

OVERVIEW AND SCRUTINY COMMITTEE

Date: Monday, 16 July 2018

Time: 6.00pm,

Location: Shimkent Room - Shimkent Room - Daneshill House, Danestrete

Contact: Guy Moody

Members: Councillors: L Martin-Haugh (Chair), P Bibby CC (Vice-Chair), S Barr, J Brown, M Downing, J Fraser, J Hanafin, ME Gardner, L Kelly, J Mead, S Mead, A Mitchell CC, R Parker CC and S-J Potter

AGENDA

PART 1

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

To receive any apologies for absence or declarations on interest by Members.

2. MINUTES - 5 APRIL 2018

To approve as a correct record and for signing by the Chair, the minutes of the meeting of the Committee held on 5 April 2018.

Pages 5 – 8

3. PART 1 DECISIONS OF THE EXECUTIVE

To consider the following Part 1 decisions of the Executive taken on 11 July 2018.

Executive Agenda Item No.	Page No.
2. Minutes of the Executive of 4 April 2018	5
3. Minutes of Overview and Scrutiny Committee and Select Committees	9
4. The Future of Fairlands Valley Farmhouse	33
5. 4th Quarter Monitoring Revenue Report – General Fund and HRA 2017/18	45
6. 4 th Quarter Monitoring Capital Report – General Fund and HRA 2017/18	63
7. Statement of Community Involvement	93
8. Adoption of General Fund Asset Management Strategy and Action Plan	123
9. 2017/18 Annual Report and Performance Overview	179

**PLEASE BRING YOUR AGENDA AND REPORTS FOR THE EXECUTIVE MEETING
HELD ON 11 JULY 2018**

4. OVERVIEW & SCRUTINY COMMITTEE WORK PROGRAMME 2018-19

To note the Work Programme for the Overview & Scrutiny Committee for 2018-19.
Pages 9 – 16

5. EXECUTIVE MEMBER RESPONSE TO MEDIA & COMMUNICATIONS REVIEW

To consider the Executive Member response to the report and recommendations made by the Committee following the review into Media & Communications.

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6. URGENT PART 1 DECISIONS AUTHORISED BY THE CHAIR OF OVERVIEW AND SCRUTINY COMMITTEE

None.

7. URGENT PART 1 BUSINESS

To consider any Part 1 business accepted by the Chair as urgent.

8. EXCLUSION OF PRESS AND PUBLIC

To consider the following motions –

1. That under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as described in paragraphs 1 – 7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to Information) (Variation) Order 2006.

2. That Members consider the reasons for the following reports being in Part II and determine whether or not maintaining the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.

9. PART II DECISIONS OF THE EXECUTIVE

To consider the following Part II decisions of the Executive taken on 11 July 2018.

Executive Agenda Item No.	Page No.
12. Property Investment Strategy – Update	235
13. Award of Contract for the Refurbishment and Maintenance of Lifts (2018-2023)	251
14. Award of Contract for Insurance Services	273

10. URGENT PART II DECISIONS AUTHORISED BY THE CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE

None.

11. URGENT PART II BUSINESS

To consider any Part II business accepted by the Chair as urgent.

STEVENAGE BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE MINUTES

Date: Thursday, 5 April 2018

Time: 6.00pm

Place: Shimkent Room - Daneshill House, Danestrete

Present: Councillors: Lin Martin-Haugh (Chair), Jim Brown, Howard Burrell, Michael Downing, Alex Farquharson, James Fraser, Michelle Gardner, Liz Harrington, Carol Latif and Adam Mitchell CC

Start / End Time: Start Time: 6.00pm
End Time: 6.05pm

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

An apology for absence was received on behalf of Councillor J Lloyd. There were no declarations of interest by Members.

2 **MINUTES - 8 MARCH 2018 AND 19 MARCH 2018**

It was **RESOLVED**:

1. That the Minutes of the Overview and Scrutiny Committee Meeting held on 8 March 2018 are approved as a correct record and signed by the Chair; and
2. That the Minutes of the Overview and Scrutiny Committee Meeting held on 19 March 2018 are approved as a correct record and signed by the Chair, subject to it being noted that Councillor John Lloyd had tendered his apologies for the meeting and that this be recorded.

3 **PART 1 DECISIONS OF THE EXECUTIVE**

The Committee considered a report, which had not been circulated to Members five clear days before the meeting, nor had it been made available for public inspection. The Chair determined, however, that given the short time left before the end of the call-in period on 12 April 2018, it could be considered on this occasion.

- (i) **Minutes of the Executive of 13 March 2018**
- (ii) **Minutes of the Overview and Scrutiny Committees and Select Committees**
- (iii) **New Homes Bonus**

The Council's Assistant Director of Finance and Estates introduced the report, which (i) updated Members on the progress of 2017/18 New Homes Bonus

schemes announced at February 2018 Council meeting and approved by Members at the March 2018 Executive; and (ii) sought the Executive's approval of a range of schemes and initiatives to be funded from the 2018/2019 New Homes Bonus allocation.

(iv) Community Safety Strategy 2018/2021

The Council's Assistant Director of Communities and Neighbourhood introduced the report, which sought the Executive's consideration for recommendation to Council, the draft Community Safety Strategy, which outlined the emerging priorities of the SoSafe Partnership for the next three years and which had been considered by the Responsible Authorities Group at its meeting held on 5 February 2018.

A Member asked that the report to Full Council spell out what the new Strategy would achieve over and above the proposals set out in the previous (2015 to 2018) Strategy.

It was noted that Recommendation 2.2 to the report had been withdrawn.

It was **RESOLVED** that the decisions taken by the Executive on the following Part 1 items to the agenda for its meeting held on 4 April 2018, be noted:

- **Minutes of the Executive of 13 March 2018**
- **Minutes of Overview and Scrutiny Committees and Select Committees**
- **New Homes Bonus**
- **Community Safety Strategy**

4 URGENT PART 1 DECISIONS AUTHORISED BY THE CHAIR OF OVERVIEW AND SCRUTINY COMMITTEE

The Committee noted that at the last meeting, the Chair had agreed to waive the right to call-in with regard to New Homes Bonus money (£90,000) being allocated to the Stevenage Cycling Festival (incorporating the Tour Series).

5 URGENT PART 1 BUSINESS

None.

6 EXCLUSION OF PUBLIC AND PRESS

It was **RESOLVED**:

1. That, under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as described in Paragraphs 1 to 7 of Part 1 of Schedule 12A of the Act, as amended, by the Local Government (Access to Information) (Variation) Order 2006; and

2. That, Members consider the reasons for the following reports being in Part II and determine whether or not maintaining the exemption from disclosure of the information contained therein, outweighed the public interest in disclosure.

7 **PART II DECISIONS OF THE EXECUTIVE**

Part II Minutes of the Executive – 13 March 2018

It was **RESOLVED** that the Part II decisions taken by the Executive at its meeting held on 13 March 2018, be noted.

8 **URGENT PART II DECISIONS AUTHORISED BY THE CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE**

None.

9 **URGENT PART II BUSINESS**

None.

CHAIR

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Lead AD	SD Matt Partridge
Deputy	SD Tom Pike
Chair	Cllr Lin Martin-Haugh

Overview & Scrutiny Committee Work Programme 2018-19
(Including review items, statutory Budget and Policy Framework items, and policy development items)

Scrutiny Review items 2018/19: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2018/19)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/Deputy	SD/AD Comment - Likelihood of being delivered in 2017/18?	Chair/ Vice-Chair Preference & Priority
(High) Complaints/Feedback Handling	SD Matt Partridge, Richard Protheroe/AD Corp Services & Transformation Clare Watson The Leader	This review began in 2017 - scope agreed at Select Committee meeting 28 June 2017, interviews 26 September 2017, draft recommendations to be scheduled at Committee in 2018.	(i) remainder of the review likely to be covered in 1 meeting (ii) Full Scope (already completed) (iii) Presentation & Officer report test cases (already provided) (iv) Completion of review now in 2018.		Yes will be delivered	
Scrutiny of the	SD Matt	?	A Special Meeting of the	The Scrutiny	Yes will be	

Scrutiny Review items 2018/19: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2018/19)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/Deputy	SD/AD Comment - Likelihood of being delivered in 2017/18?	Chair/ Vice-Chair Preference & Priority
Scrutiny function at SBC <div style="text-align: center;">Page 8</div>	Partridge, AD Corp Services & Transformation, Rich Protheroe		Committee be convened, to which all Scrutiny Members be invited, looking at the outcomes from the Parliamentary Select Committee. Further to this one off meeting a review of the function would need scoping and consideration about how this could be undertaken whether by a third party peer review etc.?	Officer has approached the University of Birmingham INLOGOV (Institute of Local Gov) to undertake a 2-3 day visit in the autumn to interview CE, Leader, SD/ADs, Chair/VC, & Scrutiny Members	delivered	
Sickness Management	SD Matt Partridge, AD Corp Services & Transformation, Rich Protheroe		Noting action being taken to seek to improve performance as previously discussed by the Committee linked to the quarterly performance report this item will be considered in quarter 3 or quarter 4 2018/19 for possible inclusion in the 19/20 programme subject to the outcome of a performance assessment undertaken at that time point		This will not be delivered as a review item	The Chair and Vice-Chair have suggested that it would be good to engage Members early in the process and then when testing the new web site in a mixed Customer and Members Focus Group

Scrutiny Review items 2018/19: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2018/19)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/Deputy	SD/AD Comment - Likelihood of being delivered in 2017/18?	Chair/ Vice-Chair Preference & Priority
			in time. .			
Committee contribute to the development of the Council's new Website	SD Matt Partridge, AD Corp Services & Transformation, Rich Protheroe, the Leader (Media & Communications)		It has been suggested by SLT that this would perhaps be better served by Members joining in a Customer Focus Group		This will not be delivered as a review item	

Statutory Budget & Policy Framework Items:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope required)	Other details	Complete ✓ ✗
(High) The 2019/2020	Clare Fletcher	December 2018	Yes, covered in	Presentation by	No scoping		

HRA and Rent Setting	AD/Cllr Mrs Joan Lloyd		one meeting	AD with supporting papers	required		
(High) Financial Security Budget Options	Clare Fletcher AD/Cllr Mrs Joan Lloyd	October 2018	Yes, covered in one meeting	Presentation by AD with supporting papers	No scoping required		
(High) Council Tax Support Scheme (refresh of scheme reviewed annually by Exec)	Clare Fletcher AD/Su Tarran HoS/Cllr Joan Lloyd	December 2018	Yes, covered in one meeting	Presentation by AD with supporting papers	No scoping required		
(High) New Homes Bonus Allocations Page 10	Clare Fletcher AD/ Leader Cllr Sharon Taylor	March 2019 – date to be agreed	Yes, covered in one meeting	Presentation by AD with supporting papers	No scoping required	Holding this meeting in March in 2018 was an improvement, as Members carried out pre-scrutiny and had a chance to comment prior to the Executive decision.	
(High) General Fund Budget and Council Tax Setting	Clare Fletcher AD/Cllr Mrs Joan Lloyd	January 2019	Yes, covered in one meeting	Presentation by AD with supporting papers	No scoping required		

Policy Development Items:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item covered in?	Expectation/ Style of meeting	Scope details	Other details	Comment by lead Assistant Director/ Deputy	Complete ✓ ✗
<u>Housing Development</u> Helping to develop the priorities and guiding principles for Housing Development strategy as the delivery programme moves forward.	SD Tom Pike, AD Housing Development, Ash Ahmed, Portfolio for Environment & Regeneration, Cllr John Gardner	?	Ideally one meeting	Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss the content and shape of a Policy document before it is completely finalised in order to shape the final outcome	?	These meetings are informal, however Constitutional Services are reviewing the clerking arrangements and will help with meeting set up i.e. room booking & invites, agenda etc. but will need prior notice of these meetings.	SLT have recommended that this would be better suited as a Modern Member Programme event as the Housing Development Committee has a specific brief to look at this area	
<u>Council Tax Support Scheme and Universal Credit</u>	Clare Fletcher AD/Su Tarran HoS/Cllr Joan Lloyd	?		Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss the content and shape of a Policy document before it is completely finalised in order to shape the final	?	These meetings are informal, however Constitutional Services are reviewing the clerking arrangements and will help with meeting set up i.e. room booking & invites,	Due to problems with the software, it is not possible to carry out successful modelling for the new discount scheme and therefore a	

Policy Development Items:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item covered in?	Expectation/ Style of meeting	Scope details	Other details	Comment by lead Assistant Director/ Deputy	Complete ✓ ✗
				outcome		agenda etc. but will need prior notice of these meetings.	planned Portfolio Advisory Group policy development meeting to consider the Council Tax Discount Scheme will not be held. In the meantime officers will continue with the existing scheme for 2019/20 but will continue to work on the modelling when the new IT software is released.	
Diversity in SBC Workforce	SD Matt Partridge, AD Corp Services & Transformation, Rich Protheroe, Portfolio,	?		Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss the content and shape		These meetings are informal, however Constitutional Services are reviewing the clerking	SLT are seeking more clarification from scrutiny Members regarding what	

Policy Development Items:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item covered in?	Expectation/ Style of meeting	Scope details	Other details	Comment by lead Assistant Director/ Deputy	Complete ✓ ✗
	Communities, Safer Communities and Equalities.			of a Policy document before it is completely finalised in order to shape the final outcome		arrangements and will help with meeting set up i.e. room booking & invites, agenda etc. but will need prior notice of these meetings.	they are looking to achieve? Is this seen as a health check on the Council's current diversity? – This is difficult to monitor as it depends what staff choose to self-declare as.	

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Executive Member Response To Media & Communications Scrutiny Review

Date Recommendations agreed by Overview & Scrutiny Committee:

Overview & Scrutiny Committee, 08/03/2018
(circulated 15/03/2018)

Date responses should be made by:

Executive responses on behalf of the Executive Portfolio Holders for Housing, Health & Older People should be received by 10/05/2018

Recommendations:

In addition to the recommendations that the LGA Peer Team have made which O&S Members support, Members wished to add the following recommendations to be incorporated into an action plan which are as follows:

Executive Response:

1. That the Council explores how best to engage with the

This will form part of the council's community engagement framework – currently in development. Policy development work will take place

<p>communities it serves; ensuring all resident despite race, age, ethnicity, gender and disability have an equal say on how Council services are delivered.</p> <p>Action: Rob Gregory/Richard Protheroe/Lucy Culkin</p>	<p>through the Community Select Committee during September, October and November 2018.</p>
<p>2. That the Stevenage Youth Council and other youth organisations and clubs be invited to own a strand of the place brand and to promote this amongst the Town's young people. Members recommended that officers should undertake this work by going out to where young people meet in various clubs and organisations and using social media to engage with them so that the level of young people participation can be improved.</p> <p>Action: Rob Gregory/Richard Protheroe/Lucy Culkin</p>	<p>This will be undertaken by the community development team, working alongside Youth Connexions and as part of the Community Engagement Framework.</p>
<p>3. That officers and the Leader consider and outline the future engagement mechanisms that will enable the public to express their opinions and influence future council decisions.</p> <p>Action: Rob Gregory/Richard Protheroe/Lucy Culkin</p>	<p>This will form part of the council's community engagement framework – currently in development. Policy development work will take place through the Community Select Committee during September, October and November 2018.</p>
<p>4. That there be a priority for informed rapid response to incidents and breaking news over planned 'ribbon cutting' events, etc., when necessary.</p> <p>Action: Richard Protheroe/Lucy Culkin</p>	<p>Officers would respond to live events alongside any prearranged events and make judgements about the level of resources required to cover both eventualities.</p>
<p>5. That the associated Communications Action Plan should</p>	<p>The Communications Action Plan will pick up the issues identified by</p>

also include reference to the issues that Members had previously highlighted as part of their review as areas of development, including:

- The importance of intelligence to pre-empt issues and proactively engage with local press.
- The benefit of positive news, especially with regard to any developing issues which might be of concern to Stevenage residents.
- The need to build and maintain relationships with local media agencies.
- The need for Members to exercise caution when using social media such as Twitter or Facebook but that training be provided to them to help build confidence.
- The need to strengthen 'out of hours' coverage especially for social media comments.

Action: Richard Protheroe/Lucy Culkin

Members in their scrutiny review.

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