

21 October 2005

Ref: 11/05 Scrutiny
Contact: Ian Gourlay
Telephone: 01462 474403
Email: ian.gourlay@north-herts.gov.uk

To: The Members of the Scrutiny Committee: Councillor Martin Stears (Chairman); Councillor M. Paterson, (Vice-Chairman); Councillors, J.F. Barry, David Billing, P.C.W. Burt, Paul Clark, D.J. Horrell, Sal Jarvis, David Kearns, Lorna Kercher, H.M. Marshall, M.R.M. Muir, R.L. Shakespeare-Smith and Michael Weeks.

You are invited to attend a

MEETING OF THE SCRUTINY COMMITTEE

to be held in

**COMMITTEE ROOM 1, COUNCIL OFFICES, GERNON
ROAD, LETCHWORTH**

on

TUESDAY, 1 NOVEMBER 2005

at

7.30pm

Yours sincerely,



David Miley
Democratic Services Manager

AGENDA
PART I

ITEM	PAGE
1. APOLOGIES FOR ABSENCE	-
2. MINUTES To take as read and approve as a true record the Minutes of the Scrutiny Committee held on 11 October 2005.	-
3. NOTIFICATION OF OTHER BUSINESS Members should notify the Chairman of other business which they wish to be discussed by the Committee at the end of the business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency. The Chairman will decide whether the item(s) raised will be considered.	-
4. DECLARATIONS OF INTEREST (INCLUDING PARTY WHIP DIRECTIONS) To receive from Members of the Committee any declarations of interest in respect of any business set out in the agenda or any advice from a Member of this Committee concerning a party whip direction. Members should either declare a prejudicial or personal interest and are required to notify the Chairman of the nature of any interest declared. Members declaring a prejudicial interest should leave the room and not seek to influence the decision during that particular item of business.	-
5. PUBLIC PARTICIPATION □ To receive petitions, comments and questions from members of the public. At the time of printing the agenda, no requests to speak had been received. Public participation requests received within the agreed time will be notified to Members as soon as practicable.	-
6. URGENT/GENERAL EXCEPTION ITEMS The Chairman to report on any urgent or general exception items which required his agreement.	-
7. CALLED-IN ITEMS To consider any matters referred to the Committee for a decision in relation to a call-in of a decision. At the time of printing the agenda, no items of business had been called-in.	-
8. CHAIRMAN'S ANNOUNCEMENTS	-

- 9. QUESTIONS**
To receive and respond to any questions either set out in the agenda or tabled at the meeting.
- 10. NORTH HERTFORDSHIRE DISTRICT COUNCIL – THE FORWARD PLAN: 1 NOVEMBER 2005 – 28 FEBRUARY 2006** **1**
To note items on the Council's Forward Plan and to give consideration to any items set out in the Plan prior to a decision being made.
- 11. WORK PROGRAMME 2005/2006 – SCRUTINY COMMITTEE & SUB-GROUPS** **7**
REPORT OF THE SCRUTINY OFFICER
To consider the issues that the Scrutiny Committee plans to scrutinise at future meetings and the activities of its sub-groups.
- 12. ENGAGING YOUNG PEOPLE TASK & FINISH GROUP – DRAFT SCOPE** **9**
REPORT OF THE SCRUTINY OFFICER
To consider the draft scope of the Engaging Young People Task & Finish Group.
- 13. LOCAL AREA AGREEMENTS** **11**
ORAL REPORT OF THE HEAD OF POLICY, PERFORMANCE & PARTNERSHIPS
- 14. ITEM REFERRED FROM SCRUTINY COMMITTEE FINANCE SUB-GROUP – 13 OCTOBER 2005** **13**
Service & Financial Planning 2006 - 2011
- 15. PRESENTATION – COMMUNITY ENGAGEMENT & RURAL AFFAIRS PORTFOLIO HOLDER** **15**

Future meetings of the Scrutiny Committee:

6 December 2005
10 January 2006
21 February 2006
21 March 2006
11 April 2006

THIS PAGE IS BLANK

SCRUTINY COMMITTEE
1 November 2005

***PART 1 – PUBLIC DOCUMENT**

AGENDA ITEM No.

10

**TITLE OF REPORT: NORTH HERTFORDSHIRE DISTRICT COUNCIL – THE FORWARD
PLAN: 1 NOVEMBER 2005 – 28 FEBRUARY 2006**

See Attached.

NORTH HERTFORDSHIRE DISTRICT COUNCIL FORWARD PLAN

Forward Plan of Key Decisions 1 November 2005

The Forward Plan contains brief details of key decisions that the Council is likely to take over the next four-month period. You will also find details of contacts who can provide further information and hear your views.

Decision required and date first appearing on plan	Overview and Scrutiny	Decision maker	Date of decision	Main consultees	Method of consultation	Relevant documents	Costs or Savings	Portfolio Holder & Contact officer
Car Parking Zone SPD Draft for Public Consultation 11/05		Cabinet	15 Nov	Local Groups, Cllrs, Relevant Statutory Organisations and other Herts Partners	Written Comments, Area Committees	Methodology for zones and Sustainability Appraisal	TBA	Cllr Richard Thake Louise.symes@north-herts.gov.uk 01462 474359
Review of Asset Management Plan and Capital Strategy 2005 06/05	Scrutiny Finance Sub-Group	Cabinet	15 Nov		N/A			Cllr Terry Hone barrie.jones@north-herts.gov.uk 01462 474243
Adoption of byelaws to regulate cosmetic skin piercing & skin colouring 11/05		Cabinet	15 Nov	None	None	Draft Model Byelaws	NA	Cllr Allison Ashley alan.sills@north-herts.gov.uk 01462 474414
Review of Council Tax Discounts for Long Term Empty Property 08/05	Scrutiny Finance Sub-Group	Cabinet	15 Nov	N/A	N/A	Previous report to Cabinet of 13 January 2004	TBA	Cllr Terry Hone Howard.crompton@north-herts.gov.uk 01462 474247

Decision required and date first appearing on plan	Overview and Scrutiny	Decision maker	Date of decision	Main consultees	Method of consultation	Relevant documents	Costs or Savings	Portfolio Holder & Contact officer
Local Development Framework Annual Monitoring Report 09/05		Cabinet	15 Nov	none	N/A	District Local Plan no 2		Cllr Richard Thake andy.beavan@north-herts.gov.uk 01462 474317
Revenue budget monitoring Quarterly	Scrutiny Committee Finance Sub Group	Cabinet	15 Nov	None	N/A	2004/05 Ledger	N/A	Cllr Terry Hone Clare.fletcher@north-herts.gov.uk 01462 474243
Local Area Agreements 11/05	Scrutiny Committee	Cabinet	15 Nov	NH LSP Partner Agencies Stakeholders COMPACT for the voluntary sector	meetings - district and county wide	Herts Forward preliminary plans	TBA - but potential for reward grant in future	Cllr Tricia Gibbs liz.green@north-herts.gov.uk 01462 474230
Capital budget monitoring Quarterly	Scrutiny Finance Sub-Group	Cabinet	15 Nov	None	N/A	Interim Accounts		Cllr Terry Hone barrie.jones@north-herts.gov.uk 01462 474243
Tendering for the Community Meals Service from 01/04/06 05/05		Cabinet	15 Nov	Cllrs, Specialist Suppliers, Users, Potential Partners - HCC and other Herts LAs	Tender responses	Tender Timetable, Service Specification	TBA	Cllr Allison Ashley lynn.saville@north-herts.gov.uk 01462 474530
Scheme progress and preferred partnership selection for the redevelopment scheme at Ivel Court, Letchworth 08/05		Cabinet	20 Dec	Residents of Jackmans Estate and ward Councillors (via Letchworth Area Committee)	Public exhibition in Nov.	Development proposals	TBA	Cllr Allison Ashely alan.davey@north-herts.gov.uk 01462 476362

Decision required and date first appearing on plan	Overview and Scrutiny	Decision maker	Date of decision	Main consultees	Method of consultation	Relevant documents	Costs or Savings	Portfolio Holder & Contact officer
Alcohol Free Zones 11/05		Cabinet	20 Dec	NHDC Area Committees Residents	meetings public advert	draft schemes	N/A	Cllr Tricia Gibbs liz.green@north-herts.gov.uk 01462 474230
Budget 2006/07 08/05	Scrutiny Committee Finance Sub Group	Cabinet	20 Dec	None	N/A	Budget Strategy	N/A	Cllr Terry Hone Norma.atlay@north-herts.gov.uk 01462 474297
Procurement Strategy Annual Review 08/05	Scrutiny Finance Sub-Group	Cabinet	20 Dec	None	N/A	N/A	N/A	Cllr Terry Hone barrie.jones@north-herts.gov.uk 01462 474243
Agree Strategy for Baldock Town Centre 11/05	Baldock & District Area Committee 12 Dec	Cabinet	20 Dec	None	N/A	Draft Brief submitted to Cabinet 23 Aug 2005 & Summary of responses	TBA	Cllr Richard Thake Louise.symes@north-herts.gov.uk 01462 474359
Setting of Council Tax Base for 2006/2007 11/05		Cabinet	20 Dec 2005	N/A	N/A	Tax Base Calculation	N/A	Cllr Terry Hone Howard.crompton@north-herts.gov.uk 01462 474247
Local Development Scheme 11/05		Cabinet	20 Dec	LDS Member Working Party	N/A	Local Development Scheme	N/A	Cllr Richard Thake andy.beavan@north-herts.gov.uk 01462 474317
Policy for the management of cemeteries 04/05		Cabinet	17 Jan 2006	Local Groups	Discussion groups	Wilbury Hills Cemetery development proposals	None	Cllr Bill Davidson andrew.mills@north-herts.gov.uk 01462 474272
Review of Gateway Allocation Scheme (Housing)	Scrutiny Committee	Cabinet	17 Jan 2006	N/A	N/A	Previous report to Cabinet of 10 February 2004	N/A	Cllr Allison Ashley Martin.lawrence@north-herts.gov.uk 01462-474250

Decision required and date first appearing on plan	Overview and Scrutiny	Decision maker	Date of decision	Main consultees	Method of consultation	Relevant documents	Costs or Savings	Portfolio Holder & Contact officer
Revised Community Strategy for North Herts 11/05	Scrutiny Committee	Council	19 Jan 2006	LSP / Cabinet partners/stakeholders residents visioning groups COMPACT	meetings press release	community strategy draft	TBA	Cllr Tricia Gibbs liz.green@north-herts.gov.uk 01462 474230
Members' Allowances 2006/07 11/05		Council	19 Jan 2006	Cabinet	N/A	Amended Members' Allowances Scheme	Possible 2.5% increase	Cllr Andrew Young David.miley@north-herts.gov.uk 01462 474208
Budget 2006/07 11/05		Cabinet	31 Jan 2006	None.	N/A	Budget papers	TBA	Cllr Terry Hone Norma.atlay@north-herts.gov.uk 01462 474297
Adopt Car Parking Zone SPD 11/05		Cabinet	28 Feb 2006	None	N/A	Draft SDP submitted to Cabinet 18 Nov 2005 & Summary of Responses	TBA	Cllr Richard Thake Louise.symes@north-herts.gov.uk 01462 474359
Best Value Performance Plan Summary 2006-07 11/05	PARC	Cabinet	28 Feb 2006	None	N/A			Cllr Andrew Young Sarah.white@north-herts.gov.uk 01462 474659

TITLE OF REPORT: WORK PROGRAMME 2005/06 - SCRUTINY COMMITTEE and SUB GROUPS

REPORT OF THE SCRUTINY OFFICER

1. SUMMARY

This report outlines the issues that the Scrutiny Committee (the Committee) plans to scrutinise at future meetings. It also lists the Committee's sub-group activities and aims to help the Committee to plan its future work.

2. FORWARD PLAN

- 2.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

3. SCRUTINY COMMITTEE WORK PROGRAMME

6 December (provisional date)	<ul style="list-style-type: none"> Local Area Agreements (<i>provisional</i>) Referral from Finance sub 10/11/05
10 Jan 06	<ul style="list-style-type: none"> Revised Community Strategy for North Herts Review of Gateway Allocation Scheme (Housing) Waste and Environment portfolio holder Referral from Finance sub 15/12/05
21 Feb 06	<ul style="list-style-type: none"> Car Parking Zone SPD Referral from Finance sub 26/01/06
21 March 06	<ul style="list-style-type: none"> Leisure & E-Government portfolio holder Annual Review Referral from Finance sub 23/02/06
11 April 06	<ul style="list-style-type: none"> Annual Report Green Spaces Strategy

4. SUB GROUPSFinance Sub Group

- 4.1 This ongoing sub group met on 13 October 2005, the group scrutinised two key documents, *Budget Setting – Provisional Savings and Growth* and *North Hertfordshire Leisure Centre Improvement Plan*. A recommendation on the report on budget setting went to Cabinet on 18 October 2005 and will be presented to this meeting in a separate report.

Affordable Housing Task & Finish Group

- 4.2 The commencement of this Task and Finish Group has been postponed until early 2006 due to a lack of staff resources; this is pending the recruitment of a new Head of Housing and Environmental Health and Housing Strategy Manager.

Engaging Young People Task & Finish Group

- 4.3 The first meeting of this Task & Finish Group was held on 17 October 2005. At this meeting members discussed the current activities of Council in engaging with young people. The proposed scope developed by the group will be presented to this meeting separately.

Residential Parking Task & Finish Group

- 4.4 The next meeting of this Task & Finish Group on 19 October 2005 was postponed so members could attend a meeting of the Local Development Framework Working Group.

Usage and Promotion of Markets Task & Finish Group

- 4.5 At the meeting held on 13 September 2005, the Scrutiny Committee approved the establishment of a Markets Task and Finish Group to be chaired by a Conservative Group Member.
- 4.6 On 23 September 2005, a letter was sent to the Leaders of each of the Political Groups requesting nominations to fill these positions. Nominations are still currently being received for this group.

5. RECOMMENDATIONS

- 5.1 That Members note the progress made by past and existing sub groups.

6. REASON FOR RECOMMENDATIONS

- 6.1 To enable the Scrutiny Committee to plan and carry out its workload efficiently.

7. CONTACT OFFICER

- 7.1 Rebecca Fogarty
Scrutiny Officer
North Hertfordshire District Council
01462 474536
rebecca.fogarty@north-herts.gov.uk

NORTH HERTFORDSHIRE DISTRICT COUNCIL

SCRUTINY COMMITTEE

TASK AND FINISH GROUP – ENGAGING CHILDREN AND YOUNG PEOPLE

DEFINITIONS

1. Engaging children and young people is seen in its widest sense of actively involving them in all aspects of the services that are provided for them. It is not simply about the ways in which this Council communicates to children and young people, but whether they access and benefit from the provision.
2. The age groups will be Children (5 – 11) and Young People (12 – 19).

TERMS OF REFERENCE

1. To review the progress and outcomes achieved through the implementation of the Youth Fundamental Service Review (FSR) (2002) and Children's FSR (2003).
2. To assess the current work of the Council, either by its direct provision or in partnership, against the 5 outcomes of Every Child Matters: being healthy, staying safe; enjoying and achieving; making a positive contribution and achieving economic well-being.
3. To assess the current work of the Council in relation to the four challenges addressed in the Youth Matters green paper: helping more young people to take part in activities that they have helped to shape; encouraging more volunteers and community involvement; providing better advice and information; and, directing support and assistance to those most in need.
4. To make evidence based recommendations on how the Council can best meet the needs of children and young people in relation to Every Child Matters and Youth Matters.
5. To ensure children, parents and elected Members are kept aware of what levels of provision are made.

PROCESS

1. To provide a detailed analysis of the successes and disappointments that came from the two FSRs.
2. To consider the work of this Council in relation to that of the District Children and Young People's Network.
3. To review the needs and aspirations of children and young people.
4. To identify new opportunities to improve services to children and young people.

5. To prepare updated plans and strategies that build on the good works achieved.

NB: All work undertaken must be carried out with and through relevant partnerships otherwise there is a serious concern of duplication.

TIMESCALE

1. Meeting on 21st November – Task Group to receive and comment upon FSR outcomes.
2. Meeting in January – Task Group to comment upon NHDC contribution to wider partnership working on the District Children and Young People’s Network and the County Children and Young People’s Plan.
3. Meeting in March – Task Group to make final recommendations on how children and young people can become better engaged in and with the services provided.
4. Task and Finish Group to complete work by end of March 2006.

***PART 1 – PUBLIC DOCUMENT**

AGENDA ITEM No.

13

LOCAL AREA AGREEMENTS

ORAL REPORT OF THE HEAD OF POLICY, PARTNERSHIPS & PERFORMANCE

REFERRED FROM SCRUTINY COMMITTEE FINANCE SUB GROUP 13 October 2005

The Finance Scrutiny Sub Group met on Thursday, 13 October 2005, to consider the report of the Head of Financial Services, *Service and Financial Planning 2006-2011*.

Members raised concerns over the significant increase that will occur in Council's employer pension contributions, which will be required to reduce the estimated pension fund deficit (paragraph 4.3 of the report).

Recommendation to Cabinet on 18 October 2005:

The Finance Scrutiny Sub Group recommends that the desirability of reducing the pension fund deficit through capital contributions should be evaluated as part of this year's Service & Financial Planning process.

***PART 1 – PUBLIC DOCUMENT**

AGENDA ITEM No.

15

PRESENTATION BY THE PORTFOLIO HOLDER FOR COMMUNITY ENGAGEMENT & RURAL AFFAIRS

PRESENTATION BY COUNCILLOR TRICIA GIBBS, PORTFOLIO HOLDER FOR COMMUNITY ENGAGEMENT & RURAL AFFAIRS