



Public Document Pack

ND VICE CHAIR MEETING AGENDA

**MONDAY 14 NOVEMBER 2016 AT 7.30 PM
DBC GADE ROOM - CIVIC CENTRE**

Membership

Councillor Alan Anderson
Councillor Hazel Bassadone
Councillor Herbert Chapman
Councillor David Collins
Councillor Terry Douris
Councillor Alan Fantham

Councillor Fiona Guest
Councillor Penny Hearn
Councillor Isy Imarni
Councillor Suqlain Mahmood
Councillor Roger Taylor
Councillor Colette Wyatt-Lowe

For further information, please contact Member Support

AGENDA

1 APPOINT CHAIRMAN

The Committee will be asked to appoint a Chairman for this meeting.

2 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3 PERFORMANCE (CARRYING OUT A REVIEW) & TRAINING (CHAIRMEN & MEMBERS)

4 ARRANGEMENTS FOR THE MOVE TO THE FORUM

5 ALL OSC WORK PROGRAMMES (Pages 2 - 19)

The committee to consider and note each work programme

6 ANY OTHER BUSINESS

HEALTH IN DACORUM COMMITTEE: Work Programme 2016/17

Scrutiny making a positive difference: Member led and independent; Overview & Scrutiny Committee promote service improvements, influence policy development & hold Executive to account for the benefit of the Community of Dacorum.

Date:	Items:	Contact details:	Background information	Outcome of Discussion
05 July 2016	<ul style="list-style-type: none"> Health & Localism / Health & Wellbeing Board Update 	Councillor W Wyatt – Lowe	To provide an update since the last meeting.	
	<ul style="list-style-type: none"> HCC Health Scrutiny Update 	Councillor Guest	To provide an update since the last meeting.	
	<ul style="list-style-type: none"> Get, Set, Go Dacorum Project 	Ben Russell and Alex Care	To provide an update.	
	Childhood obesity	Elizabeth Biggs	To provide Members with an update since 7 th January 2015	
14 September 2016	<ul style="list-style-type: none"> Health & Localism / Health & Wellbeing Board Update 	Councillor W Wyatt – Lowe	To provide an update since the last meeting.	
	<ul style="list-style-type: none"> HCC Health Scrutiny Update 	Councillor Guest	To provide an update since the last meeting.	
	<ul style="list-style-type: none"> Health and Social Care Services 	Tim Hamilton	To provide an update since the last meeting	
	<ul style="list-style-type: none"> Patient Services 	Tim Hamilton	To provide Members with an update since the last meeting.	
	<ul style="list-style-type: none"> Get, Set, Go Dacorum 	Ben Russell and Alex Care	To provide an update since the last meeting.	

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	<ul style="list-style-type: none"> West Hertfordshire Strategic Review of Health 	David Radbourne	To provide Members with an update.	
7 December 2016	<ul style="list-style-type: none"> HVCCG Update 	NHS Hertfordshire - Dr Fernandes & Interim Chief Operating Officer, Nicola Bell	To provide an update since the last meeting.	
	<ul style="list-style-type: none"> Health & Localism / Health & Wellbeing Board Update 	Councillor W Wyatt – Lowe	To provide an update since the last meeting.	
	<ul style="list-style-type: none"> HCC Health Scrutiny Update 	Councillor Guest	To provide an update since the last meeting.	
	<ul style="list-style-type: none"> Get, Set, Go Dacorum 	Ben Russell and Alex Care	To provide an update since the last meeting.	
	West Hertfordshire Strategic Review of Health	David Radbourne	To provide an update since the last meeting.	

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	WHHT CQC inspection report.	Helen Brown Director at WHHT	To provide an update on the Care Quality Commission Inspection report.	
01 March 2017	<ul style="list-style-type: none"> HVCCG Update 	NHS Hertfordshire - Dr Fernandes & Interim Chief Operating Officer, Nicola Bell	To provide an update since the last meeting.	
	<ul style="list-style-type: none"> Health & Localism / Health & Wellbeing Board Update 	Councillor W Wyatt – Lowe	To provide an update since the last meeting.	
	<ul style="list-style-type: none"> HCC Health Scrutiny Update 	Councillor Guest	To provide an update since the last meeting.	
	<ul style="list-style-type: none"> Get, Set, Go Dacorum 	Ben Russell and Alex Care	To provide an update since the last meeting.	
	Childhood Obesity	Elizabeth Biggs and Sue Beck	To provide an update since the last meeting on 7 th January 2015	

HEALTH IN DACORUM COMMITTEE: Work Programme 2016/17

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Consideration for Future Items/Meetings:

1. TB Awareness in the UK
2. DBC Masterplan

Regular Invitees

- Cllr Harden
- Sally Marshall
- Mark Brookes

STRATEGIC PLANNING & ENVIRONMENT Overview & Scrutiny Committee: Work Programme 2016/17

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Meeting Date	Report Deadline	Items	Contact Details	Background information
11 October 2016	30 September 2016			
		Tourism Service Update & Town Centre Update	James Doe 01442 228583 Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	
		Park by-laws	Robert Cassidy 01442 228853 Parks and Open Spaces Officer Robert.cassidy@dacorum.gov.uk Barbara Lisgarten 01442 228231 Legal Governance Team Leader Barbara.lisgarten@dacorum.gov.uk	
22 November 2016	11 November 2016	Provisional Outturn Q2	David Skinner 01442 228662 Assistant Director for Finance & Resources david.skinner@dacorum.gov.uk Richard Baker 01442 228162 Group Manager – Financial Services richard.baker@dacorum.gov.uk	<i>To review and scrutinise quarterly performance.</i>
		Environmental Services Q2 Performance Report	David Austin 01442 228355 Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk Craig Thorpe 01442 228027 Group Manager – Environmental Services craig.thorpe@dacorum.gov.uk	<i>To review and scrutinise quarterly performance.</i>
		Planning, Development and Regeneration Q2 Performance Report	James Doe 01442 228583 Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	<i>To review and scrutinise quarterly performance.</i>
		Regulatory Services Q2 Performance Report	David Austin 01442 228355 Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk Chris Troy 01442 228473 Group Manager – Regulatory Services chris.troy@dacorum.gov.uk	<i>To review and scrutinise quarterly performance.</i>
		Housing and Planning Act Implications	James Doe 01442 228583 Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	

		Waste Service Update	David Austin 01442 228355 Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk	
Joint Budget 6 December 2016	25 November 2016	Budget 2017-2018	James Deane 01442 228278 Corporate Director for Finance & Operations james.deane@dacorum.gov.uk David Skinner 01442 228662 Assistant Director for Finance & Resources david.skinner@dacorum.gov.uk Richard Baker 01442 228162 Group Manager – Financial Services richard.baker@dacorum.gov.uk	
		Two Waters Update	James Doe 01442 228583 Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	
11 January 2017	30 December 2016	New Local Plan Review	James Doe 01442 228583 Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	
		Review of Regeneration Projects	James Doe 01442 228583 Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	
		Development Management Efficiencies	James Doe 01442 228583 Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk Sara Whelan 01442 228590 Group Manager – Development Management & Planning sara.whelan@dacorum.gov.uk	
Joint Budget 7 February 2017	24 January 2017	Budget 2017-2018	James Deane 01442 228278 Corporate Director for Finance & Operations james.deane@dacorum.gov.uk David Skinner 01442 228662 Assistant Director for Finance & Resources david.skinner@dacorum.gov.uk Richard Baker 01442 228162 Group Manager – Financial Services richard.baker@dacorum.gov.uk	
14 March 2017	3 March 2017	Provisional Outturn Q3	David Skinner 01442 228662 Assistant Director for Finance & Resources david.skinner@dacorum.gov.uk Richard Baker 01442 228162 Group Manager – Financial Services richard.baker@dacorum.gov.uk	<i>To review and scrutinise quarterly performance.</i>

	Environmental Services Q3 Performance Report	<p>David Austin 01442 228355 Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk</p> <p>Craig Thorpe 01442 228027 Group Manager – Environmental Services craig.thorpe@dacorum.gov.uk</p>	<i>To review and scrutinise quarterly performance.</i>
	Planning, Development and Regeneration Q3 Performance Report	<p>James Doe 01442 228583 Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk</p>	<i>To review and scrutinise quarterly performance.</i>
	Regulatory Services Q3 Performance Report	<p>David Austin 01442 228355 Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk</p> <p>Chris Troy 01442 228473 Group Manager – Regulatory Services chris.troy@dacorum.gov.uk</p>	<i>To review and scrutinise quarterly performance.</i>
	Clean, Safe and Green Review	<p>David Austin 01442 228355 Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk</p>	

Items to be added:

- Fly tipping
- Luton airport

HOUSING AND COMMUNITY Overview & Scrutiny Committee: Work Programme 2016/17

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Meeting Date:	Report Deadline	Items:	Contact details:	Contact Details
8 June 2016	25 May 2016	<p>Quarter 4 Performance Reports (& Quarter 4 Operational Risk Reports)</p> <p>Housing</p> <p>Resident Services</p> <p>Budget Monitoring Financial Report</p> <p>Housing Acquisitions Policy</p> <p>Housing & Planning Bill Update –Implications for Dacorum Borough Council Housing Department</p>	<p><i>(PH – M Griffiths, J Marshall, N Harden)</i></p> <p>E Brooks, Assistant Director, Housing</p> <p>J Still, Group Manager, Resident Services</p> <p>R Baker, Group Manager, Finance</p> <p>Fiona Williamson</p> <p>Andy Vincent / Lindsey Walsh</p>	
20 July 2016	6 July 2016	<p>Housing Rents & Other Charges Policy</p> <p>Community Alarm Update</p>	<p>Andy Vincent / Katie Keily</p> <p>Andy Vincent</p>	<p>Ext: KK -2431 Katie.Kiely@dacorum.gov.uk</p> <p>Ext: AV -2149 Andy.vincent@dacorum.gov.uk</p>

Meeting Date:	Report Deadline	Items:	Contact details:	Contact Details
		End of year contract review (Osborne & Sun Realm) Housing Asset Management Strategy Tenant Involvement Strategy	Fiona Williamson Simon Smith / Fiona Williamson Andy Vincent	EXT: FW - 2855 Fiona.williamson@dacorum.gov.uk Moved from June Ext: AV 2149 Andy.vincent@dacorum.gov.uk
22 Sept 2016	7 Sept 2016	Quarter 1 Performance Report (& Q1 Operational Risk Reports) Housing Resident Services Q1 Budget Monitoring Financial Report Pay to Stay De-pooling	<i>(PH – M Griffiths, N Harden, J Marshall)</i> E Brooks, Assistant Director, Housing J Still, Group Manager, Resident Services R Baker, Group Manager, Finance Andy Vincent Andy Vincent	Ext: NB -2840 Ext: EB -2615 Elliott.Brooks@dacorum.gov.uk Ext: JS – 2453 Julie.Still@dacorum.gov.uk Ext: RB – 2162 Richard.Baker@dacorum.gov.uk

Meeting Date:	Report Deadline	Items:	Contact details:	Contact Details
12 October 2016	28 September 2016	Homelessness Strategy Review DENS Performance	Natasha Brathwaite Natasha Brathwaite	Ext: NB – 2840 Natasha.Brathwaite@dacorum.gov.uk
23 November 2016	9 November 2016 Item no: 6 7 8 9 10 11	Quarter 2 Performance Report (& Q2 Operational Risk Reports) Q2 Budget Monitoring Financial Report Housing Resident Services Youth connexions Old Town Hall update report Community Safety Partnership report	<i>(PH – M Griffiths, J Marshall N Harden)</i> E Brooks, Assistant Director, Housing J Still, Group Manager, Resident Services R Baker, Group Manager, Finance Karen Haswell Julie Still Julie Still	Ext: EB – 2615 Elliott.Brooks@dacorum.gov.uk JS – 2453 Julie.Still@dacorum.gov.uk RB – 2162 Richard.Baker@dacorum.gov.uk JS – 2453 Julie.Still@dacorum.gov.uk

Meeting Date:	Report Deadline	Items:	Contact details:	Contact Details
	12 13	Park Byelaws report New Build update	David Austin Julia Hedger	
Joint Budget 6 December 2016	25 November 2016	Joint Budget OSC Budget 2016-2017 <i>Ideally no further items to be added</i>	James Deane	EXT JD – 2278 James.Deane@dacorum.gov.uk
25 January 2017	11 January 2017			
Joint Budget 7 February 2017	24 January 2017	Joint Budget 2016-2017 <i>Ideally no further items to be added</i>	James Deane	EXT JD 2278 James.Deane@dacorum.gov.uk
15 March 2017	1 March 2017	Quarter 3 Performance Report (& Q3 Operational Risk Reports) Housing Resident Services	(PH – M Griffiths, N Tiley, N Harden) E Brooks, Assistant Director, Housing J Still, Group Manager, Resident Services	EB – 2615 Elliott.Brooks@dacorum.gov.uk JS – 2453 Julie.Still@dacorum.gov.uk

Meeting Date:	Report Deadline	Items:	Contact details:	Contact Details
		Q3 Budget Monitoring Financial Report	R Baker, Group Manager, Finance	Richard.Baker@dacorum.gov.uk RB - 2162
12 April 2017	29 March 2017	Allocations policy (consultation)	<i>Natasha Brathwaite</i>	Ext: NB – 2840 Natasha.Brathwaite@dacorum.gov.uk

Items to be scheduled: Dates to be confirmed

Resident Involvement Strategy
Older Persons Housing Strategy
Temporary Accommodation Strategy

Homelessness Strategy progress to OSC for **June 2017 and December 2017** (Natasha Brathwaite)

Allocations policy report to OSC for **June 2017** (Natasha Brathwaite)

DENS performance report **September 2017** (Natasha Brathwaite)

APPENDIX A

AUDIT COMMITTEE: Work Programme 2016-17

MEETING DATE	DEADLINE TO MONITORING OFFICER	DEADLINE TO MEMBER SUPPORT	ITEMS:	WHO RESPONSIBLE
29 June 2016			Strategic Risk Register	
			Annual Report	Internal Audit
			Audit Progress Report	EY LLP
			Statement of Accounts 2015/16	
27 July 2016		16/7/2016	Strategic Risk Register	
			Progress Report	Internal Audit
			Statement of Accounts	J Deane
21 Sept 2016		9/9/2016	Progress Report	Internal Audit
			Strategic Risk Register	
			Complaints	S Marshall/R Smyth
30 Nov 2016		18/11/16	Progress Report	Internal Audit
			Strategic Risk Register	
8 Feb 2017		27/1/17	Progress Report	Internal Audit
			Strategic Risk Register	

FINANCE AND RESOURCES: Overview & Scrutiny Committees: Work Programmes 2016/17

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Date:	Report Deadline	Items:	Type:	Contact details:	Background Information
07 June 2016	26 May 2016	Action Points from previous meetings	SC	All Members to discuss	
		Q4 Performance & Operational Risk Register Reports	PM	M Brookes, Solicitor to the Council, Legal Governance R Smyth, Assistant Director – Project Governance – Residents & Regulatory Services D Skinner, Assistant Director- Finance & Resources M Housden, (Procurement officer)	
		Q4 Forecast Financial Outturn Report 2015/16	PM	R Baker, Group Manager – Financial Services	
Date:	Report Deadline	Items:	Type:	Contact details:	Background information
<u>21 July 2016</u>	<u>11 July 2016</u>	<u>Action Points from previous meetings</u>	<u>SC</u>	<u>All Members to discuss</u>	
				<u>MEETING CANCELLED</u>	
06Sept 2016	25 August 2016	Q1 Performance & Operational Risk Register Reports	PM	M Brookes, Solicitor to the Council, Legal Governance R Smyth, Assistant Director – Performance & Projects D Skinner, Assistant Director -Finance & Resources M Housden, (Procurement officer)	

FINANCE AND RESOURCES: Overview & Scrutiny Committees: Work Programmes 2016/17

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		Q1 Forecast Financial Outturn Report 2015/16	PM	R Baker, Group Manager – Financial Services	
		Action Points from previous meeting	SC	All Members to discuss	
Date:	Report Deadline	Items:	Type:	Contact details:	Background information
05 Oct 2016	22 September 2016	Action Points from previous meetings	SC	All Members to discuss <u>MEETING CANCELLED</u>	
08 November 2016	27 October 2016	Q2 Performance & Operational Risk Register Reports	PM	M Brookes, Solicitor to the Council, Legal Governance R Smyth, Assistant Director – Performance & Projects D Skinner, Assistant Director - Finance & Resources	
		Q2 Forecast Financial Outturn Report 2015/16	PM	R Baker, Group Manager- Financial Services	Report may be late
		Action Points from previous meetings	SC	All Members to discuss	
		sickness project update - presentation		Matt Rawdon	
Date:	Report	Items:	Type:	Contact details:	Background

FINANCE AND RESOURCES: Overview & Scrutiny Committees: Work Programmes 2016/17

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Deadline		information			
06 Dec 2016 (Joint OSC)	24 November 2016	Budget 2016-17 <i>Ideally no further items to be added</i>		J Deane, Corporate Director - Finance & Operations D Skinner, Assistant Director – Finance & Resources	
		Action Points from previous meetings	SC	All Members to discuss	
10 Jan 2017	28 December 2016	Action Points from previous meetings	SC	All Members to discuss	
		Asset Management Strategy	PM	D Skinner. Assistant Director – Finance & Resources	
07 Feb 2017 (Joint OSC)	26 Jan 2017	Budget 2017 -18 <i>Ideally no further items to be added</i>	SC	J Deane, Corporate Director - Finance & Operations D Skinner, Assistant Director – Finance & Resources	
		Action Points from previous meetings	SC	All Members to discuss	

FINANCE AND RESOURCES: Overview & Scrutiny Committees: Work Programmes 2016/17

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Date:	Report Deadline	Items:	Type:	Contact details:	Background information
07 March 2017	23 Feb 2017	Q3 Performance & Operational Risk Register Reports	PM	M Brookes, Solicitor to the Council, Legal Governance R Smyth, Assistant Director – Performance & Projects D Skinner, Assistant Director - Finance & Resources	
		Q3 Forecast Financial Outturn Report 2017/18	PM	R Baker, Group Manager – Financial Services	<u>Put this item first on the agenda before the Quarterly Reports</u>
		Action Points from previous meetings	SC	All Members to discuss	