



# WELWYN HATFIELD

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Please ask for:  
Graham Seal

23 February 2018

Dear Councillor

You are requested to attend a meeting of the WELWYN HATFIELD BOROUGH COUNCIL CABINET to be held on Tuesday 6 March 2018 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. 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 a correct record the Minutes of the meetings held on 23 January and 6 February 2018 (previously circulated).

4. ACTIONS STATUS REPORT (Pages 5 - 6)

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

5. NOTIFICATION OF URGENT BUSINESS TO BE CONSIDERED UNDER ITEM 12

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 RELATING TO THE BUDGET AND POLICY FRAMEWORK FOR RECOMMENDATION TO THE COUNCIL

To consider the following items:-

(a) Transfer of Building Control Functions to Three Rivers District Council (Pages 7 - 18)

Report of the Executive Director (Public Protection, Planning and Governance) updating Members on the work undertaken on the joint outsourcing project and the next steps to be taken.

**(Note:** The Chairman of the Environment Overview and Scrutiny Committee has been given notice that it was impracticable to comply with the requirement that at least twenty eight days' notice must be given of the intention to make a key decision on the Forward Plan in accordance with Regulation 10 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 because it was urgent and could not reasonably be deferred for the reason specified).

The reason for this item is to enable the next steps to be taken to finalise the project without delay.

(b) Tenancy Policy and Flexible Tenancy Policy (Forward Plan Reference FP829) (Pages 19 - 58)

Recommendation from the meeting of the Cabinet Housing Panel on 22 January 2018 on approval of a revised policy and procedure.

**(Note:** This item is brought back to the Cabinet as the decision was deferred at the Special Council meeting on 21 February 2018 for clarification of the decision).

8. ITEMS REQUIRING KEY DECISION

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

(a) Garage Maintenance Contract - Extension of Contract (Forward Plan Reference FP838) (Pages 59 - 60)

Report of the Executive Director (Resources, Environment and Cultural Services) recommending a one year extension of the current contract for garage maintenance services.

9. DATA PROTECTION POLICY (Pages 61 - 76)

Report of the Executive Director (Resources, Environment and Cultural Services) seeking approval to the Council's overarching Data Protection Policy.

10. PERFORMANCE EXCEPTION REPORT- QUARTER 3 (2017/18) (Pages 77 - 88)

Report of the Executive Director (Resources, Environment and Cultural Services) summarising strategic performance data for Quarter 3 of 2017/18.

11. COUNCIL'S ACHIEVEMENTS LIST - OCTOBER TO DECEMBER 2017 (Pages 89 - 96)

Report of the Executive Director (Resources, Environment and Cultural Services) summarising key achievements and service improvements for Quarter 3 of 2017/18.

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

13. 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 14, 15 and 16 (if any) on the grounds that they involve 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**

14. ITEMS OF AN EXEMPT NATURE REQUIRING KEY DECISIONS

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

(a) Minor Works Contract (Forward Plan Reference FP844) (Pages 97 - 100)

Exempt report of the Executive Director (Resources, Environment and Cultural Services) on the award of contracts for minor building works and extension of contract for electrical minor works.

(b) Cleaning Contract (Forward Plan Reference FP845) (Pages 101 - 104)

Exempt report of the Executive Director (Resources, Environment and Cultural Services) on the procurement process for this contract.

15. ITEM OF AN EXEMPT NATURE REQUIRING KEY DECISIONS NOT IN THE FORWARD PLAN

To consider the following item of an exempt nature for decision not in the current Forward Plan:-

(a) Property Investments (Pages 105 - 110)

Exempt report of the Executive Director (Resources, Environment and Cultural Services) setting out the property investments opportunities going forward.

**(Note:** The Chairman of the Resources Overview and Scrutiny Committee has been given notice that it was impracticable to comply with the requirement that at least twenty eight days' notice must be given of the intention to make a key decision on the Forward Plan in accordance with Regulation 10 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 because it was urgent and could not reasonably be deferred for the reason specified).

The reason for this item is to enable the Council to consider property investments going forward and not miss any opportunities.

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

Circulation: Councillors J.Dean (C) M.Perkins (VC)  
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 – [democracy@welhat.gov.uk](mailto:democracy@welhat.gov.uk) / [g.seal@welhat.gov.uk](mailto:g.seal@welhat.gov.uk)**