



**WATFORD  
BOROUGH  
COUNCIL**

# **OVERVIEW AND SCRUTINY COMMITTEE**

**28 June 2018**

**7.00 pm**

**Town Hall, Watford**

**Contact**

Sandra Hancock

[legalanddemocratic@watford.gov.uk](mailto:legalanddemocratic@watford.gov.uk)

01923 278377

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

**Publication date: 20 June 2018**

# Committee Membership

Councillor K Hastrick (Chair)

Councillor J Dhindsa (Vice-Chair)

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

## 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 8 March 2018 to be submitted and signed.

**4. Watford 2020 Update (Pages 5 - 9)**

Report of the Watford 2020 Programme Manager

The report provides an update on the latest position with the council's service transformation programme.

**5. End of year 2017/18: Key Performance Indicator (KPI) Report (Pages 10 - 25)**

Report of the Head of Corporate Strategy and Communications

This report provides the end of year, 2017/18, key performance indicators for those services delivered by Watford Borough Council.

**6. Work Programme 2018/19 (Pages 26 - 31)**

Report of the Committee and Scrutiny Officer

The scrutiny committee is asked to review the current version of the work programme and consider any additional areas councillors wish to scrutinise at future meetings.

**7. Executive Decision Progress Report (Pages 32 - 45)**

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. Commissioning Framework Task Group (2018) (Pages 46 - 56)**

Report of the Committee and Scrutiny Officer

This report asks the scrutiny committee to approve the final scrutiny proposal and agree its membership.

**10. Watford Community Housing Task Group (Pages 57 - 59)**

Report of the Committee and Scrutiny Officer

This report asks the scrutiny committee to agree the membership of the Watford Community Housing Task group.

**11. Budget Panel**

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

- [26 June 2018](#)

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

The Chair of Budget Panel to provide an update to the scrutiny committee.

**12. Outsourced Services Scrutiny Panel**

Since the last Overview and Scrutiny Committee there have been no meetings of the Outsourced Services Scrutiny Panel.

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

**13. Community Safety Partnership Task Group 2018/19** (Pages 60 - 63)

Report of the Committee and Scrutiny Officer

This report asks the scrutiny committee to agree the membership and chair the 2018/19 Community Safety Partnership Task Group.

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

**14. Dates of Next Meetings**

- Thursday 19 July 2018
- Thursday 27 September 2018
- Thursday 25 October 2018 (for call-in only)

Completed by:

Liam Hornsby

Date completed:

8 June 2018

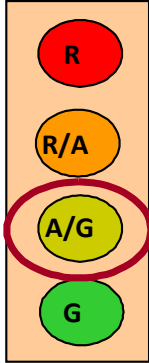
Period from:

10 May 2018

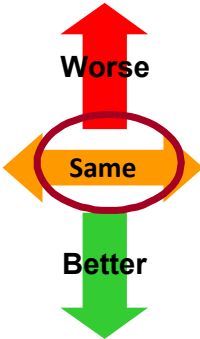
Period to:

8 June 2018

Current Programme Status



Trend since last report



Programme Headlines

- Watford 2020 Outline Business Case approved by Cabinet on 4 June 2018
- Outline Business Case communications cascaded across organisation in advance of Cabinet report publication
- Watford 2020 team resourcing up underway to deliver tranche 2 of the programme
- Benefits Management Strategy, Benefits Tracker and Benefits Process to be reviewed by Watford 2020 Finance Sub-Committee on 9 July 2018 prior to submission to Programme Board for approval.

Project Headlines

- CRM System** – Platform set up complete and configuration of ‘Myservices’ underway. Pest Control workshops held.
- ICT Core Infrastructure** – all TRDC users now migrated. AD and exchange migration pilot in Watford complete and further migration now underway.
- Idox Optimisation** – Development Management audit recommendations implemented. Project scope confirmed by Project Board in light of requirements relating to public and consultee access.
- WBC Estate WiFi** – final 2 access points installed and project now complete. Closure report to Programme Board on 17 July 2018
- Service Innovations** – project output (Outline Business Case) approved by Cabinet. Closure report to Programme Board on 15 June 2018.
- Housing Service** – Implementation of CBL system has been delayed due to the earlier issues with HRA implementation, staff sickness and internal staffing resource. Project tolerances have been breached and Exception Report to Programme Board on 15 June 2018 as a result. Data entry transfer now complete
- Unified Communications/Mobile Workforce** - Exception Report approved by Programme Board on 8 May 2018, extending project closure date by a month. Business engagement almost complete. Procurement strategy and business case complete.
- Revenues and Benefits** – Consultant now in place and detailed design commencing. PID to Programme Board on 17 July 2018
- FM/Property** – Kick off meeting scheduled with both services on 11 and 18 June 2018.
- Community** – Consultancy lead interviews underway

Schedule

Budget

HR

Communications

Resource

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Liam Hornsby

Date completed:

8 June 2018

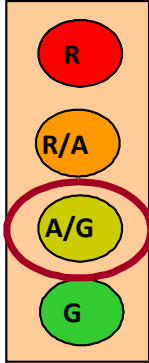
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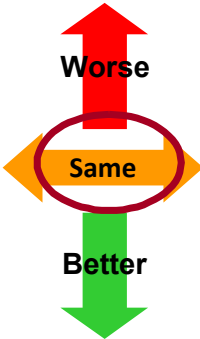
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## Key activities for next period

- **CRM system** - Agree API costs with Idox and complete configuration of 'Contact Us' and 'FOI Services' and movement into 'Live'. Continue Pest Control work.
- **ICT Infrastructure Transformation** – Complete WBC migration scheduling and continue with live migration for Watford. Resolve few outstanding issues with Three Rivers migration.
- **Idox Optimisation** - Continue work on Development Management back scanning and Exacom historical data transfer. Continue data cleansing of existing GMS layers.
- **Housing Service** – Continue implementation of CBL system, including communications to residents in relation to re-registering. Continuation of case reviews.
- **Unified Communications/Mobile Workforce** - Finalise specifications and get sign-off of business requirements at LT and Management Board
- **Revenues and Benefits** – Agree approach and complete work on PID. Launch kick-off comms
- **FM/Property** – Transition Project Manager from Housing. Hold kick off meetings. Launch kick-off comms. Complete PID
- **Community** – Complete consultant interviews. Hold kick off meetings. Launch kick-off comms. Commence work on PID

## Project RAG Statuses

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Customer Management System Replacement				ICT Infrastructure Transformation				Idox Optimisation				WBC Estate WiFi				Service Innovations (High level Design)			
Implementation				Implementation				Implementation				Closing				Closing			
Sch	£	£	Res	HR	C	C	Res	Sch	£	C	Res	Sch	£	C	Res	Sch		C	Res
No Project Manager in place at the current time. Front office project manager and BA interviews underway.				TRDC fully migrated. Migration of Watford users underway and no significant application impact.				Some delays to milestones and amendments to project scope in light of requirement for public/consultee access. Change request to Programme Board for June 2018.				Remaining 2 access points installed. Closure report to Programme Board on 17 July 2018				Closure report to Programme Board on 15 June 2018.			

Housing Service Implementation					Unified Communications				Our Mobile Workforce				Flexible Working Transition					Kit Rationalisation						
Implementation					Design				Design				Not yet started					Not yet started						
Sch	£	HR	C	Res	Sch	£	C	Res	Sch	£	C	Res	Sch	£	HR	C	Res	Sch	£	C	Res			
Delay to project due to implementation of CBL. Project end date has exceeded agreed project tolerances. Exception report to Programme Board papers on 15 June 2018.					Exception report approved by Programme Board on 8 May 2018. Project continuing to run to rebased schedule. Continues to be managed without dedicated resource.				Exception report approved by Programme Board on 8 May 2018. Project continuing to run to rebased schedule. Continues to be managed without dedicated resource.				Tranche 6 approved by Programme Board on 11 December 2017. Flexible Working Transition to be managed alongside Service Innovation implementation					Tranche 6 approved by Programme Board on 11 December 2017. Commencement of project will be dependent on roll out of Unified Communications and Personal IT equipment						
Revenues and Benefits					FM/Property				Community				Our People					Commercial						
Scoping					Not yet started				Not yet started				Implementation					Not yet started						
Sch	£	HR	C	Res	Sch	£	HR	C	Res	Sch	£	HR	C	Res	Sch	£	HR	C	Res	Sch	£	HR	C	Res
Project Manager now in place and commencing detailed design process. PID to Programme Board on 17 July 2018.					Project Manager to start transitioning from Housing Project from 18 June 2018. PID to Programme Board on 17 July 2018				Project Manager interviews underway.				Project scopes reviewed and updated PID to Watford 2020 Programme Board on 17 July 2018 following approval by Our People Programme Board.					Commercial advisor specification completed. Progress to be tracked via programme in similar way to People Strategy implementation.						

Benefits							
Ref	Benefit Type	Benefit Description	Benefit Owner	RAG	Comment	Gross Saving	Duration
B1	Financial	£1m revenue savings to be delivered by 2020/2021	Liam Hornsby		Savings identified. Benefits Management Strategy, Tracker and Process Plan to be reviewed by Finance Sub-Committee on 9 <sup>th</sup> July 2018.	£1.29m	18 months



## Highlighted Risks

Ref	Risk	Cause	Consequence	Response	Original Risk Assessment			Action agreed to respond / mitigate / control	Status	Date Raised	Raised by	Risk Owner	Current Risk Assessment		
					Likelihood 1-4	Severity 1-4	Risk Score						Likelihood 1-4	Severity 1-4	Risk Score
PR24	It is not possible to recruit the appropriate calibre of resource to deliver tranche 2 of the programme	Post salary is not comparable to the market, vacancy is not advertised in relevant locations	Unable to deliver detailed design and implementation in the anticipated timescales/unable to maximise anticipated benefits	Treat	2	4	8	23.02.2018 - Job descriptions reviewed in light of requirement of new posts to focus on the design, build and implementation of projects. Posts to be advertised in relevant locations 13.03.2018 - Some key resource to be met via consultancy 19.04.2018 - Request to Vary completed and a month to be allowed for recruitment 26.04.2018 - Adverts live. Lots of interest 28.05.2018 - Adverts closed but calibre of candidates not as high or varied as hoped. Interviews to commence shortly. 08.06.2018 - Interviews underway but will not recruit to all posts	Open	23.02.18	Andrew Cox	Andrew Cox	3	4	12

## Highlighted Issues

Issue Reference	Date Raised	Issue	Cause	Impact	Status	Severity	Action Taken	Issue Owner	Further monitoring, action and recording
PI08	16.05.18	The Housing project is going to breach the permitted tolerance in terms of completion date	Focus of the IT supplier remains on the implementation of the HRA module in other organisations. This has delayed the intention implementation of the CBL module, the successful completion of which would allow the project to close	A delay of 1-month to the completion of the project. Potential impact on the Property and FM project as Housing Project Manager is intended to manage this new project. Transition period discussed and impact likely to be minimal	Open	Minor	Exception report escalated from the Project Board to the Programme Board for approval	Dyfed Price	

# Agenda Item 5

## Part A

<b>Report to:</b>	Overview and Scrutiny Committee
<b>Title:</b>	End of year 2017 /18: Key Performance Indicator (KPI) Report
<b>Date of meeting</b>	28 June 2018
<b>Report of:</b>	Head of Corporate Strategy and Communications

### 1.0 SUMMARY

- 1.1 Watford BC's Corporate Plan sets out the council's priorities and corporate work programme to 2020. Underpinning the plan is a suite of key performance indicators. These measures support the delivery of high quality services (both internal and external) by highlighting areas of good performance and, more importantly, under performance.
- 1.2 The attached report (Appendix A) shows the results for the key performance indicators end of 2017/18 collected and reported for those services still delivered directly by Watford BC. The report, therefore, shows:
- The result for end of year (unless highlighted otherwise)
  - The results for the previous two years – 2015/16 and 2016/17 (if available)
  - The target that was set for 2017/18
  - Whether the indicator result is above, below or on target (shown by the green, red or orange arrows)
  - Benchmarking information, where available, against Hertfordshire authorities or all England authorities. As this collates national information, it lags behind that collected by the council and so, in most cases is Q3 2017/18.

### Contact Officer:

For further information please contact:

Kathryn Robson, Head of Corporate Strategy & Communications - ext.: 8077 or [kathryn.robson@watford.gov.uk](mailto:kathryn.robson@watford.gov.uk)

## 2.0 Risks

2.1	Nature of Risk	Consequence	Suggested Control Measures	Response <i>(Treat, tolerate, terminate, transfer)</i>	Risk Rating (the combination of severity and likelihood)
	Failure to scrutinise organisational performance	Potential for performance to slip with consequences for quality of service delivery	<i>Robust scrutiny and challenge</i>	<i>Treat</i>	6

## 3.0 DECISION REQUIRED

- 3.1 Committee is asked to note the key performance indicator results for the end of year 2017/18.
- 3.2 Committee to advise of any additional key performance indicators which they would want to see considered for 2017/18.
- 3.3 Committee to advise of ways to improve how the indicators and results are presented for 2018/19.

## **4.0 DETAILED PROPOSAL**

**4.1** The council maintains a suite of performance indicators as one means of ensuring the council is performing to a high standard and that areas where improvement needs to be made are highlighted and appropriate action taken. These 'key' performance indicators are presented across a number of audiences including Portfolio Holders as well as at Overview and Scrutiny Committee (for those services still provided directly by the council) and Outsourced Services Scrutiny Panel (for those services now provided by an external organisation or through the lead authority model). Appendix A highlights the end of year (2017/18) results for performance measures for services still provided directly by Watford BC.

## **4.2 Benchmarking**

One of the significant challenges that the council faces in terms of assessing its performance is the lack of national benchmarking information in many areas. This has been the case since the ending of the national performance regime. Without the rigour of the national framework it can be difficult to both assess which indicators best measure what is important to overall organisational performance and to assess how we are doing compared to others. However, the government does publish a range of the returns that are required of local authorities (such as for planning, housing and revenues and benefits) and the council is in a local benchmarking group for waste and recycling. Where possible benchmarking is provided although there is a time lag of at least a quarter i.e. for this report Q3 results are benchmarked in most cases rather than Q4 / end of year.

## **4.3 Areas to note from the report**

- Housing / homelessness remains a challenge but the work done by the service to tackle issues is showing results with a continued fall in the numbers in temporary accommodation. However, the impact of the Homelessness Reduction Act from April 2018 will be reflected in results for 2018/19 onwards **(Indicator 14)**
- The rough sleeper count fell by 50% in 2017/18 to just six **(Indicator 17)**

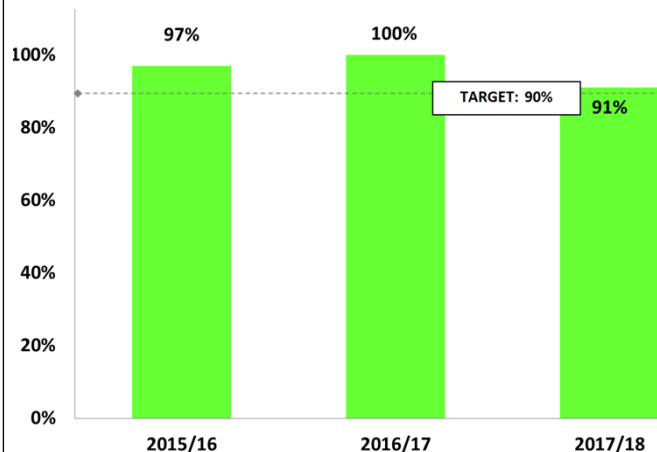

## Appendices

Appendix A – Key Performance Indicators 2017 /18: End of year - (services delivered directly by Watford BC)

## Appendix A: KEY PERFORMANCE INDICATORS: 2017/18: End of year (services delivered directly by Watford BC)

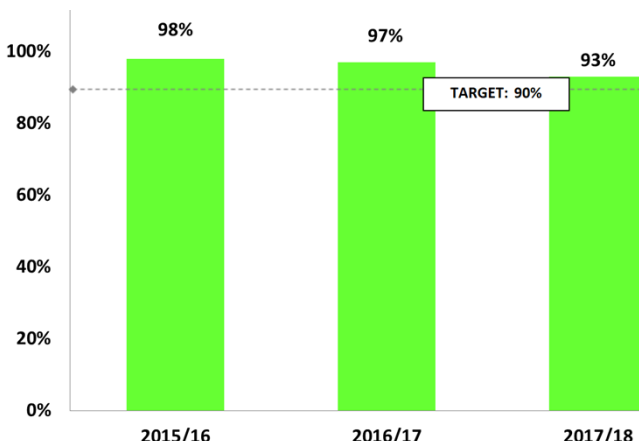

### I. CUSTOMER FIRST INDICATORS

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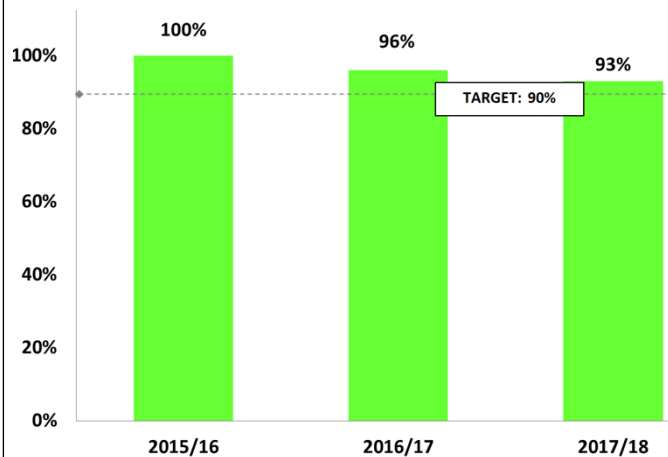

	Indicator	Service area	Reporting frequency	Results (2017/18)	Comments & Benchmarking (where available)																																						
	PLANNING:																																										
1.	Processing of planning applications: 'major' applications - % determined within 13 weeks  A high result is good for this indicator	Place Shaping & Corporate Performance  Nick Fenwick	Quarterly	<div>RESULT: 91%</div> <div>Major applications determined in 13 weeks</div>  <table><caption>Major applications determined in 13 weeks</caption><thead><tr><th>Year</th><th>Percentage</th></tr></thead><tbody><tr><td>2015/16</td><td>97%</td></tr><tr><td>2016/17</td><td>100%</td></tr><tr><td>2017/18</td><td>91%</td></tr></tbody></table>	Year	Percentage	2015/16	97%	2016/17	100%	2017/18	91%	<div>Above target: </div> <div>Target for 2017/18: 90%</div> <div>There were 19 applications in this category during 2017/18 with 9 determined within 13 weeks and 1 outside the target.</div> <div>Benchmarking: Herts, England &amp; Shire Districts performance: Q3 2017/18 (Oct – Dec)</div> <table><tr><th colspan="2">Speed of planning decisions: 'major' (Q3)</th></tr><tr><th></th><th>%</th></tr><tr><td>Broxbourne</td><td>90%</td></tr><tr><td>Dacorum</td><td>85%</td></tr><tr><td>East Herts</td><td>85%</td></tr><tr><td>Hertsmere</td><td>71%</td></tr><tr><td>North Herts</td><td>89%</td></tr><tr><td>St Albans</td><td>81%</td></tr><tr><td>Stevenage</td><td>90%</td></tr><tr><td>Three Rivers</td><td>100%</td></tr><tr><td>Watford</td><td>95%</td></tr><tr><td>Welwyn Hatfield</td><td>86%</td></tr><tr><td>England (average)</td><td>86.7%</td></tr><tr><td>Hertfordshire (average)</td><td>87%</td></tr><tr><td>England (best)</td><td>100%</td></tr></table>	Speed of planning decisions: 'major' (Q3)			%	Broxbourne	90%	Dacorum	85%	East Herts	85%	Hertsmere	71%	North Herts	89%	St Albans	81%	Stevenage	90%	Three Rivers	100%	Watford	95%	Welwyn Hatfield	86%	England (average)	86.7%	Hertfordshire (average)	87%	England (best)	100%
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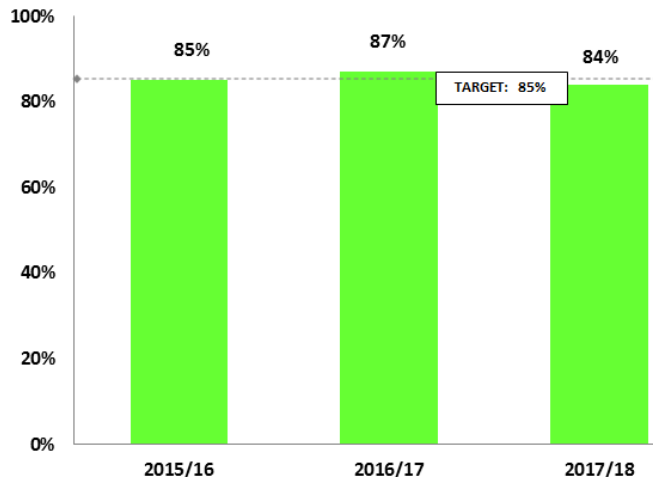

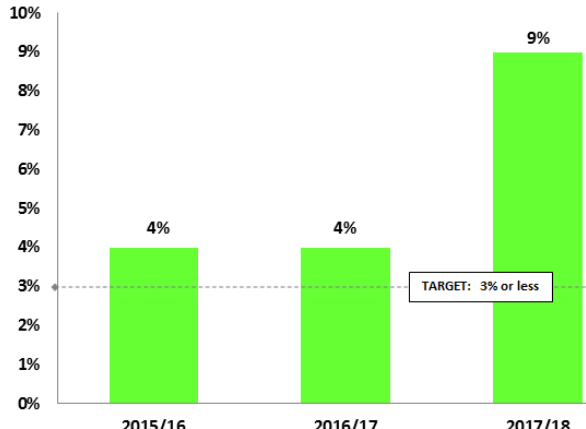

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	Indicator	Service area	Reporting frequency	Results (2017/18)	Comments & Benchmarking (where available)																																							
2.	<p>Process of planning applications: ‘minor’ applications - % determined within 8 weeks</p> <p><b>A high result is good for this indicator</b></p>	<p>Place Shaping &amp; Corporate Performance</p> <p>Nick Fenwick</p>	Quarterly	<div><div>4</div><div><b>RESULT: 93%</b></div><div><p>Minor applications determined in 8 weeks</p><table><caption>Minor applications determined in 8 weeks</caption><thead><tr><th>Year</th><th>Percentage</th></tr></thead><tbody><tr><td>2015/16</td><td>98%</td></tr><tr><td>2016/17</td><td>97%</td></tr><tr><td>2017/18</td><td>93%</td></tr><tr><td>Target</td><td>90%</td></tr></tbody></table></div></div> <div><p><b>Above target:</b> </p><p><b>Target for 2017/18: 90%</b></p><p>There were 216 applications in this category during 2017/18, with 200 determined within 8 weeks and 16 outside the target.</p><p><b>Benchmarking:</b> Herts, England &amp; Shire Districts performance: Q3 2017/18 (July – September). <b>Residential applications only.</b></p><table><tr><th colspan="2">Speed of planning decisions: ‘minor’ (Q3)</th></tr><tr><th>Residential</th><th>%</th></tr><tr><td>Broxbourne</td><td>100%</td></tr><tr><td>Dacorum</td><td>78%</td></tr><tr><td>East Herts</td><td>86%</td></tr><tr><td>Hertsmere</td><td>83%</td></tr><tr><td>North Herts</td><td>62%</td></tr><tr><td>St Albans</td><td>92%</td></tr><tr><td>Stevenage</td><td>100%</td></tr><tr><td>Three Rivers</td><td>67%</td></tr><tr><td>Watford</td><td>86%</td></tr><tr><td>Welwyn Hatfield</td><td>86%</td></tr><tr><td>England (average)</td><td>82%</td></tr><tr><td>Hertfordshire (average)</td><td>84%</td></tr><tr><td>England (best)</td><td>100%</td></tr></table></div>	Year	Percentage	2015/16	98%	2016/17	97%	2017/18	93%	Target	90%	Speed of planning decisions: ‘minor’ (Q3)		Residential	%	Broxbourne	100%	Dacorum	78%	East Herts	86%	Hertsmere	83%	North Herts	62%	St Albans	92%	Stevenage	100%	Three Rivers	67%	Watford	86%	Welwyn Hatfield	86%	England (average)	82%	Hertfordshire (average)	84%	England (best)	100%
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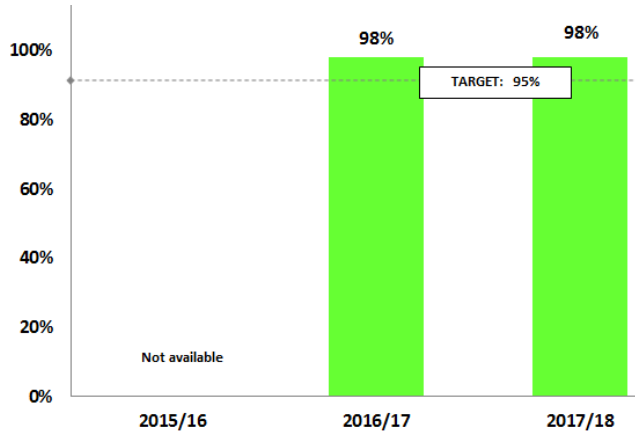

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	Indicator	Service area	Reporting frequency	Results (2017/18)	Comments & Benchmarking (where available)																																						
3.	<p>Process of planning applications: 'other' applications - % determined within 8 weeks</p> <p><b>A high result is good for this indicator</b></p>	<p>Place Shaping &amp; Corporate Performance</p> <p>Nick Fenwick</p>	Quarterly	<p><b>RESULT: 93%</b></p> <p><b>Other applications determined in 8 weeks</b></p>  <table><caption>Other applications determined in 8 weeks</caption><thead><tr><th>Year</th><th>Percentage</th></tr></thead><tbody><tr><td>2015/16</td><td>100%</td></tr><tr><td>2016/17</td><td>96%</td></tr><tr><td>2017/18</td><td>93%</td></tr></tbody></table>	Year	Percentage	2015/16	100%	2016/17	96%	2017/18	93%	<p><b>Above target:</b> </p> <p><b>Target for 2017/18: 90%</b></p> <p>There were 534 applications in this category during 2017/18, with 508 determined within 8 weeks and 26 outside of target.</p> <p><b>Benchmarking:</b> Herts, England &amp; Shire Districts performance: Q3 2017/18</p> <table><tr><th colspan="2">Speed of planning decisions: 'other' (Q3)</th></tr><tr><th></th><th>%</th></tr><tr><td>Broxbourne</td><td>90%</td></tr><tr><td>Dacorum</td><td>87%</td></tr><tr><td>East Herts</td><td>93%</td></tr><tr><td>Hertsmere</td><td>92%</td></tr><tr><td>North Herts</td><td>90%</td></tr><tr><td>St Albans</td><td>83%</td></tr><tr><td>Stevenage</td><td>98%</td></tr><tr><td>Three Rivers</td><td>96%</td></tr><tr><td>Watford</td><td>95%</td></tr><tr><td>Welwyn Hatfield</td><td>80%</td></tr><tr><td>England (average)</td><td>87.4%</td></tr><tr><td>Hertfordshire (average)</td><td>90%</td></tr><tr><td>England (best)</td><td>100%</td></tr></table>	Speed of planning decisions: 'other' (Q3)			%	Broxbourne	90%	Dacorum	87%	East Herts	93%	Hertsmere	92%	North Herts	90%	St Albans	83%	Stevenage	98%	Three Rivers	96%	Watford	95%	Welwyn Hatfield	80%	England (average)	87.4%	Hertfordshire (average)	90%	England (best)	100%
Year	Percentage																																										
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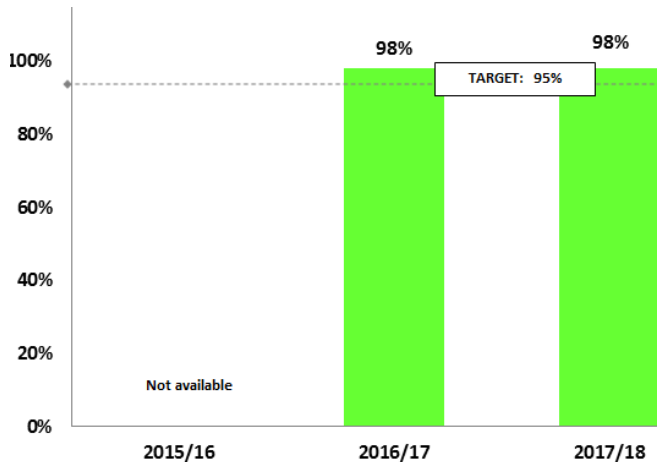

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	Indicator	Service area	Reporting frequency	Results (2017/18)	Comments & Benchmarking (where available)								
	CUSTOMER SERVICES												
4.	CSC service levels – 85% calls answered in 20 seconds (Revenues and Benefits calls are not included)  A high result is good for this indicator	Service Transf'tion  Andrew Cox	Monthly	<b>RESULT: 84%</b>  Calls answered in 20 seconds  <table><caption>Calls answered in 20 seconds</caption><thead><tr><th>Year</th><th>Percentage</th></tr></thead><tbody><tr><td>2015/16</td><td>85%</td></tr><tr><td>2016/17</td><td>87%</td></tr><tr><td>2017/18</td><td>84%</td></tr></tbody></table>	Year	Percentage	2015/16	85%	2016/17	87%	2017/18	84%	Below target:  Target for 2017/18: 85%  
Year	Percentage												
2015/16	85%												
2016/17	87%												
2017/18	84%												
5.	Long wait calls received to CSC Long wait = calls not answered within 2 minutes  (Revenues and Benefits calls are not included)  A low result is good for this indicator	Service Transf'tion  Andrew Cox	Monthly	<b>RESULT: 9%</b>  % of long wait calls received  <table><caption>% of long wait calls received</caption><thead><tr><th>Year</th><th>Percentage</th></tr></thead><tbody><tr><td>2015/16</td><td>4%</td></tr><tr><td>2016/17</td><td>4%</td></tr><tr><td>2017/18</td><td>9%</td></tr></tbody></table>	Year	Percentage	2015/16	4%	2016/17	4%	2017/18	9%	Below target:  Target for 2017/18: 3% or less  
Year	Percentage												
2015/16	4%												
2016/17	4%												
2017/18	9%												



	Indicator	Service area	Reporting frequency	Results (2017/18)	Comments & Benchmarking (where available)								
6.	CSC service levels 95% all calls answered  <b>A high result is good for this indicator</b>	Service Transf'tion  Andrew Cox		<b>RESULT: 98%</b>  <table><thead><tr><th>Year</th><th>Result</th></tr></thead><tbody><tr><td>2015/16</td><td>Not available</td></tr><tr><td>2016/17</td><td>98%</td></tr><tr><td>2017/18</td><td>98%</td></tr></tbody></table>	Year	Result	2015/16	Not available	2016/17	98%	2017/18	98%	<b>Above target:</b>  <b>Target for 2017/18: 95%</b>  
Year	Result												
2015/16	Not available												
2016/17	98%												
2017/18	98%												
7.	Calls resolved at first point of contact  <b>A high result is good for this indicator</b>	Service Transf'tion  Andrew Cox		<b>RESULT: NOT AVAILABLE</b>									

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	Indicator	Service area	Reporting frequency	Results (2017/18)	Comments & Benchmarking (where available)								
8	Complaints resolved at stage one  A high result is good for this indicator	Service Transf'tion  Andrew Cox		<div>RESULT: 98%</div>  <table><caption>Complaints resolved at stage one - Results</caption><thead><tr><th>Year</th><th>Result</th></tr></thead><tbody><tr><td>2015/16</td><td>Not available</td></tr><tr><td>2016/17</td><td>98%</td></tr><tr><td>2017/18</td><td>98%</td></tr></tbody></table> <div>TARGET: 95%</div>	Year	Result	2015/16	Not available	2016/17	98%	2017/18	98%	Above target:  Target for 2017/18: 90%  
Year	Result												
2015/16	Not available												
2016/17	98%												
2017/18	98%												

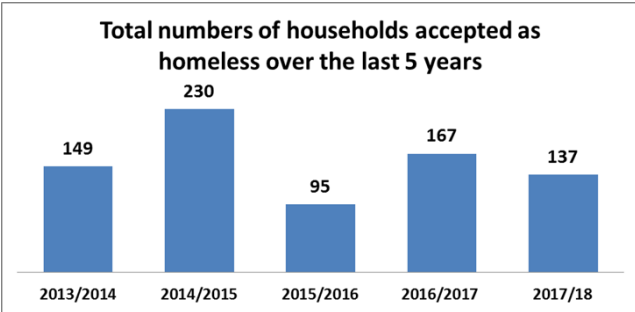
## II. QUALITY OF LIFE INDICATORS

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	Indicator	Service area	Reporting frequency	Results (2017/18)	Comments & Benchmarking (where available)																																																		
	HOUSING:																																																						
9.	<p>Affordable homes completions, including social / affordable rent, affordable sales and starter homes.</p> <p><i>(Starter homes do not contribute to reduction in homeless households on the waiting list or in temporary accom.)</i></p> <p><b>A high result is good for this indicator</b></p>	<p>Place Shaping &amp; Corporate Performance</p> <p>Nick Fenwick</p>	Biannually	<p><b>RESULT: 68</b></p> <p>The total handovers for 2017/18 (68) are shown in the table below:</p> <p><b>Results for 2017/18</b></p> <table><tr><th>Size of home</th><th>Social Rented</th><th>Affordable Rented</th><th>LCHO</th><th>Total</th></tr><tr><td>1 bed</td><td>2</td><td>16</td><td>2</td><td>20</td></tr><tr><td>2 bed</td><td>10</td><td>36</td><td>2</td><td>48</td></tr><tr><td>Total</td><td>12</td><td>52</td><td>4</td><td>68</td></tr></table> <p><b>Results 1 October 2017 to 31 March 2018</b></p> <table><tr><th>Size of home</th><th>Social Rented</th><th>Affordable Rented</th><th>LCHO</th><th>Total</th></tr><tr><td>1 bed</td><td>0</td><td>6</td><td>0</td><td>6</td></tr><tr><td>2 bed</td><td>3</td><td>25</td><td>0</td><td>28</td></tr><tr><td>Total</td><td>3</td><td>31</td><td>0</td><td>34</td></tr></table> <p><b>Affordable homes delivered</b></p> <table><caption>Affordable homes delivered</caption><tr><th>Financial Year</th><th>Affordable homes delivered</th></tr><tr><td>2014/15</td><td>100</td></tr><tr><td>2015/16</td><td>10</td></tr><tr><td>2016/17</td><td>67</td></tr><tr><td>2017/18</td><td>68</td></tr></table>	Size of home	Social Rented	Affordable Rented	LCHO	Total	1 bed	2	16	2	20	2 bed	10	36	2	48	Total	12	52	4	68	Size of home	Social Rented	Affordable Rented	LCHO	Total	1 bed	0	6	0	6	2 bed	3	25	0	28	Total	3	31	0	34	Financial Year	Affordable homes delivered	2014/15	100	2015/16	10	2016/17	67	2017/18	68	<p><b>Above target:</b></p> <p><b>Target for 2017/18: 32</b></p> <p>All sites where we expected handover of new homes did so apart from the North Watford Police Station site containing an additional 28 units. We expect these to appear in 2018/19 handover results.</p>
Size of home	Social Rented	Affordable Rented	LCHO	Total																																																			
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	Indicator	Service area	Reporting frequency	Results (2017/18)	Comments & Benchmarking (where available)																																													
10.	Number of statutory homeless  <b>A low result is good for this indicator</b>	Place Shaping & Corporate Performance  Nick Fenwick	Quarterly	<b>RESULT: 137</b>  Total numbers of households accepted as statutorily homeless over the last 5 financial years are shown in the graph below    <b>January to March 2018</b> Statutory homeless: 43 (same quarter 2016/17: 32)	<b>No target set.</b>  <b>Benchmarking:</b> Herts and England performance: Q3 2017/18 <table><tr><th colspan="3">Numbers accepted as being homeless and in priority need</th></tr><tr><th></th><th>Total</th><th>Number per 1,000 households</th></tr><tr><td>Broxbourne</td><td>62</td><td>1.55</td></tr><tr><td>Dacorum</td><td>24</td><td>0.37</td></tr><tr><td>East Herts</td><td>8</td><td>0.13</td></tr><tr><td>Hertsmere</td><td>36</td><td>0.85</td></tr><tr><td>North Herts</td><td>19</td><td>0.33</td></tr><tr><td>St Albans</td><td>22</td><td>0.59</td></tr><tr><td>Stevenage</td><td>27</td><td>0.45</td></tr><tr><td>Three Rivers</td><td>14</td><td>0.37</td></tr><tr><td>Watford</td><td>24</td><td>0.59</td></tr><tr><td>Welwyn Hatfield</td><td>52</td><td>1.09</td></tr><tr><td>England</td><td></td><td>0.58</td></tr><tr><td>London</td><td></td><td>1.01</td></tr><tr><td>England exc. London</td><td></td><td>0.5</td></tr></table>	Numbers accepted as being homeless and in priority need				Total	Number per 1,000 households	Broxbourne	62	1.55	Dacorum	24	0.37	East Herts	8	0.13	Hertsmere	36	0.85	North Herts	19	0.33	St Albans	22	0.59	Stevenage	27	0.45	Three Rivers	14	0.37	Watford	24	0.59	Welwyn Hatfield	52	1.09	England		0.58	London		1.01	England exc. London		0.5
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	Indicator	Service area	Reporting frequency	Results (2017/18)	Comments & Benchmarking (where available)																																																				
11.	Reasons for homelessness  Narrative indicator	Place Shaping & Corporate Performance  Nick Fenwick	Quarterly	<div>No target set</div> <table><tr><th>Watford BC: Homeless acceptances - top main reasons for loss of last settled home</th><th>Q4 Jan- Mar</th></tr><tr><td>Loss of private sector tenancy</td><td>18</td></tr><tr><td>Family or friend eviction</td><td>3</td></tr><tr><td>Relationship breakdown – violent</td><td>2</td></tr><tr><td>Left hospital/institution/care</td><td>1</td></tr><tr><td>Loss other rented</td><td>3</td></tr><tr><td>Other</td><td>2</td></tr><tr><td>Parental evictions</td><td>6</td></tr><tr><td>Relationship break non-violent</td><td>5</td></tr><tr><td>Rental arrears (private)</td><td>1</td></tr><tr><td>Total Homeless Acceptances</td><td>43</td></tr><tr><td>Homeless applications</td><td>61</td></tr></table> <p>The biggest reason for homelessness in Watford during the last quarter was loss of a private sector tenancy. The table below shows this trend:</p> <table><tr><th colspan="4">Where the council has accepted a duty to house under the homelessness law, the main reasons households are homeless are shown below</th></tr><tr><th>Year</th><th>Of accepted: total number homeless because of Parental/ Family/ Friend eviction</th><th>Of accepted: total number homeless because of ending of privately rented tenancy</th><th>Of accepted: total number homeless because of Other reasons</th></tr><tr><td>2013/2014</td><td>66</td><td>56</td><td>27</td></tr><tr><td>2014/2015</td><td>63</td><td>92</td><td>75</td></tr><tr><td>2015/2016</td><td>31</td><td>43</td><td>21</td></tr><tr><td>2016/2017</td><td>50</td><td>80</td><td>37</td></tr><tr><td>2017/2018</td><td>44 (32%)</td><td>48 (35%)</td><td>45 (33%)</td></tr></table>	Watford BC: Homeless acceptances - top main reasons for loss of last settled home	Q4 Jan- Mar	Loss of private sector tenancy	18	Family or friend eviction	3	Relationship breakdown – violent	2	Left hospital/institution/care	1	Loss other rented	3	Other	2	Parental evictions	6	Relationship break non-violent	5	Rental arrears (private)	1	Total Homeless Acceptances	43	Homeless applications	61	Where the council has accepted a duty to house under the homelessness law, the main reasons households are homeless are shown below				Year	Of accepted: total number homeless because of Parental/ Family/ Friend eviction	Of accepted: total number homeless because of ending of privately rented tenancy	Of accepted: total number homeless because of Other reasons	2013/2014	66	56	27	2014/2015	63	92	75	2015/2016	31	43	21	2016/2017	50	80	37	2017/2018	44 (32%)	48 (35%)	45 (33%)	
Watford BC: Homeless acceptances - top main reasons for loss of last settled home	Q4 Jan- Mar																																																								
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	Indicator	Service area	Reporting frequency	Results (2017/18)	Comments & Benchmarking (where available)
				<b>Benchmark against England and London (Q3 2017/18)</b>	
				<b>Homeless acceptances Top main reasons for loss of last settled home</b>	<b>England</b> <b>London</b> <b>England exc London</b>
				Of accepted: total number homeless because of Parental/ Family/ Friend eviction	27% 31% 25%
				<b>Of accepted: total number homeless because of ending of privately rented tenancy</b>	27% 31% 25%
				Of accepted: total number homeless because of 'Other reasons	44% 36% 49%

12.

Number of households living in temporary accommodation

Snap-shot at quarter end

A low result is good for this indicator

Place Shaping & Corporate Performance

Nick Fenwick

Quarterly

RESULT: 181

Households in temporary accommodation

Year	Households
2015/16	217
2016/17	208
2017/18	181

Above target:

Target for 2017/18: 200

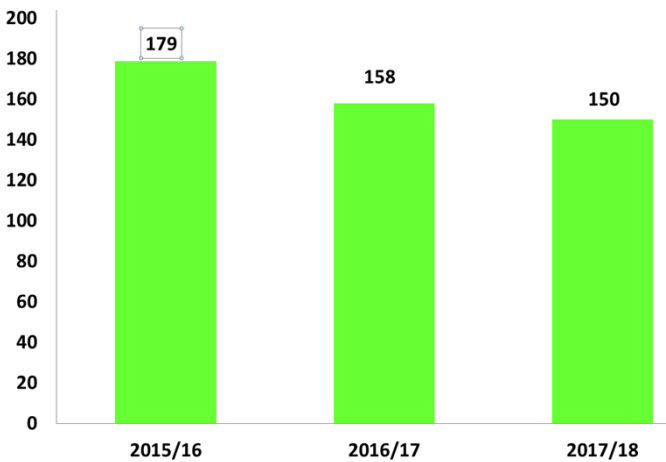
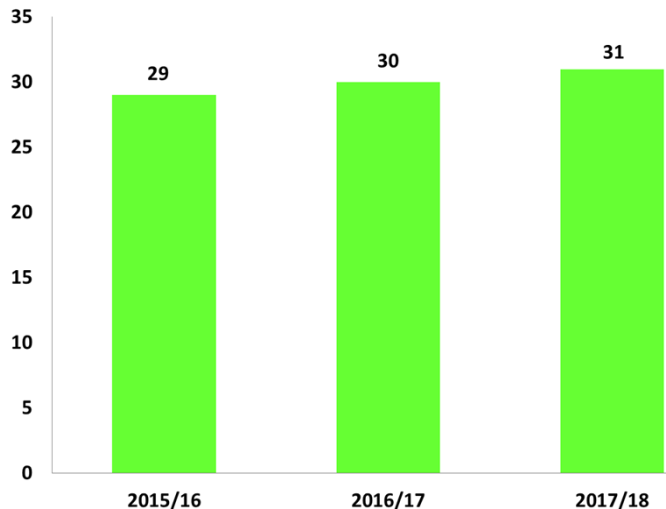
In the quarter March to January 2018, there were **no** weeks when the number of households in TA exceeded 200. Presentations of homeless households doubled in this quarter compared with Q3, 2017/18 but despite this numbers of households in TA reduced. Some 26 new handovers of social/affordable rent housing were let during the period, compared to 20 in Q3.

Benchmarking: Herts and England performance: Q3 December 2017

Number of households in temporary accommodation		
	Total	Number per 1,000 households
Broxbourne	475	11.87
Dacorum	93	1.44
East Herts	18	0.29
Hertsmere	160	3.79
North Herts	67	1.17
St Albans	118	1.98
Stevenage	85	2.28
Three Rivers	54	1.44
Watford	188	4.63
Welwyn Hatfield	82	1.71
England		3.36
London		14.89
England exc. London		1.24

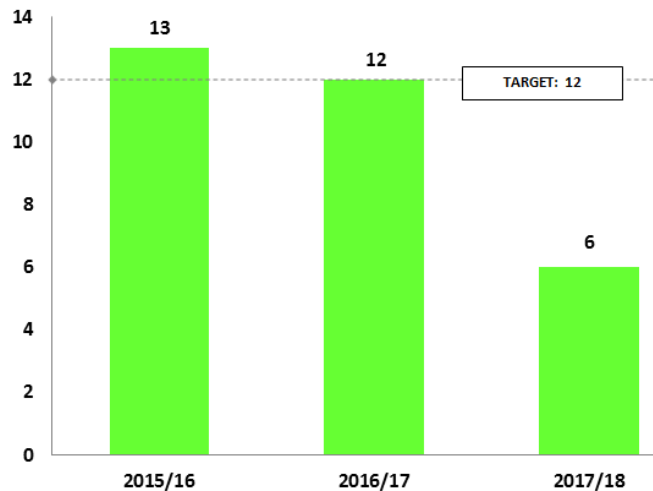
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	Indicator	Service area	Reporting frequency	Results (2017/18)	Comments & Benchmarking (where available)								
13.	Number of households living in temporary accommodation with children <i>Snap-shot at quarter end</i>  <b>A low result is good for this indicator</b>	Place Shaping & Corporate Performance  Nick Fenwick	Quarterly	<b>RESULT: 150</b>  <b>Households in temporary accommodation with children</b>   <table><tr><th>Financial Year</th><th>Households</th></tr><tr><td>2015/16</td><td>179</td></tr><tr><td>2016/17</td><td>158</td></tr><tr><td>2017/18</td><td>150</td></tr></table>	Financial Year	Households	2015/16	179	2016/17	158	2017/18	150	<b>No target set for this indicator.</b>  This is the P1E return figure to government.  it includes pregnant women with no other dependents  At end of March 2018: 150 households were living in temporary accommodation with children including pregnant women with no other dependent children. These households had a total of 339 children including expected children. (March 2017, the equivalent figure was 179 households with 362 children including ones expected).
Financial Year	Households												
2015/16	179												
2016/17	158												
2017/18	150												
14.	Number of households living in temporary accommodation without children <i>Snap-shot at quarter end</i>  <b>A low result is good for this indicator</b>	Place Shaping & Corporate Performance  Nick Fenwick	Quarterly	<b>RESULT: 31</b>  <b>Households in temporary accommodation without children</b>   <table><tr><th>Financial Year</th><th>Households</th></tr><tr><td>2015/16</td><td>29</td></tr><tr><td>2016/17</td><td>30</td></tr><tr><td>2017/18</td><td>31</td></tr></table>	Financial Year	Households	2015/16	29	2016/17	30	2017/18	31	<b>No target set for this indicator.</b>  At end of March 2018: the number of households without children in TA was: 31 (End of March 2017, the figure was 29).
Financial Year	Households												
2015/16	29												
2016/17	30												
2017/18	31												



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	Indicator	Service area	Reporting frequency	Results (2017/18)	Comments & Benchmarking (where available)																																																					
15.	<p>Rough sleepers within the authority area</p> <p><i>Snap shot taken on one night in November</i></p> <p><b>A low result is good for this indicator</b></p>	<p>Place Shaping &amp; Corporate Performance</p> <p>Nick Fenwick</p>	Annual	<p><b>RESULT: 6</b></p>  <table><caption>Rough Sleepers Data</caption><thead><tr><th>Year</th><th>Number of Rough Sleepers</th></tr></thead><tbody><tr><td>2015/16</td><td>13</td></tr><tr><td>2016/17</td><td>12</td></tr><tr><td>2017/18</td><td>6</td></tr></tbody></table>	Year	Number of Rough Sleepers	2015/16	13	2016/17	12	2017/18	6	<p><b>Target for 2017/18: 12</b></p> <p>New Hope continues to deliver the council’s Outreach Services contract to work with rough sleepers including through its Rough Sleepers Prevention Service. Feedback from New Hope about rough sleepers they worked with in 2016-17 includes the following:</p> <ul style="list-style-type: none"><li>At least a third of the rough sleepers they have worked with were problematic drug users. The majority of these were known to be involved with begging and criminality in the town centre</li><li>A large rise in chaotic lifestyles in the rough sleeping population was seen, mostly due to drug use</li><li>17% of rough sleepers worked with during 2016/17 were EEA nationals. Although the service engaged well with this client group it was difficult to find them accommodation due to lack of income and alcohol issues</li></ul> <table><tr><th colspan="3">Number of rough sleepers</th></tr><tr><th></th><th>Total</th><th>Number per 1,000 households</th></tr><tr><td>Broxbourne</td><td>2</td><td>0.05</td></tr><tr><td>Dacorum</td><td>7</td><td>0.11</td></tr><tr><td>East Herts</td><td>3</td><td>0.05</td></tr><tr><td>Hertsmere</td><td>6</td><td>0.14</td></tr><tr><td>North Herts</td><td>5</td><td>0.09</td></tr><tr><td>St Albans</td><td>5</td><td>0.08</td></tr><tr><td>Stevenage</td><td>6</td><td>0.16</td></tr><tr><td>Three Rivers</td><td>2</td><td>0.05</td></tr><tr><td>Watford</td><td>6</td><td>0.15</td></tr><tr><td>Welwyn Hatfield</td><td>18</td><td>0.38</td></tr><tr><td>England</td><td></td><td>0.20</td></tr><tr><td>London</td><td></td><td>0.31</td></tr><tr><td>England exc. London</td><td></td><td>0.18</td></tr></table>	Number of rough sleepers				Total	Number per 1,000 households	Broxbourne	2	0.05	Dacorum	7	0.11	East Herts	3	0.05	Hertsmere	6	0.14	North Herts	5	0.09	St Albans	5	0.08	Stevenage	6	0.16	Three Rivers	2	0.05	Watford	6	0.15	Welwyn Hatfield	18	0.38	England		0.20	London		0.31	England exc. London		0.18
Year	Number of Rough Sleepers																																																									
2015/16	13																																																									
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Dacorum	7	0.11																																																								
East Herts	3	0.05																																																								
Hertsmere	6	0.14																																																								
North Herts	5	0.09																																																								
St Albans	5	0.08																																																								
Stevenage	6	0.16																																																								
Three Rivers	2	0.05																																																								
Watford	6	0.15																																																								
Welwyn Hatfield	18	0.38																																																								
England		0.20																																																								
London		0.31																																																								
England exc. London		0.18																																																								

# Agenda Item 6

## PART A

**Report to:** Overview and Scrutiny Committee  
**Date of meeting:** 28 June 2018  
**Report of:** Committee and Scrutiny Officer  
**Title:** Overview and Scrutiny Work Programme 2018/19

### 1.0 Summary

- 1.1 This report asks the scrutiny committee to consider the work programme for 2018/19 and suggest topics for future meetings.

### 2.0 Risks

2.1

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(Treat, tolerate, terminate, transfer)</i>	Risk Rating (the combination of severity and likelihood)
If Overview and Scrutiny Committee does not agree additional items for the work programme, it would not be able to effectively carry out its scrutiny role.	The scrutiny committee would only receive performance reports and updates from other panels and would not carry out more in depth scrutiny of in-house services.	Encourage councillors to consider issues for scrutiny and suggesting where they may get ideas.	Treat	2

### 3.0 Recommendations

- 3.1 To agree a work programme and identify specific areas Overview and Scrutiny Committee want to scrutinise.

**Contact Officer:**

For further information on this report please contact: Sandra Hancock, Committee and Scrutiny Officer

telephone extension: 8377 email: [legalanddemocratic@watford.gov.uk](mailto:legalanddemocratic@watford.gov.uk)

**Report approved by:** Head of Democracy and Governance

#### **4.0 Detailed proposal**

- 4.1 The scrutiny committee's role is to monitor the council's performance, particularly with regard to in-house services, i.e. not those services which have been outsourced or shared with Three Rivers District Council. The quarterly performance report is regularly presented to Overview and Scrutiny Committee.
- 4.2 The Committee and Scrutiny Officer has discussed the work programme with the chair to arrange items for the first two meetings to ensure officers, Portfolio Holders and any other required witnesses have sufficient time to prepare for the meetings.
- 4.3 The draft work programme is attached as Appendix 1 to this report. It includes those items the Committee and Scrutiny Officer is aware needs to be presented following previous decisions. It also incorporates the dates the quarterly performance reports are due to be presented. In addition it indicates the dates when called in executive decisions will be considered.
- 4.4 It is suggested that councillors suggest no more than one substantive scrutiny for each meeting to ensure they are able to give the subject its due regard.

#### **5.0 Implications**

##### **5.1 Financial**

- 5.1.1 There are no financial implications for this report as the resources needed for this programme as drafted are within the Council's approved budget.

##### **5.2 Legal Issues (Monitoring Officer)**

- 5.2.1 The Head of Democracy and Governance comments that there are no legal implications in this report.

#### **Appendices**

Appendix 1 – Draft work programme 2018/19

#### **Background Papers**

No papers were used in the preparation of this report.

#### **File Reference**

None

## 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
<b>28 June 2018</b>	Watford 2020 update	To update on the progress of Watford 2020	Head of Service Transformation / Watford 2020 Programme Manager
	Performance indicators: Quarter 4 2017/18	To review the end of year performance indicators	Head of Corporate Strategy and Communications
	New task group membership: Commissioning Framework	To agree the membership for the Commissioning Framework Task Group	Committee and Scrutiny Officer
	New task group membership: Watford Community Housing	To agree the membership for the Watford Community Housing Task Group	Committee and Scrutiny Officer
	Community Safety Partnership Task Group: Membership and Chair	To approve the membership of the Community Safety Partnership Task Group To agree the task group's chair	Committee and Scrutiny Officer
	Work Programme 2018/19	To review the work programme for the forthcoming year	Committee and Scrutiny Officer

June 2018

Date of meeting	Item for agenda	Purpose/outcomes	Officer / Portfolio Holder
<b>19 July 2018</b>	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	Update on the current situation The way forward for the service	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
<b>27 September 2018</b>	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
<b>25 October 2018</b>	Call-in only	To consider any called in executive decisions	

Date of meeting	Item for agenda	Purpose/outcomes	Officer / Portfolio Holder
<b>29 November 2018</b>	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
<b>20 December 2018</b>	Call-in only	To consider any called in executive decisions	Committee and Scrutiny Officer
<b>24 January 2019</b>	Watford 2020 Update	To update on the progress of Watford 2020	Head of Service Transformation / Watford 2020 Programme Manager
<b>7 February 2019</b>	Call-in only	To consider any called in executive decisions	Committee and Scrutiny Officer
<b>28 February 2019</b>	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
<b>22 March 2019</b>	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.



## **Executive Decision Progress Report**

**May 2017 – May 2018**

Contact Officer: Sandra Hancock  
Committee and Scrutiny Officer

Telephone: 01923 278377

Email: [legalanddemocratic@watford.gov.uk](mailto:legalanddemocratic@watford.gov.uk)



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
To note the business plan associated with Watford Riverwell is being updated and that there will be a number of associated changes relating to the masterplan	Place Shaping and Corporate Performance	Cabinet	June 2017	Part B decision covered by Paragraph 3, Schedule 12A, as it relates to commercially confidential information.  Considered by Cabinet at its meeting on <a href="#">5 June 2017</a>  Not called in
To increase delegation limit of the Portfolio Holder for Property to enable the Property Investment Board to acquire and dispose of property	Place Shaping and Corporate Performance	Cabinet	June 2017	Part B decision covered by Paragraph 3, Schedule 12A, as it relates to commercially confidential information.  Considered by Cabinet at its meeting on <a href="#">5 June 2017</a>  Not called in
To adopt the Cycle Parking Supplementary Planning Document, to supplement policies in the Local Plan Core Strategy	Place Shaping and Corporate Performance	Cabinet	July 2017	Considered by Cabinet at its meeting on <a href="#">3 July 2017</a>  Not called in

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Local Plan Part 2 (Site allocations and development management policies) – not to submit Local Plan Part 2 for examination, but to focus on progressing the Local Plan review	Place Shaping and Corporate Performance	Cabinet	September 2017	Considered by Cabinet at its meeting on <a href="#">11 September 2017</a> Not called in
Funding for public realm improvements to High Street, Watford	Place Shaping and Corporate Performance	Cabinet and Council	September 2017	Considered by Cabinet at its meeting on <a href="#">11 September 2017</a> and Council on <a href="#">17 October 2017</a> Call-in not applicable
Construction of a four-storey building and raised deck car park on Town Hall campus	Democracy and Governance	Cabinet	September 2017	Considered by Cabinet at its meeting on <a href="#">11 September 2017</a> (Appendices are Part B, covered by Paragraph 3, Schedule 12A, as they relate to commercially confidential information.) Not called in

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Watford Riverwell	Place Shaping and Corporate Performance	Cabinet	September 2017	<p>Part B decision covered by Paragraph 3, Schedule 12A, as it relates to commercially confidential information.</p> <p>Considered by Cabinet at its meeting on <a href="#">11 September 2017</a></p> <p>Not called in</p>
Business Rates Pilot for 2018	Finance	Mayor Council	October 2017	<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 considered by the Mayor on <a href="#">2 October 2017</a>, followed by Council on <a href="#">17 October 2017</a>.</p> <p>Call-in not applicable</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
To approve disposal of council interest in a Watford property	Place Shaping and Corporate Performance	Mayor	October 2017	<p>Part B key decision covered by Paragraph 3, Schedule 12A, as it relates to commercially confidential information.</p> <p>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>Considered by the Mayor on <a href="#">27 October 2017</a></p> <p>Call-in not applicable</p>
To agree to promote a Compulsory Purchase Order at the request of Watford Community Housing Trust for the redevelopment of land on the Meriden Estate	Democracy and Governance	Cabinet	November 2017	<p>Considered by Cabinet at its meeting on <a href="#">6 November 2017</a></p> <p>Not called in</p>
To adopt a Supplementary Planning Document relating to the use of commuted sums for the provision of affordable housing	Place Shaping and Corporate Performance	Cabinet	November 2017	<p>Considered by Cabinet at its meeting on <a href="#">6 November 2017</a></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 the commercial strategy for Watford Borough Council	Community and Environmental Services and Service Transformation	Cabinet	November 2017	Considered by Cabinet at its meeting on <a href="#">6 November 2017</a> Not called in
To agree to provide a Parent Guarantee to a loan for the Riverwell Development	Finance	Cabinet	November 2017	Part B decision covered by Paragraph 3, Schedule 12A, as it relates to commercially confidential information.  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 considered by Cabinet at its meeting on <a href="#">6 November 2017</a> .  Not called in

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
To recommend a level of fine under the Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016)	Community and Environmental Services	Cabinet	December 2017	Originally due to be considered by Cabinet at its meeting on 11 September 2017, deferred to meeting on <a href="#">4 December 2017</a>  Considered by Cabinet at its meeting on 4 December 2017  Not called in
Restructure of the ICT Section	Service Transformation	Cabinet	December 2017	Part B decision covered by Paragraph 4, Schedule 12A, as it relates to staffing matters and individual staff employment.  Considered by Cabinet at its meeting on <a href="#">4 December 2017</a>  Not called in
To appoint a contractor to deliver the new leisure centre management contract to operate the three council owned leisure facilities: Central and Woodside Leisure Centres and Woodside Stadium	Community and Environmental Services	Cabinet	December 2017	Part B decision covered by Paragraph 3, Schedule 12A, due to information being commercially sensitive.  Considered by Cabinet at its meeting on <a href="#">4 December 2017</a>  Not called in

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Award of parking enforcement contract				<p>Part B decision covered by Paragraph 3, Schedule 12A, due to the report containing information which related to the financial or business affairs of the council.</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 considered by Cabinet at its meeting on <a href="#">4 December 2017</a></p> <p>Not called in</p>
Award of parking ICT contracts	Place Shaping and Corporate Performance	Cabinet	December 2017	<p>Part B decision covered by Paragraph 3, Schedule 12A, due to the report containing information which related to the financial or business affairs of the council.</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 considered by Cabinet at its meeting on <a href="#">4 December 2017</a></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
Homelessness Reviews Framework Agreement	Place Shaping and Corporate Performance	Cabinet	January 2018	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 considered by Cabinet at its meeting on <a href="#">22 January 2018</a> .  Not called in
Customer Relationship Management System – contract appointment	Service Transformation	Head of Service Transformation	January 2018	Part B key decision covered by Paragraph 3, Schedule 12A, as it related to commercially confidential information.  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”.  Agreed by Head of Service Transformation on <a href="#">24 January 2018</a>  Call-in not applicable



Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Update to the Private Sector Renewal Policy	Place Shaping and Corporate Performance	Cabinet	March 2018	Originally due to have been considered by Cabinet at its meeting on 19 February 2018, prior to it being cancelled.  Due to be considered by Cabinet at its meeting on <a href="#">5 March 2018</a> .
Watford Borough Council's Corporate Plan 2020	Place Shaping and Corporate Performance	Cabinet, Council	March 2018	Originally due to have been considered by Cabinet at its meeting on 19 February 2018, prior to it being cancelled.  Considered by Cabinet at its meeting on <a href="#">5 March 2018</a> . Call-in not applicable.  Considered by Council at its meeting on <a href="#">13 March 2018</a> .
Watford Business Park Compulsory Purchase Order	Place Shaping and Corporate Performance	Cabinet	March 2018	Considered by Cabinet at its meeting on <a href="#">5 March 2018</a> .  Not called in
Joint working on SW Herts strategic plan	Place Shaping and Corporate Performance	Cabinet	March 2018	Considered by Cabinet at its meeting on <a href="#">5 March 2018</a> .  Not called in

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Housing Nomination Policy changes due to Homelessness Reduction Act 2017 coming into force	Place Shaping and Corporate Performance	Mayor	March 2018	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". Considered by the Mayor on <a href="#">19 March 2018</a> Call-in not applicable
Cassiobury Park car park	Community and Environmental Services	Cabinet	July 2018	Originally due to be considered by Cabinet at its meeting on 9 October 2017, following deferral from the meeting on 4 December 2017, it is due to be considered at the meeting on 2 July 2018.



# **Executive Decision Progress Report**

## **May 2018 – May 2019**

Contact Officer: Sandra Hancock  
Committee and Scrutiny Officer

Telephone: 01923 278377

Email: [legalanddemocratic@watford.gov.uk](mailto:legalanddemocratic@watford.gov.uk)

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 <a href="#">4 June 2018</a> . Not called in
Cassiobury Park car park	Community and Environmental Services	Cabinet	July 2018	Originally due to be considered by Cabinet at its meeting on 9 October 2017, following deferral from the meeting on 4 December 2017, it is due to be considered at the meeting on 2 July 2018.
Provision of Affordable Housing Supplementary Planning document	Place Shaping	Cabinet	July 2018	Due to be 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.

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

# Agenda Item 9

## PART A

**Report to:** Overview and Scrutiny Committee  
**Date of meeting:** 28 June 2018  
**Report of:** Committee and Scrutiny Officer  
**Title:** Scrutiny proposal and membership for the Commissioning Framework Task Group

### 1.0 Summary

- 1.1 This report asks Overview and Scrutiny Committee to approve the scrutiny proposal and membership for the Commissioning Framework Task Group.

### 2.0 Risks

2.1

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(Treat, tolerate, terminate, transfer)</i>	Risk Rating (the combination of severity and likelihood)
That councillors do not come forward indicating they wish to sit on the task group	The Commissioning Framework will not be scrutinised by non-executive councillors prior to the new framework being put before Cabinet.	To contact the group secretaries and group leaders asking them to encourage their members to participate in the task group.	Treat	6

### 3.0 Recommendations

- 3.1 that Overview and Scrutiny Committee approves the scrutiny proposal and membership for the Commissioning Framework Task Group.

**Contact Officer:**

For further information on this report please contact: Sandra Hancock,  
Committee and Scrutiny Officer  
telephone extension: 8377, email: [legalanddemocratic@watford.gov.uk](mailto:legalanddemocratic@watford.gov.uk)

**Report approved by:** Head of Democracy and Governance

**4.0 Detailed proposal**

- 4.1 At Overview and Scrutiny Committee's meeting on 23 November 2017, the Leisure and Community Section Head presented a report on the performance of the Community and Voluntary Sector Commissioning Framework during 2016-17. In the report the officer proposed draft terms of reference for a new task group which would review the current commissioned organisations; the funding cycle; value for money; service level agreements and performance indicators.
- 4.2 The scrutiny committee approved the proposed draft terms of reference and asked that a formal scrutiny proposal was presented at a future meeting. Following the meeting it was agreed that the proposal and potential membership would be presented to Overview and Scrutiny Committee at its first meeting of the new municipal year.
- 4.3 The scrutiny proposal is attached as appendix 1 to this report. The Leisure and Community Section Head has set out the areas he would like the task group to cover. The review needs to have been completed to enable a report on the new Commissioning Framework to go to Cabinet by December 2018.
- 4.4 Following the elections, on 17 May 2018 the Committee and Scrutiny Officer emailed all non-executive councillors informing them of the task group and seeking expressions of interests in taking part in the review. A further email was sent to the group secretaries on 13 June asking them to remind their colleagues about the review.
- 4.5 Following the first email three councillors said that they were interested in taking part in the review. However one councillor was unable to take part as they had been appointed to one of the organisations as the council's representative. It is important to note that anyone who has been appointed to any of the commissioned organisations by the council or is on the management committee in a private capacity cannot be a member of the task group. This has been confirmed by the Head of Democracy and Governance who stated that they would have a pecuniary interest and therefore would not be able to be appointed to the task group. The councillors who have expressed an interest have been advised of this and confirmed they are not involved in the organisations.

- 4.6 The following councillors have expressed an interest in participating in the review –
- Councillor Keith Crout
  - Councillor Rabi Martins
  - Councillor Mark Hofman
- 4.7 The scrutiny committee is asked to review the scrutiny proposal and the nominations. The task group's chair will be elected at the first meeting. The chair will be required to provide regular updates to Overview and Scrutiny Committee.
- 5.0 **Implications**
- 5.1 **Financial**
- 5.1.1 The Shared Director of Finance comments that there are no financial implications for this report as the resources needed for this programme as drafted are within the Council's approved budget.
- 5.2 **Legal Issues** (Monitoring Officer)
- 5.2.1 The Head of Democracy and Governance comments that there are no legal implications in the report. Only members with no potential pecuniary interest should participate, this will exclude any member nominated by the council/mayor or on the management board of the organisation in a private capacity.
- 5.3 **Equalities/Human Rights**
- 5.3.1 At this point there is no Equality Impact Analyses (EIA), however the Leisure and Community Section Head has indicated that an EIA will be developed with the task group during the review.
- 5.4 **Staffing**
- 5.4.1 The committee and scrutiny team will provide support to the task group. There are no staffing implications.
- 5.5 **Accommodation**
- 5.5.1 There are no accommodation implications as a result of this report.
- 5.6 **Community Safety/Crime and Disorder**
- 5.6.1 There are no community safety implications as a result of this report.



## **5.7 Sustainability**

5.7.1 There are no sustainability implications as a result of this report.

### **Appendices**

Appendix 1 – Scrutiny proposal submitted by the Leisure and Community Section Head

### **Background Papers**

No background papers were used in the preparation of this report

### **File Reference**

None

## Suggestions for topics to be scrutinised – evaluation table

A Member, Officer or member of the public suggesting a topic for scrutiny must complete Section1 as fully as possible. Completed tables will be presented to Overview and Scrutiny for consideration.

Section 1 – Review of the Community and Voluntary Sector Commissioning Framework	
Proposer: Chris Fennell – Leisure and Community Section Head	
<p><b>Topic recommended for scrutiny:</b></p> <p><i>Please include as much detail as is available about the specific such as;</i></p> <ul style="list-style-type: none"> <li>• <i>areas which should be <u>included</u> in the review.</i></li> <li>• <i>areas which should be <u>excluded</u> from the review.</i></li> <li>• <i>Whether the focus should be on past performance, future policy or both.</i></li> </ul>	<p>Watford Council has a large and active voluntary sector with organisations providing a diverse range of services often to those who are most vulnerable.</p> <p>The Commissioning Framework is the council’s mechanism that sets out the priorities for a range of leisure and community services to be delivered by commissioned voluntary and third sector organisations on behalf of the borough council.</p> <p>The Commissioning Framework must be designed to support the delivery of the council’s Vision and Corporate Plan, in particular ‘promoting an active, cohesive and well informed community’, although it is also expected that it would contribute to ‘making Watford a better place to live’ and ‘to provide the strategic lead for Watford’s sustainable economic growth’.</p> <p>Financial support for future Voluntary and Community Commissioning Frameworks will be subject to the availability of funding during that period, as set out in the council’s Medium Term Financial Strategy and annual budget setting process.</p>

<p><b>Why have you recommended this topic for scrutiny?</b></p>	<p>The council has a long standing and positive working relationship with the local voluntary and third sector organisations and it deploys a significant proportion of its budget to support a number of them in a variety of ways.</p> <p>The council intends to continue supporting the sector recognising that they are sometimes best placed to deliver key services to local residents.</p> <p>The council is currently in Year 3 of a 3 year funding cycle (2016 - 2019), elected members are asked to consider establishing a cross-party Task and Finish Panel commencing in July 2018.</p>
<p><b>What are the specific outcomes you wish to see from the review?</b></p> <p><i>Examples might include:</i></p> <ul style="list-style-type: none"> <li>• To identify what is being done and what the potential barriers are;</li> <li>• To review relevant performance indicators;</li> <li>• To compare our policies with those of a similar authority;</li> <li>• To assess the environmental/social impacts;</li> <li>• To Benchmark current service provision;</li> <li>• To find out community</li> </ul>	<p>To consider the following :</p> <ol style="list-style-type: none"> <li>1. Which of the current commissioned organisations should remain part of the new framework? (Framework document attached)</li> <li>2. Should any new organisations be considered for inclusion in the new framework, if so on what basis?</li> <li>3. How long should the next funding cycle last - current cycle is 3 years?</li> <li>4. Explore funding options for the commissioned organisations - should the overall funding for commissioned services be increased or reduced and should the individual funding for commissioned organisations be increased or reduced based upon past performance?</li> <li>5. Understand the value for money (social or economic impacts and outcomes) the council receives through the framework.</li> <li>6. Develop a new SLA and set of KPIs for the different organisations.</li> </ol>

<i>perceptions and experience;</i> <ul style="list-style-type: none"> <li>• <i>To identify the gap between provision and need</i></li> </ul>	
<p><b>How do you think evidence might be obtained?</b></p> <p><i>Examples might include</i></p> <ul style="list-style-type: none"> <li>• <i>Questionnaires/Surveys</i></li> <li>• <i>Site visits</i></li> <li>• <i>Interviewing witnesses</i></li> <li>• <i>Research</i></li> <li>• <i>Performance data</i></li> <li>• <i>Public hearings</i></li> <li>• <i>Comparisons with other local authorities</i></li> </ul>	<p>Councillors will be asked to review the following:</p> <ul style="list-style-type: none"> <li>• End of Year Reports from the current commissioned organisations, including the KPIs</li> <li>• Presentations and interviews with senior representatives from the commissioned organisations, detailing their contribution to the council corporate objectives and wider social value</li> <li>• Site visits to the facilities/venues to observe the service being delivered</li> <li>• Comparison (where possible) with similar third sector Commissioning Frameworks within Hertfordshire or the sub region</li> </ul>
<p><b>Does the proposed item meet the following criteria?</b></p>	
<p>It must affect a group or community of people</p>	<p>All sections of the local community, alongside those people who work and study in the borough will use the service and venues that form part of the commissioning framework e.g. community centres, CAB and Watford Palace Theatre</p>

<p>It must relate to a service, event or issue in which the council has a significant stake</p>	<p>The services which are currently commissioned are:</p> <ul style="list-style-type: none"> <li>• Infrastructure support to the voluntary and community sector – delivered by Watford and Three Rivers Trust (W3RT)</li> <li>• Mobility scooter and wheel chair services – delivered by Watford Shopmobility</li> <li>• Advice services – delivered by Watford Citizens Advice Bureau (CAB)</li> <li>• Arts and culture services – delivered by Watford Palace Theatre</li> <li>• Small Grants Fund – administered by the WBC Client Services Team</li> <li>• Community centre network e.g. West Watford Community Association</li> </ul>
<p>It must not have been a topic of scrutiny within the last 12 months</p> <p><i>There will be exceptions to this arising from notified changing circumstances. Scrutiny will also maintain an interest in the progress of recommendations and issues arising from past reports.</i></p>	<p>The Framework has not been a subject in the last 12 months</p> <p>The last review was conducted in 2014/15</p>
<p>It must not be an issue, such as planning or licensing, which is dealt with by another council committee</p>	<p>N/A</p>

<p><b>Does the topic meet the council's priorities?</b></p>	<p>The Voluntary and Community Sector Commissioning Framework supports the following objectives:</p> <ul style="list-style-type: none"> <li>• Champion smart growth and economic prosperity</li> <li>• Provide for our vulnerable and disadvantaged communities</li> <li>• Deliver a digital Watford to empower our community</li> <li>• Secure our own financial future</li> </ul>
<p><b>Are you aware of any limitations of time, other constraints or risks which need to be taken into account?</b></p> <p><i>Factors to consider are:</i></p> <ul style="list-style-type: none"> <li>• <i>forthcoming milestones, demands on the relevant service area and member availability:</i></li> <li>• <i>imminent policy changes either locally, regionally or nationally within the area under review.</i></li> </ul>	<p>Yes</p> <p>The new commissioning framework needs to be concluded by December 2018 to:</p> <ul style="list-style-type: none"> <li>• To allow WBC officers sufficient time to develop and negotiate the new Service Level Agreements and KPI's</li> <li>• To allow commissioned organisations time to mobilise resources to deliver the service provision to commence in April 2019.</li> </ul>

<b>Does the topic involve a Council partner or other outside body?</b>	<ul style="list-style-type: none"><li>• Watford and Three Rivers Trust (W3RT)</li><li>• Watford Shopmobility</li><li>• Watford Citizens Advice Bureau (CAB)</li><li>• Watford Palace Theatre</li><li>• WBC Leisure &amp; Community Services Team</li><li>• Community centre network e.g. West Watford Community Association, One YMCA, Watford Football Trust, W3RT</li></ul>
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<p>Are there likely to be any Equality implications which will need to be considered?</p> <p><i>Protected characteristics under the Equality Act 2010 are:</i></p> <ul style="list-style-type: none"> <li>• Age</li> <li>• Disability</li> <li>• Gender reassignment</li> <li>• Pregnancy or maternity</li> <li>• Race</li> <li>• Religion or belief</li> <li>• Sex</li> <li>• Sexual orientation</li> <li>• Marriage or civil partnership (only in respect of the requirement to have due regard to the need to eliminate discrimination)</li> </ul>	<p>A full EIA will be completed (and published on the council website) as part of the Task and Finish group review of the commissioning framework and will detail the impacts (negative and positive) on the protected characteristics under the Equality Act 2010.</p>
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**Sign off**

*(It is expected that any Councillor proposing a topic agreed by Overview and Scrutiny Committee will participate in the Task Group)*

Chris Fennell

**Date**  
May 2018



## PART A

**Report to:** Overview and Scrutiny Committee  
**Date of meeting:** 28 June 2018  
**Report of:** Committee and Scrutiny Officer  
**Title:** Membership for the Watford Community Housing Task Group (2018)

### 1.0 Summary

1.1 This report asks Overview and Scrutiny Committee to approve the membership for the Watford Community Housing Task Group.

### 2.0 Risks

2.1

Nature of Risk	Consequence	Suggested Control Measures	Response (Treat, tolerate, terminate, transfer)	Risk Rating (the combination of severity and likelihood)
That councillors do not come forward indicating they wish to sit on the task group	The issues raised by a local resident about Watford Community Housing and its contractors will not be scrutinised by the council's non-executive councillors and will give the resident a negative impression of the council and its duty to its local residents.	To contact the group secretaries and group leaders asking them to encourage their members to participate in the task group.	Treat	6

### 3.0 **Recommendations**

- 3.1 that Overview and Scrutiny Committee approves the membership for the Watford Community Housing Task Group (2018).

**Contact Officer:**

For further information on this report please contact: Sandra Hancock,  
Committee and Scrutiny Officer  
telephone extension: 8377, email: [legalanddemocratic@watford.gov.uk](mailto:legalanddemocratic@watford.gov.uk)

**Report approved by:** Head of Democracy and Governance

### 4.0 **Detailed proposal**

- 4.1 At Overview and Scrutiny Committee's meeting on 8 March 2018 the Committee and Scrutiny Officer presented a report which included a scrutiny proposal submitted by Councillors Asif Khan and Kareen Hastrick. The scrutiny committee agreed to the proposal. It was noted that the Committee and Scrutiny Officer would email non-executive councillors after the local and Mayoral elections.
- 4.2 The Committee and Scrutiny Officer emailed all non-executive councillors on 5 June 2018, informing them about the task group and asking them to let her know if they were interested in taking part in the review. A follow-up email was sent to the group secretaries on 13 June asking them to remind their colleagues about the task group.
- 4.3 At the time of writing this report the following councillors have expressed an interest in participating in the review –
- Councillor Asif Khan
  - Councillor Kareen Hastrick
  - Councillor Stephen Cavinder
  - Councillor Amanda Grimston
  - Councillor Aga Dychton

If there are any further responses after the publication of the agenda, the Committee and Scrutiny Officer will provide an update at the meeting.

- 4.4 The scrutiny committee is asked to review the nominations and agree the membership. The task group's chair will be elected at the first meeting. The chair will be required to provide regular updates to Overview and Scrutiny Committee.

## **5.0 Implications**

### **5.1 Financial**

- 5.1.1 There are no financial implications for this report as the resource needed for these roles is within the Council's approved budget.

### **5.2 Legal Issues (Monitoring Officer)**

- 5.2.1 The Head of Democracy and Governance comments that there are no legal implications in this report.

### **5.3 Equalities/Human Rights**

- 5.3.1 There are no equalities or human rights issues as a result of this report.

### **5.4 Staffing**

- 5.4.1 The committee and scrutiny team will provide support to the task group. There are no staffing implications.

### **5.5 Accommodation**

- 5.5.1 There are no accommodation implications as a result of this report.

### **5.6 Community Safety/Crime and Disorder**

- 5.6.1 There are no community safety implications as a result of this report.

### **5.7 Sustainability**

- 5.7.1 There are no sustainability implications as a result of this report.

## **Appendices**

None

## **Background Papers**

No background papers were used in the preparation of this report

## **File Reference**

None

# Agenda Item 13

## PART A

**Report to:** Overview and Scrutiny Committee  
**Date of meeting:** 28 June 2018  
**Report of:** Committee and Scrutiny Officer  
**Title:** Community Safety Partnership Task Group 2018/19

### 1.0 Summary

- 1.1 Overview and Scrutiny Committee is required to agree the membership of the Community Safety Partnership Task Group and appoint its chair.

### 2.0 Risks

2.1

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(Treat, tolerate, terminate, transfer)</i>	Risk Rating (the combination of severity and likelihood)
Task Group's membership is not appointed as no members put their name forward to be on the group.	The council does not meet its statutory duty	The political groups are asked to put forward names whilst they are considering the other committee appointments following the local elections.	Treat	4

### 3.0 Recommendations

- 3.1 That Overview and Scrutiny Committee agree the membership of the Community Safety Partnership Task Group.
- 3.2 That Overview and Scrutiny Committee appoints a chair from the Community Safety Partnership Task Group's membership.

**Contact Officer:**

For further information on this report please contact: Sandra Hancock,  
Committee and Scrutiny Officer  
telephone extension: 01923 278377  
email: [legalanddemocratic@watford.gov.uk](mailto:legalanddemocratic@watford.gov.uk)

**Report approved by:** Head of Democracy and Governance

**4.0 Detailed proposal**

- 4.1 The Community Safety Partnership Task Group is a permanent task group reporting to Overview and Scrutiny Committee. The council has a statutory duty to scrutinise the local crime and disorder partnership.
- 4.2 The appointment of the task group's membership and chair is delegated to Overview and Scrutiny Committee.
- 4.3 The Community Safety Partnership Task Group does not have to be politically balanced and is open all non-executive councillors. The membership is usually limited to a maximum of seven councillors. Substitutions are not usually permitted on task groups; however an exception is made for the Community Safety Partnership Task Group as it is not carrying out an ongoing review. Meetings are generally open to the public and the dates, agendas and minutes are published on the council's website.
- 4.4 In 2017/18 the Community Safety Partnership Task Group comprised the following seven non-executive councillors –
- Councillor Amanda Grimston (Chair)
  - Councillor Stephen Bolton
  - Councillor Stephen Cavinder
  - Councillor Jagtar Singh Dhindsa
  - Councillor Mo Mills
  - Councillor Glen Saffery
  - Councillor Richard Smith

**4.5 Committee Membership 2018/19**

Following the elections on the 3 May 2018, the Democratic Services Manager emailed the political groups on the council for nominations to all committees. She included the Community Safety Partnership Task Group and noted that the membership would be agreed by Overview and Scrutiny Committee.

4.6 The following councillors were nominated for membership of the task group –

**Liberal Democrat Group**

- Councillor Stephen Cavinder
- Councillor Keith Crout
- Councillor Kareen Hastrick
- Councillor Rabi Martins
- Councillor Glen Saffery

**Labour Group**

- Councillor Jagtar Singh Dhindsa
- Councillor Bilqees Mauthoor
- Councillor Mo Mills

4.7 The membership for Community Safety Partnership Task Group is limited to seven, as agreed at Annual Council on 22 May 2018. There have been a total of eight nominations to the task group. The scrutiny committee will need to consider appointing seven councillors from the eight named above.

4.8 **Community Safety Partnership Task Group Chair**

Overview and Scrutiny Committee is required to appoint the task group's chair. This follows a decision by Council on 11 October 2016.

4.9 The task group's chair should be a member of Overview and Scrutiny Committee, as they will be required to report back to Overview and Scrutiny Committee on the work being carried out. The following councillors are members of Overview and Scrutiny Committee –

- Councillor Stephen Cavinder
- Councillor Keith Crout
- Councillor Kareen Hastrick
- Councillor Rabi Martins
- Councillor Jagtar Singh Dhindsa

4.10 **Work Programme**

The timetable of meetings for 2018/19, agreed at Annual Council, indicates there are three meetings scheduled –

- Tuesday 24 July 2018
- Monday 5 November 2018
- Wednesday 13 March 2019

4.11 The first meeting will provide an opportunity to consider the work programme for the rest of the year.

## 5.0 **Implications**

### 5.1 **Financial**

5.1.1 The Shared Director of Finance comments that there are no financial implications for this report as the resources needed for this programme as drafted are within the Council's approved budget.

### 5.2 **Legal Issues** (Monitoring Officer)

5.2.1 The Head of Democracy and Governance comments that it is a legal requirement for the Council to scrutinise the local crime and disorder partnership.

### 5.3 **Equalities/Human Rights**

5.3.1 Having had regard to the council's obligations under s149 of the Equality Act, it is considered that there are no implications.

### 5.4 **Staffing**

5.4.1 There are no staffing implications.

### 5.5 **Accommodation**

5.5.1 There are no accommodation implications.

### 5.6 **Community Safety/Crime and Disorder**

5.6.1 The Community Safety Partnership Task Group ensures the council carries out its legal duty to scrutinise the local crime and disorder partnership.

### 5.7 **Sustainability**

5.7.1 There are no sustainability implications.

## **Appendices**

None

## **Background Papers**

There are no background documents attached to this report.

## **File Reference**

None