

16 March 2026

Our Ref Overview and Scrutiny Committee 24  
March 2026  
Contact. Committee Services  
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To: Members of the Committee: Councillors Claire Winchester (Chair), Jon Clayden (Vice-Chair), Tina Bhartwas, Sadie Billing, Cathy Brownjohn, David Chalmers, Elizabeth Dennis, Dominic Griffiths, Ralph Muncer, Martin Prescott, Paul Ward and Daniel Wright-Mason

Substitutes: Councillors Matt Barnes, Sam Collins, Sarah Lucas, Caroline McDonnell, Vijaiya Poopalasingham and Claire Strong

**NOTICE IS HEREBY GIVEN OF A**

**MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

to be held in the

**COUNCIL CHAMBER - DISTRICT COUNCIL OFFICES, GERNON  
ROAD, LETCHWORTH, SG6 3JF**

On

**TUESDAY, 24TH MARCH, 2026 AT 7.30 PM**

Yours sincerely,

Isabelle Alajooz  
Director – Governance

**\*\*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**

<b>Item</b>		<b>Page</b>
<b>1. APOLOGIES FOR ABSENCE</b>	Members are required to notify any substitutions by midday on the day of the meeting.  Late substitutions will not be accepted and Members attending as a substitute without having given the due notice will not be able to take part in the meeting.	
<b>2. MINUTES - 3 FEBRUARY 2026</b>	To take as read and approve as a true record the minutes of the meeting of the Committee held on the 3 February 2026.	(Pages 5 - 14)
<b>3. NOTIFICATION OF OTHER BUSINESS</b>	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.	
<b>4. CHAIR'S ANNOUNCEMENTS</b>	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.	
<b>5. PUBLIC PARTICIPATION</b>	To receive petitions, comments and questions from the public.	
<b>6. URGENT AND GENERAL EXCEPTION ITEMS</b>	The Chair to report on any urgent or general exception items which required their agreement. At the time of printing the agenda, the Chair had not agreed any urgent or general exception items.	

- 7. CALLED-IN ITEMS**  
To consider any matters referred to the Committee for a decision in relation to a call-in of decision. At the time of printing the agenda, no items of business had been called-in.
- 8. MEMBERS' QUESTIONS**  
To receive and respond to any questions from Members either set out in the agenda or tabled at the meeting.
- 9. COUNCIL DELIVERY PLAN 2025-26 (Q3 UPDATE)** (Pages  
REPORT OF THE DIRECTOR – RESOURCES 15 - 56)
- This report presents progress on delivering the Council Delivery Plan for 2025-26.
- 10. DIGITAL TRANSFORMATION PROGRAMME UPDATE** (Pages  
INFORMATION NOTE OF THE CUSTOMER AND DIGITAL SERVICES 57 - 78)  
MANAGER
- To provide an update on the Council's Digital Transformation programme.
- 11. LEASE ON LETCHWORTH MULTI STOREY CAR PARK** (Pages  
REPORT OF THE DIRECTOR – ENTERPRISE 79 - 86)
- This report sets out negotiations that have taken place between the Martin Group and the Council with regards to the potential surrender of the Letchworth Multi Storey Car Park.
- 12. COUNCILLOR LEARNING AND DEVELOPMENT PROTOCOL** (Pages  
REPORT OF THE DIRECTOR – GOVERNANCE 87 - 100)
- To consider the endorsement of the updated Councillor Learning and Development Protocol and the reporting process for completion of compulsory training.
- 13. REGULATION OF INVESTIGATORY POWERS ACT ('RIPA') ANNUAL REVIEW** (Pages  
REPORT OF THE DIRECTOR – GOVERNANCE / MONITORING OFFICER 101 - 176)
- This Report provides an update on the Council's current use of RIPA and reports on the annual policy review. The Report also provides an update on the proposed amendments to the Council's RIPA Policies following its annual review.
- 14. SECTION 106 TASK AND FINISH GROUP REPORT** (Pages  
REPORT OF THE S106 TASK AND FINISH GROUP 177 - 256)
- The report details the Task and Finish Group's review of North Herts' application of the Section 106 (s106) mechanism for securing developer contributions from new development and provides an overview of the assessment undertaken and recommendations identified.

**15. OVERVIEW AND SCRUTINY WORK PROGRAMME**  
REPORT OF THE SCRUTINY OFFICER

(Pages  
257 -  
270)

This report highlights items scheduled in the work programme of the Overview and Scrutiny Committee for the 2025-26 civic year. It also includes items that have not yet been assigned to a specific meeting of the Committee.