



Alison Stuart  
Head of Democratic and  
Legal Support Services

**MEETING** : EAST HERTS COUNCIL AND STEVENAGE BOROUGH  
COUNCIL JOINT REVENUES AND BENEFITS  
COMMITTEE

**VENUE** : SHIMKENT ROOM, DANESHILL HOUSE, DANESTRETE

**DATE** : MONDAY 25TH JUNE, 2018

**TIME** : 6.00 PM

### **MEMBERS OF THE COMMITTEE**

#### EAST HERTS COUNCIL:

Councillors: E Buckmaster, L Radford and G Williamson

Substitute: Councillor C Woodward

*(Note: Substitution arrangements must be notified by the absent Member to Democratic Services 24 hours before the meeting)*

#### STEVENAGE BOROUGH COUNCIL

Councillors: Mrs J Lloyd, R Raylor and J Thomas

Substitutes: Councillor J Hollywell

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## **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.)

## **Public Attendance**

East Herts Council welcomes public attendance at its meetings and will provide a reasonable number of agendas for viewing at the meeting. Please note that there is seating for 27 members of the public and space for a further 30 standing in the Council Chamber on a “first come first served” basis. When the Council anticipates a large attendance, an additional 30 members of the public can be accommodated in Room 27 (standing room only), again on a “first come, first served” basis, to view the meeting via webcast.

If you think a meeting you plan to attend could be very busy, you can check if the extra space will be available by emailing [democraticservices@eastherts.gov.uk](mailto:democraticservices@eastherts.gov.uk) or calling the Council on 01279 655261 and asking to speak to Democratic Services.

## **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 is asked to focus only on those actively participating, but please also be aware that you may be filmed whilst attending a council meeting and that attendance at the meeting signifies your agreement to this.

## AGENDA

### 1. Appointment of Chair

As the meeting is hosted by Stevenage Borough Council, the Chair to be appointed from the East Herts Members.

### 2. Apologies for Absence and Declarations of Interest

### 3. Minutes - 26 June 2017 (Pages 7 - 12)

To approve as a correct record the Minutes of the meeting of the Joint Committee held on 26 June 2017 for signature by the Chair.

### 4. Annual Report - Joint Revenues and Benefits Service (Pages 13 - 32)

To consider a report to the Joint Committee the position in the following areas of the Joint Revenues & Benefits Service: -

- Performance reporting
- Other challenge

### 5. Urgent Part 1 Business

To consider any Part 1 business accepted by the Chair as urgent.

### 6. Exclusion of Public and Press

To consider the following motions -

1. That under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as described in paragraphs 1 - 7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to

Information) (Variation) Order 2006.

2. That Members consider the reasons for the following reports being in Part II and determine whether or not maintaining the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.

7. Urgent Part 2 Business

To consider any Part II business accepted by the Chair as urgent.