

### DRAFT EXECUTIVE PORTFOLIO AREAS

#### HOUSING & HEALTH

- Overall housing Strategy
- Homelessness and Housing advice
- The Council's policies on rehousing including lettings, allocations, transfers and waiting lists;
- The Council's relationship with Stevenage Homes Limited and the services provided including the setting of minimum standards and monitoring performance.
- Policy on dealing with anti-social tenants
- Tenant participation in developing housing policy & strategy
- Energy Efficiency measures under the Home Energy Conservation Act 1995
- Meeting the Government targets for Decent Homes
- Sheltered Housing and the Supporting People Programme
- Liaison with voluntary and private sector bodies, including housing associations and formulation of proposals for partnership;
- Affordable Housing Strategy
- Monitoring and enforcing statutory housing standards including houses in multiple occupation;
- Housing fitness, disrepair and renovation grants;
- Aids and adaptations for the disabled.
- Health Improvement Plan;
- Health Promotion and Education;

#### COMMUNITY AND CULTURE

- Community Development;
- Community Care Service (excluding sheltered housing);
- Services for Children and Young People;
- Community buildings;
- Holidays for older people;
- Anti-poverty strategy;
- Locality planning;
- Links with local organisations, public and voluntary bodies;
- Grants to local organisations and voluntary bodies;
- Council's relationship with Stevenage Leisure Limited, including grant and grant conditions and performance;
- Parks (Client Side);
- Cultural Strategy;
- Tourism
- Sports Development and the promotion of the Arts
- The promotion of the Town's involvement in the 2012 Olympics

## **ECONOMIC REGENERATION**

- Urban Regeneration (Town Centre and Neighbourhood Centres);
- Land Use Plans and Policy;
- Planning & Development
- Local Development Scheme and Local Development Framework
- Stevenage West;
- Employment and Economic Development;
- Town Centre Management;
- Sustainability & Biodiversity
- Conservation and listed buildings
- Local Strategic Partnership
- Car and lorry parking;
- Transportation policies and strategy

## **ENVIRONMENT & E.GOVERNMENT**

- Waste Strategy, Collection and recycling;
- Council owned unadopted sewers and land drainage;
- Collection and disposal of abandoned vehicles;
- Local Agenda 21;
- Licensing
- Member Champion for internal Environmental Management
- Street Cleansing and Public Convenience;
- Parks & Grounds Maintenance (including grass cutting);
- Public health protection including sanitation and infectious disease;
- Animal control;
- Environmental Protection and Statutory nuisance
- Food safety enforcement and education;
- Health and Safety at Work enforcement;
- Transportation services, including concessionary fare schemes and liaison with Herts. County Council;
- Highways including agency agreements;
- E-Government and ICT;
- Member Champion for E-Government

## **RESOURCES**

- The Council's finances and financial strategy;
- Investment and borrowing strategy;
- Insurance and banking policy and strategy;
- Land and property management/policy particularly in relation to sales/acquisitions;
- Public consultation strategies (excluding Best Value consultations);
- Emergency Planning

## **EQUALITIES & HUMAN RESOURCES**

- The Equalities and Diversity Strategy and Action Plan
- Personnel and industrial relations policies;
- Consultation with employee representatives;
- Member Champion for Equalities

## **COMMUNITY SAFETY**

- Community Safety Strategy on a corporate basis.
- Closed circuit television;

## **PERFORMANCE & IMPROVEMENT**

- Comprehensive Performance Assessment
- Monitoring of Performance, including BVPIs
- Corporate Improvement Programme
- Improvement Plans, in consultation with Service Portfolio Holders
- Monitoring and advising on priorities
- Best Value
- Performance Management
- 21<sup>st</sup> Century Councillor Programme

**Additionally, the Leader of the Council has Portfolio responsibility for Town Twinning, Modernisation of Local Government – new political structures and the Constitution; Media and Communications, Member Services and the Civic Suite.**

## APPENDIX B

### THE EXECUTIVE

1. **Membership** - 10
2. **Quorum** - 3
3. **Terms of Reference**
  - 3.1 To lead the Council's community planning process and the search for best value.
  - 3.2 To lead the preparation of the Council's policies and budget.
  - 3.3 Responsibility for decisions on resources and priorities to deliver and implement the Council's policies and budgets.
  - 3.4 To be the focus for forming partnerships with other organisations to address local needs.
  - 3.5 Responsibility for all functions of the Council that are not excluded from its remit by Regulations made under Section 13 (3) of the Local Government Act 2000.
  - 3.6 Responsibility for "local choice" functions as specified at Part 4 of the Constitution.
  - 3.7 To delegate functions that are its responsibility to relevant Individual Executive Members and/or officers of the Council in accordance with the Scheme of Delegations from the Executive to officers.

+Final decisions on policy framework and budget reserved to Council per Article 4.

## APPENDIX C

### SCRUTINY OVERVIEW COMMITTEE

1. **Membership** - 11 (not Members of the Executive)
2. **Quorum** - 3
3. **Terms of Reference**
  - 3.1 To review the Executive rolling programme, considering if it wishes to make any input to policy issues contained in the programme (the Forward Plan) and if so how. Considering how to deal with any policy issues referred by the Executive and raising any other issues it considers appropriate.
  - 3.2 To determine the Scrutiny work programme and allocation of Scrutiny work to the Scrutiny & Value for Money Panels, advising on direction and methods of scrutiny
  - 3.3 To scrutinise the Council budget, grants and other similar major corporate issues and matters included in the Council's Policy Framework with assistance from relevant panels as appropriate.
  - 3.4 To develop and review policy on major corporate issues with assistance from the panels as appropriate.
  - 3.5 To exercise right to call-in, for reconsideration any decision not yet implemented, made by the Executive, individual Executive Member or Area Committee, but only in exceptional circumstances referred to in Part 4 of the Rules of Procedure (Scrutiny & Overview Committee) in the Council's Constitution
  - 3.6 Responsibility for the on-going development of the Scrutiny and Overview function of the Council.
  - 3.7 To report to the Executive, other committees or Council, as appropriate.

## APPENDIX D

### HOUSING & HEALTH SCRUTINY AND VALUE FOR MONEY PANEL

1. **MEMBERSHIP** - 8 (Not Members of the Executive or Stevenage Homes Limited Board)  
Chair of Scrutiny & Review may attend and speak
2. **QUORUM** - 3
3. **TERMS OF REFERENCE**

3.1 Following direction from the Scrutiny Overview Committee responsibility for scrutiny studies and policy review and development in relation to the areas of responsibility contained in the Housing & Health Executive Portfolio, namely:-

- Overall housing Strategy
- Homelessness and Housing advice
- The Council's policies on rehousing including lettings, allocations, transfers and waiting lists;
- The Council's relationship with Stevenage Homes Limited and the services provided including the setting of minimum standards and monitoring performance.
- Policy on dealing with anti-social tenants
- Tenant participation in developing housing policy & strategy
- Energy Efficiency measures under the Home Energy Conservation Act 1995
- Meeting the Government targets for Decent Homes
- Sheltered Housing and the Supporting People Programme
- Liaison with voluntary and private sector bodies, including housing associations and formulation of proposals for partnership;
- Affordable Housing Strategy
- Monitoring and enforcing statutory housing standards including houses in multiple occupation;
- Housing fitness, disrepair and renovation grants;
- Aids and adaptations for the disabled.
- Health Improvement Plan;
- Health Promotion and Education;

3.2 To undertake Best Value, Fundamental Service and other Reviews and studies as requested by Council and/or the Performance Priorities & Improvement Group in relation to those matters detailed at 3.1 above

3.3 To report back to the Scrutiny Overview Committee, Council and the Performance, Priorities & Improvement Group, as appropriate on the outcome of work arising from 3.1-3.2 above.

3.4 On occasions, to undertake work as directed by Scrutiny Overview Committee or requested by Performance, Priorities & Improvement Group that may be within the terms of reference of another Scrutiny & Value for Money Panel, if that Panel is already fully committed.

## APPENDIX E

### ENVIRONMENT SCRUTINY AND VALUE FOR MONEY PANEL

**3. MEMBERSHIP -** 8 (Not Members of the Executive)  
Chair of Scrutiny & Review may attend and speak

**4. QUORUM -** 3

#### **3. TERMS OF REFERENCE**

3.1 Following direction from the Scrutiny Overview Committee responsibility for scrutiny studies and policy review and development in relation to the following areas of responsibility contained in the Environment & E.Government Executive Portfolio, namely:-

- Waste Strategy, Collection and recycling
- Council owned unadopted sewers and land drainage
- Collection and disposal of abandoned vehicles
- Local Agenda 21
- Licensing
- Member Champion for internal Environmental Management
- Street Cleansing and Public Convenience
- Parks & Grounds Maintenance (including grass cutting)
- Public health protection including sanitation and infectious disease
- Animal control
- Environmental Protection and Statutory nuisance
- Food safety enforcement and education;
- Health and Safety at Work enforcement;
- Transportation services, including concessionary fare schemes and liaison with Herts County Council;
- Highways, including agency agreements

3.2 To undertake Best Value, Fundamental Service and other Reviews and studies as requested by Council and/or the Performance Priorities & Improvement Group in relation to those areas of the Environment & E.Government Executive Portfolio, as detailed at 3.1 above.

3.3 To report back to the Scrutiny Overview Committee, Council and the Performance, Priorities & Improvement Group, as appropriate on the outcome of work arising from 3.1-3.2 above.

3.4 On occasions, to undertake work as directed by Scrutiny Overview Committee or requested by Performance, Priorities & Improvement Group that may be within the terms of reference of another Scrutiny & Value for Money Panel, if that Panel is already fully committed.

## APPENDIX F

### ECONOMIC REGENERATION SCRUTINY AND VALUE FOR MONEY PANEL

**5. MEMBERSHIP -** 8 (Not Members of the Executive)  
Chair of Scrutiny & Review may attend and speak

**6. QUORUM -** 3

#### **3. TERMS OF REFERENCE**

3.1 Following direction from the Scrutiny Overview Committee responsibility for scrutiny studies and policy review and development in relation to the following areas of responsibility contained in the Economic Regeneration Executive Portfolio, namely:-

- Urban Regeneration (Town Centre and Neighbourhood Centres)
- Land Use Plans and Policy
- Planning & Development
- Local Development Scheme and Local Development Framework
- Stevenage West
- Employment and Economic Development
- Town Centre Management
- Sustainability & Biodiversity
- Conservation and listed buildings
- Car and lorry parking
- Transportation policies and strategy

3.2 To undertake Best Value, Fundamental Service and other Reviews and studies as requested by Council and/or the Performance Priorities & Improvement Group in relation to those areas of the Economic Regeneration Executive Portfolio, as detailed at 3.1 above.

3.3 To report back to the Scrutiny Overview Committee, Council and the Performance, Priorities & Improvement Group, as appropriate on the outcome of work arising from 3.1-3.2 above.

3.3 On occasions, to undertake work as directed by Scrutiny Overview Committee or requested by Performance, Priorities & Improvement Group that may be within the terms of reference of another Scrutiny & Value for Money Panel, if that Panel is already fully committed.



## APPENDIX G

### TRANSFORMING COUNCIL SERVICES SCRUTINY AND VALUE FOR MONEY PANEL

1. **MEMBERSHIP** - 8 (Not Members of the Executive)  
Chair of Scrutiny & Review may attend and speak

2. **QUORUM** - 3

#### 3. **TERMS OF REFERENCE**

3.1 Following direction from the Scrutiny Overview Committee responsibility for scrutiny studies and policy review and development in relation to the following areas of responsibility contained in the Resources and Environment & E.Government Executive Portfolios, namely:-

- E-Government and ICT;
- The Council's finances and financial strategy;
- Investment and borrowing strategy;
- Insurance and banking policy and strategy;
- Land and property management/policy, particularly in relation to sales/acquisitions;
- Public consultation strategies

3.2 To undertake Best Value, Fundamental Service and other Reviews and studies as requested by Council and/or the Performance Priorities & Improvement Group in relation to those areas of the Resources and Environment & E.Government Executive Portfolios, as detailed at 3.1 above.

3.3 To report back to the Scrutiny Overview Committee, Council and the Performance, Priorities & Improvement Group, as appropriate on the outcome of work arising from 3.1-3.2 above.

3.4 On occasions, to undertake work as directed by Scrutiny Overview Committee or requested by Performance, Priorities & Improvement Group that may be within the terms of reference of another Scrutiny & Value for Money Panel, if that Panel is already fully committed.

## APPENDIX H

### **PARTNERSHIP & COMMUNITY SAFETY SCRUTINY AND VALUE FOR MONEY PANEL**

**7. MEMBERSHIP -** 8 (Not Members of the Executive)  
Chair of Scrutiny & Review may attend and speak

**8. QUORUM -** 3

#### **3. TERMS OF REFERENCE**

3.1 Following direction from the Scrutiny Overview Committee responsibility for scrutiny studies and policy review and development in relation to the following areas of responsibility contained in the Community & Culture, Economic Regeneration, Resources and Community Safety Executive Portfolios, namely:-

- Community buildings
- Anti-poverty strategy
- Links with local organisations, public and voluntary bodies
- Grants to local organisations and voluntary bodies
- Local Strategic Partnership
- Emergency Planning
- Community Safety Strategy on a corporate basis
- Closed circuit television

3.2 To undertake Best Value, Fundamental Service and other Reviews and studies as requested by Council and/or the Performance Priorities & Improvement Group in relation to those areas of the Community & Culture, Economic Regeneration, Resources and Community Safety Executive Portfolios, as detailed at 3.1 above.

3.3 To report back to the Scrutiny Overview Committee, Council and the Performance, Priorities & Improvement Group, as appropriate on the outcome of work arising from 3.1-3.2 above.

3.4 On occasions, to undertake work as directed by Scrutiny Overview Committee or requested by Performance, Priorities & Improvement Group that may be within the terms of reference of another Scrutiny & Value for Money Panel, if that Panel is already fully committed.

## APPENDIX I

### COMMUNITY & CULTURE SCRUTINY AND VALUE FOR MONEY PANEL

**9. MEMBERSHIP -** 8 (Not Members of the Executive)  
Chair of Scrutiny & Review may attend and speak

**10. QUORUM -** 3

#### **3. TERMS OF REFERENCE**

3.1 Following direction from the Scrutiny Overview Committee responsibility for scrutiny studies and policy review and development in relation to the following areas of responsibility contained in the Community & Culture Portfolio, namely:-

- Community Development
- Community Care Service (excluding sheltered housing)
- Services for Children and Young People
- Holidays for older people
- Locality planning
- Council's relationship with Stevenage Leisure Limited, including grant and grant conditions and performance
- Parks (Client Side)
- Cultural Strategy
- Tourism
- Sports Development and the promotion of the Arts
- The promotion of the Town's involvement in the 2012 Olympics

3.2 To undertake Best Value, Fundamental Service and other Reviews and studies as requested by Council and/or the Performance Priorities & Improvement Group in relation to those areas of the Community & Culture, Portfolio, as detailed at 3.1 above.

3.3 To report back to the Scrutiny Overview Committee, Council and the Performance, Priorities & Improvement Group, as appropriate on the outcome of work arising from 3.1-3.2 above.

3.4 On occasions, to undertake work as directed by Scrutiny Overview Committee or requested by Performance, Priorities & Improvement Group that may be within the terms of reference of another Scrutiny & Value for Money Panel, if that Panel is already fully committed.

## APPENDIX J

### EQUALITIES SCRUTINY AND VALUE FOR MONEY PANEL

**11. MEMBERSHIP -** 8 (Not Members of the Executive)  
Chair of Scrutiny & Review may attend and speak

**12. QUORUM -** 3

#### **3. TERMS OF REFERENCE**

3.1 Following direction from the Scrutiny Overview Committee responsibility for scrutiny studies and policy review and development in relation to the following areas of responsibility contained in the Equalities & Human Resources Portfolio, namely:-

- The Equalities and Diversity Strategy and Action Plan
- Personnel and industrial relations policies

3.2 To undertake Best Value, Fundamental Service and other Reviews and studies as requested by Council and/or the Performance Priorities & Improvement Group in relation to those areas of the Equalities & Human Resources Portfolio, as detailed at 3.1 above.

3.3 To report back to the Scrutiny Overview Committee, Council and the Performance, Priorities & Improvement Group, as appropriate on the outcome of work arising from 3.1-3.2 above.

3.4 On occasions, to undertake work as directed by Scrutiny Overview Committee or requested by Performance, Priorities & Improvement Group that may be within the terms of reference of another Scrutiny & Value for Money Panel, if that Panel is already fully committed.

## APPENDIX K

### PLANNING AND DEVELOPMENT COMMITTEE

1. Membership - 11
2. Quorum - 3
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 recommendation on the development of services and facilities to meet them, including:
  - Land use plans and policy, including local plans
  - Employment and economic development
  - Development control servicesand advising the Executive/Council accordingly.
- (ii) Management and maintenance of planning and development related facilities and services in item 1, 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 Development & Regeneration Division, other Council Service Delivery Units, or outside contractors and advising the Executive/Council accordingly.
- (iv) The promotion of 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 Executive as appropriate.

- (vi) The allocation and monitoring of grant aid and loans to local employment and training initiatives.
- 3.2 Responsibility for Development Control, 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 & Responsibilities) (England) Regulations as amended (see Table 2 of Part 3 of this Constitution); as clarified by the 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 1 of Part 3 of the Council's Constitution.
- 3.8 Any other appropriate matter referred.

## **APPENDIX L**

### **LICENSING COMMITTEE**

- 1. Membership - 13**
- 2. Quorum - 3**
- 3. Terms of Reference**
  - 3.1 Responsibility for all matters under the Licensing Act 2003 and any subsequent associated legislation, relating to the discharge by a licensing authority of its licensing functions (except the determination of its licensing policy with respect to its licensing functions and the publication of its licensing statement).

## APPENDIX M

### GENERAL PURPOSES COMMITTEE

1. **Membership - 13**
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 Environmental Health 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 1 of Part 3 of this constitution.

## **APPENDIX N**

### **APPOINTMENTS COMMITTEE**

#### **1. Membership - 6**

#### **2. Quorum - 3**

#### **3. Terms of Reference**

3.1 The appointment and dismissal of the Chief Executive and Members of Strategic Management Board posts, 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.

## APPENDIX O

### STANDARDS COMMITTEE

#### 1. Membership

5 – Comprising 3 Councillors and 2 Independent Members

#### 2. Quorum

3 – to include an Independent Member

#### 3. Terms of Reference

- 3.1 To promote and maintain high standards of conduct by councillors and co-opted members;
- 3.2 To assist councillors and co-opted members to observe the Members' Code of Conduct;
- 3.3 To advise the Council on the adoption or revision of the Members' Code of Conduct;
- 3.4 To monitor the operation of the Members' Code of Conduct;
- 3.5 To advise, train or arrange to train councillors and co-opted members on matters relating to the Members' Code of Conduct;
- 3.6 Responsibility for granting dispensations to councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct;
- 3.7 To deal with any reports from a case tribunal or interim case tribunal, and any report from the monitoring officer on any matter which is referred by an ethical standards officer to the monitoring officer;
- 3.8 To deal with any matters referred from the Full Council or any other body;

- 3.9 To consider reports and other communications from external and internal audit relating to good governance and the ethical standards of this Authority and without any limitation on the statutory powers of the Standards Committee making recommendations to the Executive or a Committee of the Council following such consideration;
- 3.10 To review aspects of the Constitution relating to other terms of reference for this Committee including matters covered by the ethical governance audit;
- 3.11 To receive and consider general reports and communications from the Ombudsman and, at the discretion of the Committee, reporting and making recommendations to the appropriate body;
- 3.12 To review and make recommendations on protocols and employment contract conditions dealing with ethical standards for officers' behaviour;
- 3.13 To consider and make recommendations as appropriate on all protocols affecting the conduct of Members and officers;
- 3.14 To review the register of Members' Interests at such times and in such a manner as the Committee feels appropriate.

## **APPENDIX P**

### **STATEMENT OF ACCOUNTS COMMITTEE**

**1. Membership**

6

**2. Quorum**

3

**3. Terms of Reference**

- 3.1 To approve the Statement of Accounts in accordance with the Account and Audit Regulations 2003 and related Capital Determinations.

## APPENDIX Q

### AUDIT COMMITTEE

#### 1. MEMBERSHIP – 5 comprising -

- CHAIR - A Member who is neither a Member of the Executive or who serves on a Scrutiny Committee/Panel
- 1 Member of the Executive
- 1 Member who serves on the Scrutiny Overview Committee
- 1 Opposition Member
- 1 Independent person

#### 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 Auditor 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 Audit Commission 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 Councils' Statement of Internal Control (SIC)
- 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.

## **APPENDIX R**

### **AREA COMMITTEES (x6)**

#### **1. Membership**

All Borough Councillors with all or part of their ward in the relevant Area Committee area as follows:-

Bedwell (Bedwell & Pin Green wards)  
 Broadwater (Longmeadow & Roebuck wards)  
 Chells & Manor (Chells & Manor wards)  
 Old Stevenage (Old Town, Symonds Green & Woodfield wards)  
 St. Nicholas (St. Nicholas & Martins Wood wards)  
 Shephall (Shephall & Bandle Hill wards)

#### **2. Quorum for each Committee - 3**

#### **3. Terms of Reference as appropriate for each Area Committee**

##### **3.1 To undertake the following in respect of the local area, subject to Council policy:-**

- (i) identifying and meeting the needs of the community in the local area, within the Area Committee's budget, via consultation with and involvement of the community and other appropriate bodies.
- (ii) consulting the community about any other issues that affect it and advising the Executive as appropriate on such issues.
- (iii) seeking agreement for changes from the Executive to services to meet local needs which are outside the immediate responsibility/budget of the Area Committee in respect of, for example:

Refuse collection  
Street Cleaning  
Environmental maintenance  
Housing maintenance and management  
Grounds maintenance  
Local parks and playing fields  
Children's play areas  
Allotments

including seeking agreement to revenue and capital expenditure to meet any changes.

- (iv) monitoring local service delivery, considering the outcome of such monitoring and advising the Executive and Scrutiny and Review Panels as appropriate.
- (v) making grants to local voluntary organisations and community groups, subject to the approved grant procedures.
- (vi) making arrangements for the provision of information about local services and other information to people in the area.
- (vii) acting as a Community Forum where the committee and members of the community can discuss issues of concern to them, such issues to include matters which are the direct responsibility of the Council and other issues which are the responsibility of other organisations.
- (viii) any other matter referred.



**STEVENAGE / HERTS COUNTY COUNCIL HIGHWAYS JOINT MEMBER  
PANEL**

**1. Membership**

- 6 – SBC – 1 from each Area Committee area
- 6 - HCC – Representing the County Divisions in Stevenage

**2. Quorum**

- 6 – which must comprise representatives of both constituent Authorities

**3. Terms of Reference**

- 3.1 To offer advice and recommendations on concerning the functions listed below, and offer guidance to the District Manager on how he should exercise his delegated powers

- Barriers, railings and street signs
- Carriageway markings
- Co-ordination of all highway activities
- Comment on highway aspects of planning applications
- Development Control and securing of obligations under the Town and Country Planning Act 1990
- Ditch maintenance
- Emergency standby
- Gully cleansing
- Highway drainage
- Insurance claims
- Minor traffic management projects
- New Roads and Streetworks Act administration, co-ordination, inspection and enforcement
- Pedestrian facilities
- Routine inspection
- Street lighting management and inspection
- Structure maintenance of carriageways and footways
- Winter maintenance
- Road closures

- 3.2 To foster and improve liaison between the Councils on highway matters in the Borough and in monitoring and reviewing the activity and progress of the Highways Unit.

- 3.3 To advise the HCC Highways District Manager on the spending of the budget for the area, as allocated by HCC.

## **APPENDIX T**

### **STEVENAGE/NORTH HERTS./HERTS. COUNTY COUNCIL JOINT PRIMARY CARE TRUST SCRUTINY COMMITTEE**

#### **1. MEMBERSHIP**

- 4 - SBC
- 4 – NHDC
- 3 – HCC
- 3 – Patients' Forum (Non-Voting)

#### **2. QUORUM**

- 3 - to include at least one Member from each constituent voting authority

#### **3. TERMS OF REFERENCE**

- 3.1 To scrutinise health services delivered or commissioned by the Stevenage and North Hertfordshire Primary Care Trust.
- 3.2 To make reports and recommendations to local NHS bodies or the HCC Adult Care Health Scrutiny Committee and local Councils, as appropriate, and consider replies.

## **APPENDIX U**

### **EMPLOYER SIDE JOINT CONSULTATIVE COMMITTEE**

#### **1. MEMBERSHIP**

4

#### **2. QUORUM**

2

#### **3. 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.

## **APPENDIX V**

### **APPEALS & GRIEVANCES PANEL**

#### **1. MEMBERSHIP**

4

#### **2. QUORUM**

3

#### **3. TERMS OF REFERENCE**

3.1 To hear and determine appeals against dismissal or disciplinary action in the case of Officers employed on Chief Officer Terms & Conditions.

3.2 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 Member of Strategic Management Board is able to hear the grievance.

## **APPENDIX W**

### **STEVENAGE/UTTLESFORD AUDIT PARTNERSHIP JOINT COMMITTEE**

#### **1. MEMBERSHIP**

3 Members from each constituent Authority

#### **2. QUORUM**

3 – to include at least one Member from each constituent Authority

#### **3. TERMS OF REFERENCE**

3.1 To receive reports on performance of the Partnership and endorse management's choice of Audit coverage.

## APPENDIX X

### PERFORMANCE, PRIORITIES AND IMPROVEMENT GROUP

#### 1. MEMBERSHIP - 4

NOTE: 1. All Members of the Executive to have a standing invitation to each meeting.  
2. Chairs of Scrutiny and Value for Money Panels to be invited as appropriate.

#### 2. Quorum -3

#### 3. Terms of Reference

- 3.1 To oversee and direct on arrangements for Comprehensive Performance Assessment (CPA) process.
- 3.2 To advise the Executive on the Council's priorities.
- 3.3 Responsibility for the implementation of the CPA Improvement Plan reflecting the Council's Corporate Business Strategy, in consultation with relevant Portfolio Holders.
- 3.4 To monitor the Council's Performance against both local indicators and Best Value Performance Indicators and invite relevant Portfolio Members to attend to consider performance in their portfolio areas.
- 3.5 To commission Best Value and other reviews, requesting the Scrutiny & Value for Money Panels to undertake this work; receiving resultant reports and, in consultation with relevant Portfolio Holders, agreeing Improvement Plans for implementation.

## APPENDIX Y

### STEVENAGE /NORTH HERTS./ EAST HERTS CCTV EXECUTIVE BOARD

#### 1. MEMBERSHIP

- 3 – SBC
- 3 – NHDC
- 3 – EHDC

#### 2. QUORUM

3 Members – one from each constituent authority

#### 3. TERMS OF REFERENCE

- 3.1 To agree the strategy and policy relating to the jointly operated CCTV Control and Monitoring service.
- 3.2. To receive the CCTV Annual Report, Independent Inspector's Report and other relevant reports.
- 3.3 To deal with all matters defined under the code of practice as the responsibility of the Executive Board.
- 3.4 To consider expansion and contraction proposals for the control room monitoring service.
- 3.5 To consider and agree minor changes to the Code of Practice.
- 3.6 To consider and recommend significant changes to the Code of Practice.
- 3.7 To ensure that the Independent Inspection regime is set up and maintained.
- 3.8 To receive the Annual Report from the Independent Inspection.
- 3.9 To consider complaints regarding breaches of Code of Practice and recommendations for disciplinary action and actions, or changes to prevent a reoccurrence.
- 3.10 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.
- 3.11 To make recommendations on any of the above to the Officer Management Board.