



**WATFORD
BOROUGH
COUNCIL**

OVERVIEW AND SCRUTINY COMMITTEE

31 January 2024

7.00 pm

**Rooms 201 and 202, Annexe, Town Hall,
Watford**

Contact

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

Publication date: 23 January 2024

Committee Membership

Councillor A Grimston (Chair)

Councillor F Ezeifedi (Vice-Chair)

Councillors S Ahmed, M Devonish, P Hill, A Khan, P Kloss, L Nembhard and T Osborn

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 13 December 2023 to be submitted and signed.

4. Other scrutiny meetings - minutes

The following scrutiny committees and task groups have met since the last meeting of Overview and Scrutiny Committee

- Finance Scrutiny Committee ([10 January 2024](#))
- Social Housing Task Group (9 and 24 January 2024)

5. Update on recommendations of the Sustainability Strategy Task Group (Pages 4 - 6)

6. Performance of the high street

The committee to receive presentations from:

- Kara Mesiano, Watford BID
- Simon Plumb, Atria

7. Executive Decision Progress Report (Pages 7 - 11)

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

9. Work Programme (Pages 12 - 15)

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

10. Date of Next Meeting

Wednesday 21 February 2024

Scrutiny Task Group recommendations update

Title of scrutiny review:	Environment Strategy Task Group
Chair of scrutiny review:	Councillor Mark Hofman
Final report published:	1 February 2023
Forwarded to Cabinet:	13 March 2023
Date of review:	31 January 2024

Recommendation:	To increase the target for the number of households who commit to making one change to live more sustainably to be more challenging; potentially to 50% of households.
Update:	Target changed to: 10% of Watford Households signed up to Count Us In or equivalent by 2025; 25% by 2027; 50% by 2030.

Recommendation:	Any off-setting required to meet the targets should be within Watford as much as possible.
Update:	While not specifically stated in the strategy, the intention is for any off-setting to be within or close to Watford wherever possible. In addition, Hertfordshire Climate Change and Sustainability Partnership (HCCSP) is looking at the potential to achieve offsetting for Hertfordshire within Hertfordshire (called insetting). This is for total county emissions, not the council emissions. We will benefit from the work done there, and look at how / what we can implement within Watford. Review of this work is being done through the HCCSP carbon subgroup including if and how it may be taken forward, and implications for this for Watford will be discussed in the first instance with the Sustainability Board and portfolio holder.

Recommendation:	The delivery plan for the Sustainability Strategy should be brought to Overview and Scrutiny Committee for review and discussion.
Update:	The delivery plan for 2023-25 has been agreed and went to Cabinet in March 2023. The delivery plan is a 2 year document, and will be reviewed and updated during 2024-25 for implementation in 2025-27.

Recommendation:	The Sustainability Strategy's delivery plan and accompanying documentation should include a risk register.
Update:	A risk register has been developed as part of the Sustainability Board documentation, and is reviewed regularly by the board. The board is responsible for the officer oversight of the strategy and delivery.

Recommendation:	The updates on progress against net zero carbon targets should be published with and without the impacts of aviation and shipping.
Update:	We are publishing without aviation and shipping. This is not included in the domestic data for transport. (Apologies if wrong information was given previously). It is possible to publish transport data based on the data the local authority has influence over, and in essence removes motorway traffic. We could do this, if this was thought useful.

Recommendation:	To strengthen the consideration of the sustainability impacts in council decision-making processes, including having regard to the targets in the strategy.
Update:	We are developing the Watford Wheel to support this in decision making. Officers are being made more aware of the implications of climate change through training initiatives, and a regular meeting between the Sustainability Officer and ADs has been initiated.

Recommendation:	A communications plan and behavioural change campaign will be required to ensure residents and businesses engage with the targets and feel part of the solution.
Update:	Agree. Some money has been assigned to this as part of the delivery plan.



Executive Decision Progress Report

From May 2023

Contact Officer: Jodie Kloss
Senior Democratic Services Officer

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January 2024

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.

Date key decision is due to be taken and by whom	Proposed decision published in the Notice of Executive Decisions	Details of the proposed decision	Does the decision contain any exempt information requiring it to be considered in private and what are the reasons for this?	Status
5 June 2023 Cabinet	3 May 2023	Business Intelligence Strategy Lead officer: Liam Hornsby	No	Approved by Cabinet 5 June 2023
5 June 2023 Cabinet	23 May 2023	Conservation Areas Management Plan - Actions 2023-26 Lead officer: Sian Finney-MacDonald	No	Approved by Cabinet 5 June 2023
10 July 2023 Cabinet	3 May 2023	Community Engagement and Participation Strategy Lead officer: Natalie Frost	No	Approved by Cabinet 10 July 2023
10 July 2023 Cabinet	9 June 2023	Watford's Place Brand and Narrative Lead officer: Kathryn Robson	No	Approved by Cabinet 10 July 2023

Date key decision is due to be taken and by whom	Proposed decision published in the Notice of Executive Decisions	Details of the proposed decision	Does the decision contain any exempt information requiring it to be considered in private and what are the reasons for this?	Status
4 September 2023 Cabinet	3 August 2023	Communications and Conversations Strategy 2023-26 Lead officer: Kathryn Robson, Marie Power	No	Approved by Cabinet 4 September 2023
4 September 2023 Cabinet	3 August 2023	Letting at Croxley Business Park Lead officer: Peter Hall	Yes on the grounds that it contains commercially sensitive information.	Approved by Cabinet 4 September 2023
4 September 2023 Cabinet	16 August 2023	UK Shared Prosperity Fund Phase 2 Proposals Lead officer: Cherie Norris	No	Approved by Cabinet 4 September 2023
2 October 2023 Cabinet	3 August 2023	SW Herts Joint Strategic Plan Vision Report Lead officer: Jack Green	No	Approved by Cabinet 2 October 2023
2 October 2023 and 17 October 2023 Cabinet and Council	29 September 2023	Annual Review of Fees and Charges Lead officer: Hannah Doney	No	Approved by Cabinet 2 October 2023 Approved by Council 17 October 2023

Date key decision is due to be taken and by whom	Proposed decision published in the Notice of Executive Decisions	Details of the proposed decision	Does the decision contain any exempt information requiring it to be considered in private and what are the reasons for this?	Status
30 October 2023 Cabinet	29 September 2023	Voluntary Sector Commissioning Framework Lead officer: Semeta Bloomfield	No	Approved by Cabinet 30 October 2023
30 October 2023 Cabinet	29 September 2023	Continuous Improvement Framework Lead officer: Liam Hornsby	No	Approved by Cabinet 30 October 2023
30 October 2023 Cabinet	29 September 2023	Community Engagement and Participation Strategy Lead officer: Natalie Frost	No	Approved by Cabinet 30 October 2023
30 October 2023 Cabinet	16 October 2023	Equality, Diversity and Inclusion Policy Lead officer – Christella Menson	No	Approved by Cabinet 30 October 2023
27 November 2023 Cabinet	27 October 2023	Authority Monitoring Report Lead officer – Thomas Shaw	No	Approved by Cabinet 27 November 2023
27 November 2023 Cabinet	27 October 2023	Extension of Bike Share Contract Lead officer – Paul Stacey	Yes, part exempt on the grounds that it contains commercially sensitive information.	Approved by Cabinet 27 November 2023

Date key decision is due to be taken and by whom	Proposed decision published in the Notice of Executive Decisions	Details of the proposed decision	Does the decision contain any exempt information requiring it to be considered in private and what are the reasons for this?	Status
27 November 2023 Cabinet	27 October 2023	Community Asset Strategy Lead officer – Peter Hall	No	Approved by Cabinet 27 November 2023
After 19 January 2024 Mayoral delegated decision	16 November 2023	Approval of s.106 Expenditure to Deliver Social Rented Housing Lead officer: Laura Marland	No	
5 February 2024 Cabinet	5 January 2024	LABV Watford Riverwell Business Plan 2023-2025 Lead officer – Lauren Sharkey	Yes, part exempt on the grounds that it contains commercially sensitive information.	
4 March 2024 Cabinet	9 June 2023	Collaboration and Commercial Strategy Lead officer: Carol Chen	No	
4 March 2024 Cabinet	8 December 2023	A review of fines for fixed penalty notices Lead officer: Nick Egerton	No	

Overview and Scrutiny Committee

2023/2024 draft work programme

Date	Publishing	Topics	Type of item	Speakers
21 June	13 June	<ul style="list-style-type: none"> • OSC work programme 2023/24 • Customer Experience Strategy • Report-it update 	<ul style="list-style-type: none"> • Scrutiny business • Service performance • Service performance 	<ul style="list-style-type: none"> • Jodie Kloss (Senior Democratic Services Officer) • Liam Hornsby (Associate Director of Corporate and Customer Services), Michelle Carty (CSC Operations) • Lee Anderson (Digital Improvement Manager)
19 July	11 July	<ul style="list-style-type: none"> • Council Plan and performance update (Quarter 4 2022/23) • Establishment of task group - housing 	<ul style="list-style-type: none"> • Performance and delivery monitoring • Review of outside organisations 	<ul style="list-style-type: none"> • Liam Hornsby (Associate Director of Corporate and Customer Services), Lee Pound (Executive Head of HR and OD), Claire Dow (Intelligence, Performance and Improvement Lead) • Jodie Kloss (Senior Democratic Services Officer)
20 September	12 September	<ul style="list-style-type: none"> • Council Plan and performance update (Quarter 1 2023/24) 	<ul style="list-style-type: none"> • Performance and delivery monitoring 	<ul style="list-style-type: none"> • Liam Hornsby (Associate Director of Corporate and Customer Services), Lee Pound (Executive Head of HR and OD), Claire Dow ((Intelligence, Performance and Improvement Lead)

		<ul style="list-style-type: none"> • Spotlight on service delivery – waste and recycling. • Local response to the cost-of-living crisis 	<ul style="list-style-type: none"> • Service performance • Review of outside organisations and partnerships 	<ul style="list-style-type: none"> • Associate Director of Environment and Service Delivery Leads • Representatives from Citizens' Advice, W3RT and Elim Church
18 October	10 October	<ul style="list-style-type: none"> • SLM contract update • Executive-Scrutiny protocol 	<ul style="list-style-type: none"> • Service performance • Scrutiny business 	<ul style="list-style-type: none"> • Paul Stacey (Associate Director of Environment), Semeta Bloomfield (Community Commissioning Lead), Julietta Federico (Contract and Relationship Manager) • Jodie Kloss (Senior Democratic Services Officer)
15 November	7 November	<ul style="list-style-type: none"> • Update on hospital development • Health integration • Watford Business Park 	<ul style="list-style-type: none"> • Review of outside organisations and partnerships • Service review • Service review 	<ul style="list-style-type: none"> • Representatives from West Herts Teaching Hospital Trust • Donna Nolan (Chief Executive), Toby Hyde (West Herts Teaching Hospital Trust) • Lauren Sharkey (Property Development Project Manager), Peter Hall (Associate Director of Property and Asset Management)

13 December	5 December	<ul style="list-style-type: none"> • Council Plan and performance update (Quarter 2 2023/24) • Spotlight on service delivery – street cleansing 	<ul style="list-style-type: none"> • Performance and delivery monitoring • Service performance 	<ul style="list-style-type: none"> • Liam Hornsby (Associate Director of Customer and Corporate Services), Claire Dow (Intelligence, Performance and Improvement Lead) • Associate Director for Environment and Service delivery leads
31 January	23 January	<ul style="list-style-type: none"> • Update on recommendations of Sustainability Strategy Task Group • Performance of the high street 	<ul style="list-style-type: none"> • Scrutiny business • Review of outside organisations and partnerships 	<ul style="list-style-type: none"> • Alan Gough (Director of Partnerships), Susheel Rao (Sustainability Officer) • Representatives of the BID and Atria
21 February	13 February	<ul style="list-style-type: none"> • Community Safety Partnership • Task group final report 	<ul style="list-style-type: none"> • Review of outside organisations and partnerships • Scrutiny business 	<ul style="list-style-type: none"> • Liam Fitzgerald (Community Safety Manager) and CSP partners • Jodie Kloss (Senior Democratic Services Officer)
13 March	7 March	<ul style="list-style-type: none"> • Council Plan and performance update (Quarter 3 2023/24) 	<ul style="list-style-type: none"> • Performance and delivery monitoring 	<ul style="list-style-type: none"> • Liam Hornsby (Associate Director of Customer and Corporate Services), Claire Dow (Intelligence, Performance and Improvement Lead)

		<ul style="list-style-type: none"> Spotlight on service delivery 	<ul style="list-style-type: none"> Service performance 	<ul style="list-style-type: none"> Associate Director and Service Delivery Leads (TBC)
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Other items for longer-term planning:

- Briefing on the Parking Service and contract (arranged for October 2023)
- Recruitment and retention at WBC
- Update on the BID
- Visit Herts
- Shared services (St Albans/ Three Rivers)
- Voluntary Sector Commissioning Framework (End of Year Report – 2022-2023)
- Neighbourhood Locality Fund process review (2024/25)
- Review of CCTV service (2024/25)
- Affinity Water