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Contact:
democracy@welhat.gov.uk

10 May 2024

You are requested to attend a meeting of the WELWYN HATFIELD BOROUGH COUNCIL to be held on Monday 20 May 2024 at 7.30 pm in the Council Chamber, Campus East, Welwyn Garden City, Herts, AL8 6AE.

AGENDA
PART 1

1. **ELECTION OF MAYOR**

To elect the Mayor for the municipal year 2024/25.

2. **APPOINTMENT OF DEPUTY MAYOR**

To appoint the Deputy Mayor for the Municipal Year 2024/25.

3. **APOLOGIES**

To receive apologies for absence, if any.

4. **MINUTES**

To confirm as a correct record the Minutes of the meeting held on 13 March 2024 (previously circulated).

5. **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.

6. **ANNOUNCEMENTS**

To receive any announcements from the Mayor, Leader of the Council, Member of the Cabinet or the Head of Paid Service.

7. OVERVIEW AND SCRUTINY COMMITTEE ANNUAL REPORT 2023/24 (Pages 5 - 8)
To receive the Annual Report on the Overview and Scrutiny Committee.
8. MEMBER DEVELOPMENT ANNUAL REPORT (Pages 9 - 12)
To receive the Annual Report on Member Development.
9. REVIEW OF POLITICAL PROPORTIONALITY
To consider the report a review of the political proportionality of Member appointments to Committees.
10. APPOINTMENT OF THE LEADER OF THE COUNCIL, CABINET AND COMMITTEES 2024/25
 - (a) To appoint the Leader of the Council
 - (b) To note the appointments by the Leader of the Council of the Cabinet
 - (c) To approve the appointment of Committees
11. APPOINTMENT OF REPRESENTATIVES
To appoint representatives to serve on outside bodies in 2024/25.
12. ATTENDANCE (Pages 13 - 14)
To note the summary of attendances by Members at meetings during 2023/24.
13. APPOINTMENT OF THE INTERIM MONITORING OFFICER (Pages 15 - 16)
To appoint an Interim Monitoring Officer for the Council.
14. URGENT MATTERS
To consider any matters of urgency subject to the agreement of the Mayor in accordance with Procedure Rule 5.1(s).

Circulation: The Mayor and Members of the Welwyn Hatfield Borough Council
Senior Leadership Team
Press and Public (except Part II Items)

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

Part I

Main author: Roxanne Misir

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
ANNUAL COUNCIL – 20 MAY 2024
REPORT OF THE EXECUTIVE DIRECTOR (FINANCE AND TRANSFORMATION)

OVERVIEW AND SCRUTINY COMMITTEE ANNUAL REPORT 2023/24

1 Executive Summary

- 1.1 In accordance with Part 3a of the Constitution, the Council will receive an Annual Report from the Overview and Scrutiny Committee in relation to its work. This report illustrates the work of the Committee and its Task and Finish Panels during the 2023/24 Municipal Year.

2 Recommendation(s)

- 2.1 That the Council note the Annual Report of the Overview and Scrutiny Committee 2023/24.

3 Membership and Work Programme 2023/24

- 3.1 The Membership of the Overview and Scrutiny Committee for 2023/24 was Councillors L. Musk (Chair), A. Hellyer (Vice-Chair), T. Rowse (Vice-Chair), L. Crofton, G Michaelides, T. Mitchinson, A Nix, D. Panter, B. Sarson, M. Siewniak, C. Stanbury, K. Thorpe, S. Thusu, and R. Trigg.
- 3.2 An Annual Work Programme was set at the start of the municipal year in liaison with Members and relevant Officers. The Committee met five times during the municipal year: 18 July 2023, 26 September 2023, 14 December 2023, 16 January 2024 and 12 March 2024.

Committee Work Programme

- 3.3 The business considered by the Overview and Scrutiny Committee included:

a) Housing Maintenance:

The Committee noted the report which identified actions undertaken by the Cross Party Housing Maintenance member group and Cabinet Housing Panel.

b) Cyber Security:

The Committee noted the measures in place to prevent cyber attacks and mitigate against them.

c) Street Scene:

The Committee received the report of the Task and Finish Group it had established.

d) Recruitment, Retention and Leaver Processes:

The Committee received the report of the Task and Finish Group it had established.

e) Budget and Medium Term Financial Forecast 2024/24 and budget consultation:

The Committee received a verbal update from the Chair of the Task and Finish Group it had established, which had received an update on the

provisional local government finance settlement and an overview of the approach to fees and charges.

f) Crime and Disorder Update for the Borough:

The Committee received a verbal update from the Chief Inspector from Welwyn Hatfield Police.

g) Health Offer for the Borough:

The Committee received a verbal update from the Assistant Director, Leisure, Community and Culture.

Task and Finish Panels:

3.4 Three Task and Finish Panels operated during the year, and reported their findings to the Committee between December 2023 and March 2024:

a) Budget Setting Task and Finish Panel:

The Membership of the Panel was Councillors G. Michaelides (Chair), S. Boulton (Vice Chair), M. Birleson, H. Goldwater, F. Marsh, L. Musk, and P. Smith.

The Panel met on three occasions between October 2023 and January 2024 as part of the budget setting process. The budget was fully scrutinised by the panel which received an overview of the savings proposals, growth proposals, and fees and charges. No recommendations were made to Cabinet.

b) Recruitment, Retention and Leaver Processes Task and Finish Panel:

The Membership of the Panel was Councillors A. Hellyer (Chair), P. Smith (Vice Chair), M. Birleson, A. Nix, R. Platt, C. Stanbury and K. Thorpe.

The Panel met on three occasions between January and February 2024 and considered; staff turnover; recruitment; home working arrangements; staff retention; learning and development; health and wellbeing; staff empowerment; and the handover process when staff leave the Council. The Panel made three recommendations: a formal buddying system for new staff; adding fifty reasons to work for the Council to the new recruitment website; and undertaking regular staff surveys.

c) Street Scene Task and Finish Panel:

The Membership of the Panel was Councillors B. Sarson (Chair), S. Kasumu (Vice Chair), J. Cragg, R. Grewal, L. Mush, A. Nix and T. Rowse.

The Panel met on four occasions in September and October 2023 and considered; an overview of the Urbaser contract; complaints, performance and missed bin data; fly tipping data and the Council's approach to reducing fly tipping; recycling; bin collection calendars; information provided to students about waste and recycling; and waste cage days.

The Committee made a number of recommendations including: cardboard collections to be presented alongside blue lidded bins (implemented as a trial scheme in December 2023); a review of the bring back service and types of bin used; investigating options for entering a 12 month pilot contract with an external provider for environmental enforcement; continuing to collect paper separately to dry mixed recycling as this provides a greater income; a communications campaign be developed that seeks to change behaviour to encourage civic pride for the borough and enhanced education and publicity about matters such as waste disposal, recycling and tackling of illegal waste dumping including enforcement; a briefing note be distributed to members through the information hub on the responsibility for verge protection across the borough; consideration of sponsorship for Waste Cage Days; and that a Cabinet Street Scene Panel is introduced to provide regular oversight on the performance of the outsourced waste and cleansing contract.

3.5 One recommendation was made by the Committee to Cabinet:

- a) At its meeting on 9 January 2024, Cabinet considered the recommendations of the Street Scene Task and Finish Group and received an update on those recommendations by the Executive Member for Environment. Cabinet noted the Group's report and the update from the Executive Member and approved the recommendations.

Implications

4 Legal Implication(s)

- 4.1 The requirement for local authorities in England to establish Overview and Scrutiny Committees is set out in sections 9F to 9FI of the Local Government Act 2000 as amended by the Localism Act 2011. The Council itself cannot undertake the Overview and Scrutiny function and must establish a committee to do so.

5 Financial Implication(s)

There are no financial implications. Officer support for the Overview and Scrutiny function is met from existing resources.

6 Risk Management Implication(s)

- 7.1 None

8 Security and Terrorism Implication(s)

- 8.1 None

9 Procurement Implication(s)

- 9.1 None

10 Climate Change Implication(s)

- 10.1 None

11 Human Resources Implication(s)

11.1 None

12 Health and Wellbeing Implication(s)

12.1 The Overview and Scrutiny Committee discharges the function of Health Scrutiny.

13 Communication and Engagement Implication(s)

13.1 None

14 Link to Corporate Priorities

14.1 The subject of this report is linked to the Council's Corporate Priority of a well-run council which puts our customers first, and specifically to the achievement of delivering modern, efficient and transparent services for everyone.

15 Equality and Diversity

15.1 An Equality Impact Assessment (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	Richard Baker
Title	Executive Director (Finance & Transformation)
Date	7 May 2024

Part I

Main author: Kyle Houston

Executive Member for Governance:
(All Wards)

WELWYN HATFIELD BOROUGH COUNCIL
ANNUAL COUNCIL – 20 MAY 2024
REPORT OF THE EXECUTIVE DIRECTOR (FINANCE & TRANSFORMATION)

MEMBER DEVELOPMENT ANNUAL REPORT

1 EXECUTIVE SUMMARY

Report of the Executive Director (Finance and Transformation) providing a brief overview of Member Development which had taken place during the previous municipal year, whilst looking ahead to the forthcoming year and the programme to be approved.

2 RECOMMENDATION(S)

- 2.1 To note the Member Development Annual Report.
- 2.2 To note the training sessions held.
- 2.3 To note the objective as being to assist elected Members in carrying out their responsibilities to the highest standard for the Local Authority and the communities they serve using efficient and cost effective training sessions.

3 EXPLANATION

- 3.1 Member Development is considered to be essential in providing support, knowledge and guidance to Members, both new and experienced.
- 3.2 A number of training sessions are mandatory for all Members, whilst others are mandatory for those Members joining certain technical committees (such as planning and licensing).
- 3.3 Member Development is overseen by the Member Development Steering Group. The Group is comprised of 4 Councillors, a chair and a member from each political group. It is envisaged that the Group will meet three times during the year 2024-2025.

4 MEMBER DEVELOPMENT PROGRAMME 2023/24

- 4.1 Borough Council elections were held in May 2023. An induction programme was provided for all new Members. Mandatory training sessions including the Council Code of Conduct, and General Data Protection Regulations (GDPR)/ Data Protection Act 2018 (DPA) were also provided to all members. Specific mandatory training for new Committee Members were also arranged covering Planning, and Licensing (including Hackney Carriages)
- 4.2 Further sessions were held throughout the year: these included Member Briefing sessions, which had been arranged in response to events as they occurred.

- 4.3 All sessions were recorded and made available to members via Microsoft Teams, ensuring that all councillors had access to training even if they were unable to attend the initial course.
- 4.4 A full list of dates and sessions are contained in the table below.

2023/24 Member Development Sessions and Briefings

Training session	Date(s)	Attendance
New Member Induction	Wednesday 10 May 2023 6.00pm Council Chambers	New Councillors and re-elected members
Licensing and Hackney Carriage	Thursday 11 May 2023 7:00pm Teams	19
Information Governance	Tuesday 16 May 2023 7.00pm Teams	18
Code of Conduct	Thursday 18 May 2023 7.00pm Teams	22
DMC Code of Conduct	Tuesday 30 May 2023 7:00pm Teams/Council Chambers	35
Estate Management Scheme	Tuesday 25 July 2023 7:00pm Teams	10
Chairs training	Tuesday 1 August 2023 7:00pm Teams	16
Risk Management	Tuesday 12 September 2023 7:00pm Teams	12
Housing allocations and options	Tuesday 2 November 2023 7:00pm Teams	19
Damp and Mould	Monday 20 November 2023 7:00pm Teams	9
Jadu training	Wednesday 10 January 2024 7:00pm Teams	18
Planning Enforcement	Monday 12 February 2024 7:00pm Teams	23

- 4.5 The Member Development Steering Group were pleased with the Member Development programme 2023/24.

- 4.6 There were 12 Member Development sessions held in 2023/24 with an average attendance of 18 Councillors a session. 5 were statutory training sessions. 3 sessions involved externally providers, and 9 were provided internally. Overall feedback was good for all sessions.
- 4.7 20 Local Government Association and East of England Local Government Association training opportunities were circulated to the members throughout the year. A majority of these opportunities were free, and the Member Development Steering Group noted these opportunities were useful for members. They further noted it may be worth to expand the amount of opportunities available.

5 MEMBER DEVELOPMENT PROGRAMME 2024/25

- 5.1 Given current budgetary realities the objective will be to ensure Member Development is delivered in a cost effective manner. This includes fully utilising the Member Information Hubs to share relevant information, working collaboratively with neighbouring councils and public authorities and being proactive in sign posting Members to good, free to access and low cost development resources provided by groups such as the Local Government Association. The council will also look to utilise internal expertise to deliver training sessions where appropriate.
- 5.2 The initial Member Development Programme for 2024/25 is set out in the table below. This will be further developed by the Member Development Steering Group.
- 5.3 Should members have any particular needs or suggestions, these should be discussed with their group leaders and nominated representatives on the steering group.

2024/25 Proposed Member Development Sessions and Briefings

Session	Date(s)
Member Induction	Wednesday 8 th May 2024 18:00 – 21:00 Council Chamber
Information Governance	Tuesday 14 th May 2024 19:00 – 20:00 Teams
Licensing and Hackney Carriage	Thursday 16 th May 2024 19:00 – 20:30 Teams
Code of Conduct	Tuesday 21 st May 2024 19:00 – 20:30 Teams
Development Management (Planning)	Monday 10 th June 2024 19:00 – 21:00 Teams

- 5.4 Once the programme is agreed and individual sessions have been arranged, details will be shared with all Members.

6 Implications

- 6.1 Legal Implication(s):
This report is for information only and there are no legal implications arising.
- 6.2 Financial Implication(s):
This report is for information only and there are no financial implications arising. However, Members should note the objective to continue to utilise cost effective Member development tools given budget realities.
- 6.3 Risk Management Implication(s):
This report is for information only and there are no risk management implications arising. However, failure to deliver mandatory training would create a compliance risk and/or prevent Members carrying out their duties effectively
- 6.4 Security and Terrorism Implication(s):
There are no security and terrorism implications arising from this report.
- 6.5 Procurement Implication(s):
There are no procurement implications arising from this report.
- 6.6 Climate Change Implication(s):
There are no climate change implications arising from this report. However Members should note the intention to continue with providing training sessions remotely in part to avoid the associated carbon impact of travel to and from in person training sessions.
- 6.7 Human Resources Implication(s):
There are no HR implications arising from this report.
- 6.8 Health and Wellbeing Implication(s):
There are no health and wellbeing implications arising from this report.
- 6.9 Communications and Engagement Implication(s):
This report is for information only and there are no wider communication implications.
- 6.10 Link to Corporate Priorities:
This report is linked to all of the council's corporate priorities, increasing the effectiveness of Members to affect change, scrutinise performances and ensure the Council fulfils its duties.
- 6.11 Equality and Diversity:
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	Kyle Houston
Title	Information Governance Officer
Date	

Agenda Item 9

Part I

Main author: Richard Baker

Not Ward Specific

WELWYN HATFIELD BOROUGH COUNCIL
ANNUAL COUNCIL – 20 MAY 2024
REPORT OF THE EXECUTIVE DIRECTOR (FINANCE AND TRANSFORMATION)

REVIEW OF POLITICAL PROPORTIONALITY

1 Executive Summary

- 1.1 The purpose of this report is to review the political proportionality of Member appointments to Committees to take account of the results of the Borough Council Election on 2 May 2024.

2 Recommendation

- 2.1 That the Constitution be updated as set out in 3.5 to enable the political proportionality of Committees.
- 2.2 That the review of political proportionality of Member appointments to Committees be noted and the allocation of seats be as set out in the schedule to the report.

3 Explanation

- 3.1 It is necessary to review the political proportionality of Member appointments to Committees following the Borough Council election on 2 May 2024 and to reflect the results in the constitution of Committees.
- 3.2 The Council has a legal duty to secure the balance of the different political groups on the authority.
- 3.3 The nominations for Member appointments to Committees listed under agenda item 10(c) are in accordance with this review of political proportionality.
- 3.4 The constitution sets out the number of members for each Committee where these are determined by national guidance (for example the CIPFA guidance on Audit Committees).
- 3.5 For those which are not, it generally sets out a range in which the Committee size will be, to ensure political proportionality is achieved. There are however two committees which state the number as 13, and it is recommended these be amended to the range of 10 to 15, the same as the Licencing Committee, to ensure that political proportionality is always achieved as required by legislation.
- 3.6 The new Cabinet Panels, as agreed at the previous meeting of the Constitution Review Group, and Full Council Meeting of the 15 November 2023, have been added to the proportionality table attached to this report. These are the Community Cabinet Panel and the Climate and Biodiversity Cabinet Panel.

Implications

4 Legal Implication(s)

- 4.1 Section 15 and Schedule 1 of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 set

out the Council's legal duty to reflect the overall political composition of the Council in the appointment of Members to Committees.

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 The subject of this report is linked to a statutory requirement under the Local Government and Housing Act 1989 and Regulations.

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. It is considered that there are no differential impacts.

Name of author	Richard Baker
Title	Executive Director (Finance and Transformation)
Date	16 May 2024

Welwyn Hatfield Borough Council
Committee Proportionality Ratios

Seats on Council	2023/24		2024/25	
Conservative	22	45.83%	12	25.00%
Liberal Democrats	14	29.17%	16	33.33%
Labour	12	25%	20	41.67%
TOTAL	48	100%	48	100%

Committee	Seats		Ratio	
	2023/24	2024/25	2023/24	2024/25
Estates Management Appeals Panel	9	9	4:3:2	2:3:4
Audit Committee	5	5	2:2:1	1:2:2
Cabinet Housing Panel	11	12	5:3:3	3:4:5
Cabinet Planning and Parking Panel	13	12	6:4:3	3:4:5
Grants Board	9	9	4:3:2	2:3:4
Community Cabinet Panel	N/A	7	N/A	2:2:3
Climate Biodiversity Cabinet Panel	N/A	7	N/A	2:2:3
Overview and Scrutiny	13	12	6:4:3	3:4:5
Development Management	13	12	6:4:3	3:4:5
Campus West Cabinet Panel	7	N/A	3:2:2	N/A
Licensing	7	12	3:2:2	3:4:5
Total seats	87	97	87	97
Entitlement (seats)			39:27:21	24:32:41

Notes:

This is the list of Committees included in the calculations for political proportionality. Groups will also have seats on other bodies not shown in this list.

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Part I

Main author: Richard Baker

Not Ward Specific

WELWYN HATFIELD BOROUGH ANNUAL COUNCIL– 20 MAY 2024
REPORT OF THE EXECUTIVE DIRECTOR (FINANCE AND TRANSFORMATION)

APPOINTMENT OF INTERIM MONITORING OFFICER

1 Executive Summary

- 1.1. This report seeks the Council's approval to appoint the Legal Services Manager as interim Monitoring Officer until such time as the role of Assistant Director (Legal and Governance) is filled.

2 Recommendation(s)

- 2.1. That the Council approve that the Legal Services Manager is appointed as the Council's Monitoring Officer until such time as the role of Assistant Director (Legal and Governance) is filled.

3 Explanation

- 3.1 Following the departure of the previous postholder, the recruitment process to fill the Assistant Director (Legal and Governance) has started, and a paper will be returned to a future Council meeting to appoint a permanent Monitoring Officer.
- 3.2 Accordingly, it is recommended that the Legal Services Manager, who is currently the Council's Deputy Monitoring Officer, is appointed to the Monitoring Officer post, for an interim period until such time as the Assistant Director (Legal and Governance) post is filled.

Implications

4 Legal Implication(s)

- 4.1 Section 5 of the Local Government and Housing Act 1989 imposes a duty on the council to designate one of its officers as the Monitoring Officer with responsibility for performing the duties imposed by the relevant provisions of the Act. This report ensures a Monitoring Officer is appointed whilst recruitment is undertaken.

5 Financial Implication(s)

- 5.1 The Legal Services Manager will receive a fixed payment of £5,000 per annum, pro rata for the interim period. This will be met from within existing budgets.

6 Risk Management Implications

- 6.1 There are no inherent risks in the subject matter of this report.

7 Security and Terrorism Implication(s)

7.1 There are no security and terrorism implications inherent in relation to the proposals in this report.

8 Procurement Implication(s)

8.1 There are no procurement implications inherent in relation to the proposals in this report.

9 Climate Change Implication(s)

9.1 There are no climate change implications inherent in relation to the proposals in this report.

10 Human Resources Implication(s)

10.1 The Human Resources Manager has been the lead officer for this process and has acted in accordance with the council's relevant statutory and policy requirements.

11 Health and Wellbeing Implication(s)

11.1 There are no health and wellbeing implications inherent in relation to the proposals in this report.

12 Communication and Engagement Implication(s)

12.1 Subject to council approval, the appointment will be reported in accordance with the usual procedures.

13 Link to Corporate Priorities

13.1 The subject of this report is linked to the Council's Corporate Priority "Run an Effective Council".

14 Equality and Diversity

14.1 An Equalities Impact Assessment (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	Richard Baker
Title	Executive Director (Finance and Transformation)
Date	8 May 2024