

# Public Document Pack

## EAST HERTFORDSHIRE DISTRICT COUNCIL

NOTICE IS HEREBY GIVEN that a meeting of East Hertfordshire District Council will be held in the Council Chamber, Wallfields, Hertford on Wednesday 27th July, 2016 at 7.00 pm, for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

Dated this 14<sup>th</sup> day of July 2016

Head of Legal and  
Democratic Services

*Note: Prayers will be said before the meeting commences. Those Members who do not wish to participate will be invited to enter the Chamber at their conclusion*

### **AGENDA**

1. Chairman's Announcements

*To receive any announcements.*

2. Minutes (Pages 9 - 24)

*To approve as a correct record and authorise the Chairman to sign the Minutes of the Annual Council meeting held on 18 May 2016.*

3. Declarations of Interest

*To receive any Members' declarations of interest.*

4. Petitions

*To receive any petitions.*

5. Public Questions

*To receive any public questions.*

6. Members' questions

*To receive any Members' questions.*

7. Executive Report - 7 June 2016 (Pages 25 - 46)

*To receive a report from the Leader of the Council and to consider recommendations on the matters below:*

(A) Buntingford Conservation Area Appraisal and Management Plan

*Minute 52 refers*

(B) Ware Conservation Area Appraisal and Management Plan

*Minute 53 refers*

(C) Council Tax Discounts

*Minute 54 refers*

(D) Council Tax Support Scheme 2017/18

*Minute 55 refers*

(E) Development Management Pre-Application Advice Service - Revision of Charges

*Minute 56 refers*

(F) East Herts Gypsies and Travellers and Travelling Showpeople Accommodation Needs Assessment Update February 2016

*Minute 57 refers*

(G) The Gilston Area and the Government's 'Locally Led Garden Villages, Towns and Cities' Prospectus

*Minute 58 refers*

- (H) Local Development Scheme (LDS) May 2016

*Minute 59 refers*

- (I) East Herts Draft District Plan – Chapter 15 – Retail and Town Centres: Response to Issues Raised During Preferred Options Consultation, Further Amendments and Draft Revised Chapter

*Minute 60 refers*

- (J) East Herts Draft District Plan – Chapter's 16 and 20 – Design and Landscape: Response to Issues Raised During Preferred Options Consultation, Further Amendments and Draft Revised Chapter (Renumbered Chapter 16)

*Minute 61 refers*

- (K) East Herts Draft District Plan – Chapter 17 – Transport: Response to Issues Raised During Preferred Options Consultation, Further Amendments and Draft Revised Chapter

*Minute 62 refers*

- (L) East Herts Draft District Plan – Chapter 19 – Natural Environment: Response to Issues Raised During Preferred Options Consultation, Further Amendments and Draft Revised Chapter

*Minute 63 refers*

- (M) East Herts Draft District Plan – Chapter 21 – Heritage Assets: Response to Issues Raised During Preferred Options Consultation, Further Amendments and Draft Revised Chapter (Renumbered Chapter 20)

*Minute 64 refers*

- (N) East Herts Draft District Plan – Chapter 22 – Climate Change: Response to Issues Raised During Preferred Options Consultation, Further Amendments and Draft Revised Chapter (Renumbered Chapter 21)

*Minute 65 refers*

- (O) East Herts Draft District Plan – Chapter 23 – Water: Response to Issues Raised During Preferred Options Consultation, Further Amendments and Draft Revised Chapter (Renumbered Chapter 2)

*Minute 66 refers*

- (P) East Herts Draft District Plan – Chapter 24 – Environmental Quality: Response to Issues Raised During Preferred Options Consultation, Further Amendments and Draft Revised Chapter (Renumbered Chapter 23)

*Minute 67 refers*

*Note – Members are asked to bring their copy of the Executive agenda to the meeting.*

8. Executive Report - 19 July 2016

*To receive a report (to follow) from the Leader of the Council*

9. Joint Meeting of Executive, Committees, Etc: Minutes - 18 May 2016 (Pages 47 - 50)

*Chairman: Councillor K Crofton*

10. Development Management Committee: Minutes - 25 May 2016 (Pages 51 - 68)

*Chairman: Councillor T Page*

11. Corporate Business Scrutiny Committee: Minutes - 31 May 2016 (Pages 69 - 78)

*Chairman: Councillor M Allen*

12. Health and Wellbeing Scrutiny Committee: Minutes - 14 June 2016 (Pages 79 - 86)

*Chairman: Councillor A Alder*

13. Audit and Governance Committee: Minutes - 15 June 2016 (Pages 87 - 98)

*Chairman: Councillor M Pope*

14. Environment Scrutiny Committee: Minutes - 21 June 2016 (Pages 99 - 106)

*Chairman: Councillor J Wyllie*

15. Development Management Committee: Minutes - 22 June 2016 (Pages 107 - 116)

*Chairman: Councillor T Page*

16. Community Scrutiny Committee: Minutes - 28 June 2016 (Pages 117 - 126)

*Chairman: Councillor P Moore*

17. Human Resources Committee: Minutes - 6 July 2016 (Pages 127 - 134)

*Chairman: Councillor C Woodward*

18. Corporate Business Scrutiny Committee: Minutes - 12 July 2016

*Chairman: Councillor M Allen  
(Report to follow)*

19. Licensing Committee: Minutes - 14 July 2016

*Chairman: Councillor R Brunton  
To receive a report (to follow) and to consider recommendations on the*

*following matters:*

(A) Draft Statement of Licensing Policy

(B) Revised Driver Convictions Policy

20. Development Management Committee: Minutes - 20 July 2016

*Chairman: Councillor T Page  
(Report to follow)*

21. Scrutiny Annual Report 2015-16 (Pages 135 - 176)

*To consider a report of the Scrutiny Chairmen 2015-16.*

22. Motions on Notice

*To receive Motions on Notice.*

## DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
  - must not participate in any discussion of the matter at the meeting;
  - must not participate in any vote taken on the matter at the meeting;
  - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
  - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
  - must leave the room while any discussion or voting takes place.
  
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
  
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.

4. It is a criminal offence to:

- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
- fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
- participate in any discussion or vote on a matter in which a Member has a DPI;
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

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### **Audio/Visual Recording of meetings**

Everyone is welcome to record meetings of the Council and its Committees using whatever, non-disruptive, methods you think are suitable, which may include social media of any kind, such as tweeting, blogging or Facebook. However, oral reporting or commentary is prohibited. If you have any questions about this please contact Democratic Services (members of the press should contact the Press Office). Please note that the Chairman of the meeting has the discretion to halt any recording for a number of reasons, including disruption caused by the filming or the nature of the business being conducted. Anyone filming a meeting should focus only on those actively participating and be sensitive to the rights of minors, vulnerable adults and those members of the public who have not consented to being filmed.



MINUTES OF THE ANNUAL MEETING OF  
THE COUNCIL HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
WEDNESDAY 18 MAY 2016, AT 7.00 PM

PRESENT:

Councillor K Crofton (Chairman).  
Councillors D Abbott, A Alder, M Allen,  
D Andrews, R Brunton, K Brush,  
E Buckmaster, S Bull, M Casey,  
Mrs R Cheswright, S Cousins, G Cutting,  
B Deering, I Devonshire, H Drake,  
J Goodeve, B Harris-Quinney, L Haysey,  
R Henson, Mrs D Hollebon, A Jackson,  
G Jones, J Jones, J Kaye, P Kenealy,  
G McAndrew, M McMullen, P Moore,  
D Oldridge, T Page, P Phillips, M Pope,  
S Reed, P Ruffles, S Rutland-Barsby,  
C Snowdon, S Stainsby, R Standley,  
M Stevenson, N Symonds, J Taylor,  
K Warnell, G Williamson, C Woodward and  
J Wyllie.

OFFICERS IN ATTENDANCE:

Philip Gregory	- Head of Strategic Finance and Property
Martin Ibrahim	- Democratic Services Team Leader
Lorraine Kirk	- Senior Communications Officer
Adele Taylor	- Director
Liz Watts	- Chief Executive
Catherine Whitehead	- Interim Head of Democratic and Legal Services

## 1 CHAIRMAN'S ANNOUNCEMENTS

The Chairman (Councillor P Moore) opened the meeting by reminding Members and the public that the meeting was being webcast live and that they should remain seated when speaking.

She thanked Members for their support to her throughout the year and spoke of the opportunity given to her in terms of her own personal development. In particular, she thanked Francesca Dust and Nicola Crosby for their support in the office. She also thanked the Vice-Chairman and wished him well in the coming year.

The Chairman commented on the highlights of the past year and spoke of the many engagements she had attended. She referred to the "East Herts Got Talent" event and advised that although the final figures were unavailable, approximately £4,000 had been raised for her chosen charities.

The Leader of the Council congratulated the Chairman on her extraordinary year of service and praised the manner in which she had carried out her duties, especially in her ability to engage with young people.

The Vice-Chairman presented the Chairman her Past Chairman's Badge and a bouquet of flowers.

## 2 ELECTION OF CHAIRMAN FOR THE COUNCIL 2016-17

It was moved by Councillor A Jackson and seconded by Councillor M Pope that Councillor K Crofton be elected Chairman of the Council to hold office for the civic year 2016/17.

After being put to the meeting and a vote taken, Councillor K Crofton was elected Chairman of the Council for the civic year 2016/17.

RESOLVED - that Councillor K Crofton be elected Chairman of the Council and hold office for the civic

year 2016/17.

The Chairman made the statutory Declaration of Acceptance of Office, and took the Chair.

### 3 APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR 2016-17

It was moved by Councillor G McAndrew and seconded by Councillor G Cutting that Councillor J Jones be appointed Vice-Chairman of the Council to hold office for the civic year 2016/17.

After being put to the meeting and a vote taken, Councillor J Jones was appointed Vice-Chairman of the Council for the civic year 2016/17.

RESOLVED - that Councillor J Jones be appointed Vice-Chairman of the Council and hold office for the civic year 2016/17.

The Vice-Chairman made the statutory Declaration of Acceptance of Office. He thanked Members and looked forward to supporting Councillor K Crofton.

### 4 FURTHER CHAIRMAN'S ANNOUNCEMENTS

The Chairman (Councillor K Crofton) thanked Members for giving him the honour of representing the District Council over the coming year. He thanked the Past Chairman, Councillor P Moore, for her outstanding service and also thanked the support staff for their assistance.

The Chairman advised that next year's "East Herts Got Talent" event had already been booked for 6 May 2017. Also, the Civic Service would be held on 6 September 2016, at 2.00 pm, at St Peter's in Benington.

He offered his services to all Members for any events in their wards where the office of Chairman might add value. The Chairman advised that his chosen charity would be Lupus UK

and he invited its Director, Chris Maker, to address the meeting.

Chris Maker referred to the information leaflets distributed in the chamber and gave a brief outline of the condition and how it affected people.

The Chairman reminded all Members that a joint meeting of committees would be held at the conclusion of Annual Council and so all Members should remain seated until all the business had been concluded.

He also advised that some Members had yet to return their Declaration of Interests form. Blank forms had been left out for those outstanding Members, who were reminded to complete and return this as soon as possible.

Finally, Members and Officers were invited to receive light refreshments at the conclusion of tonight's meetings.

## 5 MINUTES

RESOLVED – that the Minutes of the Council meeting held on 2 March 2016, be approved as a correct record and signed by the Chairman.

## 6 MEMBERS' QUESTIONS

### Question 1

Councillor N Symonds asked the Executive Member for Health and Wellbeing if he would strongly urge the housing associations to work in a much more proactive manner with the police to evict those known to be dealing drugs, causing anti-social behaviour and making other residents' lives a misery.

The Executive Member for Health and Wellbeing quoted national statistics on the number of evictions and commented that approximately half had been carried out by Registered Social Landlords (RSL). He referred to East Herts' processes

and the way the Council worked in partnership with RSLs and the police, using the web-based "SafetyNet" system and through monthly meetings.

The Executive Member referenced the statutory framework and the number of closure orders issued that had resulted in evictions. Finally, he had written to the five RSLs operating locally on this subject and undertook to publish their responses when received.

In response to a supplementary question on the lengthy timescales of some processes, the Executive Member undertook to pursue this if specific details were provided.

### Question 2

Councillor P Phillips commented that the "Stop Bengo Quarry" campaign was working tirelessly to highlight the significant dangers to the local community of extracting over 2.5 million tonnes of sand and gravel from an area that was 320 metres from Bengo Primary school and in close proximity to many hundreds of local residents, following an application by local land owners to Hertfordshire County Council in March this year. He asked the Leader of the Council to join himself, local colleagues, local residents and the local MP in offering her, and this Council's support to the "Stop Bengo Quarry" campaign.

The Leader referred the question to the Executive Member for Development Management and Council Support as the subject matter fell in her portfolio area.

The Executive Member for Development Management and Council Support reminded Members that the Council was only a consultee on this application and that Hertfordshire County Council (HCC) would be making the determination. She also reminded Members that the site had been included in the 2007 HCC Minerals and Waste Plan Preferred Options list and so the Council could not object in principle. However, the Council, as a consultee, had made representations in terms of the rigorous application of conditions in terms of mitigation of

disruption caused.

The Executive Member detailed the concerns raised for HCC to consider. Although the formal consultation period had ended, HCC, like East Herts' Development Management Committee, will consider any new material evidence submitted up to the day of the meeting. She encouraged Members to continue to raise any issues so that HCC made a determination based on all the available evidence.

On a point of order, Councillor P Ruffles asked Council to note that he was not associated with any of the comments made. As a member of HCC that would make the determination, he had to remain open-minded until the decision was considered and made.

### Question 3

Councillor M Stevenson asked the Executive Member for Environment and the Public Space if the Council's policy of not entering to collect items of heavy furniture be changed in the case of vulnerable and elderly residents, who otherwise might have to pay privately to remove items to the kerbside.

In response, the Executive Member for Environment and the Public Space referred to the design of the Council's Bulky Waste Collection service, which provided a kerbside service only and residents were requested to present the items on the boundary on collection day. He referred to the contractual arrangements and also the reasons that most Councils did not offer a collection from within the property. This included issues around the training, health and safety, liability and the efficiency of the service.

The Executive Member reminded Members that in many cases, where a household item was being replaced with a new one, the supplier would remove the old item either free or for a charge. He also referred to local reuse charities which might help to remove items of furniture from the property. If customers had difficulties in moving items to the boundary, Officers would suggest that a family member, friend or

neighbours might be able to help to do this.

Finally, the Executive Member stated that Officers were planning to carry out some work to identify whether the voluntary sector could provide support to elderly, vulnerable and disabled people that needed help removing items from their property to the boundary.

In response to a supplementary question, the Executive Member undertook to keep Members informed of Officers' progress.

7 EXECUTIVE REPORT - 8 MARCH 2016

RESOLVED – that the Minutes of the Executive meeting held on 8 March 2016 be received.

(see also Minutes 8 – 12)

8 HOUSING AND HEALTH STRATEGY 2016-2021

RESOLVED – that (A) the Housing and Health Strategy 2016-21, as now submitted, be adopted as a key document; and

(B) the joint submission received from East and North Herts Clinical Commissioning Group and NHS England, be accepted for inclusion within Essential Reference Paper 'C' of the report submitted.

(see also Minute 7)

9 HERTFORD TOWN CENTRE URBAN DESIGN STRATEGY  
FEBRUARY 2016

RESOLVED – that (A) the Hertford Town Centre Urban Design Strategy, February 2016, be approved as part of the evidence base to inform and support the East Herts District Plan;

(B) the Hertford Town Centre Urban Design

Strategy, February 2016, be approved to inform Development Management decisions; and

(C) a Steering Group be set up, including representatives from East Herts Council, Hertfordshire County Council and Hertford Town Council, to agree an action plan to bring forward appropriate projects in the short, medium and long term for the improvement and enhancement of the County Town, with a report on an action plan and identified projects being submitted to the Executive.

(see also Minute 7)

10 BISHOP'S STORTFORD NORTH S106 SPORTS INVESTMENT STRATEGY, DECEMBER 2015

RESOLVED – that (A) the project prioritisation criteria be approved;

(B) the Steering Group, in conjunction with the Executive Member for Health and Wellbeing, be empowered to consider and make recommendations on future investments to Council following consultation with the Sounding Board; and

(C) the Bishop's Stortford North S106 Sports Investment Strategy, December 2015, be agreed as part of the evidence base to inform and support preparation of the East Herts District Plan and for Development Management purposes.

(see also Minute 7)

11 STRATEGIC LAND AVAILABILITY ASSESSMENT

RESOLVED – that the SLAA Round 3 site assessments, and the ongoing process for completing the SLAA, be noted.

(see also Minute 7)



12 DUTY TO CO-OPERATE UPDATE REPORT

RESOLVED – that (A) the notes of the Member-level meetings held with neighbouring local authorities be received; and

(B) the Head of Planning and Building Control, in consultation with the District Planning Executive Panel Members, be authorised to prepare, agree and sign Memoranda of Understanding with neighbouring local authorities, and other bodies, as appropriate.

(see also Minute 7)

13 EXECUTIVE REPORT - 5 APRIL 2016

RESOLVED – that the Minutes of the Executive meeting held on 5 April 2016 be received.

(see also Minute 14)

14 THUNDRIDGE AND WADESMILL CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

RESOLVED – that (A) the responses to the public consultation be noted and the Officer responses and proposed changes to the Thundridge and Wadesmill Conservation Area Appraisal and Management Plan be supported;

(B) authority be delegated to the Head of Planning and Building Control, in consultation with the Executive Member for Development Management and Council Support, to make any further minor and consequential changes to the document which may be necessary; and

(C) the Thundridge and Wadesmill Conservation Area Appraisal and Management Plan be adopted.

(see also Minute 13)

15 COMMUNITY SCRUTINY COMMITTEE: MINUTES - 15 MARCH 2016

RESOLVED – that the Minutes of the Community Scrutiny Committee meeting held on 15 March 2016, be received.

16 AUDIT COMMITTEE: MINUTES - 16 MARCH 2016

RESOLVED – that the Minutes of the Audit Committee meeting held on 16 March 2016, be received.

(see also Minute 17)

17 SHARED ANTI-FRAUD SERVICES (SAFS) POSITION STATEMENT

RESOLVED – that the draft Fraud Sanction and Prosecution Policy, as detailed, be approved to be effective immediately.

(see also Minute 16)

18 LICENSING COMMITTEE: MINUTES - 17 MARCH 2016

RESOLVED – that the Minutes of the Licensing Committee meeting held on 17 March 2016, be received.

19 CHIEF OFFICER RECRUITMENT COMMITTEE: MINUTES - 21 MARCH 2016

RESOLVED – that the Minutes of the Chief Officer Recruitment Committee meeting held on 21 March 2016, be received.

20 CORPORATE BUSINESS SCRUTINY COMMITTEE:  
MINUTES - 22 MARCH 2016

RESOLVED – that the Minutes of the Corporate Business Scrutiny Committee meeting held on 22 March 2016, be received.

21 DEVELOPMENT MANAGEMENT COMMITTEE: MINUTES -  
23 MARCH 2016

RESOLVED – that the Minutes of the Development Management Committee meeting held on 23 March 2016, be received.

22 HUMAN RESOURCES COMMITTEE: MINUTES - 20 APRIL  
2016

RESOLVED – that the Minutes of the Human Resources Committee meeting held on 20 April 2016, be received.

23 DEVELOPMENT MANAGEMENT COMMITTEE: MINUTES -  
27 APRIL 2016

RESOLVED – that the Minutes of the Development Management Committee meeting held on 27 April 2016, be received.

24 CHANGES TO AUDIT AND STANDARDS COMMITTEE  
ARRANGEMENTS

Council considered a report seeking to review the current committee arrangements relating to Audit and Standards. Council also reviewed the current procedure for initial assessment of code of conduct complaints and confirmed the appointment of the Monitoring Officer and the Deputy Monitoring Officer under the new management arrangements within the Authority.

The Interim Head of Legal and Democratic Services outlined the rationale for the proposed changes. Councillor P Phillips

questioned whether the revised procedure for dealing with complaints against Members would be diluted and transparent. The Interim Head explained that the revised procedure would be consistent with other Authorities. The Monitoring Officer would still need to consult with the Independent Person and the proposed remedies reflected the powers available under the current legislation.

Council approved the recommendations as now detailed.

RESOLVED – that (A) the Council establishes a new Committee called the Audit and Governance Committee;

(B) the terms of reference of the new Committee will combine the existing remit of the Audit Committee and the Standards Committee as set out at Essential Reference Paper ‘D’ of the report submitted;

(C) the Committee will consist of 10 Members drawn from the current Membership of the Standards Committee and the Audit Committee;

(D) the revised procedure for dealing with complaints against Members as set out at Essential Reference Paper ‘E’ of the report submitted, be approved;

(E) the Head of Legal and Democratic Services be confirmed as the Monitoring Officer and the Legal Services Manager as the Deputy Monitoring Officer; and

(F) the Council’s Constitution be amended immediately to give effect to the changes.

## 25 REVIEW OF THE COUNCIL'S DECISION-MAKING STRUCTURE

The Interim Head of Legal and Democratic Services submitted a report reviewing the Council’s decision-making structure.

She advised that Council was required to approve the size of the proposed committees and the allocation of seats to political groups. Council noted that one political group of 48 Members had been formed and its nominations to the seats on committees were detailed in the report now submitted.

In respect of the seats allocated to Independent Members, Council agreed to allocate the vacant seats on Community Scrutiny Committee and Corporate Business Scrutiny Committee to Councillor P Phillips and on Environment Scrutiny Committee and Health and Wellbeing Scrutiny to Councillor J Cartwright.

Council approved the proposals as now detailed.

**RESOLVED** – that (A) the following Scrutiny Committees, Regulatory Committees and Joint Committee be appointed, with the number of voting Members stated:

<u>Committee</u>	<u>No. of Members</u>
Community Scrutiny	10
Corporate Business Scrutiny	10
Environment Scrutiny	10
Health and Wellbeing Scrutiny	10
Audit and Governance	10
Development Management	12
Human Resources	7
Licensing	12
Standards	5
Chief Officer Recruitment	5
East Herts Council and Stevenage Borough Council Joint Revenues and Benefits Committee (3 from	6

East Herts and 3 from Stevenage)

- (B) the membership of Scrutiny Committees, Regulatory Committees, the East Herts Council and Stevenage Borough Council Joint Revenues and Benefits Committee be as set out in Essential Reference Paper 'D' of the report submitted, with Members being appointed in accordance with the wishes of the political group to whom the seats on these bodies have been allocated, and Independent Members being appointed to Committees as now detailed;
- (C) the intention of the Leader of the Council to appoint 6 Members to the Executive (in addition to the Leader) with the portfolio responsibilities as detailed at Essential Reference Paper 'B' of the report submitted, be noted;
- (D) the programme of Council meetings, as detailed at paragraph 5.1 of the report submitted, be approved;
- (E) the Head of Legal and Democratic Services be authorised to make changes in the standing membership of committees, joint committee and panel in (A) above, in accordance with the wishes of the political group to whom seats on these bodies have been allocated;
- (F) the action to be taken by the Head of Legal and Democratic Services, in consultation with the Leader, under delegated authority, concerning the appointment of representatives to outside bodies, be noted; and
- (G) the Monitoring Officer be authorised to make such amendments to the Council's constitution as may be necessary to account for the decisions in (A) to (F) above.

## 26 APPOINTMENT OF CHIEF FINANCIAL OFFICER

The Chief Executive submitted a report reviewing the appointment of the Chief Financial Officer and s151 responsibilities within the Authority, in the light of the recent senior management restructure and the new leadership team arrangements.

Council approved the recommendations as now detailed.

RESOLVED – that (A) the Head of Strategic Finance and Property Services be appointed as the Council's s151 Officer; and

(B) the Council's Constitution be amended immediately to give effect to the change.

## 27 ANNUAL REVIEW OF THE CONSTITUTION

The Chief Executive submitted a report presenting the annual review of the Council's Constitution. She explained that a number of significant changes had been proposed as a result of:

- the implementation of the new senior management structure;
- statutory changes;
- updating the policy framework;
- consequential changes that had been made during the past year;
- revised delegations to Officers and Proper Officer functions;
- the new Members' Allowances Scheme agreed in February 2016; and
- the changes agreed earlier in respect of Audit and Standards arrangements.

The Chief Executive apologised for the formatting and typographical errors within the document and undertook to ensure that these would be dealt with in the final published document. She also referred to the new Audit and

Governance Committee and its role in reviewing the Constitution in future.

Councillor M Pope commented that the Constitution should be an accessible document which enabled residents to understand how the Council worked and how they could become involved. To this end, he proposed, and Councillor L Haysey seconded, an additional recommendation that the Audit and Governance Committee carry out a further review of the Constitution with that focus, to report back to a future meeting on a document that was both up to date and easy to use.

Council approved the revised recommendations as now detailed.

RESOLVED that (A) the revised Constitution, as now submitted, for the civic year 2016-17, be approved;

(B) the specific changes set out in paragraphs 3 to 7 of the report submitted, be approved;

(C) the revised Constitution be referred to the Executive for approval of changes relating to Executive Functions; and

(D) the Audit and Governance Committee be requested to carry out a further review of the Constitution and to report back to a future meeting on a document that was both up to date and easy to use.

The meeting closed at 8.14 pm

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



MINUTES OF A MEETING OF THE  
EXECUTIVE HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
TUESDAY 7 JUNE 2016, AT 7.00 PM

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PRESENT: Councillor G Jones (Chairman/Deputy Leader).  
Councillors E Buckmaster, A Jackson, G McAndrew, S Rutland-Barsby and G Williamson.

ALSO PRESENT:

Councillors A Alder, M Allen, D Andrews, P Ballam, R Brunton, M Freeman, J Goodeve, J Jones, P Moore, T Page, M Pope, R Standley and N Symonds.

OFFICERS IN ATTENDANCE:

Philip Gregory	- Head of Strategic Finance and Property
Martin Ibrahim	- Democratic Services Team Leader
Henry Lewis	- Head of Business and Technology Services
Mike Rowan	- Head of Legal and Democratic Services
Kevin Steptoe	- Head of Planning and Building Control Services
Su Tarran	- Head of Revenues and Benefits Shared Service
Adele Taylor	- Director
Liz Watts	- Chief Executive

## **52 BUNTINGFORD CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN**

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The Executive Member for Development Management and Council Support submitted a report on the Buntingford Conservation Area Appraisal following public consultation. She detailed the outcome of the public consultation in the report now submitted.

The Appraisal identified the special character of the Conservation Area together with the elements that should be retained or enhanced and those which detracted from the identified character. Once adopted by the Council, the Appraisal would become a 'material consideration' in the process of determining planning applications. It would also link into the development of neighbourhood planning.

Members welcomed the report and thanked Officers for its detail.

The Executive supported the recommendations as now detailed.

**RECOMMENDED** – that (A) the Buntingford Conservation Area Appraisal and Management Plan be adopted;

(B) authority be delegated to the Head of Planning and Building Control, in consultation with the Executive Member for Development Management and Council Support, to make any further minor and consequential changes to the document which may be necessary; and

(C) the responses to the public consultation be noted and the Officer responses and proposed changes to the Buntingford Conservation Area Appraisal and Management Plan be supported.

## **53 WARE CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN**

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The Executive Member for Development Management and Council Support submitted a report on the Ware Conservation Area Appraisal following public consultation. She detailed the outcome of the public consultation in the report now submitted.

The Appraisal identified the special character of the Conservation Area together with the elements that should be retained or enhanced and those which detracted from the identified character. Once adopted by the Council, the Appraisal would become a 'material consideration' in the process of determining planning applications. It would also link into the development of neighbourhood planning.

Members welcomed the report and thanked Officers for its detail.

In response to a Member's comment on a recent planning appeal decision, the Head of Planning and Building Control stated that, once approved, an Appeal Inspector could give significant weight to a Conservation Area Appraisal and Management Plan.

The Executive supported the recommendations as now detailed.

**RECOMMENDED** – that (A) the Ware Conservation Area Appraisal and Management Plan be adopted;

(B) authority be delegated to the Head of Planning and Building Control, in consultation with the Executive Member for Development Management and Council Support, to make any further minor and consequential changes to the document which may be necessary; and

(C) the responses to the public consultation be

noted and the Officer responses and proposed changes to the Buntingford Conservation Area Appraisal and Management Plan be supported.

#### **54 COUNCIL TAX DISCOUNTS**

The Executive considered a report that considered changes to the level of Council Tax discount granted on empty homes. It was noted that Corporate Business Scrutiny Committee had recommended that proposals be made which discouraged empty properties, with a phased approach to reducing discounts.

The Executive considered the options detailed in the report now submitted and supported their introduction from 1 April 2017.

**RECOMMENDED** – that (A) the recommendations of the Corporate Business Scrutiny Committee be received;

(B) the addition of a 50% Council Tax premium on properties which have been empty for 2 or more years, be approved;

(C) changing the period or percentage of relief granted to properties which are classified as empty and uninhabitable from 50% for up to 12 months to a period not exceeding 6 months at 50%, be approved; and

(D) changing the period or percentage of relief granted to properties which are classified as empty and substantially unfurnished from a period of up to 6 months at 50% to a period not exceeding 2 months at 50%, be approved.

**(Note – Councillors G McAndrew, M Pope and G Williamson left the chamber whilst this matter was considered – see Minute 71)**

**55 COUNCIL TAX SUPPORT SCHEME 2017/18**

The Executive considered the latest available information around the current local Council Tax Support (CTS) scheme and whether any changes should be considered for 2017/18.

The Corporate Business Scrutiny Committee of 22 March 2016 had considered a report on the current position and potential changes that could be made. Attention had been drawn to the ongoing welfare reforms and the uncertain potential impact on residents. As such, the Committee had supported the status quo for 2017/18.

The Executive supported this view and recommended that no changes to the CTS be made.

**RECOMMENDED** - that (A) the recommendations of the Corporate Business Scrutiny Committee be received; and

(B) the current Council Tax Support Scheme be supported for 2017/18.

**56 DEVELOPMENT MANAGEMENT PRE-APPLICATION ADVICE SERVICE – REVISION OF CHARGES**

The Executive considered a report proposing revisions to Development Management pre-application charges. A review had been undertaken, which had concluded that the service to customers should be improved with regard to both quality and timescale. The review had also concluded that the cost of providing the service was not met by the fees currently charged.

The Executive supported the revisions as detailed in the report submitted.

**RECOMMENDED** - that the 'in-year' revision to charges for the Development Management pre-application advice service, as set out in the report

submitted, be approved.

**57 EAST HERTS GYPSIES AND TRAVELLERS AND  
TRAVELLING SHOWPEOPLE ACCOMMODATION NEEDS  
ASSESSMENT UPDATE FEBRUARY 2016**

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The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 24 May 2016, on the East Herts Gypsies and Travellers and Travelling Showpeople Accommodation Needs Assessment Update Summary, April 2016.

The Executive received and supported the final May 2016 version as now submitted at Essential Reference Paper 'A' of the Minutes of the meeting.

**RECOMMENDED – that (A) East Herts Gypsies and Travellers and Travelling Showpeople Accommodation Needs Assessment Update Summary, April 2016, be noted;**

**(B) amendments to the Update Summary necessitated by the Housing and Planning Act for consideration by the Executive be delegated to the Head of Planning and Building Control in conjunction with the Panel Chairman; and**

**(C) the final version of the East Herts Gypsies and Travellers and Travelling Showpeople Accommodation Needs Assessment Update Summary, May 2016, as now submitted at Essential Reference Paper 'A' of the Minutes submitted, be approved as part of the evidence base to inform and support the East Herts District Plan and to inform Development Management decisions.**

**(see also Minute 75)**

**58** **THE GILSTON AREA AND THE GOVERNMENT'S  
'LOCALLY LED GARDEN VILLAGES, TOWNS AND  
CITIES' PROSPECTUS**

The Executive considered the recommendations of the District Planning Executive Panel meeting held on 24 May 2016, on the Gilston Area and the Government's "Locally Led Garden Villages, Towns and Cities" Prospectus.

The Head of Planning and Building Control updated the Executive on the outcome of a recent meeting with Epping Forest and Harlow Councils, which had supported an expression of interest for a garden town. He emphasised that this would not prejudice the Council's forthcoming decisions on site allocations within the District Plan.

The Executive supported this approach.

**RECOMMENDED** - that (A) the content of the Government's prospectus on "Locally Led Garden Villages, Towns and Cities" be noted; and

(B) preparation and submission of an expression of interest for Government support in relation to the Gilston Area as a Garden Town, be supported.

(see also Minute 75)

**59** **LOCAL DEVELOPMENT SCHEME (LDS) MAY 2016**

The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 24 May 2016, on the Local Development Scheme (LDS) May 2016.

**RECOMMENDED** – that the Local Development Scheme (LDS) May 2016 as now detailed, be agreed with effect from May 2016.

(see also Minute 75)

**60 EAST HERTS DRAFT DISTRICT PLAN – CHAPTER 15 –  
RETAIL AND TOWN CENTRES: RESPONSE TO ISSUES  
RAISED DURING PREFERRED OPTIONS  
CONSULTATION, FURTHER AMENDMENTS AND DRAFT  
REVISED CHAPTER**

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The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 24 May 2016, on the issues raised in Chapter 15 (Retail and Town Centres) of the draft District Plan Preferred Options.

**RECOMMENDED** – that (A) the issues raised in Chapter 15 (Retail and Town Centres) of the draft District Plan Preferred Options, as now detailed at Essential Reference Paper ‘B’ to the report be received and considered;

(B) Officers’ responses to the issues referred to in (A) above, as now detailed in Essential Reference Paper ‘B’ to the report be agreed;

(C) the further amendments in respect of Chapter 15 (Retail and Town Centres) of the draft District Plan Preferred Options, as detailed in Essential Reference Paper ‘B’ to the report, be received and considered; and

(D) the draft revised Chapter 15 (Retail and Town Centres), as detailed in Essential Reference Paper ‘C’ to the report be agreed as a basis for inclusion in the final draft District Plan, with the content being finalised when the consolidated plan is presented in September 2016.

(see also Minute 75)



**61 EAST HERTS DRAFT DISTRICT PLAN – CHAPTERS 16 AND 20 – DESIGN AND LANDSCAPE: RESPONSE TO ISSUES RAISED DURING PREFERRED OPTIONS CONSULTATION, FURTHER AMENDMENTS AND DRAFT REVISED CHAPTER (RENUMBERED CHAPTER 16)**

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The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 24 May 2016, on the issues raised in respect of Chapter 16 (Design) and Chapter 20 (Landscape) of the draft District Plan Preferred Options.

**RECOMMENDED** – that (A) the issues raised in respect of Chapter 16 (Design) and Chapter 20 (Landscape) of the draft District Plan Preferred Options, as now detailed in Essential Reference Paper ‘B’ to the report, be received and considered;

(B) Officers’ responses to the issues referred to in (A) above, as now detailed in Essential Reference Paper ‘B’ to the report be agreed;

(C) the further amendments in respect of Chapter 16 (Design) and Chapter 20 (Landscape) of the draft District Plan Preferred Options, as now detailed at Essential Reference Paper ‘B’ to this report be received and considered; and

(D) the draft revised Chapter 16 (Design and Landscape), as detailed in Essential Reference Paper ‘C’ to the report, be agreed, as a basis for inclusion in the final draft District Plan, with the content being finalised when the consolidated plan is presented in September 2016.

(see also Minute 75)

**62 EAST HERTS DRAFT DISTRICT PLAN – CHAPTER 17 –  
TRANSPORT: RESPONSE TO ISSUES RAISED DURING  
PREFERRED OPTIONS CONSULTATION, FURTHER  
AMENDMENTS AND DRAFT REVISED CHAPTER**

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The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 24 May 2016, on the issues raised in Chapter 17 (Transport) of the draft District Plan Preferred Options.

**RECOMMENDED** – that (A) the issues raised in respect of Chapter 17 (Transport) of the draft District Plan Preferred Options, as now detailed in Essential Reference Paper 'B' to the report, be received and considered;

(B) Officers' responses to the issues referred to in (A) above, as now detailed in Essential Reference Paper 'B' to the report be agreed;

(C) the further amendments in respect of Chapter 17 (Transport) of the draft District Plan Preferred Options, as detailed in Essential Reference Paper 'B' to the report be received and considered; and

(D) the draft revised Chapter 17 (Transport) as detailed in Essential Reference Paper 'C' to the report, be agreed as a basis for inclusion in the final draft District Plan, with the content being finalised when the consolidated plan is presented in September 2016.

(see also Minute 75)

**63 EAST HERTS DRAFT DISTRICT PLAN – CHAPTER 19 –  
NATURAL ENVIRONMENT: RESPONSE TO ISSUES  
RAISED DURING PREFERRED OPTIONS  
CONSULTATION, FURTHER AMENDMENTS AND DRAFT  
REVISED CHAPTER**

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The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 24 May 2016, on the issues raised in Chapter 19 (Natural Environment) of the draft District Plan Preferred Options.

**RECOMMENDED** – that (A) the issues raised in respect of Chapter 19 (Natural Environment) of the draft District Plan Preferred Options as now detailed in Essential Reference Paper ‘B’ to the report be received and considered;

(B) Officers’ responses to the issues referred to in (A) above, as detailed in Essential Reference Paper ‘B’ to the report be agreed;

(C) the further amendments in respect of Chapter 19 (Natural Environment) of the draft District Plan Preferred Options as detailed in Essential Reference Paper ‘B’ to the report be received and considered;

(D) the draft revised Chapter 19 (Natural Environment), as detailed in Essential Reference Paper ‘C’ to the report be agreed, as a basis for inclusion in the final draft District Plan, with the content being finalised when the consolidated plan is presented in September 2016.

(see also Minute 75)

**64 EAST HERTS DRAFT DISTRICT PLAN – CHAPTER 21 –  
HERITAGE ASSETS: RESPONSE TO ISSUES RAISED  
DURING PREFERRED OPTIONS CONSULTATION,  
FURTHER AMENDMENTS AND DRAFT REVISED  
CHAPTER (RENUMBERED CHAPTER 20)**

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The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 24 May 2016, on the issues raised in Chapter 21 (Heritage Assets) of the draft District Plan Preferred Options.

**RECOMMENDED** – that (A) the issues raised in respect of Chapter 21 (Heritage Assets) of the draft District Plan Preferred Options as now detailed in Essential Reference Paper ‘B’ to the report be received and considered;

(B) Officers’ responses to the issues referred to in (A) above, as detailed in Essential Reference Paper ‘B’ to the report be agreed;

(C) the further amendments in respect of Chapter 21 (Heritage Assets) of the draft District Plan Preferred Options as detailed in Essential Reference Paper ‘B’ to the report be received and considered; and

(D) the draft revised (and renumbered) Chapter 20 (Heritage Assets) as detailed in Essential Reference Paper ‘C’ to the report be agreed, as a basis for inclusion in the final draft District Plan, with the content being finalised when the consolidated plan is presented in September 2016.

(see also Minute 75)

**65 EAST HERTS DRAFT DISTRICT PLAN – CHAPTER 22 –  
CLIMATE CHANGE: RESPONSE TO ISSUES RAISED  
DURING PREFERRED OPTIONS CONSULTATION,  
FURTHER AMENDMENTS AND DRAFT REVISED  
CHAPTER (RENUMBERED CHAPTER 21)**

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The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 24 May 2016, on the issues raised in Chapter 22 (Climate Change) of the draft District Plan Preferred Options.

**RECOMMENDED** – that (A) the issues raised in respect of Chapter 22 (Climate Change) of the draft District Plan Preferred Options as now detailed in Essential Reference Paper ‘B’ to the report be received and considered;

(B) Officers’ responses to the issues referred to in (A) above, as detailed in Essential Reference Paper ‘B’ to the report be agreed;

(C) the further amendments in respect of Chapter 22 (Climate Change) of the draft District Plan Preferred Options as detailed in Essential Reference Paper ‘B’ to the report be received and considered; and

(D) the draft revised (and renumbered) Chapter 21 (Climate Change) as detailed in Essential Reference Paper ‘C’ to the report be agreed, as a basis for inclusion in the final draft District Plan, with the content being finalised when the consolidated plan is presented in September 2016.

(see also Minute 75)

**66 EAST HERTS DRAFT DISTRICT PLAN – CHAPTER 23 –  
WATER: RESPONSE TO ISSUES RAISED DURING  
PREFERRED OPTIONS CONSULTATION, FURTHER  
AMENDMENTS AND DRAFT REVISED CHAPTER  
(RENUMBERED CHAPTER 2**

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The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 24 May 2016, on the issues raised in Chapter 23 (Water) of the draft District Plan Preferred Options.

**RECOMMENDED** – that (A) the issues raised in respect of Chapter 23 (Water) of the draft District Plan Preferred Options as now detailed in Essential Reference Paper ‘B’ to the report be received and considered;

(B) Officers’ responses to the issues referred to in (A) above, as detailed in Essential Reference Paper ‘B’ to the report be agreed;

(C) the further amendments in respect of Chapter 23 (Water) of the draft District Plan Preferred Options as detailed in Essential Reference Paper ‘B’ to the report be received and considered;

(D) the draft revised (and renumbered) Chapter 22 (Water) as detailed in Essential Reference Paper ‘C’ to the report be agreed, as a basis for inclusion in the final draft District Plan, with the content being finalised when the consolidated plan is presented in September 2016; and

(E) the issue of slurry storage be incorporated into the Chapter.

(see also Minute 75)

**67 EAST HERTS DRAFT DISTRICT PLAN – CHAPTER 24 – ENVIRONMENTAL QUALITY: RESPONSE TO ISSUES RAISED DURING PREFERRED OPTIONS CONSULTATION, FURTHER AMENDMENTS AND DRAFT REVISED CHAPTER (RENUMBERED CHAPTER 23)**

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The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 24 May 2016, on the issues raised in Chapter 24 (Environmental Quality) of the draft District Plan Preferred Options.

**RECOMMENDED** – that (A) the issues raised in respect of Chapter 24 (Environmental Quality) of the draft District Plan Preferred Options as now detailed in Essential Reference Paper ‘B’ to the report be received and considered;

(B) Officers’ responses to the issues referred to in (A) above, as detailed in Essential Reference Paper ‘B’ to the report be agreed;

(C) the further amendments in respect of Chapter 24 (Environmental Quality) of the draft District Plan Preferred Options as detailed in Essential Reference Paper ‘B’ to the report be received and considered; and

(D) the draft revised (and renumbered) Chapter 23 (Environmental Quality) as detailed in Essential Reference Paper ‘C’ to the report be agreed, as a basis for inclusion in the final draft District Plan, with the content being finalised when the consolidated plan is presented in September 2016.

(see also Minute 75)

**68 APOLOGIES**

An apology for absence was submitted on behalf of Councillor L Haysey.

69 LEADER'S ANNOUNCEMENTS

The Deputy Leader welcomed Members, Officers and the public to the meeting and reminded everyone that the meeting was being webcast.

70 MINUTES

RESOLVED – that the Minutes of the Executive meeting held on 5 April 2016, be approved as correct record and signed by the Deputy Leader.

71 DECLARATIONS OF INTEREST

In respect of Minute 54 – Council Tax Discounts, Councillors G McAndrew, M Pope and G Williamson declared disclosable pecuniary interests in that they owned second properties. They all left the chamber whilst this matter was considered.

72 NO. 1 THE CAUSEWAY, BISHOP'S STORTFORD REDEVELOPMENT

The Executive Member for Finance and Support Services submitted a report setting out proposals for the interim development of the site at No 1, The Causeway, Bishop's Stortford, prior to full redevelopment of the Old River Lane site.

He reminded Members that a planning framework had been commissioned for Bishop's Stortford town centre, which would inform the mix of uses for the future development of the whole town centre including the Old River Lane site. Following the publication of the planning framework, a detailed plan would be developed for the Old River Lane site. It was anticipated that this piece of work, obtaining the subsequent planning permission and procuring contractors would take a number of years.

In the meantime, there was a need to consider options for the redevelopment of No 1, The Causeway. He detailed four



options:

- Leave “as-is”.
- Full refurbishment and re-letting.
- Rebuild on existing foundations.
- Repurpose site.

The Executive Member set out the main issues, risks and costs for each of these options and recommended that option four, involving demolition of the building and repurposing for car parking be agreed.

Councillor T Page thanked the Executive Member and Officers for the clarity of the report, but disagreed with the conclusion reached. He favoured the “leave as-is” option on the basis that it did not require £0.5m expenditure. He spoke of the need for a proactive approach towards the redevelopment of the town centre and suggested that a car park would delay this for six and half years, the payback period for the option being recommended. He also questioned the democratic process and suggested a lack of scrutiny.

In response, the Executive Member referred to the risks and liabilities of doing nothing, given the deteriorating fabric of the building and the costs that would be incurred. The Head of Strategic Finance and Property Services provided details of the remedial works and costs that would be needed. The Executive Member also commented that plans for the redevelopment of the site would come forward in due course and would not be delayed by the short-term use of the site as a car park. This option would also provide an income stream in the short term.

In respect of the democratic process, the Head of Legal and Democratic Services advised that any decision taken would be subject to the call-in process, which required four Members to call in the decision. If this happened, the decision would be referred to the Corporate Business Scrutiny Committee, which had responsibility for scrutinising asset management matters.

The Executive approved option four as detailed in the report submitted.

RESOLVED - that in relation to No 1, The Causeway, Bishop's Stortford (A) the request to demolish the existing structure and repurpose for short term use, as detailed throughout the report now submitted and recommended by the Old River Lane Steering Group, be approved, and

(B) the funding for the cost of demolition and resurfacing from the Commercial Property Fund, recommended by the Old River Lane Steering Group, be approved.

### 73 FOOTWAY AND GRASSED VERGE PARKING ENFORCEMENT POLICY

The Executive Member for Economic Development submitted a report seeking the introduction of footway and grassed verge parking enforcement on an initial, trial basis. He detailed the background to the issue and its consideration by the Environment Scrutiny Committee on 23 February 2016. The Committee had examined a number of different options and had supported the approach for footway and grassed verge parking controls as now recommended.

Councillor D Andrews referred to his comments made at the Environment Scrutiny Committee and suggested a different approach whereby the Council should designate areas where parking on the verge was permitted and not prohibited. The Executive Member commented that this approach had been considered and rejected by the Environment Scrutiny Committee.

In response to other Members' comments, the Executive Member outlined the additional enforcement that would form part of the pilot scheme. He reminded Members that the public could report problems to the Parking service. He also reiterated that this would be a pilot and lessons would be learnt.

The Executive approved the proposals now detailed.

RESOLVED - that (A) the recommendations of the Environment Scrutiny Committee of 23 February 2016, be noted;

(B) the introduction of footway and grassed verge parking enforcement in East Herts be approved; and

(C) the mechanism for the introduction and operation of this enforcement, as now detailed, be approved.

#### 74 PLANNING ENFORCEMENT PROACTIVE SERVICE

The Executive Member for Development Management and Council Support submitted a report seeking approval for the introduction of a pro-active element to the planning enforcement service. She referred to the work on this matter by the task and finish group established by the Environment Scrutiny Committee. Its recommendations were considered at the last Executive meeting, at which it was requested that a business case be formulated and reported back to it.

The Executive considered the proposals as now detailed and approved them.

RESOLVED - that the introduction of a pro-active element to the planning enforcement service, to the extent and on the basis of the costs set out in the report submitted, be endorsed.

#### 75 DISTRICT PLANNING EXECUTIVE PANEL: MINUTES – 24 MAY 2016

RESOLVED – that the Minutes of the District Planning Executive Panel held on 24 May 2016 be received.

(see also Minutes 57 – 67)

76 NET COST OF SERVICES – REVENUE AND CAPITAL  
OUTTURN 2015/16

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The Executive Member for Finance and Support Services submitted a report advising on the Net Cost of Services Revenue Outturn for 2015/16 and providing explanations for significant variances against the approved Budget. He also advised on the financing arrangements for the 2015/16 Capital Outturn and the planned financing of the updated 2016/17 Capital budget allowing for the approved slippage from 2015/16.

The Executive approved the proposals as now detailed.

RESOLVED - that (A) the Net Cost of Services Revenue Outturn as detailed in paragraph 2.2 of the report submitted for 2015/16 be noted;

(B) the transfer of the underspend in Contingency budget for 2015/16 to the Transformation Reserve as detailed in paragraph 2.6 of the report submitted, be agreed;

(C) the transfer of funds to reserves as detailed in paragraph 2.4 of the report submitted, be agreed;

(D) the level of General Reserve Balances at 31 March 2016 as detailed within the report be noted;

(E) the carry forward requests from 2015/16 to 2016/17 budgets as detailed in paragraph 3.7 of the report submitted, be agreed;

(F) the Capital outturn for 2015/16 as detailed in paragraph 4.2 of the report submitted, be noted;

(G) Capital slippage as set out in paragraph 4.3 of the report submitted, be approved; and

(H) the Capital Programme for 2016/17 to 2019/20 as detailed in paragraph 4.5 of the report submitted, be

noted.

77 QUARTERLY HEALTHCHECK – QUARTER 4 MARCH 2016

The Executive considered and noted a report on performance monitoring for 2015/16 as at March 2016/Quarter 4.

RESOLVED - that in respect of EHPI 153 – Number of applicants that presented to the Council as homeless, the current explanation for long term trends as detailed in paragraph 2.3 of the report submitted and the impact it is estimated to have on the final outturn, be noted.

78 STRATEGIC RISK MONITORING – JAN-MAR 2016

The Executive considered a report relating to action taken to mitigate and control strategic risks in the period January to March 2016.

The Executive approved the report as now detailed.

RESOLVED - that the risk management controls implemented be approved.

The meeting closed at 8.14 pm

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

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MINUTES OF A MEETING OF THE  
JOINT MEETING OF EXECUTIVE,  
COMMITTEES, SUB-COMMITTEES AND  
PANELS HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
WEDNESDAY 18 MAY 2016, AT 7.30 PM

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PRESENT:

Councillor K Crofton (Chairman)  
Councillors D Abbott, A Alder, D Andrews,  
R Brunton, K Brush, E Buckmaster, S Bull,  
M Casey, Mrs R Cheswright, S Cousins,  
G Cutting, B Deering, H Drake, J Goodeve,  
B Harris-Quinney, R Henson, L Haysey,  
Mrs D Hollebon, A Jackson, G Jones,  
J Jones, J Kaye, P Kenealy, G McAndrew,  
M McMullen, P Moore, D Oldridge, T Page,  
P Phillips, M Pope, S Reed, P Ruffles,  
S Rutland-Barsby, C Snowdon, S Stainsby,  
R Standley, M Stevenson, N Symonds,  
J Taylor, K Warnell, G Williamson,  
C Woodward, J Wyllie, M Allen and  
I Devonshire.

OFFICERS IN ATTENDANCE:

Philip Gregory	- Head of Strategic Finance and Property
Martin Ibrahim	- Democratic Services Team Leader
Lorraine Kirk	- Senior Communications Officer
Adele Taylor	- Director
Liz Watts	- Chief Executive
Catherine Whitehead	- Interim Head of Democratic and Legal Services

28 APPOINTMENT OF CHAIRMAN

It was moved and seconded that Councillor K Crofton be appointed Chairman for this meeting.

RESOLVED - that Councillor K Crofton be appointed Chairman for this meeting.

29 MINUTES

RESOLVED – that the Minutes of the joint meeting of the Executive, committees, sub-committees and panels held on 20 May 2015, be agreed and signed by the Chairman as a correct record.

30 APPOINTMENT OF CHAIRMEN, SUB-COMMITTEES, PANELS, ETC

The Interim Head of Legal and Democratic Services submitted a report seeking approval for the appointment of Chairmen to Committees set up by Council at its Annual meeting on 18 May 2016 and the establishment of sub-committees and panels. The Executive was also requested to approve the changes to the Constitution approved by Annual Council relating to Executive Functions, including the revised Scheme of Delegation and revised list of Proper Officer Functions.

It was noted that the appointment of Vice-Chairmen would be dealt with at the next meetings of the relevant committees.

The joint meeting noted the nominations of the political group to the seats on sub-committees and panels as detailed in the report now submitted and approved the recommendations as now detailed.

RESOLVED – that (A) the following Sub-Committees and Panels be appointed, with the number of voting Members stated:



<u>Sub-Committee/Panel</u>	<u>No. of Members</u>
Licensing Sub-Committee	3
Standards Sub-Committee	3
Local Joint Panel (4 Members of the Council and 4 representatives of employees drawn from UNISON with substitutes)	8
District Planning Executive Panel	3

(B) seats on Sub-Committees and Panels, where relevant, be allocated to the sole political group on the Council;

(C) as a consequence of the decisions at (A) - (B) above, the membership of Sub-Committees and Panels be as set out in Essential Reference Paper 'B' of the report submitted, with, where appropriate, Members being appointed in accordance with the wishes of the political group to whom the seats on these bodies have been allocated;

(D) the Members detailed at Essential Reference Paper 'C' of the report submitted, be appointed as Chairmen (and where specified, Vice-Chairmen) of the bodies detailed;

(E) the Head of Legal and Democratic Services be authorised to make changes in the standing membership of committees and joint committees in (A) above, in accordance with the wishes of the political group to whom seats on these bodies have been allocated; and

(F) the changes to the Constitution approved by Annual Council relating to Executive Functions, including the revised Scheme of Delegation and revised list of Proper Officer Functions, be approved.

The meeting closed at 8.17 pm

Chairman .....

Date .....

MINUTES OF A MEETING OF THE  
DEVELOPMENT MANAGEMENT  
COMMITTEE HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
WEDNESDAY 25 MAY 2016, AT 7.00 PM

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PRESENT: Councillor T Page (Chairman).  
Councillors D Andrews, M Allen, R Brunton,  
S Bull, M Casey, B Deering, M Freeman,  
J Goodeve, J Jones, R Standley and  
K Warnell.

ALSO PRESENT:

Councillors P Ballam, Mrs R Cheswright,  
K Crofton, L Haysey, R Henson, P Kenealy,  
M McMullen, P Moore, S Rutland-Barsby and  
G Williamson.

OFFICERS IN ATTENDANCE:

Liz Aston	- Development Team Manager (East)
Paul Dean	- Principal Planning Enforcement Officer
Peter Mannings	- Democratic Services Officer
Kevin Steptoe	- Head of Planning and Building Control Services
Jeanette Thompson	- Senior Lawyer
Alison Young	- Development Manager

31 APPOINTMENT OF VICE-CHAIRMAN

It was proposed by Councillor M Casey and seconded by  
Councillor R Brunton that Councillor M Freeman be  
appointed Vice-Chairman of the Development

Management Committee for the 2016/17 civic year.

After being put to the meeting and a vote taken, Councillor M Freeman was appointed Vice–Chairman of the Development Management Committee for the 2016/17 civic year.

RESOLVED – that Councillor M Freeman be appointed Vice–Chairman of the Development Management Committee for the 2016/17 civic year.

32 APOLOGY

An apology for absence was submitted on behalf of Councillor J Kaye. It was noted that Councillor S Bull was substituting for Councillor J Kaye.

33 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that application 3/16/0430/FUL – Erection of 10 new dwellings comprising two pairs of semi-detached houses and two blocks of three flats. Demolition of existing single storey side extension to Alpha Cottage and erection of a new single storey side extension at Alpha Cottage, 4 Francis Road, Ware, Hertfordshire, SG12 9HB for Mr S Pierce, had been withdrawn.

At the invitation of the Chairman, Members noted the terms of reference of the Committee. The Chairman welcomed new and returning Members as well as new substitute Members for the Committee. He welcomed the press and public to the meeting and welcomed other Members including the Leader of the Council. He concluded by summarising the procedure used during the operation of the Development Management Committee.

34 MINUTES – 27 APRIL 2016

RESOLVED – that the Minutes of the meeting held

on 27 April 2016 be confirmed as a correct record and signed by the Chairman.

35 3/15/1080/FUL – CONSTRUCTION OF AN AGRICULTURAL LAGOON AND ACCESS ROAD AT HOME FARM, MUNDEN ROAD, DANE END FOR MR JAMES SAPSED

Mr Marlow addressed the Committee in objection to the application. Mr Sapsed spoke for the application.

The Head of Planning and Building Control recommended that in respect of application 3/15/1080/FUL, planning permission be granted subject to the conditions detailed in the report now submitted.

Councillor P Kenealy addressed the Committee in objection to the application as the local ward Member. He referred to 6 principal objections with particular reference to highways, road safety, underestimated Heavy Goods Vehicle (HGV) movements of at least 1842 per year and a proposed transport plan that was unenforceable. He urged Members to reject the application in recognition of the impacts of the proposed development and the limited local gain for the community.

The Head of Planning and Building Control referred to a substantial amount of additional information that Members had received. He stated that this information reiterated and reinforced points that had already been made and there were no new issues raised by the additional information.

Members were reminded that the policies of the East Herts Local Plan Second Review April 2007 had been superseded by the 2012 National Planning Policy Framework (NPPF) and the weight that could be given to the Local Plan policies had to be considered taking into account their consistency with the NPPF.

Councillor J Jones commented on the HGV vehicle movements and sought clarification regarding the likely

numbers of movements per day and per year. Councillor M Casey queried whether any excess contents of the proposed lagoon would become unusable if left for a substantial period of time. Councillor S Bull sought clarification in respect of the conditions that had been applied regarding traffic movements given that Hertfordshire Highways had not sought to restrict the granting of planning permission.

Councillor D Andrews highlighted a number of queries and serious concerns he had regarding compliance with environmental regulations and highways safety. He referred to the concerns of the local Parish Councils and the comments of the Countryside Access Officer. He also commented on the acceptability of a scheme that was very close to the minimum industry standards in respect of anaerobic digestion and recycling.

Councillor B Deering commented on the possible exportation of the contents of the lagoon if this were not used locally. He expressed a number of concerns regarding the proposed traffic management plan and the impact of additional traffic on the narrow local roads and the impact on Sacombe Bridge.

Councillor J Goodeve commented on what powers were open to Environmental Health Officers under the environmental protection act to manage any odour should this situation arise. She referred to the concerns of the Countryside Access Officer and also the views of the British Horse Society. She commented on whether there would be any monitoring of water quality should the application be approved.

The Head referred to the traffic issue and the NPPF policy test of what constituted a severe impact. He reminded Members that policy TR20 of the local plan predated the NPPF and the NPPF had formed the basis of the comments of Hertfordshire Highways. He stated there would always be highway deficiencies in terms of road width, bridges and culverts in rural areas. He reminded

Members that these were public roads that were open for the public and businesses to use.

The Head advised that the details of the traffic management plan had yet to be agreed and he summarised the likely controls that could be included as part of the conditions should the application be approved. He advised caution regarding assigning weight to a perceived lack of enforceability in that the usual range of enforcement powers would be available to the Authority. He stated that Members had the power to ask Officers to seek to enhance the detail of the proposed traffic management plan.

The Head concluded that the identity of the applicant was less relevant as it was the proposed use that was being considered. He stated that the Environment Agency would expect a structure of this nature to meet the latest standards and they had not objected to the scheme. He advised that the Council's Environmental Health department always sought to promote best practice in respect of a facility of this nature.

Councillor K Warnell referred to a number of uncertainties that gave him cause for concern. He commented that the application could be judged to be incompatible with the location.

In reply to a number of further comments from Members, the Head advised caution in that the Committee was making a decision on a proposed agricultural storage lagoon not a transport or distribution operation. He acknowledged the traffic impact on the roads and urged Members to consider carefully the specific harm to this location of the likely additional traffic.

The Senior Lawyer referred to NPPF paragraph 32 as a comparable policy that Members could refer to when considering traffic management issues and their concerns. Members had referenced policy TR20 earlier in the debate and the proposed plan could not effectively

limit the significant impacts of the development. She commented that the Head of Planning and Building Control might be able to direct Members to other relevant saved polices in the East Herts Local Plan Second Review April 2007.

Councillor K Warnell proposed and Councillor J Jones seconded, a motion that application 3/15/1080/FUL be refused on the grounds that the proposed development would result in a significant change in the amount and type of traffic on the rural roads serving the development site and the proposal would have a significantly harmful impact on the rural character of the roads, the residential properties along it and would lead to the potential for conflict with other road users. The proposal would therefore be contrary to policy TR20 of the East Herts Local Plan Second Review April 2007 and paragraph 32 of the NPPF.

After being put to the meeting and a vote taken, this motion was declared CARRIED. The Committee rejected the recommendation of the Head of Planning and Building Control as now submitted and refused the application for the reason now detailed.

RESOLVED – that in respect of application 3/15/1080/FUL, planning permission be refused for the following reason:

1. The proposed development would result in a significant change in the amount and type of traffic on the rural roads serving the development site which are constrained in both width and alignment. As a result the proposal would have a significantly harmful impact on the rural character of the roads, the residential properties along it and would lead to the potential for conflict with other road users. The proposal would thereby be contrary to policy TR20 of the East Herts Local Plan Second Review April 2007 and the



## NPPF.

- 36 3/16/0471/VAR – VARIATION OF CONDITION 14 (APPROVED PLANS) OF PLANNING PERMISSION 3/13/1375/OP: FULL PERMISSION FOR THE ERECTION OF 180 HOMES, AMENITY LAND FOR COMMUNITY USES, THE CREATION OF ONE NEW ACCESS ONTO THE A10 AND CLOSURE OF AN EXISTING ACCESS ONTO THE A10 NORTH OF THE SITE, CREATION OF FOUR NEW ACCESSES ONTO ERMINE STREET AND THE UPGRADING OF ONE ACCESS ONTO ERMINE STREET, AND THE PROVISION OF AMENITY SPACE AND ASSOCIATED INFRASTRUCTURE, AND IN OUTLINE WITH ALL MATTERS RESERVED A 50-60 BED CARE HOME AND SHELTERED ACCOMMODATION. AMENDMENTS TO THE LAYOUT, MIX, AND DESIGN OF THE APPROVED RESIDENTIAL DEVELOPMENT AT LAND NORTH OF THE PARK FARM INDUSTRIAL ESTATE AND FREMAN COLLEGE, ERMINE STREET, BUNTINGFORD FOR REDROW HOMES LTD
- 

Ms Brighton addressed the Committee in support of the application.

The Head of Planning and Building Control recommended that, subject to a variation of the original legal agreement, in respect of application 3/16/0471/VAR, planning permission be granted subject to the conditions detailed in the report now submitted.

The Head of Planning and Building Control detailed the relevant site history and summarised this application which sought to amend the full permission for the 180 dwellings. The amendment focussed on changing the housing mix and ensuring that the 180 dwellings reflected the housing types that had already been provided by the existing developer. The application also covered changes in the alignment and width of the access road.

The Head advised that concerns had been expressed by Buntingford Town Council and by third parties regarding

the proposed changes to the housing mix. There had been particular concern regarding the additional 4 and 5 bedroom houses at the expense of bungalows.

The Head advised that there was no adopted policy requirement for any particular mix of housing or for the provision of bungalows. Members were reminded that the draft District Plan could not be given significant weight. The Head stated that the housing mix was not in accordance with the guidelines set out within the Strategic Housing Market Assessment (SHMA).

The Head emphasised that the SHMA could not be considered in isolation and a refusal based on the guidelines of the SHMA would not, therefore, be appropriate. Members were advised that the provision of 40% affordable housing was in accordance with the guidelines detailed in the SHMA and Officers had given this matter significant weight.

The Head concluded that on balance the application was acceptable as it maintained a good mix of housing types and the parking and access arrangements exceeded the current standards. Members were asked to give Officers delegated authority to work on the conditions and Hertfordshire County Council had requested a revised wording regarding the Section 106 legal agreement or the revocation of the existing agreement so that a new agreement could be drawn up.

Councillor S Bull stated that this site had always been favoured as a location for development. He acknowledged the concerns of the Town Council regarding the housing mix. He concluded however, that the developer had done all it could to satisfy the needs of the town and he would be supporting this application.

Councillor D Andrews commented on the condition of the land and the risk of swallow holes in future. The Director reminded Members that planning permission had already been approved on this site. The foundations would still

be carefully considered and approved by Building Control Officers and the National House Building Council (NHBC) in relation to the chalk layer underneath the top clay soil.

Councillor J Jones expressed a concern that the housing mix differed from that which was recommended by the SHMA. He requested that the local ward Members be consulted regarding any appropriate amendments to the content of the legal agreement and the wording of planning conditions. He also commented on whether the narrowing of the access road had any impact due to the likelihood of school buses using this route from the north.

The Head commented that the developer had already amended the scheme in response to the concerns that had been raised by Officers, the local ward Members and Buntingford Town Council. Officers considered that the application was now acceptable in terms of meeting the demand for housing.

Hertfordshire Highways had judged the narrower access road to be acceptable and Officers could consult with the Chairman and local ward Members regarding any appropriate amendments to the content of the legal agreement and the wording of planning conditions.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that (A) in respect of application 3/16/0471/VAR, authority be delegated to the Head of Planning and Building Control, in consultation with the Committee Chairman and at least one of the local ward Members, to make any appropriate amendments to the content of the legal agreement and the wording of planning conditions; and

(B) on completion of the Section 106 legal agreement and final resolution of the conditions,

planning permission be granted as detailed in the report now submitted.

- 37 3/16/0115/FUL – ERECTION OF 57 UNITS OF ASSISTED LIVING EXTRA CARE (USE CLASS C2) ACCOMMODATION FOR THE FRAIL ELDERLY AND 24 UNITS OF RETIREMENT LIVING (C3) 'SHELTERED ACCOMMODATION' INCLUDING COMMUNAL FACILITIES AND CAR PARKING – AMENDED DETAILS AT SOVEREIGN HOUSE, HALE ROAD, HERTFORD FOR MCCARTHY AND STONE
- 

Ms Webster addressed the Committee in support of the application.

The Head of Planning and Building Control recommended that, subject to a legal obligation pursuant to Section 106 of the Town and Country Planning Act 1990, in respect of application 3/16/0115/FUL, planning permission be granted subject to the conditions detailed in the report now submitted.

The Head of Planning of Building Control confirmed to the Chairman and the Committee that the Lead Local Flood Authority (LLFA) had withdrawn their objection and had recommended a number of additional conditions as detailed in the additional representations summary.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/16/0115/FUL, subject to a legal obligation pursuant to Section 106 of the Town and Country Planning Act 1990, planning permission be granted subject to the conditions detailed in the report now submitted and the additional conditions detailed in the additional representations summary.

- 38 3/16/0635/FUL – ADDITIONAL 2 METRES NETTING TO EXISTING 3G FOOTBALL PITCH FENCING (EXTENDING FENCE HEIGHT FROM 3 METRES TO 5 METRES). TOTAL LENGTH 47METRES AT HARTHAM LEISURE CENTRE, HARTHAM LANE, HERTFORD FOR EVERYONE ACTIVE

The Head of Planning and Building Control recommended that in respect of application 3/16/0635/FUL, planning permission be granted subject to the conditions detailed in the report now submitted.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/16/0635/FUL, planning permission be granted subject to the conditions detailed in the report now submitted.

- 39 3/16/0331/HH – ERECTION OF GARAGE AT PENRHYN, LONDON ROAD, SPELLBROOK, BISHOP'S STORTFORD, CM23 4BA FOR MR HUSSAIN

Mr Wood addressed the Committee in objection to the application on behalf of Mrs Adams.

The Head of Planning and Building Control recommended that in respect of application 3/16/0331/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

Councillor K Warnell referred to paragraph 11.1 of the report and expressed concerns that Officers had recommended approval for an application which represented an inappropriate form of development in Green Belt. The Head of Planning and Building Control confirmed that the site was located within the Metropolitan Green Belt and the policy required that extensions should not be disproportionate.

The Head confirmed that due to previous extensions the proposed development could not be considered to be appropriate development in the Green Belt. Members were advised however, that the proposed development exceeded the height of what would be allowed under permitted development by only 10cm.

The Head concluded that very special circumstances existed for the approval of planning permission in the Green Belt as a slightly smaller building could be built within the rear garden in the same location without the need to apply for planning permission.

In response to a number of other queries from the Committee, the Head advised that the General Permitted Development Order (GPDO) gave the Authority less control whereas approving this application allowed Officers and Members a say in respect of materials of construction and planning conditions.

The Head advised that Officers would find it difficult to articulate the harm caused by an additional 10 cm of development in this location and Members would have to be very clear what they felt was the harm that this could cause.

Members advised that they should not consider any enforcement issues whether determining this application. The enforcement team could however, go to the site and consider whether any other breaches of planning control had occurred.

The Head confirmed to Councillor M Allen that the law did not prevent an applicant applying for planning permission on land they did not own providing that they notified the land owner. In this case however, the applicant owned the land and Officers were satisfied that the application was acceptable.

The Head assured Councillor Allen that a condition could be applied to ensure that details of a method of rainwater

capture were submitted.

Councillor M Allen proposed and Councillor R Standley seconded, a motion that a condition be applied that, prior to the commencement of any works to the roof level of the building, details of the guttering to be used shall be submitted to and approved in writing by the local planning authority.

After being put to the meeting and a vote taken, this motion was declared CARRIED. The Committee accepted the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/16/0331/HH, planning permission be granted subject to the conditions detailed in the report now submitted and the following additional condition:

4. Prior to the commencement of any works to the roof level of the building hereby permitted, details of the guttering to be used shall be submitted to and approved in writing by the local planning authority.

Reason: To ensure that satisfactory rainwater drainage can be achieved within the application site in accordance with policy ENV1 of the East Herts Local Plan Second Review April 2007.

- 40      3/16/0532/FUL – ERECTION OF 1NO. NEW TWO STOREY DETACHED RESIDENTIAL DWELLING TOGETHER WITH ASSOCIATED DETACHED DOUBLE BAY GARAGE, ASSOCIATED DRIVEWAY/OFF-STREET CAR PARKING, PRIVATE GARDEN SPACE, LANDSCAPING AND OTHER ASSOCIATED DEVELOPMENT AT PRIORY FARM HOUSE, HIGH STREET, WIDFORD, SG12 8RA FOR MR A AND S RICHARDSON
- 

Mr Sleigh addressed the Committee in objection to the application. Mr Wood spoke for the application.

The Head of Planning and Building Control recommended that in respect of application 3/16/0532/FUL, planning permission be granted subject to the conditions detailed in the report now submitted.

The Head of Planning and Building Control referred Members to the issues covered by the additional representations summary. He advised Councillor M Casey that it was not the role of the Committee to compare applications. The Head advised that Officers did not feel that the grant of planning permission in this case would set a precedent.

Members were reminded that the National Planning Policy Framework (NPPF) required the Authority to demonstrate a 5 year supply of housing land. The NPPF also stated that applications which constituted sustainable development should be approved unless there would be significant and demonstrable harm.

The Head advised that Widford contained a range of housing types on a range of plots of varying sizes and this site was not uncharacteristic of the area. Therefore, the impact of the proposed development was acceptable. Members were advised that there would have to be a degree of control over the land to secure the access to this site and Officers had considered that the proposed access was acceptable.

Councillor R Brunton stated that he was the local ward Member and he had listened to both the applicant and the objector and had come to this meeting with an open mind. He sought and was given clarification as to whether there was a risk to the Authority regarding the judicial review from 1997. The Senior Lawyer advised Members to determine the application based on the current facts and the relevant planning policies. She stated that the judicial review had quashed an earlier planning permission but no further action had been taken.



Councillor M Freeman commented that the judgement of the judicial review focused on the weight which Members had attached to a consultation response from the Police which had been found to be factually inaccurate. He emphasised that some comfort could be taken from the fact that the judgement did not comment on the acceptability or otherwise of the development proposal, but rather in the way in which the application was determined and considered by the Committee.

The Head responded to the queries of Councillor R Brunton regarding local plan built heritage policies BH6 and BH12. He assured Members that both policies were relevant although policy BH12 was not a saved policy and therefore no weight could be attached to it, although similar issues were covered by policies contained in the NPPF.

In response to queries on the sustainability of the development, the Head commented that there had been various appeal decisions where development in settlements in the District had been considered to be sustainable where those settlements contained a range of everyday community facilities. There was also a presumption in favour of sustainable development under paragraph 14 of the NPPF.

The Senior Lawyer supported the contention that Local Plan Policies were vulnerable where there was no five year housing land supply and planning permission should be granted unless Members were satisfied that adverse impacts outweighed the benefits as per the guidance detailed in the NPPF.

The Head advised that the Council's Conservation Officer had referred to adjoining listed buildings and had recommended that planning permission be granted as the development would not harm the character and appearance of the Conservation Area. There was a range of houses in the locality and this was an acceptable design. The Head concluded that the site was, to a degree, tucked away and

would not be readily perceptible from the street scene and the highway.

In response to further queries from Councillor R Brunton, Members were advised that policy ENV1 was the Council's general design policy and Officers could not add to the advice already given regarding design. The Head assured Members that although the use of local labour was not covered by any policy it was accepted as a good practice approach in East Herts.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/16/0532/FUL, planning permission be granted subject to the conditions detailed in the report now submitted.

- 41 3/16/0608/HH – RAISING OF ROOF RIDGE, INSERTION OF 4 DORMER WINDOWS, FRONT AND REAR EXTENSIONS, FRONT PORCH AND INSERTION OF FLANK WINDOWS AT THE CONIFERS, HILL FARM NURSERY, OLD HALL GREEN, WARE FOR MR D FOX
- 

Mr Murray addressed the Committee in objection to the application.

The Head of Planning and Building Control recommended that in respect of application 3/16/0608/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

Councillor D Andrews stated that he had listened to the comments of Mr Murray and he understood his concerns. He commented however, that the report was excellent and had balanced the relevant issues and he would be supporting this application.

After being put to the meeting and a vote taken, the

Committee accepted the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/16/0608/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

#### 42 ITEMS FOR REPORTING AND NOTING

At the invitation of the Chairman, the Head of Planning and Building Control summarised a number of points of relevance for Members to consider in respect of the appeal decisions detailed in the report.

The Head highlighted an example where an NPPF policy had been given a higher priority than the Council's own local plan policy in respect of the conversion of an agricultural barn to a dwelling in the Green Belt. Councillor D Andrews welcomed an Inspector's decision to withdraw permitted development rights when allowing the appeal in respect of application 3/15/1834/FUL.

RESOLVED – that the following reports be noted:

- (A) Appeals against refusal of planning permission / non-determination;
- (B) Planning Appeals lodged;
- (C) Planning Appeals: Inquiry and Informal Hearing dates; and
- (D) Planning Statistics.

The meeting closed at 9.46 pm

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MINUTES OF A MEETING OF THE  
CORPORATE BUSINESS SCRUTINY  
COMMITTEE HELD IN ROOM 27,  
WALLFIELDS, HERTFORD ON TUESDAY  
31 MAY 2016, AT 7.00 PM

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PRESENT: Councillor M Allen (Chairman).  
Councillors R Brunton, M Casey, K Brush,  
B Deering, P Phillips, M Pope, M Stevenson  
and J Wyllie.

ALSO PRESENT:

Councillors A Alder, D Andrews, L Haysey,  
G Jones and G Williamson.

OFFICERS IN ATTENDANCE:

Philip Gregory	- Head of Strategic Finance and Property
Marian Langley	- Scrutiny Officer
Peter Mannings	- Democratic Services Officer
Ceri Pettit	- Corporate Planning and Performance Manager
Liz Watts	- Chief Executive

43 APPOINTMENT OF VICE-CHAIRMAN

It was proposed by Councillor R Brunton and seconded by Councillor J Wyllie that Councillor J Kaye be appointed Vice-Chairman of the Corporate Business Scrutiny Committee for the 2016/17 civic year.

After being put to the meeting and a vote taken, Councillor J Kaye was appointed Vice-Chairman of the Corporate Business Scrutiny Committee for the 2016/17

civic year.

RESOLVED – that Councillor J Kaye be appointed Vice–Chairman of the Corporate Business Scrutiny Committee for the 2016/17 civic year.

44 APOLOGY

An apology for absence was submitted on behalf of Councillor J Kaye.

45 MINUTES – 22 MARCH 2016

RESOLVED – that the Minutes of the meeting held on 22 March 2016 be confirmed as a correct record and signed by the Chairman.

46 CHAIRMAN'S ANNOUNCEMENTS

The Chairman stated that the work of the Committee included looking at how things could be done better or more efficiently. He welcomed ideas and suggestions from the Committee.

47 MEMBER BRIEFING – CHANGES TO COUNCIL'S PERFORMANCE MANAGEMENT FRAMEWORK FOR 2016/17

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The Executive Member for Finance and Support Services advised that a recent performance hack had identified areas for improvement in respect of performance management.

The Corporate Planning and Performance Manager gave a presentation in respect of the changes regarding the Council's Performance Management Framework for 2016/17. She advised that an overview of performance would be reported to Corporate Business Scrutiny so that the remaining Scrutiny Committees could focus on relevant issues in more depth.

The Executive Member for Finance and Support Services thanked the Corporate Planning and Performance Manager for her presentation.

RESOLVED – that the presentation be received.

48 MONTHLY CORPORATE HEALTHCHECK – MARCH 2016/QUARTER 4 2016

The Head of Communication, Strategy and Policy submitted a report updating Members on performance monitoring for East Herts Council for 2015/16 as at March 2016/Quarter 4. The Corporate Planning and Performance Manager advised this was the last report in the current format and all indicators would be monitored on a monthly basis going forward.

Members were advised that where a target had been exceeded or where there was a long term upward trend it might prove challenging to maintain this performance. The Corporate Planning and Performance Manager stated that some issues were beyond the Council's control such as the numbers using leisure facilities.

Members were referred to a number of other national trends and they were advised that they might need to be aware of a number of changes to performance indicators that were linked to those trends.

Councillor J Wyllie commented on whether a rethink was needed as regards the markets. He referred to new initiatives that had been tried for Hertford market and whether these would work elsewhere in the District. Members were advised that the regular markets were struggling, whereas the more specialist farmers markets were fairing rather better.

Councillor R Brunton was assured by the Scrutiny Officer that a report covering the penalties in the refuse contract would be submitted to Environment Scrutiny Committee and he could seek more detail from the Head of Service if

required. She undertook to get a reply from the Head of Service to a query from Councillor B Deering.

The Chief Executive confirmed to Councillor M Pope that the onset of larger fly tips was linked to changes when household waste recycling sites were open. Members were advised that it was hard to influence the behaviour of the public regarding household waste. The Scrutiny Officer commented that Environment Scrutiny would soon be receiving a report that covered fly tipping.

Councillor D Andrews commented that the containers on household waste sites were often full and the sites could not be open whilst the containers were emptied. He emphasised that this was a particular problem at the smaller more constrained sites.

Members received the report.

RESOLVED – that (A) the report be received; and

(B) the Executive be advised that Corporate Business Scrutiny Committee has no comments to make in respect of the current explanation for long term trends detailed in paragraph 2.3 of the report submitted and the impact it is estimated to have on the final outturn for:

- EHPI 153 – Number of applicants that presented to the council as homeless;
- EHPI 3a – Usage: number of swims (under 16);
- EHPI 3b – Usage: number of swims (16 – under 60 year olds);
- EHPI 3c – Usage: number of swims (60 + years old);
- EHPI 4a – Usage: Gym (16 – under 60 year



olds).

49 NET COST OF SERVICES – REVENUE AND CAPITAL  
OUTTURN 2015/16

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The Executive Member for Finance and Support Services submitted a report advising Members on the financing arrangements for the 2015/16 Capital Outturn and the planned financing of the updated 2016/17 capital budget allowing for the approved slippage from 2015/16.

The Head of Strategic Finance and Property Services advised that the figure regarding the Council's net expenditure outturn position of £14,449,000 had been stated incorrectly in paragraph 2.2 of the report submitted. He stated that the 2015/16 outturn figures were correct in table 1. He also referred to the collective agreement with Unison regarding the removal of the essential lump payment of £1,239 per annum and reducing the mileage rate from 65p per mile to the HMRC rate of 45p per mile.

Members were advised of the policy regarding general reserves and the dual purpose of having reserves to manage and mitigate risks. A full and detailed list of reserves would be submitted to the Audit and Governance Committee within the Statement of Accounts.

Councillor J Wyllie commented on the community right to challenge in respect of the management fee to Bishop's Stortford Town Council exceeding the approved budget. He was advised that this matter had been resolved slightly to the benefit of the Town Council and East Hertfordshire District Council and lessons had been learned.

Councillor M Pope referred to an increase in housing benefits overpayments and in bad debts. The Chief Executive advised that the Authority was often not advised of changes in the circumstances of claimants and the Authority was subsequently unable to accurately calculate claims.

Councillor M Casey commented on the funding of the £1m pension fund from reserves. The Chief Executive advised Members of the recent changes to the pension fund scheme whereby employees contributed more than they used to. Members were advised that the Authority had very little discretion or choice in this matter.

The Chief Executive responded to a further query from Councillor Casey regarding redundancy payments and how many had been and the average payment. Members had a short general debate in respect of the pension fund and Councillor M Casey referred to expenditure and was given advice by the Head of Strategic Finance and Property Services regarding specific items in the revenue budget.

Members debated the redundancy payment multipliers and the fact that they were within the control of the Council subject to negotiation with the union. Members recommended that the Executive be advised that Human Resources Officers should review the redundancy payment multiplier. Members received the report and approved the recommendations now detailed.

RESOLVED – that (A) the report be received; and

(B) the Executive be advised that Corporate Business Scrutiny Committee has no comments to make in respect of the following:

- the Net Cost of Services Revenue Outturn as set out in paragraph 2.2 of the report submitted for 2015/16;
- the transfer of the underspend in Contingency budget for 2015/16 to the Transformation Reserve as set out in paragraph 2.6 of the report submitted;
- the transfer of funds to reserves as detailed in

paragraph 2.4 of the report submitted;

- the level of General Reserve Balances at 31 March 2016 as set out within the report;
- the carry forward requests from 2015/16 to 2016/17 budgets as set out in paragraph 3.7 of the report submitted;
- the Capital outturn for 2015/16 as set out in paragraph 4.2 of the report submitted;
- Capital slippage as set out in paragraph 4.3 of the report submitted;
- the Capital Programme for 2016/17 to 2019/20 as set out in paragraph 4.5 of the report submitted;

(C) the Executive be advised that Human Resources Officers should review the redundancy payment multiplier.

## 50 WORK PROGRAMME

The Chairman submitted a report setting out the Committee's future work programme for 2016/17. The Scrutiny Officer advised that the work programme was similar to the one that had been in place at the end of the 2015/16 civic year and the programme was subject to confirmation by the new Committee.

Members were advised that a report in respect of the Management of Section 106 funding would be submitted to the meeting on 12 July 2016. The Chief Executive advised that this would focus in particular on the Bishop's Stortford North development and the needs of the town. Members were reminded that it was appropriate for Scrutiny to input into how the funding was allocated.

The Chairman reminded Members of the new style of

performance health check reports that would come before the Committee in future. The Committee approved the 2016/17 work programme, as now amended.

RESOLVED – that the work programme, as now amended, be approved.

51 RESIDENTS SURVEY 2015

The Leader of the Council submitted a report that introduced the results of the Residents Survey undertaken in 2015. This was undertaken every other year in order to seek the views of residents as part of a countywide survey. The full results of the survey would be used as part of the financial and business planning process and were presented as Essential Reference Paper 'B'.

Members were provided with a detailed summary of the survey results and were advised that the report provided a useful companion to the results of previous surveys. Councillor D Andrews commented on whether the survey represented value for money as the results were not fed into decision making processes.

Councillor P Phillips queried whether a shift to online media would give the Authority earlier access to real time data that could be acted upon more quickly and efficiently. There was general agreement from Members that more could be done with the existing results and future surveys would be better conducted in an online forum or utilising multiple media formats.

The Chief Executive stated that the survey was of its time and it did take a long time to get the results. She advised that once the public could access more Council services online then it would be easier to get feedback in this manner from customers.

Members received the report and agreed that Officers should explore a channel shift to facilitate a rethink in

terms of engagement and consultation to encourage the gathering of more meaningful survey responses. Officers were also asked to report back to Corporate Business Scrutiny Committee once they had considered a number of more appropriate methods of communication for future resident surveys.

RESOLVED – that (A) the report be received;

(B) Officers explore a channel shift to facilitate a rethink in terms of engagement and consultation to encourage the gathering of more meaningful survey responses; and

(C) Officers report back to Corporate Business Scrutiny Committee once they had considered a number of more appropriate methods of communication for future resident surveys.

The meeting closed at 8.35 pm

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

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MINUTES OF A MEETING OF THE  
HEALTH AND WELLBEING SCRUTINY  
COMMITTEE HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
TUESDAY 14 JUNE 2016, AT 7.00 PM

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PRESENT: Councillor A Alder (Chairman)  
Councillors D Abbott, S Bull, S Cousins,  
J Jones, S Stainsby, M Stevenson and  
C Woodward.

ALSO PRESENT:

Councillors M Allen, E Buckmaster, G Jones  
and P Moore.

OFFICERS IN ATTENDANCE:

Simon Barfoot	- Environmental Health Promotion Officer
Lorraine Blackburn	- Democratic Services Officer
Ryan Brock	- NGDP Graduate Trainee
Lucy Gallard	- Graduate Management Trainee
Claire Pullen	- Engagement and Partnerships Officer (Grants)
Noel Wallis	- Information Analyst
Sheila Winterburn	- Environmental Health Manager - Housing
Ben Wood	- Head of Communications, Strategy and Policy

ALSO IN ATTENDANCE:

- |                  |                          |
|------------------|--------------------------|
| Karon Gordon     | - North Herts (MIND)     |
| Micheal Phipps   | - North Herts (MIND)     |
| Miriam Holbornes | - North Herts Crossroads |
| Stuart McIntosh  | - North Herts Crossroads |

79 APPOINTMENT OF VICE CHAIRMAN

It was proposed by Councillor D Abbott and seconded by Councillor J Jones that Councillor S Cousins be appointed Vice–Chairman of the Health and Wellbeing Committee for the 2016/17 civic year.

After being put to the meeting, Councillor S Cousins was appointed Vice–Chairman of the Health and Wellbeing Committee for the 2016/17 civic year.

RESOLVED – that Councillor S Cousins be appointed Vice–Chairman of Health and Wellbeing Committee for the 2016/17 civic year.

80 PRESENTATION: DEMENTIA FRIENDLY HOMES PROJECT

A presentation was given by Stewart McIntosh of North Herts Crossroads Care on the Dementia Friendly Homes Project supported partly through the District Offer Phase One funding. Members were provided with background information which led to the development of the project, funding sources and successes achieved so far.

Members sought and were provided with clarification on a number of issues, including to name a few, how the project operated, who benefited and how the Council could work with the project in ensuring individuals needing help could be referred.

The Committee received the presentation and supported a suggestion that a mechanism be put in place to aid sustainability of the Dementia Homes Project and to increase



referrals from Bishop's Stortford, Sawbridgeworth, Buntingford and rural areas in order to raise awareness of the service, especially amongst those living in assisted living facilities.

RESOLVED – that (A) the presentation be received;  
and

(B) a mechanism be put in place to aid sustainability of the Dementia Homes project to increase referrals from Bishop's Stortford, Sawbridgeworth, Buntingford and rural areas in order to raise awareness of the service, especially amongst those living in assisted living facilities.

## 81 PRESENTATION: EXERCISE TO WELLBEING

A presentation was given by Karon Gordon (MIND) on the Exercise to Wellbeing project supported through the District Offer Phase One funding and delivered by MIND in order to promote health and wellbeing to East Herts' residents. Ms Gordon provided a summary of the projects including general statistics and specifically on those who had attended courses on dancing, Nordic walking and stress less.

Ms Gordon provided feedback on how successful the courses had been and information on attendance levels, adding that Nordic walking had been over subscribed and particularly successful and what plans could be put in place to ensure continuity of the project. Mr M Phipps (MIND) said that he had attended the Nordic walking course and how this had impacted positively on his overall health and general wellbeing.

Members sought and were provided with clarification on a number of issues regarding the projects, including who benefited and how the Council could work with the project in ensuring individuals needing help could be referred to the project.

The Committee received the presentation and supported a recommendation that a mechanism be put in place to aid

sustainability of the Exercise to Wellbeing Project, particularly the Nordic walking classes and in order to raise awareness of the activity in rural areas.

RESOLVED – that (A) the presentation be received;  
and

(B) a mechanism be put in place to aid the sustainability of the Exercise to Wellbeing Project, particularly in relation to Nordic walking classes and in order to raise awareness of the activity in rural areas.

## 82 APOLOGIES

Apologies for absence were submitted from Councillors P Ballam and Mrs D Hollebon. It was noted that Councillor C Woodward was substituting for Councillor Mrs Hollebon.

## 83 MINUTES

Councillor C Woodward referred to the penultimate paragraph of Minute 571 - Approval of Draft East Herts Health and Wellbeing Action Plan 2016/17 and stated that the content of the paragraph should be amended, as the two sentences were not connected. It was also noted that the Committee had agreed the proposed workplan for 2016/17 which was guided by the priority elements of the East Herts Health and Wellbeing Strategy.

In respect of Minutes 573 (HCC – Minutes 16 December 2015), 574 (Health and Wellbeing Officers' Group – Minutes 20 January 2016) and 575 (Ageing Well Steering Group – 26 January 2016), Councillor C Woodward asked that these Minutes be circulated on the Members' Information Bulletin in order to ensure that all Members (including the scrutiny substitutes) were keep informed of matters. This was supported.

RESOLVED – that the Minutes of the meeting held on 16 February 2016, as now amended, be confirmed as a correct record and signed by the Chairman.

#### 84 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed new Members and visitors to the meeting.

The Chairman stated that Councillor N Symonds' initiative regarding visiting projects by Members of the Committee to look at work funded by East Herts would be continued and would become a standing item on the agenda.

#### 85 RURAL ISOLATION IN EAST HERTS

The Executive Member for Health and Wellbeing submitted a report which analysed attempts to establish whether or not rural isolation impacted negatively on the health of East Herts residents and which set out a direction of travel for the future. Officers provided a summary of the report and supporting Essential Reference Papers.

Members sought and were provided with clarification on a number of issues regarding the methodology of data collection and the hypotheses detailed in the report. Although better transport in some rural areas was thought to be an issue, Members felt that transport generally was a County Council matter and not for consideration by this Committee.

Members supported the recommendations as detailed in the report, specifically:-

- paragraph 1.6 (the establishment of a project steering group to work with external agencies);
- paragraph 2.9 in terms of developing and supporting a multi-faceted approach based on a framework developed by the Campaign to End Loneliness and Age UK as now detailed;
- paragraph 2.10 that there should be greater involvement with the East and North Herts CCG (Clinical Commissioning Group) in terms of how rural isolation

could be addressed. The Executive Member for Health and Wellbeing agreed to liaise with the Chairman of Health and Wellbeing Scrutiny Committee on this issue; and

- paragraph 2.11 – i, ii and iv. Members acknowledged that there was a bigger role to be played by Ward Councillors in terms of community involvement to help combat feelings of rural isolation and agreed that the approach taken be recommended to the Executive.

RESOLVED – that the approach, as now detailed above, be agreed and recommended to the Executive.

86 EAST HERTS HEALTH AND WELLBEING STRATEGY  
2015/16: YEAR END PROGRESS REPORT

The Executive Member for Health and Wellbeing submitted a report on the progress of the Council's public health workplan in supporting the East Herts Health and Wellbeing Strategy.

The Environmental Health Promotion Officer provided a summary of the report and the progress made, as now submitted.

Councillor C Woodward referred to the poor air quality at Hockerill lights in Bishop's Stortford which had been determined as twice the national average in terms of pollution levels. He sought action on the part of the Council to address this potentially harmful situation and to protect local residents. Members supported a suggestion that air quality be added as an extra consideration factor in the project template N008 (Facilitating setup of Bishop's Stortford Breathe Easy Group). Members also agreed to a further review of Air Quality work that the Council was responsible for, including the Air Quality Management Areas (AQMAs), three of which had been designated in East Herts. This piece of work was suggested for consideration later in the year as part of the work programme, in September or December 2016.

The Committee received the report, as now detailed.

RESOLVED – that (A) the East Herts Health and Wellbeing Strategy year end Work Plan for 2015/16 be received; and

(B) Air quality be added as a extra consideration factor in the project template N008 (Facilitating setup on Bishop’s Stortford Breathe Easy Group; and

(C) a further review of Air Quality work that the Council was responsible for including the Air Quality Management Areas (AQMAs), three of which had been designated in East Herts, be approved.

87 UPDATE AND MINUTES FROM HERTFORDSHIRE COUNTY COUNCIL HEALTH SCRUTINY

The Chairman reported that she had attended the meetings of Hertfordshire County Council’s Health Scrutiny Committee but that there was nothing specific to report back.

The Minutes of Hertfordshire County Council’s Health Scrutiny Committee meetings on 17 and 31 March 2016 were submitted for information. It was noted that the Minutes of the meeting held on 19 May 2016 had not been available when the agenda was dispatched and that these had been emailed to Members separately.

The Committee noted the Minutes.

RESOLVED – that the Minutes be noted.

88 HEALTH SCRUTINY WORK PROGRAMME 2016/17

The Chairman of Health and Wellbeing Scrutiny Committee submitted a report reviewing the Committee’s work programme for 2016/17. The Chairman referred to a number of items which could be included within the programme including, in September 2016, extending an invitation to the Head of Planning and Building Control and the Chairman of the Development Management Committee in relation to the

report on Health Improvement: Delivering planning and Place. The Chairman also referred to an item to include details on a county-wide business proposal on Housing Adaptations to support independent living in relation to Disability Funding Grants (DFGs). This was supported.

Members also supported a suggestion that an invitation should be sent to the Chairman of the East Herts Local Partnership (in relation to the November 2016 meeting) and the inclusion of a report on air quality to the 14 March 2017 meeting, subject to a discussion with the Council’s Senior Environmental Health Officer.

Councillor M Stevenson stated that she found that the “Your Care, Your Future” update provided a useful insight into strategic changes occurring in local health and care services in West Herts and that this might be an item for future inclusion on the workplan. The Chairman suggested that this would need to be discussed first with the new Head of Service.

The Committee approved the report, as now amended.

RESOLVED – that the work programme, as now amended, be agreed.

The meeting closed at 9.25 pm

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

MINUTES OF A MEETING OF THE  
AUDIT AND GOVERNANCE COMMITTEE  
HELD IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON  
WEDNESDAY 15 JUNE 2016, AT 7.00 PM

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PRESENT: Councillor M Pope (Chairman)  
Councillors D Abbott, A Alder, B Deering,  
I Devonshire, C Snowdon, S Stainsby and  
C Woodward

ALSO PRESENT:

Councillor G Jones

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Chris Gibson	- Head of Governance and Risk Management
Mike Rowan	- Head of Legal and Democratic Services
Ben Wood	- Head of Communications, Strategy and Policy

ALSO IN ATTENDANCE:

Darren Williams	- SIAS
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89 APPOINTMENT OF VICE CHAIRMAN

It was proposed by Councillor D Abbott and seconded by Councillor I Devonshire that Councillor B Deering be appointed Vice-Chairman of Audit and Governance Committee for the 2016/17 civic year.

After being put to the meeting, Councillor B Deering was appointed Vice–Chairman of the Audit and Governance Committee for the 2016/17 civic year.

RESOLVED – that Councillor B Deering be appointed Vice–Chairman of Audit and Governance Committee for the 2016/17 civic year.

90 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Mike Rowan, the new Head of Legal and Democratic Services to the meeting.

91 TERMS OF REFERENCE

Councillor C Woodward referred to the new functions of Audit and Governance Committee and the fact that the new committee would need to be proactive in terms of five particular clauses. He queried how the Committee would address the new functions. Councillor Woodward further queried what plans were in place to ensure that all Members of the new committee would receive appropriate training in relation to Standards Sub-Committee matters. He referred to the current process which, he believed, caused delays in determining complaints.

The Head of Legal and Democratic Services assured Members that, as Monitoring Officer, he would take steps to ensure that Members received appropriate training and had the necessary skill set in terms of dealing with the Code of Conduct and the process of holding hearings. He outlined what steps he proposed to take in terms of the particular clauses referred to by Councillor Woodward which might require proactivity from Audit and Governance Committee and undertook to resolve any areas in process which could contribute to delays in determining complaints.

The Head of Legal and Democratic Services undertook to provide Members with regular reports on outstanding complaints. He welcomed Members' suggestions on



improving the overall process.

The Head of Governance and Risk Management stated that in terms of anti-fraud and anti-corruption, there were strategies and whistle blowing policies in place to address such matters and that work was ongoing with the Shared Anti-Fraud Service.

Councillor C Woodward referred to the Minutes of the Standards Sub-Committee, elsewhere on the agenda and the current outstanding case which had yet to be determined. The Head of Legal and Democratic Services stated that there was not a “backlog of complaints” as suggested, but that there was one complaint which needed to be formally investigated by an external independent person.

Members noted the Terms of Reference for the new Audit and Governance Committee.

RESOLVED – that (A) the Terms of Reference for the new Audit and Governance Committee be noted; and

(B) the Head of Legal and Democratic Services, as the Council’s Monitoring Officer, provide a regular report to Members on Code of Conduct complaints lodged.

92 MINUTES

RESOLVED – that the Minutes of the former Audit Committee meeting held on 16 March 2016 be confirmed as a correct record, and signed by the Chairman.

93 DRAFT STATEMENT OF ACCOUNTS 2015-16

The Executive Member for Finance and Support Services submitted a report setting out the background to the 2015/16 Statement of Accounts and which detailed the overall financial position in the Balance sheet, revenue activities for the General Fund and the Collection Fund. The report also

provided details on changes in reporting requirements from 2014/15 together with supporting comments on key financial statements. The Head of Strategic Finance and Property Services provided a summary of the report, as submitted and confirmed that there were no material issues which needed to be addressed.

The Head of Strategic Finance and Property Services explained that there had been a reduction in the Council's current assets and the Council had invested its cash into a long term investment and had revalued its properties.

Councillor I Devonshire welcomed the £6 million reduction in the pension's deficit. The Head of Strategic Finance and Property Services confirmed that the Council's liability had reduced and its assets increased. He confirmed that the accounts would be made available for public inspection from 27 June for a four week period and that the final report would be submitted to Members in September 2016.

Members noted the Council's draft Statement of Accounts for the financial year 2015/16.

RESOLVED – that the Council's draft Statement of Accounts for the financial year 2015/16 be noted.

94 SHARED INTERNAL AUDIT SERVICE - ANNUAL ASSURANCE

The Shared Internal Audit Service (SIAS) submitted a report setting out the internal auditor's overall view on the adequacy and effectiveness of the Council's control environment on key issues for the period 2015/16. The report summarised the performance of SIAS on the issue of compliance with Public Sector Internal Audit Standards and Quality Assurance and Improvement Programme. SIAS also presented their Audit Charter for the civic year 2016/17 for approval.

The Head of Strategic Finance and Property Services confirmed that there had been no inappropriate scope or resource limitations on the internal audit function during the

year.

In response to a query from Councillor C Woodward regarding the number of reports which were not given an assurance opinion, the SIAS Officer explained that some work took the form of just providing advice, e.g. Repair and Renew Flood Grant, Payroll Pension Certificates. The Chairman referred to areas which had been identified as meriting further attention and confirmed that he would discuss this with the Head of Strategic Finance and Property.

The Head of Governance and Risk Management explained his role in monitoring recommendations which were not high priority ones and which formed the basis of a report to the Leadership Team.

Members approved the recommendations detailed in the report, now submitted.

RESOLVED – that (A) the Annual Assurance Statement and Internal Audit Annual report be noted;

(B) the results of the Self-Assessment as required by the Public Sector Internal Audit Standards and the Quality Assurance and Improvement Programme be noted;

(C) the Audit Charter for 2016/17 be approved; and

(D) the assurance from management, that the scope and resources for internal audit had not subject to inappropriate limitations in 2015/16, be noted.

## 95 SHARED INTERNAL AUDIT SERVICE - AUDIT PLAN UPDATE

The Shared Internal Audit Service (SIAS) submitted a report detailing the progress made by SIAS in delivering the Council's Annual Audit Plan for 2016/17 (as at 27 May 2016). The report proposed amendments to the approved 2016/17 Audit Plan and detailed the status of previously agreed high

priority audit recommendations. The report provided an update on performance management information and sought approval to remove completed actions.

By way of an update, the SIAS Officer confirmed that the Internal Audit service had now delivered 12% of actual billable days against planned chargeable dates completed.

In response to a query from Councillor A Alder regarding assurance levels and those meriting attention, the SIAS Officer explained that those recommendations which “merits attention” were not fundamental but would be useful to implement. In response to a further query, the Head of Governance and Risk Management confirmed that the Council’s insurance provider was subject to tender arrangements. He stated that one of the current providers Zurich, had been particularly useful in the past in providing training around strategic risks.

In response to a query from Councillor I Devonshire regarding the only high priority recommendation, the SIAS Officer explained that this related to Street Markets and contract delivery and SIAS had recommended that the Council needed to hold further discussions to resolve current issues around contractual arrangements.

Councillor B Deering referred to the Business Continuity Plan and its overdue target date. The Head of Governance and Risk Management provided an update and confirmed that he was confident that the last phase of testing would be completed with the assistance of HCC Resilience Team experts by September 2016.

Members noted the Internal Audit Progress Report and agreed to the removal of already implemented high priority recommendations as set out in the report.

RESOLVED – that (A) the Internal Audit Progress report as now submitted be noted; and

(B) high priority recommendations already

implemented, be removed from the plan.

96 UPDATE ON IMPLEMENTATION OF ANNUAL GOVERNANCE STATEMENT ACTION PLAN 2015/16

The Head of Strategic Finance and Property Services submitted a report detailing the progress made in implementing the action plan contained in the 2014/15 Annual Governance Statement and the three measures to enhance East Herts Council's internal control framework during 2015/16.

The Head of Governance and Risk Management provided a summary of the report, adding that the actions relating to the Asset Management Plan had now all been completed.

Councillor C Woodward referred to the Council's District Plan and its adoption which he said, could be delayed if it did not get approval by Council.

Members noted the progress made in implementing the action plan contained in the 2014/15 Annual Governance Statement as submitted.

RESOLVED – that the progress made in implementing the action plan contained in the 2014/15 Annual Governance Statement be noted.

97 DRAFT 2015/16 ANNUAL GOVERNANCE STATEMENT

The Leader of the Council submitted a report detailing proposals for taking forward the 2015/16 Annual Governance Statement.

The Head of Governance and Risk Management drew Members' attention to the two actions which were outstanding, the detail of which was set out in the report which would be carried forward into the new Action Plan.

Councillor I Devonshire commented that a significant risk was the Government's continuing reduction of grant support. The

Head of Strategic Finance and Property Services acknowledged that this was a risk, but that this was beyond the Council's control in terms of the Strategic Risk Register.

Members noted the content and proposals for taking forward the 2015/16 Annual Governance Statement.

RESOLVED – that (A) the Annual Governance Statement be noted as part of the wider consultation process; and

(B) the proposed process for taking forward the 2015/16 Annual Governance Statement, be approved.

## 98 ANNUAL REVIEW OF DATA QUALITY STRATEGY

The Head of Communications, Strategy and Policy submitted a report setting out the annual revisions needed to the Data Quality Strategy 2016. He summarised the revisions and referred Members to Essential Reference Paper 'B' for more detailed information. The Head of Communications, Strategy and Policy explained the rationale behind the suggestion to review every three years rather than annually.

Councillor C Woodward referred to the need to include current job titles and sought assurance that key users would be updated regularly. This was provided.

In response to a query from the Chairman regarding Data Quality Strategy, the Head of Communications, Strategy and Policy explained what training had been provided. The Chairman suggested that training on Performance Management could be something which might be included in the Committee's Work Programme elsewhere on the agenda.

Members supported the revised strategy and summary guide and noted that the next review would take place in 2019, but requested that an Annual Performance Framework update be brought to the Committee.

RESOLVED – that (A) the revised strategy and

summary guide be approved; and

(B) the next review of the policy taking place in 2019, be approved.

99 RISK MANAGEMENT MONITORING REPORT - 1 JANUARY 2016 - 31 MARCH 2016

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The Executive Member for Finance and Support Services submitted a report on the action taken to mitigate and control strategic risks during the period January to March 2016.

The Head of Governance and Risk Management provided a background summary of the report and the monitoring arrangements. He reported that two new strategic risks had been added relating to extreme weather conditions and Devolution. The Head of Governance and Risk Management reminded Members that all strategic and operational risks could be viewed on the Council's performance management system, Covalent, as detailed in the report.

Councillor C Woodward queried SR10 (Bishop's Stortford Development Proposals – Infrastructure) and SR16 (Old River Lane, Bishop's Stortford, the Section 106 monies agreed per dwelling and the potential infrastructure deficit). The Head of Strategic Finance and Property Services explained that work was ongoing with Hertfordshire County Council to ensure that infrastructure proposals were deliverable and supported future developments in the context of the current Bishop's Stortford Planning Framework development.

Councillor Woodward also referred to the emerging risk and suffering as a result of poor environmental air quality. Councillor S Stainsby referred to risk and air pollution in terms of SR10. The Head of Strategic Finance and Property Services explained that this was being reviewed in terms of a wider study of air quality in the town centre and that concerns would be fed into the document for consultation. Councillor I Devonshire commented that the issue of poor air quality in Bishop's Stortford at the Hockerill junction, had been referred to the local Member of Parliament.

Councillor B Deering suggested that in addition to poor air quality, the issue was also about the risk of litigation. The Head of Strategic Finance and Property Services agreed to speak with the Head of Legal and Democratic Services to discuss the matter further. Members supported the suggestion that a further report on air quality in the context of legal liability, be submitted.

The Head of Governance and Risk Management explained the process of the report to various committees. Members agreed that although the information submitted to committee may not be as timely as expected, they asked that Officers continue to submit reports to Audit and Governance Committee.

In response to a query from the Chairman regarding SR3 (Risk that supplier / contractor key third sector partner fails or fails to delivery), the Head of Strategic Finance and Property assured Members that he was confident that all the Council's contracts were well managed.

The Committee approved the report, as now detailed.

RESOLVED – that (A) the action taken to mitigate and control strategic risks be approved;

(B) risk management monitoring reports continue to be submitted to Members; and

(C) a report on air quality in terms of the Council's potential liability, be submitted.

100 AUDIT AND GOVERNANCE COMMITTEE - WORK PROGRAMME

The Head of Strategic Finance and Property Services submitted a report detailing the proposed work programme for Audit and Governance Committee.

The Head of Governance and Risk Management referred to



the recent changes to the Terms of Reference of the new committee which would impact on the future content of the work programme. As previously agreed, Risk Management Monitoring would be re-programmed into the work of the Committee and there would also be an annual Performance Framework update report provided.

The Chairman referred to various issues and sought Members' thoughts on issues which could be included in the work programme. Members suggested the inclusion of a training item on the Statement of Accounts at the September 2016 meeting and in the future, Treasury Management training, a report on cyber crime and performance management training.

Members also reaffirmed their wish to have a standing item on the agenda regarding complaints lodged under the Code of Conduct.

Members supported the revised work programme for Audit and Governance Committee, as now amended.

RESOLVED – that the work programme, as now amended, be approved.

101 MINUTES OF THE STANDARDS SUB COMMITTEE - 24  
APRIL 2016

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The Chairman reminded Members that following changes to the Terms of Reference of Audit and Governance Committee, that the Minutes of future Standards Sub Committees would be submitted for information only.

Councillor B Deering asked that all Members be circulated with a final version of the Constitution (particularly in relation to Standards Sub Committee matters). This was supported.

Members noted the Minutes of Standards Sub Committee held on 24 April 2016.

RESOLVED – that the Minutes of Standards Sub

Committee held on 24 April 2016, be received.

The meeting closed at 8.45 pm

Chairman .....

Date .....

MINUTES OF A MEETING OF THE  
ENVIRONMENT SCRUTINY COMMITTEE  
HELD IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON TUESDAY  
21 JUNE 2016, AT 7.00 PM

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PRESENT: Councillor J Wyllie (Chairman).  
Councillors Mrs R Cheswright, K Crofton,  
G Cutting, H Drake, M Freeman, R Henson,  
M McMullen and S Reed.

ALSO PRESENT:

Councillors L Haysey, A Jackson,  
G McAndrew and P Ruffles.

OFFICERS IN ATTENDANCE:

David Allen	- Waste Services Manager
Cliff Cardoza	- Head of Environmental Services and Leisure
Oliver Furbur	- Project Manager
James Kidd	- Graduate Finance Officer
Marian Langley	- Scrutiny Officer
Peter Mannings	- Democratic Services Officer
Liz Watts	- Chief Executive

102 APPOINTMENT OF VICE-CHAIRMAN

It was proposed by Councillor M Freeman and seconded by Councillor G Cutting that Councillor H Drake be appointed Vice-Chairman of the Environment Scrutiny Committee for the 2016/17 civic year.

After being put to the meeting, Councillor H Drake was

appointed Vice–Chairman of the Environment Scrutiny Committee for the 2016/17 civic year.

RESOLVED – that Councillor H Drake be appointed Vice–Chairman of the Environment Scrutiny Committee for the 2016/17 civic year.

103 MINUTES – 23 FEBRUARY 2016

RESOLVED – that the Minutes of the meeting held on 23 February 2016 be confirmed as a correct record and signed by the Chairman.

104 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that this would be the last meeting of Environment Scrutiny Committee attended by Cliff Cardoza. Members joined the Chairman in thanking Cliff for his hard work and advice to the Committee.

105 WORK PROGRAMME 2016/17

The Chairman submitted a report setting out the future work programme for Environment Scrutiny Committee for 2016/17. The Scrutiny Officer provided a summary of the report and invited Members to consider any additional items and whether they wished to invite Executive Members to future meetings.

Members were also requested to consider whether there was any training Members would like arranged that was relevant to the remit of Environment Scrutiny. Councillor K Crofton referred to housebuilding in the District and commented on whether Members could scrutinise the provision of supporting infrastructure.

The Leader referred to the District Plan in terms of house types and design as well as supporting infrastructure. She stated that the document was in the final stages and there had been many opportunities to contribute. She concluded that any further matters of substance should

be dealt with at meetings of the District Plan Executive Panel rather than via the Scrutiny process.

The Scrutiny Officer referred to a future meeting of the Health and Wellbeing Scrutiny Committee and the linkages between the District Plan, Development Management and Health. She stated that issues such as walking and cycling could be discussed at that meeting along with the points raised by Councillor Crofton.

Councillor R Henson referred to a review of parking policy. The Leader confirmed that there was a parking policy in the District Plan and this matter could be discussed at future District Plan Executive Panel meetings.

Councillor Mrs R Cheswright commented on ways of giving residents information regarding recycling. The Head of Environmental Services and Leisure referred to a report on how the Council communicated with the public. Councillor G Cutting stated that wheel cards had been very effective at informing residents in Bishop's Stortford Central ward in terms of which material to include in which bin or recycling container.

The Committee supported the recommendation as now detailed.

RESOLVED – that the work programme, as now detailed, be approved.

106 PERFORMANCE REPORTING – CONTRACT PERFORMANCE 2015/16

The Head of Environmental Services and Leisure submitted a report setting out the current performance of the Council's two main environmental management term contracts as well as other environmental management initiatives that had been undertaken.

The Head provided a summary of the report and highlighted a

number of key issues. He referred in particular, to an increase in fly tipping and abandoned vehicles. Members were advised that the low steel price meant that vehicles were no longer being sold for scrap. However, abandoned vehicles in East Herts remain very low.

Councillor Mrs R Cheswright commented on the availability of future dates for the collection of electrical equipment. Councillor H Drake emphasised that information leaflets were working, but there needed to be more focus on informing residents how to reduce the amount of residual waste in black bins. She referred to the significant cost of landfill compared to compost and recycling.

Councillor S Reed was advised that it fell to East Herts Council to enforce dog control under new legislation as the Police did not have the resources to be of assistance. Signs had been changed across the District to reflect the changes in legislation. The Head explained that it was too early to see how the Council's new measures were impacting on dog fouling but anecdotally, from telephone calls received, residents were reacting favourably to the publicity and communities were putting pressure on irresponsible dog owners to change their attitude and behaviour.

In response to a comment from Councillor G Cutting, the Head advised that it was the County Council's role to pay for waste disposal and East Herts was only responsible for waste collection. Members were advised that an application for an 'energy from waste' plant in Hoddesdon would be submitted in September or October 2016.

The Committee noted the current performance of the Council's main environmental management term contract and endorsed the management initiatives that had been undertaken.

RESOLVED – that the current performance of the Council's main environmental management term contract be noted and the management initiatives

be endorsed.

107 WASTE AND STREET CLEANSING CONTRACT – FUTURE SERVICE DESIGN CONSIDERATIONS

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The Chairman of the Task and Finish Group submitted a report on the results of a review of waste and street cleansing services and recommended aspects for the future design of services which could be incorporated into the next service contract. The Chairman and the Head of Environmental Services and Leisure provided a summary of the report and the findings of the Task and Finish Group.

Members were referred to paragraph 2.3 of the report for the specific strategic objectives of the future waste and street cleansing service. The Chairman highlighted paragraph 2.10 with regard to the options for future domestic waste collection services that had been considered by the Task and Finish Group. He paid tribute to the Members and Officers that had assisted the Group with invaluable advice and guidance.

Councillor Mrs R Cheswright commented on the possibility of additional battery recycling containers at key locations. Councillor M Freeman commented that it was felt there were sufficient disposal points across the District as shops that sold batteries had to offer the recycling containers.

Members received the report and recommended that the Executive be advised that Environment Scrutiny Committee supports the design considerations as detailed paragraph 2.52 of the report submitted for incorporation into the next Waste and Street Cleansing contract.

RESOLVED – that (A) the report be received; and

(B) the Executive be advised that Environment Scrutiny Committee supports the design considerations as detailed in paragraph 2.52 of the

report submitted for incorporation into the next Waste and Street Cleansing contract.

## 108 SHARED WASTE SERVICE ARRANGEMENTS WITH NORTH HERTS

The Ambassador and Executive Member for Shared Services submitted a report setting out proposals for a shared Waste and Street Cleansing Service with North Herts District Council (NHDC). The Head of Environmental Services and Leisure provided a summary of the report.

The Head reminded Members of previous decisions resulting in the current proposals. Specifically, he referred Members to Essential Reference Paper 'B' of the report submitted, for the results of that detailed work. He stated that the 'Strategic Outline Case' (SOC), considered by the Committee last year had provided a high level assessment of likely risks, costs, savings and outcomes and short-listed options for further evaluation. This had shown that there were potentially significant savings to be made from a shared service. The more detailed report presented indicated greater savings than previously estimated, totalling £707,000 per annum for both Authorities, of which £213,000 would accrue to East Herts Council.

Members were advised of the detailed guiding principles of a shared service for waste and street cleansing as well as the main drivers behind this approach. The main advantage would be efficiency savings without a reduction in the quality of service provided by either Authority.

Members were advised of the detailed governance arrangements of the proposed shared service. The Head stated that if the shared service was approved by both Authorities, then the procurement would commence in the autumn with a contract being awarded in spring 2017 to commence in May 2018.



In response to a query from Councillor K Crofton, the Head detailed the differences between the waste and street cleansing regimes at both Authorities. He advised that there would be no problems in absorbing the differences within any new shared contract.

The Head confirmed to Councillor M McMullen that there were differences in the contractual costs in place at both Authorities. He summarised some of the key differences and emphasised that the terms of conditions of all the contractor's operatives involved were protected by the Transfer of Undertakings Protection of Employment (TUPE) regulations.

The Head responded to a number of other queries from the Committee regarding the recycling performance of NHDC and the amounts of the various types of waste produced in both Districts. He stated that the current refuse trucks were the latest Euro 5 compliant diesel vehicles and technology was in use to monitor how they were being driven to maximise efficiency and save on fuel costs.

Members were advised that more fuel efficient electric and gas/diesel powered vans were on the road but the cost and efficiency of using such technology in large refuse trucks was currently questionable.

The Committee received the report and recommended to the Executive that the implementation of a Shared Waste and Street Cleansing Service with NHDC and the procurement of a joint contract be approved.

RESOLVED – that (A) the report be received; and

(B) the Executive be advised that Environment Scrutiny Committee supports the implementation of a Shared Waste and Street Cleansing Service with North Herts District Council (NHDC) and the procurement of a joint contract.

The meeting closed at 8.04 pm

Chairman .....

Date .....

MINUTES OF A MEETING OF THE  
DEVELOPMENT MANAGEMENT  
COMMITTEE HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
WEDNESDAY 22 JUNE 2016, AT 7.00 PM

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PRESENT: Councillor T Page (Chairman).  
Councillors M Allen, R Brunton, M Casey,  
B Deering, M Freeman, J Goodeve, J Jones,  
D Oldridge, S Reed, P Ruffles and  
R Standley.

ALSO PRESENT:

Councillors S Bull, A Alder, D Andrews,  
P Ballam, L Haysey, P Moore, M Pope,  
S Rutland-Barsby and J Taylor.

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Paul Dean	- Principal Planning Enforcement Officer
Marie Searle	- Solicitor
Kevin Steptoe	- Head of Planning and Building Control Services
Alison Young	- Development Manager

109 APOLOGIES

Apologies for absence were submitted on behalf of Councillors J Kaye and K Warnell. It was noted that Councillors D Oldridge and S Reed were substituting for Councillors K Warnell and J Kaye respectively.

110 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed all to the meeting and outlined the process to be followed. He outlined general housekeeping issues and reminded those in attendance that the meeting would be webcasted.

111 DECLARATIONS OF INTEREST

Councillor R Standley declared a disclosable pecuniary interest in application 3/16/0689/FUL. She left the room during the determination of this application.

112 MINUTES – 25 MAY 2016

RESOLVED – that the Minutes of the meeting held on 25 May 2016 be confirmed as a correct record and signed by the Chairman.

113 3/16/0899/REM – APPLICATION FOR APPROVAL OF RESERVED MATTERS FOR LPA REFERENCE 3/15/2217/OUT FOR APPEARANCE, LANDSCAPING AND SCALE FOR THE ERECTION OF 14 DWELLINGS AT HUNSDON LODGE FARM, DRURY LANE, HUNSDON SG12 9NU FOR CHASE GREEN DEVELOPMENTS LTD

The Head of Planning and Building Control recommended that in respect of application 3/16/0899/REM, planning permission be granted subject to the conditions detailed in the report now submitted.

Councillor P Ruffles sought and was provided with clarification on the status of the appeal and whether the application would impact on the new Conservation Area. Councillor M Casey sought further clarification regarding the appeal and why the application had been brought back to Members for a decision.

Councillor B Deering commented on the points made by Hertfordshire Constabulary in paragraph 6.3 of the report submitted and the potential for a “rat-run” between the

northern and southern parts of the development site. Councillor J Jones asked if bollards could be erected to address this potential problem. Councillor S Reed asked whether there would be hard surfacing of Drury Lane.

The Head of Planning and Building Control explained why the appeal was relevant to the application in that Members could see that their previous decision had been vindicated. The Head commented that he could not give a detailed response on the extent of the Conservation Area, but that it had been fully taken into account in the report provided. He commented that, in relation to the suggested “rat-run”, Officers anticipated a footpath only between the two highways created from Drury Lane and Wicklands Road. New planting alongside would also restrict the potential for the link to be used inappropriately.

Councillor M Freeman stated that he was surprised by the Constabulary’s comments in relation to the suggestion of a “rat run”. The Head explained the potential issues in relation to the erection of bollards and access by emergency services.

Councillor J Jones suggested the inclusion of a condition regarding the use of bollards and that this should have “Secure by Design” accreditation. The Head explained that a condition regarding bollards was possible but that the “Secure by Design” would need to be added in the form of an informative or directive.

It was proposed by Councillor J Jones and seconded by Councillor B Deering that a condition covering the inclusion of bollards be added to the planning conditions detailed in the report. After being put to the meeting a vote taken, this motion was declared CARRIED.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application

3/16/0899/REM, planning permission be granted subject to the conditions detailed in the report now submitted and the following additional condition:

6. Prior to the commencement of any building works above ground level there shall be submitted to and agreed in writing by the local planning authority details of highway furniture (such as bollards or other similar installations) to prevent the ability of vehicles to access and pass along the footpath connection to be provided between the northern and southern roadways which form the development. Once agreed, such highway furniture shall be installed prior to first occupation of the site and shall be subsequently retained.

Reason: In order to prevent the ability of vehicles to pass between the two parts of the site and therefore jeopardise highway safety.

Directive:

2. The applicant is urged to achieve Secured by Design accreditation for the development. This will ensure that the new homes meet the appropriate Building Regulations security requirements.

114 3/15/1733/FUL – DEMOLITION OF EXISTING BUILDINGS, ALTERNATIVES TO VEHICULAR ACCESSES AND ERECTION OF 70 NO. DWELLINGS (61 NO. FLATS AND 9 NO. HOUSES) WITH ASSOCIATED CAR PARKING, LANDSCAPING, CYCLE STORAGE, REFUSE AND AMENITY SPACE AT SOUTHMILL ROAD, BISHOP'S STORTFORD FOR B J ASHPOLE LTD

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Mr Poole addressed the Committee in support of the application.

The Head of Planning and Building Control recommended

that in respect of application 3/15/1733/FUL, planning permission be granted subject to the conditions detailed in the report now submitted.

Councillor M Casey commented on the difficulty in parking and referred to house ownership demographics in Bishop's Stortford Central ward. Councillor M Casey referred to the Council's parking standards and the 12% shortfall referred to in the Officer's report

Councillor J Goodeve commented on the size of the garages proposed and sought reassurances that they would not be turned into living spaces and that those living in social housing would not be treated less favourably. She also expressed concern about the possibility of flooding.

Councillor B Deering referred to the engineers' main objection in relation to drainage.

The Chairman referred to parking provision in the area and queried whether what was being proposed fell within acceptable parking standards.

The Head of Planning and Building Control referred Members to an additional submission regarding how many cars residents were likely to have and that, given the location and characteristics of the site, the proposed parking provision was acceptable. He acknowledged that the proposed provision did not meet the emerging standards in full but that it sat within current tolerances and the scheme proposed was not untypical of many.

The Head commented that within any planning decision, Members had to justify issues where relevant and assign a "weight" in terms of possible harm, and make a decision. He stated that if Officers felt that what was being proposed had harmful impacts that outweighed the benefits, then they would not recommend approval.

The Head confirmed that a condition could be added to

ensure garages could not be converted into living accommodation. He stated that there had been a range of technical assessments carried out in terms of potential flooding and how this would impact on the location and this was acceptable to the Environment Agency and the Lead Local Flood Authority. The objection of the Council's engineers related to the approach to surface water drainage. The Council's engineers were seeking the best solution. The solution proposed was not at the highest end of the spectrum.

Councillor M Casey referred to the garages and queried whether the modern car would be too big. He expressed concern that the lack of proposed parking would force motorists to park elsewhere in what was already a congested area.

Councillor J Jones was concerned at the lack of parking and suggested that the Officer should press for a "higher quality" application.

Councillor Goodeve proposed and Councillor Casey seconded a motion for an additional condition to ensure that the garages could not be converted into living accommodation. After being put to the meeting and a vote taken, this motion was declared CARRIED.

The Head of Planning and Building Control confirmed to Members that the Section 106 Heads of Terms in the published report would be updated in accordance with the detail set out in the additional representations.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/15/1733/FUL, planning permission be granted subject to the conditions detailed in the report now submitted and the following additional conditions:



21. Prior to the commencement of development there shall be submitted to and agreed in writing by the local planning authority details of the arrangements to deal with foul water drainage from the site. Once agreed, the scheme shall be implemented and made available for use prior to the first occupation of the development and shall be subsequently retained.

Reason: In order to ensure that satisfactory arrangements are in place with foul water drainage.

22. Prior to the commencement of development there shall be submitted to and agreed in writing by the local planning authority an Ecological Mitigation Plan which shall set out the full details of steps to be taken to mitigate the impact of development on the ecological value of the site and to enhance that value and the timescale within which those steps are to be taken. Once agreed the steps set out in the Ecological Mitigation Plan shall be implemented in accordance with the agreed timescale.

Reason: To ensure that the development does not result in an unacceptable impact on the ecological interest of the site.

23. 5U10. (standard condition relating to retention of garages).

115 3/16/0689/FUL – DEMOLITION OF EXISTING BUILDING AND REDEVELOPMENT OF 10 AFFORDABLE DWELLINGS (3 X 3 BED FLATS, 7 X 2 BED FLATS), ASSOCIATED CAR PARKING AND LANDSCAPING AT 101-113 GLADSTONE ROAD, WARE, SG12 0AQ FOR RIVERSMEAD HOUSING ASSOCIATION

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The Head of Planning and Building Control recommended that in respect of application 3/16/0689/FUL, planning permission be granted subject to the conditions detailed in the report now submitted. The Head explained that the proposal was for 3 x 1 bed flats and 7 x 2 bed flats and not as shown on the agenda.

Councillor J Taylor, as the local ward Member, addressed the Committee in objection to the application regarding a lack of parking in relation to the number of occupants which could be resident. She referred to the already congested areas in Ware and commented that all parking should take into account existing parking in the surrounding area.

Councillor D Oldridge was concerned about parking in the area and suggested that more parking could be provided, but that this would impact on the amenity as referred to in the report. He suggested that the application should be deferred and a revised plan sought.

The Chairman queried whether the development was viable if the number of flats was reduced further.

The Head acknowledged that there was a shortfall of parking. He also commented that there were double yellow lines outside of the development. He clarified a query in relation to parking allocation and affordable housing, adding that the application had already been amended from 16 to 10 affordable dwellings and that this could impact on the viability of the scheme.

Councillor S Reed suggested that the number of affordable homes be reduced to around 7 – 8 and echoed

Members' comments regarding parking. Councillor M Casey queried whether further parking could be accommodated in the south-west corner of the site.

Councillor D Oldridge proposed and Councillor M Casey seconded, a motion that application 3/16/0689/FUL be deferred to enable Officers to negotiate a revised plan for an improved ratio of car parking provision in relation to the number and size of residential units to be provided at this site.

After being put to the meeting and a vote taken, this motion was declared CARRIED. The Committee rejected the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that, in respect of application 3/16/0689/FUL, planning permission be deferred to enable Officers to enter into further negotiations with the applicant in order to explore the ability to achieve an improved ratio of car parking provision in relation to the number and size of residential units to be provided at this site.

## 116 ITEMS FOR REPORTING AND NOTING

At the invitation of the Chairman, the Head of Planning and Building Control summarised a number of points of relevance for Members to consider in respect of the appeal decisions detailed in the report.

The Head provided Members with a summary of key points in relation to the appeal on 3/13/1399/OP (Land East of Aspenden Road, Buntingford) which had been allowed with conditions. He stated that the Council had been reasonable in its decision. Councillor J Jones commented that he was disappointed with the Inspector's decision.

In relation to application 3/15/2046/FUL, Councillor M Freeman referred to the timely intervention of an

enforcement officer.

RESOLVED – that the following reports be noted:

- (A) Appeals against refusal of planning permission / non-determination;
- (B) Planning Appeals lodged;
- (C) Planning Appeals: Inquiry and Informal Hearing dates; and
- (D) Planning Statistics.

The meeting closed at 8.25 pm

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

MINUTES OF A MEETING OF THE  
COMMUNITY SCRUTINY COMMITTEE  
HELD IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON TUESDAY  
28 JUNE 2016, AT 7.00 PM

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PRESENT: Councillor P Moore (Chairman)  
Councillors I Devonshire, J Goodeve,  
H Drake, D Oldridge, M Pope, P Ruffles,  
C Snowdon and N Symonds

ALSO PRESENT:

Councillors A Alder, D Andrews,  
E Buckmaster, G Cutting, M Freeman and  
J Jones

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Cliff Cardoza	- Head of Environmental Services and Leisure
James Kidd	- Financial Management Graduate Trainee
Marian Langley	- Scrutiny Officer
Joseph Liggett	- Leisure Services Development Manager
Tracy Matthews	- Business Support Officer
Claire Pullen	- Engagement and Partnerships Officer (Grants)
Mekhola Ray	- Community Projects Team Manager

ALSO IN ATTENDANCE:

Jan Stock - Active East Herts

117 APPOINTMENT OF VICE CHAIRMAN

It was proposed by Councillor M Pope and seconded by Councillor C Snowdon that Councillor I Devonshire be appointed Vice-Chairman of the Community Scrutiny Committee for the 2016/17 civic year.

After being put to the meeting, Councillor I Devonshire was appointed Vice-Chairman of the Community Scrutiny Committee for the 2016/17 civic year.

RESOLVED – that Councillor I Devonshire be appointed Vice-Chairman of the Community Scrutiny Committee for the 2016/17 civic year.

118 MINUTES – 15 MARCH 2016

RESOLVED – that the Minutes of the meeting held on 15 March 2016 be confirmed as a correct record and signed by the Chairman.

119 CHAIRMAN'S ANNOUNCEMENTS

The Chairman, Councillor P Moore, welcomed all to the meeting. She hoped that working as a team, much could be achieved.

The Chairman welcomed Councillor A Alder to the meeting and stated that because of the synergy, both Community Scrutiny Committee and Health and Wellbeing Committee needed to work closely together.

The Chairman also welcomed Jan Stock, Chair of Active East Herts to the meeting. The Chairman stated that Ms Stock was also the General Manager of Wodson Park in Ware.

Finally, the Chairman stated that it was Cliff Cardoza's last meeting as Head of Environmental and Leisure Services. She thanked the Officer for his support, advice and professionalism to the Council and Members over the years.

## 120 DELIVERY PLAN FOR ACTIVE EAST HERTS

Ms Stock thanked Members for inviting her to the meeting. She gave Members a presentation outlining the background of Active East Herts (AEH) and what had been achieved since 2013 with the £5,000 a year from East Herts which had helped them attract £36,375 in direct grants from other sources. She explained that AEH was now strategically aligned with East Herts' priorities and that AEH was affiliated with 189 sports clubs, with access to volunteers, coaches and officials.

It was noted that AEH was delivering activities for the Sport England-funded Forever Active East Herts (FAEH) project. AEH was keen to utilise opportunities presented through their own strategy and draw on the available investment monies available nationally (£265m) for tackling inactivity and to support Sport England's new volunteer strategy (£30m).

Ms Stock explained that AEH was working in partnership with East Herts to deliver key projects integral to the Council's Health and Wellbeing Strategy. She referred to the fact that walking and dancing were now categorised as activities within the Sport England Strategy which could now generate financial support. Ms Stock commented that Sport England was about robust measurement of outcomes and that they were keen to work with all partners to achieve measurable goals. She stated that plans were in place to align their Service Level Agreement and financial plan. Ms Stock outlined some of the successes supported by AEH and how these had been achieved.

Members sought and were provided with clarification on

issues such as partnership working with business and ongoing work via Street Games to reach young people to raise their ambitions. Concerns were expressed regarding Age Concern and people living in rural isolation.

Ms Stock noted that since Marianne McWhinnie had left the Council there had been a gap in terms of support to their work.

The Engagements and Partnerships Team Leader asked Members to consider AEH's Action Plan and the SLA, in the context of the District's demographics, to establish whether the approach outlined in the AEH delivery plan would engage with the inactive 50-75 target age group for Forever Active East Herts and to identify any gaps in the plan in the context of the Council's Sport England project and its alignment of the Council's corporate strategic plan.

The Engagements and Partnerships Team Leader explained what work was being done to ensure the elderly were engaged and to reach those living in rural areas (e.g. working with GPs and through the Village Hall Network).

The Executive Member for Health and Wellbeing thanked Ms Stock for her enthusiasm in promoting and raising awareness and the multiplier effect this had had, in terms of accessing other partnerships and groups.

Members received the report and applauded the recommendations now detailed for approval by the Executive.

RESOLVED – that (A) the report and presentation by Active East Herts (AEH) be applauded; and

(B) the Action Plan and the Service Level agreement as detailed in Essential Reference Papers 'C' and 'D' of the report submitted, be supported for approval by the Executive.



121 WORK PROGRAMME 2016/17

The Chairman submitted a report seeking agreement to the draft work programme for 2016/17 detailed within Essential Reference Paper 'B'. The Scrutiny Officer explained that there were gaps in the programme which needed to be filled and that the only requirement was that by the end of the civic year, Members were statutorily obliged to consider a Crime and Disorder report. She explained that a topic had yet to be identified but that a new Head of Service might have some thoughts on this.

Councillor P Ruffles suggested that a possible topic might be crimes against young people such as cyber-crime and other types of crimes affecting the young. This was supported and the topic added to the programme for further consideration.

Members received the report, as now amended.

RESOLVED – that the work programme as now amended, be approved.

122 LEISURE FACILITY STRATEGY

A report was submitted from the Leisure Facilities Task and Finish Group outlining the issues and options in respect of the management and sustainability of the three joint use leisure facilities and two wholly own sites operated by East Herts Council. The report also highlighted significant risks in terms of capital and revenue funding for the joint use sites.

Councillor D Oldridge asked Members to note that he had been a Member of the Task and Finish Group and felt that he should declare this. It was noted that this was not a Disclosable Pecuniary Interest.

Councillor M Freeman, Chairman of the Task and Finish Group introduced the report and explained the group's

## Terms of Reference.

The Leisure Services Development Manager provided a summary, the detail of which was set out in the report. The Officer referred to paragraph 2.19 regarding Ward Freman Pool and commented that -the school had e-mailed the Council to indicate that the School's Adjudicator had confirmed that the school pool had been built by Hertfordshire County Council for use by all local schools not just for the use of Freman College. The Schools Adjudicator had confirmed that it was a County Council asset which should not transfer to the ownership of the school.

The Leisure Services Development Manager explained the aims of the leisure strategy and provided a financial overview. He outlined the conclusions of the Task and Finish Group and summarised the advantages and disadvantages of each of the four options, with Option 4 being recommended as the optimum viable way forward and the one most likely to achieve the Council's outcomes and desired outcomes.

Councillor D Andrews, in querying various work streams as detailed in the report, referred to the absence of secure bicycle racks at Grange Paddocks, even though 40 new car spaces had been provided at the leisure centre. The Head of Environmental Services and Leisure explained that the Council was keen to provide more cycle hubs.

In response to an issue raised in the report, Councillor I Devonshire explained that there were ways of building on flood plains.

In acknowledging that this was a first step in the process in identifying a strategic framework for the future provision of leisure facilities and services, Members sought and were provided with clarification from the Leisure Services Development Manager on the options put forward and the proposed direction of travel, including costs associated

with running swimming pools, pool usage, levels of subsidy / concessions and how local pools contributed to fitness especially in relation to primary and secondary school children. In developing a strategy, it was suggested that a holistic approach be taken in terms of energy usage and how this could be reduced and whether Section 106 monies could be applied.

In response to a query regarding revenue costs should grant be reduced, the Leisure Services Development Manager explained how community trusts worked and cited Wodson Park in Ware as an excellent example.

The Chairman, on behalf of Members thanked all Officers who had been involved in the production of such a detailed and thoroughly researched report.

Members received the report and the recommendations as now detailed.

RESOLVED – that (A) the proposed direction of travel outlined in paragraphs 2.70 to 2.72 and the programme of work outlined in paragraphs 2.73 to 2.76 be endorsed;

(B) the Executive be advised that the proposed direction of travel outlined in paragraph 2.70 to 2.72 and the programme of work outlined in paragraphs 2.73 to 2.76 be approved;

(C) subject to (B) above, a progress report be submitted to Community Scrutiny Committee on 22 November 2016; and

(D) the work of the Task and Finish Group be extended to consider progress in developing the work streams over the next six months as outlined in paragraph 3.2 of the report submitted.

123 DISCRETIONARY COMMUNITY GRANTS REVIEW  
PROGRAMME 2015/16

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The Executive Member for Health and Wellbeing submitted a report updating Members on a review of grants allocated between 1 April 2015 and 31 March 2016. The report also sought the approval of the Executive to changes in the grants policy to support new corporate priorities as detailed in the Essential Reference Paper.

The Engagements and Partnerships Officer (Grants) provided a summary of the report as now submitted. She drew Members' attention to the fact that, as the changes to the policy were minor in nature, the Executive Member for Health and Wellbeing via his delegated powers could approve the revised grants policy as a non-key decision. Additionally, recommendation (B) needed to be amended to reflect the figures from "£500 to £1000". She also referred to funding priorities and said that one of the changes to the policy had been to add the priority of funding "projects that tackle inactivity and result in residents leading active and healthy lives."

The Chairman referred to correspondence she had received which stated that in relation to discretionary grants and the need to obtain endorsement from local Members, some applicants found Councillors hard to reach. She said it was best practice for Members to meet with applicants or at least have a telephone conversation before endorsing individual bids.

In response to a query from Councillor M Pope, assurances were provided that the Council was doing all it could to support the vulnerable and elderly, but that there was a role to be played by Councillors in terms of community involvement. The Engagements and Partnerships Team Leader noted that "pop up" themed grants, such as the recent Queen's 90<sup>th</sup> birthday, funded community events that brought people together and enhanced friendships/support networks.

Councillor P Ruffles referred to the policy that grants could not be provided to promote an individual faith, but that the Council would support a Church Hall application. Councillor Ruffles felt that this was discriminatory.

The Executive Member of Health and Wellbeing clarified that there was a difference between promoting a particular faith (which the Council would not support) and supporting wider community usage of the church hall and activities organised by a faith based group to benefit all the community. The Engagements and Partnerships Team Leader reiterated that this was Council policy. She went on to explain that she represented the Council on the county-wide Interfaith Forum and works alongside community faith groups to promote and build community cohesion.

Members asked that they be kept informed regarding which grants in their wards that they had endorsed had been successful. Councillor J Jones referred to the fact that Members used to have a personal “pot” which could be allocated at their discretion to support local voluntary groups. It was clarified that these funds had not been lost, but had been pooled and were now available through the central application process. The “mini-grant” and “pop up” grant schemes achieved the same outcome, with local Members promoting and endorsing applications from groups in their ward.

Councillors J Jones and C Snowdon referred to the complexity of the grant application process which hindered some applicants. Officers explained that minimum eligibility criteria required applications to have a bank account in their own name and be able to demonstrate good governance. Groups applying for larger grants needed to have a formal constitution.

The Engagements and Partnerships Team Leader referred to the consultation with village hall volunteers, where it was noted that, compared to other local authority

grant schemes, East Herts Council’s was relatively straight forward. She added that Officers provided ongoing support and worked with applicants during the process, but that it was important the minimum criteria was met which was for their protection as well as ensuring proper use of Council funds. The Officer referred to the “mini grant” process which was designed to be simpler.

Councillor M Pope referred to the Community Health and Wellbeing Fund and asked for an update on why a substantial amount of money remained unspent. This was provided.

Members received the report and the recommendations as now amended.

RESOLVED – that the Executive Member for Health and Wellbeing, via the non-key decision process, be advised that the Committee supports (A) the changes to the Grants Policy as set out in Essential Reference Paper ‘B’ which supported new corporate priorities ; and

(B) the maximum amount for a Community Activities grant being immediately increased from £500 to £1000, as detailed in paragraph 2.19 of the report submitted.

The meeting closed at 9.25 pm

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

MINUTES OF A MEETING OF THE  
HUMAN RESOURCES COMMITTEE HELD  
IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON  
WEDNESDAY 6 JULY 2016, AT 3.00 PM

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PRESENT: Councillor C Woodward (Chairman)  
Councillors S Bull, S Cousins, P Ruffles and  
M Stevenson.

ALSO PRESENT:

Councillor G McAndrew

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Vicki David	- Human Resources Officer
Emma Freeman	- Head of Human Resources and Organisation Development

124 APPOINTMENT OF VICE CHAIRMAN

It was moved and seconded that Councillor P Ruffles be appointed Vice Chairman of the Human Resources Committee for the civic year 2016/17.

RESOLVED – that Councillor P Ruffles be appointed Vice Chairman of the Human Resources Committee for the civic year 2016/17.

125 TERMS OF REFERENCE

Members received the Terms of Reference for Human Resources Committee.

The Chairman referred to the Committee's responsibilities in relation to health and safety matters and asked the Head of Human Resources and Organisational Development to investigate reporting lines in relation to health and safety matters and how they were considered in the context of the Council's stakeholders. This was supported.

RESOLVED – that (A) the Terms of Reference be noted; and

(B) reporting lines in relation to health and safety matters be investigated and how these were considered in the context of the Council's stakeholders..

126 APOLOGIES

Apologies for absence were received from Councillors P Ballam and J Goodeve.

127 MINUTES

RESOLVED - that the Minutes of the meeting held on 20 April 2016 be confirmed as a correct record and signed by the Chairman.

128 ORGANISATIONAL DEVELOPMENT STRATEGY UPDATE

The Head of Human Resources and Organisational Development submitted a report on the progress made on the Council's Organisational Development Strategy 2015 – 2019. The Head provided a summary of the report in terms of the strategy's key themes and referred to the Council's success in being awarded the IIP Silver Award in April 2016.

The Head summarised the positive feedback from the assessors and referred to the Council's strengths highlighted in the assessor's report. The Head was happy to state that according to the report, the assessor had not identified many actions, and referred Members to those which had been identified.



The Chairman, on behalf of Members thanked the Head of Human Resources and Organisational Development for the commendable achievement of the IIP Silver Award. In response to a query from the Chairman, the Head explained what progress had been made in developing a volunteering programme.

In response to a query from Councillor P Ruffles, the Head of Human Resources and Organisational Development explained the accreditation process and the associated costs.

Members noted the progress made on the Organisational Development Strategy and congratulated Officers on the report and the work involved in achieving IIP Silver Award accreditation.

RESOLVED - that the progress made on the Council's Organisational Development Strategy 2015 – 2019 and the commendable success in achieving IIP Silver Award accreditation be noted.

## 129 PERFORMANCE DEVELOPMENT REVIEW - NEW SCHEME

The Head of Human Resources and Organisational Development submitted a report outlining the changes to the Performance Development Review Scheme (PDRS) and associated guidance and forms. She provided a summary of the report which, following a request by had been approved by the Corporate Management Team in May 2015, following a review of the scheme. The Head commented that the East of England Local Government Association (EELGA) had circulated the document as “best practice” to a number of Councils.

In response to a query from Councillor S Bull, the Head explained the opportunities available to staff in liaising with UNSION.

In response to a query from Councillors P Ruffles and M Stevenson, the Head explained that managers were

committed to the PDRS process, adding that the evaluation of staff necessitated judgment calls from managers in terms of an employee's ability to do a job and how the manager evaluated staff during the process.

Members thanked all involved in terms of the design and development of the new PDRS document and the supporting forms.

RESOLVED – that the revised PDRS process, guidance and forms be noted.

130 TURNOVER REPORT: APRIL 2015 - MARCH 2016

The Head of Human Resources and Organisational Development submitted a report setting out the turnover for 2015/16 and outlined recommendations for 2016/17. The Human Resources Officer provided a summary of the report.

The Head reminded Members that the Council had an ageing workforce and that retirement by a number of staff, was affecting the turnover figures. She referred to ongoing work which needed to be undertaken regarding those employees who left the Council in under a year, to see if a pattern could be established.

Members discussed the reasons why employees might want to leave employment with less than a year's service and sought clarification on the graph in relation to Voluntary Leavers by Length of Service over a three year period, as detailed in the report. Of particular note was the fact that 12 (12%) of staff in Revenues and Benefits had left the Council's employment. Members queried whether this could be stress related.

Councillor S Cousins acknowledged the stress that working in Revenues and Benefits generated. The Head explained how experienced staff mentored less experienced staff in Revenues and Benefits. Members asked if the Head could write and explain how the "buddy" system in Revenues and Benefits worked. The Head explained that in relation to

reasons for leaving, the category of “other” could include jobs in another service field such as the Fire Service.

Members approved the report, as now detailed.

RESOLVED – that (A) the turnover report be noted and the turnover targets remain unchanged for 2016/17;

(B) services continue to be supported in implementing their workforce plans through career development and succession planning for its employees;

(C) the Council’s values and behaviours be embedded within HR Policies;

(D) the Council continue to attract and promote young people into local government (apprentices, graduates, work placements, secondments, sabbaticals and volunteers) and support initiatives such as career fayres, partnerships with Schools (Hertfordshire LEP);

(E) actions from the East Herts health and wellbeing work plan be implemented;

(F) employees continue to be engaged through Staff Forums and other Forums;

(G) the recruitment action plan continue to implement modern and innovative ways to recruit;

(H) the success of achieving the Investors in People silver award through the delivery of the Organisational Development Strategy continue to be developed;

(I) the exit interview process be reviewed to ensure that it is fit for purpose and reflects the Council’s behaviours and values; and

(J) from information provided at an exit Interview, staff who leave within their first year of service be monitored in order to identify patterns and

implement action to reduce the number of voluntary leavers in this area.

131 SICKNESS AND ABSENCE REPORT : APRIL 2015 - MARCH 2016

The Head of Human Resources and Organisational Development submitted a report on Sickness Absence levels in terms of the short and long term during 2015/16 and outlined current and proposed initiatives to reduce absence. The Human Resources Officer provided a summary of the report and the statistics provided. She referred Members to corrected replacement pages 107 to 114 and page number 127 which had been circulated separately.

The Chairman referred to musculoskeletal, mental health and back pain absences and queried whether this was work related. He suggested that Officers investigate this and report back. This was supported.

In response to a query from Councillor S Bull regarding support to staff suffering from cancer, the Head explained how the Absence Management Policy (elsewhere on the agenda), now allowed managers more discretion in dealing with absence issues at an earlier stage and now incorporated guidance on managing employees / family members with cancer and critical illnesses and providing them with ongoing support.

In response to a query from Councillor P Ruffles regarding the point at which the Council decided that it could no longer support a member of staff because of illness and their inability to do their job, the Head explained the Council's pay policy for those affected by a critical illness. The Head explained the ongoing work which was being done in terms of the promotion of health and wellbeing.

Members noted the sickness absence report and supported the retention of the sickness absence management targets as follows:

- 4.5 days (FTE) for short term absence,
- 2 days (FTE) for long term absence ; and
- 6.5 days FTE total sickness absence.

RESOLVED – that (A) the sickness absence targets as now detailed be agreed; and

(B) musculoskeletal and mental health targets be reviewed to established whether these were work related.

132 HUMAN RESOURCES MANAGEMENT STATISTICS -  
QUARTERLY REPORT APRIL - JUNE 2016

The Head of Human Resources and Organisational Development submitted a report setting out management statistics for the period 1 April to 14 June 2016. The Human Resources Officer provided a summary of the report.

The Chairman referred to the fact that 68.1% of the workforce was female and asked what could be done in bringing them into more senior roles. The Head explained that statistically, there was a higher proportion of women working in Local Government and that East Herts was not unusual. She referred to the career opportunities now available following changes introduced by the Leadership Team. In response to a query from Councillor M Stevenson regarding a breakdown of the 68.1%, the Head provided an overview by departmental breakdown.

The Committee approved the Human Resource Management Statistics for April to June 2016.

RESOLVED – that the Human Resource Management Statistics for April to June 2016, be approved.

133 LEARNING AND DEVELOPMENT 2015/16

The Head of Human Resources and Organisational Development submitted a report reviewing the Learning and Development programme delivered in 2015/16 and sought

approval of the Learning and Development Programme for 2016-18. The Head provided a summary of the report and explained what finances were available to support the training programme.

Councillor S Cousins asked if Diabetes Awareness training might be included in the “Personal” learning and development programme for 2016/18. This was supported.

The Committee noted the annual report and approved the Learning and Development Programme for 2016-18 with the inclusion of Diabetes Awareness training.

RESOLVED – that (A) the annual report be noted; and  
(B) the Learning and Development Programme for 2016-18, as amended, be approved.

134 LOCAL JOINT PANEL - MINUTES OF THE MEETING: 8 JUNE 2016

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RESOLVED – that the Minutes of the meeting held on 8 June 2016 be received.

(see also Minute 135)

135 ABSENCE MANAGEMENT POLICY

The Committee considered and approved the recommendation of the Local Joint Panel meeting held on 8 June 2016 on a revised Absence Management Policy.

RESOLVED – that the revised Absence Management Policy, as now submitted, be approved.

(see also Minute 134)

The meeting closed at 4.50 pm

## EAST HERTS COUNCIL

COUNCIL – 27 JULY 2016

REPORT BY CHAIRMEN OF SCRUTINY COMMITTEES 2015/16

OVERVIEW AND SCRUTINY ANNUAL REPORT 2015/16

WARD(S) AFFECTED: None

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### **Purpose/Summary of Report**

- This cover report is to introduce the Overview and Scrutiny Annual Report 2015/6 on behalf of the Chairmen of Scrutiny Committees for that year.

<b><u>RECOMMENDATION FOR COUNCIL:</u> that</b>	
<b>(A)</b>	<b>the Annual Report on the work of the East Herts Scrutiny Committees during 2015/16 be received and approved for publication.</b>

### 1.0 Background

1.1 The Council's constitution states in Part 2 at paragraph 6.3 (c) that - "Scrutiny committees must report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate."

1.2 To meet this requirement, an Overview and Scrutiny Annual Report is prepared each year and presented to council by the scrutiny chairmen. Reports from previous years can be accessed through the council's website

<http://www.eastherts.gov.uk/scrutinyannualreport>

### 2.0 Report

2.1 The Annual Report for 2015/16 (attached as **Essential Reference Paper B**) summarises the activities of all scrutiny committees

during the past year, details the outcome of the evaluation exercise and sets out some of the plans for the coming year.

- 2.2 The report is written for many audiences: those Members involved in scrutiny, those who might wish to be, and Members of the Executive (to whom the scrutiny committees act as a critical friend).
- 2.3 It is also hoped that external speakers and our partners who contributed to the scrutiny process during 2015/16 will know that their involvement is appreciated by Members.
- 2.4 Once agreed by Council, the report will be published on the Council's website and notification of its 'e-location' will be made available to partner organisations in the East Herts Strategic Partnership and to other relevant agencies. Interested community groups and residents are also welcome to comment on the process and the report.
- 2.5 As in previous years, the Annual Report will also be uploaded into the library section of the Centre for Public Scrutiny (CfPS) website.  
<http://www.cfps.org.uk/library>
- 3.0 Implications/Consultations
- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'** which follows.

### Background Papers

This report is based on the reports and minutes of all the scrutiny meetings held during 2015/16 – these are available via the council's website.

### Contact Members:

Councillor Diane Hollebon: Community Scrutiny Chairman 2015/16

[diane.hollebon@eastherts.gov.uk](mailto:diane.hollebon@eastherts.gov.uk)

Councillor Paul Phillips: Corporate Business Scrutiny Chairman 2015/16

[paul.phillips@eastherts.gov.uk](mailto:paul.phillips@eastherts.gov.uk)

Councillor John Wyllie: Environment Scrutiny Chairman 2015/16

[john.wyllie@eastherts.gov.uk](mailto:john.wyllie@eastherts.gov.uk)

Councillor Norma Symonds: Health and Wellbeing Scrutiny Chairman

2015/16 [norma.symonds@eastherts.gov.uk](mailto:norma.symonds@eastherts.gov.uk)



Contact Officer: Mike Rowan: Head of Democratic and Legal  
Support Services, ext 2170  
[mike.rowan@eastherts.gov.uk](mailto:mike.rowan@eastherts.gov.uk)

Report Author: Marian Langley, Scrutiny Officer – Extn 1612  
[marian.langley@eastherts.gov.uk](mailto:marian.langley@eastherts.gov.uk)

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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives	<p>Any topics reviewed during the past year related to at least one of the Council's corporate objectives for that year:</p> <ul style="list-style-type: none"><li>• <b>People</b></li><li>• <b>Place</b></li><li>• <b>Prosperity</b></li></ul> <p>Any issues identified for scrutiny in future will relate to at least one of the new/current corporate objectives:</p> <ul style="list-style-type: none"><li>• <b>Improve the health and wellbeing of our communities</b></li><li>• <b>Enhance the quality of people's lives</b></li><li>• <b>Enable a flourishing local economy</b></li></ul>
Consultation:	<p>The Annual Report has been drafted following consultation with all scrutiny Chairmen. All members of scrutiny committees have had the opportunity to contribute to the evaluation of the year's work.</p> <p>The Executive and Directors have also been given the opportunity to comment on 2015/16 scrutiny activity. The Leadership Team have seen and approved the final draft of the Overview and Scrutiny Annual Report on 25 April 2016.</p> <p>2015/16 Committee Chairmen have seen and approved the final version of the Annual Report by email and the 2016/17 Scrutiny Chairmen have also agreed it at their meeting on 26 May 2016.</p>
Legal:	<p>The Council's constitution states in Part 2 at paragraph 6.3 (c) that - "Scrutiny committees must report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate."</p>
Financial:	<p>The cost of circulating the report to Members can be met within existing budgets.</p> <p>Greater use will be made of signposting interested parties and partners to the Council's website to access the Annual Report which will minimise use of material resources, distribution costs and gain potential CO<sub>2</sub></p>

	efficiencies from on-line provision.
Human Resource:	none
Risk Management:	Matters which may benefit from scrutiny may be overlooked. The selection of inappropriate topics for review would risk inefficient use of resources. Where this involved partners, it could risk damaging the reputation of the council and relations with partners.
Health and wellbeing – issues and impacts:	<p>The broad remit of scrutiny is to review topics which are of concern to the public, many of which have an indirect impact on the general wellbeing of residents of East Herts.</p> <p>The Health and Wellbeing Scrutiny Committee is set up to specifically focus in on issues and topics which have a direct and immediate impact on the health and wellbeing of all those who live, work or study in the district.</p>



# **OVERVIEW and SCRUTINY ANNUAL REPORT 2015-16**



## OVERVIEW AND SCRUTINY ANNUAL REPORT 2015/16

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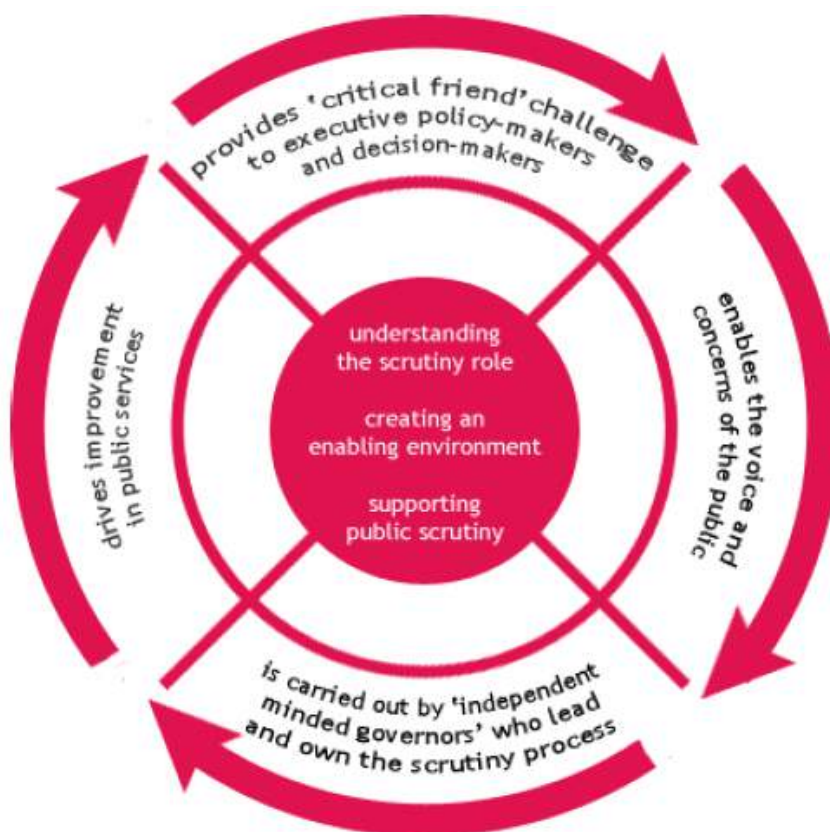




## 1. SCRUTINY – what is it?

Scrutiny is designed to provide an open and transparent setting in which your elected councillors, sitting in public, can review the work of the council to check that policies and services are meeting the priorities and the needs of local people. Scrutiny committees don't make final decisions themselves, but they have the power of influence. Following a discussion, they make recommendations (usually to the Executive – but could be to another committee or partner agency) based on public and partner opinions, performance data, examples of best practice, expert advice and research/evidence.

The Centre for Public Scrutiny (CfPS) sets out the 'four principles of good scrutiny' which should apply in the scrutiny cycle. These are supported and have been adopted by East Herts:




A total of 35 councillors have served on the scrutiny committees and review (Task and Finish) groups during 2015/16.


This annual report gives an summary of their key activities (it does not attempt to list every discussion or decision) and sets out the plans we have for the coming year.


## 2. How do we organise scrutiny at East Herts?


During 2015/16, scrutiny was supported by two part-time officers whose role is to provide support to the councillors and undertake research and information analysis in relation to reviews set up by the main committees. Another important strand of the officer's role is to ensure external witnesses, experts, partners and local residents are invited to be involved in the scrutiny activity within East Herts.

East Herts now has four 'topic specific' scrutiny committees.

<b>Corporate Business Scrutiny (CBS):</b> meets 6 times per year												
They keep a close eye on .....	Regular performance monitoring											
	Budget setting proposals and strategies											
	Comments, Compliments and Complaints											
	Scrutiny and policy development of the 'business' side of the council including: finance, ICT, facilities, legal, procurement and reviewing plans for shared services											
 Chairman: Councillor Paul Phillips	Membership: Councillors											
	<table border="0"> <tr> <td>M Allen</td> <td>R Henson</td> </tr> <tr> <td>R Brunton</td> <td>J Jones (from Mar 2016)</td> </tr> <tr> <td>S Bull</td> <td>P Phillips (Chairman)</td> </tr> <tr> <td>J Cartwright (to Mar 2016)</td> <td>M Pope (ViceChair)</td> </tr> <tr> <td>M Casey</td> <td>M Stevenson</td> </tr> <tr> <td></td> <td>J Wyllie</td> </tr> </table>	M Allen	R Henson	R Brunton	J Jones (from Mar 2016)	S Bull	P Phillips (Chairman)	J Cartwright (to Mar 2016)	M Pope (ViceChair)	M Casey	M Stevenson	
M Allen	R Henson											
R Brunton	J Jones (from Mar 2016)											
S Bull	P Phillips (Chairman)											
J Cartwright (to Mar 2016)	M Pope (ViceChair)											
M Casey	M Stevenson											
	J Wyllie											

<b>Environment Scrutiny:</b> meets 4 times per year										
Their focus is on .....	Planning Policy and Transport									
	Waste Management and Environmental Quality									
	Conservation and Climate Change									
	Parks and Open Spaces									
 Chairman: Councillor John Wyllie	Membership: Councillors									
	<table border="0"> <tr> <td>P Ballam</td> <td>B Harris-Quinney</td> </tr> <tr> <td>K Brush</td> <td>T Page</td> </tr> <tr> <td>K Crofton</td> <td>P Phillips</td> </tr> <tr> <td>H Drake (ViceChair)</td> <td>S Reed</td> </tr> <tr> <td>M Freeman</td> <td>J Wyllie (Chairman)</td> </tr> </table>	P Ballam	B Harris-Quinney	K Brush	T Page	K Crofton	P Phillips	H Drake (ViceChair)	S Reed	M Freeman
P Ballam	B Harris-Quinney									
K Brush	T Page									
K Crofton	P Phillips									
H Drake (ViceChair)	S Reed									
M Freeman	J Wyllie (Chairman)									

<b>Community Scrutiny: meets 4 times per year</b>		
They focus on .....	Community Safety and Protection	
	Community Development, Leisure & Culture	
	Health and Housing	
	Licensing and Environmental Health	
 <p>Chairman: Councillor Diane Hollebon</p>	<b>Membership: Councillors</b>	
	G Cutting (ViceChair)	A McNeece (to Oct 2015)
	J Goodeve	D Oldridge
	R Henson	M Pope
	D Hollebon (Chairman)	C Snowdon (from Dec '15)
	J Jones	R Standley
		K Warnell

<b>Health and Wellbeing Scrutiny: meets 4 times per year</b>		
This committee has an outward-facing focus and works closely with local partners across the health, public health and wellbeing agenda .....	Our Health and Wellbeing strategy and action plan	
	Fuel Poverty and our 'Ageing Well' agenda	
	Relationships and partnership working with health and social care agencies important to the district including:	
	<ul style="list-style-type: none"> <li>• Local NHS trusts and services</li> <li>• Hertfordshire County Council</li> <li>• The Director of Public Health and our local public health agencies</li> <li>• Voluntary and third sector organisations</li> <li>• Healthwatch Hertfordshire</li> </ul>	
 <p>Chairman: Councillor Norma Symonds</p>	<b>Membership: Councillors</b>	
	D Abbott	J Kaye
	A Alder	P Moore (ViceChair)
	S Cousins	M McMullen
	H Drake	R Standley
	D Hollebon	N Symonds (Chairman)

During the year, two **Joint Scrutiny** sessions are held to allow members from all the committees to come together to discuss significant financial and business planning issues. It is cost effective and more time efficient to hold a single meeting rather than four separate ones.

### 3. How do the committees decide what to scrutinise?

There are just a few things that local government scrutiny has a statutory duty to look at – such as reviewing at least one Crime and Disorder topic annually and supporting the budget setting process – but after that councillors can ask to examine any issue that they believe to be:

- Of local public concern
- Linked to the council's vision and priorities
- Capable of being influenced
- Not being scrutinised by another body

At East Herts we think it is important to spend time scrutinising issues that

- allow us to reduce risk for residents and the council,
- might incur significant costs or
- could bring substantial savings to the council

....and during 2015/16 we have tackled topics under all three of those headings.

Scrutiny uses the council's corporate priorities to focus its work. As the economic environment and local issues change these are reviewed annually to keep them relevant. During 2015/16 we were working with **PEOPLE, PLACE and PROSPERITY** as our three priorities.

### 4. How to get involved

Scrutiny is strengthened by involving partners and residents. They bring expertise, local knowledge, fresh ideas and external challenge.

If you would like to know more, ring the Scrutiny Officer on 01992 531612 or e-mail [scrutiny@eastherts.gov.uk](mailto:scrutiny@eastherts.gov.uk)

You can access full details on any item or outcome mentioned in the following pages of this report via our website. Agendas, reports and minutes of every council committee are posted and regularly updated – and meetings are open to the public:

<http://www.eastherts.gov.uk/committees>

If you ever take part in one of our scrutiny reviews and every time you attend as an observer, we would value your feedback to help us improve the process. An on-line feedback form is available at

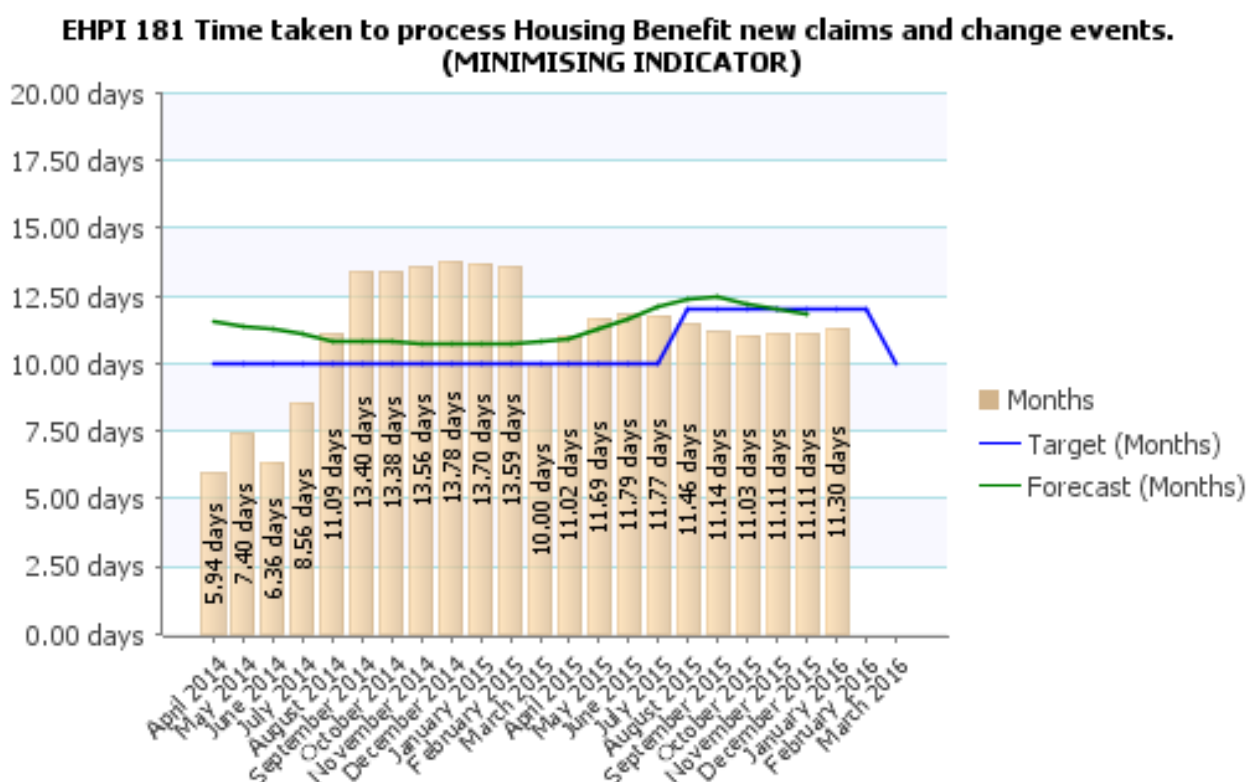
<http://www.eastherts.gov.uk/scrutinyfeedback>

## 5. LOOKING BACK:

Scrutiny is part of a continuous process to improve or maintain quality and service delivery for our residents. There is no point setting up something new or changing the way we do things without checking things are working well and delivering all the benefits to the public (and to the council) that scrutiny members hoped to see. Consequently, some of the work of scrutiny is to review results, performance figures, outcomes and feedback and make those important checks.

### Performance monitoring:

- When funding is tight, it is particularly important for the council to make every penny count and make a measurable difference to residents. Scrutiny councillors receive regular reports showing how well services are performing against target levels. These are known as the 'Healthcheck' reports and it is one way of 'taking the temperature' of the council and checking it is functioning well. For CBS this report also includes financial information so that scrutiny gets an holistic view across the council's business functions.
- Taken from the March 2016 meeting of Community Scrutiny the chart below shows the time taken to process new claims and change events for Housing Benefit for every month since April 2014.



- The increase in processing times in 2014 was caused by a significant increase in workload as the government's changes to welfare and benefits system came into effect. The use of zero hours work contracts also increased meaning people's income could vary widely from week to week – and every one of these 'change events' had to be notified to the council, adding to the workload.

- Performance monitoring offers an ‘early warning system’ for problems and in 2014 scrutiny became concerned and , along with others, recommended additional resources be put into the team. It took time to recruit and train staff but records show our residents are now having their claims processed more promptly.
- Scrutiny cannot prevent external changes or fluctuations in demand for the council’s services, but it is their role to check that measures are in place to identify and rectify any issues and minimise the impact on residents.

### Service Plan Monitoring:

- At the start of the year every area of the council sets out the new projects it plans to tackle during the next 12 months. As part of the budget setting process councillors agree (or not) to fund these and every project has a completion date set against it. Halfway through the year the scrutiny committees get a report on the progress of each of the projects – with another report coming to them at year end.
- One mid year report which came to Community Scrutiny in November 2015 began by stating:
 

*In total, there are 34 actions in the 2015/16 Service Plans relevant to Community Scrutiny Committee, of which:*

  - 15% (5) have already been achieved*
  - 75% (25) are on target*
  - 06% (2) are off target*
  - 03% (1) proposed for deletion*
  - 03% (1) proposed for suspension*
- A good start – but scrutiny is more interested in the projects which have not gone fully to plan as these might lead to problems further down the line. Each hold up or change is explained and councillors check to see whether they are satisfied that enough is being done to remedy the situation. Sometimes it is another agency outside the council that might be taking longer than expected to act or make a decision – but if it is internal, then we have to find a solution and learn from the situation.



As all the ‘Healthchecks’ and service plan monitoring reports are available on line, residents (and the press) can act as ‘**public scrutineers**’ at any time by checking up on how well the council is doing against its performance targets.

Data for 2015/16 and earlier can be found under each separate scrutiny committee and for 2016/17 all this this information will appear under Corporate Business Scrutiny  
Just click onto the council website to find the latest information




<http://online.eastherts.gov.uk/moderngov/mgListCommittees.aspx?bcr=1>

## What else did scrutiny look back over and review during 2015/16?

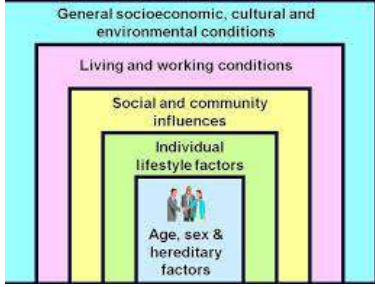
CBS	
 <p><a href="#">Ctrl and Click</a> for Corporate Annual report</p>	<p><b>Corporate Annual Report 2014/15.</b> As with any large organisation, East Herts publishes an annual report every year. This document covers the council's key achievements over the previous financial year for each of the corporate priorities, provides an overview of the council's financial position and performance and ends with a statement on contracts. The early draft of the document seen by scrutiny gives an opportunity to comment on and shape the final report. Councillors said there was not enough detail in the pie charts that showed the income and expenditure of the authority. The section labelled 'other' was too large and vague to be useful to the public or partners wanting to understand a bit more about our financial management. It was public money and should be set out in a way which made it clearer. These changes, along with a request to be more open with regard to projects which had not been completed/successful, were made and the final report (with these changes incorporated) is now available on the website for all residents to see:</p>
	<p><b>Comments! Compliments! Complaints! 2014/15</b> To put things in perspective, this Council receives over two million contacts a year – and no organisation of our size and complexity is going to get everything right every time. The number of formal complaints received in a year is low – but they all need to be taken seriously and investigated. Scrutiny was informed that a total of 95 formal complaints were made in 2014/15 – down from 120 the year before. We work to investigate quickly, but some cases are very complex and in order to do a thorough job, these will take longer than our target of under 14 days to complete. However, we did manage over 75% of cases within this time frame. Scrutiny is keen to check that there are no patterns to the complaints or cases where we find an error has occurred as this would suggest there was an underlying, systemic problem with a policy or service. No pattern was identified. Every year some residents choose to escalate their case up to the Local Government Ombudsman and during the 2014/15 period, 6 cases were sent to the LGO, only one was adjudicated on at this level and, as in previous years, no cases of maladministration or fault were identified.</p>
	<p><b>Data Protection Annual Review:</b> After receiving some training for their Data Protection Governance role, CBS Members then considered a report updating them on the implementation of the council's Data Protection Action Plan. The council generates, receives and stores so many documents every year – many of which include some personal data supplied by our residents – that the management, handing and security of the material is of critical importance. The council works hard to ensure that all staff quickly identify and address any breach of data protection, no matter how small. CBS accepted that it is a reality that all organisations have data</p>

	<p>breaches. The Council does not view any breach as acceptable but it is right to understand that mistakes inevitably occur, and to have in place measures to respond with when they do so. The breaches that had occurred in 2014/15 were listed in the report. All were deemed as 'minor' and the IOC did not issue any sanctions against the council. Scrutiny agreed that the risk-driven action plan should remain in place for the coming year.</p>
<b>ENVIRONMENT</b>	
<p><b>Did you know? – last year we collected over 53,941,000Kg of waste in the district.</b></p>  <p><b>That's around 904Kg of waste per household</b></p>  <p><b>The recycling rate last year was 49.6%</b></p>	<p><b>Contract Performance – environmental operations 2014/15:</b>          With a combined value of £5.4 million the refuse, recycling, street cleansing and grounds' maintenance contracts cover the largest area of service expenditure across the council – so residents should rightly expect both performance and value for money to be closely monitored and scrutinised. As well as receiving performance data for every month, an annual report is brought to scrutiny for each financial year. Members were very pleased with the performance of both contractors with verified complaints, rectification notices and default notices continuing to run at very low levels when compared to the scale of the activity undertaken annually across the district. With five newly elected members on the committee, there were challenging questions raised about fly-tipping, abandoned cars, litter on rural roads and what was being done to encourage residents to increase the recycling rate.</p> <p>Members were disappointed to learn that the quality of the recycling material collected from households had recently reduced due to contamination. As well as some soft plastics, more extreme contaminants such as used cat litter and even dead animals has led to the authority receiving a reduced price for the material and some loads having to be diverted to landfill. Members were pleased to support the main initiative for 2015/16 which is to be a programme of public awareness, specifically designed to reduce contamination and increase recycling rates. If successful, this should increase income for the recycled material and reduce the amount of waste going to landfill – and so saving those disposal costs too.</p>
	<p><b>Climate Change Action Plan – review of progress.</b>          Since the baseline figures were established in 2008/9, energy efficient measures put in as part of the action plan have reduced CO<sub>2</sub> emissions overall by 7% (against a target of 25% by 2020) however, the 2014/15 year has seen an increase in emissions when compared to 2013/14. Members were made aware that this was due to a variety of reasons:</p> <ul style="list-style-type: none"> <li>• First the average minimum temperature for 2014/15 was approximately 2 degrees Celsius lower, which impacts significantly on the overall heating demand for the council's buildings.</li> <li>• Secondly, there has been an increase in staff occupation in the office as additional shared service officers moved in, which gave rise to greater electricity consumption.</li> <li>• Thirdly the carbon factor of the energy supplied by the utility companies has a slight bearing on emissions if less "renewably sourced" energy is supplied to us</li> <li>• Finally, visitor numbers at the leisure centres has increased,</li> </ul>



	<p>leading to greater energy use (despite significant energy saving measures being put in place)</p> <p>Members voiced their disappointment and frustration that the high profile project – of a Micro Hydro unit in the river alongside Hertford Theatre - had been delayed for so long by complex negotiations with the Environment Agency (EA). Members were advised that the council’s negotiations were continuing and the latest piece of work being undertaken was acting on the EA’s requirement to re-model the flood risk following some maintenance work on the weir gates</p> <p>Research showed that similar projects elsewhere in the UK had taken 5 to 6 years to set up, so East Herts’ experience in dealing with the EA was typical. Scrutiny asked to be kept up-to-date with progress.</p> <p>Although pleased with the overall progress so far, members felt that the original action plan needed to be reviewed, rationalised and refreshed. Members recommended that a Task and Finish group be set up during next year to develop a new plan and bring a report back for consideration by the committee.</p>
	<p><b>Outcome of the off-street car park fees and charges trial.</b></p> <p>A two year trial of new car park ‘pay and display’ charges in Hertford, Bishop’s Stortford and Ware began on 8 Sept 2014. The modified charges and charging structure set out to promote the economic wellbeing of the three towns.</p> <p>The principal elements of the trial were:</p> <ul style="list-style-type: none"> <li>• An initial 30 minutes free parking</li> <li>• 50% additional parking time for the same charge on ‘short stay’ tariffs</li> <li>• A flat rate parking charge of £1 between 16:00 and 18:30</li> </ul> <p>Scrutiny was shown the car park usage and income figures for the period before and during the trial. These showed an increase of 23% in parking activity and an increase of 10% in parking hours purchased. Scrutiny agreed that the change in tariffs and tariff structures introduced in Sept 2014 has generated a change in use of most East Herts car parks which can be regarded as evidence of success of the trial’s primary objective – to promote the economic wellbeing of our main towns. With this in mind, Scrutiny recommended that the trial arrangements be extended through to March 2017 (when a permanent change can be formalised).</p>
<p><b>COMMUNITY</b></p>	
	<p><b>End of year report for Hertford Theatre.</b></p> <p>After a significant financial outlay in 2010 to modernise and relaunch the theatre in Hertford, scrutiny is keen to see continuing evidence of a return on that investment. There was a positive theme to the report outlining activity at the venue:</p> <ul style="list-style-type: none"> <li>• <i>estimated footfall was 172,757 (up from 156,245)</i></li> <li>• <i>income from 58 live shows was £198,775 (up from 54 shows last year and an income of £154,320)</i></li> <li>• <i>tickets sold for the Panto of 11,866 (up from 9,047)</i></li> <li>• <i>190 cinema screenings with 20,560 tickets sold (down from 283 screenings and 22,051 tickets)</i></li> </ul> <p>Members were made aware of a six-week closure for seating and floor refurbishments had impacted on the cinema data. There were also positive results from room hires, the café and</p>

<p style="text-align: center;"><b>Box office: 01992 531500</b></p>	<p>the gallery and new initiatives such as the Book Festival. Scrutiny was pleased to support the plans for the coming year. A volunteers' scheme which was launched in July 2011 is now established as a key element of the successful front of house operation. Members agree that the current cohort of 70 volunteers is a great asset to the theatre and has made a huge contribution to the welcome and the community feel of the venue and the committee gave them a sincere vote of thanks.</p>
<div style="text-align: center;">  </div> <p style="text-align: center;">A full list of grants and supported projects is available on <a href="http://www.eastherts.gov.uk/grants">www.eastherts.gov.uk/grants</a></p>	<p><b>Community Grants: applications and allocations.</b> Scrutiny is keen to ensure that grants are made available to as wide a range of eligible groups as possible, with a focus on reaching out to smaller community groups who have not had funding from us before. They were pleased to hear just how many residents derived benefit from projects receiving our grant funding. The 63 Community Activity Grants had supported an estimated 16,930 individuals and the 16 Summer Activities Grants had chalked up 7,607 attendances over the holiday period.</p> <p>In respect of the Performance to Excellence (Sports and Arts) grants, members were told that last year saw 26 grants being awarded to young people aged 11 to 18 achieving excellence in their chosen area for such sports as athletics, canoeing, fencing, martial arts, triathlon and snowboarding and the entire budget of £4,100 was allocated. This part of the grant scheme was oversubscribed and £1,150 from Community Activities and £500 from an Olympic Legacy pot was used to ensure all applicants who were eligible received funding. The total of 26 is the highest number of grants ever awarded and 57% were first-time applicants.</p> <p>Scrutiny then reviewed some proposed changes to eligibility criteria and to the grant application process following feedback from community groups. These changes are designed to widen the take-up of the scheme and promote applications from 'hard to reach' groups. All the changes were supported.</p>
<div style="text-align: center;">  </div>	<p><b>Annual Leisure contract performance report for 2015:</b> On 1 January 2009, following a competitive tender process, the council entered into a ten year fixed fee contract with the leisure provider SLM, trading as Everyone Active. This was the seventh annual report on their performance.</p> <p>One key measure for the council to assess the performance of the contractor in providing services that are attractive to local residents is the number of customers using the facilities. At the five sites in the district there were 733,672 recorded visits in 2015 attending the gym, group exercise classes, casual swimming, pool parties, school, private and Everyone Active swim lessons and outdoor activities including; tennis, bowls and football. This figure does not include swim spectators; school swims and lessons or football spectators.</p> <p>Scrutiny was pleased with the continuing investment being made in the facilities and with the general customer satisfaction levels from exits surveys. One site (Fanshawe) was of concern to scrutiny with its 'Fair' satisfaction grade but members were told of the work which had been undertaken since that exit survey (Sept 2015) and officers were confident that the next survey (due this month) would show an improvement. Scrutiny asked that at the next annual report they would like to see the satisfaction figures in more detail.</p>

HWSC	
 <p data-bbox="252 600 595 672"><b>wider determinants of health</b></p>	<p data-bbox="655 174 1406 208"><b>Full Year report on 2014/15 Public Health action plan:</b></p> <p data-bbox="655 210 1469 342">Following the adoption of the new East Herts Health and Wellbeing Strategy 2013-2018 in October 2013 the committee had asked to receive annual reports on the progress of the projects.</p> <p data-bbox="655 344 1485 577">Scrutiny was pleased to hear that, in 2014/15, we were able to complete 94% of projects (33 out of 35). These projects are estimated to have benefitted 15,128 adults and children across East Herts. Projects ranged from smoking education to a drug and alcohol prevention project and allocation of small grants via the Public Health Partnership Fund (formerly LSP Health Inequalities Fund).</p> <p data-bbox="655 580 1485 712">A shortfall in partner resources and a lack of volunteers resulted in two projects not being achieved within the year – but the situation will be reviewed to see if any support can be given to them to allow these to move forward.</p>


## 6. LOOKING FORWARD:

Scrutiny has an important role to play in answering the key questions “can we improve the service we offer residents and ensure we are getting the best balance between high quality and value-for-money”?

During 2015/16 most topics Members wanted to review could be covered in a single report to a scheduled committee meeting – but three needed a much more detailed level of work. These topics were commissioned as Task and Finish (T&F) Groups.

- Review of Planning Enforcement T&F Group (Oct 2015 – Feb 2016)
- Developing a Leisure Strategy for East Herts T&F Group (Jan – Jun 2016)
- Waste and Street Cleansing Contract T&F Group (Mar – Jun 2016)

### What changes and future actions did scrutiny support and recommend during 2015/16?

CBS	
 <p><a href="#">Ctrl + CLICK HERE</a> for more information on Housing and Council Tax Support benefits at East Herts</p>	<p><b>Local Scheme for Council Tax Support (for 2016/17 year)</b> Along with every other council in the country, East Herts had to devise a local scheme of council tax support (CTS) when the national scheme of council tax benefits came to an end on 1 April 2013. Central government now funds only 90% of the old levels and expects local authorities to fund or find the other 10%. In 2013 scrutiny recommended an option that sought to share the funding burden across all working age claimants rather than target certain specified groups for complete exemption leaving others to share a higher cost to make up the shortfall. This year, when it came up for revision and renewal (an annual requirement), Members felt that public and officers alike had now got to grips with the new scheme. With no compelling evidence of problems or inconsistencies arising from the current arrangements, scrutiny recommended keeping the arrangements for CTS the same for the coming 2016/17 year. This was agreed by Executive and adopted by Council in March 2016.</p> <p><b>Options for changes to Council Tax Support Scheme for 2017/18 year)</b> Scrutiny started looking at this very early (in March 2016) to allow adequate time for careful consideration, financial modelling and, where necessary, consultation. Councillors were keen to maintain the continuity of the present Council Tax Reduction Scheme as applied to working age claimants and recommended no change at this time. However, the Council Tax discounts allowed against ‘empty and unfurnished’ and empty-uninhabitable’ houses were considered to be out of step with other local authorities and work against our own Empty Homes Policy. On this matter they did ask for these discounts to be reduced in a staged way. They asked for options based on discouraging and reducing the number of homes left empty and the length of time they are left empty for to be brought to the Executive for consideration later in the year.</p>



### Customer Service Strategy – project plan

Scrutiny received a report setting out how the council would implement the new Customer Service Strategy (originally recommended by CBS in March 2015). During the discussion, members were reminded of the increased demand for council services due to demographic changes, economic challenges and major government initiatives such as Welfare Reform combined with the financial pressures of reduced government grant and the currently fixed (or reduced) Council Tax. They were also made aware of the significant increase in the use of email (by the public) since 2010 and of how 70% of the website interaction is focused on matters concerning Development Management. Members were content to recommend the project plan and understood the need for the use of modern media – but they gave a strong message that resources should still be provided which allow residents to speak direct to an officer of the council if they needed help or information.

## ENVIRONMENT



### Procurement of car park management system:

Most 'pay and display' machines in East Herts Council car parks were purchased in 2004 and they are now fully written down in the Council's accounts. As the machines are nearing the end of their operational life it is time to procure one or more replacement systems during 2016/17. Scrutiny was able to see the findings of a recent consultants' report and assess the possible options for the future. The main focus of debate was around balancing the wishes voiced by the public and local businesses with what was both technically feasible and affordable. After a long discussion, the Committee finally recommended that 'pay and display' was the only practical option for the smaller car parks but a 'pay on exit/foot' system should be explored further and adopted for the two largest, multi-storey car parks.

After scrutiny, the extra work requested was carried out and was included in the report that went on to the Executive (on 3 Nov 2015):

- The additional research identifies **significant structural impediments** to the successful introduction and operation of a 'pay on exit' system in both multi-storey car parks. Both car parks would require significant and costly building works. The Council's Property Manager has identified that these works are unlikely to be technically feasible for Jackson's Square.
- Informal consultation has been undertaken with the highways authority, Hertfordshire County Council, a statutory consultee in the Traffic Regulation Order process to establish 'pay on exit' operation. It has been stipulated that **formal objections would be made** on the grounds of impact on traffic management at both sites. The roads around both car parks being identified as key traffic management black spots.

Based on the evidence presented, the Executive decided that East Herts Council would have to continue to manage its car parks on a solely 'pay and display' basis.



Anti-social Behaviour,  
Crime and Policing  
Act 2014

**Anti-Social Behaviour, Crime and Policing Act 2014 – Environmental Crime enforcement implications:**

The authority's current Environmental Crime Policy was agreed in 2006 and since then there has been a number of minor amendments but the introduction of the new 2014 Act brings a significant overhaul of legislation covering

- Littering from cars
- Clearing litter and waste on land
- Controlling dogs
- Graffiti and other defacement

Scrutiny was able to review the range of new powers and sanctions now available and how they might be introduced locally. After a discussion, the committee recommended the new draft control and protection orders to go out for public consultation before being incorporated into the new policy.






**Resident parking permit scheme – policy review:**



The current policy can be summarised as follows; *“the highest priority for parking in residential areas where pressure on parking is extreme should be given to residents of that area.”* There have been 12 schemes (zones) set up in the district since the policy was introduced in 2003. With recent building developments, changing patterns of car usage and business/retail activity all impacting on on-street parking it was time to ask scrutiny to contribute to a review of the policy. There was a recognition that there are competing needs for limited space and each zone needs to be considered on its own merits, including the possibility of 'shared use' parking which could be used by businesses during the working day and by residents in the evenings and at weekends. Following an extensive discussion, the committee recommended that existing zones should continue but work on requests for new schemes should be put on hold until completion of a clear parking policy for the future which takes these competing demands into account.






**Footway and Grassed Verge Parking: enforcement policy:**


Consultation originally undertaken in 2011 to inform the development of East Herts' Parking and Transport Strategy showed resident support for the implementation of some footway and grassed verge parking controls in the district. Councillors and the council's parking service continue to receive complaints and calls on a frequent basis requesting enforcement against vehicles parked on footways and grassed verges (for both obstruction and damage). Scrutiny heard detailed information regarding legislation on this issue and how some enforcement lies with the Police Service and some with local authorities. Scrutiny was also able to review the results of a comprehensive study into the potential adoption of relevant controls in East Herts (and outline costs) which had been undertaken during 2015. There was a range of views expressed by scrutiny members and it was clear that with the mix of urban and rural situations across the district each would need to be considered individually. Scrutiny concluded by making a recommendation that a few 'hot spots' should be identified across the district and controls introduced through an Experimental Traffic Order to run for 18 months so the impact could be assessed before embarking on anything more extensive or expensive.

<b>COMMUNITY</b>	
	<p><b>Updating the ‘Shared Ownership’ local priorities cascade:</b></p> <p>After recommending changes to the Housing Allocations policy last year, the committee had the opportunity to comment on reforms to the Shared Ownership scheme to bring them both in line. Changes had already been brought in to ensure military personnel were put on the priority lists and these new changes, supported by members, were designed to focus on prioritising people who live, work or who have close family links with the district.</p>
	<p><b>Review of Empty Homes strategy and action plan:</b></p> <p>The aim of the existing policy is “To bring empty homes back into use and tackle those that are long term, are problematic or could meet specific housing need.” In order to make targeted use of limited resources, the new policy for 2015-2020 seeks to introduce a priority scoring system based on:</p> <ul style="list-style-type: none"> <li>• Length of time empty</li> <li>• Number/spread of complaints received</li> <li>• Property condition and its visual and physical impact on the neighbourhood</li> <li>• Property location</li> <li>• Level of debt owed to the council</li> <li>• Level of formal action previous undertaken</li> <li>• Likelihood of return to use without our intervention</li> <li>• Strategic value, e.g., meeting local housing need.</li> </ul> <p>All these criteria gained scrutiny support but members voiced their concern that there were an estimated 534 long term empty homes still in the district. The committee strongly recommended that additional resources should be made available to work on the proposed action plan and bring the numbers down over the coming year. The case was well made and subsequently the Executive accepted the recommendation and additional resources have now been allocated to this service to tackle the issue.</p>
	<p><b>Draft Housing and Health Strategy 2016-2021:</b></p> <p>The draft strategy is a detailed 38 page document which lays out a vision for the next five years to ensure that a sustainable housing offer is available to residents through us working with partner organisations in the development and management of housing stock and the provision of advice, support and help. Scrutiny was able to review the four key objectives suggested for 2016-2021:</p> <ul style="list-style-type: none"> <li>• Enable affordable housing delivery through partnership working and maximising suitably located and constructed development opportunities, whilst ensuring the best use of existing stock.</li> <li>• Focus on meeting the housing needs of active and frail older persons.</li> <li>• Work to meet the needs of vulnerable people in the housing market.</li> <li>• Seek to support rural communities in meeting their local housing needs.</li> </ul> <p>The strategy is built on a range of legislation and supported by evidence of projected housing need in the district including the ageing population and changing</p>

	<p>demographics. The committee recommended the draft strategy should go out for consultation with the public and our partners.</p>
	<p><b>Town Centre Markets.</b>  Currently East Herts is responsible for the following:</p> <ul style="list-style-type: none"> <li>• A retail market in Hertford every Saturday.</li> <li>• A retail market in Ware every Tuesday.</li> <li>• A farmers' market in Hertford on the second Saturday of every month.</li> <li>• A contract with Bishop's Stortford Town Council (which began 1 June 2015) to run a retail market every Thursday and Saturday, and an events programme which includes a producers and crafts market the first Saturday of every month.</li> <li>• Issuing licences for other operators to run car boot sales (including charity car boot sales on school premises) and other specialist markets (such as those run at Van Hages, Jackson Square Shopping Centre and Aston Village Hall).</li> </ul> <p>Councillors were told that East Herts has seen a pattern of declining income in the Bishop's Stortford and Hertford retail markets whilst Ware retail market and the farmers' markets have been relatively stable. This is in line with the mixed picture found in a countryside survey by the National Association of British Market Authorities (NABMA) which has produced a helpful piece of research around this matter:  <a href="https://radicalantipode.files.wordpress.com/2015/10/traditional-markets-under-threat.pdf">https://radicalantipode.files.wordpress.com/2015/10/traditional-markets-under-threat.pdf</a></p> <p>The financial data in the report showed that the net cost to East Herts for running markets is likely to be £56,825 for 2015/16. This subsidy can be seen in the context of the council supporting priorities outlined in the new Economic Development Vision and Corporate Strategic Plan, namely to encourage 'vibrant town centres' by increasing footfall. Scrutiny recognises there are archaic laws restricting days and locations of Charter markets but asked officers to bring a further report in Nov 2016 which explores what flexibility there may be for making local markets more attractive.</p>
<p align="center"><b>HWSC</b></p>	
	<p><b>Integration of Public Health into the Council's core services - a debate in response to Health and Social Care Act 2012.</b></p> <p>Last year the core services of planning and building control, environmental services, community safety and housing were reviewed to see how they were taking the wider determinants of health into consideration. This year it was the turn of the Revenues and Benefits Shared Service to be asked the same question.</p> <p>Members heard from the Head of Service how vulnerable customers were supported and in some cases provided with home visits. Staff are trained to be non-judgemental and given the knowledge to signpost customers to appropriate agencies where additional help can be given. It was highlighted that last year the service sent out 300,000 letters to vulnerable customers and Members were pleased to hear that healthy lifestyle information from</p>



 <p><b>MAKING EVERY CONTACT COUNT</b></p> <p><a href="#">Click here</a> for a link to the free training.</p>	<p>national public health campaigns could be included in some of these mailings.</p> <p>It was stated that the service was always willing to work with voluntary groups who support people with learning difficulties.</p> <p>Scrutiny recommended that the NHS online training programme “Making Every Contact Count” be included on the Members Training Programme This proposal was later supported by the Members’ Development Group and was advertised to all councillors in the Members’ Information Bulletin on 27 Nov 2015.</p> <p>The progress made in integrating public health agenda into the council’s core services was supported by the HWSC but they felt it important enough to ask for a follow up report to be scheduled on their work programme for October 2017.</p>
 <p>** JSNA: Joint Strategic Needs Assessment – more information can be found at <a href="http://jsna.hertslls.org/">http://jsna.hertslls.org/</a></p>	<p><b>Work Plan for 2016/17 under the East Herts Health and Wellbeing Strategy (2013-2018)</b></p> <p>In December 2015, Members were invited to make suggestions for activities and projects to be included in the 2016/17 work plan. This work plan runs for 12 months and is reviewed after 6 months if required. Officers consulted with 140 internal and external partners and asked for project ideas for potential inclusion in the East Herts Health and Wellbeing work plan for 2016/17.</p> <p>Scrutiny members debated ideas and suggestions - in particular the benefits of healthy eating projects - and suggested improving the health and wellbeing webpages to include a range of recipes for families and individuals to access. A number of helpful partner project suggestions were also received and reflected in the work plan.</p> <p>Scrutiny is looking for ideas that are evidence-based and targeted at a particular community with a known health and wellbeing need. It was also agreed that JSNA** public health evidence, contribution and usage is an essential component of the new Action Plan.</p> <p>The final work plan was agreed by HWSC in February 2016. There are 19 core projects and 6 new or updated projects including Domestic Abuse workshop for secondary school pupils and “Ready and Fit Communities”.</p>
<p><b>JOINT</b></p>	
	<p><b>Corporate Strategic Plan 2016/17 to 2019/20.</b></p> <p>No complex organisation can operate without a clear idea of what it plans to do during the coming year and how it’s going to pay for everything. It is prudent to look several years ahead – at least in outline - to offer residents and local partners some continuity and confidence. We work with a rolling 4 year programme and scrutiny has the chance to review key documents which underpin this forward planning process.</p> <p>Following a councillor consultation event (on 20 Nov 2015), a new set of priorities and objectives has been proposed. The draft plan describes what we will do to ensure the best possible services are delivered for our residents, partners and businesses at a time of change for councils. Although the plan covers 4 years it will be refreshed annually to ensure it remains current and relevant.</p> <p>After some discussion, councillors supported the draft</p>

	<p>which will now go onto the Executive and then to Full Council. If the detail is unchanged, the new priorities listed at the end of Section 9 of this report will come into action for 2016/17.</p>
	<p><b>Budget Report and Medium Term Financial Plan 2016/17 – 2019/20 and Service Plans 2016/17 – 2019/20.</b> These reports are closely interlinked and are considered by all scrutiny members sitting together in committee in January and February every year as a crucial part of the annual budget setting cycle. This joint work is much more cost effective compared to all four committees sitting separately to consider just their allocated services. Also, as mentioned earlier in this report, it is important to get an holistic view and not look at aspects of the council in isolation. Full details of these papers and the scrutiny discussion can be obtained through the website under the link to Joint Scrutiny below: <a href="http://democracy.eastherts.gov.uk/ieListMeetings.aspx?CId=184&amp;Year=0">http://democracy.eastherts.gov.uk/ieListMeetings.aspx?CId=184&amp;Year=0</a></p>



### **TASK and FINISH Groups:**

- **Review of Planning Enforcement T&F Group (Oct 2015 – Feb 2016)**

This review was undertaken by Cllrs Ballam, Page (Chairman), Pope, Ruffles and Freeman and reported back to Environment Scrutiny on 23 Feb 2016 with a completely revised Planning Enforcement Plan, recommendations on using delegated powers and suggested timescales for inspection visits. There was also a discussion relating to the possibility of making pro-active inspection visits in future.

The full committee gave their support to the T&F documentation and their recommendations and asked the Executive Member to consider the business case for the broadening of the service.

The new Planning Enforcement Plan will be available on the council website and all Town and Parish Councils will be sent a copy.

- **Developing a Leisure Strategy for East Herts T&F Group (Jan – Jun 2016)**
- **Waste and Street Cleansing Contract T&F Group (Mar – Jun 2016)**

These two T&F Groups are currently working and will report back at the start of the 2016/17 civic year so will be reported in the next Scrutiny Annual Report.

## 7. LOOKING OUT:

The council does not exist or work in isolation and often delivers its services in parallel or in partnership with other local agencies. Earlier in this document (in Sections 5 and 6), we have already mentioned

- annual performance reports for our main external contractors
- matters relating to our local Housing Association partners
- 'Public health' projects undertaken by East Herts working alongside a wide range of local health and wellbeing providers

As a part of this wider picture, the council (including scrutiny) needs to

- keep a watching brief on some key services delivered by external agencies
- maintain an active dialogue with our immediate partners and
- review our own actions to engage with the public.

CBS	
	<p><b>Partnership Register – risk monitoring:</b>            The Partnership Register was originally agreed (in 2010) when most partnership activity undertaken by the council focused on informal sharing of resources between two or more parties. That activity resulted in multiple arrangements with different levels of associated risk. The register was designed to help understand and manage those risks. Since then, the partnership working has changed significantly - with moves to formal contracted or commissioned services and joint working/shared services with other local councils. Where a partnership takes on more formal arrangements, checks and balances are written into legal agreements and applied as part of the council's overall governance standards – overseen by the Shared Internal Audit Service (SIAS). Consequently the usefulness of the informal Partnership Register has become an increasingly marginal as a tool to manage risk. At the committee's request, a new 'quick guide' approach was designed to strip out unnecessary bureaucracy for the few remaining informal partnerships (without increasing risk).</p>
ENVIRONMENT	
	<p><b>Community Energy update:</b>            Building on an introduction to Community Energy delivered last year and their request for ideas for practical ways forward, scrutiny received a report outlining options and opportunities that might be followed by the authority itself and across the district. Members did not support the idea of launching into large scale commercial projects but did feel that the council's own estate (and those community buildings we have influence over) should be used to demonstrate energy generation both to off-set costs and to act as a source of publicity, information and advice for other interested groups/individuals. The aspect that scrutiny was most keen to promote and recommend was the inclusion of community energy at the early stage of planning and building development. They asked for this issue to be considered as a 'requirement' within the council's District Plan.</p>
COMMUNITY	
	<p><b>Housing Stock transfer – residual undertakings annual statement.</b>            In March 2002 the council sold its stock of some 6,500</p>

	<p>dwellings to two housing associations - now known as Registered Providers (RPs). There are still three conditions attached to the sale of that stock which are on-going and are reported to scrutiny annually. Both RPs exceeded their requirements for the nominations to vacant homes, giving the authority access to 100% of vacancies through the local Choice Based Lettings scheme. Both RPs again reported a significant shortfall in homes sold under the preserved Right to Buy (RTB). This is a recognised issue related to the economic downturn and also the cap on permitted discount, high value of properties in East Herts and the fact that each year there are fewer RTB eligible tenants able to take up the offer.</p> <p>The issue which concerned members this year was the shortfall by one RP of their expenditure on 'aids and adaptations'. The RP supplied the committee with a written statement:</p> <p><i>"The restructure led to the Asset Management Team function being centralised and loss of key personnel with local knowledge, therefore, the budget was not monitored to track spend against target. This is disappointing particularly as since 2005 our spend has exceeded target. (We) want to assure the council that no tenant was refused an adaptation last year unless it was because their property wasn't able to be adapted".</i></p> <p>Members are aware from feedback from residents that the re-organisation and centralisation of the RPs' management structure has also led to problems getting through to their customer service teams and property fault/repair lines. The committee recommended that both matters should be actively and closely monitored by the Executive Member for health and wellbeing over the coming months and the issue raised at his meetings with the senior managers of the Registered Providers.</p>
	<p><b>Report on meetings with all Registered Providers with (significant) housing stock in East Herts:</b></p> <p>Following disquiet raised last year by scrutiny in respect of RPs' response time to repairs and 'voids', the Director of Neighbourhood Services had undertaken to raise the matter with each Chief Officer during the next cycle of review meetings. This report to scrutiny summarised the responses from five local RPs and showed data from their most recent customer/tenant satisfaction surveys.</p> <p>The Executive Member for Health and Wellbeing was invited to make a contribution and stated he was aware of the issues, particularly with one of the main RPs and had expressed his concerns to their senior management regarding repairs and voids. He commented that a meeting had already been arranged to discuss a way forward.</p> <p>Councillors discussed various issues which had been reported to them by residents in their wards that indicated there had been some improvement but there was still an on-going problem to address.</p> <p>The Committee agreed that RPs' repair services continue to be monitored and supported a suggestion that this be reported back to them annually (and could be integrated within the Housing Stock Transfer Residual Undertakings Annual Statement report).</p>
	<p><b>Community Voluntary Services for Broxbourne and East Herts (CVSBEH) – Annual Report:</b></p> <p>In each of the years 2012/13, 2013/14 and 2014/15, East Herts</p>



Council has provided core funding of £15,000 for the delivery of core services which include:

- Support, advice and training for voluntary sector organisations
- Promotional events
- Community development initiatives
- Administration of council's summer activities grant fund
- Support to East Herts' Strategic Partnership

In addition to these core services the CVSBEH has carried out project work for the council and East Herts' Strategic Partnership. Funding in the past two years include:

- Community transport initiatives (£12,000 in 2013/14 and £11,000 for 2014/15)
- Dragons' Apprentice (£1,500)

After a presentation from the CVSBEH Chief Officer, members questioned him on details of some of the services/projects provided within and for East Herts. Following further discussions, scrutiny supported the recommendation that a more formal, written Service Level Agreement should be put in place between the authority and CVSBEH.



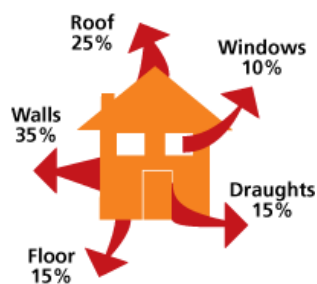
### Crime Trends in Rural East Herts.

With Inspector Chris Hunt in attendance, members were able to learn more about 'rural' crime – although there is no national recognised definition of this. However in East Herts resources are allocated to OWL (On-line Watch Link), Operation AGRARIAN (a 6-weekly overt multi-agency operation aimed at targeting criminality on the road network), use of moveable ANPR cameras (automatic number plate recognition), attending 'Barn Meets' organised by the local NFU and using All Terrain Vehicles to give access to remote locations.

The issue that raised most concern with scrutiny was that of fly-tipping and the increase in the number being seen in the district. If on public land, the collection of this material is the responsibility of the district council – and the cost borne by the local tax payers. Tipping on private land is the responsibility of the landowner.

There is currently some research being undertaken on the number and pattern of fly-tipping in the district and this information will come to Environment Scrutiny at their first meeting of 2016/17.

## HWSC



### Questions about Home Insulation Grants

[environmental.health@eastherts.gov.uk](mailto:environmental.health@eastherts.gov.uk)  
tel: 01279 655261

### Update report on Fuel Poverty in East Herts.

This topic was moved from Community Scrutiny once the Health and Wellbeing Panel became a full scrutiny committee. The committee received an update and heard that the key to reducing fuel poverty was to 'insulate first'.








Councillors scrutinised the draft strategy and made one amend (asking officers to include information on oil buying clubs) and then recommended that the Fuel Poverty Strategy be disseminated to all Town and Parish councils.

Members also agreed to receive further reports on two specific measures:

- installation of solar panels and
- re-directing grants to those that were fuel poor.

	<p><b>Community Health and Wellbeing Fund 2014-2016 (£100K annually for 2 years) – previously known as the “District Offer”</b></p> <p>Scrutiny was able to see that 14 projects have been awarded grants ranging from £3,000 to £29,000. One of these is a Small Health and Wellbeing Grant Fund which had £15,000 to allocate – 11 organisations have now received a grant. A Members Working Group was set up in June 2015 to visit projects and bring them to “life” for the committee. As of February 2016, 6 projects had been visited and further visits are planned; all received a positive endorsement. Members recommended that GPs and Patient Participation Groups should be contacted to ensure patients/residents are made aware of funded projects which are relevant to their needs.</p>
	<p><b>Update on ‘Ageing Well’ initiative.</b></p> <p>This topic was moved from Community Scrutiny once the Health and Wellbeing Panel became a full scrutiny committee. Scrutiny received an update on this initiative and heard that the council was in the process of becoming part of the Dementia Action Alliance (details of this initiative can be found here <a href="http://www.eastherts.gov.uk/index.jsp?articleid=30985">http://www.eastherts.gov.uk/index.jsp?articleid=30985</a>) .</p> <p>Scrutiny was also made aware that 17 councillors attended the Forever Active Come and Try event and several expressed an interest in serving as ‘physical activity champions’. We also have 17 councillors who are already Dementia Friends plus 2 members actively supporting Time Banking. Members agreed to work within their own ward communities to identify residents to become additional physical activity champions, dementia friends or “Time Bankers.”</p>
<b>JOINT</b>	
	<p><b>Economic Development: vision and action plan 2016/17 – 2019/20</b></p> <p>Supported by a 31 page document of supporting evidence, councillors were given the opportunity to scrutinise the council’s vision for its contribution to economic development in the district over the next four year period. The resulting plan is based around six key themes:</p> <ul style="list-style-type: none"> <li>• Business friendly council</li> <li>• Enabling entrepreneurs and business start ups</li> <li>• Supporting the rural economy</li> <li>• Vibrant town centres</li> <li>• Supporting the visitor economy</li> <li>• Lobbying for the right infrastructure</li> </ul> <p>These were seen to be relevant and realistic in the context of available funding and resources so were supported by scrutiny. After being approved by the Executive, a more detailed action plan was then brought to CBS to get their support for key milestones and targets.</p>



	<p><i>designed to help the public with this complex matter.</i></p> <p><i>The two task and finish groups currently running will make a significant contribution to decisions on the long term future of leisure facilities and on waste collection and street cleansing in East Herts.</i></p> <p><i>We continued to bring monitoring reports on progress/outcomes from reviews to the Chairmen and ViceChairmen meeting (3xyear).</i></p> <p><i>There were no significant articles in publications or web items promoting the work of scrutiny this year.</i></p>	 
<p><b>Continue to keep scrutiny members informed and offer opportunities to develop skills needed</b></p>	<p><i>Following the elections in May 2015, induction training and information was offered to all newly elected members assigned to scrutiny and refresher and update scrutiny training for all members was on-going. (See Section11 of this report)</i></p> <p><i>We continued to publish the scrutiny e-Newsletter every 6 months and made use of weekly bulletin (MIB) to update councillors on significant issues, developments and scrutiny events.</i></p> <p><i>Councillors were sent 'pre briefing' material where relevant to widen knowledge on the context and background to topics. Scrutiny Chairmen and ViceChairmen were offered briefing clinics before critical budget meetings.</i></p>	  
<p><b>Strengthen scrutiny of external public bodies and partners</b></p>	<p>During the year, scrutiny committees looked at the local work of the Community Voluntary Services for Broxbourne and East Herts (CVSBEH), Everyone Active (SLM) and the registered providers (housing associations).</p> <p>Scrutiny also had the opportunity to consider the issue of Rural Crime with a representative from the police.</p>	 

Councillors were asked to look at how well the scrutiny activity in East Herts matches up to the four principles of good practice set out by the Centre for Public Scrutiny (refer back to CfPS diagram on page 1 of this report). Their responses mirrored previous views: it will always be 'a work in progress' and there are improvements and new approaches to be tried out with every new topic.


Executive Members were also canvassed for feedback on the scrutiny process in 2015/16 and asked for specific areas to strengthen during 2016/17. The Leader (Cllr Linda Haysey) responded on their behalf and expressed thanks for the useful contributions scrutiny had made in the past year – and agreed that the coming year was the right time to review the scrutiny structure and process at East Herts to ensure it stays effective and in step with both the internal changes to the organisation and the challenges coming from external pressures.



## 9. What are our plans for 2016/17?

Councillors have asked that we carry forward some of the same objectives into next year and add one new one to strengthen scrutiny by:

What we want to do?	How might we do this? – an action plan for 2016/17
<p><b>Actively look for ways to improve the level of community and public involvement in scrutiny</b></p>	<p><i>Research and review how other (similar) authorities involve and engage the public in their scrutiny process.</i></p> <p><i>Continue to invite topic suggestions from residents and explore idea of getting issues raised through existing channels/agencies (including town/parish councils, youth councils, community groups, partnership meetings etc).</i></p> <p><i>Develop the use of social media in respect of scrutiny</i></p> <p><i>Set out ways in which councillors should use their community links to directly engage the public in scrutiny.</i></p>
<p><b>Strengthen and highlight use of evidence from independent or outside sources.</b></p>	<p><i>Evaluate the outcomes from the Residents' Survey (due to report to CBS on 31 May 2016) to see if there are any issues which need to be taken up by scrutiny.</i></p> <p><i>Use cost effective and timely ways of bringing external evidence into any review where relevant or requested: through</i></p> <ul style="list-style-type: none"> <li><i>• expert (external) witnesses – in person or in writing,</i></li> <li><i>• visits,</i></li> <li><i>• surveys/questionnaires,</i></li> <li><i>• published documents/research and good practice examples from other (similar) authorities.</i></li> </ul>
<p><b>Clearly identify the 'value added' which scrutiny can bring to a topic and ensure this is monitored and recognised</b></p>	<p><i>Scrutiny to make a closer link with the Executive forward plan when considering topics for review, and have greater involvement in the development of policies and proposals before they are too far advanced.</i></p> <p><i>Scrutiny reports to make the 'impact' of any recommendation(s) clearer - beyond detail listed in Essential Reference Paper A</i></p> <p><i>Continue to bring monitoring reports on progress/outcomes from reviews to the Chairmen and ViceChairmen meeting (3xyear).</i></p> <p><i>Identify outcomes which can be used in council publications and on social media platforms to illustrate the positive impact of scrutiny to raise awareness (not just in the Overview and Scrutiny Annual Report).</i></p>
<p><b>Strengthen scrutiny of external public bodies and partners</b></p>	<p><i>Where relevant, move from 'scrutiny of' to 'scrutiny with' partners when reviewing local services offered to residents.</i></p> <p><i>Identify opportunities (jointly with other councils where possible for efficiency) to scrutinise aspects of the East Herts Strategic Partnership, Hertfordshire Local Enterprise Partnership, Community Safety Partnership or any common issue.</i></p> <p><i>When invited, contribute (in person or in writing) to scrutiny reviews run by other authorities on issues which impact on this council's services and/or on East Herts residents.</i></p>
<p><b>Explore ways of</b></p>	<p><i>Scrutiny committee members to take up training opportunities (in-house training sessions, on-line activities, self-study workbooks,</i></p>

<p><b>strengthening, approaching and structuring scrutiny</b></p> 	<p><i>external events etc) when available in order to develop skills to make scrutiny more meaningful.</i></p> <p><i>Chairmen/ViceChairmen to take up the opportunity to visit (or observe on-line) scrutiny committee meetings in other authorities.</i></p> <p><i>Review the current scrutiny structure to see if it continues to meet the needs of East Herts in a changing environment for local government and make recommendations for changes to enable effective challenge.</i></p>
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## Work programmes

At the end of the year, councillors were asked to outline draft agendas for their 2016/17 meetings however all arrangements are subject to confirmation by the new committee members. At East Herts we look to have well programmed work plans for scrutiny to give partners and the public advance notice of topics - but there is always flexibility to review and amend them throughout the year as it is important to keep the work of scrutiny relevant and topical.

Topics in the draft work plans include:

<p><b>CBS has already agreed to</b></p>	<ul style="list-style-type: none"> <li>• Comments, Compliments and Complaints (3Cs) 2015/16</li> <li>• Residents' Survey – results and analysis</li> <li>• 'Eastern Plateau' funding for local businesses</li> <li>• Council Tax Support Scheme review</li> </ul>
<p><b>Env Scrutiny has already agreed to</b></p>	<ul style="list-style-type: none"> <li>• Report back from Waste and Street Cleansing Contract Task and Finish Group</li> <li>• Task and Finish Group: Review of Climate Change action plan</li> <li>• Progress and problems relating to Conservation Area management plans</li> </ul>
<p><b>Community Scrutiny has already agreed to</b></p>	<ul style="list-style-type: none"> <li>• Report back from Leisure Facilities Strategy Task and Finish Group</li> <li>• Hertford Theatre – end of financial year report</li> <li>• Community Grants – review of applications and allocations</li> <li>• Leisure Contract – year 8</li> </ul>
<p><b>Health and Wellbeing Scrutiny has agreed</b></p>	<ul style="list-style-type: none"> <li>• Progress and outcomes against HWB Strategy Action Plan</li> <li>• Dementia Friendly Homes</li> <li>• Rural Isolation</li> <li>• District Plan and implementation of health and wellbeing</li> </ul>

The most up to date versions of all the topics scheduled for each committee can be found under the papers published on the East Herts website (<http://online.eastherts.gov.uk/moderngov/mgListCommittees.aspx?bcr=1> will take you to the most recent 'Work Programme' report under each scrutiny meeting agenda).

The new 2016/17 scrutiny committee members will make the final decision as to which topics are added to their committee agenda or set up for more detailed review by a task and finish group.

Whatever is decided, all the work of the 2016/17 scrutiny committees will focus on helping to deliver the three new corporate priorities of East Herts Council. These are:

<b>Vision – To preserve the unique character of East Herts and ensure it remains one of the best places to live and work</b>	
<b>Priority and outcomes we want to see:</b>	
<b>Priority 1 – Improve the health and wellbeing of our communities</b>	Residents living active and healthy lives
	Support for our vulnerable families and individuals
	Communities engaged in local issues
<b>Priority 2 – Enhance the quality of people’s lives</b>	Attractive places
	Future development best meets the need of the district and its residents
<b>Priority 3 – Enable a flourishing local economy</b>	Support for our businesses and the local economy
	Vibrant town centres
	Working with others, to have achieved the right infrastructure for our businesses and communities

## 10. The evolving role of scrutiny



### Upgrade of a Panel to a full Scrutiny Committee.

Annual Council on 20 May 2015 agreed to establish a **Health and Wellbeing Scrutiny Committee** (replacing the previous Health and Wellbeing Panel) in recognition of the importance placed by the council on the health and wellbeing of its residents. The Scrutiny Committee's terms of reference can be found in the council's (updated) constitution.

To consider matters relating to health in East Herts, in particular to:

- scrutinise local public health issues and initiatives in the East Herts area;
- scrutinise partner actions to reduce health inequalities in the East Herts area;
- Community Wellbeing, Ageing Well initiative, Fuel Poverty, East Herts Wellbeing Fund, disabled facilities grants and Dementia Friendly Homes
- make recommendations to the Executive on health and wellbeing issues; and
- consider matters referred to it by the Executive



In November 2012, the landscape of policing underwent its biggest change since the creation of police authorities in 1964. This change was the creation of the post of directly elected Police and Crime Commissioner (PCC). In Hertfordshire the elected PCC is David Lloyd.

The Police Reform and Social Responsibility Act 2011, which brought in this change also created **Police and Crime Panels** (PCPs) – bodies made up of local elected councillors and independent members with the responsibility to **scrutinise and support** the work of the PCC. These Panels are not local government committees, but they are obliged to meet in public, to publish their agendas and minutes, and to fulfil certain key statutory responsibilities. During 2015/16, East Herts was represented on this scrutiny body by our CBS Chairman, Cllr Paul Phillips.



<http://www.hertspcp.org.uk/SitePages/Meetings.aspx>

In May 2016, David Lloyd was re-elected as Police and Crime Commissioner for Hertfordshire.

In June 2015, the CfPS published a report entitled **“The Change Game: How councils are using good governance as a way to navigate challenging times”**.

Councils across England and Wales have undergone major changes in the last couple of years. This is set to continue for the foreseeable future.

Some transformation of local government would have been inevitable even without the financial challenges facing councils. As demographics and society changes, residents’ needs are no longer the same.

Our understanding of how public services impact on outcomes has also improved. There is now a recognition that a whole system approach, which includes residents and communities, is needed to make a real difference to people’s lives.

The financial challenge has, however, been a powerful driver of change and has forced local authorities to consider how they can continue to meet residents’ needs in dramatically different ways.

Decisions taken during periods of major transformation often need to be taken quickly whilst still ensuring they are as robust as possible. Costs and benefits need to be analysed. Options need to be appraised and discarded, as appropriate. The needs of local people need to be collected, considered and taken into account. Alternative delivery models need to be designed and developed.

The report sets out that scrutiny has a key role to play:

- Scrutiny members should understand the rationale
- Scrutiny members should understand the change
- Scrutiny members should plan well, and stick to that plan
- Scrutiny members need to own the change
- Scrutiny members need to be prepared to change scrutiny

Both executive and non-executive councillors need to work together to make changes to the scrutiny function which will make it better able to engage constructively with plans to dramatically alter and improve the outcomes that local people can expect from the public services delivered to them.

In February 2016 they published a further document **“Social Return on Investment”** which is the first of three planned documents to help scrutiny understand and plan for major change.

The full reports are available on the CfPS website:



<http://www.cfps.org.uk/publications>



## 11. TRAINING

It is important for elected members to have the knowledge, understanding and skills to undertake their roles as both a ward councillor and as part of the council's decision making structure. The May 2015 elections returned 22 new councillors (out of 50), so we had to run an extensive induction programme during the start of the year.

However, councillors from East Herts were able to attend the following scrutiny related events during 2015/16:

Date	Scrutiny related event/session	Delivered by ...
May 2015	Induction to Scrutiny: Questioning Skills and Evaluating Evidence	Written guidance and workbooks
26-May-15	Data Protection Governance - role of CBS	Head of Service
04-Jun-15	(Advanced) Chairing Skills	External trainer
30-Jun-15	Developing the skills for scrutiny	External trainer
14-Jul-15	Where does Local Government Finance come from?	Director
25-Aug-15	Finance and Decision making - questions to ask when making the 'business case'	Head of Strategic Finance
06-Oct-15	Introduction to Local Government Finance	LGiU in London
20-Oct-15	Finance and Business Planning training	Director
12-Jan-16	Scrutiny - questioning skills and evaluating evidence: providing meaningful scrutiny in a single party authority	External Peer and trainer Local Gov Association
26-Jan-16	Procedural rules around debate: understanding the debating process in formal meetings to ensure clear decision making.	Head of Service
08-Feb-16	The Change Game: scrutiny and major change seminar	CfPS in London
08-Mar-16	Introduction to Local Government Finance	LGiU in London

Throughout the year, several members have also taken part in Member Support Groups (originally called Action Learning Sets). These were originally set up to support members in their Community Leadership and Engagement role but the questioning approach needed within the group has enhanced their confidence and skills within the scrutiny remit.

A continuing training programme will be needed to keep all councillors briefed on their developing role as described above in Section 10 and offer them the chance to strengthen their scrutiny skills.

Councillors have indicated an interest in some specific areas of scrutiny related training for the coming year:

- Advanced Chairing skills
- Scrutiny in a single party administration
- Questioning Skills

**12. AND FINALLY .....** a reminder that the scrutiny function is greatly enhanced by co-operative working between all parties – and that includes East Herts residents. All our committee meetings are open to the public and anyone can suggest a topic for scrutiny. Contact us directly or talk to your local district councillor and let us know what is concerning you.



Contact details for all our councillors are on the East Herts Council website <http://online.eastherts.gov.uk/moderngov/mgMemberIndex.aspx?bcr=1>

Introduce yourself and get to know more about how we can work together to keep East Herts a great place to live, work and study in.

If you want more information on scrutiny in general, this can be found on the Centre for Public Scrutiny main website on <http://www.cfps.org.uk/>

#### **Call-In:**

- Whenever a key decision is made by the Executive it is publicised and open to scrutiny for five working days before the decision takes effect. During that time, if four or more councillors object to the decision, it can be 'called-in' and heard by the most appropriate scrutiny committee. ***During 2015/16 there were no 'call-ins' at East Herts.***

#### **Councillor Call for Action (CCfA):**

- Under section 119 of the Local Government and Public Involvement in Health Act 2007, councillors may call for debate and discussion at committee, on a topic of neighbourhood concern. These powers are limited to an issue which affects a single council ward and can only be brought when all other attempts at resolution have been exhausted. ***Since the introduction of CCfA, councillors at East Herts have never had cause to bring forward such a case.***

Scrutiny does not make final decisions – it makes recommendations to the Executive (and some then go onto full Council). Residents and the press are welcome to attend all these meetings and our Executive and Council are also webcast live on the evening. Access to the webcast service is through the button on the ‘Quick Links’ tab on the home page of our website and from there you can also get to the archive of previous recordings (held for 12 months).

All scrutiny reports and plans themselves are also readily available on the website at <http://www.eastherts.gov.uk/index.jsp?articleid=11547>

**There will be a limited print run of this document.**

Greater use will be made of signposting interested parties, partners and residents to the Council’s website to access the Scrutiny Annual Report. This will minimise use of material resources, distribution costs and gain potential CO<sub>2</sub> efficiencies from on-line provision.

<http://www.eastherts.gov.uk/scrutinyannualreports>

If you do require a paper copy, there will be a limited number available at the reception desk at Wallfields in Hertford and at our Customer Service Centre in Charringtons House, Bishop’s Stortford – or contact the Scrutiny Officer on 01992 531612 : e-mail [scrutiny@eastherts.gov.uk](mailto:scrutiny@eastherts.gov.uk)

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