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Governance Services:
democracy@welhat.gov.uk

26 May 2023

Dear Councillor

You are requested to attend a meeting of the WELWYN HATFIELD BOROUGH COUNCIL CABINET to be held on Tuesday 6 June 2023 at 6.30 pm in the Council Chamber, Council Offices, The Campus, Welwyn Garden City, Herts, AL8 6AE.

AGENDA
PART 1

1. APOLOGIES

2. MINUTES

To confirm as a correct record the Minutes of the meeting held on 7 March 2023 (previously circulated).

3. PUBLIC QUESTION TIME AND PETITIONS

Up to thirty minutes will be made available for questions from members of the public on issues relating to the work of the Cabinet and to receive any petitions.

4. ACTIONS STATUS REPORT (Pages 5 - 6)

Report of the Executive Director (Finance and Transformation) on the status of actions agreed at the last Cabinet meeting.

5. NOTIFICATION OF URGENT BUSINESS TO BE CONSIDERED UNDER ITEM 10

6. DECLARATIONS OF INTERESTS BY MEMBERS

To note declarations of Members' disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in respect of items on the Agenda.

7. ITEMS REQUIRING KEY DECISION

To consider the following items for decision in the current Forward Plan:-

- (a) Gas Maintenance Contracts (Forward Plan Reference FP1176)
(Pages 7 - 8)

Report of the Service Director (Property Maintenance and Climate Change) on the Extension of Gas Maintenance Contracts.

- (b) Recovered Newsprint Contract (Forward Plan Reference FP1177)
(Pages 9 - 12)

Report of the Service Director (Resident and Neighbourhood) on the Extension of Sale of Newspaper contract.

8. APPOINTMENT OF CABINET PANELS, COMMITTEES AND BOARDS 2023-24 (Pages 13 - 16)

To appoint Cabinet Panels, Committees and Boards for 2023/24.

9. APPOINTMENT OF REPRESENTATIVES ON EXECUTIVE OUTSIDE BODIES 2023/24 (Pages 17 - 18)

To appoint representatives to executive outside bodies for 2023/24.

10. SUCH OTHER BUSINESS AS, IN THE OPINION OF THE CHAIRMAN, IS OF SUFFICIENT URGENCY TO WARRANT IMMEDIATE CONSIDERATION

11. EXCLUSION OF PRESS AND PUBLIC

The Cabinet is asked to resolve:

That under Section 100(A)(2) and (4) of the Local Government Act 1972, the press and public be now excluded from the meeting for Item 12 on the grounds that it involves the likely disclosure of confidential or exempt information as defined in Section 100(A)(3) and Paragraph 3 (private financial or business information) of Part 1 of Schedule 12A of the said Act (as amended).

In resolving to exclude the public in respect of the exempt information, it is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

PART II

12. ANY OTHER BUSINESS OF A CONFIDENTIAL OR EXEMPT NATURE AT THE DISCRETION OF THE CHAIRMAN

Circulation: Councillors P.Zukowskyj (Leader) M.Holloway
L.Chesterman (Deputy Leader) D.Jones
S.Bonfante J.Quinton
J.Broach

Senior Leadership Team
Press and Public (except Part II Items)

If you require any further information about this Agenda please contact Governance Services by email – democracy@welhat.gov.uk

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Agenda Item 4

Part I

Main author: Clare Cade

Executive Member: Cllr James Broach

Not Ward Specific

WELWYN HATFIELD BOROUGH COUNCIL

CABINET – 6 JUNE 2023

REPORT OF THE EXECUTIVE DIRECTOR (FINANCE AND TRANSFORMATION)

ACTIONS STATUS REPORT

1 Executive Summary

1.1 In order to ensure that actions identified at meetings are completed, this report lists the actions from the last Cabinet meeting, those responsible for completing each action and its current status.

2 Recommendation(s)

2.1 That Members note the status of the following actions which were identified at the last Cabinet meeting on 7 March 2023:-

Minute	Action	Responsible	Status/ Date Completed
93.1	Leaseholder Insurance Contract	Andrea Plucknett	Cabinet agreed to delegate the decision to award the contract for the provision of leasehold properties' buildings insurance to Executive Member (Planning and Resources) in consultation with the Executive Director (Finance and Transformation).
93.2/ 96.1	Award of Contract for Utilities Management	Andrew Harper	Cabinet agreed to enter into a Customer Access Agreement with Crown Commercial Services for a period of 4 years, with the supply commencing on 1 October 2024 and to sign supply contracts with EDF Energy Limited (EDF) and Total Energies Gas and Power Limited (Total).
93.4/ 96.2	Award of Contract for Building Surveyor - Planned Maintenance	Andrew Harper	Cabinet agreed to award the contract for Building Surveying services (Planned Maintenance) to Keegans Limited for a period of up to five years.
93.6	Mixed Recycling Contract	Andrew Harper	Cabinet agreed to extend the contract for Mixed Recycling with Pearce Recycling Limited by a further three years to expire on 31 January 2027.
94.1	Northaw and Cuffley Neighbourhood Plan	Matthew Wilson	The Northaw and Cuffley Neighbourhood Plan proceeded to referendum and residents voted on the 4 May 2023.

During the period 27 February 2023 to 26 May 2023, the following decisions were taken by Cabinet Members exercising their individual delegated powers in accordance with paragraph 18 of the Cabinet Procedure Rules within the Constitution.

	Action	Responsible	Status / Date Completed
2023-11	Now Housing balance Write Off (Decision taken 31 March 2023)	Richard Baker	The Executive Member, Resources and Planning agreed to write off the final balance relating to Now Housing Limited, to the value of £21,374.20.
2023-14	Housing related systems integration solution (Decision taken 28 April 2023)	Ben Trueman	It was agreed to award a contract to Manifest Software Solutions Limited for a housing related system integration solution and support services for a two-year period with an option to extend for an additional two years. Also it was agreed to make a direct award through The Crown Commercial Services G Cloud Framework.
2023-15	Updates to complaints policy and vexatious, persistent and abusive behaviour policy (Decision taken 28 April 2023)	Kirsten Roberts	It was agreed to agree the proposed updates as outlined in the Explanation section of the notice, following consultation with, and agreement of changes with the Cross-Party Customer Service Project Board.

Agenda Item 7a

Part I

Main author: Elliott Manzie

Executive Member: Cllr Lynn
Chesterman

All Wards

WELWYN HATFIELD BOROUGH COUNCIL

CABINET – 6th June 2023.

REPORT OF THE SERVICE DIRECTOR (PROPERTY MAINTENANCE AND CLIMATE CHANGE)

EXTENSION OF GAS MAINTENANCE CONTRACTS

1 Executive Summary

The initial terms of the gas maintenance contracts expire on 31st March 2024 and this report considers the extension of the contracts

2 Recommendation(s)

2.1 That the following contracts are extended by 2 years with effect from 1st April 2024:

- 1) Gas Maintenance (North) – Aaron Services Limited
- 2) Gas Maintenance (South) - British Gas Social Housing Limited (trading as PH Jones)
- 3) Third Party Gas Audit Contract - Gas Advisory Services Limited (trading as Phoenix Compliancy Management)

3 Explanation

3.1 On 8th January 2019 Cabinet agreed to award gas related contracts to Aaron Services, British Gas Social Housing Limited and Gas Advisory Services for an initial period of 5 years, with the option to extend for a period of up to 4 years in a minimum of 12 months increments

3.2 The contracts have generally performed well and it is considered that it is in the best interests of the council to extend these contracts.

3.3 The recommendation is for two years, so that there will be an opportunity for a further review.

3.4 An alternative would be to start a new procurement for the services.

Implications

4 Legal Implication(s)

4.1 There is provision in the contracts to extend them for up to 4 years, so the recommendation would be in accordance with regulation 72 (Modification of Contracts during their term) of the Public Contracts Regulations 2015.

5 Financial Implication(s)

5.1 The contracts would be extended on existing terms with prices only changing in accordance with the price adjustment formula.

6 Risk Management Implications

6.1 There are no additional risks associated with this recommendation.

7 Security and Terrorism Implication(s)

7.1 No additional implications.

8 Procurement Implication(s)

8.1 See legal implications.

9 Climate Change Implication(s)

9.1 No additional implications.

10 Human Resources Implication(s)

10.1 No additional implications

11 Health and Wellbeing Implication(s)

11.1 No additional implications

12 Communication and Engagement Implication(s)

12.1 No additional implications

13 Link to Corporate Priorities

13.1 The subject of this report is linked to the Council's Corporate Priority to meet the Borough's housing needs

14 Equality and Diversity

14.1 An EqIA was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.

Name of author
Title
Date

Elliott Manzie
Service Manager (Housing Repairs and Building Safety)
5th May 2023

Part I

Main author: Andrew Harper

Executive Member: Cllr Sandreni
Bonfante

All Wards

WELWYN HATFIELD BOROUGH COUNCIL

CABINET – 6th June 2023

REPORT OF THE SERVICE DIRECTOR (RESIDENT AND NEIGHBOURHOODS)

Extension of Sale of Newspaper contract

1 Executive Summary

- 1.1 The Council is the Lead Authority in a consortium of councils that collects and sells their recovered newsprint
- 1.2 This report considers the extension of the current contract

2 Recommendation(s)

- 2.1 To extend the contract with Palm Recycling Limited for one year (from 1st July 2023 to 31st May 2024)

3 Explanation

- 3.1 In January 2021, Cabinet agreed to award a contract to Palm Recycling Limited for the processing of recovered newsprint.
- 3.2 This Council is the Lead Authority for the Herts paper consortium and its members include:
 - Broxbourne Borough Council
 - Chelmsford City Council
 - East Herts District Council
 - Hertsmere Borough Council
 - North Herts District Council
 - Stevenage Borough Council
 - Welwyn Hatfield Borough Council
- 3.3 Members of the consortium collect paper from residents (mainly by kerbside collections, but also some bank collections) and then sells this material for reprocessing. The majority of the consortium members collect paper separated (known as News and Pams), whilst Broxbourne and Stevenage (and a very small amount from this council from banks) collect mixed paper and card. There is different pricing for these types of paper as the separation process is more onerous.
- 3.4 The pricing is based on the paper indices, with an additional uplift per tonne and a minimum price.
- 3.5 Welwyn Hatfield BC hold the contract with Palm Recycling Limited and have an SLA with the other members of the consortium, enabling them to call off the contract.

- 3.6 All members of the consortium are happy with the performance of the Contractor and are receiving good levels of income and recommend that the contract is extended by a further year

Implications

4 Legal Implication(s)

- 4.1 There is provision in the existing contract to extend it by a further year. Therefore the extension would be in accordance with regulation 72 (modification of contracts during their term) of the Public Contracts Regulations 2015.

5 Financial Implication(s)

- 5.1 Each of the consortium members receive an income from the contract. This varies on a monthly basis in accordance with paper indices. The current rate for News and Pam is £112.50 per tonne.

6 Risk Management Implications

- 6.1 There are minimal risk implications in relation to this recommendation

7 Security and Terrorism Implication(s)

- 7.1 No new implication relating to this recommendation.

8 Procurement Implication(s)

- 8.1 See Legal Implications

9 Climate Change Implication(s)

- 9.1 No new implication relating to this recommendation.

10 Human Resources Implication(s)

- 10.1 No new implication relating to this recommendation.

11 Health and Wellbeing Implication(s)

- 11.1 No new implication relating to this recommendation.

12 Communication and Engagement Implication(s)

- 12.1 No new implication relating to this recommendation.

13 Link to Corporate Priorities

- 13.1 The subject of this report is linked to the following Council's Corporate Priorities:
- Protect and Enhance the Environment;
 - Help build a Strong Local Economy; and
 - Engage with our communities and provide value for money

14 Equality and Diversity

14.1 An EqlA was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.

Name of author	Andrew Harper. 01707 357371
Title	<i>Procurement Manager</i>
Date	12/5/2023

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Part I

Main author: Vanisha Mistry

Not Ward Specific

WELWYN HATFIELD BOROUGH COUNCIL

CABINET – 6 JUNE 2023

REPORT OF THE ASSISTANT DIRECTOR (LEGAL AND GOVERNANCE)

APPOINTMENT OF CABINET PANELS, COMMITTEES AND BOARDS 2023-24

1 Executive Summary

- 1.1 The purpose of this report is for Cabinet to consider and agree Member appointments to Cabinet Panels, Committees and Boards, as put forward by political party group leaders, as required in line with the Councils constitution.

2 Recommendation

- 2.1 That the appointment of Cabinet Panels, Committees and Boards be considered.

3 Explanation

- 3.1 It is a requirement of the constitution for Cabinet to consider and agree, the Member appointments to Cabinet panels, committees and boards.
- 3.2 Group leaders have been consulted, and nominations to committees (including the proposed chair and vice chair) is attached in appendix A for consideration.

Implications

4 Legal Implication(s)

- 4.1 This report is for information and noting only and there are no legal implications arising.

5 Financial Implication(s)

- 5.1 None

6 Risk Management Implications

- 6.1 None

7 Security and Terrorism Implication(s)

- 7.1 None

8 Procurement Implication(s)

- 8.1 None

9 Climate Change Implication(s)

- 9.1 None

10 Human Resources Implication(s)

- 10.1 None

11 Health and Wellbeing Implication(s)

- 11.1 None

12 Communication and Engagement Implication(s)

12.1 None.

13 Link to Corporate Priorities

13.1 None.

14 Equality and Diversity

14.1 An Equality Impact Assessment (EIA) has not been carried out in connection with the proposals that are set out in this report.

Name of author	Vanisha Mistry
Title	Democratic Services Assistant
Date	25 May 2023

APPOINTMENT OF CABINET PANELS, COMMITTEES AND BOARDS 2023-24

Cabinet Housing Panel

11 Members, Ratio 5:3:3

Conservative	Labour	Liberal Democrats
Julie Cragg	Margaret Birleson (VC)	Gemma Moore (C)
Rebecca Lass	Astrid Scott	Tim Rowse
Fiona Thomson	Jill Weston	Simon Goldwater
Roger Trigg		
Stan Tunstall		

Cabinet Planning and Parking Panel

13 Members, Ratio 6:3:4

Conservative	Labour	Liberal Democrats
Jonathan Boulton	Kieran Thorpe (C)	Russ Platt (VC)
Alastair Hellyer	Rose Grewal	Sandreni Bonfante
Tony Kingsbury	Lucy Musk	Simon Goldwater
George Michaelides		Paul Zukowskyj
Craig Stanbury		
Sunny Thusu		

Campus West Cabinet Panel

7 Members, Ratio 3:2:2

Conservative	Labour	Liberal Democrats
Gail Ganney	Larry Crofton (VC)	Russ Platt (C)
Terry Mitchinson	Astrid Scott	Frank Marsh
Bernard Sarson		

Cabinet Grants Appeals Committee

3 Members of the Cabinet

Conservative	Labour	Liberal Democrats
	James Broach (C)	Jane Quinton
		Sandreni Bonfante

Estate Management Appeals Panel

9 Members, preference for WGC Ward Councillors, Ratio 4:2:3

Conservative	Labour	Liberal Democrats
Steve McNamara	Max Holloway	Jean-Paul Skoczylas
Nick Pace	Lynn Chesterman (C)	Gemma Moore
Fiona Thomson		Jane Quinton
Flavia Wachuku		

APPOINTMENT OF CABINET PANELS, COMMITTEES AND BOARDS 2023-24

Whitley Committee

3 Members, Ratio 1:1:1 and 3 employees of the Council appointed by the Welwyn Hatfield Branches of the Joint recognised Unions. The Chairman of the Committee shall be a Member nominated by the Cabinet and the Vice-Chairman shall be a member of the Staff Side and nominated by the Staff Side. Members to provide their own substitutes).

Conservative	Liberal Democrat	Labour
Tony Kingsbury	Jean-Paul Skoczylas	Max Holloway

NOMINATIONS FOR APPOINTMENTS OF REPRESENTATIVES ON OUTSIDE BODIES
2023/24

	Organisation	Number of Reps	Period of Office	Nominations 2023/24
1.	Arts Council England Local Government Forum	1 + 1 officer	1 year	Rose Grewal
	Hertfordshire Arts Partnership	1	1 year	Cathy Watson
2.	Local Cultural Consortium	3	1 year	Max Holloway, Russ Platt, Rose Grewal
3.	Joint Waste Management Group	Executive Members of Hertfordshire Authorities	1 year	Sandreni Bonfante
4.	Hertfordshire Infrastructure Planning Panel	1 Member with Planning Portfolio	1 year	Jane Quinton
5.	Hertfordshire Police and Crime Panel	1 Member and a Reserve	4 years	Lynn Chesterman (reserve Duncan Jones)
6.	Hertfordshire Armed Forces Community Covenant Board	1	1 year	Steve McNamara
7.	Hertfordshire Lifestyle and Legacy Partnership	1	1 year	Max Holloway
8.	Hatfield 2030+	1 Executive Member	1 year	Paul Zukowskyj
9.	Hatfield Community Sports Fund Board	1 Executive Member	1 year	James Broach
10.	Hertfordshire Climate Change and Sustainability Partnership	1 + substitute (preferably a member with executive responsibility for climate change)		Paul Zukowskyj (Sub Jill Weston)
11.	WGC Business Improvement District Company Board	1 Executive Member	1 year	Duncan Jones
12.	District Councils' Network	1 Leader of the Council	1 year	Paul Zukowskyj
13.	Panshanger Park Liaison Group	1	1 year	Jane Quinton

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