

Public Document Pack

Daneshill House
Danestrete
Stevenage
Hertfordshire

14 May 2024

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, 22 May 2024 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 - 21 FEBRUARY 2024

To approve as a correct record the Minutes of the meeting of the Council held on 21 February 2024.

Page Nos. 3 - 14

3. ELECTION OF MAYOR

To elect the Mayor for the Municipal Year 2024/25.

4. ELECTION OF DEPUTY MAYOR

To elect the Deputy Mayor for the Municipal Year 2024/25.

5. APPOINTMENT OF YOUTH MAYOR

To appoint a Youth Mayor for 2024/25, as nominated by the Stevenage Youth Council.

6. BOROUGH COUNCIL ELECTIONS 2024

To advise of the results of the Borough Council Elections in Almonds Hill, Bandle Hill & Poplars, Bedwell, Chells, Longmeadow, Manor, Martins Wood, Old Town, Roebuck, St. Nicholas, Shephall, Symonds Green and Woodfield Wards held on 2 May 2024, together with the percentage turnouts.

Page Nos. 15 - 30

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 2024/25.

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 2024/25.

9. CONSTITUTIONAL ISSUES

To consider various issues concerning the Council's political management structure and the Constitution for 2024/25.

Page Nos. 31 – 68

10. APPOINTMENT TO COMMITTEES OF THE COUNCIL

- A. To appoint Members to the Standing Committees of Stevenage Borough Council for the Municipal Year 2024/25; 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 2024/25.

SCHEDULE TO FOLLOW

STEVENAGE BOROUGH COUNCIL

COUNCIL MINUTES

Date: Wednesday, 21 February 2024

Time: 7.00pm

Place: Council Chamber, Daneshill House, Danestrete, Stevenage

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

Start / End Start Time: 7.00pm
Time: End Time: 9.00pm

1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

The Mayor referred to the recent news that King Charles III had been diagnosed with cancer. She asked the Council to join her in sending King Charles and the Royal Family their best wishes for speedy recovery. Hopefully he would be well enough to recommence his royal duties in the not too distant future.

Apologies for absence were submitted on behalf of Councillors John Duncan, Mrs Joan Lloyd and Loraine Rossati.

There were no declarations of interest.

2 MINUTES - 24 JANUARY 2024

It was **RESOLVED** that the Minutes of the Council Meeting held on 24 January 2024 be approved as a correct record and signed by the Mayor.

3 GENERAL FUND AND COUNCIL TAX SETTING 2024/25 AND CAPITAL STRATEGY 2023/24 - 2028/29

Councillor Richard Henry, Leader of the Council, introduced the proposed 2024/2025 General Fund Budget and Capital Strategy 2023/24 – 2028/29, together with final proposals for the 2024/25 Council Tax.

Prior to his introduction, Councillor Henry stated that this would be the final Council meeting attended by Baroness Taylor of Stevenage, Councillor Michael Downing

and Councillor Graham Lawrence, all of whom he was aware would not be standing for election on 2 May 2024. He thanked all three councillors for their contributions over the years, and paid tribute to Baroness Taylor's tireless work and achievements as his predecessor as Leader of the Council for 16 years. He then announced that Ian Gourlay (Senior Democratic Services Officer) was attending his last Council meeting prior to his retirement in May 2024. He thanked Ian for the support he had given to all Members during his time with the Council.

Councillor Henry, in his introduction, referred to the following:

- the royal visit of King Charles III to the Stevenage Coptic Church in December 2023;
- the challenges and pressures facing the Council, both financial and in the cost of living;
- the financial problems faced nationally by local authorities, some of whom had issued Section 114 (bankruptcy) notices;
- the National Audit Office evidenced 64.5% reduction in the Council's Core Spending Power since 2010/11;
- the continuation of the Council's plans to identify the means to improve its budgeted position by around £1 Million of savings each year;
- the scheme for a re-located Leisure Centre, incorporating wet and dry leisure facilities;
- the continuation of the Council's innovative Housing Development Programme;
- support for the investment in the ever-growing Science, Technology, Engineering and Maths (STEM) industries in the Borough, through the groundbreaking Mission 44 initiative, which aimed to support local young people to access career opportunities in these industries. To help facilitate this ambition, the Stevenage Works Skills Framework had recently been approved by the Executive;
- the Arts and Culture activities, including the completion of three murals in underpasses, working in conjunction with partners. A further 22 underpasses were targeted for improvement with 4 lined up for the summer of 2024;
- again working with partners and local residents and schools, anti-graffiti projects relating to art works on electrical cabinets throughout the town; and
- a commitment to retaining a theatre in Stevenage.

Councillor Jeannette Thomas, Deputy Leader of the Council, then moved the motion, including the recommendations regarding the General Fund Budget 2024/25 and Capital Strategy 2023/24 – 2028/29 and the formal Council Tax Resolution, which had been circulated to Members.

Councillor Thomas highlighted the following points:

- despite the £1.2 Million deficit that was fixed for 2024/25, she was pleased to be able to present a balanced budget, without the need to use balances;
- this had been achieved in part through the Transformation Programme, which had realised cost savings of £331,000 and also through the Co-operative Commercial & Insourcing Strategy, which had identified income options to secure the Council an additional £661,000;
- the General Fund Budget for 2024/25 would be £12.788 Million. Current projections for showed that £638,000 of reserves may need to be used even after

- identifying another £1Million worth of savings;
- due to the Council's financial position, there was little room for budget growth, although £167,000 of recommended growth for 2024/25 had been included to fund the switch from diesel to Hydrogenated Vegetable Oil (HVO) for the vehicle fleet, which would reduce carbon emissions from the vehicles by up to 90%;
 - to balance the budget, Council Tax needed to be increased by 2.99%. This equated to an extra £6.18 per year for a Band C property, giving a total year cost of £212.68 or £4.09 per week; and
 - the Council was planning to spend £88Million on its Capital Programme for 2024/25, including £30Million on building new homes, £34Million on investing in existing Council homes, and £21Million to continue the flagship Regeneration Programme.

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

Councillor Bret Facey moved and Councillor Phil Bibby seconded the following amendment:

‘That the £66,000 growth bid for the move to HVO fuel from diesel should not be implemented. Instead this funding should be used to support the maintenance of the playgrounds to ensure that the investment made in playgrounds is maintained and repairs can be made to our much loved play equipment.’

In moving the amendment, Councillor Facey advised that a number of the Play Areas around the Borough were in poor condition. Often, pieces of equipment would be removed and not replaced. Even when Play Areas were refurbished, the same process of steady decline occurred, with limited or no maintenance during that process.

Councillor Facey stated that the Council was committing around £500,000 of Capital investment to regenerate the parks over the next two years. However, had more investment been made in the past to allow for regular maintenance then the equipment in the play areas would have lasted for many more years, thereby allowing children to have enjoyed them for longer, and giving the Council a better return on tax payers' money.

Councillor Facey explained the amendment was funded by removing half of the money allocated for switching the Council's vehicle fleet from diesel to HVO. He commented that HVO did reduce carbon emissions, but did not reduce Nitrogen Dioxide emissions, which was the major cause of air pollution, smog and acid rain. Nor did HVO reduce the particulates generated through exhaust fumes which contributed towards breathing problems and asthma. The amendment would allow the Council to use the remaining half of the funding to pilot the use of HVO during 2024/25.

Following debate, a recorded vote (see below) was then taken on the amendment. The amendment was lost.

[Recorded Vote on amendment:

For – Councillors Phil Bibby, Bret Facey, Alex Farquharson, Chris Howells, Wendy Kerby, Graham Lawrence, Adam Mitchell and Margaret Notley - 8

Against – Councillors Myla Arceno, Julie Ashley-Wren, Sandra Barr, Stephen Booth, Lloyd Briscoe, Rob Broom, Jim Brown, Forhad Chowdhury, Nazmin Chowdhury, Michael Downing, Richard Henry, Jackie Hollywell, Mason Humberstone, Conor McGrath, Andy McGuinness, Maureen McKay, Lin Martin-Haugh, Sarah Mead, Claire Parris, Robin Parker, Ellie Plater, Graham Snell, Simon Speller, Baroness Taylor, Jeanette Thomas, Carolina Veres, Anne Wells and Tom Wren - 28

Abstentions – 0

Not present – Councillors John Duncan, Mrs Joan Lloyd and Loraine Rossati – 3]

A further debate then took place on the substantive motion.

At the conclusion of the debate, and in response to an issue raised by a Member during the debate, the Leader of the Council stated that he would confirm in writing to all Members how progress on the implementation of the conversion of the vehicle fleet from diesel to HVO, together with the solar panels on vehicles initiative, would be reported.

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 2023/24 amounting to £13,571,480 and the revenue estimates for 2024/25 amounting to £12,788,410;
 - b. the contribution from balances totalling £1,191,105 in 2023/24;
 - c. the contribution from balances totalling nil in 2024/25.
2. That it be noted that at its meeting on 13 December 2023 the Executive calculated the amount of 28,579.4 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. £87,862,489 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. £81,024,560 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. £6,837,929 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. £239.26 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	£ 159.51
B	£ 186.09
C	£ 212.68
D	£ 239.26
E	£ 292.43
F	£ 345.60
G	£ 398.77
H	£ 478.52

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 2024/25 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	£ 961.58	£ 162.25	£ 1,123.83
B	£ 1,121.84	£ 189.30	£ 1,311.14
C	£ 1,282.11	£ 216.34	£ 1,498.45
D	£ 1,442.37	£ 243.38	£ 1,685.75
E	£ 1,762.90	£ 297.46	£ 2,060.36
F	£ 2,083.42	£ 351.55	£ 2,434.97
G	£ 2,403.95	£ 405.63	£ 2,809.58
H	£ 2,884.74	£ 486.76	£ 3,371.50

- b. That it be noted that for the year 2024/25 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	£ 167.33
B	£ 195.22
C	£ 223.11
D	£ 251.00
E	£ 306.78
F	£ 362.56
G	£ 418.33

H £ 502.00

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 2024/25 for each of the categories of dwellings shown below:

Valuation Bands

A	£1,450.67
B	£1,692.45
C	£1,934.24
D	£2,176.01
E	£2,659.57
F	£3,143.13
G	£3,626.68
H	£4,352.02

6. To determine in accordance with Section 52ZB Local Government Finance Act 1992 that the Council's basic amount of Council Tax for 2024/25 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 2023/24 revised net expenditure for the General Fund of £13,571,480, as set out in Paragraph 4.10.1 of the General Fund and Council Tax Setting report, be approved.
8. That the draft General Fund Budget for 2024/25 of £12,788,410, with no contribution from balances and a Band D Council Tax of £239.26 (assuming a 2.99% increase), and as summarised in Appendix G to the General Fund and Council Tax Setting report, be approved.
9. That the updated position on the General Fund Medium Term Financial Strategy (MTFS), as summarised in Section 4.12 of the General Fund and Council Tax Setting report, be noted.
10. That the minimum level of General Fund reserves of £3,537,794, in line with the 2024/25 risk assessment of balances, as shown at Appendix C to the General Fund and Council Tax Setting report, be approved.
11. That the contingency sum of £400,000 within which the Executive can

approve supplementary estimates, be approved for 2024/25 (reflecting the level of balances available above the minimum amount).

12. That the 2024/25 Balancing the Budget options, as set out in Section 4.7 and Appendix A of the General Fund and Council Tax Setting report, totalling £1,223,852 and £95,603 for the General Fund and HRA respectively, be approved.
13. That the events options, as set out in Paragraph 4.7.4 of the General Fund and Council Tax Setting report, be approved for 2024/25.
14. That the Growth options included in Section 4.8 of the General Fund and Council Tax Setting report, be approved for inclusion in the 2024/25 General Fund (£167,120) and HRA (£47,625) budgets.
15. That the pressures identified in Sections 4.2 and 4.9 of the General Fund and Council Tax Setting report be noted.
16. That the use of £200,000 of Business Rates in the base budget be approved, and that any gains secured above that sum be only used once realised and be ring fenced to maintain the Council's financial resilience.
17. That the use of the "pooling gains" of £220,000, as set out the Paragraph 4.4.9 of the General Fund and Council Tax Setting report, be noted.
18. That the comments from Overview and Scrutiny, as set out in Section 4.16 of the General Fund and Council Tax Setting report, be noted.
19. That the Equalities Impact Assessment, appended to the General Fund and Council Tax Setting report in Appendix D, be noted.
20. That key partners and other stakeholders be consulted and their views considered as part of the 2024/25 General Fund budget setting process.
21. That the revised General Fund Capital Budget for 2024/25 of £33.6Million, as set out in Appendix B to the Capital Strategy 2023/24 - 2028/29 report, be approved.
22. That the Housing Revenue Account (HRA) Capital Budget for 2024/25 of £54.9Million, as set out in Appendix C to the Capital Strategy 2023/24 - 2028/29 report, be approved.
23. That the updated forecast of resources 2024/25, as detailed in Section 4.4 (General Fund) and Section 4.10 (HRA) of the Capital Strategy 2023/24 - 2028/29 report, be approved.
24. That the General Fund Capital Budget re-profiling of £2.6Million from 2023/24 to future years, as set out in Paragraph 4.1.4 of the Capital Strategy 2023/24 - 2028/29 report, be approved.
25. That the General Fund Capital Budget savings, as set out in Paragraphs 4.1.3 and 4.1.5 of the Capital Strategy 2023/24 - 2028/29 report, be approved.

26. That the approach to resourcing the General Fund Capital Programme, as outlined in Paragraph 4.4 of the Capital Strategy 2023/24 - 2028/29 report, be approved.
27. That the General Fund growth bids identified for inclusion in the Capital Strategy, as set out in Paragraph and in Appendix A of the Capital Strategy 2023/24 - 2028/29 report, be approved.
28. That the HRA budget increases identified for inclusion in the Capital Strategy, as set out in Section 4.9 and in Appendix C of the Capital Strategy 2023/24 - 2028/29 report, be approved.
29. That the approach to resourcing the HRA Fund Capital Programme, as outlined in Paragraph 4.10 of the Capital Strategy 2023/24 - 2028/29 report, be approved.
30. That the HRA Capital Budget re-profiling of £1.45Million from 2023/24 to future years, as set out in Paragraph 4.9.3 of the Capital Strategy 2023/24 - 2028/29 report, be approved.
31. That the HRA growth bid (IT - £21,000) identified for inclusion in the Capital Strategy, as set out in Paragraph 4.9.4 of the Capital Strategy 2023/24 - 2028/29 report, be approved.
32. That the 2024/25 de-minimis expenditure limit, as set out in section 4.11 of the Capital Strategy 2023/24 - 2028/29 report, be increased from £7,500 to £9,999.
33. That up to £500,000 of any revenue surplus in any year can be allocated to the Capital reserve to support capital expenditure be approved.
34. That the comments from Overview and Scrutiny, as set out in Paragraph 4.13.4 of the Capital Strategy 2023/24 - 2028/29 report, be noted.

[*Recorded Vote on Substantive motion:

For – Councillors Myla Arceno, Julie Ashley-Wren, Sandra Barr, Stephen Booth, Lloyd Briscoe, Rob Broom, Jim Brown, Forhad Chowdhury, Nazmin Chowdhury, Michael Downing, Richard Henry, Jackie Hollywell, Mason Humberstone, Conor McGrath, Andy McGuinness, Maureen McKay, Lin Martin-Haugh, Sarah Mead, Robin Parker, Claire Parris, Ellie Plater, Graham Snell, Simon Speller, Baroness Taylor, Jeannette Thomas, Carolina Veres, Anne Wells and Tom Wren - 28

Against – Councillors Phil Bibby, Bret Facey, Alex Farquharson, Chris Howells, Wendy Kerby, Graham Lawrence, Adam Mitchell and Margaret Notley - 8

Abstentions – 0

Not present – Councillors John Duncan, Mrs Joan Lloyd and Loraine Rossati – 3]

4 ANNUAL TREASURY MANAGEMENT STRATEGY INCLUDING PRUDENTIAL INDICATORS 2024/25

The Council considered a report in respect of the Annual Treasury Management Strategy 2024/25, 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 2024/25 be approved.

5 RESOLUTION TO EXTEND 6 MONTH ATTENDANCE 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 Mrs Joan Lloyd's non-attendance at meetings of the Council until 2 May 2024 (the date of the Borough Council Elections).

The Chief Executive commented that he was sure that officers and Members would wish to send Councillor Mrs Joan Lloyd their best wishes.

It was moved by Councillor Richard Henry, and seconded by Councillor Jeannette Thomas, that the recommendation in the report be approved.

Councillor Henry advised that there would be an opportunity for Members to pay tribute to Councillor Mrs Lloyd at the Annual Council meeting in May 2024.

Upon the motion being out to the vote, it was **RESOLVED** that in accordance with Section 85(1) of the Local Government Act 1972, Councillor Mrs Joan Lloyd's non-attendance at meetings of the Council until 2 May 2024 (the date of the Borough Council Elections) on the grounds of ill health be approved.

6 STEVENAGE BOROUGH COUNCIL CORPORATE PLAN - MAKING STEVENAGE EVEN BETTER (2024 - 2027)

The Council considered a report which sought approval of the Stevenage Borough Council Corporate Plan - Making Stevenage Even Better (2024-2027).

It was moved by Councillor Richard Henry, and seconded by Councillor Simon Speller, that the recommendation in the report be approved.

In moving the motion, Councillor Henry stated that the 'Making Stevenage Even Better' Corporate Plan outlined the Council's direction of travel for the next 3 years. It was informed by what residents had told the Council mattered to them, obtained through surveys conducted since 2021, and in which over 3,000 residents took part. The findings represented a strong local evidence base for change, and indicated a desire by residents to prioritise:

- Climate change and utilisation of green spaces;

- Provision and investment in good local services;
- Diversity of retail and investment in town centre and leisure facilities;
- Maintenance and appeal of local areas; and
- Community safety and prevention of crime.

Councillor Henry advised that the Council had listened to these views, and for the purposes of clarity and to provide a clear framework by which existing partnership commitments and programmes could be reflected, had categorised these areas into 5 strategic priorities and 3 cross cutting themes within the Corporate Plan, as follows:

Strategic Priorities

1. Transforming Our Town
2. More Social, Affordable and Good Quality Homes
3. Thriving Neighbourhoods
4. Tackling Climate Change
5. Balancing the Budget

Cross-cutting Themes

1. Equality, Diversity & Inclusion
2. Health & Wellbeing
3. Technology & Innovation

Councillor Henry referred to the formal public consultation carried out on the Corporate Plan in October 2023, and was pleased to report that the outcome showed a good level of support, with 69% of respondents indicating that the priorities were representative of what mattered to them. To build on the feedback obtained and to ensure the Council promoted its activities within the Plan, he was keen that the next 4 months were used to actively promote and communicate the plans, with accessible, compelling communications packages developed for each area of work.

Councillor Henry explained that Members would be working with officers to develop a robust performance framework for monitoring and transparency purposes. He added that over the next three years there would be difficult financial decisions, in order to balance the budget. However, effective communication, robust performance monitoring and a commitment to the outcomes and actions set out in the Corporate Plan would provide a solid direction of travel, which would aim to make Stevenage and even better place to live, work and visit.

Following debate, and upon the motion being put to the vote, it was **RESOLVED** that new Stevenage Borough Council Corporate Plan – Making Stevenage Even Better (2024-2027) be approved.

7 ELECTORAL SERVICES - SCALE OF FEES

The Council considered a report which sought approval to a scale of fees for electoral events from 1 April 2024.

The Chief Executive stated that, as Recommendation 2.5 in the report referred to the Returning Officer's fee, he would be withdrawing from the meeting for the remainder of this item. Accordingly, he withdrew from the meeting.

It was moved by Councillor Richard Henry, and seconded by Councillor Sandra Barr, that the recommendations in the report be approved.

In moving the report, Councillor Henry drew attention to the point that, whilst Government guidance concerning the scale of fees for staff supporting elections remained in draft form, the Department for Levelling Up Communities and Housing (otherwise known as DLUCH) had indicated that it would be applicable across Great Britain for all national polls from 2 May 2024 onwards, when the Police and Crime Commissioner elections would be held, which would be combined with the Borough Council all-out local elections. Therefore, this was the last opportunity for the scale of electoral fees to be considered by Council ahead of those elections taking place. He was sure that the shared desire across the Chamber would be for the Returning Officer to be able to employ the best possible team to run the elections whilst also meeting his statutory obligations.

In reply to a Member's question on the report, it was confirmed that Polling Station Inspectors were three senior officers who visited polling stations throughout the day on election days to check on the welfare of staff and to ensure that each station was set out correctly in accordance with legislation and guidance.

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

1. That the scale of fees for electoral events from 1 April 2024, as outlined in Appendix A to the report, be approved.
2. That the Chief Executive (as appointed Returning Officer) keeps the fees for electoral staff under review and be delegated authority to amend any of those fees following revised national guidance issued by Central Government.
3. That the Chief Executive be delegated authority to create additional roles for electoral events with attributable fees, as required.
4. That the Chief Executive be delegated authority to uplift any electoral staff fees as appropriate due to market forces or other factors (such as difficulty in recruiting staff).
5. That the Returning Officer's fee be uplifted each year following agreement of the JNC pay award for Chief Executives.

In closing the meeting, the Mayor announced that this would be the last Council meeting that she would be chairing throughout. She thanked everyone for their contributions to the meeting and throughout her time as Mayor.

MAYOR

Meeting: ANNUAL COUNCIL

Date: 22 MAY 2024

BOROUGH COUNCIL ELECTIONS 2024

Author – Ian Gourlay ext. 2703

Contributors – Luke Fattorusso ext. 2174

Lead Officer – Matt Partridge ext. 2456

Contact Officer – Luke Fattorusso ext. 2174

1. PURPOSE

To advise Council of the results of the Borough Council Elections in Almond Hill, Bandley Hill & Poplars, Bedwell, Chells, Longmeadow, Manor, Martins Wood, Old Town, Roebuck, Shephall, St. Nicholas, Symonds Green and Woodfield Wards held on 2 May 2024 together with the percentage turnouts.

2. RECOMMENDATIONS

That the results of the Borough Council Elections 2024, as attached at Appendix A to the report, be noted.

3. DETAILS

Following the recent Local Government Boundary Commission review for Stevenage, the Borough Council Elections held on 2 May 2024 were based on new Ward boundaries. All 39 Council seats were therefore contested, with 3 candidates elected as Councillors for each Ward.

Following these elections, the Council will return to the cycle of elections by thirds (i.e. a third of the Council seats will be up for election each year) from May 2026, post the County Council elections to be held in May 2025.

Therefore, for these elections in each individual Ward, the candidate with the most votes will serve the full four year term, the candidate with the second highest number of votes will serve a three year term, and the candidate with the third highest votes will serve a two year term.

On 2 May, the election of Borough Councillors was combined with the election of the Hertfordshire Police and Crime Commissioner. The total electorate on 2 May was 65,523, of which 19,613 voted by post. A total of 41 Polling Stations were opened.

The results of the Borough Council Elections are attached as Appendix A to the report (percentage turnouts are shown under Ward name and the elected candidate with respective terms of office is shown in bold).

BACKGROUND DOCUMENTS

- Files – Borough Council Elections 2024

APPENDICES

- None.

BOROUGH COUNCIL ELECTION RESULTS 2024

Almond Hill

Turnout: 29.14%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
DAWSON, Paul James	Green Party	447
HOUPS, Marcel Nicolaas Hermanus	The Conservative Party Candidate	469
MARTIN-HAUGH, Lin	Labour and Co-operative Party	834 – Elected (4 year term)
PLATER, Tom	Labour and Co-operative Party	814 – Elected (3 year term)
REECE, Richard Phillip	Liberal Democrats	356
THOMAS, Jeannette	Labour and Co-operative Party	783 – Elected (2 year term)

Bandley Hill & Poplars

Turnout: 32.49%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
BROWN, Jim	Labour and Co-operative Party	749 – Elected (4 year term)
BUSOLINI, Adrian Gordon	Green Party	183
CHOUDHURY, Kamal	Labour and Co-operative Party	689 – Elected (2 year term)
DENNY-STUBBS, David James	The Conservative Party Candidate	530
FACEY, Victoria Louise	The Conservative Party Candidate	508
HEARN, Michael Steven Frederick Storm	Reform UK	266
LITTLETON, Charles	Liberal Democrats	271
MANNAN, Riad	Liberal Democrats	218
PICKERSGILL, Mark	Trade Unionists and Socialists Against Cuts	62
WILKINS, Peter	Liberal Democrats	252
WOODS, Jade	Labour and Co-operative Party	701 – Elected (3 year term)
WYATT, Matthew Paul	The Conservative Party Candidate	462

Bedwell

Turnout: 27.30%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
BERRY, Christopher John	Liberal Democrats	296
BIBBY, Cathy	The Conservative Party Candidate	367
CHOWDHURY, Nazmin	Labour and Co-operative Party	830 – Elected (3 year term)
GLENNON, Steve	Trade Unionists and Socialists Against Cuts	109
HODGES, Steven	Green Party	282
McGRATH, Conor	Labour and Co-operative Party	887 – Elected (4 year term)
PLATER, Ellie	Labour and Co-operative Party	786 – Elected (2 year term)

Chells

Turnout: 28.47%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
ASHLEY-WREN, Julie Lorraine	Liberal Democrats	741 – Elected (4 year term)
BOOTH, Stephen John	Liberal Democrats	698 – Elected (2 year term)
CLARKSON, Christine Helen	The Conservative Party Candidate	290
INGARFILL, David	Green Party	212
LLOYD, John	The Labour Party Candidate	509
NEWMAN, Patrick	The Labour Party Candidate	460
PENDLEBURY, Thea	The Labour Party Candidate	448
WREN, Tom	Liberal Democrats	738 – Elected (3 year term)

Longmeadow

Turnout: 36.78%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
BAINBRIDGE, Doug	Reform UK	191
BORCHERDS, Jim	Green Party	491
CLARK, Peter	Labour and Co-operative Party	700 – Elected (4 year term)
DURLING, Philip Keith	Reform UK	164
ELEKOLUSI, Akin	Labour and Co-operative Party	593 – Elected (2 year term)
FACEY, Bret Ray	The Conservative Party Candidate	568
FARQUHARSON, Alex	The Conservative Party Candidate	590
GUY, Lynda	Labour and Co-operative Party	663 – Elected (3 year term)
HURST, Matthew Ashleigh Steven	Reform UK	193
KERR, Helen Dorothy	Trade Unionists and Socialists Against Cuts	48
MITCHELL, Adam Joseph Steven	The Conservative Party Candidate	571
SNELL, Matthew Benjamin Robert	Liberal Democrats	180

Manor

Turnout: 33.26%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
BARR, Louisa	The Labour Party Candidate	397
GOLDSMITH, Andy	The Conservative Party Candidate	311
HODSON, Ashlee Jayne	Green Party	189
McGUINNESS, Andy	Liberal Democrats	1,077 – Elected (3 year term)
McKAY, Maureen	The Labour Party Candidate	357
PARKER, Robin Gareth	Liberal Democrats	1,122 – Elected (4 year term)
SNELL, Graham William	Liberal Democrats	1,023 – Elected (2 year term)
TAYLOR, Peter	The Labour Party Candidate	328

Martins Wood

Turnout: 30.88%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
ARCENO, Myla	Labour and Co-operative Party	798 – Elected (4 year term)
BAINBRIDGE, Janet Marie	Reform UK	267
BRISCOE, Lloyd	Labour and Co-operative Party	751 – Elected (3 year term)
FACEY, Andy	The Conservative Party Candidate	421
GENTLEMAN, Mark	Trade Unionists and Socialists Against Cuts	61
HENRY, Robert Frank	Reform UK	252
HODSON, Chris	Green Party	238
LOVELACE-COLLINS, Naomi Ruth	Green Party	203
SEGADELLI, Anthony Philip	Liberal Democrats	228
VERES, Carolina	Labour and Co-operative Party	717 – Elected (2 year term)

Old Town

Turnout: 35.70%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
ANDERSON, Andrew David	Liberal Democrats	226
CURTIS, Harry William	The Conservative Party Candidate	523
HOULIHAN, Coleen	Labour and Co-operative Party	733 – Elected (4 year term)
HUMBERSTONE, Mason	Labour and Co-operative Party	661 – Elected (2 year term)
KERR, Mark Shaun	Trade Unionists and Socialists Against Cuts	69
MALAVIA, Dhiren Rambhai	The Conservative Party Candidate	433
WHEELER, Maria Jacqueline	The Conservative Party Candidate	504
WHITMORE, Andy	Green Party	301
WILLIAMS, Nigel	Labour and Co-operative Party	665 – Elected (3 year term)

Roebuck

Turnout: 27.48%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
BYE, Nigel Robert	Liberal Democrats	310
CHOWDHURY, Forhad	Labour and Co-operative Party	701 – Elected (3 year term) *
CLARE, Bryan David	Trade Unionists and Socialists Against Cuts	92
GORA, Pawel	Green Party	286
GORDON, Alistair	Labour and Co-operative Party	701 – Elected (2 year term) *
LEECH, Nick	The Conservative Party Candidate	433
WELLS, Anne	Labour and Co-operative Party	727 – Elected (4 year term)

* Following an equality of votes, lots were drawn and, as a consequence, an additional vote was allotted to candidate Forhad Chowdhury (meaning that he will serve a 3 year term of office and candidate Alistair Gordon will serve a 2 year term of office).

St. Nicholas

Turnout: 31.07%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
BARR, Sandra	Labour and Co-operative Party	1,052 – Elected (4 year term)
GENTLEMAN, Amber Elizabeth	Trade Unionists and Socialists Against Cuts	128
HENRY, Richard	Labour and Co-operative Party	962 – Elected (3 year term)
JONES, Hazel Margaret	Liberal Democrats	260
KEANE, Chris	Green Party	305
MITCHELL, Mel	The Conservative Party Candidate	407
PARRIS, Claire	Labour and Co-operative Party	938 – Elected (2 year term)

Shephall

Turnout: 25.30%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
BARKS, David John	Liberal Democrats	219
BROOM, Rob	Labour and Co-operative Party	737 – Elected (4 year term)
CLARE, Barbara Jane	Trade Unionists and Socialists Against Cuts	100
LAWRENCE, Celia Gwendolyn	The Conservative Party Candidate	289
MEAD, Sarah	Labour and Co-operative Party	733 – Elected (3 year term)
MOK, Stephani Karyim	Green Party	209
SPELLER, Simon	Labour and Co-operative Party	665 – Elected (2 year term)

Symonds Green

Turnout: 32.16%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
HEARMON, Clive	Liberal Democrats	316
HOLLYWELL, Jackie	Labour and Co-operative Party	787 – Elected (4 year term)
INGARFILL, Jack Stefan George William	The Conservative Party Candidate	510
PALMER, Trevor Michael	Trade Unionists and Socialists Against Cuts	101
ROOPCHAND, Ceara	Labour and Co-operative Party	627 – Elected (2 year term)
ROSSATI, Loraine	Labour and Co-operative Party	666 – Elected (3 year term)
WATTS, Becca	Green Party	351

Woodfield

Turnout: 38.15%

<u>Candidate</u>	<u>Party</u>	<u>No. of Votes</u>
AMATO, Amodio	Reform UK	146
BIBBY, Phil	The Conservative Party Candidate	624 – Elected (4 year term)
BOYLE, Robert	The Labour Party Candidate	571 – Elected * (2 year term)
BRADY, Leanne	The Labour Party Candidate	602 – Elected (3 year term)
BRINKWORTH, Jill	Liberal Democrats	227
BRINKWORTH, Neil Geoffrey	Liberal Democrats	204
HANAFIN, Jody Elizabeth	The Conservative Party Candidate	559
NOTLEY, Margaret Penelope	The Conservative Party Candidate	571 *
TRIPATHI, Swatantra	The Labour Party Candidate	520
WARR, Richard David	Green Party	227

* Following an equality of votes, lots were drawn and, as a consequence, an additional vote was allotted to candidate Robert Boyle (meaning he will serve a 2 year term of office).

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Meeting: ANNUAL COUNCIL
Date: 22 MAY 2024



CONSTITUTIONAL ISSUES

Author – Ian Gourlay Ext No.2703
Lead Officers – Matt Partridge / Richard Protheroe Ext No. 2456 / 2938
Contact Officers – Luke Fattorusso / Simon Pugh Ext Nos. 2174 / 2331

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 (11 Labour Members, 2 Liberal Democrat Member, 1 Conservative Member)
 - Community Select Committee* (Appendix B) – 10 Members (8 Labour Members, 2 Liberal Democrat Members)
 - Environment and Economy Select Committee* (Appendix C) – 11 Members (9 Labour Members, 2 Liberal Democrat Members)
 - Planning & Development Committee* (Appendix D) – 14 Members (12 Labour Members, 2 Liberal Democrat Members)
 - Licensing Committee (Appendix E) – 14 Members (12 Labour Members, 2 Liberal Democrat Members)
 - General Purposes Committee* (Appendix F) – 14 Members (12 Labour Members, 2 Liberal Democrat Members)

- Appointments Committee* (Appendix G) - 8 Members (7 Labour Members, 1 Liberal Democrat Member)
- Standards Committee* (Appendix H) – 8 Members (6 Labour Members, 1 Liberal Democrat Member, 1 Conservative Member)
- Audit Committee* (Appendix I) – 10 Members (8 Labour Members, 1 Liberal Democrat Member, 1 Conservative Member) + 1 Co-opted non-elected member
- Statement of Accounts Committee* (Appendix J) – 8 Members (7 Labour Members, 1 Liberal Democrat Member)
- Joint Consultative Committee* (Appendix K) – 3 Members (2 Labour Members, 1 Liberal Democrat Member)

* 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, in accordance with a proposal from the Leader of the Council, the name of the “Executive” be changed to “Cabinet”.
- 2.3 That the Borough Solicitor be authorised to make consequential amendments to the Constitution to reflect the proposal set out in Recommendation 2.2 above.
- 2.4 That the membership of the Cabinet and the individual Portfolios, as set out in the document tabled at the meeting, be noted, including the addition to the Housing Portfolio of the “Member responsible for complaints”, in accordance with the Housing Ombudsman’s and the Local Government and Social Care Ombudsman’s recently published Complaints Handling Code.
- 2.5 That the various Cabinet bodies appointed by the Leader, detailed in Paragraph 4.4 of the report and the relevant Terms of Reference for each body set out in Appendix L to the report, be noted.
- 2.6 That Council approves the dates for Council meetings for the Municipal Year 2024/25, as shown at Paragraph 4.9 of the report, and notes the calendar of formal meetings shown at Appendix M to the report.

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.

Cabinet (formerly the Executive)

- 4.2 The Leader of the Council has proposed that the name of the "Executive" be changed to "Cabinet". It is therefore recommended that this name change be approved, and that, if approved, the Borough Solicitor be authorised to make consequential amendments to the Constitution to reflect this proposal.
- 4.3 The Leader will be appointing Members to the Cabinet (with Portfolios). This information will be tabled at the Annual Council meeting.

Appointment of Cabinet Bodies

- 4.4 The Leader of the Council has agreed to retain the following Committees of the Cabinet –

Appeals, Grievances and Litigation Committee
Housing Development and Regeneration Working Group
Commercial and Investment Working Group
Housing 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

- 4.5 The terms of reference for these Committees / Working Groups may be found at Appendix L.
- 4.6 Membership of these bodies is limited to only Members of the Cabinet. Details of the memberships of these Committees will be set out in the schedule circulated with the Supplementary Agenda.
- 4.7 The Housing Ombudsman and Local Government and Social Care Ombudsman have recently published a Complaints Handling Code. Part 9.5 of the Code states that "a member of the governing body (or equivalent) must be appointed to have lead responsibility for complaints to support a positive complaints-handling culture. This person is to be referred to as the Member Responsible for Complaints ('the MRC')".
- 4.8 The Housing Ombudsman's Complaint Handling Code set outs that it is a statutory requirement for a social housing landlord to appoint a member of the governing body that has lead responsibility for housing complaints. The role is responsible for ensuring the governing body receives regular information that provides insight on

the landlord's complaint handling performance and to support a positive complaint handling culture. For a local authority, the Portfolio Holder for Housing is expected to fulfil this role.

Dates of Council meetings

- 4.9 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, 17 July 2024
 - Wednesday, 16 October 2024
 - Wednesday, 18 December 2024
 - Wednesday, 22 January 2025 (Regular meeting, to include HRA and Rent Setting)
 - Wednesday, 26 February 2025 (Special Meeting – Budget only)
 - Wednesday, 21 May 2025 (Annual Council)
- 4.10 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.
- 4.11 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.
- 4.12 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.

Constitutional Changes

- 4.13 A review of the Council's Constitution is under way and proposals for updating will be brought before the Council in the course of 2024/25. Officers will work in consultation with a Member working group in developing proposals. There will also be some technical changes to the Constitution which the Chief Executive has delegated authority to approve.

BACKGROUND PAPERS

The Council's Constitution.

APPENDICES

- Terms of Reference
 - Overview and Scrutiny Committee (Appendix A)
 - Community Select Committee (Appendix B)
 - Environment and Economy Select Committee (Appendix C)
 - Planning and Development Committee (Appendix D)
 - Licensing Committee (Appendix E)
 - General Purposes Committee (Appendix F)
 - Appointments Committee (Appendix G)
 - Standards Committee (Appendix H)
 - Audit Committee (Appendix I)
 - Statement of Accounts Committee (Appendix J)
 - Joint Consultative Committee (Appendix K)
- Terms of Reference – Cabinet Bodies (Appendix L)
- Provisional Calendar of Meetings 2024/25 (Appendix M)

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OVERVIEW & SCRUTINY COMMITTEE

1. Membership - 14 (Not to be Members of the Cabinet 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 Cabinet 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, Cabinet, 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 Cabinet 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 Cabinet.
 - 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 Cabinet, other committees or Council, as appropriate.

COMMUNITY SELECT COMMITTEE

1. Membership - 10 (not Members of the Cabinet)
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, Cabinet, 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 Cabinet 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 Cabinet.
 - 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 Cabinet, other committees or Council, as appropriate.

ENVIRONMENT AND ECONOMY SELECT COMMITTEE

1. Membership - 11 (not Members of the Cabinet)
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, Cabinet, 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 Cabinet 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 Cabinet 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 ongoing development of the Policy Development and Scrutiny function of the Council.
 - 3.8 To report to the Cabinet, 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 Cabinet 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 / Cabinet / 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/Cabinet/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 / Cabinet 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 Cabinet

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 Cabinet nor who serves as a Scrutiny Member
- 1 Member of the Cabinet 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.

k) The Council's Regulation of Investigatory Powers Act (RIPA) Policy.

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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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CABINET BODIES – TERMS OF REFERENCE

Appeals, Grievances and Litigation Committee

Membership: Chairman - Portfolio Holder for Resources and three members of the Cabinet

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 Cabinet 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 Cabinet 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 Cabinet 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 Cabinet 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 Cabinet Members

To advise and make recommendations to the Cabinet 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.

Housing Working Group

Membership: Portfolio Holder for Housing & Housing Development
2 other Cabinet Members

1. To provide strategic oversight of Council Housing Management Services and Roles.
2. To support the ongoing improvement and delivery of services to residents.
3. To review, monitor and scrutinise on a regular basis:-
 - a. Housing Service Performance data including (Tenant Satisfaction Measures)
 - b. Complaint Handling
 - c. Regulatory Compliance
 - d. Housing Risk Management
 - e. Health and Safety across all housing services
 - f. Resident Engagement
 - g. HRA Business Planning
4. To consider and review relevant strategies, policies and processes to help deliver clarity and structure to improve service delivery.
5. To consider and respond to feedback from residents as part of the Council's emerging Resident Engagement Strategy
6. To undertake detailed reviews of key services, considering performance, service standards, feedback, learning and improvements.
7. To provide challenge, drive learning and improvement, ensure the voice of residents is heard and acted upon and to ensure that regulatory and Statutory standards are understood and achieved.

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 Cabinet

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 Cabinet or Officers.
5. Where it is considered appropriate, report to the Cabinets/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 Cabinets/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 2024 - April 2025

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

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