



**WATFORD
BOROUGH
COUNCIL**

OVERVIEW AND SCRUTINY COMMITTEE

19 July 2018

7.00 pm

Town Hall, Watford

Contact

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For information about attending meetings please visit the [council's website](#).

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Committee Membership

Councillor K Hastrick (Chair)

Councillor J Dhindsa (Vice-Chair)

Councillors S Bashir, S Cavinder, K Crout, Hamid, M Hofman, R Martins and I Stotesbury

Agenda

Part A - Open to the Public

1. Apologies for Absence/Committee Membership

2. Disclosure of interests (if any)

3. Minutes

The [minutes](#) of the meeting held on 28 June 2018 to be submitted and signed.

4. Call-in

To consider any executive decisions which have been called in by the requisite number of councillors.

5. Housing - Homelessness Reduction Act

Presentation by the Head of Housing on the Homelessness Reduction Act and how it is being implemented by Watford Borough Council

6. Review of recommendations: Neighbourhood Forum Task Group (Pages 4 - 9)

The scrutiny committee is asked to review the implementation of the Neighbourhood Forum Task Group's recommendations as agreed by Cabinet.

7. Executive Decision Progress Report (Pages 10 - 12)

The Scrutiny Committee is asked to review the latest edition of the Executive Decision Progress Report and consider whether any further information is required.

8. Hertfordshire County Council's Health Scrutiny Committee

Councillor Hastrick, the Council's appointed representative to the County Council's Health Scrutiny Committee to provide an update.

Scrutiny Panels and Task Groups

9. Budget Panel

Budget Panel has not met since Overview and Scrutiny Committee's last meeting.

The [minutes](#) of previous meetings are available on the council's website.

10. Outsourced Services Scrutiny Panel

Since the last Overview and Scrutiny Committee, Outsourced Services Scrutiny Panel met on the following occasion –

- 9 July 2018

The [minutes](#) will be available on the council's website.

The Chair of Outsourced Services Scrutiny Panel to provide an update to the scrutiny committee.

11. Community Safety Partnership Task Group

The Community Safety Task Group has not met since Overview and Scrutiny Committee's last meeting.

The [minutes](#) of previous meetings are available on the council's website.

12. Work Programme (Pages 13 - 16)

The scrutiny committee is asked to review the current version of the work programme and consider any subjects councillors wish to scrutinise, particularly for the September meeting.

13. Dates of Next Meetings

- Thursday 27 September 2018
- Thursday 25 October 2018 (For call-in only)
- Thursday 29 November 2018

Review Update

Review:	Neighbourhood Forum
Committee/Task Group:	Neighbourhood Forum Task Group
Committee/Task Group Chair:	Councillor Stephen Cavinder
Final report published:	24 November 2016
Cabinet response:	5 December 2016 and 6 March 2017
Scrutiny consideration of response:	23 March 2017

General

Recommendation:	Continue Neighbourhood Forum funds and increase the amount to £3,000 per ward.
Cabinet decision/response:	Agreed but amended as follows – Continue Neighbourhood Forum funds and increase the amount to £3,000 per ward with effect from May 2018.
Latest update:	The funds have continued and the budget was increased for 2018/19.

Recommendation:	Focus future funding on local organisations, groups and charities.
Cabinet decision/response:	Agreed but amended as follows – Focus future funding on local organisations, groups and charities promoting grass roots groups and activities, rather than larger national charities with other funding streams at their disposal.
Latest update:	In 2017/18 no wards gave any funds to national / large charities.

Recommendation:	Rename “Neighbourhood Forums” to “Neighbourhood Locality Funds”
Cabinet decision/response:	Agreed
Latest update:	The fund was renamed with effect from 1 April 2017.

Recommendation:	Relaunch the funds using the council’s Communications team, providing links to all relevant forms and information on the council’s website.
Cabinet decision/response:	Agreed but amended as follows – Relaunch the funds using the council’s Communications team, providing links to all relevant forms and information on the council’s website including contact details for the appropriate ward councillors.
Latest update:	<p>An article was placed in the summer 2017 edition of About Watford.</p> <p>A section has been set up on the council’s website which provides information about the Neighbourhood Locality Funds, contact details for ward councillors and up to date information about the expenditure by ward for the current and previous year.</p> <p>A regular update is provided in the Members’ Bulletin including any important deadlines and links to the information on the council’s website.</p>

Guidelines

Recommendation:	<p>The Head of Democracy and Governance to review guidelines to clarify:</p> <ul style="list-style-type: none"> • How often recipients can receive funding (normally not more than once a year, however the type of project, rather than the organisation, should be the guide) • Proportionality criteria • Declaration of members' interests.
Cabinet decision/response:	<p>Agreed the revised guidelines and protocols clarifying:</p> <ul style="list-style-type: none"> • How often recipients can receive funding (normally not more than once a year, however the type of project, rather than the organisation, should be the guide) • Proportionality criteria (including guidance stating that funds should not be used to subsidise the activities of larger, formal charities, nor for individuals) • Declaration of members' interests • Expenditure during the purdah period • Rules regarding donations to groups organising treats and outings • Retrospective expenditure.
Latest update:	<p>All councillors were informed about the new guidelines and protocols for the Neighbourhood Locality Funds and provided with the link to the documents on the council's intranet.</p> <p>Through the Members' Bulletin councillors are reminded when purdah is due to start and deadlines for applications near the end of the financial year.</p>

Process

Recommendation:	Officers to investigate the feasibility of allocating money to individual wards to spend by a given date, e.g. mid-December. After this point any remaining funds should be pooled so that all wards can bid for available funds. At the end of the year, any remaining money in this pool should be allocated to the chairman's chosen charities.
Cabinet decision/response:	The original recommendation was not agreed. Cabinet replaced it with the following – Officers to investigate the possibility of allowing Neighbourhood Forum funds to be carried over to the next financial year. Projects would need to be justified on a case by case basis.
Latest update:	There were no applications to carry funds over to the 2018/19 neighbourhood locality budgets. As indicated each request to carry funding over to the next financial year would be considered on a case by case basis. The guidelines were updated to include reference to potential requests to carry forward funds and the type of circumstance that may apply. Any application to carry over funds, including an explanation why this would be required, has to be submitted to the Director of Finance for approval.

Recommendation:	Officers to look into the feasibility of requiring recipients to apply for funds directly, preferably using online forms.
Cabinet decision/response:	During the working group set up by Cabinet at its first meeting to consider the recommendations, the members present felt that ward councillors should continue to complete and be the contact point for applications, rather than requiring recipients to apply for funds direct.
Latest update:	This has not been taken forward as it was not agreed by Cabinet.

Recommendation:	-
Cabinet decision/response:	Cabinet agreed a decision which was not a task group recommendation. Require all three ward councillors to formally agree funding proposals before being submitted to the Head of Democracy and Governance for approval (unless one of them has a conflict of interest when a minimum of two must agree).
Latest update:	This took effect from April 2017 and is referred to in the guidelines.

Value for money

Recommendation:	Encourage wards to minimise their administration costs for meetings in order to seek the most cost effective means, particularly in regard to advertising the meetings.
Cabinet decision/response:	Agreed but amended as follows – Encourage wards to minimise their administration costs for meetings in order to seek the most cost effective means, e.g. utilising the council's communications team and social media options, particularly in regard to advertising meetings.
Latest update:	During 2017/18 only Central ward arranged some meetings that required some neighbourhood locality funding. The funding was required for the hire of the hall. If a ward wishes to hold a meeting councillors will be reminded to consider contacting the communications team to help with advertising, including through the use of social media.

Recommendation:	Require recipients to complete a feedback questionnaire on their completed projects. Any funds not used for the specific purpose granted should be returned to Watford Borough Council.
Cabinet response:	Agreed but amended as follows – Require recipients to complete a feedback questionnaire on their completed projects. Any funds not used for the specific purpose granted should be returned to Watford Borough Council. Any questionnaire should include an assessment by ward councillors about whether such events or organisations should be considered again in the future.
Latest update:	<p>A questionnaire was developed by Democratic Services and placed on the council's intranet for councillors to access. It includes a section to be completed by the organisation that received the funds.</p> <p>Councillors were reminded throughout the year that the evaluation form needed to be completed. A further reminder was sent to individual wards where the forms had not been received by Democratic Services.</p> <p>At the time of writing the Neighbourhood Locality annual report for Council held on 10 July, Democratic Services had received evaluation forms from five out of 12 wards.</p>



Executive Decision Progress Report

May 2018 – May 2019

Contact Officer: Sandra Hancock
Committee and Scrutiny Officer

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All officer decisions are available on the [Officer Decision Register](#) or on the full [Decision Register](#). Only key decisions are shown below. Further information about [forthcoming decisions](#) is available online.

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Approval of the Watford 2020 business case, future operating model and implementation plan	Service Transformation	Cabinet	June 2018	Considered by Cabinet on 4 June 2018 . Not called in
Provision of Affordable Housing Supplementary Planning document	Place Shaping	Cabinet	July 2018	Considered by Cabinet at its meetings on 2 July 2018 .
Climate Change Strategy	Community and Environmental Services	Cabinet	September 2018	Due to be considered by Cabinet at its meeting on 10 September 2018.
Cassiobury Park car park	Community and Environmental Services	Cabinet	September 2018	Originally due to be considered by Cabinet at its meeting on 9 October 2017, it has been to several other dates. It is now proposed to consider the item at the meeting on 10 September 2018.

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Illegal unauthorised encampment policy	Community and Environmental Services	Cabinet	October 2018	Due to be considered by Cabinet at its meeting on 8 October 2018.

Overview and Scrutiny Committee Work programme 2018/19

Chair: Councillor Kareen Hastrick

Vice-Chair: Councillor Jagtar Singh Dhindsa

Members: Councillors Sohail Bashir, Stephen Cavinder, Keith Crout, Mark Hofman, Rabi Martins, Ian Stotesbury and Matt Turmaine

Date of meeting	Item for agenda	Purpose/outcomes	Officer / Portfolio Holder
28 June 2018	Watford 2020 update	Update on the progress of Watford 2020	Watford 2020 Programme Manager
	Performance indicators: Quarter 4 2017/18	Reviewed the end of year performance indicators	Head of Corporate Strategy and Communications
	New task group membership: Commissioning Framework	Agreed the membership for the Commissioning Framework Task Group	Committee and Scrutiny Officer
	New task group membership: Watford Community Housing	Agreed the membership for the Watford Community Housing Task Group	Committee and Scrutiny Officer
	Community Safety Partnership Task Group: Membership and Chair	Approved the membership of the Community Safety Partnership Task Group Agreed the task group's chair	Committee and Scrutiny Officer
	Work Programme 2018/19	Reviewed the work programme for the forthcoming year	Committee and Scrutiny Officer

July 2018

Date of meeting	Item for agenda	Purpose/outcomes	Officer / Portfolio Holder
19 July 2018	Call-in	To consider any called in executive decisions	Committee and Scrutiny Officer
	Performance indicators: Quarter 4 2017/18	To review the end of year performance indicators	Head of Corporate Strategy and Communications
	Housing	To inform councillors about the Homelessness Reduction Act and how the council will be carrying out the related work	Head of Housing Portfolio Holder for Housing
	Review update: Neighbourhood Forum Task Group	To review progress on the Task Group's recommendations	Committee and Scrutiny Officer
27 September 2018	Call-in	To consider any called in executive decisions	Committee and Scrutiny Officer
	Performance report: Quarter 1 2018/19	To review the performance indicators for quarter 1 of 2018/19	Head of Corporate Strategy and Communications
	Watford 2020 update	To update on the progress of Watford 2020	Head of Service Transformation / Watford 2020 Programme Manager
	Review update: Tackling Loneliness Task Group	To review progress on the task group's recommendations.	Committee and Scrutiny Officer
	Commissioning Framework Task Group – Final report	To review the task group's final report and recommendations	Committee and Scrutiny Officer

Date of meeting	Item for agenda	Purpose/outcomes	Officer / Portfolio Holder
25 October 2018	Call-in only	To consider any called in executive decisions	
29 November 2018	Call-in	To consider any called in executive decisions	
	Performance report: Quarter 2 2018/19	To review the performance indicators for quarter 2 of 2018/19	Head of Corporate Strategy and Communications
	Watford 2020 update	To update on the progress of Watford 2020	Head of Service Transformation / Watford 2020 Programme Manager
20 December 2018	Call-in only	To consider any called in executive decisions	Committee and Scrutiny Officer
24 January 2019	Watford 2020 Update	To update on the progress of Watford 2020	Head of Service Transformation / Watford 2020 Programme Manager
7 February 2019	Call-in only	To consider any called in executive decisions	Committee and Scrutiny Officer
28 February 2019	Call-in only	To consider any called in executive decisions	Committee and Scrutiny Officer

Date of meeting	Item for agenda	Purpose/outcomes	Officer / Portfolio Holder
22 March 2019	Call-in	To consider any called in executive decisions	Committee and Scrutiny Officer
	Performance report: Quarter 3 2018/19	To review the performance indicators for quarter 3 of 2018/19	Head of Corporate Strategy and Communications
	Watford 2020 Update	To update on the progress of Watford 2020	Head of Service Transformation / Watford 2020 Programme Manager
	CSC update	To provide an update following the scrutiny review in March 2018	Head of Service Transformation / Customer Services Section Head

Standing items to be included on all agendas (except those for call-in only)

- Executive decisions progress report
- Updates from chairs of Outsourced Services Scrutiny Panel; Budget Panel; Community Safety Partnership Task Group; Task Groups
- Update from council's representative on the Health Scrutiny Committee
- Work programme
- Dates of next meetings

Items for consideration

- Council's corporate priorities
 - managing the borough's housing needs
 - providing for the town's vulnerable and disadvantaged community

further information is available in the council's [Corporate Plan](#) and the Managing Director's report to [Cabinet](#) on 4 June 2018.