

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 13th May, 2026 at 7.00 pm, for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

Date this 5 day of May 2026

Jonathan Geall
Director for Communities
and Monitoring Officer

This meeting will be live streamed on the Council's Youtube page:
<https://www.youtube.com/user/EastHertsDistrict>

AGENDA

1. Chairman's Announcements

To receive any announcements from the Chairman.

2. Apologies for Absence

To receive any Members' apologies for absence.

3. Election of Chairman 2026/27

4. Election of Vice Chairman 2026/27

5. Further Chairman's Announcements

6. Leader's Announcements

To receive any announcements from the Leader of the Council.

7. Declarations of Interest

To receive any Members' declarations of interest.

8. Minutes - 4 March 2026 (Pages 6 - 29)

To approve as a correct record and authorise the Chairman to sign the Minutes of the Council meeting held on 4 March 2026.

9. Petitions

To receive any petitions.

10. Public Questions

To receive any public questions.

11. Members' Questions

To receive any Members' questions.

12. Executive Report - 24 March 2026 (Pages 30 - 31)

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

(A) The Hertfordshire Healthy and Safe Places Framework_(Pages 32 - 122)

13. Appointment of Interim Monitoring Officer (Pages 123 - 127)

14. Minor amendments to the Constitution (Pages 128 - 301)

15. Political Balance and Committee Membership of the Council 2026/27
(Pages 302 - 307)

16. Annual Audit & Governance Committee Report 2025/26 (Pages 308 - 321)

17. Annual Scrutiny Report 2025 - 2026 (Pages 322 - 340)

18. Reports by Members appointed to Outside Bodies for the civic year
2025/26 (Pages 341 - 365)

19. Motions on Notice

To receive Motions on Notice.

- (A) Motion to promote ethical solar power in our district
(to follow)

Disclosable Pecuniary Interests

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.

Public Attendance

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The Council operates a paperless policy in respect of agendas at committee meetings and the Council will no longer be providing spare copies of Agendas for the Public at Committee Meetings. The mod.gov app is available to download for free from app stores for electronic devices. You can use the mod.gov app to access, annotate and keep all committee paperwork on your mobile device.

Visit [Political Structure, Scrutiny and Constitution | East Herts District Council](#) for details.

Audio/Visual Recording of meetings

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MINUTES OF A MEETING OF THE
COUNCIL HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 4 MARCH 2026, AT 7.00 PM

PRESENT:

Councillor M Adams (Chairman).
Councillors J Dunlop, D Andrews,
R Buckmaster, P Boylan, C Brittain,
M Butcher, I Devonshire, E Buckmaster,
V Burt, R Carter, N Clements, M Connolly,
S Copley, N Cox, B Crystall, A Daar,
B Deering, T Deffley, J Dumont, V Glover-
Ward, M Goldspink, A Holt, S Hopewell,
C Horner, T Hoskin, D Jacobs, S Marlow,
G McAndrew, S Nicholls, A Parsad-Wyatt,
C Redfern, V Smith, T Stowe, M Swainston,
J Thomas, R Townsend, S Watson,
D Willcocks, G Williams, C Wilson, J Wyllie
and D Woollcombe.

OFFICERS IN ATTENDANCE:

James Ellis	- Director for Legal, Policy and Governance and Monitoring Officer
Jonathan Geall	- Director for Communities
Brian Moldon	- Director for Finance, Risk and Performance
Sara Saunders Helen Standen	- Director for Place - Interim Chief Executive
Stephanie Tarrant	- Assistant Director for Democracy, Elections and Information Governance

359 CHAIR'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and reminded attendees that the meeting was being webcast. The full webcast of the meeting can be viewed here: Council – [4 March 2026](#)

A minute's silence was held to mark the passing of former councillors Angela Alder, Roger Beeching and Jill Demonti. Tributes were offered by several Members, recognising their long service and community commitment.

Members paid tribute to former Councillor Beeching's long and dedicated public service to Sawbridgeworth and East Hertfordshire. His service included many years as a Governor and then Chairman of Leventhorpe School from 1977 to 2013, for which he received an MBE. He served four terms as Mayor of Sawbridgeworth and held civic roles at both East Herts District Council and Hertfordshire County Council. Members commented on his strong sense of duty, deep commitment to the town and the positive legacy he left in the community.

Former Councillor Alder was remembered for her decades of service dating back to the 1970s, including her time as Chairman of the former Sawbridgeworth Urban District Council and four terms as Mayor. She was well-known for her exceptional work ethic, commitment to duty and leadership in local organisations. Members highlighted her dedication to serving residents and her strong advocacy for women and girls.

Tributes were also paid to former Councillor Jill Demonti, who served as both a Town and District Councillor. It was noted that she took a particular interest in planning matters. Members remembered her as a formidable and committed advocate for her community who will be greatly missed.

Members sent their best wishes and condolences to their

families.

It was noted that James Ellis, the Council's Monitoring Officer, would shortly be leaving the authority. Members thanked him for his contribution to East Herts Council and offered their best wishes for his future role.

360 LEADER'S ANNOUNCEMENTS

The Leader informed Members that Rebecca Cercelea, who had been presented with a certificate for outstanding achievement in sports in East Hertfordshire, had recently returned from an international Taekwondo competition, where she had won a bronze medal. Members extended their congratulations to Rebecca.

The Executive Member for Wellbeing provided an update, noting that BEAM had been shortlisted for the Royal Institute of British Architects East Awards. It was acknowledged that this was a prestigious recognition and a strong endorsement of the venue. Members heard that all 18 shortlisted sites would be visited by a regional jury, with the winning projects to be announced later in the spring.

361 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bull, Estop, Hart, Hill, Hollebon and Williamson.

362 MINUTES - 10 DECEMBER 2025

Councillor Goldspink proposed, and Councillor Connolly seconded a motion that the Minutes of the meeting held on 10 December 2025, be approved as a correct record and be signed by the Chairman.

On being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 10 December 2025, be approved as a correct record, and signed by the Chair.

363 DECLARATIONS OF INTEREST

There were no declarations of interest.

364 PETITIONS - STOP EAST HERTS DISTRICT COUNCIL SPLITTING UP SAWBRIDGEWORTH & STOP EAST HERTS DISTRICT COUNCIL SPLITTING UP BUNTINGFORD

Two petitions were submitted to the meeting and were considered in turn.

Councillor Angus Pasard-Wyatt presented the ‘Stop East Herts District Council splitting up Sawbridgeworth’ petition. The full presentation can be viewed here at 00:31:25: [Sawbridgeworth petition](#)

Mayor Duncan Wallace presented the ‘Stop East Herts District Council splitting up Buntingford’ petition. The full presentation can be viewed here at 00:35:17: [Buntingford Petition](#)

Councillor Nicholls and Councillor Woollcombe spoke as Local Members for the Buntingford petition.

The Executive Member for Corporate Services responded to both petitions and thanked the residents of Sawbridgeworth and Buntingford who had taken the time to organise and sign the petitions, and to the lead petitioners for presenting the petitions to Council.

The Executive Member advised that the introduction of warding in both towns followed a Community Governance Review undertaken by East Herts District Council. The review was undertaken in accordance with the statutory framework set out in the Local Government and Public Involvement in Health Act 2007 and guidance issued by the Secretary of State and the Local Government

Boundary Commission for England under Section 100 of that same act.

As part of that process, the Council agreed formal terms of reference, invited submissions from residents and stakeholders, and undertook a public consultation. In accordance with the council's established democratic processes, a cross-party member working group considered different options and it considered representations from stakeholders. The group then put forward recommendations that were brought before Council. Those recommendations were agreed by a majority of elected members in the chamber.

Following the decision, a Community Governance Reorganisation Order implementing these changes was formally made on 27 January 2026. Therefore, in response to the request contained within the petitions, the Executive Member explained that it was not possible for such an Order to be 'scrapped' as there was no mechanism by which the Council may do so, even if it wished to, at this stage. Any change would require the Council to undertake a new Community Governance Review.

The Executive Member noted that whilst the petitions called for a new Community Governance Review, the Council was not obliged to consider a new review within the two years following the making of a formal Community Governance Reorganisation Order. However, it was noted that a Council could conduct a further review if it chose to do so. The Executive Member noted that there was a motion later on in the agenda proposing that the Council undertook new Community Governance Reviews in Sawbridgeworth and Buntingford and highlighted that the Motion would therefore provide the democratic opportunity for the Council to debate the matter and determine whether it wishes to revisit the arrangements.

There were no public questions.

366 MEMBERS' QUESTIONS

The full responses to the submitted Members' Questions can be found in the supplementary document [here](#).

367 EXECUTIVE REPORT - 13 JANUARY 2026 & 10 FEBRUARY 2026

The Leader of the Council presented a report setting out recommendations to the Council made by the Executive at its meetings on 13 January 2026 and 10 February 2026.

367 TREASURY MANAGEMENT 2025/26 MID-YEAR REVIEW

The Executive Member for Financial Sustainability presented the Treasury Management Mid-Year Review. The report outlined the external economic context, including the rise in the 10-year gilt rate from 4.65% to 4.7%, which was a key determinant of the Council's borrowing costs.

The Council's external borrowing had reduced from £64.5 million to £61.5 million over the period, while investments had fallen from £34.1 million to £29.4 million, resulting in a net increase in borrowing of £1.7 million due to ongoing capital programme requirements. It was reported that most borrowing remained short-term, reflecting the Council's intention to refinance at lower rates when possible. Inflation was forecast to fall, and interest rates were expected to decline accordingly. Since the report had been produced, the gilt rate had fallen slightly and the base rate had been reduced to 3.75%.

The report confirmed that the Council continued to comply with the CIPFA Treasury Management Code through the monitoring of prudential indicators.

Councillor Brittain, the Executive Member for Financial Sustainability proposed that the recommendations in the report be supported. Councillor Dumont seconded the proposal.

Members thanked the Executive Member for the report and confirmed they had no objections to it. Members noted that the previous optimism around interest rates falling was now unlikely to be realised. Members noted the wider economic challenges and highlighted the potential for higher inflation and the possible impact on gilt rates and future interest rate decisions.

The motion to support the recommendation, having been proposed and seconded, was put to the meeting and upon a vote being taken, was declared CARRIED.

RESOLVED – that (A) Council approved the Mid-Year Treasury Management Review and Prudential Indicators for 2025/26.

367 CAPITAL STRATEGY, MINIMUM REVENUE PROVISION POLICY AND TREASURY STRATEGY 2026/27

The Executive Member for Financial Sustainability presented the Capital Strategy, Minimum Revenue Provision Policy and Treasury Strategy 2026/27. The Capital Strategy outlined the Council's capital programme, its financing and the annual review process. Capital spending remained low and funded by capital receipts, with debt levels projected to fall over the next three years. The Treasury Management Strategy set out how borrowing, investments and cash flow were managed in line with CIPFA codes. The Minimum Revenue Provision Statement for 2026/27 confirmed the continued approach of repaying borrowing over the useful life of assets.

Councillor Brittain, the Executive Member for Financial Sustainability proposed that the recommendations in the report be supported. Councillor Thomas seconded the

proposal.

Whilst there were no objections to the report, concerns were recorded in relation to the capital disposals programme, noting that the cross-party disposals group had not met for some time and that progress on disposals appeared slow.

The motion to support the recommendation, having been proposed and seconded, was put to the meeting and upon a vote being taken, was declared CARRIED.

RESOLVED – that (A) Council approved the Capital Strategy, Minimum Revenue Provision Statement and the Treasury Management Strategy 2026/27, including the Prudential Indicators contained within the reports.

368 BUDGET 2026/27 AND MEDIUM TERM FINANCIAL PLAN 2026 -2031

The Executive Member for Financial Sustainability presented the 2026/27 Budget and the Medium-Term Financial Plan for 2026–2031. The Executive Member outlined the impact of the Government’s provisional settlement, the fair funding review and ongoing reductions in government support. Members were informed that although funding would continue to fall, three-year settlements provided greater certainty. Additional budget pressures had been identified, including £706,000 from service reviews, £1 million over two years for Local Government Reorganisation (LGR) and a £203,000 contingency relating to BEAM due to slower-than-expected growth. Significant savings had arisen from the recent Hertfordshire Pension Fund revaluation, enabling a balanced budget to be set. The proposed council tax increase was 2.99% and the capital programme and reserve position were summarised along with the Section 25 assurance statement.

The Executive Member highlighted that despite

improvements in the Council's financial position, external risks such as global instability and inflation remained.

Councillor Brittain, the Executive Member for Financial Sustainability proposed that the recommendations in the report be supported. Councillor Wilson seconded the proposal.

Two [amendments](#) were tabled by the Conservative Group and debated in turn.

Councillor Deffley proposed the following amendment to the recommendation:

'In the capital budget, £170k has been allocated for works at the URC Hall. However, this would represent a poor use of taxpayers' resources. Instead, the funding should be used to reduce existing borrowing, thereby lowering the Minimum Revenue Provision. This approach would reduce the revenue budget by approximately £15k per year and help moderate future Council Tax increase.

That the Budget be amended as follows:

- a) Appendix A MTFP be deleted and replaced with an amended Appendix A as Annex 1 to this amendment.
- b) Appendix E Capital Programme be deleted and replaced with an amended Appendix E as Annex 2 to this amendment.

This would result in the 2026/27 showing a £15,000 surplus for the year, against the original proposed breakeven budget.'

Councillor Deering seconded the proposal.

The proposer highlighted that the scheme was financially unviable and that continuing to hold funds for it represented poor value for taxpayers.

Members heard that a public consultation and community-

led business planning exercise was still underway and that the £170,000 would only be spent if a viable community proposal emerged; otherwise, the money would remain unspent.

Members speaking against the amendment emphasised strong community interest in retaining the building and the importance of allowing the ongoing process to conclude.

Members questioned the viability of fundraising but agreed that the community should have further time.

A recorded vote was held on the amendment proposed by Councillor Deffley. The result was as follows:

FOR

Councillors Andrews, Boylan, E Buckmaster, R Buckmaster, Deering, Deffley, Devonshire, Holt, McAndrew, Parsad-Wyatt, T Smith, Stowe, Wyllie.

AGAINST

Councillors Brittain, Burt, Butcher, Carter, Clements, Connolly, Copley, Cox, Crystall, Daar, Dumont, Dunlop, Glover-Ward, Goldspink, Hopewell, Horner, Hoskin, Jacobs, Marlow, Nicholls, Redfern, V Smith, Swainston, Thomas, Townsend, Watson, Willcocks, Williams, Wilson, Woollcombe.

ABSTAIN

Councillor Adams.

For: 13
Against: 30
Abstain: 1

The motion to amend the recommendation was LOST.

Councillor Deffley proposed a further amendment to the

budget:

‘£250k is proposed to be placed into an Earmarked Reserve in both 2026/27 and 2027/28. However, no specific purpose has been identified for this reserve. The Administration suggests that the Executive should subsequently determine how these funds will be used. This is unacceptable. Decisions on how taxpayers’ money is allocated should be made by the full Council, not delegated to the Executive. We therefore propose that either:

- 1) The proposed reserve should not be created, and the funds should instead be used to help moderate future Council Tax increases; or
- 2) Any Member should be able to put forward a scheme for consideration, with approval resting with the full Council rather than the Executive; or
- 3) The proposed reserve should be divided equally among all Members, effectively creating a ‘Locality Budget’ for each Member to spend on local good causes as they see fit.’

Councillor Deering seconded the proposal.

Members considered the options presented. The Executive Member opposed reducing council tax due to long-term risks and opposed locality budgets due to concerns about administrative burden and fragmentation of spending. Support was expressed for the principle in the second option of allowing members to bring forward proposals, with final approval resting with Full Council.

Members considered the benefit of supporting locality budgets to ensure fairness across wards, against considerations that the funding should be used for larger projects benefiting the whole district. Concerns were raised about practicality, capacity and the risk of delaying decision-making.

Following advice from the Monitoring Officer, it was

explained that each member would be asked individually, in a recorded vote, to state their preference for Option 1, Option 2, Option 3, or to vote against. If one option secured a clear majority in the first round, that decision would stand. However, if no option achieved a majority vote, the least-supported option would be eliminated, and further rounds of voting would take place. This process would continue until one option gained a majority.

A recorded vote was held on the amendment proposed by Councillor Deffley. The result was as follows:

OPTION 1

None.

OPTION 2

Councillors Andrews, E Buckmaster, R Buckmaster, Deering, Deffley, Holt, McAndrew, Parsad-Wyatt, Stowe, Williams, Wyllie.

OPTION 3

Councillors Boylan, Devonshire, T Smith, Willcocks

AGAINST:

Councillors Brittain, Burt, Butcher, Carter, Clements, Connolly, Copley, Cox, Crystall, Daar, Dumont, Dunlop, Glover-Ward, Goldspink, Hopewell, Horner, Hoskin, Jacobs, Marlow, Nicholls, Redfern, V Smith, Swainston, Thomas, Townsend, Watson, Wilson.

ABSTAIN:

Councillors Adams, Woollcombe.

Option 1: 0

Option 2: 11

Option 3: 4

Against: 27

Abstain: 2

Following a recorded vote in which members were asked to select one of the options or reject them all, the motion to amend the budget was LOST.

The debate returned to the original recommendations in the report.

Members raised issues including global economic risks, Local Government Reorganisation costs, asset disposals and the purpose of the new Executive reserve. It was reiterated that the reserve would be used for projects that aligned with Council priorities and that all members' ideas would be welcomed.

The motion to support the recommendations having been proposed and seconded was put to a recorded vote and the result was as follows:

FOR

Councillors Brittain, Burt, Butcher, Carter, Clements, Connolly, Copley, Cox, Crystall, Daar, Dumont, Dunlop, Glover-Ward, Goldspink, Hopewell, Horner, Hoskin, Jacobs, Marlow, Nicholls, Redfern, V Smith, Swainston, Thomas, Townsend, Watson, Willcocks, Williams, Wilson, Woollcombe.

AGAINST

Councillors Boylan, E Buckmaster, R Buckmaster, Deering, Deffley, Devonshire, Holt, McAndrew, Parsad-Wyatt, T Smith, Stowe, Wyllie.

ABSTAIN

Councillor Adams

For: 30

Against: 12

Abstained: 1

- RESOLVED:** a) That the final General Fund Budget for 2026/27, including a Band D Council Tax of £207.03 (reflecting a 2.99% increase), be approved.
- b) That the updated position on the General Fund Medium Term Financial Plan (MTFP), as set out in Appendix A, be noted.
- c) That the proposed fees and charges for 2026/27, as detailed in Appendix B, be approved.
- d) That the minimum level of General Fund balance of £3.649 million, based on the 2026/27 risk assessment of balances in paragraph 6.3, be approved.
- e) That the budget pressures identified in Section 4 of the report be noted.
- f) That the savings proposals identified in Section 5 of the report be noted.
- g) That the Section 25 Statement on the Robustness of Estimates and Adequacy of Reserves, as set out in Appendix D, be noted.
- h) That the Capital Programme for 2026 to 2029, as set out in Appendix E, be approved.
- i) That the minutes and comments of the Joint Scrutiny Committee from 28 January 2026, as set out in Appendix F and paragraph 11.1, be noted.

369 COUNCIL TAX SETTING 2026/27

The Executive Member for Financial Sustainability presented the Council Tax Setting Report for 2026/27. The report brought together all elements of the final

council tax bill, including local precepts, the County Council and the Police and Crime Commissioner and calculated the total council tax for each parish and town, as set out in Appendix A.

Councillor Brittain, the Executive Member for Financial Sustainability proposed that the recommendations in the report be supported. Councillor Goldspink seconded the proposal.

Members noted that, had an alternative budget proposal been accepted, different council tax figures would have been reached. However, there was no objection to the report and Members accepted the calculations as presented.

The motion to support the recommendation having been proposed and seconded was put to a recorded vote and the result was as follows:

FOR

Councillors Boylan, Brittain, E Buckmaster, R Buckmaster, Burt, Butcher, Carter, Clements, Connolly, Copley, Cox, Crystall, Daar, Deering, Deffley, Devonshire, Dumont, Dunlop, Glover-Ward, Goldspink, Hopewell, Holt, Horner, Hoskin, Jacobs, Marlow, McAndrew, Nicholls, Parsad-Wyatt, Redfern, V Smith, Stowe, Swainston, Thomas, Townsend, Watson, Willcocks, Williams, Wilson, Woolcombe, Wyllie.

AGAINST

None.

ABSTAIN

Councillor Adams, T Smith.

For: 41

Against: 0

Abstained: 2

RESOLVED – that (A) the Council Tax resolution, as submitted at Appendix A, be approved.

(B) the local precepts as set out at Appendix A be noted.

(C) the Hertfordshire County Council and Police and Crime Commissioner for Hertfordshire precepts be noted.

370 PAY POLICY STATEMENT 2026/27

The Executive Member for Corporate Services presented the Pay Policy Statement 2026/27. Members heard that the Council was legally required, under the Localism Act, to publish a Pay Policy Statement each year. The report set out the remuneration of Chief Officers and other employees.

Councillor Dumont, the Executive Member for Corporate Services proposed that the recommendations in the report be supported. Councillor Carter seconded the proposal.

The motion to support the recommendation, having been proposed and seconded, was put to the meeting and upon a vote being taken, was declared CARRIED.

RESOLVED – that (A) the Pay Policy Statement 2026/27 be approved.

At this point in the meeting, as it was approaching 10pm, Councillor Watson proposed a motion that the meeting took a short break and continue past 10pm. Councillor Williams seconded the motion. Having been proposed and seconded, the motion was put to the meeting and upon a vote being taken, was declared CARRIED.

RESOLVED – that the meeting took a short break,

reconvened at 9:45pm, and continued past 10pm.

371 STANSTEAD ABBOTTS AND ST. MARGARET'S
NEIGHBOURHOOD PLAN

The Executive Member for Planning and Growth presented the report. Members were advised that Stanstead Abbots Parish Council, working with the parish councils of Stanstead St Margaret's and Great Amwell, had developed a neighbourhood plan over several years to meet district housing requirements. The plan released land from the Green Belt, allocating both brownfield and greenfield sites. Despite significant constraints such as flood risk, Green Belt designations and protected nature sites, the plan successfully balanced housing growth with policies to protect local character and the environment. It designated new local green spaces, protected views, heritage assets and prioritised enhancement of the river environment. The examiner commended the plan for addressing local issues while meeting housing needs. It was noted that at the January 2026 referendum, 80% voted in favour of using the plan and it was considered a positive addition to East Herts' development management process.

Councillor Glover-Ward, the Executive Member for Planning and Growth proposed that the recommendations in the report be supported. Councillor Dumont seconded the proposal.

Members acknowledged that the process had been challenging for the parish councils, with differing views at times, however a positive conclusion had been reached. It was noted that producing a neighbourhood plan was a long process and a testament to the dedication of the community and everyone that contributed. It was noted that such plans deserved to progress and be recognised as important planning documents.

Members spoke in favour of neighbourhood plans, however commented on the lack of housing supply

diluting the effectiveness. Members heard in response that whilst the area was facing delivering more housing, the neighbourhood plan, despite requiring the release of a small amount of Green Belt, offered some protection through designated views, green spaces and other safeguards.

Members acknowledged that the area faced significant flood risk, with significant work taking place over the past couple of years to address the issue.

Concern was expressed with emphasis that the land demanded protection, and that the council was being asked to sacrifice scarce green belt, including part of the Lee Valley Regional Park. It was noted that the park authority opposed the proposal, and concern was shared that approving development would be capitulation, setting a damaging precedent ahead of future unitary mergers. Members acknowledged the need to protect green belt land and considered this against the positive outcome of the referendum.

Members were advised that the Lee Valley Regional Park Authority, along with any member of the public, would be able to comment on future planning applications and that any potential harm to the park would be a valid planning consideration for the case officer.

Members thanked the residents' group and parish councillors for their hard work.

The motion to support the recommendation, having been proposed and seconded, was put to the meeting and upon a vote being taken, was declared CARRIED.

RESOLVED - that (A) That the Stanstead Abbots and St Margarets Neighbourhood Area Plan 2017-2033, as detailed at Appendix A to this report, be formally made.

372 MINOR AMENDMENTS TO THE CONSTITUTION

The Director for Legal, Policy and Governance and Monitoring Officer presented the report which set out minor changes to the Councils constitution. The Monitoring Officer explained that constitutional changes required to support the proper administration of the council could be made, provided they were reported to full Council as soon as reasonably practicable. The proposed amendments in appendices A to E updated the policy framework, clarified section 8.5 in relation to the District Planning Executive Panel (DPEP), adjusted officer delegations following the management restructure and aligned the executive decision-making processes for non-key decisions.

The revisions to the policy framework and section 8.5 of the constitution were intended to clearly distinguish between matters for the Executive and those requiring full Council approval during the new local plan process, preventing unnecessarily heavy Council agendas. The Executive had agreed in June 2025 to reconvene the DPEP to progress the new local plan, with all Members invited to attend its meetings.

Further amendments corrected delegation gaps, including transferring environmental health responsibilities to the Director for Place. Appendices D and E ensured consistency in how non-key officer decisions were recorded and processed.

It was requested that the recommendation be updated to refer to appendices A to E rather than A to D.

Councillor Dumont, the Executive Member for Corporate Services proposed that the recommendations in the report be supported. Councillor Williams seconded the proposal.

In response to a Member question, it was confirmed that in relation to 8.5.1 of the constitution the intention was for the DPEP to make recommendations to the Executive on

matters such as evidence-gathering and strategy formulation, whilst formal stages of the process would still be presented to full Council.

Members commented on the role of the Constitution Working Group. Officers agreed to refresh the group to ensure it was actively reviewing the constitution and supporting the keeping of it up to date.

The motion to support the recommendation, having been proposed and seconded, was put to the meeting and upon a vote being taken, was declared CARRIED.

RESOLVED – that (A) Council approved the minor amendments to the Constitution as set out in Appendices A to E.

373 MILLSTREAM BUSINESS PLAN 2026/27

The Executive Member for Financial Sustainability presented the Millstream Business Plan 2026/27. Members heard that that Millstream Property Investments Ltd had been established by the Council in 2018 to generate a competitive return on its capital, with the Council acting as the sole shareholder.

By 2025, it had been determined that the returns from Millstream's property investments were lower than the financial benefit the Council could achieve by reducing its debt. This shift resulted from the need for external borrowing and changes in the regulatory environment. Consequently, the Council decided to sell Millstream's properties as tenancies ended. Disposals had begun, and it was expected that all properties would be sold by the end of 2027/28, with the business plan set out in the restricted appendix.

Councillor Brittain, the Executive Member for Financial Sustainability proposed that the recommendations in the report be supported. Councillor Horner seconded the proposal.

In response to Member questions that would likely lead to the disclosure of exempt information, it was moved by the Chair and seconded by Councillor Williams that that the meeting move into Part II.

After being put to the meeting and a vote taken, this motion was declared CARRIED.

RESOLVED – that under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting on the grounds that it involves the likely disclosure of exempt information falling within paragraphs 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

Following return to Part I, the motion to support the recommendation, having been proposed and seconded, was put to the meeting and upon a vote being taken, was declared CARRIED.

RESOLVED – a) That Millstream Property Investment Ltd's 2026/27 Business Plan, presented in the EXEMPT Appendix A, which includes the continued disposal of the company's properties, be approved.

374 MOTIONS ON NOTICE

There was one motion on notice.

374 MOTION TO UNDERTAKE NEW COMMUNITY GOVERNANCE REVIEWS IN SAWBRIDGEWORTH AND BUNTINGFORD

In advance of the motion being considered, Councillor Parsad-Wyatt requested a recorded vote. This was supported by Councillors Boylan, E Buckmaster, R Buckmaster, Deering, and Holt.

Councillor Parsad-Wyatt presented his motion on notice.

Councillor Woollcombe seconded the motion.

Members considered the motion relating to the Community Governance Reviews for Sawbridgeworth and Buntingford. The debate focused on whether the original consultation had been adequate and whether a further review should be undertaken.

Several Members stated that a significant number of residents had reported not receiving the consultation leaflet and expressed concern that the leaflet, even when delivered, did not clearly explain the proposed town/parish warding arrangements. Members felt that the consultation process had therefore been insufficient and that a repeat process would help ensure residents were properly informed and able to contribute.

The Monitoring Officer advised that council records indicated that the required number of leaflets had been printed and delivered by the council's casual distribution staff. Email responses received during the consultation period were referenced as evidence that some residents had engaged with the material.

Some Members raised concerns about the petitions circulated, noting that the messaging used had been highly emotive and, in their view, had not provided balanced information about warding. They expressed the view that this had contributed to misunderstanding amongst residents.

Members acknowledged weaknesses in the original consultation material but emphasised that the Community Governance Review Working Group had followed the statutory process and had made recommendations based on the information available. They noted that further Community Governance Reviews could take place in two years, as normal practice allowed.

Some Members stated that despite reservations about the tone of the petitions, they believed the reported lack of awareness among residents indicated that the consultation had not been effective.

Members concluded the debate by considering the distinction between the principle of warding and the procedural concerns raised.

The proposer emphasised that the motion sought to repeat the consultation at the earliest opportunity and did not seek to predetermine the outcome.

The motion having been proposed and seconded was put to a recorded vote and the result was as follows:

For

Councillors Boylan, Brittain, E Buckmaster, R Buckmaster, Burt, Derring, Deffley, Devonshire, Holt, Horner, McAndrew, Parsad-Wyatt, T Smith, Stowe, Wilson, Woollcombe.

Against

Councillors Butcher, Carter, Clements, Connolly, Copley, Crystall, Daar, Dumont, Dunlop, Glover-Ward, Goldspink, Hopewell, Hoskin, Jacobs, Marlow, Nicholls, V Smith, Swainston, Thomas, Watson, Willcocks, Williams.

Abstain

Councillors Adams, Cox, Redfern, Townsend.

RESOLVED – After being put to the meeting and a recorded vote taken, this motion was declared LOST.

The meeting closed at 11:24pm

Chairman
Date

East Herts Council Report

Council

Date Of Meeting: Wednesday, 13 May 2026

Report By: Councillor Ben Crystall, Leader of the Council

Report Title: Executive Report – 24 March 2026

Ward(S) Affected: All

Summary

- This report details the recommendations to Council made by the Executive at its meeting on 24 March 2026.

1.0 Item considered and recommended to Council

1.1 Since the last Council meeting, the Executive met on 24 March 2026. At this meeting the Executive considered and supported recommendations for Council on the following item:

1.1.1 The Hertfordshire Healthy and Safe Places Framework

1.2 This report sets out the recommendation for the above item. The full report, including the Appendix, may be viewed on the council's website.

2.0 The Hertfordshire Healthy and Safe Places Framework

2.1 Members have agreed to undertake a review of the District Plan, including an update of the evidence documents needed to support a new District Plan. The Hertfordshire Healthy and Safe Places Framework provides practical guidance on how to implement health focused policies that can usefully inform local planning policies in East Herts.

2.2 The Executive considered the report which summarised key priorities of the Framework and sought agreement to use the document as part of the new District Plan evidence base and to

inform Development Management decisions.

RECOMMENDATION TO COUNCIL:

(a) That the Hertfordshire Healthy and Safe Places Framework (2025) attached as Appendix A, be agreed as part of the evidence base to inform the new East Herts District Plan and as a material consideration for Development Management purposes in the determination of planning applications.

3.0 Background papers, appendices and other relevant material

3.1 [Executive Minutes – 24 March 2026](#)

Contact Member

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East Herts Council Report

Council

Date Of Meeting: Wednesday, 13 May 2026

Report By: Councillor Vicky Glover-Ward – Executive Member for Planning and Growth

Report Title: The Hertfordshire Healthy and Safe Places Framework

Ward(s) Affected: All Wards

Summary – Members have agreed to undertake a review of the District Plan, including an update of the evidence documents needed to support a new District Plan. The Hertfordshire Healthy and Safe Places Framework provides practical guidance on how to implement health-focused policies that can usefully inform local planning policies in East Herts. Therefore, this report summarises key priorities of the Framework and seeks agreement to use the document as part of the new District Plan evidence base, and to inform Development Management decisions.

RECOMMENDATIONS FOR COUNCIL:

- a) **That the Hertfordshire Healthy and Safe Places Framework (2025) attached as Appendix A, be agreed as part of the evidence base to inform the new East Herts District Plan and as a material consideration for Development Management purposes in the determination of planning applications.**

1.0 Proposal

- 1.1 The purpose of this report is to agree that the Hertfordshire Healthy and Safe Places Framework can be used as part of the evidence base for the new District Plan and as a material consideration in the determination of planning applications.

2.0 Background

- 2.1 Local planning authorities are required to complete a review of their local plans at least once every 5 years from the adoption date to ensure that plans remain relevant. In October 2023, the Council agreed that East Herts District Plan 2018 needs updating, and that

work should commence in 2023/24 on updating the technical studies and other preparatory work required to provide a robust evidence base to support this Review¹. The Council has been waiting for the Government to provide details of the new plan-making system, but it is now expected that the 30-month period of formal plan-making will commence later in 2026.

- 2.2 A clear, relevant and proportionate evidence base is essential for efficient and sound plan-making to ensure that all future planning policy and decisions are based on up-to-date information. The National Planning Policy Framework (NPPF, 2024) sets out the requirement for the preparation and review of all policies to be, *'underpinned by relevant and up-to-date evidence'* (paragraph 32).
- 2.3 The evidence base consists of supporting documents that will help inform the future policies and site allocations in the new District Plan. It will cover a range of social, economic, and environmental topics and help identify local needs, constraints and opportunities.
- 2.4 The evidence base will be developed throughout the preparation of the new District Plan and the planning policy team will seek agreement from Executive to include relevant studies as part of the evidence base. Because of the nature of the Healthy and Safe Places Framework, and its potential to influence policy formulation, it is considered appropriate to include it within the Council's evidence base.

Development of the Healthy and Safe Places Framework

- 2.5 The Hertfordshire Growth Board (HGB)² commissioned Prior + Partners to develop the Framework as a direct result of their 'Healthy and Safe Places for All' mission³.
- 2.6 Published in November 2025, the Framework presents guidance on how to implement health focused policies into local plans and spatial development strategies.

¹ [Agenda for Executive on Tuesday 3rd October 2023, 7.00 pm - East Herts District Council](#)

² Hertfordshire Growth Board comprises of Hertfordshire County Council, the 10 district and borough Councils, the NHS Hertfordshire and West Essex Integrated Care Board (ICB), Homes England, Hertfordshire Futures and the Police and Crime Commissioner.

³ <https://www.hertfordshiregrowthboard.com/documents/vision-and-missions/#sec-10>

2.7 The Framework responds to wider national policy context, such as the NPPF's aim to promote healthy and safe communities (paragraph 96)⁴. The 2024 update of the NPPF placed explicit emphasis on promoting health and wellbeing through the planning system, reflecting wider trends in national strategy to address health outcomes and inequalities. The draft NPPF, published in December 2025, also places an emphasis on promoting healthy communities in Chapter 16⁵. Additionally, the Government released the 10 Year Health Plan for England⁶ in July 2025 which looks to tackle the nation's rising costs and pressures on healthcare.

3.0 Reason(s)

Importance of Healthy Placemaking

3.1 Our environment determines around 60% of health outcomes and planning policy plays a key role in shaping our environment. It is important that this relationship is explored and utilised to ensure health outcomes are improved.

3.2 Across Hertfordshire and within the district of East Herts, health outcomes vary drastically due to a range of factors and inequalities. For instance, life expectancy varies by 14 years across the county.

3.3 The Framework aims to tackle the social and environmental determinants of health through planning policy, with a focus on key action areas where inequalities impact health outcomes, by providing guidance for local planning authorities (LPA) to integrate health into local plan policies and the planning process.

Overview of the Framework

3.4 The Framework is divided into two parts. This first provides context for the role of planning policy in promoting health and the importance of this approach. The second part provides guidance

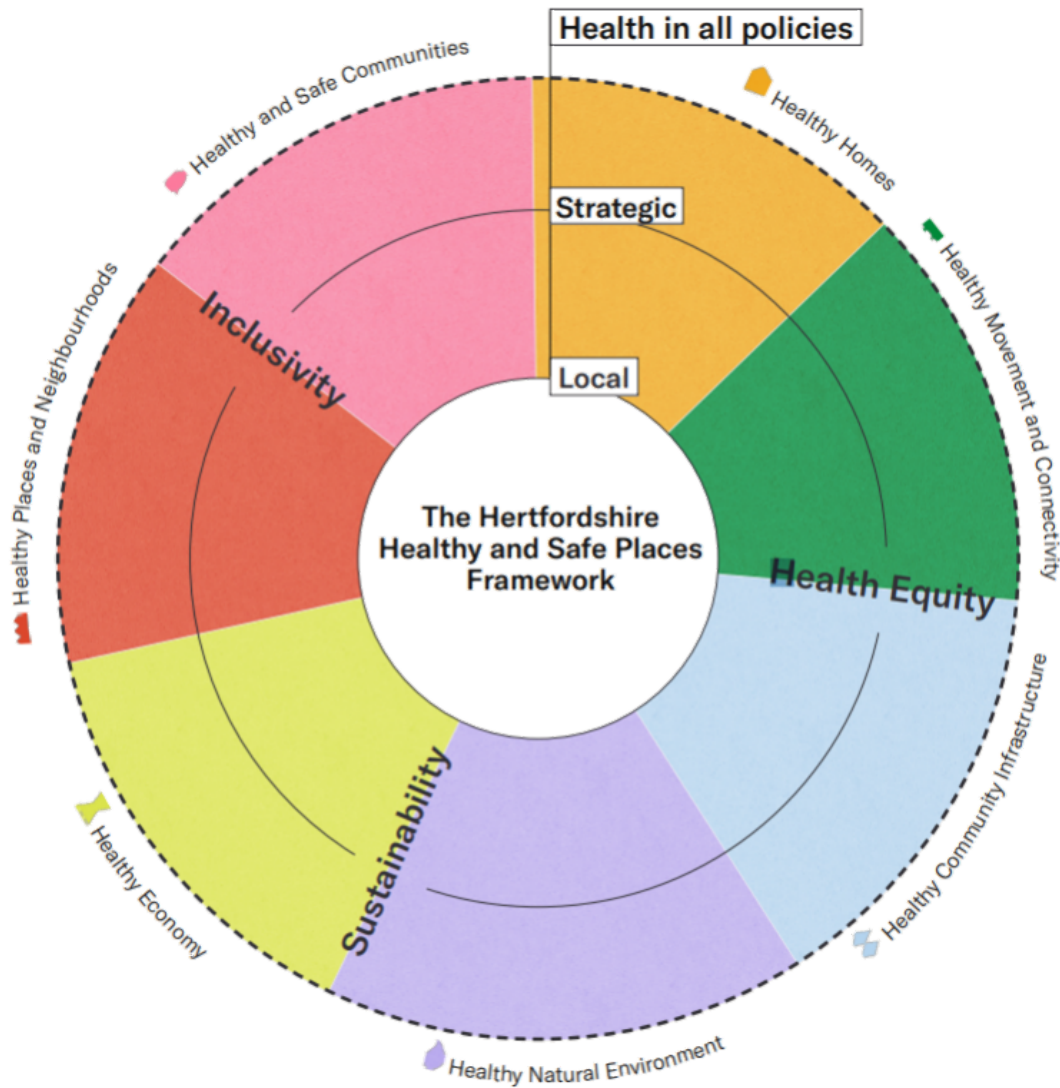
⁴ <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

⁵ <https://www.gov.uk/government/consultations/national-planning-policy-framework-proposed-reforms-and-other-changes-to-the-planning-system>

⁶ <https://www.gov.uk/government/publications/10-year-health-plan-for-england-fit-for-the-future>

on how the framework can be used to integrate health policies into all areas of planning.

- 3.5 The Framework requires all local plans and spatial development strategies to include a policy adopting a Health in All Policies approach (HiAP). This approach ensures health is considered in all areas of planning, including housing, transport, natural environment and economy, highlighting the commitment for development to improve health outcomes and address health inequality.
- 3.6 To take a holistic approach to healthy placemaking, the Framework focuses on three main themes – Health Equity, Inclusivity and Sustainability – and seven principles across both local and strategic scales. These themes and principles are presented in Figure 2 of the Framework, which can be seen below.



- 3.7 Each theme is discussed in further detail, looking at why it matters to health, and how strategic and local planning policies can create conditions to encourage healthy behaviour and reduce harmful impacts. These policy guidance pages provide support and evidence for the Council’s work on the new District Plan.
- 3.8 The Framework also identifies health action areas. These are high stress, moderate stress, emerging stress and low stress areas, which have been mapped across the county. Areas identified as having higher levels of stress are areas of greater priority for health improvements. Targeted actions can then be applied to priority areas and wider health embedded policies can be used to support neighbourhoods.

How the framework will be used

- 3.9 The Framework provides a number of requirements and guidance points for local authorities to use in plan making and the planning process. Firstly, all local plans and spatial development strategies must include a strategic policy adopting the HiAP approach.
- 3.10 Health Impact Assessments (HIA) should be required in the planning application process. The Framework guides LPAs to set thresholds based on local context for when a HIA is required, proportionate to the proposed development.
- 3.11 Policy should also require masterplans as an early design tool to support positive health outcomes from proposed developments. Again, local context should be used to define when a masterplan is required.
- 3.12 The Framework recommends embedding health and wellbeing into visioning work from the outset. This should be co-developed with the community to ensure it reflects local need.
- 3.13 Engagement is a tool central to healthy placemaking. It should be inclusive, iterative, representative, empowering, and collaborative to ensure real experiences are reflected. A mixture of engagement methods should be used, such as focus groups, workshops and digital tools, with local people and key stakeholders across strategic areas, including NHS boards, transport providers, and public health professionals.
- 3.14 Evidence of local need informs planning policy. Sufficient local health evidence needs to be gathered and analysed to understand the most concerning health areas in the district. The Framework is recommended to be used as an evidence base document to support embedding health into local policies. Further sources are highlighted in the Framework as reliable evidence databases, such as census data available through the Office for National Statistics and Herts Insight.

- 3.15 Planning should make use of the Joint Strategic Needs Assessment (JSNA) and the Joint Health and Wellbeing Strategy (JHWS). These are statutory assessments of local health and social care needs produced by Hertfordshire County Council and health boards⁷. These tools should be used to understand current and future health needs, to inform policy and plan making, and findings integrated into design proposals, to ensure plans align with local health objectives.
- 3.16 The Framework recommends that health indicators should be monitored to assess the effectiveness and long-term impacts on improving health outcomes through planning policies. Health and wellbeing indicators should be integrated into annual monitoring reports and demonstrate how they respond to local contexts and priorities.
- 3.17 An interactive webpage has been produced for the Framework where further resources can be found. This is available at <https://hertshealthyplacemaking-hertscc.hub.arcgis.com/>.
- 3.18 The Framework is presented in **Appendix A**.

4.0 Options

- 4.1 The Council could choose not to agree to endorse the Hertfordshire Healthy and Safe Places Framework as part of the new District Plan evidence base.

5.0 Risks

- 5.1 If the Hertfordshire Healthy and Safe Places Framework is not agreed as part of the evidence base, the policy guidance on creating and supporting healthy outcomes through development will not benefit our communities, and health inequalities will continue to grow.

6.0 Implications/Consultations

⁷ <https://www.hertfordshire.gov.uk/microsites/jsna/what-is-the-joint-strategic-needs-assessment.aspx>

6.1 There are no proposed consultations arising from this report.

Community Safety

There are no community safety implications arising from this report.

Data Protection

There are no data protection implications arising from this report.

Equalities

There are no direct equality, diversity, or inclusion implications in this report. An Equalities Impact Assessment (EqIA) will be carried out of the new District Plan in accordance with The Equality Act 2010.

Environmental Sustainability

The purpose of the planning system is to contribute to the achievement of sustainable development, including the provision of homes, commercial development and infrastructure in a sustainable manner.

Financial

There are no financial implications arising from this report.

Health and Safety

There are no health and safety implications arising from this report.

Human Resources

There are no human resources implications arising from this report.

Human Rights

There are no human rights implications arising from this report.

Legal

There are no legal implications arising from this report.

Specific Wards

All

7.0 Background papers, appendices and other relevant material

7.1 Appendix A – The Hertfordshire Healthy and Safe Places Framework

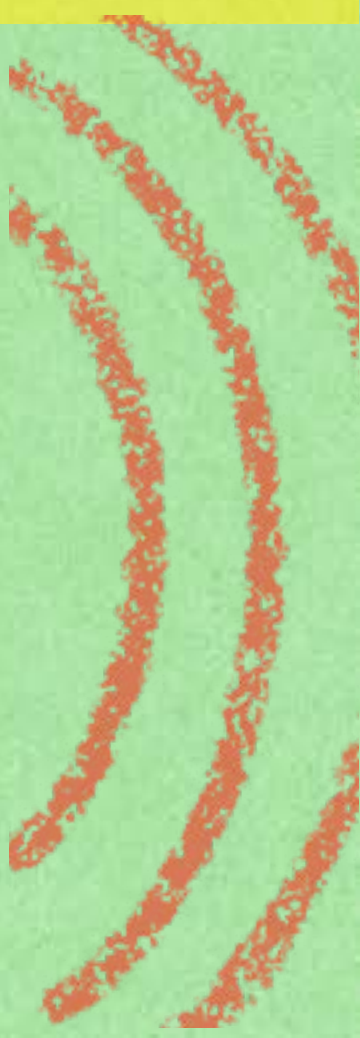
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Healthy Hertfordshire

November 2025



The Hertfordshire
Healthy and Safe
Places Framework



Foreword

Hertfordshire is a thriving, ambitious and forward-thinking county – recognised as a great place to live, learn, invest and work. Our vision is for Hertfordshire to be a place where everyone can fulfil their potential in healthy, safe and connected communities, and where our environment is protected for future generations.

As our population grows, pressures on housing, healthcare, schools and transport increase, and disparities in skills, income, health and connectivity persist. Tackling these challenges requires a joined-up approach. That is why the **Healthy and Safe Places Framework** is so important.

Developed by the **Hertfordshire Growth Board** – working with Prior +Partners, local councils, NHS partners, Homes England, the Police and Crime Commissioner, the voluntary sector and planning experts – this framework sets out a unified, evidence-based approach to embedding health, wellbeing and safety into spatial planning and development across the county.

It provides practical guidance for Local Planning Authorities and, in time, any Mayoral Strategic Authority on how to implement health-focused policies into Local Plans and Spatial Development Strategies. By applying a health lens to growth and development, we can reduce inequalities, deliver high-quality housing and infrastructure, and create places that actively support physical, mental and social wellbeing.

This guidance reflects our strategic commitment to ensuring that Hertfordshire's places actively support physical, mental and social wellbeing – now and for future generations.

Peter Taylor, Elected Mayor of Watford Chair, Hertfordshire Growth Board

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Introduction

What is the Healthy and Safe Places Framework?

The Hertfordshire Healthy and Safe Places Framework (the “Framework”) establishes a shared approach to healthy placemaking across Hertfordshire. It provides a framework for local planning authorities and, in time, any Mayoral or Strategic Authority for embedding health considerations in local plans and spatial development strategies, while allowing policy makers the flexibility to respond to local priorities.

The Framework arises from the Hertfordshire Growth Board’s “Healthy and Safe Places for All” mission and aims to guide the creation of healthier, safer, and more inclusive environments across the area. It embeds principles of health, wellbeing, and safety into planning policy, ensuring that both new and existing communities support physical, mental and social health.

Why is the Framework important?

Where we live impacts our health and wellbeing. Our environment and the social and economic conditions we live in account for around 60% of our health outcomes. Planning policy plays a key role in shaping these conditions. By ensuring planning policy considers health across all policy areas, the Framework is a key tool in improving health outcomes, tackling health inequalities and enabling people to grow, live, move, connect, and thrive within the places they call home.

“If you look back over the last 50 years, probably more has been done for public health by proper planning ... than almost any other intervention other than vaccination rates.”

— Chris Witty, Chief Medical Officer for England, 2022

Determinants of Health Outcomes

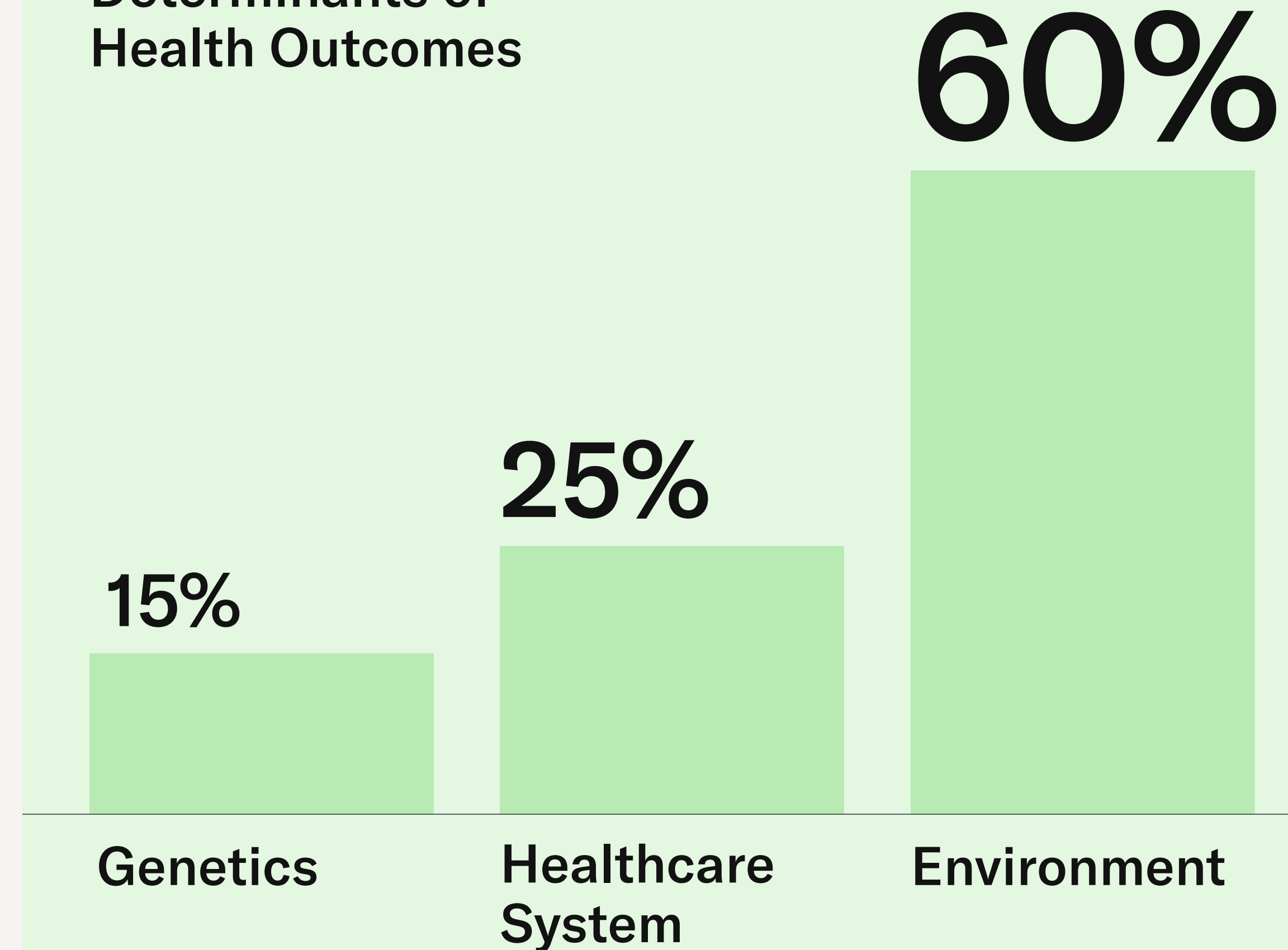
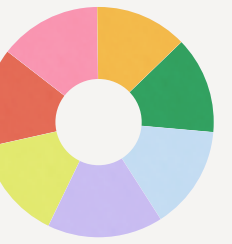


Fig 1: Our environment, including our social and economic conditions, determines around 60% of Health outcomes (CIFAR, 2012).

A 'Health in All Policies' approach



[Click to jump to The Framework](#)

What is Health in All Policies?

Health in All Policies (HiAP) is the defining approach to the Framework. In the context of the Framework a HiAP approach ensures that the health outcomes arising from different policies are the focus throughout policy development, from both a process and an outcomes perspective. This means considering the health impacts of all planning policy areas from housing and transport to the economy and natural environment. It also means embedding and considering health outcomes throughout the planning process, from the vision stage through to monitoring.

The World Health Organization (WHO) defines HiAP as:

“an approach to public policies across sectors that systematically takes into account the health implications of decisions, seeks synergies, and avoids harmful health impacts in order to improve population health and health equity” (WHO, 2013)

How does the Framework promote HiAP?

By following and applying the Framework while developing local plans or spatial development strategies, policy makers will be taking an HiAP approach. It specifically explores implementing HiAP in the context of Hertfordshire, identifying ways in which policy can respond to local conditions. There are three key ways the Framework supports policy makers to embed an HiAP approach:

- It identifies three cross-cutting themes and seven healthy placemaking principles (see Fig.2), which ensure health is considered across all policy areas.
- It provides guidance on ensuring these themes and principles are embedded in policy and throughout the policy development process.
- It provides an evidence base, drawing together best practice, research, local data and statistical analysis to support the implementation of planning policy and address locally specific health inequalities and determinants.

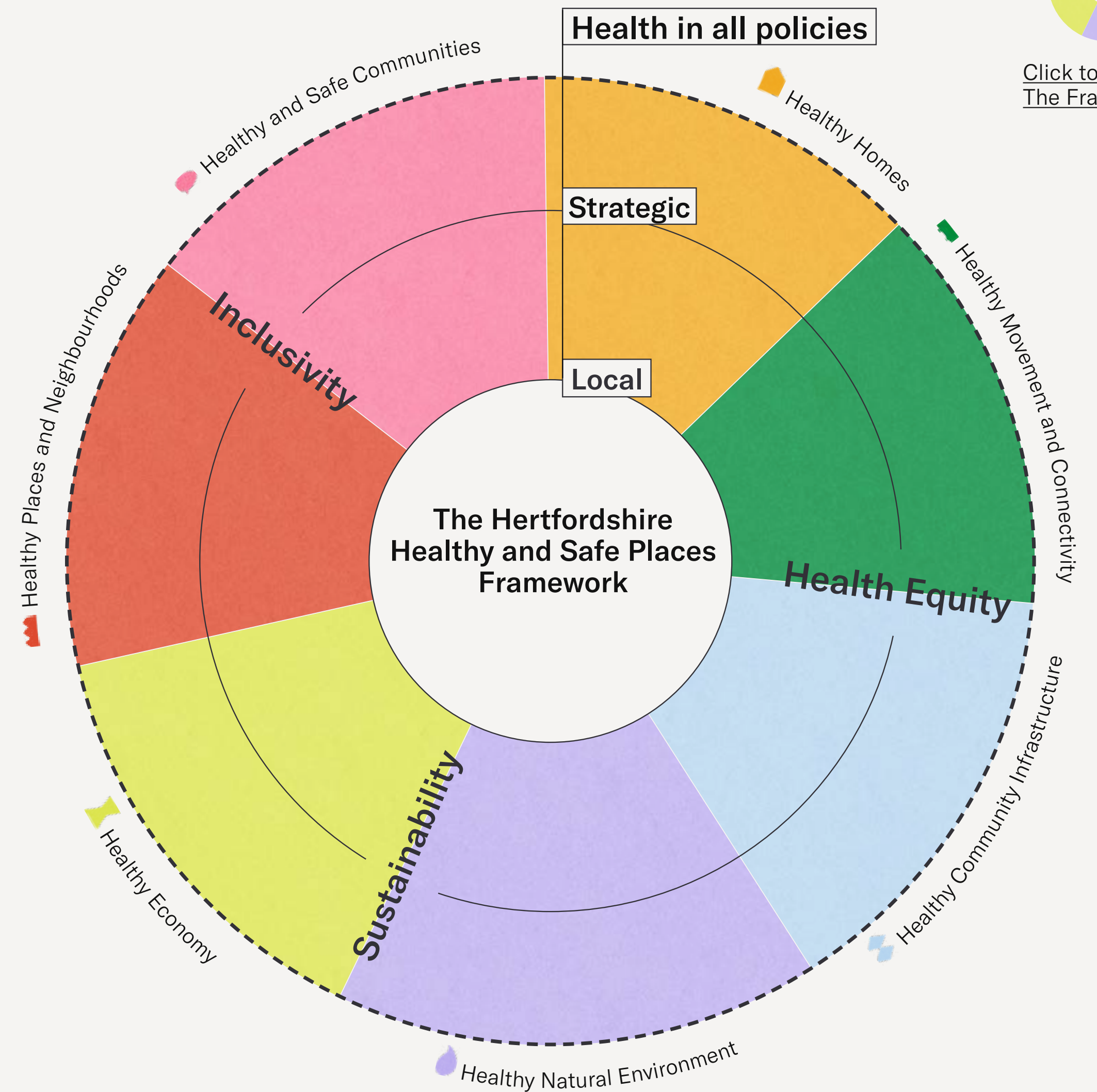


Fig 2: The Framework Key Diagram

How to use the Framework

Who is the Framework for?

This Framework primarily focuses on how Development Plans and policies might support health creation and address health inequalities. Following the enactment of the Planning and Infrastructure Bill (2024) the development plan is likely to primarily consist of Spatial Development Strategies and Local Plans.

Therefore, the key users of the Framework are those involved in developing planning policy in Hertfordshire. This will primarily be planning policy officers, but it could also serve as a tool for key stakeholders to ensure emerging policy embeds health considerations.

Where should I start?

Familiarise yourself with the overview diagram on this page. How you use the Framework depends on the stage in the planning process, Section 2.2 provides guidance for each stage. Sections 1.3 and 2.1 set out the structuring principles and guidance on using these to develop policy. The rest of the document provides context and supporting evidence.

Document Overview

[Part 1] Context and Framework

Provides an overview of the role of planning in promoting health, key policy context, a baseline picture of health in Hertfordshire and a Framework for embedding health in planning policy.

1.1 Health and Planning

Explores the role of planning as a tool for creating healthy places and the role of social determinants in health outcomes. It also sets out the key policy context.

1.2 State of Health

Provides a picture of the overall state of health and health inequality in Hertfordshire. Identifies the key social determinants that the Framework aims to address.

1.3 The Framework

Sets out the overarching framework for embedding healthy placemaking in planning policy.

[Part 2] Framework Guidance - Implementing Health in All Policies (HiAP)

Provides guidance on using the framework to achieve a HiAP approach to policy development and how to develop place-led strategies and priorities.

2.1 Healthy Placemaking Principles

Sets out each of the key principles and objectives for embedding health across all policy areas, along with a justification and policy levers for their implementation.

2.2 Embedding Health in Plans

Provides guidance on embedding the healthy placemaking principles throughout the plan-making and policy development process.

2.3 Health Action Areas

Sets out a methodology that begins to identify Health Action Areas across Hertfordshire informed by statistical analysis and machine learning.

Page 46

Planning Context

A changing environment

The Framework has been developed during a period of significant and rapid change in planning and local government. Following the Levelling Up and Regeneration Act 2023, local plans will adopt a new staged process, and National Development Management Policies (NDMPs) are anticipated to streamline local planning.

Meanwhile, the Planning and Infrastructure Bill (2024) and English Devolution and Community Empowerment Bill (2025) signal a shift towards strategic planning through the introduction of Spatial Development Strategies (SDSs), led by new Mayors and Strategic Authorities sitting above new unitary Principal Authorities bringing existing District and County functions together. When preparing a SDS, Strategic Authorities will need to have regard to the impact of the SDS on the health outcomes experienced across their area and health inequalities. There is also a proposed new statutory health duty on Strategic Authorities that planning will likely be expected to support.

To ensure long-term relevance, the Framework is designed for Hertfordshire as a whole, beyond current administrative boundaries, recognising that health outcomes are not confined by borders. As such, the Framework does not explore health impacts or outcomes within existing boundary areas and neither does it provide specific guidance for different conditions in the area. This allows current planning authorities and future Strategic and Principal Authorities to develop policies consistently across their areas and over time.

How does the Framework fit in?

The Framework's principle role is to shape planning policy, it seeks to translate and spatialise public health priorities and has therefore been co-developed by planning and public health officers. As such, the Framework has been informed by the local statutory Joint Health and Wellbeing Strategy (JHWS) and Joint Strategic Needs Assessment (JSNA). It uses this information and further analysis to translate national planning policy requirements into a joined-up approach that addresses local health needs across Hertfordshire.

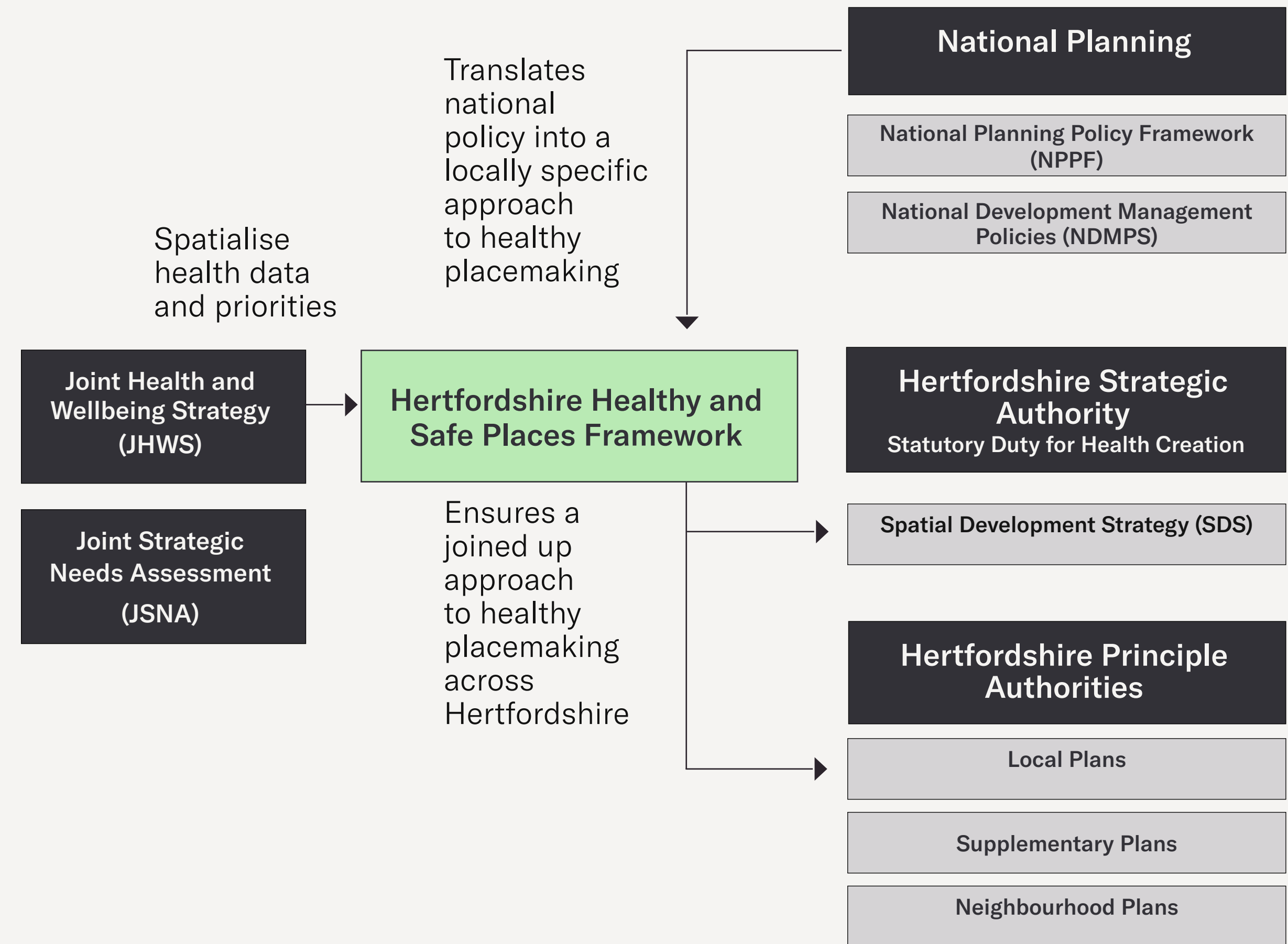


Fig 2: The Framework's place within the proposed new planning system

[Part 1]

Context and Framework



1.1 Health and Planning

1.2 State of Health

1.3 The Framework

We are facing a growing health crisis. More people than ever are living with long term conditions that could have been prevented - at a great human and economic cost. Planning has a vital role in tackling this by shaping healthier homes and places, supporting local jobs, reducing harmful impacts and providing essential facilities and amenities. This Framework is part of a wider national policy shift towards returning planning to its original purpose, and using planning policy not just to treat illness, but to prevent it and create the conditions for good health, therefore easing pressure on the NHS.

The national picture

Setting the Scene

Over the 20th century, advances in Public Health and medicine significantly increased life expectancy in the UK. But since 2011, that progress has slowed – and for some conditions, such as Cardiovascular Disease (CVD), early death rates is higher than it was 10 years ago (British Heart Foundation 2025).

While people are living longer, a growing proportion of those years – up to 20% - are spent in poor health (Office for National Statistics, 2024). This is placing unprecedented pressure on health and care services, with a sharp increase in the numbers of people who are economically inactive due to long term illness (Powell 2024).

The most common causes of years lived with disability or long-term ill health are musculoskeletal conditions and mental health disorders, particularly depression and anxiety. These account for 40% of years lived with disability and the remaining 60% is split between diabetes, asthma, chronic obstructive pulmonary disease (COPD) and other long-term conditions. (GOV.UK. n.d).

A picture of inequality

Health outcomes in the UK are marked by deep inequality. The burden of ill health falls unevenly, shaped by factors such as income, ethnicity and gender identity. In some of the most deprived areas of the UK, people can expect to live up to 25 fewer years in good health, compared to the most affluent (British Heart Foundation 2025).

Risk factors

The main risk factors linked to long-term illness include smoking, poor diet, high body mass index, physical inactivity, air quality and mental health. Over the last 30 years, adult obesity has doubled, whilst one in three children aged 10-11 is now overweight or obese. Diet plays a major role - we consume too many calories, sugars, saturated fats and salt. Another is physical activity: regular activity can cut the risk of type 2 diabetes by 40%, heart disease by 35% and depression by 30%. Yet a third of adults fail to meet recommended activity levels. (GOV.UK. n.d).

People economically inactive due to long-term illness

2.8m

Out of work or not looking for work in 2024, a record high of 7% of the working population. (Powell, A. 2024)

Cost of poor mental health

105bn

Social and economic costs, including indirect costs of lost employment and direct costs for health and care provision. (Public Health England, 2018)

Rates of early death from Cardiovascular disease are

2.5%

higher in the most deprived parts of England (British Heart Foundation 2025).

Deaths a year caused by obesity

30,000

Obesity increases the risk of developing a broad range of diseases including cancer, heart disease and type 2 diabetes. (Public Health England, 2017a)

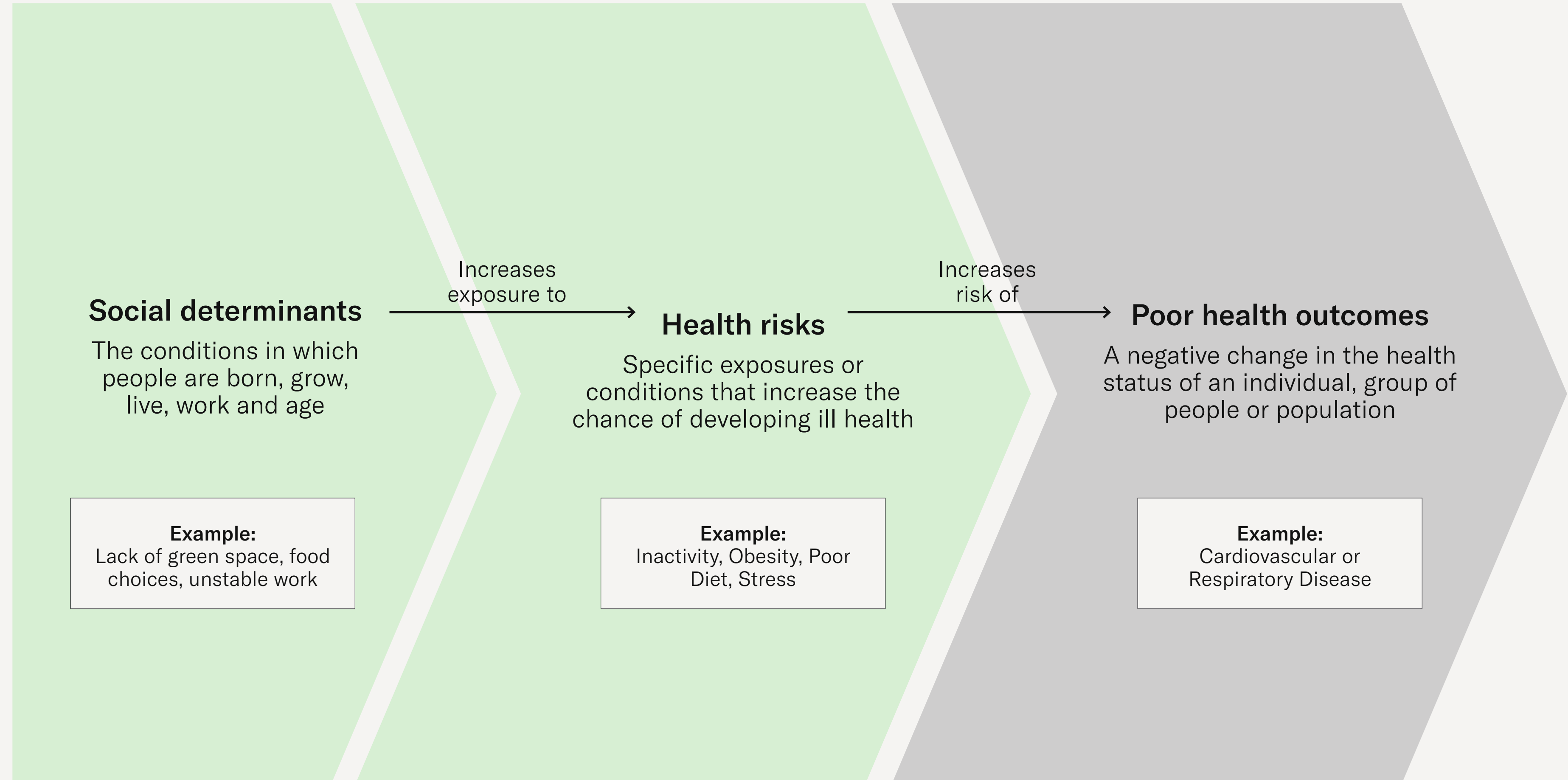
The social determinants of health

Healthcare in the UK is often viewed mainly as a way to treat illness, rather than as part of a wider system that creates the conditions for good health and prevents ill health. The landmark Marmot Reviews (2010 and 2020), led by Professor Sir Michael Marmot, highlighted the shortcomings of this approach, linking it rising health inequalities across England.

Increasing evidence shows that the place we live - including our housing, public spaces, our workplace, the air we breathe and access to services - shapes our physical activity, diet, travel habits, social connections, and our overall health. Yet not all communities have access to the essentials for good health, deepening inequality.

Our environment, including the social and economic conditions we live in - known as the social determinants of health – accounts for around 60% of our health outcomes (Department of Health and Social Care, 2019).

Role of the social determinants in health outcomes

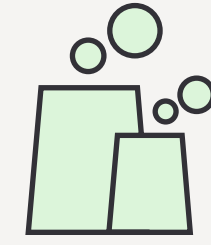


Social determinants addressed by planning



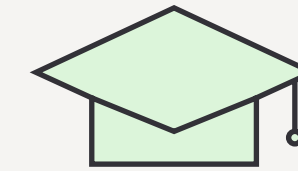
Obesogenic environments

Discourage physical activity and encourage poor diet, increasing chance of obesity and long term illness. A lack of physical activity alone can double the likelihood of developing a chronic health condition (GOV.UK, n.d.; Public Health England, 2017a).



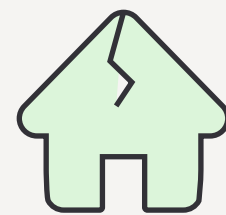
Environmental hazards

Air, noise and light pollution contribute to major health problems, including cancer, asthma, stroke, heart disease, diabetes, obesity and changes linked to dementia either through direct health impact or through increased stress and loss of sleep (Royal College of Physicians, 2025; TCPA 2024).



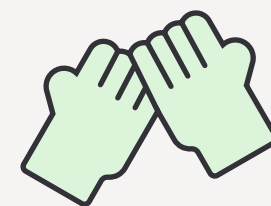
Barriers to education and work

Unemployment and poor-quality work significantly affect both physical and mental health, limiting access to a better quality of life (Marmot, 2010).



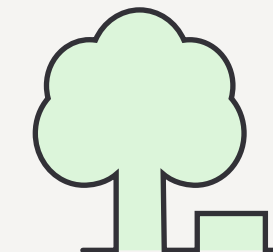
Unsuitable living conditions

Housing insecurity and poor quality housing – especially homes that are cold, damp, overcrowded or not suitable to daily needs - increases the risk of poor mental health preventable illnesses such as cardiac, pulmonary and respiratory conditions (TCPA, 2024, pg. 28; Durand et al, 2011).



Anti-social environments

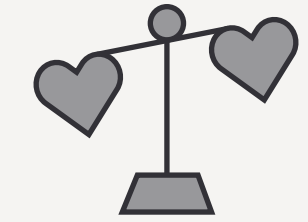
Places that are – or are perceived to be unsafe, inaccessible or unwelcoming to certain groups, discourage social interaction and physical activity. This can lead to loneliness, isolation and increased risk of heart disease, stroke, diabetes and mental illness (Holt-Lunstad, et al 2010; Stafford, Chandola and Marmot, 2007).



Barriers to amenities and facilities

Access to green space, recreation, cultural activities and healthcare increase positive health outcomes and decrease risk factors such as physical inactivity. Those who experience physical, financial or social barriers to these facilities experience worse health outcomes (Davison & Lawson, 2006; NCCH, 2023).

Cross cutting issues



Health inequality

Refers to unfair and avoidable differences in health across the population and between different groups within society. Those suffering from forms of deprivation and members of vulnerable groups are more likely to be negatively affected by social determinants (Marmot, 2010).



Inclusivity and accessibility

Refers to how people of different age, gender, ethnicity, physical ability and background are physically or socially excluded from health promoting environments.



Planetary health and sustainability

Planetary health and human health are deeply intertwined with ecosystems providing essential services such as clean air, water, food and flood protection (Herts Wildlife Trust, 2019). Climate change also negatively impacts health outcomes (JSNA, 2025).

What is a healthy place?

A healthy place is one that supports physical, mental, and social health and wellbeing through its design, development and ongoing improvement. It is inclusive, equitable and sustainable – enabling everyone to live well. This means providing access to safe and welcoming green space, walking and cycling routes, reliable public transport, affordable and secure housing, good- quality employment, community infrastructure and opportunities to connect with others.

● Healthy Movement and Connectivity

Active travel and public transport networks which promote physical activity, social interaction and reduce air pollution.

● Healthy Places and Neighbourhoods

Distinctive, characterful and connected neighbourhoods which are inclusive, welcoming and provide key amenities within walking distance.

● Healthy and Safe Communities

Socially connected and resilient communities which support inclusion, feeling safe, culture and creativity.

● Healthy Community Infrastructure

Equitable access to healthcare, recreation, sports facilities, and community amenities.

● Healthy Economy

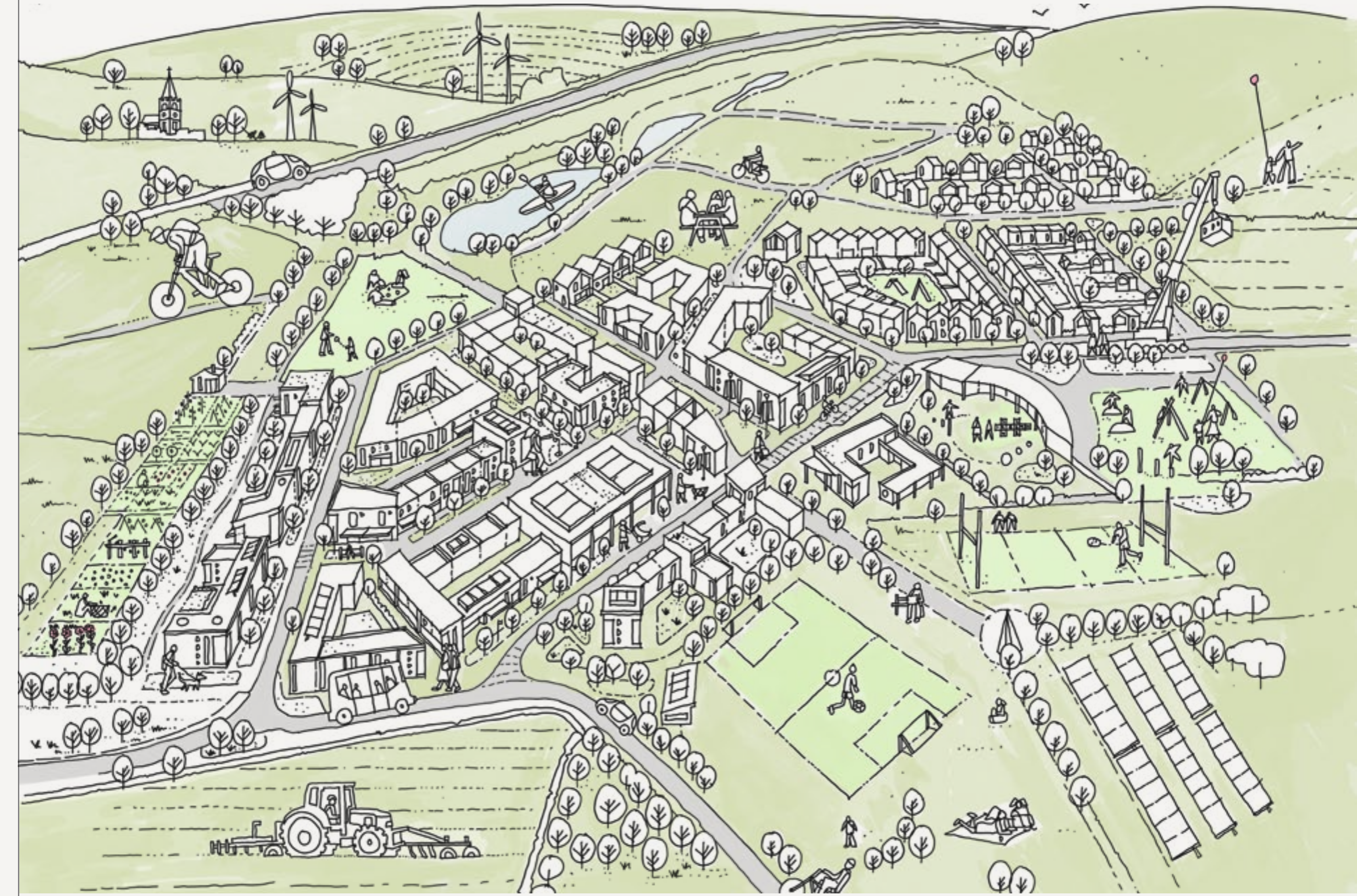
An inclusive economy which supports skills development and access to good work for all.

● Healthy Natural Environment

A natural environment which supports human health through clean air, water, food production and protection from environmental shocks. It also plays a vital role in climate resilience by helping to manage flooding, reduce heat, and absorb carbon.

● Healthy Homes

Affordable and secure homes which are the right temperature, well ventilated and free from damp, noise and overcrowding.



Planning's role in creating healthy places

Health creation lies at the heart of planning, as town and country planning first emerged as a tool to improve the health of the general population. When effectively implemented, planning and design can shape a more resilient and inclusive built environment that fosters health-promoting conditions.

Planning plays a critical role in influencing the wider determinants of health by supporting environments that enable healthy lifestyles and mitigate harmful impacts.

This Framework primarily focuses on health creation through Development Plans. Following the Planning and Infrastructure Bill (2024) the development plan will primarily consist of Spatial Development Strategies and local plans.

Development Plans are crucial planning tools for creating healthy places by identifying and providing for housing needs, promoting sustainable transport, identifying and providing community facilities, protecting and enhancing open spaces and setting policy requirements for new developments. At present, health considerations are applied inconsistently in development plans across England (Chang and Hobbs, 2024).

“Why treat people and send them back to the conditions which make them sick?”

— Sir Michael Marmot in ‘The Health Gap’.

Planning Policy Levers

Creating conditions for healthy behaviour

The built and natural environment shapes how we move, connect and live – affecting our daily routines, social lives and activity levels. Planning cannot make people live healthily, but it can create the conditions that make healthy choices easy, attractive and safe.

Reducing exposure to environmental stressors

Air, light, and noise pollution can harm physical and mental health. Planning plays a vital role in identifying, reducing and managing these risks.

Setting standards

Planning policy, informed by local needs and evidence, can set clear expectations for new development, ensuring it actively supports health creation.

Directing growth and allocating resources

Planning can direct growth by identifying strategic priorities and areas for focused action- shaping where community facilities, services and infrastructure are delivered to address health problems and inequalities. It can also help prioritise investment in underserved communities, ensuring equitable access to healthy environments and infrastructure.

National health strategy

Fit for the Future: 10-Year Health Plan for England

In July 2025 the Government released its [10 Year Health Plan for England](#) (GOV. UK 2025). The plan sets out its mission to rebuild the National Health Service and tackle the nation’s rising costs and pressures on healthcare.

The plan sets out three ‘radical shifts’, one of which is a move from ‘sickness to prevention’ aiming to reduce demand on the NHS by keeping people healthier in the first place. Among other prevention objectives, the plan places national focus on tackling obesity and improving air quality, both of which align with the objectives of the Framework.

Ending the Obesity Epidemic

The objective focuses on reshaping environments to make healthy choices the easy, default option. The plan aims to keep people active by designing walkable neighbourhoods, expanding active travel infrastructure, and embedding physical activity into everyday life. To

reduce dietary temptation, it targets the widespread availability of unhealthy, ultra-processed foods through tighter advertising restrictions, clearer food labelling, and working with local authorities to limit fast food outlets near schools.

Schools, employers, and councils are enlisted to promote nutritious food environments, supporting a whole-society shift that prioritises prevention over treatment and builds healthier daily routines by design.

Cleaning up our Air

This includes a national commitment to reducing the health harms of air pollution by tackling emissions at their source and reshaping environments to support cleaner living.

The plan prioritises walking, cycling, and public transport over car use, supported by investment in low-traffic neighbourhoods and clean travel infrastructure.

It also aims to cut indoor and outdoor pollution through tighter controls on wood-burning stoves, better ventilation in homes

and schools, and stronger local authority powers. By improving air quality in the places people live, learn, and work, the strategy seeks to reduce respiratory illness and support long-term population health.

“Finally, from sickness to prevention. We will reach patients earlier, to catch illness before it spreads and prevent it in the first place, by making the healthy choice the easy choice.”

— Keir Starmer, Prime Minister in *Fit for Future: 10 Year Health Plan for England, 2025*

Other national strategies

- Get Active: A Strategy for the future of sport and physical activity (Department for Culture, Media and Sport, 2023). Available at: <https://www.gov.uk/government/publications/get-active-a-strategy-for-the-future-of-sport-and-physical-activity>
- Uniting the Movement (Sport England, 2021). Available at: <https://www.sportengland.org/about-us/uniting-movement>
- Tackling obesity: empowering adults and children to live healthier lives (Department of Health and Social Care, 2020). Available at: <https://www.gov.uk/government/publications/tackling-obesity-government-strategy/tackling-obesity-empowering-adults-and-children-to-live-healthier-lives>
- Gear Change: A bold vision for cycling and walking (Department for Transport, 2020). Available at: <https://assets.publishing.service.gov.uk/media/5f1f59458fa8f53d39c0def9/gear-change-a-bold-vision-for-cycling-and-walking.pdf>
- Industrial Strategy Building a Britain Fit for the Future (Department for Business, Energy and Industrial Strategy, 2017). Available at: <https://www.gov.uk/government/publications/industrial-strategy-building-a-britain-fit-for-the-future>
- Childhood Obesity: A Plan for Action (Department of Health and Social Care, 2017). Available at: <https://www.gov.uk/government/publications/childhood-obesity-a-plan-for-action>

National planning policy framework

The National Planning Policy Framework (NPPF) sets out the government’s planning policies for England and how they should be applied. A central aim of the NPPF is to support the creation of strong, vibrant, and healthy communities. An update to the NPPF in 2024 places explicit emphasis on promoting health and wellbeing through the planning system, reflecting wider trends in national strategy to address health outcomes and inequalities through planning.

NPPF Paragraph 96

Planning policies and decisions should aim to achieve healthy, inclusive and safe places which:

a) Promote social interaction, including opportunities for meetings between people who might not otherwise come into contact with each other. For example, through mixed-use developments, strong neighbourhood centres, street layouts that allow for easy pedestrian and cycle connections within and between neighbourhoods, and active street frontages.

b) Are safe and accessible, so that crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion. For example, through the use of well-designed, clear and legible pedestrian and cycle routes, and high quality public space, which encourage the active and continual use of public areas.

c) Enable and support healthy lives, through both promoting good health and preventing ill-health, especially where this would address identified local health and well-being needs and reduce health inequalities between the most and least deprived communities. For example through the provision of safe and accessible green infrastructure, sports facilities, local shops, access to healthier food, allotments and layouts that encourage walking and cycling.

The Hertfordshire Healthy and Safer Places Framework provides guidance on achieving NPPF objectives through plan making. The accompanying table shows how the Framework’s principles align with and support the wider requirements of the NPPF.

HERTFORDSHIRE HEALTHY AND SAFER PLACES FRAMEWORK PRINCIPLES (SEE CHAPTER 1.3)	NPPF REFERENCE
Healthy Homes	Section 5 - Delivering a sufficient supply of homes [63]
Healthy Natural Environment	Section 14 - Meeting the challenge of climate change [161] Section 15 - Conserving and enhancing the natural environment [187, 192, 198]
Healthy Economy	Section 6 - Building a strong, competitive economy [85-87]
Healthy Movement and Connectivity	Section 9 - Promoting sustainable transport [109-111]
Healthy Places and Neighbourhoods	Section 12 - Achieving well-designed places [132, 133, 136] Section 8 - Promoting healthy and safe communities [96-98, 101, 103]
Healthy Communities	Section 8 - Promoting healthy and safe communities [96-98, 101, 102]
Healthy Community Infrastructure	Section 9 - Promoting healthy and safe communities [96, 98]

Hertfordshire health strategies

Healthy and Safe Places for All

The Hertfordshire Growth Board (HGB) was set up in 2019 to provide a collective and coordinated approach to delivering good growth for the County. The HGB has defined a Vision and Missions which represent key opportunities for the County and set strategic goals for growth. This Framework is a direct result of the ‘Healthy and Safe Places for all’ Mission which sets out the following goals:

- Improve and regenerate existing places and design and deliver new housing developments to enable residents to lead healthier lifestyles, have good physical and mental health, and feel safe.
- Ensure that plans for regeneration and housing growth promote enhanced access to green spaces and community facilities including sport and recreation, and support walking and cycling.
- Target health inequalities faced by particular groups and communities through local plan policy and local health initiatives.

- Ensure there is a strategic and collaborative approach to the development of new and existing health facilities in Hertfordshire that supports residents to lead healthier lifestyles.
- Ensure the health and care services needed to support existing and new communities are identified and built into local plans.

“By 2040, Hertfordshire’s residents and communities will benefit from neighbourhoods that are designed and regenerated with physical health, mental wellbeing, safety and social connectedness at the heart.”

— *Healthy and Safe Places for All Mission, Hertfordshire Growth Board*

Health and Wellbeing Strategy

The Hertfordshire Health and Wellbeing Strategy 2022-2026 sets out the County’s vision and strategic priorities for improving health and wellbeing and reducing health inequalities. It sets out the following broad priorities for focus:

- Give every child the best start in life.
- Good nutrition, healthy weight and physical activity.
- Good emotional and mental wellbeing throughout life.
- Reduction in smoking and substance misuse.
- A healthy standard of living for all.
- Healthy and sustainable places and communities.

➤ Key Hertfordshire documents

- Hertfordshire Health and Wellbeing Strategy, 2022-2026, (Hertfordshire Health and Wellbeing Board, 2022). Available at: www.hertfordshire.gov.uk/media-library/documents/about-the-council/data-and-information/public-health/hertfordshire-health-and-wellbeing-strategy-2022-2026.pdf
- Hertfordshire and West Essex Integrated Care Strategy (Hertfordshire and West Essex Integrated Care System). Available at: <https://www.hertsandwestessex.ics.nhs.uk/about/icp/strategy/>
- Visions and Missions (Hertfordshire Growth Board, 2024). Available at: <https://www.hertfordshiregrowthboard.com/documents/vision-and-missions/>
- Public Health Strategy 2022-2027, (Hertfordshire County Council, 2022). Available at: www.hertfordshire.gov.uk/media-library/documents/about-the-council/data-and-information/public-health/public-health-strategy-2022-2027.pdf
- Air Quality Strategy (Hertfordshire County Council, 2019) <https://www.hertfordshire.gov.uk/media-library/documents/about-the-council/data-and-information/public-health/air-quality-strategy.pdf> Hertfordshire Development Quality Charter (Hertfordshire Growth Board, 2023). Available at: <https://www.hertfordshiregrowthboard.com/hertfordshire-development-quality-charter/>
- Sustainable Hertfordshire Strategy (Hertfordshire County Council, 2020) Available at: www.hertfordshire.gov.uk/Media-library/Documents/About-the-council/data-and-information/Sustainable-Hertfordshire-Strategy-2020.pdf
- Hertfordshire Economic Strategy (2025-2035). *Under Development.*
- Get Hertfordshire Working Plan. *Under Development.*
- Hertfordshire Local Nature Recovery Strategy. *Under Development.*

Best practice and evidence for healthy placemaking

This Framework builds on a significant and growing body of frameworks, tools, guidance and evidence that support the integration of health into place-making. This following summary provides a reference point for policymakers. A full list of references is included at the end of this document.

Frameworks and guidance

[Town and Country Planning Association, 2021. Healthy Homes: Principles and evidence. Version 2.0. \[pdf\] Available at: https://wyhealthiertogether.nhs.uk/application/files/7617/2899/3016/Healthy_Homes-principles-and-evidence-V2.pdf](https://wyhealthiertogether.nhs.uk/application/files/7617/2899/3016/Healthy_Homes-principles-and-evidence-V2.pdf)

[Town and Country Planning Association \(TCPA\), 2021. 20-minute neighbourhoods: Creating healthier, active, prosperous communities – An introduction for council planners in England. \[pdf\] Available at: https://www.tcpa.org.uk/wp-content/uploads/2021/11/final_20mnguide-compressed.pdf](https://www.tcpa.org.uk/wp-content/uploads/2021/11/final_20mnguide-compressed.pdf)

[Bird, E.L. & Hyde, G. et al., 2024. Planning for healthy places: a practical guide for local authorities on embedding health in local plans and planning policies in England. \[pdf\] Town and Country Planning Association, UWE Bristol, University of Bristol. Available at: https://www.tcpa.org.uk/wp-content/uploads/2024/09/Planning-for-healthy-places-Accessible.pdf](https://www.tcpa.org.uk/wp-content/uploads/2024/09/Planning-for-healthy-places-Accessible.pdf)

[Local Government Association, Prior + Partners & Quality of Life Foundation, 2024. Empowering healthy places: Unveiling the powers and practices of local councils in fostering healthy neighbourhoods. \[pdf\] Available at: https://www.qolf.org/wp-content/uploads/LGA-Empowering-Healthy-Places-Final-compressed_1.pdf](https://www.qolf.org/wp-content/uploads/LGA-Empowering-Healthy-Places-Final-compressed_1.pdf)

[Quality of Life Foundation, 2024. Creating health and wellbeing: Evidence-led planning and design – A guide for local authorities. \[pdf\] Available at: https://www.qolf.org/wp-content/uploads/Evidence-led-planning-and-design-spreads-compressed.pdf](https://www.qolf.org/wp-content/uploads/Evidence-led-planning-and-design-spreads-compressed.pdf)

[Local Government Association \(LGA\), 2018. Developing healthier places: How councils can work with developers to create places that support wellbeing. \[pdf\] Available at: https://www.local.gov.uk/sites/default/files/documents/22%2018%20Developing%20healthier%20places_06.pdf](https://www.local.gov.uk/sites/default/files/documents/22%2018%20Developing%20healthier%20places_06.pdf)

[Public Health England, 2017. Strategies for Encouraging Healthier 'Out of Home' Food Provision: A toolkit for local councils working with small food businesses. \[pdf\] Available at: https://assets.publishing.service.gov.uk/media/5d83a91ee5274a27c5f4a8e8/Encouraging_healthier_out_of_home_food_provision_toolkit_for_local_councils.pdf](https://assets.publishing.service.gov.uk/media/5d83a91ee5274a27c5f4a8e8/Encouraging_healthier_out_of_home_food_provision_toolkit_for_local_councils.pdf)

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[NHS England, 2019. Putting Health into Place: Introducing NHS England's Healthy New Towns programme. \[pdf\] Available at: https://www.england.nhs.uk/wp-content/uploads/2018/09/putting-health-into-place-v4.pdf](https://www.england.nhs.uk/wp-content/uploads/2018/09/putting-health-into-place-v4.pdf)

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[Play England, 2025. Play England: Freedom to play. \[online\] Available at: https://www.playengland.org.uk/ \[Accessed 21 July 2025\].](https://www.playengland.org.uk/)

[Koksal, C., Hewett, F. & Hyde, G., 2023. Neighbourhood Planning and 20-Minute Neighbourhoods Toolkit. Spatial Policy and Analysis Laboratory, Manchester Urban Institute, University of Manchester. \[pdf\] Available at: https://www.tcpa.org.uk/wp-content/uploads/2023/09/FINAL-NP_20MN_Toolkit_14_Sep.pdf](https://www.tcpa.org.uk/wp-content/uploads/2023/09/FINAL-NP_20MN_Toolkit_14_Sep.pdf)

[Quality of Life Foundation, 2023. Design codes for health and wellbeing: A short guide for policymakers, planning officers and design teams. \[pdf\] Available at: https://www.qolf.org/wp-content/uploads/Design-codes-for-health-and-wellbeing.pdf](https://www.qolf.org/wp-content/uploads/Design-codes-for-health-and-wellbeing.pdf)

Evidence

[Local Government Association \(LGA\), 2020. Social determinants of health and the role of local government. \[pdf\] Available at: https://www.local.gov.uk/sites/default/files/documents/22.52%20Social%20Determinants%20of%20Health_05_0.pdf](https://www.local.gov.uk/sites/default/files/documents/22.52%20Social%20Determinants%20of%20Health_05_0.pdf)

[Marmot, M., Allen, J., Boyce, T., Goldblatt, P. & Morrison, J., 2020. Health Equity in England: The Marmot Review 10 Years On. London: Institute of Health Equity. \[pdf\] Available at: https://www.health.org.uk/sites/default/files/upload/publications/2020/Health%20Equity%20in%20England_The%20Marmot%20Review%2010%20Years%20On_full%20report.pdf](https://www.health.org.uk/sites/default/files/upload/publications/2020/Health%20Equity%20in%20England_The%20Marmot%20Review%2010%20Years%20On_full%20report.pdf)

[Institute of Health Equity, 2024. England's widening health gap: Local places falling behind. \[online\] Available at: https://www.instituteofhealthequity.org/in-the-news/press-releases-and-briefings-/englands-widening-health-gap](https://www.instituteofhealthequity.org/in-the-news/press-releases-and-briefings-/englands-widening-health-gap)

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1.1 Health and Planning

1.2 State of Health

1.3 The Framework

Health in Hertfordshire presents a complex and varied picture. When compared nationally, Hertfordshire performs better than average in life expectancy and other health metrics. However, this masks stark inequalities - life expectancy varies 14 years across the County.

Health outcomes in Hertfordshire

Overall, Hertfordshire performs consistently above the East of England and England for life expectancy and healthy life expectancy (the average number of years a person can expect to live in good health) for both men and women.

Average life expectancy across Hertfordshire is

82.7 years

which is higher than the both the East of England and England averages. (Herts & West Essex ICS Health, 2025)

Healthy life expectancy for women

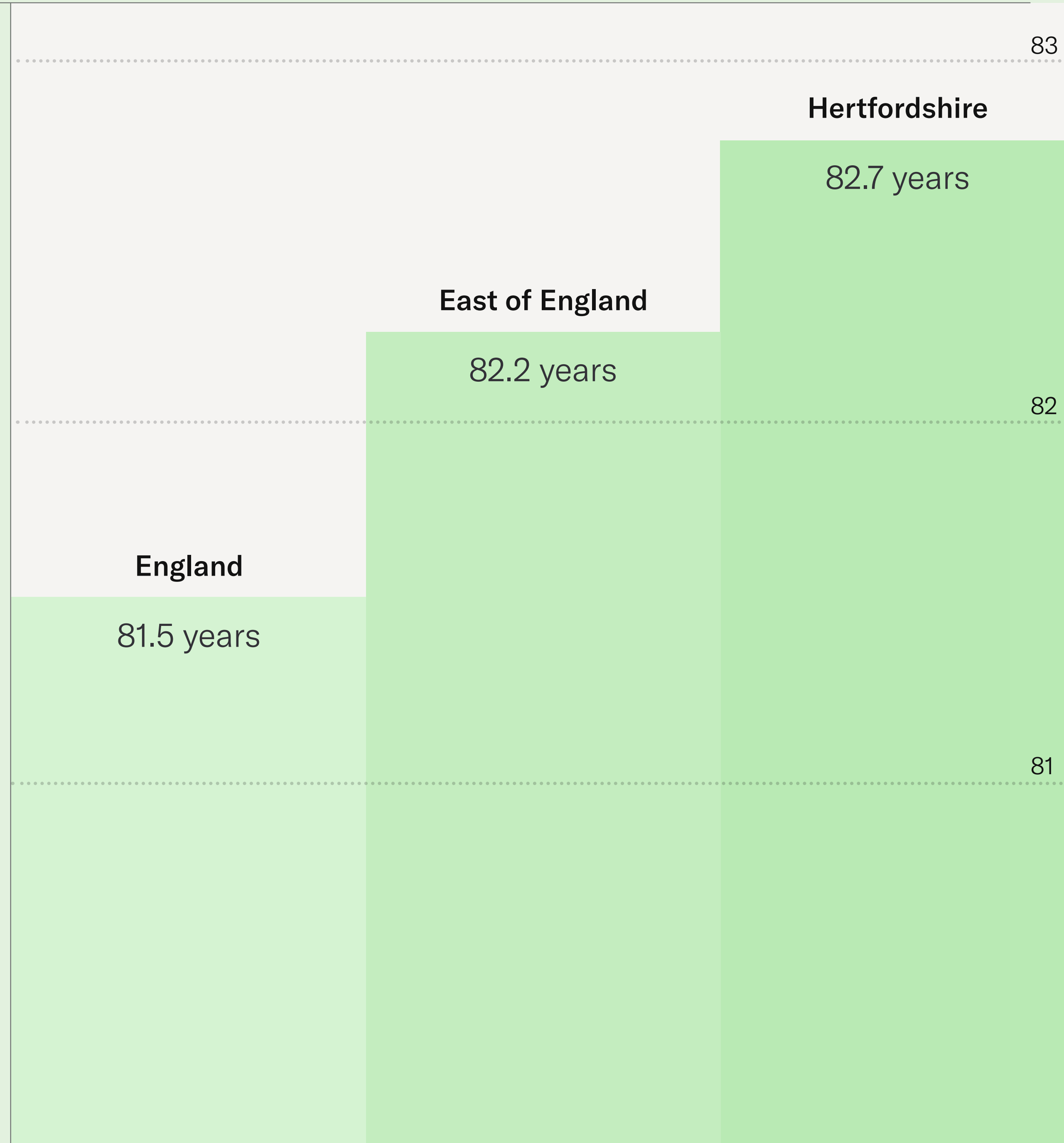
66 years

which is 3.8 years above the England average of 62.2 years. (Herts & West Essex ICS Health, 2025)

Healthy life expectancy for men is

65 years

which is 3 years above than the East of England average of 62 years. (Herts & West Essex ICS Health, 2025)



Variance in life expectancy

Despite strong overall performance, the Hertfordshire average masks wide variations in health outcomes across the County. Many areas experience significantly lower life expectancy than the Hertfordshire and England averages.

Residents in deprived areas spend up to

18 years

longer in poor health compared to those in more affluent areas (Hertfordshire and West Essex ICP, 2024)

Percentage of Black and Asian Hertfordshire residents who feel their health is not equally protected:

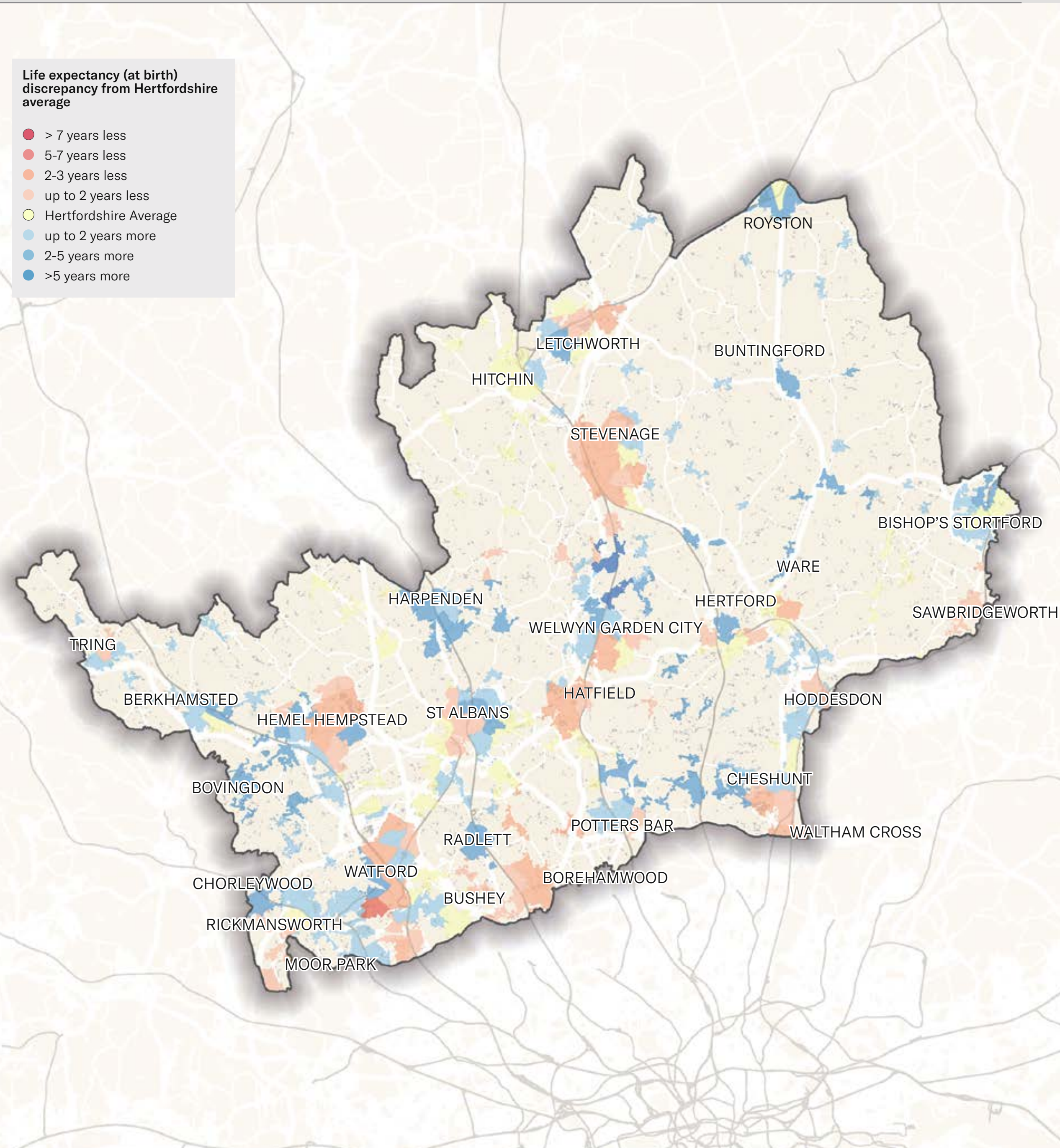
44%

(Healthwatch Hertfordshire, 2022)

Variance in life expectancy is

14 years

across the County, the widest gap being between areas of Watford and Bishop Stortford. (OHID, 2025)



Variance in preventable deaths

In addition to overall life expectancy, areas across Hertfordshire show significantly variable levels of premature mortality from avoidable causes.

Preventable causes accounted for approximately

42%

of all deaths in Hertfordshire residents under 75 years.

(OHID, 2025)

Estimated number of preventable deaths (under 75) each year:

5,800

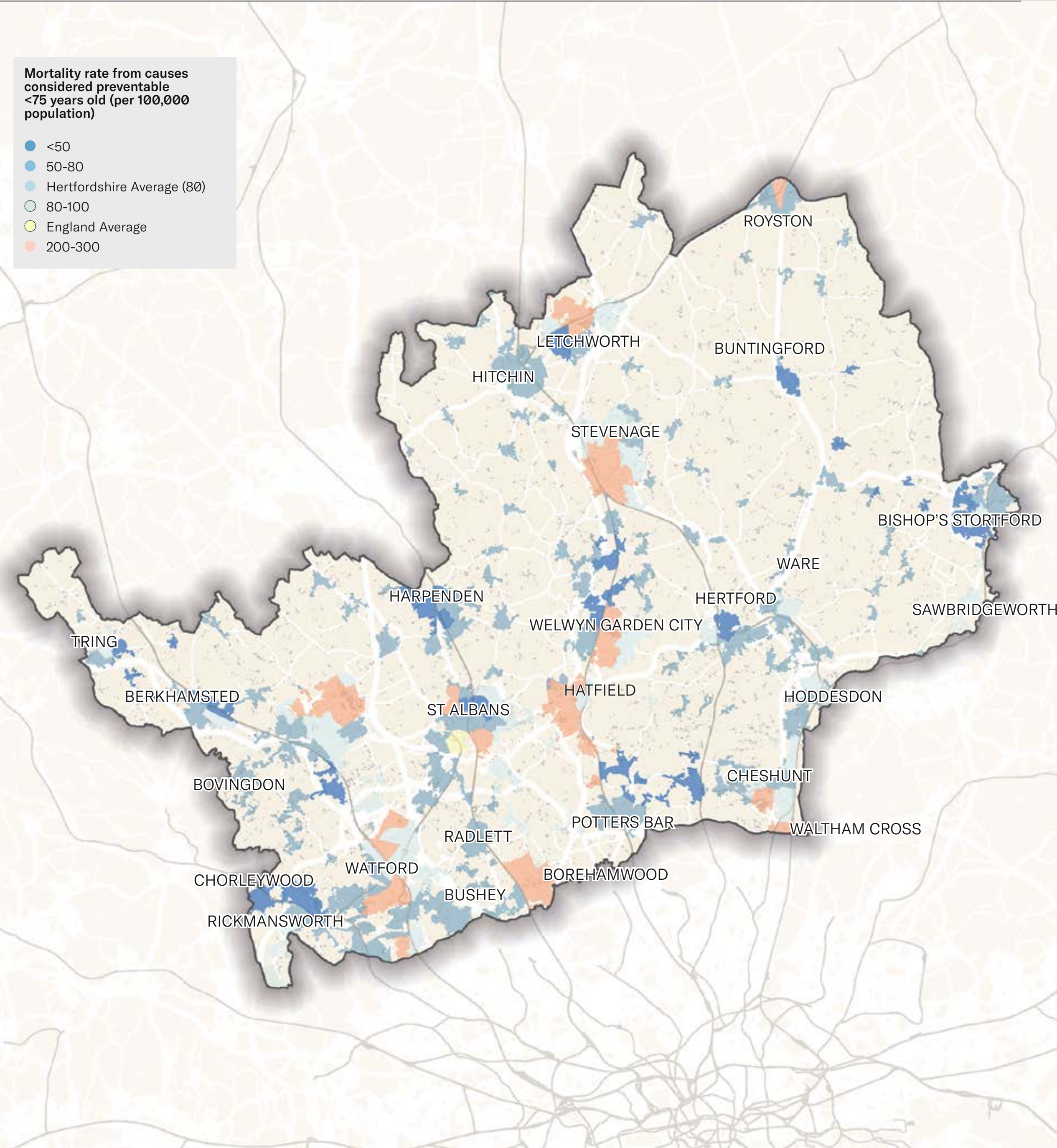
in 2022/23 across Hertfordshire (OHID, 2025)

Hertfordshire had

16%

fewer preventable deaths than expected, compared to the national average

(OHID, 2025)



Variance in mental health outcomes

In addition to physical health, and as the map shows, unequal outcomes in mental health are also prevalent in Hertfordshire. On average, 11.8% of residents suffer from depression - slightly below the England average of 13.2%, but has been increasing steadily in recent years (JSNA, 2021)

Number of Hertfordshire residents suffering from depression:

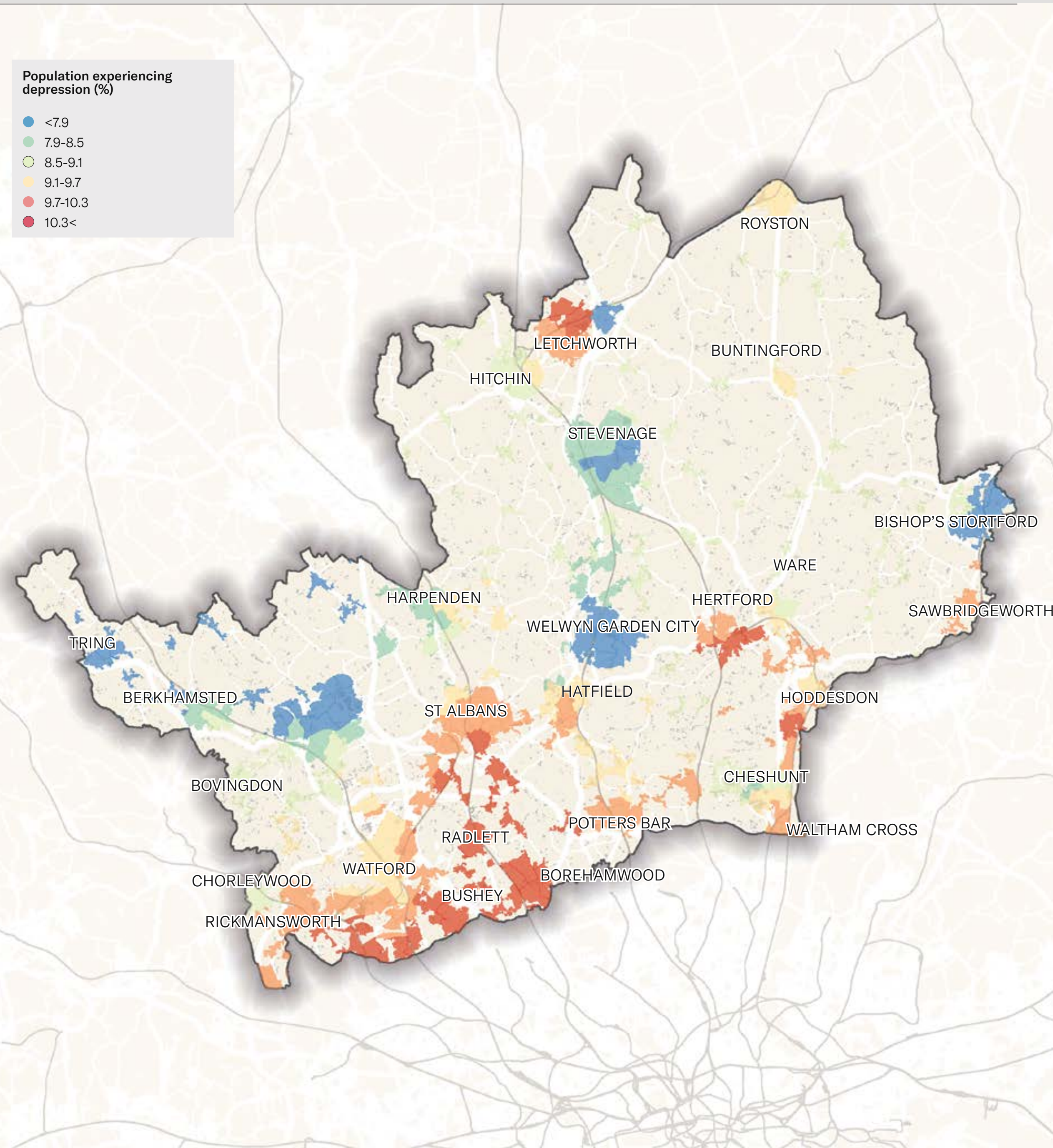
11.8%

in 2022/23. (JSNA, 2021)

Number of young people aged 5-17 years with a mental health disorder

23,170

in 2017/18 across Hertfordshire. (Hertfordshire and West Essex Integrated Care Board, 2025a)



Health risks in Hertfordshire

In Hertfordshire, the most common causes of death are cancers, cardiovascular disease, neurological disorders (e.g. Alzheimers) and respiratory infections.

After tobacco smoking, metabolic risk factors – including raised blood pressure, raised blood sugar, obesity, and high lipid levels - were the next most significant risks. These collectively accounted for 52.68% of total deaths in Hertfordshire. These metabolic parameters are directly linked to poor diet, obesity and physical inactivity (JSNA, 2022).

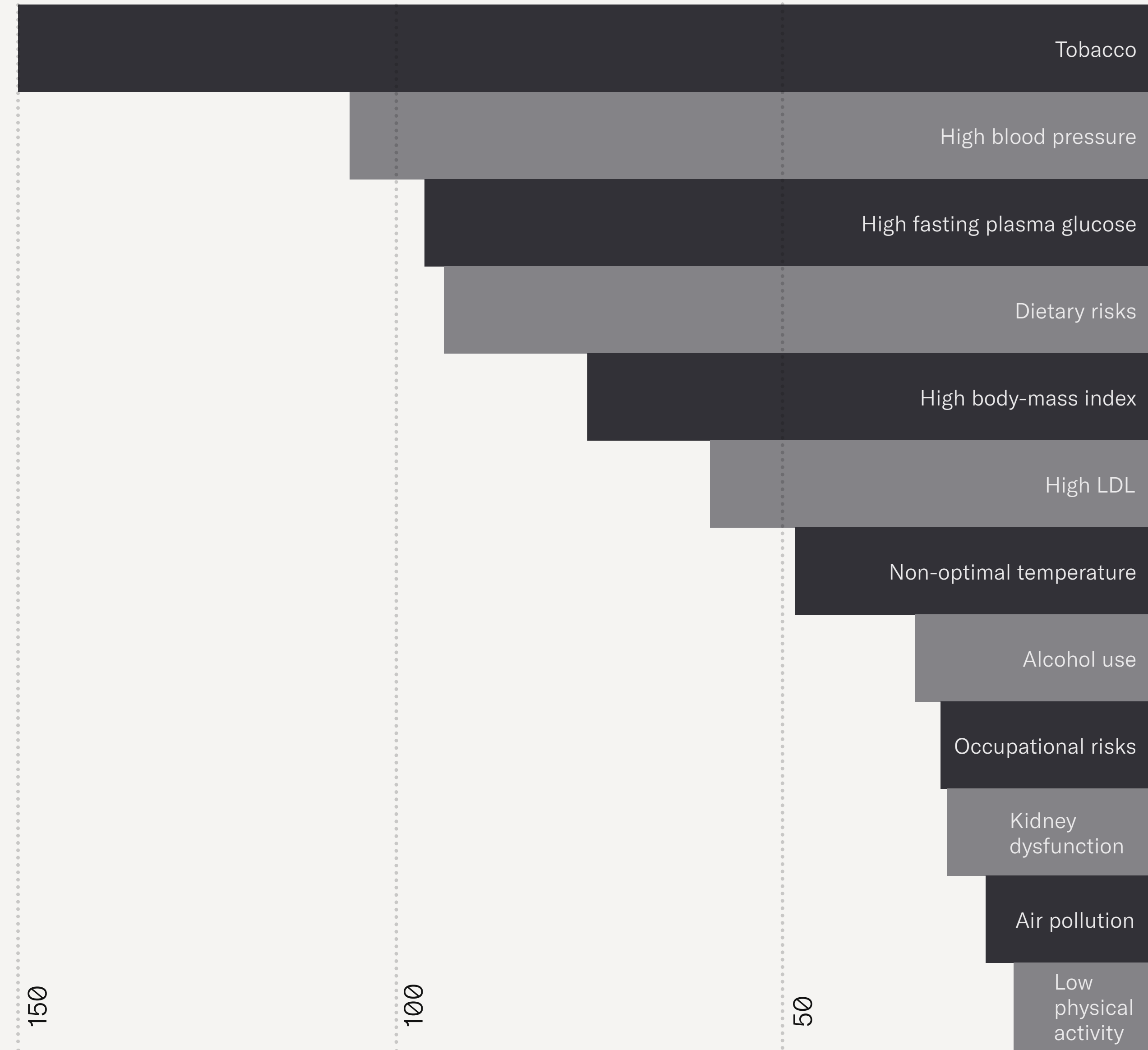
* The table over shows both internal health indicators (e.g. blood pressure) and external risks (e.g. air pollution), many of which are interrelated.

Leading Causes of Death in Hertfordshire (2019)

1	Neoplasms (Cancers)
2	Cardiovascular Diseases
3	Neurological Disorders
4	Respiratory Infections
5	Chronic Respiratory
6	Digestive Diseases
7	Other non-communicable
8	Diabetes & CKD
9	Unitentional injury
10	Self Harm and Violence

Risk factors contributing to death in Hertfordshire in 2019 (Deaths per 100,000):

Hertfordshire, Both sexes, All ages, 2019 - JSNA 2022



Obesity

Obesity is a leading health risk in Hertfordshire and directly linked to major metabolic conditions and early mortality. Childhood obesity is also a significant concern, contributing to long-term health issues into adulthood. Children in the most deprived areas are more likely to be overweight or obese (Hertfordshire County Council, 2016).

Percentage of overweight or obese Year 6 students in selected areas of Hertfordshire:

>40%

including Waltham Cross (46%), Stevenage (40%) and Dacorum (40%) (Hertfordshire and West Essex Integrated Care Board, 2025a)

Percentage of obese adults in Hertfordshire:

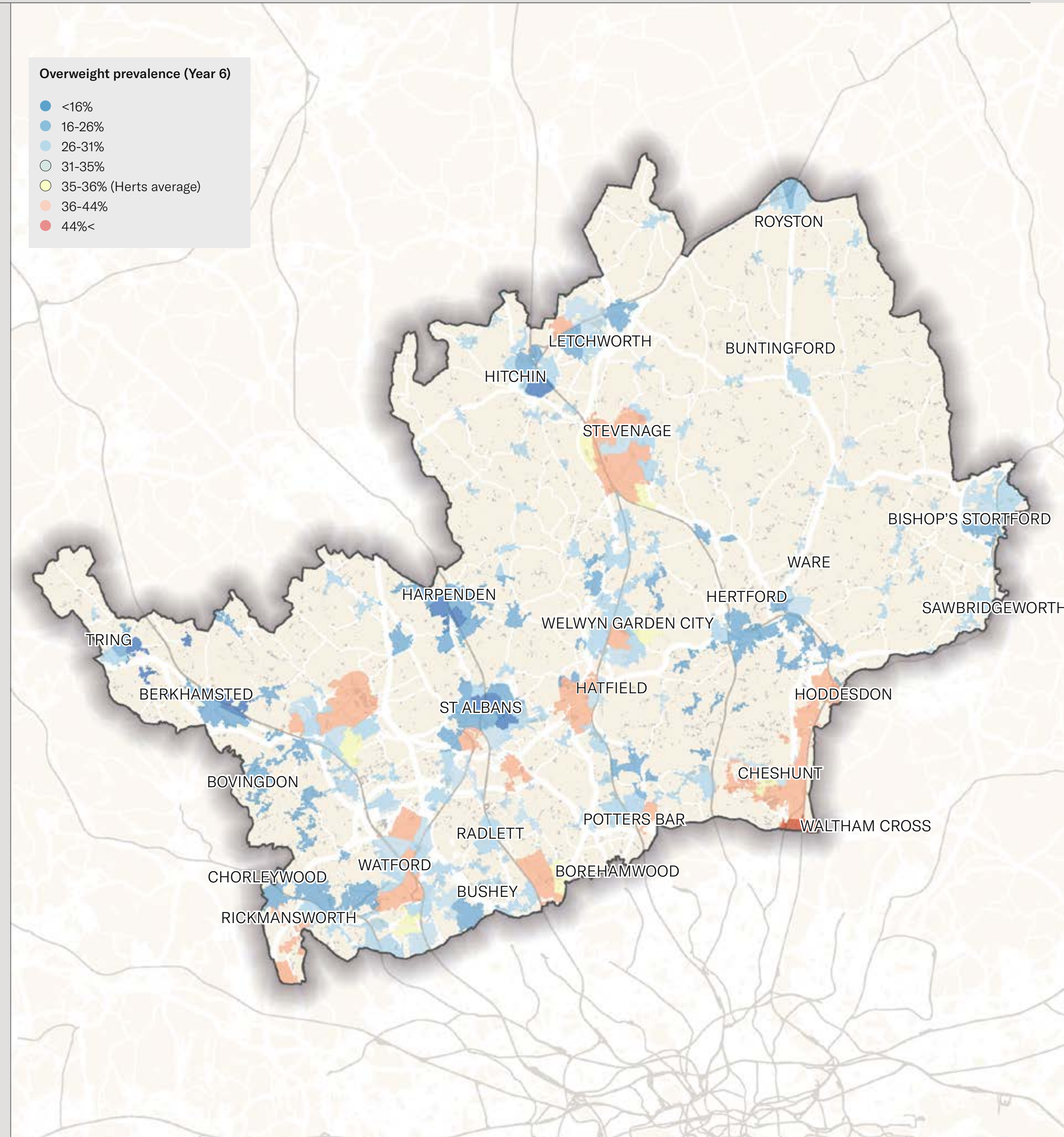
26-29%

consistent with England wide averages (OHID, 2025a)

Percentage of overweight or obese children aged 4-5 in Hertfordshire:

19.3%

which is lower than national averages but remains significant (LGA, 2020)



Physical inactivity

Physical inactivity (less than 30 minutes of moderate physical activity a week) is another critical risk factor that contributes to increased incidence of avoidable illnesses. Increased physical activity can reduce risk of type 2 diabetes by 40%, heart disease by 35%, and depression by 30% (GOV.UK. n.d).

Incidence of inactivity amongst adults in the most deprived areas is

2.5X

higher than in the least deprived areas (PressRed, 2025)

Total number of inactive Hertfordshire residents:

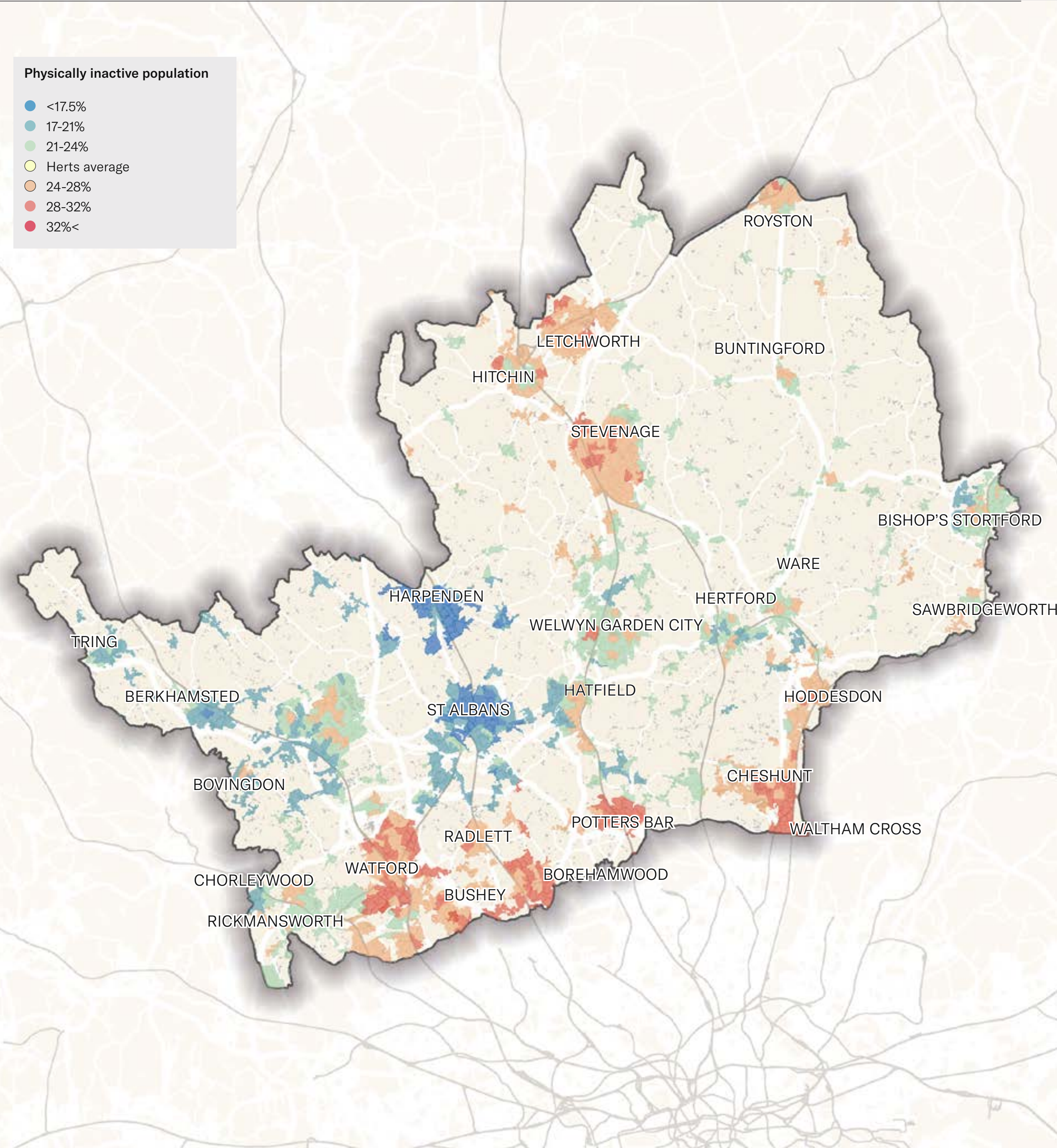
200,000

This inactivity is unequally distributed, with higher rates among deprived communities, individuals with long-term conditions, and those who are economically inactive (PressRed, 2025)

Percentage of residents over 65 and with a long term illness or disability which are inactive

48%

This entrenches and exacerbates poor health outcomes and deepens health inequality (PressRed, 2025).



Air pollution

Air Pollution, from vehicles, industry, domestic burning and gas cooking is an avoidable risk factor that contributes to several major health conditions, including cancer, asthma, stroke, heart disease, diabetes, obesity and neurological changes linked to dementia (Royal College of Physicians, 2025).

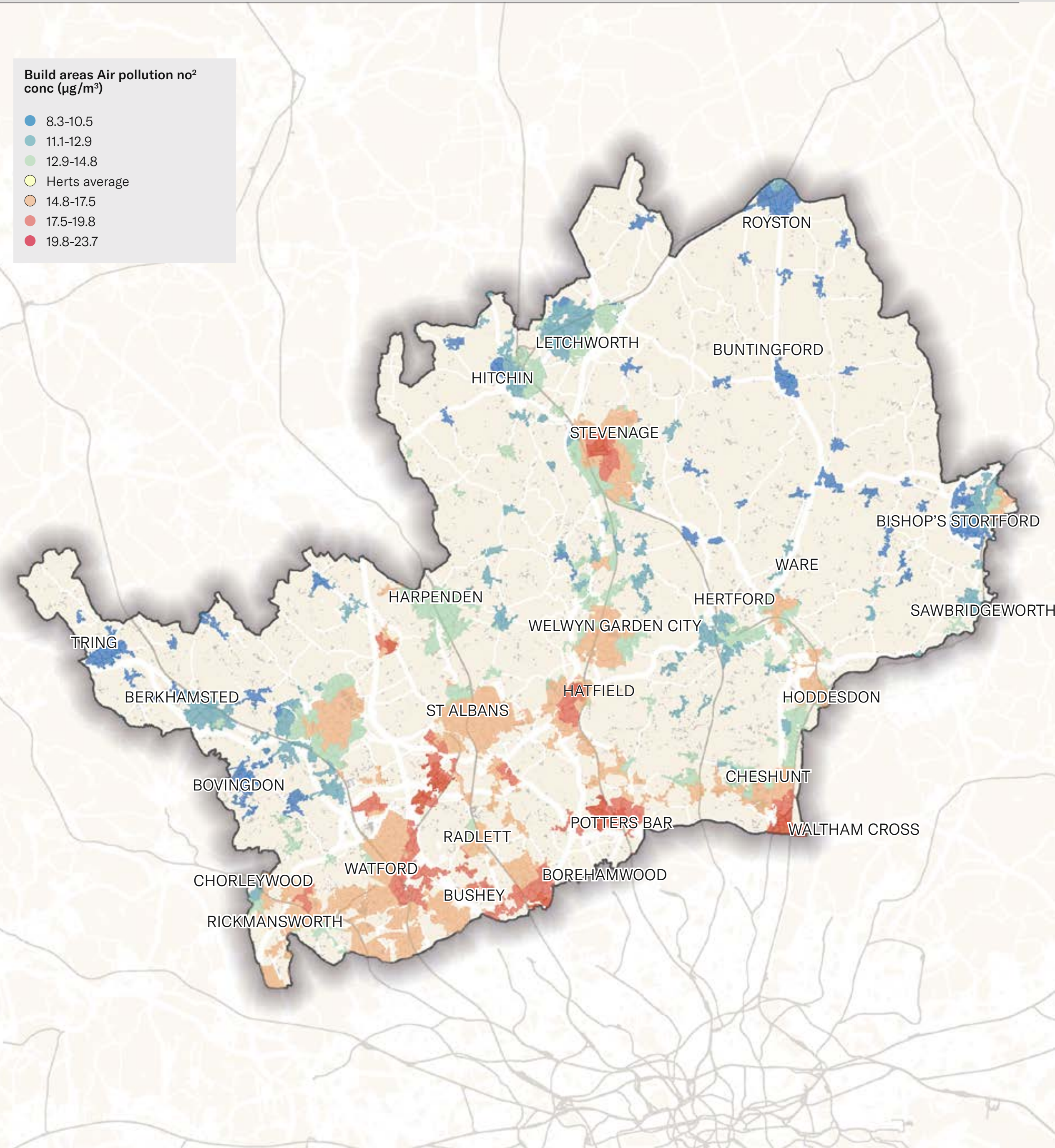
Percentage of deaths in Hertfordshire residents aged 30 and over attributable to air pollution:

6%

which is higher than the national average (OHID, 2025b)

Number of Air Quality Management Areas (AQMAs) in Hertfordshire:

15



1.1 Health and Planning

1.2 State of Health

1.3 The Framework

The Framework establishes the overall approach to healthy placemaking in Hertfordshire through a set of principles, supported with guidance on achieving these through planning policy.

Framework structure

The Framework takes a holistic approach to ensuring planning policy supports healthy and safer places for all

Approach - Health in All Policies (HiAP)

HiAP is a policy approach that integrates health considerations into policy making across all areas and sectors, with the express objective of improving population health and reducing health inequalities. This is the defining approach of the framework, ensuring health is considered across all local plan policy areas.

Cross-cutting themes

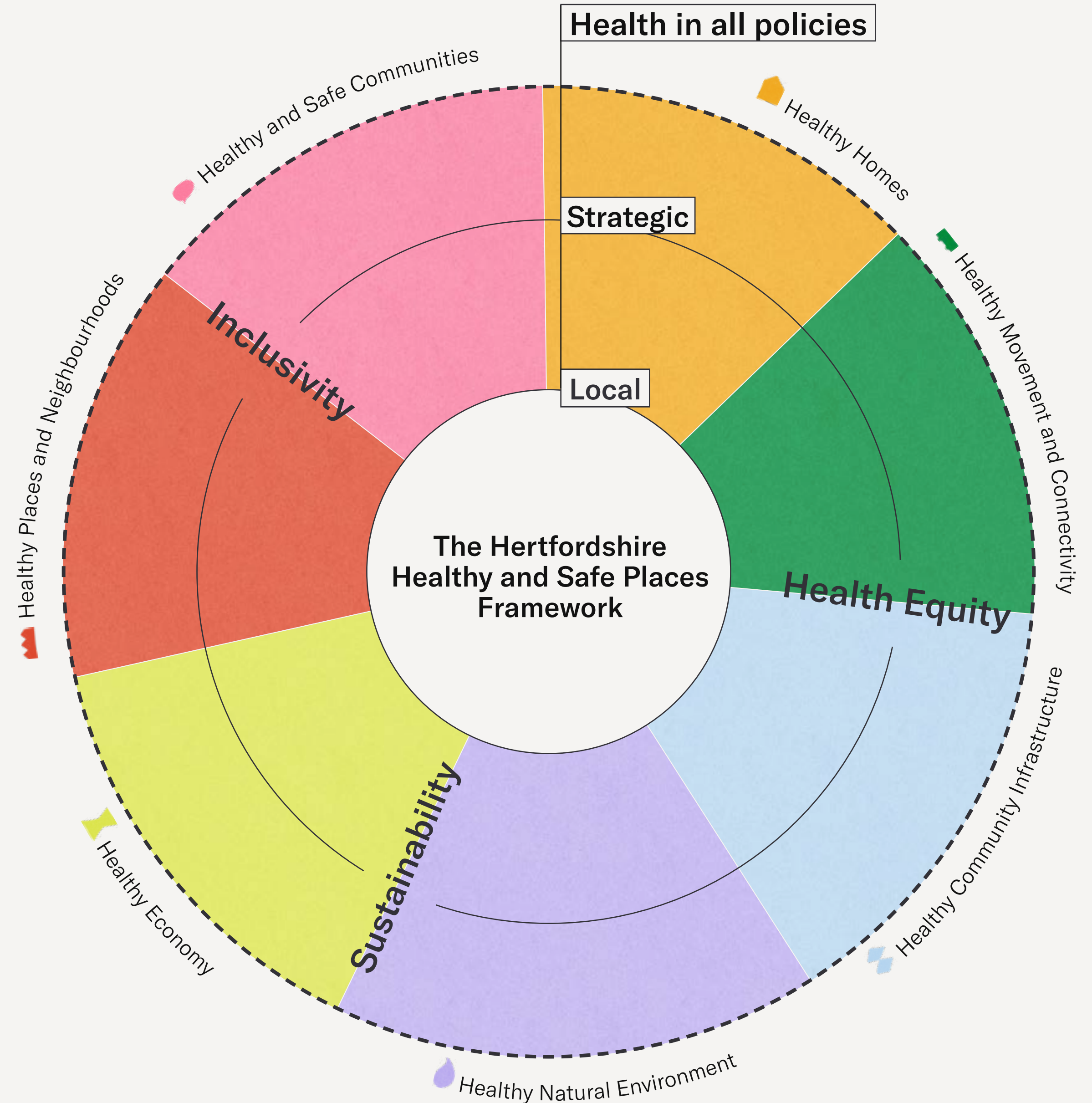
Identified during stakeholder engagement and through the literature (Pineo, 2020), there are cross-cutting themes which apply to all healthy placemaking principles and at all scales to ensure that health outcomes are maximised for the greatest number of people. These are Inclusivity, Equity and Sustainability.

Seven Healthy Placemaking Principles

The Framework is structured by seven healthy placemaking principles covering communities, homes, movement, environment, economy, infrastructure and places. Together, these principles ensure health outcomes are considered holistically.

Two scales

Health impacts operate at many different scales, from the hyper local to the planetary. As the Framework will inform both strategic plan and local plan policy, it considers health at these two scales to ensure the emerging planning ecosystem supports both sub-regional and local health outcomes.



Cross cutting themes

Planning policy at all scales should be informed by the three cross-cutting themes: Inclusivity, Equity and Sustainability. These are integral considerations which interconnect with all of the Placemaking Principles. When developing policy in accordance with the Framework, policy makers should question if the policy is inclusive, equitable and sustainable (Pineo, 2020).

Inclusivity

Inclusivity is essential to creating healthy places, both as an outcome and a process. Inclusive healthy placemaking must consider how people with different physical ability, age, race, gender, and other characteristics interact with places. A place that seems 'healthy' but is not accessible to different parts of the community does not reduce health inequalities. Creating healthy places with inclusivity in mind means enabling all people to engage with places without disadvantage.

Equity

Health equity is central to creating healthy places. It emphasises equitable access to health-promoting environments such as suitable housing and green spaces, and reduces physical, social, and economic barriers to health. Health inequalities are not confined to poor health for the poor and good health for everyone else. Instead, health follows a social gradient. Everyone below the top has greater risk of worse health than those at the top. It is important to be sensitive to this gradient and respond proportionately to need. This is the basis of 'proportionate universalism', as defined by the Marmot Review (2010).

Sustainability

It is impossible to create a healthy place without a healthy planet. Sustainability involves meeting present needs without compromising the ability of future generations to meet theirs, supporting both human wellbeing and ecological health. Healthy placemaking and sustainable development both work towards the same goal of improving social and economic conditions whilst protecting the environment.

Healthy placemaking principles: At a strategic scale

🏠 Healthy Homes

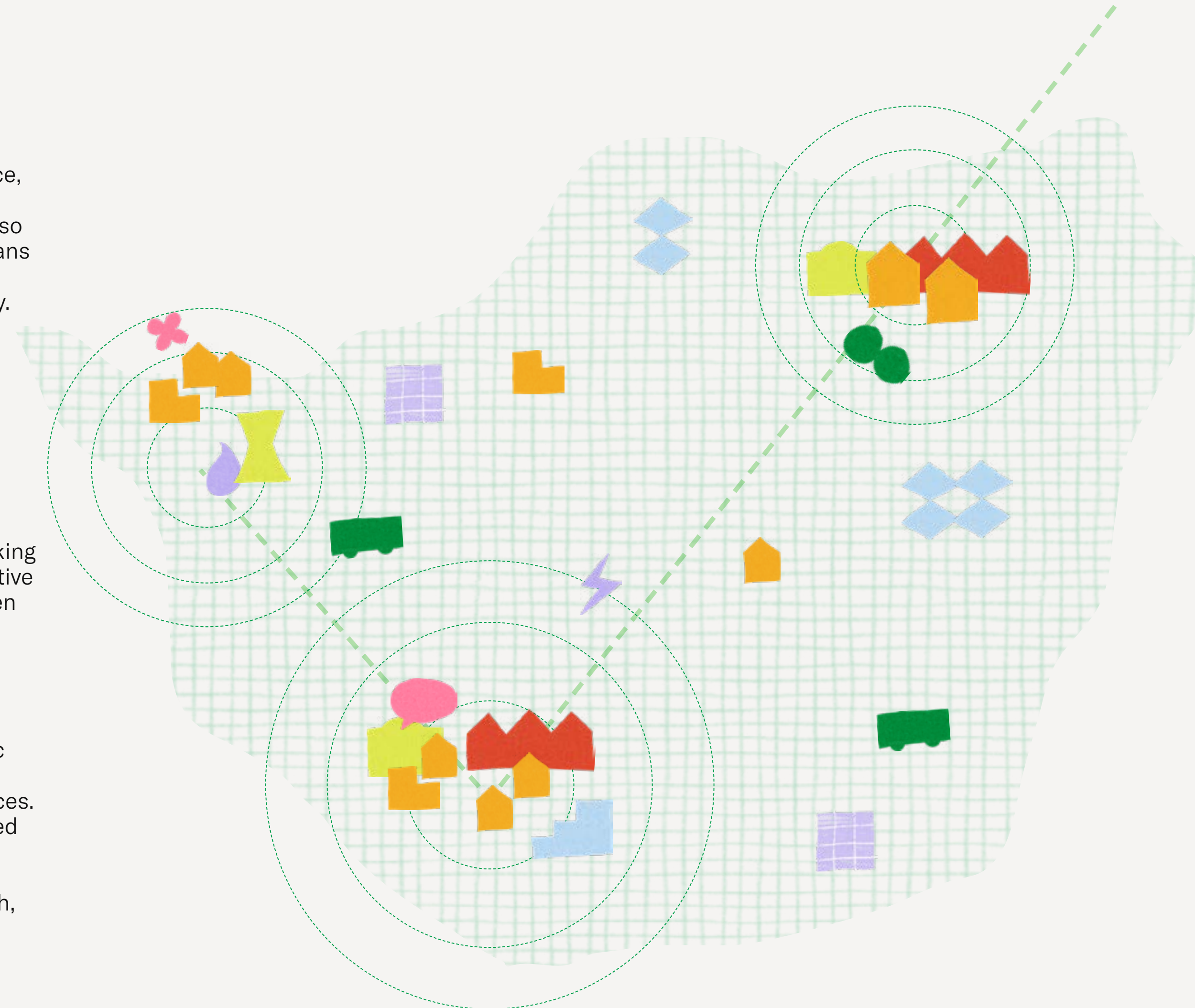
Planning for healthy homes means allocating housing growth in sustainable places that optimise access to jobs, healthcare, green space, sustainable transport and reduce exposure to environmental hazards. Strategic plans must also embed healthy design principles into masterplans and design codes, ensuring new settlements deliver healthy homes that enable health equity.

🚆 Healthy Movement and Connectivity

Healthy movement and connectivity means enabling integrated movement networks that connect homes, jobs, education and health services across local authority boundaries. This includes prioritising inter-regional bus and rail networks that reduce car dependency while linking up wider active travel corridors to enable attractive routes for walking, cycling and wheeling between places.

⚡ Healthy Community Infrastructure

Healthy community infrastructure at a strategic scale plays a vital role in supporting healthy growth by aligning essential systems and services. This involves, for example, targeting underserved populations and promoting renewable energy to build climate-resilient and low-carbon communities, and ensuring that strategic health, community and recreational infrastructure is in place to support population wellbeing.



💧 Healthy Natural Environment

A healthy natural environment involves identifying strategic nature recovery networks, enhancing ecological connectivity, and managing air quality. At scale, it focuses on protecting and enhancing significant landscapes and ecosystems to support health and build resilience to environmental risks.

🕒 Healthy Economy

A health-aligned County-wide economy prioritises job growth that promotes wellbeing by connecting employment sites with housing. Strategic employment locations should improve access to good work, reduce commuting stress, and support inclusion. At a strategic scale, a healthy economy works to reduce economic inequality across the County.

🏡 Healthy Places and Neighbourhoods

Healthy neighbourhoods start with a clear vision of place and spatial hierarchy, which balances growth across towns, cities and rural centres while protecting local identity. A strategic approach to centres ensures growth in places that can deliver healthy, walkable, mixed-use neighbourhoods with access to food, services, and green space. Coordinated policy can also support town centre renewal, health-centred regeneration, and design codes.

👥 Healthy and Safe Communities

Health and inclusion thrive when cultural, social, and heritage infrastructure is protected and enhanced at the County-wide level. Strategic plans should champion regionally significant cultural assets and destinations as anchors for wellbeing, identity and social cohesion. A County-wide or sub-regional strategy for creative health, safety and social infrastructure ensures that placemaking is not just about buildings and roads, but about nurturing connected, confident and resilient communities.

Healthy placemaking principles:

At a local scale

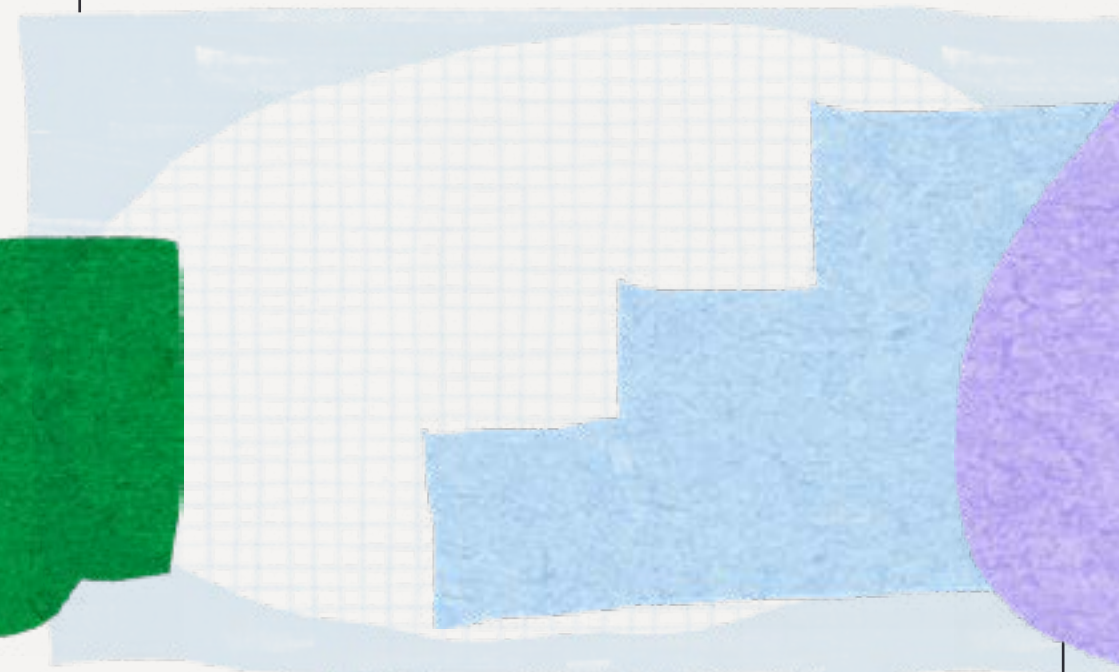
● **Healthy Homes**

Healthy homes are the cornerstone of individual and community wellbeing. A healthy home promotes resident wellbeing through every season. It's well ventilated, warm in winter and not too hot in summer, free from damp, noise, and overcrowding. It's affordable, secure, and designed to support daily life - physically, mentally and socially.



● **Healthy Community Infrastructure**

Healthy community infrastructure underpins healthy places. Equitable access to healthcare, recreation, sports facilities, and community centres supports physical and mental wellbeing, reduces health inequalities, and fosters social connection. These spaces must be inclusive, adaptable, and responsive to local needs across age, culture, and ability.



● **Healthy Economy**

A healthy economy is a fundamental determinant of local population health. Access to education, skills and secure, meaningful employment improves mental wellbeing, reduces health inequalities, and supports community resilience. Without a healthy and inclusive economy local health inequalities will persist or worsen.



● **Healthy and Safe Communities**

A healthy and safe community is one where all individuals feel secure, valued, and connected. When places are accessible and safe, everyone can participate in community life. Culture also plays a vital role, as engagement with arts and heritage improves mental health and social connection. However, access to these benefits remains uneven, often excluding those who need them most.



● **Healthy Movement and Connectivity**

A healthy place extends beyond the home to the routes used daily. Healthy movement and connectivity means being able to walk, cycle, wheel or use public transport easily and safely to increase physical activity, reduce isolation and create equal access to opportunity. Designing places for movement is how healthier, more connected lives are supported.



● **Healthy Natural Environment**

A healthy natural environment is essential to human health. Living with clean air and near nature not only improves daily health behaviours but also protects against long-term risks, from cardiovascular illness to depression. Biodiversity underpins vital services like clean water, food, and flood protection. In a changing climate, green infrastructure also shields communities from heat and flooding.



● **Healthy Places and Neighbourhoods**

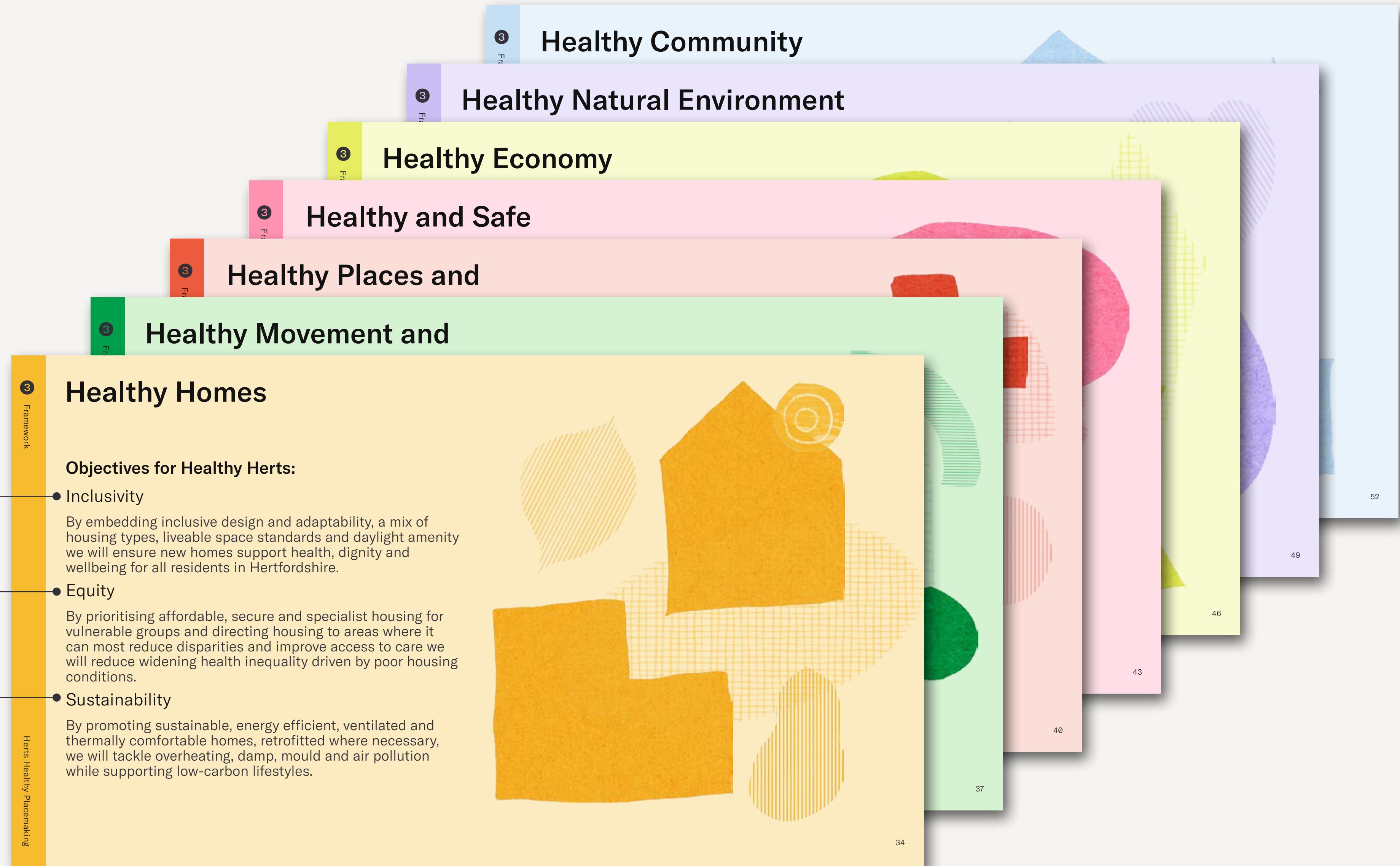
Healthy places and neighbourhoods lay the foundation for everyday wellbeing. When communities have access to healthy food, green spaces, essential services and characterful and welcoming places within walking distance, people are more likely to lead active lives, maintain a healthy weight, and feel socially connected.



Our objectives

Each Healthy Placemaking Principle has three objectives. These are set out in the following chapter. The objectives articulate the intended actions and health outcomes for each principle. They have been written through the lens of the cross cutting themes. This ensures that inclusivity, equity and sustainability remain embedded throughout.

Objectives for the Healthy Homes Principle



[Part 2] Framework Guidance



2.1 Healthy Placemaking Principles

2.2 Embedding Health in Plans


2.3 Health Action Areas


The Framework is structured by seven healthy placemaking principles covering communities, homes, movement, environment, economy, infrastructure and places. Together, these principles ensure health outcomes are considered holistically and across all areas of planning policy.



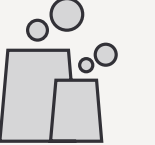


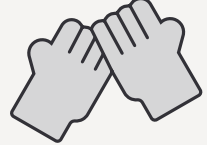





















The following section sets out key objectives for achieving these principles, supporting evidence and justification and guidance for integrating them into planning policy at a strategic and local scale.

Addressing social determinants

The Healthy Placemaking Principles work by targeting the social determinants of health (see 1.1). This table demonstrates how the principles work together to holistically address the range of determinants in the built environment, economy and society which can contribute to poor health outcomes. The social determinants of health are interrelated; targeting one often addresses another, and when working together the principles create co-benefits. This is reflected in the opacity of the icons.

 = primary target

 = co-benefit

						
SOCIAL DETERMINANTS	OBESOGENIC ENVIRONMENTS	UNSUITABLE LIVING CONDITIONS	ENVIRONMENTAL HAZARDS	ACCESS TO EDUCATION AND WORK	ACCESS TO AMENITIES AND FACILITIES	ANTI-SOCIAL ENVIRONMENTS
Increased health risk factors as a result of social determinants	Poor diet and low physical activity	Mental stress, unsuitable temperature, low physical safety.	Poor air quality, high noise, damp and mould which leads to lack of sleep, blood pressure, anxiety.	Socio-economic deprivation	Low physical activity, social isolation	Social isolation, loneliness, low physical activity, fear of crime
Healthy Homes						
Healthy Natural Environment						
Healthy Economy						
Healthy Movement and Connectivity						
Healthy Places and Neighbourhoods						
Healthy and Safe Communities						
Healthy Community Infrastructure						

Healthy Homes

Healthy placemaking principles:

- At a strategic scale
- At a local scale

Objectives for Healthy Herts:

Inclusivity

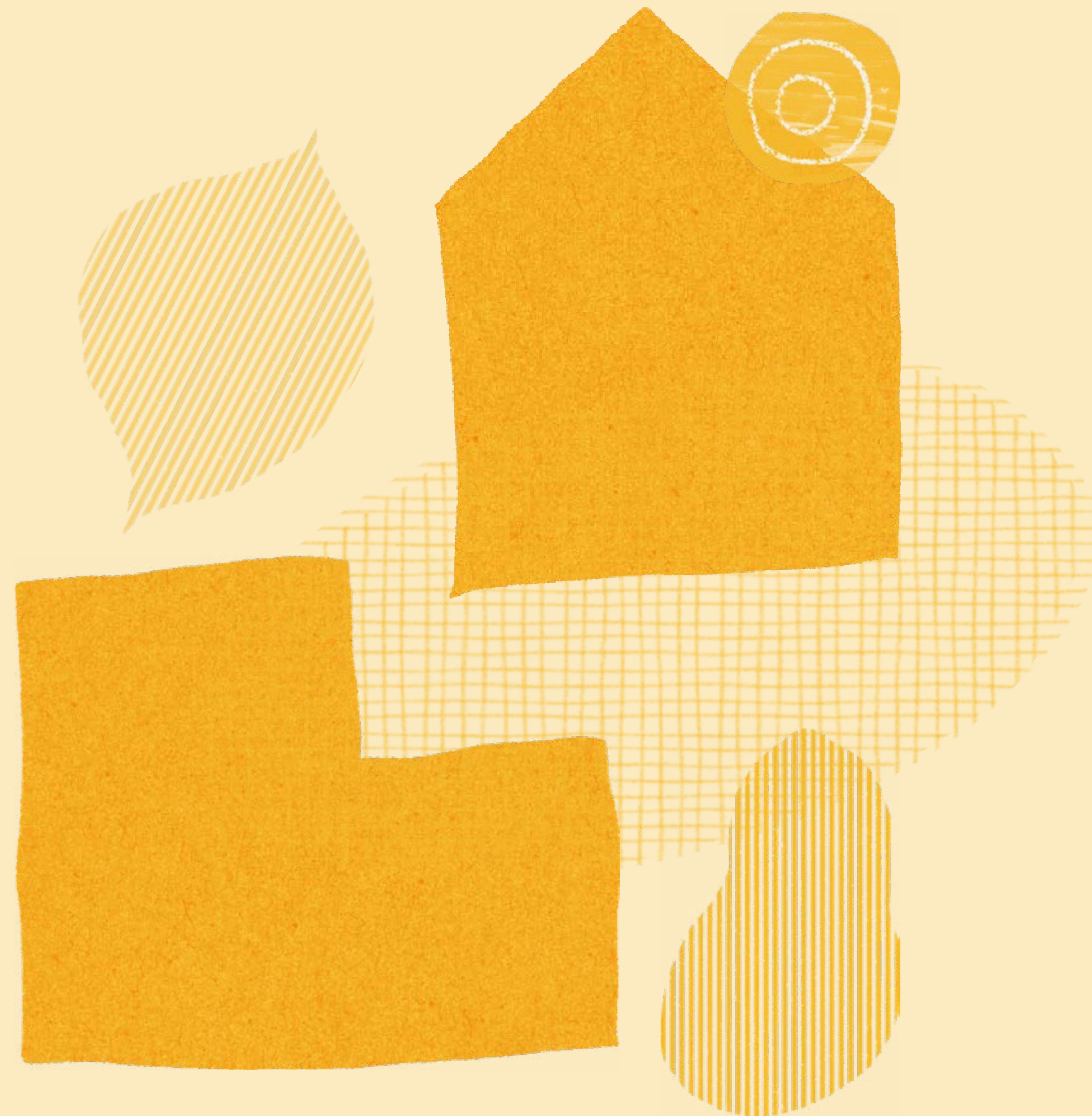
By embedding inclusive design and adaptability, a mix of housing types, liveable space standards and daylight amenity to ensure new homes support health, dignity and wellbeing for all residents in Hertfordshire.

Equity

By prioritising affordable, secure and specialist housing for vulnerable groups and directing housing to areas where it can most reduce disparities and improve access to care to reduce widening health inequalities linked to poor housing conditions.

Sustainability

By promoting sustainable, energy efficient, well ventilated and thermally comfortable homes, retrofitted where necessary, to tackle overheating, damp, mould and improve air quality, and support low-carbon lifestyles.



Why Healthy Homes matter

Home represents security and belonging. Everyone needs a good quality, affordable home that supports good physical and mental health.

Yet, the United Kingdom is in the midst of both a housing and a health crisis. Not enough homes, particularly affordable homes, have been built where they are needed most, while health inequalities have widened. These two crises – health and housing – are inseparable. The homes we live in shape our health in many ways, for good and, increasingly, for ill.

Hertfordshire is no exception. Nine in ten residents are impacted by the cost of living, with 80% cutting back on heating and 30% reporting worsening physical health (Healthwatch Hertfordshire, 2021).

To reduce pressure on the NHS, a preventative and equitable approach must be adopted, ensuring everyone has access to safe, warm housing that supports their wellbeing.

0.1% **4th**

of properties in Hertfordshire had very efficient Energy Performance Certificate (EPC) ratings. Most properties (37%) had average EPC ratings (ESRI, MHCLG, 2024).

leading cause of death is respiratory infections, linked to poor quality housing (JSNA, 2022).

18,000 **9%**

homes suffer from damp and mould, increasing the risk of preventable illnesses (Hertfordshire County Council, 2025)

of homes face fuel poverty and spend over 10% of income on energy - raising risks of respiratory and heart illness (Hertfordshire Community Foundation, 2023)



SOCIAL DETERMINANTS

OBESOGENIC ENVIRONMENTS

UNSUITABLE LIVING CONDITIONS

ENVIRONMENTAL HAZARDS

ANTI-SOCIAL ENVIRONMENTS

Delivering a mix of housing types tailored to local needs

is linked to higher levels of physical activity (Durand, 2011).

reduces isolation by fostering more socially connected communities (NPPF).

Prioritising affordable, secure housing for vulnerable groups

increases engagement with healthcare services (Bassuk et al., 2014).

improves behaviour in vulnerable groups (Reif et al 2014) and reduces crime by creating better resourced environments (TCPA, 2024).

Ensuring minimum liveable space standards that support health, dignity and functionality

improves general health outcomes (Clark et al., 2007) and reduced health inequalities (Gibson et al. 2011).

Promoting sustainable design that enhances thermal comfort, noise reduction and daylight and good air quality

reduces respiratory and cardiac conditions, improves mental health, and lowers mortality rates (Krieger et al., 2014; WHO, 2010).

Planning policy levers

Strategic plan policy

Create conditions for healthy behaviour:

- Promote equitable access to healthy housing across Hertfordshire, through strategic distribution aligned with need to support health and reduce health inequalities.
- Direct housing growth in locations that enable healthy behaviour, including proximity to existing facilities and green space, public transport connections, active travel routes to promote reduced reliance on private vehicles.
- Support tenure diversity, affordability and social housing delivery.

Reduce harmful impacts:

- Embed climate resilience and indoor environmental quality in strategic housing policy to address overheating, damp and air quality.

Local plan policy

Create conditions for healthy Behaviour:

- Promote mixed, tenure-blind neighbourhoods that integrate a varied mix of housing types including accessible and adaptable dwellings.
- Prioritise affordable, secure and specialist housing for vulnerable groups, including older people and people with disabilities.
- Set clear policy language regarding adoption of Nationally Described Space Standards to ensure sufficient internal space in housing and enable flexibility.
- Ensure all new dwellings are provided with private or shared outdoor amenity space to support home growing.

Reduce harmful impacts:

- Ensure sites are designed to maximise daylight, sunlight and provision of dual aspect residences.
- Support proposals that demonstrate design measures to reduce noise, light and air pollution.
- Support proposals that promote thermal comfort in all seasons through their layout, design, construction, materials and operation.
- Prioritise retrofitting and regeneration of existing housing stock through appropriate strategies and support the alignment of funding.

Set standards

- Policies should adopt the Town and Country Planning Associations (TCPA) 'Healthy Homes' Principles, through a dedicated 'Healthy Homes' policy or by embedding them into relevant thematic policies.

↗ Guidance and resources

- Further information and evidence supporting the TCPA's Healthy Homes Principles is available at <https://www.tcpa.org.uk/resources/healthy-homes-principles/>
- Decent Homes Standard. Available at: <https://www.gov.uk/guidance/decent-homes-standard-review>



Healthy Movement and Connectivity

Healthy placemaking principles:

- At a strategic scale
- At a local scale

Objectives for Healthy Herts:

Inclusivity

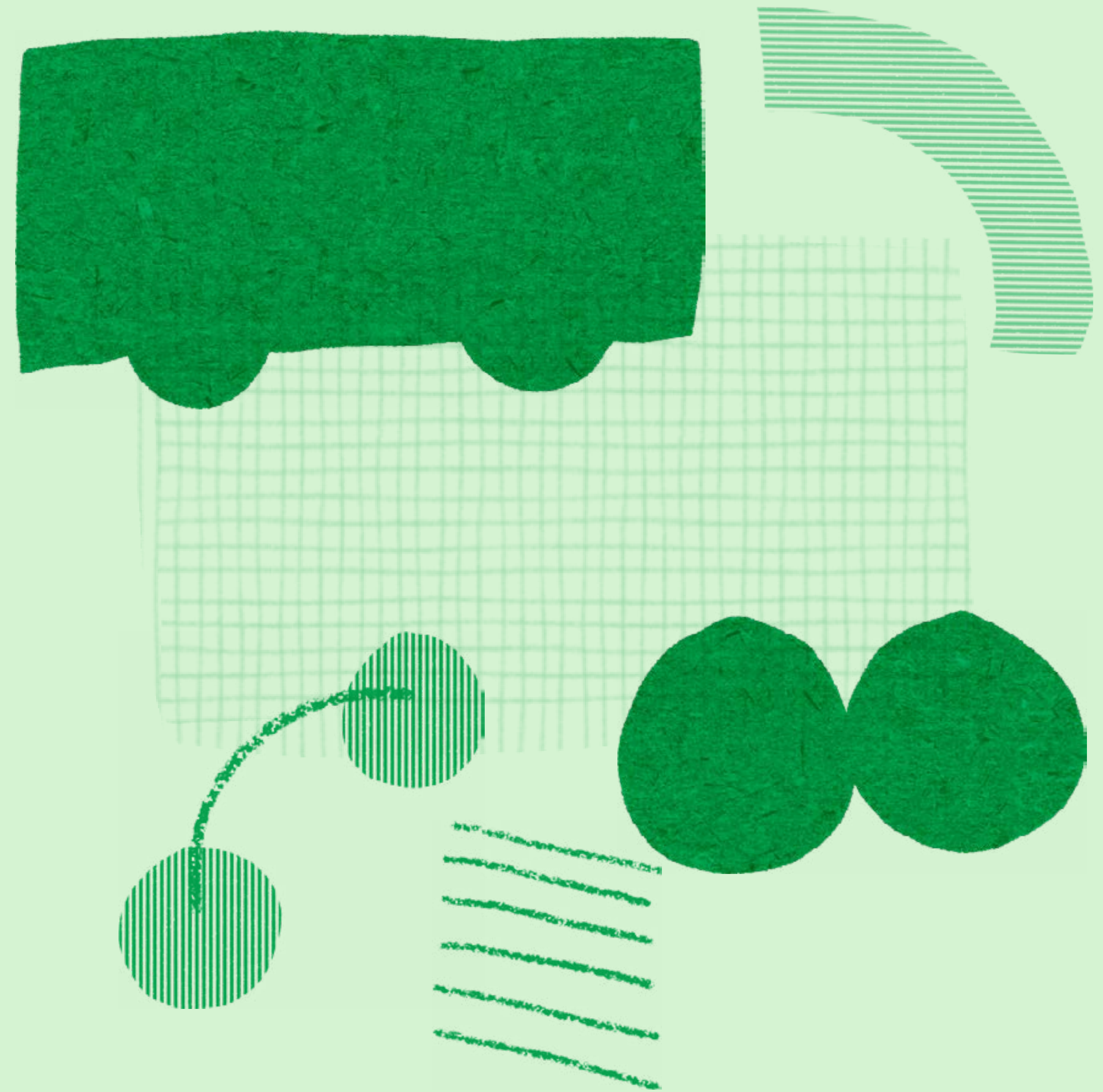
By promoting safe, accessible and inclusive active travel connections, public transport networks and digital connectivity we will ensure everyone can move actively and connect with others.

Equity

By prioritising cohesive active travel and public transport networks that connects people from all areas to jobs, schools, healthcare and green space we will reduce transport inequalities and improve health outcomes for those most at risk of isolation, inactivity and exposure to poor air quality.

Sustainability

By removing barriers to choosing walking, wheeling, cycling and public transport as the first choice for daily travel we will reduce car dependency, cut pollution and support low-carbon, active and socially connected places.



Why Healthy Movement and Connectivity matters

Health is largely shaped by factors outside of the healthcare system. One such factor is movement and connectivity: how easily people can access work, education, services and social networks, and remain physically active. Inequalities in this social determinant of health translate into inequalities in health.

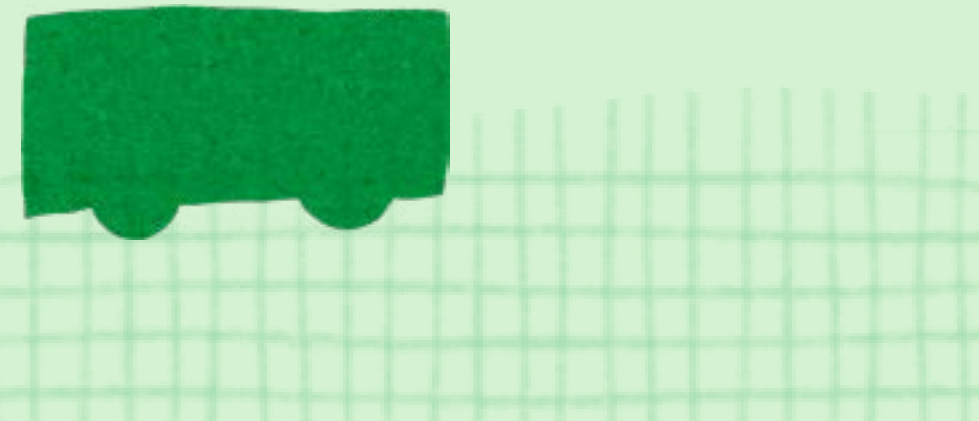
In Hertfordshire, people in the County’s most deprived areas are nearly twice as likely to be inactive, with children in those neighbourhoods facing higher obesity rates. High levels of private vehicle usage contributes to traffic-related air pollution, contributing to nearly 6% of deaths among over-30s in 2022. The effects of this crisis fall hardest on disadvantaged groups. Health inequalities linked to limited movement and connectivity have worsened and require urgent, preventative action to avoid further deepening.

25.5% of adults in Hertfordshire are inactive in 2020/21. (JSNA, 2022)

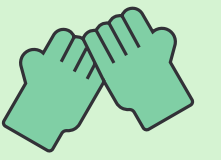
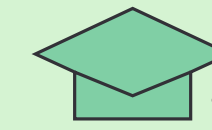
2x more likely for adults in deprived areas to be inactive (38.9%) compared to those in least deprived areas (20.5%).(JSNA, 2022a)

47% of those aged 75 and over are considered inactive. (JSNA, 2022a)

18% of adults utilised an outdoor space for exercise of health reasons in Hertfordshire in 2015 (JSNA, 2024)



SOCIAL DETERMINANTS	OBESOGENIC ENVIRONMENTS	ACCESS TO AMENITIES, WORK AND SCHOOLS	ENVIRONMENTAL HAZARDS	ANTI-SOCIAL ENVIRONMENTS
<p>Providing and encouraging use of public transport at regional and local levels</p>	<p>is associated with higher levels of active travel among children (Davidson & Lawson, 2006).</p>	<p>mitigates severance of communities by motorised traffic (Scally, 2016).</p>		<p>improves mobility and enhances quality of life of those with mental or physical impairments (Lezzoni et al. 2001).</p>
<p>Promoting walking, wheeling and cycling as the first choice of travel by providing inclusive active travel infrastructure</p>	<p>increases activity levels in all age groups which helps to manage weight (Carlin et al., 2015).</p>	<p>provides low-income communities with access to jobs, education and essential services (Rae et al. 2016).</p>	<p>improves air quality and perception of pollution, encouraging outdoor activity (Annear et al., 2014).</p>	<p>reduces loneliness by facilitating social interactions and allowing people to engage in daily life (Marmot Review, 2010).</p>
<p>Removing barriers to physical activity by prioritising pedestrians and cyclists on our roads and streets</p>	<p>promotes accessible pavements, safe crossings and resting places, which increases physical activity and reduces preventable illnesses (TFL, 2017).</p>		<p>reduces noise pollution, mitigating stress and sleep disruption (TFL, 2017).</p>	<p>facilitates walking and reduces isolation among certain groups such as older people, children, and disabled people (TFL, 2017).</p>



Planning policy levers

Strategic plan policy

Create conditions for healthy behaviour

- Ensure active travel and public transport accessibility are core criteria in the spatial distribution of strategic housing and employment growth.
- Support cross boundary rail and bus networks to enhance regional connectivity.
- Support the provision of of sustainable transport corridors, capable of demonstrating how they prioritise active and sustainable travel over private cars, that connect key growth areas, employment hubs, nature protection and recovery areas and health services.
- Ensure digital connectivity is utilised as a complementary tool to reduce unnecessary travel and support flexible working.

Local plan policy

Create conditions for healthy behaviour

- Ensure new development integrates with existing places, strengthening wider public transport and active travel networks and connections between new developments and existing local services, schools, jobs and green spaces.
- Ensure new developments provide safe, direct, and accessible active travel and public transport routes within the new development boundary.
- Support development of high quality active travel infrastructure that is user friendly and inclusive with suitable shade, wayfinding and storage solutions including cycle parking and end of trip facilities.

Reduce and limit harmful impacts

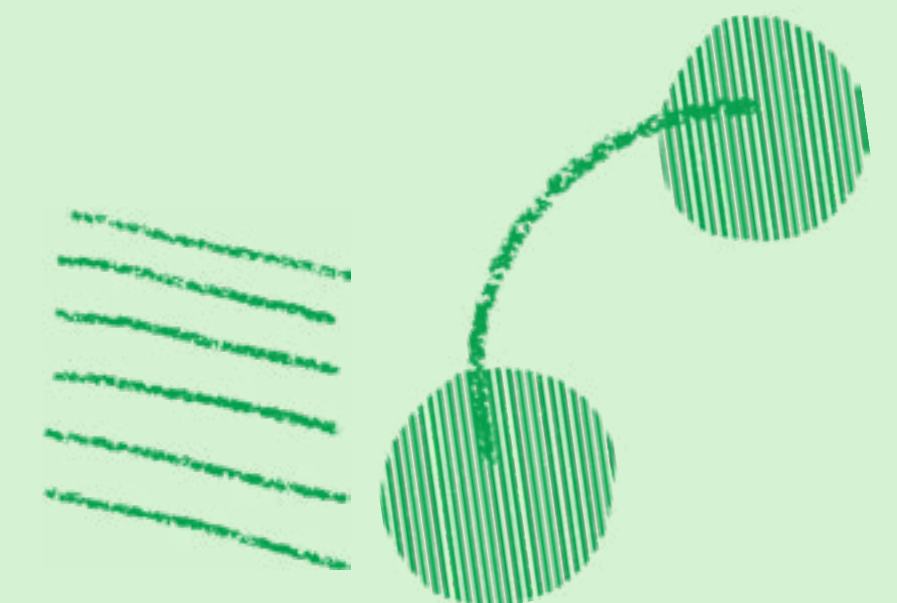
- Promote solutions that allocate suitable space for different road users including segregated cycle and pedestrian routes that provide an increased perception of safety and reduced chance of collision.
- Promote ambitious parking standards, which reduce overall parking levels, particularly where public transport connectivity is high and support schemes that offer no, low and innovative parking solutions.

Set standards

- Developments should be required by policy to use the 'Healthy Streets checklist for new developments' and the 'Healthy Streets Design Check' to assess proposals against key indicators and demonstrate how their score has been maximised. Where relevant this should also include an assessment of improvements to the existing street network.
- Policy should also require consideration of Hertfordshire Highways 'Place and Movement Planning Design Guide'.

↗ Guidance and resources


- Further information and tools for measuring Healthy Streets Indicators is available here: <https://www.healthystreets.com/resources>
- The Healthy Streets Index which rates the existing index performance of all streets in Hertfordshire is available here: https://static1.squarespace.com/static/6048ed6105c2155a63b0c831/t/6622744d50d5ad01e92ba47d/1713534036135/HSI_2023_Hertfordshire_Map_Traffic+Light_R00_SM.pdf
- Hertfordshire County Council (n.d) Place and Movement Planning and Design Guidance for Hertfordshire. Available at: <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx>



Healthy Places and Neighbourhoods

Healthy placemaking principles:

 At a strategic scale

 At a local scale

Objectives for Healthy Herts:

Inclusivity

By promoting well designed, characterful and vibrant neighbourhoods with a mix of uses and services to create places where people of all ages and abilities can thrive, connect easily and have pride in place.

Equity

By promoting access to healthy food choices, walkability and co-locating services, to reduce spatial inequalities and enable healthier life choices for all communities.

Sustainability

By encouraging compact, mixed-use development and high quality public realm, to reduce travel demand and support neighbourhoods that foster community resilience.



Why Healthy Places and Neighbourhoods matter

Neighbourhoods are places where people live, work, play and have a sense of belonging. Their design, walkability, and land use impact day-to-day decisions and therefore shape people’s health behaviours.

If a neighbourhood does not provide residents with healthy conditions, then good health is not possible. The prevention of ill health and health inequalities begins with investing in safe, active, and inclusive places.

In Hertfordshire, people live longer than the national average but often spend up to 20 years in poor health. Despite good overall health, dietary risks and diabetes were major contributors to mortality in 2019. By curating neighbourhoods and places where healthy choices are easier than unhealthy ones, strategic and local plan policies can help Herts residents live not just longer but healthier.

22%

of residents were ‘Very Satisfied’ with their local area in 15-20 min walking distance, down from 58% in 2024 (Hertfordshire Residents Survey, 2024).

14yrs

Variance in life expectancy across Hertfordshire (OHID, 2025).

4th

most common cause of death in 2019 in Hertfordshire was dietary risks, which are related to obesogenic environments. (JSNA, 2022)

176,000

adults in 2021 across Hertfordshire made use of outdoor spaces for exercise, showing the value of accessible parks. (JSNA, 2024)



SOCIAL DETERMINANTS

Increase accessibility to healthy food and promote healthy food choices

Promoting compact, mixed use neighbourhoods

Promoting the design of characterful and vibrant places



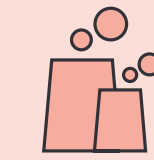
OBESOGENIC ENVIRONMENTS

reduces the disproportionate amount of fast food outlets in low-income areas and associated higher obesity levels (Cobb et al., 2015).

encourages walking and cycling across all ages (Fraser et al. 2011) and increases activity among adolescents (Rothman et al. 2014).

ACCESS TO AMENITIES, WORK AND SCHOOLS

supports dependable public transport services (London, 2020), connecting deprived communities to opportunities.



ENVIRONMENTAL HAZARDS

is conducive to non-motorised transport (Durand, 2001; Gomez, 2015), which reduces air and noise pollution.

can provide restorative experiences when stressors like noise and crowding are managed (TFL, 2017).

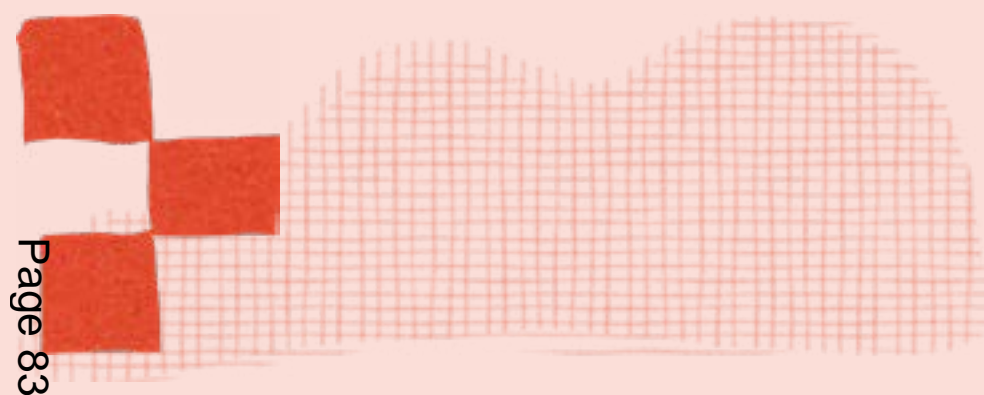


ANTI-SOCIAL ENVIRONMENTS

is linked to nutritious food consumption which reduces stress, depression, and anxiety (Giskes et al. 2010).

makes facilities accessible which helps strengthen social bonds by encouraging connection (Mitchell & Popham, 2008).

supports mental wellbeing by encouraging people to spend time outside and connect with others (TFL, 2017).



Planning policy levers

Strategic plan policy

Create conditions for healthy behaviour

- Identify a strategic centres hierarchy which promotes the growth of healthy places and neighbourhoods and ensures protection of high streets.

Local plan policy

Create conditions for healthy behaviour

- Ensure the provision and protection of allotments and community garden spaces in new developments and consider strategies for their long-term management.
- Promote the protection, enhancement and delivery of high quality public realm that provide safe, accessible and comfortable spaces that encourage increased and incidental interaction and social connection.
- Beyond formal play and recreation (see Healthy Community Infrastructure) provide informal spaces for children, young people and adults to engage in self-expression, contemplation, relaxation and connection.
- Promote compact, mixed-use schemes that support co-location and proximity to everyday facilities and amenities, connected by safe and accessible active travel links.

Reduce harmful impacts

- In accordance with NPPF paragraph 97, prevent hot food takeaways and fast food outlets located outside of town centres and within walking distance of schools.
- Introduce hot food takeaway restriction areas where existing high density of outlets is correlated with high levels of overweight or obese adults or in areas where young people congregate.
- Betting shops should also be subject to requirements to provide cumulative impact assessments and health impact assessments to ensure health inequalities have been minimised.

Set standards

- Encourage development that enhances the character and distinctiveness of place through high quality design principles supported by character studies, area or typology-specific design codes.
- Ensure that area specific design codes prioritise and embed health outcomes to create consistency and clarity for developers.

↗ Guidance and resources

- Public Health England (2017) Strategies for encouraging healthier out of home food provision: a toolkit for local councils working with small food businesses. London: Public Health England. Available at: https://assets.publishing.service.gov.uk/media/5d83a91ee5274a27c5f4a8e8/Encouraging_healthier_out_of_home_food_provision_toolkit_for_local_councils.pdf
- Town and Country Planning Association and Local Government Association (2016) Building the foundations: Tackling obesity through planning and development. London: TCPA and LGA. Available at: <https://www.local.gov.uk/sites/default/files/documents/building-foundations-tack-f8d.pdf>
- Quality of Life Foundation, 2023. Design codes for health and wellbeing: A short guide for policymakers, planning officers and design teams. [pdf] Available at: <https://www.qolf.org/wp-content/uploads/Design-codes-for-health-and-wellbeing.pdf>



Healthy and Safe Communities

Healthy placemaking principles:

- At a strategic scale
- At a local scale

Objectives for Healthy Herts:

Inclusivity

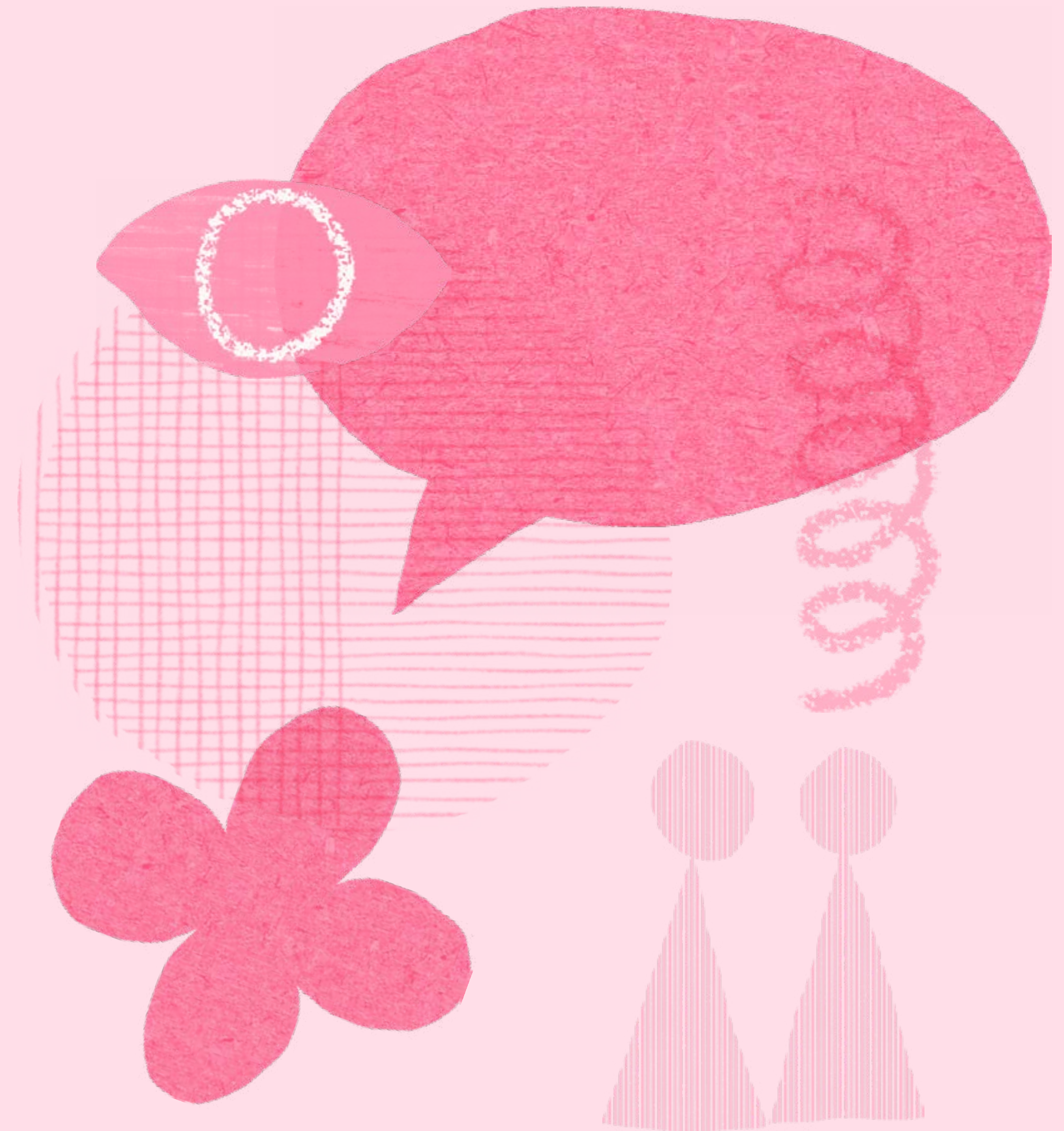
By ensuring the design of public spaces and neighbourhoods is welcoming, accessible and responsive to the needs of all residents, irrespective of age, gender, background or physical ability, to ensure Hertfordshire's communities support mental wellbeing and social connection.

Equity

By reducing barriers to participation in public life, especially for those in deprived areas or facing discrimination, to address health inequalities linked to fear and exclusion.

Sustainability

By fostering community stewardship and designing adaptable, multifunctional spaces that support cultural expression, social interaction and long-term engagement, to create resilient, health-promoting communities across Hertfordshire.



Why Healthy and Safe Communities Matter

Feeling safe and included in a community is fundamental to health and wellbeing. In Hertfordshire, safety concerns limit the use of public transport and parks – particularly among women and girls (Green Spaces, JSNA). There is also unequal access to cultural institutions and uses that promote overall wellbeing. People with disabilities and those in deprived areas face barriers to accessing cultural spaces due to cost, transport limitations, and physical inaccessibility (JSNA, 2024a).

Inclusive, safe and socially connected environments reduce isolation, improve mental health, and encourage physical activity. Community cohesion and stewardship also strengthen resilience and reduce anti-social behaviour. By adopting a whole-community approach that prioritises inclusive culture and safety, Hertfordshire can ensure planning considers age, gender, disability, ethnicity, and income in order to promote health equity.

27.8%

of households in Hertfordshire had one person living alone (ESRI, ONS, 2021).

45%

of Hertfordshire Adult Social Care users reported having as much social contact as they would like in 2024 (ESRI, PHOF, 2024).

59%

of those living in the most deprived areas of the UK reported engaging with the arts in the past 12 months in 2019 - lower than any other group (JSNA, 2024a).

8%

of East of England GVA was generated by the Creative Industries in 2022 (DCMS, 2025).



SOCIAL DETERMINANTS

ANTI-SOCIAL ENVIRONMENTS

Promoting and protecting regional and local cultural assets and visitor attractions

supports the prevention of health conditions and positively impacts physical and mental health (Fancourt et al 2021). It also supports the expansion of arts and heritage prescription modes which are important for holistic health management (JSNA, 2024a) and mitigates structural barriers to culture and associated poor health outcomes (Pineo, 2018).

Ensuring the design of new places is responsive to the needs of vulnerable groups and different users

builds community cohesion and mental health but must be intentionally embedded to avoid reinforcing existing inequalities (NCCH, 2023), whilst applying gender-sensitive design improves individual wellbeing (Criado-Perez, 2019; Clark & Walker, 2023).

Inclusive design acts as an enabler for all other objectives by ensuring vulnerable groups can access health-promoting environments.

Ensuring communities feel safe and secure

supports overall wellbeing and is an important pre-cursor to encouraging physical activity. Particularly for women, safety concerns are a barrier to the use of public transport and park facilities (Criado-Perez, 2019; Clark & Walker, 2023).

Planning policy levers

Strategic plan policy

Create conditions for healthy behaviour

- Support regional cultural and tourism assets as part of a broader wellbeing strategy.

Local plan policy

Create conditions for healthy behaviour

- Support development that enables local creative uses such as flexible arts space as part of a wider community hub (see Healthy Community Infrastructure) or public art and heritage interpretation.
- Enhance local ownership of public places by involving communities in decision-making around how places celebrate local culture and historic heritage.
- Ensure all proposals account for the ways age, gender, income, physical ability or ethnicity influence how people interact with public spaces, with a strong commitment to inclusive design.
- Explicitly support the facilitation of increased social prescribing by protecting and enhancing local and regional cultural uses and spaces.
- Encourage schemes that integrate community ownership and stewardship models.

Reduce harmful impacts

- Support the early integration of crime prevention into scheme design and improve perceptions of safety by referencing best practice design guidance such as the Design Council's 'Designing out Crime: A Designers' Guide' or the Police Crime Prevention Initiatives 'Secured by Design: Residential Homes Guide (2025)'.
- Promote multifunctional public spaces that support programmed activities, installations, and temporary uses to enhance social interaction and improve perceptions of safety.

↗ Guidance and resources

- National Centre for Creative Health (2024) Creative Health Toolkit. Available at: <https://creativehealthtoolkit.org.uk/>
- National Centre for Creative Health (NCCH), (2023) Creative Health Review: How Policy Can Embrace Creative Health. Available at: <https://ncch.org.uk/creative-health-review>
- MARCH Network (no date) MARCH Legacy: Social, cultural and community assets and mental health. Available at: <https://marchlegacy.org/>
- Design Council (2009) Designing out crime: a designers' guide. London: Design Council. Available at: https://www.designcouncil.org.uk/fileadmin/uploads/dc/Documents/designersGuide_digital_0_0.pdf
- Police Crime Prevention Initiatives (2025) Secured by Design Residential (Homes) Guide 2025, Edition 1. Available at: <https://www.securedbydesign.com/images/RESIDENTIAL%20GUIDE%202025%2027325.pdf>



Healthy Economy

Healthy placemaking principles:

- At a strategic scale
- At a local scale

Objectives for Healthy Herts:

Inclusivity

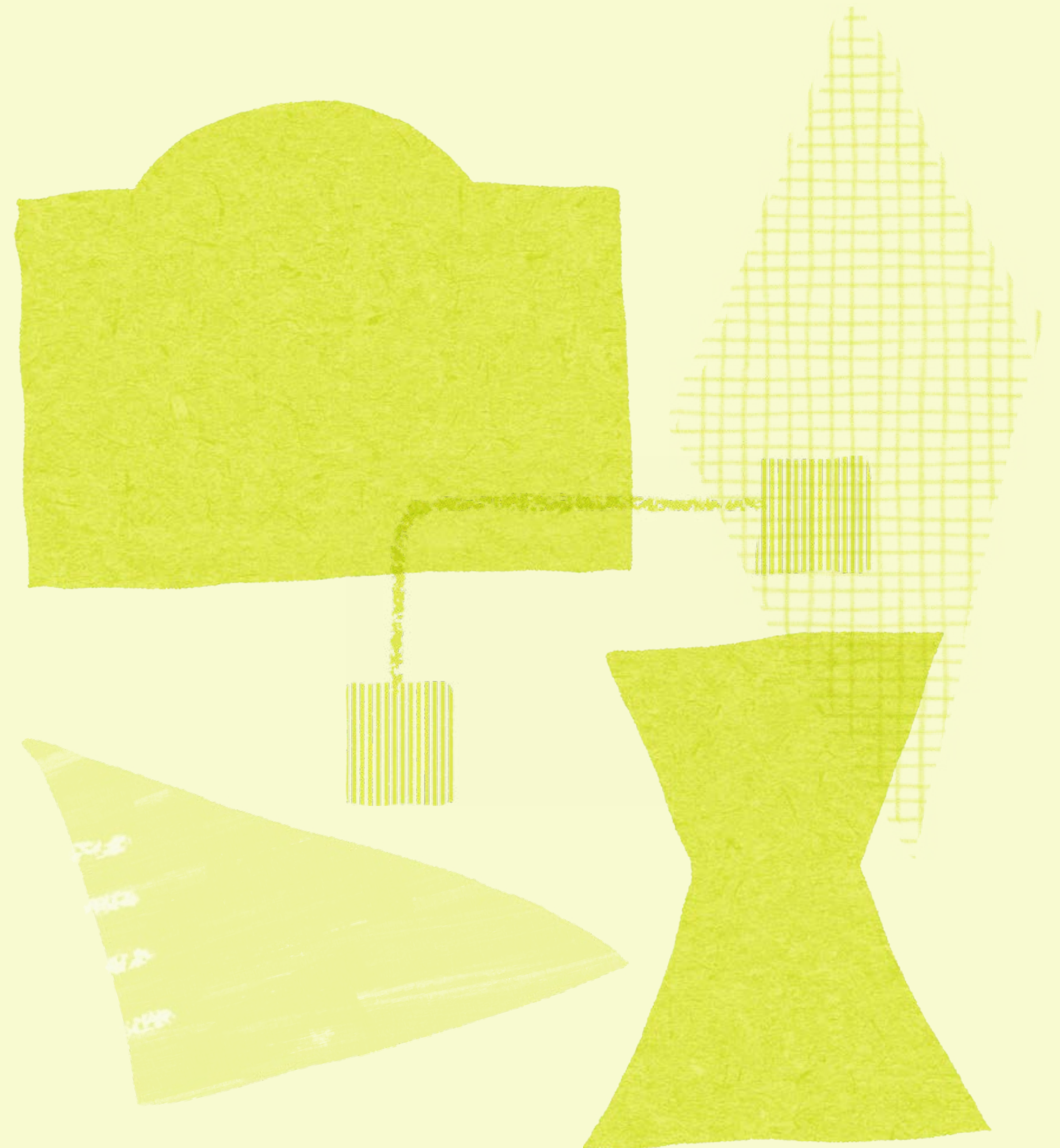
By supporting access to secure, meaningful employment, diverse local enterprise, and lifelong learning opportunities, all residents in Hertfordshire can participate in and benefit from a healthy economy

Equity

By reducing spatial and social disparities in access to jobs, skills development and enterprise support particularly for young people and vulnerable groups health inequalities linked to economic exclusion can be addressed.

Sustainability

By promoting resilient, locally rooted economies that reduce commuting stress, support wellbeing, and adapt to future challenges, Hertfordshire's economy can become both health-supporting and future-proof.



Why Healthy Economy matters

A healthy economy is a key foundation of overall community health. Access to secure, meaningful employment can improve mental wellbeing, reduce health inequalities, and strengthen community resilience.

Hertfordshire benefits from a strong economy, contributing nearly £50 billion in GVA to the national economy each year and outperforming the national unemployment average. However, challenges remain. In some areas, the number of jobs falls short of the working-age population, and a notable proportion of residents lack the skills needed to access opportunities. These challenges are not evenly distributed; certain groups - such as disabled individuals - face greater barriers to achieving financial security and a good quality of life.

Planning can play a vital role by aligning economic development with inclusive skills strategies, ensuring land use, infrastructure, and investment decisions actively support equitable access to employment, training, and enterprise.

0.69

is the job density (number of jobs per people) in North Hertfordshire, showcasing lack of opportunity (ESRI, ONS, 2021).

3.5%

of the population in Hertfordshire lack attainment in education, skills and training (ESRI, ONS, 2024).

2x

more likely for disabled people (6%) compared to abled people (3.4%) to be unemployed in the East of England (ESRI, ONS, 2024).

61,060

enterprises in Hertfordshire as of 2024, adding £49.7M GVA to the national economy, which averages £40.9m GVA per head (ESRI, ONS, 2024a).

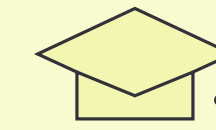


SOCIAL DETERMINANTS

Aligning economic development with strategic health, transport, and housing strategies

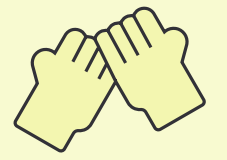
OBESOGENIC ENVIRONMENTS

reduces car dependency and avoids unhealthy uses in deprived areas (QoL, LGA 2024).



ACCESS TO AMENITIES, WORK AND SCHOOLS

encourages mixed-use development that integrates workspace, services and housing to support local economies (QoL, P+P, 2024).



ANTI-SOCIAL ENVIRONMENTS

Ensuring access to employment opportunities across all communities

improves a person's social status which directly correlates to decreased risk of ill-health (Marmot Review, 2010).

reduces health inequalities by addressing spatial disparities in access to jobs, services, and healthy natural environments (QoL, P+P, 2024).

reduces health inequalities among those with disabilities, mental ill-health, some ethnic minority groups, older workers and young people (Marmot Review, 2010).

Supporting local enterprise, social value, and community wealth-building.

provides more flexibility for businesses to adapt, helping to revitalise town centres which positively impacts health (QoL, LGA 2024).

supports inclusive growth by prioritising developments that benefit the local community (QoL, P+P, 2024).

Promoting skill development to strengthen local economies and support healthier communities

reduces inequalities in educational outcomes which affect physical and mental health (Marmot Review, 2010).

Planning policy levers

Strategic plan policy

Create conditions for healthy behaviour

- Enable access to good work by ensuring strategic employment growth is well-located and integrated with transport and housing.
- Locate strategic employment growth where this will address spatial disparities in access to jobs, services, and healthy natural environments.
- Safeguard land for schools, colleges, training centres and support the continued expansion of education and research facilities.

Local plan policy

Create conditions for healthy behaviour

- Support inclusive growth by prioritising developments that deliver social value and community wealth-building.
- Encourage diverse, local economies that are adaptable to change and supportive of wellbeing. Encourage mixed-use developments that integrate learning, enterprise spaces and flexible workspace including through integrated community hubs (see Healthy Community Infrastructure).
- Support digital infrastructure and flexible learning environments.
- Locate employment centres near public transport and active travel networks to reduce car dependency and improve access.
- Support flexible and affordable workspace for SMEs, social enterprises, and community-led businesses.

Reduce harmful impacts

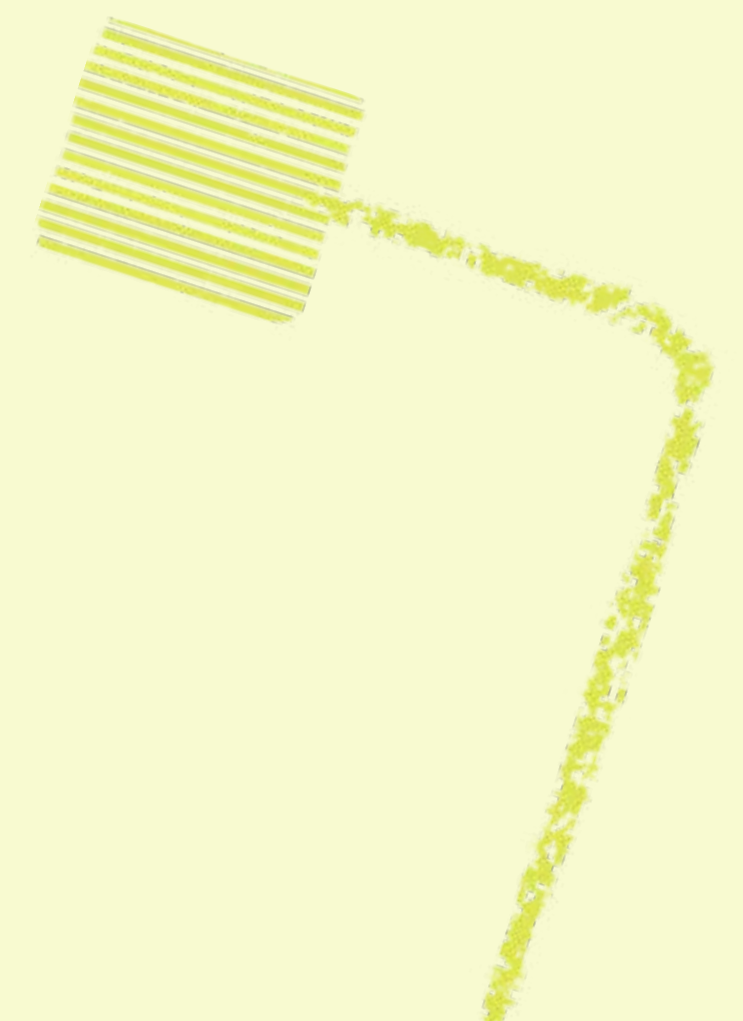
- Ensure employment land policies do not undermine access to green space, daylight for residential areas, or air quality.

Set standards

- Ensure employment areas are safe, accessible, and promote wellbeing (e.g. daylight, rest areas, green infrastructure).
- Adopt social value procurement policies that prioritise local hiring, training, and wellbeing outcomes.

↗ Guidance and resources

- Wellbeing Economy Alliance (2021) Wellbeing Economy Policy Design Guide. Available at: https://www.c40knowledgehub.org/s/article/Wellbeing-economy-policy-design-guide?language=en_US



Healthy Natural Environment

Healthy placemaking principles:

- At a strategic scale
- At a local scale

Objectives for Healthy Herts:

Inclusivity

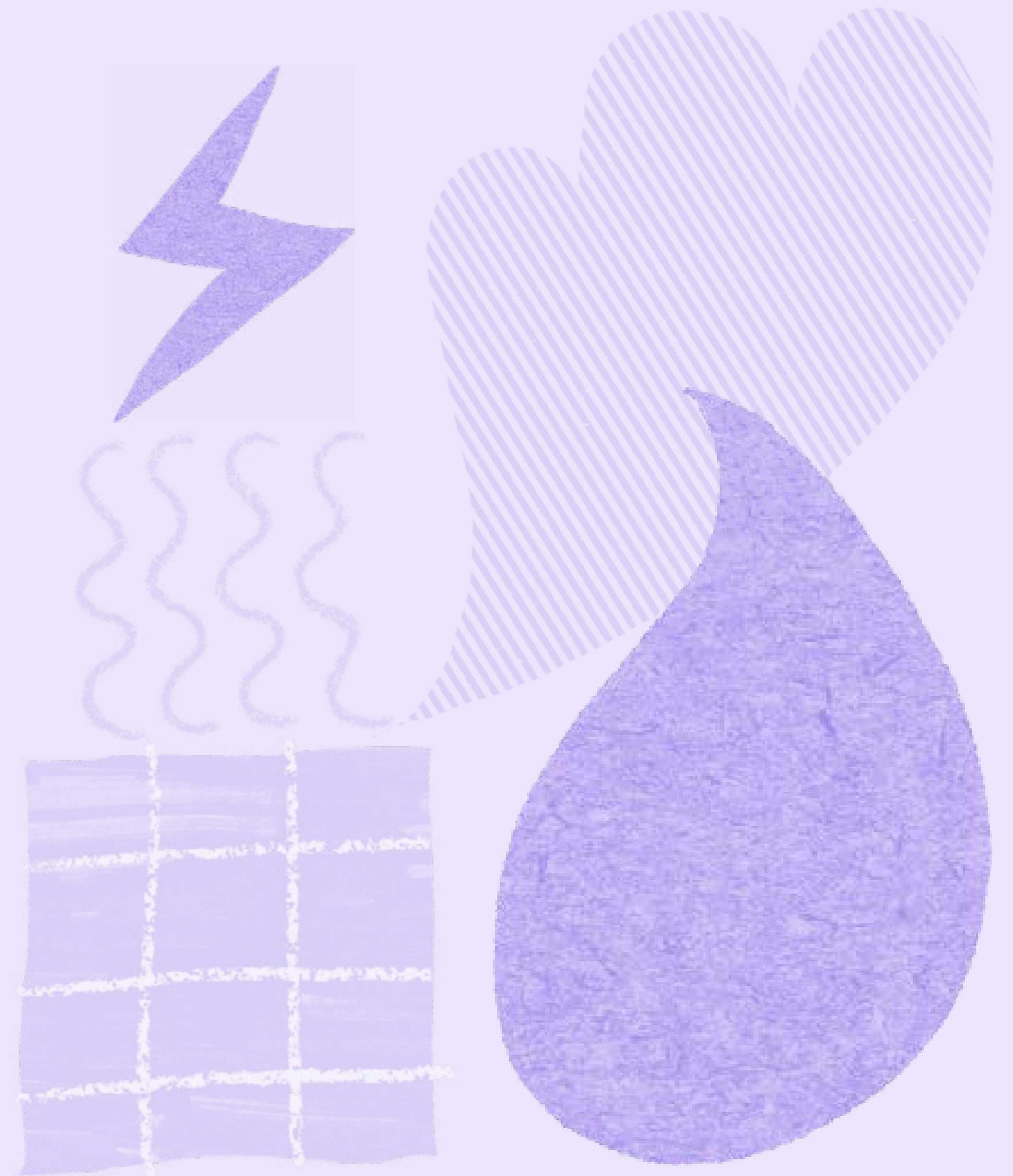
By ensuring all communities in Hertfordshire have access to high-quality green and blue spaces, this will support physical and mental wellbeing, reduce isolation, and enable everyone to benefit from access to nature.

Equity

By addressing environmental risks that disproportionately affect deprived communities, this will reduce health inequalities linked to air pollution, flooding, heat exposure and lack of access to green space.

Sustainability

By protecting natural assets, promoting nature recovery and embedding climate resilience into development, this will safeguard Hertfordshire's environment for future generations and support long-term public health.



Why Healthy Natural Environment matters

The natural environment is a critical determinant of health. Access to nature and green space is crucial for physical activity and mental wellbeing. On the other hand, environmental hazards such as air pollution, flooding and extreme heat pose growing risks to health and this risk is heightened for vulnerable groups and areas of higher deprivation.

In Hertfordshire, access to green space, vital for physical and mental wellbeing, is declining. Simultaneously, environmental risks are increasing: deaths due to heat are projected to rise by over 1,200% by 2070 across the UK, and over 1,000 properties have experienced internal flooding in the past decade in Hertfordshire alone. Planning can help mitigate these risks and promote health by embedding nature into development, protecting biodiversity, and ensuring equitable access to green and blue infrastructure.

3.6%

less people had access to woodlands between 2015-2020 in Hertfordshire (Green Spaces JSNA, 2024).

1,224%

projected increase in heat-related deaths from 2018 to 2070 across the UK (2018 to 2070 across the UK JSNA, 2025).

1,021

properties reported internal flooding between 2014-2024 in Hertfordshire (JSNA, 2025).

6%

of deaths in Hertfordshire are attributable to air pollution in people aged 30 or over (JSNA, 2025).



SOCIAL DETERMINANTS

Protecting regionally significant landscape areas and promote strategic nature recovery

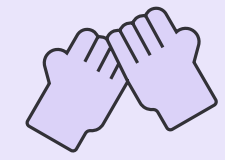
OBESOGENIC ENVIRONMENTS

facilitates access to green spaces which reduces risk of mortality across all ages (Gascon et al. 2016) and obesity among adolescents (Calogiuri & Chroni, 2014) .



ENVIRONMENTAL HAZARDS

sustains capacity of natural environment to provide ecosystem services such as clean water, climate regulation, and crop pollination (Munoz Criado, 2016).



ANTI-SOCIAL ENVIRONMENTS

provides high quality of life and preserves cultural values (Munoz Criado, 2016), which improves mental health (Dunton et al. 2009).

Supporting climate change mitigation by promoting low carbon development

can allow developers to reduce a site's carbon footprint by up to 20% if considered at the masterplan stage (UKGBC, 2021).

Promoting developments that are future proofed against the effects of climate change including heath, extreme weather events and flooding

such as through green infrastructure can reduce urban heat islands (Bowler, 2010), and reduce fatalities associated to extreme temperatures (CCC, 2017).

Reducing and preventing localised air pollution

is associated to increased physical activity among older adults (Annear et al., 2014) and can encourage active travel (PHE, 2017).

can improve CVC, respiratory symptoms, and lung cancer (WHO, 2010; RCP, 2016).

improves social participation (PHE, 2017).

Planning policy levers

Strategic plan policy

Create conditions for healthy behaviour

- Protect significant landscapes and promote strategic nature recovery.
- Embed nature-based solutions (e.g. green and blue infrastructure, tree planting, wetlands) into strategic growth areas, to support climate resilience and improve environmental quality.

Reduce harmful impacts

- Identify and address Strategic Air Quality Management Areas.
- Promote low-carbon development, retrofitting, and climate-resilient infrastructure.

Local plan policy

Create conditions for healthy behaviour

- Identify and provide for suitable accessible natural spaces and protect existing natural spaces.
- Ensure new development protects, enhances and expands on existing green and blue infrastructure, maximising interconnectedness and multi-functionality.
- Protect and enhance biodiversity and promote nature recovery in accordance with Hertfordshire’s Local Nature Recovery Strategy.

Reduce harmful impacts

- Promote and encourage development that is resilient to the future impacts of climate change and extreme weather. This includes through the provision of green infrastructure and Sustainable Urban Drainage systems (SUDs) which reduce risk of flooding and urban heat island effects.

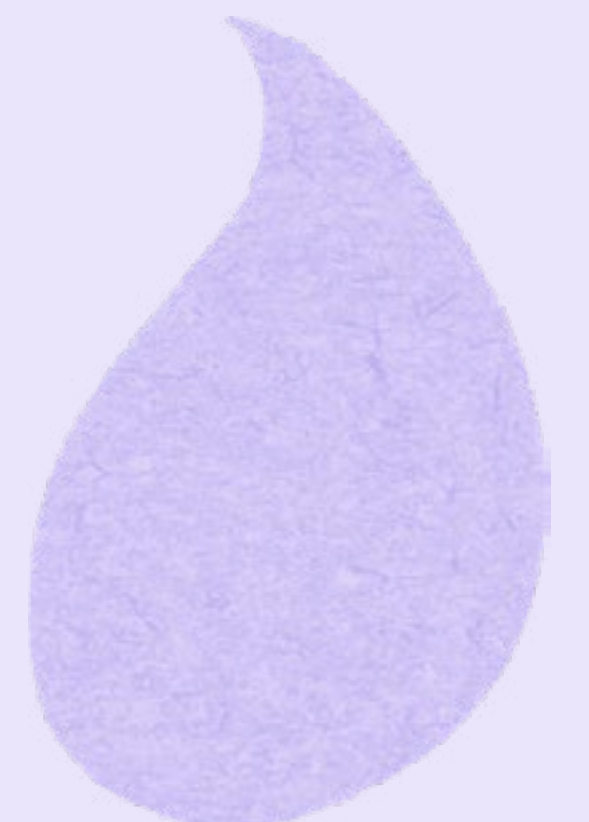
- Reduce and prevent localised air pollution including by identifying Local Air Quality Management areas.
- Mandate air quality assessments for major developments and require mitigation strategies in areas with poor air quality or high traffic volumes.
- Ensure the layout of development is configured to reduce the impacts of air pollution, including siting homes, schools, nurseries and recreational uses away from roadsides and other areas where pollution levels are increased.

Set standards

- In line with Hertfordshire’s ‘Development Quality Charter’, planning policy should ensure developments identify a sustainability standard that exceeds current minimum build regulations as part of their planning application.

↗ Guidance and resources

- Hertfordshire Growth Board, 2023. Draft Hertfordshire Development Quality Charter. [pdf] Available at: <https://www.hertfordshiregrowthboard.com/wp-content/uploads/2023/08/Draft-Hertfordshire-Development-Quality-Charter.pdf>
- Town and Country Planning Association (TCPA), 2025. Climate Guide Case Studies. [online] Available at: <https://www.tcpa.org.uk/resources/climate-guide-case-studies/>
- Air Quality Strategy (Hertfordshire County Council, 2019) <https://www.hertfordshire.gov.uk/media-library/documents/about-the-council/data-and-information/public-health/air-quality-strategy.pdf>



Healthy Community Infrastructure

Healthy placemaking principles:

- At a strategic scale
- At a local scale

Objectives for Healthy Herts:

Inclusivity

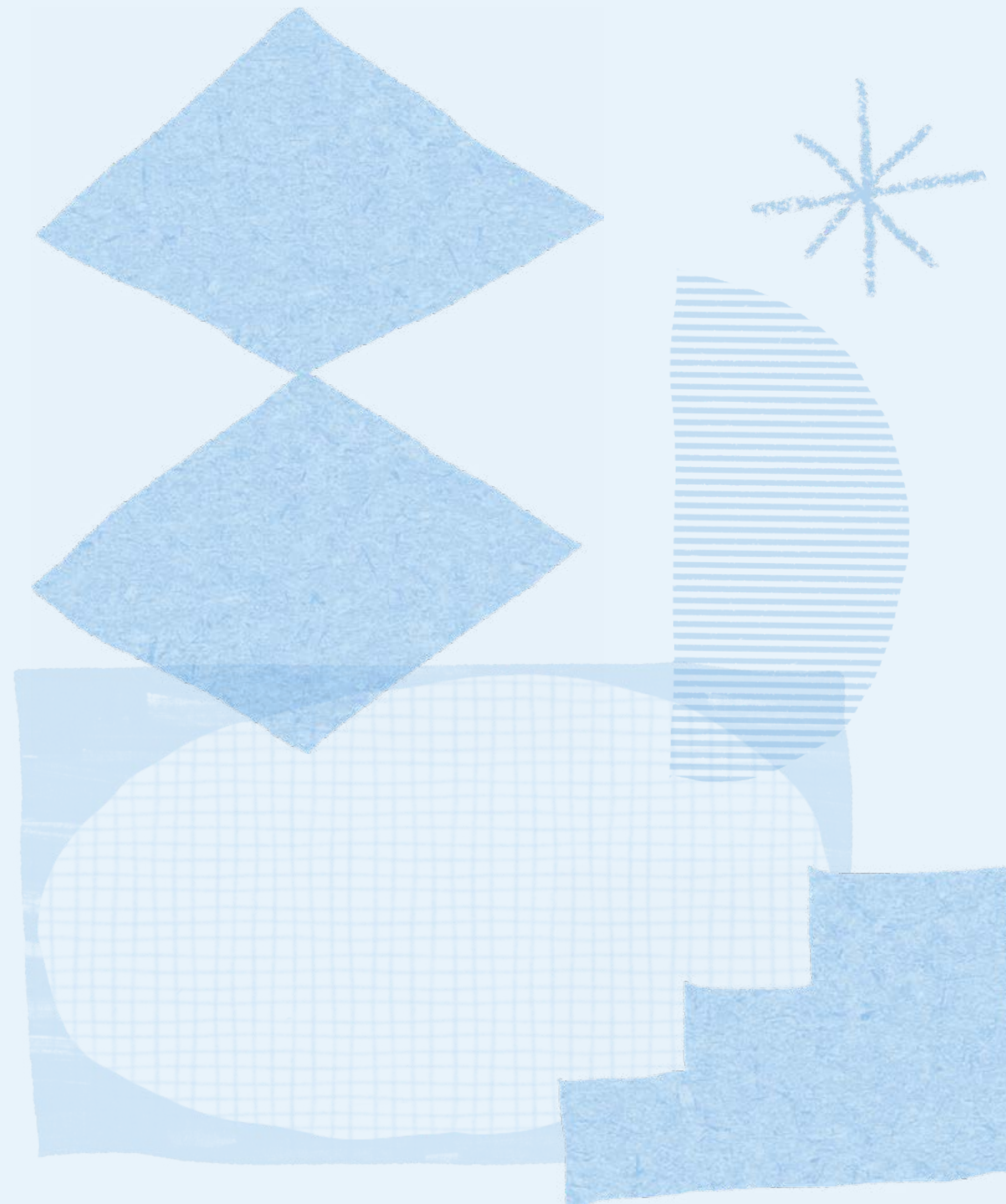
By ensuring all communities in Hertfordshire have access to integrated, accessible and inclusive health, recreation and community infrastructure, this will support physical activity, social connection and equitable access to care and services.

Equity

By co-locating services and addressing gaps in access for older adults, people with disabilities and those in deprived areas this will reduce health inequalities and improve outcomes for underserved populations.

Sustainability

By promoting energy-efficient infrastructure, renewable energy, and multifunctional community hubs, this will support climate goals, reduce pressure on the NHS, and create resilient, health-supporting environments.



Why Healthy Social Infrastructure matters

Infrastructure is the backbone of healthy communities. Access to healthcare, recreation and community services influences physical and mental wellbeing. In Hertfordshire, nearly 70% of adults are physically active - which is above the national average - but this masks inequalities. Older adults living with disabilities report very low activity levels (JSNA, 2022).

Community health hubs, where care comes to people and is integrated into communities, can reduce inequalities and NHS costs. Recreation spaces encourage activity and social connection. At a broader scale, the UK's transition to clean energy by 2030 presents a critical shift that will support access to clean energy and tackle air pollution and climate instability.

67%

of residents chose 'access to nature and outdoor spaces' as an area of most importance (Herts Resident Survey, 2024).

6%

of Hertfordshire residents said they felt lonely often, always or some of the time in 2023 (ESRI, PHOF, 2024).

54%

of residents had used 'countryside footpaths and rights of way' in the past year (Herts Resident Survey, 2024).

49%

of residents felt 'not very strongly' or 'not at all strongly' part of their community (Herts Resident Survey, 2024).

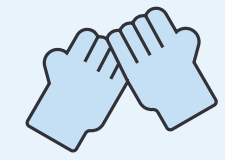


SOCIAL DETERMINANTS

OBESOGENIC ENVIRONMENTS



ENVIRONMENTAL HAZARDS



ANTI-SOCIAL ENVIRONMENTS

Promoting increased renewable energy capacity

will contribute to reducing carbon intensity (DESNZ, 2024) and decrease death toll due to air pollution, fuel poverty, and extreme weather (UKHACC, 2024).

Promoting the co-location of health and other community facilities into community hubs

reduces health inequalities by increasing hub visits compared to traditional healthcare services among deprived communities, ethnic minorities and young people (NHS Providers, 2024), and simultaneously reduces NHS costs by 6% (DHSC et al. 2025).

Enhancing local access to recreation and sports facilities

is associated with reduced risk of obesity among adolescents (Calogiuri & Chroni, 2014).

Planning policy levers



Strategic plan policy

Create conditions for healthy behaviour

- Secure provision of strategic new or improved healthcare infrastructure that improves access to primary and secondary care.
- Promote increased renewable energy capacity to reduce air pollution and carbon emissions and reduce inequalities through lower energy costs, improved energy security and reduce reliance on biomass and solid fuel burning.
- Provide strategic provision of facilities for recreation, sport and leisure and reduce inequalities in access in underserved areas.
- Coordinate social infrastructure delivery with housing and employment growth to ensure timely provision of services for new and existing places.

Local plan policy

Create conditions for healthy behaviour

Play and recreation:

- Provide clear standards and promote access for all to sports facilities, play and recreation opportunities.
- Ensure sports, play and recreation facilities are located in sustainable locations that are accessible by active travel.
- Ensure sports, play and recreation facilities are supported by ancillary uses that encourage use, such as public toilets, wayfinding, cycle parking and street furniture.
- Sports, play and recreation facilities should consider different equipment and activities for children, young people and adults that promote physical activity and interaction. Policy should consider referencing Play England’s 10 principles for designing successful play spaces.

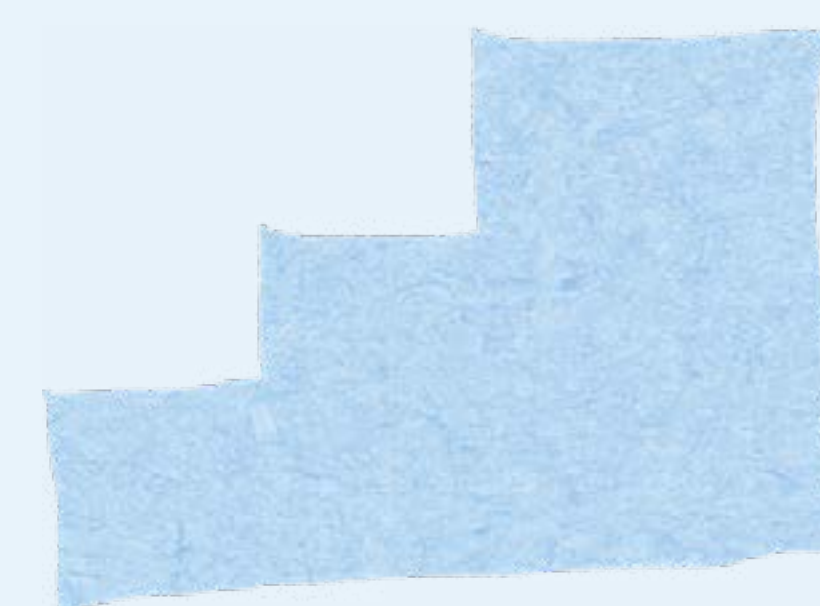
- Ensure play equipment reflects the preferences of young people, including girls. Make Space for Girls identified that young people prefer swings, trampolines and play adventure equipment to traditional Multiple Use Games Area (MUGA) and skate park provision.
- Ensure parks and recreation facilities are designed to remove barriers to access for girls and women, including good lighting, clear signage, multiple entrances and exits, natural surveillance and different zones.

Community hubs:

- Planning authorities should work in partnership with health authorities to maintain and improve access to the full range of health services.
- Health services should be co-located with other community amenities, recreational uses and cultural uses into integrated community hubs.
- Community hubs should provide flexible space for arts, culture, entrepreneurship and other identified local needs to support the objectives of a Healthy Economy and Healthy and Safe Communities.

↗ Guidance and resources

- Make Space for Girls (2025) Councils. Available at: <https://www.makespaceforgirls.co.uk/our-work-3/councils>
- Shackell, A., Butler, N., Doyle, P. and Ball, D. (2009) Design for play: a guide to creating successful play spaces. London: Department for Children, Schools and Families and Department for Culture, Media and Sport. Available at: <https://static1.squarespace.com/static/609a5802ba3f13305c43d352/t/60a3779623f60f41729fd84d/1718621808342/design-for-tplay.pdf>
- Playing Out CIC, 2024. Playing Out: Restoring children’s freedom to play outside. [online] Available at: <https://playingout.net>
- Play England, 2025. Play England: Freedom to play. [online] Available at: <https://www.playengland.org.uk/>
- Sport England, 2024, Active Design Guidance. [online] Available at: <https://www.sportengland.org/guidance-and-support/facilities-and-planning/design-and-cost-guidance/active-design>



2.1 Healthy Placemaking Principles

2.2 Embedding Health in Plans

2.3 Health Action Areas

A Health in All Policies (HiAP) approach ensures that health outcomes are considered not only in policy wording but throughout the plan-making and policy development process from visioning, evidence and engagement to assessment and monitoring. This chapter sets out how health can be systematically embedded across the local plan and spatial development strategy development process aligning with statutory duties and best practice to reduce health inequalities and promote wellbeing as a process as well as an outcome.

General Guidance

Strategic HiAP policy

All local plans and Spatial Development Strategies must include a strategic policy adopting a Health in All Policies (HiAP) approach. It must highlight this central commitment and articulate clear objectives for development to improve health outcomes and address health inequity. Accordingly, each strategic policy should include reference to health outcomes linked to the overarching HiAP commitment.

Strategic health policies should:

- Explicitly support proposals that are in accordance with the Hertfordshire Healthy and Safe Places Framework.
- Reference the Framework's 'Cross-Cutting Themes' by supporting development that fosters inclusivity, reduces health inequalities and promotes sustainability.
- Support proposals that actively consider and seek to improve health outcomes and minimise and mitigate negative impacts.
- Reference key documents such as the JSNA and the evolving Health Action Area work (see Chapter 2.3).

Health Impact Assessment (HIA) for development proposals

Policy makers should consider requiring a HIA at the earliest opportunity in the planning application process. HIA identifies both positive and negative health impact and informs design and decision making.

HIA Policy should:

- Set clear thresholds for when a HIA is required, based on local context. Specify that desktop, rapid or full HIA (see Public Health England, 2020) will be proportionate to the development proposed and agreed with Public Health.
- Consider lower thresholds or more detailed HIA for proposals within identified Health Action Areas (see Chapter 2.3).
- Outline the HIA process, including early screening in collaboration with Public Health. See references for screening and scoping templates.

Masterplanning policy

Masterplans set out a vision and implementation strategy for a place and are key tools for embedding healthy placemaking principles. Many health benefits can be achieved at no or limited extra cost to developers through early layout design (LGA). Planning policy should require masterplans to support positive health outcomes. Masterplan Policy should:

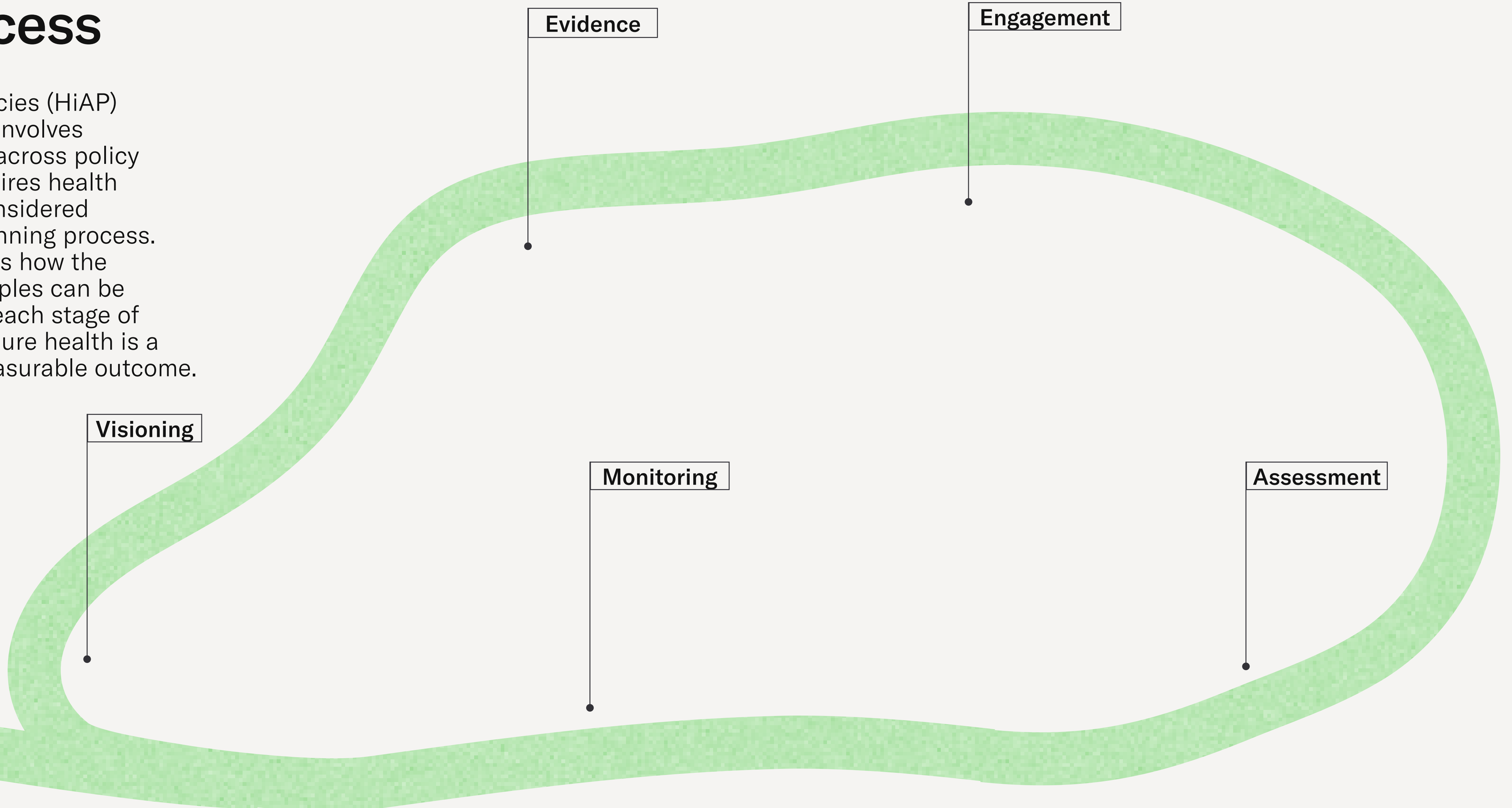
- Define when a site masterplan is required.
- Set clear objectives for masterplans as early design tools.
- Require health considerations to be embedded, and in accordance with the Framework's principles.
- Ensure masterplans are endorsed before more detailed planning applications are developed and treated as material consideration in decision making.

Resources and guidance

- Public Health Wales (2021) Health Impact Assessment Screening Record Sheet including Mental Wellbeing template. Available at: https://phwwhocc.co.uk/whiasu/wp-content/uploads/sites/3/2021/05/Health_Impact_Assessment_Screening_Record_Sheet_incl_MWB_template.pdf
- Public Health Wales (2021) Health Impact Assessment Scoping Checklist: determining the focus, methods and work-plan for the HIA. Available at: <https://phwwhocc.co.uk/whiasu/wp-content/uploads/sites/3/2021/12/New-Scoping-Checklist-master-final-draft.pdf>
- Public Health England (2020) Health Impact Assessment in spatial planning: a guide for local authority public health and planning teams. Available at: https://assets.publishing.service.gov.uk/media/5f93024ad3bf7f35f184eb24/HIA_in_Planning_Guide_Sept2020.pdf
- Welwyn Hatfield Borough Council (2024) Planning Guidance Note: Approach to Masterplanning. Welwyn Hatfield: Welwyn Hatfield Borough Council. Available at: <https://www.welhat.gov.uk/downloads/download/475/planning-guidance-note-approach-to-masterplanning>
- East Herts District Council (2023) Masterplans. Available at: <https://www.eastherts.gov.uk/planning-and-building/planning-policy/masterplans> (Accessed: 22 July 2025).

Embedding health as a process

A Health in All Policies (HiAP) approach not only involves embedding health across policy areas but also requires health outcomes to be considered throughout the planning process. The section outlines how the Framework's principles can be embedded across each stage of plan-making to ensure health is a consistent and measurable outcome.



Health focused visioning

What is a health focused vision and why is it important?

The vision in a strategic plan or local plan sets the strategic direction for how a place will evolve and grow over the plan period. It articulates the long-term ambition, identity, priorities and objectives to guide delivery.

Visions act as a ‘golden thread’ in plan-making, guiding engagement, evidence gathering, policy development and assessment. Good visions are place-based, compelling, and aspirational, but grounded in evidence and achievable.

Building a healthy vision

The Local Government Association (LGA) report ‘Developing Healthier Places’ focused on identifying ways councils can work with developers to create health and wellbeing. It found that early, clear and consistent messaging about health and wellbeing is crucial for securing healthy developments. This starts with the local plan vision.

By embedding health into the vision from the outset, positive health outcomes and tackling inequity become the guiding principle for subsequent plan-making stages and development management. This naturally supports a HiAP approach and integrates the Framework’s principles.

A health-focused vision positions health, inclusivity, equity, and sustainability at the heart of strategic and local growth objectives. This in turn influences decision-making around spatial strategy options and the development of planning policy to encourage healthy growth patterns and development aligned to the Framework’s principles.

Guidance for a health based vision

- Plan visions should place positive health outcomes and tackling inequity at the centre, expressing a future where people can live healthier, longer lives.
- Visions should reflect place-specific

health challenges, including those identified in the Framework where relevant.

- The vision should integrate the Framework’s cross-cutting themes - health equity, inclusion and sustainability - to ensure health inequality is addressed holistically.
- Visions should use the Framework to position health as a unifying theme across broader ambitions: environment, economy, transport, communities, places, infrastructure, and homes.
- Ensure the health-based vision is co-developed with local communities to reflect their priorities (see following page).
- The health-based vision should inspire action and set a clear, bold picture for a healthier future.

↗ Examples of health based visions

-
- Plymouth City Council, 2024. The Plymouth Plan: A Healthy City. [online] Available at: <https://theplymouthplan.com/plan-structure/a-healthy-city>
-
- Liverpool City Council, 2024. Council Plan: Pillar 4 – Healthier lives for children and adults. [online] Available at: <https://liverpool.gov.uk/council/strategies-and-policies/council-plan/pillar-4-healthier-lives-for-children-and-adults/>

Health focused engagement

What is health focused engagement and why is it important?

Engagement is central to healthy placemaking and embedding a Health in All Policies approach. It's not just about collecting views; it's a way to build trust, empower communities, and foster a sense of agency, which in themselves are all factors that can determine health and wellbeing. (LGA, 2024)

When people feel they have control over their environment, it supports mental wellbeing and social connection (LGA, 2024). Engagement is therefore not just a tool, it's an integral part of creating a healthy place.

Purpose and principles

Good engagement ensures that plans reflect real experiences. It is a key way to implement the Frameworks 'cross-cutting themes' by identifying and understanding local health inequalities and particular

needs. Engagement should be:

- Inclusive – involving people who are often left out, especially those facing health challenges. (Quality of Life Foundation, 2024)
- Representative – reflecting the diversity of the community.
- Iterative – happening throughout the planning process, not just once.
- Empowering – giving people a real say in decisions. (LGA, 2024)
- Collaborative – involving a wide range of partners, including health, education, housing, transport, and community organisations. (Quality of Life Foundation, 2024; Bird, E.L. & Hyde, G. et al., 2024.)

Guidance for health focused engagement

Planning teams should use a mix of traditional and creative methods, depending on the context. These might include:

- HIA Participatory Workshops – these should be integrated early in the HIA process (see 'Assessment' section) to inform assessment and incorporate local understandings.
- Focus groups and interviews – to understand specific health needs.
- Digital tools – for mapping, surveys, collaboration and feedback.
- Citizens' panels or assemblies – to reflect a broad range of views and explore complex issues.
- Community representatives – embedded in steering or advisory groups.
- Stakeholder forums – to align priorities across sectors. (LGA, 2024)

Strategic alignment and joint working

In addition to community engagement, local plan stakeholder engagement should link with wider strategies such as health and wellbeing, transport, and climate plans.

A 'Health in All Policies' approach means engagement is more than just a planning task, it's shared across the authority and with partners. Joint working with NHS bodies, Integrated Care Boards, and other anchor institutions helps align priorities and share information, data and resources.

Mandating transdisciplinary collaboration and knowledge-sharing between town planning and public health professionals has been used effectively by East Sussex County Council through a [Memorandum of Understanding \(MoU\)](#).

To ensure strategic alignment between health and planning, authorities should establish an informal or formal engagement process with Public Health at the outset of local plan production, including setting out the roles and responsibilities of each, clear triggers for engagement and consultation and a defined process for knowledge sharing.

Health-centric evidence

What is health focused evidence and why is it important?

Planning Policy must be informed by robust evidence of local need and issues to ensure policies are effective, justified and legally sound. As a result, gathering sufficient health evidence and data is essential to embedding a Health in All Policies approach.

A health-focused evidence base makes the case for policy interventions in line with the Framework’s principles, supporting positive outcomes and tackling inequalities. It should be integrated from the earliest stages of plan-making, including the development of the vision, objectives, and spatial strategy.

Guidance for health focused engagement

Health evidence should not be treated as a one-off exercise. Instead, it should be part

of a cyclical process that includes:

- Gathering and analysing data—including qualitative and quantitative sources;
- Translating insights into policies and strategies;
- Defining indicators and measurable outcomes (See ‘Monitoring’ section)
- Monitoring and review—understanding what is working and where adjustments are needed; and
- Feeding back into the next cycle of planning or project delivery.

This approach ensures responsive and adaptive policy development that can reflect changing health needs over time.

Making use of the JSNA

The Joint Strategic Needs Assessment (JSNA) is a statutory tool produced by health and wellbeing boards. It identifies current and future health and care needs across a population by combining population health data, social determinants, and local knowledge.

Despite its value, JSNAs are underused in planning. A 2025 study by Chang and Hobs found that only 29.2% of local plans explicitly referenced the Joint Health and Wellbeing Strategy (JHWS) based on the JSNA.

In Hertfordshire Plans should:

- Reference the JSNA and JHWS (Joint Health and Wellbeing Strategy) to align with identified health objectives;
- Identify gaps in JSNA data relating to planning, the built environment and this Framework. Work with the Hertfordshire Health and Wellbeing board to fill these gaps;
- Use JSNA data to inform policy positions;
- Collaborate with public health teams to interpret and apply JSNA insights meaningfully; and
- Encourage developers to consider JSNA findings in Health Impact Assessments and design proposals.

The Framework as an evidence base document

The Framework should be used as a living document for those developing local and strategic plans across Hertfordshire, reinforcing how plans and policies positively influence the social determinants of health and support health outcomes. Chapter 2.3 identifies leading determinants in Hertfordshire. This provides a framework for further evidence gathering.

↗ Key evidence sources

- Herts Insight - statistical data about Hertfordshire and residents. <https://storymaps.arcgis.com/stories/c73af5df9e3c4668b135ebfe96a080f0>
- Fingertips (OHID) – theme-based health indicator <https://fingertips.phe.org.uk/>
- Local Health – ward-level maps, charts, reports <https://www.localhealth.org.uk>
- JSNA & JHWS – <https://www.hertfordshire.gov.uk/microsites/jsna/hertfordshires-joint-strategic-needs-assessment.aspx>
- Nomis – labour market and demographic data <https://www.nomisweb.co.uk>
- UK Measures of National Wellbeing (ONS) – data across 58 wellbeing indicators <https://www.ons.gov.uk/peoplepopulationandcommunity>

Health Impact Assessment (HIA)

What is HIA and why is it important?

HIA is a structured, evidence-based process used to evaluate the health impacts of a strategic or local plan. As such, HIA is a useful tool to check and ensure that the Framework's principles and objectives have been integrated into policies. It also allows authorities to demonstrate how they are meeting their duties to deliver better health outcomes.

HIA should utilise existing Local or Strategic Plan evidence-base information and incorporate the principles, objectives and evidence contained in the Framework, helping to reduce resource demands.

Integrated Impact Assessment (IIA)

IIA is a comprehensive assessment approach that integrates multiple assessment processes including SA, SEA, HRA and HIA. This allows an assessment of the interconnected effects of outcomes and maximises resources. Where an IIA is used, health outcomes and priorities must be explicit.

Guidance for HIA

HIA is not a statutory process and as such does not have an established methodology. However, HIAs for development plans should broadly follow the stages below, maintained as a live document and updated as the plan progresses:

1. Screening.

Due to the impact of Development Plans on health outcomes, all Strategic and local plans should 'screen-in' a HIA.

2. Scoping

Plan making authorities should take an appropriate approach to either HIA or IIA in consultation with Public Health. Identify key themes and relevant policies using the Framework principles and objectives. Engage in a rapid participatory workshop to inform evidence gathering (see Public Health Wales, 2021).

3. Assessment

Conduct an assessment of the potential health and wellbeing impacts of the Plan. This should occur early at the 'Preferred Strategy' stage to influence the Draft Plan.

4. Recommendations

Based on the outcomes of the assessment stage, make recommendations to improve health outcomes or enhance policies and proposals and feed this back into the assessment stage or plan.

5. Monitoring

Measure health indicators and built environment indicators (see following page).

Framework integration

The Framework should be used as the basis for HIA assessment to understand the degree to which emerging planning policy supports the Framework's principles and objectives and make subsequent recommendations to enhance positive health outcomes, supported by local evidence and community engagement. This could be supported by a standard Hertfordshire Plan-Making HIA Assessment Tool, designed to aid HIA screening and scoping, structured around Framework objectives.

↗ Further resources

- NHS London Healthy Urban Development Unit (HUDU), 2019. Rapid Health Impact Assessment Tool: Fourth Edition. Available at: <https://www.healthyurbandevlopment.nhs.uk/wp-content/uploads/2019/10/HUDU-Rapid-HIA-Tool-October-2019.pdf>
- Public Health Wales, 2021. Health Impact Assessment (HIA) and Local Development Plans (LDPs): A Toolkit for Practice. Available at: <https://phw.nhs.wales/publications/publications1/health-impact-assessment-hia-and-local-development-plans-ldps-a-toolkit-for-practice>
- Sharpe, C.A., 2021. Health impact assessment in spatial planning in England. *Cities & Health*, 5(6), pp. S191–S194. Available at: <https://www.tandfonline.com/doi/epdf/10.1080/23748834.2021.1876377>

Monitoring health

What is health monitoring and why is it important?

The effectiveness of plans and policies in shaping positively planning decisions and improving health outcomes must be monitored and reviewed to ensure continued development and local refinement of health-led policy.

By embedding health into monitoring processes, Local Authorities will be able to track the long term impact of planning policies, assess their effectiveness in reducing health inequality, and generate a feedback loop to inform future planning.

Health should be integrated into Local and Strategic plan monitoring frameworks by aligning indicators with health-related policy objectives across the Framework. This should be achieved by adopting a cross-cutting ‘Health and Wellbeing’ monitoring theme within Annual Monitoring reports.

The following section sets out a number of suggested indicators for adoption, but it is recommended that Authorities review and define a bespoke list to respond to specific local contexts and priorities.

Guidance for health monitoring

When selecting appropriate health indicators, Authorities should have regard to the following principles and questions:

- **Importance and relevance** - The indicator should be aligned to the Framework’s principles and objectives.
- **Validity** - Ensure the indicator measures what it means to.
- **Possibility** - Ensure sufficiently detailed and reliable information exists for the indicator.
- **Meaning** - What does variation across the indicator illustrate and would this warrant further investigation or action.
- **Implications** - Identify actions associated with indicator outcomes. Can any identified issue be investigated further, and can the indicator be monitored consistently over time?

Social determinant indicators

The purpose of the Framework is to tackle the social determinants of health through planning policy. We have identified a list social determinants of key importance to life expectancy outcomes in Hertfordshire (see Chapter 2.3 for method and analysis). From this list, determinants which can change, be monitored over time and scalable are suggested as indicators.

Key indicators (of most importance to life expectancy in Hertfordshire):

- Household overcrowding (%)
- Households in fuel poverty (%)
- Total annual income (£)
- NO2 concentration

Supporting indicators (indicate wider performance of built environment):

- Public transport stop density per km2
- Households in poverty (%)

- Average combined size of parks, public gardens, or playing fields within 1,000m (m²)
- Rail noise exposure (%)
- Road noise exposure (%)
- Crime per 100 population
- Long-term unemployment (%)
- Older population living alone (%)

2.1 Healthy Placemaking Principles

2.2 Embedding Health in Plans

2.3 Health Action Areas

This chapter starts to examine the specific social determinants influencing health outcomes and differences in life expectancy across Hertfordshire. It uses statistical modelling and machine learning to begin identifying the most influential and locally relevant determinants of health, grouping neighbourhoods into targeted Health Action Areas.

The intention is to provide a clear, practical, and evidence-based foundation for targeted action and so bridge the gap between universal healthy placemaking principles and the lived realities of communities. While relevant data is often limited or partial, and the causal links between social determinants and health outcomes are complex and interrelated, this chapter offers a starting point ‘a living framework’ for developing place-specific and nuanced plans and policies. It supports a wider move towards bespoke interventions that respond to the unique combinations of determinants shaping health in different places.

Introduction

This chapter sets out the results of an analytical process designed to explore the social determinants of life expectancy across Hertfordshire. The aim is to generate a locally focussed evidence base that supports targeted, place-centric policy and planning interventions aimed at reducing health inequalities.

In particular, this work seeks to answer three core questions:

- Which spatial, socio-economic, and demographic determinants specific to Hertfordshire are most strongly associated with life expectancy?
- Which combinations of spatial, socio-economic, and demographic determinants of health consistently emerge as most important and how does their influence vary across different parts of Hertfordshire?
- Can we group areas within Hertfordshire based on similar combinations of spatial, socio-economic, and demographic determinants of health to help better target policy, planning, and resources?

Methodology summary

This method is designed to be revisited, refined, and repeated – supporting a ‘living framework’ for ongoing evidence gathering and targeted action.

This work builds on a published methodology developed by researchers at the University of Cambridge as part of the eMOTIONAL Cities Horizon 2020 project (Silva, Niu and Seraphim et al, 2023). Building on this foundation, we applied a tailored combination of established statistical methods, machine learning techniques and professional judgement to the Hertfordshire context.

Two complementary methods were used to assess which determinants are most strongly associated with life expectancy in Hertfordshire. The aim was not simply to identify statistical relationships, but to highlight determinants that can be influenced through planning, investment, and policy levers. This offers a practical starting point for understanding variation in health outcomes and identifying where targeted action may be most effective.

Assessing linear relationships

We first ran an Ordinary Least Squares (OLS) regression using a refined list of determinants. This method identifies how life expectancy changes in proportion to each individual determinant. It is useful for spotting consistent relationships - such as whether higher income levels are generally linked to longer life expectancy.

Assessing non-linear and conditional relationships

Next, a decision tree model was used to explore more complex relationships, where the impact of one determinant may depend on the presence or level of another. This helps identify how combinations of conditions shape life expectancy in different ways across different places.

By comparing results from both methods, we were able to isolate the determinants that are important across both:

- Household overcrowding
- Annual income
- Proximity to rail infrastructure

- Green space coverage
- Fuel poverty
- Distance travelled to work
- Air quality

Interpreting the results

While the models help to identify which determinants might be most strongly associated with life expectancy, it's important not to take these results at face value. Each variable needs to be interpreted in context - not just in terms of what it measures directly, but what it may represent more broadly about a place. The causal relationships between social determinants and health outcomes are complex, often non-linear, and shaped by interdependencies. This chapter does not claim to offer definitive answers, but rather provides a structured and evidence-informed starting point for each plan-making authority to develop more nuanced, place-specific plans and policies.

Household overcrowding

What is household overcrowding?

Household overcrowding refers to situations where the number of people living in a home exceeds the space available, highlighting housing pressure and social disadvantage. It is the determinant most strongly associated with life expectancy in Hertfordshire.

Overcrowding is not only a marker of housing shortage or affordability pressures, but also a direct health risk. It increases exposure to communicable diseases, exacerbates stress and mental ill health, reduces opportunities for children to study or play, and undermines sleep quality. In the long term, overcrowded housing is associated with chronic respiratory conditions and poor educational and health outcomes for children (PHE, 2017).

Relationship with other determinants

Where overcrowding is high, we often also see denser transport networks, higher proportion of minority populations and elevated crime, although it is not a perfect substitute for these dimensions.

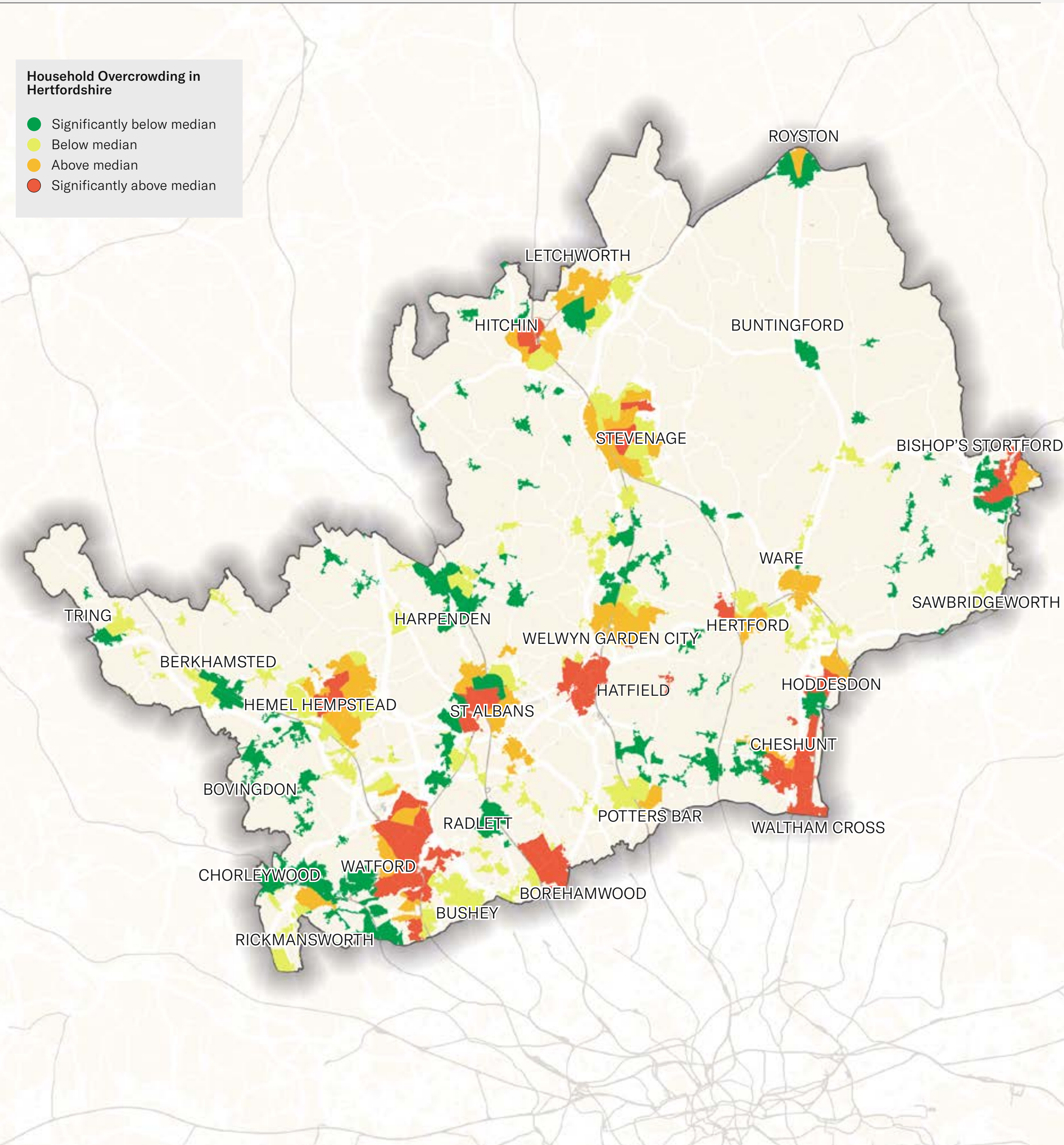
Overcrowding is also moderately linked to long-term unemployment. These relationships highlight the complex interplay between housing conditions and wider social and spatial factors.

Data source

This dataset captures the overall percentage of overcrowded households per MSOA. OHID (2025) Public Health Profiles: <https://fingertips.phe.org.uk/profiles>.

Interpreting the results

While household overcrowding is directly linked to poor health outcomes, it also act as a proxy for broader social disadvantage and housing stress. Its correlation with indicators like minority population share and crime suggests it may also reflect patterns of spatial inequality. Therefore, overcrowding shouldn't be viewed solely as a housing issue, but as a signal of compounding structural pressures on communities. Addressing it requires integrated planning, housing, and health responses, and should be central to place-based strategies aimed at improving health outcomes and reducing inequality.



Total annual income

What is total income?

Total annual income is a direct measure of community affluence and is one of the strongest predictors of life expectancy and healthy life years (Marmot, 2020). Income is a key social determinant, shaping access to nutritious food, transport, stable housing, and healthcare. In lower-income households, these choices are often constrained, limiting access to health-promoting resources.

In-work poverty is particularly relevant in Hertfordshire, where housing and transport costs often exceed wage growth in many sectors.

Relationship with other determinants

It is most closely associated with higher affordable housing ratios and, to a lesser extent, better access to parks and green spaces. Therefore, areas with higher average incomes tend to offer both more affordable housing and greater green space provision.

Data source

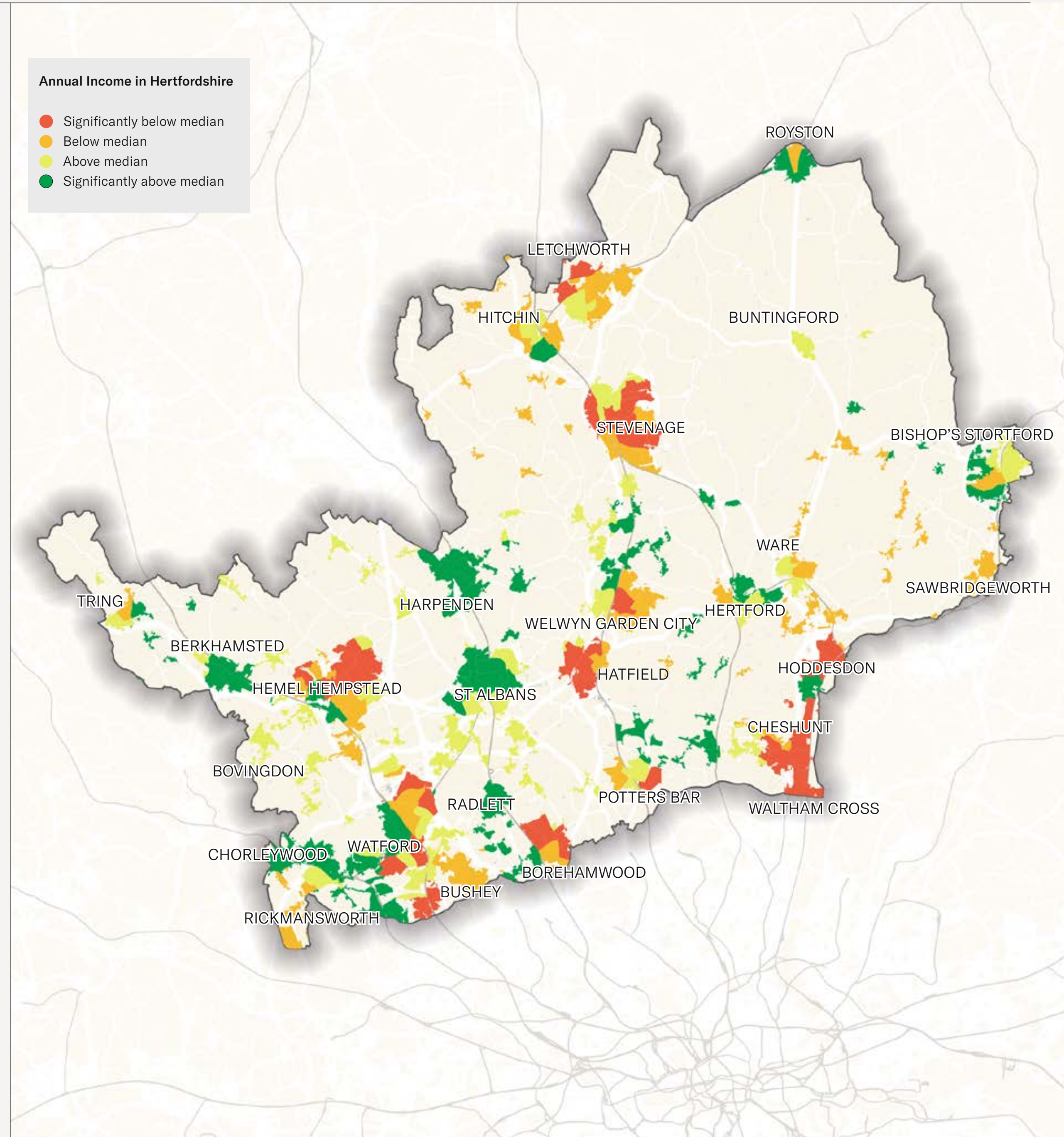
This dataset captures total average household Income per MSOA. ONS (2025) <https://www.ons.gov.uk/peoplepopulationandcommunity/personalandhouseholdfinances/incomeandwealth>

Interpreting the results

Income is a direct indicator of economic wellbeing. While it reflects capacity to meet basic needs, it may also capture a bundle of related advantages - such as access to better housing, healthier food, safer environments, and health services.

It's not just about income, but the access it enables to health promoting resources. This is a crucial interpretation: by taking an equitable approach to healthy placemaking, we can ensure that areas and communities with lower income are still provided access to these resources.

In essence, income does not have to determine health outcomes if planning and policy actively work to close the gap.



Proximity to rail infrastructure

What is proximity to rail infrastructure?

This determinant uses exposure to rail noise as a proxy for proximity to rail infrastructure including stations. While this may appear counter-intuitive, areas with greater exposure to rail noise in Hertfordshire tend to be positively associated with life expectancy.

Living near rail infrastructure and stations often coincides with better public transport access, improved connectivity to jobs, and higher land values - all of which support overall wellbeing and better health outcomes. In contrast, communities located far from rail and other public transport options may face greater car dependency, longer commutes and increased social isolation.

Relationship with other determinants

Rail noise in this dataset is largely independent of other indicators. None of the remaining or excluded variables show substantial correlation with rail noise, suggesting it captures a distinct spatial

condition not explained by income, green space, or other health-promoting resources.

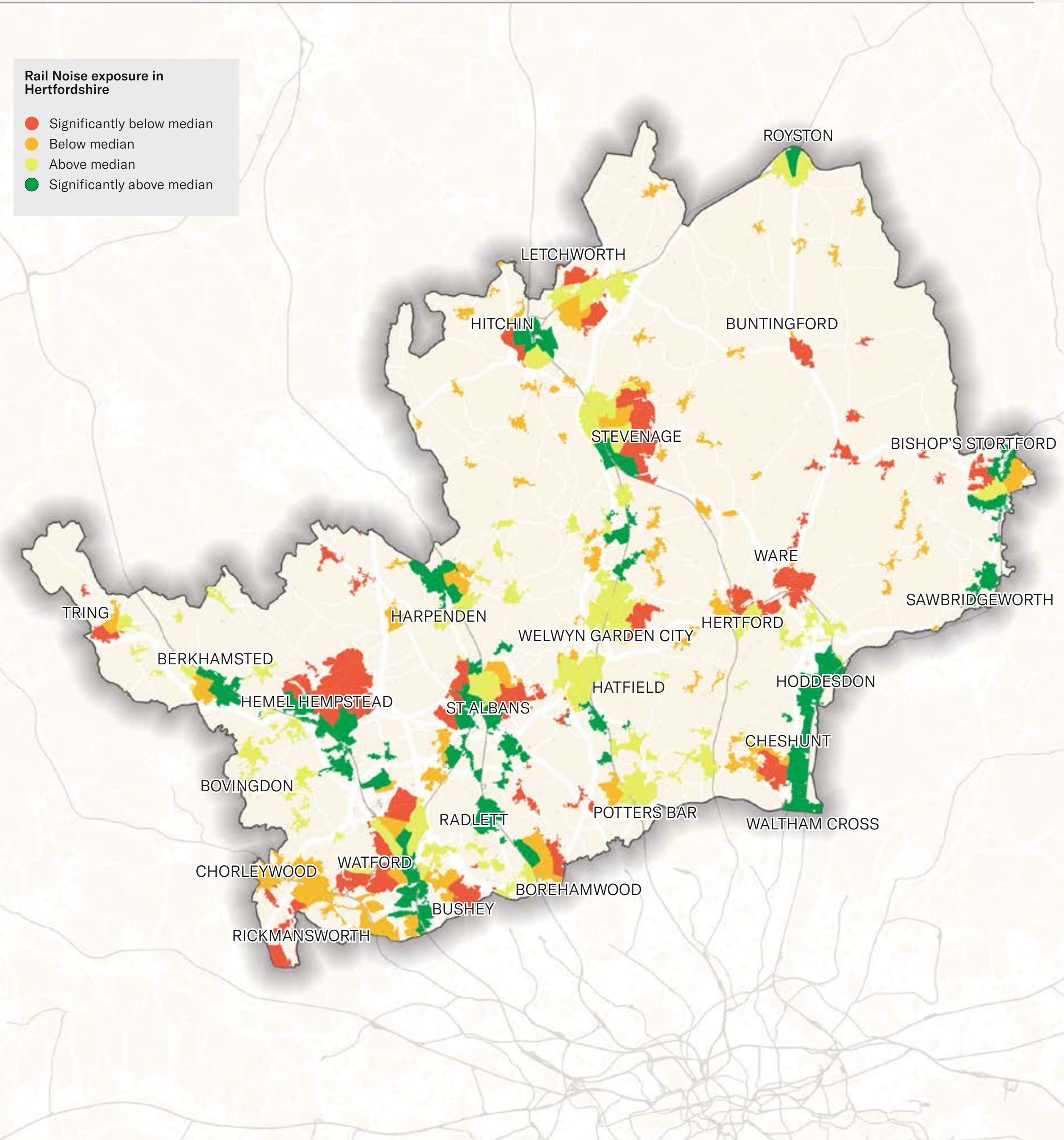
Data source

This dataset captures the Percentage of Areas Exposed to Rail Noise per MSOA. DEFRA (2021): <https://environment.data.gov.uk/dataset/3fb3c2d7-292c-4e0a-bd5b-d8e4e1fe2947>

Interpreting the results

This is a clear example of why interpretation matters. The positive association between life expectancy and rail noise does not imply that noise exposure improves health. Rather, it reflects the broader benefits of public transport connectivity and the spatial advantages that often accompany rail access.

Importantly, this determinant is not strongly linked to income, green space, or other health promoting resources. Unlike determinants such as household overcrowding or income - which often act as proxies for multiple overlapping factors - rail proximity appears to capture a distinct spatial advantage that supports healthier lives in Hertfordshire.



Green space coverage

What is green space coverage?

Green space coverage refers to the proportion of land in each area that consists of parks, playing fields, woodlands, and other natural or vegetated land. It is positively and consistently associated with life expectancy in Hertfordshire.

Green space coverage is a key determinant of health, contributing to physical, mental, and social wellbeing. Evidence shows that access to quality green space supports increased physical activity, reduced levels of obesity, lower stress and anxiety, improved cardiovascular outcomes, and reduced mortality. (Public Health England, 2017)

Relationship with other determinants

Green space coverage is moderately negatively correlated with household overcrowding, meaning that areas with less green space tend to experience more overcrowding and vice versa. It is also strongly negatively correlated with stop density, reflecting the fact that the most built-up areas (with many transport stops) often have less green space available.

Importantly, green space coverage is not strongly linked to income, fuel poverty, or crime, suggesting it captures a distinct and independent environmental condition that supports health regardless of socioeconomic status.

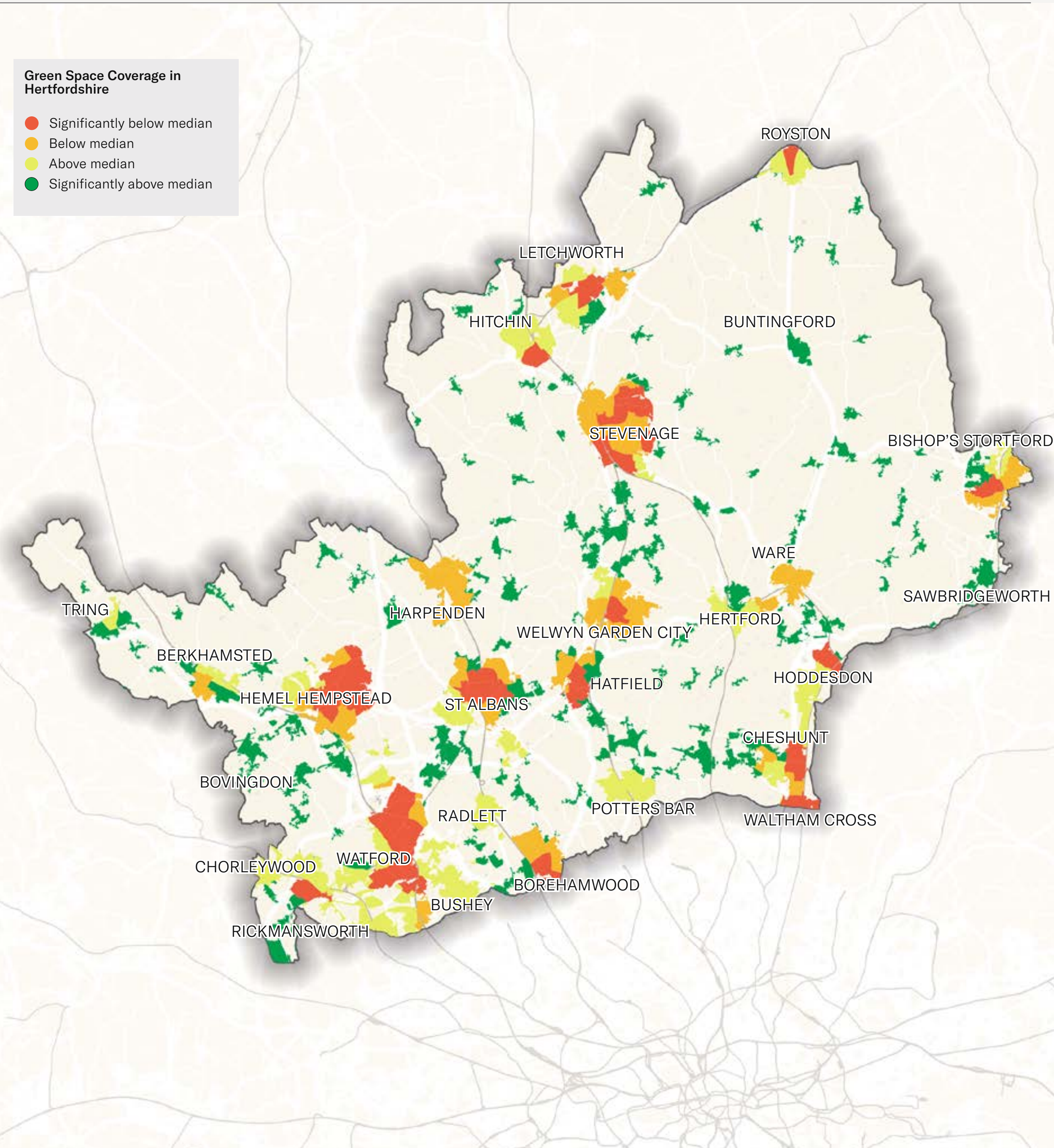
Data source

This dataset captures the Percentage of Green Space Coverage derived from LCM official land cover class codes per MSOA. DEFRA (2021): <https://catalogue.ceh.ac.uk/documents/73ecb85e-c55a-4505-9c39-526b464e1efd>

Interpreting the results

While overall green space coverage is a useful indicator of access to open space and nature, it does not account for quality, safety, walkability or accessibility. Nonetheless, the results show a clear and expected urban-rural divide.

The lack of strong correlation with income, fuel poverty, or crime reinforces that access to open space can independently promote better health outcomes. This strongly suggests green space coverage is a credible and actionable determinant for healthy placemaking in Hertfordshire.



Fuel poverty

What is Fuel poverty?

Fuel Poverty occurs when a household cannot afford to heat their home to a safe and comfortable level given their income. A household is considered fuel poor if they would be left below the poverty line after spending the required amount to heat their home. It is an important determinant of life expectancy in Hertfordshire.

Fuel poverty is linked to winter mortality and respiratory illness, particularly among older adults and children (Institute of Health Equity, 2022). Cold, damp homes are directly associated with cardiovascular and respiratory conditions and exacerbate mental health issues - especially where fuel poverty overlaps with overcrowding. This is a particularly acute issue in Hertfordshire, which has 18,000 homes affected by damp and mould. (Hertfordshire County Council, 2025).

Relationship with other determinants

Fuel poverty is moderately associated with overcrowding, and negatively correlated with income. These relationships reflect the

broader socioeconomic and housing-related pressures that compound fuel poverty.

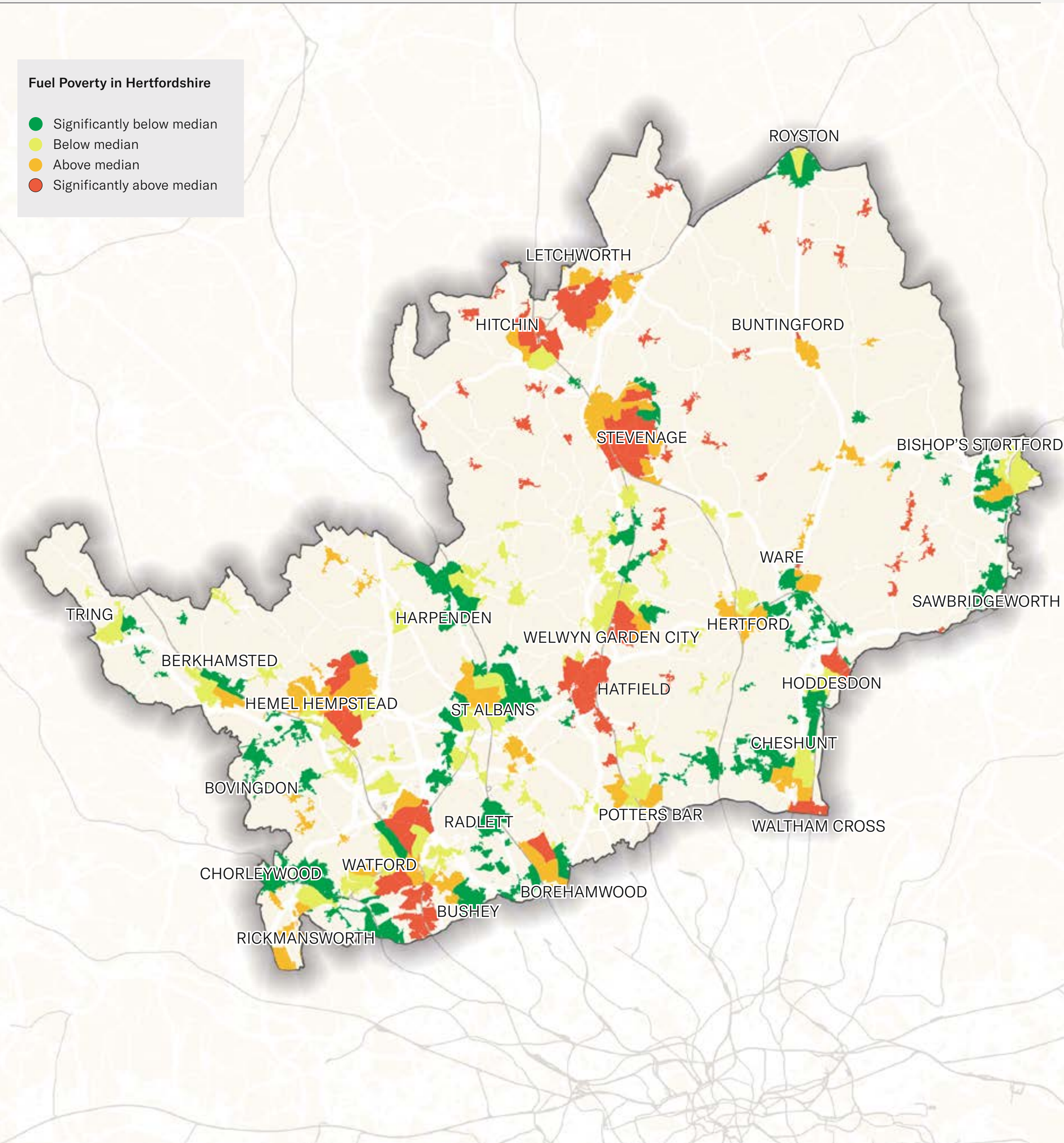
Data source

This dataset captures the Percentage of Households experiencing fuel poverty per MSOA. OHID (2022): <https://fingertips.phe.org.uk/profile/wider-determinants/data>

Interpreting the results

Fuel poverty does not only reflect challenges in affording energy – it also serves as a broader signal of housing quality, income deprivation, and energy efficiency standards. High levels of fuel poverty may point to poorly insulated homes, older housing stock, inefficient heating systems, or high energy prices relative to household income.

While fuel poverty is concentrated in areas facing multiple socio-economic challenges, the data clearly indicates that poor housing quality and low energy efficiency are contributing to negative health outcomes in Hertfordshire. Addressing fuel poverty through planning, housing and retrofit strategies is therefore essential to improving health equity.



Distance travelled to work

What is distance travelled to work?

This variable measures the average distance residents travel to reach their workplace. It acts as an indicator of local employment accessibility, transport connectivity and commuting burden. It is negatively associated with life expectancy in Hertfordshire.

Distance travelled to work has both environmental and personal health implications. Long commutes, particularly by car, are associated with physical inactivity, higher stress levels, and reduced time for social or physical activity (Durand et al., 2011).

Relationship with other determinants

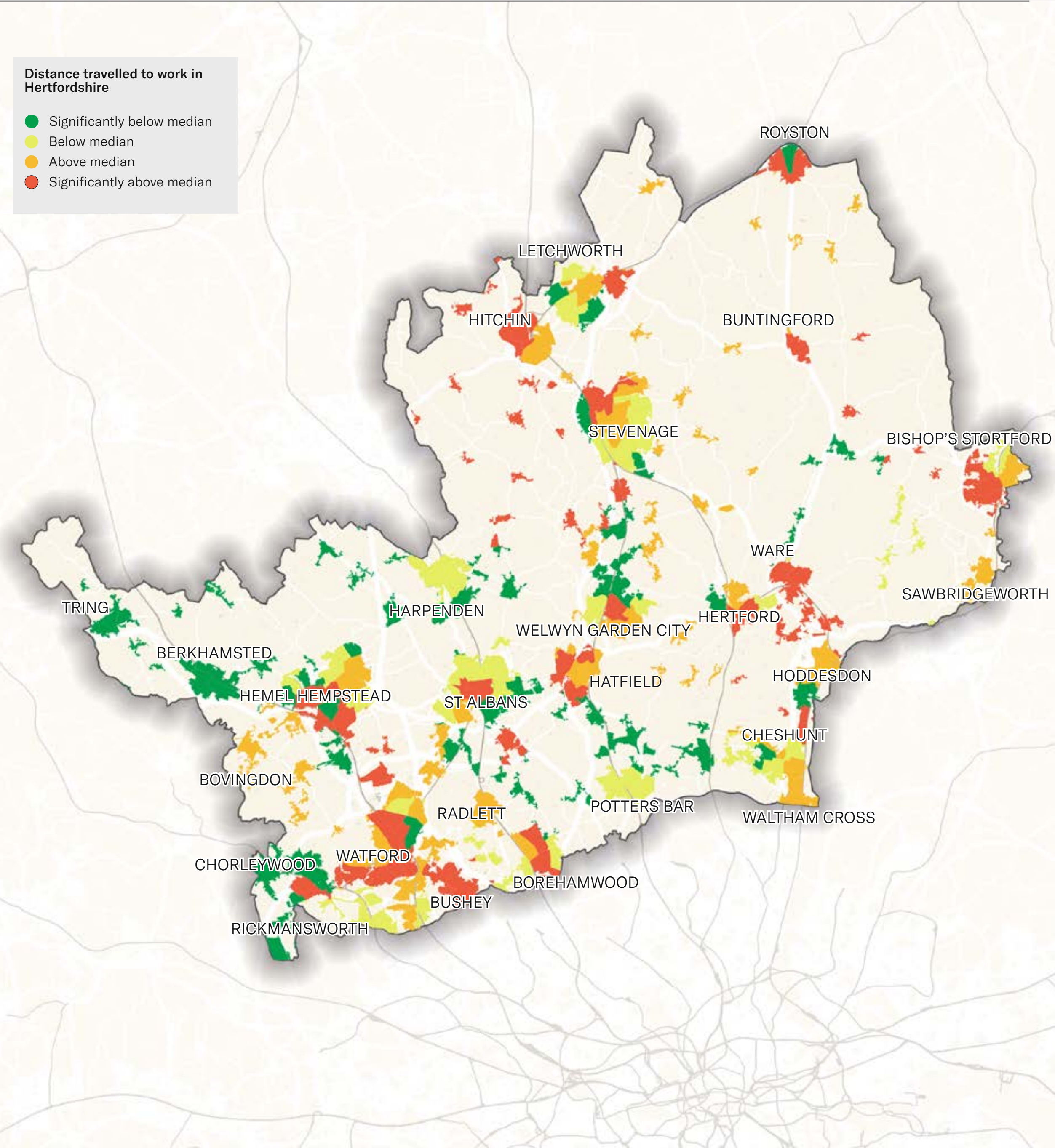
Distance travelled to work is moderately associated with overcrowding and public transport stop density. These relationships suggest that longer commutes may coincide with areas experiencing housing pressure and limited transport options.

Data source

This dataset captures the average distance travelled to work in km per MSOA. ONS (2021): <https://www.ons.gov.uk/census>

Interpreting the results

While long commutes and car dependency negatively impact health, this determinant may also reflect connectivity to economic centres or transport accessibility – factors that can support employment, income, and social inclusion. It is not strongly correlated with other variables, which highlights the importance of movement and connectivity as standalone contributors to health outcomes. Its moderate association with overcrowding suggests that longer commutes may also reflect economic isolation in certain communities. Local authorities also must remain cognisant that commuting levels are often determined by time rather than distance, as such improving transport leads to longer commutes in terms of distance as the time taken remains the same. This should therefore be viewed as a wider proxy for access to work and car dependency.



Air pollution

What is air pollution?

Air pollution is measured here using levels of NO₂ concentration as a proxy for overall air quality. In Hertfordshire, air pollution accounts for an estimated 6% of deaths among residents aged 30 and over (JSNA, 2025).

Although air pollution is typically classified as a health risk rather than a social determinant, it has been included in this study due to its disproportionate impact on more deprived neighbourhoods - adding environmental injustice to existing structural inequalities.

Crucially, air pollution is an avoidable risk with clear planning policy solutions, making it a relevant and actionable factor in healthy placemaking.

Relationship with other determinants

Air pollution is moderately correlated with both road noise and overcrowding.

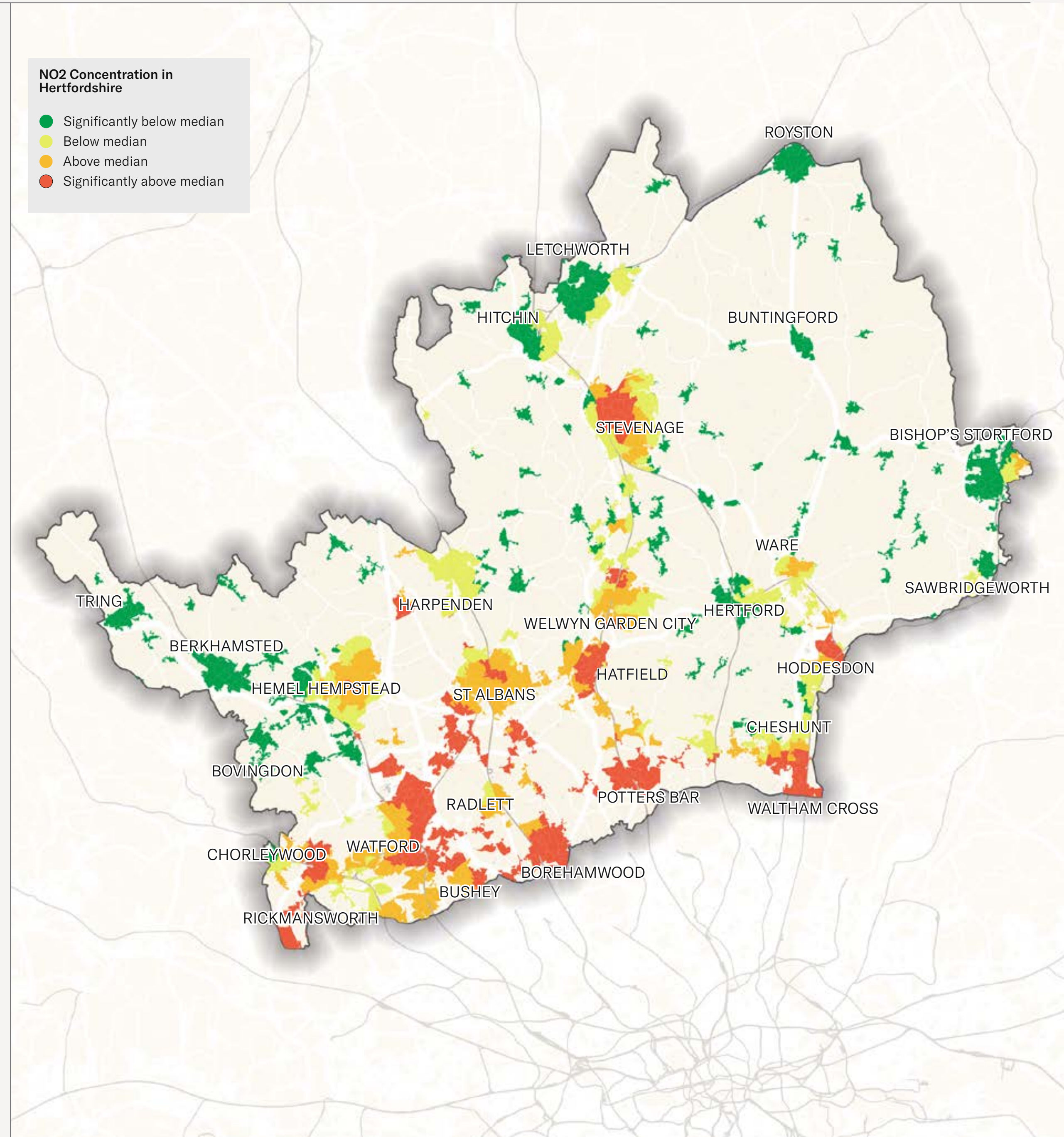
Data source

This dataset captures average NO₂ concentration per MSOA . DEFRA (2021): <https://www.ons.gov.uk/census>

Interpreting the results

Air pollution has a well-documented negative impact on health, particularly for respiratory and cardiovascular conditions. In some contexts, higher NO₂ levels are linked to denser, more urban areas - supported by its moderate correlation with road noise and overcrowding. However, urban areas often benefit from better access to services and employment, and NO₂ concentration is not strongly correlated with income levels.

This highlights the tension between environmental risk and socio-economic advantage. But given the clear link between air pollution and premature death, poor air quality must be addressed regardless of its association with otherwise well-connected places. This reinforces the need to shift away from car dependency and towards active travel and public transport, ensuring that connectivity and density are delivered in ways that support health.

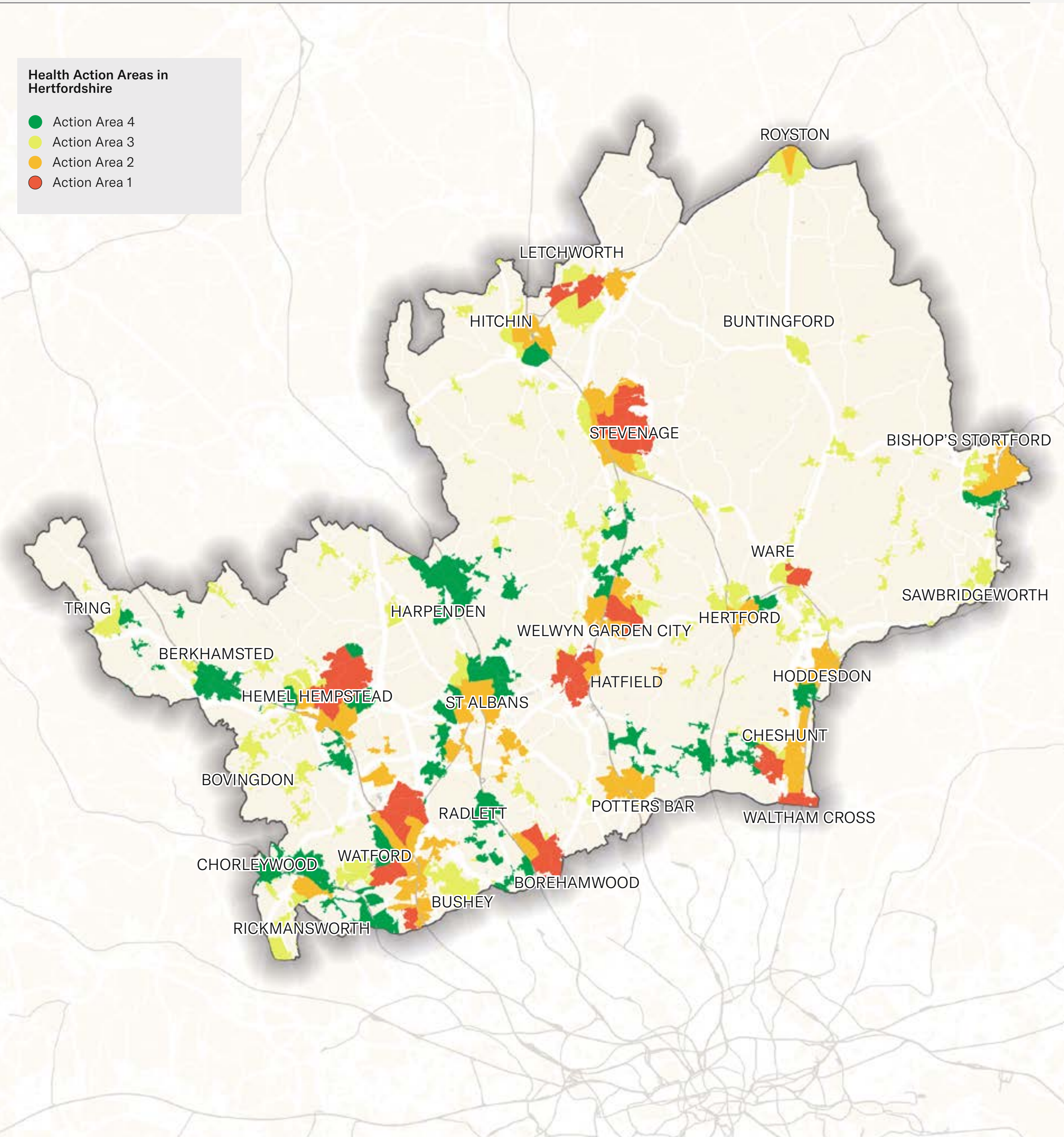


Health Action Areas

To support further place-based decision-making, the key determinants identified have been grouped into clusters.

Middle Layer Super Output Areas (MSOAs) in Hertfordshire have been grouped into four distinct Health Action Areas, each reflecting combinations of the most influential determinants of life expectancy in Hertfordshire. While only a select number of variables are mapped, they act as proxies for a broader spectrum of social, environmental, and economic conditions. As such, the clusters represent more than just statistical groupings – they begin to tell a deeper story about local living conditions and distinct profiles of place-based challenges and opportunities begin to emerge.

This approach seeks to move beyond one-size-fits-all strategies by recognising the diversity of conditions that shape life expectancy across the County. It also reflects the interrelated nature of the key determinants identifies, offering the basis for a more nuanced understanding of spatial variation in health outcomes and enabling more responsive, locally tailored plans and policies.



Defining Health Action Areas

To support targeted, place-based planning, four distinct Health Action Areas have been identified across Hertfordshire. These areas reflect combinations of key determinants that shape life expectancy and local health outcomes. Each cluster highlights a unique profile of environmental, social, and economic conditions, helping to guide tailored plans and policies.

High stress area

Health Action Area 1 (HAA1): Low life expectancy with severe, overlapping challenges.

- Life expectancy: Lowest (80.3 years)
- Overcrowding: High
- Income: Lowest (~£44,000)
- Proximity to rail infrastructure: Lowest
- Green space: Lowest (25.7%)
- Fuel poverty: Highest
- Distance to work: Long
- Air pollution: Very High

These areas face the most acute challenges and should be prioritised for targeted, place-based action. Here, multiple social determinants converge to form a pattern of structural disadvantage. Severe household overcrowding, high fuel poverty, and poor air quality are compounded by social isolation, low incomes, and limited access to public transport.

Moderate stress area

Health Action Area 2 (HAA2): - Moderate-low life expectancy with active health pressures.

- Life expectancy: Low (82.5 years)
- Overcrowding: Highest
- Income: Moderate (~£49,800)
- Proximity to rail infrastructure: High
- Green space: Low (40.3%)
- Fuel poverty: High
- Distance to work: Longest
- Air pollution: Very High

These areas show signs of vulnerability and would benefit from proactive, preventative action. High overcrowding, rising fuel poverty, and increased social isolation highlight growing pressures on housing and affordability. These dense, commuter-linked neighbourhoods face urban stressors such as limited green space and poor air quality.

Emerging stress area

Health Action Area 3 (HAA3): Emerging Stress Areas - Moderate-high life expectancy with early signs of stress.

- Life expectancy: High (83.2 years)
- Overcrowding: Low
- Income: Moderate-High (~£50,600)
- Proximity to rail infrastructure: Low
- Green space: High (72.7%)
- Fuel poverty: Low
- Distance to work: Short
- Air pollution: Low

These areas are general healthy, leafy and suburban. Residents benefit from high green space coverage, lower air pollution, less household overcrowding, and relatively high income. However, early signs of stress may emerge as conditions evolve.

Low stress area

Health Action Area 4 (HAA4): High life expectancy, lower health risks

- Life expectancy: Highest (84.7 years)
- Overcrowding: Lowest
- Income: Highest (~£59,300)
- Proximity to rail infrastructure: Moderate
- Green space: Moderate (54.6%)
- Fuel poverty: Lowest
- Distance to work: Shortest
- Air pollution: Moderate

These are affluent, comfortable suburbs or edge-of-town areas, with low household stress, good incomes, moderate environmental exposure, and low deprivation. Whilst not the leafiest or most rural, their conditions support high life expectancy and low deprivation.

Policy implications - a Living Framework

This analysis provides a foundation for more targeted data use and evidence gathering to support the formulation of plans and policies as the basis for effective public health and spatial planning interventions across Hertfordshire. By attempting to identify the most influential and actionable determinants of health - and grouping neighbourhoods into distinct Health Action Areas, it becomes possible to supplement the universal principles of healthy placemaking with tailored, place-based strategies aligned to local conditions and priorities.

Tailoring interventions to area need

Each Health Action Area identified through the clustering process reflects a distinct level and type of public health challenge that is addressable through planning. This enables authorities and local stakeholders to align action with need, using the Health Action Areas as a framework to:

- Prioritise high-risk areas (HAA1: High Stress Areas and HAA2: Moderate Stress Areas) for urgent, cross- sectoral intervention - particularly where life expectancy is lowest and multiple key determinants converge and compound

(e.g. fuel poverty, air pollution, and overcrowding).

- Target early support to neighbourhoods showing signs of emerging stress (HAA3: Emerging Stress Areas) to prevent worsening outcomes.
- Protect and sustain the health outcomes of areas performing relatively well (HAA4: Low Stress Areas), ensuring inequalities do not widen over time.

This is a high-level interpretation of the clusters based on statistical modelling, spatial analysis, and professional judgement. Its primary purpose is to act as a starting point for further and ongoing evidence building and for cross-sector collaboration. The true value of this approach lies in its ability to support ongoing expert interpretation and targeted action by planners, public health professionals, social care providers, housing authorities, voluntary sector groups, and others working across Hertfordshire.

Together, these groups are best placed to co-develop detailed, context-sensitive action plans to address specific challenges and unlock opportunities within each area.

This tailored approach ensures limited resources are directed where they will have the greatest impact, while recognising that not all places require the same type or intensity of intervention.

Aligning with planning and public health tools

The analysis provides a shared evidence base that can be used to support and align with a range of planning and policy processes, including:

- Spatial Development Strategies
- Local and Neighbourhood Plans
- Health and Wellbeing Strategies
- Joint Strategic Needs Assessments (JSNAs)
- Local Growth Plans

The results also support Health in All Policies thinking – strengthening the case for health improvement through placemaking, rather than viewing health outcomes as the sole responsibility of the NHS or public health departments.

Using the framework for future monitoring and evaluation

The methodology developed here offers not only a snapshot in time, but a **living, breathing framework** for ongoing use. As new, better, or more granular data becomes available - including healthy life expectancy

In this way, the model provides a living framework for:

- Monitoring changes in life expectancy across character areas.
- Assessing the impact of interventions on health determinants.
- Tracking whether inequalities are narrowing or widening over time.
- Informing more responsive planning and policy decisions.

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Agenda Item 13

East Herts Council Report

Council

Date of meeting:	13 May 2026
Report by:	Helen Standen, Chief Executive
Report title:	Appointment of Interim Monitoring Officer
Ward(s) affected:	(All Wards);

Summary – In accordance with Section 5 of the Local Government and Housing Act 1989, Jonathan Geall, Director for Communities to be confirmed as the Council’s Interim Monitoring Office, for an initial period of six months, following the departure of James Ellis, Director for Legal, Policy and Governance and Monitoring Officer.

RECOMMENDATIONS FOR COUNCIL:

- a) To ratify the appointment of Jonathan Geall, Director of Communities as the Council’s interim Monitoring Officer, for an initial period of six months.**

1.0 Proposal(s)

- 1.1 Under Section 5 of the Local Government & Housing Act 1989 (as amended) the Council has a duty to appoint a Monitoring Officer.

2.0 Background

- 2.1 Following the departure of the Director for Legal, Policy and Governance and Monitoring Officer from the employment of East Herts Council to take up the position of Director of Legal and Democratic Services and Monitoring Officer at Ealing Council, consideration has been given to the team structure, taking account

of impending Local Government Reorganisation.

- 2.2 The role of Monitoring Officer (Constitution, council matters and advice) will be undertaken by Jonathan Geall, Director for Communities to provide continuity. Under the legislation, neither the Head of Paid Service nor the Chief Finance Officer can hold the position of Monitoring Officer. There is no statutory requirement for the position to be held by a legally qualified officer.
- 2.3 The Monitoring Officer has a number of statutory duties and responsibilities relating to the Council's Constitution and our arrangements for effective governance. These duties include maintaining the Constitution, ensuring that no decision or omission of the Council is likely to give rise to illegality or maladministration and promoting high standards of conduct. A full list of the Monitoring Officer's responsibilities and delegated powers is included within the Council's Constitution.
- 2.4 Section 11, paragraph 11.1(g) of the Constitution provides that the appointment of the Monitoring Officer and Chief Financial Officer (s151 officer) are to be carried out by the Chief Executive and ratified by Council.
- 2.5 All other Monitoring Officer matters (including legal advice) will be undertaken by the legal team at Hertfordshire County Council, giving an opportunity over the next two years for knowledge and experience to be gained by existing officers.
- 2.6 The Democratic Services and Elections teams will continue to report to Stephanie Tarrant, Assistant Director of Democracy, Elections and Information Governance, who will report directly into the Chief Executive. The Legal Team will report to Jessica Verdicchio, current Corporate Legal Services Manager at Broxbourne Borough Council, as part of a newly formed shared service across Broxbourne Borough and East Herts Council, reporting into East Herts Chief Executive on East Herts matters.

2.7 A review of the new working arrangements will be undertaken in 6 months and reported to Council on 9 December 2026.

3.0 Reason

3.1 To ensure that the Council complies with statutory requirements.

4.0 Options

4.1 Option 1 - to appoint an Interim Monitoring Officer and is the recommended option, as it ensures statutory compliance and continuity while Local Government Reorganisation considerations continue.

4.2 Option 2 - recruit to a permanent role; this was discounted due to organisational uncertainty.

4.3 Option 3 - to take no action; this is not lawful as the Council must appoint a Monitoring Officer.

5.0 Implications/Consultations

Community Safety

None arising directly from this report.

Data Protection

None arising directly from this report.

Equalities

None arising directly from this report.

Environmental Sustainability

None arising directly from this report.

Financial

The interim arrangement will begin upon the cessation of the employment of the previous post holder, at which time the approved salary budget for the Monitoring Officer will apply.

Health and Safety

None arising directly from this report.

Human Resources

None arising directly from this report.

Human Rights

None arising directly from this report.

Legal

Under Section 5 of the Local Government and Housing Act 1989 a local authority must appoint a Monitoring Officer. Section 113 (2) Local Government Act 1972, enables an authority to appoint /second an officer from another authority as an officer of the authority being appointed and thereby satisfy the requirement under Section 5 Local Government and Housing Act 1989 that an authority appoint "one of its staff" to be Monitoring Officer. The General power of competence under the Localism Act 2011 allows a local authority to do anything that individuals may do unless there are restrictions applied by other statute. This power can be used by a local authority to provide back-office functions to other bodies.

Specific Wards

No

6.0 Background papers, appendices and other relevant material

6.1 None

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East Herts Council Report

Council

Date of meeting: 13 May 2026

Report by: Jonathan Geall, Director for Communities and Monitoring Officer

Report title: Minor Amendments to the Constitution

Wards Affected: All

Summary

Paragraph 2.6.5 of the Constitution requires that any minor changes made to the Constitution which are, in the reasonable opinion of the Monitoring Officer, minor changes must be notified to members at the next meeting of the Council, save that any change expressly made to ensure the proper administration of the council must be brought to Council for approval to allow it to continue. All changes referred to in this report have been determined by the Monitoring Officer to be minor in nature, requiring notification, except a change to the Terms of Reference of the Audit and Governance Committee which requires the agreement of Council to continue. The changes are set out in Appendix A.

RECOMMENDATIONS FOR COUNCIL:

- a) that this report be accepted as the notification to Council required by the Constitution of minor changes, these being to the remits of two Executive Members, reference to the Deputy Chief Executive's responsibilities for human resources and amendments consequent to the six month trial of revised responsibilities for legal services and the Monitoring Officer function.
- b) that the change to the Audit and Governance Committee's Terms of Reference to ensure compliance with the recently introduced Global Internal Audit Standards (GIAS) for the UK public sector be agreed.

1.0 Proposal

1.1 As set out above.

2.0 Background

2.1 Changes to the Constitution are dealt with under section 2.6 of the Constitution.

2.2 The Leader of the Council has determined, using authority as described under paragraph 4.4.1 of the Constitution, that responsibility for the Communications function should move from the remit of the Executive Member for Corporate Services to that of the Executive Member for Resident Engagement. Consequent amendments to the table of Executive Members' remits have been made at paragraph 4.26.2 of the Constitution. Acting under authority delegated at paragraph 2.6.3 of the Constitution, the Monitoring Officer has determined that this is a matter within the definition, at paragraph 2.6.3(c), of a minor change to the Constitution and thus notification of the change to all members is needed at the next Council meeting, rather than their approval of the change.

2.3 Under paragraph 2.6.3(a) of the Constitution, if in the reasonable opinion of the Monitoring Officer a change is *'required to be made to remove any inconsistency, ambiguity, typographical or other such error, changes to staffing structures, job descriptions or changes in terminology'* then the Monitoring Officer may make such a change, with the requirement that all members are notified at the next Council meeting without their approval to the changes needing to be sought. In line with this:

- sections 8.4, 9.9, 9.10 and 20.12 have been amended to reflect the removal of the Head of Human Resources and Organisational Development post such that the matters referred to in those paragraphs now resides within the Deputy Chief Executive's role. Of note, these changes ensure the paragraphs listed are now consistent with the Deputy Chief Executive's functions as already listed in section 10.10.
- sections 5.15, 5.22 - 5.26, 5.31 have been amended to reflect that officers of the Democratic Services team now carry out functions listed in those paragraphs as being the responsibility of the Scrutiny Officer. Of note, the council no longer has a specific Scrutiny Officer role; a district unlike a

county or unitary council is not required by statute to have a specific Scrutiny Officer post.

- all references to the Director for Legal, Policy and Governance, a post which has recently been vacated, have been amended to reflect the apportionment of duties during a six month trial that sees the council's Legal Service being managed under a joint arrangement with Broxbourne Borough Council and the Monitoring Officer function being taken up by the Director for Communities.

2.4 Acting under authority delegated at 2.6.3(d), the Chief Finance Officer has *'requested only for the practical purpose, in order to ensure the proper administration of the Council'* that paragraph 8.1.8 be amended to reflect changes to the Audit and Governance Committee's Terms of Reference. In the professional opinion of the Chief Finance Officer, the changes are required to ensure the council remains compliant with the recently introduced Global Internal Audit Standards (GIAS) for the UK public sector. These updates clarify the Committee's responsibilities in relation to internal audit, including oversight of the Internal Audit Charter and Mandate, support for the independence and effectiveness of the Internal Audit Service and to make effective provision for the formal evaluation of audit performance and committee effectiveness. The changes also reflect best practice and recent external guidance and will align the council's approach with evolving requirements across the sector. Although, as allowed under the Constitution, this change has already been made, the Constitution also requires that the change shall only continue if it is agreed by Council. Approval is thus sought under Recommendation (b).

3.0 Reasons

3.1 The Constitution requires the changes referred to under paragraphs 2.2 and 2.3 of this report must be notified to all members at the next Council meeting. This report fulfils this requirement.

3.2 The change to Audit and Governance Committee's Terms of Reference can only continue if Council approves that it should.

4.0 Options

- 4.1 There is no option but to note the minor changes to the Constitution listed in paragraphs 2.2 and 2.3 of this report as these must be notified to all members rather than brought to members for their approval.
- 4.2 With regard to the change to the Audit and Governance Committee's Terms of Reference introduced by the Chief Finance Officer, the option is available not to approve continuance of this, with the Terms of Reference reverting to the earlier version. NOT RECOMMENDED as this would result in the council not being compliant with the recently introduced Global Internal Audit Standards (GIAS) for the UK public sector which could in turn bring into question the council's financial governance and probity arrangements.

5.0 Risks

- 5.1 Not reporting the changes would be contrary to the requirements of the Constitution and could fetter the council's ability to defend a challenge to its governance arrangements. In addition, not determining whether or not to continue with the changes to the Audit and Governance Committee's Terms of Reference would immediately strike down the changes as they can only continue with the agreement of Council. This could have the effect of bringing into question the council's financial governance and probity arrangements.

6.0 Implications/Consultations

- 6.1 As noted below.

Community Safety

None arising directly from this report.

Data Protection

None arising directly from this report.

Equalities

None arising directly from this report.

Environmental Sustainability

None arising directly from this report.

Financial

As noted earlier in this report, either not agreeing to the changes made by the Chief Finance Officer to the Audit and Governance Committee's Terms of Reference or failing to determine the matter of their continuance would mean that they would have to be undone which would result in the council not being compliant with the recently introduced Global Internal Audit Standards (GIAS) for the UK public sector. This could in turn bring into question the council's financial governance and probity arrangements.

Health and Safety

None arising directly from this report.

Human Resources

None arising directly from this report.

Human Rights

None arising directly from this report.

Legal

The amendments to the Constitution made by the Monitoring Officer and notified to Council and the agreement to continue the revision to the Audit and Governance Committee's Terms of Reference add to the clarity and consistency in the council's governance arrangements thus helping to minimise the risk of challenge to the council's decision-making and strengthen the council's ability to defend any challenge made.

Specific Wards

No

7.0 Background papers, appendices and relevant material

7.1 Appendix A – Council's Constitution with all changes referred to this report tracked for reference.

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3.8 Council Procedure Rules

3.8.1 Ordinary Meetings of the Council will usually take place at least four times a year, commencing at 7:00pm, or at another time agreed by the Chairman.

3.8.2 Meetings will usually take place at the council's main offices but may take place at other venues with the agreement of the Chairman.

3.8.3 There are three types of Council meetings:

- (a) the Annual Meeting;
- (b) Ordinary Meetings; and
- (c) Extraordinary Meetings.

These are dealt with in more detail below.

3.8.4 Council meetings will be chaired by the Chairman, or in his or her absence, by the Vice-Chairman.

3.8.5 Notice of all meetings of the Council will be given to the public by the Proper Officer in accordance with the Access to Information Rules, five clear working days before the date of the meeting. Notice by summons will also be given by the Proper Officer to each Member of the Council in the manner prescribed in the Access to Information Procedure rules. The summons shall contain the date, time and place of each meeting, specify the business to be transacted and be accompanied by such reports that may be available.

3.8.6 The Proper Officer is authorised to cancel a meeting where the agenda has already been issued if it is considered expedient. Before exercising this authority, the Proper Officer will consult with the Chairman and the Leader of the Council. Any outstanding business will be held over to the next Ordinary Meeting or an Extraordinary Meeting on a date to be arranged.

3.8.7 The council may make audio and/or visual recordings of meetings and broadcast or otherwise make them available to the public on its website or by other means.

3.9 Annual Meeting of the Council

3.9.1 The Annual Meeting of the Council will be held:

- (a) in a year when there is an ordinary election of councillors to the Council, on such a day within the 21 days immediately following the day of retirement of the outgoing councillors as the Council may fix;
- (b) in any other year, on such a day in the month of March, April or May as the Council may fix; and
- (c) at such hour as the Council may fix.

3.9.2 At the Annual Meeting, the Council will:

- (a) elect a person to preside if the retiring Chairman and Vice Chairman are not present;
- (b) elect the Chairman for the ensuing year;
- (c) appoint the Vice Chairman of council for the ensuing year;
- (d) approve the minutes of the last meeting;

- (e) receive any announcements from the Chairman; and/or Head of Paid Service;
- (f) receive any announcements from the Officer advising the Chairman including apologies for absence;
- (g) elect the Leader at the post-election annual meeting;
- (h) if necessary, be told by the Leader about the composition and constitution of the Executive for the ensuing year, and the names of Members chosen to be Executive Members;
- (i) determine the Council's Committee structure and Chairmen/membership;
- (j) determine arrangements for Outside Bodies and receive annual updates on outside body activities;
- (k) appoint at least one scrutiny Committee, a Committee to carry out the functions of a Standards Committee and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions;
- (l) agree the scheme of delegation;
- (m) approve a programme of Ordinary Meetings of the Council for the year; and
- (n) consider any business set out in the notice convening the meeting.

3.9.3 Selection of Members on Committees and Outside Bodies

At the annual meeting, the Council meeting will:

- (a) decide which Committees to establish for the Civic Year;
- (b) decide the size and terms of reference for those Committees;
- (c) decide the allocation of seats and substitutes to political groups in accordance with the political balance rules;
- (d) receive, or arrange the delegation of, nominations of Members to serve on each Committee and any outside body for which a new appointment or re-appointment is required.

3.10 Ordinary Meetings

3.10.1 Ordinary Meetings of the Council will usually take place at 7.00 pm, or at any other time agreed by the Chairman, in accordance with the programme previously approved by the Council.

3.10.2 The order of business at every Ordinary Meeting of the Council will include:

- (a) electing a person to preside if the Chairman and Vice Chairman are not present;
- (b) dealing with any business required by law to be dealt with first;
- (c) confirming as a correct record and signing the minutes of the last meeting of the Council, except that minutes of the annual or Extraordinary Meeting

will be submitted for confirmation to the next Ordinary Meeting of Council;

- (d) the Chairman's announcements;
- (e) the Leader's announcements;
- (f) any announcements from the Officer advising the Chairman (including apologies for absence);
- (g) receiving any declarations of interests from Members;
- (h) receiving any petitions in accordance with the Petition Scheme at paragraph 3.17 to these rules;
- (i) receiving and answering questions from members of the public in accordance with paragraph 3.18 below;
- (j) receiving and answering questions on notice from Members in accordance with paragraph 3.19 below;
- (k) dealing with any business remaining from the last Council meeting in accordance with paragraph 3.16;
- (l) receiving reports from the Executive and from the Council's scrutiny and other Committees and receiving questions and answers on any of those reports;
- (m) receiving reports, questions and answers on the business of joint arrangements and external organisations as appropriate;
- (n) considering any motions under paragraph 3.20 in the order in which they are received;

- (o) considering any other business specified in the summons to the meeting.

3.10.3 The order of business (except for items (a), (b) and (c) of paragraph 3.10.2 of these Rules) may be changed:

- (a) before or at a meeting, as the Chairman sees fit; or
- (b) by a resolution of the meeting passed on a motion under paragraph 3.21.

3.11 Extraordinary Meetings

3.11.1 An Extraordinary Meeting is one that is additional to the scheduled Ordinary Meetings and is called to deal with matters that cannot conveniently be dealt with at one of those meetings. An Extraordinary Meeting will be called for specific purposes. Those listed below may request the Chief Executive to call extraordinary Council meetings in addition to Ordinary Meetings:

- (a) the Council, by resolution;
- (b) the Chairman of the Council;
- (c) the Monitoring Officer;
- (d) the Section 151 Officer; and
- (e) in accordance with paragraph 3 of Schedule 12 of the Local Government Act 1972 (as amended), any five Members of the Council if they have signed a requisition presented to the Chairman of the Council and they have refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

- 3.11.2 Extraordinary Meetings will:
- (a) elect a person to preside if the Chairman and Vice Chairman are not present;
 - (b) receive any declarations of interest; and
 - (c) deal with the business for which the Extraordinary Meeting was called.

3.12 Appointment of substitute Members of Committees and Sub-Committees

- 3.12.1 As well as allocating seats on Committees and Sub-Committees, the Council will allocate seats in the same manner for substitute Members. Up to six named substitute Members per political group will be permitted for any Committees, joint and Sub-Committees having 10 or more Members, and up to three named substitutes per political group will be permitted for Committees, joint and Sub-Committees having fewer than 10 Members. For Committees or Sub-Committees exercising the functions of development management, licensing or appeals, only Members who have received satisfactory training to enable proper and lawful discharge of the functions may be appointed as substitutes.
- 3.12.2 In the case of Sub-Committees, the appointing committee will determine the number of substitutes and appoint them. Substitute Members must be from the same political group as the absent Member.
- 3.12.3 Substitute Members will have all the powers and duties of any ordinary Member of the Committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting.

3.12.4 Substitute Members may attend meetings in that capacity only:

- (a) to take the place of the ordinary Member for whom they are the designated substitute;
- (b) where the ordinary Member will be absent for the whole of the meeting; and
- (c) after notifying the Proper Officer by 12 midday on the day of the meeting of the intended substitution. This does not apply to the Development Management Committee where the required notification must be either to the Committee Chair or to the Executive Member whose portfolio includes Development Management who, in turn, will notify the [Director for Legal, Policy and Governance Monitoring Officer](#) at least seven hours before commencement of the Development Management Committee meeting. The duration of the substitution shall form part of the notification.

3.12.5 The [Director for Legal, Policy and Governance Monitoring Officer](#) shall change the standing membership of Committees and joint Committees in accordance with the wishes of the political groups to whom seats on these Committees have been allocated.

3.13 Notice of and summons to meetings

3.13.1 The Proper Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five Clear Days before a meeting, the Proper Officer will send a summons which will give the date, time and place of each meeting and

specify the business to be transacted, and will be accompanied by such reports as are available.

3.14 Chairman of the meeting

3.14.1 The person presiding at the meeting may exercise any power or duty of the Chairman. Where these rules apply to Committee and Sub-Committee meetings, references to the Chair also include the Chair of Committees and Sub-Committees.

3.15 Quorum

3.15.1 For Council, the Quorum of a meeting will be one quarter of the whole number of Members. For Committees, joint and Sub-Committees, the Quorum shall be one third of the membership of that body. During any meeting, if the Chairman counts the number of Members present and declares there is not a Quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If they do not fix a date, the remaining business will be considered at the next Ordinary Meeting.

3.16 Duration of meeting

3.16.1 Unless the majority of Members present vote for the meeting to continue, any meeting that has lasted until 10.00 p.m. will adjourn on completion of the item being considered. Remaining business will be considered at a time and date fixed by the Chairman. If they do not fix a date, the remaining business will be considered at the next Ordinary Meeting.

3.17 Petitions

- 3.17.1 The Council operates a petitions scheme details of which can be found at: <https://www.eastherts.gov.uk/petitions>
- 3.17.2 A document submitted by a Member or members of the public shall be identified as a petition where it is a formal written request signed by many people appealing to the authority in respect of a particular cause in the authority's remit. Petitions may be submitted in paper form or online.
- 3.17.3 Petitions with 150 signatures or more will be presented to the next Ordinary Meeting of the Council. Petitions must be submitted by midday, three working days before the Council meeting.
- 3.17.4 Lead petitioners shall be invited to address the Council for up to three minutes after which a response shall be given by the relevant Executive Member outlining how the council intends to deal with the petition. Local Ward Members may also speak on the subject of the petition.
- 3.17.5 Petitions with 50 – 149 signatures will be referred to the relevant Executive Member to provide a written response.
- 3.17.6 Petitions with fewer than 50 signatures will not be accepted as valid petitions.
- 3.17.7 If the petition applies to a planning or licensing application, is a statutory petition (for example requesting a referendum on having an elected mayor), or on a matter where there is already an existing right of appeal, such as council tax banding and non-domestic rates, other procedures apply.

3.17.8 Petitions submitted to the council should be accompanied by contact details, including an address, for the petition organiser and must include:

(a) a clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the council to take; and

(b) the name and address and signature of any person supporting the petition.

3.17.9 E-petitions which are created and submitted through the council's website must follow the same guidelines as paper petitions. The petition organiser will need to provide their name, postal address and email address. The petition organiser will also need to decide how long a petition should be open for signatures.

3.17.10 E-petitions organised on external websites and referred to the council will also be accepted if in accordance with the above guidelines.

3.18 Questions by the public

3.18.1 Members of the public may ask questions of the Leader and Members of the Executive at Ordinary Meetings of the Council.

3.18.2 Questions will be asked in the order notice of them was received, except that the Chairman may group together similar questions.

3.18.3 A question may only be asked if notice has been given by delivering it in writing or by electronic mail to democratic.services@eastherts.gov.uk no later than midday, three working days before the meeting. Each

question must give the name and address of the questioner and must name the Member of the Council to whom it is to be put.

3.18.4 At any one meeting no person may submit more than one question and no more than one such question may be asked on behalf of one organisation.

3.18.5 The ~~Director for Legal, Policy and Governance~~[Monitoring Officer](#) may reject a question if it:

- (a) is not about a matter for which the council has a responsibility or which affects the district;
- (b) is defamatory, frivolous or offensive;
- (c) is substantially the same as a question which has been put at a meeting of the Council in the past six months;
- (d) requires the disclosure of Confidential or Exempt Information; or
- (e) contravenes the rules around the Pre-Election Period of Sensitivity, where such rules are in place from time to time.

3.18.6 All questions and answers given will be summarised in the minutes of the meeting.

3.18.7 The Chairman will invite the questioner to put the question to the Member named in the notice. If a questioner who has submitted a written question is unable to be present, or if they so elect, they may ask the Chairman to put the question on their behalf. The Chairman may ask the question on the questioner's

behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

- 3.18.8 The time allowed for consideration of any questions submitted under 3.18 shall not exceed 15 minutes unless the Chairman consents to a longer period.
- 3.18.9 A questioner who has put a question in person may also put one supplementary question without notice to the Member who has replied to their original question. A supplementary question must arise directly out of the original question or the reply. The Chairman may reject a supplementary question on any of the grounds in paragraph 3.18.5 above.
- 3.18.10 Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Member to whom it was to be put, will be dealt with by a written answer. Any answers which cannot be given during the meeting due to lack of time will also be summarised in a supplementary document to be published as soon as practical after the meeting.
- 3.18.11 Unless the Chairman decides otherwise, no discussion will take place on any question, but any Member may move that a matter raised by a question be referred to the Executive or the appropriate Committee or Sub-Committee. Once seconded, such a motion will be voted on without discussion.

3.19 Questions by Members

3.19.1 A Member of the Council may ask the Leader or Chairman of a Committee any question without notice upon an item of the report of the Executive or a Committee or statement by the Leader when that item is being received or under consideration by the Council.

3.19.2 A Member of the Council may ask:

- (a) the Chairman;
- (b) the Leader;
- (c) a Member of the Executive; or
- (d) the Chair of any Committee or Sub-Committee

a question on any matter in relation to which the council has powers or duties or which affects the district.

3.19.3 A Member of a Committee or Sub-Committee may ask the Chairman of it a question on any matter in relation to which the council has powers or duties or which affect the district and which falls within the terms of reference of that Committee or Sub-Committee.

3.19.4 A Member may only ask a question under paragraph 3.19.2 or 3.19.3 if either:

- (a) they have given notice in writing of the question to the [Director for Legal, Policy and Governance Monitoring Officer](#), which has been received not later than midday, three working days before the meeting; or
- (b) the question relates to urgent matters, they have the consent of the Chairman to whom the question is to be put and the content of the question is given to the [Director for Legal, Policy and Governance Monitoring Officer](#)

[GovernanceMonitoring Officer](#) by midday on the day of the meeting.

- 3.19.5 Questions will be asked in the order notice of them was received, except that the Chairman may group together similar questions.
- 3.19.6 A Member may ask only two questions under 3.19.2 or 3.19.3 except with the consent of the Chairman of the Council, Committee or Sub-Committee.
- 3.19.7 A Member asking a question under 3.19.2 and 3.19.3 and a Member answering such a question shall ensure that the question and the reply is succinct.
- 3.19.8 The time allowed for consideration of any questions submitted under 3.19.2 shall not exceed 15 minutes unless the Chairman consents to a longer period.
- 3.19.9 Any remaining questions shall be responded to in writing before the next Ordinary Meeting of the Council. Any answers which cannot be given during the meeting due to lack of time will also be summarised in a supplementary document to be published as soon as practical after the meeting.
- 3.19.10 Every question on notice will be answered without discussion. The Member who is asked the question on notice may ask another Member to answer. An answer may take the form of:
- (a) a direct oral answer;
 - (b) where the desired information is in a publication of the council or other published work, a reference to that publication;

(c) a written answer circulated later to the questioner;
or

(d) a combination of any of the above

3.19.11 If the Member who gave notice of a question is not present at the meeting, the question shall be noted and the Member to whom the question was asked shall reply.

3.19.12 A Member asking a question under paragraph 3.19.2 or 3.19.3 may ask one supplementary question without notice of the Member to whom the first question was asked. The supplemental question must arise directly out of the original question or the reply. The Chairman has the right to prevent any Members from asking a protracted supplementary question or giving a protracted answer.

3.19.13 If the Member who gave notice of a question is not present at the meeting, there will be no supplementary question after the Member to whom the question was asked has given their response.

3.20 Motions on notice

3.20.1 Notice

Except for motions which can be moved without notice under paragraph 3.21, written notice of every motion, signed by at least two Members, or if sent by email, confirmed as submitted by at least two Members, must be delivered to the [Director for Legal, Policy and Governance Monitoring Officer](#) in normal office hours not later than 12 noon, six clear working days (excluding the

day of the meeting) before the next meeting of the Council.

e.g. if the Council meeting is held on a Wednesday, the motion deadline would be 12 noon on the Monday the week before.

Motions on notice will be entered in a register open to public inspection. The Proper Officer may, with the consent of the Chairman, refuse to accept a motion if the matter to which it relates is referred to in the Forward Plan for consideration at a later meeting or there is otherwise an intention to consider that matter at a meeting of the Council within the next three months.

3.20.2 Motion set out in agenda

Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the Member giving notice states, in writing, that they propose to move it to a later meeting or withdraw it.

3.20.3 Scope

Motions must be about matters for which the council has a responsibility or which affect the area.

3.20.4 One motion per Member

No Member may give notice of more than one motion at any Council meeting, except with the consent of the Chairman.

3.20.5 Debate at Council

Motions that have been proposed and seconded shall then be the subject of immediate debate unless the Chairman of the Council considers it to be appropriate for the motion to be referred to the Executive or a Committee for consideration. In such cases the Chairman shall provide reasons for such a decision.

3.21 Motions without notice

3.21.1 The following motions may be moved without notice:

- (a) to appoint a Chairman of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual;
- (e) to appoint a Committee or Member arising from an item on the summons for the meeting;
- (f) to receive reports or adoption of recommendations of Committees or Officers and any resolutions following from them;
- (g) to withdraw a motion;
- (h) to amend a motion;
- (i) to proceed to the next business;
- (j) that the question be now put;
- (k) to adjourn a debate;

- (l) to adjourn a meeting;
- (m) that the meeting continue beyond 10.00 p.m. in duration;
- (n) to suspend a particular council procedure rule;
- (o) to exclude or readmit the public and press in accordance with the Access to Information Rules;
- (p) to not hear further a Member named under 3.30.4 or to exclude them from the meeting under 3.30.5; and
- (q) to give the consent of the Council where its consent is required by this Constitution.

3.22 Rules of debate

3.22.1 No speeches until motion seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

3.22.2 Right to require motion in writing

Unless notice of the motion has already been given, the Chairman may require it to be written down and handed to him or her before it is discussed.

3.22.3 Seconder's speech

When seconding a motion or amendment, a Member may reserve their speech until later in the debate.

3.22.4 Content and length of speeches

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed five minutes without the consent of the Chairman.

3.22.5 When a Member may speak again

A Member who has spoken on a motion may not speak again without the consent of the Chairman whilst it is the subject of debate, except:

- (a) to speak once on an amendment moved by another Member;
- (b) to move a further amendment if the motion has been amended since they last spoke;
- (c) if their first speech was on an amendment moved by another Member, to speak on the main issue (whether or not the amendment on which they spoke was carried);
- (d) in exercise of a right of reply;
- (e) on a point of order; and
- (f) by way of personal explanation.

3.22.6 Amendments to motions

- (a) An amendment to a motion must be relevant to the motion and will either be:
 - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - (ii) to leave out words;

- (iii) to leave out words and insert or add others; or
- (iv) to insert or add words.

as long as the effect of (ii) to (iv) is not to negate the motion or otherwise substantially rewrite the motion.

- (b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been decided.
- (c) If an amendment is not carried, other amendments to the original motion may be moved.
- (d) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (e) After an amendment has been carried, the Chairman will read out the amended motion before accepting any further amendments, or if there are none, put the substantive motion as amended for debate to the vote.

3.22.7 Alteration of motion

- (a) A Member may alter a motion of which they have given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- (b) A Member may alter a motion which they have moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.

- (c) Only alterations which could be made as an amendment may be made.

3.22.8 Withdrawal of motion

A Member may withdraw a motion which they have moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No Member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

3.22.9 Right of reply

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- (c) The mover of the amendment has no right of reply to the debate on his or her amendment.
- (d) A reply under this paragraph will be confined to matters raised in the debate on the motion or amendment.
- (e) After every reply to which this rule refers, a vote will be taken without further discussion.

3.22.10 Motions which may be moved during debate

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) that the subject of debate:
 - (i) be referred to the appropriate forum for consideration; or
 - (ii) be referred back to the appropriate forum for further consideration.
- (d) that the meeting continue beyond 10.00 p.m. in duration;
- (e) to adjourn the debate
- (f) to adjourn a meeting
- (g) to exclude the public and press in accordance with the Access to Information Rules; and
- (h) to not hear further a Member named under Rule 3.30.4 or to exclude them from the meeting under Rule 3.30.5.

Any of the motions under paragraph 3.23.10 of these Rules will not take away from the mover of the original motion the right to reply.

3.22.11 Closure motions

- (a) A Member may move, without comment, the following motions at the end of a speech of another Member:
 - (i) to proceed to the next business;
 - (ii) that the question be now put;

- (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.
- (b) If a motion “to proceed to next business” or “that the question be now put” is seconded and the Chairman thinks the item has been sufficiently discussed, they will put the closure motion to the vote. If it is passed, the Chairman will give the mover of the original motion a right of reply and then put the original motion to the vote.
- (c) If a motion “to adjourn the debate” or “to adjourn the meeting” is seconded and the Chairman thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, they will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

3.22.12 Point of order

A Member may raise a point of order at any time. The Chairman will hear them immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The Member must indicate the rule of law and the way in which they consider it has been broken. The ruling of the Chairman on the matter will be final.

3.22.13 Personal explanation

A Member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the Member which may

appear to have been misunderstood in the present debate. The ruling of the Chairman on the admissibility of a personal explanation will be final.

3.23 Previous decisions and motions

3.23.1 Motion to rescind a previous decision

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least 25 Members. The restrictions contained in 3.25 do not apply to:

- (a) A recommendation contained in a referral from the Executive or any Committee to the Council;
- (b) A recommendation contained in a report presented individually or collectively by Chief Officers.

3.23.2 Motion similar to one previously rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least 25 Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

3.24 Voting

3.24.1 Majority

Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those Members voting and present in the room at the time the question was put.

3.24.2 Chairman's casting vote

If there are equal numbers of votes for and against, the Chairman will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote.

3.24.3 Show of hands

The Chairman will take the vote by show of hands asking Members to indicate whether they are for, against or abstain, unless a ballot or recorded vote is taken in line with paragraph 3.26.4 and 3.26.5.

3.24.4 Ballots

The vote will take place by ballot if five Members present at the meeting demand it. The Chairman will announce the numerical result of the ballot immediately once the result is known.

3.24.5 Recorded vote

If five Members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes. A demand for a recorded vote will override a demand for a ballot.

3.24.6 There will also be a recorded vote when required by law.

This includes that a recorded vote will be required at a meeting of the Council on motions, amendments or substantive motions relating to the approval of the Budget or setting of council tax, whereby there shall be recorded in the minutes the names of the Members who

cast a vote for the motion/amendment or against the motion/amendment or who abstained from voting. As this is a mandatory standing order under the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, it cannot be suspended under paragraph 3.32.

3.24.7 Right to require individual vote to be recorded

Where any Member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

3.24.8 Voting on appointments

- (a) If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.
- (b) In the event that the removal of persons jointly having fewest of votes would result in only one candidate remaining (and that candidate does not have a majority), the above provision will not apply and the Chief Executive (or their representative) will draw lots to determine which of the candidates with fewest votes will proceed to the next round.
- (c) In the event of there being an equality of votes for the final two candidates, lots will be drawn by the Chief

Executive (or their representative) to decide which person is elected.

3.25 Minutes

3.25.1 Signing the minutes

The Chairman will sign the minutes of the proceedings at the next suitable meeting. The Chairman will move that the minutes of the previous meeting be signed as a correct record and will seek a seconder. The only part of the minutes that can be discussed is their accuracy.

3.25.2 No requirement to sign minutes of previous meeting at an Extraordinary Meeting

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of schedule 12 relating to signing of minutes.

3.25.3 Form of minutes

Minutes will contain all motions and amendments in the exact form and order the Chairman put them.

3.26 Record of attendance

3.26.1 All Members present during the whole or part of a meeting will be recorded as having been present by Democratic Services.

3.27 Exclusion of public

- 3.27.1 Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Section 12 of this Constitution or paragraph 3.31 (Disturbance by Public).

3.28 Members' conduct

3.28.1 Speaking at Meetings

When a Member wishes to speak at Council they must notify their request by hand and address the meeting through the Chairman. If more than one Member signifies their intention to speak, the Chairman will ask one to speak. Other Members must remain silent whilst a Member is speaking unless they wish to make a point of order or a point of personal explanation.

3.28.2 Respect for the Chairman

When the Chairman calls for order during a debate, any Member speaking at the time must stop. The meeting must be silent.

3.28.3 Member not to be heard further

If a Member persistently disregards the ruling of the Chairman by behaving improperly or offensively or deliberately obstructs business, the Chairman may move that the Member be not heard further. If seconded, the motion will be voted on without discussion.

3.28.4 Member to leave the meeting

If the Member continues to behave improperly after such a motion is carried, the Chairman may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

3.28.5 General disturbance

If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as they reasonably think is necessary.

3.29 Disturbance by public

3.29.1 Removal of member of the public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room.

3.29.2 Clearance of part of meeting room

If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The Chairman may without debate or resolution adjourn the meeting to allow removal to take place.

3.30 Suspension and amendment of council procedure rules

3.30.1 Suspension

All of these Council Rules of Procedure except paragraph 3.26.5, 3.26.6, 3.27.2 and 3.29 may be suspended by

motion on notice or without notice if at least one half of the whole number of Members of the Council are present. Suspension can only be for the duration of the meeting.

3.30.2 Amendment

Any motion to add to, vary or revoke these Council Rules of Procedure will, when proposed and seconded, stand adjourned, without discussion, to the next Ordinary Meeting of the Council.

3.31 Application to Committees and Sub-Committees

3.31.1 All of the Council Rules of Procedure apply to meetings of Council. None of the rules apply to meetings of the Executive. Only paragraphs 3.12 – 3.16, 3.19.3 – 3.19.7, 3.21, 3.24 – 3.29 and 3.31 – 3.32 apply to meetings of Committees and Sub-Committees.

3.32 Disclosable Pecuniary Interests

3.32.1 A Member must withdraw from the meeting room including from the public gallery during the whole of consideration of any item of business in which they have a Disclosable Pecuniary Interest, except where they are permitted to remain as a result of a grant of a dispensation.

3.40 Responsibility for Local Choice Functions

The Council has the discretion to choose which part of the structure should be responsible for certain functions (known as “Local Choice Functions”). These are set out in Schedule 2 of The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended (the Regulations). The Council has determined that these functions will be the responsibility of the bodies set out in Column 2. In turn, the decision making body may delegate to the person or body specified in Column 3.

Function	Decision Making Body	Delegation
Functions under local Acts (other than a function specified in Regulations 2 and Schedule 1 of the Regulations)	Council	Directors within their area of responsibility as defined in the Officer Scheme
The determination of an appeal against any decision made by or on behalf of the authority	Council	Committee of the Council or an officer as detailed elsewhere in this Constitution
Any function relating to contaminated land	Council	Director for Communities
The discharge of any function relating to the control of pollution or the management of air quality	Council	Director for Communities

The service of an abatement notice in respect of a statutory nuisance	Council	Director for Communities
The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area	Executive	
The inspection of the authority's area to detect any statutory nuisance.	Council	Director for Communities
The investigation of any complaint as to the existence of a statutory nuisance	Council	Director for Communities
The obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976 or S.330 Town & Country Planning Act as amended 1990	Council	Director for Legal, Policy and Governance Shared Corporate Legal Service Manager
The appointment of any individual (a) To any office other than an office in	Council	As delegated elsewhere in this Constitution or by the decision of Council on a case-by-case basis

<p>which he is employed by the authority:</p> <p>(b) To any body other than</p> <p>i. The authority;</p> <p>ii. A Joint Committee of two or more authorities; or</p> <p>(c) To any Committee or Sub-Committee of such a body</p> <p>and the revocation of any such appointment</p>		
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4.7 Executive Procedure Rules

4.7.1 Executive functions

The Executive is the council's executive body and is responsible for carrying out those functions which by law or under this Constitution are designated as 'executive functions'.

4.7.2 The Leader decides how the executive functions shall be discharged. This may be by:

- (a) the Executive as a whole;
- (b) a committee of the Executive;
- (c) an individual Member of the Executive;
- (d) an officer;
- (e) an area committee;
- (f) joint arrangements; or
- (g) another local authority.

4.7.3 Delegation by the Leader

At the annual meeting of the Council, the Leader will present to the Council a written record of delegations made by them for inclusion in the Council's scheme of delegation at Section 4 to this Constitution. The document presented by the Leader will contain the following information about executive functions in relation to the coming year:

- (a) the size of the Executive;
- (b) the names, and wards of the people appointed to the Executive by the Leader;
- (c) the name, and ward of the person appointed to be the Deputy Leader;
- (d) the extent of any authority delegated to Executive Members individually, including details of the limitation on their authority;
- (e) the terms of reference and constitution of such committees of the Executive as the Leader appoints and the names of Executive Members appointed to them;
- (f) the nature and extent of any delegation of executive functions to area committees, any other authority or any joint arrangements and the names of those Executive Members appointed to any joint committee for the coming year; and
- (g) the nature and extent of any delegation to officers, in addition to delegations already listed within this Constitution, with details of any limitation on that delegation, and the title of the officer to whom the delegation is made.

4.8 Further delegation of executive functions

4.8.1 Where the Executive, a committee of the Executive or an individual member of the Executive is responsible for an executive function, they may further delegate the

exercising of that executive function to an officer or via joint arrangements unless where disallowed by law.

- 4.8.2 Even where executive functions have been delegated, that fact does not prevent the discharge of delegated functions by the person or body who delegated.

4.9 The council's scheme of delegation and executive functions

- 4.9.1 The council's scheme of delegation will be subject to adoption by the Council and the Executive.

- 4.9.2 The Leader may amend the scheme of delegation relating to Executive functions at any time during the year by giving written notice to the Monitoring Officer and to the person, body or committee concerned. The notice must set out the extent of the amendment to the scheme of delegation and whether it entails the withdrawal of delegation from any person, body, committee or the Executive as a whole. The appropriate amendments to the Constitution will be made by the Monitoring Officer. This will have immediate effect and the change(s) will be referred to Council within the Constitution.

- 4.9.3 When the Executive seeks to withdraw delegation from a committee, notice will be deemed to be served on that committee when the Leader has served it on the Chair of the committee.

4.10 Conflicts of Interest

- 4.10.1 Where any or all members of the Executive has or have a conflict of interest this should be dealt with as set out in the council's Code of Conduct for Members in Section 14 of this Constitution.

4.10.2 If the exercise of an executive function has been delegated to a committee of the Executive, an individual Member or an officer, and a conflict of interest arises, then the function will be exercised in the first instance by the person or body who made the delegation or otherwise if so specified in the council's Code of Conduct for Members in Section 14 of this Constitution.

4.11 Executive meetings

4.11.1 The Executive will meet at least five times a year at times to be agreed by the Leader. The Leader has the ability to cancel meetings of the Executive.

4.11.2 The Executive shall meet at the council's offices at Wallfields, Pegs Lane, Hertford, Hertfordshire or another location to be agreed by the Leader.

4.11.3 Notice of the dates and times of meetings, and their agendas, will be published in accordance with the Access to Information Procedure Rules.

4.12 Quorum

4.12.1 The quorum for a meeting of the Executive shall be a majority of the members of the Executive. The quorum of any committee of the Executive shall be a majority of the Members appointed to that committee.

4.13 Decisions taken by the Executive

4.13.1 Executive decisions which have been delegated to the Executive as a whole will be taken at a meeting convened in accordance with the Access to Information Rules in Section 12 of the Constitution.

4.13.2 Where an executive decision is delegated to a committee of the Executive, the rules applying to executive decisions taken by them shall be the same as those applying to those taken by the Executive as a whole.

4.14 Executive meetings

4.14.1 The Leader will preside at any meeting of the Executive or its committees at which they are present, or may appoint another person to do so. If the Leader is not present and has not appointed another person to preside at the meeting, the members of the Executive who are present shall choose a member to preside.

4.14.2 All members of the Council may attend meetings of the Executive.

4.14.3 Without prejudice to the powers of the person presiding at the meeting to control debate as Chair, the following rights of address apply:

- (a) members of the Executive are entitled to speak at any meeting on any agenda item;
- (b) any Group Leader who is not a member of the Executive (or a member nominated by them) may speak on any item before the Executive;
- (c) any Member Champion may speak on any particular agenda item so long as they have informed the Leader of the Council prior to commencement of the meeting of their wish to do so. So long as this requirement is met, the person presiding at the Executive meeting shall call on the Member Champion to speak on the agenda item immediately

following its presentation by the appropriate Executive Member(s) or Officer(s). The Member Champion shall make clear to those present at the meeting their particular Member Champion remit and that he or she is speaking in this capacity;

- (d) any member of the Council who is not an Executive Member may speak in accordance with paragraph 4.17.1(d) or with the consent of the person presiding; and
- (e) the person presiding may, at their discretion, permit one or more members of the public to address the Executive on a matter on the agenda provided they are satisfied that to do so would assist the Executive in coming to a decision on that matter. In giving such permission, the person presiding may attach such conditions as he or she thinks fit.

4.14.4 The person presiding has discretion to determine or limit the amount of time, and the number of times, that any member may speak on a particular item.

4.15 Conduct of the Executive meeting

4.15.1 At each meeting of the Executive or a Committee of the Executive the following business will be conducted:

- (a) Leader's announcements, if any, whether made in person or by a person nominated to do so in the Leader's absence or the person presiding in the absence of such a nomination;
- (b) apologies for absence;

- (c) confirm as a correct record and sign the minutes of the last meeting;
- (d) declarations of interest, if any;
- (e) matters referred to the Executive (whether by the Overview and Scrutiny Committee, Audit and Governance Committee, the Council or any other Member as provided at 4.17.1(d) below) for reconsideration by the Executive in accordance with the provisions contained in the Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules set out in Section 13 of this Constitution;
- (f) consideration of recommendations from the Overview and Scrutiny Committee and/or Audit and Governance Committee if any; and
- (g) matters set out on the agenda for the meeting, which shall indicate which are key decisions and which are not in accordance with the Access to Information Procedure rules set out in Section 12 of this Constitution.

4.15.2 The person presiding at the meeting may vary the order of the agenda where it is necessary to do so for the proper conduct of the business of the meeting. Where the person presiding is of the opinion that there is insufficient information available to the Executive to enable a proper decision to be reached, they may defer consideration of the matter in question to a future meeting.

4.16 Consultation

4.16.1 All reports to the Executive on proposals relating to the Budget and Policy Framework must contain details of the

nature and extent of consultation with stakeholders and the relevant Scrutiny Committee, where applicable, and the outcome of that consultation. Reports about other matters will set out the details and outcome of consultation as appropriate. The level of consultation required will be appropriate to the nature of the matter under consideration.

4.17 How items can be put on the agenda for an Executive meeting

4.17.1 Items may be placed on the agenda of an Executive meeting in any of the following ways:

- (a) an item will be placed on the agenda of the next available meeting of the Executive where the Overview and Scrutiny Committee, the Audit and Governance Committee or the Council has resolved that an item be considered by the Executive. There will be an item on the agenda of each meeting of the Executive for matters referred by the Overview and Scrutiny and Audit and Governance Committees when required;
- (b) The Chief Executive, the Monitoring Officer and/or the Chief Finance Officer may include an item for consideration on the agenda of an Executive meeting and may require that such a meeting be convened in pursuance of their statutory duties.
- (c) the Leader or any other member of the Executive may require the Proper Officer to place on the agenda of the next available meeting an item for consideration;

- (d) the Leader may agree to a request of any member of the Council that an item be placed on the agenda of the next available meeting for consideration. The notice of the meeting will give the name of the member who asked for the item to be considered. This member will be invited to attend the meeting and will be allowed to speak on the item. There shall be a maximum of two such items on any one Executive meeting agenda; or
- (e) By giving the appropriate notice of an item on the Forward Plan

4.18 Decision-making

4.18.1 Key decisions

4.18.2 A key decision is an executive decision which is likely to:

- (a) result in new expenditure, income or savings of more than £200,000 in relation to the council's revenue or capital budget, this being deemed significant having regard to the council's overall budget; or
- (b) be significant in terms of its effects on communities living or working in an area consisting of two or more wards.

4.18.3 Key decisions may be taken by:

- (a) the Executive;
- (b) an Executive Member to whom, or a committee of the Executive to which, authority over the function to which the key decision relates has been delegated;

- (c) an Executive Member or officer to whom, or a committee of the Executive to which, authority to make the specific key decision has been delegated; or
- (d) the delegator of the authority should the decision be returned to the delegator.

4.19 Forward Plan

4.19.1 The Leader will ensure that the Proper Officer publishes a document, to be known as 'the Forward Plan', which shall include:

- (a) all key decisions that are likely to be made on behalf of the council during the four month period following publication of the Forward Plan, with the proposed date of a decision on any matter appearing on the Forward Plan for the first time being no less than 28 calendar days after publication;
- (b) a list of the documents to be submitted to the decision maker(s) for each key decision listed;
- (c) details of how copies of the listed documents may be reasonably accessed along with the procedure for requesting copies; and
- (d) other relevant documents which may be submitted to the decision-maker(s) along with details of to whom such documents should be submitted.

4.19.2 The Proper Officer will ensure that the current Forward Plan may be inspected at all reasonable hours and free of charge at the council's main offices and on the council's website.

4.20 Making key decisions

- 4.20.1 Key decisions may be taken only if due notice has been given of them in the Forward Plan unless the procedure for taking decisions without due notice has been followed.
- 4.20.2 Key decisions may be taken by the Executive, by individual Executive Members, by committees of the Executive or by officers acting in accordance with powers delegated generally or specifically for that purpose.
- 4.20.3 No key decision shall be acted upon until either the deadline for submission of a requisition (often termed 'call in') has passed without one being submitted or any requisition submitted has been disposed of, unless the urgency provisions in paragraph 4.25 below apply.
- 4.20.4 Where an Executive Member or an Officer receives a report which they intend to take into account when making a key decision, they must not make that decision until the report has been available for public inspection for at least five clear days. This mirrors the notice period applicable to reports relating to key decisions to be considered by the Executive when meeting together.
- 4.20.5 The Executive Member or officer must ensure that the Proper Officer makes the report referred to in 4.20.4 above (and a list and copies of Background Papers) available for inspection by members and the public as soon as reasonably practicable after the Executive Member or officer receives it.
- 4.20.6 Before making a decision, the decision-maker shall give full consideration to all reports made available relating to the decision, any comments on the proposed decision made by

Members and, where necessary, consideration shall be given to the need for further consultation or information.

4.21 Non-key decisions

4.21.1 A non-key decision is an executive decision that does not meet either criterion of a key decision as defined above.

4.22 Making Executive Member non-key decisions

4.22.1 Executive Member non-key decisions may be taken by the Executive or an individual Executive Member. In all cases, the decision-making body or person will be determined in accordance with powers delegated generally or specifically for that purpose.

4.22.2 No non-key decision shall be acted upon until either the deadline for submission of a requisition (often termed 'call in') has passed without one being submitted or any requisition submitted has been disposed of, unless the urgency provisions under paragraphs 4.25.2 (b), 4.25.2 (c) and 4.25.3 below apply.

4.22.3 Where an Executive Member receives a report which they intend to take into account when making a non-key decision, they must not make that decision until the report has been available for inspection by members and the public for at least five clear days. This mirrors the notice period applicable to reports relating to key decisions.

4.22.4 The Executive Member must ensure that the Proper Officer makes the report referred to in 4.22.3 above (and a list and copies of Background Papers) available for inspection by members and the public as soon as reasonably practicable after the Executive Member receives it.

4.22.5 Before making a decision, the decision-maker shall give full consideration to all reports made available relating to the decision, any comments on the proposed decision made by Members and, where necessary, consideration shall be given to the need for further consultation or information.

4.23 Executive Member Decisions: Supplemental Rules

4.23.1 Individual Executive Members are empowered in line with their portfolios and delegations listed in 4.26 to make Executive decisions. If an individual Executive Member intends to make a key and non-key decision, the following additional rules apply:

- (a) If the Leader or an Executive Member has a Disclosable Pecuniary Interest in any matter which he or she is requested to consider, they shall immediately return the papers to the Chief Executive. The matter will then be considered by the Executive. It is incumbent on council officers to brief themselves as fully as possible to avoid this situation arising.
- (b) If an Executive Member is absent or unavailable for any reason, the Leader of the Council (or in their absence the Deputy Leader) may, by written notice to the Chief Executive, have power to temporarily re-allocate that portfolio to another Executive Member until the next Executive meeting (when the Executive can decide on the matter). The Leader or Executive Member will be able to take part in the decision-making process if a dispensation has been granted.
- (c) If an Executive Member is unable to act for any other reason, the Leader of the Council is authorised to make the decision or in their absence or at their request the Deputy Leader is authorised to make the

decision. If the Leader is unable to act, the Deputy Leader is authorised to make the decision.

- (d) In respect of any ordinary business, the Leader or an Executive Member may exceptionally decline to decide the matter and instead ask the Proper Officer to put it on the agenda for the next Executive meeting.
- (e) In respect of any urgent business, if the Executive Member delays or declines to make a decision the Chief Executive shall have power to seek a decision from the Leader or Deputy Leader.

4.23.2 Individual Executive Members shall not be empowered to make a key or non-key decision if:

- (a) the decision would be a departure from the agreed annual Budget or Policy Framework;
- (b) the Leader has indicated that the decision should be taken collectively by the Executive. Notification of this by the Leader must be made to the [Director for Legal, Policy and Governance Monitoring Officer](#);
- (c) the decision is solely in relation to the Executive Member's own ward including, for example, making a grant, unless this is agreed by the Leader;
- (d) the Executive Member has either a Disclosable Pecuniary Interest or some other conflict of interest in which case the provisions in 4.23.1(a) above apply;

- (e) the authority to make the decision has been delegated to an officer, unless the officer refers the decision to the Executive Member; or
- (f) the Monitoring Officer or Chief Executive has determined that the decision is not an executive decision.

4.23.3 As with any executive decision, the Executive Member must consult those officers deemed appropriate by the Chief Executive and must take into account of this advice and the legal, financial and equalities implications of the decision under consideration.

4.23.4 Where there are significant implications across portfolios, the decision should be made in consultation with other appropriate Executive Members.

4.23.5 Where a decision has a significant impact on an individual ward the Executive Member should consult the appropriate ward member(s).

4.23.6 Where it is not clear in which Executive Member's portfolio an issue sits, the Leader shall decide. If the appropriate Executive Member is unavailable and a decision needs to be taken urgently, then the Leader may take the decision in consultation with the Chief Executive.

4.23.7 The rules relating to the notification and recording of decisions, along with call in procedures, as covered elsewhere in Section 4 of the Constitution apply to executive decisions taken by individual Executive Members.

4.24 Recording of Key and Non-Key Executive decisions

4.24.1 The outcome of executive decisions, whether key decisions or non-key decisions, shall be recorded as soon as practicable after they have been made in accordance with Access to Information Procedure Rules.

4.24.2 An executive decision taken by the Executive at an Executive meeting shall be recorded in the minutes of that meeting. An executive decision taken by an individual Executive Member or an officer shall be recorded separately. In both cases, the Proper Officer shall produce a written statement in respect of that decision which includes:

- (a) a record of that decision;
- (b) a record of the reasons for that decision;
- (c) details of any alternative options considered and rejected at the time;
- (d) a record of any conflict of interest or of any dispensation granted.

4.24.3 Following the making of an executive decision as allowed by this constitution, the Proper Officer shall ensure that any records prepared in connection with and any report considered shall be available for inspection by members of the public.

4.25 Action where a key decision has not been shown on the Forward Plan

4.25.1 A key decision that has not been shown on the Forward Plan shall only be made in exceptional circumstances.

- 4.25.2 Such a key decision shall only be made if the Chair of the Overview and Scrutiny Committee signifies in writing on the report relating to the decision to be made that:
- (a) it was reasonable in the circumstances for notice of the need for the decision not to appear on the Forward Plan;
 - (b) there is urgency for the decision to be made that justifies its being dealt with immediately rather than being processed in the normal way;
 - (c) there are no grounds for supposing that the decision would be called in if processed in the normal way.
- 4.25.3 Where the Chair so signifies, the decision may be made forthwith and implemented without delay in line with the urgency procedure at paragraph 5.32 of this Constitution.

5.11 Overview and Scrutiny Procedure Rules

- 5.11.1 The Council is required by law to discharge certain overview and scrutiny functions. These functions are an essential component of local democracy. A Scrutiny Committee can contribute to the development of Council policies and also hold the Executive to account for its decisions. Another key part of the overview and scrutiny role is to review existing policies, consider proposals for new policies and suggest new policies.
- 5.11.2 Scrutiny should be carried out in a constructive way and should aim to contribute to the delivery of efficient and effective services that meet the needs and aspirations of local inhabitants and service users. A Scrutiny Committee should not shy away from the need to challenge and question decisions and make constructive criticism.
- 5.11.3 The Council has one Scrutiny Committee, the Overview and Scrutiny Committee and it is required by statute to abide by any statutory limitations placed upon it.

5.12 Composition and arrangements

- 5.12.1 The Committee will consist of a maximum of 14 Members of the Council
- 5.12.2 All Councillors except Members of the Executive may be members of the Overview and Scrutiny Committee. However, no Member may be involved in scrutinising a decision in which they have been directly involved.

5.13 Appointment of Members and substitutes

- 5.13.1 Members and Substitutes shall be appointed by Annual Council in accordance with the wishes of the political group

to whom the seats have been allocated.

5.14 Co-optees

5.14.1 The Overview and Scrutiny Committee shall be entitled to recommend to Council the appointment of a number of people as non-voting co-optees.

5.15 Meetings of the Overview and Scrutiny Committee

5.15.1 Meetings of the Overview and Scrutiny Committee shall be programmed in each year. There will normally be between four and six meetings of the Committee annually.

5.15.2 In addition, Extraordinary Meetings may be called from time to time as and when appropriate. An Extraordinary Meeting may be called by the Chair of the Committee, by any four Members of the Committee or by the [Scrutiny Democratic Services](#) Officer if they consider it necessary or appropriate.

5.16 Quorum

5.16.1 The quorum for the Overview and Scrutiny Committee shall be five voting members of the Committee.

5.17 Procedure at Overview and Scrutiny Committee meetings

5.17.1 Meetings of the Overview and Scrutiny Committee and Sub-Committees shall consider the following business:

- (a) minutes of the last meeting;
- (b) declarations of interest;

- (c) public participation
- (d) consideration of any matter referred to the Committee for a decision in relation to call- in of a decision;
- (e) responses of the Executive to reports of the Committee;
- (f) consideration of the forward plan; and
- (g) the business otherwise set out on the agenda for the meeting, including the Committee's work programme.

5.17.2 Executive Members will be invited by the Committee in relation to items of business specific to their portfolio.

5.17.3 Where the Committee conducts inquiries (for example, with a view to policy options), it may also ask people to attend committee meetings to assist Members which are to be conducted in accordance with the following principles:

- (a) that the inquiry be conducted fairly and all Members of the Committee be given the opportunity to ask questions of attendees, and to contribute and speak;
- (b) that those assisting the Committee by giving evidence be treated with respect and courtesy; and
- (c) that the inquiry be conducted so as to maximise the efficiency of the investigation or analysis.

5.17.4 Following any investigation or review, the Committee shall prepare a report, for submission to the Executive and/or Council as appropriate and shall make its report and

findings public.

5.18 Public Participation

- 5.18.1 In the event that a member of the public has proposed a topic for the Overview and Scrutiny Committee to scrutinise which has been accepted by the Chair, the member of the public will have the opportunity to address the Committee at the meeting that the item appears on the agenda.
- 5.18.2 Each member of the public addressing the Overview and Scrutiny Committee is allowed a maximum of three minutes in which to address the Committee, up to a maximum of 15 minutes in total from members of the public.
- 5.18.3 Every person wishing to address the Committee should contact Democratic Services (democratic.services@eastherts.gov.uk) by 12 noon, three working days before the meeting. This must be submitted in writing.
- 5.18.4 The Monitoring Officer reserves the right to omit or refuse a request which includes any matter which appears to be defamatory, frivolous, offensive or for any other legitimate reason.

5.19 Overview and Scrutiny Committee Chair

- 5.19.1 The Chair of the Overview and Scrutiny Committee will be appointed by Council at its annual meeting. The Vice-Chair will be appointed by the Committee at its first meeting of the Civic Year.
- 5.19.2 In the event that there is more than one political group

within the Council, it will be desirable for:

- (a) the Overview and Scrutiny Committee to be chaired by a Member who is not a Member of the majority group; and
- (b) the Vice-Chair of the Overview and Scrutiny Committee to be a Member of the majority group.

5.19.3 The Chair and Vice-Chair will hold office until:

- (a) they resign from the office of Chair or Vice-Chair;
- (b) they are no longer a Councillor; or
- (c) they are removed by a resolution of the Council.

5.19.4 Upon the occurrence of a vacancy in the office of Chair or Vice-Chair, the Committee shall fill the vacancy at its next ordinary meeting

5.20 Work programme

5.20.1 The Overview and Scrutiny Committee will be responsible for setting their own Work Programme and in doing so they shall take into account wishes of Members of that Committee who are not Members of the largest political group on the Council. The Work Programme should retain flexibility to deal with urgent issues.

5.20.2 In setting its work programme, the Overview and Scrutiny Committee shall take into account;

- (a) the council's corporate and strategic priorities;

- (b) significant policies in the forward plan;
- (c) submissions from members of the public;
- (d) submissions from Members/Executive; and
- (e) should have a clear rationale for including items for consideration and with regard to the forward plan, ensuring that the largest, strategic items are given precedence.

5.20.3 The Committee will be 'forward-looking', shaping new policies at an early stage of their development, and undertaking reviews of existing policies or service delivery models in order to look to make future improvements.

5.21 Terms of Reference

5.21.1 The Overview and Scrutiny Committee has the following functions:

- (a) Discharge the statutory functions granted to the Committee by Section 21 of the Local Government Act 2000, as amended, plus consideration of any matter referred to it under Section 21A, plus any powers and functions conferred under Sections 21A, 21B and 21D of the Local Government Act 2000;
- (b) To review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the Executive.

- (c) To make reports or recommendations to the authority or the Executive with respect to the discharge of any functions which are the responsibility of the Executive;
- (d) Pursuant to the requirements of the Police and Justice Act 2006 (as amended) review or scrutinise decisions made, or other action taken, in connection with the discharge by the Council and other bodies and persons responsible for crime and disorder strategies for the area or in relation to a local crime and disorder matter, and to make reports or recommendations to the Council for the discharge of those functions, and arrange for copies of any report to be sent to those bodies and persons responsible for crime and disorder strategies for the area (and such other co-operating persons and bodies as it thinks appropriate);
- (e) To consider a local crime and disorder matter, (including in particular forms of crime and disorder that involve anti-social behaviour or adversely affecting the local environment, or the misuse of drugs, alcohol and other substances), referred to it by any member of the Council or by Executive pursuant to the requirements of the Police and Justice Act 2006 (as amended);
- (f) Question members of the Executive and/or Committees and/or officers about their views on issues and proposals affecting the area and to make reports or recommendations to the authority or the Executive on matters which affect the authority's area or the inhabitants of that area;

- (g) Liaise with external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative partnership working;
- (h) Conduct research, community and other consultation in the analysis of policy issues and possible options;
- (i) Consider mechanisms to encourage and enhance community participation in the development of policy options;
- (j) Consider the impact of policies to assess if they have made a difference;
- (k) To consider the Forward Plan and comment as appropriate prior to any decision being made;
- (l) Consider reports relating to the authority's use of the Regulation of Investigatory Powers Act (2000) (RIPA);
- (m) To review performance against the Council's agreed objectives / priorities and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or service areas. To consider risk to the achievement of those objectives/ priorities. To make recommendations to the Executive;
- (n) Receive a referral from any member of the Committee, relevant to the functions of the Committee;
- (o) To appoint time limited Rapid Reviews and/or Task and Finish Groups to undertake detailed scrutiny work report back to the Overview and Scrutiny

Committee to make recommendations to the Executive;

- (p) To scrutinise decisions prior to implementation in accordance with the Council's adopted call-in procedure (as detailed below)
- (q) Consider reports relating to the authority's safeguarding responsibilities

5.22 Agenda items

- 5.22.1 Any Member of the Overview and Scrutiny Committee or of its Sub-Committees shall be entitled to give notice to the [Scrutiny Democratic Services](#) Officer that they wish for an item relevant to the functions of the Committee or Sub-Committee to be included on the agenda for the next available meeting of the Committee or Sub-Committee, following such procedures as are established at the time. Ten working days' notice of the item should be given to the [Scrutiny Democratic Services](#) Officer together with sufficient information to enable the Officer to advise about the nature and purpose of the item.
- 5.22.2 On receipt of such a request, so long as it is within the relevant terms of reference, the [Scrutiny Democratic Services](#) Officer will ensure that it is included on the next available agenda, subject to having scoped out the work required to deliver the item and considered the feasibility of this work in terms of officer/other resources.
- 5.22.3 The Committee or Sub-Committees shall also respond, as soon as their work programme permits, to requests from the Council and the Executive to review particular areas of council activity. Where they do so, the Committee or Sub-Committees shall report their findings and any

recommendations back to the Executive and/or Council. The Council and/or the Executive shall consider the report at its next meeting.

5.23 Limitations of Scrutiny

5.23.1 The Overview and Scrutiny Committee shall have the power to receive a Call-In made in accordance with the rules at paragraph 5.31 below, relevant to any of the functions of the Committee, other than:

- (a) A planning or licensing decision;
- (b) Any matter relating to an individual or entity where there is already a statutory right to review or appeal (but not including the right to complain to the ombudsman);
- (c) Any matter which is vexatious is substantially the same as a call in previously reviewed by a meeting of the Committee in the last six months, discriminatory or otherwise unreasonable;

5.23.2 The decision as to whether the call-in is valid or falls within (a)-(c) above rests with the [Scrutiny Democratic Services](#) Officer in consultation with the Monitoring Officer.

5.24 Reports from Overview and Scrutiny Committee

5.24.1 Once it has formed recommendations on proposals the Committee (with support from Officers) will prepare a formal report and submit it via the [Scrutiny Democratic Services](#) Officer for consideration by the Executive (if the proposals are consistent with the existing Budget and Policy Framework), or to the Council as appropriate (e.g. if the recommendation would require a departure from or a

change to the agreed Budget and Policy Framework).

- 5.24.2 The Chair, or in their absence, the Vice-Chair of the Overview and Scrutiny Committee and will normally be responsible for presenting the report to the Executive or the Council as appropriate. However, in the case of the report of a Rapid Review and/or Task and Finish group, the report to the Executive and/or Council can also be made by the Chair or Vice-Chair of that Rapid Review and/or the Task and Finish Group.
- 5.24.3 If the Committee cannot agree on one single final report to the Council or Executive as appropriate, then a minority report may be prepared and submitted for consideration by the Council or Executive with the majority report with the agreement of the Committee.
- 5.24.4 The Council or Executive shall consider the report of the Overview and Scrutiny Committee at its next meeting.

5.25 Making sure that scrutiny reports are considered by the Executive

- 5.25.1 Once the Committee has completed its deliberations on any matter it will forward a copy of its final report to the [Scrutiny Democratic Services](#) Officer who will allocate it to either or both the Executive and the Council for consideration, according to whether the contents of the report would have implications for the Council's Budget and Policy Framework. If the [Scrutiny Democratic Services](#) Officer refers the matter to Council, they will also serve a copy on the Leader with notice that the matter is to be referred to Council. The Executive must be given the opportunity to respond to the Scrutiny report before the Council meets to consider it. When the Council does meet to consider any referral from the Scrutiny Committee on a

matter which would impact on the Budget and Policy Framework, it shall also consider any response of the Executive to the scrutiny proposals.

- 5.25.2 The agenda for Executive meetings shall include an item entitled 'Issues arising from Overview and Scrutiny' and the Chair will have a standing invitation to present this item should they wish to. Any reports referred to the Executive shall normally be included at this point in the agenda (unless they have been considered in the context of the Executive's deliberations on a substantive item on the agenda).

5.26 Members and officers giving account

- 5.26.1 Any Scrutiny Committee or Sub-Committee may scrutinise and review decisions made or actions taken in connection with the discharge of any council functions. As well as reviewing documentation, in fulfilling the scrutiny role, it may require any Member of the Executive, the Head of Paid Service and/or any senior officer to attend before it to explain in relation to matters within their remit such as:

- (a) any particular decision or series of decisions;
- (b) the extent to which the actions taken implement council policy; and/or
- (c) their performance;

and it is the duty of those persons to attend if so required.

- 5.26.2 Where any Member or officer is required to attend a Scrutiny Committee or Sub-Committee under this provision, the Chair of that Committee or Sub-Committee will inform the [Scrutiny Democratic Services](#) Officer. The

[Scrutiny Democratic Services](#) Officer shall inform the Member or officer in writing giving at least 10 working days' notice of the meeting at which they are required to attend. The notice will state the nature of the item on which they are required to attend to give account and whether any papers are required to be produced for the Committee. Where the account to be given to the Committee will require the production of a report, then the Member or officer concerned will be given sufficient notice to allow for preparation of that documentation.

- 5.26.3 Where, in exceptional circumstances, the Member or officer is unable to attend on the required date, then the Committee or Sub-Committee shall in consultation with the Member or Officer arrange an alternative date for attendance.

5.27 Attendance by others

- 5.27.1 The Overview and Scrutiny Committee may invite people other than those people referred to in paragraph 5.26 above to address it, discuss issues of local concern and/or answer questions. It may, for example, wish to hear from residents, stakeholders and Members and officers from other parts of the public sector and shall invite such people to address it.

5.28 Forms of Scrutiny

- 5.28.1 Scrutiny should not be limited to meetings of the Overview and Scrutiny Committee. Members will contact Executive Members and Officers to gather information to facilitate informed and focused discussion at Committee. These informal enquiries may assure Members at an early stage and allow the Committee's limited time to be used more appropriately.

5.28.2 The Overview and Scrutiny Committee have the following tools to utilise when scrutinising a topic and should be considered in the following order;

- (a) A report via the Overview and Scrutiny Committee
- (b) Rapid Review
- (c) Task and Finish Group
- (d) Call-in

5.29 Rapid Reviews

5.29.1 Rapid reviews can be set up by the Overview and Scrutiny Committee to work on a short, highly focused piece of work which cannot be completed in Committee.

5.29.2 Only one Rapid Review should be set up at one time and they should generally be limited to one meeting, which may be supported by Officers.

5.29.3 Rapid Reviews are informal bodies and shall have no decision making powers.

5.29.4 The Rapid Review will produce a report for consideration by the Overview and Scrutiny Committee at the end of the review.

5.30 Task and finish groups

5.30.1 Task and Finish Groups will be set up by the Overview and Scrutiny Committee to carry out detailed work in relation to specific topics or issues. The Overview and Scrutiny Committee will decide what Task and Finish Groups are set

up and what their terms of reference will be. These will include the membership of the group and the proposed dates of reporting to the Overview and Scrutiny Committee.

- 5.30.2 Only one Task and Finish Group should be set up at one time and they should be time limited and have duration of no more than eight weeks.
- 5.30.3 Task and Finish Groups are informal bodies and shall have no decision making powers.
- 5.30.4 Task and Finish Groups will keep the Overview and Scrutiny Committee informed of their progress. They will produce a report for consideration by the Overview and Scrutiny Committee at the end of the review.

5.31 Call-in

- 5.31.1 A key element of the scrutiny role concerns the arrangements for the “Call-in” of a decision taken by or on behalf of the Executive. Key or non-key decisions by the Executive, a Committee of the Executive or an individual Executive Member and key decisions made by an officer with delegated authority from the Executive, may be “called in” by four Members of the Council submitting a request in writing on the call in request form to the Chief Executive within five working days of the publication of that decision. No action can be taken on an item called in for scrutiny.
- 5.31.2 Call-in should only be used in exceptional circumstances. These are where Members have evidence which suggests that the Executive decision was not taken in accordance with the principles set out in Section 3b (Decision Making).

In order to ensure that Call-in is not abused; nor causes unreasonable delay, certain limitations are to be placed on its use. These are:

- (a) a decision must be called in by at least four Members of the Council; and
- (b) a decision on the same item may only be called in for scrutiny by the Committee on one occasion within a six month period. The six month period is to commence from the date the Call-in request is received by the Chief Executive;
- (c) Members who have called in a decision may withdraw their Call-in at any time prior to the meeting taking place to hear the Call-in, by giving notice in writing to the [Scrutiny Democratic Services](#) Officer.

5.31.3 The following arrangements for a Call-in will apply:

- (a) when a key or non-key decision is made by the Executive (or by any Committee or Members of the Executive with a delegated authority contained in Section 3b of this Constitution) or a key decision is made by an officer with delegated authority from the Executive, the decision shall be published electronically. Notification of all such decisions will also be issued to all members by the person responsible for publishing the decision;
- (b) the relevant notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of five working days after the publication of the decision, unless it is called in;

- (c) during that period, the Chief Executive shall call in a decision for scrutiny by the Committee if so requested by Members (in accordance with paragraph 5.31.2 above), and shall notify the decision-taker of the Call-in. An item called in for scrutiny will normally be considered by the Overview and Scrutiny Committee at its next scheduled meeting. However, in consultation with the Chair of the Committee, they may call an Extraordinary Meeting of the Committee on such date as they may determine (in accordance with the Access to Information Procedure Rules in Section 12 of this Constitution);
- (d) any Member considering calling in a decision must first make every effort to discuss the issue with the relevant Executive Member or the Leader of the Council;
- (e) Members using the Call-in arrangements have the right to address the Committee when it deals with the issue;
- (f) normally, the Committee will complete its scrutiny of the issue at that meeting and report the outcome to the next meeting of the Executive. However, the Committee may consider that further time is required to consider the issue and would therefore need to recommend to the Executive that further work be carried out and that the Overview and Scrutiny Committee makes recommendations at a later date. In these circumstances, the Executive will decide whether or not the decision should be implemented, having regard to the urgency, if any, of the matter and the provisions of the Budget and Policy Framework Rules (see (i) below);

- (g) if the Overview and Scrutiny Committee agrees with a called-in decision, the decision may be implemented immediately following the Overview and Scrutiny Committee meeting;
- (h) if, through the scrutiny process and/or in pursuance of the Budget and Policy Framework Procedure Rules set out in Section 13 of this Constitution, a called in decision is deemed to be contrary to the Policy Framework, and/or contrary to or not wholly consistent with the Budget, it may have to be referred to the Council for a final decision and the action cannot be acted upon until this decision is made;
- (i) if the called in decision does not contradict the Policy Framework and/or Budget but the Committee decides to make an alternative recommendation, this will be considered by the Executive at its next meeting and no action should be taken until a final decision has been made by the Executive.

5.32 Call-in and urgency

5.32.1 The Call-in procedure set out above shall not apply where the decision being taken by the Executive is urgent. A decision will be urgent if any delay likely to be caused by the Call-in process would seriously prejudice the council's or the public's interest. The record of the decision, and notice by which it is made public shall state whether in the opinion of the decision-making person or body, the decision is an urgent one, and therefore not subject to Call-in. The Chair of the Overview and Scrutiny Committee must agree both that the decision proposed is reasonable and that there are reasonable grounds for treating the decision as a matter of urgency. In the absence of the Chair, the Vice

Chair of the Overview and Scrutiny Committee's consent shall be required. In the absence of both, the Head of Paid Service or their nominee's consent shall be required. Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.

5.33 The party whip

5.33.1 As part of the scrutiny function, the imposition of the party whip is regarded by the Council as incompatible with the Overview and Scrutiny Committee's terms of reference. The party whip should not therefore be imposed on any member of the Overview and Scrutiny Committee while engaged in that Committee's work.

5.34 Councillor Call for Action (CCfA)

5.34.1 Any Councillor may request that the Overview and Scrutiny Committee consider the inclusion of a Councillor Call for Action (CCfA) on its work programme, under the terms of the CCfA Protocol set out below. The operation of CCfA will be in full compliance with the Protocol and, as for Call-in, will be used only in exceptional circumstances where all other possible avenues for resolution of the issue have been followed by the referring Councillor, and yet a problem still exists.

Councillor Call for Action (CCfA) Protocol

Under section 119 of the Local Government and Public Involvement in Health Act 2007, a Member may call for debate and discussion at a committee meeting, on a topic of neighbourhood concern. These powers are limited to an issue which affects a single council ward. CCfA will be considered by the Overview and Scrutiny Committee, whose terms of reference include within its remit, the subject of the CCfA. In order to initiate the CCfA process, the Chair of the Committee, in conjunction with the Monitoring Officer, will need to be satisfied that the following criteria have been met:

Criteria

Statutory Regulations specify matters that are excluded from CCfA:

1. any matter which is vexatious, discriminatory or not reasonable;
2. any matter which is the subject of an individual complaint;
3. any matter relating to a planning appeal, licensing appeal or other issue where there is an alternative avenue available; and
4. the matter must be one where all other attempts at resolution have been exhausted.

The following process will need to be followed:

Process

1. A Member should direct a CCfA request in writing to the Chair of the Overview and Scrutiny Committee and the Monitoring Officer who will, if the above criteria are met, allow the issue to be placed on the agenda for a subsequent meeting. The request should specify:
 - the ward concerned and how the issue relates only to that ward;

- the views and concerns of local residents;
 - how existing mechanisms for resolution have been tried and exhausted; and
 - the desired outcomes for resolving the issue.
2. The Committee Chair, in conjunction with the Monitoring Officer, may determine whether the next scheduled meeting of the Committee is appropriate or if an additional meeting needs to be convened.
 3. The Committee, subject to the necessary notice being given, will be able to request attendance from the relevant Executive Member and/or representatives of partner organisations, and/or to request information.
 4. The Committee should discuss how to achieve the desired outcomes that the Member bringing the CCfA has specified and should conclude its consideration with a recommendation that certain action(s) should take place. The Committee may decide to challenge whether the desired outcome is reasonable.
 5. Whilst there will be no specified procedure for the discussions, the Chair, in consultation with Officers, may determine an informal structure that will enable all parties to contribute.
 6. All CCfA requests, whether pursued or not, should be reported to the next relevant meeting of the Committee for information. This will enable the Committees to take account of all requests in determining work programmes.

Section 8 – Other Committees

8.1 Audit and Governance Committee

8.1.1 The Audit and Governance Committee will have the specific role of monitoring the Budget, approving the council's Statement of Accounts and acting as the council's audit committee. The Committee also reviews ~~carries out~~ the Council's treasury management functions.

8.1.2 The number and arrangements for this Committee are as follows:

- (a) the Committee will consist of a maximum of seven Members of the Council;
- (b) two Independent non-voting Members;
- (c) the Committee may appoint Sub-Committees;
- (d) no Member of the Executive may be a Member of the Committee;
- (e) Substitute Members to the committee shall be appointed by the Council in accordance with the wishes of the political group to whom the seats have been allocated.

8.1.3 Meetings of the Committee shall be ~~programmed~~ inprogrammed each year. There will normally be between four and six meetings annually. In addition, Extraordinary Meetings may be called from time to time as and when appropriate. A Committee meeting may be called by the Chair, by any four Members of the Committee or by the Monitoring Officer if they consider it necessary or appropriate.

8.1.4 Quorum for the Committee shall be three Members.

8.1.5 ~~Appointment of Chair and Vice Chair~~ The Chair of the Audit and Governance Committee will be appointed by the Council at its annual meeting. The Vice-Chair will be appointed by the Committee at its first meeting of the Civic Year.

8.1.6 Subject to 8.1.5 above, the Chair and Vice-Chair will hold office during that Civic Year until, in each case:

- (a) they resign from the office of Chair or Vice-Chair;
- (b) they are no longer a Councillor; or
- (c) they are removed by a resolution of the Council.

8.1.7 Upon the occurrence of a vacancy in the office of Chair, the Council shall appoint a Chair at its next meeting. In the ~~case~~event of a vacancy in the office of Vice Chair, the Committee shall fill the vacancy at its next meeting.

8.1.8 Terms of Reference - The Audit and Governance Committee ~~has~~have the following functions:

- (a) assist the Council and the Executive in the development of the annual Budget;
- (b) approving the Council's statement of accounts;
- (c) consider the effectiveness of the council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements;
- (d) seek assurances that action is being taken on risk-related issues identified by auditors and inspectors;
- (e) be satisfied that the council's assurance statements, including reviewing the Annual Governance Statement

against the good governance framework, properly reflect the risk environment and any actions required to improve it;

- (f) ensuring Internal Audit and the Audit Committee comply with the Global Internal Audit Standards in the UK Public Sector;
- (g) approving the Internal Audit Charter and Mandate;
- (h) championing and supporting the Internal Audit Service to enable it to fulfil the purpose of Internal Auditing, including its independence, and pursue its strategy and objectives;
- (i) approving the Internal Audit Plan, including Internal Audit's resource requirements;
- (j) considering the Internal Audit annual report and conclusion on risk management, governance and control, as well as update reports from the Chief Audit Executive (CAE) on Internal Audit's work and performance during the year;
- (k) receiving the results on the quality and performance of the Internal Audit Service, including any recommendations, and monitoring any resulting actions;
- (l) communicating both formally and informally with the CAE, including on assurance, risks, and concerns; approve internal audit's strategy, its plan and monitor its performance;
- (mg) approve the shared anti-fraud service strategy, its plan and monitor its performance;
- (h) ~~review summary internal audit reports and the main issues arising and seek assurance that action has been taken where necessary;~~
- (i) ~~consider the annual report of the head of internal audit;~~

- (nj) consider the reports of external audit (including the annual audit letter) and inspection agencies, and monitor management action in response to the issues raised;
- (ok) ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies and that the value of the audit process is actively promoted;
- (pl) review the financial statements, external auditor's opinion and reports to Members, and monitor management action in response to the issues raised by external audit; and
- (mq) have oversight of the council's commercial projects

8.1.9 ~~Audit function~~ As an integral part of its role as the council's audit committee, undertake the following areas:

- (a) consider budget monitoring reports and risk management reports;
- (b) lead the cross Member scrutiny and consideration of the council's draft annual budget and medium term finance strategy;
- (c) scrutinise the council's Annual Investment Strategy, Annual Capital Strategy, Mid-Year Treasury Management Report and Annual Treasury Management Report and through review gain assurance that systems of governance and control for Treasury Management are effective;
- (d) where appropriate, assisting the Council and the Executive in the development of its budget and policy framework by in-depth analysis of financial, procurement and governance related policy issues;

- (e) review anti-fraud and corruption controls and arrangements, including the whistleblowing process.

8.4 Local Joint Panel

8.4.1 Remit

The Local Joint Panel is the joint union and employer negotiation and consultative body.

8.4.2 The Local Joint Panel will consist of four Members of the Council ('the Employer') to be appointed annually by the Council and four representatives of officers drawn from the constituent trade union (currently UNISON).

8.4.3 Named substitute Members may be appointed by either side, to attend meetings of the Local Joint Panel in the absence of a Member thereof, provided prior notice is given to the [Director for Legal, Policy and Governance Monitoring Officer](#).

8.4.4 In the event of any failure to appoint/elect the number of representatives provided for by this Constitution, such failure to appoint/elect shall not invalidate the decisions of the Panel.

8.4.5 If a member of the Local Joint Panel ceases to be a Member or Officer of the council they shall cease to be a member of the Local Joint Panel; any vacancy shall be filled by the Council, the constituent trade union or the combination of the two.

8.4.6 A Chair and a Vice Chair shall be appointed by the Local Joint Panel at its first meeting in each year. If the Chair appointed is a Member of the Council, the Vice Chair shall be appointed from the employees' side, and vice versa. The appointment of the Chair of the Panel shall be rotated on an annual basis between the employer's side and the employees' side. The Chair of a meeting may vote as a Panel

member but shall not have a casting vote.

- 8.4.7 The ~~Head of Human Resources and Organisational Development~~ Deputy Chief Executive or a senior Human Resources Officer shall act as secretary to the employer's side.
- 8.4.8 The Local Joint Panel shall meet during office hours as and when required, but not less than quarterly. The Chair or Vice Chair may direct Democratic Services to call a meeting at any time. A meeting shall be called within seven days of the receipt of a requisition signed by at least two Members of either side. The matters to be discussed at any meeting of the Local Joint Panel shall be stated upon the notice summoning the meeting.
- 8.4.9 Agendas shall be prepared by Democratic Services, after discussion with the ~~Head of Human Resources and Organisational Development~~ Deputy Chief Executive (or a senior Human Resources Officer), the Chair and the Vice Chair, and shall be circulated at least five Clear Days before the meeting.
- 8.4.10 Either side will have the right to co-opt, in a consultative capacity, representatives of particular interests affected by a question under discussion which are not directly represented on the Panel but only for the period during which the relevant question is under consideration.
- 8.4.11 Either side shall arrange for the attendance in an advisory capacity of an officer or trade union official at any Panel meeting where it would be helpful to the business under discussion.
- 8.4.12 Attendances at 8.4.10 and 8.4.11 above shall be notified in advance to the ~~Head of Human Resources and~~

Organisational Development Deputy Chief Executive (or a senior Human Resources Officer in his or her capacity as secretary to the employer's side.

- 8.4.13 No recommendation shall be regarded as carried unless it has been approved by a majority of the Members present on each side of the Local Joint Panel, and in the event of either the Local Joint Panel being unable to arrive at an agreement or the relevant council body disagreeing with the Panel's recommendations, then the matter in dispute should be referred to the Executive by way of mediation.
- 8.4.14 The proceedings of any meeting of the Local Joint Panel shall be recorded and reported at the next meeting of the Human Resources Committee.
- 8.4.15 Delegation of Functions

The functions of the Local Joint Panel shall be:

- (a) To establish regular methods of consultation and negotiation between the council and its officers on matters of mutual concern with the intent of maintaining and developing an efficient service. This process will aim to address differences should they arise with a genuine commitment to seek consensus and enter into agreements, as appropriate. No question of any individual's discipline, promotion, efficiency or conditions of employment shall be within the scope of the Joint Panel;
- (b) To consider any relevant matter referred to it by a Committee of the Council, or by any of the officer organisations;
- (c) To make recommendations to Human Resources Committee and/or a suitable Committee of the

Council as to the application of the terms and conditions of service and the education and training of officers of the council;

- (d) To discharge such other functions specifically referred to the Local Joint Panel with the exception of staffing issues;
- (e) To consider matters relating to Health and Safety at Work referred to the Local Joint Panel by an Employee Association or by a Committee of the Council; and
- (f) the trade union(s) recognised by the council shall represent all council officers. This duty will include raising issues on behalf of non-trade union members, should they be requested to do so.

8.4.16 Procedure at meetings shall be in accordance with the Council Procedure Rules, except as provided for in 8.4.17 below.

8.4.17 The Quorum of the Local Joint Panel shall be two representatives of each side.

Section 9 - Finance, Contracts and Legal Matters

9.1 Introduction

9.1.1 Financial management

The management of the council's financial affairs will be conducted in accordance with the financial rules set out in paragraphs 9.2 – 9.11 of this Constitution.

9.1.2 Contracts

Every contract made by the council will comply with the Procurement Rules set out in paragraphs 9.12 – 9.30 of this Constitution.

9.1.3 Legal proceedings

The [Shared Corporate Legal Service Manager Director for Legal, Policy and Governance](#) is authorised by the Scheme of Delegation to Officers set out in Section 10 of this Constitution to institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the council or in any case where they consider that such action is necessary to protect the council's interests.

9.1.4 Authentication of documents

Where any document is necessary to any legal procedure or proceedings on behalf of the council, it will be signed by the Chief Executive or the [Shared Corporate Legal Service Manager Director for Legal, Policy and Governance](#) or

other person authorised by the [Shared Corporate Legal Service Manager Director for Legal, Policy and Governance](#), unless any enactment otherwise authorises or requires, or the Council has given requisite authority to some other person.

9.1.5 Common Seal of the Council

The Common Seal of the Council will be kept in a safe place in the custody of the [Shared Corporate Legal Service Manager Director for Legal, Policy and Governance](#).

9.1.6 A decision of the Council, or of any part of it, will be sufficient authority for sealing any document necessary to give effect to the decision.

9.1.7 The Common Seal will be affixed to those documents which in the opinion of the [Shared Corporate Legal Service Manager Director for Legal, Policy and Governance](#) should be sealed. Sealed documents will be signed by any one of the following Officers of the council:

- (a) the Chief Executive; or
- (b) the Deputy Chief Executive; or
- (c) the [Shared Corporate Legal Service Manager Director for Legal, Policy and Governance](#); or
- (d) the Legal Services Manager.

9.1.8 An entry of every sealing of documents shall be made and consecutively numbered in a register and be signed by the person who attested the seal.

9.2 Financial Procedure Rules

- 9.2.1 These Financial Procedure Rules (FPR) have been issued in accordance with Section 151 of the Local Government Act 1972, the Accounts and Audit (England) Regulations Act 2011, the provisions of Section 114 of the Local Government Finance Act 1988 and Sections 4 and 5 of the Local Government and Housing Act 1989.
- 9.2.2 The FPR have been adopted by East Herts District Council to provide a framework of control, responsibility and accountability for the administration of the council's financial affairs. The FPR are, in many of the areas detailed below, supported by more detailed guidance and procedures which set out how they will be implemented.
- 9.2.3 The FPR are intended to clarify the powers and duties to be exercised with regard to the principles of good financial management. All Officers must comply with the FPR. Officers must ensure that any Agents, consultants and contractual partners acting on the council's behalf also comply. Any queries regarding the interpretation of the FPR should be directed to the Chief Financial Officer.
- 9.2.4 For the purposes of these FPR there is a requirement for all communication to be in writing except where otherwise specified. This requirement shall be deemed to include electronic communication.
- 9.2.5 Where inconsistencies arise the order of precedence shall be:
- (a) legislation;
 - (b) other rules of procedure in this Constitution;

- (c) Scheme for the Responsibility for Functions (Section 10 of this Constitution); then
- (d) Financial Procedure Rules.

9.2.6 Financial delegations

All Officers must operate within the council's Scheme of Financial Delegations as listed in Appendix 1. As a general principle, financial decisions will be taken at the lowest level allowable within the officer and Member hierarchy in the scheme.¹

9.2.7 Officer responsibilities for financial management

The Chief Financial Officer is responsible for administering the financial affairs of the council and for establishing proper systems of internal control.

9.2.8 The Chief Financial Officer shall:

- (a) ensure that the policies of the council and statutory requirements are adhered to;
- (b) ensure that the business of the council is carried out in an orderly, efficient and effective manner;
- (c) ensure that the council's records are complete and accurate;
- (d) ensure financial information and reporting is timely and accurate;

¹ It should also be noted that the council has an authorised signatory list which lists specific values for delegated Council staff.

- (e) ensure the assets of the council are safeguarded;
- (f) make and control arrangements for the payment of the council's creditors and for the collection, custody and accounting of all monies received by the council;
- (g) establish an adequate and effective internal audit of the council's accounting records and system(s) of internal control;
- (h) have access to all records, cash or other council property as required for audit purposes. If required the Chief Financial Officer may also request access to such information and explanations from any officer or Member as may be necessary for audit purposes;
- (i) prepare and publish the annual accounts of the council in accordance with statutory requirements and the policies of the council; and
- (j) have responsibility for making all statutory returns and the like to HM Revenues and Customs in relation to Value Added Tax, and for the obtaining and giving of advice and guidance to the council and Heads of Service on all tax matters.

9.2.9 The Chief Financial Officer is the Officer designated by the Council as being responsible under section 151 of the Local Government Act 1972 for the proper administration of the council's financial affairs.

9.2.10 The role of budget holders

Budget holders are Officers who are responsible for monitoring a budget, including determining expenditure

from and/or income posted to that budget. Budget holders may be at any level within the council.

9.2.11 Budget holders shall:

- (a) maintain financial records and accounts that can be accessed by the Chief Financial Officer when required. The financial records shall be retained by budget holders for such periods as required for council or statutory purposes. Records should, wherever possible, be stored on the financial management system;
- (b) in consultation with the Chief Financial Officer ensure that all financial affairs of the council are managed in a properly controlled environment and compliant with the council's Information Security Policy;
- (c) manage budgets, including forecasting annual spend, using the council's financial management system. This will enable the Chief Financial Officer to maintain effective control and audit of the financial affairs of the council;
- (d) designate Officers to be responsible for authorising financial transactions on their behalf if and when required. Budget holders must inform the Chief Financial Officer of all Officers with delegated financial responsibilities; and
- (e) be responsible for ensuring the correct treatment of Value Added Tax on all accounts payable and all invoices raised.

9.2.12 Officer roles regarding financial reporting and investigation

Any officer who suspects any financial irregularity should raise his or her concerns with his or her line manager or a member of the council's Leadership Team in accordance with the Whistleblowing Policy. The Chief Executive, the Monitoring Officer and the Chief Financial Officer will take such steps as they consider necessary by way of investigation and report.

- 9.2.13 The Chief Financial Officer shall control the issue and use of controlled stationery. Controls on the use of such stationery must be adequate to enable usage to be traced and to prevent incorrect or fraudulent usage.
- 9.2.14 Budget holders shall be responsible for the security and use of controlled stationery and are not permitted to obtain controlled stationery other than in accordance with the internal arrangements set out by the Chief Financial Officer.

9.3 Banking arrangements

- 9.3.1 The Chief Financial Officer shall make and control arrangements as necessary for the operation of banking services for the council.
- 9.3.2 All monies received on behalf of the council should be brought to the attention of the Chief Financial Officer and banked in accordance with their instructions.
- 9.3.3 The Chief Financial Officer shall arrange payments or transfers to and from the council's bank accounts by the use of electronic methods.
- 9.3.4 The Chief Financial Officer shall ensure that all bank accounts and credit cards operated by the council are reconciled at intervals of no longer than one calendar month.

9.4 Forward financial planning

- 9.4.1 The Chief Financial Officer will prepare for the Executive, a timetable each year for the preparation, submission and approval of the forward financial plan covering revenue budgets and capital expenditure.
- 9.4.2 The Chief Financial Officer will ensure that the forward financial plan is prepared in accordance with the timetable and any guidelines issued by the Executive.
- 9.4.3 The Executive shall consider the proposed forward financial plan and each year shall submit appropriate recommendations to the Council. The report shall include a recommendation as to the council tax to be levied in the following financial year.
- 9.4.4 The Chief Financial Officer shall provide financial information in an appropriate form for the continuous monitoring and control of financial activities of the council by the Executive and each Committee with finances allocated to it.
- 9.4.5 The Chief Financial Officer shall inform the Executive of any significant variation to the financial plan during the financial year. If for any reason any budget of approved expenditure may be exceeded or the estimated income not reached, the Chief Financial Officer shall inform the Executive or relevant Committee together with a proposal to address the situation.
- 9.4.6 Any proposal to incur expenditure, either capital or revenue, above those limits set out in the council's budget and policy rules, that is not included in the existing financial plan or

budget shall be delegated to the relevant Committee or Officer as stated in Appendix 1.

9.5 Expenditure

9.5.1 Official orders

Official orders shall be issued using the council's financial system, for all works, goods or services to be supplied to the council except for supplies of public utility services, for periodical payments such as rent or rates, for petty cash purchases or other exemptions approved by the Chief Financial Officer.

9.5.2 Procurement of works, goods or services to be supplied to the council shall be completed in accordance with the council's Contract Procedure Rules.

9.5.3 Official orders shall specify the nature and quantity of goods, services, or works required, any relevant contract, and the agreed prices.

9.5.4 Official orders shall not be issued for works, goods or services unless the cost is within an approved estimate or other financial provision.

9.5.5 Certificates for payment

All certificates for payment shall be authorised for payment by the signature, or electronic signature, or via the approval facility on the council's financial management system, of the appropriate budget holder or other authorised signatory, as agreed by the Chief Financial Officer. Such authorisation shall imply that:

- (a) the expenditure is within an approved estimate or other financial provision;
- (b) the expenditure has been coded to the correct financial heading;
- (c) the goods, services or works have been supplied and are satisfactory;
- (d) appropriate prices have been charged for the goods, services or works;
- (e) all conditions imposed by the order or contract agreement have been substantially complied with;
- (f) where applicable Value Added Tax, Construction Industry Tax or any other relevant taxation requirements are complied with;
- (g) the certificate for payment has not previously been passed to the Chief Financial Officer for payment; and
- (h) appropriate entries have been made in all relevant inventories, stock records or asset registers.

9.5.6 To reduce multiple certificates for payment, budget holders should aim to agree payment within 30 days of receipt of invoice. Invoices will be paid by BACS or other electronic funds transfer.

9.5.7 The Chief Financial Officer shall examine accounts passed for payment and shall make such enquiries and receive such information as necessary to establish that the payments are in order.

- 9.5.8 The Chief Financial Officer may provide advance accounts to designated Officers for petty cash or for change float purposes.
- 9.5.9 The maximum limit of advance accounts shall be agreed with the Chief Financial Officer and not exceeded without permission of the Chief Financial Officer. Appropriate safes and other receptacles shall be provided as required.
- 9.5.10 The Officers responsible for advance accounts shall maintain a record of their transactions in the form and manner required by the Chief Financial Officer.
- 9.5.11 Payments from advance accounts shall be limited to minor items of expenditure not exceeding £20. The claim must be supported by a receipted voucher and properly authorised claim form.
- 9.5.12 Officers with responsibility for an advance account shall be required to provide information about the state of the account to the Chief Financial Officer as necessary.
- 9.5.13 If the advance account is no longer required or an officer ceases to be responsible for holding an account, the relevant budget holder shall ensure that the balance of the advance account is returned to the Chief Financial Officer.

9.6 Income

- 9.6.1 Budget holders shall notify the Chief Financial Officer of all money due to, or expected by, the council. This includes sponsorship or grant income, contracts, leases and other agreements entered into which involve the receipt of monies.

- 9.6.2 Where cheques are paid in, the amount of each cheque and a reference to enable the cheque to be traced shall be recorded on the banking paying-in-slip or a format agreed with the Chief Financial Officer.
- 9.6.3 An official receipt is a written or printed acknowledgement given on behalf of the council for monies received. Such acknowledgement shall be given from a cash receipting system which has been approved for use by the Chief Financial Officer.
- 9.6.4 All monies shall be held and transported securely in accordance with any requirements from the Chief Financial Officer.
- 9.6.5 Each budget holder is responsible for ensuring that accounts are promptly and accurately raised in respect of charges for work done or goods or services supplied. This includes cases where sponsorship money or grant income is due.
- 9.6.6 The Chief Financial Officer may write off irrecoverable debts up to a limit of £50,000 in any one case. Irrecoverable debts in excess of this amount shall be referred to the Executive.

9.7 Contracts

- 9.7.1 All contracts made for and on behalf of the council shall be subject to the Contract Procedure Rules, these Financial Procedure Rules and any other statutory provision, except in circumstances where the council is acting as an Agent for another organisation which specifically directs otherwise.
- 9.7.2 The Chief Financial Officer shall maintain a register of payments due and made under formal contracts over £50,000 to show the state of account on each contract

between the council and the contractor, together with any other payments.

- 9.7.3 Payment on account of the contract sum shall be made only on a certificate signed by the appropriate budget holder. The certificate shall show, as a minimum, the total amount of the contract, the value of work executed to date, retention money, amount paid to date and the amount now certified.
- 9.7.4 Before a certificate for final payment under a contract is paid, the appropriate budget holder shall produce to the Chief Financial Officer a detailed written statement of account, together with such other documents as may be required.
- 9.7.5 Subject always to the council's Contract Procedure Rules in paragraphs 9.12 – 9.30 of this Constitution, the appropriate budget holder shall be empowered to authorise a variation or addition to a contract. Where the variation or addition is estimated to result in a material increase, that is the higher of 5% of the contract value or £10,000, it must be approved in advance by the Chief Financial Officer.
- 9.7.6 Where completion of a contract is delayed, except for reasons qualifying for an extension of the contract, it shall be the duty of the budget holder to supply the Chief Financial Officer with all necessary information to allow the correct amount of Liquidated and Ascertained Damages to be claimed.

9.8 Treasury Management

- 9.8.1 The council has adopted the Chartered Institute of Public Finance and Accountancy (CIPFA) Code for Treasury Management in Local Authorities. If deemed necessary, the

Chief Financial Officer shall advise the Executive of any significant amendment to the CIPFA Code.

- 9.8.2 The Chief Financial Officer shall be authorised to make investment, borrowing and financing decisions on behalf and in the name of the council. All decisions shall be taken in accordance with the council's Treasury Management Investment Strategy.
- 9.8.3 All monies held by the council shall be aggregated for the purposes of treasury management and shall be under the control of the Chief Financial Officer.
- 9.8.4 All investments and borrowing, including for any trust administered by the council, shall be made in the name of the council and any deeds relating to such funds shall be deposited with the Monitoring Officer or otherwise as deemed appropriate by the Chief Financial Officer.
- 9.8.5 The Chief Financial Officer is given the authority to deal with any emergency situation that may arise in relation to any matters not already delegated within the Treasury Management Policy. Use of emergency authority will be reported at the next meeting of the Executive.

9.9 Staffing

- 9.9.1 The ~~Head of Human Resources and Organisational Development~~Deputy Chief Executive or senior Human Resources Officer shall make and control arrangements for the payment of salaries, wages, expenses and benefits to Officers in accordance with the approved salary scales and wage rates.
- 9.9.2 The Deputy Chief Executive or senior Human Resources Officer or senior Human Resources Officer ~~Head of Human~~

[Resources and Organisational Development](#) shall be provided with the appropriate documentation required to ensure the payment of salaries, wages, pensions and other expenses due to Officers.

9.9.3 All claims for payment must be made as soon as possible and in no circumstances should a claim be delayed for more than three months after the date on which the work was done or the expenses incurred.

9.9.4 Matters which affect officer payments shall be referred directly to the [Deputy Chief Executive or senior Human Resources Officer](#)~~Head of Human Resources and Organisational Development~~. Notification shall include:

- (a) details of all appointments, resignations, dismissals, suspensions, secondments and transfers;
- (b) details of any training;
- (c) changes in remuneration except for national pay increases;
- (d) absence from duty for sickness or other reason, apart from approved leave; and
- (e) information necessary to maintain records for pension, income tax, national insurance and the like.

9.9.5 The [Deputy Chief Executive or senior Human Resources Officer](#)~~Head of Human Resources and Organisational Development~~ shall maintain appropriate records and make arrangements for the payment of sums due to Members in accordance with the Allowance Scheme approved by the Council.

9.10 Insurance

- 9.10.1 The Chief Financial Officer shall make and control arrangements for the provision of necessary insurance cover and for the negotiation of any insurance claims.
- 9.10.2 The Chief Financial Officer shall obtain competitive quotations from insurers for the provision of insurance at least every five years unless otherwise determined by the current contract term or the Executive.
- 9.10.3 All budget holders shall notify the Chief Financial Officer of all insurable risks arising from the activities carried out in their area of operation. Such notification shall include:
- (a) the acquisition of any property which is capable of insurance against fire or other risks;
 - (b) any amendment to the value of any council-owned asset likely to affect the insurable risk; and
 - (c) any insurable risk which may arise through the activities of Members or Officers of the council.
- 9.10.4 All Heads of Service shall notify the Chief Financial Officer of the occurrence of any event which may give rise to a claim under any policy of insurance held by the council or to an ex gratia payment.
- 9.10.5 The Chief Financial Officer shall be authorised to make the appropriate reimbursement of any insurance claim up to the excess limit of the insurance policy concerned.
- 9.10.6 The Chief Financial Officer shall in consultation with the [Deputy Chief Executive or senior Human Resources Officer Head of Human Resources and Organisational Development](#)

be authorised to make appropriate ex gratia payments and write off the loss of any stores, equipment and other assets up to £1,000.

- 9.10.7 All appropriate Officers of the council shall be included in a suitable fidelity guarantee insurance.
- 9.10.8 Officers shall consult the Chief Financial Officer in respect of the terms of any indemnity which the council is requested to give.

9.11 Assets

- 9.11.1 The Chief Financial Officer is the council's Corporate Property Officer and shall maintain an asset register and associated records of all land, buildings, vehicles and equipment owned, leased or managed by the council.
- 9.11.2 An annual report of vacant and underused properties owned by the council shall be made to the Executive.
- 9.11.3 Where land or buildings are no longer required for their intended use the Corporate Property Officer shall report to the Executive on the suggested future use, or disposal, of the asset.
- 9.11.4 The Monitoring Officer shall have custody of and keep all title deeds in a secure manner.
- 9.11.5 All Officers shall be responsible for maintaining proper security of the assets under their control.
- 9.11.6 The Chief Financial Officer shall be responsible for ensuring that adequate controls and security procedures are maintained in connection with the council's information technology systems and installations.

Appendix 1: Scheme of Financial Delegations

Financial action	Council	Executive	Chief Executive / Deputy	Chief Financial Officer / Deputy	Directors	Service Managers	Budget holders
Budget setting							
Annual approval of the budget, the Medium Term Financial Plan and setting the Council Tax	No financial limit and no delegation of authority	No delegated authority	No delegated authority	No delegated authority	No delegated authority	No delegated authority	No delegated authority
In year capital funding approval	No financial limit	Up to £500,000	Up to £250,000	Up to £100,000	No delegated authority	No delegated authority	No delegated authority
Management of approved budgets							
Expenditure within approved capital and revenue budgets	Delegated to officers	Delegated to officers	Delegated to budget holders	Delegated to budget holders	Delegated to budget holders	Delegated to budget holders	Up to approved budget
Authority to use earmarked reserves	Delegated to officers	Delegated to officers	Delegated to Chief Financial Officer	No financial limit	No delegated authority	No delegated authority	No delegated authority
Purchase order approval and/or contract award	Delegated to officers	Delegated to officers	No financial limit	No financial limit	Up to £1,000,000 & delegated to Service Managers, Budget Holders & Service Officers as per Authorised Signatory list	No authority unless delegated by Director – Up to £250,000	No authority unless delegated by Director – Up to £100,000
Payment of grants	Delegated to officers	Delegated to officers	No financial limit	No financial limit	Up to £500,000 & delegated to Service Managers, Budget Holders & Service Officers as per Authorised Signatory list	No authority unless delegated by Director – Up to £100,000	No authority unless delegated by Director – Up to £100,000

Virements within a service's approved budgets	Delegated to officers	Delegated to officers	Delegated to Chief Financial Officer	No financial limit	Up to £100,000	No authority unless delegated by Director - Up to £100,000	No authority unless delegated by Director - Up to £100,000
Virements across services, within overall approved budget levels	Delegated to officers	Delegated to officers	Delegated to Chief Financial Officer	No financial limit	No delegated authority	No delegated authority	No delegated authority
Write offs / waivers of income due	No financial limit	Up to £100,000	Delegated to Chief Financial Officer / Directors	Up to £50,000	Up to £5,000 & delegated to Service Managers, Budget Holders & Service Officers as per Authorised Signatory list	No authority unless delegated by Director - Up to £1,000	No authority unless delegated by Director - Up to £1,000
Insurance and other settlements	No financial limit	No financial limit	Up to £100,000	Up to £50,000 & up to £10,000 delegated to Insurance team for small claims	No Delegated authority	No delegated authority	No delegated authority

Section 10 – Officers’ Responsibility for Functions

10.1 Introduction

10.1.1 The Council has adopted a Corporate Plan with four strategic priorities to be listening, open and transparent, environmentally focussed, acting with the community and fair and inclusive. To enable that vision, managerial and operational decisions are taken, within a framework of democratic accountability at the most appropriate level. The scheme is to be interpreted widely to give effect to this overall purpose by empowering staff to carry out their functions and deliver the council’s services within the Budget and Policy Framework set by the Council, and subject to the guidelines set by the Executive and the council’s Leadership Team.

Overall Limitations

10.1.2 The exercise of Delegated Powers is subject to the following overriding limitations.

10.1.3 Where broad functional descriptions are used, the delegations in this scheme should be taken to include powers and duties within all present and future legislation, and all powers incidental to that legislation, including the incidental powers and duties under Section 111 of the Local Government Act 1972.

Sub-Delegation

10.1.4 Any Officer with Delegated Powers in this scheme is also authorised to further delegate in writing all or any of the delegated functions to other Officers (described by name or post) either fully or under the general supervision and control of the delegating Officers. Administrative functions ancillary to the exercise of Delegated Powers are deemed to be carried out in the name of the officer exercising the function.

Further Provisions

10.1.5 It shall always be open to an officer not to exercise their Delegated Powers but to refer the matter to the Council, Executive, or relevant Committee (as appropriate) for decision.

10.1.6 In exercising Delegated Powers, Officers shall consult other Officers as appropriate and have regard to any advice given. In particular, Officers must have regard to any report by the Head of Paid Service or the Monitoring Officer under Sections 4 and 5 of the Local Government and Housing Act 1989.

10.1.7 In exercising Delegated Powers, Officers shall consider whether the matter is controversial or major and if so shall as appropriate consult or inform the relevant Executive Member(s) and/or Ward Member(s).

10.2 Member Consultation

10.2.1 Officers exercising Delegated Powers in accordance with this scheme are expected in appropriate cases to:

- (a) maintain a close liaison with the appropriate Executive Member or in their absence the Leader or another Executive Member;
- (b) in the case of temporary or project specific delegations, Officers will consult relevant Executive Members;
- (c) ensure the Ward Members are consulted or advised of the exercise of Delegated Powers;
- (d) ensure that the Chief Executive, the Director for Finance, Risk and Performance, [Shared Corporate Legal Service Manager](#) and the [Director for Legal, Policy and Governance Monitoring Officer](#) are consulted and advised of any decisions as necessary; and
- (e) before exercising any delegated power, Officers must consider whether to exercise the delegated power or refer the matter to the relevant Member or member body to decide.

10.3 Reservations

10.3.1 This scheme does not delegate to Officers:

- (a) any matter reserved by law to the Council, the Executive, the Leader of the Council, a Committee or Sub-Committee of the Council; and
- (b) any matter which is specifically excluded from delegation by the scheme or by resolution of the Council or Executive.

10.4 Restrictions

- 10.4.1 Officers may only exercise Delegated Powers in accordance with:
- (a) statutory requirements, guidance and codes of practice;
 - (b) the Budget and Policy Framework, including all plans, schemes and strategies approved by or on behalf of the Council or Executive;
 - (c) the council's Procedure Rules including Financial Limits; and
 - (d) the council's equalities and other policies, procedures, standards and the Local and National Conditions of Service.

10.5 Delegation in the case of absence or inability to act

- 10.5.1 If the officer/s having delegated authority under the Constitution are absent or otherwise unable to exercise their delegation, and there is no other officer to whom the authority has been sub-delegated, these provisions shall apply.
- 10.5.2 The duties of the Monitoring Officer and the Chief Financial Officer can be carried out by a deputy, nominated by them, in cases of absence or illness.
- 10.5.3 The Head of Paid Service may nominate a deputy in the event of absence or illness.

10.6 Permissions

10.6.1 Chief Executive, Deputy Chief Executive, all Directors and their duly authorised officers

The delegations that follow apply to the Chief Executive, Deputy Chief Executive and Directors or their duly authorised Officers when acting in accordance with the Rules of Procedure as described elsewhere in this Constitution. This scheme delegates to post holders named or described in the Areas of Responsibility section all the powers and duties relevant to those areas of responsibility that rest with the Council or Executive or which have been delegated or granted to the Council, subject to the limitations, restrictions and reservations set out above, within the delegations below and the detailed scheme of delegation. This includes all powers and duties under all legislation present and future within those descriptions and all powers and duties incidental to that legislation including but not limited to:

10.6.1.1 Powers in relation to staff

Take any action in accordance with the council's agreed policies and procedures with respect to the:

- (a) recruitment, appointment, promotion, training, grading, discipline of staff;
- (b) determination of wages and salary scales, determination of allowances of staff; and
- (c) determination and application of conditions of service, including but not limited to allocation of

leave, honorariums, ill health retirements and determination of establishment except as specifically delegated to the [Head of Human Resource and Organisational Development and Deputy Chief Executive or Senior Human Resources Officer](#), except as detailed in the Officer Employment Procedure Rules.

10.6.1.2 Powers in relation to contracts and property

Powers in relation to:

- (a) contracts and property agreements to negotiate;
- (b) put out to tender, bid, submit Tenders, vary, terminate, dispute, extend and renew; and
- (c) in relation to contracts to buy and sell and in relation to the property to acquire, dispose of, let and licence except as detailed in the council's Financial Regulations and Contract Procedure Rules in Section 9 of this Constitution.

10.6.1.3 Powers in relation to finance

Powers to:

- (a) incur capital and revenue expenditure;
- (b) to seek recovery of amounts owed;
- (c) to exercise discretion in recovery;

- (d) alter or waive repayment periods or approve exemptions in relation to repayments;
- (e) agree refunds, reduce or remit payments and waive fines, as detailed in the Financial Regulations and Contract Procedure Rules in Section 9 of this Constitution.

10.6.1.4 Powers in relation to legal action

Powers to:

- (a) authorise, appoint or nominate Officers;
- (b) investigate, prosecute, enforce, lay summons, require individuals to disclose information;
- (c) serve requisitions for information, publish information, apply to a court, sign notices, issue, serve, vary, revoke and publish notices and orders, including fixed penalty notices and serve documents;
- (d) make prohibition orders, suspend or vary a prohibition order;
- (e) take emergency remedial action, carry out works in default, issue certificates, issue consents, issue licences, issue permits, refuse vary or revoke licensing applications or licences or consents;
- (f) issue temporary exemption notices, obtain, introduce, operate, amend extend, vary and revoke orders; and

- (g) impose conditions, introduce and maintain registers, exercise powers of entry without force, apply for a warrant and in relation to land relevant to the service functions to note applications for licences, planning, consent and approvals, declarations and grants except as specifically detailed in the delegations below.

These powers shall be taken with reference to the [Shared Corporate Legal Service Manager Director for Legal, Policy and Governance](#) where relevant.

10.7 Areas of responsibility

For the purposes of the Permissions above the areas of responsibility are as follows:

<p>Chief Executive and Deputy Chief Executive</p>	<p>Overall responsibility for the delivery of the Council's vision through the delivery of the Corporate Strategic Plan, including cross cutting individual initiatives and projects and the leadership and management of the organisation as a whole.</p> <p>Legal Services Democratic Services Electoral Services Information Governance and Protection</p>
<p>Director for Regeneration, Customer and Corporate Services</p>	<p>BEAM Customer Services Corporate Support Hub Communications and Digital Media Parking Services</p>

	Old River Lane
Director for Finance, Risk and Performance	Financial Services Risk and Insurance Revenues and Benefits Shared Service ICT Shared Service
Director for Legal, Policy and Governance	Legal Services Democratic Services Electoral Services Transformation Information Governance and Protection Shared Waste Service (Until August 2025)
Director for Communities	Property Services Housing Services Licensing and Enforcement Environmental Sustainability Economic Development Community Wellbeing and Partnerships Shared Waste Services (from August 2025)
Director for Place	Planning and Building Control (including Gilston) Leisure, Parks and Open Spaces Environmental Health Land Charges and Street Naming and Numbering Section 106

10.8 Officer Specific Delegations

Any delegation to an officer includes authority for any further delegation within the relevant Area of Responsibility, in the case of the Chief Executive or those acting as Chief Executive, this includes all Directors and below. Officers shall devolve

responsibility for service delivery and management to those staff who represent the nearest practicable point of delivery to the service user.

10.9 The Chief Executive

10.9.1 The Chief Executive has been appointed the council's Head of Paid Service.

10.9.2 The following powers and duties are delegated to the Chief Executive. With the exception of 10.9.2(q) below, for which there are separate arrangements, if they are absent or otherwise unable to exercise the delegation, they may be exercised by the Deputy Chief Executive. In the case of 10.9.2(e) below, should the Chief Executive and Deputy Chief Executive be absent or unable to act, the power may be exercised by a Head of Service:

- (a) to carry out the powers and duties of any of the Officers in their absence or in consultation with them (excluding the statutory functions of the Monitoring Officer and the Section 151 officer);
- (b) to authorise a Director to act in their absence on any matter within their authority;
- (c) all matters relating to staffing, employment, terms and conditions and industrial relations for the council's workforce, save those matters which have been delegated to Directors above and those relating to the Head of Paid Service and Chief Officers;
- (d) to determine changes within the management structure where these involve substantial

changes to responsibilities of first and second tier posts;

- (e) where emergency action is required, to take any action, including the incurring of expenditure;
- (f) to exercise the functions of the Head of Paid Service under the provisions of the Local Government and Housing Act 1989;
- (g) in cases of urgency take any decision which could be taken by the Council, the Executive or a Committee in consultation with the Leader, provided that any such decision shall be reported to the next meeting of the Executive, appropriate Committee or Council unless there is a need for confidentiality, in which case the reporting of the decision may be deferred until the need for confidentiality expires;
- (h) to alter the areas of responsibility of the Directors set out in the Areas of Responsibility section of this scheme;
- (i) to issue redundancy notices immediately it becomes apparent that redundancies are likely to arise, subject to any policy constraints which may be applied;
- (j) to rearrange dates and times of meetings, previously approved, following consultation with the Leader of the Council; such action being necessary in the interests of the efficient running of the Council;

- (k) to respond, in consultation with the Leader, to consultation documents in accordance with the council's approved policies;
- (l) to negotiate and settle claims by or against the council where this is considered to be in the best interests of the council in consultation with the relevant Director and [Shared Corporate Legal Service Manager](#)~~Director for Legal, Policy and Governance~~;
- (m) to carry out all duties and responsibilities and exercise all power under the Localism Act 2011 in relation to a Community Right to Challenge and where appropriate to nominate Officers to carry out those duties or appoint external Officers to carry out part or all of those duties or exercise powers;
- (n) having consulted where appropriate with the relevant Member, to issue news releases and to call press conferences;
- (o) to issue and renew authorisations for Officers, and appoint inspectors to enter premises for the purpose of their official duties, in pursuance of statutory provisions in that behalf;
- (p) after consultation with the [Shared Corporate Legal Service Manager](#) ~~Director for Legal, Policy and Governance~~/Monitoring Officer to make revisions and amendments to the list of Politically Restricted Posts maintained under Section 2 of the Local Government and Housing Act, 1989 and to give Certificates of Opinion in connection with applications for exemption;

- (q) to act as Returning Officer, and any variation thereof as appropriate to different elections, and to appoint from time to time such Deputy Returning Officers as appear necessary for the proper conduct of elections; and to act as the Electoral Registration Officer, and appoint deputy Electoral Registration Officers. In the event that the Chief Executive is absent or incapacitated, the Proper Officer for the purposes of exercising the functions of the Electoral Registration Officer shall be the Assistant Director – Democracy, Elections and Information Governance;
- (r) within approved budgets, to determine all fees for functions carried out in respect of electoral registration and elections;
- (s) in consultation with the Leader to designate an officer of the council as its Monitoring Officer.
- (t) to designate a polling place for each polling district under Sections 18 and 18B of the Representation of the People Act 1983; and
- (u) to undertake a review of polling districts and places under section 18C of the Representation of the People Act 1983.

Shared Corporate Legal Service Manager

10.9.3 To carry out all legal action as specified under Permissions above in consultation with the relevant Director or their appointed deputy in their absence.

- 10.9.4 To act as Chief Legal Officer to the Council and take all necessary steps in legal proceedings authorised by the council.
- 10.9.5 To authorise the institution, defence, withdrawal or settlement of any legal proceedings, civil or criminal, including Employment Tribunals (other than for Health and Safety proceedings, council tax, non-domestic rates and sundry debts) at their discretion
- 10.9.6 To negotiate and settle any claim or disputes without recourse to Court proceedings including the use of alternative dispute resolution.
- 10.9.7 To authorise Officers of the council to appear before the Magistrates' Court or County Court District Judges, including under sections 222 and 223 of the Local Government Act 1972.
- 10.9.8 To certify resolutions and documents as being correct.
- 10.9.9 To obtain Counsel's Opinion, instruct Counsel to appear on behalf of the Council and/or retain the services of other experts or external solicitors whenever they consider such action advisable.
- 10.9.10 To insert and cancel entries in the Local Land Charges Register and otherwise to take all steps in respect of searches.
- 10.9.11 In consultation with appropriate Officers, to grant wayleaves to statutory undertakers.

10.9.12 To undertake the role of Senior Responsible Officer under the council's Regulation of Investigatory Powers Act 2000 (RIPA) Policy.

10.9.13 To fix charges for legal work carried out by the council, including for external bodies.

10.9.14 To institute legal proceedings in respect of any contravention of any licences, permits or consents and/or any breach of any condition attached thereto.

10.9.15 To sign, and where appropriate, affix the Common Seal of the Council to, any deed or other document, which, in his or her professional judgment, is necessary or desirable to sign and seal.

10.9.16 To authorise suitably qualified and experienced Officers to exercise powers and duties afforded to District Councils in the relevant legislation

Monitoring Officer

10.9.17 To hold and revise the list of politically restricted posts, in consultation with the Chief Executive and advise on all applications from council employees (or prospective employees) for exemption from political restriction in respect of their posts including, where appropriate, signing the Certificate of Opinion required by the independent adjudicator under the Local Government and Housing Act 1989.

10.9.18 To carry out a review and submit a report to Council as to the allocation of seats in accordance with the Local Government and Housing Act 1989 political balance provisions.

10.9.19 To authorise changes to the Constitution to reflect resolutions of Council or of the Executive, and changes of fact and law, or if required for practical purposes, in order to ensure the proper administration of the Council, subject to regular notification to all Members of such changes.

10.9.20 To appoint the members of the Independent Remuneration Panel, having first consulted the Chief Finance Officer and Group Leaders as to any reason why someone may not be considered independent.

10.10 Deputy Chief Executive

10.10.1 To carry out the role of the Chief Executive and Head of Paid Service in their absence.

10.10.2 To lead on cross cutting projects spanning the council.

10.10.3 To take any steps necessary for the day to day management and routine administration of matters within their remit without reference to the Executive or a Committee but subject to any necessary reference to the Head of Paid Service.

10.10.4 To take emergency action necessary for the safety of the public or the preservation of property of the council.

Human Resources

10.10.5 Human Resource matters should be subject to the overall direction of the Head of Paid Service.

- 10.10.6 To interpret, administer and implement the council's organisational, employee development and human resources plans and policies in consultation with Leadership team.
- 10.10.7 To interpret and apply pay scales and conditions of service for all employees.
- 10.10.8 To administer the granting of awards and application of benefits in consultation with Leadership team.
- 10.10.9 To be responsible for an effective policy for the health, safety and welfare of council employees to be implemented at all levels.

Directors

~~10.11 — Director for Legal, Policy and Governance~~

- ~~10.11.1 To carry out all legal action as specified under Permissions above in consultation with the relevant Director or their appointed deputy in their absence.~~
- ~~10.11.2 To hold and revise the list of politically restricted posts, in consultation with the Chief Executive and advise on all applications from council employees (or prospective employees) for exemption from political restriction in respect of their posts including, where appropriate, signing the Certificate of Opinion required by the independent adjudicator under the Local Government and Housing Act 1989.~~
- ~~10.11.3 To carry out a review and submit a report to Council as to the allocation of seats in accordance with the~~

Local Government and Housing Act 1989 political balance provisions.

~~10.11.4 — To act as Chief Legal Officer to the Council and take all necessary steps in legal proceedings authorised by the council.~~

~~10.11.5 — To authorise changes to the Constitution to reflect resolutions of Council or of the Executive, and changes of fact and law, or if required for practical purposes, in order to ensure the proper administration of the Council, subject to regular notification to all Members of such changes.~~

~~10.11.6 — To authorise the institution, defence, withdrawal or settlement of any legal proceedings, civil or criminal, including Employment Tribunals (other than for Health and Safety proceedings, council tax, non-domestic rates and sundry debts) at their discretion~~

~~10.11.7 — To negotiate and settle any claim or disputes without recourse to Court proceedings including the use of alternative dispute resolution.~~

~~10.11.8 — To authorise Officers of the council to appear before the Magistrates' Court or County Court District Judges, including under sections 222 and 223 of the Local Government Act 1972.~~

~~10.11.9 — To certify resolutions and documents as being correct.~~

~~10.11.10 — To obtain Counsel's Opinion, instruct Counsel to appear on behalf of the Council and/or retain the services of other experts or external solicitors whenever they consider such action advisable.~~

- ~~10.11.11 To insert and cancel entries in the Local Land Charges Register and otherwise to take all steps in respect of searches.~~
- ~~10.11.12 In consultation with appropriate Officers, to grant wayleaves to statutory undertakers.~~
- ~~10.11.13 To undertake the role of Senior Responsible Officer under the council's Regulation of Investigatory Powers Act 2000 (RIPA) Policy.~~
- ~~10.11.14 To fix charges for legal work carried out by the council, including for external bodies.~~
- ~~10.11.15 To institute legal proceedings in respect of any contravention of any licences, permits or consents and/or any breach of any condition attached thereto.~~
- ~~10.11.16 To sign, and where appropriate, affix the Common Seal of the Council to, any deed or other document, which, in his or her professional judgment, is necessary or desirable to sign and seal.~~
- ~~10.11.17 To act as Deputy Electoral Registration Officer.~~
- ~~10.11.18 To make changes to the Local Land Charge fees, including making changes to existing charges and the introduction of new charges and fee arrangements for new land charge services.~~
- ~~10.11.19 To administer the naming and numbering, including the renaming and renumbering, of streets and buildings in the District in consultation with parish and town councils.~~

~~10.11.20 To appoint the members of the Independent Remuneration Panel, having first consulted the Chief Finance Officer and Group Leaders as to any reason why someone may not be considered independent.~~

~~10.11.21 To authorise suitably qualified and experienced Officers to exercise powers and duties afforded to District Councils in the relevant legislation.~~

10.112 Director for Finance, Risk and Performance

10.1211.1 To deliver, direct and manage the medium term financial planning of the organisation ensuring it is monitored and reported in a timely accurate fashion.

10.112.2 To deliver unqualified Statement of Accounts in accordance with legislative requirements.

10.112.3 To review listing decisions and compensation decisions for assets of community value.

10.112.4 To represent the council on the Management Board for the Hertfordshire Shared Audit Service (SIAS) and the Shared Anti-Fraud Service (SAFS).

10.121.5 Appoint Debt Recovery Agents for the whole or part of the district as the need arises.

10.112.6 Authorise and sign bank transfers and other payment types, including cheques and amendments to cheques.

10.121.7 Wherever necessary, to amend and agree affected charges for services to take account of changes in

VAT or other forms of taxation, provided (in respect of Enforcement Agents), that any action taken shall be reported to the next convenient meeting of the Executive.

10.121.8 To be responsible for the rate of interest for any of the council's borrowing activities and issue notices to the council's mortgages of any changes in the council's rate of interest.

10.112.9 To administer and manage the council's Collection Fund.

10.121.10 To set precept dates in agreement with precepting partners.

10.121.11 To administer the council's insurances fund.

10.121.12 To make determinations within approved budget as are required under Part IV of the Local Government and Housing Act 1989 in respect of the funding of expenditure capital (but not in respect of borrowing limits) and report the action taken to the Executive for information.

10.121.13 To take day-to-day decisions in respect of the investment of council funds in accordance with the Annual Treasury Management strategy last approved by the Council.

10.121.14 To be responsible for the custody of any document required to be published and kept available for public inspection under the Audit Commission Act 1998.

10.121.15 To pursue appeals against rating assessments on council-owned and council-occupied property which, in his or her judgement, are incorrect or excessive, and agree either new or revised rating assessments on council-owned and/or occupied property on behalf of the council.

10.121.16 In consultation with the appropriate Executive Member and Director of Legal, Policy and Governance to prosecute or authorise the prosecution of persons committing malicious damage to council property.

10.121.17 To convey the freehold of electricity sub-station sites and to grant the necessary easements to electricity suppliers/distributors in respect of developments.

10.121.18 The appointment of Debt Recovery Agents (Enforcement Agents) and the issue of warrants to those appointed and taking such steps as may be necessary, including the levying of distress upon the goods and chattels of the tenant concerned, for the recovery of arrears of rent owing to the council in respect of the occupation of any Council dwelling.

10.121.19 To authorise Officers to discharge land drainage functions under the Public Health Act 1936 and the Land Drainage Act 1991.

10.11.20 To approve and submit the annual National Non-Domestic Rates (NNDR1) return to the Government.

10.11.21 Authorise Officers in consultation with the Head of Legal and Democratic Services to institute and appear in any legal proceedings relating to council tax and national non- domestic rates.

- 10.11.22 To receive and process housing benefit and council tax support applications including initial reviews of decisions relating thereto and to approve the backdating of housing benefit payments and council tax benefit payments to attend, as necessary, valuation and council tax tribunal hearings.
- 10.11.23 To exercise discretion under the 1988 Housing Benefits Scheme (and any amendments thereto) to disregard, in determining a person's income, the whole of any war disablement pension or war widow's pension payable to that person.
- 10.11.24 To carry out all the charging and collection functions arising out of Parts I to III of the Local Government Finance Act 1988 (and any amendments thereto) except for:
- (a) the determination of discretionary non-domestic rate relief under Section 47, which should be undertaken in accordance with the most recent discretionary rates relief policy approved by Executive;
 - (b) other than for debts referred to in 14.5 below (bankruptcy, liquidation, and any other legally irrecoverable debt) the writing-off debts (including council tax, housing benefit and national non-domestic rates) in excess of £5,000; and

(c) the reduction or remission of liability under section 49.

10.11.25 To write-off all council tax, housing benefits, and national non-domestic rates outstanding debts which are the subject of formal bankruptcy, liquidation claims, debt relief orders and any other legally irrecoverable debt at any level.

10.11.26 To determine charges for the service of a Summons and Liability Order for non-payment of council tax and national non-domestic rates and the issue of a Distress Warrant subject to the approval of the Court.

10.11.27 To enter into agreements for deferred payment of national non-domestic rates, subject to registration of a charge on the Land Register, and in accordance with council policy.

10.11.28 To consider, in respect of any reapplication for reduction in Non-Domestic Rate bills (within six months of refusal), whether there is a significant change in circumstances in which case the application shall be submitted to the relevant Executive Member for consideration.

10.11.29 To determine and pay Discretionary Housing payment in accordance with Housing Benefit regulations and section 13 (A)(1)(c) Local Government Finance Act 1992, relating to Exceptional Hardship in respect of council tax.

10.121.30 To apply powers relevant to Housing Benefit, Council Tax reduction, Council Tax and Business Rates included in the above stated regulations, and any relevant regulations (and any amendments thereto) other than where Executive or Council approval is required.

10.121.31 To authorise suitably qualified and experienced Officers to exercise powers and duties afforded to District Councils in the relevant legislation.

10.123 Director for Place

10.123.1 To carry out all the functions of the Council as local planning authority, **except where this Constitution limits those powers**, including, but not limited to, the processing of all planning applications, appeals and pre-application enquiries; and the investigation and decision to take or not take enforcement action¹.

10.123.2 To determine all applications submitted under the Acts or secondary legislation listed in footnote 2² **except where** the application:

¹ For the avoidance of doubt all of the functions of the Council as Local Planning Authority means any functions or activities that are beneficial to securing the proper planning of the authority area. This includes providing a development management service, the provision of a planning enforcement service and provision of a planning policy service to advise on the determination of planning applications, prepare policy and guidance (as set out in other sections of this Constitution) and provide specialist advice on a number of subjects including sustainability, urban design, landscaping and heritage.

² All applications submitted under relevant town planning legislation, inter alia the Town and Country Planning Act 1990 (as amended), the Planning (Listed Building and Conservation Areas) Act 1990 (as amended), the Planning (Hazardous Substances) Act 1990 (as amended), Part 8 of the Anti-social Behaviour Act 2003, the Planning Act 2008 (as amended), the Environment Act 2021 the Levelling Up and Regeneration Act 2023 and secondary legislation related to these Acts)

- (a) is an outline or full application for a major development as defined in the Town and Country Planning (Development Management Procedure) Order (England) 2015 as amended, except:
 - (i) applications which are for major development by virtue of the extent of the site area only;
 - (ii) where the application is a reserved matters application pursuant to a previous major application;
 - (iii) where the application is a major application which the Director of Place recommends to be refused and has notified the Chair of the Development Management Committee of the intended decision.
- (b) is a non-material or minor material amendment application (variation) pursuant to a previous major application except where the Director of Place has notified the Chair of the Development Management Committee that the matter can be dealt with as a delegated decision;
- (c) is an application for planning permission or Listed Building Consent by a Member of the Council;
- (d) is an application other than an application to discharge a condition or make a non-material amendment and is by an officer of the council employed in the planning service area;

- (e) is an application for planning permission or Listed Building Consent by an officer of the council, other than one employed in the planning service area and proposes development other than householder development;
- (f) is an application other than an application to discharge a condition or make a non-material minor amendment or one for prior approval where a Member considers that Delegated Powers should not be exercised by the Director of Place and the Chair of Development Management Committee agrees that a delegated decision is not appropriate and the Member follows the procedure at a. -c. below. The procedure is:
 - a. The Member must submit a completed application referral form within 28 days of the application being notified or within 21 days of a revised notification being circulated to Ward Members or the Town and Parish Council.
 - b. The application referral form must state the relevant valid planning reasons why the decision should not be delegated and whether the referral relates to a decision to approve or refuse the application.
 - c. Where the Chair agrees that a delegated decision is not appropriate, the Member is expected to speak at Development Management Committee in support of their referral having followed the procedure set out in 6.5.2.
 - d. Following receipt of a referral form as set out in a. and b. and prior to a

recommendation being made, the Director of Place shall brief the Chair of Development Management Committee and seek their confirmation as to whether a delegated decision is appropriate.

For the avoidance of doubt, a Member may withdraw their referral at any time in advance of the application being placed on an agenda for consideration by the Development Management Committee, which shall allow the application to be determined under delegated powers (unless another section of this Constitution requires a decision by Development Management Committee).

- (g) is for development by or on behalf of the council, or which relates to a site in which it has a landowning interest, to which an objection has been made which is material to the development proposed.

10.123.3 To take all actions as necessary with regard to the receipt, validation, consultation and administration of all application types.

10.132.4 To take all actions as necessary with regard to the administration and submission of the council's case, including any review, alteration, amendment or withdrawal of that case, following the appeal of a planning decision.

10.123.5 To take all actions to negotiate, vary and finalise the detail of legal agreements under section 106 of the Town and Country Planning Act 1990 as amended,

following authorisation of the heads of terms of such agreements by the Development Management Committee on applications requiring their decision, or following authorisation as a delegated decision, or following the submission of a planning appeal.

- 10.132.6 To authorise the spending of collected s106 monies following notification to the Executive Member for Planning and Growth.
- 10.123.7 To take planning enforcement action including registering, investigating and negotiating on alleged breaches of planning control and taking decisions as to whether or not it is expedient to take enforcement action where a breach of planning control has occurred and to take enforcement action both informally and formally, including the serving or withdrawal of notices.
- 10.132.8 In consultation with the [Shared Corporate Legal Service Manager](#)~~Director for Legal, Policy and Governance~~, to initiate prosecutions and the taking of direct action or other enforcement action where Notices have not been complied with, where considered necessary to secure the good planning of the area.
- 10.123.9 In consultation with the [Shared Corporate Legal Service Manager](#)~~Director for Legal, Policy and Governance~~, to apply for injunctions in appropriate cases where there are any breaches of planning and/or building control, Tree Preservation Orders, or Listed Building and Conservation legislation where it is felt that contravention of planning and/or building control has taken place, and to give any undertakings in damages in such cases.

- 10.132.10 To determine whether or not it is expedient to take enforcement action where a breach of planning control has occurred, save where a Member requests the matter be referred to the DM Committee and, in those cases with the agreement of the Chair of the DM Committee.
- 10.132.11 To make Directions under Article 4 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), where it is considered to be an urgent matter and directions relating to unlisted buildings in conservation areas.
- 10.132.12 To make Tree Preservation Orders, and to determine applications for consent for the cutting down, topping or lopping of trees applications under the Town and Country Planning Act 1990 (as amended) and those submitted under the Hedgerow Regulations 1997 and exercise the powers and duties relating to high hedges under the Anti-Social Behaviour Act 2003.
- 10.132.13 To exercise the council's powers under Section 70(a) of the Town and Country Planning Act 1990, by declining to determine an application for planning permission for the development of any land where, within a period of two years, ending with the date on which the application is received, the Secretary of State has refused a similar application referred to him or her under Section 77, or has dismissed an appeal against the refusal of a similar application, and where, in the opinion of the Director of Place, there has been no significant change since the refusal or dismissal in the Development Plan or in any other material considerations.

- | 10.1~~32~~.14 The consideration, approval and payment of grants in respect of works to Listed Buildings, Heritage Assets at Risk, Undesignated Heritage Assets and with regard to Conservation Areas.
- | 10.1~~23~~.15 To exercise the council's planning powers for control of demolition.
- | 10.1~~23~~.16 To approve or reject plans submitted as non-material amendments to planning applications other than major planning applications.
- | 10.1~~32~~.17 To determine applications for certificates of appropriate alternative development.
- | 10.1~~23~~.18 To determine applications for certificates of lawful use and development in relation to proposed used and existing use.
- | 10.1~~23~~.19 To make observations and respond to consultations on development proposals and consultations on other matters by or on which comments are sought by Government Departments, the Planning Inspectorate, statutory undertakers, and Hertfordshire and Essex County Councils and any other Local Planning Authorities, which, where relevant, are substantially in accordance with the council's policies and are not likely to be controversial.
- | 10.1~~23~~.20 To carry out all functions relating to National Infrastructure Planning including co-ordination of the Council's response to any consultation, examination or other any other matter concerned with major infrastructure projects.

- 10.123.21 To advertise in the local press applications required to be advertised by statute or orders or regulations made thereunder, planning applications and applications for listed building consent.
- 10.123.22 To advertise in the local press and/or by a notice on site applications for planning permission as required by any Development Order made by the Secretary of State.
- 10.123.23 After consultation with the Director of Legal, Policy and Governance, to institute legal proceedings in respect of the contravention of Tree Preservation Orders and unauthorised works to trees in Conservation Area.
- 10.123.24 To enter into Planning Performance and Extension of Time Agreements.
- 10.123.25 To provide advice regarding the potential use or development of land or buildings to prospective applications through either the pre-application system, a Planning Performance Agreement or informally.
- 10.123.26 To determine the submission of nominations for the registration of Assets of Community Value.
- 10.123.27 To authorise an officer to enter land at any time for enforcement purposes in cases where admission has been refused or a refusal is expected or in cases of urgency.
- 10.123.28 To determine submissions as to whether prior approval is required in relation to any of the forms

of permitted development for which a prior approval process is required as set out in government regulations (as may be subsequently amended) and in relation to all of the matters which, as specified in the appropriate regulations, those approvals are to be made.

10.132.29 To give screening opinions and scoping opinions under the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 2017 as amended.

10.123.30 To determine fees for planning applications and planning performance agreements.

10.123.31 To determine the building regulation fees charged by the council and to take all actions as necessary acting at the council's representative on the Commissioning Panel with regard to the commissioning of the Building Control service.

10.123.32 To determine applications submitted for approval under the Building Regulations and made under the Building Act 1984 (as amended) and the Local Government (Miscellaneous Provisions) Act 1976.

10.123.33 To be the Appointing Officer for the purposes of the Party Wall Act 1996.

10.123.34 To determine any footpath and bridleways matters including heir protection, creation, diversion, modification and extinguishment.

10.132.35 To finalise the wording and requirements of planning conditions and reasons for refusal following the approval or refusal to grant planning

permission by Development Management Committee in line with the resolutions of the Committee.

10.123.36 To make minor amendments and/or corrections of a clerical, grammatical or editorial nature only to the wording of conditions, obligations, reasons and informatives.

10.123.37 To refuse an application where a planning obligation (including a deed modifying or discharging an existing obligation) acceptable to the Director of Place and meeting the requirements of a decision of Development Management Committee (where relevant) has not been entered into.

10.123.38 To prepare, consult on, adopt and publish a list of information requirements to be submitted with planning applications, and to use the list to assess the validity of submitted applications.

10.123.39 To discharge obligations under s.106 TCPA 1990 (or s.52 of the TCPA 1971) where Director of Place deems that the obligation(s) has been complied with or is no longer relevant due to subsequent planning decisions or the passage of time.

10.123.40 Restriction of the use or closure of bowling greens during periods of drought.

10.123.41 Control of all grounds owned by the council.

10.123.42 The removal, storage and disposal of abandoned vehicles under the Refuse Disposal (Amenity) Act 1978.

10.132.43 To determine, in the first instance, whether street cleansing is necessary in the interests of public health or the amenity of the area pursuant to the Environmental Protection Act 1990 Code of Practice on litter and refuse.

10.132.44 To be identified as contact officer for the public under the Code of Practice of the Environmental Protection Act 1990.

10.123.45 To serve notices under the Environmental Protection Act 1990 and the Town and Country Planning Act 1990

10.132.46 Pursuant to Section 223 of the Local Government Act 1972 to authorise and institute proceeding in any Court in respect of Officers or other matters falling within relevant legislation subject to the Director of Law, Policy and Governance being satisfied as to the sufficiency of the evidence.

10.123.47 To authorise Officers to serve and sign in their own name all authorisation, variation, revocation and enforcement and other notices and orders as related to in the powers and duties afforded to the District Council in legislation.

10.123.48 To authorise suitably qualified and experienced Officers to exercise powers and duties afforded to District Councils in the relevant legislation.

10.123.49 To apply the powers and duties of enforcement afforded to a District Council in all legislation relating to Environmental Health matters.

10.132.50 To authenticate on the council's behalf any notice, certificate or other document required to apply any power or duty afforded to a District Council in legislation relating to Environmental Health unless reserved for determination by another body of the Council.

10.123.51 To exercise the powers of the council as registration authority including the issue, renewal, transfer or variation of all licences, consents and registrations set out in legislation pertaining to Environmental Health matters unless in the case of contested matters reserved for determination by another body of the Council.

10.123.52 To authorise suitably qualified and experienced officers to act as inspectors and serve and sign in their own name all notices and enforcement instruments as related to the powers and duties afforded to District Councils in Environmental Health legislation.

10.123.53 To appoint and instruct veterinary surgeons to act on behalf of the council.

10.132.54 To nominate Officers for the council and take appropriate actions as required under the National Assistance Act 1948.

10.132.55 To endorse any agreed transfers of enforcement responsibility for any particular premises, or parts of premises, or any particular activities carried on in them, from the Health and Safety Executive to the council, or vice versa.

10.123.56 To make representation on or objections to any applications for activity in the District on the grounds that permission would be prejudicial to the public interest on environmental, health, nuisance or similar grounds.

10.12.57 To make changes to the Local Land Charge fees, including making changes to existing charges and the introduction of new charges and fee arrangements for new land charge services.

10.12.58 To administer the naming and numbering, including the renaming and renumbering, of streets and buildings in the District in consultation with parish and town councils.

10.134- Director of Communities

Housing

10.134.1 To exercise the council's functions with regard to homeless persons.

10.143.2 To procure and/or manage temporary accommodation in pursuance of the council's homelessness duties and powers.

10.134.3 To write off arrears and debts arising from the discharge of homelessness powers and duties up to a maximum sum specified by the Director for Finance, Risk and Performance.

10.143.4 To maintain registers and records of those in housing need requiring social or affordable housing

and nominate applicants to properties owned by Registered Providers (RPs).

10.134.5 To determine levels of housing need, stock condition and market conditions.

10.134.6 To make representations on or objections to housing development applications which are not in the public interest in relation to meeting local housing need.

10.134.7 To draw up development and/or regeneration schemes with RPs and other partners and pay grants to RPs and others on approved development schemes.

10.134.8 To make arrangements for and oversee the making of grants and loans and taking of other actions to enable the improvement or return to use of residential properties, including Disabled Facilities Grants.

10.134.9 To take action under the Crime and Disorder Act 1998, Police and Justice Act 2006 and Anti-Social Behaviour, Crime and Policing Act 2014 or associated guidance and/or replacement legislation to tackle anti-social behaviour, acting in consultation with the [Shared Corporate Legal Service Manager Director for Legal, Policy and Governance](#) as appropriate.

10.143.10 In all cases involving arrears of mortgage payments to the council and in consultation with the Director for Finance, Risk and Performance and [Shared Corporate Legal Service Manager Director for Legal, Policy and Governance](#) or duly authorised Officers,

to institute proceedings in the appropriate court to obtain an order for possession of the property and/or recovery of all monies remaining outstanding under the mortgage, legal charge or further charge as the case may be.

- 10.134.11 In relation to the recovery of contributions to the cost of sewerage services in respect of council houses which are sold:
- (a) to determine actual annual costs and payments on account; and
 - (b) to make special arrangements in the case of hardship or, where necessary, to comply with an existing agreement.

Licensing

10.134.12 To exercise the council's functions relating to hackney carriage/private hire licensing unless relating to a matter reserved for Licensing Committee or Licensing Sub-Committee. To undertake, in consultation with the [Shared Corporate Legal Service Manager](#)~~Director for Legal, Policy and Governance~~, prosecutions of hackney carriage drivers and private hire vehicle drivers for road traffic offences and other drivers for criminal offences relating to taxi ranks.

10.134.13 To exercise functions, unless reserved for the Licensing Committee or Licensing Sub-Committee, under the Licensing Act 2003 and Gambling Act 2005 including all administrative functions and determinations of unopposed applications for premises licences, personal licences, club premises

certificates, temporary events notices, regulated entertainment and late night refreshments, permits and the setting of fees and charges where the legislation allows local determination.

10.134.14 To apply the powers and duties of enforcement afforded to a District Council in all legislation relating to Licensing and Environmental Health matters.

10.134.15 To authenticate on the council's behalf any notice, certificate or other document required to apply any power or duty afforded to a District Council in legislation relating to Licensing unless reserved for determination by another body of the Council.

10.143.16 To exercise the powers of the council as registration authority including the issue, renewal, transfer or variation of all licences, consents and registrations set out in legislation pertaining to Licensing matters unless in the case of contested matters reserved for determination by another body of the Council.

10.134.17 To authorise suitably qualified and experienced officers to act as inspectors and serve and sign in their own name all notices and enforcement instruments as related to the powers and duties afforded to District Councils in Licensing legislation.

Health, Wellbeing and Community Safety

10.134.2318—To determine requirements and make any necessary arrangements for CCTV cameras in public areas funded by the council.

10.1 ~~43.24~~19 — To determine the case for activities under the Regulation of Investigatory Powers Act 2000 or associated guidance and/or replacement legislation, including, acting in consultation with the [Shared Corporate Legal Service Manager](#) ~~Director for Legal, Policy and Governance~~, applications to court to conduct covert surveillance.

10.1 ~~34.25~~0- To be responsible for emergency planning matters.

10.1 ~~34.21~~6 To exercise the council's functions to promote community safety and deter anti-social behavior and fly-tipping.

10.1 ~~34.22~~7 To act as the council's designated Lead Officer for Safeguarding, promote safeguarding and respond to safeguarding issues raised.

10.1 ~~43.28~~3 To devise and administer arrangements for distributing grants to improve the health and wellbeing of local people.

10.1 ~~34.29~~4 To make arrangements to promote environmental sustainability and reduce carbon emissions within the council and throughout the District.

Other

10.1 ~~34.25~~30 To submit monitoring returns to government departments, regulatory bodies and others.

[10.13.26](#) To determine road closure applications under the Town Police Clauses Act 1847.

[10.13.27](#) To manage the council's property portfolio.

[10.13.28](#) Lettings of all properties including council offices; consents to assignments and sub-lettings; the granting of easements and licences; entering into leases, sub-leases, licences and easements on behalf of the council as lessee or lessor, sub-lessee, licensee or grantee as appropriate; consent to modification or release of restrictive covenants; rent reviews under existing and future leases, including the approval of terms, subject to reporting transactions half-yearly to the Executive.

[10.13.29](#) To administer the Scheme for the collection of trade refuse.

~~10.143.3530-~~ Approval of types and siting of litter bins provided by parish and town councils.

[10.13.31](#) To take action under the Anti-Social Behaviour, Crime and Policing Act 2014 or associated guidance and/or replacement legislation acting in consultation with the Director for Law, Policy and Governance.

[10.13.32](#) To authorise suitably qualified and experienced Officers to exercise powers and duties afforded to District Councils in the relevant legislation.

10.154 Head of ICT Strategic Partnership Manager (or equivalent post-holder as provided by Stevenage Borough Council under the shared services arrangements)

~~10.4514.1~~ To develop the council's information systems, information technology and e-government strategies.

10.145.2 To develop the council's information and communications technology strategies including the supply, withdrawal, data protection, security and integrity of the systems to Officers and Members.

10.145.3 To supply connections and services to public sector partners and other organisations as required, provided that the integrity of the council's information systems is maintained.

10.145.4 To advise on and provide resilient ICT hardware and software solutions to maximise the efficiency of the council's operations.

10.156 Director for Regeneration, Customer and Commercial Services

10.165.1 To lead interpretation of and promote council compliance with the Public Sector Equality Duty as part of the Equality Act 2010.

10.156.2 To ensure compliance with Section 88 of the Localism Act regarding the registering of Assets of Community Value.

10.156.3 To ensure compliance with the Government's Code of Recommended Practice on Local Authority Publicity pursuant to the Local Government Act 1986.

10.165.4 To advise on best practice in public consultation in line with the Cabinet Office's Consultation Principles 2016 and any successor guidance or requirements.

- 10.156.5 To administer the council's Complaints Policy and liaise with the Ombudsman when complaints have been escalated.
- 10.15.6 To take action against persistent and unreasonable complainants.
- 10.165.7 To authorise appropriate action to be taken in respect of any contravention of any Order made under Section 35 of the Road Traffic Regulation Act 1984 (as amended) by persons at any car park(s) detailed within such an Order, subject to the outcome of any legal proceedings taken being reported to a subsequent meeting.
- 10.15.8 To charge users a fixed charge equivalent to the charge for the first variable charging period on those occasions when a short stay car park's variable charge equipment is temporarily out of commission.
- 10.165.9 To authorise the use of the council's off-street car parks by commercial and non-commercial organisations on Sundays only, and to determine the charge to be levied in such circumstances.
- 10.15.10 To consider objections received in relation to proposed Traffic Regulation Orders in consultation with the Executive Member for Environmental Sustainability.
- 10.15.11 The letting of council gardens and car parks
- 10.15.12 To deal with requests for the provision of signs to prohibit litter or other nuisances within the highway or car parks, in consultation with the Leader.

10.15.13 To authorise suitably qualified and experienced Officers to exercise powers and duties afforded to District Councils in the relevant legislation.

11.7 Designation of Statutory and Proper Officers

11.7.1 The following are the Statutory and Proper Officers of the Council under the enactments shown below.

11.7.2 Statutory Officers

Legislation	Function	Post holder
Section 4(1) Local Government and Housing Act 1989	Head of Paid Service	Chief Executive (Deputy Chief Executive nominated as deputy)
Section 5(1) Local Government and Housing Act 1989	Monitoring Officer	Director for Legal, Policy and Governance (Legal Services Manager nominated as deputy) Communities
Section 151 Local Government Act 1972	Chief Financial Officer	Director for Finance, Risk and Performance
Section 35 Representation of the People Act 1983	Returning Officer	Chief Executive
Section 8 Representation of the People Act 1983	Electoral Registration Officer	Chief Executive (Assistant Director – Democracy, Elections and Information Governance nominated as deputy)
Article 37 General Data Protection Regulations 2016/679	Data Protection Officer	Data Protection Officer

Notes:

1. Section 113 Local Government and Finance Act 1988 provides that the Chief Finance Officer must also be the Council Tax Registration Officer.
2. Under Section 114 Local Government and Finance Act 1988 the Chief Finance Act 1988 the Chief Finance Officer nominate a suitable qualified member of his/her staff to carry out his/her duties under that Section when s/he is unable to act through absence or illness.
3. Under 5(7) Local Government and Housing Act 1989 the Monitoring Officer must nominate a deputy to act when s/he is unable through absence or illness to fulfil the role him/herself.
4. Under Section 35 Representation of the People Act 1983 the Returning Officer may appoint deputies to assist him/her in his/her duties.
5. Under s52(2) Representation of the People Act 1983 the Electoral Registration Officer may appoint deputies to assist him/her in his/her duties.
6. Under s24 Representation of the People Act 1983 the Returning Officer at a parliamentary election is the Chairman of the Council. However under Section 28, the Electoral Registration Officer may discharge the functions of the Returning Officer as Acting Returning Officer. Under sub-section (5) the Acting Returning Officer has power to appoint deputies.
7. Under Article 37 of the General Data Protection Regulations 2016/679, the Council as a data controller shall designate a Data Protection Officer.

Proper Officers

Legislation	Function	Post Holder
Local Government Act 1972		
Section 83 (1) to (4)	Provides that a declaration in the prescribed form of acceptance of office of Chairman, Vice Chairman or Councillor be made to the proper officer.	Director for Legal, Policy and Governance Monitoring Officer
Section 84(1)	States that written notice of resignation must be given by Councillors to the proper officer.	Director for Legal, Policy and Governance Monitoring Officer
Section 88(2)	Gives the proper officer power to convene a meeting for the purpose of convening a casual	Director for Legal, Policy and Governance Monitoring Officer

Legislation	Function	Post Holder
	vacancy in case of Chairman of the Council.	
Section 89(1)(b)	Makes provision for the proper officer to accept notice in writing of the casual vacancy occurring in the office of councillor.	Chief Executive
Section 96	Provides that the Proper Officer is to receive and record disclosures of pecuniary interests under Section 94.	Director for Legal, Policy and Governance Monitoring Officer
Section 100(a) to (h) (excluding (f))	For all purposes connected in the Local Government Act 1972 and the Local Government Act 2000 concerned with the provision of information about the decisions made or to be made by councillors including access to agenda, reports, background papers, minutes and records of decisions.	Director for Legal, Policy and Governance Monitoring Officer
Section 100 (f)	Provides that the proper officer is to deal with additional rights of access of documents for	Chief Executive

Legislation	Function	Post Holder
	members of principal councils.	
S115	Provides that the proper officer shall receive any monies held or received by officers during the course of employment, or shall issue directions as to whom the monies should be paid.	-Director for Finance, Risk and Performance
Section 137(a)	Gives the proper officer power to require a voluntary organisation or similar body to supply information to him/her, where a local authority uses its powers under Section 137 to give financial assistance to that voluntary organisation or similar body above a relevant minimum.	Director for Finance, Risk and Performance
Section 146	Provides that the proper officer is to make a statutory declaration, or give a certificate, in order to allow for securities etc. to be transferred on change of name of local	Director for Finance, Risk and Performance

Legislation	Function	Post Holder
	authority or change of area.	
Section 210(6) and (7)	Appoints the proper officer to be vested with certain powers in respect of charities.	Chief Executive
Section 225	Imposes a duty on the proper officer to receive and retain documents deposited with him/her pursuant to standing orders of either House of Parliament or any statute or instrument.	Director for Legal, Policy and Governance Shared Corporate Legal Service Manager
Section 228	Accounts of any Proper Officer to be open to inspection by any Member of the Authority.	Director for Finance, Risk and Performance
Section 229(5)	Provides that the proper officer must certify any photographic copies of documents.	Director for Legal, Policy and Governance Shared Corporate Legal Service Manager
Section 234	Provides that any notice, order or other document which a local authority are authorized or required to give under any enactment may be signed on behalf of the	Director for Legal, Policy and Governance Shared Corporate Legal Service Manager

Legislation	Function	Post Holder
	authority by the proper officer.	
Section 238	Provides that printed copies of bylaws are endorsed with a certificate signed by the proper officer.	Director for Legal, Policy and Governance Shared Corporate Legal Service Manager
Schedule 12 Section 99	Conduct of meetings including requirements for notices to be given and sign summons to attend meetings of the Council and polls	Director for Legal, Policy and Governance Monitoring Officer
Local Government Act 1974		
Section 30	Proper Officer must give public notice of Local Government Ombudsman's Reports.	Director for Legal, Policy and Governance Shared Corporate Legal Service Manager
Local Land Charges Act 1975		
Section 3(1)	Chief Land Registrar for the Register of Local Land Charges	Director for Legal, Policy and Governance Director for Place
Representation of the People Act 1983		
Section 67	Receipt of notice of an election agent for local elections.	Chief Executive

Legislation	Function	Post Holder
Sections 82 and 89	Receipt of election expense declarations and returns and the holding of those documents for public inspection.	Chief Executive
Sections 128	Provides that a copy of any petition questioning a local government election shall be sent to the proper officer who shall publish it in the local authority area.	Chief Executive
Local Elections (Principal Areas) (England and Wales) Rules 1986 and (Parishes and Communities) (England and Wales) Rules 1986		
	Retention and public inspection of document after an election.	Chief Executive
Local Government Finance Act 1988		
Section 114	Duty to Report.	-Director for Finance, Risk and Performance
Section 116	Provides that the proper officer must give the authority's auditor notice of meetings held under s115.	Director for Finance, Risk and Performance
Local Government and Housing Act 1989		

Legislation	Function	Post Holder
Section 2	Proper Officer to hold a list of politically restricted posts.	Director for Legal, Policy and Governance Monitoring Officer
Local Government Act 2000		
All	All references to the Proper Officer in the Local Government Act 2000 and subordinate legislation.	Director for Legal, Policy and Governance Monitoring Officer
Assets of Community Value (England) Regulations 2012		
Assets of Community Value	Decisions under Assets of Community Value (England) Regulations 2012	Director for Legal, Policy and Governance Shared Corporate Legal Service Manager
Miscellaneous		
All Provisions	Any other miscellaneous proper or statutory officer functions not otherwise specifically delegated by the Authority.	Chief Executive or his/her nominee

Section 20 – Members’ Allowances
Scheme

LOCAL GOVERNMENT AND HOUSING ACT 1989

AND

LOCAL AUTHORITIES (MEMBERS’ ALLOWANCES)

REGULATIONS 2003 (AS AMENDED)

MEMBERS’ ALLOWANCES SCHEME

(including Special Responsibility Allowances)

(Revised October 2025)

20.1 Introduction

- 20.1.1 This scheme is made by East Hertfordshire Council (“the Council”) pursuant to the Local Authorities (Members’ Allowances) (England) Regulations 2003. It was approved by the Council on 18 October 2023 after consideration of the recommendations from the Independent Remuneration Panel.
- 20.1.2 The Scheme will apply for the civic year from the next day after the meeting of the Council to the date of the next annual meeting of the Council, unless the Council decides otherwise.

20.2 Basic Allowance

- 20.2.1 Subject to paragraphs 20.9 and 20.10 below, for each year a basic allowance shall be paid to each Member as set out in Schedule 1 to the scheme.
- 20.2.2 The basic allowance includes incidental costs such as stationery, printing telephone and broadband.
- 20.2.3 The basic allowance is to be paid in equal instalments on the 15th day of each month.

20.3 Special Responsibility Allowance (SRA)

- 20.3.1 Subject to paragraphs 20.9 and 20.10 below, for each year a SRA shall be paid to those Members who hold the special responsibilities that are set out in Schedule 1 to the scheme.
- 20.3.2 Members will be restricted to receiving only one SRA (that of the higher value) if they occupy two or more posts which attract SRAs.

20.3.3 The SRA is to be paid in equal instalments on the 15th day of each month.

20.4 Indexation

20.4.1 Neither the basic allowance nor the SRAs are index linked.

20.5 Travel and Subsistence Allowance

20.5.1 Members may claim travel allowance in respect of their travel to and from the following approved duties:

- (a) meetings covered by the list of duties referred to in Schedule 2;
- (b) meetings of outside bodies and organisations to which they have been appointed by the Council as set out in Schedule 3, provided that no other arrangements for payment exist in respect of such bodies to which the Authority makes appointments or nominations; and
- (c) meetings with the Chief Executive, Deputy Chief Executive and/or Heads of Service/Service Managers, subject to such meetings having been pre-arranged and not relating specifically to a Member's ward work or activities.

20.5.2 Travel allowances in connection with attendance at approved duties may be claimed, subject to the following:

- (a) the claim must be for actual mileage incurred/actual public transport used; and
- (b) the base for starting and finishing all journeys will normally be regarded as the member's home address, provided that the home address is within the District or an adjacent District/Borough.

20.5.3 Subsistence allowances in connection with attendance at approved duties may be claimed, subject to the following. Members are able to claim subsistence allowances where they are prevented by official duties from taking a meal at home or other place where normally taken. Claims will not be permitted where refreshment has been provided by the meeting organiser.

20.5.4 VAT receipts for the purchase of fuel must be provided with all claims for travel expenses. Receipts must be provided for all subsistence/hotel accommodation/public transport claims and for any expenditure incurred on parking fees when using a vehicle on an approved duty.

20.5.5 Details of the rates of travel and subsistence allowances are set out in Schedule 1. The rates are index linked to the rates payable to officers.

20.6 Child Care and Dependant Carers' Allowance

20.6.1 Contribution towards costs incurred for the provision of care may be claimed, at the rates set out in Schedule 1, in respect of care costs incurred due to attendance at approved duties. Claims are subject to the following.

20.6.2 The principle of providing the allowance is to allow members who are carers to undertake their duties and to allow others who might otherwise be deterred from Council membership by virtue of caring responsibilities to consider standing for election. Contributions in 20.6.1 above will be paid towards care in respect of:

- (a) children aged 14 or under;
- (b) a dependant, that is, someone who relies on the member for care (the member's spouse, partner, child, parent, dependant relative or someone who lives in the same household as the member but who is not his or her employee, tenant, lodger or boarder);

In each case, the dependant must normally live with the Member as part of the family and be unable to be left unsupervised. The carer can be any responsible mature person who does not normally live with the claimant as part of the family. The allowance should not be payable in respect of members of the member's immediate and close family.

20.6.3 Receipts must be provided for all carer claims.

20.7 Homeworking Allowance

20.7.1 Contribution toward the costs incurred in homeworking is included within the basic allowance.

20.8 Pensions

20.8.1 No Members be admitted to the Local Government Pension Scheme.

20.9 Renunciation

20.9.1 A Member may, by notice in writing given to the [Director for Legal, Policy and Governance Monitoring Officer](#), elect to forego any part of their entitlement to an allowance under this scheme.

20.10 Part Year Entitlements

20.10.1 Where a Member's term of office begins or ends, or the holding of a special responsibility begins or ends, part way in the year, then the entitlement to any allowances due to a Member will be in the same proportion as the number of days served in the year.

20.10.2 When an amendment to this scheme changes the amount to which a Member is entitled, then the existing rates are payable ending with the day before the amendment takes effect.

20.10.3 The s151 Officer be authorised to determine allowance entitlements in circumstances where:

- (a) the scheme of allowances is amended at any time throughout the year;
- (b) an individual ceases to be a Member, or an individual is elected to the office of Councillor of East Hertfordshire Council;
- (c) in the event that a new chairmanship of a Committee or Panel is created the s151 Officer be authorised to determine the allowance

entitlement by reference to the lowest relevant comparable allowance until review by the Panel.

20.11 Claims

- 20.11.1 Claims should be made using method prescribed by the Council, on a monthly basis. Claims submitted by the fifth day of the month will be processed for payment on the 15th day of that month. Claims received after the 5th day will be processed for payment in the following month.
- 20.11.2 Receipts as described in paragraphs 20.5.4 and 20.6.3 above, must accompany each claim.
- 20.11.3 In accordance with the Council's Financial Regulations, claims for duties performed more than three months ago are not permitted.

20.12 Record of Allowances

- 20.12.1 The ~~Head of Human Resources and Organisational Development~~Deputy Chief Executive or Senior Human Resources Officer shall keep a record of all payments made to all Members in accordance with the scheme and the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003. Such records shall be available for public inspection free of charge at all reasonable times during usual office hours.
- 20.12.2 The ~~Director for Legal, Policy and Governance~~Monitoring Officer will issue the required notice under the Regulations providing summary information on the payments made under the scheme each year.

SCHEDULE 1

	£
<u>Basic Allowance :</u>	6,178.79
<u>Civic Allowances:</u>	
Chairman	6,500
Vice Chairman	1,450
<u>Special Responsibility Allowances:</u>	
Leader of the Council	19,767
Deputy Leader	12,225.96
Executive Member	9,780.96
Committee Chair (Development Management)	7,336
Committee Chair (Licensing)	6,051
Committee Chair (Human Resources)	4,842
Committee Chair (Overview and Scrutiny)	6,464.04
Committee Chair (Audit and Governance)	6,646.04
Committee Chair (Standards)	2,421

Committee Vice Chair (Development Management)	2,200
Leader of a minority political group	A factor of 0.1 of the Basic Allowance multiplied by the number of members
<u>Mileage allowance:</u>	
Motor vehicles (<i>incl. motor cycles</i>)	£0.45 per mile for the first 10,000 miles of a (return) journey
Electric vehicle	£0.45 per mile per mile for the first 10,000 miles of a (return) journey
Bicycles	£0.20 per mile
<u>Public Transport:</u>	
(including the use of taxis for short journeys where public transport is not convenient)	Reimbursement of actual cost or ordinary standard fare, whichever is the lesser, upon production of a receipt
<u>Carer's Allowance – Dependent care:</u>	
	Up to £35 per

	hour
<u>Childcare Allowance</u>	Up to £20 per hour
<u>Subsistence Allowance</u> in the case of an absence from the member's normal base, not involving an absence overnight from the usual place of residence:	
of more than 4 hours before 11 am Breakfast*	£7.21
of more than 4 hours, including the period between noon and 2.30 pm Lunch*	£9.95
of more than 4 hours ending after 7 pm Evening Meal*	£15.20
* Not claimable where refreshments have been provided at the meeting/event attended.	
<u>Subsistence Allowance</u> in the case of an absence involving an absence overnight from the usual place of residence:	
The actual cost of the most cost effective overnight accommodation and where meals are not included, subsistence allowance as detailed above.	

APPROVED DUTIES

1. The following shall be recognised as approved duties:
 - attendance at meetings of the Council, the Executive, a Committee, Sub-Committee, Panel, Working Party or Task and Finish Group of the Authority;
 - attendance at any other meeting which has both been authorised by the Authority (Executive, Scrutiny or Regulatory Committee) and to which representatives of more than one political group have been invited;
 - the attendance at a meeting of a Local Authority Association of which the Council is a Member;
 - carrying out any other duty connected with the Authority's functions approved by the Council (Executive);
 - the following conferences, approved for the purposes of Section 175 of the Local Government Act 1972:
 - i. Local Government Association
 - ii. Chartered Institute of Housing - Housing Conference
 - iii. Royal Town Planning Institute - Summer School
 - any other conference not mentioned above, or a training course or seminar shall be considered as an approved duty provided that such attendance

has been authorised in advance by either the Executive or the Chief Executive.

- attendance relating to site visits in respect of Development Management Committee business for members and substitutes of the Development Management Committee.
2. A member attending any conference, training course or seminar shall be entitled to receive the relevant allowance for travelling and subsistence.
 3. The Chief Executive may, upon application to him/her by any Member of the Council, subject to consultation with the Leader of the Council for the time being, designate the attendance of that Member at any other meeting, training session, seminar or conference or other attendance not hereinbefore specifically referred to as an approved duty for the purpose of this scheme.

SCHEDULE 3 – OUTSIDE BODIES

1. Attendance at any meeting of an outside body on which the Member is appointed to represent the Council.
2. Attendance at any conferences, seminars or training events, the attendance at which is approved by the Council, or the Executive or a Committee of either, or the Chief Executive.
3. Attendance at any meetings of a Local Government Association or any Joint or Liaison Committee for Members of Local Authorities.

East Herts Council Report

Council

Date of meeting: 13 May 2026

Report by: Jonathan Geall, Director for Communities and Monitoring Officer

Report title: Political Balance and Committee Membership of the Council 2026/277

Ward(s) affected: (All Wards);

Summary – Council, at its annual meeting, is required to approve the decision-making arrangements for the discharge of functions.

RECOMMENDATIONS FOR COUNCIL:

- a) **That the Scrutiny Committees, Regulatory Committees and Joint Committees with the number of voting Members listed in paragraph 2.1 be appointed;**
- b) **That the political balance of the Council at Appendix A be agreed;**
- c) **That the membership and Chairman of Scrutiny Committees, Regulatory Committees and Joint Committees be as set out in Appendix B, with Members being appointed in accordance with the wishes of the political group to whom the seats on these bodies have been allocated;**
- d) **That the intention of the Leader of the Council to appoint Members to the Executive (in addition to the Leader) with the portfolio responsibilities as detailed in Appendix C be noted;**
- e) **That the programme of Council meetings, as detailed at paragraph 4.1, be approved;**

- f) That the Monitoring Officer be authorised to make changes in the standing membership of committees, joint committees and panels in (A) above, in accordance with the wishes of the political group to whom seats on these bodies have been allocated;
- g) That the action to be taken by the Monitoring Officer, in consultation with the Leader, under delegated authority, concerning the appointment of representatives to outside bodies, be noted; and
- 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.

1.0 Proposal(s)

- 1.1 In terms of the appointment of Members to the Executive, the Constitution provides that it is the responsibility of the Leader of the Council and the Leader determines the size of the Executive. The Leader’s determination on the size of the Executive for 2026/27 is at Appendix C and remains unchanged from 2025/26.
- 1.2 The Leader is also responsible for advising Council on the allocation of executive portfolio responsibilities. The Executive portfolio responsibilities are set out in Appendix C. Responsibility for Communications has moved from the Executive Member for Corporate Services to the Executive Member for Resident Engagement, as reported to Council earlier on this agenda.

2.0 Committees

2.1 Council are asked to appoint the following Committees and size:

Committee	No. of Members
Overview and Scrutiny	14
Audit and Governance	7
Development Management	12

Human Resources	7
Licensing	12
Standards	7
Local Joint Panel	4
Chief Officer Recruitment	5
East Herts Council and Stevenage Borough Council Joint Revenues and Benefits Committee (3 from East Herts)	6
Joint CCTV Executive (3 from East Herts)	12
East Herts Council and Stevenage Borough Council Joint Information Technology Committee (3 from East Herts)	6
Harlow and Gilston Garden Town Joint Committee (1 from East Herts)	5

3.0 Political Groups

- 3.1 Where Members of a Council are divided into political groups, the Local Government and Housing Act 1989 places a duty on the Council to review the allocation between those groups of seats on its scrutiny committees, regulatory committees and joint committees according to certain principles. This is to ensure that the political composition of those committees reflects the political representation of the Council. The rules of proportionality do not apply to the Executive.
- 3.2 The political groups within East Herts Council will be entitled to an allocation of committee places in proportion to their representation on the Council. The political balance representation of each relevant group is set out in Appendix A (*to follow*).

3.3 The Council must appoint Members to places on committees in accordance with each group's entitlement. Appendix B (*to follow*) sets out the proposed membership.

4.0 Calendar of meetings

4.1 A [calendar](#) of meetings for 2026/27 has already been published on the council's website and Council is invited to confirm the dates of its meetings as follows:

10 June 2026

22 July 2026

14 October 2026

9 December 2026

3 March 2027

19 May 2027

5.0 Outside Bodies

5.1 Council appoints a significant number of Members to be representatives on a range of outside bodies. The appointment of such representatives is delegated to the Monitoring Officer, in consultation with the Leader of the Council.

5.2 The annual reports from Members appointed to these outside bodies follow later in the agenda.

6.0 Implications/Consultations

Community Safety

None arising directly from this report.

Data Protection

None arising directly from this report.

Equalities

None arising directly from this report.

Environmental Sustainability

None arising directly from this report.

Financial

None arising directly from this report.

Health and Safety

None arising directly from this report.

Human Resources

None arising directly from this report.

Human Rights

None arising directly from this report.

Legal

This report fulfils the annual requirement as set out in the constitution.

Specific Wards

No

7.0 Background papers, appendices and other relevant material

7.1 None

Contact Officer

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Report Author

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East Herts Council Executive Team



Leader of the Council
Cllr Ben Crystall



Communities
Cllr Alex Daar

- Communities
- Grants
- Councillor Support and Development



Corporate Services
Cllr Joseph Dumont

- HR & OD
- Health & Safety
- Customer Services
- Legal & Democratic Services
- ICT



Environmental Sustainability
Cllr Tim Hoskin

- Transport Strategy
- Community
- Transport
- Climate Change
- Air Quality
- Parking
- Waste



Financial Sustainability
Cllr Carl Brittain

- Budget
- Annual accounts
- Treasury
- Management
- Sustainability Board
- Asset Management
- Property management
- Millstream
- Performance
- Revs & Bens
- Risk Management
- Procurement



Neighbourhoods & Deputy Leader
Cllr Mione Goldspink

- Affordable Housing
- Community Safety
- CCTV
- Emergency Planning
- Home Improvement
- Agency
- Safeguarding



Planning & Growth
Cllr Vicky Glover-Ward

- Development
- Management
- Planning Policy
- Conservation
- Urban Design
- Section 106
- Planning
- Enforcement
- N'bourhood
- Planning
- Masterplanning
- Regeneration
- Operational
- Economic
- Development
- Digital
- Infrastructure
- Licensing



Wellbeing
Cllr Sarah Hopewell

- Public Health
- Leisure
- Culture
- Green Space
- Environmental Health



Resident Engagement
Cllr Chris Wilson

- Resident Engagement
- Consultation
- Development
- Communications

East Herts Council Report

Council

Date of meeting: Wednesday 13 May 2026

Report by: Cllr Martin Adams, Chair of Audit and Governance Committee

Report title: Annual Audit & Governance Committee Report 2025/26

Ward(s) affected: All Wards

Summary – This report introduces the Annual Audit and Governance Committee report for 2025/26 on behalf of the Chair of Audit and Governance Committee. It provides an overview of the topics scrutinised by the Committee during the 2025/26 civic year.

RECOMMENDATIONS FOR COUNCIL:

- a) That the Annual Audit and Governance Committee Report covering the 2025/26 Civic Year be noted.

1. Proposal

- 1.1. The Annual Report for 2025/26 is attached at Appendix A and summarises the work of the Audit and Governance Committee during the respective period.

2. Background

- 2.1. Under good practice, an Annual Audit and Governance Committee report is prepared to set out the Committee's work and effectiveness in overseeing the Council's governance, risk management and internal control arrangements.

3. Reason

3.1. The production of an annual report is a requirement of the Global Internal Audit Standards (GIAS) for the UK public sector.

4. Options

4.1. No alternatives have been considered.

5. Risks

5.1. Publication of an Annual Audit and Governance Report provides a summary of what issues have been reviewed in the preceding year.

6. Implications / Consultations

Community Safety

None arising from the report.

Data Protection

Yes – providing Council with assurance over data protection.

Equalities

None arising from the report.

Environmental Sustainability

None arising from the report.

Financial

Yes – providing Council with assurance over effectiveness of the Finance, Audit and Risk Management function.

Health and Safety

None arising from the report.

Human Resources

None arising from the report.

Human Rights

None arising from the report.

Legal

None arising from the report.

Specific Wards

None arising from the report.

7.0 Background papers, appendices and other relevant material

7.1 Appendix 1 – Annual Audit and Governance Committee Report 2025/26

Contact Member Councillor Martin Adams, Chair of Audit and
Governance Committee
martin.adams@eastherts.gov.uk

Contact Officer Brian Moldon, Director for Finance, Risk and
Performance,
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Audit and Governance Committee

Annual Report 2025/26

Foreword from the Chair of the Committee

I am pleased to present the Annual Report of the Audit and Governance Committee, which provides an overview of the Committee's work and achievements during the 2025/26 municipal year.

The Audit and Governance Committee play a key role in supporting good governance across East Hertfordshire District Council. In line with the Chartered Institute of Public Finance and Accountancy (CIPFA) guidance, the Committee provides independent assurance on the adequacy of the Council's governance framework, financial management, risk management arrangements, and internal control environment.

During the year, the Committee has continued to provide robust scrutiny and constructive challenges, particularly in relation to financial resilience, audit findings, governance arrangements, and emerging risks facing the Council.

I would like to thank all those who have supported the work of the Audit and Governance Committee throughout the year. The Committee is made up of elected Members, supported by two Independent Members who provide additional expertise and challenge. Our work is further strengthened by the valuable contributions of officers, particularly from Finance, the Shared Internal Audit Service (SIAS) and the Shared Anti-Fraud Service (SAFS). I would also like to acknowledge the contribution of our External Auditors, both Ernst & Young, who supported the Committee during the earlier part of the year, and our new auditors, Azets, who have attended meetings regularly since their appointment.

I would also like to thank the Democratic Services team for their excellent support throughout the year. In particular, I am grateful to Michele Aves for her invaluable support during meetings and for keeping proceedings focused and on track.

Councillor Martin Adams
Chair of the Audit and Governance Committee
May 2026

Role of the Audit and Governance Committee

The Audit and Governance Committee have a central role in supporting the Council's governance framework by providing independent oversight and assurance on financial management, risk management, internal control and audit arrangements.

Acting as the Council's audit committee, it is responsible for approving the Statement of Accounts and reviewing the effectiveness of the Council's Annual Governance Statement. The Committee monitors budgetary performance, treasury management activity and commercial projects, and supports the Council and the Executive in the development of the annual budget and Medium Term Financial Strategy.

The Committee oversees the work of Internal Audit, External Audit and the Shared Anti-Fraud Service, including approving audit and counter-fraud strategies and plans, considering audit reports and findings, and seeking assurance that agreed management actions are implemented. It also reviews the adequacy of the Council's risk management, anti-fraud and anti-corruption arrangements and considers reports from external inspectors and assurance bodies.

The Committee is comprised of elected Members, supported by two Independent non-voting Members, and meets regularly throughout the year to discharge its responsibilities effectively.

The full Terms of Reference for the Audit and Governance Committee are set out in Section 8 of the Council's Constitution

<https://democracy.eastherts.gov.uk/documents/s65955/Other%20committees.pdf?J=2> and are reproduced in full at Appendix 1 of this report.

Committee Membership and Meetings

During 2025/26, the Audit and Governance Committee met 4 times, plus one joint meeting with the Overview and Scrutiny Committee to discuss the budget papers. The following Members were appointed to the Committee for 2025/26:

Councillor Martin Adams	Liberal Democrats (Chair)
Councillor Sue Nicholls	Green Party (Vice-Chair)
Councillor Bob Deering	Conservative
Councillor John Dunlop	Green Party
Councillor Chris Hart	Independent
Councillor Geoffrey Williamson	Conservative
Councillor David Willcocks	Labour
Mr M Poppy	Independent (non-voting)

Mr N Sharman Independent (non-voting)

Substitutes:

Councillor John Wylie	Conservative
Councillor Maura Connolly	Green Party
Councillor Nick Cox	Green Party
Councillor David Jacobs	Labour
Councillor Simon Marlow	Liberal Democrats
Councillor Miriam Swainston	Liberal Democrats

Key Areas of Work in 2025/26

The Committee operates an annual work plan designed to ensure that its responsibilities are covered in a structured and appropriately timed manner throughout the financial year. Meeting agendas are published on the Council's website to support transparency and public access.

During 2025/26, the Committee undertook work across the full range of its responsibilities. A comprehensive list of reports considered during the year is provided at Appendix 2, with the key areas of activity summarised below.

Financial Reporting and Statement of Accounts

The Committee is responsible for approving, on behalf of the Council, the Annual Statement of Accounts and for providing assurance that appropriate accounting policies have been applied and that any significant issues arising from the accounts or the external audit are properly considered.

During 2025/26, the Committee dealt with an exceptional set of circumstances, approving four sets of accounts in total. This included the 2021/22 and 2022/23 accounts, audited by the Council's former external auditor, Ernst & Young, and the 2023/24 and 2024/25 accounts, audited by the Council's current external auditor, Azets. This position arose as part of the national programme to address significant delays in the external audit of local authority accounts.

All four sets of accounts received disclaimed audit opinions, issued solely because there was insufficient time for the auditors to complete a full audit in line with the statutory backstop arrangements introduced by Government. The disclaimers were not the result of identified errors or weaknesses in the Council's accounting records or financial management.

As part of the audits of the 2021/22 and 2022/23 accounts, Ernst & Young issued three statutory recommendations, which were reported to full Council in May 2025. These recommendations related to strengthening aspects of the Council's financial resilience, capacity and governance arrangements. Since the recommendations were issued, the Committee has received updates during the

year on progress in implementing these statutory recommendations, alongside related recommendations arising from external audit work and the Finance Peer Review.

The Committee has provided ongoing oversight and challenge in relation to delivery of the agreed actions and will continue to monitor progress, with further update reports scheduled during 2026/27.

The Committee welcomed the significant progress made during the year in restoring timely financial reporting. In particular, the 2024/25 Statement of Accounts was published on time and received audit sign-off within the Government-prescribed timescales, marking an important milestone in returning to normal audit arrangements. It is anticipated that future years will see a return to the approval of a single set of accounts each year.

The Committee has also received and noted a recovery timetable from the Council's external auditor, setting out how audit assurance will be rebuilt over the coming years. This includes planned work to re-establish full audit coverage of key balances and transactions, with the intention of returning to an unqualified audit opinion by the 2027/28 accounts, subject to national audit arrangements and progress against the agreed programme.

The Committee will continue to monitor progress closely and provide appropriate challenge and oversight to support the restoration of timely, high-quality audited accounts.

Internal Audit and Anti-Fraud activities

The Committee oversees the Council's Internal Audit and Anti-Fraud arrangements, monitoring delivery of both plans, through progress reports during the year. During 2025/26, the Committee considered the Internal Auditor's Annual Opinion, which provided Satisfactory Assurance on the Council's control environment, received updates where Limited Assurance opinions were issued, and reviewed and endorsed the Internal Audit and Anti-Fraud Plans for 2026/27.

Risk Management

The Committee receives quarterly reports on the Corporate Risk Register, providing oversight of the Council's most significant risks and the effectiveness of mitigations. During the year, the Committee approved an updated Risk Management Strategy, strengthened the Council's approach to risks associated with Local Government Reorganisation (LGR), and considered the outcomes of an internal audit review of risk management, including the introduction of training for Members and officers. The Committee considers these reports ahead of their submission to the Executive, providing challenge and oversight before they are formally noted and approved.

Budget Monitoring

The Committee receives quarterly budget monitoring reports to review the Council's financial performance during the year. This provides Members with assurance on forecast outturn positions, emerging financial pressures, and the effectiveness of financial management and controls. The Committee considers these reports ahead of their submission to the Executive, providing challenge and oversight before they are formally noted and approved.

Governance

The Committee provides oversight of a range of governance-related assurance activities and receives a series of annual reports covering leisure services, BEAM, data protection, procurement, and Assets of Community Value. The Committee also provides scrutiny of the Treasury Management arrangements, considering three reports during the year prior to their submission to Council for formal approval.

Committee Effectiveness

The Chartered Institute of Public Finance and Accountancy (CIPFA) states that it is best practice for the Committee to regularly review its performance and effectiveness.

During 2026/27, the Council will seek additional assurance on the effectiveness of the Audit and Governance Committee through an internal audit review. In addition, the Committee will undertake the CIPFA self-assessment for audit committees, providing a structured review of how effectively the Committee is operating and identifying opportunities for further improvement.

Training and Development

Continual professional development is key to the effective operation of the Committee. An effective Committee is supported by well-informed Members who are able to provide assurance to Council that appropriate arrangements are in place and that the Council's financial stewardship, governance and risk management frameworks can be relied upon.

During 2025/26, training was provided to Committee Members around Anti-Fraud awareness (from the Shared Anti-Fraud Service), the role of internal audit and the Global Internal Audit Standards (by the Shared Internal Audit Service) and Treasury Management (by the Council's external Treasury Advisors). Training

sessions were aligned to items on the Committee's work programme and were designed to strengthen Members' ability to provide effective scrutiny and challenge. Further training is planned for 2026/27, with Risk Management (by external Trainer) currently planned for June 2026 and further training being considered to ensure Members continue to have the skills and knowledge required to discharge their responsibilities effectively.

8.1 Audit and Governance Committee – Terms of Reference

8.1.1 The Audit and Governance Committee will have the specific role of monitoring the Budget, approving the council's Statement of Accounts and acting as the council's audit committee. The Committee also carries out the treasury management functions.

8.1.2 The number and arrangements for this Committee are as follows:

- (a) the Committee will consist of a maximum of seven Members of the Council;
- (b) two Independent non-voting Members;
- (c) the Committee may appoint Sub-Committees;
- (d) no Member of the Executive may be a Member of the Committee;
- (e) Substitute Members to the committee shall be appointed by the Council in accordance with the wishes of the political group to whom the seats have been allocated.

8.1.3 Meetings of the Committee shall be programmed in each year. There will normally be between four and six meetings annually. In addition, Extraordinary Meetings may be called from time to time as and when appropriate. A Committee meeting may be called by the Chair, by any four Members of the Committee or by the Monitoring Officer if they consider it necessary or appropriate.

8.1.4 Quorum for the Committee shall be three Members.

8.1.5 Appointment of Chair and Vice Chair The Chair of the Audit and Governance Committee will be appointed by the Council at its annual meeting. The Vice-Chair will be appointed by the Committee at its first meeting of the Civic Year.

8.1.6 Subject to 8.1.5 above, the Chair and Vice-Chair will hold office during that Civic Year until, in each case:

- (a) they resign from the office of Chair or Vice-Chair;
- (b) they are no longer a Councillor; or
- (c) they are removed by a resolution of the Council.

8.1.7 Upon the occurrence of a vacancy in the office of Chair, the Council shall appoint a Chair at its next meeting. In the case of a vacancy in the office of Vice Chair, the Committee shall fill the vacancy at its next meeting.

8.1.8 Terms of Reference - The Audit and Governance Committee has the following functions:

- (a) assist the Council and the Executive in the development of the annual Budget;
- (b) approving the Council's statement of accounts;
- (c) consider the effectiveness of the council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements;
- (d) seek assurances that action is being taken on risk-related issues identified by auditors and inspectors;
- (e) be satisfied that the council's assurance statements, including reviewing the Annual Governance Statement against the good governance framework, properly reflect the risk environment and any actions required to improve it;
- (f) approve internal audit's strategy, its plan and monitor its performance;
- (g) approve the shared anti-fraud service strategy, its plan and monitor its performance;
- (h) review summary internal audit reports and the main issues arising and seek assurance that action has been taken where necessary;
- (i) consider the annual report of the head of internal audit;
- (j) consider the reports of external audit (including the annual audit letter) and inspection agencies, and monitor management action in response to the issues raised;
- (k) ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies and that the value of the audit process is actively promote;
- (l) review the financial statements, external auditor's opinion and reports to Members, and monitor management action in response to the issues raised by external audit; and
- (m) have oversight of the council's commercial projects

8.1.9 Audit function As an integral part of its role as the council's audit committee, undertake the following areas:

- (a) consider budget monitoring reports and risk management reports;
- (b) lead the cross Member scrutiny and consideration of the council's draft annual budget and medium term finance strategy;
- (c) scrutinise the council's Annual Investment Strategy, Annual Capital Strategy, Mid-Year Treasury Management Report and Annual Treasury Management Report and through review gain assurance that systems of governance and control for Treasury Management are effective;

- (d) where appropriate, assisting the Council and the Executive in the development of its budget and policy framework by in-depth analysis of financial, procurement and governance related policy issues;
- (e) review anti-fraud and corruption controls and arrangements, including the whistleblowing process.

Key reports considered by the Committee during 2025/26

Financial Statements and Accounts

- External auditors completion report for 2021/22 & 2022/23
- Annual Governance Statement 2021/22 and 2022/23
- Annual Governance Statement 2023/24
- Provisional Outturn 2023/24 and Statement of Accounts
- Accounting Policies 2024/25
- External auditors completion report 2023/24
- External Auditors Audit Plan 2024/25
- Provisional outturn 2024/25 and Statement of Accounts
- Annual Governance Statement 2024/25
- External Audit Annual Report 2024/25
- External Auditors Completion Report 2024/25
- Accounting Policies 2025/26

Governance

- Data Protection Update
- Strategic risk register - (4 update reports)
- Strategic Risk Strategy 2025/26
- Social Value Policy 2025-2030
- Annual Leisure Contract Performance Report
- Annual Procurement Report 2025
- Asset of Community Value Report 2025
- Treasury Management - (Annual, Mid-year & Outturn reports)
- Budget monitoring - (4 update reports)
- S106 report and Infrastructure Funding Statement 2024/25
- BEAM Trading Update
- MTFP 2026-2031
- Update on Statutory Recommendations from External Auditors and Finance Peer Review

Internal Audit and Anti-Fraud Services

- Annual Assurance Statement and Internal Audit Report 2024/25
- Internal Audit Plan Report 2025/26
- Anti-Fraud Service Report 2024/25
- Anti-Fraud Service Progress Reports 2025/26
- Internal Audit Progress Reports 2025/26
- Anti-Fraud Plan 2026/27
- Internal Audit Plan 2026/27

East Herts Council Report

Annual Council

Date of Meeting: 13 May 2026

Report by: Councillor David Jacobs, Chair of the Overview and Scrutiny Committee

Report title: Annual Scrutiny Report 2025/26

Ward(s) affected: All Wards

Summary

- This report introduces the Annual Scrutiny report for 2025/26 on behalf of the Chair of Overview and Scrutiny Committee. It provides an overview of the topics scrutinised by the Overview and Scrutiny Committee during the 2025/26 civic year.
- The Council's LEAF corporate plan priorities and the work of Members and Officers is aimed at listening to residents and working together with our communities to deliver fair services.
- The Council strives to do this with the support of the Overview and Scrutiny Committee which, and the detail of its work is set out in detail in Appendix A. The role of the Overview and Scrutiny Committee is as an independent source of challenge in reviewing the policies of the Executive.
- On 28 February 2024, the Council approved its new "LEAF" corporate priorities. These set out the strategic priorities of the Council and were grouped under the following four headings:
 - Listening, Open and Transparent
 - Environmentally Focused
 - Acting with the Community
 - Fair and Inclusive

RECOMMENDATION FOR COUNCIL:

(A) That the Annual Scrutiny Report covering the 2025/26 Civic Year be agreed and published on the Council's website.

1.0 Proposal(s)

1.1 The Annual Report for 2025/26 is attached at Appendix A and summarises the work of the Overview and Scrutiny Committee during the respective period.

2.0 Background

2.1 An Annual Scrutiny Report is prepared each year and presented to Council as required by the [Constitution](#). Once agreed by Council, the report will be published on the Council's website.

3.0 Reason(s)

3.1 The Council's Constitution at [Section 5](#), paragraph 5.5.1 states that Scrutiny Committee *"must report annually to the council on their workings and make recommendations for future work programmes and amended working methods if appropriate"*.

4.0 Options

4.1 No alternatives have been considered.

5.0 Risks

5.1 Publication of an Annual Scrutiny Report provides a summary of what issues have been reviewed in the preceding year, which can be assessed against the council's priorities in terms of the [Corporate Plan](#).

6.0 Implications/Consultations

6.1 The Chair of the Overview and Scrutiny Committee and the Leader have both been consulted on this document. The Annual Scrutiny Report is a summary of what individual report authors have submitted to respective meetings of committee(s).

Community Safety

Yes – Overview and Scrutiny Committee can consider matters that affect the public, and can impact on community safety.

Data Protection

None arising from the report.

Equalities

None arising from the report.

Environmental Sustainability

Yes - Integral to the Council's [Corporate Plan](#) is the issue of environmental sustainability in terms of the LEAF Priorities.

Financial

Yes – Overview and Scrutiny Committee can consider and make recommendations to the Executive on matters where there are budgetary implications.

Health and Safety

None arising from the report.

Human Resources

None arising from the report.

Human Rights

None arising from the report.

Legal

Yes - Overview and Scrutiny Committees are enshrined in law by virtue of the Local Government Act 2000 and the Localism Act 2011, as well as recent statutory guidance from the Ministry of Housing, Communities and Local Government (MHCLG) in April 2024.

Specific Wards

None arising from the report.

Background papers, appendices and other relevant material

Appendix A – Annual Scrutiny Report 2025/26

Reports to the Overview and Scrutiny Committee for the civic year 2025/26.

Reports to the Executive for the civic year 2025/2026

Reports to Council for the civic year 2025/26

Contact Member: Councillor David Jacobs, Chair of
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East Herts

Annual Scrutiny Report 2025-26





Councillor David Jacobs

Introduction from the Chairman of the Overview and Scrutiny Committee - Councillor David Jacobs

It is my pleasure as Chairman to provide a summary of the work of the Overview and Scrutiny Committee over the last 12 months. This report summarises the committee's activities during 2025-26, starting with our first meeting on 10 June 2025.

What follows is a summary of what the Overview and Scrutiny Committee has reviewed during the 2025-26 civic year. All reports and minutes are available from the link below.

[Overview and Scrutiny Committee - Browse Meetings](#)



10 June 2025

The full details of the reports, the recommendations and the decision of Overview and Scrutiny Committee, as well as the webcast of the meeting, can be viewed [here](#).

Refreshed LEAF priorities and annual report for 2024-25

The Overview and Scrutiny Committee were presented with a report from the Leader of the Council and Director for Regeneration, Customer and Community Services that updated Members in respect of performance against LEAF priorities over the 2024/25 year and proposed amended LEAF priorities for the 2025/26 year onwards.

The Overview and Scrutiny Committee agreed that the performance over the 2024/25 year be reviewed, and Members reviewed the proposed amended LEAF priorities for 2025/26 and their comments were passed on to the Executive.

Council Tax Support Scheme

Overview and Scrutiny Committee considered a report from the Director for Finance, Risk and Performance that updated members on the work undertaken so far in respect of the Council Tax Support Scheme, and in respect of consultation with both the public and the Major Precepting Authorities in respect of proposed changes to the Council's Council Tax Support Scheme with effect from 1 April 2026.

The Overview and Scrutiny Committee received the update.



16 September 2025

The full details of the reports, the recommendations and the decision of Overview and Scrutiny Committee, as well as the webcast of the meeting, can be viewed [here](#).

Review of Resident Permit Zone Policy

The Overview and Scrutiny Committee considered a report from the Executive Member for Environmental Sustainability on proposed targeted amendments to the Council's Resident Permit Parking (RPZ) policy and associated operational guidance. The changes aimed to increase flexibility, reduce procedural barriers and better align RPZs with the Council's objectives on sustainability, air quality, wellbeing and economic growth. The proposals were also informed by public feedback from the 2024 Parking Strategy consultation and an independent review by Citisense.

The Committee agreed that it had considered and provided comments on the proposed changes. Following a vote, the motion to note and comment on the revised RPZ operational guidance was carried.

Scrutiny of Registered Providers' Communications Methods

The Overview and Scrutiny Committee considered a proposal to review the effectiveness of communication between housing associations (registered housing providers), their tenants, elected Members and Council officers.

The aim was to identify improvements, share best practice and, where appropriate, influence regulators or national bodies. The report set out a project plan and timetable for the review, including a draft questionnaire to gather feedback from housing associations.

The Committee agreed to the project plan, approved the establishment of a Task and Finish Group, and appointed Councillor Sue Nicholls as Chair.

Waste Collection Contract Interim Progress Report - Verbal Update

The Overview and Scrutiny Committee were presented with an interim progress update on the roll-out of the new waste and recycling containers, supported by a detailed verbal presentation responding to pre-submitted Member questions. A full written report would be brought to the meeting on 4 November 2025.

The update set out the context, scale and complexity of the project, comparing the initial position at the start of the roll-out on 4 August with the current position. Members were also informed about Veolia's contractual performance in collecting both recycling and residual waste.

Members received the verbal report.



4 November 2025

The full details of the reports, the recommendations and the decision of Overview and Scrutiny Committee, as well as the webcast of the meeting, can be viewed [here](#).

Council Tax Support Scheme 2026/27

The Overview and Scrutiny Committee were presented with a report on the Council Tax Support (CTS) scheme and were asked to comment on the proposal to make no changes for 2026/27.

Members were updated on take-up following simplification of the application process, and on the cost-neutral nature of the scheme. The Committee considered the scheme in the context of the approach of local government reorganisation approaching.

Members discussed future options, caseload trends and the impact of universal credit, and agreed to support the proposal for no change to the scheme for the next financial year.

Community Forum and Development Management Forum Update

Overview and Scrutiny Committee considered an update report on Community Forums and the Development Management Forums. Members considered the information provided in the report relating to the establishment of the Community Forum and Development Management Forum and had provided observations to the Executive Member for Planning and Growth.

Members were generally supportive of the work undertaken in respect of engagement with the community through the forums. They were seen as a positive way of demonstrating the corporate strategies of the council – that being, listening, open and transparent. Suggestions were made by some committee members about spreading knowledge of the forums and their benefits to other ward members across the district.

Scrutiny of Registered Providers Communications Methods

Overview and Scrutiny Committee considered a report that updated Members on the Task and Finish Group on registered providers' that had met for the first time on 29 October 2025, with support from the Housing Lead Officer. Three further meetings would be held and expert witnesses would attend on 17 November and 4 December 2025, including council officers, Citizens Advice, the housing regulator, and representatives from large and small housing providers.

A final task and finish group meeting on 6 January 2026 would compile evidence and draft recommendations for the Executive Member for Neighbourhoods and a final report would be presented to the Overview and Scrutiny Committee on 20 January 2026.

The committee approved the progress of the Task and Finish Group and agreed that the final report be submitted on 20 January 2026.

Mobilisation of Waste, Recycling and Street Cleansing Contract

The Overview and Scrutiny Committee considered a report that updated Members on the mobilisation of the new Waste, Recycling and Street Cleansing Contract, focusing on the rollout of new services from August 2025.

Overview and Scrutiny Committee were updated on the performance of the contract and were presented with performance data on collections, missed bins and recycling. The Committee discussed the improvements and noted that further work was required.

Members also raised questions about project management, customer service impacts and digital systems. The Committee agreed that it had reviewed and commented on the contract mobilisation update.

Presenting the mobilisation update to Overview and Scrutiny helped the waste team focus on the key issues faced during mobilisation, demonstrate how improvements were being made, and clearly show how well the new services had been introduced. It also gave members a balanced picture of the issues around the mobilisation, especially the container rollout, also to demonstrate the success of the new service design and how it was implemented. Additionally:

- It gave a formal forum to set out the issues that arose and for a full explanation to be given - this helped to dispel some of the misunderstandings.
- It gave the waste team the opportunity to focus on that period, review the data, lessons learnt and actions taken, to also advise on what had already been corrected and where further improvement was still required.
- The team had the opportunity to give reassurance to members on how issues were being actively managed, and tracked through to resolution.
- Overview and Scrutiny gave us the opportunity to share the improved performance, and how the service changes increased recycling and reduced residual waste.



20 January 2026

The full details of the reports, the recommendations and the decision of Overview and Scrutiny Committee, as well as the webcast of the meeting, can be viewed [here](#).

Extension of the Ground contract and the use of glyphosate in the grounds' maintenance contract

Overview and Scrutiny Committee were presented with a report on the current ground's maintenance contract with Glendale, which was in year six of an eight-year term and due to expire in December 2027, with an option to extend for up to a further five years.

Members were advised that retendering would need to begin in 2026, would take around two years, and would incur additional costs, while an extension could allow for improvements to the contract, including reducing the use of glyphosate.

Members reviewed the proposals to extend the Glendale grounds maintenance contract beyond 2027 and discussed concerns about the continued use of glyphosate, including environmental, health and biodiversity impacts.

Overview and Scrutiny Committee resolved that its comments on alternative weed-control methods and reducing glyphosate be passed onto Executive Member for Wellbeing.

Scrutiny of Registered Providers' Communications Methods

Councillor Sue Nicholls, Chair of the Task and Finish Group set up in 2025, presented a report from the Task and Finish Group reviewing how registered housing providers communicate with tenants, Members and council officers.

The review had highlighted inconsistent engagement, identified good practice, and found that poor communication can lead to frustration, escalation of issues and reduced trust, particularly for vulnerable residents. The Group made a number of recommendations to improve communication and working practices, informed by evidence from providers, partners and national findings from the Housing Ombudsman.

The Overview and Scrutiny Committee discussed related issues, including Citizens Advice links and casework handling, and agreed that the Task and Finish Group's recommendations be forwarded to the Executive Member for Neighbourhoods for consideration and onward referral to the Executive.

This work made proposals to improve communications for the benefit of residents including:

- Reviewing the contact details for registered housing providers and helping elected members identify who manages housing stock by ward



- Providing opportunities for providers new to East Herts to get involved in partnership groups and forums used to assist joint working in the district
- Developing a regular housing newsletter to publicise good work and promote networking opportunities between elected members and registered housing providers

An update is due to come back to Overview and Scrutiny Committee within 12 months in respect of progress against the recommendations of the Task and Finish Group.



10 March 2026

The full details of the reports, the recommendations and the decision of Overview and Scrutiny Committee, as well as the webcast of the meeting, can be viewed [here](#).

Presentation by Executive Member for Environmental Sustainability (Cllr Hoskin) – The council’s approach to achieving net zero carbon by 2030: scrutiny of East Herts Council’s 2025 Carbon Emissions report

The Executive Member for Environmental Sustainability gave a presentation that updated Overview and Scrutiny Committee on the council’s progress towards net zero carbon, outlining national and local targets, emissions trends since the 2019 baseline, and actions taken to reduce carbon.

The presentation highlighted recent performance data, green asset sequestration, projected emissions to 2027, and the remaining gap to reach net zero by 2030.

Members asked a number of detailed questions, and received the presentation.

Progress on the Parking Strategy

The Executive Member for Environmental Sustainability submitted a report that updated Overview and Scrutiny Committee on progress with the East Herts Parking Strategy, which aimed to simplify and standardise parking while supporting sustainability and long-term behaviour change.

Members were reminded that the Parking Strategy goes beyond parking services, bringing together actions across the council and its partners. It was based on three core objectives: encouraging sustainable travel, ensuring parking was fairer and more consistent across East Herts, and managing parking more considerately. Each objective is supported by specific actions, with progress already made on several initiatives aimed at long-term behaviour change and modal shift.

The Committee discussed tariffs, car park capacity, enforcement, emissions-based charging, permits, and the risk of unintended consequences such as displacement parking. Members recommended that the Executive consider emissions-based parking rates, better monitoring of impacts, changing single yellow line restrictions to specific hours, and promoting resident and business permits.

Regulation of Investigatory Powers Act (RIPA) Policy Review

The Director for Legal, Policy and Governance submitted a report that set out that the council had reviewed its Regulation of Investigatory Powers Act (RIPA) policy, which sets out how covert surveillance could be used in very limited circumstances to support investigations. Members were advised that whilst these powers were not routinely used and the council instead relied on overt measures such as clearly signposted CCTV, it was legally required to keep an up-to-date, robust policy in place. An external inspection confirmed the council's overall compliance but recommended that the policy be brought back to members and that relevant officers receive refresher training.

The updated policy was being progressed for formal approval, and specialist training had been arranged, ensuring the council remains compliant, transparent, and prepared should such powers ever be required in exceptional cases.

The Overview and Scrutiny Committee received the report, and their comments were passed on to the Executive by the Director of Legal, Policy and Governance.

Agenda Item 18

East Herts Council Report

Council

Date of meeting: Wednesday 13 May 2026

Report by: Ben Crystall - Leader of the Council

Report title: Reports by Members appointed to Outside Bodies for the civic year 2025/26

Wards affected: All

RECOMMENDATIONS FOR Annual Council

- (A) That the reports of Members appointed to Outside Bodies for the 2025 - 26 civic year be received and noted.**
- (B) That the removal of Hertford Museum Trust from the list of Outside Bodies be noted.**
- (C) That the change in Councillor representation for Ware Charities be noted.**
- (D) That the change of name for East of England LGA, now known as Local Government East, be noted.**
- (E) That the change of name for Local Government District Council Network, now known as Local Council Network, be noted.**

1.0 Proposal(s)

- 1.1 The proposals seek to receive and note the reports submitted by Members appointed to Outside Bodies for the 2025 - 2026 civic year, alongside acknowledging several updates to the Council's Outside Bodies arrangements. These include the removal of Hertford Museum Trust from the list of Outside Bodies, a change in Councillor representation for Ware Charities, and the formal noting of name changes for two organisations: from East of England LGA to Local Government East, and from Local Government District Council Network to Local Council Network.

2.0 Background

2.1 At the Annual Council meeting each year Council determines the arrangements for Outside Bodies and receives annual updates on outside body activities from appointed Members.

3.0 Reason(s)

3.1 In order to increase transparency and improve the process for reviewing activities of Outside Bodies, Members appointed to Outside Bodies compile an annual report on their involvement and activities on these Outside Bodies. This provides an opportunity for Members to report back and to highlight any issues that might need to be addressed.

3.2 To improve consistency in reporting, Members were requested to use a standard report template when compiling their reports.

3.3 A review of the Outside Bodies on which East Herts Councillors sit was undertaken in 2025, the results of which were reported at Annual Council on [14 May 2025](#). The review identified which appointments continued to be beneficial, which appointments were no longer required (for example, those Outside Bodies which were defunct) and identified any new Outsides Bodies which would benefit from East Herts Councillor representation. The review also sought to improve relationships with Outside Bodies and deepen the understanding of their work. Democratic Services subsequently implemented new administrative processes to support both Members and the Outside Bodies in this.

3.4 Hertford Museum Trust was removed from the list of Outside Bodies on 12 January 2026 - following confirmation from the Chair of its Trustee Board that they no longer require an East Herts representative. Hertford Museum Trust have advised that they are revising their governance structure and intend to form into a Charitable Incorporated Organisation (CIO). The trust receives no funding from East Herts Council.

3.5 There has been a change to the representative for Ware Charities - with Councillor Hill superseding Councillor Butcher on 16 March 2026.

3.6 There has been a change of name for East of England LGA, who

are now known as Local Government East.

- 3.7 There has been a change of name for Local Government District Council Network, who are now known as Local Council Network.

4.0 Options

- 4.1 No other options are considered for recommendation a) as this is a requirement in accordance with the Council Constitution.

5.0 Risks

- 5.1 Reputational. Members appointed to an Outside Body could act contrary to East Herts Council policies/guidelines. As this is unlikely, the Risk is classified as minor.
- 5.2 Financial. Members could claim substantial expenses if an Outside Body had a large number of meetings. As most Outside Bodies have a set number of meetings, this is unlikely and the Risk is classified as minor.

6.0 Implications/Consultations

Community Safety

No

Data Protection

No

Equalities

No

Environmental Sustainability

No

Financial

No

Health and Safety

No

Human Resources

No

Human Rights

No

Legal

No

Specific Wards

No

7.0 Background papers, appendices and other relevant material

7.1 Appendix 1 – Outside Body Annual Update reports.

Contact Member Ben Crystall, Leader of the Council
ben.crystall@eastherts.gov.uk

Contact Officer Stephanie Tarrant, Assistant Director for
Democracy, Elections and Information
Governance.
stephanie.tarrant@eastherts.gov.uk

Report Author Michele Aves, Committee Support Officer
michele.aves@eastherts.gov.uk

Appendix 1



OUTSIDE BODY – ANNUAL UPDATE

Outside Body:

Ancient Charities of Hertford

Purpose:

To support needy residents in the town of Hertford and nearby villages.

East Herts Council Representative(s):

Alex Daar

Update:

I have attended all three meetings in this financial year.

Generous donations have been received by the charity. Grants have been given mainly for white goods. Discussion has centred on making sure organisations are aware of the support available. Applications need a professional recommendation. Hertford Town Council officers regularly remind organisations of the grant. I have spoken to East Herts Officers, Citizens Advice, Homestart and Community Alliance about the charity's available support. The main current referrers are CAB, food banks and then SNG. Please spread the word about support available in relevant wards.

Links for more information: <https://www.hertford.gov.uk/clubs-societies-charities-volunteering-1/>

Update provided by: Alex Daar

Date: 11/03/2026

OUTSIDE BODY – ANNUAL UPDATE

Outside Body:

Hertfordshire Armed Forces Covenant

Purpose:

The Armed Forces Covenant is a pledge that acknowledges and understands that those who serve or who have served in the armed forces, and their families, should be treated with fairness and respect in the communities, economy and society they serve with their lives.

East Herts Council Representative(s):

Alex Daar

Update:

Attended two meetings invited to in October and March in 2025/26.

Both meetings have been useful for networking and becoming aware of the variety of organisations around the area that support current armed forces and veterans. At the October meeting there was an intense discussion about whether the format of meetings should change from two board meetings per year to an annual conference. The final consensus was that the current format should remain.

I learnt from the Annual Report that East Herts has the third highest number of veterans in the County and at our last meeting that many that are known to the public sector are older. The impression I have gathered is that many organisations are working towards employment support for veterans but that more work needs to be done in ensuring services are identifying new veterans and they are getting appropriate support. There is a high incidence of mental health issues amongst veterans, and a big issue is supporting veterans in getting appropriate housing. We heard presentations from different charities supporting veterans including very detailed description of the adversity faced by individual veterans in settling down to civilian life, including the problems in identifying them as veterans.

At the March meeting we were told about a new initiative to develop a “Valour” support service. This initiative is being led by Stevenage Borough Council who have six months funding to develop a hub which is likely to serve veterans in the East of England. The aim is to provide a one stop shop to veterans for support, making the support as efficient and effective as possible so veterans do not have to repeat

their story across multiple services. Anyone can complete the survey on this link that will help the hub to develop and coordinate the right support. I have requested that is also shared via various media channels. [Stevenage Armed Forces Community Hub – Engagement Questions.](#)

This is the page for East Herts support for Armed Forces <https://www.eastherts.gov.uk/about-east-herts-0/armed-forces-community-covenant>

A further issue presented has been the difficulty in recruiting adult helpers to run cadet units for young people to join.

Update provided by: Alex Daar

Date: 11/03/2026

OUTSIDE BODY – ANNUAL UPDATE

Outside Body:

Bishop’s Stortford Business Improvement District (BID)

Purpose:

Business Improvement Districts are business-led partnerships which are created through a ballot process to deliver additional services to local businesses. They are a powerful tool for directly involving local businesses in local activities and allow the business community and local authorities to work together to improve the local trading environment.

East Herts Council Representative(s):

Cllr Calvin Horner

Update:

- Support for Town Centre Businesses – training, local discount card, support with business rate reviews
- Safer Town Centre – Purple Flag application (night-time economy), Town Link Radio scheme, Street Stewards
- Events – Festive Funday, sponsorship of Bishop’s Stortford Carnival
- Placemaking – North Street improvements/pedestrianisation, Lighting in Town Centre

There have been 17 meetings during the year, including board meetings, business meet ups and purple flag related events. I have attended 11 of these. Several have clashed with East Herts Council or Committee meetings.

Update provided by: Calvin Horner

Date: 15/4/2026

OUTSIDE BODY – ANNUAL UPDATE

Outside Body:

Bishop's Stortford Chamber of Commerce

Purpose:

To represent the businesses within Bishop's Stortford, by meetings, training, networking, and other activities likely to improve the business activity

East Herts Council Representative(s):

Martin Adams

Update:

Business activity is always a consideration, and the BS Chamber of Commerce facilitates regular networking sessions such as monthly breakfast briefings, which I try and attend as frequently as possible. This year I managed to represent the council at the Chamber a total of 3 times, which is far from ideal, and I would guess, probably less than is necessary.

From a personal perspective, I have found the role needs greater input than I can afford given my primary role as Chairman of the Council and recommend that the role of Chairman should come with a list of positions, such as Outside Bodies, that may make it difficult to juggle. I remain of the belief that it is important for the Council to remain a member and to be involved in supporting businesses, in Stortford and across the District.

Update provided by:Martin Adams

Date: 08 January 2026

OUTSIDE BODY – ANNUAL UPDATE

Outside Body:

CCTV Joint Partnership

Purpose:

To oversee the contract for CCTV cameras across several towns in East Hertfordshire in partnership with other councils who use this service such as Stevenage, North Herts and Hertsmere. The aim of the cameras is to reduce crime and help residents feel safer. The cameras are managed via the incident room in Stevenage.

East Herts Council Representative(s):

Alex Daar, Mione Goldspink.

Update:

Two meetings in this financial year.

We have considered the budgets, distribution of costs across the partners, the number of incidents, any business developments. Chair of the partnership rotates between partners.

Management reports here <https://www.hertfordshirecctv.co.uk/east-herts-management-reports/>

Update provided by: Alex Daar

Date: 30/03/2026

OUTSIDE BODY – ANNUAL UPDATE

Outside Body:

Co-operation for Sustainable Development Board

Purpose:

The purpose of the Co-op Board is to support plan-making process across East Herts, Epping Forest, Harlow and Uttlesford. The Board reviews cross boundary issues (strategic planning matters) being progressed through emerging local plans. It is an advisory body, and any decisions resulting from its advice remained the responsibility of its constituent councils.

East Herts Council Representative(s):

Cllr Vicky Glover-Ward

Update:

The Board is currently in abeyance. There have been no meetings during the last year, and none anticipated for the foreseeable future.

Update provided by: Cllr Vicky Glover-Ward

Date: 26 March 2026

OUTSIDE BODY – ANNUAL UPDATE

Outside Body:

Heritage Champion (organised by Historic England)

Purpose:

Historic England are the public body that helps people care for, enjoy, and celebrate England's spectacular historic environment. A Heritage Champion is a councillor who has been nominated by their authority to promote all aspects of the historic environment in their area. The network of Heritage Champions across the country supports the protection of the historic environment at a local level.

East Herts Council Representative(s):

Cllr Vicky Glover-Ward

Update:

The Heritage Champion:

- Liaises with Officers to make sure that local plans and strategies capture the contribution that the local historic environment can make to the success of an area.
- Promotes heritage within East Herts, generating enthusiasm for and awareness of the importance of the local historic environment.
- Helps ensure that commitment to the proper care of the historic environment is embedded in all relevant activities and plans of the East Herts.
- Supports the work of the Conservation service within the Planning Department.

Update provided by: Cllr Vicky Glover-Ward

Date: 26 March 2026

OUTSIDE BODY – ANNUAL UPDATE

Outside Body:

Hertford Museum

Purpose:

Trustee of Hertford Museum

East Herts Council Representative(s):

Cllr Maura Connolly

Update:

I attended all 7 formal meetings of trustees as well as the personnel subcommittee. In addition, there were informal meetings, attendance at private viewings and Sunday opening sessions (both expectations of trustees).

The Museum has decided to change its status to a CIO, which is a Charitable Incorporated Organisation. This will result in a much-reduced number of Trustees. To that end, Chris Pease the Museum Chair has formally removed the museum from the East Herts Outside Body List. My understanding is that I will step down at the end of this civic year.

Update provided by: Maura Connolly

Date: 27 Feb 2026

OUTSIDE BODY – ANNUAL UPDATE

Outside Body:

Hertfordshire Climate Change and Sustainability Partnership (HCCSP)

Purpose:

The Hertfordshire Climate Change and Sustainability Partnership (HCCSP) consists of all 10 districts and the county council, plus the Local Enterprise Partnership (LEP). HCCSP is a strategic group which acts as the lead partnership organisation for partners to collaborate and identify joint work programmes on environmental, climate change and wider sustainability issues.

East Herts Council Representative(s):

Cllr Tim Hoskin

Update:

Meetings are held 6 weekly which I have attended as the East Herts representative. There have been 8 meetings held in the last year and I have attended 6 of these meetings. I have also represented East Herts at the annual HCCSP review conducted with the Chair and lead CEO of Watford. I was elected vice chair in 2025

HCCSP continues to work on its six themes:

Water

Biodiversity

Decarbonisation

Transport

Behaviour change

Joint work programmes have included:

Solar Together – 2024/25 facilitated private resident investment of over £4.1m in generating and storage potential and saved 11,800 tonnes of CO₂

Retrofit – Work is now progressing and a Retrofit Strategy has been drafted and approved. Funding via the Local Area Retrofit Accelerator or “LARA” Process has been secured.

Update provided by: Cllr Tim Hoskin

Date: 7th Jan 2026

OUTSIDE BODY – ANNUAL UPDATE

Outside Body:

Hertfordshire Infrastructure and Planning Partnership (HIPP)

Purpose:

The Hertfordshire Infrastructure & Planning Partnership (HIPP) comprises the planning / transport portfolio holders and heads of planning from the eleven councils in Hertfordshire as well as representation from Hertfordshire Local Enterprise Partnership and others. The partnership is supported by Hertfordshire Planning Group, comprising heads of planning and invited guests, as well as sub-groups which bring together planning policy managers and development management managers.

HIPP's overarching purpose is "to provide a forum to discuss and develop a shared view and to propose joint work programmes on planning and infrastructure issues of common concern, working co-operatively within Hertfordshire and across county borders."

East Herts Council Representative(s):

Vicky Glover-Ward, Executive Member for Planning and Growth

Update:

Four meetings have been held over the last year (12/06/2025, 17/09/2025, 09/12/2025 and 27/02/2026). Meetings have focussed on Local Plan updates, development management issues, planning resilience (recruitment and retention in the planning sector), government consultations on planning including the consultation on the revised NPPF and other matters the Local Nature Recovery Strategy, and shared learning on strategic sites.

Update provided by: Vicky Glover-Ward

Date: 26/03/2026

OUTSIDE BODY – ANNUAL UPDATE

Outside Body:

Hertfordshire Waste Partnership

Purpose:

WasteAware is the partnership of Hertfordshire's county, district and borough councils, working together to reduce, reuse and recycle Hertfordshire's waste. It promotes waste and recycling education and campaigns, providing useful tips to help be WasteAware.

East Herts Council Representative(s):

Cllr Tim Hoskin

Update:

These meetings are ordinarily held quarterly but there has been a hiatus in 2025 due to the resignation of key HWP personnel. The resumption of these meetings took place in December 2025 under new leadership.

Within the last 12 months several significant consultations have been run by Defra including one on the proposed carbon tax for flue gases resulting from energy from waste incineration. These costs are estimated to be significant and further mitigation work is necessary

The implementation of Extended Producer Responsibility (producers' payment for collection and disposal of packaging) has happened and approx. £1.1bn will be paid into LA's for disposal/recovery of packaging. 12 months until October 2025.

East Herts went through extensive change in 2025 with the implementation of a new contract and a transition to 3 weekly residual and recycling collections along with a weekly food waste collection.

Update provided by: Tim Hoskin

Date: 7th Jan 2026

OUTSIDE BODY – ANNUAL UPDATE

Outside Body:

Local Council Network – (formally Local Government District Council Network)

Purpose:

The D/LCN champions the role played by councils within a devolved system, asserting that power, responsibility and accountability should sit as close to communities as possible.

Politically neutral and led by its members, it brings together senior councillors and officers to develop collective priorities, influence national policy decisions and strengthen local leadership.

East Herts Council Representative(s):

Cllr Ben Crystall

Update:

I attended the annual D/LCN conference, numerous webinars and receive monthly bulletins, alerts and briefings which are shared with the Executive and others as appropriate. Recent briefings, webinars and bulletins have focused on LGR, funding challenges and government policy changes.

Update provided by: Cllr Ben Crystall

Date: 20/03/2026

OUTSIDE BODY – ANNUAL UPDATE

Outside Body:

Local Government Association General Assembly

Purpose:

To champion and strengthen local government, to provide a strong voice for local authorities with Government, to offer information updates, support and provide services for member authorities, and lobby for policy change on behalf of local authorities.

East Herts Council Representative(s):

Cllr Ben Crystall

Update:

Information on the impact of local Government Reorganisation and Devolution and government policy on investment, infrastructure needs, and support for communities.

I attended a number of online briefings and webinars, the annual conference and general assembly, and regular LGA independent group meetings. I also contributed to a Ware Town Council LGA-led peer review.

Update provided by: Cllr Ben Crystall

Date: 20/03/2026

OUTSIDE BODY – ANNUAL UPDATE

Outside Body:

Local Government East (formally East of England Local Government Association)

Purpose:

To provide support and services for member authorities, and lobby for policy change on behalf of members.

East Herts Council Representative(s):

Cllr Ben Crystall

Update:

Local Government Reorganisation and Devolution, investment in the East of England, new NPPF changes, infrastructure needs.

I attended the LGE AGM, have annual meetings with the LGE chair, and have attended 2 meetings with leaders and mayors from the region. LGE have also provided HR support.

Update provided by: Cllr Ben Crystall

Date: 20/03/26

OUTSIDE BODY – ANNUAL UPDATE

Outside Body:

Parking and Traffic Regulations Outside London - PATROL

Purpose:

A statutory joint committee that manages and enforces parking and other traffic restrictions in England.

East Herts Council Representative(s):

Cllr Ben Crystall

Update:

There has been no activity beyond emails alerts and monitoring of issues raised in newsletters from PATROL. Alerts include notice of funding opportunities for campaign funding eg school parking and safety and notice of Pavement Parking consultation.

Update provided by: Cllr Ben Crystall

Date: 20/03/2026

OUTSIDE BODY – ANNUAL UPDATE

Outside Body:

Scotts Grotto

Purpose:

The Scotts Grotto Trust, set up by the Council in 2017 and in conjunction with the Ware Society continues to be a good example of how East Herts can work with community groups to transfer ownership of community assets and ensure they are managed more effectively. The Trust is still managing the Grotto, making use of volunteer and trustee support to ensure it remains open on Saturday afternoons and bank holidays from April to September every year.

East Herts Council Representative(s):

Cllr Graeme Hill

OUTSIDE BODY – ANNUAL UPDATE

Outside Body:

Stansted Airport Consultative Committee

Purpose:

The Committee is an independent consultative committee constituted to meet the requirements of Section 35 of the Civil Aviation Act 1982 for an airport “to provide adequate facilities for consultation with respect to any matter concerning the management or administration of the airport which affects the interest of users of the airport, local authorities and any other organisation representing the interests of persons concerned with the locality in which the airport is situated”

East Herts Council Representative(s):

Cllr Chris Wilson

Update:

Unfortunately, I have been unable to attend many meetings of this forum due to work commitments, but from meeting minutes and those that I did attend I can advise that the following topics have been considered:

- Planning permission for Stansted Airport (increased passenger numbers) - now approved by Uttlesford DC

- The impact of this increase - flight numbers will not increase to any great extent as planes will have a greater capacity
- Greater road and rail traffic needs to be managed and keeping the modal share of public transport at 50% will still mean an increase in traffic
- S106 and ongoing contributions to the local community in East Herts (Bishop's Stortford and other areas near to the airport)

Update provided by: Cllr Chris Wilson

Date: 06/03/2026

OUTSIDE BODY – ANNUAL UPDATE

Outside Body:

Strategic Aviation Special Interest Group

Purpose:

To provide information updates, support and services for member authorities, and lobby for policy change on behalf of members.

East Herts Council Representative(s):

Cllr Ben Crystall

Update:

The changing environment for aviation, the impact of local Government Reorganisation and Devolution and government policy, investment, infrastructure needs.

I attended an online briefing and receive regular updates from the Group on impact of Gov policy on the aviation sector.

Update provided by: Cllr Ben Crystall

Date: 20/03/26

Motion to promote ethical solar power in our district

Proposed by: Councillor Nicholas Cox

Seconded by: Councillor Vicky Glover-Ward

The Council Notes:

1. That East Hertfordshire District Council (EHDC) is committed to its Climate Change Strategy and the transition to renewable energy.
2. The significant increase in planning applications and private sector projects involving large-scale solar photovoltaics (PV) within the district.
3. Credible international reports, including from the UN and the Sheffield Hallam University Helena Kennedy Centre, which identify a "high risk" of state-sponsored forced labour in the Xinjiang Uyghur Autonomous Region (XUAR) of China being used in the production of polysilicon, a compound essential to for synthesising monocrystalline silicon found in modern solar PV panels—with a number of credible sources reporting this to be a key component of 95% of solar panels¹.
4. That the UK **Procurement Act 2023** empowers local authorities to exclude suppliers from bidding for contracts if there is evidence of modern slavery or serious professional misconduct in their supply chains.

The Council Believes:

1. That the transition to "Net Zero" must be a "Just Transition" that does not come at the cost of human rights or the exploitation of forced labour.
2. That as a public body, EHDC has a moral duty and a legal duty under the Modern Slavery Act 2015 to ensure its own procurement activities and the developments it encourages are ethically sourced.

The Council Resolves to:

¹ <https://www.ipac.global/news/statement-on-evidence-of-uyghur-forced-labour-in-global-solar-supply-chains>

1. **Audit Council Procurement:** Conduct a review of the council's own supply chains for any planned solar installations, including drafting specifications for solar PV hardware in accordance with the Solar Stewardship Initiative (SSI) standards or any recognised alternative or successor standards.
2. **Update Procurement Policy:** Formalise an "Ethical Procurement Policy" that requires all future bidders for council-led solar PV projects to provide a full "Supply Chain Transparency Statement," tracing components back to the raw material (polysilicon) stage in accordance with the Solar Stewardship Initiative (SSI) standards on any recognised alternative or successor standards.
3. **Planning:** Request that the Executive Member for Planning and Growth and the Director for Place include "Supply Chain Ethics" as a recommended advisory note (informative) on all approvals for large-scale solar farms, encouraging developers to use **Solar Stewardship Initiative (SSI)** certified hardware or other hardware compliant with any recognised alternative or successor standards.
4. **Provide information to residents:** Require that when providing advice, guidance or support to residents on energy efficiency or domestic retrofit, officers signpost residents to credible information sources on how to acquire ethically produced solar PV panels.
5. **Lobby National Government:** Write to the Secretary of State for Energy Security and Net Zero, supporting the "forced labour" amendments to the Great British Energy Bill, urging stronger national import bans on goods produced with forced labour and requesting that central government provides financial and technical assistance to local authorities, businesses and residents on how to ascertain the ethical standards associated with solar PVs thus enabling the most ethical solutions even if they are more expensive.