

WELWYN HATFIELD BOROUGH COUNCIL
 ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE – 23 SEPTEMBER 2019
 REPORT OF THE CORPORATE DIRECTOR (PUBLIC PROTECTION, PLANNING AND GOVERNANCE)

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 meeting on 10 June 2019, those responsible for completing each action and their current status.

2 Recommendation(s)

2.1 That Members note the status of actions which were identified at the Committee meeting on 10 June 2019 as well as actions that are ongoing from previous meetings.

Minute	Action	Responsible	Status/Date Completed
42.	Consideration of Items for Scrutiny – EOSC subcommittee: parking on verges	Vikki Hatfield	The scrutiny sub-committee had its final meeting in April 2019 and the recommendations made on verge and footway parking were approved by Cabinet on 4 June 2019.
47.	Driveway Keep Clear Policy and Pricing Strategy	Vikki Hatfield	Officers have instigated discussions with Hertfordshire County Council with a view to amending the current Parking Services Agency Agreement, to allow the Council to offer the installation of H-Bar road markings to residents. A report will be brought back to EOSC in September 2019.
48.	Performance Indicators	Grace Crawford	The Community & Environment Officer is in regular contact with businesses in the town centre reminding them of their duties as regards to their trade waste and the duty of care, which is to keep a metre strip outside their shop front clear from litter. The Officer is working with them to

			encourage businesses to take more responsibility for the area outside if it is customers of their shop, however if the litter is more than a metre away it would be the Council's responsibility to enforce and clear the litter so the Officer is very much relying on the co-operation of the business owners.
52.	Service Standards for Regulatory Work	Jo Harding/ Cheryll Brown	A consultation on the current Regulatory Service Standards commenced in June 2019 and a report will be brought back to EOSC in September 2019 with results of the consultation.
56	Hackney Carriage Terms and Conditions Review Group	James Vaughan	<p>The revised set of Hackney Carriage Terms and Conditions were released for consultation in January 2019 and two public meetings were held in March 2019. An update report was brought back to EOSC in June 2019.</p> <p>Another working sub-group for the new municipal year was set up with the following Members: J.Cragg, S.Wrenn, K.Thorpe, G.Hayes, M.Cowan.</p> <p>The group met on 4 July 2019 to analyse the results of the consultation and are due to meet again soon to ensure that the results of the consultation inform the draft Taxi Terms and Conditions. The updated terms and conditions will be brought back to EOSC in November 2019.</p>
67.	Climate Change	Andy Cremer/ Jeanette Hollingsworth	<p>Officers were in the process of reviewing the pool bike scheme as well as the Employee Travel Club with Arriva Buses.</p> <p>Officers are in the process of contacting ECar Club to undertake marketing and promotion of the electric car scheme to new residential flats in the area.</p>
80.	Performance Indicators Quarter 4 And	Grace Crawford	<u>PI 50 - The percentage of corporate emergency plans/documents that were</u>

	Annual Report		<p><u>reviewed and assessed as compliant.</u></p> <p>Members enquired as to the 20% of plans that were outstanding and Officers circulated the following information to the Committee after the meeting via email on 19 June 2019:</p> <p>“The emergency plans still under review are:</p> <ul style="list-style-type: none"> • Serious Workplace Incident Plan (Plan for Environment Health staff in relation to handling a serious incident in a workplace for which WHBC has enforcement responsibilities) • Outbreak plan (Plan covering the WHBC response to an outbreak of an infectious disease within the borough) • Environmental health 24-7 emergency response arrangements (Plan for the out of hours response arrangements for Environmental Health) <p><i>A key point to make is that a plan being past its review date does not necessarily make a plan unfit for purpose as the practices and procedures within it may not have changed and it may just be, for example, a distribution list or other administrative matter that needs addressing”.</i></p>
80.	Performance Indicators Quarter 4 And Annual Report	Grace Crawford	<p><u>PI 51 – The average examination pass rates for candidates attending Council run food hygiene courses.</u></p> <p>Following the meeting on 19 June 2019 Officers circulated an explanation to the Committee as to why the target for the KPI was changed from 90% to 80%:</p> <p>“The Environmental Health Team currently deliver both Level 2 and 3 accredited food hygiene courses. Unfortunately due to circumstances beyond our control, we had to change our provider and we now deliver courses accredited by the Royal Society of Public</p>

			<p>Health. This has resulted in our staff teaching a new syllabus, using new course materials and course attendees sitting different exams. At the time of setting the KPIs we did not know how the course would differ and whether the exam would be of a similar standard, therefore a different pass rate % was given. We are obviously pleased with the current pass rate and officers have worked hard to ensure that we continue to deliver our courses to a high standard.”</p> <p>Members asked the Chairman to ensure that all Committee Members received answers to their questions via email and this was done.</p>
80.	Performance Indicators Quarter 4 And Annual Report	Grace Crawford	<p><u>PI 22 – The percentage of reported/justified missed bins per quarter</u></p> <p>Information regarding items the Council would be penalising for under the new contract was passed to the Streetscene Mobilisation Board following the meeting for their review as part of the mobilisation of the new contracts.</p>
80.	Performance Indicators Quarter 4 And Annual Report	Grace Crawford	<p><u>PI 23 – Completion rate of all tree maintenance work within the planned programme.</u></p> <p>Following the meeting the Procurement Manager clarified to the Committee the Council’s position with regards to the incorrect felling of some trees via email on 25 June 2019:</p> <p>“There is a robust set of key performance indicators within the tree contract which would result in financial deduction if the targets were not met. Also, within the contract there is a clause which covers Remedies in the Event of Inadequate Performance. This would make the contractor remedy any breach, or allow the council to make deductions</p>

			from the contract price. As the error made by Maydencroft appears to be a genuine mistake and they have made a reasonable offer of compensation it is considered that they have met the obligations of this clause”.
81	Public Health And Wellbeing Strategy Review	Jeanette Hollingsworth	The Committee agreed that a further objective be added to the Public Health and Wellbeing Strategy: “To take all possible action to oppose any reduction in sports and leisure provisions, particularly at Gosling and the indoor sports facilities in Welwyn Garden City.”
82	Animal Activities Licensing Fees	Kate Payne	The fees and charges listed in Appendix A of the report were sent to Cabinet on 9 July 2019 and recommended to Full Council on 22 July 2019 and agreed.
83	Licensing Policy Review	Kate Payne	<p>The revised draft Licensing Policy (at Appendix 1 of the report) reflecting changes affecting the Act and the statutory section 182 guidance, was sent out for consultation following agreement at Committee.</p> <p>The results of the consultation will be brought back to the EOSC in September 2019 for discussion and agreement for onward approval by Full Council.</p>
84	CP Plus Performance Results 2018-19	Vikki Hatfield	As agreed Environmental Health contacted Sainsbury following the Committee meeting to advise them that the Committee had raised concerns about the level of detritus in their car park at Welwyn Garden City.
86.	Annual Review of the Food Safety Service Delivery Plan	Cheryll Brown	<p>The Committee agreed an additional recommendation that :</p> <p>“Members are concerned about the tightness of staffing and the potential risk to the public from not having a full complement of staff in the area and ask</p>

			Cabinet to review the situation”
89	Urgent Business	Jo Harding	<p>Following a discussion concerning Environment Day, it was agreed that Members discuss it as part of the wider debate on climate change at the Extra-Ordinary Council Meeting on 19 June 2019.</p> <p>At the meeting on 19 June 2019 it was agreed that the a Climate Change Group be set up and Members were subsequently nominated: E.Boulton, M.Holloway, F.Marsh, H.Quenet, D.Richardson, J.Weston, S.Wrenn</p> <p>The sub-group had their first meeting on 16 July 2019 and subsequently on 9 September 2019. The next meeting is on 23 October 2019.</p>

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Date *11 September 2019*