

POLICY AND RESOURCES COMMITTEE

NOTICE AND AGENDA

For a meeting to be held on Monday, 18 July 2022 at 7.30 pm in the Penn Chamber, Three Rivers House, Rickmansworth

Members of the Policy and Resources Committee:-

Councillors:

Sarah Nelmes (Chair)
Paul Rainbow
Stephen Cox
Chris Lloyd
Reena Ranger
Andrew Scarth
Roger Seabourne

Stephen Giles-Medhurst (Vice-Chair)
Phil Williams
Philip Hearn
Keith Martin
Abbas Merali
Ciaran Reed

*Joanne Wagstaffe, Chief Executive
Monday, 11 July 2022*

The Council welcomes contributions from Members of the public to aid discussions on agenda items at the Policy and Resources Committee meetings. Details of the procedure are provided below:

For those wishing to speak:

Members of the public are entitled to register and identify which item(s) they wish to speak on from the published agenda for the meeting. Those who wish to register to speak are asked if they could contact the Committee team by e-mail (CommitteeTeam@threerivers.gov.uk) 48 hours before the meeting. Registering 48 hours before the meeting allows the Committee Team time to prepare the speaker sheet in advance of the meeting.

Please note that contributions will be limited to no more than three minutes.

In the event of registering your interest to speak on an agenda item but not taking up that right because the item is deferred, you will be given the right to speak on that item at the next meeting of the Committee.

Those wishing to observe the meeting are requested to contact the Committee Team by

email at CommitteeTeam@threerivers.gov.uk 48 hours in advance of the meeting taking place.

In accordance with The Openness of Local Government Bodies Regulations 2014 any matters considered under Part 1 business only of the meeting may be filmed, recorded, photographed, broadcast or reported via social media by any person.

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation.

The Policy and Resources Committee meeting will not be broadcast/livestreamed but an audio recording of the meeting will be made.

1. APOLOGIES FOR ABSENCE

2. MINUTES

(Pages 5
- 24)

To confirm as a correct record the Minutes of the Policy and Resources Committee meeting held on 13 June 2022 and the two Extraordinary Policy and Resources Committee meetings held on 12 July 2022.

3. NOTICE OF OTHER BUSINESS

Items of other business notified under Council Procedure Rule 30 to be announced, together with the special circumstances that justify their consideration as a matter of urgency. The Chair to rule on the admission of such items.

4. DECLARATIONS OF INTEREST

To receive any declarations of interest.

POLICY

5. MEMBER TRAINING

(Pages
25 - 32)

The purpose of the report is to recommend a framework for Member Training for 2022/23 to the P&R Committee.

To determine that the Council do not sign up to the Member Charter but look to work towards achieving its standards.

To agree to add the Equalities on line training module to the other 3 mandatory training modules (Safeguarding Children, Safeguarding Adults and Prevent.)

To consider whether training on specialised areas set out in Paragraphs 5.1 and 5.2 of the report should be considered for all Members.

6. EQUALITIES OBJECTIVES REVIEW

(Pages
33 - 40)

The public sector Equality Duty (section 149 of the Act) came into force on 5 April 2011. The Equality Duty applies to Three Rivers District Council. It requires the Council to consider how different people will be affected by its activities, helping it to deliver policies and services which are efficient and effective; accessible to all; and which meet different people's needs. The Equality Duty is supported by specific duties, set out in regulations which came into force on 10 September 2011. The specific duties require the Council to prepare and publish one or more specific and measurable equality objectives. We published our first set of objectives in March 2012.

This report recommends new objectives which will cover the period from 2022-2026 and includes highlights of work undertaken across the Council which contributed to the delivery of the previous objectives. Objectives must be published at least every four years.

This report includes, findings from a public consultation held on the proposed objectives.

RESOURCES

7. UK SHARED PROSPERITY FUND 2022-25

(Pages
41 - 48)

In February 2022 HMG Levelling Up, White Paper was published, which sets out how opportunity will be spread more equally across the UK.

In order to support the ambitions of the Levelling Up Paper, the Government has allocated £2.6bn through the UK Shared Prosperity Fund (UKSPF) over 3 years. Three Rivers District Council has been awarded £1m for 2022-25.

In order to access the 2022-25 allocation of funding, Three Rivers District Council is required to submit a Local Investment Plan, by 1 August 2022, outlining those local priorities that the Council wishes to focus on. The Investment Plan will include a high level outline of the interventions and investments that the funding will prioritise, together with an overview of the expected outputs and outcomes.

This report makes recommendations for the allocation of the funding within Three Rivers which if agreed will then be used to develop the required Investment Plan.

8. IMPACT OF INFLATION ON THE COUNCIL

(Pages
49 - 56)

To receive a report.

9. WORK PROGRAMME

(Pages
57 - 62)

To receive the Committee's Work Programme.

10. OTHER BUSINESS - if approved under item 3 above

11. EXCLUSION OF PRESS AND PUBLIC

If the Committee wishes to consider the remaining item in private, it will be appropriate for a resolution to be passed in the following terms:-

"that under Section 100A of the Local Government Act 1972

the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined under paragraph 3 of Part I of Schedule 12A to the Act. It has been decided by the Council that in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

(Note: If other confidential business is approved under item 3, it will also be necessary to specify the class of exempt or confidential information in the additional items.)

12. SOUTH OXHEY PROPERTY MATTER - RELEASE OF TITLE RESTRICTION

To determine the report and confirm approval to the release of a title restriction.

1. OTHER BUSINESS - IF APPROVED UNDER ITEM 3 ABOVE

To receive any declarations of interest.

General Enquiries: Please contact the Committee Team at committeeteam@threerivers.gov.uk

POLICY AND RESOURCES COMMITTEE**MINUTES**

Of a meeting held in the Penn Chamber, Three Rivers House, Northway, Rickmansworth on Monday 13 June 2022 from 7.30pm to 9.05pm.

Councillors present:

Sarah Nelmes (Chair)	Paul Rainbow (Economic Development and Transport)
Steve Drury (for Cllr Giles-Medhurst)	Reena Ranger
Philip Hearn	Ciaran Reed
Chris Lloyd (Leisure)	Andrew Scarth (Housing)
Keith Martin (Resources and Shared Services)	Phil Williams (Environment, Climate Change and Sustainability)
Abbas Merali	
Raj Khuroya (for Cllr Seabourne)	

Other Councillors in attendance: Councillors Rue Grewal and Chris Mitchell

Officers Present: Joanne Wagstaffe, Chief Executive
Alison Scott, Shared Director of Finance
Geof Muggerridge, Director of Community and Environmental Services
Kimberley Rowley, Head of Regulatory Services
Hannah Doney, Head of Finance
Shivani Dave, Partnerships Manager
Chris Outtersides South West Herts Joints Strategic Plan
Sarah Haythorpe, Principal Committee Manager

PR05/22 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Stephen Giles-Medhurst, Roger Seabourne with the substitutes being Councillors Steve Drury and Raj Khuroya. An apology for absence was also received from Councillor Stephen Cox.

PR06/22 MINUTES

The minutes of the Policy and Resources Committee meeting held on 14 March 2022 and the Special Policy and Resources Committee meeting held on 24 May 2022 were confirmed as a correct record subject to a spelling correction of the word there to their in the minutes on 14 March 2022 on Page 10, Paragraph 2 first line and were signed by the Chair.

PR07/22 NOTICE OF OTHER BUSINESS

The Chair advised that agenda items 9, 12a and 12b were not published 5 clear working days before the meeting but had agreed they were of sufficient urgency to be taken at the meeting the reasons for urgency being as follows:

Item 9 Discretionary Council Tax Energy Rebate Scheme – so that the rebate scheme can be agreed and the Council are able to pay out the funding.

Items 12a (Adoption of Statement of Community Involvement for the SW Herts Joint Strategic Plan) and 12b (Approval of Initial issues and options (regulation 18) consultation for SW Herts Joint Strategic plan – so that the Council can agree the adoption of the SCI and approve details for the consultation of the plan.

The Chair had agreed to take items 12a and 12b first to allow the outside speaker to be able to leave the meeting once the items were completed.

PR08/22 DECLARATION OF INTERESTS

None received.

PR09/22 ADOPTION OF STATEMENT OF COMMUNITY INVOLVEMENT (SCI) FOR THE SW HERTS JOINT STRATEGIC PLAN

This report seeks agreement of a Statement of Community Involvement for the South West (SW) Herts Joint Strategic Plan (SCP), which sets out the broad parameters that will guide all consultation on the emerging strategic plan.

Chris Outterside from the SWH JSP introduced both the items to the Committee and referred to the presentation provided at the Local Plan sub-committee the week before but wished to emphasise the following key points and would cover both the reports.

The first report was on the Adoption of Statement of Community Involvement (SCI) for SW Herts Joint Strategic Plan and would enable consultation to take place on the plan. A draft was received last year by the Council for approval to consult on that document. This document was effectively the adoption of that and allowed the SWH JSP to formally consult on that plan.

The second report follows on from the Adoption of the Statement of Community Involvement and required agreement to the Regulation 18 plan consultation which was the first statutory consultation phase of the SWH JSP. It would then follow to review the associated sustainability appraisal which was the technical document which sits beneath it. In terms of the content of the reports it was important to note that virtually identical documents and recommendations would be received across all the authorities in SWH. The Regulation 18 consultation would not be able to continue unless all the 5 authorities approve it. In terms of the Regulation 18 consultation it is based on a set of visions and objectives which had been formed over the last 6 months but does not consider growth options, housing numbers, Green Belt release or call for sites it is a very high level plan which looks at a series of objectives and visions for SWH. Stakeholders would be consulted on the plan with details provided in the report. There was a communication and engagement plan, which had been compiled in consultation with the LA's communication officers, which would run in parallel to this and would be very important in terms of the messaging around the plan. The consultation would largely be based online but would now start slightly later than what was proposed in the report with the consultation now extended into October following Government agreement and support and would now start in September and last for 8 weeks.

A Member felt that the overall plan looked sensible but was very high level but asked if the plan would have any impact on people's cost of living particularly around the further restrictions on new building and the radical shift away from the car. Also would the plan further increase regulation.

It was advised that in terms of the cost of living this was a consultation on a proposed vision and objectives and was seeking people's feedback on whether they agree we should have more sustainable movement across SWH. It was not proposed to deploy the plan within the short term but follows on from the Local Plan looking to the period to 2036-2040 and then up to 2050. If people did not

agree with the sustainable shift away from the car it would be something which needed to be looked at. We would like the plan to be infrastructure driven and to see how this can be delivered whether through cycle lanes or more rapid transit but would need to get Government funding put in place to make it a lot cheaper for people to use than their car.

A Member asked if all MPs could be consulted in South West Herts and also asked what was actually meant by big scale and what happens with the vision to deliver the plan by 2050 and delivering upon that and what are the steps post plan which we need to be looking forward to as a Council.

It was advised that the JSP would not replace the Local Plan. It would provide the overarching strategy which the Local Plan will rely on. At this time it was not possible to advise what is strategic and what is not. As a result of the feedback from this consultation we will be able to identify how important sustainable infrastructure is and which elements are most important.

A Member referred to the details in the plan on the economy and the impact of the international labour supply on the UK economy as a result of Brexit. The majority of people in Herts are at a skill level which forces them to commute outside the area to find work at an appropriate level. At what point do we become too high level and do not have enough labour in the area.

In response it was advised that this related again to what is strategic and what is not. In creating the document it went as far as possible without getting into issues around sizes and locations of housing in the Green Belt, it was about starting the discussion with people in SWH to seek their views and get those answers. It was about working out what was important, what were the key factors and how do we refine the document and move forward.

This was the statutory document within which any rapid transit scheme, including the MLX, can start gaining structure and which we can seek to gain Government investment to. To get to a more detailed level would be part of the next phase of work.

Councillor Chris Lloyd moved the recommendation, seconded by Councillor Andrew Scarth, but asked if the Parishes could be categorised in which Borough/District they are in. The big challenge would be getting the public to engage and understand the plan and the communication plan is going to be as important as the plan itself.

A key part of the communication would be to distribute the plan through social media and provide more user friendly questions.

RECOMMEND:

- 1) Agree the responses to the draft Statement of Community Involvement as set out in Appendix 2.
- 2) Approve the Statement of Community Involvement (SCI) 2022 for the SW Herts Joint Strategic Plan (in Appendix 3) for adoption, with any further minor amendments to the document to be agreed by the Director of Community and Environmental Services in consultation with the Lead Member for Infrastructure and Planning Policy.

PR10/22 APPROVAL OF INITIAL ISSUES AND OPTIONS (REGULATION 18) CONSULTATION FOR SW HERTS JOINT STRATGEIC PLAN

This report sought agreement of the Policy & Resources Committee to refer the Regulation 18 consultation document for the SW Herts Joint Strategic Plan,

'*Realising our Potential*', and associated Sustainability Scoping Report to Full Council to approve for public consultation.

Similar approvals are being sought from the other South West Herts authorities, with consultation scheduled to take begin in August 2022.

Councillor Chris Lloyd moved, seconded by Councillor Andrew Scarth the recommendations as provided in the report.

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

RECOMMEND:

1. That the following documents are issued for consultation:
 - a) South West Hertfordshire 2050 – 'Realising our Potential,' Issues and Options document (Appendix 1); and
 - b) Sustainability Appraisal Scoping Report (Appendix 2).

and

2. Delegate authority to the Director of Community and Environmental Services, in consultation with the Lead Member for Infrastructure and Planning Policy to:
 - a) Confirm detailed consultation arrangements; and
 - b) Make any minor changes to the documents referenced above before they are formally published for comment.

PR11/22 SUB-COMMITTEES OF POLICY AND RESOURCES COMMITTEE

The report was being presented to the Committee to agree to re-establish the Constitution sub-committee for 2022/23 but to request that the Covid-19 Response sub-committee is not re-established.

It was proposed that the Members appointed to the sub-committee be proportional based on the number of seats each Group has on the Council. Following the election (5 May 2022) the number of seats held by each Group is: 23 Liberal Democrats; 12 Conservative and 3 Labour. The Green Party have one seat on the Council but are not a Group.

It is proposed that the sub-committee has a total number of seats of 9 and for it to be proportional the allocation of the seats be:

- 5 Liberal Democrats
- 3 Conservative
- 1 Labour

Any Member of the Council is able to be appointed as a Member of a sub-committee and any Member can be a substitute.

Members wished to thank officers for all their work during what had been very challenging times and the stress placed on them and hoped it would never happen again. This was endorsed by all Members of the Committee.

Councillor Chris Lloyd, seconded by Councillor Sarah Nelmes, moved the recommendations as set out in the report. Councillor Ciaran Reed wished to propose an amendment to one of their Group nominations to the Constitution sub-committee and would confirm to the Committee Team. It was advised that substitutes can be appointed to attend the meetings.

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

RESOLVED:

To re-establish the Constitution sub-committee.

That Members appointed to the Constitution sub-committee be proportional based on the number of seats each Group has and that the allocation of seats be 5, 3 and 1 with the Members being:

Cllrs Sarah Nelmes, Stephen Giles-Medhurst, Chris Lloyd, Roger Seabourne and Dominic Sokalski, Ciaran Reed, Lisa Hudson, Debbie Morris and Stephen Cox subject to confirmation of any amendment to the nominations to the Committee Team.

That no decision making powers be delegated to the sub-committee.

That any Member of the Council can be appointed a Member of the sub-committee and all Members can be substitute Members.

To not re-establish the Covid-19 Response sub-committee for 2022/23.

PR12/22 COMMUNITY INFRASTRUCTURE LEVY (CIL) - GOVERNANCE

This report seeks Member approval of a CIL Governance process. This report proposes a governance structure which will be the principal means by which CIL monies will be spent on the infrastructure necessary to support new development.

The protocols proposed will ensure that CIL is managed in an open and transparent way and in accordance with the Community Infrastructure Regulations (2010) (Regulations).

The Head of Regulatory Services introduced the report and advised that the Council had been receiving CIL money since 2015 and currently had around £7m in total although some of that money did go to the Parishes but amounts depended on whether the Parish had a Neighbourhood Plan adopted. Members may recall that there had been proposals put forward to use some of the money for a new school in Croxley Green, which was a Herts County Council request, and for play areas and there was a further request tonight for another play area. The report set out how we would advertise the funding on our website and then infrastructure providers can make a claim for that money via a request form. We would also provide details on how we would assess the requests.

A Member requested that a briefing on CIL be organised as this was a complicated but important topic although we did not know how long CIL would last and also what would be the implications with the forthcoming White Paper.

The Chair advised that any briefing would be provided virtually as Members only need to meet when making decisions and it would be more environmental to meet virtually.

A Member asked what currently happens with CIL money and how does this proposed structure differ. On the Parish money was there any accountability for them to the Council on how that money is spent and that it is spent within the rules. Clarification was sought with regard to Paragraph 2.3 and reference to the unparished area of Rickmansworth which seemed to add confusion.

The Head of Regulatory Services responded that in terms of how the money is spent currently there has not been an agreed regime in place. With any infrastructure projects the cost is substantial and as in line with other CIL authorities

the money was pooled for a number of years. The Governance arrangements have been evolving and had been in discussion with the past Head of Service in Local Plans to get to this position. There has been increased pressure on that funding from Herts County Council who applied for nearly £1m of funding recently. Some of the reason for the high amount currently pooled is people are not aware that we have that funding but are becoming aware now and we will have increased pressure to provide CIL funding. This report seeks to regularise the process so that it is transparent and communicate that we are collecting monies and that they are available. From this there will be a lot more demand on the funding and we will need to make decisions with Members on how we spend the money. Officers do not envisage a time again where the Council would have this amount of funding available once people become aware of it. It had taken 7 years to pool the money. On the Parish Councils accountability more details would need to be provided but it was understood that once you pass the money to the Parishes it becomes their responsibility on how they spend the money.

A Member referred to Paragraph 5.9 where it advised that Officers will prepare a series of recommendations for the release of CIL funds and thought that once a recommendation for using the funding came to the Committee it was pretty much clear they had made a successful request and wondered how Members could earlier input in the process. They also referred to Paragraph 6.2 and the spending of the money within 5 years and that we may require them to pay back some or all and wondered what mitigating circumstances there would be to not spend the money within 5 years. On the unparished areas of which there is only Maple Cross and Mill End those residents would be able to lobby the Council directly and would have a direct link to a pot of money. It maybe that the Parishes are not advertising their money and they have no accountability on the spending of their money and the residents may not feel they have the same ability to use that CIL money or exercise their right to apply for the money.

The Director of Community and Environmental Services said it was important to remember that the Parish Councils are still covered by the CIL regulations and could be held to audit by members of the public. On the point raised about clawback there can be things like a pandemic which can cause you to delay works but officers would look into that.

The Head of Regulatory Services pointed out at Paragraph 6.2 it stated that if an applicant does not spend CIL money within five years of receipt or does not spend it as agreed then the Council may require them to repay some or all of those funds or provide details of the mitigating circumstances why it had not been spent and this would be looked at on a case by case basis. Some of the funding will go to large scale infrastructure projects with the money for the project applied for at a very early stage. The project could easily take 5 years to start due to the form of development but details will be included in the legal agreement that they have to sign up to.

A Member was surprised to see so much funding accumulated but asked if there was a breakdown of where the funding had come from and which development projects and could this be broken down by Wards. The point of having CIL money was to spend on projects in the immediate area or wider area as a result of development. Was the intention to spend the CIL money on projects in proportion to where the CIL monies were received? Had any funding been allocated to the Parishes so far and what percentage of the money had been spent so far?

The Chair advised that the money was spent where it was needed and is over the whole District and not just in one place.

The Director of Community and Environmental Services emphasised that the Council deliberately wanted a pool of money to be built up in the first instance. If we were advertising and trying to spend it as soon as it first came in there would

only have been small amounts available for small projects and it would have constantly been used up. The idea was to build up a sufficient amount so that it could contribute to strategic projects. It had taken slightly longer to get to this point as the pandemic had held up some of the work. Officers can make reports available to Members showing where the money had come from but it does not mean it had to be allocated in exactly that way. The whole point of CIL is that it is for larger projects as well as smaller projects. It does not just mean if you raise "x" in one area that money must be spent in the area it was raised. It may be that projects overlap different areas so there needs to be flexibility. The previous regime of just having Section 106 money was far more restrictive and you could only pool certain amounts which meant it was not being as effective and could only be used for strategic projects.

The Head of Regulatory Services said on the neighbourhood pots of money it would go to the Parishes to be spent on local projects but for the unparished area the Council will hold the money and details would go through Ward Members. Funding is allocated to the Parishes twice a year. It was not possible to provide a figure on the percentage of the funding spent so far but 15-25% of the funding received would go to the Parishes/Community Council.

A Member welcomed the report as they had wanted to see the money spent but we had received very few applications. Members may recall that in the last 12 months some applications had come forward to the Committee. If you want to see what your local Parish/Community Council are doing Members should contact the Clerks as there may be things they would like to do in partnership with the District.

Councillor Chris Lloyd moved the recommendation, seconded by Councillor Raj Khuroya. The Councillor was aware that Chorleywood Parish Council had been receiving 25% of the CIL money twice a year.

On a question raised by a Member outside the Committee on why Watford Rural was zero rated, the Director of Community and Environmental Services advised that the level was set at zero in order that the regeneration project be viable because if CIL had been set at the time the regeneration programme would not have been able to take place. CIL money for leisure facilities had been allocated to the area already but a review of the CIL Charging Schedule would take place as part of the Local Plan review.

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

RECOMMEND:

That the Committee recommend to approve the CIL Governance arrangements as set out in paragraphs 5.3 to 6.2 of this report.

PR13/22 PROPOSALS FOR SPENDING OF THE HOUSEHOLD SUPPORT FUND

The Partnerships Manager introduced the report and advised that Herts County Council had been provided with a further £6.172m of funding towards the household support fund. This was previously allocated from October to March but another round of funding had been allocated until the end of the September. This allocation had changed slightly from the previous one where this funding support will have 32% go to Pensioners which would be retained by Herts County Council therefore the funding the Council get is reduced to £55,000 in total. The report had broken down what partner allocations will be awarded to spend which had been varied slightly from the previous report based on what partners were able to administrate on our behalf and for which they had demand from the residents. All residents can apply directly to the Council in order to access the funding support. The recommendations were to agree to the breakdown of the

spending but also to agree, as there is future fund, that future allocation decisions are delegated to the Leader and Executive Head of Service in order to prevent any delay on decisions. We had received feedback from partners that they were disappointed that there had been delays in receiving the funding.

Councillor Ciaran Reed moved an amendment to the recommendation. The Councillor said in terms of the mechanism on future allocations and given that the Council recently passed an amendment on how emergency decisions are agreed could the details be notified to all Group Leaders which allows for everyone to know what is happening.

The Chair agreed with the amendment but proposed that the normal urgent decision process be used.

The Chief Executive advised that the recommendation could be that future allocation decisions be delegated to the Executive Head of Service in consultation with the Group Leaders. The Chair and Proposer agreed with the proposal.

A Member asked how the agencies are identified, how do they bid for the funding and do they have any admin charges or does the full amount go to the recipients.

The Partnership Manager advised the agencies are decided on who our most frequent partners are which we work with and engage with. The agencies do not need to bid for the money although a couple of organisations who we don't normally work with have approached us to access some of this funding and we are happy to provide some funding. The admin cost had been retained by the Council with £5,000 of the total allocation being admin.

The Chair asked if other agencies take off some money for admin too. The Partnerships Manager advised that they don't take money off for admin.

A Member said the mechanism had changed from the previous report with the County Council now keeping back a third for pensioners. They felt the system before was better as it was all being administered locally at Three Rivers. How can be guarantee that the pensioners of Three Rivers actually get the third? Councillor Chris Lloyd was happy to move the recommendations.

The Partnerships Manager advised that the County Council had tried to change the scheme as well. Within our allocation 50% had to be spent on families and the other 50% can be spent on individuals so pensioners who are not able to access the funding at the County can approach us for support locally.

A Member asked on the £5,000 admin cost would the money be split between all the partners or is that just for TRDC? If residents apply to us directly for funding do we signpost them to the partners or do we provide the money directly. If one partner ran out of money could they receive funding from another partner or is it ring fenced.

The Partnership Manager advised that we have an entry route for all the applications so we encourage with our partners to refer their clients directly into the Council and the team will manage that process and then sign post the residents, with their consent, to the partners to receive the funding. The Council retain the £5,000 for administration costs as it is the community partnerships team doing the work. On the allocation of the funding to partners that all goes directly to the partners for the residents. Monthly monitoring is carried out with each partner to find out how much they are spending in order to make sure it is not being spent within the first month and is staggered across the timeframe we have for the funding. We are able to ask for some money back as we have had partners who have not been able to spend it within the timescale and we have

been able to allocate it to others. The funding we have back we can look at allocating that funding out to other partners.

The Chair advised that the partnerships the community partnerships team have with the partners are long standing, well formed and well created.

On being put to the Committee the motion with the amendment was declared CARRIED by the Chair the voting being unanimous.

RESOLVED:

Agreed the plan for spend of the Household fund so that funds can be accessed by vulnerable people during the winter to the end of September 2022 in Three Rivers through a range of partners as identified above.

Agreed that future allocation decisions be delegated to the Executive Head of Service in consultation with the Group Leaders.

PR14/22 CIL SPENDING APPLICATIONS

The Head of Regulatory Services advised that the report seeks agreement to allocate a total of £29,979 of CIL funding to local infrastructure projects to support growth in Three Rivers. The funding was for the Barton Way Multi Use Games Area (MUGA) and would be match funded by the Parish Council who would also pay towards the works.

Councillor Chris Lloyd said there had been a long standing agreement between the Parish and the District, although would like to know how long, and moved the recommendation to support the allocation as an upgrade is required. This was seconded by Councillor Phil Williams.

A Member asked if there was a formula for how much the Council put in and how much the Parish put in and how do we ensure equity across the District. The Lead Member for Leisure advised that this was a contractual arrangement agreed a long time ago. The MUGA needed to be repaired but does not set a precedent for what other Parish/District percentages might be as it is an historic agreement.

The Head of Regulatory Services advised the agreement with the Parish was made in 2004 with the Parish. Looking at CIL and how we spend it, it does not specify that it has to be proportionately spread across the District or Parish areas. Every application is assessed on its merits. Officers will be mindful of the scale of development and under the CIL regulations there is a list of criteria which includes details on whether there is match funding and what other funding is being used from external partners to allow the scheme to happen. Any other funding coming in does put the project higher up the priority rating. There still needs to be some work done on how we prioritise the schemes but there is no requirement under CIL to make it equal across the District or Parish or who contributes what, it will be on a case by case basis and a decision finally for Members.

The Director of Community and Environmental Services said the amount of money the Parish have would depend on whether they have a Neighbourhood Plan, whether they would have had 15% contribution or 25% and how much development would have taken place in that Parish. If you had too rigid a structure you could be preventing the Parish from enabling some of these things to go forward. The Governance arrangements approved tonight will go some way forward to making the process more formal but with a degree of flexibility as the point is to encourage things to happen and not to have the funding sitting there for ever and enable it to be spent in the District.

A Member said it would be good to receive details on how well used the play areas/pitches are being used as part of the application so that it can be prioritised.

In response to a question on the amount being asked for the Head of Regulatory Services advised that it was not possible for CIL to cover consultancy costs and could not pay for the sign, it could only pay for the infrastructure costs. The CIL regulations provided details on what the CIL money can and cannot be spent on.

RECOMMEND:

That Members:

(i) approve CIL funding for the following schemes detailed in Table 1 of this report and summarised in the table below for 2022/2023:

Applicant & Project Name	Infrastructure	CIL Amount
TRDC Leisure Team Barton Way, Croxley Green Multi Use Games Area	Full refurbishment of the MUGA – surfacing and 3 sides of fencing	£29,979

AND

(ii) any changes to the scheme proposals or variation of the financial requirements by up to 25% of the agreed commitment to be delegated to the DCES to determine in consultation with the Lead Member.

PR15/22 DISCRETIONARY COUNCIL TAX ENERGY REBATE SCHEME (DCTER)

The Government had announced a package of support known as the Energy Bills rebate to help households with rising energy bills.

This included discretionary funding for billing authorities to support households who are in need but are not eligible for the Council Tax Rebate scheme.

The Shared Director of Finance advised that the funding of the scheme totalled £205,000. The Discretionary scheme intended to support energy bill payers who are not eligible under the terms of the core scheme. The scheme can also be used to provide targeted 'top-up' payments to the most vulnerable households in Bands A-D. We have until to September to get the money paid out and the proposed scheme was based on our Council Tax Support (CTS) Scheme where we had already completed the benefit analysis on people to establish the poorest residents in the District. The scheme proposed £150 payment for anyone in Band E-H who is in receipt of CTS and a top up payment of £40 for everyone in Band A-D.

The Chair advised that the Council have a Council Tax Reduction Scheme which is already in place and is means tested so this was an effective way of getting to the right people because we know they are in receipt of means tested benefit.

The Shared Director of Finance advised that as soon as we receive applications with bank details from residents we are then able to pay them and to try and make sure we help as much as we can. We are inviting people in to complete the application forms if they are not able to complete online or over the telephone. We are not emailing people as there had been a lot of scamming and we would not be asking for bank details. We would ask Members to get the message out to residents to apply. It was about trying to get the money out to the people who need it most within the

timescales. If we had any money left by September it would need to go back to the Government.

Councillor Sarah Nelmes moved, seconded by Councillor Phil Williams, the recommendation as set out in the report.

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

The Chair wished it be noted that all of the schemes which came out during Covid and the grants which needed to be paid out the Revenue and Benefits had to work really hard to organise all the payments and they should be thanked for all their hard work and the team had done heroically.

RESOLVED:

Agreed the DCTER scheme criteria as detailed in 3.1 and 3.1.1 of this report.

PR16/22 SUMMARY OF THE FINANCIAL YEAR END POSITION FOR 2021/22

This report shows the year end position for the financial year ending on 31 March 2022 for both revenue and capital and makes the following recommendations:-

- to carry forward to 2022/23 certain unspent revenue budgets and;
- to rephase those capital budgets that require completion in 2022/23

The report focused on the variation between the latest agreed budget and the final expenditure and income for the financial year. This comparison provides an indication of the accuracy and robustness of financial control and the achievement of the strategic objective to manage resources to deliver the Council's strategic priorities and service needs.

The Head of Finance advised that the Council do have a significant underspend on revenue of £1.4m with a carry forward request of £602,000 which would leave a surplus of £786,000 to return to balances at year end subject to the recommendations being agreed. A couple of points were highlighted to Members which had contributed towards that position. We had some unplanned housing grant of £127,000 and also recycling credits of £147,000 which were received from County very late in the year. We also have an underspend on our Leisure contract which includes £96,000 of additional funding which was agreed in the year to support the Leisure provider which they did not need in 2021/22 but we do need to carry forward to support them in 2022/23. On capital there was a significant carry forward request of just over £11m but highlighted that the majority of that (£10.47m) related to investment in Pre-Emption sites. We put that into the budget in February anticipating that we would be able to complete on the purchase of the land by 31 March but unfortunately that had not been possible due to the legal process which needs to be progressed. So that budget had been requested to carry forward into 2022/23.

A Member said spending less than budgeted was not normally a bad thing and it had been explained the reasons for the Leisure underspend but noted the underspend for corporate climate change was significant as well and wanted to understand the constraints that the Council face. When you asking to defer amounts into the next year to what extent are they necessary as opposed as going into savings. The Member also picked up on a lot of funds going into agency workers for waste management

The Director of Community and Environment Services advised on waste management we have had a lot of vacancies and it had been very difficult to employ people on a permanent basis particularly HGV drivers and loaders as

there are other opportunities particularly during the pandemic when there has been a lot more delivery activity and more demand for drivers and we have had difficulty filling posts. We have reviewed salaries and have applied bonuses and as from the beginning of July we have another HGV driver and 3 more loaders due to start with us and are just going through the DBS checks. This will get us closer to being fully staffed again. On some of the reasons why the project work had not happened had been due to the pandemic as staff have been ill or have been seconded to other work in the Council but we are looking to get the work back on track in the coming financial year which was why some of the money is being carried forward.

The Head of Finance said on climate change there was more detail provided in Appendix 1 of the report which highlighted why there had been delays. In terms of the carry forwards which had been requested on the whole that was work which had already commenced and if we don't carry that funding forward those projects would need to cease and a decision had been made to complete the project and deliver on the outcome. We will do a Q1 report to the Committee in September and with inflation being where it is we are already starting to look at the pressures on the budget and the fact that we do have an underspend going into balances at year end is positive in the light of the pressures to the budget during 2022/23 and onwards.

In response to a question on the salary contingency budget the Head of Finance advised that this budget was there to fund the pay award. We had put 2% aside but received 1.75% pay award so there is a balance left. Details had remained in the budget to make it more transparent. It is held as a contingency as it is a guess at the time of the setting the budget and is held centrally instead of distributing out to services so that we have more control.

Councillor Chris Lloyd moved the recommendations and wished to thank officers for the report and with all the things that had happened it had made it quite complex, seconded by Councillor Sarah Nelmes.

On being put to the Committee the motion was declared CARRIED the voting being 8 For, 0 Against and 4 Abstentions.

RECOMMEND:

That the favourable revenue outturn variance after carry forwards of (£785,638) to be noted.

That the capital outturn as summarised in paragraph 2.6 and Appendix 3 be noted.

To approve to carry forward the unspent service budgets from 2021/22 to 2022/23 which total £601,970 to enable completion of projects as detailed at Appendix 2.

To approve the rephasing of capital projects from 2021/22 to 2022/23 which total £11,336,915 as detailed at Appendix 4.

PR17/22 WORK PROGRAMME

The committee received its work programme

RESOLVED:

That the work programme be noted

PR18/22 EXCLUSION OF PRESS AND PUBLIC

The Chair moved the following motion, duly seconded:

If the Committee wished to consider the remaining items in private, it will be appropriate for a resolution to be passed in the following terms:-

“that under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined under paragraph 3 of Part I of Schedule 12A to the Act. It has been decided by the Council that in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

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

RESOLVED:

Agreed to move into Part II business.

PR19/22 BUILDING CONTROL

The Committee received a report.

RECOMMEND:

Agreed the decision but that public access to the decision and report be denied until the matter is resolved.

PR20/22 LEISURE FACILITIES MANAGEMENT CONTRACT – REPROFILING OF MANAGEMENT FEE

The Committee received a report.

RECOMMEND:

Agreed the decision but that public access to the decision and report be denied until the matter is resolved.

CHAIR

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SPECIAL POLICY AND RESOURCES COMMITTEE**MINUTES**

Of a meeting held in the Penn Chamber, Three Rivers House, Northway, Rickmansworth on Tuesday 12 July 2022 from 6pm to 6.15pm.

Councillors present:

Sarah Nelmes (Chair)	Paul Rainbow (Economic Development and Transport)
Stephen Giles-Medhurst (Infrastructure and Planning Policy) (Vice Chair)	Reena Ranger
Stephen Cox	Ciaran Reed
Philip Hearn	Andrew Scarth (Housing)
Chris Lloyd (Leisure)	Phil Williams (Environment, Climate Change and Sustainability)
Keith Martin (Resources and Shared Services)	Roger Seabourne (Community Safety and Partnerships)
Abbas Merali	

Other Councillors in attendance: Councillor Rue Grewal

Officers Present: Joanne Wagstaffe, Chief Executive
Alison Scott, Shared Director of Finance
Geof Muggerridge, Director of Community and Environmental Services
Ciara Feeney, Solicitor to the Council
Justin Wingfield, Head of Property Services and Major Projects
Sarah Haythorpe, Principal Committee Manager

PR21/22 APOLOGIES FOR ABSENCE

None received.

PR22/22 DECLARATION OF INTERESTS

None received.

PR23/22 EXCLUSION OF PRESS AND PUBLIC

The Chair moved the following motion, duly seconded:

If the Committee wished to consider the remaining items in private, it will be appropriate for a resolution to be passed in the following terms:-

“that under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined under paragraph 3 of Part I of Schedule 12A to the Act. It has been decided by the Council that in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

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

RESOLVED:

Agreed to move into Part II business.

PR24/22 PRE EMPTION SITES

The Committee received a report.

RECOMMEND:

Agreed the decision and agreed that public access to the decision and report be denied until the matter is resolved.

CHAIR

SPECIAL POLICY AND RESOURCES COMMITTEE**MINUTES**

Of a meeting held in the Penn Chamber, Three Rivers House, Northway, Rickmansworth on Tuesday 12 July 2022 from 6.30pm to 6.42pm.

Councillors present:

Sarah Nelmes (Chair)	Paul Rainbow (Economic Development and Transport)
Stephen Giles-Medhurst (Infrastructure and Planning Policy) (Vice Chair)	Reena Ranger
Stephen Cox	Ciaran Reed
Philip Hearn	Andrew Scarth (Housing)
Chris Lloyd (Leisure)	Phil Williams (Environment, Climate Change and Sustainability)
Keith Martin (Resources and Shared Services)	Roger Seabourne (Community Safety and Partnerships)
Abbas Merali	

Other Councillors in attendance: Councillor Rue Grewal

Officers Present: Joanne Wagstaffe, Chief Executive
Alison Scott, Shared Director of Finance
Geof Muggerridge, Director of Community and Environmental Services
Ciara Feeney, Solicitor to the Council
Justin Wingfield, Head of Property Services and Major Projects
Sarah Haythorpe, Principal Committee Manager

PR25/22 APOLOGIES FOR ABSENCE

None received.

PR26/22 DECLARATION OF INTERESTS

None received.

PR27/22 TO RECEIVE THE RECOMMENDATIONS FROM THE CONSTITUTION SUB-COMMITTEE MEETING HELD ON 6 JULY 2022

The Chair ruled that although the report of the sub-committee had been available 5 working days before the meeting the recommendations had not but the Chair had ruled that they were of sufficient urgency and would be taken as urgent in order that any recommendations made by the Committee could be presented to full Council after this meeting.

Councillor Stephen Giles-Medhurst proposed, duly seconded, some minor changes to Rule 6 which involved tidying up the order of business for full Council meetings, moving up the order of business the Chair's announcements, public questions and petitions and providing the Chair with the ability to change the order of business. Councillor Stephen Giles-Medhurst also moved an amendment to the recommendations, duly

seconded, that point (m) be removed from the rule and that there be no reports received at the meetings from the Chairs of the Committees.

Councillor Stephen Giles-Medhurst proposed, duly seconded, that following discussion with the Leader and the other Group Leaders it was proposed that no recommendation be made to Council on any changes to Rule 14 – questions and that a further meeting of the Constitution sub-committee be organised followed by a special P&R Committee meeting and then a special Council meeting so that any changes could come into effect from the October Full Council meeting. It was important that the rule was reviewed as the burden on officers to assist in providing responses to the questions had increased and it would also provide the opportunity to review what other authorities procedures were and find the best way forward.

Both the other Group Leaders were in agreement with the proposal to have further discussion on the making of any amendments to Rule 14 – questions.

On being put the Committee the motions were both declared CARRIED by the Chair the voting being unanimous.

RESOLVED:

That there be no recommendation on Rule 14 – questions but that a special Constitution sub-committee meeting be organised followed by a special P&R Committee meeting and Special Council meeting before the next Full Council meeting in October.

RECOMMEND:

That Rule 6 – Order of business be amended as follows:

- (a) To choose a Member to preside if the Chair and Vice-Chair be absent.
 - (b) Apologies for absence.
 - (c) To confirm as a correct record the Minutes of the previous meeting of the Council which shall then be signed by the Member presiding at the meeting.
 - (d) Chair's announcements.
 - (e) Receive any petitions under procedure Rule 18.
 - (f) Questions from the public under procedure rule 15
 - (g) Business required by statute to be dealt with before any other business.
 - (h) To deal with any other business specifically required by law.
 - (i) Recommendations of the Policy & Resources Committee (including budget-setting recommendations).
 - (j) To deal with any other recommendations.
 - (k) To deal with any other business specified in the Summons.
 - (l) To receive reports from the Leader and Lead Members.
 - (m) To consider notices of motions (Rule 11).
- (2) The order of business under items (g) – (m) can be changed by the Chair or by a resolution passed on a motion (which need not be in writing) duly moved and seconded and put to vote without discussion. The Chair shall have the ability to move without discussion any items required to be considered under Section 100A of the Local Government Act 1972 with the press and public excluded to any stage of the meeting after item (f) to ensure that such business is concluded before the close of the meeting.

(3) If in accordance with Rule 1 the above business (a) to (k) and any items under Section 100A of the Local Government Act 1972 are not concluded by the set time, that business shall be adjourned to a time fixed by the Chair at the time the meeting is adjourned, or, if they do not fix a time, to the next ordinary meeting of the Council. Item (l) will be taken as read and added to the minutes but items (m and n) shall fall and not be considered.

CHAIR

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POLICY AND RESOURCES COMMITTEE – 18 JULY 2022

PART I – DELEGATED

5. MEMBER TRAINING (CED)

1. Summary

- 1.1 The purpose of the report is to recommend a framework for Member Training for 2022/23 to the P&R Committee.
- 1.2 To determine that the Council do not sign up to the Member Charter but look to work towards achieving its standards.
- 1.3 To agree to add the Equalities on line training module to the other 3 mandatory training modules (Safeguarding Children, Safeguarding Adults and Prevent)
- 1.4 To consider whether training on specialised areas set out in Paragraphs 5.1 and 5.2 of the report should be considered for all Members

2 Details

- 2.1 Since 1 April 2022, Mandatory Member training has been organised as follows:

Licensing Committees, Licensing Act 2003: 16 June 2022 by a specialist consultant plus extra session with the Deputy Monitoring Officer and Lead Licensing Officer on 23 June on Licensing and Licensing Act 2003, Taxi Licensing & Scrap Metal Training. A further training session on Taxi Licensing and Scrap Metal was organised for 29 June for Members. Further training sessions will be required as not all the Councillors on the Committee or a Member wishing to be a substitute Member on Regulatory Services has attended training.

Planning Training: Provided to Planning Committee and Named Substitute Members by a specialist consultant on 25 May and 9 June for Members who were unable to attend the other training dates. One named substitute member still requires training.

Training sessions on the Code of Conduct for newly elected Councillors have been organised for 8 and 13 September with the training to be provided by an outside specialist consultant and will be held virtually.

- 2.2 Individual Member training records (for the Councillors still on the Council) for the period from 1 April 2021 to 31 March 2022 have been kept over the last year. Records have also been kept on the completion of the 3 mandatory online training modules.
- 2.3 Members are being asked to provide details to the Committee team of any outside training they attended which has not been organised by the Council. This may have been training received as a County Councillor, Parish Councillor, as a Member of a Community Organisation or as a Member of an Outside body. Where information is been received this will be included in the records.
- 2.4 All Members were invited to attend an LGA time management training course in January 2022 and all the Newly Elected Councillors in May 2022 were invited to attend the Council's Member induction and also the LGA webinar organised for all newly Elected Councillors.

2.5 All Members of the Audit Committee were invited to attend pre meeting training on internal audit and the role of SIAS in March 2022. Further pre meeting training sessions have been organised before each meeting over the next year.

2.6 The Leader and Deputy Leader attended the LGA Annual Conference in June 2022.

Member Attendance at Training

2.7 In some instances the attendance at the training has been disappointing and has sometimes proved very difficult to get Members to attend even though some of the training is mandatory and at least 2/3 months' notice provided. In order for Officers to understand the reasons why we request Members feedback:

- Is the timing of the training not convenient to Members? (Officers try to organise the training in so it runs for a maximum of 3 hours and offer both daytime and evening times).
- What is the required notice period Members require for the mandatory training although the training is held at the same time every year May/June.
- Is the training organised not of interest to Members?

3 Delivery of non-mandatory training 2022/23

3.1 It is proposed that all non-mandatory training will be available through the LGA and the LGA module as referred to in Section 7 below.

4 Mandatory Training

4.1 Planning, Licensing and Regulatory Services training is mandatory and has to be undertaken on an annual basis by all Members of the Committee, newly appointed Members to the Committees and the named substitute Members before being able to take a seat on the Committee although for Licensing substitutes are not allowed.

4.2 The Council Constitution reflects the change within the Terms of Reference of these Committees from May 2020.

4.3 The Committee last year agreed that the following online training modules would be mandatory for all Members as they are for Officers:

- Prevent
- Safeguarding Adults at Risk and Safeguarding Children at Risk. This training is considered important so that Members are able to recognise instances where a safeguarding issue might arise.

4.4 Officers have been provided this year with an additional online training module to complete on Equalities. At the Equalities sub-committee meeting on 9 June it was suggested by the sub-committee that all Members should complete the online equalities training. The Committee are asked to consider if this module should be added to the other 3 mandatory online training modules.

5 Internal Member Training (Non mandatory)

5.1 Members have previously expressed an interest in receiving training on various aspects of the Council's roles and responsibilities as a District Council. This type of training can be organised internally as a virtual/remote training session but would

need to have sufficient Members sign-up in order for the training to be organised. Examples being (Council Budget, Council Constitution). Group Leaders would be asked to co-ordinate these requests each year.

5.2 Members may wish to consider this year increasing the number of online training modules made available to them in the following areas. This online training is mandatory for officers but would be desirable for Members:

Fraud, Anti-fraud, Corruption and Money Laundering Awareness, Code of Conduct, GDPR – General Data Protection Regulation, Equality, Information Security and Cyber Crime and Cyber Security

6 Member Charter

6.1 Recommendations from the Peer Review in March 2019 was to consider how an Organisation Development plan is developed for Members and to undertake a skills gap analysis. The details of the recommendations (34 and 35) are provided below.

<p>Recommendation 34</p> <p>Organisational Development Plan for members and skills gap.</p>	<p>A discussion with members to take place to consider how the OD plan is to be developed and undertake a skills gap analysis. This to take into account the recent P&R report on member training.</p> <p>Also to include number 25 below</p> <p>Member development should ensure that members, chairs of committees and the Leader have the correct skills to provide the appropriate challenge and oversight to decision making and policy development.</p>	<p>November 2019.</p>		<p>Interim CEO met with LGA 09/19.</p> <p>Legal team contacted EELGA to discuss the Charter for Member Development.</p> <p>Meeting held with South East Employers, who delivers the Charter on behalf of EELGA.</p> <p>Member Charter – if Members wish to sign up to the Charter training will need to be provided for Members</p>
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<p>Recommendation 35</p> <p>Prudent to review objective setting for members and share outcome with officers.</p>	<p>Discussion with the group leaders about whether members should have a PDR process and how objectives for members would be set. Consider how these would be shared with officers.</p>	<p>December 2019</p>		<p>See 34 above</p>
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6.1.1 Members have since this recommendation agreed not to sign up for the Member Charter. It should be noted to sign up there is an upfront cost of £3,000 (which is not budgeted for) and if the Council were to we would be required to work towards achieving the Charter with assistance, guidance and support provided by SEE. Once awarded the charter it lasts for 3 years with an informal review after 18 months. The length of time it would take before the Council is ready for assessment is about 9 months from sign up.

6.1.2 Member Charter is driven by Members and would require a Member Development Panel/Committee to show development commitment and leadership on achieving the

Charter with cross party support. The Panel/Committee must be seen to drive progress.

6.2 On recommendation 35 of the Peer Review the Independent Remuneration Panel (IRP) conducted a piece of work around member job descriptions/person specifications which was discussed at Council on 10 December 2019. Members at the meeting resolved that the Council do not develop any job descriptions.

6.3 All the Group Leaders have been provided with details on the LGA Leadership programme and mentors are being organised for two Councillors through the LGA.

7 Local Government Association (LGA) Training Provision

New councillor e-learning platform

7.1 In response to the continued need to deliver many of the LGA's Councillor development programmes through virtual means, the LGA has redesigned and updated their Councillor e learning platform to provide those undertaking the learning with a better user experience and to allow for better information on what modules are being undertaken by Councillors.

7.2 Self-registration is available on [the new e-learning platform](#). This allows Councillors to register without needing to manually email the LGA to gain access. It is designed to provide a more up to date learning experience, and the new platform enables you to create a bespoke learning programme, choosing the modules most relevant to the needs of Councillors, from deepening knowledge of local government to the essential leadership skills needed to work effectively with communities. For more information, please visit the [website](#) or email: elarning@local.gov.uk

8. Budget/Financial Implications

8.1 Members will be aware there are budgetary constraints and some training requests may have to be carried over to the following year.

8.2 The current Member training budget is £5,000 per annum.

8.3 There is no budget for signing up to the Member Charter and would require a bid through the budget setting process.

9. Policy/Budget Implications

9.1 The recommendations in this report are within the Council's agreed policy and budget.

10. Legal Implications

10.1 Annual Planning, Licensing and Regulatory Services is mandatory to all existing Members on these Committees, any newly appointed Committee Members and any named substitute Members (excluding Licensing Committee where no substitute Members are allowed).

10.2 Mandatory Code of Conduct training for the newly Elected Councillors has been organised for 8 and 13 September.

10.3 Training and development is important for all Councillors both those who are new and to the more established. Induction for new councillors is crucial to enable them to be effective in their roles and learn about the specific requirements of local governance

and to protect the Council from legal challenge, particularly in relation to regulatory decision making.

11. Staffing implications

- 11.1 The Committee Team organise all the Member training for Members and work the HR Team to provide Members with access to the iLearn system and the 3 mandatory online training modules.

12. Environmental Implications

- 12.1 Where possible and in line with the Council's climate change strategy a number of the training sessions are organised virtually and only those which benefit from being face to face are held in this way.

13. Community Safety, Customer Services Centre, Website Implications

- 13.1 None specific.

14. Risk Management Implications

- 14.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

- 14.2 The subject of this report is covered by the Committee Team service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

Nature of Risk	Consequence	Suggested Control Measures	Response (tolerate, treat, terminate, transfer)	Risk Rating (combination of likelihood and impact)
Insufficient Members of the Planning(named substitute members), Licensing and Regulatory Services Committee not received the mandatory training to be able to sit on the Committees	The meetings would not be quorate	Treat	Ensure that the a least a quorate of the committee has received the mandatory training to enable the meeting to take place.	2:2

- 14.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Likely ----- Likelihood ----- ▼ Remote	Low 4	High 8	Very High 12	Very High 16
	Low 3	Medium 6	High 9	Very High 12
	Low 2	Low 4	Medium 6	High 8
	Low 1	Low 2	Low 3	Low 4
Impact Low ----- ► Unacceptable				

Impact Score

- 4 (Catastrophic)
- 3 (Critical)
- 2 (Significant)
- 1 (Marginal)

Likelihood Score

- 4 (Very Likely (≥80%))
- 3 (Likely (21-79%))
- 2 (Unlikely (6-20%))
- 1 (Remote (≤5%))

14.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

15. Recommendations

15.1 To agree to continue with the framework for Member Training for 2022/23 as follows:

That the Chief Executive have delegated authority to:

1. Authorise attendance at LGA Leadership and other LGA courses in consultation with the relevant Group Leader.
2. Authorise attendance at other external training courses which are not free in consultation with the relevant Group Leader where there are exceptional circumstances.

15.2 Whether training on specialised areas set out in Paragraphs 5.1 and 5.2 should be considered for all Members.

15.3 To consider adding online Equalities training to the other 3 mandatory online training modules of Prevent, Safeguarding Adults and Safeguarding Children.

15.4 To not sign up to the Member Charter at a cost of £3,000.

Report prepared by Sarah Haythorpe, Principal Committee Manager.

Data Quality – Sufficient

Data checked by: Ciara Feeney, Solicitor to the Council

Background Papers: Report to P&R Committee – July 2021 report.

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POLICY AND RESOURCES COMMITTEE 18 JULY 2022

PART I

6. EQUALITIES OBJECTIVES REVIEW (CED)

1 Summary

- 1.1 The public sector Equality Duty (section 149 of the Act) came into force on 5 April 2011. The Equality Duty applies to Three Rivers District Council. It requires the Council to consider how different people will be affected by its activities, helping it to deliver policies and services which are efficient and effective; accessible to all; and which meet different people's needs. The Equality Duty is supported by specific duties, set out in regulations which came into force on 10 September 2011. The specific duties require the Council to prepare and publish one or more specific and measurable equality objectives. We published our first set of objectives in March 2012.
- 1.2 This report recommends new objectives which will cover the period from 2022-2026 and includes highlights of work undertaken across the council which contributed to the delivery of the previous objectives. Objectives must be published at least every four years.
- 1.3 This report includes, findings from a public consultation held on the proposed objectives.

2 Summary of Main Points

- 2.1 The objectives will form part of the Councils Comprehensive Equality Policy when reviewed. The review of the objectives began in autumn 2021. Although delayed due to the pandemic, the Council continued to deliver the current objectives. A presentation was delivered to the Equalities Sub Committee in September 2021 reviewing work undertaken by the Council in relation to existing Objectives. In June 2022 proposed objectives for 2022-26 was shared with the Equalities Sub Committee including background research on the equalities objectives.
- 2.2 The Public Sector Equality Duty requires public bodies to prepare and published, every four years one or more specific and measurable equality objective(s) which will help them further the three aims of the Equality Duty.
- 2.3 These three aims are:
 - Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and people who do not share it.

- Foster good relations between people who share a protected characteristic and people who do not share it.

2.4 It is for the council to decide what and how many equality objectives it should set. When deciding what equality objectives to set, the Council should take into account:

- Evidence of equality issues across all our functions;
- Issues affecting people sharing each of the protected characteristics; and
- The need to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations.

2.5 The recommended objectives have been developed by:

- Looking at the outcomes of service achievements against the current objectives
- Feedback from residents, employees and customers over recent years (for example the Prejudice, Discrimination, Micro-aggressions and Hate Crime in marginalised groups Survey and Annual Resident Survey)
- Outcome of the Workforce Monitoring Report (reported annually)
- Our response to the Public Sector Equality Duty (Published annually on the Three Rivers District Council Website in January)
- Feedback from agencies through various partnership meetings on community need.
- Consultation with the Equalities Sub-Committee.

2.6 Once the draft equality objectives were reviewed by the Equalities Committee in June these were consulted on with residents and the Councils' partners and are presented in this report for consideration by the Policy and Resources Committee.

2.7 If agreed, actions for each service area will be developed to track and manage the council's achievements against each of the objectives and this will be reviewed and evaluated annually

3 Current Objectives for 2018-2022

3.1 The Councils current Equalities Objectives are:

- Promoting Community Leadership & Community Cohesion
- Improving Community Engagement
- Promoting Equality In Service Delivery
- Promoting Equality Of Opportunity In Employment & Training
- Evaluating The Success Of Our Equalities Commitments

Achievements

3.2 A comprehensive review of the Equality Objectives 2018-2022, has been conducted with all services. Some highlights of the review and the achievements against each of the objectives, are provided below.

3.2.1 Promoting Community Leadership and Community Cohesion

- A Prejudice and Discrimination survey was undertaken with the results driving a programme of community engagement and the development of the Hate Crime action plan.
- Regular communication takes place through partnerships bulletin and Local Strategic Partnership alongside community engagement work.
- The Council hosts a Homelessness Forum with partners.

3.2.2 Consultation / Community Engagement and Communication

- All customer surveys include questions on the respondents' demographic info.
- An Equality Duty Information Report is annually published.
- Council meetings: Publish meetings and agendas, Right to speak, Large print, Hearing loop.
- A Pensioner's Forum and Council E-newsletter have been developed with readership increasing and good feedback received.

3.2.3 Promoting Equality in Service Delivery

- Adults With Complex Needs Pilot and subsequent Community Support Service has been established to support people with complex problems.
- A Serious Violence Strategy has been developed, addressing the issue and impact of poverty, social isolation and trauma

3.2.4 Promoting Equality of Opportunity in Employment and Training

- Equality and Diversity training is provided to all staff. An updated course is being reviewed.
- Development of the iPerform system encourages training and development, as well as career progression, to be reviewed and discussed throughout the year

3.2.5 Evaluating The Success Of Our Equalities Commitments

- Service Level Agreements are reported on annually and shared with members through the Members Information Bulletin.
- The council has adopted Anti-Semitism and Islamophobia statements.
- The Council set up the Equality Sub-committee in 2020.

4 Proposed New Objectives

4.1 The proposed new objectives presented below have taken into consideration the Council's achievements to date, the impact of the pandemic, community engagement, consultations and research into the objectives of other similar local authorities.

4.1.1 The proposed Council Objects for 2022-26 are:

- To promote Equality Of Opportunity In Employment & Training
- To improve equality and access to services for all residents.
- To strengthen knowledge and understanding of all Three Rivers communities.

- To celebrate diversity, promote inclusion and enhance community life in partnership with communities.

4.2 A snapshot consultation was launched on Friday 10 June, following the Equalities Sub Committee Meeting, and closed on Sunday 19 June to allow us to take into consideration residents and partner feedback to the proposed objectives

4.2.1 The survey was shared directly with partners and with the wider public on social media. In addition, officers from the Community Partnerships teams undertook face to face conversations in South Oxhey, Rickmansworth, Abbots Langley and Carpenders Park. .

4.2.2 A total of 80 participants completed the survey with 95% agreeing with the first objective, with 93.75% agreeing with the others.

4.2.3 Suggestions received for improvement included; the need to address digital isolation as part of proposed objective “To improve equality and access to services for all residents”.

4.3 Other feedback related to training in relation to the impact of long term health conditions on staff and residents.

5 Options and Reasons for Recommendations

5.1 The recommendations in this report adhere to the conditions of the Equality Duty, requiring the council to prepare and publish measurable objectives.

6 Policy/Budget Reference and Implications

6.1 The recommendations in this report are within the Council’s agreed policy and budgets.

7 Financial Implications

7.1 There are no specific financial implications arising from the report and that actions arising from the report can be met with existing budgets

8 Legal Implications

8.1 The Equality Act 2010 (“The Act”) requires all public bodies to publish equality objectives it thinks it should achieve to meet the general equality duty under section 149 of the Act.

9 Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, Risk Management and Health & Safety Implications

9.1 None currently arising.

10 Equal Opportunities Implications

10.1 Relevance Test

Has a relevance test been completed for Equality Impact?	Yes
--	-----

Did the relevance test conclude a full impact assessment was required?	No
--	----

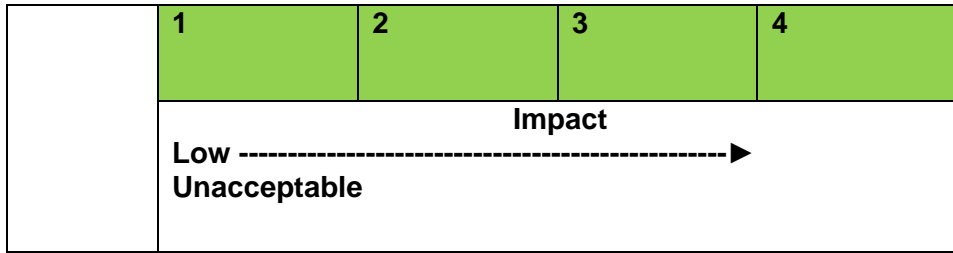
11 Risk and Health & Safety Implications

11.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

11.2 The subject of this report is covered by the Community Partnerships service plan(s). Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

Nature of Risk	Consequence	Suggested Control Measures	Response (tolerate, treat, terminate, transfer)	Risk Rating (combination of likelihood and impact)
Risk that the council fail to produce and publish Equalities Objectives for 2022-26.	Service failure occurs as objectives are not being monitored and managed. Three Rivers District Council is referred to the Equality and Human Rights Commission for breach of the Public Sector Equality Duty	Agree proposed objectives.	Treat	6

Very Likely Remote ↓ Likelihood	Low 4	High 8	Very High 12	Very High 16
	Low 3	Medium 6	High 9	Very High 12
	Low 2	Low 4	Medium 6	High 8
	Low	Low	Low	Low



Impact Score

4 (Catastrophic)

3 (Critical)

2 (Significant)

1 (Marginal)

Likelihood Score

4 (Very Likely (≥80%))

3 (Likely (21-79%))

2 (Unlikely (6-20%))

1 (Remote (≤5%))

11.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less

11.4 In the officers’ opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

12 Recommendation

12.1 That Members Review and agree the proposed Equality Objectives.

Report prepared by:
Shivani Davé, Partnerships Manager

Data Quality

Data checked by:

Gordon Glenn

Data rating:

1	Poor	
2	Sufficient	✓
3	High	

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POLICY AND RESOURCES COMMITTEE – 18 JULY 2022

PART I

7. UK SHARED PROSPERITY FUND 2022-25 (CED)

1 Summary

- 1.1 In February 2022 HMG Levelling Up, White Paper was published, which sets out how opportunity will be spread more equally across the UK.
- 1.2 In order to support the ambitions of the Levelling Up Paper, the Government has allocated £2.6bn through the UK Shared Prosperity Fund (UKSPF) over 3 years. Three Rivers District Council has been awarded £1m for 2022-25.
- 1.3 In order to access the 2022-25 allocation of funding, Three Rivers District Council is required to submit a Local Investment Plan, by 1 August 2022, outlining those local priorities that the Council wishes to focus on. The Investment Plan will include a high level outline of the interventions and investments that the funding will prioritise, together with an overview of the expected outputs and outcomes.
- 1.4 This report makes recommendations for the allocation of the funding within Three Rivers which if agreed will then be used to develop the required Investment Plan.

2 Details

- 2.1 The UKSPF is the Government's domestic replacement for the European Structural and Investment Programme (ESIF). The UKSPF aims to contribute to the 'Levelling Up' agenda by providing financial assistance to boost productivity, tackle geographical inequalities and improve life chances, especially in deprived areas.
- 2.2 The four Levelling Up objectives are to:
 - 2.2.1 Boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging
 - 2.2.2 Spread opportunities and improve public services, especially in those places where they are weakest
 - 2.2.3 Restore a sense of community, local pride and belonging, especially in those places where they have been lost
 - 2.2.4 Empower local leaders and communities, especially in those places lacking local agency
- 2.3 Government's stated primary goal of the UKSPF is to build pride in place and increase life chances across the UK. This aligns with Levelling Up White Paper 'missions', particularly: 'By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between the top performing and other areas closing.'
- 2.4 The UKSPF was launched on 13 April 2022, providing £2.6 billion of funding for local investment by March 2025. A further £179 million will be managed centrally by the Department of Education to improve adult numeracy through the 'Multiply' Programme

- 2.5 The aim of the scheme is to support the UK government's Levelling Up commitment through three investment priorities:
- 2.6 **Communities and place.**
- 2.6.1 Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and access to amenities, such as community infrastructure and local green space, and
- 2.6.2 Building resilient, healthy and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment innovative approaches to crime prevention.
- 2.7 **Supporting local business.**
- 2.7.1 Creating jobs and boosting community cohesion, through investments that build on existing industries and institutions, and range from support for starting businesses to visible improvements to local retail, hospitality and leisure sector facilities.
- 2.7.2 Promoting networking and collaboration, through interventions that bring together businesses and partners within and across sectors to share knowledge, expertise and resources, and stimulate innovation and growth.
- 2.7.3 Increasing private sector investment in growth-enhancing activities, through targeted support for small and medium-sized businesses to undertake new-to firm innovation, adopt productivity-enhancing, energy efficient and low carbon technologies and techniques, and start or grow their exports.
- 2.8 **People and skills** (funding under this priority is available in the third year)
- 2.8.1 Boosting core skills and support adults to progress in work, by targeting adults with no or low level qualifications and skills in maths, and upskill the working population, yielding personal and societal economic impact
- 2.8.2 Reducing levels of economic inactivity through investment in bespoke intensive life and employment support tailored to local need. Investment should facilitate the join-up of mainstream provision and local services within an area for participants, through the use of one-to-one keyworker support, improving employment outcomes for specific cohorts who face labour market barriers.
- 2.8.3 Supporting people furthest from the labour market to overcome barriers to work by providing cohesive, locally tailored support including access to basic skills.
- 2.8.4 Supporting local areas to fund gaps in local skills provision to support people to progress in work, and supplement local adult skills provision e.g., by providing additional volumes; delivering provision through wider range of routes or enabling more intensive/innovative provision, both qualification based, and non-qualification based. This should be supplementary to provision available through national employment and skills programmes.
- 2.9 For each Investment Priority there are a set of 'Interventions' with associated outputs and outcomes. Investment Plans for the UKSPF are required to select some or all the Interventions and this will become the basis for the future use of the funding.

Investment Plan

- 2.10 TRDC is required to submit an Investment Plan by 1 August 2022. The Investment Plan will feature three broad Sections
- 2.10.1 Local context: Setting out local evidence of opportunities and challenges through the lens of the three investment priorities.
- 2.10.2 Selection of outcomes and interventions: Identifying the outcomes that the Council wishes to target based on local context, and the interventions to prioritise. These should be clearly linked to local opportunities and challenges.
- 2.10.3 Delivery: Setting out the process for delivering the fund including governance and resourcing
- 2.11 The Investment Plan itself is not required to set the detail of specific projects that will be supported by the funding but rather sets out a justification for investment against the interventions selected from the pre-determined list.

TRDC's Allocation

- 2.12 Funding has been allocated to local authorities using a formula rather than a competition, with TRDC being awarded £1m over three years to be distributed as follows.

Allocation	2022/23	2023/24	2024/25
Minimum Capital	£9,403	£24,447	£143,584
Maximum Revenue	£80,863	£156,085	£545,620

- 2.13 Allocation of up to 4% is assumed within the allocation by default to undertake necessary Fund administration
- 2.14 In addition to the fund allocation, the Council will have access to £20,000 to support the costs of initial preparatory work for the UKSPF, including developing the local investment plan for submission.
- 2.15 The Fund can be used flexibly to support interventions via:
- 2.15.1 Grants to public or private organisations.
- 2.15.2 Commissioning third party organisations.
- 2.15.3 Procurement of service provision.
- 2.15.4 In-house provision.
- 2.16 Whilst Local Authorities are encouraged to provide match funding this is not mandatory. Where match funding does exist it is required to be included in the Investment Plan.
- 2.17 Payments for statutory duties or work that is fully funded by other sources cannot be covered by UKSPF.
- 2.18 It is expected, on the current government timetable, that funding will be released to the District in October 2022, following approval of the Investment Plan. Any

underspend at the end of each financial year would need to be returned as it may not be carried forward.

Governance

- 2.19 It is proposed that this project is managed by the Community Partnerships Unit, supported by the wider Corporate Management Team, who will co-ordinate the necessary work to prepare and submit the Investment Plan, accept and monitor the budget and administer the scheme and its interventions including the completion of the relevant Government returns.
- 2.20 It is proposed that the available £20,000 and the 4% administration allocation is used to support initial preparatory work for the UKSPF through provision of additional staff resources within the Community Partnerships Unit to administer the scheme.
- 2.21 It is proposed that the Chief Executive, in consultation with the Leader of the Council, be given delegated authority to finalise the Investment Plan submission, administer and deliver the UKSPF.
- 2.22 An overview of the TRDC UKSPF proposed priorities upon which the Investment Plan will be built is provided as Appendix 1 for members' consideration

Stakeholder Engagement

- 2.23 A working group of TRDC officers was set up on announcement of the UKSPF to begin exploring funding opportunities in order to ensure UKSPF was utilised across different teams able to support the objectives of the fund.
- 2.24 TRDC has consulted partners, including those prescribed by the UKSPF prospectus such as the local MP, through the Local Strategic Partnership, in order to understand local need and priorities and the feedback received is reflected in the investment priorities presented in this report.
- 2.25 The fund makes it clear that explicit contact must be made with the MP. There is a section in the Local Investment Plan that specifically asks whether the plan has the MPs support and if not, to detail any reasons why this is the case. Officers will continue to liaise with the MPs office for comment as the Investment Plan is developed.
- 2.26 TRDC is an active partner within the Hertfordshire-wide network of Councils with whom the UKSPF has been extensively discussed. Opportunities to collaborate with and complement the work of other districts, the county council and the LEP have been and will continue to be explored.

3 Options and Reasons for Recommendations

3.1 Option 1:

Accept the proposals as presented in this report. This option is recommended as it enables the Council to use its allocated £1m over the three years on projects, as identified in Appendix 1, that will make a positive difference across Three Rivers District and, in particular, for those communities within the District who are most in need.

3.2 Option 2:

Amend the proposals and reconsider. This is not recommended as timescales for submitting the plans are extremely tight with submission of the Investment Plan required by 1 August 2022.

3.3 Option 3:

Don't take part in the UKSPF scheme. This is not recommended as there would be no benefit to Three Rivers District.

4 **Policy/Budget Reference and Implications**

4.1 The recommendations in this report are within the Council's agreed policy and budgets.

4.2 The recommendations in this report relate to the achievement of the performance indicators in Table 1 below and will increase performance against these indicators.

4.3 As part of the development of the Investment Plan, new performance indicators may emerge and these will be presented for consideration through the usual Corporate and service planning processes later in the year.

Table 1

CP19	Number of people receiving support from the Community Support Service
CP50	Climate Emergency and Sustainability Action Plan
LL30	Number of attendances at a project supporting vulnerable people
LL39	Number of new trees planted by TRDC Trees and Landscapes Officers – New PI
LL41	Percentage of people reporting an increase in physical activity levels following attendance at a Three Rivers District Council activity

5 **Community Safety, Public Health, Customer Services Centre, Communications & Website, Risk Management and Health & Safety Implications**

5.1 None specific to this report, however, the proposed delivery of the UKSPF will have a positive human, economic and environmental impact on Three Rivers District.

5.2 Each project will undertake its own impact assessments and an overall Assessment will form part of the Programme Management of the Fund as a whole through the preparation and monitoring of the Investment Plan.

5.3 As with any project there is and will be associated risk. A risk register will be created with the UKSPF Local Investment Plan and any risks resulting from this will be included in the risk register and, if necessary, managed within these plans.

6 **Financial Implications**

6.1 There are limited financial implications to the funding other than those outlined in paragraphs 2.12 to 2.17 above;

7 **Legal Implications**

- 7.1 All spend associated with the Fund must be
- (a) compliant with the Public Contracts Regulations 2015
 - (b) follow the Council's constitution and procedures
 - (c) adhere to grant rules, processes and procedures as and where relevant.
 - (d) comply with specific government guidance on UKSPF and subsidy control which is expected to be published later in the summer .

8 Equal Opportunities Implications

8.1 Relevance Test

Has a relevance test been completed for Equality Impact?	Yes
Did the relevance test conclude a full impact assessment was required?	Yes

Impact Assessment

- 8.2 The UKSPF is designed to address many issues facing residents and communities across the District, in particular the Investment Priorities of Communities and Place and People and Skills will set out to address economic and social inequalities as part of the Levelling Up agenda. Each project will undertake its own specific IA and an overall IA will form part of the Programme Management of the Fund as a whole through the preparation and monitoring of the Investment Plan.

9 Staffing Implications

- 9.1 Delivery of the UKSPF and its related interventions will require staff resources from the Community Partnerships Unit, as well as other Council departments.
- 9.2 As outlined in paragraph 2.19 above and in Appendix 1 it proposed to make use of a small proportion of overall fund allocation to provide one additional FTE staff resource on a fixed term basis for the duration of the Fund programme.

10 Recommendations

That the Committee agree:

- 10.1 The priority projects listed in Appendix 1 for inclusion in the Three Rivers, UK Shared Prosperity Fund, Local Investment Plan.
- 10.2 That delegated authority be granted to the Chief Executive, in consultation with the Leader of the Council, to take the necessary decisions and actions required to finalise and submit the required Investment Plan and accept the allocation of funds, and then to implement and administer the scheme and all related plans in accordance with the requirements and priorities of the prospectus and fund.

Report prepared by: Emma Sheridan, Head of Community Partnerships

Data Quality

Data sources: UKSPF guidance

Data checked by: Shivani Dave

Data rating:

1	Poor	
2	Sufficient	x
3	High	

Background Papers

- [UKSPF Prospectus](#)
- [UKSFP Allocations](#)
- [UKSPF Interventions list for England](#)
- [UKSPF List of outputs and Indicators for England](#)

APPENDIX 1

List of proposed priorities for the UKSPF Allocation in Three Rivers

Project Name	Project Description	Indicative Spend Profile			
		22/23	23/24	24/25	Total
UKSPF Economic Growth Project Officer	1 FTE to support project management and delivery of the Fund and delivery of associated economic development projects	£29,239	£45,478	£45,478	£120,195
Place Based Health Inequalities Initiatives	To utilise and amplify current healthcare services, to support the work of the Health and Wellbeing Partnership & link in with Leisure - in line with the new Herts Sports Partnership strategy	£5,000	£5,000	£5,000	£15,000
Sustainable Community Hubs	Infrastructure and service support for community anchors based on local need & support for establishing longer term sustainability	£18,300	£40,600	£31,000	£89,900
Watersmeet Programme Development	Support the development of the artistic programme and affordable access to arts and culture	£18,324	£9,454	£15,762	£43,540
Access to Local Sports	Subsidised swimming lessons	£10,000	£10,000	£10,000	£30,000
Enhancement of long term hoardings to contribute positively to the built environment	Working with land owners to improve the visual appearance of long term construction hoardings on sites which are currently undeveloped or to be developed in the future.		£5,000	£5,000	£5,000
Business Communications and Engagement	To support and enhance engagement with local businesses and opportunities within the district		£45,000	£45,000	£90,000
Inclusive Employment	Infrastructure to support young people with learning difficulties to develop skills through work experience which will lead to employment.		£20,000	£20,000	£40,000
Biodiversity Improvements in parks and open spaces	Delivering against the BOA action plan. This includes community bulb and tree planting, wetland creation and restoration of hedgerows			£50,000	£50,000
Rickmansworth Aquadrome	Programme of projects improving the visitor experience and accessibility of the site and future proofing the Aquadrome			£150,000	£150,000
Investment in Play areas, Parks, Open Spaces and Woodlands	Support delivery of the approved Management Plans	£9,403		£142,000	£156,403
Supporting local businesses to decarbonise	Support local businesses to develop and deliver Sustainability and Carbon Reduction plans.			£170,000	£170,000
Total		90,266	180,532	689,240	960,038
UKSPF Projects Allocation		£90,266	£180,532	£689,240	960,038
UKSPF 4% Admin Allocation		£3,761	£7,522	£28,716	39,999
Investment Plan Development Allocation		£20,000	£0	£0	20,000
					1,020,037

Note: The allocation is heavily weighted to Capital funding in the latter years

POLICY AND RESOURCES COMMITTEE - 18 JULY 2022

PART I - DELEGATED

8. IMPACTS OF INFLATION ON THE COUNCIL (DoF)

1 Summary

- 1.1 The Consumer Price Index (CPI) rose by 9.1% in the 12 months to May 2022, up from 9.0% in April. This is the highest CPI 12-month inflation rate in the National Statistic series, which began in January 1997. Modelled estimates for the period prior to 1997 indicate that this is the highest rate since 1982.
- 1.2 The Council's annual budget setting process takes into account forecasts for inflation. However, where possible, the Council cash limits budgets and only applies inflation to supplies and services budgets where there is a contractual commitment so to do. This means that, for a significant proportion of the Council's budget, annual efficiencies equivalent to the rate of inflation are delivered as services manage increased costs within existing budgets. Over the last five years, annual inflationary pressures of between 1.5% (March 2021) and 9% (March 2022) have been absorbed within budgets.
- 1.3 The main exception to cash limited budgets is for the annual pay award where a contingency budget is created to fund a pay award based on available information regarding the pay settlement.
- 1.4 This report sets out the latest assumptions regarding the impact of rising inflation on the Council's services and budgets for 2022/23.

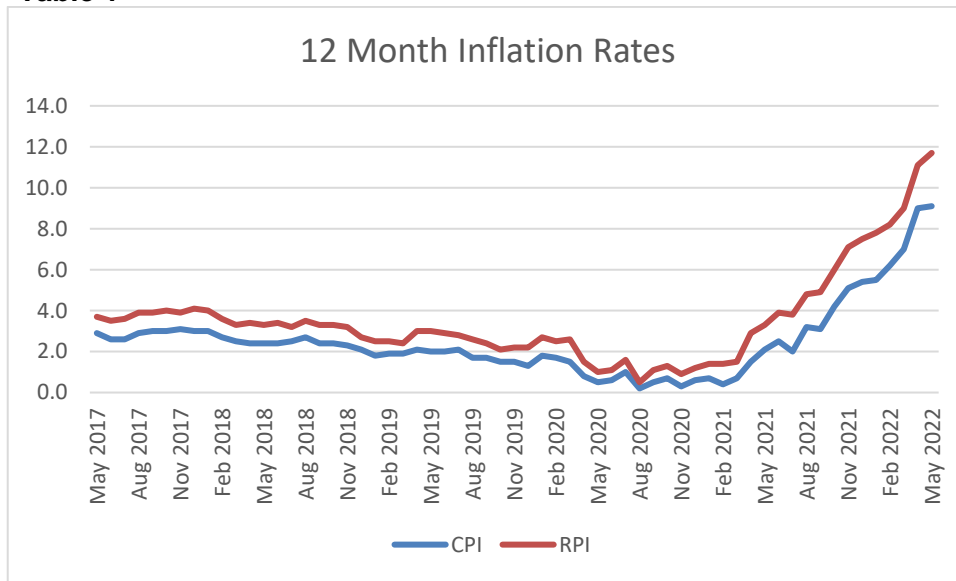
2 Details

2.1 Economic Context

- 2.1.1 Consumer price inflation is the rate at which the prices of goods and services bought by households rise or fall. The Consumer Price Index (CPI) is a measure of inflation published monthly by the National Office for Statistics. The index looks at the changing cost of a 'basket' of goods and services. The basket includes transport and energy costs and other supplies that are purchased by the Council. The latest published rate is for the 12 month period to May 2022 which showed a rise in prices of 9.1%.
- 2.1.2 CPI is used to compare to the government's target for inflation. CPI has been above the current target of 2% for the last 12 months having been below the target for all of the 2020/21 financial year.
- 2.1.3 The Retail Price Index (RPI) is an alternative measure of inflation which, prior to 2003, was the principal official measure for inflation in the UK. RPI continues to be used widely in contracts for annual price indexation. RPI is generally higher than CPI and increased by 11.7% to May 2022.
- 2.1.4 The main difference between CPI and RPI is that they look at slightly different things with RPI including the costs of housing including mortgage interest costs and council tax.

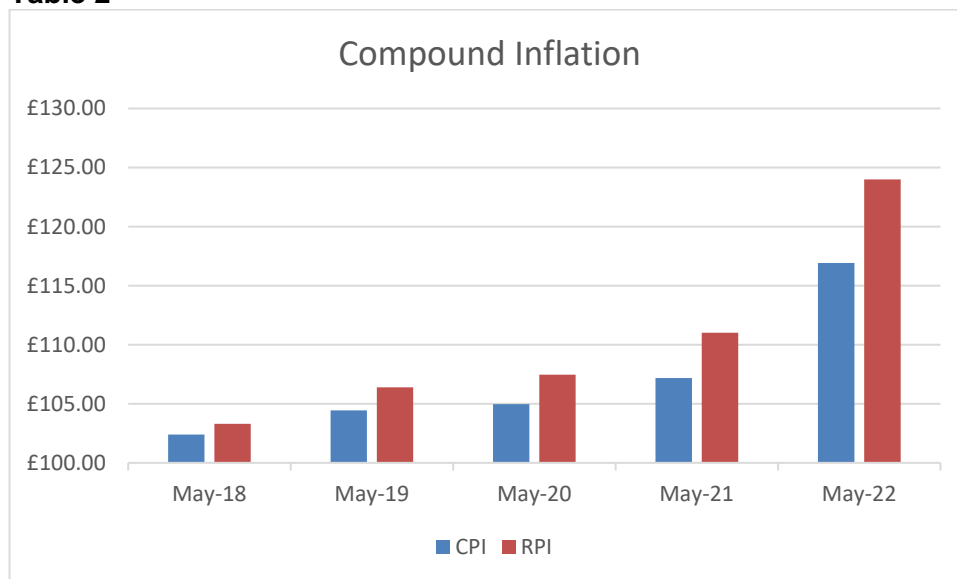
2.1.5 Table 1 below illustrates the 12 month inflation rates for the last five years.

Table 1



2.1.6 Table 2 below illustrates the compound impact of inflation over the last five years. The basket of goods used to calculate CPI costing £100 in May 2017 will now cost £117 (17% increase) and a basket of goods used to calculate RPI will now cost £124 (24% increase):

Table 2



2.1.7 Economists and commentators forecast that the headline rate of inflation will fall over the next 12 months. However, unless deflation occurs this will only result in a slowing of price increases and not price reductions meaning that price rises that have already occurred need to be factored into existing and future spending plans.

2.1.8 The impacts on specific services and council spending plans are set out in the paragraphs below.

2.2 Impact on Budget

- 2.2.1 The full impact on budgets will be reported as part of ongoing monitoring but, given the potential impact, work is ongoing in considering the most significant impacts.
- 2.2.2 The pay award remains the most significant risk to the annual budget. The unions have submitted the 2022 pay claim, which would apply from the start of April, which would see council employees receive either a £2,000 rise at all pay grades or the current rate of RPI (presently 11.1%), whichever is higher for each individual. The budget includes a 2% provision for the pay award. For each 1% above that 2% there would be a budget pressure of between £130k and £140k.
- 2.2.3 As well as pressure from the cost of living increase to pay, the Council is also experiencing some difficulties in recruiting which may put further pressure on pay. A market supplement has previously been agreed for HGV drivers and loaders within the Council's waste services and this is built into the current MTFs.
- 2.2.4 Fuel and utility prices are continuing to put pressure on budgets with an additional pressure on fuel costs at the depot of approximately £18k per month. However the market for recyclables has improved considerably since the budget was set providing additional income to offset some of the additional cost. Utilities costs will place additional pressure on budgets relating to Watersmeet and Three Rivers House.
- 2.2.5 The contract with SLM includes a utilities price mechanism, however, the contract has already been reviewed this year in relation to the pressure arising as a result of Covid, and it is against this background that any further discussions would take place.
- 2.2.6 Overall balances remain sound with the 2021/22 outturn report showing an additional £0.7M contribution to the General Fund. General Fund Balances are forecast to be at £4.4M, at the end of 2022/23 before any additional inflationary pressures, against a recommended minimum of £2M and the Economic Impact Reserve stands at £1.8M.
- 2.2.7 Measures to contain inflationary pressures, where possible, within the overall budget envelope will be brought forward as part of the ongoing budget monitoring reporting throughout the year and the impact of inflation in future years will be a key driver of the budget strategy for 2023/24 and beyond.
- 2.3 Wider Impact
 - 2.3.1 There has been a local impact with 2,300 more school children on free school meals across Hertfordshire since November 2020 although numbers in Three Rivers remain lower than most other areas of Hertfordshire.

Districts	Total pupils	FSM pupils	% FSM
Broxbourne	15776	2988	18.9%
Dacorum	23350	3868	16.6%
East Hertfordshire	27027	2626	9.7%
Hertsmere	16664	2342	14.1%
North Hertfordshire	18414	2622	14.2%
St Albans	29378	2871	9.8%
Stevenage	15465	3117	20.2%
Three Rivers	15266	1509	9.9%
Watford	14343	2074	14.5%
Welwyn Hatfield	16161	2925	18.1%
Total	191844	26942	14.0%

- 2.3.2 The TRDC managed Household Support Fund has received 44 applications since it reopened 2 weeks ago. This round of application have been received significantly quicker than the winter funding where we it took 2 months to receive the same number of applications.
- 2.3.3 The Community and Voluntary Sector are reporting increased demand for their services. Three Rivers Citizens Advice have seen 72% of clients presenting with debt problems in the first quarter of this year compared with the same period last year – a significant increase with an increasing number of those being people in employment. Watford Food Bank are seeing increasing demand in a context of decreased donations – donation are down 3 tonnes per month as for example those who would have added an item to the food bank as part of their weekly shop can no longer afford to do so.
- 2.3.4 Collection rates for Council Tax and Business Rates are currently holding up, with performance at the end of Q1 on par or slightly above the position at the same time last year. However the service is beginning to see signs that the crisis is having an effect on our residents. The service is receiving a high number of calls at the moment as customers seek assistance with claiming the Council Tax Energy Rebate. Some customers are voicing concerns that although they are able to pay their Council Tax currently they worry about how much longer they will be able to afford it as the crisis continues, they are especially concerned about the cost of food.
- 2.3.5 Conversely, we have seen a decrease in the number of new claims received for Council Tax Support (CTS) with 195 received in Q1 2022/23 compared to 276 for the same quarter 2021/22 (2021/22 we saw a lot of customers being made redundant or furloughed due to the pandemic).
- 2.3.6 As at end June 2022 13,600 council tax energy rebate payments totalling £2,040,000 have been made to households in the district. This is equivalent to 70% of households in Bands A-D identified as being eligible. Remaining customers, for whom we do not have bank details, can apply for the energy rebate on-line or at the council offices where we have officers on hand to assist where required. 2 drop-in surgeries are also being held during July where residents can drop-in and we will assist them with making a claim (19 July at the Hillside Community Hub in Abbots Langley and 20 July at the Watford Rural Parish Council offices in South Oxhey).

3 Options and Reasons for Recommendations

3.1 This paper is for information only.

4 Policy/Budget Reference and Implications

4.1 The recommendations in this report do not have any impact on Council Policy or existing budgets as this paper is for information only. Where budgetary implications are identified, these will be addressed through the quarterly financial monitoring report for 2022/23 and the budget setting process for 2023/24 onwards.

5 Financial Implications

5.1 Where the financial implications of rising inflation are known, these are set out in the main body of the report above.

6 Legal Implications

6.1 There are no legal implications arising directly from this report.

7 Equal Opportunities Implications

7.1 Relevance Test

Has a relevance test been completed for Equality Impact?	Yes
Did the relevance test conclude a full impact assessment was required?	No

8 Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications and Website Implications

8.1 There are no implications in respect of these areas arising directly from this report.

9 Risk and Health & Safety Implications

9.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

9.2 The following Financial and Budgetary risks are reported to each meeting of the Audit Committee and are included as an appendix to the quarterly Budget Monitoring Report to Policy and Resources Committee. FIN07 is also reported within the Council's Strategic Risk Register.

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(tolerate, treat terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
FIN07 The Medium term financial position worsens.	The general fund balance falls below the minimum prudent threshold and capital funding is insufficient to meet the capital programme. This appears as item no.8 in the Council's strategic risk register.	Regular budget monitoring reports to committees; Budgetary and Financial Risk Register reviewed and updated as part of the budget monitoring process; identification of budgetary pressure when reviewing the medium term financial plan during the budget setting process which includes a risk assessment for the prudent level of general balances and an assessment of financial resilience with reference to the CIPFA Financial resilience index.	Treat	6
FIN08 Pay award is above budgeted amount	Revenue balances insufficient to meet estimate pay award increases	The Council's 3 year Medium term Financial Strategy includes forecast pay awards for the next three years. The Council maintains reserves to guard against risk including setting a prudent minimum level for general balances. Early identification of new pressures through Budget Monitoring	Treat	2
FIN09 Inflation creates budgetary pressures	Revenue balances insufficient to meet other inflationary increases	Monitor future inflation projections. Actively manage budgets and contracts to contain inflation. The Council maintains reserves to guard against risk including setting a prudent minimum level for general balances.	Treat	2

9.4 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Likely ----- Likelihood ----- ▼ Remote	Low 4	High 8	Very High 12	Very High 16
	Low 3	Medium 6	High 9	Very High 12
	Low 2	Low 4	Medium 6	High 8
	Low 1	Low 2	Low 3	Low 4
Impact Low -----► Unacceptable				

Impact Score

4 (Catastrophic)

3 (Critical)

2 (Significant)

1 (Marginal)

Likelihood Score

4 (Very Likely (≥80%))

3 (Likely (21-79%))

2 (Unlikely (6-20%))

1 (Remote (≤5%))

10 Recommendation

That the contents of this report be noted.

Report prepared by: Hannah Doney (Head of Finance)

Data Quality

Data sources:

Office for National Statistics: www.ons.gov.uk

Data checked by:

Alison Scott, Shared Director of Finance

Data rating:

1	Poor	
2	Sufficient	
3	High	<input checked="" type="checkbox"/>

Background Papers

Budget Report to Council (February 2022)

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POLICY AND RESOURCES COMMITTEE – 18 JULY 2022

PART I - DELEGATED

9. **WORK PROGRAMME** (CED)

1 **Summary**

1.1 To agree the Committee's work programme.

2 **Details**

2.1 Attached, as an appendix to this report, is the Committee's work programme.

2.2 The work programme includes information to Members on the purpose of the item being considered, how the work will be completed, the responsible officer and the outcome expected.

2.3 The work programme is presented for consideration to enable the Committee to make any changes it feels necessary, to review whether reports should remain on the work programme and to provide Members with updated information on future meetings.

3. **Policy/Budget Implications**

3.1 The recommendations in this report are within the Council's agreed policy and budgets.

4. **Financial, Legal, Staffing, Environmental, Community Safety, Customer Services Centre, Website and Risk Management Implications**

4.1 None specific to this report.

5. **Recommendation**

5.1 That the Committee agrees the items included in the work programme.

Report prepared by Sarah Haythorpe, Principal Committee Manager

Background Papers

Policy and Resources Committee Minutes

APPENDICES / ATTACHMENTS

Appendix A - Committee Work Programme

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UPDATED POLICY AND RESOURCES COMMITTEE - WORK PROGRAMME

No.	Item to be considered	Link to Strategic Plan	Date of Next Meeting	Purpose of the Report	How the work will be done	Responsible Officer	Outcome Expected
1.	Performance Report		Reported via MIB	Performance report update	Written Report	Performance and Projects Manager	Report to note, this will be reported via the Members' Information Bulletin
2.	Calendar of meetings 2024/25		12 September 2022	To receive a report	Written report	Principal Committee Manager	To recommend the calendar to Council
3.	Draft Corporate Framework and Financial planning 2023-2026		12 September 2022	To receive a report	Written Report	Director of Finance/Head of Community Partnerships	To consider the recommendations
4.	Nature Recovery Strategy		12 September 2022	To receive a report	Written report	Landscapes and Leisure Manager	To consider the recommendations
5.	Biodiversity Audit		To be confirmed	To receive a report	Written	Landscapes and Leisure Manager	To consider the recommendations
6.	Draft Corporate Framework, Draft Service Plans and Growth Bids 2022-2025		5 December 2022	Written report		Director of Finance/Head of Community Partnerships	To receive a report

APPENDIX A

No.	Item to be considered	Link to Strategic Plan	Date of Next Meeting	Purpose of the Report	How the work will be done	Responsible Officer	Outcome Expected
7.	Business Rate Pooling 2023/24		5 December 2022	<i>Written Report to seek approval to enter into a business rates pool with Hertfordshire County Council (HCC) and a number of other districts within the County for 2022/23.</i>		DoF	To recommend to Council.
8.	Review of Strategic Risks		5 December 2022	Written Report	Written Report	Emergency Planning and Risks Manager	To consider the recommendations
9.	Financial Planning 2023-2026 to include Fees and charges		January 2023	To receive a report	Written Report	DoF and Service Heads	To recommend the budget to Council
10.	Appoint to the Sub-Committees of P&R		June 2023	To receive a report	Written Report	Principal Committee Manager	To consider the recommendations
11.	Budget Outturn report 2022/23		June 2023	To receive a report	Written Report	Head of Finance	To consider the recommendations
12.	Member Training		July 2023	To receive a report	Written report	Principal Committee Manager	To consider any recommendations
13.	Public space protection order report following public consultation		January 2025	To receive a report following the public consultation	Written Report	Head of Community Services	To make a recommendation to Council

APPENDIX A

No.	Item to be considered	Link to Strategic Plan	Date of Next Meeting	Purpose of the Report	How the work will be done	Responsible Officer	Outcome Expected
14.	Community Infrastructure Levy (CIL) once the Government have reviewed CIL		<p><i>CIL will still be reviewed alongside the Local Plan but only at the point where policies and sites have been formally agreed as CIL has to be based on the effects of the policies and relate to the allocated sites.</i></p> <p><i>It is currently anticipated that a report will be due in 2022/2023. This of course depends on the progress on the Local Plan.</i></p>	To receive a report	Written report	DCES/Head of Planning Policy and Projects	To consider any recommendations

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