



## OVERVIEW AND SCRUTINY COMMITTEE

**Date: Monday, 8 October 2018**

**Time: 6.00pm,**

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

**Contact: Fungai Nyamukapa**

**Email: fungai.nyamukapa@stevenage.gov.uk Tel: 01438 242707**

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

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### AGENDA

#### PART 1

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

**2. MINUTES - 10 SEPTEMBER 2018**

To approve as a correct record and for signing by the Chair the minutes of the meeting of the Committee held on 10 September 2018.

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**3. PART I DECISIONS OF THE EXECUTIVE**

To consider the following Part I decisions of the Executive taken on 3 October 2018

<b>Executive Agenda Item No.</b>		<b>Page No.</b>
<b>2.</b>	Minutes of the Executive – 5 September 2018	3
<b>3.</b>	Minutes of Overview & Scrutiny Committee and Select Committees	11
<b>4.</b>	The formation of a wholly owned Housing Development Company – Concept and Business Case Objectives Approval	21

**PLEASE BRING YOUR AGENDA AND REPORTS FOR THE EXECUTIVE MEETING HELD ON 3 OCTOBER 2018**

**4. DIVERSITY IN SBC WORKFORCE**

To consider the SBC Workforce Diversity statistics

Pages 9 – 10

**5. SBC SICKNESS MANAGEMENT SCOPING DOCUMENT**

To consider the SBC Sickness Management Scoping Document

Pages 11 – 14

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

None.

**7. URGENT PART I BUSINESS**

To consider any Part I 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 3 October 2018.

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|----|------------------------------------|----|
| 7. | Part II Minutes – 5 September 2018 | 35 |
| 8. | Garage Business Plan Update        | 37 |

**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.

Agenda Published **27 September 2018**

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## STEVENAGE BOROUGH COUNCIL

### OVERVIEW AND SCRUTINY COMMITTEE MINUTES

**Date: Monday, 10 September 2018**

**Time: 6.00pm**

**Place: Shimkent Room - Daneshill House, Danestrete**

**Present:** Councillors: Lin Martin-Haugh (Chair), Philip Bibby CC (Vice-Chair), Sandra Barr, Jim Brown, James Fraser, Jody Hanafin, Michelle Gardner (from 6.50pm), Lizzy Kelly, John Mead, Sarah Mead, Adam Mitchell CC, Robin Parker CC and Sarah-Jane Potter.

**Start / End**      Start Time:    6.00pm  
**Time:**            End Time:      7.50pm

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

An apology for absence was received from Councillor Michael Downing and for lateness from Councillor Michelle Gardner.

There were no declarations of interest.

#### 2      **MINUTES - 16 JULY 2018**

It was **RESOLVED** that the Minutes of the Overview and Scrutiny Committee Meeting held on 16 July 2018 are approved as a correct record and signed by the Chair.

#### 3      **PART I DECISIONS OF THE EXECUTIVE**

This report 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 14 September 2018 it be considered on this occasion.

##### **Minutes – Overview and Scrutiny Committee and Select Committees**

The Committee noted the comments of the Executive.

##### **Community Infrastructure Levy (CIL)**

The Planning Policy Manager advised that, in 2015, the Executive had agreed to the progression of the CIL. It had not been progressed, as priority had been subsequently given to additional work on the Stevenage draft Local Plan. The Executive had approved two rounds of consultation, on the CIL Preliminary Draft Charging Schedule and Draft Charging Schedule, respectively.

In reply to a number of questions on the report, the Committee was advised:

- CIL was now recommended, as (unlike Section 106) it allowed the Council to charge for all development applications that created net additional floorspace of at least 100 square metres or development of any size that resulted in a new house or flat. CIL was not subject to the pooling restrictions imposed on Section 106 Agreements introduced in 2015, whereby a maximum of 5 payments could be used to contribute towards infrastructure improvements on larger schemes. Also, the level of CIL charges proposed struck an acceptable balance in terms of the viability of schemes progressing.
- CIL rates would be non-negotiable, which should help speed up the process of the receipt of contributions. CIL monies could be used to fund infrastructure improvements required by the Council anywhere in the Borough. However, Section 106 would still apply to those larger schemes which required site-specific infrastructure improvements (ie. new schools, highway improvements etc.).
- CIL would be regularly monitored by the Planning and Development Committee, and the Audit Committee would be used to monitor CIL on a retrospective basis. CIL performance would also be added to the Executive's Performance Monitoring indicators.

### **Council Tax Support Scheme**

The Assistant Director (Finance and Estates) reminded Members that she had informed the Committee in March 2018 that the existing software was not robust enough to bring about the introduction of a new scheme for 2019/20 based on claimants' income bands. Hence further modelling would be required with the aim of operating a new scheme for 2020/21. In the meantime, it was proposed that the existing (2018/19) scheme would remain operational for 2019/20, and would form an additional recommendation in the Budget report in January 2019.

### **General Fund Medium Term Financial Strategy 2018/2019 to 2022/2023**

The Assistant Director (Finance and Estates) reminded Members that the Council had a significant savings target of £2million over the next 3 years. In 2021/22 the Council will be in a position of minimum balances, and so a contribution to balances will be required in this year. The financial forecast in the report was on the assumption of 2.99% per year Council Tax increase. There would be a need to consider the prioritisation of services in order to contribute towards the savings target.

In reply to a question, the Assistant Director (Finance and Estates) confirmed that the Leader's Services Financial Group would be considering potential savings for the next 3 financial years, even though the annual General Fund/HRA budget only contained one year's information.

### **1<sup>st</sup> Quarter Revenue Monitoring Report 2018/2019 – General Fund and Housing Revenue Account**

The Assistant Director (Finance and Estates) advised that the major adverse variance in the General Fund of £105,000 was due to a reduction in the sale price

for recycled paper. One of the most significant variances in the Housing Revenue Account related to rent variances due to out of management properties and the timing of stock acquisition.

The Assistant Director (Finance and Estates) referred to the peppercorn rent issue set out in Paragraph 4.2.8 of the report, and the fact that the Leader had requested that officers take further steps to secure higher rent levels from Registered Social Providers.

In response to questions, the Assistant Director (Finance and Estates) commented:

- The minimum investment rating for organisations that the Council invested in as part of its Treasury Strategy was AA.
- The Council's investment portfolio assumed an annual increase in the Bank of England base interest rate of 0.25%.
- The works to the St. George's Multi-Storey Car Park entailed refurbishment works carried out and funded by the Council, followed by new cladding works to the elevation facing the Park Place Development, the funding for which would be provided by the Park Place developer.

### **1<sup>st</sup> Quarter Capital Programme Monitoring Report 2018/2019 – General Fund and Housing Revenue Account**

The Assistant Director (Finance and Estates) drew attention to slippage on the General Fund Capital Programme relating to the re-profiling of vehicle replacements and Town Square Improvements.

The Assistant Director (Finance and Estates) confirmed that works had been carried out to boilers at both Springfield House and St. Nicholas Community Centre.

The Committee noted that the potential figure at risk of repayment of Right to Buy receipts to the Government had increased to £336,000, given the tight restrictions on use, particularly when land assembly and other elements were required to bring forward more complex sites.

### **Annual Treasury Management Review of 2017/18, including Prudential Code**

The Assistant Director (Finance and Estates) drew attention to the cash balances (as at 31 March 2018) pie chart tabled at the meeting, which was a clearer representation of the pie chart set out in Paragraph 5.7.3 of the original report to the Executive.

The Committee noted an additional resolution agreed by the Executive that the provisions of the Sustainable Communities Act 2007 be invoked to call upon the Government to share with the Council information it had on Brexit and its impact on Stevenage.

### **Corporate Performance – Quarter One 2018/19**

The Assistant Director (Corporate Services and Transformation) drew attention to

the new suite of performance indicators for 2018/19, and explained that, for Quarter One, 40 indicators were at green status; 2 were at amber; and 11 were at red. Officers had focussed on the 3 red indicators relating to the Future Town, Future Council (FTFC) Programme (namely homelessness; Customer Service Centre; and sickness absence management), and had authorised improvement plans for these areas.

Members asked a number of detailed questions on the report which were answered by officers.

The Committee acknowledged the Executive's suggestion that it brings forward its planned consideration of staff sickness. The Chair agreed to liaise with the Scrutiny Officer with the aim of revising the Committee's Work Programme to bring forward this item, ideally before the end of 2018.

It was **RESOLVED** that the following Part I decisions of the Executive are noted:

- Minutes – Overview and Scrutiny Committee and Select Committees
- Community Infrastructure Levy (CIL)
- Council Tax Support Scheme
- General Fund Medium Term Financial Strategy 2018/2019 to 2022/2023
- 1<sup>st</sup> Quarter Revenue Monitoring Report 2018/2019 – General Fund and Housing Revenue Account
- 1<sup>st</sup> Quarter Capital Programme Monitoring Report 2018/2019 – General Fund and Housing Revenue Account
- Annual Treasury Management Review of 2017/18, including Prudential Code
- Corporate Performance – Quarter One 2018/19

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

None.

**5 URGENT PART I BUSINESS**

None.

**6 EXCLUSION OF PRESS AND PUBLIC**

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 1-7 of Part 1 of Schedule 12A of the Act, as amended by SI 2006 No. 88.
2. That having considered the reasons for the following items being in Part II it be determined that maintaining the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.



**7 PART II DECISIONS OF THE EXECUTIVE**

This report 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 14 September 2018 it be considered on this occasion.

Members asked a number of detailed questions about the report which were answered by officers.

It was **RESOLVED** that the following Part II decisions of the Executive are noted:

- Part II Decisions of the Executive – 11 July 2018
- Town Centre Regeneration – Regenerating Queensway North

**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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# Agenda Item 4

## Comparisons

	Male	Female	Ethnicity % of BME employees (inc Irish & White & Other)	Disability % of employees declaring a disability	Sexual Orientation % of employees who are LGB	Religion or Belief % of employees disclosing a religion of belief
Stevenage Borough Council (excluding undisclosed)	45.07%	54.93%	12.75%	6.08%	1.41%	60.29%
Stevenage Borough Council (including undisclosed)			12.44%	5.98%	1.29%	53.47%
Welwyn and Hatfield	32.60%	67.40%	8.14%	3.30%	nk	nk
North Herts	34.00%	66.00%	13.00%	4.00%	1.00%	59.00%
Colchester	52.30%	47.70%	4.10%	0.90%	0.70%	28.30%

Census for Stevenage			16.88%	7.50%	nk	59.21%
Census for Hertfordshire			19.18%	nk	nk	66.24%
Census for England			20.25%	nk	1.50%	68.08%

## Stevenage Borough Council - Detail

	Employees		Working Pattern		Sex		Ethnicity % of BME employees (inc Irish & White & Other)	Disability % of employees declaring a disability	Sexual Orientation % of employees who are LGB	Religion or Belief % of employees disclosing a religion of belief
	Headcount		FT	PT	Male	Female				
All staff (excluding undisclosed)	619		78.03%	21.97%	45.07%	54.93%	12.75%	6.08%	1.41%	60.29%
All staff (including undisclosed)							12.44%	5.98%	1.29%	53.47%
Top 5% earners	31	-	-	-	54.84%	45.16%	19.35%	0.00%	6.90%	62.96%

	Age					
	16 to 24	25 to 34	35 to 44	45 to 54	55 to 64	65 and above
All staff	5.17%	17.93%	17.61%	29.56%	26.49%	3.23%
Top 5% earners	0.00%	12.90%	25.81%	35.48%	25.81%	0.00%

## % breakdown of ethnic categories for all staff

Service	Asian or Asian British	Black or Black British	Mixed Ethnic Group	Other Ethnic Group	White British	White Other	undisclosed
All staff (excluding undisclosed)	2.98%	3.81%	2.15%	2.15%	87.25%	1.66%	
All staff (including undisclosed)	2.91%	3.71%	2.10%	2.10%	85.14%	1.62%	2.42%

## % breakdown of religion categories for all staff

Service	Buddhist	Christian	Hindu	Jewish	Muslim	No religion	Other religion	Sikh	undisclosed
All staff (excluding undisclosed)	0.18%	55.74%	0.73%	0.00%	0.91%	39.71%	1.64%	1.09%	
All staff (including undisclosed)	0.16%	49.43%	0.65%	0.00%	0.81%	35.22%	1.45%	1.09%	11.31%

## Leavers by protected characteristics

	Working Pattern		Sex		Ethnicity % of BME employees (inc Irish & White & Other)	Disability % of employees declaring a disability	Sexual Orientation % of employees who are LGB	Religion or Belief % of employees disclosing a religion of belief
	FT	PT	Male	Female				
All leavers	70	17	44	43	14.86%	8.06%	2.70%	62.69%

## Starters by protected characteristics

	Working Pattern		Sex		Ethnicity % of BME employees (inc Irish & White & Other)	Disability % of employees declaring a disability	Sexual Orientation % of employees who are LGB	Religion or Belief % of employees disclosing a religion of belief
	FT	PT	Male	Female				
All starters	67	16	35	48	22.89%	4.94%	2.47%	58.90%

Percentage of staff who live in Stevenage is 55.32%

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## Template Scoping Document

<b>Overview &amp; Scrutiny Committee</b>	
<b>Scrutiny Review Title:</b>	<b>SBC Sickness Management</b>
<b>Background issues</b> to review – rationale for scrutinising this issue:	Scrutiny Members have questioned SBC sickness levels and the management of sickness for a number of years and were keen to include this within the Committees work programme for 2018/19. However at the time the Committee approved its programme for the year it was agreed to keep the item on as a possible item for 2019/20 whilst keeping an eye on performance via the quarterly performance report, with a view to taking a decision on whether to review this when considered in quarter 3 or 4 of the year. At the O&S Committee on 10 September the Committee agreed to bring forward this item to be considered in 2018/19 following encouragement from the Executive when it considered the Q1 performance report at its meeting on 5 September.
Is this issue covered by the <b>Future Town Future Council Programme</b> ?	As part of the Corporate Plan - Future Town Future Council, there is a commitment under the Council's values to have a motivated, caring and responsive workforce.
Is this issue one that raises interest with the public via <b>complaints</b> or Members' surgeries or with Officers?:	SBC Staff Sickness is not an area that specifically generates customer complaints, but there are impacts on the ability of SDUs to deliver services to the public if critical staff are unavailable to attend work for a considerable time.
<b>Focus of the review:</b> (State what the review focus will be)	<p><i>Based on the issues raised by Members, officers have suggested that the following issues could provide a focus for the review by the Committee:</i></p> <p><u>Consideration of performance information to cover short vs long term sickness, specific Business Unit performance, cost/loss of productivity etc. to help Members in their deliberations. This will include consideration of peer / sector performance and how SBC compares.</u></p> <p><u>Consideration of the specific factors that are or may be affecting sickness absence at SBC.</u></p> <p><u>Highlight what the Council is currently doing to identity: patterns of sickness; underlying causes – stress at work/change management, home life;</u></p>

	<p><u>Outline the tools that HR/SLT/Managers have to respond to sickness including the sickness / absence policy and Employer of Choice programme which has a specific focus on Highlight employee health and wellbeing tools and how effective they are felt to be</u></p> <p><u>What is the impact of long-term sickness on other staff?</u></p> <p>Aims/Outcomes:</p> <ul style="list-style-type: none"> <li>• Consideration of any potential changes to the current sickness / absence management policy and its application</li> <li>• Agreement of future data collection / performance management requirements in respect of sickness / absence</li> <li>• Confidence that the right data is being collected and that this is being used well by Managers?</li> </ul>
<p><b><u>Timing issues:</u></b> Are there any timing constraints to when the review can be carried out?</p>	<p>Officers will advise at the meeting if there are any timing issues to consider. The review will have to fit in with the timing of the other Select Committee review work programme items.</p>
<p>The Committee will meet on (provide <b><u>dates</u></b> if known):</p>	<p>Dates: Day/Month/Time/Venue</p>
<p><b><u>SBC Leads</u></b> (list the Executive Portfolio Holders and SD's Heads of Service who should appear as witnesses):</p>	<p><i>Officers have suggested the following people:</i></p> <ul style="list-style-type: none"> <li>• <i>Executive Portfolio Holder for Resources, Cllr Joan Lloyd</i></li> <li>• <i>C.E. Scott Crudgington</i></li> <li>• <i>Strategic Director, Matt Partridge</i></li> <li>• <i>Assistant Director Corporate Services &amp; Transformation, Richard Protheroe</i></li> <li>• <i>Senior Human Resources Manager, Clare Davies</i></li> <li>• <i>A manager of an area with significantly high sickness and one with an average record (suggest Stevenage Direct Services Manager and a Manager from Communities and Neighbourhoods)</i></li> </ul>

Any <b><u>other witnesses</u></b> (external persons/critical friend)?:	To be identified by the Committee at the scoping meeting. <i>Possible options identified by officers:</i> <ul style="list-style-type: none"> <li>• <i>Critical Friend – Would it be appropriate for this review to invite an officer/Member from another local authority to speak as a “critical friend”?</i></li> <li>• <i>Third Party Organisation who provides staff care line – First Care</i></li> </ul>
<b>Allocation of lead Members</b> on specific individual issues/questions:  Any other Questions Members wish to cover:	To be identified by the Committee at the scoping meeting.  Members will ask questions on the following areas (list the issues to address during the interviews):  <i>Depending on what major strands are identified in the scope these can be allocated to lead Members.</i>
<b><u>Site visits and evidence gathering in the Community</u></b>	Not applicable
<b><u>Equalities and Diversity issues:</u></b> The review will consider what the relevant equalities and diversity issues are regarding the Scrutiny subject that is being scrutinised	To be identified by the lead Member –  <u>Equalities &amp; Diversity Issues</u> – Are there any E&D issues to consider in this review? –  Yes, there will be equality and diversity issues to address – care of long term sick and terminally ill employees.
<b><u>Constraints</u></b> (Issues that have been highlighted at the scoping stage but are too broad/detailed to be covered by the review):	<i>To be identified by the Committee at the scoping meeting 8 October 2018 (These issues can be captured and dealt with via other means – Briefings/email/officer action etc)</i>  Any other matters that could be part of a wider Community Engagement Framework but are not directly addressed by the review should be directed to officers.
<b><u>Background Documents/data</u></b> that can be provided to the review	<i>As identified by the Committee at the draft scoping meeting 8 October 2018:</i> Evidence requested: <ul style="list-style-type: none"> <li>•</li> </ul>

**Agreed Milestones and review sign**

**off** -To be agreed by Members and officers

*Formal response from Executive Portfolio Holder (Executives have a Statutory requirement to respond to Scrutiny review recommendations two months after receiving a final report and recommendations of a review: **Date Executive Portfolio responses are expected** (dependent on the final report & executive portfolio response template publishing date): **DD MM YY***

***Date for monitoring implementation of recommendations – final sign off (typically one year from completion of the review): **DD MM YY**** (Close to this date the Select Committee will receive a report at a Committee meeting to agree the final sign off of the review recommendations)*