

SUMMONS

MEETING OF THE COUNCIL

WEDNESDAY 10 July 2013

COUNCIL CHAMBER, DACORUM CIVIC CENTRE, HEMEL HEMPSTEAD

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, 10 July 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
Louise Collins ext 2633

AGENDA

1. MINUTES

To confirm the minutes of the meeting of the Council on 15 May 2013.
(Appendix A Pages 7-15).

2. DECLARATIONS OF INTEREST

To receive any declarations of interest.

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).

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 Laws	Environmental Services & Sustainability
Councillor Tiley	Finance & Resources
Councillor Mrs Griffiths	Housing
Councillor Harden	Residents & Regulatory Services

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:

Minute No.	Date	Title	Yellow Pages
7.1 CA/058/13	30 April 2013	Electronic Records Management System	16
7.2 CA/059/13	30 April 2013	Housing Revenue Account Business Plan Update	18

7.3 CA/061/13	30 April 2013	Hemel Evolution: Hemel Hempstead Market Square and Bus Station Regeneration.	20
7.4 CA/070/13	28 May 2013	Authorisation of Virements	24
7.5 CA/071/13	28 May 2013	Senior Officer Pay Policy	25
7.6 CA/083/13	25 June 2013	Risk Management Report Q4 2012/2013	27
7.7 CA/084/13	25 June 2013	Maylands Gateway Development Brief	28
7.8 CA/085/13	25 June 2013	Top Tier Update	30
7.9 CA/086/13	25 June 2013	Capital Strategy Steering Group Report Request for Capital Approval	31

8. OVERVIEW AND SCRUTINY REFERRALS

None

9. CHANGES TO COMMITTEE MEMBERSHIP

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

10. CHANGES TO COMMITTEE DATES

To consider the following proposal:

Audit Committee

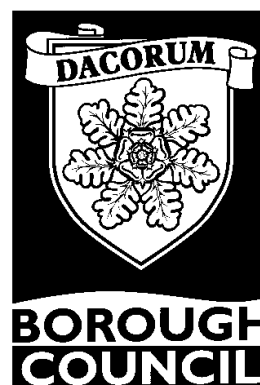
To change the meeting date from 19th September to 18th September 2013.

Call in Contingency

To change the meeting date from 18th September to 19th September 2013.

AGENDA ITEM: 11

SUMMARY



Report for:	Council
Date of meeting:	10th July 2013
PART:	1
If Part II, reason:	

Title of report:	STANDARDS COMMITTEE - APPOINTMENT OF CO-OPTED PARISH AND TOWN COUNCIL REPRESENTATIVES
Contact:	Steven Baker, Assistant Director (Legal, Democratic & Regulatory) Directline: 01442 228229, internal extension: 2229 steve.baker@dacorum.gov.uk
Purpose of report:	To ask Council to confirm the appointment of the Parish and Town Council representatives on the Standards Committee.
Recommendations	That Council appoints Cllr Robin McCarthy of Aldbury Parish Council and Cllr Mrs Elaine Collins of Berkhamsted Town Council as non-voting co-opted members of the Standards Committee to serve as the two representatives of the Parish and Town Councils for a term of one year.
Corporate objectives:	The promotion and maintenance of high standards of conduct by Members of the Council will assist the Council in achieving its priorities of performance excellence and reputation and profile delivery.
Implications: 'Value For Money Implications'	There are financial and efficiency costs to the Council in having to deal with complaints made under the Code of Conduct. There are, therefore, value for money benefits to the Council in striving to ensure that complaints against Members are minimised as far as possible and any complaints that are

	received are dealt with as cost effectively as possible.
Risk Implications	The risk to the Council in not having in place a robust local standards regime could damage its reputation for good governance and undermine public confidence in the Council as a whole.
Monitoring Officer	This is a report prepared by the Assistant Director (Legal, Democratic & Regulatory) in his capacity as Monitoring Officer.
Consultees:	None
Background papers:	None

BACKGROUND REPORT

1. Under the Localism Act 2011 the Council must have in place arrangements under which complaints about members of the Council can be investigated and decisions made on those complaints. The Council's arrangements must also extend to receiving complaints made about members of the Parish and Town Councils in Dacorum. As part of its arrangements for member standards the Council has appointed the Standards Committee consisting of:-

- five elected members of the Borough Council,
- two co-opted Town or Parish Councillors, with no voting rights, and
- two co-opted independent members, also with no voting rights.

The function of the Standards Committee is to promote and maintain high standards of conduct by the members of the Council and to conduct hearings and determine complaints about members referred to it by the Monitoring Officer.

2. At the Council meeting on 11th July 2012 Cllr Julie Steer of Bovingdon Parish Council and Cllr John Allan of Tring Town Council were re-appointed for a term of one year and therefore their terms of office will expire on 10th July 2013. The Monitoring Officer has received a nomination from Berkhamsted Town Council that Cllr Mrs Elaine Collins be co-opted as the representative from the two Town Councils. Cllr Elaine Collins has previously served for some years on the Police Authority Standards Committee in Bedfordshire where she underwent training and carried out case work. Cllr Robin McCarthy of Aldbury Parish Council is currently a substitute co-opted member of the Standards Committee and has attended meetings of the Committee and attended training.

3. It is recommended that Cllr Mrs Elaine Collins and Cllr Robin McCarthy be appointed as co-opted members of the Standards Committee as representatives from the Town and Parish Councils for a term of one year.

12. 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 or business affairs of particular persons Local Government Act 1972, Schedule 12A, Part 1, Paragraph 3 (Item 13).

DACORUM BOROUGH COUNCIL

MEETING OF THE COUNCIL

15 May 2013

Present -

MEMBERS:

Councillor Mrs Hearn (Mayor); Councillors, Adeleke, Adshead, Ayling, Mrs Bassadone, Bhinder, Mrs G Chapman, H Chapman, Clark, Collins, Conway, Doole, Douris, Elliot, Fantham, Flint, Mrs Green, Griffiths, Mrs Guest, Harden, Harris, N Hollinghurst, R Hollinghurst, Killen, Laws, Lawson, Link, Mahmood, Marshall, McKay, McLean, Organ, Peter, Mrs Rance, Reay, Ryan, G Sutton, R Sutton, Taylor, Tindall, Tiley, Townsend, Whitman, Williams, Wixted, Wood, C Wyatt-Lowe and W Wyatt-Lowe (48).

OFFICERS:

The Chief Executive, The Corporate Director (Finance & Governance), The Corporate Director (Housing & Regeneration), The Corporate Director (Performance, Improvement and Transformation), Group Manager (Legal Governance), The Group Manager (Democratic Services), M Taggart – Smith (Communications), M Anderson and L Collins

The meeting began at 7.30 pm.

1. THE MAYOR

Councillor Herbert Chapman made a speech in relation to his year as Mayor.

Councillor Herbert Chapman asked for nominations for the election of a Mayor to hold office until the appointment of a successor at the Annual Meeting of the Council 2014.

It was moved by Councillor Conway, seconded by Councillor Taylor and

Resolved:

That Councillor Penny Hearn be appointed Mayor to the Borough of Dacorum until the appointment of a successor at the Annual Meeting of the Council 2014.

Councillor Herbert Chapman vacated the chair which was taken by Councillor Penny Hearn who made her declaration of acceptance of office.

2. COUNCILLOR HERBERT CHAPMAN

The Mayor referred to the duties carried out by Councillor Herbert Chapman as Mayor of the Borough of Dacorum during the previous year and welcomed new Councillor Hillary Killen.

It was moved by the Mayor, seconded by Councillor Williams and unanimously

Resolved:

That the Council tender to Councillor Herbert Chapman their most cordial thanks for the admirable manner in which he has discharged the duties of the office of Mayor of the Borough of Dacorum during the past year and place on record their appreciation of the energy and sound judgement which distinguished his actions during that period: That the Seal of the Council be affixed to a copy of this resolution: and that it be presented to him in recognition of his services as Mayor of the Borough of Dacorum.

3. DEPUTY MAYOR

The Mayor asked for nominations for the appointment of the Deputy Mayor to hold office until the appointment of a successor at the Annual Meeting of the Council in 2014.

It was moved by Councillor Taylor, seconded by Councillor W Wyatt-Lowe and

Resolved:

That Councillor Allan Lawson be appointed Deputy Mayor of the Borough of Dacorum until the appointment of a successor at the Annual Meeting of the Council 2013.

Councillor Allan Lawson made and subscribed to his declaration of acceptance of office.

4. MINUTES

The minutes of the meeting held on 17 April 2013 were agreed by the Members present and were then signed by the Mayor.

5. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Anderson, and MacDonald. Councillor Bateman was absent.

6. DECLARATIONS OF INTEREST

No declarations of interest were made.

7. ANNOUNCEMENT

The Chief Executive made no announcements.

8. REFERRAL FROM THE APPOINTMENTS COMMITTEE

The referral from the Appointments Cabinet on 7 May 2013 was submitted. It was moved by Councillor Williams, duly seconded and

Resolved:

That the following be approved:

- a) **That the Council appoint Sally Marshall as Chief Executive and Head of Paid Service from 1st of November 2013 (in the autumn following the retirement of the current Chief Executive).**
- b) **That the appointment be on the following terms as regards remuneration:**
 - **Annual Salary - £123,630 to £132,030 Inclusive of LFW. (Band points 88 to 92).**
 - **Lease Car Allowance - £4,800 per annum (Band 5).**
 - **Election Payment - Amount dependent on type of election.**

**9. CABINET, OVERVIEW & SCRUTINY AND REGULATORY COMMITTEES
2013/14**

Proposals for the Cabinet, Chairmen and Vice-Chairs, Members and substitute Members to serve on the Standing Committees until the Annual Meeting of the Council in 2014 were circulated.

It was moved by Councillor Williams, duly seconded and

Resolved:

That the persons shown in Annex A to these minutes be appointed Members, Substitutes, Chairman and Vice Chairman of the standing committees until the Annual Meeting of the Council 2014, subject to the Local Government Act 1972 and the Council's Constitution.

The meeting ended at 8.05 pm.

MEMBERSHIP OF CABINET, OVERVIEW & SCRUTINY COMMITTEES, POLICY DEVELOPMENT PANELS AND STANDARDS COMMITTEE 2012/13

CABINET

Cabinet Portfolio Holder	Conservative
Leader & Community Leadership	Cllr Williams
Finance & Resources	Cllr Tiley
Housing	Cllr Mrs Griffiths (Deputy Leader)
Environmental Services & Sustainability	Cllr Mrs laws
Residents & Regulatory Services.	Cllr Harden

Cabinet Support Member	Cllr Ayling
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OVERVIEW & SCRUTINY COMMITTEES (10:1:1)

HOUSING AND COMMUNITY

Conservative	Liberal Democrat	Labour
Adeleke	Cllr N Hollinghurst	Cllr Flint
Adshead		
Mrs Bassadone		
Conway		
Douris		
Killen		
Mahmood (Vice-Chairman)		
Marshall (Chairman)		
McLean		
<u>Organ</u>		
<u>Substitutes</u>		
Clark	Cllr Harris	
Mrs G Chapman		
Vacancy		

FINANCE AND RESOURCES (10:2:0)

Conservative	Liberal Democrat	Labour
Adeleke	Cllr Townsend (Vice-Chairman)	None
Ayling	N Hollinghurst	
B Chapman (Chairman)		
Clark		
Collins		
Doole		
Marshall		
<u>Organ</u>		
Taylor		
W Wyatt-Lowe		
<u>Substitutes</u>		
Anderson	Cllr Harris	

Elliot		
McKay		

STRATEGIC PLANNING AND ENVIRONMENT (13:2)

Conservative	Liberal Democrat	Labour
Adshead		
Anderson (Chairman)	Cllr Harris	None
Bhinder	Tindall	
Elliot		
Guest (Vice-Chairman)		
McKay		
Reay		
R Sutton		
Wixted		
Wood		
C Wyatt-Lowe		
Substitutes		
Collins	Cllr Mrs Rance	
Lawson		
Marshall		

HEALTH IN DACORUM COMMITTEE (4:1)

Conservative	Liberal Democrat	Labour
Guest	Cllr Link	
Whitman		
G Sutton (Chairman)		
W Wyatt-Lowe		
<u>Substitutes</u>		
Adeleke	Cllr R Hollinghurst	
Wood		

AUDIT COMMITTEE (6:1)

Conservative	Liberal Democrat
Adshead	Cllr Harris
Doole	
Douris	
Elliot	
Taylor (Chairman)	
W Wyatt-Lowe	
<u>Substitutes</u>	
Anderson	Cllr Townsend
Marshall	
McKay	

DEVELOPMENT CONTROL, APPEALS, LICENSING AND HEALTH AND SAFETY ENFORCEMENT

Development Control (13 members = 11:2)

Conservative (11)	Liberal Democrat (1)
G Chapman	Cllr R Hollinghurst
Clark	Rance
Conway	
Guest	
Killen	
Macdonald	
McKay	
Reay (Vice-Chairman)	
G Sutton (Chairman)	
Whitman	
C Wyatt-Lowe	
Substitutes	
Adshead	Cllr Harris
Mrs Bassadone	
Collins	
Peter	
R Sutton	

Appeals (5 members = 4:1)

Conservative	Liberal Democrat
Mrs Bassadone (Chair)	Cllr Link
B Chapman (Vice - Chairman)	
Mrs G Chapman	Cllr R Hollinghurst
Conway	
Fantham	
Mrs Green	
Lawson	
Ryan	
Taylor	

Licensing and Health and Safety Enforcement Committee

Conservative	Liberal Democrat
Bhinder	Cllr Link
Mrs G Chapman	
Conway	
Fantham	
Mrs Green (Vice-Chairman)	
Lawson (Chairman)	
Peter	
Ryan	
G Sutton	
Taylor	
Whitman	
Substitutes	
	R Hollinghurst

Licensing and Health and Safety Enforcement Sub-Committee

Conservative	Liberal Democrat
Mrs G Chapman	Cllr Link
Conway	
Fantham	
Mrs Green (Vice-Chairman)	
Lawson (Chairman)	
G Sutton	
Substitutes	
Mrs Bassadone	
Bhinder	
Ryan	Mrs Rance
R Sutton	R Hollinghurst

Licensing of Alcohol & Gambling Sub-Committee

This Committee consists of a Panel of 3 Members who are picked from the Members of the Licensing of Alcohol & Gambling Sub-Committee. Only Members who have had training on the Licensing of Alcohol & Gambling Sub-Committee can sit on this Panel.

Conservative	Liberal Democrat
Bhinder	Cllr Link
Mrs G Chapman	Mrs Rance
Conway	R Hollinghurst
Fantham	
Mrs Green (Vice-Chairman)	
Lawson (Chairman)	
Peter	
Ryan	
G Sutton	
Taylor	
Whitman	

STANDARDS COMMITTEE – Existing arrangements until the Government bring into force the new arrangements for standards contained in the Localism Act 2011

Conservative	Liberal Democrat	Labour
Ayling	Cllr Rance	Cllr Flint
Mrs Green		
Wood		
Substitutes		
C Wyatt-Lowe	Cllr Harris	

APPOINTMENTS (7 members 5:1:1)

Conservative (5)	Liberal Democrats (1)	Labour (1)
Mrs Bassadone	Cllr Rance	Cllr Flint
Griffiths		
Reay		
Tiley		
Williams		
Substitutes		
Vacancy	Cllr R Hollinghurst	

Electoral Review Committee

Conservative (5)	Liberal Democrats (1)	Labour (1)
Anderson	Cllr Harris	Cllr Flint
Harden		
Laws		
Lawson		
Williams (Chairman)		
Substitutes		
Marshall	Cllr Rance	

OTHERS

JNC (Joint Negotiating Committee)

Conservative	Liberal Democrat
Adeleke	Cllr Rance
Harden (non – voting)	Cllr Tindall (Sub)
McLean	
G Sutton (Chairman)	
Whitman	
Wood	

Member Development Steering Group

Conservative	Liberal Democrat	Labour
Conway	Cllr Rance	Cllr Flint
Hearn	Cllr Link (Sub)	
Taylor		
Wixted		

ITEM 7 - REFERRALS FROM CABINET

30 April 2013

7.1 ELECTRONIC RECORDS MANAGEMENT SYSTEM (CA/058/13)

Decision

- 1. That Council be recommended to approve a supplementary estimate to increase the 2013/14 Dacorum Anywhere budget by £270k, to be financed from the Management of Change Reserve.**
2. That authority be delegated to the Portfolio Holder for Finance and Resources to award a contract following a mini competition under a Government Procurement Service Framework to undertake scanning and indexing.

Reason for Decision

To meet the costs of scanning and indexing records to enable the implementation of the Council's Electronic Document and Records Management system.

Implications

Financial

Estimated costs of uploading all required records to the EDRMS are £220,000. This is based on volume information provided by a neighbouring authority that has undertaken a similar process within the past two years using identical systems. The total costs will change according to actual volumes but it is anticipated that the £220k requested will be the maximum required. A Service Level Agreement will be arranged before back scanning is undertaken for each service, which will enable costs to be reviewed at regular intervals.

Further costs will be incurred through the integration of the Information@Work (I@W) with back office systems. Estimates are based on advice from other local authorities and range from £3,000-£5,000 to £10,000-£15,000. Three of the Council's major systems (Northgate Revenues and Benefits, Agresso Finance and Acolaid Planning & Building Control) already have some integration with I@W. Integration is required for two further main systems (Flare and Orchard Housing). Some integration may be beneficial for smaller systems but a separate cost benefit analysis will be needed for each one. The actual cost of integration will depend on the level of IT consultancy support required in each case.

Value for Money

Value for money will be tested through a mini competition under Government Procurement Service Framework Agreement RM713 (Lot 3) Software Applications Solutions – Document & Records Management Solutions.

Risk Implications

An EDRMS project Risk Assessment was completed in November 2012; last reviewed by the EDRMS Project Board on 14th March 2013.

Corporate Objectives

Dacorum Delivers: Maximising the Value of Council Assets, Value for Money.

Advice

Councillor Ayling introduced the report which he said was self-explanatory. There was a need for an efficient and effective management data and information system to keep all Council information secure.

Three options were available at various cost levels. Option 3 was the recommended process for the Council to follow.

The Portfolio Holder for Residents and Regulatory Services asked how the system would work for Planning, Legal and members.

The Assistant Director (Project Governance) said Planning would be looked at first. A number of issues had been raised by the Group Manager (Development Management and Planning) and these were being worked on. A Task and Finish Group had been set up and there would be a training session in early July.

The Portfolio Holder for Planning and Regeneration agreed that option 3 would be the best choice as Northgate would have to deliver to the time scale, whatever staff problems they may have.

The Portfolio Holder for Finance and Resources said the illustration used in the report of the current shelving used equating to 8 circuits of a 400m running track made the problem more understandable.

The Portfolio Holder for Environmental Services and Sustainability asked if the decision being made via a mini competition would make the process quicker.

The Assistant Director (Project Governance) advised that the companies involved had already been tested at OJEU level.

Options and Why Options Rejected

Option 1: DBC staff in service departments to scan and index with existing equipment. This option was rejected as additional scanning equipment would be required. Sharing the load and not backfilling time diverted to scanning would result in the process being lengthened.

Option 2: A mixture of third party and own staff undertaking the scanning and indexing. This option was rejected because there would be less returns to scale available in comparison with a bulk purchase. Multiple procurement exercises would be needed and, if different providers were sourced, there would be a greater risk of inconsistent indexing, leading to different services selecting different document types..

Option 3: A third party undertakes all scanning and indexing. This option was selected.

Consultation

There was no consultation.

Voting

None.

7.2 HOUSING REVENUE ACCOUNT BUSINESS PLAN UPDATE (CA/059/13)

Decision

1. That the Housing Revenue Account Business Plan be agreed.
2. That Phase 2 of the Council House New Build Programme be agreed and Phase 3 be agreed in principle for financial planning purposes, as set out in section 3 of the report.
3. That the Council charge a rent level of 'target social rent' for all new build Council owned properties.
4. **That Council be recommended to approve the following supplementary estimates to the HRA capital programme, to be funded through revenue surpluses in the business plan:**
 - **Estate Improvements, £750k per annum from 2013/14 - 2016/17;**
 - **Structural Balcony Repairs, £1m per annum 2013/2014 & 2014/2015;**
 - **Strategic Acquisition Fund, £5m, to be financed from HRA reserves to be created as part of the 2012/13 year-end process subject to outturn and Council approval;**
 - **£675k increase to the budget for Phase 1 of the Council House New Build Programme to cover the amount of HCA grant funding forgone by the decision to charge social rent rather than the Affordable Rent level stipulated by the HCA as a condition of grant.**
5. **That Council be recommended to approve an appropriation of land at London Road, Apsley from the General Fund to the HRA, together with an adjustment of £1.8m between the General Fund and HRA Capital Financing Requirements.**

Reason for Decision

To agree the revised Housing Revenue Account for 2013/14.

Implications

Financial

Included in the body of the report.

Value for Money

Close monitoring on a monthly and quarterly basis of the HRA Business Plan jointly by Finance and Housing officers and an annual review ensures that value for money is derived from the HRA's available resources.

Risk Implications

The Housing Risk Register is reviewed quarterly and considered by the Housing & Communities Overview & Scrutiny Committee

Corporate Objectives

- Affordable Housing
- Dacorum Delivers
- Regeneration

Advice

The Portfolio Holder for Housing said the first year had been more successful than expected and she thanked all staff in Finance and Housing for their work in delivering last year's business plan.

Next year's plan was now being worked on involving tenants, the Tenants and Leaseholders Committee, the Star survey and other ways of consultation to develop service priorities. There was reference to the new build programme which has been accelerated, to community building and to environmental improvements.

The Portfolio Holder said she was very pleased with the way things had turned out so far.

The Assistant Director (Housing Landlord) said there was a small window when the business plan was written, although it was reviewed throughout the year. There had not been an opportunity to submit the report to the Overview and Scrutiny Committee but the Chairman had agreed that the report should be sent to all committee members 10 days before Cabinet. Some questions had been received but there was overall support for the plan. The report would go to the Housing and Community Overview and Scrutiny Committee in June for information. The Tenants and Leaseholders Committee had seen the plan and report and were happy with it.

The Portfolio Holder for Housing referred to the improvement works detailed on page 5 of the report which showed a big increase in 2012/13.

The Portfolio Holder for Finance and Resources said page 6, paragraph 3.2.4 (ii) and (iii) illustrated why the Council had moved from affordable rent to target social rent.

The Assistant Director (Housing Landlord) confirmed that the rent on the new homes would be £465.00 per month.

The Leader of the Council referred to page 7 of the report, balcony/walkway repairs, and asked if the Council was allocating funding to repairs with no plan.

The Assistant Director (Housing Landlord) said the first stage was to get the balconies safe and propped. The Council was working on solutions with other organisations. The actual spend and programme of work would be known by the first quarter. The solutions would range from permanent, semi-permanent to demolition. Around 90 flats above garages were affected and the most desirable solution for those may be demolition. It was not known yet if any tenants would need to be moved during repair.

The Leader of the Council said in some cases there would be opportunities to demolish some properties and replace with a better project.

The Portfolio Holder for Housing said the £2m would not cover rebuilding. If some of those 90 flats had to be demolished and rebuilt, this would take some time and temporary solutions would need to be found.

The Assistant Director (Housing Landlord) said another report with recommendations may be required.

The Corporate Director (Housing and Regeneration) said some of these properties had been sold. There would not be one case fits all.

Options and Why Options Rejected

No alternative options were considered.

Consultation

Consultation took place with:

The Dacorum Borough Council Tenants and Leaseholders Committee; and
The Dacorum Borough Council Housing Maintenance and Environment Committee.

Voting

None.

7.3 HEMEL EVOLUTION: HEMEL HEMPSTEAD MARKET SQUARE AND BUS STATION REGENERATION (CA/061/13)

Decision

1. That the regeneration and redevelopment of Market Square and the Bus Station into a leisure anchor for the town centre be agreed in principle, with a detailed proposal to follow in due course.
2. That the content of the project of creating a new bus interchange to replace the current bus station and relocation of the taxi rank as set out in the report and Project Initiation Document (at Appendix 1 of the report), including governance arrangements, be approved.
3. That authority be delegated to the Assistant Director (Planning, Development and Regeneration) to appoint a temporary Project Manager for this and other town centre projects (for a two-year period).
4. **That Council be recommended to approve:**
 - **The incorporation of £2.16m into the capital programme to fund phase one of the project;**

- **The removal of the GAF-funded Station Gateway and Maylands Green Energy Centre projects, currently scheduled for 2014/15, from the capital programme;**
 - **The estimated revenue costs of £40k for phase one of the project be approved and incorporated into the base budget by supplementary estimate, to be funded from the Planning and Regeneration Projects Reserve;**
5. That authority to agree the business case and enter into contractual arrangements to secure the design and construction of the proposals under phase 1, be delegated to the Assistant Director (Planning, Development and Regeneration), in consultation with the Assistant Director (Finance and Resources) and the Portfolio Holder for Planning and Regeneration.
 6. That authority for the necessary purchase or lease of land, together with resolution of any current lease and restrictive covenant and other legal issues to enable the sites to be assembled for both phases of the project, be delegated to the Corporate Director (Finance and Governance), in consultation with the Portfolio Holder for Finance and Resources and, where appropriate, with the Portfolio Holder for Planning and Regeneration.

Reason for Decision

To enable the project to move forward.

Implications

Financial

The total cost of the scheme is estimated at £2.2 million. Details are set out within the report and in the PID at Appendix 1 to this report.

Based on the information currently available, the figure of £2.2 million is considered a prudent estimate.

Value for Money

Value for money will be achieved through the procurement process, and, where appropriate, the marketing of DBC assets.

Legal

There are the matters of acquisition of small areas of the Market Square site from the Homes and Communities Agency. Also both the current bus station and market tea bar are currently leased out to tenants by DBC. With regard to the new bus interchange and consequent changes, a series of necessary traffic regulation orders will need to be sought from Hertfordshire County Council, as may any other consents from statutory undertakers that might be affected by the works.

Procurement

There are several aspects of this project that will require the Council to contract with a range of external organisations to help with the delivery of the regeneration of the Market Square and the Bus Station.

These organisations will be commissioned using a range of suitable procurement processes commensurate with the project timeframe, project outputs and in compliance with the procurement regulations.

The main aspects that will need to be contracted are;

- Project Management
- Professional Services (architect, legal etc.)
- Services (utilities)
- Works (demolition, construction)

Officers will investigate the most appropriate procurement delivery model for each of the above aspects.

Human Resources

The report explains the need for a temporary, specialist project manager to lead the implementation of this project, and other town centre work including the related programme of improvements to the Marlowes Shopping Zone, as recently approved by Cabinet.

The high profile, complex and time-consuming nature of a project such as this makes this post essential.

The appointment is likely to be made on a contractor basis. The project will be a major work item for the Strategic Planning and Regeneration service over the next two years, with support from Officers from other services as necessary.

This is a major project which will occupy a very significant proportion of establishment staff time within Strategic Planning and Regeneration, and will require input from other services including Finance, Legal, Property and Procurement.

Land

Please refer to the Legal section above.

Risk Implications

Risk Assessment included within the PID for this area of work.

Corporate Objectives

The Town Centre Improvement Strategy supports the Council's vision and in particular the corporate objective of Regeneration.

Advice

The Portfolio Holder for Planning and Regeneration introduced the report and said this was an important milestone for the development of Marlowes and the bus station. The Portfolio Holder drew attention to the timescales and the budgets which were not inconsiderable. The end result would not only unlock the Market Square and bus station but would provide much needed benefits for bus travellers. This would give the Council the opportunity to offer out to developers a leisure anchor. A colour picture of the area was handed out.

The Portfolio Holder for Finance and Resources expressed concern about Hertfordshire County Council's ability to deliver the project on time and suggested officers ask members for support at a political level in dealing with HCC to put some weight behind it.

The Assistant Director (Planning, Development and Regeneration) advised that discussions had started.

The Leader of the Council said Dacorum Borough Council was managing the scheme and he was aware that HCC did not support projects very well and would be keeping a close watch on it.

The Portfolio Holder for Planning and Regeneration said lessons had been learned from the Old Town development. He and officers were very aware of the importance of this and of the need to keep to the time frame.

The Portfolio Holder for Residents and Regulatory Services raised two points:

1. Has an Environmental Impact Study been carried out on the new bus station regarding people eating near and walking by the area?
2. Any delay on the time lines would cause a knock on effect.

The Group Manager (Strategic Planning and Regeneration) said, regarding air pollution, a representative from Environmental Health was sitting on the Officer Steering Group and this would be addressed.

The Assistant Director (Planning, Development and Regeneration) agreed the time lines had to be adhered to. When the contractors were appointed, they would be able to give a better sense of the time lines involved. The Market Square and bus station site were included in the Public Service Quarter procurement process.

The Corporate Director (Housing and Regeneration) said the Council recognise this was a complex project and has a very big impact. The issue regarding HCC was accepted and it was important this was treated as a very high priority project. Any help with the County would be very welcomed.

The Portfolio Holder for Residents and Regulatory Services asked about linking that area in with the PSQ and asked if the area between the two sites (the Job Centre and pub) would become more expensive.

The Leader of the Council said that area was not included, some of it was Crown land.

The Corporate Director (Housing and Regeneration) said that area was up and coming and it might be advantageous to the Job Centre and the pub if they changed themselves.

The Assistant Director (Planning, Development and Regeneration) said this was about the Council providing leadership to kick start the regeneration. The Council wanted to keep the development simple. If other developments came forward that would be good.

Options and Why Options Rejected

No alternative options were considered.

Consultation

Consultation took place with:

Mark Gaynor - Corporate Director (Housing and Regeneration);
Mark Brookes - Group Manager (Legal Governance);
Chris Taylor - Group Manager (Strategic Planning and Regeneration);
James Deane - Assistant Director (Finance and Resources)
Mike Evans - Group Manager (Corporate Property and Assets)
Cllr Terry Douris - Portfolio Holder for Planning and Regeneration
Cllr Nick Tiley - Portfolio Holder for Finance and Resources
Hertfordshire County Council, Highways
Ben Hosier - Group Manager (Commissioning, Procurement & Compliance)

Voting

None.

28 May 2013

7.4 AUTHORISATION OF VIREMENTS (CA/070/13)

Decision

1. That the virements from the Service Areas as listed below and detailed in the report be noted:
 - i. Central Administration
 - ii. Mailing
 - iii. Reprographics

2. **That Council be recommended to approve a supplementary estimate for additional ICT support in 2013/14 of £102,000 to be funded from the Technology Reserve.**

Reason for Decision

To secure the approval of virements for the purposes specified in the Forms (A), as appended to the report.

Implications

Financial

The Scheme of Virements is part of the Council's financial management.

Risk Implications

There are no risk implications.

Corporate Objectives

To standardise documentation and authorisation requirements for all virements.

Advice

The Corporate Director for Finance and Resources introduced the report which she said was self-explanatory.

Options and Why Options Rejected

No alternative options were considered.

Consultation

There was no consultation.

Voting

None.

7.5 SENIOR OFFICER PAY POLICY CA/071/13

Decision

That Council be recommended to approve the inclusion of the additional sections to the Senior Officer Pay Policy as set out in paragraph 2 of the background report to Cabinet, as amended, detailed below:

Appointments – Salary over £100k per annum:

The decision on which roles attract salaries over £100,000 per annum will be initially determined by the Chief Executive, as Head of the Paid Service, and the Leader of the Council, in consultation with Human Resources. The Council's Cabinet will review the proposed salary package and make a recommendation to Full Council.

Recruitment to vacancies with salary packages above £100,000 per annum will be in accordance with the Council's Recruitment and Selection Code of Practice, which requires that Cabinet Members will be included in the appointment panel.

Severance Payments

Any proposed payment(s) as part of a severance package that results in the severance package being of a value of £100,000 or more in total, will be reviewed by the Chief Executive and the Leader of the Council in consultation with Human Resources and Legal Services and make a recommendation to Cabinet. The Cabinet will review the award and make recommendation to Full Council. The Council decision will be subject to the normal 'call in' process that is set out in the Council's Constitution.

Reason for Decision

To recommend Council to approve the inclusion of the additions to the Senior Officer Pay Policy.

Implications

Financial

None.

Value for Money

There will be a more robust procedure for approving senior recruitment packages and severance payments, which will test the value for money principles behind these decisions.

Risk Implications

There needs to be a robust procedure in place to ensure transparency of information and equality in staffing costs and remuneration.

Corporate Objectives

Dacorum Delivers – the effective management of staff costs contributes to the transparency of the Council and its overall efficiency.

Advice

The Portfolio Holder for Residents and Regulatory Services introduced the report and said the Council had followed the requirements of the Localism Act 2011. Further guidelines had been received and the policy was being altered to suit these.

The Leader of the Council asked that the last sentence in paragraph 1 of paragraph 2.1 of the report be deleted as there was no call in process for Council decisions.

The Assistant Director (Legal, Democratic and Regulatory) agreed.

The Leader of the Council asked what made up the overall salary package.

The Corporate Director (Finance and Governance) said the package was made up of salary plus London weighting plus car, not additional on-costs including employer's pension contributions.

The Corporate Director (Housing and Regeneration) asked if it was the same for severance payments.

The Assistant Director (Legal, Democratic and Regulatory) said it was what the employee actually received gross.

Options and Why Options Rejected

No alternative options were considered.

Consultation

There was no consultation.

Voting

None.

25 June 2013

7.6 RISK MANAGEMENT REPORT Q4 2012/2013 (CA/083/13)

Decision

1. That the progress to date be noted.
2. **That Council be recommended to adopt the Revised Risk Management Strategy**
3. **That Council be recommended to adopt the revised Dacorum Guide to Managing Risk**

Reason for Decision

To recommend Council to adopt the revised Risk Management Strategy and the revised Dacorum Guide to Managing Risk.

Implications

Financial

None identified.

Value for Money

Risk management is closely linked to the Council's commitment to ensure that all resources are used efficiently and forms part of effective financial planning. The Council also needs to ensure that adequate provisions are in place to address anticipated risks but that these are no greater than necessary so that maximum resources are applied to services as required. To this end the Council sets minimum target working balances for both the general fund and HRA and at the date of this report this minimum balances are secured. Budget exercises for 2012/13 have ensured that the minimum balance requirements will also be met for the next financial year.

Risk Implications

Effective risk management is an important factor in all policymaking, planning and decision making.

Failure to manage risk effectively could have serious consequences for the Council leading to increased costs, wasted resources, prosecution and criticism under external assessments

Corporate Objectives

Dacorum Delivers – Risk management is an essential part of ensuring that the Council meets all of its objectives

Advice

The Portfolio Holder for Finance & Resources said that the Internal Auditors had been asked to look at Risk Management within the Council because the reports were becoming repetitive and it would be helpful to get some fresh viewpoints. The new Internal Auditors could share ideas from other councils.

The Insurance & Risk Manager added that she and the Assistant Director (Finance and Resources) would undertake a review of the Risk Register with a view to refreshing the list. The review would be reported as part of the Quarter 1 Risk Management Report.

The Assistant Director (Finance & Resources) said that he had spoken to the internal auditors and they will be producing the Terms of Reference so that the review of Risk Management can start soon and with a focus on project risks and how to get proper review processes in place.

Options and Why Options Rejected

No alternative options were considered.

Consultation

Consultation took place with the Corporate Management Team and the Finance and Resources Overview and Scrutiny Committee.

Voting

None.

7.7 MAYLANDS GATEWAY DEVELOPMNT BRIEF (CA/084/13)

Decision

That Council be recommended to approve the adoption of the Maylands Gateway Development Brief – revised May 2013, as attached at Appendix 1 to the report, to be used as a material planning consideration in the determination of planning applications

Reason for Decision

To recommend Council to adopt the Maylands Gateway Development Brief.

Implications

Financial

The adoption of the updated Gateway Development Brief has no direct impact on the General Fund. It has been produced using established budgets.

Value for Money

The Brief has been configured to enable a market-led solution to come forward, to minimise the need to use public resources. The Gateway contains a sizeable amount of publicly owned land (DBC and Homes and Communities Agency) which can be deployed to help capture investment and development to the benefit of the local economy. The use of these and other public resources will have to be considered on a business case basis as and when development proposals come forward.

Risk Implications

Adoption of the Brief as a robust and up to date policy statement will help to bring forward and steer the content of new development, which in turn will help to reduce strategic risk M1 - *Failure to deliver required regeneration and economic growth.*

Corporate Objectives

The regeneration of Maylands forms a key part of the “Regeneration” & “Dacorum Delivers” corporate objectives.

The updated Maylands Gateway Development Brief will help guide future development in a prime regeneration location within Maylands, this will help increase both job and housing levels in the Borough.

The Maylands Gateway also represents a significant area of Council owned land which can be used to ensure that the maximum value is delivered from Council assets.

Advice

The Assistant Director (Planning, Development and Regeneration) explained that the report was coming back to Cabinet for final approval after consultation on the Development Brief. He said that the purpose of the Brief was to provide a more flexible framework to the landscaping and to capture investment interest. He highlighted the need for high quality development along Brakespear Way, being the entrance to the town. It is now proposed to have large commercial buildings rather than the office pavilions that the Master Plan originally envisaged, with the emphasis on design and appearance.

The Assistant Team Leader (Planning and Regeneration) drew attention to paragraph 3.2.7 of the Development Brief relating to the bus routes that serve Maylands. He said there had been some issues raised about the bus numbering and some amendments needed to be made to the Brief to reflect the changes to the bus numbers and routes.

The Leader of the Council said that the brief would be in place for a number of years. There would inevitably be a degree of change within public transport and some changes were already expected in July.

The Assistant Director (Planning, Development and Regeneration) added that public transport was not particularly adequate at the moment and one of the reasons for introducing the main Maylands Link Service. There are plans to secure further funding for the future, after the two years trial period.

The Portfolio Holder for Finance and Resources commented that he hoped this document would give us a wider brief and scope to look for other partners.

Options and Why Options Rejected

No alternative options were considered.

Consultation

Consultation took place with:

Maylands Partnership;
Hertfordshire County Council;
Hertfordshire Local Enterprise Partnership;
St Albans City and District Council;
Homes and Communities Agency;
Aviva Investors; and
Dacorum Borough Council – (Development Management, Strategic Planning and Estates).

Voting

None.

7.8 TOP TIER UPDATE (CA/085/13)

Decision

1. That the Council's Appointments Committee be convened for the appointment of the Corporate Director (Finance & Operations).
2. **That Council be recommended, in accordance with the Council's Senior Pay Policy, to appoint the Corporate Director (Finance & Operations) on the following terms as regards remuneration:-**
 - **annual Salary range £91,661 - £96,336 (inclusive of London Weighting) spinal points 84 to 87 (Band CO4-7)**
 - **lease car allowance £4,600 (Band 4)**
3. That the Assistant Director (Legal, Democratic & Regulatory) be requested to update the Scheme of Delegation within the Constitution to take account of the review of the senior management structure

Reason for Decision

To set out the actions required to complete the top tier review, following the appointment of the Corporate Director (Finance & Governance) as Chief Executive with effect from the 1st of November 2013.

Implications

Financial

The General Fund budget for 2013/14 incorporated savings of £100,000 from the top tier review. The report to Cabinet on the 26th of March 2013 identified estimated savings based on a full year equivalent of around £130,000 and part year savings of around £55,000. It is now estimated that the Top Tier Review and associated secretarial and administrative structure will provide savings of £120,000 based on a part year and £175,000 based on a full year equivalent within the current year.

Value for Money

These are included within S151 Officer comments.

Risk Implications

There are no risk implications arising out of this report.

Corporate Objectives

This report supports all the Council's corporate objectives

Advice

The Leader of the Council said that the report follows on from the approved appointment of the Corporate Director (Finance and Governance) as Chief Executive. The appointments committee meet on 18 July.

The Corporate Director drew attention to paragraph 9 of the report notifying a two phased implementation of the Top Tier Structure following the resignation of the Corporate Director (Performance Implementation and Transformation) and the Assistant Director (Strategy & Transformation, Community & Organisation). This will ensure cover by rearranging line management responsibilities. The first phase would take effect from July and the second phase from 1 November when it is hoped to fully implement the new Senior Management Structure.

Options and Why Options Rejected

No alternative options were considered.

Consultation

No consultation was reported within the report.

Voting

None

7.9 CAPITAL STRATEGY STEERING GROUP REPORT REQUEST FOR CAPITAL APPROVAL (CA/086/13)

Decision

1. **That Council be recommended to approve that the Capital programme is updated to include the following schemes detailed within the report.**

Structural Works at Bennetts End House (St Nicholas Children's Nursery)	£60,000
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Entropy Management System Software	£38,242
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2. That the increase in budget for the following schemes be authorised, already within the approved Capital Programme:

Hot Water/Heating Plant replacements to Commercial Properties	£56,718
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Queens Square Shopping Centre	£72,926
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Legal Case Management System	£27,210
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3. That the allocation of the following S106 monies be approved:

Play Areas (details of S106 schemes in body of report)	£100,521
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Reason for Decision

To approve capital provisions within the Capital Programme 2012/13 – 2016/17 and amend the capital programme approved by Council on 29 February 2012.

Implications

All recommendations within this report are consistent with the principles stated within the Council's Capital Strategy for approval in-year.

Risk Implications

None.

Corporate Objectives

Capital investment is important to the achievement of the Council's objectives.

Advice

The Portfolio Holder for Finance and Resources introduced the report seeking approval on capital provision within the Capital Program. He explained that the requests derived from Risk Management Health and Safety issues. An upgrade of maintenance was required for defective buildings at Queens Square. The CSSG did look at other options but were satisfied that this was an effective response to the problem.

The Legal Case Management Scheme was substantiated by The Group Manager (Legal Governance) and his team and has proved a very well worth investment to improve the control and management of that area.

Options and Why Options Rejected

No alternative options were considered.

Consultation

Consultation took place with the Capital Strategy Steering Group.

Voting

None.

PART II

NOT FOR PUBLICATION

13. HCA GRANT UPDATE

Report to follow.