



ANNUAL COUNCIL

26 May 2021

SUPPLEMENTARY AGENDA

PART I

9. CONSTITUTIONAL ISSUES

To consider various issues concerning the Council's political management structure and the Constitution for 2021/22.

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10. APPOINTMENT TO COMMITTEES OF THE COUNCIL

A. To appoint Members to the Standing Committees of Stevenage Borough Council for the Municipal Year 2021/22; and

B. To appoint to the positions of Chair and Vice-Chair for each of those Committees.

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11. APPOINTMENTS TO OUTSIDE BODIES

To appoint Council representatives onto various outside bodies for the Municipal Year 2021/22.

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Meeting: ANNUAL COUNCIL
Date: 26 MAY 2021

CONSTITUTIONAL ISSUES

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1. PURPOSE

- 1.1 To consider various matters relating to the Member level decision making structure of the Council and the Council's Constitution for the forthcoming Municipal Year.

2. RECOMMENDATIONS

- 2.1 That the Terms of Reference, as detailed in the appendices to this report; and the size and political composition for the following bodies that form the non-Executive Member level decision making structure of the Council be approved subject to the rules of proportionality where appropriate for 100 Committee places where applicable (relevant Committees are identified thus*) -
- Overview and Scrutiny Committee* (Appendix A) – 14 Members (8 Labour Group, 4 Conservative Group, 2 Liberal Democrat Group)
 - Community Select Committee* (Appendix B) – 10 Members (6 Labour Group, 3 Conservative Group, 1 Liberal Democrat Group)
 - Environment and Economy Select Committee* (Appendix C) – 11 Members (6 Labour Group, 3 Conservative Group, 2 Liberal Democrat Group)
 - Planning & Development Committee* (Appendix D) – 14 Members (8 Labour Group, 4 Conservative Group, 2 Liberal Democrat Group)
 - Licensing Committee (Appendix E) – 14 Members (8 Labour Group, 4 Conservative Group, 2 Liberal Democrat Group)
 - General Purposes Committee* (Appendix F) – 14 Members (8 Labour Group, 4 Conservative Group, 2 Liberal Democrat Group)
 - Appointments Committee* (Appendix G) - 8 Members (5 Labour Group, 2 Conservative Group, 1 Liberal Democrat Group)
 - Standards Committee* (Appendix H) – 8 Members (5 Labour Group, 2 Conservative Group, 1 Liberal Democrat Group)

- Audit Committee* (Appendix I) – 10 Members (6 Labour Group, 2 Conservative Group, 2 Liberal Democrat Group) + 1 Co-opted non-elected member
- Statement of Accounts Committee* (Appendix J) – 8 Members (5 Labour Group, 2 Conservative Group, 1 Liberal Democrat Group)
- Joint Consultative Committee* (Appendix K) – 3 Members (2 Labour Group, 1 Conservative Group)

* Indicates where those bodies covered by the rules of proportionality for the purposes of the Local Government (Committees and Political Groups), Regulations 1990 – total Committee places being 100

- 2.2 That the membership of the Executive and the individual Portfolios, as set out at paragraph 4.2 of the report, be noted.
- 2.3 That the various Executive bodies appointed by the Leader, detailed in paragraph 4.3 of this report, be noted. The relevant Terms of Reference for each body are shown at Appendix L
- 2.4 That Council approves the dates for Council meetings for the Municipal Year, as shown at paragraph 4.6 and notes the calendar of formal meetings shown at Appendix M
- 2.5 That the recommended amendments to Standing Orders concerning the Council Tax and Budget setting Council meeting, as referred to in paragraphs 4.10 – 4.11 of this report, be approved.
- 2.6 That the Constitution be amended to make reference to the Hertfordshire Growth Board Joint Committee and the Hertfordshire Growth Board Joint Scrutiny Committee as approved by Council on 16 December 2020.
- 2.7 That it be noted that the Regulations that allowed for remote meetings have now expired and that all formal meetings are to revert to being 'in person'.

3. BACKGROUND

- 3.1 The appointment and the terms of reference of Scrutiny, Regulatory and Advisory Committees that have no Executive functions are matters to be determined by Council.
- 3.2 Additionally it is for the Council to agree the dates of Council meetings and changes to the Constitution.

4. REASONS FOR RECOMMENDED COURSE OF ACTIONS AND OTHER OPTIONS

Council's Committees and Panels -Terms of Reference and Composition

- 4.1 The proposed Terms of Reference for each of the bodies to be appointed by Council are set out in Appendices A-K. With the exception of the Licensing

Committee the political composition of those Committees is directed by the Local Government (Committees and Political Groups) Regulations 1990.

The Executive

- 4.2 The Leader has appointed the following Members to the Executive with the Portfolios detailed –

Mrs Joan Lloyd (Deputy Leader) – Resources
Lloyd Briscoe – Economy, Enterprise and Transport
Rob Broom – Neighbourhoods and Co-operative Council
John Gardner – Environment and Regeneration
Richard Henry – Children, Young People, Leisure and Culture
Jackie Hollywell – Communities, Community Safety and Equalities
Jeannette Thomas – Housing, Health and Older People

Appointment of Executive Bodies

- 4.3 The Leader of the Council has agreed to the establishment of the following Committees of the Executive –

Appeals, Grievances and Litigation Committee
Commercial and Investment Working Group
Housing Development and Regeneration Working Group
Stevenage, North Herts., East Herts. and Hertsmere Joint CCTV Committee
Stevenage and East Herts. Joint Executive Revenues and Benefits Shared Service Committee.

- 4.4 The terms of reference for these Committees may be found at Appendix L.
- 4.5 Membership of these bodies is limited to only Members of the Executive. Details of the memberships of these Committees will be set out in the schedule circulated with the Supplementary Agenda.

Dates of Council meetings

- 4.6 To comply with Standing Orders the Council should approve its programme of meetings annually. The approval of dates for Council meetings for the year does not preclude extraordinary or special meetings being called by the Chief Executive, in consultation with the Mayor; nor for the date, time or place to be altered in accordance with the Regulations or where a material change of circumstances makes it necessary. The dates proposed for Council are as follows:

- 21 July 2021
- 13 October 2021
- 15 December 2021
- 26 January 2022 (Special Meeting – HRA and Rent Setting)
- 24 February 2022 (Special Meeting – Budget)
- 9 March 2022
- 25 May 2022 (Annual Council)

- 4.7 A provisional calendar of formal meetings is also appended to this report at Appendix M. This calendar will be subject to change and any alterations to dates of meetings, additions and cancellations will be notified to Members. Previous draft versions of the calendar should be discarded.
- 4.8 It should be noted that the draft calendar includes some dates for 'Select Committees' details of which specific meetings will be held on those dates will be notified to Members as we go through the year.
- 4.9 The calendar of formal meetings appears on the Council's website and is regularly updated. Furthermore, following Council appointing to each body Members will be sent 'outlook' calendar invitations to the meetings that are relevant to them.

Standing Orders

- 4.10 It is recommended that appropriate changes be made to Standing Orders in order to take the Council Tax and Budget setting items at a 'Special Meeting' of the Council at the end of February where only those matters will be considered. An Ordinary meeting will then be held in early March.
- 4.11 Additionally, concerning the Council Tax and Budget, for clarification it is recommended that Standing Order 10(d) be amended to read –

'Any amendments to the Budget **Motion** recommended by the Executive must be received by the Constitutional Services Manager no later than 12 Noon on the Friday of the week before the date of the Council Tax/Budget Setting **Special** Council Meeting.

Hertfordshire Growth Board

- 4.12 At its meeting on 16 December 2020 Council agreed the establishment of the Hertfordshire Growth Board Joint Committee and the Hertfordshire Growth Board Joint Scrutiny Committee to manage and oversee the work of the Hertfordshire Growth Board. Details of these Joint Committees will now be included in the Council's Constitution.

BACKGROUND PAPERS

- The Council's Constitution <http://www.stevenage.gov.uk/about-the-council/councillors-and-democracy/17074/>

APPENDICES

- Terms of Reference
 - Overview and Scrutiny Committee (Appendix A)
 - Community Select Committee (Appendix B)
 - Environment and Economy Select Committee (Appendix C)
 - Planning and Development Committee (Appendix D)
 - Licensing Committee (Appendix E)
 - General Purposes Committee (Appendix F)
 - Appointments Committee (Appendix G)

- Standards Committee (Appendix H)
- Audit Committee (Appendix I)
- Statement of Accounts Committee (Appendix J)
- Joint Consultative Committee (Appendix K)
- Terms of Reference – Executive Bodies (Appendix L)
- Provisional Calendar of Meetings 2021/22 (Appendix M)

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OVERVIEW & SCRUTINY COMMITTEE

1. Membership - 14 (Not to be Members of the Executive but to include the Chairs of the 2 Select Committees)
2. Quorum - 4
3. Terms of Reference
 - 3.1. To consider the activities of the Executive and to have responsibility to reconsider any executive decision that has been subject to call-in, in accordance with the provisions of the Scrutiny provisions as set out in the Council's Constitution.
 - 3.2. Responsibility for the scrutiny of all initial proposals for the development of the Council's Budget and Policy Framework in accordance with the Budget and Policy Framework provisions in the Council's Constitution.
 - 3.3. To determine a Scrutiny work programme to examine the spending, policies and administration of the Council's services within the direct purview for services of a Corporate and/or Council wide nature and relationships with partners and external agencies involved with these areas, together with a timetable and method of study for each topic.
 - 3.4. To determine formal recommendations in relation to scrutiny studies undertaken for reporting to the Council, Executive, other Committees, Officers and / or partner agencies as appropriate.
 - 3.5. To review the Forward Plan of Key Decisions in relation to services within the direct purview for services of a corporate and/or Council wide nature, considering if it wishes to make any input to policy issues contained in the Plan and if so, how. In undertaking this work the Committee may call upon the relevant Executive Member and/or Assistant Director to provide a briefing or take part in discussion.
 - 3.6. That in respect of policy development of matters that fall within the remit of this Committee, to meet with the relevant Portfolio Holder to comment on individual draft policies that are scheduled to be considered to the Executive.
 - 3.7. To work with other Select Committees, as appropriate when considering cross-cutting scrutiny studies and policy development when both Committees have so agreed.
 - 3.8. To consider matters referred to the Committee under the procedure for the Councillor Call for Action in relation to matters

within the direct purview for services of a Corporate and/or Council wide nature.

- 3.9 In accordance with the Petitions Scheme, consider Petitions, Petition Reviews and interview Senior Council Officers (as requested by a Petition) in relation to matters within the direct purview for services of a Corporate and/or Council wide nature.
- 3.10 In conjunction with the Select Committees, responsibility for the on-going development of the Scrutiny function of the Council.
- 3.11 To report to the Executive, other committees or Council, as appropriate.

COMMUNITY SELECT COMMITTEE

1. Membership - 10 (not Members of the Executive)
Observer – Stevenage Youth Mayor
2. Quorum - 4
3. Terms of Reference
 - 3.1 To determine a Scrutiny work programme to examine the spending, policies and administration of the Council's services within the purview of the Assistant Director (Housing and Investment), the Assistant Director (Communities and Neighbourhood) and the Assistant Director (Stevenage Direct Services (repairs and caretaking)) and relationships with partners and external agencies involved with these services, together with a timetable and method of study for each topic.
 - 3.2 To determine formal recommendations in relation to scrutiny studies undertaken for reporting to the Council, Executive, other Committees, Officers and / or partner agencies as appropriate.
 - 3.3 To review the Forward Plan of Key Decisions in relation to services within the Committee's remit, considering if it wishes to make any input to policy issues contained in the Plan and if so, how. In undertaking this work the Committee may call upon the relevant Executive Member and/or Assistant Director to provide a briefing or take part in discussion.
 - 3.4 To act as the Council's Crime and Disorder Committee, meeting in that capacity a minimum of once each year (by including Crime and Disorder on the agenda at least once each year).
 - 3.5 That in respect of policy development of matters that fall within the remit of this Committee, to meet with the relevant Portfolio Holder to comment on individual draft policies that are scheduled to be considered to the Executive.
 - 3.6 To work with the other Select Committee or the Overview & Scrutiny Committee, as appropriate when considering cross-cutting scrutiny studies and policy development when both Committees have so agreed.
 - 3.7 To consider matters referred to the Committee under the procedure for the Councillor Call for Action in relation to matters within the purview of the Assistant Director (Housing and Investment) and the Assistant Director (Communities and Neighbourhood).

- 3.8 In accordance with the Petitions Scheme, consider Petitions, Petition Reviews and interview Senior Council Officers (as requested by a Petition) in relation to matters within the purview of the Assistant Director (Housing and Investment) and the Assistant Director (Communities and Neighbourhood).
- 3.9 In conjunction with the other Select Committee and Scrutiny Overview Committee, responsibility for the on-going development of the Policy Development and Scrutiny function of the Council.
- 3.10 To report to the Executive, other committees or Council, as appropriate.

ENVIRONMENT AND ECONOMY SELECT COMMITTEE

1. Membership - 11 (not Members of the Executive)
2. Quorum - 4
3. Terms of Reference
 - 3.1 To determine a Scrutiny work programme to examine the spending, policies and administration of the Council's services within the purview of the Assistant Director (Regeneration), Assistant Director (Stevenage Direct Services (except caretaking and repairs)), Assistant Director (Housing Development) and Assistant Director (Planning & Regulatory) and relationships with partners and external agencies involved with these services, together with a timetable and method of study for each topic.
 - 3.2 To determine formal recommendations in relation to scrutiny studies undertaken for reporting to the Council, Executive, other Committees, Officers and / or partner agencies as appropriate.
 - 3.3 To review the Forward Plan of Key Decisions in relation to services within the Committee's remit, considering if it wishes to make any input to policy issues contained in the Plan and if so, how. In undertaking this work the Committee may call upon the relevant Executive Member and/or the Strategic Director to provide a briefing or take part in discussion.
 - 3.4 To consider any policy issues within the remit of the Select Committee referred by the Executive and raising any other issues it considers appropriate.
 - 3.5 To work with the Community Select Committee or the Overview & Scrutiny Committee, as appropriate when considering cross-cutting scrutiny studies and policy development when both Committees have so agreed.
 - 3.6 To consider matters referred to the Committee under the procedure for the Councillor Call for Action in relation to matters within the purview of the Assistant Director Stevenage Direct Services and Assistant Director Planning and Regulation.
 - 3.7 In conjunction with the Community Select Committee and the Overview and Scrutiny Committee, responsibility for the ongoing development of the Policy Development and Scrutiny function of the Council.
 - 3.8 To report to the Executive, other committees or Council, as appropriate.

PLANNING AND DEVELOPMENT COMMITTEE

1. Membership – 14
2. Quorum - 4
3. Terms of Reference
 - 3.1 To advise the Executive on the following:
 - (i) Identification of consumer needs for services related to planning and development services and facilities functions of the Committee, and recommendations on the development of services and facilities to meet them, including:
 - Land use plans and policy, including local plans
 - Employment and economic development
 - Development management servicesand advising the Leader / Executive / Council accordingly;
 - (ii) Management and maintenance of planning and development related facilities and services in item (i), including employment and training facilities and services;
 - (iii) Monitoring and review of performance in relation to the provision and development of planning and development services and facilities, including employment and training facilities and services, whether provided by the Assistant Director Planning and Regulation, other Council Service Delivery Units, or outside contractors and advising the Leader/Executive/Council accordingly;
 - (iv) The promotion of the economic development of Stevenage, and of specific industrial/commercial land and premises within Stevenage, as to use and development and, where appropriate, about monitoring negotiations for development and redevelopment;
 - (v) Development and encouragement of local businesses, employment and training initiatives, with co-ordination and implementation by the Leader / Executive as appropriate.
 - (vi) The allocation and monitoring of grant aid and loans to local employment and training initiatives.
 - 3.2 Responsibility for Development Management, including Listed Building Control - determination of planning applications, and enforcement matters under planning regulations.

- 3.3 Responsibility for Building Control - determination of applications under the Building Regulations, and enforcement matters under planning and building legislation.
- 3.4 Responsibility for the determination of Countryside Management and Tree Preservation matters, including the making of Tree Preservation Orders and related matters, and including consultation with appropriate outside bodies.
- 3.5 Matters imposed or permitted by legislation in relation to the functions of the Committee.
- 3.6 Insofar as they are not already referred to in these terms of reference, those relevant powers set out in Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations as amended (see Table 2 of Part 3 of this Constitution); as clarified by regulations, subject to them being dealt with, as appropriate, by officers under delegated powers. This is to include the making of charges for any approval, licence or registration etc., in relation to the powers referred to.
- 3.7 Insofar as they are not already referred to in these terms of reference, those local choice functions set out at Table 3 of Part 3 of the Council's Constitution.
- 3.8 Any other appropriate matter referred.

LICENSING COMMITTEE

1. Membership – 14
2. Quorum - 4
3. Terms of Reference
 - 3.1 To consider and determine applications under the Licensing Act 2003 where representations have been made, in respect of the following cases.
 - (i) Personal Licences;
 - (ii) Premises Licences/ Club Premises Certificates;
 - (iii) Provisional Statements;
 - (iv) Variation of Premises Licences/ Club Premises Certificates;
 - (v) minor variations of Premises Licences/Club Premises Certificates;
 - (vi) Variation of Designated Premises Supervisors;
 - (vii) Transfer Premises Licences;
 - (viii) Interim authorities;
 - (ix) Review premises licences/club premises certificates;
 - (x) Issue of Counter Notice following Police or Environmental Health objection to a temporary event notices.
 - 3.2 To consider and determine applications and variations under the Gambling Act 2005 (where representations have been made and not withdrawn) in respect of the following cases:
 - (i) Premises Licences;
 - (ii) Variation to a Licence;
 - (iii) Transfer of a Licence;
 - (iv) Provisional Statements;
 - (v) Review of a Premises Licence;

- (vi) Club Gaming / Club Machine Permit;
- (vii) Cancellation of a Club Gaming / Club Machine Permit.

GENERAL PURPOSES COMMITTEE

1. Membership - 14
2. Quorum – 4
3. Terms of Reference
 - 3.1 To consider matters in accordance with the Council's policies in respect of the following:
 - the grant, approval, review, refusal, revocation, renewal, transfer or variation of any licence, registration, certificate, consent, permit, approval or permission, except where such function falls within the terms of reference of another committee or where the matter has been delegated to officers of the Council.
 - consideration and determination of such applications for licences, registration, certificates and consents that the Head of Leisure, Community and Children's Services feels necessary, owing to the nature of the application concerned.
 - 3.2 The designation of public places where the consumption of alcohol is to be prohibited.
 - 3.3 To consider and determine certain matters where a right of appeal exists against the decision of a Members body or an officer, including:
 - Further reviews under the relevant Regulations by applicants for Housing Benefit and Council Tax Benefits.
 - Appeals in relation to housing needs assessment.

These terms of reference shall exclude the hearing and determination of:-

 - appeals by officers against dismissal or disciplinary action;
 - grievances from Officers under the final state of the grievance procedure;

which shall be dealt with either in accordance with the terms of reference for the Appeals/Grievance Panel or in accordance with the delegations to Officers.
 - 3.4 Insofar as they are not already referred to in these terms of reference, those relevant powers set out in Schedule 1 of the Local Authorities (Functions & Responsibilities) (England) Regulations as amended (See Table 2 of Part 3 of the Constitution) (subject to them being dealt with as appropriate by Officers under delegated powers).
 - 3.5 Insofar as they are not already referred to in these terms of reference, those 'local choice' functions set out at Table 3 of Part 3 of the Constitution.

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APPOINTMENTS COMMITTEE

1. Membership - 8
2. Quorum - 3
3. Terms of Reference

The appointment and dismissal of the Chief Executive and Strategic Directors, subject to the requirements of the Local Government Act 2000, Local Authorities (Standing Orders)(England) Regulations 2001, and the Officer Employment Rules contained in the Constitution.

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STANDARDS COMMITTEE

1. Membership - 8 Members to include only one Member of the Executive

2. Quorum- 3

3. Terms of Reference

- 3.1 The promotion and maintenance of high standards of conduct by members and co-opted members of the Council.
- 3.2 To consider and dispose of allegations that a member is in breach of the Council's Code of Conduct in accordance with the Arrangements adopted by the Council under Section 28 Localism Act 2011.
- 3.3 To depart from the Arrangements in the circumstances described in paragraph 12 of the Arrangements.
- 3.4 To consider and, if necessary, recommend changes to the Code of Conduct, the arrangements under which allegations can be investigated and decisions on allegations can be made or any other aspects of the Standards Regime to the Council.
- 3.5 To grant dispensations under Section 33 Localism Act 2011.

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AUDIT COMMITTEE

1. Membership – 10 (+ 1 Co-opted Independent non-elected member) to include -

- Chair - A Member who is neither a Member of the Executive nor who serves as a Scrutiny Member
- 1 Member of the Executive only

2. Quorum - 3

3. Terms of Reference

3.1 To advise or comment as appropriate on –

a) Internal Audit matters, including:-

- The Annual Internal Audit Plan
- The adequacy of management responses to Internal Audit reports and recommendations
- The Audit Partnership Manager's Annual Report and Opinion
- To consider summaries of specific internal audit reports, as requested

b) External Audit matters, including-

- External Auditors plans for auditing and inspecting the authority
- The Annual Audit & Inspection Letter from the External Auditor
- The report to those charged with governance
- Proposals from the National Audit Office over the appointment of the External Auditor
- The scope & depth of External Audit work

c) Arrangements made for the co-operation between Internal Audit, external audit and other bodies.

d) Anti Fraud & Corruption issues including the Council's policies on Anti-Fraud and Corruption, "whistle-blowing".

e) The Council's Annual Governance Statement.

f) The Council's Constitution in respect of Contract Standing Orders, Financial Regulations.

g) The Council's Risk Management arrangements.

h) The Council's arrangements for delivering value for money.

i) The Statement of Accounts and related Capital Determinations.

j) The Council's Treasury Management Strategy.

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STATEMENT OF ACCOUNTS COMMITTEE

1. Membership - 8
2. Quorum - 3
3. Terms of Reference

To approve the Statement of Accounts and related Capital Determinations in accordance with the Accounts and Audit (England) Regulations 2011.

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JOINT CONSULTATIVE COMMITTEE (JCC) (EMPLOYER SIDE)

Membership - 3

Quorum – 2

Terms of Reference - To meet jointly with the Staff Side, Joint Consultative Committee to consult with employees, via their representatives, on developments affecting them; and on matters not resolved by the Strategic Management Board.

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EXECUTIVE BODIES – TERMS OF REFERENCE

Appeals, Grievances and Litigation Committee

Membership: Chairman - Portfolio Holder for Resources and three members of the Executive

Quorum - three

Terms of Reference –

Except where matters fall to be considered by any other body -

1. To hear and determine appeals against dismissal or disciplinary action in the case of Officers employed on Chief Officer Terms and Conditions.
2. To hear and determine grievances under the final stage of the grievance procedure in the case of Officers employed on Chief Officer Terms and Conditions; or, in the case of other officers, where no Strategic Management Board is able to hear the grievance.
3. To receive reports and opinions on litigious and potentially litigious matters whether or not the matter under consideration has been referred to the courts or any tribunal.
4. To authorise the Borough Solicitor to commence legal proceedings or defend or settle, if so required in any case on terms, any litigation matter or potentially litigious matter.

Housing Development and Regeneration Working Group

Membership: Chair - Leader of the Council
Portfolio Holder for Housing, Health and Older People
Portfolio Holder for Resources
Portfolio Holder for Environment and Regeneration
Portfolio Holder for Neighbourhoods & Co-operative Council

To advise and make recommendations to the Executive on the following -

HOUSING DEVELOPMENT

1. Documents relating to Development Strategy, Design Standards and a Pipeline of schemes that will form the strategic core of the Council's Housebuilding Programmes.
2. Financial resources of the programme in light of the individual schemes being delivered and their outputs in relation to:
 - a. Scheme Design & Unit mix
 - b. Scheme Quality

- c. Scheme Mile stones
- d. Consultation programme &
- e. Scheme Costs & financial appraisals

3. Funding for officers to bid for and complete on new sites and development opportunities that will enhance the Council's pipeline for new housing or form part of the land assembly required to deliver approved schemes.

4. Outline designs, individual scheme concepts and scheme appraisals on which to approve the submission of detailed planning applications, and/or if more appropriate outline planning applications, by the Council's appointed contractors, consultants or officers .

5. To invite Ward Members to attend meetings of the Committee, or other consultation events noted in the consultation programme when potential development sites in their ward are under consideration, and to provide an opportunity for Ward Members to provide comments on proposed developments.

6. The commencement of the procurement of delivery partners/contractors for sites that have achieved planning permissions and are considered to be contributing towards a viable development programme.

7. Appointment of contractors to deliver approved schemes.

8. Financial appraisals and the use of the following sources of funding for the development of individual sites within the Council's Housebuilding Programme:

- (a) The agreed Housing Capital Programme Budget for the Housebuilding Programme;
- (b) Capital receipts made available through the Council's Agreement with the Ministry of Housing, Communities and Local Government allowing the use of Receipts from additional Right to Buy (RTB) sales as a result of the Government's increase in the maximum RTB discount to be spent on House Building;
- (c) Financial contributions received from developers or other sources for the provision of Affordable housing within the borough, in lieu of on-site affordable housing provision, in compliance with Section 106 Planning Agreements; and other eligible grant from new sources
- (d) Grant funding received from Homes England (HE)
- (e) Development support income generated through private sale homes, land disposals and shared ownership homes on schemes and land identified in the programme.

9. The progress with the Council's Housebuilding Programme; and expenditure on the Housing Capital Programme Budget for the Council's Housebuilding Programme,

ensuring the use (within the required Deadlines) of the capital receipts made available through the Council's Agreement with the Ministry of Housing, Communities and Local Government allowing the use of receipts from additional Right to Buy (RTB) sales as a result of the Government's increase in the maximum RTB Discount to be spent on house building.

10. Applications to HE (or any successor body) to obtain Investment Partner Status (or similar), in order to enable the Council to seek funding from HE, and to approve funding bids to HE for development within the Council House Building Programme.

11. The future use of any potential development site previously identified by either the Committee or Executive as having possible development potential for Council House Building where it either does not gain planning consent, is deemed inappropriate to develop by the Committee for whatever reason or where the development appraisal identifies that the site is economically undevelopable.

12. The names of developments undertaken through the Council House Building Programme, following consultation with Ward Members.

13. The name of the Council's wholly owned Housing Development Company [WOC].

14. The annual summary and accounts of the WOC's performance against key performance measures

15. The annual revised versions of the first Business Plan produced by the WOC, and any subsequent Business Plans for additional housing schemes, and to make recommendations to Executive in relation to them.

16. Requests from the WOC to acquire any property or otherwise trade outside the Council's administrative area and to make recommendations to Executive in relation to them.

REGENERATION

17. Projects relating to Stevenage Central Framework, and any further opportunities or schemes that will support the strategic vision for the regeneration of Stevenage Town Centre.

18. The communication and marketing strategy for the regeneration of the town and consultation and engagement arrangements for different regeneration schemes.

19. Commencement of procurement of delivery partners/ contractors for schemes that are considered to be contributing to the vision for the town centre.

20. The progress within the Council's overall regeneration programme; including project progress, future planning and commissioning of projects, funding options and future bidding rounds.

21. Schemes being progressed via Development Partnerships or joint ventures with commercial partners and individual scheme concepts or schemes to be brought forward through these commercial arrangements.

22. The annual report regarding the Queensway regeneration scheme from the Queensway LLP (“the LLP”), consider and approve the LLP’s Business Plan and hold the Council’s officer representatives on the LLP to account for delivery of the Business Plan. To authorise an operational expenditure cap of up to £100k per annum for LLP spend which is supplementary to the agreed Business Plan. To receive a regular progress report from the Council’s officer representatives on the LLP and delegate the signing off of LLP accounts, appointment of auditors and change of representatives to the Chief Executive having consulted with the Portfolio Holder for Environment and Regeneration.

23. Bidding opportunities which will aid delivery of the Stevenage Central Framework vision for the town centre.

24. Additional strategies and concepts which will support the regeneration of Stevenage Town Centre.

Commercial and Investment Working Group

Membership: Portfolio Holder for Resources
4 other Executive Members

To advise and make recommendations to the Executive on the following -

1. New income streams and commercial business cases (including those that are key decisions).
2. Financial resources where necessary to progress commercial projects.
3. Individual Schemes within the Programme.
4. The development of new opportunities through establishing a risk appetite that stimulates the evaluation of new emerging markets and opportunities.
5. Documents relating to the Co-operative Commercial and Insourcing Strategy and regularly review the Strategy.
6. The delivery of approved business cases and all aspects of the Co-operative Commercial and Insourcing Strategy.
7. Strategic leadership to build a robust commercial culture.
8. Key performance indicators of all income generating functions.

9. Key commercial arrangements including contracts, contract and performance management processes and major service developments and track the progress of such developments.

Stevenage, North Herts., East Herts. and Hertsmere Joint CCTV Committee

SBC Membership: Lead Member - Portfolio Holder for Community, Community Safety and Equalities (serving as Chair when appropriate) and two Members of the Executive

Quorum - four Members (one from each constituent Authority)

Terms of Reference -

1. To agree the strategy and policy relating to the jointly operated CCTV Control and Monitoring service.
2. To receive the CCTV Annual Report, Independent Inspector's Report and other relevant reports.
3. To deal with all matters defined under the code of practice as the responsibility of the Executive Board.
4. To consider expansion and contraction proposals for the control room monitoring service.
5. To consider and agree minor changes to the Code of Practice.
6. To consider and recommend significant changes in the Code of Practice.
7. To ensure that the Independent Inspection regime is set up and maintained.
8. To consider complaints regarding breaches of the Code of Practice and recommendations for disciplinary action and actions, or changes to prevent reoccurrence.
9. To deal with any matters as identified under the Joint Agreement as requiring the actions of the Executive Board; in particular:

To require reports from the Authorising Officer on management and operational matters

To consider matters referred to the Authorising Officer under the Joint Agreement disputes procedure

To consider proposals to incur additional control and monitoring room cost as a result of expansion within the allocated camera expansion capacity of one party.

10. To make recommendations on any of the above to the Officer Management Board.

Stevenage and East Herts. Joint Executive Revenues and Benefits Shared Service Committee

SBC Membership: Lead Member – Portfolio Holder for Resources (serving as Chairman when appropriate) and the Portfolio Holders for Housing, Health and Older people and one other.

Quorum - three Members (at least one from each constituent Authority)

Terms of Reference -

1. To approve the annual Service Plan for the Share Revenues and Benefits Service.
2. To receive explanations of variances in service performance against the agreed Service Plan.
3. To approve the budget of the Shared Service and where so delegated determine requested virements within that budget.
4. To give initial consideration to future development of the Shared Service and any changes in legislation that may affect service delivery and make recommendations thereon to the Executive or Officers.
5. Where it is considered appropriate, report to the Executives of the Constituent Councils.

APPENDIX M

Members Calendar May 2021 - April 2022

	Committee	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
1	Council	26		21			13		15	26	24	9		25
2	Executive		9	14	11	22	20	17	8	19	9	16	6	
3	Planning & Development	27	16	13	10	7	5	2	9	11	10	15	5	
4	Audit		8			8 & 29		10			8	28		
5	Overview and Scrutiny		14	22	17	28	26	24	14	25	15	22	12	
6	Select Committees		22	5 & 15		13&21	4 & 21	3 & 18		10 & 18	16	10 & 23 & 29		
7	Statement of Accounts					29								
8	Joint Revenues and Benefits			1										
9	Joint CCTV Executive		24											
10	Housing Development & Regeneration Executive Working Group		11 & 25	23		10 & 24	8 & 22	12	3 & 17	14 & 21	18	4		
11	Commercial & Investment Executive Working Group		18			17			10			18		

*Extra committee meeting date, if required.

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ANNUAL COUNCIL – 26 MAY 2021

NOMINATIONS/NOTIFICATIONS RECEIVED FOR POSITIONS/APPOINTMENTS FOR 2021/22

AGENDA ITEM

3. ELECTION OF MAYOR

Councillor Sandra Barr

4. ELECTION OF DEPUTY MAYOR

Councillor Margaret Notley

5. APPOINTMENT OF YOUTH MAYOR

Eden Searle

6. LEADER AND DEPUTY LEADER OF THE OPPOSITION

Leader of Opposition - Councillor P Bibby, CC
Deputy Leader of Opposition - Councillor G Lawrence, CC

**7. LEADERS AND DEPUTY LEADERS OF THE POLITICAL GROUPS ON THE
COUNCIL**

Labour Group	Leader	Councillor S Taylor, OBE, CC
	Deputy Leader	Councillor Mrs J Lloyd

Conservative	Leader	Councillor P Bibby, CC
	Deputy Leader	Councillor G Lawrence, CC

Liberal Democrats	Leader	Councillor R Parker, CC
	Deputy Leader	Councillor A McGuinness

8. CONSTITUTIONAL ISSUES – THE EXECUTIVE

Portfolios

Councillor Mrs Joan Lloyd – Deputy Leader and Resources
Councillor Lloyd Briscoe – Economy, Enterprise and Transport
Councillor Rob Broom – Neighbourhoods and Co-operative Council
Councillor John Gardner – Environment and Regeneration
Councillor Richard Henry – Children, Young People, Leisure and Culture
Councillor Jackie Hollywell – Communities, Community Safety and Equalities
Councillor Jeannette Thomas – Housing, Health and Older People

EXECUTIVE BODIES

Appeals, Grievances and Litigation Committee

Councillors - Mrs J Lloyd (Chair)
J Gardner
S Taylor, OBE, CC
J Thomas

Housing Development and Regeneration Working Group

Councillors - R Broom
J Gardner
Mrs J Lloyd
S Taylor, OBE, CC
J Thomas

Commercial and Investment Working Group

Councillors - Mrs J Lloyd (Chair)
L Briscoe
J Gardner
S Taylor, OBE, CC
J Thomas

Stevenage, North Herts., East Herts. and Hertsmere Joint CCTV Committee

Councillors - J Hollywell (Chair – when appropriate)
R Henry
Mrs J Lloyd

Stevenage and East Herts. Joint Executive Revenues and Benefits Shared Service Committee

Councillors - Mrs J Lloyd (Chair – when appropriate)
L Briscoe
J Thomas
(J Hollywell – substitute)

9. APPOINTMENT OF COMMITTEES/PANELS OF THE COUNCIL

Where no Vice-Chair is shown they will be appointed at the first meeting of the Committee.

Overview and Scrutiny Committee

14 Members (8-4-2)

Councillors – L Martin-Haugh (Chair)
P Bibby, CC (Vice-Chair)
M Arceno

A Brown
M Downing
A Farquharson
C Howells
W Kerby
A McGuinness
S Mead
R Parker, CC
C Parris
L Rosatti
S Speller

Community Select Committee

10 Members (6-3-1):

Councillors - S Mead (Chair)
M Notley (Vice-Chair)
M Arceno
S Booth
M Creasey
J Duncan
A Farquharson
L Harrington
C Parris
S Speller

Environment & Economy Select Committee

11 Members (6-3-2):

Councillors - M Downing (Chair)
A Mitchell, CC (Vice-Chair)
J Ashley-Wren
D Bainbridge
S Booth
A Brown
W Kerby
M McKay
S Mead
C Parris
S Speller

Planning & Development Committee

14 Members (8-4-2)

Councillors - S Speller (Chair)
M McKay (Vice-Chair)
D Bainbridge
M Arceno
A Brown
T Callaghan

M Creasey
M Downing
J Hanafin
G Lawrence, CC
Mrs J Lloyd
A Mitchell, CC
G Snell
T Wren

Licensing Committee

14 Members (8-4-2)

Councillors - M McKay (Chair)
D Bainbridge
R Broom
A Brown
J Hanafin
L Harrington
L Kelly
G Lawrence, CC
A McGuinness
L Martin-Haugh
M Notley
C Parris
L Rossati
G Snell

General Purposes Committee

14 Members (8-4-2)

Councillors - M McKay (Chair)
D Bainbridge
R Broom
A Brown
J Hanafin
L Harrington
L Kelly
G Lawrence, CC
A McGuinness
L Martin-Haugh
M Notley
C Parris
L Rossati
G Snell

Appointments Committee

8 Members (5-2-1)

Councillors - P Bibby, CC
T Callaghan
L Martin-Haugh
G Lawrence, CC
R Parker, CC
L Rosatti
S Taylor, OBE, CC
J Thomas

Standards Committee

8 Members (5-2-1)

Councillors - P Bibby, CC
R Broom
T Callaghan
R Henry
L Kelly
Mrs J Lloyd
M Notley
T Wren

Independent Person who must be consulted on alleged breaches to the Code of Conduct – Dr. Robert Cawley

Audit Committee

10 Elected Members (6-2-2) + 1 Independent co-opted Member (G Gibbs)

Councillors – T Callaghan (Chair)
M Arceno
J Ashley-Wren
S Booth
J Gardner
G Lawrence, CC
N Leech
M McKay
C Parris
L Rossati

Statement of Accounts Committee

8 Members (5-2-1)

Councillors - Mrs J Lloyd (Chair)
P Bibby, CC
J Gardner
J Hollywell
S Mead

A Mitchell, CC
G Snell
J Thomas

Joint Consultative Committee (JCC) (Employer Side)

Councillors - Mrs J Lloyd (Employer Side Chairman)
M Creasey
M Notley

APPOINTMENTS TO OUTSIDE BODIES 2021/22

Appointments By Position

ORGANISATION	Position
Council for the Protection of Rural England The Hertfordshire Society	Portfolio Holder Environment and Regeneration
East of England Local Government Association	The Leader of the Council
East of England Regional Planning	Portfolio Holder Environment and Regeneration
Herts Waste Management Partnership	Portfolio Holder Environment and Regeneration Substitute - TBC
Hertfordshire Infrastructure Planning and Policy Group	Portfolio Holder Environment and Regeneration
Hertfordshire Local Authorities Leaders Group	The Leader of the Council
Hertfordshire Sustainability Forum Steering Group	Portfolio Holder Environment and Regeneration
Local Government Association	The Leader of the Council
Responsible Authority Group (Community Safety)	Portfolio Holder Communities, Community Safety and Equalities
SoStevenage Partnership	The Leader of the Council and Deputy Leader
Stevenage Community Safety Partnership	Portfolio Holder Communities (including Safer Communities) and Equalities

Outside Bodies 2021/22 receiving funding/rent in kind or use of SBC Building

ORGANISATION	No of Councillors	Councillor 2021/22
Age Concern Stevenage	1	Jeanette Thomas
Bedwell Community Association	1	Liz Harrington
Chells Manor Community Association	1	Andy McGuinness
Crossroads Care	1	John Gardner
Douglas Drive Senior Citizens Association	1	Maureen McKay
Home-Start Stevenage	1	John Gardner
Kadoma Link Association	2	Graham Snell John Gardner
Living Room Project	1	Jackie Hollywell
Old Stevenage Community Association	1	Lou Rossati
Oval Community Association	1	Lloyd Briscoe
Pin Green Community Association	1	Jeannette Thomas
Shephall Community Association	1	Simon Speller
St Nicholas Community Association	1	Sandra Barr
Stevenage Citizens Advice Bureau	1	Michael Downing
Stevenage Community Trust	2	Richard Henry Maureen McKay
Stevenage Credit Union Limited	1	Sharon Taylor
Stevenage Furniture Recycling Scheme	1	Sarah Mead
Stevenage Haven	1	Rob Broom
Stevenage/Autun/Ingelheim Association	2	Richard Henry Simon Speller
Stevenage World Forum For Ethnic Communities	1	John Gardner
Symonds Green Community Association	1	Jackie Hollywell

Timebridge Community Association	1	Tom Wren
Turn the Tide	1	Lizzy Kelly

Other Outside Bodies

ORGANISATION	No of Councillors	Councillor 2021/22
East of England LGA Improvement and Efficiency Panel	1	Richard Henry
HCC Health Scrutiny Committee	1	Maureen McKay
Local Government Information Unit	1	Lou Rossati
Luton Airport Consultative Committee	1	John Gardner

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