

NORTH HERTFORDSHIRE DISTRICT COUNCIL



13 May 2026

Our Ref Council 21 May 2026
Contact. Committee Services
Direct Dial. (01462) 474655
Email. committee.services@north-herts.gov.uk

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, GERNON
ROAD, LETCHWORTH, SG6 3JF**

on

THURSDAY, 21ST MAY, 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**

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2.	APOLOGIES FOR ABSENCE	
3.	ELECTION OF THE VICE-CHAIR OF THE COUNCIL FOR THE CIVIC YEAR 2026/27	
4.	MINUTES - 23 APRIL 2026 To take as read and approve as a true record the minutes of the meeting of the Committee held on the 23 April 2026.	5 - 12
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.

Ecological Emergency

The Council has declared an ecological emergency and is committed to addressing the ecological emergency and nature recovery by identifying appropriate areas for habitat restoration and biodiversity net gain whilst ensuring that development limits impact on existing habitats in its process.

The Council has set out to do that by a) setting measurable targets and standards for biodiversity increase, in both species and quantities, seeking to increase community engagement, b) to work with our partners to establish a Local Nature Partnership for Hertfordshire and to develop Nature Recovery Networks and Nature Recovery Strategy for Hertfordshire and c) to investigate new approaches to nature recovery such as habitat banking that deliver biodiversity objectives and provide new investment opportunities.

Declarations of Interest

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. NOTING THE APPOINTMENT OF THE DEPUTY LEADER OF THE COUNCIL AND MEMBERS OF THE CABINET FOR 2025/26 (INCLUDING SPECIAL INTEREST MEMBER CHAMPIONS)** 13 - 18
REPORT OF THE DIRECTOR – GOVERNANCE

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- 7. APPOINTMENT OF MEMBERS OF COMMITTEES, JOINT COMMITTEES AND PANELS FOR 2026/27** 19 - 34
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- 8. APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF COMMITTEES FOR 2026/27** 35 - 40
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- 9. EXTENSION OF APPOINTMENT OF INDEPENDENT MEMBER OF FINANCE, AUDIT AND RISK COMMITTEE** 41 - 44
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To extend the appointment of John Cannon as Independent Member of Finance, Audit and Risk (FAR) Committee until 31st March 2028.

- 10. ADJOURNMENT**
The Annual Meeting of Council will adjourn to allow meetings of each Community Forum to convene and elect Chairs and Vice Chairs for the civic year 2025-2026.

- 11. KEY DECISIONS - ANNUAL REPORT ON CASES OF SPECIAL URGENCY** 45 - 50
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. APPROVE A PROGRAMME OF ORDINARY MEETINGS FOR THE COUNCIL FOR THE CIVIC YEAR 2026/27** 51 - 58
REPORT OF THE DIRECTOR – GOVERNANCE
- To seek approval of a programme of ordinary meetings of the Council for the Civic Year 2026/27.
- 13. NOMINATION OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS AND OTHER BODIES FOR 2026/27** 59 - 72
REPORT OF THE DIRECTOR – GOVERNANCE
- To present a list setting out the nomination of representatives on Outside Organisations and Other Bodies for 2026/27.
- 14. EXCLUSION OF PRESS AND PUBLIC**
- To consider passing the following resolution: That under Section 100A of the Local Government Act 1972, the Press and Public be excluded from the meeting on the grounds that the following report will involve the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the said Act (as amended).
- 15. APPROVAL OF POTENTIAL EXIT PAYMENT - PART 2** 73 - 84
REPORT OF THE DIRECTOR – CUSTOMERS
- To seek approval of Council for the authority to make an exit payment, should redundancy arise following completion of consultation and redeployment processes, where the cost exceeds the threshold of £100,000 as set out in the Pay Policy Statement.
- 16. APPROVAL OF POTENTIAL EXIT PAYMENT - PART 1** 85 - 94
REPORT OF THE DIRECTOR – CUSTOMERS
- To seek approval of Council for the authority to make an exit payment, should redundancy arise following completion of consultation and redeployment processes, where the cost exceeds the threshold of £100,000 as set out in the Pay Policy Statement.

Public Document Pack Agenda Item 4

NORTH HERTFORDSHIRE DISTRICT COUNCIL

MINUTES

Meeting of the Council held in the Council Chamber, District Council Offices, Gernon Road,
Letchworth Garden City, SG6 3JF
on Thursday, 23rd April, 2026 at 7.30 pm

PRESENT: Councillors: Keith Hoskins MBE (Chair), Sadie Billing (Vice-Chair), Clare Billing, Tina Bhartwas, Ian Albert, Matt Barnes, Ruth Brown, David Chalmers, Jon Clayden, Ruth Clifton, Sam Collins, Mick Debenham, Elizabeth Dennis, Emma Fernandes, Dominic Griffiths, Steve Jarvis, Tim Johnson, Chris Lucas, Ian Mantle, Nigel Mason, Bryony May, Caroline McDonnell, Ralph Muncer, Sean Nolan, Steven Patmore, Louise Peace, Vijaiya Poopalasingham, Sean Prendergast, Martin Prescott, Emma Rowe, Claire Strong, Tamsin Thomas, Tom Tyson, Paul Ward, Laura Williams, Alistair Willoughby, Stewart Willoughby, Claire Winchester, Dave Winstanley, Donna Wright and Daniel Wright-Mason.

IN ATTENDANCE: Isabelle Alajooz (Director - Governance and Monitoring Officer), Faith Churchill (PA - Director Governance), Jamie Graham (Democratic Services Apprentice), Susan Le Dain (Committee, Member and Scrutiny Officer), James Lovegrove (Committee, Member and Scrutiny Manager), Anthony Roche (Chief Executive) and Melanie Stimpson (Democratic Services Manager).

ALSO PRESENT:

At the commencement of the meeting approximately 1 member of the public was in attendance.

95 APOLOGIES FOR ABSENCE

Audio recording – 1 minute 32 seconds

Apologies for absence were received from Councillors Val Bryant, Lisa Nash, Daniel Allen, Sarah Lucas, Cathy Brownjohn, Joe Graziano, Rhona Cameron, Michael Muir and David Barnard.

96 MINUTES - 13 JANUARY AND 26 FEBRUARY 2026

Audio recording – 2 minutes 5 seconds

Councillor Keith Hoskins, as Chair, proposed and Councillor Sadie Billing seconded and it was:

RESOLVED: That the Minutes of the Meetings of the Committee held on 13 January 2026 and 26 February 2026 be approved as a true record of the proceedings and be signed by the Chair.

97 NOTIFICATION OF OTHER BUSINESS

Audio recording – 2 minutes 51 seconds

There was no other business notified.

98 CHAIR'S ANNOUNCEMENTS

Audio recording – 2 minutes 55 seconds

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be recorded.
- (2) The Chair reminded Members that the Council had declared both a Climate Emergency and an Ecological Emergency. These are serious decisions, and mean 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 advised that the normal procedure rules in respect of debate and times to speak will apply.
- (5) The Chair advised that 4.8.23(a) of the Constitution did not apply to this meeting. A comfort break would be held at an appropriate time, should proceedings continue at length.
- (6) The Chair reminded Members of Members Development Week to cover training and the sessions arranged during Monday 11 May and Thursday 14 May 2026 to cover required and compulsory training.
- (7) The Chair asked Members to ensure they could successfully log in to their IT equipment ahead of the training sessions being held in Members Development Week.
- (8) The Chair reminded Members that the Council was piloting flexible voting in Royston at the upcoming elections on 7 May 2026 which meant that votes could be cast at any Hub on Saturday 2 May and Sunday 3 May 2026 between 10am to 3pm.

99 PUBLIC PARTICIPATION

Audio recording – 5 minutes 56 seconds

There was no public participation.

100 ITEMS REFERRED FROM OTHER COMMITTEES

Audio recording – 5 minutes 59 seconds

The Chair advised that there were no items referred from other Committees to consider.

101 ADOPTION OF THE PLANNING CONTROL COMMITTEE ADDITIONAL GUIDANCE

Audio recording – 6 minutes 9 seconds

The Chair advised that this item had been **DEFERRED** to a future meeting of Council to allow for further consultation.

102 **QUESTIONS FROM MEMBERS**

Audio recording – 6 minutes 29 seconds

In accordance with Standing Order 4.8.11, one question had been submitted by the required deadline set out in the Constitution.

(A) Greater Cambridge Development Corporation

Councillor Matt Barnes to Councillor Donna Wright (Executive Member for Place):

“Could the Executive Member for Place please outline the Council’s response, as a neighbouring authority, to the recent consultation concerning the creation of a Greater Cambridge Development Corporation - which the Government proposes would take control of planning and infrastructure across Cambridge and South Cambridgeshire?”

Councillor Donna Wright provided the following response:

“Officers reviewed the consultation material but did not submit a formal response. To put into context any Development Corporation would not take on planning-making powers until the Greater Cambridge Plan is adopted which is not expected before late 2027. Any future plan-making by a development corporation would be a matter for future unitary authorities in Hertfordshire. Furthermore, development management powers would be limited to strategic scale proposals which are focused around Cambridge. There are no current strategic proposals near North Hert’s boundaries, so our connection with South Cambs is less vital than with other areas at the moment. However, officers do maintain regular contact with Greater Cambridgeshire colleagues with regular updates reported through the Strategic Planning Matters report that goes to Cabinet. In this context and given other service pressures and priorities, a formal response was not considered necessary. We have actually been inundated with consultations this year. I should add that no queries or concerns were raised by Members during the consultation period and no requests were made for a response, briefing note or anything else. I suggest that if Councillor Barnes has concerns that he approaches the Leader of the South Cambridge District Council, Councillor Bridget Smith to discuss these.”

Councillor Matt Barnes asked a supplementary question as follows:

“Given that how will the Council’s planning team ensure that necessary infrastructure investment is afforded to Royston and the neighbouring villages as these developments come forward and in particular the proposal for 1400 homes just across the A505 which was on the front page of the Royston Chronical or featured very heavily in the Royston Chronical recently.”

Councillor Donna Wright responded:

“I think that this will be a decision for a future unitary authority.”

N.B. Councillor Dominic Griffiths entered the Chamber at 19:41.

103 NOTICE OF MOTIONS

Audio recording – 9 minutes 56 seconds

There were two motions submitted in accordance with Standing Order 4.8.12.

(A) Verge and Footway Parking Protection Orders in Letchworth Garden City

Councillor Sean Prendergast proposed the following motion with the addition of the words 'in North Hertfordshire' at the end of the first recommendation:

Letchworth Garden City, as the world's first Garden City, was designed with wide grass verges and green spaces as a defining feature of the town.

In a number of locations, grass verges are being damaged by repeated vehicle parking, with vehicles often mounting both verges and adjoining footways.

This behaviour can also obstruct footways and narrow pedestrian routes, creating particular difficulties for people with disabilities, wheelchair and mobility scooter users, parents with pushchairs, and older residents who rely on clear and accessible pavements and verges.

Protecting these verges and footways is therefore important not only to preserving the heritage, character and environmental quality of the Garden City, but also to ensuring that streets remain safe and accessible for all residents.

Verge and footway protection orders have successfully been implemented in Welwyn Garden City through the Traffic Regulation Order process.

Therefore, Council resolves to:

- (1) Ask officers to identify suitable locations where verge and footway protection orders could help prevent damage caused by vehicles mounting and parking on grass verges and pavements and improve accessibility for pedestrians in North Hertfordshire.
- (2) Request that North Hertfordshire District Council, working with Hertfordshire County Council bring forward proposals for the introduction of verge and footway protection orders through the Traffic Regulation Order process in appropriate locations within Letchworth Garden City, with the flexibility to include multiple streets where verge damage is occurring.
- (3) Ensure that any proposals are subject to appropriate consultation with residents. To report back to Members with proposals for implementation.

Councillor Tina Bhartwas seconded the motion.

The Chair advised that there had been one amendment to the motion published in a supplementary document proposed by Councillor Alistair Willoughby and seconded by Councillor Clare Billing.

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

- Councillor Ian Albert
- Councillor Claire Winchester
- Councillor Claire Strong
- Councillor Donna Wright
- Councillor Sean Nolan
- Councillor David Chalmers

- Councillor Ralph Muncer
- Councillor Elizabeth Dennis
- Councillor Martin Prescott
- Councillor Laura Williams
- Councillor Sadie Billing
- Councillor Nigel Mason
- Councillor Steve Jarvis

Points raised during the debate on the amendment included:

- Whether the Council had the necessary resources available to implement the motion.
- The Council should try to implement this as soon as possible and not wait for a law to be introduced by government which might never happen.
- Any parking dangers should be reported to the police who would take the necessary action to resolve matters.
- It would be sensible for the Council to ensure it had a consistent approach across the whole of the district.
- Residents were having to take matters into their own hands by putting boulders across grass verges to stop delivery vans from parking which was detrimental to the appearance of Letchworth.
- The motion should be amended to ensure that all residents across North Hertfordshire were treated equally.
- This was an issue that affected the whole district which needed to be properly addressed.

In response to a point in the debate, the Monitoring Officer advised that full consideration of any financial and resources implications for the Council would be undertaken by officers before any motion was implemented.

Councillor Sean Prendergast replied to the debate and made the following points:

- He could not support the amendments as they fundamentally altered the motion.
- The original motion was targeted, proportionate and focused.

Having been proposed and seconded, and following a vote, the amendment was **LOST**.

Councillor Ralph Muncer proposed an amendment to the motion that the words 'and other communities across North Hertfordshire' be added after 'Letchworth Garden City' in the second recommendation which was seconded by Councillor Martin Prescott.

The following Members took part in a debate on the amended motion:

- Councillor Ralph Muncer
- Councillor David Chalmers
- Councillor Alistair Willoughby
- Councillor Martin Prescott
- Councillor Ian Albert

Points raised during the debate on the amended motion included:

- The additional wording would ensure that the other areas in North Hertfordshire were included, and it would mean implementation could happen sooner.
- A decision needed to be made now to ensure protection of the grass verges before winter and the return of bad weather.
- Funding should be spent across the whole district and not solely on one town.
- This amendment would ensure the process was looked at properly across the whole of North Hertfordshire.

Councillor Sean Prendergast advised that he was happy to accept the additional wording proposed by Councillor Muncer.

Having been proposed and seconded and, following a vote, the motion, as amended, was **CARRIED**.

(B) Protection of North Herts Chalk Streams

Councillor Tom Tyson proposed the motion as follows:

Chalk streams are globally rare ecosystems that require our protection. There are only around 260 chalk streams in the world, with 85% of them being in southern England. We have ten in North Herts and it behoves us to offer these precious and vulnerable assets the maximum level of protection against over-abstraction and pollution, particularly in the face of huge potential levels of housing development locally.

South Cambs MP Pippa Heylings is currently sponsoring a Chalk Streams (UNESCO Natural World Heritage Site) Bill in parliament. Our MP for NE Herts Chris Hinchliff is a signatory. The bill seeks to give our chalk streams status as a serial UNESCO Natural World Heritage Site, which requires the government to make a national commitment to their conservation. However, the status could take years to achieve.

At a time when the government is pushing to enable housing development to take place more rapidly and with less local control than ever before, it is essential that North Herts Council does everything possible to protect its unique chalk streams and the irreplaceable habitats associated with them.

The draft NPPF (2025) now makes two mentions of the need to protect chalk streams – in policies P3 2(e) and N1 1(a) – but this protection must also be embedded at the local level.

The new North Herts Local Plan currently under development offers an opportunity to do this. The presence of our chalk streams should be woven into the visions and objectives of the Local Plan.

Whilst only part of North Herts lies within the Chilterns National Landscape, the Planning Guidance set out for it by the Chilterns Chalk Streams Project is equally valid for the whole of North Herts. This should be applied across the District and its plan-making checklist be implemented in development of the new North Herts Local Plan.

Therefore, Council resolves to:

- (1) Instruct the Executive Member for Place to write to MPs Pippa Heylings and Chris Hinchliff expressing the Council's support for the Bill to make all UK chalk streams a serial UNESCO Natural World Heritage Site.
- (2) Ensure the Chilterns Chalk Streams Project checklist with the two amendments shown is adopted and applied throughout the preparation of the Council's new Local Plan.
- (3) Ensure that the Council as LPA places the highest possible priority on the protection and conservation of the District's chalk streams, taking appropriate measures to safeguard their ecological integrity and the quality and quantity of their water, including the imposition of planning conditions as necessary.

Councillor Louise Peace seconded the motion.

The Chair advised that there had been one amendment to the motion published in a supplementary document proposed by Councillor Donna Wright and seconded by Councillor Emma Fernandes.

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

- Councillor Sean Nolan
- Councillor Tom Tyson
- Councillor Alistair Willoughby
- Councillor Sam Collins

Points raised during the debate on the amendment included:

- The over extraction of water from chalk streams by water companies must be stopped.
- The correct balance between increasing the housing supply and the protection of nature had to be obtained.
- Chalk streams were quite unique across the district and were something that need protection.

Councillor Tom Tyson replied to the debate and made the following points:

- Agreed to include point 7 within the motion.
- 'The over-abstraction of our rare chalk streams is a serious and long-standing concern. Water companies have consistently under-invested in the infrastructure and new reservoir capacity needed to support a growing population, and this failure has placed significant pressure on our local water environment. Several of our community groups – including Revlvel, Friends of Oughtonhead Common, and the River Hiz Conservation Group– have done exceptional work to highlight the impact this has had on our chalk streams and to champion their protection.'
- Did not agree to the amendment to point 3 as it was not grammatical and did not have any point to it.
- Did not agree to the addition of the names of two further MP's in the first recommendation as they had not had any involvement with the Bill.

Having been proposed and seconded, and following a vote, the amendment was **LOST**.

Councillor Ralph Muncer proposed amendments to point 6 of the motion and the addition of a further point to include the effect of the toxic levels of PFAS (forever chemicals) from Luton Airport. This was seconded by Councillor Steven Patmore.

Following a question from Councillor Ian Albert, the Monitoring Officer advised that these amendments would not negate the original motion.

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

- Councillor Ralph Muncer
- Councillor Ian Albert
- Councillor Laura Williams
- Councillor Clare Billing
- Councillor Sean Nolan
- Councillor Dave Winstanley
- Councillor Alistair Willoughby
- Councillor Sam Collins
- Councillor Donna Wright
- Councillor Martin Prescott

Point raised during the debate on the amended motion included:

- The Council was fortunate to have so many chalk streams in North Hertfordshire.
- The whole infrastructure of chalk streams needed to be reviewed including the wash streams that fed into the chalk streams.
- Members needed to do all they could to protect chalk streams which were a vital asset to the district.
- Members would need more time to consider the amendments and could not absorb all this verbal information without seeing it written down.
- Members would like to be provided with sources of information regarding PFAS levels and be able to look at the statistics properly.
- Councillor Muncer should withdraw his amendments and bring this as a motion to Council at a future meeting.

Councillor Muncer agreed to withdraw the amendments to the motion and to present to a future meeting of Council.

Having been proposed as amended, and seconded and, following a vote, the amended motion was **CARRIED**.

N.B. Councillor Steven Patmore left the Chamber at 20:20 and returned at 20:23.

The meeting closed at 8.58 pm

Chair

COUNCIL
THURSDAY, 21 MAY 2026

PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT: NOTING THE APPOINTMENT OF THE DEPUTY LEADER OF THE COUNCIL AND MEMBERS OF THE CABINET FOR 2025/26 (INCLUDING SPECIAL INTEREST MEMBER CHAMPIONS)

REPORT OF: Director - Governance

COUNCIL PRIORITY: Accessible Services; Thriving Communities; Sustainability; Responsible Growth

1. EXECUTIVE SUMMARY

The purpose of this report is to inform the Council of the Leader's appointment of members of the Cabinet for 2026/27.

2. RECOMMENDATIONS

- 2.1. That the appointment of the Deputy Leader of the Council for the Civic Year 2026/27 be noted.
- 2.2. That the Members to be appointed as Executive Members of the Cabinet for 2026/27 and the areas for which they will be responsible, as detailed in Appendix 1, be noted.
- 2.3. That the Special Interest Member Champions for 2026/27, their purpose and role, as detailed in Appendix 1, 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 and 5.3.4 of the Council's Constitution and 2.3 for information purposes.

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 2026/27.

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. 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.
- 7.2. Following the Constitutional Amendment Report presented to Full Council on 18 April 2024, section 4.8.1 (a) (vi) of the Council's Constitution was updated regarding the appointment of the Leader of the Council. This will now coincide with the Annual Council meeting following whole Council elections (i.e. ordinarily following all out elections) for a four-year term¹.

8. RELEVANT CONSIDERATIONS

- 8.1. Under section 4.8.1 (a) (vi) of the Council's Constitution, it is set out that Annual Council will:

"elect the Leader of the Council at the first annual meeting following a whole Council election for a four year term".
- 8.2. 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."
- 8.3. 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;"
- 8.4. 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."
- 8.5. Appendix 1 to the report sets out the Leader's appointments to the Cabinet Executive Member positions for 2026/27.

¹ Subject to resignation, retirement, passing of a motion of no confidence, long term absence – i.e. in excess of 6 months; or no longer being a District Councillor through other events, such as '6 month rule', or abolition of ward; in all such cases, the subsequent election of a Leader can take place during any other Full Council meeting and will be for the remaining coterminous election cycle.

- 8.6. 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."
- 8.7. For a number of years there have been allocated Member Champions for Learning and Development. This role has, in recent years, been taken on by the respective Group Leaders. However, notification has been given that Cllr Claire Winchester will be the representative of the Liberal Democratic Group for 2026/27.

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 8.2 there can be between 2 and 9 (inclusive) Executive Members appointed by the Leader of the Council. Each Executive Member receives an allowance as set by the Member Allowances Scheme.
- 10.2. Following in year changes to the Executive the budget has now been adjusted and is now based on 8 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. Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 11.2. 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" requirements do not apply to this report.

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no Human Resource implications relating to this report.

16. APPENDICES

16.1 Appendix 1 – Appointment of Members of the Cabinet for 2026/27 (***Appendix 1 will be circulated as a supplement when available***)

17. CONTACT OFFICERS

James Lovegrove	Committee, Member and Scrutiny Manager,	james.lovegrove@north-herts.gov.uk, Tel: 01462 474204
Melanie Stimpson	Democratic Services Manager	Melanie.Stimpson@north-herts.gov.uk
Isabelle Alajooz	Director – Governance	Isabelle.Alajooz@north-herts.gov.uk
Tim Everitt	Performance & Risk Officer	Tim.Everitt@north-herts.gov.uk
Ian Couper	Director – Resources	Ian.Couper@north-herts.gov.uk

18. BACKGROUND PAPERS

18.1 None.

APPOINTMENT OF MEMBERS OF THE CABINET 2026/27**Report by the Leader of the Council**

The Cabinet will consist of the Leader of the Council and the Deputy Leader together with at least one, but no more than nine Councillors appointed to the Cabinet by the Council on the recommendation of the Leader. Each of the Cabinet Members shall be responsible for a portfolio.

DELEGATIONS FOR INCLUSION IN THE SCHEME OF DELEGATION

In accordance with the Cabinet Procedure Rules and Terms of Reference executive functions will be delegated to the following Cabinet Executive Members:

The extent of the authority delegated to these Members will be as set out in Section 14.6.5 to 14.6.12 of the Council's Constitution.

PORTFOLIO	CABINET EXECUTIVE MEMBER
Customers	
Enterprise	
Environment	
Governance	
Place	
Regulatory	
Resources	
Local Government Reorganisation/ Devolution	

Special Interest Member Champions 2026/27

SPECIAL INTEREST	MEMBER
Health	
Young people	
Environment	
Housing	

The Purpose and Role of a Special Interest Champion is set out under Annex 1. Note these are not Executive positions, which will be undertaken by the relevant Executive Member for the areas concerned, Leader in default of that, or Cabinet as a whole.

**Cllr Val Bryant
Leader of the Council
21 May 2026**

Annex 1

Special Interest Member Champion Purpose and Role

What is their Purpose?

A Special Interest Member Champion will be an elected Member who, in addition to their other Council responsibilities, is a named champion for a particular issue or group. They will provide a non-Executive or non-Officer voice to that subject or group to ensure a focus on these issues in Council business (within the context of the Council Plan, its priorities, remit and resources).

What is their Role?

Typically, a Special Interest Member Champion:

- Will engage with Officers and Members in relation to the role.
- Will promote the issue of special interest or group being championed within the Council, so that it is considered when developing Policy, Strategy or making decisions.
- May ask questions about performance and resources for the issue or group.
- Will raise the profile of the area and (where not already adopted or promoted) foster awareness of good practice for improvement of services.
- May attend and be invited to speak at Overview & Scrutiny/ Cabinet or Full Council meetings where an agenda item specifically involves their special interest.
- May engage with community groups with an interest/stake in the issue or group.

How does their role fit within the Council structure?

This will vary according to the area/issue that is being championed and how the authority functions. There is potential for confusion and overlap between the role of the Special Interest Member Champion and those of the relevant Executive Member or Overview and Scrutiny Members.

It is therefore important that Members and Officers work together to agree roles and action for the area being championed and that there are mechanisms for the Special Interest Member Champion to report on their activities.

[Save in so far as any decision is taken by the Council members as a whole] this is not a decision making role. A Special Interest Member Champion should avoid committing themselves to an outcome of a decision, in advance of that decision, that they have a vote upon.

**ANNUAL COUNCIL
THURSDAY, 21 MAY 2026**

PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT: APPOINTMENT OF MEMBERS OF COMMITTEES, JOINT COMMITTEES AND PANELS FOR 2026/27

REPORT OF: Director - Governance

COUNCIL PRIORITY: Accessible Services; Sustainability; Thriving Communities; Responsible Growth.

1. EXECUTIVE SUMMARY

The purpose of this report is to inform the Council of the appointment of Members of Committees for 2026/27.

2. RECOMMENDATIONS

- 2.1. That for 2026/27, the seats allocated to each political group on those Committees to which Section 15 of the Local Government and Housing Act 1989 applies, and those to which it does not apply, as set out in Appendix 1, be noted.
- 2.2. For the Planning Control Committee only, that the number of substitute Members for each Group be equal to the number of allocated Committee Members, with a minimum of 2 substitutes per Group.
- 2.4. That for 2026/27, Members be appointed to the various Committees and other bodies in accordance with the wishes of the political groups, as detailed in Appendix 2 to this report and, subject to approval of recommendation 2.2, note the additional substitute Members.
- 2.5. That for 2026/2027, each political Group Leader be appointed to the Constitutional and Governance Working Group, as detailed in paragraph 8.6.

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 Committee, Member and Scrutiny Manager of their Committee Member nominations for 2026/27.

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 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 1 to the report sets out the 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 2026/27.
- 8.2. The political proportionality is based on members requests to form political groups through providing notification to the Proper Officer, as outlined in the Local Government (Committees and Political Groups) Regulations 1990 and should include the names and signatures of members (by hand), as well as the group name and group leader.
- 8.3. Where notice has not been received by the Proper Officer of a member registering with a political group, they will be considered as an independent member within proportionality calculations until the point at which a signature has been received (by hand) by the Proper Officer as notification of group membership.
- 8.4. Appendix 2 to the report (to be circulated subsequent to the agenda publication) will set out the proposed appointment of Members to Committees for 2026/27, in accordance with the wishes of the Political Groups.
- 8.5. 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.”

8.6. In respect of recommendation 2.2, this has been at the request of the Liberal Democrat Group Leader to ensure that adequate cover is provided within each Group accounting for the additional Planning Control Committee meetings required for the 2026/27 Civic Year.

8.7. There is a Constitutional and Governance Working Group included on the Calendar of Meetings for 2026/27 (the ratification of which is a separate agenda item) which will not be appointed to under the proportionality calculations. The membership of this Working Group will comprise the Leaders of the political groups, as notified to the Proper Officer in line with 8.2 and 8.3 above.

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. Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.

11.2. 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.

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no Human Resource implications relating to this report.

16. APPENDICES

16.1 Appendix 1 – Political Proportionality & Balance calculations, including to those committees governed by Section 15 of the Local Government and Housing Act 1989.

16.2 Appendix 2 – Appointment of Members of Committees for 2026/27. ***(Appendix 2 will be circulated as a supplement when available)***

17. CONTACT OFFICERS

James Lovegrove	Committee, Member and Scrutiny Manager	james.lovegrove@north-herts.gov.uk Tel: 01462 474204
Melanie Stimpson	Democratic Services Manager	Melanie.Stimpson@north-herts.gov.uk
Isabelle Alajooz	Director – Governance	Isabelle.Alajooz@north-herts.gov.uk
Georgina Chapman	Policy & Strategy Team Leader	Georgina.Chapman@north-herts.gov.uk
Tim Everitt	Risk & Performance Officer	Tim.Everitt@north-herts.gov.uk

18. BACKGROUND PAPERS

18.1 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	%	Ind	%	Totals		1 Member = %
Total Council Seats	7	13.73%	23	45.10%	20	39.22%	1	1.96%	51		1.96%
Overview & Scrutiny Committee	2	16.67%	4	33.33%	6	50.00%	0	0.00%	12	100.00%	8.333333333
Variation		2.94%		-11.76%		10.78%		-1.96%	12		
Substitutes	2		2		3		0				
Finance, Audit & Risk Committee	1	12.50%	4	50.00%	3	37.50%	0	0.00%	8	100.00%	14.28571429
Variation		-1.23%		4.90%		-1.72%		-1.96%	8		
Substitutes	2		2		2		0				
Planning Control Committee	1	8.33%	6	50.00%	5	41.67%	0	0.00%	12	100.00%	6.666666667
Variation		-5.39%		4.90%		2.45%		-1.96%	12		
Substitutes	2		3		3		0				
Licensing and Regulation Committee	2	13.33%	7	46.67%	6	40.00%	0	0.00%	15	100.00%	7.142857143
Variation		-0.39%		1.57%		0.78%		-1.96%	15		
Substitutes	N/A		N/A		N/A		N/A				
Standards Committee	1	8.33%	6	50.00%	5	41.67%	0	0.00%	12	100.00%	8.333333333
Variation		-5.39%		4.90%		2.45%		-1.96%	12		
Substitutes	2		3		3		0				
Council Tax Setting Committee	1	20.00%	3	60.00%	1	20.00%	0	0.00%	5	100.00%	20
Variation		6.27%		14.90%		-19.22%		-1.96%	5		
Substitutes	2		2		2		0				
Employment Committee	1	20.00%	2	40.00%	2	40.00%	0	0.00%	5	100.00%	25
Variation		6.27%		-5.10%		0.78%		-1.96%	5		
Substitutes	2		2		2		0				
Employment Appeals Committee	1	25.00%	2	50.00%	1	25.00%	0	0.00%	4	100.00%	25
Variation		11.27%		4.90%		-14.22%		-1.96%	4		
Substitutes	2		2		2		0				
Joint Staff Consultative Committee	1	20.00%	2	40.00%	2	40.00%	0	0.00%	5	100.00%	20
Variation		6.27%		-5.10%		0.78%		-1.96%	5		
Substitutes	2		2		2		0				
Total Proportional Committee Seats	11	14.10%	36	46.15%	31	39.74%	0	0.00%	78	100.00%	1.19047619
Overall Variation		0.38%		1.06%		0.53%		-1.96%			

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

COMMUNITY FORUMS										
Baldock and District	1		3		2		1		7	
Hitchin	0		8		4		0		12	
Letchworth	0		9		3		0		12	
Royston and District	1		2		5		0		8	
Southern Rural	5		2		5		0		12	
Total Area Forum Seats	7		24		19		1		51	
BODIES NOT INCLUDED IN PROPORTIONALITY CALCULATIONS										
Cabinet Panel on the Environment (Politically Balanced - 9 Members)	3	33.33%	3	33.33%	3	33.33%	0	0.00%	9	
District Wide Community Facilities Capital and Revenue Grants Panel	1	10.00%	5	50.00%	4	40.00%	0	0.00%	10	
CCTV Partnership Joint Executive (3 Members of Cabinet)			3							
Joint Member Panel - LWGC Heritage Foundation (All Members of Letchworth Committee)			9		3					
Hertfordshire Growth Board (Leader of Council)			1							
Hertfordshire Growth Board Scrutiny Committee (One non-executive Member)			1							
Cabinet Sub Committee [Council Charities] (3 Members of Cabinet)			3							
Cabinet Sub-Committee [Local Authority Trading Companies' Shareholder] (3 Members of Cabinet)			3							
Total Non-Proportional Body Seats	4		28		10		0		42	
TOTAL SEATS ACROSS ALL APPOINTMENTS	22		88		60		1		170	

APPOINTMENT OF MEMBERS OF COMMITTEES FOR 2026/27

NORTH HERTFORDSHIRE COUNCIL

CONSTITUTION OF COMMITTEES, SUB-COMMITTEES, WORKING GROUPS AND PANELS 2026/2027

Set out below are the proposed Members of the Committees, Sub-Committees, Working Groups and Panels for the Civic Year 2026-2027

Each committee/panel is with the numbers provisionally allocated, on a proportional basis, to each group for 2026/27. The proportionality calculations are included as Appendix A.

N.B. Any changes to Members appointed by Annual Council to Committees, Sub-Committee, Panels, Boards and outside bodies or as substitutes throughout the civic year should be notified in writing to the Service Director/Democratic Services Manager for consultation with Group Leaders as per 14.6.9 (a) (xix) of the Council's Constitution.

Please indicate which Members you want to nominate for the positions on each of the Committees, Panels, Working Groups and Sub-Committees below.

Committee	Party	Number of seats (subs)	2026/27 Nominees (<i>subs</i>)
Overview and Scrutiny Committee (12 Members)	Conservative	2 (2)	VACANCY VACANCY VACANCY VACANCY
	Labour & Co-Operative	4 (2)	VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY
	Liberal Democrat	6 (3)	VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY
Finance, Audit and Risk Committee (8 Members)	Conservative	1 (2)	VACANCY VACANCY VACANCY
	Labour & Co-Operative	4 (2)	VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY
	Liberal Democrat	3 (2)	VACANCY VACANCY VACANCY VACANCY VACANCY

Planning Control Committee (12 Members)	Conservative	1 (2)	VACANCY VACANCY VACANCY
	Labour & Co-Operative	6 (3)	VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY
	Liberal Democrat	5 (3)	VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY
Licensing and Regulation Committee (up to 15 Members)	Conservative	2	VACANCY VACANCY
	Labour & Co-Operative	7	VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY

	Liberal Democrat	6	VACANCY VACANCY VACANCY VACANCY VACANCY
Standards Committee (12 Members) Independent Person, two Reserve Independent Persons (advisory roles) 2 Parish Council Members – non- voting co-optees	Conservative	1 (2)	VACANCY VACANCY VACANCY
	Labour & Co-Operative	6 (3)	VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY
	Liberal Democrat	5 (3)	VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY VACANCY
Council Tax Setting Committee (5 Members)	Conservative	1 (2)	VACANCY VACANCY VACANCY
	Labour & Co-Operative	3 (3)	VACANCY VACANCY VACANCY VACANCY VACANCY

	Liberal Democrat	1 (2)	VACANCY VACANCY VACANCY
Employment Committee (5 Members, including at least 1 member of Cabinet)	Conservative	1 (2)	VACANCY VACANCY VACANCY
	Labour & Co-Operative	2 (2)	VACANCY VACANCY VACANCY VACANCY
	Liberal Democrat	2 (2)	VACANCY VACANCY VACANCY
Employment Appeals Committee (5 Members, who are not members of Employment Committee and at least 1 member of Cabinet)	Conservative	1 (2)	VACANCY VACANCY VACANCY
	Labour & Co-Operative	2 (2)	VACANCY VACANCY VACANCY VACANCY
	Liberal Democrat	1 (2)	VACANCY VACANCY VACANCY
Joint Staff Consultative Committee (5 Members)	Conservative	1 (2)	VACANCY VACANCY VACANCY
	Labour & Co-Operative	2 (2)	VACANCY VACANCY VACANCY VACANCY VACANCY
	Liberal Democrat	1 (2)	VACANCY VACANCY VACANCY

Bodies not included in proportionality calculations

Committee/Panel	Party	Number of seats (subs)	2024/25 Nominees
Cabinet Panel on Environment (9 Members)	Conservative	3 (3)	VACANCY VACANCY VACANCY VACANCY VACANCY
	Labour & Co-Operative	3 (3)	VACANCY VACANCY VACANCY VACANCY VACANCY
	Liberal Democrat	3 (3)	VACANCY VACANCY VACANCY VACANCY VACANCY
District Wide Community Facilities Capital and Revenue Grant Panel (10 Members)	Conservative	1	VACANCY
	Labour & Co-Operative	5	VACANCY VACANCY VACANCY VACANCY VACANCY
	Liberal Democrat	4	VACANCY VACANCY VACANCY VACANCY

Joint Member Panel – LGC Heritage Foundation (All Letchworth Members)	Conservative	0	
	Labour & Co-Operative	9	Cllr Daniel Allen Cllr Amy Allen Cllr Mick Debenham Cllr Tamsin Thomas Cllr Ian Mantle Cllr Sadie Billing Cllr Emma Fernandes Cllr Sean Nolan Cllr Tina Bhartwas
	Liberal Democrat	3	Cllr Sean Prendergast Cllr David Chalmers Cllr Claire Winchester
Herts Growth Board (Leader of the Council)	Labour & Co-Operative	1 (1)	Cllr Val Bryant <i>Cllr Sean Nolan</i>
Herts Growth Board Scrutiny Committee (1 Non-Cabinet Member)	Labour & Co-Operative	1	VACANCY
CCTV Partnership Joint Executive (3 Members of Cabinet)	Labour & Co-Operative	3	VACANCY VACANCY VACANCY
Constitutional & Governance Working Group (3 members, Party Group Leaders)	Conservative	1	Cllr Ralph Muncer
	Labour & Co-Operative	1	Cllr Val Bryant
	Liberal Democrat	1	Cllr Ruth Brown
Cabinet Sub-Committee (Council Charities) (3 Members of Cabinet)	Labour & Co-Operative	3	VACANCY VACANCY VACANCY

Cabinet Sub-Committee (Local Authority Trading Companies Shareholder) (3 Members of Cabinet)	Labour & Co-Operative	3	VACANCY VACANCY VACANCY
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Community Forums

Community Forum	Party	Number of seats	2024/25 Members
Baldock and District Community Forum (7 members)	Conservative	1	Cllr Michael Muir
	Labour & Co-Operative	4	Cllr Emma Rowe Cllr Alistair Willoughby Cllr Stewart Willoughby Cllr Rhona Cameron
	Liberal Democrat	2	Cllr Tom Tyson Cllr Steve Jarvis
Hitchin Community Forum (12 members)	Conservative	0	
	Labour & Co-Operative	8	Cllr Ian Albert Cllr Elizabeth Dennis Cllr Nigel Mason Cllr Daniel Wright-Mason Cllr Donna Wright Cllr Val Bryant Cllr Dave Winstanley Cllr Clare Billing
	Liberal Democrat	4	Cllr Chris Lucas Cllr Keith Hoskins Cllr Sam Collins Cllr Jon Clayden
Letchworth Community Forum (12 members)	Conservative	0	
	Labour & Co-Operative	8	Cllr Daniel Allen Cllr Amy Allen Cllr Mick Debenham Cllr Tamsin Thomas Cllr Ian Mantle Cllr Sadie Billing Cllr Emma Fernandes Cllr Sean Nolan

	Liberal Democrat	4	Cllr Sean Prendergast Cllr David Chalmers Cllr Claire Winchester Cllr Tina Bhartwas
Royston and District Community Forum (8 members)	Conservative	1	Cllr Martin Prescott
	Labour & Co-Operative	2	Cllr Sarah Lucas Cllr Cathy Brownjohn
	Liberal Democrat	5	Cllr Ruth Brown Cllr Matt Barnes Cllr Ruth Clifton Cllr Tim Johnson Cllr Bryony May
Southern Rural Community Forum (12 members)	Conservative	5	Cllr Ralph Muncer Cllr Claire Strong Cllr David Barnard Cllr Joe Graziano Cllr Steven Patmore
	Labour & Co-Operative	2	Cllr Vijaiya Poopalasingham Cllr Laura Williams
	Liberal Democrat	5	Cllr Dominic Griffiths Cllr Louise Peace Cllr Caroline McDonnell Cllr Lisa Nash Cllr Paul Ward

**COUNCIL
THURSDAY, 21 MAY 2026**

PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT: APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF COMMITTEES FOR 2026/27

REPORT OF: Director - Governance

COUNCIL PRIORITY: Accessible Services; Sustainability; Responsible Growth; Thriving Communities

1. EXECUTIVE SUMMARY

The purpose of this report is to inform the Council of the appointment of Chairs and Vice-Chairs of Committees (except Community Forums) for 2026/27.

2. RECOMMENDATIONS

2.1. That the Chair and Vice-Chairs of Committees (except Community Forums) for 2026/27 be appointed in accordance with the details set out in Appendix 1 to this 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 Committee, Member and Scrutiny Manager of the nominations for Chairs and Vice-Chairs of Committees (except Community Forums) for 2026/27.

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. 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. Community 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 a Community Forum or at the next available meeting, such appointment shall be made at the subsequent ordinary Council meeting.”

8. RELEVANT CONSIDERATIONS

- 8.1. Appendix 1 to the report (to be circulated subsequent to the agenda publication) comprises nominations for the appointment of Chairs and Vice-Chairs of Committees (except Community Forums) for 2026/27.

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 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. Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 11.2. 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 monitored and assessed during the decision-making process.

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no Human Resource implications in this report.

16. APPENDICES

16.1 Appendix 1 – Appointment of Chairs and Vice-Chairs of Committees (except Community Forums) for 2026/27. ***(Appendix 1 will be circulated as a supplement when available)***

17. CONTACT OFFICERS

James Lovegrove	Committee, Member and Scrutiny Manager,	james.lovegrove@north-herts.gov.uk
Isabelle Alajooz	Director – Governance	Isabelle.Alajooz@north-herts.gov.uk
Amber Smith-Howell	National Management Trainee	amber.smith-howell@north-herts.gov.uk
Tim Everitt	Performance & Risk Officer	Tim.Everitt@north-herts.gov.uk

18. BACKGROUND PAPERS

18.1 None.

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APPENDIX A

APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF COMMITTEES 2026-2027

COMMITTEE	PROPOSED CHAIR	PROPOSED VICE-CHAIR
Overview & Scrutiny Committee		
<i>2025/26 Chair / Vice-Chair</i>	<i>Cllr Claire Winchester</i>	<i>Cllr Jon Clayden</i>
Finance, Audit & Risk Committee		
<i>2025/26 Chair / Vice-Chair</i>	<i>Cllr Vijaiya Poopalasingham</i>	<i>Cllr Sarah Lucas</i>
Licensing & Regulation Committee		
<i>2025/26 Chair / Vice-Chair</i>	<i>Cllr Dave Winstanley</i>	<i>Cllr Amy Allen</i>
Joint Staff Consultative Committee		
<i>2025/26 Chair / Vice-Chair</i>	<i>Cllr Daniel Allen</i>	<i>Cllr Claire Strong</i>
Planning Control Committee		
<i>2025/26 Chair / Vice-Chair</i>	<i>Cllr Nigel Mason</i>	<i>Cllr Emma Fernandes</i>
Council Tax Setting Committee		
<i>2025/26 Chair / Vice-Chair</i>	<i>Cllr Ian Albert</i>	<i>VACANT</i>
Standards Committee		
<i>2025/26 Chair / Vice-Chair</i>	<i>Cllr Vijaiya Poopalasingham</i>	<i>Cllr Ian Albert</i>
Employment Committee		
<i>2025/26 Chair / Vice-Chair</i>	<i>Cllr Keith Hoskins</i>	<i>VACANT</i>
Employment Appeals Committee		
<i>2025/26 Chair / Vice-Chair</i>	<i>VACANT</i>	<i>VACANT</i>

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COUNCIL
THURSDAY, 21 MAY 2026

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: EXTENSION OF APPOINTMENT OF INDEPENDENT MEMBER OF FINANCE, AUDIT AND RISK COMMITTEE

REPORT OF: Chief Finance Officer

COUNCIL PRIORITY: Sustainability;

1. EXECUTIVE SUMMARY

To extend the appointment of John Cannon as Independent Member of Finance, Audit and Risk (FAR) Committee until 31st March 2028. This reflects the positive contribution that John Cannon has made to the Committee, it is also in accordance with CIPFA best practise and reflects Local Government Reorganisation timelines.

2. RECOMMENDATIONS

- 2.1. That John Cannon's appointment as the Independent Member for Finance, Audit and Risk Committee is extended until 31st March 2028.

3. REASONS FOR RECOMMENDATIONS

- 3.1. John Cannon was appointed as the Independent Member for Finance, Audit and Risk (FAR) Committee in July 2022, for a period of 4 years. The request to extend his appointment reflects the positive contribution that he has made and is the practical option with the Local Government Reorganisation timeline of April 2028. It is also in line with CIPFA (Chartered Institute of Public Finance and Accountancy) best practice.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1. The Council could choose to advertise for a new Independent Member for the FAR Committee. This is not recommended as the Council would lose the experience and knowledge from the incumbent. It is also more work for Officers in the context of a relatively short timescale until the Council will be replaced by a Unitary Council. The Unitary Council will need to make its own arrangements for appointing an Independent Member to its Audit Committee.
- 4.2. The Council could choose to not have an Independent Member on the FAR Committee. This is not recommended as it has been shown that having an Independent Member supports the work of the Committee, and it is also in accordance with CIPFA best practice. The benefits of having an Independent Member are providing additional knowledge and expertise, having a different perspective and providing continuity.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1. The Chair of FAR has been consulted and supports this proposal.

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. In November 2021, Council approved the creation of a role of Independent Member of FAR.
- 7.2. Following an open recruitment process, John Cannon was determined to be the best candidate. His appointment was approved by Council in July 2022. He attended his first meeting of FAR in September 2022. The appointment was for a period of 4 years.

8. RELEVANT CONSIDERATIONS

- 8.1. As the 4 year period of the appointment is coming to an end, it is necessary to consider next steps.
- 8.2. John Cannon has been consulted and is willing to carry on with the role. Feedback from the Chair and other members of FAR has been positive on the contribution that John has made.
- 8.3. FAR is the Council's Audit Committee. CIPFA issue best practice guidance on Audit Committees. As well as encouraging that Councils have an Independent Member on their Audit Committee, it recommends that they should serve for up to 2 terms. The length of a term is undefined, but 4 years would align with the standard term of Councillors. This would mean serving for up to 8 years.
- 8.4. The LGR process also adds weight to extending the appointment. On expected timescales, the Council will be replaced by a Unitary Council from April 2028. That Unitary Council will have to make its own arrangements (if they choose to) for appointing an Independent Member to their Audit Committee. That means that the remaining period for this Council to have an Independent Member for FAR is around 21 months. This shorter time may not be very appealing for applicants if the role was advertised. It is also additional work for Officers in advertising the role, short-listing, interviewing and then providing training.

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. Having a non-voting independent member on the committee will assist and promote good governance and scrutiny of the committee.
- 9.2. 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 specific financial implications of this decision. The Independent Member role receives an allowance as set out in the Members Allowance Scheme. This payment is covered by the existing budget.

11. RISK IMPLICATIONS

- 11.1. Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 11.2. The benefit of appointing a new Independent Member is to provide a new perspective, which could come from different skills of experience. The opportunity for that is reduced by the term available, as any changes would take time to be considered and then enacted.
- 11.3. The risk of appointing a new Independent Member is that they are less effective. This risk is greater with a shorter term as the role may be less appealing.

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 arising from this decision. When originally recruited to there was an open advert and full HR processes were followed.

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 recommendation.

16. APPENDICES

- 16.1 None

17. CONTACT OFFICERS

Ian Couper	Director - Resources,	ian.couper@north-herts.gov.uk, 01462 474243
Natasha Jindal	Interim Legal Manager	Natasha.jindal@north-herts.gov.uk
Amber Smith-Howell	National Management Trainee (Policy and Strategy)	Amber.Smith-Howell@north-herts.gov.uk
Tim Everitt	Performance and Risk Officer	Tim.everitt@north-herts.gov.uk

18. BACKGROUND PAPERS

- 18.1 Council report, November 2021: <https://democracy.north-herts.gov.uk/documents/s17759/Independent%20member%20of%20Finance%20Audit%20and%20Risk%20Committee.pdf>
- 18.2 Council report, July 2022: <https://democracy.north-herts.gov.uk/documents/s19681/Independent%20FAR%20Member.pdf>

**ANNUAL COUNCIL
THURSDAY, 21 MAY 2026**

PART 1 – PUBLIC DOCUMENT

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

REPORT OF: Leader of the Council

COUNCIL PRIORITY: All Priorities

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 Executive decision and has therefore 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 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 2025/26, the following Key Decisions required the Special Urgency procedure outlined in Regulation 11 to be invoked:
- 8.2. **Subject Matter: Local Government Reorganisation in Hertfordshire: Submission of Final Proposals**

Decision: That Cabinet:

- (1) Noted the content of the report, the draft Hertfordshire submission document at Appendices A to E which forms the proposed collective submission to Government on Local Government Reorganisation and the indicative non-binding view of Full Council at its meeting on 13 November 2025.
- (2) Resolved the following option:
 - c) Submit the proposal and identify the modified four unitary option as preferred and request that the Secretary of State formally modify the proposal by agreeing boundary changes, as set out in the proposal.
- (3) Delegated authority to the Chief Executive and Leader of the Council to agree any final minor amendments to the Hertfordshire submission document prior to submission to Government by 28 November 2025.
- (4) That the Chief Executive, in consultation with the Leader of the Council, be authorised to finalise the form of wording for a side letter to be submitted to the Ministry of Housing, Communities and Local Government (MHCLG) to accompany the Council's formal submission.

That the letter shall set out:

- a) the outcome of the Full Council deliberations; and
- b) the concerns raised by Members regarding the proposed placement of the Arbury ward within alternative unitary configurations, and the need for MHCLG to give this matter full consideration as part of the reorganisation process.

That the finalised letter be issued by the Leader on behalf of the Council.

Decision Taker: Cabinet

Date of Decision: 19 November 2025

Reason for Urgency:

On 16 December 2024 the government published its Devolution White Paper, providing details of their plans for local government reorganisation to support devolving power to communities. Following the Cabinet meeting on 18 March 2025, an Interim Plan was submitted by the Council.

At the Cabinet meeting on 19 November 2025 there will be a report presented to consider the Submission of Final Proposals for Hertfordshire developed jointly by the District, Borough and County Councils in Hertfordshire and seeking a delegation to the Leader (or Deputy in their absence) and Chief Executive to finalise this and submit the Final Proposals by the deadline of Friday 28 November 2025. Failing to meet this deadline would mean that the views of the Council would not be taken into account, which would seriously prejudice the Council's, or other public, interests in this matter.

Members were provided with a briefing on Monday 5 September, a presentation on process was delivered to the Overview and Scrutiny Committee on Tuesday 6 September and an Extraordinary Council meeting will take place on Thursday 13 November to allow Members to debate the proposals and an indicative vote on the options will be taken and the outcome of this will be presented to the Cabinet meeting on 19 November for consideration when making the decision. Therefore all Members will have had the opportunity of scrutinising the issue at the Full Council meeting prior to Cabinet's decision.

Therefore, this decision must be taken as an urgent decision and not subject to Call-In to meet the required deadline for submission of Friday 28 November

- 8.3. All Notices of Special Urgency can be viewed on the Council's Website here: [Notices of urgent decisions | North Herts Council](#)

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 decisions taken in the circumstances set out in 15.15 (special urgency) in the preceding year. The report will include the number of decisions 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. Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 11.2. There are no risk implications 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” requirements do not apply to this report.

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 There are no human resource implications arising from this report.

16. APPENDICES

- 16.1 None.

17. CONTACT OFFICERS

James Lovegrove	Committee, Member and Scrutiny Manager,	james.lovegrove@north-herts.gov.uk Tel: 01462 474204
Melanie Stimpson	Democratic Services Manager	Melanie.Stimpson@north-herts.gov.uk
Isabelle Alajooz	Director – Governance	Isabelle.Alajooz@north-herts.gov.uk
Rebecca Webb	HR Services Manager	Rebecca.Webb@north-herts.gov.uk

18. BACKGROUND PAPERS

18.1 [Notices of urgent decisions | North Herts Council](#)

**COUNCIL
THURSDAY, 21 MAY 2026**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: APPROVE A PROGRAMME OF ORDINARY MEETINGS FOR THE COUNCIL FOR THE CIVIC YEAR 2026/27

REPORT OF: Director - Governance

COUNCIL PRIORITY: Accessible Services; Thriving Communities; Sustainability; Responsible Growth

1. EXECUTIVE SUMMARY

The purpose of this report is to seek approval to a programme of ordinary meetings of the Council for the Civic Year 2026/27.

2. RECOMMENDATIONS

2.1. That the Calendar of Meetings for 2026/27, as attached as Appendix 1, be approved.

3. REASONS FOR RECOMMENDATIONS

3.1. To enable Members to agree a programme of ordinary meetings of the Council for 2026/27.

3.2. To enable Members to agree the Calendar of Meetings for 2026/27.

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 had 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 Executive decision and has therefore 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 2026/27:

Thursday, 16 July 2026, 7.30pm
Thursday, 8 October 2026, 7.30pm
Thursday, 10 December 2026, 7.30pm
Thursday, 28 January 2027, 7.30pm
Thursday, 25 February 2027, 7.30pm
Thursday, 15 April 2027, 7.30pm

- 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, as necessary.
- 8.3. Following consultation with the political Group Leaders, the Calendar of Meetings for 2026/27, as attached as Appendix 1, 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. Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 11.2. There are no risks arising directly from this report. Failure to agree a calendar of meetings would impact the Council’s ability to approve key decisions.

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 the report.

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 There are no Human Resources implications relating to this report.

16. APPENDICES

- 16.1 Appendix 1 – Calendar of Meetings 2026/27

17. CONTACT OFFICERS

James Lovegrove	Committee, Member and Scrutiny Manager,	james.lovegrove@north-herts.gov.uk Tel: 01462 474204
Melanie Stimpson	Democratic Services Manager	Melanie.Stimpson@north-herts.gov.uk
Isabelle Alajooz	Director – Governance	Isabelle.Alajooz@north-herts.gov.uk
Tim Everitt	Performance & Risk Officer	Tim.Everitt@north-herts.gov.uk

18. BACKGROUND PAPERS

- 18.1 None.

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**SUBJECT TO RATIFICATION AT ANNUAL COUNCIL
NORTH HERTS COUNCIL
SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS 2026/2027**

7.30pm start unless stated	Regular Meeting day	MAY 2026	JUNE 2026	JULY 2026	AUG 2026	SEPT 2026	OCT 2026	NOV 2026	DEC 2026	JAN 2027	FEB 2027	MAR 2027	APR 2027
COUNCIL													
COUNCIL	Thurs	21 Annual		16			8		10	28	25** ***		15
Council Tax Setting Cttee (5.30pm)	Thurs									28			
EXECUTIVE													
CABINET	Tues		16			22		24		19	16*	16	
FORWARD PLAN PUBLISH	Fri	15	19	17	21	18	23	20	18	15	12	19	16
Cabinet Sub-Committee (Council Charities) (5.30pm)	Tues							24					
Cabinet Sub-Committee (Local Authority Trading Companies' Shareholder) (5.30pm)	Tues					22							
REGULATORY													
Licensing and Regulation Committee	Mon						19						
Planning Control Committee (7.00pm)	Thurs		4 & 18	2 & 23	13	3 & 17	1 & 22	5 & 19	3 & 17	14	4 & 18	4 & 18	8 & 22
Standards Committee	Wed						14					17	
SCRUTINY													
Overview & Scrutiny Committee	Tues		9			8		10		5	2	9	
OTHER COMMITTEES													
Finance, Audit & Risk Committee	Wed		10			9		11		6	3	10	
Joint Staff Consultative (10.00am)	Wed		24				21			27		24	
Employment (10.00am)													

**SUBJECT TO RATIFICATION AT ANNUAL COUNCIL
NORTH HERTS COUNCIL
SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS 2026/2027**

7.30pm start unless stated	Regular Meeting day	MAY 2026	JUNE 2026	JULY 2026	AUG 2026	SEPT 2026	OCT 2026	NOV 2026	DEC 2026	JAN 2027	FEB 2027	MAR 2027	APR 2027
PARTNERSHIPS, PANELS AND LIAISON MEETINGS													
Cabinet Panel on the Environment	Wed			1		16		25		13	10	17^	
CCTV Partnership Joint Executive (7.00pm)			4										
BUDGET WORKSHOPS													
Administration	Mon							2					
Opposition	Wed							4					
CIVIC, ELECTORAL AND DEVELOPMENT EVENTS													
Elections	Thurs	7											
Chair's Reception/Civic Event	Fri										26		
Youth Democracy Day (9.00am)	Thurs							26					
Members Development Week		11 to 15											
Member Development Session (7.00pm)	Mon	18 & 19		6		7		9		11		8	
Local Plan Review Workshops (7.00pm)			1				12	30		18		1	
MEMBER CHAMPIONS / WORKING GROUP MEETINGS													
Learning & Development (10.00am)						14						8	
Constitutional & Governance Review			8										

* Cabinet to consider Budgets; ** Council to set Budgets; *** To set Council Tax; ^ Proposed to be cancelled.

**SUBJECT TO RATIFICATION AT ANNUAL COUNCIL
NORTH HERTS COUNCIL
SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS 2026/2027**

7.30pm start unless stated	Regular Meeting day	MAY 2026	JUNE 2026	JULY 2026	AUG 2026	SEPT 2026	OCT 2026	NOV 2026	DEC 2026	JAN 2027	FEB 2027	MAR 2027	APR 2027
COMMUNITY FORUMS													
Baldock & Villages Community Forum	Mon		15			14			7			22	
Hitchin Community Forum (7.00pm)	Tues		2			15			8			23	
Letchworth Community Forum	Wed		24			30			16			3	
Royston & Villages Community Forum	Wed		3			23			9		24		
Southern Rural Community Forum	Thurs		11			10		26				11	

SUBJECT TO RATIFICATION AT ANNUAL COUNCIL

**SUBJECT TO RATIFICATION AT ANNUAL COUNCIL
NORTH HERTS COUNCIL
SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS 2026/2027**

KEY DATES

School Holidays Hertfordshire

School year (2025/26)

Half term holiday: 25 May 2026 – 29 May 2026

Summer holiday: 24 July 2026 – 31 August 2026

School year (2026/27)

Start of term: 1 September 2026

Half term holiday: 26 October 2026 – 30 October 2026

Christmas holiday: 21 December 2026 – 2 January 2027

Half term holiday: 15 February 2027 – 19 February 2027

Easter holiday: 26 March 2027 – 9 April 2027

Half term holiday: 31 May 2027 – 4 June 2027

Summer holiday: 23 July 2027 – 31 August 2027

Political Party & LGA Conferences

Labour Conference: 27 September 2026 – 30 September 2026

Conservative Conference: 4 October 2026 – 7 October 2026

Liberal Democrat Conference: 19 September 2026 – 22 September 2026

LGA Conference: 7 July 2026 – 9 July 2026

SUBJECT TO RATIFICATION AT ANNUAL COUNCIL

**ANNUAL COUNCIL
THURSDAY, 21 MAY 2026**

PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT: NOMINATION OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS AND OTHER BODIES FOR 2026/27

REPORT OF: Director - Governance

COUNCIL PRIORITY: Thriving Communities; Accessible Services; Responsible Growth; Sustainability

1. EXECUTIVE SUMMARY

The purpose of this report is to present a list setting out the nomination of representatives on Outside Organisations and Other Bodies for 2026/27.

N.B. If a Member is nominated to or is on an outside body, they have an Interest under the Code of Conduct, they must comply with the Code requirements Section 17, Appendix B – Constitution [[page click here](#)]. If unclear, seek advice from the Monitoring Officer or Deputy.

2. RECOMMENDATIONS

- 2.1 That the list of nominations of representatives on Outside Organisations and Other Bodies for 2026/2027, as set out in Appendix 1 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 2026/2027.
- 5.2. Consultation took place with appointed Members and Outside Organisations as outlined below in Section 8.

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 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 comprehensive review of Outside Body appointments was carried out between January – March 2026 and both outside organisations and the appointed Members were surveyed. The survey assisted to ascertain whether the outside organisations were still active as well as the value in appointments to Outside Bodies.

- 8.2 The response rate for outside organisations was 36 out of 48 (75%) and 23 out of 32 (72%) of Members appointed to outside bodies. This survey discovered that the status of the majority of outside organisations was Charitable Trusts and that most Members were appointed as a Representative Member (as opposed to a Director, Trustee or Observer). The most common method of communication used between outside organisations and Members was email.

- 8.3 Group Leaders have been asked to consider the nominations as approved for 2025/2026 and propose any alterations they felt necessary for 2026/2027, having given regard to 8.4 – 8.6 below.

- 8.4 A few organisations, raised some communication issues or lack of attendance. However, all wished to continue having a Council representative.

- 8.5 The majority of organisations, namely the Baldock Community Forum – Community Interest Company (CIC), Bedford and River Ivel Internal Drainage Board, Chilterns Conservation Board, Hertfordshire Armed Forces Governance Board, Hertfordshire Health Scrutiny Committee, Hitchin Business Improvement District (BID), Knebworth Twinning Organisation, St Michael's Mount Community Centre and Survivors Against Domestic Abuse (SADA), all noted that the Member representative was of value to their organisations. Having a good working relationship with a Council representative provided opportunities for networking, as well as support and gave valuable advice on how the Council operates.

- 8.6 The majority of Members felt their representation on the outside organisations was of benefit to the Council as it enabled them to use their experience to offer advice. It gave Members some insight into the issues faced by the local community and provided a link to the services offered by the Council.
- 8.7 Appendix 1 to the report sets out the nomination of representatives to Outside Organisations and Other Bodies for 2026/2027.
- 8.8 At the Full Council meeting on 29 January 2026, following consideration and referral from the Standards Committee on 22 October 2025, formal guidance was adopted and provided to Members on Outside Organisation appointments. The Updated Guidance to Councillor on Outside Bodies is included at Appendix 2.

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.
- 9.4 Members are required to include any appointments to Outside Organisations or Bodies on their Register of Interests within 28 days of the appointment.

10. FINANCIAL IMPLICATIONS

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

11. RISK IMPLICATIONS

- 11.1. Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered. Each year the Council undertakes a review of outside bodies, including whether Members are insured or indemnity provided by the outside body. This is a relevant consideration when nominating any Member to an external organisation.
- 11.2. There are no risk implications 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 the report as it is not a procurement.

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 1 – Nomination of Representatives on Outside Organisations and Other Bodies for 2025/2026. ***(Appendix 1 will be circulated as a supplement when available)***

16.2 Appendix 2 – Updated Guidance to Councillors on Outside Bodies

17. CONTACT OFFICERS

Susan Le Dain	Committee, Member and Scrutiny Officer	susan.ledain@north-herts.gov.uk, Tel: 01462 474326
James Lovegrove	Committee, Member and Scrutiny Manager	james.lovegrove@north-herts.gov.uk
Natasha Jindal	Interim Deputy Monitoring Officer	natasha.jindal@north-herts.gov.uk
Luke Franklin	Service Accountant	luke.franklin@north-herts.gov.uk
Ian Couper	Director – Resources	ian.couper@north-herts.gov.uk
Daisy Harris	Business Admin Apprentice - Policy	daisy.harris@north-herts.gov.uk
Tim Everitt	Performance & Risk Officer	tim.everitt@north-herts.gov.uk
Rebecca Webb	HR Services Manager	rebecca.webb@north-herts.gov.uk

18. BACKGROUND PAPERS

18.1 [Council – 29 January 2026. Minute No. 78 refers - Adoption of Updated Guidance to Councillors on Outside Bodies](#)

NOMINATION OF REPRESENTATIVES OF THE COUNCIL ON OUTSIDE BODIES AND ORGANISATIONS
2026/27

Where more than the appointees required have been nominated, a vote will be required at Annual Council.
Where this is the case, it has been highlighted in red.

Organisation	25/26 Representative	Date of Retirement	Term of Office	26/27 Nominees
Baldock Community Forum Community Interest Company	Cllr A Willoughby	2026	1	
Baldock Town Twinning Association	Cllr A Willoughby Cllr S Willoughby	2026 2026	1 1	
Baldock United Almshouses Charities	Cllr A Willoughby Cllr S Willoughby Cllr E Rowe Cllr R Cameron	2026 2026 2026	1 1 1	
Baldock Youth and Community Association	Cllr A Willoughby Cllr S Willoughby Cllr E Rowe	2026 2026 2026	1 1 1	
Bedford and River Ivel Internal Drainage Board	Cllr E Fernandes	2026	1	
British Schools Museum	Cllr J Clayden	2026	1	
Charles Collison Trust	Cllr I Albert	2026	1	
Chilterns Conservation Board	Cllr V Bryant	2026	1	
Citizens Advice North Herts	Cllr T Bhartwas Cllr B May Cllr V Poopalasingham	2026 2026 2026	1 1 1	
East of England Leaders Group	Cllr V Bryant (Leader of the Council) Sub Cllr S Nolan (Deputy Leader of the Council)	2026 2026	1 1	Leader of Council Sub – Deputy Leader of Council
Grange Fellowship Community Association	Cllr E Fernandes Cllr I Mantle Cllr T Bhartwas	2026 2026 2026	1 1 1	
Hertfordshire Armed Forces Covenant Board	Cllr V Bryant	2026	1	
Hertfordshire Building Preservation Trust	Cllr E Fernandes	2026	1	
Hertfordshire Community Covenant Board	Cllr V Bryant	2026	1	
Hertfordshire Climate Change and Sustainability Partnership	Cllr A Allen	2026	1	Executive Member Environment
Hertfordshire Health Scrutiny Committee ¹	Cllr J Clayden Cllr T Bhartwas Sub - VACANT	2026 2026 VACANT	1 1 1	
Hertfordshire Waste Partnership	Cllr A Allen (Executive Member for Environment) Sub Cllr Dave Winstanley	2026 2026	1 1	Executive Member Environment
Herts Leaders' Group	Cllr V Bryant (Leader of the Council) Sub Cllr S Nolan (Deputy Leader of the Council)	2026 2026	1 1	Leader of Council Sub: Deputy Leader of Council
Hitchin BID	Cllr I Albert	2026	1	
Hitchin Charity School Endowment	Cllr V Bryant	2026	1	
Hitchin Cow Common Trust	Cllr I Albert	2026	1	

¹ NB. Cannot be an Executive Member and must be a Member of Overview and Scrutiny. Also, cannot be a staff member of Hertfordshire County Council or a staff member or board member of any Hertfordshire Health Trust.

Hitchin Educational Foundation	Cllr K Hoskins	2028	4	Cllr K Hoskins Cllr D Wright Cllr C Strong Cllr D Wright-Mason Cllr I Albert
	Cllr D Wright	2028	4	
	Cllr C Strong	2028	4	
	Cllr D Wright-Mason	2028	4	
	Cllr I Albert	2028	4	
Hitchin Initiative	Chair of Hitchin Community Forum	2026	1	Chair of Hitchin Community Forum
Hitchin Town Band Committee	Cllr N Mason	2026	1	
Hitchin Town Twinning	Cllr I Albert	2026	1	
	Cllr J Clayden	2026	1	
Hitchin United Charities	Cllr K Hoskins	2026	1	Cllr V Bryant
	Cllr I Albert	2026	1	
	Cllr D Winstanley	2026	1	
	Cllr C Strong	2026	1	
	Cllr V Bryant	2027	3	
Howard Garden Social and Day Care Centre	Cllr T Bhartwas	2026	1	
	Cllr T Thomas	2026	1	
	Cllr M Debenham	2026	1	
Jackmans Community Association	Cllr S Billing	2026	1	
	Cllr M Debenham	2026	1	
	Cllr T Thomas	2026	1	
King George V Playing Fields User Group	Cllr I Albert	2026	1	
	Cllr N Mason	2026	1	
	Cllr D Winstanley	2026	1	
	VACANT	VACANT	1	
Knebworth House Education and Preservation Trust	Chair of the Council	2026	1	Chair of the Council
Knebworth Twinning Association	Cllr P Ward	2026	1	
Knebworth Village Trust	Cllr P Ward	2026	1	
	Cllr L Nash	2026	1	
Letchworth Civic Trust	Cllr T Bhartwas	2026	1	
	Cllr E Fernandes	2026	1	
	Cllr D Allen	2026	1	
Letchworth Garden City BID	Cllr T Thomas	2026	1	
Letchworth Garden City Heritage Foundation	Cllr I Mantle	2028	The term of office of appointee	Cllr I Mantle
Letchworth Garden City Town Twinning Association	Cllr M Debenham	2026	1	
London Luton Airport Consultative Committee	Cllr E Fernandes	2026	1	
North Hertfordshire Centre for Voluntary Service	Cllr T Bhartwas	2026	1	
	Cllr V Bryant	2026	1	
	Cllr R Brown	2026	1	
North Herts Minority Ethnic Forum	Cllr C Brownjohn	2026	1	
Parking Traffic Regulations Outside London (PATROL) Adjudication Joint Committee	Cllr D Allen	2026	1	
Police and Crime Panel	Cllr V Bryant	2026	1	
	Sub Cllr V Poopalasingham	2026	1	
Royston & District Community Transport Scheme	Cllr M Barnes	2026	1	
Royston Community Association	Cllr R Brown	2026	1	
	Cllr C Brownjohn	2026	1	
	Cllr S Lucas	2026	1	
Royston Old People's Day Centre Committee (Royston Old Barn)	Cllr B May	2026	1	
Royston Town Twinning Association	Cllr C Brownjohn	2026	1	
St. Michaels Mount Community Centre, Hitchin – Management Committee	Cllr D Wright	2026	1	
	Cllr E Dennis	2026	1	
	Cllr D Wright-Mason	2026	1	
Survivors Against Domestic Abuse (SADA)	Cllr E Dennis	2026	1	

Walsworth Community Association	Cllr D Wright	2026	1	
	Cllr E Dennis	2026	1	
	Cllr D Wright-Mason	2026	1	
Westmill Community Centre, Hitchin – Management Committee	Cllr C Billing	2026	1	

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GUIDANCE TO COUNCILLORS ON OUTSIDE BODIES

Introduction:

This guidance is solely intended for the purpose of providing general advice on the duties, obligations and liabilities that you, as a Councillor will have if you are appointed to (or are on) an outside body.

Councillors may be appointed to varying organisations with differing roles. In some instances, Councillors will be bringing their experience, knowledge and expertise flowing from their appointment as a Councillor and in other instances the appointment will be distinct from your Councillor appointment.

The role of Councillors on outside bodies will depend on the nature of the outside body and the capacity in which you are appointed. The appointment may involve acting as a company director, the trustee of a charity or member of an unincorporated body. Each structure and appointment will hold differing levels of responsibility and liability.

In participating in outside bodies, Councillors *may* be expected to not only represent the interests of the Council but will have duties and responsibilities to the outside bodies. However, if the Councillor has been appointed into a decision-making role on the outside body, then they must act in the interests of that body and exercise independent judgment in making decisions in accordance with their duty of care to the body.

In all cases Councillors should: -

- Operate within the rules, and/or constitution of the outside body;
- Report back, *where appropriate*, to the Council or relevant Committee;
- Behave ethically and adhere to the NHDC Code of Conduct ('NHDC Code');
- Take an active and informed role in the affairs of the outside body.
- Note that Councillors are not on an outside body to represent their political party.

Conflicts of interests can often arise when Councillors are appointed to outside bodies and the Councillor is expected to manage these in accordance with this guidance.

This guidance cannot provide a detailed answer for all circumstances and consequently further advice and guidance should be sought from the Council's Monitoring Officer or Deputy Monitoring Officer if required.

1. Types of Organisation:

Councillors may participate in a variety of external organisations either independently or as a representative of the Council.

Some of the most common examples of outside bodies are:

- Companies limited by guarantee/shares
- Charitable Trusts
- Unincorporated association (like a Panel, or Board)

GUIDANCE TO COUNCILLORS ON OUTSIDE BODIES

1.1 Companies Limited by Guarantee or Share

Companies have separate legal identities.

They are set up by their members, who may be either shareholders or guarantors. Liability of company members is limited to the value of their shares or by guarantee.

Directors of companies have a duty to the company to act in good faith to promote the success of the company. If they do not uphold this duty, they can incur personal liability, particularly if the company becomes insolvent.

1.2 Charities

A charity is an organisation which is established for charitable purposes only and is subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.

Some companies and unincorporated associations are established for charitable purposes and are regulated by the Charity Commissioners, to ensure that they are properly managed and are spending their money properly on the charitable objects.

1.3 Unincorporated Associations

Groups, which are neither limited companies nor charitable trusts, may be “unincorporated associations” which have no separate identity from their members.

2. Types of Roles:

When representing the Council on an outside body, Councillors are expected to:

- act in accordance with the constitution and framework set by the outside body;
- make independent and personal judgements in line with their duty of care to the outside body;
- behave ethically and comply with the Council's Code of Conduct for Members (Councillors) or except and insofar as it conflicts with any other lawful obligations to which that outside body may be subject;
- comply with any Code of Conduct or similar arrangements in place relating to the outside body
- take an active and informed role in the management of the outside body's affairs.
- be aware of any potential conflicts of interest that may arise as a result of the appointment and act/seek advice accordingly

There are several different types of roles that a Councillor may be appointed to take up, the most common ones are set out below with some general details of the responsibilities that they each hold:

- Director;
- Trustee;
- Representative/ member
- Observer

GUIDANCE TO COUNCILLORS ON OUTSIDE BODIES

3. Duties of a Director:

Directors are effectively agents of the company and therefore owe a number of common law and equitable duties to the company. These duties are set out in the Companies Act 2006 and apply to both Executive and Non-Executive Directors

Directors must:

- Act within their powers
- Promote the success of the company
- Exercise independent judgement
- Exercise reasonable skill, care and diligence
- Avoid conflicts of interest
- Not accept personal benefits from third parties
- Declare a personal interest in a proposed transaction/arrangement with the company.

3.1 Directors Liability

A Directors fiduciary and general duties are owed to the company therefore third parties will not normally have a cause of action against the Director, unless they act in a way which creates a personal obligation.

Some of the more serious wrongdoings that can expose a Director to personal liability are set out below: -

- Wrongful trading – trading at a time when a company has no reasonable prospect of avoiding insolvent liquidation which can result in personal liability for the debts
- Fraudulent trading - knowingly to carry on the business of a company with intent to defraud creditors or potential creditors
- Exceeding authority
- Director personally guaranteeing performance
- Acting as a director whilst disqualified
- Failing to maintain company records

4. Duties of a Charitable Trustee

Those who are responsible for the control and administration of a charity are referred to as Trustees.

It is important to highlight that companies limited by guarantee often have Directors who may be referred to as Trustees, particularly in charitable contexts, the terms are not interchangeable: A company limited by guarantee is a legal structure and the Directors are legally responsible for the company's management. Their powers are defined in the company's articles of association, while Trusteeship is a specific fiduciary role.

In situations where an organisation is a charitable company, then a Trustee will also be bound to act in accordance with the principles above as well as those set out below. There is an overlap of Trustee duties and those of a Director.

As a Trustee of a charity, you have a duty to act in the best interests of the charity and can be personally liable if you breach that duty.

GUIDANCE TO COUNCILLORS ON OUTSIDE BODIES

General duties of a Trustee are:

- Fiduciary (loyalty to the Trust and a duty of care to act in its best interests, having regard to the interests of the beneficiaries, employees and creditors this applies to all types of Trustees).
- To promote the charity's purposes
- Acting for the benefit of the public
- Undivided loyalty to the beneficiaries of the charity
- Act in good faith
- Act within the powers of the Charity
- Prudence
- Acting collectively

In addition to the above, a Trustee must ensure (if the charity is registered) that the information relating to the Trust and Trustees is registered with the Charity Commissioners and that the annual accounts and return are completed/filed.

4.1 Liability of Trustees

A charitable trust is not a separate legal entity therefore personal liability may be incurred if a Trustee:

- Acts outside the scope of the trust deed
- Falls below the required standard of care
- Makes a personal profit from the trust assets

5. Non-corporate/ unincorporated associations

An unincorporated association is simply described as a group of two or more individuals who come together for a common purpose. They are not separate legal entities, meaning the members, not the association or organisation, are legally responsible for its actions and debts.

The rules governing the Councillor's duties and liabilities will (or should) be set out in the organisation's constitution, which is simply an agreement between members as to how the organisation will operate.

Usually, the organisation's constitution will provide for a management committee to be responsible for the everyday running of the organisation.

Management committee members must act within the organisation's governing documents and the committee Terms of Reference and must take reasonable care when exercising their powers.

5.1 Liability of being a member of the non-corporate/un-incorporated associations:

There is an increased risk from the absence of a "corporate veil" of unincorporated associations.

A Councillor may, as a member of the association, be personally liable for claims against the unincorporated organisation if it has insufficient assets to meet any legal responsibility or debts.

GUIDANCE TO COUNCILLORS ON OUTSIDE BODIES

6. Conflicts of Interest:

Conflicts of interest may arise between the Council and an outside body.

Even though the Council and the outside body have the same overall aims and objectives Councillors cannot assume that their interests will always be the same.

Conflicts of interest may arise if:

- the council is selling, donating or leasing land to the organisation.
- the organisation and the council are negotiating a contract with each other.
- the organisation is seeking funding from the council.
- there is a dispute between the organisation and the council.
- the organisation is tendering or negotiating to provide goods, services or works to the council.

Success of organisation/charity:

The Trustee/Director must consider what would **promote, the success of the organisation or the purpose of the charity** and have regard to the likely consequences of any decision in the long term.

If the Councillor believes they are unable to do this without compromising their role as a Councillor and the interests of the residents of the district then serious consideration should be given to resigning the post.

Duty to Avoid:

There is a legal duty for Directors to avoid conflicts of interest.

There may be actual or potential conflicts between the interests of the Council and the interests of the organisation. In such circumstances it would be inappropriate for the Councillor to take part in discussions upon such topics both as a Councillor and as a Director. If the conflict is a serious one or repeatedly presents itself then it may be appropriate for the Councillor to resign as a Director of the organisation.

If the Councillor has an interest in the proposed transactions, a declaration must be made of the nature and extent of such an interest. This may cover both the Councillor's own interests as well as those of the Council. Whether the Councillor is allowed to participate in the latter case will depend on the organisation's governance documents.

Confidentiality:

Some outside bodies may require the Councillor to treat the body's business as confidential. This may sometimes create a dilemma for the Councillor and may seem contrary to the idea of assisting public accountability. However, Councillors will have to bear this confidentiality requirement in mind and consider the alignment with the duties to the Council and its residents.

Actions:

If Councillors are uncertain whether a conflict of interest exists they should seek advice from the Monitoring Officer as soon as possible and also:

- Notify the organisation's board of directors,
- Take no further part in the matter on behalf of the organisation;
- Consider the impact of this interest on any decisions you may be involved in at the Council

GUIDANCE TO COUNCILLORS ON OUTSIDE BODIES

7. Relationship between Code of Conduct and the Appointment to the body

This Guidance should be read in conjunction with the NHDC's Code of Conduct for Members ([Section 17](#) of the Constitution). Councillors will be expected to comply with any code for the outside body when sitting on an outside body.

Councillors should ensure that they comply fully with their obligations to disclose interests where they are sitting as Directors or Trustees.

If Councillors are appointed to (or on) outside bodies and *this is not deemed a Pecuniary Interest*, then under the NHDC's Code it is likely to be a Declarable Interest. Therefore, if a relevant item of business comes to the Council – serious consideration has to be given as to whether a Councillor can participate in that meeting and if unsure should seek advice *before* the meeting.

8. **Immunity, Insurance and Indemnity:**

8.1 Where a Councillors acts within the course of their duties and in good faith, they have statutory immunity against personal liability.

However statutory immunity **does not** apply where a Councillor acts on an outside body. In most circumstances, the corporate veil means that a company can fail, owing creditors large sums of money, **without** affecting the Directors. However, in certain circumstances, Directors are held responsible for a company's liabilities.

8.2 NHDC **may** therefore provide an indemnity where Councillors are acting on an outside body, provided that:

- the appointment was approved by the NHDC and/or
- the nomination was made by the Council, and
- the appointment was specifically approved for the purpose of the indemnity.

The indemnity afforded by NHDC is subject to limitations however in general terms it reflects the statutory immunity protection therefore when a Councillor is acting properly, within their powers and in good faith, the power to indemnify will usually apply.

Regardless of any immunity, indemnity or insurance, Councillors may still incur personal liability or have to defend themselves where allegations are made that:

- They acted outside the powers of the authority
- They acted in bad faith, fraudulently or out of malice
- Their actions constitute a criminal offence
- They made a defamatory statement

In cases where Councillors act as a Director or Trustee specifically in connection with the business of the outside body, then they will be regarded as serving the particular body rather than the Council and it is the expectation of NHDC that the outside body should insure / and or agree to indemnify the Councillor.

9. **Administration and Contact Details for Councillors:**

9.1. Committee Services are leading on the administration and record keeping relating to Members nominated to Outside Bodies.

9.2. Committee Services will be in contact annually near the end of each Civic Year to receive your Report for recording on the Outside Bodies Information Sheet.

9.3. If further advice is required, please contact the Monitoring Officer on monitoring.officer@north-herts.gov.uk.

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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COUNCIL
THURSDAY, 21 MAY 2026

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: APPROVAL OF POTENTIAL EXIT PAYMENT – PART 1

REPORT OF: Director - Customers

EXECUTIVE MEMBER: Executive Member - Customer Experience & Deputy Leader of the Council

COUNCIL PRIORITY: Sustainability;

1. EXECUTIVE SUMMARY
1.1 To seek approval of Council for the authority to make an exit payment, should redundancy arise following completion of consultation and redeployment processes, where the cost exceeds the threshold of £100,000 as set out in the Pay Policy Statement.
2. RECOMMENDATIONS
2.1 That Council approve the payment of the exit payment, if required, the details are set out in the Part II report
2.2 That Council use the General Fund reserve to fund the cost.
3. REASONS FOR RECOMMENDATIONS
3.1. To ensure that, if required following the completion of consultation and redeployment processes, the Council has complied with the approval process as set out in the Constitution and the Pay Policy Statement for any exit payment that exceeds the limit applied (£100,000)

4. ALTERNATIVE OPTIONS CONSIDERED

4.1 Alternative options are considered in the Part II report.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

5.1 Consultation has taken place with the affected member of staff in accordance with the Councils reorganisations Policy.

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 Councils Reorganisation Policy sets out the approach to restructure arrangements and includes a strong emphasis on seeking to avoid compulsory redundancies. The Part II report contains details of alternatives to redundancy that have been considered.
- 7.2 The authorisation arrangements for terminating employment are set out in the Constitution and, with the exception of Statutory Officers (Head of Paid Service, S151 Officer and Monitoring Officer) such matters fall to the Head of Paid Service. However, the Councils adopted Pay Policy Statement required Council to approve any related settlement package where the total cost to the Council exceeds £100,000 (which includes both severance payment and employers' liability for pension strain). In this case the total contractual costs including employer costs exceed £100,000.
- 7.3 For the avoidance of doubt, the staffing restructure and any resulting employment decision remain matters for officers under the Council's officer employment procedures and delegations. Council's role is limited to approval of the financial threshold requirements contained within the Policy Statement.

8. RELEVANT CONSIDERATIONS

- 8.1 These are set out in the Part II report.

9. LEGAL IMPLICATIONS

- 9.1 Full Councils remit as set out at 4.4.1 (aa) of the Constitution is for agreeing any award which would exceed the financial limits set out in the Councils Pay Policy Statement.
- 9.2 The limit set in the Council Pay Policy Statement is £100,000.

10. FINANCIAL IMPLICATIONS

- 10.1 The financial implications are considered in the Part II report.

11. RISK IMPLICATIONS

- 11.1 The financial implications are considered in the Part II 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 An Equalities impact assessment is not required as part of this process.

12.3 Consultation has been undertaken with relevant staff and no specific equality concerns have been identified for the proposals concerned.

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 the decision as set out in this report.

15. HUMAN RESOURCE IMPLICATIONS

15.1 The Human Resource implications are considered in the Part II report.

16. APPENDICES

16.1 Appendix 1 – North Herts Council Pay Policy Statement 2026/27

17. CONTACT OFFICERS

Jo Dufficy	Director - Customers,	johanne.dufficy@north-herts.gov.uk, 01462 474555
Jo Keshishian	HR Operations manager	Jo.keshishian@north-herts.gov.uk
Isabelle Alajooz	Director – Governance	Isabelle.alajooz@north-herts.gov.uk
Ian Couper	Director – Resources	ian.couper@north-herts.gov.uk

18. BACKGROUND PAPERS

18.1 None

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Appendix 1 - North Herts Council Pay Policy Statement 2026/27

INTRODUCTION

- 1.1 Local Authorities are required by section 38 of the Localism Act to prepare a pay policy statement and view it alongside the Local Government Transparency Code. This statement outlines our current policy and matters required by the Act and the Transparency Codes relating to the pay of staff, particularly senior staff and the lowest paid employees.
- 1.2 This annual statement covers the financial year 1 April 2026 to 31 March 2027 and is approved by full Council. It will be subject to review annually and in accordance with new or proposed legislation to ensure that it remains relevant and effective.

BACKGROUND

- 2.1 The National Joint Council (NJC) pay awards for 2025/26 were agreed in July 2025. The pay awards were as follows:

National Joint Council for Local Government Services:

- 3.2% on each spinal point
- From 1 April 2026, spinal column point 2 will be permanently deleted (this is the lowest pay point on the NJC pay scale)

Joint Negotiating Committee for Chief Executives and Joint Negotiating Committee for Chief Officers:

- 3.2% on each spinal point

- 2.2 The National pay negotiation process for 2026/27 has begun.
- 2.3 All the pay amounts in this document are at 2025/26 rates but include the deletion of the lowest spinal column point in line with the 2025/26 pay award.

GRADING

- 3.1 Our pay scales contain 16 pay bands which each contain 6 incremental points except for Grade 16 and grade 1, with grade 16 containing 5 points and grade 1 containing 4 points, following the deletion of the lowest point in April 2026. Grade 1 is the lowest and Grade 16 is the highest of these pay grades. Posts are allocated to a pay band through an analytical job evaluation process. Incremental progression through the pay points is annual, based on satisfactory performance. The Council does not operate performance related pay or a bonus system. Grades 13 & 15 are not currently used.
- 3.2 The lowest grade is Grade 1. The bottom of the Grade 1 pay band is £25,033, the top is £25,664 and the median £25,243.
- 3.3 The Enterprise Act 2016 regulations introduced a Levy for Apprenticeship training set at a rate of 0.5% of an employer's pay bill. The Enterprise Act 2016 also set out that public sector bodies should employ apprentices and may be set targets to increase Apprenticeships, and the Levy is now used for the apprenticeship training.
- 3.4 The Council employs several temporary Apprentices each year. The scheme supports young people and career changers gain paid meaningful work experience which

assists progress to permanent employment and develop careers. Those employed as level 3 Apprentices will be paid at the bottom of Grade 1, £25,033.

- 3.5 The Accounts and Audit Regulations 2011 require councils to publish the number of employees who are paid over £50,000. This would apply to the Chief Executive, Directors and all full-time managers at grades 11 and 12 and several at grade 10. Following the April 2025 pay award, the salary for grade 10 scale point 6 is £50,383. The Council's 2025/26 Statement of Accounts will disclose the number of employees who earned over £50,000. Due to progression through the pay scales and inflation, the number in 2026/27 will be higher. The exact number will be subject to the April 2026 pay award.
- 3.6 The table below shows the current positions for Chief Officers on Grades 14 to 16. At 2025/26 pay rates, excluding car allowance.

Position	Grade	Bottom of Pay Scale £	Top of Pay Scale £
Director - Enterprise	14	74,959	87,794
Director - Customers	14	74,959	87,794
Director - Governance	14	74,959	87,794
Director - Environment	14	74,959	87,794
Director - Regulatory	14	74,959	87,794
Director - Resources	14	74,959	87,794
Director – Place	14	74,959	87,794
Chief Executive	16	126,839	139,334

Pay is pro-rata for part time hours.

- 3.7 The values of the pay points within these pay grades are up rated by the pay awards notified by the National Joint Council for Local Government Services. For the Chief Executive the up-rate is usually determined via the Joint Negotiating Committee for Chief Executives of Local Authorities and for Directors, grades are usually up-rated by the Joint Negotiating Committee for Chief Officers of Local Authorities, as the JNC conditions of service apply to these posts.
- 3.8 4.4 (aa) of the Council's constitution states that Council will agree any award that exceeds the financial limits set out in this Pay Policy Statement. The salary limit is £100,000 and therefore will apply to the Chief Executive post only, as no other posts are expected to reach this threshold.
- 3.9 The same limit (£100,000) is applied to discretionary severance compensation payment award, which includes:
- Salary paid in Lieu of Notice
 - Outstanding holiday pay

- Redundancy/Compensation under the Discretionary Compensation Regulations 2006
- Pension strain costs to the Employer

This limit could apply to a much greater range of people, due to pension strain costs being dependant on length of service, current and recent salary amounts and time until standard retirement date.

- 3.10 The Statutory guidance on the making and disclosure of Special Severance Payments (SSP) by Local Authorities in England was published in May 2022. This sets out what is considered to be a SSP (generally where there is discretion as to whether it is paid) and the approval process required. In line with paragraph 3.9 above, any payment over £100k (including those which would not actually be an SSP) are approved by Council. The Council will ensure that all SSPs meet the requirements set out in the regulations.
- 3.11 Returning Officer/counting officer fees are paid by the parish, North Herts Council or the Government and are payable to the Returning Officer in respect of Elections and referendums. In setting a scale of fees and charges for local elections (district, town and parish elections) the Council is complying with The Representation of The People Act 1983, (section 36). These fees are approved by Full Council.

4. FUTURE APPOINTMENTS AND INTERIM ARRANGEMENTS

- 4.1 If the need arises to provide agency or interim cover the policy is to seek to cap the cost of that appointment at no more than that of the permanent appointment taking into account additional employment costs, pension contributions, national insurance, paid leave etc. However, it is often necessary to pay a higher “market rate” to secure a suitable individual and market rate will be established by reference to soft market testing, external independent advice and dialogue with peer authorities. A decision notice will be published where the cost of an agency or interim arrangement exceeds £75k.
- 4.2 Engaging senior people on a temporary basis as a self-employed worker, a consultant or via an agency occurs only when necessary. This form of employment is a last resort when it is in the economic or operational interests of the Council.
- 4.3 The use of severance agreements and “off payroll” arrangements were the subject of Guidance issued for local authorities in March 2015, known as IR35. From 6 April 2017, responsibility for assessing IR35 status and for deducting and accounting for Pay as You Earn (PAYE) and National Insurance Contributions (NIC) became the responsibility of the public sector body engaging them. The Council implemented the processes to ensure that this legislation is adhered to.

5 PAY MULTIPLES

- 5.1 In the Hutton Report of March 2011, concern was expressed about multiples in the order of 20 or higher between the lowest and the highest paid employees in Local Authorities. The Council is not required to publish details of these pay multiples but has decided to do so in the interests of transparency.
- 5.2 Under the Local Government Transparency Codes 2014 and 2015, the Council must publish the ratio between the highest paid salary and the median salary of the whole of the Authority’s workforce. The highest paid salary including allowances is £143,334.

The median salary of the whole of the Local Authority's workforce is £32,661 and the multiple is 4.39.

Position/ Grade	Pay Range (including Car Allowance for Grade 12,14,16) £	Median in pay range (inc allowances for Grades 12,14,16) £	Multiple of Grade 1 Median
Grade 1	25,181 – 25,664	25,485	1
Chief Executive - Grade 16	130,839 – 143,334	137,081	5.38
Directors - Grade 14	78,459 – 91,294	84,864	3.33
Service Managers - Grade 12	57,558 – 66,801	62,173	2.44

All at 2025/26 pay rates, including deletion of lowest spinal column point.

The Council is satisfied that the multiples shown above are justifiable and equitable. Our pay rates are set by our Job Evaluation scheme, which applies to all the Council's posts.

6. CAR ALLOWANCES

6.1 Employees who need to use their cars on a frequent basis for work related travel get a car user allowance of £1,239. For these car users the mileage is paid at of 45p per mile (up to 10,000 miles per year). If passengers are carried and extra 5p can be claimed per mile. The mileage rates are set in line with the HMRC approved mileage rates.

6.2 Senior car allowances are provided to Grades 11 and above as part of the overall reward package to attract and retain staff.

6.3 Senior Car Allowance

Grade 11 -12 £3,000 p.a.

Grade 13 -14 £3,500 p.a.

Grade 15 -16 £4,000 p.a.

Senior Car Allowances are not subject to inflationary increases.

7. RECRUITMENT AND RETENTION PAYMENTS

7.1 The Council operates a recruitment and retention incentive policy to support the successful resourcing of posts that present recruitment challenges or where turnover levels indicate a risk to service continuity. Under this policy, market forces payments or welcome payments may be applied where appropriate and are limited to a maximum of 10% of the annual salary

All recruitment and retention incentives are subject to relevant approval and must be supported by evidence of recruitment difficulties, market pressures, or retention risks.

8. OTHER PAYMENTS

- 8.1 Section 38 (4) of the Act specifies that in addition to senior salaries, authorities must also make clear what approach they take to the award of other elements of senior remuneration, including bonuses, performance related pay as well as severance payments. The Council does not use either performance related pay or bonuses. Any other payments such as payments for taking on additional responsibility, covering absences or vacancies are calculated using the same formulas regardless of grade.
- 8.2 Any severance payments should be made in accordance with the Council's Early Severance Policy and prevailing legislative requirements.

9. LOCAL GOVERNMENT PENSION SCHEME CONTRIBUTIONS (LGPS)

- 9.1 The Local Government Pension Scheme is a valuable part of the pay and reward package for employees working in local government. For North Herts Council, the scheme is administered by Hertfordshire County Council via a contract with the South East fund, the London Pensions Partnership.
- 9.2 The current Employer contribution rate is 16.5% for all grades (based on 2025 triennial valuation).
- 9.3 The Employee Contribution bands for are set out in the table below.

Pensionable pay	Contribution rate
Up to £16,500	5.5%
£16,501 to £25,900	5.8%
£25,901 to £42,100	6.5%
£42,101 to £53,300	6.8%
£53,301 to £74,700	8.5%
£74,701 to £105,900	9.9%
£105,901 to £124,800	10.5%
£124,801 to £187,200	11.4%
£187,201 or more	12.5%

- 9.4 The Council allows flexible retirement under its pension discretions. This is where an employee draws their pension and carries on working at a lower grade and/or on reduced hours. It is available to LGPS members who are aged 55 or over, and who, with the Council's consent, permanently significantly reduce their hours and/or reduce their grade. The employee's pension is actuarially reduced if paid before age 65. This policy applies to all grades, but applications would be at the Council's discretion giving due regard to the business implications and succession planning.

10. PUBLICATION

- 10.1 This annual statement applies to the financial year, beginning 1 April 2026 to 31 March 2027. This statement was approved by a meeting of full Council on 26 February 2026. Where required, Council also delegates authority to update the statement during the year.
- 10.2 In addition to this statement, the Council is required to publish the details of Chief Officer pay in the annual Statement of Accounts. The [draft and final Accounts](#) are

published on the Council's website. The Council also makes further pay related disclosures on the [Open Data](#) page of the website.