

Council Performance & Budget Summary

November 2014

The monthly performance summary outlines trends in information the Council uses to monitor and manage service delivery. Where relevant, it includes performance against targets set for the relevant period.

Overview

A	Budget – 1% overspend
A	Performance Indicators

Appendices

- A. Planning Update
- B. Progress on staff appraisals (6 month review)
- C. Market Review Update
- D. Pay Policy Statement
- E. Housing Update
- F. Economic Development Update

Recommendations

- 1.1 That Cabinet notes the Council Performance and Budget Summary (November 2014) and its appendices.
- 1.2 That Cabinet agrees that it is desirable in the best interests of the Council that a tender be invited by a contractor selected by it to carry out electrical works at Telford Court as proposed in Appendix E.
- 1.3 That Cabinet agrees that Penmilne Electrical Contractors be appointed to carry out the work.

Commentary

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

	Measure	Comments
A	Forecast budget variance at the year end (General fund for year in question)	An overspend of £180k is forecast. As reported previously, this is mainly due to employing extra staff to deal with planning applications; a reduction in recycling income as prices for materials have fallen; and an over optimistic markets' income budget.
R	Average time to re-let dwellings (excluding sheltered and temporary accommodation changes) (days)	The average time to re-let dwellings for November was 24 days. There have been some minor delays receiving contractor energy certificates which have added two days to the overall turnaround time. A number of properties have had multiple refusals. Some tenants on the transfer list bid periodically to keep their transfer applications live. A number were not ready to move when successful in their bid. Other reasons included parking concerns and issues with the layouts of the property, including downstairs bathrooms and room sizes.

	Measure	Comments
R	Number of households in temporary accommodation & Average time in temporary accommodation (weeks)	<p>The high use of temporary accommodation continues. In November the housing options team dealt with 126 enquiries (1,270 since April 2014). There were 10 formal homeless applications (119 since April 2014) and a further 6 homeless acceptances (91 since April 2014).</p> <p>Lea Springs, the first affordable extra care scheme in the District has opened in Harpenden. Residents moving into this new development will free up a number of other Council properties.</p> <p>We are expecting to complete on the purchase of 4 additional properties by the end of December 2014.</p> <p>We continue to collect expressions of interest for potential residents of Parkside View in Marshalswick (formerly Caroline Sharpe House) which is due to complete in March 2015. This will free up existing Council accommodation.</p>
R	Days to process Housing Benefit new claims	<p>An on-going technical issue has meant that the benefits team was unable to assess 5 outstanding claims from between February and August 2014. These involve claimants placed in bed and breakfast accommodation by the Council as part of our homeless responsibilities.</p> <p>Past data configuration issues with the housing IT system meant records were not transferred to the benefits system for these. The Systems Support team has put a number of extra measures in place to ensure that historical and future data is configured correctly.</p> <p>The issue was resolved in November, allowing the benefits team to assess these 5 cases. The average assessment period for these cases was 210 days. The average for the month is 21.8 days if the 5 claims are excluded from the calculation. The housing team was aware of the technical issue and liaised with the benefits team to monitor these cases. Tenants were not treated as if they were in rent arrears or prevented from moving to permanent accommodation.</p>
G	Overall percentage of planning decisions within time	<p>The employment of temporary professional planning staff and the use of external contractors for minor and other applications has helped restore performance. The team has also reduced the number of out of time applications by 52 (32.1% down from the October total).</p> <p>As reported in Appendix A, recruitment is on-going to fill vacant and newly created permanent posts.</p>
R	Graffiti and fly-tipping calls	<p>There was only 1 graffiti incident in November, 3 fewer incidents than October 2014. Incidents of fly-tipping remain at 52. The overall number remains broadly level and no noticeable patterns have been observed in the type or location of fly tips or graffiti. The Council is continuing to investigate fly-tips for evidence to support prosecutions.</p>
R	Percentage of households with missed waste collections	<p>The total percentage of missed collections reported for November is lower than in the previous month. The real time reporting system continues to show high numbers as all</p>

	Measure	Comments
Red		<p>missed collections are now included in the total figure as explained last month. The reduction of 0.07% on the previous month is due to crews becoming more familiar with their rounds, and more accurate and instant reporting.</p> <p>Missed collection performance is continuing to be monitored by the Recycling Task & Finish Group.</p>
G	Visits to Tourist Information Centre and www.enjoystalbans.com	There were 58,221 visitors to www.enjoystalbans.com in November, up 40% from 41,501 in November 2013. This is due to a greater number of people visiting the Fireworks Display, Christmas Lights Switch-on and Christmas Market webpages than last year.

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.

Contact for further questions: Harry Graham, Business Analyst
 (01727 814611 harry.graham@stalbans.gov.uk)

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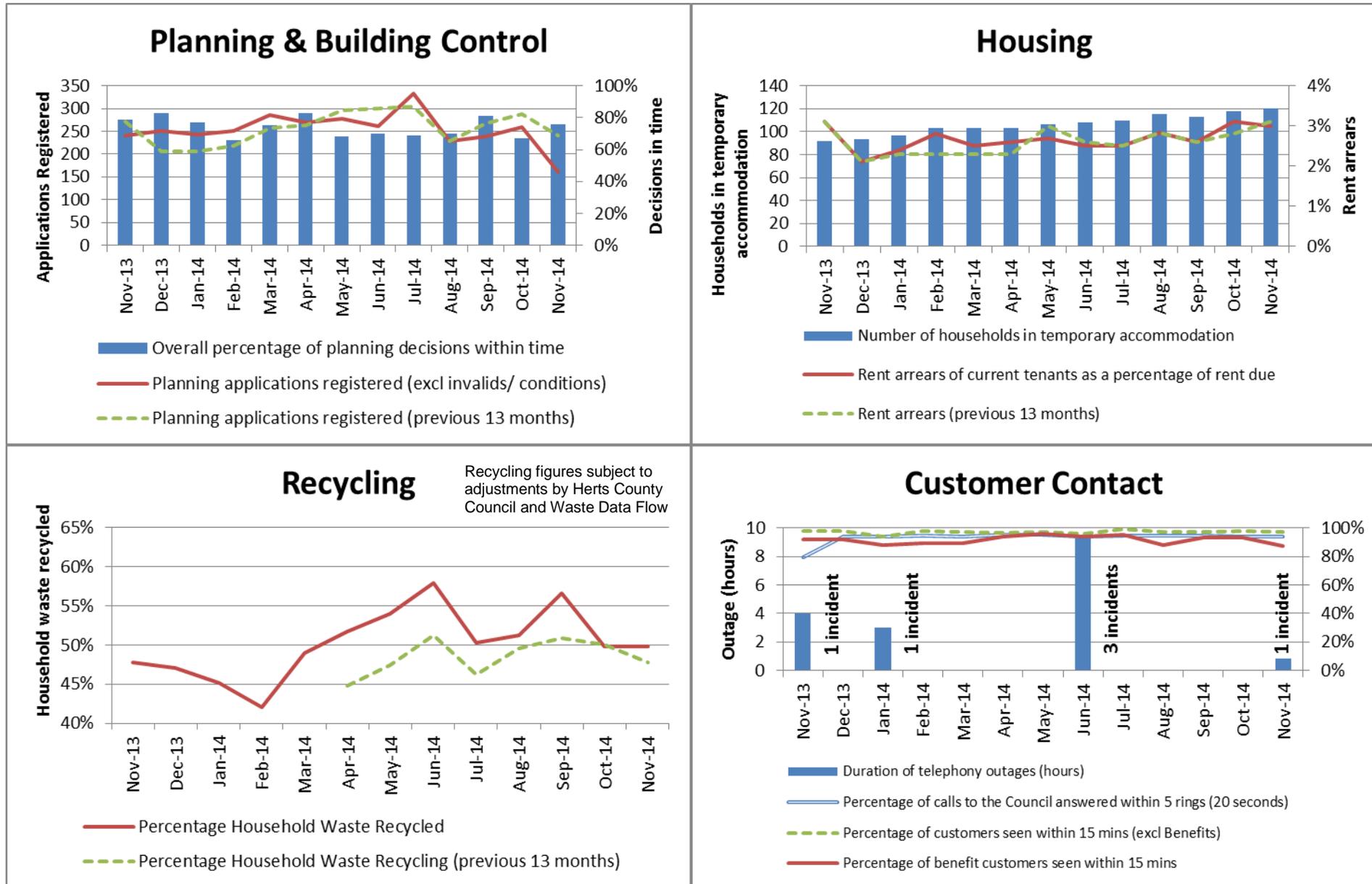
November 2014



		Bigger or Smaller is Better	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	TARGET
Finance	Forecast budget variance at the year end (General fund for year in question)	Smaller	-0.1%	-0.9%	-0.1%	0.0%	0.0%	0.0%	-0.2%	-0.1%	0.0%	0.8%	0.7%	0.8%	1.0%	0.0%
	Average time to re-let dwellings (excluding sheltered and temporary accommodation changes) (days)	Smaller	17	17	24	20	17	21	20	19	17	22	17	29.5	24	21
Housing	Percentage of rent loss due to voids	Smaller	1.56%	1.55%	1.56%	1.55%	1.28%	1.06%	1.05%	1.03%	1.05%	1.05%	1.08%	1.09%	1.10%	Trend
	Rent arrears of current tenants as a percentage of rent due (targets updated for 2014-15)	Smaller	3.1%	2.1%	2.4%	2.8%	2.5%	2.6%	2.7%	2.5%	2.5%	2.8%	2.6%	3.1%	3.0%	3.1%^
	Number of households in temporary accommodation	Smaller	92	93	97	103	103	103	106	108	110	115	113	118	120	Trend
	Average time in temporary accommodation (weeks)	Smaller	16.0	19	20	19	19	22	23	19	25	25	25	23.9	25.3	Trend
	Percentage of repairs completed on time	Bigger	98%	99%	99%	99%	99%	96%	100%	100%	100%	99%	99%	98%	100%	98%
	Housing repairs satisfaction	Bigger	99%	97%	98%	99%	99%	100%	99%	100%	100%	99%	99%	100%	99%	90%
	Total number of households in receipt of Housing Benefit and/or Council Tax support	Smaller	New indicator	7,550	7,490	7,517	7,536	7,509	7,490	7,445	7,408					
	Days to process Housing Benefit new claims	Smaller	39.1	33.1	27.6	26.2	33	25.9	29.7	18.3	23.5	19.3	21.6	19.4	28.2	24
	Days to process Housing Benefit change in circumstances	Smaller	14.7	9.6	6.3	2.2	7.8	6.1	6.8	6.5	6.3	6.7	7.2	6.2	8	11
	Percentage of benefit customers seen within 15 mins	Bigger	92%	92%	88%	89%	89%	94%	96%	94%	95%	88%	93%	93%	87%	70%
	Planning & Building Control	All planning applications received		260	284	272	277	326	345	311	313	347	267	270	308	263
Planning applications registered (excl invalids/conditions)			240	251	243	252	286	269	278	262	333	229	238	260	160*	
Overall percentage of planning decisions within time		Bigger	79%	83%	77%	66%	75%	83%	68%	70%	69%	70%	81%	67%	76%	75%
Regulatory	Parking Penalty Charge Notices issued	Smaller	1,784	1,454	1,425	1,323	1,448	1,236	1,387	1,206	1,298	1,291	1,520	1,671	1,477	Trend
	Percentage of Parking Penalty Charge Notices paid	Bigger	87%	92%	88%	91%	92%	92%	89%	92%	84%	78%	82%	84%	87%	70%
Community Services	Graffiti and fly-tipping calls	Smaller	23	27	36	27	40	54	51	45	51	52	55	56	53*	Trend
	Percentage of households with missed waste collections	Smaller	0.17%	0.15%	0.12%	0.09%	0.19%	0.10%	0.13%	0.15%	0.17%	0.15%	0.13%	0.41%	0.34%*	Trend
	Visits to Tourist Information Centre and www.enjoystalbens.com	Bigger	48,578	33,929	20,319	20,298	25,720	28,231	33,534	34,084	35,051	35,418	35,050	39,752	65,316	Year-on-year Trend
	Museums visits	Bigger	16,453	11,133	7,878	13,099	15,194	11,457	12,504	13,528	13,225	13,277	15,599	18,312	16,969	Year-on-year Trend
Customer Services	Percentage of calls to the Council answered within 5 rings (20 seconds)	Bigger	79.5%	93.9%	93.6%	94.7%	94.0%	94.9%	94.9%	94.1%	94.3%	94.3%	94.4%	94.0%	93.9%	80%
	Percentage of customers seen within 15 mins (excl Benefits)	Bigger	98%	98%	94%	98%	97%	97%	97%	96%	99%	97%	97%	98%	97%	80%
External	Claimant count (% proportion of population)	Smaller	1.2%	1.2%	1.2%	1.2%	1.2%	1.1%	1.1%	1.0%	1.0%	1.0%	0.9%	0.9%	0.8%	Trend
	New jobs	Bigger	1,298	970	1,439	1,364	1,181	991	1,196	1,128	1,421	1,312	1,541	1,541	2,250	Trend
	All crime (in month)	Smaller	466	404	404	495	529	483	520	554	516	456	519	496	485	Trend
	Anti-social behaviour incidents (in month)	Smaller	189	140	146	137	212	226	221	251	273	220	228	237	199	Trend

^Seasonal Target
*Provisional figure

Performance Summary November 2014



Strategic Local Plan (SLP)

The draft SLP consultation closed on Sunday 23 November following a period of six weeks. A series of public exhibitions were held during the consultation period at various locations in the District attracting over 2,200 people. Attendance at the public exhibitions was high and the venue arrangements with partners in the Parishes worked well.

All of the responses received online have been processed and are available to view on the Council's website. Officers are now currently processing hard copy responses, letters and email comments. Overall c.5,600 comments from c.1,000 people and organisations were received. The consultation comments will be formally reported to the Planning Policy Committee from January onwards.

Statement of Community Involvement (SCI) update

The updated SCI was published for consultation alongside the proposed SLP consultation. The comments received and any necessary amendments to the document will be reported to the Planning Policy Committee in January.

Dangerous Structures

The roof works to address two dangerous structures (in Seymour Road and Culver Road) have been completed successfully.

Oaklands - Smallford planning application (5/2013/2589)

The application was considered by Planning Referrals Committee on 1 December 2014. The Committee resolved to refuse the application.

Rail Freight

On 14 July 2014, the Secretary of State issued his decision allowing the appeal. The Council has challenged the decision in the High Court. The case is scheduled to be heard on 3rd and 4th February 2015.

On 3rd November Mrs Justice Patterson made a protective costs order limiting the Council's costs exposure towards the Secretary of State to a maximum of £35,000.

Sewell Park

Appeals against earlier refusals 5/2013/2713 for 85 dwellings and 5/2011/2857 for 116 houses and 72 bed care home were heard at a public inquiry commencing on 21 July 2014. Both appeals have been 'called-in' by the Secretary of State for his determination.

Council Performance & Budget Summary

Appendix A: Planning Update



The Council made further submissions to the Planning Inspectorate to deal with the consequences of the Court of Appeal decision in 'Secretary of State for Communities and Local Government v Redhill Aerodrome'.

The Council has been advised that a decision should be made on or before 2 February 2015.

Ariston Site

Discussions with Hertfordshire County Council (HCC) continue in relation to highways aspects of the application. HCC advise that they expect to submit a planning before Christmas 2014.

Planning Appeals

Performance has been tracked on planning appeals since the beginning of the year. During this time the number of planning appeals under consideration by the Planning Inspectorate has increased from around 40 to over 70. Anecdotally it is understood that the Planning Inspectorate are having recruitment difficulties.

Where an appeal decision has been issued, the Council is performing with an average success rate of 65%.

Planning Performance for Major Applications

The Government requires Local Planning Authorities to determine at least 40% of all major applications in time (over the preceding 2 year period). Unless the applicant has either entered into a planning performance agreement or agreed to an extension of time, major planning applications are required to be determined in 13 weeks. Government has advised they will keep the 40% threshold under review with a view to increasing it in future.

For 2013-2014, the Council determined 65% of major applications in time. For 2014-2015, the Council has determined 69% of major applications in time. However, the current quarter is at 44%.

Council Performance & Budget Summary

Appendix A: Planning Update

Staffing

Cabinet discussed the issue of Planning and Building Control staffing at its meetings on February, March, June, July and October 2014.

On 23 October, Cabinet agreed to increase the Council's establishment (the number of full time staff) to include four new posts (4 Full Time Equivalent) in the Planning Service comprising three posts in Development Management and one in the Spatial Planning team.

The overall current position in relation to the vacant posts in the planning team is:-

Post	Update
Development Management Team Leader	With recruitment agencies
Development Management Team Leader (Maternity Cover)	With recruitment agencies
Major Projects' Officer	Post to be included in recruitment drive in the New Year.
Enforcement Team Leader	Being advertised
Deputy Development Management Team Leader	Offer accepted.
Deputy Development Management Team Leader (Maternity Cover)	Post to be included in recruitment drive in the New Year.
Development Management Planner	Offer accepted for 1 post.
Development Management Planner	Post to be promoted in recruitment drive in the New Year.
Lead Planner	With recruitment agencies
Enforcement Officers	Post to be included in recruitment drive in the New Year.
Enforcement Officer	Post to be included in recruitment drive in the New Year.
Landscape/Arboricultural Assistant	Interviews to be held
Tech Support Technician	Being advertised
Planning Apprentice	Being advertised

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Appendix B: Progress on staff appraisals (6 month review)

Department	Expected Appraisals [^]	Appraisal Completed	Outstanding Appraisals	File note received by HR	Outstanding File Notes
Chief Executive & Policy and Partnership	16	15	1	15	1
Community Services	70	70	0	63	7
Corporate Services	45	45	0	45	0
Finance	35	33	2	33	2
Heads of Service	7	7	0	7	0
Housing	84	83	1	81	3
Legal, Democratic & Regulatory	54	54	0	54	0
Planning & Building Control	45	45	0	45	0

Dated: 9 December 2014

[^] Numbers adjusted to account for long term sickness and maternity leave

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Appendix C: Market Review Update



Progress with the markets review was last reported to Cabinet in October. This update provides information on the outcome of consultation with traders and plans to build on the Wednesday 'food pilot'. It also provides information on the financial basis on which the market operates.

Consultation with Market Traders

The consultation was undertaken during October 2014. All traders were invited to complete a questionnaire to give their views on the St Albans Charter Market.

25 completed questionnaires were received back. This represents a response rate of approximately 15%. Significant themes raised by traders were:

- St Albans Charter Markets are seen as good and desirable markets on which to trade.
- Traders consider that there is a strong need for marketing and publicity for the Charter Markets.
- There are concerns about parking (for customers) and its impact on the markets.
- There is a need to apply the current rules to traders.
- The current stalls are in poor condition and the lighting is of poor quality.
- There is a strong desire to improve the market.
- The traders are willing to try new and different things to make the markets stronger.

Food Pilot

The Wednesday food pilot was started in August 2014. The objective is to increase the scale of the Wednesday market to include the Market Square area. We initially received interest from 12 traders to participate in the first of the food markets. 5 of these traders did not turn up on the first day. In the following weeks there was further drop out as we moved into the colder weather period in September and October. With fewer people likely to want to eat outside in colder weather, this was expected.

This leaves a core of five new permanent food traders. In October we added one additional trader who has been trading every Wednesday.

Although smaller than hoped, the addition of new stalls with a "foodie" theme has proven a success. We have six new committed traders, who are keen to be part of this, and potentially other St Albans markets. They all demonstrate excellent attendance.

We have extended the Wednesday market format into the previously empty area in Market Place. This has been well received by existing traders as it creates an improved footfall through the lower end of the market. We plan to continue to build this part of the market slowly to ensure that traders who we recruit add value to the 'food' theme in terms of commodity and quality. In addition we wish to recruit more traders, particularly those selling hot food, who are committed to being part of the market on a permanent basis.

We plan to recruit an additional 1-2 new traders per month, until we fill the potential capacity of the Wednesday market (an additional 10-15 stalls). We added one additional food trader in the week of 1st December.

The plan is to extend as far down as the Boot pub. As we establish new traders, we will also investigate providing additional infrastructure, including on street seated eating areas.

Council Performance & Budget Summary

Appendix C: Market Review Update



Cost of operating markets

We now have better visibility of the costs of operating the markets.

The Farmers Market is currently being operated at a significant loss. This is due in part to the costs of erecting a market on a Sunday. The loss is exacerbated by the low rates charged to stall holders. We currently charge £30 for a stall at the Farmers Market (compared to £37 for a Wednesday market and £47 for a Saturday market). Overall, the costs of running the Farmers Market are outstripping the revenue by about 30%.

The Council will consider increasing the size of all of the markets where there is a strong demand from traders for stalls and it makes financial sense to do so. However, clearly we need to reconsider the pricing of the Farmers Market stalls.

Appendix D: Pay Policy Statement

Pay Policy Statement for 2015-16

- 1.1 Under Section 38 of the Localism Act 2011, all Councils are required to publish an annual Pay Policy Statement.
- 1.2 Our current Pay Policy Statement needs to be reviewed. Full Council must approve the updated version for 2015-16 before 31 March 2015.
- 1.3 Internal Performance Scrutiny Committee at its meeting on 11 November 2014 considered the draft Pay Policy Statement for 2015-16. It forwarded this Pay Policy Statement (see 1.3.1 below) and appendices to Cabinet without suggesting any changes:

1.3.1 PAY POLICY STATEMENT

The Committee considered the Pay Policy statement 2015 – 16 before its submission to Cabinet and Council. This was largely unchanged from the previous year apart from the inclusion of the commitment to the Living Wage from Council and the amended Life Assurance Scheme.

RESOLVED

That the Pay Policy Statement for 2015 – 16 be submitted to Cabinet and Council for final approval.

- 1.4 Since the Internal Performance Scrutiny Committee, the NJC pay award has been agreed. The Grade Structure for staff below Heads of Service has been updated to reflect this recent pay award which covers Heads of Service and all staff below this level (see Appendix 3). The Senior Officer Grade structure, Appendix 1, has also been partly updated to reflect the pay award that affects relevant Heads of Service. However, it is not yet known if there will be pay awards for our Chief Officers and the Chief Executive. Therefore, Appendix 1 may need to be further amended to reflect any subsequent pay awards for these Officers.
- 1.5 The Local Government Transparency Code 2014 was published shortly before the Internal Performance Scrutiny Committee's meeting on 11 November 2014. It requires the Council to publish an organisation chart covering the top three levels with specified information. This has been produced and is set out at Appendix 2 of the Pay Policy Statement.
- 1.6 The 2014 Transparency Code also requires an additional pay multiple to be reported covering the pay relationship between the highest paid officer and the Council's median pay. This pay multiple will be incorporated into the Pay Policy Statement being reported to Full Council in March 2015. In order to comply with the statutory deadline, it will be published on our website before 2 February 2015, along with the new required format for the senior organisation chart and Trade Union Facility Agreement.



PAY POLICY STATEMENT 2015-16

**Cabinet
December 2014**

Appendix D: Pay Policy Statement

Pay Policy

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

Principles

6. **The Council has expressed its intention to work towards gaining Living Wage accreditation and is reviewing this process. The Council currently pays more than the national rate of the Living Wage to all its directly employed staff, other than apprentices. Accreditation would require the Council to ensure that the workers of its contractors and suppliers were also paid the Living Wage if they worked for more than 2 hours a week for 8 consecutive weeks on Council premises.**
7. The Council uses and maintains effective job evaluation systems and procedures to provide equity and consistency in pay, whilst adhering to the basic principles of the national Local Government Single Status pay agreement.
8. All of the Council's pay and reward procedures will be developed in accordance with the relevant legislation and any accompanying codes of practice.
9. The Council acknowledges that pay is not the only means of rewarding employees for their work and will look to provide other non-financial incentives to support the recruitment and retention of high quality people.

Appendix D: Pay Policy Statement

This would include, but is not exclusive to, such matters as offering flexible working, good working conditions and other benefits such as parking provision.

10. The Council ensures fair and reasonable access to appropriate learning and development opportunities to help our employees perform well in their jobs. E-learning is being used to meet statutory and mandatory training and further training is offered to help the Council meet its corporate priorities.
11. The Council offers Occupational Health services to support healthy work practices and facilitate employees with health issues that affect their work. This complements the Council's Attendance Management Policy which aims to manage any absences in a fair way and ensure a quick return to work where possible.
12. Job applications from all applicants, including former employees who may have received a severance or redundancy payment, will be considered on the basis of the evidence presented. A full and robust selection process would be followed in all cases. Former employees may also provide their services as casual workers on an 'as and when' basis to help during peak times such as elections.

National Negotiating Process

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

Appendix D: Pay Policy Statement

General Pay Policies

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

Starting Salaries

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

Progression

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

Redundancy Pay

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

Appendix D: Pay Policy Statement

Overtime Additional Hours

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

Night Work Enhancement

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

Weekend Enhancement

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

Appendix D: Pay Policy Statement

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

Bank Holiday Enhancement

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

Split Shift

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

Standby

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

Appendix D: Pay Policy Statement

Professional Fees

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

Car Allowances

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

Car Lease Scheme

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

Acting up – Undertaking the work of a higher graded post

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

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One-Off Payments (Honoraria)

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

Market Supplements

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

Annual Leave

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

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

Appendix D: Pay Policy Statement

Pension

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

Appendix D: Pay Policy Statement

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

Occupational Sick Pay

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

Maternity, Adoption, Paternity and Carers' Leave and Pay

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

Life Assurance

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

Non-Contractual Benefits

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

Appendix D: Pay Policy Statement

Pay Policy Relating to Senior Officers

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

Salary levels

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

Chief Executive

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

Chief Officers and Senior Officers

72. Salaries for the Chief Officers and Heads of Service are established by the Senior Grade structure. Starting salaries would be on the same basis as all other employees. Increments are only applied if performance is satisfactory, in line with all other employees. However unlike other employees any

Appendix D: Pay Policy Statement

national pay award can be withheld following appraisal by the Chief Executive if performance is not satisfactory.

Elements of remuneration

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

Senior Officers' Salaries - Notes

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

Redundancy Payments

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

Publication and access to information on Senior Pay

80. This pay policy statement will be produced annually and will be reported to Full Council before the end of each Municipal Year (31 March). It may be amended at any time, but any changes would need to be approved by Full Council.

Appendix D: Pay Policy Statement

81. This document may be found on the Council's website under Council and Democracy/ Your Council and How it Works / Staff Structure / Staff Pay Policy 2014-15. (*The Pay Policy Statement for 2015-16 will be published once it has been approved by Full Council and the relevant hyperlink will be inserted.*)
82. A structure chart setting out the key responsibilities for Senior Officers and their reporting lines is set out at **Appendix 2**.
83. Financial data on Senior Officers' pay may also be found on the Council's website:
http://www.stalbans.gov.uk/Images/Senior%20Staff%20Pay_tcm15-15784.csv
84. Financial data on what has actually been paid to Senior Officers can be found in the Council's published Statement of Accounts:
<http://www.stalbans.gov.uk/council-and-democracy/PerformSpendAccount/Statement-of-accounts/>

Pay Below Senior Management

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

Lowest paid employees

88. The definition of the Council's lowest paid employees has been based on the lowest spinal column point on the Council's grade structure plus the Outer London Fringe (OLF).
89. As at 31 March 2015, the Council's lowest paid employees are on spinal column point 14. This amounts to an annual salary of £16,231 plus £573 OLF making a total of £16,443.

Relationship between Highest Paid and Lowest Paid and Pay Multiples

90. This Council does not have any specific pay targets based upon pay multiples. However we would not expect the remuneration of the Chief Executive to exceed or equate to the ratio the Hutton review outlined for

Appendix D: Pay Policy Statement

Chief Executives i.e. that the pay of a Chief Executive does not exceed 20 times that of the lowest paid employees.

91. In the case of the Chief Executive at St Albans City & District Council the ratio does not exceed seven times that of the Council's lowest paid employees.

List of Appendices

- 1 Pay Grade Structure – Senior Officers
- 2 Structure Chart Setting Out the Key Responsibilities for Senior Officers and their Reporting Lines
- 3 Pay Grade Structure - Below Head of Service
- 4 List of Posts with Essential Car User Allowances

Appendix D: Pay Policy Statement

APPENDIX 1

PAY GRADE STRUCTURE – SENIOR OFFICERS

2014/15

TERMS & CONDITIONS	SCP	BASIC SALARY		GRADES
		1 Apr 2013	1 January 2015 (t.b.c)	
SPOT RATE NJC terms for Chief Executives		*£100,000		LOCAL CHIEF EXECUTIVE GRADE
NJC terms for Chief Officers	CO20 CO19 CO18 CO17 CO16	*£82,790 *£81,199 *£79,603 *£78,012 *£76,419		LOCAL CHIEF OFFICER GRADE 2
NJC terms for Chief Officers	CO15 CO14 CO13 CO12	*£74,922 *£72,881 *£70,837 *£68,796		LOCAL CHIEF OFFICER GRADE 1

NOTE

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

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

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

NOTE

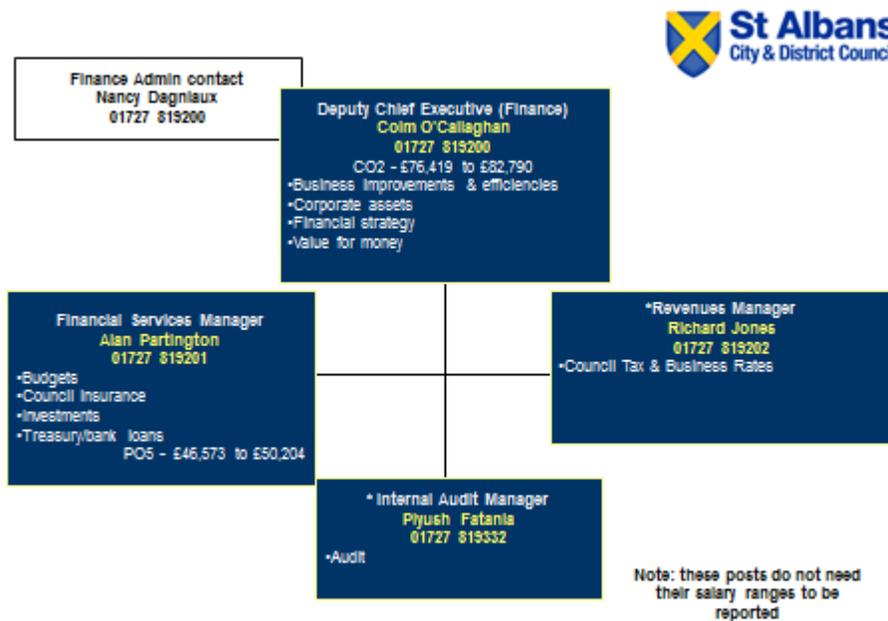
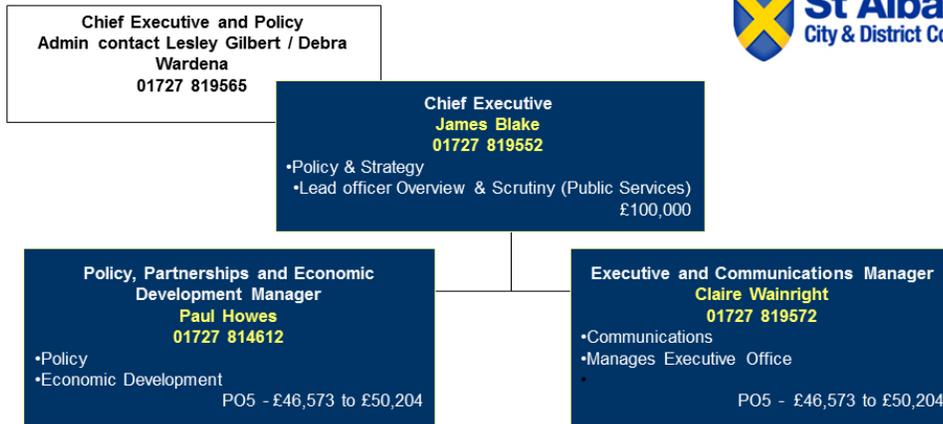
**RECEIVE OUTER AREA FRINGE ALLOWANCE OF £561 AND ANY OTHER APPLICABLE ALLOWANCES

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

Updated November 2014

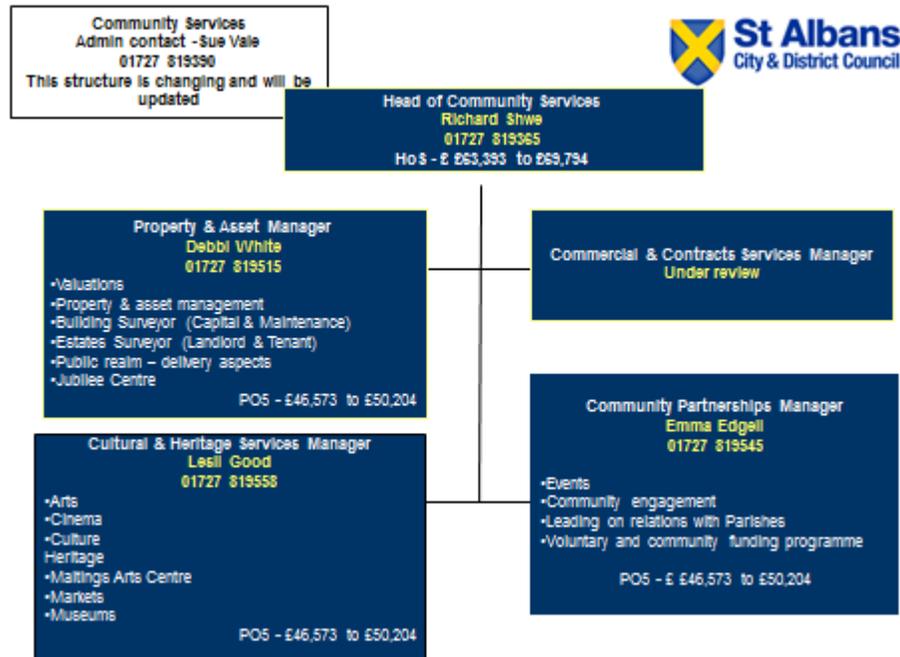
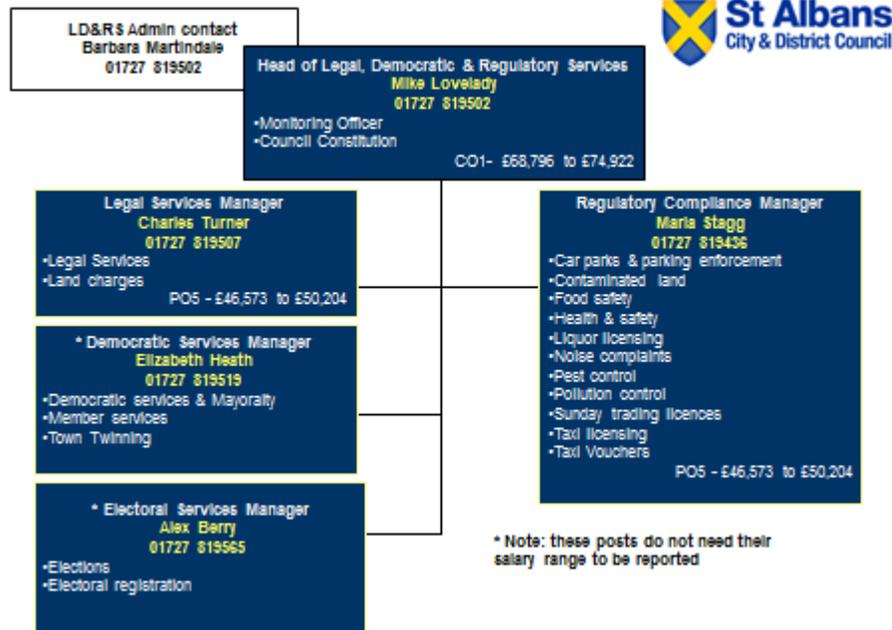
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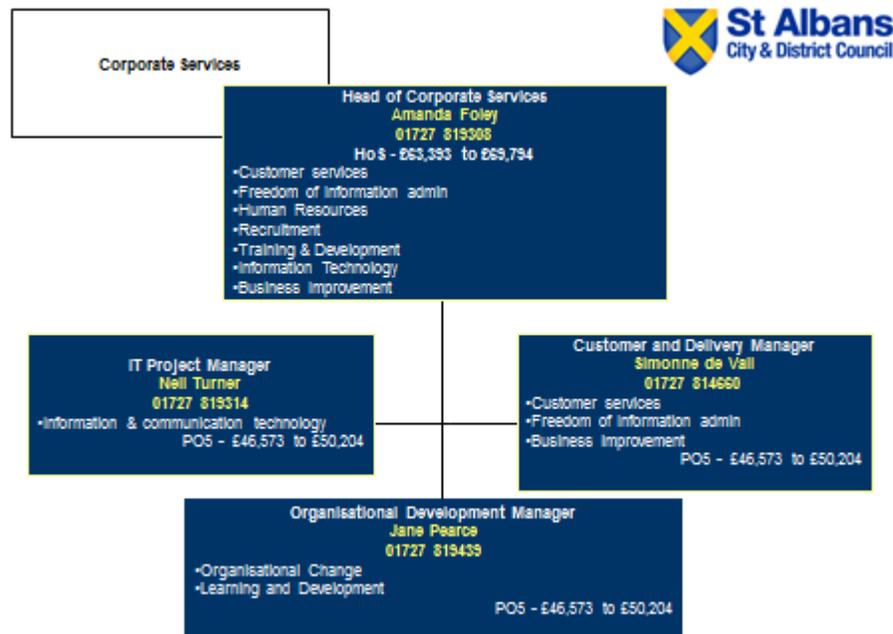
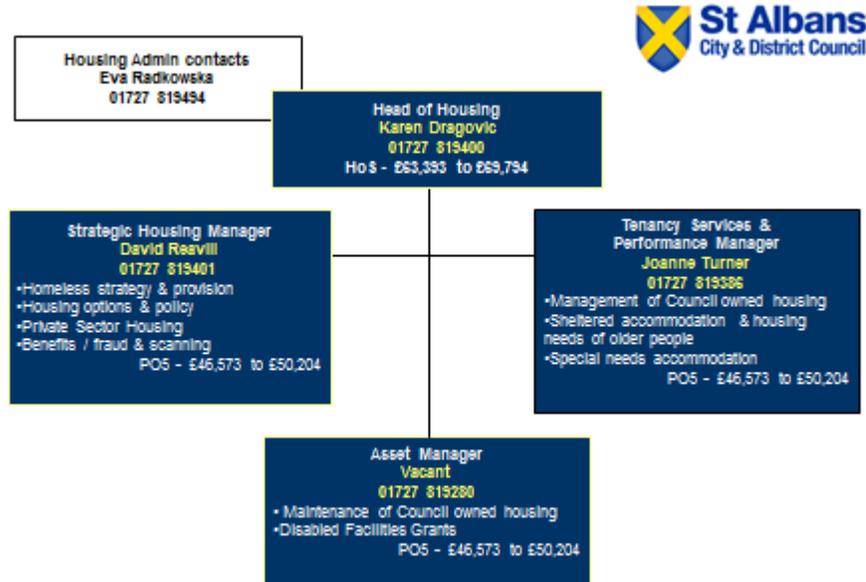
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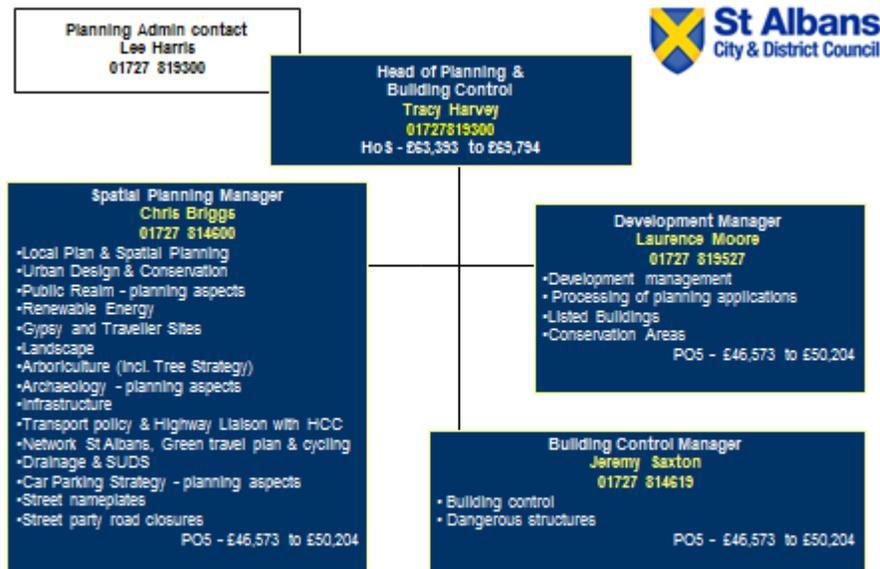
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APPENDIX 3

PAY GRADE STRUCTURE – BELOW HEAD OF SERVICE

2014-15

GRADES	SCP	BASIC SALARY		JOB FAMILY LEVELS
		1 Apr 2013*	1 Jan 2015** (2.2%)	
GRADE 1	10	£14,013	£14,338	DSD LEVEL A
	11	£14,880	£15,207	
	12	£15,189	£15,523	
	13	£15,598	£15,941	
GRADE 2	14	£15,882	£16,231	DSD LEVEL 1 TPS & CSD LEVEL A
	15	£16,215	£16,572	
	16	£16,604	£16,969	
	17	£16,998	£17,372	
GRADE 3	18	£17,333	£17,714	DSD LEVEL 2 TPS & CSD LEVEL 1
	19	£17,980	£18,376	
	20	£18,638	£19,048	
	21	£19,317	£19,742	
GRADE 4	22	£19,817	£20,253	DSD LEVEL 3 TPS & CSD LEVEL 2
	23	£20,400	£20,849	
	24	£21,067	£21,530	
	25	£21,734	£22,212	
GRADE 5	26	£22,443	£22,937	DSD LEVEL 4 TPS & CSD LEVEL 3
	27	£23,188	£23,698	
	28	£23,945	£24,472	
	29	£24,892	£25,440	

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GRADE 6	30	£25,727	£26,293	TPS & CSD LEVEL 4
	31	£26,539	£27,123	
	32	£27,323	£27,924	
	33	£28,127	£28,746	
	34	£28,922	£29,558	
PO1	35	£29,528	£30,178	TEAM 1
	36	£30,311	£30,978	
	37	£31,160	£31,846	
	38	£32,072	£32,778	
	39	£33,128	£33,857	
PO2	39	£33,128	£33,857	TEAM 2
	40	£33,998	£34,746	
	41	£34,894	£35,662	
	42	£35,784	£36,571	
	43	£36,676	£37,483	
PO3	43	£36,676	£37,483	OPERATIONAL 3
	44	£37,578	£38,405	
	45	£38,422	£39,267	
	46	£39,351	£40,217	
	47	£40,254	£41,140	
PO4	47	£40,254	£41,140	OPERATIONAL 4
	48	£41,148	£42,053	
	49	£42,032	£42,957	
	50	£42,911	£43,855	
	51	£43,792	£44,755	

Council Performance & Budget Summary

Appendix D: Pay Policy Statement

PO5	53	£45,570	£46,573	STRATEGIC 5
	54	£46,459	£47,481	
	55	£47,345	£48,387	
	56	£48,241	£49,302	
	57	£49,123	£50,204	

* PLUS OUTER AREA FRINGE ALLOWANCE OF £561

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

Appendix D: Pay Policy Statement

APPENDIX 4

LIST OF POSTS WITH ESSENTIAL CAR USER ALLOWANCES

Chief Executive and Policy

Community Protection Officer

Emergency Planning & Community
Resilience Officer part time

Principal Community Protection Officer

Tourism & Cultural Hub Manager

Community Services

Allotments & St Albans in Bloom Officer

Asset Management Surveyor

Building and Facilities Surveyor

Commercial & Contracts Services
Manager

Community Development & Projects
Manager

Capital project team Leader

Cemeteries Manager

Community Project Officer

Culture & Heritage Service Manager

Curator of Collections Prehistoric to
Medieval

District Archaeologist

Building Surveyor (Maintenance)

Building Surveyor (Condition and M&E)

Green Spaces Manager

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Green Spaces Officer
Head of Community Services
Leisure Contracts Officer
Leisure Facilities Projects Manager
Museums Service Manager
Property & Asset Manager
Recycling and Waste Officer
Senior Building Services Surveyor
Snr Leisure Contracts Officer
Snr Waste Contracts Officer
Waste Contract Officer
Waste Contracts Manager

Corporate Services

n/a

Finance

Revenues Inspector
Senior Revenues Inspector
Senior Revenues Officer

Housing

Accommodation Officer
Adaptations & Grants Administrator
Affordable Housing Officer
Area Team Leader

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Asset Manager

Benefits Investigation Officer

Building Surveyor

Building Surveyor (Asset Management)

Choice Based Lettings Assistant

Choice Based Lettings Officer

Empty Homes Officer

Estate Services Officer

Homeless Assessment and Prevention
Officer

Housing Caretaker

Housing Officer

Housing options coordinator Choice
Based Letting
temporary accommodation

Housing options coordinator
Preventions and options

Housing options coordinator special
projects

Housing Support Officer

Leasehold Management Officer

Principal Policy and Development
Officer

Private Sector Housing Officer

Responsive Repairs Team Leader

Senior Benefits Investigation Officer

Senior Building Surveyor

Senior Housing Caretaker

Senior Housing Officer

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Senior Projects Surveyor (Domestic
Electrical Services)

Strategic Enabling Manager

Surveyor (Valuation and Housing)

Temporary Accommodation Assistant

Temporary Housing Options &
Preventions Officer

Tenancy Services and Performance
Manager

Transfer Officer

Legal, Democratic and Regulatory Services

Business Compliance Manager

General Enforcement Officer

Senior General Enforcement Officer
(Business Compliance)

Senior General Enforcement Officer
(Environmental Compliance)

General Enforcement Officer (Parking
Services)

Specialist Officers

Planning and Building Control

Arboricultural Assistant

Arboricultural Officer

Assistant Building Control Officer

Assistant Development Management
Planning Officer

Building Control Manager

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Building Control Officer

Design & Conservation Officer

Development Management Planning
Officer

Development Management Team
Leader

Enforcement Officer

Enforcement Team Leader

Lead Development Planner

Principal Development Planner

Telford Court

Following the power cuts at Telford Court during November 2014, work is required to renew the electrical submains' system. This will also provide additional isolation to prevent total power failure if a similar problem arises in the future.

Tenders have been obtained from two electrical contractors to carry out this work. The lowest quote is from Penmilne Electrical Contractors at a cost of £104,460.

Normally the Council would go through a complete tendering process which would take several months from advert to award of contract. However, as noted at the previous Cabinet meeting, the Council needs to progress this work as soon as possible.

Rule 7 of the Council's Contract Procedure Rules specifies conditions where the requirement to invite tenders does not apply.

Rule 7(d) provides that tenders are not required for:

“contracts valued at £100,000 but under the threshold at which the EU Procurement Rules apply where Cabinet or Council considers it desirable 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 (in the case of a works contract over £500,000 the Protocol for Capital Projects shall be followed).”

These conditions apply here and as the tender amount is over £100k, a Cabinet decision is required if Council wish to award the electrical works contract. There are resources in the Housing Investment Programme to cover this cost.

The Asset Team has evaluated the tender received from the lowest priced contractor and recommends that Cabinet award the electrical contract to them.

Alongside the electrical works quotes have been obtained to replace the water mains. These are being checked and as the lowest cost is below £100k the award of contract can be authorised by either the Deputy Chief Executive (Finance) or the Chief Executive Officer.

A meeting is being held with the Residents' Association to update them on 9 December 2014. Pre-contract meetings will be held with both contractors to finalise the programme and works are expected to commence in early January starting with the water mains followed by the electrical works.

Council Performance & Budget Summary

Appendix F: Economic Development Update



The following is a list of meetings with businesses that either the Leader of the Council or the Portfolio Holder for Community Engagement and Localism has held or attended since May 2011. The meetings vary in nature, but are used to exchange details of what the Council is doing and what issues are on the business' agenda.

Green Triangle Meetings

The Green Triangle is a partnership ("Building Green Growth") with Rothamsted Research, University of Hertfordshire, Building Research Establishment (BRE), Oaklands College, AECOM and the Council. <http://www.thegreentriangle.org/>

1	Meeting at BRE	03/07/2012
2	Meeting at SADC	05/10/2012
3	Meeting at BRE	04/03/2013
4	Meeting at Rothamsted	26/06/2013
5	Meeting at Oaklands	16/07/2013
6	Meeting at AECOM	28/08/2013
7	Meeting at BRE	02/09/2013
8	Meeting at UH	13/09/2013
9	Presentation to LEP	24/10/2013
10	Meeting at SADC	11/11/2013
11	Meeting at BRE	13/12/2013
12	Preparation of pitch to Government	06/01/2014
13	Meeting at SADC	20/02/2014
14	Meeting at UH	04/04/2014
15	Meeting at Oaklands	08/05/2014
16	Meeting at Council	20/06/2014
17	Meeting at Rothamsted	17/07/2014
18	Meeting at BRE	18/09/2014
19	Meeting at UH	06/11/2014

Other meetings linked to Green Triangle

These are meetings that have come out of the main Green Triangle partnership where links have been developed into other areas of work.

20	Pearce Recycling	12/12/2011
21	Site visit at Rothamsted	06/09/2013
22	Meeting with Oaklands & Sopwell House	06/10/2013
23	UH - site visit	22/10/2013
24	BRE - rehearsal for LEP presentation	22/10/2013
25	Meeting - PR pitch sub group	06/01/2014
26	Presentation to Maylands Partnership	06/02/2014
27	Meeting with BIS representative	06/03/2014
28	Neil Burns AECOM	28/04/2014
29	Pearce Recycling - Chris Hill	19/05/2014
30	BRE Presentation to Council staff	08/07/2014
31	Hightown Praetorian & Churches HA	15/07/2014
32	Meeting with BRE - Peter Bonfield	26/09/2014

Professional Services Meetings

Council Performance & Budget Summary

Appendix F: Economic Development Update



Work with local firms in the marketing of St Albans as a professional services hub (“City of Expertise”). The firms involved to date are: Aitchison Raffety, AON, Barclays, Clydesdale Bank, Debenhams Ottaway, Deloitte, Grant Thornton, Handelsbanken, Kingston Smith, Lambert Smith Hampton, Mercer & Hole, Rayden Solicitors, Rayner Essex, Rumball Sedgwick, SA Law, Sherrards, Taylor Walton and WMT.

33	Firms joint meeting	23/03/2012
34	Firms joint meeting	07/11/2012
35	Senior Partners	21/03/2013
36	Professional Services	24/04/2013
37	Marketing meeting	27/06/2013
38	Professional Services	19/09/2013
39	Professional Services	07/10/2013
40	Professional Services (at SA Law)	29/11/2013
41	Professional services - Marketing meeting	09/12/2013
42	Professional Services	13/01/2014
43	Professional Services	06/03/2014
44	Professional Services	27/03/2014
45	Professional Services Chartered Surveyors	07/05/2014
46	Professional Services Marketing meeting	15/05/2014
47	Professional Services	21/05/2014
48	Aon Hewitt	23/06/2014
49	Professional Services	15/07/2014
50	Marketing meeting	22/09/2014
51	Professional Services	21/10/2014
52	Professional Services	24/11/2014

Individual meetings with businesses

These are individual meetings and vary in nature. They are an exchange of details of what the Council is doing and what issues are on the business’ agenda.

53	Premier Foods	25/05/2011
54	Chamber of Commerce, Graham Lane	09/06/2011
55	The Maltings	04/07/2011
56	Handlesbanken	18/07/2011
57	International Labmate	20/12/2011
58	The Maltings & Christopher Place	27/01/2012
59	Sopwell House Hotel	08/02/2012
60	CLA	08/03/2012
61	Co-op Bank	26/03/2012
62	Chamber of Commerce breakfast	02/04/2012
63	Wenta	07/04/2012
64	KPMG	18/04/2012
65	Jarvis Construction	27/04/2012
66	Deloitte	08/05/2012
67	BT	08/05/2012
68	PwC - Partners	14/05/2012
69	PwC	21/05/2012
70	PwC - Partners	22/05/2012
71	Deloitte	25/05/2012
72	AON Hewitt	29/05/2012
73	SA Law	06/06/2012

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74	SA Law	11/06/2012
75	AECOM	22/06/2012
76	Phil Corrigan (The Maltings)	06/07/2012
77	Chamber of Commerce Board	10/07/2012
78	BT	13/07/2012
79	Kingston Smith	17/07/2012
80	The Maltings	17/07/2012
81	Handlesbanken	20/08/2012
82	Debenhams Ottaway	30/08/2012
83	Debenhams Ottaway	05/09/2012
84	BT Broadband	12/10/2012
85	PWC	12/11/2012
86	Lambert Smith Hampton	13/11/2012
87	International Labmate	11/12/2012
88	Deloitte	18/12/2012
89	The Maltings	10/01/2013
90	Retailer of the Year Gala event	20/03/2013
91	The Maltings	01/05/2013
92	Hermes/Christopher Place	10/07/2013
93	Barclays Corporate	11/07/2013
94	Mercer & Hole	30/07/2013
95	Breathing Space	27/08/2013
96	Hotel St Peter's Street -Whitbread	06/09/2013
97	PWC	27/09/2013
98	John Bates Whitbread (Premier Inn Hotel)	03/10/2013
99	Mercer & Hole	07/10/2013
100	Marketing consultant - Kate Adam	10/10/2013
101	Meeting with members of Chamber Board	15/10/2013
102	Lambert Smith Hampton	30/10/2013
103	Wilmot Dixon MD	09/12/2013
104	Jarvis Construction	06/01/2014
105	Pegasus 51 (Nicola Bond)	10/01/2014
106	Lambert Smith Hampton	06/02/2014
107	Borras Construction	12/02/2014
108	The Maltings	06/03/2014
109	St Albans School	13/03/2014
110	Grant Thornton, Jeremy Read	20/03/2014
111	Aitchison Raffety - Mark Bunting	04/04/2014
112	Bidwells - Toby Lambert, Lucie Stone	22/04/2014
113	Barclays Corp - Ian Taylor	30/04/2014
114	WMT	01/05/2014
115	Hermes – Ben Tolgate, (Christopher Place)	15/05/2014
116	Anthony Federer, Rayner Essex	02/06/2014
117	Barclays	04/06/2014
118	St Albans School	24/06/2014
119	Hermes - Ben Tolgate, re Christopher Place	10/07/2014
120	BGL (Aldwickbury & Redbourn Golf Clubs)	29/08/2014
121	Metrobank	19/09/2014
122	Sherrards	28/10/2014
123	Taylor Walton	03/11/2014

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Local Enterprise Partnership (LEP) representatives / Council meeting

These meetings are with the Hertfordshire LEP, either with members of the Board or the Executive Director.

124	Herts LEP Launch	20/06/2012
125	LEP	31/08/2012
126	LEP (John Gourd, Chair + Neil Hayes)	31/08/2012
127	LEP representatives	21/05/2013
128	LEP (Neil Hayes)	12/09/2013
129	LEP representatives	04/11/2013
130	LEP (Peter Gorman Vice Chair/Santander)	10/01/2014
131	LEP (John Gourd, Chair + Joan Hancock)	23/09/2014

Hertfordshire LEP Board Meetings

Cllr Julian Daly is currently a District Council representative on the LEP Board.

132	Board	12/12/2013
133	Board	30/01/2014
134	Board	27/03/2014
135	Board	15/05/2014
136	Board	20/11/2014

External presentations / events

These are events in which the Council has either been asked to attend or support.

137	Chamber Business Breakfast	15/06/2011
138	Retailer of the Year	20/06/2011
139	Hertfordshire Hoteliers	21/07/2011
140	Handlesbanken	07/09/2011
141	Chamber of Commerce Awards	29/09/2011
142	Chamber event	09/11/2011
143	Chamber event	02/05/2012
144	Chamber meeting	10/07/2012
145	Chamber event	02/08/2012
146	AON Hewitt	08/11/2012
147	Chamber of Commerce Presentation	05/12/2012
148	Chamber event with LEP	23/01/2013
149	Oaklands - Business Apprentice breakfast	08/03/2013
150	Chamber AGM	19/04/2013
151	Oaklands - Apprenticeships – Hotel	17/05/2013
152	City Club (Debenhams Ottaway)	21/05/2013
153	Herts Business Awards	13/06/2013
154	LEP Growth Strategy consultation	28/06/2013
155	LEP event	28/06/2013
156	Kingston Smith event	11/07/2013
157	Herts University Flare business event	10/10/2013
158	Chamber of Commerce lunch - education	11/10/2013
159	St Albans Fashion Show	01/11/2013
160	PWC event	06/11/2013
161	LEP Breakfast, Hatfield House	12/11/2013
162	Santander Bank event	13/11/2013

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163	Chamber of Commerce Presentation	04/12/2013
164	Chamber event	15/01/2014
165	Chamber AGM	07/03/2014
166	Presentation (LSH, WMT, Sherrards)	25/03/2014
167	Presentation to Chartered Surveyors I	25/03/2014
168	Stanta evening	15/05/2014
169	Inspire Herts Awards	15/05/2014
170	FSB Awards	12/06/2014
171	Kingston Smith event	10/07/2014
172	Kingston Smith - Event at Museum	16/07/2014
173	Barclays event	19/09/2014
174	Chamber of Commerce Business Awards	25/09/2014
175	Chamber of Commerce Presentation	03/12/2014

City Centre Landlords meetings

These are meetings held with local City centre retail landlords to engage them in the work the Council is undertaking with the retailers and City centre events.

176	Meeting with Landlords	17/07/2012
177	Meeting with Landlords	01/11/2012
178	Meeting with Landlords	13/02/2013
179	Bill Grimsey "Future of retail"	21/06/2013

City Restaurant meetings (attended by a number of City Centre restaurants)

These are meetings held with City centre restaurant owners to engage them in the work the Council is undertaking with the local retailers and City centre events.

180	Local Restaurants	16/01/2013
181	Local Restaurants	09/05/2013
182	Local Restaurants	20/06/2013
183	Local Restaurants	12/09/2013
184	Local Restaurants	24/10/2013
185	Local Restaurants	30/01/2014
186	Local Restaurants	03/04/2014
187	Local Restaurants	03/07/2014

Butterfly World Meetings

These are a series of meetings held with the owners of Butterfly World to discuss their future plans, particularly external funding.

188	Butterfly World	13/11/2012
189	Butterfly World	23/09/2013
190	Butterfly World	04/04/2014
191	Butterfly World	12/05/2014
192	Butterfly World	01/07/2014
193	Butterfly World	09/09/2014

Retail

These were cross party Members meetings with the local retailers based in the north of St Peters Street and Catherine Street.

194	N.St. Peters Street	19/07/2011
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195	N.St. Peters Street	25/07/2011
196	N.St. Peters Street	05/10/2011
197	N.St. Peters Street	17/01/2012
198	N.St. Peters Street	24/05/2012

These are City centre retailer meetings which discuss issues identified by the retailers and attended by a large number of retailers.

199	Retail Forum	18/10/2011
200	Retail Forum	29/11/2011
201	Retail Forum	31/01/2012
202	Retail Forum	13/03/2012
203	Retail Forum	12/06/2012
204	Retail Forum	04/09/2012
205	Retail Forum	27/11/2012
206	Retail Forum	29/01/2013
207	Retail Forum	26/02/2013
208	Retail Forum	26/03/2013
209	Retail Forum	16/04/2013
210	Retail Forum	09/07/2013
211	Retail Forum	01/10/2013
212	Retail Forum	12/11/2013
213	Retail Forum	07/01/2014
214	Retail Forum	04/02/2014
215	Retail Forum	25/02/2014
216	Retail Forum	15/04/2014
217	Retail Forum	03/06/2014
218	Retail Forum	03/06/2014
219	Retail Forum	25/11/2014

Meeting with retailers regarding specific locations

220	Cathedral Quarter meeting	10/11/2011
221	George Street retailers	18/09/2012
222	Jane and Dada (George Street)	10/12/2012

Gala Awards Night of Retailer of the Year

223	Retailer of the Year Awards	20/06/2011
224	Retailer of the Year Awards	25/06/2012
225	Retailer of the Year Awards	24/06/2013
226	Retailer of the Year Awards	23/06/2014

City Centre Partnership

These are meetings with the Board members of City Centre retailers group

227	CCP	28/02/2012
228	CCP	06/03/2012
229	CCP	03/07/2012
230	CCP	26/04/2013
231	CCP	08/11/2013
232	CCP	11/12/2013

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233	CCP	22/01/2014
234	CCP	04/02/2014
235	CCP	25/02/2014
236	CCP	12/03/2014
237	CCP/ VP Joint meeting	14/05/2014
238	CCP	11/06/2014
239	CCP	02/07/2014
240	CCP	13/08/2014
241	CCP	10/09/2014
242	CCP	08/10/2014

Visitor Partnership Board Meeting (see Visitor Partnership link www.savp.org.uk)

243	Board Meeting	30/04/2013
244	Board Meeting	02/07/2013
245	Board Meeting	06/08/2013
246	Board Meeting	03/09/2013
247	Board Meeting	01/10/2013
248	Board Meeting	05/11/2013
249	Board Meeting	07/01/2014
250	Board Meeting	04/03/2014
251	Board Meeting	01/04/2014
252	Board Meeting	13/05/2014
253	Board Meeting	10/06/2014
254	Board Meeting	08/07/2014
255	Board Meeting	14/08/2014
256	Board Meeting	09/09/2014
257	Board Meeting	08/10/2014
258	Board Meeting	13/11/2014

Other business meetings

These are ad hoc meeting with business regarding economic development or businesses events

259	Angels Den	26/08/2011
260	Angels Den	20/09/2011
261	Angels Den	19/10/2011
262	Wenta	08/05/2012
263	FSB business awards judging	14/05/2012
264	Biopark meeting	22/06/2012
265	AECOM	22/06/2012
266	Ayletts	10/09/2012
267	The Cloud	14/09/2012
268	City Club	28/09/2012
269	FSB event	11/04/2013
270	FSB event	13/06/2013
271	Wenta	19/09/2013
272	Stanta	22/01/2014
273	Luminar	06/03/2014
274	FSB Awards night	12/06/2014