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**POLICY AND RESOURCES COMMITTEE****DRAFT MINUTES**

Of a meeting held in the Penn Chamber, Three Rivers House, Rickmansworth, on Tuesday 4 September 2018 between 7.30pm and 9.03pm.

Councillors present:

Sara Bedford (Chairman)	Chris Lloyd (Vice-Chairman) (Leisure)
Rupert Barnes	Alex Michaels (Environmental Services)
Matthew Bedford (Resources and Shared Services)	Angela Killick
Stephen Cox	David Sansom
Sarah Nelmes (sub for Cllr Giles-Medhurst)	Andrew Scarth (Housing)
Diana Barber (sub for Cllr Hayward)	Roger Seabourne (Community Safety and Partnerships)
Paula Hiscocks	Martin Trevett (Infrastructure and Planning Policy)
	Reena Ranger (sub for Cllr Wall)

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Officers Present: Steven Halls, Chief Executive  
Geof Muggerridge, Director of Community and Environmental Services  
Joanne Wagstaffe, Director of Finance  
Andy Stovold, Head of Community Partnerships  
Andrew Cox, Head of Transformation at WBC  
Karl Stonebank, Partnerships Officer  
Malcolm Clarke, Services Manager  
Debbie Sandling, Animal Control Enforcement Officer  
Sarah Haythorpe, Principal Committee Manager

**PR10/18 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Stephen Giles-Medhurst, Alex Hayward and Alison Wall with the substitute Members being Councillors Sarah Nelmes, Diana Barber and Reena Ranger.

**PR11/18 MINUTES**

The Minutes of the Policy and Resources Committee meeting held on 18 June 2018 were confirmed as a correct record and were signed by the Chairman.

**PR12/18 NOTICE OF OTHER BUSINESS**

None received.

**PR13/18 DECLARATION OF INTERESTS**

Councillor Sara Bedford declared a non-pecuniary interest in agenda item 10 (Active Herts Project) as she was a patient of one of the GPs.

It was noted that any Member who was a season ticket holder at Watford Football Club did not need to declare an interest in Item 10 in respect of the grant to Active Herts Project as it had no connection with the football club.

**PR14/18 CALENDAR OF MEETINGS 2019/2020**

The Committee considered the draft Calendar of meetings for the Local Government Year 2019/2020.

A request had been made to change the date of the October 2019 Leisure, Environment and Community Committee as the current date was scheduled on a religious festival. Members agreed to recommend a new date of Wednesday 16 October 2019.

Officers were considering sending the meeting appointments electronically. It was noted that Members could then forward the appointments to any other electronic calendars they used.

With regard to the meetings scheduled for August 2019, this was to enable to hold six Service Committee meetings during the year. The school holiday dates had been obtained from the Education Authority.

Councillor Roger Seabourne proposed, duly seconded, an amendment to the recommendation that the Calendar of meetings be extended to September 2020 to take into account the summer holidays.

For Local Area Forum meetings it was noted it was difficult for the Chairman of the Forum to run the meeting and take notes but it may be possible for the Vice Chairman to do this for distribution at the next meeting.

In response to a question on the Aquadrome Forum meeting dates, these were not public meetings but the dates would be circulated to the Councillors.

**RECOMMEND:**

That subject to the amendment to the October Leisure, Environment and Community Committee meeting the Council Calendar of meetings for 2019/20 be recommended to Council.

That Officers look to extend the Calendar of meetings until September 2020 or May 2021 with a report to the next meeting.

**PR15/18 PUBLIC SPACES PROTECTION ORDER (VARIATION TO ORDER REQUIRING DOGS TO BE KEPT ON A LEAD) – OUTCOME OF PUBLIC CONSULTATION**

Members received a report on the outcome of the consultation on making a variation to the existing Public Spaces Protection Order (PSPO) relating to dogs in accordance with the Anti-Social Behaviour, Crime and Policing Act 2014 (“the Act”). The variation would include the public rights of way that run through land owned by the Grove, Watford in the ‘dogs must be kept on a lead’ restriction already in place for the area directly surrounding the café at The Aquadrome.

The Animal Control Enforcement Officer said the Grove had advised they could not enforce the PSPO and wanted the Council to undertake this. It was noted that 5 members of the public had been injured by a dog on the public footpaths running through the grounds.

A Member asked what would happen if the Council did not take any action following the 5 incidents? The Animal Control Enforcement Officer stated that the Council were not liable if an incident occurred and it would be for the Police to investigate. The Council could assist with any enforcement issues but did not have the resources to enforce the order on their own.

Members praised the Officer for the thoroughness of the report and were disappointed that the Grove was not able to provide resources to enforce the order.

Councillor Roger Seabourne moved, duly seconded, the recommendation not to make the variation.

On being put to the Committee the motion was declared CARRIED by the Chairman the voting being unanimous.

RESOLVED:

To withdraw the proposal to introduce a variation to the current Public Spaces Protection Order requiring dogs to be kept on a lead on the public footpaths that run through The Grove.

#### **PR16/18 LEISURE, COMMUNITY AND CAPITAL GRANTS REPORT**

The Committee was asked to agree a change of policy with regards to Leisure & Community and Capital Grants. Officers requested that the Leisure & Community and Capital Grants budgets be used to commission health and wellbeing projects.

A Member noted that Hertfordshire County Council (HCC) Public Health District Offer would end in March 2019 and the ring-fenced Public Health budget would not continue. It was asked if local organisations would still be able to run their events without getting a grant and the impact this might have on events in the District. The Partnerships Officer advised that there were other potential sources of funding which had been highlighted in the report. Officers already worked as part of a wider funding network.

RESOLVED:

That the unallocated Leisure & Community and Capital Grants budgets to be used to commission health and wellbeing projects.

That the Leisure, Environment & Community Committee to develop the process for project commissioning.

#### **PR17/18 AWARD OF UNIFIED COMMUNICATIONS, WIDE AREA NETWORK (WAN), PERSONAL IT CONTRACTS**

Due to the potential cost of the contracts, a Policy and Resources Committee decision was required for their award. However, in order to expedite the contract signature and implementation process, delegated authority for the awards is sought. Without this delegation, due to reporting timelines, it would not be possible to get P&R approval for the awards until late October 2018 thereby delaying the implementation of the new technologies and therefore impacting on the delivery of the consequent benefits.

A Member was concerned that the contract did not include mobile phones. The Head of Transformation advised the project would interface with mobile phones but they would not be procured as part of the project. The running costs remained unchanged as per the report. The current telephony was out of date and a better system was required. The budget for the contract had been agreed by Full Council in February.

A Member raised concern about the length of the contracts being 6 and 5 years with the provision for a 2 year extension as the IT market and technology was changing all the time. The Head of Transformation advised break clauses were included in the contracts and changes could be made during the life of the contract in order to provide a more flexible way of working.

Councillor Stephen Cox proposed an amendment to the recommendation that the Group Spokespersons be involved in the consultation.

A Member stated that the Committee would be voting to be removed from the decision making process. The contract had been agreed in July and in order to expedite the work Officers were seeking to delegate authority. This was not acceptable and a report should come back to the Committee.

The Director of Finance advised that the money had been agreed as part of the budget setting process in February and had been included in both the Administration and Opposition budgets. The report was coming to the Committee as required in the Council Constitution with regard to the contract not the finance.

The Lead Member for Resources and Shared Services said he was happy to support the amendment that the consultation include the Group Spokespersons.

A Member asked a question in relation to the 3 contracts and the approximate cost of each contract. The Head of Transformation advised that the new contracts were 1) WAN with the new contract replacing a number of existing contracts; 2) Unified Communications which would replace a number of existing telephony contracts and 3) Personal IT equipment contract, which will provide a much more structured and improved way to buy and roll-out personal IT equipment. At the current time it is not possible to know exactly what the cost of the future contracts will be, as the procurement processes are still in progress and this cannot be known until the preferred bidders are selected. It is anticipated that the ongoing revenue costs of the new contracts will be within the current annual revenue cost for the contracts they will replace, which is approximately £200k. If the cost was to increase then a report would come back to the Committee. The WAN and UC contracts, due to their nature as predominantly services contracts, will not require significant amounts of capital funding and there is sufficient provision in the existing budget for their implementation. As is stated in the report there is provision within the capital budget to roll-out new Personal IT equipment but; if the roll-out is to be completed within existing budgets, this will need to be completed over a number of years through to 2021/22 potentially (subject to final costs from the market).

On being put to the Committee the motion with the amendment was declared CARRIED the voting being 8 For, 6 Against and 1 Abstention.

RESOLVED:

That the Committee delegate responsibility for the award of contracts for the Wide Area Network, Unified Communications and Personal IT equipment to

the Director of Finance and the Lead Member for Resources and Shared Services in consultation with the Committee Group Spokespersons.

**PR18/18 BUSINESS RATES PILOT FOR 2019/20**

The Director of Finance advised that all the Hertfordshire Authorities needed to all agree to be included in the pilot although it may still be possible to put forward a request to the Government if one of the Councils pulled out. Having a unified bid was likely to be more successful although there was no guarantee.

Councillor Chris Lloyd moved, duly seconded, the recommendation that the Council be part of the Hertfordshire bid subject to ratification at full Council October.

On being put to the Committee the motion was declared CARRIED by the Chairman the voting being unanimous.

**RECOMMEND:**

That the Committee approves that the Council be part of the Hertfordshire Bid, subject to Full Council ratification at its meeting in October.

**PR19/18 ACTIVE HERTS PROJECT**

The Committee was asked to agree to allocate £15,000 from the 2018/19 Leisure & Community Grants budget towards Watford Football Trust's Active Herts Project

A Member said although in support of the grant they had concerns that Watford had made 1,300 people referrals whereas Three Rivers had 329 and wondered whether the amount of grant proposed could be based on the usage / referrals.

The Head of Community Partnerships advised that of the 1,300 referrals into the existing project 329 had been from Three Rivers. Negotiations on the grant had started based on the potential to secure the funding from the Premier League to extend the project over the next three years and increase work in the District. To date the Council had not contributed any funding and the project had been targeted at Watford but with referrals accepted from Three Rivers. The Council's expectations had been made clear that if funding was allocated for the next three years then a significant increase in referrals and presence of the project was expected in the District. Once the funding from the Premier League had been secured and the project can go ahead, Officers would negotiate on improved targets and the priorities for GP bases in the District. The initial targets offered by the Trust were considered cautious and it was expected that performance would be better.

The Chairman moved the recommendation, duly seconded, and suggested that the surgery in South Oxhey perhaps be a one located in Oxhey Road.

On being put to the Committee the motion was declared carried the voting being unanimous

**RESOLVED:**

Agreed to allocate £15,000 from the remaining 2018/19 Leisure & Community Grants budget towards Watford Football Club's Community Sports and Education Trusts Active Herts Project 2019-2022 subject to match funding

being secured from the Premier League grant application and the delivery of targets and outcomes as laid out in 2.14.

## **PR20/18 STRATEGIC, SERVICE AND FINANCIAL PLANNING 2019-2022**

The purpose of this report is to seek agreement to the process whereby the Council will determine its three-year medium-term strategic plan for 2019-2022, the related service plans, and the allocation of financial resources to achieve them.

The reason for the report was to prepare for building the budget and assumptions for the year and using this framework and preparing for growth bids and PIDs as part of the budget setting process.

### **RESOLVED:**

That the assumptions to use in preparing the detailed budgets for the period shown in Appendix 2 be agreed.

That the scheme used to prioritise revenue & capital growth shown in Appendix 3 be agreed.

That the draft timetable at Appendix 4 be agreed.

That the format of any budget consultation if agreed be approved by the Director of Finance in consultation with the Lead Member for Resources and Shared Services.

## **PR21/18 BUDGET MONITORING – MONTH 4 (JULY)**

The budget monitoring report is a key tool in scrutinising the Council's financial performance. It is designed to provide an overview to all relevant stakeholders. It is essential that the Council monitors its budgets throughout the year to ensure that it is meeting its strategic objectives and that corrective action is taken where necessary.

This report seeks to a change in the Committee's 2018-2021 medium-term revenue financial plan. The report shows the Council's overall consolidated medium term financial plan for both revenue and capital.

Councillor Matthew Bedford moved the recommendations, duly seconded.

A Member asked about the additional costs for the temporary housing accommodation in Rickmansworth. The Director of Community and Environmental Services advised that once all the contracts had been agreed a report would be coming to the Committee. There had been additional costs due to the:

- Increased size of the temporary accommodation following the planning permission being granted. This was due to the size of the rooms increasing.
- There had been increased costs with regard to the sewerage system on the site.
- Demand for this type of units had increased which had consequently increased the cost of the units.
- An unmarked sewerage adjacent to the site had required a change in the design

- There were costs for the road closures and some loss of parking income while people were displaced.

A Member asked why there was a parking income shortfall. The Director advised this was due to the delay implementing the parking enforcement and the TROs had taken longer to implement as they needed to go through HCC. There had also been a transition period of no enforcement which had reduced the income coming in but this had already been anticipated.

On being put to the Committee the motion was declared carried the voting being 8 For, 0 Against and 7 Abstentions.

**RECOMMEND:**

That the following revenue and capital budget variations be approved and incorporated into the three-year medium-term financial plan:-

<b>Variance</b>	<b>2018/19 £</b>	<b>2019/20 £</b>	<b>2020/21 £</b>
<b>Revenue - (Favourable)/ Unfavourable</b>	216,950	286,990	46,050
<b>Capital - Increase / (Decrease)</b>	216,570	1,281,340	805,000

To award the financial advice call-off contract to Grant Thornton for up to five years.

**PR22/18 WORK PROGRAMME**

To add to the work programme that a report on an extension to the Council Calendar be provided to at least September 2020.

**RESOLVED:**

Agreed the items included in the work programme subject to a further report being presented to the next meeting to extend the Calendar of meetings to at least September 2020.

**CHAIRMAN**