

Council Performance & Budget Summary

August 2015

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

G	Budget -- 0.2% underspend
A	Performance indicators

Appendices

- A. Planning Update
- B. Spend on Consultants
- C. Health and Wellbeing Partnership Update
- D. IT Update
- E. Car Parking Update
- F. Partnership agreement with the University of Hertfordshire

Recommendation

- 1.1 That Cabinet notes the Council Performance and Budget Summary (August 2015) and its appendices.
- 1.2 That two temporary (fixed term 12 month) posts are created to update older TPOs, funded by £82,500 from reserves.

July 2015 Budget and Performance Summary

As there was no Cabinet meeting in August, the July Performance and Budget Summary was made available online at

http://www.stalbans.gov.uk/Images/PR_PerformanceBudgetSummary201507_tcm15-51004.pdf

Changes to Performance Indicators

Last month we introduced changes to existing performance measures:

	Measure	Change	Target
Housing	Rent arrears of current tenants as a percentage of rent due – revised methodology to show more accurate figure and new fixed target of 2.6%	Revised targets and methodology	2.6%
Planning	Number of planning applications at end of month that have not been determined in time	New indicator	150

Data Protection

In August, the Housing department reported a data protection breach to the Information Commissioners Office (ICO).

A decision letter was sent by the Council to an incorrect email address. The address was entered by a homeless reviews' consultant and the Council subsequently sent the letter. The person who received it emailed us saying that it had been sent to the wrong person (same name, but different email address). Housing notified the Legal Department immediately and the Council reported the breach to the ICO. The ICO have acknowledged receipt of our notification and say they will be in touch in due course.

Note that at the end of June we stopped using that homeless reviews' consultant for current cases. They have a small number of outstanding cases.

We have been using a new company to do the reviews since 1 July. . We have reviewed the current contractor's data protection policies and procedures and are satisfied they have the necessary procedures in place.

We have taken the following steps in light of this incident and to reduce the risk of this situation arising again:

- An apology letter has been sent to the person whose data we released in error.
- All staff will be attending mandatory data protection training sessions during September and October.
- The Council's Data Protection Act Procedure sets out how the Council will implement its aim and objectives regarding personal data handling. This procedure was updated with a paragraph to remind staff to be cautious when sending sensitive personal data by email. The tracked updated version was sent to ICO as part of the initial response.
- We are currently looking at an IT solution that will allow us to use a secure portal to exchange personal data. Whilst it would not have prevented the breach it would have meant that the unintended recipient could not have accessed the letter unless registered for an account. If we had realised our error in enough time we could have deleted the letter. The unintended recipient would not then have been able to access it even if he had been registered. We can also use this to exchange personal data with the Homelessness Review provider in the future. This will allow us to demonstrate to the ICO that we take seriously the issue of sensitive personal data exchanges.

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
R Percentage of rent loss due to voids	<p>The total rent loss due to voids is projected at 1.37% of the annual rent due (i.e. £364,895). This has reduced by £11,087 since July due to faster re-letting of dwellings. This figure also includes the following properties which are not available for re-letting:</p> <ul style="list-style-type: none">• Betty Entwistle House which we plan to transfer to a housing association, BPHA, as part of our sheltered housing redevelopment programme• Linley Court which is also part of our sheltered housing redevelopment programme• Albert Street which we are selling

Measure	Comments
R	<ul style="list-style-type: none"> Lower Dagnall Street which we are selling <p>The rent loss due to voids figure will continue to be influenced significantly by our sheltered housing redevelopment programme. If the properties above are removed from the overall figure, the rent loss which we are actively managing is £130,871 for the year. This is 0.49% of the rent due.</p>
R	<p>Number of households in temporary accommodation</p> <p>So far this year (April to date) we have had 953 housing enquiries compared to 762 in the same time period last year. There have been 63 accepted homeless households to date this year compared to 60 for the same period last year. In addition, there have been 87 homeless applications made this year compared to 77 for the same period last year.</p> <p>Two new sheltered housing complexes are likely to help. Parkside View in St Albans has now opened and Sparrow Court in Wheathampstead is due to open in October 2015. This will release some general needs rental properties to applicants in temporary accommodation and on the housing register. The use of the family block at Ridgeview has alleviated the current pressure on availability of temporary accommodation. This will also allow Council properties currently being used for temporary accommodation to be brought back into use as general need properties.</p>
A	<p>Housing repairs' satisfaction</p> <p>Housing repairs' satisfaction has fallen to 86% in August. The contractors have recently started using electronic surveys rather than paper slips. Due to training issues with new PDA equipment, the surveys for the last 2 weeks of the month have not been downloaded thus the reported figure is incomplete. The contractor will ensure that all satisfaction surveys are correctly counted and submit the revised information to the Council. The contractor has also arranged additional training for operatives to prevent this issue from happening again.</p> <p>Staff will continue to monitor the repairs' satisfaction information in future and take remedial action if it remains below target.</p>
R	<p>Days to process Housing Benefit new claims</p> <p>This month, 4 claims in respect of households in temporary accommodation were affected by tenancy records not transferring into the benefits system from the 'Orchard' Housing system. Though a small number of residual issues are still being looked into, the problem with the interface has now been rectified. As we were unable previously to assess these claims, these 4 cases impact significantly on the overall figure.</p> <p>The delays had no impact on the households and no rent arrears letters were issued. If these cases were removed from the calculation, the average number of days taken would reduce to 21 days.</p> <p>The processing of the few remaining affected cases is likely to continue to have an impact on next month's figures. Having fixed this issue, the Council will receive monies due from the Department for Work and Pensions for Housing Benefit awarded to the tenants.</p>
A	<p>Percentage of Council's planning</p> <p>In August, 22 decisions were received of which 13 were dismissed in accordance with the Council's decision. This equates to 59% of the Council's decisions supported on appeal and 61% when</p>

Measure	Comments
	<p>decisions supported at appeal (cumulative 12 month)</p> <p>averaged over the last 12 months. Reasons for dismissal included unacceptable impacts to green belt, conservation areas, landscape, neighbouring residential amenity, trees, and loss of community shops. 4 of the appeal decisions upheld in the Council's favour related to householder development.</p> <p>Of the 9 appeals allowed, 6 were householder development where the inspector did not uphold design reasons for refusal. A similar stance was taken with regard to a shop front and advertisements.</p> <p>Officers continue to monitor appeal decisions to shape their approach to similar applications.</p>
R	<p>Number of planning applications at end of month that have not been determined in time</p> <p>Frequent turnover of staff continues to have an impact on our performance as noted in recent monthly Planning appendices. Four experienced members of staff have left in recent weeks. An Officer workshop was held in early August to identify ways of improving service and reducing the number of applications not determined in time. Further details are in Appendix A – Planning Update.</p>
A	<p>Parking Penalty Charge Notices issued</p> <p>In August there has been a slight reduction in deployed hours of Civil Enforcement Officers (CEOs) due to sickness and holidays. There were 225 fewer deployed hours (a 10% decrease) in August than in July. This is reflected in a reduced number of Penalty Charge Notices issued.</p> <p>Note, last month's figures were particularly high due to new parking restrictions put in place in Harpenden and Redbourn. Introduction of new restrictions usually results in a spike in notices issued, which we anticipate will decrease as drivers become more familiar with the new restrictions.</p>
R	<p>Fly-tipping incidents</p> <p>Fly-tipping continues to decrease slightly month-on-month but remains at a higher level than last year. The Local Services Scrutiny Committee reviewed fly-tipping and the actions the Council is taking to tackle the problem on 3 September. Work with other Council teams and external groups will continue in an effort to deter fly tippers. Recent cases where successful prosecutions for waste offences have been made will be publicised to show the work currently being undertaken by the Council.</p>

Key

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

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

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		Bigger or Smaller is Better	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	TARGET
Finance	Forecast budget variance at the year end (General fund for year in question)	Smaller	0.8%	0.7%	0.8%	1.0%	2.3%	1.9%	1.6%	0.8%	0.0%	0.0%	0.0%	0.0%	-0.2%	0.0%
Housing	Average time to re-let dwellings (excluding temporary accommodation) (days)	Smaller	22	26	32	24	25	33	24	19	29	22	22	21	22	26
	Percentage of rent loss due to voids	Smaller	1.05%	1.08%	1.09%	1.10%	1.12%	1.15%	1.18%	1.21%	1.51%	1.55%	1.49%	1.41%	1.37%	Trend
	Rent arrears of current tenants as a percentage of rent due	Smaller	2.5%	2.6%	2.7%	2.7%	2.4%	2.4%	2.5%	2.5%	2.6%	2.6%	2.6%	2.6%	2.7%	2.6%
	Number of households in temporary accommodation	Smaller	115	113	118	120	120	115	110	108	107	112	110	112	121	Trend
	Average time in temporary accommodation (weeks)	Smaller	25	25	24	25	27	28	28	26	24	22	22	23	23	Trend
	Percentage of repairs completed on time	Bigger	99%	98%	100%	98%	99%	99%	100%	99%	100%	99%	100%	100%	94%	98%
	Housing repairs' satisfaction	Bigger	99%	99%	100%	99%	100%	99%	98%	98%	98%	99%	99%	97%	86%	90%
	Total number of households in receipt of Housing Benefit and/or Council Tax support	Smaller	7,509	7,490	7,445	7,408	7,346	7,295	7,241	7,248	7,211	7,244	7,222	7,219	7,198	
	Days to process Housing Benefit new claims	Smaller	19.3	21.6	19.4	28.2	26.6	29.6	20.8	23.0	28.7	23.9	23.7	27.7	33.7	24
	Days to process Housing Benefit change in circumstances	Smaller	6.7	7.2	6.2	8.0	6.9	3.2	3.3	8.1	5.5	7.9	9.4	7.3	5.8	11
Planning & Building Control	Planning and Building Control applications received (including pre-app, trees and condition discharge)		533	471	539	445	459	478	473	586	512	459	506	514	478	
	Percentage of Council's planning decisions supported at appeal (cumulative 12 month)	Bigger	63%	66%	66%	65%	63%	61%	61%	61%	61%	62%	61%	63%	61%	66%
	Percentage of planning applications not determined (within time limits or agreed timescale)	Smaller	22%	21%	21%	20%	18%	23%	15%	14%	26%	30%	28%	24%	26%	25%
	Number of planning applications at end of month that have not been determined in time	Smaller	133	162	116	110	119	157	142	122	157	202	231	214	249	150
Regulatory	Parking Penalty Charge Notices issued	Smaller	1,291	1,520	1,671	1,477	1,632	1,597	1,469	1,739	1,511	1,549	1,319	1,716	1,630	Trend
	Percentage of Parking Penalty Charge Notices paid	Bigger	78%	82%	84%	87%	86%	85%	90%	85%	89%	86%	91%	84%	82%	70%
Community Services	Fly-tipping incidents	Smaller	60	55	52	52	61	68	93	96	68	73	124	103	100*	Year-on-year Trend
	Number of missed waste collections per 100,000	Smaller	18	51 ¹	48	38	33	30	30	28	33	34	37	30	10*	40
	Visits to Tourist Information Centre and www.enjoystalbans.com	Bigger	35,418	35,050	46,952	65,316	52,316	32,862	31,953	35,330	31,155	40,556	47,105	42,521	43,131	Year-on-year Trend
	Museums visits	Bigger	13,277	15,599	18,312	16,969	13,475	14,396	18,184	17,263	17,134	14,713	15,958	15,889	16,033	Year-on-year Trend
Customer Services	Percentage of calls to the Council answered within 5 rings (20 seconds)	Bigger	94.3%	94.4%	94.0%	93.9%	94.3%	93.5%	93.8%	94.2%	94.2%	95.5%	95.2%	95.1%	95.7%	80%
	Percentage of all customers seen within 10 mins	Bigger	89%	91%	92%	88%	91%	89%	89%	89%	87%	90%	91%	91%	94%	80%
External	Claimant count (% proportion of population)	Smaller	1.0%	0.9%	0.9%	0.8%	0.8%	0.8%	0.8%	0.8%	0.8%	0.8%	0.7%	0.7%	0.7%	Trend
	New jobs	Bigger	1,312	1,541	1,541	2,250	2,349	3,214	3,024	4,817	6,081	6,955	2,234	2,527	2,522	Trend
	All crime (in month)	Smaller	456	519	496	485	493	500	473	574	517	514	555	555	501	Trend
	Anti-social behaviour incidents (in month)	Smaller	220	228	237	199	162	161	192	190	254	224	211	313	311	Trend

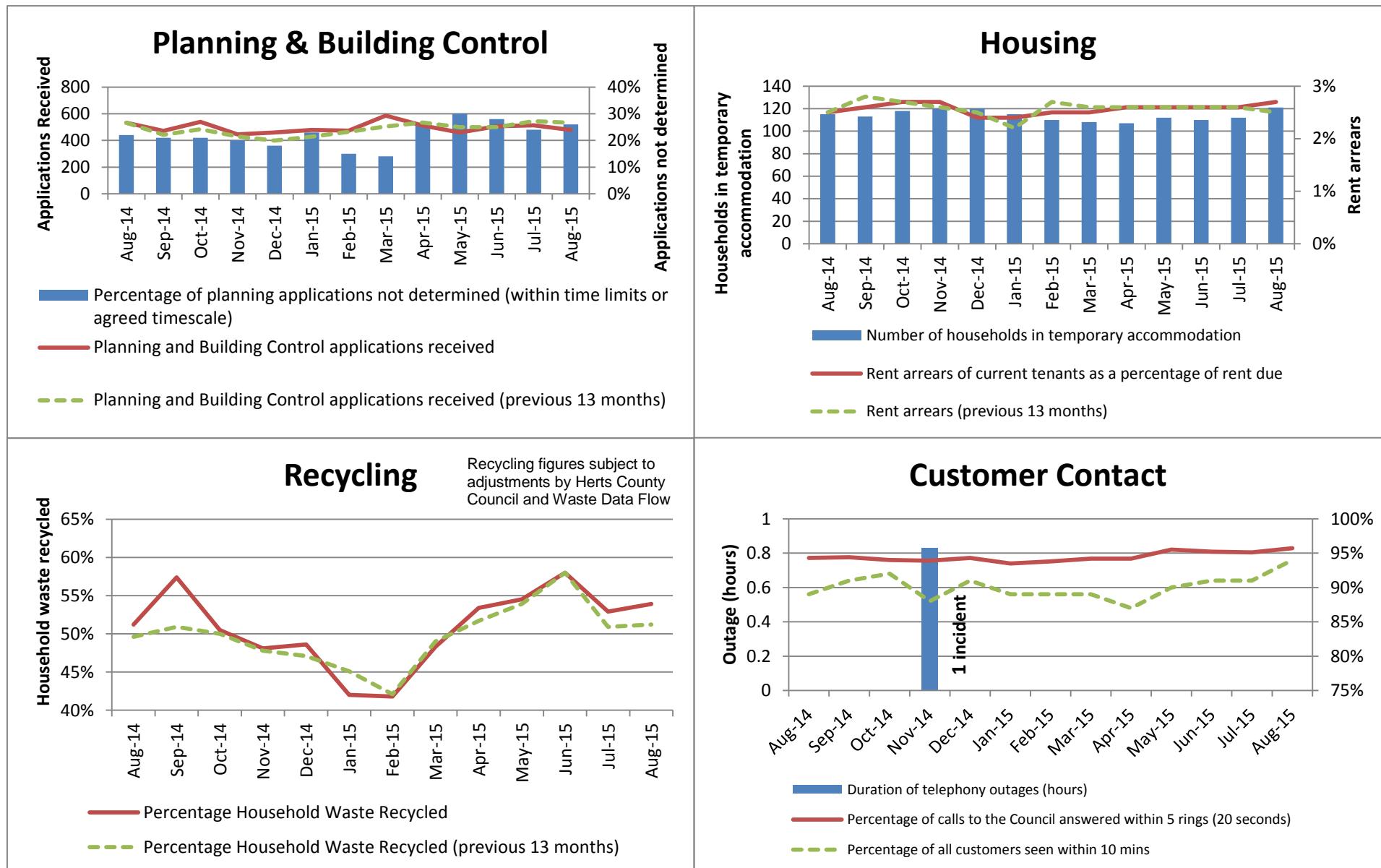
*draft figure subject to final adjustments

¹ recording system changed from this month on

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Appendix A: Planning Update



Performance Statistics

Since 2009-10 the number and range of applications received by the department has increased. This is reflected in the workload of the Development Management (DM) Team and acknowledged by additional staff agreed by Cabinet in October 2014. The last of these posts has just been filled.

Two current aspects remain of concern – the backlog of planning applications and the number of applications (flow).

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Total Applications received (inc pre-application advice)	2,749	3,079	3,275	3,371	3,550	3,926
DM caseload (all validated applications and pre-application advice)	2,614	2,999	3,271	3,268	3,587	3,861
DM FTE case officers	11.6	11.8	16.4	16.9	16.1	17.2
Cases per case officer (National average of approx. 150*)	225	254	199	193	223	224

*Resourcing of Local Planning Authorities (prepared for the Department of Transport, Local Government, and the Regions (DTLR) by Arup Economics & Planning with the Bailey Consultancy)

Flow of Applications

Our local management target is approximately one decision per planning officer, per working day.

The Development Management Team currently receive approximately 75 new cases a week. Therefore, the minimum number of case officers needed to be available in the office to deal with the average flow of new cases is 15 (ie after allowing for leave, training and other time away from the office). During the year the average number of available case officers each week has been around 13.5.

In conclusion, during the past year the DM case officer team has been on average 1.5 people short. If left unaddressed this would have led to an out of time backlog of some 330 cases after 12 months.

Application Backlog

Significant progress is unlikely to be made into the backlog whilst the flow of applications remains high and there is high staff turnover. There is a shortage of planning officers in the country and high competition from private and public sector employers.

However, the team have developed an action plan to improve performance. Measures put in place to address the backlog include the appointment of temporary staff and consultants to deal with planning applications, appeals and pre-application advice. Some part-time staff are working overtime. These steps account for the August backlog being at 249 (rather than the 330 mentioned above).

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Longer terms measures include reviewing the pre-application advice service, simplifying processes and reports, improving IT and using other staff to deal with general planning enquiries.

Staffing

	Post	Last month	Update
1	Deputy Development Management Team Leader	Awaiting confirmation of start date	In post
2	Spatial Planning Officer	Start date confirmed 3 August	In post
3	Lead Development Planner	Jobs advertised but posts not filled	Post re-advertised
4	Lead Development Planner	Jobs advertised but posts not filled	Post re-advertised
5	Development Management Planning Officer	Interviews taken place Offer made	Post filled
6	Development Management Planning Officer	Post not filled	Post re-advertised
7	Development Management Planning Officer (maternity cover)	-	Post advertised
8	Assistant Development Management Planner	-	Post advertised
9	Graduate Spatial Planning Officer	Post filled	In post
10	Spatial Planning Assistant	Post filled	In post
11	Technical Support Technician	Post to be advertised	Interviews to be undertaken
12	Technical Support Technician	Post to be advertised	Interviews to be undertaken
13	Technical Support Technician	Post to be advertised	Interviews to be undertaken
14	Building Control Officer	-	Post advertised
15	Building Control Officer	-	Post advertised

The vacancies set out above currently leave the teams:

Building Control

2 below establishment – covered by staff working additional hours.

Development Management

Technical Support 3 below establishment – covered by 2 casual staff and staff working additional hours.

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Development Management Case Officers 4 below establishment (with 5th officer working their notice) – covered by consultant (x1 post), part time casual and part time consultant (x1 post) and staff working additional hours.

New Government Announcements on Planning

The Government's "Productivity Plan" and associated Parliamentary Statement on local plans will set new challenges for the Council as Local Planning Authority (LPA). In particular:

- Priority for brownfield development and automatic consents (method unclear, but suggested as a simple urban area zoning approach to grant of permissions);
- League tables for Local Plan performance, with intervention if LPAs do not "produce plans by "early 2017";
- New "Planning Policy for Traveller Sites" published 31 August;
- New letter from the Chief Planner on behalf of Department for Communities and Local Government (DCLG) setting out the Government's view on "Green Belt protection and intentional unauthorised development".

Improving Planning Performance (Criteria for Designation) revised July 2015

The Government has recently revised its criteria for underperformance on major planning applications and designation of Local Planning Authorities (LPAs) to allow direct applications to the Secretary of State. Full details are in the link below:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/446762/Improving_Planning_Performance - Criteria for Designation revised 2015.pdf

Two key areas for consideration are: firstly, the percentage of major applications determined in time; and secondly the percentage of appeals allowed for major development.

At LPA level, the requirement for Major Applications decided increases to 50% in time (from 40% over 2 year rolling period).

Currently the Council's performance for Major Applications, as reported to DCLG, is 66%.

With regard to appeals' performance and percentage, the required standard takes account of the total number of major decisions. Take, for example, a case where a Council has 10 appeals or more in a rolling 2 year period. In such a case, the percentage of appeals allowed in relation to the total number of major decisions should not exceed 20% to avoid 'designated authority' status.

Currently the Council's performance for appeals allowed on Major Applications, as reported to DCLG, is 4%.

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Review of Pre-Application Fees

A review is being carried out of the pre-application planning advice fees which have been in place for over a year. The review will look at improving customer service and full cost recovery. It includes consideration of fees for householder pre-applications. Feedback on the current system will be obtained from Professional Planning Agents at one of the regular liaison forums in October. The aim is to go live with any changes to fees/processes in January 2016.

Building Control Fee Review

The Building Control service continues to operate efficiently and effectively in a highly competitive market. Building Control charges have remained unchanged since April 2012. To bring us in line with the charges regulations and CIPFA guidance, it is proposed that new charges will be introduced on 1 October. As a result the application scheme for new dwellings, residential extensions, conversions and alterations will change.

A comparative analysis has been conducted to ensure the scheme is fair as demonstrated by comparison to our neighbour Welwyn Hatfield Borough Council on the table below.

Domestic Charges					
Description	SADC 2012	SADC 2015	Difference	WEL HAT 2015	SADC/WH Difference
	£	£	£	£	£
Extension under 10m ²	477.96	487	+9.04	489.60	-2.60
Extension under 10m ² plus alterations under £5,000 estimated cost of works	512.10	512	-0.10		
Extension over 10m ² and under 40m ²	682.80	683	+0.20	587.52	+95.48
Extension over 10m ² and under 40m ² plus alterations under £5,000 estimated cost of works	716.94	707	-9.94	685.44	+21.56
Extension over 40m ² and under 100m ²	887.64	878	-9.64	848.64	+29.36
Extension over 40m ² and under 100m ² plus internal alterations under £5,000 estimated cost of works	921.78	902	-19.78	946.56	-44.56
Loft conversion under 40m ²	477.96	463	-14.96	587.52	-124.52
Carport, detached or attached garage over 30m ² and under 100m ²	307.26	317	+9.74	359.04	-42.04
Garage conversion under 40m ²	273.12	268	-5.12	359.04	-91.04
Basement under 40m ²	751.08	805	+53.92		
Basement over 40m ² and under 100m ²	921.78	902	-19.78		
Alterations under £2,500 estimated cost of works	204.84	195	-9.84		
Alterations over £2,500 and under £5,000 estimated cost of works	238.98	243	+4.02	261.62	-18.62
Alterations over £5,000 and under £10,000 estimated cost of works	307.26	341	+33.74	326.40	+14.60
Alterations over £10,000 and under £15,000 estimated cost of works	341.40	365	+23.60		
Window(s) or door(s) replacement	204.84	195	-9.84	195.84	-0.84
Roof replacement	204.84	195	-9.84	195.84	-0.84
Installation of green technology	170.70	170	-0.70	195.84	-25.84
1 new dwelling	785.22	805	+19.78		
1 new dwelling over 300m ²	995.92	853	-142.92		
2 new dwellings	995.92	975	-20.92		
3 new dwellings	1,126.62	1,146	+19.38		
4 new dwellings	1,194.90	1,317	+122.10		
5 new dwellings	1,365.60	1,488	+122.40		
6 new dwellings	1,433.88	1,658	+224.12		
Conversion to form 1 dwelling	648.66	585	-63.66		

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Conversion to form 2 dwellings	716.94	634	-82.94			
Conversion to form 3 dwellings	785.22	683	-102.22			
Conversion to form 4 dwellings	853.50	731	-122.50			

Planning Policy Committee (PPC)

At its meeting on 15 September, the PPC considered recommendations for an updated Local Development Scheme and work programme for progressing the Strategic and Detailed Local Plans. This new programme is particularly important in light of new Government proposals to intervene in Local Plan making (see above).

The Committee was updated orally on the progress of Broad Location landowner/developer meetings. These are on-going and will be reported formally to the PPC in November.

The Committee also considered the position on both neighbourhood planning as a process and Neighbourhood Plans in the District.

Historic England (HE) – New Services for Planning

HE has introduced a number of new services relevant to our planning work and the interface with applicants for listed building consent. Details are below:

[HE website](#)

The four Enhanced Advisory Services are:

- *Fast-track Listing*: providing Listing decisions in a quicker and guaranteed timeframe.
- *Listing Enhancement*: providing clarity over the extent of statutory protection in a guaranteed timeframe.
- *Extended Pre-application Advice*: providing Historic England engagement in pre-application advice beyond an initial free service.
- *Listing Screening Service*: providing assessment of the likelihood of any heritage assets with the degree of interest that would warrant statutory Listing.

New Listed Building - Allan-WilliamsTurret, south of A414 road

This is a rare surviving WW2 airfield defence feature close to the proposed rail freight site. The listing is a result of a local community approach to Historic England.

War Memorial Plaque Listings - JLT Building, Ridgmont Road, St Albans

This plaque was put forward by the Council to the Secretary of State for Culture, Media and Sport for potential listing. However it was not accepted as the plaque is not attached to the building on which it was originally located.

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Tree Preservation Order (TPO) Update

The Council currently has 710 TPOs, a significant number of which were originally surveyed many years ago. The oldest date from the 1950s. A short Part II report elsewhere on the agenda sets out options for updating older TPOs.

Tree Strategy Review

The first Tree Strategy for St Albans City and District was published in 2004 and reviewed in 2010. Since that time there have been a number of changes in legislation and national planning policy that impact the management and protection of trees.

Challenges such as Climate Change, Ash Die Back and sustainability have also moved to the fore. The role of trees in addressing these challenges is becoming more widely understood. More locally, management responsibility of Highways Trees has been taken over by Hertfordshire County Council.

A new draft Tree Strategy Action Plan is expected to be published for public consultation later this year.

The Planning Inspectorate (PINS) – Sewell Park, land off Harpenden Road

The latest planning appeal has been dismissed by the Secretary of State on Green Belt grounds. The appellant has written to say that they do not intend to pursue the application / appeal route further at this time, but wish to work with the Local Planning Authority through the Local Plan process. A link to the decision is below:

<https://www.gov.uk/government/collections/planning-applications-called-in-decisions-and-recovered-appeals>

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

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

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

An appeal (Public Inquiry) by Pegasus Life is scheduled for six days commencing 24th November 2015 at our Council offices. The proposed application is for demolition of existing buildings and construction of 'later living accommodation' consisting of 38 apartments with communal facilities.

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

An appeal submitted by Signature Senior Lifestyle is likely to be heard at an Informal Hearing, although the applicant has requested a Public Inquiry. The hearing has been scheduled to take place on 24th September 2015, however final confirmation is awaited as to the procedure the appeal will follow.

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

An appeal (Public Inquiry) by Erlp 1 Sarl C/O St Congar Land is scheduled to commence on 9th February 2016 at St. Albans Council offices for 4 days.

Beaumont School and land north of Winches Farm, Hatfield Road

The school playing field relocation is now starting on site.

A 'reserved matters application' for the housing layout has now been submitted by Charles Church Homes. The application is currently under consideration.

Ariston Site, land off Harpenden Road

Pre application discussions continue between the applicant (Hertfordshire County Council - HCC) and the Council on the draft planning application and associated legal agreement. HCC's Cabinet is considering a report on the potential re-location of the St Albans Judo Club on 21 September. HCC have indicated they intend to finalise the application after the outcome of that meeting. They will arrange to meet local councillors and stakeholders prior to submission.

Harperbury Hospital, Harper Lane

A planning application for redevelopment, including demolition and removal of existing buildings and erection of 206 dwellings, is due to be considered at Planning Referrals Committee in October/November 2015.

Old Town Hall Museum Project

An application for the change of use and improvements has been submitted and will be considered by the Planning Referrals Committee in due course.

Ziggurat House, Grosvenor Road, St. Albans

A planning application for alterations to the building was granted permission at Plans Central on 3rd Agust 2015. This includes recladding, a replacement entrance, minor demolition work and an underground car park. The decision notice has been issued.

Copsewood, North Orbital Road, Chiswell Green, St. Albans

Planning Referrals Committee recommended approval for a planning application for a 150 bedroom hotel, conference and function centre on the 24th August 2015. However the application needs to be sent to the National Planning Casework Unit before the final decision can be made as it involves a significant level of development in the Green Belt.

Priory Court, Old London Road, St Albans

A planning application was refused for 14 dwellings on 8th September 2015 following the refusal of an earlier application.

Council Performance & Budget Summary

Appendix A: Planning Update



St. Claires, 38-40 Church Crescent, St Albans

A planning application for a conversion from a care home (Class C2) to 10 self-contained studio apartments (Class C3), together with external alterations, has been submitted. It will be considered by the Planning Referrals Committee on the 21st September 2015.

Hertfordshire Local Enterprise Partnership (LEP) Growth Area Forums

The Council has participated in discussions on the LEP's M1/M25 Growth Area and related opportunities and challenges. In parallel, discussions on a new Strategic Planning Framework for Hertfordshire are being progressed through Hertfordshire Infrastructure and Planning Partnership.

Enterprise Zone (EZ) Bid

An EZ bid is being prepared by the Hertfordshire LEP. This would primarily be at Maylands, but might also involve land in St Albans District, subject to our Local Plan process. EZs are essentially economic development promotion initiatives based on financial incentives for companies and local authorities. An oral update will be given at Cabinet.

Council Performance & Budget Summary

Appendix B: Spend on Consultants



<u>Item</u>	Actuals to date	2015/16 Further anticipated work	Total Forecast	Funded from		
				General Fund Revenue	General Fund Capital	Externally Funded and HRA
				£000	£000	£000
Work by Cipfa Consultants for closing of accounts	4	0	4	4		
Internal Audit – IT Audit work	0	10	10	10		
Customer Access strategy	5	0	5	5		
Upgrade to accounting system	12	0	12	12		
Bank tendering assistance	0	2	2	2		
Portfolio Total – Resources	21	12	33	33		
Review of HRA Business Plan	8	32	40			40
HRA stock condition survey	61	0	61			61
General Fund condition survey	3	0	3	1	2	
Universal credit support (funded by DWP)	6	0	6			6
Portfolio Total – Housing	78	32	110	1	2	107
New Museum & Galleries (Planning Advice; Interpretation & Exhibition Design; Mechanical & Electrical; Architects; Structural Engineers; Heritage Advice; Conservation plan; Quantity Surveyors; Project Management)	159	199	358		358	
New Museum & Galleries - Sale of MoSTA	4	0	4			4
Cotlandswick – project management for capital project	15	10	25		25	
Independent review of leisure contract extension	5	0	5	5		
Portfolio Total – SLH	183	209	392	5	383	4
Total	282	253	535	39	385	111

Council Performance & Budget Summary

Appendix B: Spend on Consultants



Comparison with Previous Years

	General Fund (Revenue and Capital)/£000	HRA and External/£000	Total/£000's
Totals 2015/16	424	111	535
Totals 2014/15	257	180	437
Totals 2013/14	323	78	401
Totals 2012/13	474	418	892
Totals 2011/12	480	77	557
Totals 2010/11	953	14	967

Note: The table does not include Aitcheson Raffety/ Brian Barber Associates' piece rate work on processing planning applications.

Council Performance & Budget Summary

Appendix C: Health and Wellbeing Partnership Update



Background

The St Albans District Health and Wellbeing Partnership replaced the Community Health Committee in late 2011. It is comprised of nine District Council members, the chair of the County Health and Wellbeing Board and officers representing public health at the County Council.



It includes representatives from the following partner and stakeholder organisations:

- Herts Valleys Clinical Commissioning Group (HVCCG)
- West Hertfordshire Hospitals NHS Trust
- Hertfordshire Partnership University NHS Foundation Trust
- Hertfordshire Community NHS Trust
- St Albans and Harpenden Patient Group
- Local Health Watch representative
- Voluntary Sector representative (Chief Executive, St Albans CVS)
- Parish Councillor
- St Albans and District Partner and Provider Forum
- Hertfordshire Link
- Harpenden Plus Partnership

Herts Valleys Clinical Commissioning Group (HVCCG) Strategic Review – Your Care, Your Future

The HVCCG Strategic Review 'Your Care, Your Future' is being overseen by a review board comprised of:

- HVCCG
- Hertfordshire Community NHS Trust
- West Hertfordshire Hospitals NHS Trust
- Hertfordshire Partnership University NHS Foundation Trust
- East of England Ambulance Service NHS Trust
- Hertfordshire County Council

The review is being supported by David Radbourne – Programme Director at HVCCG. David gave a presentation at the Health and Wellbeing Partnership meeting on 8 July 2015. The key updates are listed below. For detailed minutes see:

<http://stalbans.moderngov.co.uk/ieListDocuments.aspx?CId=381&MId=7764&Ver=4>

The following question areas have been agreed by the partner organisations:

- How well (how effectively and efficiently) are patients' needs met by the current health and social care system across West Hertfordshire?
- What are the opportunities to meet future health and social care needs of the West Hertfordshire population more effectively and efficiently?
- How should health and social care services across West Hertfordshire be configured to realise these opportunities?
- What organisational form(s) and commissioning / contracting model(s) best support the delivery of the preferred future configuration of services?

Council Performance & Budget Summary

Appendix C: Health and Wellbeing Partnership Update



The Timescale provided by David Radbourne at the Health and Wellbeing Partnership meeting 8 July 2015 is as follows:

Date	Key activity
21 November 2014	Your Care, Your Future begins
Winter 2014/2015	Data gathering and engagement
Spring 2015	Reflection and analysis
Summer 2015	Potential options for change
Summer / Autumn 2015	Engagement on options for change
May – December 2015	Detailed delivery plan
Onwards	Implementation

A further update on the strategic review will be given by David Radbourne at the Health and Wellbeing Partnership meeting on Wednesday 16 September 2015. A verbal update will be given at Cabinet.

Partnership Priorities

St Albans District Health and Wellbeing Partnership and Hertfordshire County Council have a funding agreement to deliver mutually agreed public health priorities. These are:

- Increasing physical activity and promoting a healthy weight
- Improving mental health and emotional wellbeing
- Reducing the harm caused by alcohol

Reducing health inequalities is an overarching priority for the Partnership.

There are three Task and Finish Groups which report directly to the Partnership regarding funding decisions and the progress of health and wellbeing projects.

Main achievements in 2014/15

Hertfordshire County Council has made funding of £100,000 available in each of 2014/15 and 2015/16. The Partnership agreed that some of the funding should be used for a two year, fixed term part time Health and Wellbeing Project Support Officer post. This is to support the development and delivery of health and wellbeing projects through the Task and Finish Groups. The remainder of the funding is being used to fund Health and Wellbeing projects aligned to the Task and Finish priorities.

Good progress has been made in 2014/15 including:

- The development of the Task and Finish Groups
- Funding, development and delivery of specific projects
- A proactive approach taken to campaigns relating to the three main focus areas.

Project Support Officer Role

The Project Support Officer (PSO) was appointed. This role has enabled funding applications to be processed more effectively, with improved interaction with applicants. The Task and Finish Groups have also been supported in making more informed decisions on funding. As a result, an increased number of projects have been funded.

Council Performance & Budget Summary

Appendix C: Health and Wellbeing Partnership Update



The PSO successfully co-ordinated the delivery of the **Mental Health Awareness Week** which ran from 11 to 17 May 2015. There were five main events:

- **Mon 11 May** On Track: Information for commuters at St Albans City and Harpenden train stations. 800 leaflets distributed.
- **Wed 13 May** Awareness Fair at St Albans Old Town Hall: Anne Main MP and Mayor Geoff Harrison attended; 50-60 public attendance.
- **Fri 15 May** For Students at Oaklands College: Information stand with materials from local charities. 20 posters, 600 leaflets and merchandise.
- **Sat 16 May** 'Tell me on a Monday' book launch: 40-50 public attendance.
- **All week** Information leaflets and posters at St Albans and Harpenden supermarkets. 800 leaflets and 20 posters.

An estimated outreach total for all of these events is 2,480 people. Press, radio and social media coverage was achieved, reaching a wide and varied audience on a budget of £165.

Health and Wellbeing Partnership webpages and branding

Various marketing related activity was undertaken over the summer. This includes the development of a new Health and Wellbeing Partnership logo; branded campaign templates for all printed media; and new Partnership webpages (<http://www.stalbans.gov.uk/healthpartnership>).

Task and Finish Groups

The PSO role has ensured that all three Task and Finish Groups are now well established with core members for each group. The meetings are supported with: clear objectives; confirmed future meeting dates every six weeks; core members; and effective administration.

Young Persons' Mental Health Project

A dedicated Young Persons' Mental Health Project is being developed following various applications for funding on this theme.

This will provide a targeted, combined project, aimed at areas of specific local need.

Projects

The total number of projects funded (at August 2015) was 14 at a total cost of £48,255. These are:

Physical Activity

- Herts That Dance by Herts Dance Association: Dance classes for disabled young people, carers and people over 60.
- Disability Access Route by Earthworks: Apprentice project enabling those with disabilities to access Earthworks main building.
- HELP Gym Programme by YMCA: Improving health and fitness through exercise and education for people living with mental health issues.
- Holiday Activity Scheme by St Albans West Local Partnership: Extra free places for children for sports' activities in the school holidays.

Council Performance & Budget Summary

Appendix C: Health and Wellbeing Partnership Update



- Hertbeats Exercise Classes by St Albans and District Cardiac Support Group: Weekly group exercise classes for cardiology patients and those referred by their GP.
- St Albans Disability Cricket by Hertfordshire Disabled Cricket Association: Cricket training at Redbourn Recreation Centre and Clarence Park cricket ground.

Mental Health

- Volunteer Work Placement Programme by Special Olympics: Enabling disabled young people to gain work experience placements.
- Counselling Sessions by St Albans and Hertsmere Women's Refuge: Providing specialised counselling to women fleeing domestic abuse.
- Young Persons HIV Support Group by The Crescent: Developing a sustainable HIV peer support group for young people.
- Dementia Friendly Community by Wheathampstead Dementia Friends: Providing support and awareness to those affected by dementia.
- Community Garden Project by Mind in Mid Herts in partnership with Viewpoint: Provide people with mental health issues horticultural therapy and training.
- Arts on Prescription by St Albans Arts Team: Creative arts programme for mental health sufferers referred by their GPs.

Alcohol Awareness

- Alcohol Outreach Programme by Herts Alcohol Counselling Service: Counselling sessions for those affected by alcohol and homelessness.
- Counselling for Abstinence by The Living Room: Providing therapeutic sessions for addicts with the aim of abstinence.

The Alcohol Task and Finish group is starting to develop awareness campaigns and events for Go Sober for October and Alcohol Awareness Week (16 to 22 November). Target areas include female and elderly drinking.

These projects build on the successful delivery of the Refit, Active Schools, Positive Steps, and 'Tell me on a Monday' programmes in 2013/14. Summaries of these can be found in Appendix A from the Health and Wellbeing Partnership meeting on July 8 2015: <http://stalbans.moderngov.co.uk/ieListDocuments.aspx?CId=381&MId=7764&Ver=4>

A new Project Support Officer, Naureen Ali, has recently taken over the role.

Council Performance & Budget Summary

Appendix D: IT Update



This update covers progress to upgrade IT infrastructure and systems to

- remain compliant with the Government's Public Services Network (PSN) requirements
- support staff productivity further.

Development	Commentary	Benefits
Email (Microsoft Exchange 2013 and Blackberry)	<p>The Council will be moving its email system from a single Exchange 2003 to a cluster of Exchange 2013 servers.</p> <p>It is not possible to move directly from Exchange 2003 to 2013 in one step. This makes it necessary to migrate initially to Exchange 2010 and then to Exchange 2013 in a phased approach. This will not be visible to the end-user and will have no impact on performance.</p> <p>Phase 1 of the project (which is the building of the Exchange 2010 environment) has now been completed.</p> <p>The project will be fully completed by December 2015.</p>	<p>The benefit of the upgrade will be a more robust, reliant, resilient and faster email system. The initial move to Exchange 2010 will have limited visible benefits to staff. However the Council will benefit from higher levels of resilience, improved data storage capacity and reduced recovery timescales.</p> <p>The upgrade to Exchange 2013 (and the associated upgrade to the Blackberry service) will start to remove limitations on the Council of being tied to particular hardware. It will also allow a more flexible approach to mobile working.</p> <p>[Later in the year we will also be working to standardise the look and feel of messages being issued by staff for quality and consistency purposes, for example out of office and signature messages.</p>
Archiving (Mail meter)	<p>Traditionally the Council has not limited the size of mail and file stores to staff. However, unlimited digital growth is not sustainable, nor cost effective, so we have been considering the best way to manage data storage. We have taken the decision to invest in a simplified centralised archiving system to allow us to control and manage our storage effectively.</p>	<p>The new solution will strip out e-mail duplication, which allows for a significant reduction in our digital storage. We will be able to ensure that junk email and spam, (which is increasing in volume), is managed effectively. This will reduce the size of the Council's email and folders and reduce the cost of data storage.</p> <p>Archiving will allow us to control the types of data stored more efficiently, whilst reducing our back up time and storage costs. We will also be able to restore the</p>

Council Performance & Budget Summary

Appendix D: IT Update



		<p>Council's systems more quickly in the event of a disaster. Importantly for staff, an improved search function will enable faster and more accurate searching for information related to, for example, Freedom of Information requests.</p>
Blackberry upgrade	<p>Running alongside the Exchange upgrades, the Blackberry system will be upgraded to the latest Blackberry Enterprise Server (BES 12) platform.</p>	<p>The upgrade means that our Blackberry users (primarily staff involved in Emergency Planning) will be able to access PDF documents and other attachments currently not supported. The upgrade of the email and Blackberry system will improve the accessibility of emails on these mobile devices. It also opens up the opportunity in the future to consider alternative handsets and operating systems.</p>
SQL (Structured Query Language) upgrade	<p>All our SQL applications – the specialist systems and databases used by individual departments as part of the service they provide to the public – require upgrading to remain in a supportable condition.</p> <p>There are over 50 such applications and 4 servers requiring upgrade. The upgrade programme will run for approximately 1 year.</p>	<p>This will allow us to move on to newer versions of all our business applications (such as Orchard, Civica and Iplan, the systems we use to support customer services, housing and planning).</p> <p>The upgraded business applications will increase the range of computer operations available to staff within their service areas. The Council will also be in a better position to consider migrating more services and information to self-serve applications for residents. It should improve speed and reliability for staff using these systems.</p>
Physical servers, associated services and appliances	<p>We will continue to retire old equipment and existing physical services wherever possible, replacing them with 'virtual' content where possible.</p>	<p>This will help us to continue to make savings and reduce the cost of IT.</p> <p>This will allow us to react more quickly to change and protect the security of our data better.</p>

Council Performance & Budget Summary

Appendix E: Car Parking Update

Context:

- **Parking strategy**
 - “Parking in St Albans City and District is a service for residents, businesses and visitors” (Key Principle: SADC Parking Strategy 2014 -19)
 - “Making the most of existing car parking spaces, and to create more where practical, both on-street and off-street, for the benefit of residents, businesses and visitors.”
- **New NCP contract** – tariff changes and investment potential
- **Discussion each year to agree tariff changes and investment needs** on basis of volumes in previous year
- **Investment geared towards maximising use of car parks, helping to keep prices lower in future.**

Key changes in 2015

The following work is underway:

Equipment Review:

(total investment £323,572 target installation date:
31st October)

- Installation of 14 new Pay & Display machines
- Installation of 6 new Pay on Foot machines
- New entry and exit barriers to the multi-storey car parks
- Improved software – allows people to buy additional parking time remotely, and provides detailed management information for future improvements
- Additional payment methods, for example contactless payment and bar code readers
- Improved signage

We have already:

- Introduced Pay by Phone technology
- Reduced the price of certain site specific season tickets
- Refreshed lighting and paintwork to key locations

Tariff change – Why, What, and When?:

- To offset the cost of the investment in new equipment
- Car parking volumes have also increased overall by 6% to contribute towards this upgrade
- Long term plan to drive up car park occupancies rather than tariffs
- As part of contract agreement new charges to be implemented Monday 2nd November
- Monday to Saturday rates will stay the same for 30 minutes and 1 hour
- Monday to Saturday rates will rise by 10p for 2 hours or more
- All day rates rising by 20p
- Weekly rates rise by 70p
- The full proposed changes are set out at the end of this report

Other work in progress to improve service to customers

On-street equipment refresh

- New Pay and Display machines at 18 locations across the district
- Machines will have improved software to which will provide real time information, allowing us to respond quickly to customer issues
- Detailed management information
- Total investment £63,244, installation planned 31st October
- Pay by Phone pilot scheme planned at 3 locations in Harpenden where cash transactions are negligible (Milton Road, Devonshire Road and Breadcroft Lane)
- Locations where revenue is very low have been reviewed (e.g. Clarence Road St Albans) and Pay and Display machines to be removed and replaced with free time limited bays
- A review of the current on-street tariff is underway with a view to encourage use of car parks rather than congested kerb space. On-street tariffs were last increased in April 2011

Comparison Table - NCP Managed Car Parks (1)

Car Park	Current Tariff	New Tariff
Adelaide Street Car Park, St Albans	Monday to Saturday Up to 30 minutes £0.60 Up to 1 hour £1.20 Up to 2 hours £2.60 Up to 3 hours £3.00 Up to 4 hours £4.00 Up to 6 hours £5.00 Up to 24 hours £10.00 Up to 1 week £30.00 Sunday Up to 24 Hours £1.00	Monday to Saturday Up to 30 minutes £0.60 Up to 1 hour £1.20 Up to 2 hours £2.70 Up to 3 hours £3.10 Up to 4 hours £4.10 Up to 6 hours £5.10 Up to 24 hours £10.20 Up to 1 week £30.70 Sunday Up to 24 Hours £1.00
	Multiple Sites £900 Single Site £775	Multiple Sites £900 Single Site £775
Season Tickets	Multiple Sites £900 Single Site £775	Multiple Sites £900 Single Site £775

Car Park	Current Tariff	New Tariff
Keyfield Terrace, St Albans	Monday to Saturday Up to 2 hours £2.80 Up to 24 hours £5.00 Up to 1 week £30.00 Sunday Up to 24 hours £1.00	Monday to Saturday Up to 30 min £0.60 Up to 2 hours £2.90 Up to 24 hours £5.10 Up to 1 week £30.70 Sunday Up to 24 hours £1.00
	Multiple Sites £900 Single Site £775	Multiple Sites £900 Single Site £775
Season Tickets	Multiple Sites £900 Single Site £775	Multiple Sites £900 Single Site £775
Bricket Road North Car Park, St Albans	Monday to Saturday Up to 2 hours £2.80 Up to 24 hours £5.00 Up to 1 week £30.00 Sunday Up to 24 hours £1.00	Monday to Saturday Up to 2 hours £2.90 Up to 24 hours £5.10 Up to 1 week £30.70 Sunday Up to 24 hours £1.00
	Multiple Sites £900 Single Site £775	Multiple Sites £900 Single Site £775
Season Tickets	Multiple Sites £900 Single Site £775	Multiple Sites £900 Single Site £775
Gombards Car Park, Upton Avenue, St Albans	Monday to Friday inclusive Up to three hours – no charge - subject to display of free issue pay and display ticket.	Up to three hours – no charge - subject to display of free issue pay and display ticket.
	Up to 5 hours £1.00	Up to 5 hours £1.00
	Up to 24 Hours £4.00	Up to 24 Hours £4.00
Clarence Park Car Park, Monday-Friday inclusive St Albans	Up to 5 hours £1.00	Up to 5 hours £1.00
	Up to 24 Hours £4.00	Up to 24 Hours £4.00

Comparison Table - NCP Managed Car Parks (2)

Car Park	Current Tariff	New Tariff
Drovers Way, St Albans City Centre, Multi Storey Car Park Russell Avenue, Albans City Centre, Multi Storey Car Park	Monday to Saturday Up to 30 minutes £0.60 Up to 1 hour £1.20 Up to 2 hours £2.60 Up to 3 hours £3.00 Up to 4 hours £4.00 Up to 6 hours £5.00 Up to 24 hours £10.00 Up to 1 week £30.00	Monday to Saturday Up to 30 minutes £0.60 Up to 1 hour £1.20 Up to 2 hours £2.70 Up to 3 hours £3.10 Up to 4 hours £4.10 Up to 6 hours £5.10 Up to 24 hours £10.20 Up to 1 week £30.70
	Sunday Up to 24 hours £1.00	Sunday Up to 24 hours £1.00
	Multi Storey £900 Premier £1,150	Multi Storey £900 Premier £1,150
	Lost ticket £10.00	Lost ticket £10.20
Verulamium, Car Park, St Albans	Monday to Saturday Motor Cars Up to 3 hours £1.50 Up to 24 hours £3.50	Monday to Saturday Motor Cars Up to 3 hours £1.50 Up to 24 hours £3.60
	Coaches Up to 24 hours £25.00	Coaches Up to 24 hours £25.60
	Multiple Sites £900 Single Site £775	Multiple Sites £900 Single Site £775

Comparison Table - Council Managed Car Parks

Car Park	Current Tariff	New Tariff
Westminster Lodge, Car Park, St Albans	<p>Motor Cars</p> <p>Up to two hours – no charge (subject to display of free issue pay and display ticket).</p> <p>Up to 3 hours £2.00 Up to 4 hours £4.00 Up to 24 hours £5.00</p> <p>Coaches</p> <p>Up to 2 hours – no charge (subject to display of free issue pay and display ticket).</p> <p>Up to 24 hours £25.00</p>	<p>Motor Cars</p> <p>Up to two hours – no charge (subject to display of free issue pay and display ticket).</p> <p>Up to 3 hours £2.10 Up to 4 hours £4.10 Up to 24 hours £5.10</p> <p>Coaches</p> <p>Up to 2 hours – no charge (subject to display of free issue pay and display ticket).</p> <p>Up to 24 hours £25.60</p>
Civic Centre Car Park, St Albans	<p>Monday to Saturday</p> <p>Up to 30 minutes £0.60 Up to 1 hour £1.20 Up to 2 hours £2.60 Up to 3 hours £3.00</p> <p>Sunday</p> <p>Up to 24 hours £1.00</p>	<p>Monday to Saturday</p> <p>Up to 30 minutes £0.60 Up to 1 hour £1.20 Up to 2 hours £2.70 Up to 3 hours £3.10</p> <p>Sunday</p> <p>Up to 24 hours £1.00</p>
Lydekker, Car Park, Harpenden <small>(NB: Owned by HTC, and managed by SADC on their behalf. NB subject to HTC agreement)</small>	<p>Motor Cars</p> <p>Up to 1 hour £0.70 Up to 2 hours £1.60 Up to 5 hours £2.40 Over 5 hours £6.00</p>	<p>Motor Cars</p> <p>Up to 1 hour £0.70 Up to 2 hours £1.60 Up to 5 hours £2.50 Over 5 hours £6.10</p>

Legal, Democratic & Regulatory Services

Parking Services

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Council Performance & Budget Summary

Appendix F: Partnership agreement with the University of Hertfordshire



The Council has a formal partnership agreement with the University of Hertfordshire (UH). This covers areas of mutual interest and joint working between the two organisations. Each year, two meetings are held between the Council (Leader and Chief Executive) and the University (currently the Pro Vice Chancellor for Regional Affairs and Dean of Cultural Affairs) to agree a programme of activity for the forthcoming year.

The table below sets out the agreed areas of collaboration in 2015/16.

Area of collaboration	Theme	Summary	Timescales	Leads
Green Triangle	<ul style="list-style-type: none">• Economic Development• Sustainable development and planning• Mutual strengthening of brands	To forward the agreed work programme for the Green Triangle, in collaboration with other partners.	Ongoing	Cllr Julian Daly and Maria Cutler (SADC) Julie Newlan (UH) Tara Clark (GT) Lead Portfolio Holder – Cllr Julian Daly
New Museum and Gallery Project	<ul style="list-style-type: none">• Mutual strengthening of brands• Economic development• Culture	To take forward the agreed programmes and projects for the New Museum and Gallery project.	Set out in separate Project Initiation Documents Next key deadline – Aug 2015 HLF Stage 2 submission	Tom Hallam (SADC) and Chris McIntryre (UH) Lead Portfolio Holder – Cllr Annie Brewster
Arts and Culture	<ul style="list-style-type: none">• Mutual strengthening of brands• Economic development• Culture	To develop and implement the objectives of a 25 Year Vision for Culture, Heritage and the Arts in St Albans. To develop the arts and culture network across the district (UH as independent chair). To create a 'Culture Map' of the region that includes SADC, UH and other partner venues.	2 meetings of arts and culture network per year Outline culture strategy by October	Chris McIntryre (UH) Jo Askham (SADC – SAASH) Lead Portfolio Holder – Cllr Annie Brewster
Network St Albans	<ul style="list-style-type: none">• Transport• Sustainable development and planning	To take forward the agreed programme of public transport initiatives across the District.	Ongoing	Chris Briggs (SADC) Laurence Pratt (SADC) Scott Copsey (UH) Austin Smyth (UH) Lead Portfolio Holder – Cllr Beric Read

Council Performance & Budget Summary

Appendix F: Partnership agreement with the University of Hertfordshire



Area of collaboration	Theme	Summary	Timescales	Leads
Profile raising	<ul style="list-style-type: none"> Mutual strengthening of brands 	To take opportunities to strengthen the profile of both organisations.	Ongoing	Cllr Julian Daly and James Blake (SADC) Chris McIntyre and Julie Newlan (UH) Lead Portfolio Holder – Cllr Julian Daly
UH Graduation Day	<ul style="list-style-type: none"> Mutual strengthening of brands Economic development 	To develop UH Graduation Day in 2015 to enhance the experience for graduates and their families. At the same time to attract footfall to the city centre and to promote the visitor economy. To include promotion with restaurants.	Annual, but aim for improvements each year	Maria Cutler (SADC) Chris McIntyre (UH) and Anne Austin (Awards Office UH) Lead Portfolio Holder – Cllr Beric Read
Strategic Local Plan	<ul style="list-style-type: none"> Sustainable development and planning 	To provide evidence based support to the development of a Strategic Local Plan for St Albans District (for example, advising on latest best practice and methodologies for housing and green belt work and public consultation).	To fit in with SLP timescales	Tracy Harvey and Chris Briggs (SACDC) Susan Parham UH Lead Portfolio Holder – Cllr Julian Daly
Research support	<ul style="list-style-type: none"> All (potentially) 	<p>To identify projects where University research could help to support evidence based practice in SADC, while providing real and grounded research material for UH students.</p> <p>Focus on:</p> <ul style="list-style-type: none"> Tagging of museum exhibits (possible student involvement) Recycling and behaviour change (potential project brief for evaluation) 	Aim for 2 projects in 2015/16	<p>Museum exhibits – Kate Warren (SADC) Chris McIntyre (UH)</p> <p>Recycling – Nick Reed or Mike Page (UH); Albert Light (SADC)</p> <p>Lead Portfolio Holder – Cllr Daniel Chichester-Miles</p>
Leadership and management	<ul style="list-style-type: none"> Shared services Mutual strengthening of brands 	<p>To identify options for mutual mentoring or exchange of ideas.</p> <p>To take forward the possibility of business school support to SADC organisational development programme.</p>	<p>Aim for 2 contacts in 2015/16</p> <p>Management development programme running from Sept 2015</p>	<p>Amanda Foley and Jane Pearce (SADC) Lynne Stevens and Naomi Holloway (UH)</p> <p>Lead Portfolio Holder – Cllr Alec Campbell</p>

Updated 15 July 2015