

# **Agenda Reports & Other Papers**

Presented to the  
Meeting of the  
County Council on  
**Tuesday**  
**23 February 2016**



# HERTFORDSHIRE COUNTY COUNCIL

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## THE COUNTY COUNCIL

## SUMMONS AND AGENDA

for the meeting to be held on Tuesday, 23 February 2016 at 10.00 a.m. in the Council Chamber, County Hall, Hertford.

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### GROUP MEETINGS

<b>Conservative Group</b>	<b>9.00a.m.</b>	<b>Council Chamber</b>
<b>Liberal Democrat Group</b>	<b>8.30 a.m.</b>	<b>Group Room</b>
<b>Labour Group</b>	<b>9.00 a.m.</b>	<b>Group Room</b>

PRAYERS at 9.50 a.m.

Prayers led by The Reverend John Green of Rosedale Community Church

Members are reminded that all equalities implications and equalities impact assessments undertaken in relation to any matter on this agenda must be rigorously considered prior to any decision being reached on that matter.

### PART I (PUBLIC) AGENDA

#### 1. MINUTES

To confirm the minutes of the meeting of the Council held on 10 November 2015 (circulated separately).

#### 2. CHAIRMAN'S ANNOUNCEMENTS

#### 3. PUBLIC QUESTIONS - STANDING ORDER 8(10)

To deal with questions from any member of the public being resident in or a registered local government elector of Hertfordshire, to the Leader of the Council and Executive Members about the policies and /or strategic priorities of the Council or about any matter over which the Council has power or which directly affects the county.

#### 4. PUBLIC PETITIONS - STANDING ORDER 15

The opportunity for any member of the public, being resident in or a registered local government elector of Hertfordshire to present a petition relating to a matter over which the County Council has control, containing 1,000 or more signatures of residents or business ratepayers of Hertfordshire.

Notification of intent to present a petition must have been given to the Chief Legal Officer at least 20 clear days before the meeting where an item relating to the subject matter of the petition does not appear in the agenda, or at least 5 clear days where the item is the subject of a report already on the agenda.

- 4A. Mike Jackson** will present a petition containing more 1000 signatures on the following matter:-

*“We the undersigned are appalled by the threat by the Conservative controlled Hertfordshire County Council to withdraw all funding for the well-used 142 and 258 bus routes from Watford to Brent Cross and to South Harrow respectively. These cuts would threaten the very existence of these services from March 2016. We call upon the County Council to withdraw the threat of cuts to these bus services and to reach an agreement with Transport for London to guarantee the continuation of these routes.”*

The report of the Chief Executive and Director of Environment on the background to the subject of the petition is attached.

[Members of the public who are considering raising an issue of concern via a petition are advised to contact their local County Councillor <http://www.hertsdirect.org/your-council/>

The Council's arrangements for the receipt of petitions are set out in [Annex 22 - Petitions Scheme](#) of the Constitution.]

If you have any queries about the petitions procedure for this meeting please contact Elaine Shell, Democratic Services Manager, by telephone on (01992) 555565 or by email to [elaine.shell@hertfordshire.gov.uk](mailto:elaine.shell@hertfordshire.gov.uk)

## **5. OFFICER REPORTS RELEVANT TO EXECUTIVE PORTFOLIOS**

### **5A. INTEGRATED PLAN 2016/17 – 2019/20 (incorporating Strategic Direction and Financial Consequences and the Treasury Management Strategy)**

Portfolio: Resources and Performance

Reports of the Assistant Director Finance, Resources & Performance **(circulated separately to Members of the Council)** as follows:

- (i) Comments and Conclusions of the Council’s Cabinet Panels on the Integrated Plan Proposals 2016/17 – 2019/20**
- (ii) Scrutiny of the Integrated Plan Proposals 2016/17 – 2019/20: Report of the Overview & Scrutiny Committee**
- (iii) Integrated Plan 2016/17 – 2019/20 (incorporating Strategic Direction and Financial Consequences and the Treasury Management Strategy)**

**Members are asked to also bring the following reports to the meeting.** These were previously circulated to all Members of the County Council as indicated below:

**‘Public Engagement and Consultation on the 2016/17– 2019/20 Integrated Plan Proposals’** (circulated as Item 4(i) for the Cabinet meeting of 18 January 2016); and

**‘INTEGRATED PLAN 2016/17 – 2019/20 (incorporating Strategic Direction and Financial Consequences and the Treasury Management Strategy)’** (circulated as Item 4(ii) for the Cabinet meeting of 18 January 2016).

**5B. MEMBERS’ ALLOWANCES 2016/17 – Report of the Independent Panel on Members’ Allowances**

Portfolio: Resources and Performance

Report from the Independent Panel on Members’ Allowances (attached)

**5C. SCHOOL ADMISSION ARRANGEMENTS FOR 2017/18**

Portfolio: Enterprise, Education and Skills

Report of the Director of Children’s Services (circulated separately to Members of the Council)

**6. THE EXECUTIVE REPORT**

Group Leaders have agreed that the Executive Report be deferred to the meeting of Council on 22 March 2016.

**7. QUESTIONS TO EXECUTIVE MEMBERS**

To deal with questions from Members of the Council to the Leader of the Council and Executive Members.

**8. REPORT FROM THE OVERVIEW AND SCRUTINY COMMITTEE**

Report of the Chairman of the Overview and Scrutiny Committee (attached)

**9. REPORT FROM THE HEALTH SCRUTINY COMMITTEE**

Report of the Chairman of the Health Scrutiny Committee  
(attached)

**10. COUNCIL MEETING – EXECUTIVE REPORT**

Report of the Chief Legal Officer  
(attached)

**11. CHANGES TO THE COUNCIL'S PETITION SCHEME**

Report of the Chief Legal Officer  
(attached)

**12. NOTICES OF MOTION – STANDING ORDER 9 (6)**

None notified.



**KATHRYN PETTITT  
CHIEF LEGAL OFFICER**

Full copies of all reports may be found on the internet at  
[www.hertsdirect.org/hccmeetings](http://www.hertsdirect.org/hccmeetings)

**HERTFORDSHIRE COUNTY COUNCIL**  
**COUNTY COUNCIL**  
**TUESDAY, 23 FEBRUARY 2016 AT 10.00AM**

**PETITION TO WITHDRAW THE THREAT OF CUTS TO TfL ROUTES IN  
HERTFORDSHIRE**

*Report of the Chief Executive and Director of Environment*

- Author: Adrian Hardy, Passenger Transport Hub Manager (01992 588800)
- Executive Member: Derrick Ashley, Environment, Planning & Transport
- Local Members: Nigel Bell, Morris Bright Caroline Clapper Stephen Giles-Medhurst, Kareen Hastrick; Anne Joynes, Peter Knell; Alan Plancey; Seamus Quilty; Leon Reefe, Derek Scudder and Mark Watkin

**1 Purpose of report**

- 1.1 To advise County Council of the receipt of a petition relating to the proposed withdrawal of on-going support to Transport for London (TfL) for the funding of 2 cross-boundary bus services.
- 1.2 To provide background and context to the current funding arrangement with TfL and an update on negotiations to date.

**2 Summary**

- 2.1 Notice of intention to present a petition containing 1,000 or more signatures has been received pursuant to the County Council's Petition Scheme. The petition states:-

*"We the undersigned are appalled by the threat by the Conservative controlled Hertfordshire County Council to withdraw all funding for the well-used 142 and 258 bus routes from Watford to Brent Cross and to South Harrow respectively. These cuts would threaten the very existence of these services from March 2016. We call upon the County Council to withdraw the threat of cuts to these bus services and to reach an agreement with Transport for London to guarantee the continuation of these routes."*

- 2.2 The County Council's Petition Scheme provides that officers will prepare a report for Members setting out the background and other relevant information of which they are aware relating to the subject matter of the

petition but will not give a recommendation as to how the petition should be dealt with.

### **3. Procedure**

- 3.1 The petition which is the subject of this report has been received in accordance with the Council's Petition Scheme (Annex 22 to the Constitution).
- 3.2 The deadline for receipt of motions from Members in respect of this report under Standing Order 9(3) is noon on 18<sup>th</sup> February 2016.
- 3.3 Paragraph 44 of the Petition Scheme provides that the Petition Organiser will be given three minutes maximum to present the petition and will not otherwise be allowed to speak at the meeting. There will then be a short debate by Council.
- 3.4 Paragraph 47 of the Petition Scheme states:-

*The Council will decide how to respond to the petition at the meeting. They may decide to take the action the petition requests or not to take the action requested for reasons put forward in the debate. Where the issue is one on which the Council executive are required to make the final decision, the Council will decide whether to make recommendations to inform that decision. If the Council do not decide to deal with the petition in some other way, it will (at the discretion of the Chairman) be referred to the Overview and Scrutiny Committee, the appropriate Cabinet Panel or to officers for consideration and report to the local member and Group Spokesmen.*

### **4. Background and Other Relevant Information**

- 4.1 The County Council has been providing financial contributions to cross boundary bus services between London and Hertfordshire via Transport for London (TfL) since 1993. Such agreements have been regularly reviewed with the latest arrangement coming to a close in March 2016.
- 4.2 The current agreement was reached in July 2013 covering the financial years 2013/14, 2014/15 & 2015/16. The value of the current agreement is £390,000 per year and supports 5 of the 16 TfL services that serve the southern areas of the county;
  - 107: New Barnet – Edgware
  - 142: Watford Junction – Brent Cross
  - 258: Watford Junction - South Harrow
  - 292: Borehamwood – Colindale
  - 298: Potters Bar – Arnos Grove
- 4.3 In total there are 16 TfL services that operate within the County but only the above services are included in the agreement. The total value of the

five services is £11.3m, with the County Council contributing less than 4% of the total contract value.

- 4.4 Officers have been in regular contact with representatives from TfL and last met in in November 2015 where it was indicated that due to current budget pressures the County Council would be unlikely to be able to continue to support TfL bus services operating within the county beyond the end of the current agreement.
- 4.5 This meeting was followed by up with a letter to TfL in December 2015 to confirm the County Council's position. A response was received from TfL on 3<sup>rd</sup> February 2016 and is attached at Appendix 1.
- 4.6 In previous discussions TfL has acknowledged the difficulties faced by neighbouring shire counties and have stated that should the County Council withdraw funding there will be no immediate effect on services or service frequencies. It has further stated that should TfL decide to review these services in the future, this would be subject to a full consultation process, to which the County Council would be invited to contribute.
- 4.7 In a press release from Peter Bradley, Head of Consultation, TfL in January 2016 he said *"We have no plans at this stage to make any changes to any of the routes that run between London and Hertfordshire. If we were to make any changes in the future, we would undertake full consultation with stakeholders and customers in the normal way, as we do for any changes proposed to the London bus network"*.
- 4.8 This matter is due to be reported to the Environment, Planning & Transport Panel on 8 March 2016.

## **5 The Petition**

- 5.1 The petition calls upon the County Council to withdraw the threat of cuts to the 141 and 258 services and to reach an agreement with TfL to guarantee their continuation.
- 5.2 Current and on-going discussion with TfL has indicated that funding can be withdrawn with no immediate impact on services. If and when TfL review service provision of the routes they have undertaken to fully consult both users and stakeholders, including the County Council. At that time an informed view of the potential impacts can be taken.

## **6 Financial Implication**

- 6.1 An efficiency saving of £390,000 would be achieved if TfL make no changes to service provision and County Council support ceases from 1 April 2016.

### Background Information

None





## Transport for London



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Business Manager, Transport, Access and Safety  
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CHN101, County Hall  
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[Peter.Bradley@tfl.gov.uk](mailto:Peter.Bradley@tfl.gov.uk)

020 3054 0133

2 February 2016

Dear Tom

### **Hertfordshire County Council Cross Boundary Support 2013-2016**

Thank you for your letter of 18 December 2015, advising us of your intention not to continue with the supporting the cross boundary services (routes 107, 142, 258, 292 and 298) beyond March 2016. You also ask what the likely impact this will have on the frequency on the routes.

At this point we have not had the opportunity to look at the routes in detail, although the current frequencies generally correlate to the usage made of them. Therefore any significant changes would have an adverse impact on those who currently use the bus services, either wholly within the county or between Hertfordshire and the London area.

Given the timescales and the work involved in reviewing the routes, together with the Mayoral election later in the spring (and the restrictions placed on organisations such as ourselves during the six week pre-election period), it is unlikely that consultation on changes, if any, would take place until much later in the year.

The loss of this funding is significant, especially given the recent Comprehensive Spending Review announcement, which means that the DfT general grant (also known as our revenue grant) will be significantly reduced in phases over the next three years until its elimination in 2019. TfL will therefore have to cover all its operational costs from non-DfT grant sources of income and this places us in a very challenging position.

I would appreciate therefore if you are able to reconsider the complete withdrawal of funding. Given the size and scale of the bus network that TfL

**MAYOR OF LONDON**

provides in Hertfordshire, we are of the view that it is the County Council's duty to provide a fair financial contribution towards its provision.

I would be grateful for your serious consideration to a contribution in 2016/17 and beyond.

I look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink that reads "PJ Bradley". The signature is written in a cursive style with a long, sweeping tail on the letter "y".

**Peter Bradley**  
**Head of Consultation**

**HERTFORDSHIRE COUNTY COUNCIL**

**CABINET  
MONDAY, 22 FEBRUARY 2016 AT 2.00 P.M.**

Agenda Item No.

**4(i)**

**COUNTY COUNCIL  
TUESDAY, 23 FEBRUARY 2016 AT 10.00AM**

Agenda Item No.

**5A(i)**

**COMMENTS AND CONCLUSIONS OF THE COUNCIL'S CABINET PANELS ON  
THE INTEGRATED PLAN 2016/17 – 2019/20**

Report of the Director of Resources

Author: Elaine Shell, Democratic Services Manager (Tel: 01992 555565)

Executive Member: Chris Hayward, Resources & Performance

**1. Purpose of the report**

1.1 To inform Members of the comments and conclusions of the County Council's Cabinet Panels on the draft Integrated Plan 2016/17 – 2019/20.

**2. Summary and Background**

2.1.1 As part of the Integrated Planning Process each of the County Council's service Cabinet Panels met during late January and early February 2016 to consider the draft integrated plan 2016/17 – 2019/20.

2.1.2 At its meeting on 12 February 2016, the Resources & Performance Cabinet Panel considered the draft Integrated Plan for 2016/17 – 2019/20, the comments of the service Cabinet Panels, and the report of the Overview and Scrutiny Committee on its scrutiny of the IP proposals (the Committee's report is attached as item 4(ii) of the Cabinet agenda / item 5A(ii) of the Council agenda).

2.1.3 The relevant extracts from the minutes of the service cabinet panels' meetings, together with their conclusions, are attached as Appendix 1 to this report. The relevant extract from the minutes of the Resources and Performance Cabinet Panel meeting on 12 February, including its conclusions, is attached as Appendix 2 to the report (*to follow*).

### **3. Recommendation**

- 3.1.1 That the report be noted and that the comments and conclusions of the Council's Cabinet Panels be taken into account by Cabinet and County Council in their consideration of the Integrated Plan 2016/17 – 2019/20.
- 3.1.2 Cabinet's recommendations to Council will be considered by County Council on 23 February 2016.

### **4. Financial Implications**

- 4.1 The financial implications of the Integrated Plan proposals are as set out in the report at item 4(iii) of the Cabinet agenda and item 5A(iii) of the Council agenda.

### **Background Information**

Minutes of:-

- Children's Services Cabinet Panel, January 2016
- Public Health, Localism & Libraries Cabinet Panel, January 2016
- Adult Care & Health Cabinet Panel, February 2016
- Environment, Planning & Transport Cabinet Panel, February 2016
- Enterprise, Education & Skills Cabinet Panel, February 2016
- Highways Cabinet Panel, February 2016
- Community Safety & Waste Management Cabinet Panel, February 2016
- Resources and Performance Cabinet Panel, February 2015

## INTEGRATED PLANNING PROCESS 2016/17 - 2019/20: COMMENTS FROM SERVICE CABINET PANELS

### 1. Children's Services Cabinet Panel (28 January 2016)

The Panel received a report highlighting the areas of the Integrated Plan relating to Children's Services. It was noted that the core funding for 2016/17 had been significantly reduced by £24m, and although substantial efficiency savings had been identified, a further saving of £38.4m in 2017/18 rising to £71.4m by 2019/20 was required to meet the budget gap.

The Panel were asked to consider the elements of the Children's Service's budget in relation to financial pressures, savings and capital programme. The Integrated Plan report stated the financial impact of service plans and available funding to resource them over the next three years.

The Panel received a summary of pressures for change relating to Children's Services which included:

- Children Looked After (CLA);
- Unaccompanied Asylum Seeking Children (UASC)
- Adoption Reform
- Targeted Youth Support & Vulnerable Young People's Team – Leaving Care PA's
- National Living Wage for Commissioned Homecare
- National Insurance
- Revenue Effects of Capital LiquidLogic Children's Systems
- Youth Justice

#### **Conclusion**

Following general discussion in relation to the proposed savings for Children's Services at 4.4 of the report, the Panel commented as follows:

- a) Members had no comments;
- b) The Panel supported the savings proposal for Children's Services 2016/17, as detailed in 4.4 of the report;

It was noted that N Bell, L A Chesterman, R G Prowse and M A Watkin abstained.

### 2. Public Health, Localism & Libraries Cabinet Panel (29 January 2016)

The Panel received a report which highlighted the areas of the Integrated Plan in relation to Public Health, Localism and Libraries (PHL&L).

Officers reported that all savings proposals requiring a policy change had been taken through Cabinet Panel for Cabinet decisions throughout 2015/16.

It was highlighted to the Panel that the late timed (17 December 2016) Government announcement of a significant reduction and redistribution of central government funding, and Revenue Support Grant and other core funding ( £24m lower than forecast) was a consultation figure and could still change.

Members heard that work was underway to make yet further savings during 2016 to be implemented in 2017/18 or sooner, and this would be brought to Cabinet Panel for consultation as soon as possible.

Officers clarified the 0% non-pay inflation would impact the PHL&L portfolio as it would reduce spending power, however it reflected the consumer price index. In terms of Public Health, the budget matched the grant.

Officers reported that it was proposed that there would be a 50% reduction in the Members Locality Budget.

#### Library Service:

Members commented that the library service already relied on volunteers, making further cuts to deliver the programmed £2.5m savings target difficult, and that generated income was unreliable.

In response to a Member's question over whether Library funding would be cut further, the Panel noted that further savings would have to be made in the coming years due to the cuts in government funding to 2019/20, and no such guarantee could be made.

A member of the Panel reflected that funding for Hertfordshire Adult and Family Learning Services (HAFLS) was modest. Officers clarified that they were looking to diversify funding sources and that £70k Skills Funding Agency (SFA) funding had been secured for Mental Health and that £5m of lottery funding was being sought to be used around barriers to employment.

Member's raised the issue of the amount of influence Hertfordshire Adult and Family Learning Services (HAFLS) had over the curriculum and officers clarified that certain areas were dictated by contract, however there was lot of scope to tailor it to specific targets. Public Health and HAFLS had worked together closely on joint outcomes.

#### Members Locality Budget

A protest was raised by some Members regarding the reduction in the Member's Locality Budget (MLB) who made the following points:

- The MLB was used by some Members to pump prime projects at a very local level and many of these projects signposted the public to initiatives aimed at for example, ill health prevention through exercise, resulting in a consequent effect higher up the chain in terms of public health;
- The small saving made by cutting the MLB would have a disproportionately negative effect locally;
- The Councillors' role locally would be damaged by the reduction of the MLB;
- There was little point in encouraging volunteering and then to cut funding that could be used to support it.

A query was raised by Members regarding whether any unused MLB from this year could roll over to the next financial year and officers agreed to consider whether this would be possible.

It was highlighted that the £10K MLB had been protected up until now and that Members would like it to be reinstated in the future if possible.

Members commented on the fact that, unlike the MLB, the Highways Locality Budget (HLB) remained untouched by the cuts. It was clarified that the HLB was funded by the Highways budget and that as there was a limited budget to spend on Highways a decision had been made to protect this area.

It was suggested that Members would need to prioritise their MLB to where it was most needed / most effective

In response to a general discussion about cuts to the locality budget, officers confirmed they would be working to provide guidance / signposting to other ways in which community groups could seek alternative funding / support.

At the suggestion that the County Council approach government to fight the cuts, Members heard that the Executive Member for Resources and Performance had made representation to government about the size of the cuts and the distribution method, and pointed out that a flaw in the formula used to calculate the cuts penalised Shire Counties. As a consequence the government were considering this issue and there might be some movement with respect to the cuts.

### Public Health

Members voiced concern that the main County Council Public Health (PH) function was commissioning some preventive services from the County Council, and thus services would inevitably be cut. Members were concerned that different areas of health would be unequally affected because NHS services were receiving a financial increase while government was cutting County Council funding.

The fact that Clinical Commissioning Groups (CCG's) were receiving a 6% increase was noted by Members, also the need to ensure that CCG's received the message about focussing funding on health prevention. Officers acknowledged that PH would need to continue to work closely with CCG's to impress on them the importance of the prevention agenda and future savings that could accrue to the NHS by addressing preventable ill-health. The Panel noted that officers were looking at the possibility of co-commissioning with the NHS in terms of preventative care.

### Conclusion

The Panel commented to Cabinet on the proposals relating to the Integrated Plan in respect of Public Health, Localism and Libraries.

The Panel identified issues it felt that the Cabinet should consider in finalising the integrated plan proposals.



### 3. Adult Care & Health Cabinet Panel (1 February 2016)

The Panel considered the adult care and health elements of the Integrated Plan (IP), which detailed the financial impact of service plans and the funding available to resource the plans over the period 2016/17 – 2019/20.

Members' attention was drawn to the Future Strategic Direction for Health and Community Services (HCS), on page 13 of the IP, and were reminded of the strategic framework and supportive interventions as follows:

- To inform, advise and advocate for people and their family carers
- To develop community based services – to help communities support each other
- To enable people for the future – keeping people independent and safe
- Personalise people's care and support services
- Commission quality services and safeguard adults when they are vulnerable

The key pressures for HCS were discussed (page 14). It was noted that the cost of additional social care needs from demographic change amounted to £8.1m per annum. Members were advised that in order to meet the additional needs in Hertfordshire, 2000 additional adult social care recruits were required every year. It was noted that the Government's announcement to raise the minimum wage from £6.50 to £7.20 from 1 April 2016, and continue to increase this to £9.00 per hour by 2020 was welcomed, however, noted this would not directly impact front-line care staff in 2016, as most staff were being paid more than this amount. HCS were, however, looking to maintain a differential between the minimum wage and a competitive rate in Hertfordshire in order to attract and retain care workers.

Key projects and programmes that HCS needed to deliver between 2016/17 and 2019/20 were discussed. A bid to the HCC Invest to Transform fund had been made to take forward the Accommodation for Independence programme for people with learning disabilities; this involved converting existing residential care homes into modern supported living services. Demand for more modern and flexible day opportunities for people of all age groups was also a key area of work. Further projects were detailed on page 16 of the IP.

With regards to performance indicators, it was noted that operational performance data was collected nationally via the Adult Social Care Outcomes Framework (ASCOF) indicators. Hertfordshire obtained an average ranking of 73rd out of 152 Authorities across 24 of the 27 ASCOF Measures. Although Hertfordshire's performance was better than that of the Eastern Region and England averages across 9 measures, HCS strived towards a ranking within the top quartile, therefore all performance indicators were set with this target in mind.

Members' attention was drawn to page 20 of the plan which detailed the pressures faced by Adult Care & Health. Demography pressures for older people totalled £2.763m. It was noted that life expectancy for people with a learning disability continued to rise, creating a demographic pressure of £4.69m. This was similar for people with physical and mental disabilities, with budget movements totalling £326k and £276k, respectively. The Government's announcement to increase the

minimum wage to a national living wage would cause an increase in cost for care providers over the next four years – the IP makes provision for the authority to keep up with the national minimum wage in order to retain care staff; this pressure would continue in future years. £968k of the Care Act grant was being recycled back into the social care fund, as HCS had found more efficient ways to deliver the service; £1.5m would also be recycled back into the service which related to the cost of servicing deprivation of liberty applications.

During discussion with regard to attracting and retaining staff, it was noted that HCS used campaigns, such as the Herts Good Care Campaign, to promote careers in the care industry. The title of ‘Care Worker’ was also being changed to ‘Health & Care Practitioner’ in order to encourage recruitment within the profession. Further discussion took place around the use of privately run nursing homes and it was noted that HCS were in negotiations to see if an agreement could be arranged to enable the use of any spare capacity available. It was questioned how much emphasis was placed on ‘safeguarding’ when appointing Management within a care facility – in response, Members heard that all providers had to hold a Silver Membership within the Hertfordshire Care Provider’s Association and all training was monitored to ensure the correct level of management was in place – this was reflected in the reduction of serious concerns being raised. Travel time for care workers and unpredictable gaps between travel time was discussed and it was suggested that this should be raised as an item for Scrutiny.

Members noted the existing and proposed savings as detailed on page 21. The use of community alternatives was queried, as the voluntary sector would find it difficult to provide Older People Homecare assistance (HCS024) with no funds available; it was also pointed out that locality budgets were being reduced. In response, it was noted that HCS would be looking for people to identify less formal community schemes, neighbours and friends to meet this saving in order to lower the level of statutory commissioned spend.

In relation to the capital programme as detailed on page 24, it was noted that HCS had proposed 3 new capital bids at the cost of £4.07m in 2016/17, with £20.7m of capital expenditure being required for the overall project. The supported living and disabled facilities projects were grant funded, however, £10m was required for completion of phase 3 of the Quantum Care project, therefore, it was likely that the authority would need to borrow funding to cover 2017/18 and 2018/19. Members’ attention was drawn to the revised bid for an additional £1.52m on page 25, which related to part of the Quantum Care project (Bericot Way) and noted planning permission had been agreed and work would soon be underway.

**Conclusion:**

The Panel noted and approved to Cabinet the proposals relating to the Integrated Plan in respect of Adult Care and Health.

#### 4. Environment, Planning & Transport Cabinet Panel (2 February 2016)

The Cabinet Panel received a report on the Integrated Plan with respect to Environment, Planning and Transport (EPT) services.

Officers clarified that Agenda Item 4(i) of the Cabinet Integrated Plan 2016/17 – 2019/20 had been to Cabinet and set out the actions the County Council had taken to engage and consult with the public and partners.

The results of the consultations were summarised within the related report and appendices.

In reply to a Member's comment that responders to questionnaires were generally self-selecting, as only those who were interested responded giving biased results, officers clarified that the 'Citizen's Panel' was part of the process and responders to it were selected to be fully representative of Hertfordshire.

Members' attention was drawn to Agenda Item 4(ii) of the Cabinet Integrated Plan 2016/17 – 2019/20 and the revised budget gap of £38.4m in 2017/18 rising to £71.4m in 2019/20. Officers emphasised that this was subject to change from factors including final council tax figures and the final grant settlement figure.

Members heard that:

- the County Council's revenue budget for 2016/17 was £808, reducing to £798m for 2017/18;
- Revenue Support Grant was predicted to fall by 97% from £80m in 2016/17 to £2.7m in 2019/20;
- Council tax income was estimated to increase by 8.7% from 496m to £538m between 2016/17 and 2019/20;
- An estimated £43.5m would be raised from the Social Care Precept.

For specific Environment, Planning and Transport related matters officers directed Members to Pages 91 to 104 of the IP report.

Officers reported that:

- The budgets for Environment, Planning and Transport totalled £22.257m in 2016/17 falling to £20.48m in 2019/20
- Savings totalled £1.3m per year.

The key pressures being faced by Environment, Planning and Transport totalled £255,000 per year, rising to £305,000 in 2018/19.

The Cabinet Panel noted that the figures represented efficiency savings and previous policy decisions and did not require any new policies to be implemented.

Officers reported that:

1. the proposed capital programme for Environment, Planning and Transport totalled £21.9m (£1.1m of County Council funding) in 2016/17 and £23.3m (£8m of County Council funding) in 2018/19
2. Croxley Rail Link was largest item in this programme. Responsibility for

delivery of the scheme and any cost risk over the identified funding package had been transferred to Transport for London (TfL).

Withdrawal of funding to Transport for London (TfL) Buses:

Members queried the situation as regards the proposed cuts to the £390,000 of bus funding paid to TfL. Officers clarified that this figure was currently still in the budget. The Council had issued a letter of its intention to withdraw funding in December 2015 but had not yet received a formal response. Press reports indicated that TfL had said they would not be changing the relevant services. Officers informed Members that a paper was being brought to the March Panel to update them on the situation.

Dial a Ride:

In response to a Member's comment that the Adult Health and Care (HCS) Topic Group Scrutiny had concluded Dial a Ride (Env119) should move from the Environment, Planning and Transport portfolio to Adult Care and Health, officers reported that along with fleet services this was under discussion with HCS and it is expected that both services will move across to HCS in the next few months.

Flooding and Local Flood Authority status:

Concern was once again voiced by Members over the need for greater clarity over the role of the County Council in the protection of residents and properties from flooding.

In response to a suggestion from Members that the Council, as the Lead Local Flood Authority, lobby for more resources and powers from government, Officers confirmed that they were drafting such a letter for the Chairman to send to the relevant government minister and would copy in local Members of Parliament as matter of course.

The Cabinet Panel suggested that Members, who wished for clarification on where responsibility lay for keeping watercourses flowing, including enforcement powers, could attend the seminar on Flooding (touching on gully cleaning) on 24 March 2016. The aim of the seminar was to raise awareness and allow Members to request more detailed scrutiny of particular aspects of flooding if relevant.

Officers commented that as a rule of thumb, responsibility with watercourses lay with the riparian land owner, however the County Council had some powers to manage smaller water courses (ordinary watercourses) such as ditches and streams but this was a complex area and, following an increasing frequency of severe weather events, coming to the forefront of national debate. With respect to Sustainable Drainage, (SUDS) the County Council is a Statutory Consultee to the Local Planning Authorities (LPA) and the County Council Planning Authority. The LPA's can choose to accept or reject advice or comments. Officers emphasised that surface water flooding was the biggest issue in Hertfordshire.

Smart Cards for Bus Travel:

The situation with respect to the development of Smart Cards for Bus Travel was raised by a Member. Officers clarified that progress was still very slow and that

they were reliant on bus operators to roll out technology. In the long term, pressure from users would help to move this issue forward.

There were 6 approvals and 4 abstentions to the vote and the Labour Group requested it was minuted that they would be bringing forward alternative budget options later in the process.

**Conclusion:**

The Panel noted and approved to Cabinet the proposals relating to the Integrated Plan in respect of Environment, Planning & Transport as set out above.

**5. Enterprise, Education & Skills Cabinet Panel (4 February 2016) – Non Schools**

The Cabinet Panel considered a report which highlighted the areas of the Integrated Plan which related to Enterprise Education and Skills in order for the Cabinet Panel to consider these and provide comment.

Members were advised that the proposed budget savings comprised almost entirely education costs. The Cabinet Panel were advised that the £310k efficiency savings proposed within the budget papers were a reflection of how the directorate were able to improve the efficiency of administration, photocopying and travel arrangements. Officers advised that the Directorate also routinely considered the possibility of deleting vacant posts and reorganising teams to avoid impacting upon service delivery.

In response to Member questions, it was confirmed that the £250k SEN Home to School Transport saving amount identified in 2016/17 would be achieved via new contractual arrangements.

Members raised concerns regarding the funding of school maintenance improvements. Officers advised that maintenance funding was received from central government and the capital maintenance improvement programme budget was held within the Resources and Performance portfolio. The Cabinet Panel were advised that Hertfordshire schools experienced particular maintenance issues largely owing to the age profile and nature of the building stock, however funding allocated to the maintenance of schools was limited to that received from external funding.

The Cabinet Panel were pleased to learn that in spite of concerns regarding availability of funding for schools expansions, officers were comfortable that sufficient was available for the programme through to 17/18 via Basic Needs Funding and Section 106 monies, which would enable the Local Authority to meet its statutory duty to provide adequate school places. However, it was acknowledged that owing to the complexity of proposed urban expansions, there were challenges to ensure school places are provided to meet the needs of new housing developments through planning obligations.

**Conclusion:**

The Cabinet Panel recommended the proposals relating to the Integrated Plan in respect of Enterprise, Education and Skills to Cabinet.

It was noted that J Billing, A Joynes, M A Watkin, P M Zukowskyj abstained from voting on the item.

## **6. Enterprise, Education and Skills Cabinet Panel (4 February 2016) – Schools Budget**

Members considered a further report highlighting the areas of the Integrated Plan which related to Enterprise, Education and Skills (Schools). The main pressures for change identified within the report were inflation on pay and prices (£9,237,000), National Insurance - ending of contracted out rebate (£11,429,000) and demography (£8,321,000).

The Cabinet Panel were advised as to proposed savings identified within the budget that related to Enterprise, Education and Skills. In particular it was noted that £2,687,000 identified in relation to 2 year olds, was a reflection of the 2 year old entitlement provision take up across Hertfordshire. As such it represented an adjustment rather than a saving.

Members were advised that the Dedicated Schools Grant announcement of an additional £2.1m of High Needs block funding represented the most material change to the budget. Following discussions at Schools Forum, it was proposed to use £1.3m of the additional resource to enhance the SEN strategy development fund and the balance to reduce some of the planned savings.

In response to a question regarding the savings proposals identified within the report in relation to reductions in spending on high level needs, Members were advised that savings requiring policy decisions had been taken through Cabinet Panels for Cabinet decisions throughout 2015/16 and as such, the full equalities impact assessments could be found with those reports.

### **Conclusion:**

The Cabinet Panel recommended the proposals relating to the Integrated Plan in respect of Enterprise, Education and Skills (Schools) to Cabinet.

It was noted that J Billing, A Joynes, M A Watkin, P M Zukowskyj abstained from voting on the item.

## **7. Highways Cabinet Panel (9 February 2016)**

The Cabinet Panel received a report on the Integrated Plan with respect to Highways services to comment on and identify any issues it felt Cabinet should consider in finalising the Integrated Plan proposals.

Re: Agenda Item 4(i) of the Cabinet Integrated Plan 2016/17 – 2019/20:

Officers clarified that Agenda Item 4(i) of the Cabinet Integrated Plan 2016/17 – 2019/20 had been to Cabinet and set out the actions the County Council had taken to engage and consult with the public and partners. The results of the consultations were summarised within the related report and appendices.

Agenda Item 4(ii) of the Cabinet Integrated Plan 2016/17 – 2019/20:

Members' attention was drawn to Agenda Item 4(ii) of the Cabinet Integrated Plan 2016/17 – 2019/20 and the revised budget gap of £38.4m in 2017/18 rising to £71.4m in 2019/20. Officers emphasised that this was subject to change from factors including final council tax figures and the final grant settlement figure.

The Panel heard that:

- the County Council's revenue budget for 2016/17 was £808m, reducing to £798m for 2017/18;
- Revenue Support Grant was predicted to fall by 97% from £80m in 2016/17 to £2.7m in 2019/20;
- Council tax income was estimated to increase by 8.7% from £496m to £538m between 2016/17 and 2019/20;
- An estimated £43.5m could be raised from the Social Care Precept.

For specific Highways related matters officers directed Members to Pages 106 to 122 of the IP report.

Officers reported that:

- The budgets for Highways totalled £37.5m in 2015/16 and £41m in 2016/17;
- Savings totalled £674,000 in 2016/17 rising to £989,000 in 2019/20;
- Technical adjustments reduced the budget by £4.153m/year;
- Service specific inflation increase the budget by £2.765m/year;
- Other pressures added a further £1.3m/year;
- The proposed capital programme totalled £63m in 2016/17 (£29.5 HCC), £69.9m in 2017/18 (£25.8m HCC) and £78.9m in 2018/19 (£31.7m HCC).

Members queried why the £3m Projected additional Council Tax Income did not increase year on year to reflect additional houses in the county (page 20 of the IP 4(ii)). From subsequent research directly after the meeting, officers were able to report that the £3m was to reflect previous under-estimates by some districts in the Band D equivalent council tax. Increases in the number of houses were reflected in the Council Tax line which starts with £495.597m in the report.

With respect to Highways Maintenance and carriageway condition surveys, a Member enquired about footway condition and investment. Officers responded that this would be discussed within the TAMP APR report coming to a future panel.

In relation to the value for money (vfm) benchmarking exercise undertaken by the County Council for Highways Maintenance in 2013/14 (page 112 of the IP 4(ii)), Members commented that IP Scrutiny had suggested a nationwide benchmarking programme to overcome the challenge posed by the fact that different authorities

record data in different ways. However it was acknowledged that this would need to be led by Department for Transport (DfT).

Officers commented that should Highways England contribute towards the cost of reclassifying the A4146 to a 'B' road then the £200,000 in the budget for this would be reduced (Page 117 of the IP 4(ii)).

In response to a Member's question about the meaning of 'trimming' in relation to Street Lighting (page 112 of the IP 4(ii)), officers clarified that this was an energy saving strategy. The LED lights introduced to all sites currently in full night lighting did not require 'warm up time', so they could be switched on a little later than previously saving electricity and costs. In addition, dimming trials were underway to see if lights could be further dimmed beyond 25% without compromising safety, and the results would be brought back to the Panel.

Referring to Key Budget Movements (page 114 of the IP 4(ii)), Members discussed Unrecovered Highway and Bridge Accident Damage and Material Theft, and commented that it was difficult to recover this money from contractors unless very specific appropriate evidence was supplied.

In reply to Members comments that the Council should place more emphasis on recovery of monies for such damage, officers clarified that this was prioritised but that the potential sum recovered should exceed the cost of the legal fees incurred. The Panel suggested that planning authorities could impose a bond on developers for use to restore any damage, and that an enforcement regime was required particularly in respect of restorative works carried out subsequent to work on highways by the utility companies. Members observed that the relationship of the County Council with Local Authorities, who gave planning and building consent, was of critical to this issue, and requested that the recovery of costs for highway and bridge accident and damage and material theft be brought to a future panel as an agenda item.

Members commented on the need for general improvement of highways in Hertfordshire (e.g. sign cleaning, vegetation control and street furniture), and were advised that the Executive Member was working with officers to investigate whether there were resources that could be accessed for this work. Members were reminded that they could use their Highways Locality Budgets to fund activities not prioritised by the Contractor Directed Service. The panel were advised that responsibility lay with District Councils for clearing fly tipping and plastic bags on highways.

In relation to key pressures and challenges faced by the Highways portfolio (Page 109 of the IP 4(ii)) the amount of savings from reducing the Carbon Tax Footprint was discussed by Members. Officers agreed to report the overall savings to the Council using indicative savings calculations, but stressed that these would be affected by market sensitivity (e.g. fluctuating electricity prices).

Following a comment from a Member that Scrutiny Cafe had requested information separating Highways spending on Category 1 and Category 2, officers confirmed that responses were being tabulated along with other requests for information that had been made.



In response to a query from a Member about the Highways inflation, Officers confirmed that the Highways Specific inflation allocation was made up of two portions, viz. a 1.7% uplift associated with the Highways Term Maintenance Association index (which was under review) plus a further £2.3m to more reflect local market conditions.

In passing, a Member reflected on a death on a local road and that in time it might be appropriate to review the speed management strategy to recognise 20mph zones.

The Panel were reminded that the County Council were spending more money on Highways than they had done historically.

**Conclusion:**

The Panel commented to Cabinet on the proposals relating to the Integrated Plan in respect of Highways.

The Panel identified issues that it felt that the Cabinet should consider in finalising the Integrated Plan proposals.

The Liberal Group requested that their abstention to recommendation 4.2 be minuted.

The Labour Group requested that their abstention to recommendations 4.1 & 4.2 be minuted.

**8. Community Safety & Waste Management Cabinet Panel (10 February 2016)**

The Cabinet Panel received a report which highlighted areas of the Integrated Plan which related to Community Safety and Waste in order for the Cabinet Panel to consider these and provide comment.

Member's attention was drawn to the table on page 3 of the report which was amended by the correction sheet circulated separately which included a revised table. The Cabinet Panel were advised that the budget gap figures for 2017/18 to 2019/20 were understated in the original report and had since been amended. The revised table showed an estimated gap of £38.4m in 2017/18 rising to £71.4m in 2019/20, however, it was noted that the figures were subject to change from a number of factors; including final council tax figures and the final grant settlement figure.

The key pressures being faced by the services as outlined at page 65 of the Integrated Plan were highlighted. These totalled £771,000 in 2016/17, rising to £6.943m in 2019/20. Savings totalled £863,000 in 2016/17 rising to £1,020,000 in 2019/20. The total budgets for the services which the portfolio comprised totalled £109.7m in 2016/17 rising to £115.2m in 2019/20.

Member's attention was drawn to the proposed capital programme for Community Safety and Waste which totalled £5.001m in 2016/17 and scheduled to fall to £3.233m in 2019/20.

Following a question from a Member regarding waste management contracts scheduled to end in 2018, the Cabinet Panel were advised that contractual arrangements provided for extension to 2021 for which budgetary pressures had been acknowledged within the Integrated Plan Proposals 2016/17 – 2019/20. Proposals relating to the County Council's future waste management arrangements would be brought forward for consideration by the panel at its meeting scheduled for 4 March 2016.

**Conclusion:**

The Community Safety and Waste Cabinet Panel noted the proposals relating to the Integrated Plan in respect of Community Safety and Waste to Cabinet, no concerns or issues were raised as part of the discussion.



TO FOLLOW

## **INTEGRATED PLAN 2016/17 – 2019/20 – RESOURCES AND PERFORMANCE**

[Officer Contact: Claire Cook, Assistant Director, Finance  
Tel: 01992 555737]

The Panel received the County Council's Integrated Plan (IP) for 2016/17– 2019/20 and was invited to comment to Cabinet on its content and proposals. The Cabinet Panel was invited to comment on the areas of the draft Integrated Plan which related specifically to Resources and Performance as well as to comment on the draft Integrated Plan more generally. Prior to the meeting Members had received and considered the following documents: (i) a report containing the headline outcomes of public engagement and consultation in relation to the Plan; (ii) the Integrated Plan, including a report on those areas specifically related to resources and performance functions; (iii) comments from service Cabinet Panels, where those aspects of the Plan relating to individual services had been considered and discussed; (iv) comments from the Overview and Scrutiny Committee, following scrutiny of the Plan on 27 January 2016, where evidence was gathered via a 'scrutiny café', and on 3 February 2016 when it agreed its comments and suggestions for Cabinet's consideration.

### **Public Engagement and Consultation - (i)**

Member's noted the Public Consultation Document, which outlined the results of the public engagement and consultation regarding the Council's budget and spending priorities for 2016/17 and beyond.

### **Integrated Plan 2016/17 – 2019/20- (ii)**

The Cabinet Panel were advised that the Provisional Settlement announced in December 2015 included a £45m reduction in 2016/17 rising to £166m by 2019/20. This would mean that by the end of the settlement period the County Council would broadly be funded by Council Tax and Business Rates. Members were pleased to learn that following concerns raised by the County Council regarding the reduction in the financial settlement, the government had responded by allocating an additional £7.8m in 2016/17 and 2017/18 intended as transitional funding. It was noted that the final report for consideration by Cabinet at its meeting scheduled for 22 February would be updated to reflect the updated figures.

Members were advised that owing to an increase in the Council Tax base the County Council would receive an additional £3m, as well as a one-off £5.4m Council Tax collection fund. Officers advised that these updated figures would be incorporated in to the final Cabinet report. Members were reminded that despite the welcome additional funding received, the County Council's financial position remained challenging. Members noted that the use of the additional funding would be considered by Cabinet within the context of the alternative late options as outlined in the report, it was anticipated that the transitional funding would be used to

reduce the use of reserves.

Member's attention was drawn to P140 of the Integrated Plan 2016/17 – 2019/20 document which set out the strategic direction for the Resources and Performance Portfolio over the period 2016/17 – 2019/20. Members welcomed the news that the revenue budget for Resources and Performance remained relatively constant throughout the four year period at approximately £58m per annum.

P155 of the Integrated Plan document outlined inflation and National Insurance changes, pressures would rise from £28,228,000 in 2015/16 to; £52,041,000 in 2017/18, £68,575,000 in 2018/19 and £84,404,000 in 2019/20. Following a question from a Member, Officers advised that the increase was in recognition of anticipated cumulative non-pay inflation.

In general debate Members were advised as to a change made with regards to the County Council's treasury management and capital finance responsibilities. The County Council was working to develop diversification of investments, which would provide new opportunities, in particular with regards to local enterprise funds.

Officers confirmed Councils would need to set out efficiency plans if they are to qualify for four-year financial settlements by October 2016, however, full details of government expectations had yet to be received.

In debate and following a question from a Member regarding Section 106 spending on bus services, Officers advised that work had been undertaken to improve the consultation protocol with Local Members on proposed spending. Members acknowledged that depending upon legal restrictions, one-off Section 106 funding could be utilised to pump-prime projects.

In general discussion changes regarding County Council property asset management were noted. Rationalisation work was underway to identify assets the County Council needed to retain within its portfolio. The Council was also working with an external consultant to establish a Property Company which would enable the authority to achieve best value for money for assets and to derive new income streams. It was requested that the final report of the Property Asset Management Scrutiny held on 26 and 28 October be circulated to all Members.

### **INTEGRATED PLANNING PROCESS 2016/17 - 2019/20: COMMENTS FROM SERVICE CABINET PANELS- (iii)**

The Cabinet Panel considered a report which outlined comments from each of the service Cabinet Panels.

Members heard that as part of the Public Health, Localism and Libraries portfolio that negotiations were underway with Clinical Commissioning Groups regarding allocation of funding to Hertfordshire County Council, an update was expected within the next week.

Officers advised that withdrawal of funding to Transport for London (TfL) Buses was part of ongoing discussions between the Executive Member and TfL. It was not expected that withdrawal of funding would be detrimental to these commercially successful cross-border services.

## **SCRUTINY OF THE INTEGRATED PLAN PROPOSALS 2016/17 –**

Members acknowledged concerns raised at the Integrated Plan Scrutiny regarding evaluation be undertaken before any reductions are made to the Member Locality Budget and noted the suggestion that consideration should be given to amalgamating the Member Locality Budget and the Member Highways Budget. In general discussion Members were advised that MLB allocations were subject to guidelines, restrictions and legal checks.

Members requested that future reports from Cabinet Panels and Scrutiny on the Integrated Plan include Membership details.

### **Conclusion**

- a) The Panel noted the updated resources position on the Integrated Plan, in particular:
  - Hertfordshire County Council had been allocated an additional £7.8m in 2016/17 and 2017/18 intended as transitional funding
  - that owing to an increase in the Council Tax base the County Council would receive an additional £3m, as well as a one-off £5.4m Council Tax collection fund.
  - In future allocations from central government would be subject to the prior submission of efficiency plans
  - The County Council was working towards establishing a Property Company to enable the authority to be as entrepreneurial as possible, within the confines of Local Authority legislation.
- b) The Panel recommend that Cabinet considers its other comments as outlined above on the proposals relating to the Integrated Plan in respect of the overall draft Integrated Plan, as well as the proposals in respect of Resources and Performance.

The Liberal Democrat and The Labour Groups each advised that they would be submitting alternative Integrated Plan Proposals.

**HERTFORDSHIRE COUNTY COUNCIL**

**CABINET  
MONDAY, 22 FEBRUARY 2016 AT 2.00 P.M.**

Agenda Item No.

**4(ii)**

**COUNTY COUNCIL  
TUESDAY, 23 FEBRUARY 2016 AT 10.00AM**

Agenda Item No.

**5A(ii)**

**SCRUTINY OF THE INTEGRATED PLAN PROPOSALS 2016/17 – 2019/20:  
Report of the Overview & Scrutiny Committee**

*Report of the Assistant Director, Finance, Resources and Performance*

Authors: Natalie Rotherham, Scrutiny Officer (Tel: 01992 555300)  
Michelle Diprose, Democratic Services Officer (Tel: 01992 555566)

**1. Purpose of Report**

1.1 To inform Cabinet and County Council of

- (a) the Overview and Scrutiny Committee's scrutiny of the integrated plan (IP) proposals 2016/17 – 2019/20, including consideration of options identified by the Executive for meeting the unfunded savings gap for 2016/17; and
- (b) the comments and suggestions made by the Committee as a result of that scrutiny.

**2. Summary**

2.1 At its meeting on 11 December 2015, prior to its formal scrutiny, the Committee received a briefing from the Assistant Director of Finance, Resources and Performance, who provided Members with an authority-wide overview of resources, pressures and key issues for the Council for 2016/17 and future years.

2.2 The Committee's scrutiny of the Integrated Plan 2015/16 – 2017/18 was conducted over two days; commencing on 27 January 2016, when it gathered its evidence via a 'scrutiny café', and concluding on 3 February 2016, when it agreed its comments and suggestions for Cabinet's consideration. These are set out in section 3 of the report below.

**3. Committee Comments**

**3.1 Options for meeting the budget shortfall for 2016/17**

3.1.1 The Committee suggested that further evaluation be undertaken before any reductions are made to the Member Locality Budget and



that consideration should be given amalgamating the Member Locality Budget and the Member Highways Budget.

3.1.2 Members suggested combining with 5% reduction overall to achieve the required budget cut and a minimum £85k Highways spend and £10k maximum Locality spend.

3.1.3 There were no other comments on the potential options identified by Cabinet for meeting the budget shortfall in 2016/17.

### **3.2 Committee Suggestions**

3.2.1 That Cabinet gives consideration to the following:-

1. Assessing the impact on the Council's services of the changing demographics in the County so that future pressures and challenges can be addressed through detailed service plans and within the financial constraints within which the Council is operating.
2. Improving and strengthening partnership working through the further development of the relationships between all County Council departments and their stakeholders, including Health, the LEP, other tiers of local government and the voluntary sector.
3. Investigating how localism and devolution activities can directly involve partners, particularly lower-tier authorities, rather than being driven in a 'top-down' manner; and how they can be used to better support local economic development and prosperity. Members would welcome Highways Together options being extended to district and borough councils where possible.
4. Enabling smaller and medium sized local businesses to better understand the County Council's procurement processes to promote the local economy.
5. Investigating what further departmental and cross-portfolio/partnership working opportunities exist to ensure utilisation of the expertise and experience of trained officers (e.g. Fire & Rescue former frontline officers) / staff (e.g. Highways officers drafting TROs) across different services to generate future savings and service resilience.
6. Continuing to look for opportunities to maximise the use of the Council's assets:
  - (a) To ensure the most appropriate sites are used for services, including co-location e.g. retained fire stations and libraries
  - (b) To further encourage services and partners to share accommodation

- (c) To ensure rental charges help address budget challenges
  - (d) To examine ways of increasing business and income through County Council traded services.
7. Developing a clear strategy for encouraging and supporting volunteering across services and providing further support for stakeholders and volunteers in helping deliver services for the community.
  8. Encouraging bus companies and community transport providers to maintain routes after HCC subsidies have been withdrawn.
  9. As a matter of urgency, Hertfordshire Leaders Group and Hertfordshire Infrastructure and Planning Partnership ( HIPP) address the strategic infrastructure planning issues, particularly with regard to housing development, to assess future budgetary implications for the Council arising from inadequate setting of the Community Infrastructure Levy (CIL)
  10. Transferring the Dial-A-Ride service from Environment to Adult Care and Health and lowering the qualifying age limit for those able to use the service to 60.
  11. All future portfolio papers clarify statutory and non-statutory obligations and priorities within the Service's financial constraints.

3.2.2 The Committee also requested that Cabinet and Cabinet Panels note its comments below:-

#### Children's Services

1. That waiting times for the Family Safeguarding Project be reviewed and improved.
2. That the recording of asylum seeking children be reviewed.
3. That the transition from Statement to Education Health & Care Plan implications inform service provision and development e.g. changing needs are identified

#### Community Safety and Waste Management

4. That the risks and uncertainties associated with legislative change, changes to residents life-style and waste generation, feature in the proposals to manage Hertfordshire's residual waste, be reviewed in detail.

## Environment, Planning and Transport

5. That the impact on the budget of removing trees across County owned land be investigated so that provision can be put in place to meet the cost of this potential risk.

## Highways

6. That the potential for carrying out project work concurrently rather than the current step by step approach; and undertaking work concurrently with partners, be explored to improve future cost efficiencies and customer experience.
7. That Government be lobbied with a view to making public highways data from other local authorities available to assist with benchmarking as these data are not available in the public domain.

### **3.2.3 The Leader of the Council and relevant Executive Members are asked to respond to these comments and suggestions prior to the Committee's meeting on 20 April 2016.**

## **4. Background**

- 4.1 As agreed by Members, the Committee received background and contextual information from the Assistant Director, Finance, Resources and Performance at its meeting in December 2015. The Director's report provided the Committee with an authority-wide overview of resources, pressures and key issues for the Council for the forthcoming period. As well as providing the Committee with the information necessary to inform its scrutiny, the briefing also provided Members with an opportunity for preliminary discussion on the Council's draft Integrated Plan and to identify some of the issues they wished to explore further during the scrutiny process.
- 4.2 As in previous years, the Committee's formal scrutiny was conducted over two days; the first of which was used to gather evidence; the second to agree its findings, conclusions and suggestions to Cabinet.
- 4.3 The Committee adopted a 'scrutiny café' approach to its evidence gathering and, for this purpose, the Council's service/budget areas were divided into 8 groups, based on the portfolios of each Executive Member:-
  - 'Children's Services'
  - 'Community Safety & Waste Management'
  - 'Highways'
  - 'Public Health, Localism & Libraries'
  - 'Adult Care & Health'
  - 'Enterprise, Education & Skills'
  - 'Environment, Planning & Transport'
  - 'Resources & Performance'

4.4 Members of the Committee were divided into eight groups, with each group assigned a portfolio from which to gather evidence based on the following themes:-

- Strategy and Capital Investment
- Engagement
- Performance, Standards & Targets
- Sustainability, Deliverability and Implementation

4.5 All Members of the Council were notified of the scrutiny and were invited to attend. A number of Members took up this invitation and, with the Chairman's agreement, participated in the 'evidence gathering' part of the scrutiny.

4.6 The Committee reconvened on 3 February 2016 to agree its comments and suggestions for Cabinet's consideration.

## **5. Suggestions from the Overview & Scrutiny Committee**

5.1 The Committee's comments and suggestions on the draft Integrated Plan 2016/17 – 2019/20 are set out in section 3 of the report above; they will also be considered by the Resources and Performance Cabinet Panel at its meeting on 12 February 2015. The Panel's comments will be reported to Cabinet.

## **6. Financial Implications**

6.1 The financial implications of the Integrated Plan proposals 2016/17 – 2019/20 are as set out in the Integrated Plan proposals also being considered at this meeting.

## **7. Equalities Implications**

7.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the equalities implications of the decision that they are taking.

7.2 Rigorous consideration will ensure that proper appreciation of any potential impact of that decision on the County Council's statutory obligations under the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equalities Impact Assessment (EqIA) produced by officers.

7.3 The Equality Act 2010 requires the Council when exercising its functions to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The protected characteristics under the Equality Act 2010 are age;

disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.

- 7.4 An Equality Impact Assessment (EqIA) has been undertaken on the draft Integrated Plan proposals 2016/17 – 2019/20 and this is included within the Integrated Plan proposals also being considered at this meeting.

## **8. Conclusion**

- 8.1 Cabinet is asked to take into account the comments and suggestions of the Overview and Scrutiny Committee when considering the Integrated Plan proposals.

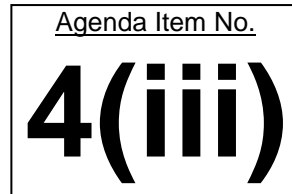
### Background Information

Reports & Minutes of the Overview & Scrutiny Committee meetings held in October 2015 and December 2015

**HERTFORDSHIRE COUNTY COUNCIL**

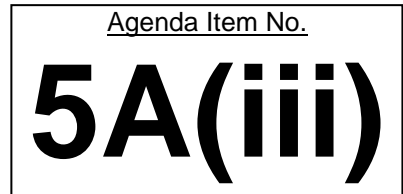
**CABINET**

**MONDAY, 22 FEBRUARY 2016 AT 2.00 PM**



**COUNTY COUNCIL**

**TUESDAY, 23 FEBRUARY 2016 AT 10.00 AM**



**INTEGRATED PLAN 2016/17 - 2019/20**

**(incorporating the Strategic Direction and Financial Consequences and the Treasury Management Strategy, Insurance and Risk Strategy and report on Invest to Transform)**

*Report of the Assistant Director Finance, Resources and Performance*

Authors: Claire Cook, Assistant Director - Finance (Tel: 01992 5557)  
Lindsey McLeod, Head of Accountancy (Tel: 01992 556431)

Executive Member: Chris Hayward, Resources and Performance

**1. Purpose of report**

1.1 To propose the Integrated Plan for 2016/17 – 2019/20 for the Council. The Integrated Plan (IP) comprises:

- An overview of the proposed revenue budget and capital programme (Part A);
- Strategic Direction and Financial Consequences (Part B);
- an Equalities Impact Assessment (Part C);
- other technical information (Part D) incorporating a review of the budget estimates and adequacy of reserves and summarising the budget information outlined in Part B;
- the Treasury Management Strategy (Part E);
- the Insurance and Risk Strategy (part F)
- Review of the Invest to Transform programme and Fund (Part G).

1.2 These proposals should be considered in the light of the feedback on the draft Integrated Plan from Cabinet Panels and the Overview & Scrutiny Committee (items 4(i) and 4(ii) of the Cabinet agenda / items 5A(i) and 5A(ii) of the Council agenda) and the Public Engagement and Consultation report (item 4(i) on the 18 January 2016 Cabinet agenda).

1.3 The final determination will be by the County Council on 23 February 2016.

## 2. Summary

- 2.1 The Government announced the Final Local Government Finance Settlement for 2016/17 on 8th February 2016. This followed the December Provisional Settlement where the government announced significant reductions in Revenue Support Grant (RSG). These arose from the government's continued policy of reducing public sector spend as part of its national economic strategy, combined with a change in the basis of distribution to take account of the ability to raise council tax, which impacted shire counties and districts. Hertfordshire's 2016/17 RSG in the Provisional Settlement showed a £45m decrease on the previous year.
- 2.2 In response to representations, the final revenue grant settlement includes transitional funding in 2016/17 and 2017/18 for those authorities with the sharpest decreases in RSG. For Hertfordshire this provides additional funding of £7.76 million in 2016/17 and £7.849m in 2017/18.
- 2.3 The settlement confirms indicative core funding to 2019/20, which apart from the transitional funding is broadly unchanged from the provisional Settlement. There have been some adjustments to RSG for future years which for Hertfordshire has resulted in a reduction of £0.8 million for 2019/20. The Government is still offering guaranteed four year settlements to councils who provide an efficiency plan. The deadline for this offer has been extended to 14 October, although requirements for the efficiency plan have not yet been specified.
- 2.4 The government in their 2015 Spending Review introduced a new Social Care Precept, giving social care authorities power to raise an additional 2% of council tax income to help them meet social care pressures. Given the continued demographic and living wage pressures on social care, which total £20 million in 2016/17, the proposed budget includes this precept, providing an additional £9.8 million funding.
- 2.5 The Council receives Business Rates income from revenue collected by local districts, plus a "top up" from central government to an assessed baseline level of need. Income increases each year by the nationally set rate, 0.8% for 2016/17 (based on September RPI). Income also varies by a proportion of local growth; Hertfordshire has formed a Business Rates Pool for a second year, to increase the proportion of income growth retained within the county. The Council's share of this increase is estimated at £0.5m.
- 2.6 Figures have now been received from Districts for the forecast Tax Base and Collection Fund balances for 2016/17 onwards, for both Council Tax and Business Rates. There has been growth in the Council Tax base (supported by work to identify empty properties brought into use, and reviewing discounts) and increased one off surpluses on collection. There has been no significant real terms movement in Business Rates income, and there continues to be a deficit position on collection, partly due to the impact of valuation appeals. While some growth had been anticipated, in total, funding from Council Tax and Business Rates is £5.7 million higher than built into the draft IP proposed at January Cabinet. £5.3 million of this movement relates to one off collection

fund balances in 2016/17, where income collected in previous years has been higher than forecast by Districts.

- 2.7 Savings requiring a policy change have been taken through Panels for Cabinet decisions throughout 2015/16, and substantial efficiency savings have been identified. Further savings, and the use of some one-off reserves planned to be set aside in 2015/16, were identified following the Provisional Settlement and incorporated into the draft IP presented in January, in order to achieve a balanced budget for 2016/17. In total savings of £32.6 million have been identified for 2016/17, rising to £49.4 million by 2019/20. However a significant budget gap remains: further savings of £78 million are expected to be needed by 2019/20.
- 2.8 In the context of these funding pressures, a Council Tax increase of 1.99% has been included for each year of the draft budget. This is the level above which a referendum would be required. An increase in Council Tax of 1.99% delivers £9.74 million additional income to the Council in 2016/17.
- 2.9 The net impact of these changes is an improved position with a reduced funding gap of £8.332 million in 2016/17, based on a council tax increase of 1.99% and a 2% Social Care precept. The movements since January Cabinet are set out below.

	<b>2016/17 £m</b>	<b>2017/18 £m</b>	<b>2018/19 £m</b>	<b>2019/20 £m</b>
Budget Gap after 1.99% pa Council Tax increase (reported to January Cabinet)	28.782	67.677	99.668	124.015
Final Settlement: transitional funding	(7.760)	(7.849)	0.000	0.000
Final Settlement: RSG movement from original projection				0.839
Increase in council tax base	(3.539)	(3.172)	(3.274)	(3.379)
Net movements on Business rates & related S31 grant	0.345	0.261	0.262	0.264
Other minor movements and 18/19 correction from January Cabinet	0.291	0.029	3.024	0.024
Budget Gap after Final Settlement and confirmation of Council Taxbase/ Business Rates	18.119	56.945	99.680	121.763
Social Care Precept 2% pa	(9.787)	(20.319)	(31.646)	(43.807)
Budget Gap after Social Care Precept	8.332	36.626	68.034	77.956



2.10 Options to meet this gap, based on discussions presented to January Cabinet, are set out below. Members are invited to consider these choices and agree which should be taken forward to achieve a balanced budget for 2016/17. For one off resources (the Highways Challenge Fund and Council Tax Collection Fund balances) there is the option to use these for capital financing, reducing borrowing costs in future years and so helping address the longer term funding gap (£77.957 million by 2019/20).

<b>Policy Choices – 2016/17 Savings Gap</b>	<b>2016/17 £m</b>	<b>2017/18 £m</b>	<b>2018/19 £m</b>	<b>2019/20 £m</b>
a) Reverse non pay inflation	(2.506)	(2.506)	(2.506)	(2.506)
b) Increase CCG's Contribution to Social Care	(2.000)	(2.000)	(2.000)	(2.000)
c) Reduce Members Locality budget (50%)	(0.385)	(0.385)	(0.385)	(0.385)
Either d) Release Highways Challenge fund to revenue budget	(3.559)	0.000	0.000	0.000
Or e) Release Highways Challenge fund and use for capital financing in place of borrowing	0.000	(0.270)	(0.270)	(0.270)
Either f) Use one off Collection Fund balances to support revenue budget	(5.441)	0.000	0.000	0.000
Or g) Use one off Collection Fund balances to create reserve for capital financing in place of borrowing	0.000	(0.408)	(0.408)	(0.408)
<b>Total Policy Choices</b>	<b>(13.891)</b>	<b>(5.569)</b>	<b>(5.569)</b>	<b>(5.569)</b>
<i>Savings required</i>	<i>8.332</i>	<i>36.626</i>	<i>68.034</i>	<i>77.956</i>

2.11 It is suggested that proposals considered in January to suspend repayments to the Invest to Transform Fund, and to use revenue budget currently earmarked for capital financing to reduce borrowing, should not be taken forward, as these would reduce planned resources available for future investment. The Invest to Transform Fund will be of particular importance in future years to help drive forward the ambitious savings programme that will be required.

2.12 There have been some amendments to the Capital Programme, which are detailed in section 4.2. The revised capital programme requires forecast new borrowing of £26.544m in 2016/17, which could be reduced if one off monies are used for capital financing, as detailed in section 2.10. Given current market conditions, it is proposed that new borrowing be taken as short term to reduce the revenue impact.

2.13 To date the Government has announced capital grants including Highways Maintenance and Integrated Transport, and Schools Capital Maintenance. For remaining grants and for new funding such as the Potholes Fund, budgets will be reviewed in the light of available funding once this is announced.

2.14 Funding of the capital programme continues to be met from external sources wherever possible, and is supported by capital receipts from the sale of assets. It is planned that £32.6 million capital receipts be used to fund spend

in 2016/17, and £17 million p.a. for subsequent years. A further £3 million capital receipts each year will replenish the Spend to Achieve Capital Receipts Reserve, in turn generating capital receipts to fund future capital spend and reduce borrowing. This will be a total level of capital receipts of £73 million received and used over the period 2016/17 to 2018/19.

- 2.15 The general reserve has been reviewed and is considered adequate at the current level of 4% of the Net Revenue Budget. The specific reserves maintained by the Council have also been reviewed and adjusted to reflect changed circumstances.
- 2.16 The Treasury Management Strategy (Part E) includes one proposed change for 2016/17. This is to extend the investment instruments to include Peer to Peer lending, which involves lending to unrelated individuals or 'peers' without going through a traditional financial intermediary. This would include organisations such as Funding Circle or Zopa. This could, for instance, provide an opportunity for stimulating economic growth for the funds that the County Council holds on behalf of the Local Enterprise Partnership.
- 2.17 Figures for total capital expenditure and borrowing, and related Prudential Indicators, have been revised within the Treasury Management Strategy to reflect the capital programme and funding changes detailed in section 4.2.
- 2.18 Details of significant changes to the revenue budget are given in section 4, and the summary position (prior to the agreement of savings to meet the remaining 2016/17 funding gap) is shown in Appendices 1 to 3.

### **3 Recommendations**

- 3.13 Cabinet is recommended to:
- (a) approve the changes to the Integrated Plan [Parts A to D] as set out in sections 2.9 and 4.2 of the report; noting that amendments to the budget may be required once any outstanding grants have been announced by the Government;
  - (b) agree policy choices from section 2.10 of the report, to meet the remaining budget gap of £8.332m in 2016/17; and
  - (c) recommend to the County Council that the Integrated Plan for 2016/17 - 2019/20 (as amended above) be adopted, and specifically that:

*In respect of all Parts:*

- (i) the Chief Financial Officer, in consultation with the Executive Member for Resources & Transformation, be authorised to make minor amendments to ensure the final plan is in line with decisions taken by the County Council before publication;

In respect of Parts A to D:

- (ii) a Revenue Budget of £821.797 million and a Council Tax Requirement of £508.923 million be agreed as per the updated Revenue Budget Statements included at Appendix 1 to 3 of the report.
- (iii) a Band D Council Tax of £1,163.80 plus a Band D Social Care precept of £22.82 be agreed for the County Council in 2016/17, and that the amount of tax calculated for all bands be as follows

Band	2015/16 Council Tax	1.99% Increase	Subtotal	2% Social Care Precept	2016/17 Council Tax
A	760.73	15.14	775.87	15.21	791.08
B	887.51	17.67	905.18	17.75	922.93
C	1,014.30	20.19	1,034.49	20.28	1,054.77
<b>D</b>	<b>1,141.09</b>	<b>22.71</b>	<b>1,163.80</b>	<b>22.82</b>	<b>1,186.62</b>
E	1,394.67	27.75	1,422.42	27.89	1,450.31
F	1,648.24	32.8	1,681.04	32.97	1,714.01
G	1,901.82	37.85	1,939.67	38.03	1,977.70
H	2,282.18	45.42	2,327.60	45.64	2,373.24

- (iv) the precept amount of **£508,923,174.58** be required from the district and borough councils as follows:

District	Precept Amount £
Borough of Broxbourne	40,372,846.91
Dacorum Borough Council	65,598,726.84
East Hertfordshire District Council	67,939,809.44
Hertsmere Borough Council	46,866,743.52
North Hertfordshire District Council	56,945,419.15
St Albans District Council	72,144,360.08
Stevenage Borough Council	30,719,811.87
Three Rivers District Council	44,340,785.53
Watford Borough Council	37,158,661.18
Welwyn Hatfield Council	46,836,010.06
<b>TOTAL</b>	<b>508,923,174.58</b>

- (v) a capital programme be agreed and financed as set out below *{Replaces TABLE 4a : Capital Programme Expenditure 2016/17 to 2018/19 by directorate – IP Page 11}*

	2016/17	2017/18	2018/19	Total
	£m	£m	£m	£m
Childrens Services	37.460	42.416	44.637	<b>124.513</b>
HCS	27.724	21.050	20.710	<b>70.731</b>
Community Protection	2.924	2.241	1.733	<b>6.898</b>
Resources and Performance	7.201	7.160	4.442	<b>18.803</b>
Public Health	1.200	0.200	0	<b>1.400</b>
Environment	85.748	114.044	103.662	<b>303.454</b>
<b>Total</b>	<b>162.257</b>	<b>187.111</b>	<b>175.184</b>	<b>525.799</b>

*Replaces TABLE 4b: Financing of the Capital Programme 2016/17 to 2018/19- IP Page 11*

	2016/17	2017/18	2018/19	Total
	£m	£m	£m	£m
HCC Funding	59.144	69.304	63.067	<b>192.762</b>
Grant	67.038	58.950	46.164	<b>172.152</b>
Contributions	30.213	55.045	63.653	<b>148.911</b>
Reserves	5.850	3.800	2.300	<b>11.950</b>
Revenue	0.012	0.012	0	<b>0.024</b>
<b>Total</b>	<b>162.257</b>	<b>187.111</b>	<b>175.184</b>	<b>525.799</b>

- (vi) the Chief Financial Officer, in consultation with the Executive Member for Performance & Resources and the Executive Members for the relevant service, be authorised to vary the capital programme during the year to include additional schemes that are wholly funded by grants or third party contributions and to vary existing schemes to match any changes in funding from grants or third party contributions;
- (vii) the schools budget be agreed at the level of the Dedicated Schools Grant (DSG) plus use of carry forward DSG (this is currently estimated at £877.663 million less deductions in respect of academies and post 16 high needs places), and that the Chief Financial Officer in consultation with the Director Education & Early Intervention, the relevant Executive Members and the Schools Forum, be authorised to amend the schools budget to match any changes to the Dedicated Schools Grant and the planned approach to balancing the schools budget in future years of the Plan;
- (viii) the Chief Financial Officer and Director of Children's Services, in consultation with the Executive Member for Resources & Performance and the Executive Member for Children's Services, be authorised to

determine the allocation of budget from the £0.746m Special Education Needs Implementation grant in 2016/17;

- (ix) the Chief Executive, in consultation with the Leader of the Council, be authorised to issue the Council Tax leaflet;
- (x) that, in the light of the requirement for further savings in future years, Chief Officers be asked to work with Executive Members and their Cabinet Panels to develop options at the earliest possible opportunity for the delivery of substantial additional savings;
- (xi) the Chief Executive, in consultation with the Executive Member for Resources & Performance, be authorised to continue work in the following proposed areas for exploration with Partners and/or across departments in order to deliver best use of the public pound, improve outcomes for citizens and drive out further efficiencies:
  - Health and Social Care Integration
  - Family Focused Working
  - Adults with complex needs
  - Asset Rationalisation/Shared Accommodation
  - Hertfordshire Civil Service
  - Skills, Jobs and Work Opportunities
  - Enabling Citizens and Communities
  - Enabling the Worker
  - Selective Extension of Trading Activity

*In respect of Part E:*

- (xii) the Minimum Revenue Provision policy and capital expenditure prudential indicators be approved (IP Part E, Section 2); and
- (xiii) the Treasury Management Strategy, including the Borrowing, Lending and Financial Derivative policies, the introduction of the new financial instruments and the treasury management prudential indicators be approved (IP Part E, Sections 4-8).

#### **4 Integrated Plan 2016/17 – 2019/20 (Parts A to D)**

4.1 There have been a number of announcements/changes since the publication of the draft Integrated Plan by the Cabinet on 18 January 2016. The key issues to note are:

- The Government in the Final Settlement announced transitional funding of £7.76 million in 2016/17 and £7.849m in 2017/18, to mitigate the loss of Revenue Support Grant announced in the Provisional Settlement in December.
- Other grants including Public Health, Independent Living and additional funding for SEN Reform have been announced. Some other grants remain

unconfirmed at the time of writing, including the Extended Rights to Free Transport element of Local Services Support Grant.

- The final council taxbase estimates provided by district councils will increase council tax income by £3.539 million in 2016/17, rising to £3.845 million by 2019/20. This is additional to the increased income from a 1.99% increase on the 2015/16 taxbase.
- The final Business Rates income estimates for 2016/17 received from district councils show an increase of £0.373 million, £0.022 million lower than 2015/16 income adjusted for RPI.
- District councils have also provided details of forecast collection fund balances for both Council Tax and Business Rates as at March 2016, which will be paid to the Council in 2016/17. A significant one off surplus of £9.907 million is anticipated for Council Tax, which includes the impact of previous years' underestimation of growth. For Business Rates, a deficit of £2.053 million is forecast, due in part to the continuing impact of backdated appeals.
- Estimated sums due from Government via Section 31 grant, to compensate authorities for the cost of changes to the business rates system announced in the 2013 Autumn Statement are now expected to be in the region of £2.552 million (a decrease of £0.188 million from the amount previously included in the draft IP to Cabinet in January).
- The net impact of an increase in taxbase for Hertfordshire and the total levy amounts set by the Environment Agency (Thames and Anglian Regions) has resulted in a slight increase in budget of £0.008 million.

4.2 The following key changes have been made to the proposed Capital Programme

- Removal of the Hemel Household Waste Recycling Centre Scheme of £1.2m. Due to increased forecast costs the full scheme will not progress and alternative provision will be considered.
- Reduction of £50k for Short Breaks (HCC funding) as there is sufficient grant funding to meet current needs

4.3 To reflect the changes above an updated Summary Budget Movement Statement (Table 1 - IP Part A page 5), Funding Statement (Table 2 – IP Part A pages 6 & 7) and Service Revenue Budget Statement (Table 3 - IP Part A page 9) have been included in Appendix 1, 2 and 3 of this report respectively.

4.4 The Chief Financial Officer has completed her review of the robustness of the budget and adequacy of reserves and is content that the statutory requirements are met.

4.5 All of the adjustments will be reflected in the final Integrated Plan.

## **5 Treasury Management (Part E)**

- 5.1 No changes are proposed to the draft approved by Cabinet on 19 January 2015, other than Table 1 being updated to reflect the proposed Capital Programme (see Appendix 4 to this report; and indicator 1 Capital Expenditure similarly being updated (Appendix 4 in the Treasury Management Strategy).

## **6 Equality Implications**

- 6.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the equalities implications of the decision that they are taking.
- 6.2 Rigorous consideration will ensure that proper appreciation of any potential impact of that decision on the County Council's statutory obligations under the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equalities Impact Assessment (EqIA) produced by officers.
- 6.3 The Equality Act 2010 requires the Council when exercising its functions to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.
- 6.4 The Integrated Plan (Part C) includes information on the Council's commitment to equality and potential equality implications.
- 6.5 As part of the consideration of these issues Members should have regard to the mitigation measures proposed in the equality impact assessments which are intended to minimise the impact on any service user who may be adversely affected by the proposals.
- 6.6 There are no equality implications associated with the Treasury Management Strategy (Part E).
- 6.7 In addition to the need for Members to have due regard to the Public Sector Duty under the Equality Act 2010, they also need to be aware that the County Council when making decisions is under a general duty of Best Value to make arrangements to secure continuous improvement in the way in which its functions are exercised having regard to a combination of economy, efficiency and effectiveness.
- 6.8 Individual Departments will be making further decisions on how to take forward the budget proposals approved by Members. This will be done having

considered the Public Sector Equality Duty, the Best Value Duty and having consulted as appropriate.

- 6.9 If after taking all relevant considerations into account Members conclude the proposals regarding the budget are not appropriate, officers can be requested to re-visit the budget.

Background information

- Draft Integrated Plan 2016/17 to 2019/20, Cabinet 18 January 2016, Agenda Item 4(ii)
- Final Local Authority Finance Settlement for 2016/17, 8 February 2016.  
<https://www.gov.uk/government/collections/final-local-government-finance-settlement-england-2016-to-2017>
- Integrated Planning Process 2016/17 - 2019/20:-
  - Comments from Service Cabinet Panels at their meetings held between 28 January and 12 February 2016
  - Scrutiny of the Integrated Plan Proposals 2015/16 - 2017/18, Overview and Scrutiny Committee, 27 January and 3 February 2016



## Summary Budget Movement Statement

{Replaces TABLE 1: Summary Budget Movement Statement - IP page 4}

2015/16 £m		2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m
<b>811.286</b>	<b>Original Budget</b>	<b>828.732</b>	<b>828.732</b>	<b>828.732</b>	<b>828.732</b>
14.135	Technical Adjustments	(5.660)	(7.311)	(8.645)	(9.885)
9.622	Inflation	11.439	22.633	36.764	50.895
<b>835.043</b>	<b>Base Budget</b>	<b>834.511</b>	<b>844.054</b>	<b>856.851</b>	<b>869.742</b>
	<b>Pressures for change:</b>				
0.175	Previous Policy Decisions	0.025	(0.225)	(0.175)	(0.225)
10.853	Demography	10.079	19.043	29.342	39.751
9.081	Legislative	8.681	13.058	17.183	21.676
0.088	Capital Financing	0.342	1.343	2.335	3.351
10.087	One-off capital investment (revenue contribution to capital)	-	-	1.106	1.908
2.666	Other	9.043	6.749	12.007	13.127
32.950	Total Pressures for Change	28.170	39.968	61.798	79.588
<b>867.993</b>	<b>Subtotal</b>	<b>862.681</b>	<b>884.022</b>	<b>918.648</b>	<b>949.330</b>
	<b>Savings:</b>				
(33.084)	Existing efficiencies	(16.263)	(20.201)	(20.326)	(20.326)
(5.319)	Previous Policy Decision	(0.281)	(0.685)	(0.685)	(0.685)
-	- New efficiencies	(13.478)	(16.419)	(17.699)	(18.303)
(0.858)	2015/16 Policy Decision	(2.530)	(3.930)	(6.130)	(10.130)
-	- 2016/17 Proposed Policy Decision	-	-	-	-
-	- Further savings required (to close gap)	(8.332)	(36.626)	(68.034)	(77.956)
(39.261)	Total Efficiency / Business Transformation Savings	(40.884)	(77.861)	(112.874)	(127.400)
<b>828.732</b>	<b>REVENUE BUDGET</b>	<b>821.797</b>	<b>806.161</b>	<b>805.774</b>	<b>821.930</b>

## Funding Statement

{Replaces TABLE 2: Funding Statement) - IP Part A pages 5 & 6}

2015/16 £m		2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m
49.474	Business Rates Income	49.847	50.844	51.861	52.898
63.700	Business Rates Top-Up Grant	64.231	65.494	67.426	69.581
118.969	Revenue Support Grant	79.992	44.535	22.599	1.890
232.143	Total Business Rates and RSG grant	194.069	160.873	141.886	124.369
	<b>Non-ringfenced Grants:</b>				
2.545	Compensation for impact of changes to Business Rates (S31 grant)	2.552	2.552	2.552	2.552
13.172	Education Services Grant (ESG)	12.009	12.009	12.009	12.009
5.457	New Homes Bonus	6.635	6.936	4.358	4.181
0.372	New Homes Bonus Adjustment	0.263	-	-	-
5.872	Adult Social Care new burdens	-	-	-	-
0.659	SEN Reform	0.746	-	-	-
1.871	Independent Living Fund	2.141	2.070	2.005	1.944
-	Transitional Grant	7.760	7.849	-	-
1.439	Other non-ringfenced grants	1.100	1.001	0.911	0.911
31.387	Total Non-ringfenced grants	33.207	32.418	21.835	21.597

2015/16 £m		2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m
	<b>Ringfenced Grants:</b>				
37.642	Public Health Grant	34.504	33.659	32.784	31.932
8.173	Public Health - Health visitors	15.543	15.154	14.760	14.376
2.605	Adult Skills and Community Learning grant	2.605	2.605	2.605	2.605
1.111	Local Authority Bus Subsidy (formally Bus Service Operators) Grant	1.111	1.111	1.111	1.111
1.122	Unaccompanied Asylum Seeking Children Grant (UASC)	1.122	1.122	1.122	1.122
1.734	Troubled Families Grant	1.837	2.237	2.237	2.237
1.258	Music Education Grant	1.258	1.258	1.258	1.258
0.903	Youth Justice Good Practice Grant	0.815	0.815	0.815	0.815
	<b>Other Income:</b>				
18.949	NHS funding - Better Care Fund	18.949	18.949	23.676	31.858
481.571	Council Tax	499.136	513.141	527.540	542.342
-	- Council Tax relating to 2% Social Care Precept	9.787	20.319	31.646	43.807
0.500	Projected additional Council Tax Income				
10.345	Collection Fund Balance - Council Tax	9.907	4.000	4.000	4.000
(0.711)	Collection Fund Balance - Business Rates	(2.053)	(1.500)	(1.500)	(1.500)
<b>828.732</b>	<b>TOTAL</b>	<b>821.797</b>	<b>806.161</b>	<b>805.775</b>	<b>821.930</b>

## SERVICE REVENUE BUDGET STATEMENT (2015/16 - 2017/18)

{Replaces Table 3: Service Revenue Budget Statement - IP Part A Overview page 8}

2015/16 Net Budget £'000		Children's Services £'000	Community Protection £'000	Environment £'000	Health & Community Services £000	Public Health £000	Resources & Performance £'000	Central Items £'000	Net Budget 2016/17 £'000
811,286	<b>Original Budget</b>	178,752	35,387	109,252	351,839	45,445	54,125	53,932	828,732
-	Restructuring / Internal Transfers	2,448	(93)	68	(2,672)	439	3,898	(4,088)	-
14,135	Technical Adjustments	(858)	-	-	269	4,270	-	(9,341)	(5,660)
825,421	<b>Adjusted Budget</b>	180,342	35,294	109,320	349,436	50,154	58,023	40,503	823,072
9,622	Inflation	2,262	374	3,873	2,890	30	672	1,338	11,439
835,043	<b>Base Budget</b>	182,604	35,668	113,193	352,326	50,184	58,695	41,841	834,511
	Pressures for Change:								
175	<i>Previous Policy Decisions (2015/16 &amp; Prior Years)</i>	-	-	(50)	-	-	75	-	25
10,853	<i>Demography</i>	1,963	-	61	8,055	-	-	-	10,079
9,081	<i>Legislative Changes</i>	1,550	344	589	5,487	34	677	-	8,681
88	<i>Capital Financing</i>	-	-	-	-	-	-	-	-
10,087	<i>One-off Capital Investment (revenue contribution to capital)</i>	-	-	-	-	-	-	-	-
2,666	<i>Other Pressures</i>	185	(70)	970	624	-	639	7,037	9,385
32,950	<b>Total Pressures For Change</b>	3,698	274	1,570	14,166	34	1,391	7,037	28,170
867,993	<b>Standstill Budget</b>	186,302	35,942	114,763	366,492	50,218	60,086	48,878	862,681
(39,261)	Savings	(5,747)	(343)	(2,416)	(21,554)	(30)	(1,918)	(544)	(32,552)
	Further savings required								(8,332)
828,732	<b>REVENUE BUDGET (before funding specifically allocated to service area)</b>	180,555	35,599	112,347	344,938	50,188	58,168	48,334	821,797
(27,682)	Funding specifically allocated to service area	(5,032)	-	(1,111)	(21,554)	-	-	-	(27,697)
801,050	<b>NET REVENUE BUDGET</b>	175,523	35,599	111,236	323,384	50,188	58,168	48,334	794,100
	<b>Add Income from:</b>								
126,644	Sales, Fees & Charges	13,479	1,390	11,291	48,564	-	44,317	-	119,041
	Trading Income	-	-	-	-	-	-	-	-
43,371	Partner Contributions	202	451	2,023	51,841	-	1,582	-	56,099
18,328	Other Ringfenced Grants	13,014	60	1,236	2,654	-	1,882	-	18,846
188,343	<b>TOTAL INCOME (excluding dedicated schools grant)</b>	26,695	1,901	14,550	103,059	-	47,781	-	193,986
989,393	<b>GROSS BUDGET (excluding schools)</b>	202,218	37,500	125,786	426,443	50,188	105,949	48,334	988,086
867,908	Dedicated Schools Grant	866,773							866,773
1,857,301	<b>GROSS BUDGET (including schools)</b>	1,068,991	37,500	125,786	426,443	50,188	105,949	48,334	1,854,859

## Treasury Management (Part E)

*{Replaces TABLE 1: Capital Expenditure - IP page 247}*

	2014/15 Actual	2015/16 Revised	2016/17 Estimated	2017/18 Estimated	2018/19 Estimated
	£000s	£000s	£000s	£000s	£000s
Total Expenditure:	207,639	148,566	162,257	187,111	175,184
<b>Financed by:</b>					
Grants	(129,152)	(87,402)	(67,038)	(58,950)	(46,164)
Contributions (including S106 and from the LEP)		(12,061)	(30,213)	(55,045)	(63,653)
Reserves	(9,694)	(5,791)	(5,850)	(3,800)	(2,300)
Revenue	(15,896)	(6,563)	(12)	(12)	0
Capital Receipts	(52,829)	(36,749)	(32,600)	(17,000)	(18,247)
Assets Acquired under PFI contract	0	0	0	0	0
<b>Borrowing Requirement:</b>	<b>67</b>	<b>(0)</b>	<b>26,394</b>	<b>52,304</b>	<b>44,820</b>

LEP Local Enterprise Partnership  
PFI Private Finance Initiative

# Hertfordshire County Council

## **REPORT OF THE INDEPENDENT PANEL ON MEMBERS' ALLOWANCES**

*November 2015  
(for the 2016/17 Scheme of Allowances)*

## HERTFORDSHIRE COUNTY COUNCIL

### REPORT OF THE INDEPENDENT PANEL ON MEMBERS' ALLOWANCES FOR 2016/17

#### 1. Introduction

- 1.1 The Independent Panel on Members' Allowances comprised 3 independent members: Hazel Bentall, Michelle Drapeau and Alan Lawrence. Apologies were received from Paul Castle and Sheena Garbutt. Michelle Drapeau chaired the meeting. The Panel met on 06 November 2015, and was supported by Kathryn Pettitt, Chief Legal Officer and Steven Charteris, Head of Democratic & Statutory Services.
- 1.2 The Group Leaders on the Council had been invited to make submissions to the Panel on their views on the content of the Members' Allowances Scheme for 2016/17.
- 1.3 At the meeting, Robert Gordon, Leader of the Council, attended on behalf of the Conservative Group, and Leon Reeve, Leader of the Labour Group attended on behalf of the Labour Group. Stephen Giles-Medhurst, Leader of the Liberal Democrat Group sent a written submission on behalf of the Liberal Democrat Group. The Panel greatly appreciated the attendance and the oral and written submissions of members.
- 1.4. The Panel compared current information on the allowances schemes of 12 other county councils and all 10 Hertfordshire District / Borough Councils. They reviewed data from the 2013 National Census of Local Authority Councillors, inflation figures from the Consumer Price Index and Retail Prices Index, and national wage inflation rates.
- 1.5 The Panel considered the impact of the removal of access for members to the Local Government Pension Scheme at the end of their current terms (*Transitional Provisions, Savings and Amendment Regulations 2014*).
- 1.6 As requested at the previous meeting the Panel reviewed the role of Chairs of Highways Liaison Meetings.
- 1.7 The Panel reviewed the remuneration of Parent Governor Representatives of the Overview and Scrutiny Committee in preparation for the elections to these roles in 2016.

#### 2 Summary of Recommendations

- 2.1 The Panel recommends to Council that:
  - (a) The Basic Allowance should be increased by 1% to £9,879 per annum.
  - (b) The posts qualifying for Special Responsibility Allowance and the formula (multiplier of Basic Allowance) applying to each post be unchanged, and be paid as set out in the Appendix to this report.

- (c) Travel, Subsistence and Dependants' Carers' Allowance should continue to be payable to elected members and co-opted members of the Council in respect of the duties set out in Appendix 1 to the Scheme 2015/16.
- (d) The maximum for Dependants' Carers' Allowance for child care be increased in accordance with the National Minimum Wage and National Living Wage, as announced by Government in the Summer Budget 2015. (Rates are dependent upon the age of the worker):
- Under 18 - £3.87 per hour.
  - 18 to 20 - £5.30 per hour.
  - 21 – 24 - £6.70 per hour.
  - 25 and over - £7.20 per hour.
- (e) The maximum Dependants' Carers' Allowance for care of an adult remains at £15.00 per hour.
- (f) Co-optees' Allowance for Parent Governor Representatives on the Overview & Scrutiny Committee be reduced to £500 per annum.
- (g) Travel and Subsistence Allowance should continue to be paid at the same rates as the Council's Business Travelling and Subsistence Policy for Employees
- (h) Save as mentioned above, the terms of the Scheme currently in place should continue.

### **3. Submissions from Groups**

- 3.1 The Panel heard the views of Robert Gordon, Leader of the Council, on behalf of the Conservative Group, and Leon Reeve, Leader of the Labour Group. The Panel also received a written submission from Stephen Giles-Medhurst (SGM), Leader of the Liberal Democrat Group.
- 3.2 Robert Gordon (RG) expressed the view that the current system for member allowances generally worked well and that a comprehensive review of the scheme was not required.
- 3.3 RG noted that the value of allowances had reduced over recent years compared to inflation and suggested the panel consider recommending a modest increase to the Basic Allowance in line with inflation and public sector pay awards.
- 3.4 The Panel requested RG's view as to the remuneration of Parent Governor Representatives on the Overview & Scrutiny Committee. RG stated that he had supported the original decision to recognise the role of the Representatives but indicated that the role had changed with the establishment of the current Overview & Scrutiny Committee process. The current role appears to require less involvement and evidence suggests that participation is reduced. Therefore he would be in support of a reduction or removal of the allowance for these roles.
- 3.5 The Panel requested RG's view as to the level of Dependants' Carers' Allowances. RG supported the view that the maximum level of remuneration for



Childcare should be raised to the National Living Wage as announced in the Summer Budget 2015 of £7.20 per hour.

- 3.6 At the Panel in November 2014, RG requested that the Panel consider at a future meeting the impact of the removal of the ability for members to participate in the Local Government Pension Scheme. This would affect members of the County Council from May 2017. The Panel requested RG's view as to the potential impact of the changes. RG submitted that the decision to remove members' access to the pension scheme would have a detrimental financial effect upon them. It was noted that 45 current councillors are members of the pension scheme. RG noted that the County Council makes a pension contribution of 20.6% and therefore suggested that this fund could be redistributed by way of the Basic Allowance in order to ensure that members are compensated to some degree for the removal of access to the scheme, whilst ensuring no financial impact on public finances. RG noted that this would be best achieved by distributing these funds across all members rather than attempting to identify a complex mechanism which identified current members of the pension scheme.
- 3.7 The Panel requested RG's view as to the role of members who chair Highway Liaison Committees. RG emphasised that allowances are commensurate with responsibility rather than time spent. He did not feel that Highway Liaison responsibilities should attract an allowance as they do not have additional duties above chairing the meetings. The role is consistent with other member responsibilities. RG explained that there are other roles including Development Control and Scrutiny Topic Groups where the role requires additional time but do not attract additional allowances.
- 3.8 RG noted that benchmarking with other local authorities is complex due to the demographic and democratic structure differences. He noted that the current scheme had remained fundamentally unchanged for 6 to 7 years and there was no material reason for wholesale review at this time.
- 3.9 The Panel thanked RG for attending.
- 3.10 Leon Reeve (LR) expressed the view that members carried out the role predominately through their desire to give public service and that the allowances are financial assistance to them rather than the motivation for carrying out the role. LR was content with the current scheme and expressed that a comprehensive review was not required. He noted that it is important to ensure that the scheme does not disadvantage or discourage people from standing for office.
- 3.11 LR expressed the view that a small uplift of the Basic Allowance and thus the Special Responsibility Allowances in line with public sector pay awards would be appropriate. Again, LR expressed the view that the Allowances are not the motivation for members but he felt that it is appropriate that the responsibilities of the roles are appropriately recognised.
- 3.12 The Panel asked LR about the level of Dependants' Carers' Allowance. LR agreed that it would be appropriate for the maximum level of remuneration for child care to be raised. LR noted he does not recognise the amount of £7.20 as a 'Living Wage'. He noted that the National Living Wage as defined by the Living

Wage Foundation is currently £7.85 and is due to increase, as is the London Living Wage of £9.15.

- 3.13 The Panel requested LR's view as to the impact of the removal of access to the Local Government Pension Scheme, which will affect members from 2017. LR said that the Local Government Pension Scheme was not a key issue within his group. He understood that there had been discussion of an alternative scheme; however the panel were not aware of such option. This will require further research for the next Panel in preparation for the cessation of eligibility in 2017.
- 3.14 The Panel requested LR's view as to the remuneration of Parent Governor Representatives on the Overview & Scrutiny Committee. LR indicated that he supported the current arrangements and noted it was important to encourage voluntary contribution rather than discourage.
- 3.15 The Panel requested LR's view as to the role of members who chair Highway Liaison Committees. LR expressed the view that the role is consistent with other member responsibilities and is covered within the Basic Allowance. Thus he did not support additional allowances specifically for these roles.
- 3.16 The Panel thanked LR for attending.
- 3.17 Stephen Giles-Medhurst (SGM) submitted the following written submission on behalf of the Liberal; Democrat Group:
- 3.18 *My group are content with the allowances panel proposals from last year that allowances should rise in line with the local government employee pay award i.e. 1%. Should the Panel recommend this again the view of the independent Panel would be supported.*
- 3.19 *At present the Childcare – the adult (21 and over) minimum wage per hour (currently £6.31 per hour) has been set. My group felt that for the child care allowance rate to be raised from minimum wage to perhaps the non-London living wage would be an obvious one which is £7.15 per hour. The London living wage £9.15 per hour.*
- 3.20 *Last year the Panel received a request for a small remuneration in relationship to the Chairmanship of the 10 Highways Liaison Meetings. Whilst it is recommended not to make such a change at this time, the Panel said it would revisit the issue if there was a future submission detailing increased responsibilities.*
- 3.21 *For the benefit of the Panel to consider I submit the following:*
1. *Agreeing and co-ordinating a date with officers and at District /Borough level.*
  2. *Holding a pre agenda meeting with County (and sometimes District/ Borough' officers to agenda an agenda and format.*
  3. *Charing the said meeting (which includes invites to District/Borough and as applicable Town and Parish Councillors) and taking forward any action points arising*
- 3.22 *Outside of the said meetings it is the norm that Chairs of the meetings are kept informed of major highways developments in their area as that might require to*

*bring forward a meeting date. In each District area three such Liaison meetings are held each year although in some areas these are supplemented by one off additional meetings on key projects.*

- 3.23 *The Panel may feel that such duties and responsibilities do not warrant any additional allowance if so I will not raise the issue the again.*
- 3.24 *Last year the Leader of the Council (and Conservative Group) Robert Gordon requested that the panel consider at a future meeting the impact of the removal of the ability for members to participate in the Local Government Pension Scheme. This would affect members of the County Council from May 2017.*
- 3.25 *My group supports such a review. It is my view that this places a potential disadvantage to persons standing for council who will by their very nature be part dependent on such allowance and not be of pension age and may in taking up a senior role within the council/ group that requires additional hours to be committed from their normal day to day job/ role would result in a reduced normal pension contributions that in future will not be offset by pension based on their councillors allowances. It is particularly the case that is most likely to affect those in receipt on SRAs more heavily than others but will affect all councillors. A review of the effect of this is supported.*

#### **4. Basic Allowance**

- 4.1 The Panel noted that the Basic Allowance is £9,781 per annum and a 1% increase had been applied in 2014/15.
- 4.2 The Panel considered the Public Sector and Whole Economy National Wage Inflation Rate average for the three months up to June 2015 and the inflation figures for the Consumer Price Index and Retail Prices Index as at July 2015. The Panel noted that the government had announced a 1% pay cap for the public sector. The Panel appreciated that this does not directly apply to local government.
- 4.3 The Panel noted that all political groups supported a modest increase.
- 4.4 The Panel recommends a 1% increase be applied to the Basic Allowance to £9,879 per annum.

#### **5. Special Responsibility Allowance**

- 5.1 The Panel recommends the schedule of 38 Special Responsibility Allowances set out in the appendix to this report.
- 5.2 The Panel considered that the current multiplier schedule for Special Responsibility Allowances remains appropriate.
- 5.3 As the amount of each Special Responsibility Allowance is specified as a multiplier of the Basic Allowance figure, the Panel's recommendation for increasing Basic Allowance would mean that each Special Responsibility Allowance also increases by 1%.

- 5.4 The Panel considered the submission from the Liberal Democrat Group regarding the 10 councillors who are required to Chair the Highways Liaison Meetings. The Panel recommends that as allowances are determined according to responsibilities and not volume of work it is not appropriate to remunerate these roles with a Special Responsibility Allowance. The Panel recommends that the current identified roles which attract a Special Responsibility Allowance remain the same.

## **6. Dependants' Carers' Allowance**

- 6.1 The Panel considered the maximum levels of remuneration for Dependants' Carers' Allowance. The Panel recommends that Dependants' Carers' Allowance remain payable and that separate rates for childcare and adult care continue.
- 6.2 The Panel recommends that the maximum level of Dependants' Carers' Allowance for care of an adult remain at £15.00 per hour. Sums paid must not exceed actual amount paid.
- 6.3 The Panel recommends that the maximum level of Dependants' Carers' Allowance payable for child care should be consistent with the National Minimum Wage rates and the National Living Wage, as announced by Government in the Summer Budget 2015. Both rates are set according to age. Sums paid must not exceed actual amount paid
- 6.4 The current rates for National Minimum Wage (2015) are:
- Under 18 - £3.87
  - 18 to 20 - £5.30
  - 21 – 24 - £6.70
- The rate for National Living Wage from April 2016 is:
- 25 and over - £7.20

- 6.5 The Panel recommends that:

Childcare – Dependants' Carers' Allowance up to a maximum hourly rate according to National Minimum Wage and National Living Wage dependent upon the age of the worker:

- Under 18 - £3.87
- 18 to 20 - £5.30
- 21 – 24 - £6.70
- 25 and over - £7.20

Adult Care - Dependants' Carers' Allowance up to a maximum hourly rate of £15 per hour.

(In both cases the sums claimed must not exceed the actual sums paid.)

## **7. Co-optees' Allowance**

- 7.1 The Panel noted that Parent Governor Representatives are currently entitled to claim the Co-optees' Allowance of £3,196 per annum. They are also entitled to claim reasonable expenses for travel and subsistence in accordance with the scheme

- 7.2 The Panel noted that benchmarking data indicated that the current level of allowance is high compared to other councils.
- 7.3 The Panel noted that when the Overview & Scrutiny Committee is considering Education matters the Committee's membership includes 4 Parent Governors and 2 Church representatives as required by law who are only able to vote on education matters. Parent Governor Representatives are elected to represent all parents whose children are in local maintained schools or in some form of education provided by the Local Authority (LA).
- 7.4 The role of a Parent Governor Representative is not prescribed in law and individual parent governor representatives are expected to develop their own ways of working, however it is envisaged that the role involves:
- speaking for parents and pupils on education matters at LA meetings;
  - voting in key decisions;
  - keeping in touch with the general views of parents; and
  - acting as a sounding board for the LA when it wants to get a feel for whether parents are likely to welcome or reject a particular proposal.
  - ensure that the LA is aware of the views and concerns of parents when taking important decisions;
  - influence decisions taken by the LA that affect the provision of education in the county;
  - help ensure that the resources available for education in Hertfordshire are used in the best way possible.
- 7.5 The Panel noted that there were 5 Overview and Scrutiny Committee meetings held in the financial year 2014/15, although there are often 6 meetings within such a period. The duration of such meetings is approximately 2 hours. The exception is the Integrated Planning Process (budget scrutiny) which takes place over a day and a half in January / February each year. All meetings listed were considered to have relevance for the Parent Governor Representatives. Of a possible 20 attendances (5 meetings, with a possible 4 Parent Governor Representatives), there were 7 attendances for the period.
- 7.6 In addition, the Overview and Scrutiny Committee will occasionally hold whole committee scrutinies (which are whole day meetings). If these relate to education matters (in the broadest sense), parent governors will form part of the Committee. There were no whole committee scrutinies in the 2014/15 financial year. There has been one so far in the current financial year regarding school repairs and capital projects and one Parent Governor Representative was in attendance.
- 7.7 There are also Topic Groups which conduct scrutinies on behalf of the Overview and Scrutiny Committee. Where these meetings relate to education matters, they have a membership which includes one or two Parent Governor or Church Representatives (there may be additional

informal attendance by others). There were 4 topic groups in the 2014/15 financial year on matters including education. A Parent Governor was a member of 3 of these Topic Groups and attended (the 4th meeting was attended by a Church Representative).

- 7.8 The Monitoring of Recommendations Topic Group reviews the implementation of Topic Group recommendations. Parent Governor Representatives are not formally members of the group but are able to attend. On average there are three to four meetings per annum, each of two or three hour's duration. There were 2 Monitoring of Recommendations Topic Group meetings in the 2014/15 year and neither were attended by any of the Parent Governor Representatives.
- 7.9 The Children's Services Cabinet Panel has a membership which includes one Parent Governor Representative; there were 6 meetings in 2014/15 (which is the usual number per annum; each approximately 2 hours duration), 3 of which were attended by the Parent Governor Representative appointed to the Panel.
- 7.10 The Enterprise, Education & Skills Cabinet Panel has a membership which includes one member drawn from either the Parent Governor Representatives or Church Representatives and is rotated between the two offices every four years; currently it is fulfilled by the Church Representatives. From May 2016 it will be with the responsibility of the Parent Governor Representatives. Parent Governor Representatives may attend the panel out of interest (as they may attend any of the Council's meetings). Of the 6 meetings held in 2014/15 one was attended by a Parent Governor Representative.
- 7.11 The Panel noted changes to the role and reduced responsibility with the establishment of the current Overview & Scrutiny Committee process. The current role appears to require less involvement and evidence suggests that participation is reduced. The Panel also noted that other comparative roles do not attract allowances.
- 7.12 The Panel recommends that the Co-optees' Allowance be reduced to better reflect the role fulfilled, whilst ensuring that there is appropriate acknowledgement of the role.
- 7.13 The Panel recommends a Co-optees' Allowance of £500 per annum.

## **8. Travelling and Subsistence Allowance**

- 8.1 The Panel recommends maintaining the link with the local rates in the Council's Business Travelling and Subsistence Policy.

## **9. Local Government Pension Scheme (LGPS)**

- 9.1 The Panel noted that on 19 December 2012, nine years after the introduction of LGPS Councillors' Pensions a written ministerial statement by local government minister Brandon Lewis MP announced that the Government's intention was to remove access to the LGPS for Councillors in England and that a consultation would follow.

- 9.2 The Government's final position on the treatment of elected councillors (and elected mayors) was made known in March 2014 when the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 were made and laid. These regulations remove access to the LGPS from 1 April 2014 for councillors and elected mayors in England and for the Mayor of London and members of the London Assembly, with the following exceptions:
- councillors, elected mayors, the Mayor of London and members of the London Assembly who were members of the LGPS on 31 March 2014 will retain access to the LGPS up to the end of their current term of office only (or to age 75 if earlier).
- 9.3 County Councillors who were members of the LGPS on the 31 March 2014 will continue to pay pension contributions and build up pension benefits in the LGPS. They will cease to be a member of the scheme at the end of their current term of office (the term they were serving on 31 March 2014) unless they elect to opt-out of the scheme or reach age 75 before the end of that term of office. They will not be permitted re-entry to the scheme if they are re-elected (either immediately or subsequently) in the future.
- 9.4 County Councillors who are part of the LGPS make pension contributions of 6%.
- 9.5 HCC makes contributions of 20.6% for County Councillors who are part of the LGPS.
- 9.6 Currently, 45 County Councillors out of 77 are members of LGPS.
- 9.7 The Panel noted that the effect of removal of access to the LGPS should be considered further at the 2016 Independent Panel on Members' Allowances in preparation for the removal of the ability of county councillors to be members of the LGPS after the County Council Election in May 2017.
- 9.8 The Panel requested the following information for the Panel in November 2016:
- Information regarding the financial impact on members who are currently part of the LGPS.
  - Information regarding the future financial savings due to the cessation of contributions made by the County Council.
  - Benchmarking information regarding the proposals from other local authorities in response to the removal of access.
  - Guidance and views from the Local Government Association.
  - Options available for replacement pension schemes.

## **10. Costs**

- 10.1 The total cost of implementing the Panel's recommendations on Basic Allowances and Special Responsibility Allowances would be £1,174,709 against the cost of the equivalent allowances in the current scheme of £1,162,965.

- 10.2 The cost of Basic Allowance would be £760,683 as opposed to £753,137 within the current scheme.
- 10.3 The cost of Special Responsibility Allowances would be £414,026 as opposed to £409,828 in the current scheme.

**11. Future meetings**

The Panel suggested the following date for the next meeting:

- Thursday 10 November 2016 at 2pm.

**Hazel Bentall,  
Michelle Drapeau  
Alan Lawrence**

NOVEMBER 2015





**SPECIAL RESPONSIBILITY ALLOWANCES 2016/17**

## APPENDIX 1

<b><u>Post</u></b>	<b><u>Formula</u></b>	<b><u>£ per annum</u></b>
Leader of the Council	4xBA	39516
Deputy Leader of the Council	3xBA	29637
Cabinet Member for:		
Adult Care & Health	2xBA	19758
Children's Services	2xBA	19758
Community Safety & Waste Management	2xBA	19758
Enterprise, Education & Skills	2xBA	19758
Environment, Planning & Transport	2xBA	19758
Highways	2xBA	19758
Public Health, Localism & Libraries	2xBA	19758
Resources & Performance	2xBA	19758
<i>(Note: The Leader has the power to change the composition of his Cabinet and individual portfolios at any time subject to a maximum of 9 members of Cabinet)</i>		
Leader of the Conservative Group (45)	3.5xBA / 77x45	20207
Leader of the Liberal Democrat Group (16)	3.5xBA / 77x16	7185
Leader of the Labour Group (15)	3.5xBA / 77x15	6736
Chairman of Overview & Scrutiny Committee	1.5xBA	14819
Vice-Chairmen of Overview & Scrutiny Committee (2)	0.5xBA	4940
Chairman of Health Scrutiny Committee	1.5xBA	14819
Vice-Chairman of Health Scrutiny Committee	0.75xBA	7409
Liberal Democrat Spokesmen (4) on:		
Environment, Planning, Waste & Community Safety	0.5xBA	4940
Resources, Performance & Localism	0.5xBA	4940
Education, Skills & Children	0.5xBA	4940
Adult Care & Health	0.5xBA	4940
Labour Spokesmen (4) on:		
Public Health, Localism & Libraries	0.5xBA	4940
Children's Services	0.5xBA	4940
Community Safety & Waste Management	0.5xBA	4940
Adult Care & Health	0.5xBA	4940
8 Deputy Executive Members:		
Adult Care & Health	1xBA	9879
Children's Services	1xBA	9879
Community Safety & Waste Management	1xBA	9879
Enterprise, Education & Skills	1xBA	9879
Environment, Planning & Transport	1xBA	9879
Highways	1xBA	9879
Public Health, Localism & Libraries	1xBA	9879
Resources & Performance	1xBA	9879
Chairman of Audit Committee	1xBA	9879
Chairman of Development Control Committee	1xBA	9879
Chairman of the Council	1xBA	9879
Vice-Chairman of the Council	0.25xBA	2470

**NOTE: Members are restricted to one SRA each (that of the highest value).**

**HERTFORDSHIRE COUNTY COUNCIL**

**CABINET**

**MONDAY, 22 FEBRUARY 2016 AT 2.00PM**

**COUNTY COUNCIL**

**TUESDAY, 23 FEBRUARY 2016 AT 10.00AM**

**SCHOOL ADMISSION ARRANGEMENTS FOR 2017/18**

Cabinet Agenda

Item No.

**6**

County Council  
Agenda Item No.

**5C**

Report of the Director of Children's Services

Author:- Jayne Abery, Strategy and Policy Manager, &  
Transport (Tel: 01992 588785)

Executive Member:- David Williams, Enterprise, Education and Skills

**1. Purpose of report**

1.1 To seek Members' approval to a proposal to retain the County Council's existing procedures with regards to 'Relevant Areas', as detailed within the report; and admission arrangements and schemes of co-ordination for 2017/18.

**2. Summary**

2.1 The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999 ("the Regulations") place a responsibility on Local Authorities to determine "Relevant Areas", after due consultation. The purpose of these areas is to ensure that all admission authorities are properly consulted about the admission arrangements which affect them and the communities they serve. "Relevant Areas" are reviewed every two years and consulted upon. Consultation on Relevant Areas are currently being undertaken with a closing date of 31 January 2016. An analysis of current responses is attached at Appendix A to the report.

2.2 The County Council determines on an annual basis the admission arrangements for all community and voluntary schools in Hertfordshire and the coordinated schemes of admission to all maintained schools and academies in the County. Cabinet agreed on 2 November 2015 to retain existing admission arrangements and public consultation, therefore, was not required for 2017/18.

Local Authorities must consult all community and voluntary controlled schools where it is proposed that PAN's (Published Admission Numbers) are maintained or increased. This consultation is currently underway, closing on 31 January 2016.

### **3. Recommendation**

3.1 The Enterprise, Education and Skills Cabinet Panel will consider a report on this item of business at its meeting on 4 February 2016. The Panel will be invited to note and comment upon the report and recommend to Cabinet that Cabinet recommends to Council that:-

- (i) subject to the completion of the current Consultation and a final analysis of the results, the County Council's existing "Relevant Areas" should be retained;
- (ii) the County Council's existing admission arrangements and schemes of coordination are retained for 2017/18; and
- (iii) PANs (published Admission Numbers) are retained for all schools except 7, where increases are required to meet local demand.

3.2 The Panel's recommendation/s to Cabinet will be reported orally at the Cabinet meeting and circulated to Members in the Order of Business sheet.

3.3 Cabinet's recommendation/s to Council will be reported to Council in the Council Order of Business sheet.

### **4. Background**

#### **Relevant Areas**

4.1 Section 88C(2) of the School Standards and Framework Act 1998 ("the Act") requires the admission authority for every maintained school to consult as prescribed in regulations before determining the school's admission arrangements for a school year.

4.2 The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999 (the Regulations") details who should be consulted and these are the following:-

- (a) every neighbouring local authority;
- (b) every other admission authority for a local school;
- (c) insofar as not falling within paragraph (a) or (b), every other admission authority for a school situated (wholly or partly) within any relevant area which the local authority propose to determine; and

- (d) insofar as not falling within paragraphs (a) to (c), every other admission authority for a school outside the [local authority 's] area which is situated –
- (i) in the case of a primary school, not more than 1.6 kilometres, or
  - (ii) in the case of a secondary school, not more than 4.8 kilometres, from the border of the [local authority 's] area”

In addition, the Regulations make provision for the relevant areas to be determined by local education authorities and, in certain cases, redetermined by the adjudicator.

4.3 There are currently twenty Relevant Areas within Hertfordshire (see Appendix B to the report). These were developed in 2003 and updated in 2006 in accordance with the following principles:

- they should reflect the pattern of allocation from primary to secondary school
- they should reflect travel to school patterns and geographical proximity
- they should be as small as practicable in order to reduce bureaucracy on schools
- they should not cut across urban areas

4.4 There have been 14 responses to the consultation; 11 in favour and 3 against. However, 2 negative responses have misunderstood the consultation proposal and appear to believe the proposal is directly linked to the admission arrangements of individual schools. On the basis of current responses, there is no indication that admission authorities in, or surrounding Hertfordshire, believe that the existing Relevant Areas should be amended.

#### **Hertfordshire County Council's Admission Arrangements.**

4.5 The County Council is the admission authority for 282 primary, infant and first schools and 9 secondary schools. When any of these schools are oversubscribed, the Council's published admission arrangements are used to determine which children should be offered places.

4.6 The County Council's existing admission arrangements work well with nearly 95% of children allocated a ranked primary or secondary school. Maintaining existing arrangements will minimise parental anxiety which is particularly high in the primary sector given the current pressure on places and maximise the benefits of existing knowledge of the allocation process. Admission arrangements for 2017/18 are available at [www.hertsdircet.org/admissions](http://www.hertsdircet.org/admissions)

4.7 It is proposed that Published Admission Numbers are retained for all schools, except those outlined below where an increase is required to

meet rising local demand:

William Ransom, Hitchin - increase from 38 to 60  
Tannery Drift, Royston - increase from 45 to 60  
Roman Way, Royston - increase from 45 to 60  
Forres, Hoddesdon - increase from 45 to 60  
Prae Wood, St Albans - increase from 30 to 60  
Giles Junior, Stevenage - increase from 60 to 90  
Almond Hill Junior, Stevenage - increase from 60 to 90.

4.8 The County Council is required to consult all community and voluntary schools where PAN's are proposed to be retained or increased. All schools where an increase is proposed have agreed to the increase.

4.9 Only minor changes to the County Council's admission arrangements are necessary to meet new legislation/guidance and therefore do not require formal consultation:

Policy for summer born children taking into account

- the Minister of State's letter dated 8 September which makes clear that the Department for Education (DfE) will be amending the School Admissions Code to ensure that any summer born children whose parents believes they are not ready for entry to the Reception year in their chronological year group can make an application the following year;
- 6th form oversubscription criteria – amendment from “GCSE point score” to home-school distance in line with recent determinations by the Office of the School's Adjudicator.

4.10 Hertfordshire's schemes of coordination have been in place for a number of years and are well understood by both maintained schools and academies. The schemes will be updated to ensure that timescales are accurate and changes in legislation and guidance are taken into account.

## **5. Financial Implications**

5.1 None.

## **6 Equalities Implications**

6.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the Equality Implications of the decision that they are making.

6.2 Rigorous consideration will ensure that proper appreciation of any potential impact of that decision on the County Council's statutory obligations under the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equalities Impact Assessment (EQiA) produced by officers.

- 6.3 The Equality Act 2010 requires the County Council when exercising its functions to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation
- 6.4. An EQIA of the County Council's admission arrangements has been undertaken and is attached at Appendix C to the report. The assessment shows that it is unlikely that the proposals will have an adverse impact upon any particular group with a protected characteristic.
- 6.5 The equalities impact of retaining the County Council's existing Relevant Areas has also been considered and there is no evidence that there will be any adverse impact upon groups with protected characteristics.

### Background Information

Report and Minutes, Cabinet, November 2015  
Report to Enterprise, Education and Skills Cabinet Panel, 4 February 2016  
Admission arrangements for 2017/18 are available at  
[www.hertsdirctet.org/admissions](http://www.hertsdirctet.org/admissions)

### Relevant Areas Consultation

#### Analysis of response - 15 January 2016

There have been 14 responses to the consultation:

- 11 agreed with the proposal to retain the existing Relevant Areas and made no further comment
  - 2 parents
  - 3 community schools
  - 3 academies
  - 1 primary school
  - 2 unspecified
  
- 3 disagreed with the proposal
  - 2 parents
  - 1 unspecified ( no further comment)
  - Both parents who disagreed with the proposal appear to have misunderstood the consultation. Their responses state that Redbourn should be moved from Harpenden ( Area 7) to Hemel Hempstead (Area 12) because there are school places available in Hemel Hempstead and there is no capacity in Harpenden until the new secondary school is built. One parent also mentions the changes that St George's school have proposed to their admission arrangements which may limit allocations made to children living outside Harpenden town.
  - If Redbourn was moved to Area 12 the schools in Harpenden would no longer be required to consult with the Redbourn community when proposing changes to their admission arrangements and is not therefore an appropriate proposal.



## Appendix B

### Existing Relevant Areas

- 1 Ashwell, Baldock & Letchworth Garden City areas plus Edworth
- 2 Royston & surrounding areas
- 3 Hitchin & villages to the West & South West of Hitchin
- 4 Knebworth, Stevenage & surrounding areas including the villages of Walkern & Benington
- 5 Buntingford, Puckeridge & surrounding areas
- 6 Bishop's Stortford, Sawbridgeworth, Spellbrook & surrounding areas plus Elsenham, Great Hallingbury, Hatfield Heath, Little Hallingbury & Sheering
- 7 Harpenden, Redbourn, Wheathampstead & surrounding areas including Markyate, Flamstead & Kimpton
- 8 Welwyn Garden City & surrounding areas including Welwyn, Woolmer Green, Digswell, Lemsford & Codicote
- 9 Hertford, Ware & surrounding areas including Dane End, Hunsdon, Widford & Hertford Heath
- 10 Tring & surrounding areas including Wigginton, Long Marston, Aldbury & Little Gaddesden
- 11 Berkhamsted
- 12 Hemel Hempstead, Kings Langley & surrounding areas including Bovingdon
- 13 St Albans, London Colney & surrounding areas including Shenley & Colney Heath
- 14 Hatfield & surrounding areas including Brookmans Park
- 15 Broxbourne, Cheshunt, Cuffley, Hoddesdon & Waltham Cross plus Nazeing
- 16 Chipperfield, Chorleywood, Croxley Green, Maple Cross, Rickmansworth, Sarratt & surrounding areas
- 17 Watford, Abbots Langley, Carpenders Park, South Oxhey including Bedmond, Northwood & Pinner
- 18 Bushey & Radlett
- 19 Borehamwood & Elstree
- 20 Potters Bar & surrounding areas

**STEP 1: Responsibility and involvement**

<b>Title of proposal/ project/strategy/ procurement/policy</b>	HCC Admission Arrangements & Relevant Areas for 2017/18	<b>Head of Service or Business Manager</b>	Glenda Hardy
<b>Names of those involved in completing the EqIA:</b>	Jayne Abery	<b>Lead officer contact details:</b>	Jayne Abery <a href="mailto:Jayne.Abery@hertfordshire.gov.uk">Jayne.Abery@hertfordshire.gov.uk</a>
<b>Date completed:</b>	1 February 2016	<b>Review date:</b>	1 February 2017

**STEP 2: Objectives of proposal and scope of assessment – what do you want to achieve?**

<b>Proposal objectives:</b> – what you want to achieve – intended outcomes – purpose and need	The County Council must determine the admission arrangements for 2017/18, all community and voluntary controlled schools in Hertfordshire by 28 February 2016. Additionally, consultation on “Relevant Areas” of consultation must be undertaken every 2 years and Relevant Areas reviewed and agreed.
<b>Stakeholders:</b> Who will be affected: the public, partners, staff, service users, local Member etc	Schools within Hertfordshire Parents/carers Children. The Local Community

**STEP 3: Available data and monitoring information**

<b>Relevant equality information</b> For example: Community profiles / service user demographics, data and monitoring information (local and national), similar or previous EqIAs, complaints, audits or inspections, local knowledge and consultations.	<b>What the data tell us about equalities</b>
Application and allocation information available in the admissions databases and existing Hertfordshire County Council wide and school based equality profiles. Information from complaints and appeals, LGO/OSA decisions and the annual report to the OSA. Equalities information cannot be collected as part of the admissions application process	Independent scrutiny of the County Council’s admission arrangements by the LGO/OSA & IAPs have not found a breach of Equalities legislation. The vast majority of complaints are related to the fact that a parent has not been allocated a preferred school and is not linked to equality. Some parents believe that single sex schools that do not have a “sibling link” is an example of inequality. However, the authority is no longer the admission authority for any single sex schools.

**STEP 4: Impact Assessment – Service Users, communities and partners (where relevant)**

**Admission Arrangements**

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
<b>Age</b>	<p>It is not anticipated at this stage that the proposals will affect people disproportionately because of the issue of age.</p> <p>The child's DOB is requested to ascertain the correct year group of admission. Parents can make an application for their child to be educated out of year group if they believe this is appropriate and each case is considered on its own merit in line with DfE guidance which has recently been updated.</p>	<p>The County Council has amended its policy regarding the entry of summer born children to Reception following new guidance from the DfE.</p> <p>Full information on application out of year groups and summer born children is available in the Hertfordshire County Council admissions booklets and on Herts Direct.</p>
<b>Disability Including Learning Disability</b>	<p>The Admission arrangements has within it a rule 2 process whereby any relevant social/medical needs can be raised and considered.</p> <p>It is not anticipated that the proposals will affect people disproportionately because of their disability</p> <p>Parents/carers can continue to make a rule 2 application (social or medical need) to attend a specific community or voluntary controlled school.</p> <p>The specialist advisory services working with children with disabilities are advised of the Rule 2 process to help families make appropriate and timely applications and help ensure they can access an appropriate school place</p>	<p>The Rule 2 process will continue to be implemented. (Information on Rule 2 can be accessed at <a href="http://www.hertsdirect.org/admissions">www.hertsdirect.org/admissions</a>)</p>
<b>Race</b>	<p>There is an need to ensure that that the Admission Arrangements can be accessed and understood by those whose first language is not English</p>	<p>Parents are able to access admissions advice through language line. In addition, a translation service is offered to parent whose first language is</p>

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
		not English who Appeal a school place allocation decision.
<b>Gender reassignment</b>	Applications made for children to attend a specific school because of gender reassignment (pupil or family member) can be considered through the existing and unchanged rule 2 (social/medical) process	The Rule 2 process will continue to be implemented.
<b>Pregnancy and maternity</b>	Applications made for children to attend a specific school because of gender reassignment (pupil or family member) can be considered through the existing and unchanged rule 2 (social/medical) process	The Rule 2 process will continue to be implemented.
<b>Religion or belief</b>	<p>Hertfordshire County Council is not the admitting authority for any schools that admit pupils on the basis of religion or belief.</p> <p>It would be against legislation to take religion or belief into account in the admission of a non-faith school.</p> <p>It is not anticipated at this stage that the proposals will affect people disproportionately because of the issue of religion or belief.</p>	The Admission arrangements have been designed to be legally compliant with Equality Act 2010.
<b>Sex</b>	<p>Hertfordshire county council is not the admitting authority for any schools that admit pupils on the basis of sex.</p> <p>It is not anticipated at this stage that the proposals will affect people disproportionately because of the issue of religion or belief</p>	The Admission arrangements have been designed to be legally compliant with Equality Act 2010.
<b>Sexual orientation</b>	<p>Applications made for children to attend a specific school because of sexual orientation (pupil or family member) can be considered through the existing and unchanged rule 2 (social/medical) process.</p> <p>It is not anticipated at this stage that the proposals will affect people</p>	The Rule 2 process will continue to be implemented

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	disproportionately because of the issue of religion or belief.	
<b>Marriage &amp; civil partnership</b>	<p>Applications made for children to attend a specific school because of sexual orientation (pupil or family member) can be considered through the existing and unchanged rule 2 (social/medical) process</p> <p>It is not anticipated at this stage that the proposals will affect people disproportionately because of the issue of religion or belief.</p>	The Rule 2 process will continue to be implemented.
<b>Carers (by association with any of the above)</b>	<p>Children looked after or previously looked after are given the highest priority for admission to all schools in Hertfordshire Carers of Children Looked After (CLA) and previously CLA are asked to make this clear on their application form to ensure their child can be prioritised for admission.</p> <p>Applications made for children to attend a specific school because of sexual orientation (pupil or family member) can be considered through the existing and unchanged rule 2 (social/medical) process</p> <p>It is not anticipated at this stage that the proposals will affect people disproportionately because of the issue of religion or belief</p>	The Rule 2 process will continue to be implemented.
<b>Opportunity to advance equality of opportunity and/or foster good relations</b>		
<p>The School Admissions Code is Statutory Guidance issued by the Department for Education and which the County Council is obliged to follow in setting its Admission Arrangements.</p> <p>The purpose of the School Admissions Code is to ensure that all school places for maintained schools (excluding maintained special schools) and Academies are allocated and offered in an open and fair way.</p> <p>In drawing up their admission arrangements, admission authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear</p>		

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated.		

### STEP 5: Gaps identified

<p><b>Gaps identified</b> Do you need to collect more data/information or carry out consultation? (A 'How to engage' consultation guide is on <a href="#">Compass</a>). How will you make sure your consultation is accessible to those affected?</p>	<p>There is no legal requirement concerning consultation on admission arrangements which have not changed. Notwithstanding this the proposed arrangements for 2017/18 have been published on Hertsdirect and flagged with all schools and academies in the county, faith representatives and all admission authorities and LAs bordering Hertfordshire.</p>
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### STEP 6: Other impacts

### STEP 7: Conclusion of your analysis

Select one conclusion of your analysis	Give details
<p><input checked="" type="checkbox"/> <b>No equality impacts identified</b></p> <ul style="list-style-type: none"> <li>– No change required to proposal.</li> </ul>	<p>No adverse impacts have been identified in the retention of the county council's existing admission arrangements.</p>
<p><input type="checkbox"/> <b>Minimal equality impacts identified</b></p> <ul style="list-style-type: none"> <li>– Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate).</li> <li>– Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality.</li> </ul>	
<p><input type="checkbox"/> <b>Potential equality impacts identified</b></p> <ul style="list-style-type: none"> <li>– Take 'mitigating action' to remove barriers or better advance equality.</li> <li>– Complete the action plan in the next section.</li> </ul>	
<p><input type="checkbox"/> <b>Major equality impacts identified</b></p> <ul style="list-style-type: none"> <li>– Stop and remove the policy</li> <li>– The adverse effects are not justified, cannot be mitigated or show unlawful discrimination.</li> <li>– Ensure decision makers understand the equality impact.</li> </ul>	

**STEP 8: Action plan**

<b>Issue or opportunity identified relating to:</b> <ul style="list-style-type: none"> <li>- Mitigation measures</li> <li>- Further research</li> <li>- Consultation proposal</li> <li>- Monitor and review</li> </ul>	<b>Action proposed</b>	<b>Officer Responsible and target date</b>
2018/19 admission arrangements	The next consultation ( 2018/19 or when necessary) will include an Equalities response form to feed into an EQIA.	Jayne Abery Autumn 2016

**This EqIA has been reviewed and signed off by:**

**Head of Service or Business Manager:**

**Date:**

**Equality Action Group Chair:**

**Date:**

**REPORT FROM THE OVERVIEW & SCRUTINY COMMITTEE**

*The Committee met on 4 November 2015*

**1. Scrutiny Recommendations: Update**

- 1.1 The Committee received a report providing the Executive Member responses to the scrutiny recommendations made by the Herts Welfare Assistance Scheme Topic Group and the School Repairs and Capital Projects Topic Group. The 'Monitoring of Recommendations' Topic Group has been requested to consider the action taken on the recommendations arising from these scrutinies in due course.

**2 Scrutiny Work Programme**

- 2.1 The Committee has considered its future work programme 2015-2017, noting the scrutinies recently concluded and the ones scheduled for the forthcoming period.
- 2.2 The Committee agreed that a scrutiny in relation to 'Public transport issues, specifically the impact of public use on the arrangements for disabled users and also train operations' would be included in the Committee's future work programme.

*The Committee met on 11 December 2015*

**3. Scrutiny of the Integrated Plan Proposals 2016/17 and Future Years**

- 3.1 The Committee received an overview of the integrated plan proposals for 2016/17 – 2019/20, prior to the scrutiny of them in January/February 2016.
- 3.2 Members noted the timetable for the Integrated Plan's approval; and information was received regarding service direction plans, revenue budget and funding, budgetary pressures, and inflation.

**4. Scrutiny Recommendations Update**

- 4.1 The Committee received a report providing the recommendations from the 'Ringway Topic Group and the 'Property Asset Management and Rural Estates Topic Group'
- 4.2 The Executive Member responses to the scrutiny recommendations made by the 'Traffic Regulations Topic Group' were also received. The 'Monitoring of Recommendations' Topic Group has been requested to consider the action taken



on the recommendations arising from this scrutiny in due course.

## **5. Scrutiny Work Programme**

- 5.1 The Committee considered its future work programme 2015-2017, noting the scrutinies recently concluded and the ones scheduled for the forthcoming period.
- 5.2 The Committee agreed to move forward the scrutiny for Flooding and Gully Cleaning on the work programme as it was high on the public's agenda. The Committee also agreed to an earlier scrutiny of the Herts Waste Partnership and Recycling Review due to the potential savings that were deemed significant

*The Committee met on 27 January 2016 and 3 February 2016*

## **4. Scrutiny of the Integrated Plan Proposals 2016/17 – 2017/18**

- 4.1 The Committee's scrutiny of the Integrated Plan 2016/17 - 2019/20 was conducted over two days; commencing on 27 January 2016, when it gathered its evidence via a 'scrutiny café', and concluding on 3 February 2016, when findings, conclusions and suggestions for Cabinet's consideration were agreed. Cabinet will be asked to consider the Committee's suggestions at its meeting on 22 February 2016, prior to it recommending the Integrated Plan 2016/17 - 2019/20 to County Council for approval on 23 February 2016.
- 4.2 A copy of the Committee's report to Cabinet, including its recommendations, can be viewed at  
<https://cmis.hertsdirect.org/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/365/Committee/6/Default.aspx>

**TERRY HONE**  
**Chairman of the Overview & Scrutiny Committee**  
**February 2016**

**REPORT FROM THE HEALTH SCRUTINY COMMITTEE**

*The Committee met on 15 December 2015*

**1. NHS IN HERTFORDSHIRE'S BUDGETS AND QUALITY OF CARE (FRANIES REPORT) SCRUTINY CAFÉ QUESTIONS**

- 1.1 The Committee agreed the questions to be put to health organisations in advance of the NHS in Hertfordshire's Budgets and Quality of Care (Francis report, published in 2012 which investigated the quality of care provided by all NHS organisations) Scrutiny Café on 17 March 2016.

**2. PROCUREMENT OF 111 AND GENERAL PRACTITIONER OUT OF HOURS (GPOOH) SERVICE IN HERTFORDSHIRE**

- 2.1 The Committee was provided with information on plans for the process of procurement with regard to 111 and GP Out of Hours services in Hertfordshire.
- 2.2 The Committee noted that the aim nationally was to bring 111 and Out Of Hours services closer together and that the current provider in Hertfordshire was already working in this way.

**3. FEEDBACK FROM HERTFORDSHIRE COMMUNITY TRUST (HCT) REGARDING THE CARE QUALITY COMMISSION (CQC) INVESTIGATION**

- 3.1 The Committee considered a report providing a summary of the improvements and changes that had been made by HCT following the inspection by the CQC and further detail of their future plans. A representative of HCT attended the meeting and provided further detail, and the following key points were noted:

- HCT are now completely aligned with County Council policies and safeguarding champions are present in every team.
- Workforce remains a challenge but a resourcing plan is in place and the mandatory training level for all staff has increased to 90%
- A major training scheme for Macmillan on personalised planning for End of Life care was due to be implemented in March 2016.

- 3.2 The Committee welcomed the update and progress made and noted that most areas were on target.
- 3.3 A further update from HCT will be provided to the Committee in Spring 2016.

#### **4. HEALTHWATCH WORKING WITH YOUNG PEOPLE**

- 4.1 The Committee received an update on the work Healthwatch was doing with young people in the community from the Healthwatch Youth Health Ambassador.
- 4.2 The Committee commended the quality and clarity of the information provided by Healthwatch and welcomed the work being carried out with young people. The Committee agreed to invite the Youth Health Ambassador back for a further update in due course.

#### **5. SCRUTINY WORK PROGRAMME 2015-2016/17**

- 5.1 The Committee has considered its future work programme, noting those scrutinies recently concluded and those scheduled for the forthcoming period. Attention was drawn to the fact that the Better Care Fund seminar is due to be held in late spring or summer 2016.

#### *The Committee met on 21 January 2016*

#### **1. EAST OF ENGLAND AMBULANCE SERVICE TRUST (EEAST) UPDATE**

- 1.1 The Committee received an update on the performance and future plans of the East of England Ambulance Service Trust (EEAST).
- 1.2 The Committee welcomed the fact that work on recruitment is going well in terms of attracting applicants to the roles and the number of student paramedics being taken on. In addition to this, work on upskilling existing staff is being carried out and additional staffing is being implemented in emergency control centres, including a cohort of practitioners appointed recently.
- 1.3 It was agreed that a further breakdown of information on cases where the national targets have not been met (including the time margin by which the targets were missed) will be provided to the Committee, along with statistical analysis on performance at each of the hospital trusts within the County. The Committee will decide if a future scrutiny (such as a topic group) on this subject should be added to the work programme after consideration of this additional data.

## **2. HEALTH AND COMMUNITY TRANSPORT, EAST AND NORTH HERTFORDSHIRE**

- 2.1 The Committee considered a report providing an update on Health & Community transport to acute services in East and North Hertfordshire. The report outlined current provision of health related transport; changes in provision and the impact of this on transport to acute services and current levels of demand and future work.
- 2.2 In recognition of the changes and limited funding across Health and Social Care for services of this kind, East and North Hertfordshire Clinical Commissioning Group (ENHCCG) have committed to carrying out a root and branch review in order to identify a better way of providing patient transport across the sector. The Committee welcomed such a review and it was agreed that district and borough councils be involved in any consultation. An update on this work will be provided to the Committee in September 2016.
- 2.3 The Committee noted the report and agreed that the following information be provided to the Committee:
- A list of patient transport available in West Herts and criteria for use
  - An update following the root and branch review of patient transport due to take place at ENHCCG.

## **3. SCRUTINY WORK PROGRAMME 2016/17 AND GUIDANCE ON THE BUDGET AND QUALITY OF CARE (FRANCIS) SCRUTINY CAFE**

- 3.1 The Committee was provided with an outline of the timetable and guidance for the budget and quality of care (Francis) scrutiny café to be held on 17 March 2016 to gather evidence with a follow up meeting on 31 March to agree the recommendations.
- 3.2 The Committee has considered its future work programme, noting those scrutinies recently concluded and those scheduled for the forthcoming period.
- 3.3 Following the diabetes and stroke care pathways topic group held on 14 and 15 January 2016, Members suggested the scrutiny of other care pathways (such as cardiac, A&E or cancer.) The Committee agreed to give these suggestions further consideration after the conclusion of the Health Budget and Quality of Care (Francis) scrutiny café in March 2016.

**Seamus Quilty, Chairman**  
**February 2016**

**HERTFORDSHIRE COUNTY COUNCIL**

**CABINET**

**MONDAY, 22 FEBRUARY 2016 AT 2.00 PM**

**COUNTY COUNCIL**

**TUESDAY, 23 FEBRUARY 2016 AT 10.00 AM**

**COUNCIL MEETING – EXECUTIVE REPORT**

Report of the Chief Legal Officer

Author: Kathryn Pettitt, Chief Legal Officer (Tel: 01992 555527)

**1. Purpose of report**

- 1.1 To invite Cabinet to recommend to Council that Council approves a proposal to vary Standing Orders for the Council meeting on 23 February 2016 so as to defer the Executive Report to the meeting of Council in March 2016.

**2. Summary and Background**

- 2.1 Group Leaders have agreed that the Executive Report under standing order 7 of Annex 6 to the Constitution be deferred from the meeting of Council on 23 February 2016 to the March Meeting of Council.
- 2.2 The Constitution provides that changes to standing orders for Council can only be varied after consideration of a report from Cabinet.

**3. Recommendation**

- 3.1 That Cabinet recommends that Council agrees to vary the standing orders for the Council meeting on 23 February 2016 so as to defer the presentation of the Executive Report that would otherwise have been presented to that meeting to the meeting of the Council on 22 March 2016.

**4. Financial Implications**

- 4.1 None arising from this Report.

Background Information

None

Agenda Item No.

Cabinet

**11**

County Council

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**HERTFORDSHIRE COUNTY COUNCIL**

**CABINET  
MONDAY, 22 FEBRUARY 2016 AT 2.00PM**

**COUNTY COUNCIL  
TUESDAY, 23 FEBRUARY 2016 AT 10.00AM**

Agenda Item No.

**12**

Agenda Item No.

**11**

**CHANGES TO THE COUNTY COUNCIL'S PETITION SCHEME**

Report of the Chief Legal Officer

Author: Kathryn Pettitt, Chief Legal Officer (Tel: 01992 555527)

Executive Member: R Gordon, Leader of the Council

**1. Purpose of report**

1.1 To seek Members' views on proposed changes to the Council's Petitions Scheme.

**2. Summary**

2.1 Following discussions with Group Leaders, it is proposed that the provisions of the Council's Petitions Scheme relating to the presentation of petitions to Cabinet Panels is revised. The proposed revisions would mean that petitions which affect two or more divisions would qualify for an officer report; petitions which affect only one division would be presented to panel but without an officer report.

2.2 The proposed revisions do not affect the current procedures concerning petitions which relate to a report that is already on the Agenda for the Cabinet Panel.

2.3 The Petitions Scheme forms part of the Council's Constitution. Changes to the Constitution need approval by the full Council after consideration of a report from the Chief Legal Officer. The recommendations of the Resources and Performance Cabinet Panel will be reported to Cabinet on 22 February who will in turn make a recommendation to full Council on 23 February.

### **3. Recommendations**

- 3.1 The Resources and Performance Cabinet Panel will consider a report on this item of business at its meeting on 12 February 2016. The Panel will be invited to recommend

*“That Cabinet recommends to County Council:*

- 1. That the revisions to the Petitions Scheme, attached as an Annex to the report, be approved and incorporated into the County Council’s Constitution at Annex 22.*
- 2. That the Chief Legal Officer be authorised to make such amendments as are necessary to the standing orders for Cabinet Panels and elsewhere in the Constitution ensure that the principles of the Petitions Scheme (as revised) are incorporated into the Constitution.”*

- 3.2 The Panel’s recommendation/s to Cabinet will be reported orally at the Cabinet meeting and circulated to Members in the Cabinet Order of Business.

- 3.3 Cabinet’s recommendation/s to Council will be circulated to Members in the Council Order of Business.

### **4. Background**

- 4.1 Following revisions to the Council’s Petitions Scheme in November 2013, petitions which have 100 signatures and do not relate to an item which is otherwise on the agenda can be presented to a Cabinet Panel provided that they are submitted more than 20 clear days before the relevant meeting. The Petitions Scheme provides that officers must prepare a report for such petitions setting out the background to the petition and other relevant information. There is a limit of two such petitions for each panel meeting.

- 4.2 These provisions mean that an officer report is prepared for every petition which is presented to Panel no matter how localised the subject matter may be and the two petitions limit means that petitions can be ‘bumped’ to meetings later than that to which the petition organiser would have liked to present the petition – this is particularly relevant for Highways Cabinet Panel which receives more petitions than other Panels.

- 4.3 Group Leaders asked that consideration be given to varying the Petitions Scheme in relation the presentation of Petitions to Cabinet Panels which do not relate to reports on the Agenda as follows:
- if the subject matter of the petition affects 2 or more divisions then an officer report will be prepared (and limit of 2 such petitions per panel)

- all other petitions - petition presented and then handed over to officers for a response; no limit on the number of such petitions

- 4.4 In addition to the points mention above, it is suggested that there will be a period of 30 minutes for petitions for the presentation and consideration of petitions which do not relate to items already on the Agenda. This is suggested as a way of trying to manage the Panel meetings so that there is a balance between the Panel's substantive work and ensuring that matters of concern to the public (which they wish to raise at Panel) are brought to members' attention.
- 4.5 The threshold for petitions to be presented to Cabinet Panel would remain at 100 signatures. Petitions which relate to a report which is already on the Agenda for the Panel meeting would be presented at the time that the Report is considered as per the current procedure.

## **5. Revisions to the Petitions Scheme**

- 5.1 Attached as an Annex to this Report are revisions to the provisions of the Petitions Scheme relating to the presentation of petitions to Cabinet Panel incorporating the principles mentioned above. Paragraph 36 has been revised by the addition of wording to reflect the practice that has been adopted where there have been more than two petitions relating to a report on the Agenda. All other provisions of the current Petitions Scheme remain unchanged.
- 5.2 The revisions to the Petitions Scheme in relation to the presentation of petitions which do not relate to an item that would otherwise be on a Panel Agenda are as follows:
- (a) There will be an overall time limit of 30 minutes for considering such petitions
  - (b) Petitions which affect two or more divisions will qualify for an officer report. Petitions which qualify for an officer report will be subject to discussion at Panel. These are referred to in the revisions to the Petitions Scheme annexed to this paper as 'Petitions for Debate'. The Chief Officer of the service to which the petition relates in consultation with the relevant Executive Member will determine if the petition affects two or more divisions.
  - (c) Where the Cabinet Panel is considering a Petition for Debate then a total time of 10 minutes will be allocated for the presentation of the petition and consideration of the item by members. The petitioner can have up to 3 minutes to present the petition.
  - (d) There will be a maximum of two Petitions for Debate at each Cabinet Panel.



- (e) Where a petition is to be presented, but there is no officer report, the Petition Organiser will have two minutes to present the petition. These petitions are referred to as 'Petitions for Presentation' in the revisions to the Petitions Scheme annexed to this paper.
- (f) There can be as many Petitions for Presentation at each Panel as the 30 minute petition time slot allows, taking into account the number (if any) of Petitions for Debate on each Agenda. It will be for the Democratic Services Officer to liaise with petitioners to ensure that an appropriate number of Petitions for Presentation are scheduled for a particular Panel meeting – advising prior to the meeting whether it is likely that a petition can be accommodated within the time allowed.

5.3 Following agreement to the revisions to the Petitions Scheme Standing Orders for Cabinet Panels, meetings would also have to be revised to reflect the new procedures.

## **6. Financial Implications**

There are no financial implications arising from this report.

### *Background Information*

Current petitions scheme Link: [Petition Scheme](#)

## **Annex**

### ***Proposed Revisions to the Petitions Scheme (Annex 22 to the Constitution)***

#### **Presentation to Cabinet Panel**

23. If a petition contains 100 or more signatures and is to be presented to Cabinet Panel, the following paragraphs of this section will apply.
24. In this section:
- ‘Petition for Debate’ means a petition the subject matter of which affects two or more electoral divisions and which relates to a matter which is not scheduled to be on the Agenda of the Cabinet Panel to which it is to be presented. The Chief Officer of the service to which the petition relates in consultation with the relevant Executive Member will determine if the petition affects two or more divisions.
- ‘Petition for Presentation’ means a petition the subject matter of which affects one electoral division only and which relates to a matter which is not scheduled to be on the Agenda of the Cabinet Panel to which it is to be presented.
- ‘Petition Time’ means the period of thirty (30) minutes following confirmation of the minutes during which any Urgent Petitions, Petitions for Debate and Petitions for Presentation which satisfy the criteria set out in paragraphs 25 and 27 below will be considered.
- ‘Report Petition’ means a petition relating to an item on the Agenda of the Cabinet Panel to which it is to be presented.
- ‘Urgent Petition’ is a petition which the Executive Member determines should be presented to the Panel Meeting as mentioned in paragraph 27 below.
25. The Cabinet Panel will endeavour to consider the petition at its next meeting as long as it is submitted at least 5 clear days before the meeting if it is a Report Petition or a Petition for Presentation and 20 clear days before the meeting if it is a petition for Debate (subject to paragraph 27 below).
26. Subject to the petition complying with paragraph 25, if the petition is a Petition for Debate officers will prepare a Report for members setting out the background and other relevant information of which they are aware relating to the subject matter of the petition, but will not give a recommendation as to how the petition should be dealt with.

27. If a Petition for Debate is received less than 20 clear days but more than 5 clear days notice before the meeting then, if the subject matter of the petition needs to be considered urgently (as determined by the relevant Executive Member), the petition may be presented to the Cabinet Panel meeting but no officer report will be prepared.

***At the Cabinet Panel Meeting***

28. At the Cabinet Panel meeting:
- 28.1 the Petition Organiser for a Report Petition, Petition for Debate or an Urgent Petition will be given three minutes maximum to present the petition and will not otherwise be allowed to speak
- 28.2 the Petition Organiser for a Petition for Presentation will be given two minutes maximum to present the petition and will not otherwise be allowed to speak
29. If the petition is a Report Petition then the petition will be presented immediately prior to consideration of the relevant item.
30. Petitions for Debate, Urgent Petitions and Petitions for Presentation will be considered during Petition Time as follows:
- 30.1 firstly, each Urgent Petition followed by a discussion on that Urgent Petition subject to a maximum period of 10 minutes in total for presentation and consideration of each Urgent Petition;
- 30.2 secondly, each Petition for Debate followed by a discussion on that Petition for Debate subject to a maximum period of 10 minutes in total for presentation and consideration of each Petition for Debate;
- 30.2 then Petitions for Presentation
31. No further petitions shall be presented after the expiry of Petition Time save that at the discretion of the Chairman of the Panel if a Lead Petitioner is presenting their petition at the expiry of Petition Time they may finish their presentation.
32. Following presentation of a Petition for Presentation there will be no discussion on the petition and the petition will be referred (at the discretion of the Chairman) to the next appropriate meeting of the Panel, or to officers for consideration and report to the local member and Group Spokesmen.
33. Following consideration of a Petition for Debate or an Urgent Petition the Panel can make a recommendation as follows:
- refer the matter to Cabinet
  - make a recommendation to officers as to how to respond to the

petition

- request officers undertake further work and either liaise with the Local Member and relevant Executive Member before responding to the petition or bring the matter back to Panel
- Acknowledge the petition but recommend that no further action is taken.

### ***Generally***

34. On some occasions it may not be possible for a petition which meets the time requirements set out above to be considered by a Cabinet Panel and if this is the case, consideration of the petition will then take place at the next appropriate meeting.
35. No more than two Petitions for Debate or Urgent Petitions in total will be considered at any one meeting of the Cabinet Panel.
36. No more than two Report Petitions shall be presented in respect of any one item at a Cabinet Panel. If there are more than two report Petitions at the discretion of the Chairman the Petition Organiser(s) for the additional petitions may be invited to attend the Panel meeting and advise Members of the text of their petition and the number of signatories to it.
37. The order of receipt of the petitions above shall govern priority.
38. Where two or more petitions are received in time for a particular meeting supporting the same outcome on a particular matter, each Petition Organiser will be treated as an independent Petition Organiser, but only the Petition Organiser for the first petition to be received will be invited to address the meeting with members being informed that the other petition(s) has/have been received.

**All subsequent provisions of the Petitions Scheme to be re-numbered**