

WELWYN HATFIELD BOROUGH COUNCIL
 CABINET – 7 MARCH 2023
 REPORT OF THE EXECUTIVE DIRECTOR (FINANCE AND TRANSFORMATION)

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 Special Cabinet meeting on 24 January 2023 and the Cabinet meeting on 6 February 2023: -

Minute	Action	Responsible	Status/ Date Completed
77.1	Budget Proposals and Medium-Term Financial Forecasts 2023/24	Richard Baker	That delegated authority be given to the Executive Director (Finance and Transformation) in consultation with the Executive Member for Resources and Planning and the Executive Member for Leisure and Community, and that the delegation be built into the Council report to enable responsive changes to be made to the fees and charges as required during the year. Cabinet recommended the budget proposals 2023/24 to Full Council.
82.1/ 89.1	Award of Planned Maintenance Contracts	Ian Hancock	Cabinet agreed to award the Planned Maintenance contracts Equans Regeneration Limited and Novus Property Solutions for a 5-year period, commencing 1 April 2023.
82.2	Council Tax Support Fund and Retail Hospitality and Leisure Business Rates Relief Scheme	Farhad Cantel	Delegated authority was given to the Executive Director (Finance and Transformation), in consultation with the Executive Member for Resources and Planning, to agree the process and any subsequent amendments for distribution of Council Tax Support Fund Payments in 2023/24. Delegated authority was also given to the Executive Director (Finance and Transformation), in consultation with the Executive Member for Resources and Planning, to agree a discretionary rate

			relief policy and any subsequent amendments for awarding retail, hospitality and leisure relief, for the 2023/24 year.
82.3	Community Lottery	Richard Baker	<p>Cabinet noted that Gatherwell Limited will be appointed under officer decision.</p> <p>Delegated authority was given to the Executive Director (Place) to name the scheme, in consultation with the Leader and Executive Member for Leisure and Community.</p> <p>Delegated authority was given to agree the scheme design to the Grants Board (including determining eligibility criteria for good causes) and that the terms of reference for the Grants Board be updated accordingly.</p>
82.4	Stock Condition Survey	Ian Hancock	Cabinet agreed to award the Stock Condition Survey to Savills (UK) Limited as a call off from the Procurement Hub Framework for an initial period of one year.
82.5	Ludwick Green	Harvinder Sarohi-Parhar	Cabinet agreed to delegate the award of the contract for Ludwick Green to the Executive Member for Housing in consultation with the Executive Director (Place) and the Executive Director (Finance and Transformation).
83.1	Introduction of Parking Restrictions in Campus West Car Park, Welwyn Garden City	Eliska Robova	Cabinet agreed to proceed with the creation of the traffic regulation order as set out in the report.
83.2	Empty Homes Policy	Jo Smith	<p>Cabinet approved the draft Empty Homes Policy to go out to public consultation.</p> <p>The draft Empty Homes Policy will be presented again to Cabinet Housing Panel for consideration following the public consultation.</p>
83.3	Now Housing Update	Richard Baker	Delegated authority was given to the Executive Director (Finance and Transformation), in consultation with the Executive Member (Planning and Resources) to agree the asset transfer price, finalisation of accounts and any write on/off position.

During the period 27 January 2023 to 27 February 2023, 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
2023-04	Award of Garage Maintenance Contract (Decision taken 15 February 2023)	Andrew Harper	It was agreed to award the Garage Maintenance contract to RPT Building Services Limited for an initial three-year period commencing on 1 April 2023, with an option for a 1 year extension.
2023-05	Corporate Cleaning Contract (Decision taken 15 February 2023)	Andrew Harper	It was agreed to commence a procurement to employ a contractor to undertake cleaning services across council sites That the tenders are evaluated 50% and 50% quality.
2023-06	Extension of payment contract (Decision taken 15 February 2023)	Andrew Harper	It was agreed to extend the payment contract with Allpay Limited by 3 years from 1 April 2023 to 31 March 2026.
2023-07	Brownfield Land Register update 2023 (Decision taken 22 February 2023)	Lucy Palmer	It was agreed that the Brownfield Register be approved for publication, and that the Assistant Director (Planning) be given delegated authority to agree any minor alterations to finalise the Register, following consultation with the Executive Member for Environment, Planning, Estates and Development.
2023-08	Local Plan – Annual Monitoring Report 2021/22 (Decision taken 22 February 2023)	Lucy Palmer	It was agreed that the AMR be approved for publication, and that the Assistant Director (Planning) be given delegated authority to agree any minor alterations to finalise the AMR, following consultation with the Executive Member for Environment, Planning, Estates and Development.
2023-09	Business Rate Write Off (Decision taken 27 February 2023)	Farhad Cantel	The Executive Member, Resources and Planning agreed to write off three business rates account balance, to the value of £65,004.47.
2023-10	Local Development Schedule (LDS) (Decision taken 27 February 2023)	Matthew Wilson	The Local Development Schedule (LDS) was agreed for publication.