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Daneshill House
Danstrete
Stevenage
Hertfordshire

3 July 2017

Dear Sir/Madam

Notice is hereby given that a meeting of the Stevenage Borough Council will be held in the Council Chamber, Daneshill House, Danestrete, Stevenage on Tuesday, 11 July 2017 at 7.00pm and you are summoned to attend to transact the following business.

Yours faithfully

Scott Crudgington
Chief Executive

AGENDA

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

2. MINUTES - ANNUAL COUNCIL - WEDNESDAY 17 MAY 2017

To approve as a correct record the Minutes of the Annual meeting of the Council held on Wednesday 17 May 2017.

Minutes attached – Item 2 (from page1 to 11)

3. MAYOR'S COMMUNICATIONS

To receive any communications that the Mayor may wish to put before Council.

4. MAIN DEBATE

None

5. PETITIONS AND DEPUTATIONS

None received.

6. QUESTIONS FROM THE YOUTH COUNCIL

None received

7. QUESTIONS FROM THE PUBLIC

None received

8. LEADER OF THE COUNCIL'S UPDATE

In accordance with the Council's Standing Orders, the Leader of the Opposition shall be given the opportunity to raise one matter relevant to the Borough that has arisen since the last meeting of the Council. The Leader of the Council shall then have the opportunity to advise the Council of matters relevant to the Borough that have arisen since the last meeting.

9. NOTICE OF MOTIONS

None received

10. QUESTIONS FROM MEMBERS TO COMMITTEE CHAIRS / PORTFOLIO HOLDERS

None received

11. ANNUAL SCRUTINY REPORT 2016/2017

To note the work undertaken by the Overview & Scrutiny Committee and the Select Committees during the 2016/17 Municipal Year.

Report attached – Item 11 (from page 12)

12. PAY POLICY STATEMENT

To consider an officer report that recommends approval of the Council's amended Pay Policy Statement for the financial year 2017/18, which has been revised following recruitment to the vacant Assistant Director posts arising from the 2016/17 Senior Management Review.

Report attached – Item 12 (from page 19)

13. AUDIT COMMITTEE MINUTES

To note the Minutes of the Audit Committee meeting held on 28 March 2017 and the draft Minutes of the meeting held on 15 June 2017

Minutes attached – Item 13A and 13 B (from Page 25)

14. PRESENTATION OF FREEDOM OF THE BOROUGH CERTIFICATE

At a Special meeting of the Council on 28 February 2017 the following Motion was carried –

'That in accordance with the provisions of the Section 249 of the Local Government Act 1972, this Council, in pursuance of its powers under Section 249(5) of the Local Government Act, 1972, confer posthumously the Honorary Freedom of Stevenage on Councillor Sherma Batson MBE DL CC in recognition of her eminent services to the Council and the Community of Stevenage.'

A certificate acknowledging this award is to be presented to the late Councillor Batson's widower, Mr Howard Rooke.

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STEVENAGE BOROUGH COUNCIL

COMMUNITY SELECT COMMITTEE MINUTES

Date: Tuesday 20 June 2017

Place: Shimkent Room, Daneshill House, Danestrete, Stevenage

Present: Councillors: S Mead (Chair), M Notley (Vice-Chair), J Brown, L Harrington, J Mead, A Mitchell CC and G Snell.

Start/End Time: Start Time: 6:00 pm
End Time: 7:45 pm

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillors D Bainbridge, E Connolly and C Saunders.

There were no declarations of interest.

2. TERMS OF REFERENCE

It was **RESOLVED** that the Terms of Reference are noted.

3. MINUTES – 15 MARCH 2017

It was **RESOLVED** that the Minutes of the meeting of the Community Select Committee held on 15 March 2017 are agreed as a correct record and signed by the Chair.

4. ROUGH SLEEPERS – HOMELESSNESS

The Committee received a presentation regarding the present position with rough sleepers in the town centre.

The presentation covered the following areas:

- The number of rough sleepers in the town
- Dealing with the possessions of rough sleepers left in public places
- The role of the Haven
- A benchmarking visit to Milton Keynes
- Actions currently undertaken by SBC, and
- The potential impact of the Homelessness Reduction Act 2017.

The Committee was advised that some complaints had been received from property owners and tenants in the town about rough sleepers obstructing doorways and fire exits with their possessions, such as bedding.

The Committee was further advised that with effect Wednesday 21 June

rough sleepers' possessions left in public places would be removed within 24 hours of notification being given.

Members suggested that Officers delay implementation pending consideration of the related Communications plan and prior notice being given to all Councillors to outline what action was being taken and why. This arrangement should also outline how the Council will respond to any press enquiries.

The Strategic Director Community undertook to action this with immediate effect.

The difficulty of engaging with the 'non-engagers' was discussed and it was observed that in some cases rough sleeping was as a result of mental health issues and not a lifestyle choice as believed in some quarters.

It was acknowledged that the Council's approach to dealing with rough sleepers differed from neighbouring authorities and in reply to Members' comments the Interim Housing and Homeless Manager advised the Committee that there was currently no 'move on' policy for homeless people in Stevenage which may have in part resulted in the town being attractive to homeless people from other areas.

Additionally it was believed that some residents at the Haven were reluctant to take the next steps towards independent living which resulted in a shortage of suitable accommodation for homeless people within the town. It was noted that the Haven would prioritise local homeless people in times of demand thus providing an incentive for those from outside the area to go elsewhere. The Haven would assist by signposting hostel vacancies outside of Stevenage.

In reply to a question the Interim Housing and Homeless Manager undertook to provide details of the turnover of clients of the Haven.

It was **RESOLVED** that the presentation is noted.

5. MONITORING OF ACTIONS FROM EXECUTIVE PORTFOLIO RESPONSE TO THE PRIVATE RENTED SECTOR SCRUTINY REVIEW

The Committee received an update of the Executive Member response to the scrutiny review into conditions in the private rented sector.

The Committee was reminded that the purpose of the review had been to foster improved working relations between the Council and private landlords with a view to improving and increasing the available housing stock for residents of the town.

It was **RESOLVED** that the report is noted.

6. COMMUNITY SELECT COMMITTEE WORK PROGRAMME AND DRAFT MEETING SCHEDULE FOR 2017/2018

The Committee reviewed its work programme and draft meeting schedule for 2017/2018.

The Committee was advised that the scoping exercise for the proposed review into the Application of the Housing Allocations Policy would be undertaken at a meeting of the Community Select Committee scheduled for 13 July 2017 after which meetings would be programmed to progress the review.

In reply to a Member's request for a review of Stevenage Leisure Limited (SLL) the Committee was advised that a comprehensive review had been undertaken in 2011. However it was noted that a review of SLL's performance had recently been undertaken linked to a specific review clause within the leisure management contract. The outcome of that review could be put before the Committee if it wished.

In response to a request the Scrutiny Officer undertook to bring forward the review of the recommendations from the Damp and Mould review from its scheduled date of March 2018, and, where possible, would look at making a more even spread of the Committee's meeting schedule.

It was **RESOLVED** that the report is noted.

7. URGENT PART I BUSINESS

In light of the recent tragic Grenfell Tower fire, the Chair raised the issue of the Coroner's Report received after the Harrow Court fire.

The Strategic Director Community updated Members on the activity that had taken place since the Grenfell Tower fire including reassurance communications and visits with residents of tower blocks, checks of fire and emergency plans, key information circulated to all Members, liaison with the MP and information requests from Government and undertook to progress the following questions raised by Members:

- To provide an update on the points raised in the Harrow Court Coroner's Report under Rule 43 (Reports to Prevent Future Deaths).
- To consider any necessary changes to the Council's Emergency Planning arrangements.
- To confirm the position and the Council's responsibilities concerning recent buildings works in the town, especially the conversion of office to residential accommodation.

A Member suggested that the Council could review fire safety precautions in Homes of Multiple Occupation.

8. EXCLUSION OF THE PRESS AND PUBLIC

Not required

9. URGENT PART II BUSINESS

None.

CHAIR

Meeting: COUNCIL

**Council Agenda
Item:**

11

Date: 11 JULY 2017

ANNUAL SCRUTINY REPORT 2016/2017

Author – Stephen Weaver (on behalf of the Scrutiny Members) Ext. 2332

Lead Officer – Jackie Cansick Ext. 2216

Contact Officer – Stephen Weaver Ext. 2332

1. PURPOSE

- 1.1 To report on the work undertaken by the Overview & Scrutiny Committee and the Select Committees during the 2016/17 Municipal Year.

2. RECOMMENDATIONS

- 2.1 That the work undertaken by Overview & Scrutiny Committee and the Select Committees during 2016/17 be noted.

3. BACKGROUND

- 3.1 Under the provisions of the Local Government Act 2000 Overview and Scrutiny's role is to operate as an independent function of the Council's decision making process, by having overview of the Council's decision making, holding the Executive to account, having the power to "call in" decisions for reconsideration and undertake internal and external scrutiny reviews.
- 3.2 The Council's Constitution requires that there be an annual report to Council on the scrutiny activity over the past Municipal Year (see Article 6.3 of the Constitution).
- 3.3 This report is a retrospective look at the scrutiny review work undertaken by the Overview & Scrutiny Committee and the two Select Committees during the 2016-17 Municipal Year.
- 3.4 In accordance with the Constitution the Overview and Scrutiny Committee was also charged with scrutinising the Executive's proposals on Budget & Policy Framework items that go before Council for decision. In addition the Committees considered updates on Scrutiny studies that had been undertaken previously, examining the progress of recommendations and where appropriate following up on matters raised.
- 3.5 In addition to the Scrutiny studies the Committees have worked with their relevant Executive Portfolio Holders developing policies and considering reports before their submission to the Executive. This report, however, focuses on the Committees' Scrutiny role.

4. SUMMARY OF SELECT COMMITTEE REVIEWS FOR 2016/2017

4.1 Each Select Committee review made formal recommendations to the relevant Executive Member, officers and external partners. The following is a summary of the outcomes of each scrutiny review.

4.2 Community Select Committee – Review of Damp & Mould in Council Homes

4.2.1 In conducting this review the Community Select Committee met on 5 occasions and received written and oral evidence from the following people:

- Executive Portfolio Holder for Housing, Health and Older People, Cllr Jeannette Thomas
- Strategic Director, Matthew Partridge
- Head of Asset Management, Neil Wilson Prior
- Two tenants, who had experienced problems with damp, mould and condensation took part in the review

4.2.2 The review focused on the following issues:

- Establish whether there is a single cause of damp, mould and condensation in SBC housing stock?
- Establish the scale of the problem of Council stock that suffer from damp, mould and condensation?
- Establish what procedures can be put in place to improve the current response?

4.2.3 The review made 10 separate recommendations on the above themes. The Executive Portfolio Holder for Housing, Health & Older People has provided the Community Select Committee with a response to the review recommendations, which the Committee considered on 6 March 2017.

4.2.4 In summary the review recommended improvements and changes to the current way the Council responds to tenants that have problems with damp and mould in their properties around the following issues:

- Improved handling of tenants who report damp, mould and condensation in their properties – Officer Training
- Improved communications
- Agreed timescales to respond to tenants
- Improved processes following the first visit
- Improved measures to record damp and mould including by property
- Health Impacts be taken into consideration and linked to Housing Allocations

4.3 Community Select Committee sitting as the Council Statutory Crime & Disorder Committee

4.3.1 The Committee considered performance of the Responsible Authority Group, SoSafe Community Safety Partnership against the Community Safety Action Plan and the emerging priorities for 2017-18 on 15 March 2017.

4.3.2 The Committee interviewed the Chair of the Responsible Authorities Group (SBC CE) Scott Crudginton, acting Exec Portfolio Holder for Community Safety, Cllr Richard Henry, SBC Anti-Social Behaviour & Community Safety Manager and Chief Inspector Simon Tabert and asked questions and made comments on the following issues:

Domestic violence; vehicle crime; greater use of the SoSafe branding logo; theft from shops; use of body worn cameras; public space protection orders; drugs awareness in schools; location, volume and trends of dangerous driving and road traffic accidents and the pressures on funding to support joint working to address community safety issues.

4.4 Community Select Committee - Public Health Meeting

4.4.1 The Community Select Committee held a meeting focusing on Public Health. The Committee has previously held similar themed meetings on Public Health as it considers it an important area that requires attention. At the meeting held on 25 October 2016 the HCC Director of Public Health and the SLL Healthy Hub Manager met with Members to discuss the Stevenage Healthy Hub and also what partners and Public Health officials and NHS providers can do along with the Borough Council to address the huge task of improving local public health outcomes. It was agreed that the Committee would support a local public health summit for Stevenage in 2017.

4.5 Environment & Economy Select Committee – Review of Allotments

4.5.1 In conducting this review the Environment & Economy Select Committee met on 5 occasions undertaking a review of Allotments and received written and oral evidence from the following people:

- Head of Environmental Services, Lee Myers
- Environmental Performance & Development Manager, Julia Hill
- Members of Stevenage Gardens and Allotments Association (SGAA)
- Allotment hirers

4.5.2 The review considered the following issues:

- How well are the current arrangements with Stevenage Garden & Allotments Association (SG&AA) administrating the running of the Allotments Scheme since they took over its administration some 18 months ago?
- What are the future plans for Stevenage Allotments?

- How secure is the future of Stevenage Allotments, pressure to use land for residential use?
- Are there good practices as a Co-operative Council that could be replicated elsewhere?
- Are there examples of best practice in other authorities re allotments that could be adopted in Stevenage?
- Numbers on the waiting list

4.5.3 The review made 9 separate recommendations on the following themes:

- That Members and officers work with SGAA and local schools to establish ways to encourage young people to take up gardening and keeping allotments, as a way of widening the demographics of allotment users
- That officers explore the possibility of working with SGAA to explore the possibility of Community Ownership of Allotments
- That officers revisit the current Appeals arrangements to improve and speed up the process
- That officers discuss with SGAA ways in which overgrown allotments might be tidied up (without using a cultivator that spread weeds) to encourage new allotment hirers to take on new allotment strips
- That officers work with the SGAA to consider ways in which new allotment hirers could be trained to gain the basic understanding and knowledge to work an allotment successfully
- That officers consider what measures can be taken to direct allotment holders to publicly available toilets in the area, as any further onsite provision is not viable within the current budgetary restraints, but better information such as a map would be helpful
- That, building on the achievements already made, officers consider along with SGAA, ways in which the security can be improved and vandalism designed out of the allotment sites
- That a detailed breakdown of the internal service charges be provided to Members of the E&E Select Committee in order that they can better understand why this makes up the largest proportion of the Allotment services overall costs
- That improved facilities for disabled plot holders will be monitored by Members when they revisit the review at a future meeting of the Environment & Economy Select Committee.

4.5.4 The Executive Portfolio Holder for Environment & Economy provided the Environment & Economy Select Committee with a response to the review recommendations, which the Committee considered on 3 July 2017 (after the date this report was published).

4.6 Other Scrutiny review matters considered by the Environment & Economy Select Committee

4.6.1 In addition to the above main review the Environment & Economy Select Committee also undertook scrutiny review work into the following issues which Members made comment on and are being responded to by Officers:

- Maintenance of Underpasses, 29 September and 15 November 2016
- Open Spaces, 29 September 2016
- Provision of Public Toilets, 12 October 2016 and 1 March 2017

4.7 Overview & Scrutiny Committee

4.7.1 The Overview and Scrutiny Committee met on 11 occasions to provide overview of the work of the Executive, specifically looking at all Key Decisions made by the Executive and all Budget and Policy Framework items.

4.8 Monitoring outcomes from previous reviews

4.8.1 As well as undertaking their own specific reviews the Select Committees revisited previous Scrutiny reviews that fell into their area of interest and held briefings on other matters of interest. These included:

- Executive Member response to the review into Local Community Budgets, Community Select Committee, 28 June 2016
- Update on Museum review, Community Select Committee, 19 October 2016
- Executive Member response to review of the Business Technology Centre, Environment & Economy Select Committee, 4 July 2016
- Update on SBC Green Travel Plan – action plan, Environment & Economy Select Committee, 15 November 2016
- Update on Dog Fouling Fixed Penalty Review, Environment & Economy Select Committee, 31 October 2016

5.0 2017/2018 Scrutiny Work Programmes

5.1 The two Select Committees have agreed their outline Scrutiny work programmes for the 2017/18 Municipal Year:

- Community Select Committee: Review of the application of the Housing Allocations Policy (linked to Lettings), SoSafe RAG Community Safety Priorities/Action Plan & Local Public Health Meeting, carry out a 'one off' meeting on Rough Sleepers in the Town Centre
- Environment and Economy Select Committee – Review of the Indoor Market & Review of Open Spaces & 'one off' briefings on Flood Risk Management & Buses

- 5.2.2 In addition to undertaking all scrutiny of Budget & Policy Framework items and decisions of the Executive, the Overview and Scrutiny Committee has the capacity to undertake a “Select Committee” style meeting during the year if it so wishes. The Overview and Scrutiny Committee has agreed to continue the review of SBC Media and Communications when the external LGA peer review findings are published and to review the success of shared services as Select Committee review items. The Overview and Scrutiny Committee has also agreed to sit as a select committee to review Complaints and Feedback Handling.
- 5.2.3 The Overview and Scrutiny Committee will review the Council’s Forward Plan of Key Decisions and also consider all ‘Call-in’ requests in accordance with the Council’s Constitution as well as considering any Councillors Call for Action in relation to matters relating to Resources and any Petition appeals, in accordance with the Councils Petition Scheme, regarding matters relating to Resources or of a Corporate or Council wide nature.
- 5.2.4 A schedule of meetings for the two Select Committees has been arranged for the 2017-18 Municipal Year. These meetings will incorporate the scoping of the review where Members will identify the areas they wish to cover during the review, who to interview, what evidence/background information is required and which Members will lead the questioning on a specific area, as well as undertaking site visits, where appropriate. Meetings will also be arranged to revisit previous reviews to monitor actions.
- 5.2.5 The following items have been agreed for monitoring by the two Select Committees:
- Community Select Committee – (i) Revisit the recommendations for the review into Housing Conditions in the Private Rented Sector; and (ii) Revisit the recommendations for the review into Damp and Mould in Stevenage Council Homes.
- Environment & Economy – (i) Revisit the recommendations for the review into Inward Investment Opportunities & Business Support; and (ii) Consider the Executive Member response to the Allotments review.
- 5.2.6 Policy Development work will be undertaken as and when requested by Executive Portfolio Holders in consultation with Assistant Strategic Directors.

6. IMPLICATIONS

6.1 Financial Implications

There is a budget of £2,500 to support study activities, site visits and specialist advice and training where necessary.

6.2 Legal Implications

Any legislative changes during the 2017-18 Municipal Year, will be reported to the Overview and Scrutiny Committee and the relevant Select Committee(s).

6.3 Equalities and Diversity Implications

Equalities and Diversity issues are considered at the scoping stage of each Scrutiny review with regards to questioning of witnesses and the collection of oral and written evidence. Also E&D issues are addressed in the final report for each review.

BACKGROUND DOCUMENTS

Local Government Act 2000

Individual agendas and study material for each Scrutiny review undertaken by the Select Committees as described in this report are available for inspection.

The full Executive responses to the Scrutiny Reviews are available for inspection.

APPENDICIES

None.

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Meeting: COUNCIL

Agenda Item:

12

Portfolio Area: Resources

Date: 11 JULY 2017

PAY POLICY STATEMENT

Author: Jackie Foglietta Ext No. 2522
Contributor: Paul Froggatt Ext. No.2212
Contact Officer: Jackie Foglietta Ext No. 2522
Lead Officer: Scott Crudgington Ext. No. 2225

1. PURPOSE

- 1.1 To approve the Council's amended Pay Policy Statement for the financial year 2017/18, which has been revised following recruitment to the vacant Assistant Director posts arising from the 2016/17 Senior Management Review.

2. RECOMMENDATIONS

- 2.1 That the Pay Policy Statement set out in accordance with the Localism Act, 2011 and the Data Transparency Code 2015, as attached at Appendix 1 to this report, be approved.
- 2.2 That the Pay Policy Statement be placed on the Council's website and that a notice of it be published in the next edition of Chronicle.

3. BACKGROUND AND REASONS FOR RECOMMENDED COURSE OF ACTION

- 3.1 The Localism Act requires local authorities to adopt annually a statutory Pay Policy Statement which must then be published (in addition to placing it on the Council's website) 'to help local people understand how public money is being spent in their area and to hold the Town Hall to account'. The first of these Pay Policy Statements was approved on 29 February 2012.
- 3.2 The Pay Policy Statement must include its policies on the following matters:-
- the remuneration of its Chief Officers
 - the level and elements of remuneration for each Chief Officer,
 - the remuneration of Chief Officers on recruitment
 - increases and additions to remuneration for each Chief Officer
 - the use of performance related pay
 - the use of bonuses for Chief Officers

- the approach to the payment of Chief Officers on their ceasing to hold office
- 3.3 'Remuneration' of Chief Officers includes pay and terms and conditions which may apply in the future and to Chief Officer appointments which may be made in the future.
- 3.4 The Statement may also set out policies relating to other terms and conditions relating of Chief Officers.
- 3.5 The Statement must also set out:
- The relationship between the remuneration of its Chief Officers and that of its employees who are not Chief Officers.
 - The Authority's definition of its 'lowest paid employees' for these purposes and the reasons for this definition and
 - The remuneration of its 'lowest paid employees'
- 3.6 For clarity, 'Chief Officer' includes the Head of Paid Service (the Chief Executive) the Chief Finance Officer (Assistant Director of Finance and Estates) the Monitoring Officer (Borough Solicitor), non statutory Chief Officers (the Strategic Directors) and Deputy Chief Officers (Assistant Directors).
- 3.7 In developing its Pay Policy Statement the Council must take into account relevant guidance issued or approved by the Secretary of State, specifically the guidance "Openness and Accountability in Local Pay", first published in February 2012 and updated in Supplementary Guidance published in February 2013.
- 3.8 The Act itself does not require local authorities to publish specific salary details in the Pay Policy Statement. However, the Accounts and Audit (England) Regulations 2011 and the Data Transparency Code 2015 also require the publication in the accounts of salary bands and the salaries of Chief Officers. Salary bands for these posts have therefore been included in the Pay Policy Statement as suggested in the guidance.
- 3.9 The guidance refers extensively to the Hutton Review of Fair Pay in the Public Sector. This review comments on fairness in pay and that the salary gap between the highest and lowest paid officers has grown in recent years. Hutton suggests that the relationship between Chief Officers and other employees is explained and taken into account in remuneration decisions for all staff. This relationship he recommends can be illustrated by the publication of pay multiples – the ratio between the highest paid employee and mean average earnings.
- 3.10 The Statement therefore includes pay multiples comparing the Chief Executive's remuneration against the lowest paid employees and mean average earnings across the Council.

- 3.11 The guidance also expresses concerns that senior staff moving posts within the public sector could be seen as driving up average pay levels, particularly where the sector as a whole may be paying twice through a pension and subsequently a new salary. As a closely related issue “Authorities should use their Pay Policy Statement to explain their policies towards re-engaging Chief Officers who have received severance or redundancy payments from that authority”. Although it is not envisaged that any such appointments will be made the Council has adopted a policy which relates to all Council Officers, including Chief Officers, and states that “Any employee who takes voluntary redundancy will not be permitted to return to the employment of Stevenage Borough Council, either as a permanent or fixed term employee, for a minimum period of 12 months following the date of their redundancy”.
- 3.12 The Pay Policy Statement takes account of the statutory guidance issued under the Localism Act (in February 2013) on pay policies relating to appointments and severance packages of £100,000 or above.
- 3.13 However, the new Public Sector Exit Payment Regulations (not in force at the time of production of the 2017/18 Pay Policy Statement but expected to be enacted during 2017/18) will place new restrictions on public sector exit payments (capping such payments at a maximum of £95,000), as well as requiring the recovery of exit payments made to public sector employees where the employee earns £80,000 or more and where they return to any part of the public sector within 12 months.
- 3.14 When these Regulations come into effect the Council’s Pay Policy Statement and Redundancy Policy will require review and amendment in line with the reforms.

4 EQUALITIES AND DIVERSITY IMPLICATIONS

- 4.1 The Council has a legal obligation to comply with the Equality Act 2010 in respect of equal pay for equal work, for men and women. The Council therefore implemented Single Status with effect from 1 July 2014 in order to ensure compliance.

APPENDICES

- **Appendix 1 - Stevenage Borough Council Pay Policy Statement 2017/18**

APPENDIX 1 – PAY POLICY STATEMENT FOR STEVENAGE BOROUGH COUNCIL

This Pay Policy Statement is made in accordance with Chapter 8 of the Localism Act 2011.

This Statement shall apply from 1 April 2017 to 31 March 2018 subject to any amendment agreed by Council during the course of the year.

Chief Officers and Deputy Chief Officers shall be paid according to the following bands.

Remuneration bands of senior Officers are set out here:

Head of Paid Service/Chief Executive	£100,705-£117,038 (<i>excluding election payments</i>)
Deputy Chief Executive	£84,227-£97,883 (Strategic Directors pay band plus 10%)
Strategic Directors	£76,565-£88,984
Monitoring Officer/Borough Solicitor	£61,911-£71,144 (Head of Service plus £5,000)
Assistant Director Finance (Section 151 Officer)	£68,579-£78,893 (Assistant Director plus £5,000)
Assistant Directors	£63,579-£73,893

Lowest Paid Employees* with effect from 1 April 2017	£16,302
Mean Average Basic Earnings	£29,474

* Excludes apprentices

Notes:

1. “Lowest Paid Employee” relates to the full-time salary for employees on the lowest grade, (excluding apprentices).
2. With effect from 1 January 2014 the Council commenced paying the Living Wage to all employees, excluding apprentices. SBC updates the Living Wage on 1 April each year. With effect from 1 April 2017 this will be £16,302.
3. Any employee, up to and including those on Grade 6, is eligible for an overtime payment at an enhanced rate of +0.33 of their basic salary for any overtime hours worked Monday to Saturday and +1.00 for any overtime hours worked on a Sunday, (enhanced hourly rates are paid on additional hours worked over 37 per week).

Employees at or below Grade 6 that are required to undertake non-standard working are entitled to non-standard working enhancements. In addition to their normal salary those employees at or below grade 6, who are required as part of

their contracted hours to work on a Saturday, or for longer than four consecutive hours between 10.00pm and 7.00am, receive a shift enhancement of +0.33 of their basic salary for those hours, and employees at or below grade 6 who are required to work on a Sunday as part of their contracted hours receive a shift enhancement of +1.00 of their basic salary. This rate of enhancement also applies to any hours worked on a public holiday.

4. The pay of the Chief Executive (excluding payments for elections) is currently 6.93 times the pay of the lowest paid worker and this ratio is not expected to change significantly. The pay of the Chief Executive is currently 3.83 times the pay of mean average earnings.
5. Chief Officers (except the Monitoring Officer and the Chief Finance Officer) are paid an allowance of £24.95 per month for expenses but otherwise no bonuses, performance related pay or other forms of additional remuneration are paid to Chief Officers or Deputy Chief Officers.
6. The pay of Chief Officers and Deputy Chief Officers is based on job evaluation undertaken through the Inbucon scheme.
7. The terms and conditions of Chief Officers and Deputy Chief Officers are set in accordance with the JNC.
8. In the vast majority of circumstances the provisions of this Pay Policy Statement will enable the Council to recruit effectively to vacant posts and Chief Officers and Deputy Chief Officers, including any new appointments at this level, will be made in accordance with the pay scales set out above.
9. However, there may be exceptional circumstances where there are recruitment difficulties for a particular post and where there is evidence that an element or elements of the remuneration package are not sufficient to secure an effective appointment. This Pay Policy Statement recognises that this situation may arise in exceptional circumstances and therefore a departure from the policy can be implemented by applying a market supplement not exceeding £7,000 per annum without having to seek Full Council approval. Such a supplement will be expressly justified in each case and will be approved through an appropriate authority making decision route.
10. Many of the Chief Officers, Deputy Chief Officers and other employees receive a payment for attending and performing certain duties at elections. These payments are set in line with guidance produced for each election.
11. Salary packages amounting to £100,000 or more for new appointments will be approved by Council.
12. Salary increments are paid annually by default for all employees of the Council up to the top of the pay grade.

13. All employees including Chief Officers and Deputy Chief Officers are entitled to redundancy payments based on the same multiple of 2.5 times statutory provision and based on actual weekly pay.
14. Any redundancy or severance packages of £100,000 or more will be approved by Full Council.
15. All employees including Chief Officers and Deputy Chief Officers are entitled to retirement pensions calculated in the same way under the Local Government Pension Scheme (Administration) Regulations 2008, Regulations 2014 and the Council Pension Discretion Policy. These Regulations require the Council to publish its policy on increasing an employee's total pension and on awarding additional pension.¹
16. The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 require the Council to formulate, review and publish its policy on making discretionary payments on early termination of employment.
17. The terms and payment of terminating the employment of any Officer of the Council in any contentious circumstances which do not result from an award made by an Employment Tribunal or Court are settled by the Council on the basis of the legal merits of the case, the time and disruption which protracted litigation would involve, any limit of statutory entitlement on monetary claim available to an employee and what is considered prudent in all the circumstances.
18. Staff formerly employed by Stevenage Homes Limited and who transferred through TUPE to the employment of Stevenage Borough Council on 1 December 2011 are entitled to an additional Life Assurance provision with payment of one times annual salary on death if they have not made any voluntary changes to their employment since the TUPE.
19. Under the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999, an employee who takes up employment with a body covered by the Modification Order within four weeks after the date of their redundancy (whether voluntary or compulsory) will lose entitlement to a redundancy payment.

¹ Stevenage Borough Council Executive minutes dated 28 March 2007, Section 5 refers.

STEVENAGE BOROUGH COUNCIL**AUDIT COMMITTEE
MINUTES****Date: 28 March 2017****Time: 6:00 pm****Place: Shimkent Room, Daneshill House, Danestrete, Stevenage**

Present: Members: Councillors: M McKay (Chair), J Gardner, J Hollywell, G Lawrence and A McGuiness
Independent Member – Brian Mitchell

In Attendance: Terry Barnett – Shared Internal Audit Service

Start/End Time: Start Time: 6:00 pm
End Time: 7:10 pm

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received on behalf of Councillors H Burrell, L Chester and D Cullen.

There were no declarations of interest.

2. MINUTES – AUDIT COMMITTEE – 9 NOVEMBER 2016

It was **RESOLVED** that the Minutes of the meeting of the Committee held on 1 February 2017 are approved as a correct record and signed by the Chair.

3. ASSESSMENT OF CORPORATE GOVERNANCE ARRANGEMENTS

The Assistant Director (Corporate Services and Transformation) presented a report advising Members of the significant governance enhancement activity completed during 2016/17 and which had been identified for delivery in 2017/18.

The Assistant Director gave a summary of Governance enhancement activity identified for 2017/18 including commercial and income opportunities, completion and embedding of the Repairs and Voids Improvement Plan, Business Unit reviews to improve corporate capacity, and business continuity activity to increase the resilience of the Council's IT and telephony arrangements.

The Committee was advised that the Local Code of Governance which summarises the system by which the Council directs and controls its functions was to be revised and submitted to the June meeting of this

Committee.

It was **RESOLVED**:

1. That progress on governance enhancement activity during 2016/17 that has strengthened governance arrangements be noted.
2. That the significant governance actions identified for 2017/18 to provide assurance for continued compliance with the CIPFA/SOLACE Framework, 'Delivering Good Governance in Local Government (2016), as set out in the report and appendices be noted.

4. SHARED INTERNAL AUDIT SERVICE (SIAS) PROGRESS REPORT

Terry Barnett, Head of Assurance, Shared Internal Audit and Shared Anti-Fraud Services (SAFS) introduced the Shared Anti-Fraud Service Progress Report.

The Committee was advised that 149 new cases had been reported between April and December 2016. It was noted that SAFS would provide a full report to this Committee in Summer 2017 on the Council's anti-fraud performance and activities including the number, types and outcomes of all anti-fraud activity.

Members were pleased with the revisions made to the presentation of the SAFS/SBC Business Plan but asked that the statistics in relation to the fraud savings and losses could be presented in a clearer way to enable Members to understand the financial implications of the fraud cases dealt with.

It was **RESOLVED** that the Internal Audit Progress Report for the period to 16 January 2017 is noted.

5. 2017/18 INTERNAL AUDIT PLAN REPORT

The Committee was presented with the proposed Stevenage Borough Council Internal Audit Plan for 2017/18.

The Committee was advised of the Audit Planning Process and Performance Management including Indicators and Targets for the Service.

It was **RESOLVED** that the proposed Stevenage Borough Council Internal Audit Plan for 2017/18 is approved.

6. SHARED INTERNAL AUDIT SERVICE – PROGRESS REPORT

Terry Barnett, Head of Assurance, Shared Internal Audit and Shared Anti-Fraud Services (SAFS) introduced the Shared Internal Audit Service Progress Report for the period to 10 March 2017.

It was noted that there was only one high priority audit recommendation in relation

to the Commercialisation Audit. The Assistant Director (Corporate Projects, Customer Services and Technology) advised the Committee that the appointment of a new Commercial Manager was in hand and that the post would be advertised shortly.

In response to a question, the Head of Assurance advised that detail of the high priority recommendations only were submitted to the Committee for consideration those recommendations which merit attention were monitored and reviewed by Officers.

It was **RESOLVED** that the Internal Audit Progress Report for the period to 10 March 2017 is noted.

7. URGENT PART I BUSINESS

None.

8. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** that:

1. Under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as described in paragraphs 1-7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to information) (Variation) Order 2006.
2. Members considered the reasons for the following report being in Part II and determined that the exemption from disclosure of the information contained therein outweighed the public interest in disclosure.

PART II

9. PART II MINUTES AUDIT COMMITTEE – 1 FEBRUARY 2017

It was **RESOLVED** that the Part II Minutes of the meeting of the Committee held on 1 February 2017 are approved as a correct record and signed by the Chair.

10. STRATEGIC RISK REGISTER

The Committee received a report on the latest Strategic Risk Register for Stevenage Borough Council and were advised of the latest developments on risk management issues.

It was **RESOLVED**:

1. That the latest Strategic Risk Register is noted.
2. That the developments on risk management issues are noted.

11. CYBER SECURITY

The Committee received a report updating Members about the new arrangements for managing Cyber Security and progress in respect of the recommendations resulting from the Cyber Risk Audit.

It was **RESOLVED** that the progress to date in relation to enhancing the Cyber Security arrangements is noted.

12. URGENT PART II BUSINESS

None.

CHAIR

STEVENAGE BOROUGH COUNCIL

AUDIT COMMITTEE
MINUTES

Agenda Item:

13B

Date: 15 June 2017

Time: 6:00 pm

Place: Shimkent Room, Daneshill House, Danestrete, Stevenage

Present: Members: Councillors: M McKay (Chair), H Burrell, D Cullen,
G Lawrence and G Snell

In Attendance: C Wood – Shared Internal Audit Service

Start/End Time: Start Time: 6:00 pm
End Time: 6:40 pm

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

The Chair welcomed Councillor G Snell as a new member of the Committee.

Apologies for absence were received on behalf of Councillors R Broom, L Chester and J Gardner and Independent Member B Mitchell.

There were no declarations of interest.

2. APPOINTMENT OF VICE-CHAIR

The Chair invited nominations for the post of Vice-Chair and informed the Committee that Councillor J Gardner had expressed an interest in the post.

Councillor J Gardner was proposed and seconded for the post of Vice-Chair.

There being no further nominations it was **RESOLVED** that Councillor J Gardner is appointed as Vice-Chair of the Audit Committee for the 2017/2018 Municipal Year.

3. TERMS OF REFERENCE

It was **RESOLVED** that the terms of reference of the Audit Committee are noted.

4. MINUTES – AUDIT COMMITTEE – 28 MARCH 2017

It was **RESOLVED** that the Minutes of the meeting of the Committee held on 28 March 2017 are approved as a correct record and signed by the Chair.

5. 2016/2017 ANNUAL ASSURANCE STATEMENT AND INTERNAL AUDIT ANNUAL REPORT

The Committee received a report on the 2016/2017 Annual Governance Statement and the Internal Audit Annual Report.

The Internal Auditor advised the Committee of a typographical error in the report. Pages 9 to 12 of the report should be headed 'Appendix A' and not 'Appendix B' as shown.

In response to a request from the Internal Auditor the Assistant Director (Finance), as the Council's S151 Officer, confirmed that the scope and resources for internal audit were subject to no inappropriate limitations in 2016/2017.

In reply to a Member request the Assistant Director (Finance) advised the Committee that the appropriate Assistant Director could be invited to future meetings to provide an update on the Cyber Risk report should the Committee wish.

It was **RESOLVED**:

1. That the Annual Assurance Statement and Internal Audit Annual Report are noted
2. That the results of the self-assessment as required by both the Public Sector Internal Audit Standards and the Quality Assurance and Improvement Programme are noted
3. That the Shared Internal Audit Service Audit Charter 2017/2018 is accepted
4. That assurance is accepted that the scope and resources for internal audit were subject to no inappropriate limitations in 2016/2017.

6. INTERNAL AUDIT PROGRESS REPORT

The Committee received a report detailing progress against the Council's Internal Audit Plan 2017/2018 for the period 1 April 2017 to 27 May 2017.

The Committee was advised that since the report had been published the Terms of Reference for the Repairs and Voids Service Report had been agreed and a scope and start date agreed.

In reply to a question the Committee was advised that the restructure of the Shared Internal Audit Service had been initiated to meet the changing needs of client authorities.

It was **RESOLVED** that the Internal Audit Progress Report for the period to 27 May 2017 is noted.

7. ANNUAL GOVERNANCE STATEMENT 2016/2017

The Assistant Director (Finance) presented the Council's Annual Governance Statement and advised the Committee that it would be published alongside the Council's accounts to demonstrate the effectiveness of the Council's system of internal control and governance arrangements.

In reply to a question concerning actions carried over from 2016/2017 relating to the implementation of changes in Housing working practices to reflect the legal requirements of the Housing and Planning Act the Committee was advised that implementation was dependent on secondary legislation to define a number of key issues. The Council had yet to be advised of a date for such legislation.

The Chair requested that the Minutes record the Committee's thanks to the Corporate Performance and Improvement Manager for a concise, informative and easy to read report.

It was **RESOLVED** that the Council's 2016/2017 Annual Governance Statement, attached as Appendix One to the report, is recommended for approval by the Statement of Accounts Committee.

8. LOCAL CODE OF CORPORATE GOVERNANCE

The Committee received a report which detailed the content of the Council's Local Code of Corporate Governance from 2017/2018.

The Committee was advised that it was the intention to apply the Code to the Council's 2017/2018 Effectiveness Review.

The Committee was further advised that the Code would be reviewed every three years.

It was **RESOLVED** that the Council's Local Code of Corporate Governance, as attached as Appendix One to the report, is approved.

9. URGENT PART I BUSINESS

None.

10. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** that:

1. Under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as described in paragraphs 1-7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to information) (Variation) Order 2006.
2. Members considered the reasons for the following reports being in Part II and determined that the exemption from disclosure of the information contained therein outweighed the public interest in disclosure.

PART II

11. STRATEGIC RISK REGISTER QUARTER 4 2016/2017

The Committee received a report on the latest Strategic Risk Register for Stevenage Borough Council and were advised of the latest developments on risk management issues.

The Committee was advised that the Register had been subject to an extensive review.

It was **RESOLVED**:

1. That the latest Strategic Risk Register is noted.
2. That the developments on risk management issues are noted.

12. URGENT PART II BUSINESS

None.

13. PART II MINUTES – AUDIT COMMITTEE – 28 MARCH 2017

It was **RESOLVED** that the Part II Minutes of the meeting of the Committee held on 28 March 2017 are approved as a correct record and signed by the Chair.

CHAIR