

North Hertfordshire District Council

# Corporate Cumulative Equality Impact Assessment

2020/21

## 1. Summary

This report sets out the approach taken to consider the cumulative equality impact of North Hertfordshire decision making process in the civic year 2020/2021.

The report is based on a number of source documents: those council and committee reports that required an equality impact analysis and those council and committee reports that did not require an equality impact analysis but demonstrated mitigating action to avoid treating one aspect of the community more favourably than another.

A number of reports were either merely for information only or seeking approval from council to pursue a certain course of action. Therefore some of these proposals/projects were in the early stages and as such may need further equality analysis. The process for Equality Impact Analysis is an evolving one, and proportionate, with assessments updated as projects develop.

The Equality Act 2010 guidance states that all policies must be analysed for their impact on equality, whether these are current and proposed policies or whether they are informal customs or practices. North Hertfordshire sets out guidance and support for staff on taking a proportional and meaningful approach to paying due regard to equality duties in the following areas NHDC are responsible for making a wide range of decisions, including decisions about overarching policies and setting budgets, to day-to-day decisions, which affect specific individuals or specific groups. The approach agreed for NHDC decision makers was the following areas would be targeted for Equality Analysis Assessments:

- Key decisions - i.e. those over £50,000.00 value or which have a considerable potential impact on the community and across the 'protected characteristics'. (NB. Contractual arrangements, such as contracts for energy, will be exempt from review as whilst they are of sufficient monetary value, the 'equality' impact on the community is nil).
- Major budget implications - i.e. efficiencies and investments such as those proposed within the corporate business planning process
- Major Service provision revision - i.e. restructure proposals, changes to working practices and especially those with greatest impact on external customers.

It should be noted that the Shared Internal Audit Service (SIAS) conducted a review of the Equality Internal processes in 2013 and provided overall **substantial assurance** that there were effective controls in operation. Officers have continued to adhere to these processes.

The Public Sector Equality Duty also requires the local authority to foster good relations and promote equality of opportunity between those with a protected characteristic and others. This work is implicit in all our services.

The table below summarises the equality impact analysis of key council decisions in the last civic year. Individual equality impact assessments for key policy decisions will be included as a hyperlink within the table where relevant.

**2. Potential equality impacts identified by Cabinet and Council reports and the mitigating action either carried out or proposed, where appropriate.**

<b>Cabinet Decisions</b>	
23 <sup>rd</sup> June 2020	
	<b>Equality Implications</b>
<b>AGENDA ITEM 6: STRATEGIC PLANNING MATTERS REPORT OF THE SERVICE DIRECTOR- REGULATORY</b>	
This report identifies the latest position on key planning issues affecting the District.	There are not considered to be any direct equality issues arising from this report. Future individual schemes or considerations may well be subject to appropriate review to ensure they comply with latest equality legislative need. Any risks and opportunities identified will also be subject to assessment for impact on those that share a protected characteristic.
<b>AGENDA ITEM 7: DISTRICT WIDE SURVEY 2019 – KEY FINDINGS REPORT OF THE COMMUNICATIONS MANAGER</b>	
To advise Cabinet of the key findings and action points arising from the 2019 District Wide Survey.	The report highlights areas where satisfaction levels could be improved. Broadly though, the services that NHDC provides to residents are well received as noted at 8.1.7. Any mitigating actions may be incorporated into the formulation of the relevant Service Plans to improve service provision, where appropriate. These will be proportionate and reflect the authority's duty under the public Sector Duty. Any identified service improvements may require an analysis of equality impact prior to implementation.

<p><b>AGENDA ITEM 9: CORPORATE PEER CHALLENGE ACTION PLAN REPORT OF THE DEPUTY CHIEF EXECUTIVE</b></p>	
<p>Cabinet on 24 March 2020 and Full Council on 2 April 2020 (decisions taken under delegated decision following emailed consultation with Members) noted the final report from the Local Government Association Corporate Peer Challenge (CPC) and requested that an Action Plan be developed by the Leader, Deputy Leader, Chief Executive and Deputy Chief Executive to respond to the recommendations within the report. This report submits a draft Action Plan to Cabinet for approval.</p>	<p>There are no known equalities implications that apply to this report. Individual actions on the plan may require equalities impact assessments in due course as solutions are developed.</p>
<p><b>AGENDA ITEM 10: SHAPING OUR FUTURE – ORGANISATIONAL DEVELOPMENT PROGRAMME REPORT OF THE CHIEF EXECUTIVE AND DEPUTY CHIEF EXECUTIVE</b></p>	
<p>The Council is currently undertaking a range of initiatives, both structured and organic, which contribute towards our organisational development. Examples include Leadership Development, work on equality, diversity and inclusion, commercial culture and digital transformation all under the umbrella of our Values and Behaviours. These initiatives are not linked by a clear overarching strategy, which means they might not be as effective as they could be if we adopted a clear overall approach with clear outcomes that each strand contributes to. These activities are also closely linked with the Corporate Peer Challenge Action Plan.</p> <p>The purpose of this report is to set out and agree outcomes for the ‘Shaping Our Future’ Programme, which provides this strategy, and to consider and establish a working group. It is proposed that the working group be less formal than a Project Board but that Member and Officer involvement is crucial. To provide a framework for this the report sets out proposed terms of reference and membership.</p>	<p>A stated outcome of the programme is : A high quality, diverse, inclusive and resilient workforce, meeting the needs of our community It is therefore likely that the programme will have significant positive impact in respect of 12.1 above by seeking to create a culture in which equality issues are to the fore</p>
<p><b>AGENDA ITEM 11: HOUSING DELIVERY TEST ACTION PLAN 2020 REPORT OF THE SERVICE DIRECTOR - REGULATORY</b></p>	
<p>The Housing Delivery Test (HDT) is a Government measure of new homes. The results of this test are produced annually for all local authorities. The second round of HDT results were published in 2020. Because of these results, North</p>	<p>There are not considered to be any direct equality issues arising from this report. Future individual schemes or considerations may well be subject to appropriate review to ensure they comply with latest equality</p>

<p>Hertfordshire must publish an Action Plan by August 2020 setting out what actions it will take to increase the delivery of new homes within the District. This report seeks approval of that Action Plan.</p>	<p>legislative need. Any risks and opportunities identified will also be subject to assessment for impact on those that share a protected characteristic.</p>
<p><b>AGENDA ITEM 12: REGULATION OF INVESTIGATORY POWERS ACT ('RIPA') UPDATE AND ANNUAL REVIEW REPORT OF THE SERVICE DIRECTOR - LEGAL AND COMMUNITY &amp; MONITORING OFFICER</b></p>	
<p>This report provides an annual update and proposed amendments to the Council's current RIPA Policies following an inspection and report.</p>	<p>The contents of this report do not directly impact on equality, in that it is not making proposals that will have a direct impact on equality of access or outcomes for diverse groups.</p>
<p><b>AGENDA ITEM 13: REVENUE BUDGET OUTTURN 2019/20 REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>The purpose of this report is to inform Cabinet of the summary position on revenue income and expenditure as at the end of the financial year 2019/20. The net outturn of £14.692m represents a £129k decrease from the working budget of £14.821million. There are corresponding requests to carry forward £195k (of underspends) to fund specific projects that will now take place in 2020/21.</p> <p>There is a further forecast impact on the 2020/21 base budget of a £149k increase. Within these summary totals there are a number of budget areas with more significant variances, which are detailed and explained in table 3. The report also provides an update on; - the delivery of planned efficiencies (paragraph 8.4) - the use of budget approved to be carried forward from 2018/19 (paragraph 8.5) - performance against the four key corporate 'financial health' indicators (paras 8.6-8.8) - confirmation of the funding position as at the end of 2019/20 (table 6) - details of earmarked reserves movements and balances (table 8)</p>	<p>For any individual new revenue investment proposal of £50k or more, or affecting more than two wards, a brief equality analysis is required to be carried out to demonstrate that the authority has taken full account of any negative, or positive, equalities implications; this will take place following agreement of the investment.</p>

<p><b>AGENDA ITEM 14: INVESTMENT STRATEGY (CAPITAL AND TREASURY) END OF YEAR REVIEW 2019/20</b>  <b>REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>As at the end of financial year 2019/20, there is a reduction in Capital spend compared to quarter 3 of £0.331million. The majority of this change is due to revisions to the profile of planned project spend, with £0.277million that will now instead be incurred in 2020/21.</p> <p>During the year the Council has generated £0.411million of interest from its investments. This is slightly below the budgeted total of £0.418million. The Council continued to invest in smaller Building Societies (subject to checks that compare the size of the Society with that of the investment) and also now invests in non-UK banks.</p> <p>The Council has repaid £0.017million of borrowing during the year as it has matured. The Council has £0.423million of remaining borrowing. This borrowing is at a fixed rate for a fixed period. The premium incurred from repaying this borrowing early means that it is not worthwhile to do so. The Council complied with its legislative and regulatory requirements throughout the year.</p> <p>The forecast for 2020/21 is that investment income will continue to reduce due to market conditions, the use of cash balances to fund the capital programme and the effect of Covid19.</p>	<p>There are no direct equalities implications directly arising from the adoption of the Capital Programme for 2019/20 onwards. For any individual new capital investment proposal of £50k or more, or affecting more than two wards, an equality analysis is required to be carried out. This will take place following agreement of the investment proposal.</p>
<p><b>AGENDA ITEM 15: GARDEN WASTE COLLECTION SERVICE IMPACTS OF COVID 19 - REPORT OF THE SERVICE DIRECTOR - PLACE</b></p>	
<p>This report outlines the service disruption for the collection of garden waste in North Herts since services were suspended due to the Covid 19 outbreak on 30th March 2020 and asks to consider and agree initiatives and recompense that recognises the inconvenience caused to our residents.</p>	<p>There are no equalities implications</p>

<p><b>AGENDA ITEM 16: BUSINESS CONTINUITY PLANNING UPDATE REPORT OF THE DEPUTY CHIEF EXECUTIVE AND SERVICE DIRECTOR LEGAL AND COMMUNITY</b></p>	
<p>The report provides an update on actions following the part 2 exempt report of 24 March 2020 and resolutions from the urgent part 2 decision taken on 3 April 2020.</p>	<p>There are no equalities implications in this report</p>
<p><b>AGENDA ITEM 17: COMMERCIAL WASTE COLLECTION SERVICE IMPACTS OF COVID 19 - REPORT OF: THE SERVICE DIRECTOR - PLACE</b></p>	
<p>The government instigated lockdown on 24th March meant that a number of businesses, and therefore our trade waste customers, stopped operating. To support businesses, a decision was made to suspend the issuing of Quarter 1 (1st April to 30th June) invoices and contact all customers to ask if they wanted to temporarily suspend or reduce the service that they received. As businesses are now starting to open up again, it is now necessary to consider what charges should be made for the 1st Quarter.</p>	<p>There are no equalities implications. This supportive act for the commercial waste customers will seek to assist the wider community as lockdown eases as noted at 11.4.</p>
<p><b>21<sup>st</sup> JULY 2020</b></p>	
<p><b>AGENDA ITEM 6: STRATEGIC PLANNING MATTERS REPORT OF THE SERVICE DIRECTOR - REGULATORY</b></p>	
<p>This report identifies the latest position on key planning issues affecting the District</p>	<p>There are not considered to be any direct equality issues arising from this report. Future individual schemes or considerations may well be subject to appropriate review to ensure they comply with latest equality legislative need. Any risks and opportunities identified will also be subject to assessment for impact on those that share a protected characteristic.</p>

**AGENDA ITEM 7: DEVELOPER CONTRIBUTIONS SPD  
REPORT OF THE SERVICE DIRECTOR - REGULATORY**

The Council is preparing a new Local Plan which will shape development in the District to 2031. To provide additional detail on planning policies and sites, the Council can produce Supplementary Planning Documents (SPD) to provide clarity to applicants and case officers when determining planning applications. Cabinet has previously made decisions relating to (i) the nature of the SPDs that shall be produced to support the new Local Plan and (ii) the future approach to seeking developer contributions from new developments towards affordable housing, infrastructure and other matters.

The Developer Contributions SPD is the first of the proposed SPDs supporting the emerging Local Plan. The SPD was approved for a six-week period of public consultation through Cabinet in January 2020. Cabinet are asked to note the contents of the SPD and updated Regulation 12 Statement of Consultation. Furthermore, Cabinet are asked to resolve to adopt the SPD upon adoption of the new Local Plan (Proposed Submission Local Plan 2011-2031 (as amended by main modifications or any post-hearing modifications recommended)), so long as the new Local Plan is adopted within 12 months of the date of this Cabinet meeting.

There are not considered to be any direct equality issues arising from this report. Future individual schemes or considerations may well be subject to appropriate review to ensure they comply with latest equality legislative need. Any risks and opportunities identified will also be subject to assessment for impact on those that share a protected characteristic

**AGENDA ITEM 8: STATEMENT OF COMMUNITY INVOLVEMENT – ADOPTION  
REPORT OF THE SERVICE DIRECTOR - REGULATORY**

This report asks Cabinet to consider the comments made on the draft Statement of Community Involvement during public consultation and approve the subsequent changes made to the Statement of Community Involvement.

An Equalities Impact Assessment was undertaken for the draft SCI. The SCI has identified a number of groups within the community which tend not to engage with local planning issues. These groups include working age people, people with disabilities, black and ethnic minority groups, young people and gypsy and traveller communities. Work will continue with the Policy and Community Engagement Team to encourage these groups to participate in planning consultations. The addition as outlined at section 8.3 and 8.4 seeks to protect the vulnerable in our community. The Equalities Impact Assessment can be viewed [here](#).

<p><b>AGENDA ITEM 9: COUNCIL PLAN 2021 - 2026 AND COUNCIL OBJECTIVES FOR 2021-2026</b>  <b>REPORT OF THE POLICY AND COMMUNITY ENGAGEMENT MANAGER</b></p>	
<p>This report proposed a refreshed Council Plan and process for finalising the Plan.</p>	<p>In setting its Council Plan Objectives, the Council is seeking to address equality implications in the services it provides and through the remainder of the Corporate Business Planning Process will carry out Equalities Impact Assessments for those Efficiency or Investment options that are taken forward.</p>
<p><b>AGENDA ITEM 10: MODERN SLAVERY CHARTER UPDATE REPORT OF THE SERVICE DIRECTOR - LEGAL AND COMMUNITY &amp; MONITORING OFFICER</b></p>	
<p>This report provides an update on the Modern Slavery Action Plan, following the adoption of the Charter Against Modern Slavery [the ‘Charter’] in 2019.</p>	<p>The Modern Slavery Action plan continues to raise awareness amongst any employee, Councillor or worker delivering services on behalf of the Council.</p>
<p><b>AGENDA ITEM 11: HITCHIN MARKET – CONTRACT EXTENSION</b>  <b>REPORT OF THE COMMERCIAL MANAGER AND SERVICE DIRECTOR - COMMERCIAL</b></p>	
<p>The purpose of this report is to seek approval to enter into a contract extension with Hitchin Market Limited for a further period of eight months (1 August 2020 – 31 March 2021). The reason for this is to allow current negotiations with Hitchin Markets Limited (HML) to continue, and to allow the Council more time to evaluate other options such as a tendering/ procurement exercise if required.</p>	<p>There are no direct equality implications arising from this report.</p>
<p><b>AGENDA ITEM 12: COVID-19 LEISURE CONTRACTS RECOVERY</b>  <b>REPORT OF THE SERVICE DIRECTOR - PLACE</b></p>	
<p>The Government instigated lockdown on 20 March 2020 resulting in the closure of gyms and leisure centres. This report outlines Stevenage Leisure Limited (SLL) recovery plan of the leisure facilities, and asks to consider and agree an Open Book approach recommended in the Procurement Policy Note – Supplier relief due to COVID-19 02/20 (PPN 02/20), and further support included within the Local Government Association (LGA) Options for councils in supporting leisure providers through COVID-19</p>	<p>To continue to support the SLL facilities via the Open Book approach provides support to those potentially vulnerable staff (on low income and zero contracts). Dependent on the new way in which the facilities open, they may provide support to those vulnerable members of the community who have been shielded or isolated during this pandemic period.</p>

<p><b>AGENDA ITEM 13: FINANCIAL IMPACTS OF COVID-19 REPORT OF THE SERVICE DIRECTOR: RESOURCES</b></p>	
<p>This report summarises the forecast financial impact of Covid-19 on the Council and the implications that arise from this.</p>	<p>There are no direct equalities implications arising from this report</p>
<p><b>15<sup>th</sup> September 2020</b></p>	
<p><b>AGENDA ITEM 6: COUNCIL PLAN 2021-2026 AND COUNCIL OBJECTIVES FOR 2021- 2026 REPORT OF THE POLICY AND COMMUNITY ENGAGEMENT MANAGER</b></p>	
<p>In setting its Council Objectives, the council is seeking to address equality implications in the services it provides and through the remainder of the Corporate Business Planning Process will carry out Equalities Impact Assessments for those Efficiency or Investment options that are taken forward.</p>	<p>In setting its Council Objectives, the council is seeking to address equality implications in the services it provides and through the remainder of the Corporate Business Planning Process will carry out Equalities Impact Assessments for those Efficiency or Investment options that are taken forward.</p>
<p><b>AGENDA ITEM 7: STRATEGIC PLANNING MATTERS REPORT OF: SERVICE DIRECTOR - REGULATORY</b></p>	
<p>This report identifies the latest position on key planning issues affecting the District</p>	<p>There are not considered to be any direct equality issues arising from this report. Future individual schemes or considerations may well be subject to appropriate review to ensure they comply with latest equality legislative need. Any risks and opportunities identified will also be subject to assessment for impact on those that share a protected characteristic.</p>
<p><b>AGENDA ITEM 9: FIRST QUARTER REVENUE MONITORING 2020/21 REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>The purpose of this report is to inform Cabinet of the summary position on revenue income and expenditure forecasts for the financial year 2020/21, as at the end of the first quarter. The forecast variance is a £1.468million increase on the networking budget of £15.826million, with an ongoing impact in future years of a £58k increase and requests to carry forward budget totalling £128k to fund specific projects in 2021/22. Within these summary</p>	<p>For any individual new revenue investment proposal of £50k or more, or affecting more than two wards, a brief equality analysis is required to be carried out to demonstrate that the authority has taken full account of any negative, or positive, equalities implications; this will take place following agreement of the investment.</p>

<p>totals there are a number of budget areas with more significant variances, which are detailed and explained in table 3.</p> <p>The report also provides an update on; - the delivery of planned efficiencies (paragraph 8.5) - the use of budget approved to be carried forward from 2019/20 (paragraph 8.6) - performance against the four key corporate 'financial health' indicators (paras 8.7-8.8) - the overall forecast funding position for the Council and factors that may affect this (paras 8.9 – 8.16)</p>	
<p><b>AGENDA ITEM 10: FIRST QUARTER INVESTMENT STRATEGY (CAPITAL AND TREASURY) REVIEW 2020/21</b>  <b>REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>To update Cabinet on progress with delivering the capital and treasury strategy for 2020/21, as at the end of June 2020.</p> <p>To update Cabinet on the impact upon the approved capital programme for 2020/21 – 2029/30. The current estimate is a decrease in spend in 2020/21 of £0.107million and an increase in spend in future years of £0.296million. The most significant individual changes relate to £0.084M Replacement of access road off Bury Mead Road Hitchin, £0.067M additional IT Equipment incurred due to Covid-19 and reprofiling the budgets for Green Infrastructure Implementation £0.185M and structural repairs to the Lairage Multi-Storey Car Parks £0.111M.</p> <p>To inform Cabinet of the Treasury Management activities in the first three months of 2020/21. The current forecast is that the amount of investment interest expected to be generated during the year is £0.185million. This is a decrease of £0.115M on the working budget.</p>	<p>There are no direct equalities implications directly arising from the adoption of the Capital Programme for 2020/21 onwards. For any individual new capital investment proposal of £50k or more, or affecting more than two wards, an equality analysis is required to be carried out. This will take place following agreement of the investment proposal.</p>

<p><b>AGENDA ITEM 11: MEDIUM TERM FINANCIAL STRATEGY REPORT OF THE SERVICE DIRECTOR- RESOURCES</b></p>	
<p>This report recommends the Medium Term Financial Strategy (MTFS) for 2021/22 to 2025/26 to guide and inform the Corporate Business Planning Process. The focus is primarily on setting a budget for 2021/22 and determining the actions that will be necessary in setting a longer term budget following on from that. This reflects the fundamental uncertainties that the Council faces. Whilst it recommends a budget strategy, there may be a need to amend the strategy over time as further information becomes available.</p>	<p>The MTFS attempts to align resources to the delivery of the Council Plan, which sets the corporate objectives. Through its corporate objectives the Council is seeking to address equality implications in the services it provides and through the remainder of the Corporate Business Planning Process will carry out Equalities Impact Assessments for relevant Efficiency or Investment options.</p>
<p><b>AGENDA ITEM 12: COUNCIL TAX REDUCTION SCHEME 2021/2022 REPORT OF THE SERVICE DIRECTOR – CUSTOMERS</b></p>	
<p>To provide Cabinet with an update on how the Scheme is operating. To consider whether any changes should be made to the Council Tax Reduction Scheme (CTRS) for year nine (2021/2022).</p>	<p>By conducting extensive consultation when the scheme was first implemented, the Council sought to collect information from those who may be potentially affected by these proposals. The public consultation showed broad support for the scheme. By substantially retaining the same scheme since 2013/2014, the Council continues to meet its obligations under the Equality Act. The proposed review will eventually identify any adverse impacts and an equality impact analysis may be required to capture these.</p>
<p><b>AGENDA ITEM 13: CONSOLIDATION OF BUSINESS RATES AND COUNCIL TAX DISCRETIONARY POLICIES REPORT OF THE SERVICE DIRECTOR – CUSTOMERS</b></p>	
<p>To compile and formally adopt the Business Rates &amp; Council Tax Discretionary Policies in single documents</p>	<p>Consolidation of these policies will make them more transparent and easier for all members of the public to access.</p>
<p><b>AGENDA ITEM 14: CARELINE FUTURE PROVISION REPORT OF: SERVICE DIRECTOR – CUSTOMERS</b></p>	
<p>To advise Cabinet of the current position relating to the potential expansion of the Careline Service</p>	<p>Further equalities implications will be considered in the Part II report</p>

**22<sup>nd</sup> October 2020**

**AGENDA ITEM 3: HERTFORDSHIRE GROWTH BOARD - PROPOSED JOINT COMMITTEES - REPORT OF: MANAGING DIRECTOR & SERVICE DIRECTOR - LEGAL & COMMUNITY**

The report sets out the proposals for delegation of functions and recommendations on the establishment of a Hertfordshire Growth Board ('HGB') Joint Committee and Joint Scrutiny Committee

In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

Otherwise see 3.4 of Appendix HGB:

Appendix HGB, 3.4 Equalities implications. A formal EQIA has not been deemed necessary because there is nothing to suggest that the creation of these statutory joint committees will adversely affect any equalities requirements. Moving to statutory joint committees will increase transparency and openness in the work of the Hertfordshire Growth Board.

**AGENDA ITEM 4: BUSINESS RATES POOLING 2021/22  
REPORT OF THE SERVICE DIRECTOR - RESOURCES**

The Ministry for Housing, Communities and Local Government (MHCLG) have issued an invitation for groups of Authorities to become Business Rate pools. The deadline for applications is 23rd October 2020. Urgent work needs to be carried out to determine whether it is worth Hertfordshire Authorities forming a pool and then who the optimum members of that would be. The economic impacts of Covid-19 make it very difficult to determine Business Rate forecasts for future years. Any gains from pooling will be significantly less than they have in previous years, and also subject to much greater risk. If relevant, an addendum report will be provided in advance of the Cabinet meeting to update on the latest position.

There are no equalities implications in relation to this report.

**15<sup>th</sup> December 2020**

**AGENDA ITEM 7: STRATEGIC PLANNING MATTERS - DRAFT  
REPORT OF THE SERVICE DIRECTOR - REGULATORY**

This report identifies the latest position on key planning issues affecting the District

There are not considered to be any direct equality issues arising from this report. Future individual schemes or considerations may well be subject to appropriate review to ensure they comply with latest equality legislative need. Any risks and opportunities identified will also be subject to assessment for impact on those that share a protected characteristic.

**AGENDA ITEM 8: NORTH HERTFORDSHIRE COMMUNITY LOTTERY  
REPORT OF THE COMMERCIAL MANAGER AND SERVICE DIRECTOR -  
COMMERCIAL**

The purpose of this report is to seek approval for the Council to introduce a Community Lottery that will generate additional revenue in support of, and to help good causes within the District.  
Voluntary and Community Sector (VCS) groups such as local charities, community groups, sports clubs and schools will have the opportunity to financially benefit from this project, via funds raised through online lottery ticket sales.

There are no direct equality implications arising from this report. One of the three objectives of the Gambling Act 2005 is 'to protect children and other vulnerable people from being harmed or exploited by gambling'. The promotion of the Gamble Aware via any External Lottery Manager and the Licence Holder will seek to mitigate any adverse and disproportionate impacts on vulnerable groups as noted at 11.5.

**AGENDA ITEM 9: IT CAPITAL - PURCHASING OF LAPTOPS  
REPORT OF THE SERVICE DIRECTOR - CUSTOMERS**

This report seeks to obtain approval from Council to re-profile and reallocate IT capital expenditure ahead of the normal budget approval process in February. This would enable IT to progress the procurement and delivery of laptops to staff at the earliest opportunity and would avoid the Council incurring additional capital costs relating to Microsoft licences from 01 April 2021.

There are no equalities implications

<p><b>AGENDA ITEM 10: DRAFT BUDGET 2021/22 REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>Cabinet is asked to consider the draft budget for 2021/22 and the main factors which contribute to the determination of the North Hertfordshire District Council (NHDC) Council Tax level.</p>	<p>For any individual proposal comprising either £50k growth or efficiency, or affecting more than two wards, an equality analysis is required to be carried out; this has either taken place or will take place following agreement of efficiencies or growth.</p>
<p><b>AGENDA ITEM 11: SECOND QUARTER REVENUE MONITORING 2020/21 REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>The purpose of this report is to inform Cabinet of the summary position on revenue income and expenditure forecasts for the financial year 2020/21, as at the end of the second quarter. The forecast variance is a £2.036million increase on the networking budget of £17.294million, with an ongoing impact in future years of a £73k decrease and a request to carry forward budget of £20k to fund a specific project in 2021/22. Within these summary totals there are a number of budget areas with more significant variances, which are detailed and explained in table 3.</p> <p>The report also provides an update on;</p> <ul style="list-style-type: none"> <li>- the delivery of planned efficiencies</li> <li>- the use of budget approved to be carried forward from 2019/20</li> <li>- performance against the four key corporate 'financial health' indicators</li> <li>- the overall forecast funding position for the Council and factors that may affect this</li> </ul>	<p>For any individual new revenue investment proposal of £50k or more, or affecting more than two wards, a brief equality analysis is required to be carried out to demonstrate that the authority has taken full account of any negative, or positive, equalities implications; this will take place following agreement of the investment</p>
<p><b>AGENDA ITEM 12: INVESTMENT STRATEGY (CAPITAL AND TREASURY) MID-YEAR REVIEW 2020/21 REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>To update Cabinet on progress with delivering the capital and treasury strategy for 2020/21, as at the end of September 2020.</p> <p>To update Cabinet on the impact upon the approved capital programme for 2020/21 – 2029/30. The current estimate is a decrease in spend in 2020/21 of £6.582million and an increase in spend in future years of £7.022million. The most significant individual changes relate to £4.0M Acquisition of Property Investments and £2.947M Provide Housing at Market Rents both being</p>	<p>There are no direct equalities implications directly arising from the adoption of the Capital Programme for 2020/21 onwards. For any individual new capital investment proposal of £50k or more, or affecting more than two wards, an equality analysis is required to be carried out. This will take place following agreement of the investment proposal.</p>

<p>reprofiled into 2021/22.</p> <p>To inform Cabinet of the Treasury Management activities in the first three months of 2020/21. The current forecast is that the amount of investment interest expected to be generated during the year is £0.185million. This remains unchanged from the estimate reported in the first quarter monitoring report.</p>	
<p><b>AGENDA ITEM 13: LAND AT THE SNIPE, WESTON, HERTS REPORT OF THE INTERIM PROPERTY CONSULTANT</b></p>	
<p>To seek Cabinet’s approval for the declaration as surplus to the District Council’s requirements approximately 3.05 acres of land at The Snipe, Weston as shown edged red on the plan at Appendix A</p>	<p>Any land that is offering potential for new housing may benefit the wider community as noted at 8.1. There may be those who exhibit a protected characteristic within this wider community. The addition of suitable housing may support the more vulnerable in the community.</p>
<p><b>AGENDA ITEM 14: COVID-19 LEISURE CONTRACTS RECOVERY REPORT OF THE SERVICE DIRECTOR - PLACE</b></p>	
<p>The Covid-19 Leisure Contracts Recovery report was referred to full Council on 24 September 2020 from Cabinet on 21 July 2020. Council RESOLVED; To provide financial support to Stevenage Leisure Limited (SLL) on an Open Book basis from 20 March 2020 up to at least 31 March 2021. The support provided would only cover losses relating to the Council’s contracts, and will not cover central overheads. SLL would be required to take all reasonable actions to minimise the value of any losses. The actual value of the support required will depend on SLLs income recovery but will be capped at a maximum of £1.8m.</p>	<p>To continue to support the SLL facilities via the Open Book approach provides support to those potentially vulnerable staff (on low income and zero contracts). Dependent on the new way in which the facilities open, they may provide support to those vulnerable members of the community who have been shielded or isolated during this pandemic period.</p>
<p><b>AGENDA ITEM 15: CHARNWOOD HOUSE, HITCHIN REPORT OF THE INTERIM PROPERTY CONSULTANT</b></p>	
<p>To seek Cabinet’s decision on the potential letting or sale of Charnwood House, Hitchin to a community group.</p>	<p>The proposed return of the property to a community resource could result in greater community inclusion in the area. Amongst those may those who exhibit a protected characteristic.</p>

**26<sup>th</sup> January 2021**

**AGENDA ITEM 8: STRATEGIC PLANNING MATTERS  
REPORT OF THE SERVICE DIRECTOR - REGULATORY**

This report identifies the latest position on key planning issues affecting the District.

There are not considered to be any direct equality issues arising from this report. Future individual schemes or considerations may well be subject to appropriate review to ensure they comply with latest equality legislative need. Any risks and opportunities identified will also be subject to assessment for impact on those that share a protected characteristic.

**AGENDA ITEM 9: BALDOCK, BYGRAVE AND CLOTHALL NEIGHBOURHOOD  
PLAN - REPORT OF THE SERVICE DIRECTOR - REGULATORY**

The report sets out the steps that have been taken since receipt of the examiner's report into the Baldock, Bygrave and Clothall Neighbourhood Plan, including consideration of the responses received in respect of the public consultation on proposed additional modifications and the way forward for the neighbourhood plan.

There are not considered to be any direct equality issues arising from this report. Future individual schemes or considerations may well be subject to appropriate review to ensure they comply with latest equality legislative need. Any risks and opportunities identified will also be subject to assessment for impact on those that share a protected characteristic.

**AGENDA ITEM 10: CONSERVATION AREA SUMMARY REPORT AND NEXT  
STEPS - REPORT OF THE SERVICE DIRECTOR - REGULATORY**

In 2019 consultants prepared character statements for those conservation areas in North Hertfordshire without supporting evidence. These were endorsed at Cabinet meetings during the 2019/2020 cycle as part of the Strategic Planning Matters reports. The consultants were also asked to prepare a Summary Report recommending any further work for the conservation areas such as boundary changes or more detailed appraisal work. This is part of our statutory requirement to review conservation areas from time to time. This report deals with the findings and recommendations of the Summary Report.

There are not considered to be any direct equality issues arising from this report.

<p>This report sets out a draft programme of work, for conservation areas and other heritage assets, based on current priorities and on budget and resource availability.</p>	
<p><b>AGENDA ITEM 11: REVENUE BUDGET 2021/22 REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>Cabinet is asked to; consider the draft budget for 2021/22 and the main factors which contribute to the determination of the North Hertfordshire District Council (NHDC) Council Tax level; consider the appropriate level of Council Tax that will be recommended to the meeting of the Council on the 11 February 2021.</p>	<p>For any individual proposal comprising either £50k growth or efficiency, or affecting more than two wards, an equality analysis is required to be carried out; this has either taken place or will take place following agreement of efficiencies or growth</p>
<p><b>AGENDA ITEM 12: INVESTMENT STRATEGY (INTEGRATED CAPITAL AND TREASURY) - REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>The Investment Strategy provides the following key information:</p> <ul style="list-style-type: none"> <li>• A capital programme of £14.718m in 2021/22 and £25.074m for the period 2022/23 to 2025/26.</li> <li>• Recommendations on the Prudential and other Treasury indicators that will be monitored and reported on during the year (2021/22)</li> <li>• As the Council has identified a need to borrow for capital purposes, a borrowing and Minimum Revenue Provision (MRP) policy</li> <li>• The scope of treasury investments where the Council will invest any surplus cash.</li> </ul>	<p>There are no direct equalities implications directly arising from the adoption of the Capital Programme for 2021/22 onwards. For any individual new capital investment proposal of £50k or more, or affecting more than two wards, an equality analysis is required to be carried out. This will take place following agreement of the investment proposal.</p>
<p><b>AGENDA ITEM 13: PROPOSED AMENDMENTS TO PERFORMANCE MANAGEMENT MEASURES FOR 20/21 REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>To present the proposed amendment to performance indicators (PIs) and associated targets for 2020/21 which were agreed by Executive Members in conjunction with the relevant Service Directors</p>	<p>Performance reporting provides a means to monitor whether the Council is meeting the stated outcomes of the district priorities, its targets or delivering accessible and appropriated services to the Community to meet different people's needs.</p>

<p><b>AGENDA ITEM 14: HITCHIN MARKET NEW CONTRACT REPORT OF THE COMMERCIAL MANAGER AND SERVICE DIRECTOR - COMMERCIAL</b></p>	
<p>The purpose of this report is to seek approval for the new management contract regarding Hitchin Market. This report demonstrates how the partnership between the Council and Hitchin Markets Limited (HML) will continue.</p>	<p>There are no direct equality implications arising from this report, however, further consideration may need to be made in future as efforts are made to transform the Market into an experience destination. If as per 8.10 this includes new opening times and days, and the attraction of speciality markets, such consideration may pay attention, for example, to issues of accessibility for all areas of the community. Furthermore, as outlined in 12.1, efforts should ensure that opportunities to foster good relations between community groups are maximised.</p>
<p><b>AGENDA ITEM 15: THE COUNCIL'S PROCUREMENT STRATEGY REPORT OF THE SERVICE DIRECTOR – LEGAL AND COMMUNITY</b></p>	
<p>To present an updated Procurement Strategy for adoption. A summary of the main changes to the Procurement Strategy is set out in the report.</p>	<p>The promotion of the real living wage throughout contracts may alleviate the financial strain of those at risk of poverty and those sole earners or lone parents and therefore advance the equality of opportunity in the working population.</p>
<p><b>16<sup>th</sup> MARCH 2021</b></p>	
<p><b>AGENDA ITEM 8: : COMMUNITY ASSET TRANSFER: HITCHIN BRIDGE CLUB REPORT OF THE SENIOR ESTATES SURVEYOR</b></p>	
<p>To seek Cabinet's decision in principle to grant a leasehold interest in land at Cadwell Lane, Hitchin to Hitchin Bridge Club (HBC). OR</p> <p>To seek Cabinet's agreement to place the matter into abeyance until HBC obtains pre-application advice from the local Planning authority and Highway authority on their proposed development at Cadwell Lane.</p> <p>To reject the proposal to grant a leasehold interest in the land to HBC with reason(s).</p>	<p>In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.</p> <p>Appendix I provides an Equality Analysis. This can be viewed <a href="#">here</a>.</p>

<p><b>AGENDA ITEM 9: CLIMATE CHANGE STRATEGY 2021 -2026 REPORT OF THE POLICY AND COMMUNITY ENGAGEMENT MANAGER</b></p>	
<p>This report proposes a refreshed Climate Change strategy for adoption for 2021-2026.</p>	<p>There are no direct negative impacts attached to this strategy. However further equality impact assessments may be undertaken for individual proposed projects.</p>
<p><b>AGENDA ITEM 10: : STRATEGIC PLANNING MATTERS REPORT OF THE SERVICE DIRECTOR - REGULATORY</b></p>	
<p>This report identifies the latest position on key planning issues affecting the District.</p>	<p>There are not considered to be any direct equality issues arising from this report. Future individual schemes or considerations may well be subject to appropriate review to ensure they comply with latest equality legislative need. Any risks and opportunities identified will also be subject to assessment for impact on those that share a protected characteristic.</p>
<p><b>AGENDA ITEM 11: LOCAL PLAN – FURTHER MAIN MODIFICATIONS REPORT OF THE SERVICE DIRECTOR - REGULATORY</b></p>	
<p>The purpose of this report is to inform Members of the progress with the examination of the new Local Plan and to seek approval to conduct a consultation upon the Inspector’s proposed Further Main Modifications to the Plan and documentation produced under delegated authority.</p>	<p>An Equality Impact Assessment has been produced assessing the plan’s compliance with relevant legislation and requirements. The Planning Inspectorate specifically requested that this document accompanied submission of the local plan.</p> <p>The Equality Impact Assessment can be viewed <a href="#">here</a>.</p>
<p><b>AGENDA ITEM 12: UPDATE ON CORPORATE PEER CHALLENGE ACTION PLAN REPORT OF THE MANAGING DIRECTOR</b></p>	
<p>This report updates on the progress made against each action on the Corporate Peer Challenge Action Plan agreed by Cabinet on 23 June 2020, following the recommendations of the Corporate Peer Challenge (CPC) held in January 2020.</p>	<p>There are no known equalities implications that apply to this report. Individual actions on the plan may require equalities impact assessments in due course as solutions are developed.</p>

<p><b>AGENDA ITEM 13: LOCAL PLAN IMPLEMENTATION REPORT OF: SERVICE DIRECTOR - REGULATORY</b></p>	
<p>The purpose of this report is to review previous resolutions and to recommend a revised programme of work to support the implementation of the new Local Plan.</p>	<p>None</p>
<p><b>AGENDA ITEM 14: UPDATE ON OUR MAJOR LEISURE FACILITIES REPORT OF THE SERVICE DIRECTOR - PLACE</b></p>	
<p>The purpose of this report is to provide an update on our major leisure facilities and confirm the opening of both Letchworth and Hitchin outdoor pools this summer season. The report also includes a proposal to extend the outdoor pool season by a further one or two weeks.</p>	<p>The benefits of regular exercise to mental and physical wellbeing are well documented. The re-opening of the pools will allow all sections of the community to benefit.</p>
<p><b>AGENDA ITEM 15: PERFORMANCE MANAGEMENT MEASURES FOR 21/22 REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>To present the performance indicators (PIs) and associated targets for 2021/22 which were agreed by Executive Members in conjunction with the relevant Service Directors.</p>	<p>Performance reporting provides a means to monitor whether the Council is meeting the stated outcomes of the district priorities, its targets or delivering accessible and appropriated services to the Community to meet different people's needs.</p>
<p><b>AGENDA ITEM 16: PROPOSED INCREASE IN CAR PARKING TARIFFS 2021-22 REPORT OF THE SERVICE DIRECTOR - REGULATORY</b></p>	
<p>This report requests that Cabinet agrees the proposed car parking tariffs in North Hertfordshire District Council's off street car parks in order to effectively manage their use, and in accordance with the Council's fees and charges policy as set out in the Medium Term Financial Strategy (MTFS) 2021-26, which was agreed by Full Council on 24 September 2020</p>	<p>There are no direct equality issues arising from this report. There is a range of charging/payment options which will still remain available to cater for the widest needs of local car park users. The realignment of the tariffs seeks to improve turnover and usage throughout day thereby supporting the town centre businesses and benefit the economy of North Hertfordshire. Amidst the slight increases, resident permits, visitor permits, business permits or visitor tickets for resident permit zones remain the same and the after 3pm subsidy in Royston continues for their benefit.</p>

<p><b>AGENDA ITEM 17: THIRD QUARTER REVENUE MONITORING 2020/21 REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>The purpose of this report is to inform Cabinet of the summary position on revenue income and expenditure forecasts for the financial year 2020/21, as at the end of the third quarter. The forecast variance is a £624k increase on the net working budget of £19.621million, with an ongoing impact in future years of a £79k decrease and requests to carry forward budgets totalling £62k to fund specific projects in 2021/22. Within these summary totals there are a number of budget areas with more significant variances, which are detailed and explained in table 3. The net General Fund variance movement is expected to be covered by an increase in the Sales, Fees and Charges compensation from Government that has been applied.</p> <p>The report also provides an update on;</p> <ul style="list-style-type: none"> <li>- the delivery of planned efficiencies (paragraph 8.3)</li> <li>- the use of budget approved to be carried forward from 2019/20 (paragraph 8.4)</li> <li>- performance against the four key corporate ‘financial health’ indicators (paras 8.5-8.7)</li> <li>- the overall forecast funding position for the Council and factors that may affect this (paras 8.8 – 8.22)</li> <li>- the support payments made to businesses and those individuals required to self-isolate due to the Covid-19 pandemic (paragraph 8.23)</li> </ul>	<p>For any individual new revenue investment proposal of £50k or more, or affecting more than two wards, a brief equality analysis is required to be carried out to demonstrate that the authority has taken full account of any negative, or positive, equalities implications; this will take place following agreement of the investment.</p>
<p><b>AGENDA ITEM 18: THIRD QUARTER INVESTMENT STRATEGY (CAPITAL AND TREASURY) REVIEW 2020/21 REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>To update Cabinet on progress with delivering the capital and treasury strategy for 2020/21, as at the end of December 2020.</p> <p>To update Cabinet on the impact upon the approved capital programme for 2020/21 – 2030/31. The current estimate is a decrease in spend in 2020/21 of £1.6million and an increase in spend in future years of £2.0million. The most</p>	<p>There are no direct equalities implications directly arising from the adoption of the Capital Programme for 2020/21 onwards. For any individual new capital investment proposal of £50k or more, or affecting more than two wards, an equality analysis is required to be carried out. This will take place following agreement of the investment proposal.</p>

significant individual changes relate to £0.397M Property Improvements, £0.352M Lairage Lift Refurbishment, £0.350M Resurface Lairage Car Park and £0.265M Community Facilities Refurbishment. These are being reprofiled into future years. In addition, £0.320M from the Provide Housing at Market Rents budget has been reprofiled into 2020/21 from 2021/22.

To inform Cabinet of the Treasury Management activities in the first nine months of 2020/21. The current forecast is that the amount of investment interest expected to be generated during the year is £0.185million. This remains unchanged from the estimate reported in the second quarter monitoring report.

**AGENDA ITEM 19: CONTRACT PROCUREMENT RULES WAIVER REFERRAL  
REPORT OF THE SERVICE DIRECTORS: LEGAL & COMMUNITY & RESOURCES  
(WAIVER – SERVICE DIRECTOR: COMMERCIAL)**

The report refers to the attached Part 2 waiver (of rule 8) of the Council’s Contract Procurement Rules relating to the appointment of the specialist services in order to continue investigations and urgent due diligence into a new purchase of a high value property with a view that this would be referred to Full Council for consideration postelection.

There are no direct equality implications arising from this decision.

## Council Decisions

### 1. Council – 25th March 2020

	Equality Implications
<b>AGENDA ITEM 5: SENIOR MANAGEMENT ARRANGEMENTS</b> <b>REPORT OF THE LEADER OF THE COUNCIL</b>	
<p>To provide Council with an update on the savings that are likely to be achieved from the new senior management arrangements and options to provide resilience in the absence of the Managing Director. To confirm that changes to the Constitution and Financial Regulations will be required to reflect the new arrangements.</p>	<p>There are no equalities implications arising from this report</p>

### 2. Council 2<sup>nd</sup> April 2020

<b>AGENDA ITEM 1A - ITEM REFERRED FROM CABINET: CORPORATE PEER CHALLENGE REPORT</b> <b>REPORT OF: THE CHIEF EXECUTIVE AND THE DEPUTY CHIEF EXECUTIVE</b>	
<p>The Council recently undertook a Corporate Peer Challenge (CPC) between 21 and 24 January 2020, where we were visited by a peer team supported by the Local Government Association. The peer team met with a large number of staff and councillors, as well as external stakeholders such as contractual partners, neighbouring authorities and members of our community. The peer team has produced a feedback report, which is attached at Appendix A.</p>	<p>There are no equalities implications in this report</p>
<b>AGENDA ITEM 1b – ITEM REFERRED FROM CABINET: THIRD QUARTER REVENUE MONITORING 2019/20</b> <b>REPORT OF: THE SERVICE DIRECTOR - RESOURCES</b>	
<p>The purpose of this report is to inform Cabinet of the summary position on revenue income and expenditure forecasts for financial year 2019/20, as at the end of the third quarter. The forecast variance is a £262k decrease on the net working budget of £15.083million for 2019/20, with an ongoing impact in future years of a £33k increase and requests to carry forward budget totalling £254k to fund specific projects in 2020/21. Within these summary totals there</p>	<p>For any individual new revenue investment proposal of £50k or more, or affecting more than two wards, a brief equality analysis is required to be carried out to demonstrate that the authority has taken full account of any negative, or positive, equalities implications; this will take place following agreement of the investment.</p>

are several budget areas with more significant variances, which are detailed and explained in table 3. The report also provides an update on; - the progress with the delivery of planned efficiencies (paragraph 8.3) - the use of budget approved to be carried forward from 2018/19 (paragraph 8.4) - performance against the four key corporate 'financial health' indicators (paras 8.5-8.7) - the overall forecast funding position for the Council and factors that may affect this (paras 8.8 - 8.13)	
<b>AGENDA ITEM 2: RESOLUTION TO EXTEND THE 6 MONTH RULE – SECTION 85 LOCAL GOVERNMENT ACT 1972 REPORT OF THE DEMOCRATIC SERVICES MANAGER</b>	
To consider the extension of the six-month rule for Councillor Bill Davidson, having regard to the circumstances for absence from meetings.	The six-month extension to a term of office provides an opportunity for Cllr Davidson to continue in the role as District Councillor when health improves.
<b>3. Council – 16 April 2020</b>	
<b>AGENDA ITEM 3 – REFERRAL FROM EMPLOYMENT COMMITTEE: SENIOR MANAGEMENT ARRANGEMENTS REPORT OF THE SERVICE DIRECTOR - RESOURCES</b>	
To provide Employment Committee with relevant background information for the part 2 item. The decision made by Council on 27th February 2020 means that it is necessary to appoint to the role of Managing Director. As Council have accepted the voluntary redundancy request of the current Chief Executive, the current role of Deputy Chief Executive could be a significant match for the Managing Director role. It is for the Employment Committee to determine the extent of this match and whether to make a recommendation on appointment to Council.	There are no equalities implications arising from this report.
<b>AGENDA ITEM 4: SENIOR MANAGEMENT ARRANGEMENTS REPORT OF THE LEADER OF THE COUNCIL</b>	
To provide Council with an update on the savings that are likely to be achieved from the new senior management arrangements and options to provide resilience in the absence of the Managing Director. To confirm that	There are no equalities implications arising from this report.

changes to the Constitution and Financial Regulations will be required to reflect the new arrangements.	
<b>4. Council – 4 June 2020</b>	
<b>AGENDA ITEM 5: SCHEDULE OF COUNCIL MEETINGS 2020/21 REPORT OF THE DEMOCRATIC SERVICES MANAGER</b>	
The purpose of this report is to seek approval to a programme of ordinary meetings of the Council for the Civic Year 2020/21.	There are no equalities implications in this report.
<b>AGENDA ITEM 6: APPOINTMENT OF DEPUTY LEADER OF THE COUNCIL, MEMBERS OF THE CABINET AND DEPUTY EXECUTIVE MEMBERS FOR 2020/21 - REPORT OF THE DEMOCRATIC SERVICES MANAGER</b>	
The purpose of this report is to inform the Council of the Leader's appointment of members of the Cabinet for 2020/21.	There are no direct equalities implications arising from this report.
<b>AGENDA ITEM 7: CHANGES TO CONSTITUTION RECOMMENDED BY CORPORATE PEER CHALLENGE &amp; FLEXIBILITY OF MEETINGS REGULATIONS CHANGES – REPORT OF: THE SERVICE DIRECTOR LEGAL AND COMMUNITY &amp; MONITORING OFFICER</b>	
The recent Local Government Association Corporate Peer Challenge (CPC) made a number of recommendations relating to the Council's Constitution. This report sets out the recommendations in the CPC report and potential amendments to update the Council's Constitution. This report also covers proposed changes to Council Procedure Rules following the introduction of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 'Flexibility of Meetings Regulations 2020'. Note that a further Constitutional amendment report will be presented to the July meeting to cover the Tier 1 and 2 management changes and any other residual Constitutional issues.	The Flexibility of Meetings Regulations 2020 may be of benefit for those with disabilities, in allowing Members, officers or the public to attend a meeting remotely. This also allows for greater opportunity to foster good relations between those who have a protected characteristic and those who don't.

<b>AGENDA ITEM 8: APPOINTMENT OF MEMBERS OF COMMITTEES FOR 2020/21 - REPORT OF THE DEMOCRATIC SERVICES MANAGER</b>	
The purpose of this report is to inform the Council of the appointment of Members of Committees for 2020/21.	There are no direct equalities implications arising from this report
<b>AGENDA ITEM 9: APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF COMMITTEES FOR 2020/21 REPORT OF THE DEMOCRATIC SERVICES MANAGER</b>	
The purpose of this report is to inform the Council of the appointment of Chairs and Vice Chairs of Committees (except Area Committees) for 2020/21.	There are no direct equalities implications arising from this report. However, equalities implications from the individual recommendations will continue to be considered and assessed during the decision-making process.
<b>AGENDA ITEM 10: KEY DECISIONS - ANNUAL REPORT ON CASES OF SPECIAL URGENCY - REPORT OF THE LEADER OF THE COUNCIL</b>	
The purpose of this report is to inform the Council of any occasions over the past year where the provisions relating to “Special Urgency” have been used in connection with the publication of an intention to make a Key Decision, as required by legislation.	This is a noting report, the intention of which is to ensure transparency of decision making. Equalities Implications in relation to each decision will have been set out in the reports concerned.
<b>AGENDA ITEM 11: NOMINATION OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS AND OTHER BODIES FOR 2020/21 REPORT OF THE DEMOCRATIC SERVICES MANAGER</b>	
The purpose of this report is to present a list setting out the nomination of representatives on Outside Organisations and Other Bodies for 2020/21.	There are no direct equalities implications arising from this report. However, equalities implications from the individual recommendations will continue to be considered and assessed during the decision-making process.

## 5. Council – 9 July 2020

<p><b>AGENDA ITEM 6A – REFERRED FROM CABINET: CORPORATE PEER CHALLENGE ACTION PLAN</b>  <b>REPORT OF: DEPUTY CHIEF EXECUTIVE</b></p>	
<p>Cabinet on 24 March 2020 and Full Council on 2 April 2020 (decisions taken under delegated decision following emailed consultation with Members) noted the final report from the Local Government Association Corporate Peer Challenge (CPC) and requested that an Action Plan be developed by the Leader, Deputy Leader, Chief Executive and Deputy Chief Executive to respond to the recommendations within the report. This report submits a draft Action Plan to Cabinet for approval.</p>	<p>There are no known equalities implications that apply to this report. Individual actions on the plan may require equalities impact assessments in due course as solutions are developed.</p>
<p><b>AGENDA ITEM 6B – REFERRED FROM CABINET: REVENUE BUDGET OUTTURN 2019/20 - REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>The purpose of this report is to inform Cabinet of the summary position on revenue income and expenditure as at the end of the financial year 2019/20. The net outturn of £14.692m represents a £129k decrease from the working budget of £14.821million. There are corresponding requests to carry forward £195k (of underspends) to fund specific projects that will now take place in 2020/21. There is a further forecast impact on the 2020/21 base budget of a £149k increase. Within these summary totals there are a number of budget areas with more significant variances, which are detailed and explained in table 3. The report also provides an update on; - the delivery of planned efficiencies (paragraph 8.4) - the use of budget approved to be carried forward from 2018/19 (paragraph 8.5) - performance against the four key corporate 'financial health' indicators (paras 8.6-8.8) - confirmation of the funding position as at the end of 2019/20 (table 6) - details of earmarked reserves movements and balances (table 8)</p>	<p>For any individual new revenue investment proposal of £50k or more, or affecting more than two wards, a brief equality analysis is required to be carried out to demonstrate that the authority has taken full account of any negative, or positive, equalities implications; this will take place following agreement of the investment.</p>

<p><b>AGENDA ITEM 6C – REFERRED FROM CABINET: INVESTMENT STRATEGY (CAPITAL AND TREASURY) END OF YEAR REVIEW 2019/20</b>  <b>REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>As at the end of financial year 2019/20, there is a reduction in Capital spend compared to quarter 3 of £0.331million. The majority of this change is due to revisions to the profile of planned project spend, with £0.277million that will now instead be incurred in 2020/21.</p> <p>During the year the Council has generated £0.411million of interest from its investments. This is slightly below the budgeted total of £0.418million. The Council continued to invest in smaller Building Societies (subject to checks that compare the size of the Society with that of the investment) and also now invests in non-UK banks.</p> <p>The Council has repaid £0.017million of borrowing during the year as it has matured. The Council has £0.423million of remaining borrowing. This borrowing is at a fixed rate for a fixed period. The premium incurred from repaying this borrowing early means that it is not worthwhile to do so. The Council complied with its legislative and regulatory requirements throughout the year.</p> <p>The forecast for 2020/21 is that investment income will continue to reduce due to market conditions, the use of cash balances to fund the capital programme and the effect of Covid19.</p>	<p>There are no direct equalities implications directly arising from the adoption of the Capital Programme for 2019/20 onwards. For any individual new capital investment proposal of £50k or more, or affecting more than two wards, an equality analysis is required to be carried out. This will take place following agreement of the investment proposal.</p>
<p><b>AGENDA ITEM 7: ANNUAL REPORT OF THE STANDARDS COMMITTEE</b>  <b>REPORT OF MONITORING OFFICER</b></p>	
<p>To consider the Annual report in relation to ethical standards in the preceding civic year. Members should also note the ongoing national consultation on a new Model Code and participate if possible.</p>	<p>The Councillor Code of Conduct clearly states that it is a requirement for all Councillors to carry out their duties with reference to the principles set out under the Equality Act. The Standards Committee role is to promote this. There are no other implications to this report.</p>

<b>AGENDA ITEM 8: CONSTITUTIONAL (INCLUDING FINANCIAL REGULATION) CHANGES TO FOLLOWING TIER 1 &amp; 2 RESTRUCTURE REPORT OF THE SERVICE DIRECTOR LEGAL AND COMMUNITY &amp; MONITORING OFFICER</b>	
To present consequential changes for approval following the Tier 1 and 2 management changes.	Otherwise, there are no equalities implications arising from this report.
<b>AGENDA ITEM 9: VOLUNTARY REDUNDANCY REPORT OF THE CHIEF EXECUTIVE</b>	
To seek the approval of the Council for a voluntary redundancy, where the cost exceeds the threshold of £100,000 as set out in the Pay Policy Statement.	Consultation has been undertaken with relevant staff and no specific equality implications have been identified for the proposals concerned.
<b>6. Council – 24 September 2020</b>	
<b>AGENDA ITEM 6: APPOINTMENT OF RESERVE INDEPENDENT PERSON (&amp; CONFIRMATION OF EXISTING APPOINTMENTS) REPORT OF THE SERVICE DIRECTOR LEGAL AND COMMUNITY AND MONITORING OFFICER</b>	
On 12 July 2012 the Council appointed an Independent Person (IP) Nicholas Moss and Reserve Independent Person (ResIP) Peter Chapman. A Deputy Reserve IP Stephen Bubb, was then appointed from Broxbourne Borough Council (Broxbourne) on 18 July 2013. This report seeks approval to change to having an IP and two Reserve IPs, rather than an IP, a Deputy IP and a Deputy Reserve IP. It seeks to end the appointment of Stephen Bubb (no longer a Broxbourne IP), and to appoint John Richardson as a Reserve IP. It also seeks approval for the confirmation of continuing appointment of Nicholas Moss (as IP) and Peter Chapman (as ResIP). All appointments to be for a period of up to 4 years (two years and potential extension for a further two years).	There are, however, no direct implications arising from this report.

<b>AGENDA ITEM 7: APPOINTMENT OF PARISH/ TOWN REPRESENTATIVES TO STANDARDS COMMITTEE REPORT OF THE SERVICE DIRECTOR: LEGAL AND COMMUNITY/ MONITORING OFFICER</b>	
For Full Council to confirm the appointment of the co-optee(s) to the Standards Committee	There are no direct implications from the appointment of co-optees to the Standards Committee, other than providing a local community perspective.
<b>AGENDA ITEM 8: MEMBER AND OFFICER INDEMNITY REPORT OF THE SERVICE DIRECTOR – LEGAL AND COMMUNITY</b>	
To obtain Council’s endorsement of an updated Member and Officer Indemnity Policy.	However, the Policy applies equally to Officers and Members; this or the amendments have no identifiable equalities implications.
<b>AGENDA ITEM 9: ANNUAL REPORT OF THE OVERVIEW AND SCUTINY COMMITTEE 2019/20 - REPORT OF THE CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE 2019 - 2020</b>	
To consider the Annual report of the Overview and Scrutiny Committee regarding the 2019/20 Civic Year.	There are no direct equalities implications arising from this report
<b>7. Council – 8 October 2020</b>	
<b>AGENDA ITEM 3: NORTH HERTFORDSHIRE DISTRICT SUBMISSION LOCAL PLAN - REPORT OF: IAN FULLSTONE, SERVICE DIRECTOR - REGULATORY</b>	
The purpose of this report is to provide Members with a precis as to the progress of the Local Plan since April 2017 when Full Council resolved to submit the Plan for examination by the Secretary of State. The report sets out the factual background to the Examination of the emerging Local Plan for North Hertfordshire, key issues relevant to the substantive motion being considered by this meeting and the potential implications of any decision.	An Equality Impact Assessment has been produced assessing the plan’s compliance with relevant legislation and requirements. The Planning Inspectorate specifically requested that this document accompanied submission of the local plan. The Equality Impact Assessment can be viewed <a href="#">here</a> .

## 8. Council – 12 November 2020

**AGENDA ITEM 7: RESOLUTION TO EXTEND THE 6 MONTH RULE – SECTION 85  
LOCAL GOVERNMENT ACT 1972  
REPORT OF THE DEMOCRATIC SERVICES MANAGER**

To consider an extension of the six-month rule for Councillor Kay Tart, having regard to the circumstances for absence from meetings.

The six-month extension to a term of office provides an opportunity for Cllr Tart to continue in the role as District Councillor when health improves.

## 9. Council – 21 January 2021

**AGENDA ITEM 10: COUNCIL TAX REDUCTION SCHEME 2021/2022  
REPORT OF THE SERVICE DIRECTOR – CUSTOMERS**

To approve the Council Tax Reduction Scheme (CTRS) for North Hertfordshire for 2021/2022.

By conducting extensive consultation when the scheme was first implemented, the Council sought to collect information from those who may be potentially affected by these proposals. The public consultation showed broad support for the scheme. By substantially retaining the same scheme since 2013/2014, the Council continues to meet its obligations under the Equality Act. The proposed review will eventually identify any adverse impacts and an equality impact analysis may be required to capture these.

**AGENDA ITEM 11: REVIEW OF MEMBERS' ALLOWANCES SCHEME  
REPORT OF: DEMOCRATIC SERVICES MANAGER**

To agree the Member's Allowances Scheme 2021/2022 having taken into account the recommendations of the Independent Remuneration Panel ('IRP')

The inclusion of the dependent carers and childcare allowance continues to aid Councillors' to fulfil their responsibilities and provide recompense to them as noted at 8.7. Although the demand for this allowance has reduced during the pandemic, there may be greater demand in the future to avoid disadvantaging those with commitments.

<p><b>AGENDA ITEM 12: ELECTORAL SERVICES – SCALES OF FEES 2021/22 REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>To agree the Scale of Fees for electoral events held during 2021/22</p>	<p>There are no equalities implications.</p>
<p><b>AGENDA ITEM 13: COVID-19 LEISURE CONTRACTS RECOVERY REPORT OF THE SERVICE DIRECTOR - PLACE</b></p>	
<p>The Covid-19 Leisure Contracts Recovery report was referred to full Council on 24 September 2020 from Cabinet on 21 July 2020. Council RESOLVED; To provide financial support to Stevenage Leisure Limited (SLL) on an Open Book basis from 20 March 2020 up to at least 31 March 2021. The support provided would only cover losses relating to the Council’s contracts, and will not cover central overheads. SLL would be required to take all reasonable actions to minimise the value of any losses. The actual value of the support required will depend on SLLs income recovery but will be capped at a maximum of £1.8m.</p> <p>Covid-19 case numbers were rising rapidly across the whole of the UK and in other countries. As a result, the Government instigated new national restrictions from 5 November 2020 until 2 December 2020, which included the closure of leisure facilities.</p> <p>Since the report was considered by Cabinet, Hertfordshire was first placed into Tier 4 restrictions on the 20 December 2020. This required the closure of Leisure Centres. Then the whole of England was placed under Tier 5 (lock-down) restrictions on 5 January 2021. This lock-down has been announced as lasting until at least mid-February. It is also now very likely that the recovery to previous income levels will stretch into 2021/22 and potentially beyond. The Part 2 referral report from Cabinet has been re-written to provide an updated forecast summary reflecting the impact on 2020/21 and 2021/22.</p>	<p>To continue to support the SLL facilities via the Open Book approach provides support to those potentially vulnerable staff (on low income and zero contracts). Dependent on the new way in which the facilities open, they may provide support to those vulnerable members of the community who have been shielded or isolated during this pandemic period.</p>

## 10. Council – 11<sup>th</sup> February 2021

<p><b>AGENDA ITEM 6B – REFERRED FROM CABINET: INVESTMENT STRATEGY (INTEGRATED CAPITAL AND TREASURY)</b>  <b>REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>The Investment Strategy provides the following key information:</p> <ul style="list-style-type: none"> <li>• A capital programme of £14.718m in 2021/22 and £25.074m for the period 2022/23 to 2025/26.</li> <li>• Recommendations on the Prudential and other Treasury indicators that will be monitored and reported on during the year (2021/22)</li> <li>• As the Council has identified a need to borrow for capital purposes, a borrowing and Minimum Revenue Provision (MRP) policy</li> <li>• The scope of treasury investments where the Council will invest any surplus cash.</li> </ul>	<p>There are no direct equalities implications directly arising from the adoption of the Capital Programme for 2021/22 onwards. For any individual new capital investment proposal of £50k or more, or affecting more than two wards, an equality analysis is required to be carried out. This will take place following agreement of the investment proposal.</p>
<p><b>AGENDA ITEM 7: PAY POLICY STATEMENT 2021/22</b>  <b>REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>This report sets out a draft Pay Policy Statement 2021/22 (Appendix 1) for Council’s consideration and approval in accordance with the requirements of Section 38 of the Localism Act 2011 (the Act), associated guidance issued under Section 40 of the Act, the Local Government Transparency Code 2015 and any other relevant legislation. The Statement incorporates elements of existing policy and practice and is required to be agreed annually.</p>	<p>The Pay Policy Statement reflects the practical arrangements that are in place to ensure all employees are remunerated in accordance with the requirements of the Equality Act and Public Sector Equality Duty and, in particular, through the application of a universal grading, flexible retirement scheme, and salary structure for all staff. The pay policy ensures consistency in regard to pay and remuneration in regard to individual roles, and therefore with no direct adverse impact on any single group with protected characteristics.</p>

<p><b>AGENDA ITEM 8: REVENUE BUDGET 2021/22 REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>Cabinet is asked to; consider the draft budget for 2021/22 and the main factors which contribute to the determination of the North Hertfordshire District Council (NHDC) Council Tax level; consider the appropriate level of Council Tax that will be recommended to the meeting of the Council on the 11 February 2021.</p>	<p>For any individual proposal comprising either £50k growth or efficiency, or affecting more than two wards, an equality analysis is required to be carried out; this has either taken place or will take place following agreement of efficiencies or growth.</p>
<p><b>AGENDA ITEM 9: LAND OFF TEMPLARS LANE, PRESTON REPORT OF THE INTERIM PROPERTY CONSULTANT</b></p>	
<p>The land at Templars Lane, Preston was declared surplus at Cabinet on 17th December 2019. The property has been fully marketed and terms agreed for its sale. Approval is now sought for this transaction.</p>	<p>Any land that is offering potential for new housing may benefit the wider community. There may be those who exhibit a protected characteristic within this wider community. The addition of suitable housing may support the more vulnerable in the community.</p>

### **3. Opportunities to foster good relations and advance equality of opportunity between people who share a protected characteristic and those who don't.**

The Public Sector Equality Duty also requires local authorities to foster good relations and promote equality of opportunity between those with a protected characteristic and others. This work is implicit in all of our services. A specific opportunity has been identified within individual Equality Impact Assessments (EqIAs) and is summarised below:

#### Consultation

– Most policy decisions involve increased community engagement in regard to public consultations. These can include focus groups and public meetings which would give the opportunity for the North Hertfordshire community to come together and get more involved in civic life. The revised Consultation strategy 2019-2023 looks to increase engagement across all demographic groups in the district. It is intended to provide a strategic overview to the Council's approach to delivering communications over the next five years. The strategy addresses the Council's approach to communications and the various communications channels which we will use to communicate how the Council is delivering on its three corporate objectives, as well as the day to day business of the organisation. An Action plan is attached to the strategy to ensure that actions are monitored and evaluated, in a timely manner, alongside the responses from the District wide survey. In addition, a Social Media strategy (92018/2021) has been developed to provide digital engagement of the community. A digital publication – 'North Herts Now' and a digital bulletin subscriber service had been launched to provide additional ways in which to engage and interact with residents.

Community panels have been introduced in order to increase and encourage community engagement throughout different areas of the council. These panels allow the council to engage with residents to hear their issues and identify ways in which the community can be included in influencing decisions.

In 2020, the council introduced Shaping our Future. This group's aim is to provide co-ordination between the development of activities related to Elected Members and those related to Officers and the Management of the organisation. This group strives to create a high quality, diverse, inclusive and resilient workforce, meeting the needs of our community and this is recognised as one of the stated outcomes of the group.

In 2021, the council introduced a new initiative in the form of an Inclusion Group. The main purpose of this group is to drive the equality and diversity agenda forward within the organisation. The group aims to gain an understanding of the perspective of all employees, including the experiences of minority, disadvantaged and vulnerable staff within the organisation. The group will meet quarterly with each meeting focussing on one of the protected characteristics and will be an opportunity for staff to discuss their experiences and issues.

#### **4. An analysis of any potential cumulative impacts that spans services**

The sustained pressure on the public sector to make savings, coupled with the changing demographics within the district, means that services cannot always be delivered in the same way. Against this context, any changes to service delivery may have compounded negative impacts for some equality groups within Hertfordshire. Any such impacts are identified by the completion of individual equality impact assessments (EqIAs). The early consideration of the potential impacts by use of the EqIA's identifies any impacts and corresponding mitigating actions where practicable.

The process uses relevant good practice from a number of sources – both national and local sources and applied to the individual equality impact assessment. NHDC have identified savings that are delivered through efficiencies which have no adverse impact on service-users.