



Strategic Planning & Environment

Overview & Scrutiny

Agenda

TUESDAY 19 JUNE 2018 AT 7.30 PM

Conference Room 2 - The Forum

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Membership

Councillor Anderson (Chairman)
Councillor Bateman
Councillor Birnie
Councillor Fisher
Councillor S Hearn
Councillor Hicks

Councillor Howard (Vice-Chairman)
Councillor Matthews
Councillor Ransley
Councillor Riddick
Councillor Timmis
Councillor C Wyatt-Lowe

Substitute Members:

Councillors England, Link, McLean, Ritchie, R Sutton and Tindall

For further information, please contact Katie Mogan or Member Support

AGENDA

1. MINUTES

To agree the minutes of the previous meeting.

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. DECLARATIONS OF INTEREST

To receive any declarations of interest.

4. PUBLIC PARTICIPATION

5. CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE IN RELATION TO CALL-IN

None.

6. BUDGET MONITORING Q4 (Pages 3 - 11)

7. ENVIRONMENTAL SERVICES Q4 PERFORMANCE REPORT (Pages 12 - 28)

8. ENVIRONMENTAL AND COMMUNITY PROTECTION Q4 PERFORMANCE REPORT (Pages 29 - 41)

9. PLANNING, DEVELOPMENT AND REGENERATION Q4 PERFORMANCE REPORT

Report to follow

10. PARKING STANDARDS (Pages 42 - 53)

11. STREET NAMEPLATES (Pages 54 - 55)

12. WORK PROGRAMME (Pages 56 - 59)



Report for:	Strategic Planning and Environment Overview and Scrutiny Committee
Date of meeting:	19 June 2018
PART:	1
If Part II, reason:	n/a

Title of report:	Provisional Outturn 2017/18
Contact:	<p>Cllr Graeme Elliot, Portfolio Holder for Finance and Resources</p> <p>Authors: Fiona Jump, Group Manager Financial Services Caroline Souto, Team Leader Financial Planning & Analysis</p> <p>Contact: Nigel Howcutt, Assistant Director Finance & Resources</p>
Purpose of report:	<p>To provide details of the provisional outturn for 2017/18 for the:</p> <ul style="list-style-type: none"> • General Fund • Capital Programme <p>To provide details of the proposed transfers to and from earmarked reserves</p>
Recommendations	That Committee note the provisional outturn position.
Period for post policy/project review	N/A
Corporate objectives:	Delivering an efficient and modern council
Implications:	Financial and Value for Money implications are included within the body of the report.

Risk Implications	Risk implications are included within the body of the report.
Community Impact Implications	There are no community impact implications.
Health And Safety Implications	There are no health and safety implications.
Consultees	Budget Holders, CMT, Cabinet
Glossary of acronyms and any other abbreviations used in this report:	GF – General Fund HRA – Housing Revenue Account

1. Executive Summary

- 1.1 The year end financial outturn is a surplus on the general fund budget of **£89k**, as detailed in paragraph 3.3. This is a much reduced surplus compared to previous years, (2016/17 £1.1m; 2015/16 £400k). This demonstrates that the Council's budget has been accurately set and that savings previously identified have now been correctly captured in the base budgets, and delivered in year.
- 1.2 This year's surplus has been analysed as part of the normal year end process, to ensure that one off items have been challenged and any new savings have been identified and will be captured in the base budget going forward.
- 1.3 General Fund Capital budgets have seen slippage of 34%, which can be attributed to a relatively low number of high value schemes.

2. Introduction

- 2.1 The purpose of this report is to outline the Provisional Outturn for 2017/18, prior to the closure of the accounts. Outturn is reported for the following:
- General Fund
 - Capital Programme
- 2.2 From financial year 2017/18, the Accounts and Audit Regulations require local authorities to have prepared their annual Statement of Accounts, complete with certification from the Section 151 Officer, by 30 May, one month earlier than in previous years. The Statement of Accounts must be published by 31 July, 2 months earlier than in previous years, following an audit to be undertaken by Grant Thornton.
- 2.3 The Council's outturn position is a primary source of information for the production of the Statement of Accounts. The provisional outturn position detailed in this report may be subject to further amendment as work continues on the

preparation of the Accounts. The final outturn position, along with movements in reserves, will be reported to Audit Committee for sign off at its meeting of 25 July 2018.

3. General Fund Revenue Account

3.1 The General Fund revenue account records the income and expenditure associated with all Council functions except management of the Council's own housing stock, which is accounted for within the Housing Revenue Account (HRA).

3.2 The revised budget is the original budget approved by Cabinet in February 2017, plus the following approved amendments:

Amendments	Budget	Amendments
2017/18 Original budget - cost of services	20,968	£'000s
Funding to support creation of Development Company		200
Legal costs Regulatory Services		95
Brownfield Register employees costs		60
Increased budget recharged to HRA		44
Parking new CPZs		39
Health and Safety compliance		75
2017/18 Revised Budget - cost of services	21,481	

3.3 Appendix A provides an overview of the General Fund provisional outturn position, and the table below provides an overview by Scrutiny area.

	Revised Budget £000	Provisional Outturn £000	Variance	
			£000	%
Finance & Resources	11,476	11,287	(189)	-1.6%
Strategic Planning & Environment	8,261	8,186	(75)	-0.9%
Housing & Community	1,744	1,605	(139)	-8.0%
Total Cost of Services	21,481	21,078	(403)	-1.9%
Investment Property	(3,736)	(3,778)	(42)	1.1%
Corporate items	(16,651)	(16,702)	(51)	0.3%
Earmarked Reserve movements	(1,095)	(687)	408	-37.3%
Contribution (to)/from General Fund Working Balance	(1)	(89)	(88)	

3.4 The following sections provide an analysis of the provisional outturn and major budget variances shown by Scrutiny area.

4. Strategic Planning and Environment

Strategic Planning and Environment	Revised Budget £000	Provisional Outturn £000	Variance	
			£000	%
Employees	9,366	9,402	36	0.4%
Premises	962	1,042	80	8.3%
Transport	1,288	1,288	0	0.0%
Supplies & Services	2,066	2,136	70	3.4%
Third-Parties	80	83	3	3.8%
Income	(5,501)	(5,765)	(264)	-4.8%
	8,261	8,186	(75)	-0.9%

4.1 Employees - £36k over budget

A pressure of £150k has been experienced in Building and Development Control due to an ongoing requirement for temporary resource. A shortage of professional skills across the sector has led to continuing recruitment and retention issues. A review of the delivery of this service is underway with a view to improving processes and making efficiencies going forward.

This is offset by savings of £120k in the Clean, Safe and Green service where performance has been maintained despite recruitment difficulties.

4.2 Income - £264k over-achievement of budget

Planning income has generated an additional £240k of income due to a high volume of planning applications and the national price review implemented in January 2018. This has been incorporated into the base budget for 2018/19.

In Waste Services an additional £190k of income has been generated as a result of an incentive payment from Hertfordshire County Council (HCC) known as the Alternative Financial Model (AFM). This payment rewards Dacorum for improvements in the rate of recycling as a result of the co-mingled waste service.

An income reduction of £125k has been experienced in the Commercial Waste service due to an ongoing loss of customers. This is a trend that has been seen over the last 2 financial years. An external review of all elements of the Waste Service, and opportunities for increased income, is currently underway and will be considered as part of future years' budget setting once complete.

An under-achievement of £90k has been experienced in Building Control due to a reduction in the volume of work being dealt with by the council.

5. Corporate Items

5.1 Appendix A includes the provisional outturn for corporate items. These are largely year-end accounting adjustments. There will be further adjustments as work on the Statement of Accounts continues, but major variances arising to date are detailed below:

A surplus of £211k is reported for grant income due to additional new burdens grants. Included in these is £75k of funding towards the cost of meeting welfare reforms and benefit cap changes. The work involved with these reforms has been carried out by the Revenues and Benefits service. £51k of this grant funding has been transferred to reserves to fund future expenditure in the Homelessness service.

A deficit of £101k is reported on Interest Receipts due to low levels of interest rates over a sustained period since the Bank of England's reduction in base rate in 2016/17.

6. Capital Programme

6.1 Appendix B shows the projected capital outturn in detail by scheme.

The table below summarises the overall capital outturn position by Scrutiny area.

The current budget is the original budget approved by Cabinet in February 2017, plus approved amendments, including re-phasing of the slippage identified at Quarter 1 into 2018/19.

The 'Slippage' column refers to projects where expenditure is still expected to be incurred, but it will now be in 2018/19 rather than 2017/18.

The 'Variance' column refers to projects which are now complete, but have come in under or over budget and projects which are no longer required.

	Current Budget	Slippage	Revised Budget	Provisional Outturn	Variance	
	£000	£000	£000	£000	£000	%
Strategic Planning & Environment	3,545	(1,226)	2,319	2,208	(111)	-3.1%
G F Total	3,545	(1,226)	2,319	2,208	(111)	-3.1%

6.2 General Fund Major Variances

The slippage to future years is detailed in Appendix B. This includes:

- Slippage of £455k on the planned refurbishment of Tring Swimming Pool. The implementation of this project has been delayed by ongoing discussions with Tring School regarding the future management arrangements for the leisure site. These discussions have now progressed and an agreement is expected to be completed shortly, with the refurbishment work expected to begin in early 2018/19.

- Slippage of £279k on Play Area refurbishment. The tendering process took longer than anticipated, impacting supply and delivery from suppliers.
- Slippage of £122k on Gadebridge Park infrastructure improvements. CCTV installation and footpath work will be completed in the new financial year due to poor ground conditions as a result of the adverse weather.
- Slippage of £152k on Fleet Replacement Programme. Work to establish a standardised framework for all fleet purchases is underway. The planned vehicles will now be purchased in 2018/19.

7. Balances and Reserves

- 7.1 The Reserves Summary at Appendix C reflects the movements approved by Council in February 2018 and updated for the reserve movements as set out below.
- 7.2 In cases where reserves were to be drawn down in 2017/18 to fund budgeted expenditure which was not spent in full, only the amount required to fund actual expenditure was drawn down. Where the balance is now required in 2018/19, the carry forward of unspent reserve budgets is recommended.
- 7.3 Strategic Planning and Environment variances over £50k on recommended reserve movements compared to the original budget and additional movements approved in year are as follows:
- Dacorum Development Reserve - £50k reduced drawdown. A drawdown of £54k was budgeted to fund the cost of the Dacorum Ambassadors scheme in 2017/18. In total a contribution of £120k was approved over a 3 year period to fund the scheme as it works towards being self-funding. The budgeted contribution for 2017/18 was not fully required due to income from the scheme offsetting the majority of costs.
- 7.4 Appendix A shows that after the above reserve movements are made there is a surplus on the 17/18 general fund outturn of £89k As part of the production of the final 2017/18 financial statements a recommendation of the treatment of these funds will be made.

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Dacorum Borough Council
General Fund Provisional Outturn 2017/18 (Cost of Services Analysis By Scrutiny Committee)

	<i>Year-to-Date</i>			<i>Full Year</i>		
	Budget £000	Actuals £000	Variance £000	Budget £000	Forecast Outturn £000	Variance £000
Cost of Services						
Finance and Resources	11,476	11,149	(327)	11,476	11,147	(329)
Housing and Community	1,744	1,606	(138)	1,744	1,605	(139)
Strategic Planning and Environment	8,261	8,333	72	8,261	8,326	65
Net Cost of Services	21,481	21,088	(393)	21,481	21,078	(403)
Other Items						
Investment Property	(3,736)	(3,754)	(18)	(3,736)	(3,778)	(42)
Investment Income	(236)	(395)	(159)	(236)	(135)	101
Interest Payments and MRP	956	580	(376)	956	956	0
Parish Precept Payments	739	739	0	739	739	0
Government Grants	(3,330)	(4,456)	(1,126)	(3,330)	(3,541)	(211)
Revenue Contribution to Capital	3,124	0	(3,124)	3,124	3,124	0
Taxation (Council Tax and Business Rates)	(13,937)	(10,759)	3,178	(13,937)	(13,937)	0
Surplus / Deficit on Provision of Services	(16,420)	(18,045)	(1,625)	(16,420)	(16,572)	(152)
Transfers between Reserves / Funds						
Net Recharge to the HRA	(3,967)	(1,510)	2,457	(3,967)	(3,908)	59
Contribution To / (From) Earmarked Reserves	(1,095)	(476)	619	(1,095)	(687)	408
Net Movement on General Fund Working Balance	(1)	1,057	1,058	(1)	(89)	(88)

Scheme	Budget Holder	Current Budget	Slippage	Revised Budget	Provisional Outturn	Projected Over / (Under)
General Fund						
Strategic Planning and Environment						
Commercial Assets and Property Development						
137 Hemel Sports Centre - renew heat and power system	Richard Rice	179,928	0	179,928	176,075	(3,853)
138 Berkhamsted Sports Centre - heating system upgrade	Richard Rice	15,000	0	15,000	0	(15,000)
139 Hemel Sports Centre - renew hot water & heating plant	Richard Rice	0	105,000	105,000	125,637	20,637
140 Tring Swimming Pool	Richard Rice	488,000	(454,725)	33,275	33,275	(0)
141 Demolish Gadebridge Park Green-Keeper's Shed	Richard Rice	20,000	(20,000)	0	0	0
142 Purchase of Allotments/Caravan Park Booking Software	Richard Rice	20,000	0	20,000	0	(20,000)
		722,928	(369,725)	353,203	334,987	(18,216)
Environmental Services						
146 Wheeled Bins & Boxes for New Properties	Craig Thorpe	20,000	0	20,000	10,907	(9,093)
147 Play Area Refurbishment Programme	Craig Thorpe	343,854	(278,722)	65,132	65,132	0
148 Litter Bin Upgrade	Craig Thorpe	20,239	0	20,239	20,239	0
149 Waste & Recycling Service Improvements	Craig Thorpe	75,000	(75,000)	0	0	0
150 Play Areas & Open Spaces - replace equipment	Craig Thorpe	11,081	0	11,081	2,515	(8,566)
151 Commercial Waste Collection System	Craig Thorpe	25,000	(25,000)	0	0	0
152 Air Conditioning Units at Cupid Depot	Craig Thorpe	45,000	0	45,000	34,855	(10,145)
153 Gadebridge Park - Splash Park	Craig Thorpe	900,376	(40,192)	860,184	860,184	(0)
154 Gadebridge Park - Infrastructure Improvements	Craig Thorpe	150,000	(121,783)	28,217	28,217	0
155 Fleet Replacement Programme	Craig Thorpe	288,986	(151,653)	137,333	137,333	(0)
156 Vehicle Wash Replacement	Craig Thorpe	65,000	0	65,000	64,475	(525)
		1,944,536	(692,350)	1,252,186	1,223,856	(28,330)
Strategic Planning and Regeneration						
160 Maylands Phase 1 Improvements	Chris Taylor	50,000	0	50,000	14,478	(35,522)
161 Urban Park/Education Centre (Durrants Lakes)	Chris Taylor	54,015	(54,015)	0	0	
162 Maylands Business Centre	Chris Taylor	377,224	0	377,224	420,899	43,675
163 Water Gardens	Chris Taylor	175,929	0	175,929	175,929	0
164 Town Centre Access Improvements	Chris Taylor	66,839	(35,159)	31,680	31,680	0
165 Hemel Street Furniture	Chris Taylor	110,576	(20,000)	90,576	18,147	(72,429)
166 The Bury - Conversion into Museum and Gallery	Chris Taylor	42,727	(55,000)	(12,273)	(12,273)	0
		877,310	(164,174)	713,136	648,860	(64,276)
Totals: Strategic Planning and Environment		3,544,774	(1,226,249)	2,318,525	2,207,703	(110,822)
Totals - Fund: General Fund		3,544,774	(1,226,249)	2,318,525	2,207,703	(110,822)

Page 10

General Fund Reserves Summary	Balance as at 31/03/2017 £'000	Net Reserve Movement 2017/18 £'000	Balance as at 31/03/2018 £'000	Slippage into 2018/19 £'000	Budgeted Movement 2018/19 £'000	Updated Movement 2018/19 £'000	Balance as at 31/03/2019 £'000	Net Reserve Movement 2019/20 £'000	Balance as at 31/03/2020 £'000	Net Reserve Movement 2020/21 £'000	Balance as at 31/03/2021 £'000	Net Reserve Movement 2021/22 £'000	Balance as at 31/03/2022 £'000
Civic Buildings Major Repairs Reserve	200		200				200		200		200		200
Capital Development Reserve	500	(35)	465	(165)		(165)	300		300		300		300
Earmarked Grants Reserve	202	(99)	103	(32)	(61)	(93)	10	(10)	0		0		0
Redundancy Reserve	0		0	0			0		0		0		0
Management of Change Reserve	1,750	(415)	1,335	(55)	(177)	(232)	1,103	304	1,407	350	1,757	350	2,107
Technology Reserve	56		56		200	200	256		256		256		256
Savings Efficiencies Reserve	0		0		604	604	604	377	981	244	1,225		1,225
Revenue Commitments Reserve	0		0	0			0		0		0		0
Benefits Recession Reserve	0		0	0			0		0		0		0
Car Parks Commuted Sums Reserve	0		0	0			0		0		0		0
On Street Car Parking Reserve	242	(30)	212	(35)	50	15	227		227		227		227
Local Development Framework Reserve	100	(34)	66				66		66		66		66
Dacorum Development Reserve	356	(192)	164		(110)	(110)	54		54		54		54
Planning Delivery Grant Reserve	0		0	0			0		0		0		0
Planning Enforcement Direct Action Reserve	0		0	0			0		0		0		0
Planning Enforcement & Appeals Reserve	75	(21)	54				54		54		54		54
Economic Development Reserve	0		0	0			0		0		0		0
Planning & Regeneration Project Reserve	158	(17)	141	(28)	(42)	(70)	71		71		71		71
Litigation Reserve	148	53	201				201		201		201		201
Vehicle Replacement Reserve	700	350	1,050		350	350	1,400	350	1,750	350	2,100	(1,750)	350
Historic Building Grants Reserve	0		0				0		0		0		0
Invest to Save	248		248				248		248		248		248
Building Control Reserve	0		0				0		0		0		0
Longdean School Repairs Reserve	0		0				0		0		0		0
Tring Swimming Pool Repairs Reserve	0	8	8		8	8	16	8	24	8	32	8	40
Youth Provision Reserve	101	(40)	61		(40)	(40)	21		21		21		21
Election Reserve	60	30	90		30	30	120	(90)	30	30	60	30	90
Uninsured Loss Reserve	586		586				586		586		586		586
Training & Development Reserve	88	(32)	56	(11)	(22)	(33)	23	(23)	0		0		0
Housing Conditions Survey Reserve	81	15	96		15	15	111	(111)	0	15	15	15	30
S106 Commuted Sums Reserve	0		0				0		0		0		0
Dacorum Partnership Reserve	58	(19)	39				39		39		39		39
Discretionary Travel Reserve	0		0				0		0		0		0
Dacorum Rent Aid - Guarantee Scheme	15	0	15				15		15		15		15
Rent Guarantee Scheme Reserve	15	0	15				15		15		15		15
The Forum Reserve	0		0				0		0		0		0
LG Resource Review and Localisation of Council Tax T	0		0				0		0		0		0
Funding Equalisation Reserve	2,214	(209)	2,005				2,005		2,005		2,005		2,005
Pensions Reserve	1,773	0	1,773		200	200	1,973	200	2,173	(1,300)	873	200	1,073
Maylands Plus Reserve	46	0	46		23	23	69	23	92	23	115	23	138
Total Earmarked Reserves	9,772	(687)	9,085	(326)	1,028	702	9,787	1,028	10,815	(280)	10,535	(1,124)	9,411
Working Balance	2,502		2,502		5		2,508	0	2,508	0	2,508	0	2,508
Total General Fund Reserves	12,274		11,587		1,033		12,295	1,028	13,323	(280)	13,043	(1,124)	11,919

Agenda Item 7



Report for:	SPAE Overview & Scrutiny Committee
Date of meeting:	19 June 2018
PART:	1
If Part II, reason:	

Title of report:	Quarter 4 Performance
Contact:	Councillor Janice Marshall, Portfolio Holder for Environmental Services and Sustainability Craig Thorpe, Group Manager, Environmental Services
Purpose of report:	1.To report on Quarter 4 performance
Recommendations	1.That the report be noted
Corporate objectives:	To provide a clean, safe and green environment
Implications:	<u>Financial</u> None as a result of this report
'Value For Money Implications'	<u>Value for Money</u> None as a result of this report.
Risk Implications	None as result of this report
Equalities Implications	N/A
Health and Safety	None as a result of this report

Implications	
Consultees:	Officers within Environmental Services
Background papers:	Waste Tonnages and CSG Performance – Appendix 1 Corvu Report - Sickness – Appendix 2 Corvu Report – Performance – Appendix 3
Historical background <i>(please give a brief background to this report to enable it to be considered in the right context).</i>	This report has been produced to provide an update to Members on performance against key objectives and an overview of progress on a number of ongoing projects
Glossary of acronyms and any other abbreviations used in this report:	CSG – Clean, Safe and Green

Environmental Services Overview and Scrutiny Quarter 3 – Performance Review

Introduction

- **Environmental Services consists of the following:**
 - 1.1 Refuse and Recycling – Domestic and Commercial Waste Collections.**
 - Providing scheduled collections of waste and recycling materials from over 62,000 domestic properties and 800 commercial waste customers
 - Collection of over 5000 “paid for” bulky collections per annum upon request
 - **Waste Transfer Site – ISO 14001 compliant**
 - Storage and bulking of over 24,000 tonnes of recycling materials for onward processing
 - Separation, storage and disposal of hazardous waste including asbestos, dead animals, paints and flammables.
 - **Clean, Safe and Green (CSG)**
 - Scheduled grass cutting on behalf of Herts County, Housing Landlord and on Dacorum owned land

- Maintenance of hedges, shrub beds and some roundabouts
 - Maintenance of parks and open spaces including play equipment
 - Maintenance of sports pitches
 - Weed spraying
 - Clearance of fly tips
 - Removal of graffiti
 - Removal and disposal of road kill
 - Management of Trees on behalf of Herts County, Housing, Dacorum owned land, parks and open spaces and woodlands
 - Management of Rights of Way and Countryside access
- **Educational Awareness**
 - Initiating campaigns to promote the waste hierarchy through school talks and other initiatives. Also undertakes other related campaigns with local residents, businesses and Partners.
- **Fleet Management (Vehicle Repair Shop)**
 - Servicing and maintenance of all the Councils fleet of vehicles to ensure legal compliance with Road Transport Law and effective running of front line services.
- **Resources**
 - Recording and producing of key performance data such tonnages, reports from public and sickness figures which are shown as part of this report.

Service Updates:

- **Waste Services**
- Completed revised collections from the Bank holidays
- Carried out induction training to new staff
- Managed the Christmas tree recycling event
- Carried out annual refresher training to all 80+ frontline staff
- Carried out annual Appraisals to all 80+ waste staff
- Provided freighters to Flamstead and Markyate for bulky items
- Installed new vehicle wash
- Steve rewarded with certificate from CEO Sally Marshall for only having 1 day off in 7 years on the front line.
- Recommenced green waste collections
- Successfully caught up after industrial action

Environmental Awareness

- Held a Christmas Tree Recycling day on 7 January with around 4000 trees being recycled – our busiest year yet.
- Completed the ‘Green 2018’ social media and web campaign throughout January to encourage people to start incorporating more eco-friendly New Year resolutions into their routines.
- Received a ‘Network Award Finalist’ certificate after being nominated for a Keep Britain Tidy award for 2017’s ‘Love Parks Week’ campaign
- Additional Garden Waste Subscription Service: 642 subscriptions in total so far and 70 additional bins (620 subscriptions last year so already beating this)
- Great British Spring Clean – the national litter picking campaign took place throughout mid Feb – March and has now come to an end. Despite adverse weather affecting litter picks throughout the month, we still had over 700 volunteer litter pickers (30 groups) take part, collecting around 200 bags of rubbish and an additional 200 bags of recyclable litter.
- Fly-tipping campaign launched in mid-March with a fly tipping installation, photoshoot and information stall being held in the town centre which was attended by Sir Mike Penning MP, Police and Crime Commissioner David Lloyd, Chief Constable Charlie Hall and Dacorum’s Mayor, alongside other representatives from the Hertfordshire Fly Tipping Group. Other campaign initiatives took place including social media roll out, poster circulation, Horizons adverts, press releases, TV adverts in town, franking machine.
- Fly tipping information leaflet was circulated to all households in March.
- Ongoing communications through website, SMS and social media around bad weather, bank holidays, Easter excess recycling and industrial action.
- Flats recycling surveying now completed. Data analysis stage now beginning.
- Compost giveaway event held and proved as popular as ever with 10 tonne being collected in less than an hour

• Clean, Safe and Green

- Watergardens apprentice commenced employment alongside a Work experience student from Collet school currently working in the Watergardens.
- Affinity water project started renovation works on the River Gade, making it more environmentally friendly.
- Started the summer grass cutting rota’s winter works completed.
- All small plant serviced and awaiting delivery of 3 new ride on mowers.
- 6 operatives completed training in Forestry chipper.
- New Supervisor recruited – Laurence Coleman
- New Tree Officer started 9th April. Darren Hemmings
- 9 summer temps commenced on 3rd April.
- 25 x conservation volunteer days completed over the winter period, including hazel coppicing, pond clearance, tree thinning and litter collection. 5 x more days in the programme for spring period.
- Final number of snow / wind damage tree incidents over the winter was almost 250.

- **Personnel**

- **Sickness days**

Environmental Services	Jan 18	Feb 18	Mar 18
Long Term Sickness (days lost)	233	144	142
Short Term Sickness (days lost)	80	54	69
Total Sickness (days lost)	313	198	211

Days lost per FTE	1.21	0.76	0.74
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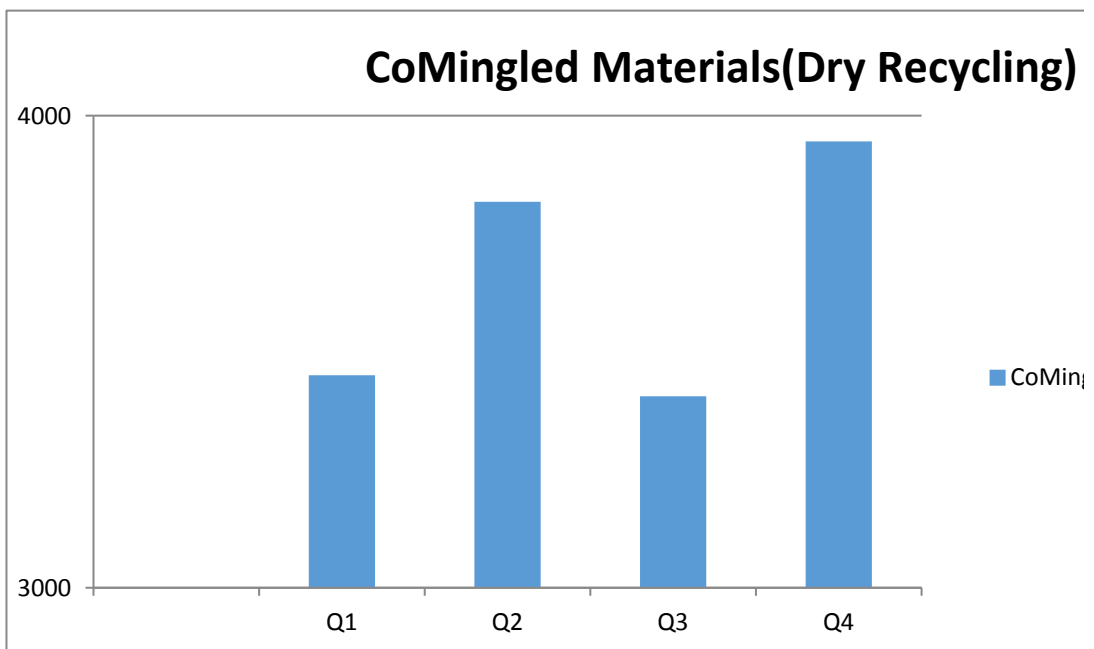
Sickness days lost:

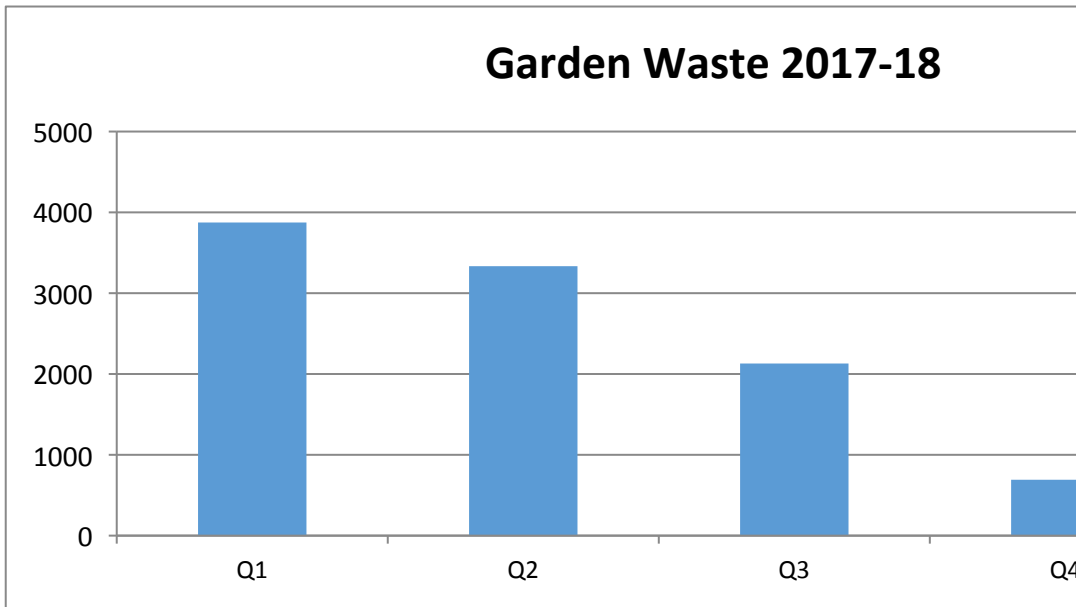
Department	H Count	Jan 18	Feb 18	Mar 18
Environmental Services Total	199	193	189	191
Operational Services + GM	8	8	8	8
Clean Safe & Green Management	4	4	4	4
Area Teams	82	79	78	79
Refuse & Recycling	4	4	4	4
Refuse & Recollection Crews	79	81	79	79
Depot Services	4	4	4	4
Trees & Woodlands	6	5	5	5
Vehicle Repairs	5	5	4	5
Resources	4	4	4	4
Waste Development (S)	3	3	3	3

Return to work compliance:

Department	Jan 18	Feb 18	Mar 18	Total over 12 months	Average days to complete
Environmental Services	78	75.9	80.6	349	4.88

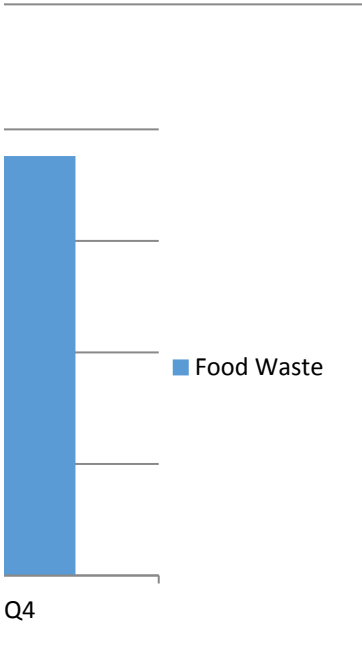
DBC Outgoing Weights / Corvu- Rocket				
2017-18	CoMingled Materials(Dry Recycling)		Food Waste	
Q1	3450.12	Q1	1171.46	Q1
Q2	3817.52	Q2	1142.97	Q2
Q3	3405.57	Q3	1199.4	Q3
Q4	3945.42	Q4	1268.05	Q4

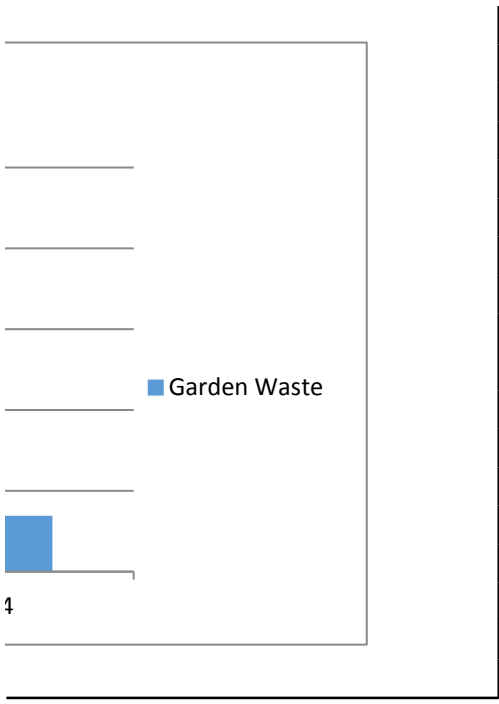





Data	
Garden Waste	
	3874.46
	3333.98
	2129.65
	691.43


gled Materials(Dry Recycling)





OSC Report - Strategic Planning & Environment Department - Neighbourhood Delivery

Indicator Name	Results Mar-2018	Last Quarters Results Dec-17	Last Years Results Mar-17	RAG	Comments	Actions
Dacorum Delivers - Performance excellence						
ECP09 - Percentage of high risk (A-C) food inspections/interventions achieved within the quarter	91.43% 32 / 35 Target: 95	95.35% 41 / 43 Target: 95	80% 36 / 45 Target: 95	 2 1 1	No Comments	No Info
Safe and Clean Environment - Maintain a clean and safe environment						
CSG01a - Number of dog fouling reports actioned within the set timescale of 7 days	71 % Info Only	29 % Info Only	72 % Info Only		No Comments	No Info
CSG02a - Number of fly tips collected within the set timescale of 7 days	326 Info Only	273 Info Only	301 Info Only		No Comments	No Info
CSG01 - Percentage of dog fouling reports actioned within the set timescale of 7 days	95.95% 71 / 74 Target: 95	100% 29 / 29 Target: 95	100% 72 / 72 Target: 95	0 0 4	No Comments	No Info
CSG02 - Percentage of fly tips collected within the set timescale of 7 days	98.49% 326 / 331 Target: 95	97.15% 273 / 281 Target: 95	98.05% 301 / 307 Target: 95	0 0 4	No Comments	No Info
CSG04a - % of litter area inspections graded A or B - Litter	No Data Target: 120	No Data Target: 120	No Data Info Only		No Comments	No Info
WR01a - Justified Missed collections (Excluding Assisted Collections)	458 Bins Target: 750	523 Bins Target: 750	293 Bins Target: 750	0 1 3	Approver Comments: Well within target for the quarter	No Info

Indicator Name	Results Mar-2018	Last Quarters Results Dec-17	Last Years Results Mar-17	RAG 	Comments	Actions
WR03 - Number of justified missed assisted collections	84 Collections Target: 120	67 Collections Target: 120	75 Collections Target: 120	1 1 2	Approver Comments: Well within target for the quarter	No Info
HS01 - All reported accidents/incidents (Including those required to be reported to the HSE)	46 Info Only	45 Info Only	36 Info Only		No Comments	No Info
WR06 - Total tonnage of garden waste collected	691.43 Tonnes Target: 1200	2129.65 Tonnes Target: 2550	1014.55 Tonnes Target: 1200	2 1 1	Approver Comments: Target not met as green waste was suspended over the winter period	Amend target to take into consideration seasonal variances
WR07 - Tonnage of food waste.	1268.05 Tonnes Target: 1020	1199.4 Tonnes Target: 1020	1274.45 Tonnes Target: 1020		Approver Comments: Exceeded target	No Info
WR05 - Dry recycling Collected	3945.52, Tonnes Target: 3600	3405.57, Tonnes Target: 3600	4069.5, Tonnes Target: 3600	0 2 2	No Comments	No Info
HS02 - Accidents / incidents that are notifiable to the HSE under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) This includes occupational diseases	2 Info Only	2 Info Only	2 Info Only		No Comments	No Info
CSG04b - % of litter area inspections graded A or B - Detritus	No Data Info Only	No Data Info Only	No Data Info Only		No Comments	No Info

OPERATIONAL RISK REGISTER

March 2018



3) Neighbourhood Delivery - David Austin

ND_E05 Response to EH Emergencies

Category: Health and Safety	Corporate Priority: Health & Safety	Risk Owner: David Austin	Portfolio Holder: Janice Marshall	Tolerance: Treating	
Inherent Probability	Inherent Impact	Inherent Risk Score	Residual Probability	Residual Impact	Residual Risk Score
3 Likely	5	15 Red	3 Likely	3 High	9 Amber
Consequences		Current Controls		Assurance	
<p>Failure to respond to a serious EH/PH Incident involving death, harm or injury (or potential to cause these) could have catastrophic consequences to individuals , communities, businesses and the environment. An outbreak of infectious disease for example could spread further unmitigated. Chemical hazards left uncontrolled in the environment could continue to expose individuals to explosion, fire and chemical burns. A biological hazard such as legionella has potential to cause a serious health hazard if uncontrolled.</p>		<p>Ensure there is sufficient resilience and expertise in Regulatory Services to manage an incident and control the risks. Training carried out on a regular basis which covers roles and responsibilities.</p> <p>There are arrangements in place for other LA's to provide cover in emergency. Any incident would be managed by TL or GM.</p>		<p>Mass casualty /CBRN incidents would be covered by Centralised emergency plans.</p> <p>Local emergency plans tested on an annual basis. LA outbreak plans peer reviewed.</p>	
Sign Off and Comments					
<p>Sign Off Complete Agreed.</p>					

OPERATIONAL RISK REGISTER

March 2018



ND_E01 General enforcement

Category: Technical/Operational	Corporate Priority: Health & Safety	Risk Owner: David Austin	Portfolio Holder: Janice Marshall	Tolerance: Treating	
Inherent Probability 2 Unlikely	Inherent Impact 3 High	Inherent Risk Score 6 Amber	Residual Probability 2 Unlikely	Residual Impact 2 Medium	Residual Risk Score 4 Green
Consequences		Current Controls		Assurance	
Lack of resource for Enforcement could result in a failure to meet statutory duties imposed by central government. This could result in Legal action, poor reputation and most likely put the public at risk in terms of their health or safety. Failure to employ officers of sufficient calibre or monitor competence could also have similar consequences. There are currently pressures in the teams which has meant that inspection levels are reduced.		Resources maintained to a level which will achieve statutory inspection targets and respond to any complaints in a timely fashion. Ensure that officers employed by DBC have the required level of competence commensurate with their level of responsibility. There are vacancies in key areas at the moment and we are using agency staff to cover these positions on a temporary basis.		Annual Inspection reports to FSA. Performance published on FSA website All officers required to do CPD. All EH Targets reported quarterly at SPAE Overview & Scrutiny Committee and any resource issues identified. Service Plans identify key priorities and emerging issues. All enforcement actions are taken in accordance with the Councils Enforcement Policy which has been reviewed and approved by Cabinet. We continue to ensure that any agency staff employed meet the necessary competences.	
Sign Off and Comments					
Sign Off Complete Agreed					

ND_E02 Direct enforcement action

Category: Technical/Operational	Corporate Priority: Health & Safety	Risk Owner: David Austin	Portfolio Holder: Janice Marshall	Tolerance: Treating	
Inherent Probability	Inherent Impact	Inherent Risk Score	Residual Probability	Residual Impact	Residual Risk Score

OPERATIONAL RISK REGISTER

March 2018



2 Unlikely	4 Severe	8 Amber	2 Unlikely	3 High	6 Amber
Consequences		Current Controls		Assurance	
Direct enforcement action resulting in closure of businesses, curtailment of commercial operations or sanctions against individuals. Immediate enforcement action is taken in response to serious contraventions of EH or PH legislation and the impact on businesses and individuals can be far reaching. The types of enforcement action include closure of premises (residential or commercial), works in default, prohibition of processes and sanctions against individuals. The consequences of getting this wrong is very serious and could result in compensation claims as well as legal action against DBC		Ensure that officers employed by DBC have the required level of competence commensurate with their level of responsibility. Enforcement protocols followed and any direct action is overseen by a team leader/GM. In many cases the Ass Director will also be advised.		All enforcement action is taken in accordance with the Councils Enforcement Policy and corresponding regulators code.	
Sign Off and Comments					
Sign Off Complete Agreed					

ND_E03 Primary Authority					
Category: Financial	Corporate Priority:		Risk Owner: David Austin	Portfolio Holder: Janice Marshall	Tolerance: Terminating
2 Unlikely	4 Severe	8 Amber	1 Very Unlikely	1 Low	1 Green
Consequences		Current Controls		Assurance	

OPERATIONAL RISK REGISTER

March 2018



DBC has a number of Primary Authority Partnerships and the income from these partnerships pay for the salaries of the specialist EHO's. If any of the larger companies suddenly terminated their contract this would result in an immediate deficit in funding. There is also a risk that failure to give the correct technical advice could have far reaching implications nationally and could result in legal action against DBC. There would also be legal implications if we blocked an enforcement action by one of the enforcing Authorities and a challenge was upheld.

Ensure that full cost recovery is achieved at the beginning when contracts are agreed and throughout the term of the partnership. Ensure that officers employed by DBC have the required level of competence commensurate with their level of responsibility. If specialist officers left the authority other officers in the team could take over duties on a temporary basis.

PA budgets are reviewed on a monthly basis and with the larger companies such as Tesco's there is an annual assessment of performance and key objectives.

Sign Off and Comments

Sign Off Complete
No longer applicable.

ND_E04 Pest Control

Category: Reputational	Corporate Priority: Safe and Clean Environment	Risk Owner: David Austin	Portfolio Holder: Janice Marshall	Tolerance: Treating	
Inherent Probability	Inherent Impact	Inherent Risk Score	Residual Probability	Residual Impact	Residual Risk Score
3 Likely	4 Severe	12 Red	2 Unlikely	2 Medium	4 Green
Consequences		Current Controls		Assurance	
Failure to honour contracts or provide effective treatments could result in a loss of income and loss of reputation. The incorrect use of pesticides could result in harm to the public and non-target species and could result in compensation claims against the Council.		Ensure that pest control officers employed by DBC have undergone appropriate training. All PCO's have successfully completed the BPCA course and are familiar with the correct use of pesticides and other eradication techniques. COSHH risk assessments are carried out.		A log of training is maintained by the Team Leader. COSHH risk assessments are reviewed on an annual basis.	

OPERATIONAL RISK REGISTER

March 2018



Sign Off and Comments

Sign Off Complete

Agreed

Page 28



Report for:	Strategic Planning and Environment Overview and Scrutiny Committee
Date of meeting:	19th June 2018
Part:	1
If Part II, reason:	

Title of report:	Q4- Performance Report for Environmental and Community Protection
Contact:	Neil Harden, Portfolio Holder for Community and Regulatory Services Author/Responsible Officer Emma Walker, Group Manager, Environmental and Community Protection David Austin, Assistant Director (Neighbourhood Delivery)
Purpose of report:	To provide Members with the performance report for quarter 4 in relation to Environmental and Community Protection
Recommendations	For Information only.
Corporate objectives:	Resources and Value For Money; Optimise Resources and Implement Best Practice.
Implications:	<u>Financial</u> None.
'Value for money' implications	<u>Value for money</u> Monitoring Performance supports the Council in achieving Value for Money for its citizens.
Risk implications	Risk Assessment completed for each service area as part of service planning and reviewed quarterly. Key risks are recorded on the Council's Risk Register. The key risks relate to not achieving statutory targets and failing to protect the public/businesses from Environmental Health Risks : <ul style="list-style-type: none"> • If statutory targets are not achieved the service can be

	<p>taken over and managed by the Government.</p> <ul style="list-style-type: none"> • Potentially the public & businesses put at risk • Legal action taken against the Council • Reputational damage to Council
Equality Impact Assessment	Equality Impact Assessment completed for all enforcement policies.
Health and safety Implications	None
Consultees:	
Background papers:	Quarterly Performance Report – Quarter 4 (attached).
Historical background <i>(please give a brief background to this report to enable it to be considered in the right context).</i>	
Glossary of acronyms and any other abbreviations used in this report:	

1. Background

1.1 For the purpose of this report, 'Environmental and Community Protection' includes the following services:

- Environmental Health Team**
(Team Leader- Paul O'Day)
 Food Hygiene, Health and Safety Enforcement, Infection Control, Environmental Protection (including, Contaminated Land, Private Water Supplies, Statutory Nuisance and Air Quality).
- Operations and Public Health Team**
(Team Leader- Dawn Rhoden)
 Pest Control, Dog Warden, Public Health (including, accumulations, filthy and verminous properties, and prevention of damage by pests) and Technical Support Services
- Corporate Health, Safety and Resilience**
(Team Leader- Vacant)
 Corporate Health and Safety Advice, Accident Reporting and Service Auditing. Resilience Services including Emergency Planning arrangements and Business Continuity matters.

- **Anti-Social Behaviour and Environmental Enforcement**

(Team Leader- Nicola Lobendhan)

Anti-social Behaviour Officers, dealing with high level anti-social behaviour across the Borough. Fly-tipping, Littering, Abandoned Vehicles and accumulations.

Note- Private Sector Housing Enforcement including Houses of Multiple Occupation are now dealt with by Strategic Housing. Disabled Facilities Grants are now dealt with by Property and Place.

2. Regulatory Services Quarter 4 Performance Indicators

2.1 The high risk food inspection rate raised to (91.4%) in Q4. Across Q1-4 the completion rate is now 98.3% above the target of 95%. The low risk food interventions (D-E) are sat at 66% achieved against what was due in the year at the end of Q4. The unrated premises inspection is sat at 59.4% for the year to date.

2.2 KPI's for Environmental and Community Protection have been reviewed and changed in order to demonstrate the wide range of services covered by the department. This should enable members to understand performance across the department.

3. Staffing Updates

3.1 Trainee Environmental Health Officers have completed the first year of their respective courses, both trainees are doing extremely well and have achieved top grades at the end of the year.

3.2 Monica Vitorino, Environmental Health Officer (Food, Health and Safety) has been endorsed by CIEH finalising her probation requirements.

3.3 The new Team Leader-Environmental Health, Paul O'Day started on the 1st June. This is on a permanent basis. Lead Environmental Health Officer (Food, Health and Safety) Rebecca Connolly has been in post for 6 weeks being promoted from an Environmental Health Officer post. The remaining Lead Environmental Health Officer (Environmental Protection) post has been re-advertised and the vacant Environmental Health Officer posts will shortly be going out to advert.

3.4 Sarah Lewis has been appointed at Lead Animal Welfare and Public Health Officer, securing her a permanent role within the department as she has been delivering maternity cover for the Dog Warden post for the past year.

- 3.5 Richard Johnson started in his position as Technical Assistant (Corporate, Health, Safety and Resilience) on the 11th June, he joined DBC from a background in leisure management. Jennifer Young started her role as Technical Officer (Corporate Health, Safety and Resilience) transferring from her role in the Operations Team at the beginning of May. The Team Leader role has been re-advertised and the interviews are due to take place on the 15th June.
- 3.6 Kenny Abere has been appointed as Temporary Scientific Officer to cover a period of sickness. Kenny brings a wealth of experience both on contaminated land and air quality issues.
- 3.7 Ben Stevens was transferred from Environmental Enforcement Officer to Interim Anti-Social Behaviour Officer (2 years fixed term) and Gemma Reid has been appointed as Interim Environmental Enforcement Officer due to start in Q1 2018/19.
- 3.8 Justin Strange (Temp Team Leader- Environmental Health), Richard Swan (Temporary Lead Environmental Health Officer -Food, Health and Safety), Sumeet Brahmhatt (Temporary Lead Environmental Health Officer-Environmental Protection), Rachel Humphreys (Environmental Health Officer- Food, Health and Safety), Charles Agar (Technical Assistant), Hayley Ramsay (Temporary Team Leader – Corporate Health, Safety and Resilience) have left the department.


4. Team Updates

- 4.1 A successful prosecution for duty of care offences relating to fly-tipping was secured by the ASB and Environmental Enforcement Team against Gary Puddephatt, of Stevenage Rise, Hemel Hempstead. He pleaded guilty on Wednesday 7 March and was ordered to pay £1,197 in fines, legal costs and victim surcharge.
- 4.2 The Environmental Health Team secured an Emergency Prohibition Order from the magistrates court for active rodent infestation of a café in Berkhamsted following the service of an Emergency Prohibition Notice by one of the Environmental Health Officers. The team continue to work with the Food Business Operator to ensure compliance is maintained.
- 4.3 Regulation of Investigatory Powers Act authorisation was approved for three months for covert cameras in the Kings Langley area. These are strategically placed in an attempt to gather evidence for fly-tipping offences.

- 4.4 A full injunction with power of arrest with no end date obtained in court on 21st March to prevent son from causing ASB to elderly vulnerable father in sheltered scheme in Old House Road, Adeyfield.
- 4.5 A dog was abandoned in a council property as a result of an eviction. Whilst assessing the dog, 5 piranhas were also found in the property. With the assistance of Ameyzoo (Bovingdon) the piranhas were removed and rehomed and the dog was signed over for rehoming. The RSPCA requested a joint visit to a premises in Adeyfield. A large number of animals living in unsuitable environment within a domestic premises, including a Fennic Fox, a Raccoon Dog, reptiles and a large number of dogs and cats. Since the visit some of the animals have been rehomed and others are continuing to be monitored.
- 4.6 Operations and Public Health Team have attended Three Cherry Trees Site meetings with Herts County and other partner agencies - continuing to look at all issues with this site. Introducing a Term of Permission for animals, which will limit residents number of dogs per plot. The forms will capture data on the dogs to make sure they can be connected to the plot. This is a tenancy related issue and will be enforced by HCC The Term of Permission related to this will also specify that dogs should be chipped and neutered amongst other requirements.
- 4.7 The Enforcement Officers and ASB Officers are working with CSG and Police on a graffiti project. This is to forming a database and trying to identify offenders across Hemel Hempstead. Some graffiti has been used in conjunction with drug crime in the area.
- 4.8 A Community Trigger has been heard from London Road, Apsley. All possible courses of action have been explored. A final offer has been sent for noise monitoring equipment and the offer of a housing panel decision on a move for him.
- 4.9 The corporate health and safety work streams are continuing with good progress and momentum. Rosherville Safety Solutions have been appointed to assist in driving the work streams forward to completion in the absence of a Team Leader in the service.
- 4.10 The Hazardous Substances Policy and the Legionella Management Plan were signed off at the last health and safety committee, and agreed by CMT.
- 4.11 First aid training and DSE update training took place at the Forum in March.

4.12 Environmental and Community Protection met with the Head of Resilience department at Herts County Council. They are rebranding the trading partnerships agreement with a renewed focus on value for money and accountability. This will be a soft launch in April 2018. A new work plan has been drafted and a training slot at was held at the leadership event.

OSC Report - Strategic Planning & Environment Department - Neighbourhood Delivery

Indicator Name	Results Mar-2018	Last Quarters Results Dec-17	Last Years Results Mar-17	RAG 	Comments	Actions
Dacorum Delivers - Performance excellence						
ECP09 - Percentage of high risk (A-C) food inspections/interventions achieved within the quarter	91.43% 32 / 35 Target: 95	95.35% 41 / 43 Target: 95	80% 36 / 45 Target: 95	2 1 1	No Comments	No Info
Safe and Clean Environment - Maintain a clean and safe environment						
CSG01a - Number of dog fouling reports actioned within the set timescale of 7 days	71 % Info Only	29 % Info Only	72 % Info Only		No Comments	No Info
CSG02a - Number of fly tips collected within the set timescale of 7 days	326 Info Only	273 Info Only	301 Info Only		No Comments	No Info
CSG01 - Percentage of dog fouling reports actioned within the set timescale of 7 days	95.95% 71 / 74 Target: 95	100% 29 / 29 Target: 95	100% 72 / 72 Target: 95	0 0 4	No Comments	No Info
CSG02 - Percentage of fly tips collected within the set timescale of 7 days	98.49% 326 / 331 Target: 95	97.15% 273 / 281 Target: 95	98.05% 301 / 307 Target: 95	0 0 4	No Comments	No Info
CSG04a - % of litter area inspections graded A or B - Litter	No Data Target: 120	No Data Target: 120	No Data Info Only		No Comments	No Info
WR01a - Justified Missed collections (Excluding Assisted Collections)	458 Bins Target: 750	523 Bins Target: 750	293 Bins Target: 750	0 1 3	Approver Comments: Well within target for the quarter	No Info

Indicator Name	Results Mar-2018	Last Quarters Results Dec-17	Last Years Results Mar-17	RAG	Comments	Actions
WR03 - Number of justified missed assisted collections	84 Collections Target: 120	67 Collections Target: 120	75 Collections Target: 120	1 1 2	Approver Comments: Well within target for the quarter	No Info
HS01 - All reported accidents/incidents (Including those required to be reported to the HSE)	46 Info Only	45 Info Only	36 Info Only		No Comments	No Info
WR06 - Total tonnage of garden waste collected	691.43 Tonnes Target: 1200	2129.65 Tonnes Target: 2550	1014.55 Tonnes Target: 1200	2 1 1	Approver Comments: Target not met as green waste was suspended over the winter period	Amend target to take into consideration seasonal variances
WR07 - Tonnage of food waste.	1268.05 Tonnes Target: 1020	1199.4 Tonnes Target: 1020	1274.45 Tonnes Target: 1020		Approver Comments: Exceeded target	No Info
WR05 - Dry recycling Collected	3945.52, Tonnes Target: 3600	3405.57, Tonnes Target: 3600	4069.5, Tonnes Target: 3600	0 2 2	No Comments	No Info
HS02 - Accidents / incidents that are notifiable to the HSE under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) This includes occupational diseases	2 Info Only	2 Info Only	2 Info Only		No Comments	No Info
CSG04b - % of litter area inspections graded A or B - Detritus	No Data Info Only	No Data Info Only	No Data Info Only		No Comments	No Info

OPERATIONAL RISK REGISTER

March 2018



3) Neighbourhood Delivery - David Austin

ND_E05 Response to EH Emergencies

Category: Health and Safety	Corporate Priority: Health & Safety	Risk Owner: David Austin	Portfolio Holder: Janice Marshall	Tolerance: Treating	
Inherent Probability	Inherent Impact	Inherent Risk Score	Residual Probability	Residual Impact	Residual Risk Score
3 Likely	5	15 Red	3 Likely	3 High	9 Amber
Consequences		Current Controls		Assurance	
<p>Failure to respond to a serious EH/PH Incident involving death, harm or injury (or potential to cause these) could have catastrophic consequences to individuals , communities, businesses and the environment. An outbreak of infectious disease for example could spread further unmitigated. Chemical hazards left uncontrolled in the environment could continue to expose individuals to explosion, fire and chemical burns. A biological hazard such as legionella has potential to cause a serious health hazard if uncontrolled.</p>		<p>Ensure there is sufficient resilience and expertise in Regulatory Services to manage an incident and control the risks. Training carried out on a regular basis which covers roles and responsibilities.</p> <p>There are arrangements in place for other LA's to provide cover in emergency. Any incident would be managed by TL or GM.</p>		<p>Mass casualty /CBRN incidents would be covered by Centralised emergency plans.</p> <p>Local emergency plans tested on an annual basis. LA outbreak plans peer reviewed.</p>	
Sign Off and Comments					
<p>Sign Off Complete Agreed.</p>					

OPERATIONAL RISK REGISTER

March 2018



ND_E01 General enforcement

Category: Technical/Operational	Corporate Priority: Health & Safety	Risk Owner: David Austin	Portfolio Holder: Janice Marshall	Tolerance: Treating	
Inherent Probability 2 Unlikely	Inherent Impact 3 High	Inherent Risk Score 6 Amber	Residual Probability 2 Unlikely	Residual Impact 2 Medium	Residual Risk Score 4 Green
Consequences		Current Controls		Assurance	
Lack of resource for Enforcement could result in a failure to meet statutory duties imposed by central government. This could result in Legal action, poor reputation and most likely put the public at risk in terms of their health or safety. Failure to employ officers of sufficient calibre or monitor competence could also have similar consequences. There are currently pressures in the teams which has meant that inspection levels are reduced.		Resources maintained to a level which will achieve statutory inspection targets and respond to any complaints in a timely fashion. Ensure that officers employed by DBC have the required level of competence commensurate with their level of responsibility. There are vacancies in key areas at the moment and we are using agency staff to cover these positions on a temporary basis.		Annual Inspection reports to FSA. Performance published on FSA website All officers required to do CPD. All EH Targets reported quarterly at SPAE Overview & Scrutiny Committee and any resource issues identified. Service Plans identify key priorities and emerging issues. All enforcement actions are taken in accordance with the Councils Enforcement Policy which has been reviewed and approved by Cabinet. We continue to ensure that any agency staff employed meet the necessary competences.	
Sign Off and Comments					
Sign Off Complete Agreed					

ND_E02 Direct enforcement action

Category: Technical/Operational	Corporate Priority: Health & Safety	Risk Owner: David Austin	Portfolio Holder: Janice Marshall	Tolerance: Treating	
Inherent Probability	Inherent Impact	Inherent Risk Score	Residual Probability	Residual Impact	Residual Risk Score

OPERATIONAL RISK REGISTER

March 2018



2 Unlikely	4 Severe	8 Amber	2 Unlikely	3 High	6 Amber
Consequences		Current Controls		Assurance	
Direct enforcement action resulting in closure of businesses, curtailment of commercial operations or sanctions against individuals. Immediate enforcement action is taken in response to serious contraventions of EH or PH legislation and the impact on businesses and individuals can be far reaching. The types of enforcement action include closure of premises (residential or commercial), works in default, prohibition of processes and sanctions against individuals. The consequences of getting this wrong is very serious and could result in compensation claims as well as legal action against DBC		Ensure that officers employed by DBC have the required level of competence commensurate with their level of responsibility. Enforcement protocols followed and any direct action is overseen by a team leader/GM. In many cases the Ass Director will also be advised.		All enforcement action is taken in accordance with the Councils Enforcement Policy and corresponding regulators code.	
Sign Off and Comments					
Sign Off Complete Agreed					

ND_E03 Primary Authority					
Category: Financial	Corporate Priority:		Risk Owner: David Austin	Portfolio Holder: Janice Marshall	Tolerance: Terminating
2 Unlikely	4 Severe	8 Amber	1 Very Unlikely	1 Low	1 Green
Consequences		Current Controls		Assurance	

OPERATIONAL RISK REGISTER

March 2018



<p>DBC has a number of Primary Authority Partnerships and the income from these partnerships pay for the salaries of the specialist EHO's. If any of the larger companies suddenly terminated their contract this would result in an immediate deficit in funding. There is also a risk that failure to give the correct technical advice could have far reaching implications nationally and could result in legal action against DBC. There would also be legal implications if we blocked an enforcement action by one of the enforcing Authorities and a challenge was upheld.</p>	<p>Ensure that full cost recovery is achieved at the beginning when contracts are agreed and throughout the term of the partnership. Ensure that officers employed by DBC have the required level of competence commensurate with their level of responsibility. If specialist officers left the authority other officers in the team could take over duties on a temporary basis.</p>	<p>PA budgets are reviewed on a monthly basis and with the larger companies such as Tesco's there is an annual assessment of performance and key objectives.</p>
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Sign Off and Comments

Sign Off Complete
No longer applicable.

ND_E04 Pest Control

Category: Reputational	Corporate Priority: Safe and Clean Environment		Risk Owner: David Austin	Portfolio Holder: Janice Marshall	Tolerance: Treating
Inherent Probability	Inherent Impact	Inherent Risk Score	Residual Probability	Residual Impact	Residual Risk Score
3 Likely	4 Severe	12 Red	2 Unlikely	2 Medium	4 Green
Consequences		Current Controls		Assurance	
<p>Failure to honour contracts or provide effective treatments could result in a loss of income and loss of reputation. The incorrect use of pesticides could result in harm to the public and non-target species and could result in compensation claims against the Council.</p>		<p>Ensure that pest control officers employed by DBC have undergone appropriate training. All PCO's have successfully completed the BPCA course and are familiar with the correct use of pesticides and other eradication techniques. COSHH risk assessments are carried out.</p>		<p>A log of training is maintained by the Team Leader. COSHH risk assessments are reviewed on an annual basis.</p>	

OPERATIONAL RISK REGISTER

March 2018



Sign Off and Comments

Sign Off Complete

Agreed



Summary Report for:	Strategic Planning and Environment Overview & Scrutiny Committee
Date of meeting:	19th June 2018
Part:	1
If Part II, reason:	

Title of report:	Parking Standards Review	
Contact:	Councillor Sutton, Portfolio Holder for Planning and Regeneration Author/Responsible Officer: <ul style="list-style-type: none"> • Chris Taylor, Group Manager – Strategic Planning and Regeneration • James Doe – Assistant Director: Planning, Development and Regeneration 	
Recommendations	That Members of the committee: <ol style="list-style-type: none"> 1. Note the content of the report; and 2. Provide their views regarding the recommendation and proposed 'next steps' outlined in paras 32 - 40. 	
Key issues for Scrutiny focus:	<ol style="list-style-type: none"> 1. Whether the Committee considers the Study and its recommendations provide an appropriate evidence base to develop and inform new car parking standards for the Council (as part of a Supplementary Planning Document (SPD)) 2. Whether there are any other issues the Committee would wish officers to take into account when preparing the Car Parking SPD (which will inform the new Local Plan). 	<u>Report references</u> Paras. 13 – 31 Para. 39
Executive Summary:	The main aim of this report is to update members of the conclusions of 'Parking Standards Review Study' prepared by	

consultants Markides Associates Limited and provide an opportunity to discuss their recommendations, prior to officers preparing a new Car Parking Supplementary Planning Document (SPD).

The Study suggests:

1. Revised Residential Car Parking Standards;
2. Revised 'Accessibility Zone' areas (from four to two) where reduced car parking provision could be appropriate;
3. A evidenced survey approach for applicants proposing development in areas of acute local car parking stress which can also be taken into account in the planning application process (referred to a Parking Stress Study);
4. Counting garages as a parking space which contribute towards the parking standard (as they are now) provided they meet certain size and positioning standards;
5. Retaining existing Non-Residential Car Parking Standards (using the levels they identified now);
6. A new standard for electric vehicle charging points;
7. Car-free development should only be acceptable in Hemel Hempstead (with suitable justification for an approach);
8. Disabled parking requirements should be adjusted to meet latest DfT guidance.



Report for:	Strategic Planning and Environment Overview & Scrutiny Committee
Date of meeting:	19th June 2018
Part:	1
If Part II, reason:	

Title of report:	Parking Standards Review
Contact:	Councillor Sutton, Portfolio Holder for Planning and Regeneration Author/Responsible Officer: <ul style="list-style-type: none"> • Trevor Saunders/Rebecca Williams – Strategic Planning Team • James Doe – Assistant Director: Planning, Development and Regeneration
Purpose of report:	1. To update Members of the Committee on the conclusions of Parking Standards Review report prepared by consultants Markides Associates Limited and provide an opportunity to discuss their recommendations and appropriate next steps.
Recommendations	That Members of the committee: <ol style="list-style-type: none"> 1. Note the content of the report; and 2. Provide their views regarding the recommendation and proposed 'next steps' outlined in paras 32 - 40.
Period for post policy/project review	Once new car parking standards are adopted within an SPD, a review of their operation should be undertaken within 5 years.
Corporate Objectives:	Having a clear set of standards to govern parking requirements for new development will help support the following objectives: <ul style="list-style-type: none"> • <i>Safe and clean environment:</i> e.g. support policies in the Local Plan that promote a safe built environment <p><i>Dacorum delivers:</i> e.g. helps provides a clear framework upon which planning decisions can be made.</p>

Implications:	<u>Financial</u>
'Value for money' implications	None directly associated with this report. <u>Value for money</u> Consultants Markides were appointed through a formal procurement process where cost and value for money considerations were reflected in the scoring criteria.
Risk implications	No risk assessment is applicable as this report relates to a technical study only. A risk assessment will be carried out as part of the preparation of any new supplementary planning document or Local Plan which contains new parking standards and associated guidance.
Community Impact Assessment	Community Impact Assessment reviewed/carried out* *Delete as applicable
Health and safety Implications	No immediate implications from this report. However, ensuring an appropriate level of parking provision as part of new development will support future highway safety.
Consultees:	Preparation of the Markides Parking Standards Review report involved liaison at an Officer workshop attended by representatives from: <ul style="list-style-type: none"> • Strategic Planning and Regeneration • Development Management • Local highway authority (HCC) • Dacorum's Parking team • Environmental Health (Air Quality) • Commissioning, Procurement & Compliance (Environmental Sustainability Officer) A Member briefing session (to which all Borough Councillor were invited) was also held on 6 th July 2017.
Background papers:	1. Dacorum Borough Local Plan (April 2004) 2. Parking Standards Review, Markides Associates, October 2017 3. Roads in Hertfordshire – a Design Guide, HCC, January 2011
Glossary of acronyms and any other abbreviations used in this report:	HCC: Hertfordshire County Council LPA: Local Planning Authority (i.e. Dacorum Borough Council) LDS: Local Development Scheme SCI: Statement of Community Involvement SPD: Supplementary Planning Document

BACKGROUND

Scope of this Report

1. In general terms there are two key considerations when drawing up planning policies or guidance to help assess car parking proposals as part of a new development:
 - (a) *Level of Provision* (usually governed by local parking standards) and;
 - (b) *Design and Layout* (often guided with the help of urban design advice or guidance).
2. In its role as local highway authority, Hertfordshire County Council (HCC) has advised that it no longer develops parking standards for the county. Instead, the preparation and application of local parking standards is the responsibility of the individual planning authorities.
3. HCC does however retain a key role with regard to the design and layout of parking. Current guidance relating to these matters is set out in the document '*Roads in Hertfordshire*' (3rd Edition 2011). Officers understand that the current edition of this document is under review, but HCC has not provided any formal timetable for when an updated design guide will be published for comment.
4. This split between roles and responsibilities of the two Councils is summarised in Annex 1 to this report.

National Policies and Guidance

5. The National Planning Policy Framework (NPPF) was first published by Government in March 2012 with a new revised version issued for consultation in March 2018. With regards to parking matters, both the current and new NPPF say very little, but both leave the decision on whether to set parking standards to local authorities. If local authorities decide to set such standards, Government expects these to reflect local circumstances and take into account the following:
 - the accessibility of the development;
 - the type, mix and use of development;
 - the availability of and opportunities for public transport;
 - local car ownership levels; and
 - the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.

Local Policies and Guidance

6. The parking standards currently used by the Council are set out in Appendix 5 of the Dacorum Borough Local Plan (adopted 2004) and are expressed as maximum standards, as per the requirements of both national and regional policy at that time. These standards were taken from the Hertfordshire County Council Supplementary Planning Guidance document on parking provision, which is no longer in existence. It is also recognised that national policy is no longer seeking to apply maximum parking standards.
7. A desire to review the parking standards has been expressed by Members. Officers agree that this is appropriate given the age of the current work. Officers therefore tendered for consultants to undertake a review of the existing standards in January 2017 and subsequently appointed Markides Associates Limited to undertake the work.

The 'Parking Standards Review Study'

8. The 'Parking Standards Review Study' undertaken by Markides Associates Limited concluded in October 2017 and is available on the Council's website as part of the evidence underpinning the emerging New Local Plan:

<http://www.dacorum.gov.uk/home/planning-development/planning-strategic-planning/new-single-local-plan/technical-work-for-the-early-partial-review>

9. The aims of the 'Parking Standards Review Study' (hereafter 'the study') were to undertake a technical review of the Council's current parking standards, and to provide an evidence base to underpin a Supplementary Planning Document (SPD) setting out revised parking standards. The study therefore considered the 'level of provision', but did not consider the size or design of parking spaces, which will continue to be governed by the guidance contained in HCC's '*Roads in Hertfordshire*' document (or any subsequent version of this).
10. To help inform the review of parking standards, the study has considered the following evidence and information:
- The local transport network
 - Policy and guidance
 - 2011 Census data
 - Local site surveys and parking surveys
 - Information on parking standards from other authorities
 - Feedback from officers and councillors in applying standards; and
 - Responses from local developers and businesses via a feedback letter
11. As part of the study, letters were sent to local businesses and housebuilders asking for their comments regarding how well they felt the existing car parking standards are working and an opportunity to highlight any existing parking problems. A Member Development Meeting was also held in July 2017 to give Members the opportunity to discuss the findings from these surveys, the issues arising from operating the existing standards and the emerging recommendations from the work.
12. Much of the feedback received from both engagement processes related to the management of parking spaces and problems of parking stress arising from *existing* housing not having enough designated off-street parking. Whilst these issues are relevant to planning, and can inform the application of parking standards for individual planning applications, they are not explicitly covered by the Markides' report – as this focuses on the setting of standards for *new* development. However, Markides' did make some recommendations regarding how existing issues can be taken into account when setting new car parking standards.

The Study's Key Recommendations

13. The study's key recommendations are set out below:

(a) Parking Requirements

14. The starting point for considering new residential parking standards is the census data (2011) on car ownership rates, which in Dacorum, averages at 1.39 cars per household. There is a lot of variation in car ownership levels, both by location and by property size

across the Borough. Across the Borough, the report identifies three broad 'bands' of car ownership:

- i. The lowest levels of car ownership appears in 4 wards¹ in central Hemel Hempstead where it ranges from 1 – 1.2 cars per household, which is 15-30% lower than the district average.
 - ii. There are a further 8 wards², mostly in Hemel Hempstead, although one is in Berkhamsted, where car ownership is around 10% lower than the district average at 1.3 cars per household.
 - iii. There are 13 wards³ with average to above average levels of car ownership (ranging from 1.4 to 1.8 cars per household which is 30% above the district average).
15. Average car ownership rates (by size of dwelling) have been used by Markides to recommend a new residential car parking standard for the Borough. The standard recommended also includes an allowance to take account of potential visitor parking (20%) and further flexibility (20%) to allow for ranges in car ownership across the Borough. The geographical variation in car ownership rates in and around central Hemel Hempstead, and in central Berkhamsted, is also used to justify a reduction in car parking standards for two accessibility zones.
16. The car ownership data from the 2011 census shows a clear relationship between dwelling size (the number of bedrooms) and car ownership rates. It also shows that flats and apartments have car ownership levels of around 80-85% of houses, and that dwellings which are either rented or have shared ownership have car ownership rates of about 60-75% of owned dwellings.
17. The consultants state that *“Basing all standards on a maximum approach is likely to lead in some cases to under-provision of parking and pressure on scarce on-street resources.”* They therefore recommend a move away from the use of maximum standards (as at present), and instead suggest that the starting principle is that all parking is accommodated on site, and that the standards are applied as 'requirements' from which departures may be justified with appropriate evidence (see below).
18. The recommended residential parking standards are set out in Table 1 below.

Table 1: Residential car parking standards suggested by the Study

Dwelling size	Parking requirement per unit (existing standards in brackets)	Parking Requirement per unit (Zone 1) (30% reduction)	Parking Requirement per unit (Zone 2) (10% reduction)
Studio/bedsit	1.25 (1.25)	0.9	1
1 bedroom	1.25 (1.25)	1	1.1
2 bedrooms	1.75 (1.5)	1.3	1.6
3 bedrooms	2.3 (2.25)	1.75	2.2
4 bedrooms	3 (3)	2	2.5
5 + bedrooms	Assessed individually on merit (no previous standard)		

¹ The 4 wards are: Hemel Hempstead Town, Highfield, Adeyfield West and Grovehill.

² The 8 wards are: Adeyfield East, Apsley and Corner Hall, Bennetts End, Berkhamsted East, Boxmoor, Chaulden and Warners End, Gadebridge and Woodhall Farm.

³ The 13 wards are: Berkhamsted West, Kings Langley, Nash Mills, Tring West and Rural, Tring East, Watling, Aldbury and Wigginton, Bovingdon, Flaunden and Chipperfield and Ashridge.

Existing and emerging standards apply parking for disabled motorists in addition to these residential parking standards.

(b) Accessibility Zones

19. The Council's existing residential car parking standards are applied against four 'accessibility zones', which are based on public transport and local facilities. These are set out in the Council's Area Based Policies Supplementary Planning Guidance (SPG) (2004).
20. The Markides Study suggests a different approach with only two 'accessibility zones' recommended to be applied across the more accessible parts of Dacorum. Within each of these 'accessibility zones' Markides consider that reduced car parking standards could be appropriate.
21. Accessibility Zone 1 is defined as an approximate 10-minute walk (or around 800m) from 'Hemel Hempstead centre', where accessibility is 'high' and car ownership is 15-30% lower than average.
22. Accessibility Zone 2 is defined as central Berkhamsted (800m radius from the centre of Berkhamsted) and Hemel Hempstead fringe (800 – 1600m radius from Hemel Hempstead town centre). Car ownership in these areas is generally 10% below average.
23. The extent of the revised Accessibility Zones (1 and 2) suggested by the study has slightly decreased in extent from those currently in place (through the Area Based Policies SPG).
24. However, the study draws new accessibility zones as a simple radius from central Hemel Hempstead/Berkhamsted. Therefore, in due course, when formalising any new car parking standards which are to be taken forward by the Council following this study, the accessibility zones would need to be re-drawn using roads as the boundaries, to improve ease of application within the development management process.

(c) Justification for diverging from the suggested residential car parking requirements

25. The study identifies a number of factors that influence the 'parking stress' created by new development such as the existing levels of on-street parking stress in the vicinity of that development.
26. It is therefore important that any new residential car parking standard subsequently adopted by the Council can be applied flexibly, to take account of local circumstances.
27. In order to try to ensure decisions relating to parking provision for new development take appropriate account of the parking situation in the immediate local area, the study suggests a template for carrying out 'Parking Stress Surveys.' These surveys would be carried out by developers or their agents at the request of Case Officers, if required to inform car parking proposals associated with a planning application. Appendix I of the study sets out an example of how this is applied by Lambeth Council. This covers: how surveys are carried out, what data is collected and how this information is passed back to the Council. It is suggested that a similar approach could be used at Dacorum, where there is an high level of local car parking 'stress' identified which needs to be taken into account.

(d) Garages

28. The issue of whether garages should be counted as a parking space is a difficult issue for a number of reasons. The key issue is that whilst obviously designed to accommodate a vehicle, garages are often used for other purposes – whether formally converted into part of the property under Permitted Development Rights, or used more informally for storage or as a workshop or utility room.
29. The study presents a number of options for how to treat garages in future calculations of parking for new development, but recommends that they should continue to be counted as parking spaces provided they meet certain size and positioning standards. This seems an appropriate approach and the one that is most likely to stand up to potential challenges at planning appeals.

(e) Non-Residential Car Parking Standards

30. In terms of non-residential parking standards, the study suggests that the existing standards should essentially be retained, but applied as broad requirements rather than maximum standards, so that some flexibility can be used to encourage changes in travel modes, where alternative modes of transport are available. The recommended non-residential standards are set out in Section 6 of the study, but are too lengthy (and cannot be summarised) to replicate here.

(f) Other Study Recommendations

31. The study also makes other recommendations, including:
 - A new standard for electric vehicle charging points;
 - Car-free development should only be acceptable in central Hemel Hempstead with suitable evidence to justify such an approach; and
 - Current disabled parking requirements should be adjusted to meet latest DfT guidance.

Next Steps

32. As the Parking Standards Review Study is a technical report, its recommendations cannot be taken forward for use in planning decisions until formally embedded within an adopted policy document.
33. Officer advice is that the study provides a clear, robust and justified basis upon which to draw up revised parking standards and associated guidance, but the views of the Committee are sought before this work progresses further.
34. In terms of progressing this work, the preferred approach is for the new Local Plan to contain a broad policy covering highways matters that cross refers to updated car parking standards which are contained within a Supplementary Planning Document (SPD). This provides the ability for standards to be reviewed as and when required, rather than reviews being tied to the formal Local Plan production cycle.
35. However, this SPD will need to be subject to full consultation (as per the requirements of the Council's Statement of Community Involvement). Logically this consultation would take place alongside the Council's Pre-Submission Local Plan. This ensures that the public and other interested parties can see the guidance within the wider Local Plan

context and also allows for the guidance to be moved to an annex of the Local Plan (as is currently the case), should this be the preference of the Local Plan Inspector.

36. An updated timetable for production of the new Local Plan is due to be considered by Cabinet in July before being formally published within the Council's Local Development Scheme as at 2018 (LDS).
37. Work on the SPD is in its very early stages, but the current draft includes the following sections:
 - I. *Introduction* - to include summary of national policy and relevant background information
 - II. *Accessibility Zones* – to include maps and justification for updated zones which will be used for application of standards
 - III. *Residential standards* – to include consideration of cycle / motorbike provision, disabled provision, the approach to shared provision and car-free development, new requirements relating to provision of electric vehicle charging points
 - IV. *Non-residential standards* – to include consideration of the points shown for point III above
 - V. *Other requirements* – to include text on travel plans, developer contributions, transport assessment, parking stress surveys etc.
38. An SPD would also include clear cross-references to the latest HCC guidance on the design of parking.
39. Feedback from Members regarding the potential content / coverage of the SPD is also welcomed.
40. Cabinet and Full Council will be required to agree the final car parking standards as part of an SPD to inform the new Local Plan (or any associated guidance), which will be prepared and consulted upon in due course.

Annex 1

Included in <u>local planning authority</u> Parking Standards	Included in <u>highway authority</u> Parking Design Guidance
(a) Residential Parking	
<p>Car parking standards</p> <p>Cycle parking standards</p> <p>Car free developments</p> <p>The appropriate level of visitor parking</p> <p>The use of garages in parking calculations</p> <p>Quantity and requirement of electric vehicle charging points</p> <p>Tandem parking</p> <p>Communal parking court layouts</p> <p>Parking on highway</p>	<p>Car free developments</p> <p>Cycle parking facilities</p> <p>On-street electric vehicle charging points</p> <p>General dimensions for parking spaces</p> <p>Standard parking layouts including echelon and end to end parallel (to include turning space and aisle space)</p> <p>Parking and driveway surfacing in vicinity of highway boundary</p> <p>Dropped kerb minimum/maximum length align with HCC VXO guidance document</p> <p>Access to courtyard parking (particular reference to covered entrances, minimum heights clearance/widths, gates, etc)</p> <p>Parking on highway</p> <p>Location of parking areas and spaces in relation to junctions, bus stops, pedestrian crossings and other highway features</p>
(b) Non-Residential Parking	
<p>Maximum/Minimum parking standards in relation to different land use classes</p> <p>Any zone based reduction from maximum parking standards considered appropriate due to local accessibility opportunities</p> <p>Minimum cycle parking standards</p> <p>Car free developments</p> <p>Quantity and requirement of electric vehicle charging points</p>	<p>Car free developments</p> <p>Cycle parking facilities</p> <p>On-street electric vehicle charging points</p> <p>Internal car parking layouts, including:</p> <ul style="list-style-type: none"> • General dimensions for parking spaces (including increased widths for reduced manoeuvring space) • Standard parking layouts including echelon and end to end parallel (to include circulation,

Included in <i>local planning authority</i> Parking Standards	Included in <i>highway authority</i> Parking Design Guidance
<p>Tandem parking</p> <p>Car parking layouts</p> <p>Parking on highway</p>	<p>turning space and aisle widths)</p> <p>Access to courtyard parking (particular reference to covered entrances, minimum heights clearance/widths, gates, etc)</p> <p>Parking on highway</p> <p>Service vehicle requirements</p> <p>Location of parking areas and spaces in relation to junctions, bus stops, pedestrian crossings and other highway features</p>

Agenda Item 11



Report for:	Strategic Planning and Environment Overview and Scrutiny Committee
Date of meeting:	19th June 2018
Part:	1
If Part II, reason:	

Title of report:	Street Nameplates
Contact:	Cllr Janice Marshall , Portfolio Holder for Environmental Services Author/Responsible Officer Simon Coultas , Clean Safe and Green Operations Manager Craig Thorpe, Group Manager, Environmental Services David Austin, Assistant Director (Neighbourhood Delivery)
Purpose of report:	To provide Members with information on arrangements for the replacement of street nameplates in the Borough.
Recommendations	For Information only.
Corporate objectives:	Resources and Value For Money; Clean, Safe and Enjoyable Environment.
Implications:	<u>Financial</u> None.
'Value for money' implications	<u>Value for money</u> To be covered in presentation.
Risk implications	None at this stage.
Equality Impact Assessment	NA
Health and safety Implications	None
Consultees:	None
Background papers:	None
Historical background <i>(please give a brief</i>	This will be covered in the presentation at the Committee.

<i>background to this report to enable it to be considered in the right context).</i>	
Glossary of acronyms and any other abbreviations used in this report:	NA

Simon Coultas, Operations Manager for Clean Safe and Green will give a presentation to the Committee.

Agenda Item 12

Clerk: Katie Mogan

Strategic Planning and Environment Overview & Scrutiny Committee: Work Programme 2018/19

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.

Meeting Date	Report Deadline	Items	Contact Details	Background information
19 June 2018	8 June 2018	Budget Monitoring Q4	Group Manager for Financial Services Fiona.jump@dacorum.gov.uk Assistant Director for Finance and Resources Nigel.howcutt@dacorum.gov.uk	To review and scrutinise quarterly performance
		Environmental Services Q4 Performance Report	Group Manager for Environmental Services craig.thorpe@dacorum.gov.uk Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk	To review and scrutinise quarterly performance
		Environmental and Community Protection Q4 Performance Report	Group Manager for Environmental and Community Protection Emma.walker@dacorum.gov.uk Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk	To review and scrutinise quarterly performance
		Planning, Development and Regeneration Q4 Performance Report	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	To review and scrutinise quarterly performance
		Parking Standards	Group Manager for Strategic Planning and Regeneration Chris.taylor@dacorum.gov.uk Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	
		Street Nameplates		
24 July 2018	13 July 2018			
19 September 2018	7 September 2018	Budget Monitoring Q1	Group Manager for Financial Services Fiona.jump@dacorum.gov.uk Assistant Director for Finance and Resources Nigel.howcutt@dacorum.gov.uk	To review and scrutinise quarterly performance

		Environmental Services Q1 Performance Report	Group Manager for Environmental Services craig.thorpe@dacorum.gov.uk Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk	<i>To review and scrutinise quarterly performance</i>
		Environmental and Community Protection Q1 Performance Report	Group Manager for Environmental and Community Protection Emma.walker@dacorum.gov.uk Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk	<i>To review and scrutinise quarterly performance</i>
		Planning, Development and Regeneration Q1 Performance Report	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	<i>To review and scrutinise quarterly performance</i>
		Water Gardens post project review (part 1 and 2)	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	
		Parking Access and Movement Project	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	
23 October 2018	12 October 2018	Fly tipping	Group Manager for Environmental Services craig.thorpe@dacorum.gov.uk Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk	
		Dog PSPO	Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk	
		Food hygiene service update	Group Manager for Environmental and Community Protection Emma.walker@dacorum.gov.uk Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk	
		Station Gateway Supplementary Planning Document	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	
20 November 2018	10 November 2018	Budget Monitoring Q2	Group Manager for Financial Services Fiona.jump@dacorum.gov.uk Assistant Director for Finance and Resources Nigel.howcutt@dacorum.gov.uk	<i>To review and scrutinise quarterly performance</i>
		Environmental Services Q2 Performance Report	Group Manager for Environmental Services craig.thorpe@dacorum.gov.uk	<i>To review and scrutinise quarterly performance</i>

			Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk	<i>performance</i>
		Environmental and Community Protection Q2 Performance Report	Group Manager for Environmental and Community Protection Emma.walker@dacorum.gov.uk Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk	<i>To review and scrutinise quarterly performance</i>
		Planning, Development and Regeneration Q2 Performance Report	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	<i>To review and scrutinise quarterly performance</i>
		Update on the Economic Development service 2017-2018	Assistant Team Leader and Maylands Business Centre Manager Lesley.crisp@dacorum.gov.uk Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	
		Annual review of CIL	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	
4 December 2018	23 November 2018	Joint Budget 2019-2020 <i>Ideally no further items to be added</i>	Group Manager for Financial Services Fiona.jump@dacorum.gov.uk Corporate Director for Finance and Operations james.deane@dacorum.gov.uk	
22 January 2019	11 January 2019	Environmental Management System update	Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk	
		Car parking standards Supplementary Planning Document	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	
		Luton Airport update	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	
		Air quality action plan review	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk	
5 February 2019	25 January 2019	Joint Budget 2019-2020 <i>Ideally no further items to be added</i>	Group Manager for Financial Services Fiona.jump@dacorum.gov.uk Corporate Director for Finance and Operations james.deane@dacorum.gov.uk	

12 March 2018	1 March 2019	Budget Monitoring Q3	Group Manager for Financial Services Fiona.jump@dacorum.gov.uk Assistant Director for Finance and Resources Nigel.howcutt@dacorum.gov.uk	<i>To review and scrutinise quarterly performance</i>
		Environmental Services Q3 Performance Report	Group Manager for Environmental Services craig.thorpe@dacorum.gov.uk Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk	<i>To review and scrutinise quarterly performance</i>
		Environmental and Community Protection Q3 Performance Report	Group Manager for Environmental and Community Protection Emma.walker@dacorum.gov.uk Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk	<i>To review and scrutinise quarterly performance</i>
		Planning, Development and Regeneration Q3 Performance Report	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	<i>To review and scrutinise quarterly performance</i>
		CSG and Waste annual review	Group Manager for Environmental Services craig.thorpe@dacorum.gov.uk Assistant Director for Neighbourhood Delivery david.austin@dacorum.gov.uk	
		Joint South West Herts plan	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	

Future items:

- Local Plan