

Public Document Pack

Daneshill House
Danstrete
Stevenage
Hertfordshire

15 May 2018

Dear Sir/Madam

Notice is hereby given that the Annual meeting of the Stevenage Borough Council will be held in the Council Chamber, Daneshill House, Danestrete, Stevenage on Wednesday, 23 May 2018 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 - WEDNESDAY 28 FEBRUARY 2018

To approve as a correct record, the attached Minutes of the Meeting of the Council held on Wednesday 28 February 2018 for signature by the Mayor.

Minutes attached

3. ELECTION OF MAYOR

To elect the Mayor for the Municipal Year 2018/19.

4. ELECTION OF DEPUTY MAYOR

To elect the Deputy Mayor for the Municipal Year 2018/19.

5. APPOINTMENT OF YOUTH MAYOR

To appoint a Youth Mayor for 2018/19, as nominated by the Stevenage Youth Council.

6. BOROUGH COUNCIL ELECTIONS 2018

To advise Council of the results of the Borough Council Elections in Bandle

Hill, Bedwell, Chells, Longmeadow, Manor, Martins Wood, Old Town, Pin Green, Roebuck, St. Nicholas, Shephall, Symonds Green and Woodfield Wards held on 3 May 2018 together with the percentage turnouts.

Report attached

7. APPOINTMENT OF LEADER AND DEPUTY LEADER OF THE OPPOSITION

To note the appointment of the Leader and Deputy Leader of the Opposition for the Municipal Year 2018/19.

8. APPOINTMENT OF LEADERS AND DEPUTY LEADERS OF THE POLITICAL GROUPS ON THE COUNCIL

To note the appointment of the Leaders and Deputy Leaders of the Political Groups on the Council for the Municipal Year 2018/19.

9. CONSTITUTIONAL ISSUES

To consider various issues concerning the Council's political management structure and the Constitution for 2018/2019.

Report attached

10. APPOINTMENTS TO COMMITTEES OF THE COUNCIL

- A. To appoint Members to the Standing Committees of Stevenage Borough Council for the Municipal Year 2018/19; and
- B. To appoint to the positions of Chair and Vice-Chair for each of those Committees.

DETAILS TO BE AVAILABLE AT THE MEETING

11. APPOINTMENTS TO OUTSIDE BODIES

To appoint Council representatives onto various outside bodies for the Municipal Year 2018/19.

Schedule attached

STEVENAGE BOROUGH COUNCIL

COUNCIL MINUTES

Date: Wednesday, 28 February 2018

Time: 7.00 pm

Place: Council Chamber - Council Chamber

Present: Councillors: Pam Stuart, Doug Bainbridge, Philip Bibby CC, Lloyd Briscoe, Rob Broom, Jim Brown, Howard Burrell, Laurie Chester, Elaine Connolly, Michael Downing, Alex Farquharson, James Fraser, John Gardner, Michelle Gardner, Richard Henry, Jackie Hollywell, Carol Latif, Graham Lawrence, John Lloyd, Mrs Joan Lloyd, Lin Martin-Haugh, Andy McGuinness, Maureen McKay, John Mead, Sarah Mead, Adam Mitchell CC, Margaret Notley, Robin Parker CC, Ralph Raynor, Chris Saunders, Graham Snell, Simon Speller, Sharon Taylor OBE CC, Jeannette Thomas and Ann Webb JP

Start / End Time: Start Time: 7.00 pm
End Time: 8.45 pm

1 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Councillors L Harrington, R Hearn and M Hurst.

There were no declarations of interest.

2 **MINUTES - COUNCIL - 14 DECEMBER 2017**

It was **RESOLVED** that the Minutes of the Council meeting of 14 December 2017 are approved as a correct record and signed by the Mayor.

3 **MINUTES - SPECIAL COUNCIL - 30 JANUARY 2018**

It was **RESOLVED** that the Minutes of the Council meeting of 30 January 2018 are approved as a correct record and signed by the Mayor.

4 **MAYOR'S COMMUNICATIONS**

The Mayor informed the Council that since the last meeting, the Mayoral Team had undertaken a number of engagements and she referred to several highlights including:

- January's School Parliament meeting which discussed the environment and recycling;
- Holocaust Memorial Day which was organised with the help of the Secretary of the Stevenage Liberal Synagogue. Speakers included a woman born in a

- concentration camp and a speaker from Bosnia;
- A Curry night at Spice Rouge which raised over £400 for the Mayor's two charities;

The Mayor advised that she would shortly be unveiling a blue plaque in Orchard Road at the house where Gordon Craig used to live and also spoke about her concert on Tuesday 24 April which would celebrate the talent of the young people in Stevenage.

The Mayor encouraged Members of the Council to come along to the Civic Celebration of our community which would be held on Saturday 21 April.

Finally, the Mayor presented an award for "Excellence in the Community" to representatives from the Stevenage Against Domestic Abuse (SADA) Forum.

5 **MAIN DEBATE - 2018/2019 COUNCIL TAX AND GENERAL FUND AND CAPITAL BUDGETS**

The Main Debate related to item 5A and item 5B on the agenda. A revised page 42 had been circulated to Members.

The Mayor called upon the Leader of the Council, Councillor S Taylor OBE CC to move the Motion on the Council Tax Setting 2018/2019, General Fund and Capital Budgets which was circulated around the chamber.

In her speech, Councillor Taylor referred to the £16billion cuts that had been faced by Local Government between 2010 and 2020 and that the Government had turned down the Council's application to pilot 100% business rate retention, a move which would leave the county without the £12 million of additional funding it could have brought in and Stevenage without an extra £800,000 a year.

Councillor Taylor spoke about the town centre regeneration and the plans that had recently been unveiled last week which mark the start of large-scale regeneration in the town centre by the Council and development partner Mace. She was pleased to report that the development would bring in new shops, homes, work and leisure facilities, and give our local economy a huge boost with the potential for hundreds of new jobs and training opportunities for local people and that Mace were behind the London Olympics, the Shard and had worked on the New World Trade Centre in New York.

Concerning the New Homes Bonus received the Leader announced that this would fund the following projects:

- Funding for existing projects – "No More" and Stevenage Against Domestic Abuse;
- Neighbourhood Wardens £41,600;
- £40,000 towards developing a programme of participatory budgeting;
- Stevenage Cycling Festival incorporating the Tour Series £90,000;
- Funding an additional two charging points for electric vehicles in town centre parking bays - £15,000;

- Imagine Stevenage – Mobilising the Council’s Cultural Offer - £40,000;
- £10,000 additional funding for Stevenage Day;
- £10,000 funding towards a programme of events in the Town Centre;
- £7,000 towards events working with the British Legion to mark 100 years since the end of the First World War;
- £7,000 to support initiatives to mark the centenary of the suffragette movement.

Finally Councillor Taylor extended her thanks to all involved in the budget setting process and then moved the recommendations of the Executive and the formal Council Tax Resolution that was circulated around the Chamber.

The Motion was formally seconded by Councillor Mrs J Lloyd who informed Members that the Council’s finances were in a healthy situation but would have to continue to draw on balances until 2020/21 to ensure the protection of frontline services. Councillor Mrs Lloyd thanked the Members of the Leaders Financial Security Group and also the Council staff for their hard work in compiling the budget.

The Mayor then invited the Leader of the Opposition, Councillor J Fraser to address the meeting. Councillor Fraser advised that his Group would be supporting the Budget but expressed concern regarding the increase in the fee for blue badge season tickets.

The Leader of the Minority Opposition Party, Councillor R Parker CC stated that his group would be supporting the budget and he highlighted the work of the cross party Leader’s Financial Security Group (LFSG) in compiling the budget.

Councillor Parker expressed concern regarding residential parking issues, litter bin emptying and stated that the cost of parking in the Town Centre should remain frozen. He also suggested that the Local Community Budgets allocated to Councillors should be increased which would benefit local areas.

A full debate then took place. Members were particularly pleased to see support for the Stevenage Cycling Festival, participatory budgets, Stevenage Day and the commemoration of the centenary of women receiving the vote. Councillor John Lloyd was thanked for his work to help with the commemoration to mark 100 years since the end of the First World War.

In reply Councillor Taylor agreed with the comments regarding the LFSG which gave Members the opportunity to scrutinise the budget proposals throughout the year and she gave credit to Members that all parties had worked well together to enable the Budget to be produced. She agreed with many of the sentiments expressed regarding specific funding items and suggested that concerns relating to the increase in blue badge fees should be raised through the scrutiny process.

The Motion was then put to a recorded vote* and it was RESOLVED:

1. That the 2017/18 revised net expenditure on the General Fund of £10,493,720 is approved.

2. That a Final General Fund Budget Requirement for 2018/19 of £8,288,919 is approved, with a contribution from balances of £818,821 and a Band D Council Tax of £204.46. This is reflected in the formal Council Tax Resolution 3 – 8 below.

3. That the following are approved:

a. the revised working revenue estimates for the year 2017/18 amounting to £10,493,720 and the revenue estimates for 2018/19 amounting to £9,107,740;

b. the contribution from balances totalling £1,543,595 in 2017/18;

c. the contribution from balances totalling £818,821 in 2018/19.

4. That it is noted that at its meeting on 23 January 2018 the Executive calculated the amount of 27,058.5 Band D equivalent properties as its council tax base for the year 2018/19 in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 made under Section 31B of the Local Government Finance Act 1992 as amended by Section 74 of the Localism Act 2011.

5. That the following amounts are calculated by the Council for the year 2018/19 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by Section 74 of the Localism Act 2011:

a. £86,038,055 Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2)(a) to (f) of the Act, less the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d)

b. £80,505,711 Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act.

c. £5,532,344 Being the amount by which the aggregate at 3a above exceeds the aggregate at 3b above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year.

d. £204.46 Being the amount at 3c divided by the amount at 2 above, calculated by the Council, in accordance with Section 31B (1) of the Act, as the basic amount of its council tax for the year

e. Valuation Bands

A	£ 136.31
B	£ 159.02
C	£ 181.74
D	£ 204.46
E	£ 249.90
F	£ 295.33
G	£ 340.77
H	£ 408.92

Being the amounts given by multiplying the amount at 3d. above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is

applicable to dwellings listed in valuation D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

6. a. That it is noted that for the year 2018/19 Hertfordshire County Council have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below:

Valuation Bands			
A	£ 816.46	£ 63.85	£ 880.31
B	£ 952.51	£ 74.51	£ 1,027.02
C	£ 1,088.60	£ 85.14	£ 1,173.74
D	£ 1,224.67	£ 95.79	£ 1,320.46
E	£ 1,496.83	£ 117.07	£ 1,613.90
F	£ 1,768.96	£ 138.37	£ 1,907.33
G	£ 2,041.13	£ 159.64	£ 2,200.77
H	£ 2,449.34	£ 191.58	£ 2,640.92

b. That it is noted that for the year 2018/19 Hertfordshire Police Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992 and amended by Section 27 of the Police and Magistrates' Court Act 1994, for each of the categories of the dwellings shown below:

Valuation Bands	
A	£ 109.33
B	£ 127.56
C	£ 145.78
D	£ 164.00
E	£ 200.44
F	£ 236.89
G	£ 273.33
H	£ 328.00

7. That, having calculated the aggregate in each case of the amounts at 3e. and 4a. and b. above, the Council in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts for council tax for the year 2018/19 for each of the categories of dwellings shown below:

Valuation Bands

A	£1,125.95
B	£1,313.60
C	£1,501.26
D	£1,688.92
E	£2,064.24
F	£2,439.55
G	£2,814.87
H	£3,377.84

6. 8. To determine in accordance with Section 52ZB Local Government Finance Act 1992 that the Council's basic amount of Council Tax for 2018/19 is not excessive in accordance with principles approved by the Secretary of State under Section 52ZC having calculated the aggregate in each case of the amounts at 3e.

9. That the Risk Assessments of General Fund Balances, as shown at Appendix B to this report, are approved.

10. That a minimum level of General Fund reserves of £2,760,570, in line with the 2018/19 risk assessment of balances, as shown at Appendix B to this report are approved.

11. That a contingency sum of £400,000 within which the Executive can approve supplementary estimates, be approved for 2018/19, (unchanged from 2017/18).

12. That the 2018/19 proposed Fees and Charges increase of £134,160 (Appendix C to this report) be approved for 2018/19.

13. That the 2018/19 proposed concessions (Appendix D to this report) be approved for 2018/19.

14. That the 2018/19 proposed new Financial Security Options of £342,399 (Appendix E to this report) be approved for 2018/19.

15. That the 2018/19 proposed Growth options of £470,371 (Appendix F to this report) be approved for 2018/19.

16. That the 2018/19 business rates gains of £356,610 above the baseline assessment be ring fenced for town centre regeneration (SG1), (paragraph 4.8.3 of the report refers) be approved for 2018/19.

17. That new capital receipts and unspent revenue balances (above the £350,000 transferred to the capital reserve) be earmarked for the Council's and resident's top priority, town centre regeneration be approved.

18. That the advice on of the Assistant Director (Finance and Estates) on the robustness of the draft budget and the adequacy of reserves (Appendix J) be noted.

New Homes Bonus Proposals

19. That the following New Homes Bonus schemes and initiatives proposed by the Leader, as detailed below, be referred to the Overview & Scrutiny Committee for comment and then reported to the Executive on 4 April 2018.

- Funding for existing projects – “No More” and Stevenage Against Domestic Abuse;
- Neighbourhood Wardens £41,600;
- £40,000 towards developing a programme of participatory budgeting;
- Funding an additional two charging points for electric vehicles in town centre parking bays - £15,000;
- Imagine Stevenage – Mobilising the Council's Cultural Offer - £40,000;
- £10,000 additional funding for Stevenage Day;
- £10,000 funding towards a programme of events in the Town Centre;
- £7,000 towards events working with the British Legion to mark 100 years since the end of the First World War;
- £7,000 to support initiatives to mark the centenary of the suffragette movement.

20. That the following New Homes Bonus scheme proposed by the Leader, as detailed below, be referred to the Overview and Scrutiny Committee at their meeting on 8 March 2018 for comment in order that the required permissions and road closures can be submitted in time:

- Stevenage Festival of Cycling – Incorporating the Tour Series - £90,000

* Votes for the Motion – Councillors D Bainbridge, P Bibby CC, L Briscoe, R Broom, J Brown, H Burrell, L Chester, E Connolly, M Downing, A Farquharson, J Fraser, J Gardner, M Gardner, R Henry, J Hollywell, C Latif, G Lawrence, Mrs J Lloyd, J Lloyd, A McGuinness, M McKay, L Martin-Haugh, J Mead, S Mead, A Mitchell CC, M Notley, R Parker CC, R Raynor, C Saunders, G Snell, S Speller, P Stuart, S Taylor OBE CC, J Thomas and A Webb

Votes against the motion – nil

Abstentions – nil

6 PETITIONS AND DEPUTATIONS

None received.

7 QUESTIONS FROM THE YOUTH COUNCIL

None received.

8 QUESTIONS FROM THE PUBLIC

None received.

9 LEADER OF THE COUNCIL'S UPDATE

The Leader of the Opposition enquired about the plans that were in place to ensure the financial robustness of the Council particularly in relation to the Medium Term Financial Strategy and the use of Council balances.

The Leader of the Council advised that the Council would continue a planned draw on balances up to and including 2021/22 to help protect our front line services. The Council was also undergoing a transformation agenda which would deliver savings with more shared services and on-line services with invest to save projects.

The Leader advised that the Council's Financial Security plan would help the Council deliver efficiencies, innovation and transformation to avoid reducing front line services and the work of the Leaders Financial Security Group also helped challenge the options contained within the budget.

10 NOTICE OF MOTIONS

None received.

11 QUESTIONS FROM MEMBERS TO COMMITTEE CHAIRS/PORTFOLIO HOLDERS

None received.

12 ANNUAL TREASURY MANAGEMENT STRATEGY INCLUDING PRUDENTIAL CODE INDICATORS 2018/2019

It was moved, seconded and **RESOLVED**:

1. That the Treasury Management Strategy as shown at Appendix A to the report is approved.

2. That the draft prudential indicators for 2018/19 are approved subject to any changes proposed by CIPFA to the Treasury Management Code and Prudential Code.

3. That the minimum revenue provision policy and the proposed changes currently under consultation are noted.

4. That it is noted that no changes are being proposed to treasury limits contained within the Council's Treasury Management Policies.

13 MEMBERS' ALLOWANCES SCHEME 2018-2019

It was moved, seconded and **RESOLVED** that the Members' Allowances Scheme for 2018/19 as set out in Appendix A to the report be approved.

14 **PAY POLICY STATEMENT 2018/2019**

It was moved, seconded and **RESOLVED** that:

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

15 **AUDIT COMMITTEE MINUTES**

It was moved, seconded and **RESOLVED** that the Draft Minutes of the Audit Committee of 5 February 2018 are noted.

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Meeting: COUNCIL
Date: 23 MAY 2018

BOROUGH COUNCIL ELECTIONS 2018

Author – Lisa Jerome ext. 2203
Contributors – Luke Fattoruso ext. 2174
Lead Officer – Jackie Cansick ext. 2216
Contact Officer – Luke Fattoruso ext. 2174

1. PURPOSE

To advise Council of the results of the Borough Council Elections in Bandley Hill, Bedwell, Chells, Longmeadow, Manor, Martins Wood, Old Town, Pin Green, Roebuck, St. Nicholas, Shephall, Symonds Green and Woodfield Wards held on 3 May 2018 together with the percentage turnouts.

2. RECOMMENDATIONS

That the results of the Borough Council Elections 2016 be noted.

3. DETAILS

At the local Elections on 3 May 2018 all wards in Stevenage had contested elections. 21,637 postal votes were sent out, with 32 Polling Stations opened.

The results of the Borough Council Elections were as follows (percentage turnouts are shown under Ward name and the elected candidate is shown in bold):

Bandley Hill

Turnout: 32.01%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
ANDERSON, Andrew David	Liberal Democrats	143
FOSTER, Nicholas Rohan	The Conservative Party Candidate	715
LLOYD, Joan Elizabeth	Labour and Co-operative Party	772 – elected

Bedwell

Turnout: 31.35%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
FRITH, Michelle Mary	The Conservative Party Candidate	506
KELLY, Lizzy	Labour And Co-Operative Party	1001 – elected
SNELLING, Victoria Louise	Green Party	151

Chells

Turnout: 34.65%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
STUART, Pam	Labour and Co-operative Party	562
WREN, Tom	Liberal Democrats	796 – elected
WYATT, Matthew Paul	The Conservative Party Candidate	360

Longmeadow

Turnout: 36.31%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
BAINBRIDGE, Doug	The Conservative Party Candidate	789 – elected
BOOTH, Stephen John	Liberal Democrats	185
WOOD, David Stanley	Labour and Co-operative Party	665

Manor

Turnout: 39.27%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
CLARKE, Matthew Austin	The Conservative Party Candidate	400
MARTIN, David R. S.	Labour and Co-operative Party	370
MCGUINNESS, Andy	Liberal Democrats	1,196 – elected

Martins Wood

Turnout: 33.48%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
BARNES, Joseph George	The Conservative Party Candidate	518
BRINKWORTH, Jill	Liberal Democrats	382
BRISCOE, Lloyd James	Labour and Co-operative Party	639 – elected

Old Town

Turnout: 37.65%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
CHERNEY-CRAW, Monika Elizabeth	Labour and Co-operative Party	1010
HANAFIN, Jody Elizabeth	The Conservative Party Candidate	1012 – elected
HUMBERSTONE, Mason Daniel Neal	Liberal Democrats	149
STURGES, Elizabeth Genevieve	Green Party	194

Pin Green

Turnout: 32.89%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
LAING, Charlie	The Conservative Party Candidate	579
LOVELACE, Vicky	Green Party	184
MARTIN-HAUGH, Lin	Labour and Co-operative Party	811 – elected

Roebuck

Turnout: 34.23%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
BYE, Nigel Robert	Liberal Democrats	113
FARQUHARSON, Alex	The Conservative Party Candidate	706
MALOCCO, Martin John	Green Party	90

POTTER, Sarah-Jane	Labour and Co-operative Party	842 – elected
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Shephall

Turnout: 29.79%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
BARBER, Paul Matthew	Liberal Democrats	68
BROOM, Rob	Labour and Co-operative Party	727 – elected
HEARN, Michael Steven	The Conservative Party Candidate	482
MALOCCO, Michael Andrew	Green Party	84

St. Nicholas

Turnout: 34.87%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
BARR, Sandra Anne	Labour and Co-operative Party	951 – elected
COLLINS, Naomi Ruth	Green Party	96
SNELL, Matthew Benjamin Robert	Liberal Democrats	96
TANDI, Amanda	The Conservative Party Candidate	690

Symonds Green

Turnout: 36.36%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
HEARMON, Clive	Liberal Democrats	89
TAYLOR, Sharon Jane	Labour and Co-operative Party	847 – elected
WARR, Richard David	The Green Party	81
YOUNG, Alex	The Conservative Party Candidate	602

Woodfield

Turnout: 36.37%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
BIBBY, Phil	The Conservative Party Candidate	835 – elected
BRINKWORTH, Neil Geoffrey	Liberal Democrats	170
JAVED, Irfan	Labour and Co-operative Party	543

BACKGROUND DOCUMENTS

- Files – Borough Council Elections 2018

APPENDICES

- None.

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Meeting: ANNUAL COUNCIL
Date: 23 MAY 2018

CONSTITUTIONAL ISSUES

Author - Jackie Cansick Ext No. 2216
Contributors – Mary Cormack Ext No. 2212
 Zayd Al-Jawad Ext No. 2257
Lead Officer – Scott Crudgington Ext No. 2185
Contact Officer - Jackie Cansick Ext No. 2216

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 to be agreed in accordance with the rules of proportionality, where appropriate, for 94 of the Committee places, be approved for the following bodies that form the non-Executive Member level decision making structure of the Council:
- Overview and Scrutiny Committee* (Appendix A) – 14 Members (9 Labour Group, 4 Conservative Group, 1 Liberal Democrat Group)
 - Community Select Committee* (Appendix B) – 10 Members (7 Labour Group, 2 Conservative Group, 1 Liberal Democrat Group)
 - Environment and Economy Select Committee* (Appendix C) – 11 Members (7 Labour Group, 3 Conservative Group, 1 Liberal Democrat Group)
 - Planning & Development Committee* (Appendix D) – 13 Members (8 Labour Group, 4 Conservative Group, 1 Liberal Democrat Group)
 - Licensing Committee (Appendix E) – 14 Members (8 Labour Group, 5 Conservative Group, 1 Liberal Democrat Group)
 - General Purposes Committee* (Appendix F) – 14 Members (8 Labour Group, 5 Conservative Group, 1 Liberal Democrat Group)
 - Appointments Committee* (Appendix G) - 8 Members (6 Labour Group, 1 Conservative Group, 1 Liberal Democrat Group)
 - Standards Committee* (Appendix H) – 8 Members (6 Labour Group, 1 Conservative Group, 1 Liberal Democrat Group)
 - Audit Committee* (Appendix I) – 8 Members (6 Labour Group, 1 Conservative Group, 1 Liberal Democrat Group) + 1 Co-opted non-elected member
 - Statement of Accounts Committee* (Appendix J) – 8 Members (6 Labour Group, 1 Conservative Group, 1 Liberal Democrat 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 94

- 2.2 That the composition of the Executive and the Portfolios, details of which to be circulated at the meeting, be noted.
- 2.3 That the various Executive bodies appointed by the Leader, details of which to be circulated at the meeting be noted. The relevant Terms of Reference for each body are shown at Appendix K.
- 2.4 That Council approves the dates for Council meetings for the Municipal Year, as shown at paragraph 4.7 and notes the draft dates for other meetings as shown at Appendix L.
- 2.5 That Council appoints 5 Members to the Housing Management Advisory Board (4 Majority Group, 1 Opposition Member).
- 2.6 That it be noted that the Leader has given delegated authority to all Members regarding the spend of their £2,500 Local Community Budget and for the Youth Mayor's £3,300 Youth Community Budget.
- 2.7 That Council places on record its thanks to Brian Mitchell who has served as the Independent person on the Audit Committee since it was established in 2006. The appointment of the new independent person to serve on the Committee will be reported to Council in July.
- 2.8 That the proposed change to the Budget & Policy Framework Rules of the Council's Constitution, as set out in paragraph 4.13 – 4.1.5 be approved.
- 2.9 That the proposed additional delegations from the Planning & Development Committee to the Assistant Director (Planning & Regulatory) as set out in paragraphs 4.16 – 4.17 be approved.
- 2.10 That Standing Orders for Ordinary meetings of the Council be amended to include provision for the Chairs of Scrutiny Committees to provide a verbal update on their Committees' activities since the last ordinary meeting (up to 5 minutes per Chair).
- 2.11 That it be noted that the Leader has extended a standing invitation to Chairs of Scrutiny Committees to attend meetings of the Executive to present Minutes of their meetings when they appear on agendas.
- 2.12 That Members note the proposed arrangements for Executive Portfolio Holder Policy Advisory Groups to seek guidance and comment from relevant Scrutiny Members on policy proposals to be considered by the Executive (paragraphs 4.21 – 4.23 refers).

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-J. 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 Details of the membership of the Executive appointed by the Leader and the Executive Portfolios will be circulated at the meeting.

Appointment of Executive Bodies

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

Joint Consultative Committee (Employers' Side)
Appeals, Grievances and Litigation Committee
Housing Development Committee
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 K
- 4.5 As Committees of the Executive the 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 to be circulated at the Council meeting.

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 where a material change of circumstances makes it necessary. The dates proposed for Council are as follows:

- Wednesday 25 July 2018
- Wednesday 17 October 2018
- Wednesday 18 December 2018

- Wednesday 30 January 2019 (Special Meeting – Rent setting)
- Wednesday 27 February 2019 (includes Budget & Council Tax setting)
- Tuesday/Wednesday 21/ 22 May 2019 (Annual Council) (Dependent upon the date of the Town Twinning Business Meeting)

- 4.7 A provisional calendar of formal meetings is also appended to this report. 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. The draft also includes the monthly 'Modern Member Programme' (MMP) training and development events and reserved dates for All Member Briefings.
- 4.9 The calendar of formal meetings also 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.

Housing Management Advisory Board

- 4.10 The Housing Management Advisory Board includes provision for 5 Councillors to serve (to include 1 Opposition Member), along with tenant, leaseholder, and officer representatives. The Councillor representatives are to be appointed each year at the Annual Council. Details of those Members who have been nominated to serve on the Housing Advisory Management Board will be circulated at the Council meeting.

Local Community Budgets

- 4.11 The Leader has agreed that all Members are to be given delegated authority regarding the spend of their £2,500 Local Community Budget and for the Youth Mayor's £3,300 Youth Community Budget.

Non-Elected Independent Member – Audit Committee

- 4.12 In 2017 Council agreed that from 2018 a new Independent person would be appointed to serve on the Audit Committee for a fixed 4 year term for reasons of transparency and accountability given the nature of the role. Accordingly Brian Mitchell, who has served as an independent, non-elected member on the Committee since it was established in 2006 has stood down. The Assistant Director (Finance & Estates) is in the process of recruiting to this role and will make a recommendation to Council in July.

Changes to the Constitution

- 4.13 Whilst the Monitoring Officer and Constitutional Services Manager will be undertaking a comprehensive review of the Council's Constitution in this Municipal Year several matters have been considered that for accuracy and administrative expedience Council is asked to consider on this occasion.
- 4.14 Under the Budget & Policy Framework (B&PF) rules when B&PF proposals are published by the Executive a period of not less than 3 weeks is set down for consultation on those proposals with the Overview & Scrutiny Committee. This provision has existed since the Council Constitution was first drafted following the Local Government Act 2000 and followed the broad, generic provisions of suggested content provided by the then Department of Communities and Local Government. On occasions this specific, prescriptive caused difficulties given the very tight timescales that often prevail, particularly in relation to setting the budget and rents that are dependent upon Government announcements relating thereto.
- 4.15 On all occasions where Budget & Policy Framework proposals are made by the Leader or Executive a meeting of the Overview & Scrutiny Committee is convened for the relevant consultation and discussion to take place with any comments being fed into the final report to Executive/Council. Accordingly it is recommended that the time limit on the consultation be deleted, although a meeting of the Overview & Scrutiny Committee will take place on each occasion for formal consultation to take place.

Planning & Development Committee – Delegations

- 4.16 Currently any Stevenage Borough Council (SBC) owned application where an objection has been submitted is required to be considered by the Planning & Development Committee. This results in the Planning & Development Committee having to consider very small applications such as a change of amenity or fencing where only one objection has been submitted. If these applications were on private land they would not go to the Committee but would be determined by the Assistant Director (Planning & Regulatory) who has delegated authority.
- 4.17 Accordingly it is proposed that the threshold for delegated authority for the Assistant Director (Planning & Regulatory) to determine such applications be raised to five objections (from the current one). This would free up Planning & Development Committee's time for larger, more complex applications. The option for Members to request any case to be called in to Planning & Development Committee would remain.

Scrutiny Updates

- 4.18 Members will be aware that there is provision at ordinary Council meetings under the Leader's Updates item for the Executive to briefing present details of recent developments and activities relating to the individual Portfolios.
- 4.19 It is recommended that Standing Orders be amended to include provision at ordinary Council meetings for the Chair of each Scrutiny Body to be allowed up to five minutes to update the Council on the recent activities of their Committees. The Leader of the Council will be allowed up to two minutes to comment on each update.

- 4.20 Additionally the Leader is to extend a standing invitation to Chairs/Vice-Chairs of each Scrutiny Committee to attend Executive meetings to speak to the minutes of each of their meetings when they are on the Executive agenda.

Executive Portfolio Holder Policy Advisory Groups

- 4.21 Prior to a new or revised policy being submitted to the Executive, Members of the relevant Scrutiny Committee are consulted by the Portfolio Holder and Lead Officer(s). However this arrangement is not currently regularised and views have been expressed that this consultation needs a more formal approach with meetings called in good time, documentation circulated in advance and the meetings clerked.
- 4.22 To address this issue the Leader of the Council has proposed that as and when a policy is coming forward to the Executive, prior to the draft report being finalised the relevant Portfolio Holder convenes a 'Policy Advisory Group', inviting all Members of the scrutiny body that has the particular policy matter within its remit for scrutiny. These meetings, whilst not being formal Committees of the Executive, will have agendas circulated and minutes taken by Constitutional Services. The terms of reference of the Scrutiny Committees have been amended to reflect this proposal.

BACKGROUND PAPERS

- The Council's Constitution

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)
- Terms of Reference – Executive Bodies (Appendix K)
- Provisional Calendar of meetings (Appendix L)

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 of the Assistant Director (Corporate Services & Transformation), Assistant Director (Finance & Estates) and Assistant Director (Corporate Projects, Customer Services & Technology) and those 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 of the Assistant Director (Corporate Services & Transformation), Assistant Director (Finance & Estates) and Assistant Director (Corporate Projects, Customer Services & Technology) and those 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 the 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 of the Assistant Director (Corporate Services & Transformation), Assistant Director (Finance & Estates) and Assistant Director (Corporate Projects, Customer Services & Technology) and those 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 of the Assistant Director (Corporate Services & Transformation), Assistant Director (Finance & Estates) and Assistant Director (Corporate Projects, Customer Services & Technology) and those 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) and the Assistant Director (Communities and Neighbourhood) 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 purview of the Assistant Director (Housing and Investment) and the Assistant Director (Communities and Neighbourhood), 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 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), 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 purview of the Assistant Director (Regeneration), Assistant Director (Stevenage Direct Services), Assistant Director (Housing Development) and Assistant Director (Planning & Regulatory), 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 Assistant Director to provide a briefing or take part in discussion.
 - 3.4 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.
 - 3.5 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.
 - 3.6 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 (Regeneration), Assistant Director (Stevenage Direct Services), Assistant Director (Housing Development) and Assistant Director (Planning & Regulatory).
 - 3.7 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 (Regeneration), Assistant Director (Stevenage Direct Services), Assistant Director (Housing Development) and Assistant Director (Planning & Regulatory).

- 3.8 In conjunction with the other Select Committee and the Overview and Scrutiny Committee, responsibility for the on-going development of the Policy Development and Scrutiny function of the Council.
- 3.9 To report to the Executive, other committees or Council, as appropriate.

PLANNING AND DEVELOPMENT COMMITTEE

1. Membership – 13
 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 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 management 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 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 & 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 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 – 8 (+ 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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EXECUTIVE BODIES – TERMS OF REFERENCE

Joint Consultative Committee (JCC) (Employer Side)

Membership: Chairman - Portfolio Holder for Resources and three Members of Executive.

Quorum - two

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.

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 Committee

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

Quorum – Three

Terms of Reference –

1. To consider and approve 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. To consider and approve the 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. To authorise an envelope of 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. To consider 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. To authorise officers to commence procurement of delivery partners/contractors for sites that have achieved planning permissions and are considered to be contributing towards a viable development programme.
7. To delegate authority for the appointment of contractors to deliver approved schemes to the Strategic Director for Community and Deputy Chief Executive for small to medium sized projects up to a construction value of £4m. The subcommittee will approve all other contract awards over £4m
8. To approve, and include within financial appraisals, 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 Department of 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 the Homes and Communities Agency (HCA)
- (e) Development support income generated through private sale homes, land disposals and shared ownership homes on schemes and land identified in the programme

9. To monitor and report to the Executive on an annual basis 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 Department of 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. To approve applications to the HCA (or any successor body) to obtain Investment Partner Status (or similar), in order to enable the Council to seek funding from the HCA, and to approve funding bids to the HCA for development within the Council House Building Programme.

11. To consider and approve 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. To decide, where necessary, the names of developments undertaken through the Council House Building Programme, following consultation with Ward Members.

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.

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**DRAFT
CALENDAR
MAY 2018 – JUNE 2019**

		MAY
21	M	
22	T	
23	W	ANNUAL COUNCIL
24	T	PLANNING & DEVELOPMENT
25	F	
26	S	
27	S	
28	M	
29	T	ALL MEMBER BRIEFING (Major Refurbishment Contract)
30	W	Leader's Financial Security Group
31	T	
		JUNE
01	F	
02	S	
03	S	
04	M	Majority Group
05	T	SELECT COMMITTEE (Reserved Date)
06	W	Member Induction Session
07	T	MMP EVENT
08	F	
09	S	
10	S	
11	M	
12	T	AUDIT COMMITTEE
13	W	SELECT COMMITTEE (Reserved Date)
14	T	Member Induction Session
15	F	HOUSING DEVELOPMENT EXECUTIVE COMMITTEE
16	S	
17	S	
18	M	
19	T	PLANNING & DEVELOPMENT
20	W	SELECT COMMITTEE (Reserved Date)
21	T	HOUSING MANAGEMENT ADVISORY BOARD
22	F	
23	S	
24	S	
25	M	JOINT REVENUES & BENEFITS EXECUTIVE (SUBJECT TO EHDC)
26	T	SELECT COMMITTEE (Reserved Date) Housing Customer Scrutiny Panel
27	W	Member Induction Session
28	T	Leader's Financial Security Group
29	F	
30	S	
		JULY
01	S	
02	M	ALL MEMBER BRIEFING (if required)
03	T	
04	W	SELECT COMMITTEE (Reserved Date)
05	T	MMP EVENT
06	F	
07	S	
08	S	
09	M	Majority Group
10	T	STATEMENT OF ACCOUNTS TRAINING (SOA Committee & Audit Committee Members)
11	W	EXECUTIVE
12	T	SELECT COMMITTEE (Reserved Date)
13	F	
14	S	
15	S	
16	M	OVERVIEW & SCRUTINY
17	T	PLANNING & DEVELOPMENT
18	W	Leader's Financial Security Group
19	T	HOUSING MANAGEMENT ADVISORY BOARD
20	F	
21	S	
22	S	
23	M	Majority Group
24	T	SELECT COMMITTEE (Reserved Date)
25	W	COUNCIL
26	T	AUDIT/STATEMENT OF ACCOUNTS COMMITTEES
27	F	HOUSING DEVELOPMENT EXECUTIVE COMMITTEE
28	S	
29	S	
30	M	Leader's Financial Security Group
31	T	Member Induction Session
		AUGUST

01	W	
02	T	
03	F	
04	S	
05	S	
06	M	<i>Majority Group (if required)</i>
07	T	
08	W	EXECUTIVE (If required)
09	T	
10	F	
11	S	
12	S	
13	M	OVERVIEW & SCRUTINY (If required)
14	T	PLANNING & DEVELOPMENT Housing Customer Scrutiny Panel
15	W	
16	T	HOUSING MANAGEMENT ADVISORY BOARD
17	F	
18	S	
19	S	
20	M	
21	T	
22	W	
23	T	
24	F	
25	S	
26	S	
27	M	
28	T	
29	W	
30	T	Leader's Financial Security Group
31	F	
SEPTEMBER		
01	S	
02	S	
03	M	<i>Majority Group</i>
04	T	SELECT COMMITTEE (Reserved Date)
05	W	EXECUTIVE
06	T	MMP EVENT
07	F	
08	S	
09	S	
10	M	OVERVIEW & SCRUTINY
11	T	PLANNING & DEVELOPMENT
12	W	AUDIT COMMITTEE
13	T	HOUSING MANAGEMENT ADVISORY BOARD
14	F	
15	S	
16	S	
17	M	ALL MEMBER BRIEFING (if required)
18	T	SELECT COMMITTEE (Reserved Date) Housing Customer Scrutiny Panel
19	W	
20	T	Leader's Financial Security Group
21	F	HOUSING DEVELOPMENT EXECUTIVE COMMITTEE (
22	S	
23	S	
24	M	SELECT COMMITTEE (Reserved Date)
25	T	
26	W	
27	T	
28	F	
29	S	
30	S	
OCTOBER		
01	M	<i>Majority Group</i>
02	T	SELECT COMMITTEE (Reserved Date)
03	W	EXECUTIVE
04	T	MMP EVENT
05	F	
06	S	
07	S	
08	M	OVERVIEW & SCRUTINY
09	T	PLANNING & DEVELOPMENT
10	W	
11	T	
12	F	
13	S	
14	S	
15	M	<i>Majority Group</i>
16	T	SELECT COMMITTEE (Reserved Date)
17	W	COUNCIL
18	T	
19	F	
20	S	

21	S	
22	M	ALL MEMBER BRIEFING (if required)
23	T	SELECT COMMITTEE (Reserved Date)
24	W	Leader's Financial Security Group
25	T	HOUSING MANAGEMENT ADVISORY BOARD
26	F	
27	S	
28	S	
29	M	
30	T	
31	W	
NOVEMBER		
01	T	MMP EVENT
02	F	
03	S	
04	S	
05	M	
06	T	PLANNING & DEVELOPMENT Housing Customer Scrutiny Panel
07	W	SELECT COMMITTEE (Reserved Date)
08	T	
09	F	HOUSING DEVELOPMENT EXECUTIVE COMMITTEE
10	S	
11	S	
12	M	SELECT COMMITTEE(Reserved Date)
13	T	
14	W	
15	T	
16	F	
17	S	
18	S	
19	M	Majority Group
20	T	AUDIT COMMITTEE
21	W	EXECUTIVE
22	T	HOUSING MANAGEMENT ADVISORY BOARD
23	F	
24	S	
25	S	
26	M	OVERVIEW & SCRUTINY
27	T	ALL MEMBER BRIEFING (if required)
28	W	
29	T	Leader's Financial Security Group
30	F	
DECEMBER		
01	S	
02	S	
03	M	SELECT COMMITTEE (Reserved Date)
04	T	PLANNING & DEVELOPMENT
05	W	
06	T	MMP EVENT
07	F	
08	S	
09	S	
10	M	Majority Group
11	T	Housing Customer Scrutiny Panel 6pm
12	W	EXECUTIVE
13	T	OVERVIEW & SCRUTINY
14	F	
15	S	
16	S	
17	M	
18	T	COUNCIL
19	W	Leader's Financial Security Group
20	T	
21	F	
22	S	
23	S	
24	M	
25	T	
26	W	
27	T	
28	F	
29	S	
30	S	
31	M	
JANUARY		
01	T	
02	W	
03	T	MMP EVENT
04	F	
05	S	
06	S	
07	M	HOUSING MANAGEMENT ADVISORY BOARD
08	T	PLANNING & DEVELOPMENT
09	W	SELECT COMMITTEE (Reserved Date)
10	T	

11	F	HOUSING DEVELOPMENT EXECUTIVE COMMITTEE
12	S	
13	S	
14	M	ALL MEMBER BRIEFING (if required)
15	T	SELECT COMMITTEE (Reserved Date)
16	W	
17	T	HOUSING MANAGEMENT ADVISORY BOARD
18	F	
19	S	
20	S	
21	M	Majority Group
22	T	
23	W	EXECUTIVE
24	T	SELECT COMMITTEE (Reserved Date)
25	F	
26	S	
27	S	
28	M	
29	T	OVERVIEW & SCRUTINY
30	W	SPECIAL COUNCIL
31	T	
FEBRUARY		
01	F	
02	S	
03	S	
04	M	AUDIT COMMITTEE
05	T	PLANNING & DEVELOPMENT Housing Customer Scrutiny Panel
06	W	COMMUNITY SELECT COMMITTEE (2019-20 Work Programme)
07	T	MMP EVENT
08	F	
09	S	
10	S	
11	M	Majority Group
12	T	SELECT COMMITTEE (Reserved Date)
13	W	EXECUTIVE
14	T	
15	F	
16	S	
17	S	
18	M	OVERVIEW & SCRUTINY
19	T	ALL MEMBER BRIEFING (if required)
20	W	
21	T	HOUSING MANAGEMENT ADVISORY BOARD
22	F	
23	S	
24	S	
25	M	Majority Group
26	T	SELECT COMMITTEE (Reserved Date)
27	W	COUNCIL
28	T	
MARCH		
01	F	HOUSING DEVELOPMENT EXECUTIVE COMMITTEE
02	S	
03	S	
04	M	
05	T	PLANNING & DEVELOPMENT Housing Customer Scrutiny Panel
06	W	
07	T	MMP EVENT
08	F	
09	S	
10	S	
11	M	Majority Group
12	T	
13	W	ENVIRONMENT & ECONOMY SELECT COMMITTEE (2019-20 Work Programme)
14	T	EXECUTIVE HOUSING MANAGEMENT ADVISORY BOARD
15	F	
16	S	
17	S	
18	M	OVERVIEW & SCRUTINY (To include 2019/2020 Work Programme)
19	T	AUDIT COMMITTEE
20	W	
21	T	
22	F	
23	S	
24	S	
25	M	ALL MEMBER BRIEFING (if required)
26	T	COMMUNITY SELECT COMMITTEE (Crime & Disorder Committee)
27	W	
28	T	
29	F	
30	S	
31	S	

APRIL		
01	M	Majority Group
02	T	PLANNING & DEVELOPMENT
03	W	EXECUTIVE
04	T	OVERVIEW & SCRUTINY
05	F	HOUSING DEVELOPMENT EXECUTIVE COMMITTEE
06	S	
07	S	
08	M	
09	T	
10	W	
11	T	
12	F	
13	S	
14	S	
15	M	
16	T	Housing Customer Scrutiny Panel
17	W	
18	T	
19	F	
20	S	
21	S	
22	M	
23	T	
24	W	
25	T	
26	F	
27	S	
28	S	
29	M	
30	T	
MAY		
01	W	
02	T	ELECTIONS
03	F	
04	S	
05	S	
06	M	
07	T	
08	W	
09	T	
10	F	
11	S	
12	S	
13	M	
14	T	
15	W	
16	T	
17	F	
18	S	
19	S	
20	M	
21	T	ANNUAL COUNCIL - TBC
22	W	ANNUAL COUNCIL - TBC
23	T	
24	F	
25	S	
26	S	
27	M	
28	T	
29	W	
30	T	
31	F	

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APPOINTMENTS TO OUTSIDE BODIES 2018/19

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
HCC Joint Waste Management Group	Portfolio Holder Environment and Regeneration
Hertfordshire Infrastructure Planning and Policy Group	Portfolio Holder Environment and Regeneration
Hertfordshire Local Authorities Leaders Group	The Leader of the Council
Hertfordshire Supporting People Commissioning Body Members Overview Group	Portfolio Holder Housing, Health and Older People
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 Safer Communities, Older People and Health
SoStevenage Partnership	The Leader of the Council and Deputy Leader
Stevenage Community Safety Partnership	Portfolio Holder Communities (including Safer Communities) and Equalities
Stevenage Leisure Limited (Observer)	The Leader of the Council and Portfolio Holder Children Young People and Leisure

Outside Bodies 2018/19 receiving funding/rent in kind or use of SBC Building

ORGANISATION	No of Councillors	Councillor
Age Concern Stevenage	1	John Lloyd
Bedwell Community Association	1	L Harrington
Bragbury Centre	1	John Lloyd
Chells Manor Community Association	1	A McGuiness
Douglas Drive Senior Citizens Association	1	John Lloyd
Home-Start Stevenage	1	J Gardner
Kadoma Link Association	2	J Gardner G Snell
Living Room Project	1	J Hollywell
Old Stevenage Community Association	1	J Brown
Oval Community Association	1	L Briscoe
Pin Green Community Association	1	J Thomas
Shephall Community Association	1	J Mead
St Nicholas Community Association	1	S Barr
Stevenage Women's Resource Centre	1	Mrs J Lloyd
Stevenage Citizens Advice Bureau	1	R Raynor
Stevenage Community Trust	2	R Henry John Mead
Stevenage Credit Union Limited	1	L Chester
Stevenage Furniture Recycling Scheme	1	S J Potter
Stevenage Haven	1	R Broom
Stevenage/Autun/Ingelheim Association	2	R Henry

		S Speller
Stevenage World Forum For Ethnic Communities	1	J Gardner
Symonds Green Community Association	1	L Chester
Timebridge Community Association	1	J Hollywell
Turn the Tide	1	L Kelly

Other Outside Bodies

ORGANISATION	No of Councillors	Councillor
East of England LGA Improvement and Efficiency Panel	1	R Henry
HCC Health Scrutiny Committee	1	M McKay
Local Government Information Unit	1	M Downing
Luton Airport Consultative Committee	1	J Gardner
Stevenage Consolidated Charities (Four Year Period)	4	R Raynor (to 2020) C Latif (to 2020) M McKay (to 2021) J Mead (to 2021)

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