



Strategic Planning & Environment

Overview & Scrutiny

Agenda

TUESDAY 10 NOVEMBER 2020 AT 6.30 PM

Microsoft Teams

***THIS MEETING WILL BE HELD REMOTELY VIA THE MICROSOFT TEAMS APPLICATION.
SHOULD ANY MEMBERS OF THE PUBLIC WISH TO JOIN THIS MEETING, PLEASE
CONTACT MEMBER.SUPPORT@DACORUM.GOV.UK BY 5PM ON MONDAY 9 NOVEMBER.**

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 Barrett
Councillor Beauchamp
Councillor Birnie (Chairman)
Councillor P Hearn
Councillor Hobson
Councillor McDowell
Councillor Ransley

Councillor Riddick
Councillor Rogers
Councillor Silwal (Vice-Chairman)
Councillor Stevens
Councillor Taylor
Councillor Timmis

For further information, please contact Corporate and Democratic Support or 01442 228209

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 Q2** (Pages 3 - 10)
7. **ENVIRONMENTAL SERVICES Q2 PERFORMANCE REPORT** (Pages 11 - 15)
8. **PLANNING, DEVELOPMENT AND REGENERATION Q2 PERFORMANCE REPORT** (Pages 16 - 21)
9. **ENVIRONMENTAL AND COMMUNITY PROTECTION Q2 PERFORMANCE REPORT** (Pages 22 - 29)
10. **PSPO UPDATE** (Pages 30 - 37)
11. **WORK PROGRAMME** (Pages 38 - 40)



Report for:	Strategic Planning and Environment Overview and Scrutiny Committee
Date of meeting:	10 November 2020
PART:	1
If Part II, reason:	

Title of report:	Budget Monitoring Quarter 2 2020/21
Contact:	Cllr Graeme Elliot, Portfolio Holder for Finance and Resources Nigel Howcutt, Assistant Director (Finance & Resources) Caroline Souto, Team Leader Financial Planning & Analysis
Purpose of report:	To provide details of the financial outturn position for the: <ul style="list-style-type: none"> • General Fund • Capital Programme
Recommendations	That Committee note the financial position for the Council for 2020/21 as at Quarter 2.
Corporate objectives:	Delivering an efficient and modern council.
Implications:	<u>Financial</u> This report outlines the financial position for the Council for 2020/21 and so summarises the financial implications for service decisions for the financial year. <u>Value for Money</u> Regular budget monitoring and reporting supports the effective use of the financial resources available to the Council.
Risk Implications	This reports outlines the financial position for the Council for 2020/21 and in so doing quantifies the financial risk associated with service decisions for the financial year.
Community Impact Assessment	The content of this report does not require a Community Impact Assessment to be undertaken.
Health And Safety Implications	There are no Health and Safety implications arising from this report.

Consultees	The position reported within this report has been reviewed and discussed with relevant Council Officers.
Glossary of acronyms and any other abbreviations used in this report:	GF – General Fund HRA – Housing Revenue Account MHCLG – Ministry of Housing, Communities and Local Government HCC – Herts County Council AFM – Alternative Financial Model PAM – Parking Access and Movement

1. Executive Summary

- 1.1 General Fund revenue outturn – the Council is facing significant financial pressures as a result of the coronavirus. Overall in the General Fund a pressure of £3.1m is forecast, of which £3.0m results from the implications of coronavirus. This compares to £2.5m outlined in the Covid 19 update reported to members in September.

As every month progresses the combination of additional government guidance and a further month of actual data allow the forecasts to be refined, particularly in the Council's key income streams. Forecasting the end of year position is particularly challenging this year, as there is still a great degree of uncertainty surrounding the second half of the year, with many factors outside of the Council's control.

- 1.2 Strategic Planning and Environment Capital budgets – slippage of £0.2m against budget is forecast.

2. Introduction

- 2.1 The purpose of this report is to present the Council's forecast outturn for 2020/21 as at the 30 September 2020. The report covers the following budgets with associated appendices:

- General Fund - Appendix A. A pressure against budget of £3.1m is forecast.
- Capital Programme - Appendix B. Slippage of £0.2m is forecast.

3. General Fund Revenue Account

- 3.1 The General Fund revenue account records the income and expenditure associated with all Council functions, except the management of the Council's own housing stock, which is accounted for within the Housing Revenue Account (HRA).
- 3.2 Appendix A provides an overview of the General Fund forecast outturn position.
- 3.3 The table below provides an overview by Scrutiny area of the current forecast outturn for controllable budgets within the General Fund.

Table 1	Current Budget	Forecast	Variance	
	£000	Outturn	£000	%
Finance & Resources	7,806	12,085	4,279	54.8%
Strategic Planning and Environment	10,906	12,919	2,013	18.5%
Housing & Community	1,686	2,076	390	23.1%
Total Operating Cost	20,398	27,080	6,682	32.8%
Core Funding	(20,399)	(23,937)	(3,538)	17.3%
Contribution (to)/ from General Fund Working Balance	(1)	3,143	3,144	

3.4 Core Funding - £3.5m additional funding

Additional government grant income has been received as follows:

- £2.05m of Covid-19 support grant has been received from MHCLG, including a 4th allocation of £232k announced in October 2020.
- New Burdens funding of £170k, to support additional pressures in Revenues and Benefits because of increased workload through the Coronavirus pandemic. This will be applied to the budgets to offset pressures in staffing and in income in the service.
- £72k of New Burdens funding relating to welfare reform within the Revenues and Benefits service.

An additional £1.3m of funding is expected under the government's income guarantee scheme to reimburse local authorities for 75% of lost income after the first 5% of the budgeted total.

Recharge to the HRA – a surplus of £105k is forecast in the recharge to the HRA, which is predominantly due to additional premises Insurance charges being passed back to the HRA.

Investment Income – pressure of £180k. A pressure of £180k is forecast in General Fund investment income budgets due to the reduction in interest rates announced by the government in March 2020.

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

4. Strategic Planning and Environment

Table 2 Strategic Planning and Environment	Current Budget £000	Forecast Outturn £000	Variance	
			£000	%
Employees	10,048	10,708	660	6.6%
Premises	990	1,016	26	2.6%
Transport	1,240	1,403	163	13.1%
Supplies & Services	2,100	2,675	575	27.4%
Third-Parties	366	366	0	0.0%
Income	(5,337)	(4,418)	919	(17.2%)
Capital Charges	1,571	1,571	0	0.0%
Earmarked Reserves	(72)	(402)	(330)	458.3%
Total	10,906	12,919	2,013	18.5%

4.1 Employees - £660k pressure against budget

The pressure in employees' costs includes:

- A pressure of £545k relates to Waste services employees' costs from additional agency requirements. This is due to over 20 staff self-isolated for 12 weeks at the start of the lockdown period and continued periods of isolation. The service is still under pressure due to increased levels of waste, access issues due to more people working from home resulting in a significant increase in missed bins, and the need to maintain social distancing.
- Pressure of £50k in Planning where staffing levels have been higher than budgeted.
- Pressure of £45k in the Vehicle Repair Shop due to additional staffing requirements as a result of Covid-19.
- Pressure of £30k in Waste Development to fund the cost of an additional Recycling Officer. This is a one-off cost which will be requested to be funded from the Management of Change reserve in the Budget Monitoring report to Cabinet.

4.2 Transport - £163k pressure against budget

A pressure of £100k relates to the maintenance of ageing fleet vehicles in Waste Services. This pressure is expected to continue until the full fleet of waste vehicles is received later in the financial year.

A pressure of £85k relates to hire of waste vehicles to support social distancing requirements, particularly for crews on rural rounds. The two rural rounds consisting of a driver and two loaders have been split, requiring the hire of two additional vehicles.

4.3 Supplies and Services - £575k pressure against budget

A pressure of £185k is expected in Waste Services from the increased cost of disposal of comingled recycling. This is as a result of 3 factors: firstly, tonnages of recyclable waste have increased by 30% as a result of households being at home during lockdown and continuing to work from home; secondly the contractor has charged additional processing fees to fund the costs of safe working conditions under Covid; and thirdly the global market for recyclables has declined leading to a reduction in income for recyclables.

Additional budget of £300k is required in the Strategic Planning service to fund the work to produce the Local Plan. The budget for the Local Plan has been set at a smoothed annualised average, which does not take into account peaks and troughs in the expenditure. 2020/21 is a high spending year due to the Local Plan being finalised for submission to the Secretary of State for Examination in Public in 2022. The additional expenditure will fund key posts to deliver the Local Plan and the associated studies to ensure the Local Plan is robust at examination.

A request to fund this expenditure from the Local Development Framework reserve will be put forward in the Quarter 2 Budget Monitoring report to Cabinet.

Pressure of £50k in the Planning service for legal expenditure relating to the appeals process. Where planning decisions are appealed and the decision is not in favour of the Council, legal costs are incurred which causes a budget pressure.

4.4 Income – £919k pressure against budget

The forecast pressures in income budgets are all Covid-19 related:

- Pressure of £250k related to Waste Services income. A pressure of £250k is expected in income from the Alternative Financial Model (AFM) payment from Herts County Council (HCC). This is due to the increase in residual waste particularly during the lockdown period. An increase in residual waste pushes up the cost of disposal to HCC, which is then passed back to local authorities via a lower AFM income payment.
- Pressure of £200k in Planning Income. This income stream has performed well in the first 6 months of the year and is just slightly below budget. However, the income remains exposed to fluctuations in the property market and a variance of £200k is anticipated.
- Pressure of £200k in Commercial Waste Income. This variance arises from the anticipated pressure on income from businesses no longer operating and increase in bad debtors. This will be dependent on the extent of the economic downturn and will be monitored through the broader economic recovery.
- Pressure of £90k in Land Charges. The Housing market is likely to stagnate for a period as households await a more clearly emerging economic picture, however the temporary relaxation of stamp duty levels is helping to lessen this impact.

- Pressure of £65k in Maylands Business Centre income. A pressure is expected in rental income, dependent upon how businesses are affected by the potential economic recession.
- There are other pressures in income streams such as Bulky Waste £45k and Cesspool emptying £12k as a result of Covid-19.

5. Capital Programme

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

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

The current budget is the original budget approved by Cabinet in February 2020, plus approved amendments.

The 'rephasing' column refers to projects where expenditure is still expected to be incurred, but will now be in 2021/22 rather than 2020/21 ('slippage'), or conversely, where expenditure planned initially for 2021/22 has been incurred in 2020/21 ('accelerated spend').

The 'Variance' column refers to projects which are expected to come in under or over budget and projects which are no longer required.

Table 3	Current Budget	Rephasing	Revised Budget	Forecast Outturn	Variance	
	£000	£000	£000	£000	£000	%
Strategic Planning and Environment	3,207	(229)	2,978	2,981	3	0.10%

5.2 General Fund Major Variances

There is forecast slippage of £0.2m in General Fund capital budgets. This has arisen primarily due to:

- Line 155: slippage of £0.13m on the Durrant's Lake project. Negotiations to conclude this project have been delayed due to the coronavirus pandemic.

6. Conclusions and recommendations

6.1 As at Quarter 2 2020/21, there is a forecast pressure of £3.1m against General Fund budgets.

6.2 As at Quarter 2 2020/21, against Strategic Planning and Environment capital budgets there is forecast slippage of £0.2m.

6.3 Members are asked to note the financial position for the Council for 2020/21 as at Quarter 2.



Dacorum Borough Council
Revenue Budget Monitoring Report for September 2020

	Month			Year-to-Date			Full Year		
	Budget £000	Actuals £000	Variance £000	Budget £000	Actuals £000	Variance £000	Budget £000	Forecast Outturn £000	Variance £000
Operational Costs									
Finance and Resources	151	1,736	1,585	4,132	5,778	1,646	7,806	12,085	4,279
Housing and Community	19	134	115	499	366	(133)	1,686	2,076	390
Strategic Planning and Environment	694	790	96	4,857	5,936	1,079	10,906	12,919	2,013
Net Operational Costs	864	2,660	1,796	9,488	12,080	2,592	20,398	27,080	6,682
Other Items									
Investment Income	(25)	(50)	(25)	(150)	(133)	17	(300)	(120)	180
Interest Payments and MRP	76	0	(76)	229	0	(229)	916	916	0
Parish Precept Payments	0	0	0	972	972	0	972	972	0
Government Grants	(148)	(2,178)	(2,030)	(890)	(13,909)	(13,019)	(1,779)	(5,392)	(3,613)
Taxation (Council Tax and Business Rates)	(1,319)	(36,914)	(35,595)	(7,912)	(26,838)	(18,926)	(15,824)	(15,824)	0
Surplus / Deficit on Provision of Services	(1,387)	(39,142)	(37,755)	(7,576)	(39,908)	(32,332)	(16,015)	(19,448)	(3,433)
Transfers between Reserves / Funds									
Net Recharge to the HRA	(365)	(29)	336	(2,192)	169	2,361	(4,384)	(4,489)	(105)
Net Movement on General Fund Working Balance	(926)	(36,511)	(35,585)	(449)	(27,659)	(27,210)	(1)	3,143	3,144

CAPITAL PROGRAMME MONITORING BY SCRUTINY COMMITTEE FOR SEPTEMBER 2020

Scheme	Budget Holder	Original Budget	Prior Year Slippage	Adj's, Supps, Virements	In-Year Adjustments	Current Budget	YTD Spend	Projected Outturn	Forecast Slippage	Projected Over / (Under)
General Fund										
Strategic Planning and Environment										
Development Management and Planning										
83 3D Modelling Software for Planning	Sara Whelan	60,000	0	0	0	60,000	0	0	(60,000)	0
84 Tablets for Planning	Sara Whelan	20,000	0	0	0	20,000	0	20,000	0	0
		80,000	0	0	0	80,000	0	20,000	(60,000)	0
Environmental Services										
144 Wheeled Bins & Boxes for New Properties	Craig Thorpe	10,000	0	90,000	90,000	100,000	99,685	100,000	0	0
145 Waste & Recycling Service Improvements	Craig Thorpe	0	0	0	0	0	3,005	0	0	0
147 Gadebridge Park - Renovation of White Bridge	Craig Thorpe	0	370,000	0	0	370,000	(5,362)	370,000	0	0
148 Upgrade of Hand Arm Vibration Monitoring System	Craig Thorpe	17,000	(20,052)	0	0	(3,052)	0	0	0	3,052
149 Resurfacing Works and Building Improvement to Depot	Craig Thorpe	60,000	0	0	0	60,000	0	60,000	0	0
150 Fleet Replacement Programme	Craig Thorpe	2,311,130	(300,398)	400,000	400,000	2,410,732	103,042	2,410,732	0	0
		2,398,130	49,550	490,000	490,000	2,937,680	200,370	2,940,732	0	3,052
Strategic Planning and Regeneration										
155 Urban Park/Education Centre (Durrants Lakes)	Chris Taylor	0	134,015	0	0	134,015	0	0	(134,015)	0
156 The Bury - Conversion into Museum and Gallery	Chris Taylor	0	55,000	0	0	55,000	0	20,000	(35,000)	0
		0	189,015	0	0	189,015	0	20,000	(169,015)	0
Totals: Strategic Planning and Environment		2,478,130	238,565	490,000	490,000	3,206,695	200,370	2,980,732	(229,015)	3,052
Totals		2,478,130	238,565	490,000	490,000	3,206,695	200,370	2,980,732	(229,015)	3,052



Report for:	SPAE Overview & Scrutiny Committee
Date of meeting:	10 November 2020
PART:	1
If Part II, reason:	

Title of report:	Environmental Services Quarter 2 Performance 2020/21
Contact:	Councillor Alan Anderson, Portfolio Holder for Environmental Services Craig Thorpe, Group Manager, Environmental Services
Purpose of report:	1.To report on Quarter 2 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 Implications	None as a result of this report
Consultees:	Officers within Environmental Services
Background papers:	Corvu Performance Report – Appendix 1

<p>Historical background <i>(please give a brief background to this report to enable it to be considered in the right context).</i></p>	<p>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</p>
<p>Glossary of acronyms and any other abbreviations used in this report:</p>	<p>CSG – Clean, Safe and Green T’s and W’s – Trees and Woodlands CPC – Driver Certificate of Professional Competence</p>

Environmental Services Overview and Scrutiny Quarter 2 – Performance Review

Introduction

Environmental Services consists of the following:

Refuse and Recycling – Domestic and Commercial Waste Collections.

- Providing scheduled collections of waste and recycling materials from over 64,000 domestic properties and 800 commercial waste customers
- Collection of over 5000 “paid for” bulky collections per annum upon request
- Collection of cess waste from private dwellings

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, light bulbs, electrical equipment and other 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 anti littering campaigns with local residents and businesses.
- Produces all artwork and literature for corporate articles and designs for vehicles
- **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 complaints.

Service Updates

Waste Services Operations

- Completed roof covering to recycling sheds to aid reduction of moisture content
- Re-started bulky item collections from Covid 19 suspension
- Brought “At Risk” employees back to work
- Installed 48 NHS “Play Your Part” banners to refuse vehicles
- New Environmental Project Lead Officer commenced employment – Zoe Wiggins. Zoe replaces Melanie Parr.
- **Clean, Safe and Green**
- Removed summer bedding in preparation for winter bulbs/bedding
- Joint project with HCC to litter pick the A41 while HCC was grass cutting
- A414 central reservation cut
- One staff member passed HGV and 13 staff passed DCPC training
- The Moor (Berkhamsted) temporary carpark was refurbished.
- Wild Flower areas have been cut/collected.
- The burial ground on High Street Green has had its last stage of over seeding completed.
- 6 carparks passed Park mark assessments.
- Grass cutting Rotas’ finishing ready for winter schedules. Between 4 and 5 cuts were completed pending which area.

Parks, Open Spaces, Trees and Woodlands

- The storm in August storm caused over 80 emergency tree incidents to address in addition to our scheduled works programme.
 - We met, at distance, with a Friends of the Nickey Line committee member and local volunteers to agree a provisional work programme that could be completed within current Covid guidelines.
 - We are currently arranging the planting of over 1,200 trees within parkland, housing and highway settings.
-
- **Fleet Services**
 - Continued implementation of Tranman system
 - Preparation ongoing for 14 new vehicles coming into service in December/January
 - Working on back log of MOT's

End

Quarterly Performance Report - by Group Manager			Reporting Period - September 2020		
Indicator Name	Indicator Owner	Updater & Secondary updater	Results Sep-20	Last Months Results Jun-20	Last Years Results Sep-19
Environmental Services					
Safe and Clean Environment - Maintain a clean and safe environment					
CSG01 - Percentage of dog fouling reports actioned within the set timescale of 7 days	Craig Thorpe	Shirley Hermitage Melanie Parr	100% 36/36 Target: 95	97.3% 36/37 Target: 95	97.06% 33/34 Target: 95
CSG01a - Number of dog fouling reports actioned within the set timescale of 7 days	Craig Thorpe	Shirley Hermitage Melanie Parr	36 Info Only	36 Info Only	33 Info Only
CSG02 - Percentage of fly tips collected within the set timescale of 7 days	Craig Thorpe	Shirley Hermitage Melanie Parr	95.95% 332/346 Target: 95	97.25% 354/364 Target: 95	99.03% 307/310 Target: 95
CSG02a - Number of fly tips collected within the set timescale of 7 days	Craig Thorpe	Shirley Hermitage Melanie Parr	332 Info Only	354 Info Only	307 Info Only
CSG04a - % of litter area inspections graded A or B - Litter	Craig Thorpe	Shirley Hermitage Melanie Parr	0/0 Info Only	No Data Info Only	100% 120/120 Info Only
CSG05a - Number of Graffiti removed from Dacorum Structures within 7 days	Craig Thorpe	Shirley Hermitage Melanie Parr	12 Info Only	28 Info Only	11 Info Only
WR01a - Justified Missed collections (Excluding Assisted Collections)	Craig Thorpe	Shirley Hermitage Melanie Parr	1240 Bins Target: 750	1187 Bins Target: 750	575 Bins Target: 750
WR03 - Number of justified missed assisted collections	Craig Thorpe	Shirley Hermitage Melanie Parr	242 Collections Target: 120	214 Collections Target: 120	181 Collections Target: 120
WR05 - Dry recycling Collected	Craig Thorpe	Shirley Hermitage Melanie Parr	4114.08, Tonnes Target: 3600	4331.24, Tonnes Target: 3600	3828.24, Tonnes Target: 3600
WR06 - Total tonnage of garden waste collected	Craig Thorpe	Shirley Hermitage Melanie Parr	3870.62 Tonnes Info Only	4340.24 Tonnes Info Only	3281.54 Tonnes Info Only
WR07 - Tonnage of food waste.	Craig Thorpe	Shirley Hermitage Melanie Parr	1291.91 Tonnes Target: 1020	1382.96 Tonnes Target: 1020	1096.06 Tonnes Target: 1020
WR08 - % change in commercial waste customers in the quarter	Craig Thorpe	Shirley Hermitage Vacant	No Data Info Only	No Data Info Only	No Data Info Only

Agenda Item 8



Report for:	Strategic Planning and Environment Overview and Scrutiny Committee
Date of meeting:	10 November 2020
Part:	1
If Part II, reason:	

Title of report:	Planning, Development and Regeneration Quarter 2 Performance Report 2020-21
Contact:	Cllr Graham Sutton, Portfolio Holder for Planning and Infrastructure Author/Responsible Officer: James Doe, Assistant Director – Planning, Development and Regeneration Sara Whelan, Group Manager – Development Management and Planning
Purpose of report:	To set out the performance outturn for the service for Quarter 2 of 2020-21
Recommendations	That the report is noted.
Corporate objectives:	All Corporate Objectives are relevant with this annual review of service performance.
Implications:	<u>Financial</u> None arising from decisions on this report though the financial indicators for Planning fees and Local Land Charges report an under recovery of income against target levels.
'Value for money' implications	<u>Value for money</u> None arising from this report.
Risk implications	None arising from this report. Risks addressed through service level risk register.

Community Impact Assessment	Not applicable for this report.
Health and safety Implications	Not applicable for this report.
Consultees:	Mark Gaynor, Corporate Director Housing and Regeneration Chris Taylor, Group Manager Strategic Planning and Regeneration Sara Whelan, Group Manager Development Management and Planning
Background papers:	Performance report (appendix 1)
Glossary of acronyms and any other abbreviations used in this report:	None.

1. This report presents the performance outturn for the Planning, Development and Regeneration service for the second quarter (July-September) of the business year 2020-21. The full performance report is at Appendix 1.
2. Of 13 indicators, seven are running at green; two at red; one at amber; and three are for information only.

Income

3. As reported to the meeting on 30 September on Quarter 1 performance, the principal exceptions to performance are around the service's two main income streams: planning fees and land charges searches.
4. Planning fees income (FIN 16). The financial position in relation to planning fees continues to improve. In Q1, a 21% under-recovery against the expected receipts at that stage in the business year was reported. By the end of Q2, receipts had risen to just over £556k against the profiled target of £602k, so the rate of under-recovery had narrowed to 7.6%. As reported for Q1, caution needs to be exercised in the event of economic downturn, but for now, business remains strong.
5. A total of 692 planning and related applications were received in Q2, up marginally by 20 from Q1.
6. Land Charges Income (FIN17). There has been a significant improvement for Q2. At Q1, under-recovery of fees was running at 61% of the profiled income target. Since then, the housing market has recovered strongly, with the number of searches received by the Council at 486, compared to just 179 in

Q1 (LC03). This represents 2.7 times the Q1 level. Income has been boosted to a total of £75k by the end of Q2, and the under-recovery rate has been narrowed to 35%.

7. As reported for Q1, the housing market appears to have responded well to the stamp duty holiday for purchases up to £500,000. This runs until 31 March 2021. As with planning fees, a measure of caution needs to be applied to future projections for both when the stamp duty holiday ends and the developing wider economic picture

Development Management Performance

8. The only exception to performance in the Development Management service relates to the speed at which minor planning applications are dealt with (DMP05). From the target of 70% to be determined within eight weeks of receipt, performance in Q2 was just under this at 68%, but up from the 59% achieved in Q1.
9. A rising trajectory of performance in this category was reported last time. This has generally continued, with performance in July at just under 67%, August at 72% and September at again just under 67%.
10. As reported above, incoming caseload remains high and slightly up on Q1. By the same token, the proportion of caseload running over time has come down from 41% in Q4 of 2019/20 to 29% at Q2 this year. Members will note from the last report that the service is implementing a programme of improvements to bring forward, amongst other things, a reduction in the volume of 'work in progress' by improving case turnaround times.
11. Performance elsewhere in the service has been good in Q1. 75% of major applications were determined on time (DMP04) and almost 81% of applications in the other category on time (DMP06), up from 75% in Q1.
12. The validation of planning applications was at 96% within three days, against the target of 70% (DMP08). This high level of performance has been maintained constantly across the quarter.
13. 75% of planning appeals were defended successfully, with nine out of twelve appeals going the Council's way (DMP30). 100% was achieved in Q1, but the number of appeals being decided rose by a further three cases – so the number of cases won stayed the same.

New Development

14. Finally, Members will note from the indicators reported for information, there has been a large rise in the number of new dwellings completed (SPR05) and the amount of Community Infrastructure Levy payments (SPR20) received.
15. In Q2, 223 new home completions were recorded which is encouraging performance for a single quarter. This will reflect the volume of new apartments coming forward in Hemel Hempstead Town Centre, and the new development under way at site LA5 in western Tring by Cala Homes.
16. Similarly, the CIL receipts jumped to just over £2.1m in Q2. Members may wish to refer to the report to Cabinet on 20 October on the Council's annual

infrastructure funding statement, which reported total CIL receipts held at the end of March 2020 of just under £6.7m and with demand notices issued for a further £9.5m for developments coming on stream. Officers will bring forward proposals for the targeted allocation of CIL to help the provision of new infrastructure in association with forthcoming development, in 2021, so this resource can be used to its best effect.

OSC Report - Strategic Planning & Environment - Planning, Development and Regeneration Sep-2020

Indicator Name	Results Sep-2020	Last Months Results Jun-20	Last Years Results Sep-19	RAG	Comments	Actions
Dacorum Delivers - Efficiencies						
DMP05 - Percentage of minor applications determined within 8 weeks	68.67% 57 / 83 Target: 70%	59.14% 55 / 93 Target: 70%	85.71% 78 / 91 Target: 70%	2 2 0	No Comments Approver Comments: good to see this come up compared to last quarter. Officers have worked through new and old cases which is great	No Info
DMP06 - Percentage of other applications determined within 8 weeks	80.18% 178 / 222 Target: 70%	74.8% 190 / 254 Target: 70%	83.73% 211 / 252 Target: 80%	0 0 4	No Comments Approver Comments: Great result for the quarter way above target	No Info
FIN16 - Planning Fees ytd actual against profiled budget	£556412 Target: £602160	£236508 Target: £301080	£478378 Target: £577000	4 0 0	Updater Comments: 7.5% below target which is £45k.	No Info
FIN17 - Search Fees ytd actual against profiled budget	£75875 Target: £115500	£22279 Target: £57750	£98984 Target: £115500	4 0 0	Updater Comments: 34% below target which is £40k.	No Info
Dacorum Delivers - Performance excellence						
DMP03 - Percentage of planning application refusals appealed against	18.37% 9 / 49 Target: 35%	2.94% 1 / 34 Target: 35%	50% 14 / 28 Target: 35%	0 1 3	No Comments	No Info
DMP04 - Percentage of major applications determined within 13 weeks (YTD)	75% 3 / 4 Target: 60%	100% 8 / 8 Target: 60%	93.33% 14 / 15 Target: 60%	1 0 3	No Comments	No Info
DMP07 - Percentage of planning applications refused	7.88% 46 / 584 Target: 10%	9.63% 34 / 353 Target: 10%	5.93% 28 / 472 Target: 10%	0 0 4	No Comments Approver Comments: Good within target	No Info
DMP08 - Percentage of planning applications validated within 3 working days	96% 1057 / 1096 Target: 70%	94% 832 / 883 Target: 70%	76% 476 / 625 Target: 70%	2 0 2	No Comments Approver Comments: Brilliant performance	No Info

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Indicator Name	Results Sep-2020	Last Months Results Jun-20	Last Years Results Sep-19	RAG	Comments	Actions
LC04 - Average time taken to process an official Local Land Charges search	8.53 Days Target: 10 Days	5.5 Days Target: 10 Days	7.74 Days Target: 10 Days	0 0 4	No Comments Approver Comments: Big increase in work which has led to increase in turn around time but good that under target	No Info
DMP30 - Appeals dismissed	75% 9 / 12 Target: 70%	100% 9 / 9 Target: 70%	52.17% 12 / 23 Target: 70%	1 0 3	Updater Comments: Target met and exceeded Approver Comments: Great result	No Info
Dacorum Delivers - Value for money						
SPR20 - Level of CIL receipts	2112305 Info Only	74590 Info Only	1051122 Info Only		No Comments	No Info
Regeneration - Deliver a Regeneration Plan for Dacorum						
SPR05 - Number of new homes completed	223 Homes Info Only	38 Homes Info Only	60 Homes Info Only		Approver Comments: This is a good outcome, boosted by the supply of new apartments already under construction. We can expect high levels in the following quarters given other flatted development under construction in Hemel Hempstead Town Centre and new development at site LA5 in Tring which is under way. It remains to be seen whether this trend will continue into 21/22 depending on how the national and local economy performs in coming months.	No Info
DMP02 - Number of planning applications received	692 Applications Info Only	672 Applications Info Only	628 Applications Info Only		No Comments Approver Comments: Similar level of applications to last quarter but includes more major applications	No Info

Agenda Item 9



Report for:	Strategic Planning and Environment Overview and Scrutiny Committee
Date of meeting:	10th November 2020
Part:	1
If Part II, reason:	

Title of report:	Q2- Performance Report for Environmental and Community Protection
Contact:	Julie Banks, Portfolio Holder for Community and Regulatory Services Author/Responsible Officer Emma Walker, Group Manager (Environmental and Community Protection) Bill Buckley, Interim Assistant Director (Neighbourhood Delivery)
Purpose of report:	To provide Members with the performance report for quarter 2 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 which has been Updated recently. 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	
Health and safety Implications	None
Consultees:	
Background papers:	Quarterly Performance Report – Quarter 2 (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 (Food Safety, Health and Safety, Statutory Nuisances, Contaminated Land, Drainage, Private Water Supplies, Infectious Diseases, Air Quality Management, High Hedges)
- Operations Team (Public Health, Pest Control, Dog Warden Services, Environmental Enforcement)
- Corporate Health, Safety and Resilience Team (Internal Health and Safety Advice, Technical Support, Emergency Planning and Business Continuity).

2. Environmental and Community Protection – Q2 Performance Indicators

2.1 In Q2, the KPI ECP09 was 41%. Proactive food inspections were suspended on the 23rd March due to Covid19 at the request of the Food Standards Agency. We have written to all 0, 1 and 2 rated premises to remind them of their duties throughout this period and have been responding to complaints. The food hygiene inspection programme was restarted on the 1st September so we have to catch up on Q1 and 2. There has at the time of writing been no further

correspondence from the FSA on further suspension of the programme, but it's clear we will have access problems during lockdown.

2.2 84% (87/104) of Noise cases were closed within 60 days. The team have worked hard to ensure that the cases are dealt with as swiftly as possible, although this has been difficult to do during the pandemic, the team's resources are incredibly stretched.

2.3 78% (1346/1720) of Food Premises are 4 or 5 rated in Dacorum.

2.4 86% (1229/1424) of Service requests are acknowledged within 3 working days. The number of requests are increasing for the service area, along with the vast amount of resource that the Covid 19 response has taken.

2.5 96% (819/852) of Fly-Tips were visited by an Enforcement Officer within 3 working days. During the initial stages of the pandemic whilst we risk assessed the Enforcement Officers Activity the service was suspended and straight to collection. The service was reinstated in a covid secure manner and full service is currently in place.

2.6 100% (192/192) of Development Control Consultations with Environmental and Community Protection have a formal response within 20 working days. Significant work has been put into responding to planning enquiries.

2.7 28 accidents occurred associated with DBC work activities in Q2.

2.8 There was 1 accident associated with DBC work activity that were reported to the HSE in Q2.

3. Environmental Health Team

3.1 We have been working on the implementation Covid-19 Outbreak Plan response;

- Taxi Drivers and Houses of Multiple- Occupation Landlords Written too offering advice on Covid compliance.
- Social media messages, website information and email footers have been sent out by Communications relating to Covid-19
- Surge Contact Tracing Provided to deal with outbreak of Covid 19 in August, successfully brought under control down to swift and robust action by the team.
- £161k bid successfully claimed from County to assist with Covid 19 Response.
- 450 businesses contacted, 300 visited and 13 scheduled for follow up, 5 required action being taken and remain non-compliant. These will be escalated to Public Health if not satisfactory.
- Letters drafted for Hairdressers and Barbers with advice on being Covid secure, these were delivered by hand and intelligence gathered on non-compliance. Non-compliance is being followed up by the team.

- District contact tracing support to Test and Trace is went live on the 1st October. This has involved 8 hours training by the team and implementation has involved new databases and raised issues about out of hours working.
- 3.2 Representation on the weekly COVID19 Health Protection Officer Board. Opening meeting held on 23rd June. Main points for discussion, High Risk Premises, Vulnerable people, local contact tracing and workplaces.
- 3.3 Trainee EHO Mark Dewey passed his Master Degree and submitted his Professional Portfolio, his next stage of qualification is a professional Interview.
- 3.4 Adverts for two Environmental Health Officers have been published (repeated from March), two officer are due to start in Q3. Barrie Trevena, Barbara Flowers and Abdi Mohammed have started with us on a temporary basis to assist with the increasing workload. We also have three staff assisting on a pay per inspection basis with the backlog of food inspections.
- 3.5 Team restarted Food Hygiene Inspections on the 1st September. This leaves us with a significant backlog to address. The recruitment of two permanent officers, and temporary officers operating on a pay per inspection basis.

4. Corporate, Health, Safety and Resilience Team

- 4.1 Service continues to support departments in drafting and redrafting of Covid-19 Risk Assessments. The Team also produced an outbreak control process, Manager FAQ and supporting documents to assist managers in the event of an outbreak at DBC.
- 4.2 The team act as a conduit between the Local Resilience Forum Response and the Councils Incident Management Team, to ensure that the Councils Covid response is tied in with our Local Resilience Forum Partners.
- 4.3 In terms of Business Continuity the department have been on Incident Management Team Meetings providing feedback from the Multi-Agency Strategic Co-ordinating Group (SCG) Tactical Co-ordinating Group (TCG) and various cells that sit underneath including Personal Protective Equipment (PPE), Swabbing Cell, and Environmental Health Advisory Cell.
- 4.4 Following consultation with relevant staff and the Health Safety and Resilience Committee, CMT approved the following updated policies/plan:
- DBC Corporate Emergency Plan
 - Sharps Policy
 - Manual Handling Policy

- Personal Protective Equipment (PPE) Policy

4.5 Final Audit report submitted to the CCG for their consideration. Also working with the CCG to support a potential return to working in the forum.

4.6 Worked with HCC to prepare business continuity exercise at September Leadership Event. The event was a successful and enabled out to provide feedback for the review of the business continuity plan.

5. Operations Team

5.1 Rachel Smith has been started in into the position of Lead Animal Welfare and Public Health Officer. Rachel joins us from the RSPCA with a wealth of knowledge.

5.2 We have been able to get RIPA authorisation for our Covert Cameras in July to enable them to be placed back in strategic hot spots around the borough, we have had some success in the placement and has enable leads to be followed up and more in-depth investigations. Its worthe noting that there are significant delays in courts.

5.3 Town centre PSPO joint operation with police on 22nd July. 2 PSPO fixed penalty notices were issued and 11 warnings for juveniles cycling/skateboarding in the prohibited area. A further PSPO Operation was held on the 26th August 2020, this resulted in 4 fixed penalty notices and 3 warnings for juveniles.


5.4 Service yards have been targeted in the Marlowes by the waste enforcement Team, this has led to the service of 8 S46 Notices, one fixed penalty notice and 24 Community Protection Warnings.


5.5 Joint operation with Police to remove 4 vehicles from Three Cherry Trees Site, Three were abandoned vehicles and the other was removed by police due to involvement in crime.

5.6 An increase in the number of Filthy and Verminous, and refuse accumulation in and around properties has been seen throughout the pandemic, this increase has been seen nationally and there are some links to the mental health of those suffering in these types of premises. We prioritise these cases and work with residents where possible to address the issues. Although action has been required in several case to protect the health of both residents and risks to health of near neighbours.

OSC Report - Strategic Planning & Environment - Neighbourhood Delivery Sep-2020

Indicator Name	Results Sep-2020	Last Months Results Jun-20	Last Years Results Sep-19	RAG	Comments	Actions
Dacorum Delivers - Performance excellence						
ECP09 - Percentage of high risk (A-D) food inspections/interventions achieved within the Quarter.	41.3% 38 / 92 Target: 95%	0% 0 / 78 Target: 95%	81.67% 49 / 60 Target: 95%	2 0 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	36 Info Only	36 Info Only	33 Info Only		No Comments	No Info
CSG02a - Number of fly tips collected within the set timescale of 7 days	332 Info Only	354 Info Only	307 Info Only		Approver Comments: 332	No Info
CSG02b - Percentage of dog fouling reports actioned within the set timescale of 7 days	100% 36 / 36 Target: 95%	97.3% 36 / 37 Target: 95%	97.06% 33 / 34 Target: 95%	0 0 4	Approver Comments: All reports actioned/completed with the set timescale.	No Info
CSG02 - Percentage of fly tips collected within the set timescale of 7 days	95.95% 332 / 346 Target: 95%	97.25% 354 / 364 Target: 95%	99.03% 307 / 310 Target: 95%	0 0 4	Approver Comments: 14 reports over 7 days to remove, including 3 reports passed to a contractor for collection. All other reports completed within the set timescale.	No Info
CSG04a - % of litter area inspections graded A or B - Litter	No Data 0 / 0 Info Only		100% 120 / 120 Info Only		Approver Comments: None carried out over this period due to Covid 19.	No Info
WR01a - Justified Missed collections (Excluding Assisted Collections)	1240 Bins Target: 750 Bins	1187 Bins Target: 750 Bins	575 Bins Target: 750 Bins	2 0 2	Approver Comments: Higher than target due to increased use of agency staff and struggle to access some roads due to parked cars as a result of more residents. Also hire vehicles do not have in cab technology that indicates all assisted collections	Ensure crews are issued with paper copies of round sheets
WR03 - Number of justified missed assisted collections	242 Collections Target: 120 Collections	214 Collections Target: 120 Collections	181 Collections Target: 120 Collections	3 0 1	Approver Comments: Higher than target due to increased use of agency staff and struggle to access some roads due to parked cars as a result of more residents working from home	No Info

Indicator Name	Results Sep-2020	Last Months Results Jun-20	Last Years Results Sep-19	RAG	Comments	Actions
ECP07 - Number of Environmental Enforcement Actions (PACE Interviews, Informal Letters, CPNs, FPN's, Simple Cautions and Prosecutions)	1322 Info Only	766 Info Only	31 Info Only		No Comments	No Info
ECP01 - Percentage of Noise Nuisance cases closed within 60 days	83.65% 87 / 104 Target: 85%	90.63% 58 / 64 Target: 85%	93.06% 67 / 72 Target: 85%	0 1 3	No Comments	No Info
ECP02 - Percentage of registered food premises that have a rating of 4 or 5.	78.26% 1346 / 1720 Target: 90%	79.15% 1325 / 1674 Target: 90%	82.82% 1340 / 1618 Target: 90%	4 0 0	No Comments	No Info
ECP03 - Percentage of ECP Service Requests responded to within target	86.31% 1229 / 1424 Target: 95%	90.46% 882 / 975 Target: 95%	93.76% 1126 / 1201 Target: 95%	1 3 0	No Comments	No Info
ECP05 - Percentage of Fly tips reported assessed by an Enforcement Officer within 3 working days	96.13% 819 / 852 Target: 90%	64.02% 507 / 792 Target: 90%	80.28% 639 / 796 Target: 90%	1 0 3	No Comments	No Info
ECP06 - Development Control Consultations to ECP with a first formal response within 20 days.	100% 192 / 192 Target: 0.9%	99.66% 291 / 292 Target: 90%	99.12% 113 / 114 Target: 90%	0 0 4	No Comments	No Info
WR08 - % change in commercial waste customers in the quarter	No Data Info Only	No Data Info Only	No Data Info Only		No Comments	No Info
HS01 - All reported accidents/incidents (Including those required to be reported to the HSE)	28 Info Only	38 Info Only	41 Info Only		No Comments	No Info
WR06 - Total tonnage of garden waste collected	3870.62 Tonnes Info Only	4340.24 Tonnes Info Only	3281.54 Tonnes Info Only		Approver Comments: 3,870.62	No Info

Indicator Name	Results Sep-2020	Last Months Results Jun-20	Last Years Results Sep-19	RAG 	Comments	Actions
WR07 - Tonnage of food waste.	1291.91 Tonnes Target: 1020 Tonnes	1382.96 Tonnes Target: 1020 Tonnes	1096.06 Tonnes Target: 1020 Tonnes		Approver Comments: 1,291.91	No Info
WR05 - Dry recycling Collected	4114.08, Tonnes Target: 3600, Tonnes	4331.24, Tonnes Target: 3600, Tonnes	3828.24, Tonnes Target: 3600, Tonnes	0 0 4	Approver Comments: 4,114.08	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	1 Info Only	1 Info Only	3 Info Only		No Comments	No Info



Report for:	Strategic Planning & Environment Overview and Scrutiny Committee
Date of meeting:	10th November 2020
Part:	1
If Part II, reason:	

Title of report:	Review of the first year of PSPO enforcement and its effectiveness 2019-20
Contact:	Cllr Julie Banks, Portfolio Holder for Community & Regulatory Services Emma Walker – Group Manager ECP Dawn Rhoden – Team Leader Operations Ben Stevens – Lead Officer Environmental Enforcement Author/Responsible Officer Rachel Smith - Lead Officer Animal Welfare & Public Health
Purpose of report:	1. The purpose of this report is to give Members a general summary of the work carried out by the Environmental Enforcement Team in relation to the town centre PSPO and the dog control PSPO 2. To set out the future management and enforcement of the Boroughs PSPOs by piloting external enforcement.
Recommendations	Provided to committee for information, who are invited to consider/comment on the effectiveness of PSPO enforcement to date and its ongoing management. Any comments should be passed to the Portfolio Holder for Community & Regulatory Services
Corporate objectives:	Enhanced consistency in service delivery across all operations services. Safe and Clean Environment Maintain a clean and safe environment
Implications:	Financial Ongoing maintenance costs to replace any damaged signage. Additional income from fixed penalty notices issued and prosecutions, which could partially offset the costs of enforcing

<p>'Value for money' implications</p>	<p>the order which has depended on the availability of existing resources to carry out enforcement activities.</p> <p>Environmental Enforcement Team supports the Council in achieving Value for Money for its citizens.</p>
<p>Risk implications</p>	<p>Risks associated with Council enforcement officers who will be tasked with enforcing the PSPO. Individual risk assessments completed for the enforcement activity to minimise any risk.</p> <p>Reputational risks in terms of the Council being perceived as enforcing against vulnerable persons and seeking to criminalise certain behaviours which wouldn't normally attract fixed penalty notices or prosecution for non-payment.</p> <p>Limited existing resources available for enforcement. Therefore, enforcement has been targeted with education/awareness with residents, members of the public and by organising 4 enforcement days. The PSPO will raise expectations that prohibited behaviours will be eliminated entirely. However due to difficulties in identifying some of the contraventions and taking a proportionate approach to enforcement, there will not always be immediate results which will be noticeable to the public.</p>
<p>Community Impact Assessment</p>	<p>N/A</p>
<p>Health and safety Implications</p>	<p>Aware of H&S implications that may arise from the enforcement of the Order which is incorporated within individual service risk assessments for authorised enforcing officers.</p>
<p>Consultees:</p>	<p>None</p>
<p>Background papers:</p>	<p>None</p>
<p>Historical background <i>(please give a brief background to this report to enable it to be considered in the right context).</i></p>	<p>To give members a general summary of the work carried out by the Environmental Enforcement Team in 2019-20</p> <p>(Please note there are no comparisons available to previous years or other LA's)</p>
<p>Glossary of acronyms and any other abbreviations used in this report:</p>	<p>EEO – Environmental Enforcement Officer PCO – Pest Control Officer ECP – Environmental & Community Protection OP's – Operations Team PSPO – Public Space Protection Order FPN – Fixed penalty notice LA – Local authority</p>

1. Purpose of Report

The purpose of this report is to provide Members with a general summary of the work carried out by the Environmental Enforcement Team & Operations Team in relation to the Town Centre & Dog Control Public Space Protection Order 2019-20, associated enforcement costs and future management of this service.

2. Background

The Town Centre Public Spaces Protection Order came into force on 29th July 2019. The prohibited activities named in the order are;

- i) Not to spit (including the discharge of chewing gum), urinate or defecate.
- ii) Not to cycle or skateboard.

The prohibitions are included in 2 restricted areas within the Hemel Hempstead town centre.

No dedicated resource was made available for enforcing the PSPO and therefore the decision was made that enforcement was to sit across a numbers of different Council services with the support of working alongside the Police.

Due to this decision on PSPO resources, a commitment was made for a number of public awareness/publicity activities to be undertaken followed by 4 town centre enforcement days and the additional processing of stops made by Police throughout the year. Initially responsibility for enforcement was coordinated by the ASB team (ECP) and enforcement utilised accredited officers from ASB, Enforcement & Housing. Following a departmental restructure in December 2019, the responsibility for the PSPO transferred to the Environmental Enforcement Team (ECP) and is currently enforced by Environmental Enforcement Officers with the assistance of the Safer Neighbourhoods Team (Police).

3. PSPO Enforcement Protocol

Enforcement has been achieved through joint operations with the Police that were conducted at quarterly intervals throughout the year with the processing by the environmental enforcement team, of any stops made by the Police for breaches outside of the joint operations.

Procedure followed;

When supported by appropriate evidence that the PSPO has been breached, the Council will usually issue FPNs to the responsible individual as identified by the authorised enforcement officers, and including incidents reported by Hertfordshire Police. At the time when the officer witnesses an offence s/he will ask the person to stop, identify themselves and explain why the individual has been stopped. They will request the name and address of the person committing the offence and once this has been recorded the individual will be informed that they will be receiving a warning or an enforcement letter or Fixed Penalty Notice (FPN). All formal action will be undertaken retrospectively.

Fixed Penalty Notices can be issued to anyone over the age of criminal responsibility. However, when a breach of the PSPO is witnessed, there is an option for those enforcing the PSPO to issue a warning letter to the individual/s dependant on age and any previous breaches. All warning letters will be copied to Hertfordshire Constabulary for inclusion in Project Sorteria. This Project Sorteria is set up to for partners to tackle Anti-Social Behaviour together within the Community Safety Partnership. Members of the partnership include the Local Authority, Police, Fire Brigade, Trading Standards etc. Partners work together to steer individuals away from acting in an anti-social manner and thereby having a negative impact on the community.

Children

FPNs and warnings are not issued to children under 10, as they are below the age of criminal responsibility. Authorised officers are advised to take a common sense approach and can contact their parents to make them aware of the offence if necessary.

Juveniles aged 10 to 17

A written warning is issued to all Juveniles for first breach of the PSPO. This is copied to the Parents or Guardians and Hertfordshire Police

When speaking to children/juveniles officers must;

- be in uniform, or accompanied by an officer in uniform.
- never touch a young person
- approach from the front, not from behind
- identify themselves and offer formal identification
- work in pairs

Officers obtain all of the following from the person in breach of the order:

- Name
- Address
- Age
- Date of birth
- Name and address of a parent or legal guardian of the offender.

If an Authorised Officer issues a FPN or interviews a young person under 17 they must do so in pairs and with an appropriate adult present.

In cases where the behaviour of a person has resulted in additional criminal offences being committed, the Police will deal with as necessary, but it will be the responsibility of the Council to issue any Warning, FPN and or prosecute the breach of the PSPO.

Where a juvenile has been dealt with for more than 2 breaches, consideration will be given to an Anti-Social Behaviour Action Meeting (ASBAM referral or

further enforcement action involving the parent/guardian). This could include support/intervention or enforcement options such as a community protection notice warning or an ASB Injunction.

Non-payment of a Fixed Penalty Notice

Failure to pay the FPN within 14 days from the date of issue will likely result in prosecution.

Training

Enforcement officers issuing the Fixed Penalty Notices have undertaken the appropriate conflict management and health and safety related training. All enforcement officers issuing FPNs have undertaken the required safeguarding training. All officers enforcing the PSPO will do so in line with the Council's general enforcement policy and regulators code, they will in particular have due regard for the Council's public sector equalities duty when interacting with members of the public and enforcing against any breaches of the PSPO.

Monitoring and appeals

Administration of any Warnings/FPNs/Appeals/Prosecutions will be undertaken by the Environmental and Community Protection service. The PSPO will be monitored by Dacorum Borough Council on a regular basis with an annual report being produced that will be presented to this Overview & Scrutiny Committee.

4. Enforcement Actions 2019 - 2020

There have been 4 joint PSPO action days carried out between October 2019 and October 2020 including 1 in April rescheduled due to COVID. The town centre is also patrolled on a daily basis by the Safer Neighbourhoods Team who have referred a number of breaches for the enforcement team which have been processed. Service statistics are:

Actions	Number
PSPO Warning	47
PSPO Fixed Penalty Notice	14
Community protection warning	1
Community protection notice	1
CPN fixed penalty notice	1
Prosecution	1
Successful Appeal against a warning	1
Pending Prosecutions (non-payment)	4

NB the parent of one repeat juvenile offender receiving a fixed penalty notice for breaching a community protection notice for his behaviour.

PSPO enforcement has been regularly publicised through the Council's communications team with messages, press releases and social media updates following up all action days carried out and the successful prosecution brought.

There has been notable interest in the enforcement of the town centre PSPO including freedom of information requests, MP enquiries and a number of general enquiries and complaints. Contact received regarding the PSPO has been both for and against the enforcement but overall the majority of contact received has been supportive of the action taken.

5. Cost of PSPO Enforcement

The cost of enforcement and administration of the PSPO from October 2019 to October 2020 has been calculated at £19,173. This is based on the officer time involving all 3 EEO's, the Lead EEO and ECP processing administration for the 4 action days carried out. It also includes calculation of processing the breaches outside of the action days.

Town centre PSPO cost calculations Oct 2019 - Oct 2020				
				Daily cost Including Overheads
	4 Enforcement Days			5,865.42
	Lead Officer Admin time	4 hrs pw 52 wpa		12,977.12
	Admin Team processing time			
	Per Case		including overheads	5.33
	Cases (warnings&fpns)	62		330.46
	Total			19,173.00

6. Dog Control Orders

The Dog Control Public Spaces Protection Order came into force on 29th July 2019. The prohibited activities named in the order are:

- Failure to remove your dog's poo
- Failing to remove your dog's poo at the request of an authorised officer
- Failing to carry a poo bag or other means to clean up after your dog
- Failing to put your dog on a lead at the request of an authorised officer
- Failure to keep your dog out of a fenced-off play area or keep it three metres away from any play equipment.

These cover the majority of the borough with a few exemptions for National Trust land.

The dog control orders have been heavily publicised across the borough and several educational events took place at a variety of locations. This included visits to some of the larger parks, playgrounds and sporting facilities to talk to dog owners and the public and supplying promotional material to relevant shops, organisations and Parish Councils.

Targeted enforcement was planned for 2020, unfortunately the Covid pandemic outbreak, service demand and staffing levels has delayed this. Targeted enforcement is currently being planned over the next few weeks, this will concentrate on the areas where we have received the most reports for on street fouling.

7. Future PSPO Enforcement

The Enforcement team is increasingly more involved in complex environmental crime cases and it has become clear that this doesn't leave sufficient resources for a sustained high visibility presence on PSPO and littering enforcement that is required to support the current PSPOs.

In March this year, the Chief Officer Group (COG) gave unequivocal support and agreed in principle to the option of contracting out the enforcement of these areas to a specialist private sector contractor. Subsequently following due process, the Portfolio Holder delegated approval has been given to use a private contractor to strengthen the Council's enforcement in this area across the borough. This decision is currently going through the decision making process for delegated decisions. ECP will therefore develop a tender for the contract, initially for the period of one year from July 2021. The data from the first year pilot will be used as part of the review of the Public Space Protection Orders which are due to expire in July 2022.

Increasingly, other local authorities are adopting this method to manage and enforce their PSPO's. For example, similar sized authorities such as Bedford Council have been operating in this way for several years, and have seen numbers of Fixed Penalty Notices for such offences increase from 450 to 4,000 pa, being a 70:30 split between littering and PSPO breaches.

There are now a number of nationally recognised companies offering these services. Three of which have been recommended to us by contacts at Bedford Council who have just recently retendered their PSPO contract. For example, such operators are National Enforcement Solutions (NES), Local Authority Support and District Enforcement.

The overarching aim of the pilot will be to deliver a partner service to the Council to include;

- Increase the number of enforcement actions, particularly the service of fixed penalty notices primarily for PSPO breaches, littering but also to expand this to other areas such as simple waste crime offences and alcohol related PSPO breaches.
- To release capacity for officers to tackle more time consuming and complex investigations.
- To consistently challenge irresponsible behaviour within the Borough.

- To encourage positive behaviour and provide a clear deterrent against specific ASB & Environmental Crime.
- To be a high visibility deterrent enabling a safer and cleaner town centre and surrounding neighbourhoods.
- To support Council Anti-Litter Campaigns & Volunteer Projects, through community engagement, education and enforcement.

The short term contract will deliver this service over a 12-month period before any long term contractual considerations are made. The contract would provide local employment of a dedicated Team Leader and four Enforcement Officers, all of which will be suitably vetted, trained and equipped by the contractor.

All issued fixed penalty notices will be processed by the contractor's operational support team already in place and will provide DBC with an administration function 12 hours per day, 7 days per week. The Support Team would provide 100% quality assurance to each evidential element of every Fixed Penalty Notice, from the issuance of the FPN itself, to ID checks, complaint / appeal handling and prosecution management including all elements of the legal process until payment is received or the relevant court action has been taken. The quality of the service will be closely monitored by ECP. There will also be an appeals process for recipients of FPN's and the ECP service will have the overriding judgement.

Based on industry expertise, NES have estimated a 12-month pilot service in Dacorum would generate an annual revenue income in the region of £216k with a running cost of approximately £187k. The contractor collecting all FPN income would retain 95% of this income, guaranteeing a zero cost for the service and a predicted annual revenue to DBC of approximately £11k. This is based on a total of 3,848 Fixed Penalty Notices being issued over the course of the pilot with a minimum payment rate of 75%.

The contract will also offer a number of additional value-added benefits, which will complement the work carried out by the Environmental Enforcement Team to include Environmental Awareness and activities in Schools, Supporting Community Projects, Litter picking days in the community, Educational Literature and participation in neighbourhood action and parish council meetings.

Conclusion

The first year of introducing the PSPO has been successful with the level of enforcement activity given the service demands, the COVID pandemic and the resource base. The four action day events with partners has raised the profile along with general day to day activity. The next stage of developing the service will be to pilot the enforcement by an external contractor which will be evaluated before any further service changes are considered.

Agenda Item 11

Strategic Planning and Environment Overview & Scrutiny Committee: Work Programme 2020-2021

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.

Clerk Sharon Burr

Date:	Report Deadline	Items:	Contact details:	Background information
Dec 01 2020	Nov 23 2020	Joint Budget		
		Hemel Garden Communities Spatial Vision	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	
Jan 20 2021	Jan 12 2021	National Waste Review consultation	Group Manager for Environmental Services craig.thorpe@dacorum.gov.uk	<i>To review the governments finding from its waste review consultation and potential impact on services</i>
		Tree Policy and Implementation	Group Manager for Environmental Services craig.thorpe@dacorum.gov.uk	<i>To review the updated Tree Policy and implementation in relation to climate change</i>
		Review of Developer Contributions in Dacorum	Group Manager for Strategic Planning & Regeneration chris.taylor@dacorum.gov.uk	<i>To outline current arrangements for the collection of, and expenditure arising from the receipt of financial contributions from developers through s106 obligations and Community Infrastructure Levy in Dacorum in 2020</i>
Feb 02 2021	Jan 20 2021	Joint Budget		
		Abandoned Vehicle Policy	Group Manager for Environmental and Community Protection Emma.walker@dacorum.gov.uk Ben Stevens	<i>To consider the draft Abandoned Vehicle Policy for the effective removal of vehicles.</i>

		Climate Emergency Update	Corporate Director for Housing and Regeneration mark.gaynor@dacorum.gov.uk	
Mar 23 2021	Mar 15 2021	Quarter 3 2020/21 Reports: Budget Monitoring Planning, Development and Regeneration performance Environmental Services performance Environmental and Community Protection Performance Report	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk Group Manager for Environmental Services craig.thorpe@dacorum.gov.uk Group Manager for Environmental and Community Protection Emma.walker@dacorum.gov.uk	
		Hemel Garden Communities programme	James Doe/Nathalie Bateman	<i>To provide an update on progress on the proposals for delivering garden communities at Hemel Hempstead</i>
		Environmental Services Annual Review	Group Manager for Environmental Services craig.thorpe@dacorum.gov.uk	<i>To review the annual performance and achievements of Environmental Services</i>

Future:

South West Herts Joint Strategic Plan
Growth & Infrastructure Strategy
Fire Service Policy

London Luton Airport Development Consent Order - To outline the proposals for the major expansion of London Luton Airport and inform the Council's response to them

Waste 'Special' commercial waste – to review current service provision and future options

Behavioural Change and recycling – update on the impact of education and awareness campaigns

What happens to Dacorum's waste? – To consider the complexities of waste disposal and impact of global markets, end destinations, material markets and price fluctuations

