

WELWYN HATFIELD BOROUGH COUNCIL
 CABINET – 6 DECEMBER 2022
 REPORT OF THE ASSISTANT DIRECTOR (LEGAL 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 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 31 October 2022:-

Minute	Action	Responsible	Status/ Date Completed
49.1	Internal Refurbishment Works - Chilton Green	Andrew Harper	The contract for the refurbishment of Chilton Green was awarded to Mulalley and Co Limited.
49.2	Award of Contract - Asbestos Services	Ian Hancock	Cabinet agreed to a full procurement exercise for a long-term contract.
49.3	Award of Contract - Mechanical and Electrical Contracts	Andrew Harper	The award is, subject to conclusion of the 30 day leaseholder engagement period under Section 20 of the Landlord and Tenant Act 1985 (and regard being had of any representations) and subject to the expiry of the mandatory standstill period.
49.4	Sopra Steria Exit Update	Richard Baker	Delegated authority was agreed to determine the preferred delivery route of Revenues and Benefits services, to award a contract for Revenues and Benefits using the Crown Commercial Services Framework, if outsourcing is determined to be the preferred delivery route and to finalise and approve the Exit Agreement with Sopra Steria.

During the period 21 October 2022 to 28 November 2022, 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	Responsible	Status / Date Completed
2022-41	Article 4 Direction – Office to Residential Conversions Article 4 Direction – Replacement of Employment Premises Article 4 Direction – Additional Storeys in Hatfield (Decision taken 4 November 2022)	Matt Pyecroft	Modifications were agreed to three existing Article 4 Directions made by the Department of Levelling Up, Housing and Communities in order to ensure that they conform to national policy as set out in the National Planning Policy Framework (NPPF)
2022-42	Welwyn Village Draft Conservation Area Appraisal and Management Plan (Decision taken 4 November 2022)	Jenny Ponsford	The Draft Welwyn Village Conservation Area Appraisal and Management plan for consultation was agreed.
2022-43	Housing Delivery Test Action Plan (Decision taken 4 November 2022)	Lucy Palmer	It was agreed that the Housing Delivery Test Action Plan and Interim Five Year Housing Land Supply update is published to the Council's website.
2022-44	Award of contracts – consultancy services (Housing Maintenance) (Decision taken 1 November 2022)	Andrew Harper	It was agreed to award two contracts to Ark Consultancy Limited for the supply of consultancy services to the Housing Maintenance service.
2022-45	Amendment to Terms of Reference for the Customer Services Project Board (Decision taken 22 November 2022)	Richard Baker	It was agreed to amend the Terms of Reference for the Customer Services Project Board to include customer consultation.
2022-46	Housing Benefit Overpayment Write Off (Decision taken 23 November 2022)	Farhad Cantel	The Executive Member for Resources agreed to write off an uncollectable housing benefit overpayment for £24,288.44.