



WELWYN HATFIELD

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Please ask for:
Graham Seal

26 May 2017

Dear Councillor

You are requested to attend a meeting of the WELWYN HATFIELD BOROUGH COUNCIL CABINET to be held on Tuesday 6 June 2017 at 7.30 pm in the Council Chamber, Council Offices, The Campus, Welwyn Garden City, Herts, AL8 6AE.

Yours faithfully

Executive Director
Public Protection, Planning and Governance

AGENDA PART 1

1. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

To note that Councillor J. Dean as Leader of the Council and Councillor M. Perkins as Deputy Leader are appointed Chairman and Vice-Chairman of the Cabinet.

2. APOLOGIES

3. 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.

4. MINUTES

To confirm as a correct record the Minutes of the meeting held on 4 April 2017 (previously circulated).

5. ACTIONS STATUS REPORT (Pages 7 - 8)

Report of the Executive Director (Public Protection, Planning and Governance) on the status of actions agreed at the last Cabinet meeting.

6. NOTIFICATION OF URGENT BUSINESS TO BE CONSIDERED UNDER ITEM 17

7. 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.

8. ITEMS RELATING TO THE BUDGET AND POLICY FRAMEWORK FOR RECOMMENDATION TO COUNCIL

To consider the following items:-

(a) Release of Section 106 Funding - Refurbishment of a Changing Pavilion (Pages 9 - 12)

Report of the Executive Director (Resources, Environment and Cultural Services) on the release of Section 106 funding towards the refurbishment of a changing pavilion.

(b) Food Hygiene Rating Scheme - Cost Recovery (Pages 13 - 18)

Recommendation from the meeting of the Environment Overview and Scrutiny Committee on 5 April 2017 proposing to introduce a cost recovery fee for re-inspections/re-visits for food businesses.

9. ITEMS REQUIRING KEY DECISION

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

(a) Parking Services Update and Future Work Programmes (Forward Plan Reference FP785) (Pages 19 - 40)

Recommendations from the meeting of the Cabinet Housing and Planning Panel on 10 April 2017 on approval of the proposed programme for parking restrictions and improvements.

(b) Revenue Budget Outturn Report for the Financial Year 2016/17 (Forward Plan Reference FP797) (Pages 41 - 76)

Report of the Executive Director (Resources, Environment and Cultural Services) presenting the revenue outturn for the financial year 2016/17 and summarising main variances for both the General Fund and Housing Revenue Account Services.

- (c) 2016/17 Capital Outturn and Funding Position (Forward Plan Reference FP797) (Pages 77 - 90)
Report of the Executive Director (Resources, Environment and Cultural Services) on the capital outturn and funding position for 2016/17.
- (d) Adjustment to Capital Roll Forwards Budgets 2016/17 into 2017/18 (Forward Plan Reference FP796) (Pages 91 - 96)
Report of the Executive Director (Resources, Environment and Cultural Services) recommending changes to the 2016/17 and 2017/18 capital programme.
- (e) Treasury Management Annual Report 2016/17 (Forward Plan Reference FP798) (Pages 97 - 112)
Report of the Executive Director (Resources, Environment and Cultural Services) reviewing treasury management activity and prudential indicators for the 2016/17 financial year.
- (f) Disabled Facility Grant Contract (Forward Plan Reference FP802) (Pages 113 - 114)
Report of the Executive Director (Housing and Communities) on a one year extension to this contract.
- (g) Provision of Internal Audit Services (Forward Plan Reference FP803) (Pages 115 - 118)
Joint report of the Executive Directors (Resources, Environment and Cultural Services) and (Public Protection, Planning and Governance) seeking approval to an extension to the partnership for these services.
- (h) Food Safety Service Plan 2017/18 (Forward Plan Reference FP800) (Pages 119 - 148)
Recommendation from the meeting of the Environment Overview and Scrutiny Committee on 5 April 2017 on adoption of the Plan.
- (i) Health and Safety Service Plan 2017/18 (Forward Plan Reference FP801) (Pages 149 - 174)
Recommendation from the meeting of the Environment Overview and Scrutiny Committee on 5 April 2017 on adoption of the Plan for 2017/18.

10. RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY COMMITTEES

There are no other recommendations to be considered.

11. RECOMMENDATIONS FROM SCRUTINY SUB-COMMITTEES (Pages 175 - 184)

To consider recommendations from the Environment Scrutiny Sub-Committee on problems associated with trees within the Borough.

12. DRAFT ANNUAL GOVERNANCE STATEMENT FOR THE FINANCIAL YEAR 2016/17 (Pages 185 - 212)

Report of the Chief Executive submitting the Annual Governance Statement for 2016/17 for approval.

13. FOOTWAY MAINTENANCE CONTRACT (Pages 213 - 214)

Report of the Executive Director (Resources, Environment and Cultural Services) on the extension of this contract.

14. PERFORMANCE EXCEPTION REPORT - JUNE 2017 (Pages 215 - 224)

Report of the Executive Director (Resources, Environment and Cultural Services) summarising strategic performance data for the last quarter of 2016/17.

15. COUNCIL ACHIEVEMENTS LIST - JANUARY TO MARCH 2017 (Pages 225 - 230)

Report of the Executive Director (Resources, Environment and Cultural Services) summarising key achievements and service improvements for the last quarter of 2016/17.

16. COUNCIL TAX SUPPORT - HARDSHIP RELIEF AND DISCRETIONARY HOUSING PAYMENT UPDATE (Pages 231 - 234)

Report of the Executive Director (Resources, Environment and Cultural Services) providing an update on the operation of the scheme in 2016/17.

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, 20 and 21 (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) 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. ITEM OF AN EXEMPT NATURE REQUIRING KEY DECISION

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

- (a) Award of Contract for Mains Isolator Switch (Forward Plan Reference FP804) (Pages 235 - 236)

Exempt report of the Executive Director (Housing and Communities) on the award of contract for the installation of these switches in Council domestic properties.

20. CONTRACT PROCEDURE RULES AND REQUIREMENT FOR A MEMBER PROCUREMENT BOARD - 1 AND 3 TO 9 TOWN CENTRE, HATFIELD (Pages 237 - 240)

Exempt report of the Executive Director (Resources, Environment and Cultural Services) on the appointment of a Member Panel to oversee this procurement.

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

Circulation: Councillors J.Dean (Leader) 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 or email – g.seal@welhat.gov.uk