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

Of a meeting held in the Penn Chamber, Three Rivers House, Rickmansworth, on Monday 4 November 2019 between 7.30pm and 7.48pm.

Councillors present:

Sara Bedford (Chairman) (Local Plan)  
Matthew Bedford (Resources and Shared Services)  
Sarah Nelmes (sub for Cllr Stephen Giles-Medhurst)  
Stephen Cox  
Steve Drury (Infrastructure and Planning Policy)

Chris Lloyd (Vice-Chairman) (Leisure)  
Andrew Scarth (Housing)  
David Raw (sub for Cllr Reena Ranger)  
Roger Seabourne (Community Safety and Partnerships)  
David Sansom  
Stephanie Singer (sub for Cllr Phil Williams)  
Alison Wall

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Officers Present: David Hill, Interim Chief Executive  
Geof Muggerridge, Director of Community and Environmental Services  
Alison Scott, Head of Finance  
Phil King, Emergency Planning and Risk Manager  
Sarah Haythorpe, Principal Committee Manager

**PR43/19 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Stephen Giles-Medhurst, Alex Hayward, Reena Ranger and Phil Williams with the substitutes being Councillors Sarah Nelmes (for Cllr Giles-Medhurst), David Raw (for Cllr Ranger) and Stephanie Singer (for Cllr Williams) and Joanna Clemens (for Cllr Hayward) but unfortunately Cllr Clemens was delayed due to disruption on the London Underground and was not able to arrive for the meeting.

**PR44/19 MINUTES**

The Minutes of the Policy and Resources Committee meeting held on 2 September 2019 and the Extra-ordinary meeting held on 7 October 2019 were both confirmed as a correct record and were signed by the Chairman.

**PR45/19 NOTICE OF OTHER BUSINESS**

None received.

**PR46/19 DECLARATION OF INTERESTS**

None received.

**PR47/19 REVIEW OF STRATEGIC RISKS**

This report gave details of progress against the Risk Treatment Plans for the Strategic Risks relating to the priorities identified in the Strategic Plan 2019-22.

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

RESOLVED:

Noted the updated Strategic Risk Register.

#### **PR48/19 BUDGET MONITORING – MONTH 6 (SEPTEMBER)**

The budget monitoring report was 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 sought approval to a change in the Committee's 2019 - 2022 medium-term revenue financial plan. The report shows the Council's overall consolidated medium term financial plan for both revenue and capital.

On being put to the Committee the motion was declared CARRIED by the Chairman the voting being 8 For, 0 Against and 5 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>2019/20 £</b>	<b>2020/21 £</b>	<b>2021/22 £</b>
<b>Revenue</b> - (Favourable)/ Unfavourable	(97,730)	8,440	42,080
<b>Capital</b> - Increase / (Decrease)	(678,810)	724,130	0

Approves to the change to the financial regulations of the Council's constitution relating to write offs of car parking debts as detailed at paragraph 8.0.

#### **PR49/19 STRATEGIC, SERVICE AND FINANCIAL PLANNING 2020-2023**

This report enabled the Policy and Resources Committee to comment on the growth bids for services reporting to the Committee to support them for the three years commencing on 1 April 2020.

##### **PID – Property Information System**

The Director of Community and Environmental Services advised that property information was currently held on spreadsheet which was not the most effective way to store the information and currently did not support garages. The new system would also remove the single point of failure and would provide a central computerised system.

The Head of Finance said the cost of the software would be reduced if the system was procured with Watford and it was likely that the cost would be further reduced to ensure best value for money. As part of the purchase the data would be cleansed properly

A Member asked if the system would ensure that due processes were followed and the Director of Community and Environmental Services advised it would.

## **PID – Development and Project Manager**

Following the reduction in hours of the Major Projects Officer to 22 hours a week a PID had been put forward to ensure that there was succession planning for the future and Council projects had resilience as they currently relied on one person. The establishment of this post would also allow for a handover period from the Major Projects Officer.

## **PID - MOD.GOV/CIVICA COMMITTEE MANGMENT SYSTEM**

The Principal Committee Manager advised that the Modern.gov/Civica Committee Management system which would provide a complete Governance solution to make managing meetings easier. The system would reduce production time with the instant agenda creation and one click publishing. This would in-turn reduce Committee lead times and allow for instant email notifications when new agenda/reports/minutes or decisions are published.

It was noted that around 75% of the Councils in England and Wales were using this system. The system would also allow for protected areas to be created for meetings and it would be easier to find reports from past meetings.

In response to a question on training for both Members and Officers the Principal Committee Manager advised that training would be included as part of the purchase of the software and would be organised over several days.

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

RESOLVED:

Considered the draft growth bids attached at Appendix 1 to the report and made comments as detailed in Minute PR49/19.

**CHAIRMAN**