

CABINET AGENDA



TUESDAY 15 SEPTEMBER 2015 AT 7.30 PM
DBC BULBOURNE ROOM - CIVIC CENTRE

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Membership

Councillor Williams (Leader)
Councillor Elliot
Councillor Griffiths

Councillor Harden
Councillor Marshall
Councillor Sutton

For further information, please contact Catriona Lawson or

AGENDA

1. MINUTES (Pages 1 - 10)

To confirm the minutes of the meeting held on 21 July 2015 (circulated separately to Cabinet members).

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. PUBLIC PARTICIPATION

An opportunity for members of the public to make statements and ask questions in accordance with the rules as to Public Participation.

4. DECLARATIONS OF INTEREST

To receive any declarations of interest

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

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent

and, if the interest is a disclosable pecuniary interest, or a personal interest which is also prejudicial

- (ii) may not participate in any discussion or vote on the matter (and must withdraw to the public seating area) unless they have been granted a dispensation.

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

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

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

5. REFERRALS TO CABINET

To receive any referrals made to Cabinet

6. CABINET FORWARD PLAN (Pages 11 - 14)

7. RISK MANAGEMENT PROCESS - Q4

Report to follow

8. BUDGET MONITORING AND PERFORMANCE REPORT QUARTER 1 (Pages 15 - 24)

9. TREASURY MANAGEMENT OUTTURN AND PERFORMANCE INDICATORS (Pages 25 - 32)

10. ENFORCEMENT POLICY (Pages 33 - 48)

11. FINANCIAL REGULATIONS REVIEW (Pages 49 - 52)

12. THE FORUM (Pages 53 - 134)

13. REVOCATION OF THE AFFORDABLE HOUSING CLARIFICATION NOTE (Pages 135 - 142)

14. EXCLUSION OF THE PUBLIC

To consider passing a resolution in the following terms:

That, under s.100A (4) of the Local Government Act 1972 Schedule 12A Part 1 as amended by the Local Government (Access to Information) (Variation) Order 2006 the public be excluded during the items 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 those items, there would be disclosure to them of exempt information relating to the financial and business affairs of the Council and third party companies/organisations.

Local Government Act 1972, Schedule 12A, Part 1, paragraph 3.

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MINUTES

CABINET

21 JULY 2015

Present:

Members:

Councillors: Williams (Leader)
Griffiths
Marshall
Sutton

Officers:

Cabinet Support Members

The meeting began at 7.37 pm

CA/11/15 MINUTES

The minutes of the meeting held on 29 June 2015 were agreed by the committee and signed by the Chair.

CA/12/15 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Elliot & Harden.

CA/13/15 DECLARATIONS OF INTEREST

There were none.

CA/14/15 PUBLIC PARTICIPATION

There was none.

CA/15/15 REFERRALS TO CABINET

There were none.

CA/16/15 CABINET FORWARD PLAN

James Doe requested that the Dacorum Borough Council Conservation Strategy be added to the Forward Plan for September.

The Forward Plan was then noted.

CA/17/15 AUTHORISATION OF VIREMENTS

Councillor Marshall clarified that the virement was for the current financial year and noted that it was a sizeable sum to be asking for at such an early stage of the financial year. She advised that she appreciated that it was for responsive repairs and voids, which cannot be measured, but enquired as to why so early in the financial year.

James Deane advised that the data is kept on all virements and will be factored into next years budget.

Elliot Brookes advised that it was not about volume of work but more to do with the pricing mechanism within the contract, more to do with the application of profit and overheads and running costs. In short the structure of the finances rather than the volume of work.

Councillor Marshall enquired as to whether this would be reflected in the budget for next year.

Elliot Brookes confirmed it would.

The Committee agreed the virements.

CA/18/15 CONSULTATION ON MODIFICATIONS TO THE SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT (DPD)

Councillor Guest requested to address the Committee regarding this matter.

The Chair agreed.

Councillor Guest made the following address:

Leader, Cabinet, this document raises questions.

It states on P3-4 of the report that advice from key stakeholders such as the Local Education Authority and the Highway Authority should be sought where appropriate. Feedback on the Borough Council's Infrastructure Delivery Plan has also been significant in developing a clear understanding of infrastructure needs. Will the road infrastructure in and accessing LA3 and the Site Allocations be able to cope with the traffic generated? Is there a commitment from the County Council that a new primary school at LA3 will happen?

The level and broad location of new development including the principle of releasing the six Local Allocations from the Green Belt has already been established through the Core Strategy. That is why I spoke and voted against the Core Strategy. It would mean the release of LA3, and I am opposed in principle to releasing this high quality Green Belt for building. One of the most important aspects of the Site Allocations is the inclusion of policies to deliver the six Local Allocations, including 900 homes at LA3. I have been opposed to building on this land since 1996 and couldn't support policies to deliver the development of it.

The Local Allocations will be managed as countryside until they are required for development. Can an assurance be given that they will remain countryside until all the brownfield sites have been exhausted?

The Green Belt has always been a constraint to be taken into account when deciding how far a council can go towards meeting its objectively assessed housing need. However the NPPF does allow for new Green Belt boundaries to be drawn when a council reviews its strategic plan. If the Green Belt is a constraint when meeting objectively assessed need, why propose the release of it? Could falling short of meeting housing need because of Green Belt constraints have been successfully defended to the Inspector at Examination? If it could, can the need to develop the Local Allocations be revisited in the Early Partial Review process?

Since the publication of the Pre-Submission Site Allocations Document there has been a re-run of the Hemel Hempstead Transport model. The Infrastructure Delivery Plan of June 2015 has an update to the 2014 report to ensure that infrastructure issues raised through the Pre-Submission consultation are discussed and addressed by service providers.

Updates of transport modelling and the addressing of infrastructure issues raised by consultation are welcome. However who commissioned these studies and who conducted them?

It is welcome that liaison with infrastructure providers has continued through the preparation of an update to the Council's Infrastructure Delivery Plan, including meetings with the old PCT, West Herts. Hospitals Trust, Highways England, Thames Water and Children, Schools and Families at Herts. County Council. Now that PCTs have gone, are the meetings continuing but with Herts. Valleys CCG and NHS England?

Infrastructure providers have confirmed that there are no infrastructure "showstoppers" that would prevent the delivery of development subject to the timely delivery of infrastructure. Does the Infrastructure Delivery Plan detail when infrastructure will be delivered to show that it is timely for the new development?

The only outstanding infrastructure issue is with the Environment Agency regarding waste water and sewerage capacity. The comments from the Environment Agency may be late, they may refer to the overall quantum of development rather than specific sites, Thames Water may support the Council's approach as set out in the Site Allocations Document, the Environment Agency and Thames Water may be involved in work on a County-wide basis and it may be available to inform the early partial review of the Core Strategy. However can it be guaranteed that waste water and sewerage capacity will be adequate for each of the Local Allocations like LA3 when it is developed. If it isn't you don't need me to tell you what we'll all be in!

For the submission, Habitat Regulations Assessments can be included at the Council's discretion. Will they be for LA3, currently home to butterflies, bats and badgers? Will evidence of impact of development at this site on the river Bulbourne be submitted?

In the Core Strategy it is envisaged that the Local Allocations will be developed from 2021 onwards. However planning applications will be received and determined

before then, and construction and works may take place before the release date to enable occupation of the new homes by 2021. What would be the status of the land at this point? Would it be Green Belt or not?

The Core Strategy, Site Allocations DPD, Infrastructure Delivery Plan and CIL all ensure that appropriate health infrastructure is provided. That includes improved GP cover as a result of LA3. However the Parkwood Drive surgery at Warners End doesn't want to set up a branch surgery at LA3 and room for expansion on the current site is very limited. How is the NHS planning to provide GP cover?

In the light of recent ministerial announcements is there still the same need for the level of Gypsy and Traveller provision across the Borough as originally envisaged?

Answers to these questions will help to clarify what is needed now and whether there will be the infrastructure to support it.

James Doe responded that he would try to respond to the questions raised sequentially.

With regards to a review of the local allocations and whether it is appropriate to release this site before every greenfield site has been exhausted, the simple answer is no, however the gradual exhaustion of brownfield resource within Dacorum has led to a need for us to identify some sites that are in the green belt for development. Dacorum's record on brownfield sites is exemplary as we have been delivering over 95% of our new housing on brownfield sites for many years, but that is a finite resource and has to end. He further added that they have to show through the local planning process show a steady and adequate supply of land to be built on and some of that resource will be brownfield but inevitably we will need to bring in some greenfield and green belt sites into that equation to make sure we have a robust housing land supply. He went on to add that the risk to the Council if we don't make that supply available that we as a Council could be prone to speculative applications elsewhere in the green belt, where a developer might argue that we don't have a sufficient supply. So we are trying to take a balanced approach with brownfield sites and some greenfield sites as well.

In terms of can this be revisited in the early partial review, the advice would have to be no, the reason being that when the local plan examination was held in October 2013, the inspector made it very clear in his report that he was concerned at the amount of housing that Dacorum actually allocated within its plan and gave us the option of doing an early partial review with a view to re-examining the housing numbers. All the evidence so far points to more land being needed for development, so on the current housing land supply information we have, I would advise against revisiting any of the six local allocations, through the early partial review. Work is being done on housing market intelligence and a meeting is to be held with Portfolio Holders next Monday to discuss the preliminary findings and we will be in a position to advise Cabinet what the new position will be for the early partial review in due course.

With regards to transport modelling work has been carried out for the Core Strategy as a whole and the Borough Council has commissioned that from County Council through its traffic management and forecasting models and that has shown that the network with some selected improvements, does have capacity to accommodate the

additional development that we are proposing for developers to undertake through the local allocations. There will be some further transport modelling undertaken at the time of the planning application, as a planning application of this nature will require a transport assessment and the details of these improvement will be arranged through that transport assessment process.

With regards to health improvement, meetings are continuing with the Herts Valley Clinical Commissioning Group. In terms of provision for GP cover, that is still under discussion with the CCG. The main thing we are doing as a Council for this at present is to make the land available, through the development, for a facility. The current view of Parkwood Drive Surgery is that they wouldn't be prepared to set up a satellite surgery in that location, but talks are still underway with them and the CCG regarding that provision. As a Local Authority we have to make the land available and the NHS have to provide the facility.

In terms of the Infrastructure Delivery Plan, this has been ongoing for some years now and the first purpose of it is to simply assess the amount of infrastructure that we need across the Borough. With regards to when this is phased in, this document is to make sure we are getting the right delivery of infrastructure through the successive developments of the various sites. So the Infrastructure Development Plan works hand in hand with the Core Strategy and the Site Allocations document to make sure we have a clear provision at the appropriate time. With regards to Highways and Educational provision, those are to be secured through a Section 106 agreement and not through CIL. As to the County Council's commitment, they are engaged within this process and the primary pull on the development resources will be to deliver the two form entry primary school on this site.

The report does state that the Environment Agency's reports were late, but had earlier indicated that there was capacity within the system. He went on to assure the committee that at planning application stage, the correct provision of drainage will be addressed, as has been done at Spencer's Park.

In terms of the Habitat Regulations and the river Bulbourne, all sites have been subject to continual environmental appraisal, and more detailed investigations will be carried out at the planning application stage.

With regards to the questions around timing, the Plan states that the green belt sites, the Local Allocations, are not to be delivered from 2021 onwards, however the implication of that is that developers will need to organise planning applications earlier, to ensure that we get the occupations from 2021. That is critical for our supply of housing, to make sure those properties are ready by 2021.

In response to the question as to when the site comes out of the green belt, that is essentially when this document is adopted, which we expect to be at some point next year, once it has been through examination and assuming that that is a successful process, that will remove the site from the green belt and pave the way for the planning application to be submitted.

James Does finished by advising that the report builds on the site allocation document which went through public consultation last year, which resulted in a number of changes. However they had also sought legal advice and advised the committee that they will need to re-consult on the significant changes to the plan, a lot revolve around the position at Tring, where we have had to seek further advice

following the legal position regarding the position of cemeteries and traveller sites within the green belt, so the biggest change to report is a slight re-drawing of the green belt boundary, to take both the cemetery and the traveller site out of the LA5 designation within the urban area. This is a fairly minor change on the map but might raise some significant issues. Our legal advisor has suggested we go to consultation with that to keep the process robust.

Councillor Sutton added that there would be a six week further consultation, which would mean that the final report would be submitted in early 2016.

Councillor Williams commented that he had thought this report was due to go to Council in September and enquired as to whether this was now not the case.

Steve Baker advised there would be the consultation period, it would then go to Council and then to the Inspector.

The committee agreed the recommendations of the report.

CA/19/15 MOBILE HOMES POLICY

Councillor Marshall introduced the report advising that the Mobile Homes Act requires that before you can charge fees, you must have a published fees policy. The policy is specifically for mobile homes and puts the fee charging on a firmer footing. She went on to advise that the Housing & Community OSC had considered the report on the 8th July, where it was thoroughly debated, resulting in some minor amendments. There was a recommendation that in Paragraph 3.2.1 of the actual policy it should be made clear that the list is not exhaustive and that at Appendix A of the policy, where there are points identifying risks, the last few lines need adjustments as the word 'other' that is in bold is actually a heading. The penalties are there to identify the risk rating system, which informs the level of charge.

Councillor Mrs Griffiths enquired as to whether the policy covered single mobile homes, where perhaps people may be staying whilst refurbishing or building their home or if it was just for sites.

Nicholas Egerton advised that where planning permission has been granted and it is intended to be there for more than 28 days.

The committee agreed the recommendation.

CA/20/15 MEDIUM TERM FINANCIAL STRATEGY

James Deane introduced the report advising it was for the period 2015/16 – 2019/20. He advised that it had been updated to reflect the summer budget of 2015, and that it had also been updated to include the audited out-turn position for 2014/15. Once those figures had been factored in to the model there is a savings target emerging for the next four year of £3 million. He advised that it is substantially front loaded, with £1.4million next year and £1.2million in 2017/18 and that these are driven by continued reductions in government grants. He advised that at this stage they were forecast figures and in terms of the government grants, there were two big risks coming up; one of which was the spending review which is currently underway and that government departments are being asked to model two different scenarios,

looking at reductions of one at 25% and one at 40% and that this is in line with the assumptions that we have within the model, however we will not know for sure what the reductions will be until November and that in turn we will not find out the actual impact this will have on Dacorum until the Local Government Finance Settlement in December.

With regards to the HRA an updated business plan will be presented to Cabinet in October. There are likely to be some significant changes as a result of the summer budget, in particular the 1% reduction year on year for the next four years, however that is being modelled through at present. He further added that they are working with the Chartered Institute of Housing to look at Local Government responses and once that is in place it will be brought to Cabinet in October.

Councillor Mrs Griffiths enquired that other than tenants on Housing Benefit, how do we know what the income is from our tenants, and how can you work out if it is 1% across the board or if it is just 1% to a certain level.

James Deane advised that at the present time we do not currently know our tenants income, however there has been some mention of legislation being passed to enable us to get that information. In terms of the effect it will have on the Dacorum business plan, he suspects that those tenants with an income in excess of £30,000 will get the increase but the amount that Dacorum will get will be reduced by 1% on what we are currently getting this year.

Councillor Marshall noted that the report indicates that we have to look for economies and enquired as to what the position was regarding income maximisation, where we are able to increase our income or explore areas where the Council is able to provide services.

James Deane advised that to deal with the funding deficit, either reduce spending or increase your income, but that a blend of both would be so much the better. He went on to advise that the next steps are that the budget review group meetings have now been scheduled and begin in August, and that they will meet monthly throughout the budget setting process, within that forum options will be looked at to potentially generate more income and then with advise from members we can start working on some of those proposals.

Councillor Williams commented that one of the most significant changes is the reduction in the Revenue Support Grant where it has gone from £2.07million to £1.4million and enquired as to whether this was a known fact or an assumption.

James Deane advised it was an assumption based on work carried out by Local Government Futures who do a large proportion of the sectors logging, so it is based on a large number of previous government statements, the direction in which it is going and they have been fairly accurate, in terms of their predictions in the past. In terms of potential optimism, this was modelled after the original budget, where the government were implying that there would be £42million worth of cuts next year, however in reality that has been reduced to less than half of that and it may be evened out more over the next three years or so.

Councillor Williams clarified that that figure will not be firmed up until the December announcement.

James Deane confirmed this was the case but that we would get an indication when the spending review figures are released as that will set what the Department for Communities and Local Government have got to spend over the next few years, so you will be able to extrapolate more effectively from that.

Councillor Mrs Griffiths suggested that by doing the national living wage we have put ourselves ahead of the game as it is already in the core budget.

James Deane confirmed that was correct.

The committee agreed to recommend the report to Council.

CA/21/15 TWO WATERS REGENERATION

Councillor Sutton advised that he had attended the 2nd of the Two Waters Planning Framework workshops and had been extremely impressed by the process that is going on. He advised that the area was open to regeneration and from the meetings he has attended is confident that any regeneration works would be done sympathetically and would go hand in glove with the open spaces that exist within Boxmoor and the Two Waters area. He went on to advise that the report covers a fairly large area but that it is worth looking at that as a whole. He advised that the purpose of the report was to agree the planning framework.

James Doe added that Two Waters is an up and coming area for regeneration and that it was important to have something fit for purpose to deal with those proposals and suggested that the framework now be sent out for consultation and to then report back once the views of the public have been secured.

Councillor Williams referred to Recommendation 2 and the final framework being brought back to Cabinet and Council and enquired as to whether there was a timescale for that.

James Doe advised that he anticipates it would come back to Cabinet in the autumn.

The committee agreed the recommendations.

CA/22/15 DACORUM TOURISM STRATEGY

Councillor Sutton congratulated Sue Lea on the Tourism Strategy launch event stating that it was a well put together and well received event. He advised it is about taking on board partners who want to be a part of the Tourism Strategy. He went on to advise that this is an important strategy as the way that the town will generate in the coming years there will be a need for more hotels and restaurants and that Sue Lea had laid the foundation for that.

Councillor Williams stated that he had been at the launch and was pleasantly surprised by the number of people who had attended but enquired as to how successful sign up had been.

Sue Lea advised that 19 companies had signed up so far with more coming in.

The committee agreed to recommend the report to Council.

CA/23/15 EXCLUSION OF THE PUBLIC

Agreed.

CA/24/15 NEW BUILD DEVELOPMENT

Julia Hedger introduced the report and advised that she was happy to take questions

Councillor Mrs Griffiths advised that it did not take into account what had happened in the budget, but that it reflected our current position.

Councillor Williams enquired that the funding required for each of the schemes was in place and if there would be a need going forward to adjust the mix of tenures on some of the sites for affordability if funding does not go the way that we had thought.

Elliott Brooks advised that modelling had just started in terms of the HRA business plan and that there were options around other resources in the HRA and the capital programme. He advised that following the move to self funding their capital programme had doubled overnight so we would hope to present some scenarios to members in the coming weeks that take into account some of the impact that James Deane referred to earlier.

Julia Hedger advised that Martindale and Woodhouse were the 2 schemes where different tenures may need to be looked at but that they would bring the different options back to members.

Councillor Sutton referred to the opening of Farm Place and commented that we should be proud of the high standard of the build.

Councillor Williams agreed that he too had been impressed by the quality of the build and the layout and space within the properties. He went on to enquire as to whether Stationers Place in Apsley was on course with regards to timescales.

Julia Hedger advised that a pre-application had taken place the previous Friday and that the planning application was more likely to be in September as they had received some feedback from the Environment Agency which requires some work. However she concluded that they are still keen to start on site in April if planning permission is agreed.

Councillor Mrs Griffiths suggested that the demolition work on Able House and Martindale sites need to begin as soon as possible.

Julia Hedger confirmed that Martindale is due to be demolished in early September and that Able House was scheduled for the following week.

The committee agreed to the recommendations.

The Meeting ended at 8.22 pm

CABINET FORWARD PLAN – 15 September 2015

| | DATE | MATTERS FOR CONSIDERATION | Decision Making Process | Reports to Monitoring Officer/S.151 Officer | CONTACT DETAILS | BACKGROUND INFORMATION |
|----|----------|--|-------------------------|---|--|--|
| 1. | 20/10/15 | Alcohol Policy | F & R OSC | 01/10/15 | Dave Austin, Assistant Director, Neighbourhood Delivery 01442 228355 david.austin@dacorum.gov.uk | To approve a revised Alcohol Policy for Dacorum Borough Council staff. |
| 2. | 20/10/15 | Annual Review of HRA Business Plan | | 01/10/15 | Elliott Brooks, Assistant Director Housing 01442 228615 elliott.brooks@dacorum.gov.uk | Annual Review of the Council's 30 year Housing Revenue Account Business Plan. |
| 3. | 20/10/15 | Town Centre Management update including the Business Improvement District and the Outdoor Trading areas. | | 01/10/15 | James Doe, Assistant Director Planning, Development and Regeneration 01442 228583 james.doe@dacorum.gov.uk Chris Taylor, Group Manager Strategic Planning and Regeneration 01442 228405 chris.taylor@dacorum.gov.uk | To provide an update on Town Centre management; to set out arrangements for a Business Improvement District; to agree a new policy for the grant of consents for outdoor trading in Hemel Hempstead Town Centre including charging and enforcement arrangements. |
| 4. | 20/10/15 | Dacorum Local Planning Framework draft Masterplans for the Local Allocation housing sites | | 01/10/15 | James Doe, Assistant Director Planning, Development and Regeneration 01442 228583 james.doe@dacorum.gov.uk Chris Taylor, Group Manager Strategic Planning and Regeneration 01442 228405 chris.taylor@dacorum.gov.uk Laura Wood, Strategic Planning & Regeneration Team Leader 01442 228661 Laura.wood@dacorum.gov.uk | To approve masterplans to guide and direct the development of the identified Local Allocation Housing sites |
| 5. | 20/10/15 | Approval of DBC Conservation Strategy | | 01/10/15 | James Doe, Assistant Director Planning, Development and Regeneration 01442 228583 james.doe@dacorum.gov.uk | To consider the final version of the Borough's Conservation Strategy |
| 6. | 20/10/15 | Strategic Partner Commissioning | | 01/10/15 | Matt Rawdon, Group Manager – People 01442 228513 matthew.rawdon@dacorum.gov.uk | To approve the voluntary sector commissioning approach from 1 April 2016. |
| 7. | 20/10/15 | Car Parking Policy | | 01/10/15 | Dave Skinner, Assistant Director – Finance & Resources, 01442 228662 david.skinner@dacorum.gov.uk | To review the Council's car parking policy. |
| 8. | 20/10/15 | Homeless Grant Prevention fund | | 01/10/15 | Julia Hedger, Group Manager Strategic Housing. 01442 228363 Julia.hedger@dacorum.gov.uk | |
| 9. | 20/10/15 | Landlord Incentive | | 01/10/15 | Julia Hedger, Group Manager Strategic Housing. 01442 228363 | |

| | DATE | MATTERS FOR CONSIDERATION | Decision Making Process | Reports to Monitoring Officer/S.151 Officer | CONTACT DETAILS | BACKGROUND INFORMATION |
|-----|----------|------------------------------------|-----------------------------|---|---|---|
| | | | | | Julia.hedger@dacorum.gov.uk | |
| 10. | 20/10/15 | Dacorum Social Compact | | 01/10/15 | Steve Baker, Assistant Director Chief Executive's Unit, 01442 228229 Steve.baker@dacorum.gov.uk | The Dacorum Compact is an agreement between the Council and local charities and voluntary sector organisations which sets out the principles for partnership working. The Dacorum Compact was last refreshed in 2008 and is currently under review. The report updates Members on the review and recommends changes to the current version. |
| 11. | 24/11/15 | Two Waters Regeneration Framework | | 05/11/15 | James Doe, Assistant Director Planning, Development & Regeneration 01442 228583 James.doe@dacorum.gov.uk Chris Taylor, Group Manager Strategic Planning and Regeneration 01442 228405 chris.taylor@dacorum.gov.uk | To consider the outcome of public consultation on the draft Two Waters Regeneration framework and recommend a final version of it to Council for approval. |
| 12. | 24/11/15 | Risk Management | | 05/11/15 | James Deane, Corporate Director (Finance & Operations) 01442 228278 james.deane@dacorum.gov.uk | |
| 13. | 24/11/15 | Performance Reports – Quarter 2 | F & R OSC H&C OSC | 05/11/15 | James Deane, Corporate Director (Finance & Operations) 01442 228278 james.deane@dacorum.gov.uk | To review the Council's forecast outturn position at the end of the first quarter. |
| 14. | 24/11/15 | Annual Review of HRA Business Plan | | 05/11/15 | Elliott Brooks, Assistant Director Housing 01442 228615 elliott.brooks@dacorum.gov.uk | Review of the Council's 30 year Housing Revenue Account Business Plan following recent announcements relating to rent policy going forward. |
| 15. | 15/12/15 | | | 26/11/15 | | |
| 16. | 26/01/16 | Risk Management Process- Quarter 2 | | 07/01/16 | James Deane, Corporate Director (Finance & Operations) 01442 228278 james.deane@dacorum.gov.uk | To update on the ongoing implementation of the Corporate Risk Management Strategy, progress to date on risk improvement action plans and to advise of the amendments to the |

| | DATE | MATTERS FOR CONSIDERATION | Decision Making Process | Reports to Monitoring Officer/S.151 Officer | CONTACT DETAILS | BACKGROUND INFORMATION |
|--|------|---------------------------|-------------------------|---|-----------------|------------------------|
| | | | | | | risk register. |

| Future items: | Author | Date of Cabinet |
|-------------------------|---------|---|
| Risk Management Process | J Deane | Nov 2016 – Q3 May/June 2017–Q4/Annual Report Sept 2017 – Q1 |
| Performance Report | J Deane | Feb 2016 – Q3 May 2016 – Q4 Sept 2016 – Q1 |

Future Cabinet Dates: 2016: 09/02/16; 22/03/16; 26/04/16.

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AGENDA ITEM: 8

SUMMARY

| | |
|-------------------------|--------------------------|
| Report for: | Cabinet |
| Date of meeting: | 15 September 2015 |
| PART: | 1 |
| If Part II, reason: | |

| | |
|-------------------------|---|
| Title of report: | Budget Monitoring Quarter 1 2015/16 |
| Contact: | Cllr Graeme Elliot, Portfolio Holder for Finance and Resources David Skinner, Assistant Director (Finance & Resources) Richard Baker, Group Manager (Financial Services) |
| Purpose of report: | To provide details of the projected outturn for 2015/16 as at Quarter 1 for the: <ul style="list-style-type: none"> • General Fund • Housing Revenue Account • Capital Programme |
| Recommendations | It is recommended that Cabinet: <ol style="list-style-type: none"> 1. Consider the budget monitoring position for each of the above accounts; and, 2. Recommend to Council the supplementary budgets set out below. Details for these supplementary budgets are set out in the body of the report and have a net nil impact on the General Fund Working Balance: <ul style="list-style-type: none"> • Increase Revenues and Benefits Agency Budget by £70k • Increase Other Government Grants Budget by £70k • Decrease the Performance and Projects Employees Budget by £10k |

| | |
|---|--|
| | <ul style="list-style-type: none"> •Decrease use of the Technology Reserve by £10k •Increase Office Accommodation Budget by £52,500 •Increase use of The Forum Reserve by £52,500 •Decrease the LDF Consultancy budget by £50k •Decrease use of the LDF reserve by £50k |
| Corporate objectives: | Dacorum Delivers |
| Implications: | Financial and Value for Money implications are included within the body of the report. |
| Risk Implications | Risk implications are included within the body of the report. |
| Equalities Implications | There are no equality implications. |
| Health And Safety Implications | There are no health and safety implications. |
| Monitoring Officer/S.151 Officer Comments | <p>Deputy Monitoring Officer</p> <p>No further comments to add.</p> <p>Deputy S.151 Officer</p> <p>This is a Section 151 Officer report.</p> |
| Consultees: | Budget Managers |
| Glossary of acronyms and any other abbreviations used in this report: | <p>GF – General Fund</p> <p>HRA – Housing Revenue Account</p> |

1. Introduction

1.1 The purpose of this report is to outline the Council's forecast outturn for 2015/16 as at 30 June 2015. The report covers the following budgets:

- General Fund
- Housing Revenue Account (HRA)
- Capital Programme

2. General Fund Revenue Account

2.1 The General Fund revenue account records the income and expenditure associated with all Council functions except management of the Council's own housing stock, which is accounted for within the Housing Revenue Account (HRA) (see Section 6).

2.2 Appendix A provides an overview of the General Fund provisional outturn position, separating expenditure into controllable and non-controllable categories in order to focus scrutiny on those areas that officers are able to influence, i.e. the controllable.

2.3 The majority of non-controllable costs result from year-end accounting adjustments, e.g. depreciation charges. These are required to show the true value of resources used to provide the Council's services, but do not result in a cash charge to taxpayers.

2.4 The table below provides an overview by Scrutiny area of the current forecast outturn for controllable budgets within the General Fund.

| | Controllable Budget £000 | Projected Outturn £000 | Variance | |
|----------------------------------|--------------------------------|------------------------------|------------|-------------|
| | | | £000 | % |
| Finance & Resources | 10,623 | 11,102 | 479 | 4.5% |
| Strategic Planning & Environment | 5,810 | 6,089 | 279 | 4.8% |
| Housing & Community | 1,101 | 1,128 | 27 | 0.5% |
| Total | 17,534 | 18,319 | 785 | 4.5% |

2.5 The following sections provide an analysis of the projected outturn and major budget variances shown by Scrutiny area.

3. Finance and Resources

| Finance & Resources | Controllable Budget £000 | Projected Outturn £000 | Variance | |
|---------------------|-----------------------------|---------------------------|------------|-------------|
| | | | £000 | % |
| Employees | 10,188 | 10,461 | 273 | 2.7% |
| Premises | 1,517 | 1,564 | 47 | 3.1% |
| Transport | 37 | 37 | 0 | 0.0% |
| Supplies & Services | 4,570 | 4,613 | 42 | 0.9% |
| Third-Parties | 1,411 | 1,464 | 54 | 3.8% |
| Income | (7,101) | (7,037) | 64 | -0.9% |
| | 10,623 | 11,102 | 479 | 4.5% |

3.1 Employees - £273k over budget (2.7%)

Pressure of £200k – This overspend relates to employee costs within the Revenues and Benefits service. £90k is linked to the vacancy provision, which is set at 5% of direct salary costs for 2015/16. The balance of £110k is due to the employment of additional staff to support the processing of benefit claims. £70k of unbudgeted grant income has been received from the Department of Work and Pensions in the form of New Burdens funding. Cabinet is asked to recommend to Council an increased agency budget of £70k and an offsetting grant income budget of £70k. The service is currently exploring ways in which the remaining overspend can be brought back into line through the use of technology to improve productivity.

Pressure of £83k - A pressure across services is projected linked to the vacancy provision. This target is set at 5% of direct salary costs for 2015/16. This position will continue to be monitored.

Underspend of £10k – There is an underspend of £10k on the budget for the Digital Project Management Team Leader post, which is a 2 year post funded from the Technology Reserve. A budget of £60k has been included for year one of this post, however the requirement for 2015/16 is £50k. Cabinet is asked to recommend to Council a reduction in the budget for Employees in the Performance and Projects service and a corresponding reduction in the drawdown from the Technology Reserve.

3.2 Premises - £47k over budget (3.1%)

Pressure of £30k – There is a pressure of £30k relating to Business Rates incurred by the Council on void commercial properties. The level of voids is kept under close review and, as new tenancies begin, this pressure may reduce. This will be monitored closely as the year goes on.

3.3 Supplies & Services - £42k over budget (0.9%)

Pressure of £20k – There is a pressure on the budget for Public Conveniences relating to under-budgeting of the costs of cleaning.

Pressure of £13k – In 2014/15 the council commissioned Liberata to carry out a review of empty properties with a view to bringing these back into use, which will attract New Homes Bonus. Over 200 properties were identified which were no longer empty. This work is ongoing and a further 30 properties have been brought back into use so far this financial year.

The Council has a requirement to replace 420 offices chairs at its main offices in Hemel Hempstead at a cost of £52,500. This requirement has arisen as a result of the move to hot-desk working across the authority. Many of the existing chairs are not fully adjustable to meet the needs of users. All chairs will transfer to the new office building, The Forum, when this building is operational. It is proposed that the purchase is funded from The Forum Reserve, in line with its approved use as set out in the Budget Report presented to Cabinet on 10 February 2015. Cabinet are asked to recommend to Council a drawdown from The Forum Reserve of £52,500.

3.3 Third Parties £54k over budget (3.8%)

Overspend of £40k – Savings were put into the budget following the decision to review the Council's payroll contract. Due to delays in the review, these savings will not be achieved in the expected timescale. It is envisaged that a new payroll contract will be in place by the beginning of next financial year.

Overspend of £14k – There is an overspend in Facilities Management costs due to higher than expected reactive works £8k and some additional overtime costs £6k.

3.4 Income £64k under budget (0.9%)

Pressure of £110k – The budgeted growth from Investment Property income has not been achieved as expected. An inflationary increase of 2.8% was applied to the budget, which may have been too ambitious given the economic climate continues to be challenging especially for small businesses.

Surplus of £45k – This surplus has arisen as a result of service charges being billed to Herts County Council following the relocation of the Hemel Hempstead Library into the Civic Centre.

4. Strategic Planning and Environment

| Strategic Planning and Environment | Controllable Budget £000 | Projected Outturn £000 | Forecast Variance | |
|------------------------------------|-----------------------------|---------------------------|-------------------|-------------|
| | | | £000 | % |
| Employees | 7,965 | 8,283 | 319 | 4.0% |
| Premises | 1,312 | 1,299 | (13) | -1.0% |
| Transport | 1,421 | 1,540 | 119 | 8.4% |
| Supplies & Services | 4,659 | 4,590 | (69) | -1.5% |
| Third-Parties | 121 | 121 | 0 | 0.0% |
| Income | (9,668) | (9,743) | (75) | -0.8% |
| | 5,810 | 6,089 | 279 | 4.8% |

4.1 **Employees - £319k over budget (4.0%)**

Pressure of £195k – There is a pressure of £195k in the budget for Employees costs in Waste Services. A challenging savings target of £420k was put in to the 2015/16 Budget, based on efficiencies to be delivered through the new waste service which was introduced in November 2014. Only a portion of these savings are currently being achieved, as the new service is not proving to be as productive as expected. At the present time, 2 additional waste collection rounds are being required over and above the anticipated round structure. Work is ongoing to establish why this is the case, and bring the overspend back into line.

Levels of staff sickness are marginally higher than anticipated and a number of staff are on restricted duties. It is hoped that these employees will return to full duties in due course. Agency staff are being used to cover for absent staff, but they are typically not as experienced, efficient or motivated as the Council's own staff, and this has an effect on productivity. The new First Care system for reporting of sickness has been implemented on 1st August 2015, and this has been proven to reduce sickness levels in other Local Authorities where it has been introduced. In addition to this, work is underway to review the round structure and make any necessary changes to bring productivity levels back into line as quickly as possible.

Pressure of £124k – A pressure across services is projected as a result of the vacancy provision, which is set at 5% of direct salaries costs. In front-line areas such as Clean, Safe & Green, where service delivery is key, vacancies are filled quickly when they arise which has meant that the vacancy factor is not expected to be met. This position will continue to be monitored.

4.2 **Transport - £119k over budget (8.4%)**

Pressure of £119k – This pressure has arisen in Waste Services due to the need to hire additional vehicles. As mentioned above there are currently 2 additional waste collection rounds being put on over and above the planned rounds. There is also a vehicle on hire pending the purchase of a replacement vehicle through the capital programme.

4.3 **Supplies & Services - £69k under budget (1.5%)**

Underspend of £50k – There is an underspend in the Local Development Framework (LDF) budget of £50k. This is because the public examination into the LDF Core Strategy which was planned for 2015/16 is now not scheduled to take place until 2016/17. This budget is funded from the LDF reserve, so the contribution from reserves will be reduced by £50k resulting in no overall impact to the Council's budget. Cabinet is asked to recommend to Council a decreased consultancy budget and an offsetting reduction in the contribution from reserve.

Underspend of £50k – An underspend of £50k is expected in the Waste Services, as waste from Housing repairs is no longer being disposed of at Cupid Green depot. This is as a result of the new Housing repairs contractor Osborne disposing of waste externally. Although a variance is showing in controllable expenditure, this will be offset in full by a lower than budgeted recharge to the HRA. A decrease in recharge income has therefore been shown in the non-controllable section of the report at Appendix A.

4.4 Income - £75k surplus (0.8%)

Surplus £80k - Car parking income is expected to be above budget, comprised of three main elements: off-street car parking is forecast to achieve an additional £35k; on-street car parking is forecast to achieve an additional £25k, and on-street penalty charge notices are expected to be over budget by £15k. These forecasts are based on current trends and historical information.

5 Housing and Community

| Housing & Community | Controllable Budget £000 | Projected Outturn £000 | Forecast Variance | |
|---------------------|-----------------------------|---------------------------|-------------------|-------------|
| | | | £000 | % |
| Employees | 3,282 | 3,367 | 85 | 2.6% |
| Premises | 357 | 315 | (41) | -11.6% |
| Transport | 39 | 39 | 0 | 0.0% |
| Supplies & Services | 1,619 | 1,641 | 22 | 1.3% |
| Third Parties | 36 | 36 | 0 | 0.0% |
| Income | (4,233) | (4,270) | (38) | 0.9% |
| | 1,101 | 1,128 | 27 | 2.5% |

5.1 Employees - £85k over budget (2.6%)

Pressure of £40k – there is a pressure in Strategic Housing due to two posts being funded by grant income. The budgets will be realigned in due course to remove this variance, as the grant income has already been secured.

Pressure of £45k - A pressure of £45k across services is projected linked to the vacancy provision. This target is set at 5% of direct salary costs for 2015/16. This position will continue to be monitored.

5.2 Premises - £41k under budget (11.6%)

Underspend of £40k – In the Homelessness service, there have been savings in temporary accommodation costs arising from 2 key factors: firstly improved advice and prevention have led to a reduced need for temporary accommodation, and secondly, the Council has been using its own hostels at Leys Road and Woolmer Drive.

5.3 Supplies & Services - £22k over budget (1.7%)

Pressure of £20k - There is a projected overspend in the Homelessness service due to some additional cost for the hostels including CCTV monitoring at The Elms and beds and mattresses for both The Elms and Woolmer Drive.

5.4 Income - £38k surplus (0.9%)

Surplus of £36k – This surplus relates to grant income received by the Homelessness service to fund the pressure in Employees mentioned above. This variance will be tidied up in due course through the virement process.

6. Housing Revenue Account (HRA)

6.1 The HRA is a ring-fenced account relating to the Council's Landlord functions. A guiding principle of the HRA is that revenue raised from rents and service charges must be sufficient to fund expenditure incurred. The forecast outturn position for the HRA is shown at Appendix B.

6.2 The projected HRA balance at the end of 2015/16 broadly in line with the budgeted balance of £2.9m.

6.3 Supervision and Management – £14k over budget (0.1%)

The relatively minor overspend of £14k is comprised of various different factors:

- £35k pressure as a result of contract staff being used to cover the Housing Development Manager post. This cost could potentially be capitalised, however as most of the HRA capital programme is funded from Revenue Contribution to Capital, the cost would ultimately be funded from the Revenue budget in any case.
- £20k pressure from agency staff being employed in the Voids team, over and above the budgeted establishment.
- £50k pressure in Property & Place largely due to vacancy provision not achieved.
- £30k saving in Tenants and Leaseholders and Supporting People as these areas are close to full capacity, and the agency budgets are not being utilised.
- £65k saving being forecasted as 2 posts for Mobile Cleaners are to remain vacant throughout 2015/16.

7. Capital Programme

7.1 Appendix C shows the projected capital outturn in detail by scheme.

The table below summarises the overall capital outturn position by Scrutiny area.

The 'Rephasing' column refers to those projects where expenditure is still expected to be incurred, but it will now be in 2016/17 rather than 2015/16, or conversely, where expenditure planned initially for 2016/17 will now be in 2015/16.

The 'Variance' column refers to those projects which are now complete, but have come in under or over budget and those projects which are no longer required.

| | Adjusted Budget £000 | Projected Outturn £000 | Rephasing £000 | Variance | |
|----------------------------------|-------------------------|---------------------------|-------------------|------------|-------------|
| | | | | £000 | % |
| Finance & Resources | 11,789 | 11,120 | (703) | 34 | 0.3% |
| Strategic Planning & Environment | 14,340 | 11,668 | (2,736) | 64 | 0.4% |
| Housing & Community | 2,598 | 2,800 | 26 | 176 | 6.8% |
| G F Total | 28,727 | 25,588 | (3,413) | 274 | 1.0% |
| HRA Total | 35,564 | 35,673 | 0 | 109 | 0.3% |
| Grand Total | 64,291 | 61,261 | (3,413) | 383 | 0.6% |

7.2 General Fund Major Variances

There is an overall projected underspend of £3,139k on the General Fund. This is a combination of forecast overspending of £274k and slippage of £3,413k into 2015/16.

The projected net overspend of £274k is comprised of:

- Line 64: an overspend of £33k on Hemel Gym Refurbishment. The work on this project was completed in 2013 and £79k was slipped into financial year 2014/15 in anticipation of a final invoice. The project manager indicated that the project was complete and fully invoiced, and this slippage was incorrectly taken as a saving in 2014/15. This is now a pressure to the 15/16 budget.
- Line 142: an overspend of £170k on the Elms Hostel due to a number of fixtures and fittings such as a new kitchen, furniture and CCTV being agreed with Dens but falling outside of the main contract for the build. There have also been a number of unforeseen items associated with the building contract including Japanese knotweed, tree removal, ground obstructions and gas meter, which have added to the initial contract value. This variance will be funded from S106 receipts.
- Line 157: an overspend of £64k on Play Area Refurbishment budget due to additional sites being added to the programme which will be funded from allocated section 106 receipts.

The projected rephasing to future years of £3,413k includes:

- Line 54: slippage of £185k at Rossgate Shopping. This is a complex site as it is a mix of commercial properties, private housing and social housing. Consultations need to take place with tenants prior to any work commencing under Section 20 of the Tenants and Landlords Act. Contributions towards expenditure will be expected from private tenants. £15k is expected to be spent this financial year on design work, but the bulk of the structural work will now be in 2016/17.

- Line 59: £400k slippage on Berkhamsted Sport Centre roof. The work has not currently been scoped out, and at this stage it is unrealistic to expect spend to take place in 2015/16.
- Line 61: £30k slippage on Tring Sports Centre roof. Again the work has not currently been scoped out, and at this stage it is unlikely the spend will take place in 2015/16.
- Line 96: slippage of £70k on EIS replacement. A decision on EIS replacement will be taken when there is more clarity on whether the Herts Civil Service (Shared Service model) is to be implemented. There is obvious merit in waiting to understand whether this approach will be adopted, as this would facilitate an easier and cheaper HR system transition.
- Line 151: slippage of £76k on the Car Park Refurbishment project. The requirements for 2015/16 have been refined, and 3 car parks will be refurbished this financial year at a cost of £260k rather than the budgeted £330k. Any unspent funds in 2015/16 will be carried forward to be used in 2016/17 for further car parks.
- Line 161: slippage of £1.66m on the Fleet Replacement Programme. The requirements of the service for communal properties are still being scoped out, and until this process has been carried out, it would be unwise to rush into a decision regarding purchasing, as the specification of the vehicles will be based on the methodology of collection chosen. A decision is expected towards the end of the summer, at which point the procurement process can begin. The build time for refuse vehicles is typically in excess of 6 months which will push the actual purchase into financial year 2016/17.
- Line 166: slippage of £300k on Urban Park. This project will not be completed in 2015/16 now due to other projects such as the Water Gardens taking priority.
- Line 172: slippage of £700k on Heart of Maylands. It is expected that £300k of this scheme will need to be allocated to Maylands Phase 1 Improvements scheme to complete this work. The remaining £700k has been earmarked to support the provision of highway access and infrastructure serving the Council's landholding on the Maylands Gateway. This will now not go ahead until 2016/17.

7.3 Housing Revenue Account Major Variances

- Line 191: an overspend of £119k on the new build at Farm Place. This is due to a S106 payment to Herts County Council of £54k not having been budgeted. The remaining £65k is due to amendments to the specification of the build required by Planning, plus some minor adjustments to the original specification. A saving of £330k was reported last financial year as a result of the tender price being lower than budgeted, but this did not allow for the additional costs which have now come to light.
- Line 194 – 199: these lines relate to the HRA New Build programme. Budgets need to be realigned between new schemes and the New Build General line once the revised HRA Business Plan has been approved by Cabinet.



AGENDA ITEM: 9

SUMMARY

| | |
|-------------------------|--------------------------|
| Report for: | CABINET |
| Date of meeting: | 15 September 2015 |
| PART: | I |
| If Part II, reason: | |

| | |
|--|---|
| Title of report: | TREASURY MANAGEMENT OUTTURN AND PERFORMANCE INDICATORS 2014/15 |
| Contact: | Cllr Graeme Elliot, Portfolio Holder for Finance and Resources James Deane, Corporate Director (Finance and Operations) |
| Purpose of report: | To report upon the performance outturn for treasury management in 2014/15. |
| Recommendations | That Cabinet recommends to Council acceptance of the report on Treasury Management performance in 2014/15 and the Prudential Indicators for 2014/15 actuals. |
| Corporate objectives: | Dacorum Delivers - Optimising investment income for General Fund and Housing Revenue budgets whilst managing investment risk is fundamental to achieving the corporate objectives. |
| Financial Implications: | In accordance with Central Government Guidance on Local Government Investments, and the CIPFA Treasury Management Code of Practice, the order of the Council's investment priorities is 1. Security; 2. Liquidity; and, 3. Return. This may result in the Council achieving a lower rate of return than an organisation operating a more aggressive investment strategy in a less regulated sector. |
| Risk Implications: | Good corporate governance encompasses risk management and making sure that the Council makes decisions with the full knowledge of the associated risks and opportunities. The risk of not reviewing and updating our corporate governance arrangements have been addressed by this report. |
| Equalities Implications: | None |
| Health And Safety Implications: | None |

| | |
|---|---|
| Monitoring Officer / S151 Officer Comments: | Deputy Monitoring Officer- No comments to add to the report. Deputy Section 151 officer- This is a S151 Officer report |
| Consultees: | Capita Treasury Advisors |
| Background papers: | Cabinet 11 February 2014 – Treasury Management Strategy (Appendix N to Budget 2014/15 Report) |

1. Regulatory Background

- 1.1 The Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2014/15. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).
- 1.2 During 2014/15 the minimum reporting requirements were that Full Council should receive the following reports:
- an annual treasury strategy in advance of the year;
 - a mid-year treasury update report;
 - an annual review following the end of the year describing the activity compared to the strategy (this report).
- 1.3 This report provides the outturn position for the Council's treasury activities and highlights compliance with policies previously approved by Members.

2. The Economy and Interest Rates

- 2.1 The original expectation at the start of 2014/15 was for the first increase in Bank Rate to occur in the first quarter 2015. During the year expectations started to recede as it became clear that inflation in the UK was going to head towards zero during 2015, and it is now expected that the first increase will not take place until the third quarter of 2016.
- 2.2 It was announced in January that the European Central Bank would start a major programme of quantitative easing. Strong growth in the US caused an increase in confidence that the US was well on the way to recovery, and would likely be the first country to increase its central rate, probably by the end of 2015. The UK would likely follow due to strong growth in 2013 and 2014 and good prospects into 2015.

3. Overall Treasury Position as at 31 March 2014 and 31 March 2015

3.1 At the beginning and the end of 2014/15 the Council's treasury position was as follows:

| | 31 March 2014 Principal | Rate/ Return | Average Life years | 31 March 2015 Principal | Rate/ Return | Average Life years |
|---------------------------------------|-------------------------------|-----------------|--------------------------|-------------------------------|-----------------|--------------------------|
| General Fund | | | | | | |
| Total external debt | - | | | - | | |
| Total internal debt | (£5.0m) | | | (£4.7m) | | |
| Other (finance leases & negative CFR) | £0.2m | | | £0.2m | | |
| Capital Financing Requirement | (£4.8m) | | | (£4.5m) | | |
| Over / (under) borrowing | N/A | | | N/A | | |
| Housing Revenue Account | | | | | | |
| Total external debt | £346.7m | 3.35% | 16 | £346.7m | 3.35% | 15 |
| Total internal debt | £5.0m | | | £4.7m | | |
| Other (finance leases & negative CFR) | - | | | (£0.2m) | | |
| Capital Financing Requirement | £351.7m | | | £351.2m | | |
| Over / (under) borrowing | N/A | | | N/A | | |
| Total investments | £55.3m | 0.60% | 0.47 | £59.2m | 0.51% | 0.24 |
| Net external debt | £291.4m | | | £287.5m | | |

Borrowing

3.2 The Council's underlying need to borrow to finance capital expenditure is termed the Capital Financing Requirement (CFR). There was no new borrowing taken in 2014/15.

General Fund

3.3 The negative Capital Financing Requirement (CFR) indicates that the Council had capital funds available, and that it had no need to borrow. The General Fund reduction of £0.3m in 2014/15, from £4.8m to £4.5m, relates to the financing of in-year expenditure on the Capital Programme. This left a capital closing balance of £4.5m as at March 2015, for the future financing of the Capital Programme.

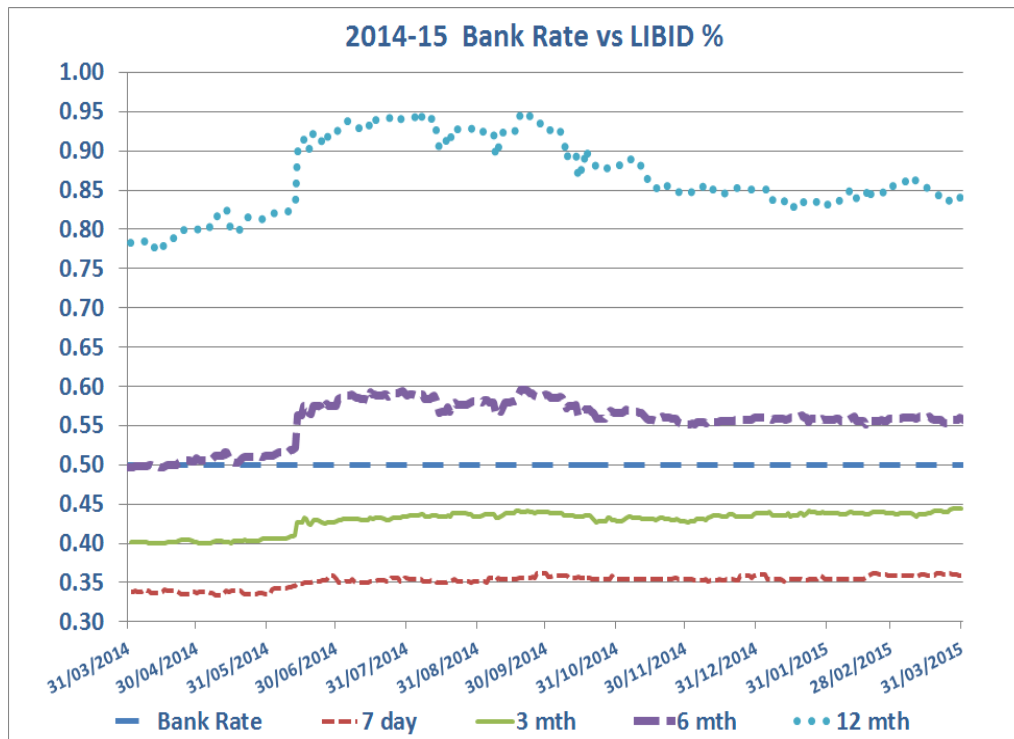
3.4 In addition, the General Fund had £10m set aside in the Capital Receipts Reserve as at March 2015 for the future financing of the Capital Programme.

Housing Revenue Account

3.5 HRA funds available for the future financing of the Capital Programme are held outside of the CFR in the Major Repairs Reserve and Earmarked Reserves, totalling £24.76m.

4. Investment Rates and Outturn in 2014/15

4.1 Bank Rate remained at its historic low of 0.5% throughout the year; it has now remained unchanged for six years. The following table shows bank and LIBID rates during the year.



4.2 The Council's investment policy, approved by Council in February 2014, sets out the approach for choosing investment counterparties. It is based on a system of credit ratings provided by the three main credit rating agencies, and supplemented by additional market data (such as rating outlooks, credit default swaps and bank share prices) provided by Capita, the Council's treasury advisors.

4.3 The Council maintained an average balance of £70.3m of internally managed funds throughout 2014/15, earning an average rate of return of 0.6%, compared with the budget assumption of average investment balances of £46.6m at 0.45% investment return.

4.4 The weighted average maturity (WAM) for investments held by the Council at 31 March 2015 was 89 days. This compares to a weighted average maturity for 2013/14 of 77 days.

4.5 Investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.

5. Prudential and Treasury Indicators

5.1 During 2014/15, the Council complied with its legislative and regulatory requirements set out in the Treasury Management Strategy. The key actual prudential and treasury indicators detailing the impact of capital expenditure activities during the year, with comparators, are as follows:

| Actual prudential and treasury indicators | 2013/14 Actual £000 | 2014/15 Original Budget Estimate £000 | 2014/15 Actual £000 |
|---|---------------------|---------------------------------------|---------------------|
| Capital expenditure | | | |
| • General Fund | 13,408 | 17,663 | 16,335 |
| • HRA | 26,956 | 34,454 | 25,468 |
| • Total | 40,364 | 52,117 | 41,803 |
| Capital Financing Requirement: | | | |
| • General Fund | (4,828) | (2,500) | (4,537) |
| • HRA due to housing finance reform | 351,727 | 351,727 | 351,265 |
| • Total | 346,899 | 349,227 | 346,728 |
| External debt | 346,739 | 346,739 | 346,739 |
| Investments | | | |
| • Longer than 1 year | | | |
| • Under 1 year | 55,294 | 45,372 | 59,242 |
| • Total | | | |

5.2 In order to ensure that borrowing levels are prudent over the medium term, Local Authority external borrowing can only be for capital purposes, i.e. it cannot be used to support revenue expenditure. Net borrowing should not, therefore, exceed the Capital Financing Requirement (CFR), i.e. the Council's need to borrow. This indicator allows the Council some flexibility to borrow in advance of its immediate capital needs. The advance borrowing shown above by external debt slightly exceeding the CFR is due to the General Fund currently holding previously set aside capital receipts to support financing the future Capital Programme, instead of applying them to the HRA Self Financing transaction.

5.3 The **Authorised Limit** - the authorised limit is the "affordable borrowing limit" required by s3 of the Local Government Act 2003. The Council does not have the power to borrow above this level. During 2014/15 the Council has maintained gross borrowing within its authorised limit.

5.4 The **Operational Boundary** – the operational boundary reflects the current borrowing position with an allowance for additional borrowing for cash flow purposes during the year. Periods where the actual position is either below or over the boundary is acceptable subject to the authorised limit not being breached.

| | 2014/15 |
|------------------|-----------|
| Authorised limit | £361.250m |

| | |
|----------------------|-----------|
| Operational boundary | £346.927m |
|----------------------|-----------|

5.5 **Actual financing costs as a proportion of net revenue stream** - this indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

| Ratio of financing costs to net revenue stream | 31 March 2014 Actual | 2014/15 Original Limits | 31 March 2015 Actual |
|--|----------------------|-------------------------|----------------------|
| Non - HRA | (0.53%) | (0.26 %) | (0.41%) |
| HRA | 21.25% | 20.60% | 20.34% |

5.6 The increase in the negative ratio on the General Fund since the original estimate reflects the reduced financing costs against the original estimate. The slight reduction in the ratio on the HRA reflects slightly reduced financing costs and slightly higher income received against original estimate.

5.7 The following table shows the **incremental impact on Council Tax and Housing Rents** on capital decisions.

| Incremental impact of capital investment decisions | 31 March 2014 Actual | 2014/15 Original Limits | 31 March 2015 Actual |
|--|----------------------|-------------------------|----------------------|
| Increase in council tax (band D) per annum | (£5.00) | (£11.20) | £33.60 |
| Increase in average housing rent per week | £(170.22) | £350.27 | (£331.32) |

5.8 The increased impact on the General Fund against original limits reflects the reduced receipts received for the year due to the decision to remain in the Civic Centre. The reduced impact on Housing Rents reflects an increase in Right to Buy receipts available against original budget.

5.9 The following table shows the **net debt position** for the Council. There has been no material change in net debt between years.

| | 31 March 2014 Principal | Rate/ Return | Average Life years | 31 March 2015 Principal | Rate/ Return | Average Life years |
|--------------------------------|-------------------------|--------------|--------------------|-------------------------|--------------|--------------------|
| Fixed rate funding: | | | | | | |
| -PWLB | £346.7m | 3.35% | | £346.7m | 3.35% | |
| Total external debt | £346.7m | 3.35% | 16 | £346.7m | 3.35% | 15 |
| CFR | £346.9m | | | £346.7m | | |
| Over/ (under) borrowing | (£0.2m) | | | £0m | | |
| Total investments | £55.3m | 0.60% | 0.47 | £59.2m | 0.51% | 0.24 |
| Net debt | £291.4m | | | £287.5m | | |

5.10 The following table shows the **maturity structure of the debt portfolio**:

| | 31 March 2014 actual | 31 March 2015 actual |
|--------------------------------|---------------------------------|---------------------------------|
| Under 12 months | - | - |
| 12 months and within 24 months | - | - |
| 24 months and within 5 years | £2.6m | £6.2m |
| 5 years and within 10 years | £15.3m | £15.1m |
| 10 years and above | £328.8m | £325.4m |

5.11 The following table shows the **maturity structure of the investment portfolio**:

| | 2013/14 Actual £ | 2014/15 Actual £ |
|--------------------|---------------------------------|---------------------------------|
| Investments | | |
| Longer than 1 year | - | - |
| Under 1 year | 55.3m | 59.2m |
| Total | 55.3m | 59.2m |

5.12 The following table shows the **exposure to fixed and variable rates on investments** at year end:

| | 31 March 2014 Actual | 2014/15 Original Limits | 31 March 2015 Actual |
|---------------------------------------|---------------------------------|--|---------------------------------|
| Fixed rate (principal or interest) | 71% | 100% | 71% |
| Variable rate (principal or interest) | 29% | 40% | 29% |

Appendix A – External Borrowing

| Lender | Principal | Type | Interest Rate | Maturity |
|--------|-------------|---------------------|---------------|----------|
| PWLB | £567,166 | Fixed interest rate | 1.50% | 3 Years |
| PWLB | £2,068,572 | Fixed interest rate | 1.76% | 4 Years |
| PWLB | £3,585,697 | Fixed interest rate | 1.99% | 5 Years |
| PWLB | £4,590,217 | Fixed interest rate | 2.21% | 6 Years |
| PWLB | £3,480,273 | Fixed interest rate | 2.40% | 7 Years |
| PWLB | £1,370,129 | Fixed interest rate | 2.56% | 8 Years |
| PWLB | £2,309,505 | Fixed interest rate | 2.70% | 9 Years |
| PWLB | £3,334,576 | Fixed interest rate | 2.82% | 10 Years |
| PWLB | £4,442,038 | Fixed interest rate | 2.92% | 11 Years |
| PWLB | £5,637,006 | Fixed interest rate | 3.01% | 12 Years |
| PWLB | £5,110,074 | Fixed interest rate | 3.08% | 13 Years |
| PWLB | £6,339,797 | Fixed interest rate | 3.15% | 14 Years |
| PWLB | £7,664,605 | Fixed interest rate | 3.21% | 15 Years |
| PWLB | £9,089,448 | Fixed interest rate | 3.26% | 16 Years |
| PWLB | £10,620,253 | Fixed interest rate | 3.30% | 17 Years |
| PWLB | £12,546,288 | Fixed interest rate | 3.34% | 18 Years |
| PWLB | £14,313,519 | Fixed interest rate | 3.37% | 19 Years |
| PWLB | £16,205,585 | Fixed interest rate | 3.40% | 20 Years |
| PWLB | £18,230,083 | Fixed interest rate | 3.42% | 21 Years |
| PWLB | £20,394,596 | Fixed interest rate | 3.44% | 22 Years |
| PWLB | £32,380,217 | Fixed interest rate | 3.46% | 23Years |
| PWLB | £35,524,201 | Fixed interest rate | 3.47% | 24 Years |
| PWLB | £38,864,428 | Fixed interest rate | 3.48% | 25 Years |
| PWLB | £42,416,950 | Fixed interest rate | 3.49% | 26 Years |
| PWLB | £45,654,253 | Fixed interest rate | 3.50% | 27 Years |



AGENDA ITEM: 10

SUMMARY

| | |
|-------------------------|---------------------------------------|
| Report for: | Cabinet |
| Date of meeting: | 15th September 2015 |
| Part: | 1 |
| If Part II, reason: | |

| | |
|---------------------------------------|---|
| Title of report: | |
| Contact: | Councillor Janice Marshall - Portfolio Holder for Environmental, Sustainability and Regulatory Services David Austin – Assistant Director Neighbourhood Delivery Nicholas Egerton - Team Leader Environmental Protection & Housing |
| Purpose of report: | To provide an opportunity for Members to comment on the Dacorum Borough Councils Enforcement Policy |
| Recommendations | That Cabinet approve Dacorum Borough Council's Enforcement Policy as detailed in Appendix A of this report. |
| Corporate Objectives: | To produce an Enforcement Policy in line with current best practice and one that provides value for money and most economical use of resources |
| Implications: | <u>Financial</u> This policy sets out the council's approach to enforcement. There are no expected financial implications relating to this report. All officers costs associated with delivering the enforcement actions should be achieved within existing resources. |
| 'Value For Money Implications' | <u>Value for Money</u> The Enforcement Policy should help to target action against those who decide to flout the law and minimise action against good businesses. This should help good/compliant businesses to thrive. |
| Risk Implications | Dacorum Council has a statutory requirement to develop an Enforcement Policy and a requirement to comply with the Regulators Code. Failure to comply with this requirement |

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| | could leave this authority open to legal challenge. |
| Community Impact Assessment | Community Impact Assessment completed |
| Health And Safety Implications | There are no additional health and safety implications associated with this report. |
| Monitoring Officer/S.151 Officer Comments | <p>Deputy Monitoring Officer:</p> <p>The Enforcement Policy should ensure a consistent approach to enforcement decisions across the Council and make the Council's approach to enforcement clear for any perpetrators of unlawful activity.</p> <p>Deputy S.151 Officer</p> <p>There is no direct financial impact of this policy.</p> |
| Consultees: | <p>Councillor Janice Marshall - Portfolio Holder for Environmental, Sustainability and Regulatory Services</p> <p>All relevant Dacorum Borough Council Departments</p> |
| Background papers: | <p>The Regulators code:</p> <p>https://www.gov.uk/government/publications/regulators-code</p> |
| Glossary of acronyms and any other abbreviations used in this report: | Not provided as none used. |

Background

- 1.0 In 1998 the Cabinet office published the “Enforcement Concordat” to help promote consistency in the UK regulatory enforcement regime. The Enforcement Concordat laid down the principles of good enforcement policy and was a voluntary code.
- 1.1 Following the Hampton report (2005) into regulatory functions and the burden created by regulation, the Legislative and Regulatory Reform Act 2006 came into force. Following this a statutory Code of Practice for Regulators was developed to promote the Government’s better regulation agenda.
- 1.2 In the Autumn Statement 2012 Government announced that it would introduce a package of measures to improve the way regulation is delivered at the frontline. The review of the Regulators’ Compliance Code found that although regulators had largely adopted its principles, its delivery was inconsistent and it had not changed regulatory culture and practice. The Regulators’ Code has been designed to address these concerns. It is part of a package of measures to improve the relationship between regulators and those they regulate and to overcome barriers to growth, by improving the way regulation is delivered.
- 1.3 This policy seeks to illustrate how Dacorum Borough Council will apply its enforcement powers.

Dacorum Borough Council

Enforcement Policy



| | |
|--------------------|---|
| Version Control | Version 1 |
| Status of Strategy | Draft 2 |
| Sponsor | |
| Author/Reviewer | Nicholas Egerton, Team Leader for Environmental Protection and Housing |
| Approved | |
| Review Date | |

Contents

1. Background

2. Introduction and Scope
3. The Principles of Good Enforcement- Policy and Procedures
4. The Principles of Good Regulation
5. Have your say

1.0 Background

- 1.1 In 1998 the Cabinet office published the “Enforcement Concordat” to help promote consistency in the UK regulatory enforcement regime. The Enforcement Concordat laid down the principles of good enforcement policy and although a voluntary code of practice it was adopted by The Council.
- 1.2 Following the Hampton report (2005)¹ into regulatory functions and the burden created by regulation, the Legislative and Regulatory Reform Act 2006 came into force.
¹ Reducing administrative burdens: effective inspection and enforcement – Philip Hampton 2005
- 1.3 The ‘Regulators’ Compliance Code’ a statutory Code of Practice for regulators was brought in under the provisions of the Act to promote the Government’s Better Regulation agenda. The Regulators’ Compliance Code came into force on the 6th April 2008.
- 1.4 In the Autumn Statement 2012 Government announced that it would introduce a package of measures to improve the way regulation is delivered at the frontline. The review of the Regulators’ Compliance Code found that although regulators had largely adopted its principles, its delivery was inconsistent and it had not changed regulatory culture and practice. The Regulators’ Code has been designed to address these concerns. It is part of a package of measures to improve the relationship between regulators and those that they regulate, and to overcome barriers to growth by improving the way regulation is delivered.

2.0 Introduction & Scope

- 2.1 This policy seeks to illustrate how Dacorum Borough Council will apply its enforcement powers. This could range from criminal prosecutions at one end of the spectrum to informal warnings or advice at the other. This policy is underpinned by procedures that ensure consistency of approach by officers.
- 2.2 The Enforcement Policy sets the procedures to be adopted by all services and officers exercising any enforcement functions. The Council is stating its commitment to services which are to be courteous, helpful and work with individuals and businesses, wherever possible, to help them comply with the law.
- 2.3 The Council, nevertheless, acknowledges the need for firm action against those who flout the law and put consumers and others at risk.

The Council expects all officers taking enforcement decisions to take the Policy as a guide when making their decision. Every case must be decided on its own individual facts. Officers must ensure that, if they depart from the Policy when they make their decision, they can provide reasons for doing so.

- 2.4 This document represents the Council's Corporate Policy, which may be supplemented in some cases, by more specific and detailed service policies.
- 2.5 The purpose of this policy is to outline the Council's approach when securing compliance with the law, and should leave most readers in no doubt as to what they can expect by way of enforcement action from Dacorum Borough Council. The policy cannot be absolutely prescriptive due to the complexity and variety of activities enforced and also the frequency of changing guidance and legislative requirements.
- 2.6 This document has been prepared with regard to the current principal legislation and statutory guidance including:
- The Regulatory Enforcement and Sanctions Act 2008
 - Co-ordination of Regulatory Enforcement (Enforcement Action) Order 2009 SI665/2009
 - Co-ordination of Regulatory Enforcement (Procedure for References to LBRO) Order 2009 SI670/2009
 - Legislative and Regulatory Reform Act 2006
 - Legislative and Regulatory Reform (Regulatory Functions) Order 2007
 - Regulators' Code 2014
- 2.7 The Regulatory Enforcement and Sanctions Act established The Local Better Regulation Office (LBRO) which has now been replaced by BRDO (Better Regulation Delivery Office). It also imposed upon Regulation and Enforcement a duty to:
- (a) have regard to any guidance given to a Local Authority by BRDO,
- (b) a duty to comply with guidance where we are directed to do so by BRDO,

- (c) a duty to have regard to any list of enforcement priorities published by BRDO.
- 2.8 The Regulators' Code is in accordance with section 23 of the Legislative and Regulatory Reform Act 2006. Regulators whose functions are specified under section 24(2) of the act must have regard to the Code when developing policies and operational procedures. This policy is based on the six principles of good regulation as identified in the code.
- 2.9 These include:
- 1) Regulators should carry out their activities in a way that supports those they regulate to comply and grow
 - 2) Regulators should provide simple and straightforward ways to engage with those they regulate and hear their views
 - 3) Regulators should base the regulatory activities based on risk
 - 4) Regulators should share information about compliance and risk
 - 5) Regulators should ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply
 - 6) Regulators should ensure that their approach to their regulatory activities is transparent.
- 2.10 The Council has signed up to 'Better Business for All' (BBfA). BBfA is Hertfordshire Regulators' response to reducing regulatory burdens on business and aims to support growth by building stronger relationships between businesses, local regulators and other interested parties. The partnership, which has been endorsed by all of the county's local authority Leaders, was formed in 2013 and includes representatives from both business and regulators.

3.0 The Principles of Good Enforcement- Policy and Procedures

- 3.1 The primary function of central and local government enforcement work is to protect the public and the environment. However, at the same time, carry out enforcement functions in an equitable, practical and consistent manner to promote a thriving national and local economy. The council is committed to promoting compliance and maintaining a fair and safe environment.
- 3.2 The effectiveness of legislation in protecting consumers or sectors in society depends crucially on the compliance of those regulated. It is recognised that most people and/or organisations want to comply with the law, therefore care will be taken to help businesses and residents meet their legal obligations without unnecessary expense, while taking firm action, including prosecution where appropriate, against those who flout the law or act irresponsibly. All citizens will reap the benefits of this policy through better information, choice and safety

4.0 The Principles of Good Regulation.

4.1.1 This Policy is based on the six principles of good regulation in accordance with the Regulator's Code.

4.2 Carry out activities in a way that supports those regulated to comply and grow

4.2.1 The Council will avoid imposing unnecessary regulatory burdens through their regulatory activities and where suitable shall assess whether similar social, environmental and economic outcomes could be achieved by less burdensome means. The Council will make sure that we take a proportionate approach to those they regulate, based on relevant factors including, for example, business size and capacity.

4.2.2 When designing and reviewing policies, operational procedures and practices, The Council will consider how we may be able to support individuals, or enable economic growth for compliant businesses and other regulated entities, for example, by considering how we can best:

- understand and minimise negative economic impacts of our regulatory activities;
- minimising the costs of compliance for those regulated;
- improve confidence in compliance for those regulated; and,
- encourage and promote compliance.

4.2.3 The Council will ensure that officers have the necessary knowledge and skills to support those regulated, including having an understanding of those regulated to enable us to choose proportionate and effective approaches.

4.2.4 The Council will ensure that their officers understand the statutory principles of good regulation as detailed in the Legislative and Regulatory Reform Act 2006 and of the Regulators Code, and how the regulator delivers its activities in accordance with them.

We recognise that our enforcement should be carried out in a way which is:

- i) Proportionate
- ii) Accountable
- iii) Consistent
- iv) Transparent
- v) Targeted to situations which need action.

4.3 Provide simple and straightforward ways to engage with those regulated and hear their views

- 4.3.1 The Council will ensure that we have mechanisms in place to engage with those we regulate, citizens and others to offer views and contribute to the development of policies and service standards. Before changing policies, practices or service standards, The Council will consider the impact and where suitable engage with resident and business representatives.
- 4.3.2 In responding to non-compliance The Council will clearly explain what the non-compliant item or activity is, the advice being given, actions required or decisions taken, and the reasons for these. The Council will provide an opportunity for dialogue in relation to the advice, requirements or decisions, with a view to ensuring that we acting in a way that is proportionate and consistent.
- 4.3.3 The above paragraph does not apply where immediate enforcement action is required to prevent or respond to a serious breach, or where providing such an opportunity would be likely to defeat the purpose of the proposed enforcement action.
- 4.3.4 Where action is taken The Council will provide an impartial and clearly explained route to appeal against a regulatory decision made, or a failure of this authority to act in accordance with The Regulators Code. This will be in plain language and include practical information on the process involved. Individual officers involved in the initial decision or action against which the appeal is being made will not be involved in considering the appeal. This route to appeal should be publicised to those who are regulated.
- 4.3.5 The Council will maintain a corporate complaints database, allowing those regulated to easily make a complaint about the conduct of the regulator.
- 4.3.6 The Council will maintain or develop a range of mechanisms to enable and regularly invite, receive, and take on board customer feedback, including, for example through customer satisfaction surveys of those we regulate.

4.4 Base the regulatory activities on risk

- 4.4.1 The Council will take an evidence based approach to determining the priority risks in their area of responsibility, and will allocate resources where they would be most effective in addressing those priority risks.
- 4.4.2 The Council will consider risk at every stage of their decision-making processes, including choosing the most appropriate type of intervention

or way of working with those regulated; targeting checks on compliance; and when taking enforcement action.

- 4.4.3 Regulators designing a risk assessment framework, for their own use or for use by others, should have mechanisms in place to consult on the design with those affected, and to review it regularly.
- 4.4.4 When assessing risk, The Council will consider where possible the compliance record of those they regulate, including using earned recognition approaches
- 4.4.5 The Council will periodically review the effectiveness of their chosen regulatory activities in delivering the desired outcomes and make any necessary adjustments accordingly.

4.5 Share information about compliance and risk

- 4.5.1 The Council will where possible collectively follow the principle of “collect once, use many times” when requesting information from those they regulate, avoiding where possible repeated visits or requests for information.
- 4.5.2 When the law allows, both internal department and external regulators should agree secure mechanisms to share information with each other about businesses and other bodies they regulate, to help target resources and activities and minimise duplication. This may include for example Data sharing protocols between this authority and the Police to tackle incidents of crime and disorder.

4.6 Ensure clear information, guidance and advice is available to help those regulated to enable them to meet their responsibilities to comply

- 4.6.1 The Council will provide advice and guidance that is focused on assisting those they regulate to understand and meet their responsibilities. When providing advice and guidance, legal requirements should be clearly distinguished from suggested good practice and the impact of the advice or guidance should be considered so that it does not impose unnecessary burdens in itself.
- 4.6.2 Regulators should publish guidance or signpost to external sources of information. Where the Council has produced the guidance this should be presented in a clear, accessible, concise format, using media appropriate to the target audience and written in plain language for the audience, and review the effectiveness of the guidance they produce to ensure that it meets their needs.

4.6.3 The Council shall seek to create an environment in which those they regulate have confidence in the advice they receive and feel able to seek advice without fear of triggering enforcement action. And when responding to requests for advice, our primary concern shall be to provide the advice necessary to support compliance, and provide advice that can be relied on.

4.6.4 The Council will work with other regulators and, where there is disagreement about the advice provided, this should be discussed with the other regulator to reach agreement and enable a single response to be coordinated.

4.7 Ensure that the approach taken for our regulatory activities is transparent

4.7.1 Each department has clear enforcement strategies which are attached as appendices to this Policy, these enforcement strategies should include:

a) how they communicate with those they regulate and how they can be contacted;

b) their approach to providing information, guidance and advice;

c) their approach or the nationally set approach to check on compliance, including details of the risk assessment framework used to target those checks and protocols for their conduct, clearly setting out what those they regulate should expect;

d) an explanation of how they respond to non-compliance, however action taken will normally aim to:

- change the behaviour of the offender (inc negotiation/mediation)
- eliminate any financial gain or benefit from non-compliance
- protect those affected by non-compliance
- be responsive and consider what is appropriate in the particular circumstances
- be proportionate to the nature of the offence and the harm caused
- where appropriate reinstate to prior status to eliminate/reduce the harm caused by the non-compliance.
- deter future non-compliance

Where available government guidance, circulars, codes of practices etc. will be considered.

e) their fees and charges, if any. This information will be updated in the Councils Fees and Charges Policy/Strategy but if requested individual services should be able to explain the basis on which these fees are calculated. Exception to this may include nationally set fees and charges, or charges detailed in legislation. The fees and charges

policy/strategy should include an explanation of whether compliance will affect fees and charges; and

f) how to comment or complain about the service provided and routes to appeal.

- 4.7.2 The Council will publish, on a regular basis, details of their performance against their service standards, including feedback received from those they regulate, such as customer satisfaction surveys, and data relating to complaints about them and appeals against their decisions. Mechanisms shall be put in place to ensure that their officers act in accordance with their published service standards, including their enforcement policy.

5. Have your say

5.1 Please tell us your views on the policy and include any comments or questions you have for us via email: environmental.health@dacorum.gov.uk
OR
use the space below and return to the following address:

FAO, Environmental Health Department, Civic Centre, Marlowes, Hemel Hempstead, Herts, HP1 1HH.

Name: (Optional)
Address: (Optional)

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AGENDA ITEM: 11

SUMMARY

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|--|---|
| Report for: | Cabinet |
| Date of meeting: | 15 September 2015 |
| PART: | 1 |
| If Part II, reason: | n/a |
| Title of report: | Financial Regulations Review |
| Contact: | Cllr Graeme Elliot, Portfolio Holder for Finance & Resources James Deane, Corporate Director (Finance & Operations) |
| Purpose of report: | To seek Cabinet approval of the recommended changes to the Financial Regulations 2015. |
| Recommendations | It is recommended that Cabinet consider the amendments detailed in paragraphs 4 and 9 of this report, and recommend to Council the approval of the revised Financial Regulations. |
| Corporate objectives: | The efficacy of the Financial Regulations supports all of the Council's objectives. |
| Implications: | <u>Financial</u> Contained within the body of the report. <u>Value for Money</u> Contained within the body of the report. |
| Risk Implications: | Contained within the body of the report. |
| Monitoring Officer/ S.151 Officer Comments | S151 Officer This is a S151 Officer report. Deputy Monitoring Officer No comments to add to the report. |
| Consultees: | Finance & Resources Overview & Scrutiny Committee, June 2015 Audit Committee (July 2015) |

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| Background papers: | None |
|--------------------|------|

Introduction

1. The Financial Regulations provide the framework for managing the financial affairs of the Council. They are approved by the Council and they apply to every Member and employee of the Council, and to anyone acting on its behalf.
2. In accordance with good practice, the Financial Regulations are reviewed annually to ensure that they remain relevant throughout any structural or operational changes within the Council.
3. All sections of the Regulations have been reviewed, and the following substantive amendments are proposed. (The fully revised Financial Regulations, including the recommended amendments, are attached at Appendix A.)

Recommended update relating to *Section 106 Contributions*

4. **Regulation A12 f)** has been added (page 7), containing the following paragraph:

***Section 106 Contributions.** Council sets the budget and Cabinet has executive responsibility for the delivery of services within budgets. Delegation is given to the Section 151 Officer for in-year amendments to budgets where a one-off item is to be funded wholly from Section 106 receipts.*

5. S106 contributions are payments, or works in lieu of payments, made by developers as part of their planning application. In broad terms, the purpose of S106 contributions is for the developer to make a financial contribution to offset the effect of their development on the local infrastructure. Payments received by the Council under S106 can only be used for the purpose specified within the S106 agreement. For example, a developer who builds 6 new houses may be required to make a payment to the Council to fund the delivery and maintenance of a play area for the children who are expected to live in the houses.
6. The inclusion of this regulation within the Financial Regulations formalises the current practice of the S151 Officer signing to approve the Council's use of the funds for the correct purpose. The alternative to this process would be to require Member approval for the application of S106 funds. This would not be an appropriate use of Members' time, given that the use of the S106 funds is not discretionary, and the S151 Officer is merely signing to agree proper use of the funds, in line with the developer agreement.

Recommended update relating to the disposal of assets

7. **Regulation D24 1c)** of the previously approved Financial Regulations contains the following paragraph:

All disposals of land shall be authorised by Cabinet on the basis of advice by the Corporate Director (Finance & Operations), and Cabinet shall also

approve any nonmonetary aspects of the disposal where they are material to the consideration sought.

8. The reference to all land disposals requiring Cabinet authorisation could require Cabinet to approve the disposal of a piece of land with a value as low as £5k, (noting that within the Constitution The Assistant Director (Finance and Resources) has delegated authority to authorise disposals for £5k or less). Decisions relating to lower value transactions do not constitute the most efficient use of Cabinet time, and could subject relatively small decisions to an unnecessarily long approval process.
9. In order to improve the efficiency of the land disposal process, it is recommended that this single paragraph within the Regulations is replaced with the following three regulations:

Regulation D24 1c)

Disposals of land valued at £500k or above shall be authorised by Cabinet on the basis of advice by the Corporate Director (Finance & Operations), and Cabinet shall also approve any nonmonetary aspects of the disposal where they are material to the consideration sought.

Regulation D24 1d)

Disposals of land valued above £5k but below £500k may be authorised by the Corporate Director (Finance & Operations) in consultation with the Portfolio Holder for Finance & Resources.

Regulation D24 1e)

Disposals of land valued at £5k or below may be authorised by the Assistant Director (Finance and Resources).

10. The £500k threshold has been recommended to match the approval limits of the Corporate Directors as stated within the Council's Procurement Standing Orders, approved by Full Council in July 2014.
11. All land disposals undertaken under the new recommendations would retain the appropriate financial and legal controls: an external valuation of the land would still be required, and a formal Officer Decision Sheet would be produced, requiring comments from both the S151 Officer and the Monitoring Officer.

Committee scrutiny of the proposed amendments

12. The recommendation relating to *Section 106* contributions has been scrutinised by both the Finance & Resources Overview and Scrutiny Committee (June 2015), and the Audit Committee (July 2015). Both committees confirmed that they were content with the recommendation and did not request that Cabinet considers any additional information.
13. The recommendation relating to the disposal of assets has been made since both of the Committee meetings referred to above took place. The Chairs of both committees have been contacted with details of the additional recommendation,

and both have confirmed that they are content for Cabinet to consider without the need for further scrutiny by their committee.



AGENDA ITEM: 13

SUMMARY

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|---------------------|-------------------|
| Report for: | Cabinet |
| Date of meeting: | 15 September 2015 |
| Part: | 1 |
| If Part II, reason: | |

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|-----------------------|---|
| Title of report: | The Forum: Category B fit out, internal layout and strategies for Information Technology, Audio Visual technology, Facilities Management and Customer services |
| Contact: | Cllr Andrew Williams, Leader Cllr Graeme Elliot, Portfolio Holder Finance and Resources Cllr Graham Sutton, Portfolio Holder for Planning and Regeneration Author/Responsible Officer: Mark Gaynor |
| Purpose of report: | This report is to seek approval for the Category B fit out of the Forum, to note the internal layouts and to consider the strategies for those elements which will be crucial to the operation of the building, specifically Information Technology, Audio Visual technology, Facilities Management and Customer services. |
| Recommendations | <ol style="list-style-type: none"> 1 That the Category A elements as set out are noted. 2 That the Category B elements as set out in the report are agreed, with the decision on the final colour schemes for laminates and glazing delegated to the Corporate Director Housing and Regeneration in consultation with the Leader of the Council 3 That Cabinet recommend to Council the approval of an additional budget of £400,000, to be drawn down from The Forum Reserve, in order to fund the final Category B elements identified in the report 4 That the proposed strategies (set out below) for Information Communication Technology (ICT), Audio/Visual equipment and capability, Facilities Management and Customer services are noted. |
| Corporate Objectives: | Regeneration. The overall Gade Zone Regeneration project is aimed primarily |

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| | <p>to deliver significant regeneration in the town centre. The Forum element facilitates the creation of a new community focused building housing public sector and voluntary sector partners. A new commercial leisure facility will develop more family friendly and evening attractions into the town centre. Much needed new homes will be delivered on the former Health Centre, Magistrates Court and Police Stations sites. Subsequent development of the Civic Centre and college sites will bring further new investment into the town centre, most likely for new housing. The new college campus has planning permission and construction will start soon.</p> <p>Affordable Housing. New housing created will include affordable housing at 35%.</p> |
| <p>Implications:</p> | <p>Financial</p> <p>The running costs of the Forum are estimated to be at least £300,000 per annum less than they were for the Civic Centre. These arise from the energy efficiency of the building, its smaller scale and economies of scale through sharing costs with partners.</p> <p>The development agreement was tendered through the Official Journal of the European Union (OJEU) process and the build price for the Forum is now largely fixed. The outstanding elements are utilities and Category B. The Category B assumptions were based on a formula of £35 per square foot which could only be fully tested once the operation and requirements of the building were better developed. Following a process of challenge, value engineering and ensuring that the building will work in the way desired the final costs are £400,000 above this position. The contractor has tendered for the prices in Category B to ensure good value for money.</p> |
| <p>Value For Money Implications'</p> | <p>Value for Money</p> <p>As indicated above</p> |
| <p>Risk Implications</p> | <p>A risk register has been developed as an integral part of the project management arrangements.</p> |
| <p>Community Impact Assessment</p> | <p>The Forum will provide a focus for the Voluntary Sector and the Library and Registrars service and will provide a new community focus in modern surroundings.</p> |
| <p>Health And Safety Implications</p> | <p>Health and Safety requirements are built into the construction process of the Forum and the design and fit out will ensure a safe working environment.</p> |

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| <p>Monitoring Officer/S.151 Officer Comments</p> | <p>Deputy Monitoring Officer:</p> <p>No further comments to add to this report.</p> <p>S.151 Officer</p> <p>There are sufficient funds available within The Forum Reserve to meet this recommended budget increase, and the proposed usage is consistent with the approved rationale behind the reserve.</p> <p>This draw down will reduce the amount of approved budget available within the reserve for the Category C fit out and other costs associated with the move to The Forum. Although yet to be finalised, early indications are that the remaining balance will be sufficient to fund all further costs. It should be noted that any costs over and above the remaining balance would need to be funded through borrowing and would therefore place additional strain on the Council's revenue budgets.</p> |
| <p>Consultees:</p> | <p>Monitoring Officer S 151 Officer James Doe, Assistant Director Planning and Regeneration James Deane, Corporate Director (Finance & Operations) Nick Brown, Group Manager Commercial Assets and Property Development Mark Brookes, Group Manager, Legal Governance</p> |
| <p>Background papers:</p> | <p>Cabinet Report April 2015, Part I and II Cabinet Reports 26 June 2014, 17 September 2013, 24 July 2012, 24 April 2012, 22 January 2012.</p> |
| <p>Glossary of acronyms and any other abbreviations used in this report:</p> | <p>Categories A, B and C : explained in paragraph 2.1 ICT : Information Communication Technology OJEU : Official Journal of the European Union HCC : Hertfordshire County Council CSU : Customer Service Unit CCTV : Closed Circuit Television DDA : Disability Discrimination Act BREEAM : Building Research Establishment Assessment Methodology FM : Facilities Management TUPE : Transfer of Undertakings Protection of Employment</p> |

BACKGROUND

The Forum

1 Current progress

- 1.1 The construction of the Forum is very clearly underway, with a start on site in March 2015 and the full mobilisation starting from early May 2015. The former Library is now demolished and the site completely hoarded and secure, including large graphics showing Hemel Evolution and the Forum plans. Groundworks have commenced and the crane arrived in July and is now a prominent feature on the skyline. A 'cutting the first sod' event was held on 30 July 2015 to formally recognise the start of the scheme. We are still on schedule for completion in the autumn of 2016 and being capable of full operation from January 2017 (though in practice the move process will occur on a phased basis over a few weeks).
- 1.2 Planning Permission was agreed in December 2014. This set out the design, scale and external finishes to the building which are now essentially fixed. We are in an unconditional Development Agreement with Gade Zone Development Ltd. to deliver the Forum, the surrounding residential development and the leisure offer on Market Square. The contractual arrangements on the Forum include a negotiated fixed cost (covering about 80% of the costs) with provisional sums for utilities and Category B (see below), the latter depending on what levels and quality of finishes the council wants. This is dealt with below.
- 1.3 The internal design of the building has a whole range of matters which are now fixed – these include location of the three stairwells, lifts, toilets and atrium. Our agreements with Hertfordshire County Council (HCC), Hertfordshire Police set which areas of the building form their demise. HCC will take the majority of the ground floor for the new library and part of the first floor space for Registry services including a ceremonial room. These areas are now fixed. The Police will be taking space on the Lower Ground floor and this too is fixed. We are in the process of agreeing the terms of occupation for four voluntary sector groups and space on the ground floor has been agreed in principle. The organisations are Citizens Advice Bureau, Community Trust Dacorum, Dacorum Relate and Mediation Hertfordshire.
- 1.4 The building will be around 5600m² net internal area (6760m² gross internal area). Of this HCC will take 1211m², the police 202m² and the voluntary sector 272m². The remaining space includes the atrium and the Council's demise. For comparison the Civic Centre (together with Block B) is 8400m². It will be clear that the space for the Council is considerably smaller than now. This, together with the design of the building incorporating state of the art energy efficiency measures and a sharing of costs with partners, will result in considerable ongoing and long term savings. Significant progress has been made through remote and flexible working and technology improvements to adapt to the new building, where arrangements will be just under 7 workstations per 10 staff that are based there.

- 1.5 The next stage, which this report deals with, is to decide upon those aspects of the internal layout that are not fixed but which fall to the developer to deliver. It also requires some direction on matters such as Information Technology and Audio Visual technology, and the types of furniture in each area, as these do have an impact on the layout of rooms.

2 Key stages in the build and design process

The standard process of defining the key elements in construction is to split elements between Categories A, B and C. Broadly this comprises:

Category A The building structure and core elements such as toilets, lifts, external finishes, stairwells and so on. It also includes raised floors, suspended ceilings, finishes to the internal face of the external and core walls. Key elements of the mechanical and electrical services and the wiring for Information Technology are Category A features. The requirements for this stage are essentially complete and are already included in the build cost. Partners may opt for certain upgrading to their area at their own cost (and this will be the case in the Library and Registrars).

Category B This is the focus of this report as the deadline in the programme is imminent. Category B encompasses all of the fixtures that make the building operational including: the installation of offices and separate rooms and the finishes to these (stud wall or glazed an flooring); reception area; conference and meeting rooms (including Council Chamber); floor finishes; enhanced finishes generally; tea point/kitchen fit out; specialist lighting; controlled access doors; CCTV; and ensuring that preferred Information Technology and Audio Visual facility can operate.

A building industry standard costing was included in the agreed build costs at £35 per square foot which equates to approximately £1.9M. This is a standard approach which provides an early stage estimate of the costs for a Category B fit out, and is always subject to further refinement once more detailed works begin on the specific design of the individual building. The architect's initial proposals have been costed at £2.7M and a process of value engineering has been underway. This cost will fall where elements are more 'nice to have' rather than essential are removed or provided more reasonably. Following discussion with Cabinet the requirements have been refined and, subject to Council approval, will cost £2.3M. Further details on the financial impact are set out below.

Category B can only be finalised when the actual operation is appreciated – for example it had been estimated that the building would require 16 controlled access points but the actual final layout requires 31. There were also choices to be considered where upfront costs can be reduced but ongoing costs or replacement frequency means they are more expensive in the long run.

Category C This is the final stage in the process this includes all elements that are not fixtures, such as furniture, audio visual equipment, additional decoration and so on. Whilst decisions on these do not have to be made at this point it is important that the strategies that will ensure that the choices will work are established. This is covered in further detail below.

3 Category B: Areas for decision

3.1 The proposed Category B arrangements are set out in some detail in Appendix 1. To move forward within timescales we need decisions on:

- The overall internal layout and floor finishes
- The Members area
- The Council Chamber and main meeting rooms
- The finish of walls (stud or glazed)
- Breakout areas and kitchens
- Controlled access
- CCTV
- Feature wall
- Reception
- Entrance doors
- IT passive infrastructure (floor boxes, IT wiring, etc.)
- Floor boxes
- Photovoltaic cells
- Facility and fixings for elements of Category C aspects including signage, AV options and flag poles

3.2 Direction is also sought on the proposed strategies (set out below) for ICT, Audio/Visual equipment and capability, Facilities Management and Customer services.

3.3 A key principle is that the building should be as 'future proofed' as possible in particular regarding technology. Whilst this cannot be completely predicted the provision of wiring and ICT linkages allows for changes in the future without re-wiring.

4 Internal layout and floor finishes

4.1 This is shown in detail on the plans set out in Appendix 1. The Lower Ground Floor comprises the Car Park, the central administration team, the IT server room and various storage and technical areas. It also includes the Police Safe Neighbourhood Team offices with their separate entrance.

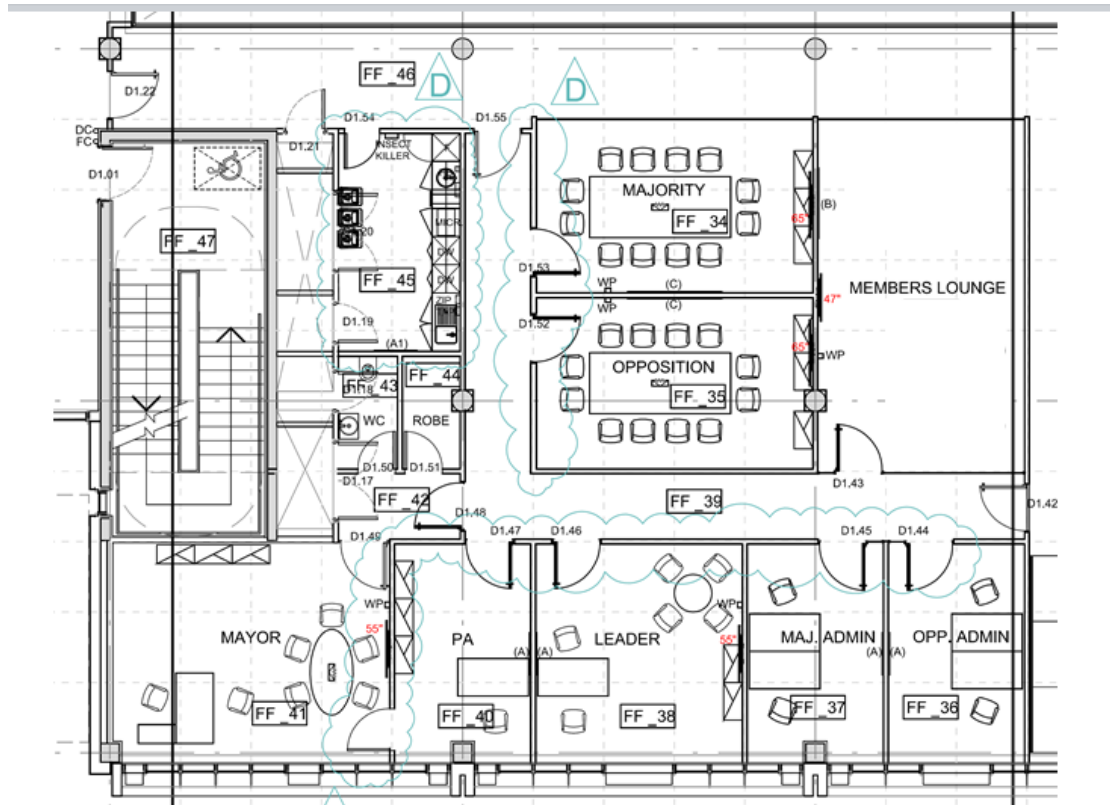
4.2 The Ground Floor is proposed to be accessed via a revolving door with an automated pass door for buggies and wheelchairs. The area comprises the Customer Service area and associated interview rooms, the atrium space, the voluntary sector area and the Library which takes up the major part of the ground floor (including part of the atrium).

- 4.3 There are three lifts (only one of which will be permanently programmed to go the lower ground floor as this is not intended for public access, though a second lift will be capable of being programmed to go to the lower ground should there be maintenance or break down) and three stairwells (one of which is for those members of the public not wanting to use the lifts). It is intended that the atrium area has a small café serving hot and cold drinks and cold food.
- 4.4 The First Floor houses the Council Chamber/Large Function Room and two meeting rooms which will be used for Council purposes and meetings but will also be available for community use and potential commercial hire. The Registrars Service, including a Ceremonial Room for Weddings, forms the other public area of this floor. The rest of the floor is for Council staff and an area for members (see below).
- 4.5 The Second Floor is exclusively for Council use and will have a number of meeting rooms, the Customer Service Unit (CSU) call centre and office space.
- 4.6 The CSU ceiling finishes are set out in the Category A section in Appendix 1. The floor finishes – a mix of carpet in the office, CSU and meeting areas, tiling in the atrium, toilets and showers, and appropriate rubberised tiling on the stairs, kitchens and specialist areas. – are also set out in Appendix 1.

5 Member's facilities

These are shown below and replicate the facilities currently available in the Civic Centre. It is intended that all walls, other than dividing walls will be fully glazed with a part opaque finish. An additional allowance is provided in the budget for a higher quality carpet in the Mayor's Parlour if required. The plans may be subject to minor variation (for example there will be a door linking the Leader's office and Admin, and the members lounge may be better used as an additional meeting space)..

Mayor and Members Facilities



6 The Council Chamber and Meeting Rooms

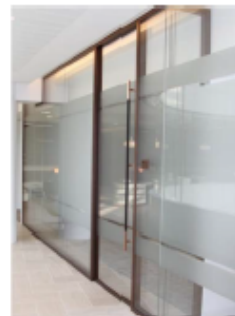
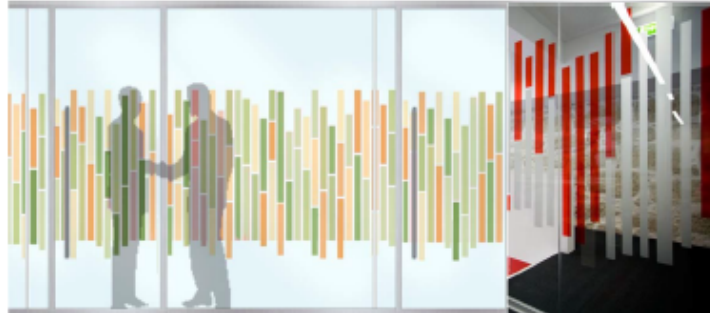
Appendix 1 provides several images of what the Council Chamber would be like, though as previously agreed by Council it is not a purpose designed chamber with fixed furnishings as now. Rather, it is a flexible space capable of uses such as conferences, seminars, training, and functions. The range of potential layouts for how the rooms can be used and the proposed finishes are set out in Appendix 1. In terms of the Category B elements it is proposed that the corridor wall has a wood cladding and, if feasible an inset cabinet display. The shade of wood cladding illustrated is felt to be too dark and a lighter shade will be selected. The actual operation of the Council Chamber and meeting rooms will be achieved through furniture choice and audio visual equipment to allow microphones, visual presentations and appropriate Information Communication Technology (ICT) and Wi-Fi connection. These are Category C items and final decisions can be made at a later stage (though all of the necessary wiring to allow for future proofing is already programmed).

7 Internal Wall finishes

7.1 As the design of the building aims to bring light into the whole structure the presumption in the Category B is that these be fully glazed with the appropriate amount of opaque treatment to stop them being 'goldfish bowls'. Dividing walls would be stud partition as would storage areas. The walls would have the appropriate level of sound insulation dependant on their proposed uses with the highest levels in the interview rooms and the CSU call centre, medium levels in the office meeting rooms and lowest in individual offices and rooms. The glazed walls to the meeting rooms will have manifestations to allow

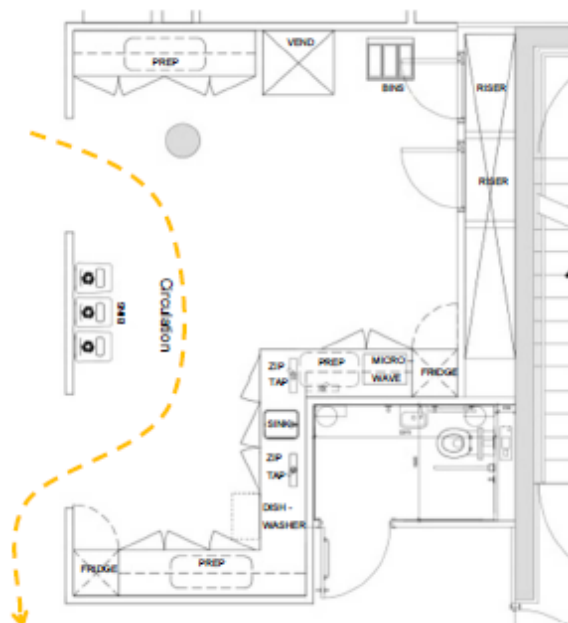
discussions to take place with a level of privacy. Doors will be wood with a glazed panel.

- 7.2 Below are some examples of manifestations for glazed walls of the meeting rooms with colour used on the ground floor only:



8 Breakout areas and kitchens

- 8.1 There is a breakout and kitchen area on each of the first and second floors to provide facilities for staff. This takes account that the density of the work areas will be high and provides some space for staff to prepare drinks and for eating lunch. The fit out is part of Category B and the draft lay out is set out below with further detail in the separate document. The kitchens will include fridges, dishwasher, microwaves, preparation space and hot water boilers. The seating areas will be part of the Category C arrangements.
- 8.2 As there will be up to 200 staff using one kitchen there will need to be a facilities management responsibility for ensuring the effective operation of these two areas – it will simply be too busy to rely on staff good will to keep all aspects of the area properly functional.
- 8.3 Proposed kitchen layout:



9 Controlled Access

There are 31 controlled access points to ensure that non-public areas are kept secure and prevent unauthorised access.. This is the bare minimum to ensure that there are not 'weak' points in the coverage. These will not be power assisted as in the current Civic Centre as these are not a requirement for Disability Discrimination Act (DDA) and accessibility.

10 CCTV

Eight external cameras are proposed and 26 internal cameras in the Council and public areas. They will be linked through to Cupid Green CCTV control centre, and available for staff to use on site when required.

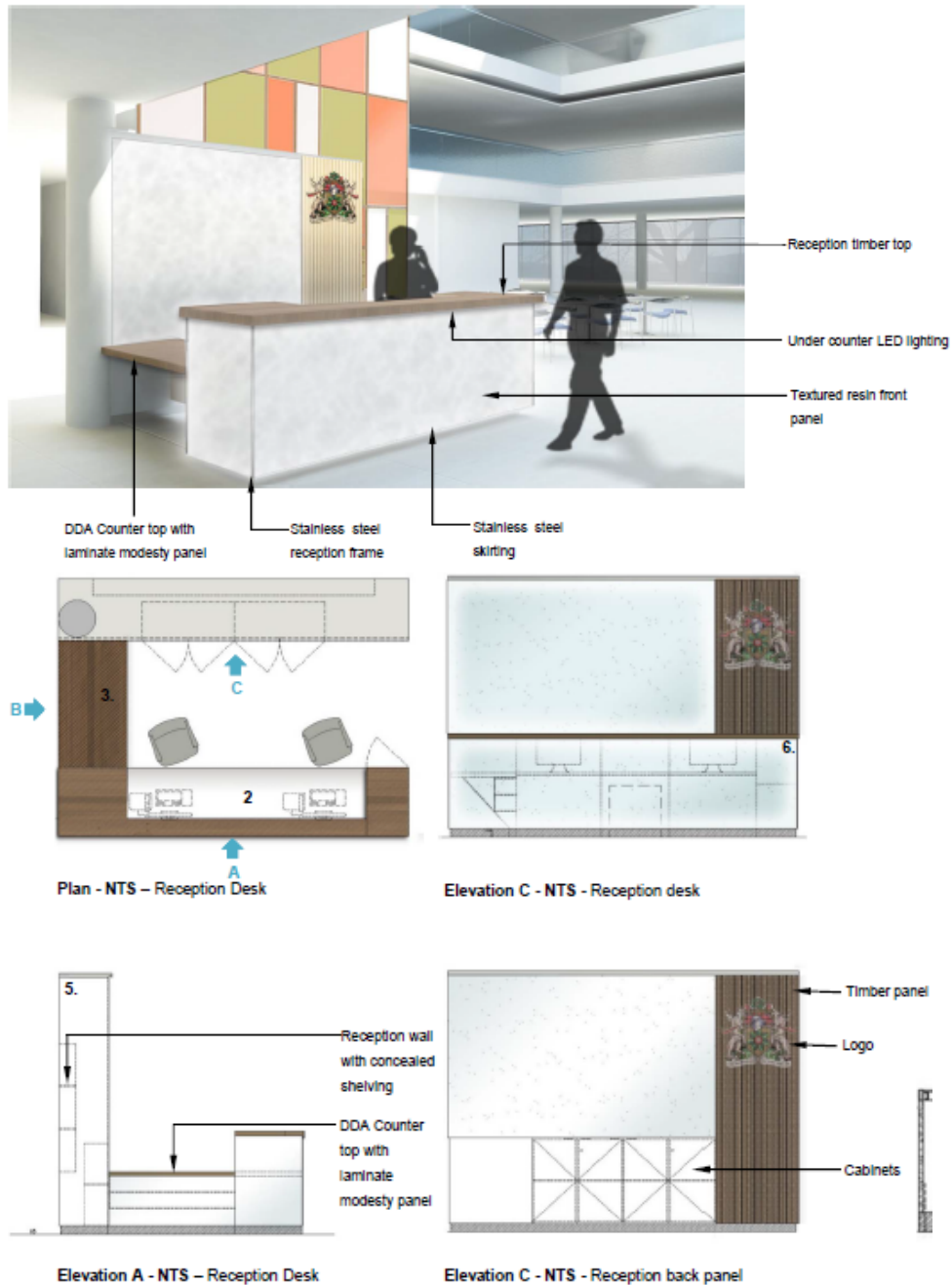
11 Atrium and Feature Wall

11.1 The main essence of the Atrium is the provision of an open, very light, area and with the exception of a feature wall and evening lighting nothing special is proposed – it is a feature in itself. Members will have seen that on initial designs it included a feature wall (it encloses the lift shaft and toilet area on each floor). At £54,000 it was felt that this was too expensive and it is now intended to use the budget for acoustic attenuation and to allow fixing of items such as TV screens or images/paintings as required.

11.2 The proposed option is to mount a 3x3m 'video wall' at around the same cost which would be capable of displaying a wide variety of images and information. The final decision on what goes on the wall can be made at a later date as it falls into Category C. Within the Category B the provision for fixings and power/cabling will need to be made.

12 Reception

The proposed reception area is set out in Appendix 1 but two images are shown below. It would be a self contained reception desk with clear signage. The images show the DBC crest though given the multi-use nature this can be added to. The aim is to provide flat screen information displays in two or three points on the ground floor area to assist customers.



13 Customer Services

The only Category B elements are the interview rooms with the rest being delivered through the furnishing. The intention is to have a self-service area closest to the entrance door with pay booths and 'kiosks' providing on-line access to Council (and other) services. There will be an information/display point and 'floorwalkers' to assist customers in being able to access the service they require on line.

14 Entrance doors

The recommended doors are illustrated below. There is a main revolving door designed to minimise cold air entering the building together with a push button controlled pass door for buggies and wheelchairs. This can also be controlled from reception. As this option is a variation to the architects proposal this carries an additional cost (see below)



15 Partners Category B

The Police and HCC are responsible for their own Category B fit out, though must ensure that it does not impact on the Building Research Establishment Environmental Assessment Methodology (BREEAM) efficiency of the building and is coordinated with the completion of the construction. Both organisations are considering using R G Carter – which would ensure this would be coordinated – but have yet to decide whether to use them or their own contractor. The Police have now appointed Gade Zone Development Ltd's team for designing their area. The Voluntary sector is largely dependent upon Dacorum Borough Council to provide them with a pre-designed Category B area. This is forming part of the Council's Category B cost.

16 Photovoltaic cells

16.1 As part of the Forum's BREEAM Excellent accreditation and planning condition, we have to provide solar cells on the roof top. There are two main options:

- a) We can purchase the solar cells through the contract for a price of c. £55K (not currently budgeted for), or
- b) Enter into a power purchase agreement with a third party supplier who will provide the solar cells free of charge and the council will need to pay them for use of electricity generated by the solar cells for a duration of up to 20 years.

16.2 Option a) will require upfront capital cost and then the council could receive the feed-in-tariff, whereas, under option b) the council will

save the capital cost. It is proposed that option b) is selected in order to reduce the capital cost and the need to maintain the equipment.

17 Category B: Financial implications

- 17.1 Cabinet approved a revised budget for the Forum at its meeting of 21 April 2015 based on the Development Agreement with Gade Zone Development Limited This set out the maximum contractual commitment price (it should be noted, as made clear in the April report, that the contractual contingency of £326K is committed and not available for the Category B increases):

| FORUM COSTS | £'000s |
|---|---------------|
| Revised build cost | 16,492 |
| Client maximum contractual contingency | 326 |
| Agreed change variations | 90 |
| Maximum contractual commitment /target price | 16,908 |
| | |
| Technical and Legal support | 300 |
| Total cost estimate | 17,208 |

- 17.2 Within these costs two elements still had a degree of variability: the cost of utilities and services where £150K was the provisional budget but which would vary on actual cost (up or down); and on Category B costs where a working assumption on likely costs led to a budget of £1.9M (based on £35 per square foot a very broad industry norm for a building of this type).
- 17.3 The actual costs of Category B will depend on the choices made by the Council in terms of finishes and arrangements (etc.) and, based on the architect's recommendations; the projected cost was initially £2.7M. This price has been challenged and elements of value engineering employed and the revised position is £2.15M plus a range of cost variations, the cost of providing gaseous suppression protection to the IT server room (the precise price of which is not yet known) and a reasonable contingency for minor variations.. Appendix 1 illustrates what Category B would be like at this cost. The level of challenge and subsequent cost reduction has been significant but there is a difficulty in reducing the costs much further without seriously compromising the functionality of the building or by using cheaper materials which in the long run will be more expensive through repair and replacement costs. Cabinet Members have participated in testing the assumptions of the proposed approach.
- 17.4 A range of change costs have been agreed: £5K for the preparation for external signage (it is proposed to have the main element as 'The Forum' together with DBC's crest, and a smaller sign for each organisation occupying the building); £12.5K for the revolving entrance door; £4K for the capacity to take an additional lift to the lower ground floor as contingency; and £11K to increase the number of cubicles from 5 to 6 in the female toilets. Allowing an estimated £50K for the work to the server room (should this require the construction of a location separate to the server room) and a small contingency of around £100K the Category B results in a revised cost

of £2.3M, an increase of £400K. It is recommended that the budget be increased accordingly.

| | £000's |
|--------------------------------------|------------|
| Initial architect costing | 2,700 |
| LESS value engineering (£585K) | 2,115 |
| PLUS cost changes proposed (£32K) | 2,147 |
| PLUS gaseous suppression (£50K) | 2,197 |
| PLUS contingency (£103K) | 2,300 |
| LESS existing budget | 1,900 |
| Additional budget requirement | 400 |

18 Category C: proposed approach

18.1 Furniture

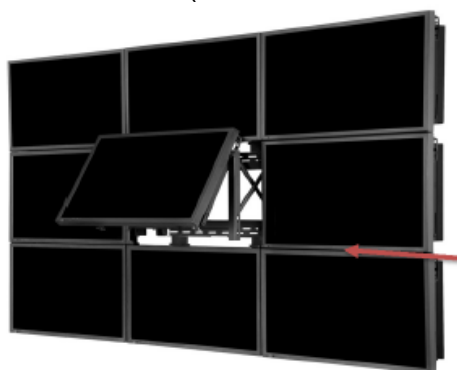
It is envisaged that new furniture will be procured for the Forum with potential for reuse of some existing items, for example, lockers. New chairs are currently being procured due to the poor condition of the existing stock of chairs; most of these were incapable of adjustment which is an absolute requirement in a hot desk environment where staff can be sitting in a different place every day. These new chairs will be re-used in the Forum.

18.2 ICT and Audio Visual

An IT sub-group has been formed to develop the strategy for ICT operations in the Forum. The group is meeting regularly to formulate requirements, identify impact on Category B elements and to prepare for the ICT move to the new office towards the end of 2016. Workshops and clarification sessions with the design team have been held to discuss the key requirements. Engagement with specialist ICT suppliers is also taking place to review the latest technologies with an aim to future proof the passive ICT infrastructure. The following components form the main backbone for ICT in the Forum:

Council Chamber and adjacent two large meeting rooms:

- Video wall (Council chamber - example below)



- Conference/Discussion system with ID, voting and live streaming capability
- TV screens/Projectors (meeting rooms)
- Wall mounted touch panel control system

- Conference call capability with video (meeting rooms)
- Wi-fi provision

General Meeting Rooms

- TV screens/Projectors
- Wall mounted touch panel control system
- Conference call capability
- Cable Management system
- Wi-fi provision

Server room and Workstation Planning

- Review Category C furniture design with an aim to harmonise ICT in the new layout.
- Create requirements for floor boxes and grommets (Category B items)
- Integrated USB fast charging ports
- ICT design that enables flexibility for hot desking and future re-design.
- Wi-fi provision
- Server room design
- Conference Call facility

18.3 Miscellaneous

There are a number of issues to be resolved in putting the finishing touches to the building and its surroundings. These include:

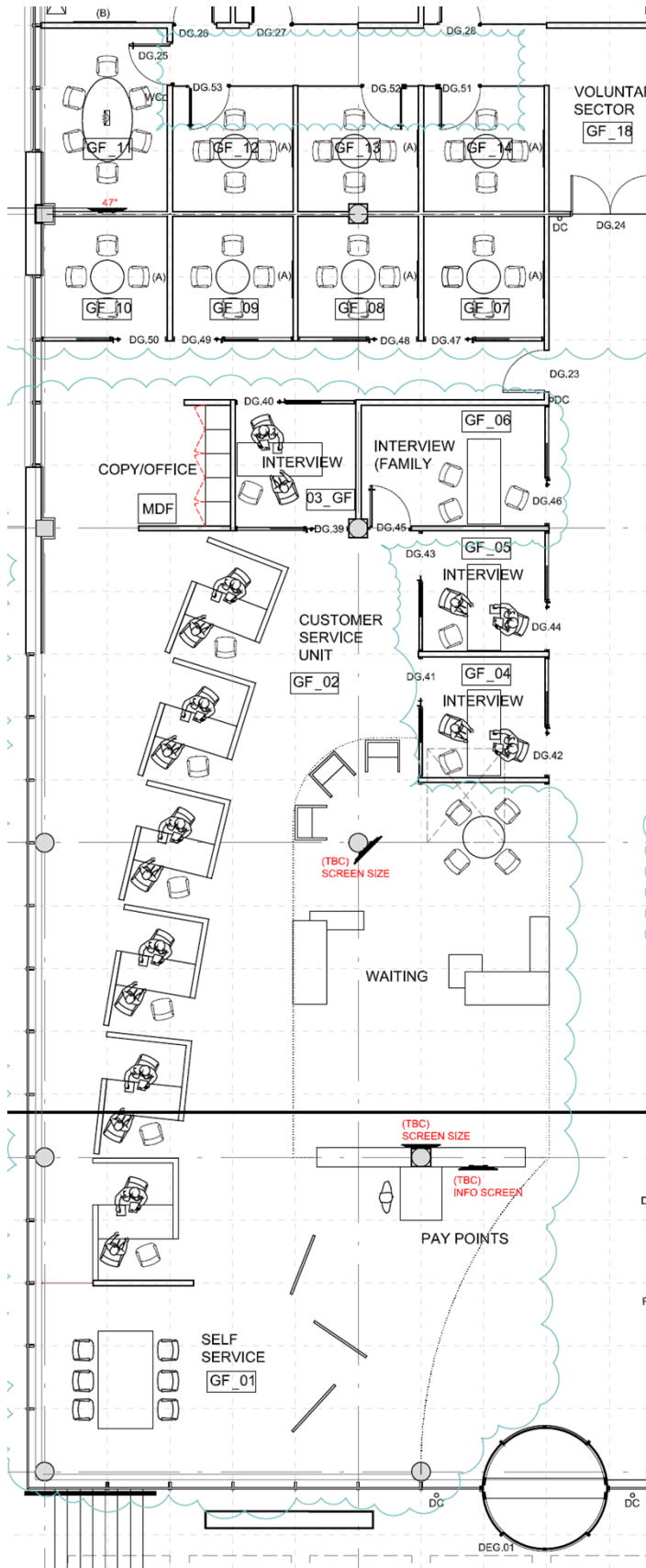
- Re-location of the BT Kiosk at the corner of Marlowes and Coombe Street
- New bus shelters outside The Forum
- Flag poles

These will all be Category C items.

19 Customer Services

The Customer Services Unit (CSU) Category B design has been developed in consultation with the local Northgate manager. A redesigned indicative floor plan in draft is listed below. The proposal includes a self-service area, which will provide a growing range of services to the residents and community of Dacorum. It is envisaged that pods with touch-screens will be provided in the self-service area for which new services will be launched over the coming years. It is likely that this area will expand and, correspondingly, the number of face to face stations will reduce. The call centre will be located on the second floor. An example of the call centre furniture layout is given below.

Possible CSU Floor Layout



CSU Call Centre on the Second Floor



20 Relocation of ICT services to the Forum

The overall plan for the move of the current office and staff is being developed by the Cultural sub-group. The ICT element specifically is being planned by the IT sub-group. This involves developing the strategy and procedures for enabling a phased move of IT equipment and services with the minimum amount of interruption to the users. Some of the ICT kit will need to be renewed as a result of the move. Some examples include:

- Network switches
- Uninterrupted Power Supply for ICT
- Server cabinets
- Re-installation of broadband and data back-up services

21 Facilities Management

A Facilities Management (FM) sub-group has been established. The main objective for the FM sub-group is to create and deliver an effective FM strategy meeting the needs of a multi-occupier building open to the public seven days a week. An update will be provided to member in early 2016.

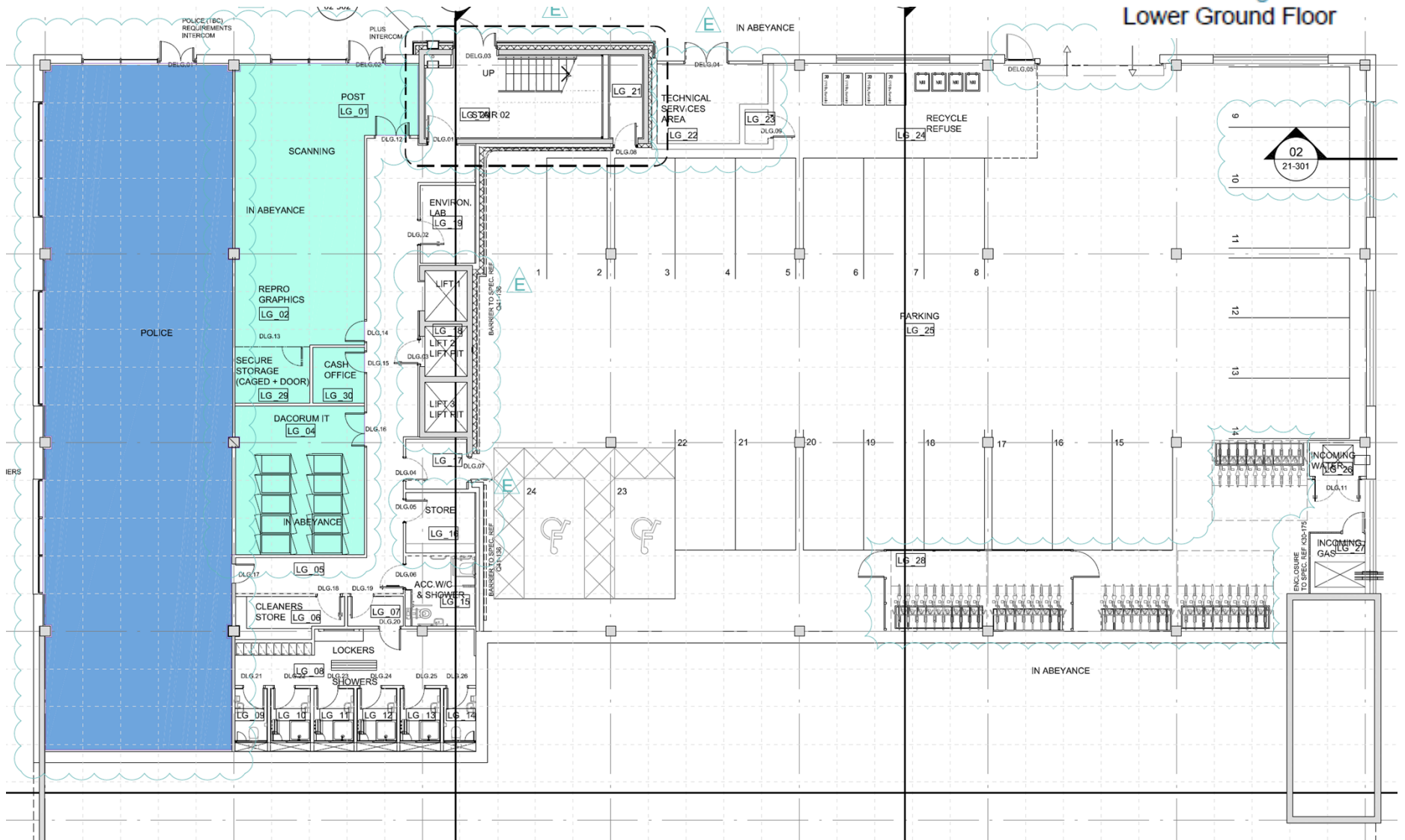
22 Culture Change

A cultural change sub-group has been established. The main scope of this group is to review the following:

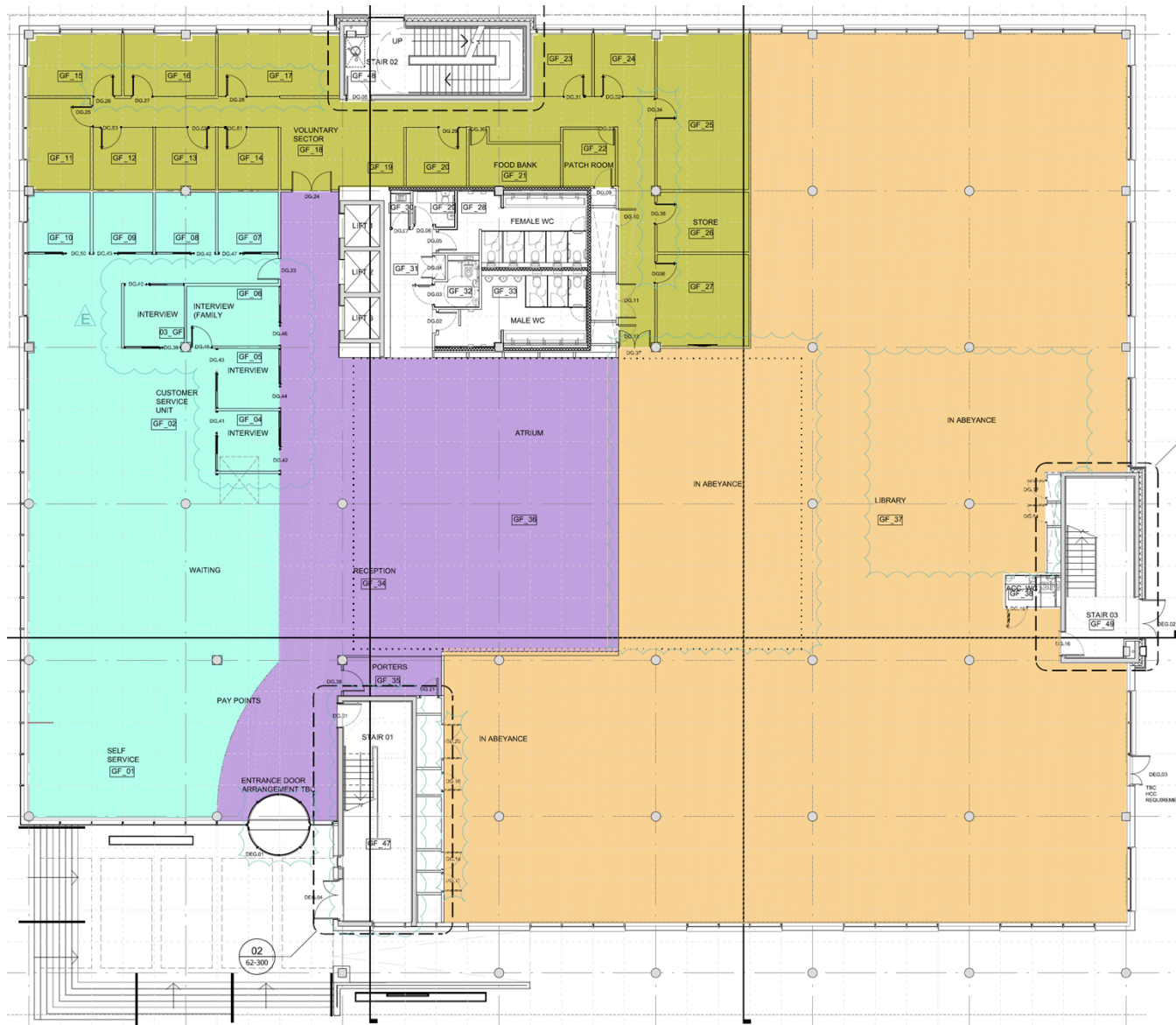
- Technology/Smarter Working/Business Processes
- Staff culture and policy
- Moving staff to the Forum (logistics)
- Archiving

The above workstreams will be developed in conjunction with Dacorun Anywhere and Digitisation projects including the digital post room.

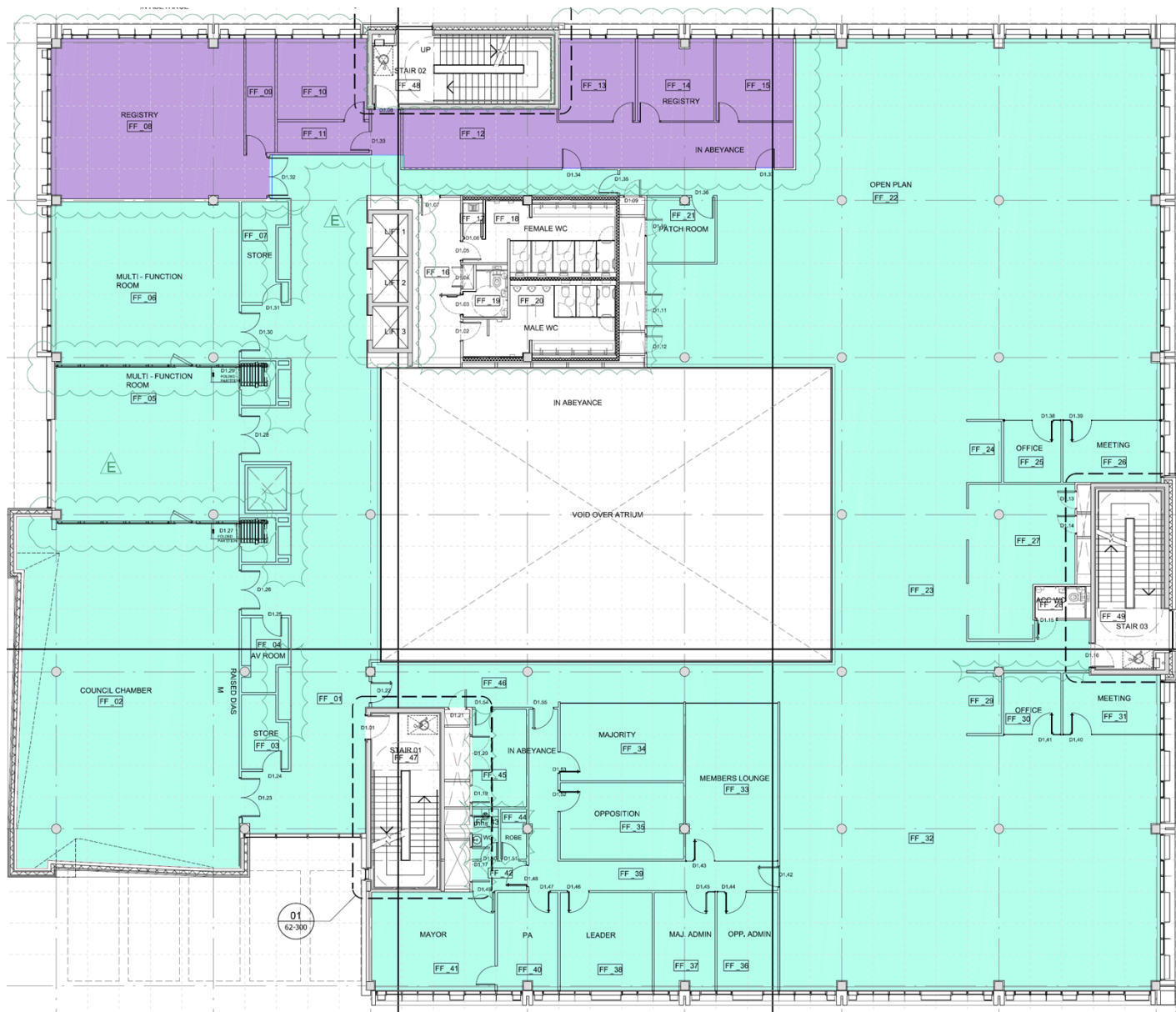
General Arrangement Lower Ground Floor



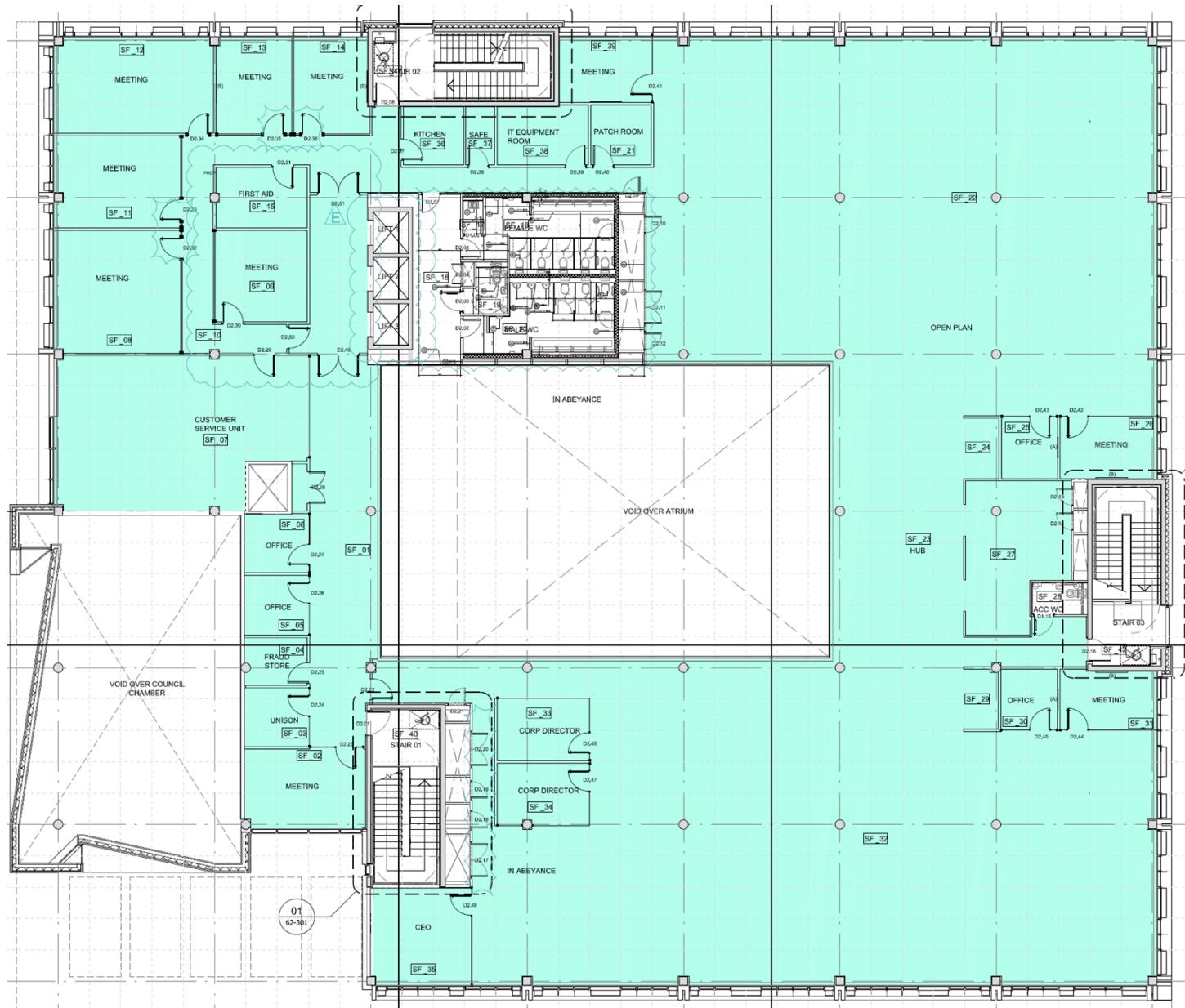
General Arrangement Ground Floor



General Arrangement First Floor



General Arrangement Second Floor



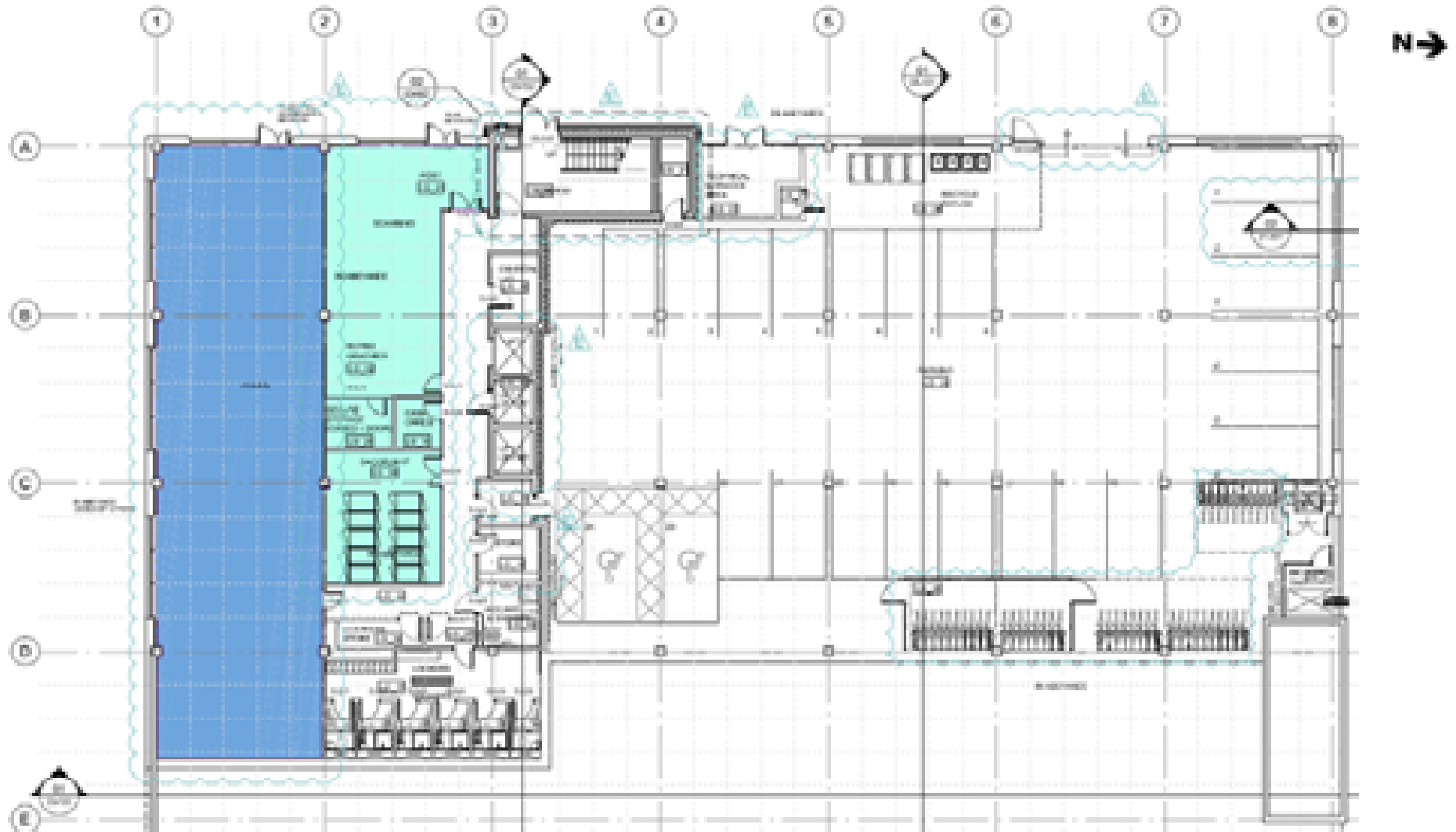
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The Forum

CAT A / CAT B / Cat C Design Development Report



CATEGORY A



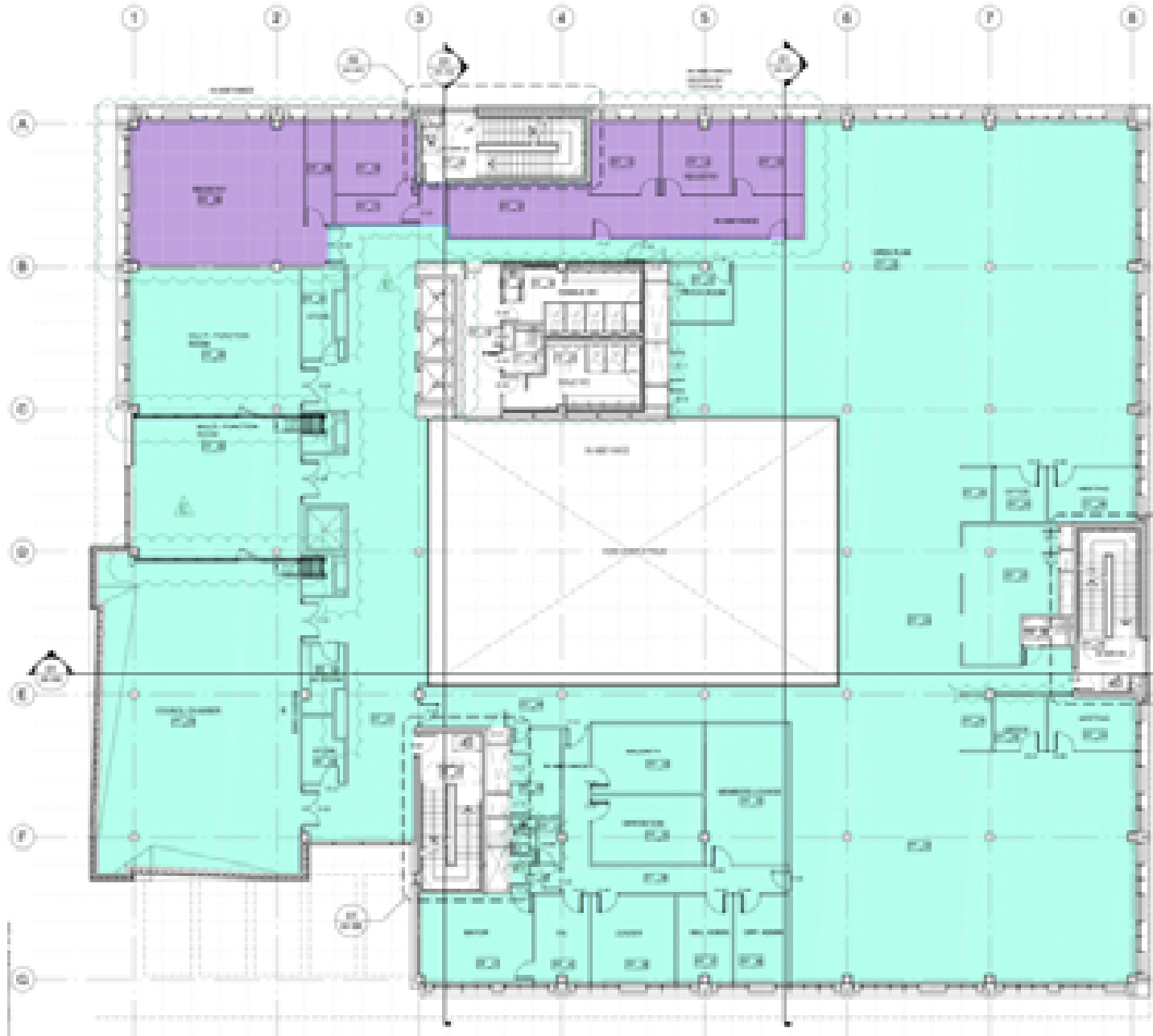
CATEGORY A

General Arrangement
Ground Floor



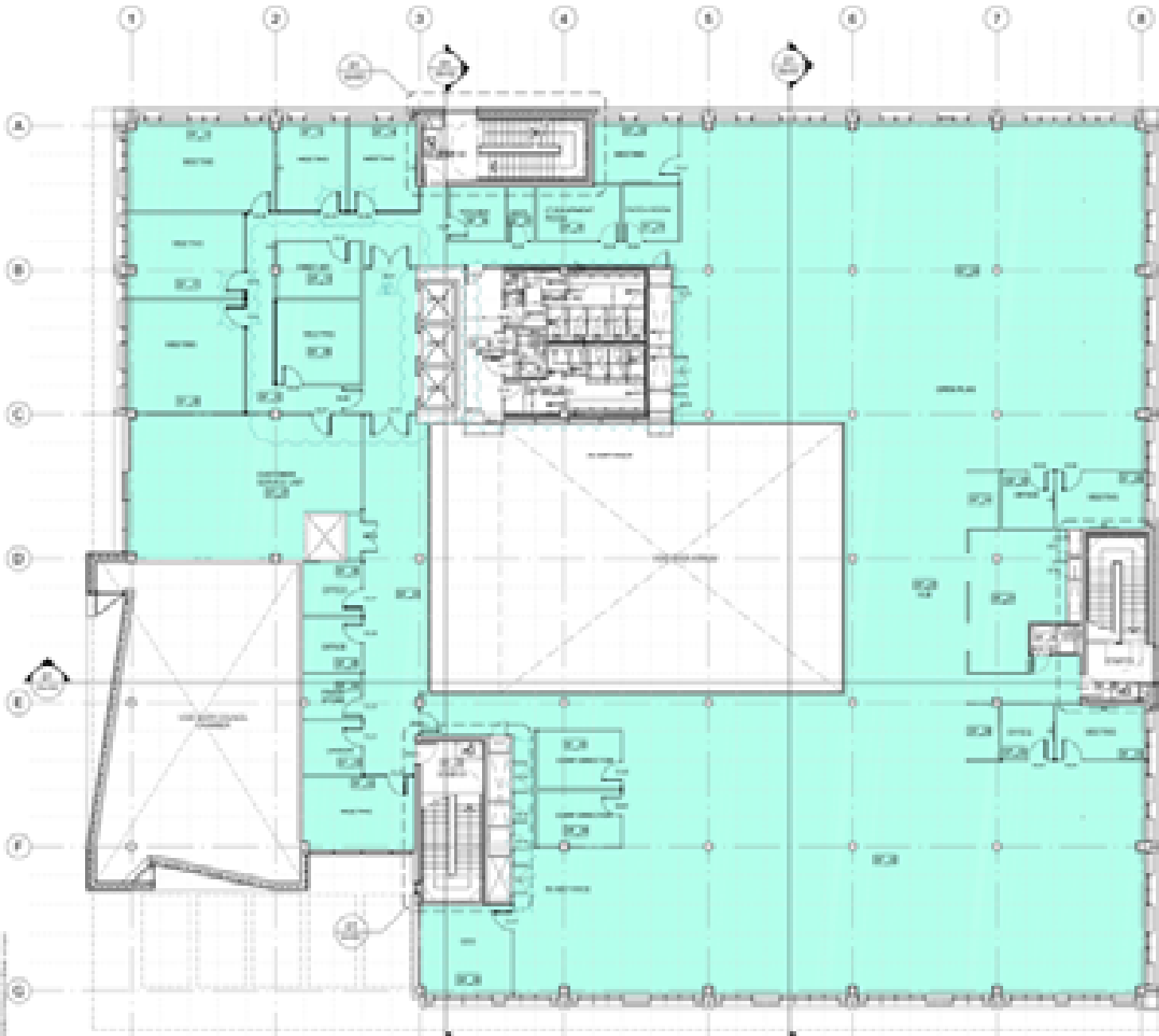
CATEGORY A

General Arrangement
First Floor



CATEGORY

General Arrangement
Second Floor



CATEGORY A

Atrium Balustrade

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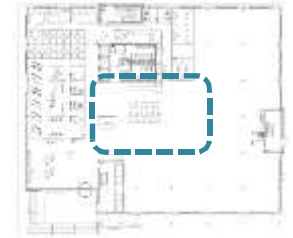


Cat A - real example of ETFE Roof



Design principles:

- Visual connection to all floors
- Create feeling of openness
- Maximise natural daylight to all levels

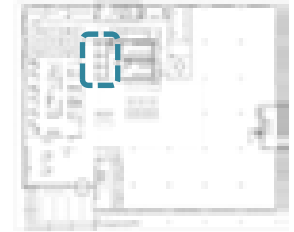


Indicative furniture plan only. Feature lighting not included.

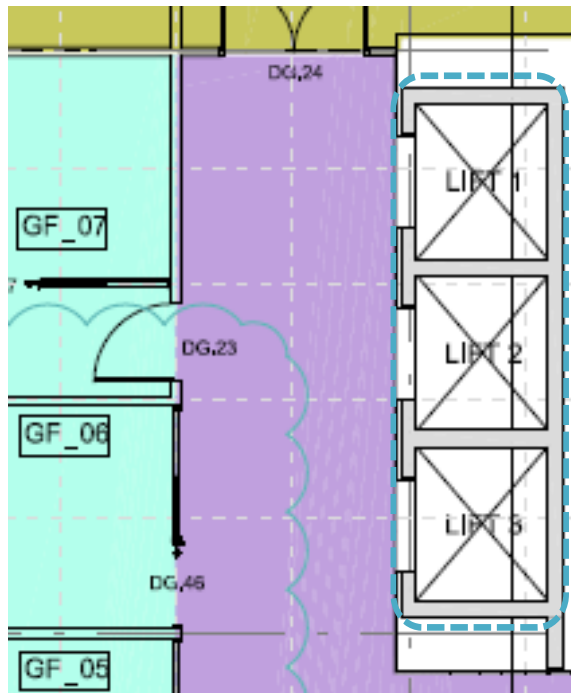


Cat A balustrade.

CATEGORY A



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Plan – NTS - Main lift core – Cat A

Floor finish to match atrium flooring – stone effect floor tile – Cat B



Visual - Lift car interior

Orange and wood effect laminate



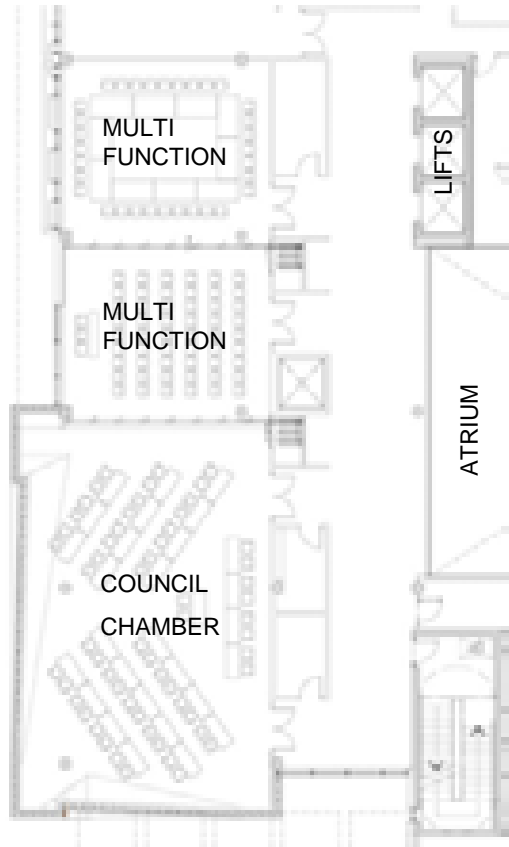
Visual - Lift car interior

Olive green and wood effect laminate

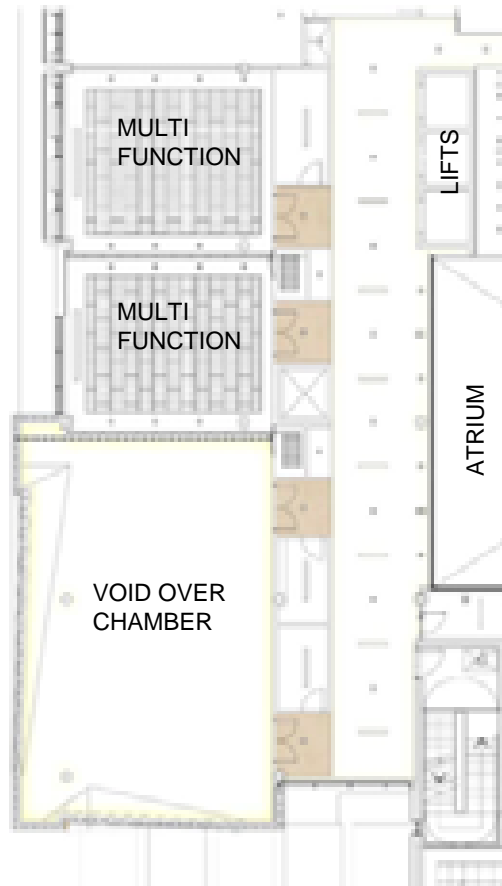
CATEGORY A

**Council Chamber
General Arrangements**

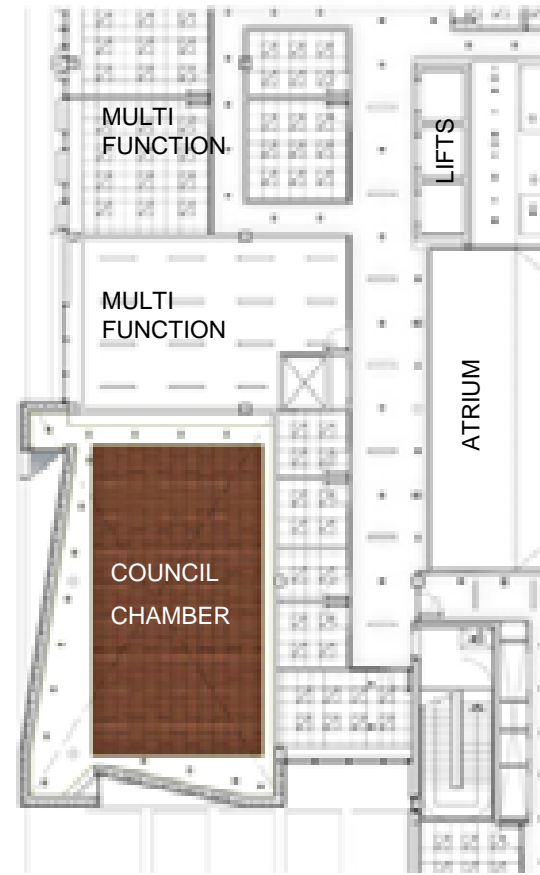
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GA - 1st Floor



RCP - 1st Floor



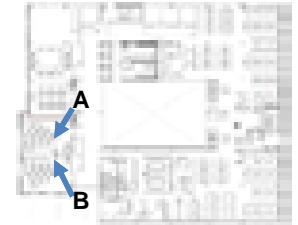
RCP - 2nd Floor

Plan - NTS

Indicative furniture plan only. Furniture design and space planning are CAT C elements.

Council Chamber Visuals

Ceiling and Lights - C T A



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Visual A - Council Chamber

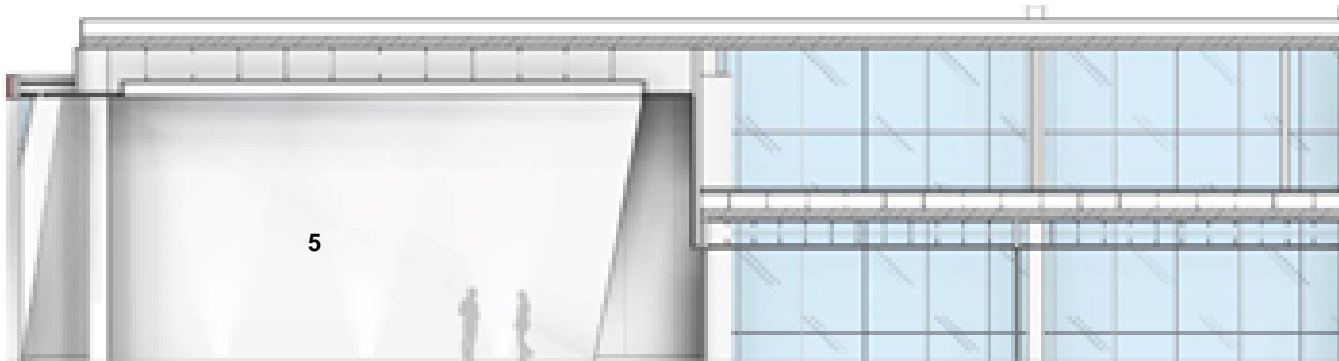
Note- Furniture layouts are indicative only



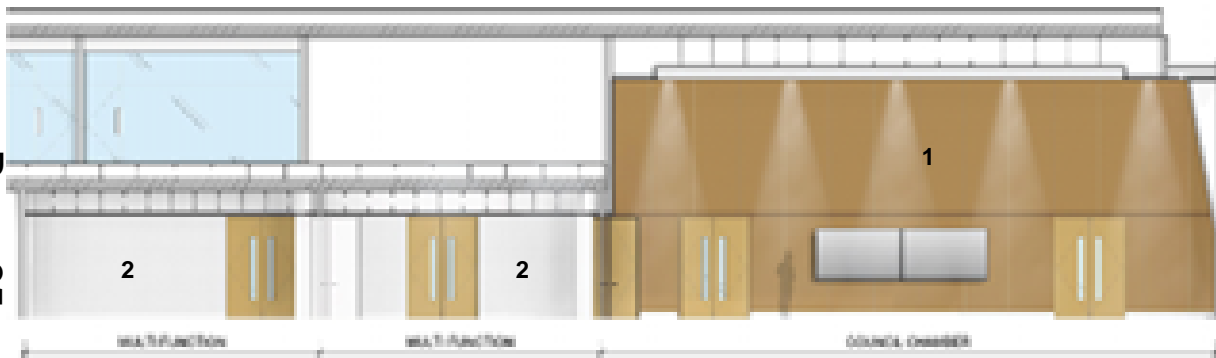
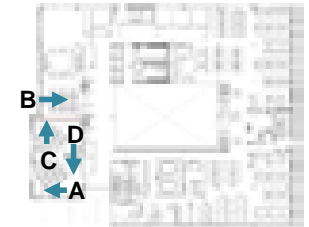
Visual B - Council Chamber

CATEGORY

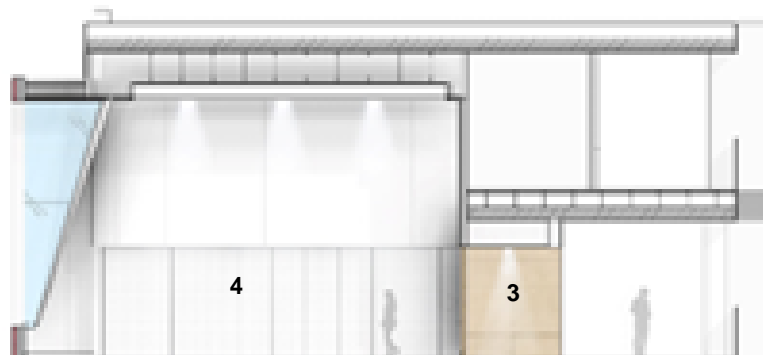
Council Chamber Sections & Wall Finishes



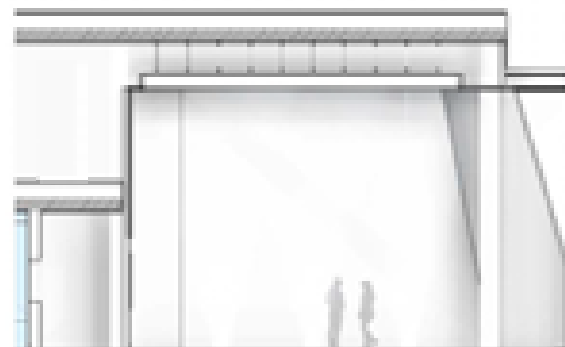
Section A



Section B



Section C



Section D

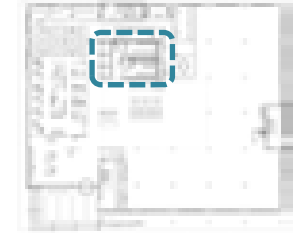
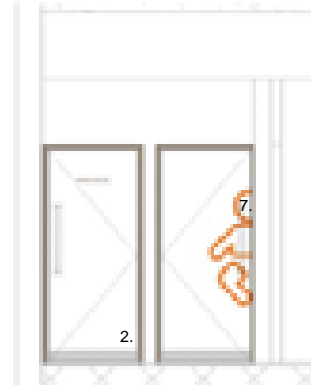
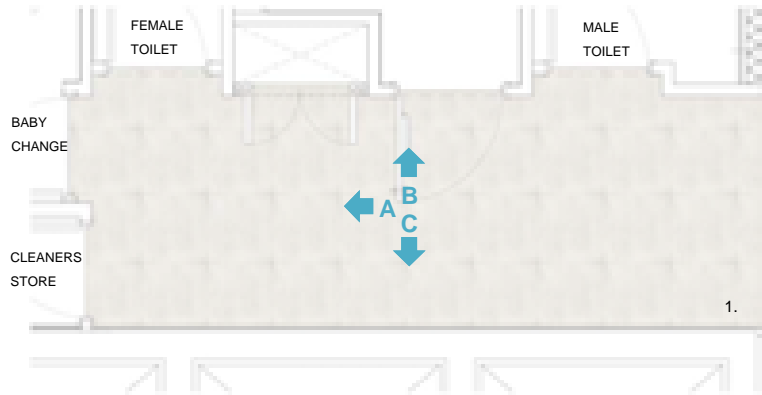
Key

1. Walnut veneer acoustic ceiling & wall panels
2. White perforated acoustic ceiling panels
3. Stone cladding portico ceiling to match flooring on GF
4. White perforated operable wall with bulkhead
5. Textured polished plaster

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CATEGORY A

Core
Toilet cores lobby



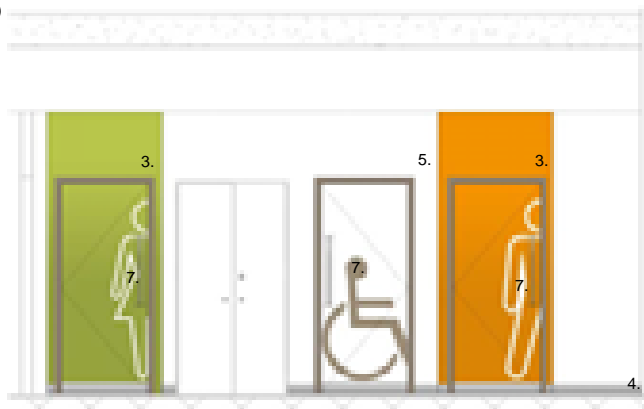
Key

- 1. Floor tiles
- 2. Painted doors
- 3. Painted doors to match laminate inside of the toilets
- 4. Brushed stainless steel skirting
- 5. White painted wall
- 6. Walnut Timber Panel
- 7. Vinyl signage

Core toilets and lobby finishes and materials – Cat A
Signage - Cat B

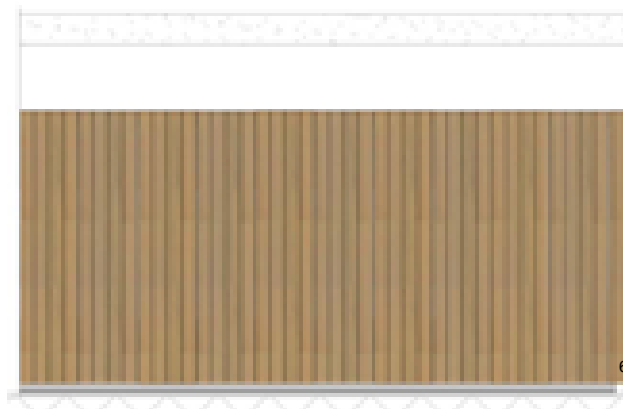
Elevation A – NTS

Cleaners Store and Baby Changing – Cat A



Elevation B – NTS

Toilet cores doors materials and finishes in Toilet cores and lobby - Cat A



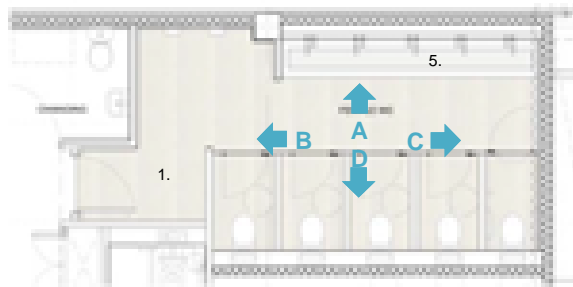
Elevation C - NTS – Core wall

Walnut Timber panels around the core - Cat B

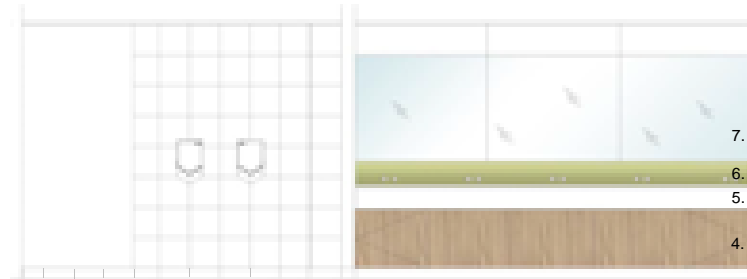
Page 86
Plan – NTS - Toilet core lobby

Core Female Toilets

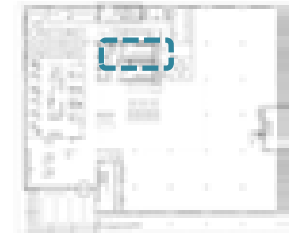
CATEGORY A



Plan - NTS



Elevation A - NTS

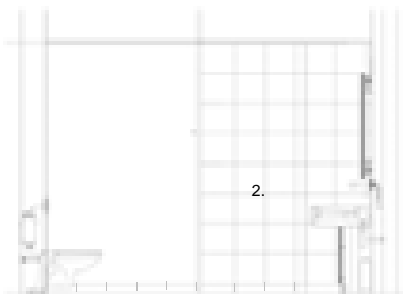


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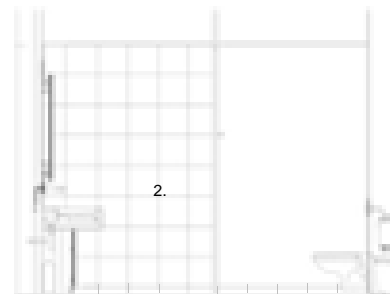
1. Ceramic floor tile
2. Ceramic wall tile
3. Olive green laminate
4. Wood effect laminate
5. Corian – trough
6. Olive green painted feature wall
7. Mirror

Core toilets and lobby finishes and materials – Cat A

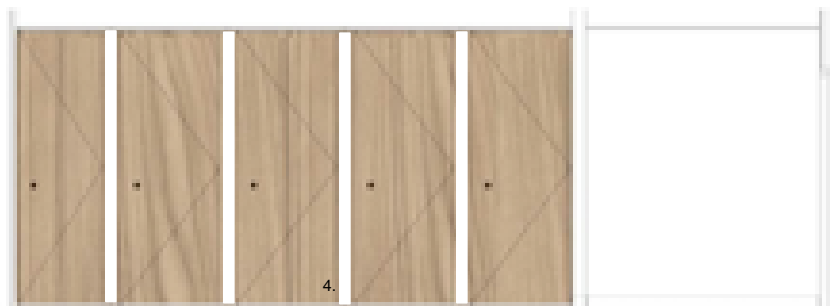
Page 87



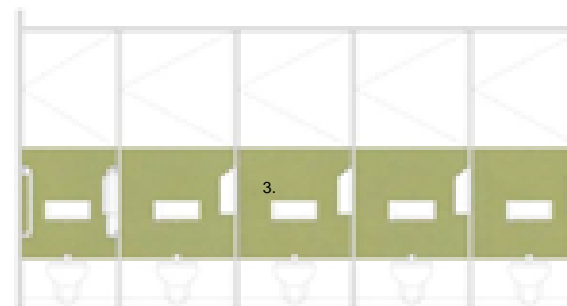
Elevation B - NTS



Elevation C - NTS



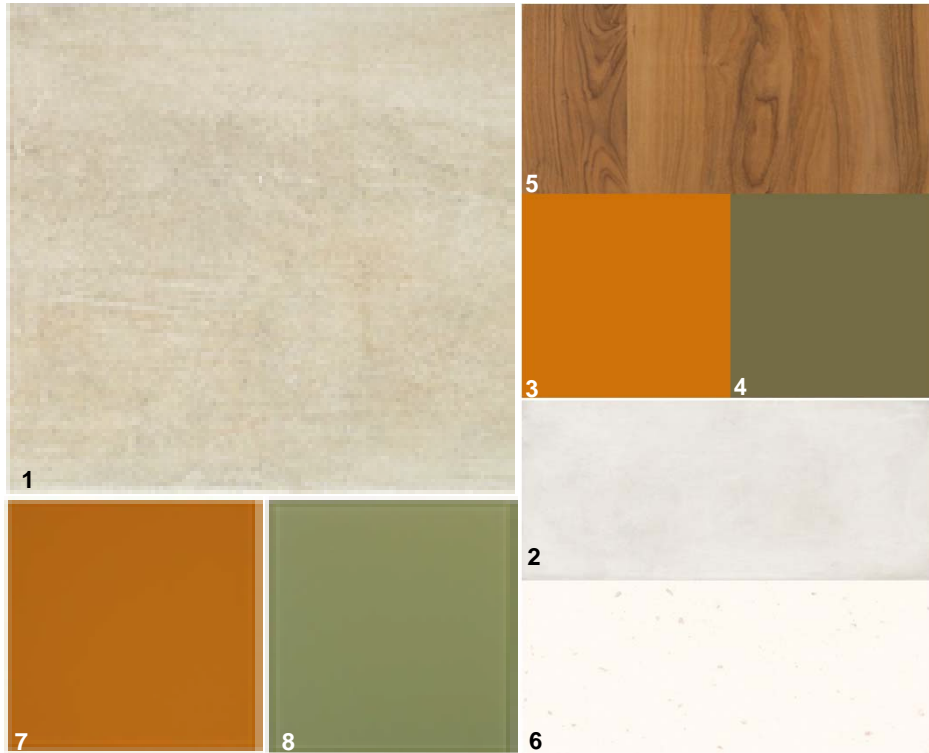
Elevation D - NTS



Section D - NTS – inside of cubicles

CATEGORY A

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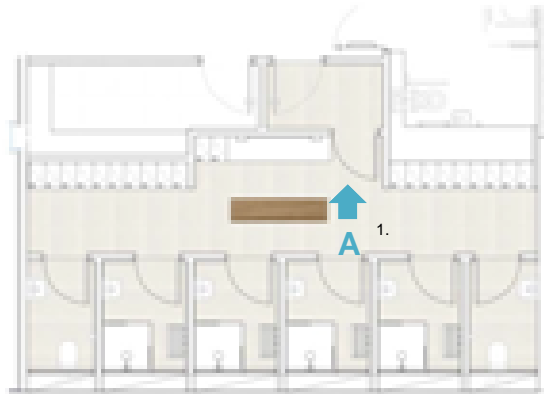
Key:

- 1. Ceramic floor tile
- 2. Ceramic wall tile
- 3. Orange laminate
- 4. Olive green laminate
- 5. Wood effect laminate
- 6. Corian – trough
- 7. Orange painted feature wall
- 8. Olive green painted feature wall
- 9. Alto Wall Mounted WC Pan
- 10. Contour Urinal Fully Concealed
- 11. Dyson Airblade V Hand Dryer
- 11. White Corporate Slab - Male
- 12. White Corporate Slab - Female

Core toilets and lobby finishes and materials – Cat A

Showers / Changing / Lockers – Cat A Lower Ground Floor

CATEGORY A



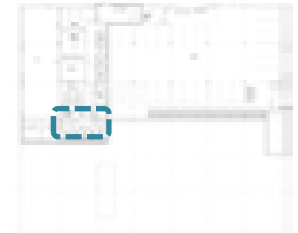
Plan NTS



Lockers



Cubicles

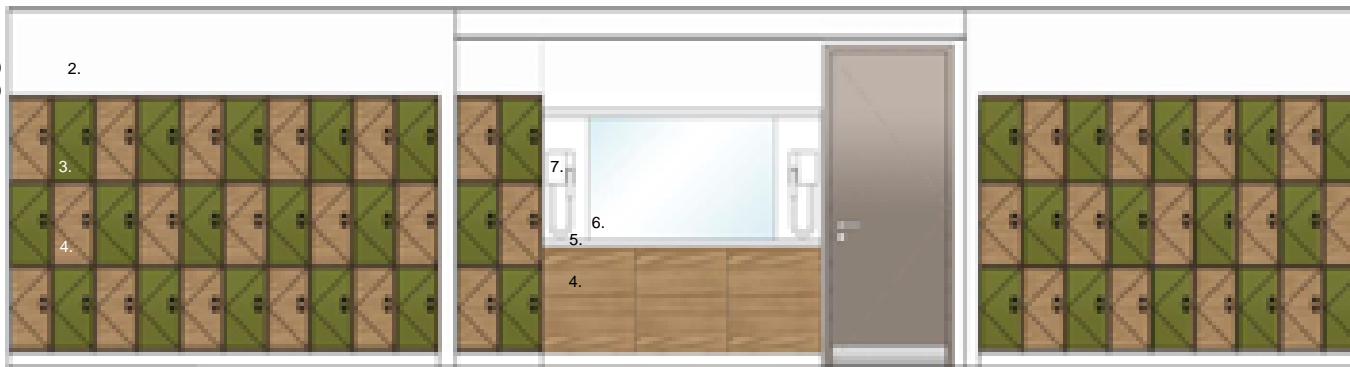


Key:

1. Ceramic floor tile
2. Plaster bulkhead
3. Green laminate
4. Wood effect laminate
5. Corian vanity counter top
6. Mirror
7. Hair dryer

Lower ground floor finishes and materials – Cat B

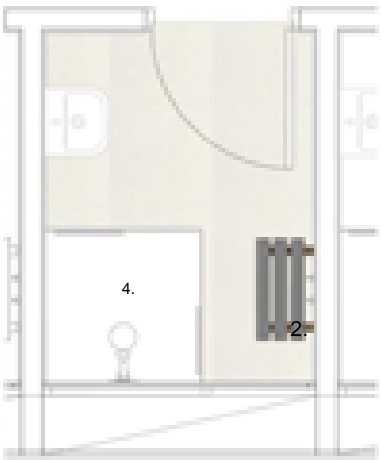
Page 89



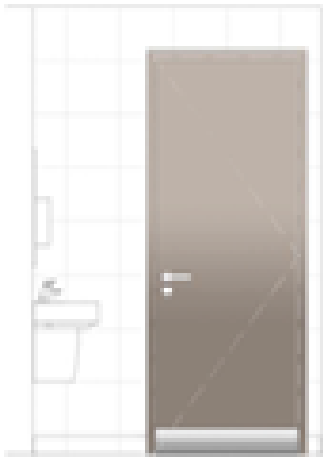
Elevation A

Showers / Changing / Lockers Lower Ground Floor

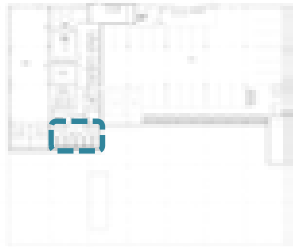
CATEGORY A



Plan NTS



Elevation A



Key:

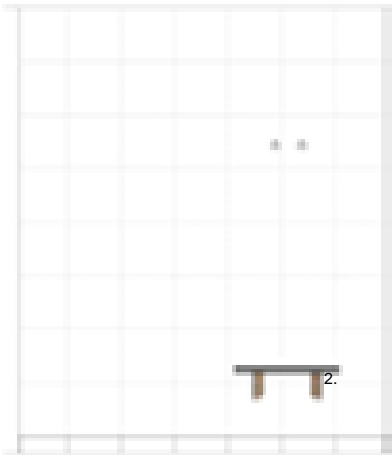
- 1. Shower cabin
- 2. Bench
- 3. Painted doors
- 4. Armitage Shanks Washbasin
- 5. Idealrain L3 Shower Kit
- 6. Jasper Morrison Shower Mixer
- 7. Idealite Flat Top Shower Tray

Lower ground floor sanitary ware – Cat B

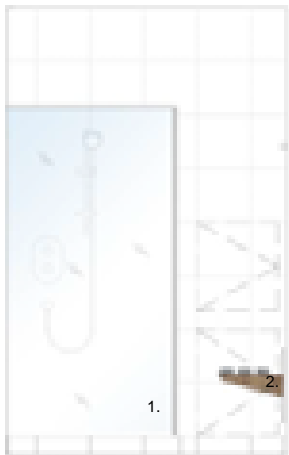


4.

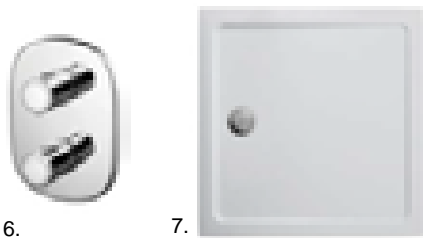
5.



Elevation B



Elevation C

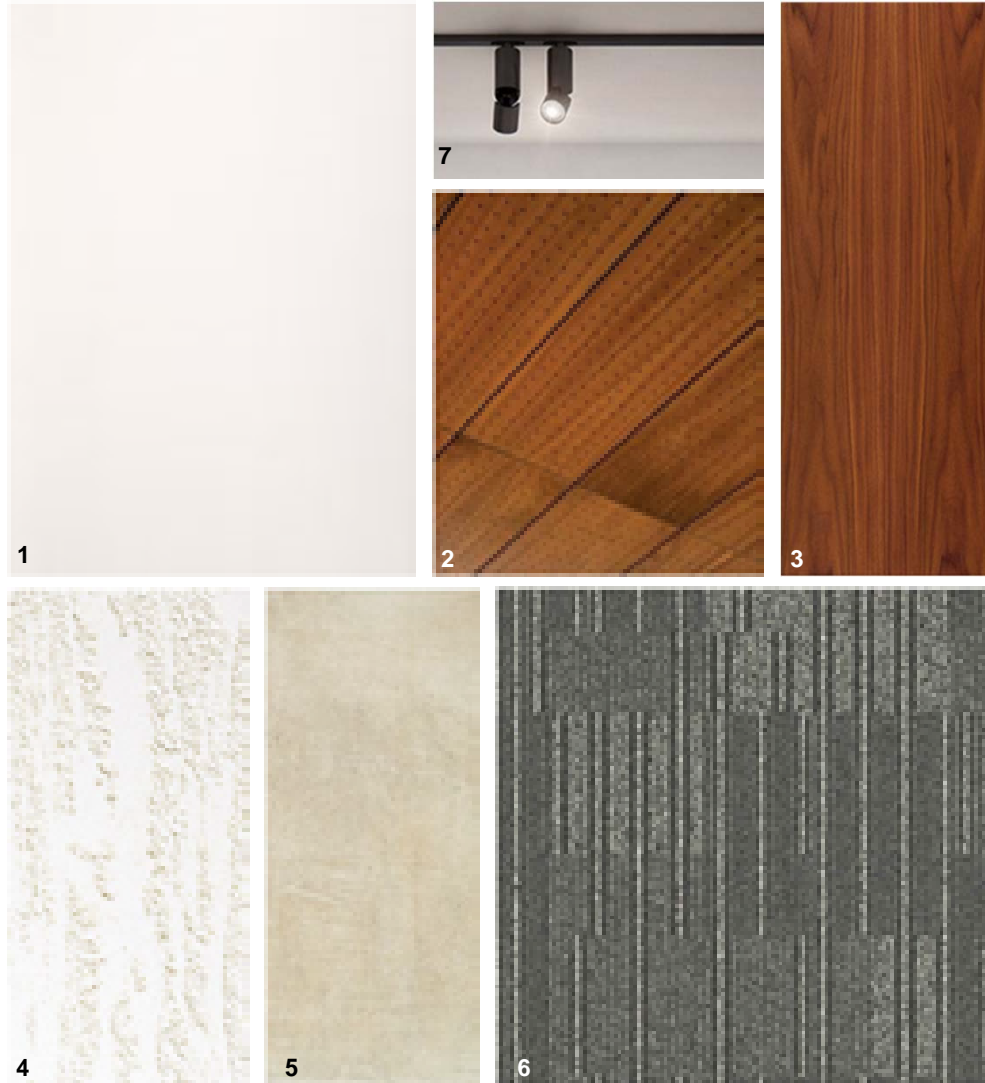


6.

7.

CATEGORY B

CATEGORY B

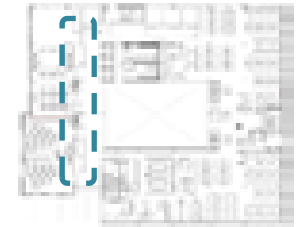


Key

1. White paint plasterboard partition
2. Perforated timber ceiling panels
3. Wood effect laminate – doors
4. White polished textured plasterboard
5. Ceramic floor tile – Entrance portal
6. Carpet tile
7. Track lighting

Council Chamber finishes and materials – Cat B

Council Chamber Feature Wall



T



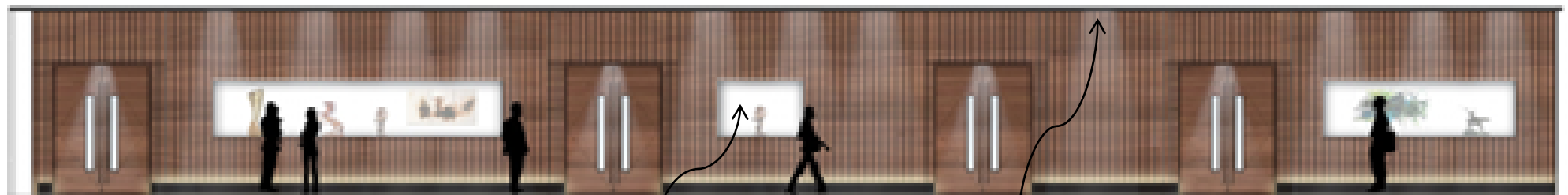
Key

- 1. Full height walnut veneer door with vision panel
- 2. Track lighting
- 3. Stone clad portico to match flooring on GF
- 4. General carpet tile
- 5. Walnut timber cladding to council chamber

Council Chamber finishes and materials – Cat B

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Council Chamber Look and Feel

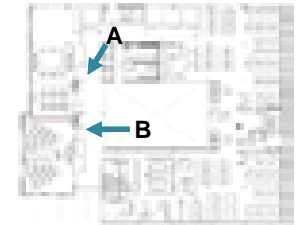


Council Chamber and Flexible Meeting rooms elevation

Recessed display units

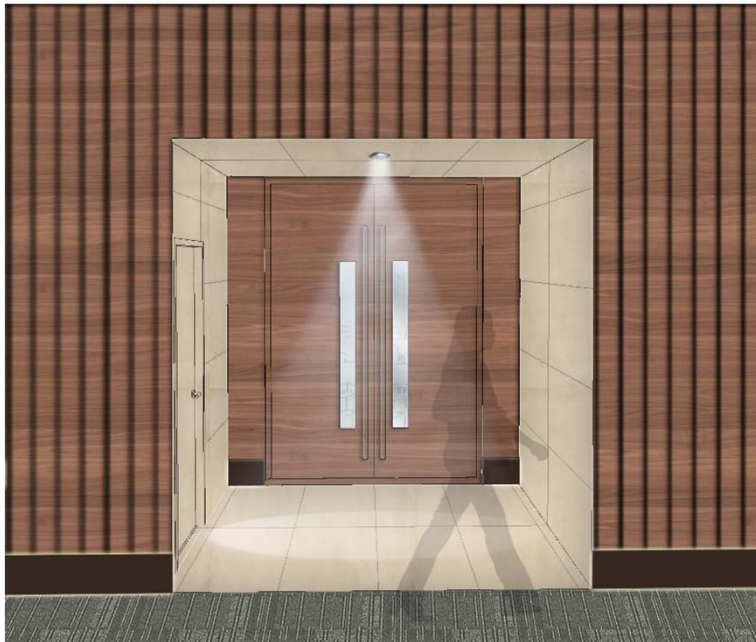
Recessed lighting to highlight feature wall

Council Chamber
Feature Wall



CATEGORY B

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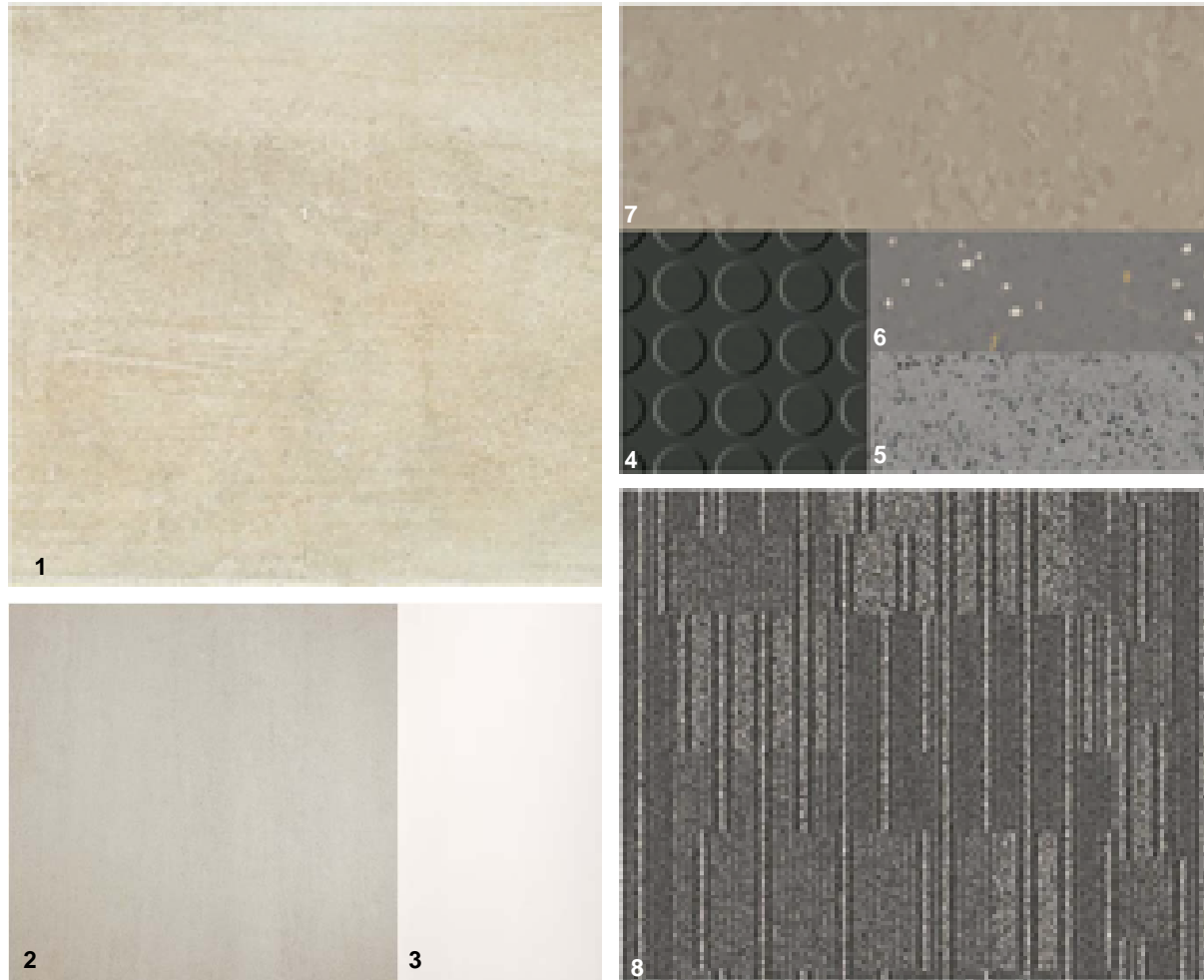
Visual A – Entrance Portal to rooms



Visual B – Corridor outside of Council Chamber

CATEGORY A a

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Design principles:

- Neutral palette
- Hardwearing
- Low maintenance

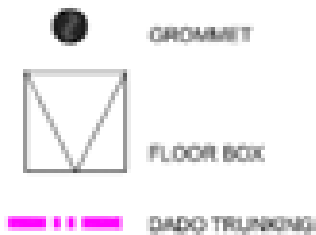
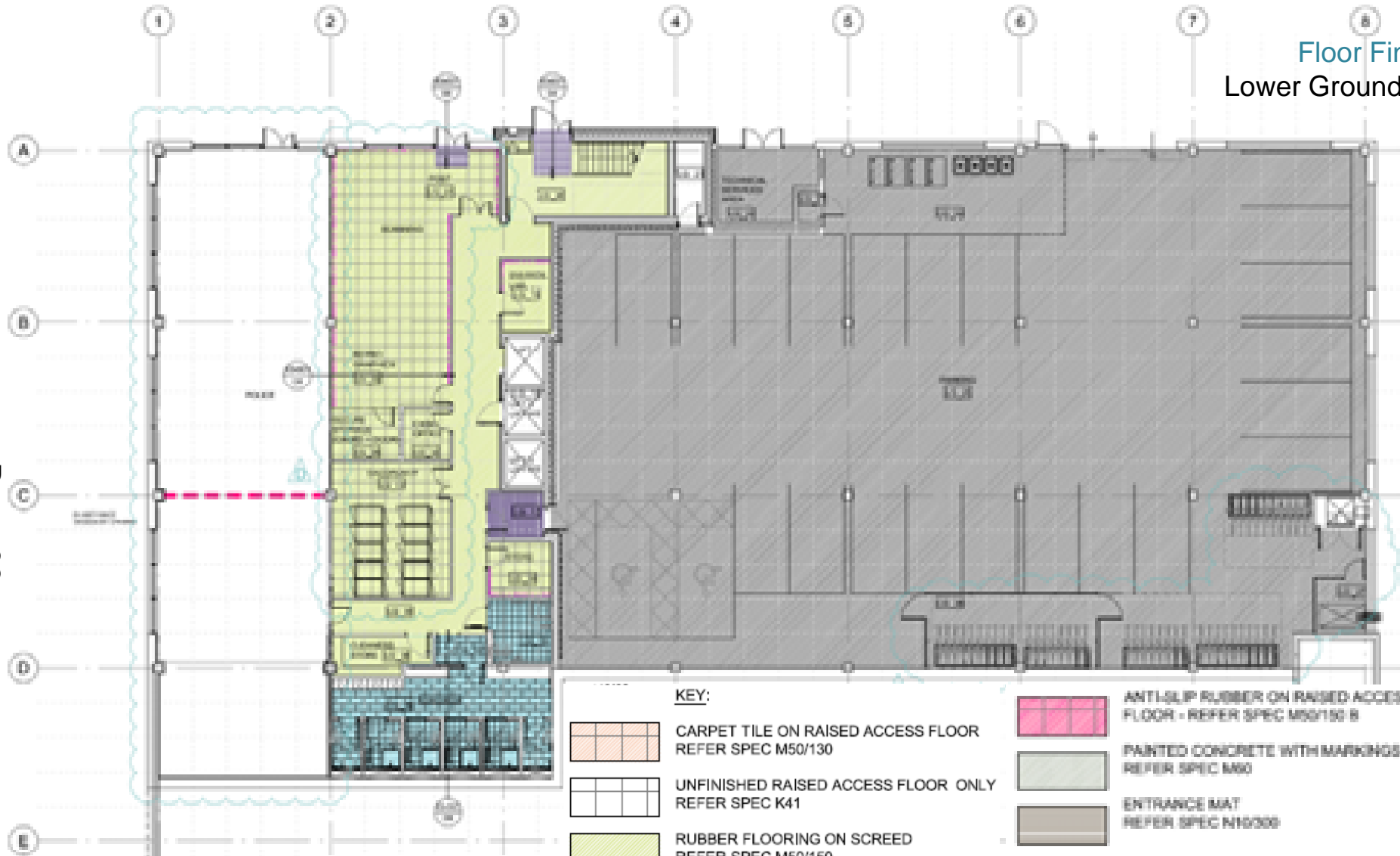
Key:

1. Ceramic floor tile:
locker area, ground floors – Cat B
core toilets and core lobby floors – Cat A
2. Ceramic floor tile (bare foot) - shower area – Cat B
3. Ceramic wall tile – Core toilets – Cat A
lockers, showers – Cat B
- 4 Rubber flooring – staircase and landing – Cat A
5. Rubber flooring – IT Patch room – Cat B
6. Rubber flooring – kitchen areas – Cat B
7. Rubber flooring – hubs and lower ground floor
corridors and stores – Cat B
8. Carpet tile – enclosed spaces and offices – Cat B



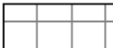


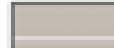
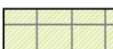



CATEGORY

Floor Finishes
Lower Ground Floor

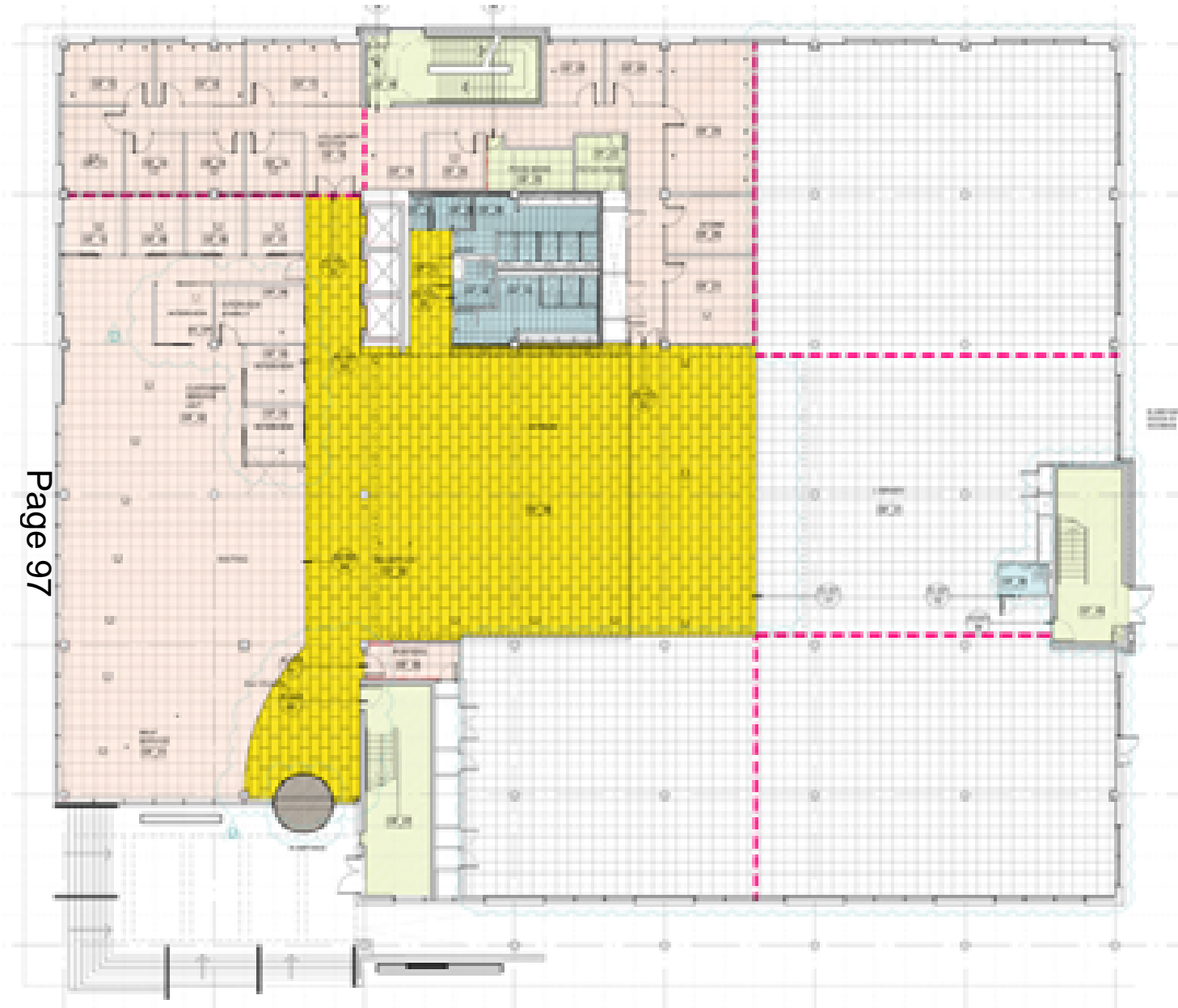
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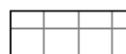

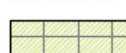




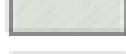







KEY:

| | | | |
|---|---|---|--|
|  | CARPET TILE ON RAISED ACCESS FLOOR REFER SPEC M50/130 |  | ANTI-SLIP RUBBER ON RAISED ACCESS FLOOR - REFER SPEC M50/150 B |
|  | UNFINISHED RAISED ACCESS FLOOR ONLY REFER SPEC K41 |  | PAINTED CONCRETE WITH MARKINGS REFER SPEC M60 |
|  | RUBBER FLOORING ON SCREED REFER SPEC M50/150 |  | ENTRANCE MAT REFER SPEC N10/300 |
|  | RUBBER BONDED FLOORING ON RAISED ACCESS FLOOR - REFER SPEC M50/110A |  | SELF FINISHED PREFABD PLANT ENCLOSURE |
|  | CERAMIC TILE ON SCREED REFER SPEC M40/110 A/B |  | STONE EFFECT FLOOR ON SCREED REFER SPEC M40/110C |
|  | RUBBER ON RAISED ACCESS FLOOR REFER SPEC M50/150A |  | STONE EFFECT FLOOR RAISED ACCESS FLOOR - REFER SPEC M40/110C |
| | |  | CAVITY FIRE BARRIER |

Floor Finishes Ground Floor



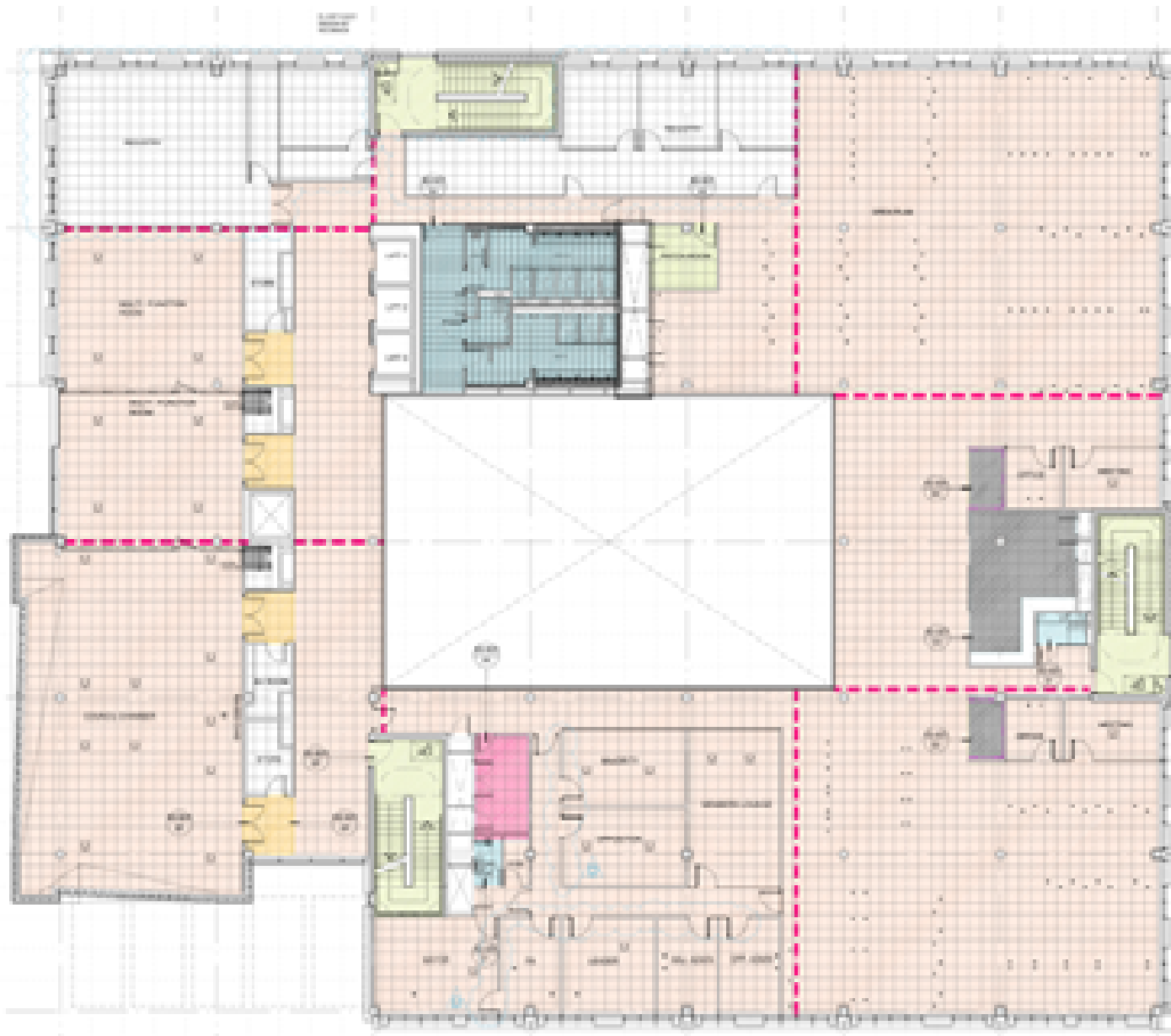
KEY:

-  CARPET TILE ON RAISED ACCESS FLOOR
REFER SPEC M50/130
-  UNFINISHED RAISED ACCESS FLOOR ONLY
REFER SPEC K41
-  RUBBER FLOORING ON SCREED
REFER SPEC M50/150
-  RUBBER BONDED FLOORING ON RAISED ACCESS FLOOR - REFER SPEC M50/110A
-  CERAMIC TILE ON SCREED
REFER SPEC M40/110 A/B
-  RUBBER ON RAISED ACCESS FLOOR
REFER SPEC M50/150A
-  ANTI-SLIP RUBBER ON RAISED ACCESS FLOOR - REFER SPEC M50/150 B
-  PAINTED CONCRETE WITH MARKINGS
REFER SPEC M60
-  ENTRANCE MAT
REFER SPEC N10/000
-  SELF FINISHED PREFAB'D PLANT ENCLOSURE
-  STONE EFFECT FLOOR ON SCREED
REFER SPEC M40/110C
-  STONE EFFECT FLOOR RAISED ACCESS FLOOR - REFER SPEC M40/110C
-  CAVITY FIRE BARRIER
-  DROMMET
-  FLOOR BOX
-  DADO TRUNKING

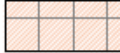
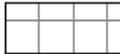



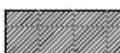

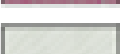


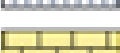





CATEGORY

Floor Finishes
First Floor

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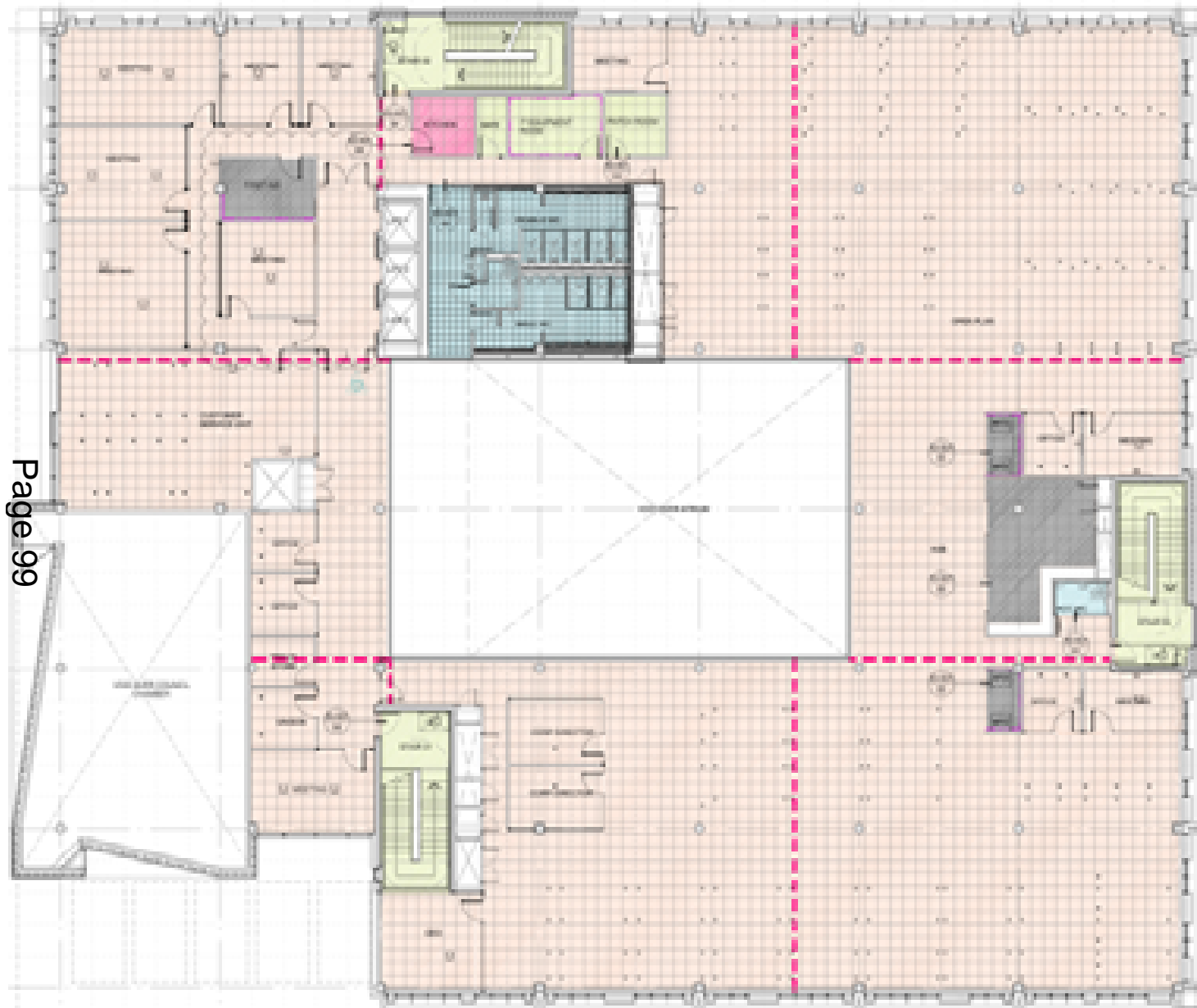


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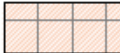
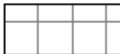



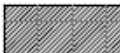










-  CARPET TILE ON RAISED ACCESS FLOOR
REFER SPEC M50/130
-  UNFINISHED RAISED ACCESS FLOOR ONLY
REFER SPEC K41
-  RUBBER FLOORING ON SCREED
REFER SPEC M50/150
-  RUBBER BONDED FLOORING ON RAISED
ACCESS FLOOR - REFER SPEC M50/110A
-  CERAMIC TILE ON SCREED
REFER SPEC M40/110 A/B
-  RUBBER ON RAISED ACCESS FLOOR
REFER SPEC M50/150A
-  ANTI-SLIP RUBBER ON RAISED ACCESS
FLOOR - REFER SPEC M50/150 B
-  PAINTED CONCRETE WITH MARKINGS
REFER SPEC M60
-  ENTRANCE MAT
REFER SPEC N10000
-  SELF FINISHED PREFAB'D PLANT ENCLOSURE
-  STONE EFFECT FLOOR ON SCREED
REFER SPEC M40/110C
-  STONE EFFECT FLOOR RAISED ACCESS
FLOOR - REFER SPEC M40/110C
-  CAVITY FIRE BARRIER
-  GROUND PIT
-  FLOOR BOX
-  DADO TRUNKING

CATEGORY

Floor Finishes
Second Floor



KEY:

-  CARPET TILE ON RAISED ACCESS FLOOR
REFER SPEC M50/130
-  UNFINISHED RAISED ACCESS FLOOR ONLY
REFER SPEC K41
-  RUBBER FLOORING ON SCREED
REFER SPEC M50/150
-  RUBBER BONDED FLOORING ON RAISED
ACCESS FLOOR - REFER SPEC M50/110A
-  CERAMIC TILE ON SCREED
REFER SPEC M40/110 A/B
-  RUBBER ON RAISED ACCESS FLOOR
REFER SPEC M50/150A
-  ANTI-SLIP RUBBER ON RAISED ACCESS
FLOOR - REFER SPEC M50/150 B
-  PAINTED CONCRETE WITH MARKINGS
REFER SPEC M60
-  ENTRANCE MAT
REFER SPEC N1000S
-  SELF FINISHED PREFAB'D PLANT ENCLOSURE
-  STONE EFFECT FLOOR ON SCREED
REFER SPEC M40/110C
-  STONE EFFECT FLOOR RAISED ACCESS
FLOOR - REFER SPEC M40/110C
-  CAVITY FIRE BARRIER
-  GROMMET
-  FLOOR BOX
-  DADO TRUNKING

CATEGORY B

Preferred - Automatic revolving door and automatic single pass door



Main Entrance

One Automated Revolving Door with one Automated Pass Door

Alternative - sliding curve doors



A

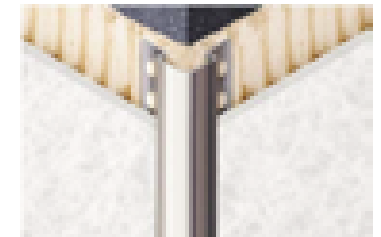
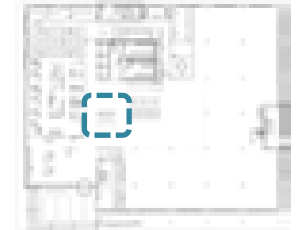
- Stable environmental conditions
- Lobby area for matwell
- Minimum impact on usable space internally



Reception Look and Feel

CATEGORY B

Page 101



Stainless steel reception frame



LED lighting

Reception timber top

Under counter LED lighting

Textured resin front panel

DDA Counter top with laminate modesty panel

Stainless steel reception frame

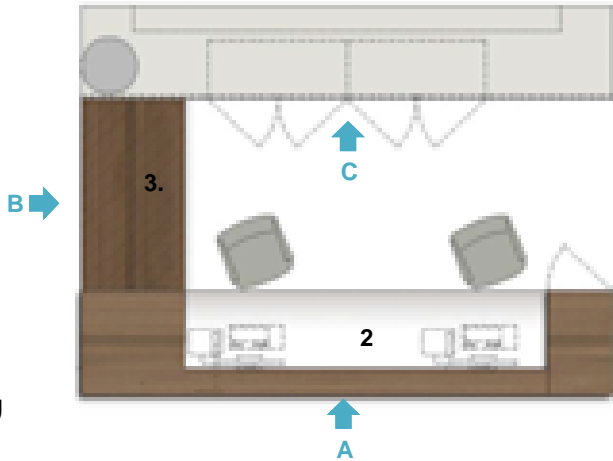
Stainless steel skirting

Visual - Reception desk

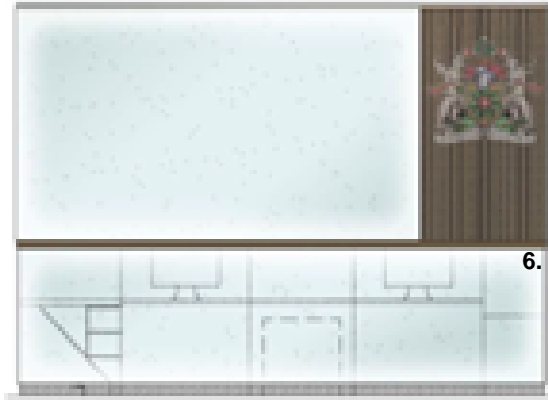
Indicative furniture plan only. Furniture design and space planning are CAT C elements.

Reception Desk

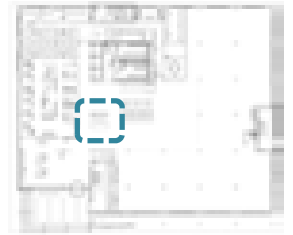
CATEGORY B



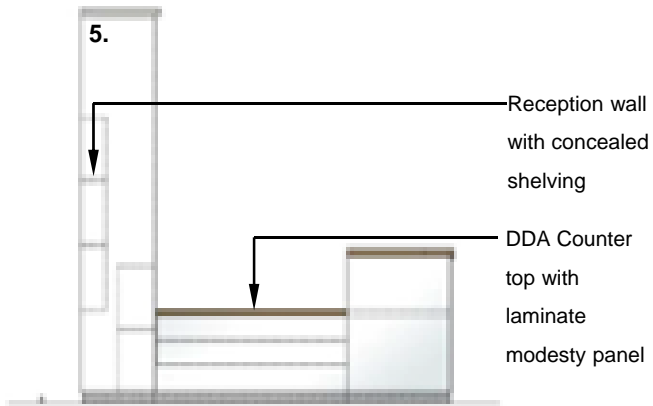
Plan - NTS - Reception Desk



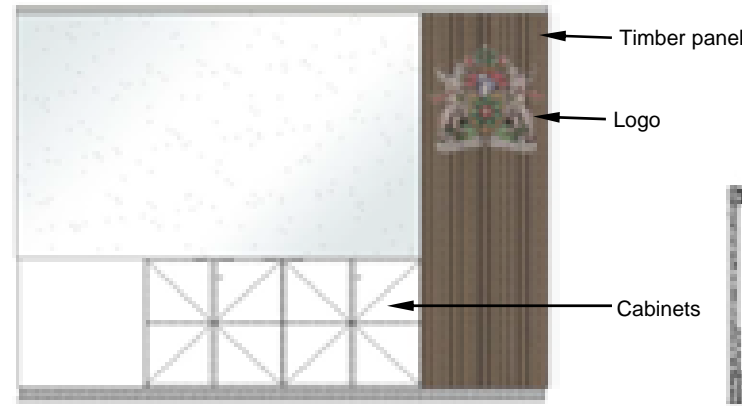
Elevation C - NTS - Reception desk



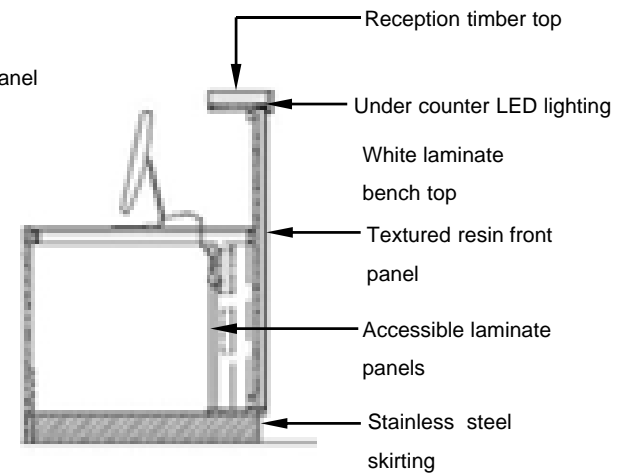
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Elevation A - NTS - Reception Desk

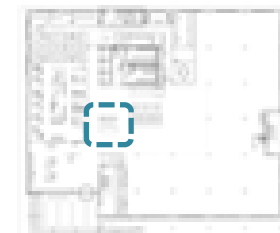
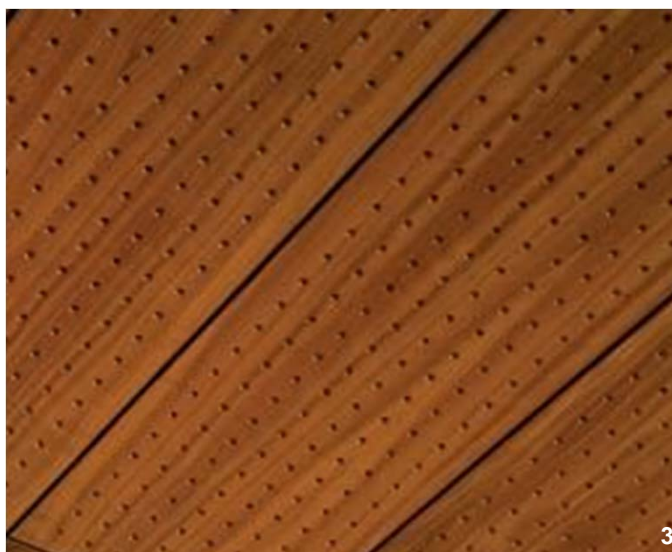
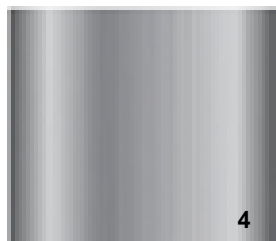


Elevation C - NTS - Reception back panel



Reception Finishes

CATEGORY B



Key

1. Walnut timber top
2. White laminate worktop
3. Perforated timber panel
4. Brushed stainless steel skirting
5. Soft white textured resin panel
6. Floor tile

Reception finishes and materials – Cat B

Reception Look and Feel

CATEGORY B



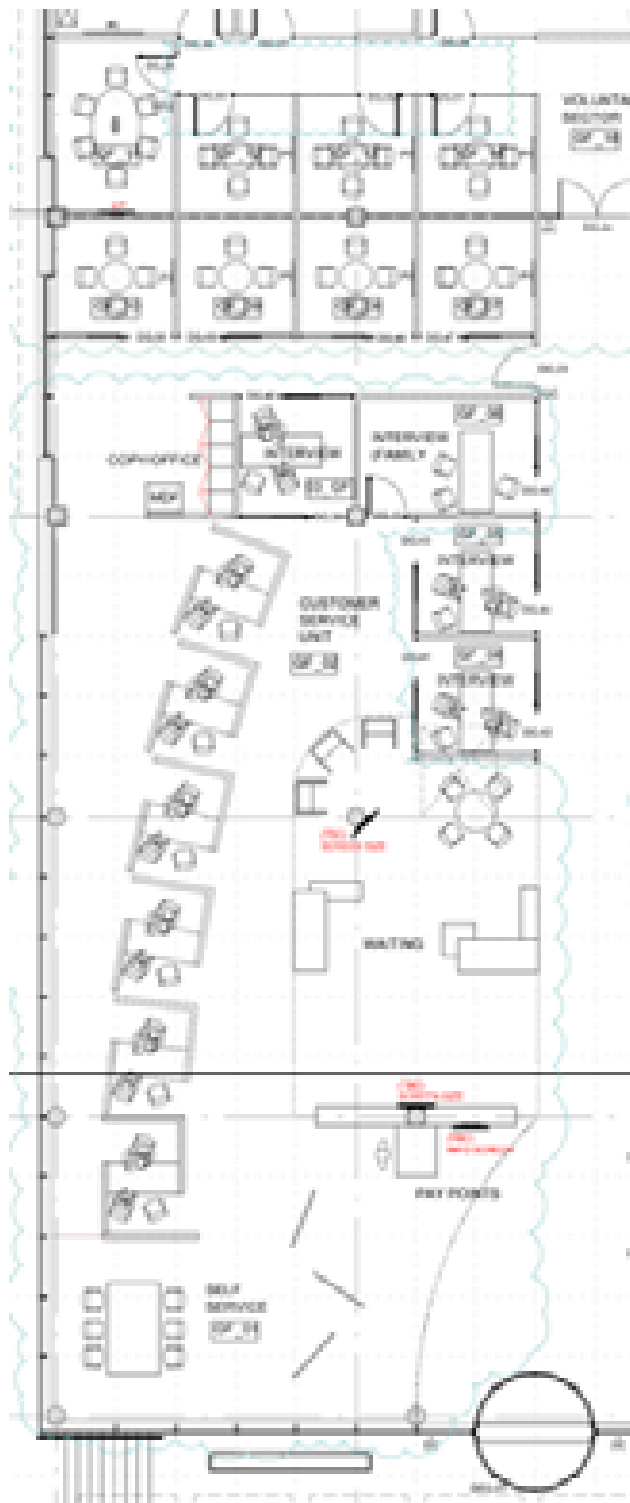
Design principles:

- Focal point
- Welcoming and approachable
- Branded
- Functional

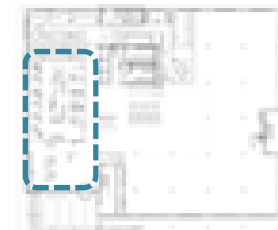
Visual – View into Reception from Customer Service Unit.

Indicative furniture plan only. Furniture design and space planning are CAT C elements.

CATEGORY B



Customer Service Unit
Look and Feel

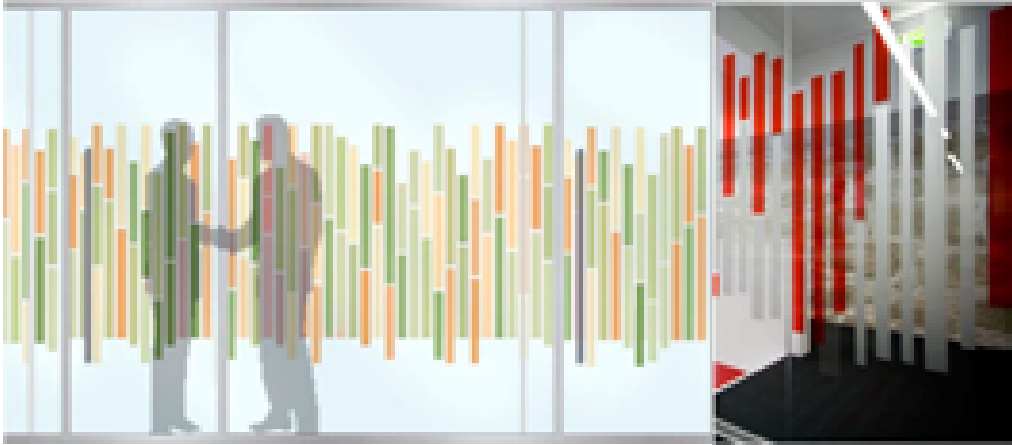


Design principles:

- Bright, friendly, and welcoming
- Intuitive space, easily navigated
- Colourful, visually open
- Practical and hardwearing

Enclosed Rooms – Public Space
Manifestation

CATEGORY B



Page 106



Plan - NTS

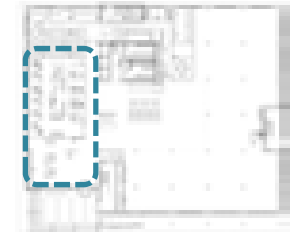
Indicative furniture plan only. CSU layout has been revised



CATEGORY B

Customer Service Unit
Look and Feel

Page 107



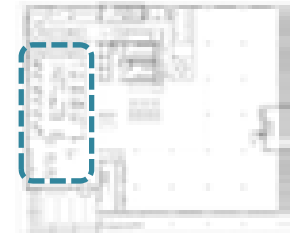
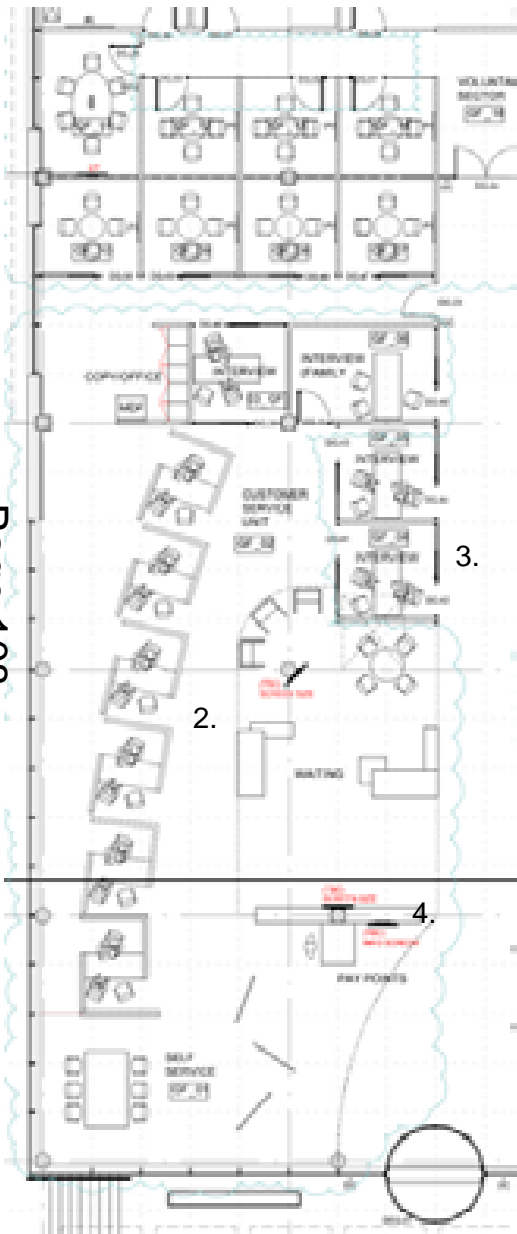
Plan - NTS

Indicative furniture plan only. Furniture design and space planning are CAT C elements.

CATEGORY B

Customer Service Unit
Reflected Ceiling Plan

Page 108



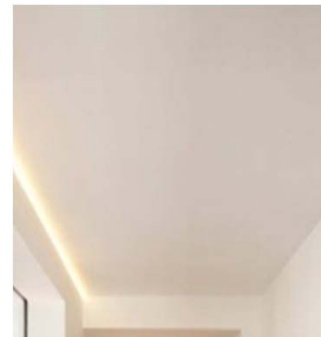
1. Ceiling tile – Cat B



2. Ceiling canopy/panels – Cat B



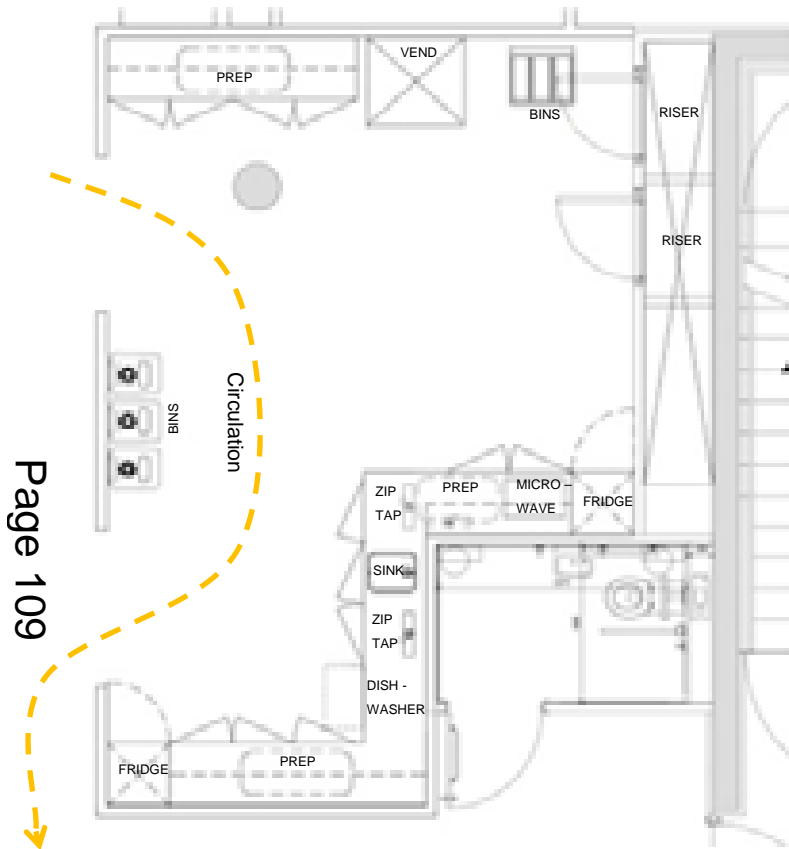
3. Plasterboard ceiling with bulkhead at atrium edge – Cat A



4. Painted soffit – Cat A

General Office Area Breakout Space Principles

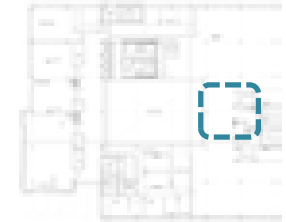
CATEGORY B



Plan - NTS - Hub



Reference image

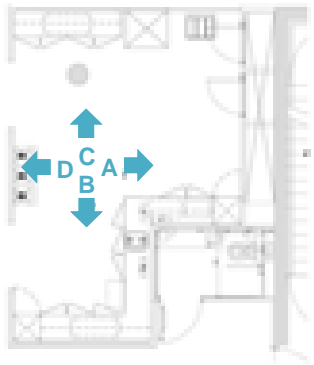


Design principles:

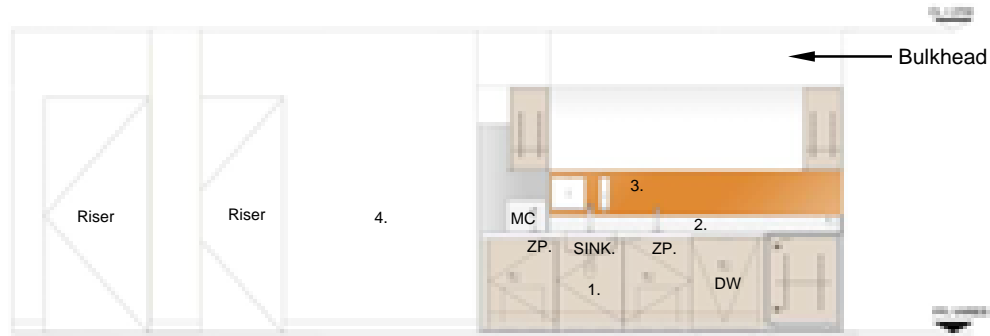
- Centrally located on the floor with a view to atrium
- Colourful and inviting
- Practical and functional
- Strong communication graphics

CATEGORY B

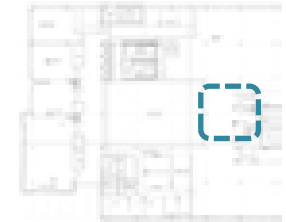
**General Office Area Breakout Space
Elevations – Second Floor**



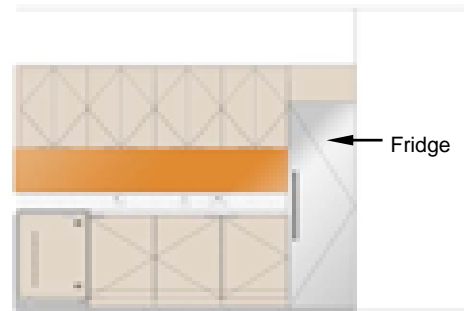
Plan NTS



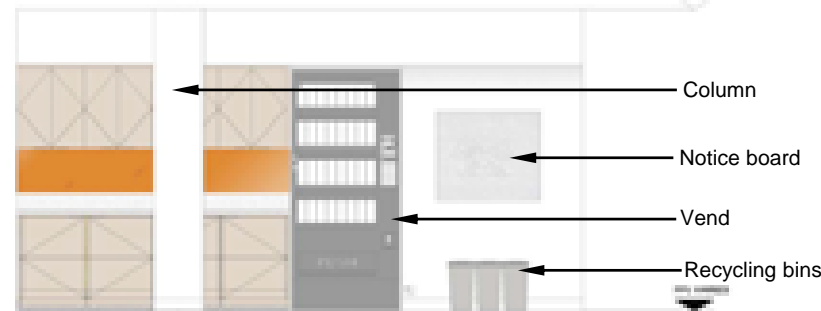
Elevation A



Page 110



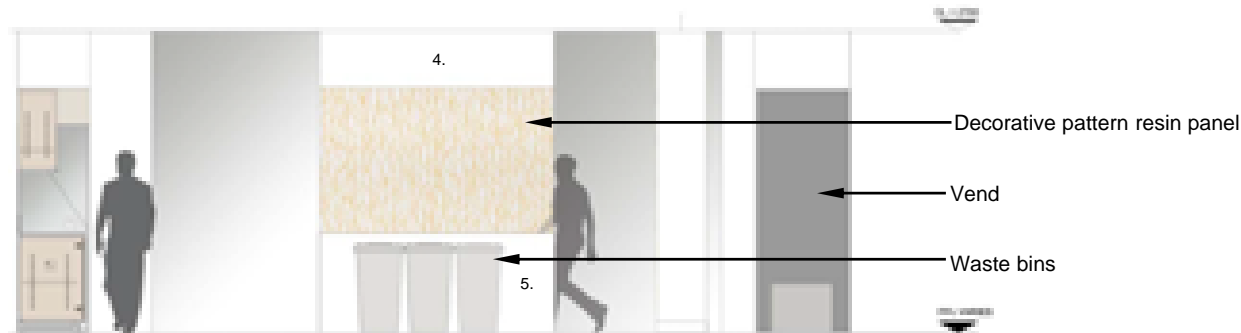
Elevation B



Elevation C

Key:

- 1. Kitchen fronts - lacquered
- 2. Solid surface worktop
- 3. Painted feature panel
- 4. White painted wall
- 5. Wall with white laminate surface

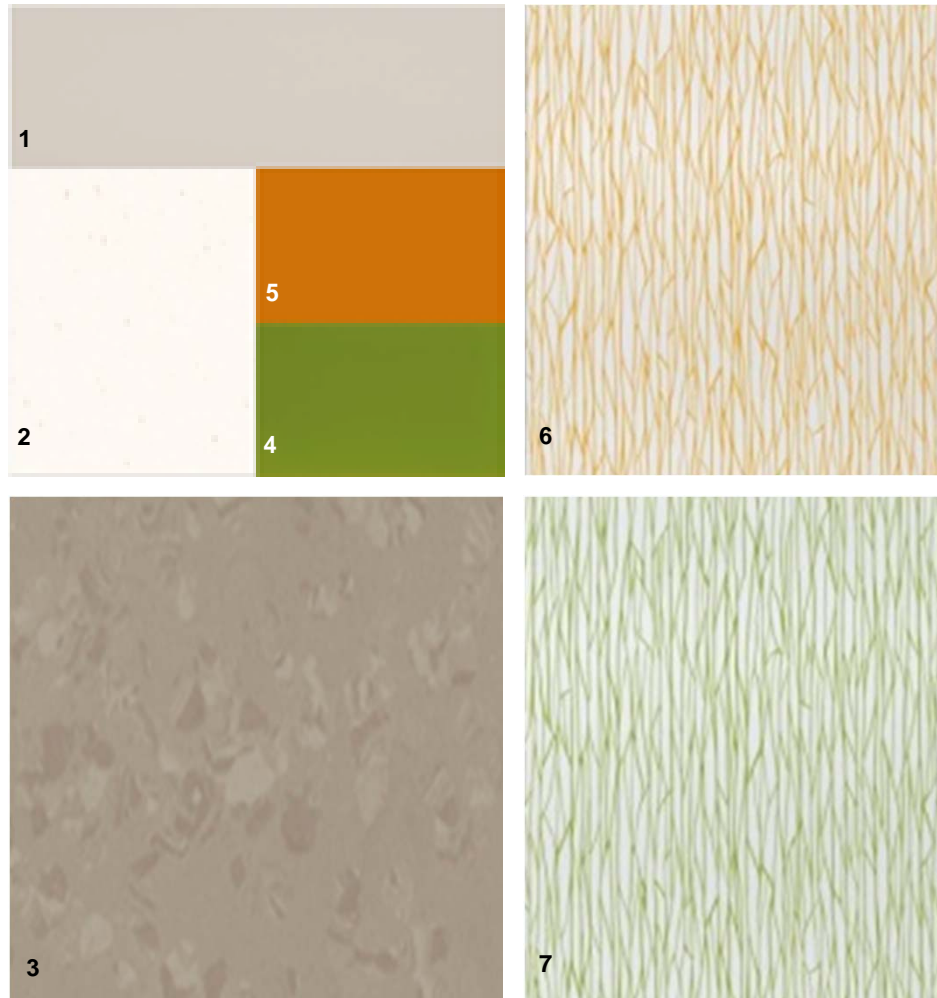


Elevation D



General Office Area Breakout Space Finishes

CATEGORY B



Key:

1. Off white laminate - kitchen fronts
2. Solid surface – worktops
3. Rubber flooring
4. Green paint – first floor
5. Orange paint– second floor
6. Decorative resin panel – first floor
7. Decorative resin panel – second floor

Hub / Breakout space finishes and materials – Cat B

CATEGORY B

Wall Types

T

1 2 3 4 5 6 7 8

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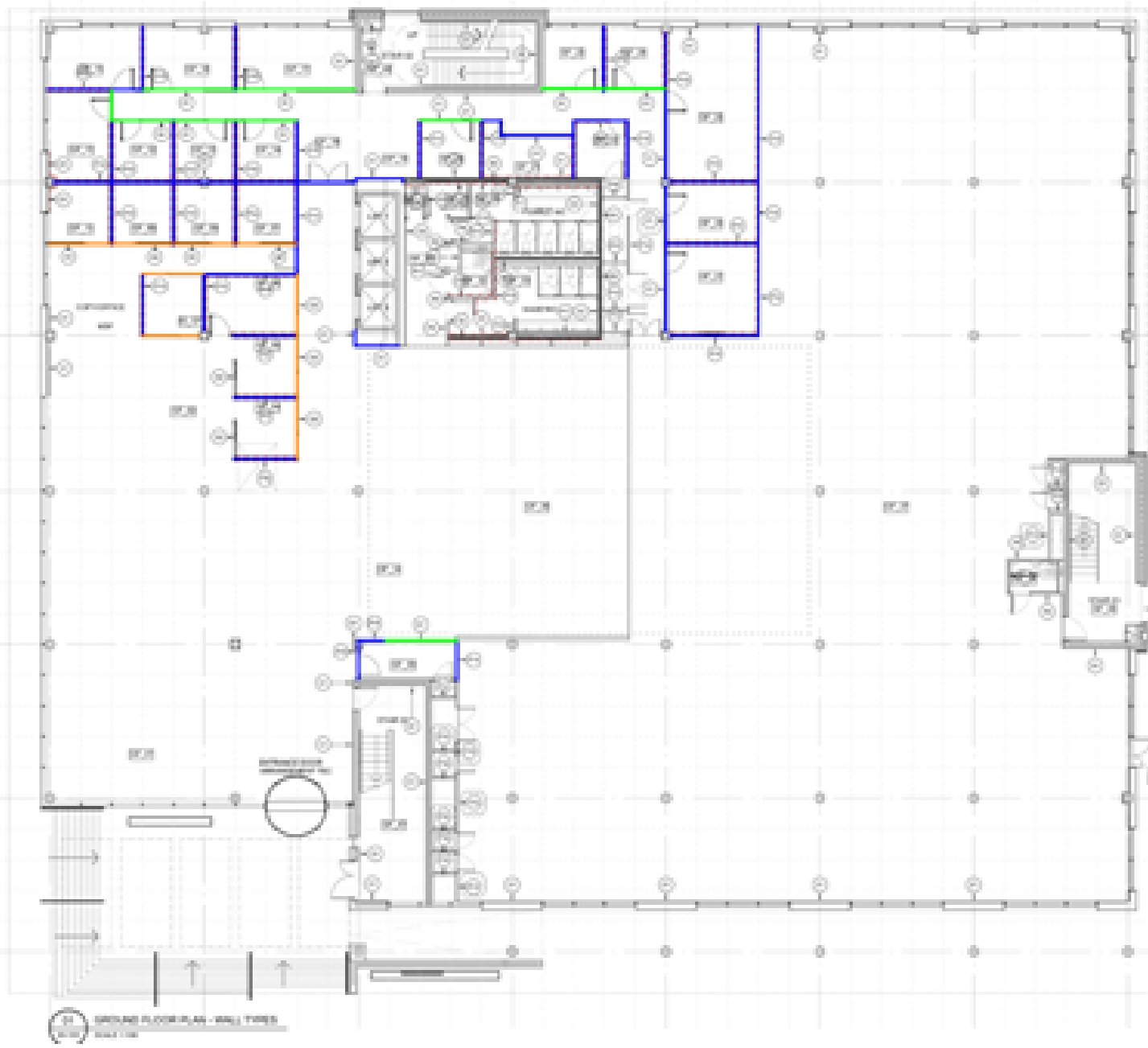
C

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- WALL TYPES**
- 1. 1' Glass Partitions
 - 2. 2' Glass Partitions
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 - 99. 99' Glass Partitions
 - 100. 100' Glass Partitions
- 1. Office Partitions
 - 2. Wall Partitions
 - 3. 2' Glass Partitions
 - 4. 4' Glass Partitions
 - 5. Folding Partitions

1. PROJECT INFORMATION

Project Name: [illegible]
 Client: [illegible]
 Architect: [illegible]
 Date: [illegible]

2. WALL TYPES

1. Office Partitions
 2. Wall Partitions
 3. 2' Glass Partitions
 4. 4' Glass Partitions
 5. Folding Partitions

3. SECOND FLOOR PLAN - WALL TYPES

Scale: 1/8" = 1'-0"

| NO. | NAME | AREA | PER. DIA. | TM | DB | FE |
|-----|---------------------|------|-----------|----|----|----|
| 1 | Office Partitions | | | | | |
| 2 | Wall Partitions | | | | | |
| 3 | 2' Glass Partitions | | | | | |
| 4 | 4' Glass Partitions | | | | | |
| 5 | Folding Partitions | | | | | |

INFORMATION

PROJECT NAME: [illegible]
 DATE: [illegible]

CATEGORY B Acoustics

Speech Privacy Ratings subjective description

| Normal Speech (65 dB L _{A1}) | Raised Voices/ Amplified Speech (75 dB L _{A1}) | Speech Privacy Rating | | Room-to-Room Weighted Level Difference (D _w) | | |
|---|---|-----------------------|--------------------|--|-------|-------|
| | | Description | D _w +NR | Continuous Background Noise Level | | |
| | | | | NR30 | NR35 | NR40 |
| Intelligible | Clearly intelligible and possibly disturbing | Poor | <65 | <35 | <30 | <25 |
| Audible. Could be intelligible if speaker and/or subject well known | Intelligible | Fair | 65-70 | 35-40 | 30-35 | 25-30 |
| Audible but not intelligible | Audible. Could be intelligible if speaker and/ or subject well known | Good | 70-75 | 40-45 | 35-40 | 30-35 |
| Just audible | Audible but not intelligible | Very Good | 75-85 | 45-55 | 40-50 | 35-45 |
| Inaudible | Just audible | Excellent | >85 | >55 | >50 | >45 |

Preliminary Acoustic Rating of Partitions

| Room | to Room | Partition Sound Insulation Rating | Approx (dB) | MSLD | Background Noise Level (NR) | D _w +NR |
|------------------------------------|-------------------------------|---|-------------|------|-----------------------------|--------------------|
| Police | Admin office, Repro | 69dB R _w Wall | 59 | | 35-40 | 94 |
| Meeting Room | Meeting Room | 55 dB R _w Wall | 45 | | 35 | 80 |
| Meeting Room/ | Circulation | 32 dB R _w Door 38 dB R _w Glazing | 30 | | 40 | 70 |
| Interview room | Interview Room | 55 dB R _w Wall | 45 | | 35 | 80 |
| Interview room | Circulation | 40 dB R _w Door 49 dB R _w Glazing | 39 | | 40 | 79 |
| Office Meeting Room | Library | 69dB R _w Wall | 59 | | 30 | 89 |
| Meeting Room/ office/member lounge | Circulation/ Open Plan Office | 32 dB R _w Door 37 dB R _w Glazing | 30 | | 40 | 70 |
| Registry | Multifunction Room | 69 dB R _w Wall | 59 | | 35 | 94 |
| Office Leader Maj. Opposition | Circulation | 32 dB R _w Door 37 dB R _w Glazing | 30 | | 40 | 70 |
| Office | Office | 55 dB R _w Wall | 45 | | 35 | 80 |
| Council Chamber/meeting room | office | 69 dB R _w Wall | 59 | | 35-40 | 94-99 |



REQUIREMENTS TO THE BUILDING SPECIFICATIONS

| Room | Requirement |
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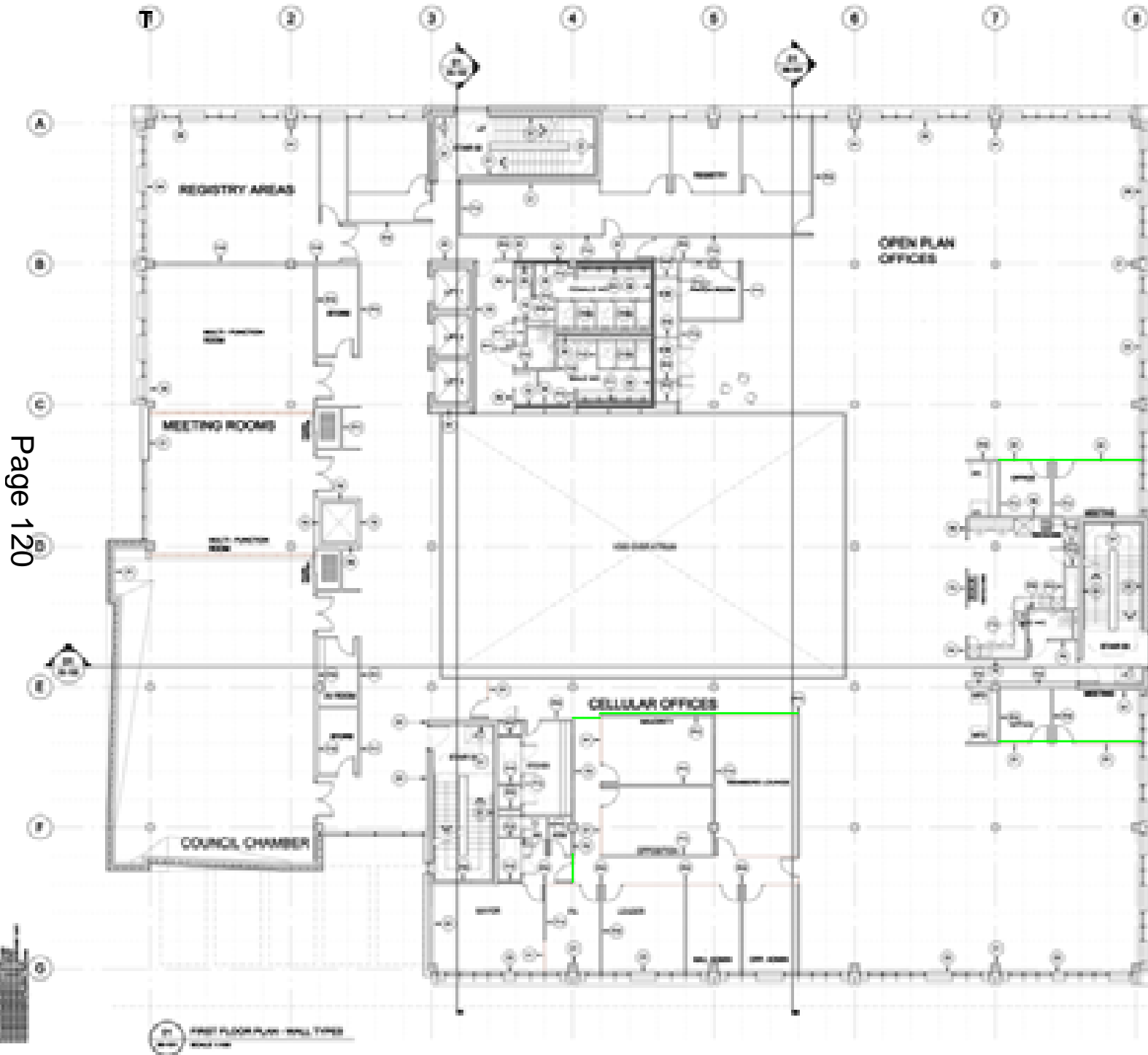
PROJECT INFORMATION
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 PROJECT ADDRESS: ...
 PROJECT START DATE: ...
 PROJECT END DATE: ...
 PROJECT MANAGER: ...
 PROJECT CONTACT: ...
 PROJECT PHONE: ...
 PROJECT EMAIL: ...
 PROJECT WEBSITE: ...
 PROJECT LOCATION: ...
 PROJECT STATUS: ...
 PROJECT PHASE: ...
 PROJECT BUDGET: ...
 PROJECT RISK: ...
 PROJECT COMPLIANCE: ...
 PROJECT APPROVALS: ...
 PROJECT SIGNATURES: ...
 PROJECT DATE: ...

OWNER INFORMATION
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 OWNER PHONE: ...
 OWNER EMAIL: ...
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DESIGNER INFORMATION
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 DESIGNER PHONE: ...
 DESIGNER EMAIL: ...
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CONTRACT INFORMATION
 CONTRACT NUMBER: ...
 CONTRACT DATE: ...
 CONTRACT VALUE: ...
 CONTRACT TYPE: ...
 CONTRACT STATUS: ...
 CONTRACT SIGNATURE: ...
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REFERENCE TO THE BUILDING SPECIFICATIONS

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|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|

| | |
|---------------------|-------|
| Project Name | _____ |
| Client | _____ |
| Architect | _____ |
| Acoustic Consultant | _____ |
| Date | _____ |
| Scale | _____ |
| Sheet No. | _____ |
| Project No. | _____ |
| Revision | _____ |
| Information | _____ |
| Project Manager | _____ |
| Acoustic Consultant | _____ |

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17 FIRST FLOOR PLAN - WALL TYPES AND USE



REQUIREMENTS TO ACHIEVE SPECIFIED LEVELS

| Room | Requirement |
|------|-------------|
| 101 | ... |
| 102 | ... |
| 103 | ... |
| 104 | ... |
| 105 | ... |
| 106 | ... |
| 107 | ... |
| 108 | ... |
| 109 | ... |
| 110 | ... |
| 111 | ... |
| 112 | ... |
| 113 | ... |
| 114 | ... |
| 115 | ... |
| 116 | ... |
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| 134 | ... |
| 135 | ... |
| 136 | ... |
| 137 | ... |
| 138 | ... |
| 139 | ... |
| 140 | ... |
| 141 | ... |
| 142 | ... |
| 143 | ... |
| 144 | ... |
| 145 | ... |
| 146 | ... |
| 147 | ... |
| 148 | ... |
| 149 | ... |
| 150 | ... |

Project Information
 Project Name: ...
 Project Address: ...
 Project Location: ...
 Project Start: ...
 Project End: ...
 Project Manager: ...
 Project Engineer: ...
 Project Designer: ...
 Project Contractor: ...
 Project Consultant: ...
 Project Architect: ...
 Project Structural: ...
 Project Mechanical: ...
 Project Electrical: ...
 Project Fire: ...
 Project Acoustic: ...
 Project Lighting: ...
 Project Furniture: ...
 Project AV: ...
 Project Security: ...
 Project IT: ...
 Project Other: ...

Client Name
 Client Address
 Client Contact Name
 Client Contact Phone
 Client Contact Email
 Client Contact Address

ROOM FLOOR PLAN - WALL TYPES

| Room | Wall Type |
|------|-----------|
| 101 | ... |
| 102 | ... |
| 103 | ... |
| 104 | ... |
| 105 | ... |
| 106 | ... |
| 107 | ... |
| 108 | ... |
| 109 | ... |
| 110 | ... |
| 111 | ... |
| 112 | ... |
| 113 | ... |
| 114 | ... |
| 115 | ... |
| 116 | ... |
| 117 | ... |
| 118 | ... |
| 119 | ... |
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| 121 | ... |
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| 134 | ... |
| 135 | ... |
| 136 | ... |
| 137 | ... |
| 138 | ... |
| 139 | ... |
| 140 | ... |
| 141 | ... |
| 142 | ... |
| 143 | ... |
| 144 | ... |
| 145 | ... |
| 146 | ... |
| 147 | ... |
| 148 | ... |
| 149 | ... |
| 150 | ... |

INFORMATION
 Project Name: ...
 Project Address: ...
 Project Location: ...
 Project Start: ...
 Project End: ...
 Project Manager: ...
 Project Engineer: ...
 Project Designer: ...
 Project Contractor: ...
 Project Consultant: ...
 Project Architect: ...
 Project Structural: ...
 Project Mechanical: ...
 Project Electrical: ...
 Project Fire: ...
 Project Acoustic: ...
 Project Lighting: ...
 Project Furniture: ...
 Project AV: ...
 Project Security: ...
 Project IT: ...
 Project Other: ...

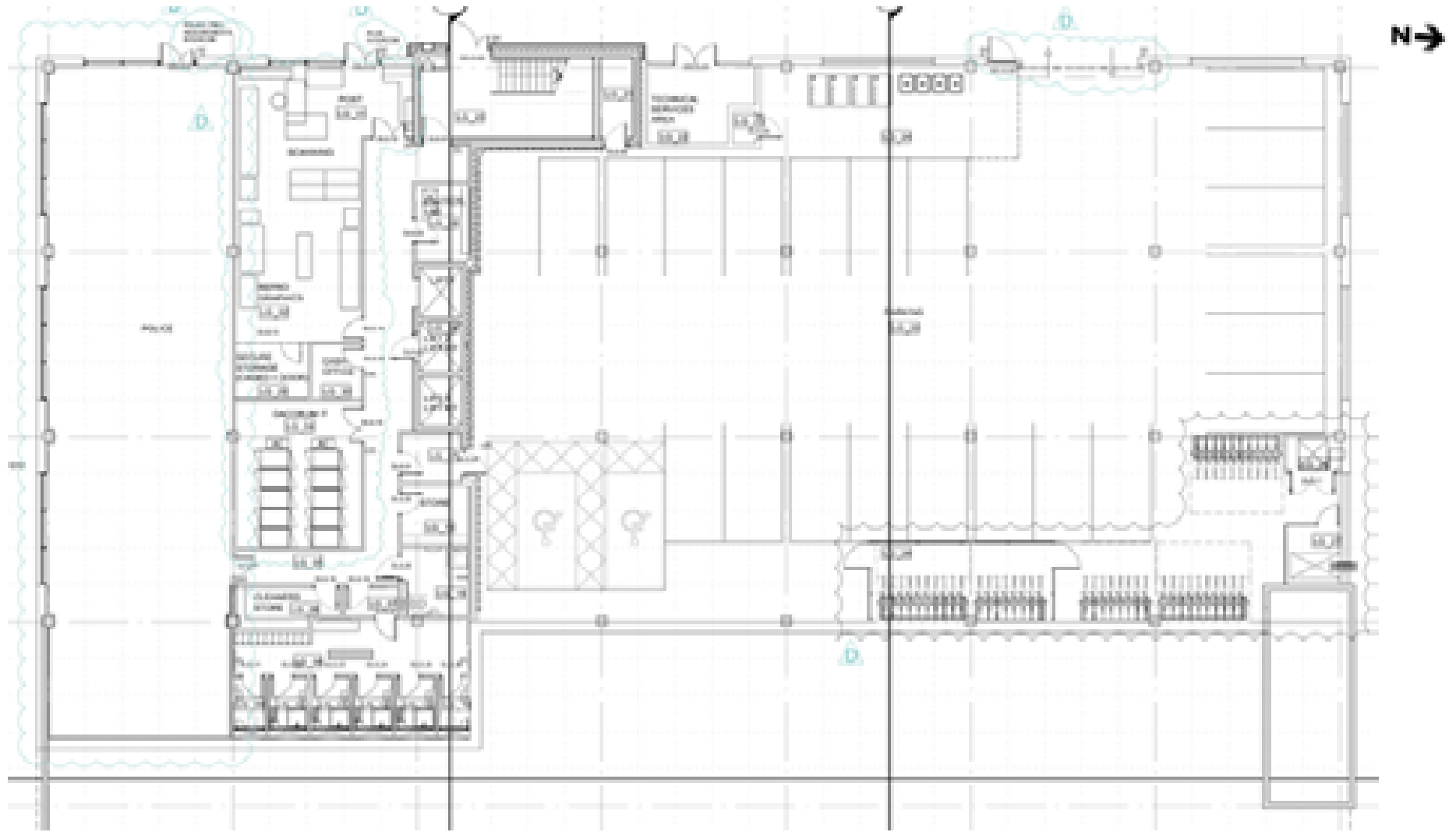


121 SECOND FLOOR PLAN - WALL TYPES
 121

CATEGORY C

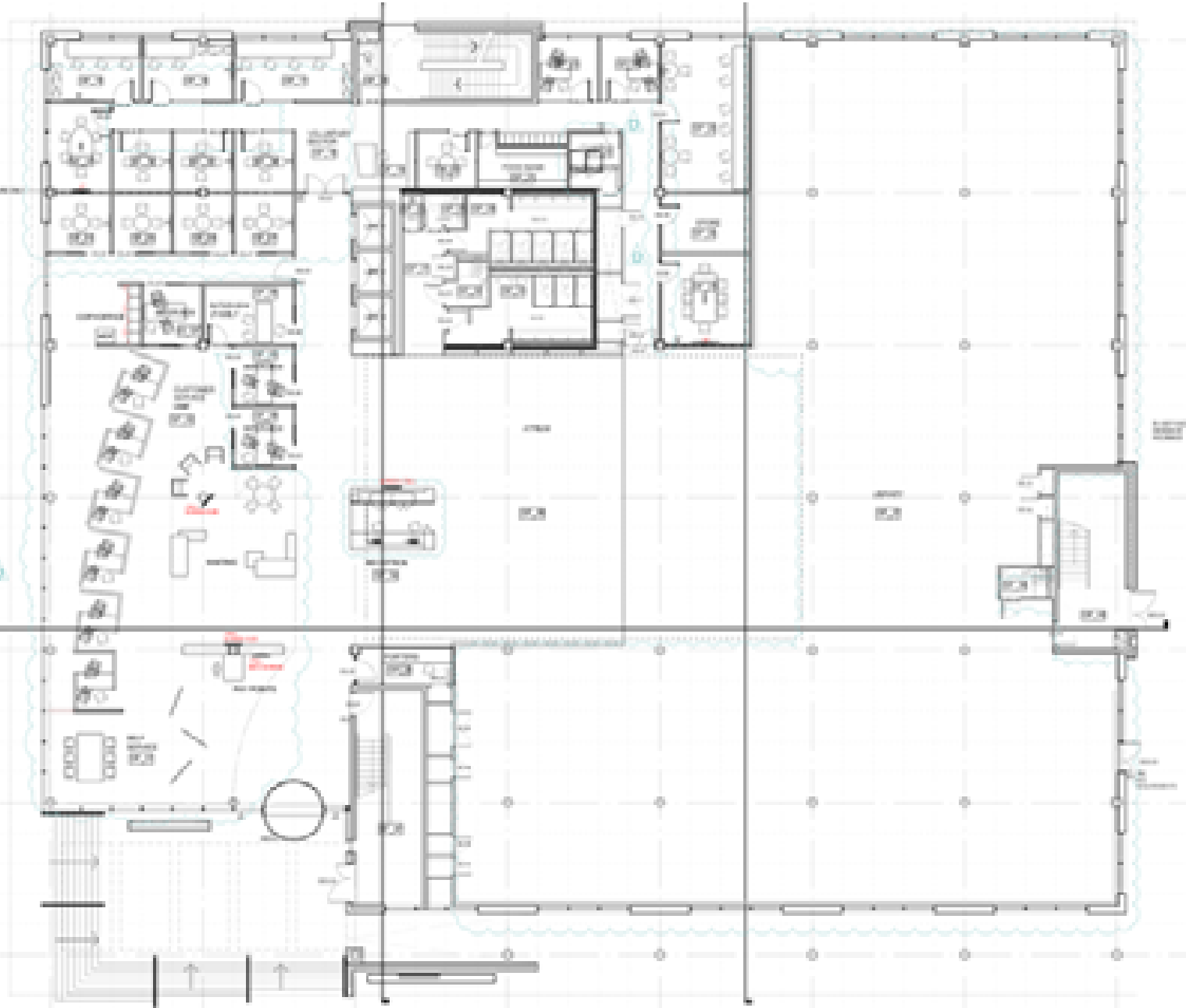
CATEGORY

General Arrangement
Lower Ground Floor



CATEGORY

General Arrangement
Ground Floor



CATEGORY

General Arrangement
First Floor



CATEGORY

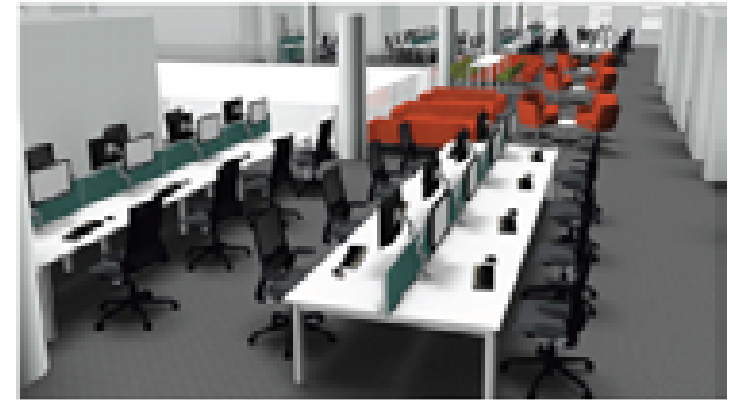
General Arrangement
Second Floor





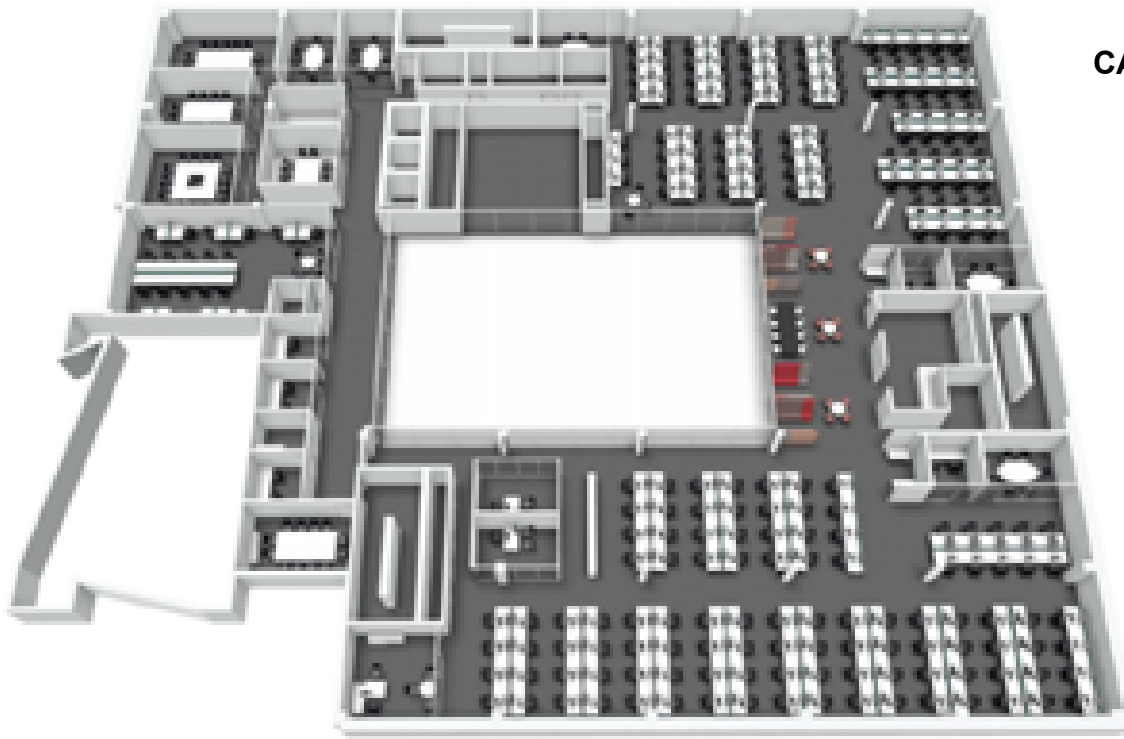
CATEGORY C

General Layout
Furniture Example



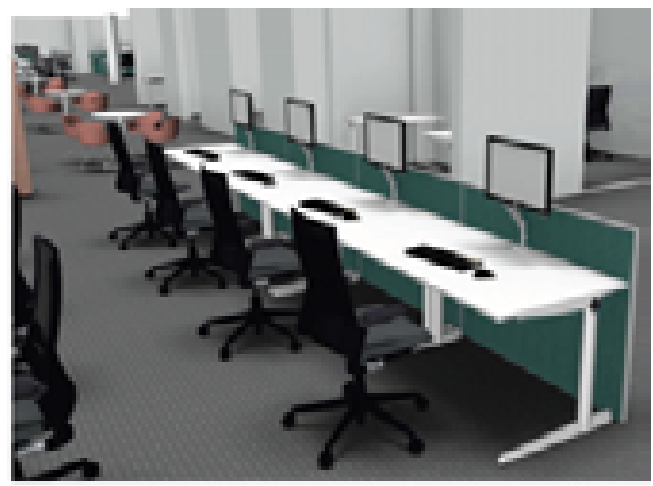
Page 127





CATEGORY C

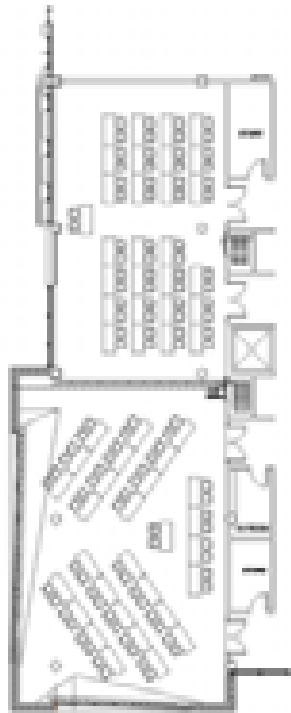
General Layout
Furniture Example



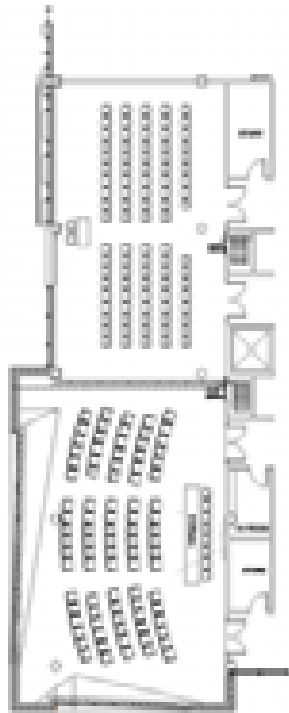
CATEGORY C

Council Chamber
Indicative Layout Configurations

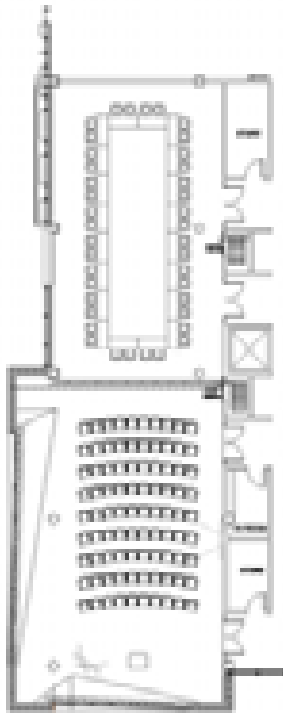
Page 129



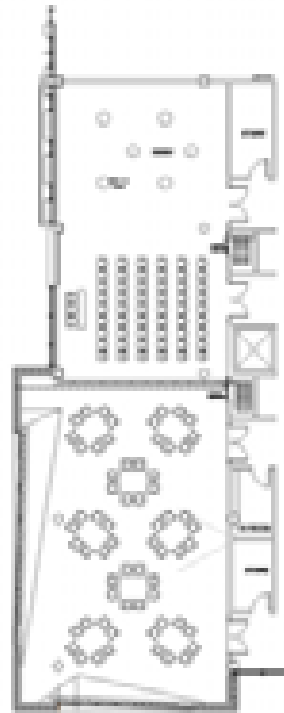
Council Chamber



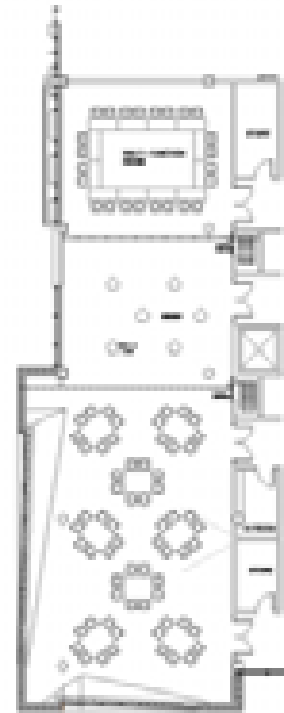
Theatre style



Seminar



Banquet/ small
conference



Banquet

Plan - NTS

Indicative furniture plan only. Furniture design and space planning are CAT C elements.

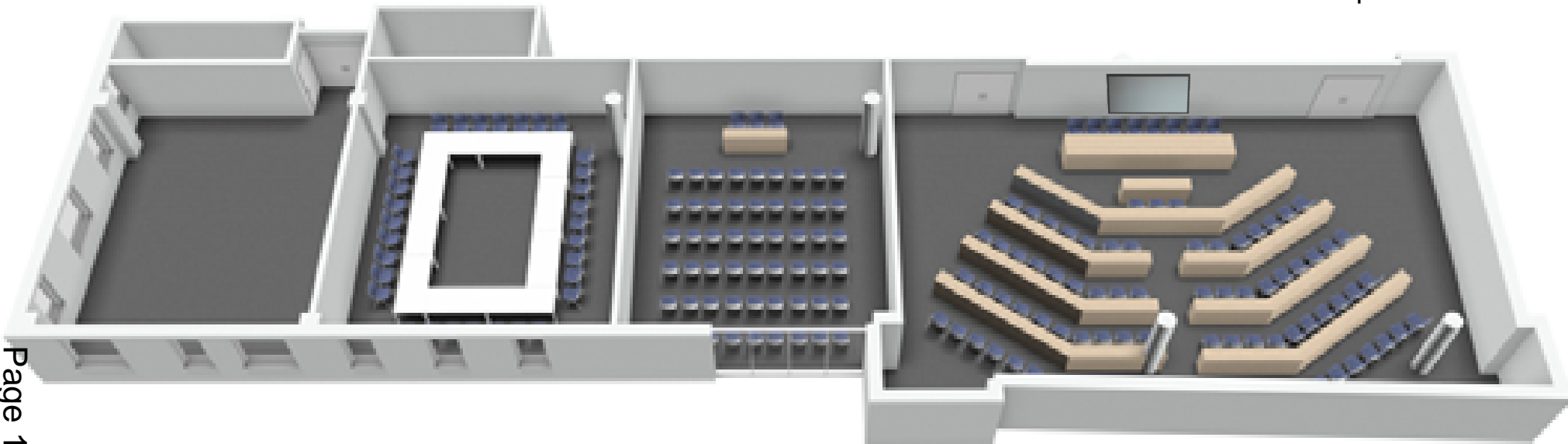


Flexible furniture options

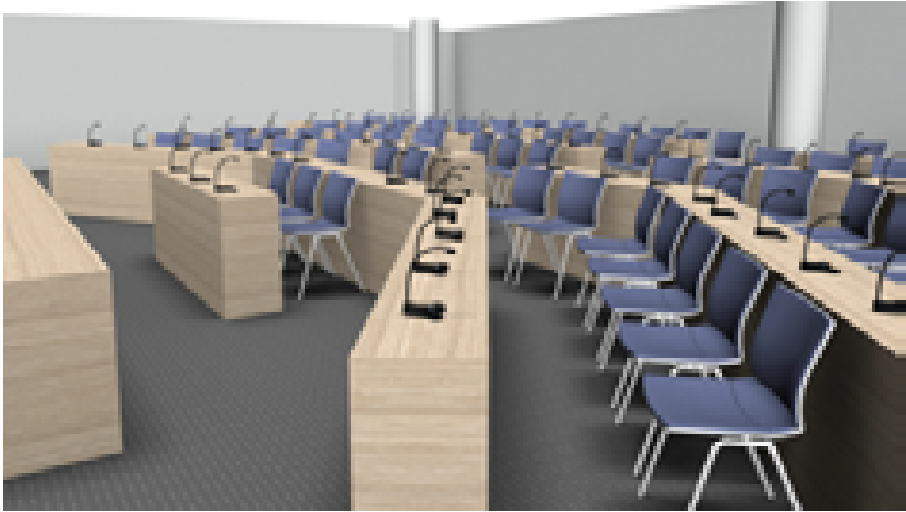
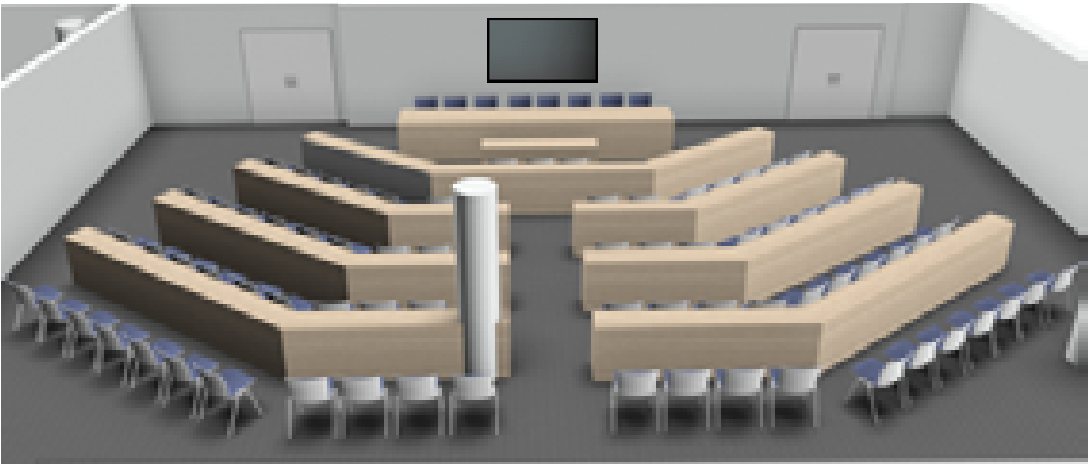


Council Chamber
Flexible Seating Layout
Example 1

CATEGORY C



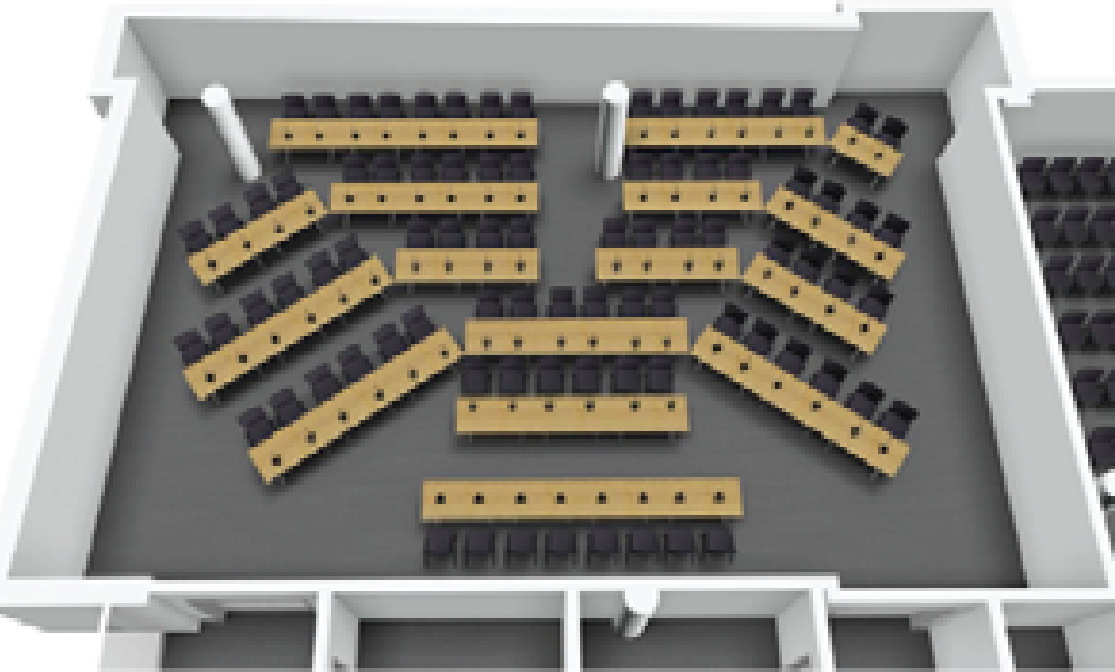
Page 130



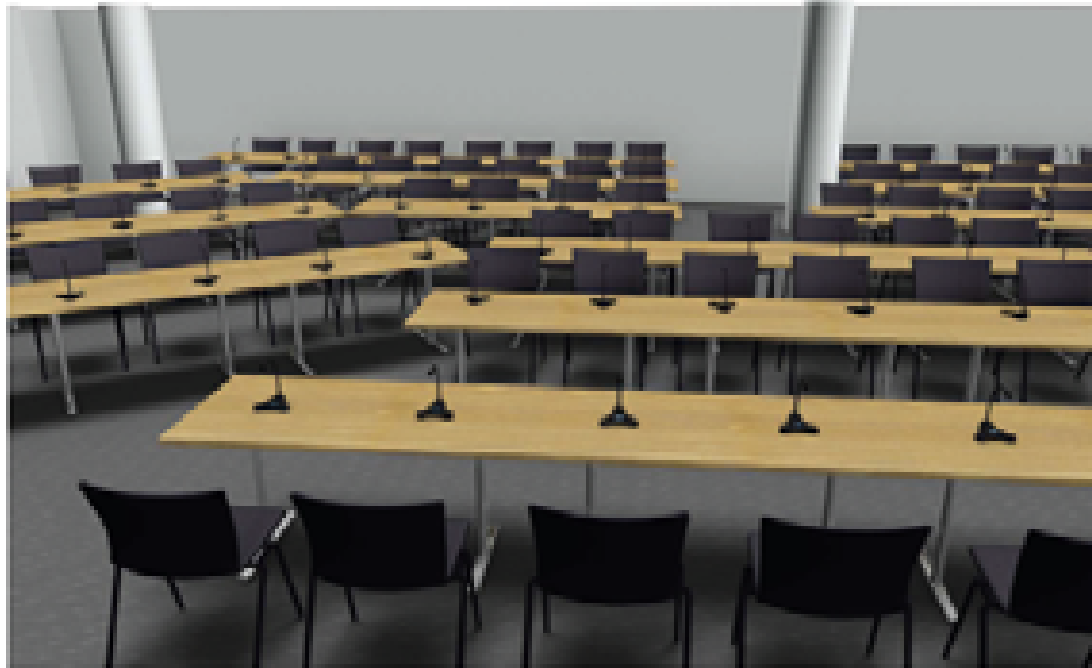
C T

Council Chamber
Flexible Seating Layout
Example 2

Page 131



a e ee s



CATEGORY C

Meeting Rooms
Furniture Example

Page 132



Customer Service Unit CallCentre
Furniture Example

CATEGORY C



General Office Area Breakout Space
Example

Layout - C T B
Furniture - C T C





AGENDA ITEM: 12

SUMMARY

| | |
|------------------------------|--|
| Report for: | Cabinet |
| Date of meeting: | 15 September 2015 |
| Part: | 1 |
| If Part II, reason: | |
| Title of report: | Revocation of the Affordable Housing Clarification Note |
| Contact: | <p>Cllr Andrew Williams, Portfolio Holder for Planning and Regeneration.</p> <p>James Doe, Assistant Director, Planning, Development and Regeneration (extension 2583),</p> <p>Laura Wood, Team Leader, Strategic Planning and Regeneration (extension 2661); and</p> <p>Sarah Pickering, Housing Development Lead Officer (extension 2914).</p> |
| Purpose of report: | To seek Cabinet's approval to revoke the Affordable Housing Clarification Note (March 2015) and revert to the adopted policy position set out in the Core Strategy and associated Affordable Housing Supplementary Planning Document (SPD). |
| Recommendations: | <p>That Cabinet recommend Council to:</p> <p>(a) Revoke the Affordable Housing Clarification Note (March 2015) and cease to apply it as a material planning consideration in relevant planning decisions and for use in the preparation of future planning documents; and</p> <p>(b) Add the statement attached as Appendix 1 to the Council's website to explain the reasons for this decision.</p> |
| Corporate Objectives: | The Council's affordable housing policies support the 'Dacorum Delivers' and 'Affordable Housing' objectives. They improve efficiency and effectiveness of services by enabling planning decisions to be approved within agreed time scales and through the provision of upfront and clear advice on the provision of affordable housing within new development. The |

| | |
|---|--|
| | <p>Affordable Housing Clarification Note was prepared to update the Council's approach to the provision of affordable housing in the light of changes to Government policy. Following a High Court decision this policy change has been reversed and the Clarification Note is no longer applicable. Higher levels of affordable housing (both on-site and via commuted sums) will be delivered through the reversion to the Council's adopted policy position.</p> |
| <p>Implications:</p> <p>'Value For Money Implications:'</p> | <p><u>Financial</u></p> <p>Reverting to our adopted policy (as set out in the Core Strategy and associated Affordable Housing Supplementary Planning document) will allow higher levels of contributions towards affordable housing to be sought and therefore help deliver a key corporate objective.</p> <p><u>Value for Money</u></p> <p>Providing clarity on the Council's affordable housing policies will ensure that contributions are successfully secured from appropriate developments and there are no undue delays to the processing of planning applications. It will also minimise the risk of applicants appealing planning decisions.</p> |
| <p>Risk Implications:</p> | <p>The Government has stated that they intend to appeal the judgement. There is therefore a risk that the previous approach could be reinstated. If this does occur, then Cabinet and Council will be asked to reinstate the Clarification Note for use in Development Management decisions from the date of the appeal decision. Officers consider that it would be a much greater risk to continue to implement an approach to calculating affordable housing contributions based on a Ministerial Statement which a High Court Judge has clearly stated should not be referred to as a material planning consideration, and to sections of the Planning Practice Guidance that have been deleted by Government.</p> <p>A full Risk Assessment has been prepared for the Local Planning Framework (of which the Core Strategy is part). This is updated monthly as part of CORVU monitoring processes.</p> |
| <p>Community Impact Assessment:</p> | <p>Equalities Impact Assessment prepared for the Core Strategy, which this guidance note supports. This will be translated into a new Community Impact Assessment when the plan is reviewed.</p> |
| <p>Health And Safety Implications:</p> | <p>There are no health and safety implications relating to this decision.</p> |
| <p>Monitoring Officer/S.151 Officer Comments:</p> | <p>Deputy Monitoring Officer:</p> <p>Following the High Court decision and the subsequent changes to planning policy guidance, the Council has no choice but to revoke the Affordable Housing Clarification Note to ensure that it is applying the most up to date planning</p> |

| | |
|---|---|
| | <p>policy. The decision to revoke should be kept under review if the government appeal the High Court decision.</p> <p>Deputy S.151 Officer:</p> <p>There are no direct financial consequences of this decision.</p> |
| Consultees: | <ul style="list-style-type: none"> • Director of Housing and Regeneration • Assistant Director – Planning, Development and Regeneration • Group Manager – Legal Governance • Group Manager – Strategic Planning and Regeneration • Group Manager – Strategic Housing • Officers from Strategic Planning and Regeneration, Strategic Housing and Development Management teams. |
| Background papers: | <ul style="list-style-type: none"> • National Planning Policy Framework (NPPF). • National Planning Practice Guidance (PPG). • Dacorum Borough Council’s Core Strategy – adopted September 2013. • Affordable Housing SPD – adopted September 2013. • Ministerial Statement – November 2014 (reference HCWSS50) • Cabinet Report (March 2015) – Affordable Housing Clarification Note • High Court Judgement (reference CO/76/2015) re West Berkshire District Council and Reading Borough Council vs Department for Communities and Local Government (31 July 2015) |
| Glossary of acronyms and any other abbreviations used in this report: | <p>NPPF – National Planning Policy Framework</p> <p>PPG – Planning Practice Guidance</p> <p>SPD – Supplementary Planning Document</p> |

Background

1. INTRODUCTION

Affordable Housing Policy

- 1.1 The Council’s approach to affordable housing is set out in its Core Strategy. This was adopted in September 2013, following an extensive consultation and examination process. Further detail is set out in the Affordable Housing Supplementary Planning Document (SPD), which was adopted alongside the Core Strategy. This SPD elaborates on the types of developments that will trigger the need for affordable housing contributions, and whether these

contributions will be in the form of on-site provision or commuted sums. Both the Core Strategy policies and SPD have been in place now for almost 18 months and are performing well.

Impact of Ministerial Statement

- 1.2 On 28 November 2014, a written statement was issued by Brandon Lewis, the Minister of State for Housing and Planning (reference HCWS50). This Ministerial Statement set out a number of changes the Government was introducing to national policy in relation to planning obligations under Section 106 of the Town and Country Planning Act 1990 (as amended). These were reflected in amendments to the Government's Planning Practice Guidance (PPG) and so became material planning considerations.
- 1.3 The changes to the PPG made it clear that contributions for affordable housing and tariff style planning obligations should not be sought in the following scenarios:
 - Where developments in urban areas comprise 10 units or less and which have a maximum combined gross floor area of no more than 1000 sq.m
 - Where a development is located in a designated rural area and comprises 5 units or less under the discretion of the local planning authority
 - Where development consists of the construction of a residential annex or extension.
- 1.4 It further stated that in designated rural areas where there is a reduced threshold, affordable housing and tariff style contributions sought from developments of between 6 and 10-units should be in the form of cash payments which are commuted until after completion of units within the development. Rural Exception Sites were specifically exempted from this new approach.
- 1.5 The statement also required local authorities to offer a financial incentive to bring back vacant buildings into use by allowing them to reduce the requirements for affordable homes. This is referred to as 'Vacant Building Credit'.
- 1.6 In terms of affordable housing, the main effect of these changes has been to reduce the number of developments which will be expected to make a contribution – whether on-site or via commuted payments. If a contribution is required, the amount should be reduced if the site contained vacant buildings.

2. THE NEED FOR A CLARIFICATION NOTE

- 2.1 As a result of these changes to national policy, Officers prepared a 'Clarification Note' to be published alongside the Council's existing affordable housing policies. This was required to ensure that all parties - developers, landowners, affordable housing providers and Council Officers in Development Management, Strategic Planning, Strategic Housing and Legal, together with Members - interpreted and applied these policy changes in a consistent manner when dealing with planning applications and providing pre-application advice.

- 2.2 The Clarification Note was adopted by Cabinet in March 2015 and has been used since that date as a material planning consideration for relevant planning applications.

3. IMPLICATIONS OF SUBSEQUENT HIGH COURT DECISION

- 3.1 West Berkshire District Council and Reading Borough Council lodged a challenge to the Government policy changes in the High Court. This challenge was heard in April and the Judgement issued on 31 July. The Judge clearly found in favour of the two Councils.
- 3.2 The actions agreed to remedy the case are as follows:
- (a) Declaration by the Court that the Ministerial Statement must not be treated as a material planning consideration in development management and development plan procedures and decisions or in the exercise of powers and duties under the Planning Acts more generally; and
 - (b) The removal of the relevant paragraphs introduced to the PPG (with immediate effect).
- 3.3 The Affordable Housing Clarification Note makes it clear that it was drawn up as a direct result of the Ministerial Statement and changes to the PPG that no longer apply. It also clearly states that *'The Council's approach will be kept under review and this Clarification Note amended as necessary in the light of any further guidance or clarification received either direct from the Government or as a result of decisions issued by the Planning Inspectorate or High Court.'*
- 3.4 Officers advise that the only option for the Council in the light of this High Court decision is to revoke the Clarification Note and revert to the adopted policy position, as set out in the Core Strategy and Affordable Housing SPD. The Council cannot legally continue to apply the clarification note when the justification for this approach has been removed as a result of the judgement.
- 3.5 Officers from Strategic Planning, Strategic Housing, Development Management and Legal Services therefore recommend that following steps should be taken:
- 1. Seek Cabinet and Council approval to revoke the Clarification Note, pending the outcome of any appeal by Government (see below); and
 - 2. Place a short statement on our website explaining the above and making it clear that applications received after the date of the Judgement (31 July) will be expected to comply with the adopted policy position (see Appendix 1).
- 3.6 In advance of this formal decision, Officers have already ceased to apply the Clarification Note through the authority of an Officer Decision Sheet, for the reasons set out above.

4. REVIEW

- 4.1 Government have stated that they intend to appeal the judgement. There is therefore the potential that the previous approach could be re-established. If this does occur, then Council will be asked to reinstate the Clarification Note for use in Development Management decisions from the date of the appeal decision.
- 4.2 A full review of the Council's approach to the delivery of affordable homes and collection of commuted sums will be carried out as part of the early partial review of the Core Strategy. It is the intention that the Affordable Housing SPD will also be updated either in parallel, or immediately following this process. This will ensure consistent and comprehensive guidance is provided for use by landowners, developers and Planning Officers.

Appendix 1:

STATEMENT FOR COUNCIL'S WEBSITE

Dacorum's approach to calculating affordable housing contributions

In March 2015 Dacorum's Cabinet agreed a clarification note to accompany the Affordable Housing SPD. This clarification note was required to set out how the Council would reflect changes to Government policy relating to affordable housing, including the introduction of 'Vacant Building Credit.' These changes in policy were set out in a Ministerial Statement (reference HCWSS50) and reinforced by changes to the Planning Practice Guidance (PPG).

West Berkshire District Council and Reading Borough Council lodged a challenge to these policy changes in the High Court. This challenge was heard in April and the Judgement issued on 31 July.

The Judgement found in favour of the appellants and as a result the court has declared that the Ministerial Statement must not be treated as a material planning consideration in either development management or development plan procedures. Relevant paragraphs introduced to the PPG have also been deleted with immediate effect.

As a consequence of this judgement, Dacorum Borough Council has withdrawn the Affordable Housing Clarification Note issued in March 2015. The policy position regarding the provision of affordable housing from the date of the judgement (i.e. 31 July 2015) therefore reverts to the position prior to this date. This means that decisions will be made in accordance with Core Strategy Policy CS19: Affordable Housing of the Core Strategy and associated Affordable Housing Supplementary Planning Document (both adopted September 2013).

If you would like further advice regarding how this judgement may affect consideration of current applications, please contact your allocated Case Officer.

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