

# Council Performance & Budget Summary

December 2015

The monthly performance summary outlines trends in information the Council uses to monitor and manage service delivery. It shows performance against relevant targets.

## Overview

<b>A</b>	<b>Budget – 1.3% overspend</b>
<b>A</b>	<b>Performance Indicators</b>
<b>G</b>	<b>Progress against priorities</b>

## Appendices

- A. Planning Update
- B. Asset Maintenance Quarterly Report
- C. Conveyancing Update
- D. Community Right to Bid – Schedule of Decisions
- E. Working Party and Task and Finish Groups Update
- F. Advisory Groups Update
- G. Section 106 Quarterly Update
- H. Waste Management and Recycling Update
- I. Fly Tipping Update
- J. Living Wage Update
- K. Pay Policy Statement
- L. Staff Awards Update
- M. Business Improvement District (BID) Update
- N. Independent Remuneration Panel recommendations

## Recommendations

1.1 That Cabinet notes the Council Performance and Budget Summary (December and Quarter 3 2015/16) and its appendices.

## Vacant Units (City and District)

The table below shows the proportion of vacant retail properties as at 31 December 2015 by parish and the non-parished area (city). The properties in this table are retail only. The information is extracted from the Council's business rates database.

PARISH	NO OF PROPERTIES	UNOCCUPIED	% UNOCCUPIED
UNPARISHED CITY	728	19	2.6%
COLNEY HEATH	33	0	0%
HARPENDEN RURAL	1	0	0%
LONDON COLNEY	50	1	2.0%
REDBOURN	36	1	2.8%
ST MICHAEL	3	0	0%
ST STEPHEN	53	1	1.9%
SANDRIDGE	52	1	1.9%
WHEATHAMPSTEAD	38	0	0%
HARPENDEN	249	7	2.8%
<b>TOTALS</b>	<b>1,243</b>	<b>30</b>	<b>2.4%</b>

For comparison, the table below shows the totals for the end of the last quarter (30 September 2015).

PARISH	NO OF PROPERTIES	UNOCCUPIED	% UNOCCUPIED
UNPARISHED CITY	728	18	2.5%
COLNEY HEATH	33	0	0%
HARPENDEN RURAL	1	0	0%
LONDON COLNEY	50	1	2.0%
REDBOURN	36	0	0%
ST MICHAEL	3	0	0%
ST STEPHEN	53	2	3.8%
SANDRIDGE	52	2	3.9%
WHEATHAMPSTEAD	38	0	0%
HARPENDEN	249	9	3.6%
<b>TOTALS</b>	<b>1,243</b>	<b>32</b>	<b>2.6%</b>

### Commentary

The table below is provided for indicators where there has been significant change in performance. It gives more detailed explanation and any action the Council is taking to improve performance.

	Measure	Comments
A	Forecast budget variance at the year end	The forecast overspend of £276,000 (1.3% of the general fund budget) relates to 3 main matters. The most significant is the unforeseen costs resulting from the recent sinkhole related emergency response. The Council has lodged a claim to Government for a refund of some of these costs under the Bellwin scheme. This helps local authorities with the costs of dealing with unplanned emergencies. If the claim is successful the projected overspend will be much reduced. The second matter is extra cost associated with employing staff to deal with planning applications. The third is IT spending of £248,000. This is largely planned expenditure brought forward from future years totalling £188,000. The remaining £60,000 is due to on-going increased cost of software licenses.
A	Percentage of rent loss due to voids	The projected rent loss due to voids (empty properties) is anticipated to be 1.4% of the annual rent due i.e. £373,591. The 14 day turn around period issue, reported previously, where void (empty) properties were not being released for re-letting sufficiently quickly, has been addressed. We will continue to monitor this at weekly contractor monitoring meetings.
A	Rent arrears of current tenants as a percentage of rent due	Between November and December rent arrears increased by £7,700.  Anecdotally, a contributing issue over the course of the month has been tenants not paying their rent due to their Christmas expenditure. Also, some tenants have not paid in the period leading up to the 2 rent free weeks around Christmas, generating further arrears.  We still have a number of tenants with significant rent arrears where

	Measure	Comments
		<p>we are investigating possible tenancy fraud.</p> <p>Recruitment to fill the vacant post of Housing Income Team Leader, is underway. This post has been vacant since October 2015, with cover from a Housing Officer in the interim. This has affected resourcing. We anticipate filling the post in March/April 2016. Once filled, this post will provide additional capacity to deal with the issues identified.</p>
R	Percentage of repairs completed on time	<p>In December 81% of repairs were completed on time. This was due to a combination of contractor staff sickness and staff leave over the Christmas period. The overall shortage of staff resulted in delays. We have raised this issue with the contractor and we do not anticipate it to continue in January.</p>
R	Days to process Housing Benefit new claims	<p>The number of days was affected by 2 homeless cases, one of which took <b>687 days</b> to assess and another which took <b>424 days</b>.</p> <p>The first case was affected by the IT issue (temporary accommodation tenancy records on the Orchard system not interfacing with Northgate systems), reported in September 2015. Although this issue has now been fixed, there are still residual cases to be assessed.</p> <p>The second case was affected by a technical issue with setting up rent accounts for temporary tenancies. As no account had been set up, we were unable to award benefit in this case. The tenant moved out of temporary accommodation and out of the District in less than a week. As no rent account was set up, this claim stayed in the system as pending for 424 days. In these individual circumstances, the team decided that the claim could be withdrawn and the process completed. This historical issue has been resolved.</p> <p>The delays had no negative impact on either household. If these 2 cases were removed from the calculation, the average drops to <b>26.48 days</b>. This is still above target because of office closure and staff leave over the Christmas period. We are also in the process of recruiting to a vacant case officer post.</p>
R	Number of households in temporary accommodation and Average time in temporary accommodation	<p>So far this year (April to date) we have had 1,532 housing enquiries compared to 1,410 in the same time period last year. 100 households have been accepted as homeless to date this year. In addition, we have received 142 homeless applications this year, compared to 126 for the same period last year.</p> <p>The length of time in temporary accommodation reflects the availability of social housing in the District. There are 597 applicants on the Housing Register and 403 applicants on the transfer list. To date this municipal year, there have been 302 social housing lettings.</p>
A	Percentage of Council's planning decisions supported at appeal (cumulative 12 month)	<p>Four appeal decisions were received in December, two of which were dismissed in accordance with the Council's decision. This equates to 50% for the month. These included advertisements in a conservation area and a replacement warehouse building considered to be unacceptable in character, appearance and impact to neighbourhood amenities. The two appeals that were allowed were for extensions to dwellings outside conservation areas. This follows the trend previously reported that inspectors are taking a</p>

	Measure	Comments
		<p>more relaxed and flexible approach to householder extensions, particularly around design.</p> <p>Officers continue to monitor appeal decisions to shape their approach to similar applications.</p>
R	Number of planning applications at end of month that have not been determined in time	In December the number of out-of-time planning applications rose from 214 to 233. Christmas and New Year holiday, with 3.5 working days lost, as well as several staff taking leave, has impacted on performance. Turnover of staff continues with the loss of experienced members of the team in recent weeks. Recruitment advertising for several posts is underway. Four agency planners have been appointed to cover vacant posts. Further details on recruitment can be found in Appendix A – Planning Update.
G	Parking Penalty Charge Notices issued	There has been a near 6% drop in Penalty Charge Notices issued compared to November. The main reason for this is changes to the enforcement schedule to encourage traffic movement throughout the City during the festive period. The contractor deployed fewer Civil Enforcement Officers in December due to staff taking holiday, and one leaver. In addition, recruitment of quality staff continues to be an issue for the contractor which in turn affects their ability to deploy CEOs.
R	Fly-tipping incidents	Fly tipping has decreased for the third consecutive month. Items fly-tipped include refuse sacks and white goods, and are distributed primarily between rural areas. See also Appendix I.
A	Percentage of invalid applications received	This indicator is used to illustrate the quality of the applications received by the planning department. By improving our work with customers at the pre-application stage and information contained on our website, we hope to improve the overall quality of applications received. We aim to launch a new paid-for pre-application service on 1 February for householder proposals. One of the objectives of the proposal is to reduce the number of invalid applications received.
A	Percentage of all major planning applications determined within 13 weeks (measured over a 2 year period)	Turnover of staff continues to have an impact on our performance as noted above and in recent monthly Planning appendices. Furthermore, the County Council has lost resource in its legal department which is impacting on the completion of Section 106 Agreements in a timely manner. There are currently 6 outstanding Section 106 Agreements for major applications following a resolution to grant.
A	Percentage of council tax collected of that collectable in the year	Reminders for council tax were issued later than planned in this quarter due to staff changes in the revenues team. This resulted in the percentage collected falling 0.9% behind target. A recovery schedule has been implemented to ensure reminders are issued on time each month. Nearly 4,000 reminders have been issued to accounts in arrears. We are continuing to pursue enforcement action where necessary and the next court date is 4 February 2016.
A	Percentage of business rates collected of that collectable in the year	<p>Cabinet asked for the targets for this indicator to be updated as businesses are now able to pay by 12 monthly instalments. Previous months' targets were based on customers paying in 10 monthly instalments. Performance against target is now more accurately reflected.</p> <p>Due to recent case law regarding reasonable court costs, we have not sent any cases to court for liability orders in recent months. To do so would risk having these orders overturned at a later time, an</p>

	Measure	Comments
		issue which has affected other authorities. We are working with the courts to agree new costs in time for our next court date in February, so we can recover unpaid business rates.
G	Kg per household of residual waste	<p>The residual waste per household decreased by 1.24kg compared to the same period in 2014/15. The overall recycling rate increased. The decrease is due mainly to recycling of street sweeping material and improvements to recycling performance which has increased by 4.37% compared to the previous year.</p> <p>For more information on waste and recycling see Appendix H – Waste Management and Recycling Update.</p>
A	Total number of visits to arts and entertainment venues	It is difficult to compare visits to arts and entertainment venues year on year as this depends on whether they manage to secure popular touring acts or not. Efforts are made to secure the top acts every year, but are hampered by the size of the venue and competition from venues in surrounding areas. Due to a biennial touring cycle, some of the more popular acts have not booked shows for 2015/16 and thus the programme has not drawn as many visitors.
	Headcount actuals	<p>This is the number of actual people working for the Council, whereas the Full Time Equivalent (FTE) is the approved establishment figure (including all part-time and full-time permanent roles).</p> <p>Although the actual headcount increased in Quarter 3, this is still within the approved FTE of 365.05 for the Council.</p>
	Agency and casual workers	<p>The increase of 10 agency and casual workers over the figure reported in Quarter 3 last year is due to several factors.</p> <p>An increased number of casuals worked as canvassers in the quarter due to the recently implemented Individual Electoral Registration. The additional market schedule over the Christmas period required more people to erect stalls, and the museums service required more active teachers during the period. This seasonal/event work is short-term and project focused.</p> <p>There was also a small increase in the use of casuals and agency staff to cover vacancies proving difficult to fill (e.g. in planning, legal and housing). During Quarter 3, sixteen workers were used to cover vacant posts. Where possible and appropriate some of these workers have been offered fixed term contracts as an alternative way forward (1 in Planning, 1 in Housing and 1 in Customer Service).</p> <p>Please note that this agency/casual worker figure fluctuates within each quarter as well due to the short-term nature of much of the work.</p>
G	Number of working days/shifts lost due to sickness absence per full time equivalent employee (days)	<p>The absence rate (1.44 days per employee) shows a reduction of 0.39 days in comparison to the same quarter in 2014/15. It is also a decrease from 2.00 days per employee reported in the previous quarter.</p> <p>The Quarter 3 figure includes 4 cases of long term absence (28 days and over). 2 cases related to employees who have since left the Council and 2 more who have since returned to work. The absence rate, excluding the 4 long term absence cases, is 0.88 days.</p> <p>There were 12 cases of medium term absences (7 days and over),</p>

Measure	Comments
	<p>which is a decrease from the previous quarter. These include 3 cases due to stress/anxiety, 2 cases due to muscular/skeletal issues, 1 case relating to an employee who has since left the Council. The remainder relate to a range of other reasons.</p> <p>Line managers keep in regular contact with employees on long term absence to actively encourage an early return to work. Staff are offered support by Occupational Health and also have access to support and counselling via the Employee Assistance Programme. In addition we formally review cases when absence reaches the defined levels set out in our Attendance Management Policy. All employees who hit the absence triggers are actively managed under this policy.</p> <p>Overall the most common cause for absences this quarter was Cold/Flu.</p> <p>Four workshops have been delivered to provide managers with the skills to manage attendance effectively. So far over 60 managers have attended and a final session in February will ensure all managers have been trained.</p>

**Key**

The performance information is colour coded associated to the target or trend.

For indicators with a target – Green is where a target is achieved, Amber is up to 10% worse than target and Red is worse than 10% from target. For indicators with trend analysis – Green highlights an improved performance and Red a worse performance.

On the priority project update and appendices tables, Blue is used to show that a project or action is completed.

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# Council Performance & Budget Summary

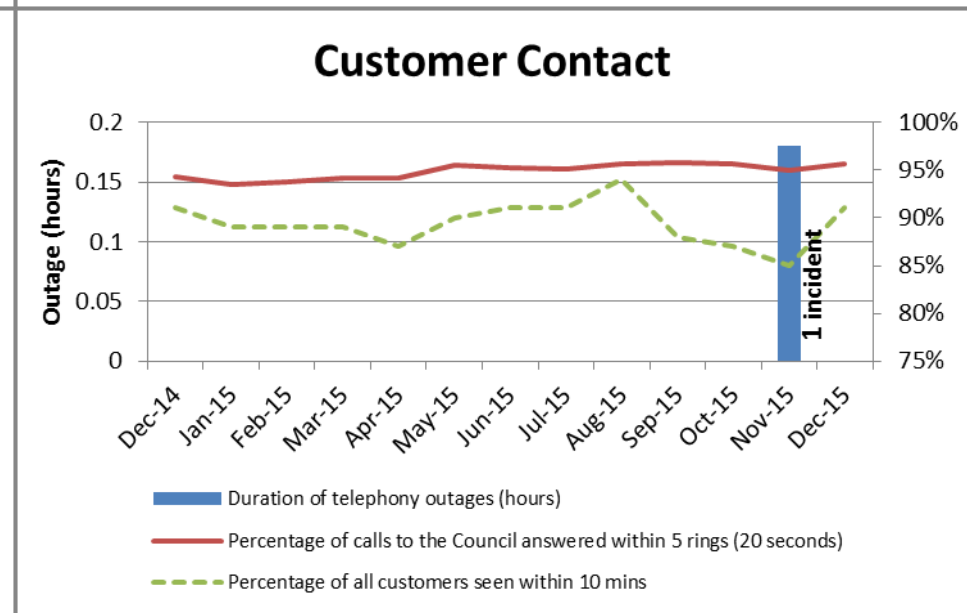
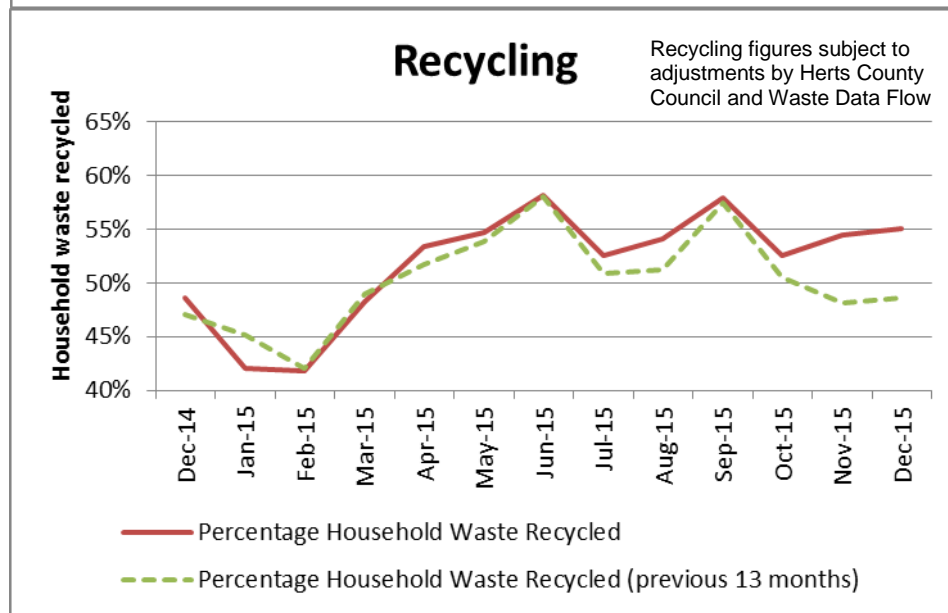
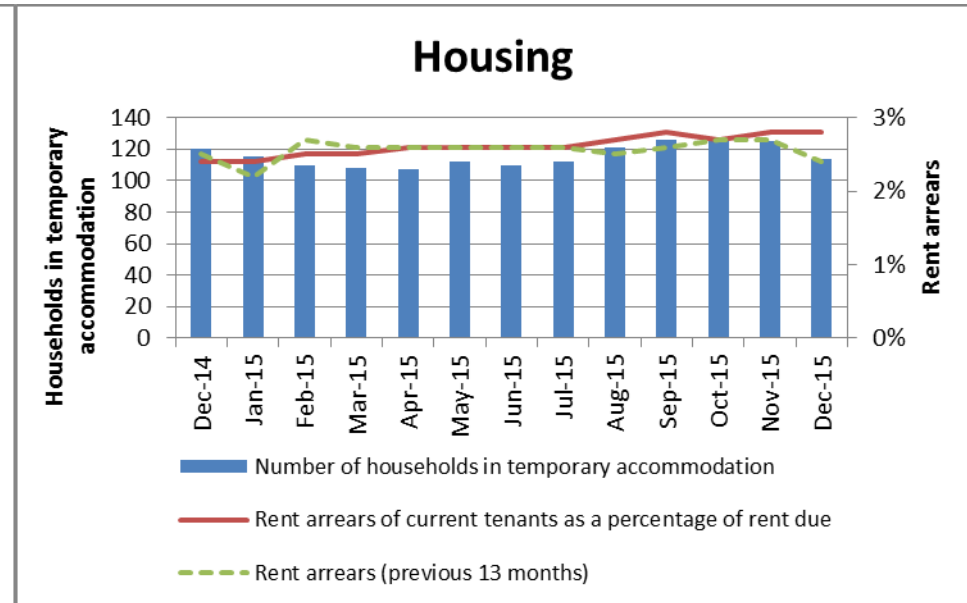
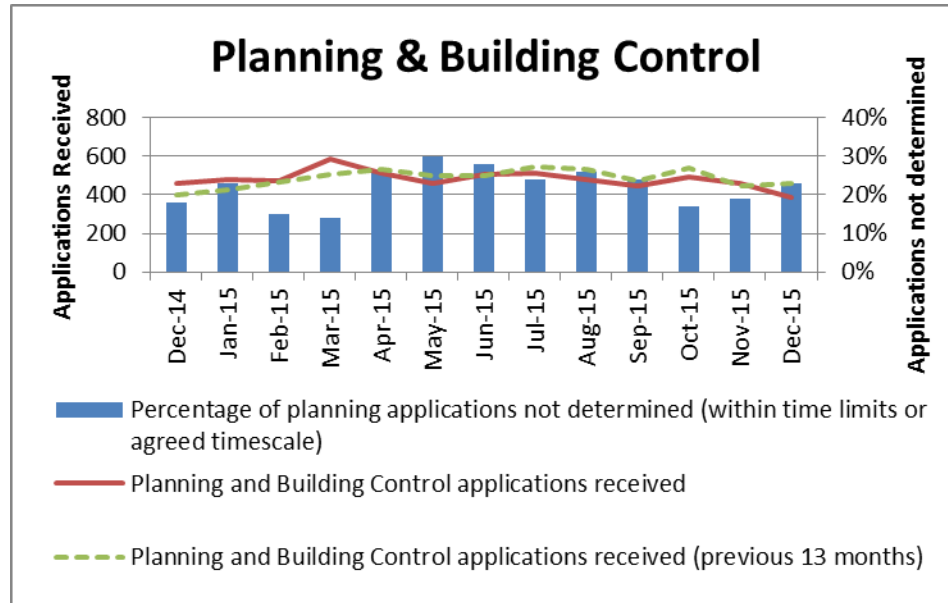
## December 2015



		Bigger or Smaller is Better	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	TARGET	
Finance	Forecast budget variance at the year end (General fund for year in question)	Smaller	2.3%	1.9%	1.6%	0.8%	0.0%	0.0%	0.0%	0.0%	-0.2%	0.0%	0.7%	1.0%	1.3%	0.0%	
Housing	Average time to re-let dwellings (excluding temporary accommodation) (days)	Smaller	25	33	24	19	29	22	22	21	22	22	23	24	23	26	
	Percentage of rent loss due to voids	Smaller	1.12%	1.15%	1.18%	1.21%	1.51%	1.55%	1.49%	1.41%	1.37%	1.34%	1.36%	1.38%	1.41%	Trend	
	Rent arrears of current tenants as a percentage of rent due	Smaller	2.4%	2.4%	2.5%	2.5%	2.6%	2.6%	2.6%	2.6%	2.7%	2.8%	2.7%	2.8%	2.8%	2.6%	
	Number of households in temporary accommodation	Smaller	120	115	110	108	107	112	110	112	121	126	127	125	114	Trend	
	Average time in temporary accommodation (weeks)	Smaller	27	28	28	26	24	22	22	23	23	24	24	26	27	Trend	
	Percentage of repairs completed on time	Bigger	99%	99%	100%	99%	100%	99%	100%	100%	100%	94%	99%	99%	99%	81%	98%
	Housing repairs' satisfaction	Bigger	100%	99%	98%	98%	98%	99%	99%	99%	97%	86%	98%	99%	100%	98%	90%
	Total number of households in receipt of Housing Benefit and/or Council Tax support	Smaller	7,346	7,295	7,241	7,248	7,211	7,244	7,222	7,219	7,198	7,156	7,157	7,139	7,104		
	Days to process Housing Benefit new claims	Smaller	26.6	29.6	20.8	23.0	28.7	23.9	23.7	27.7	33.7	42.5	20.9	22.0	34.5	24	
Days to process Housing Benefit change in circumstances	Smaller	6.9	3.2	3.3	8.1	5.5	7.9	9.4	7.3	5.8	7.8	8.0	10.0	7.6	11		
Planning & Building Control	Planning and Building Control applications received (including pre-app, trees and condition discharge)		459	478	473	586	512	459	506	514	478	446	494	459	385		
	Percentage of Council's planning decisions supported at appeal (cumulative 12 month)	Bigger	63%	61%	61%	61%	61%	62%	61%	63%	61%	62%	63%	61%	63%	66%	
	Percentage of planning applications not determined (within time limits or agreed timescale)	Smaller	18%	23%	15%	14%	26%	30%	28%	24%	26%	24%	17%	19%	23%	25%	
	Number of planning applications at end of month that have not been determined in time	Smaller	119	157	142	122	157	202	231	214	249	261	236	214	233	150	
Regulatory	Parking Penalty Charge Notices issued	Smaller	1,632	1,597	1,469	1,739	1,511	1,549	1,319	1,716	1,630	1,585	1,787	1,601	1,511	Trend	
	Percentage of Parking Penalty Charge Notices paid	Bigger	86%	85%	90%	85%	89%	86%	91%	84%	82%	89%	86%	86%	88%	70%	
Community Services	Fly-tipping incidents	Smaller	61	68	93	96	68	73	124	103	100	102	99	90	87*	Year-on-year Trend	
	Number of missed waste collections per 100,000	Smaller	33	30	30	28	33	34	37	30	10	16	19	12	9*	40	
	Visits to Tourist Information Centre and www.enjoystalbens.com	Bigger	52,316	32,862	31,953	35,330	31,155	40,556	47,105	42,521	43,131	41,467	50,463	78,135	54,613	Year-on-year Trend	
	Museums visits	Bigger	12,350	12,576	16,016	15,840	15,581	13,248	14,781	14,628	14,343	14,164	17,826	14,996	12,403	Year-on-year Trend	
Customer Services	Percentage of calls to the Council answered within 5 rings (20 seconds)	Bigger	94.3%	93.5%	93.8%	94.2%	94.2%	95.5%	95.2%	95.1%	95.7%	95.8%	95.6%	95.0%	95.7%	80%	
	Percentage of all customers seen within 10 mins	Bigger	91%	89%	89%	89%	87%	90%	91%	91%	94%	88%	87%	85%	91%	80%	
External	Claimant count (% proportion of population)	Smaller	0.8%	0.8%	0.8%	0.8%	0.8%	0.8%	0.7%	0.7%	0.7%	0.6%	0.6%	0.6%	0.5%	Trend	
	New jobs	Bigger	2,349	3,214	3,024	4,817	6,081	6,955	2,234	2,527	2,522	3,080	4,402	4,569	4,349	Trend	
	All crime (in month)	Smaller	493	500	473	574	517	514	555	555	501	528	576	533	548	Trend	
	Anti-social behaviour incidents (in month)	Smaller	162	161	192	190	254	224	211	313	311	263	231	198	177	Trend	

\* draft figure subject to final adjustments

# Performance Summary December 2015





# Council Performance & Budget Summary

## Quarter 3 2015-16 (October-December)



		Bigger or Smaller is Better	Quarter 3 2014-15	Quarter 4 2014-15	Quarter 1 2015-16	Quarter 2 2015-16	Quarter 3 2015-16	TARGET
Housing	Total affordable housing completions	Bigger	43	1	9	46	55	
	Percentage of invalid applications received	Smaller	4.3%	2.7%	3.7%	4.3%	3.5%	Trend
Planning and BC	Percentage of all major planning applications determined within 13 weeks (measured over a 2 year period)	Bigger	67.7%	65.6%	65.1%	61.4%	64.3%	70%
	Planning obligations (Section 106/CIL) monetary contributions secured		£10,096	£92,474	£190,527	£30,628	£73,596	
Finance	Percentage of council tax collected of that collectable in the year	Bigger	88.5%	98.8%	30.1%	58.6%	86.1%	87%^
	Percentage of business rates collected of that collectable in the year	Bigger	85.3%	99.1%	29.1%	55.3%	83.6%	84.3%^*
Community Services	Recycling rate	Bigger	49.19%	43.97%	55.43%	54.76%	53.90%**	Year-on-year Trend
	Kg per household of residual waste	Smaller	95.94	100.37	97.92	95.63	94.70%**	Year-on-year Trend
	Total number of visits to arts and entertainment venues	Bigger	89,640	70,562	48,994	35,845	84,392	Year-on-year Trend
	Total number of visits to sport and leisure centres	Bigger	351,442	457,698	468,729	458,406	418,629	Year-on-year Trend
Website	www.stalbins.gov.uk visits	Bigger	240,418	282,145	330,273	280,426	262,907	Trend
	www.enjoystalbins.com visits	Bigger	143,546	78,488	104,158	103,025	163,422	Trend
Human Resources	Headcount actuals Approved established permanent posts = 365.05 FTE		397 (364 permanent / 33 fixed term) 351.28 FTE	394 (373 permanent / 21 fixed term) 344.35 FTE	397 (378 permanent / 19 fixed term) 345.43 FTE	397 (374 permanent / 23 fixed term) 343.34FTE	405 (379 permanent / 26 fixed term) 353.99 FTE	
	Agency and casual workers (covering vacancies or helping with added workloads)		73	68	66	65	83	
	Number of working days/shifts lost due to sickness absence per full time equivalent employee (days)	Smaller	1.83	2.01	1.62	2.00	1.44	Trend

^ Seasonal Target

\*Seasonal Target updated at request of Cabinet 21/07/15

\*\* draft figure subject to final adjustments

## Performance Summary Quarter 3 2015-16

# Council Performance & Budget Summary

## Quarter 3 2015-16 (October-December)



Portfolio	Q2 2015/16 (July to September)	Priority Project	Q3 2015/16 (October to December)	Progress	Q4 milestones (2015/16) (January to March)
Housing	<b>G</b>	Implement the sheltered housing redevelopment programme	<b>G</b>	<ul style="list-style-type: none"> <li>Sparrow Court completed and all units let in December.</li> <li>Shortlisted registered providers for Linley Court, to appoint in January.</li> <li>Commissioned work to consider future redevelopment options for Wavell House.</li> </ul>	<ul style="list-style-type: none"> <li>Legal contract and transfer of Betty Entwistle House agreed.</li> <li>Public consultation and planning application submitted for development of Betty Entwistle House.</li> <li>Registered provider appointed to redevelop Linley Court site in January.</li> </ul>
	<b>A</b>	Develop affordable housing on garage sites	<b>A</b>	<ul style="list-style-type: none"> <li>Planning application to redevelop St Leonard's Crescent garage site in Sandridge approved.</li> <li>Planning application submitted for Langley Grove garage site.</li> <li>4 units in Cotlandswick completed.</li> <li>North Hertfordshire Homes decision not to develop 2 further sites in Cotlandswick has delayed this project.</li> </ul>	<ul style="list-style-type: none"> <li>Procurement of contractor for Batchwood garage sites.</li> <li>Planning permission approved for Langley Grove garage site.</li> <li>Sites identified for fourth phase of project.</li> <li>SADC to develop options for Cotlandswick garage sites.</li> </ul>
	<b>A</b>	Procure and implement major housing improvement contract	<b>A</b>	<ul style="list-style-type: none"> <li>Capital Projects Team Leader appointed.</li> <li>Project was delayed due to vacancy Asset Manager post.</li> </ul>	<ul style="list-style-type: none"> <li>Options appraisal for procurement of main contractor(s) for improvement of Council housing completed in March.</li> </ul>

## Priority Project Update Quarter 3 2015-16

# Council Performance & Budget Summary

## Quarter 3 2015-16 (October-December)



Portfolio	Q2 2015/16 (July to September)	Priority Project	Q3 2015/16 (October to December)	Progress	Q4 milestones (2015/16) (January to March)
	G	Implement Universal Credit	G	<ul style="list-style-type: none"> <li>Work progressed on long term strategy for Universal Credit.</li> <li>Work progressed on evaluating and improving Council's skills to support residents' access to digital services.</li> </ul>	<ul style="list-style-type: none"> <li>Work completed in March on high level implementation plan and agreed preferred strategy for delivering Universal Support Delivered Locally.</li> <li>Identified additional needs of residents receiving Universal Credit.</li> </ul>
Community Engagement and Localism	G	Develop three year events' programme	G	<ul style="list-style-type: none"> <li>Delivered Christmas Light Switch on event which drew around 12,000 people.</li> <li>Annual review of forward plan completed.</li> <li>Review of St Albans and Harpenden Food and Drink Festival completed.</li> </ul>	<ul style="list-style-type: none"> <li>Delivered Residents: Enjoy St Albans Weekend in January.</li> <li>Delivered Mayor's Pride Awards in March.</li> </ul>
	G	Implement the visitor strategy	G	<ul style="list-style-type: none"> <li>Facebook page for Visitor Partnership members set up.</li> <li>Co-ordinated events calendar in place.</li> <li>Draft action plan signed off.</li> <li>Construction of mobile friendly enjoystalbans.com site.</li> <li>Continued development of group travel proposals.</li> </ul>	<ul style="list-style-type: none"> <li>Action plan further developed.</li> <li>Proposals for group travel developed (in conjunction with Cathedral).</li> <li>Welcome Host training delivered in March under review dependant on costs and demand.</li> <li>Mobile friendly enjoystalbans.com to be finalised by end of January 2016.</li> </ul>

## Priority Project Update Quarter 3 2015-16

# Council Performance & Budget Summary

## Quarter 3 2015-16 (October-December)



Portfolio	Q2 2015/16 (July to September)	Priority Project	Q3 2015/16 (October to December)	Progress	Q4 milestones (2015/16) (January to March)
	<b>A</b>	Implement actions from market review	<b>R</b>	<ul style="list-style-type: none"> <li>Re-phased programme agreed with the Portfolio Holder to begin in January 2016 due to available staff resource.</li> <li>New marketing campaign introduced for Charter and Christmas Markets (including radio, bus and station advertising; posters, leaflets and online promotion).</li> <li>Increase on previous year of estimated 13,000 people to the Christmas Market.</li> <li>Audit of stall holders commodities conducted by Charter Market team to identify gaps in products offered for sale.</li> <li>Present market rules (on our website) updated so that they are clearer.</li> </ul>	<ul style="list-style-type: none"> <li>New fee structure and trader rules issued to traders in March.</li> <li>Trader Recruitment Strategy developed by end January.</li> <li>Christmas Market interim evaluation meeting held in January.</li> <li>New market rules introduced by April 2016 (following work by the markets team in conjunction with the Portfolio Holder. These will be discussed with the Markets Task &amp; Finish Group).</li> <li>Business case produced and agreed for niche markets for the Spring and Summer seasons 2016.</li> </ul>
	<b>G</b>	Develop the District's strengths - Green Triangle specialist green business	<b>G</b>	<ul style="list-style-type: none"> <li>Enterprise Zone bid successful and announced in Chancellor's Autumn Statement.</li> <li>European Regional Development Fund bid progressed to next round.</li> <li>Lunch time information session held 19 November with BRE and Council technical staff, and follow up being arranged for Planning staff.</li> </ul>	<ul style="list-style-type: none"> <li>Enterprise Zone action plan developed with Local Enterprise Partnership and Dacorum.</li> <li>Support the on-going profile raising and brand awareness of the Green Triangle.</li> <li>Robust links to be developed with Council services in particular Housing, Property and Procurement.</li> </ul>

## Priority Project Update Quarter 3 2015-16

# Council Performance & Budget Summary

## Quarter 3 2015-16 (October-December)



Portfolio	Q2 2015/16 (July to September)	Priority Project	Q3 2015/16 (October to December)	Progress	Q4 milestones (2015/16) (January to March)
	<b>G</b>	Develop the District's strengths - professional services	<b>G</b>	<ul style="list-style-type: none"> <li>Year 2 revised project plan agreed in October.</li> <li>City of Expertise attended Beaumont School careers fair in November.</li> <li>Young Professional event held in November.</li> </ul>	<ul style="list-style-type: none"> <li>Marketing strategy, including improved website content, agreed in January.</li> </ul>
	<b>G</b>	Strengthen Retail and support the City Centre Partnership	<b>G</b>	<ul style="list-style-type: none"> <li>City Centre Partnership (CCP) business plan developed.</li> <li>Work progressed on Business Improvement District, including setting up Council working group to support the CCP. Meeting with restaurants held. This group may be merged with Food and Drink Task and Finish Group in 2016.</li> </ul>	<ul style="list-style-type: none"> <li>CCP launch of Business Improvement District proposals.</li> <li>Meeting held with landlords.</li> </ul>
	<b>G</b>	Accelerate the Controlled Parking Zone programme	<b>G</b>	<ul style="list-style-type: none"> <li>Completed 24 projects to date and currently on schedule.</li> </ul>	<ul style="list-style-type: none"> <li>66% of the annual work programme complete.</li> </ul>

## Priority Project Update Quarter 3 2015-16

# Council Performance & Budget Summary

## Quarter 3 2015-16 (October-December)



Portfolio	Q2 2015/16 (July to September)	Priority Project	Q3 2015/16 (October to December)	Progress	Q4 milestones (2015/16) (January to March)
Environment	A	Implement specific proposals to accelerate recycling to and beyond 60%	A	<ul style="list-style-type: none"> <li>Christmas door handle hangers and Community News delivered to residents to promote recycling food waste. Collections' crews distributed stickers to black bins with food or green bins without any food waste.</li> <li>Results of contractor's resident participation survey received and feeding into engagement work.</li> <li>Staff from the waste team attended several events during Sustainability Week to promote recycling in the community.</li> <li>Hertfordshire County Council has awarded a contract to recycle all street arisings (including in the District) starting in January 2016.</li> <li>See Appendix H Waste Management and Recycling Update for more details.</li> </ul>	<ul style="list-style-type: none"> <li>Continued 'Low Performing Areas' engagement project.</li> <li>Transfer of street arisings over to new Hertfordshire County Council Contract.</li> <li>Commencement of implementation plan for revised services under new Waste Management Contract.</li> </ul>
	G	Re-tender the waste management contract	G	<ul style="list-style-type: none"> <li>Analysis of tenders complete.</li> </ul>	<ul style="list-style-type: none"> <li>Cabinet to decide on Tender Award in January.</li> <li>Tender awarded in February.</li> </ul>

## Priority Project Update Quarter 3 2015-16

# Council Performance & Budget Summary

## Quarter 3 2015-16 (October-December)



Portfolio	Q2 2015/16 (July to September)	Priority Project	Q3 2015/16 (October to December)	Progress	Q4 milestones (2015/16) (January to March)
Resources	<b>G</b>	Input into clinical strategy and future decisions on hospital provision in St Albans	<b>G</b>	<ul style="list-style-type: none"> <li>Continued engagement with West Herts Strategic Review through Health and Wellbeing Partnership (HWP).</li> </ul>	<ul style="list-style-type: none"> <li>West Herts Strategic Review update presented at Health and Wellbeing Partnership in January.</li> <li>Hospital (acute care) preferred option to be agreed in the autumn. Roadmap for St Albans District hubs and services now being designed.</li> <li>Further discussions planned with officers on the detail. Next updates at the Strategic Partnership meeting in February and the Health and Wellbeing Partnership in March.</li> </ul>
	<b>G</b>	Develop customer service culture	<b>G</b>	<ul style="list-style-type: none"> <li>Audit of effective customer service and management objectives started.</li> <li>Staff focus groups delayed until January 2016 due to scheduling difficulty.</li> <li>Customer and Digital Access Strategy agreed and programme manager appointed.</li> </ul>	<ul style="list-style-type: none"> <li>Reviewed effective use of customer service objectives for staff across the organisation.</li> <li>Analysed customer service themes from Staff Survey and explored through staff focus groups.</li> <li>Draft internal communications strategy and implementation plan completed January 2016.</li> </ul>

## Priority Project Update Quarter 3 2015-16

# Council Performance & Budget Summary

## Quarter 3 2015-16 (October-December)



Portfolio	Q2 2015/16 (July to September)	Priority Project	Q3 2015/16 (October to December)	Progress	Q4 milestones (2015/16) (January to March)
	<b>G</b>	Develop IT service and meet Government security standards	<b>G</b>	<ul style="list-style-type: none"> <li>IT health check carried out in December in preparation for submission of Government Public Service Network compliance in March.</li> <li>New email server installed and accounts migrated.</li> </ul>	<ul style="list-style-type: none"> <li>Government Public Service Network compliance submitted in March.</li> </ul>
	<b>G</b>	Develop revised financial strategy	<b>G</b>	<ul style="list-style-type: none"> <li>Budget agreed by Cabinet in December.</li> </ul>	<ul style="list-style-type: none"> <li>Budget agreed by Council in January.</li> </ul>
	<b>G</b>	Workforce development to meet key service pressures	<b>G</b>	<ul style="list-style-type: none"> <li>Planning Development Management market supplement agreed in December for implementation in January.</li> <li>Corporate workforce plan reviewed and updated.</li> <li>Management Development Programme underway.</li> </ul>	<ul style="list-style-type: none"> <li>New Year recruitment campaign launched with focused use of social media and digital marketing tools.</li> <li>Local workforce plans completed.</li> <li>Career pathways identified in specialist areas (initially Planning and Building Control).</li> </ul>
Sports, Leisure and Heritage	<b>G</b>	Cotlandswick leisure facility	<b>G</b>	<ul style="list-style-type: none"> <li>Landscaping completed.</li> <li>Several snagging issues rectified.</li> <li>Fencing improved to reduce noise. Work is continuing to measure noise levels and propose solutions.</li> </ul>	<ul style="list-style-type: none"> <li>Building snagging and defect rectification progressed to point that less than 10% are outstanding.</li> <li>Noise reduction measures completed.</li> </ul>

## Priority Project Update Quarter 3 2015-16



# Council Performance & Budget Summary

## Quarter 3 2015-16 (October-December)



Portfolio	Q2 2015/16 (July to September)	Priority Project	Q3 2015/16 (October to December)	Progress	Q4 milestones (2015/16) (January to March)
	<b>G</b>	New museum and gallery	<b>G</b>	<ul style="list-style-type: none"> <li>Heritage Lottery Fund £2.5m grant confirmed.</li> <li>Planning and listed building consent granted for the Museum and Gallery project.</li> <li>Cabinet approved use of SCAPE framework.</li> <li>Ongoing work to prepare Project Order for both sites.</li> <li>Land swap completed.</li> <li>Planning application for Museum of St Albans site submitted.</li> <li>Agreement with Althorp Estate with regard to the trust.</li> </ul>	<ul style="list-style-type: none"> <li>Project Order signed.</li> <li>Preliminary investigations/work undertaken by SCAPE contractor.</li> </ul>
	<b>A</b>	Finalise new leisure provision contract	<b>B</b>	<ul style="list-style-type: none"> <li>Leisure management contract with 1Life finalised and signed.</li> </ul>	<ul style="list-style-type: none"> <li>COMPLETED</li> </ul>
Planning and Conservation	<b>G</b>	Progress the Strategic Local Plan ('SLP')	<b>G</b>	<ul style="list-style-type: none"> <li>Pre-submission Strategic Local Plan agreed by Planning Policy Committee (PPC) and Cabinet in November and by Council in December.</li> </ul>	<ul style="list-style-type: none"> <li>6 week formal Regulation 19 consultation completed.</li> <li>SLP representations reported to PPC in March.</li> <li>Duty to Cooperate meetings held throughout Quarter 4.</li> <li>Detailed Local Plan initial consultation structure and scope reported to PPC in March.</li> </ul>

## Priority Project Update Quarter 3 2015-16

# Council Performance & Budget Summary

## Quarter 3 2015-16 (October-December)



Portfolio	Q2 2015/16 (July to September)	Priority Project	Q3 2015/16 (October to December)	Progress	Q4 milestones (2015/16) (January to March)
	<b>G</b>	City centre regeneration (City Centre Opportunity Site – ‘CCOS’)	<b>A</b>	<ul style="list-style-type: none"> <li>Partnership Agreement with police and NHS signed.</li> <li>Meetings of landowners held.</li> </ul>	<ul style="list-style-type: none"> <li>Agree way forward with other public and private sector landowners.</li> </ul>

**Priority Project Update Quarter 3 2015-16**

# Council Performance & Budget Summary

## Appendix A: Planning Update

### Staffing

	Post	Last month	Update
1	Planning Team Leader	Post to be advertised in January	Post advertised
2	Senior Planning Officer	Post to be re-advertised in January	Post advertised
3	Senior Planning Officer	Post to be re-advertised in January	Post advertised
4	Planning Officer (Development Management)	Offer made and verbally accepted	Post filled
5	Planning Officer (Development Management)	Post to be re-advertised in January	Post advertised
6	Planning Officer (Development Management - Maternity Cover)	Post to be re-advertised in January	Post advertised
7	Graduate Planner (Development Management)	Post to be advertised in January	Post advertised
8	Building Control Officer	No suitable candidates. Post to be re-advertised	Post advertised
9	Building Control Officer	Post offered	Post advertised as previous offer declined
10	Assistant Building Control Officer	Post to be advertised in January	Post advertised
11	Tree officer (TPOs)	Post to be re-advertised in January	No applicants, post re-advertised
12	Tree officer (TPOs)	Post to be re-advertised in January	No applicants, post re-advertised

### Current Status of Teams

#### Building Control

As one position has been filled through a secondment, the Building Control team is currently 2 below establishment (i.e., down by 2 full-time members of staff). This is currently covered by other staff working additional hours.

#### Development Management

Technical Support –1 staff member is on maternity leave. This post is currently being covered by officers working additional hours.

<sup>1</sup> Colour coding for Staffing table: Pink- job re-advertised. Blue- candidates shortlisted/verbally accepted. Green- post filled. Orange- post advertised/to be advertised

### Development Management Case Officers

7 below establishment - covered by contractor (x1 post), part-time casual (x1 post), temporary staff (x4 posts) and staff working additional hours.

There have also been several internal staff promotions and secondments in recent months, reflecting the Council's succession planning strategy, whereby suitably skilled staff progress their careers internally.

We have reviewed, and amended some job titles for posts to be advertised so that they are more in line with industry standards.

### **Planning Application Performance**

The target is to deal with 75% of all planning applications within the eight week statutory timescales. At present, we are achieving 76%. The average decision time for all planning applications is currently 16 weeks. The average for major development applications is 22.6 weeks, and for minor applications is 14 weeks. Householder planning applications are being considered faster, on average in 10 weeks.

There is a backlog of undetermined planning applications.

### **Planning Performance Action Plan**

An action plan has been developed to help reduce this backlog, while continuing to maintain overall performance. The key priorities are:

#### Recruiting permanent staff to vacant roles.

As reported above, a major recruitment campaign has just gone live. This highlights the benefits of working as a planning officer, and also includes the recently agreed market supplement.

A business case has been agreed to recruit a fixed term planning transformation manager to drive forward the action plan, working with a cross Council project team.

#### Bespoke timetables for dealing with out-of-time applications

Team leaders are setting aside 5 days per calendar month to deal with the out of time applications for sign off. The days are dispersed in the month to fit in with other workload commitments.

#### Service transformation

The Planning team have been working closely with the Customer Services team to develop ways of improving the efficiency of the service. Over a period of time, routine planning calls will be transferring to Customer Services. The first phase of this is the transfer of calls which come through the Council's reception number. This started on 18 January 2016.

# Council Performance & Budget Summary

## Appendix A: Planning Update



### Pre-application advice

A chargeable pre-application process for householder enquiries will come into effect on 1 February replacing the current free advice service. This will be an electronic process with online booking and payment either being made online or by touch tone.

As reported to cabinet in December 2015, the charges for all pre-application proposals have been reviewed with service standards included. This can be viewed here:

<http://www.stalbans.gov.uk/planning/makingaplanningapplication/pre-application-advice.aspx>

### **Strategic Local Plan (SLP) Regulation 19 Consultation**

A consultation in October and November 2014 addressed the content of the draft SLP. Residents and other interested parties are now invited to make representations on whether the draft SLP has been produced in accordance with legal requirements and is sound. A six week consultation began on 8 January.

### **Strategic Local Plan/Detailed Local Plan Timetables**

The next steps for the SLP/DLP are highlighted in the tables below. As currently scheduled, there is a decision point for Cabinet in June 2016 when the SLP will be submitted to the Secretary of State. The estimated date of adoption of the SLP is May 2017.

<b>Strategic Local Plan (SLP)</b>	
<b>Role &amp; Subject</b>	This document will set out the overall development strategy for the period to 2031. It will include strategic policies as well as broad locations for strategic housing and employment development and infrastructure. It will provide the policy context for potential Neighbourhood Plans and the EHH AAP.
<b>Coverage</b>	District-wide
<b>Timetable – Key Stages</b>	
Statutory Public Consultation on Draft Plan (Regulation 18) – Oct/Nov 2014 Publication / Statutory Public Consultation on Pre-Submission Draft Plan (Regulation 19) – January / February 2016 Submission to Secretary of State (Section 20 of 2004 Act <sup>3</sup> ) – June 2016 Examination (Section 20 of 2004 Act) – November 2016 Estimated Date for Adoption (Section 23 of 2004 Act) – May 2017	

# Council Performance & Budget Summary

## Appendix A: Planning Update



Work is underway on the Detailed Local Plan (DLP). The Regulation 18 Consultation is currently scheduled to take place in September/October 2016.

<b>Detailed Local Plan (DLP)</b>	
<b>Role &amp; Subject</b>	This document will set out the development management policies and site allocations to complement the SLP. It will also include Policy Maps. It is through the detailed policies, site allocations and policies maps that the DLP will add detail to the Council's long term spatial planning strategy set out in the SLP.
<b>Coverage</b>	District-wide
<b>Timetable – Key Stages</b> Statutory Public Consultation on Preferred Approach (Regulation 18) – September / October 2016 Publication / Statutory Public Consultation on Pre-Submission Draft Plan (Regulation 19) – January 2017 Submission to Secretary of State (Section 20 of 2004 Act) – August 2017 Examination (Section 20 of 2004 Act) – November 2017 Estimated Date for Adoption (Section 23 of 2004 Act) – March 2018	

### Housing and Planning Bill

The legislation is currently going through Parliament. The Bill has now passed through the House of Commons and is to be considered by the House of Lords.

The Bill has been amended significantly during its passage through the Commons. Key changes relate to public land and estates, secure tenancies, voluntary right- to-buy, vacant high value local authority housing, planning fees and alternative providers and starter homes. More information can be found at the link below.

<http://www.local.gov.uk/documents/10180/6869714/Housing+and+Planning+Bill+-+Commons+Report+Stage+-+Amendments+Statements>

### National Planning Policy Framework (NPPF) Consultation

This consultation will cover the following areas:

- broadening the definition of affordable housing
- increasing density of development around commuter hubs
- supporting sustainable new settlements
- supporting delivery of starter homes and transitional arrangements.

The consultation was due to last for 8 weeks from Monday 7 December to Monday 25 January 2016. The Government has since extended this deadline until 22 February 2016. This followed concerns that the previous consultation period was too short.

More information can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/482889/ConsultationNPPF\\_fin.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/482889/ConsultationNPPF_fin.pdf)

It was agreed at January Planning Policy Committee that there would be a short officer response jointly between planning and housing. This response will be primarily to the proposed new definition of affordable housing.

# Council Performance & Budget Summary

## Appendix A: Planning Update



### **The Planning Inspectorate (PINS) – Land at Oaklands College, St Albans Campus**

An appeal by means of a Public Inquiry is scheduled for May 2016.

### **The Planning Inspectorate (PINS) – James Marshall House, Harpenden**

A Public Inquiry lasting six days took place from 24 November 2015 at St Albans City and District Council's offices. The Inspector is expected to issue a decision in due course.

### **The Planning Inspectorate (PINS) – 270-274 London Road, St Albans**

An appeal by means of Public Inquiry is scheduled to begin on 8 March 2016. It is estimated that it will last for four days.

### **The Planning Inspectorate (PINS) – Former HSBC Site/Hanstead Park, Smug Oak Lane, Bricket Wood**

An appeal (Public Inquiry) is scheduled to commence on 9 February 2016 at St Albans Council offices, estimated to last 4 days.

### **Beaumont School and land north of Winches Farm, Hatfield Road**

Development of the school playing field relocation is now starting on site. A 'reserved matters application' for the housing layout has been submitted by Charles Church Homes. The application is currently under consideration.

### **Spencers Park, Phase 2, Pre Application**

This relates to a joint application from The Crown Estate and the Housing and Community Agency. 80% of the land is located within Dacorum Borough and 20% within St Albans District. The land in the District is green field, but not Green Belt. The application will need cross boundary co-operation and will represent a good example of both councils fulfilling their Duty to Co-operate obligations.

### **Ariston Site, land off Harpenden Road - Sinkhole response**

In the light of the recent sinkhole incident, HCC has been asked to update the Land Stability Report submitted with the previous planning application, and is carrying out the relevant surveys across the site. This work will need to be completed before a planning application can be submitted. A meeting is scheduled to take place with HCC in approximately two weeks.

With regard to the Judo Club, Heads of Terms are being finalised for the transfer of the Judo Club to Batchwood. We are working towards completing legal documents by the end of April following which the Club will take up occupation in their new dojo.

# Council Performance & Budget Summary

## Appendix A: Planning Update



### **Harperbury Hospital, Harper Lane**

A planning application for redevelopment, including demolition and removal of existing buildings and erection of 206 dwellings, was considered by the Planning Referrals Committee. The Committee resolved, should the application not be called in by the Secretary of State, to grant conditional planning permission. This is subject to the completion of a Section 106 agreement. The application has not been called in for decision by the Secretary of State. Work is progressing to complete the Section 106 Agreement.

### **Museum of St Albans (MOSTA) site**

The application for the MOSTA site was submitted before the New Year. The application has been noted as valid and will be formally validated in due course.

### **Former Hatfield Aerodrome/Ellenbrook Country Park**

Following submission of a Scoping Opinion, Brett Aggregates have recently carried out a public consultation on proposals for mineral working. Officers have written to Brett Aggregates with questions relating to the restoration and future provision of Ellenbrook Country Park. It has been agreed with HCC in principle that there will be a joint St Albans/Welwyn Hatfield/Hertfordshire County Council officer meeting to discuss issues arising. This relates primarily to the existing S106 agreement and the interface with the potential application.



# Council Performance & Budget Summary

## Appendix B: Asset Maintenance Quarterly Report



### Corporate Property

Work done last quarter	Due Date	Date Completed	RAG
Redecorating St Michaels Changing Rooms (external)	Oct/ Nov 2015	End October 2015	
Installation of new fire Alarm System Alban Arena	December 2015	End October 2015	
Renewal of steps behind the Causeway, Verulamium Park	November 2015	November 2015	

Forthcoming Projects	Due Date
Installation of new bus shelters at Batchwood Drive and Griffiths Way, St Albans (delayed due to awaiting delivery of the bus shelters)	Jan/ Feb 2016
Bridges over Luton Rd and High Street Redbourn (delayed due to tree works)	Jan/ Feb 2016
Alban Arena renewal of balcony fascia boards and walkway tiles (re-tendered works due to cost)	March 2016
Redecoration of public conveniences - The Quadrant, Ridgeway; Bowling Green, Clarence Park	March 2016
Expansion joints first floor Bricket Road car park	March 2016
Green Ring – Highway works on the Sandpit Lane section were delayed following public objections. The work is now due to start at the end of January. This involves works to install a new crossing and extend the footpath. As a compromise to respond to residents' concerns, HCC have agreed that cyclists will be required to dismount along the path in St Saviours View (signage will be installed at both ends of the path) and staggered barriers will be installed to deter cyclists riding along the path. A replacement tree will also be planted to mitigate the removal of an existing tree and a lamp column will be re-located.	March 2016

# Council Performance & Budget Summary

## Appendix B: Asset Maintenance Quarterly Report



### Housing Capital Projects

Many of the capital projects were let in Summer 2015 and the contractor required a period of mobilisation. This was later than usual because of staff turnover in the Council's team. Consequently during the first financial year of these contracts we will have the benefit of only approximately 6 months' on-site time. 2016-17 will be a full programme since the contracts were let on a 1 year plus 1 basis. We are reviewing the future procurement of contracts to ensure maximum efficiencies.

<b>Work done since April 2015 (note: going forward we will report on a quarterly basis)</b>	<b>Contract Awarded</b>	<b>Contractor</b>	<b>No. Completed</b>	<b>Target No.*</b>	<b>Date</b>
Gas boilers - new energy efficient boiler installation across the district	01.05.15 (extended from previous contract)	Watret	440	900	08/01/16
Kitchens – replacement kitchens over 12 yrs old or in poor condition. We are carrying replacement kitchens District-wide.	Single Contract 22.06.15	Borras Construction Ltd	140	296	08/01/16
Bathrooms – replacement bathrooms over 12 yrs old. We are carrying replacement bathrooms District-wide			120	265	08/01/16
Re-roofing – in Sopwell ward	20.07.15	M H Goldsmith and Sons Ltd	40	134	08/01/16
Re-pointing & Chimneys in Sopwell, Batchwood, Sandridge and Redbourn wards.	20.07.15	FSG Property Services	59	254	08/01/16
External re-decorations – in Sopwell ward	29.07.15	Bell Decorating Group Ltd	225	459	08/01/16
Belfry Repairs (works to non-traditional properties in Marshalswick and Park Street involving repairs to concrete structures)	01/10/15	Mullaley	On Going	44	March 16

# Council Performance & Budget Summary

## Appendix B: Asset Maintenance Quarterly Report



Work done since April 2015 (note: going forward we will report on a quarterly basis)	Contract Awarded	Contractor	No. Completed	Target No.*	Date
Electrical Rewires – District-wide	01/14/15	FSG	55	98	08/01/16
Window replacements – in Sopwell, Harpenden and Cunningham wards.	Single Contract 31.07.15	Anglian Windows	30	285 Includes windows & doors	08/01/16
Doors – in Sopwell, Harpenden and Cunningham wards.			60		08/01/16

**\*Note: Targets are for the contract's first 12 months.**

### Status of Key Issues

Property/ Asset	Issue	Progress/ Comments
Wall adjoining St Peter's Churchyard	Structural failure of the wall at the corner of the Council owned Age Concern Building.	<p>In March 2015 the wall at the corner of the Age Concern building adjoining St Peters Church was identified as being in danger of collapsing on to the street. To ensure public safety we shored up the wall with scaffolding as a temporary measure until we received agreement to carry out repairs. It was necessary at this time to close the footpath and we obtained the necessary permits from the County Council (Highways).</p> <p>Due to the age, historic fabric and integrity of the wall, we cannot patch repair. It is necessary for the relevant section of the wall to be demolished and re-built re-using the existing bricks and flint. Given the significance of the works it has taken some time to obtain all necessary surveys and permissions. A structural report was needed and we also carried out ground scans to check the proximity of burials. Planning consent was also required.</p>

# Council Performance & Budget Summary

## Appendix B: Asset Maintenance Quarterly Report



Property/ Asset	Issue	Progress/ Comments
		<p>We obtained all necessary permissions to demolish the wall in November. This wall was demolished in mid-December and we were able to re-open the footpath temporarily. We expect to start work to re-build the wall in late March 2016, once the weather is warmer. This phase will take approximately 8-10 weeks and will be weather dependent. During the re-building phase it will be necessary, for safety reasons, to close the footpath once more. We will ensure there is clear communication to the public in advance and on site.</p>

# Council Performance & Budget Summary

## Appendix C: Conveyancing Update



The purpose of this report is to provide visibility on the progress of key property transactions. It does not report the more routine conveyancing matters.

### Completed transactions during period 01/10/15 – 31/12/15

Item	Date Completed	Property	Transaction
1	30/11/15	104 Albert Street, St Albans	Sale of freehold house. This will fund acquisition of traditional housing stock properties or support delivery of affordable housing.
2	11/12/15	11 Cotlandswick	Acquisition of flat for temporary accommodation.
3	22/12/15	MoSTA Hatfield Road Site, St Albans	Transfer of freehold ownership by MoSTA Charity to the Council following an agreement with the Althorp Estate. This will enable redevelopment of the site for housing.
4	22/12/15	Town Hall, St Albans	Transfer of freehold ownership by the Council to the Official Custodian for Charities on behalf of the MoSTA Charity. Also the grant of a 999-year lease by the Official Custodian to the Council. This will enable the relocation of the museum facility to the Town Hall.
5	22/12/15	Cotlandswick Leisure Centre	Following practical completion of Cotlandswick Leisure Centre in June, the formal paperwork has now been finalised. This is a lease to 1Life Management Solutions Limited to enable 1Life to provide services at Cotlandswick Leisure Centre under the Leisure Management Contract. The lease takes effect from June 2015 when 1Life took possession of Cotlandswick Leisure Centre.

### Status of key transactions as at 31/12/15

Item	Property	Transaction	Status
1	Former Garage site at Telford Road, London Colney	Sale of freehold land to North Hertfordshire Homes Housing Association Limited	On 23 July 2013 Cabinet resolved to transfer the site to North Herts Homes. Transferring the land has been complicated by North Herts Homes' wish to monitor current use of the site. After monitoring this for the past several months, North Herts Homes has informed us that it is now able to proceed with the

# Council Performance & Budget Summary

## Appendix C: Conveyancing Update



			purchase of the site. We await confirmation of a timescale for completion from North Herts Homes.
2	Former Garage Sites at 119-132 Cotlandswick and 141-162 Cotlandswick, London Colney	Sale of freehold land to North Hertfordshire Homes Housing Association Limited	North Herts Homes has decided not to acquire these sites. The Council is now taking the opportunity to look at options for redeveloping the sites itself.
3	Harness Way Playing Fields, St Albans	Transfer to Sandridge Parish Council	Completion was scheduled for October 2015. This was deferred for clarification of the extent of the land to benefit from the restrictive covenants and reserved rights in the Transfer document. Statutory advertisements required for a disposal of open space will now be posted. We anticipate that completion will take place by 31/1/16.
4	Marshalswick Community Centre, The Ridgeway, St Albans	Transfer to Sandridge Parish Council	Sandridge Parish Council has confirmed that it is content to use the model legal documents used for Harness Way Playing Fields. We will send draft paperwork for review by 31/3/16.
5	Sherwood Avenue Recreation Ground, St Albans	Transfer to Sandridge Parish Council	Sandridge Parish Council has confirmed that it is content to use the model legal documents used for Harness Way Playing Fields. We will send draft paperwork for review by 31/3/16.
6	William Bell Recreation Ground, Furse Avenue, St Albans	Transfer to Sandridge Parish Council	Sandridge Parish Council has confirmed that it is content to use the model legal documents used for Harness Way Playing Fields. We will send draft paperwork for review by 31/3/16.
7	The Ridgeway Car Park, St Albans	Transfer to Sandridge Parish Council	The Council is considering a business case which Sandridge Parish Council submitted in December 2015.
8	Oakley Road Allotments, Harpenden	Transfer to Harpenden Town Council	We sent draft documents to Harpenden Town Council for approval in November 2015. We understand that the matter is subject to a report to the Town Council's Environment Committee and that the Committee agenda will be published shortly.

# Council Performance & Budget Summary

## Appendix C: Conveyancing Update



9	Heath Close Allotments, Harpenden	Transfer to Harpenden Town Council	We sent draft documents to Harpenden Town Council for approval in November 2015. We understand that the matter is subject to a report to the Town Council's Environment Committee and that the Committee agenda will be published shortly.
10	Betty Entwistle House	Sale to Bedfordshire Pilgrims Housing Association Limited (bpha)	Following a request from bpha, the Council has agreed revised terms for the transaction. These revisions are within Cabinet's decision of 22 July 2014. We are working with bpha to agree the draft documents to reflect these changes.
11	80, 82 and 84 Sopwell Lane	Compulsory Purchase	The Council has submitted the Compulsory Purchase Order it made on 19 June 2015 to the National Planning Casework Unit (NPCU) for confirmation. The owner was to carry out works to the properties which were to see them available for letting by the end of November 2015. Following a joint request, the NPCU agreed to take no further action on the CPO until 29 December 2015. The NPCU had given a further extension of time until 15 January 2016. Following a meeting between the Council and the owner it was agreed that the works to each property would be completed. It was agreed that they would be available for letting by the end of February (No.80), March (No.82) and April (No.84) respectively. The NPCU has therefore agreed to a further extension of time until 31 March 2016 for the Council to serve its written representations.

*Footnote:*

*Transfers of land or buildings to Sandridge Parish Council and Harpenden Town Council are within the delegated limits set by Cabinet and will include clawback provisions if the site is sold for development*

# Council Performance & Budget Summary

## Appendix D: Community Right to Bid – Schedule of Decisions



Asset name	Owner	Nominated by and date	Recommended Decision & Date	Reasons	PH Approved/ Date of Final Decision
The Red Cow PH 171 Westfield Road Harpenden	Paratrend Ltd	South Herts CAMRA 19.08.15	List the Asset 16.11.15	<p>The primary use of the asset, now or in the recent past, furthers or has furthered the local community's social wellbeing or interest in that:</p> <ul style="list-style-type: none"> <li>• It has recently been purchased by a company that has granted a 5 year tenancy to publicans to run a public house.</li> <li>• The property has been refurbished to a good standard and has a very welcoming atmosphere.</li> <li>• At the time of inspection (Friday lunchtime) there were around a dozen customers of all age ranges, including a baby and a dog.</li> <li>• The pub has only been re-opened for about 3 weeks but already appears to be attracting local people. We were told the opening night had 200 people and subsequent Friday evenings in particular have been very busy.</li> <li>• The publican advised that they will be running quiz nights starting in December.</li> <li>• There was a large screen TV in the bar and a varied food menu.</li> <li>• There is a car park and seating at the front of the pub with a garden and patio at the rear (though these areas were not yet refurbished into proper seating areas)</li> <li>• In terms of location, it is the only pub within about a 15 min walk, serving a large residential estate, opposite a large allotment site and close to an industrial estate.</li> </ul>	30.11.15



# Council Performance & Budget Summary

## Appendix D: Community Right to Bid – Schedule of Decisions



Asset name	Owner	Nominated by and date	Recommended Decision & Date	Reasons	PH Approved/ Date of Final Decision
The John Bunyan PH Coleman Green Wheathampstead	McMullen and Sons Ltd	South Herts CAMRA Un-dated	List the Asset 16.11.15	<p>The primary use of the asset, now or in the recent past, furthers or has furthered the local community's social wellbeing or interest in that:</p> <ul style="list-style-type: none"> <li>• It is a very traditional pub and although the village of Coleman Green is a very small community the pub serves the wider area around Wheathampstead.</li> <li>• It offers a number of events for the locals. It appears to be very popular and seems to be a local hub for the community.</li> <li>• The property is well maintained including the car park and picnic tables. The land was well tended and there were hanging baskets and planters outside.</li> <li>• The landlord had won a Master cellarman award 2014 and there was also a Trip Advisor 2015 certificate of excellence.</li> <li>• There was a variety of collection boxes for local community groups and charities on the bar.</li> <li>• The landlord supplies local ales and there is a dart board and other board games available.</li> <li>• At the time of the inspection (Friday at 13:30 hrs) the pub had approx. 16 people inside and another 20 outside. Whilst there someone was celebrating their birthday and the staff sang "Happy Birthday" when they served their desert.</li> </ul> <p>A number of customers spoken to confirmed they use the pub on a regular basis for a lunch time drink/meal. It appears to be very popular and is used by locals, walkers (people wearing walking boots and sign asking for boots to be removed) and cyclists (bikes parked outside). There was also a drinking bowl for dogs to use.</p>	30.11.15

# Council Performance & Budget Summary

## Appendix D: Community Right to Bid – Schedule of Decisions



### Recent Valid Nominations awaiting a decision

Asset name	Owner	Nominated by and date
Elephant and Castle PH Amwell Lane Wheathampstead	Green King Retailing	South Hertfordshire CAMRA 21.10.15
King Offa (vacant building) Abbots Avenue West St Albans	St Albans City and District Council	South Hertfordshire CAMRA 27.09.15
The Baton PH Ridgeway St Albans	SPIRIT PUB COMPANY (LEASED) LIMITED (registered at Land Registry) but believed to have been sold to: Westgate Brewery	The Baton Community Group 26.11.15

### Reviews/ Appeals

Asset name	Owner	Date of Review/ Appeal	Decision & Date	Reasons/ Comments
The Red Cow PH	Paratrend Ltd	TBC	TBC	The owner has requested a review hearing in respect of the listing. The date is to be confirmed.
The Camp Public House	Howarth Homes Plc	25.01.16	TBC	The owner's Solicitors have requested an oral review hearing. The decision maker is the Head of Legal, Democratic and Regulatory Services (the decision maker must by law be an officer), in consultation with the Leader of the Council. The review hearing is set for 25 January 2016.

# Council Performance & Budget Summary

## Appendix D: Community Right to Bid – Schedule of Decisions



Asset name	Owner	Date of Review/ Appeal	Decision & Date	Reasons/ Comments
Bedmond Fields Bedmond Lane	Banner Homes Limited	Appeal hearing on 4 March 2015	First Tier Tribunal dismissed the appeal.  The owner has been given leave to appeal to the Upper Tribunal	The Upper Tribunal <sup>1</sup> has issued Directions. The Directions set out when each party has to send their response to the Tribunal and the parties. The Council submitted its response on 25 September 2015.  The residents have submitted their response.  We now await details of an oral hearing.  <sup>1</sup> The Upper Tribunal is an independent body administered by HM Courts and Tribunal Service. It primarily reviews and decides appeals arising from the First-tier Tribunal.
Park Wood  And  Scrubs Wood	CP Holdings	Review hearing 17.02.15 (both assets)	Decision to uphold Listing 03.08.15 (both assets)	The decision in respect of both these assets was taken by the Head of Legal, Democratic and Regulatory Services in consultation with the Leader of the Council. The deadline for appeal against the listings was 31 August 2015. An owner may apply to the First Tier Tribunal for leave to appeal after the deadline. However to date, no appeal or leave to appeal has been submitted for either asset. Given the time that has passed, we therefore consider the matter closed and the listings will stand.

# Council Performance & Budget Summary

## Appendix E: Working Party and Task and Finish Groups Update



### Working Party and Task & Finish Groups 2015 – 2016

The list below gives information about Councillor groups set up to consider various topics. We intend to produce this list every quarter so Members and Officers know what Councillor groups are in existence, and who is involved. Changes since the last update are highlighted in bold or struck through.

Total number of groups listed within previous report (October 2015): 23 (including 6 relating to Budget scrutiny)  
 New groups created: 0  
 Total number of groups that have concluded (to be deleted): 11 (including 6 relating to Budget scrutiny)  
 New overall total groups: 12

<b>Scrutiny Groups</b>							
<b>Group</b>	<b>Parent Committee</b>	<b>Date or expected date of next meeting</b>	<b>No. of meetings in last Municipal Year</b>	<b>Average No. of officers attending each meeting in last Municipal Year (to the nearest whole number)</b>	<b>Chair (2015/16)</b>	<b>Lead Officer(s)</b>	<b>Council representatives in 2015/16</b>
Community Safety Scrutiny Working Group	Local Services Scrutiny Committee	<b>27.01.16</b>	2	2	Cllr Swendell	Neil Kieran	Cllrs Featherstone, Harris, Mead, Pawle, A Rowlands, Swendell and White
St Albans Christmas Market &	Local Services Scrutiny	<b>January 2016 TBA</b>	2	2	Cllr Mills	Richard Shwe	Cllrs Clark, Featherstone, Grover, Mills

# Council Performance & Budget Summary

## Appendix E: Working Party and Task and Finish Groups Update



Markets Review T&F Group	Committee						and Wartenberg
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# Council Performance & Budget Summary

## Appendix E: Working Party and Task and Finish Groups Update



Group	Parent Committee	Date or expected date of next meeting	No. of meetings in last Municipal Year	Average No. of officers attending each meeting in last Municipal Year (to the nearest whole number)	Chair (2015/16)	Lead Officer(s)	Council representatives in 2015/16
Leisure Facilities Task and Finish Group- <b>Group has concluded, recommendations reported to LSSC 05.11.15</b>	Local Services Scrutiny Committee	13.10.15	3	4	Cllr A Rowlands	Richard Shwe, Tony Marmo, Stuart Foster	Cllrs Bell, Harris, Leonard, A Rowlands, Wood and Zia
Contract Monitoring T&F Group	Internal Performance Scrutiny Committee	<b>02.02.16</b>	New (3 meetings held in current Municipal Year)	N/A (4 at first meeting in this Municipal Year)	N/A (Cllr Bell Chair for 2015/16)	Debbi White/Matthew Devan/Tony Marmo	Cllrs Bell, Featherstone, Harris, Pawle, A Rowlands, White
Voluntary and Community Sector Funding Group <b>has concluded, recommendations reported to IPSC 12.01.16</b>	Joint Local Services Scrutiny Committee & Internal Performance Scrutiny Committee	N/A reported to IPSC 12.01.16	New (1 meeting held in current Municipal Year)	N/A (3 at first meeting in this Municipal Year)	N/A (Cllr Bell Chair for 2015/16)	Emma Edgell	Cllrs Bell, Day, Gordon, Grover, Leonard, Mead, Zia
Deprivation Task	Local	<b>20.01.2016</b>	New (2	5	Cllr	Emma Edgell	Cllrs Calder, Harris,

# Council Performance & Budget Summary

## Appendix E: Working Party and Task and Finish Groups Update



Group	Parent Committee	Date or expected date of next meeting	No. of meetings in last Municipal Year	Average No. of officers attending each meeting in last Municipal Year (to the nearest whole number)	Chair (2015/16)	Lead Officer(s)	Council representatives in 2015/16
and Finish Group	Services Scrutiny Committee (16.07.15)		meetings in current municipal year)		Maynard		T Heritage, Maynard and S Rowlands
Night Time Economy Task and Finish Group	Local Services Scrutiny Committee (16.07.15)	<b>January and February 2016 TBA</b>	New (1 meeting in current municipal year)	5	-	Maria Cutler	Cllrs Crawley, T Heritage, Pakenham, A Rowlands and Weaver.
Fly Tipping Task and Finish Group <b>Group has concluded, recommendations reported to LSSC on 10.12.15</b>	Local Services Scrutiny Committee (03.09.15)	N/A only one meeting held	New (1 meeting held)	5	Cllr Brazier	Luke Neal	Cllrs Brazier, Chivers, Rahim and Swendell
Good Practice in Consultation Task and Finish Group	Internal Performance Scrutiny Committee (08.09.15)	<b>11.01.2016</b>	New	-	-	TBA	Cllrs Janet Smith, Mead and Wartenberg
Review of how organisations within the Hub (at	Internal Performance Scrutiny	TBA	New	-	-	TBA	Cllrs Crawley, Grant and S Rowlands.

# Council Performance & Budget Summary

## Appendix E: Working Party and Task and Finish Groups Update



Group	Parent Committee	Date or expected date of next meeting	No. of meetings in last Municipal Year	Average No. of officers attending each meeting in last Municipal Year (to the nearest whole number)	Chair (2015/16)	Lead Officer(s)	Council representatives in 2015/16
the District Council Offices) i.e. CVS and CAB are providing services for young people Task and Finish Group	Committee (08.09.15)						
<b>Budget Scrutiny T&amp;F Groups</b>							
Community Engagement and Localism <b>Budget Scrutiny Task and Finish Groups have now concluded.</b>	Joint Local Services Scrutiny Committee & Internal Performance Scrutiny Committee	21.10.15	2	4	Cllr Prowse	Finance Officers	Cllrs Prowse, Bell, Crawley, Donald, Farmer, Grant, McHale, Mead, Mills, Rahim and White
Environment	Joint Local Services Scrutiny Committee & Internal Performance Scrutiny Committee	04.11.15	2	4		Finance Officers	Cllrs Bell, Churchard, Clark, Day, Gardner, Grover and Weaver



# Council Performance & Budget Summary

## Appendix E: Working Party and Task and Finish Groups Update



Group	Parent Committee	Date or expected date of next meeting	No. of meetings in last Municipal Year	Average No. of officers attending each meeting in last Municipal Year (to the nearest whole number)	Chair (2015/16)	Lead Officer(s)	Council representatives in 2015/16
Housing	Joint Local Services Scrutiny Committee & Internal Performance Scrutiny Committee	15.10.15	2	4		Finance Officers	Cllrs Bell, Clark, Harris, Lee and Mead
Planning and Conservation (and Executive Leader)	Joint Local Services Scrutiny Committee & Internal Performance Scrutiny Committee	N/A business concluded	2	4	Cllr Weaver	Finance Officers	Cllrs Weaver, Bell, Grant, Leonard, Mead and Yates
Resources	Joint Local Services Scrutiny Committee & Internal Performance Scrutiny Committee	TBA	2	4	Cllr White	Finance Officers	Cllrs Bell, Clark, Gibbard, Mead, Mills and White

# Council Performance & Budget Summary

## Appendix E: Working Party and Task and Finish Groups Update



Group	Parent Committee	Date or expected date of next meeting	No. of meetings in last Municipal Year	Average No. of officers attending each meeting in last Municipal Year (to the nearest whole number)	Chair (2015/16)	Lead Officer(s)	Council representatives in 2015/16
Sports, Leisure and Heritage	Joint Local Services Scrutiny Committee & Internal Performance Scrutiny Committee	N/A business concluded	2	4	Cllr A Rowlands	Finance Officers	Cllrs A Rowlands, Bell, T Heritage, Leonard, Mead and Janet Smith

### Portfolio Holder Working Party or Task & Finish Group

Group	Date or expected date of next meeting	No. of meetings in last Municipal Year	Average No. of officers attending each meeting in last Municipal Year (to the nearest whole number)	Chair	Lead Officer(s)	Council representatives in 2015/16
Car Parking WP	19.01.16	3	5	Cllr Read	Maria Stagg	Cllrs Campbell, McHale, Mills,

# Council Performance & Budget Summary

## Appendix E: Working Party and Task and Finish Groups Update



						Read, A Rowlands and Weaver
Efficiency & Transformation T&F Group <b>Group has concluded</b>	TBA	3	4	Cllr Campbell	Simonne De Vall	Cllrs Bell, Campbell, Daly, Mills and White
Retendering of Waste Management & Cleansing Contracts	<b>11.01.16</b>	4	8	Cllr Chichester-Miles	Albert Light	Cllrs Chichester-Miles, Davies, Gardner, Gibbard and White
Garages WP	<b>TBA</b>	1	3	Cllr Ellis	David Reavill	Cllr Ellis, Leonard, Janet Smith and Swendell
Member Development Working Group	<b>January 2015 TBA</b>	N/A	1	TBA	Elizabeth Heath	Cllrs Bell, Davies and White
Living Wage <b>No further meetings.</b>	October 2015	N/A	4	Cllr Campbell	Amanda Foley	Cllrs Campbell, Chivers, Gibbard and Lee

# Council Performance & Budget Summary

## Appendix E: Working Party and Task and Finish Groups Update



<b>Other Working Party or task and finish group</b>						
<b>Group</b>	<b>Date or expected date of next meeting</b>	<b>No. of meetings in last Municipal Year</b>	<b>Average No. of officers attending each meeting in last Municipal Year (to the nearest whole number)</b>	<b>Chair (2015/16)</b>	<b>Lead Officer(s)</b>	<b>Council representatives in 2015/16</b>
City Neighbourhoods Committee Budget T&F Group  Note: The Group is comprised of one representative from each of the 8 wards covered by the City Neighbourhoods Committee	<b>February 2016 TBA</b>	4	4	Cllr Donald	Richard Shwe	( <del>Includes one co-opted committee member representing St Peter's ward) plus Cllrs Donald (Chair), Chivers, Rahim, Hill, Mills, A Rowlands, Janet Smith and White. Plus one representative from Marshalswick South ward</del>  <b>Three remaining representatives to be agreed.</b>

As at 14 January 2016

# Council Performance & Budget Summary

## Appendix F: Advisory Groups Update



Group	Chair	Nature of Council representation	Council representatives in 2015/16
Quality Network Partnership (also known as Network St Albans)	Stephen Joseph	Portfolio Holder and officers, others at invitation of Chair. SACDC Group Leaders to be invited going forward.	Cllr Read
New Museum and Gallery Advisory Group	Maurice Davies	Group representations	Cllrs Brewster, Janet Smith, Turner and White
Visitor Partnership	Vicky La Trobe	Relevant Portfolio Holder	Cllr Read
City Centre Partnership	Phil Corrigan	Relevant Portfolio Holder	Cllr Read
Park Forums <ul style="list-style-type: none"> <li>• Clarence Park</li> <li>• Rothamsted Park</li> <li>• Batchwood</li> <li>• Verulamium Park</li> </ul>	Councillor White  Councillor Maynard  TBC	Clarence Ward Cllrs  3 seats drawn from Harpenden Ward Cllrs (+ Jon Green)  Batchwood Ward Cllrs (+ Stuart Foster)	Cllrs McHale, S Rowlands and White  Cllrs Farmer, Maynard and Weaver  Cllrs Brewster, Mills, Pakenham and T Smith  Chivers, Hill and Wartenberg

# Council Performance & Budget Summary

## Appendix F: Advisory Groups Update



Group	Chair	Nature of Council representation	Council representatives in 2015/16
<ul style="list-style-type: none"> <li>Jersey Farm Woodland</li> </ul>		Verulam Ward Cllrs 3 seats in 2015/16	Cllrs Churchard and Leonard
Nomansland Common Joint Committee	John Newton Davies (Wheathampstead Parish Councillor)	3 seats in 2015/16 + Nick Sherriff	Cllrs Clark, Wood and one vacancy
Bricket Wood Common Management Committee	John Bell (Parish Councillor)	3 seats in 2015/16	Cllrs Featherstone, Lee and Wright
Strategic Partnership	Julian Daly	Leader	Cllr Daly
Look! St Albans	Vanessa Gregory	John Hoad	Cllr Read
Cathedral / HLF project	Gerald Corbett	Portfolio Holder	Cllr Brewster
Hertfordshire Infrastructure & Planning Partnership	Richard Thake (HCC Councillor)	Portfolio Holder	Cllr Daly
Green Triangle	Julian Daly	Relevant Portfolio Holders	Cllrs Daly, Read
Professional Services	Julian Daly	Relevant Portfolio Holders	Cllrs Daly, Read

As at 11 January 2016

# Council Performance & Budget Summary

## Appendix G: Section 106 Quarterly Update



Section 106 (S106) contributions can be secured through the planning process for new infrastructure, such as recreational facilities. The requirement for new infrastructure investment is created by an increase in population due to the development of new residential properties.

In April 2014 the results of a review of the S106 process for allocating funds to projects were presented to the Internal Performance Scrutiny Committee (IPSC). The IPSC referred the key recommendations to the Planning Policy Committee. The key actions were:

- The Head of Planning (or a designated Officer) to track all S106 contributions linked to planning applications.
- The Finance department to undertake a full analysis of contributions received to create an accurate database.
- A quarterly update to Cabinet on S106 contributions.
- A delivery plan to be established for unspent S106 contributions.
- A process for ensuring final decisions on spending allocations is based on community information, to include:
  - Parish Council consultation
  - Ward Councillors consultation
  - Portfolio Holder and Head of Community Services sign off on allocation of funds to projects

The work to simplify the process of allocating S106 funds to projects has led to the following actions being taken:

- A quarterly S106 strategic group meeting covers all steps of the process and key developments. They are chaired by the Head of Planning and senior officers from Planning, Community Services and Finance attend. This has helped to track S106 contributions linked to planning applications.
- A monthly S106 working group meeting covers updates to the main S106 database and discusses any cross-over issues between Planning, Community Services and Finance.
- Planning, Community Services and Finance databases have been merged into one. This is focused on a four stage process:
  - Stage 1 is a list of planning applications yet to have planning permission granted.
  - Stage 2 is a list of planning permissions that have been granted but where work is yet to start.
  - Stage 3 is a list of contributions received but as yet uncommitted, committed or part spent (**see table 1**).
  - Stage 4 is a list of fully spent and completed contributions.
- A page has been created on the Council web site that details the stages of the process and presents the databases. The link is <http://www.stalbans.gov.uk/community-and-living/improvements/default.aspx>
- The Leisure & Heritage Services Manager has met with Ward Councillors and Parish Councils in most wards where contributions have been received and projects need to be identified. At these meetings the Leisure & Heritage Services Manager explains the process for allocating a contribution to a project and any specific restrictions. Views are sought on potential projects that have local community need.
- If agreement cannot be reached on which project to allocate a S106 to, the Portfolio Holder will make the final decision.

# Council Performance & Budget Summary

## Appendix G: Section 106 Quarterly Update



Table 1 – List of Contributions Uncommitted, Committed or Part Spent

Ward	No.	Received £	Spent £	Committed £	Uncommitted £	Project (spent or committed funds)
Ashley	3	44,927	23,117	11,325	10,485	Long Acres, pathway and play area
Clarence	2	14,335	0	10,750	3,585	Clarence Park Ramp
Colney Heath	2	41,711	0	0	41,711	
Cunningham	1	15,388	0	0	15,388	
Harpenden East	1	29,021	0	0	29,021	* See note 1
Harpenden North	1	30,467	0	0	30,467	* See note 1
Harpenden West	3	74,497	0	0	74,497	* See note 1
Marshalswick North	1	1,040	0	0	1,040	
Park Street	1	19,906	0	0	19,906	* See note 2
Redbourn	2	36,959	0	0	36,959	
St. Peters	7	82,627	0	44,128	38,499	Victoria Playing Fields, play area
St. Stephens	2	68,837	0	0	68,837	* See note 2
Verulam 1	4	50,766	0	0	50,766	Verulam Park, play area
Verulam 2	1	586,628	0	586,628	0	City Centre Project (Track or NMG)
Wheathampstead	3	114,124	0	93,724	20,400	Butterfield Rd

**Note 1 – Harpenden Wards**

Harpenden Town Council has expressed an interest in presenting a project for Ward Councillors to agree the allocation of the funds.

**Note 2 – St Stephens and Park Street Wards**

St Stephens Parish Council has submitted a project proposal to SACDC for Ward Councillors to consider and agree the allocation of funds. The project is to develop new play area equipment at Greenwood Park and is currently under discussion with ward councillors.

The next steps in the work to simplify the process are to:

- Complete the ward meetings to discuss potential projects.
- Provide quarterly updates to Cabinet on the summary position.
- Develop a more strategic approach to contributions because of the change in the national S106 process in April 2015. The change requires specific projects to be identified and named at the planning application stage, rather than the contribution received stage. Therefore strategies on open spaces, play areas and leisure are needed so that projects can be suggested when applications for new developments are received. Officers from Planning and Community Services will develop these strategies in consultation with the relevant Portfolio Holders and (where appropriate) the City Neighbourhoods Committee. This work will be included in work plans over the next year.



# Council Performance & Budget Summary

## Appendix H: Waste Management & Recycling Update



This update provides a summary of progress on the Council's priority project to move to 60% recycling and beyond. Also included is an update on the priority project to retender the Council's waste management contract.

### **Key performance highlights over the past 12 month period - January 2015 to December 2015 (figures shown in Table 1 and Table 2 overleaf)**

Key highlights include:

- Recycling performance improved to 52.3% (from 50.7% for the previous corresponding 12 month period).
- Dry recycling tonnages increased from 12,212 to 12,315 tonnes (0.8%).
- Green waste composting reduced from 14,199 to 14,102 tonnes (-0.7%).
- Residual waste to landfill reduced by 911 tonnes.
- In the last three months, performance improved from 49.2% in Quarter 3 2014-15 to 53.9% in Quarter 3 2015-16.
- The recycling projection for this current year is now 53% (compared to 50.5% last year).

### **Summary progress on key initiatives completed in quarter 3 (October to December 2015)**

- Repair workshop held on 28 November during Sustainable St Albans Week. The workshop was to promote ways of reuse/repair. It was well attended and resulted in some positive feedback.
- Stall at opening event for Sustainable St Albans Week; Caddies, liners and 'left-overs' recipe cards. Gave away over 100 bags with goodies and information. Lots of engagement with residents; overall, positive feedback.
- Delivered double page Christmas bin hanger to all households including a 2016 collection calendar and information on what happens to recycling once collected. The hanger was delivered by contractor this time. There were fewer reports of missed deliveries than over the previous couple of years, although the wet weather during delivery did impact on the quality of the hangers. Residents can contact the Council to request new hangers if they wish.
- Four afternoon promotional sessions at the Christmas Market; crafts with children and chatting to parents. Fact sheets on how to minimise waste at Christmas.
- Schools Ambassadors workshop on repair to promote reuse rather than disposal of items. 34 participants attended.
- Agripa waste vehicle banners, designed, printed and affixed to as many vehicles as possible.
- Detailed waste and recycling content in Winter edition of the Council's Community News residents newsletter.
- Food waste stickers ('think food waste, think green bin'). Amey's collection crews have been applying stickers to black bins that appear to have a lot of food waste, or green bins with no food waste.
- Calendar stickers have been applied to communal refuse and recycling bins.

### **Green Waste**

The amount of garden and food waste collected has picked up substantially over the past 6 months, in comparison to the previous period:

# Council Performance & Budget Summary

## Appendix H: Waste Management & Recycling Update



	January to June	July to December	Total
2015	7,176	7,023	14,200
2016	6,379	7,723	14,102
<b>Difference</b> (2015 to 16)	<b>-797</b>	<b>699</b>	

This is due to the relatively mild weather during the autumn and early winter period. Additionally, the Council has made efforts to encourage residents to recycle more food waste (such as the food waste stickers set out above). The Amey crews have confirmed that this is resulting in an increase in the amount of food waste in green bins.

### **Project to improve recycling performance in low performing areas**

Amey has completed the participation study of pockets of randomly selected roads in low performing areas. Based on the information collected, the main issue is contamination in the recycling. This means residents either put unsuitable items out for collection or failed to separate them appropriately. The Christmas calendar delivered in December included simple pictorial guidance and information. This was delivered to homes in the District including in the low performing areas. Further targeted communications work will be developed as part of the new contract mobilisation in July 2016.

### **Recycling of street sweeping waste**

During the trial to recycle mechanical street cleansing waste, over 902 tonnes of material was collected and diverted from landfill. The performance saw an increase during the leaf fall period of the last few months.

The initiative will add an estimated 1.7% to the Council's overall recycling performance.

Hertfordshire County Council has recently let a 27 month County-wide contract to recycle street cleansing waste from all Hertfordshire Districts. As from January, all mechanical street cleansing 'arisings', from St Albans, will be processed via this contract. The Council will continue to receive the benefit of the recycling gain from this, along with a share of the savings in landfill costs.

# Council Performance & Budget Summary

## Appendix H: Waste Management & Recycling update



Table 1 - 60% Recycling Project - 12 month's figures for January 2015 to December 2015

	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan 15 to Dec 15 Total	Jan 14 to Dec 14 Total
<b>Material Recycled/Composted (tonnes)</b>														
Glass	445	276	324	315	296	307	360	276	324	292	301	332	3,848	3,937
Soft Mix (paper and cardboard)	635	466	527	520	494	494	538	430	566	527	547	514	6,259	6,153
Plastics & Cans	175	139	150	154	152	152	172	134	168	149	151	150	1,846	1,822
Others - textiles, WEE, Batteries, Third Party.	2	2	86	5	5	77	6	7	83	5	4	80	362	300
<b>Total Dry Recycling (tonnes)</b>	<b>1,257</b>	<b>883</b>	<b>1,088</b>	<b>995</b>	<b>948</b>	<b>1,029</b>	<b>1,076</b>	<b>846</b>	<b>1,141</b>	<b>973</b>	<b>1,003</b>	<b>1,076</b>	<b>12,315</b>	<b>12,212</b>
<b>Total Green Waste (tonnes)</b>	<b>729</b>	<b>509</b>	<b>715</b>	<b>1,106</b>	<b>1,856</b>	<b>1,465</b>	<b>1,530</b>	<b>1,213</b>	<b>1,316</b>	<b>1,521</b>	<b>1,181</b>	<b>961</b>	<b>14,102</b>	<b>14,199</b>
<b>Total Mec. Street Cleansing Recycling (tonnes)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>59</b>	<b>37</b>	<b>56</b>	<b>59</b>	<b>43</b>	<b>113</b>	<b>125</b>	<b>126</b>	<b>60</b>	<b>675</b>	<b>0</b>
<b>Total household waste recycled and composted (tonnes)</b>	<b>1,986</b>	<b>1,392</b>	<b>1,803</b>	<b>2,159</b>	<b>2,841</b>	<b>2,550</b>	<b>2,665</b>	<b>2,102</b>	<b>2,570</b>	<b>2,619</b>	<b>2,310</b>	<b>2,097</b>	<b>27,093</b>	<b>26,411</b>
Total residual waste (tonnes)	2,740	1,935	1,926	1,882	2,355	1,833	2,400	1,783	1,870	2,363	1,931	1,716	24,734	25,645
<b>Total Household Waste (tonnes)</b>	<b>4,725</b>	<b>3,327</b>	<b>3,729</b>	<b>4,042</b>	<b>5,196</b>	<b>4,383</b>	<b>5,065</b>	<b>3,885</b>	<b>4,440</b>	<b>4,982</b>	<b>4,241</b>	<b>3,814</b>	<b>51,827</b>	<b>52,056</b>
<b>% Dry Recycling</b>	<b>26.6%</b>	<b>26.5%</b>	<b>29.2%</b>	<b>24.6%</b>	<b>18.2%</b>	<b>23.5%</b>	<b>21.2%</b>	<b>21.8%</b>	<b>25.7%</b>	<b>19.5%</b>	<b>23.6%</b>	<b>28.2%</b>	<b>23.8%</b>	<b>23.5%</b>
<b>% Green Waste Composted</b>	<b>15.4%</b>	<b>15.3%</b>	<b>19.2%</b>	<b>27.4%</b>	<b>35.7%</b>	<b>33.4%</b>	<b>30.2%</b>	<b>31.2%</b>	<b>29.6%</b>	<b>30.5%</b>	<b>27.9%</b>	<b>25.2%</b>	<b>27.2%</b>	<b>27.3%</b>
<b>% Mechanical Street Cleansing Recycled</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>1.5%</b>	<b>0.7%</b>	<b>1.3%</b>	<b>1.2%</b>	<b>1.1%</b>	<b>2.5%</b>	<b>2.5%</b>	<b>3.0%</b>	<b>1.6%</b>	<b>1.3%</b>	<b>0.0%</b>
<b>% TOTAL HOUSEHOLD WASTE RECYCLED</b>	<b>42.0%</b>	<b>41.8%</b>	<b>48.3%</b>	<b>53.4%</b>	<b>54.7%</b>	<b>58.2%</b>	<b>52.6%</b>	<b>54.1%</b>	<b>57.9%</b>	<b>52.6%</b>	<b>54.5%</b>	<b>55.0%</b>	<b>52.3%</b>	<b>50.7%</b>

# Council Performance & Budget Summary

## Appendix H: Waste Management & Recycling update



Table 2 – Comparison of Tonnages Collected for the 12 month period January 2015 to December 2015 and January 2014 to December 2014

	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan 15 to Dec 15 Total
Total Residual Waste (tonnes)	2,740	1,935	1,926	1,882	2,355	1,833	2,400	1,783	1,870	2,363	1,931	1,716	24,734
Total Dry Recycling (tonnes)	1,257	883	1,088	995	948	1,029	1,076	846	1,141	973	1,003	1,076	12,315
Total Green Waste Recycled (tonnes)	729	509	715	1,106	1,856	1,465	1,530	1,213	1,316	1,521	1,181	961	14,102
Total Mec. Street Cleansing Recycling (tonnes)	0	0	0	59	37	56	59	43	113	125	126	60	675
Total household waste recycled and composted (tonnes)	1,986	1,392	1,803	2,159	2,841	2,550	2,665	2,102	2,570	2,619	2,310	2,097	27,093
% TOTAL HOUSEHOLD WASTE RECYCLED	42.0%	41.8%	48.3%	53.4%	54.7%	58.2%	52.6%	54.1%	57.9%	52.6%	54.5%	55.0%	52.3%

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan 14 to Dec 14 Total
Total Residual Waste (tonnes)	2,814	2,005	2,008	2,005	2,538	1,884	2,372	1,865	1,833	2,353	2,104	1,864	25,646
Total Dry Recycling (tonnes)	1,402	869	1,020	899	1,060	985	918	868	1,194	997	954	1,045	12,211
Total Green Waste Recycled (tonnes)	910	589	908	1,246	1,912	1,612	1,539	1,087	1,274	1,408	999	716	14,200
Total Mec. Street Cleansing Recycling (tonnes)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total household waste recycled and composted (tonnes)	2,312	1,458	1,928	2,145	2,972	2,597	2,457	1,955	2,468	2,405	1,953	1,761	26,411
% TOTAL HOUSEHOLD WASTE RECYCLED	45.1%	42.1%	49.0%	51.7%	53.9%	58.0%	50.9%	51.2%	57.4%	50.5%	48.1%	48.6%	50.7%

# Council Performance & Budget Summary

## Appendix I: Fly Tipping Update



This update relates to recommendations made by the Fly Tipping Task and Finish Group to the Local Services Scrutiny Committee (LSSC) on 10 December 2015. As a result of the LSSC meeting, Cabinet was invited to agree a number of recommendations. The draft LSSC minutes and resolution of the meeting can be found here

<http://stalbans.moderngov.co.uk/ieListDocuments.aspx?CId=389&MId=7829&Ver=4>.

The Portfolio Holder's commentary on the four main issues raised is included below. In addition the report includes an update on the Clean for the Queen initiative.

### **Increased consultation between the Police and District Council on fly tipping activities/initiatives**

The Environmental Compliance Team continue to work alongside the Police to tackle fly tipping. Overall, over the last 3 years, 13 successful prosecutions have been brought in total by the two organisations.

Discussions are currently underway to identify additional initiatives that can be undertaken together. This follows the success of previous campaigns including Operation Brunch. In particular, the two organisations are reviewing where they each add most value, to maximise the number of successful prosecutions.

Regular meetings take place to discuss hot topics and priority areas for focus. A stop and search operation took place in December. Council officers were present, alongside the Police, making a variety of checks, including for waste carrier licenses.

The Council is also part of the Hertfordshire Fly Tipping Group which meets to discuss issues affecting the local authorities in the county and share best practice.

### **Introduce Fixed Penalty Notices (FPNs) for low level environmental crimes**

Although the recommendation from the Task & Finish group was supported, a separate report had been tabled with regard to the introduction of FPN's at the same meeting. Councillors agreed that it would be beneficial to see a report being made to Broxbourne Borough Council's Cabinet in January on FPN delivery. As a result, any recommendation with regard to the introduction of FPN's was deferred and a further report will go to LSSC in February, after reviewing Broxbourne's findings. This report is due to include cost/benefit analyses and information about public opinion on the introduction of FPNs. The Portfolio Holder will be interested to review these findings and hear the results of the further scrutiny discussion.

In addition, the Government has indicated that it is considering increasing the amount of fines chargeable through FPNs. No detail has yet emerged, but this will positively affect the cost/benefit analysis.

### **Greater education and promotion to residents**

# Council Performance & Budget Summary

## Appendix I: Fly Tipping Update



Information regarding fly tipping has been updated on the Council's website and a new reporting web form has been introduced. This can be used by residents to inform our contractors about fly tipping, graffiti, litter etc. Information on the Council's website about local Household Waste Recycling Centres has also been checked and updated.

We are promoting anti-fly tipping messages regularly through Community News, our website, and on social media. We also send letters to offenders reminding them of their responsibilities. We use best practice guidance and consult with other Hertfordshire councils on public education messages. The ongoing education work will be part of the Waste Management communication programme and involve support from the Environmental Compliance Team where required.

### **Charging for bulky waste collections.**

Bulky waste collection charges continue to be made. The paid-for collections subsidise the cost of providing a free service for those in receipt of certain benefits. A price review will be done following the start of the new waste management contract in June.

### **Clean for the Queen**

In March, litter picking and tidy-up events in honour of the Queen's 90<sup>th</sup> birthday, are being held across the country. St Albans City and District Council will be participating in the campaign alongside other Hertfordshire authorities. The aim is to organise group litter picks with local volunteers and partners and to support individuals and community groups to carry out work across the District. Discussions are underway on how best to engage residents to participate and to decide where resources are most needed. The event is scheduled for Friday 4 - Sunday 6 March.

# Council Performance & Budget Summary

## Appendix J: Living Wage Update



At the 9 July 2015 Council meeting, the Resources Portfolio Holder was asked to set up a cross-party task and finish group on the Living Wage. This group was to establish the impact of the Living Wage on Council staff, contractors and younger workers. It was also asked to look at how the National Living Wage would interact with the Living Wage set by the Living Wage Foundation. The group met on 28 September and 28 October. It examined recent data from the Council's contractors and external research.

The Portfolio Holder presented the findings of the Task and Finish Group to Internal Performance Scrutiny Committee on 12 January 2015. The slide pack for that meeting can be found here -

<http://stalbans.moderngov.co.uk/documents/s50019574/151230%20IPSC%20Living%20Wage%20Task%20and%20Finish%20Group%20Report%20FINAL.pdf>

Committees noted the report. An extract of the draft minutes can be found at the bottom of this report. The Portfolio Holder will write to contractors and the Living Wage Foundation to carry out these recommendations.

The Council's procurement weighting has already been used in the retendering of the Waste Management Contract. The current preferred contractor (currently pending final decision) has said they will pay the Living Wage for the duration of the contract until 2024. The current end dates of other major contracts are as follows:

2017	IT Managed Service (paid above Living Wage)
2018	Office Cleaning, Pest Control/Stray dogs, CCTV (paid above Living Wage)
2019	Repairs (paid above Living Wage) Car Park Management, Parking enforcement
2022	Leisure facilities management, Westminster Lodge management
2024	Grounds maintenance, Waste and Recycling collection and cleaning public conveniences

### **EXTRACT FROM DRAFT MINUTES OF MEETING NO 4 OF THE INTERNAL PERFORMANCE SCRUTINY COMMITTEE HELD ON 12 JANUARY 2016**

#### **LIVING WAGE**

Councillor Campbell, Portfolio Holder for Resources reported on two meetings of the Living Wage Task and Finish Group held on 28 September and 28 October 2015. The draft recommendations are set out here:

1. Agreement that, in principle, the Council is a Living Wage (LW) employer but will not pursue accreditation. This was because the National Living Wage (NLW) was predicted to meet Living Wage levels in the next five years. There would be no benefit to the Council's direct employees and any benefit to contractors; staff would be delayed until those contracts were renewed. Additionally, the National Living Wage would boost contractor employees.
2. Councillors were not unanimously in support of all the conclusions and recommendations and the keys points circulated for review are summarised here:

# Council Performance & Budget Summary

## Appendix J: Living Wage Update



- i. The Council already pays direct employees at or above the Living wage.
- ii. The National Living Wage is forecast to converge with the LW over the next 5 years. Council contracts will be reviewed and negotiated over the next ~7 years and therefore there was limited benefit in progressing LW except for those under the age of 25. The Group therefore focussed on this group.
- iii. Youth unemployment in the UK is higher than for other age groups. 16-24 is 15.6% (723,000 people) compared with overall rate of 5.5% (1.8 million people).
- iv. Implementing the LW would displace younger less experienced employees working for sub-contractors.
- v. The NLW overall is predicted to benefit younger people as more likely to be employed at the expense of older employees.
- vi. The Council has a procurement weighting for companies that comply with the LW. It is proposed to ensure all existing sub-contractors are aware of this weighting so that it can be considered ahead of future tendering activities starting.
- vii. It was proposed that the Council write to the LW Foundation with the evidence of the predicted negative effect on younger workers and ask them to consider this in the future evolution of the LW strategy.

These recommendations would be passed to Cabinet together with any other comments made by the Committee.

### **RESOLVED**

That the contents of the report be noted.



## Appendix K: Pay Policy Statement

### Pay Policy Statement for 2016-17

- 1.1 Under Section 38 of the Localism Act 2011, all Councils are required to publish an annual Pay Policy Statement.
- 1.2 The Pay Policy Statement for 2016-17 remains largely unchanged from the current 2015-16 version. Full Council must approve the updated version for 2016-17 before 31 March 2016.
- 1.3 Changes to the Pay Policy statement 2016-17 are highlighted in bold. There is a minor amendment to the Pay Policy Statement (highlighted at para 6) to include reference to the new statutory National Living Wage. This is differentiated from the voluntary Living Wage rate as proposed by Living Wage Foundation. Other changes are highlighting places in the Policy that will require an update in the event that there are changes to national pension arrangements, or pay.
- 1.4 Further updates will be made to the Pay Policy Statement for 2016-17, if the National Joint Council agrees a pay award. Updates will also be made if there are any changes made to Local Government Pension Scheme contributions.
- 1.5 Internal Performance Scrutiny Committee at its meeting on 12 January 2016 considered the draft Pay Policy Statement for 2016-17. It forwarded this Pay Policy Statement and appendices to Cabinet without suggesting any changes. A draft extract from the minutes is below:

**EXTRACT FROM DRAFT MINUTES OF MEETING NO 4 OF THE INTERNAL PERFORMANCE SCRUTINY COMMITTEE HELD ON 12 JANUARY 2016**

**PAY POLICY STATEMENT**

Amanda Foley, Head of Corporate Services, presented a report on the 2016 – 17 Pay Policy Statement. This would be noted by Cabinet and determined at a Full Council meeting. The only change related to the inclusion of the new national Living Wage. It was noted that any future Pay Award might require changes to the salary, allowance and pension details.

In answer to questions, it was reported that there were five apprentices and Market Supplements were awarded to Planning and Building Control Officers as well as Housing Surveyors. These posts had been subject to recruitment and retention challenges.

In addition to paternity care, Councillors asked if more formal arrangements for carers' leave could be considered. Councillors referred to the possibility of career breaks being made available to carers. Amanda Foley responded that there was provision for special leave, time off in lieu and flexible working as well as the annual leave entitlement.

# Council Performance & Budget Summary

## Appendix K: Pay Policy Statement



### RESOLVED

- i. That the Pay Policy Statement for 2016 – 17 be approved.
- ii. That a report on the provisions for carers be made to a future meeting.



**St Albans**  
City & District Council

**PAY POLICY STATEMENT 2016-17**

**Cabinet**  
**January 2016**

## Appendix K: Pay Policy Statement

### Pay Policy

1. St Albans City & District Council recognises the importance of having a clear written policy statement on pay in order to ensure that employees are fairly rewarded and there is proper public accountability.
2. The Council has a Facilities Agreement with its recognised Trade Union, UNISON. This allows official Trade Union representatives to have limited periods of time off with pay to undertake specified trade union duties. A copy of the Facilities Agreement may be found at [www.stalbans.gov.uk/jobs-and-careers](http://www.stalbans.gov.uk/jobs-and-careers).
3. This Policy Statement applies to all Council employees, but not to other workers such as casuals, agency temps, etc. The provisions of this Policy Statement regarding transparency also apply to any Senior Managers who are not employees, but who provide their services under a 'contract for services'.
4. This Council does not use Zero Hours contracts for any of its employees.
5. This Pay Policy Statement will be reviewed each year and will be approved by the Full Council by 31 March of that year. If any changes to this Pay Policy Statement were required, they would need to be approved by Full Council.

### Principles

6. The Council has expressed its intention to work towards gaining Living Wage accreditation. **The Council currently pays the Living Wage Foundation national rate (or more) to all of its directly employed staff, other than apprentices. (The Living Wage Foundation rate is voluntary and is currently higher than the statutory Living Wage rate set by the Government.)** Accreditation would require the Council to ensure that the workers of its contractors and suppliers were also paid the Living Wage if they worked for more than 2 hours a week for 8 consecutive weeks on Council premises.
7. The Council uses and maintains effective job evaluation systems and procedures to provide equity and consistency in pay, whilst adhering to the basic principles of the national Local Government Single Status pay agreement.

## Appendix K: Pay Policy Statement

8. All of the Council's pay and reward procedures will be developed in accordance with the relevant legislation and any accompanying codes of practice.
9. The Council acknowledges that pay is not the only means of rewarding employees for their work and will look to provide other non-financial incentives to support the recruitment and retention of high quality people. This would include, but is not exclusive to, such matters as offering flexible working, good working conditions and other benefits such as parking provision.
10. The Council ensures fair and reasonable access to appropriate learning and development opportunities to help our employees perform well in their jobs. E-learning is being used to meet statutory and mandatory training and further training is offered to help the Council meet its corporate priorities.
11. The Council offers Occupational Health services to support healthy work practices and facilitate employees with health issues that affect their work. This complements the Council's Attendance Management Policy which aims to manage any absences in a fair way and ensure a quick return to work where possible.
12. Job applications from all applicants, including former employees who may have received a severance or redundancy payment, will be considered on the basis of the evidence presented. A full and robust selection process would be followed in all cases. Former employees may also provide their services as casual workers on an 'as and when' basis to help during peak times such as elections.

### **National Negotiating Process**

13. The Council is part of a national negotiating process and applies the majority of the terms and conditions, which have been agreed nationally.
14. There are three separately negotiated national agreements, which apply to the Council, covering
  - Chief Executives – the JNC Local Authority Terms
  - Chief Officers – the JNC Officer Terms and
  - all other employees - NJC Green Book terms

## Appendix K: Pay Policy Statement

### General Pay Policies

The following pay policies are part of national agreements unless stated otherwise and have general application to all employees.

#### Starting Salaries

15. Appointees will normally be paid in accordance with the minimum spinal column point for the grade relating to their job. However, Managers do have discretion, in consultation with Human Resources, to commence employees on a higher spinal column point. Such decisions need to be recorded along with the reasons why the Council's standard practice was not applied.

#### Progression

16. Employees normally progress through their grade on the basis of annual increments until they reach the highest spinal column point, provided that their performance is satisfactory. Annual increments may be paid from 1 April each year, subject to satisfactory performance until the maximum of the grade is reached. Payment is not applied until confirmation of satisfactory performance is provided by the line manager following the employee's appraisal.
17. Where performance is excellent, as an exception, Management has the discretion to move an employee to a higher spinal column point within their grade. However there is no discretion to extend progression beyond the relevant grade for the job.
18. The first increment may be paid six months after appointment, provided performance is improved and the starting date falls between April and September inclusive, otherwise the increment would be implemented on the 1 April. Where an employee starts work in the period October to March their first increment may not be paid earlier than six months after their appointment in line with successful completion of the probationary period.

#### Redundancy Pay

19. Entitlement to redundancy pay is fully set out in the Council's Employment Stability Policy. Any redundancy pay is calculated on the basis of an individual's age and length of service (up to a maximum of 20 years' service). The compensation and statutory redundancy payment is based on the employee's actual week's pay and the Council currently applies a multiplier of 2.2 to any statutory payment, as set out in the Council's Employment Stability Policy.

## Appendix K: Pay Policy Statement

### Overtime Additional Hours

20. Employees who are required to work longer than 37 hours in any week are entitled to receive the following enhancements, if they are on spinal column point 29 and below:  
Monday to Saturday - time and a half  
Sundays and Public and Extra Statutory holidays – double time (min 2hrs)
21. Part-time employees on spinal column point 29 and below will only be paid overtime when they have worked more than 37 hours. Work relating to fewer than 37 hours will be paid at plain time rates, unless they are undertaken at unsocial hours, when they would attract an overtime rate of time and a half.
22. Employees on spinal column point 30 and above who are required to work longer than 37 hours in any week are entitled to payment at their normal hourly rate or time off in lieu for exactly the amount of hours worked, i.e. there are no enhanced payments for managerial grades, unless the work has to be undertaken during unsocial hours (Between midnight and 6.00 am).
23. The Chief Executive, Chief Officers and Heads of Service are not allowed to claim overtime.
24. All overtime/additional hours must be agreed in advance by an appropriate manager and in accordance with Council policy.

### Night Work Enhancement

25. Employees at spinal column point 29 and below, who always work at night, are entitled to receive an enhancement of time and a third for hours worked between 8.00 pm and 6.00 am.

### Weekend Enhancement

26. Under the NJC Green Book, part 3 terms, employees on spinal column point 29 and below who are required to work on a weekend as part of their normal working week are entitled to be paid an enhanced rate of time and a half on Saturdays and double time on Sundays. This arrangement may be varied through local agreement. The Council has varied this arrangement for employees who regularly work weekends as part of their normal working week, whereby they will not receive an enhanced rate of pay for working on a weekend where this is part of their normal rota, in other words they are paid their usual rate of pay.
27. Employees who do not usually work on Saturdays and are on spinal column point 29 or below, when asked to work on this day, would receive the nationally agreed pay terms of time and a half.

## Appendix K: Pay Policy Statement

28. Employees who do not usually work on Sundays and are on spinal column point 29 or below, when asked to work on that day would receive the nationally agreed pay terms of double their usual rate of pay.

### Bank Holiday Enhancement

29. Under the NJC Green Book terms, employees (except those covered by paragraph 30) required to work on a bank holiday, public holiday or statutory holiday are entitled to a double time enhancement for the hours worked on that day. In addition at a later date, time off with pay shall be allowed on the following basis:
- Half day's leave would be given for any hours amounting to less than half a day
  - Full day's leave for any hours exceeding half a normal working day.
30. For those who do not usually work on a bank holiday, public holiday or statutory holiday and are asked to work, the nationally agreed pay terms mean the employee would receive double pay and time off for the hours worked.
31. Employees who regularly work bank holidays, public holidays and statutory holidays do not receive an enhanced rate for working such days as part of their normal rota. In other words they are paid their usual rate of pay.

### Split Shift

32. Employees whose normal daily duty involves more than one attendance within the same contract, with a continuous break of not less than two hours, will have their pay enhanced by 14%. An example of this is a Market Stall Erector who works two shifts, from 3.45 am to 6.00 am and 6.00 pm to 8.15 pm.

### Standby

33. Under a local agreement, an employee who is contractually required or volunteers to be available on a standby basis will be recompensed in accordance with the corporate rate.
34. The Standby payment compensates individuals for the inconvenience of being at the Council's disposal outside of normal working hours and for the limitations that this imposes upon them. When on Standby all employees are required to be fit for work and either at home or close to the District's boundaries.
35. The Standby rate is the same for all jobs as all employees' personal time is viewed to be of equal value. However, if an employee is required to leave their home, or spend more than 15 minutes in any night dealing with phone calls, the relevant overtime/additional hours rate for the job would apply.



## Appendix K: Pay Policy Statement

### Professional Fees

36. This Council reimburses professional fees where it is an essential requirement of the job to be a member of a professional body.

### Car Allowances

37. Car allowances are payable when an employee is required to use their car for business use. To be an essential car user, an employee must meet at least two of the following criteria:
- Daily travel on behalf of the Council (not mileage related)
  - Weekly requirement to carry large, heavy or bulky items for the Council
  - Monthly occurrence of security or health and safety risk i.e. late night meetings or vulnerable when visiting particular locations across the district etc.
38. A list of Essential Car User posts is attached at Appendix 4; this will be reviewed annually.
39. Essential Car User allowances are paid in accordance with nationally agreed rates.
40. Car mileage is paid at HMRC rates.

### Car Lease Scheme

41. Only employees, whose post is designated to be an essential car user (criteria previously listed above), are permitted to have a Council Lease Car. The Council contributes up to a maximum of £1,850 per annum (or proportional equivalent if the employee is contracted to less than a 37 hour week over a full year) towards the cost of the car lease. Costs in excess of the Council's contribution will be met by the employee. The Essential Car User Allowances referred to above are not paid to those employees who choose to have a Lease Car.

### Acting up – Undertaking the work of a higher graded post

42. An employee, who is required to undertake the duties and responsibilities of a higher graded post, may be paid in accordance with the grade of the duties and responsibilities temporarily undertaken. The amount paid will be the minimum of the higher graded post.
43. Acting Up payments for any partial undertaking of more highly graded duties and responsibilities will be calculated on a pro rata basis.
44. Any Acting Up payment ceases as soon as an employee resumes their normal duties.

## Appendix K: Pay Policy Statement

### One-Off Payments (Honoraria)

45. In exceptional circumstances, if an individual is asked to take on board additional and especially onerous duties, consideration can be given to offering a one-off payment. The individual's line manager prepares a short business case justifying the payment which then needs the approval of both their Head of Service and the Head of Corporate Services.

### Market Supplements

46. Under a local agreement, market supplements are only paid in exceptional circumstances where several attempts have been made to recruit and have not resulted in an appointment.
47. All market supplements are based on relevant market pay data and all payments are reviewed on an annual basis and are amended or ceased if market conditions change.

### Annual Leave

48. Annual leave entitlement is related to both an individual employee's salary level and length of continuous service. The following table sets out basic leave entitlement which includes the two extra NJC statutory days, but does not include bank and public holidays.

<i>Entitlement is based upon employee's current spinal column points</i>	<i>0 – 5 years service</i>	<i>Between 5 – 10 years continuous service</i>	<i>Over 10 years continuous service</i>
Up to scp 21	23	27	27
Scp 22 – 28	24	27	27
Scp 29 – 40	26	27	29
Scp 41 to Heads of Service	28	28	31
Chief Officers and Chief Executive	30	30	33

## Appendix K: Pay Policy Statement

### Pension

49. Eligible employees may join the Local Government Pension Scheme (LGPS) in accordance with the statutory regulations of the Scheme.
50. The Council will automatically enrol employees into the LGPS pension if they have a contract of three months or more.
51. For temporary and casual workers the Council will automatically enrol them into the LGPS if the following criteria is met:
  - not currently an active member of a qualifying workplace pension; and
  - aged 22 or over; and
  - under state retirement age; and
  - Earn more than £10,000\* a year (\* figure correct as at 1 April 2014 but subject to change)
52. **On the 1 November 2013, the Council implemented the changes required by the Department of Work and Pensions in relation to automatic pension enrolment.**
  - **All Council workers, including those workers on casual agreements, who meet certain conditions are automatically brought into the pension scheme unless they opt out, subject to two flexibilities allowed under the regulations.**
  - **The Council delayed automatically enrolling people who have already chosen to opt out as at 1 November 2013 until 2017.**
  - **The Council postpones automatic enrolment for three months when an existing worker not in the scheme meets the eligibility conditions.**
53. The Council, as the employer, will contribute 16.8% for current employees as part of an overall rate of **29.3%** of salary.
54. Members of the Scheme must contribute a percentage of their salary which increases for higher pay grades. The average contribution rate for employees in the current scheme is 6.5%.
55. **Since 1 April 2014 LGPS pensions are based upon a career average basis rather than final salary, an accrual rate of 1/49 and a retirement age the same as the state pension scheme. Existing scheme members retain some reserved rights under the current scheme.**

## Appendix K: Pay Policy Statement

56. The LGPS regulations provide for the exercise of discretions that permit retirement benefits to be enhanced and every local authority is required to have a policy on how it exercises such discretions. This Council has an Early Retirement Policy to fulfil this requirement. Each case is considered on its own particular merits, but the Council will only exercise discretion in exceptional circumstances.
57. The flexible retirement regulations of the LGPS permit members to apply to draw all or part of their retirement benefits (both pension and lump sum) but carry on working, providing a minimum reduction in working hours of 25% is made and/or there is a reduction in grade. The Council will consider such an application on its merit and operational requirements, but is not required to consent.

### Occupational Sick Pay

58. Entitlement to sick pay is related to continuous service, measured in complete months or years at the start of the period of absence. Any previous absences in the 12 months before the start of any absence are deducted from the entitlement, which is in accordance with the National Agreement on Pay and Conditions of Service.

### Maternity, **Shared Parental**, Adoption, Paternity and Carers' Leave and Pay

59. The Council always complies with its legal responsibilities to provide statutory Maternity Leave and Pay to qualifying employees; there are similar statutory obligations regarding **those wanting to take Shared Parental Leave and adoptive parents**.
60. The Council also obeys the law relating to Paternity Leave, Parental Leave and Time Off for Dependents.
61. These legal obligations are shown in detail on websites such as [www.acas.org.uk](http://www.acas.org.uk).
62. In addition to meeting these statutory obligations the Council pays an additional 12 weeks' half-pay to new mothers and adoptive parents under the nationally negotiated terms and conditions for local government.

### Life Assurance

63. Under a local agreement, the Council provides free group life assurance for all permanent employees aged between 18 and 65, which currently provides a benefit on death in service of one year's salary.

### Non-Contractual Benefits

64. The Council also provides various non contractual benefits which include flexible working opportunities, child care vouchers and free access to an Employee Assistance Programme.

## Appendix K: Pay Policy Statement

### Pay Policy Relating to Senior Officers

65. The term Senior Officer for the purposes of this Pay Policy Statement encompasses the Chief Executive, the two Chief Officers and four Heads of Service. On occasion there is a need to differentiate between the Chief Executive, the two Chief Officers and four Heads of Service as different terms apply.

#### Salary levels

66. The Council operates a bespoke job evaluation scheme to determine the pay relativities for the Council's three most senior Officers. The pay relativities for the other Senior Officers are set by the Council's Job Family Framework, which is underpinned by the Local Government NJC Job Evaluation Scheme, in line with all other Council employees.
67. The Grade Structure for the Chief Executive, two Chief Officers and four Heads of Service are set out in **Appendix 1**.
68. All remuneration packages exceeding £100,000 must be reported to Full Council prior to any recruitment. This includes salary, any allowances and benefits in kind, but excludes pension.

#### Chief Executive

69. When setting the remuneration for the Chief Executive, the Council will compare the salary of the vacant post with comparable salaries for Chief Executives at Councils of a similar size, type and location. Specialist reward advice will also be sought as to what would be an appropriate starting salary.
70. The Chief Executive is employed on a spot rate and this salary is increased in line with any nationally agreed pay awards provided performance is satisfactory. A further reward element of 1% over the national pay award may be given to recognise experience gained in the job and exceptional performance, but any salary growth would be capped at £110,000. Otherwise, the terms and conditions of the National Joint Committee for Chief Executives of Local Authorities are as set out in the National Agreement on Pay and Conditions of Service.
71. The Chief Executive is appraised annually by the Leader of the Council in consultation with Group Leaders.

## Appendix K: Pay Policy Statement

### Chief Officers and Senior Officers

72. Salaries for the Chief Officers and Heads of Service are established by the Senior Grade structure. Starting salaries would be on the same basis as all other employees. Increments are only applied if performance is satisfactory, in line with all other employees. However unlike other employees any national pay award can be withheld following appraisal by the Chief Executive if performance is not satisfactory.

### Elements of remuneration

73. Senior Officer basic remuneration packages comprise the following elements:
- a) basic salary
  - b) pension
  - c) essential or casual car user allowance
  - d) professional fees, if this is an essential requirement of the job
  - e) annual leave entitlement in line with relevant terms and conditions
  - f) occupational sick pay
  - g) life assurance

### Senior Officers' Salaries - Notes

74. The Chief Executive and Chief Officers do not receive any allowances but may receive payments to compensate for costs incurred arising from their work, such as claiming for business related mileage.
75. The Head of Legal, Democratic and Regulatory Services is also employed as the Council's Returning Officer and this forms a separate contract. The Council's policy is to pay separate fees to the Returning Officer for his local election duties in accordance with a prescribed fee scale.
76. The Chief Finance Officer also receives a payment as the Council's Section 151 Officer.
77. The Council does not operate a formal performance related pay scheme or bonuses for either its Senior Officers or other employees, however incremental progression for the Chief Officers and Heads of Service is subject to satisfactory performance in the same way as all other employees.

### Redundancy Payments

78. Senior Officers receive the same treatment as all other employees on resignation or termination, subject to statutory provisions and the separate National Agreements.
79. The Council has a single redundancy scheme which applies to all employees.

### Publication and access to information on Senior Pay

## Appendix K: Pay Policy Statement

80. This pay policy statement will be produced annually and will be reported to Full Council before the end of each Municipal Year (31 March). It may be amended at any time, but any changes would need to be approved by Full Council.
81. This document may be found on the Council's website under Council and Democracy/ Your Council and How it Works / Staff Structure / Staff Pay Policy 2014-15. (*The Pay Policy Statement for 2016-17 will be published once it has been approved by Full Council and the relevant hyperlink will be inserted.*)
82. A structure chart setting out the key responsibilities for Senior Officers and their reporting lines is set out at **Appendix 2**.
83. Financial data on Senior Officers' pay may also be found on the Council's website:  
  
Insert relevant link
84. Financial data on what has actually been paid to Senior Officers can be found in the Council's published Statement of Accounts:  
  
Insert relevant link

### **Pay Below Senior Management**

85. For employees below Senior Management, the Council operates a pay and grading structure. This structure has 11 grades and ranges between spinal column point 10 and spinal column point 57. The grading structure for all employees below Head of Service is set out at **Appendix 3**.
86. The majority of Council jobs are paid against these grades with only a few employees having local pay conditions. These exceptions usually relate to externally funded posts.
87. The entry level salary will exclude individuals who are on government approved apprentice schemes and people on work experience who may be on less than spinal column point 10.

### Lowest paid employees

88. The definition of the Council's lowest paid employees has been based on the lowest spinal column point on the Council's grade structure plus the Outer London Fringe (OLF).

## Appendix K: Pay Policy Statement

89. As at 31 March 2016, the Council's lowest paid employees are on spinal column point 14. This amounts to an annual salary of £16,231 plus £573 Outer London Fringe making a total of £16,804.

### Relationship between Highest Paid and Lowest Paid and Pay Multiples

90. This Council does not have any specific pay targets based upon pay multiples. However we would not expect the remuneration of the Chief Executive to exceed or equate to the ratio the Hutton review outlined for Chief Executives i.e. that the pay of a Chief Executive does not exceed 20 times that of the lowest paid employees.
91. In the case of the Chief Executive at St Albans City & District Council the ratio does not exceed seven times that of the Council's lowest paid employees.

### Relationship between the Highest Paid and Median Pay - Pay Multiple

92. The ratio between the highest paid employee and the median pay figure for the whole of the authority's workforce is 1:4.

### List of Appendices

- A Grade Structure for the Chief Executive, Chief Officers and Heads of Service
- B Structure Chart Setting Out the Key Responsibilities for Senior Officers and their Reporting Lines
- C Grading Structure for all employees below Head of Service
- D List of Essential Car User Posts



### Appendix A

#### PAY GRADE STRUCTURE –SENIOR OFFICERS

2014/15

TERMS & CONDITIONS	SCP	BASIC SALARY		GRADES
		1 Apr 2013	1 January 2015	
SPOT RATE		*£100,000	£101,000	LOCAL CHIEF EXECUTIVE GRADE
NJC terms for Chief Executives			from 1 April 2015	
NJC terms for Chief Officers	CO20 CO19 CO18 CO17 CO16	*£82,790 *£81,199 *£79,603 *£78,012 *£76,419	*£84,446 *£82,823 *£81,195 *£79,572 *£77,947	LOCAL CHIEF OFFICER GRADE 2
NJC terms for Chief Officers	CO15 CO14 CO13 CO12	*£74,922 *£72,881 *£70,837 *£68,796	*£76,420 *£74,338 *£72,254 *£70,172	LOCAL CHIEF OFFICER GRADE 1

#### NOTE

THE CHIEF EXECUTIVE'S SALARY IS INCREASED IN LINE WITH NATIONAL PAY AWARD AND A DISCRETIONARY 1% INCREASE TO REFLECT GREATER EXPERIENCE IN THE ROLE AND EXCELLENT PERFORMANCE BUT IS CAPPED AT £110,000

\*DOES **NOT** RECEIVE OUTER AREA FRINGE OR OTHER ALLOWANCES

TERMS & CONDITIONS	SCP	BASIC SALARY		GRADES
NJC terms for Local Government Services	72 71 70 69	**£68,292 **£66,206 **£64,117 **£62,028	***£69,794 ***£67,663 ***£65,528 ***£63,393	LOCAL HEADS OF SERVICE GRADE

# Council Performance & Budget Summary



## Appendix K: Pay Policy Statement

### **NOTE**

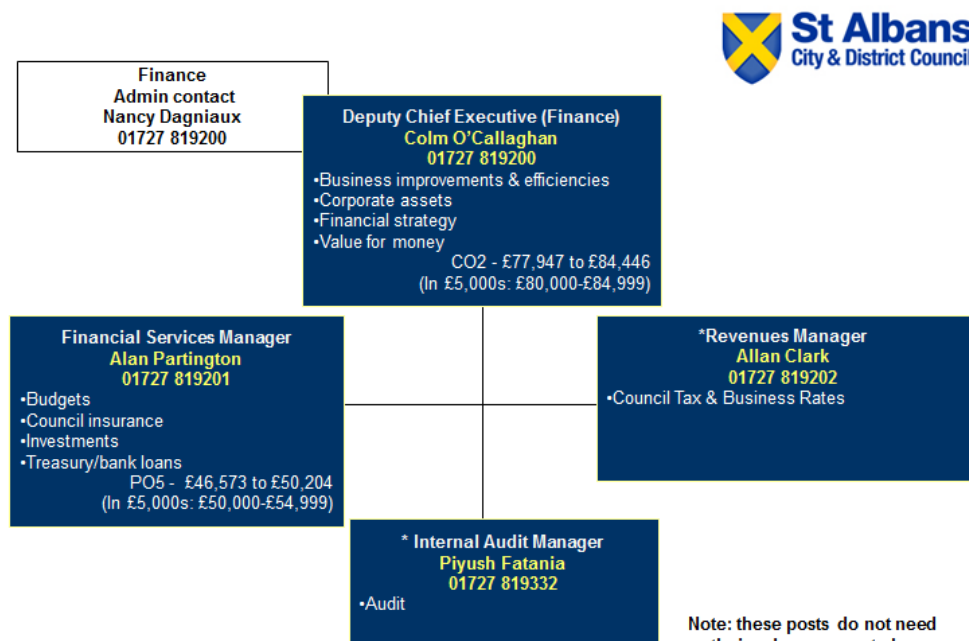
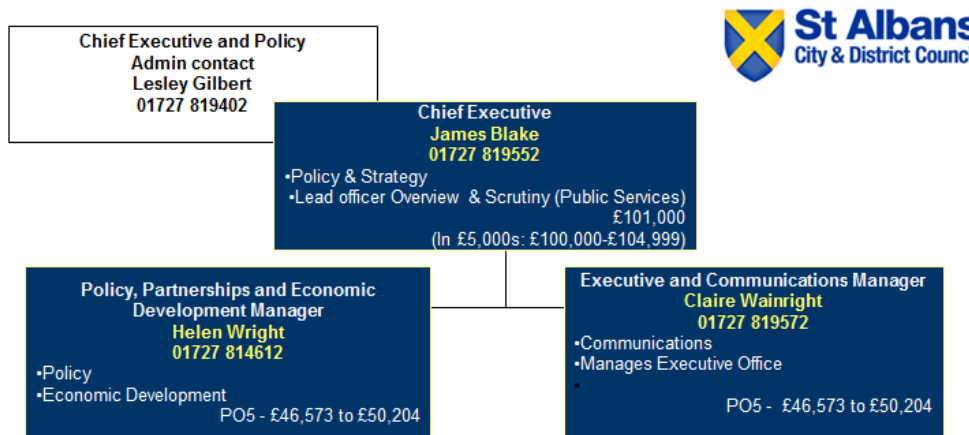
\*\*RECEIVE OUTER AREA FRINGE ALLOWANCE OF £561 AND ANY OTHER APPLICABLE ALLOWANCES

\*\*\* FROM 1 JANUARY 2015 OUTER AREA FRINGE ALLOWANCE INCREASES TO £573 AND WILL ALSO RECEIVE ANY OTHER APPLICABLE ALLOWANCES.

Updated April 2015

## Appendix K: Pay Policy Statement

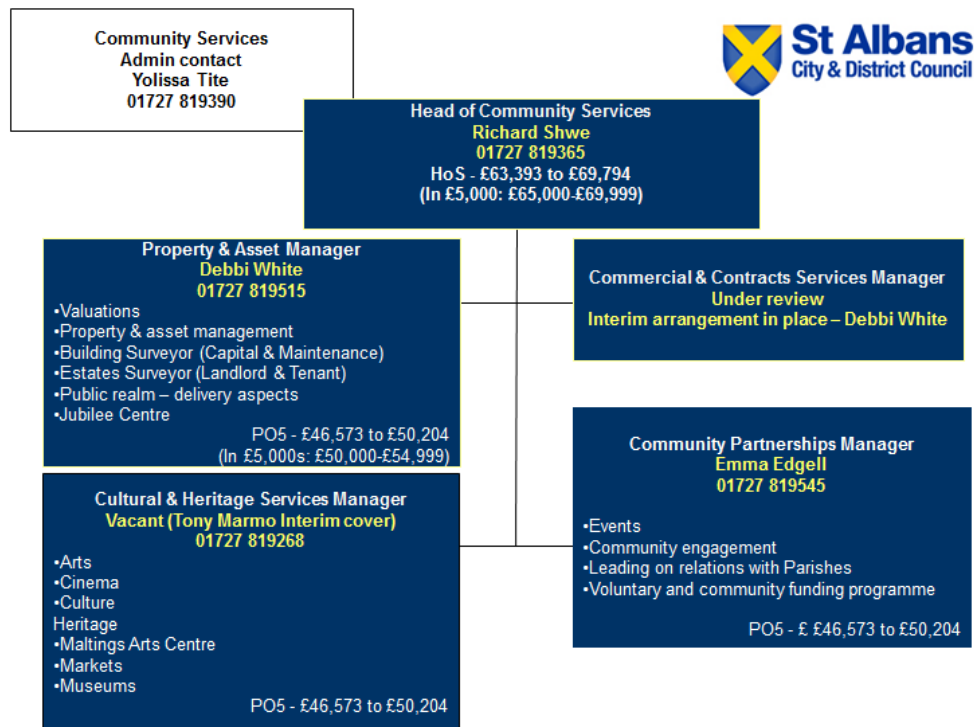
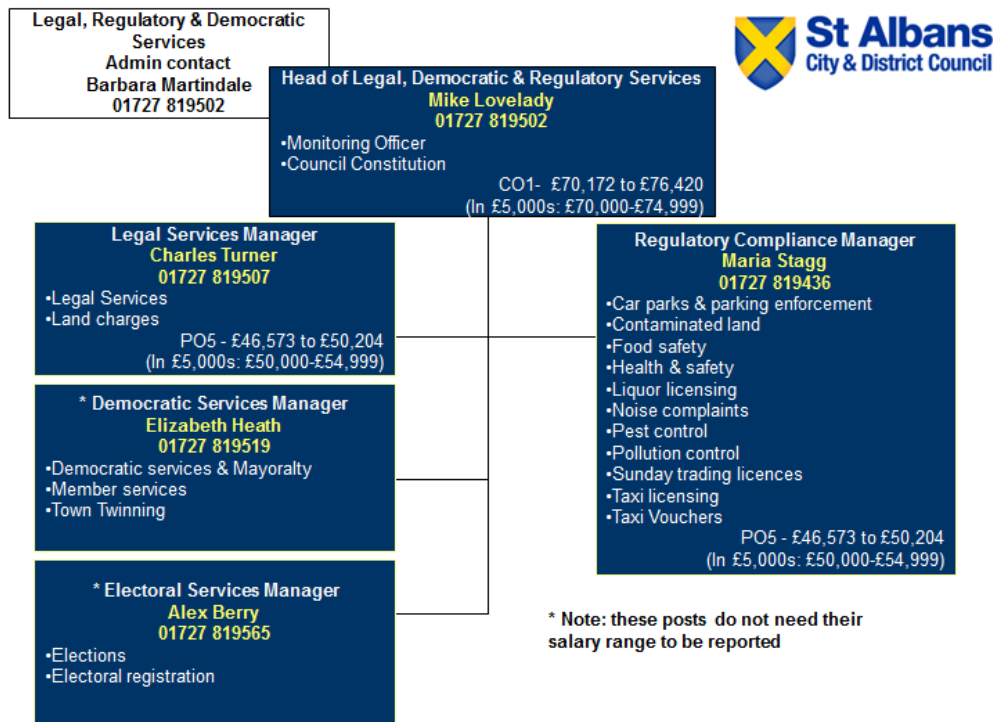
### Appendix B (Page 1 of 4)



Note: these posts do not need their salary ranges to be reported

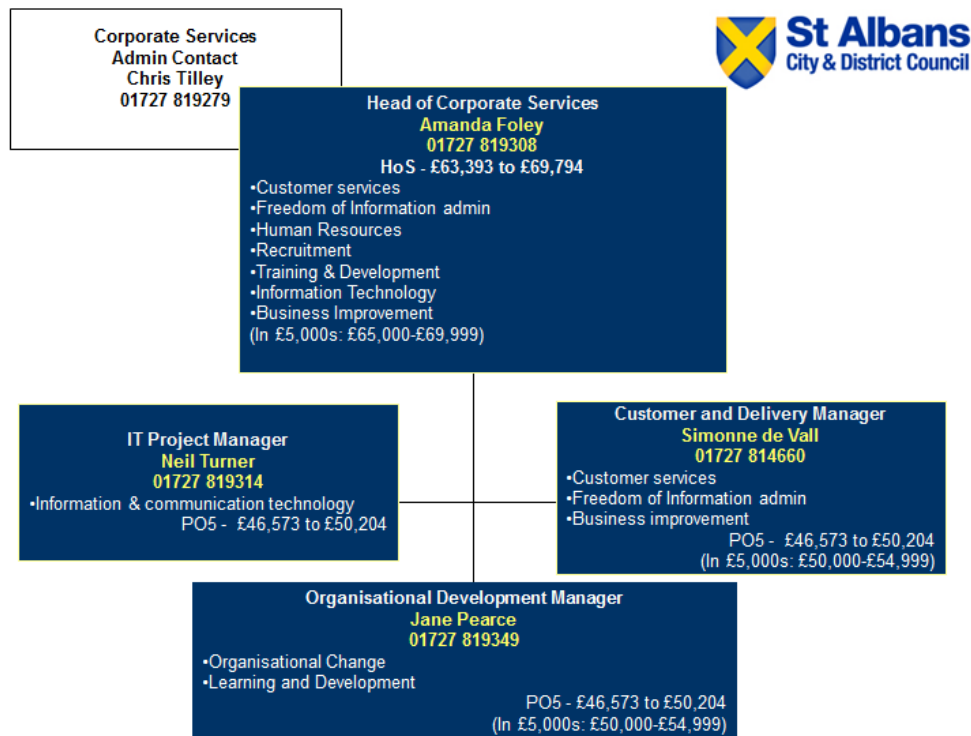
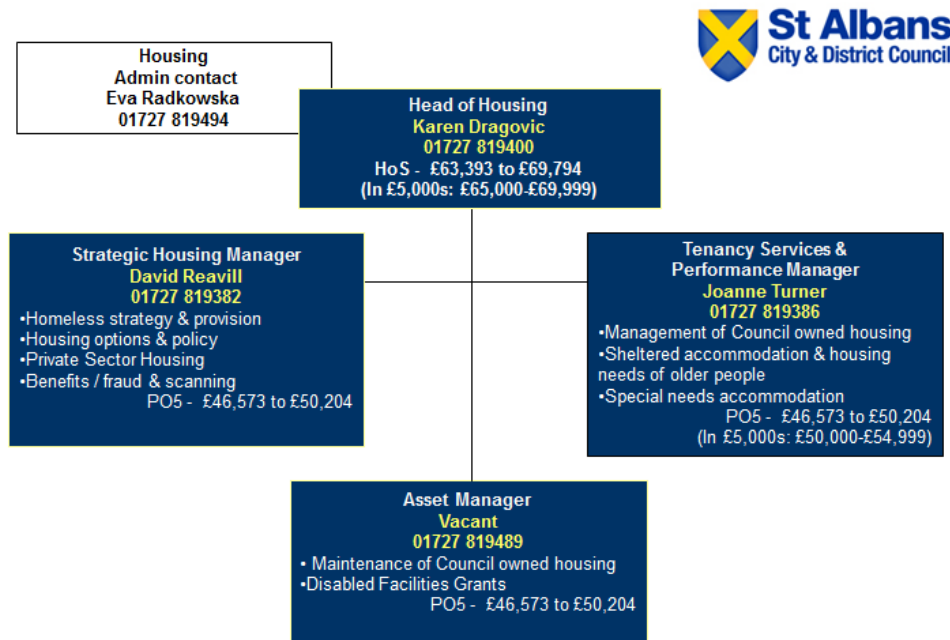
## Appendix K: Pay Policy Statement

### Appendix B (Page 2 of 4)



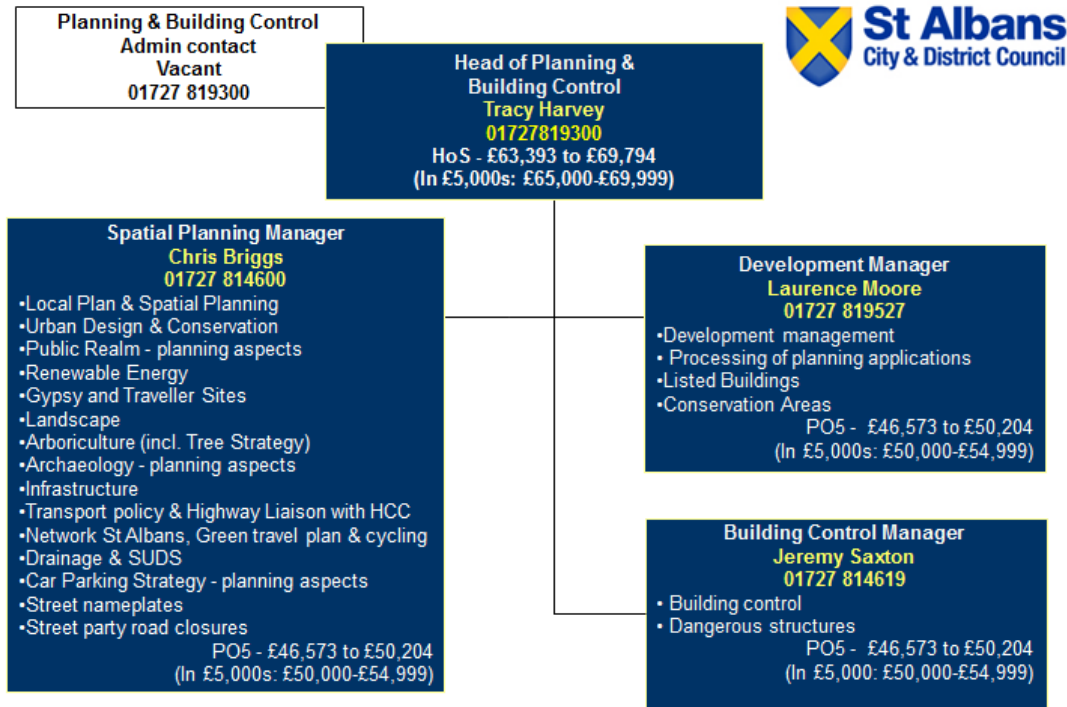
## Appendix K: Pay Policy Statement

### Appendix B (Page 3 of 4)



## Appendix K: Pay Policy Statement

### Appendix B (Page 4 of 4)



### Appendix C

#### PAY GRADE STRUCTURE – BELOW HEAD OF SERVICE

##### 2014-15

GRADES	SCP	BASIC SALARY		JOB FAMILY LEVELS
		1 Apr 2013*	1 Jan 2015** (2.2%)	
GRADE 1	10	£14,013	£14,338	DSD LEVEL A
	11	£14,880	£15,207	
	12	£15,189	£15,523	
	13	£15,598	£15,941	
GRADE 2	14	£15,882	£16,231	DSD LEVEL 1 TPS & CSD LEVEL A
	15	£16,215	£16,572	
	16	£16,604	£16,969	
	17	£16,998	£17,372	
GRADE 3	18	£17,333	£17,714	DSD LEVEL 2 TPS & CSD LEVEL 1
	19	£17,980	£18,376	
	20	£18,638	£19,048	
	21	£19,317	£19,742	
GRADE 4	22	£19,817	£20,253	DSD LEVEL 3 TPS & CSD LEVEL 2
	23	£20,400	£20,849	
	24	£21,067	£21,530	
	25	£21,734	£22,212	
GRADE 5	26	£22,443	£22,937	DSD LEVEL 4
	27	£23,188	£23,698	

# Council Performance & Budget Summary

## Appendix K: Pay Policy Statement

	28	£23,945	£24,472	TPS& CSD LEVEL 3
	29	£24,892	£25,440	
GRADE 6	30	£25,727	£26,293	TPS & CSD LEVEL 4
	31	£26,539	£27,123	
	32	£27,323	£27,924	
	33	£28,127	£28,746	
	34	£28,922	£29,558	
PO1	35	£29,528	£30,178	TEAM 1
	36	£30,311	£30,978	
	37	£31,160	£31,846	
	38	£32,072	£32,778	
	39	£33,128	£33,857	
PO2	39	£33,128	£33,857	TEAM 2
	40	£33,998	£34,746	
	41	£34,894	£35,662	
	42	£35,784	£36,571	
	43	£36,676	£37,483	
PO3	43	£36,676	£37,483	OPERATIONAL 3
	44	£37,578	£38,405	
	45	£38,422	£39,267	
	46	£39,351	£40,217	
	47	£40,254	£41,140	



# Council Performance & Budget Summary

## Appendix K: Pay Policy Statement

PO4	47	£40,254	£41,140	OPERATIONAL 4
	48	£41,148	£42,053	
	49	£42,032	£42,957	
	50	£42,911	£43,855	
	51	£43,792	£44,755	
PO5	53	£45,570	£46,573	STRATEGIC 5
	54	£46,459	£47,481	
	55	£47,345	£48,387	
	56	£48,241	£49,302	
	57	£49,123	£50,204	

\* PLUS OUTER AREA FRINGE ALLOWANCE OF £561

\*\* FROM THE 1 JANUARY 2015 THE OUTER AREA FRINGE ALLOWANCE INCREASES TO £573

#### **LIST OF ESSENTIAL CAR USER POSTS**

##### **Chief Executive & Policy**

Community Protection Officer  
Emergency Planning & Community Resilience Officer  
Principal Community Protection Officer

##### **Community Services**

Allotments & St Albans District in Bloom Officer  
Asset Management Surveyor  
Building & Facilities Surveyor  
Cemeteries Manager  
Commercial & Contracts Services Manager  
Community Engagement Officer  
Community Engagement Support Officer  
Culture & Heritage Services Manager  
District Archaeologist  
Building Surveyor (Maintenance)  
Building Surveyor (Condition & ME)  
Parks & Green Spaces Manager  
Green Spaces Officer  
Head of Community Services  
Infrastructure Manager  
Leisure Contracts Officer  
Museums Services Manager  
Principal Community Engagement Officer  
Property & Asset Manager  
Recycling & Waste Officer  
Snr Leisure Contracts Officer  
Snr Waste Contracts Officer  
Waste Contract Officer

##### **Finance**

Revenues Inspector  
Senior Revenues Inspector

# Council Performance & Budget Summary

## Appendix K: Pay Policy Statement

### **Housing**

Adaptations & Grants Administrator  
Affordable Housing Officer  
Building Surveyor  
Choice Based Lettings Assistant  
Choice Based Lettings Officer  
Estate Services Team Leader  
Homeless Assessment & Prevention Officer  
Housing Caretaker  
Housing Officer (Neighbourhood Management & Income)  
Housing Options Co-Ordinator (CBL Temporary Accommodation)  
Housing Options Co-Ordinator (Preventions & Options)  
Housing Options Co-ordinator (Special Projects)  
Housing Support Officer  
Leasehold Management Officer  
Principal Policy & Development Officer  
Private Sector Housing Officer  
Senior Building Surveyor  
Senior Building Surveyor (Grants, Aids & Adaptations)  
Senior Caretaker  
Senior Projects Surveyor (Domestic Electrical Services)  
Temporary Accommodation Assistant  
Tenancy Services and Performance Manager  
Tenancy Support Officer  
Transfers Officer  
Trainee Building Surveyor  
Assistant Repairs Surveyor  
Private Rented Sector Access Officer

### **Legal, Democratic & Regulatory Services**

General Enforcement Officer  
Senior General Enforcement Officer (Business Compliance)  
Senior General Enforcement Officer (Environmental Compliance)  
General Enforcement Officer (Parking Services)  
Specialist Officers  
Corporate Health & Safety Specialist Officer

# Council Performance & Budget Summary



## Appendix K: Pay Policy Statement

### **Planning & Building Control**

Arboricultural Assistant

Arboricultural Officer

Assistant Building Control Officer

Assistant Development Management Planning Officer

Building Control Manager

Building Control Officer

Compliance & Monitoring Officer

Deputy Development Management Team Leader

Design & Conversation Officer

Development Management Planning Officer

Development Management Team Leader

Landscape & Arboricultural Assistant

Lead Development Planner

Planning Investigations Officer

Planning Investigations Team Leader

Senior Building Control Officer

# Council Performance & Budget Summary

## Appendix L: Staff Awards Update



The annual staff awards recognise the achievements of Council officers in improving customer service, working together for the good of the community, leading teams and supporting colleagues. This year's ceremony was held on Tuesday 15 December. There were over 63 nominations.

The award winners are:

### **Customer Service Improvement Award**

**Winner: Helen Burridge, Community Engagement Officer**

This award is presented to a team or individual that/who has greatly improved a service for customers by using new and creative ways to improve service delivery. This includes efficiency, effectiveness, financial savings or public relations.

Helen won the award for her hard work in improving the Council's annual events programme. She is evolving community events so they are higher quality, more cost effective, reach and engage more people, and are fun for all who attend.

### **Working Together Award**

**Winners: Sinkhole Response Team including Paul Blande, Helen Wright, Claire Wainwright, Jenny Swatton, Debbi White, Emma Edgell, Tony Marmo, Carlton Lomax, Lawrence Pratt, Michael Keown, Jeremy Saxton, Isabel Bennett, Rebecca Hillman, (and 'Reception Centre' team) and Lorraine Dawson (and 'Contact Centre' team).**

This award is given to a team or individual that/who has overcome a particular issue that could only be resolved by working together to improve customer experience.

The well-publicised sink hole that opened on 1st October 2015 proved to be one of the most challenging emergencies the Council has dealt with in recent years. This involved departments across the Council co-ordinating support to affected residents and liaising with other agencies. This included the County Council, Highways, Police, utility companies and other emergency responders.

This team worked tirelessly to ease this stressful time for our residents, receiving praise from the community and from councillors for their commitment to finding solutions.

### **Leader of the Year Award**

**Winner: Alex Berry, Electoral Services Manager**

This award recognises an individual whose leadership stands out, demonstrating trust, honesty, respect for others, cooperation, transparency and a commitment to improvement.

Alex and his team faced significant challenges throughout 2015 requiring strong leadership. This year saw the introduction of Individual Electoral Registration, the implementation of a new software system and the 2015 local and Parliamentary elections. His team confirmed that it was Alex's leadership that enabled each project to run smoothly and be delivered efficiently.

# Council Performance & Budget Summary

## Appendix L: Staff Awards Update



### **Colleague of the Year Award**

**Winner: Doug Rieger, Senior Building and Facilities Assistant**

This award is given to an individual whose commitment to, and support of, their colleagues across the Council has stood out above the rest.

In his Building Services role Doug is a familiar face to all around the building. His kind and courteous manner, together with his reputation of striving to help with any problem presented to him, won him this award.

Doug's commitment to the building, staff and visitors is exemplary. His willingness to volunteer for extra duties whenever the need arises is clear. In his managers' words "Doug not only goes the extra mile for the Council, but runs a whole marathon on top".

### **Special Recognition Award**

**Winner: Liz Goode, Technical Support Supervisor**

This one-off award was given this year in recognition of one member of staff who was nominated multiple times and across all four categories. They were nominated by their team, line manager and departmental manager and placed in the top 3 for two separate awards

Liz's has demonstrated commitment and support to the Planning Department's Technical Support section by developing the talent in the team when resourcing has been exceptionally challenging. After being appointed as Technical Support Supervisor in Spring 2014, Liz has gone on to complete her NVQ. She has played a key role in recruiting members of staff, both permanent and apprentices – creating a constant stream of talent for the department.

### Context and Role of the City Centre Partnership

The Council's Economic Development work is focused on four priority areas, one of which is to work with local retailers to support retail growth.

This has involved supporting the establishment of a business-led St Albans City Centre Partnership (CCP). The CCP has recently launched a campaign to establish a Business Improvement District (BID) for St Albans City centre.

The partnership is chaired by Phil Corrigan, Centre Manager of the Maltings Shopping Centre. Last year the Partnership appointed a City Centre Manager, Richard Marrett, to lead the delivery of its work programme. The Council is represented on the Board of the CCP by Cllr Read, as Portfolio Holder.

### Establishment of a Business Improvement District (BID)

Work is underway to establish a BID for St Albans City centre.

A BID is a business led partnership to deliver additional services to local businesses. BIDS are created through a ballot process described below. A BID decision requires support from businesses before it can go ahead.

A BID is a defined area in which a levy is charged on all business rate payers. This levy is used to develop projects that will benefit businesses in the local area.

The Local Authority is responsible for the collection, administration and enforcement of the levy. There is no limit on what projects or services can be provided through a BID.

The only requirement is that it should be something that is in addition to services provided by local authorities.

In the proposed St Albans BID area there are approximately 500 businesses. The CCP has indicated that it expects to propose a levy of 1.8% of the rateable value of the businesses. This would generate around £500,000 a year. If the BID is successful, the annual levy will be collected by the Council with the business rates, on behalf of the BID company.

The Council will also be required to pay the levy for the business properties it owns in the area. For this reason, it will have voting rights in the BID ballot.

The CCP has identified the following focus areas to support with the levy:

- **Appearance:**
  - This could include Christmas lights, floral displays, uniform street furniture, gum and graffiti removal, street rangers
- **Leisure:**
  - Events, festivals, markets, destination management
- **Business:**
  - Training, accurate footfall data, Chamber of Commerce, subsidised parking
- **Awareness:**
  - Advertising, PR, digital marketing, App, creation of a destination city
- **Network:**
  - Communication, partnership, economies of scale, collaboration

The CCP has produced a BID brochure – see: <http://www.stalbansbid.com/>.

## Appendix M: Business Improvement District (BID) update

A project group of Council officers is working with the CCP on key aspects of the BID in which the Council has a role. These include:

- **Determining a baseline for existing Council services.** This will provide more clarity for the CCP on what level of service the Council provides and will continue to provide, and therefore what additional services can be developed through the levy;
- **Identifying the businesses** that fall within the area and drawing up a database of individuals to whom the ballot papers will be sent;
- **Organising the BID election.**

The above areas of work will require additional Council resources particularly in the Business Rate and Elections teams.

There will also be some one-off administrative costs that will be paid by the Council, such as the costs (about £5,000) of running the election. This will be met through residual LABGI (Local Authority Business Growth Incentives) monies which can be used for economic development activities.

### Timescale and next steps:

The CCP's proposed ballot day is Thursday 10 November 2016. The final decision of the date of the ballot rests with the Returning Officer. Key dates are outlined in the table below.

The BID legislation says the local authority should be satisfied with the submission from the BID proposer, which will impact on a variety of Council services. It is recommended therefore that Cabinet takes this decision (expected to be in July 2016) and gives the Returning Officer the necessary authority to hold the ballot.

CCP's BID consultation starts	Jan 2016
Confirmation of BID map and number of hereditaments	Feb 2016
Submission of CCP's BID proposal including business plan	June 2016
Cabinet decision on BID proposal and business plan and instructs to Returning Officer to hold the ballot	July 2016
CCP's notification of ballot to Secretary of State and Council (needs to be at least 84 days before date of ballot)	18 <sup>th</sup> Aug 2016
Voting list confirmed	Sept 2016
Notice of ballot by Ballot holder (needs to be at least 42 days before day of ballot)	29 <sup>th</sup> Sept 2016
Ballot papers sent to voters by	13 <sup>th</sup> October 2016
Day of ballot	10 <sup>th</sup> November 2016



### **REPORT OF THE INDEPENDENT REMUNERATION PANEL ON MEMBERS' ALLOWANCES**

1. A review of the current Scheme of Members' Allowances was conducted by the Independent Remuneration Panel, which held 3 meetings between 5 October and 14 December 2015. The report of the Panel is set out in the link below.

<http://stalbans.moderngov.co.uk/documents/s50019791/Report%20of%20the%20IRP%20December%202015.pdf>

2. The Panel considered the evidence listed on the final page of its report. The Panel is recommending no changes in 2016/17 to the current levels of the basic allowance, the Special Responsibility Allowances, the child care and dependant relatives' allowance and travelling and subsistence allowances.

3. In the event of the recommendations of the Panel within its report being accepted by the Council, there will be no financial impact on the Council. Budget provision of £430,040 for 2016/17 is sufficient to cover the recommended allowances.

4. At its meeting on 24 February, Council will need to consider and approve a new scheme of Members' Allowances to operate from 1 April 2016 until 31 March 2017. In so doing, the Council is required by regulation to have regard to the recommendations of an Independent Remuneration Panel.