

MINUTES OF A MEETING OF THE  
EXECUTIVE HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD  
ON TUESDAY 6 DECEMBER 2005 AT  
7.30 PM

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PRESENT: Councillor M G Carver (Chairman/Leader).  
Councillors M R Alexander, N Burdett, D Clark,  
A P Jackson, T Milner and R L Parker.

ALSO IN ATTENDANCE:

Councillors H G S Banks, A L Burlton, J Demonti,  
A D Dodd, G L Francis, R Gilbert, L O Haysey,  
M P A McMullen, Mrs S Newton, N C Poulton,  
J O Ranger, M J Tindale and J P Warren.

OFFICERS IN ATTENDANCE:

Simon Drinkwater	- Director of Corporate Governance
Martin Ibrahim	- Senior Democratic Services Officer
Lorraine Kirk	- Senior Communications Officer
Dave McRobbie	- Head of Customer Relations
Mary Orton	- Director of Policy and Performance
Georgina Stanton	- Director of Organisational Development
Dave Tweedie	- Director of Resources

466 LEADER'S ANNOUNCEMENT

The Leader referred to the Provisional Revenue Support  
Grant Settlement announced by the Government on the

previous day. This was being considered by the Deputy Leader and Executive Member for Finance and no details were available yet.

467 DECLARATION OF INTEREST

Councillors M R Alexander, A L Burlton, R Gilbert and T Milner declared a personal and prejudicial interest in the matter referred to at Minute 482 – CCTV Control Centre, as they were Town Council Members. They all left the chamber whilst this matter was considered.

Councillor M P A McMullen declared a personal and prejudicial interest in the matter referred to at Minute 473 – Markets Issues, as he sold goods on a stall at Dane End Market. He left the chamber whilst this matter was discussed.

RECOMMENDED ITEMS

ACTION

468 LOCAL PLAN ANNUAL MONITORING REPORT 2004-05

**The Executive Member for Regional Development submitted a report seeking approval for the Local Plan Annual Monitoring Report 2004-05.**

**The Executive Member stated that the East Herts Annual Monitoring Report (AMR) was a new statutory document required to be produced by the Council, on an annual basis, in order to monitor the implementation of the Local Plan. It was in a new format that covered a wide range of issues, from housing and employment to the Green Belt and transport. The AMR replaced the Residential Land Availability Monitoring Statement (RLA) produced by the Council in previous years. The information from the 2004/05 RLA, which had been approved by the Executive on 13 September 2005, had been incorporated into this AMR. The AMR also monitored the progress of the production of the Local Plan Second Review and future Local Development Framework against the timetable set out in the approved Local Development Scheme. The first East**

ACTION

Herts AMR reports on the period from 1 April 2004 to 31 March 2005 and was required to be submitted to the Secretary of State by 31 December 2005.

The Executive Member detailed the main findings of the AMR in the report now submitted. She also referred to the resource implications and the likely increased contributions needed to support the work of the county-wide Information Service.

The Executive supported the recommendations as now detailed.

**RECOMMENDED** - that in accordance with Section 35 of the Planning and Compulsory Purchase Act 2004 and the requirements of the Town and Country Planning (Local Development) (England) Regulations 2004, the Annual Monitoring Report (AMR) 2004/05, as detailed at the separate document to the report now submitted, be approved, published and submitted to the Secretary of State, by 31 December 2005.

DPP

**469 RECYCLING OPTIONS 2006 ONWARDS**

The Executive Member for Environmental Management submitted a report recommending improvements to the Council's Refuse and Recycling service.

He reminded the Executive that the Policy Development Scrutiny Committee, at its meeting held on 6 September 2005, had agreed to set up a Member/Officer 'Task and Finish' group to consider the range of options available to the Council for the expansion of recycling services. The outcome of the group's deliberations was reported to the Policy Development Scrutiny Committee on 15 November 2005. The Executive Member wished to place on record his appreciation of the efforts of the group and in particular its Chairman, Councillor N C

ACTION

**Poulton.**

**The Executive Member outlined the options for extending kerbside collections and the container provision for householders. He reported that the County Council's new composting facility at Hatfield would be opening in July 2006. This would enable residents to put kitchen waste and card in their brown bins.**

**The Executive Member referred to the group's consideration of extending the Green Waste scheme beyond the current level of 34,300 properties. Although Green Waste collections contributed significantly to recycling performance, there was no income from disposal which made it costly to collect compared with dry recyclables. Therefore it was not proposed to expand the Green Waste scheme at present, but that this should be reviewed alongside future expansion options such as Alternate Weekly Collections (AWC).**

**The Executive noted that future expansion proposals for 2007/08 and beyond had also been considered by the group. It was proposed that officers bring forward detailed options following the implementation of the dry recyclables scheme in 2006 for consideration by the Policy Development Scrutiny Committee.**

**In response to a question from Councillor N C Poulton, the Executive Member confirmed that the Council did not use the contractor featured in a recent television programme on sending recyclables to the Third World.**

**In respect of the provision of an additional container for recycling paper, glass and cans, it was clarified that it was proposed that one additional box be provided free of charge upon request.**

**In respect of collections in rural areas where access by large vehicles was difficult, the Executive Member stated that Officers would be investigating alternative**

ACTION

methods of collection, such as the provision of one large container for residents to utilise.

The Executive supported the recommendations as now detailed.

**RECOMMENDED** - that the recommendations of the Policy Development Scrutiny Committee (shown below as A – H) be approved, subject to the Council approving the financial implications as part of the annual Budget Setting process:

**DDCS**

(A) the Council expands its recycling service to provide all households in the District with kerbside collection of paper, glass and cans in 2006/07 at a Revenue cost of £161,500 per annum and a one-off Capital cost of £57,500;

(B) householders be advised to place all paper, glass and cans in the box provided and that, where necessary, to place any excess in bags to the side, subject to the findings of the current trial;

(C) an additional box be provided upon request at no charge;

(D) the existing Green Waste collection scheme to 34,300 properties be retained at the current level;

(E) the Council proceeds with extending the existing Green Waste scheme to include the collection of kitchen waste and card when the new County Council facility to permit the composting of these materials becomes available, at a cost of £15,500 per annum;

(F) the Council provides comprehensive publicity and communication to inform householders of the new services and how to

ACTION

make best use of them;

**(G) Officers be asked to monitor the introduction of the extended recycling services and to report their findings to the Policy Development Scrutiny Committee during 2007/08; and**

**(H) following the implementation of recommendations (A) – (G), a further report be brought to Policy Development Scrutiny Committee to consider how to further improve the benefits and efficiency of waste and recycling services, including options to expand the Green Waste Service, Alternate Weekly Collection schemes and recycling enforcement measures.**

**470 IMPLEMENTATION OF ELECTRONIC GOVERNMENT (IEG) SUBMISSION 5**

**The Executive Member for Public Engagement submitted a report updating the Executive on the progress being made in implementing electronic government.**

**The Executive recalled that the Office of the Deputy Prime Minister had requested, as part of the eGovernment programme of improvement, regular updates on the plans and progress of local authorities in the delivery of targets defined in the Priority Outcomes (POs) and Best Value Performance Indicators (BVPI) 157 objectives. These targets were to be delivered by the end of 2005 (BVPI) and the end of March 2006 (POs). These returns, called IEG statements, had been submitted at regular intervals. IEG 5 was the penultimate report and identified achievements in respect of progress to PO's and results of BVPI objectives and targets. The IEG process also focused on Gershon efficiencies, change management and access to Council services through**

ACTION

various channels (Internet, telephone and face to face).

The Executive Member reminded the Executive that the previous IEG Statement anticipated that East Herts Council would have achieved a BVPI return of between 90-95% by December 2005. This Statement recorded an achievement of 99.26%, but there were a number of caveats that were highlighted in the report now submitted.

The Executive supported the recommendations as now detailed.

**RECOMMENDED** - that the IEG 5 Statement, as now submitted, be approved for submission to the Office of the Deputy Prime Minister.

DOD

471 **CORPORATE PROCUREMENT STRATEGY**

The Executive Member for Public Engagement submitted a report seeking approval for the revised Corporate Procurement Strategy.

The Executive recalled that the Strategy had been approved in July 2004. The revised Strategy took account of the Gershon Review and other developments in procurement since the current Strategy had been approved. It contained a detailed procurement action and implementation plan and would be reviewed annually.

The Executive noted that an important development had been the new procurement toolkit which would improve procurement practice throughout the Council. The e-market place would improve the purchasing of goods and services and enable efficient analysis of procurement trends. This initiative would also assist small and medium enterprises by enabling them to do business electronically with the Council and other customers. The plan included a spend analysis which was about to take place, which would allow the Council

ACTION

to identify areas for improvement in terms of procurement.

The Executive supported the recommendation as now detailed.

**RECOMMENDED** - that the revised Corporate Procurement Strategy, as now submitted, be approved.

**DCG**

**472 DIVISIONAL ESTABLISHMENTS ROUND 1 REVENUE ESTIMATES – PROBABLE 2005/06: ESTIMATE 2006/07**

The Deputy Leader and Executive Member for Finance submitted a report on the first stage of the estimates process that would conclude with the setting of the Council's budget for 2006/07.

The Estimates set out in the report now submitted related to the costs of the Executive Team, the five staffing Divisions together with the cost of offices, which comprised the "Support Services and departmental Administration Charges". The Estimates reflected current approved establishment structures.

In overall terms, the probable outturn 2005/06 was £465,000 over the original estimate. Details of the movements from the original estimate were set out in the report now submitted.

The Executive noted that the Estimates presented were based on approved levels of services, and currently, did not include bids in respect of growth or special items, or efficiency savings.

The Executive Member referred to the deliberations of the Budget Scrutiny Panel and the Policy Development Scrutiny Committee. At both meetings, the estimates were supported without material amendments being made.



ACTION

The Executive supported the recommendations as now detailed.

**RECOMMENDED** - that (A) the probable revenue estimates for the Divisional Establishments for 2005/06 be approved, and DR

(B) the Round One Base Revenue Estimates for the Divisional Establishments for 2006/07 be approved. DR

473 **MARKETS ISSUES**

The Deputy Leader and Executive Member for Finance submitted a report seeking approval for proposals to help the regeneration of Ware Charter Market and licensing fees for Farmers' Markets in the villages and towns of East Herts.

He referred to a number of concerns that had been raised about the economic well being of Ware Charter Market. Traders had reported that takings had reduced significantly recently. A range of stakeholders including the Town Council, Town Centre Partnership and Community Voice participants had expressed concerns. In response, a special project led by the Tourism Development Officer had been developed. Details were set out in the report now submitted. The information gathered had helped in developing and implementing an action plan to help regenerate the market. The project started in June 2005 and would be completed at the end of March 2006. Before completion, the project would provide recommendations to support the continued development and sustainability of Ware Charter Market.

The Deputy Leader and Executive Member detailed the completed and proposed actions in the report now submitted, which had been developed in partnership with the range of stakeholders involved. He proposed a

ACTION

number of measures relating to reducing stallholders' rent and pitches.

In response to a Member's question relating to the recommendation empowering officers in consultation with the portfolio holder to agree rent reduction measures at other markets, the Deputy Leader accepted an amendment to the effect that recommendation (d) at paragraph 3.6 of the report now submitted, should read 'to review the position in Ware at the end of this financial year'.

In respect of Farmers' Markets, the Deputy Leader and Executive Member proposed a licensing process that would introduce a fee structure. The income raised would be used to finance contractors' costs, associated administration and promotional activity. In response to a Member's question, he stated that the variance in the proposed fees between town and village markets reflected the enhanced level of service offered in the towns.

The Executive supported the recommendations as now detailed.

**RECOMMENDED** - that (A) the fee policy for Ware Market as follows, be approved:

DPP

- (1) a 50% reduction in stallholder rents until March 2006 but to revert to full rental from April 2006;
- (2) traders be able to spread their pitches without additional cost at the discretion of the Market Beadle;
- (3) two weeks free trading for new traders joining the market in 2005/6; and
- (4) to review the position in Ware at the end of

ACTION

**this financial year;**

**(B) that the licence fee policy for Farmers' Markets as follows, be approved:**

**DPP**

- **£100 per annum for Farmers' Markets operating in the villages to be introduced for the remainder of 2005/6**
- **£18 per stall for Farmers' Markets operating in the towns to be introduced for the remainder of 2005/6**
- **£25 per stall for Farmers' Markets operating in the towns to be introduced in 2006/7 for traders making use of East Herts stalls**
- **£18 per stall for Farmers' Markets operating in the towns to be introduced in 2006/7 for traders using their own stalls**

**(C) officers be instructed to investigate methods for introducing a cashless system for payment of market fees and report back by March 2006.**

**DPP**

**474 LOCAL LAND CHARGE SERVICE**

**The Executive Member for Environmental Management submitted a report on the variance in Land Charges Income against profile, in accordance with the Council's financial procedures.**

**At its meeting on the 11 October 2005, the Executive was advised, amongst other things, that Land Charges income was below profile by approximately £32,000 for the first five months of the 2005/06 financial year. A potential shortfall based on current levels of search enquiries indicated that the shortfall for the full financial year would be £118,500.**

ACTION

The Executive Member suggested that, in preparing its budgetary estimates for 2005/06, the Council had identified various charges for the services it provided. In relation to Local Land Charges, the Council had set its fees based on an anticipated throughput of search enquiries. Due to a number of factors, most notably a slow down in the housing market and competition from external personal search companies, it was now anticipated that the actual number of searches received during 2005/06 would be less than originally estimated. This would result in a shortfall of income as now detailed.

The Executive Member commented that unless there was a significant upturn in the housing market and search enquiries increased significantly, then the projected shortfall in income would undoubtedly become a reality. In accordance with the Council's Financial Regulations, officers and the Executive Member had looked positively for virements before asking a for supplementary revenue vote. However, no possible virements had been identified to meet the overall shortfall of £118,500. Therefore, the Executive was invited to recommend Council to approve use of the Council's balances to meet the shortfall in income.

The Executive supported the proposals as now detailed.

**RECOMMENDED** - that (A) the shortfall in income in respect of the Land Charges Service, as detailed in the report now submitted, be met from general reserve balances; and

DCG/DR

(B) a further report on the Land Charges Service be submitted.

DCG

**475 PLANNING DELIVERY GRANT – CAPITAL ELEMENT**

The Deputy Leader and Executive Member for Finance

ACTION

submitted a report seeking to add the capital element of the Planning Delivery Grant received by the Council to the Capital Programme.

The Executive noted that a total of £508,200 planning delivery grant had been awarded to the Council in this year's grant award. Government guidelines had identified that one quarter of the total amount of grant paid to a receiving authority must be used by the Local Authority only to finance Capital Expenditure in the financial year beginning on 1 April 2005 or to carry forward to Financial Capital Expenditure in subsequent years. Therefore, the Council was obliged to allocate £127,050 for capital items.

It was proposed to allocate this sum as follows:

Contribution towards the capital costs of the installation of CCTV in the District's towns	£77,000 (2006/7)
Historic Buildings Grants (increase in grant pot available)	£15,000 (2005/6)
IT facilities to enable remote working by staff on site	£30,000 (2005/6)
IT equipment for Development Control Committee meetings	£5,000 (2005/6)

The Executive supported the addition of these items in the Capital Programme.

**RECOMMENDED** - that the £127,000 capital element of the Council's Planning Delivery Grant be added to the capital programme for 2005/6 and

ACTION

2006/7 as now detailed.

476 **COUNCIL TAX – CALCULATION OF COUNCIL  
TAX BASE 2006/07**

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The Deputy Leader and Executive Member for Finance submitted a report recommending the calculation of the Council Tax base for the whole District and for the Parish areas for 2006/07.

The Executive noted that as part of the process for setting the Council Tax for 2006/07, the Local Authorities (Calculation of the Tax Base) Regulations 1992 required the billing authority to notify its major precepting bodies of the District Council's Council Tax Base for the following financial year. The Council was also required to notify its parishes of the Council Tax Base for the parish area within 10 working days of any written request from a Parish Council.

The Executive Member set out the method for calculation of the Tax Base, which was noted by the Executive. The Executive further noted that a calculation must be made for the District as a whole, and separate calculations for each Parish area for which a precept would be made.

The Executive supported the calculation of the Council's Tax Base for the whole District, and for the Parish areas, for 2006/07, as set out in the report now submitted.

**RECOMMENDATION** - that (A) the calculation of the Council's tax base for the whole District, and for the Parish areas, for 2006/07 be approved, and

(B) pursuant to the report and in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the amount calculated by East Hertfordshire District Council as its

DR

ACTION

**Council Tax Base for the whole area for 2006/07 shall be 55857.49, and for the Parish areas listed below for 2006/07 shall be as follows:**

<b>Albury</b>	<b>274.00</b>
<b>Anstey</b>	<b>157.48</b>
<b>Ardeley</b>	<b>195.99</b>
<b>Aspenden</b>	<b>126.48</b>
<b>Aston</b>	<b>415.83</b>
<b>Bayford</b>	<b>206.07</b>
<b>Bengeo Rural</b>	<b>295.89</b>
<b>Benington</b>	<b>383.92</b>
<b>Bishop's Stortford</b>	<b>14,697.39</b>
<b>Bramfield</b>	<b>121.64</b>
<b>Braughing</b>	<b>567.98</b>
<b>Brent Pelham/Meesden</b>	<b>141.84</b>
<b>Brickendon Liberty</b>	<b>286.48</b>
<b>Buckland &amp; Chipping</b>	<b>114.67</b>
<b>Buntingford</b>	<b>1,915.68</b>
<b>Cottered</b>	<b>304.06</b>
<b>Datchworth</b>	<b>744.02</b>
<b>Eastwick and Gilston</b>	<b>190.15</b>
<b>Furneux Pelham</b>	<b>248.44</b>
<b>Great Amwell</b>	<b>969.71</b>
<b>Great Munden</b>	<b>134.49</b>
<b>Hertford</b>	<b>10,828.60</b>
<b>Hertford Heath</b>	<b>938.80</b>
<b>Hertingfordbury</b>	<b>312.63</b>
<b>High Wych</b>	<b>299.03</b>
<b>Hormead</b>	<b>316.59</b>
<b>Hunsdon</b>	<b>468.16</b>
<b>Little Berkhamsted</b>	<b>263.95</b>
<b>Little Hadham</b>	<b>484.22</b>
<b>Little Munden</b>	<b>396.59</b>
<b>Much Hadham</b>	<b>917.64</b>
<b>Sacombe</b>	<b>83.47</b>
<b>St. Margarets</b>	<b>634.52</b>
<b>Sawbridgeworth</b>	<b>3,617.98</b>
<b>Standon</b>	<b>1,755.76</b>
<b>Stanstead Abbots</b>	<b>717.70</b>
<b>Stapleford</b>	<b>257.53</b>
<b>Stocking Pelham</b>	<b>74.47</b>

ACTION

<b>Tewin</b>	<b>796.22</b>
<b>Thorley</b>	<b>296.70</b>
<b>Thundridge</b>	<b>592.63</b>
<b>Walkern</b>	<b>613.24</b>
<b>Ware</b>	<b>6,934.82</b>
<b>Wareside</b>	<b>312.64</b>
<b>Watton - At - Stone</b>	<b>989.12</b>
<b>Westmill</b>	<b>157.84</b>
<b>Widford</b>	<b>233.91</b>
<b>Wyddial</b>	<b>70.52</b>
<b>Total</b>	<b>55,857.49</b>

RESOLVED ITEMS477 MINUTES

RESOLVED - that the Minutes of the Executive meeting held on 8 November 2005, be confirmed as a correct record and signed by the Chairman.

478 CONCESSIONARY FARES

The Executive Member for Regional Development submitted a report on the expected costs of replacing the current half fare countywide bus scheme with a free fare in-district scheme as of 1 April 2006.

The Executive recalled that the Council currently offered disabled residents and those over 60 half fare bus travel within the county boundary, as well as for journeys into other counties that started or finished within the District. The Government had announced in its last Budget that, as of 1 April 2006, those over 60 would be entitled to completely free travel after 9.30 am anywhere in the administrative area in which they lived, irrespective of the financial implications for local authorities. Although final Government guidance on the introduction and administration of the scheme was yet to be released, local authorities were required to publish a scheme by 1 December each year, which would be in advance of their



ACTION

financial settlement from the Government being known.

Many local authorities reimbursed bus operators on the basis of usage. However, this would not be possible in Hertfordshire, as the operators could not supply meaningful passenger information because it had been found that child passengers, who paid the same fare as OAP concessions, had been recorded as pensioners' half fares and vice versa.

The Executive Member referred to the discussions that had been ongoing since the Budget announcement, between authorities across Hertfordshire. There was a requirement under the legislation to leave operators no better or worse off than was currently the case. Therefore, local authorities could not simply pay the operators whatever they received from the Government, although if the Government fully funded the scheme, this could be the case.

The Executive noted that it was not clear from the Provisional Revenue Support Grant Settlement whether the Government had funded this scheme fully. Executive Members expressed their doubts on this matter.

The Executive noted that the scheme published on 1 December 2005 need not be final. In order to comply with the Government's deadline, officers across the county had agreed to publish a scheme that committed each authority only to the statutory minimum. Publication of this scheme did not rule out further discussion on extensions once Districts' financial settlements for next year were known. Negotiations would continue and changes could be made up to 28 days before the start of the new scheme.

The Executive Member detailed the possible enhancements to the published scheme and the potential problems relating to its administration. She proposed that the Policy Development Scrutiny Committee be asked to consider the Council's options on concessionary fares and to report back to the Executive at the earliest opportunity.

ACTION

Councillor J O Ranger, as Chairman of the Policy Development Scrutiny Committee, accepted this request and commented on the need for the bus operators to have an open book system to ensure transparency.

Some Members commented on the potential for existing concessionary fare users to be worse off under the new system, if they could not make cross district journeys.

The Executive approved the proposals as now detailed.

RESOLVED – that (A) the potential costs of the transfer of the existing half fare countywide scheme for the elderly and disabled to a free fare in-district scheme in 2006/07 be noted; and

(B) the Policy Development Scrutiny Committee be asked to consider the Council's options on concessionary fares and to report back to the Executive at the earliest opportunity.

DCG/DPP

479 MARKET TOWN HEALTHCHECKS

The Executive Member for Environmental Management submitted a report presenting the findings of the Market Town Healthchecks of Sawbridgeworth and Ware.

The Executive Member stated that the aim of the Healthchecks was to investigate the economic, social and environmental "health" of these market towns, in order to identify key issues and concerns. He presented details of the main findings which provided a 'snapshot' of the two towns at particular points of time.

The Executive noted that the two Healthchecks would be placed on the Town Councils' websites and serve as valuable reference documents, both for existing residents and for local people and businesses that might be attracted into the towns. Furthermore, when plans for new projects were drawn up in future, the information would already have

ACTION

been compiled in one place with a mass of evidence to support their aims and objectives.

Councillor A D Dodd expressed his thanks to the officers responsible for the Healthchecks and reiterated the need for a bypass in Sawbridgeworth.

The Executive noted and received the findings as now detailed.

RESOLVED – that the principal findings of the Market Town Healthchecks of Sawbridgeworth and Ware be received and noted.

480 RECONFIGURATION OF THE PRIMARY CARE TRUSTS – COMMISSIONING A PATIENT-LED NHS

The Executive Member for Public Engagement submitted a report seeking approval for the process of consultation to be followed in responding to the proposed change in structure of Strategic Health Authorities (SHAs) and Primary Care Trusts (PCTs).

The Executive Member detailed the key dates in the process that would not be completed until 2008. He outlined the potential impact on the Council and referred specifically to the success of the Local Strategic Partnership where the PCTs provided a valuable link into the health service.

He advised that formal consultation of all stakeholders would be carried out by the SHA between December 2005 and the end of March 2006.

The Executive approved the process of consultation as detailed in the report submitted.

RESOLVED – that the potential impact on East Herts Council be noted and the process for consultation be approved.

DPP

ACTION481 BUDGETARY MONITORING: APRIL – OCTOBER 2005

The Deputy Leader and Executive Member for Finance submitted a report updating the Executive on the Council's budgets as at October 2005.

The Deputy Leader stated that the report was based on financial information available for the first seven months of the financial year until the end of October 2005. He detailed those budget areas where it was felt prudent to bring to the Executive's attention certain budget areas that warranted reporting and/or monitoring more closely over the coming months.

The Deputy Leader highlighted those areas of variance. Subject to all other budgets being equal, these would result in an overall General Fund overspend on these services of £115,000. The Executive was reminded that the Directors Board received a monthly budgetary monitoring report.

In response to a query from Councillor R Gilbert relating to whether water used for the vehicle wash facility at Buntingford was recycled, the Deputy Leader and Executive Member undertook to provide a written response.

The Executive agreed to receive the report and to continue to monitor all items.

RESOLVED - that (A) the report be received as required under the Council's Financial Procedures Monitoring arrangements, and

(B) all items continue to be monitored.

DR

482 CCTV CONTROL CENTRE

The Executive Member for Community Safety submitted a report seeking approval for the designation of a control centre for CCTV cameras in the District.

ACTION

He advised that a multi agency CCTV steering group had been set up to take forward the CCTV project across the district. A document has been sent out to four CCTV control rooms in Hertfordshire to ascertain costs, options for partnership working and current links with East Herts Crime and Disorder Reduction Partnership (CDRP) and the Eastern Police Basic Command Unit (BCU). Completed documents had been returned by Stevenage and St Albans CCTV control rooms. Details of these were set out in the appendices to the report now submitted.

The Executive Member proposed entering the partnership based at Stevenage. This option would not only be operationally beneficial for the police, but would also build on existing links with East Herts as it currently monitored Hertford Town Centre, St Andrews and Hartham Car Parks and wireless CCTV cameras managed by the Crime and Disorder Reduction Partnership across the district.

The Executive approved the proposals as now detailed.

RESOLVED - that (A) East Herts Council enters into a five-year partnership arrangement with the Hertfordshire CCTV Partnership based in Stevenage for the monitoring of the new CCTV cameras in Hertford, Ware and Bishop's Stortford, subject to a completed risk assessment approved by the Director of Corporate Governance for the partnership; and

DPP

(B) a further report be brought back to the Executive prior to committing to the project with detailed capital and revenue requirements.

DPP

483 CITIZENS ADVICE BUREAUX – BUSINESS CONSULTANCY

The Deputy Leader and Executive Member for Finance submitted a report seeking approval for a virement to support the Citizens Advice Bureaux (CABx) business re-engineering consultancy.

ACTION

The Executive recalled that over the past three years, East Herts Council had been working with the CABx in the District, to facilitate improvements in the financial efficiency of the services. This work had achieved good results and had encouraged the CABx to undertake a comprehensive project to merge the four separate CAB Boards in the District into one East Herts Board. This new Board would provide the basis for a modernised District-wide service benefiting from streamlined organisational systems, without compromising the quality of service offered to local people. The process had been facilitated through the use of professional management consultants from the Cranfield Trust.

The CABx service had requested financial assistance of £12,950 from East Herts Council towards the costs of this major business re-engineering project. Financial Regulations allowed Directors and Executive Directors the authority to approve virements of up to £10,000. Accordingly, £10,000 had been paid to the CABx service in October towards this project. Executive approval was required for the remaining sum of £2,950. The funds were available as a result of an underspend on the CCTV revenue budget, as the cameras would not now be installed until the end of this financial year.

The Executive approved the virement as now detailed.

RESOLVED - that an additional virement of £2,950 from the underspend on CCTV revenue vote to the CABx budget, to enable a contribution to be made to the costs of the CABx business re-engineering consultancy, be approved.

DPP/DR

484 FORWARD PLAN: JANUARY - APRIL 2006

The Executive Member for Public Engagement submitted a report seeking approval for the publication of the Forward Plan for the period January - April 2006.

ACTION

The Executive agreed that the Forward Plan, as now detailed, be approved.

RESOLVED - that the Forward Plan for January - April 2006, as set out at Appendix 'A' to these Minutes be approved for publication.

DCG

485 ROYSTON, BUNTINGFORD AND BISHOP'S STORTFORD JOINT PRIMARY CARE TRUST (PCT) SCRUTINY COMMITTEE - MINUTES OF THE MEETING HELD ON 31 OCTOBER 2005

RESOLVED - that the Minutes of the Royston, Buntingford and Bishop's Stortford Joint Primary Care Trust (PCT) Scrutiny Committee meeting held on 31 October 2005 be received.

The meeting closed at 9.08 pm

nps\executive\6 December 2005\minutes 6 Dec 2005

Chairman	.....
Date	.....



# Forward Plan

Published for January 2006



**FORWARD PLAN  
(Council and Executive)**

No	Subject	Decision Maker (Date)	Consultation (who will be consulted and by what method)	Contact Executive Member	Contact Lead Officer
1.	<b>Revenue Support Grant Settlement 2006/07</b> Final Settlement	Executive – 14 February 2006	None	Councillor Tony Jackson	Dave Tweedie
2.	<b>Budget 2006/07</b> Round 2 Estimates	Council – 22 February 2006 on recommendation from the Executive – 14 February 2006	Members via Budget Scrutiny Panel and Policy Development Scrutiny Committee. Representatives of trade and industry.	Councillor Tony Jackson	Dave Tweedie
3.	<b>Calendar of Meetings 2006/07</b>	Council – 22 February 2006 on recommendation from Executive – 7 February 2006	Internal consultation and Town Councils	Councillor Terence Milner	Simon Drinkwater

No	Subject	Decision Maker (Date)	Consultation (who will be consulted and by what method)	Contact Executive Member	Contact Lead Officer
4.	<b>Local Government Act 2003 – Prudential Code</b>	Council – 22 February 2006 on recommendation from the Executive – 14 February 2006		Councillor Tony Jackson	Dave Tweedie
5.	<b>Treasury Management and Investment Strategy 2006/07</b>	Council – 22 February 2006 on recommendation from the Executive – 14 February 2006		Councillor Tony Jackson	Dave Tweedie
6.	<b>Capital Programme 2006/07 – 2008/09</b>	Council – 22 February 2006 on recommendation from the Executive – 14 February 2006		Councillor Tony Jackson	Dave Tweedie

No	Subject	Decision Maker (Date)	Consultation (who will be consulted and by what method)	Contact Executive Member	Contact Lead Officer
7.	<b>Fees and Charges 2006/07</b>	Council – 22 February 2006 on recommendation from the Executive – 14 February 2006		Councillor Tony Jackson	Dave Tweedie
8.	<b>Growth Items and Efficiency Savings 2006/07</b>	Council – 22 February 2006 on recommendation from the Executive – 14 February 2006	Members via Budget Scrutiny Panel and Policy Development Scrutiny Committee. Representatives of trade and industry.	Councillor Tony Jackson	Dave Tweedie
9.	<b>Strategic Plans 2006/07</b>	Council – 12 April 2006 on recommendation from Executive – 7 March 2006	Performance Scrutiny Committee – 1 February 2006	Councillor Mike Carver	Mary Orton

No	Subject	Decision Maker (Date)	Consultation (who will be consulted and by what method)	Contact Executive Member	Contact Lead Officer
10.	<b>Performance Indicators</b> 2006/07 Targets and Estimates for 2005/06	Council – 12 April 2006 on recommendation from Executive – 4 April 2006	Performance Scrutiny Committee – 28 February 2006	Councillor Tony Jackson	Mary Orton
11.	<b>Council Tax</b> Approval of 2006/07 levels	Council – 1 March 2006	Via budgetary processes referred to above.	Council Tony Jackson	Dave Tweedie
12.	<b>Bishop's Stortford Transport Study</b>	Executive – 7 February 2006		Councillor Deborah Clark	Mary Orton
13.	<b>Constitution</b> Annual Review	Council – 17 May 2006	Internal consultation	Councillor Terence Milner	Simon Drinkwater

## SCRUTINY WORK PROGRAMME

No.	Subject	Committee (Date)	Contact Member	Relevant Portfolio Holder	Support Officer
1.	<b>Leisure Contract</b> - Quarterly monitoring	Performance Scrutiny – 1 February 2006	Cllr Diane Hollebon	Councillor Bob Parker	Mary Orton
2.	<b>Strategic Plans 2005/06</b> Six month progress	Performance Scrutiny – 28 February 2006	Cllr Diane Hollebon	Councillor Mike Carver	Mary Orton
3.	<b>2006/07 Targets and Estimates for 2005/06</b>	Performance Scrutiny – 28 February 2006	Cllr Diane Hollebon	Councillor Tony Jackson	Mary Orton
4.	<b>Performance Indicators</b> Quarterly monitoring – Oct – December 2005	Performance Scrutiny – 28 February 2006	Cllr Diane Hollebon	Councillor Tony Jackson	Mary Orton
5.	<b>Strategic Risk</b> Monitoring report (Oct – Dec 2005)	Performance Scrutiny – 28 February 2006	Cllr Diane Hollebon	Councillor Mike Carver	Mary Orton

No.	Subject	Committee (Date)	Contact Member	Relevant Portfolio Holder	Support Officer
6.	<b>Hostels</b>	Performance Scrutiny – 21 March 2006	Cllr Diane Hollebon	Councillor Bob Parker	Mary Orton
7.	<b>Community Strategy and Action Plans Progress</b>	Performance Scrutiny – 21 March 2006	Cllr Diane Hollebon	Councillor Mike Carver	Mary Orton
8.	<b>Create opportunities for improving access to services and public involvement in Council business</b>	Policy Development Scrutiny – 17 January 2006	Cllr Jim Ranger	Councillor Terence Milner	Simon Drinkwater/ Georgina Stanton
9.	<b>Preserve the unique mix of rural and urban communities, ensuring economic opportunities are generated for the benefit of all</b>	Policy Development Scrutiny – 28 March 2006	Cllr Jim Ranger	Councillor Deborah Clark	Neal Hodgson/ Mary Orton