

Council Performance & Budget Summary

February 2018

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

Appendices

- A. Planning Update
- B. Asset Maintenance Quarterly Report
- C. Community Right to Bid – Schedule of Decisions
- D. Portfolio Holder Working Party and Task & Finish Groups Update
- E. Advisory Groups and Partnerships Update
- F. ICT Service Update
- G. Long Term Vacant Properties Update (Part 2)

Recommendations

- 1.1 That Cabinet notes the Council Performance and Budget Summary (February 2018) and its appendices.
- 1.2(a) That Cabinet approves the sale of properties on the former Museum of St Albans site for sums to be agreed by the Deputy Chief Executive (Commercial and Development) in consultation with the Portfolio Holder for Resources and the Portfolio Holder for Commercial and Development; and
 - (b) That finalisation of terms and completion of the sales be delegated to the Deputy Chief Executive (Commercial and Development) in consultation with the Portfolio Holder for Resources and the Portfolio Holder for Commercial and Development.

Former Museum of St Albans (MoStA)

The former MoStA site on Hatfield Road is currently being redeveloped for housing for sale. Building work is on schedule with the first completions due in November 2018.

It is planned to offer the first phase for sale off plan; with marketing by the Council's selling agents expected to start in April 2018.

In order to progress sales, Cabinet is requested to agree the resolutions set out at 1.2 of this Council Performance & Budget Summary.

Re-tendering of Car Parking Contracts

Following customer workshops supporting the parking service procurement work, we will be undertaking a further six week consultation with residents and other stakeholders. This will begin in the coming weeks and will seek additional feedback as required under section 3 of the Local Government Act. The results will be fed back to the relevant Councillors to help in their decision making on the options for provision of the future service.

Commentary

The table below provides commentary for indicators giving more detailed explanation and any action the Council is taking to improve performance where appropriate.

	Measure	Comments
R	Average time to re-let dwellings (excluding temporary accommodation) (days)	The cumulative average time accommodation is left empty ('void') is the same as the previous month. We have authorised the use of a sub-contractor on these properties to assist the contractor in carrying out the works within target time. Both the contractor and sub-contractor continue to be closely monitored to improve performance. The re-let time for February voids was within target.
R	Rent arrears of current tenants as a percentage of rent due	<p>Rent arrears in cash terms increased by £18,000 between January and February. This is £10,000 lower than the rise for the same period in 2017.</p> <p>The income team still has a vacancy, but recruitment is now complete and we are hoping the successful candidate will be in post in April. Once this happens we should then be able to more clearly evaluate the impact of our new software system.</p> <p>Staff continue to call tenants in arrears in the evening to collect rent. This is showing success and reinforces the message that rent collection is a priority within the service.</p>
G	Number of households in temporary accommodation & Average time in temporary accommodation	The number of households in temporary accommodation has fallen. This is due to the opening of 34 new flats at a new housing association development, Lauchlin Court, which has led to offers of permanent accommodation.
A	Percentage of Council's planning decisions supported at appeal (cumulative 12 month)	<p>In February 2018, only four appeal decisions were received. All appeals were dismissed and so 100% of the Council's decisions were supported in the month. This continues the upward trend towards achieving the overall target.</p> <p>Three of the dismissed appeals related to schemes for domestic extensions, including one in the Metropolitan Green Belt. The two cases outside the Metropolitan Green Belt were found to have unacceptable impacts in character and appearance terms. The Metropolitan Green Belt case was found to be harmful in Green Belt terms. This illustrates that although Local Plan Policies 69 and 72 are of some age, they are still found to be consistent with the National Planning Policy Framework. They continue to be given weight by appeal Inspectors. The other dismissed appeal related to an additional dwelling to be added to an existing terrace. This was found to have an unacceptable impact on the amenities of the occupiers of neighbouring dwellings.</p> <p>Costs claims were submitted in two of the cases (the new dwelling and one of the domestic extensions). The claim for the new dwelling was not successful. A partial award of costs was allowed in the extension case. The wording of the refusal was not specific enough and the Council was not able to substantiate the reasoning in respect of living conditions</p>

	Measure	Comments
		<p>and parking.</p> <p>Senior officer analysis of appeal decisions will continue so performance in future months can improve. Senior officers continue to carefully consider recommendations for refusal to ensure that decisions can be defended at appeal.</p>
A	<p>Visits to Visitor Information Centre and www.enjoystalbans.com</p>	<p>Visits to www.enjoystalbans.com have fallen year on year from 16,648 in February 2017 to 15,530 in February 2018. Visits to the site continue to be affected, we believe, by both the static content / lack of related social media marketing and specialist websites like Airbnb and TripAdvisor with integrated reviews and booking options. The Council is looking together with the Business Improvement District at how the website marketing, along with social media marketing and PR, could be improved.</p> <p>There were 1,032 visits to the Visitor Information Centre (VIC), a slight decrease from 1,199 visits in the same month last year. Cold weather at the end of the month contributed to lower footfall.</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.

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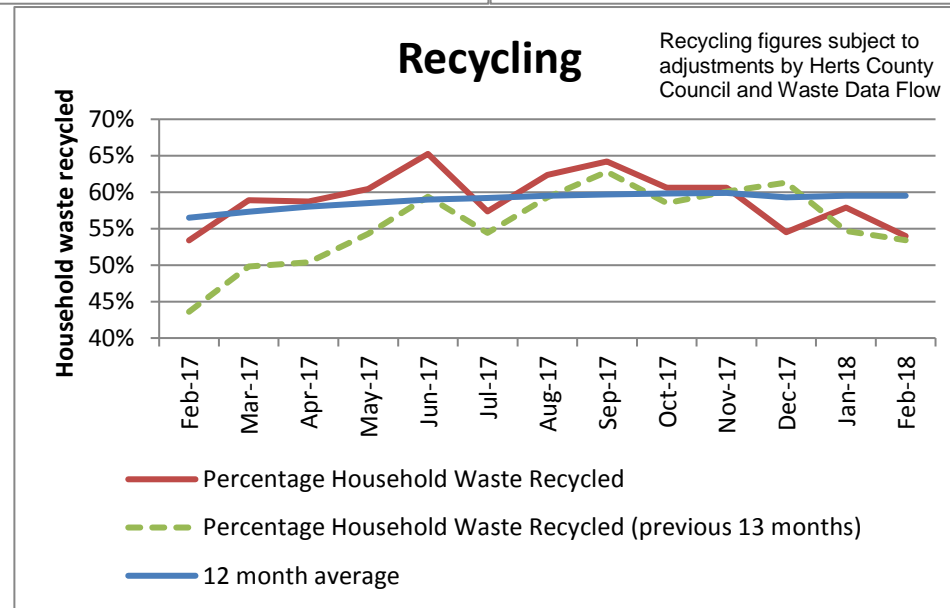
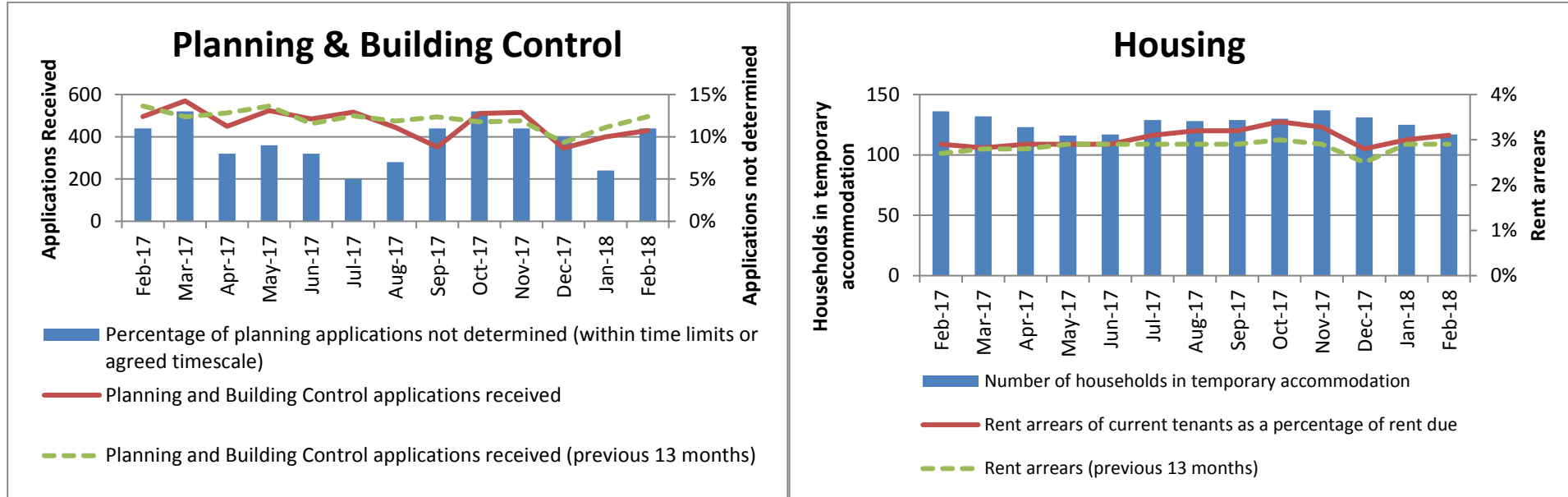
February 2018



	Bigger or Smaller is Better	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	TARGET	
Finance	Forecast budget variance at the year end (General fund for year in question)	Smaller	-2.5%	-6.0%	0.0%	0.0%	-2.2%	-3.6%	-3.8%	-4.4%	-3.9%	-3.4%	-3.6%	-4.0%	-3.3%	0.0%
Housing	Average time to re-let dwellings (excluding temporary accommodation) (days)	Smaller	23	26	33	37	34	34	36	35	35	34	33	33	33	26
	Average time vacant for current voids (excluding temporary accommodation) (days)	Smaller	20	29	32	30	23	24	25	26	28	33	25	24	25	26
	Percentage of rent loss due to voids	Smaller	1.3%	1.3%	0.9%	1.0%	0.9%	0.8%	0.8%	0.8%	0.9%	0.9%	0.8%	0.8%	0.8%	Trend
	Rent arrears of current tenants as a percentage of rent due	Smaller	2.9%	2.8%	2.9%	2.9%	2.9%	3.1%	3.2%	3.2%	3.4%	3.3%	2.8%	3.0%	3.1%	2.6%
	Number of households in temporary accommodation	Smaller	136	132	123	116	117	129	128	129	130	137	131	125	117	Trend
	Average time in temporary accommodation (weeks)	Smaller	29	28	29	28	27	25	24	25	24	26	27	27	26	Trend
	Percentage of repairs completed on time	Bigger	97%	96%	100%	99%	98%	99%	97%	92%	100%	100%	97%	100%	99%	98%
	Total number of households in receipt of Housing Benefit and/or Council Tax support	Smaller	6,951	6,920	6,934	6,896	6,899	6,861	6,836	6,831	6,812	6,778	6,678	6,705	6,642	
	Days to process Housing Benefit new claims	Smaller	18.0	22.3	21.0	22.4	21.3	17.4	26.3	23.1	24.6	24.1	28.6	17.9	15.5	22
Days to process Housing Benefit change in circumstances	Smaller	2.6	7.2	7.0	6.8	7.1	6.0	7.7	8.6	10.3	9.0	8.1	5.6	2.3	7	
Planning & Building Control	Planning and Building Control applications received (including pre-app, trees and condition discharge)		495	570	449	524	485	517	444	351	510	515	346	400	430	
	Percentage of Council's planning decisions supported at appeal (cumulative 12 month)	Bigger	52%	53%	56%	58%	60%	60%	58%	59%	57%	57%	62%	62%	65%	66%
	Percentage of planning applications not determined (within time limits or agreed timescale)	Smaller	11%	13%	8%	9%	8%	5%	7%	11%	13%	11%	10%	6%	11%	25%
	Number of planning applications at end of month that have not been determined in time	Smaller	32	44	36	44	47	18	17	23	23	12	21	29	21	50
Community Services	Parking Penalty Charge Notices issued	Smaller	1,389	1,494	1,469	1,513	1,743	1,575	1,660	1,610	1,969	1,910	1,488	1,386	1,448	Trend
	Percentage of Parking Penalty Charge Notices paid	Bigger	87%	92%	85%	90%	82%	87%	90%	91%	81%	88%	99%	89%	90%	80%
	Fly-tipping incidents	Smaller	87	139	99	87	140	125	105	97	80	88	57	82	90	Year-on-year Trend
	Number of missed waste collections per 100,000	Smaller	28	40	35	32	37	32	32	35	34	30	29	33	29	40
Commercial & Development	Visits to Visitor Information Centre and www.enjoystalbens.com	Bigger	17,847	18,152	24,944	24,783	35,185	28,421	28,587	28,470	35,153	67,938	52,822	16,714	16,562	Year-on-year Trend
	Museum visits	Bigger	12,084	12,625	14,079	15,326	16,847	14,378	16,073	14,714	14,441	10,914	4,407	11,745	11,557	Year-on-year Trend
External	Claimant count	Smaller	740	785	790	810	805	820	810	825	810	805	835	845	945	
	All crime (in month)	Smaller	775	941	783	833	812	925	760	831	845	928	N/A*	N/A*	N/A*	Trend
	Anti-social behaviour incidents (in month)	Smaller	276	319	363	397	398	363	297	332	327	267	N/A*	N/A*	N/A*	Trend

* The Hertfordshire Community Safety Portal is undergoing maintenance; data will be added when accessible. See report to January Cabinet for latest quarterly data:
http://www.stalbens.gov.uk/Images/PR_PerformanceBudgetSummary201801_tcm15-63275.pdf

Performance Summary February 2018



Council Performance & Budget Summary

Appendix A: Planning Update

Planning Performance

The table below shows the Council's performance against the Department for Communities and Local Government's (DCLG) planning performance thresholds.

Colour coding for table: Green – performance above threshold.

Measure and type of applications	Bigger or Smaller is Better	Current cumulative performance in assessment period	DCLG's 2019 estimated thresholds and 2 Year assessment periods	Performance over 2018 2 Year Assessment period	DCLG's 2018 thresholds and 2 Year assessment periods	
Speed of major development (% determined in time)	Bigger	93.1% (Oct 2016 to Feb 2018)	70% (Oct 2016 to Sept 2018)	80.5% Actual (Oct 2015 to Sept 2017)	60% (Oct 2015 to Sept 2017)	
Quality of major development (% overturned at appeal)	Smaller	7.2% (Apr 2016 to Feb 2018)	7.5% (Apr 2016 to Dec 2018)	5.6% Actual (April 2015 to March 2017)	10% (April 2015 to March 2017)	
Speed of non-major development (% determined in time)	Bigger	92.5% (Oct 2016 to Feb 2018)	75% (Oct 2016 to Sept 2018)	82.6% Actual (Oct 2015 to Sept 2017)	70% (Oct 2015 to Sept 2017)	
Quality of non-major development (% overturned at appeal)	Smaller	2% (Apr 2016 to Feb 2018)	7.5% (Apr 2016 to Mar 2018)	2.5% Actual (April 2015 to March 2017)	10% (April 2015 to March 2017)	

The table below shows the Council's performance and trend against Government and local targets.

Application Type	Target	% in time Jan 2018 (Bigger is Better)	Average Jan 2018 (Smaller is better)	Average Dec 2017	Average Nov 2017	Average Oct – Dec 17-18	Average July-Sept 17-18	Average April-June 17-18
'Out of time applications'	No more than 50 (local)	-	21	22	21	23	20	40
Major Applications*	13 weeks (national) 50% in time	50%	28 weeks	27.5 weeks	8.9 weeks	16.2 weeks	17.6 weeks	39.7 weeks
Minor Applications	8 weeks (national) 65% in time	92.6%	9.5 weeks	11 weeks	8.8 weeks	11 weeks	10.7 weeks	10.3 weeks
Householder Applications	8 weeks (national) 80% in time	94.6%	8.8 weeks	8.4 weeks	7.1 weeks	7.7 weeks	8 weeks	8.3 weeks

Colour coding for table: Green- performance above target.

* Large fluctuations can occur since we deal with relatively few major applications.

Applications where an 'extension of time' is agreed will have taken longer than 8/13 weeks, but are still considered 'in time'.

Local Plan

The recent six week consultation closed on 21 Feb 2018.
We received approximately 2400 responses.

1393 people responded through the consultation portal.
875 people completed the hard copies of the booklet survey delivered to local homes.
128 people sent in comments by email.
10 people sent in comments by letter.

Over 154 responses have been received to the 'call for sites'.

Potential Plan Making Intervention

The Secretary of State (SoS) is currently considering the formal response letters submitted by councils (including ours) following his intervention announcement before Christmas. Officers have answered an informal request from the Secretary of State's officials for further information on the programming / timetable for preparing a new Local Plan.

Harpenden Neighbourhood Plan Submission

The Council has received Harpenden Town Council's draft Neighbourhood Plan submission. Once we are satisfied that all relevant regulations have been met, it will be advertised for statutory consultation for six weeks (under Regulation 16), prior to independent examination.

The District Council's steps at these stages are procedural.

Enviro-tech Enterprise Zone

The Enterprise Zone Board met on 9 February 2018. The Board approved the Enterprise Zone (EZ) funding on the Building Research Establishment's Open Innovation Hub. The EZ Terms of Reference for EZ Board and Sub groups cash flow forecasting were reviewed. The review of the pooling agreement, which regards the ratios for sharing business rates surplus will be carried forward to the next Board meeting. The next EZ Board meeting is scheduled on 27th April 2018.

London Luton Airport – Development Consent Order

In December 2017 London Luton Airport launched its 'Vision for Sustainable Growth 2020-2050'. On 26 February 2018, officers attended an introductory presentation outlining the project vision. The presentation also includes the potential use of a Development Consent Order. This is a process whereby Nationally Significant Infrastructure Projects are considered by The Planning Inspectorate, rather than Local Planning Authorities. Officers were advised that non-statutory consultations with stakeholders and neighbouring communities would take place in mid-2018.

Future meetings involving officers, particularly to shape any Environmental Impact Assessments, are likely.

There is also a meeting of the Council's Airport Working Group, chaired by Councillor Pawle on 14 March 2018.

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Appendix A: Planning Update



Significant Planning Applications

Planning Decisions (Note 1*)	Decision/comments
<p>Land at Three Cherry Trees Lane and Cherry Tree Lane (5/2016/2845) 600 dwellings, land for primary school, local centre uses (A1, A3, A4, A5, D1, D2), landscaping open space and play areas. Cross-boundary outline planning application falling within Dacorum Borough Council (DBC) and St Albans City and District Council administrative areas. (Approx. 150 dwellings in the District) <i>Delegated</i></p>	<p>DBC's committee has resolved to grant permission subject to a S106 Agreement*. Further clarification has been received that no referral to the Secretary of State is required. Negotiations on the S106 Agreement* continue to secure matters including: affordable housing; education provision; HCC services; sustainable transport, highway works and travel plan; phasing, and healthcare provision.</p>
<p>Former Radlett Aerodrome</p> <p>Three applications for Reserved Matters approval:</p> <p>5/2016/3006 (Development site – details of buildings, etc in the terminal itself) 5/2017/1938 (Infrastructure) (Includes area at new junction on A414) 5/2017/1995 (Landscaping) (Includes area at new junction on A414) <i>Planning Referrals Committee</i></p> <p>Sixteen 'discharge of conditions' applications submitted:</p> <p>(5/2016/2880, 5/2016/2881, 5/2016/2962, 5/2016/2963, 5/2016/3003, 5/2016/3004, 5/2016/3005, 5/2016/3013, 5/2016/3187, 5/2017/0865, 5/2017/0869, 5/2017/0870, 5/2017/0871, 5/2017/1168, 5/2017/2599, 5/2017/2770) <i>Delegated</i></p>	<p>Negotiations continue in respect of the county park. Further revised information is expected in the next few weeks which will be the subject of a public consultation.</p>
<p>Building Research Establishment (BRE), Bucknalls Lane, Bricket Wood (5/2017/1550) Full planning application for: Demolition of existing buildings and construction of 100 dwellings with associated access from The Kestrels, landscaping, parking and infrastructure. <i>Planning Referrals Committee</i></p>	<p>Committee has resolved to grant conditional planning permission subject to the completion of the S106 Agreement. This is to secure affordable housing (35%), a bus service scheme, infrastructure contributions, a water scheme and a woodland management plan. Negotiations continue on the S106 Agreement*. The completion of the S106 Agreement is due by 30 April 2018.</p>

Council Performance & Budget Summary

Appendix A: Planning Update

Planning Decisions (Note 1*)	Decision/comments
<p>Civic Centre (South) Victoria Street St Albans (5/2017/1060) Full planning application for: Demolition of existing buildings and redevelopment of site consisting of 86 residential units, 2,101sqm commercial floorspace (flexible uses class A1-A4, B1, D1) and 2,697sqm office floorspace with associated works, access, parking and landscaping. <i>Planning Referrals Committee</i></p>	<p>Committee has resolved to grant conditional planning permission subject to the completion of a S106 agreement* to secure affordable housing (35%), infrastructure contributions, fire hydrant provision and a travel plan. Negotiations are continuing on the S106 Agreement. The completion of the S106 Agreement is due by 30 April 2018.</p>
<p>Pan Autos Site, 22-24 Grove Road, Harpenden, AL5 1PX (5/2017/3209) Outline application (access, layout and scale sought) for demolition of existing and construction of three blocks comprising four, one bedroom and 39, two bedroom flats with associated underground and surface level parking, amenity space and associated works <i>Delegated</i></p>	<p>The application is currently pending consideration including seeking professional advice in respect of the viability appraisal which forms part of the application submission.</p>

Planning Consultations (Note 2*)	Decision/comments
<p>Land at Junction of Lower Luton Road and Common Land, Harpenden (5/2017/2733) Proposed application for the construction of 6 new FE school buildings, vehicular access/egress onto the Lower Luton Road, vehicular access onto Common Lane, two pedestrian accesses/egresses onto Common Lane, car parking, cycle storage, coach parking, playing fields, tennis courts/multi-use games area, surface water attenuation measures, hard and soft landscaping and other associated development.</p>	<p>The District Council was a consultee, with Hertfordshire County Council (HCC) as the decision-maker on this new secondary school. The application was determined by the County Council on 19 February 2018, where it resolved to Grant planning permission. The County Council has referred the application to the Secretary of State to consider whether he wishes to call in the application for his own determination. This is because the application represents a departure from Green Belt policy.</p>
<p>Former Hatfield Aerodrome / Ellenbrook Country Park (HCC Ref: 5/0394-16) Application for the establishment of a new quarry on land at the former Hatfield Aerodrome, including a new access onto the a1057, aggregate processing plant, concrete batching plant and other ancillary facilities, together with the importation of inert fill materials for the restoration of the minerals working at land at Hatfield Aerodrome, off Hatfield road.</p>	<p>Hertfordshire County Council (HCC) granted planning permission 25 January 2017 for mineral works, subject to conditions and signing of a S106 agreement. There have been ongoing discussions between St Albans City and District Council (SADC), Welwyn-Hatfield Borough Council (WHBC), HCC, and the landowner Arlington. The purpose is to establish the Trust by agreeing the comprehensive landscaping scheme and securing</p>

Council Performance & Budget Summary

Appendix A: Planning Update



	the long-term management and maintenance of the Country Park. This will ultimately be the responsibility of the Trust. SADC, WHBC and HCC are awaiting an updated Landscape Management Document.
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* Section 106 (S106) financial contributions can be secured from developers in certain circumstances, through the planning process.

Notes:

- (1) Where St Albans City and District Council is the determining authority.
- (2) Where St Albans City and District Council is a consultee.

Council Performance & Budget Summary

Appendix B: Asset Maintenance Quarterly Report

Corporate Property

Work done during last quarter	Anticipated Date	Date Completed
Westminster Lodge Running Track – restored floodlighting to full capacity (28 to 40).	October 17	November 17
Clarence Park Hockey Pitches – restored floodlighting to full capacity (24 to 32).	October 17	November 17
Harpenden Sports Centre – replaced boiler.	November 17	November 17
Sandridge Gate Business Centre – restored floodlighting to main entrance road.	October 17	December 17
Foxcroft – playground renewal – funding includes S106 monies and Veolia community grant.	February 2018	February 2018

Forthcoming Projects	Anticipated Date
Alban Way – woodland management, improved access routes and Phase 1 works to restore the Smallford Station Ticket Office. This is part of a larger project being managed by an external organisation. The whole project is expected to be completed by Autumn 2018.	Autumn 2017 – Autumn 2018
Rothamsted Park - 124m ² of repairs to main Avenue pathway where uneven.	March 2018
Council Offices – replacing outer main entrance doors.	March 2018
Hatfield Road Cemetery – replacing carpet to entire office area.	March 2018
Hatfield Road Cemetery – internal road and footpath resurfacing. Return of quotations due March 2018.	Spring 2018
Fleetville Recreation Ground – footpath resurfacing funded from S106 and CNC allocations.	Spring 2018
Verulamium Park – localised footpath widening (short section from the car park nearest to the Athletics Track).	Spring 2018
Verulamium Museum – replacing flooring of stairs down to changing rooms.	April 2018
Clock Tower – structural repairs specification being prepared but timing of works to be agreed with Friends of the Clock Tower.	Spring/ Summer 2018
Clarence Park – installation of road humps in parking area. Funded from Herts County Council grant.	Summer 2018
Westminster Lodge Running Track – resurfacing of all synthetic areas (part funded by S106 monies).	Start August 2018

Notes

- Total budget for 2017/18 for corporate repairs and maintenance (including City Neighbourhoods Committee, and Parish Special Expenses) is £1,007,010. Total spent and/or committed to 8 March 2018 is £918,653. Based on our recent forecasts we anticipate spend being to budget by the end of March. The flood lights at Clarence Park and Westminster Lodge were originally reported towards the end of August 2017. The lights are difficult to get and often have to be imported from Europe which can delay the replacement works. It is our practice to replace a number of lamps at the same time (usually around 10) before the loss of light impacts on the sporting events.

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Appendix B: Asset Maintenance Quarterly Report

Housing Capital Projects

Work planned in 2017-18	Contractor	Target to 31.03.18	Completed by 20.02.18	Expenditure to 20.02.18
Gas boilers – new energy efficient boiler installation – District-wide: We currently supply AA rated condensing boilers in accordance with Doc L of the Building Regulations. We have installed 3,350 new energy efficient boilers since 2011 in Council-owned homes. That represents 72% of the 4,696 properties in our portfolio. This leaves 1,346 properties (28%) left to upgrade. The remaining properties will have boiler upgrades completed by 2020, making a significant contribution to energy efficiency in local homes.	Watret	426	455	£724,513
Kitchens – replacement kitchens, District-wide	Borras Construction Ltd	260 107	107	£785,225
Bathrooms – replacement bathrooms, District-wide		260 101	101	
Electrical rewires – District-wide	Penmilne Electrical Ltd	88	90	£152,036
Electrical testing – District-wide		542	616	£47,180
External re-decorations – District-wide	Bell Decorating Group Ltd	268	276	£201,305
Window and door replacements – District-wide Since 2011, we have installed 2,341 properties (39% of the estate) with high environmental standard Grade A windows and doors. This is better than the Window Energy Rating of C required under Building Regulations. The remaining 61% (3,701) *properties will be upgraded by 2021. Our current contract specification is for A rated windows however we will be fitting AA+ when we renew the contract. *includes leasehold properties	Anglian Windows	205	190	£604,823

Notes

- Total budget for 2017/18 for HRA Capital Programme is £3,602,000. Total spend to 8 March 2018 is £2,945,851. Although there is likely to be an underspend due to the reduced Kitchen and Bathroom programme we anticipate closing the gap significantly by the end of March.
- We have revised our targets for the Kitchen and Bathroom replacement programme as we have found that following surveys fewer units need to be replaced than anticipated. Also, once we have identified that units need to be replaced the tenant has the option as to whether to have the work done. Many choose not to proceed with a replacement.

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Appendix B: Asset Maintenance Quarterly Report

Status of Key Issues

Property/ Asset	Issue	Progress/ Comments
Proposed dual use Verulamium Park Bridge (Portfolio Holder: Beric Read)	Delay to start of project from Summer 2017 to Spring 2018.	<p>Preparatory work on this project started over a year ago, including preparing tender documents for consultancy work to procure a detailed design. Part way through the procurement process, the Infrastructure Manager left the Council and there was a delay while we recruited his successor.</p> <p>The tender process was unsuccessful and the new Infrastructure Manager is now reviewing the tender documents to ensure they are fit for purpose.</p> <p>Given the previous delays, we are prioritising, this project and we expect to send out quotation requests in April 2018.</p>
Green Ring Cycle Route (Portfolio Holder: Beric Read)	Completion of the Green Ring was delayed. The last remaining section required planning permission because it connects to a classified road (Sandpit Lane).	A revised planning application was submitted on 15 June and was given consent by the Planning Committee on 27 November. We are proposing to undertake works to construct this section in April to take advantage of milder and dryer weather conditions. The official opening will take place in late May.

Council Performance & Budget Summary

Appendix C: Community Right to Bid – Schedule of Decisions



Decisions

Asset name	Owner	Nominated by and date	Recommended Decision & Date	Reasons	PH Approved/ Date of Final Decision
No decisions were made during the last period.					

There are no applications awaiting decision or validation

Reviews/ Appeals

Asset name	Owner	Date of Review/ Appeal	Decision & Date	Reasons/ Comments
Bedmond Fields, Bedmond Lane, St Albans	Banner Homes Limited	21 November 2017 at the Court of Appeal (now 20 February 2018)	Decision awaited	Following the Upper Tribunal's decision not to grant leave to appeal to the Court of Appeal, the asset remains listed. However the appeal to the Court of Appeal for a hearing on legal issues continues. This was listed on 21 November 2017 but has been deferred to 20 February 2018. At time of publication we are awaiting the outcome of the hearing.
The Old Fox Public House School Lane Bricket Wood	Mr D Heffernan	22 March 2018 review hearing	To be confirmed	

Council Performance & Budget Summary

Appendix D: Portfolio Holder Working Party and Task & Finish Groups Update



Portfolio Holder Working Party or Task & Finish Group¹							
Group	Date or expected date of next meeting	No. of meetings in 3rd and 4th quarters	Average No. of officers attending each meeting in quarters 3 and 4 (nearest whole number)	Chair (2017/18)	Lead Officer(s)	Council representatives in 2017/18	Estimated Cost
St Albans Christmas Market portfolio-led Task and Finish Group	TBC - 5 or 12 March 2018	4	1	Cllr Read	Liz Marcy	Cllrs Rowlands, Mills, Mead, Harrison, Heritage, Clarke	£4,000
Budget Scrutiny Task and Finish Group	Complete	3	4	Cllr White	Colm O'Callaghan & Linda Parker	Cllrs White, Bolton, Grover, Hodgson, Mills, Rowlands, Wright	£3,000
Digital Transformation Project Task and Finish Group	Complete	3	4	Cllr Hodgson	Simonne de Vall & Caroline Croft	Cllrs Hodgson, Day, Gardner, Yates, Mead, Wright	£3,000
Regulatory Functions Task and Finish Group	Complete	3	2	Cllr Wood	Maria Stagg	Cllrs Churchard, Harris, Mead, Wood	£3,000

¹ This list does not include main Scrutiny Committees, Community Safety Working Party, Licensing or Audit Committees.

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Appendix D: Portfolio Holder Working Party and Task & Finish Groups Update



Car Parking WP	3 July 2018	2	1	Cllr Read	John Charlton	Cllrs Read, Campbell, Gordon, Rowlands, Donald, Maynard	£2,000
Member Development Steering Group	TBC - March 2018	2	2	Cllr Davies	Rhiannon Leary	Cllrs Davies, Hodgson, Read, J Smith and White.	£2,000
Democratic Services and Electoral Arrangements Review	Final meeting TBC	3	2	Cllr Read	Elizabeth Heath	Cllrs Clark, Crawley, Hodgson, Hudspith, Pakenham, Read, White and Wright	£3,000
River and Lake Working Group	A further potential meeting may take place.	1	3	Cllr Chichester-Miles	Dan Flitton	Cllrs Chichester-Miles, Curthoys, Campbell, Chivers, Grover, Grant, Mills, C Davies, Donald	£1,000
Customer Service Transformation Forum	Next meeting date TBC	2	3	Cllr Campbell	Simonne de Vall & Caroline Croft	Cllrs Campbell, White, Mills and Hodgson	£2,000

Council Performance & Budget Summary

Appendix D: Portfolio Holder Working Party and Task & Finish Groups Update



Portfolio Holder Task and Finish Group on Housing Maintenance	19 March 2018	3	1	Cllr Ellis	Karen Dragovic	Cllrs J Smith, Prowse, Leonard, Hudspith and Gibbard	£3,000
Portfolio Holder London Luton Airport Working Group	Next meeting date TBC	1	2	Cllr Chichester-Miles	Tracy Harvey	Cllrs Chichester-Miles, Grant (substituting for Cllr Mills at the last meeting), Campbell and Read	£1,000

Note – using a rough benchmark figure of £1,000 per meeting for a Portfolio Holder related working party/task and finish group, the total cost of resources used on these meetings during the last two quarters is £7,000. It is intended to track this figure for both Scrutiny and Portfolio Holder working groups over time.

*Data from October 2017 to March 2018 has been used as quarters 3 and 4.

NEW Portfolio Holder Working Party or Task and Finish Groups

There were no Portfolio Holder Working Party or Task and Finish Groups established, that did not hold a meeting:

As at February 2018

Council Performance & Budget Summary

Appendix E: Advisory Groups and Partnerships Update



Changes since the last update are highlighted in **bold**.

Group	Chair	Nature of Council representation	Council representatives in 2017/18
Administered by St Albans City and District Council			
<u>Park Forums</u>			
Clarence Park	Cllr White	Clarence Ward Cllrs	Cllrs Hudspith, McHale and White
Rothamsted Park	Cllr Maynard	3 seats drawn from Harpenden Ward Cllrs (+ Phil Bruce-Green)	Cllrs Farmer, Maynard and Stephens
Batchwood	Mark Caldwell¹ & Stuart Foster²	Batchwood Ward Cllrs + relevant Portfolio Holder (+ Stuart Foster & Mark Caldwell)	Cllrs Brewster, Mills, Pakenham and T Smith
Verulamium Park	Cllr Chivers	Verulam Ward Cllrs	Cllrs Chivers, C Davies and Hill

¹ Mark Caldwell replaced Tony Marmo.

² Chaired by officers at the request of members of the forum.

Council Performance & Budget Summary

Appendix E: Advisory Groups and Partnerships Update



Group	Chair	Nature of Council representation	Council representatives in 2017/18
Partnerships³			
Strategic Partnership*	Cllr Campbell	Leader (+ TBC & Amanda Foley)	Cllr Campbell
Visitor Partnership*	Alison Berneye (from Magenta Star Ltd.)	Relevant Portfolio Holder	Cllr Read
St Albans City of Expertise*	Cllr Read	Relevant Portfolio Holders	Cllr Read
Green Triangle	Cllr Daly	Relevant Portfolio Holders (+ Maria Cutler & Tracey Baxter)	Cllrs Daly, Read
External Groups⁴			
Nomansland Common Joint Committee	John Newton Davies (Sandridge Parish Councillor)	3 seats (+ Nick Sherriff)	Cllrs Clark, Churchard and Wood

³ Note the partnerships section includes select groups which appear in the list of partnerships reported to Cabinet in February.

⁴ Note the Intalink Network Partnership (formerly the Quality Network Partnership) has been removed from the list. There hasn't been a formal INP meeting for about 4 years. The INP steering group meetings, which are attended by bus operators and District/County officers, are chaired by an HCC officer at County Hall.

Council Performance & Budget Summary

Appendix E: Advisory Groups and Partnerships Update



Group	Chair	Nature of Council representation	Council representatives in 2017/18
Bricket Wood Common Management Committee*	John Bell (St Stephen Parish Councillor)	3 seats in 2017/18	Cllrs Featherstone, Wright and Yates
Jersey Farm Woodland Park Joint Management Committee	Cllr Churchard (as Sandridge Parish Councillor)	1 seat in 2017/18 (to be from Marshalswick North or Sandridge Wards)	Cllrs Churchard and Leonard
Look! St Albans	Vanessa Gregory	Relevant Portfolio Holder and Officer	Cllr Read (+ John Hoad)
Cathedral / HLF project	Gerald Corbett	Relevant Portfolio Holder	Cllr Brewster
Hertfordshire Infrastructure & Planning Partnership	Cllr Perkins (Welwyn Hatfield District Council)	Relevant Portfolio Holder	Cllr Maynard
Bus Users Forum*	Cllr Rowlands	Chair of Community, Environment and Leisure Scrutiny Committee	Cllrs Rowlands and Read (+ Steve Dibben)

*The Council currently provides support for this Group.

As at February 2018

Availability of services (External)

Summary of key issues experienced:

Date: Sunday 10 December 2017

Time: 9am 10 December to 9am 11 December (24 Hours)

Issue: My Service Planning (MSP) system failed to reboot properly after the backup process

Problem Management Activity : Restarted manually using supplier procedure

Date: Sunday 31 December 2017

Time: 8am to 12pm (4 hours)

Issue: My Service Planning (MSP) system backups took much longer to complete than usual

The service availability of the MSP system continues to cause issues on Sundays.

This is due to the way the back end electronic document management system is backed up. We are currently looking at options for replacing the existing off-line backup to prevent this issue from reoccurring.

Cyber Security Update

The cyber security policy has been updated.

Mandatory cyber security awareness training will commence April 2018.

A number of ICT cyber projects are scheduled. Of note are:

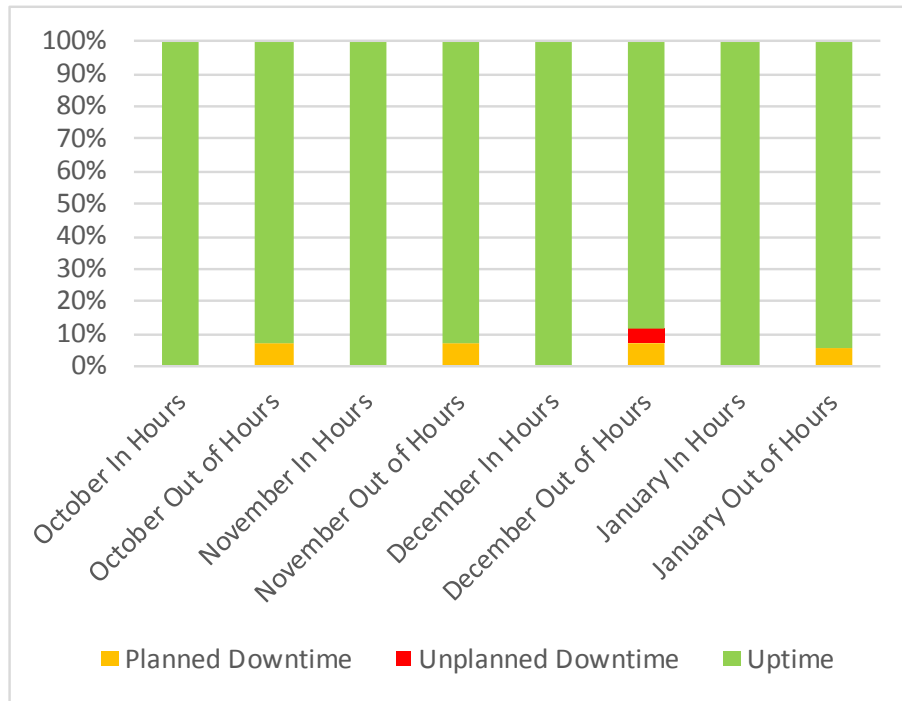
- Updates to our security suite due to be implemented in April, post procurement activity.
- Physical security of the network will be improved (Approximate dates May)
- Continuous security network scanning implemented in March.

An update on our cyber security profile will be presented at the March Audit Committee meeting.

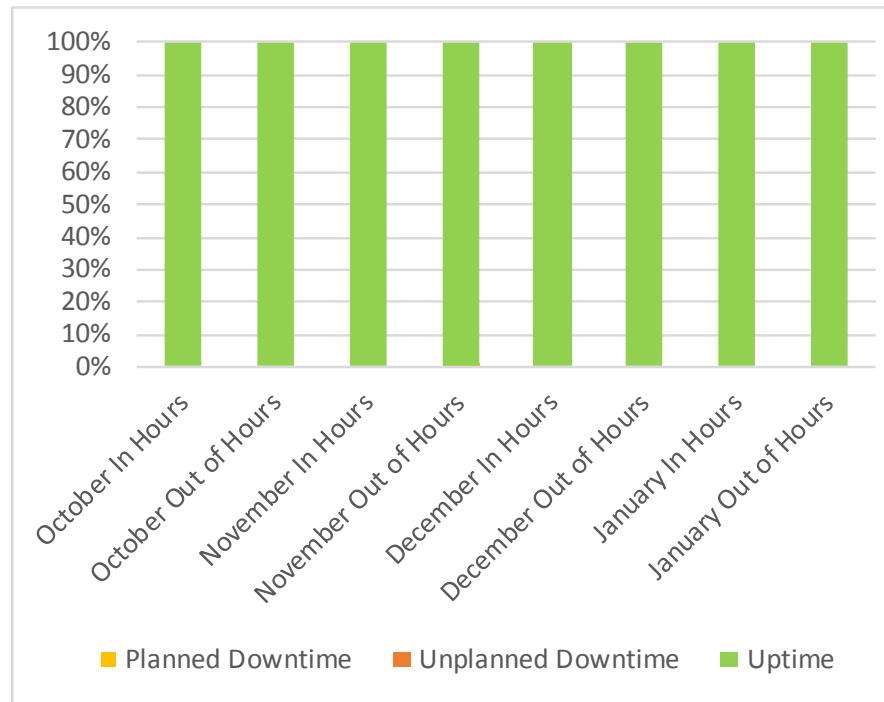
Appendix F: ICT Service Update December 2017- January 2018

Availability of services (External)

My Service Planning



OnLine Council Tax/Benefits System



Please note that the performance statistics will develop to show a full year's cycle as we build up historical data.

Service Timings

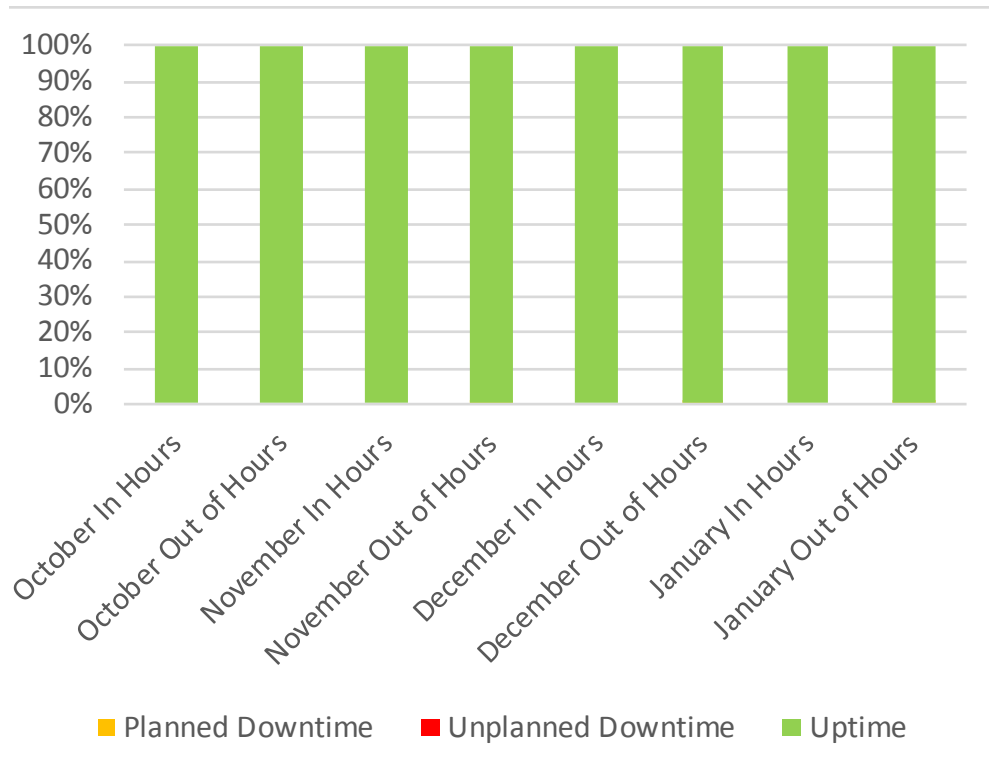
In Hours service is classified as between 08:30 and 17:30 Monday to Friday.
Out of hours is classified as 17:30 – 08:30 and weekends/bank holidays.

Planning Portal	October		November		December		January	
	In Hours	Out of Hours	In Hours	Out of Hours	In Hours	Out of Hours	In Hours	Out of Hours
Planned Downtime	0	40	0	36	0	40	0	32
Unplanned Downtime	0	0	0	0	0	28	0	0
Uptime	198	506	198	486	162	514	198	514
Total Time	198	546	198	522	162	582	198	546

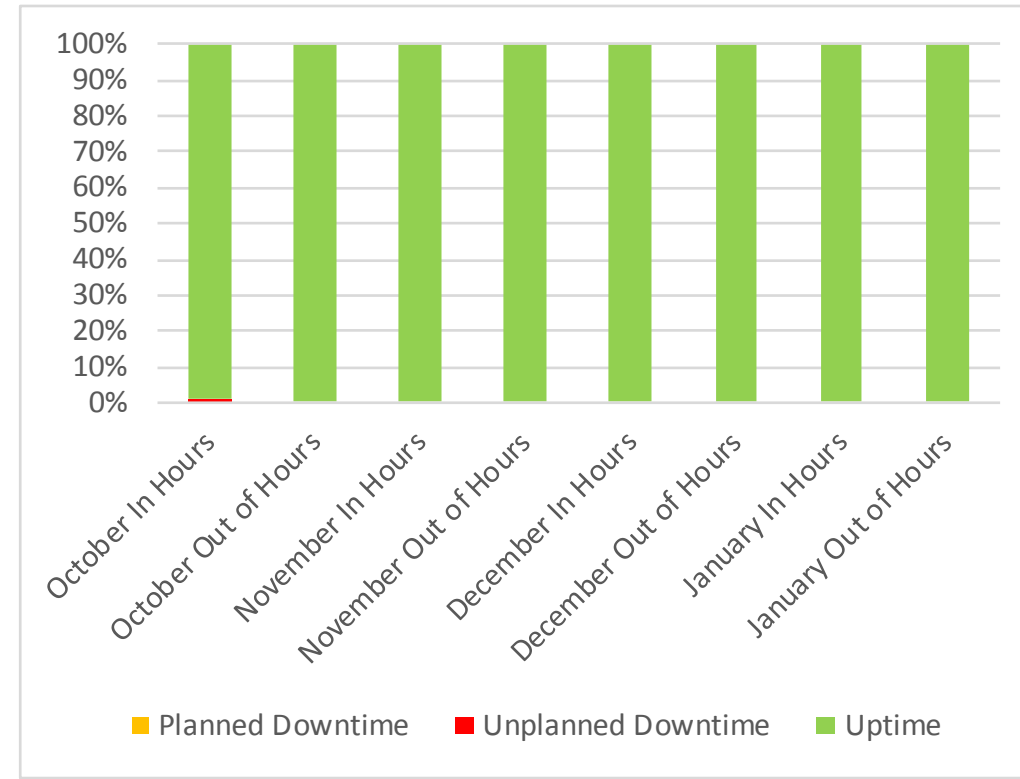
On line Council Tax/Benefits System	October		November		December		January	
	In Hours	Out of Hours	In Hours	Out of Hours	In Hours	Out of Hours	In Hours	Out of Hours
Planned Downtime	0	0	0	1	0	0	0	0
Unplanned Downtime	0	0	0	0	0	0	0	0
Uptime	198	546	198	521	162	582	198	546
Total Time	198	546	198	522	162	582	198	546

Availability of services (External)

On Line Payments System



Internet Availability



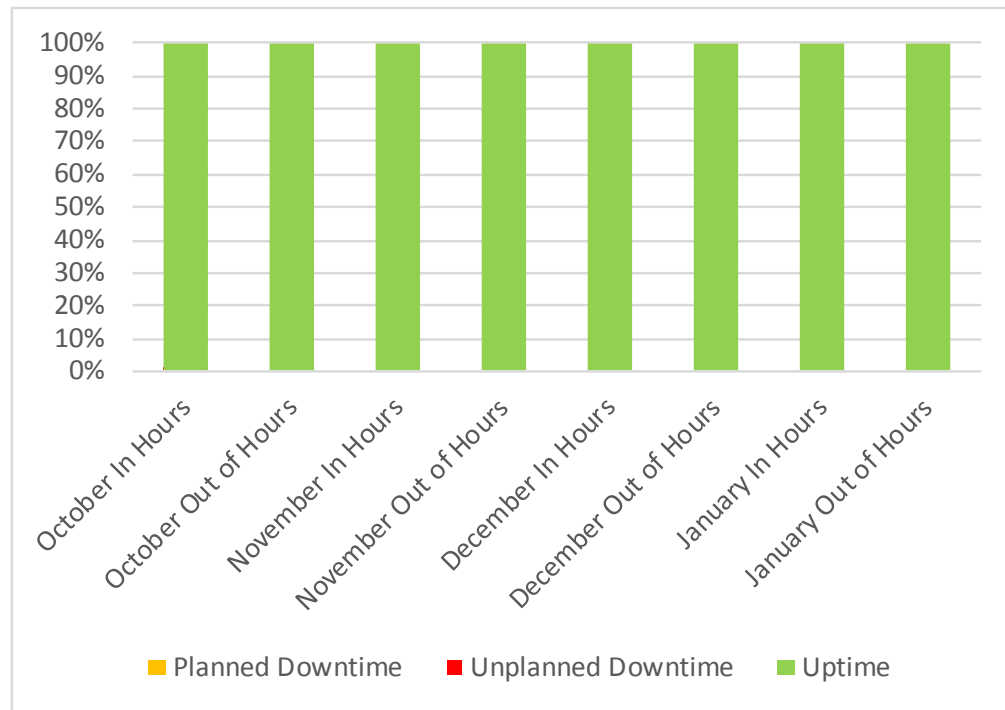
On Line Payments	October In Hours	October Out of Hours	November In Hours	November Out of Hours	December In Hours	December Out of Hours	January In Hours	January Out of Hours
	Planned Downtime	0	0	0	3	0	3	0
Unplanned Downtime	0	0	0	0	0	0	0	0
Uptime	198	546	198	519	162	579	198	543
Total Time	198	546	198	522	162	582	198	546

Internet	October In Hours	October Out of Hours	November In Hours	November Out of Hours	December In Hours	December Out of Hours	January In Hours	January Out of Hours
	Planned Downtime	0	0	0	0	0	0	0
Unplanned Downtime	1.75	0	0	0	0	0	0	0
Uptime	196	546	198	522	162	582	198	546
Total Time	198	546	198	522	162	582	198	546

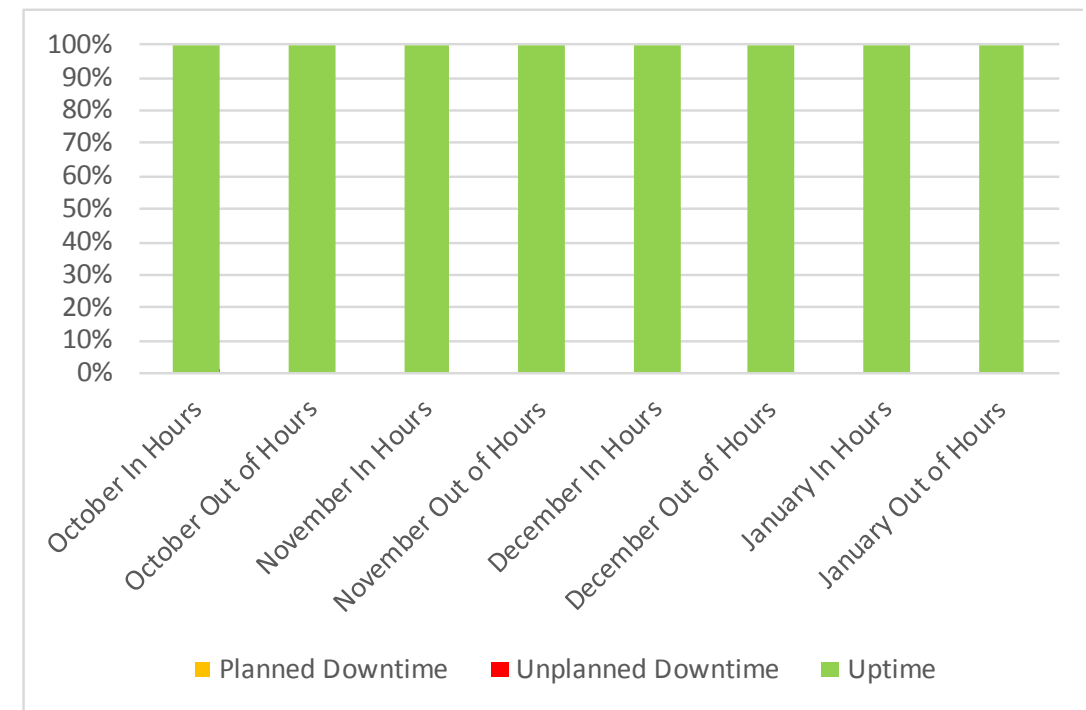
Appendix F: ICT Service Update December 2017- January 2018

Availability of services (Internal)

Council Tax



Planning

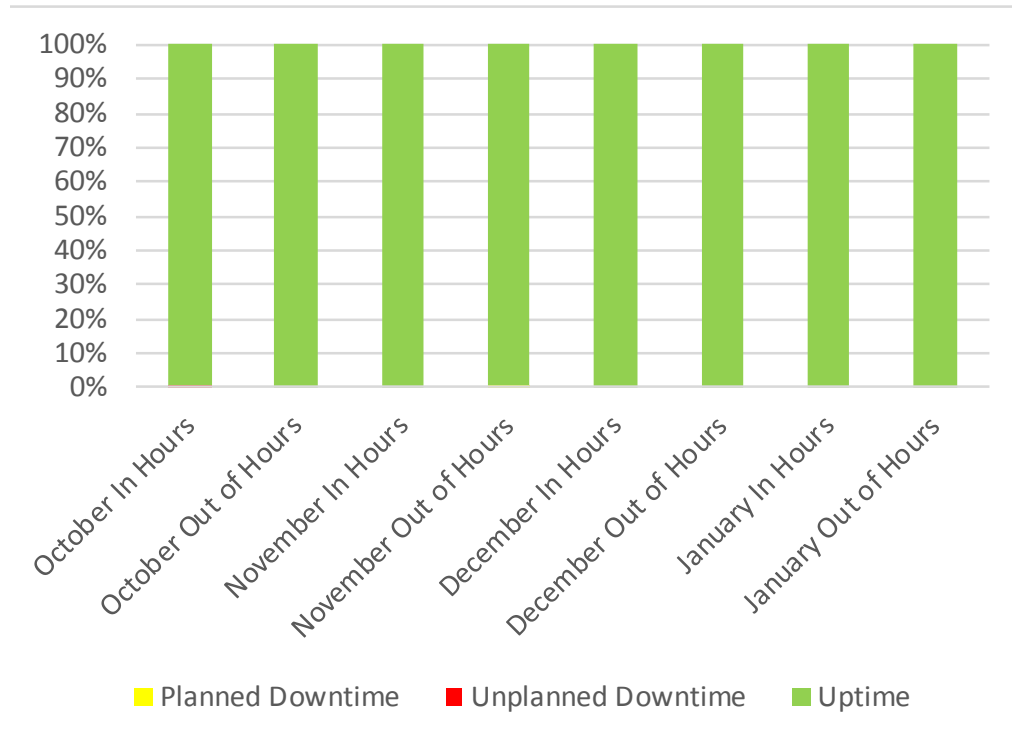


Council Tax	October In Hours	October Out of Hours	November In Hours	November Out of Hours	December In Hours	December Out of Hours	January In Hours	January Out of Hours
Planned Downtime	0	0	0	0	0	0	0	0
Unplanned Downtime	1	0	0	0	0	0	0	0
Uptime	197	546	198	522	162	582	198	546
Total Time	198	546	198	522	162	582	198	546

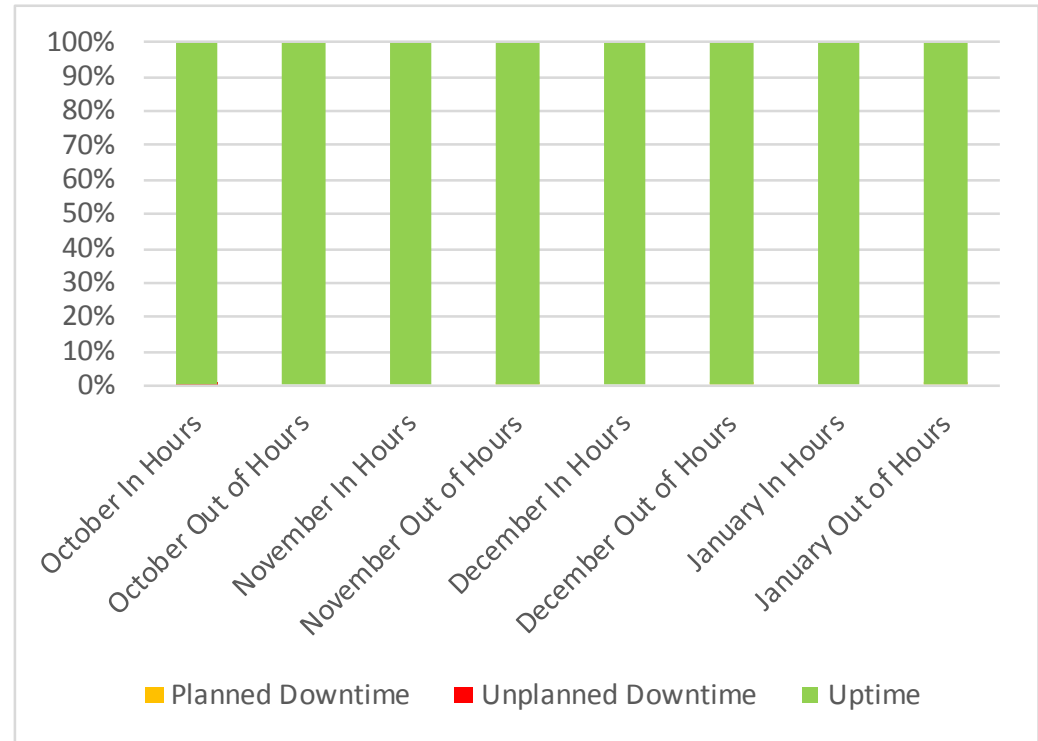
Planning	October In Hours	October Out of Hours	November In Hours	November Out of Hours	December In Hours	December Out of Hours	January In Hours	January Out of Hours
Planned Downtime	0	0	0	0	0	0	0	0
Unplanned Downtime	1	0	0	0	0	0	0	0
Uptime	197	546	198	522	162	582	198	546
Total Time	198	546	198	522	162	582	198	546

Availability of services (Internal)

Payments



Housing

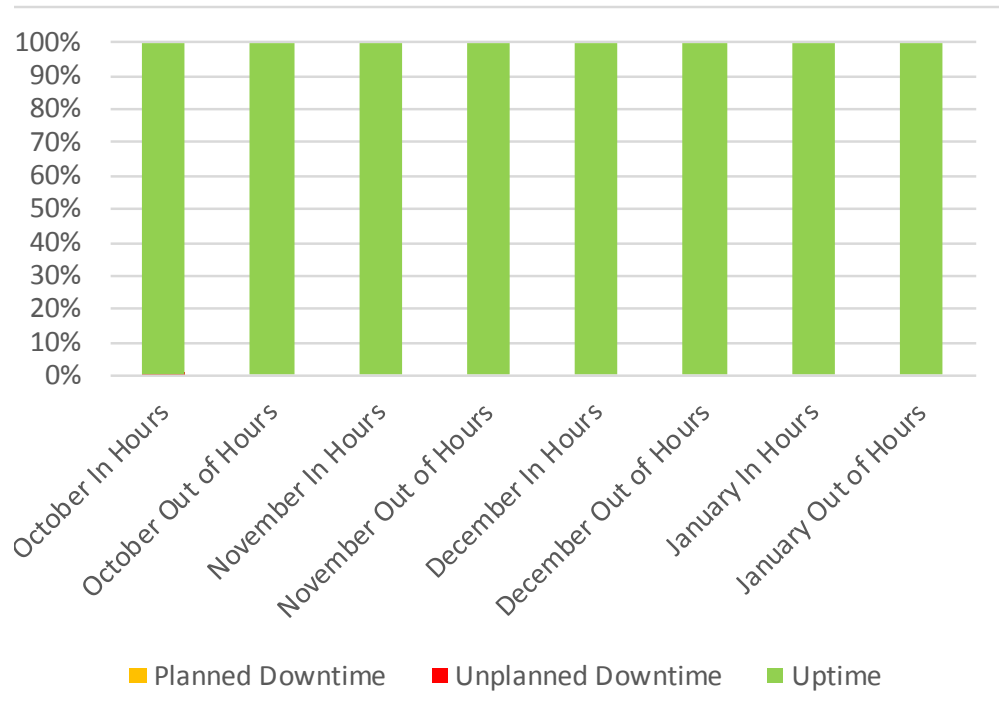


On Line Payments	October In Hours	October Out of Hours	November In Hours	November Out of Hours	December In Hours	December Out of Hours	January In Hours	January Out of Hours
Planned Downtime	0	0	0	3	0	0	0	0
Unplanned Downtime	1	0	0	0	0	0	0	0
Uptime	197	546	198	519	162	582	198	546
Total Time	198	546	198	522	162	582	198	546

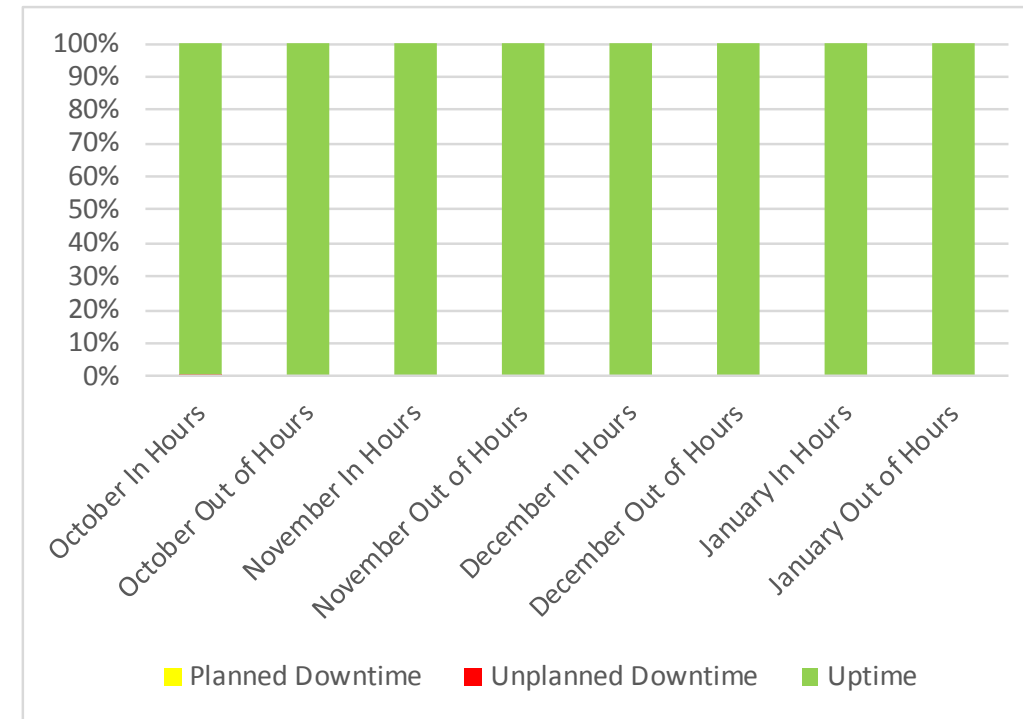
On Line Payments	October In Hours	October Out of Hours	November In Hours	November Out of Hours	December In Hours	December Out of Hours	January In Hours	January Out of Hours
Planned Downtime	0	0	0	3	0	3	0	3
Unplanned Downtime	1	0	0	0	0	0	0	0
Uptime	197	546	198	519	162	579	198	543
Total Time	198	546	198	522	162	582	198	546

Availability of services (Internal)

Environmental Services



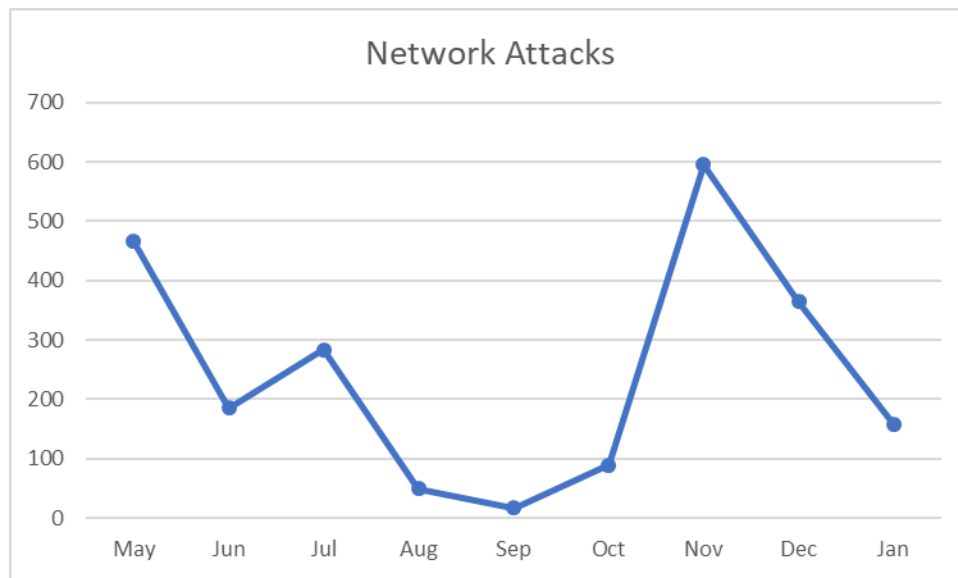
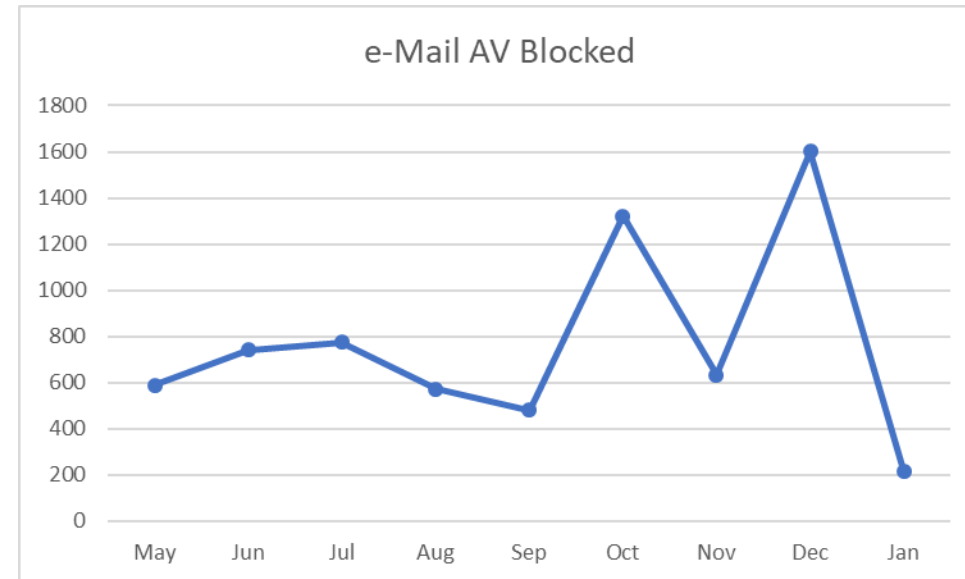
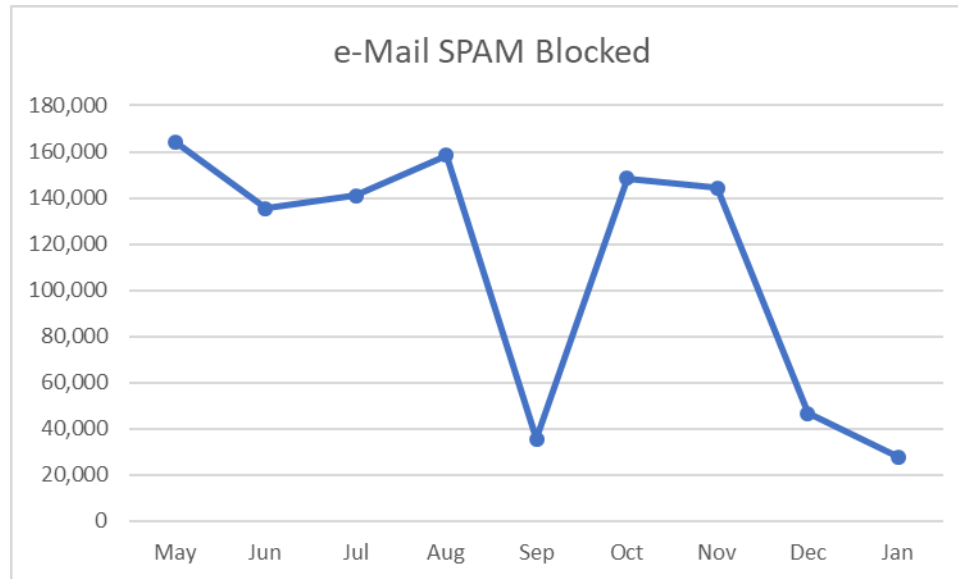
E-Mail



Internet	October In Hours	October Out of Hours	November In Hours	November Out of Hours	December In Hours	December Out of Hours	January In Hours	January Out of Hours
Planned Downtime	0	0	0	0	0	0	0	0
Unplanned Downtime	1	0	0	0	0	0	0	0
Uptime	197	546	198	522	162	582	198	546
Total Time	198	546	198	522	162	582	198	546

Network	October In Hours	October Out of Hours	November In Hours	November Out of Hours	December In Hours	December Out of Hours	January In Hours	January Out of Hours
Planned Downtime	0	0	0	0	0	0	0	0
Unplanned Downtime	2	0	0	0	0	0	0	0
Uptime	196	546	198	522	162	582	198	546
Total Time	198	546	198	522	162	582	198	546

Security Review



Commentary

The attack patterns still appear to be random. We will liaise with our neighbouring ICT managers in the region to see if they are seeing the same pattern.