

# Council Performance & Budget Summary

## August 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. ICT Service Update
- C. Working Party and Task & Finish Groups Update
- D. Sustainability Performance Report
- E. Health & Safety Update
- F. Housing Fire Safety Update
- G. Planning Update (Part Two)
- H. Long Term Vacant Properties Update (Part Two)

### Recommendations

- 1.1 That Cabinet notes the Council Performance and Budget Summary (August 2018) and its appendices.
- 1.2 That Cabinet approves an extension of the contract with Content Guru for the provision of a telephony service from 26 September 2018 to 31 March 2019.

### Update on actions arising from previous Cabinet Meetings

<b>Update on actions arising from Cabinet – 26 April 2018</b>		
<b>Minute No.</b>	<b>Action</b>	<b>Update</b>
3.	<i>Spend on Consultants</i>	The suggested improvements to the presentation of the information will be incorporated in the next scheduled update at November Cabinet.
<b>Update on actions arising from Cabinet – 21 June 2018</b>		
<b>Minute No.</b>	<b>Action</b>	<b>Update</b>
4.	<i>Staffing Levels and Vacancy Rates for Frontline Services</i>	Further information to be included in the performance report to October Cabinet.
4.	<i>Leisure Contract Property Transactions</i>	Leases completed 7 September.
4.	<i>Information re Council Tax Arrears Accrual for a Long Term Vacant Property</i>	Further information to be included in next performance report to September Cabinet as part of Long Term Vacant Properties Update.
<b>Update on actions arising from Cabinet – 19 July 2018</b>		
<b>Minute No.</b>	<b>Action</b>	<b>Update</b>
4.	<i>Cost of Sickness Absence</i>	Further information to be included in the performance report to October Cabinet.
4.	<i>Detail of the R/A/G status of Priority Projects</i>	This has been noted for inclusion in the next quarterly update to October Cabinet.
4.	<i>Land at Three Cherry Trees Lane</i>	A response to the Commercial & Development Portfolio Holder on the question raised at the

		<p>meeting has been provided by the Planning Case Officer as follows:</p> <p>'The delay in finalising the S106 agreement currently rests with Hertfordshire County Council (HCC). HCC has requested that a Draft Land Transfer Agreement is completed to deal with the transfer of primary school land. This will then be annexed to the S106 agreement. But it is taking many months for the applicant and HCC to reach agreement on this document. They are still in discussions at present.</p> <p>Regarding affordable housing, there will be a level provided across the site as a whole that meets our policy (35% in total). This is being secured in the S106 agreement. The exact number and location of affordable housing would need to be agreed at the reserved matters stage when the applicant would be required to apply to the Local Planning Authority to agree the detailed matters.'</p>
4.	<i>Luton Airport Consultation Events - Lack of Publicity</i>	The Chief Executive wrote to the Chief Operations Officer of London Luton Airport Ltd. on 1 August and received a response on 7 August. Response shared with Group leaders.
4.	<i>Linley Court Redevelopment</i>	The Strategic Housing Manager has confirmed that the units will be at affordable rent. The exact rent levels will be determined when the building is complete. The current contract completion date is October 2019.
4.	<i>Waste Management &amp; Recycling – analysis of recycling rates by ward</i>	The information has been requested from our contract partner, Veolia, and will be shared with Councillors once received.
4.	<i>Housing Capital Projects – Electrical Rewiring and Testing</i>	<p>The delay to the programme has arisen due to a number of factors. Every property has undergone a full asbestos survey, with details being issued to the electrical contractor in line with industry health and safety legislation. There have also been property access issues. The current figures for the electrical re-wiring and testing program are as follows:</p> <p>Properties that have undergone electrical testing and full re-wires – 205</p> <p>Properties completed awaiting invoicing – 51</p> <p>Properties surveyed with booked appointments – 31</p> <p>Total: 287</p>
4.	<i>GDPR Guidance for Members</i>	Guidance on the General Data Protection Regulation (GDPR) and handling of personal data was issued on 27 July to Group Leaders, having been reviewed following receipt of HCC's guidance. It was also included in the August Members' Information Bulletin.

9.	<i>Letter from the Leader to the Minister of State for Policing and the Fire Service regarding the Police &amp; Crime Commissioner's Local Business Case Addendum</i>	The Leader wrote to the Minister of State for Policing and the Fire Service on 9 August 2018.
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### **Noke Shot Development Update**

At the 19 July 2018 Cabinet meeting officers confirmed they have begun working with Portfolio Holders, and the Council's legal team, on the process of moving Noke Shot land from the Council's Housing Revenue Account (HRA) to the General Fund.

Following legal advice an approach has been identified which means the land will not need to be transferred from the HRA. Instead the properties can be developed and then sold within the HRA.

The Secretary of State General Consents under the Housing Act 1985 will be used to achieve this outcome. Section 9 of the Housing Act 1985 allows for the building of homes on HRA land, and Section 32 allows for the disposal of land through the sale of the properties on it. The General Housing Consents 2013 state that the properties must be sold at market value.

Any capital receipt received via development undertaken within the HRA must be dealt with in accordance with the Local Authority Capital Finance and Accounting Regulation 2003. This states that a capital receipt arising from the sale of vacant housing held in the HRA can be used to provide affordable homes. It can also be used to deliver regeneration projects, or in accordance with the 2016 guidance on the flexible use of Capital receipts.

In this particular case the capital receipt obtained from the sale of the homes at Noke Shot will be used for the following:

1. 50% for the purchase of the affordable housing within the HRA
2. 50% used to deliver the City Centre Opportunity Site (CCOS) South regeneration project

### **Contract Extension for the provision of telephony service**

Content Guru (CG) currently provides the Council's telephony solution using the Storm platform. The solution was originally procured through Northgate who at the time provided a managed ICT service for the Council. Last year Northgate ceased being a Value-Added Reseller for the Storm platform. The contract for the provision of the telephony solution has been direct with Content Guru since September 2017 with an annual contract value of c.£85k. This includes licence costs and call charges.

The current contract with Content Guru expires on 25 September 2018. It is proposed to extend the contract until 31 March 2019. During the extension period, a further competition process will be undertaken using the RM1045 Framework for the provision of a telephony service from 1 April 2019. Soft market testing has already been completed and a specification of requirements developed which align to the Council's digital principles.

The Council's Contract Procedure Rule 7 Exemption to Tendering Process 7(d) states "contracts valued at £100,000 but under the threshold at which the EU Procurement rules apply where Cabinet or Council considers it desirable and in the best interests of

the Council that a tender be invited from a contractor selected by it or be negotiated with a contractor already engaged by the Council”.

The extension of the contract will provide service continuity whilst the service is retendered.

There are no budget implications from the proposed contract extension as costs can be wholly met from the existing telephony budget.

### Performance Indicator Changes


*St Albans Museum + Gallery visits* has been added as a new measure. The existing museum visits measure has been renamed *Verulamium Museum, Hypocaust and Clock Tower visits* to clarify the difference.

### 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
A	Forecast budget variance at the year end (General fund for year in question)	The forecast budget variance for the year currently stands at an overspend of 0.2%, or £36,000. This is mainly because the pay award and contract inflation are higher than expected.
R	Average time to re-let dwellings (excluding temporary accommodation) (days)	Performance remains poor for August 2018. There are still a high number of voids (empty properties), following the large number of lettings of new developments noted in last month’s report. Contractor staffing changes have also impacted the turnaround time. Staff leave on both Council and contractor side has also reduced efficiency.  Managers continue to hold weekly meetings with the contractor.
A	Percentage of rent loss due to voids	Rent loss remains at 0.8% due to the increase in re-letting time mentioned above and the number of longer term empty properties undergoing capital and structural works.
R	Rent arrears of current tenants as a percentage of rent due	Rent arrears have remained static this month and the Income Team continues to work hard to manage the consequences of Universal Credit (UC). The UC online portal is now operational which is helping to reduce the time spent verifying rent. However, this has not mitigated the effects of delayed UC payments, which continue to affect tenants and the subsequent collection rate.
A	Average time in temporary accommodation (weeks)	There are 13 properties currently under offer to households in temporary accommodation. When these properties are available, the households will be able to vacate temporary accommodation. This is linked to the ongoing issues with void turnaround times.
R	Percentage of repairs completed on time	Contractor administrators and supervisors have changed this month. New staff are receiving training to ensure all jobs are correctly updated on the Council’s Orchard management system. Increased resourcing and improved staff familiarity with processes (both on re-letting properties and on responsive repairs), will result in higher performance. Further recruitment will continue where required.  Weekly meetings on re-letting property have highlighted the issue and reduced the overall number of void properties. This has also released more labour to our day to day response team. Staff

	Measure	Comments
		<p>leave over the summer period has slowed progress, but this will improve for future months.</p> <p>Regular monitoring meetings, discussing performance and on-time completion, continue.</p>
R	Days to process Housing Benefit change in circumstances	<p>The target of 7 days is an average of the whole year. Thus, some months will be above target, and others below target. For example, from January to March the team processes a high number of changes before they come in to effect (such as increases and decreases in rent). These are recorded as taking 1 day to process. In other months most changes are processed after the event. Therefore, performance is measured on how long it takes it to process the change from the date the Council is notified. The overall performance for the year is still within target at 5.83 days.</p> <p>This month the team processed a significant number of Real Time Information (RTI) Earnings matches received in June 2018 but not processed until August 2018. This affected the overall average for the month. RTI is an ongoing project initiated by the Department for Work and Pensions which compares the data we hold with that held by the HMRC. Although there is a dedicated officer, and external funding, for this work, the volume and complexity of the matches means processing this information does take longer.</p>
R	Percentage of Council's planning decisions supported at appeal (cumulative 12 month)	<p>In August 2018, five appeal decisions were received. Of those, two were dismissed and three were allowed. Two householder appeals were upheld, where the inspector judged the principle of an extension within the Metropolitan Green Belt to be acceptable. The second appeal related to a roof alteration which was considered to have an acceptable impact on the character and appearance of the street scene. The third appeal related to an application for a new building comprising 74 apartments. The arguments in relation to this appeal focused on the provision of affordable housing and whether the level of additional car parking was sufficient.</p>
G	Parking Penalty Charge Notices issued	<p>There was a 6% decrease in Penalty Charge Notices (PCNs) issued in August 2018, compared to the previous month. The level of driver parking offences on Sundays has returned to more normal levels.</p> <p>There was a 7.5% decrease in PCNs this August compared to August last year. Although staffing was at the correct level, more staff were being trained compared to the same period last year.</p>
A	Number of missed waste collections per 100,000	<p>Agency staff being employed to provide holiday cover where needed and this has resulted in an expected rise in missed collections. This is because agency staff are less familiar with the rounds. Where possible, to avoid this, the temporary staff are picked from a 'pool' of loaders and drivers who have worked on the contract before. September performance is expected to return to target levels.</p>
R	Museum visits	<p>General admission visits to Verulamium Museum have decreased by 600 compared to August 2017, but are up by around 2,500 from July 2018. There were no school visits in August due to</p>

Measure	Comments
	school holidays. Parking continues to be limited for visitors during the summer as the car park fills up with park visitors.

### 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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# Council Performance & Budget Summary

August 2018



		Bigger or Smaller is Better	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	TARGET
Finance	Forecast budget variance at the year end (General fund for year in question)	Smaller	-3.8%	-4.4%	-3.9%	-3.4%	-3.6%	-4.0%	-3.3%	-7.0%	0.0%	*	1.2%	0.3%	0.2%	0.0%
Housing	Average time to re-let dwellings (excluding temporary accommodation) (days)	Smaller	36	35	35	34	33	33	33	33	34	27	25	28	30	26
	Average time vacant for current voids (excluding temporary accommodation) (days)	Smaller	25	26	28	33	25	24	25	24	27	22	15	33	34	26
	Percentage of rent loss due to voids	Smaller	0.8%	0.8%	0.9%	0.9%	0.8%	0.8%	0.8%	0.7%	0.7%	0.7%	0.7%	0.8%	0.8%	Trend
	Rent arrears of current tenants as a percentage of rent due	Smaller	3.2%	3.2%	3.4%	3.3%	2.8%	3.0%	3.1%	3.1%	3.5%	3.4%	3.4%	3.7%	3.7%	3.1%**
	Number of households in temporary accommodation	Smaller	128	129	130	137	131	125	117	117	118	118	123	119	126	Trend
	Average time in temporary accommodation (weeks)	Smaller	24	25	24	26	27	27	26	26	26	25	27	26	26	Trend
	Percentage of repairs completed on time	Bigger	97%	92%	100%	100%	97%	100%	99%	100%	95%	88%	86%	93%	87%	98%
	Total number of households in receipt of Housing Benefit and/or Council Tax support	Smaller	6,836	6,831	6,812	6,778	6,678	6,705	6,642	6,640	6,640	6,654	6,645	6,664	6,679	
	Days to process Housing Benefit new claims	Smaller	26.3	23.1	24.6	24.1	28.6	17.9	15.5	17.2	10.2	14.9	14.3	10.9	12.8	22
Days to process Housing Benefit change in circumstances	Smaller	7.7	8.6	10.3	9.0	8.1	5.6	2.3	5.7	5.1	8.3	3.6	7.0	8.0	7	
Planning & Building Control	Planning and Building Control applications received (including pre-app, trees and condition discharge)		444	351	510	515	346	400	430	511	482	406	480	493	414	
	Percentage of Council's planning decisions supported at appeal (cumulative 12 month)	Bigger	58%	59%	57%	57%	62%	62%	65%	67%	66%	61%	61%	57%	55%	66%
	Percentage of planning applications not determined (within time limits or agreed timescale)	Smaller	7%	11%	13%	11%	10%	6%	11%	5%	5%	7%	12%	13%	16%	25%
	Number of planning applications at end of month that have not been determined in time	Smaller	17	23	23	12	21	29	21	14	22	21	30	36	29	50
Community Services	Parking Penalty Charge Notices issued	Smaller	1,660	1,610	1,969	1,910	1,488	1,386	1,448	1,464	1,442	1,865	1,613	1,633	1,536	Trend
	Percentage of Parking Penalty Charge Notices paid	Bigger	90%	91%	81%	88%	99%	89%	90%	88%	82%	82%	85%	86%	83%	80%
	Fly-tipping incidents	Smaller	105	97	80	88	57	82	90	100	103	124	74	111	95	Year-on-year Trend
	Number of missed waste collections per 100,000	Smaller	32	35	34	30	29	33	29	35	33	30	33	34	36	32***
Commercial & Development	Verulamium Museum, Hypocaust and Clock Tower visits	Bigger	16,073	14,714	14,441	10,914	4,407	11,745	11,557	11,213	12,121	13,763	14,870	12,542	12,577	Year-on-year Trend
	St Albans Museum + Gallery visits	Bigger	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	42,453	22,379	23,421	16,667 †
External	Claimant count	Smaller	810	825	810	805	835	845	960	1,010	1,120	1,095	1,125	1,120	1,150^	****

\* Data not available

\*\* Target changed from 2.6% to 3.1% from April 2018.

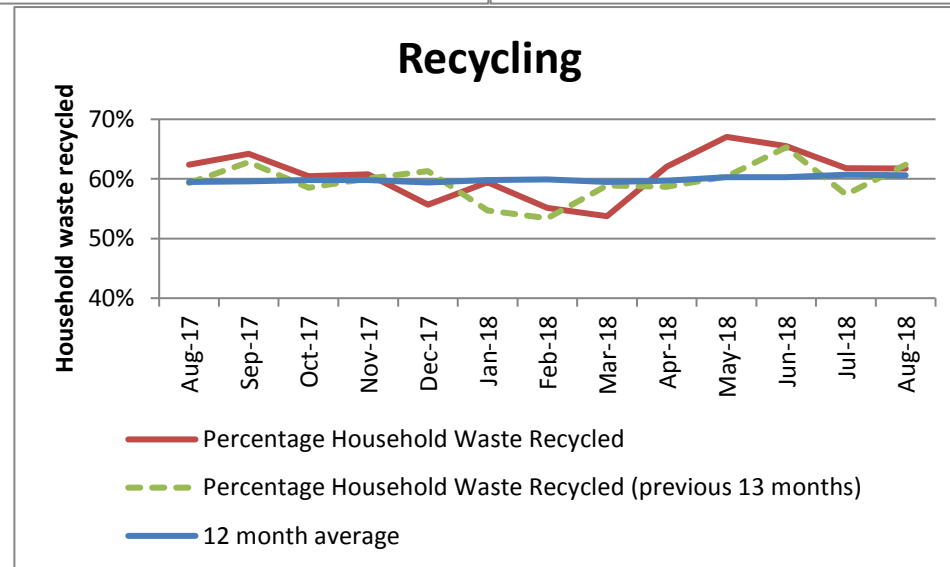
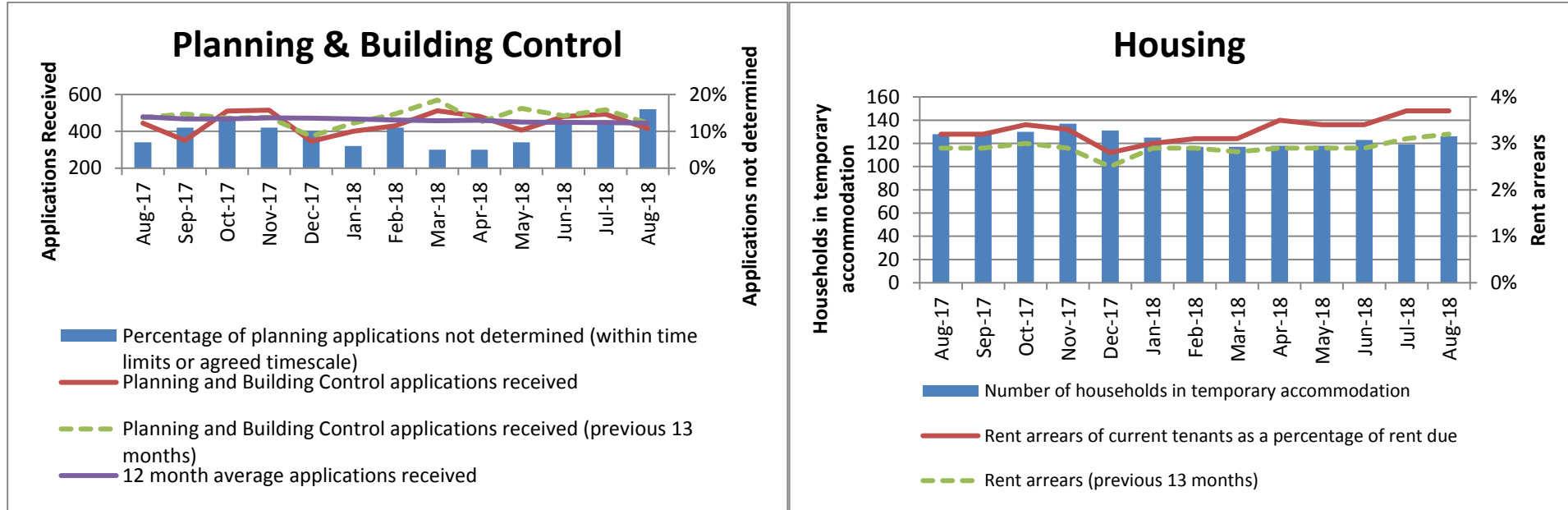
\*\*\* Target changed from 40 to 32 from April 2018.

\*\*\*\*ONS Experimental Indicator – may not accurately reflect labour market.

† Annual target of 200,000

^ Data subject to ONS revisions.

## Performance Summary August 2018





# Council Performance & Budget Summary

## Appendix A: Planning Update (Part One)

### 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	<b>93.1%</b> (Oct 2016 to Aug 2018)	<b>70%</b> (Oct 2016 to Sept 2018)	<b>80.5%</b> Actual (Oct 2015 to Sept 2017)	<b>60%</b> (Oct 2015 to Sept 2017)	
Quality of major development (% overturned at appeal)	Smaller	<b>7%</b> (Apr 2016 to Mar 2018)	<b>7.5%</b> (Apr 2016 to Mar 2018)	<b>5.6%</b> Actual (April 2015 to March 2017)	<b>10%</b> (April 2015 to March 2017)	
Speed of non-major development (% determined in time)	Bigger	<b>92.6%</b> (Oct 2016 to June 2018)	<b>75%</b> (Oct 2016 to Sept 2018)	<b>82.6%</b> Actual (Oct 2015 to Sept 2017)	<b>70%</b> (Oct 2015 to Sept 2017)	
Quality of non-major development (% overturned at appeal)	Smaller	<b>2%</b> (Apr 2016 to Mar 2018)	<b>7.5%</b> (Apr 2016 to Mar 2018)	<b>2.5%</b> Actual (April 2015 to March 2017)	<b>10%</b> (April 2015 to March 2017)	

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

Colour coding for table: Green- performance above target.

Application Type	Target	% in time Aug 2018 (Bigger is Better)	Average Aug (Smaller is better)	Average July 2018	Average June 2018	Average Apr – June 18-19	Average Jan – Mar 17-18	Average Oct – Dec 17-18
'Out of time applications'	No more than 50 (local)	-	29	36	27	22	19	23
Major Applications	13 weeks (national) 50% in time	0%*	38.6 weeks	NA	63 weeks	38.1 weeks	23.7 weeks	16.2 weeks
Minor Applications	8 weeks (national) 65% in time	89.7%	10.2 weeks	10.2 weeks	10.4 weeks	10.3 weeks	10 weeks	11 weeks
Householder Applications	8 weeks (national) 80% in time	84.9%	8.8 weeks	8.8 weeks	8.5 weeks	8.2 weeks	8.5 weeks	7.7 weeks

\* 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'.

\*0% figure on Major Applications is due to only one application being determined in this reporting period.

# Council Performance & Budget Summary

## Appendix A: Planning Update (Part One)



### Local Plan

Council, at its meeting on 11 July 2018, approved the draft Local Plan for Publication (Regulation 19) consultation. The consultation began on 4 September and ends on 17 October 2018 at 17.00.

### Hertfordshire Enviro-Tech Enterprise Zone (EZ)

Work is on track to deliver a refreshed EZ Delivery Report.

The EZ Board met on 11 July 2018. The Board was updated on the plans for market launch of the EZ in Q1 2019, this will follow work on EZ branding and a new website.

The Crown Estate (TCE) gave an update on East Hemel Development. This focused on Hemel Garden Communities, transport progress and funding, offsite and sustainable construction and working together towards market launch in Quarter 1 2019. The EZ project team will be working on a strategy for working with TCE to optimise the value and investment for the benefit of the EZ and wider development.

A funding proposal for implementation of a connectivity improvement scheme at Maylands to Hemel station using bus and bike transport will be discussed at the next EZ board meeting. The minutes and papers of EZ Board meetings can be found at:

[www.hertfordshirelep.com/board-papers/?board=3862&sub-board=3592#document-groups](http://www.hertfordshirelep.com/board-papers/?board=3862&sub-board=3592#document-groups)

The next Board meeting is on 10<sup>th</sup> October.

### The Green Triangle

The Green Triangle Board meeting was held on 12 July 2018. This meeting considered a new updated action plan, timetable and resourcing with partners. Future activities for 2018/19 include three Green Triangle co-branded partner conferences, and potential joint work with the marketing of the Enviro-Tech Enterprise Zone. The next Green Triangle Board meeting is 25 September 2018.

### Luton Airport and Airspace Modernisation

A meeting of the Luton Airport Working Group took place on 9 August 2018. Attendees included representatives from St Albans City & District Council (SADC), Dacorum Borough Council (DBC), Hertfordshire Association of Parish and Town Councils (HAPTC), Harpenden Sky, Luton and District Association for the Control of Aircraft Noise (LADACAN) and St Albans Quieter Skies (STAQS). The current London Luton Airport Limited (LLAL) Future Luton consultation and the Civil Aviation Authority's Draft Airspace Modernisation Strategy consultation were discussed. The Council will be responding to both consultations.

### Upper Tribunal (Lands Chamber) Claim

A claim for compensation has been made against the Council, lodged at the Upper Tribunal (Lands Chamber) under section 202E of the Town & Country Planning Act 1990. This claim is in reference to a tree works application. This issue was previously reported

# Council Performance & Budget Summary

## Appendix A: Planning Update (Part One)



in the February 2018 Cabinet Planning Appendix. The claim has now been settled by the Council. Further information can be found in Part 2 Appendix A.

### Garden Communities Prospectus

On 15 August 2018 the Government launched a 'Garden Communities Prospectus'. The document can be found at: <https://www.gov.uk/government/publications/garden-communities-prospectus>

The prospectus says:

*“This prospectus invites bids for ambitious, locally supported, proposals for new garden communities at scale. In return for tailored assistance to help design and deliver the vision for these places, we expect local areas to deliver significant housing and economic growth. We will look to assist as many as we can, in locations where there is sufficient demand for housing.*

*“...We will prioritise proposals for new Garden Towns (more than 10,000 homes)*

*“... Proposals can be for a discrete new settlement, or take the form of transformational development of an existing settlement”*

Proposals need to be submitted by 9 November 2018.

### Significant Planning Applications

Planning Decisions (Note 1*)	Decision/comments
<p><b>Land at Three Cherry Trees Lane and Cherry Tree Lane (5/2016/2845)</b> 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 (SADC) 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; Hertfordshire County Council (HCC) services; sustainable transport, highway works and travel plan; phasing, and healthcare provision. Currently the legal agreement is awaiting sign off by HCC, however, delays have arisen as HCC requested the completion of a draft land transfer agreement prior to completion of the S106. <b>HCC and the applicant continue to discuss the land transfer agreement prior to completion of the S106 agreement. The draft land transfer is to secure the site for a school.</b></p>
<p><b>Former Radlett Aerodrome</b> Three applications for Reserved Matters approval:</p>	<p>Conditional permission for the three reserved matters planning applications was granted at the Planning Referrals Committee on 14<sup>th</sup> May 2018.</p>

# Council Performance & Budget Summary

## Appendix A: Planning Update (Part One)

Planning Decisions (Note 1*)	Decision/comments
<p><b>5/2016/3006 (Development site – details of buildings, etc in the terminal itself)</b>  <b>5/2017/1938 (Infrastructure) (Includes area at new junction on A414)</b>  <b>5/2017/1995 (Landscaping) (Includes area at new junction on A414)</b>  <i>Planning Referrals Committee</i></p> <p>Sixteen 'discharge of conditions' applications were submitted:</p> <p><b>(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)</b>  <i>Delegated</i></p>	<p><b>Seven of the submitted discharge of conditions applications have been approved (5/2016/2962, 5/2016/2963, 5/2016/3004, 5/2017/2599, 5/2017/1168, 5/2016/2881 and 5/2016/3187) and two have been withdrawn by the applicant/agent (5/2017/2770, 5/2017/0870).</b></p> <p><b>The remaining seven discharge of conditions applications are pending consideration by officers.</b></p>
<p><b>Pan Autos Site, 22-24 Grove Road, Harpenden, AL5 1PX (5/2017/3209)</b>            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. This includes resolving the matter of 0% affordable housing. The Viability Assessment provided with the application has been independently reviewed. This confirmed that the scheme is viable to provide affordable housing. The applicants responded to this advice, <b>however areas of disagreement remain which require further work in the form of an independent review of build costs prior to determination. Further work is currently underway, namely a Quantity Surveyor review of the viability figures.</b></p>
<p><b>Pan Autos Site, 22-24 Grove Road, Harpenden, AL5 1PX (5/2018/2000)</b>            Outline application (access, layout and scale sought) for demolition of existing and construction of three blocks creating 39 dwellings with associated underground and surface level parking, amenity space and associated works  <i>Delegated</i></p>	<p>This is a new application with amendments to the layout and scale of the proposed development submitted in response to officers concerns raised under 5/2017/3209. This application was validated on 30/07/2018 and the public consultation exercise is underway.</p>
<p><b>Harpenden Sports Centre, Rothamsted Park, Leyton Road, Harpenden (5/2018/0157)</b>            Extension and alterations to existing swimming pool building to provide new learner pool, additional sports, fitness and associated facilities. Extension, alterations and change of use of existing sports</p>	<p>This application was validated on 15 February 2018 and is currently under consideration, <b>pending the receipt of further information from the applicant.</b></p>

# Council Performance & Budget Summary

## Appendix A: Planning Update (Part One)

Planning Decisions (Note 1*)	Decision/comments
<p>centre to cultural centre, replacement depot building and associated car parking and landscaping works. <i>Planning Referrals Committee – Awaiting confirmed date</i></p>	
<p><b>Former Westfield Allotment Site, Beeching Close, Harpenden (5/2018/0474)</b> Outline application (access sought) - Construction of 24 affordable dwellings consisting of 16 dwellings and 8 flats with associated access road, parking and landscaping <i>Planning Referrals Committee - 16/07/2018</i></p>	<p>The application was reported to the Planning Referrals Committee on 09 July 2018 where it was resolved to grant planning permission subject to the completion of the S106 agreement. Work is underway to progress this agreement.</p>
<p><b>Land to Rear of Burston Garden Centre, North Orbital Road, Chiswell Green, St Albans (5/2018/1324)</b> Demolition of all existing horticultural structures and redevelopment of the site to provide a new retirement community comprising a 64 bedroom care home, 125 assisted living bungalows and apartments, a community clubhouse together with associated access and alterations to pedestrian/bridleway, landscaping, amenity space and car parking</p>	<p>This application was validated on 14/06/2018. The public consultation exercise has been carried out and the scheme is now under assessment by officers.</p>
<p><b>Beaumont School, Oakwood Drive, St Albans (5/2018/2080)</b> Residential development to provide 62 no. residential dwellings (Use Class C3) comprising 51 houses (2-2.5 storeys) and one buildings containing 11 apartments, associated car parking, cycle parking, open space and pedestrian/cycle infrastructure, formation of pedestrian and cycle links and other associated works and improvements</p>	<p>This application was validated on 01/08/2018 and the public consultation is now underway. This proposed scheme would amend the layout approved under reserved matters application 5/2015/0797. This granted approval for 75 dwellings and has been part implemented on the site through the construction of 29 dwellings. Together with the dwellings which have been constructed on site currently, the proposed development would increase the density of the site to provide 91 dwellings.</p>

Planning Consultations (Note 2*)	Decision/comments
<p><b>Former Hatfield Aerodrome / Ellenbrook Country Park (HCC Ref: 5/0394-16)</b> 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,</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 are ongoing discussions between St Albans City and District Council (SADC), Welwyn-Hatfield Borough</p>

# Council Performance & Budget Summary

## Appendix A: Planning Update (Part One)



<p>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>Council (WHBC), HCC, and the landowner, Arlington. The purpose is to establish the Trust by agreeing the comprehensive landscaping scheme and securing the long-term management and maintenance of the Country Park. Ultimately, this will be the responsibility of the Trust. SADC, WHBC and HCC are awaiting an updated Landscape Management Document. <b>No change since previous Cabinet meeting.</b></p>
<p><b>LLAL Future Luton consultation</b> External Link: <a href="https://futureluton.llal.org.uk/">https://futureluton.llal.org.uk/</a></p>	<p>This is a non-statutory consultation which presents options for enabling the future growth and expansion of Luton Airport up to 2050, up to 36-38 million passengers per annum. The consultation period ends 31 August 2018. <b>The Council has responded to this consultation.</b></p>
<p><b>CAA Draft Airspace Modernisation Strategy</b> External Link: <a href="https://consultations.caa.co.uk/policy-development/draft-airspace-modernisation-strategy/">https://consultations.caa.co.uk/policy-development/draft-airspace-modernisation-strategy/</a></p>	<p>The Council will be responding to this consultation. The consultation period ends 10 September 2018.</p>

\* Section 106 (S106) financial contributions can be secured from developers in certain circumstances, through the planning process.

The Decision/Comments highlighted in bold describes new information from the previous Cabinet Appendix.

Notes:

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

### **Service Availability**

General Service availability remains good, with the exception of the online planning portal.

There were a number of service outages affecting the online planning portal. The outages have meant that customers were unable to access the portal to review plans and make comments. The table below shows the outages from July to September. Please see Section 4 for details. The outages lasted between 15 minutes and 30 minutes each.

The availability issues were resolved in June. There remain performance issues with the online planning portal which is affecting the time taken to open and view large planning applications. We are aware that on occasions large planning applications can take up to 10 minutes to download and be available for customers to view online.

The application supplier (Civica) has made a series of recommendations to improve performance. There are a number of complicated dependencies with the recommendations, including the potential to replace the current solution.

A detailed business case, including benefits realisation options, is being produced for review and approval by the Chief Executive's Board.

### **Cyber Security Update**

The Council has recently made several network security updates to improve the physical security of the network. These were completed in July.

### **ICT Team Performance**

Approximately 30% of the ICT team effort is currently expended keeping the ICT desktop estate running, due to the age of the equipment. The Council has recently approved a technical refresh budget, and a desktop equipment refresh work programme is planned. The Council is currently evaluating procurement options for the new equipment. We hope to start rolling out the equipment towards the end of the calendar year.

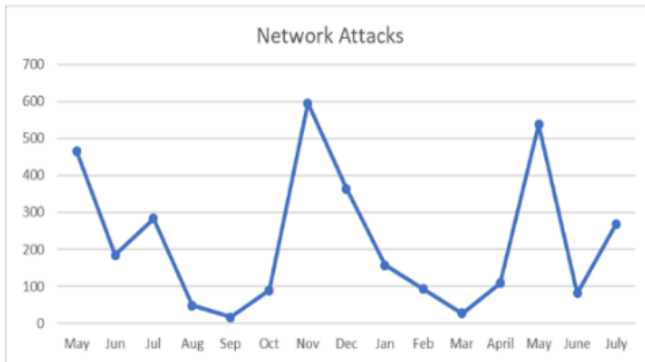
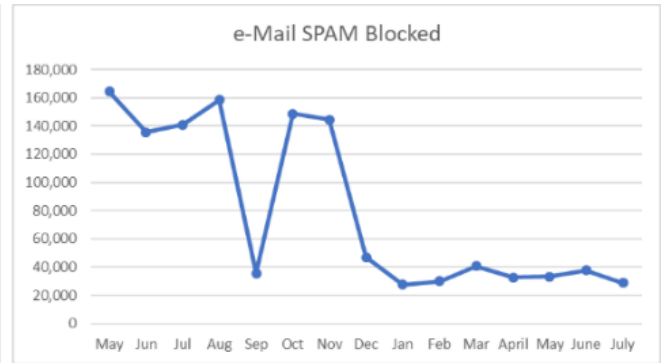
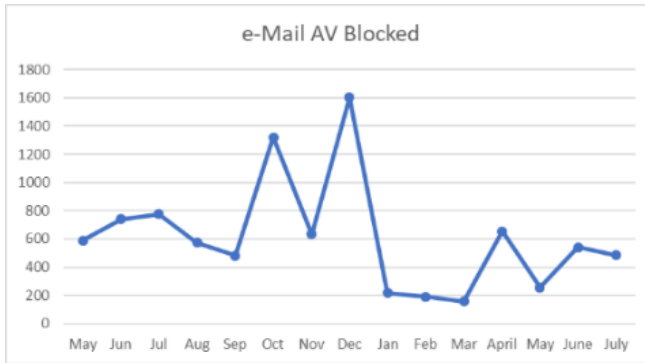
### **Security Review**

External threats continue to vary considerably from month to month – see table below.

The sudden peak in network attacks during May has been reported to the Police Cyber Investigation Unit for further investigation.

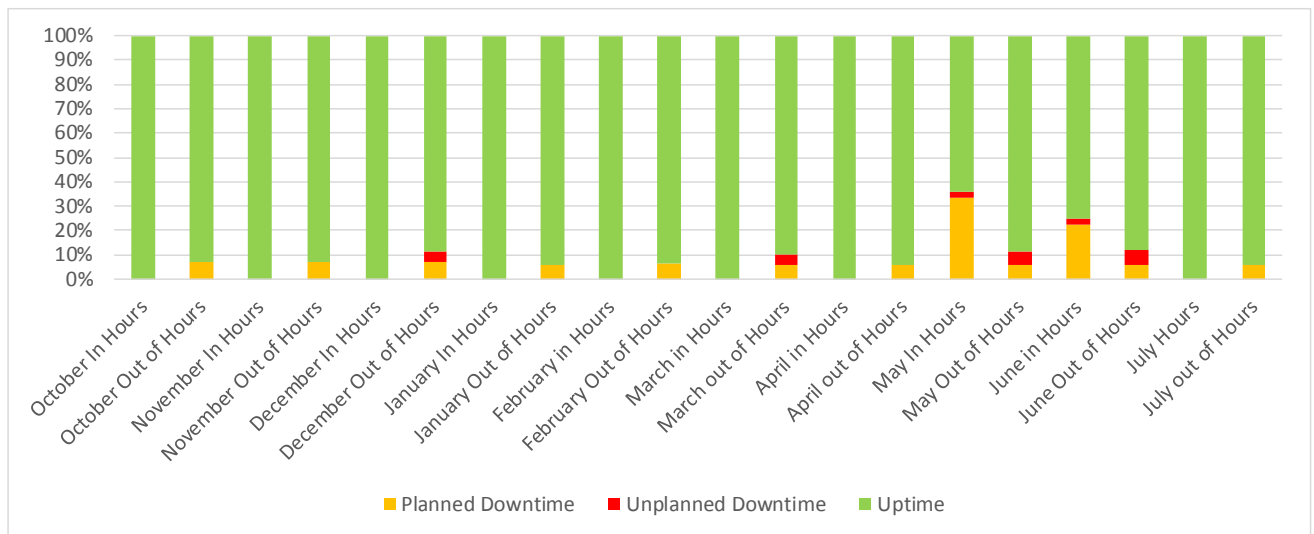
# Council Performance & Budget Summary

## Appendix B: ICT Service Update



### Availability Statistics (by exception)

#### My Service Planning



Planning Portal	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	February in Hours	February Out of Hours	March in Hours	March out of Hours	April in Hours	April out of Hours	May In Hours	May Out of Hours	June in Hours	June Out of Hours	July Hours	July out of Hours
Planned Downtime	0	40	0	36	0	40	0	32	0	32	0	32	0	32	63	32	42	32	0	32
Unplanned Downtime	0	0	0	0	0	28	0	0	0	0	0	24	0	0	5	32	5	32	0	0
Uptime	198	506	198	486	162	514	198	514	180	460	189	499	180	508	121	491	142	467	198	514
<b>Total Time</b>	<b>198</b>	<b>546</b>	<b>198</b>	<b>522</b>	<b>162</b>	<b>582</b>	<b>198</b>	<b>546</b>	<b>180</b>	<b>492</b>	<b>189</b>	<b>555</b>	<b>180</b>	<b>540</b>	<b>189</b>	<b>555</b>	<b>189</b>	<b>531</b>	<b>198</b>	<b>546</b>



# Council Performance & Budget Summary

## Appendix C: Working Party and Task & Finish Groups Update

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

<b>Working Party or Task &amp; Finish Group<sup>1</sup></b>							
<b>Group</b>	<b>Date or expected date of next meeting</b>	<b>No. of meetings in 1<sup>st</sup> and 2<sup>nd</sup> quarters</b>	<b>Average No. of officers attending each meeting in quarters 3 and 4 (nearest whole number)</b>	<b>Chair (2018/19)</b>	<b>Lead Officer(s)</b>	<b>Council representatives in 2018/19</b>	<b>Estimated Cost</b>
St Albans Christmas Market portfolio-led Task and Finish Group	Final meeting to be held in January 2019 <sup>2</sup>	1	1	<b>Cllr Gaygusuz<sup>3</sup></b>	Liz Marcy	Cllrs Mills, Mead, Harrison, Heritage, Clarke <sup>4</sup>	<b>£1,000</b>
Car Parking WP	9 October 2018	1	1	<b>Cllr Gaygusuz<sup>5</sup></b>	<b>Gary Payne<sup>6</sup></b>	<b>Cllrs Donald, Gaygusuz, Hill, Maynard, Mills and Nash</b>	<b>£1,000</b>

1 This list does not include main Scrutiny Committees, Community Safety Working Party, Licensing, Audit Committees or the Rail Sub-Group.

2 The future of the Christmas Market Task and Finish Group will be discussed with the Portfolio holder before the meeting date.

3 The meeting which took place on 20 June 2018 was chaired by Joe Tavernier as Cllr Read no longer holds the relevant Portfolio.

4 Cllr Rowlands withdrew from the Group before the most recent meeting.

5 Cllr Gaygusuz has replaced Cllr Read.

6 Gary Payne has replaced John Charlton, who has left the Council.

# Council Performance & Budget Summary

## Appendix C: Working Party and Task & Finish Groups Update

Member Development Steering Group	12 September 2018	0	-	<b>Cllr Ellis<sup>7</sup></b>	Rhiannon Leary	<b>Cllrs Ellis, Bolton, Mead; J Smith, and White</b>	-
Democratic Services and Electoral Arrangements Review	Final meeting to be held on 12 September 2018	1	2	<b>Cllr Ellis<sup>8</sup></b>	Elizabeth Heath	<b>Cllrs Ellis, White, Read, Pakenham, Wright, Hodgson, Hudspith and Swendell</b>	<b>£1,000</b>
River and Lake Working Group	TBC - The next meeting is predicted to be in late October 2018	0	-	<b>Cllr Leonard<sup>9</sup></b>	Dan Flitton	<b>Cllrs Leonard,<sup>10</sup> Curthoys, Campbell, Chivers, Grant, Mills, C Davies, Donald</b>	-
Customer Service Transformation Forum	10 September 2018	0	-	Cllr Campbell	Simonne de Vall & Caroline Croft	<b>Cllrs Campbell, White, Mills<sup>11</sup></b>	-

7 Cllr Ellis replaced Cllr Davies as the Chairperson.

8 Cllr Ellis has replaced Cllr Read as Chairman.

9 Cllr Leonard has replaced Cllr Chichester-Miles as Portfolio Holder.

10 Cllr Leonard has replaced Cllr Chichester-Miles on the Group.

11 Cllr Hodgson has stepped down from role as Cllr Lead for Digital – Cllr Campbell has taken up this role.

# Council Performance & Budget Summary

## Appendix C: Working Party and Task & Finish Groups Update

Portfolio Holder Task and Finish Group on Housing Maintenance	27 September 2018	0	-	Cllr Ellis	Karen Dragovic	Cllrs J Smith, Prowse, Leonard, Hudspith and Gibbard	-
Portfolio Holder Airports Working Group	TBC - The next meeting is predicted to be towards the end of 2018	2	2	<b>Cllr Gaygusuz<sup>12</sup></b>	Tracy Harvey	<b>Cllrs Gaygusuz,<sup>13</sup> Mills, Campbell and Read</b>	<b>£2,000</b>

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 May to August 2018 has been used as quarters 1 and 2.

### **NEW Portfolio Holder Working Party or Task and Finish Groups**

The Following Task and Finish Groups will be established:-

- Budget Scrutiny Task and Finish Group;
- CNC Budget Task and Finish Group.

**As at 4 September 2018**

<sup>12</sup> Cllr Gaygusuz has replaced Cllr Chichester-Miles as the Chairman.

<sup>13</sup> Cllr Gaygusuz has replaced Cllr Chichester-Miles on the Group.

This Appendix provides summaries of carbon dioxide emissions across the District; the report on the Council's greenhouse gas emissions; and work to reduce emissions.

### District-wide carbon dioxide (CO<sub>2</sub>) emissions

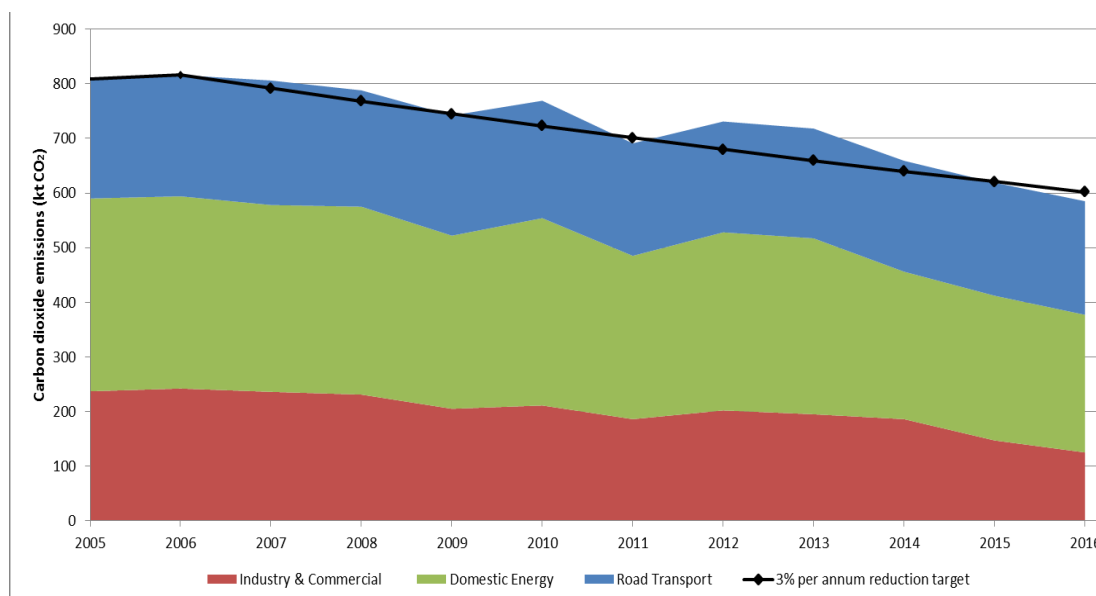
The Department of Energy and Climate Change (DECC) has published the [latest CO<sub>2</sub> emissions estimates](#)<sup>1</sup> for the District for 2005-2016. There is a two-year delay due to the complexity of reporting. A summary of the figures can be found [here](#)<sup>2</sup>.

The Council does not have direct control of District-wide CO<sub>2</sub> emissions. However, we have an important role to play in encouraging and supporting householders, drivers and businesses to reduce emissions from energy and transport.

Our [Climate Change Action Plan](#)<sup>3</sup> sets out our approach to reducing greenhouse gas emissions across the District as well as from our own estate and operations. The report contains two Council targets which are relevant to reducing District-wide emissions. These are:

- Reduce CO<sub>2</sub> emissions across the District by 3% per annum from 2006 to achieve a 60% reduction by 2025.
- Reduce emissions from the domestic sector by 1.5% per annum from 2010.

**Figure 1. St Albans City and District Regional CO<sub>2</sub> Emissions**



### Highlights

- According to the draft 2016 figures, our target to reduce District-wide emissions by 3% annually has been met in 2016 (Figure 1).
- District-wide CO<sub>2</sub> emissions have decreased by 28% between 2005 and 2016. This is similar to the Hertfordshire average reduction (-29%) but a lesser reduction than has been achieved in Greater London (-34%) over the same period.

<sup>1</sup> <https://www.gov.uk/government/statistics/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics-2005-2016>

<sup>2</sup> [http://www.stalbans.gov.uk/Images/2018%20District%20Wide%20CO2%20Emissions%20Figures\\_tcm15-55316.pdf](http://www.stalbans.gov.uk/Images/2018%20District%20Wide%20CO2%20Emissions%20Figures_tcm15-55316.pdf)

<sup>3</sup> <http://www.stalbans.gov.uk/climatechangeactionplan>

# Council Performance & Budget Summary

## Appendix D: Sustainability Performance Report



- 103 other local authorities achieved a similar scale of reductions, though 189 authorities achieved reductions of over 30% in the same time. The North East of England has seen the largest reduction in emissions overall (-53%) due to the closure of industrial sources.
- District emissions were 6% lower in 2016 than the previous year. This is similar to the East of England average (-5%) but lower than what was achieved in Greater London (-8%).
- On a per capita basis, emissions in the District are down 35% from 6.1 in 2005 to 4.0 in 2016. This is a pleasing improvement and puts us on par with Greater London which has the lowest per capita emissions in the country at 3.6 tCO<sub>2</sub> per person. Per capita emissions in London are particularly low due to high population density, urban transport system and the absence of large industrial facilities.
- Domestic energy use makes up the largest proportion (43%) of the total emissions, followed by transport (36%) and then industrial and commercial energy and transport (21%).
- Nationally, emissions from energy provision have decreased due to a change in the fuel mix for electricity generation. This includes less use of coal and more use of gas, nuclear and renewables.
- District emissions from domestic energy were lower in 2016 than in any of the previous monitored years. In 2016 they were 29% less than in 2005. Reductions in emissions from domestic energy use are evident across all Local Authority areas.
- We did not achieve our 1.5% year-on-year reduction target in domestic energy emissions that we set in 2010. Domestic energy emissions were 21ktCO<sub>2</sub> higher than our target emissions (231 ktCO<sub>2</sub>). This is largely because of increased energy use in 2012 and 2013, both being colder years
- Transport emissions are 5% lower than the baseline year. These reductions are associated with improvements in vehicle fuel efficiency, even though the actual distance travelled and vehicles on the road have increased. Despite this we have seen a gradual rise in CO<sub>2</sub> emissions from transport in the District between 2013 and 2016. The City of London has been able to reduce CO<sub>2</sub> emissions from transport significantly since 2005 (-31%) by reducing vehicle numbers and improving public transport services.

## St Albans City and District Council – Greenhouse Gas Emissions Report 2017/18

The Council's Greenhouse Gas Emissions Report 2017/18<sup>4</sup> has recently [been published](#). This sets out the approach taken to measure and calculate greenhouse gas emissions from the Council's own operations and services for the financial years 2008/09-2017/18. In line with Defra's guidance<sup>5</sup>, the report covers emissions from building energy use, fuel from business travel, and our largest contractors' energy and transport use.

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<sup>4</sup> The Council's Greenhouse Gas Emissions Report can be downloaded from: [www.stalbans.gov.uk/council-and-democracy/sustainability/energy.aspx](http://www.stalbans.gov.uk/council-and-democracy/sustainability/energy.aspx).

<sup>5</sup> Defra, October 2013: Environmental Reporting Guidelines: Including mandatory greenhouse gas emissions reporting guidance: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/206392/pb13944-env-reporting-guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/206392/pb13944-env-reporting-guidance.pdf)

# Council Performance & Budget Summary

## Appendix D: Sustainability Performance Report



The Council has set itself a target to reduce Council greenhouse gas emissions by 20% of 2008/09 levels by 2020/21. This is equivalent to an annual reduction of 1.8% since the baseline year.

**Figure 3. St Albans City and District Council Statement of Emissions 2017/18 (tCO<sub>2</sub>e)<sup>6</sup>**

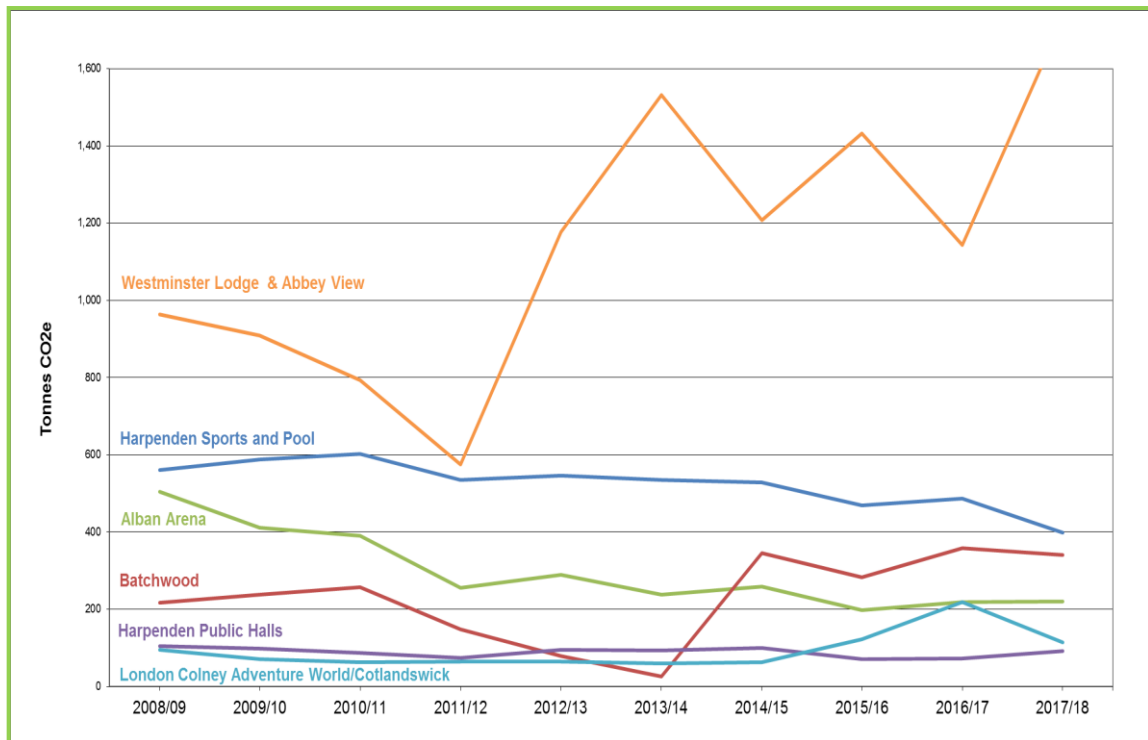
	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18
<b>Total gross emissions</b>	<b>6,891</b>	<b>6,922</b>	<b>6,457</b>	<b>5,667</b>	<b>6,291</b>	<b>6,068</b>	<b>6,425</b>	<b>5,898</b>	<b>5,706</b>	<b>5593</b>
<i>% change to baseline</i>	-	0%	-6%	-18%	-9%	-12%	-7%	-14%	-17%	-19%
<b>Scope 1 - Council gas consumption and fleet</b>	<b>1,548</b>	<b>1,292</b>	<b>1,215</b>	<b>1,057</b>	<b>1,194</b>	<b>1,003</b>	<b>923</b>	<b>892</b>	<b>771</b>	<b>482</b>
<i>% change previous year</i>	-	-17%	-6%	-13%	+13%	-16%	-8%	-3%	-14%	-38%
<b>Scope 2 - Council electricity consumption</b>	<b>1,251</b>	<b>1,379</b>	<b>1,295</b>	<b>1,299</b>	<b>1,268</b>	<b>1,246</b>	<b>1,334</b>	<b>1,051</b>	<b>874</b>	<b>879</b>
<i>% change previous year</i>	-	+10%	-6%	0%	-2%	-2%	+7%	-21%	-17%	+1%
<b>Scope 3 - Council business travel and contractor emissions*</b>	<b>4,092</b>	<b>4,250</b>	<b>3,947</b>	<b>3,311</b>	<b>3,829</b>	<b>3,819</b>	<b>4,168</b>	<b>3,954</b>	<b>4,061</b>	<b>4,232</b>
<i>% change previous year</i>	-	+4%	-7%	-16%	+16%	0%	+9%	-5%	+3%	+4%
<b>Contractor emissions</b>	<b>3,888</b>	<b>4,063</b>	<b>3,772</b>	<b>3,141</b>	<b>3,670</b>	<b>3,669</b>	<b>4,006</b>	<b>3,815</b>	<b>3,934</b>	<b>4,107</b>
<i>% change previous year</i>	-	+5%	-7%	-17%	+17%	0%	+9%	-5%	+3%	+4%
<b>Intensity ratio (kg CO<sub>2</sub>e per resident)</b>	<b>51.0</b>	<b>50.5</b>	<b>46.5</b>	<b>40.3</b>	<b>44.5</b>	<b>41.9</b>	<b>44.4</b>	<b>40.7</b>	<b>39.4</b>	<b>38.6</b>
<i>% change previous year</i>	-	-1%	-8%	-13%	+11%	-6%	+6%	-8%	-3%	-2%

### Highlights

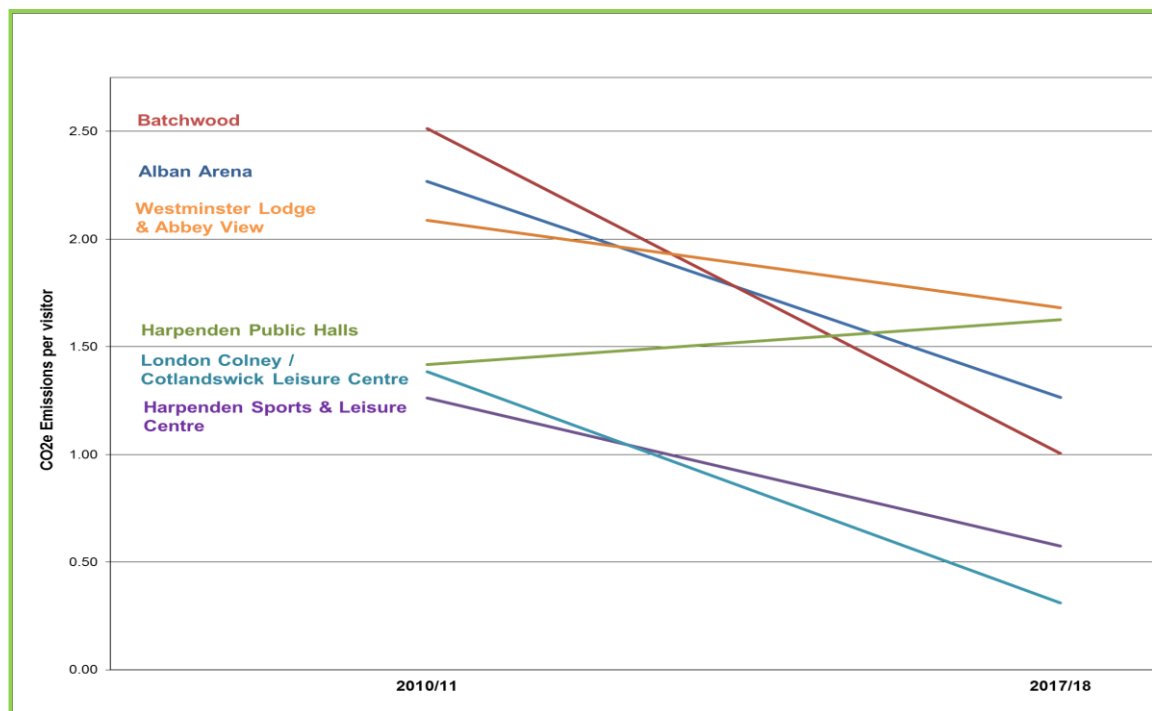
- The Council has reduced its total gross emissions by 19% which equates to a reduction of 1,298 tCO<sub>2</sub>e since 2008/09 (Figure 3).
- We are just 217 tonnes away from achieving the target we set for ourselves to reduce total emissions by 20% by 2020/21.
- We have exceeded our annual reduction aim for the last 3 years.
- In 2017/18, total emissions declined by 2% compared to the previous year, with reductions evident across Scopes 1 and 2, but not 'Scope' 3 (which includes our largest contractors).
- Scope 3 emissions, which include those from Council contractors, make up 68% of the Council's greenhouse gas emissions. Total contractor emissions have risen by 6% (Figure 5) and contractor energy use has increased by 20% since the baseline year. This is linked to the extensive redevelopment of Westminster Lodge, Batchwood and Cotlandswick leisure centres between 2012 and 2016. There were also a number of problems with the Gas Combined Heat and Power (CHP) system at Westminster Lodge which has led to some increased energy use.

<sup>6</sup> As per the guidance<sup>5</sup> carbon dioxide equivalent' (CO<sub>2</sub>e) is used to report on the combined effects of different greenhouse gases.

**Figure 5. 2008-2018 emissions from contractor-managed sport and leisure centres**



**Figure 6. Change in 'Emissions per Visitor' at contractor-managed sport and leisure facilities between 2010/11 and 2017/18**



# Council Performance & Budget Summary

## Appendix D: Sustainability Performance Report



- Visitor numbers are higher at all of these sites as a result of the increased service provision. On a per visitor basis, emissions have actually decreased from 10.9 kgCO<sub>2</sub>e in 2008/09 to 6.5 kgCO<sub>2</sub>e in 2017/18 (Figure 6).
- Emissions from Council-owned buildings' energy use is now half that of the baseline year (-1,460 tCO<sub>2</sub>e). Just under half of this reduction (47% or 692 tCO<sub>2</sub>e) can be attributed to the net closure of 27 energy accounts within our portfolio. These include sheltered housing properties which have been redeveloped and public conveniences which are no longer in use. The remaining decrease of 768 tCO<sub>2</sub>e reduction can be attributed to grid decarbonisation and building energy efficiency improvements since 2008.
- Overall gas consumption in Council buildings is lower than it has ever been. We now produce 68% lower emissions from gas use than in the baseline year. Within our Housing portfolio, gas use is now 73% lower than in 2008/09 as a result of property disposals and energy efficiency measures. The exception to this is gas use at the District Offices which has risen by 19% since the baseline year. We continue to investigate what caused this rise. Over the next winter we will observe the accuracy of the thermostat through temperature testing. We will also review heating and hot water timings and validate the bills to ensure there hasn't been a billing error.
- Emissions from Council fleet and business travel have been reduced by around half compared to the baseline year. Our Green Travel Plan, a reduction in Council staff and changing ways of working may all have contributed to this improvement.
- The majority of Council fuel emissions arise from car travel (39 tCO<sub>2</sub>e) even though staff travel 6.5 times further distances by public transport (2.9 tCO<sub>2</sub>e). Contractors contribute 15.5 times more emissions from transport than Council travel in the 2017/18 reporting year. This is to be expected given the nature of the contracted services but also highlights the importance of improving fuel efficiency where possible through the contract procurement process.
- Contractors contribute 8 times more emissions from transport than Council travel in the 2016/17 reporting year. Contractor transport emissions rose by 5% since last year, largely as a result of increased fuel use by our Parking and Leisure contractors. Transport emissions from our leisure contractors are 4 times higher than they were in 2008/09. This is likely to be in part due to improved recording of business mileage.

### The Council's contribution towards reducing emissions

Our [Climate Change Action Plan](#)<sup>7</sup> sets out our approach to reducing greenhouse gas emissions across the District as well as from our own estate and operations. This links to other plans and strategies such as the [Home Energy Conservation Action Plan](#)<sup>8</sup> and the [Council's Green Travel Plan](#)<sup>9</sup>. Below are some examples of the work that has taken place over the past year.

#### Internal emissions reduction

- **LED Lighting** – in 2016 and 2017 we gradually replaced the lighting in the District Offices with LED's. LED lighting is more energy efficient; has a longer life; distributes light more evenly; and saves money. The works have led to a reduction in electricity use. In February 2018 the District Offices monthly electricity bill was £2,320 less than in the February 2016 prior to any lighting replacement works. The buildings total energy bill

<sup>7</sup> <http://www.stalbans.gov.uk/climatechangeactionplan>

<sup>8</sup> <http://www.stalbans.gov.uk/heca>

<sup>9</sup> <http://www.stalbans.gov.uk/greentravelplan>



was £22,973 less in 2017 than in 2016 amounting to a reduction in emissions of 64 tCO<sub>2</sub>e. The lights will pay for themselves by the end of 2023.

We have also installed LEDs to Marlborough Pavilion and over the coming year will be looking to see which other sites could be suitable for lighting upgrades.

- **Solar photovoltaic (PV) systems** – the solar PV systems at the leisure centres (Westminster Lodge, Batchwood and Cotlandswick) and the District Offices have generated 440,000 kWh of electricity since they were installed<sup>10</sup>. All the energy has been used on-site saving the Council and the leisure contractor an estimated £47,449 in energy costs and reducing our total emissions by 179 tCO<sub>2</sub>e. We have received £43,167 from the Government's Feed-in-Tariff. Full payback on these installations will be achieved in 4 years at the District Offices, 6.5 years at Batchwood, 13 years at Cotlandswick, 15 years at Westminster Lodge. The leisure centre payback times do not incorporate electricity savings to the calculation as the Council doesn't directly benefit from those.

### District-wide emissions reduction

- **Home Energy Conservation Plan.** We continue our work to reduce emissions from energy consumption across all households in the District. This includes measures to encourage residents to improve the energy efficiency of their homes. It also includes work to help vulnerable householders who are at risk of excess cold, and improvements to our own housing stock. Over the past year we have installed 334 A-rated condensing boilers, 6 loft insulations and replaced 1,338 windows and doors with new double glazing.
- **Herts Warmer Homes.** This county-wide scheme aimed to reduce the health impacts to vulnerable residents living in cold homes and reduce excess winter deaths. The scheme currently has 100 households referred for insulation and boiler replacement works. This year we published our 'Energy Company Obligation (ECO) Flexibility Statement of Intent' setting out criteria by which we deem householders should be eligible for ECO funding. So far we have been able to refer 6 residents for funding who would not previously have been eligible.
- **New Museum and Gallery** incorporates secondary glazing, under floor heating and LED lighting.
- **Reducing transport emissions.** Over the past year we have delivered a number of infrastructure improvements across the District. The Alban Way Improvement Project has been completed. We have piloted the licencing of electric taxi vehicles and are exploring how to increase electric taxi provision as well as charging infrastructure in the District. We have also led a campaign to reduce emissions from engine-idling.
- **Sustainable St Albans Week.** The Council supported the community-led Sustainable St Albans Week in 2015, 2016 and 2018. The latest event involved 120 groups and organisations running 91 events highlighting the 10 Bioregional Framework of Environmental Sustainability themes from water to energy. Over 3,400 people attended events. Overall the organisers estimated that 10,000 people were reached through the events.

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<sup>10</sup> The solar PV systems were installed to the District Offices in 2008; Westminster Lodge 2012; Batchwood 2014 and Cotlandswick 2015.

# Council Performance & Budget Summary

## Appendix E: Health and Safety Update

### Background

Each year the Council produces an Annual Health & Safety Report. The purpose of that report is to comment on significant developments affecting the management of health and safety within the Council. Report content is based on the outputs of proactive and reactive monitoring strategies across the Council and captures new priorities for the forthcoming year.

Last year's report may be found [here](#). The next report, covering the period October 2017 to September 2018, will be available from December 2018.

### Executive Summary – October 2016 to September 2017 Report

#### Staffing

The role of Corporate Health and Safety officer was successfully recruited to through internal secondment in August 2016. The role review planned for February 2018 did not take place. However, the secondee continues in the role and remains instrumental in overseeing the authority's Health & Safety activity.

#### Incident Statistics

The table below is a summary of Incident Statistics for the reporting period:

Year	2016/17	Trend	2015/16	2014/15	2013/14
Staff Accidents	13	↑	10	12	21
Public Accidents	10	↓	11	12	15
<b>Total Accidents</b>	<b>(23)</b>	<b>↑</b>	<b>(21)</b>	<b>(24)</b>	<b>(36)</b>
RIDDOR (incl. above)	4	↑	2	1	11
Dangerous Occurrences	0	↔	0	1	2
Near Miss	3	↑	2	1	2

There was an increase in Total Accidents, RIDDOR reportable accidents and Near Misses in 2016/17 compared to the previous year. No underlying pattern or reason for these increases was identified.

#### Accident Incident Rates

Calculating accident incident rates helps to class different size organisations together to give a more meaningful comparison. This report focuses only on staff accident incident rates.

The following calculation is used:

$$\frac{\text{Number of defined accidents} \times 1000}{\text{Average number employed}}$$

Anonymised accident incident rates for some of our neighbouring HCC authorities are:

Herts Comparator #1: Accident Incident Rate: 22  
St Albans Accident Incident Rate: 24

# Council Performance & Budget Summary

## Appendix E: Health and Safety Update



Herts Comparator #2: Incident Rate: 38  
Herts Comparator #3: Accident Incident Rate: 36  
Herts Comparator #4: Accident Incident Rate: 70  
Herts Comparator #5: Accident Incident Rate: 78

### Next Steps

The Annual Health & Safety Report format is in the process of being revised. Changes to the future report format will likely include:

- Revision of the Executive Summary section. This will highlight key messages, activities reviewed, and provide an estimate of days lost due to injury;
- A graph-based performance summary, comparing progress with previous year(s) and describing significant performance trends;
- (Where practicable) more consistent data reporting/data capture formats across Council departments;
- Highlight any emerging staffing resource concerns (Council or contract partners) which may impact Council H&S performance.

# Council Performance & Budget Summary

## Appendix F: Housing Fire Safety Update

The following provides an update on fire safety work carried out since the report to Cabinet in October 2017.

### Fire Risk Assessments/Surveys

The table below shows the outcome of fire risk assessments presented to October Cabinet in 2017.

Risk Rating	General Needs	Sheltered	Mobile Homes	Temp
Trivial	1	0	0	2
Tolerable	94	3	4	8
Moderate	161	2	0	0
Substantial	1	0	0	0
Intolerable	0	0	0	0

Risk rating definitions are set out below.

Trivial	No action is required and no detailed records need to be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period.
Substantial	Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

There is a rolling programme of fire risk assessments. The current updated position in August 2018, regarding Fire Risk Assessments across all blocks of flats, is set out below.

Risk Rating	General Needs	Sheltered	Mobile Homes	Temp
Trivial	0	0	0	2
Tolerable	134	3	4	9
Moderate	123	2	0	0
Substantial	0	0	0	0
Intolerable	0	0	0	0

The table above demonstrates our work to move blocks of flats from a risk category of moderate, to tolerable.

# Council Performance & Budget Summary

## Appendix F: Housing Fire Safety Update



Each fire risk assessment produces an action plan. Where works are recommended these are programmed and prioritised according to risk. The focus in recent years has been to reduce risk across all blocks with scheduled works, such as upgrades to fire doors and emergency lighting. During 2017/18, £322k was spent on fire safety improvements, and £299k on electrical wiring. In 2018/19 the budget for fire safety improvements is £400k and electrical wiring works £488k.

### Other Surveys

A fire safety compartmentation survey was carried out at Telford Court in St Albans. There were no major internal compartmentation issues identified. Some fire stopping is required to some redundant heating flues and this work is in progress. An internal structural survey was carried out in two empty flats. No defects were identified to the internal bracing steel straps and concrete beam rings. Some small concrete remedial works are required to the exterior.

A survey of the loft area was carried out by Housing Officers at Cyril Dumbleton House in London Colney, in December 2017. Lofts are not normally surveyed as part of a Type 1 Fire Risk Assessment. This survey identified no fire curtains in the loft area. A follow up fire risk assessment in December 2017 revised the risk to moderate. Discussions were held with the Fire Officer and a 24/7 waking warden was put in place while works are in progress. Various works have been completed including boarding of the ceilings in all first floor flats, upgrades to fire doors, communal lighting and other fire stopping works. The waking warden is still in place and work has commenced to the loft area. Some additional work has also been requested by the Fire Officer following site visits. A follow up Fire Risk Assessment will be carried out on completion of the works.

### Ongoing Maintenance/Testing

The Estate Services Team visit blocks of flats on a weekly basis. As part of their duties they check that communal areas are kept free from combustible materials and any obstructions. They check that all fire exits are clear and open fully and test fire alarms on sites where required. They carry out a monthly flash test of the emergency lighting and report and follow up on repairs as needed.

Extinguishers and firefighting equipment are tested on a six monthly basis by external contractors

Our bin chute shut-offs and dry riser (Telford Court only) are serviced and maintained on an annual basis.

There is also an annual drain down test completed on all emergency lighting. All communal lighting sites have been tested and there is an ongoing programme of checking internal electrics in properties. We are currently in the third year of 800 properties per annum programme. The outcomes from these tests feed into the electrical rewire programme.

### Staff Training

An in-house three-day Fire Risk Assessment Training course was held in April 2018. This course is accredited by the Institute of Fire Managers. It finished with a written exam and practical on-site assessment. Eleven staff attended from the surveying/estate

# Council Performance & Budget Summary

## Appendix F: Housing Fire Safety Update



services teams. All staff passed the exam. A general fire service awareness course, one day for managers and a half day for front line staff is currently being arranged. This training is also being extended to the trustees of the Duchess of Marlborough almshouses. We are providing advice and support to them on managing fire safety.

### Fire Service Exercises

The Fire Service has carried out familiarisation visits to Telford Court. A simulated exercise was carried out in an empty flat on 26 July. There were no issues of concern reported to us.

### Grenfell Public Enquiry

The enquiry has begun and is hearing evidence. It is unlikely that any recommendations will be produced before next year.

We have set aside a budget of £420k in 2018/19 for a sprinkler system at Telford Court and we plan to consult with residents in the autumn.

The officer view is to wait for the outcome of the Grenfell enquiry before we proceed with this work. If there are any recommendations relating to sprinkler systems, we can ensure they are included in the specification.

One issue which has arisen relates to Fire Doors to flats. An investigation was launched after it was found a fire door from Grenfell Tower, manufactured by Manse Masterdor, could only hold back fire for half the time it was meant to. Doors manufactured by Permadoor, Solar Windows Ltd and Bowater by Birtley have failed government tests. The expert panel set up by the Government says the risk to public safety is low because fire detection in a building is developed using a range of measures. Therefore, a failure of one measure should not significantly change the overall safety of residents. In addition all doors provide essential protection if properly closed. Officers are currently checking for any installations from these suppliers in our blocks of flats. The fire doors at Telford Court have not been manufactured by any of these suppliers.

The Government advice is to review the doors as part of your Fire Risk assessment and consider when they should be replaced. It has written to all building control bodies to highlight the need for existing building regulations guidance on new fire door installations to be followed. We will continue to monitor the outcome of any further government tests on fire doors and subsequent guidance.

### Next Steps

A senior officer fire safety meeting is held every 6 weeks. We will continue to monitor information arising from the public enquiry, which local authorities will need to act on.