

**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 Committee**

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

Quorum – Three

The purpose of the committee is to oversee and support the delivery of the Housing Development and Regeneration programmes.

**HOUSING DEVELOPMENT**

1. To consider and approve documents relating to Development Strategy, Design Standards and a Pipeline of schemes that will form the strategic core of the Council's Housebuilding Programmes.

2. To consider and approve the financial resources of the programme in light of the individual schemes being delivered and their outputs in relation to:

- a. Scheme Design & Unit mix
- b. Scheme Quality
- c. Scheme Mile stones
- d. Consultation programme &
- e. Scheme Costs & financial appraisals

3. To authorise an envelope of funding for officers to bid for and complete on new sites and development opportunities that will enhance the Council's pipeline for new housing or form part of the land assembly required to deliver approved schemes.

4. To consider outline designs, individual scheme concepts and scheme appraisals on which to approve the submission of detailed planning applications, and/or if more appropriate outline planning applications, by the Council's appointed contractors, consultants or officers .

5. To invite Ward Members to attend meetings of the Committee, or other consultation events noted in the consultation programme when potential development sites in their ward are under consideration, and to provide an opportunity for Ward Members to provide comments on proposed developments.

6. To authorise officers to commence procurement of delivery partners/contractors for sites that have achieved planning permissions and are considered to be contributing towards a viable development programme.

7. To delegate authority for the appointment of contractors to deliver approved schemes to the Strategic Director for small to medium sized projects up to a construction value of £4m. The subcommittee will approve all other contract awards over £4m.

8. To approve, and include within financial appraisals, the use of the following sources of funding for the development of individual sites within the Council's Housebuilding Programme:

- (a) The agreed Housing Capital Programme Budget for the Housebuilding Programme;
- (b) Capital receipts made available through the Council's Agreement with the 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. To monitor and report to the Executive on an annual basis the progress with the Council's Housebuilding Programme; and expenditure on the Housing Capital Programme Budget for the Council's Housebuilding Programme, ensuring the use (within the required Deadlines) of the capital receipts made available through the Council's Agreement with the 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. To approve 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. To consider and approve the future use of any potential development site previously identified by either the Committee or Executive as having possible development potential for Council House Building where it either does not gain planning consent, is deemed inappropriate to develop by the Committee for whatever reason or where the development appraisal identifies that the site is economically undevelopable.
  12. To decide, where necessary, the names of developments undertaken through the Council House Building Programme, following consultation with Ward Members.
  13. To decide the name of the Council's wholly owned Housing Development Company [WOC].
  14. To receive an annual summary and accounts of the WOC's performance against key performance measures
  15. To consider 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. To consider any 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. To consider and approve 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. To engage and shape the communication and marketing strategy for the regeneration of the town. To consider consultation and engagement arrangements for different regeneration schemes.
19. To authorise officers to commence procurement of delivery partners/ contractors for schemes that are considered to be contributing to the vision for the town centre in accordance with the Council's Constitution.
20. To monitor and report to the Executive on an annual basis 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. To review progress of schemes being progressed via Development Partnerships or joint ventures with commercial partners. To consider individual scheme concepts or schemes to be brought forward through these commercial arrangements.
22. To receive an 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. To highlight and support bidding opportunities which will aid delivery of the Stevenage Central Framework vision for the town centre.
24. To consider, guide and authorise additional strategies and concepts which will support the regeneration of Stevenage Town Centre.

### **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.