



# WELWYN HATFIELD

Please note that by law this meeting can be filmed, audio-recorded, photographed or reported electronically by the use of social media by anyone attending. This does not apply to any part of the meeting that is held in private session.

Please ask for:  
Graham Seal

6 June 2016

Dear Councillor

You are requested to attend a meeting of the WELWYN HATFIELD BOROUGH COUNCIL CABINET to be held on Tuesday 14 June 2016 at 7.30pm in the Council Chamber, Council Offices, The Campus, Welwyn Garden City, Herts, AL8 6AE.

Yours faithfully

Director (Governance)

## AGENDA PART 1

1. APOLOGIES:

2. PUBLIC QUESTION TIME AND PETITIONS:

Up to fifteen 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.

3. MINUTES:

To confirm as correct records the Minutes of the meetings held on 5 and 26 April 2016 (previously circulated).

4. ACTIONS STATUS REPORT: (Pages 1 - 2)

Report of the Director (Governance) on the status of actions agreed at the last Cabinet meeting.

5. NOTIFICATION OF URGENT BUSINESS TO BE CONSIDERED UNDER ITEM 17:

6. DECLARATIONS OF INTEREST 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 RELATING TO THE BUDGET AND POLICY FRAMEWORK FOR RECOMMENDATION TO COUNCIL:

To consider the following items:-

(a) Food Safety Service Plan (Pages 3 - 8)

Recommendation from the meeting of the Environment Overview and Scrutiny Committee on 4 April 2016 on adoption of the Plan for 2016/17.

(b) Health and Safety Service Plan (Pages 9 - 12)

Recommendation from the meeting of the Environment Overview and Scrutiny Committee on 4 April 2016 on adoption of the Plan for 2016/17.

(c) Environment Services Third Quarter Performance 2015/16 (Pages 13 - 16)

Recommendation from the meeting of the Environment Overview and Scrutiny Committee on 4 April 2016 on approval of updated policy for the use of orange sacks.

8. ITEMS REQUIRING KEY DECISION:

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

(a) Strategic Review of the Affordable Housing Programme (Forward Plan Reference FP753) (Pages 17 - 36)

Report of the Director (Finance and Operations) on a strategic review of the Affordable Housing Programme.

(b) Adjustment to Capital Roll Forward Budgets 2015/16 to 2016/17 (Forward Plan Reference FP761) (Pages 37 - 40)

Report of the Director (Finance and Operations) on adjustments to the 2015/16 to 2016/17 capital budgets.

9. RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY COMMITTEES:

Recommendations from the meeting of the Environment Overview and Scrutiny on 4 April 2016:-

- (a) Northaw Great Wood Local Nature Reserve Management Plan - adoption of the revised Plan (Pages 41 - 44)
- (b) Sherrardspark Wood Management Plan - adoption of the revised Plan (Pages 45 - 48)

10. RECOMMENDATIONS FROM CABINET PANELS:

There are no recommendations from Cabinet Panels to be considered.

11. RECOMMENDATIONS FROM SCRUTINY SUB-COMMITTEES:

There are no recommendations from Scrutiny Sub-Committees to be considered.

12. DRAFT ANNUAL GOVERNANCE STATEMENT: (Pages 49 - 72)

Report of the Director (Chief Executive) presenting the draft statement for the financial year 2015/16.

13. HATFIELD TOWN CENTRE - STOPPING UP ORDERS: (Pages 73 - 76)

Report of the Director (Finance and Operations) clarifying the position affecting the public realm in Hatfield Town Centre.

14. COUNCIL'S ACHIEVEMENT LIST: (Pages 77 - 82)

Report of the Director (Finance and Operations) collating and summarising key achievements and service improvements for the last quarter of 2015/16.

15. RISK MANAGEMENT: (Pages 83 - 104)

Report of the Director (Governance) on the current strategic and operational risks facing the Council.

16. PERFORMANCE EXCEPTION REPORT - MAY 2016: (Pages 105 - 116)

Report of the Director (Finance and Operations) summarising strategic performance data.

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

18. 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 items 19 to 23 and 24 (if any) on the grounds that they involve the likely disclosure of confidential or exempt information as defined in Section 100A(3) and Paragraph 3 (private financial or business information) and 5 (legal and professional privilege) 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**

19. ITEMS OF AN EXEMPT NATURE REQUIRING KEY DECISION:

To consider the following items of an exempt nature for decision in the current Forward Plan:-

- (a) Selection of Registered Provider to Deliver Affordable Homes on Former Garage Sites (Forward Plan Reference FP710) (Pages 117 - 126)

Exempt report of the Director (Finance and Operations) on the delivery of new homes on former garage sites.

- (b) Award of Contract for White Lion House (Forward Plan Reference FP754) (Pages 127 - 128)

Exempt report of the Director (Finance and Operations) on the award of contract for this project.

- (c) Agency Staff Contract (Forward Plan Reference FP756) (Pages 129 - 130)

Exempt report of the Director (Governance) on an extension of the Contract.

- (d) Contract for Managed Voice and Network Infrastructure (Forward Plan Reference FP755) (Pages 131 - 134)

Exempt report of the Director (Finance and Operations) on the award of contract for these services.

The reason for items (a) to (d) is that it is likely, in view of the nature of the business, that if members of the public were present exempt information (private financial or business information) would be disclosed.

20. REVIEW OF BEREAVEMENT SERVICES PROVISION - PROJECT BOARD:  
(Pages 135 - 166)

Exempt report of the Director (Finance and Operations) on the review of bereavement services.

**(Note:** The Chairman of the Environment Overview and Scrutiny Committees have been given notice in accordance with Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that it was impracticable to comply with the requirement that at least twenty eight days notice must be given of the consideration of these items in the private section of the meeting because they were urgent and could not reasonably be deferred for the reasons specified).

The reason for this item is to enable a review of bereavement services for the Borough to proceed.

21. SUPPLY OF BEDDING PLANTS CONTRACT: (Pages 167 - 170)

Exempt report of the Director (Finance and Operations) on the procurement process for this contract.

**(Note:** The Chairman of the Environment Overview and Scrutiny Committees have been given notice in accordance with Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that it was impracticable to comply with the requirement that at least twenty eight days notice must be given of the consideration of these items in the private section of the meeting because they were urgent and could not reasonably be deferred for the reasons specified).

The reason for this item is to review the procurement process for this contract.

22. CP PLUS CAR PARKING SERVICE CONTRACT: (Pages 171 - 174)

Exempt report of the Director (Finance and Operations) on an extension to the contract.

**(Note:** The Chairman of the Environment Overview and Scrutiny Committees have been given notice in accordance with Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that it was impracticable to comply with the requirement that at least twenty eight days notice must be given of the consideration of these items in the private section of the meeting because they were urgent and could not reasonably be deferred for the reasons specified).

The reason for this item is to grant an extension to the contract to deliver savings in the service to the Council.

23. CAMPUS WEST CABINET PANEL - 7 APRIL 2016: (Pages 175 - 178)

Exempt report of the meeting of the Panel on 7 April 2016 reviewing the Campus West Entertainment Complex.

**(Note:** The Chairman of the Social Overview and Scrutiny Committees have been given notice in accordance with Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that it was impracticable to comply with the requirement that at least twenty eight days notice must be given of the consideration of these items in the private section of the meeting because they were urgent and could not reasonably be deferred for the reasons specified).

The reason for this item is to enable a new business plan to be put in place to guide development of the complex to 2021.

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

<u>Circulation:</u>	Councillors	J Dean (C)	M Perkins
		D Bell	B Sarson
		H Bromley	R Trigg
		T Kingsbury	

Executive Board  
Press and Public (except Part II Items)

**If you require any further information about this Agenda please contact Graham Seal, Governance Services Unit on 01707 357444, fax 01707 357257 or email – [g.seal@welhat.gov.uk](mailto:g.seal@welhat.gov.uk)**