

## SUMMONS

### MEETING OF THE COUNCIL

WEDNESDAY 27 FEBRUARY 2013

### COUNCIL CHAMBER, DACORUM CIVIC CENTRE, HEMEL HEMPSTEAD

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You are hereby summoned to a meeting of the Dacorum Borough Council in the County of Hertfordshire to be held in the Council Chamber, Dacorum Civic Centre, Hemel Hempstead on Wednesday, 27 February 2013 at 7.30 pm to transact the business set out below.

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**DANIEL ZAMMIT**  
**CHIEF EXECUTIVE**

**TO ALL MEMBERS OF THE COUNCIL**

**Contact: Jim Doyle ext 2222**  
**Pauline Bowles ext 2221**

## AGENDA

### 1. MINUTES

To confirm the minutes of the meeting of the Council on 16 January 2013 (Appendix A Part 1 minutes Pages 19-30 and Part 2 minutes page 36).

### 2. DECLARATIONS OF INTEREST

To receive any declarations of interest

A member with a disclosable pecuniary interest or a personal interest in a matter who attends a meeting of the authority at which the matter is considered -

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent  
  
and, if the interest is a disclosable pecuniary interest, or a personal interest which is also prejudicial
- (ii) may not participate in any discussion or vote on the matter (and must withdraw to the public seating area) unless they have been granted a dispensation.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Members' Register of Interests, or is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal and prejudicial interests are defined in Part 2 of the Code of Conduct For Members

[If a member is in any doubt as to whether they have an interest which should be declared they should seek the advice of the Monitoring Officer before the start of the meeting]

### 3. PUBLIC PARTICIPATION

To consider questions (if any) by members of the public of which the appropriate notice has been given to the Assistant Director (Legal, Democratic & Regulatory).

#### **Question received 19 February 2013:**

What is the council going to do about housing for the homeless?

### 4. ANNOUNCEMENTS

To receive announcements and business brought forward by the Mayor, Leader, and Members of the Cabinet or the Chief Executive.

4.1 By the Mayor:

4.2 By the Chief Executive:

4.3 By the Group Leaders: Any apologies for absence

4.4 Council Leader and Members of the Cabinet:

|                          |   |
|--------------------------|---|
| Councillor Williams      | Leader & Community Leadership           |
| Councillor Mrs Griffiths | Housing                                 |
| Councillor Harden        | Residents & Regulatory Services         |
| Councillor Mrs Laws      | Environmental Services & Sustainability |
| Councillor Tiley         | Finance & Resources                     |
| Councillor Douris        | Planning & Regeneration                 |

**5. QUESTIONS**

To consider questions (if any) by members of the Council of which the appropriate notice has been given to the Assistant Director (Legal, Democratic & Regulatory)

**6. BUSINESS FROM THE LAST COUNCIL MEETING**

To consider any business referred from the previous meeting.

**7. CABINET REFERRALS**

To consider the following referrals from Cabinet:

| <b>Minute No.</b> | <b>Date</b>      | <b>Title</b>                                       | <b>Yellow Pages</b> |
|-------------------|------------------|--|---------------------|
| 7.1 CA/020/13     | 22 January 2013  | Affordable Housing Supplementary Planning Document | 31                  |
| 7.2 CA/032/13     | 12 February 2013 | Budget 2013/14                                     | 32                  |

**8. OVERVIEW AND SCRUTINY REFERRALS**

None



**AGENDA ITEM: 9**

**SUMMARY**

|                         |                         |
|-------------------------|-------------------------|
| <b>Report for:</b>      | <b>Full Council</b>     |
| <b>Date of meeting:</b> | <b>27 February 2013</b> |
| <b>PART:</b>            | 1                       |
| If Part II, reason:     |                         |

|   |   |
|---|---|
| <b>Title of report:</b>                         | <b>SENIOR OFFICER PAY POLICY</b>  |
| Contact:  | Janice Milsom (Assistant Director, Strategy & Transformation, Community & Organisation)<br>Directline: 01442 228009, internal extension: 2009<br>janice.milsom@dacorum.gov.uk   |
| Purpose of report:                              | <ul style="list-style-type: none"> <li>To set the Council's pay policy for the financial year 2013/14, as required by Section 38 of the Localism Act 2011.</li> </ul>   |
| Recommendations                                 | That Council -<br><br>1. Approves the Senior Officer Pay Policy Statement for the financial year 2013/14  |
| Corporate objectives:                           | The Council's policies in respect of pay and terms and conditions for support all five of the Council's strategic objectives as part of ensuring that services to the community can be delivered to the required standards and with due regard to economy, efficiency and effectiveness.  |
| Implications:<br>'Value For Money Implications' | Expenditure on pay represents approximately 80% of the costs of operating services and managing the organisation. At present there are a range of policies relating to specific terms and conditions, most of which are set out in the employee handbook. This statement does not alter any existing terms and conditions and there are, therefore, no direct financial implications of the report. |
| Risk Implications                               | Risk Assessments are carried out as part of the implementation and review of specific pay policies. This  |

|                    |   |
|--------------------|---|
|                    | statement does not propose any changes to existing policies and therefore a risk assessment has not been undertaken.  |
| Monitoring Officer | The Monitoring Officer's comments have been incorporated into the report.   |
| Consultees:        | None  |
| Background papers: | <p>Openness and accountability in local pay: Draft guidance under section 40 of the Localism Act (CLG, November 2011)</p> <p>Localism Bill: local government senior officer pay accountability Impact assessment (CLG, November 2011)</p> <p>The Code of Recommended Practice for Local Authorities on Data Transparency (CLG, September 2011)</p> <p>DBC Employee Handbook</p> <p>Report to Cabinet: 7 February 2012</p> <p>Report to Council 29 February 2012</p> |

## BACKGROUND REPORT

1. Section 38 of the Localism Act 2011 ('The Act') requires local authorities in England to prepare, approve and publish a pay policy statement. The statement must detail the authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff ('Chief Officers', as defined in the Act) and its lowest paid employees.
2. The pay policy statement must be prepared for each financial year, beginning with 2012/13. As soon as reasonably practicable after approving the statement it must be published in such manner as the Council thinks fit, which must include publication on the Council's website.
3. Specifically, the Act requires the publication of a pay policy statement for a financial year which must set out the authority's policies for the financial year relating to:
  - the remuneration of its chief officers
  - the remuneration of its lowest-paid employees, and
  - the relationship between:
    - (i) the remuneration of its chief officers, and
    - (ii) the remuneration of its employees who are not chief officers.
4. The statement must also provide:
  - the definition of "lowest-paid employees" and the authority's reasons for adopting that definition
  - a statement on the Council's policies relating to:
    - (i) the level and elements of remuneration for each chief officer
    - (ii) remuneration of chief officers on recruitment
    - (iii) increases and additions to remuneration for each chief officer
    - (iv) the use of performance-related pay for chief officers

- (v) the use of bonuses for chief officers
- (vi) the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and
- (vii) the publication of and access to information relating to remuneration of chief officers.

5. In respect of item (vi), the Council currently has no defined approach to the payment of chief officers on ceasing to hold office, and no statement is, therefore, made in the report in relation to this.
6. It remains the case that each local authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local tax payers. The Act only requires that authorities are more open about local pay policies and how their local pay decisions are made. It is not necessary to specify actual pay rates or terms and conditions. It also means that future decisions by a local authority relating to the pay and conditions of its chief officers must comply with the authority's approved pay policy statement.
7. Guidance relating to the statement of Pay Policy and related guidance on transparency make recommendations arising from the Hutton Review of Fair Pay in the Public Sector (final report published March 2011). The Council's own statement of Pay Policy, as set out in this report, was approved in February 2012. This updated version contains no policy changes and no substantive changes in respect of pay scales or pay levels of senior officers. It is, however, subject to annual review and future iterations will incorporate further good practice as recommended within this guidance.

# **Dacorum Borough Council**

## **Pay Policy Statement 2013/14**

### **1 Background**

- 1.1 Section 38 of the Localism Act 2011 ('The Act') requires local authorities in England to prepare, approve and publish a pay policy statement. The statement must detail the authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff ('chief officers') and its lowest paid employees.
- 1.2 The pay policy statement must be prepared for each financial year. As soon as reasonably practicable after approving the statement it must be published in such manner as the Council thinks fit, which must include publication on the Council's website.
- 1.3 It remains the case that each local authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local tax payers. The Act only requires that authorities are more open about local pay policies and how their local pay decisions are made. It is not necessary to specify actual pay rates or terms and conditions. It also means that future decisions by a local authority relating to the pay and conditions of its chief officers must comply with the authority's approved pay policy statement.

### **2 Pay Policy Principles**

- 2.1 The provisions of the Act confirm the government's commitment to increase openness about how taxpayers' money is used, bringing together the principles of increasing accountability, transparency and fairness in the setting of local pay.
- 2.2 The Hutton Review of Fair Pay in the Public Sector (final report published March 2011) confirmed the government's decision to promote pay fairness in the public sector by reducing the gap between the lowest and highest paid in public sector organisations.
- 2.3 The Act requires councillors to take a greater role in determining pay, ensuring that decisions are made by those who are directly accountable to local people. In addition, they must ensure that policies on the pay and reward of the most senior staff are set clearly within the context of the pay of the wider workforce.

### **3 Scope of Dacorum Borough Council Pay Policy Statement**

- 3.1 The Council's definition of a senior manager for the purposes of this policy statement is: Chief Executive (Head of Paid Service), Corporate Directors and Assistant Directors. The term 'Chief Officer' relates to the Chief Executive and Corporate Directors only.

3.2 Council staff are employed under terms and conditions contained in the National Joint Council (NJC) for Local Government Services National Agreement on Pay and Conditions of Service. However, these are subject to a number of local agreements including a local agreement on remuneration. The following roles form the Council's Corporate Management Team:

- Chief Executive
- Corporate Director (Finance and Governance) (S151 Officer)
- Corporate Director (Housing and Regeneration)
- Corporate Director (Performance, Improvement and Transformation)
- Assistant Director (Finance and Resources)
- Assistant Director (Housing Landlord)
- Assistant Director (Legal, Democratic and Regulatory Services) (Monitoring Officer)
- Assistant Director (Neighbourhood Delivery)
- Assistant Director (Planning, Development and Regeneration)
- Assistant Director (Strategy, Transformation, Community and Organisation).

#### **4 Senior Officer Salary Ranges**

- 4.1 During 2009 and 2010, the Council undertook a Strategic Re-alignment programme, in which all senior posts were evaluated using the Local Government Employers (LGE) senior management evaluation scheme. This is a nationally recognised methodology, benchmarked by the LGE against other local authorities, taking into account local factors.
- 4.2 Continuing from this, the Council has developed its own job evaluation scheme. Each grade is then matched to a prescribed salary range. Each salary range has 3 incremental points. Increments are awarded annually in April, linked to the achievement of satisfactory performance. There are specific Chief Officer pay bands for the Corporate Directors and for the Chief Executive. These have 5 points within each band. Details of pay bands are set out in Annex A.
- 4.3 In 2008 the Council undertook a review of the method of calculating the Chief Executive's pay and introduced a banding system in line with all other Council employees, thereby specifying the relationship between the pay of the highest paid officer and that of all employees of the Council. The Chief Executive's pay is set according to the relevant position on the scale and, as with all staff, annual increments are available, subject to performance review up to the top of the scale. As at 1 February 2013 the ratio between the pay of the highest paid officer and the median pay point for all staff is 6.1:1. It should be noted that this ratio was given as 3.2:1 in the 2012/13 report. At the date of publication in February 2013, final guidance on calculating the ratio had not been received and an alternative method was used. The calculation of the ratio of 6.1:1 has been made on the basis of the approved calculation method. There has been no significant change in the actual pay rates of the highest paid member of staff in comparison to the median average pay rate of all other employees between February 2012 and February 2013.



## **5 Remuneration Package**

5.1 As well as basic salary, all senior managers are entitled to specific terms of employment, as set out in the following paragraphs.

### **5.2 Annual Leave**

5.3 The leave year begins on the 1st April each year and ends on the following 31st March. Annual leave entitlement varies, dependent on spinal column point (SCP), length of local government service and the number of days contracted to work each week (see Table 1 overleaf). Chief Officer leave allowances refer to the Chief Executive and Corporate Directors.

**Table 1: Annual leave entitlements**

|                                  | Working 1 day per week |          |          | Working 2 days per week |          |          | Working 3 days per week |          |          | Working 4 days per week |          |          | Working 5 days per week |          |          |
|----------------------------------|------------------------|----------|----------|-------------------------|----------|----------|-------------------------|----------|----------|-------------------------|----------|----------|-------------------------|----------|----------|
|                                  | Service in Years       |          |          | Service in Years        |          |          | Service in Years        |          |          | Service in Years        |          |          | Service in Years        |          |          |
| <b>Spinal Column Point</b>       | <5                     | 5 to <10 | 10 & 10+ | <5                      | 5 to <10 | 10 & 10+ | <5                      | 5 to <10 | 10 & 10+ | <5                      | 5 to <10 | 10 & 10+ | <5                      | 5 to <10 | 10 & 10+ |
| Up to 12                         | 4.5                    | 5.5      | 5.5      | 9                       | 11       | 11       | 14                      | 16       | 16       | 18.5                    | 21.5     | 21.5     | 23                      | 27       | 27       |
| 13 to 21                         | 4.5                    | 5.5      | 5.5      | 9                       | 11       | 11       | 14                      | 16       | 17       | 18.5                    | 21.5     | 22.5     | 23                      | 27       | 28       |
| 22 to 28                         | 5                      | 5.5      | 6        | 10                      | 11       | 11.5     | 15                      | 16       | 17.5     | 20                      | 21.5     | 23       | 25                      | 27       | 29       |
| 29 to 40                         | 5                      | 5.5      | 6        | 10.5                    | 11       | 11.5     | 15.5                    | 16       | 17.5     | 21                      | 21.5     | 23       | 26                      | 27       | 29       |
| 41 & above (Assistant Directors) | 6                      | 6        | 6.5      | 11.5                    | 11.5     | 13       | 17.5                    | 17.5     | 19       | 23                      | 23       | 25.5     | 29                      | 29       | 32       |
| Chief Officers                   | 6.5                    | 6.5      | 7        | 13                      | 13       | 14       | 19                      | 19       | 21       | 26                      | 26       | 28       | 34                      | 34       | 37       |

#### 5.4 Cars

5.5 Employees eligible under the Council's Car Leasing Scheme are:-

- (1) all employees in posts which the Council has designated as Frequent or Casual Car Users; and
- (2) all Chief Officers and all employees whose posts are Band 11 ( see Annex A) or above

5.6 The Scheme is optional for all eligible employees. Chief or Senior Officers may, as an alternative to taking a lease car, be paid a lump sum equivalent to the Council's contribution to lease costs. Employees deciding on this option are also eligible for a Council Car Loan, interest being charged at the HMRC official rates. Employees may also take a car of lesser value than the Council's contribution and receive the balance as an addition to monthly salary. See Table 2 below:

**Table 2: Chief Officer and senior officer car scheme**

| Band point          | Miles.             | Car Band | Amount p.a. |
|---------------------|--------------------|----------|-------------|
| 34 to 46            | N/A                | 1        | £2,550      |
| 34 to 46            | Over 2000 per year | 2        | £3,200      |
| 34 to 46            | Over 4000 per year | 3        | £3,750      |
| 47 to 72            | N/A                | 3        | £3,750      |
| Corporate Directors | N/A                | 4        | £4,600      |
| Chief Executive     | N/A                | 5        | £4,800      |

5.7 All lease car business mileage can be claimed at a locally agreed rate, currently 21p per mile. Employees receiving the lease lump sum allowance and use their own car are also paid 21p per mile. All business miles undertaken in a private car (for those not eligible for a lease scheme) can claim expenses at the mileage rates set by the NJC.

#### 5.8 Sick Pay

5.9 As part of its responsibility towards its employees the Council has arrangements for ensuring that employees who are unable to work for a limited period for reasons of illness do not suffer additional hardship through loss of earnings. These payments are restricted and at the end of the defined the period the entitlement to occupational sick pay ceases. The periods of entitlement to occupational sick pay are related to length of service and apply to all employees, as shown in table 3.

**Table 3: Occupational sick pay periods**

| Length of continuous service           | Amount of sick pay   |
|--|--|
| During 1 <sup>st</sup> year of service | 1 months' full pay & (after completing 4 months' service) 2 months' half pay |
| During 2 <sup>nd</sup> year of service | 2 months' full pay & 2 months' half pay                                      |

|   |   |
|---|---|
| During 3 <sup>rd</sup> year of service                      | 4 months' full pay & 4months' half pay  |
| During 4 <sup>th</sup> and 5 <sup>th</sup> years of service | 5 months' full pay & 5 months' half pay |
| After 5 years service                                       | 6 months' full pay & 6 months' half pay |

## **6 Pensions (Local Government Pension Scheme)**

- 6.1 All local government employees (including senior managers) are eligible to join the Local Government Pension Scheme (LGPS). Employee contributions are set nationally by the LGPS and are banded, according to salary level. As at 1<sup>st</sup> April 2012 senior managers pay either 7.2% or 7.5% depending on their individual salary.
- 6.2 Employer contributions to the local Government pension scheme for the Dacorum Borough Council employers fund are currently 16%.

## **7 Additional Payments**

- 7.1 Senior managers are not entitled to claim any additional payments, such as overtime, standby or payments for working at the weekend. Senior managers attend a wide variety of evening meetings on top of their normal working week. Attendance at such meetings is not compensated for and is expected as part of any senior role.
- 7.2 There is a subsistence scheme for all staff, including senior managers. The aim of the scheme is to reimburse employees fairly for travelling and subsistence necessarily incurred whilst carrying out their duties on behalf of the Council and to keep costs to the Council to a minimum.
- 7.3 All staff are entitled to make a claim for job-related subsistence if working away from the area on business. Claims for meals can only be made if staff are prevented from taking the meal at home or the workplace and this has been agreed in advance with managers. Receipts must be produced for all claims.
- 7.4 Job related subsistence rates (maximum payable) are:

|              |        |
|--------------|--------|
| Breakfast    | £6.88  |
| Lunch        | £9.50  |
| Tea          | £3.76  |
| Evening Meal | £11.77 |

## **8 Election Fees**

- 8.1 Election fees are paid to senior officers in compensation for the additional duties required to management national and local elections and referendums.

- 8.2 The Returning Officer is designated as the Chief Executive in the Council's Constitution. The fees for all staff employed on election duties are either specified by the Electoral Commission for national elections or are decided locally by the Returning Officer for local elections. The fees for local elections are set out in a 'scale of expenses' agreed by the Council, after a comparison with other neighbouring authorities and whether the poll is being combined with another election.
- 8.3 The fee for the Returning Officer for national elections is determined by the number of the electorate in the area administered by that Returning Officer (as set out in s.29 of the Representation of the People's Act 1983 and updated by the Ministry of Justice prior to each election). These are enhanced by an amount set out in a 'scale of expenses' agreed by the Council if the poll is combined with another election.

## **9 Recruitment of Senior Managers**

- 9.1 Recruitment of senior managers is managed by the Council. Vacancies are advertised with the applicable salary range. The total package is set out in the recruitment pack. The recruitment of officers below Chief Officer level is undertaken by the Corporate Director for the relevant service area through a recruitment panel process involving other senior officers, Human Resources officers and, if appropriate, specialist recruitment advisors.
- 9.2 The appointment of posts at Chief Executive and Corporate Director level are made by an Appointments Panel. This panel normally consists of Council Members, Chief Officers and Human Resources officers and is convened specifically to undertake the appointment of Chief Officers.

## **10 Managing Pay**

### **10.1 Starting salaries for Senior Managers**

- 10.2 It is normal practice for all senior managers to be appointed at the bottom of the prescribed salary range. Exceptionally there may be instances where the Council may appoint above the bottom of the salary range where there is a clear rationale. Such cases will be considered and justified on a case by case basis. Consideration will be given to:

- Relativity of salaries of comparable roles
- Size and responsibilities of the post and duties to be undertaken.
- The wider recruitment market.

- 10.3 For employees below Chief Officer level, the decision on the salary of the post will be approved by the Corporate Director of the service (dependent on level of post) prior to an offer being made.

### **10.4 Pay Increases for Senior Managers**

- 10.5 Pay increases that involve no changes to terms and conditions may take two forms:

- Pay scale increments awarded annually, subject to satisfactory performance
- Pay awards relating to cost of living increases.

## **10.6 Increments**

- 10.7 The decision on whether to award an increment is made by the direct line manager of each employee following a performance review and is subject to review by the relevant Corporate Director or, in the case of Corporate Director increment awards, the Chief Executive. The Leader of the Council makes the decision on pay relating to the Chief Executive.
- 10.8 The Individual performance of senior managers is assessed via the Council's Performance and Development Appraisal Scheme, with each employee having an individual Performance Excellence Plan, setting out objectives for the coming year and expectations that are to be met with regard to the Council's High Performance Environment attitudes and behaviours. This is reviewed formally after 6 months and at the end of each year (31<sup>st</sup> March). Staff are then awarded an overall rating assessing their achievement against their objectives and the High Performance Environment standards.
- 10.9 Any adjustments to pay are awarded based on an individual's overall performance assessment. Increments are not awarded where performance is deemed not to have been satisfactory during the relevant year.
- 10.10 Where a role significantly varies within the performance year, an assessment will be undertaken using the Council's job evaluation scheme, to assess if an alteration to pay or grade is necessary. The results of all job evaluations are subject to scrutiny by the Council's Job Evaluation Steering Group, to ensure correct application of the scheme.

## **10.11 Cost of living increases**

- 10.12 Annual cost of living increases for all Council staff, except Chief Officers, are determined by the National Joint Council for Local Government Services. The Council awards cost of living increases in line with NJC recommendations unless there are specific reasons not to do so. Annual cost of living increases for Chief Officers are determined by the Joint National Council for Chief Officers but are subject to the same considerations. These considerations may include:

- Affordability
- The conditions of the job market and the relative pay of employees, including Chief Officers, in comparison with other similar organisations
- Difficulties in recruitment and retention to specific posts.

## **11 Payments on Termination of Employment for Senior Managers**

### **11.1 Redundancy and Severance Payments**

- 11.2 An employee whose contract of employment is terminated due to redundancy will be eligible for a redundancy payment. Payments are made based on the length of service and the calculation of 2.2 weeks per year of service, and

based on an employee's contractual weekly pay. Employees aged over 55 who are made redundant will be able to draw their pension to the date of their retirement. Employees aged under 55 will receive a redundancy payment and have their pension benefits deferred until they reach retirement age.

- 11.3 An employee whose contract of employment is terminated for any reason and there is justification for a severance payment, such payment will subject to approval by the relevant Corporate Director taking advice from the Monitoring Officer and Section 151 Officer.
- 11.4 An employee who is made redundant or paid a severance payment must have a break of at least one month and one day to break their continuous service with the Authority before they can be re-employed by the Council in a different position.

## **12.0 Local Government Pension Scheme**

- 12.1 The Borough Council's employees are eligible to be members of the Local Government Pension Scheme. The core pension benefits of these schemes are determined by statutory regulations.

## **13 Lowest paid employees**

- 13.1 The Council's definition of lowest paid employees for the purposes of this policy is: employees paid on spinal column point 5 of the local pay scale. The scale is based on nationally-approved scales but has been adjusted to meet local requirements, for which point 5 represents the bottom of pay Grade 1. As at April 2012, this equates to £12,644 per annum for a full time employee, plus £798 pa London Fringe Weighting.

## **14 Pay Transparency**

- 14.1 In order to be transparent, the Council publishes the details of all senior managers' salaries, job outlines, and structures on its website – [www.dacorum.gov.uk](http://www.dacorum.gov.uk). This information is updated annually.
- 14.2 For April 2013 the following data will be released;
- Names, job titles and £50k banded salaries bands for all senior managers in the Corporate Management Team
  - Organisational charts as at April 2013 showing all posts at Group Manager level and above
  - The job outlines for each senior officer describing their responsibilities to Group Manager level

**Local Pay Scales**  
**Schedule of Pay Rates Effective From 01 April 2012**

|         | SCP | Salary<br>(Excluding<br>London<br>Fringe<br>Weighting)<br><br>£ | SCP | Monthly<br>Salary<br>(Including<br>London<br>Fringe<br>Weighting)<br><br>£ | SCP | Hourly<br>Rate<br>(Excluding<br>London<br>Fringe<br>Weighting)<br><br>£ |
|---------|-----|---|-----|--|-----|---|
| Band 1  | 05  | 12,644  | 05  | 1,120.17   | 05  | 6.55  |
|         | 06  | 12,869  | 06  | 1,138.92   | 06  | 6.67  |
| Band 2  | 07  | 13,094  | 07  | 1,157.67   | 07  | 6.79  |
|         | 08  | 13,841  | 08  | 1,219.92   | 08  | 7.17  |
|         | 09  | 14,441  | 09  | 1,269.92   | 09  | 7.49  |
| Band 3  | 10  | 14,747  | 10  | 1,295.42   | 10  | 7.64  |
|         | 11  | 15,266  | 11  | 1,338.67   | 11  | 7.91  |
|         | 12  | 15,566  | 12  | 1,363.67   | 12  | 8.07  |
| Band 4  | 13  | 15,962  | 13  | 1,396.67   | 13  | 8.27  |
|         | 14  | 16,244  | 14  | 1,420.17   | 14  | 8.42  |
|         | 15  | 16,571  | 15  | 1,447.42   | 15  | 8.59  |
| Band 5  | 16  | 16,952  | 16  | 1,479.17   | 16  | 8.79  |
|         | 17  | 17,363  | 17  | 1,513.42   | 17  | 9.00  |
|         | 18  | 17,741  | 18  | 1,544.92   | 18  | 9.20  |
| Band 6  | 19  | 18,401  | 19  | 1,599.92   | 19  | 9.54  |
|         | 20  | 19,046  | 20  | 1,653.67   | 20  | 9.87  |
|         | 21  | 19,709  | 21  | 1,708.92   | 21  | 10.22   |
| Band 7  | 22  | 20,210  | 22  | 1,750.67   | 22  | 10.48   |
|         | 23  | 20,792  | 23  | 1,799.17   | 23  | 10.78   |
|         | 24  | 21,220  | 24  | 1,834.83   | 24  | 11.00   |
| Band 8  | 25  | 21,627  | 25  | 1,868.75   | 25  | 11.21   |
|         | 26  | 22,326  | 26  | 1,927.00   | 26  | 11.57   |
|         | 27  | 23,070  | 27  | 1,989.00   | 27  | 11.96   |
| Band 9  | 28  | 23,823  | 28  | 2,051.75   | 28  | 12.35   |
|         | 29  | 25,986  | 29  | 2,232.00   | 29  | 13.47   |
|         | 30  | 26,856  | 30  | 2,304.50   | 30  | 13.92   |
| Band 10 | 31  | 27,699  | 31  | 2,374.75   | 31  | 14.36   |
|         | 32  | 28,515  | 32  | 2,442.75   | 32  | 14.78   |
|         | 33  | 29,355  | 33  | 2,512.75   | 33  | 15.22   |
| Band 11 | 34  | 30,186  | 34  | 2,582.00   | 34  | 15.65   |
|         | 35  | 31,671  | 35  | 2,705.75   | 35  | 16.42   |
|         | 36  | 32,505  | 36  | 2,775.25   | 36  | 16.85   |
| Band 12 | 37  | 33,420  | 37  | 2,851.50   | 37  | 17.32   |
|         | 38  | 34,401  | 38  | 2,933.25   | 38  | 17.83   |
|         | 39  | 35,520  | 39  | 3,026.50   | 39  | 18.41   |
| Band 13 | 40  | 36,459  | 40  | 3,104.75   | 40  | 18.90   |
|         | 41  | 38,085  | 41  | 3,240.25   | 41  | 19.74   |
|         | 42  | 39,060  | 42  | 3,321.50   | 42  | 20.25   |
| Band 14 | 43  | 40,023  | 43  | 3,401.75   | 43  | 20.74   |
|         | 44  | 41,004  | 44  | 3,483.50   | 44  | 21.25   |



|                                       |    |         |    |           |    |       |
|---------------------------------------|----|---------|----|-----------|----|-------|
|                                       | 45 | 41,934  | 45 | 3,561.00  | 45 | 21.74 |
| Band 15                               | 46 | 42,957  | 46 | 3,646.25  | 46 | 22.27 |
|                                       | 47 | 43,938  | 47 | 3,728.00  | 47 | 22.77 |
|                                       | 48 | 45,696  | 48 | 3,874.50  | 48 | 23.69 |
| Band 16                               | 49 | 46,668  | 49 | 3,955.50  | 49 | 24.19 |
|                                       | 50 | 47,646  | 50 | 4,037.00  | 50 | 24.70 |
|                                       | 51 | 48,621  | 51 | 4,118.25  | 51 | 25.20 |
| Band 17                               | 52 | 49,614  | 52 | 4,201.00  | 52 | 25.72 |
|                                       | 53 | 50,583  | 53 | 4,281.75  | 53 | 26.22 |
|                                       | 54 | 51,561  | 54 | 4,363.25  | 54 | 26.73 |
| Band 18                               | 55 | 52,542  | 55 | 4,445.00  | 55 | 27.23 |
|                                       | 56 | 53,523  | 56 | 4,526.75  | 56 | 27.74 |
|                                       | 57 | 54,543  | 57 | 4,611.75  | 57 | 28.27 |
| Band 19                               | 58 | 55,560  | 58 | 4,696.50  | 58 | 28.80 |
|                                       | 59 | 56,574  | 59 | 4,781.00  | 59 | 29.32 |
|                                       | 60 | 57,588  | 60 | 4,865.50  | 60 | 29.85 |
| Band 20                               | 61 | 58,605  | 61 | 4,950.25  | 61 | 30.38 |
|                                       | 62 | 59,628  | 62 | 5,035.50  | 62 | 30.91 |
|                                       | 63 | 60,645  | 63 | 5,120.25  | 63 | 31.43 |
| Band 21                               | 64 | 61,857  | 64 | 5,221.25  | 64 | 32.06 |
|                                       | 65 | 63,096  | 65 | 5,324.50  | 65 | 32.70 |
|                                       | 66 | 64,356  | 66 | 5,429.50  | 66 | 33.36 |
| Band 22                               | 67 | 65,643  | 67 | 5,536.75  | 67 | 34.02 |
|                                       | 68 | 66,957  | 68 | 5,646.25  | 68 | 34.71 |
|                                       | 69 | 68,295  | 69 | 5,757.75  | 69 | 35.40 |
| Band 23                               | 70 | 69,663  | 70 | 5,871.75  | 70 | 36.11 |
|                                       | 71 | 71,055  | 71 | 5,987.75  | 71 | 36.83 |
|                                       | 72 | 72,477  | 72 | 6,106.25  | 72 | 37.57 |
| <b>Corporate Directors pay bands:</b> |    |         |    |           |    |       |
|                                       | 83 | 89,241  | 83 | 7,503.25  |    |       |
|                                       | 84 | 90,813  | 84 | 7,634.25  |    |       |
| Band 24                               | 85 | 92,385  | 85 | 7,765.25  |    |       |
|                                       | 86 | 93,963  | 86 | 7,896.75  |    |       |
|                                       | 87 | 95,538  | 87 | 8,028.00  |    |       |
| <b>Chief Executive pay band:</b>      |    |         |    |           |    |       |
|                                       | 88 | 122,832 | 83 | 10,302.50 |    |       |
|                                       | 89 | 124,932 | 84 | 10,477.50 |    |       |
| Band 25                               | 90 | 127,032 | 85 | 10,652.50 |    |       |
|                                       | 91 | 129,132 | 86 | 10,827.50 |    |       |
|                                       | 92 | 131,232 | 87 | 11,002.50 |    |       |

LFW (London Fringe Weighting) = £798 per annum

Dacorum Borough Council's Minimum Wage, excluding London Fringe Weighting, is £6.55 per hour.

Dacorum Borough Council's Minimum Wage, including London Fringe Weighting, is £6.97 per hour.

**10. CHANGES TO COMMITTEE MEMBERSHIP AND NEW COMMITTEE DATE**

To consider any proposals for changes in membership – Any changes notified beforehand to Member Support will be tabled at the meeting.

To consider the following proposal for a change in meeting date:

**Development Control Committee**

To move the meeting planned for 21 March to 27 March, due to the Adeyfield West By-Election.

**11. EXCLUSION OF THE PUBLIC**

To consider passing a resolution in the following terms:

That, under section 100A(4) of the Local Government Act 1972, the public be excluded during the item in Part 2 of the Agenda for this meeting, because it is likely, in view of the nature of the business to be transacted, that if members of the public were present during this item there would be disclosure to them of exempt information relating to the financial and business affairs of the Council and third party company/organisation. (Minute 16).

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**DACORUM BOROUGH COUNCIL**

**MEETING OF THE COUNCIL**

**16 JANUARY 2013**

\*\*\*\*\*

Present -

**MEMBERS:**

Councillor H Chapman (Mayor); Councillors, Adeleke, Adshead, Anderson, Ayling, Mrs Bassadone, Bhinder, G Chapman, Clark, Collins, Conway, Doole, Douris, Fantham, Mrs Green, Griffiths, Harden, Harris, Hearn N Hollinghurst, R Hollinghurst, Lawson, Link, Lloyd, Mahmood, Marshall, McKay, McLean, Organ, Peter, Mrs Rance, Ryan, G Sutton, R Sutton, Taylor, Tiley, Townsend, Whitman, Williams, Wood, C Wyatt-Lowe and W Wyatt-Lowe (42).

**OFFICERS:**

The Chief Executive, The Corporate Director (Finance & Governance), The Corporate Director (Housing & Regeneration), The Corporate Director (Performance, Improvement and Transformation), The Assistant Director (Legal Democratic & Regulatory), The Group Manager (Democratic Services), L Clarke, P Bowles and L Stone.

The meeting began at 7.30pm.

**36. MINUTES**

The minutes of the meeting held on 21 November 2012 were agreed by the Members present and were then signed by the Mayor.

**37. DECLARATIONS OF INTEREST**

Councillor Mrs Rance declared a personal interest in minute 38.3 (Question and Answers by the Portfolio Holder for Planning and Regeneration). Cllr Rance is a trustee of Dacorum Sports Trust.

**38. ANNOUNCEMENTS**

**1. By the Mayor**

The Mayor asked that all Members sign the request to grant a general dispensation to enable them to participate and vote in discussions on the Council's budget and Council Tax setting.

**2. By the Group Leaders and members:**

Apologies for absence were submitted on behalf of Councillors Elliot, Flint, Guest, Laws, Macdonald, Reay and Wixted.

Councillors Bateman and White were absent

### **3. Members of the Cabinet:**

#### **Councillor Williams, Leader of the Council and Portfolio Holder for Community Leadership**

The Leader did not make a report at this time but offered to take questions.

Councillor Rance referred to the Cabinet referral of the Corporate Plan 2012-15 (Agenda item 7.2) which included a recommendation to adopt a policy on disposals of land at less than best consideration. She asked the Leader to explain what this would involve.

Councillor Williams said that the policy would allow the Council to derive benefit from other considerations such as economic or social.

The Assistant Director (Legal, Democratic and Regulatory) explained that the general position in law was that the Council has a duty to obtain the best consideration reasonably obtained when disposing of an asset. The Secretary of State had allowed some tolerance in this for a discretion of up to £2 million less than best consideration. Local Authorities could seek to implement this policy; if there would be a regeneration or environmental benefit, it would be possible to dispose of the asset for less than best consideration.

Councillor N Hollinghurst said that he understood that there would be circumstances when this would be justified but asked what the future benefit would be. He said that if an asset was disposed of at less than best consideration it would be difficult to measure this against a well-being benefit which was not tangible. He said this should be a decision for Members and not delegated to officers. He asked for the Leader's thoughts about an unquantified subjective evaluation being offset against a qualified financial difference.

Councillor Williams said that if an asset was disposed of for up to potentially £2 million less than value, it would be a decision taken by Members. He added that he would want a very clear understanding of the benefit. A policy was needed to give the Council authority to do this.

Councillor Marshall asked the Leader if it would help to refer to the wording in the referral stating that each case would be considered on its own merits and would come back to Cabinet.

Councillor Harris asked if this referral was not agreed, would the disposal need to come to Full Council instead of Cabinet. He asked what change to the constitution would be made for this.

The Assistant Director (Legal, Democratic and Regulatory) said that it would not be necessary to change to the constitution or financial regulations. The current position was that disposals of assets could only be considered by Cabinet and not officers. This policy gave a steer from Council to Cabinet that they could consider an offer from a purchaser at less than best consideration if they were offering additional benefits.

#### **Councillor Tiley, Portfolio Holder for Finance and Resources**

Councillor Tiley did not make a report and there were no questions.

## **Councillor Douris, Portfolio Holder for Planning and Regeneration**

The Draft Core Strategy was presented to the Inspector just before Christmas. It included a number of minor alterations and clarifications which he had requested. It is currently with the Inspector and we have committed to an early partial review of our housing numbers and with this amendment we believe that he will find our Plan to be sound and subject to the early partial review it will carry us forward to 2031.

The Council's bid to the Heritage Lottery Fund and the Big Lottery Fund for funding to continue to Stage 2 of the process for the Jellicoe Water Gardens Restoration project has been passed. This means that we have secured funding of £106,000 which will allow us to assemble the relevant submission to proceed with our bid for the works. For those who may not be aware the gardens which were designed and built in 1962 by the foremost twentieth century architect, Geoffrey Jellicoe, are starting to show their age. The Council's restoration project will bring out the best in the Grade 2 listed registered park and garden by improving its links to the rest of the town centre, restoring the Gardens' original structures including bridges and viewing platforms and replacing benches and lighting to be more sympathetic to the overall feel of the Gardens.

Dacorum has been the location to a number of television programmes and films over the years, perhaps the most noticeable recently was Mr Stink which was filmed almost exclusively in Hemel Hempstead and screened a number of times over the Festive period.

In addition we have the Snow Centre and the XC Centre both of which are widely known and respected venues making Hemel Hempstead and Dacorum a 'destination' which can generate business across a wide area. To enhance our tourism offer, we are pleased to welcome Sue Lea, our new Tourism and Marketing Officer. This is a new role within Dacorum Borough Council and has been created to support the growth and development of Dacorum's economy by working with tourism businesses in the Borough. Dacorum has a great tourism offer – ranging from the facilities I have already mentioned, to our exceptional countryside including locations such as the Ashridge Estate, where some scenes in Les Miserables were shot, and Tring Park. Sue will be responsible for measuring and monitoring tourism within the local economy and promoting more tourism in the borough.

Our second new officer appointment, funded from the Local Sustainable Transport Fund is that of Alan Story in a role that demonstrates Dacorum Borough Council's continued commitment to sustainable transport. Alan will take over the activities which the current Maylands on the Move Co-ordinator, Lynsey Harris, has been undertaking for the past year. He will be responsible for the ongoing development, promotion and implementation of the Maylands Area Travel Plan which seeks to maximise the use of both current sustainable transport infrastructure and also new services and facilities as they become available.

In Maylands, the Christmas shopper bus service which brought workers from the business park to shop in the town centre proved popular during December. Finally, following the success of the Dacorum Look No Further event at Shendish last October, by popular demand we are planning another one on 18<sup>th</sup> October this year.

Councillor G Chapman asked the Portfolio Holder if she could commend the Council's Strategic Regeneration and Maylands Business Partnership for their work together in supporting businesses in the acquisition of new skills and help in developing businesses especially in the present economic situation. She said she was also delighted to hear of the introduction of a leisure officer.

Councillor Douris said that the relationship between the Council and the Maylands Business Partnership was vibrant and profitable and one which he was keen to foster and develop.

Councillor Harris asked if the Portfolio Holder could confirm that there was no venue for performing arts planned in the town centre masterplan and asked if one would be planned elsewhere in the Borough in the next ten years.

Councillor Douris said there were numerous performing arts venues, some within a 15 minute drive or accessible by public transport, e.g. Watford, Aylesbury, High Wycombe, Dunstable, Rickmansworth, Milton Keynes and Chesham. He added that the Old Town Hall was a very successful entertainment venue, which is a niche venue where many comedians have started their tours. It would be foolish to spend huge amounts of money with on-going subsidies needed to create a new one.

Councillor Adshead asked how concerned the Portfolio Holder was for the town centre over the recent loss of Jessops, HMV and Blockbuster.

Councillor Douris said he was concerned about the situation in high streets across the country. He said it was always sad regretful when a business closed down, but businesses developed and generally the businesses which close did not follow developments and new businesses tended to start to replace those which had folded. He added that the Council only had one commercial premises currently available. They are all sought after and let very quickly.

Councillor Adeleke welcomed the appointment of a tourism officer. He asked if the Portfolio Holder could assure Council that the marketing of the Borough not be restricted to the UK.

Councillor Douris said they would seek to extol all the benefits of tourism and welcome all visitors wherever they come from.

Councillor McKay congratulated the Portfolio Holder for continuing to remove eye sores from the town, for example the shop with the very curved window in the Old Town. He asked for assurance that this work on enforcing high standards would continue.

Councillor Douris said he happily worked with various agencies to ensure high standards and would continue to apply enforcements.

Councillor Wood left at 8.15pm.

Councillor C Wyatt-Lowe asked if the Portfolio Holder agreed that there were two unique venues within Dacorum in the XC and Snow Centres which generated jobs, attracted a lot of visitors and were at no cost to the tax payer.

Councillor Douris agreed and said these two venues also helped to fill hotel rooms especially when hosting events.

Councillor N Hollinghurst said that the Old Town Hall had limited capacity and that the other venues mentioned were not all accessible by public transport in the evening. He asked the Portfolio Holder to support a move to restore the financial contributions made to the County Council for bus transport so that the people without cars can get to these venues.

## **Councillor Griffiths, Portfolio Holder for Housing**

### **Tenant and Leaseholder Services**

The New Year has seen the last of the current Christmas Rent Payment Campaign – *the best present at Christmas is peace of mind*. The campaign has run for two consecutive years and has result in over £200,000 in extra rent payments compared to previous years at a cost of £3,500 to run.

The campaign was shortlisted for two Chartered Institute of Public Relations Excellence Awards in 2012 for its innovative use of MOSAIC profiling data and the integrated nature of the communications message.

The winter edition of Housing News and Views was accompanied by a leaflet entitled – *Changes to Benefits Are Coming*. This leaflet forms part of the communications plan designed to ensure that tenants are prepared for the changes to welfare benefits that are due to be introduced from April 2013.

The Housing Service are currently running a series of Housing Information Fairs. These have been advertised on the Council's website and in Housing News and Views. These fairs, amongst other events, provide an opportunity to talk to tenants about the review that is currently underway of the Secure and Introductory Tenancy Agreement.

## **PROPERTY AND PLACE**

### **Procurement Update**

The procurement project to ensure new contracts are in place by April 2014 to deliver the repairs, maintenance and improvements to the Housing stock, continues to progress well and last week a workshop was held to discuss the legal and financial issues relating to each of the new contracts. The workshop was attended by internal representatives from the Council and external legal, financial and procurement advisors to ensure the scope of the project and lessons learned are incorporated in the new contractual arrangements.

The Gas servicing and installation contract has been "fast-tracked" due to the termination of the Carillion contract and in order to minimise the risk of challenge, whilst Orion undertake the servicing on an interim basis. The Pre Qualification Questionnaire (PQQ) is due for return on the 4<sup>th</sup> February after which a shortlist of suitable contractors will be drawn up to tender for the new contract.

The major contract for the "Total Asset Management", which includes both the repairs and improvement programmes of work is to be procured using Competitive Dialogue so that the contractors are able to present their best solutions for the delivery of this contract in line with the Dacorum Standard and to ensure that there are wider benefits to the local area.

The remaining two contracts will deliver the other specialist Mechanical and Electrical works packages and the consultancy support required to provide professional services in connection with the delivery of the contract and pro-active management of the stock.

### **Gas Servicing Update**

Orion Building Energy Services Ltd currently undertake the servicing and maintenance of the communal boiler plants in the sheltered schemes and had been supporting the Council by undertaking the turn on and tests and those domestic gas services that had become overdue. Additionally Orion had previously satisfied the pre-tender criteria, required by the Council, when they tendered for the communal servicing contract and therefore were considered as a viable option to provide the interim servicing contract.

Orion have been delivering the gas servicing contract since the 7th December and managed the transition well, despite the incomplete information relating to those services booked by Carillion Energy Services Ltd. Additional complications have arisen from repairs, which Carillion Energy Services Ltd had originally attended, ordered replacement parts, but not rescheduled an appointment to fit the new part.

Despite these challenges and a deterioration in the weather, the compliance rate has increased from 98.8% to 99.34% and customer satisfaction with the quality of the service has improved from 92% to 98%.

A more detailed report on the performance of the interim gas servicing contract is being taken to the Housing & Communities Overview & Scrutiny Committee on January 23rd

### **STRATEGIC PLANNING**

The draft Housing Allocations Policy will be discussed by Cabinet on 22<sup>nd</sup> January and H&C OSC on the 23<sup>rd</sup> January. A six week consultation period will begin on the 24<sup>th</sup> January (subject to approval by Cabinet on the 22<sup>nd</sup>).

Any comments will be considered during the consultation period and reported back to H&C OSC and Cabinet in March – with the final policy being presented to full Council at the April meeting.

If there are any questions on the new proposals please contact Julia Hedger – Group Manager for Strategic Housing.

Councillor Rance raised a question for Councillors Griffiths and Harden relating to the automated telephone answer service. She asked if the Portfolio Holders agreed that it was not user friendly. A disabled, elderly tenant had a leak on Boxing Day. His daughter had telephoned the Council and had not been able to get the out of hours number. Councillor Rance asked if the system message could be changed at out of hours times to reflect that. This tenant had also contacted his carers who had not known what to do. Councillor Rance said it wasn't a good service and it wasn't user friendly, she asked if the communication between agencies was acceptable. She added that Orion did respond quickly when they had been reached. Councillor Rance said she was informed that there were fridge magnets available with the contact numbers, but these are only given out at roadshows. An officer has assured Councillor Rance that these will be sent out with the next mailing with all tenants.



Councillor Griffiths said the out of hours number was published in Housing News and Views, it was in tenants' handbooks and on the website. She said that the carers should have had the number.

Councillor Adshead said he had been disappointed to discuss the termination of a contract at Housing and Community OSC but asked the Portfolio Holder to accept congratulations on how smoothly the transition to Orion had gone.

Councillor Griffiths agreed and said that a lot of work had gone in and that Orion had done an excellent job and will be applying for the contract.

Councillor Harris asked the Portfolio Holder if it was true that no inspections were taking place on Council houses as there was no money to carry out any work as a Mitie employee had told a tenant.

Councillor Griffiths said that this was not true and that she would pass the message onto contractors that they should not be giving out any untrue messages to tenants.

Councillor N Hollinghurst asked the Portfolio Holder to accept congratulations on the decisive way the Carillion contract had been terminated and the transmission.

Councillor Griffiths agreed that it had gone well.

## **Councillor Harden, Portfolio Holder for Residents and Regulatory Services**

### **Adventure Playgrounds**

Attendance at the Twilight Youth Club sessions continues to increase with over 60 young people attending sessions at Adeyfield and Chaulden.

OFSTED visited Chaulden Adventure playground and passed the site with flying colours – everything was up to standard

Numbers attending the playgrounds continue to increase and a pilot scheme to increase the age of attendance to include year 9 and 10 (14/15 year olds) is working well and has increased attendance outside of the Youth Clubs by 13%

The success of the Twilight Youth Clubs has encouraged partnership with Youth Connexions to deliver an additional service from the Adventure Playgrounds which started on 14<sup>th</sup> January.

### **Neighbourhood Action**

Christmas lights were switched on in Neighbourhoods across Hemel Hempstead – Neighbourhood Action groups organised & lead by Members and attended by Mike Penning MP in Adeyfield, Chaulden, Grovehill, Gadebridge & Warners End.

### **ASB/Community Safety**

12.8% reduction in all crime reported for the same period last year – April to Dec  
27.58% reduction in reported ASB

### **Environmental Health**

Following the success of the Tesco Primary Authority partnership we had our annual review meeting with Tesco in December and they were very pleased with what we have achieved. We are continuing to review their procedures to ensure compliance. We are assisting many Enforcement Officers throughout the country with their

enquiries and overall, helping to achieve greater consistency and save resources. Because of this relationship we have been approached by another large retailer & a cinema chain who would like to discuss a health and safety partnership with us.

### **Home Energy Conservation**

It was reported previously that officers had been working with colleagues at Watford Borough Council and Hertfordshire County Council, to produce a Hertfordshire bid for half million funding to deliver the Warmer Homes, Healthy People campaign. The bid was largely successful, with £395,000 awarded to Hertfordshire. Officers continue to support Hertfordshire County Council with the management of the scheme and to promote it to local residents. Colleagues in other departments of the Council have been also been assisting with this.

### **Emergency Planning**

The report from the Internal Audit of the Emergency Planning service has been received. A very high compliance rate was achieved, with just 2 minor improvements recommended. These have now been implemented.

Councillor Harden responded to Councillor Rance's earlier question. He said that he was concerned to hear that there were still issues on the automated telephone service. He would investigate the issue and report back to Councillor Rance.

Councillor Adshead asked if the Portfolio Holder was aware of the work put in by Dacorum Town Twinning Committee which was looking to increase the impact on the area and create a draft constitution. He asked if the Portfolio Holder would attend their next meeting in February.

Councillor Harden said he would attend if it did not clash with another engagement.

Councillor Harris asked the Portfolio Holder what his views were on the privatisation of the back office police staff to G4S as the Council's representative on the Police Crime Panel.

Councillor Harden said the decision was for the Police and Crime Commissioner. The panel would then scrutinise those decisions.

### **Councillor Mrs Laws, Portfolio Holder for Environmental Services and Sustainability**

Councillor Williams read out the following statement on behalf of Councillor Mrs Laws.

"The Christmas Bank holiday catch up was successful with all of the collections up to date by week commencing 7<sup>th</sup> January. There had been some localised disruption to services in the snow on Monday, but these had all been completed by the end of Tuesday.

The popularity of Christmas tree recycling has grown again this year with a total of 2300 trees being shredded, 550 more than last year. Any unclaimed chippings which are not bagged up for residents to use against weeds in their gardens are sent away for composting. This year we worked again in partnership with 1<sup>st</sup> Berkhamsted Scouts and 1<sup>st</sup> Tring Scouts groups who collected trees from residents' homes for a small donation and transported them to the shredding sites.

The Council's Parking Service introduced a complimentary payment system for our car parks on 11<sup>th</sup> December 2012, which is intended to provide an improved customer service in line with the Dacorum Delivers strategy. Ringo provide customers with the facility to pay for car parking through their mobile phones. With the increasing usage of mobile and smart phones, this type of payment mechanism is already well established as a useful addition to more traditional forms of parking payment.

Ringo operate the system over 21 of Dacorum Borough Council's 25 car parks. Over the past two weeks 61% of Ringo's payments were in central Hemel Hempstead, which is the 3 car parks at Moor End, Water Gardens North and Water Gardens South, with a further 26% being in the 3 central Berkhamsted car parks. The use of Ringo by our customers is anticipated to be low in the early months, with an increase in its usage, as its awareness and people's familiarity grows. The team will monitor the level of usage and provide reports to the Portfolio Holder, as necessary."

Councillor C Wyatt-Lowe asked if the Leader agreed that the Christmas refuse collections had been superb and she asked for her congratulations to be passed on to the team.

Councillor Williams agreed and said he had only received one complaint this year that the collection had been a day early.

### **39. CABINET REFERRALS**

The referrals from Cabinet on 27 November, 11 December 2012 and 8 January 2013 were submitted. It was moved by Councillor Williams, duly seconded and

#### Resolved:

That the following be approved:

#### **27 NOVEMBER 2012**

##### **1 HEMEL HEMPSTEAD TOWN CENTRE REGENERATION – HEMEL HEMPSTEAD TOWN CENTRE MASTERPLAN (CA/133/12)**

Approval and adoption of the Hemel Hempstead Town Centre Masterplan Supplementary Planning Document.

##### **2 CORPORATE PLAN 2012-2015 (CA/134/12)**

1. The adoption and publishing of the Corporate Plan 2012-15 as amended, and that the Monitoring Officer and Chief Finance Officer be given delegated authority to make the consequential changes to the Council's Constitution, including the Procurement Standing Orders and Financial Regulations.
2. The adoption of the Policy on Disposals of Land at Less Than Best Consideration (Annex A2 of the report), in conjunction with the Corporate Plan, as the Council's approach to asset disposal in cases where 'less than best consideration' presents a significant economic well-being opportunity.

#### Key points of discussion:

Councillor Rance said she was grateful to the earlier response to her questions and was happy to support this referral subject to decisions being made by Members and coming back to Council.

Councillor Williams said these would be decisions for Members.

**11 DECEMBER 2012**

**3 ANNUAL MONITORING REPORT AND LOCAL PLANNING FRAMEWORK UPDATE (CA/146/12)**

1. That an early partial review of the Core Strategy be conducted, once adopted, as recommended by the Planning Inspector in his note of 19<sup>th</sup> November (Annex 1 of the report).
2. The list of main modifications to the Pre-Submission Core Strategy for submission to the Planning Inspector, and that authority be delegated to the Planning and Regeneration Portfolio Holder to agree any changes to this wording required by the Planning Inspector.

**4 CAPITAL STRATEGY STEERING GROUP REPORT - REQUEST FOR CAPITAL APPROVAL (CA/148/12)**

The updating of the Capital programme to reallocate the £450k (Phase 2) element of the Old Town Hall works to meet the additional costs associated with delivering Phase 1 of the works.

**8 JANUARY 2013**

**5 BUDGET PREPARATION, COUNCIL TAX BASE AND FEES AND CHARGES (CA/008/13)**

Councillor Williams apologised to Council as there would be a late amendment to the referral. The change would be an introduction of an additional charge for properties that had been empty for more than two years. Under new legislation Councils' can charge an additional % of Council Tax to encourage property owners to bring the properties back in to use. The recommendation is for that charge to be 150% of Council Tax after it has been empty for two years. The premium being introduced from April 2015 rather than April 2013 as the original referral stated. (Agreed amendment underlined)

The following Council Tax local discounts and premiums:-

- An unoccupied and unfurnished property discount of 100% of Council Tax for three months, then a full charge
- An uninhabitable property discount of 100% of Council Tax for three months, then a full charge.
- A long term empty property discount of 100% for three months followed by a full charge (100%) of normal Council Tax until they have been empty for two years, with effect from 1 April 2015, then charge a premium of an additional 50% (a total of 150%) of Council Tax on properties empty for more than two years.
- **A full council tax charge of 100% for Second Homes**

Key points of discussion:

Councillor Marshall asked for clarification if 150% or 100% started in April 2015. Councillor Williams said it was the additional 50%, the extra two year period would give people chance to do work on the empty homes. The 100% would start after the three month period.

Councillor Townsend said it was right to encourage fewer vacant homes.

**6 COUNCIL TAX SUPPORT SCHEME (CA/009/13)**

Councillor Williams introduced the referral. He said this was a significant change nationally which moved from a national scheme to a local scheme. The Council would receive a grant based on 90% of the estimated previous total. The Government had made clear that the benefits of pensioners should be protected. There would be a reduction in overall funding to benefits and Members had looked to do that in the fairest way protecting vulnerable groups and those with children under 5. Some of the reduction would come from Council reserves, and the rest would have to be a reduction in benefits. The relevant Overview and Scrutiny Committee would monitor it and the scheme would be kept under review.

1. The proposed scheme for Council Tax Support as consulted upon with the following amendments:
  - (a) the extension of the disability definition to include main phase Employment and Support Allowance (ESA)
  - (b) a flat rate non-dependent deduction of £5 for all working age non dependents
2. That the Corporate Director (Finance and Governance) in consultation with the Leader of the Council and the Portfolio Holder for Finance put in place arrangements for a discretionary policy in compliance with S13A(2)(a) of the Local Government Finance Act 1992.

Key points of discussion:

Councillor Harris expressed concern about the Quality Impact Assessment Form which he said is quite lengthy. He asked how this would affect people. He added that another authority had chosen not to implement the scheme but to maintain the existing support.

Councillor Townsend said that it was unfortunate that such a policy was necessary and that it had been brought in within a short time scale. He was pleased that the policy would be reviewed and asked that Members remain open to the possibility of adding more reserves into the fund if necessary.

Councillor Williams said he was aware of another authority funding the difference through reserves and said that it was not a sustainable approach. It would cost the Council £1 million to fully fund it for one year which would lead to other services being cut.

#### **40. CHANGES IN MEMBERSHIP**

Councillor Williams said that Councillor Collins would replace Councillor Reay as the Council's representative on the Luton Airport Consultative Committee.

Councillor Williams said that it was intended to revert back to the previous arrangement for just the Leader of the Council and the Leader of the opposition to attend the LGA annual conference.

#### **41. EXCLUSION OF THE PUBLIC**

Resolved:

That, under s.100A (4) of the Local Government Act 1972 Schedule 12A Part 1, Paragraph 12 as amended by the Local Government (Access to Information) (Variation) Order 2006 the public be excluded during the items in Part II of the Agenda for the meeting, because it was likely, in view of the nature of the business to be transacted, that if members of the public were present during those items there would be disclosure to them of exempt information relating to the financial and business affairs of the Council and third party company/organisation. (Minute 42)

#### **42. REFERRAL FROM CABINET 27 NOVEMBER 2012**

##### **HIGHBARNES CHALK MINE (CA/138/12)**

Full details are in the Part II minutes.

The meeting ended at 8.57 pm.

## **ITEM 7 - REFERRALS FROM CABINET**

**22 January 2013**

### **7.1 AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT (CA/020/13)**

#### **Decision**

**That Council be recommended to adopt the Affordable Housing Supplementary Planning Document upon adoption of the Dacorum Local Planning Framework Core Strategy with, for the avoidance of doubt, full Supplementary Planning Document Status.**

#### **Reason for Decision**

To enable the Affordable Housing Supplementary Planning Document (SPD) to be adopted within the Dacorum Local Planning Framework.

#### **Implications**

##### Financial

This SPD includes a clause that could allow for financial contributions to be paid in lieu of onsite affordable housing provision. Contributions within a specific affordable housing fund to resource the capital programme to fund additional affordable homes and meet the Council's corporate objective of increasing the supply of affordable housing in the Borough.

##### Value for Money

The new SPD puts forward a robust and realistic policy approach to securing affordable housing within the Borough of Dacorum, working with the very latest Government policy, to assist in the delivery of new residential development and helping to secure New Homes Bonus.

#### **Risk Implications**

The current SPD is outdated in several areas, if a new Affordable Housing SPD is not adopted, the Council's policy will not reflect national best practice. This mainly relates to industry changes in relation to testing the viability of development.

#### **Corporate Objectives**

To increase the supply of affordable housing in the Borough.

#### **Advice**

The Portfolio Holder for Planning and Regeneration introduced the report which provided information about delivery of affordable housing and needed to be considered alongside the Core Strategy.

The Portfolio Holder for Housing said there was an affordable housing issue within the borough and this would strengthen the case that it was about other people delivering affordable housing in the area as well.

The Group Manager (Strategic Housing) said this was linked to the Core Strategy and would not be formally adopted until the full Core Strategy was adopted by Council later this year.

The Portfolio Holder for Planning and Regeneration aside if the proposed interim partial review of the Core Strategy would have an impact on the Affordable Housing SPD.

The Assistant Director (Planning, Development and Regeneration) said all the policies in the Core Strategy would be adopted by Council in April. If there was a change in policy it would be far later down the line.

The Leader of the Council asked for confirmation that, once this document went to Council in February, it could be used until the strategy was adopted.

The Assistant Director (Planning, Development and Regeneration) confirmed that was the case.

### **Options and Why Options Rejected**

No alternative options were considered.

### **Consultation**

Consultation took place with:

The Corporate Director (Housing and Regeneration)  
The Assistant Director (Planning, Development and Regeneration)  
The Assistant Director (Housing Landlord)  
Team Leader for Strategic Planning  
Team Leader for Development Management  
Group Manager (Strategic Housing)  
Group Manager (Development Management)  
Lead Officer for Development Management

The Housing and Community Overview and Scrutiny Committee  
The Strategic Planning and Environment Overview & Scrutiny Committee.

### **Voting**

None.

### **12 February 2013**

#### **7.2 BUDGET 2013/14 (CA/032/13)**

### **Decision**

**That Council be recommended to approve:**

#### **General Fund Revenue Estimate**

- a) **set a Dacorum Borough Council General Fund council tax requirement of £9.245m which equates to £9.838m for the combined Borough Council**



and Parish Councils' requirement for 2012/13 (inclusive of parish precepts of £593k);

- b) set a Dacorum Borough Council, 1.9% Council Tax increase for 2013/14;
- c) set a garage rent increase of £0.25 per week based on a chargeable 48 week year;
- d) approve the revised revenue estimate for 2012/13; original base estimate for 2013/14: and indicative budget forecasts for 2014/15 to 2016/17 as shown in Appendix A of the report;
- e) approve and adopt the Treasury Management Strategy and Annual Investment Strategy for 2013/14 provided at Appendix Di of the report, including the approval of the:
  - Prudential Indicators in section 2
  - Authorised Limits for external debt in section 3.2
  - The borrowing strategy, indicators and limits contained in section 3.4
  - The annual investment strategy, indicators and limits set out in section 4
  - The use of the Investment Instruments listed in Appendix 5.3 of Appendix D of the report
  - Treasury Management Principles & Practices (Appendix Dii of the report)
- f) approve increases in Fees and Charges for 2013/14 (in accordance with the Council's Fees and Charges Strategy) and as set out in Appendix E of the report; (please see the website for large print)
- g) approve the forecast balances of Revenue Reserves as shown in Appendix Aiii of the report;
- h) note that this budget paper, when approved by Council, will form part of the Medium Term Financial Strategy.

#### Capital Programme

- i) approve the revised Capital Programme for 2012/13 and Programme for 2013/14 to 2017/18 detailed in Appendix B of the report;
- j) authorise the funding proposals subject to an annual review of the financing options by the Corporate Director of Finance and Governance, in consultation with the Portfolio Holder for Finance and Resources, during the preparation of the Statement of Accounts to optimise the use of Council resources.

#### Housing Revenue Account (HRA)

- k) set dwelling rent increases in accordance with Government guideline rent increase and rent convergence principles. Rent increase for properties not at convergence level, September RPI (2.6%) + 0.5% plus £2 per week and for properties at convergence level, September RPI (2.6%) + 0.5%.

**Resulting in an average increase of 4.85% (a maximum of £6.26) providing an average rent of £96.73 (based on 52 weeks);**

- l) approve the HRA revised estimate for 2012/13 and base estimate for 2013/14 as shown in Appendix C of the report.**

### **Reason for Decision**

To recommend that Council approve the budget proposals.

### **Implications**

#### Financial & Value for Money

These are contained within the body of the report.

### **Risk Implications**

Budget Risk Assessment completed within report (Appendix H).

### **Corporate Objectives**

Balancing the books.

### **Advice**

The Leader of the Council advised that a revision of recommendation (k) had been circulated.

The Portfolio Holder for Finance and Resources introduced the report and said the Government would be very pleased with the Council as there would be no reduction in front line services or to any other services to residents. The Government would not be so pleased as the report was recommending that Council be recommended to approve a 1.9% increase in Council Tax. There had been a lot of consultation regarding the budget, despite the lateness of the figures received from Government. The Budget Consultation Event had been very successful.

The Portfolio Holder referred to page 15 of the report, paragraph 2 which referred to a balanced budget. A lot of work had been done by everybody who worked for the Council to make these year on year savings and staff were congratulated on their creativity. It was a collective effort from all employees.

The Portfolio Holder then referred to paragraph 4.2.1 of the report which showed the Council was still investing for the future. These were modest amounts being invested in areas the Council thought would drive the economy for the borough and the well being of the people who lived and worked in the borough.

The Corporate Director (Finance and Governance) referred to paragraph 3.6 of the report. The Portfolio Holder for Finance and Resources had referred to some potential underspend in the year. It was proposed that funds be contributed to earmarked reserves to invest in items going forward.

Regarding paragraph 6.3 of the report, the Corporate Director said the revised Capital Programme would need to be kept under scrutiny by managers and members to ensure investment returns were the best possible and asked the Portfolio Holder to challenge delivery of that. The Council would eventually get into a borrowing position.

Regarding paragraph 6.4.9 of the report, the Corporate Director said, although there was capital programme for ICT, because it was the early stage of working on the Transformation Programme around ICT, this budget would need further investment during the year.

The Corporate Director (Finance and Governance) said the Council had now received the Local Government Finance Settlement which had changed marginally by £250k. The Council had also received notice that a New Homes Bonus of £22k would be awarded.

The results of the consultation were detailed on page 31 of the report.

The Corporate Director (Finance and Governance) drew attention to section 14 of the report about the comments about the robustness of the budget and adequacy of the reserves. The report identified the risks to the budget and there was an analysis of risk shown at Appendix G of the report. This showed that, based on all assumptions and the risk of these things happening, there was a 75% probability the Council would be covered by the level of General Fund balances. The budget would be robust with adequate balances for the year.

The Portfolio Holder for Housing said this was the first year the Council had had total control over its housing. The Portfolio Holder said it had been a worrying time this time last year but it had been well managed through the first year. The Portfolio Holder thanked the officers involved for the work done initially to make the business plan work.

The Leader of the Council wanted to re-confirm a decision taken by Cabinet on 28 February 2006, CA/148/06 Highfield Youth Facility – Update on Proposals:

*That the item relating to the Highfield Youth Club be removed from the Council's Capital Programme and be replaced with an item to fund the capital costs of up to £150,000 for the refurbishing of Youth Centres across Hemel Hempstead, in accordance with recommendations from the HCC Youth Service.*

There was £101k remaining in that budget and the Leader of the Council asked that the Highfield Youth Club Reserve as mentioned in the budget papers be renamed the Youth Facilities Reserve and the funding be used for the refurbishment of existing facilities.

This was agreed.

#### **Options and Why Options Rejected**

No alternatives were considered.

#### **Consultation**

Consultation took place with:  
The Corporate Management Team;  
Group Managers;  
Community and Public; and  
Staff.

#### **Voting**

None.

## NOT FOR PUBLICATION

## PART II MINUTES

## COUNCIL MEETING 16 JANUARY 2013

**15. EXCLUSION OF THE PUBLIC**Resolved:

That, under S.100A (4) of the Local government Act 1972 the public be excluded during the item in Part II of the Agenda for this meeting, because it was likely, in view of the nature of the business to be transacted, that if members of the public were present during this item there would be disclosure to them of exempt information relating to the financial and business affairs of the Council and third party company/organisation. (Minute 16).

**16. CABINET REFERRAL**

The Part 2 referral from Cabinet on 24 April 2012 was submitted. It was moved by Councillor Williams, duly seconded and

Resolved:

That the following be approved:

**HEMEL HEMPSTEAD TOWN CENTRE REGENERATION – PHASE 1 PROPOSALS AND NEW PUBLIC SERVICE QUARTER (CA/046/12)**

- i. The draft Heads of Terms for the sale of the Civic Centre site to West Herts College as outlined in section 3 of the report.
- ii. Delegated authority to the Leader of the Council, the Portfolio Holder for Finance and Resources and the Portfolio Holder for Planning and Regeneration to agree the final Heads of Terms and agree all required legal documentation to complete the transfer.
- iii. Subject to the receipt of DTZ's final valuation report confirming, to the satisfaction of the Council's Statutory Officers, that the proposed sale price of £7 million (less S.106 contributions) represents the best consideration that can reasonably be obtained, the sale price for the Civic Centre site be agreed.
- iv. Indicative provision be made within the capital programme of £5.725M for 2014/15, and £5.725M 2015/16 to fund the delivery of the Public Service Quarter and associated costs
- v. A detailed report be made on the costs of the Public Service Quarter once the requirements of partners has been finalised, to include details of any capital payments by partners into the costs of the project and arrangements for rent and other charges, the sources of capital for the Council's own expenditure, and on the basis of this for the capital programme to be finalised.