

SUMMONS

MEETING OF THE COUNCIL

WEDNESDAY, 25 FEBRUARY 2015

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, 25 February 2015 at 7.30 pm to transact the business set out below.

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SALLY MARSHALL
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 14 January 2015 (Appendix A Pages 5 - 13)

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 (Chief Executive Unit, MO).

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

5. QUESTIONS

To consider questions (if any) by members of the Council of which the appropriate notice has been given to the Head of Legal Services.

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:

Members will have received the budget papers that went to the Joint Overview and Scrutiny Committees on 4 February or the Cabinet meeting on 10 February.

Minute No.	Date	Title	Yellow Pages
7.1 CA/008/15	20 January 2015	Adoption of Anti-Social Behaviour Policies and Procedures	14
7.2 CA/018/15	10 February 2015	Senior Officer Pay Policy	15
7.3 CA/019/15	10 February 2015	Hemel Evolution Bus Interchange and Market Square	16
7.4 CA/021/15	10 February 2015	Community Infrastructure Levy – adoption of the charging schedule and associated documents.	18
7.5 CA/023/15	10 February 2015	Naming the Public Service Quarter	21
7.6 CA/024/15	10 February 2015	Budget 2015/16	22

To view the Budget reports submitted to Cabinet on 10 February 2015 please refer to the following link:

<http://www.dacorum.gov.uk/home/council-democracy/meetings-minutes-and-agendas/events/2015/02/10/cabinet/cabinet>

8. OVERVIEW AND SCRUTINY REFERRALS

None.

9. CHANGES TO THE COMMITTEE DATES

To consider the following changes to the Committee Dates.

1. Group Meetings

- To change the meeting date from 18 May 2016 to 17 May 2016.

2. Annual Council

- To change the meeting date from 19 May 2016 to 18 May 2016.

10. 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.

11. EXCLUSION OF THE PUBLIC

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:

1. the financial or business affairs of any particular person (including the authority holding that information). (Minutes 51 and 52)

Local Government Finance Act 1972, Schedule 12A. paragraph 3.

2. An individual and which is likely to reveal the identity of that individual (Minute 52).

Local Government Finance Act 1972, Schedule 12A. paragraph 2.

DACORUM BOROUGH COUNCIL

MEETING OF THE COUNCIL

14 JANUARY 2015

Present -

MEMBERS:

Councillor Lawson (Mayor); Councillors, Adeleke, Adshead, Anderson, Ayling, Mrs Bassadone, Bateman, Bhinder, B Chapman, Collins, Conway, Doole, Douris, Elliot, Fantham, Mrs Green, Griffiths, Guest, Harden, Harris, Hearn, N Hollinghurst, R Hollinghurst, Killen, Link, Mahmood, Marshall, McLean, Peter, Mrs Rance, Reay, Ryan, G Sutton, R Sutton, Taylor, Tindall, Townsend, Williams, and W Wyatt-Lowe (39).

OFFICERS:

The Chief Executive, The Assistant Director (Finance & Governance), The Corporate Director (Housing & Regeneration), The Assistant Director (Legal Democratic & Regulatory), The Group Manager (Democratic Services), L Collins and T Coston (Minutes).

The meeting began at 7.30pm.

42. MINUTES

The minutes of the meeting held on 19 November 2015 were agreed by the Members present and then signed by the Mayor.

43. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

44. ANNOUNCEMENTS

1. By the Mayor

The Mayor had nothing to announce.

2. By the Chief Executive:

The Chief Executive had nothing to announce.

3. By the Group Leaders:

Councillor Williams gave apologies for absence on behalf of Councillors G Chapman, Clark, Flint, Laws, Macdonald, McKay, Tiley, Wood and C Wyatt-Lowe.

Councillor Mrs Rance had nothing to announce.

4. Members of the Cabinet:

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

The Leader of the Council spoke to Members about the development of the Water Gardens.

There were no questions for the Leader of the Council.

Questions and answers:

Councillor Adshead referred to the number of vacant units in Hemel Hempstead Town Centre now being occupied and said that he was pleased to see the changes made by this Council were for the benefit of Hemel.

The Leader of the Council agreed with this.

Councillor N Hollinghurst made reference to Moor End Road and asked the Leader of the Council if he could assure Members that the County Council would get signage rights over this.

The Leader of the Council assured Members this would take place.

Councillor Tindall asked the Leader of the Council if it would be possible for him to liaise with Highways with regards to the traffic lights on the Leighton Buzzard Road as this was becoming increasingly a hot spot for large amounts of traffic.

The Leader of the Council said that he will liaise with Highways to discuss this matter.

There were no more questions for the Leader of the Council.

Councillor Griffiths, Portfolio Holder for Housing

“Tenant and Leaseholder Services:

Christmas Rent Campaign - January saw the end of latest Christmas rent campaign ‘catch up this Christmas’. You may have seen posters on buses and in the three town centres. Although levels of tenant rent collection is slightly lower at this stage of the year than the previous year, by the year end rent collection will again exceed 99.5%. We will continue to utilise rent collection campaigns to maintain with tenants the importance of keeping up to date with their rent and to support those people who are having difficulty in maintaining a clear rent account.

Tenders in Sheltered Housing - We are currently tendering two contracts which directly affect residents of our sheltered accommodation. The first which is already being tendered is for the alarm system hard ware maintenance and replacement programme (the contact is currently with a company called Cirrus, although the current contact hasn't allowed for replacement of existing alarms).

The second is for the alarm call response service (currently being delivered by an organisation called (Senior link Elder care). This contract will be tendered early in the new financial year.

Campaign to tackle housing fraud – after May - We will be running a campaign to highlight the scale of social housing fraud, its impact on the availability of accommodation and how individuals can support us to tackle it in May 2015.

Dacorum Borough Council was successful in bidding for a grant from central government (the Department of Communities and Local Government) to provide additional resources to tackle social housing fraud. Within the grant application we committed to running a high profile campaign to tackle social housing fraud.

This campaign will be run in conjunction with Hightown Pretorian Housing Association

Strategic Housing:

New Build Programme – The programme is still on track – The Nokes, Farm Place and The Elms are progressing and expected to complete at the end of March 2015. The Nokes has been renamed to St Peters Court. Dens have been awarded the contract to manage The Elms and work has begun on mobilisation.

Property and Place:

Summer Court – Today I visited the works to refurbish Summer Court and confirm they are making good progress. The majority of the External Wall Insulation has been installed and we now await suitable weather to apply the final coat. The new district biomass boiler house is in place and pipework is being laid underground to serve all of the properties. Solar PV Panels have been installed and are generating electricity, plus new bin stores are ready to receive wheelie bins that will encourage our tenants to recycle. Further improvements to communal stairways as well as drying areas and shed blocks near completion.

This scheme will reduce our carbon emissions and provide an alternative fuel source to gas. Additionally we are increasing the value of our asset and helping our tenants stay out of “Fuel Poverty.”

Seaton Road refurbishment has been shortlisted for a Housing Award - The refurbishment of 64 houses in Seaton Road designed to improve the energy efficiency, has been shortlisted for a Housing award. A holistic approach was taken with roofs replaced incorporating integrated Solar Photovoltaic Panels, loft insulation was upgraded, boilers replaced and external wall insulation installed. The programmes were undertaken simultaneously providing value for money and consolidating disruption to tenants. The works resulted in the aesthetics of the street being improved and the value of the asset increasing. Tenants benefited with a reduction in fuel bills and our carbon emissions have been cut significantly.

Osborne Total Asset Management Contract - The Open book audit has been undertaken and the figures are currently being finalised. Preliminary indications show that there will be a shared saving, which will be reinvested back into the project and that the site based costs are substantially lower with a single service provider.

The tenant representatives will be consulted at the next Housing Maintenance and Environment Committee meeting, on the performance indicators used to monitor the contract, to ensure these are understood and relevant.

Performance overall has been positive, however there were some issues with the length of time some of the works streams were taking. The appointment of a new sub-contractor and tighter supervision has addressed these problems and this is being closely monitored.

Balconies and Walkways - The excavations to install the footings for the new steel supports have been referred to Building Control with alternative designs due to the location and extent of underground services. This has caused a slight delay to the programme but once the design has been agreed the works will be progressed.

Longlands - The site compound has been set up and the site preparation has been undertaken ready for the scaffold to be erected.

There has been ongoing consultation with the residents on the final designs and one to one meetings have been offered to all of the residents. A dedicated resident liaison officer will be based on site to address any issues and support the residents.”

Questions and answers:

Councillor Marshall thanked the Portfolio Holder and the Housing department for the development of the site and St Peters Court. She highlighted that the residents and the parishioners will be pleased it will continue.

Councillor Griffiths said that she would pass on Councillor Marshall's thanks to the Housing department.

There were no more questions for the Portfolio Holder.

Councillor Mrs Laws, Portfolio Holder for Environmental Services and Sustainability

The Leader of the Council made a statement on behalf of Councillor Mrs Laws in her absence.

“The popularity of Christmas tree recycling has grown again this year with a total of 2,692 trees being shredded, 642 more than last year. We had tree chipping sites – Hemel Hempstead, Berkhamsted and in Tring. 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 1st Berkhamsted Scouts and 1st Tring Scouts groups who collected trees from residents' homes for a small donation and transported them to the shredding sites.

We successfully rolled out our new waste and recycling collection scheme called Recycle for Dacorum on week commencing 24 November. The food waste tonnage has increased week on week since we started the new arrangements from 68 tonnes, 75 tonnes to 91 tonnes. The tonnage for mixed recycling (from the blue lidded bin) has increased also too from 316 tonnes in the first week to 600 tonnes in the third week. The facility which accepts the mixed recycling for sorting has applauded us on the excellent quality of material that they are receiving from the Dacorum borough – 99% of the material received was recyclable.

The Council's second social media takeover was on the new Recycle for Dacorum on Thursday 18 December. We answered questions from many residents about the new service and the type's items that are acceptable in the new bins.”

Questions and answers:

Councillor Adshead mentioned that residents expressed their thanks to Cupid Green for the bin and recycling collections over the festive period.

Councillor N Hollinghurst asked the Leader of the Council a question about the car parking investment in Berkhamsted. He asked when residents would see a planning application for the multi storey car park they had been promised some time ago.

The Leader of the Council said that this question had been raised at the previous Council meeting with Councillor Tiley. He said that they were making good progress on the scheme and the timescale that they are working towards would hopefully allow them to complete later in the year.

Councillor Collins also passed on his thanks from the residents in Berkhamsted to Cupid Green for their help in resolving the problems surrounding the blue bin service. He said that action was taken promptly reassuring residents.

Councillor Collins referred to Councillor N Hollinghurst's earlier question regarding the multi -story car park. He pointed out that both County Council and Borough Council are working together to ensure this scheme takes place.

There were no more questions for the Leader of the Council.

Councillor Tiley, Portfolio Holder for Finance and Resources

The Leader of the Council said he had no statement but would take questions on behalf of Councillor Tiley.

Questions and answers:

Councillor Tindall made reference to the Council Support Tax Scheme document that was discussed at a previous Full Council meeting. He mentioned that it would be helpful if Members could have the document to support the scheme earlier than it has been previously handed out.

The Leader of the Council replied that he would pass on this comment.

Councillor N Hollinghurst made reference to the financial pressures that people are facing in this current climate. He asked if it would be possible to have sufficient staff in Revenues and Benefits to manage the demand from the public.

The Leader of the Council reassured Members that Revenue and Benefits have sufficient staff in place to cope with the ever growing changes taking place this year.

There were no more questions for the Leader of the Council.

Councillor Harden, Portfolio Holder for Residents and Regulatory Services

"A successful prosecution of Royal Mail by the Council's legal department followed an investigation by Environmental Health Officers after an accident on 28 January 2014 where an employee from the Royal Mail Hemel Hempstead site suffered severe chemical burns to his leg while involved in a cleaning task.

The company had failed to carry out risk assessments which may have shown that the dispensing pump for the cleaning chemical was defective. The employee received immediate hospital treatment and skin grafts and required eight months off work to recover.

The Royal Mail pleaded guilty to two offences s2(1) of the Health & Safety at Work etc. 1974 and Regulation 6(1) of The Control of Substances Hazardous to Health Regulations 2002 at Watford Magistrates Court on 9 January 2015.

The Court awarded fines of £40,000 (£20,000 per offence, and the maximum the Magistrates could order) and gave costs to the Council of nearly £4,000.

First call – Nurse led / management system has been approved by senior management. This will see a different way to report absence, by contacting a qualified nurse rather than your manager. Organisations that have used this approach have seen sickness absence reduced by up to 20%. This has been achieved by better management information, more robust challenge on absence, quicker/better health advice, more alerts for managers to assist with procedure compliance etc.

Arts Project - Director of Public Health Hertfordshire has agreed to support the council's Arts project around mental health & related issues which we proposed for 2015/16. They have agreed to give us £45,000 to add to the £45,000 already budgeted by the council.

Neighbourhood Action pilot - Highfield Love your Neighbourhood half term event.

Games • Workshops • Competitions • Family Activities • Advice • Cooking • Interviews • Bouncy Castle • and much more!

We will be holding a prize draw each day; to enter you must register each day you attend. Prizes include; XC experience voucher, £50 Tesco voucher, three Hudl tablets (primary school aged children only) and restaurant vouchers.

Monday 16 Feb: Health and Wellbeing:
Hemel Stags workshop, healthy eating, sports games, apple pressing, general health advice and maintaining healthy weight.

Tuesday 17 Feb: Making Ends Meets
Citizens Advice Bureau. Drop in appointments available for all. The Big Swap – swap up to five unwanted items at our community swap shop plus money and budgeting workshops, financial advice, Credit Union Christmas Club, banking and borrowing advice, and free family cooking event.

Wednesday 18 Feb: Community Safety / Clean Safe Green
Free dog micro-chipping, Learn about the local services helping to keep your community safe, personal safety advice, and vote on an area in your Community you would like to see improved, plus face painting and junk modelling.

Thursday 19 Feb: Employability and Upskilling
“When I grow up I want to be...” competition for your chance to win one of three Hudl Tablets. Speak to local recruiters; get CV and interview advice, training opportunities, volunteering roles and hear about career development and further education advice.

Friday 20 Feb: Community Celebration
Community Walk around Highfield, starting and finishing at the Yewtree Primary School with Hertfordshire Health Walks. Stalls, games and activities for all of the family, including glitter tattoos, Mask making, free rides, bouncy castle, stay and play.”

Questions and answers:

Councillor Rance made reference to the sickness monitoring and agreed that although it was going down still had concerns. She asked the Portfolio Holder if “stress” was considered as a factor.

Councillor Harden said that he was aware that stress levels in work can be a factor for sickness. But reiterated that there has been work done with the managers to help reduce the stress levels within the workplace and lots of advice is available.

Councillor Harris pointed out that there are no evening or weekend events in place for those people that work in the day. He asked the Portfolio Holder if this was likely to change and how he is promoting the events.

Councillor Harden agreed that it was a shame that no events were taking place in the evening and weekend. He mentioned that this was a pilot to see where the needs were in the community. With regards to the promotion of the events, flyers will go out advertising the events and the local media will be notified prior to the half term holidays.

There were no more questions.

45. CABINET REFERRALS

The referrals from Cabinet on 25 November 2014 were submitted. It was moved by Councillor Williams, duly seconded and

Resolved:

That the following be approved:

25 November 2014

1. BUDGET MONITORING QUARTER 2 2014/15 (CA/139/14)

The supplementary budgets set out below. Details for these supplementary budgets are set out in the detail of the report and have a net nil impact on the General Fund Balance:

- Increase Performance and Projects Supplies and Services by £85k
Increase use of Management of Change Reserve by £85k

2. MEETING TIMETABLE 2015/16 (CA/140/14)

The Meeting Timetable for 2015/16 as set out in Annex A to the report.

16 December 2014

3. HOMELESSNESS REVIEW PROCEDURE (CA/158/14)

The delegation to the Appeals Committee to determine section 202 homelessness reviews be amended so that this power is delegated on an interim basis to the Assistant Director Housing or the Group Manager (Strategic Housing) or Strategic Housing Team Leader (Property).

Councillor Rance raised her concerns with the homelessness review.

Councillor Marshall pointed out that this item had previously been debated twice at the Housing Overview and Scrutiny Committee and sympathised with Councillor Rance's point.

The Leader of the Council said he didn't have the power to make the decision and that it would need to go to Cabinet for approval and then onto Full Council for Members to agree.

Councillor Rance asked the Leader of the Council if he could guarantee that the decision would be back in time before the election.

The Leader of the Council said that he was confident that it would take place before the election in May 2015.

46. OVERVIEW AND SCRUTINY REFERRALS

None.

47. CHANGES TO COMMITTEE DATES

None.

48. CHANGES TO COMMITTEE MEMBERSHIP

None.

49. LOCAL SUPPORT TAX SCHEME 2015/16

Council approved the Local Support Tax Scheme 2015/16 which incorporates the prescribed changes, and also updates the working age calculations in line with the housing benefit uprating.

50. EXCLUSION OF THE PUBLIC

Resolved:

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:

1. the financial or business affairs of any particular person (including the authority holding that information). (Agenda Items 13 and 14)

Local Government Finance Act 1972, Schedule 12A. paragraph 3.

2. An individual and which is likely to reveal the identity of that individual (Agenda item 14).

Local Government Finance Act 1972, Schedule 12A. paragraph 2.

51. PART 2 CABINET REFERRAL – COUNCIL NEW BUILD DEVELOPMENT UPDATE (CA/142/14)

Full details are in the Part II Minutes.

52. CALL – IN AND URGENCY PROCEDURE

Full details are in the Part II Minutes.

The meeting ended at 8.12 pm.

ITEM 7 - REFERRALS FROM CABINET

20 JANUARY 2015

7.1 ADOPTION OF ANTI-SOCIAL BEHAVIOUR POLICIES AND PROCEDURES (CA/008/15)

Decision

1. That the changes to the anti-social behaviour legislation be noted.
2. **That Council be recommended to approve:**
 - (a) **The adoption of the Council's revised 'Anti-social Behaviour Policy', the 'Policy for Dealing with Anti-Social Behaviour Affecting Tenants and Leaseholders' and the 'Anti-social Behaviour Procedures' as attached to the report.**
 - (b) **The revised scheme of delegation to officers as set out in paragraph 11 of the report.**

Reason for Decision

To advise Cabinet of the changes to anti-social behaviour legislation introduced by the Anti-Social Behaviour, Crime and Policing Act 2014 and to seek approval for amendments to the Council's policies and procedures on anti-social behaviour.

Implications

Financial

Within Existing Budgets.

Value for Money

None relating to this report.

Risk Implications

The intention of this report is to comply with legislation and therefore avoid the risk of non-compliance.

Corporate Objectives

Clean and Safe Environment
Dacorum Delivers

Advice

The Portfolio Holder for Residents and Regulatory Services introduced the report which detailed amendments to the Council's policies and procedures on anti-social behaviour to enable the Council to conform to new Government legislation.

The Portfolio Holder asked for clarification on the delegation of the new powers from the Portfolio Holder to the Chief Executive.

The Group Manager, Resident Services said the new delegation was because of the short time scale of these powers. These powers could be used as a preventative tool as well as a reactive tool.

The Assistant Director, Chief Executive's Unit said these powers were meant to be used in cases of emergency. The Local Authority would make the Order and once it had been signed off by an officer it would have immediate effect without needing Court approval.

Normally these Orders would be time limited:

An Order lasting up to 24 hours would be signed by a senior officer (Assistant Director).

An Order lasting from 24 – 48 hours would be signed by the Chief Executive. In practice the Chief Executive would delegate this function to another officer.

The Council would need to apply to the Court for Orders for 48 hours or longer.

Options and Why Options Rejected

No alternative options were considered.

Consultation

Consultation took place with:

- Legal,
- Environmental Health,
- Housing,
- Police,
- Registered Social Landlords,
- Dacorum Community Safety Partnership
- Housing and Community Scrutiny Committee, December 2014.

Voting

None.

10 FEBRUARY 2015

7.2 SENIOR OFFICER PAY POLICY (CA/018/15)

Decision

That Council be recommended to adopt the Pay Policy for 2015/16 as set out in appendix 1 to the report.

Reason for Decision

To set the Council's pay policy for the financial year 2015/16 as required by Section 38 of the Localism Act 2011.

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

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

Corporate Objectives

The Council's policies in respect of pay and terms and conditions 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

Advice

The Portfolio Holder for Residents and Regulatory Services introduced the report which was an annual requirement of all local authorities.

Options and Why Options Rejected

No alternative options were considered.

Consultation

Consultation took place with:

- Portfolio Holder Cllr Neil Harden
- Sally Marshall, Chief Executive.

Voting

None.

7.3 HEMEL EVOLUTION: BUS INTERCHANGE AND MARKET SQUARE (CA/019/15)

Decision

1. That progress on the project is noted as set out in the report
2. **That Council be recommended to approve £1million additional capital budget for expenditure during 2015/16 for the delivery of the Bus Interchange project.**

Reason for Decision

To outline progress on the project and to set out arrangements for funding the costs of delivering the scheme.

Implications

Financial

The original project budget was £2.2million - £2.16million capital and £40,000 revenue (BP015).

Approximately £370,000 of this budget is required for associated costs including design fees, fees for cost manager, employer's agent, solicitor fees, CDM Coordinator, Design Monitors fees, planning, licenses, salaries and other statutory consents and communications.

Following expenditure to date and virement of £450,000 out of the original budget, the current available budget left for construction is approximately £1.55million.

Following a two stage tender process (PQQ and ITT) for the appointment of the main construction contractor for the Bus Interchange, two tender responses were received both of which were over the current available budget.

Following a competitive tender process we have identified a preferred bidder whose tender contract is at the value of £1.711million.

Whilst the landscape architects designed the scheme and monitored costs up to June 2014 with the advice of their cost managers to fit within our available budget, there has been a recent spike in construction costs linked to an increase in demand for contractors combined with a lack of supply of labour and materials.

Officers, in liaison with the Portfolio Holder for Planning and Regeneration, have considered a number of value engineering options in the interest of the projects success. By doing this we have reduced the preferred bidder's price to approximately £1.53million. It was recognised that any further value engineering is likely to compromise both the design and quality of the scheme significantly.

On top of the £1.53million costs submitted further allowances need to be made which will increase the total cost of the works. These include the allocation of a contingency budget of 8% (5% design & 3% build) for the construction elements.

The Council's appointed cost managers have advised that 8% is an appropriate level of contingency subject to the Client not making any changes to the scheme. This 8% was a figure agreed by Cabinet in June 2014 for the MSZ project.

Through the contract negotiation process certain items of risk have been accepted as a Council risk to ensure that the contractor does not overestimate and price the risk. Therefore, a further contingency for items, not already included in the contract price needs to be included. This will cover utility issues, sub base issues, etc. This adds an additional contingency cost of £492,000

A total additional budget of £1million (for the required contingencies, professional fees, salaries and associated legal costs) is sought for the Bus Interchange Improvement Project.

Part of this funding will enable the continuation of staffing needed to deliver this

project to be taken directly from the capital allowance. The main project officer role will continue until 31/01/2016 (to allow for snagging issues) which will cost £20,000 of the amount requested, A technical assistant to support the officer will also need to be extended until 30/11/15 which will cost £18,000 of the amount requested.

Risk Implications

Market Square and Bus Station Regeneration Risk Assessment included as part of the PID.

Advice

The Assistant Director Planning, Development and Regeneration introduced the report. Work was progressing currently in Marlowes and the next stage was to award a separate contract to build the new bus station and to agree further capital input into the budget.

The Assistant Director drew attention to the figures on page 4 of the report. The original budget was £2.1m and there had been a virement out of this budget for the ticketing and toilet facility which would now be part of the Marlowes works. At that time it was advised that this budget would need topping up and the breakdown was detailed in the report. A large amount of the budget was for contingency as this was a complex part of the town to work in (including services in the road to accommodate the new bus interchange). £250k was for other risks associated with HCC approvals. Officers were trying to get the cost down and the summary on page 5 of the report detailed a cost cut of £200k due to decisions taken on paving and road surfacing. The additional budget required was now £1m. The Council was in full control of the contingency sums.

Options and Why Options Rejected

No alternative options were considered.

Consultation

There was no consultation.

Voting

None.

7.4 COMMUNITY INFRASTRUCTURE LEVY (CIL) – ADOPTION OF THE CHARGING SCHEDULE AND ASSOCIATED DOCUMENTS (CA/021/15)

Decision

That Council be recommended to approve:

- 1. The CIL Charging Schedule is adopted in accordance with Regulation 25 of the CIL Regulations 2010 (as amended).**
- 2. The Regulation 123 list is adopted alongside the Charging Schedule as the basis for allocating CIL funding and as set out in Appendix 2 of the report.**

3. **The CIL policies on Exceptional Circumstances Relief, Discretionary Charitable Relief, Instalments and Payments in Kind are adopted.**
4. **The Planning Obligations SPD is un-adopted by the Council on the 1st July 2015.**
5. **Progress towards the implementation of CIL is noted.**
6. **The implementation date for CIL is delayed until the 1st July 2015.**
7. **Decisions over the spending of CIL receipts are taken by Council based on recommendations of an Infrastructure Advisory Group comprising officers and members.**
8. **Authority be delegated to the Assistant Director Chief Executives Unit to amend the Constitution to allocate specific operational functions required to facilitate the day to day operation of CIL.**

Reason for Decision

To authorise the adoption of the Community Infrastructure Levy (CIL) Charging Schedule and associated policy documents in order that the Levy may be collected from the 1st July 2015.

Implications

Financial

The cost of developing and implementing the Council's CIL Policies and Procedures is being borne by the Local Development Framework (LDF) budget, and may be repaid from future CIL receipts. Once implemented, up to 5% of CIL receipts may be used for its ongoing administration. The full 5% has already been committed from the first year receipts for administrative purposes. The project is expected to be cost-neutral in the long term.

Once CIL is in place the Council will be responsible for collecting and allocating significant sums of money to the delivery of infrastructure. The delay in implementation will result in a loss of income for infrastructure projects.

Value for money

Officers have sought to get value for money in the commissioning of technical work and purchasing of supporting infrastructure such as new planning software. The Council will be responsible for allocating CIL money for spend, and thus will have a responsibility to ensure efficient use of funds.

Risk Implications

The Project Initiation Document (PID) was updated in February 2013 and sets out full details of the risks associated with the introduction of a CIL. They include insufficient buy-in from infrastructure providers and key stakeholders, changes in Government policy and team capacity.

Corporate Objectives

Preparation and implementation of a CIL contributes to all of the corporate objectives.

Affordable Housing

Affordable housing will be exempt from paying CIL and the CIL revenues cannot currently be used for provision of Affordable Housing. We will continue to secure Affordable Housing through the completion of planning obligations under S106 of the Town and Country Planning Act 1990 (as amended). The Charging Schedule is not considered to undermine the delivery of affordable housing in accordance with the Core Strategy. The viability assessments upon which our charges are based incorporate assumptions over the delivery of affordable homes.

Safe and Clean Environment

Open space and green infrastructure improvements have been identified as possible recipients of CIL funding within the Councils Draft Regulation 123 List Such works would contribute to a safe and clean environment.

Building Community Capacity

CIL revenues may be used to social enterprise and local community infrastructure which supports those in the most deprived areas Local communities should feel empowered to carry out improvements within their neighbourhood by the delegated of a proportion of CIL funding to them under Regulation 59 of the CIL Regulations

Regeneration

CIL will be used in combination with S106 to support the delivery of the key regeneration priorities for the Council.

Dacorum Delivers

Developing the CIL represents Value for Money as it will become cost-neutral once it is up and running as explained below. It will lead to the delivery of infrastructure required to support new development so will improve the reputation of the Council

Advice

The Assistant Director Planning, Development and Regeneration introduced the report which recommended adoption of formal mechanisms through the charging schedule. A consequence of CIL being adopted was that the Planning Obligations SPD would be un-adopted by the Council on 1 July 2015. The adoption date for CIL is set for 1 July 2015. Software for the collection of CIL and some charges notices needed to be finalised. There were some further constitutional matters detailed in the report to ensure operational functionality was covered by obligations. Governance arrangements had been discussed previously. An Infrastructure Advisory Group would be set up of members and officers.

Options and Why Options Rejected

No alternative options were considered.

Consultation

Consultation on the Charging Schedule and associated CIL Policies has been carried out in accordance with the CIL Regulations 2010 (as amended) as set out in Core Documents 7 (Community Infrastructure Levy – Legislative and Regulatory Compliance Statement) and 9 (Statement of Representations) to the CIL Examination. These were considered as part of the examination process.

In terms of internal processes, both the CIL Task and Finish Group and a Corporate CIL Working Group have advised on the preparation of the Charging Schedule, Regulation 123 list and associated CIL policies. There have been reports to Cabinet at

key stages in the process and the Planning and Regeneration Portfolio Holder has been kept apprised of progress.

Progress on the CIL project is regularly reported through CORVU.

Voting

None.

7.5 NAMING THE PUBLIC SERVICE QUARTER (CA/023/15)

Decision

That Council be recommended to approve that the Public Service Quarter be officially named 'The Forum'.

Reason for Decision

To recommend a name for the Public Service Quarter.

Implications

Financial

None directly

Value for Money

No costs have been involved in the proposed naming of the Public Service Quarter. The new building will be considerably more efficient and its running costs will be substantially less than the Civic Centre.

Risk Implications

None identified.

Corporate Objectives

Regeneration

The Public Service Quarter is a key part of the Gade Zone Regeneration project which is aimed primarily to deliver significant regeneration in the town centre. It facilitates the creation of a new community focused building housing public and voluntary sector partners, a new commercial leisure facility developing more family friendly and evening attractions into the town centre and much needed new homes. Subsequent development of the Civic Centre and college sites will bring further new investment into the town centre, most likely for new housing.

Advice

The Leader of the Council introduced the report. The new building would be used for many different services and after a lot of consideration The Forum was considered to be a suitable name for it.

Options and Why Options Rejected

No alternative options were considered.

Consultation

Consultation took place with:

- Monitoring Officer
- S 151 Officer
- James Doe, Assistant Director Planning and Regeneration
- James Deane, Assistant Director Finance and Resources
- Nick Brown, Group Manager Commercial assets and Property Development
- Mark Brookes, Group Manager, Legal Governance

Voting

None.

7.6 BUDGET 2015/16 (CA/024/15)

Decision

That Council be recommended to approve:

General Fund Revenue Estimate

- a) set a Dacorum Borough Council General Fund Council Tax requirement of £9.826m, and of £10.467m for the combined Borough Council and Parish Councils' requirement for 2015/16;**
- b) agree an increase of 1.8% in Council Tax for Dacorum Borough Council;**
- c) approve the base estimates for 2015/16, as shown in Appendix A of the report, and the indicative budget forecasts for 2016/17 – 2018/19, as shown in Appendix J of the report;**
- d) approve the forecast balances of Revenue Reserves as shown in Appendix H of the report, and approve paragraphs 14 – 31 of the report as the updated Reserves Strategy;**
- e) approve increases in Fees and Charges for 2015/16 as set out in Appendix I of the report;**
- f) approve and adopt the Treasury Management Strategy for 2015/16, attached at Appendix K of the report;**
- g) approve and adopt the Treasury Management Principles and Practices for 2015/16, attached at Appendix L 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 2014/15, and for 2015/16 to 2019/20, as detailed in Appendix G of the report;**

- j) **authorise the financing proposals in Appendix G of the report, subject to an annual review of the financing options by the Corporate Director Finance and Operations, in consultation with the Portfolio Holder for Finance and Resources, during the preparation of the Statement of Accounts.**

Housing Revenue Account (HRA)

- k) **set dwelling rent increases in accordance with the proposed policy to retain existing rent policy for those tenants below Target Rent, but to implement CPI-linked rental increases for those tenants who are at Target Rent. This results in an average increase of 3.71% which makes the average rent £106.02 per week (based on 52 weeks);**
- l) **approve the HRA estimate for 2015/16 as shown in Appendix F of the report.**

Terms and Conditions

- m) **approve the continued application of a living wage supplement for all affected employees, in accordance with the Living Wage, for 2015/16; to be reviewed annually thereafter.**

Statement by Chief Finance Officer

- n) **approve the statement by the Chief Finance Officer regarding the robustness of the budget estimates and level of reserves as set out in Appendix M of the report.**

Reason for Decision

To recommend the budget to Council in relation to:

- Revenue and Capital Expenditure together with the potential use of reserves
 - The setting of the Council Tax for 2015/16
 - The Treasury Management Strategy 2015/16
 - The level of fees and charges for 2015/16
-
- Advice to Councillors on the robustness of the Budget proposals and adequacy of balances and reserves as required by the Local Government Act 2003.

Implications

Financial and Value for Money

Contained within the body of the report.

Risk Implications

Budget Risk Assessment completed within report (Appendix M of the report).

Corporate Objectives

All of the Council's corporate objectives are reflected in the Budget proposals.

Advice

The Portfolio Holder for Finance and Resources introduced the report. The Council's decision to increase Council Tax by 1.8% did go against the advice of the Secretary of State for Communities and Local Government but the Council was unimpressed by the compensation offered for the third year running. The report was self-explanatory.

The Leader of the Council said he considered the increase was appropriate for this authority. There would be an opportunity to highlight the many benefits of this budget at Full Council. Members had had several presentations and the budget had been considered by all three Overview and Scrutiny Committees. This was a balanced budget and the Leader of the Council said he was content to recommend this budget to full Council.

Options and Why Options Rejected

No alternative options were considered.

Consultation

Consultation took place with:

- Overview and Scrutiny Committees
- Budget Review Group
- Town and Parish Councils
- Public Engagement Forum
- Corporate Management Team
- Group Managers

Voting

None.

