

RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE: 20 March 2018

SECTION 1: COMMITTEE RESOLUTIONS

Ref	Resolution	Response/Outcome	State of Play
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.		
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		
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.	Meeting to be scheduled
Min 28 July 17	Green Space Strategy That the Parks and Countryside Development Manager bring a further update regarding progress made in respect of play areas to Committee's meeting on 20 March 2018.	Report Presented 20 March 2018	Complete – 20 th March

<p>Min 32 July 17</p>	<p>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;</p> <p>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;</p> <p>That the effectiveness of the Community Halls Strategy be added to the list of discussion topics for future meetings.</p>	<p>Noted by the Scrutiny Officer</p> <p>Presentation being made 20 March 2018</p> <p>This has been added to the work programme</p>	<p>In Progress</p> <p>Complete – 20th March</p> <p>Complete as added to work programme</p>
<p>Sept 17 Min 41</p>	<p>Homelessness Reduction Act 2017 That the Controls, Risk and Performance Manager be requested to include Homelessness Performance Indicators in reports to this Committee on a regular basis;</p>	<p>Noted and actioned by the Controls, Risk and Performance Manager</p>	<p>Complete</p>
<p>Sept 17 Min 43</p>	<p>Performance Indicators That, in respect of NI191 and NI192, the Controls, Risk and Performance Manager be requested to investigate: (i) Whether there was a national downward trend and if so why; (ii) Whether NHDC was gradually slipping down the ranking nationally and if so why; (iii) What actions were being taken to address the situation.</p>	<p>Circulated to Members</p>	<p>Complete</p>
<p>Sept 17 Min 44</p>	<p>Key Projects for 2017/18 That the project entitled Bancroft Gardens MUGA be removed from the 2017/18 monitoring reports but be included in the 2018/19 monitoring reports:</p>	<p>Noted and actioned by the Controls, Risk and Performance Manager</p>	<p>Complete</p>

Sept 17 Min 45	Annual Safeguarding That the Communications Manager be requested to include all Members in future notifications that the in-house e-magazine Insight is available.	The Communications Manager has arranged for future issues of the e-magazine Insight to be sent to all Members	Complete
Sept 17 Min 48	Work Programme That the Head of Finance, Performance and Asset Management be requested to prepare a report on the management of Council assets, using the example of community halls, paying particular regard to the maintenance and upkeep of buildings.	This will be presented to the June meeting.	In progress
Dec 17 Min 73	Performance Indicators That the Executive Member for Waste, Recycling and Environment be requested to consider introducing a separate Performance Indicator Target regarding the amount of garden waste collected and that this be monitored closely That the Controls, Risk and Performance Manager be requested to include any Performance Indicator Monitoring figure regarding the collection of garden waste on every monitoring report for at least one year.	This request has been forwarded to the Member for Waste, Recycling and Environment. An update will be provided once a decision has been made The 2018/19 PI Monitoring report is being considered at this meeting. Noted and actioned by the Controls, Risk and Performance Manager	Complete Complete
Dec 17 Min 74	Key Projects for 2017-18 That the Controls, Risk and Performance Manager be requested to include a deadline for comment when circulating monitoring reports to Members prior to a meeting. That the Chief Executive be requested to present a list of lessons learnt from previous projects to the next meeting of this Committee.	Noted and actioned by the Controls, Risk and Performance Manager See work programme report	Complete In progress – due June 2018

<p>Dec 17 Min 76</p>	<p>Resolutions Report That the Overview and Scrutiny Committee consider any report regarding the District Wide Parking Review, expected to be available in January 2018.</p> <p>That the Democratic Service Manager be advised that the Overview and Scrutiny Committee would like to trial a paperless committee meeting as soon as this option is available</p>	<p>This has been added to the list of items to be scheduled on the Work Programme report</p> <p>The Overview and Scrutiny Committee will be offered the opportunity to trial a paperless committee meeting. This is reliant on the application used to view agendas and reports going live, a reliable Wi-Fi connection, all Members to have a tablet and to be familiar with its use and use of the application. This is part of the Committee Services and IT work programme and the Committee will be consulted prior to a trial being arranged.</p>	<p>Complete for the purposes of this Resolutions report and added to the work programme.</p> <p>In progress – due June 2018</p>
<p>Dec 17 Min 77</p>	<p>Work Programme That the Chief Executive be requested to consider the Terms of Reference of the Overview and Scrutiny Committee in order to clarify that the Committee can consider finances when reviewing projects;</p>	<p>The Constitution sets out the functions of the Overview & Scrutiny Committee in Section 6. In particular 6.2.7 sets out the scope of the Committee which is wide ranging. One of the main purposes is to scrutinise decisions of the Executive. In exercising those functions where financial considerations are material to the decision or activity in question then these can reasonably form part of the Committees deliberations.</p>	<p>Complete</p>

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>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>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. This has been added to the list of items to be scheduled on the Work Programme report. It is suggested that this item now be removed from the Resolutions report</p>	Action transferred to work programme

	<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>		
<p>Min 50 Sept 15</p>	<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> <ol style="list-style-type: none"> 1. The Council should appoint a senior commercial manager to lead and coordinate its commercial activities; and to identify and develop new commercial opportunities. 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. 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. 4. The Council should explore the possibilities of property investment as a means of generating revenue. 5. The Council should use the expertise of its strategic partners to help manage its property portfolio. 	<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>Cabinet received a 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; • 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>In progress</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>	<p>Cabinet has not yet responded to all of the recommendations of the Task and Finish Group.</p> <p>The first meeting of the Cabinet Sub Committee (Local Authorities Trading Companies Shareholder) met for the first time on the 15th March to consider both its role going forward and the establishment of a housing investment company. Further consideration will be given to the Council's overall commercialisation strategy and structural arrangements to resource an increased emphasis in commercial activities.</p>	
Min 103 Mar 16	<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>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>New template – complete. Review scheduled June 2018</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>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>The use of the template will be reviewed after 12 month of use and any comments from members of the Committee will be welcomed.</p>	
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