

NORTH HERTFORDSHIRE DISTRICT COUNCIL



17 May 2023

Our Ref Council/25 May 2023
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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, GERONON
ROAD, LETCHWORTH GARDEN CITY, SG6 3JF**

on

THURSDAY, 25 MAY 2023

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.	ELECTION OF A CHAIR OF COUNCIL FOR THE CIVIC YEAR 2023/2024	
2.	APOLOGIES FOR ABSENCE	
3.	ELECTION OF A VICE-CHAIR OF THE COUNCIL FOR THE CIVIC YEAR 2023/2024	
4.	MINUTES - 18 APRIL 2023 To take as read and approve as a true record the minutes of the meeting of the Committee held on the 18 April 2023.	5 - 14
5.	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.	

- 6. DISTRICT COUNCIL ELECTION RESULTS (INCLUDING ALL POLLS) - 4 MAY 2023** 15 - 28
REPORT OF THE RETURNING OFFICER
- To receive a report detailing the results of the District, Town and Parish Council polls held on 4 May 2023.
- 7. APPOINTMENT OF THE DEPUTY LEADER OF COUNCIL, MEMBERS OF THE CABINET AND DEPUTY EXECUTIVE MEMBERS FOR 2023/24** 29 - 32
REPORT OF THE DEMOCRATIC SERVICES MANAGER
- To inform the Council of the Leader's appointment of members of the Cabinet for 2023/24.
- 8. APPOINTMENT OF MEMBERS OF COMMITTEES, JOINT COMMITTEES AND PANELS FOR 2023/24** 33 - 38
REPORT OF THE DEMOCRATIC SERVICES MANAGER
- To inform the Council of the appointment of Members of Committees for 2023/24.
- 9. APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF COMMITTEES FOR 2023/24** 39 - 42
REPORT OF THE DEMOCRATIC SERVICES MANAGER
- To inform the Council of the appointment of Chairs and Vice-Chairs of Committees (except Area Forums) for 2023/24.
- 10. ADJOURNMENT**
The Annual Meeting of Council will adjourn to allow meetings of each Area Forum to convene and elect Chairs and Vice Chairs for the civic year 2023-2024.
- 11. KEY DECISIONS - LEADER'S ANNUAL REPORT ON CASES OF SPECIAL URGENCY** 43 - 48
REPORT OF THE LEADER OF THE COUNCIL
- To inform the Council of any occasions over the past year where the provisions relating to "Special Urgency" have been used in connection with the publication of an intention to make a Key Decision, as required by legislation.
- 12. SCHEDULE OF COUNCIL MEETINGS 2023/24** 49 - 56
REPORT OF THE DEMOCRATIC SERVICES MANAGER
- To seek approval to a programme of ordinary meetings of the Council for the Civic Year 2023/24.
- 13. NOMINATION OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS AND OTHER BODIES FOR 2023/24** 57 - 60
REPORT OF THE DEMOCRATIC SERVICES MANAGER
- The purpose of this report is to present a list setting out the nomination of representatives on Outside Organisations and Other Bodies for 2023/24.

14. NOTICE OF URGENT MOTION

61 - 64

To consider an urgent motion, due notice of which has been given in accordance with Standing Order 4.8.12 and agreed with the Managing Director as urgent under clause 14.6.5(a)(iv) of the Council's Constitution.

Public Document Pack Agenda Item 4

NORTH HERTFORDSHIRE DISTRICT COUNCIL

COUNCIL

MEETING HELD IN THE COUNCIL CHAMBERS, DISTRICT COUNCIL OFFICES, GERONON ROAD, LETCHWORTH GARDEN CITY, SG6 3JF
ON TUESDAY, 18TH APRIL, 2023 AT 7.30 PM

MINUTES

Present: *Councillors: Councillor Sam North (Chair), Councillor Daniel Allen (Vice-Chair), Amy Allen, David Barnard, Clare Billing, Simon Bloxham, Ruth Brown, Adam Compton, Juan Cowell, George Davies, Elizabeth Dennis-Harburg, Morgan Derbyshire, 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, Lisa Nash, Sean Nolan, Tom Plater, Sean Prendergast, Adem Ruggiero-Cakir, Carol Stanier, Claire Strong, Richard Thake, Tom Tyson, Phil Weeder, Alistair Willoughby and Terry Tyler*

In Attendance: *Anthony Roche (Managing Director), Jeanette Thompson (Service Director - Legal and Community), Ian Couper (Service Director - Resources), Melanie Stimpson (Democratic Services Manager), Eleanor Hopcraft (Committee, Member & Scrutiny Officer) and Sjanet Wickenden (Committee, Member and Scrutiny Officer)*

Also Present: *At the commencement of the meeting 4 members of the public were in attendance.*

191 APOLOGIES FOR ABSENCE

Audio recording – 1:31

Apologies for absence were received from Councillors Val Bryant, Tamsin Thomas, Raj Bhakar, Michael Muir, Michael Weeks, Faye Frost, Mandi Tandi, Ian Albert, James Denselow and Sam Collins.

192 MINUTES - 23 FEBRUARY 2023

Audio recording – 2:29

Councillor Sam North, as Chair proposed, Councillor Elizabeth Dennis-Harburg seconded, and following a vote, it was:

RESOLVED: That the Minutes of the Meeting of the Committee held on 23 February 2023 be approved as a true record of the proceedings and be signed by the Chair.

193 NOTIFICATION OF OTHER BUSINESS

Audio recording – 4:51

There was no other business notified.

194 CHAIR'S ANNOUNCEMENTS

Audio recording – 4:57

- (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 means that, as this is 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 clarified the rules of debate for Members.
- (5) The Chair clarified that 4.8.23(a) of the Council's Constitution did not apply to the meeting and advised that a comfort break would be taken at a suitable time in the proceedings, if required.
- (6) The Chair acknowledged Councillors that were not standing in the forthcoming elections and thanked them for their service.
- (7) The Chair advised a change to the order of the agenda and Item 7 'Notice of Motions' would be taken after Item 9 'Constitutional Amendment Report'.
- (8) The Chair held a minute's silence in memory of former Councillor John Bishop and Group Leaders and Members paid tribute

N.B. Councillor Juan Cowell entered the Chamber at 19:44.

195 PUBLIC PARTICIPATION

Audio recording – 23:41

There was no public participation at the meeting.

196 QUESTIONS FROM MEMBERS

Audio recording – 23:54

In accordance with Standing Order 4.8.11 three questions had been submitted by the required deadline as set out in the Constitution.

(A) Council Financial Information

Councillor David Levett to Councillor Ian Albert (Executive Member for Finance and IT).

The Chair advised that as Councillor Albert was not in attendance and had provided a written response which had been published as a supplement to the agenda.

Councillor David Levett advised that the written response was comprehensive and that he did not have a supplementary question.

(B) Breach of the Code of Conduct Investigation and Withdrawn Sub-Committee Costs

Councillor Ralph Muncer to Councillor Ian Albert (Executive Member for Finance and IT)

The Chair advised that Councillor Albert was not in attendance and had provided a written response which had been published as a supplement to the agenda.

Having been invited by the Chair, Councillor Ralph Muncer read out his question as published and asked the following supplementary question:

“Does the Executive Member agree with the findings of the independent investigator in that the Leader of the Council breached the Code of Conduct?”

The Chair explained that a written response would be provided at a later day and made available on the relevant Council meeting page.

(C) Fly-tipping

Councillor Ralph Muncer to Councillor Amy Allen (Executive Member for Recycling and Waste Management).

“To ask the Executive Member for Recycling and Waste Management to detail to Council for the years 2019/2020, 2020/2021, 2021/2022, 2022/2023:

- A. The number of Fly-tipping incidents recorded in North Hertfordshire,
- B. The total cost to the Council of addressing Fly-tipping incidents,
- C. The amount spent by NHDC on the prevention of Fly-tipping,
- D. The number of Fixed Penalty Notices (FPN) issued by NHDC for Fly-tipping,
- E. The number of prosecutions brought by NHDC for Fly-tipping.”

Councillor Amy Allen gave a response as follows:

“For the benefit of everybody in the room I’m going to read out the statistics that were produced in the MIS three weeks ago.

A, the number of fly-tipping incidents recorded in North Hertfordshire 2019-2020 was 603, 2020-2021 was 1,048, 2021-2022 was 874, 2022-2023 was 839. Again, this information is available in the MIS that was circulated on the 17th of March.

Question D, the number of fixed penalty notices FPNs issues by North Hertfordshire District Council for fly-tipping 2019-2020 was 15, 2020-2021 was 27, 2021-2022 was 25, 2022-2023 was 11.

And question E the number of prosecutions brought by North Hertfordshire Council for fly-tipping 2019-2020 was 3, 2020-2021 it was 6, 2021-2022 it was 1, 2022-2023 it was 2.

Those are the answers to questions A, D and E.

The answer to question B total cost to the Council of addressing fly-tipping incidents, this is going to have to be a written response because there is far too much information to quantify and put into a verbal response, and you’ll get that in writing very soon.

Question C the amount spent by North Hertfordshire District Council on the prevention of fly-tipping again there is not a quantifiable preventative measure. The cost of total forming or parts of investigation, putting up posters, NHDC social media, having covert cameras in known fly-tipping sites and hot spots, enforcement tools that are used. There is too much to give you an exact number of how much is spent but we’re working on having some sort of ballpark figure and we’ll get that to you in due course.”

Councillor Muncer asked a supplementary question, as follows:

"I thank Councillor Allen for her swift response, and I look forward to receiving the remaining data in due course. Now, with record levels of fly-tipping in North Hertfordshire under this Labour and Liberal Democrat administration and with these figures only set to increase further as residents waste collections are cut can the Executive Member tell me what proportion of the apparent money that is being saved by cutting bin collections will go towards preventing fly-tipping in our district?"

Councillor Amy Allen responded:

"If it was likely that we were going to be seeing an uptick in fly-tipping then there would be money put into it. But it is quite unlikely that we are going to. The assumption that our residents are suddenly going to become law-breaking people and fly-tip all of their household goods into the streets is somewhat unlikely. Fly-tipped goods are usually things like sofas and fridge freezers, which one cannot fit into a purple bin, although they have probably tried. I haven't personally. Anyway, I am not expecting household waste to be appearing as fly-tipping and as far as costs go, when we have had a significant reduction in funding to run the authority, and we are doing everything we can to carry on providing the kerbside services that we do, and the changes that we are making that people actually want and need, it is going to have to go towards funding the service full-stop. We do not make money out of it or anything like that, we are literally working hard to carry on funding the services with a dwindling budget."

198 ITEMS REFERRED FROM OTHER COMMITTEES

Audio recording – 32:25

There were no items referred.

199 CONSTITUTIONAL AMENDMENT REPORT

Audio recording – 32:29

The Service Director – Legal and Community gave a verbal update and advised:

- A Member/Officer working group would be starting around July 2024, after the all-out elections to review the Constitution and Committee arrangements, to future proof, so far as possible for the 4-year term.
- It was felt that the recommendations would improve public engagement and would be good for resources, such as staff.
- Group Leaders were consulted, and a survey sent to Members about the proposed changes had 44 responses. The Committee, and then the Policy and Community Teams were also consulted. Recommendations 2.1-2.4 were reflective of those responses.
- Recommendation 2.1 proposed that Area Committees would change to Area Forums which had the most support from Members in the survey – 31 in favour. The Area Forums would still have an elected Chair and Vice-Chair, but there would be more flexibility in the topics discussed, formal meetings were not the best way to engage with the community; would be more people focused combining Town Talks and more dynamic. Forums could meet virtually, hybrid and in a set location as agreed. These could be reactive to situations. This reduced the number of formal meetings that must be arranged and clerked by the Committee team, by at least 20.
- If recommendation 2.1 was accepted, 2.2 would propose that grant applications be dealt with at the District Wide Community Facilities Capital & Revenue Grants Panel. The Panel would be a better way to consider, for budget, consistency, and staff resource reasons. The Panel would be made up of Area Forum Chair and Vice Chairs. It would be flexible for members and those applying for grants.

- Recommendation 2.3 proposed an earlier meeting start time of 19.00. North Herts Council had a greater number of meetings and later start times than other councils in Hertfordshire. The LGA Peer review recommended earlier start times for decision making and other staff and Member related health and wellbeing reasons.
- Recommendation 2.4 was to note that the Cabinet Panel for the Environment would be the remaining Cabinet Panel for 2023.
- Recommendation 2.5 focused on the proposed constitutional changes in Appendix A. Council Tax Setting Committee option A was being put forward, unless proposed otherwise.

N.B. Councillor Tom Plater left the Chamber at 20:05 and re-entered at 20:08.

The following Members asked questions:

- Councillor Ralph Muncer
- Councillor Richard Thake
- Councillor Claire Strong
- Councillor Adam Compton

In response to the questions, the Service Director – Legal and Community advised:

- The advice from King's Counsel was that Officers did not need to attend Committee meetings in person.
- The proposals were for Area Forums, not additional panels.
- A Member/Officer working group would be set up after elections in 2024 to review Committee structure.
- Percentage based grant funding for each area could be looked at.

Councillor Elizabeth Dennis-Harburg proposed the recommendations and commented that there had been significant issues recently with community engagement, staff recruitment and retention. The proposed recommendations would put people first and ensure that work is collaborative and inclusive.

Councillor Ruth Brown seconded the recommendations.

The following Members took part in debate:

- Councillor David Levett
- Councillor George Davies
- Councillor Daniel Allen
- Councillor Ralph Muncer

Points raised during the debate included:

- The change to Area Forums could allow for meetings to be themed and would allow more interaction with the public.
- There was concern that the proposed District Wide Community Facilities Capital & Revenue Grants Panel would not benefit applicants and Members.
- The proposed earlier start time would not suit full-time workers, and those with young families.

Councillor Ralph Muncer proposed an amendment to recommendation 2.2. That two separate grant panels, North and South, be set up instead of the Area Forums. This was seconded by Richard Thake.

The following Members took part in debate on the proposed amendment:

- Councillor Tom Plater
- Councillor Ruth Brown
- Councillor Ian Mantle
- Councillor David Levett
- Councillor Elizabeth Dennis-Harburg
- Councillor Claire Strong
- Councillor George Davies

Points raised during the debate included:

- Work needed to be done to ensure grant funds would be split evenly between areas, as the proposed change could mean certain areas such as villages would miss out on funding.
- The proposed North and South Panels would mean areas that have a different demographic would be seen in one panel.
- The move to a District Wide Community Facilities Capital & Revenue Grants Panel would mean Officer's workload would be reduced.
- A notional split of funds could be retained between areas if allocations were tracked throughout the year.

Having been proposed by Councillor Muncer and seconded by Councillor Thake, the amendment was put to a vote and it was lost. Therefore, debate resumed on the substantive motion.

The following Members took part in debate on the substantive motion:

- Councillor Tom Plater
- Councillor Alistair Willoughby
- Councillor Simon Bloxham
- Councillor Nigel Mason
- Councillor Ralph Muncer
- Councillor Adam Compton
- Councillor Steve Jarvis
- Councillor Claire Strong
- Councillor Amy Allen
- Councillor David Barnard
- Councillor Lisa Nash
- Councillor Ruth Brown
- Councillor Elizabeth Dennis-Harburg

N.B. During the debate Councillor Clare Billing left the Chamber at 21:09 and re-entered at 21:12 and Councillor Ralph Muncer left the Chamber at 21:17 and re-entered at 21:20.

Points raised in the debate included:

- The District Wide Community Facilities Capital & Revenue Grants Panel could work if there were measures in place to ensure that all areas received a fair amount of funding.
- The proposed earlier time of meetings would not be inclusive of Councillors with families and those in full-time employment.
- If Member advocates could represent grant applicants at the District Wide Community Facilities Capital & Revenue Grants Panel.
- The proposed move to Area Forums would mean meetings would be more specific to the area and would be more engaging to the public.

Councillor Ruth Brown commented that the reason for the report was that the Council had a resource and staffing capacity issue. The Council valued public engagement and put people first. These amendments to the Constitution would put Members, Officers, and the public first and would try to strike a balance for everyone.

Councillor Elizabeth Dennis-Harburg commented that there had been a good narrative and debate on terms of reference on grant forums, such as ring-fencing money for certain areas of the district and member advocates for grant applications. These points would be considered and reviewed.

Councillor Elizabeth Dennis-Harburg having already proposed, and Councillor Ruth Brown having already seconded, following a vote, it was:

RESOLVED:

- (1) That Council approved the change of the Area Committees to informal Area Forums (set out in paragraphs 8.2-8.5) to commence with the new municipal year from May 2023.
- (2) The principle that grant applications be considered by the District Wide Community Facilities Capital & Revenue Grants Panel (as set out in paragraphs 8.6-8.11) was not approved [default decision was that Area Forums would consider and recommend].
- (3) That a start time of 19:00 for meetings (other than those which already meet in the daytime) was not approved.
- (4) That Council noted the Cabinet Panel on the Environment was the remaining Panel from May 2023.
- (5) That Council approved the amendments detailed in Appendix A (summarised at paragraph 8.14-8.18).

REASON FOR DECISIONS: To review and look at ways to improve engagement with the community; consider resource issues, reflect good decision-making practice, and keep the Constitution up to date.

N.B. A break in proceedings was taken between 21:42 and 21:50.

N.B. Councillors Lisa Nash and Juan Cowell left the Chamber at 21:42 and did not return.

197 NOTICE OF MOTIONS

Audio recording – 2:19:43

One motion was submitted in accordance with Standing Order 4.1.12.

Councillor Claire Strong moved the motion which had been supported by the Conservative Group to remove the Leader of the Council from Office. She advised that the motion followed on from the Standards Matters Report discussed at the Standards Committee in March. An external investigator found that there was a case to answer, and the Leader had breached the Code of Conduct. Whilst an apology had been received, the Office of the Leader had been bought into disrepute.

Councillor Claire Strong called for a recorded vote on the motion.

Councillor Morgan Derbyshire seconded the motion and advised that he had made the complaint against the Leader. The independent investigator found that the Leader had breached the Code of Conduct, which was on public record. Whilst an apology was accepted

by the Monitoring Officer, this did not excuse that the Office of the Leader had been bought into disrepute.

The following Members took part in debate:

- Councillor Ralph Muncer
- Councillor Nigel Mason
- Councillor Gerald Morris
- Councillor Ruth Brown
- Councillor Tom Plater
- Councillor Adam Compton
- Councillor Keith Hoskins
- Councillor Elizabeth Dennis-Harburg
- Councillor George Davies
- Councillor Claire Strong

Points raised during the debate included:

- Standards of public life applied to all Councillors and the investigation found that the Code of Conduct had been breached by the Leader.
- The apology received from the Leader was deemed appropriate and was accepted by the Monitoring Officer and Independent Person.
- The Independent Person of the Standards Committee concluded that the complaint was investigated fully and robustly.
- It was stated that the complainant was not given sufficient time to accept the apology, although it was clarified by the Monitoring Officer that he had been provided with 3 days, the maximum time available, and had not responded by the deadline or since.

Having been proposed by Councillor Claire Strong and seconded by Councillor Morgan Derbyshire, the motion was put to a vote:

The results of the recorded vote were as follows:

YES	:	14
ABSTAIN	:	1
NO	:	19
TOTAL	:	34

The individual votes were as follows:

Cllr Sam North	ABSTAIN
Cllr Adam Compton	YES
Cllr Adem Ruggiero-Cakir	NO
Cllr Alistair Willoughby	NO
Cllr Amy Allen	NO
Cllr Carol Stanier	NO
Cllr Chris Hinchliff	NO
Cllr Chris Lucas	NO
Cllr Claire Strong	YES
Cllr Clare Billing	NO
Cllr Daniel Allen	
Cllr David Barnard	YES
Cllr David Levett	YES
Cllr Elizabeth Dennis-Harburg	NO
Cllr George Davies	YES
Cllr Gerald Morris	YES
Cllr Ian Mantle	NO
Cllr Ian Moody	YES

Tuesday, 18th April, 2023

Cllr Jean Green	YES
Cllr Keith Hoskins	NO
Cllr Morgan Derbyshire	YES
Cllr Nigel Mason	NO
Cllr Philip Weeder	NO
Cllr Ralph Muncer	YES
Cllr Richard Thake	YES
Cllr Ruth Brown	NO
Cllr Sean Nolan	NO
Cllr Sean Prendergast	NO
Cllr Simon Bloxham	YES
Cllr Steve Jarvis	NO
Cllr Terry Hone	YES
Cllr Terry Tyler	NO
Cllr Tom Plater	NO
Cllr Tom Tyson	NO
Cllr Tony Hunter	YES

RESOLVED: That the Leader of the Council was not removed from Office.

The meeting closed at 10.24 pm

Chair

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**ANNUAL COUNCIL
25 MAY 2023**

PART 1 – PUBLIC DOCUMENT

**TITLE OF REPORT: DISTRICT COUNCIL ELECTION RESULTS (INCLUDING ALL POLLS)
– 4 MAY 2023**

REPORT OF THE RETURNING OFFICER

Results of the District, Town and Parish Council polls are attached as the following appendices to this report:

Appendix A – District Council Polls

Appendix B – Town and Parish Council Polls

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Election of DISTRICT COUNCILLORS for the Wards of North Hertfordshire District Council Summary of Results

Date of Election : Thursday 04 May 2023

Contested Elections

Arbury

Name of Candidate	Description (if any)	Number of Votes
CHAPMAN Leo James	Labour Party	53
DA COSTA Nicola Marianne	Conservative Party Candidate	437
MALCOLM Davina Ruth	The Green Party	42
TYSON Thomas Wade	Liberal Democrat	618 Elected

Vacant Seats: 1 Electorate: 2,259 Ballot Papers Issued: 1,153 Turnout: 51.04%

Baldock Town

Name of Candidate	Description (if any)	Number of Votes
LEE Timothy Peter	Green Party	173
MUIR Michael	The Conservative Party Candidate	917 Elected
THOMAS Steven Paul	Liberal Democrat	279
TOONE James Thomas O`Gorman	Labour and Co-operative Party	774

Vacant Seats: 1 Electorate: 5,638 Ballot Papers Issued: 2,156 Turnout: 38.24%

Cadwell

Name of Candidate	Description (if any)	Number of Votes
PEACE Louise Jane	Liberal Democrats	480 Elected
SANDER Anni Elke	The Green Party	57
TRANGMAR Alan Garth	Labour Party	75
WILLIAMS Christopher Gregson	Conservative Party Candidate	235

Vacant Seats: 1 Electorate: 1,973 Ballot Papers Issued: 850 Turnout: 43.08%

Chesfield

Name of Candidate	Description (if any)	Number of Votes
GRIFFITHS Dominic John Crean	Liberal Democrats	697 Elected
PATMORE Steven Neil	Conservative Party Candidate	509
POOPALASINGHAM Vijaiya Prashan	Labour and Co-operative Party	419

Vacant Seats: 1 Electorate: 5,119 Ballot Papers Issued: 1,636 Turnout: 31.96%

Contested Elections

Ermine

Name of Candidate	Description (if any)	Number of Votes
MORRIS Gerald Edward	The Conservative Party Candidate	518 Elected
PARKER Hugh David	The Green Party	107
RAINEY Hugo John	Liberal Democrats	197
WEST Vaughan	Labour Party	99

Vacant Seats: 1 Electorate: 2,144 Ballot Papers Issued: 927 Turnout: 43.24%

Hitchin Bearton

Name of Candidate	Description (if any)	Number of Votes
CLAYDEN Jonathan	Liberal Democrats	302
CORDLE Sidney Clifford	Christian Peoples Alliance	46
ELTRINGHAM Deolinda Maria	The Green Party	382
LAING Charles	Conservative Party Candidate	341
WINSTANLEY David James	Labour and Co-operative Party	1,309 Elected

Vacant Seats: 1 Electorate: 6,290 Ballot Papers Issued: 2,384 Turnout: 37.90%

Hitchin Highbury

Name of Candidate	Description (if any)	Number of Votes
GRIGGS Angela Jean	Labour Party	362
HOSKINS Keith	Liberal Democrats	1,678 Elected
PARMAR Ethan Singh	Conservative Party Candidate	479
SMITH Leigh	Christian Peoples Alliance	38
VUKMIROVIC Kruna	The Green Party	113

Vacant Seats: 1 Electorate: 6,191 Ballot Papers Issued: 2,679 Turnout: 43.27%

Hitchin Walsworth

Name of Candidate	Description (if any)	Number of Votes
FORSYTH Samuel William	Conservative Party Candidate	482
LAVIN William Barry	The Green Party	272
SMITH Asher	Christian Peoples Alliance	58
TOWNSEND Elizabeth Julie	Liberal Democrats	312
WRIGHT-MASON Daniel Ian	Labour and Co-operative Party	1,103 Elected

Vacant Seats: 1 Electorate: 6,134 Ballot Papers Issued: 2,236 Turnout: 36.45%

Contested Elections

Hitchwood, Offa & Hoo

Name of Candidate	Description (if any)	Number of Votes
BARNARD David John	Conservative Party Candidate	1,191 Elected
CLARK Nicola Jane	The Green Party	421
HOGAN Thomas Patrick Luke	Labour Party	318
MUÑOZ MANIEGA Susana	Liberal Democrats	445

Vacant Seats: 1 Electorate: 5,976 Ballot Papers Issued: 2,384 Turnout: 39.89%

Letchworth Grange

Name of Candidate	Description (if any)	Number of Votes
ADELANTADO Steven	Reform UK	100
EDWARDS Harrison Michael	The Conservative Party Candidate	608
JARVIS Sally Margaret	Liberal Democrat	148
MARSH Daniel Steven	Labour and Co-operative Party	839 Elected
MORRIS David Paul	The Green Party	205

Vacant Seats: 1 Electorate: 5,489 Ballot Papers Issued: 1,904 Turnout: 34.69%

Letchworth South East

Name of Candidate	Description (if any)	Number of Votes
CLARE Andrew Malcolm	The Conservative Party Candidate	711
DEBENHAM Michael John	Labour and Co-operative Party	741 Elected
HART Maryla Josephine	The Green Party	135
MARMENT Paul Anthony James	Liberal Democrat	237
WARREN Garry Edward	Reform UK	104

Vacant Seats: 1 Electorate: 5,246 Ballot Papers Issued: 1,933 Turnout: 36.85%

Letchworth South West

Name of Candidate	Description (if any)	Number of Votes
BILLING Sadie Rebecca Laura	Labour Party	344
DERBYSHIRE Morgan William	The Conservative Party Candidate	897
MUIR Dugald James	The Green Party	180
PRENDERGAST Sean	Liberal Democrat	1,223 Elected

Vacant Seats: 1 Electorate: 5,911 Ballot Papers Issued: 2,657 Turnout: 44.95%

Contested Elections

Royston Heath

Name of Candidate	Description (if any)	Number of Votes
ANTONY Mary	Independent	301
BAIG Hammad	The Conservative Party Candidate	394
GARLAND Kenneth	Labour and Co-operative Party	195
MAY Bryony Clare	Liberal Democrats	954 Elected

Vacant Seats: 1 Electorate: 4,476 Ballot Papers Issued: 1,851 Turnout: 41.35%

Royston Meridian

Name of Candidate	Description (if any)	Number of Votes
BARNES Matthew	Liberal Democrats	847 Elected
BOAKES Stephen Robert	The Conservative Party Candidate	435
HAUGH Luke John	Independent	173
LOCKETT Stephen	Labour Party	130
STEPHENS Desmond Peter	The Green Party	53

Vacant Seats: 1 Electorate: 4,248 Ballot Papers Issued: 1,647 Turnout: 38.77%

Royston Palace

Name of Candidate	Description (if any)	Number of Votes
BROWNJOHN Catherine Jayne	Labour and Co-operative Party	549 Elected
FREEMAN Elizabeth Kathleen Mary	Liberal Democrats	237
GREEN Jean Margaret	The Conservative Party Candidate	364
INWOOD Robert Edward	Independent	304

Vacant Seats: 1 Electorate: 4,259 Ballot Papers Issued: 1,456 Turnout: 34.19%

Weston and Sandon

Name of Candidate	Description (if any)	Number of Votes
CAMERON Rhona Ann	Labour Party	55
DERBYSHIRE Helen Denise	The Conservative Party Candidate	104
JARVIS Stephen Kenneth	Liberal Democrat	583 Elected

Vacant Seats: 1 Electorate: 1,621 Ballot Papers Issued: 743 Turnout: 45.84%

Totals for District Election

Ballot Papers Issued	=	28,596	Votes Cast	=	28,488
Electorate	=	72,974	Votes Rejected	=	105
Turnout %	=	39.19 %			

Election of PARISH COUNCILLORS for the Parishes of North Hertfordshire District Council Summary of Results

Date of Election : Thursday 04 May 2023

Contested Elections

Barley

Name of Candidate	Description (if any)	Number of Votes
CARLISLE Jeremy		176 Elected
CAYFORD Alan Paul	Retired Chartered Surveyor	184 Elected
COCKRELL Neil	Sales Director, EMEA, Oracle Corporation	131
HAUGHEY Brian Keith	Retired	165 Elected
HEARN Alison Clare		133 Elected
KING David Alan		160 Elected
TURNER Ian	Retired I.T. Consultant	151 Elected

Vacant Seats: 6 Electorate: 535 Ballot Papers Issued: 245 Turnout: 45.79%

Royston Town (South)

Name of Candidate	Description (if any)	Number of Votes
ANDRADE Eduardo	Royston Town Party	203
FREEMAN Elizabeth Kathleen Mary	Liberal Democrats	250 Elected
WEST Vaughan	Labour Party	53

Vacant Seats: 1 Electorate: 1,133 Ballot Papers Issued: 511 Turnout: 45.10%

Totals for Parish Election

Ballot Papers Issued	=	756	Votes Cast	=	1,606
Electorate	=	1,668	Votes Rejected	=	9
Turnout %	=	45.32 %			

UnContested Elections

UnContested Elections

Ashwell

Name of Candidate	Description (if any)	Number of Votes
BUTTON Christopher James		
DA COSTA Nicola Marianne		
DUFFY Ian Robert		
HALL Vincent Charles Stephen		
HOFFMAN Martin Geoffrey		
LEE Graham Evans	Ashwell Resident	
MAHY Norton William		
SIMS David Richard		

Vacant Seats: 12 Electorate: 1,581

Barkway

Name of Candidate	Description (if any)	Number of Votes
BAKER Peter Robert	Teacher	
DENNIS William James		
FLETCHER Louise Mary Lind		
MARCHANT David Edward		
SWANN Graham Paul		

Vacant Seats: 7 Electorate: 674

Bygrave

Name of Candidate	Description (if any)	Number of Votes
HILLS Philip Arthur		
MORTLOCK Claire Suzanne		
NORTHERN James David		

Vacant Seats: 5 Electorate: 236

Caldecote

Name of Candidate	Description (if any)	Number of Votes
ROSENDALE Christopher David	Retired Engineer	
WAINRIGHT-LEE Richard Anthony Herbert	Company Director	

Vacant Seats: 2 Electorate: 13

UnContested Elections

Graveley

Name of Candidate	Description (if any)	Number of Votes
ATKINSON Jeremy Simon		
GRIFFIN Martin		
LUMLEY Helen Elizabeth		
THORPE John Ivor		

Vacant Seats: 5 Electorate: 347

Great Ashby

Name of Candidate	Description (if any)	Number of Votes
BROWN Beryl Jane		
BROWN Ian Kenneth		
LOGAN Robert David Ivor		
LOWE Anne Denise		
PORTER Paul James		

Vacant Seats: 12 Electorate: 3,910

Hinxworth

Name of Candidate	Description (if any)	Number of Votes
COBB Richard William	Retired	
DAWSON Antony Alan		
LLOYD Clive Anthony	Retired Journalist	
TIFFIN Nicholas		

Vacant Seats: 5 Electorate: 248

Holwell

Name of Candidate	Description (if any)	Number of Votes
EVERETT Colin Arthur		
HARRIS Wendy Ann		
HART Yvonne Karen		
THURLOW Martin Edmund		
YOUNG Susan Caroline		

Vacant Seats: 5 Electorate: 331

UnContested Elections

Ickleford

Name of Candidate	Description (if any)	Number of Votes
BLAKE Raymond Paul		
CROWE Philip James		
GOLDIE Kathleen Margaret		
GOODEN Hilary Clare	Registrar of Births, Marriages, Deaths, (Retired)	
JONES Michael Robin		
KING Kaye Maria		
SALLY Ozaydin	Director of Ickleford Community Larder	

Vacant Seats: 8 Electorate: 1,642

Kings Walden (Breachwood Green)

Name of Candidate	Description (if any)	Number of Votes
CHAMBERLIN Jonathan Michael Leslie		
CONNOLLY Owen		
HARMAN Paul William		
KING Amanda Jane		
PECK-COOPER Victoria Mary		

Vacant Seats: 6 Electorate: 603

Kings Walden (Kings Walden)

Name of Candidate	Description (if any)	Number of Votes
TAIT Nicola Gillian		
WARD Leigh Victoria		

Vacant Seats: 2 Electorate: 176

Lilley

Name of Candidate	Description (if any)	Number of Votes
ADAMS Mark Paul	Parish Councillor Candidate	
MCKENNA Andrew Patrick John		
MURRAY Rosalind Jane		
PRICE Nicola Anne		
RODIS Christopher		
SHEPPARD Amanda Simone	Parish Councillor Candidate	
TALBOT Emma Louise	Parish Councillor Candidate	

Vacant Seats: 7 Electorate: 303

UnContested Elections

Newnham

Name of Candidate	Description (if any)	Number of Votes
FARR Nicholas John Arthur	Farmer	
FARR Timothy Mark Alexander	Company Director	
HARLE Simon Robert	Company Director	
MACLEOD Zayne Emma Phoenix	Chartered Surveyor	

Vacant Seats: 4 Electorate: 69

Offley (Cockernhoe)

Name of Candidate	Description (if any)	Number of Votes
GALLAGHER Caroline Ann		
JAY Neil Peter		
PATMORE Steven Neil		
WILLIS Jennifer Beatrice		

Vacant Seats: 4 Electorate: 384

Offley (Offley)

Name of Candidate	Description (if any)	Number of Votes
COWLEY Patricia Winifred		
DYER Brenda Victoria		
MILLER Sheena Marie		
PIEPENSTOCK Roger Brian		
ROBERTS Noreen Eileen		

Vacant Seats: 5 Electorate: 842

Pirton

Name of Candidate	Description (if any)	Number of Votes
BURLEIGH Diane Helen		
GOODMAN Amanda Karen		
MAPLE Simon Christopher		
PARKIN Marilyn Margaret		
ROGERS Jill Frances		
ROWE Nicholas Leonard		
STIRLING Alice Christina		

Vacant Seats: 9 Electorate: 1,207

UnContested Elections

Preston

Name of Candidate	Description (if any)	Number of Votes
BURLEIGH Matthew Roger	University Lecturer	
CLARK Jane Helen		
HILL Andrew John	Independent	
TRINDER Margaret		

Vacant Seats: 7 Electorate: 320

Reed

Name of Candidate	Description (if any)	Number of Votes
BLOWER Barbara		
D'AYALA Caroline Jane		
KILBY Edwin Philip	Retired Civil Servant	
LANGLEY Kenneth James		
PAYNE Nicholas John		

Vacant Seats: 5 Electorate: 267

Rushden

Name of Candidate	Description (if any)	Number of Votes
BARLOW Jennifer Ann		
PETTYFER Stephen John		
ROPER Ian Brian	Retired Managing Director	

Vacant Seats: 3 Electorate: 204

Sandon

Name of Candidate	Description (if any)	Number of Votes
COATES Helen		
DELL Ian Clifford		
HAWXBY Nichola Louise		

Vacant Seats: 6 Electorate: 392

Therfield

Name of Candidate	Description (if any)	Number of Votes
DUNCAN Julia Rebecca	Therapist	
JEFFRIES Timothy Christopher	Retired	
LAING Linda		
OSBOURNE Andrew John		

Vacant Seats: 7 Electorate: 439

UnContested Elections

Wallington

Name of Candidate	Description (if any)	Number of Votes
HEATH Kathryn Laura		
LAMB Graham Henry Peter		

Vacant Seats: 2 Electorate: 113

Weston

Name of Candidate	Description (if any)	Number of Votes
CHERRY John Peter	Farmer	
CLIFFORD Stewart Robert		
EVANS Judith Louise Eyre		
HALE Matthew Richard	Farmer	
JONES Jacqueline Lindsay	Management Consultant	
LUDBROOK Steven Bryan		
MOODY Timothy John		
SCHOFIELD James Alistair	Company Director	
WILLIAMS Alison Margaret		

Vacant Seats: 9 Electorate: 779

Wymondley (Great Wymondley)

Name of Candidate	Description (if any)	Number of Votes
HARDING Paul Staveley		
MCDONNELL Caroline Jennifer		

Vacant Seats: 2 Electorate: 128

Wymondley (Little Wymondley)

Name of Candidate	Description (if any)	Number of Votes
BOXALL Jane Rosemary		
FOSTER Stephen John Ekins		
GRIFFITHS Dominic John Crean		
RICHES-DUIT Andrew Phillip		
RICHES-DUIT Rebecca Christina		

Vacant Seats: 5 Electorate: 632

Wymondley (Todds Green)

Name of Candidate	Description (if any)	Number of Votes
GILBERT Barrie Catherine		

Vacant Seats: 1 Electorate: 114

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**ANNUAL COUNCIL
25 MAY 2023**

PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT: NOTING THE APPOINTMENT OF THE DEPUTY LEADER OF THE COUNCIL, MEMBERS OF THE CABINET AND DEPUTY EXECUTIVE MEMBERS FOR 2023/24

REPORT OF THE DEMOCRATIC SERVICES MANAGER

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

1. EXECUTIVE SUMMARY

1.1 The purpose of this report is to inform the Council of the Leader's appointment of members of the Cabinet for 2023/24.

2. RECOMMENDATIONS

2.1 That the appointment of the Deputy Leader of the Council for the Civic Year 2023/24 be noted.

2.2 That the Members to be appointed as Executive Members of the Cabinet for 2023/24 and the areas for which they will be responsible as detailed in Appendix A be noted.

2.3 That the Members to be appointed as Deputy Executive Members for 2023/24 and the areas for which they will act as Deputy Executive Member as detailed at Appendix A be noted.

3. REASONS FOR RECOMMENDATIONS

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

4. ALTERNATIVE OPTIONS CONSIDERED

4.1 None.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

5.1 The Leader of the Council will inform the Council of the appointment of the Deputy Leader of the Council and Cabinet Members for 2023/24.

5.2 The Leader will inform the Council of the appointment of Deputy Executive Members for 2023/24.

6. FORWARD PLAN

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

7. BACKGROUND

7.1 As required as one of the choices of political model set out in the Local Government Act 2000, North Hertfordshire Council has adopted a Leader and Cabinet form of executive governance.

8. RELEVANT CONSIDERATIONS

8.1 Under Section 5.2 of the Council's Constitution, it is set out that the Cabinet will consist of:

“5.2.1 the Leader of the Council (the “Leader”); and

5.2.2 at least two but not more than nine (or other parameters set by legislation) Councillors appointed to the Cabinet as Executive Members by the Leader.”

8.2 Under Section 4.8.1 (a) of the Council's Constitution, it is set out that Annual Council will:

“(vii) note the number of Members to be appointed to the Cabinet and the appointment those Members;”

8.3 Under Section 5.6 of the Council's Constitution, it is set out that:

“in a joint administration a ‘deputy’ to an Executive portfolio holder may be appointed. That deputy will be invited to attend relevant meetings of the Executive (formal or informal) where executive functions are discussed, give their opinion and for this to be taken into account by the Executive decision maker or Cabinet, although they are not formally part of the Cabinet Executive nor an Executive decision maker. This does not apply to the Deputy Leader who is appointed to acts as per section 5.4. Functions of Cabinet”

8.4 Appendix A to the report sets out the Leader's appointments to the Cabinet Executive Member positions for 2023/24 and the appointment of Deputy Executive Members for the same period.

8.5 In accordance with Section 5.3.4 of the Council's Constitution, it is also required that “within two weeks of being elected as Leader, the Leader will submit to the Proper Officer a Cabinet Scheme of Delegations setting out the responsibilities and delegated authority of each member of the Cabinet and any other delegation of any Executive Function the Leader chooses to make.”

9. LEGAL IMPLICATIONS

9.1 The legal and constitutional requirements are set out in the main body of this report.

10. FINANCIAL IMPLICATIONS

10.1 As detailed in paragraph 8.1 there can be between 2 and 9 (inclusive) Executive Members appointed by the Leader of the Council. Each Executive Member receives a set allowance as set by the Member Allowances Scheme. The budget is based on 7 Executive Members being appointed. That does not preclude the Leader appointing a different number of Executive Members, but there would be a financial impact arising from that decision.

11. RISK IMPLICATIONS

11.1 There are no direct risk implications arising from this report.

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 report. However, equalities implications from the individual recommendations will continue to be considered and assessed during the decision-making process.

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no human resource implications.

16. APPENDICES

16.1 Appendix A – Appointment of Members of the Cabinet (Including Deputy Executive Members) for 2023/24. (Appendix A will be circulated as a supplement when available)

17. CONTACT OFFICERS

Author

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- 17.3 Jeanette Thompson, Service Director – Legal and Community
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18. BACKGROUND PAPERS

- 18.1 None.

**ANNUAL COUNCIL
25 MAY 2023**

PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT: APPOINTMENT OF MEMBERS OF COMMITTEES, JOINT COMMITTEES AND PANELS FOR 2023/24

REPORT OF THE DEMOCRATIC SERVICES MANAGER

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

1. EXECUTIVE SUMMARY

1.1 The purpose of this report is to inform the Council of the appointment of Members of Committees for 2023/24.

2. RECOMMENDATIONS

2.1 That, for 2023/24, 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 political 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.

2.2 That, for 2023/24, 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.

3. REASONS FOR RECOMMENDATIONS

3.1 To comply with the provisions of Section 15 of the Local Government and Housing Act 1989.

4. ALTERNATIVE OPTIONS CONSIDERED

4.1 None.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

5.1 The Leaders of the Political Groups have been consulted and have been requested to inform the Democratic Services Manager of their Committee Member nominations for 2023/24.

6. FORWARD PLAN

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

7. BACKGROUND

- 7.1 The provisions of Section 15 of the Local Government and Housing Act 1989 (“the Act”) imposed a duty for the Council to review the representation of the different Political Groups on the Council’s Committees. The representation needs to be broadly proportional to the number of seats held by each Political Group of the Council. The Committees to which Section 15 of the Act applies are:

- Overview and Scrutiny Committee;
- Finance, Audit and Risk Committee;
- Planning Control Committee;
- Licensing and Regulation Committee;
- Standards Committee;
- Council Tax Setting Committee;
- Employment Committee;
- Employment Appeals Committee; and
- Joint Staff Consultative Committee.

- 7.2 The Council is also required to appoint to various other bodies, to which Section 15 of the Act does not apply, in accordance with the nominations received from the Political Groups.

8. RELEVANT CONSIDERATIONS

- 8.1 Appendix A to the report sets out political balance of Committees, as required under the provisions of Section 15 of the Local Government and Housing Act 1989, and the proposed allocation of seats for those bodies to which Section 15 does not apply, for 2023/24.

- 8.2 Appendix B to the report (to be circulated subsequent to the agenda publication) will set out the proposed appointment of Members to Committees for 2023/24, in accordance with the wishes of the Political Groups.

- 8.3 In respect of substitutes to committees the constitution states at Paragraph 4.8.4:

“(b) For Committees or Sub-Committees listed at 4.8.4(d) below and Panels, but not the Cabinet, the Council will appoint a proportionate number of substitutes in respect of each political group as that group holds ordinary seats on that Committee, Sub-Committee or Panel. The number of substitutes shall be a minimum of two substitutes per group and a maximum of 50% of the total of each group’s full committee or Panel membership rounded up to the nearest whole number.”

- 8.4 Following consultation with the Group Leaders, the Leader agreed that the Membership of the Cabinet Panel on Environment would not be politically balanced, as outlined in the Terms of Reference, but would be evenly split between the three political groups.

9. LEGAL IMPLICATIONS

- 9.1 The legal and constitutional requirements are set out in the main body of this report.
- 9.2 The proposed appointments are due to be made in line with the provisions of the Local Government and Housing Act 1989 and the subsequent Local Government (Committees and Political Groups) Regulations 1990 as amended by the Local Government (Committees and Political Groups) (Amendment) Regulations 1991.

10. FINANCIAL IMPLICATIONS

- 10.1 There are no financial implications arising directly from this report.

11. RISK IMPLICATIONS

- 11.1 There are no direct risk implications arising from this report.

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 report. However, equalities implications from the individual recommendations will continue to be considered and assessed during the decision-making process.

13. SOCIAL VALUE IMPLICATIONS

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

15. ENVIRONMENTAL IMPLICATIONS

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

14. HUMAN RESOURCE IMPLICATIONS

- 14.1 There are no human resource implications.

15. APPENDICES

- 15.1 Appendix A – Political Proportionality & Balance calculations including to those committees governed by Section 15 of the Local Government and Housing Act 1989.
- 15.2 Appendix B – Appointment of Members of Committees for 2023/24. (Appendix B will be circulated as a supplement when available).

16. CONTACT OFFICERS

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17. BACKGROUND PAPERS

- 17.1 None

Political Proportionality Balance calculations including to those committees governed by Section 15 of the Local Government and Housing Act 1989

	Conservative	%	Labour	%	Lib Dem	%	Totals		1 Member = %
Total Council Seats	15	30.61%	19	38.78%	15	30.61%	49		2.040816327
Overview & Scrutiny Committee	4	33.33%	5	41.67%	3	25.00%	12	100.00%	8.333333333
Variation		2.72%		2.89%		-5.61%	12		
Substitutes	2		3		2				
Finance, Audit & Risk Committee	2	28.57%	3	42.86%	2	28.57%	7	100.00%	14.28571429
Variation		-2.04%		4.08%		-2.04%	7		
Substitutes	2		2		2				
Planning Control Committee	3	25.00%	5	41.67%	4	33.33%	12	100.00%	6.666666667
Variation		-5.61%		2.89%		2.72%	12		
Substitutes	2		3		2				
Licensing and Regulation Committee	4	30.77%	5	38.46%	4	30.77%	13	100.00%	7.142857143
Variation		0.16%		-0.31%		0.16%	13		
Substitutes	N/A		N/A		N/A				
Standards Committee	4	30.77%	5	38.46%	4	30.77%	13	100.00%	8.333333333
Variation		0.16%		-0.31%		0.16%	13		
Substitutes	2		3		2				
Council Tax Setting Committee	1	20.00%	2	40.00%	2	40.00%	5	100.00%	20
Variation		-10.61%		1.22%		9.39%	5		
Substitutes	2		2		2				
Employment Committee	1	20.00%	2	40.00%	2	40.00%	5	100.00%	20
Variation		-10.61%		1.22%		9.39%	5		
Substitutes	2		2		2				
Employment Appeals Committee	2	40.00%	2	40.00%	1	20.00%	5	100.00%	20
Variation		9.39%		1.22%		-10.61%	5		
Substitutes	2		2		2				
Joint Staff Consultative Committee	2	40.00%	2	40.00%	1	20.00%	5	100.00%	20
Variation		9.39%		1.22%		-10.61%	5		
Substitutes	2		2		2				
Total Proportional Committee Seats	23	29.87%	31	40.26%	23	29.87%	77	100.00%	1.298701299
Overall Variation		-0.74%		1.48%		-0.74%			

Political Proportionality Balance calculations including to those committees governed by Section 15 of the Local Government and Housing Act 1989

AREA FORUMS NOT INCLUDED IN PROPORTIONALITY CALCULATIONS								
Baldock and District	3		1		2		6	
Hitchin	1		8		4		13	
Letchworth	3		8		2		13	
Royston and District	2		2		3		7	
Southern Rural	6		0		4		10	
Total Area Forum Seats	15		19		15		49	
BODIES NOT INCLUDED IN PROPORTIONALITY CALCULATIONS								
Cabinet Panel on the Environment (Politically Balanced - 9 Members)	3	33.33%	3	33.33%	3	33.33%	9	
District Wide Community Facilities Capital and Revenue Grants Panel	3	30.00%	4	40.00%	3	30.00%	10	
CCTV Partnership Joint Executive (3 Members of Cabinet)			2		1			
Joint Member Panel - LWGC Heritage Foundation (All Members of Letchworth Committee)	3		8		2			
Hertfordshire Growth Board (Leader of Council)			1					
Hertfordshire Growth Board Scrutiny Committee (One non-executive Member)			2		1			
Cabinet Sub Committee [Council Charities] (3 Members of Cabinet)			2		1			
Cabinet Sub-Committee [Local Authority Trading Companies' Shareholder] (3 Members of Cabinet)			2		1			
Total Non-Proportional Body Seats	9		24		12		45	
TOTAL SEATS ACROSS ALL APPOINTMENTS	47		74		50		171	

**ANNUAL COUNCIL
25 MAY 2023**

PART 1 – PUBLIC DOCUMENT

**TITLE OF REPORT: APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF COMMITTEES
FOR 2023/24**

REPORT OF THE DEMOCRATIC SERVICES MANAGER

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

1. EXECUTIVE SUMMARY

1.1 The purpose of this report is to inform the Council of the appointment of Chairs and Vice-Chairs of Committees (except Area Forums) for 2023/24.

2. RECOMMENDATIONS

2.1 That the Chairs and Vice-Chairs of Committees (except Area Forums) for 2023/24 be appointed in accordance with the details set out in Appendix A to the report.

3. REASONS FOR RECOMMENDATIONS

3.1 To comply with the provisions of Standing Order 4.8.1(a)(ix) of the Council's Constitution.

4. ALTERNATIVE OPTIONS CONSIDERED

4.1 None.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

5.1 The Leaders of the Political Groups have been consulted and have informed the Democratic Services Manager of their nominations for Chairs and Vice-Chairs of Committees (except Area Forums) for 2023/24.

6. FORWARD PLAN

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

7. BACKGROUND

- 7.1 Standing Order 4.8.1(a)(ix) of the Council's Constitution states that the Annual Council will:

“appoint the Chair and Vice-Chair of Committees subject to any requirements of this Constitution concerning who may be appointed to such positions. Area Forums will appoint their own Chair and Vice Chair. In the event that a Chair and Vice Chair cannot be appointed at the first meeting of an Area Forum or at the next available meeting, such appointment shall be made at the subsequent ordinary Council meeting.”

8. RELEVANT CONSIDERATIONS

- 8.1 Appendix A to the report comprises nominations for the appointment of Chairs and Vice-Chairs of Committees (except Area Forums) for 2023/24.

9. LEGAL IMPLICATIONS

- 9.1 The legal and constitutional requirements are set out in the main body of this report.
- 9.2 The appointments are due to be made in line with the provisions of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 as amended by the Local Government (Committees and Political Groups) (Amendment) Regulations 1991.

10. FINANCIAL IMPLICATIONS

- 10.1 There are no direct financial implications arising directly from this report

11. RISK IMPLICATIONS

- 11.1 There are no direct risk implications arising from this report.

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 report. However, equalities implications from the individual recommendations will continue to be considered and assessed during the decision-making process.

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no human resource implications.

16. APPENDICES

16.1 Appendix A – Appointment of Chairs and Vice-Chairs of Committees (except Area Forums) for 2023/24. (Appendix A will be circulated as a supplement when available)

17. CONTACT OFFICERS

Author

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Contributors

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18. BACKGROUND PAPERS

18.1 None.

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**ANNUAL COUNCIL
25 MAY 2023**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: KEY DECISIONS - ANNUAL REPORT ON CASES OF SPECIAL URGENCY

REPORT OF THE LEADER OF THE COUNCIL

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

1. EXECUTIVE SUMMARY

1.1 The purpose of this report is to inform the Council of any occasions over the past year where the provisions relating to “Special Urgency” have been used in connection with the publication of an intention to make a Key Decision, as required by legislation.

2. RECOMMENDATIONS

2.1 That the report be noted.

3. REASONS FOR RECOMMENDATIONS

3.1 To comply with Regulation 19 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (“the Regulations”).

4. ALTERNATIVE OPTIONS CONSIDERED

4.1 None.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

5.1 None.

6. FORWARD PLAN

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

7. BACKGROUND

- 7.1 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 came into force on 10 September 2012. The Regulations, inter alia, revised the procedures for publicity in connection with Key Decisions.
- 7.2 A Key Decision means an executive decision which is likely –
- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or
 - (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.
- 7.3 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, Regulation 9(2) requires that at least 28 clear days notice is given by the Council before a Key Decision is made. This requirement is ordinarily met at North Herts Council by the regular publication of the Forward Plan of Key Decisions.
- 7.4 Regulation 10 requires that, where the publication of the intention to make a Key decision under regulation 9(2) is impracticable, that decision may only be made –
- (a) where the proper officer has informed the Chair of the relevant Overview and Scrutiny Committee or, if there is no such person, each member of the relevant Overview and Scrutiny Committee by notice in writing, of the matter about which the decision is to be made;
 - (b) where the proper officer has made available at the offices of the relevant local authority for inspection by the public and published on the relevant local authority's website, if it has one, a copy of the notice given pursuant to sub-paragraph (a); and
 - (c) after five clear days have elapsed following the day on which the proper officer made available the notice referred to in sub-paragraph (b).
- 7.5 In cases of Special Urgency, Regulation 11 requires that where the date by which a key decision must be made, makes compliance with regulation 10 impracticable, the decision may only be made where the decision maker has obtained agreement from -
- (a) the Chair of the relevant Overview and Scrutiny Committee; or
 - (b) if there is no such person, or if the Chair of the relevant Overview and Scrutiny Committee is unable to act, the Chair of the relevant local authority; or
 - (c) where there is no Chair of either the relevant Overview and Scrutiny Committee or of the relevant local authority, the Vice-Chair of the relevant local authority, that the making of the decision is urgent and cannot reasonably be deferred.

- 7.6 Regulation 19(1) requires that the Executive Leader must submit to the relevant local authority at such intervals as may be determined by the relevant local authority a report containing details of each executive decision taken during the period since the last report was submitted to the authority where the making of the decision was agreed as urgent in accordance with Regulation 11.
- 7.7 As contained within the Council's Constitution it is stated that the Executive Leader will submit a report annually to Council on the Cabinet decisions taken under the special urgency provisions.
- 7.8 Regulation 19(2) requires that a report submitted for the purposes of Regulation 19(1) must include –
- (a) particulars of each decision made; and
 - (b) a summary of the matters in respect of which each decision was made.
- 7.9 Regulation 19(3) requires that the Executive Leader must submit at least one report under Regulation 19(1) annually to the relevant local authority.

8. RELEVANT CONSIDERATIONS

- 8.1 In 2022/23, the following Key Decisions required the Special Urgency procedure outlined in Regulation 11 to be invoked:

8.2 Subject Matter: Write Off of Rent Arrears

Decision: That Cabinet approved up to £76,000 of debt owed by Hammersmatch Builders Limited (“Hammersmatch”) is written-off. This will only be written-off if the purchase of the head leasehold interest by the Council is successful, and only to the extent that the outstanding debt is not covered by an adjustment to the purchase price.

Decision Taker: Cabinet

Date of Decision: 21 June 2023

Reason for Urgency:

The matter was brought to the Council's attention on Friday 10 June and requires an immediate decision from Cabinet. Waiting until the next ordinary meeting of Cabinet would impact on this project and could lead to the loss of commercial opportunity.

8.3 Subject Matter: UK Shared Prosperity Funding

Decision: To approve the submission of the Investment Plan for the UK Shared Prosperity Fund.

Decision Taker: Anthony Roche – Managing Director

Date of Decision: 28 July 2022

Reason for Urgency:

The deadline for submission of the investment plan to Government is 1 August 2022. Therefore, there would be insufficient time for call-in of the decision prior to its implementation.

Reference to the investment plan will be made in reports to various Committees through September, which is expected to be prior to any Government approval of the plan and therefore the commencement of spending any allocated funds.

The Chair of the Overview and Scrutiny Committee was unavailable and therefore, under point 15.15 of the Constitution, the Vice-Chair of the Committee was consulted and agreed this was an urgent decision.

8.4 Subject Matter: Careline In House Provision for Complex Installation and Maintenance

Decision: That Cabinet approved the addition of complex installations and maintenance to Carelines in-house service from 01 April 2023.

Decision Taker: Cabinet

Date of Decision: 13 December 2022

Reason for Urgency:

The options regarding the Careline In House Provision for Complex Installation and Maintenance is commercially sensitive under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

The current contract is due to end in March 2023 and due to the timescales, the decision cannot practicably be delayed to the next Cabinet meeting on 31 January 2023.

N.B – This item was included on the Forward Plan within required timeframe on 7 October 2022. However, the 5 day notice of Part 2 was not provided in time for this item and therefore Special Urgency was required.

8.5 All Notices of Special Urgency can be viewed on the Council’s Website here: [Notices of Urgent Decisions | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk/urgent-decisions)

9. LEGAL IMPLICATIONS

9.1 This report is a requirement of the Council Procedure Rules as set out in Part 15.16.3 of the Council’s Constitution which provides that the Leader of the Council will submit an annual report to the Council on Cabinet decision taken in the circumstances set out in 15.15 (special urgency) in the preceding year. The report will include the number of decisions so taken and a summary of the matters in respect of which those decisions were taken.

9.2 The requirements of the Regulations are set out in the main body of this report.

10. FINANCIAL IMPLICATIONS

- 10.1 There are no financial implications arising directly from this report. In the event of the use of Special Urgency procedures, financial (and other) implications would be considered in the decision-making process and reported to Full Council.

11. RISK IMPLICATIONS

- 11.1 There are no direct risk implications arising from this report.

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 This is a noting report, the intention of which is to ensure transparency of decision making. Considerations with regards to equalities implications, in relation to each decision, will have been set out in the reports concerned.

- 12.3 There are no direct equalities implications arising from this report.

13. SOCIAL VALUE IMPLICATIONS

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

14 HUMAN RESOURCE IMPLICATIONS

- 14.1 There are no human resource implications.

15. ENVIRONMENTAL IMPLICATIONS

- 15.1. Considerations with regards to environmental implications, in relation to each decision, will have been set out in the reports concerned.

16. APPENDICES

- 16.1 None.

17. CONTACT OFFICERS

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18. BACKGROUND PAPERS

18.1 None.

**ANNUAL COUNCIL
25 MAY 2023**

PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT: APPROVE A PROGRAMME OF ORDINARY MEETINGS FOR THE COUNCIL FOR THE CIVIC YEAR 2023/24

REPORT OF THE DEMOCRATIC SERVICES MANAGER

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

1. EXECUTIVE SUMMARY

1.1 The purpose of this report is to seek approval to a programme of ordinary meetings of the Council for the Civic Year 2023/24.

2. RECOMMENDATIONS

2.1 That the Calendar of Meetings for 2023/24, as attached as Appendix A, be approved.

3. REASONS FOR RECOMMENDATIONS

3.1 To enable Members to agree a programme of ordinary meetings of the Council for 2023/24.

3.2 To enable Members to agree the Calendar of meetings for 2023/24.

4. ALTERNATIVE OPTIONS CONSIDERED

4.1 A number of alternative dates were considered during consultation.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

5.1 Consultation has been undertaken with the political Group Leaders and Senior Officers.

6. FORWARD PLAN

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

7. BACKGROUND

7.1 Standing Order 4.8.1(a)(xi) requires the Council, at its Annual meeting, to approve a programme of ordinary meetings of the Council for the ensuing Civic Year.

8. RELEVANT CONSIDERATIONS

- 8.1 Following consultation with the political Group Leaders, the following dates are recommended for ordinary meetings of the Council during the Civic Year 2023/24:

Thursday, 13 July 2023 – 7.30pm
Thursday, 28 September 2023 – 7.30pm
Thursday, 23 November 2023 – 7.30pm
Thursday, 25 January 2024 – 7.30pm
Thursday, 29 February 2024 – 7.30pm
Thursday, 18 April 2024 – 7.30 pm

- 8.2 Should circumstances dictate that any extraordinary meetings of the Council are required to deal with time critical issues in addition to the above programme of meetings then these will be arranged if necessary.

- 8.3 Following consultation with the political Group Leaders, the Calendar of Meetings for 2023/24, as attached as Appendix A, is recommended for the Civic Year.

9. LEGAL IMPLICATIONS

- 9.1 Paragraph 4.8.1(a) (xi) of the constitution provides in the terms of reference for the Annual Council meeting to include amongst other things “approving a programme of ordinary meetings of the Council for the year”.

- 9.2 Provisions for calling meetings, enabling the public to be present and making documents available are contained in two principal pieces of legislation: the Local Government Act 1972, ss 100A to 100K for meetings of the full council and for non-executive committees and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 for executive meetings, in particular cabinet.

- 9.3 The Local Government Act 1972 requires members to be physically present in order for a meeting to take place.

10. FINANCIAL IMPLICATIONS

- 10.1 No financial implications arise directly from this report. A schedule of meetings forms part of the Council’s usual business arrangements.

11. RISK IMPLICATIONS

- 11.1 There are no direct risk implications arising from this report.

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 equalities implications in this report.

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no human resource implications.

16. APPENDICES

16.1 Appendix A – Calendar of Meetings 2023/24

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18. BACKGROUND PAPERS

17.1 None.

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SUBJECT TO RATIFICATION AT ANNUAL COUNCIL

NORTH HERTFORDSHIRE DISTRICT COUNCIL
SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS 2023/2024

7.30pm start unless stated	Regular Meeting day	MAY 2023	JUNE 2023	JULY 2023	AUG 2023	SEPT 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024
COUNCIL													
COUNCIL	Thurs	25 Annual		13		28		23		25	29**		18
Council Tax Setting Cttee (5.00pm)	Thurs									29 (Mon)			
EXECUTIVE													
CABINET	Tues		27			19		14		16	6*	19	
FORWARD PLAN PUBLISH (Friday before 28 day deadline)		26			18		13		15	5	16		
Cabinet Sub-Committee (Council Charities) (6.30pm)									12				
Cabinet Sub-Committee (Local Authority Trading Companies' Shareholder)													
REGULATORY													
Licensing and Regulation Committee							30						
Planning Control Committee	Thurs		15 & 29	11 (Tues) & 27		14	12 & 26	16 & 30	7	23 (Tues)	15	7 & 21	11
Standards Committee	Wed		28									27	
SCRUTINY													
Overview & Scrutiny Committee	Tues		20			12		7		9 & 29 (Mon)		12	
7.30pm start unless stated	Regular Meeting day	MAY 2023	JUNE 2023	JULY 2023	AUG 2023	SEPT 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024

SUBJECT TO RATIFICATION AT ANNUAL COUNCIL

OTHER COMMITTEES													
Finance, Audit & Risk Committee	Wed		21			20		8	13	31		13	
Joint Staff Consultative Cttee (10.00am)	Wed			5			18		6			13	
CCTV Partnership Joint Executive													
Hertfordshire Growth Board Joint Committee (11.30am)			27 (2pm)	20			10			17		13	
Hertfordshire Growth Board Joint Scrutiny Committee													
AREA FORUMS, PARTNERSHIPS, PANEL AND LIAISON MEETINGS PRESUMPTION IS VIRTUAL UNLESS AGREED OTHERWISE WITH THE CHAIR [OR VICE CHAIR IN ABSENCE]													
Cabinet Panel on the Environment	Wed			19		27			6			20	
Baldock & District Forum	Mon			3		11				15		11	
Hitchin Forum	Tues			4		5				30		5	
Letchworth Forum	Wed			5		13				24	28		
Royston & District Forum	Wed			12		6				10		6	
Southern Rural Forum	Thurs		22			21				11		14	
Highways Liaison (7.00pm)	Mon		19							8			
BUDGET WORKSHOPS													
Administration								6 (Mon)					
Opposition								9 (Thur)					
CIVIC AND ELECTORAL EVENTS													

SUBJECT TO RATIFICATION AT ANNUAL COUNCIL

District and Town/Parish Council Elections		4											
Chair's Reception/Civic Event												1	
New Members Induction Training		9 to 19											

*** Cabinet to consider Budgets; ** Council to set Budgets and Council Tax.**

2023 – 2024

District and Town/Parish Council Elections – Thursday 4 May 2023
 Annual Council Meeting – Thursday 25 May 2023
 Chair's Reception/Civic Event – Friday 1 March 2024
 District and Town/Parish Council Elections – Thursday 2 May 2024

School Holidays Hertfordshire

School Year (2022/23)

Start of term: 1 September 2022
Half term holiday: 24 October 2022 - 28 October 2022
Christmas holiday: 22 December 2022 - 4 January 2023
Half term holiday: 13 February 2023 - 17 February 2023
Easter holiday: 3 April 2023 - 14 April 2023
Half term holiday: 29 May 2023 – 2 June 2023
Summer holiday: 24 July 2023 - 31 August 2023

School year (2023/24)

Start of term: 1 September 2023
Half term holiday: 23 October 2023 - 27 October 2023
Christmas holiday: 21 December 2023 - 3 January 2024
Half term holiday: 19 February 2024 - 23 February 2024
Easter holiday: 29 March 2024 – 12 April 2024
Half term holiday: 27 May 2024 – 31 May 2024
Summer holiday: 24 July 2024 – 1 September 2024

Conferences

SUBJECT TO RATIFICATION AT ANNUAL COUNCIL

Labour Conference: 8 – 11 October 2023
Conservative Conference: 1 – 4 October 2023
Liberal Democrat Conference: 23 – 26 September 2023
LGA Conference – 4 – 6 July 2023

SUBJECT TO RATIFICATION BY COUNCIL

**ANNUAL COUNCIL
25 MAY 2023**

PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT: NOMINATION OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS AND OTHER BODIES FOR 2023/24

REPORT OF THE DEMOCRATIC SERVICES MANAGER

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

1. EXECUTIVE SUMMARY

1.1 The purpose of this report is to present a list setting out the nomination of representatives on Outside Organisations and Other Bodies for 2023/24.

2. RECOMMENDATIONS

2.1 That the list of nominations of representatives on Outside Organisations and Other Bodies for 2023/24, as set out in Appendix A to the report be approved.

2.2 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.

3. REASONS FOR RECOMMENDATIONS

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

4. ALTERNATIVE OPTIONS CONSIDERED

4.1 None.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

5.1 The Leaders of the Political Groups have been consulted regarding the nomination of representatives on Outside Organisations and Other Bodies for 2023/24.

6. FORWARD PLAN

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

7. BACKGROUND

- 7.1 Standing Order 4.8.1(b)(iv) of the Council's Constitution states that at the Annual Meeting, the Council will

“receive nominations of Councillors to serve on each Committee and outside body”.

- 7.2 Standing Order 4.8.1(b)(v) states that at the Annual Meeting, the Council will also

“make appointments to those Committees and nominations to outside bodies, except where nomination to those bodies has been delegated by the Council or is exercisable by the Cabinet”.

8. RELEVANT CONSIDERATIONS

- 8.1 A review of Outside Body appointments was carried out between January-April 2023. Both outside organisations and the appointed Members were surveyed. The survey assisted to ascertain whether the outside bodies were still active as well as the value in appointments to Outside Bodies. The response rate for organisations was 26 out of 49 (53%) and 23 out of 37 Members appointed to bodies (62%).
- 8.2 Group Leaders have been asked to consider the nominations as approved for 2022/23 and propose any alterations they felt necessary for 2023/2024, having given regard to 8.3 – 8.6 below.
- 8.3 We have been advised that Herts Senior Citizens Welfare Committee has been disbanded, and any funds held by the organisation had been transferred to Hitchin Seniors Lunch Club based at Westmill. Therefore, it is proposed that no appointments are made to this organisation.
- 8.4 We have been advised that Letchworth Sustainability Forum has been disbanded. Therefore, it is proposed that no appointments are made to this organisation.
- 8.5 We have been advised that following a change to their constitution, Rands Educational Foundation no longer require the appointment of a District Council Representative. Therefore, it is proposed that no appointments are made to this organisation.
- 8.6 Last year it was noted that there was a proposed amalgamation of the Bedfordshire and River Ivel IDB with the Buckingham and River Ouzel IDB and the Alconbury and Ellington IDB. There has been no further communication from Bedfordshire and River Ivel Internal Drainage Board (IDB) surrounding the proposed amalgamation and the organisation response received to the survey made no mention of the proposed amalgamation. Therefore, the Council will continue to appoint to this body.

8.7 Appendix A to the report sets out the nomination of representatives to Outside Organisations and Other Bodies for 2023/24.

9. LEGAL IMPLICATIONS

9.1 The legal and constitutional requirements are set out in the main body of this report.

9.2 It is a constitutional requirement to review the appointments to outside organisations at the Annual Meeting.

9.3 Appointments are made by the Council in the interests of openness and transparency.

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications arising directly from this report.

11. RISK IMPLICATIONS

11.1 There are no direct risk implications arising from this report.

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 report. However, equalities implications from the individual recommendations will continue to be considered and assessed during the decision-making process.

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no human resource implications.

16. APPENDICES

16.1 Appendix A – Nomination of Representatives on Outside Organisations and Other Bodies for 2023/24. (Appendix A will be circulated as a supplement when available)

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18. BACKGROUND PAPERS

- 18.1 None.

**COUNCIL
25 MAY 2023**

PUBLIC DOCUMENT

TITLE OF REPORT: NOTICE OF MOTIONS UNDER STANDING ORDER 4.8.12

The following urgent motion has been submitted, due notice of which has been given in accordance with Standing Order 4.8.12. This has been agreed under 14.6.5 (a)(iv) of the Council Constitution by the Managing Director as an urgent motion which could not reasonably wait until the next ordinary Full Council meeting.

To be moved by Councillor Clare Billing and seconded by Councillor Amy Allen:

“The intimidation and abuse of councillors, in person or otherwise, undermines democracy; preventing elected members from representing the communities they serve, deterring individuals from standing for election, and undermining public faith in democratic processes.

This council notes that increasing levels of toxicity in public and political discourse is having a detrimental impact on local democracy and that prevention, support and responses to abuse and intimidation of local politicians must improve to ensure councillors feel safe and able to continue representing their residents.

In particular, the act of arson that was committed in recent months outside the front door of Council Offices has led to a heightened unease from councillors. This comes after several members have had threats to their safety from members of the public, online and in person, along with incitement to violence.

The personal safety of members of this Council, and that of their families, must be taken seriously.

To ensure this is the case, members request and require that political and officer leadership of the council remove councillor addresses from public viewing. It is appreciated that this may require some wider legal work, but in principle, it is agreed that this work must be undertaken.

We note that s.29 of the Localism Act 2011 states:

(1) The monitoring officer of a relevant authority must establish and maintain a register of interests of members and co-opted members of the authority.

(2) Subject to the provisions of this Chapter, it is for a relevant authority to determine what is to be entered in the authority's register.

...

(5) The monitoring officer of a relevant authority other than a parish council must secure—
(a) that a copy of the authority's register is available for inspection at a place in the authority's area at all reasonable hours, and

(b) that the register is published on the authority's website.

s.32 of the Act says:

(1) Subsections (2) and (3) apply where—

(a) a member or co-opted member of a relevant authority has an interest (whether or not a disclosable pecuniary interest), and

(b) the nature of the interest is such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

(2) If the interest is entered in the authority's register, copies of the register that are made available for inspection, and any published version of the register, must not include details of the interest (but may state that the member or co-opted member has an interest the details of which are withheld under this subsection).

(3) If section 31(2) applies in relation to the interest, that provision is to be read as requiring the member or co-opted member to disclose not the interest but merely the fact that the member or co-opted member has a disclosable pecuniary interest in the matter concerned.

Property owned by members, and their homes, are clearly items in which they hold a pecuniary interest. And so must be included and published in the Council's Register of Interest, meaning they will always be accessible to the public – even if we remove them from the councillor's directory.

By contrast, in 2008 MPs successfully passed legislation meaning their home address and travel plans are no longer legally required to be published. The debate in the house, following a campaign by Julian Lewis, was led by Harriet Harman, and mirrored much of what has been set out in this preamble.

This council therefore commits to challenge the normalisation of abuse against councillors and officers and uphold exemplary standards of public and political debate in all it does.

The council further agrees to sign up to the LGA's Debate Not Hate campaign. The campaign aims to raise public awareness of the role of councillors in local communities, encourage healthy debate and improve the response to and support those in public life facing abuse and intimidation.

Equally, the staff and contractors working for this Council should be free to go about their duties without fear of threat and intimidation. The recent assault on a member of our waste team is not acceptable. This Council puts people first and will not tolerate abuse of any kind. We appreciate at times services may fall below the standards residents are reasonably entitled to expect. This is why we have a robust complaints procedure where residents can raise concerns, and we will work with them to ensure services are delivered to a high standard.

In addition, this council resolves to:

- Remove councillor addresses from the councillor directory (but maintain the entry in the Declaration of Pecuniary Interests until such time as legislative change is effected)
- Write to the local Member of Parliament to ask them to support the campaign **[a template letter is available on request, email debatenohate@local.gov.uk]**
- Write to the Government to ask them to work with the LGA to develop and implement a plan to address abuse and intimidation of all politicians **[a template letter is available on request, email debatenohate@local.gov.uk]**
- Work with MPs and the LGA to bring about legislative change giving councillors and their families the same protection as MPs

- Ensure the council has a clear reporting mechanism which councillors can use to monitor and record incidents of harassment and abuse of councillors and officers
- Regularly review the support available to councillors in relation to abuse and intimidation and councillor safety
- Work with the local police to ensure there is a clear and joined-up mechanism for reporting threats and other concerns about the safety of councillors and their families and discuss the need to take a preventative approach that accounts for the specific risks that councillors face, as they do with other high-risk individuals, like MPs
- Take a zero-tolerance approach to abuse of councillors and officers. Where such occurs, this Council will robustly condemn acts of intimidation and violence against our staff, contractors and councillors.”

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