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Democratic Services:
democracy@welhat.gov.uk

22 November 2024

You are requested to attend a meeting of the WELWYN HATFIELD BOROUGH COUNCIL CABINET to be held on Tuesday 3 December 2024 at 6.30 pm in the Council Chamber, Council Offices, The Campus, Welwyn Garden City, Herts, AL8 6AE.

AGENDA **PART 1**

1. **MINUTES**

To confirm as a correct record the Minutes of the meeting held on 5th November 2024 (previously circulated).

2. **APOLOGIES**

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) FP2078 HOUSING PLANNED WORKS (INTERNALS) CONTRACT
(Pages 7 - 8)

Report of the Executive Director (Resident Services and Climate Change)

8. RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY COMMITTEES

There are no recommendations from Overview and Scrutiny Committees.

- (a) Report of the Grounds Maintenance Task and Finish Group

The report for this item can be found on the below link:

<https://democracy.welhat.gov.uk/documents/s25089/Task%20and%20Finish%20-%20Grounds%20Maintenance%20-%20OSC%2020.11.24.pdf>

9. RECOMMENDATIONS FROM CABINET PANELS

Recommendations from the meeting of the Cabinet Planning and Parking Panel:

- (a) FP2089 Statement of Community Involvement (SCI)

The papers for this item can be found at Agenda Item 6 on the below link: [Agenda for Cabinet Planning and Parking Panel on Tuesday 19th November 2024, 7.30 pm – Welwyn Hatfield Borough Council](#)

- (b) FP2104 University of Hertfordshire Campus Masterplan

The papers for this item can be found on the below link:

[Supplement Item 8 - Papers 19112024 1930 Cabinet Planning and Parking Panel.pdf](#)

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 13 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. ITEMS OF AN EXEMPT NATURE REQUIRING KEY DECISION

To consider the following item of an exempt nature:-

- (a) FP2078 HOUSING PLANNED WORKS (INTERNALS) CONTRACT
(Pages 9 - 10)

Report of the Executive Director (Resident Services and Climate Change)

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

Circulation: Councillors S.Bonfante R.Grewal
J.Broach G.Moore
M.Holloway K.Thorpe
J.Quinton

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

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Agenda Item 4

Part I
Main author: Clare Cade
Executive Member: Cllr Kieran Thorpe

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 3 DECEMBER 2024
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 5 November 2024:

Minute	Action	Status/ Date Completed
308.1	FP2085 Council Tax Support Scheme 2025/26	Cabinet agreed to recommend to Full Council that the localised council tax support scheme continues in 2025/26 to help people on low/no income to receive a reduction on their council tax.
309.2	FP2079 Arboriculture Contract	Cabinet agreed to: a) Award the following contracts for an initial three year period (with an optional one year extension) commencing on 1st January 2025: □ Lot 2 (Maintenance of Young Trees) is awarded to: Maydencroft Limited □ Lot 3 (Maintenance of Woodland trees) is awarded to Maydencroft Limited b) Extend the current contract with Maydencroft Limited for a period of three months for maintenance of urban trees (Lot 1). c) That new procedurement can commence for Urban Tree Maintenance (Lot 1) and be evaluated 50% on price and 50% on quality.
310.1	FP2062 Sustainability Supplementary Planning Document	Cabinet agreed that: a) The Draft Sustainability SPD (Appendix A) be subject to public consultation for a period of six weeks; and b) The associated SEA/HRA Screening Report is consulted upon with the consultation bodies/nature conservation body for a period of six weeks
310.2	North West Hatfield Masterplan Supplementary Document	Cabinet agreed that the North West Hatfield Masterplan as detailed in Appendix A of the report be taken forward for public consultation for a period of six weeks.

311	Treasury Management Mid-Year Report 2024/25	Cabinet noted the current treasury position and Treasury Management Indicators.
312	CAPITAL BUDGET MONITORING REPORT Q2	Cabinet noted: a) The capital forecast outturn position b) The forecast position as of 30 September 2024 for funding of the capital programme and reserve balances as reflected in Table 2. c) The virements set out in Section 3.2.
313	REVENUE BUDGET MONITORING REPORT Q2	Cabinet noted: a) The revenue forecast outturn position as at Quarter 2; and b) The position on debts set out in Section 5 of the report
314	RISK MANAGEMENT - QUARTER 2 RISK REGISTERS 2024/25	Cabinet noted: a) The Risk Registers at Quarter 2 2024/25; and b) The comments and actions in respect of the strategic and serious/severe operational risks.
315	Gambling Act Policy	The Cabinet: a) Noted the Welwyn Hatfield Council revised Statement of Principles under the Gambling Act for 2025-2028; b) Noted the results of the public consultation; and c) Agreed to recommend to Full Council that the proposed changes to the policy be approved
316	Q2 Performance Monitoring	The Cabinet noted the report and its appendices.
317	Achievement List – July to September 2024	Cabinet noted the Achievement List for July-September 2024.

During the period since the last Cabinet meeting, 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	Date Completed
2024-32	Contract for Telephony	November 2024
2024-33	Contract Award – The Green and Springfield House	November 2024

Part I

Main author: Andrew Harper

Executive Member: Cllr Gemma Moore

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 3rd December 2024
REPORT OF EXECUTIVE DIRECTOR (RESIDENT SERVICES AND CLIMATE
CHANGE)

AWARD OF CONTRACT FOR PLANNED WORKS (INTERNAL)

1 Executive Summary

- 1.1 The council requires additional resources to help deliver it's housing Capital Works programme and has issued tenders for initially Internal Works

2 Recommendation(s)

- 2.1 That Cabinet agrees to award the contract for Internal planned work to Gracelands Complete Maintenance Services to commence on 1st February 2025 and continue for an initial period of 3 years with possible extension of up to 5 years

3 Explanation

- 3.1 The Council has an ambitious Planned Works programme on it's housing stock and to supplement current contract arrangements additional contractors are required to provide the services
- 3.2 The initial contract is for Internal works (kitchens, bathrooms and rewires), with another tender to follow for external works and installations
- 3.3 Following an advert, 19 bids were returned and after an initial check for compliance were evaluated against the agreed criteria of 50% price and 50% quality.
- 3.4 Gracelands Complete Maintenance Services scored highest against the evaluation criteria. Details of all the scores are included in the Part 2 report

Implications

4 Legal Implication(s)

- 4.1 The procurement has been undertaken in accordance with the Public Contracts Regulations 2015

5 Financial Implication(s)

- 5.1 Further details of the bids are provided in the part 2 report.
- 5.2 The contract payments will be contained within the current Capital Budgets

6 Risk Management Implications

6.1 As with any procurement of this nature there is a risk of challenge from unsuccessful tenderers.

7 Security and Terrorism Implication(s)

7.1 None directly associated with this recommendation

8 Procurement Implication(s)

8.1 The Procurement has been undertaken in accordance with the Public Contracts Regulations 2015

9 Climate Change Implication(s)

9.1 Part of the tender evaluation was allocated to climate change initiatives. Responses from the winning bidders included sustainable vehicle technology and plant a tree initiative.

10 Human Resources Implication(s)

10.1 None directly associated with this recommendation

11 Health and Wellbeing Implication(s)

11.1 None directly associated with this recommendation

12 Communication and Engagement Implication(s)

12.1 None directly associated with this recommendation

13 Link to Corporate Priorities

13.1 The subject of this report is linked to the Council’s Corporate Priority ‘Homes to be proud of’.

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 Andrew Harper
Title *Procurement Manager*
Date 21st November 2024

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Arrangements) (Access to Information) (England)
Regulations 2000.

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