

RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE: 19 SEPTEMBER 2017

SECTION 1: COMMITTEE RESOLUTIONS

Ref	Resolution	Response/Outcome	State of Play
Min 106 Mar 17	Performance Management Measures for 2017/18 That the Chief Executive advise Members of the Committee of the exact percentage of Council Tax collected in year (BV9) and the procedures used to collect outstanding amounts	Passed to the Chief Executive for action	Complete
Min 111 Mar 17	Resolutions Report: Task & Finish Groups That Chairman be authorised to look into the issue of actions taken following Task and Finish Groups and report back to this Committee on her conclusions.	The Committee has decided to hold a workshop on the effectiveness of Overview and Scrutiny in NHDC.	See minute 16 below
Min 16 June 17	Work Programme That the Chairman, Chief Executive and Scrutiny Officer be requested to develop the outline for a workshop that would enable Members to identify issues and topics for discussion at future meetings of this Committee; That the Head of Development and Building Control be requested to formulate a discussion paper regarding the Strategy for a New Settlement to be presented at the next meeting of this Committee;	A meeting has been held with the Chairman and the Leader of the Council to scope a meeting and arrangements will be made in the new year for a meeting to take place This item is on the agenda for September's meeting.	In hand Complete

<p>Min 24 July 17</p>	<p>Task and Finish Group on the Council’s Management of Larger Projects Recommended to Cabinet: That, with the exception of Recommendations 3, 4 and 9, the Recommendations contained in the Task and Finish Group Report on the Council’s Management of Larger Projects be supported;</p> <p>That Recommendation 3 contained in the Task and Finish Group Report on the Council’s Management of Larger Projects be amended to read: “The Council’s financial information should be comprehensive and presented in the form of a business plan so the extent of profits and losses can be easily understood.”</p> <p>That Recommendation 4 contained in the Task and Finish Group Report on the Council’s Management of Larger Projects be amended to read: “When exception reports are produced by project boards, they should be circulated to all members of Council through the Members’ Information Service or by e mail and, unless they are confidential, made available to the public via the Council’s website.”</p>	<p>Cabinet will consider the report at its meeting on 26 September 2017.</p> <p>Cabinet resolved: That, in respect of the recommendations of the Task and Finish Group on the Council’s Management of Larger Projects:</p> <ol style="list-style-type: none"> (1) Recommendations 1, 2, 6, 7 and 10, and Recommendation 4, as amended by the Overview & Scrutiny Committee, be supported; (2) Recommendation 3, as amended by the Overview & Scrutiny Committee, be further amended to read: “The Council’s financial information should be comprehensive and presented in an appropriate form that may be easily understood”; (3) Recommendation 5 be amended with the removal of the second sentence, to now read: “Projects are constrained by the resources that the Council has available. The Council should ensure that large projects are properly resourced. If adequate resources are not available, the project should not begin until they are.” 	<p>Complete</p>
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	<p>That Recommendation 9 contained in the Task and Finish Group Report on the Council’s Management of Larger Projects be amended to read:</p> <p>“The Council should ensure there is meaningful consultation with the public prior to it finalising its plans; and make sure it continues to engage with the public throughout the life of the project.”</p>	<p>(4) Recommendation 8 be re-drafted to reflect the Council’s Constitutional position on Project Boards as follows:</p> <p>“The Chief Executive appoints the Lead officer for the Project Board, who will chair and choose the membership in consultation with the Leader of the Council. Membership will take into account the number of Members/Officers, the risk and/or profile of the project and the skills and experience that will benefit the project (this list is non exhaustive). It may include external support. Membership usually includes appropriate Cabinet members”; and</p> <p>(5) Recommendation 9, as amended by the Overview & Scrutiny Committee, be further amended to read:</p> <p>“The Council should ensure there is meaningful consultation with the public prior to it finalising its plans; and make sure it continues to inform the public throughout the life of the project.</p>	
Min 25 July 17	<p>Channel Shift</p> <p>That the Customer Services Manager circulate the document entitled Channel Shift – Plan for Progress to all Members of this Committee by email,</p>	This has been circulated.	Complete
Min 28 July 17	<p>Green Space Strategy</p> <p>That the Parks and Countryside Development Manager</p>	Noted by the Parks and Countryside Development	In hand – due

	bring a further update regarding progress made in respect of play areas to Committee's meeting on 20 March 2018.	Manager	March 2018
Min 31 July 17	Resolutions Report for July 2018 That the Chairman of the Overview and Scrutiny Committee meet with the Leader of the Council and the Chief Executive to discuss holding an externally facilitated workshop for all members of the Overview and Scrutiny Committee and Cabinet to ascertain effective methods of Overview and Scrutiny that result in added value and impact on decisions.	A meeting has been held with the Chairman and the Leader of the Council to scope a meeting and arrangements will be made in the new year for a meeting to take place	In hand
Min 32 July 17	Work Programme That all planned Task and Finish Groups be deferred until after the planned workshop on effective methods of Overview and Scrutiny (Minute 31 refers) has been held; That the Head of Housing and Public Protection provide an update on the Common Housing Policy at the meeting if this Committee due to be held on 19 September 2017; That the effectiveness of the Community Halls Strategy be added to the list of discussion topics for future meetings.	Noted by the Scrutiny Officer It has been agreed that an update on this item would be more timely later in the year so it has been added to the agenda for the Committee's meeting in March. Noted by the Scrutiny Officer	In hand In hand In hand

SECTION 2: RECOMMENDATIONS OF TASK AND FINISH GROUPS

Ref	Resolution	Response/Outcome	State of Play
Min 100 Mar 15	<p>Task and Finish group Report on Parking</p> <p>Recommendations</p> <p>1: The Council should review its policies to ensure adequate provision of parking for town centre residents.</p> <p>2. The Council should consider outsourcing the management and maintenance of its car parks, or sharing the costs with another authority, provided there is a good business case for doing so.</p> <p>3. The Council should consider acquiring land in order to provide new car parks when there is a need and a good business case for doing so.</p> <p>4: The Council should keep the problem of verge parking under review.</p> <p>5. The Council’s Parking Strategy should contain a section on parking for rail commuters.</p> <p>6. The Council should review the opening hours of its car parks.</p> <p>7. In order to do so, the Council should gather sufficient data about the usage of car parks, particularly at times when there is no charging, so it can make an informed decision about opening hours.</p>	<p>Cabinet resolved that that, taking into account the Senior Management Team’s comments set out at Paragraph 7.3 of the report, Recommendations 1 to 9 contained in the Report of the Scrutiny Task and Finish Group on Parking be supported and progressed at appropriate times in the future.</p> <p>A parking review is under way.</p>	Pending

	<p>8. The Council should talk to its local MPs to see if they can facilitate a dialogue with Network Rail and the train operating companies about provision of more parking around stations in North Herts.</p> <p>9. The Council should review its policy on season tickets, including ways of boosting their sales. This could include better publicity; making sure the process of buying them is as straightforward as possible; using alternative outlets such as shops; and allowing season tickets to be transferable in some circumstances.</p>		
Min 50 Sept 15	<p>Task and Finish Group on the Commercialisation of Council Services</p> <p>The Task and Finish Group made 9 recommendations which were considered by Cabinet on 10 November 2015. Its recommendations were:</p> <p>1. The Council should appoint a senior commercial manager to lead and coordinate its commercial activities; and to identify and develop new commercial opportunities.</p> <p>2. The Council should appoint a high level commercial board comprised of councillors, officers and others with commercial experience. The board can advise the Cabinet about the feasibility of commercial opportunities and review the performance of existing ones.</p>	<p>Cabinet considered its recommendations in November 2015 and:</p> <ul style="list-style-type: none"> • accepted recommendations 3 and 6; and • established a Project Board to advise Cabinet on these and the other recommendations. <p>The Project Board was scheduled to report to Cabinet in June 2016. It has yet to do so. Cabinet did, however, receive a progress report on the work of the Project Board on 28 March 2017. At that meeting Cabinet:</p> <ul style="list-style-type: none"> • endorsed the establishment of a housing company and the progression of proposals to create a new North Hertfordshire Crematorium; • 	Pending.

	<p>3. The Council should pursue income generation opportunities where it has the skills, experience and resources to do so. These should be compatible with the Council’s strategic objectives, and at a level of risk which would not threaten the Council’s core services in the event of an enterprise’s failure.</p> <p>4. The Council should explore the possibilities of property investment as a means of generating revenue.</p> <p>5. The Council should use the expertise of its strategic partners to help manage its property portfolio.</p> <p>6. The Council should review its assets register to understand whether any of them could be used for property development or other commercial purposes.</p> <p>7. Commercial activities should bear the true cost - but no more than that – of any support they receive from the Council.</p> <p>8. The Council should review its training programmes for senior and other key staff to include more commercial training, networking and mentoring activities.</p> <p>9. The Council should have a scheme that recognises officers who make useful commercialisation proposals or make significant contributions to their success.</p>	<ul style="list-style-type: none"> • endorsed the establishment of a Cabinet sub-committee to deal with share holder functions relating to both of these as well as commercial activities related to its Building Control, CCTV and North Hertfordshire Homes. This change was subsequently agreed by Council in April; and • supported the development of commercial activities where they contribute to the financial sustainability of the Authority and provided services to the residents of North Hertfordshire. <p>Cabinet has not yet responded to all of the recommendations of the Task and Finish Group.</p>	
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<p>Min 103 Mar 16</p>	<p>Task and Finish Group on the Quality of Council Reports: Recommendations</p> <p>1: The Council should review its report template and consider adopting the features of the alternative report template in Annex 1.</p> <p>2: Reports should clearly state their purpose.</p> <p>3: Reports should include timelines showing financial and timetable changes for projects.</p> <p>4: The Council should be mindful of the burden of producing reports and consider doing so only when decisions are required. Reports should not be used to brief members unless there is a compelling reason for it.</p> <p>5: The Council should introduce a document management system to enable proper tracking, management and storage of documents.</p> <p>6: There is a need for training to encourage both plainer English and for officers to better understand the purpose of reports.</p> <p>7: The Council should trial the introduction of paperless reports with a view to introducing paperless reports for all 49 councillors.</p>	<p>Cabinet considered the report at its meeting in June 2016 and:</p> <ul style="list-style-type: none"> • accepted recommendations 2, 3, 5 and 6; • accepted recommendation 1 to review the Council’s report template but did not undertake to adopt the features of the template annexed to the TFG report; • accepted recommendation 4 with the caveat that there are circumstances, such as when it is a legal requirement, when it is appropriate to use Council reports to brief members; • accepted recommendation 7 with the caveat that Members still retain an option to receive paper copies of reports. <p>The Council’s report template and accompanying guide have since been reviewed and amended. The revised report template was introduced from the start of the civic year 2017/18.</p> <p>The Committee is due to receive a report on the implementation of the recommendations at a future meeting</p>	<p>Pending</p>
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