



OVERVIEW AND SCRUTINY COMMITTEE

Thursday, 24th September, 2015

7.00 pm

Town Hall, Watford

Publication date: 16 September 2015

CONTACT

If you require further information or you would like a copy of this agenda in another format, e.g. large print, please contact Sandra Hancock in Democracy and Governance on 01923 278377 or by email to legalanddemocratic@watford.gov.uk .

Welcome to this meeting. We hope you find these notes useful.

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COMMITTEE MEMBERSHIP

Councillor K Collett (Chair)

Councillor J Dhindsa (Vice-Chair)

Councillors K Crout, K Hastrick, A Joynes, A Khan, A Rindl, L Topping and D Walford

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 20 July 2015 to be submitted and signed.

Copies of the minutes of this meeting are usually available seven working days following the meeting.

(All minutes are available on the Council's [website](#).)

4. CALL-IN

To consider any Executive decisions which have been called in by the requisite number of Members.

5. OUTSTANDING ACTIONS AND QUESTIONS (Pages 7 - 10)

The Scrutiny Committee is asked to review the outstanding actions and questions from previous meetings.

6. UPDATE ON THE COUNCIL'S PERFORMANCE INDICATORS AND MEASURES (IN-HOUSE SERVICES) - QUARTER 1: (APRIL - JUNE) 2015/16
(Pages 11 - 20)

Report of the Partnerships and Performance Section Head

This report provides the results for the performance measures identified for Watford Borough Council's in-house services for Quarter 1 2015/16.

7. PREVIOUS REVIEW UPDATE: CONTROLLED PARKING ZONES (Pages 21 - 30)

The report provides the latest update from the Parking Services Manager on the progress of implementing the Task Group's recommendations.

8. EXECUTIVE DECISION PROGRESS REPORT (Pages 31 - 36)

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

9. 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

10. BUDGET PANEL

Since the last Overview and Scrutiny Committee, Budget Panel has met on the following occasion –

- 2 September 2015

The minutes are available on the Council's website –
www.watford.gov.uk/budgetscrutiny

The Chair of Budget Panel to provide an update to the Scrutiny Committee.

11. OUTSOURCED SERVICES SCRUTINY PANEL

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

- 10 September 2015

The minutes are available on the Council's website -
<http://watford.moderngov.co.uk/ieListMeetings.aspx?Committeeld=223>

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

12. COMMUNITY SAFETY PARTNERSHIP TASK GROUP

The Community Safety Partnership Task Group's first meeting is due to take place on 21 October 2015.

Previous minutes are available on the Council's website -
<http://watford.moderngov.co.uk/ieListMeetings.aspx?Committeeld=209>

13. DATES OF NEXT MEETINGS

- Thursday 22 October 2015 (For call-in only)
- Wednesday 18 November 2015
- Wednesday 16 December 2015 (For call-in only)

Action to be carried out		Responsibility	Committee Date	Deadline	Comments/officer
PI 46	<p><u>CS3 – affordable homes on identified sites and CS5</u></p> <p>Report to be presented at a future meeting to discuss the development of social housing and HomeLet. Richard Harrington MP to be invited.</p>	Committee and Scrutiny Officer / Interim Housing Section Head	18 June 2015		The report presented by the Interim Housing Section Head on 20 July included a section on 'New Build'.
PI 47	<p><u>CS4 – Number of households living in temporary accommodation</u></p> <p>Following information to be provided to Members –</p> <ol style="list-style-type: none"> 1. Number of people provided temporary accommodation outside the Borough. 2. How many hotels are used by the Council? 3. Comparable information with other towns. 	Interim Housing Section Head	18 June 2015	20 July 2015	The report presented by the Interim Housing Section Head on 20 July covered this information.
PI 48	Provide trends for indicators over a period of 10 years.	Partnerships and Performance Section Head	18 June 2015	September 2015	

Action to be carried out		Responsibility	Committee Date	Deadline	Comments/officer
Executive Decision Progress Report					
ED 6	Officers to be asked if they monitored the cumulative effect of agreed schemes on Watford.	Committee and Scrutiny Officer	17 September 2014	31 October 2014	The Managing Director and Head of Regeneration and Development have been contacted regarding this enquiry.
ED 9	What Member involvement has there been in the development of the Economic Development Strategy?	Committee and Scrutiny Officer	18 June 2015	20 July 2015	Updated Committee in July. The Economic Development Strategy was approved by Cabinet at its meeting in September. It was not called in.
Controlled Parking Zone Policies Task Group					
CPZ 2	<u>Recommendation 8</u> Contact the Transport and Infrastructure Section Head regarding the wording 'under 16' and check if it has phrased correctly.	Committee and Scrutiny Officer	18 June 2015	20 July 2015	The Committee and Scrutiny Officer contacted the Transport and Infrastructure Section Head and has asked him to provide an update at the November review meeting. Review is included on this agenda
CPZ 3	Review update to be added to work programme for November	Committee and Scrutiny Officer	18 June 2015	20 July 2015	Review is included on this agenda
Management of Conservation Areas					
MCA 1	Membership to be agreed by the Head of Democracy and Governance	Committee and Scrutiny Officer / Head of Democracy and Governance	20 July 2015	September 2015	The Task Group's membership has been agreed – Councillor Martins (proposer), Collett, Dhindsa, Haley and Topping The first meeting to be arranged.

*PART A

Report to: Overview and Scrutiny Committee
Date of meeting: 24 September 2015
Report of: Partnerships and Performance Section Head
Title: Update on the council's performance indicators and measures (in-house services) – quarter 1: (April - June) 2015/16

1.0 **SUMMARY**

1.1 This report provides the results for the performance measures identified for Watford Borough Council's in-house services for Quarter 1 2015/16.

1.2 These performance measures play a critical role in ensuring that the council's in-house services are well managed and delivering the quality of service expected by residents and customers. Analysis of the results highlights areas of strong performance and, more importantly, which areas might require some additional focus to improve performance. In these latter cases, consideration needs to be given to the reasons for under-performance and to steps that might support improvement.

2.0 **RECOMMENDATIONS**

2.1 To note and comment on the performance of the council's performance measures for those areas where the council directly delivers the service / area of work at the end of Quarter 1 2015/16.

Contact Officer:

For further information on this report please contact:
Kathryn Robson, Partnerships and Performance Section Head
telephone extension: 8077 email: kathryn.robson@watford.gov.uk

3.0 **Background**

Watford BC regularly collects and monitors performance data for a wide range of its service areas. This is to ensure that services are performing at an acceptable standard. It helps highlight areas of good performance as well as those areas which might require some additional focus to improve performance. This performance data and information is reported to the council's Leadership Team on a regular basis and to Cabinet and either Overview and Scrutiny Committee or Outsourced Services Scrutiny Panel on a quarterly basis. Overview and Scrutiny Committee scrutinise those service areas that are delivered directly by Watford BC.

3.1 **Performance of 'in-house' service performance measures as of Quarter 1 2015-16**

3.1.1 Set out in Appendix A is an update on performance to the end of Quarter 1 2015-16 of performance measures for the council's in-house services.. Within this, there are three main areas of council activity:

- Housing
- Customer Services
- Planning

3.2 **Analysing results to assess performance**

3.2.1 The performance report in Appendix A as well as showing the results for the quarter also shows some relevant analysis to provide context for these results. This analysis relates to how well the measure or indicator has performed in relation to the target set for the quarter and how performance for this quarter compares to previous periods (trend information).

It is important to note that a low result is good / better performance for some measures (such as households in temporary accommodation). For others, a high result is good / better (such as time planning applications, calls answered within agreed service levels).

3.2.2 **Performance against target**

Targets are set for the majority of the indicators at the start of the financial year. These are usually based on previous performance, however, services are expected to set targets that are challenging and help drive improved performance. Targets have not been set for all measures and so it is not possible in every case to show this analysis.

In the report, those performance measures that are not performing against target are indicated either by:

- a 🚫 (under-performing by a variance from target of up to 10%) or
- a ! (under-performing by a variance from target over 10%).

Where a measure is performing well (on or above target) it is highlighted with:

- a 😊 (any positive variance)

3.2.3 Performance against previous periods (trend information)

In addition, the report provides trend information. Where possible current performance has been compared with the performance for the same quarter last year (Q1 2014/15) and with the previous quarter (Q4 2014/15). This information can help provide context on the relative performance of an indicator and help assess whether there are any trends emerging, which might be of concern. Trend analysis shows whether performance has:

- Improved since the previous period – shown by a ‘↑’ and with the relevant previous period result as an indication of the extent of improvement
- Declined since the previous period – shown by a ‘↓’ and with the relevant previous period result as an indication of the extent of decline.
- Stayed the same since the previous period – shown by a ‘↔’

In the report the periods shown are, as detailed above, the previous year or previous quarter.

The actual result for the previous period is also shown (in square brackets [*result*]) so the extent of the trend can be assessed.

4.0 IMPLICATIONS.

4.1 Financial

4.1.1 The Head of Finance comments that there are no financial implications within this report.

4.2 Legal Issues (Monitoring Officer)

4.2.1 The Head of Democracy and Governance comments that there are no legal implications within this report.


Appendices

Appendix A – Watford BC - Measures of Performance – Progress report as of end of quarter 1 2015/16 (in-house services)

Background papers: Corporate Plan 2015-19

WATFORD BOROUGH COUNCIL – MEASURES OF PERFORMANCE (in-house services)




April - June (Quarter 1) 2015/16

Ref	Indicator	Target for year	Profile for period (Q1)	Results for period (Q1)	Cumulative result (Q1)	 % variance	Trend since last year (Q1 2013/14)	Trend since last period (Q4 2014/15)	Comment
COMMUNITY AND CUSTOMER SERVICES									
CS1	Per capita reduction in CO ₂ emissions from local authority operations (over 5 yr period) (Annual indicator)	-	-	-	-	-	-	-	Annual indicator – final result for 2014/15 not yet available.
CS2	Improved street and environmental cleanliness (levels of fly tipping)	Effective [Result for 2014/15 = effective]	-	-	-	-	-	-	Annual indicator
CS3	Affordable homes on identified sites (Biannual indicator)	44	-	-	-	-	-	-	This indicator is reported biannually and so will be reported for the first time in Q2. Target reflects known units that will come online in 2015/16. Homes identified: Tolpits Lane (WCHT): 10 Thorpe Cres (WCHT): 2






Appendix A - Watford BC - Measures Of Performance (in-house services) – Progress report as of quarter 1 – 2015/16

Ref	Indicator	Target for year	Profile for period (Q1)	Results for period (Q1)	Cumulative result (Q1)	! % variance	Trend since last year (Q1 2013/14)	Trend since last period (Q4 2014/15)	Comment
									Dodd Green and North Western Ave - Leggatts Site (Aldwyck): 15 52-56 High Street (Home Group): 17
CS4	Number of households living in temporary accommodation	200	200	205	N/A	 [2.4%]	↓ [113] [Q1:14/15]	↑ [206] [Q4:14/15]	Whilst levels are still high, they have been stabilised during Q1 without any additional increase on Q4 2014/15 results.
CS5	Number of private sector units secured for use under HomeLet	20 for Apr/Sept 50 for Oct /Mar	10	0	0	! [100%]	↓ [15] [Q1:14/15]	↓ [2 plus 3 renewals] [Q4:14/15] ↓ [10] [Q4:14/15] <i>For renewals</i>	A review of Homelet is being undertaken as part of a wider project to assess temporary accommodation solutions available to Watford BC.
						 [0%]			

Appendix A - Watford BC - Measures Of Performance (in-house services) – Progress report as of quarter 1 – 2015/16

Ref	Indicator	Target for year	Profile for period (Q1)	Results for period (Q1)	Cumulative result (Q1)	   % variance	Trend since last year (Q1 2013/14)	Trend since last period (Q4 2014/15)	Comment
CS6	The number of households in bed and breakfast accommodation and nightly lets who are pregnant/with dependent children	40 Nightly lets	40 Nightly lets	56 Nightly lets	N/A	! [28.6%]	Nightly let ↓ [16] [Q1: 14/15]	Nightly let ↓ [52] [Q4:14/15]	
		25 B&B	25 B&B	30 B&B	N/A	! [20.0%]	B&B ↓ [8] [Q1: 14/15]	B&B ↑ [35] [Q1: 14/15]	
CS7	The number of people sleeping rough on a single night within the area of the local authority	15	15	-	-	-	-	-	This indicator is reported in Q3 and so not reported for Q1. New Hope regularly updates the council on the number of rough sleepers, however, so there is continual magement of this area of housing activity. Current levels are around 20 – falling from a higher level at the start of the year.

Appendix A - Watford BC - Measures Of Performance (in-house services) – Progress report as of quarter 1 – 2015/16

Ref	Indicator	Target for year	Profile for period (Q1)	Results for period (Q1)	Cumulative result (Q1)	 % variance	Trend since last year (Q1 2013/14)	Trend since last period (Q4 2014/15)	Comment
CS8	CSC service levels 80% calls answered in 20 secs	90%	90%	86%	N/A	 [4.4%]	↑ [84.0%] [Q1: 14/15]	↓ [87.0%] [Q4:14/15]	A stretch target has been applied to this indicator for 2015/16. These statistics are as of the end of June 2015.
CS9	Long Waits' for calls received to CSC Long wait = calls not answered within 2 minutes	CSC 3% or less	CSC 3% or less	2%	N/A	 [33.3%]	↑ [6.0%] [Q1: 14/15]	↔ [2.0%] [Q4: 14/15]	A stretch target has been applied to this indicator for 2015/16.
CS10	CSC service levels 95% all calls answered	95%	95%	98%	N/A	 [3.2%]	↔ [98.0%] [Q1: 14/15]	↔ [98.0%] [Q4: 14/15]	Target for 2015/16 = 95%.
CS11	Calls resolved at first point of contact	90%	90%	97% inc transfers 58% exc transfers	N/A	 [7.8%]	Not available for Q1 2014/15	Not available for Q4 2014/15	

Appendix A - Watford BC - Measures Of Performance (in-house services) – Progress report as of quarter 1 – 2015/16

Ref	Indicator	Target for year	Profile for period (Q1)	Results for period (Q1)	Cumulative result (Q1)	😊😞! % variance	Trend since last year (Q1 2013/14)	Trend since last period (Q4 2014/15)	Comment
CS12	Average waiting times in the CSC for Revenues and Benefits enquiries	-	=	Revenues Result to follow Revenues team: Result to follow Benefits CSC team: Result to follow Benefits Team:- Result to follow	-	=	-		Results to follow.
CS13	Complaints resolved at stage one	80%							This indicator will be collected manually from Q2 as IT issues remain unresolved.
CS14	% of stage 1 complaints resolved within 10 days	80%							This indicator will be collected manually from Q2 as IT issues remain unresolved.

Appendix A - Watford BC - Measures Of Performance (in-house services) – Progress report as of quarter 1 – 2015/16

Ref	Indicator	Target for year	Profile for period (Q1)	Results for period (Q1)	Cumulative result (Q1)	% variance	Trend since last year (Q1 2013/14)	Trend since last period (Q4 2014/15)	Comment
REGENERATION AND DEVELOPMENT									
RD1	Processing of planning applications as measured against targets for 'major' applications (% determined within 13 weeks)	85%	85%	100.0%	100.0%	[17.6%]	↔ [100.0%] [Q1: 14/15]	↑ [85.71%] [Q4:14/15]	
RD2	Processing of planning applications as measured against targets for 'minor' applications (% determined within 8 weeks)	90%	90%	99.6%	99.6%	[10.7%]	↓ [100.0%] [Q1: 14/15]	↑ [97.87%] [Q4:14/15]	
RD3	Processing of planning applications as measured against targets for 'other' applications (% determined within 8 weeks)	90%	90%	90.95%	90.95%	[1.1%]	↓ [99.19%] [Q1: 14/15]	↓ [100.0%] [Q4:14/15]	



on target/in budget or above target



not on target/ over budget but there is no cause for concern at this stage.



not on target/ more than 10% variance or £50k over budget and is a cause for concern.

Review Update (Follow up)

Review:	Review of the policies for Watford Borough Council's Controlled Parking Zones
Committee/Task Group:	Controlled Parking Zones Policies Task Group
Committee/Task Group Chair:	Councillor Karen Collett
Final report published:	February 2015
Cabinet:	16 February and 9 March 2015
Scrutiny consideration of response:	18 June 2015

Vehicle Length Limits

Recommendation 1:	The 5.25m length limit to be retained for all residential permits.
Cabinet response:	Decision deferred on 16 February 2015 Agreed at meeting on 9 March 2015
Latest update:	There was no action to be taken in relation to this recommendation. The 5.25m length limit remains in place as before.

Recommendation 2:	To extend the length limit for business permits (in CPZs) to 6.0m.
Cabinet response:	Decision deferred on 16 February 2015 Agreed at meeting on 9 March 2015
Latest update:	A letter was sent to all business permit holders on 19 th August 2015 advising them of all changes to the business permit criteria. This information is repeated in the latest Controlled Parking Zone information leaflet published in August 2015 and on the Council website. All business permit application forms have been updated accordingly. We have received no contact from any business to date and all future applications will be determined in accordance with the agreed criteria.

Business Permits

Recommendation 3:	Criteria to be revisited
Cabinet response:	Decision deferred on 16 February 2015 Agreed at meeting on 9 March 2015
Latest update:	As above at recommendation 2.

Recommendation 4:	Vehicles should be registered to the company address (i.e. Head Office) but not necessarily at the CPZ address – not to an individual at a residential address
Cabinet response:	Decision deferred on 16 February 2015 Agreed at meeting on 9 March 2015
Latest update:	As above at recommendation 2.

Recommendation 5:	Vehicles must realistically be usable for the stated operation
Cabinet response:	Decision deferred on 16 February 2015 Agreed at meeting on 9 March 2015
Latest update:	As above at recommendation 2.

Recommendation 6:	Vehicles to be used during the day rather than parked throughout entire business hours
Cabinet response:	Decision deferred on 16 February 2015 Agreed at meeting on 9 March 2015
Latest update:	As above at recommendation 2. Business permits issued will be subject to on-street monitoring in order to determine if they are being used in accordance with the terms of issue. No current instances of abuse have been identified.

Blue Badge Drivers

Recommendation 7:	Retain free permits for drivers who hold a blue badge
Cabinet response:	Decision deferred on 16 February 2015 Agreed at meeting on 9 March 2015
Latest update:	There was no action to be taken in relation to this recommendation. This rule has continued to be applied as agreed.

Recommendation 8:	Extend free permit issue to cover parents caring for disabled children under 16 years old who hold a Blue Badge
Cabinet response:	Decision deferred on 16 February 2015 Agreed at meeting on 9 March 2015
Overview and Scrutiny response:	At the meeting held on 18 June 2015, Members asked the Committee and Scrutiny Officer to contact the Transport and Infrastructure Section Head and discuss the age limit as they considered it did not include those parents who were caring for children aged 17 years old. The Parking Service Manager had no objection to this condition being changed to apply to 'under 18 years old'.
Latest update:	This rule has been applied since June 2015. Permits are issued free of charge to all blue badge drivers within a Controlled Parking Zone household and to parents caring for a blue badge holder aged 18 years old or younger. We have received 1 application of this nature to date, which was duly authorised and issued.

One Permit per Person

Recommendation 9:	The current rule should remain: up[to two permits to be available to each household but only one permit per person.
Cabinet response:	Decision deferred on 16 February 2015 Agreed at meeting on 9 March 2015
Latest update:	There was no action to be taken in relation to this recommendation. This rule has continued to be applied as agreed.

Funerals

Recommendation 10:	The policy to remain unchanged
Cabinet response:	Decision deferred on 16 February 2015 Agreed at meeting on 9 March 2015
Latest update:	There was no action to be taken in relation to this recommendation. This policy has continued to be applied as agreed.

Visitor Voucher Abuse

Recommendation 11:	Amendment to the Traffic Regulation Order (TRO) to allow for the revocation of vouchers when they are abused and confirm that all minutes on Visitor Vouchers must be scratched, including zero.
Cabinet response:	Decision deferred on 16 February 2015 Agreed at meeting on 9 March 2015
Latest update:	This instruction is with the Council Traffic Engineer.

Doctor and Health Visitor (DHV) Permits

Recommendation 12:	The price of DHV permits to be: £25 for the first five permits for any one organisation and subsequent permits to be priced at £55 each. Charges to be reflective of the residents' pricing structure. A formal criterion to be created and a clause inserted in the TRO to reflect this.
Cabinet response:	Decision deferred on 16 February 2015; the Chair agreed that the rules relating to DHV permits needed to be strengthened and they should only be used in the course of health-related visits. Agreed at meeting on 9 March 2015
Latest update:	Virtually all DHV permits expire on 31 st October 2015. A letter was written to all DHV permit holders on 8 th September 2015 advising them of the change to the charging structure allowing them time to consider their allocation and raise any objection. One response has been received to date, from the NHS, which currently holds in excess of 200 permits. They are requesting reconsideration of the charge due to their financial difficulties. We have explained that this charge applies equally to all but that we will apply the new charges individually to each organisation of the NHS, as oppose to the NHS as a whole. Nevertheless, they have been encouraged to reconsider their need for the level of permits requested because it is acknowledged that the total cost to them will remain considerable. The DHV application form has been fully revised and the new version is due back from our printers on Friday 11 th September 2015. The new applications will be posted to all current DHV permits holders during the week commencing 14 th September 2015.

Recommendation 13:	All current DHV permits to be revoked and reissued to applicants under the new criteria and pricing structure.
Cabinet response:	Decision deferred on 16 February 2015 Agreed at meeting on 9 March 2015
Latest update:	As above. All newly issued permits commencing 1 st November 2015 will be in accordance with the newly agreed charges.

Staff Permits

Recommendation 14:	A formal criteria for use to be created and a suitable clause to be inserted in the TRO to reflect this.
Cabinet response:	Decision deferred on 16 February 2015 Agreed at meeting on 9 March 2015
Latest update:	This instruction is with the Council Traffic Engineer.

Late Night Enforcement (Residential Roads)

Recommendation 15:	To continue with the current arrangements and to be reactive to specific yellow line complaints in circumstances where safety or access concerns may exist.
Cabinet response:	Decision deferred on 16 February 2015 Agreed at meeting on 9 March 2015
Latest update:	There was no action to be taken in relation to this recommendation. This policy has continued to be applied as agreed.

Period of Residence (Vehicle Ownership)

Recommendation 16:	Proof of residency to be produced for each renewal of permit
Cabinet response:	Decision deferred on 16 February 2015 Agreed at meeting on 9 March 2015
Latest update:	There was no action to be taken in relation to this recommendation. This policy has continued to be applied as agreed.

Recommendation 17:	The requirement for a V5 or insurance document to be produced each year should be removed if the renewal relates to the same vehicle.
Cabinet response:	Decision deferred on 16 February 2015 Agreed at meeting on 9 March 2015
Latest update:	This rule has been formally implemented since June 2015. The online permit system does not require any vehicle documentation for renewal applications where the vehicle remains unchanged and this is reflected in the Controlled Parking Zone information leaflet published in August 2015 and repeated on the Council website. We have not received any customer feedback in relation to this rule change.

Refunds

Recommendation 18:	That a standard administration fee of £10 is deducted from the refund due on each permit and a pro-rata refund for the remaining months is provided by BACS upon application. This rule to apply only to those permits with more than three months remaining.
Cabinet response:	Decision deferred on 16 February 2015 Agreed at meeting on 9 March 2015
Latest update:	This rule has been in place since June 2015. All application forms and public information has been updated accordingly to reflect to the administration charge. We have not received any customer feedback in relation to this rule change.

Driveway CPZ Parking for Permit Holders

Recommendation 19:	A suitable clause to be written into the TRO in order that persistent instances of abuse can be dealt with.
Cabinet response:	Decision deferred on 16 February 2015 Agreed at meeting on 9 March 2015
Latest update:	This instruction is with the Council Traffic Engineer.

Residents' Permits Minimum Tenancy Period

Recommendation 20:	To formalise a minimum six months tenancy period to qualify for a 12 month permit. All other residents remain entitled to visitor vouchers.
Cabinet response:	Decision deferred on 16 February 2015 Agreed at meeting on 9 March 2015
Latest update:	This rule continued to be informally applied following the meeting of the Task Group in February 2015 and has been formally applied since August 2015 when all public information and application forms have been updated accordingly. We have not received any customer feedback in relation to the formalisation of this rule.

Watford Borough Council

Executive Decision Progress Report

May 2015 – May 2016

Contact Officer: Sandra Hancock
Committee and Scrutiny Officer

Telephone: 01923 278377

Email: legalanddemocratic@watford.gov.uk

All officer decisions are available on - <http://watford.moderngov.co.uk/mgListOfficerDecisions.aspx?bcr=1&BAM=0>. Only Officer key decisions are shown below.

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Award contract for provision of CMS technology to support delivery of a new website	Community and Customer Services	Head of Community and Customer Services	1 July 2015	<p>Amended Key decision</p> <p>In accordance with the Access to Information Procedure Rule 15 the Chair of Overview and Scrutiny Committee was notified that the decision was to be taken by Head of Community and Customer Services on 1 July.</p> <p>Agreed by Head of Community and Customer Services on 1 July 2015</p> <p>Not Called-in</p>
Croxley Rail Link	Managing Director	Cabinet	July 2015	<p>Amended Key decision</p> <p>Considered by Cabinet on 13 July 2015</p> <p>Not called in</p>
Sutton, Gade and Church car park variation	Regeneration and Development	Cabinet	July 2015	<p>Amended Key decision</p> <p>Considered by Cabinet on 13 July 2015</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Approval of strategy for Watford Business Park	Regeneration and Development	Cabinet	July 2015	<p>Amended</p> <p>Key decision and Part B</p> <p>This report is covered by Paragraph 3, Schedule 12A, as it included commercially sensitive information.</p> <p>Considered by Cabinet on 13 July 2015</p> <p>Not called in</p>
Financial Outturn for 2014/15	Director of Finance	Cabinet	July 2015	<p>Amended</p> <p>Key decision</p> <p>Considered by Cabinet on 13 July 2015 (following consideration by Budget Panel on 7 July)</p> <p>Not called in</p>
Watford Health Campus – to approve the revised business plan for the LABV	Managing Director	Cabinet	July 2015	<p>Amended</p> <p>Key decision</p> <p>Considered by Cabinet on 13 July 2015</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Approval to extend lease at Ascot Road	Regeneration and Development	Portfolio Holder	August 2015	<p>New</p> <p>Key Decision</p> <p>The Chairman of the Council, in the absence of the Chair of Overview and Scrutiny Committee, agreed that the decision could be dealt with in accordance with Access to Information Procedure Rule 16 of the Constitution, "Special Urgency".</p> <p>The report is covered by Paragraph 3, Schedule 12A, as it contained commercially sensitive information.</p> <p>Awaiting confirmation that decision has been taken.</p>
Approval of Economic Development Strategy	Regeneration and Development	Cabinet	July 2015	<p>Amended</p> <p>Key decision</p> <p>Originally due to be considered by Cabinet on 13 July 2015</p> <p>Considered by Cabinet on 7 September 2015</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Approval of Commissioning Framework	Corporate Strategy and Client Services	Cabinet	September 2015	Amended Key decision Considered by Cabinet on 7 September 2015 Not called in
Cemetery Review	Corporate Strategy and Client Services	Cabinet	September 2015	New Key decision Considered by Cabinet on 7 September 2015 Not called in
Award of contract to provide the Rough Sleeper Outreach Contract	Community and Customer Services	Head of Community and Customer Services	September 2015	New Key decision and Part B (in part) Some of the documents will be covered by Paragraph 3, Schedule 12A, as they contain commercially sensitive information. Due to be considered by Head of Community and Customer Services not before 17 September 2015

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Update on the progress of the Cassiobury Park Heritage Lottery Fund Project and to sign off and approve contract for construction work.	Corporate Strategy and Client Services	Cabinet	October 2015	<p>New</p> <p>Key decision and Part B (in part)</p> <p>The appendix to the report will be covered by Paragraph 3, Schedule 12A, as it contains commercial information relating to tender.</p> <p>Due to be considered by Cabinet on 5 October 2015</p>
Renegotiation of bowls club lease	Regeneration and Development	Cabinet	July 2015	<p>Key decision and Part B (commercially sensitive information)</p> <p>Originally due to be considered by Cabinet on 13 July 2015</p> <p>Report deferred to a later date.</p>
Revenues and Benefits write-offs	Revenues and Benefits	Cabinet	July 2015	<p>Non-key decision</p> <p>Originally due to be considered by Cabinet on 13 July 2015</p> <p>Withdrawn</p>