

# 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 29th July, 2015 at 7.15 pm, (or at the conclusion of the Extraordinary Council meeting whichever is later) for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

Dated this 16th day of July 2015

Jeff Hughes  
Head of Democratic and  
Legal Support Services

### **AGENDA**

1. Chairman's Announcements

*To receive any announcements.*

2. Minutes (Pages 9 - 20)

*To approve as a correct record and authorise the Chairman to sign the Minutes of the Annual Council meeting held on 20 May 2015.*

3. Declarations of Interest

*To receive any Members' declarations of interest.*

4. Petitions (Pages 21 - 24)

*To receive any petitions.*

5. Public Questions

*To receive any public questions.*

6. Members' questions

*To receive any Members' questions.*

7. Executive Report - 8 June 2015 (Pages 25 - 34)

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

- (A) Adoption of the Bishop's Stortford Neighbourhood Plan for Silverleys and Meads Wards

*Minute 47 refers*

- (B) Risk Management Strategy

*Minute 48 refers*

- (C) Delivery Study Update Report

*Minute 49 refers*

8. Executive Report - 7 July 2015 (Pages 35 - 40)

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

- (A) Tewin Conservation Area Appraisal and Management Plan

*Minute 118 refers*

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

9. Overview and Scrutiny Annual Report 2014-15 (Pages 41 - 78)

*To receive a report of the Scrutiny Chairmen 2014-15.*

10. Appointment of Chief Executive (Pages 79 - 96)

*To receive a report of the Leader of the Council.*

11. Councillor Apology (Pages 97 - 102)

*To receive a report of the Acting Monitoring Officer.*

12. Joint Meeting of Executive, Committees, etc: Minutes - 20 May 2015  
(Pages 103 - 106)

*Chairman: Councillor P Moore*

13. Corporate Business Scrutiny Committee: Minutes - 26 May 2015 (Pages 107 - 116)

*Chairman: Councillor P Phillips*

14. Development Management Committee: Minutes - 27 May 2015 (Pages 117 - 132)

*Chairman: Councillor P Ruffles*

15. Chief Officer Recruitment Committee: Minutes - 3 June 2015 (Pages 133 - 134)

*Chairman: Councillor L Haysey*

16. Environment Scrutiny Committee: Minutes - 9 June 2015 (Pages 135 - 146)

*Chairman: Councillor J Wyllie*

17. Development Management Committee: Minutes - 10 June 2015 (Pages 147 - 156)

*Chairman: Councillor D Andrews*

18. Community Scrutiny Committee: Minutes - 16 June 2015 (Pages 157 - 166)

*Chairman: Councillor Mrs D Hollebon*

19. Chief Officer Recruitment Committee: Minutes - 17 June 2015 (Pages 167 - 168)

*Chairman: Councillor L Haysey*

20. Health and Wellbeing Scrutiny Committee: Minutes - 23 June 2015 (Pages 169 - 178)

*Chairman: Councillor N Symonds*

21. Development Management Committee: Minutes - 24 June 2015 (Pages 179 - 196)

*Chairman: Councillor D Andrews*

22. Chief Officer Recruitment Committee: Minutes - 29 June 2015 (Pages 197 - 198)

*Chairman: Councillor L Haysey*

23. Human Resources Committee: Minutes - 8 July 2015 (Pages 199 - 208)

*Chairman: Councillor C Woodward*

24. Licensing Committee: Minutes - 9 July 2015 (Pages 209 - 214)

*Chairman: Councillor Mrs R Cheswright*

25. Corporate Business Scrutiny Committee: Minutes - 14 July 2015

*Chairman: Councillor P Phillips  
(to follow)*

26. Audit Committee: Minutes - 15 July 2015

*Chairman: Councillor W Mortimer  
(to follow)*

27. Development Management Committee: Minutes - 22 July 2015

*Chairman: Councillor D Andrews  
(to follow)*

28. 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.

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MINUTES OF THE ANNUAL MEETING OF  
COUNCIL HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
WEDNESDAY 20 MAY 2015, AT 7.00 PM

PRESENT:

Councillor P Moore (Chairman).  
Councillors D Abbott, D Andrews, A Alder,  
M Allen, P Ballam, R Brunton, K Brush,  
S Bull, J Cartwright, M Casey,  
Mrs R Cheswright, S Cousins, K Crofton,  
G Cutting, B Deering, I Devonshire, H Drake,  
M Freeman, 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,  
A McNeece, W Mortimer, D Oldridge,  
T Page, P Phillips, M Pope, S Reed,  
P Ruffles, S Rutland-Barsby, S Stainsby,  
R Standley, N Symonds, J Taylor, K Warnell,  
G Williamson, C Woodward and J Wyllie.

OFFICERS IN ATTENDANCE:

Simon Drinkwater	- Director of Neighbourhood Services
Jeff Hughes	- Head of Democratic and Legal Support Services
Martin Ibrahim	- Democratic Services Team Leader
George A Robertson	- Chief Executive and Director of Customer and Community Services
Adele Taylor	- Director of Finance and Support Services

## 1 CHAIRMAN'S ANNOUNCEMENTS

The Chairman (ex-Councillor R Beeching) opened the meeting by reminding Members that the meeting was being webcast live and that they should remain seated when speaking.

He congratulated all Members for their election success and, in respect of new Members, spoke of the learning curve in dealing with their responsibilities. He offered some advice to new Members based on his experience and wished the new Council well for the next four years.

The Chairman detailed some of the highlights of his year and advised that the various events held had raised over £15,000 for his chosen charities. He donated cheques to representatives of Macmillan Cancer Support and Isabel Hospice, after which, they thanked the Chairman and Members for their continued support.

The Chairman placed on record his appreciation to all Officers for their efficient and dedicated support to the Council. He also thanked Members for their support for the East Herts Community Chest. The Chairman spoke of the importance of service to the residents as the best way of being community leaders.

The Chairman thanked his wife for her continued support and presented her with a bouquet of flowers. He also thanked the Vice-Chairman, Councillor Moore, for her support throughout the year and presented her with a bouquet of flowers as well.

Councillor A Jackson, on behalf of Members past and present, congratulated the Chairman on his service, not only as Chairman, but also for his work on the Licensing Committee and as a ward councillor. He wished him well for the future.

The Vice-Chairman, Councillor P Moore, presented the Chairman his Past Chairman's badge and a bottle of port.

## 2 ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2015-16

It was moved by Councillor J Jones and seconded by Councillor N Symonds that Councillor P Moore be elected Chairman of the Council to hold office for the civic year 2015/16.

After being put to the meeting and a vote taken, Councillor P Moore was elected Chairman of the Council for the civic year 2015/16.

RESOLVED - that Councillor P Moore be elected Chairman of the Council and hold office for the civic year 2015/16.

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

## 3 APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR 2015/16

It was moved by Councillor G Cutting and seconded by Councillor P Kenealy that Councillor K Crofton be appointed Vice-Chairman of the Council to hold office for the civic year 2015/16.

After being put to the meeting and a vote taken, Councillor K Crofton was appointed Vice-Chairman of the Council for the civic year 2015/16.

RESOLVED - that Councillor K Crofton be appointed Vice-Chairman of the Council and hold office for the civic year 2015/16.

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

## 4 FURTHER CHAIRMAN'S ANNOUNCEMENTS

The Chairman (Councillor P Moore) thanked Members for

giving her the opportunity to represent the District Council for the coming year. She stated that her main focus would be to act as an ambassador for the area. In respect of her chosen charities, the Chairman said that her main focus would be on carers and their families. To this end, she had invited a young carer aged 12, called Katy, to address the Council.

Katy told Members about her life caring for her father who was suffering from dementia and the impact his illness had on the rest of her family. The Chairman thanked Katie and presented her with a bouquet of flowers.

Finally, the Chairman detailed the civic events she would be attending in the immediate future.

## 5 MINUTES

RESOLVED – that the Minutes of the Council meeting held on 4 March 2015, be approved as a correct record and signed by the Chairman.

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

The Head of Democratic and Legal Support Services submitted a report reviewing the Council's decision-making structure. He 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 50 Members had been formed and its nominations to the seats on committees were detailed in the report now submitted.

The Head of Democratic and Legal Support Services also advised that Council was required to appoint a Leader for the life of the Council and it would be the Leader's responsibility to determine the size of the Executive, portfolio arrangements and appointments. These were set out in the report now submitted.

The Leader thanked Members for her appointment and paid

tribute to Councillor Jackson for his 9 years of leadership which had been recognised nationally. She spoke of his significant contribution which had left East Herts in a very strong position.

Council approved the proposals as now detailed.

RESOLVED – that (A) the following Scrutiny Committees, Regulatory Committees, Joint Committee and Joint Member Panel 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	7
Development Control	12
Human Resources	7
Licensing	15
Standards	5
Chief Officer Recruitment	5
East Herts Council and Stevenage Borough Council Joint Revenues and Benefits Committee (3 from East Herts and 3 from Stevenage)	6

(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 'C' 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;

(C) Councillor L Haysey be appointed as Leader of the Council for the life of the Council;

(D) 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;

(E) the programme of Council meetings, as detailed at paragraph 5.1 of the report submitted, be approved;

(F) the Director of Finance and Support 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;

(G) the action to be taken by the Director of Finance and Support Services, in consultation with the Leader, under delegated authority, concerning the appointment of representatives to outside bodies, be noted;

(H) 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 (G) above; and

(I) the last Chairman of the Health of the Wellbeing Panel be authorised to sign as a correct record, the Minutes of the last Health and Wellbeing Panel meeting.

## 7 MEMBERS' QUESTIONS

### Question 1

Councillor P Phillips asked the Executive Member for Finance and Support Services, when he had settled into his new role, to supply him with a written response on whether East Herts Council would be bringing forward another planning application for development of a community centre on the hugely valued public open space next to Watermill Lane, Bengoe, following the withdrawal of a recent application.

In reply, the Executive Member for Finance and Support Services undertook to provide a written response.

### Question 2

Councillor H Drake asked the Leader of the Council to confirm this Council's commitment to the training and ongoing development of both new and returning councillors to be effective Members and Community Leaders.

In reply, the Leader referred to the number of new Members elected and recounted the hard work of the Member Development Group over the last few years. She referred to the Induction programme and urged all Members, returning and new, to attend as many of the events as possible, highlighting that all Members could learn from the programme. She believed that the full and varied programme would equip councillors with the necessary tools to ensure they made effective decisions. The development work would continue under the guidance of the Executive Member for Development Management and Council Support.

## 8 COMMUNITY SCRUTINY COMMITTEE: MINUTES - 10 MARCH 2015

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RESOLVED – that the Minutes of the Community Scrutiny Committee meeting held on 10 March 2015, be received.

9 DEVELOPMENT MANAGEMENT COMMITTEE: MINUTES -  
16 MARCH 2015

RESOLVED – that the Minutes of the Development Management Committee meeting held on 16 March 2015, be received.

10 CORPORATE BUSINESS SCRUTINY COMMITTEE:  
MINUTES - 17 MARCH 2015

RESOLVED – that the Minutes of the Corporate Business Scrutiny Committee meeting held on 17 March 2015, be received.

11 AUDIT COMMITTEE: MINUTES - 18 MARCH 2015

RESOLVED – that the Minutes of the Audit Committee meeting held on 18 March 2015, be received.

12 HUMAN RESOURCES COMMITTEE: MINUTES - 25 MARCH  
2015

Council noted that Councillor C Woodward had been omitted from the list of Members present at the meeting.

RESOLVED – that the Minutes of the Human Resources Committee meeting held on 25 March 2015, be received.

13 DEVELOPMENT MANAGEMENT COMMITTEE: MINUTES -  
25 MARCH 2015

RESOLVED – that the Minutes of the Development Management Committee meeting held on 25 March 2015, be received.

14 LICENSING COMMITTEE: MINUTES - 26 MARCH 2015

RESOLVED – that the Minutes of the Licensing Committee meeting held on 26 March 2015, be received.



## 15 REVIEW OF CONSTITUTION

The Monitoring Officer submitted a report reviewing the Council's Constitution and proposing various amendments.

The proposed amendments related to various sections as follows:

- Financial Regulations
- Procurement Regulations
- The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015

Other minor amendments related to legislative changes and the establishment of a new scrutiny committee earlier at this meeting (Minute 6 refers).

Council approved the amendments as now submitted.

RESOLVED – that (A) the revised Financial Regulations and the Procurement Regulations, as now submitted, be approved; and

(B) the other amendments to the Constitution set out in the report now submitted, be approved.

## 16 ARRANGEMENTS WITH REGARD TO THE POST OF CHIEF EXECUTIVE

Council considered a report setting out interim management arrangements following the impending retirement of the current Chief Executive and Director of Customer and Community Services. Council also considered proposed arrangements for dealing with the appointment of a Chief Executive and the appointment of Statutory Officers during the interim period.

The Monitoring Officer and Deputy Monitoring Officer left the chamber whilst this matter was considered.

The Executive Member for Ambassador and Shared Services paid tribute to George A Robertson and spoke of the excellent working relationship he had enjoyed with him as Leader of the Council. He thanked him for the cultural change he had led at the Council and wished him well in his retirement.

The Leader also thanked him for his work and referred to the enjoyment she had had working with him. The Chief Executive and Director of Cultural and Community Services thanked Members for their good wishes.

Council approved the proposals as now detailed.

RESOLVED – that (A) the current post of Chief Executive/Director of Customer and Community Services be deleted and a new post of Chief Executive be created;

(B) the Council proceed to the recruitment of a Chief Executive;

(C) the Director of Neighbourhood Services be appointed as acting Head of Paid Service until a permanent appointment is made;

(D) the Head of Democratic and Legal Support Services be appointed as acting Monitoring Officer until a permanent appointment is made; and

(E) a panel of the Council be appointed to consider and appoint the new position at (B) above.

## 17 MEMBER DEVELOPMENT AND TRAINING STRATEGY: 2015-19 AND PLEDGE

Council was invited to adopt the updated Member Development Training Strategy and to authorise the Leader of the Council to re-sign the Member Development Pledge.

Council approved the recommendations as now detailed.

RESOLVED – that the (A) updated East Herts Member Development Strategy appended to the report now submitted be adopted; and

(B) East Herts Member Development Pledge be endorsed and formally signed, on behalf of Members, by the Leader of the Council.

## 18 MOTION OF CENSURE

The Monitoring Officer submitted a report advising that the Standards Sub-Committee, at its hearing meeting held on 30 March 2015, had considered a report by the Investigating Officer which had concluded that Councillor W Ashley had breached the Authority's Code of Conduct in relation to the matters identified. The Standards Sub-Committee had decided that the then Member had failed to comply with the Code and decided that formal censure by motion was appropriate.

Councillor T Page questioned whether a precedent had been set by investigating an anonymous complaint and asked that this be looked into.

Council approved the censure motion as now detailed.

RESOLVED - that (former Councillor) William Ashley be censured for his conduct in respect of the matters detailed by the Investigating Officer in his report to the Standards Sub-Committee meeting of 30 March 2015.

The meeting closed at 8.17 pm

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

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## EAST HERTS COUNCIL

### COUNCIL – 29 JULY 2015

#### PETITION – CHANTRY AREA B7 RESIDENT PERMIT PARKING

Richard Owen, a resident of Chantry Road, Bishop's Stortford, has submitted a petition comprising 253 signatures in respect of the Chantry Area B7 resident permit parking. The petition reads:

*We the undersigned call upon East Herts Council to move the boundary of the parking bay at the Hadham Road end of Chantry Road to allow traffic to negotiate this junction more safely.*

A copy of Mr Owen's covering letter providing further detail is attached as **Essential Reference Paper 'A'**.

#### Note:

Members are reminded that the lead petitioner is permitted to address Council for up to three minutes. The relevant Executive Member will respond to the petition. There is no provision for any general debate by Members, however, local ward Members may comment if they wish.

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Chantry Road  
Bishop's Stortford  
Herts  
CM23 2SD

19 May 2015

Dear Sirs

**Chantry area B7 resident permit parking, Bishop's Stortford**

I enclose a petition calling on the Council to move the boundary of the parking bay at the Hadham Road end of Chantry Road to allow traffic to negotiate this junction more safely.

The petition has been signed by over 250 people who live in Chantry Road and the adjoining cul-de-sac. These other roads are Chantry Close, Carrigans, Canfield, Pleasant Road, the upper part of Thornfield Road, Grays Court and Steeple View. More than 80% of the addresses are represented. The petition has also been signed by a small number of others who are well aware of the difficulties caused by the parking at this end of the road, mainly because they visit the area to see family and friends. Comments made by residents about the junction approach near Hadham Road include it being dangerous, an accident waiting to happen, there isn't any room and references to near misses.

The petition refers to the safety aspect of the location. The volume of support given to it amply demonstrates the concern felt by those who know and use the section of road in question.

In correspondence I had in October and November 2014 with Mr Dominique Kingsbury, these points were discussed:

1. It was stated by the Council that all parties consulted when the scheme was being introduced had no concerns in respect of the proposed placement of this parking bay or with its proximity to Hadham Road junction. I did express concern about this aspect of the scheme in the initial consultation. I quote below the relevant part of my response in page 1258 of a questionnaire with closing date of 31 July 2012.

"Do you have any other comments about the introduction of residents' parking in your area?"

*"There is a hazard for drivers coming into Hadham Road from Chantry Road – not just because of a potential problem in wintry conditions as mentioned in our email of 5 June 2011. Drivers turning right into Chantry Road from the east end of Hadham Road often cut across the junction which makes it dangerous for vehicles coming down the hill since they have to be positioned in the middle of Chantry Road owing to cars parked in the first stretch of residents parking. Please reconsider our suggestion to extend the junction protection."*

You will see that I first mentioned this in June 2011. A few people signing the petition have told me that they raised a similar point either in the initial consultation or subsequently.

2. I was told by the Council that the double yellow lines in situ at this junction are of sufficient length and extend beyond minimum requirements, thereby creating space for three vehicles to queue if necessary. It is stretching my imagination, and that of other residents to whom I have mentioned this assertion, to envisage three vehicles queuing in the length marked by the double yellow lines at this junction. I have measured it in a rather crude fashion by pacing the distance and I make it about 13 metres. My medium size hatchback is 4.595 metres long so with a reasonable allowance for manoeuvring space perhaps one vehicle would be a realistic answer. A second vehicle approaching down the hill is often to be seen partly across the white line marking the middle of the road.

3. It was put to me that motorists driving from Chantry Road towards Hadham Road have the flexibility of queuing in spaces that are available in the resident permit parking bay on the basis that the parking bay is under occupied the majority of time and the double yellow lines at the junction provide further options for drivers. The upper section of the bay is generally under occupied but the lower section is not and this is what gives rise to the hazard. In October, November and December last year I carried out some research to ascertain how often the end space in the bay is parked. I attach a table of my findings which show that the end space was parked in 96 out of a 100 random observations.

In the light of these comments and the petition please would the Council reconsider the extent of the marked parking bay at the Hadham Road end of Chantry Road and move it as requested. Some signatories would like to see the boundary at the point where the previous single yellow line finished near no. 10 Chantry Road. As you will be aware, Thornfield Road which is nearby, and is a cul-de-sac with far fewer houses, has a similar layout with an 8.00am to 6.00pm parking restriction, thus providing adequate space for traffic movements. There is a good case for Chantry Road having the same.

I am copying this letter to Councillor Phillips, Hertford (Bengeo), to Councillors Abbot and Warnell, Bishop's Stortford (Meads) and to the Chantry Community Association.

Yours faithfully

**Richard Owen**

Enc.

Head of Democratic and Legal Support Services  
East Hertfordshire District Council  
Council Offices  
Wallfields  
Pegs Lane  
Hertford  
Hertfordshire  
SG13 8EQ



MINUTES OF A MEETING OF THE  
EXECUTIVE HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
MONDAY 8 JUNE 2015, AT 7.00 PM

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

ALSO PRESENT:

Councillors D Andrews, M Casey,  
Mrs R Cheswright, I Devonshire, M Freeman,  
J Goodeve, J Jones, P Kenealy, P Moore,  
D Oldridge, M Pope, P Ruffles, S Stainsby  
and M Stevenson.

OFFICERS IN ATTENDANCE:

Simon Drinkwater	- Director of Neighbourhood Services
Philip Gregory	- Head of Strategic Finance
Martin Ibrahim	- Democratic Services Team Leader
Henry Lewis	- Head of Customer Services and Business Improvement
Adele Taylor	- Director of Finance and Support Services
Ben Wood	- Head of Business Development

47 **ADOPTION OF THE BISHOP'S STORTFORD  
NEIGHBOURHOOD PLAN FOR SILVERLEYS AND MEADS  
WARDS**

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The Leader of the Council submitted a report advising the Executive of the outcome of the referendum on the Bishop's Stortford Neighbourhood Plan for Silverleys and Meads wards. She invited the Executive Member for Economic Development, who had chaired the neighbourhood planning team, to update Members.

The Executive Member referred to the referendum result as detailed in the report submitted, and stated that, following the overwhelming vote in favour, the Council could now adopt the Plan formally, as part of the Development Plan for East Herts.

The Executive supported the recommendation as now detailed.

**RECOMMENDED** – that the Bishop's Stortford Neighbourhood Plan for Silverleys and Meads Wards, as detailed at Essential Reference Paper 'B' to the report submitted, be formally 'made' and used as part of the Development Plan.

48 **RISK MANAGEMENT STRATEGY**

The Executive Member for Finance and Support Services submitted a report reviewing the Council's Risk Management Strategy. The Strategy had been reviewed by the Audit Committee, at its meeting held on 18 March 2015, and some minor amendments had been proposed. These were set out in the report now submitted.

The Executive supported the updated Strategy as now detailed.

**RECOMMENDED** – that (A) the comments of Audit Committee be received; and

**(B) the updated Risk Management Strategy be approved.**

**49 DELIVERY STUDY UPDATE REPORT**

**The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 19 March 2015, on the Delivery Study Update.**

**RECOMMENDED – that the Update Report, including the slow progress with Local Plans across England, and the risks of proceeding without sufficient evidence to meet the requirements of the National Planning Policy Framework and Planning Practice Guidance, be noted.**

**(see also Minute 60)**

**50 APOLOGIES**

An apology for absence was submitted on behalf of Councillor Jackson.

**51 LEADER'S ANNOUNCEMENTS**

The Leader welcomed new Members to the meeting and reminded them and the public that the meeting was being webcast.

**52 MINUTES**

**RESOLVED – that the Minutes of the Executive meeting held on 3 March 2015 be approved as correct record and signed by the Leader.**

**53 ISSUES ARISING FROM SCRUTINY**

The Executive received a report detailing those issues referred to it by the Scrutiny Committees, which were noted.

Issues relating to specific reports for the Executive were considered and detailed at the relevant report of the Executive Member.

RESOLVED – that the report be received.

54 BRAUGHING PARISH NEIGHBOURHOOD AREA  
DESIGNATION

The Leader submitted a report regarding an application for the designation of a Neighbourhood Area by Braughing Parish. She stated that this was the first stage in the local parish designation process.

The Executive supported the application, as now detailed.

RESOLVED – that the application for the designation of a Neighbourhood Area, submitted by Braughing Parish Council, be supported.

55 STANDON PARISH NEIGHBOURHOOD AREA  
DESIGNATION

The Leader submitted a report regarding an application for the designation of a Neighbourhood Area by Standon Parish. She stated that this was the first stage in the local parish designation process.

The Executive supported the application, as now detailed.

RESOLVED – that the application for the designation of a Neighbourhood Area, submitted by Standon Parish Council, be supported.

56 THE USE AND IMPLEMENTATION OF THE ANTI SOCIAL  
BEHAVIOUR, CRIME AND POLICING ACT 2014 IN EAST  
HERTS

The Executive Member for Environment and the Public Space submitted a report advising that the new Anti-Social Behaviour (ASB) Crime and Policing Act had come into effect. The Act

had introduced new powers in regards to ASB, dangerous dogs, forced marriage, sexual harm and illegal firearms used by gangs and in organised crime. It also included changes to improve the provision of services to victims and witnesses.

The Executive Member advised on how the powers had already been used in East Herts and made recommendations on how they could be used in future to ensure the best use of resources and outcomes.

The Executive noted that Community Scrutiny Committee, at its meeting held on 10 March 2015, had supported the proposed recommendations.

The Executive approved the proposals now detailed.

RESOLVED - that (A) authority for setting Fixed Penalty Notice (FPN) fee rates be delegated to the Director of Neighbourhood Services in consultation with the Executive Member for Environment and the Public Space;

(B) to avoid duplication, records of use of these powers be kept by the Anti-Social Behaviour (ASB) Officer; and

(C) East Herts District Council lead on Closure Notices and Orders for Housing Association properties.

## 57 TUDOR WAY CAPITAL ASSET TRANSFER

The Executive Member for Health and Wellbeing submitted a report seeking approval to release a capital asset at Tudor Way, Hertford, for the provision of affordable homes to be delivered by Riversmead/Network Housing Associations.

The Leader advised Members that Essential Reference Paper 'B' of the report submitted, included exempt information as defined by paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972. She expressed her wish to consider the matter in the public arena as far as possible. However, if

Members wished to ask detailed questions relating to this document, the meeting could exclude the press and public.

The Executive Member detailed the current property situation and suggested that the proposed disposal was the best course of action available to the Council, in view of the affordable housing that would be provided within the new development. He clarified that the Council would have nomination rights in perpetuity.

The Executive approved the proposals now detailed.

RESOLVED - that (A) the Council agree to the transfer for £1 to Riversmead/Network Housing Associations the capital asset identified at Tudor Way, Hertford in exchange for nomination rights to lettings in perpetuity; and

(B) the Council agree to the transfer in (A) above on the condition that the new affordable dwellings on Tudor Way have a mix of tenure of rental and shared ownership family dwellings.

## 58 EAST HERTS IT STRATEGY

The Executive Member for Finance and Support Services submitted a report proposing an ICT Strategy for 2015-18. The proposals had been considered and supported by the Corporate Business Scrutiny Committee, at its meeting held on 17 March 2015.

The East Herts ICT Strategy for 2015-2018, as detailed in Essential Reference Paper 'B' of the report submitted, reflected the work of the new Shared Service covering ICT and Print and Graphic Design Services, which had been established in August 2013. During the first eighteen months of operation, the ICT Service had implemented a range of new systems and services that were urgently required by the Council. ICT Service Managers had also talked at length to managers and staff across the Council to understand how ICT could support the Council's key priorities for the future. The

Executive Member acknowledged the input of Councillor P Phillips in this work during his time as the ICT portfolio holder.

The Executive approved the recommendation as now detailed.

RESOLVED - that the Council's ICT Strategy as detailed in Essential Reference Paper 'B' of the report submitted, be approved.

59 GENERAL FUND REVENUE AND CAPITAL OUTTURN  
2014-15

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The Executive Member for Finance and Support Services submitted a report advising the Executive on the General Fund Revenue Outturn for 2014/15, which included explanations for the significant variances against the approved budget. He also advised Members of the financing arrangements for the 2014/15 Capital Outturn and the planned financing of the updated 2015/16 capital budget allowing for the approved slippage from 2014/15.

The Director of Finance and Support Services reminded Members that the final outturn was subject to external audit and the final audited accounts would be presented for approval to the Audit Committee in September 2015.

The Executive approved the proposals as now detailed.

RESOLVED - that (A) the General Fund Revenue Outturn as set out in paragraph 2.2 for 2014/15 be noted;

(B) the future use of the New Homes Bonus Priority Fund budget as set out in paragraph 2.7 and Essential Reference Paper 'D' be agreed;

(C) the transfer of the underspend in Contingency budget for 2014/15 to the Transformation Reserve as set out in paragraph 2.8 be agreed;

(D) the level of Reserve Balances at 31 March 2015 as set out within the report be noted;

(E) the Capital outturn for 2014/15 as set out in paragraph 4.2 be noted;

(F) capital slippage as set out in paragraph 4.3 be approved; and

(G) the Capital Programme for 2015/16 to 2017/18 as set out in paragraph 4.6 be noted.

60 DISTRICT PLANNING EXECUTIVE PANEL: MINUTES - 19 MARCH 2015

RESOLVED – that the Minutes of the District Planning Executive Panel held on 19 March 2015 be received.

(See also Minutes 49 and 61 – 62)

61 DRAFT APPENDIX TO THE DISTRICT PLAN CONCERNING VEHICLE PARKING STANDARDS

The Executive considered and approved the recommendations of the District Planning Executive Panel meeting held on 19 March 2015, on the Draft Appendix to the District Plan Concerning Vehicle Parking Standards.

RESOLVED - that (A) the draft District Plan Appendix concerning Vehicle Parking Standards be noted, with a decision on its final content being deferred and considered alongside the rest of the District Plan; and

(B) a replacement Supplementary Planning Document on Vehicle Parking be prepared alongside the District Plan which will include updated guidance on design issues.

(see also Minute 60)



62 DRAFT DISTRICT PLAN CHAPTERS 15 AND 16:  
RESPONSE TO ISSUES RAISED DURING PREFERRED  
OPTIONS CONSULTATION AND DRAFT REVISED  
CHAPTERS

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The Executive considered and approved the recommendations of the District Planning Executive Panel meeting held on 19 March 2015, on the Draft District Plan Chapters 15 and 16: Response to Issues Raised During Preferred Options Consultation and Draft Revised Chapters.

RESOLVED – that (A) the issues raised in respect of Chapters 15 and 16 of the Draft District Plan Preferred Options, as detailed at Essential Reference Papers B and C to the report submitted, be received;

(B) the Officer response to the issues referred to in (A) above, as detailed in Essential Reference Papers B and C to the report submitted, be noted; and

(C) the draft revised chapters, as detailed in Essential Reference Papers B and C to the report submitted, be noted, with decision on their final content being deferred to allow consideration of further technical work and other issues.

(see also Minute 60)

63 PERFORMANCE INDICATOR OUTTURNS 2014/15

The Leader of the Council submitted a report setting out the performance indicators outturns for 2014/15, which would be published in the Annual Report. The Corporate Business Scrutiny Committee, at its meeting held on 26 May 2015, had received and noted the outturns.

In response to concerns expressed by Councillor Mrs R Cheswright on EHPI 155 (number of affordable homes delivered) being off target, the Leader commented that she expected performance to improve significantly this year.

The Executive noted the outturns.

RESOLVED - that the outturns for 2014/15 as detailed at Essential Reference Paper 'B' of the report submitted and the analysis in section three of the report, be noted.

The meeting closed at 7.32 pm

Chairman .....

Date .....

MINUTES OF A MEETING OF THE  
EXECUTIVE HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
TUESDAY 7 JULY 2015, AT 7.00 PM

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

ALSO PRESENT:

Councillors J Goodeve, M McMullen,  
M Pope, S Reed, P Ruffles, M Stevenson  
and N Symonds.

OFFICERS IN ATTENDANCE:

Simon Drinkwater	- Director of Neighbourhood Services
Louise Harris	- Housing Strategy and Development Manager
Martin Ibrahim	- Democratic Services Team Leader

118 **TEWIN CONSERVATION AREA APPRAISAL AND  
MANAGEMENT PLAN (1)**

**The Deputy Leader and Executive Member for Development Management and Council Support submitted a report on the Tewin Conservation Area Appraisal following public consultation. She detailed the outcome of the public consultation in the report now submitted and advised that some comments had been taken on board.**

**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.

The Deputy Leader and Executive Member for Development Management and Council Support also detailed progress on the overall programme of Area Appraisals and advised that further details would be provided in an email link.

The Leader, speaking as the local Member, thanked Officers for taking on board the comments of residents in the consultation process.

The Executive supported the recommendations as now detailed.

**RECOMMENDED** – that (A) the responses to the public consultations be noted and the Officer responses and proposed changes to the Tewin Conservation Area Appraisal be approved; and

(B) the Tewin Conservation Area Appraisal be adopted.

(see also Minute 125)

119 APOLOGIES

An apology for absence was submitted on behalf of Councillor G Jones.

120 LEADER'S ANNOUNCEMENTS

The Leader advised that the item on Joint Working with North Herts Council on Waste and Street Cleansing contained an Essential Reference Paper 'B' comprising exempt information

as defined by paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972. Therefore, this would be considered as the last item of the agenda, in case it would be necessary to exclude the press and public.

121 MINUTES

RESOLVED – that the Minutes of the Executive meeting held on 8 June 2015 be approved as correct record and signed by the Leader.

122 ISSUES ARISING FROM SCRUTINY

The Executive received a report detailing those issues referred to it by the Scrutiny Committees, which were noted. Issues relating to specific reports for the Executive were considered and detailed at the relevant report of the Executive Member.

RESOLVED – that the report be received.

123 JOINT WORKING WITH NORTH HERTS COUNCIL ON WASTE AND STREET CLEANSING

The Executive considered a joint report of the Executive Member and Ambassador for Shared Services and Executive Member for Environment and the Public Space on a proposal to develop an outline business case for a shared Waste and Street Cleansing Service with North Herts District Council (NHDC).

The Executive recalled that in December 2014, it had agreed in tandem with the NHDC Cabinet, that both Authorities undertake jointly, a project to consider whether there were benefits in developing a joint contract and shared service for waste collection and street cleansing services. This had resulted in the strategic outline case, which was set out at Essential Reference Paper 'B' of the report submitted. The Leader reminded Members that this contained exempt information and expressed her wish to consider the matter in the public arena as far as possible. However, if Members

wished to ask detailed questions relating to this document, the meeting could exclude the press and public.

The Executive Member and Ambassador for Shared Services referred to the strategic driver for the project in that both Councils were likely to have increasing financial pressures on their budgets in future years. Therefore, new ways of working needed to be explored to determine what improvements and efficiencies could be achieved. He explained that the existing contracts for both Councils terminated on the same day in May 2018, which would allow for a joint contract, if this was the preferred way forward.

In response to questions and comments from Members, the Executive Member and Ambassador for Shared Services stated that he expected to see savings achieved on both contractor and client management sides. Further details would become clearer as the outline business case was developed.

The Leader referred to the Environment Scrutiny Committee's support for the recommendation at its meeting held on 9 June 2015.

The Executive approved the proposal as now detailed,

RESOLVED - that the Council proceed to the next stage, to develop an Outline Business Case for a Shared Waste and Street Cleansing Service with North Herts District Council (NHDC).

## 124 SHARED OWNERSHIP LOCAL PRIORITIES CASCADE

The Executive Member for Health and Wellbeing submitted a report proposing amendments to the Council's Shared Ownership Local Priorities Cascade. These changes were proposed to align the Cascade with the Council's Allocations Policy, to ensure that those with a local connection and housing need were prioritised at point of sale.

The Community Scrutiny Committee, at its meeting held on 16

June 2015, had supported the proposed changes. The Executive Member suggested that the changes, if approved, be implemented from 1 September 2015, which would allow time for marketing materials to be prepared.

In response to Members' questions, the Executive Member and the Housing Strategy and Development Manager confirmed that the proposed changes would result in more flexibility and give more priority to local people with an East Herts connection.

The Executive approved the changes now detailed.

RESOLVED - That (A) the comments and recommendations of Community Scrutiny Committee be received; and

(B) the revised Shared Ownership Local Priorities Cascade, to be implemented on 1 September 2015, be agreed.

125 TEWIN CONSERVATION AREA APPRAISAL AND  
MANAGEMENT PLAN (2)

The Deputy Leader and Executive Member for Development Management and Council Support submitted a report on the Tewin Conservation Area Appraisal following public consultation.

RESOLVED - that authority be delegated to the Head of Planning and Building Control, in consultation with the Deputy Leader and Executive Member for Development Management and Council Support, to make any further minor and consequential changes to the Appraisal which may be necessary.

(see also Minute 118)

The meeting closed at 7.21 pm

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## EAST HERTS COUNCIL

COUNCIL – 29 JULY 2015

REPORT BY CHAIRMEN OF SCRUTINY COMMITTEES for 2014/15

OVERVIEW AND SCRUTINY ANNUAL REPORT 2014/15

WARD(S) AFFECTED: All

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

- This cover report is to introduce the Overview and Scrutiny Annual Report 2014/15 on behalf of the Chairmen of Scrutiny Committees for that year.

<b><u>RECOMMENDATION FOR COUNCIL: that:</u></b>	
<b>(A)</b>	<b>the Annual Report on the work of the East Herts Scrutiny Committees (and Health and Wellbeing Panel) during 2014/15 be received and approved for publication.</b>

#### 1.0 Background

- 1.1 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 2014/15 (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 2014/15 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 minutes of all the scrutiny (and HWP) meetings held during 2014/15 – these are available via the council's website.

### Contact Members:

Councillor Diane Hollebon: Chairman 2014/15, Community Scrutiny  
[diane.hollebon@eastherts.gov.uk](mailto:diane.hollebon@eastherts.gov.uk)

Councillor Gary Jones: Chairman 2014/15, Corporate Business Scrutiny  
[gary.jones@eastherts.gov.uk](mailto:gary.jones@eastherts.gov.uk)

Councillor Mark Pope: Chairman 2014/15, Environment Scrutiny  
[mark.pope@eastherts.gov.uk](mailto:mark.pope@eastherts.gov.uk)

Councillor Norma Symonds: Chairman 2014/15, Health and Wellbeing Panel  
[norma.symonds@eastherts.gov.uk](mailto:norma.symonds@eastherts.gov.uk)

Contact Officer: Jeff Hughes: Head of Democratic and Legal Support Services – Extn 2170, [jeff.hughes@eastherts.gov.uk](mailto:jeff.hughes@eastherts.gov.uk)

Report Author: Marian Langley, Scrutiny Officer – Extn 1612,  
[marian.langley@eastherts.gov.uk](mailto:marian.langley@eastherts.gov.uk)

## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

<p>Contribution to the Council's Corporate Priorities/ Objectives</p> <p>(2015/16 wording)</p>	<p><b>People – Fair and accessible services for those that use them and opportunities for everyone to contribute.</b></p> <p>This priority focuses on enhance the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable.</p> <p><b>Place – Safe and Clean.</b></p> <p>This priority focuses on the standards of the built environment and our neighbourhoods and ensuring our towns and villages are safe and clean.</p> <p><b>Prosperity – Improving the economic and social opportunities available to our communities</b></p> <p>This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities.</p> <p>Effective use of the scrutiny process contributes to the Council's ability to meet one or more of its corporate objectives.</p>
<p>Consultation:</p>	<p>The Annual Report has been drafted following consultation with all scrutiny Chairmen and the Chairman of HWP.</p> <p>All members of scrutiny committees and HWP 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 2014/15 scrutiny activity. CMT have seen and approved the final draft of the Overview and Scrutiny Annual Report on 28 April 2015. 2014/15 Committee Chairmen have seen and approved the final version of the Annual Report by email and the 2015/16 Scrutiny Chairmen have also agreed it at their meeting on 28 May 2015.</p>
<p>Legal:</p>	<p>The Council's constitution states in Part 2 at paragraph 6.3 (d) that - "Scrutiny committees must report annually</p>

	to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.”
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> efficiencies from on-line provision.</p>
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 Panel (2014/15) 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 2014-15**



## Contents

	Page
Scrutiny – what is it?	3
How do we organise Scrutiny at East Herts	4
Looking Back .....	7
Looking Forward .....	14
Looking Out .....	19
Evaluating Overview And Scrutiny	23
Plans for 2015/16	25
Evolving Role of Scrutiny	28
Training	30
... and finally	32

## 1. SCRUTINY – what is it?

Scrutiny is designed to provide an open and transparent forum 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 debate, 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 29 councillors have served on the scrutiny committees and Health Engagement Panel during 2014/15.


This annual report gives an overview of their key activities (it does not attempt to list every discussion or decision) and sets out the hopes and plans we have for the coming year.





## 2. HOW DO WE ORGANISE SCRUTINY AT EAST HERTS.

During 2014/15, scrutiny was supported by two officers working 0.8 FTE between them on this duty. The Scrutiny Officers' role is to provide project management support to the Scrutiny Committees 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 has three '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											
 <p>Chairman: Councillor Gary Jones</p>	Membership: Councillors											
	<table> <tr> <td>S Bull</td><td>G Williamson (vice chair)</td></tr> <tr> <td>J Mayes</td><td>J Wing</td></tr> <tr> <td>W Mortimer</td><td>J Wyllie</td></tr> <tr> <td>T Page</td><td>G Cutting (sub)</td></tr> <tr> <td>M Pope</td><td>C Rowley (sub)</td></tr> <tr> <td>J Ranger</td><td>M Wood (sub)</td></tr> </table>	S Bull	G Williamson (vice chair)	J Mayes	J Wing	W Mortimer	J Wyllie	T Page	G Cutting (sub)	M Pope	C Rowley (sub)	J Ranger
S Bull	G Williamson (vice chair)											
J Mayes	J Wing											
W Mortimer	J Wyllie											
T Page	G Cutting (sub)											
M Pope	C Rowley (sub)											
J Ranger	M Wood (sub)											

<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											
 <p>Chairman: Councillor Mark Pope</p>	Membership: Councillors											
	<table> <tr> <td>D Abbott</td><td>G Williamson</td></tr> <tr> <td>W Ashley</td><td>C Woodward</td></tr> <tr> <td>P Ballam</td><td>B Wrangles</td></tr> <tr> <td>E Buckmaster</td><td></td></tr> <tr> <td>A Dearman</td><td>R Beeching (sub)</td></tr> <tr> <td>C Rowley (vice chair)</td><td>M Newman (sub)</td></tr> </table>	D Abbott	G Williamson	W Ashley	C Woodward	P Ballam	B Wrangles	E Buckmaster		A Dearman	R Beeching (sub)	C Rowley (vice chair)
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P Ballam	B Wrangles											
E Buckmaster												
A Dearman	R Beeching (sub)											
C Rowley (vice chair)	M Newman (sub)											

<b>Community Scrutiny: meets 4 times per year</b>														
They focus on .....	Community Safety and Protection													
	Community Development, Leisure & Culture													
	Health and Housing													
	Ageing Well agenda													
 Chairman: Councillor Diane Hollebon	Membership: Councillors													
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N Symonds	C Rowley (sub)													
	J Wing (sub)													

During the year, two **Joint Scrutiny** sessions are held to allow members from all the committees to come together to discuss significant budgetary and cross-cutting issues. It is cost effective and more time efficient to hold a single meeting rather than three separate ones.

.....an important 'standing' panel operating under Community Scrutiny Committee:

<b>Health and Wellbeing Panel: meets 4 times per year</b>								
This Panel has an outward-facing focus and works closely with local partners across the health, public health and wellbeing agenda .....	Our Public Health strategy and action plan							
	Relationships and partnership working with health and social care agencies important to the district including: <ul style="list-style-type: none"> <li>• Local hospitals and NHS trusts</li> <li>• The new Clinical Commissioning Groups of GPs</li> <li>• Hertfordshire County Council Health and Community Services</li> <li>• The Director of Public Health and our local public health agencies</li> <li>• Hertfordshire Health and Wellbeing Board</li> <li>• Voluntary and third sector organisations</li> </ul>							
 Chairman: Councillor Norma Symonds	Membership: Councillors							
	<table> <tr> <td>D Andrews</td><td>P Moore</td></tr> <tr> <td>P Ballam</td><td></td></tr> <tr> <td>R Beeching</td><td>J Jones (sub)</td></tr> <tr> <td>E Buckmaster (vice chair)</td><td>M Newman (sub)</td></tr> </table>	D Andrews	P Moore	P Ballam		R Beeching	J Jones (sub)	E Buckmaster (vice chair)
D Andrews	P Moore							
P Ballam								
R Beeching	J Jones (sub)							
E Buckmaster (vice chair)	M Newman (sub)							

### 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 things which allow us to reduce risk (for residents and the council), which might incur significant costs or which could bring substantial savings to the council....and during 2014/15 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. Currently we are working with **PEOPLE, PLACE and PROSPERITY** as our three priorities. For more details, you can go to <http://www.eastherts.gov.uk/index.jsp?articleid=11550>

### 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

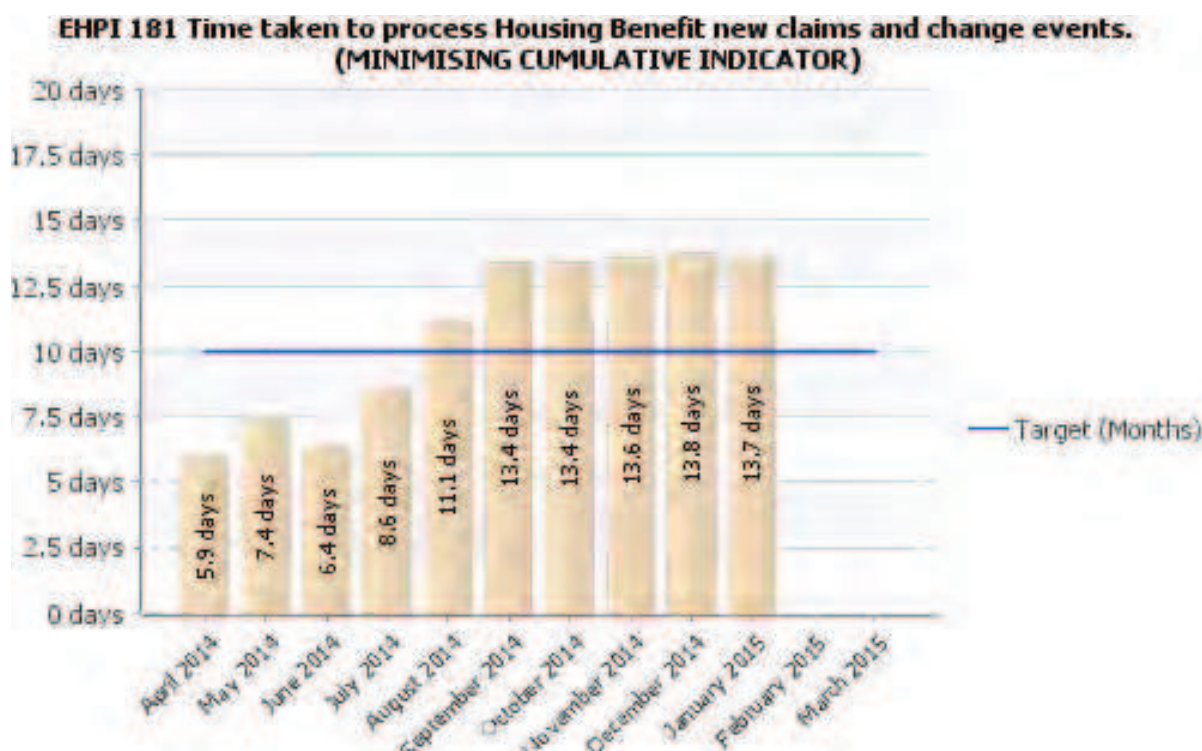
<http://www.eastherts.gov.uk/scrutinyfeedback>

## 5. LOOKING BACK:

Scrutiny forms part of a continuous process of seeking to improve or maintain quality and standards of service delivery for our residents. There is no point setting up something new or changing the way we do things without going back to check that the new ideas or projects 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. At every scrutiny meeting (alternate meetings for CBS), councillors receive a report showing how well the services are performing against target levels. The report is known as a 'Healthcheck' for good reasons – 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.
- One example from the Community Scrutiny spring 2015 meeting is copied below. It relates to the average time taken to process Housing Benefit new claims and change events.



- The chart shows a growing trend to a longer process time moving above the target of 10 days. Elected members and the authority do not want to keep residents waiting any longer than necessary, so a reason for the increase and a solution is what scrutiny wants to hear.

- In this case there has been a considerable increase in complexity of caseload. For example, many more people are now working on a 'zero hours' contract which means they have to notify the Housing Benefit team of a 'change in circumstances' every week/month as their income varies – however small that change is. The team then have to process every notification from every individual - contributing to an increased volume of work.
- Scrutiny were assured that additional resources had already been approved in order to cope with the workload however skilled Revenues and Benefits staff are in demand right across the country and it takes time to recruit to these specialist posts. At the time of the spring report, scrutiny was made aware that the team was running with 5.8 full-time equivalent vacancies.
- With a great deal of hard work by the existing team, some temporary staff and the new recruits as they joined us, Members were very pleased to hear at a later scrutiny meeting in mid-March that the average process time had already recovered to 10.28 days (from the 13.7 days shown on the chart).
- 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.
- As all the 'Healthcheck' 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. Just click onto East Herts website <http://online.eastherts.gov.uk/moderngov/mgListCommittees.aspx?bcr=1>



### **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 that fall under their remit – with another report coming to them at year end.
- One mid year report which came to Environment Scrutiny in November 2014 began by stating:  
*In total, there are 32 actions in the 2014/15 Service Plans relevant to Environment Scrutiny Committee, of which:*
  - 16% (5) have already been achieved
  - 53% (17) are on target
  - 22% (7) have had their completion dates revised
  - 06% (2) have been suspended
  - 03% (1) has been deleted as the action is no longer appropriate
- A good start – but scrutiny is more interested in the 10 projects which have not gone fully to plan as these might lead to problems further down the line. Each hold up 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 which 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.



## What else did scrutiny look back over and review during 2014/15?


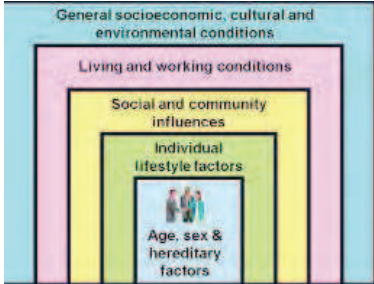
CBS	
	<p><b>Corporate Annual Report 2013/14.</b></p> <p>As with any large organisation, East Herts publishes an annual report every year. This document covers the council's key achievements over the previous financial year for each of the corporate priorities, provides an overview of the council's financial 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. As this document is available to residents, Members commented that there were a couple of places where the statistical information was not as clear as it might be. Changes were made for the final version around data relating to population figures and modes of travel (as reported through the recently published 2011 census returns).</p>
	<p><b>Comments! Compliments! Complaints! 2013/14</b></p> <p>To put things in perspective, this Council receives over half a million phone calls 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 the total number of complaints between April 2013 and March 2014 had increased slightly to 84 against 69 for the previous year. During the same period, the council received 116 compliments. Members were content to see the corrective action taken in the 18 cases which were upheld at Stage 1 review and no pattern indicating an underlying problem was evident. Every year some residents choose to escalate their case up to the Local Government Ombudsman and during the 2013/14 period, 6 cases were adjudicated on at this level. As in previous years, no cases of maladministration were identified.</p>
	<p><b>Data Protection one-year action plan – progress and closure report.</b></p> <p>In their Data Protection Governance role, CBS Members considered the final report on the action plan for the council's data protection compliance programme. The progress on integrating data protection into staff training, service delivery and review of IT processes were felt to be robust. The majority of the discussion centred on the Councillors' role in handling sensitive material sent to them by residents, how to store data securely and the importance of safe disposal of information. The scheme of registering with the ICO as an individual 'data controller' was also re-emphasised to Members.</p>
	<p><b>East Herts Improvement Plan – final monitoring report.</b></p> <p>In 2013/14 the council invited in a team of external 'inspectors' to undertake a Peer Review. The opening paragraph of their report said: "<i>East Hertfordshire District Council ... is a sound council, delivering good services with a high level of satisfaction from residents and underpinned by a healthy financial base. It is well focused on the residents and communities it serves</i>" but there is always room for improvement and a plan was agreed by the Executive in June 2013. CBS was asked to check on progress for the next 12 months and this monitoring report</p>

	<p>brought that process to an end. Scrutiny was pleased to see that 21/28 actions were fully completed/achieved and those that were still underway would be added to the relevant service action plan so the desired improvements were not 'lost'.</p>
<p><a href="#">Ctrl + CLICK HERE</a> for more information on Housing and Council Tax Support benefits at East Herts</p>	<p><b>Revenues and Benefits Shared Service – two years on.</b> Members were reminded that the Shared Revenues and Benefits Service is a partnership that operates for both East Herts Council and Stevenage Borough Council. It has been formally operating since 1 August 2011 with a shared operating model but a full shared service commenced in April 2012. This was one of the first Shared Services that East Herts entered into, and remains one of only two Shared Revenues and Benefits services in Hertfordshire. Members were interested to hear how each of the 4 core functions operated as a shared service:  <ul style="list-style-type: none"> <li>a) <i>Benefits (Housing Benefit and Council Tax Support)</i></li> <li>b) <i>Revenues (Includes Council Tax and Business Rates)</i></li> <li>c) <i>Systems and Support</i></li> <li>d) <i>Control and Fraud</i></li> </ul> - but the main discussion was around the increase in workload arising from the raft of central government welfare reforms. The impact of both the reforms themselves and the resulting delays in receiving a service from the authority caused by the increased workload did concern Members. Scrutiny supported the shared service but asked the Executive to lobby central government through appropriate channels to review the burden caused by the frequency of recalculation of benefits entitlement when changes were minimal.</p>
<b>ENVIRONMENT</b>	
<p><b>Did you know? - each year</b></p>  <p>we clean 37,000 km of streets + cut 3 million square metres of grass!</p> 	<p><b>2013/14 Contract Performance:</b> With a combined value of £5.4 million the refuse &amp; 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 a minimal number of warnings, rectification notices and default notices generated compared to the high volume of work undertaken:</p> <ul style="list-style-type: none"> <li>• <i>residual waste collected from households had dropped by 4kg per household – saving on waste disposal costs</i></li> <li>• <i>there was a decrease of 10% in the number of complaints about litter - and validated complaints in connection with grounds' maintenance halved compared to the previous year when adverse weather caused problems for the contractor</i></li> <li>• <i>despite a 17.3% increase in the number of fly tipping incidents, the average time taken to clear them reduced to 1.41 days (from 1.47 days)</i></li> <li>• <i>out of 170 abandoned vehicles inspected only 3 were not seen within the 24 hour target – a performance figure of 98.2%</i></li> </ul> <p>The major new initiative from 2013/14 was the change from a kerbside sorting of dry recyclables using boxes to a dual stream comingled system, with paper being kept separate in a box and all other dry recyclables placed in a new blue bin. This project</p>

	<p>(called SPARC) necessitated the delivery of 49,000 new wheeled bins and 28,000 inner paper boxes and a change in collection days for 90% of households.</p> <p>During the year scrutiny was kept up to date on the implementation of the new scheme and was aware of the increase in workload at the call centre and the number of 'missed bins' when the new collection routes first started in November 2014. Both responses were expected and well managed and incidents quickly fell back to normal levels. However positive the current picture, Scrutiny is keen to support the work of officers to find further opportunities for expansion or improvement. This year the discussion focussed on plans to extend kerbside recycling to as many communal properties (flats) as possible and on encouraging the use of compostable food caddy liners to divert food waste away from landfill (black bins) and into the brown bins for composting.</p>
	<p><b>Climate Change Action Plan – review of progress.</b></p> <p>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 from:</p> <ul style="list-style-type: none"> <li>• Hertford Theatre by 90,472 kg (29%)</li> <li>• Council Offices by 448tonnes (15%)</li> <li>• Leisure and Pool facilities by 50% per visit</li> <li>• Waste Contract by 27% - including the use of more fuel efficient vehicles and revision of collection routes</li> </ul> <p>Members were pleased to see the positive outcomes from the plan that came out of a detailed Scrutiny Task and Finish group but voiced their disappointment and frustration that the high profile project – of a Micro Hydro unit in the weir 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 new requirement for an 'Eel Pass'.</p> <p>Evidence showed that similar projects elsewhere in the UK had taken about 5 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><b>Flooding Winter 2013 – and the lessons learned.</b></p> <p>Scrutiny received a report providing an account of the steps taken by the Council in dealing with the flooding since November 2013 and the lessons subsequently learned. One problem of dealing with the situation at the time on the ground was illustrated by an example from an area in Stanstead Abbots affected by flooding, which involved eight different owners or agencies, each responsible for different stretches of water or areas of management.</p> <p>Members were pleased with the prompt and positive response of staff that had turned out during the emergency to assist evacuated residents. Specialist staff were still holding flood 'surgeries' to help effected households complete the complex paperwork to claim grant funding from central government. However, scrutiny did question the sustainability of such resource intensive activity if the emergency had lasted for a longer time or impacted a wider area of the district.</p> <p>As with any unexpected event involving significant numbers of people, 'good communication' is a challenge for all agencies.</p>



COMMUNITY	
 <p data-bbox="236 882 616 913"><b>Box office: 01992 531500</b></p>	<p data-bbox="659 174 1209 206"><b>End of year report for Hertford Theatre.</b></p> <p data-bbox="659 210 1476 342">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 data-bbox="659 347 1444 555" style="list-style-type: none"> <li>• <i>estimated footfall was 156,245 (up from 127,250)</i></li> <li>• <i>income from 54 live shows was £154,320 (up from 45 shows last year and an income of £144,339)</i></li> <li>• <i>tickets sold for the Panto of 9,047 (up from 8,500)</i></li> <li>• <i>283 cinema screenings with 22,051 tickets sold (up from 250 screenings and 20,073 tickets)</i></li> </ul> <p data-bbox="659 560 1492 987">Last year, Members asked for data on the ticket sales figures to be more comprehensive and the report they saw this time gave them a clearer picture on the balance of popular events with those that attract more minority interests. Catering for a wide range of customers is part of the role of a community resource. A new website design and a growing relationship with schools the college and professional arts groups have all added to the success of the past year. The year also saw a welcome upgrade to seating and to audio, lighting and technical equipment. Even with additional expenditure on property maintenance and equipment (following a flood caused by a water leak), the financial position is still positive against the business plan which scrutiny approved back in 2009.</p> <p data-bbox="659 992 1481 1189">The 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>
 <p data-bbox="225 1496 632 1592">A full list of grants and supported projects is available on</p> <p data-bbox="220 1597 632 1628"><a href="http://www.eastherts.gov.uk/grants">www.eastherts.gov.uk/grants</a></p>	<p data-bbox="659 1189 1347 1220"><b>Community Grants: applications and allocations.</b></p> <p data-bbox="659 1225 1492 1628">Scrutiny is keen to ensure that grants are made available to as wide a range of eligible groups as possible, with no focus in any one area of the district. They were pleased to hear that more than half of the Community Activities pot was allocated to organisations that are reliant on volunteers to raise funds and deliver activities. Also, more than half of awards made were to organisations that had never applied to the Council before for a grant. The Community Capital Grants (large and small) also saw more than half of awards made to organisations that had never applied for a grant before. From information provided in applications, it is estimated that more than 30,000 people will benefit from this grant pot.</p> <p data-bbox="659 1632 1485 1798">In respect of the Performance to Excellence (Sports and Arts) grants, the year saw an increase of applications from Bishop's Stortford. Members were satisfied that measures will be put in place to encourage applications from young people living in our other towns and the villages for next year.</p>
	<p data-bbox="659 1798 1492 1830"><b>Review of revised Housing Register and Allocations policy.</b></p> <p data-bbox="659 1834 1481 2065">Following some detailed work and a period of stakeholder consultation a new policy was introduced at the start of 2013/14. In order to check the agreed changes were not having any unexpected negative impact on applicants, residents and communities, a review at six and 12 months was requested. Evidence brought forward in this second report relating to 'village priority procedure' and 'salary threshold' did</p>

	<p>not suggest a problem with the new policy. Scrutiny recommended continuing with the current rules and eligibility criteria for the rest of the year. Scrutiny feels that it is important to closely monitor the impact of changes to a policy which is as important and as sensitive as this one and look for any unintentional side effects.</p>
	<p><b>Annual Leisure contract performance report for 2014.</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 sixth annual report on their performance.</p> <p>A 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 733,366 visits were recorded in 2014 (up from 725,500 in 2013) for people 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. Scrutiny was particularly pleased that over 49,500 of these visits were by people in the 60+age group showing that SLM were making a positive contribution to the wider 'Ageing Well' agenda. Working with the council, SLM has also looked to reduce energy consumption across all sites – to reduce costs and contribute to bring down the council's overall carbon footprint. Following a big investment in pool covers last year, 2014 saw better insulation, more efficient air conditioning and LED lighting being installed.</p>
<b>HWP</b>	
	<p><b>Full Year report on 2013/14 Public Health transitional action plan and Mid Year report on 2014/15 Health and Wellbeing action plan.</b></p> <p>Following the adoption of the new East Herts Health and Wellbeing Strategy 2013-2018 in October 2013, scrutiny supported a Transitional Action Plan. This enabled a smooth link between the previous public health strategy and the new one which is about mainstreaming the public health agenda into the Council's core services. In 2013/14, we were able to complete 84% of projects (38 out of 45) and, between them, these projects are estimated to have benefitted 10,576 adults and children across East Herts. Projects ranged from smoking cessation to the allocation of small grants via the Public Health Partnership Fund (formerly LSP Health Inequalities Fund). Members were pleased with the success rate and recommended that case studies be featured on the council's website and in Ward profiles so that all Members and the public could learn about progress in this area.</p> <p>HWP was satisfied that there were justifiable reasons behind the seven non-completed projects – including shortage of staff and lack of external funding in some of our voluntary sector partners.</p> <p>Mid-year progress on the 33 projects in the new 2014/15 Health and Wellbeing workplan showed one project already complete; 31 of the planned projects undertaken by the Council and external partners on track for completion by the deadline of 31 March 2015 and just one was yet to start.</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 2014/15 all the topics Members wanted to review could be delivered within a single report format at a scheduled committee meeting – without the need to set up a long-running task and finish group.




### What changes and future actions did scrutiny support and recommend during 2014/15?


CBS	
	<p><b>Corporate Plan and Medium Term Financial Strategy (MTFP) for the next 4 years.</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 two key documents which underpin this forward planning process.</p> <p>Members supported the three current council priorities (People, Place and Prosperity), agreed minor changes to some of the objectives under these headings and welcomed the additional clarity around the role the authority would play under each of the actions listed in the plan. The document was recommended to the Executive for approval.</p> <p>Members were also broadly satisfied with what they saw in the MTFP, but they were very conscious of uncertainty looking forward regarding local government funding with a general election due in May 2015. However, prudent management in East Herts over recent years means there is a general reserve which can be called on and Members recommended that the Council manage its level of general reserves and use them as a 'cushion' to freeze or minimise any Council Tax increases to local households over the coming years.</p>
	<p><b>Local Scheme for Council Tax Support.</b></p> <p>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, 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</p>

	<p>recommended keeping the arrangements for CTS the same for the coming 2015/16 year. This was agreed by Executive and adopted by Council in March 2015.</p> <p>However, CBS did ask for a report on this issue to come to committee in 2015/16 before going out to consultation with interested third parties and a second report when feedback had been received.</p>
	<p><b>Customer Service Strategy (plan)</b></p> <p>With a current strategy going out of date, the start of the year saw a report which asked scrutiny to support a plan for updating the authority's approach to customer service. Members agreed that the Council needs to understand the changes amongst its communities over the last ten years, identify the key issues that have impacted service delivery and look ahead to predict the pressures in the next 10 years in order to 'future proof' to the services we provide and the way we deliver them.</p> <p>Members took an active role in the consultation which followed, with 16 attending workshops held in Sept 2014. By the end of the year, the analysis of the research resulted in a new Customer Service Strategy for 2015-2020 being presented to Joint Scrutiny (see later in this report).</p>
	<p><b>ICT Strategy</b></p> <p>No public body can operate in the modern world without robust and reliable IT. Following the setting up of a shared service (with Stevenage Borough Council) the focus has been on strengthening the resilience of the infrastructure and systems. Members were pleased to hear that now, in the event of a catastrophic failure, the council could be back up and running within 4 hours as compared to 2 to 3 days previously.</p> <p>The proposed ICT Strategy 2015-2018 set out the next stages including replacing systems and applications, training officers and transforming services to make full use of new technology. The new Customer Service Strategy is one area which is dependent on getting the right ICT in place.</p> <p>Following a discussion and assurances regarding data security, Members commended the ICT Strategy to the Executive for approval.</p>
<h2>ENVIRONMENT</h2>	
	<p><b>Parks and Open Spaces – high level action plan.</b></p> <p>The new strategy identified that parks and open spaces serve different needs and groups, and aims to deliver quality and accessible services described in the context of:</p> <ul style="list-style-type: none"> <li>• <i>Parks for people</i></li> <li>• <i>Parks for recreation and enjoyment</i></li> <li>• <i>Parks for wildlife, conservation and heritage</i></li> </ul> <p>Scrutiny liked the plans and was pleased to see how projects were fitting in with the wider 'health and wellbeing' and 'ageing well' agendas. They were concerned that encouraging access to and use of our open spaces should not lead to inappropriate signage being put up which spoils the natural environment. They asked that only discrete way markers should be used to clarify walking routes with information/interpretation boards being placed at entrances. Both items are part of the plans which will also see the</p>



	council working with partners to research needs in the play areas and 120 significant open spaces across the district.
 Anti-social Behaviour, Crime and Policing Act 2014  	<p><b>Impact of ASB, Crime and Policing Act on East Herts Environmental Crime policies.</b></p> <p>Scrutiny received a presentation on the new legislative powers which affects:</p> <ul style="list-style-type: none"> <li>• <i>Littering from cars</i></li> <li>• <i>Clearing litter and waste on land</i></li> <li>• <i>Graffiti and other defacement</i></li> <li>• <i>Controlling dogs.</i></li> </ul> <p>Members questioned the Council's ability to deliver all the new legislative requirements within the terms of current resources and queried whether some of the new powers could or should be devolved to Town and Parish Councils which, they suggested, would be in line with the spirit of localism.</p> <p>With guidance from central government awaited and case law still to evolve, scrutiny asked officers to report back to a future meeting on how the 2014 legislation would be implemented by the council, and review the existing Environmental Crime Policies to ensure compliance with legislation and best practice.</p> <p>Following a final discussion on the environmental dangers and nuisance of the release of sky lantern and helium balloons, scrutiny asked that guidance on the council's website be made clearer and for an article to be published in the next edition of LINK magazine to inform the public of the council's stance on the issue (Spring 2015 pg 5).</p>
<b>COMMUNITY</b>	
 Anti-social Behaviour, Crime and Policing Act 2014	<p><b>Use and implementation of the ASB, Crime and Policing Act 2014 in East Herts.</b></p> <p>This report set out to introduce members to the new powers available to the East Herts Community Safety Partnership (CSP) since 20 October 2014 to address anti-social behaviour. Scrutiny welcomed the attendance of the local police Chief Inspector to the discussion.</p> <p>The 2014 Act introduces six new powers – replacing the previous 19 that had been available to address ASB. The local authority can use all but one of the new powers:</p> <ul style="list-style-type: none"> <li>• <i>Civil injunction</i></li> <li>• <i>Criminal behaviour notice</i></li> <li>• <i>Community protection order</i></li> <li>• <i>Public spaces protection order</i></li> <li>• <i>Closure notice/order</i></li> <li>• <i>Dispersal powers (police only)</i></li> </ul> <p>Scrutiny was keen to see the council continue to work closely with all agencies in the CSP and share the 'burden' of taking the lead on specific cases. Scrutiny recommended that using a 'good practice' model from elsewhere, East Herts should lead on Closure Notices/Orders where the property belonged to a housing association and the police could lead when the property was in private ownership.</p> <p>East Herts has a very low rate of criminal activity and the new powers have been little used since they came in during Oct 2014, however scrutiny did recommend that all income and costs awarded at court in any future cases should be reinvested and 'ring-fenced' into the ASB service.</p>

	<p><b>Housing Strategy Action plan 2013-2016.</b></p> <p>The new strategy looks to achieve three key objectives which scrutiny recommended during discussions last year:</p> <ul style="list-style-type: none"> <li>• <i>Maximise the delivery of new affordable homes, whilst ensuring the best use of existing housing</i></li> <li>• <i>Meeting the needs of a growing elderly population</i></li> <li>• <i>Meeting the needs of vulnerable people and encouraging stronger communities</i></li> </ul> <p>Discussions this year focussed on opportunities to increase the number of flexicare schemes for older people, better use of the Disabled Facilities Grant and the importance of bringing empty properties back into use as homes.</p> <p>With housing and housing need being an important issue in the district, scrutiny asked for a further report to come to them next year to monitor progress on the planned projects.</p>
<p><b>HWP</b></p>	
	<p><b>Integration of Public Health into the Council's core services - debate in response to Health and Social Care Act 2012</b></p> <p>In April 2013 the above legislation came into force and in that year, HWP heard from external partners how they were taking forward the enhanced public health agenda. In 2014/15, HWP turned scrutiny onto our own services to see how they can be adapted to help deliver public health priorities set out in the East Herts HWB Strategy (2013-2018). Recognising that core services of planning and building control, environmental services, community safety and housing had an impact on the wider determinants of health, HWP invited these Heads of Services to attend and discuss their work and direction of travel in this area. Panel members expressed concern about the impact of fast food outlets on the public's health and queried whether the cumulative effects of this could be taken into account when decisions needed to be taken by Members sitting on Licensing and Development Control committees.</p> <p>Members felt that real progress had been made by including health and wellbeing issues in Service Plans right across the council. Already a new Leisure Services Development Manager has been appointed to take forward the proposal to work more closely with the East and North Herts Clinical Commissioning Group on physical activity.</p> <p>HWP were pleased to hear that Hertfordshire's Director of Public Health considered East Herts a national leader in its attempts to mainstream the public health agenda.</p> <p>Members recommended that future progress of mainstreaming the public health agenda into housing, planning, community safety and environmental services should be tracked and a progress report on implementation of public health agenda should be submitted to HWP during 2015/16.</p>
	<p><b>Work Plan for 2015/16 under the new East Herts Health and Wellbeing Strategy (2013-2018)</b></p> <p>In December 2014, Members were invited to make suggestions for activities and projects to be included in the 2015/16 work plan. Officers consulted with 100 external stakeholders and partners and asked for project ideas for potential inclusion in the East Herts Health and Wellbeing</p>



<p>** JSNA: Joint Strategic Needs Assessment – more information can be found at <a href="http://jsna.hertsliis.org/">http://jsna.hertsliis.org/</a></p>	<p>workplan for 2015/16. •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. Several useful ideas were received and the final workplan was agreed by HWP in February 2015. There are 24 core projects and six new or updated projects including one on “Self Harm, supporting and equipping young people” which came from a Member’s suggestion</p>
<p><b>JOINT</b></p>	
	<p><b>Budget Report + MTFP 2015/16, Service Plans 2015/16 and 2014/15 Performance Indicator Estimates and 2015/16 Future Targets.</b></p> <p>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 three main 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. Following discussions at this meeting, it was agreed that each of the committees would scrutinise the ‘fees and charges’ that apply to services under their remit in more detail as part of their work programme for 2015/16.</p>

## 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 maintain both a watching brief on some key services delivered by external agencies, an active dialogue with our immediate partners and our own actions to engage with the public.

CBS	
	<p><b>Local Enterprise Partnership (LEP).</b></p> <p>CBS had two reports on this topic during the year. The first was to help members understand the structure and strategy of the LEP and coincided with receiving its financial settlement from central government and the second to hear how some of the £200+million awarded to Hertfordshire LEP might be spent.</p> <p>Members heard about the four growth themes:</p> <ol style="list-style-type: none"> <li>1. <i>Enabling flagship sites for housing and employment</i></li> <li>2. <i>Enhancing transport connectivity across the area</i></li> <li>3. <i>Growing the skills base</i></li> <li>4. <i>Creating jobs and supporting core sectors</i></li> </ol> <p>... and that East Herts falls within the M11/A10 Growth Area.</p> <p>Any LEP spending on infrastructure projects was already under consideration as part of the East Herts District Plan and some additional resources could come into the district via European Union funding - particularly for smaller economic projects in our rural areas.</p> <p>Scrutiny voiced some concern on the slowness of projects to get underway and that residents were yet to see any tangible outcomes or improvements. However, it was accepted that these infrastructure projects were very complex and benefits would take time to come through. Scrutiny will continue to track progress.</p>
ENVIRONMENT	
	<p><b>Temporary Road Closures, timescales and the application process</b></p> <p>Following some concerns raised by Members, scrutiny asked for a report to better understand the process and any problems in respect of community groups applying for temporary road closures for local events.</p> <p>The process starts with an 'Events Notification' being submitted to East Herts and these are shared with the wider Safety Advisory Group (SAG) which includes Police and Highways who undertake their own risk assessments. Street parties can often go ahead with little involvement if they meet certain criteria, whilst events needing limited redirection or stopping of traffic can be dealt with by East Herts (at nil cost) if there are no objections from SAG. Larger events which require full road closures and traffic moving against normal street signs has to</p>



<p><b><u>Ctrl + CLICK HERE</u></b> for information on holding a safe event and an application form</p>	<p>be dealt with under a Temporary Traffic Regulation Order by County at a cost of up to £1056 (and 8 week notice). Problems which Members have heard about can arise from the applicant using out-of-date application forms, not supplying enough information or making a late application. It was emphasised that applicants should not use local/colloquial terminology when describing the route of the requested road closure as these can be misleading. Current application forms and guidance are available on the council website and, at the request of scrutiny, officers were asked to write to all Town and Parish Councils with a reminder of the process.</p>
<div data-bbox="264 533 580 775" data-label="Figure"> <p>A diagram of a green house with red arrows indicating heat loss. The arrows are labeled with percentages: 25% Through the roof, 25% Through the windows &amp; doors, 15% Through the floors, and 35% Through the walls.</p> </div> <p><b>Questions about Home Energy Efficiency Grants</b>  <a href="mailto:environmental.health@eastherts.gov.uk">environmental.health@eastherts.gov.uk</a>  tel: 01279 655261</p>	<p><b>Update report on Fuel Poverty in East Herts.</b>  Following a long awaited government report, Members were made aware that 7.5% of East Herts households were judged to be fuel poor (by the new definition). This was in line with the Hertfordshire average and surprisingly is a very similar level of fuel poverty as a typical inner London Borough. Members were advised that communities that were off mains gas towards the rural north of the district and owners of 'hard to treat' properties with solid walls were the most likely to be in fuel poverty. Officers are gathering further data on specific communities for a future report setting out a costed Fuel Poverty Strategy for the council. Members were reminded that, in the meantime, there were a number of avenues of advice and support available to vulnerable residents.</p>
<p><b>COMMUNITY</b></p>	
<div data-bbox="247 1352 600 1583" data-label="Image"> <p>A photograph of a person's hands holding a small, grey, cube-shaped model house with a red door and two small windows. The person is wearing a dark suit jacket.</p> </div>	<p><b>Housing Stock transfer – residual undertakings annual statement.</b>  In March 2002 the council sold its stock of some 6,500 dwellings to two housing associations - now known as Registered Social Landlords (RSLs). There are still three conditions attached to the sale of that stock which are on-going and are reported to scrutiny annually. Both RSLs exceeded their requirements for the percentage nominations to vacant homes, giving the authority access to 100% of vacancies through the local Choice Based Lettings scheme. Both RSLs 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. Concerns were raised at scrutiny last year regarding a downturn in the expenditure on Aids and Adaptations. Some shortfall was accounted for by minor works (such as grab rails) being carried out under a general maintenance budget and not being shown in the figure reported to Members. However, there was enough concern for scrutiny to initiate a series of face-to-face meetings with the main RSLs to discuss support for vulnerable tenants. The figures in this year's report showed both RSLs had spent over the target figure for 2013/14. This target sum will increase annually in line with the Retail Price Index and the agreement lasts for 30 years from the sale of the stock (ie to 2032).</p>
	<p><b>Update on 'Ageing Well' initiative.</b>  A workshop in July 2013 saw 29 people from 14 different organisations (local and national) explore how they could work</p>

	<p>better together to promote the wellbeing and independence of older people so they can live healthier lives free from disability and pain for longer.</p> <p>Scrutiny was pleased with the successful projects arising from the initiative – with Fitsteps and Fellas Fitness being used as a key example of meeting local need.</p> <div data-bbox="730 349 1013 539">  </div> <div data-bbox="1177 331 1418 539">  </div> <p>Scrutiny heard that a bid for £250K over three years is still being considered by Sport England and, if successful, will offer opportunities to run a district-wide rural programme aimed at increasing participation in physical activity by the over 60s. Councillors have also shown their personal commitment to the initiative with 19 Members becoming 'Dementia Friends' by joining staff and partners at a series of training sessions run by a volunteer from the Alzheimer's Society.</p> <p>Additionally, the Council awarded the local Alzheimer's Society £1,750 to set up a new Dementia Café in Bishop's Stortford, matching funds from HCC. An officer from the Engagement and Partnerships Team has been trained as a Dementia Champion and will be delivering new Dementia Friend workshops to staff, Members and businesses in 2015/16.</p>
<p><b>HWP</b></p>	
	<p><b>Public Health Grant from Hertfordshire County Council (£100K annually for 2 years) – “District Offer”</b></p> <p>HWP were pleased to learn about this grant fund and agreed to set up a working group to advise how the £100K for year one might be used for the delivery of public health outcomes to benefit residents. The Working Group met and made several recommendations to the Executive Member for health, housing and community support including that all applicants be invited to present their case for funding in person and the setting up of a Small Grants Funds linked to the Council's existing discretionary community grants scheme. These recommendations were agreed by the Executive.</p> <p>There was an initial idea that the HWP chair would serve on the District Offer grants assessment. However, when it was agreed by the Executive that HWP would be responsible for monitoring outcomes, it was clear that this would be a conflict of interest and it was important for HWP (as with all scrutiny) to remain an independent objective partner in the process.</p> <p>In early 2015, the Executive agreed to match HCC's offer raising the overall total to £400K. With such large sums of money involved, HWP will have a crucial role in scrutinising and monitoring the spend on behalf of East Herts residents. With this in mind, a mid-term report on progress will be included in 2015/16 HWP workplan.</p>
	<p><b>Watching Brief on external health and social care partners</b></p> <p>HWP continued to review services provided by key health and social care partners and this year's programme allowed for a more progressive and assertive approach to questioning and considering what next. During 2014/15, the panel heard from:</p>



- **Carers in Herts** - Members recommended that councillors, acting in their role as community leaders, should support their residents who are unpaid carers to be referred to this organisation. In January 2015, this group was awarded a £500 grant from the Community Activities pot to launch Unpaid Carers discount passports to help identify new carers who have not accessed support.
- **Hertfordshire Healthwatch** - Along with others, HWP had raised concerns about access to GP surgeries in 2013/14 and, as a result, local research had been conducted. Subsequently, HCC rolled out an investigation across the county and a report was published with the findings and making 17 recommendations. Healthwatch said there was a 5 month implementation window to implement these recommendations, especially those around the appointment system and communications. This would be done with the help of volunteer Community Champions. HWP expressed concern that Healthwatch could not hold GP practices to account and that the increase in care homes and general population was putting a lot of pressure on GPs and their time. Because the Community Champion role was so new, there were still some unanswered questions about the details of the role and Members asked for clarification. At the time of writing this report, Healthwatch confirmed that four members of the public have volunteered as Champions. A GP Access Forum (to bring together GP practices, CCG and NHS England) is to be held in June 2015 to discuss what can be done to improve access and any national issues that create barriers to improvement.
- **East Herts Citizen's Advice Service (EHCAS)** – HWP was interested in the integration of the wider public health agenda into services offered by EHCAS. They were pleased to learn that EHCAS did not look at client debts in isolation and would signpost clients, if appropriate to relevant external support services which deal with behaviours impacting on their debt (eg gambling, alcohol etc). HWP recommended that officers consider including health and wellbeing outcomes in any new Service Level Agreement negotiated with EHCAS. It also recommended that, in the future, an appropriate Scrutiny Committee should seek to work with EHCAS to identify any gaps in health and wellbeing support services that EHCAS becomes aware of in the course of sign-posting clients.

## JOINT












### Customer Service Strategy (outcome)

As Customer Service is a high priority for all services, the new Strategy for 2015-2020 was taken to Joint Scrutiny Committee rather than just CBS.











Building on the returns from the most recent Residents' Survey and on quantitative and qualitative evidence, the new strategy is designed to deliver a step-change in the use of on-line, self-help access to services. This is cost effective and meets the needs of many residents. Scrutiny was concerned that this did not mean 'digital by default' and that the public could still get help or support from a person. They were assured that customer service staff at reception and on the phones would still be available – along with face-to-face contact with officers from Planning, Housing, Benefits Service etc when needed. With these assurances, Members at the Joint meeting recommended the new strategy to the Executive for approval. Members also recommended that CBS be asked to accept a report on the Customer Service Project Plan onto its work programme for the meeting due to be held on 26 May 2015

## 8. EVALUATING OVERVIEW AND SCRUTINY

Scrutiny committee members were all offered the opportunity to evaluate their performance in 2014/15 at the final meeting of each of the separate committees. A written response form was also made available for further reflection and for to those councillors who could not attend the meeting. They assessed their performance against a list of objectives they had set a year earlier which are shown in the first column of the table below:

What we wanted to achieve during 2014/5	Some examples of what we did towards achieving this objective	How did we do?
Actively look for ways to improve the level of community and public involvement in scrutiny	<p><i>Public consultation was a strong element in a number of original reports which came to scrutiny or came up for a second review during 2014/15.</i></p> <ul style="list-style-type: none"> <li><i>Parks and Open Spaces strategy</i></li> <li><i>Local scheme for council tax support</i></li> <li><i>Revised Housing strategy</i></li> <li><i>Housing register and allocations policy</i></li> </ul> <p><i>The Customer Service strategy was based on analysis of the most recent Residents' Survey and on data collected regarding the public's use of the council website.</i></p> <p><i>Indirectly, positive evidence of the public's view of our Leisure Services and of Hertford Theatre is reflected in the increasing footfall/ticket sales at these venues.</i></p> <p><i>The Public Health action plan includes ideas from a wide range of community and statutory partners and is delivered in partnership with them.</i></p> <p><i>An item on scrutiny was published in the council's LINK magazine (which is delivered to every household). The public were invited to send in ideas for review – however, no scrutiny topic suggestion came directly from a resident. We did have public and/or press presence at six committee meetings.</i></p>	    
Strengthen and highlight use of evidence from independent or outside sources.	<p><i>External judgements were made by the Local Government Ombudsman regarding the complaints which were escalated to that level (none were upheld).</i></p> <p><i>Healthwatch provided a fully externally researched report on 'Access to GP services' which was brought to HWP.</i></p> <p><i>All our external visitors brought their perspective on an issue and our partners and contractors provided evidence as requested – however, we do need to strengthen the use of 'bench-marking' evidence and external research when scrutinising our services and performance.</i></p>	  
Clearly identify the 'value added' which scrutiny can bring to a topic and ensure this is monitored and recognised	<p><i>Other than material brought for training and development purposes – no report is brought to scrutiny just 'to note'. Topics and reports brought to scrutiny are agreed in advance by the committee or panel (or by the Chairman if request is short-notice).</i></p> <p><i>Although better, the wording of recommendations and written reports could still be improved to highlight the 'value</i></p>	



	<p><i>added' aspect and make it clearer why a topic was brought to scrutiny and what measures are needed to evidence 'improved' outcomes.</i></p> <p><i>Scrutiny Chairmen and Vice Chairmen (who meet as a group three times a year) continue to receive a formal monitoring report at all their meetings in respect of tracking the progress and outcomes from all scrutiny recommendations. If concerned, they would bring any issues to the attention of their respective committee(s).</i></p>	 
Continue to keep scrutiny members informed and offer opportunities to develop skills needed	<p><i>An e-Newsletter has been published every 6 months and extensive use has been made of the weekly bulletin (MIB) to update councillors on significant issues/developments and confirm scrutiny related events.</i></p> <p><i>Where relevant, Councillors were supplied with 'pre briefing' material to widen their knowledge and understand the broader context to specific topics.</i></p> <p><i>Scrutiny Chairmen and Vice Chairmen have a briefing session with report authors before the meeting starts and all members were offered a budget/finance 'clinic' before meetings where the budget was to be discussed.</i></p> <p><i>The full range of scrutiny training taken up by members is listed in Section 11 of this report. During the year the council continued to evidence its training plan against the standards required for the Member Development Charter.</i></p>	   
Strengthen scrutiny of external public bodies and partners	<p><i>The contract performance of key contractors was monitored by the services throughout the year and an annual report brought to scrutiny.</i></p> <ul style="list-style-type: none"> <li><i>Leisure provider - SLM Everyone Active</i></li> <li><i>Waste &amp; Recycling and Street Cleansing contractor</i></li> <li><i>Grounds' Maintenance contractor</i></li> </ul> <p><i>The 30 year agreement with the RSLs on the residual undertakings arising from the housing stock transfer was also reported to scrutiny.</i></p> <p><i>East Herts representative on the county's Health Scrutiny Committee contributed to a number of scrutiny reviews on various NHS and health service providers (This included visits to the SurgiCentre at Lister Hospital, Kingfisher Court, Watford General Hospital, the Hazard Response Team in Cambridgeshire and a meeting about urgent care).</i></p> <p><i>No external Joint Scrutiny was undertaken during 2014/15 however East Herts did look independently at the 'Revenue and Benefits Shared Service – two years on'.</i></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.

The Directors and the Executive members were also canvassed for written feedback and asked for examples of how the scrutiny process in 2014/15 had supported the

work of the council and asked for specific areas to strengthen during 2015/16. The responses show support for scrutiny with an appreciation of the positive contribution that the scrutiny process can bring to improving services for residents.

Due to the number of retirements already notified, senior officers and members know already there will be a significant number of new councillors sitting on scrutiny in the coming year – support, induction and training for them will be important in 2015/16 to build confidence and skills to do full justice to the scrutiny function going forward.

## 9. WHAT ARE OUR PLANS FOR 2015/16?

Councillors have asked that we carry forward the same objectives into next year and to continue to strengthen scrutiny by:

<b>What we want to do?</b>	<b>How are we going to do it? – an action plan for 2015/16</b>
<b>Actively look for ways to improve the level of community and public involvement in scrutiny</b>	<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>
<b>Strengthen and highlight use of evidence from independent or outside sources.</b>	<p><i>Scrutiny members (particularly Chairmen and ViceChairmen) to make it clear that they would expect to see some comparative evidence when they commission a report.</i></p> <p><i>Use cost effective and timely ways of bringing external evidence into any review where relevant or requested: through expert (external) witnesses – in person or in writing, visits, surveys/questionnaires, published documents/research and good practice examples from other (similar) authorities.</i></p>
<b>Clearly identify the ‘value added’ which scrutiny can bring to a topic and ensure this is monitored and recognised</b>	<p><i>Focus scrutiny reviews on topics where there is real scope for influencing change and where measurable benefits for residents can be seen.</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 to illustrate the positive impact of scrutiny to raise awareness (not just in the Overview and Scrutiny Annual Report).</i></p>
<b>Continue to keep scrutiny members informed and offer opportunities to develop skills needed</b>	<p><i>Following the elections in May 2015, offer comprehensive induction training and information to all newly elected members assigned to scrutiny and offer refresher and update training for returning members.</i></p> <p><i>Continue to publish the scrutiny e-Newsletter every 6 months and make use of weekly bulletin (MIB) to update councillors on significant issues/developments and scrutiny events.</i></p> <p><i>Send councillors ‘pre briefing’ material where relevant to widen knowledge on the context/background to topics and offer briefing/clinics before critical budget meetings.</i></p>
<b>Strengthen scrutiny of external public bodies and partners</b>	<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</i></p>

	<p><i>efficiency) to scrutinise aspects of the Local Strategic Partnership, 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>

## Work programmes

At the end of the year, councillors were asked to outline draft agendas for their 2015/16 meetings however, with full elections for district council due in May 2015, all arrangements are subject to confirmation by the incoming administration and 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 plans include:

<b>CBS has already agreed to</b>	<ul style="list-style-type: none"> <li>• Comments, Compliments and Complaints (3Cs) 2014/15</li> <li>• Customer Service Strategy – project plan</li> <li>• Council Tax Support Scheme review</li> </ul>
<b>Env Scrutiny has already agreed to</b>	<ul style="list-style-type: none"> <li>• Joint working on Waste and Street Cleansing with NHDC</li> <li>• Resident parking permit schemes – policy development</li> <li>• Car park management system retendering – developing options</li> <li>• Report on the study of Pavement and Grass Verge Parking</li> </ul>
<b>Community Scrutiny has already agreed to</b>	<ul style="list-style-type: none"> <li>• CVS report on projects commissioned or funded by East Herts</li> <li>• Hertford Theatre – end of financial year report</li> <li>• Community Grants – review of applications and allocations</li> <li>• Leisure Contract – year 7</li> </ul>
<b>Health and Wellbeing Panel** is interested in</b>	<ul style="list-style-type: none"> <li>• Progress and outcomes against HWB Strategy Action Plan</li> <li>• Healthwatch – update on progress re access to GP surgeries</li> <li>• Presentation/report on integration of public health agenda into Benefits Service</li> <li>• Report on the projects awarded 'District Offer' grant funding</li> </ul>

\*\* The name of this Panel has been changed for 2015/16 (see next Section 10).

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 2015/16 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 2015/16 scrutiny committees will focus on helping to deliver the **three corporate priorities** of East Herts Council. (Subject to final confirmation from the incoming administration) the updated wording of these for the coming year is:

<b>PEOPLE:</b> fair and accessible services for those that use them and opportunities for everyone to contribute
This priority focuses on enhancing the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable.
<b>PLACE:</b> safe and clean
This priority focuses on the standard of the built environment and our neighbourhoods and ensuring our towns and villages are safe and clean.
<b>PROSPERITY:</b> improving the economic and social opportunities available to our communities
This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic and social opportunities.



## 10. THE EVOLVING ROLE OF SCRUTINY



After operating with three full scrutiny committees and a Health and Wellbeing Panel (previously known as the Health Engagement Panel) for a number of years, 2015/16 will see some changes. Following the district council elections in May 2015, we have recently had confirmation from the incoming administration that the HWP will be 'up graded' to a full scrutiny committee in its own right and report direct to the Executive.

The role of the district council in helping to deliver the new Public Health agenda has grown in importance and with increased funding being devolved to the authority (£100K in each of the next two years which is going to be match funded from East Herts) it is important that this work is scrutinised by councillors on behalf of local residents.

This 'up-grade' will also lead to a review of the remit of the existing committees to better reflect the changing role of the council and the services it offers.



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 2014/15, East Herts was represented on this body by the Executive Member for community safety and environment.



<http://www.hertspcp.org.uk/default.aspx>

The outcome of the May 2015 General Election was key to the future of the elected Commissioner and the PCP but it appears now that the roles will continue to exist in their current form with some changes possible in metropolitan areas as outlined in the Queen's Speech on 29 May 2015 .



On 12 March 2015, the MJ published an article by Colin Copus (Professor of local politics and director of the Local Governance Research Unit in the Department of Politics and Public Policy at De Montfort University).

**‘Scrutiny – the lion yet to roar’** sets out his views that local councillors not in executive positions need more effective powers to examine local authority business but, unless Government produces a coherent legal framework for local scrutiny, the results will be *“further frustration and wasted opportunities”*.

He writes that not only does scrutiny need internal resources and recognition that it is a part of how a council governs its locality, it also needs its fragmented legal framework repaired. His view is that *“the solution rests with parliament relinquishing control, regulation and over-prescription”*.

Following the outcome of the May 2015 general election there is a new Minister for Communities and Local Government in post – and this may mean some changes for scrutiny within county, unitary, borough and district councils.



After serving since 2006, Jessica Crowe is stepping down as Executive Director at the CfPS to take up a new role in local government. The new appointee, Jacqui McKinlay, starts work on 1 May 2015 after being a Director at a county council.

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As she left office, Jessica blogged on-line and wrote in the C’Ilr Magazine (April 2015):  
*“..... I believe it is vital that all those responsible for good governance and scrutiny in publicly funded organisations ask themselves some hard questions: do we listen to our service-users and citizens carefully enough? Do we ask robust enough questions, without fear or favour? Do we get good enough information, from varied enough sources to enable us to triangulate and reach an informed judgment about what’s actually happening? Too often it is easier not to challenge, not to rock the boat, and to go through the motions of receiving reports, making some comments and moving on to the next item. That’s not good enough. If public scrutiny and accountability are to make a meaningful contribution to helping public services and decision-makers meet the difficult challenges they face – as I believe they can and must – non-executives must be willing to question and leaders must be willing to listen and provide answers”*.

The objectives East Herts scrutiny has set itself for 2015/16 are designed to address just these points.

## 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. A wide training and development programme is on offer (in-house and external) and councillors from East Herts attended the following scrutiny related events during 2014/15:

Date	Scrutiny related event/session	Delivered by ...
10-Jun-14	CfPS Annual Conference - 'You have reached your destination': scrutiny's role on the road to better places	External- CfPS
19-Jun-14	Scrutiny induction – remit, roles and skills (for 1 new member)	Scrutiny officer
10-Jun-14	Performance management induction - Covalent and Healthchecks (for 1 new member)	Lead officer
31-Jul-14	Treasury Management - roles and responsibilities of members and officers	External – Capita Asset Services
25-Sep-14	Advanced Chairing Skills	External -LGiU
14-Oct-14	Implications of the new Health and Wellbeing section in the NPPF for Planning in East Herts	Head of Service to HWP
Four dates in Sept&Oct	ASB, Crime and Policing Act 2014	Multi-agency briefings
21-Oct-14	Financial and performance data – member workshop	Director and lead officers
28-Oct-14	JSNA Interactive maps – understanding the district and the assessed needs	Lead officer from HCC
11-Nov-14	ASB, Crime & Policing Act 2014 – environmental crime	Lead officers to Env Scrutiny
25-Nov-14	Finance and Decision making - questions to ask when considering the 'business case'	Director to CBS
09-Dec-14	Results of the research into "Accessing GP Services: Stort Valley and Villages Locality"	HealthWatch to HWP
16-Dec-14	CfPS Parliamentary Seminar (1)	External - CfPS
14-Jan-15	Signposting and guidance 'clinic' – finding your way around the BUDGET REPORTS in advance of Joint Scrutiny	Director and lead officers
26-Jan-15	Elected Member Public Health Masterclass - Obesity: a complex system in public health	External speaker at HCC
28-Jan-15	CfPS Parliamentary Seminar (2)	External - CfPS
23-Feb-15	CfPS Parliamentary Seminar (3)	External - CfPS
10-Mar-15	ASB, Crime & Policing Act 2014 - ASB crimes	Lead officers to Comm Scrutiny

Throughout the year, several members have also taken part in regular 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.

The local government elections held in May 2015 saw all 50 seats of the authority contested. With a significant number of retirements we knew there would be a number of newly elected members sitting on scrutiny committees in the 2015/16 civic year. The results have given us 22 new members, so targeted and timely training is important to help them take up this important role.

Councillors have indicated an interest in some specific areas of scrutiny related training for the coming year:

- Induction to scrutiny for newly elected members
- Where does local government finance come from?
- Data Protection Governance – role of members on CBS
- Question planning and evaluating evidence
- Chairing skills
- Confident challenge as a critical friend

**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 2014/15 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)

If you would like a translation of this document in another language, large print, Braille, audio or electronic, please contact Communications at East Herts Council on email [communications@eastherts.gov.uk](mailto:communications@eastherts.gov.uk) or by calling 01279 655261.

## EAST HERTS COUNCIL

COUNCIL – 29 JULY 2015

### REPORT BY LEADER OF THE COUNCIL

#### APPOINTMENT OF THE CHIEF EXECUTIVE (HEAD OF PAID SERVICES)

WARD(S) AFFECTED:     NONE

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

- To recommend the appointment to the role of Chief Executive (Head of Paid Services)

<b><u>RECOMMENDATIONS FOR DECISION: that:</u></b>	
<b>(A)</b>	<b>the candidate be appointed as Chief Executive (Head of Paid Services);</b>
<b>(B)</b>	<b>in accordance with the Council's Pay Policy Statement 2015/16 to approve the salary of £90,000 basic pay, plus £10,000 payment for the designated post of Head of Paid Service increasing to £100,000 basic pay plus £10,000 payment for Head of Service following successful completion of a six month probation period; and</b>
<b>(C)</b>	<b>to approve the Council's Pay Policy statement 2015/16 July 2015.</b>

#### 1.0 Background

- 1.1 The Chief Officer Recruitment Committee on 29 June 2015 noted its terms of reference was "to interview and recommend to Council the appointment of the post of Chief Executive and Head of Paid Services".

#### 2.0 Report

- 2.1 The Committee interviewed two candidates for the post of "Chief

Executive”.

- 2.2 Following the interviews of the two candidates, the Committee agreed to recommend to Council the appointment of “Chief Executive (Head of Paid Services)” to Liz Watts, subject to no objection by any member of the Executive in accordance with relevant provisions within the Council’s constitution.
- 2.3 No objections to the appointment were made by the Executive and therefore a recommendation is made to Council to appoint the candidate.
- 2.4 A summary of the candidate is set out in **Essential Reference Paper B**.
- 2.5 In accordance with the Council’s Pay Policy Statement 2015/16, new appointments above the salary of £100K approval must be sought from full council. The approval from council is sought for the salary of £90,000 basic pay plus £10,000 payment for the designated post of Head of Paid Service increasing to £100,000 basic pay plus £10,000 payment for Head of Service following successful completion of a six month probation period.
- 2.6 The Council’s Pay Policy Statement 2015/16 has been updated to reflect the changes in the appointment of Chief Executive. The Pay Policy Statement sets out the remuneration for Chief Executive and Chief Officers as set out in **Essential Reference Paper C**.
- 3.0 Implications/Consultations

Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper ‘A’**.

### Background Papers

Pay Policy Statement 2015/16 – Council 28 January 2015

Contact Member: Councillor L Haysey (Leader)  
[linda.haysey@eastherts.gov.uk](mailto:linda.haysey@eastherts.gov.uk)

Contact Officer/  
Report Author: Emma Freeman, Head of HR and OD Extn 1635  
[emma.freeman@eastherts.gov.uk](mailto:emma.freeman@eastherts.gov.uk)



## ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/Objectives ( <i>delete as appropriate</i> ):	<i>All priorities</i>
Consultation:	None
Legal:	Council is required to appoint to statutory posts at all times
Financial:	As detailed in the report and pay policy statement 2015/16
Human Resource:	As detailed in the report
Risk Management:	Chief Executive appointment will be subject to a six months probation period
Health and Wellbeing:	None

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# Candidate Profile

## Liz Watts MA, MBA, ACCA

### Profile:

An accomplished leader with an extremely varied background. Experienced in delivering organisational transformation in UK and international organisations. Extensive senior management experience in local government, including the delivery of Medium Term Financial Strategies, Local Plans, complex partnerships and commercial agendas. Outstanding academic record to match experience. Confident and convincing communicator, with sound political insight.

**Board Positions:** Non Executive Director of Havebury Housing Association 2010 – 2013

### Employment:

***Oct 2012 – present Director West Suffolk (Forest Heath and St Edmundsbury) Councils***

One of two directors employed by two districts in West Suffolk (population 170,000), this role is strategic in nature, providing support and advice to staff and councillors, and working with a number of key partners to deliver services in innovative ways. The first 18 months in this role were spent creating a single staff structure across both councils, which delivered 18% staff savings. The councils are ambitious, and I have led a number of key projects, including:

- **expansion** of the Anglia Revenues Partnership from two to seven partners (now the third largest Revenues & Benefits provider in England)
- the **creation of a commercial team** within the Leisure service to reduce cost of subsidy in our arts centres, parks and museums
- a **community-led partnership** project to transform the town centre, traffic, tourism, economic development and educational offer in Newmarket (@Nmktvision)
- **politically complex projects**, including gypsy and traveller temporary stopping sites and pre-emptive injunctions on vulnerable council-owned land
- a **business process reengineering** project to improve service efficiency and deliver a further £250,000 savings
- the on-site construction start of a £15m **nationally significant Heritage Centre** for Horseracing and the Sporting Arts, a project which will open in 2016 and play a important role in the regeneration of Newmarket.

### ***Feb 2008 – Sep 2012 Chief Finance Officer St Edmundsbury Borough Council***

My role as CFO entailed management of Finance, Internal Audit, ICT, Procurement, Revenues and Benefits, Risk Management and Business Continuity. I had a staff of nearly 100.

Achievements included:

- **Establishing a shared ICT service** with Forest Heath District Council
- Delivering c. **£0.5m annual procurement savings** within 9 months of taking on responsibility for the function
- Leading a budget **consultation exercise which delivered significant public buy-in** through an extensive programme of engagement with a wide range of individuals and groups;
- Leading a corporate Administration Review to **improve value for money** through more effective administration support to the council. Annual savings of £75k achieved;
- **Redesigning the budget monitoring reports to be more accessible and user friendly**, and to ensure that budget holders are properly held to account for their budgets.

### ***Mar 2002 – Jan 2008 Deputy Director of Resources Office of the High Representative, Sarajevo***

The Office of the High Representative is an international organisation set up directly after the war in Bosnia, to oversee the civilian elements of the Dayton peace agreement. I had direct responsibility for 100 staff, in HR, Finance, Procurement, Logistics and Audit. Key achievements included:

- **Downsizing the organization from 750 to 250 staff over three years**, whilst maintaining operational effectiveness. I was the lead officer on this project;
- **Integrating OHR and OSCE** (Organisation for Security and Cooperation in Europe), **two entirely separate political organisations** including 13 offices and staff groups across Bosnia.
- Designing, tendering, selecting and implementing an **organisation-wide IT system (SAP)**, to replace a number of legacy systems. Project from start to finish was completed in 9 months, with successful on-time and in budget 'go live' date (initially with 60 SAP users); the system enabled OHR to reduce staff whilst still maintaining all back office functionality;
- Establishing a system of **performance management** across the Administration and Finance Divisions, training staff in its operation, and driving improvements in performance on the basis of the data generated;
- **Empowering** Bosnian staff who had traditionally been very undervalued, thereby reducing the need to appoint international expatriate staff (and significantly reducing the cost of the OHR);
- **Project Managing** the construction of a cemetery to bury the 8,000 victims of the Srebrenica genocide, including **complex negotiations with victims' families and a ceremonial opening by Former President Bill Clinton**.

### ***Previous roles***

Feb 2000 - Feb 2002 Deputy Manager EU Quick Impact Facility

Nov 1999 - Jan 2000 Training Manager, The Refugee Council, UK

Sept 1995 – Oct 1999 Assistant to the Chief Executive, the Refugee Council UK

Mar 1992 – June 1995 General Manager, The Old Town Hall Arts Centre

Jan – Sep 1991 UK Producer 'Voice of the Turtle'

### **Education & Continuing Professional Development:**

**2011 - 2012:** Institute of Leadership and Management, **Level 5 Certificate in Coaching**

**2008 - 2009:** **CIPFA membership awarded** in March 2010 (distance learning study)

**2005 - 2006:** **ACCA** (Association of Chartered and Certified Accountants) **membership awarded** in 2007 (I received the **highest mark worldwide for the ICT Paper**)

**2000 - 2004:** University of Warwick Business School (UK), **MBA with distinction** (distance learning study)

**1996 - 1997:** University of London (UK), **Diploma in Quality Management**

**1992 - 1993:** Brooklands College Weybridge (UK), **Chartered Institute of Marketing Diploma**

**1991 - 1992:** College of William and Mary (Williamsburg, USA), **4 month scholarship study**

**1987 - 1991:** University of St Andrews (UK), **MA in Moral Philosophy and Logic and Metaphysics, 2:1**

**1980 - 1986:** St Leonards-Mayfield School, **3 A' levels and 12 O'levels**

### **Publications:**

I edited 'Forgotten Beauty – A Hiker's Guide to Bosnia and Herzegovina's 2000 Metre Peaks' which was published in 2005.

In 1991 I interviewed His Holiness the Dalai Lama in Northern India, published by 'Scotland on Sunday'.

**Voluntary work:** Great Barton Scout Group, Beaver Leader (since 2011)

## **ESSENTIAL REFERENCE PAPER 'C'**

### **Pay Policy Statement 2015/2016 July 2015**

#### **Status of this statement**

A pay policy statement is required to be produced annually under section 38 of the Localism Act. Regard is to be had to any guidance from the Secretary of State in producing this statement.

Any decision under powers delegated in the Council's Constitution with regard to remuneration to be taken from 1 April 2015 to 31 March 2016 will be bound by and must comply with this Statement.

This statement supports the requirements under the Local Government Transparency Code to publish data on Senior Salaries and Pay Multiple.

The Head of Human Resources and Organisational Development must be consulted prior to any decision impacting on remuneration where there is any question regarding compliance with the Statement.

#### **Coverage**

This statement sets out the Council's policy with regards to:

- the remuneration of Chief Officers
- the remuneration of the lowest paid employees
- the relationship between Chief Officers remuneration and that of other officers

"Remuneration" for the purposes of this statement includes three elements:

- basic salary
- pension
- all other allowances arising from employment

"Chief Officers" covers more than the Council's usual definition for the purposes of this statement.

The Council regards the following as its "Chief Officers"

Chief Executive  
Director of Finance and Support Services  
Director of Neighbourhood Services

There is a statutory requirement that for the purposes of producing this statement the following posts (Senior Management Team) be covered by the policy statement as well as the above 3 posts.

Head of Democratic and Legal Services  
Head of Human Resources and Organisational Development  
Head of Strategic Finance  
Head of Revenues and Benefits Shared Service  
Head of Governance and Risk Management  
Head of Environmental Services  
Head of Business Development  
Head of Customer Services and Parking  
Head of Communications, Engagement and Cultural Services  
Head of Planning and Building Control Services  
Head of Community Safety and Health Services  
Manager of Housing Services

In this policy statement the term “Chief Officers” refers to the Chief Executive and two Directors in that where there any differences in terms of the policy it is between this group and all other employees. For the second group of posts noted above there is no differentiation between this group and all other employees.

## **The Policy for 2015/16**

### Objectives of the policy

(a) to ensure a capable and high performing workforce

In respect of Chief Officers and all other employees the Council’s policy is to set remuneration sufficient to attract and retain adequately experienced, trained and qualified individuals to deliver the Council’s priorities.

(b) simplicity, clarity and fairness between employees and between the Council and the community.

The Council aims to be transparent on pay to its staff, prospective staff and the wider community. Therefore other than the 2% local award after 3 years service the Council does not pay any bonus, performance enhancement, hospitality or expenses allowance to any of its employees. This approach avoids processing costs of multiple allowance schemes and is fair in that “status” is never a determinant of entitlement to benefits or allowances.

(c) To differentiate between remuneration and other employee related expenses.

The Council will meet or reimburse authorised travel, accommodation and subsistence costs for attendance at approved business meetings and training events. The Council does not regard such costs as remuneration but as non

pay operational costs. This policy is applied consistently to Chief Officers and other employees.

### Remuneration subject to national and local determination

#### **The national context**

##### Pay bargaining

The Council is a member of the local government employers association for national collective bargaining in respect of Chief Officers and other employees. There are separate negotiations and agreements in respect of each of these three groups. Changes from national negotiations generally take effect from 1 April each year and are retrospective to 1 April where agreements are struck later than 1 April. It is the Council's policy to implement national agreements. Chief Officers are under the JNC conditions of service including pay. All other employees are under the NJC national agreement on pay and conditions of service.

National Pay Award for Chief Officers was increased in January 2015 in accordance with the Chief Officer's pay award 2014-16. National pay Award for staff was also increased in January 2015. Non-Consolidated payments were made to staff on SCP 6 to 66 in December 2014 and SCP 26 to 66 in April 2015 in accordance with the NJC pay award 2014-16.

In addition to pay the national agreements cover other terms and conditions such as annual leave and allowances for use of private vehicles on council business. The Council pays car allowances in accordance with these national scales which are the same for Chief Officers and other staff.

The current rates (which were last increased in April 2009) are:

<b>Essential User Rates</b>	<b>451 - 999cc</b>	<b>1000 - 1199cc</b>	<b>1200 &amp; Above</b>
Lump sum per annum (Monthly payment pro rata)	£846 £70.50	£963 £80.25	£1,239 £103.25
Per mile - first 8,500 miles (Monthly mileage pro rata)	36.9p	40.9p	50.5p
Per mile - after 8,500 miles	13.7p	14.4p	16.4p
Amount of VAT per mile in Petrol element	1.5670p	1.7270p	1.88101p
<b>Casual User Rates</b>			

Per mile - first 8,500 miles (Monthly mileage pro rata)	46.9p	52.2p	65.0p
Per mile - after 8,500 miles	13.7p	14.4p	16.4p
Amount of VAT per mile in Petrol element	1.5670p	1.7270p	1.88101p

#### The Local Government Pension Scheme and policy with regard to the exercise of discretions

Pension provision is an important part of the remuneration package.

All employees may join the local government pension scheme. The scheme is a statutory scheme with contributions from employees and from employers. For more comprehensive details of the local government pension scheme see:

<http://www.lgps.org.uk/lge/core/page.do?pagelId=1>

All Employees over 22 years of age, but below state pension age and earn more than the qualifying annual salary currently £10,000 per annum will automatically be enrolled into the LGPS pension scheme.

Neither the scheme nor the Council adopt different policies with regard to benefits for any category of employee: the same terms apply to the Chief Officers and other staff.

East Herts Council as an employer is under a legal duty to prepare and publish a written statement of its policy relating to certain discretionary powers under the Regulations which apply to the Local Government Pension Scheme ("the LGPS"). The scheme provides for the exercise of discretion that allow for retirement benefits to be enhanced. The Council will consider each case on its merits but has determined that its usual policy is not to enhance benefits for any of its employees. The Policy on Exercise of Employer Discretions reaffirms this in respect of Chief Officers and other employees.

The pension scheme provides for flexible retirement. In applying the flexible retirement provision no distinction is made between the Chief Officers and other employees. The scheme requires that a minimum permanent reduction in working hours of 25% is made and/or there is a reduction in grade and that any consequential payments to the pension fund are recoverable in three years with the discretion to extend the three years in exceptional circumstances. The Council's Human Resources Committee will consider requests from a Chief Officer and directors will consider requests from other employees.



## **Local variations and allowances**

### Pay evaluation and the local award

All employees other than Chief Officers have their basic pay determined by a job evaluation scheme (the Hay scheme) which ensures that different jobs having the same value are paid at the same rate. The “job score” determines the pay scale for the job range within which there is provision for progression by annual increments until the top of the pay scale is reached. Most pay grades have 6 SCP increments.

A benchmarking exercise for Chief Officers using the HayGroup job evaluation scheme was completed in October 2012.

All employees other than Chief Officers currently become eligible for a 2% Local Award in addition to basic pay on completion of 3 years satisfactory service.

Chief Officers are paid a fixed spot salary with no provision for incremental progression or additional payment on completion of a period of service.

### Allowances on appointment

The Council’s policy is to not pay any form of “signing on” fee or incentive payment when recruiting.

Where it is necessary for a newly appointed employee to relocate to take up appointment the Council may make a contribution towards relocation expenses.

The same policy applies to, Chief Officers and other employees in that payment will be made against a range of allowable costs for items necessarily incurred in selling and buying a property and moving into the area.

The costs include estate agents fees, legal fees, stamp duty, storage and removal costs, carpeting and curtains, short term rental etc. The council will pay 80% of some costs and 100% of others or make a fixed sum available.

If an employee leaves within three years of first employment they normally will be required to reimburse a proportion of any relocation expenses.

Details of the full scheme can be found in the Council’s Relocation Policy.

### Redundancy payments and payments on termination

The Council has a single redundancy scheme which applies to all employees without differentiation. The Council does not provide any further payment to employees leaving the Council’s employment other than in respect of accrued leave which by agreement is untaken at the date of leaving. Where termination of employment is subject to a settlement agreement that

agreement may include a negotiated payment in exchange for which the employee undertakes not to pursue claims against the Council. The relevant Director in respect of other employees and the Human Resources Committee in respect of a Chief Officer shall only approve such payments where having regard to all the circumstances of the case and in particular the potential costs of alternative action and after taking appropriate advice they determine the sum involved is reasonable.

The redundancy payment is based on the length of continuous local government service which is used to determine a multiplier which is then applied to actual pay. The maximum number of years service taken into account is 20 and the resulting maximum payment is 78 weeks pay for anyone aged 61 or older. Details of the full scheme can be found in the Council's Redundancy Policy.

#### Additional Payments, Professional fees and subscriptions.

The Council will meet the cost of a legal practicing certificate for all those employees where it is a requirement of their employment. No other professional fee or subscription is paid. The Council makes this distinction on the basis of the relative cost to the employee and does not differentiate between Chief Officers and other staff.

At December 2014, three employees receive this benefit one of whom is the Director of Neighbourhood Services as monitoring officer.

The post designated as the Council's S151 Officer will receive a payment of up to £10,000 per year.

The post designated as Monitoring Officer will receive a payment of up to £10,000 per year.

The post designated Head of Paid Service will receive a payment of up to £10,000 per year.

Provided that no one officer will receive more than one of the above additional payments.

Where any Head of Service post is evaluated at a level which the "Chief Executive." determines to be significantly above the level recognised by the evaluation scheme an addition of up to 10% base pay may be paid subject to annual review.

This pay statement does not include the Returning Officer payment (see report to Council February 2007).

### Higher level car user allowance

The Council has set a threshold of 2000 miles per year of business travel at which the higher rate of allowance the "Essential User Allowance" becomes payable. This threshold applies to Chief Officer as to all other employees.

### Setting Salaries

For the posts of

Chief Executive  
Director of Finance and Support Services  
Director of Neighbourhood Services

The Council will normally use external advisers when making an appointment. A major input from the adviser is information and advice as to the appropriate level at which to pitch the salary to be successful in recruiting. This statement is part of the process by which these salaries are reviewed. Fixed spot salaries will be set informed by the HayGroup Report on Senior Pay at East Herts Council (October 2012) as benchmarking information.

In respect of new appointments above the salary of £100K full council approval will be sought.

### Pay ceilings

For 2015/16 the basic pay ceiling for Chief Executive post will be £110,000 per annum (i.e. including additional payment for Head of Paid Service)

The basic pay ceiling (i.e. including additional payments and professional fees where appropriate) for Director posts will be £90,000. As noted above national agreed pay settlements will be applied. For other posts covered by this statement the pay ceiling will be

Post	£
Head of Democratic and Legal Services	57,239
Head of Human Resources and Organisational Development	57,239
Head of Strategic Finance	57,239
Head of Governance and Risk Management	57,239
Head of Environmental Services	57,239
Head of Business Development	57,239
Head of Customer Services and Parking	57,239
Head of Communications, Engagement and Cultural Services	57,239
Head of Revenues and Benefits Shared Services	57,239
Head of Planning and Building Control Services	57,239
Head of Community Safety and Health Services	57,239
Manager of Housing Services	57,239

Head of Revenues and Benefits post receives 10% of base salary per annum for shared services role.

### Pay floor

The pay floor is the remuneration of the lowest paid employees. "Lowest paid" is defined as the average pay of the 1.39% (5 individuals) of the Council's employees with the lowest hourly rate. Where any employee is less than full time their pay is multiplied up to full time and the aggregate full time equivalent pay for the group divided by 5 to determine the average.

This definition of lowest paid is used to capture a meaningful number of employees avoiding distortions of a lesser number or an extended group such as lowest quartile which would require excessive averaging.

As at December 2015 this average was £16,392.20.

The Council will not pay basic pay less than the amount applicable to the bottom point of the national pay scales as agreed from time to time by the local government employers. Employees in this group will be entitled to all other benefits – fringe payments, local allowance (2%), casual/essential car allowances, pension, relocation, redundancy as all other employees.

### Pay multiples

The council does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts. The use of multiples cannot capture the complexities of a dynamic and highly varied workforce in terms of job content and skills required. Nor does it readily address the treatment of in house provided as against labour intensive bought in services if pay multiples are used as some sort of benchmark.

In terms of overall remuneration packages the Council's policy is to differentiate by setting different levels of basic pay to reflect differences in responsibilities but not to differentiate on other allowances, benefits and payments it makes.

The Council would not expect the remuneration of its highest paid employee to exceed 10 times that of the lowest group of employees.

Heads of Service reporting to Directors are paid basic salaries in a range of £47,056 to £57,239. There are 11 such posts.

Other than Chief Officers pay ranges are as follows

Grade	Minimum £	Maximum £	Median £	Median on all elements of remuneration*	Number of employees in the grade band **
1/2	13,614	17,372	15,207	16,084	3.01
3	16,231	19,742	17,372	18,292	49.34
4	17,372	21,530	19,048	20,002	15.73
5	19,742	24,472	21,530	22,534	79.32
6	21,530	27,123	23,698	24,745	24.05
7	24,472	30,178	27,123	28,238	38.16
8	28,746	32,778	30,178	31,355	20.97
9	30,178	34,746	31,846	33,056	35.53
10	35,662	40,217	37,483	38,805	19.14
11	37,483	42,053	39,267	40,625	11.08
12	42,053	52,048	47,326	48,845	3.00
13	47,056	57,239	52,850	54,480	10.75
Total					310.08

\* median point plus all elements of remuneration by grade which includes local weighting, 2% Local Award and additional pay.

\*\* Full Time Equivalent (excludes Casuals)

The Apprenticeship rate for the Council is Grade 1/2 commencing on scale point 6 (£13,614).

### **Future appointments and interim arrangements**

In the event of a vacancy, Chief Officer or other employee the arrangements set out above will apply in respect of permanent appointments.

If the need arises to provide agency or interim cover the policy is to seek to cap the cost of that appointment at no more than that of the permanent appointment taking into account additional employment costs – pension contributions, national insurance, paid leave etc. However, where necessary a higher “market rate” will be paid to secure a suitable individual and market rate will be established by reference to soft market testing, external advice and dialogue with peer authorities.

### **Publication and access to information**

The publication of and access to information relating to remuneration of Chief Officers will be set out in this document and published on the Council's website.

**Responsibilities** (as required by Local Government Transparency Code)  
Data as at December 2014  
Budget: 2015/16

(To be reviewed on appointment of Chief Executive)

*Services/functions: Business Development; Communications, Engagement and Cultural Services; Economic Development; Environmental Services and Leisure; Customer Services, Information and Parking*

*Budget: £6,408,930*

*Staff headcount: 96*

Director of Finance and Support Services

Services/functions: Strategic Finance; Governance and Risk Management; Democratic and Legal Services; Human Resources and OD; Revenues and Benefits Shared Service; ICT Shared Service; SIAS

Budget: £4,942,260

Staff headcount: 150

Director of Neighbourhood Services

Services/functions: Planning and Building Control; Community Safety and Health; Housing Services; PA team

Budget: £3,150,520

Staff headcount: 113

Head of Democratic and Legal Services

Services/functions: Committee Support; Elections; Legal; land Charges

Budget: £622,240

Staff headcount: 18

Head of Human Resources and Organisational Development

Services: HR Policy development; HR Services; Payroll; Training; Organisational Development

Budget: £389,030

Staff headcount: 7

Head of Strategic Finance

Services/functions: Technical Accountancy; Management Accountancy; Treasury Management; Property; Asset Management; Property Investment

Budget: £188,780

Staff headcount: 13

Head of Revenues and Benefits Shared Service

Services/functions: Revenue; Benefits; Systems and Support, Control and Fraud

Budget: £105,320

Staff headcount: 91

Head of Governance and Risk Management

Services/functions: Risk; Procurement; Facilities Management; Health and Safety; Audit Champion; Transactional Finance; Insurance

Budget: £1,402,150  
Staff headcount: 21

Head of Environmental Services

Services/functions: Waste and Recycling; Environmental Inspection; Pest Control; Animal Warden; Parks and Open Spaces; Leisure Services  
Budget: £5,599,550  
Staff headcount: 33

Head of Business Development

Services/functions: BPI/BPR; Service Planning; KPIs/SLA; Management Information; Project Management; Performance; Commercialisation  
Budget: £132,710  
Staff headcount: 6

Head of Customer Services and Parking

Services/functions: Customer Services; FOI; Data Protection; Parking; Web team  
Budget: (£567,300)  
Staff headcount: 34

Head of Communications, Engagement and Cultural Services

Services/functions: Corporate Consultation; Community Engagement; Community Grants; Communications; Equalities Agenda; Sports and Arts Development; LSP/Partnerships; Hertford Theatre; Transport  
Budget: £942,420  
Staff headcount: 20

Manager Economic Development

Services/functions: Markets; Business Advice; Town Centre Improvements; Rural Development Programme  
Budget: £106,840  
Staff headcount: 3

Head of Planning and Building Control Services

Services/functions: Planning Services; Planning Policy; Conversation; Building Control  
Budget: £1,078,020  
Staff headcount: 52

Head of Community Safety and Health Services

Services/functions: Environmental Health, Licensing, Community Safety, Emergency Planning, Empty homes, Disabled Facilities Grants, CCTV partnership, Empty Homes, Private sector housing, Air Quality and Pollution, Drainage engineers  
Budget: £1,360,910  
Staff headcount: 42

Manager of Housing Services

Services/functions: Allocations; Housing Advice; Housing Register,  
Homelessness, Affordable Housing Development  
Budget: £491,730  
Staff headcount: 13

PA team

Services/functions: PA support to Executive  
Budget: £107,990  
Staff Headcount: 6



## EAST HERTS COUNCIL

COUNCIL – 29 JULY 2015

REPORT BY (ACTING) MONITORING OFFICER

COUNCILLOR APOLOGY

WARD(S) AFFECTED:      None

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

- To receive and duly note a formal apology from a Member.

<b><u>RECOMMENDATIONS FOR DECISION: that:</u></b>	
<b>(A)</b>	<b>the formal apology received from the Member now detailed be noted.</b>

#### 1.0 Background

- 1.1 Standards Sub-Committee, at its meeting held on 30 June 2015, considered a complaint against Councillor Jeff Jones alleging that he had breached the Authority's Code of Conduct.
- 1.2 The Sub-Committee noted the detail of the complaint and the evidence submitted by the complainant to support their allegation.
- 1.3 The Sub-Committee, after careful consideration of the complaint in consultation with the Independent Person and taking into account the Council's assessment criteria and the approved process for dealing with complaints, agreed to request the Monitoring Officer to secure an informal resolution on the basis now detailed.
- 1.4 The informal resolution was to request Councillor Jones to apologise formally to Council in writing as to his action in using Council property for personal business and undertake never to do so again.

## 2.0 Report

2.1 Councillor Jones has provided the written apology and undertaking identified by the Standards Sub-Committee (see **Essential Reference Paper 'B'**).

2.2 Councillor Jones' apology has been formally reported to Council in accordance with the wishes of the Standards Sub-Committee. Council is invited to adopt the recommendation at the head of this report

## 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'**.

## Background Papers

None

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Report Author: Jeff Hughes – (Acting Monitoring) Officer  
[jeff.hughes@eastherts.gov.uk](mailto:jeff.hughes@eastherts.gov.uk)

## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives:	<b><i>People</i> – Fair and accessible services for those that use them and opportunities for everyone to contribute</b>
Consultation:	None
Legal:	None
Financial:	None
Human Resource:	None
Risk Management:	None
Health and wellbeing – issues and impacts:	None

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**Councillor Jeff Jones**  
(District Councillor for Buntingford Ward)

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Cllr Patricia Moore,  
Chairman East Herts District Council,  
Wallfields,  
Pegs Lane,  
Hertford

10<sup>th</sup> July 2015

Dear Councillor Moore,

As Chairman of the Council, I would be grateful if you could ensure this letter is formally submitted to Council meeting on 29 July 2015.

I wish to place on record my sincere apology for using my official council 'e'-mail account to contact fellow councillors on a personal business related matter. I fully recognise that this was inappropriate and wish to assure both Members and residents of East Hertfordshire that this error will not occur in the future."

Yours sincerely

Jeff Jones

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MINUTES OF A JOINT MEETING OF  
EXECUTIVE, COMMITTEES, SUB-  
COMMITTEES AND PANELS HELD IN THE  
COUNCIL CHAMBER, WALLFIELDS,  
HERTFORD ON WEDNESDAY 20 MAY  
2015, AT 8.17 PM

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PRESENT:

Councillor P Moore (Chairman)  
Councillors D Abbott, A Alder, M Allen,  
D Andrews, P Ballam, R Brunton, K Brush,  
S Bull, J Cartwright, M Casey,  
Mrs R Cheswright, S Cousins, K Crofton,  
G Cutting, B Deering, I Devonshire, H Drake,  
M Freeman, 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,  
A McNeece, W Mortimer, D Oldridge,  
T Page, P Phillips, M Pope, S Reed,  
P Ruffles, S Rutland-Barsby, S Stainsby,  
R Standley, N Symonds, J Taylor, K Warnell,  
G Williamson, C Woodward and J Wyllie

OFFICERS IN ATTENDANCE:

Simon Drinkwater	- Director of Neighbourhood Services
Jeff Hughes	- Head of Democratic and Legal Support Services
Martin Ibrahim	- Democratic Services Team Leader
George A Robertson	- Chief Executive and Director of Customer and Community Services
Adele Taylor	- Director of Finance and Support

## Services

19 APPOINTMENT OF CHAIRMAN

It was moved and seconded that Councillor P Moore be appointed Chairman for this meeting.

RESOLVED - that Councillor P Moore be appointed Chairman for this meeting.

20 MINUTES

RESOLVED – that the Minutes of the joint meeting of the Executive, committees, sub-committees and panels held on 14 May 2014, be agreed and signed by the Chairman as a correct record.

21 APPOINTMENT OF CHAIRMEN AND ESTABLISHMENT OF SUB-COMMITTEES, PANELS, ETC

The Head of Democratic and Legal Support Services submitted a report seeking approval for the appointment of Chairmen to Committees set up by Council at its Annual meeting on 20 May 2015 and the establishment of sub-committees and panels.

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) all 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 Director of Finance and Support 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.

The meeting closed at 8.20 pm

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

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MINUTES OF A MEETING OF THE  
CORPORATE BUSINESS SCRUTINY  
COMMITTEE HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
TUESDAY 26 MAY 2015, AT 7.00 PM

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PRESENT: Councillor P Phillips (Chairman).  
Councillors M Allen, R Brunton, S Bull,  
J Cartwright, M Casey, R Henson, M Pope,  
M Stevenson and J Wyllie.

ALSO PRESENT:

Councillors A Alder, K Brush, L Haysey,  
P Ruffles, K Warnell and G Williamson.

OFFICERS IN ATTENDANCE:

Ryan Brock	- NGDP Graduate Trainee
Marian Langley	- Scrutiny Officer
Peter Mannings	- Democratic Services Officer
Alasdair McWilliams	- Information and Digital Media Manager
Ceri Pettit	- Corporate Planning and Performance Manager
Neil Sloper	- Head of Information, Customer and Parking Services
Adele Taylor	- Director of Finance and Support Services
Ben Wood	- Head of Business Development

## 22 APPOINTMENT OF VICE-CHAIRMAN

It was proposed by Councillor J Wyllie and seconded by Councillor S Bull that Councillor M Pope be appointed Vice-Chairman of the Corporate Business Scrutiny Committee for the 2015/16 civic year.

After being put to the meeting and a vote taken, Councillor M Pope was appointed Vice-Chairman of the Corporate Business Scrutiny Committee for the 2015/16 civic year.

RESOLVED – that Councillor M Pope be appointed Vice-Chairman of the Corporate Business Scrutiny Committee for the 2015/16 civic year.

## 23 MINUTES – 17 MARCH 2015

RESOLVED – that the Minutes of the meeting held on 17 March 2015 be confirmed as a correct record and signed by the Chairman.

## 24 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Members and Officers to the first meeting of the Committee in the 2015/16 civic year. He encouraged Members to ask questions of Officers regarding anything they were unsure about.

## 25 2015/16 WORK PROGRAMME

The Chairman submitted a report setting out the Committee's future work programme for 2015/16. The Scrutiny Officer advised that the work programme was similar to the one that had been in place at the end of the 2014/15 civic year and the programme was subject to confirmation by the new Committee.

The Chairman commented on why the Customer Services Strategy project plan had been delayed by two months to

the July 2015 meeting of the Committee. The Head of Information, Customer and Parking Services advised that it was important for the new portfolio holder to be fully briefed on the new Strategy before bringing it before Members. He stated that the new Strategy would be more evidence based and would align more closely to the Council's considerable investment in business development.

The Chairman advised that the Committee could move items onto the work programme so that Members were setting the agenda for the scrutiny work of the Committee. He encouraged Members to come forward with ideas for topics and issues for scrutiny.

The Scrutiny Officer confirmed that the two items in red in the work programme would be brought forward to the July meeting instead of the August meeting. She reminded Members that the Director of Finance and Support Services would deliver induction training regarding the sources of Local Government Finance at 5.30 pm prior to the July meeting.

The Scrutiny Officer also reminded Members that scrutiny training was scheduled for 30 June 2015 once all of the Scrutiny Committees had met once. The Committee approved the 2015/16 work programme, as now detailed.

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

## 26 DATA PROTECTION – GOVERNANCE TRAINING

The Head of Information, Customer and Parking Services delivered a brief training presentation to introduce the issue of Data Protection Governance. He set out the role of scrutiny and provided a definition of Scrutiny and Governance. He then advised that Members would break out into 3 groups to discuss Governance, the Committee Member role and the Ward Member role with reference to the appropriate data protection issues that might be

encountered.

The Director of Finance and Support Services summarised the discussions in respect of data protection and governance. The Head of Information, Customer and Parking Services provided a summary of the discussions in respect of data protection and the Committee Member role. Finally, the Information and Digital Media Manager summarised the discussion had by Members relating to data protection and the role of the Ward Member.

Officers responded to a few brief questions that were asked by Members. The Committee received the presentation and the training.

RESOLVED – that the presentation and the training be received.

27 REVIEW OF COMMENTS, COMPLIMENTS AND COMPLAINTS (3CS) 2014/15

The Head of Information, Customer and Parking Services submitted the annual report summarising the comments, compliments and complaints (3Cs) received by the Council between April 2014 and March 2015. The report highlighted the key issues, remedial action and learning arising from the 3Cs. The report also presented actions in respect of 3Cs for 2015/16.

Members were advised that the Council had received a very low level of formal complaints with 95 recorded in 2014/15. The Committee considered this figure in the context of the 250,000 telephone calls that Customer Services had received during this period.

The Head of Information, Customer and Parking Services advised that the number of Stage 2 complaints was also low and the Council's customers had a clear preference for raising complaints in writing with e-mail use continuing to increase as the main source of complaints. The Authority no longer provided printed complaint forms due

to a lack of demand although customers could print the form from the Council's website.

The Committee was advised that details of corrective and improvement action could be found in Essential Reference Paper 'C' of the report submitted. Members were further advised that 6 complaints had been raised with the Local Government Ombudsman (LGO) regarding East Herts Council and of these, only one complaint had been investigated and the Council was found not to be at fault.

Councillor J Wyllie stressed that the Authority must cater for customers who had no access to a computer and e-mail. He referred to the stage 2 complaint regarding the false statement made by an East Herts Council Press Officer. He stressed that such statements should never be allowed to be issued. The Director of Finance and Support Services undertook to pick up this matter with Corporate Management Team (CMT). She also undertook to provide details of the process through which press releases are signed off by senior officers, in the Members Information Bulletin (MIB).

Councillor K Brush commented on how comments, compliments and complaints were captured via twitter and other forms of social media. The Head of Information Customer and Parking Services advised that if Communications became aware of a compliment, comment or complaint on social media all further interaction on that issue was switched to a more appropriate medium such as e-mail. The Committee received the report.

RESOLVED – that the report and actions in respect of 'Comments, Compliments and Complaints' be received.

## 28 PERFORMANCE INDICATOR OUTTURNS 2014/15

The Leader of the Council and the Director of Finance

and Support Services submitted a report that detailed the performance information based upon all the indicators that were monitored by the Authority. The purpose of the report was to inform Members of the performance outturns for 2014/15.

The Head of Business Development advised that the Authority utilised priorities, actions and performance indicators to measure progress and report to Scrutiny and make recommendations to the Executive.

The Corporate Planning and Performance Manager referred Members to paragraph 2.1 for the red, amber and green (RAG) status analysis in respect of the 63 East Herts Performance Indicators (EHPIs) for 2014/15. Page 41 of the report set out the reasons why a number of EHPIs were off target and more detailed feedback would be reported to Scrutiny via the regular health check reports.

Members were advised that there were 11 indicators for 2014/15 that did not currently have targets as they were either new or were trend only measures. The Committee was advised that performance for 13 indicators had improved. However, 13 indicators showed a decline in performance when compared to the previous year, although most of these were still performing in the green category.

The Corporate Planning and Performance Manager concluded that targets were generally being met. However, the direction of travel showed there were a number of indicators which had a long term declining trend which could put them at risk of being off target in the future. Members were referred to Essential Reference Papers 'C' and 'D' of the report submitted for data quality spot check information and benchmarking data.

In response to comments from Councillor J Wyllie regarding EHPI 64, the Director of Finance and Support Services referred to the potential positive impact on the



New Homes Bonus of returning vacant dwellings to occupation. She undertook to reissue an article on that topic that had been circulated via the MIB towards the end of 2014/15 civic year.

The Director undertook to make the Director of Neighbourhood Services and the Executive Member for Development Management and Council Support aware of the views of Corporate Business Scrutiny regarding the percentages of affordable housing currently being included in planning applications. The Director advised caution in that planning applications were determined by the Development Management Committee and it was not within the remit of this Scrutiny Committee to question those decisions.

Councillor M Pope expressed concerns regarding EHPI 181 and the outturn performance. The Director reminded Members that the 2014/15 target was 10 days and the outturn had been achieved based on the time taken to process housing benefit new claims and change events. Members were advised that this was calendar days so weekends and bank holidays reduced the time available for the Officer response.

The Director emphasised that there had been a significant increase in resources to cope with the significant increase in workload. The number of times Officers were being contacted per case was increasing as was the number of times each claimant was contacting Officers due to a change in their circumstances.

The Committee received the report.

RESOLVED – that the 2014/15 Performance Indicator Outturns report be received.

29 SERVICE PLAN MONITORING: OCTOBER 2014 – MARCH 2015

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The Director of Finance and Support Services submitted

a report in respect of the Council's performance in 2014/15 against the actions and objectives set out at the start of the financial year. The report also monitored the status of all outstanding actions from 2013/14 and 2012/13.

Members were referred to paragraph 2.1 of the report for a detailed analysis of the 2014/15 service plans. The Committee was advised that paragraph 2.3 set out the key reasons why 11 service plan actions had revised completion dates. Paragraphs 2.5 to 2.7 set out a detailed analysis of the 2013/14 service plan actions and the 2012/13 service plan actions were covered by paragraph 2.8.

Members were advised that an overview of all Council achievements by Corporate Priority for 2014/15 was detailed in Essential Reference Paper 'B' and Essential Reference Paper 'C' detailed the 2012/13 and 2014/15 Service Plan actions that had been deleted or were either on target or where completion dates had been revised.

The Committee was reminded that the 4 year Corporate Strategic Plan and the Medium Term Financial Strategy would pull together the full annual position for 2014/15 when these reports were submitted to the meeting of the Committee on 14 July 2015.

Councillor S Bull commented on whether the '3G' all weather football pitches implemented in Hertford could also be considered for Bishop's Stortford and Buntingford as there was insufficient provision in both towns. The Director of Finance and Support Services advised that a new service plan target had been set to consider the East Herts leisure provision across the whole District. Members were advised that a review would be considered by Community Scrutiny Committee in due course.

Councillor Bull commented on whether the Authority should consider a policy of banning dogs from East Herts

recreation grounds due to the worsening problem of dog fouling. The Director and the Scrutiny Officer undertook to secure a written response from the Head of Environmental Services. Members were reminded that any policy change might have to be considered by Environment Scrutiny Committee in the light of provisions within the new Anti-Social Behaviour, Crime and Policing Act as well as developing case law.

The Committee received the report.

RESOLVED – that the progress against the Council's priorities and the revised completion dates and deletions against the 2014/15 Service Plan actions and 2013/14 and 2012/13 Service Plan actions be received.

The meeting closed at 8.58 pm

Chairman .....

Date .....

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MINUTES OF A MEETING OF THE  
DEVELOPMENT MANAGEMENT  
COMMITTEE HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
WEDNESDAY 27 MAY 2015, AT 7.00 PM

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PRESENT: Councillor P Ruffles (Chairman).  
Councillors M Allen, K Brush, J Cartwright,  
M Casey, B Deering, M Freeman, J Jones,  
J Kaye, A McNeece, T Page and K Warnell.

ALSO PRESENT:

Councillors A Alder, P Ballam, S Bull,  
R Brunton, P Moore, S Rutland-Barsby and  
G Williamson.

OFFICERS IN ATTENDANCE:

Liz Aston	- Development Team Manager (East)
Paul Dean	- Principle Planning Enforcement Officer
Simon Drinkwater	- Director of Neighbourhood Services
Peter Mannings	- Democratic Services Officer
Kevin Steptoe	- Head of Planning and Building Control Services

## 30 APPOINTMENT OF CHAIRMAN

In the absence of the Chairman, it was proposed by  
Councillor J Jones and seconded by Councillor B Deering  
that Councillor P Ruffles be appointed Chairman for this  
meeting.

After being put to the meeting and a vote taken, Councillor P Ruffles was appointed Chairman for this meeting.

RESOLVED – that Councillor P Ruffles be appointed Chairman for this meeting.

31 APOLOGIES

Apologies for absence were submitted on behalf of Councillors D Andrews and D Oldridge. It was noted that Councillors J Cartwright and B Deering were in attendance as substitutes for Councillors Andrews and Oldridge respectively.

32 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded Members of the extra meeting of the Committee due to be held in the Council Chamber, Wallfields, Hertford at 7.00 pm on Wednesday 10 June 2015. He also reminded Members that this meeting was being webcasted and Members should remain seated throughout the meeting. Finally, the Chairman advised the public speakers and local ward Members of the new seating arrangement for when they addressed the Committee.

33 MINUTES – 25 MARCH 2015

RESOLVED – that the Minutes of the meeting held on 25 March 2015 be confirmed as a correct record and signed by the Chairman.

34 3/14/2023/OP – OUTLINE APPLICATION WITH ALL MATTERS RESERVED FOR THE ERECTION OF 13 DWELLINGS AT LAND SOUTH OF TANNERS WAY, HUNSDON, SG12 8QD FOR MR AND MRS P FINDLAY

Mr Hudson addressed the Committee in support of the application.

The Director of Neighbourhood Services recommended that subject to the applicant or successor in title entering into a legal obligation pursuant to Section 106 of the Town and Country Planning Act 1990, in respect of application 3/14/2023/OP, outline planning permission be granted subject to the conditions detailed in the report now submitted.

The Director confirmed that this was an outline application for 13 dwellings that had been deferred twice at previous meetings of the Committee. Members were reminded that, most recently, it had been deferred to allow further exploration of the noise issues as well as the matter of the environmental permit for Hunsdon Skips which was 120 metres to the south of the application site.

The Director confirmed that the most recent noise assessments had revealed that the current operation at Hunsdon Skips did not result in any adverse impacts on future occupiers of the proposed development and it would not be appropriate to refuse the application on the grounds of noise.

Councillor R Brunton, as the local ward Member, spoke on the application and stated that he could see no reasons why the Committee should reject the recommendation for approval.

In response to various Members' comments, the Director provided assurances in respect of noise, dust and footpath matters.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/14/2023/OP, subject to the applicant or successor in title entering into 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.

35      3/15/0415/FUL – CONSTRUCTION OF 2 HOUSES WITH  
GARAGE PARKING AT REAR AT 103, NEW ROAD, WARE  
SG12 7BY FOR V AND V RECLAMATION

Mr Starling addressed the Committee in objection to the application.

The Director of Neighbourhood Services recommended that in respect of application 3/15/0415/FUL, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director referred to the Additional Representations Summary in that Ware Town Council had objected to the application on the grounds of overdevelopment, the massing of the proposed development and the negative effect on neighbouring properties as well as concerns regarding the proposed garage accommodation blocks to the rear of the site.

The Director advised that Officers had detailed an additional landscaping condition in the Additional Representations Summary should Members be supportive of the application. Members were advised of the site history and the fact that works had been carried out that were not in accordance with a previous planning permission.

The Committee was reminded that although this application was part retrospective in nature, Members should not give this issue significant weight in their decision making and they should determine the application based on the relevant planning issues.

The Director summarised the more significant changes and advised that Officers felt that the overall impact in terms of property separation and light were acceptable in that these were not unusual relationships and the



application was judged to be acceptable.

Councillor P Ballam, as the local ward Member, referred to the planning history of the site and stated that since the demolition of an office building there had been a number of refused planning applications for residential development. She stated that the current application contravened policies ENV1, ENV2 and BH6 and had been submitted, as building works on this site were not in accordance with the plans submitted as part of a previously approved application.

Councillor Ballam commented that the proposed development had a footprint that was 50% larger than the demolished office building. She referred to the loss of light leading to a dangerous situation for users of the stairs of 105 New Road. She referred to the orientation and location of windows that provided light to the kitchen of this property and stated that the proposed development would have an unacceptable impact.

Councillor Ballam concluded by referring to the parking situation on New Road with double yellow lines on one side and parked cars on the other. She stated that buses struggled to negotiate this road and she urged the Committee to refuse the application as it contravened policies ENV1, ENV2 and BH6 and failed to respect the amenities of the occupiers of neighbouring buildings.

Councillors J Kaye and T Page both expressed similar concerns.

In response to queries from various Members, the Director advised that the proposed parking met with policy and resulted in greater parking flexibility so parking was therefore enhanced by this application.

He also advised that the garage/car port accommodation was proposed at the end of the rear gardens and would have a maximum height of 5.2 metres to the ridge of pitched roofs. Members should judge whether this impact

was acceptable or not.

The Director further advised that, when dealing with previous applications, following a request from the Authority, the applicant had reduced the side wings to 2 storey. Although an increase in ground level had increased the height of the proposed development a full storey height had not been added back. Members were advised that the impact would not be more harmful than the previously refused scheme.

Finally, the Director advised that the impact would be to the north in respect of 105 New Road and this impact was already established. Members were advised that the main difference was that the side wing of the proposed development would now extend further forward.

Overall, the Director concluded that the proposed development would have an impact, but Officers had judged this to be acceptable in policy terms and the relationship between the properties was not uncommon and was similar to that which was in place in many locations in East Herts.

Councillor T Page proposed and Councillor K Warnell seconded, a motion that application 3/15/0415/FUL be refused on the grounds that the proposed development would result in an overbearing impact and loss of light to the occupiers of the adjoining dwellings nos. 99 and 105a New Road and would therefore have an unacceptable impact on their amenity. The proposal was thereby contrary to policies HSG7 and ENV1 of the East Herts Local Plan Second Review April 2007 and paragraph 17 of the National Planning Policy Framework (NPPF).

After being put to the meeting and a vote taken, this motion was declared CARRIED. The Committee rejected the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application

3/15/0415/FUL, planning permission be refused for the following reasons:

1. The proposed development by reason of its siting and height would result in an overbearing impact and loss of light to the occupiers of the adjoining dwellings nos. 99 and 105a New Road and therefore has an unacceptable impact on their amenity. The proposal is thereby contrary to policies HSG7 and ENV1 of the East Herts Local Plan Second Review April 2007 and paragraph 17 of the National Planning Policy Framework (NPPF).

#### Summary of Reasons for Decision

In accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2012 (as amended). East Herts Council has considered, in a positive and proactive manner, whether the planning objections to this proposal could be satisfactorily resolved within the statutory period for determining the application. However, for the reasons set out in this decision notice, the proposal is not considered to achieve an acceptable and sustainable development in accordance with the Development Plan and the National Planning Policy Framework.

36      3/15/0040/FP – DEMOLITION OF REDUNDANT/DISUSED  
MOTOR REPAIR WORKSHOP AND ERECTION OF 1NO 2  
BEDROOMED DWELLING AT LAND AT KENTON HOUSE,  
HARE STREET, SG9 0EA FOR MR D MADDEN

The Director of Neighbourhood Services recommended that in respect of application 3/15/0040/FP, planning permission be refused for the reasons detailed in the report now submitted.

The Director advised that the application was for the

demolition of a former workshop and the introduction of a residential use. The Committee was advised that the recommendation for refusal resulted from the policy approach of the Authority to achieve sustainable development. Such an approach did was not supported by residential development in the settlements without services and facilities and sought to ensure that employment sites across East Herts were retained to enable employment across the district.

The Director concluded that part of the basis for the recommendation was that there would be a poor relationship between the rear garden area of Oak Cottage and the frontage of the proposed development as this would be set back from the road.

Members were reminded of sustainability in that it was important to ensure that residential use was supported by amenities such as workplaces, schools and shops and a remote location such as Hare Street had very few such facilities.

Councillor S Bull, as the adjoining ward Member, questioned the viability of the site as a future business premises. He commented that Hornead Parish Council and Hertfordshire Highways had not objected to the application and believed that the proposed development would contribute to the local housing need and enhance the area and street scene. He urged Members to support the application and grant planning permission.

In response to comments from Councillors K Brush and T Page, the Director advised that the relevant policy was EDE2 loss of employment sites and there was no differentiation between sites that were actively used and those that were more modest in floor space terms.

The Director reminded Members of the policy approach of rigorous testing of the potential for interest in such sites for a future employment use. He stated that if there had been any such testing as that referred to by Councillor

Bull, then Officers would like to see the detail of that.

The Director concluded that due to the rudimentary nature of the buildings it was not inappropriate for Members to reach a view that retention and conversion for employment was a less attractive proposal than redevelopment.

Various Members spoke in support for the application whilst expressing concern regarding the close proximity of the proposed development to both Kenton House and Oak Cottage.

Councillor T Page proposed and Councillor K Brush seconded, a motion that authority be delegated to the Head of Planning and Building Control to grant planning permission in respect of application 3/15/0040/FP, subject to appropriate conditions and subject to an amendment to the proposal to resolve the potential harmful impact from overlooking to the property to the south known as Oak Cottage.

After being put to the meeting and a vote taken, this motion was declared CARRIED. The Committee rejected the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/15/0040/FP, authority be delegated to the Head of Planning and Building Control to grant planning permission subject to appropriate conditions and to seek an amendment to the proposal to resolve the potential harmful impact from overlooking to the property to the south known as Oak Cottage.

37      3/14/1812/FP – ERECTION OF GENERATOR COMPOUND  
AT RYE MEADS SEWAGE TREATMENT WORKS,  
STANSTEAD ABBOTTS, WARE, HERTFORDSHIRE, SG12  
8JY FOR PEAKGEN POWER LTD

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The Director of Neighbourhood Services recommended

that in respect of application 3/14/1812/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director advised that whilst this was a modest proposal, it was part of wider proposals to address the significant issue of additional electricity generation for the National Grid.

Councillor M Allen, as the local ward Member, supported the application. After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/14/1812/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

38      3/15/0361/FP – INSTALLATION OF OUTDOOR MÉNAGE AT LAVENDER COTTAGE, HARE STREET, SG9 0DY FOR MRS A OSBORNE

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The Director of Neighbourhood Services recommended that in respect of application 3/15/0361/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director advised that this was a modest proposal for the installation of an outdoor ménage to the rear of a residential property in Hare Street. The application was before the Committee as the applicant was an Officer of the Authority.

There had been no objections to the application and Officers had therefore recommended approval in this case.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Director

of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/15/0361/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

- 39 A) 3/15/0244/FP – CONVERSION OF FIRST FLOOR TO INCLUDE 6 NO. LETTING ROOMS; B) 3/15/0349/FUL – CONSTRUCTION OF BRICK CHIMNEY STACK TO HOUSE KITCHEN EXTRACT FLUE (AMENDED SCHEME); C) 3/15/0628/FUL - CONSERVATORY TO REAR (AMENDED SCHEME) AT THE COCK PUBLIC HOUSE, STOCKING PELHAM SG9 0HZ FOR WINCHMORE DEVELOPMENT
- 

The Director of Neighbourhood Services recommended that subject to the applicant entering into Section 106 agreement to vary the legal agreement associated with the earlier permission 3/10/1583/OP, in respect of applications 3/15/0244/FP, 3/15/0249/FUL and 3/15/0628/FUL, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director set out the background to the three applications and detailed the planning history of the site. Members were advised that application 3/15/0244/FP was the most significant of the three applications. Officers felt that whilst the parking provision was below the maximum standards, this was balanced against the benefits of the letting rooms in ensuring the vitality and viability of the public house.

In response to various parking related queries, the Director advised that, whilst there could be some overspill parking, Officers felt that the degree of harm would not justify a refusal recommendation on highways grounds.

The Director stated that that condition 6 on each application was aimed at avoiding the site being used for airport parking for users of Stansted. A condition requiring the applicant to find additional parking would fail

to meet the standard tests for conditions.

Finally, the Director advised that whilst the Highway Authority had commented that there should be no parking on Ginns Road, the reason for this had not been articulated.

After being put to the meeting and votes taken, the Committee accepted the recommendations of the Director of Neighbourhood Services as now submitted.

RESOLVED – that subject to the applicant entering into Section 106 agreement to vary the legal agreement associated with the earlier permission 3/10/1583/OP, in respect of applications 3/15/0244/FP, 3/15/0249/FUL and 3/15/0628/FUL, planning permission be granted subject to the conditions detailed in the report now submitted.

- 40      3/15/0228/SV – VARIATION OF THE SECTION 106 LEGAL AGREEMENT ASSOCIATED WITH LPA 3/92/0474/FP (DATED 3RD SEPTEMBER 2001) BY THE REMOVAL OF CLAUSE 1.2 AND THE REMOVAL OF CLAUSE 1(I) OF THE S52 AGREEMENT (DATED 28TH SEPTEMBER 1987) ASSOCIATED WITH LPA 3/86/1939/OP, TO REMOVE THE 'ELDERLY PERSONS' AGE RESTRICTION AT LAND AT STOCKING HILL LANE, COTTERED, SG9 9PY FOR JOSEPH EDIS
- 

The Director of Neighbourhood Services recommended that in respect of application 3/15/0228/SV, the removal of Clause 1.2 of the Section 106 Legal Agreement associated with LPA 3/92/0474/FP (dated 3 September 2001) be approved.

The Director referred to the plan that was very helpful in identifying this site and another element of the development of this site. Members were given a simplified explanation of the complex planning history that led to the 'elderly persons' age restriction.



The Director advised that a site to the north was relevant in that a similar age restriction had been successfully challenged on appeal. The owners of the remaining half of the site were now seeking planning permission for the removal of the same 'elderly persons' age restriction.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/15/0228/SV, the removal of Clause 1.2 of the Section 106 Legal Agreement associated with LPA 3/92/0474/FP (dated 3 September 2001) be approved.

41 E/14/0179/A – UNAUTHORISED CHANGE OF USE OF TURKEY BARN TO B8 (STORAGE AND DISTRIBUTION) USE AT EASTWICK HALL FARM, EASTWICK, HARLOW, CM20 2RA

The Director of Neighbourhood Services recommended that in respect of the site relating to E/14/0179/A, enforcement action be authorised on the basis now detailed.

After being put to the meeting and a vote taken, the Committee accepted the Director's recommendation for enforcement action to be authorised in respect of the site relating to E/14/0179/A on the basis now detailed.

RESOLVED – that in respect of E/14/0179/A, the Director of Neighbourhood Services, in conjunction with the Director of Finance and Support Services, be authorised to take enforcement action on the basis now detailed.

42 PLANNING APPEAL: RESIDENTIAL DEVELOPMENT PROPOSALS, LAND OFF GREEN END, BRAUGHING (UP TO 60 HOUSES) REF 3/14/1448/OP

The Director of Neighbourhood Services submitted a report updating Members in relation to the current circumstances regarding the application 3/14/1448/OP and to enable the position of the Council to be considered in the light of further relevant information.

Members were reminded that the application had been for a significant development of up to 60 houses that had been refused by the Committee. The Director advised that the applicant had lodged an appeal and a public inquiry was scheduled to begin in August 2015. Members were advised that it was important to take account of any new information or change in circumstances to ensure that a clear and cogent case was presented at the inquiry.

The Director advised that the wording in the second reason for refusal referred to the loss of roadside hedgerows. Members were advised that this element of the Council's case should not be pursued as the scheme had been amended to bring footways within the site. As a result of this there would, in fact, be an increase in hedgerows.

The Director advised that the Council's Conservation Officer had further examined the site in some detail and had judged that it would not be possible to view the Conservation Area of the existing settlement and the proposed development in the same context at the same time. The Officer therefore considered that whilst there would be an impact on the wider landscape there would not be a detrimental impact on the Braughing Conservation Area.

The Director therefore advised that the second reason for refusal be amended as detailed on page 120 of the report now submitted. Members were reminded that fewer stronger reasons were preferable when dealing with a public inquiry as weaker arguments would undermine the Council's case.

The Director advised that the local ward Member had liaised with the Parish Council and local residents and he was concerned that elements of the Council's reasons for refusal were being set aside. He had been advised by Officers of the importance of ensuring a concise and strong case at the public inquiry.

Councillor J Cartwright suggested that recommendation (C) be amended as Councillor Mrs R Cheswright had been both Chairman and the local Member at the time the application had been refused, but was now neither. Members endorsed the recommendations detailed in the report subject to the inclusion of Councillor P Ruffles in recommendation (C) regarding the consultation that would be undertaken by the Head of Planning and Building Control.

RESOLVED – that (A) in relation to reason for refusal 1, the Council prepares its case in relation to the forthcoming public inquiry with authority delegated to Officers to deal with matters arising as detailed in recommendation (C);

(B) in relation to reason for refusal 2, the Council does not pursue a case in relation to Conservation issues or the loss of roadside hedgerows at the forthcoming public inquiry, and informs the appellant of its position; and

(C) the Head of Planning and Building Control, in consultation with Councillor P Ruffles as Chairman of this meeting, the Chairman of the Committee and the local ward Member, be authorised to engage with the appellants in relation to all matters relevant to the appeal and to formulate, alter, amend and update the Council's statement and evidence to be submitted in relation to the forthcoming public inquiry.

#### 43 ITEMS FOR REPORTING AND NOTING

RESOLVED – that the following report be noted:

Planning Appeals: Inquiry and Informal Hearing  
dates.

The meeting closed at 9.28 pm

Chairman .....

Date .....

MINUTES OF A MEETING OF THE  
CHIEF OFFICER RECRUITMENT  
COMMITTEE HELD IN ROOM 1.11,  
WALLFIELDS, HERTFORD ON  
WEDNESDAY 3 JUNE 2015, AT 3.00 PM

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PRESENT: Councillor L Haysey (Chairman)  
Councillors K Brush, S Rutland-Barsby and  
C Woodward.

OFFICERS IN ATTENDANCE:

Emma Freeman	- Head of People and Property Services
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ALSO IN ATTENDANCE:

Ben Cox	- Gatenby Sanderson
Martin Tucker	- Gatenby Sanderson

44 APPOINTMENT OF CHAIRMAN

It was moved and seconded that Councillor L Haysey be appointed Chairman of the Committee for 2015/16.

RESOLVED – that Councillor L Haysey be appointed Chairman of the Committee for 2015/16.

45 EXCLUSION OF PRESS AND PUBLIC

The Committee passed a resolution pursuant to Section 100(A)(4) of the Local Government Act 1972 to exclude the press and public during consideration of the business referred to in Minute 46 on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the said Act.

46      APPOINTMENT OF CHIEF EXECUTIVE

The Committee considered applications for the post of Chief Executive and agreed a long list of candidates.

RESOLVED – that the long list of candidates for the post of Chief Executive be approved.

The meeting closed at 4.45 pm

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

MINUTES OF A MEETING OF THE  
ENVIRONMENT SCRUTINY COMMITTEE  
HELD IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON TUESDAY 9  
JUNE 2015, AT 7.00 PM

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PRESENT: Councillor J Wyllie (Chairman)  
Councillors P Ballam, K Brush, K Crofton,  
H Drake, M Freeman, T Page, P Phillips and  
S Reed.

ALSO PRESENT:

Councillors D Andrews, R Brunton,  
J Cartwright, L Haysey, A Jackson, G Jones,  
G McAndrew, A McNeece, P Moore,  
P Ruffles, S Rutland-Barsby and  
C Woodward.

OFFICERS IN ATTENDANCE:

David Allen	- Waste Services Manager
Lorraine Blackburn	- Democratic Services Officer
Cliff Cardoza	- Head of Environmental Services
Karl Chui	- Performance Monitoring Officer
Simon Drinkwater	- Director of Neighbourhood Services
Marian Langley	- Scrutiny Officer
Andrew Pulham	- Parking Manager
Neil Sloper	- Head of Information, Customer and Parking Services
Kevin Steptoe	- Head of Planning and Building

Ben Wood

Control Services  
- Head of Business  
Development

64 APPOINTMENT OF VICE CHAIRMAN

It was proposed by Councillor P Phillips and seconded by Councillor T Page that Councillor H Drake be appointed Vice-Chairman of the Environment Scrutiny Committee for the 2015/16 civic year.

After being put to the meeting, Councillor H Drake was appointed Vice-Chairman of the Environment Scrutiny Committee for the 2015/16 civic year.

RESOLVED – that Councillor H Drake be appointed Vice-Chairman of Environment Scrutiny Committee for the 2015/16 civic year.

65 APOLOGY

An apology for absence was received from Councillor B Harris-Quinney.

66 MINUTES - 17 FEBRUARY 2015

RESOLVED – that the Minutes of the meeting held on 17 February 2015 be confirmed as a correct record and signed by the Chairman.

67 CHAIRMAN'S ANNOUNCEMENTS

The Chairman referred to the important role of Scrutiny in that it was an opportunity to question decisions and to make recommendations to the Executive. He asked all Members and Officers to introduce themselves.

The Chairman referred to agenda item 8 (Strategic Outline Case for Joint Working with North Herts Council on Waste and Street Cleansing) and reminded Members that Essential



Reference Paper “B” contained exempt information, the content of which should not be debated in public.

68 WORK PROGRAMME FOR 2015/16

The Chairman submitted a report setting out the future work programme for Environment Scrutiny Committee for 2015/16.

The Scrutiny Officer explained that the items contained in the work programme had been requested by the previous administration but that Members were free to suggest other items for inclusion on the work programme.

The Scrutiny Officer sought to clarify the set up for the reference group in relation to Conservation Area Management Plans in terms of roles and responsibilities. She explained that Ward Members were in an ideal position to see at first hand, what was happening at street level and could advise and support Officers in putting management plans into action.

Councillor C Woodward expressed concern about the ability to deliver Conservation Area management plans given the issues associated with areas crossing multiple wards. The Head of Planning and Building Control commented that he saw this as an “open invitation” to all as there was potential for all Members to be involved. He added that Members could nominate a person from an area to lead in the process.

The Committee approved the work programme, as now detailed.

RESOLVED – that (A) the work programme, as now detailed, be approved; and

(B) a Conservation Area Appraisal reference group be set up on a trial basis and report back to Environment Scrutiny Committee on 23 February 2016.

69 CONTRACT PERFORMANCE - ENVIRONMENTAL  
OPERATIONS 2014/15

The Head of Environmental Services submitted a report setting out the current performance of the Council's main environmental management term contracts in relation to Waste Services (Refuse and Recycling, Street Cleaning) and Grounds Maintenance and initiatives which had been undertaken. He explained that the environmental operations within these contracts included services which were of most concern to local residents. The Head of Environmental Services stated that, generally, the contract had performed very well last year.

The Waste Services Manager gave a presentation outlining the roles and responsibilities of both Veolia and John O'Connor, summarising the main points of each contract in terms of performance, non-compliance and enforcement.

In response to a query from Councillor K Crofton regarding fly tipping following a reduction in hours by Hertfordshire County Council at various recycling sites, the Head of Environmental Services stated that the figures showed that, overall, there had been a reduction in fly tipping last year. However, whilst there had been a significant reduction of small quantities of fly tipping, there had been an increase in fly tipping of larger quantities. These larger fly tips were not materials that business would be able to take to Household Recycling Waste Sites, and therefore, there was no apparent increase from the change in opening hours so far.

Councillor T Page thanked the Officers for the report and asked what the drivers were for improving the quality of service delivery for Grounds Maintenance. The Head of Environmental Services explained that there were a range of measures of service delivery, one of which was the number of complaints received in relation to services. Generally, the Grounds Maintenance Contract was performing well. He further added that the quality of grounds maintenance provision was driven by the contract specification and that, if

Members wanted to improve the quality of service, e.g., by an increase in grass cutting frequency or more flower beds, then a decision needed to be taken regarding further investment.

Councillor P Philips asked how recycling performance could be improved in the future. The Waste Services Manager explained the approach to recycling by Three Rivers Council, which had a higher performance, and the constraints on East Herts regarding those residents who refused to recycle. He referred to the importance of investment in services and of ongoing education to persuade those residents to recycle.

Councillor C Woodward welcomed the introduction of biannual conservation cuts. In response to a query regarding contractors using apprenticeship schemes, the Head of Environmental Services confirmed that the Council's contractors supported apprenticeship schemes and undertook to write to the Member with further information on the numbers employed.

In response to a query from Councillor K Brush regarding the Council's approach to education in terms of a broader strategy, the Head of Environmental Services explained that there were different strategies regarding litter, street cleansing and waste recycling. He stated that the Council had delivered a number of campaigns to encourage a change in behaviour on littering, e.g., working with Keep Britain Tidy on the "Which side of the Fence" campaign, which had involved not cleaning one side of a street in three town centres to raise awareness of the impact of littering.

In response to a query by Councillor P Ballam regarding enforcing penalties for those residents who refused to recycle and what could be done about abandoned cars, the Head of Environmental Services explained that East Herts policy was that it did not compel recycling nor did it enforce it. He stated that some councils' had introduced compulsory recycling and took enforcement action against those who allowed recycling materials in their refuse bins. This was a route which the Council could adopt if it wished. He provided an update regarding what the Council could now do in relation to

abandoned cars.

In response to a query from Councillor M Freeman regarding litter on minor roads and rural areas, the Head of Environmental Services explained that rural areas were equally important but had less litter problems. This was reflected in the legislation which dictated the speed at which local authorities must remove litter when it increased to a specified level. He referred to the training given at the recent Member induction day.

Councillor K Crofton suggested that the approaches to recycling and those who contaminated their bins needed to be more rigorous. He referred to the issue of dog fouling and what help could be given to Parish Councils on this issue. The Head of Environmental Services undertook to speak to the Member further on this issue.

Councillor C Woodward referred to the work of volunteers in collecting and bagging fallen leaves and asked that a constructive relationship be developed between the Council and these helpers.

The Committee received the report.

RESOLVED – that the current performance of the Council's main environmental management term contracts be received.

## 70 STRATEGIC OUTLINE CASE FOR JOINT WORKING WITH NORTH HERTS COUNCIL ON WASTE AND STREET CLEANSING

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The Executive Member for Environment and Public Open Space submitted a report setting out a strategic outline case for working in relation to Waste and Street Cleansing Service with North Herts Council. Members were reminded that Essential Reference Paper "B" contained exempt information which was commercially sensitive and that if Members wished to discuss that information, then Members would need to move a resolution to exclude the press and public from the

meeting.

The Ambassador and Executive Member for Shared Services and the Head of Environmental Services explained the background leading up to the submission of the strategic outline case for joint working and outlined the benefits to both Councils.

The Head of Environmental Services outlined the process to be followed if Members wished to recommend to the Executive that the Council proceed to the next stage. The Head of Environmental Services explained that in moving forward and in terms of possible future options, there were three:

- (1) do nothing;
- (2) have a fully integrated service and joint infrastructure; or
- (3) same as (2) but excluding the joint infrastructure.

In response to a query by Councillor P Phillips regarding North Herts' commitment to a shared service, the Ambassador and Executive Member for Shared Services was confident that North Herts was serious about joint working. The Chairman stated that North Herts' Scrutiny Committee would be receiving the same report on 9 June 2015.

In response to a query by Councillor P Phillips about improving productivity and higher performance, the Head of Environmental Services suggested that one option for the Council could be to introduce separate food waste collection, which could be delivered through a new joint contract from 2018. He stated that it was possible to add different services to different Councils with costs accruing to the responsible Council.

In response to a query from Councillor K Crofton, the Head of Environmental Services explained the benefits to be achieved from a larger joint contract including bulk buying of vehicles and access to cheaper fuel.

In response to a query by Councillor K Brush regarding

competition and interest by smaller companies in the tendering process, the Head of Environmental Services explained that with regard to a waste contract, because the costs of equipment and vehicles were so high and larger companies were able to benefit from economies of scale, potential bidders were likely to be larger companies. Contract tendering in relation to European legislation would be observed.

The Committee received the report and asked that Members' comments as now detailed, be referred to the Executive along with its recommendation to the Executive for approval.

RESOLVED – that (A) Members' comments as now detailed, be referred to the Executive; and

(B) the Committee recommends to the Executive that the Council proceed to the next stage, and that an Outline Business Case for a Shared Waste and Street Cleansing Service with North Herts District Council (NHDC) be developed.

## 71 RESIDENT PERMIT PARKING SCHEME POLICY REVIEW

The Executive Member for Economic Development submitted a report setting out the existing policy in relation to the Residents' Permit Parking schemes, and sought Members' comments on future policy options, including whether an additional survey of existing schemes needed to be commissioned.

The Parking Manager outlined the Residents' Permit Scheme adopted in 2003/4 and what parts were amended as a result of decriminalisation legislation. The Parking Manager explained that the Council was prohibited from achieving a surplus profit in developing resident parking schemes. Possible options and operational difficulties were considered including that of shared use parking. Twelve resident parking schemes were currently in existence. A log of further requests for resident parking schemes was attached within

Essential Reference Paper “E” of the report submitted.

The Executive Member for Economic Development explained that the report had been requested following requests by residents for more schemes. He referred to the difficulties of parking displacement and overspill in off-street parking.

Councillor C Woodward referred to the lack of business parking in the Southmill Road area of Bishop’s Stortford and suggested more shared space parking. The Head of Information, Customer and Parking Services provided an update in relation to Southmill Road and the possible effects of a “wave” in terms of parking displacement. He stated that permit schemes worked, but was concerned about the number of requests which had been received and the need to ensure that costs did not accrue to the Council. He suggested that Members might wish to wait for further information before making a recommendation.

Councillor K Crofton was happy to hear that the Council was helping residents with parking and added that there was a need to ensure that the area thrived in terms of its visitors.

Councillor A Alder referred to the parking problem in Bishop’s Stortford and suggested that the Council negotiate usage with the football club. The Leader of the Council stated that this suggestion could present some legal complexities.

Councillor G Jones referred to an earlier suggestion of a “Park and Ride” outside of Bishop’s Stortford which was later not found to be a viable proposal.

Following extensive further debate, the Committee accepted that there were considerable issues which needed to be taken into account and recognised that the existing policy was no longer adequate. The Committee confirmed their support of the guidelines set out in the report now submitted and further agreed that a new policy should be developed for consideration by the Executive before any new schemes were agreed.

RESOLVED – that (A) the existing resident permit parking schemes should continue under the current arrangements other than to explore opportunities for shared use parking where appropriate;

(B) there be no commencement of new schemes until the Council formally adopts a new policy regarding the creation of resident permit zones; and

(C) the Executive Member for Economic Development be advised of Members' comments.

## 72 PLANNING PERFORMANCE - ENFORCEMENT TARGETS

The Deputy Leader and Executive Member for Development Management and Council Support submitted a report setting out the background to Performance Indicators EHIP 2.1d (Planning Enforcement Initial Site Inspections and 2.1(Service of Planning Enforcement Notices).

The Head of Planning and Building Control explained that the performance targets had been agreed in 2010 and that the Council sought to achieve compliance with regulations before resorting to formal action. He explained that complex cases were not included in the performance target.

The Head of Planning and Building Control commented that in relation to the service of enforcement notices, very few were issued and that the Council sought to secure compliance with landowners adding that the test of expediency was delegated to Officers.

Councillor T Page referred to the Council's policy "not to punish but to work with" and queried whether this was a weakness in the system. The Acting Chief Executive explained that this was part of the policy concordant which was a nationally agreed policy. He stated that it did not reflect any weakness the Council's planning policy.

Councillor C Woodward queried the Council's level of staffing resources to handle site inspections and planning



enforcement. He stated that he was aware of a number of cases which needed addressing. The Head of Planning and Building Control confirmed that the resources were the same as they were in 2010 when the target had been set and that there were three Officers dealing with these issues. He asked the Member to contact him about the cases which he felt, needed investigation.

Councillor P Phillips expressed concern regarding the 15 (working) day performance target in relation to 2.1d (Planning Enforcement Initial Site Inspections). The Deputy Leader suggested that it might be useful to consider the implications of changing the target. This was supported.

The Committee received the report and asked that Members' comments as now detailed, be referred to the Executive along with its recommendation to the Executive for approval.

RESOLVED – that (A) that the Performance Indicators EHPI 2.1d and 2.1e be noted;

(B) the Committee recommends to the Executive to consider the implications of reviewing the 15 day target in relation to 2.1d (Planning Enforcement Initial Site Inspections) and to report back to the joint meeting of Scrutiny Committees in February as part of the 2016/17 Future Targets report; and

(C) the Executive be requested to delete the Performance Indicator 2.1e (Service of Planning Enforcement Notices) but that Development Management Committee be provided with an update on each occasion when authorisation has been given.

## 73 2014/15, 2013/14 AND 2011/12 SERVICE PLANS - END OF YEAR MONITORING REPORTS

The Director of Finance and Support Services submitted a report which explained how the Council had performed in 2014/15 against the actions and objectives it set out to

achieve and reported on the status of all outstanding actions from 2013/14 and 2011/12.

The Head of Business Development explained that this was a retrospective look at the actions agreed by the previous administration and that Members might wish to agree a new set of priorities.

Councillor P Phillips referred to the Castle Weir Micro Hydro Scheme at Hertford Theatre and sought an update on the proposal. The Head of Environmental Services explained that it was still working closely with the Environment Agency and summarised the difficulties in moving the project along.

The Committee received the report.

RESOLVED – that progress against the Council's priorities, including revised completion dates, suspensions and deletions against 2014/15 Service Plan actions and 2013/14 and 2011/12 Service Plan actions be received.

#### 74 HEALTHCHECK THROUGH TO MARCH 2015 (INCLUDING 2014/15 OUTTURNS AND TARGETS)

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The Director of Finance and Support Services submitted a report on the performance of key indicators for Environment Scrutiny for the period January to March 2015. The Head of Business Development explained that the report looked retrospectively at performance covering the period of the previous administration and that the new Members might want to set new objectives and priorities.

The Committee received the report.

RESOLVED – that the reported performance for the period January to March 2015 be received.

The meeting closed at 9.15 pm

MINUTES OF A MEETING OF THE  
DEVELOPMENT MANAGEMENT  
COMMITTEE HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
WEDNESDAY 10 JUNE 2015, AT 7.00 PM

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PRESENT: Councillor D Andrews (Chairman).  
Councillors M Allen, K Brush, M Casey,  
M Freeman, J Jones, A McNeece,  
D Oldridge, T Page, P Ruffles and K Warnell.

ALSO PRESENT:

Councillors E Buckmaster, S Bull,  
J Cartwright, J Goodeve, L Haysey and  
S Rutland-Barsby.

OFFICERS IN ATTENDANCE:

Liz Aston	- Development Team Manager (East)
Paul Dean	- Principle Planning Enforcement Officer
Simon Drinkwater	- Director of Neighbourhood Services
Peter Mannings	- Democratic Services Officer
Kevin Steptoe	- Head of Planning and Building Control Services

75 APPOINTMENT OF VICE-CHAIRMAN

It was proposed by Councillor K Brush and seconded by  
Councillor A McNeece that Councillor P Ruffles be  
appointed Vice-Chairman of the Development  
Management Committee for the 2015/16 civic year.

After being put to the meeting and a vote taken, Councillor P Ruffles was appointed Vice–Chairman of the Development Management Committee for the 2015/16 civic year.

RESOLVED – that Councillor P Ruffles be appointed Vice–Chairman of the Development Management Committee for the 2015/16 civic year.

76 APOLOGY

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

77 MINUTES – 27 MAY 2015

RESOLVED – that the Minutes of the meeting held on 27 May 2015 be confirmed as a correct record and signed by the Chairman.

78 3/14/0924/FP – ARTIFICIAL GRASS PITCH WITH ASSOCIATED FENCING, 6 X14 METRE HIGH FLOODLIGHT COLUMNS AND STORAGE CONTAINER. CREATION OF 3 BUNDS AND AMENDMENTS TO PARKING PROVISION TO PROVIDE 34 PARKING SPACES AT RICHARD HALE SCHOOL, HALE ROAD, HERTFORD, SG13 8AU FOR RICHARD HALE SCHOOL

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Mr Williams addressed the Committee in objection to the application. Mr Botheras spoke for the application.

The Director of Neighbourhood Services recommended that in respect of application 3/14/0924/FP, planning permission be granted subject to the conditions detailed in the report now submitted. He set out the nature of the application and detailed the key issues that Members should consider. The Director acknowledged the impact of the additional use and advised that there were sufficient safeguards for Members to approve the application.

Councillor S Rutland-Barsby, as the local ward Member, highlighted the prominent position of the site and its proximity to proposed residential development at Sovereign House, the care home at Bentley House and the immediate neighbours in Highfield and Queens Road. She set out her concerns over noise, light pollution and the carcinogenic dust from the pitch surface. She referred to the lack of objection from Hertfordshire Ecology and whether there was a need for a specific bat survey. She concluded that the scheme would be a wonderful facility for the school and the community, but it had been proposed in a totally unsuitable location that would be detrimental to neighbouring amenity.

Councillor P Ruffles stated that, on balance, he was supportive of the recommendation for approval. He referred to the substantial benefits of education and sports provision in light of the shortage of pitch provision at Richard Hale School. He concluded that whilst he did not deny any of the concerns of the public speaker or the local ward Member, he was confident that there were sufficient safeguards in the form of modern management to mitigate the impacts of the application.

Councillor K Warnell sought and was given clarification regarding the mitigation of noise pollution for the residents of Highfield Road in that an acoustic fence was proposed for the whole southern side of the pitch as well as three additional landscaped bunds.

Councillor A McNeece stated that the acoustic levels detailed in the report caused him great concern as they were very close to World Health Organisation (WHO) guidelines for maximum noise levels. He concluded that the views of the local neighbours had to be given priority consideration over the wider views in favour of the application.

Councillor M Casey asked for clarification regarding the concern that had been raised relating to health concerns

and the pitch surface. Councillor K Brush asked for clarification in respect of the proposed hours of use for the artificial pitch. The Director confirmed that noise decibel readings were exponential in nature and a 1 decibel (dB) difference between the actual reading and a limit was a significant difference.

Members were advised that the Committee should not concern itself with the volume of representations as the issues that had been raised were of greater relevance. The Director advised that the time limits on the hours of use meant that all use of the pitch and the floodlighting should have ceased by the terminal hours.

The Director assured Members that the pitch surface and the concern over health was not an issue for the Committee as it was for the operator to take responsibility in ensuring the safety of the users and this was covered by other legislation. Regarding the ecological impact and bats, the Director stated that Officers had no data to indicate any concerns and there was no need to restrict the use on that basis.

The Director assured Councillor McNeece that the lighting was in form of slim and modest poles with a modest T Bar arrangement with down lighters that would be visible but would not be unduly harmful to the character and appearance of the area.

The Director advised that there might be some flexibility in the hours of use in that during the summer months the applicant would accept some modest earlier closing times as referred to in the additional representations summary.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Director of Neighbourhood Services as now submitted subject to the amendment of condition 6 to reflect the modest reduction in hours of use offered by the applicant.

RESOLVED – that in respect of application

3/14/0924/FP, planning permission be granted subject to the conditions detailed in the report now submitted and subject to the following amended condition:

6. The use of the artificial grass pitch and the floodlighting hereby permitted shall be restricted solely to the following hours – between 1<sup>st</sup> September – 31<sup>st</sup> May, Monday – Thursday 08.00 – 22.00; Friday 08.00 – 21.00; Saturday and Sunday 09.00 – 20.00; Bank Holidays 09.00 – 18.00 and, between 1<sup>st</sup> June – 31<sup>st</sup> August, Monday – Thursday 08.00 – 21.00; Friday 08.00 – 20.00; Saturday and Sunday 09.00 – 19.00; Bank Holidays 09.00 – 18.00.

Reason: In the interests of neighbouring amenity and protected species, in accordance with policies ENV16 and ENV24 of the East Herts Local Plan Second Review April 2007.

- 79 A) 3/15/0231/FUL – CONVERSION OF EXISTING MALTINGS BUILDINGS TO COMPRISE 16 DWELLINGS. DEMOLITION OF EXISTING 20C WING. ERECTION OF 7 NEW DWELLINGS TOGETHER WITH ASSOCIATED ACCESS, CAR PARKING, LANDSCAPING AND RELATED WORKS; AND B) 3/15/0232/LBC – CHANGE OF USE AND ALTERATIONS TO EXISTING MALTINGS BUILDINGS TO CREATE 16 NO. DWELLINGS AND DEMOLITION OF EXISTING 20C WING AT BREWERY YARD, WATTON ROAD, WARE, SG12 0AB FOR BREWERY YARD PROPERTIES LTD
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Judith Sims and Janet Shaddock addressed the Committee in objection to the applications.

The Director of Neighbourhood Services recommended that subject to the applicant or successor in title entering into a legal obligation pursuant to Section 106 of the Town and Country Planning Act 1990, in respect of

application 3/15/0231/FUL, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director also recommended that in respect of application 3/15/0232/LB, listed building consent be granted subject to the conditions detailed in the report now submitted. The Director set out the nature of the application as well as the details of the existing buildings on the site.

Members were advised of the key issues they should consider when determining the application. The Director stated that the use of the buildings as well as the delivery of housing outweighed any harmful impacts of the proposed development.

In response to Councillor T Page, the Director confirmed that condition 18 was to ensure that the risk of flooding was minimal to an acceptable degree and this condition was a risk based approach in line with the technical standards used by the Environment Agency. He also confirmed that the Council's standards for garage size allowed for some flexibility in that they had to be either 5.6 metres in length and 2.6 metres wide or 3.2 metres wide and 5 metres in length.

Councillor K Brush sought and was given clarification as to the viability of the application with regard to social housing. The Director confirmed that the Section 106 figure for infrastructure was very modest and the amounts needed to be six figure sums to have a meaningful impact in terms of affordable housing. Councillor Page also raised a number of reservations regarding the viability of both applications.

Councillor McNeece commented on why there was a proposed southern access route alongside the existing northern route. He had some sympathy with the residents of Black Swan Court and he emphasised that the provision for bins was inadequate and the bins might be



too large to be manoeuvred down the access way. The Director advised that it was most likely an issue of flexibility. Members were advised that the issue of what could be achieved with a single access would have to be explored with the applicant and Hertfordshire Highways.

The Director responded to a point from Councillor M Freeman by stating that the emerging car parking standards were minimum standards and Officers acknowledged that more sustainable locations might result in reductions in car ownership. The Director also pointed out that many garages were used for household storage and there were limited opportunities for parking close to this site.

Councillor T Page proposed and Councillor K Brush seconded, a motion that applications 3/15/0231/FUL and 3/15/0232/LB be deferred to enable Officers to enter into further discussions with the applicant in relation to the level of affordable housing provision and associated viability issues, the potential deletion of the southern access, parking and detailed construction management arrangements and arrangements for refuse disposal.

After being put to the meeting and a vote taken, this motion was declared CARRIED. The Committee rejected the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of applications 3/15/0231/FUL and 3/15/0232/LB, planning permission and listed building consent be deferred to enable Officers to enter into further discussions with the applicant in relation to the level of affordable housing provision and associated viability issues, the potential deletion of the southern access, parking and detailed construction management arrangements and arrangements for refuse disposal.

80 3/15/0412/VAR – VARIATION OF CONDITION 3 OF LPA  
REFERENCE 3/13/0527/FP (APPROVED PLANS) TO  
ALLOW MINOR AMENDMENTS TO THE APPROVED  
SCHEME FOR RESIDENTIAL DEVELOPMENT AT PEARSE  
HOUSE, PARSONAGE LANE, BISHOP'S STORTFORD,  
CM23 5BQ FOR MARDEN HOMES LTD

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Mr Clews addressed the Committee in support of the application.

The Director of Neighbourhood Services recommended that subject to the applicant entering into a variation of the existing Section 106 agreement to refer to the amended plans, in respect of application 3/15/0412/VAR, planning application be granted subject to the conditions detailed in the report now submitted.

The Director set out the details of the application and referred Members to page 46 of the report for the amendments for which permission was being sought. Officers had assessed the impact of the application on the character and appearance of the buildings and the surrounding area as well as the impact on neighbours and were of the view that these impacts were acceptable.

Councillor K Warnell referred to concerns from residents of Friars Wood in respect of overlooking and he sought Officers' reasons for disregarding this point. The Director referred to the concerns of residents regarding the south west facing elevation of the building.

Members were assured that the roof light windows were at such a height that it would be very difficult for overlooking to occur and Officers felt that there would be no significant harm to neighbour amenity. After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that subject to the applicant entering into a variation of the existing Section 106

agreement to refer to the amended plans, in respect of application 3/15/0412/VAR, planning application be granted subject to the conditions detailed in the report now submitted.

81      3/15/0252/FUL – ERECTION OF AGRICULTURAL GRAINSTORE AND MACHINERY STORE AT GREAT HORMEAD HALL, HALL LANE, GREAT HORMEAD FOR MR J WYLD

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The Director of Neighbourhood Services recommended that in respect of application 3/15/0252/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 Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/15/0252/FUL, planning permission be granted subject to the conditions detailed in the report now submitted.

82      ITEMS FOR REPORTING AND NOTING

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 8.55 pm

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MINUTES OF A MEETING OF THE  
COMMUNITY SCRUTINY COMMITTEE  
HELD IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON TUESDAY  
16 JUNE 2015, AT 7.00 PM

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PRESENT: Councillor Mrs D Hollebon (Chairman)  
Councillors G Cutting, J Goodeve, R Henson,  
J Jones, A McNeece, D Oldridge, M Pope,  
R Standley and K Warnell

ALSO PRESENT:

Councillors A Alder, E Buckmaster,  
J Cartwright, L Haysey, P Moore, P Ruffles,  
C Woodward and I Richardson

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Karl Chui	- Performance Monitoring Officer
Simon Drinkwater	- Director of Neighbourhood Services
Louise Harris	- Housing Strategy and Development Manager
Marian Langley	- Scrutiny Officer
Will O'Neill	- Head of Communications, Engagement and Cultural Services
Claire Pullen	- Engagement and Partnerships Officer (Grants)
Ben Wood	- Head of Business Development

ALSO IN ATTENDANCE:

Ian Richardson - CVSBEH

83 APPOINTMENT OF VICE CHAIRMAN

It was proposed by Councillor K Warnell and seconded by Councillor J Jones that Councillor G Cutting be appointed Vice-Chairman of Community Scrutiny Committee for the 2015/16 civic year.

After being put to the meeting, Councillor G Cutting was appointed Vice-Chairman of the Community Scrutiny Committee for the 2015/16 civic year.

RESOLVED – that Councillor G Cutting be appointed Vice-Chairman of Community Scrutiny Committee for the 2015/16 civic year.

84 MINUTES

RESOLVED - that the Minutes of the meeting held on 10 March 20 be confirmed as a correct record and signed by the Chairman.

85 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed newly elected Members to the Committee. She asked that those present introduce themselves and reminded Members to sign the attendance sheet.

The Chairman referred to a page 125 which had been omitted from the Agenda but which had been circulated separately by email. The Chairman reminded Members that those who were not a Member of Community Scrutiny Committee should first ask the Chairman's permission to speak.

## 86 COMMUNITY SCRUTINY WORK PROGRAMME

The Chairman submitted a report setting out the proposed work programme for the 2015-16 civic year. The Scrutiny Officer explained that some of the work programme had been suggested by the previous administration. She sought feedback on any items Members might want to include for scrutiny. She reminded Members that with the creation of the new Health and Wellbeing Scrutiny Committee, health related matters had been removed from the Community Scrutiny agenda.

The Scrutiny Officer advised that a Member Officer Group which had been meeting with the Registered Housing providers would report back to the November meeting.

It was noted that Community Scrutiny Committee was the designated committee to consider crime and disorder issues but that so far, no topic had yet been identified for scrutiny and that this would need to be considered towards the end of the year.

The Committee approved the report.

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

## 87 COMMUNITY VOLUNTARY SERVICE FOR BROXBOURNE AND EAST HERTS - ANNUAL REPORT

The Head of Communications, Engagement and Culture submitted a report providing the first annual overview of the work of the Community Voluntary Services for Broxbourne and East Herts (CVSBEH). He stated that the CVSBEH had provided a very good service to many voluntary organisations and had undertaken specialist projects on the Council's behalf.

Ian Richardson, Chief Officer for the CVSBEH explained that a lot had been achieved over the last 10 years and gave a presentation which provided an insight into the work of the

organisation, its previous achievements and the day to day delivery of its core services and funding sources. He explained that the CVSBEH's Vice Chairman was Councillor A Alder. Mr Richardson gave a summary of the voluntary organisations, (approximately 300) which worked with the CVSBEH and of the growing number of sports related groups.

In response to a query by Councillor D Oldridge regarding funding, Mr Richardson explained the various sources of funding and income for projects including how non-voluntary staff were paid.

In response to a query from Councillor R Standley regarding advice sessions, Mr Richardson explained that providing advice was a core service. A "drop in" advice service was also available once a week.

In response to a query from Councillor J Jones regarding the furniture scheme, Mr Richardson explained how the scheme, based on suitable donations worked, i.e. fire retardant labels needed to be attached to soft furnishings. He stated that sufficient space to house donated furniture was a constraint.

In response to a query from Councillor G Cutting regarding electrical equipment, Mr Richardson explained that all equipment, including washing machines were tested before being sold on to those in need.

In response to a query from Councillor M Pope regarding the Bishop's Stortford Food Bank, Mr Richardson explained how the food bank was established and of the difficulties which needed to be overcome. He encouraged Members to speak with Officers should there be a need to set up other food banks in the District.

The Head of Communications, Engagement and Culture referred Members to Essential Reference Paper "B" (Service Level Agreement) of the report submitted and the fact that the organisation would invite the Council to nominate an Officer and a Member to sit on its management board.



Mr Richardson explained that Councillor A Alder already held the role of Trustee and Director of the CVSBEH. The Leader of the Council referred to possible conflicts of interest should Councillor A Alder remain in that role. The Leader suggested that any Member expressing an interest to sit on the Management Board should contact the Chairman of Community Scrutiny Committee and the Leader of the Council.

The Committee received the report and recommended to the Executive that the Service Level Agreement as detailed in Essential Reference Paper “B” of the report submitted be approved.

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

(B) the Service Level Agreement be supported; and

(C) Members’ expression of interest in taking up the role of Board Member to the CVSBEH be forwarded to the Chairman of Community Scrutiny Committee and the Leader of the Council.

## 88 ANNUAL REPORT ON DISCRETIONARY COMMUNITY GRANTS

The Executive Member for Health and Wellbeing submitted a report which provided an update of grants allocated between 1 April 2014 and 31 March 2015.

The Engagement and Partnerships Officer (Grants) provided a summary of the report as now submitted.

In response to a query from Councillor M Pope regarding applications from church based organisations for community activity grants, the Engagement and Partnerships Officer (Grants) stated that faith groups could apply for grants as long as the grant was for a community based activity and not for worship.

In response to a query from Councillor J Goodeve regarding consultation on the proposed changes, the Engagement and Partnerships Officer (Grants) provided a detailed account of the consultation process currently being undertaken through focus groups of interested parties.

In response to a query from Councillor D Oldridge regarding proposed limitations on the Community Activities Pot, the Engagement and Partnerships Officer (Grants) explained that smaller organisations did not have the ability to generate income whereas Parish and Town Councils did. She explained that many applications for grants were made towards the end of the year.

Councillor J Jones stated that many small organisations did not apply for grants because of the paper work involved, i.e. the need to have a constitution in place. He suggested that Members should provide help to these groups. The Engagement and Partnerships Officer (Grants) explained how “mini-grants” worked particularly in relation to those organisations without constitutions. Councillor R Standley stated that she had been able to source a template for a constitution from the CVSBEH.

The Executive Member for Health and Wellbeing emphasised the importance of networking to help groups and to be proactive in making groups aware.

Councillor K Warnell referred to “casual” grants which Members formerly had discretionary use of. The Engagement and Partnerships Officer (Grants) encouraged Members to attend the Focus Group meeting in June for further information on how Members could help the grant allocation process.

Councillor C Woodward welcomed the relaxation of the process. He queried whether priority was being given to rural areas because Town Councils were benefitting from the new Homes Bonus (NHB). The Engagement and Partnerships Officer (Grants) explained that priority was given to capital grants but that in relation to all other grants, there was no

priority for rural groups.

The Leader referred to health and wellbeing in terms of the importance of the “public health district offer” of £10,000 and how this would positively impact on the grant making process.

The Committee received the report and supported the changes as now proposed.

RESOLVED – that (A) the allocation of grants in accordance with agreed policy be supported agreed and the future inclusion of the “district offer” in the grant making process be noted;

(B) the process for Community Activities and Small Community Capital grants be relaxed by the exclusion of the need to involve Town or Parish Councils in the process;

(C) the Community Activities pot be extended to village halls and Parish Councils and used to support special events only; and

(D) the time period for claiming small capital grants be reduced from a year to six months.

## 89 UPDATING THE SHARED OWNERSHIP LOCAL PRIORITIES CASCADE

The Executive Member for Health and Wellbeing submitted a report on proposed amendments to the Council’s Shared Ownership Local Priorities Cascade process. The Housing Strategy and Development Manager provided a summary of the process and the revisions proposed and how this would bring the process in line with the priority cascade within the Choice Based Lettings rental scheme.

Councillor K Warnell expressed concern about the lack of shared ownership properties on the market. The Housing Strategy and Development Manager explained how the proportionality worked and described what other shared

ownership schemes and options were available to those who could not access the property market in the normal way.

The Committee received the report and recommended to the Executive that the minor changes highlighted in this report be supported.

RESOLVED - that (A) the changes to the Shared Ownership Local Priorities Cascade be noted; and

(B) the Executive be requested to approve the minor changes in (A) above.

90 2014/15, 2013/14 AND 2012/13 END OF YEAR SERVICE PLAN MONITORING REPORT

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The Director of Finance and Support Services submitted a report which explained how the Council had performed in 2014/15 against the actions and objectives it set out to achieve and reported on the status of all outstanding actions from 2013/14 and 2012/13.

The Head of Business Development explained that this was a retrospective look at the actions agreed by the previous administration and that Members might wish to agree a new set of priorities. The Head of Business Development stated that, in the main, the message was positive with most of the actions having been delivered. The report, as now submitted, provided an explanation for those which had been suspended or deleted.

Councillor R Henson referred to the Fuel Poverty objective and commented that the percentage was very high. He queried what could be done to bring this down. The Scrutiny Officer explained that many of the properties in East Herts were difficult to insulate because of their construction or age. She undertook to provide the Member with a link to a report which had been considered by Environment Scrutiny Committee on this matter.

Councillor K Warnell referred to the 3G all-weather football

pitches implemented at Hartham Common and queried whether there were any plans to do the same at Grange Paddocks, Bishop's Stortford. The Head of Communications, Engagement and Culture explained that the Council was actively looking for solutions and ways to make use of £3M of section 106 monies for sports facilities.

In response to a query by Councillor M Pope and the recent Housing Survey Consultation, the Acting Chief Executive advised that a report would be presented to the Executive in August 2015. In response to a further query from Councillor Pope about property funding investment, the Acting Chief Executive confirmed that the Council was on track.

The Head of Communications, Engagement and Culture confirmed that the "Get East Herts Working" would be reported to the East Herts Partnership Group in July 2015.

The Committee received the report.

RESOLVED – that progress against the Council's priorities, including revised completion dates, suspensions and deletions against 2014/15 Service Plan actions and 2013/14 and 2012/13 Service Plan actions be received.

## 91 COMMUNITY SCRUTINY HEALTHCHECK REPORT FEBRUARY TO MARCH 2015

The Director of Finance and Support Services submitted a report on the performance of key indicators for Community Scrutiny Committee for the period February to March 2015. The Head of Business Development referred to missing data which had been emailed to Members and had been tabled at the meeting. He explained that the report looked retrospectively at the performance of 11 performance indicators covering the period of the previous administration and stated that new Members might want to set new objectives and priorities.

In response to a query from Councillor D Oldridge regarding

the timescale of the trends, the Performance Monitoring Officer provided an update.

In response to a query from Councillor K Warnell regarding the establishment of targets, the Acting Chief Executive explained that these were considered by the joint meeting of Scrutiny Committees and then approved by the Executive. He stated that it was the intention of corporate management team to review how the Council used performance indicators with a view to establishing whether they were productive and whether more useful trends could be identified. He referred to homelessness which was not measured as a key indicator but that statistics on this issue could provide invaluable information to both Officers and Members.

The Committee received the report.

RESOLVED – that the reported performance for the period February to March 2015 be received.

The meeting closed at 8.55 pm

Chairman .....

Date .....

MINUTES OF A MEETING OF THE  
CHIEF OFFICER RECRUITMENT  
COMMITTEE HELD IN ROOM 1.11,  
WALLFIELDS, HERTFORD ON  
WEDNESDAY 17 JUNE 2015, AT 10.00 AM

PRESENT: Councillor L Haysey (Chairman)  
Councillors G Jones, S Rutland-Barsby and  
C Woodward.

OFFICERS IN ATTENDANCE:

Emma Freeman	- Head of Human Resources and Organisation Development
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ALSO IN ATTENDANCE:

Ben Cox	- Gatenby Sanderson
Martin Tucker	- Gatenby Sanderson

92 APOLOGIES

An apology for absence was submitted on behalf of Councillor K Brush. It was noted that Councillor K Brush would participate in the meeting on the basis of a telephone conference call.

93 MINUTES

The Committee noted that Councillor G Jones' apology for absence from the meeting on 3 June 2015 had been omitted.

RESOLVED – that the Minutes of the meeting held on 3 June 2015, be approved as a correct record and signed by the Chairman, subject to the addition of Councillor G Jones' apology for absence.

94 EXCLUSION OF PRESS AND PUBLIC

The Committee passed a resolution pursuant to Section 100(A)(4) of the Local Government Act 1972 to exclude the press and public during consideration of the business referred to in Minute 95 on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the said Act.

95 APPOINTMENT OF CHIEF EXECUTIVE

The Committee considered applications for the post of Chief Executive and agreed a shortlist of candidates for interview at the next meeting.

RESOLVED – that in respect of the post of Chief Executive the shortlist of candidates for interview at the next meeting be approved.

The meeting closed at 11.35 am

Chairman .....

Date .....



MINUTES OF A MEETING OF THE  
HEALTH AND WELLBEING SCRUTINY  
COMMITTEE HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
TUESDAY 23 JUNE 2015, AT 7.00 PM

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PRESENT: Councillor N Symonds (Chairman)  
Councillors D Abbott, A Alder, S Cousins,  
H Drake, Mrs D Hollebon, J Kaye,  
M McMullen, P Moore and R Standley.

ALSO PRESENT:

Councillors D Andrews, R Brunton,  
E Buckmaster, J Goodeve, L Haysey and  
G McAndrew.

OFFICERS IN ATTENDANCE:

Simon Barfoot	- Environmental Health Promotion Officer
Lorraine Blackburn	- Democratic Services Officer
Claire Pullen	- Engagement and Partnerships Officer (Grants)
Adele Taylor	- Director of Finance and Support Services
Sheila Winterburn	- Environmental Health Manager - Housing

96 APPOINTMENT OF VICE CHAIRMAN

It was proposed by Councillor D Abbott and seconded by Councillor Mrs D Hollebon that Councillor P Moore be appointed Vice–Chairman of the Health and Wellbeing Scrutiny Committee for the 2015/16 civic year.

After being put to the meeting, Councillor P Moore was appointed Vice–Chairman of the Health and Wellbeing Scrutiny Committee for the 2015/16 civic year.

RESOLVED – that Councillor P Moore be appointed Vice–Chairman of the Health and Wellbeing Scrutiny Committee for the 2015/16 civic year.

## 97 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting. She also thanked Rachel Poynter and Lydia Journet for attending as part of their professional experience learning and advised Members that they had been very helpful to the Environmental Health Promotion Officer in relation to the “Crucial Crew” Project.

The Chairman asked that Members of the Committee sit on the inner circle of chairs and reminded Members that non-Members could speak, with the permission of the Chairman. She asked that she be addressed as “Chairman” or “Madam Chairman”.

The Chairman explained that the Health and Wellbeing Scrutiny Committee could not scrutinise social care and the health service as these were scrutinised by Hertfordshire County Council.

The Chairman thanked the Members who had emailed her regarding their particular interest in health issues.

The Chairman advised that she had attended a meeting of the Hertfordshire Partners’ Foundation Trust and had enjoyed the event. She explained the improved status of carers. The Chairman stated that the Vice Chairman was raising money for carers.

The Chairman referred to the launch of the “Carers Passport” and that £500 had been given by East Herts District Council to

support its promotion.

## 98 AN INTRODUCTION TO PUBLIC HEALTH

The Executive Member for Health and Wellbeing submitted a report which provided an overview of public health and how Members could positively influence the health of residents in East Herts.

The Environmental Health Manager explained the roles of both the County Council and District Council in terms of their statutory responsibilities and how councils can influence public health in providing a healthier environment in which to live and work in and to also address the factors which contributed to health inequalities.

The Environmental Health Manager stated that the Health and Wellbeing Scrutiny Committee could not scrutinise the NHS as this was a function of the County Council and it could not scrutinise social care as this fell within the remit of another inspectorate.

The Environmental Health Manager explained that public health was central to all of the Council's functions in that health and wellbeing initiatives had been integrated into the provision of all the Council's services and that Councillors had a role to play in using their local knowledge of groups and individuals to identify training and act as public health champions.

The Environmental Health Manager provided an overview of the Joint Strategic Needs Assessment (JSNA) stating that this online website provided a wealth of statistical information about the health of areas which could be interrogated nationally and at to local level.

In response to a query from Councillor P Moore regarding joint working with partners, and the difficulties regarding accessibility to social workers and occupational therapists to help a family she was working with, the Environmental Health Officer stated that she hoped that the Care Act would provide

a quicker and more holistic approach in service matching individuals and their needs. The Chairman suggested that it might have been more effective to the Member and family to have contacted the Children's Centre as a first point of contact and then "Thriving Families".

In response to a query from Councillor J Kaye, the Environmental Health Officer explained the background to the Health and Wellbeing Strategy 2013-18, adding that the Council was one of the forerunners in producing such a strategy which also had the County Council's endorsement.

The Environmental Health Officer explained the two streams of public health funding via the New Homes Bonus and Hertfordshire County Council's District Offer. She stated that in relation to the District Offer, all 10 District Councils within Hertfordshire would receive £100,000 for year one and year two public health projects.

The Environmental Health Promotion Officer provided an overview of the work of the Health and Wellbeing Panel to promote public health in terms of working with partners to build a sustainable working model. He referred to the "Meet and Eat" project and working with people living in sheltered accommodation to try and reduce isolation. The Environmental Health Promotion Officer referred to the unique position Members offered in terms of their local knowledge of groups and individuals to promote changes and facilitate the work of partner agencies in promoting health and wellbeing.

In response to a query from Councillor D Abbott regarding promotional literature, the Environmental Health Manager explained what leaflets were available district-wise and what information was held by the County Council. She encouraged Members to contact Officers for further information if it could not be easily sourced.

The Environmental Health Manager explained the difficulties in quantifying the impact of some measures, adding that there were models which the Council could refer to which could provide figures and thereby allow some measurability of an

outcome.

Members received the report.

RESOLVED – that the report be received.

## 99 WORK PROGRAMME

The Chairman of the Health and Wellbeing Scrutiny Committee submitted a report on the Health and Wellbeing Scrutiny Committee's future work programme for 2015/16.

The Scrutiny Officer explained that the work plan had been developed by the previous Health and Wellbeing Panel. She updated Members on what new items had been added and said that many of the projects in progress could be monitored online. The Scrutiny Officer said that there was flexibility in the work programme if Members wanted to add items for scrutiny.

In response to a query regarding the Health and Wellbeing Strategy and areas of concern not being addressed within the work programme, the Environmental Health Promotion Officer explained the approach Members had adopted in agreeing the strategy and the work plan. The Chairman explained that asking specialist speakers to address the Committee would need substantial advance notice.

The Chairman referred to the District Offer from Hertfordshire County Council and was keen that Members undertook a soft approach to monitoring with one or two Members going along to see how groups benefitting from the Offer were using funds. She suggested that if Members supported this approach and wanted to be part of the working group, then Members should submit their expressions of interest to her. This was supported.

The Director of Finance and Support Services explained that a small informal working group showing interest could add colour around the projects and add positively to their publicity. She added that it was important to get a feel of what was

going on and give the groups the Council's full support.

The Environmental Promotion Officer stated that the Council would be tracking fulfilment of outcomes on specific projects.

The Committee supported the setting up of a small working group of five Members from which two Members would visit specified groups who had benefitted from District Offer funding support from the County Council.

The Committee agreed the report.

RESOLVED – that (A) the work programme be agreed;

(B) the interim report on the implementation of projects within the East Herts Health and Wellbeing Strategy be submitted as an exceptions report, should problems arise; and

(C) an informal working group of five Members be established from which two Members would be asked to review specific groups / projects which benefit from the District Offer funding.

## 100 JOINT STRATEGIC NEEDS ASSESSMENT - SETTING THE EVIDENCE

The Executive Member for Health and Wellbeing submitted a report which provided an insight into the Joint Strategic Needs Assessment (JSNA) and health data and how this could help Members in their role of health scrutiny.

The Chairman referred to JSNA data on Bishop's Stortford Central Ward adding that it was the 65<sup>th</sup> most deprived ward in England.

The Environmental Health Promotion Officer provided an overview of the JSNA and referred to other online sources of health information available to all, the detail of which was set out in the report. He stated that the JSNA was an online tool which Members could use to extract, compare and contrast

data affecting their ward to information held nationally. The Environmental Health Promotion Officer explained that the JSNA was also useful in providing “soft intelligence” such as perceptions of public safety and comparative data which could then be used to build up a layered profile of the District.

The Environmental Health Promotion Officer encouraged Members to log onto the JSNA and welcomed their feedback.

In response to a request from Councillor J Kaye that ward information from the JSNA be circulated to all Members, the Leader explained that although a hard copy could be useful, in order for it to be used effectively, the data needed to be compared and contrasted for it to be meaningful. She added that East Herts was above average for its range of health profile indicators in relation to the Country as a whole, but that East Herts should be exceptional.

The Director of Finance and Support Services stated that the Members’ Information Bulletin (MIB) was published weekly and that she would arrange for an overview of the JSNA and the link to the website to be included in a future edition of the MIB. In the meantime, Officers would circulate a copy of JSNA Ward Profiles to Members. This was supported.

The Committee agreed the report.

RESOLVED – that (A) the data on the JSNA and other health sources be noted as being a central focus for evidence in terms of scrutinising public health areas and outcomes;

(B) the JSNA and other health data sources be used by Members and promoted to Parish and Town Councils to provide health information at a local level;

(C) Members needing training on the use of the JSNA and other health data contact Officers;

(D) feedback on the usability and improvements to the JSNA be directed to Officers; and

(E) Officers provide Members of the Health and Wellbeing Scrutiny Committee with a hard copy JSNA ward profile with a subsequent article on the JSNA and link included in a future Members' Information Bulletin.

101 EAST HERTS HEALTH AND WELLBEING STRATEGY 2014-15 - YEAR END WORK PLAN: PROGRESS REPORT

The Executive Member for Health and Wellbeing submitted a report on the Council's public health work for the 2014/15 year end associated with the East Herts Health and Wellbeing Strategy.

The Environmental Health Promotion Officer provided a summary of the report as now submitted.

The Chairman referred to the project "Crucial Crew" and the excellent contribution this had made to the lives of those who had attended the project.

Councillor D Abbott said that he had visited the Barnabas Centre when one of the "Crucial Crew" meetings had taken place adding that this was a wonderful project made even more fun by the interaction of the volunteers.

Councillor A Alder referred to projects directed at senior citizens and the positive work which had also taken place. In response to a query from the Member regarding C007 (Assisting with Processing of Disabled Facility Grants (DFG) and why this figure was declining, the Environmental Health Promotion Officer explained that there had been an issue regarding the referral system to Hertfordshire County Council and Occupational Therapist referrals, but this was being addressed.

The Executive Member for Health and Wellbeing stated that he saw all Members as Community Champions and that they should be able to direct those in need to the right channels for help. He stated that the Head of Community Safety and Health Services would be providing a leaflet for circulation to



all Members.

The Chairman stated that minor adaptations such as taps and handrails could be provided by the Council but the more complex issues required referral to Hertfordshire County Council.

The Committee received the report.

RESOLVED – that the East Herts Health and Wellbeing Strategy year End Work Plan for 2014/15 be received.

102 FOR INFORMATION: MINUTES

The Chairman stated that she had attended HCC Health Scrutiny Committees and was frustrated about the role of Community Champions with many not understanding the remit of the role. She had spoken on this issue to the Chief Executive Officer.

Councillor Mrs D Hollebon commented that Members were not being given information about who or where the Community Champions were operating.

Councillor A Alder stated that the Patient Participation Groups (PPG) were unhappy about the role of Community Champions as the PPG felt that they worked as Community Champions. Councillor S Cousins stated that the presentation given by a young person representative about the role was very good and the website was user friendly.

The Chairman encouraged Members to feedback issues of concern to her so that she could raise them with Hertfordshire County Council.

The Committee noted the report.

RESOLVED – that the Minutes from HCC and other health groups, submitted for information, be noted.

The meeting closed at 8.45 pm

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MINUTES OF A MEETING OF THE  
DEVELOPMENT MANAGEMENT  
COMMITTEE HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
WEDNESDAY 24 JUNE 2015, AT 7.00 PM

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PRESENT: Councillor D Andrews (Chairman).  
Councillors K Brush, J Cartwright, M Casey,  
M Freeman, J Jones, J Kaye, A McNeece,  
D Oldridge, T Page, P Ruffles and K Warnell.

ALSO PRESENT:

Councillors P Ballam, R Brunton, J Goodeve,  
G Jones, P Moore, R Standley and  
N Symonds.

OFFICERS IN ATTENDANCE:

Paul Dean	- Principle Planning Enforcement Officer
Tim Hagyard	- Development Team Manager (West)
Peter Mannings	- Democratic Services Officer
Kevin Steptoe	- Head of Planning and Building Control Services

103 APOLOGY

An apology for absence was submitted on behalf of  
Councillor M Allen. It was noted that Councillor J  
Cartwright was in attendance as substitute for Councillor  
Allen.

104 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that application 3/14/2250/FP

would be determined prior to application 3/14/2292/FP.

105 MINUTES – 10 JUNE 2015

RESOLVED – that the Minutes of the meeting held on 10 June 2015 be confirmed as a correct record and signed by the Chairman.

106 3/14/2250/FP – TWO STOREY SPORTS HALL / TEACHING FACILITY AT CHAUNCY SCHOOL, PARK ROAD, WARE, SG12 0DP FOR THE CHAUNCY SCHOOL

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Mr Marshall addressed the Committee in objection to the application. Mr Tombs spoke for the application.

The Director of Neighbourhood Services recommended that in respect of application 3/14/2250/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

Councillor R Standley, as the local ward Member, addressed the Committee in opposition to the application. She referred to the loss of recreational green space and loss of pitches and the potential for traffic gridlock. She urged the Committee to support the views of Ware Town Council and refuse the application.

The Director summarised the details of the application and detailed the reasons why this application needed to be determined prior to application 3/14/2292/FP. Members were advised that there would be shared benefits with adjoining primary schools and there was no in principle objection to the application in accordance with local plan policies and the policies of the NPPF.

Councillor D Oldridge stated that the new facility could only be a positive outcome for the school. He commented on whether the additional classrooms were necessary as part of plans to expand the school. Councillor J Kaye commented on the demand for the use of the proposed hall outside of school hours. He also

queried whether the traffic investigation had been carried out before or after Asda had opened. Councillor M Freeman questioned whether condition 8 should read prior to commencement rather than prior to first occupation.

The Director confirmed that there was no policy objection to the growth of the school as educational needs had to be met and Council policy also sought to ensure the shared use of facilities. Members were advised that the wording in condition 8 was appropriate as prior to commencement conditions were used very sparingly.

The Director concluded that as regards Asda, studies had been ongoing for a long time, although there had been no representation from Hertfordshire Highways in respect of this application. The Asda scheme had included traffic calming for the Park Road area and whilst Officers acknowledged the likely increase in traffic congestion, Hertfordshire County Council Highways had judged the incremental increase to be acceptable.

In response to a query from Councillor K Brush, the Director advised that the principle of community access was covered by a proposed condition detailed in the report. The full details were due to be agreed between the Authority and the applicant.

Councillor T Page commented that the conditions should clearly state the hours of community use for the sports hall. The Director confirmed that there was an in principle agreement that the facility would be available for community usage. If however, Members wanted further clarification, Officers could ask the applicant for further details.

Councillor J Cartwright emphasised that it was essential that a school of this size had a large purpose built sports facility. He commented that there would always be the demand for the community use of such a facility. The Director encouraged Members, if they felt the matters to

be dealt with by condition did not give enough certainty, to specify more clearly what they wished to see in the conditions regarding community use.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/14/2250/FP, planning permission be granted subject to the conditions detailed in the report now submitted and as further amended by the details set out in the additional representations summary.

- 107     3/14/2292/FP – DEVELOPMENT OF LAND AT CHAUNCY SCHOOL TO DELIVER 47 HOMES (18 HOUSES AND 29 FLATS), ASSOCIATED CAR PARKING AND AMENITY SPACE AND NEW VEHICULAR ACCESS, LAND AT CHAUNCY SCHOOL, PARK ROAD, WARE FOR RIVERSMEAD HOUSING ASSOCIATION
- 

Mr Marshall addressed the Committee in objection to the application. Mr O'Sullivan spoke for the application.

The Director of Neighbourhood Services recommended that in respect of application 3/14/2292/FP, subject to referral to the Secretary of State in respect of the loss of the playing field and the applicant or successor in title entering into 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.

Councillor R Standley, as the local ward Member, addressed the Committee in opposition to the application. She read out a letter from the Secretary of State and drew the Committee's attention to the resolution of Ware Town Council to object to the application. She referred to traffic congestion, parking concerns and the loss of playing fields. She urged the Committee to support the views of Ware Town Council and refuse the application.

The Director summarised the details of the application and set out the location of the site. Members were reminded that there had been a large number of letters of support and objection and the Committee was provided with a summary of the issues that had been raised.

The Director referred to policy LRC1 and advised Members that the loss of playing fields was acceptable in the light of the provision of the new sports facility. In response to a query from the Committee Chairman, the Director confirmed that should the application be approved, it would be referred to the Secretary of State for Communities and Local Government.

Councillor J Kaye referred to the lack of bus services in the area and stated his concern that there would be insufficient car parking provision. He also referred to whether the traffic survey was done before or after Asda opened on 14 May 2015. He expressed concerns regarding the selling of part an educational establishment for housing.

Councillor D Oldridge referred to the major issue of traffic and he commented on whether Park Road was wide enough to accommodate the extra traffic. He also queried why the applicant was seeking 47 new dwellings in terms of whether a lesser number would be acceptable.

The Director confirmed that the application complied with affordable housing policy and the applicant had made it clear that 47 units was the number needed to fund the development. In response to comments from Councillors K Warnell and T Page, the Director reminded Members they had to determine the application based on the relevant policies of the development plan the NPPF and other relevant material considerations.

Members were advised that the application was policy compliant in that the loss of the green space was mitigated by the proposed replacement facility which

offered provision which would be equal to or better than the previous use.

Councillor K Brush sought and was given some clarification regarding the figures and percentages in respect of affordable housing. The Director confirmed that 40% of the proposed development would be affordable housing and there would be 11 units for rent and 8 for shared ownership. Members were referred to paragraph 1.3 of the report submitted for details regarding the mix of units on the site.

Councillor P Ruffles commented on how much weight should be given to the response from Sport England. The Director confirmed that Policy LRC1 of the Local Plan was policy consistent with the relevant statements in the NPPF. Members were also given a summary of the position that had been taken by Sport England in that its policy approach was always to resist the loss of open playing fields and ancillary uses.

Councillor Ruffles queried whether Officers had data that detailed the traffic assessment figures for traffic linked to the playing fields and the traffic for community use. The Director acknowledged the different usage patterns but stated that Officers had no figures to present to Members on this matter.

Councillor J Cartwright emphasised that the community gained far more than what was being lost as part of this application. He commented that this site would be a desirable place to live and he did not see what residents would need a car for due to the proximity to supermarkets, a major employer in GSK and due to the rail and bus transport links.

Councillor M Casey believed that this application was contradictory in that paragraphs 7.7 and 7.9 of the report indicated that there was limited demand for indoor provision whilst this application was for an indoor provision at the expense of outdoor playing fields.



The Director reminded Members not to lose sight of the need for housing delivery and the need to demonstrate a 5 year supply of housing development land in East Herts. He stated that there was a sustainable element to this site, but it was acknowledged that all sites had an impact and balancing those issues was part of the decision making process.

Members were provided with a detailed breakdown of the provisions of local plan policy LRC1. The Committee was reminded that around 20 to 25% of the outdoor space at the school would be sacrificed for an indoor provision with quality facilities and there would still be a significant amount of outdoor sports provision at the school.

The Director concluded by reminding Members that the proposed parking provision of 89 spaces was close to the required provision of 91 spaces. He stated that the impact on Park Road was acknowledged but the overall impact of the scheme was far outweighed by the benefits of the application.

The Committee Chairman commented that the proposed replacement sports provision was far better than the pitches that were being lost. After being put to the meeting and a vote taken, there being an equality of votes, the Chairman exercised his casting vote in support of the Officer's recommendation.

The Committee accepted the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/14/2292/FP, subject to referral to the Secretary of State in respect of the loss of the playing field and the applicant or successor in title entering into 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.

- 108     3/15/0413/FUL – ERECTION OF 120 RESIDENTIAL UNITS, 100 SQM OF COMMERCIAL FLOORSPACE, PROVISION OF A LINK ROAD BETWEEN MILL ROAD AND MEAD LANE AND PASSENGER INTERCHANGE, ASSOCIATED CAR PARKING, LANDSCAPING AND GROUNDWORKS AT LAND BETWEEN MILL ROAD AND MEAD LANE, HERTFORD FOR REDROW HOMES LTD (SOUTH EAST DIVISION)
- 

Catherine Dove addressed the Committee in support of the application.

The Director of Neighbourhood Services recommended that in respect of application 3/15/0413/FUL, subject to the applicant or successor in title entering into 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.

The Director advised that a scheme for 107 dwellings plus a commercial unit had already been approved for this site and preparatory works had commenced to implement that permission. Members were advised of the details of this revised scheme which included an increase to 120 units and a revised parking layout to accommodate 8 additional spaces.

Members were referred to the revised conditions and the additional representations summary. The Director concluded that few new issues were raised by this application as the principle had already been established by the previously approved scheme.

In reply to a query from Councillor M McNeece, the Director confirmed that the NHS Clinical Commissioning Group (CCG) had not come back to Officers in respect of how the financial contribution of £370,035.60 would be utilised.

Councillor P Ruffles stated that he was broadly supportive

of the application. He disagreed with the public speaker's statement that the application was vastly improved and he considered that the revised scheme represented a tolerable change. He stressed the importance of ensuring that the new link road kept traffic away from the entrance to Dicker Mill.

Councillor Ruffles requested that Officers ensure that light materials were used that matched the development on the other side of Mill Road. He emphasised that the bins located between the conservation area and the Grade 2 listed Hertford East Station should be moved so as not to be adjacent to the proposed development.

Councillor K Brush stated that this was an entirely sustainable and modest application in the middle of the town where there were excellent transportation links. He concluded that the 75% social rent provision was very good and this was a highly desirable improvement.

The Director reminded Members that a condition covering samples of materials had been included as part of the recommendation. The Committee was also reminded of the high quality of materials that had been used on adjoining developments.

The Director stated that the details of the road junctions were covered by a condition that these details should be agreed with the Highway Authority and Officers were aware of the importance of securing a high quality development for this site. As regards the bins, Members were advised that depending on the location of the bins, this issue would be covered by the discharge of conditions or via Planning Enforcement.

In response to a number of queries from Councillor M Casey, the Director confirmed that the application included the substantial figure of 40% affordable housing and all of the Section 106 figures had come from the various relevant departments and consultees at Hertfordshire County Council. The Director confirmed

that the Section 106 figures covered the whole development of 120 dwellings.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/15/0413/FUL, subject to the applicant or successor in title entering into 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 as further amended by the details set out in the additional representations summary.

109     3/15/0564/OP – OUTLINE PLANNING PERMISSION FOR THE DEMOLITION OF EXISTING BUILDINGS AND ERECTION OF 4 NO 4 BEDROOMED DWELLINGS AT IDEAL FARM, BRAUGHING FRIARS, SG11 2NR FOR 2 AGRICULTURE LTD

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The Director of Neighbourhood Services recommended that in respect of application 3/15/0564/OP, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director summarised the application and Members were reminded that a similar scheme had been reported to the Committee a number of months ago. The Director advised that this revised application sat more comfortably within the layout of the area.

The Director stated that although the application was contrary to policy and was proposed in one of the least sustainable locations in East Herts, Officers were supportive due to proposed clearance of the site and the improvements to the character of the area. Members were advised that the conditions would be amended to clarify that the submission of a construction method statement would require the demolition of the existing

structures at the site.

In response to a query from Councillor K Warnell, the Director assured Members that policy GBC3 of the East Herts Local Plan Second Review April 2007 still had synergy with the National Planning Policy Framework (NPPF). The Director advised that Members should judge whether the benefits of the application outweighed its impact in terms of sustainability.

In reply to a comment from Councillor T Page, Members were advised that due to the significant size of the plots, Officers were not seeking provision of open amenity land or that it be required that such land should be transferred to Braughing Parish Council as suggested by the Parish Council.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/15/0564/OP, planning permission be granted subject to the conditions detailed in the report now submitted.

110     3/15/0196/FP – INTERNAL ALTERATIONS TO CONVERT 5 MAISONNETTES INTO 10 FLATS AT 1-6 DEAN HOUSE, HAVERS LANE, BISHOP'S STORTFORD, CM23 3GB FOR MR T DEAN

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Mr Dean addressed the Committee in support of the application.

The Director of Neighbourhood Services recommended that in respect of application 3/15/0196/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

Councillor N Symonds, as the local ward Member, referred to an extended history of objection to this

application from Bishop's Stortford Town Council and from residents. She referred to concerns regarding increased traffic, inadequate parking and increased school traffic on a school route as well as overdevelopment. She concluded by highlighting concerns regarding access for delivery/refuse vehicles, loss of amenity and strain on existing community facilities.

The Director summarised the application and advised that the argument in respect of overdevelopment carried limited weight as the increase in unit numbers was modest and there would be no changes to the external appearance of the building.

The Director advised that concerns regarding the demand for car parking centred on no clear identification of the ownership of spaces. Members were advised that the parking provision was deficient but only by a limited number of spaces, subject to the ownership issue, and the Committee should judge whether there would be any additional harm caused by the increase in units. Officers felt that the local road most likely to be affected by the scheme, Norfolk Way, could accommodate additional parked vehicles.

Councillor K Warnell commented that although some 60% of the current occupants had no cars, any future occupants could all drive resulting in one car per unit. He emphasised that this was a busy area with bus routes and local shops that were open late. He concluded that overspill parking onto Norfolk Way could dangerously impede access to a significant number of houses.

Councillor M Casey commented on whether the application should be rejected on the basis of inadequate parking as there would be less than the 15 spaces required by parking standards. The Committee Chairman commented that he had observed 15 free spaces when he had visited the site. The Director confirmed that, if the emerging standards were considered, a discount could be applied, which resulted in the same number of spaces

being required as the current standards. The location was considered to be a sustainable one and Members must consider whether any overspill parking would result in unacceptable harm.

The Director concluded that Officers were of the view that the application would result in very limited overall harm. After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/15/0196/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

- 111     3/14/1851/FP – CHANGE OF USE OF NINE PARKING SPACES TO HAND CAR WASH AND VALETING OPERATION INCLUDING INSTALLATION OF AN OFFICE AND ERECTION OF A CANOPY WITH ILLUMINATION AT TESCO, 1 BISHOP'S PARK CENTRE, LANCASTER WAY, BISHOP'S STORTFORD, CM23 4DA FOR WAVES CONSULTANCY LIMITED
- 

Mr Shaw addressed the Committee in objection to the application.

The Director of Neighbourhood Services recommended that in respect of application 3/14/1851/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

Councillor G Jones, as the local ward Member, commented that this application had been deferred in February 2015 and although the applicant had now moved the site a very short distance, he remained concerned regarding the proximity of the proposed development to residential dwellings.

Councillor G Jones urged Members to refuse planning permission as the application would be detrimental to the

operation of a car park that served Tesco, a community hall, other shops plus the town's busiest GP surgery. The application would also result in harm to residential amenity in the form of continuous noise and disturbance from jet wash operations that would be better suited to an industrial area.

The Director summarised the details of the application and detailed a number of key issues that Members should consider. He referred to the views of Environmental Health and the expert advice given to Officers regarding the impact of the proposals on the operation of the car park. The Director advised that there was a balance of judgements to be made by the Committee in determining this application.

Councillor T Page commented that Bishop's Park was an attractive and desirable place to live and this application would reduce the look and quality of development in this area. He referred to the adverse impact of the application on the character and appearance of the street scene as well adverse impacts in terms of noise and increased traffic.

At this point (9.55 pm), the Committee passed a resolution that the meeting should continue until the completion of the remaining business on the agenda.

Councillor K Warnell expressed concerns that the application would block access to the disabled parking bays. The Committee Chairman commented that this application had not satisfied the concerns he had raised at the February meeting of the Committee.

Councillor T Page proposed and Councillor K Warnell seconded, a motion that application 3/14/1851/FP be refused on the grounds that the proposed development will result in a harmful visual impact on the largely residential character and appearance of the area and would result in noise and disturbance for the occupiers of neighbouring dwellings. The proposed development, by



reason of its siting and impact in reducing car parking spaces, would also disrupt the efficient and effective operation of the car park. The application was therefore contrary to the requirements of the National Planning Policy Framework and was also contrary to Policy ENV1 of the East Herts Local Plan Second Review April 2007.

After being put to the meeting and a vote taken, this motion was declared CARRIED. The Committee rejected the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/14/1851/FP, planning permission be refused for the following reasons:

1. The proposed development by reason of its design and siting will result in a harmful visual impact on the largely residential character and appearance of the area. Its operation will result in noise and disturbance and will therefore be harmful to the amenity of the occupiers of neighbouring dwellings. The proposals are thereby contrary to Policy ENV1 of the East Herts Local Plan Second Review April 2007.
2. The proposed development, by reason of its siting and impact in reducing car parking spaces, will disrupt the efficient and effective operation of the car park and access to the spaces, involving the mobility impaired spaces within it. It is thereby contrary to the requirements of the National Planning Policy Framework.

#### Summary of Reasons for Decision

In accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015, East Herts Council has considered, in

a positive and proactive manner, whether the planning objections to this proposal could be satisfactorily resolved within the statutory period for determining the application. However, for the reasons set out in this decision notice, the proposal is not considered to achieve an acceptable and sustainable development in accordance with the Development Plan and the National Planning Policy Framework.

112     3/15/0709/HH – EXTENSION AND RAISING OF ROOF TO  
CREATE FIRST FLOOR TO GARAGE AND INSERTION OF  
EXTERNAL STAIRCASE AT SWISS COTTAGE, WIDFORD  
ROAD, MUCH HADHAM, SG10 6EZ FOR MR R KEY

The Director of Neighbourhood Services recommended that in respect of application 3/15/0709/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

Councillor J Jones proposed and Councillor K Brush seconded, a motion that application 3/15/0709/HH be granted subject to an additional condition that prior to the commencement of the development, details of a screen to be erected on the external staircase and landing to prevent views from it to the neighbouring residential property, shall be submitted 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 Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/15/0709/HH, planning permission be granted subject to the following amended conditions:

1. Three Year Time Limit (1T12)
2. Approved plans (2E10)

3. Prior to the commencement of the development hereby approved, details of a screen to be erected on the external staircase and landing which shall prevent views from it to the neighbouring residential property, shall be submitted and approved in writing by the Local Planning Authority. Once approved, the screen shall be implemented as such prior to the first use of the development and thereafter retained in accordance with the approved details.

Reason: To safeguard the privacy of the occupiers of the neighbouring property and in accordance with Policy ENV1 of the East Herts Local Plan Second Review April 2007.

Summary of Reasons for Decision:

East Herts Council has considered the applicant's proposal in a positive and proactive manner with regard to the policies of the Development Plan (Minerals Local Plan, Waste Core Strategy and Development Management Policies DPD 2012 and the 'saved' policies of the East Herts Local Plan Second Review April 2007); the National Planning Policy Framework and in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015. The balance of the considerations having regard to those policies; the limited harm to the rural character of the surrounding area and the grant of planning permission under LPA reference 3/15/0156/FP, is that permission should be granted.

113     3/15/0384/HH – SINGLE STOREY SIDE EXTENSION AT  
OAKWOOD HOUSE, STANDON GREEN END, HIGH  
CROSS, SG11 1BP FOR MR D WARBURTON

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The Director of Neighbourhood Services recommended that in respect of application 3/15/0384/HH, planning permission be granted subject to the conditions detailed in the report now submitted. Members were reminded that the Authority often faced situations whereby a property in the rural area had been significantly extended in the past and a further extension was now sought.

The Director emphasised that although there was a conflict with policy, previous experience showed it to be unlikely that the Authority would be supported on appeal. Members were assured that the impact of the application would be minimal and there would be no harmful caused to the immediate neighbours.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/15/0384/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

114     ITEMS FOR REPORTING AND NOTING

RESOLVED – that the following report be noted:

Planning Appeals: Inquiry and Informal Hearing dates.

The meeting closed at 10.02 pm

MINUTES OF A MEETING OF THE  
CHIEF OFFICER RECRUITMENT  
COMMITTEE HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
MONDAY 29 JUNE 2015, AT 9.00 AM

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PRESENT: Councillor L Haysey (Chairman)  
Councillors K Brush, G Jones, S Rutland-  
Barsby and C Woodward.

OFFICERS IN ATTENDANCE:

Emma Freeman	- Head of Human Resources and Organisation Development
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ALSO IN ATTENDANCE:

Martin Tucker	- Gatenby Sanderson
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115 MINUTES

RESOLVED – that the Minutes of the meeting held on  
17 June 2015 be approved as a correct record and  
signed by the Chairman.

116 EXCLUSION OF PRESS AND PUBLIC

The Committee passed a resolution pursuant to Section  
100(A)(4) of the Local Government Act 1972 to exclude the  
press and public during consideration of the business referred  
to in Minute 117 on the grounds that it involved the likely  
disclosure of exempt information as defined in paragraph 1 of  
Part 1 of Schedule 12A of the said Act.

117 APPOINTMENT OF CHIEF EXECUTIVE

The Committee interviewed four candidates for the post of  
Chief Executive.

The Committee agreed on an appointment to the post of Chief Executive, which would be subject to a recommendation to the next Council meeting as part of the statutory appointment procedure.

RESOLVED - that a report recommending an appointment to the post of Chief Executive, be submitted to the next Council meeting as part of the statutory appointment procedure.

The meeting closed at 12.30 pm

Chairman .....

Date .....

MINUTES OF A MEETING OF THE  
HUMAN RESOURCES COMMITTEE HELD  
IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON  
WEDNESDAY 8 JULY 2015, AT 3.00 PM

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PRESENT: Councillor C Woodward (Chairman)  
Councillors S Cousins, I Devonshire,  
J Goodeve, P Ruffles and M Stevenson

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Helen Farrell	- Human Resources Officer
Emma Freeman	- Head of Human Resources and Organisational Development

126 APPOINTMENT OF VICE CHAIRMAN

It was proposed by Councillor S Cousins and seconded by Councillor I Devonshire that Councillor P Ruffles be appointed Vice-Chairman of the Human Resources Committee for the 2015/16 civic year.

After being put to the meeting, Councillor P Ruffles was appointed Vice-Chairman of the Human Resources Committee for the 2015/16 civic year.

RESOLVED – that Councillor P Ruffles be appointed Vice-Chairman of the Human Resources Committee for the 2015/16 civic year.

127 MINUTES

RESOLVED - that the Minutes of the meeting held on 25 March 2015 be confirmed as a correct record and signed by the Chairman.

## 128 CHIEF EXECUTIVE RECRUITMENT PROCESS

The Head of Human Resources (HR) and Organisational Development submitted a report which set out the recruitment process for the appointment of the Chief Executive.

The Chairman stated that he had sat on the Recruitment Committee for the appointment of the Chief Executive, adding that it was important for as much information as possible to be in the public domain.

The Head of HR and Organisational Development explained the background stages to the recruitment process and why GatenbySanderson had been chosen for the executive search. It was noted that the appointment of the Chief Executive would be ratified by Council on 29 July 2015.

In response to a question from Councillor I Devonshire regarding the background of the applicants, the Head of HR and Organisational Development explained that the majority of applicants had come from the public sector with some from a mixed employment background.

In response to a query from Councillor P Ruffles regarding the cost of housing in the District, the salary offered and whether this had deterred any applicants, the Head of HR and Organisational Development stated that the salary reflected the role and market place and that the majority of candidates did not want to relocate. The Head of HR and Organisational Development explained that there would be a six monthly review once the Chief Executive was in post.

The Chairman asked that the Head of HR and Organisational Development circulate the advertisement for the role of Chief Executive to all Members of Human Resources Committee.

The Committee noted the report.

RESOLVED – that (A) the recruitment process for the appointment of Chief Executive be noted; and



(B) the advertisement for the role of Chief Executive be circulated to all Members of Human Resources Committee.

## 129 LEARNING AND DEVELOPMENT TRAINING

The Head of Human Resources (HR) and Organisational Development submitted a report reviewing the Learning and Development Programme delivered in 2014/15 and sought approval to the proposed Learning and Development Programme for 2015/16.

The Human Resources Officer (Learning and Development) summarised the main points of the report. The Chairman congratulated Officers' ingenuity for organising more training using less financial resources. The HR Officer gave assurances that any training appropriate for Members was also co-ordinated with the Scrutiny Officer.

In response to a query regarding the circulation of training to Town and Parish Councils, the HR Officer explained that only one response had been received regarding take up and that she would write to Town and Parish Councils again. She also stated that external circulation depended on the number of licences the Council held for "e"-training.

In response to a query from the Chairman, the Head of HR and Organisational Development explained the position in relation to the number of graduates and the use of interns who primarily undertook project work for the Council according to a specified programme. Councillor J Goodeve stated that the use of interns and graduates provided a valuable way of evaluating someone before potentially employing them.

Councillor P Ruffles thanked the Officers for the quality of the report adding that the Council should not lose sight of the customer in terms of their learning needs and how people learn. The Head of HR and Organisational Development referred the Member to Essential Reference Paper "C" of the report and the variety of training offered including training for those who might be considered vulnerable.

The Head of HR and Organisational Development provided an update in response to a number of questions regarding skills training, professional training, skills gaps, feedback and combining the Council's training courses with other Authorities.

In response to a question from Councillor M Stevenson regarding core training, the HR Officer explained the Personal Development Reviews (PDR) appraisal process and the fact that some training such as Here to Help (H2H) was mandatory. The Chairman asked that comments on the H2H programme be also shared with Members. The Head of HR and Organisational Development undertook to speak with the Scrutiny Officer.

In response to a query from the Chairman regarding the use of "Plain English" in report writing, the HR Officer explained that training had been provided on this and on the use of grammar.

Councillor P Ruffles and the Chairman queried staff training and the Council's contractors in relation to their use of apprentices, the training development process and to Town and Parish Councils in relation to the planning process. The Head of HR and Organisational Development explained that the Council had no remit to involve itself with a contractor's training arrangements but that Health and Safety issues was addressed via the contract. Members were advised that Planning and Building Control offered pre-planning advice should this be needed. The Chairman suggested that contractors could be asked for information on their training policies and in relation to apprenticeship schemes.

Councillor P Ruffles referred to the training arranged for Members and asked that the Scrutiny Officer be thanked for arranging this. This was supported.

In response to a query from the Chairman regarding Home Working for new employees, the HR Officer explained that, usually there was a six month wait time, but there was flexibility with this arrangement providing the Head of Service was satisfied that the employee had the experience and

equipment in place.

In response to a query from the Chairman, the Head of HR and Organisational Development provided an update regarding the requests received for “bite-size” training and what the Council could do to provide support and training in relation to the Here to Help programme.

The Chairman asked HR Officers to ensure that all policies were consistent with one another.

The Committee approved the Learning and Development Programme for 2015/16.

RESOLVED – that (A) the Learning and Development Programme 2015/16 be approved; and

(B) Members’ thanks be recorded for the help the Scrutiny Officer had provided in arranging Member training.

## 130 EMPLOYEE HANDBOOK

The Head of HR and Organisational Development submitted a report on a revised and newly designed Employee Handbook. Members were advised that the handbook, as now submitted, had been revised with a more professional look and reflected current policies and practices within the Council. Following consultation with Corporate Management Team (CMT) and UNISON, a number of amendments had been made. Members were provided with an update.

Councillor I Devonshire stated that the handbook was very informative.

The Committee approved the newly designed Employee Handbook.

RESOLVED – that the Employee Handbook, as amended and now submitted, be approved.

131 HUMAN RESOURCES MANAGEMENT STATISTICS\_-  
QUARTERLY REPORT

The Head of Human Resources (HR) and Organisational Development submitted a report setting out Human Resource information for the period April to June 2015.

The Head of HR and Organisational Development advised that staff turnover was 4.67% in the first three months of 2015/16 and that projected turnover for 2014/15 was 17.58% against a target of 10%. The number of voluntary leavers was 2.47% against a target of 9.89%.

The Head of HR and Organisational Development explained that short term sickness per full time equivalent (FTE) was currently 0.47 days against a target of 4.5 days and that current long term sickness overall was 0.39 days. The current projected long-term sickness absence per FTE was 2.34 days against a target of 2 days.

Updates were provided in relation to Training Development, Performance Development reviews (PDRs) and Equalities Monitoring.

The Head of HR and Organisational Development was pleased to report substantial improvements in relation to the PDR statistics in that all Directorates except one, were 100% complete. The Chairman thanked the Head of Service and all those involved in achieving this tremendous result. For the benefit of new Members, the Head of HR explained the PDR process.

The Chairman stated that Revenues and Benefits had one of the biggest workloads and had always achieved 100% on its PDR returns.

In response to a query from Councillor J Goodeve regarding equalities monitoring targets, the Chairman confirmed that HR Committee set the targets. Councillor J Goodeve commented that she hoped that the targets reflected the local population and what was typical in other organisations. In response to a further question regarding leavers, the Head of HR and

Organisational Development confirmed that there were 43 vacant posts and that 9 posts were being actively recruited. She asked that Members be provided with a breakdown of those vacancies at the next meeting. This was supported.

In response to a query regarding the use of agency staff, the Head of HR and Organisational Development provided an update. She explained that the introduction of the new payroll system would enable HR to extract and monitor more information and produce more useful information.

The Committee received the report, as now detailed.

RESOLVED – that (A) the Human Resources Quarterly Management Statistics, as now submitted, be received; and

(B) Members be provided with a breakdown of current vacancies at the next meeting of Human Resources Committee.

## 132 SICKNESS ABSENCE REPORT 2014/15

The Head of Human Resources (HR) and Organisational Development submitted a report on sickness absence levels, which reviewed short and long term sickness for 2014/15 and proposed initiatives to reduce absence.

The Head of HR and Organisational Development drew Members' attention to benchmarking averages, adding that the Council had the lowest sickness absence statistics for 2014/15; the average figure for local government was 8.2 days with East Herts recording 4.52 days. The Chairman asked that the benchmarking information be circulated to Members of HR Committee.

The Head of HR and Organisational Development explained that the total short term and long term sickness was its lowest since 2010 which was a result of changes in policy and return to work interviews. The Head of HR and Organisational Development provided a summary of staff sickness reasons.

In response to a query from the Chairman regarding a report on Health and Safety issues and injuries, the Head of HR and Organisational Development explained that there was a Health and Safety Committee and would speak to the Health and Safety Officer about reporting matters to Human Resources Committee.

The Chairman referred to the Absence Management Policy and the phrasing around verbal warnings and asked Officer to review this. This was supported.

The Chairman referred to the high short-term sickness levels in Economic Development in 2013/14 and explained that as this Team was very small this had been reflected in a very high spike. The Head of HR and Organisational Development explained that the graph showed comparative full time equivalents (FTEs), rather than numbers of staff.

The Committee approved the report.

RESOLVED – that (A) the sickness absence levels be noted;

(B) the Council's sickness absence categories be amended to reflect those shown in the CIPD's Annual Absence Management Survey to facilitate detailed benchmarking when the new HR and Payroll system is introduced;

(C) the current sickness absence management targets for short term absence (4.5 FTE days) and for long term absence (2 days FTE) and total absence of (6.5 days FTE) be retained; and

(D) the wording in Absence Management Policy about verbal warnings be reviewed.

### 133 TURNOVER 2014/15

The Head of Human Resources (HR) and Organisational Development submitted a report on the reasons and key issues for the turnover in 2014/15 and proposed

recommendations for 2015/16.

Councillor P Ruffles referred to the importance of succession planning in the context of human resources and career progression. The Head of HR and Organisational Development referred to the wide spread internal movement of staff and job shadowing which occurred across the Council.

In response to a query from Councillor S Cousins, the Head of HR and Organisational Development explained the process around induction training.

In response to a query from the Chairman regarding recruitment costs, the Head of HR and Organisational Development explained that recruitment for two Heads of Service appointments had affected last year's total figure and the same would occur again in next year's figure as a result of the Chief Executive recruitment process.

The Committee approved the report, as now submitted.

RESOLVED – that (A) the report be noted and that the turnover target remains unchanged for 2015/16;

(B) staff continue to be supported in relation to career development and succession planning;

(C) the Council continue to attract apprentices and volunteers into the workforce;

(D) actions within the 2014/15 East Herts Health and Wellbeing work plan be implemented; and

(E) staff continue to be supported in implementing the ongoing actions identified from the "Here to Help" Programme.

134 LOCAL JOINT PANEL - MINUTES OF THE MEETING:

RESOLVED – that the Minutes of the Local Joint Panel meeting held on 17 June 2015 be received.

(See also Minutes 135 – 136)

135 HANDLING PERSONAL DATA POLICY

The Committee considered and approved the recommendation of the Local Joint Panel on a new policy for handling personal data to ensure compliance with best practice and the Data Protection Act.

RESOLVED – that the Handling Personal Data Policy, as now submitted, be approved.

(See also Minute 134)

136 SHARED PARENTAL LEAVE - FAMILY FRIENDLY POLICIES

The Committee considered and approved the recommendation of the Local Joint Panel on an updated Shared Parental Leave - Family Friendly Policy, which had been updated to reflect the rights of employees who fell within the “Foster to Adopt” Scheme”.

RESOLVED – that the Shared Parental Leave – Family Friendly Policy, as amended, be approved.

(see also Minute 134)

The meeting closed at 5.00 pm

Chairman .....

Date .....



MINUTES OF A MEETING OF THE  
LICENSING COMMITTEE HELD IN THE  
COUNCIL CHAMBER, WALLFIELDS,  
HERTFORD ON THURSDAY 9 JULY 2015,  
AT 4.30 PM

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PRESENT: Councillor Mrs R Cheswright (Chairman)  
Councillors A Alder, P Ballam, R Brunton,  
G Cutting, B Deering, J Jones, P Kenealy,  
M McMullen, T Page, P Ruffles, J Taylor and  
C Woodward

ALSO PRESENT:

Councillors D Andrews, L Haysey,  
G McAndrew and S Rutland-Barsby

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Robin Clark	- Licensing Enforcement and Community Safety Manager
Oliver Rawlings	- Senior Specialist Licensing Officer

137 APPOINTMENT OF VICE-CHAIRMAN

It was proposed by Councillor G Cutting and seconded by Councillor T Page that Councillor J Jones be appointed Vice-Chairman of Licensing Committee for the 2015/16 civic year.

After being put to the meeting, Councillor J Jones was appointed Vice-Chairman of the Licensing Committee for the 2015/16 civic year.

RESOLVED – that Councillor J Jones be

appointed Vice–Chairman of Licensing Committee for the 2015/16 civic year.

138     APOLOGY

An apology for absence was submitted from Councillor N Symonds.

139     CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed new Members to the Committee. She hoped that Members would find the work interesting and always try to attend meetings.

The Chairman recognised the difficulties some Members might have in attending daytime meetings and that she was intending to speak with the Leader regarding changing the start time of Licensing Committee to an evening. After being put to the meeting and a vote taken in favour of an evening start time, the Chairman stated that she would speak with the Leader.

The Chairman asked that all Members leave by the rear entrance following the meeting.

140     MINUTES – 26 MARCH 2015

RESOLVED – that the Minutes of the meeting held on 26 March 2015 be confirmed as a correct record and signed by the Chairman.

141     LICENSING NOW AND NEXT

The Director of Neighbourhood Services submitted a report setting out recent, forthcoming and proposed changes to the various regimes under the remit of the licensing section. The Senior Specialist Licensing Officer provided a summary of the key issues and changes.

Members were provided with a summary of the key changes following the deregulation of certain activities

(including music), the detail of which was set out in Essential Reference Paper “B” of the report submitted. The Senior Specialist Licensing Officer provided clarification following a number of queries regarding the playing of live and amplified music between 8am and 11pm.

The Senior Specialist Licensing Officer detailed the ongoing work in relation to the Site Management Agreement (SMA) with the Professional Fundraising Regulation Association (PFRA) to control direct debit collections throughout the District and specifically referred to the difficulties in Ware and its narrow roads along the High Street.

The Senior Specialist Licensing Officer explained the days allocated for direct debit and cash collection arrangements and how the dates for the different types of collections had been arrived at.

A number of Members also expressed concern about the narrowness of some of the roads in Ware and particularly the south side of the High Street and of the dangers of pedestrians being forced into the road in trying to avoid direct debit collectors. Members also referred to the added danger of cars parking on pavements on the south side of the High Street. The Senior Specialist Licensing Officer acknowledged Members’ concerns and sought advice from Members regarding any preferred change in the wording of the draft SMA to address this issue. He suggested that Members agree that he sign the SMA and to review the matter again, should any problems arise.

It was noted that Sawbridgeworth had not been included within the Site Management Agreement. The Chairman suggested that the SMA be signed and to review the matter if a problem arose. This was supported.

The Senior Specialist Licensing Officer referred to the ongoing discussions with Hertfordshire County Council in relation to an agency agreement for the Council to take

over the licensing of pavement licences. He referred to the a number of complaints which had been received regarding tables and chairs being placed on the highway and of the joint visits being arranged to review the problems.

In response to a query from Councillor D Andrews regarding alcohol being bought on licensed premises but consumed off the premises, i.e. on a table outside, the Senior Specialist Licensing Officer explained the legal position. In response to a query from Councillor J Jones regarding pavement licences and their public display, the Senior Specialist Licensing Officer commented that a licence, when issued, would need to be displayed. He stated that he had established a single point of contact for complaints about tables and chairs on the public highway and this was Paul Chaplain (Licensing and Enforcement Officer at Hertfordshire County Council).

In response to a comment from Councillor D Andrews regarding pavement revenue, the Senior Specialist Licensing Officer confirmed that there was a potential valuable revenue stream in issuing pavement licences and of the need to calculate appropriate fees and charges on a cost recovery basis.

The Committee received the report.

RESOLVED – that the report be received.

#### 142 LICENSING ACTIVITY – QUARTER 1 OF 2015

The Director of Neighbourhood Services submitted a report updating Members in relation to statistics on processing licences, enforcement activity and implementation of the Service Plan. The Licensing Enforcement Manager provided a summary of the report, as now submitted.

Councillor G Cutting expressed concern in relation to the figures about changes in Designated Premises

Supervisors (26) and the number of Temporary Event Notices received (125). The Licensing Enforcement Manager explained the circumstances surrounding these figures and assured Members that the figures were average.

The Leader of the Council asked that in relation to Essential Reference Paper “A” of the report submitted, there should be a general acknowledgement of the impact of alcohol in terms its impact on health and wellbeing.

The Chairman referred to the positive and helpful work of Street Pastors within the District. She referred to the fact that some young people were being encouraged to drink more and that the ability to buy from an off licence and then from a supermarket open 24 hours did not help the situation.

Councillor G Cutting referred to the impact of alcohol abuse on Accident and Emergency Units and suggested that people should be charged for self-inflicted injuries. He stated that there was disharmony about alcohol abuse and in allowing late licences which, he felt, the administration should address.

The Committee received the report.

RESOLVED – that the report be received.

The meeting closed at 5.30 pm

Chairman .....

Date .....

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