

POLICY AND RESOURCES COMMITTEE

NOTICE AND AGENDA

For a meeting to be held in the Penn Chamber, Three Rivers House, Northway, Rickmansworth on Monday, 11 September 2023 at 7.30 pm in the Penn Chamber, Three Rivers House, Rickmansworth

Members of the Policy and Resources Committee:-

Councillors:

Sarah Nelmes (Chair)

Stephen Giles-Medhurst (Vice-Chair)
(Economic Development and Planning Policy)

Jon Tankard (Climate and Sustainability)

Steve Drury (Community Partnerships)

Paul Rainbow (Public Services)

Keith Martin (Resources)

Chris Lloyd (Leisure)

Oliver Cooper

Andrew Scarth (Housing, Public Health and Wellbeing)

Philip Hearn

Stephen Cox

Abbas Merali

Chris Mitchell

*Joanne Wagstaffe, Chief Executive
1 September 2023*

The Council welcomes contributions from members of the public 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 to register on the night of the meeting from 7pm. Please note that contributions will be limited to one person speaking for and one against each item for not 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 arrive from 7pm.

In accordance with The Openness of Local Government Bodies Regulations 2014 any matters considered under Part I 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 Legislation and the laws of libel and defamation.

1. APOLOGIES FOR ABSENCE

2. MINUTES

(Pages 7
- 12)

To confirm as a correct record the minutes of the Policy and Resources Committee meeting held on 17 July 2023.

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. WREATH LAYING PROTOCOL

(Pages
13 - 20)

Members requested that the Wreath Laying Protocol be reviewed following some questions asked at Council about the protocol following its circulation ahead of Remembrance Sunday in November 2022.

Members asked that the protocol come forward to the Committee so all Members are able to review the protocol and put forward suggestions for amendments for the Committee to consider ahead of the services in November 2023.

As part of the review the protocol was circulated to all Members twice ahead of the report publication so that the comments received could be provided for the Committee to consider.

The new protocol is attached at Appendix 1.

Recommendation:

The Committee are asked to agree the new protocol at Appendix 1.

6. CALENDAR OF MEETINGS 2025/26 AND AMENDMENTS TO THE CALENDAR OF MEETINGS 2023/24 AND 2024/25

(Pages
21 - 38)

The calendar of meetings for 2025/2026 is being considered by the Committee for recommendation to Council on 17 October 2023 (Appendix 1).

Comments have been received from Members on the current year's calendar of meetings (2023/24) with regard to the Budget Setting Council meeting on 20 February 2024 and changing the date to the following week as officers understand the date now falls within half term. In addition, Members have asked if the July Planning Committee meeting date (on the 2024/25 calendar of meetings) could be moved to a week later (17 July 2024) instead of 11 July and that this continues for future years (i.e. the planning meeting being held in the third week of July).

In addition, it is proposed that the Audit Committee at the beginning of July

now be rescheduled for 2024 to the end of May and that this continues for future years. The background to this is the deadline for the publication of draft accounts is 31 May which allows for a 30-day period of public inspection to commence no later than 1 June 2023.

The Committee are asked to consider the draft calendar of meetings for 2025/26 and the proposed amendments outlined above (and detailed in Appendices 2 and 3) and make their recommendation to Council.

Recommendation:

1. The Committee are asked to recommend to Council:
2. That the attached draft Calendar of Meetings for 2025/26 be agreed with Members able to comment on the dates before ratification by Council on 17 October 2023.
3. That the proposed changes in the scheduling of the meetings as detailed in Paragraphs 1.2 and 1.3 of the report be agreed for recommendation to Council on 17 October 2023.

7. SW HERTS JOINT STRATEGIC PLAN VISION DOCUMENT

(Pages
39 - 482)

Consultation on the first formal Regulation 18 stage of the South West Hertfordshire Joint Strategic Plan (JSP) was undertaken in autumn 2022. This consultation sought feedback on a number of themes, a draft vision and objectives for the Plan, and a series of potential growth types that could be considered for the future. Officers have now considered all of the responses received and prepared a draft consultation report. This report provides a high level summary of the number and nature of these responses and seeks the endorsement of a series of changes to the draft vision and objectives to take account of feedback received. It also seeks agreement to a number of changes to the Sustainability Appraisal Scoping Report which was consulted on in parallel.

Recommendation:

- (1) Note the feedback received on the SW Herts Joint Strategic Plan Regulation 18 consultation (as summarised in Appendices 1 and 2);
- (2) Endorse the revised Vision and Objectives for the Plan, incorporating changes recommended as a result of the consultation responses (see Appendix 3);
- (3) Agree the recommended changes to the Sustainability Appraisal Scoping Report (see Appendix 4); and
- (4) Delegate authority to the Head of Planning Policy and Conservation in consultation with the Lead Member for Planning Policy to finalise and publish:
 - (a) a document setting out the revised Vision and Objectives; and
 - (b) an updated Sustainability Appraisal Scoping Report.

Resources

8. BUDGET MONITORING REPORT TO 31 JULY 2023

(Pages

Budget monitoring report is a key tool in scrutinising the Council's financial performance and is designed to provide an overview to all relevant stakeholders. It is essential that the council monitors its budgets throughout the year to ensure that it is meeting its strategic objectives within its resource limits and, where necessary, corrective action is taken. A key principle of budgetary control is to align the budget holders' financial responsibilities and their management responsibilities.

This report shows the expected financial position over the three year medium term based on the Council's actual financial performance at the end of period four (31 July 2023) set against the latest budget.

Recommendation:

To Council:

1. That the revenue budget virements as set out in appendices 1 to 3 be approved and incorporated into the three-year medium-term financial plan.
2. That the revenue budget supplementary estimates as set out in appendices 1 to 3 be approved and incorporated into the three-year medium-term financial plan.
3. That the revenue variances to be managed as set out in appendices 1 to 3 be noted.
4. That the capital variances as set out in appendices 1 to 3 be approved and incorporated into the three-year medium-term financial plan.

9. PROCUREMENT EXEMPTION - MICROSOFT LICENCES

(Pages
533 -
538)

To advise Members that an exemption to the Procurement process was approved by the Shared Director of Finance under the Exceptional Circumstances exemption as permitted by the Council's Constitution.

Recommendation:

To note the action taken.

10. WORK PROGRAMME

(Pages
539 -
546)

To receive the Committee's work programme.

Recommendation:

To note the work programme and for the Committee to make any comments.

11. OTHER BUSINESS - if approved under item 3 above

12. EXCLUSION OF PRESS AND PUBLIC

If the Committee wishes to consider the remaining item(s) 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 items 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.)

1. LOCAL AUTHORITY HOUSING FUND - ACQUISITION OF PROPERTY IN SARRATT (Pages 547 - 572)

This report seeks approval from the Policy & Resources Committee to acquire a residential property in Sarratt.

It is proposed that this property will be acquired using part-funding from the Local Authority Housing Fund 2 (LAHF2) provided to TRDC by the Department for Levelling Up, Housing and Communities (DLUHC).

Members will be aware that the LAHF has been previously discussed at Full Council on 21 February 2023 and subsequently at the Policy & Resources Committee on 13 March 2023, where delegations were granted to the development and approval of the business case for LAHF.

2. OTHER BUSINESS - If approved under item 3 above

Livestreaming details:

The Part I items for the meeting will be livestreamed and the meeting can be viewed using the link below:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDdiMzI3YTItOGI4My00ZWlZLTg4M2ItNWUzYTBiM2I1YWY1%40thread.v2/0?context=%7B%22Tid%22%3A%2258420664-1284-4d81-9225-35da8165ae7a%22%2C%22Oid%22%3A%2258c99d6e-8c11-4f06-9519-c296e92897fc%22%2C%22IsBroadcastMeeting%22%3Atrue%2C%22role%22%3A%22a%22%7D&btype=a&role=

The part ii item for the meeting will not be livestreamed

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