

Public Document Pack

Daneshill House
Danestrete
Stevenage
Hertfordshire

16 May 2023

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, 24 May 2023 at 7.00pm and you are summoned to attend to transact the following business.

Yours faithfully



Matthew Partridge
Chief Executive

AGENDA

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

2. MINUTES - 23 FEBRUARY 2023 AND 8 MARCH 2023

To approve as correct records the Minutes of the meetings of the Council held on 23 February 2023 and 8 March 2023.
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3. ELECTION OF MAYOR

To elect the Mayor for the Municipal Year 2023/24.

4. ELECTION OF DEPUTY MAYOR

To elect the Deputy Mayor for the Municipal Year 2023/24.

5. APPOINTMENT OF YOUTH MAYOR

To appoint a Youth Mayor for 2023/24, as nominated by the Stevenage Youth Council.

6. BOROUGH COUNCIL ELECTIONS 2023

To advise 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 4 May 2023, together with the percentage turnouts.
Page Nos. 27 – 32

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 2023/24.

8. APPOINTMENT OF LEADERS AND DEPUTY LEADERS OF 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 2023/24.

9. CONSTITUTIONAL ISSUES

To consider various issues concerning the Council's political management structure and the Constitution for 2023/24.

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10. APPOINTMENT TO COMMITTEES OF THE COUNCIL

A. To appoint Members to the Standing Committees of Stevenage Borough Council for the Municipal Year 2023/24; and

B. To appoint to the positions of Chair and Vice-Chair for each of those Committees.

REPORT TO FOLLOW

11. APPOINTMENTS TO OUTSIDE BODIES

To appoint Council representatives onto various outside bodies for the Municipal Year 2023/24.

SCHEDULE TO FOLLOW

STEVENAGE BOROUGH COUNCIL

COUNCIL MINUTES

Date: Thursday, 23 February 2023

Time: 7.00pm

Place: Council Chamber, Daneshill House, Danestrete, Stevenage

Present: Councillors: Margaret Notley (Mayor), Myla Arceno (Deputy Mayor), Julie Ashley-Wren, Sandra Barr, Philip Bibby CC, Stephen Booth, Lloyd Briscoe, Rob Broom, Adrian Brown, Jim Brown, Teresa Callaghan, Nazmin Chowdhury, Michael Downing, Bret Facey, Alex Farquharson, John Gardner, Richard Henry, Jackie Hollywell, Chris Howells, Wendy Kerby, Graham Lawrence CC, Mrs Joan Lloyd, Lin Martin-Haugh, Conor McGrath, Andy McGuinness, Maureen McKay, Sarah Mead, Adam Mitchell CC, Robin Parker CC, Claire Parris, Graham Snell, Simon Speller, Baroness Taylor of Stevenage, OBE, Jeannette Thomas, Anne Wells and Tom Wren

Start / End Start Time: 7.00pm
Time: End Time: 9.20pm

1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillors John Duncan, Liz Harrington, Loraine Rossati and Paige Abrey – Youth Mayor.

At this juncture tributes were given in remembrance of former Councillor and Mayor David Weston who had passed away on 8 February 2023.

The Leader of the Council advised that David Weston a former engineer at BAE, had served the Town well for many years. He represented the Pin Green Ward for 16 years including a year as Mayor in 1995/96 and had a passion for Leisure and Housing. Cllr Henry spoke of David Weston's support and guidance to him as a newly elected councillor. Cllr Henry sent best wishes on behalf of the Council to David's family and friends.

Councillor Robin Parker, Leader of the Liberal Democrat Group spoke of David's good humour and friendliness and his fairness when chairing meetings.

Councillor Simon Speller advised that David had also been a Councillor in Martins Wood between 1979 and 1982 before his election to the Pin Green Ward in 1983. He spoke of David having an independent minded spirit and being an absolute gentleman with a quiet insistent voice particularly when speaking on his passion of housing in the Town.

Further tributes were paid and Members were advised that David Weston's funeral would be taking place on Wednesday, 8 March 2023 at 12.30pm at Harwood Park

A minute's silence was then observed.

2 MINUTES - 25 JANUARY 2023

It was **RESOLVED** that the Minutes of the Special Meeting of the Council held on 25 January 2023 be approved as a correct record and signed by the Mayor.

3 BOROUGH COUNCIL BY-ELECTION 2023

The Council considered a report detailing the results of the By-Election in the Bedwell Ward held on 19 January 2023, together with the percentage turnout.

The Leader, in moving the report congratulated Councillor McGrath on achieving one of the highest percentage of votes the Town had seen.

In seconding the motion, Councillor Nazmin Chowdhury welcomed Councillor McGrath to the Bedwell team.

Councillor McGrath thanked the Labour Group for their support and his predecessor Matt Creasey for his work in the Ward and advised that he was very proud to represent Bedwell, the Ward he had lived in his whole life and that he would be working hard alongside his fellow ward councillors and colleagues for the Town and the residents of the Bedwell Ward.

Further welcomes and congratulations were given to Cllr McGrath and it was **RESOLVED** that the results of the Bedwell By-Election held on 19 January 2023, together with the percentage turnout, be noted.

4 GENERAL FUND AND COUNCIL TAX SETTING 2023/24 AND CAPITAL STRATEGY 2022/23 - 2027/28

Councillor Richard Henry, Leader of the Council, then introduced the proposed 2023/2024 General Fund Budget and final proposals for the 2023/24 Council Tax and Council Tax Support Scheme.

Before introducing the Budget, Councillor Henry wished the Mayor a happy birthday and as it had fallen on Budget night presented her with a bouquet of flowers on behalf of the Council.

Councillor Henry, in his introduction, reflected on the current year which had been challenging for the residents of the Town as well as the council. He spoke of the work undertaken with partners to support local people through the cost of living crisis and the effect of the rise in inflationary costs on the Council particularly in the face of rising demand for some services such as homelessness prevention.

Councillor Henry spoke of Members and Officers working hard to ensure that books were balanced whilst at the same time responding to residents top priorities such as regenerating the Town, building more social and affordable homes and reducing crime and anti-social behaviour.

The Leader advised that he had been proud to have led the process which resulted in the award of the new leisure contract to Everyone Active who would be supporting the Council's ambition to expand the leisure and cultural offer across Stevenage from 1 April 2023.

Councillor Mrs Joan Lloyd, Executive Member for Resources, Transformation and ICT then moved the Motion, recommendations of the Executive and the formal Council Tax Resolution which had been circulated to Members.

In moving the motion, Councillor Mrs Lloyd advised that this year's budget had been particularly challenging as evidenced by the regrettable need for service cuts alongside other efficiency, transformation, commercial and fees and charges options.

Councillor Mrs Lloyd highlighted some key numbers to set the context for the proposed budget:

- £1million increase in utilities costs since setting the current year's budget, representing a 100% increase;
- £2.3million increase in inflation cost pressures;
- £600,000 reduction in parking income compared to pre-pandemic levels;
- The proposed 2.99% Council Tax increase resulting in an additional £223 thousand based on the Council's share;
- The increase in the funding received from Government equated to £229 thousand.

Councillor Mrs Lloyd gave some examples of activity undertaken to form the budget, including:

- All in-house services had been reviewed including how to improve the way in which the Council served its residents using technology or self-service options;
- Development of commercialisation and insourcing plans to look at generating income;
- Looking at underused assets;
- Considering increases in fees and charges which in the main remained below inflation recognising the difficult economic environment.

Members were advised that the Council's balances were sufficient to remain financially resilient. Councillor Mrs Lloyd then informed the Council that with great regret it was recommended that the Play Scheme would be closing. She advised that the service cost £601 thousand to run per annum, equating to £566 per registered child. Unfortunately, the service had not been well used since the pandemic and was one of the Council's biggest areas of discretionary spend. There were a number of further smaller service cuts which were also necessary due to the

inflationary pressures which were beyond what could be funded through fees and council tax increases.

The Council were reminded of the £37.5million the Council and the Stevenage Development Board had secured from the Town's Fund and the £14million secured from the Local Enterprise Partnership which allowed spending on key Future Town Future Council (FTFC) priorities such as Transforming Our Town.

In relation to the Council tax increase for next year, Councillor Mrs Lloyd advised that there would be an overall increase of 4.96% on a Band C property. She reminded Members that whilst the Council collected the Council Tax from residents, only 11% of the total sum was kept by Stevenage Borough Council. Councillor Mrs Lloyd urged anyone who thought they could be eligible for the Council Tax Support Scheme to visit the Council's website to look at how to claim.

The Leader, Councillor Henry then formally seconded the recommendations from the Executive on the General Fund and Capital Budgets, together with the formal Council Tax resolution set out on the paper circulated to members.

Councillor Phil Bibby, Leader of the Opposition moved and Councillor Adam Mitchell seconded the following amendment:

'The Stevenage Conservative Group propose the following amendments to the 2023/24 General Fund budget. This is a fully costed proposal that seeks to deliver a £55,000 pot of money which children's groups/clubs/sports bodies can bid for to provide extra sessions, spaces and/or resources for children to attend during school holidays.

This proposal is funded through the following budget reductions:

- Removal of Town Twinning from the 2023/24 budget saving £14,000 (noting this is not in the budget for 2024/25)
- Reduction in the growth for the Climate Change Head of Service Post to a part time role with a 100% focus on dealing with the climate impact of our Housing stock saving the General Fund £41,000

These General Fund budget reductions total £55,000 and mean the proposed amendment is cost neutral to the General Fund for 2023/24.'

In moving the amendment, Councillor Bibby advised that in the current climate all Councils would be finding it difficult to balance their books but he hoped that frontline services would be maintained. He was pleased to see that the Council was looking at a shared waste operation service within the County.

In terms of the loss of the Play Service, Councillor Bibby advised that this could have been avoided and suggested savings options within the amendment would free up funding that could be used for other children's groups.

Councillor Mitchell in seconding the amendment advised that although Town Twinning was a valuable way of building international and cultural relationships it

had to be acknowledged that tough decisions were necessary to be taken in terms of the allocation of resources and funds should be redirected to where there would be a direct benefit to the community. In relation to the Climate Change post, it was felt that a part time role would be sufficient and it was essential that we would be using our resources in as effective way as possible.

Following a full debate the following comments were made on the amendment:

- The Town Twinning link would be celebrating a 60 year partnership this year and the Town had benefitted in many ways from this partnership;
- The future of the Partnership be part of the discussions at the next Partnership meeting;
- The Council was in the difficult financial position due to the reduction in Government funding since 2010/11;
- For Groups to bid for the pot of money suggested in the amendment, this would require administration which had not been addressed or funded in the amendment;
- Local Community Budgets could be used to fund activities and schools to support vulnerable children;
- A review would be undertaken of the whole spend around Stevenage events including Town Twinning and those events run by Leisure, Town Centre, Old Town and Members Services;
- The cut to the Play Service had real human impact and would affect many families in the Town;
- Grants would not cover the cost of running or investing in the buildings;
- The take-up of the play service was low, partly due to schools now providing after school activities;
- A Member commented that most Town Twinning activities were now not funded by local authorities;
- The Twinning Association should be retained for the Town's Heritage;
- The Liberal Democrat Group would be supporting the amendment as even though there were unanswered questions around how the new scheme would work, it would go some way to mitigate the cut made to the play Service;
- Climate change although essential was not as immediate as the effect of the closure of the Play Service on residents;
- The Council should be serious in their pledge to address climate change having declared a climate change emergency and the appointment of the new officer would provide strategic leadership for the Council and the Town;
- It was important to celebrate the achievements made through the civic link of

the Town Twinning Association and it was important to promote peace, understanding and friendship with other countries;

- The SureStart scheme had underpinned the delivery of Early Years provision across the Country but had been destroyed by the Conservative Government, along with other early years schemes which had disappeared over recent years;
- Evidence showed that the priority for young people was climate change over any other issue.

A vote was then taken on the amendment and was lost.

A further debate then took place on the substantive motion. The following points were raised:

- It was appreciated that the cuts were not welcomed but the Leaders Financial Security Group had not had the opportunity to consider the recommended savings. This should have happened to ensure cross party consultation and alternatives found. It was essential that this process happened earlier in the next year;
- The mention of income generation was welcomed;
- The Play opportunities provided for young people were fundamental and essential, other paths should have been followed to find smaller savings throughout the Council;
- The Play Service had been doing less over the years as the budgets had reduced and having a bespoke specialised service became more and more difficult to justify;
- Some of the Play workers were now driving this area of work through the Community and Neighbourhoods Team;
- Unfortunately, the numbers of children using the Play Scheme had reduced significantly over a number of years.

Councillor Mrs Lloyd advised in response that it was with a heavy heart that the Play Scheme would be stopped. She advised that both opposition parties had opportunities throughout the year to come up with alternative budget saving proposals. In relation to the buildings, officers would be looking at uses for them going forward as part of a wider building review.

A recorded vote* was then taken on the substantive motion and it was **RESOLVED:**

1. That the following be approved:
 - a. the revised working revenue estimates for the year 2022/23 amounting to £11,368,750 and the revenue estimates for 2023/24 amounting to £12,463,780;

- b. the contribution from balances totalling £1,932,974 in 2022/23;
 - c. the contribution from balances totalling £572,268 in 2023/24.
2. That it be noted that at its meeting on 7 December 2022 the Executive calculated the amount of 28,153.1 Band D equivalent properties as its council tax base for the year 2023/24 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.
3. That the following amounts be calculated by the Council for the year 2023/24 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. £80,829,244 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. £74,288,875 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. £6,540,369 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. £232.31 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	£ 154.87
B	£ 180.69
C	£ 206.50
D	£ 232.31
E	£ 283.93
F	£ 335.56
G	£ 387.18
H	£ 464.62

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.

4. a. That it be noted that for the year 2023/24 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

	Basic Amount Of Council Tax	Adult Social Care Charge	2023/24 Council Tax
A	£ 929.57	£ 140.85	£ 1,070.42
B	£ 1,084.50	£ 164.32	£ 1,248.82
C	£ 1,239.43	£ 187.80	£ 1,427.23
D	£ 1,394.36	£ 211.27	£ 1,605.63
E	£ 1,704.22	£ 258.22	£ 1,962.44
F	£ 2,014.08	£ 305.17	£ 2,319.25
G	£ 2,323.93	£ 352.12	£ 2,676.05
H	£ 2,788.72	£ 422.54	£ 3,211.26

- b. That it be noted that for the year 2023/24 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	£ 158.67
B	£ 185.11
C	£ 211.56
D	£ 238.00
E	£ 290.89
F	£ 343.78
G	£ 396.67
H	£ 476.00

5. 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 2023/24 for each of the categories

of dwellings shown below:

Valuation Bands

A	£1,383.96
B	£1,614.62
C	£1,845.29
D	£2,075.94
E	£2,537.26
F	£2,998.59
G	£3,459.90
H	£4,151.88

6. To determine in accordance with Section 52ZB Local Government Finance Act 1992 that the Council's basic amount of Council Tax for 2023/24 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.
7. That the 2022/23 revised net expenditure for the General Fund of £11,368,750, as set out in Paragraph 4.12.1 of the General Fund and Council Tax Setting report, be approved.
8. That the inclusion of the 2023/24 Fees and Charges of £325,840, including the 5% increase in market rents approved for inclusion at the December 2022 Executive (Appendix B to the General Fund and Council Tax Setting report), in the draft 2023/24 budget, be noted.
9. That the draft General Fund Budget for 2023/24 of £12,463,780, with a contribution from balances of £572,268 and a Band D Council Tax of £232.31 (assuming a 2.99% increase), and as summarised in Appendix H to the General Fund and Council Tax Setting report, be approved.
10. That the updated position on the General Fund Medium Term Financial Strategy (MTFS), as summarised in Section 4.14 of the General Fund and Council Tax Setting report, be noted.
11. That the minimum level of General Fund reserves of £3,419,753, in line with the 2023/24 risk assessment of balances, as shown at Appendix C to the General Fund and Council Tax Setting report, be approved.
12. That the contingency sum of £400,000 within which the Executive can approve supplementary estimates, be approved for 2023/24 (reflecting the level of balances available above the minimum amount).
13. That the 2023/24 Council Tax Support Scheme, as set out in Section 4.4 of the General Fund and Council Tax Setting report, be approved.

14. That the 2023/24 Making Your Money Count (MYMC) options, as set out in Section 4.9 and Appendix A of the General Fund and Council Tax Setting report, totalling £1,342,999 and £32,502 (cost) for the General Fund and HRA respectively, be approved.
15. That the Growth options included in Section 4.10 of the General Fund and Council Tax Setting report, be approved for inclusion in the 2023/24 General Fund (£73,150) and HRA (£56,892) budgets.
16. That the pressures identified in Section 4.2 of the General Fund and Council Tax Setting report be approved.
17. That it be noted that for 2023/24 a £300,000 budget to pump prime Transformation has been included in the General Fund budget to support efforts to realise the savings targets, as set out in Section 4.7 of the General Fund and Council Tax Setting report.
18. That the use of the business rate gains only once realised, with their use being ring fenced to maintain the financial resilience of the Council, be approved.
19. That the comments from Overview and Scrutiny as set out in Section 4.18 of the General Fund and Council Tax Setting report be noted.
20. That the Equalities Impact Assessments, appended to the General Fund and Council Tax Setting report in Appendices D and E, be noted.
21. That key partners and other stakeholders be consulted and their views considered as part of the 2023/24 General Fund budget setting process.
22. That it be noted that the Executive had approved a recommendation that the discretionary element of the funding for the Local Council Tax Top Up Scheme be awarded as set out in Paragraph 4.5.9 of the General Fund and Council Tax Setting report, and any revisions to the Scheme be delegated to the Strategic Director (S151 Officer), after consultation with the Portfolio Holder for Resources, Transformation and ICT.
23. That final General Fund Capital Growth Bids for 2023/24, as detailed in Appendix A (and incorporated into Appendix C) to the Capital Strategy 2022/23 - 2027/28 report, be approved.
24. That the revisions to the 2022/23 General Fund budget, as incorporated into Appendix C to the Capital Strategy 2022/23 - 2027/28 report, be approved.
25. That the Final 2023/24 General Fund Capital Programme, as detailed in Appendix C to the Capital Strategy 2022/23 - 2027/28 report, together with the recommended resourcing, be approved.
26. That the CFO brings a report forward during the 2023/24 financial year setting out the Council's key capital regeneration and community asset ambitions and key land and asset disposals, not currently in the capital strategy to determine a funding strategy to meet these Corporate priorities.
27. That the Final HRA budget requests for 2023/24, as detailed in Appendix B (and incorporated into Appendix D) to the Capital Strategy 2022/23 - 2027/28 report, as approved at the 18 January 2023 Executive meeting, be noted.

28. That the Final 2023/24 HRA Capital Programme, as detailed in Appendix D to the Capital Strategy 2022/23 - 2027/28 report, be approved.
29. That the updated forecast of resources 2023/24, as detailed in Appendix C (General Fund) and Appendix D (HRA) to the Capital Strategy 2022/23 - 2027/28 report, be approved.
30. That the risk mitigation strategy to ensure the 2023/24 capital programme is fully financed, as set out Paragraphs 4.3.2 and 4.3.4 of the Capital Strategy 2022/23 - 2027/28 report, and that the Executive will be updated in the Capital Quarterly monitoring reports, be noted.
31. That the 2023/24 de-minimis expenditure limit, as set out in section 4.11 of the Capital Strategy 2022/23 - 2027/28 report, be approved.
32. That the 2023/24 contingency allowances, as set out in Section 4.12 of the Capital Strategy 2022/23 - 2027/28 report, be approved.
33. That the appropriation of the Dunn Close garage block, valued at £540,000, from the General Fund to the HRA, as detailed in Paragraph 4.14.3 of the Capital Strategy 2022/23 - 2027/28 report, be approved.

*Recorded Vote For – Councillors Myla Arceno, Sandra Barr, Lloyd Briscoe, Rob Broom, Adrian Brown, Jim Brown, Teresa Callaghan, Nazmin Chowdhury, Michael Downing, John Gardner, Richard Henry, Jackie Hollywell, Mrs Joan Lloyd, Lin Martin-Haugh, Conor McGrath, Maureen McKay, Sarah Mead, Claire Parris, Simon Speller, Baroness Taylor, Jeanette Thomas and Anne Wells - 22

Against – Councillors Julie Ashley-Wren, Phil Bibby, Stephen Booth, Bret Facey, Alex Farquharson, Chris Howells, Wendy Kerby, Graham Lawrence, Adam Mitchell and Margaret Notley, Robin Parker, Graham Snell and Tom Wren - 13

Abstentions – 0

Not present – Councillors John Duncan, Liz Harrington, Andy McGuinness and Loraine Rossati - 4

5 ANNUAL TREASURY MANAGEMENT STRATEGY INCLUDING PRUDENTIAL INDICATORS 2023/24

The Council considered a report in respect of the Annual Treasury Management Strategy 2023/24, including its Annual Investment Strategy, Prudential Indicators and Minimum Revenue Provision (MRP) Policy following consideration by the Audit Committee and Executive.

It was moved, seconded and **RESOLVED** that the Treasury Management Strategy 2023/24, as attached at Appendix A to the report, be approved.

6 RESOLUTION TO EXTEND 6 MONTH RULE - SECTION 85 LOCAL GOVERNMENT ACT 1972

The Council considered a report in accordance with Section 85(1) of the Local

Government Act 1972, to extend Councillor Liz Harrington's non-attendance at meetings of the Council until 4 May 2023 (the date of the Borough Council Elections).

It was moved, seconded and **RESOLVED** that in accordance with Section 85(1) of the Local Government Act 1972, Councillor Liz Harrington's non-attendance at meetings of the Council until 4 May 2023 (the date of the Borough Council Elections) on the grounds of ill health be approved.

MAYOR

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STEVENAGE BOROUGH COUNCIL

COUNCIL MINUTES

Date: Wednesday, 8 March 2023

Time: 7.00pm

Place: Council Chamber, Daneshill House, Danestrete, Stevenage

Present: Councillors: Margaret Notley (Mayor), Myla Arceno (Deputy Mayor), Julie Ashley-Wren, Sandra Barr, Philip Bibby CC, Stephen Booth, Lloyd Briscoe, Rob Broom, Adrian Brown, Jim Brown, Teresa Callaghan, Nazmin Chowdhury, Michael Downing, John Duncan, Bret Facey, Alex Farquharson, John Gardner, Richard Henry, Jackie Hollywell, Chris Howells, Wendy Kerby, Graham Lawrence CC, Mrs Joan Lloyd, Conor McGrath, Andy McGuinness, Maureen McKay, Sarah Mead, Adam Mitchell CC, Robin Parker CC, Claire Parris, Loraine Rossati, Graham Snell, Simon Speller, Jeannette Thomas, Anne Wells and Tom Wren.

Start / End Start Time: 7.00pm
Time: End Time: 9.14pm

1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Baroness Taylor of Stevenage OBE and Councillors Lin Martin-Haugh.

In respect of Item 9 – Notice of Motions, and with regard to the motion “A fully funded pay rise for Council and School workers”, the following Members declared interests:

- (i) Councillor Jackie Hollywell – worked in Local Government, but with a salary not subject to agreed NJC pay rates. She stated that she would therefore participate in the debate and vote upon this motion.
- (ii) Councillor Bret Facey – worked in Local Government with a salary that may be subject to agreed NJC pay rates. He stated that he would not take part in the debate or vote upon this motion.
- (iii) Councillor Rob Broom - worked in Local Government with a salary subject to agreed NJC pay rates. He stated that he would not take part in the debate or vote upon this motion.

2 MAYOR'S COMMUNICATIONS

The Mayor referred to a list of recent events she had attended which had been circulated to Members. She summarised the activities that she and her consort had been involved with since the December 2022 Council meeting which had included:

- Events in support of the people of Ukraine;
- Various Christmas events, including the Mayor's own Christmas social evening;
- Her fundraising Charity Concert and Ball;
- Mayor of Hertford's Games Night;
- Hertford history evening;
- Elstree Studios Tour;
- Various Civic Services, including her own;
- A visit to Stevenage from the High Sheriff;
- A visit to see how the new Stevenage Muslim Community Centre was progressing;
- Hosting a Schools Parliament in the Council Chamber; and
- Continuing the "Right up my Street" nominations and judging.

In respect of the Mayor's Civic Service, held on 12 March 2023, she read out a warm and heartfelt letter of thanks for the event from Louise Faure Walker, Deputy Lord Lieutenant of Hertfordshire.

The Mayor thanked the Mayoress, the Deputy Mayor, Councillors and Officers for their continued help and support.

3 COMMUNITY PRESENTATIONS

There were no community presentations.

4 PETITIONS AND DEPUTATIONS

There were no petitions or deputations.

5 QUESTIONS FROM THE YOUTH COUNCIL

There were no questions from the Youth Council.

6 QUESTIONS FROM THE PUBLIC

There were no questions from the public.

7 LEADER OF THE COUNCIL'S UPDATE

The Leader of the Opposition, Councillor Phil Bibby CC, asked the following question:

"Are the Executive confident that the way the consultation on the Station Gateway Area Action Plan has been structured on the Council's website will engender a good representation and response from the public?"

The Leader of the Council replied that he would ask officers to look at improving the way the consultation was structured on the website to make it easier for the public to access.

The Committee then received updates from the relevant Executive Portfolio Holders on the following matters:

- Innovate UK Edge;
- New Multi-Storey Car Park;
- New Community Woodland;
- Community Renewal Fund;
- Stevenage Warms Spaces;
- Oaks Cross First Modular Homes;
- Tree Planting in Chells;
- Future Councils Funding;
- New Leisure Contract (Everyone Active); and
- Street Food and Music Event: Sunday, 5 March 2023

In respect of the new Multi-Storey Car Park, Councillor Phil Bibby, CC advised that it had been brought to his attention from a keen cyclist that the western entrance to the car park and cycleway adjacent to the railway line was near a foul sewer which affected the pavement/cycleway level and was potentially dangerous. He wondered whether this matter could be resolved.

The Executive Portfolio Holder for Economy, Enterprise & Transport replied that matter had been brought to his attention. The initial advice was that cyclists should dismount their bikes before they reached this point. However, he stated that SBC and HCC officers investigating the option of a permanent resolution of the issue and that Councillor Bibby would be advised of this once the position was clear.

8 UPDATE FROM SCRUTINY CHAIRS

In the absence of the Chair of the Overview & Scrutiny Committee, the Vice-Chair of the Committee advised that there had been two meetings of the Committee since the December 2022 Council meeting. The Committee had been fulfilling its role of scrutinising Executive decisions, including those on the Housing Revenue Account, General Fund, Capital Strategy, Housing for Older People Strategy, Stevenage Design Guidance SPD, Temporary Accommodation and Procurement Strategy and Treasury Management Strategy. The Executive Portfolio Holder for Environment & Climate Change had given a presentation to the February meeting of the Committee on “Climate Change Strategy – Making it happen at grass roots level”.

The Chair of the Community Select Committee advised that the Committee’s scheduled February meeting to discuss public health had been cancelled due to the Hertfordshire Director of Public Health being called away unexpectedly. The Committee would be meeting next on 9 March 2023.

The Chair of the Environment & Economy Select Committee advised that the Committee was conducting a detailed review on the impact of the cost of living crisis on the public, the Council and its employees, and local businesses. At the January 2023 Committee meeting, the Citizens Advice Bureau and representatives from the SBC Policy and Warms Spaces Teams attended to report on the impact and reasons why Stevenage residents required support as a consequence of the crisis.

At the February 2023 meeting of the Committee, the Executive Portfolio Holder for Economy, Enterprise & Transport attended, as did WENTA representatives and the Council's Business Relationship Manager, to inform Members of the impact on the business community in Stevenage. There was to be a further Committee meeting in March 2023 to look at the impact on SBC and its employees, involving officers from the Finance and Human Resources Teams and Trade Union representatives.

9 NOTICE OF MOTIONS

(i) A fully funded, proper pay rise for Council and School workers

Councillor Teresa Callaghan moved and Councillor Jackie Hollywell seconded the following motion:

"That this Council notes:

Local government has endured central government funding cuts of more than 50% since 2010. Between 2010 and 2020, councils lost 60p out of every £1 they have received from central government. New research by UNISON has shown that councils across England, Wales and Scotland are facing a collective funding shortfall of £3bn by the financial year 2023/24 and a cumulative funding gap of £5bn by 2024/25.

Councils led the way in efforts against the Covid-19 pandemic, providing a huge range of services and support for our communities. Local government has shown more than ever how indispensable it is. But Covid has led to a massive increase in expenditure and loss of income, and as we emerge from the pandemic, local authorities and schools need far more support from Westminster. Recent funding announcements from the Government relating to schools did nothing to help.

Council and school workers kept our communities safe through the pandemic, often putting themselves at considerable risk as they work to protect public health, provide quality housing, ensure our children continue to be educated, and look after older and vulnerable people.

Since 2010, the local government workforce has endured years of pay restraint with the majority of pay points losing at least 25 per cent of their value since 2009/10. Staff are now facing the worst cost of living crisis in a generation, with inflation hitting 10% and many having to make impossible choices between food, heating and other essentials. This is a terrible situation for anyone to find themselves in.

At the same time, workers have experienced ever-increasing workloads and persistent job insecurity. Across the UK, 900,000 jobs have been lost in local government since June 2010 – a reduction of more than 30 per cent. Local government has arguably been hit by more severe job losses than any other part of the public sector.

There has been a disproportionate impact on women, with women making up more than three-quarters of the local government workforce.

Recent research shows that if the Government were to fully fund the unions' 2023 pay claim, around half of the money would be recouped thanks to increased tax revenue, reduced expenditure on benefits and tax credits, and increased consumer spending in the local economy.

This Council believes:

Our workers are public service super-heroes. They keep our communities clean and safe, look after those in need and keep our towns and cities running.

Without the professionalism and dedication of our staff, the council services our residents rely on would not be deliverable.

Local government workers deserve a proper real-terms pay increase. The Government needs to take responsibility and fully fund this increase; it should not put the burden on local authorities whose funding has been cut to the bone and who were not offered adequate support through the Covid-19 pandemic.

This Council resolves to:

Support the pay claim submitted by UNISON, GMB and Unite on behalf of council and school workers, for an increase of RPI + 2%

Call on the Local Government Association to make urgent representations to central government to fund the NJC pay claim

Write to the Chancellor and Secretary of State to call for a pay increase for local government workers to be funded with new money from central government

Meet with local NJC union representatives to convey support for the pay claim and consider practical ways in which the council can support the campaign

Encourage all local government workers to join a union.”

Members across the Chamber debated the related matters ahead of the vote being taken.

At the conclusion of the debate, and upon being put to the vote, the motion was carried.

(ii) Vaping

Councillor Stephen Booth moved and Councillor Robin Parker CC seconded the following motion:

“Whilst acknowledging the role vaping products play in aiding adults to stop smoking, Council notes with concern:

- The increased use of vaping products by children in the UK buying them directly from newsagents, supermarkets and other outlets.

- The increasing number of local authorities who have had to take enforcement action against shops illegally selling vaping products to youngsters.
- The marketing of certain vaping products with bright coloured packaging and flavours such as “bubblegum” that might appeal to children.
- The significant increase in availability of disposable and single-use vaping products which are cheaper and easier for children to access.

That this Council calls for:

- Vaping products to be in plain packaging and kept out of sight behind the counter.
- Mandatory age-of-sale signage on vaping products (this is currently voluntary).
- A ban on free samples of vaping products being given out to people of any age.

That Council instructs the Chief Executive to write to Stephen Barclay MP, Secretary of State for Health and Social Care, to express Council’s demand for the greater regulation of vaping products detailed in this motion.

That Council further resolves to bring a joint report to an upcoming meeting of the Licensing Committee detailing enforcement activity and strategy within Stevenage related to the illegal sale of vaping products to children, and exploring opportunities for engagement with local schools to inform young people of the potential dangers of vaping.”

Members across the Chamber debated the related matters ahead of the vote being taken.

At the conclusion of the debate, and upon being put to the vote, the motion was carried.

10 QUESTIONS FROM MEMBERS TO COMMITTEE CHAIRS / PORTFOLIO HOLDERS

The Council received ten questions from Members to Committee Chairs/Portfolio Holders. The responses to the ten questions had been published in the supplementary agenda for the meeting.

(A) Question from Councillor Bret Facey re: apprenticeships in Stevenage

Supplementary question – “Since 2010, 8,830 new apprenticeships have been created in Stevenage, and over £5.3Million had been created across England, as a large part due to the Conservative Government’s education priorities and reforms. Does the Portfolio Holder welcomes this achievement and the positive impact it is having on the town’s young people?”

The Executive Portfolio Holder for Resources, Transformation & ICT stated that she would not necessarily concur that the Conservative Government's actions had increased the town's apprenticeship rates. The Council had worked hard over a number of years to increase the number of apprentices both within SBC and across the town. It was vital for young people to have that outlet and receive practical support to boost jobs throughout the town.

(B) Question from Councillor Julie Ashley-Wren re: leaseholders' engagement forums

Supplementary question – "During a time of massive change for leaseholders due to the refurbishment programme why did the Council not provide opportunities for engagement with leaseholders?"

The Executive Portfolio Holder for Housing & Housing Development replied that the Council was still liaising with individual leaseholders, just not having the Forums. The reason was due to the Housing White Paper, which required resident (including leaseholder) engagement to be reviewed and a new engagement structure developed. However, there were ample opportunities for leaseholders to engage with both Members and officers.

(C) Question from Councillor Graham Snell re: advertising space in and around the new Bus Interchange

Supplementary question – "When will wi-fi services be available for users of the Bus Interchange?"

The Executive Portfolio Holder for Resources, Transformation & ICT agreed to investigate the issue and provide a written reply to the question.

(D) Question from Councillor Robin Parker CC re: Your Say complaints system

Supplementary question – "When will the errors on the Your Say system be corrected and, if so, when (the main one being replies with no title/name on them, only reference numbers)?"

The Executive Portfolio Holder for Resources, Transformation & ICT replied that the system was in the process of being further modified to seek to take account of comments made by some Members. Members would be informed once this work had been completed.

(E) Question from Councillor Andy McGuinness re: Lytton Way traffic flow

Supplementary question – "Please could I have a bit more detail of the nature of the arrangements and discussions with HCC and what is SBC's position on those arrangements (does the Council wish them to be permanent)?"

The Executive Portfolio Holder for Economy, Enterprise & Transport drew attention to the answers he had given to similar questions on Lytton Way asked by Councillor

Parker at the 20 July 2022 Council meeting, and Councillor Julie Ashley-Wren at the 19 October 2022 Council meeting, when he had agreed that the situation was frustrating for all concerned. He referred Councillor McGuinness to those previous answers, and added that SBC officers were working closely with HCC colleagues to effect a tangible solution to the issue.

(F) Question from Councillor Tom Wren re: builders' waste and rubble dumped on grass verges

Supplementary question – "Does the Council consider builders' waste on grass verges as fly tipping, and whether the Council could take action with Fixed Penalty Notices when such waste was not cleared?"

The Executive Portfolio Holder for Environment & Climate Change considered fly tipping to be an abomination. He had drawn the issue to the attention of the County Waste Partnership, and he agreed that the Council needed to do more to prevent fly tipping. He asked the Assistant Director (Stevenage Direct Services) to provide a written reply in respect of Fixed Penalty Notices.

(G) Question from Councillor Stephen Booth re: Playground between Swimming Centre and Harrow Court

Supplementary question – "If this site is dangerous, why is it not properly secured (as children are able to access it over the fence)?"

The Executive Portfolio Holder for Environment & Climate Change offered to join Councillor Booth, the relevant ward Councillors and officers from Stevenage Direct Services in a site visit to the play area to investigate with a view to resolving the issue.

(H) Question from Councillor Chris Howells re: Junction between Lytton Way and Swingate

Supplementary question – "Does the Executive Member agree that with all that is happening in the town, such as flat building, commercial development and traffic restrictions, both proposed and in place, traffic congestion will only get worse?"

The Executive Portfolio Holder for Economy, Enterprise & Transport did not agree with the questioner. The work with the Highway Authority (HCC) on highway design was still being looked at as part of the Station Gateway consultation regarding the town centre.

(I) Question from Councillor Adam Mitchell CC re: Play services budget

Supplementary question – "In 2013, Spencer Way and surrounding streets were developed and those residents were given a promise that a play area would be provided in that area. Since then there had been a sign saying that a play area was coming soon. Is the Council still committed to building that play area?"

The Leader of the Council agreed to arrange for this matter to be investigated by

officers, and to provide the questioner with a written answer.

(J) Question from Councillor Alex Farquharson re: Community Centre for Bragbury End

There was no supplementary question.

11 MEMBERS' ALLOWANCES SCHEME 2023/24

The Council considered a report in respect of a proposed Members' Allowances Scheme for 2023/24.

It was moved by Councillor Richard Henry, and seconded by Councillor Mrs Joan Lloyd, that the recommendations in the report be approved.

During the debate, the Council noted that the Liberal Democrat Group would be raising the issue of the level of Special Responsibility Allowances for minority party Group Leaders with the Independent Remuneration Panel as part of the Panel's review of Members' Allowances in the Autumn of 2023.

Upon the motion being put to the vote, it was **RESOLVED:**

1. That a Members' Allowances Scheme be agreed for 2023/24, as set out in Appendix A to this report, be agreed.
2. That the Scheme be updated should a percentage increase NJC Pay Award be agreed for 2023/24.
3. That, should the 2023/24 NJC Pay Award be a flat rate increase for employees, then (as per 2022/23 Scheme) the Scheme be updated by the percentage rate increase on allowances listed in the NJC pay agreement circular dated 28 February 2022.

12 PAY POLICY STATEMENT 2023/24

The Council considered a report in respect of a proposed Pay Policy Statement for 2023/24.

It was moved by Councillor Mrs Joan Lloyd, and seconded by Councillor Richard Henry, that the recommendations set out in the report be approved.

Upon the motion being put to the vote, it was **RESOLVED:**

1. That the Pay Policy Statement 2023/24 set out in accordance with the Localism Act 2011 and the Local Government Transparency Code 2015, as attached at Appendix 1 to the report, be approved.
2. That the Pay Policy Statement be placed on the Council's website.

13 AUDIT COMMITTEE MINUTES

The Minutes of the meeting of the Audit Committee held on 7 February 2023 were received.

MAYOR

Meeting: ANNUAL COUNCIL

Date: 24 MAY 2023

BOROUGH COUNCIL ELECTIONS 2023

Author – Ian Gourlay ext. 2703

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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 4 May 2023 together with the percentage turnouts.

2. RECOMMENDATIONS

That the results of the Borough Council Elections 2023 be noted.

3. DETAILS

At the local Elections on 4 May 2023 all wards in Stevenage had contested elections. 20,027 postal votes were sent out, with 39 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: 29.10%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
ANDERSON, Andrew David	Liberal Democrats	173
BUSOLINI, Adrian Gordon	The Green Party	86
HUMBERSTONE, Mason	Labour and Co-operative Party	647 - Elected
PICKERSGILL, Mark	TUSC	21
STUBBS, David James Denny	The Conservative Party Candidate	543

Bedwell

Turnout: 26.46%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
BERRY, Chris	Liberal Democrats	160
BIBBY, Cathy	The Conservative Party Candidate	305
BUNDY, David William	Independent	70
GLENNON, Steve	TUSC	21
HODGES, Steven	The Green Party	104
PLATER, Ellie	Labour and Co-operative Party	771 - Elected

Chells

Turnout: 30.31%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
BOOTH, Stephen John	Liberal Democrats	691 - Elected
CALLAGHAN, Teresa Lynn	Labour and Co-operative Party	477
CHARLES, Roger Alexander	TUSC	45
WYATT, Matthew Paul	The Conservative Party Candidate	298

Longmeadow

Turnout: 33.12%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
FARQUHARSON, Alex	The Conservative Party Candidate	637 - Elected
GORDON, Alistair	Labour and Co-operative Party	623
KERR, Helen Dorothy	TUSC	45
SNELL, Matthew Benjamin Robert	Liberal Democrats	155

Manor

Turnout: 34.60%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
BARR, Louisa Francesca	Labour and Co-operative Party	297
LINGARD, Robert Edward Albert	The Conservative Party Candidate	195
PARKER, Robin Gareth	Liberal Democrats	1,254 - Elected

Martins Wood

Turnout: 29.93%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
DAWSON, Paul James	The Green Party	133
GENTLEMAN, Mark Nathan Simon	TUSC	32
INGARFILL, Jack Stefan George William	The Conservative Party Candidate	339
MANNAN, Madani Riad	Liberal Democrats	202
VERES, Carolina Cristina	Labour and Co-operative Party	665 - Elected

Old Town

Turnout: 35.18%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
BORCHERDS, Jim	The Green Party	236
HANAFIN, Jody Elizabeth	The Conservative Party Candidate	792
KERR, Mark Shaun	TUSC	32
LITTLETON, Charles Galton Darwin	Liberal Democrats	151
ROSSATI, Loraine Graziella	Labour and Co-operative Party	992 - Elected

Pin Green

Turnout: 28.32%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
FACEY, Andy	The Conservative Party Candidate	361
LOVELACE-COLLINS, Naomi Ruth	The Green Party	149
THOMAS, Jeannette Audrey	Labour and Co-operative Party	725 - Elected
WILKS, Isabel Lorna	Liberal Democrats	137

Roebuck

Turnout: 28.57%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
BYE, Nigel Robert	Liberal Democrats	170
CHOWDHURY, Forhad	Labour and Co-operative Party	682 - Elected
CLARE, Bryan David	TUSC	23
LEECH, Nick	The Conservative Party Candidate	502
MOK, Stephani Karyim	The Green Party	75

St. Nicholas

Turnout: 28.41%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
GENTLEMAN, Amber Elizabeth	TUSC	69
JONES, Hazel Margaret	Liberal Democrats	190
MITCHELL, Mel	The Conservative Party Candidate	415
PARRIS, Claire Lesley	Labour and Co-operative Party	943 - Elected

Shephall

Turnout: 27.16%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
BARKS, David John	Liberal Democrats	151
CLARE, Barbara Jane	TUSC	48
LAWRENCE, Celia Gwendolyn	The Conservative Party Candidate	306
MEAD, Sarah Jane	Labour and Co-operative Party	736 - Elected

Symonds Green

Turnout: 33.21%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
DOWNING, Michael	Labour and Co-operative Party	720 - Elected
HEARMON, Clive	Liberal Democrats	155
MALAVIA, Dhiren Rambhai	The Conservative Party Candidate	435
PALMER, Trevor Michael	TUSC	31
WARR, Richard David	The Green Party	130

Woodfield

Turnout: 35.16%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
AMATO, Amodio	Reform UK	59
BRINKWORTH, Neil Geoffrey	Liberal Democrats	282
CALLAGHAN, Jim	Labour and Co-operative Party	465
LAWRENCE, Graham Edward	The Conservative Party Candidate	573 - Elected
STURGES, Elizabeth Genevieve	The Green Party	94

BACKGROUND DOCUMENTS

- Files – Borough Council Elections 2023

APPENDICES

- None.

Meeting: ANNUAL COUNCIL
Date: 24 MAY 2023



CONSTITUTIONAL ISSUES

Author – Ian Gourlay Ext No.2703
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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 for the following bodies that form the non-Executive Member level decision making structure of the Council be approved subject to the rules of proportionality where appropriate for 100 Committee places where applicable (relevant Committees are identified thus*) -
- Overview and Scrutiny Committee* (Appendix A) – 14 Members (9 Labour Group, 3 Conservative Group, 2 Liberal Democrat Group)
 - Community Select Committee* (Appendix B) – 10 Members (6 Labour Group, 3 Conservative Group, 1 Liberal Democrat Group)
 - Environment and Economy Select Committee* (Appendix C) – 11 Members (7 Labour Group, 2 Conservative Group, 2 Liberal Democrat Group)
 - Planning & Development Committee* (Appendix D) – 14 Members (9 Labour Group, 3 Conservative Group, 2 Liberal Democrat Group)
 - Licensing Committee (Appendix E) – 14 Members (8 Labour Group, 4 Conservative Group, 2 Liberal Democrat Group)
 - General Purposes Committee* (Appendix F) – 14 Members (8 Labour Group, 4 Conservative Group, 2 Liberal Democrat Group)

- Appointments Committee* (Appendix G) - 8 Members (5 Labour Group, 2 Conservative Group, 1 Liberal Democrat Group)
- Standards Committee* (Appendix H) – 8 Members (5 Labour Group, 2 Conservative Group, 1 Liberal Democrat Group)
- Audit Committee* (Appendix I) – 10 Members (6 Labour Group, 2 Conservative Group, 2 Liberal Democrat Group) + 1 Co-opted non-elected member
- Statement of Accounts Committee* (Appendix J) – 8 Members (5 Labour Group, 2 Conservative Group, 1 Liberal Democrat Group)
- Joint Consultative Committee* (Appendix K) – 3 Members (2 Labour Group, 1 Conservative 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 100

- 2.2 That the membership of the Executive and the individual Portfolios, as set out in the document tabled at the meeting, be noted.
- 2.3 That the various Executive bodies appointed by the Leader, detailed in Paragraph 4.3 of the report and the relevant Terms of Reference for each body set out in Appendix L to the report, be noted.
- 2.4 That Council approves the dates for Council meetings for the Municipal Year 2023/24, as shown at Paragraph 4.6 of the report, and notes the calendar of formal meetings shown at Appendix M to the report.
- 2.5 That the recommended amendment to Standing Order 10(a) – Council Tax and Budget Setting Debate, as set out in Paragraph 4.10 of the report, be approved.

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 - K. 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 The Leader will be appointing Members to the Executive (with Portfolios). This information will be tabled at the Annual Council meeting.

Appointment of Executive Bodies

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

Appeals, Grievances and Litigation Committee
Housing Development and Regeneration Working Group
Commercial and Investment Working Group
Stevenage, North Herts., East Herts. and Hertsmere Joint CCTV Committee
Stevenage and East Herts. Joint Executive Revenues and Benefits Shared Service Committee.
Stevenage and East Herts Joint ICT Executive Committee

- 4.4 The terms of reference for these Committees / Working Groups may be found at Appendix L.
- 4.5 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 circulated with the Supplementary Agenda.

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 in accordance with the Regulations or where a material change of circumstances makes it necessary. The dates proposed for Council are as follows:
- Wednesday, 19 July 2023
 - Wednesday, 18 October 2023
 - Wednesday, 20 December 2023
 - Wednesday, 24 January 2024 (Regular meeting, to include HRA and Rent Setting)
 - Wednesday, 21 February 2024 (Special Meeting – Budget only)
 - Wednesday, 22 May 2024 (Annual Council)
- * Please note that the 24 January 2024 meeting will now be a regular Council Meeting, replacing the one that would have previously been held in March.
- 4.7 A provisional calendar of formal meetings is also appended to this report at Appendix M. 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.
- 4.9 The calendar of formal meetings 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.

Standing Orders

- 4.10 **Standing Order 10 – Budget and Council Tax Setting Debate** – the following revision to Standing Order 10(a), concerning the budget speech, to make it explicit that the combined speaking time for the Leader and/or his/her nominee (most likely the Portfolio Holder for Resources) will not be time-limited:

“The Mayor will call upon the Leader of the Council (or her/his nominee) to move the formal motion setting the Council Tax and setting the budget. ~~in a speech that~~
The combined speaking time for the Leader’s (and/or his/her nominee’s) speech is not time-limited.”

BACKGROUND PAPERS

The Council’s Constitution – December 2022.

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)
 - Joint Consultative Committee (Appendix K)
- Terms of Reference – Executive Bodies (Appendix L)
- Provisional Calendar of Meetings 2023/24 (Appendix M)

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 for services 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 for services 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 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 for services 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 for services 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), the Assistant Director (Communities and Neighbourhood) and the Assistant Director (Stevenage Direct Services (repairs and caretaking)) 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 Committee's remit, 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 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 (except caretaking and repairs)), 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 Committee's remit, 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 Strategic Director to provide a briefing or take part in discussion.
 - 3.4 To consider any policy issues within the remit of the Select Committee referred by the Executive and raising any other issues it considers appropriate.
 - 3.5 To work with the Community 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 Stevenage Direct Services and Assistant Director Planning and Regulation.
 - 3.7 In conjunction with the Community Select Committee and the Overview and Scrutiny Committee, responsibility for the on-going development of the Policy Development and Scrutiny function of the Council.
 - 3.8 To report to the Executive, other committees or Council, as appropriate.

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PLANNING AND DEVELOPMENT COMMITTEE

1. Membership – 14

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 recommendations 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 services

and advising the Leader / Executive / Council accordingly;

- (ii) Management and maintenance of planning and development related facilities and services in item (i), 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 Assistant Director Planning and Regulation, other Council Service Delivery Units, or outside contractors and advising the Leader/Executive/Council accordingly;
- (iv) The promotion of the 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 Leader / 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 and Responsibilities) (England) Regulations as amended (see Table 2 of Part 3 of this Constitution); as clarified by 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 – 10 (+ 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 - 4

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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JOINT CONSULTATIVE COMMITTEE (JCC) (EMPLOYER SIDE)

Membership - 3

Quorum – 2

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.

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EXECUTIVE BODIES – TERMS OF REFERENCE

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 and Regeneration Working Group

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

To advise and make recommendations to the Executive on the following -

HOUSING DEVELOPMENT

1. 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. 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. 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. 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. The commencement of the procurement of delivery partners/contractors for sites that have achieved planning permissions and are considered to be contributing towards a viable development programme.

7. Appointment of contractors to deliver approved schemes.

8. Financial appraisals and 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 Ministry of Housing, 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 Homes England (HE)
- (e) Development support income generated through private sale homes, land disposals and shared ownership homes on schemes and land identified in the programme.

9. 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 Ministry of Housing, 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. Applications to HE (or any successor body) to obtain Investment Partner Status (or similar), in order to enable the Council to seek funding from HE, and to approve funding bids to HE for development within the Council House Building Programme.

11. 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. The names of developments undertaken through the Council House Building Programme, following consultation with Ward Members.

13. The name of the Council's wholly owned Housing Development Company [WOC].

14. The annual summary and accounts of the WOC's performance against key performance measures

15. The annual revised versions of the first Business Plan produced by the WOC, and any subsequent Business Plans for additional housing schemes, and to make recommendations to Executive in relation to them.

16. Requests from the WOC to acquire any property or otherwise trade outside the Council's administrative area and to make recommendations to Executive in relation to them.

REGENERATION

17. Projects relating to Stevenage Central Framework, and any further opportunities or schemes that will support the strategic vision for the regeneration of Stevenage Town Centre.

18. The communication and marketing strategy for the regeneration of the town and consultation and engagement arrangements for different regeneration schemes.

19. Commencement of procurement of delivery partners/ contractors for schemes that are considered to be contributing to the vision for the town centre.

20. The progress within the Council's overall regeneration programme; including project progress, future planning and commissioning of projects, funding options and future bidding rounds.

21. Schemes being progressed via Development Partnerships or joint ventures with commercial partners and individual scheme concepts or schemes to be brought forward through these commercial arrangements.

22. The annual report regarding the Queensway regeneration scheme from the Queensway LLP (“the LLP”), consider and approve the LLP’s Business Plan and hold the Council’s officer representatives on the LLP to account for delivery of the Business Plan. To authorise an operational expenditure cap of up to £100k per annum for LLP spend which is supplementary to the agreed Business Plan. To receive a regular progress report from the Council’s officer representatives on the LLP and delegate the signing off of LLP accounts, appointment of auditors and change of representatives to the Chief Executive having consulted with the Portfolio Holder for Environment and Regeneration.

23. Bidding opportunities which will aid delivery of the Stevenage Central Framework vision for the town centre.

24. Additional strategies and concepts which will support the regeneration of Stevenage Town Centre.

Commercial and Investment Working Group

Membership: Portfolio Holder for Resources
4 other Executive Members

To advise and make recommendations to the Executive on the following -

1. New income streams and commercial business cases (including those that are key decisions).
2. Financial resources where necessary to progress commercial projects.
3. Individual Schemes within the Programme.
4. The development of new opportunities through establishing a risk appetite that stimulates the evaluation of new emerging markets and opportunities.
5. Documents relating to the Co-operative Commercial and Insourcing Strategy and regularly review the Strategy.
6. The delivery of approved business cases and all aspects of the Co-operative Commercial and Insourcing Strategy.
7. Strategic leadership to build a robust commercial culture.
8. Key performance indicators of all income generating functions.

9. Key commercial arrangements including contracts, contract and performance management processes and major service developments and track the progress of such developments.

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.

East Herts Council and Stevenage Borough Council Joint Information Communication Technology Committee

Purpose

This is a joint committee of the Executives of Stevenage Borough and East Hertfordshire District Councils, under the provisions of section 101 of the Local Government Act 1972 and 9EB of the Local Government Act 2000 all regulations made thereunder.

The terms of reference of the committee are as follows:

- a) To recommend the ICT Strategy to the constituent Councils;
- b) To approve the annual service plan for the Shared ICT Service;

- c) To receive explanations of variances in service performance against the agreed service plan;
- d) To approve the expenditure within the budget of the shared service and where so delegated determine requested virements within that budget;
- e) 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; and
- f) Where it is considered appropriate, provide reports to the constituent councils.

Constitution of the Committee

The Joint Information Communication Technology Committee is constituted as a joint committee of the partner councils. Each partner council shall nominate three elected Members to the Committee. It shall be for each partner council to determine the mechanism for making these appointments.

Quorum

The quorum of a meeting of the Joint Committee will be three elected members, with at least one from each council.

Chairman

The Joint Committee shall at its first meeting each year, elect one of its Members to be Chair and one of its Members to be Vice- Chair, with the chair from one Council and the Vice Chair from the other. These positions shall be rotated annually. The Chair and Vice-Chair shall, unless they resign or cease to be Members of the Joint Committee, continue in office until their successors have been appointed.

Voting

A matter can only be passed by the Joint Committee if no fewer than half of the Members present from each authority vote in favour.

Administration

The Access to Information Rules (as set out in the Constitutions of the constituent councils) to apply to all meetings.

Each constituent council will act as host for the meeting in alternate years and the hosting council will ensure the convening those meetings, distributing the agenda, clerking the meetings and producing the minutes.

Meetings to be held, as a minimum, in January (service planning for coming year) and October for budgets and mid-year service plan review. Should the Committee deem it appropriate, for example to respond to a new regulatory duty or service, or to consider the response to a significant performance issue, additional meetings may be held. Constituent councils are to liaise to confirm mutually suitable times/dates.

Review

The constituent councils will review the Joint Committee's terms of reference annually.

APPENDIX M

Members Calendar May 2023 - April 2024

	Committee	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
1	Council	24		19			18		20	24	21			22
2	Executive		14	18	9	20	12	15	13	17	7	13	3	
3	Planning & Development	25	21	11 & 18	8	5	3 & 31		7	9	8	5	2	
4	Audit		6			6 & 27		8			6	26		
5	Overview and Scrutiny		20	24	15	26	17	22	19	23	13	19	9	
6	Select Committees		14 & 27	6 & 26		4 & 19	10 & 19	1 & 14	14	8, 16 & 31	12 & 29	6, 21 & 27		
7	Standards													
8	Statement of Accounts					27								
9	General Purposes			3		28								
10	Joint Revenues and Benefits			4										
11	Joint ICT Committee		29			14			12			18		
12	Joint CCTV Executive													
13	Housing Development & Regeneration Executive Working Group		9 & 30	21 & 28		8 & 22	20	3	1 & 11	12 & 26		1 & 8		
14	Commercial & Investment Executive Working Group		15			13			6			20		

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