%

		Electorate	
		In 2021	In 2028
Ward name	Royston Burloes		
Councillors	1		
Total electorate		1,452	2,146
Variance		-25.1%	-2.9%

		Electorate	
		In 2021	In 2028
Ward name	Royston Heath		
Councillors	2		
Total electorate		3,716	4,205
Variance		-4.1%	-4.9%



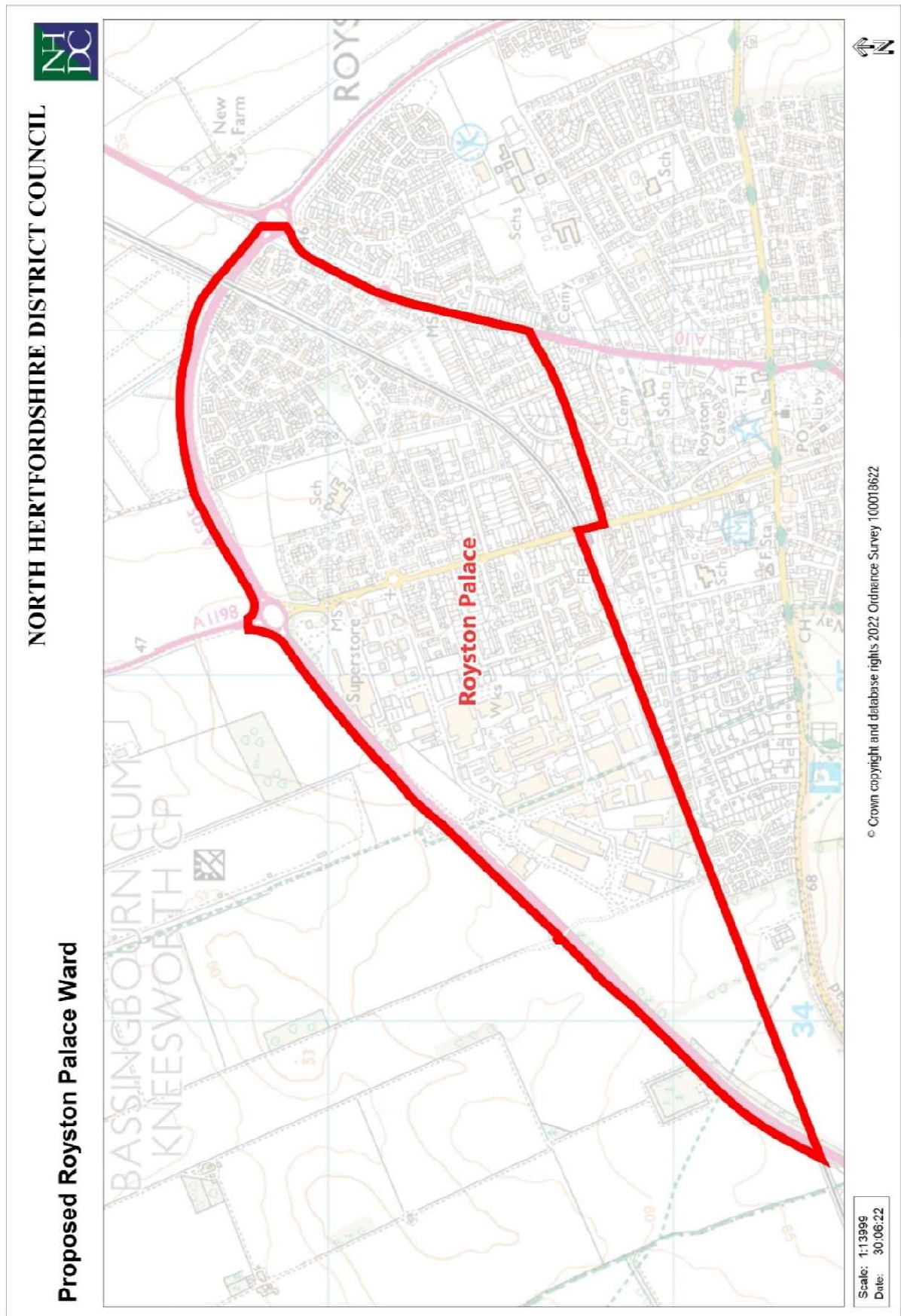
Proposed Royston Wards



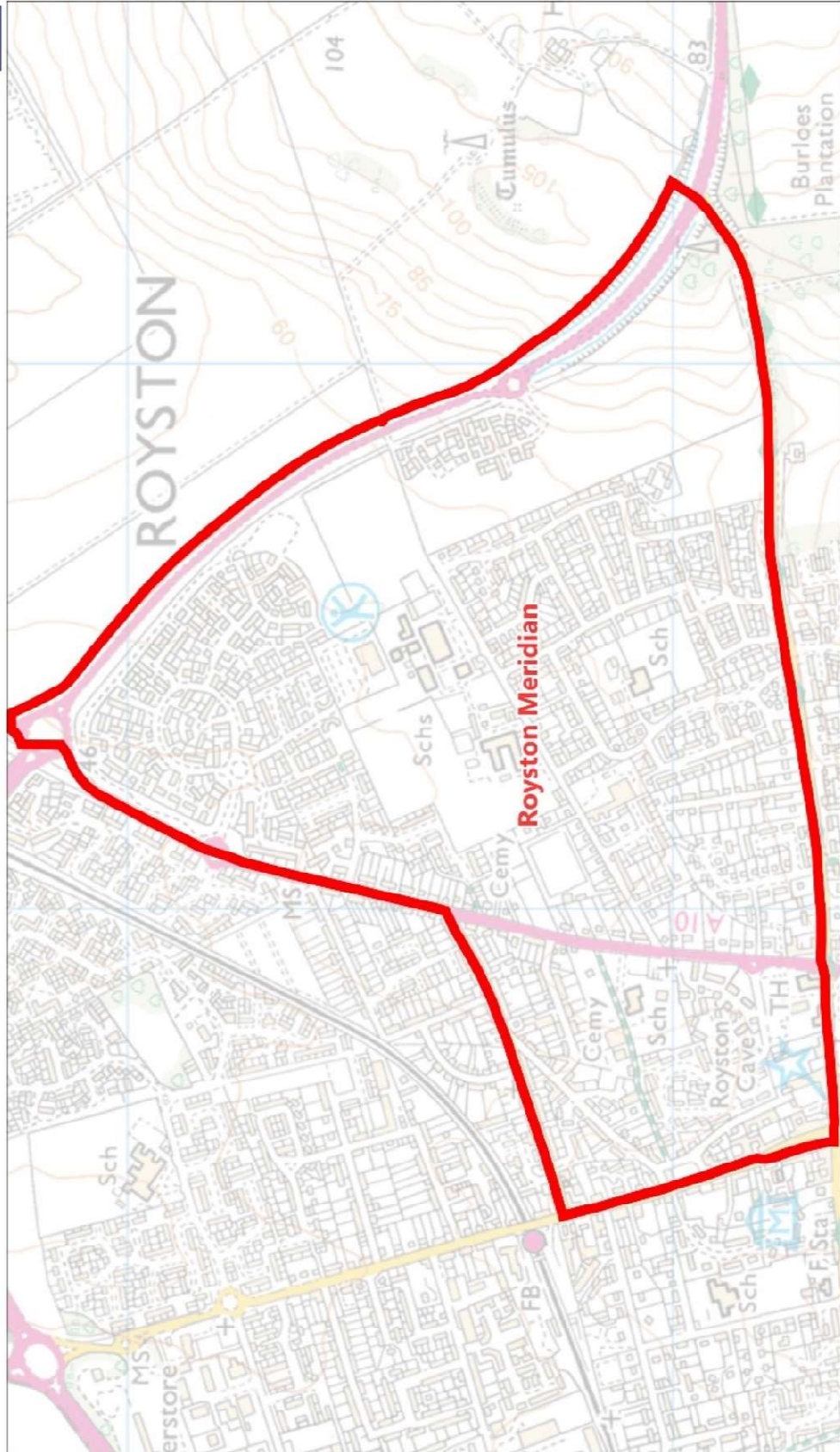
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Proposed Royston Meridian Ward

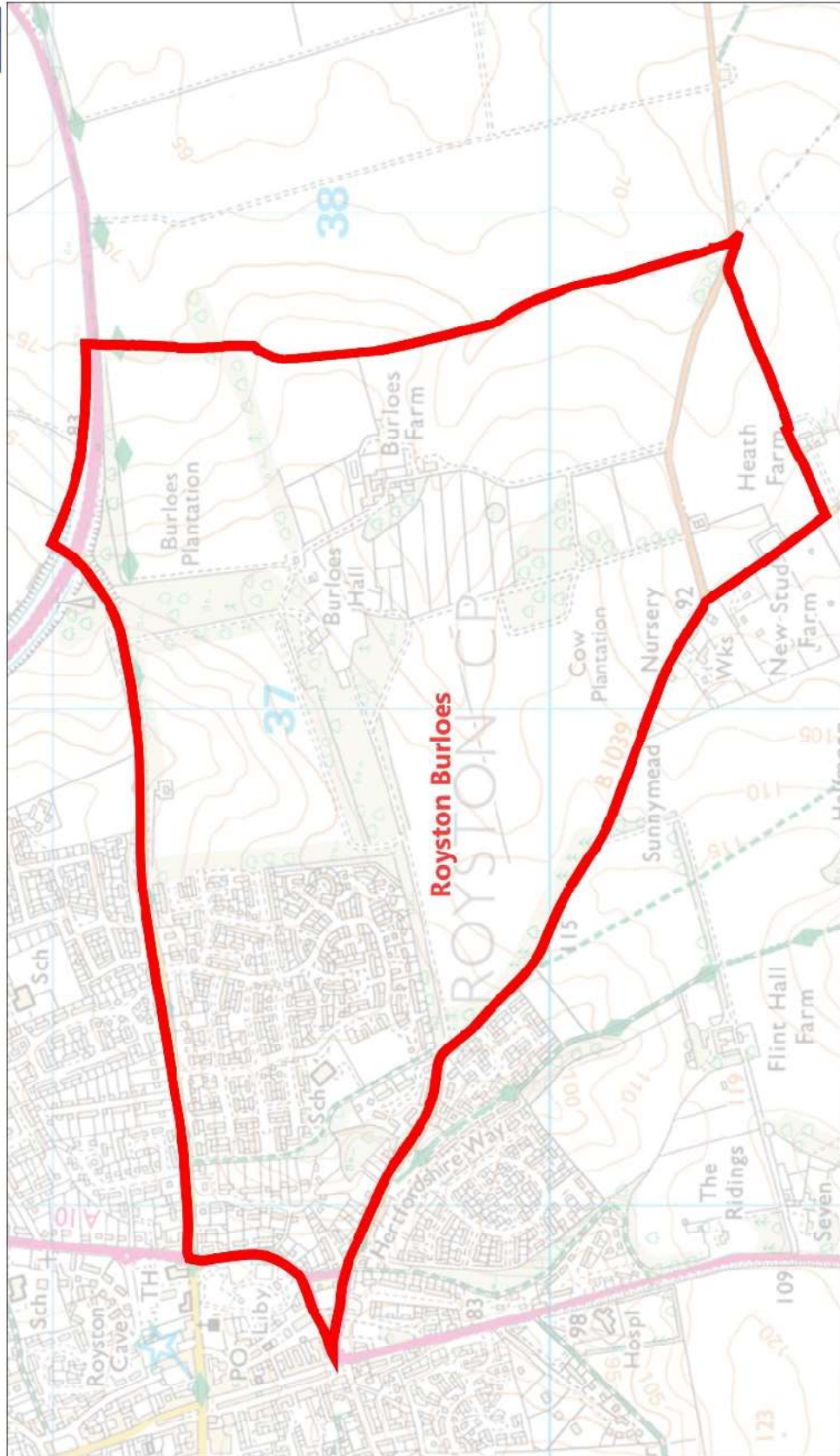


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Date: 30.06.22



Proposed Royston Burloes Ward



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Date: 25.05.22

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Hitchin

53. The unparished town of Hitchin is currently served by 13 Councillors in total, split across 5 wards. The wards currently exhibit high electoral variance, so changes will be required through this review. Whilst there will be some growth in electorate in the town, it is not as significant as in other areas, hence the number of councillors serving the community is necessarily reducing.
54. Members of NHC have been invited to identify communities within Hitchin, and these have been accommodated within the proposed warding arrangements. Input from local Members has identified that current warding in the west of the town splits existing communities, and this has been taken into account in the proposed revised warding.
55. The proposal is for 5 wards, served by 12 Councillors in total.
- d. Hitchin Walsworth
This ward is unchanged, served by 3 Councillors.
 - e. Hitchin Bearton
This ward is enclosed by the town boundary in the north, Walsworth ward in the east and the A600 in the west. The southern boundary follows the A505, then south along Banroft, east along Hermitage Road, and then north along Walsworth Road. The properties to the east of Walsworth Road (in Trevor Road and surrounds) are also included. Served by 3 Councillors.
 - f. Hitchin Oughton
The Hitchin Oughton ward is expanded southwards, taking into account representations by local Councillors. The existing ward splits a community, and the new arrangement resolves this, with Gaping Lane now included in this ward.
 - g. Hitchin Highbury
This ward is bounded on the west by the A505 (Old Park Road), then the A602 (Park Way), and includes the properties of Gosmore Road, Priory Way, and surrounds.
 - h. Hitchin Priory
Given the boundary with Hitchin Highbury ward, Priory becomes a single-member ward.

		Electorate	
		In 2021	In 2028
Ward name	Hitchin Walsworth		
Councillors	3		
Total electorate		6,171	7,027
Variance		6.2%	6.0%

		Electorate	
		In 2021	In 2028
Ward name	Hitchin Bearton		
Councillors	3		
Total electorate		6,251	6,251
Variance		7.5%	-5.7%

		Electorate	
		In 2021	In 2028
Ward name	Hitchin Oughton		
Councillors	2		
Total electorate		4,098	4,177
Variance		5.7%	-5.5%

		Electorate	
		In 2021	In 2028
Ward name	Hitchin Highbury		
Councillors	3		
Total electorate		7,065	7,065
Variance		21.5%	6.5%

		Electorate	
		In 2021	In 2028
Ward name	Hitchin Priory		
Councillors	1		
Total electorate		1,736	2,083
Variance		-10.4%	-5.8%

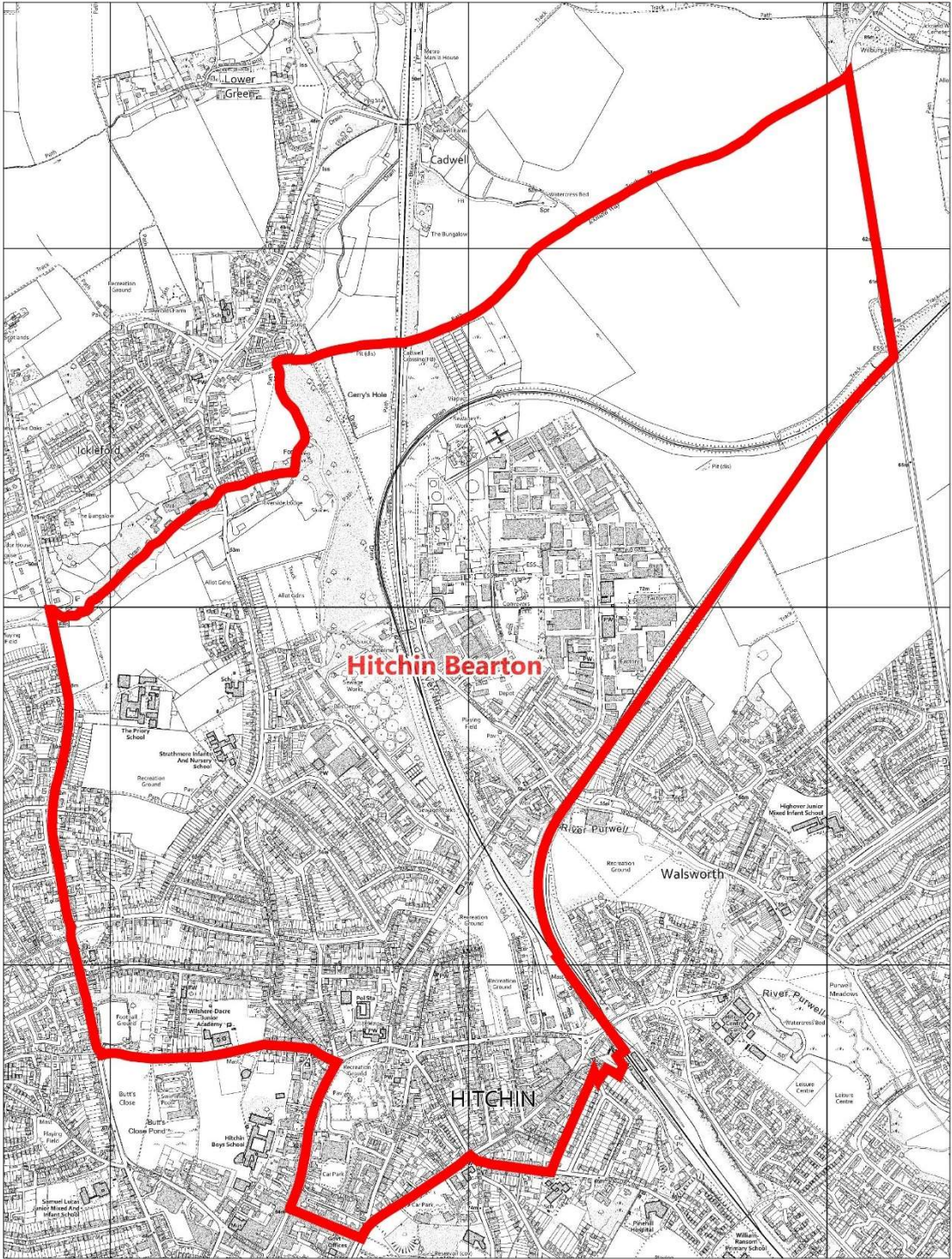
The map displays a detailed view of the Hitchin Walsworth area, with a large red boundary line delineating a specific region. The boundary starts near the top left, follows the River Purwell, and then winds through the residential areas, ending near the bottom right. The text "Hitchin Walsworth" is written in red within the boundary. The map includes various landmarks, roads, and green spaces. Key features include the River Purwell, several schools (e.g., Highower Junior Mixed School, Walsworth Primary School), and residential areas. The map also shows surrounding areas like Hitchin and Oakfield.

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Proposed Hitchin Bearton Ward



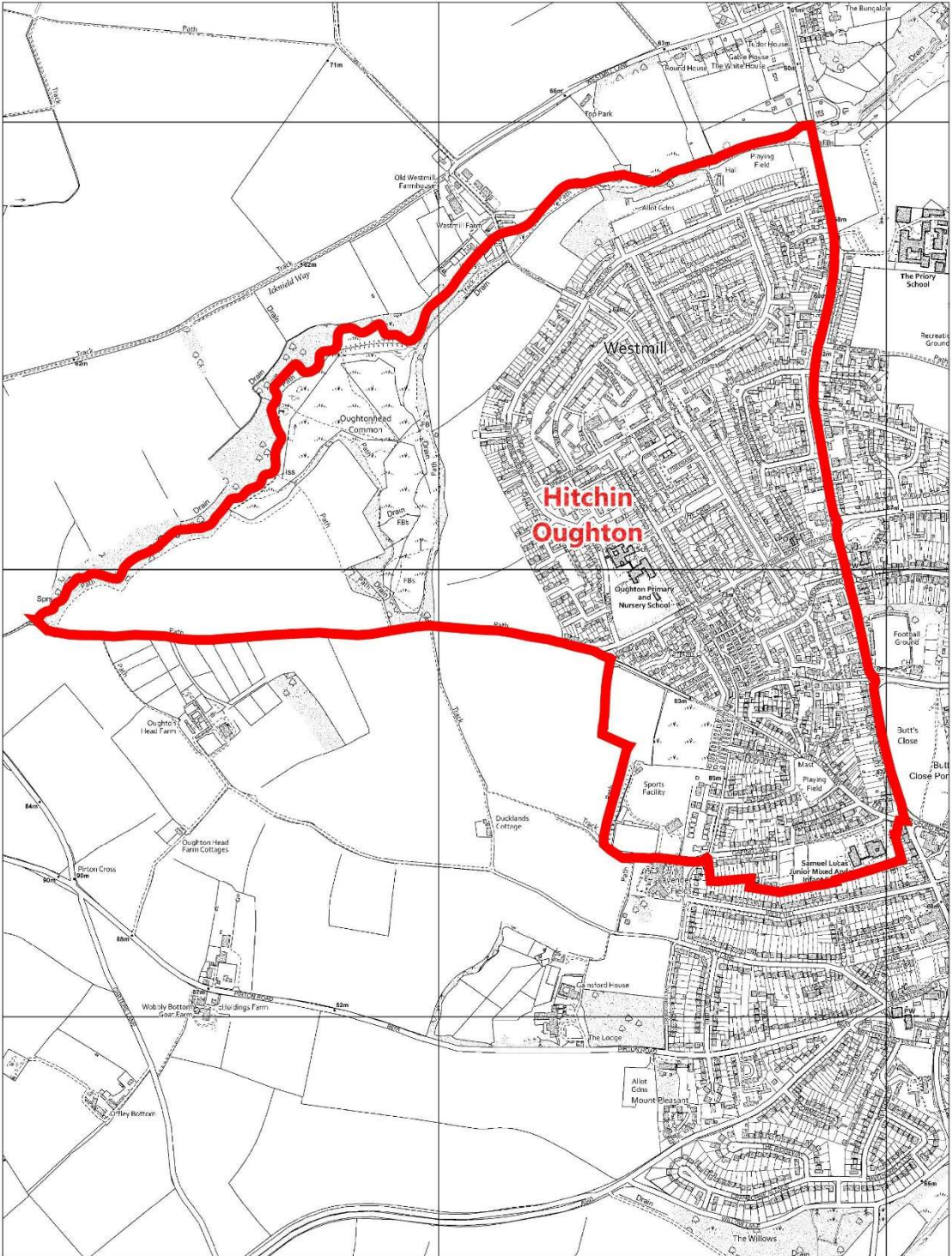
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Proposed Hitchin Oughton Ward



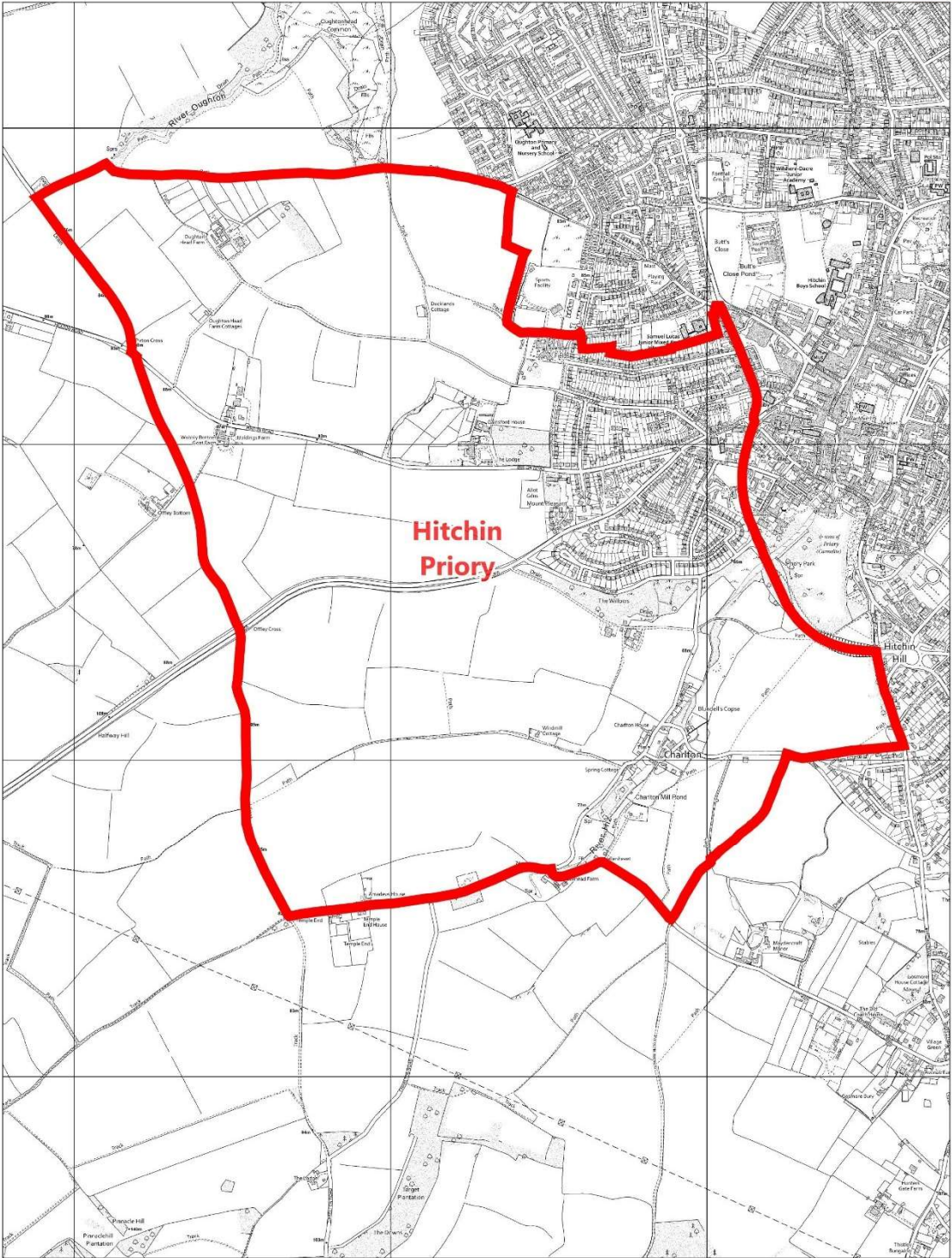
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Proposed Hitchin Priory Ward



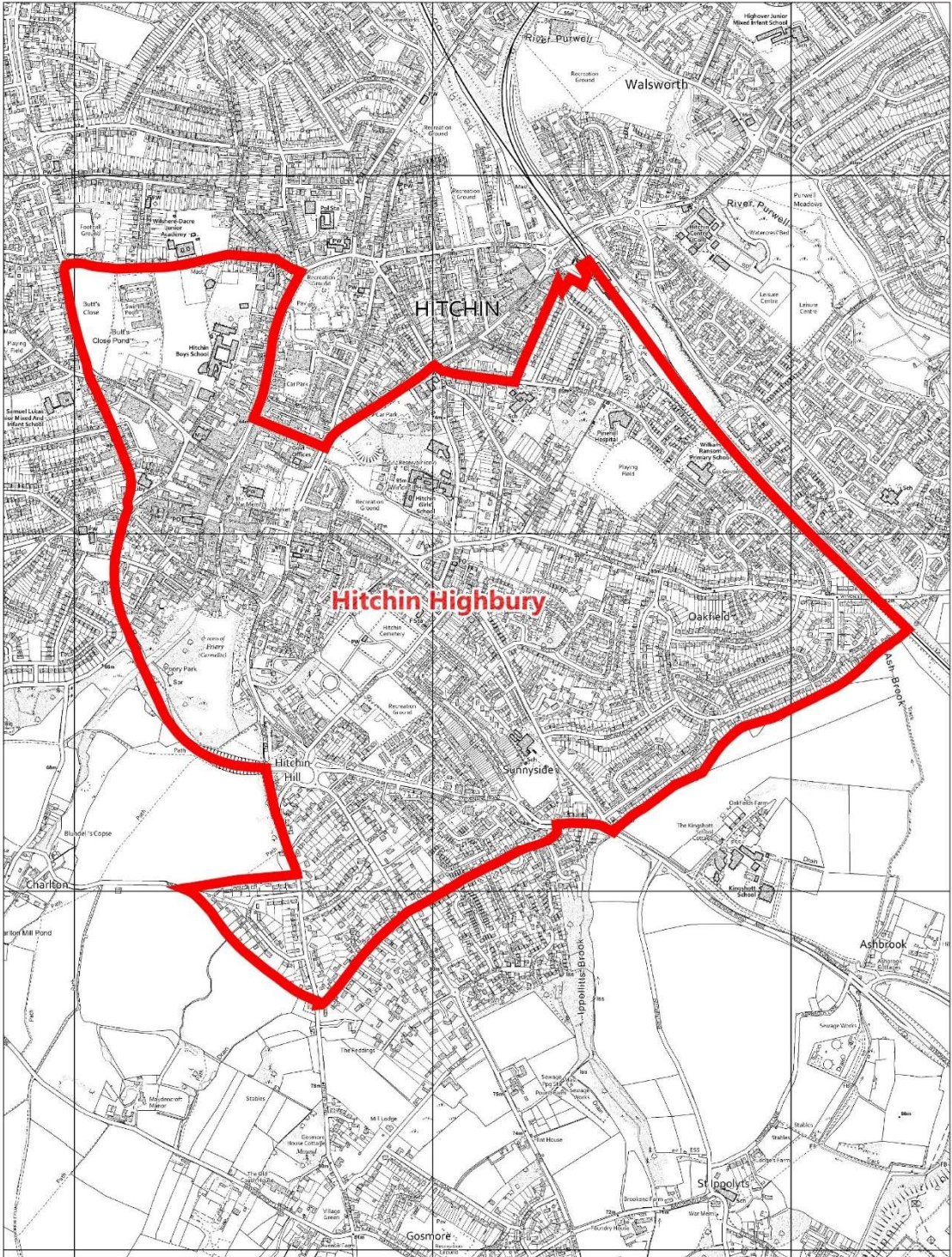
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Proposed Hitchin Highbury Ward



Scale: 1:15000
Date: 10/06/22

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Letchworth

Ward summary

Letchworth

56. The unparished town of Letchworth is currently served by 13 Councillors in total, split across 5 wards. The wards currently exhibit high electoral variance, so changes will be required through this review. Whilst there will be some growth in electorate in the town, it is not as significant as in other areas, hence the number of councillors serving the community is necessarily reducing.
57. Cutting across the town is the railway. Whilst current wards straddle the railway, local Councillors have advised it does form a barrier in some places. The town is therefore effectively divided into 'north' and 'south' using the railway as a reference point. Members of NHC have been invited to identify communities within Letchworth, and these have been accommodated within the proposed warding arrangements.
58. In total, Letchworth will be served by 12 members across 6 wards.
59. The proposed wards have been discussed by Members and a range of options considered. Two options have been presented to Members at Full Council, and the preference chosen by Councillors, which they feel best meets the three statutory criteria is:
 - a. Letchworth South
This comprises the southern part of the town, bordered on three sides by the town boundary. The northern boundary is Baldock Road / Hitchin Road, but including the triangle (Baldock Road, Pixmore Way, Norton Way South). This includes areas of the town (such as Jackmans) without artificially splitting them as present.
 - b. Letchworth East
This is the area to the north of Letchworth South, south of the railway, and east of Norton Way South. As a small and distinct area, this works well as a separate single member ward.
 - c. Letchworth West
This is the remaining area of Letchworth, south of the railway line. The communities in the northern area here are distinct from those elsewhere in southern Letchworth. Whilst this has a variance of 10.3%, this represents the best balance between the statutory criteria.

d. Letchworth Grange

This is the northern-most part of Letchworth, bordered on the north and west by the town boundary. It includes the Grange estate, as identified by local Councillors.

e. Letchworth Wilbury

This ward is the Wilbury community, as identified by local Members, expanded slightly eastwards to ensure electoral equality.

f. Letchworth Norton

This ward is centred on Norton common, and includes the community of Norton village and the Longmead/Hawthorn Hill area.

		Electorate	
		In 2021	In 2028
Ward name	Letchworth South		
Councillors	3		
Total electorate		6,038	6,259
Variance		3.9%	-5.6%

		Electorate	
		In 2021	In 2028
Ward name	Letchworth East		
Councillors	1		
Total electorate		2,245	2,426
Variance		15.9%	9.8%

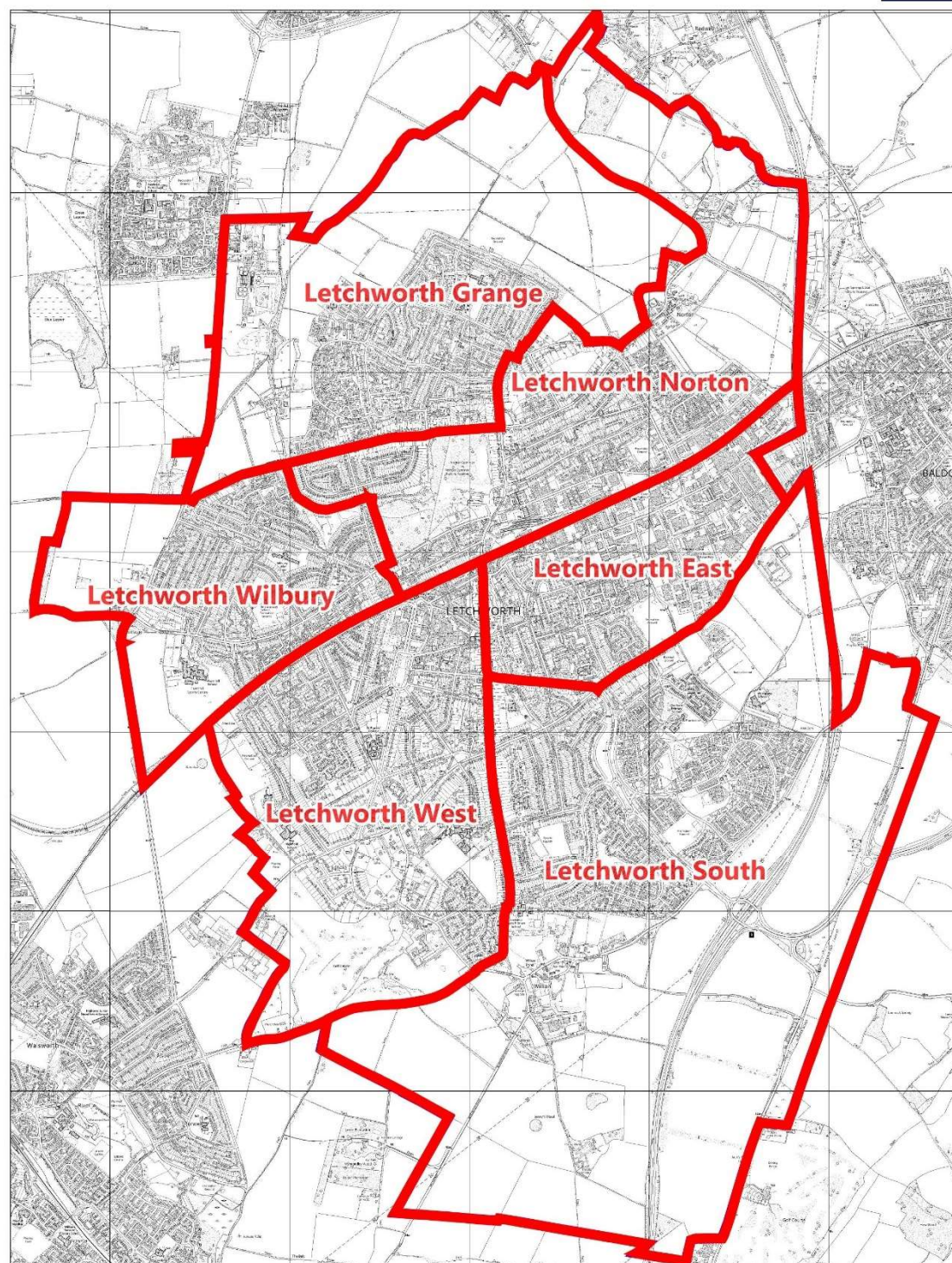
		Electorate	
		In 2021	In 2028
Ward name	Letchworth West		
Councillors	2		
Total electorate		4,751	4,878
Variance		22.6%	10.3%

		Electorate	
		In 2021	In 2028
Ward name	Letchworth Grange		
Councillors	2		
Total electorate		4,391	4,860
Variance		13.3%	9.9%

		Electorate	
		In 2021	In 2028
Ward name	Letchworth Norton		
Councillors	2		
Total electorate		3,571	4,078
Variance		-7.9%	-7.8%

		Electorate	
		In 2021	In 2028
Ward name	Letchworth Wilbury		
Councillors	2		
Total electorate		4086	4086
Variance		5.4%	-7.6%

Proposed Letchworth Wards



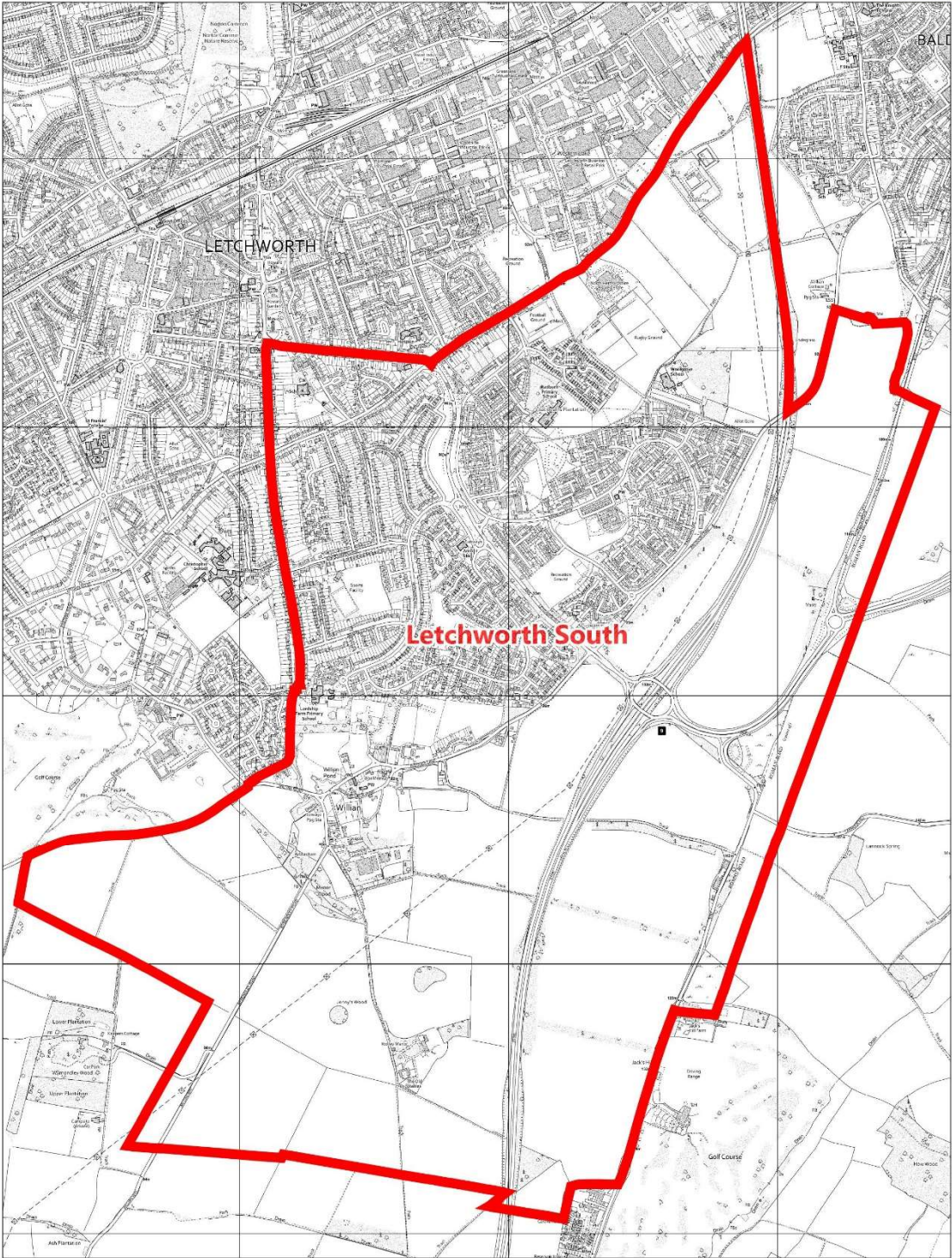
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Proposed Letchworth South Ward

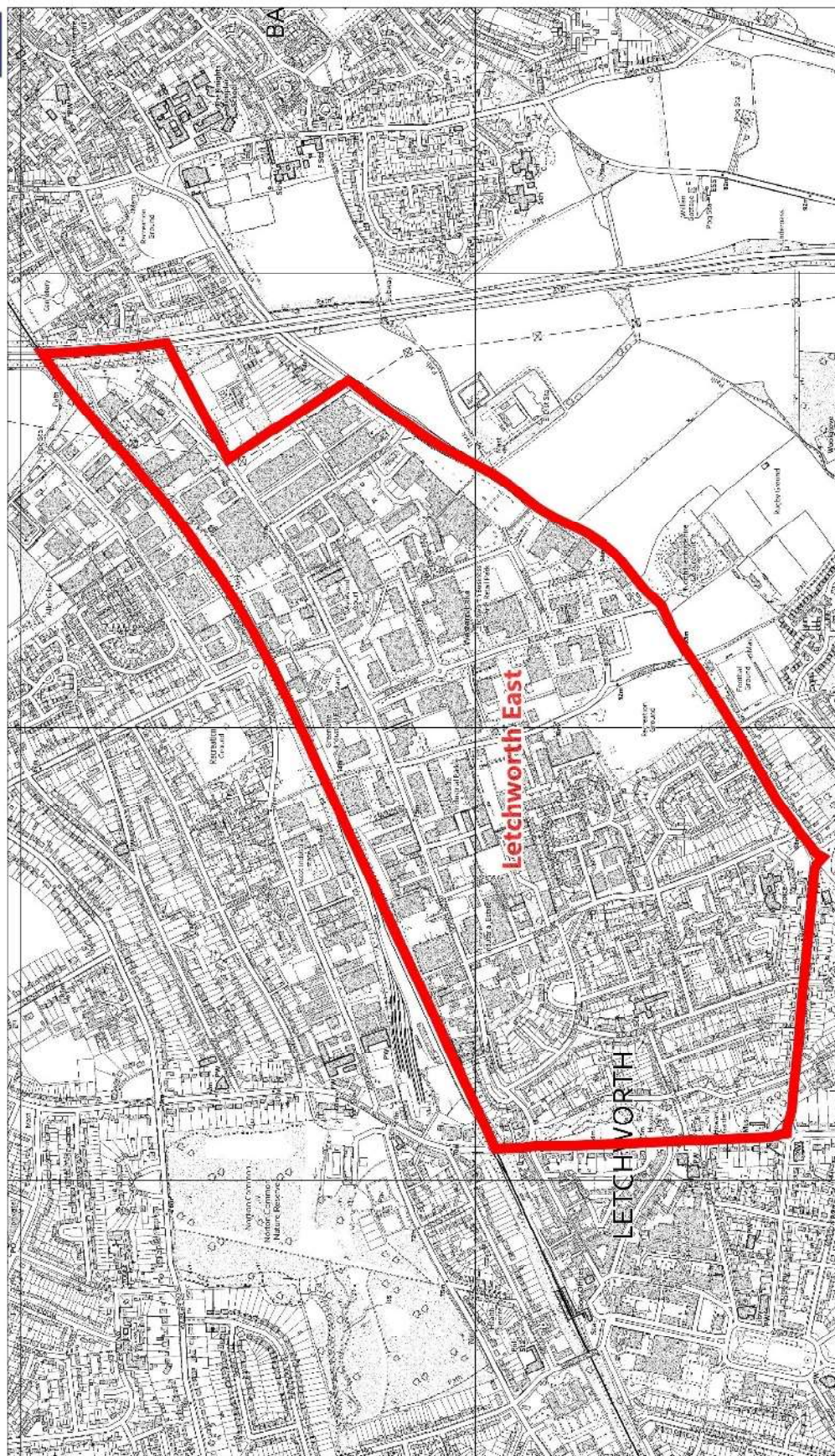


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Proposed Letchworth East Ward

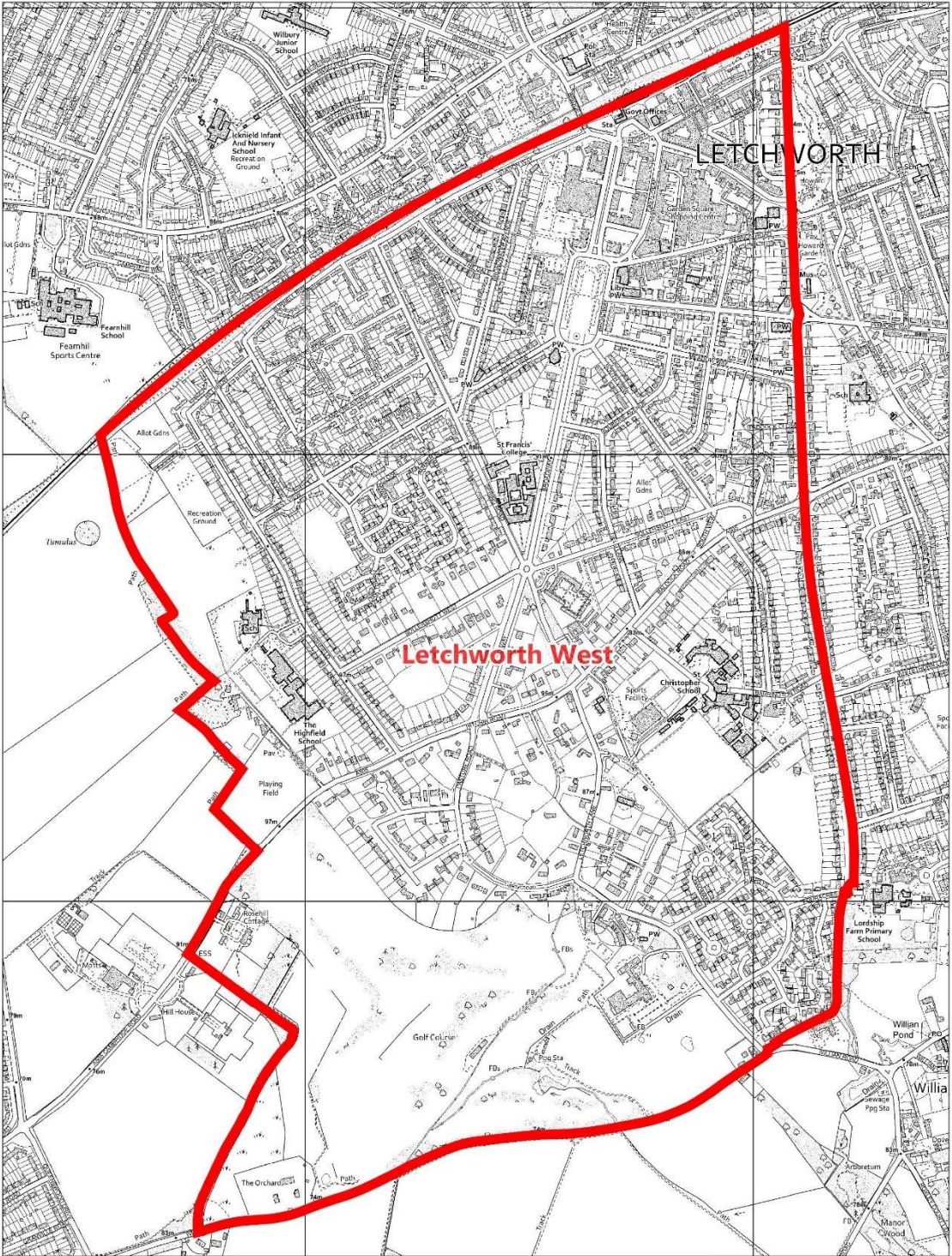


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Date: 10/06/22



Proposed Letchworth West Ward



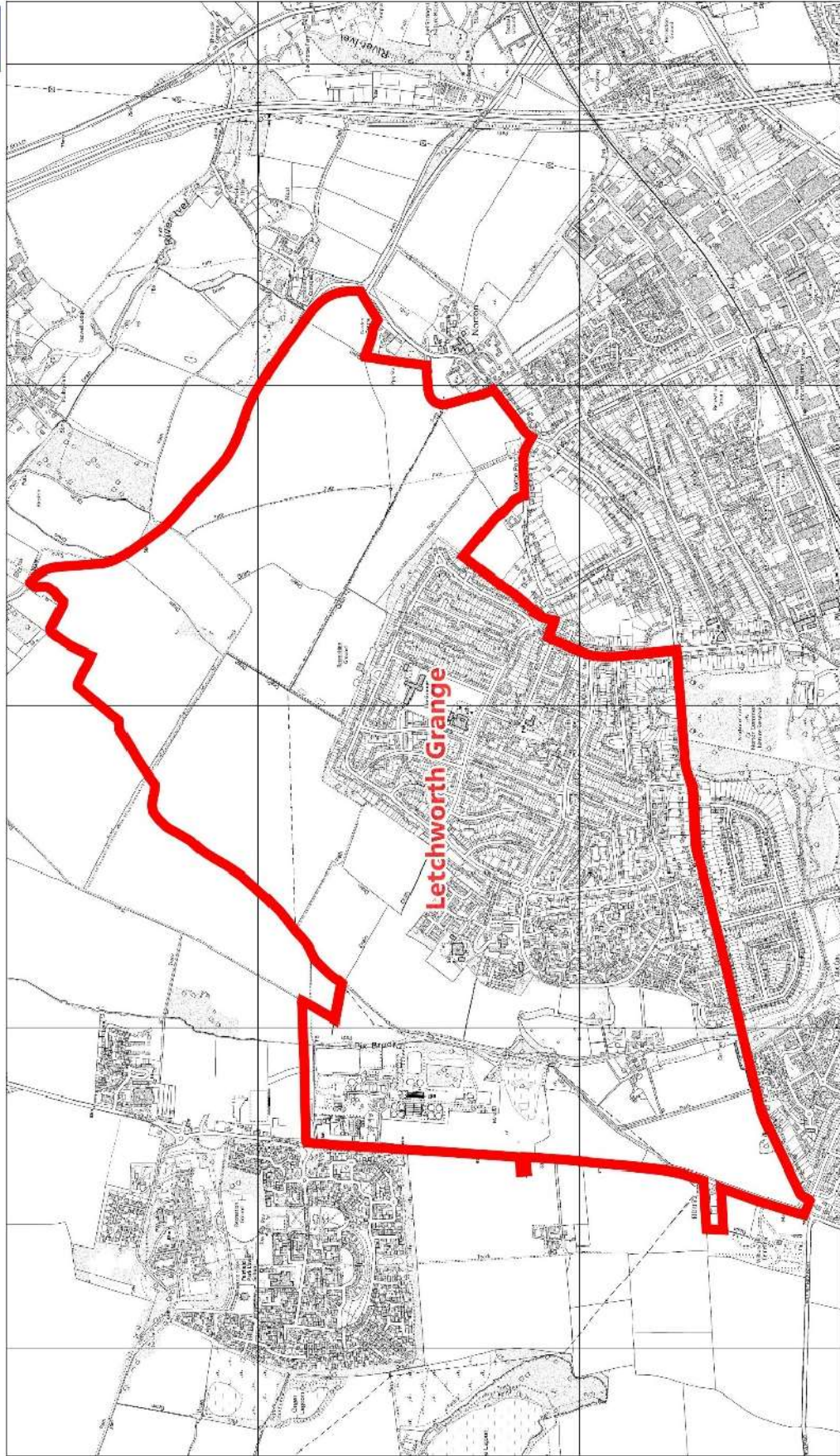
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Proposed Letchworth Grange Ward



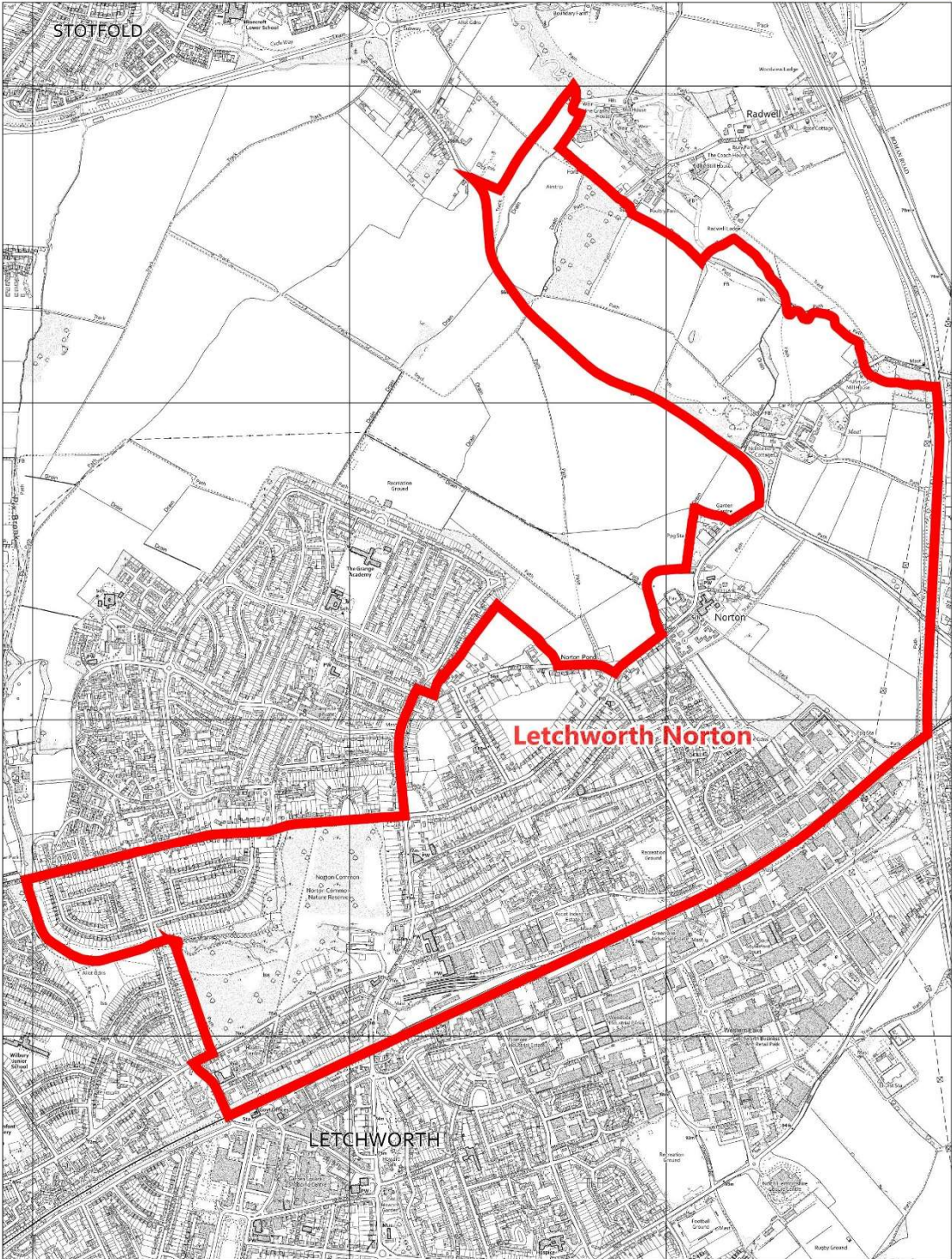
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Proposed Letchworth Norton Ward

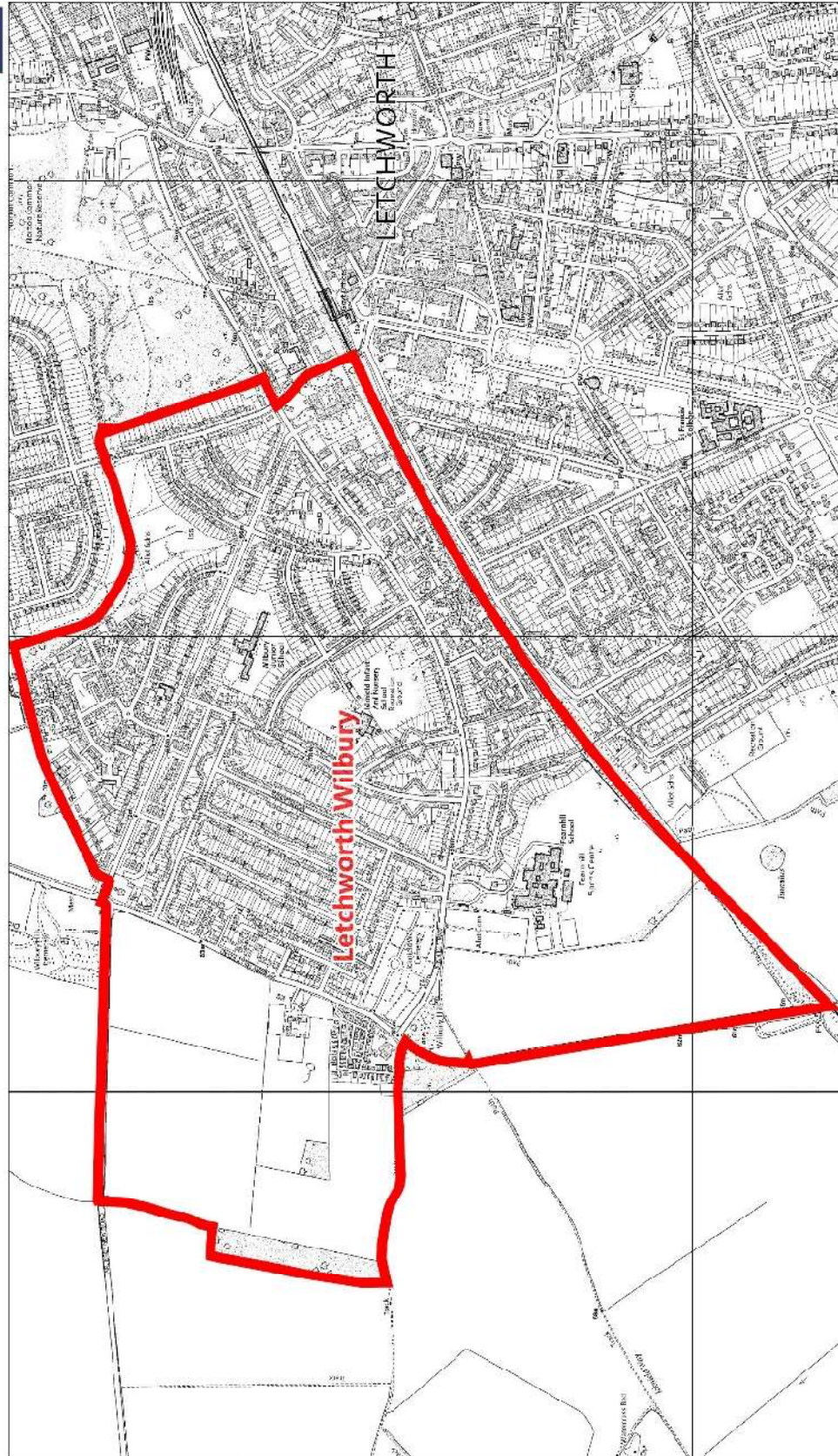


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Proposed Letchworth Wilbury Ward



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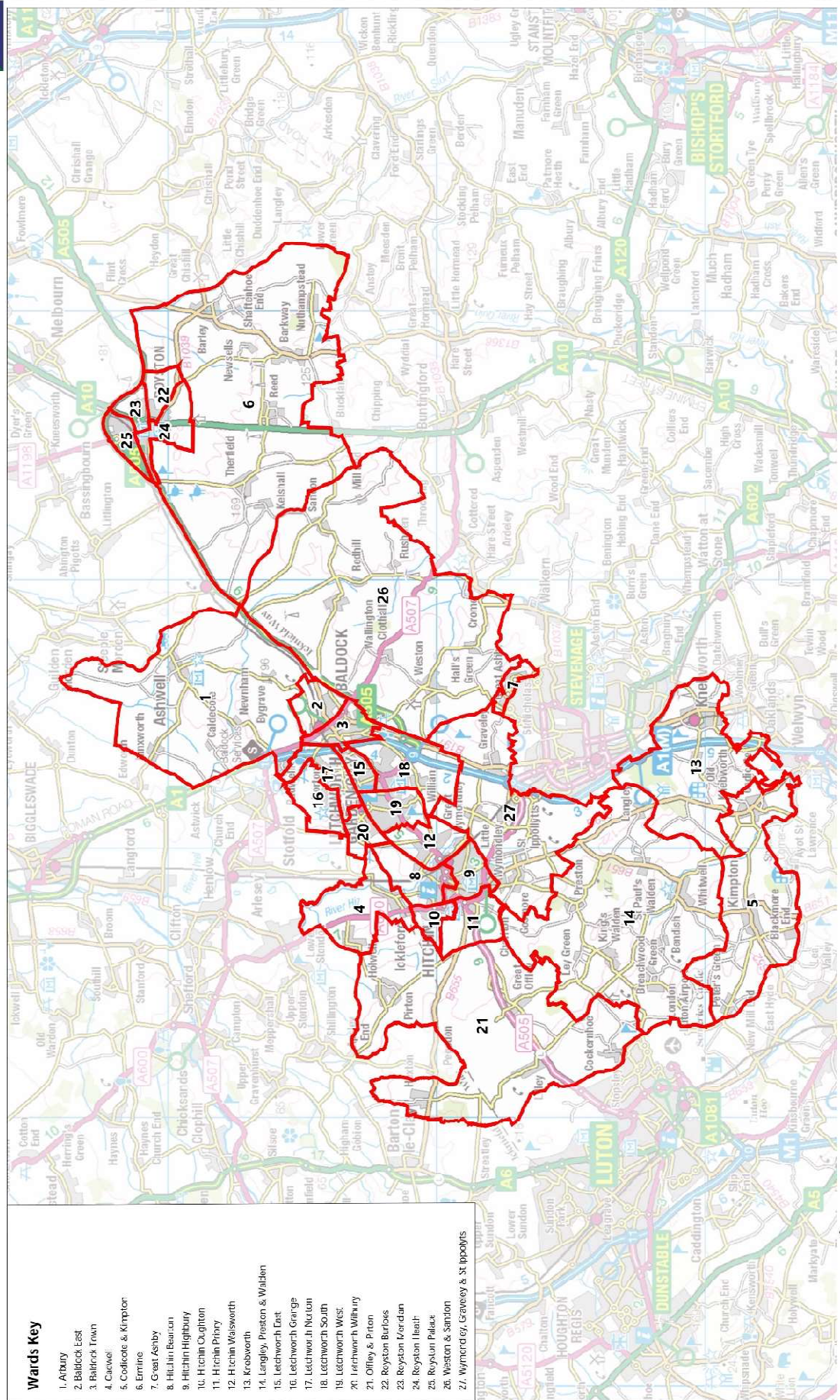
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Ward summary

The preceding pages have shown electorate variances based on a total of 50 Councillors. However, in order to fully represent the communities within North Herts district whilst maintaining electoral equality and delivering effective and convenient local government, this submission includes a total of 51 Councillors. The table below highlights the impact of that change. The wards now outside of the 10% variance (Ermine at 10.4%, and Letchworth West at 10.3%) are only just so, and the warding arrangement submitted is based on local communities. Therefore it is felt that this is appropriate.

New ward	Cllrs	2028 figures (51 Cllrs)	
		Electorate	Variance
Ermine	1	2441	10.4%
Arbury	1	2266	2.5%
Cadwell	1	2390	8.1%
Offley & Pirton	2	4577	3.5%
Knebworth	2	4835	9.4%
Codicote & Kimpton	2	4422	0.0%
Langley, Preston & Walden	1	2418	9.4%
Wymondley, Graveley & St Ippolyts	2	4135	-6.5%
Weston & Sandon	1	2391	8.2%
Great Ashby	2	4527	2.4%
Baldock East	2	4225	-4.4%
Baldock Town	3	6147	-7.3%
Royston Palace	2	4309	-2.5%
Royston Meridien	2	4104	-7.2%
Royston Burloes	1	2146	-2.9%
Royston Heath	2	4205	-4.9%
Hitchin Walsworth	3	7027	6.0%
Hitchin Bearton	3	6251	-5.7%
Hitchin Oughton	2	4177	-5.5%
Hitchin Highbury	3	7065	6.5%
Hitchin Priory	1	2083	-5.8%
Letchworth South	3	6259	-5.6%
Letchworth West	2	4878	10.3%
Letchworth East	1	2428	9.8%
Letchworth Wilbury	2	4086	-7.6%
Letchworth Norton	2	4078	-7.8%
Letchworth Grange	2	4860	9.9%

Proposed North Herts Council Wards



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Letchworth

56. The unparished town of Letchworth is currently served by 13 Councillors in total, split across 5 wards. The wards currently exhibit high electoral variance, so changes will be required through this review. Whilst there will be some growth in electorate in the town, it is not as significant as in other areas, hence the number of councillors serving the community is necessarily reducing.
57. Cutting across the town is the railway. Whilst current wards straddle the railway, local Councillors have advised it does form a barrier in some places. The town is therefore effectively divided into 'north' and 'south' using the railway as a reference point. Members of NHC have been invited to identify communities within Letchworth, and these have been accommodated within the proposed warding arrangements.
58. In total, Letchworth will be served by 12 members across 6 wards.
59. The proposed wards have been discussed by Members and a range of options considered. Two options have been presented to Members at Full Council, and the preference chosen by Councillors, which they feel best meets the three statutory criteria is:
- a. Letchworth South East
This comprises the south eastern part of the town, bordered on east by the town boundary. The northern boundary is the railway line. The western boundary follows Norton Way South and William Way, then runs to the north of Whitethorn Lane, along Howard Drive, then south along the A505.
 - b. Letchworth South West
This is the remaining area of Letchworth, south of the railway line. The communities in the northern area here are distinct from those elsewhere in southern Letchworth.

c. Letchworth Grange

This is the northern-most part of Letchworth, bordered on the north and west by the town boundary. It includes the Grange estate, as identified by local Councillors.

d. Letchworth Wilbury

This ward is the Wilbury community, as identified by local Members, expanded slightly eastwards to ensure electoral equality.

e. Letchworth Norton

This ward is centred on Norton common, and includes the community of Norton village and the Longmead/Hawthorn Hill area.

		Electorate	
		In 2021	In 2028
Ward name	Letchworth South East		
Councillors	3		
Total electorate		5,957	6,359
Variance		2.5%	-4.1%

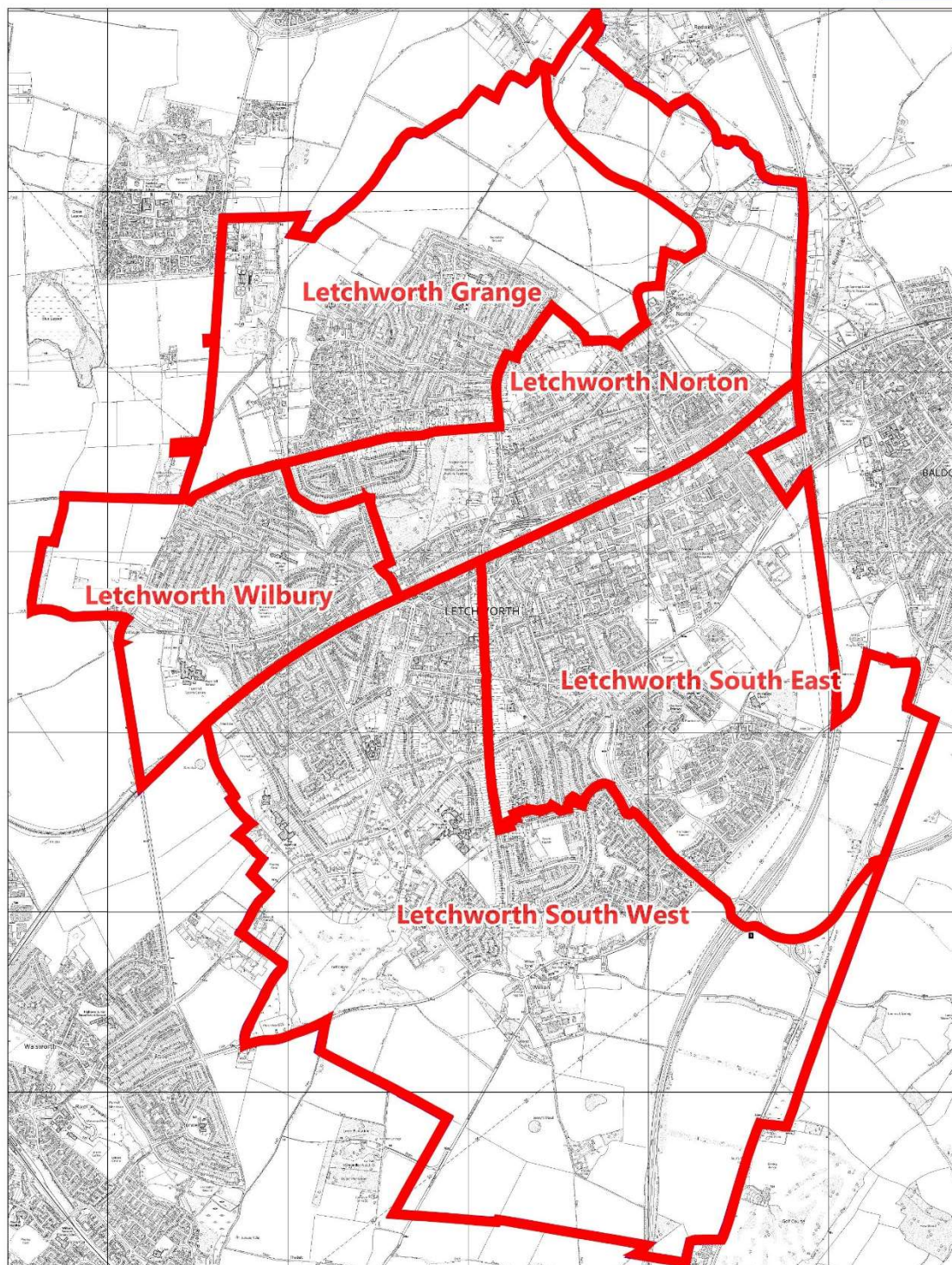
		Electorate	
		In 2021	In 2028
Ward name	Letchworth South West		
Councillors	3		
Total electorate		7,077	7,204
Variance		21.7%	8.6%

		Electorate	
		In 2021	In 2028
Ward name	Letchworth Grange		
Councillors	2		
Total electorate		4,391	4,860
Variance		13.3%	9.9%

		Electorate	
		In 2021	In 2028
Ward name	Letchworth Norton		
Councillors	2		
Total electorate		3,571	4,078
Variance		-7.9%	-7.8%

		Electorate	
		In 2021	In 2028
Ward name	Letchworth Wilbury		
Councillors	2		
Total electorate		4086	4086
Variance		5.4%	-7.6%

Proposed Letchworth Wards



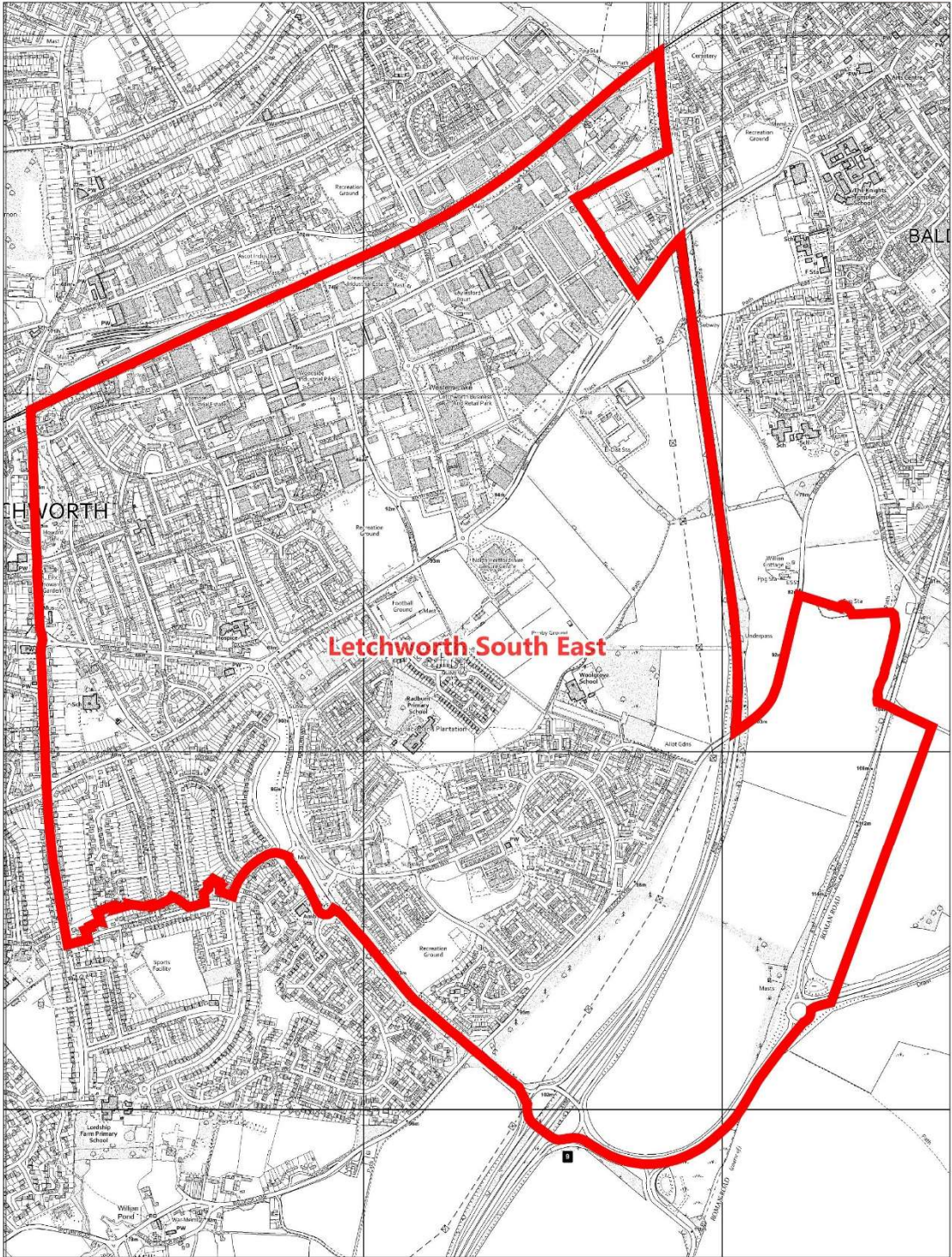
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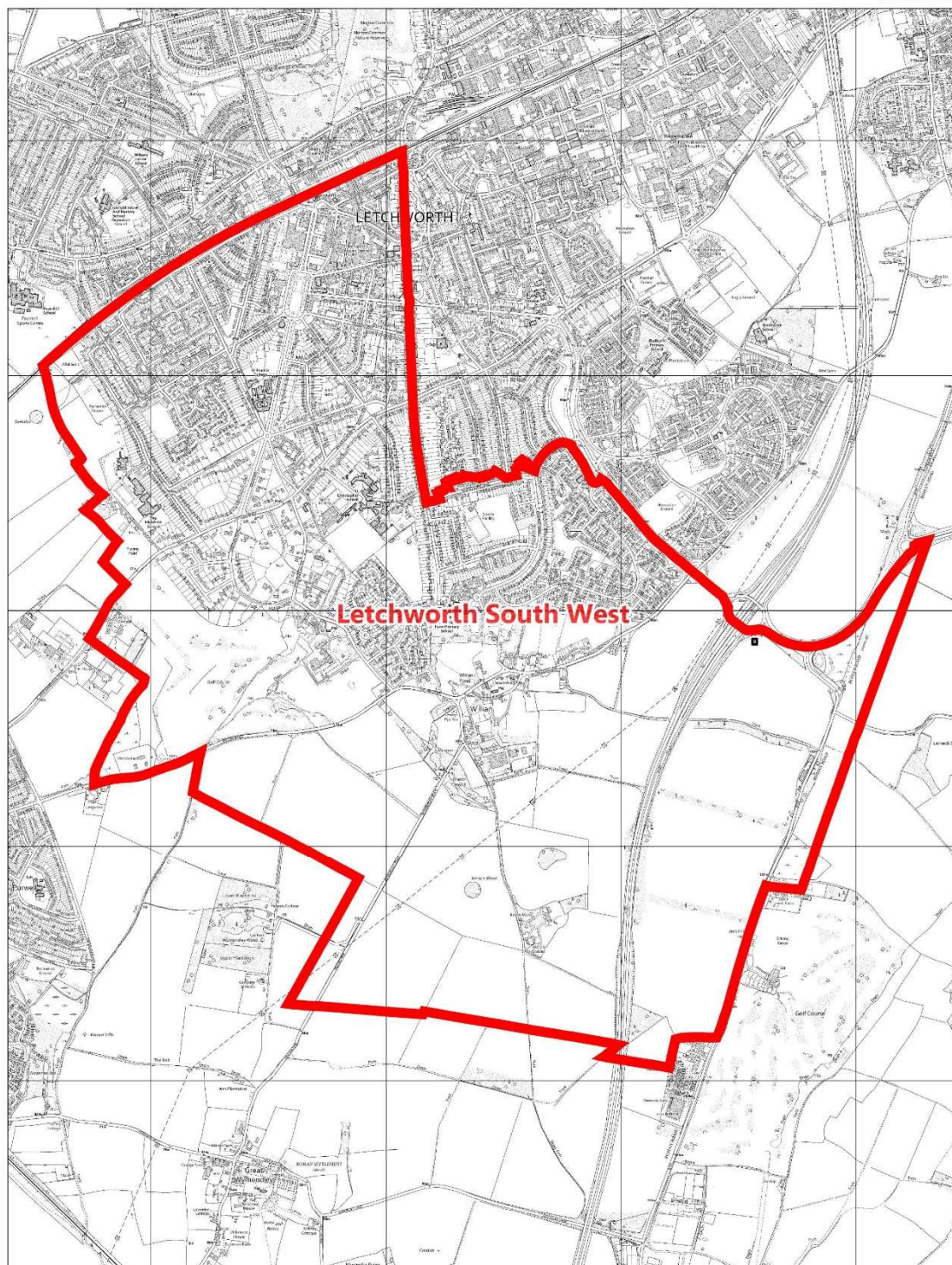
Proposed Letchworth South East Ward



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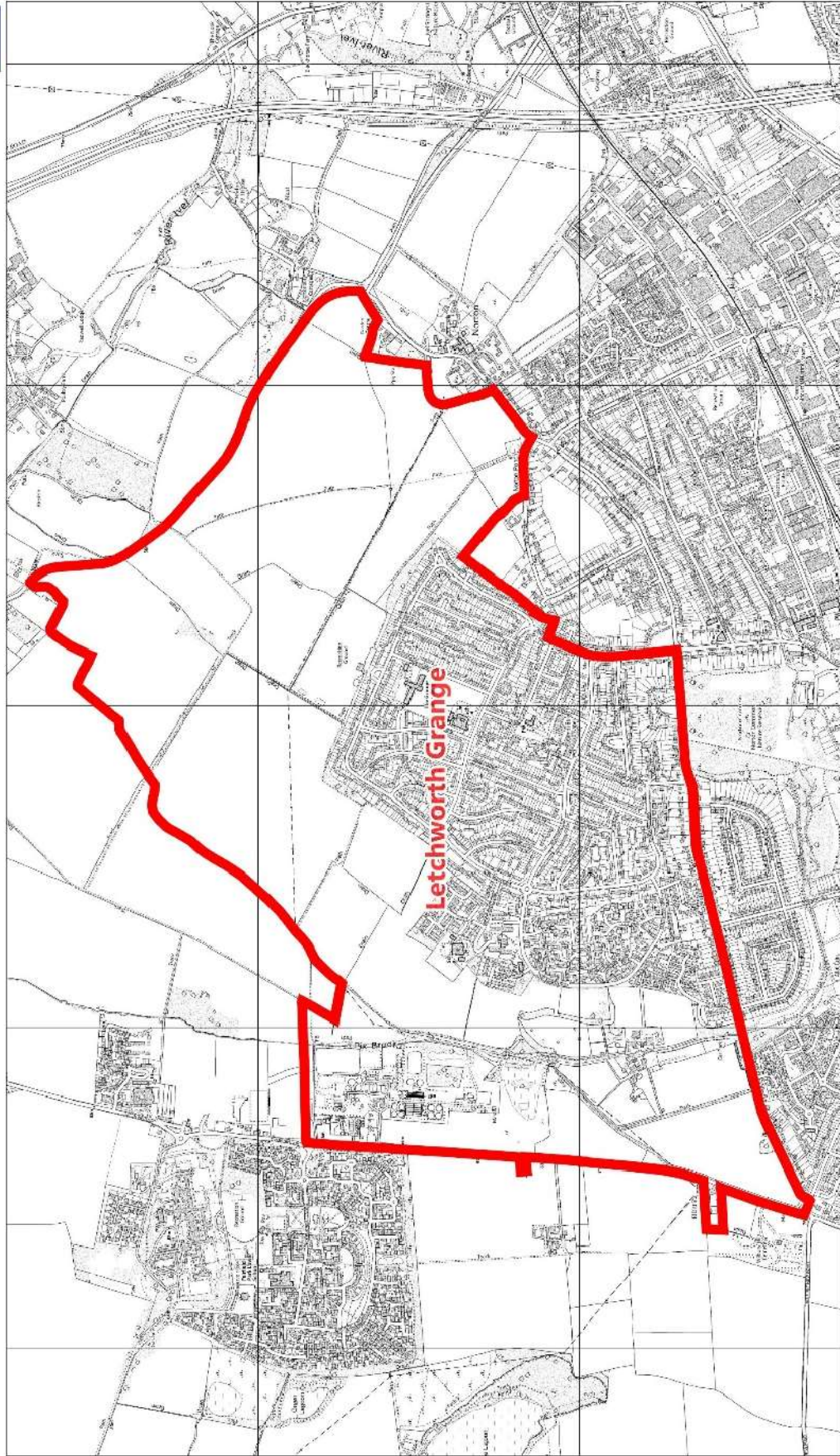
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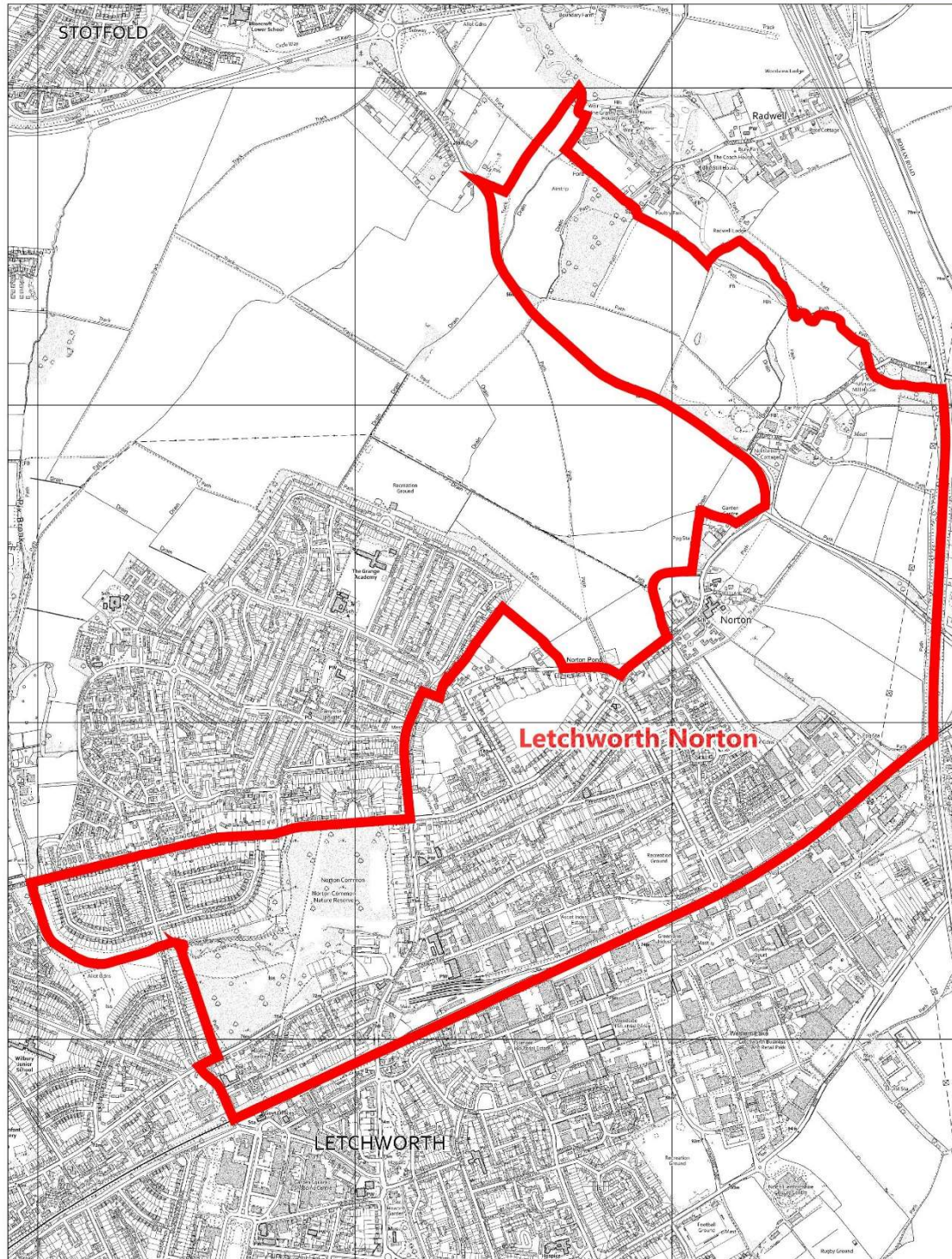


Proposed Letchworth Grange Ward



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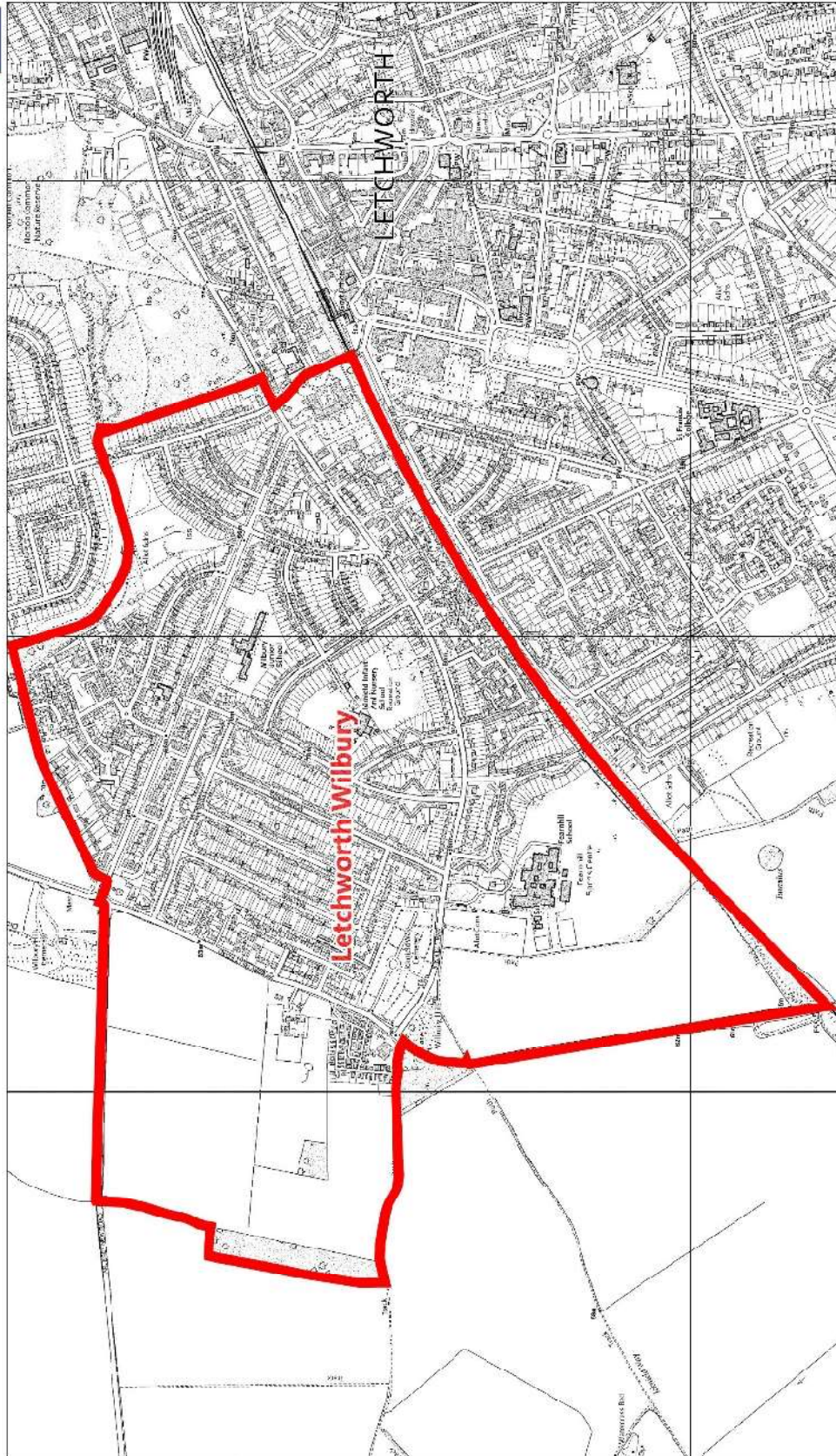
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NORTH HERTFORDSHIRE DISTRICT COUNCIL



Proposed Letchworth Wilbury Ward



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Ward summary

The preceding pages have shown electorate variances based on a total of 50 Councillors. However, in order to fully represent the communities within North Herts district whilst maintaining electoral equality and delivering effective and convenient local government, this submission includes a total of 51 Councillors. The table below highlights the impact of that change. The wards now outside of the 10% variance (Ermine at 10.4%, and Letchworth West at 10.3%) are only just so, and the warding arrangement submitted is based on local communities. Therefore it is felt that this is appropriate.

New ward	Cllrs	2028 figures (51 Cllrs)	
		Electorate	Variance
Ermine	1	2441	10.4%
Arbury	1	2266	2.5%
Cadwell	1	2390	8.1%
Offley & Pirton	2	4577	3.5%
Knebworth	2	4835	9.4%
Codicote & Kimpton	2	4422	0.0%
Langley, Preston & Walden	1	2418	9.4%
Wymondley, Graveley & St Ippolyts	2	4135	-6.5%
Weston & Sandon	1	2391	8.2%
Great Ashby	2	4527	2.4%
Baldock East	2	4225	-4.4%
Baldock Town	3	6147	-7.3%
Royston Palace	2	4309	-2.5%
Royston Meridien	2	4104	-7.2%
Royston Burloes	1	2146	-2.9%
Royston Heath	2	4205	-4.9%
Hitchin Walsworth	3	7027	6.0%
Hitchin Bearton	3	6251	-5.7%
Hitchin Oughton	2	4177	-5.5%
Hitchin Highbury	3	7065	6.5%
Hitchin Priory	1	2083	-5.8%
Letchworth South East	3	6359	-4.1%
Letchworth South West	3	7204	8.6%
Letchworth Wilbury	2	4086	-7.6%
Letchworth Norton	2	4078	-7.8%
Letchworth Grange	2	4860	9.9%

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REFERRALS FROM OTHER COMMITTEES – AS AT 06/07/2022

The following referrals from other Committees are enclosed below.

9A. REFERRAL FROM CABINET: 25 JANUARY 2022 – REVENUE BUDGET OUTTURN 2021/22

9B. REFERRAL FROM CABINET: 25 JANUARY 2022 – INVESTMENT STRATEGY (INTEGRATED CAPITAL AND TREASURY) END OF YEAR REVIEW 2021/22

9C. REFERRAL FROM CABINET: 21 JUNE 2022 – ANNUAL REPORT ON RISK MANAGEMENT AND QUARTERLY RISK MANAGEMENT UPDATE

9D. REFERRAL FROM FINANCE, AUDIT AND RISK COMMITTEE: 15 JUNE 2022 – FINANCE, AUDIT AND RISK ANNUAL REPORT 2021/22

Any further referrals will be published as a supplementary agenda when they are available.

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9A. REFERRAL FROM CABINET 21 JUNE 2022: REVENUE BUDGET OUTTURN 2021/22

RECOMMENDED TO CABINET: That Cabinet:

(1) Notes this report;

(2) Approves a decrease of £592k in the 2021/22 net General Fund expenditure, as identified in table 4 and paragraph 8.1, to a total of £16.892 million;

(3) Approves the changes to the 2022/23 General Fund budget, as identified in table 4 and paragraph 8.3 a total of £179k increase in net expenditure.

That Cabinet recommends to Council:

(1) That Council approves the net transfer from earmarked reserves, as identified in table 9 of £8.123 million.

REASONS FOR DECISIONS:

(1) Members are able to monitor, make adjustments within the overall budgetary framework and request appropriate action of Services, who do not meet the budget targets set as part of the Corporate Business Planning process;

(2) Changes to the Council's balances are monitored and approved.

Audio Recording – 51:10

Councillor Ian Albert presented the report entitled Revenue Budget Outturn 2021/22 along with Appendix A – 2021/22 Significant Revenue Budget Variances and highlighted the following key points:

- No formal comments from the Finance, Audit and Risk Committee;
- The Outturn spend, which is subject to the final conclusion of the audit, was just under £16.9 million; about £600,000 down on the Quarter 3 report and £1.5million down on the original budget;
- The overall year position is fully detailed in Appendix A and movements this quarter in table 4;
- Table 4 also details the carry-forward of £172,000 of requests of specific activities that will now take place in 2022/23;
- This will reduce the medium-term impact on the General Fund down to around an £800,000 underspend;
- Paragraphs 8.16 to 8.18 detail the various impacts of COVID; gross impact of about £1.65 million;
- Table 7 shows an increase of the general fund balance of £1.7 million; most of this is through the release of other specific reserves;
- Service spending in 2021/22 is £1.8 million above the Council's core funding;
- Table 9 highlights the earmarked reserves which will need to be approved at Full Council.

Following a vote, it was:

RESOLVED:

- (1) That Cabinet note this report;
- (2) That Cabinet approves a decrease of £592k in the 2021/22 net General Fund expenditure, as identified in table 4 and paragraph 8.1, to a total of £16.892 million;
- (3) That Cabinet approves the changes to the 2022/23 General Fund budget, as identified in table 4 and paragraph 8.3 a total of £179k increase in net expenditure.

THAT CABINET RECOMMENDS TO COUNCIL:

- (1) That Council approves the net transfer from earmarked reserves, as identified in table 9 of £8.123 million.

REASONS FOR DECISIONS:

- (1) Members are able to monitor, make adjustments within the overall budgetary framework and request appropriate action of Services, who do not meet the budget targets set as part of the Corporate Business Planning process;
- (2) Changes to the Council's balances are monitored and approved.

The reports and papers associated with this item can be viewed here: [Agenda for Cabinet on Tuesday, 21st June, 2022, 7:30 pm - North Herts Council \(north-herts.gov.uk\)](#)

9B. REFERRAL FROM CABINET 21 JUNE 2022: INVESTMENT STRATEGY (CAPITAL AND TREASURY) END OF YEAR REVIEW 2021/22

RECOMMENDED TO CABINET: That Cabinet:

- (1) Notes expenditure of £1.434million in 2021/22 on the capital programme, paragraph 8.3 refers;
- (2) Approves the adjustments to the capital programme for 2022/23 as a result of the revised timetable of schemes detailed in table 2, increasing the estimated spend in by £0.979million;
- (3) Notes the position of the availability of capital resources, as detailed in table 3 paragraph 8.7 and the requirement to keep the capital programme under review for affordability;
- (4) Approves the application of £1.225million of capital receipts/set aside towards the 2021/22 capital programme, paragraph 8.7 refers;
- (5) Note the position of Treasury Management activity as at the end of March 2022.

RECOMMENDED TO COUNCIL:

- (6) That Council approves the actual 2021/22 prudential and treasury indicators;
- (7) That Council notes the annual Treasury Report for 2021/22

REASONS FOR DECISIONS:

- (1) Cabinet is required to approve adjustments to the capital programme and ensure the capital programme is fully funded;
- (2) To ensure the Council's continued compliance with CIPFA's code of practice on Treasury Management and the Local Government Act 2003 and that the Council manages its exposure to interest and capital risk.

Audio Recording – 57:30

Councillor Ian Albert presented the report entitled Investment Strategy (Capital and Treasury) End of Year Review 2021/22 along with Appendix A – Capital Programme Detail including Funding 2021/22 onwards and Appendix B – Treasury Management Update and highlighted the following key points:

- The majority of the movement in quarter 4 of the Capital Programme is spend that is being moved into 2022/23 due to various delays;
- The overall reduction in the Capital Programme for 2021/22 has meant that the majority has been funded Capital Receipt Reserves;
- The sale of surplus land has increased those reserves during the year and now stand at £7.7 million;
- Paragraph 8.10 details the breach of the Treasury Strategy during the year;
- The Council continues to manage its surplus cash by prioritising security and liquidity before considering yield; the yield on investments did increase but is running significantly behind the level of inflation;
- Appendix B sets out more detail in relation to the Council's Treasury position during the year.

Following a vote it was:

RESOLVED:

- (1) That Cabinet notes expenditure of £1.434million in 2021/22 on the capital programme, paragraph 8.3 refers;
- (2) That Cabinet approves the adjustments to the capital programme for 2022/23 as a result of the revised timetable of schemes detailed in table 2, increasing the estimated spend in by £0.979million;
- (3) That Cabinet notes the position of the availability of capital resources, as detailed in table 3 paragraph 8.7 and the requirement to keep the capital programme under review for affordability;
- (4) That Cabinet approves the application of £1.225million of capital receipts/set aside towards the 2021/22 capital programme, paragraph 8.7 refers;
- (5) Cabinet is asked to note the position of Treasury Management activity as at the end of March 2022.

RECOMMENDED TO COUNCIL:

- (6) That Council approves the actual 2021/22 prudential and treasury indicators;
- (7) That Council notes the annual Treasury Report for 2021/22

REASONS FOR DECISIONS:

- (1) Cabinet is required to approve adjustments to the capital programme and ensure the capital programme is fully funded;
- (2) To ensure the Council's continued compliance with CIPFA's code of practice on Treasury Management and the Local Government Act 2003 and that the Council manages its exposure to interest and capital risk.

The reports and papers associated with this item can be viewed here: [Agenda for Cabinet on Tuesday, 21st June, 2022, 7:30 pm - North Herts Council \(north-herts.gov.uk\)](#)

9C. REFERRAL FROM CABINET 21 JUNE 2022: ANNUAL REPORT ON RISK MANAGEMENT AND QUARTERLY RISK MANAGEMENT UPDATE

RECOMMENDED TO CABINET: That Cabinet:

- (1) Introduces a new Corporate Risk relating to Council Resourcing;
- (2) Notes the report.

RECOMMENDED TO COUNCIL:

- (3) That Council notes the report.

REASONS FOR DECISIONS:

- (1) The responsibility for ensuring the management of risks is that of Cabinet.

Audio Recording: 1:00:00

Councillor Ian Albert presented the report entitled Risk Management and Quarterly Risk Management Update, along with Appendix A – Annual Report on Risk Management and highlighted the following key points:

- Last report in this format as the Council Delivery Plan format will be used from quarter 1;
- Annual report on risk management which covers business continuity, assurance and health & safety;
- Intended to provide assurance to Cabinet and Council that risk is being managed effectively;
- The report seeks the introduction to a new corporate risk, which is in the Council Delivery Plan format, but is an overarching risk; it highlights the potential that other projects can't be achieved due to staffing or other resources not being available.

In response to a question from Councillor Steve Jarvis, Councillor Ian Albert advised that his comments would be reflected in any reviews or reports on the new corporate risk moving forward.

Following a vote, it was:

RESOLVED:

- (1) That Cabinet introduces a new Corporate Risk relating to Council Resourcing;
- (2) That Cabinet notes the report

RECOMMENDED TO COUNCIL:

- (3) That Council notes the report

REASONS FOR DECISIONS:

- (1) The responsibility for ensuring the management of risks is that of Cabinet.

The reports and papers associated with this item can be viewed here: [Agenda for Cabinet on Tuesday, 21st June, 2022, 7:30 pm - North Herts Council \(north-herts.gov.uk\)](#)

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**9D. REFERRAL FROM FINANCE AUDIT AND RISK COMMITTEE 15 JUNE 2022:
FINANCE, AUDIT AND RISK ANNUAL REPORT 2021/22**

RECOMMENDED TO FINANCE, AUDIT AND RISK COMMITTEE:

That the Annual Report of the Finance, Audit and Risk Committee as attached at Appendix A, prior to consideration by Full Council, be noted.

RECOMMENDED TO COUNCIL:

That Council notes the report.

REASON FOR DECISION:

To enable the Committee to consider the report before it is presented to Full Council. To provide Full Council with assurance as to the effectiveness of the Finance, Audit and Risk Committee.

Audio Recording – 1:09:42

The Service Director – Resources presented the Annual Report of the Finance, Audit and Risk Committee as attached at Appendix A and highlighted points including:

- The SIAS review of the effectiveness of audit and scrutiny committees in 2021 had a number of recommendations which were being actioned this year including the appointment of an Independent Member to the Committee; their appointment was due to be finalised at Full Council following the completion of all the necessary conflict of interest checks;
- The Independent Member to be appointed worked for an audit firm (though not working with or near Local Government) and would assist the Committee in scrutinising the finance team and the reports presented to them;
- The annual report covered the proposed work programme for the forthcoming year including options for training, regular and quarterly reports, and changes to the way that audit and governance are done at the Council.

The following Members asked questions and took part in discussion:

- Councillor Clare Billing
- Councillor Terry Tyler
- Councillor Terry Hone

Councillor Ian Albert, Executive Member for Finance & IT, also participated.

In response to questions the Service Director – Resources advised that:

- The issue of Council resilience in view of the rising cost of living and inflation generally would be considered under the Medium Term Financial Strategy and as a live issue would be kept in mind throughout the forthcoming year;
- Options for training sessions included before committee meetings, during the day, or on entirely separate nights; in view of the fact that many members would not be able to make daytime sessions a mixture of the pre-committee and standalone sessions would be explored;
- Substitute Members of this committee would be invited as standard and any other Members of Council wishing to attend would also be welcome.

It was:

RESOLVED: That the Annual Report of the Finance, Audit and Risk Committee as attached at Appendix A, prior to consideration by Full Council, be noted.

REASON FOR DECISION: To enable the Committee to consider the report before it is presented to Full Council. To provide Full Council with assurance as to the effectiveness of the Finance, Audit and Risk Committee.

The reports and papers associated with this item can be viewed here: [Agenda for Finance, Audit and Risk Committee on Wednesday, 15th June, 2022, 7.30 pm | North Herts Council \(north-herts.gov.uk\)](#)

**COUNCIL
26 MAY 2022**

***PART 1 – PUBLIC DOCUMENT**

**TITLE OF REPORT: APPOINTMENT OF INDEPENDENT MEMBER TO THE FINANCE,
AUDIT AND RISK COMMITTEE**

REPORT OF: *Service Director: Resources*

EXECUTIVE MEMBER: *Non-Executive*

COUNCIL PRIORITY: SUSTAINABILITY

1. EXECUTIVE SUMMARY

In November 2021, it was approved that North Herts Council should have an Independent Member of the Finance, Audit and Risk Committee ("Audit Committee"). The recruitment and selection process has now been carried out and it is recommended that John Cannon is appointed to the role.

2. RECOMMENDATIONS

- 2.1. That John Cannon is appointed as the Independent Member for Finance, Audit and Risk Committee, subject to final administrative arrangements being completed.

3. REASONS FOR RECOMMENDATIONS

- 3.1. *Following a recruitment and selection process, he was determined to be the best candidate. He fully met all the criteria for the role.*

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1. *None. Council have made the decision to have an Independent Member of the Committee, and he was found to be the best candidate.*

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1. *Cllr Keith Hoskins (Chair of Finance, Audit and Risk Committee for 2021/22) was part of the interview panel.*

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. *At the Council meeting in November 2021, it was resolved that:*

2.1. That Council agrees to there being an independent person on the Finance, Audit and Risk (FAR) Committee.

2.2. That Council instructs the Service Director: Legal and Community to make the required changes to the constitution.

2.3. That the Service Director: Resources is instructed to recruit to the position, in consultation with the Chair of the Finance, Audit and Risk Committee.

2.4. That the IRP be asked to consider an appropriate allowance for this role as part of their consideration of Members Allowances.

7.2 The amendments were made to the FAR Committee's terms of reference (under section 10.1.2(b)) following the Council meeting; and the allowance for the role was set at the January 2022 meeting of Council as part of the report on Councillors Allowances.

8. RELEVANT CONSIDERATIONS

8.1. A role description (see Appendix A), person specification (see Appendix B) and advert for the role were created, using advice from other local Councils that had recruited to similar roles. The role was advertised in late March/ early April.

8.2. Eight applications were received, of which four were shortlisted for interview. The interviews took place in late April with an interview panel made up of the Service Director: Resources, Service Director: Legal and Community, and the Chair of Finance, Audit and Risk Committee.

8.3. The panel were impressed by all the applicants, and agreed that John Cannon was the best candidate.

8.4. Mr Cannon works for a firm that undertakes Statutory Audits and also carries out Local Authority audits via the Public Sector Audit Appointments (PSAA) appointing arrangements. It is not the firm that currently audits the Council's accounts. Mr Cannon also works in a part of the business that is not linked to Local Authority work or to Local Authority audits. However, Mr Cannon and his employer have sought approval that he can carry out the Independent Member role, which has been granted. This has taken some time. As part of the process, the Council has confirmed the following:

- The independent member will be non-voting and will not be the Chair.
- The Council is aware that the Independent Member is acting in a personal (not a professional) capacity.
- The meetings of FAR are mainly in public and they only very rarely consider part 2 items. If there were part 2 discussions then the Chair of FAR, the Chief Finance Officer, the Monitoring Officer and Mr Cannon would consider whether it was appropriate for him to be involved. The term of appointment is for 4 years, with a review after 2 years.

- 8.5. At the time of writing this report, there were still some administrative arrangements to finalise (e.g. receipt of the DBS check). The final confirmation of appointment to the role will be subject to those being completed.

9. LEGAL IMPLICATIONS

- 9.1 The Council's Finance, Audit and Risk Committee is established further to the Local Government Acts 1972 and 2000 and its purpose is to give assurance to elected members and the public about the governance, financial reporting and performance of the Council. The appointment of a non-voting independent member on the committee will assist and promote good governance and scrutiny of the committee.

- 9.1. *The Terms of Reference for Council include* “appointing committees of the Council and agreeing and/or amending the terms of reference of any committees or other bodies appointed by the Full Council deciding on their composition and making appointments to them” (Constitution 4.4 (g)).

10. FINANCIAL IMPLICATIONS

- 10.1. There are no direct financial implications arising from this decision.

11. RISK IMPLICATIONS

- 11.1 The intention of this appointment is to strengthen the role of the FAR committee, which would improve governance and reduce risk. A recruitment process has been followed to help ensure a suitable person is appointed to the role.

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 equalities implications arising from this decision. Even though not strictly required, the standard Human Resources processes were followed in appointing to the role.

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 decision.

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 There are no significant HR implications arising from this report. There will be additional work for the Service Director: Resources in arranging training, although this is reduced

as the successful candidate already has strong relevant knowledge and expertise.

16. APPENDICES

16.1 *Appendix A: Role Description*

16.2 Appendix B: Person Specification

17. CONTACT OFFICERS

17.1 Ian Couper, Service Director: Resources, ian.couper@north-herts.gov.uk; ext 4243

17.2 Jeanette Thompson, Service Director: Legal and Community, jeanette.thompson@north-herts.gov.uk; ext 4370

17.3 Reuben Ayavoo, Policy and Communities Manager, reuben.ayavoo@north-herts.gov.uk; ext 4212

17.4 Rebecca Webb, HR Services Manager, rebecca.webb@north-herts.gov.uk; ext 4481

18. BACKGROUND PAPERS

18.1 *Council report, November 2021* [Council Report Nov 21 Independent Member FAR \(north-herts.gov.uk\)](http://north-herts.gov.uk/Council_Report_Nov_21_Independent_Member_FAR)

COUNCIL
14 JULY 2022

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: CONSTITUTIONAL AMENDMENT – ANNUAL REVIEW

REPORT OF: THE SERVICE DIRECTOR LEGAL AND COMMUNITY & MONITORING OFFICER

EXECUTIVE MEMBER: THE LEADER OF THE COUNCIL: COUNCILLOR ELIZABETH DENNIS-HARBURG

COUNCIL PRIORITY: A brighter future together

1. EXECUTIVE SUMMARY

- 1.1 To present an annual review report which cover amendments identified by Members and Officers, including changes to roles and responsibilities of Officers and Executive Member. This also identifies changes to one Cabinet Panel – Community.

2. RECOMMENDATIONS

- That Full Council
- 2.1. approves the amendments in Appendix A;
- 2.2. notes the changes to *Executive portfolio* areas identified in Section 14* (table shaded green);
- 2.3. notes the typographical error changed in Section 20 (Contract Procurement Rules) under Rule 33.9 (as described in Appendix A), on 19 April 2022 (table shaded green).

3. REASONS FOR RECOMMENDATIONS

- 3.1. To ensure the Constitution remains up to date, and continues to improve its working practices where legally possible.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1. None.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1. The proposals were circulated to Group Leaders in advance of publishing the report and may be subject to proposed amendment at Full Council.

6. FORWARD PLAN

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

7. BACKGROUND

- 7.1 As per 2.4 of the Constitution, an Annual review should be undertaken, with a substantive review every 3 years. The last substantive review was undertaken in 2019/20 and is therefore due in 2022 for implementation in 2023. At this stage there are some service area changes, and portfolio alignments. A further report will be presented later in the year to cover some of the Cabinet Panels.

- 7.2 This report covers potential amendments identified by Officers and Members.

8. RELEVANT CONSIDERATIONS

- 8.1. Those set out in Appendix A to this report reflect reasons for the proposed change and those who have identified them (where relevant).
- 8.2. Recommendation 2.2 refers to administrative changes made to section 14 following the Leader's decision on Executive Member portfolio areas.
- 8.3. Recommendation 2.3 is to notify member of one typographical amendment that was made to the Contract Procedure Rule.

9. LEGAL IMPLICATIONS

- 9.1. Full Council's terms of reference include "approving or adopting the Policy Framework". The Policy Framework includes the Constitution.
- 9.2. Section 37 Local Government Act 2000 requires the Council to have in place a Constitution and to keep that under review. The Local Government Act 2000 section 9P sets out the requirements of a local authority's Constitution, including the requirements to prepare it and keep it up to date and the requirement to make it available for public inspection.
- 9.3. In terms of minor amendment due to typographical errors (recommendation 2.3) the Constitution provides:

2.6.2 Minor Changes

If, in the reasonable opinion of the Monitoring Officer or the Chief Finance Officer, a change is:

(b) required to be made to remove any inconsistency, ambiguity or typographical error;..

the Monitoring Officer or the Chief Finance Officer may make such a change. Changes under 2.6.2 must be notified to all Members.

10. FINANCIAL IMPLICATIONS

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

11. RISK IMPLICATIONS

- 11.1. Ensuring the Council has appropriate governance arrangements in place is an important risk mitigation measure. The Council's Constitution is a fundamental part of those governance arrangements.

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 In respect of recommendation 2.3, the amendments will allow greater flexibility, community engagement, which is likely to be of benefit to vulnerable people/ groups in the community.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 The Social Value Act and “go local” requirements do not apply to this decision as this is not a procurement exercise or contract.

14. HUMAN RESOURCE IMPLICATIONS

- 14.1 There are no direct implications from this report.

15. ENVIRONMENTAL IMPLICATIONS

- 15.1 None from the amendments proposed.

16. APPENDICES

- 16.1 Appendix A – schedule of proposed changes.

17. CONTACT OFFICERS

- 17.1 Jeanette Thompson, Service Director Legal and Community, Monitoring Officer
jeanette.thompson@north-herts.gov.uk; ext. 4370

18. BACKGROUND PAPERS

- 17.1 Constitution see web-page <https://www.north-herts.gov.uk/council-constitution>

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Area/ issue and who raised	Current Constitution Reference	Proposed Changes/ Reason
Section 3		
<p>In line with The Accounts and Audit (Amendment) Regulations 2021, dates have been varied.</p> <p><i>Raised by Service Director: Resources</i></p>	<p>Section 3.1.1</p> <p>(f) Council's Accounts</p> <p>During a 30 working day period that includes 1-14 June, any 'interested' person can inspect the Council's accounts and accounting records. Local electors may also inspect various reports issued by the auditors and ask questions of the auditor about the accounting records. Local electors can also make objections to the auditor where they believe that an item in the accounts is unlawful or they think that a public interest report should be made. The National Audit Office has produced a guide that further explains the public's rights in relation to the inspection of accounts.</p>	<p>(f) Council's Accounts</p> <p>During a 30 working day period that <i>usually</i> includes 1-14 June, any 'interested' person can inspect the Council's accounts and accounting records. Local electors may also inspect various reports issued by the auditors and ask questions of the auditor about the accounting records. Local electors can also make objections to the auditor where they believe that an item in the accounts is unlawful or they think that a public interest report should be made. The National Audit Office has produced a guide that further explains the public's rights in relation to the inspection of accounts.</p> <p><i>Reason:</i></p> <p>To reflect that the dates have changed and therefore the availability of the account may not arise during that period.</p>
Section 4		
<p>Remit of Council to consider Town Twinning, <i>raised by Cllr Ian Albert</i></p>	<p>Add to current 4.4.1, new sub-number</p>	<p><i>(ff) to consider and approve town twinning and other partnerships with local authority bodies overseas, for areas within the District.</i></p> <p><i>Reason:</i></p> <p><i>To designate remit for considering such matters as the constitution is silent.</i></p>
Section 8		

Area/ issue and who raised	Current Constitution Reference	Proposed Changes/ Reason
<p>Appendix 1 to Section 8 Procedure for public participation in the consideration by the planning control Committee of applications made under the town and country planning and Related legislation</p>	<p>Para 1.4 1.4 Persons should only be allowed to address the Planning Control Committee if they have previously registered with the Council's Democratic Services Manager by 12 noon on the day of the meeting but not before the agenda of the meeting has been made public (normally five working days prior to the meeting). They may speak at subsequent meetings, in the case of a decision being deferred. If more than one person registers their wish to speak, they should be advised by the Democratic Services Manager to contact the first person who has registered in an endeavour to agree how to share their 5 minutes.</p>	<p>Proposed change marked red</p> <p>1.4 Persons should only be allowed to address the Planning Control Committee if they have previously registered with the Council's Democratic Services Manager <i>via the "Register to Speak" option on the mod.gov website</i> by 12 noon on the day before of the meeting but not before the agenda of the meeting has been made public (normally five working days prior to the meeting). They may speak at subsequent meetings, in the case of a decision being deferred. If more than one person registers their wish to speak, they should be advised by the Democratic Services Manager to contact the first person who has registered in an endeavour to agree how to share their 5 minutes.</p> <p>Reason: Effective use of the mod.gov system and efficiency.</p>
<p>Appendix 2 to Section 8 Procedure for participation of members in the consideration by the planning control committee of applications made under the town and country planning act and related legislation</p> <p><i>Both raised by Committee, Member and Scrutiny Manager – to align with the Mod.gov system</i></p>	<p>1.7 Members should only be allowed to address the Planning Control Committee if they have previously registered with the Council's Democratic Services Manager by 12 noon on the day of the meeting, but not before the agenda of the meeting has been made public (normally five working days prior to the meeting). They may speak at subsequent meetings, in the case of a decision being deferred.</p>	<p>1.7 Members should only be allowed to address the Planning Control Committee if they have previously registered with the Council's Democratic Services Manager <i>via the "Register to Speak" option on the mod.gov website</i> by 12 noon on the day before of the meeting, but not before the agenda of the meeting has been made public (normally five working days prior to the meeting). They may speak at subsequent</p>

Area/ issue and who raised	Current Constitution Reference	Proposed Changes/ Reason
		meetings, in the case of a decision being deferred. Reason: <i>As above - effective use of the mod.gov system and efficiency.</i>
Section 10		
10.1.4 change to 5 meetings per year. <i>Raised by Service Director: Resources</i>	10.1.4 Proceedings of the Finance, Audit and Risk Committee. There shall be five regular meetings of the Committee in each year. In addition, extraordinary meetings may be called from time to time, as and when appropriate. An extraordinary meeting may be called by the Chair of the Committee or by the Proper Officer if they consider it is necessary or appropriate.	<i>10.1.4 Proceedings of the Finance, Audit and Risk Committee. There shall be five five six regular meetings of the Committee in each year. In addition, extraordinary meetings may be called from time to time, as and when appropriate. An extraordinary meeting may be called by the Chair of the Committee or by the Proper Officer if they consider it is necessary or appropriate.</i> Reason <i>The 6th meeting was for approval of accounts, but as above that is now generally picked up in one of the other meetings.</i>
Section 11		
Herts Growth Board Joint Committee <i>Raised by Hertfordshire County Council on behalf of the board</i>	Annex A to Appendix 1 Hertfordshire Growth Board Standing Orders 2.3 Alternative or Substitute Members	<i>Change of requirement from 5 days to 1 hour.</i>
Section 12		
12.1.12 & 14 reference to Service Director: Commercial	Current reference is to Commercial.	<i>Proposed reference change to Service Director: Enterprise.</i>

Area/ issue and who raised	Current Constitution Reference	Proposed Changes/ Reason
<i>Raised by PLB 14 June 2022 following review of Commercial services, change of name to Enterprise</i>		
12.1.2 Service Director - Place	Active Communities <i>team</i>	Removal of the word ' <i>team</i> ' as there has not been a team since 2020.
12.1.2 Officer delegation & section 14.6.8(b)(xvi) Change of responsibility for procurement from Service Director: Legal & Community to Service Director: Resources <i>Raised by Service Director: Legal and Community – agreed by Head of Paid Service (Managing Director) and Executive and Deputy Member for Finance and IT.</i>	Currently sits under Service Director: Legal & Community.	Move to Service Director: Resources <i>Reason</i> Resource requirements within Legal Services.
12.1.2 & 14.6.8(b)(i) Climate change Change of responsibility for climate from Service Director: Legal & Community to Service Director: Place – and to act as the Council's Lead officer for Climate change <i>Raised by Executive Member for Environment, Leisure and Green Spaces – agreed by Head of Paid Service (Managing Director)</i>	Currently with Service Director: Legal & Community (i) Climate change and green issues	Move to Service Director: Place and proposed change 14.6.9 (b)(x) <i>To act as the Lead Officer for Climate change and green issues</i> <i>Executive Member for Environment, Leisure & Green Spaces which shall include</i> <i>1 the Nottingham</i> <i>Declaration on Climate Change and other green issues affecting the District</i> <i>Reason</i> Need to have a Lead Officer and operationally waste, green spaces and related issues the better operational fit.
Section 14		

Proposed Constitutional Changes, Panel name change and notification of Portfolios change

Appendix A

Area/ issue and who raised	Current Constitution Reference	Proposed Changes/ Reason
<p>14.6.4(a)(vi) Wording for Health and safety policy management</p> <p>Raised by Service Director: Resources</p>	<p>(vi) To have responsibility for the operational management of the health and safety policy;</p>	<p><i>"To have responsibility for the management of Health and Safety in line with the Council's Health and Safety Policy".</i></p> <p>Reason <i>Suggested that this is clearer.</i></p>
<p>14.6.6 (Customers previously 14.6.7) (b)(i) Care functions Herts Community meals – not dealt with by NHC.</p> <p>Raised by Service Director: Customers</p>	<p><u>(i) Care functions</u> including the provision and management of Careline, community alarms and oversight of the Council's involvement in Hertfordshire Community Meals</p>	<p><i>(i) Care functions including the provision and management of Careline and community alarms and oversight of the Council's involvement in Hertfordshire Community Meals</i></p>
<p>14.6.6 (Customers previously 14.6.7) (b)(vi) A Car loan schemes</p> <p>Raised by Service Director: Customers</p>	<p><u>A Contract hire and Car loan schemes</u></p>	<p><i>A Contract hire and Car loan schemes</i></p> <p>Reason <i>We no longer run a car loan</i></p>
<p>14.6.9 Service Director: Place (b)(viii) Tourism and visitor management</p> <p>Raised and agreed by the Head of Paid Service (Managing Director)</p>	<p>Currently with Service Director: Place: (viii) Tourism and visitor management</p>	<p><i>Move to Service Director: Commercial (Enterprise)</i></p> <p>Reason <i>Better fit with enterprise / commercial.</i></p>
<p>14.6.11 (a) (vi) Wording for Health and safety policy management</p> <p>Raised by Service Director: Resources</p>	<p>"To be responsible for the Council's corporate health and safety in accordance with legislation and the Councils' adopted policy"</p>	<p><i>"To be responsible for setting the Council's corporate health and safety policy and ensuring the provision of relevant advice and systems, in accordance with legislation"</i></p> <p>Reason <i>Suggested that this is clearer.</i></p>
<p>14.6.11(b)(ii)</p>	<p>(ii) CCTV Client Lead Officer</p>	<p><i>(ii) CCTV Client Lead Officer</i></p>

Area/ issue and who raised	Current Constitution Reference	Proposed Changes/ Reason
<p>CCTV</p> <p><i>Raised by Service Director: Resources</i></p>	<p>Portfolios</p> <p>The Leader and the Executive Member for Community Engagement</p>	<p>Reason</p> <p><i>That this is a lead officer role as opposed to overall remit.</i></p> <p><i>CCTV Partnership also be noted as the relevant Cabinet input for decision making</i></p> <p><i>Community Engagement & CCTV Joint Executive Committee</i></p>
<p>14.6.11(b)(iii)</p> <p>Executive Member approval amount</p> <p><i>Raised by Service Director: Resources</i></p>	<p>Executive Member for Finance and IT which shall include</p> <p>1 in-year changes to the Council's Capital Programme up to a limit of £100,000 per project.</p> <p>4 use of the special reserves and reserved contingency budgets, within the total budget agreed by full Council</p>	<p><i>Executive Member for Finance and IT which shall include</i></p> <p><i>1 in-year changes to the Council's Capital Programme in line with the Financial Regulations per project</i></p> <p>Reason</p> <p><i>Financial Regulations changed and reduced this to £50K per project, above wording will just reflect the current requirements, without further future amendment.</i></p> <p><i>Change to:</i></p> <p><i>“use of the special reserves and any reserved contingency budgets, within the total budget agreed by full Council”</i></p> <p>Reason</p> <p><i>Reflective of terminology of use of any reserves.</i></p>
Cabinet Panel: Community	Current name ‘Community’ Current Terms of reference for this Panel:	To be ‘Community & Enterprise’

Proposed Constitutional Changes, Panel name change and notification of Portfolios change

Appendix A

Area/ issue and who raised	Current Constitution Reference	Proposed Changes/ Reason
<p>Name change – to approve, note (see below) change to portfolios</p> <p>Cabinet Panel: Place Portfolio name</p> <p><i>Raised by Leader</i></p>	<p>Cabinet Panel: Community</p> <p>Current Place Panel: Cabinet Panel: Place</p>	<p><i>NB Chairing under Procedure and Administration (section 2) to be as follows following portfolios name change below</i></p> <p>2. The Panel shall be Chaired by the Executive Member for Enterprise and Arts and Transport, or Community Engagement on a meeting by meeting basis (or by such Chair(s) as appointed at the Annual Council in the event of portfolio change)."</p> <p>Reason Panel title change for more specific reference to Enterprise.</p> <p><u>Place:</u> Change of Enterprise and Arts reference (as above).</p>
<p>Executive Member Portfolios – <i>changes Recommendation 2.2 for noting – all confirmed by the Leader</i></p> <p><i>NB any portfolio names not identified above, will be changed administratively as identified</i></p>		
General	<p>Portfolio: Enterprise, The Arts, and Transport</p> <p>Portfolio Planning</p>	<p>Portfolio Enterprise and Arts</p> <p>Portfolio Planning and Transport</p>
14.6.6 Portfolio Area Commercial (Enterprise under 14.6.7) (b)	The Leader of the Council to be responsible for Co-operative Development, including development of a Co-operative Development Strategy for the District. To the extent this is covered by the following it falls to the Leader.	<i>The Leader of the Council to be responsible have oversight for Co-operative Development, including development of a Co-operative Development Strategy for the</i>

Proposed Constitutional Changes, Panel name change and notification of Portfolios change

Appendix A

Area/ issue and who raised	Current Constitution Reference	Proposed Changes/ Reason
		<i>District. To the extent this is covered by the following it falls to the Leader.</i>
14.6.7 Portfolio Area Customers (b) (i) Care functions	Care functions including careline Executive Member for Housing and Environmental Health	Executive Member for Community Engagement
(b)(ii) Customer Services	(A) the Customer service Centre Leader of the Council	<i>Leader of Council to have strategic oversight, otherwise Executive Member for Community Engagement</i>
(b)(vi)A	A Contract hire and Car loan schemes <i>Currently no Executive Member</i>	Executive Member for Finance and IT
14.6.8 Portfolio Area Legal & Community	B Population and other census information Currently Leader of Council	Executive Member for Community Engagement
14.6.10 (b)(ii) Portfolio Area: Car Parking	Currently Executive Member for Enterprise, The Arts and Transport	Executive Member for Planning and Transport
14.6.10(b) renumbered (v) Portfolio Area: Highways enforcement matters delegated by Hertfordshire County Council	Currently Executive Member for Enterprise, The Arts and Transport	Executive Member for Planning and Transport
14.6.10(b) renumbered (ix) Portfolio Area: Traffic management including the creation of on and off street parking orders and street closure orders	Currently Executive Member for Enterprise, The Arts and Transport <u>Traffic management</u> including the creation of on and off street parking orders and street closure orders	Executive Member for Planning and Transport

Area/ issue and who raised	Current Constitution Reference	Proposed Changes/ Reason
14.6.11(b) new (iii) Portfolio Area: Emergency Planning if now under Service Director: Resources	Currently the Leader	<i>Executive Member for Finance and IT</i>
Section 20 FOR INFORMATON		
<p>R 33.9 Typographical error in the Contract Procedure Rules, changed under 2.6.2(b), in consultation with the Service Director: Resources and Executive Member and Deputy and Group Leaders on 19 April 2022. Now brought to members attention as per 2.6.4 of the Constitution</p> <p>Section 2.6.2(b) provides: 2.6.2 <i>Minor Changes</i> <i>If, in the reasonable opinion of the Monitoring Officer or the Chief Finance Officer, a change is:</i> <i>(b) required to be made to remove any inconsistency, ambiguity or typographical error;..</i></p> <p><i>the Monitoring Officer or the Chief Finance Officer may make such a change.</i></p> <p>2.6.4 <i>Changes made under paragraph 2.6.2 must be notified to all Members.</i></p>	<p><i>Previous wording:</i> <i>“All disposals of property or land owned or leased by the Council shall be by one of the following methods: Private Treaty, Public Auction, Formal Tender, Informal Tender, statutory offer back to the former owner, or long lease. Costs of marketing and disposal will be charged to the receipt.”</i></p>	<p><i>Changed wording:</i> <i>“receipt” changed to “recipient”</i></p>

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