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EAST HERTFORDSHIRE DISTRICT COUNCIL

NOTICE IS HEREBY GIVEN that a meeting of East Hertfordshire District Council will be held in the Council Chamber, Wallfields, Hertford on Tuesday 3rd March, 2020 at 7.00 pm, for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

24 February 2020

James Ellis
Head of Legal and
Democratic Services

Note: Prayers will be said before the meeting commences. Those Members who do not wish to participate will be invited to enter the Chamber at their conclusion

AGENDA

1. Chairman's Announcements

To receive any announcements.

2. Apologies for Absence

To receive any Members' apologies for absence.

3. Minutes - 18 December 2019 and 29 January 2020 (Pages 7 - 90)

To approve as a correct record and authorise the Chairman to sign the Minutes of the Council meeting held on 18 December 2019 and of the extraordinary Council meeting held on 29 January 2020.

4. Declarations of Interest

To receive any Members' declarations of interest.

5. Petitions (Pages 91 - 92)

To receive any petitions.

6. Public Questions

To receive any public questions.

7. Members' questions (Pages 93 - 94)

To receive any Members' questions

8. Council Tax 2020/21 - Tax Setting Formal Resolution - 'To Follow'

Report 'to Follow'

9. Pay Policy Statement 2020-21 (Pages 95 - 114)

10. Health and Safety Core Policy, Statement of Intent, and Organisation and Responsibilities (Pages 115 - 140)

11. Motions on Notice

To receive Motions on Notice.

DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
 - must not participate in any discussion of the matter at the meeting;
 - must not participate in any vote taken on the matter at the meeting;
 - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
 - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
 - must leave the room while any discussion or voting takes place.
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.
4. It is a criminal offence to:

- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
- fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
- participate in any discussion or vote on a matter in which a Member has a DPI;
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

Public Attendance

East Herts Council welcomes public attendance at its meetings and will provide a reasonable number of agendas for viewing at the meeting. Please note that there is seating for 27 members of the public and space for a further 30 standing in the Council Chamber on a "first come first served" basis. When the Council anticipates a large attendance, an additional 30 members of the public can be accommodated in Room 27 (standing room only), again on a "first come, first served" basis, to view the meeting via webcast.

If you think a meeting you plan to attend could be very busy, you can check if the extra space will be available by emailing democraticservices@eastherts.gov.uk or calling the Council on 01279 655261 and asking to speak to Democratic Services.

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MINUTES OF A MEETING OF THE
COUNCIL HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 18 DECEMBER 2019, AT 7.00
PM

PRESENT:

Councillor J Kaye (Chairman).
Councillors T Beckett, S Bell, R Buckmaster,
R Bolton, P Boylan, M Brady, E Buckmaster,
A Alder, S Bull, J Burmicz, L Corpe,
K Crofton, B Crystall, A Curtis, G Cutting,
B Deering, I Devonshire, H Drake,
J Dumont, R Fernando, J Frecknall,
M Goldspink, J Goodeve, A Hall, L Haysey,
D Hollebbon, A Huggins, J Jones, I Kemp,
G McAndrew, S Newton, T Page, M Pope,
S Reed, C Rowley, P Ruffles, S Rutland-
Barsby, M Stevenson, T Stowe, N Symonds,
A Ward-Booth, G Williamson, C Wilson and
J Wyllie.

OFFICERS IN ATTENDANCE:

Richard Cassidy	- Chief Executive
Isabel Brittain	- Head of Strategic Finance and Property
Rebecca Dobson	- Democratic Services Manager
Andre Ferreira	- Democratic Services Officer
James Gardner	- Project Manager
Jonathan Geall	- Head of Housing and Health and

	Acting Head of Legal and Democratic Services
Lorraine Kirk	- Senior Communications Officer
Peter Mannings	- Democratic Services Officer
Bob Palmer	- Head of Strategic Finance and Property
Graeme Reid	- Revenues Manager
Helen Standen	- Deputy Chief Executive
Alison Stuart	- Interim Monitoring Officer

261 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed those present, and reminded all that the meeting was being webcast.

The Chairman invited Councillor M Goldspink, as Leader of the Liberal Democrat Group, to pay tribute to former Councillor Mike Wood. Councillor Goldspink said Mike Wood, an Honorary Alderman of East Hertfordshire, and Member for Bishop's Stortford All Saints ward, had been hardworking and popular. She said his ambition had been to improve the lives of the people of East Hertfordshire, and she saluted his record as an excellent Councillor and good friend.

The Chairman asked all to stand to observe one minute's silence in commemoration.

The Chairman invited Lesley Titcomb, who had received the award of CBE in the Queen's Birthday Honours List earlier in the year, to come forward. The award had been given in recognition of services to pensions regulation, and he was pleased to present her with a certificate from this Council in recognition of her achievements.

The Chairman invited Susannah Carr and Jo Baily of the Secret Society of Hertford Crafters to come forward to have their achievements recognised in raising money for charities. He thanked them for their wonderful festive "yarn bombing" activities, and congratulated them on raising over £57,000 for local charities since being established, including for the Chairman's charities, Isabel Hospice and CHIPs (Children's Integrated Playschemes).

Susannah Carr thanked Members for their support and said all were welcome to join the Society, which not only raised money, but engendered community spirit with weekly meetings.

The Chairman reminded all Members that he was seeking donations to his charities for those wearing a Christmas jumper.

262 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D Andrews, M McMullen, J Ranger, C Redfern and D Snowden.

263 MINUTES - 23 OCTOBER 2019

It was moved by Councillor J Kaye and seconded by Councillor T Beckett, that the Minutes of the meeting of 23 October 2019 be confirmed as a correct record and signed by the Chairman. The motion being put to the meeting and a vote taken, it was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 23 October 2019 be confirmed as a correct record and signed by the Chairman.

264 DECLARATIONS OF INTEREST

Councillor G Williamson declared a disclosable pecuniary interest in relation to Old River Land and Northgate End Land Assembly, in that he was an employee of one of the parties.

Councillors E Buckmaster, K Crofton, B Deering, J Jones, J Kaye and J Wyllie declared their non-pecuniary interests in relation to the same item.

Councillor K Crofton declared a non-pecuniary interest in relation to the Benington Conservation Area Appraisal, in that he was the ward Member for Walkern in which Benington was located.

The Interim Monitoring Officer said, in relation to Item 8 on the agenda, the Council Tax Empty Homes Premium, that Members who had a disclosable pecuniary interest as disclosed on their notice of registrable interests, had been granted a dispensation to enable them to participate in the discussion and voting on the item. The dispensation had been granted by the Members of the Performance, Audit and Governance Oversight Committee.

265 PETITIONS

The meeting received a petition entitled “Stop expansion of Harlow and building on green wedges”. As the lead petitioner was not in attendance to present the petition, no comment was made.

266 PUBLIC QUESTIONS

David Royle asked the Executive Member for Environmental Sustainability, in relation to his preparing an action plan for the Council’s climate change motion, what he was doing to quantify the heat used by the existing housing stock in the District and identify how the Council could support becoming carbon neutral by 2030. He asked whether the Executive Member had sought government HNDU (Heat Networks Delivery Unit) funding to analyse the potential for heat networks to be part of the solution.

Councillor G McAndrew agreed tackling the decarbonisation of heat was a key issue, at both local and national level. The Council had previously undertaken a domestic housing stock condition survey,

and had access to national EPC data. A range of actions would be considered for existing housing in the new Environmental Sustainability Action Plan. Energy efficiency and encouraging the use of low carbon fuels would be essential.

Councillor McAndrew said that, from a planning perspective, whilst HNDU funding had not yet been used, the Hertfordshire Renewable and Low Carbon Study (2010) had considered opportunities for district heat networks in East Herts. To explore potentially viable locations for heat networks, the study had concluded that the areas which were most likely to provide opportunities for such networks were urban areas and higher density new developments. For new developments, the adopted East Herts District Plan (2018) required such developments to demonstrate how carbon emissions would be minimised, and heat networks could potentially be part of this process. The Council would be producing a new Supplementary Planning Document on Environmental Sustainability.

267 MEMBERS' QUESTIONS

Councillor I Devonshire asked the Executive Member for Planning and Growth what the Council was doing to ensure fast and reliable broadband services were provided in the District's rural areas.

Councillor J Goodeve said the Council's role in providing broadband to communities was via planning policy, focusing on new developments. She recognised that some existing communities, particularly rural ones, experienced broadband issues, as indicated by

many users of Launchpad in Bishop's Stortford. Launchpad offered speeds of up to 100 Megabytes, significantly better than in some areas.

Councillor Goodeve said broadband installation was not required by statute or the National Planning Policy Framework for new dwellings. Prior to the adoption of the District Plan, the Council had refused planning permission where new developments had been built without such provision, but such refusals had been overturned on appeal. Now, although the Plan had been adopted and included guidance for Fibre To The Premises, the largest national provider, BT Openreach, had discretion in what it offered, which could result in inconsistent delivery.

Regarding existing developments, Councillor Goodeve said the government had invested in broadband provision for areas which were not commercially viable. An example was the "Connected Counties" programme, an initiative jointly funded by Herts County Council, the Local Enterprise Partnership and BT Openreach.

Councillor Goodeve referred to voucher schemes to offset the cost of installing fibre, such as the Rural Gigabyte Voucher Scheme, details of which were available on the Department for Culture, Media and Sport website. A further option was a community fibre partnership, by which residents could work with providers through joint funding arrangements.

Finally, Councillor Goodeve described the work taking place with the Digital Innovation Zone (DIZ), a public,

private and voluntary partnership across East Hertfordshire and West Essex. Subject to a number of operational and assurance issues being addressed, it would deliver enhanced fibre connectivity across the DIZ based around the locations of public sector assets.

Councillor M Stevenson asked the Executive Member for Wellbeing what the Council's plans were for the Hertfordshire Year of Culture 2020, and how Members could be involved.

Councillor E Buckmaster said the East Hertfordshire Year of Culture 2020 had been launched at Hertford Theatre. Many organisations had attended the event and shared initial ideas. The programme would feature different activities each month, and he asked all Members to encourage organisations in their areas to participate by registering. Creative events could be held in a variety of venues, such as schools, empty shops or in town centres in the same way as the "Yarn Bombers". Community grants were available, and he encouraged Members to raise the profile of the Year of Culture.

Councillor M Stevenson asked whether the initiative would make a positive contribution to health and wellbeing.

Councillor E Buckmaster confirmed the programme would provide opportunities for social prescribing.

Councillor J Wyllie asked the Executive Member for Neighbourhoods what steps the Council was taking to minimise the disruption and distress caused by

fireworks, particularly towards animals in the District, as well as anti-social behaviour issues.

Councillor P Boylan said the Council was keen to play its role in ensuring that local people could enjoy fireworks around Bonfire Night, Diwali, New Year's Eve and during other celebrations. However, it was imperative that fireworks were used safely and in a way that minimised disruption and distress to residents, pets and other livestock and wildlife.

The Council had issued information regarding safe use of fireworks earlier in the year, which referred to advice from various sources including the Royal Society for the Protection of Animals. The Council's website included a link to Trading Standards regarding licences for sale of fireworks. The Council had continued to work with partners to tackle fireworks mis-selling and misuse, including in relation to anti-social behaviour. He welcomed the County Council's Trading Standards crackdown on illegal fireworks, and would ensure the Community Safety Partnership and Council would discuss and agree any necessary further action regarding fireworks misuse.

Councillor A Curtis asked the Leader what steps she was taking to attract investment into East Hertfordshire.

Councillor Haysey said this District was at the heart of the innovation corridor, and supported the Launchpad initiative in Bishop's Stortford and Ware. East Hertfordshire's District Plan was now in place, and the aim was to balance dwellings with employment, and avoid the "dormitory town" effect. This area provided

the opportunity to work across the corridor and she hoped to attract companies with high quality business to invest here. She had set up a High Growth Group to assess the opportunities to grow businesses and to work with the Local Enterprise Partnership.

The Chairman said he would permit one further question, as the time limit of 15 minutes had been reached.

Councillor J Dumont asked the Executive Member for Environmental Sustainability whether he was aware that doubling tree cover across the UK could draw down 50 million tonnes of carbon dioxide annually across the country and significantly contribute to reducing the effects of climate change. Councillor Dumont asked whether, with this in mind and given that the Gilston Villages development was the largest release of Green Belt land in England, he would adopt the ambition to double the amount of tree cover over the whole of the District.

Councillor G McAndrew referred to the motion on Climate Change in July 2019, when the Council confirmed it would seek to achieve net zero carbon emissions by 2030 and to support working to achieve a similar target for the District. The main focus in carbon reduction was to reduce emissions at the point of generation, reducing the need for carbon capture and storage.

For the District, emissions from Land use, Land use Change and Forestry (LULUCF) were negative, so the land was acting as a valuable carbon sink. A doubling of tree cover would amount to 20% woodland cover.

Whilst clearly possible, such an increase would be a significant change of use, possibly replacing other biodiversity habitats or open space/agricultural land with woodland. The Council's new Environmental Sustainability Action Plan would be likely to include the aim of increasing tree cover, where appropriate.

Over the last few years, Greenspace Action Plans had led to considerable planting programmes in open spaces, whilst aiming to keep such areas in multi-purpose use. There were approximately 70,000 trees in the Council's tree stock, in a variety of settings. However, as the Council owned very little land, it was not possible to commit to planting significant new wooded areas unless land currently used for other leisure purposes was used, impacting on open space for recreation or sport, and possibly resulting in increased emissions if people had to travel further for leisure pursuits.

The Council would work with partners to encourage the planting of more trees, and intended to produce a Supplementary Planning Document on Environmental Sustainability, which would seek new developments and consider appropriate opportunities for increasing tree cover.

With regard to Gilston, 66% of the area allocated in the District Plan was proposed to remain as undeveloped landscaped areas, with the rest comprising new villages. There were opportunities for additional tree planting, but the area included existing woodlands. The allocation was subject to outline planning applications which included the protection for many

existing landscape assets including woodlands, standalone trees and hedgerows and areas that would remain undeveloped.

In conclusion, Councillor McAndrew said additional tree planting would need to be managed, perhaps ideally creating a new forestry industry utilising timber and wood products in construction and for other products in order to genuinely “lock up” carbon for the long term.

The Chairman said responses to the remaining Members’ Questions would be circulated to all Members by Democratic Services.

268 EXECUTIVE REPORT - 3 DECEMBER 2019

The Leader presented a report from the Executive’s meeting of 3 December 2019. She took the opportunity to pay tribute to former Member and Honorary Alderman Mike Wood.

The Leader also thanked Councillor T Page for his work as Chairman of the Development Management Committee. She said Councillor Page had been exceptionally thorough in fulfilling the duties of that role, and had left the Committee in better shape than before.

The Leader thanked the Head of Strategic Finance and Property for her work at this Council and wished her well in her future roles.

RESOLVED – that the Minutes of the Executive meeting held on 3 December 2019 be received.

(See also Minutes 269 - 271)

269 COUNCIL TAX LONG TERM EMPTY PROPERTIES

Council considered the recommendation from the Executive on Council Tax Long Term Empty Properties.

Councillor G Williamson proposed, and Councillor L Haysey seconded, a motion that the recommendations, as detailed in the report, be approved.

Councillor M Goldspink spoke in support of the proposal, which she said was fair and brought the Council's position into line with that of a number of other authorities.

The motion being put to the meeting and a vote taken, it was declared CARRIED.

RESOLVED – that a Council Tax premium of 100% be adopted for long term empty homes.

270 BENINGTON CONSERVATION AREA CHARACTER APPRAISAL

Councillor J Goodeve proposed, and Councillor L Haysey seconded, a motion that the recommendations of the Executive, as detailed below, be approved.

Councillor K Crofton spoke in support of the motion, and thanked Officers for the extraordinary work carried out on this and other area appraisals. He referred to the historical features which contributed to

the exceptional character of Benington.

After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that (A) the responses to the public consultation be noted and the Officer responses and proposed changes to the Benington Conservation Area Appraisal and Management Plan be supported;

(B) the Head of Planning and Building Control, in consultation with the Executive Member for Planning and Growth, be authorised to make any further minor and consequential changes to the document which may be necessary; and

(C) the Benington Conservation Area Appraisal and Management Plan, set out as Essential Reference Paper A to the report, be adopted.

271 HARLOW AND GILSTON GARDEN TOWN STEWARDSHIP OBJECTIVES AND PRINCIPLES

Council considered the recommendation from the Executive on the Harlow and Gilston Garden Town Stewardship Objectives and Principles.

Councillor L Haysey proposed, and Councillor E Buckmaster seconded, a motion that the recommendations, as detailed below, be approved.

Councillor M Goldspink said the Liberal Democrat Group largely supported these proposals, in that they

provided community cohesion and environmental sustainability.

Councillor J Dumont said he had continued to receive representations from his Ward residents expressed concerns regarding the Gilston proposals. He referred to a letter from the Council received by residents inviting them to a consultation, which had unfortunately not been clear.

Councillor L Haysey asked that he send a copy of the letter to her, and said she would be happy to talk to residents in Councillor Dumont's ward. The proposals had been taken through the District Plan process and would be subject to extensive consultation as part of the Masterplanning Framework. Nearly half of the site within Gilston would be left as open space, and the aim was to build communities, not just houses.

Councillor J Kaye said he supported the proposals and referred to the sensible provision being made with the invoking of Article 4 directions.

The motion being put to the meeting and a vote taken, it was declared CARRIED.

RESOLVED - that the Stewardship objectives and principles, relating to development proposals coming forward as part of the Harlow and Gilston Garden Town, be endorsed.

272 COUNCIL TAX CALCULATION OF COUNCIL TAX BASE

Council considered a report presented by the

Executive Member for Financial Sustainability recommending the calculation of the Council Tax base for the District, and for parish and town councils, for 2020/21.

Councillor G Williamson proposed and Councillor J Wyllie seconded, a motion that the recommendations as detailed below be supported.

The motion being put to the meeting and a vote taken, it was declared CARRIED.

RESOLVED – that (A) the calculation of the Council's tax base for the whole district, and for the parish areas, for 2020/21 be approved; and

(B) pursuant to the report and in accordance with the Local Authorities (Calculation of Tax Base) Regulations 2012, the amount calculated by East Hertfordshire District Council as its council tax base for the whole area for 2020/21 shall be **61272.0** and for the parish areas listed below for 2020/21 shall be as set out in the report.

273 CONSIDERATION OF RESPONSES TO THE PROPOSAL TO LIMIT HACKNEY CARRIAGE VEHICLE LICENCES TO TWO HUNDRED

Council considered a report submitted by the Executive Member for Neighbourhoods, setting out the recommendations made by the Licensing Committee at its meeting of 30 October 2019.

Councillor P Boylan referred to results of the survey on unmet demand and the conclusion of the Committee that there was no significant unmet demand. A limit on the number of hackney carriage licences was proposed.

In reply to a question from Councillor T Beckett, Councillor Boylan confirmed that the reduction of licences would be achieved through natural wastage.

Councillor P Boylan proposed, and Councillor G McAndrew seconded, a motion that the recommendations as detailed be supported.

The motion being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that a limit of 200 be imposed on the number of hackney carriage vehicle licences that are issued from 1 January 2020.

274 ADOPTION OF THE IHRA REMEMBRANCE ALLIANCE
WORKING DEFINITION OF ANTISEMITISM

Council considered a report submitted by the Leader of the Council, seeking approval of the adoption of the International Holocaust Remembrance Alliance working definition of antisemitism and reaffirming the Council's commitment to promoting equalities in East Hertfordshire.

Councillor L Haysey said it was the responsibility of all to combat antisemitism, as such prejudice was totally

unacceptable.

Councillor M Brady agreed and said she fully supported this motion, on behalf of the Labour Group.

Councillor M Goldspink said the Liberal Democrat Group supported the motion most strongly. Councillor B Crystall said he echoed these sentiments on behalf of the Green Group.

Councillor L Haysey proposed, and Councillor A Curtis seconded, a motion that the recommendations as detailed be supported. The motion being put to the meeting and a vote taken, it was declared CARRIED.

RESOLVED – that (A) East Hertfordshire Council adopts the International Holocaust Remembrance Alliance (IHRA) working definition of antisemitism, that is, “Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities”; and

(B) reaffirms that it finds antisemitism and all forms of prejudice targeted at those with a protected characteristic under the Equality Act 2010 abhorrent and not in keeping with the council’s values and its duties under that Act.

275 APPOINTMENT OF CHAIRMAN TO DEVELOPMENT
MANAGEMENT COMMITTEE

Council considered a report submitted by the Interim Monitoring Officer regarding the appointment of the Chairman of the Development Management Committee.

Councillor L Haysey said the recommendation was brought before Members as Councillor T Page had stepped down from the chairmanship of the Committee.

Councillor T Beckett expressed gratitude to Councillor Page for his chairmanship and for his support to him as a new Member of the Development Management Committee. His successor would, he was sure, be an excellent chairman.

Councillor L Haysey moved, and Councillor I Kemp seconded, a motion to support the recommendation as detailed. After being put to the meeting and a vote taken, the motion was declared CARRIED. Councillor Deering abstained from the vote.

RESOLVED – that Councillor B Deering be appointed Chairman of the Development Management Committee.

Councillor Deering thanked Members for their comments. He paid tribute to Councillor Page, who he said had been a terrific chairman, and had made the integrity of the Committee a priority. He had undertaken a huge amount of work for the Committee

and for the Council.

276 TREASURY MANAGEMENT ANNUAL REVIEW 2018/19

Council considered two reports submitted by the Executive Member for Financial Sustainability, reviewing the Council's treasury management activities for 2018/19, and reviewing the treasury management activities for the first six months of the 2019/20 financial year.

Councillor G Williamson highlighted the main points contained within the reports, which had been considered by the Performance, Audit and Governance Oversight Committee on 29 October 2019. He said he intended to alter the recommendation in each report to state that the items be noted rather than approved, as the activity had in fact already been approved.

Councillor G Williamson moved, and Councillor M Pope seconded, a motion that the recommendations in each report as detailed be supported. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the 2018/19 treasury management activity and prudential indicators be noted.

(See also Minute 277)

277 TREASURY MANAGEMENT MID YEARMID-YEAR REVIEW
2019-20

RESOLVED – that (A) the treasury management activity for the first 6 months of the 2019/20 financial year, be noted; and

(B) the changes to the prudential indicators as set out in paragraph 2.6 of the report, be noted.

(See also Minute 276)

278 INFORMATION AND COMMUNICATIONS TECHNOLOGY
PARTNERSHIP STRATEGY

Council considered a report submitted by the Executive Member for Financial Sustainability, presenting and seeking approval of the ICT Partnership Strategy 2019/20 to 2021/22, setting out the joint approach proposed between the Council and Stevenage Borough Council.

Councillor G Williamson said the key outcomes were listed in the report, and described the governance arrangements which included the formation last year of the IT Steering Group, and a new Member Group, which he would attend, with Councillor I Kemp, and their counterparts from Stevenage Borough Council.

Councillor Williamson proposed, and Councillor I Kemp seconded, a motion that the recommendations as detailed be supported. The motion being put to the meeting and a vote taken, it was declared CARRIED.

RESOLVED – that (A) the joint ICT Partnership Strategy 2019/20 – 2021/22 between East Herts Council and Stevenage Borough Council be approved; and

(B) delegated authority be granted to the Deputy Chief Executive, acting in consultation with the Executive Member for Financial Sustainability, to negotiate and agree a new ICT Shared Service Agreement with Stevenage Borough Council for period 2019/20 – 2021/22.

279 APPOINTMENT OF MONITORING OFFICER

Council considered a report submitted by the Chief Executive, seeking approval of the appointment of the Council's Monitoring Officer.

Councillor G Cutting proposed, and Councillor J Jones seconded, a motion that the recommendation as detailed be supported. The motion being put to the meeting and a vote taken, it was declared CARRIED.

RESOLVED – that James Ellis be appointed as the Council's Monitoring Officer.

280 APPOINTMENTS TO INDEPENDENT REMUNERATION PANEL

Council considered a report submitted by the Head of Housing and Health and Acting Head of Legal and Democratic Services seeking approval of an approach to other authorities within Hertfordshire to request the services of a member to fill a vacancy on the Council's Independent Remuneration Panel.

The Head of Housing and Health and Acting Head of Legal and Democratic Services said the Panel comprised five members, and that it was currently necessary to fill a vacancy. It was expedient to do so through obtaining the services of an existing panel member from another authority.

Councillor L Haysey proposed, and Councillor P Boylan seconded, a motion to support the recommendation as detailed. The motion being put to the meeting and a vote taken, it was declared CARRIED.

RESOLVED – (A) to approve that whenever a vacancy on the Council’s Independent Remuneration Panel arises, other Hertfordshire authorities are approached in the first instance to request the services of the authorities’ remuneration panel members to serve on the Council’s panel; and

(B) that the Head of Legal and Democratic Services be granted delegated authority to consider and confirm appointments of Independent Panel Members approached in this way.

281 REVISED COMMUNITY GRANTS POLICY 2020/21

Council considered a report submitted by the Executive Member for Communities on proposed revisions to the Council’s Community Grants Policy, which included provision for annual review.

Councillor S Rutland-Barsby said the policy supported investment in the District's communities, to improve the health and wellbeing of residents. She highlighted key proposals and changes to the existing scheme, which widened the offer but remained in line with the principles of the policy. These changes were proposed on a pilot basis.

Councillor S Rutland-Barsby proposed, and Councillor R Fernando seconded, a motion that the recommendations as detailed be supported. The motion being put to the meeting and a vote taken, it was declared CARRIED.

RESOLVED – that the revised Community Grants Policy 2020/21 as detailed in Essential Reference Paper 'B' to the report, be approved.

282 DEVELOPMENT MANAGEMENT COMMITTEE: MINUTES - 6 NOVEMBER 2019

RESOLVED – that the Minutes of the meeting of the Development Management Committee held on 6 November 2019, be received.

283 PERFORMANCE, AUDIT AND GOVERNANCE OVERSIGHT COMMITTEE: MINUTES - 24 SEPTEMBER AND 29 OCTOBER 2019

RESOLVED – that the Minutes of the meetings of the Performance, Audit and Governance Oversight Committee held on 24 September and

29 October 2019 be received.

284 MOTIONS ON NOTICE

Councillor M Goldspink proposed a motion on notice as follows: "This Council is extremely concerned about the inadequate provision of affordable and social housing within the district. There are 2,000 families on the housing 'waiting list', and the prices being charged for so-called affordable homes are way beyond the reach of many people in our community. This Council therefore resolves to conduct an investigation into the possibility of building its own council houses once more (as was done in the past)."

Councillor Goldspink said the number of people on the housing waiting list had remained the same for the last five years. The Council did not own any housing. There was provision for developers to provide a percentage of affordable housing, but none were for social rent. Other Councils such as Cheltenham and Norwich had started building again, and there was no reason why this Council could not do so.

Councillor T Beckett seconded the motion.

Councillor P Boylan said good quality housing was the foundation for healthy prosperous communities. The Council had made a great deal of progress in identifying and meeting the needs of those requiring affordable housing, supported by policies in the District Plan and the draft Affordable Housing Supplementary Planning Document.

He said developers of all strategic sites had committed to building 40% affordable homes. "Affordable housing" comprised various types of housing, including social rented, affordable rented and low cost home ownership tenures. Eligibility was impacted by local incomes and local house prices. In East Hertfordshire, housing association housing stock currently totalled 8,005 homes, comprising social rented and affordable rented accommodation.

Councillor Boylan said the register was not a "waiting list", but was a points based system based on individual needs. It included those who did not live within the district and those who wished to upsize or downsize. Not all applicants were families, as 49% were single person households or couples requiring one bedroom accommodation.

Councillor Boylan referred to the approaches of neighbouring authorities. He said Broxbourne and North Herts also worked with housing associations. Welwyn Hatfield had the highest numbers on their housing needs register, followed by Stevenage. These authorities were the only two districts with their own housing stock. Whilst acknowledging there were particular challenges for these two authorities due to their having some areas with significant social deprivation, such comparison did not provide convincing evidence that for East Hertfordshire to build its own council housing would reduce the number of households on its housing needs register.

Councillor Boylan said he therefore could not support the narrow format of the motion. However, to ensure

the Council was able to consider a broad range of potential solutions, he had commissioned a report to better understand all options available, to increase and improve the range of social rented housing available in the district, as well as any other affordable tenures which would benefit local people. Following completion of the report, a decision would be taken on how best to take forward the options.

Councillor E Buckmaster said a further aspect was availability. The right to buy one's home was for many people a positive factor. However where homes were owned by a council's partner organisations, their continued availability tended to be more protected. The District Plan aimed to meet the demand for homes of all sizes and tenures. The population was increasing, yet the number of people on the housing needs register had remained stable. The District Plan provided for future demand, and there were other ways in which needs were met, such as working in partnership with the County Council regarding care homes. Although he accepted the motion was written with good intentions, he could not support it as drafted.

Councillor C Wilson said sections of the community found it difficult to meet their housing needs. Mortgages were several times the average salary, and the local housing allowance was indexed to local housing prices. If developers could not make a profit then social housing provision was affected, and if the right to buy was exercised there was no guarantee that the level of provision would continue to be sufficient. The charity Shelter recommended increasing the

numbers of social rented, affordable rented and low cost homes.

Councillor T Beckett said notwithstanding the right to buy and protection of affordable housing stock, it was an option within that to negotiate land to be given to create housing stock and acknowledge there were issues. But he would encourage the Executive Member not to rule out options including the Council holding some stock.

Councillor L Corpe said there was a difference between addressing demand and addressing need. Upsizing could not be said to alleviate the numbers on the housing needs register, as it included situations where people were in unsuitable accommodation too small for their needs. The Council should not rule out the possibility of owning its own housing stock. One of the disadvantages of not owning stock was that the Council could not plan in advance. He welcomed the report which Councillor Boylan had referred to.

Councillor J Dumont said this was about actions rather than the correct terminology for referring to the housing register. There was a need to highlight the plight of a large number of families that might not join the register because the number of people on the register did not reduce so the actual number of those in need was higher. People were concerned about insecure accommodation.

Members continued to debate the motion.

At the conclusion of the debate, Councillor M

Goldspink welcomed the comments made by the Executive Member.

After being put to the meeting and a vote taken, the motion was declared LOST.

285 OLD RIVER LANE AND NORTHGATE END LAND ASSEMBLY

Councillor G Williamson left the Chamber for this item, having declared a pecuniary interest.

The Leader submitted a report setting out the case for the acquisition of land at Northgate End, Bishop's Stortford, as part of the delivery of the Old River Lane scheme.

Councillor L Haysey said the acquisition of the land would enable a fantastic scheme to move forward, as this plot was an essential part of the development. It was pleasing that there had been a positive outcome to the Old River Lane judicial review. She trusted Members would be delighted by this good news. With Members' approval of the recommendation to acquire this plot from Hertfordshire County Council, the project could start moving ahead. She moved the recommendations as detailed in the report.

Councillor K Crofton seconded the motion.

Councillor M Goldspink said she could not support the recommendations. She considered it was wrong to purchase land which at the moment was used for the benefit of young people, as the Council should do all it could to encourage the provision of community facilities for this age group.

Councillor L Haysey said such facilities were not being reduced through approval of this scheme.

The motion being put to the meeting and a vote taken, it was declared CARRIED.

RESOLVED – that (A) a section of the land currently in the ownership of Hertfordshire County Council at Northgate End, Bishop’s Stortford be purchased in line with the valuation presented in the exempt Essential Reference Paper B, in pursuance of delivery of the Old River Lane scheme; and

(B) authorisation be delegated to the Head of Legal and Democratic Services to make all necessary arrangements to complete the purchase of the land at Northgate End, Bishop’s Stortford.

The meeting closed at 9.00 pm

Chairman
Date

MINUTES OF A MEETING OF THE
COUNCIL HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 29 JANUARY 2020, AT 7.00 PM

PRESENT: Councillor J Kaye (Chairman).
Councillors D Andrews, T Beckett, S Bell,
R Buckmaster, R Bolton, P Boylan, M Brady,
E Buckmaster, A Alder, S Bull, J Burmicz,
L Corpe, K Crofton, B Crystall, A Curtis,
G Cutting, B Deering, I Devonshire,
H Drake, J Dumont, R Fernando, J Frecknall,
M Goldspink, J Goodeve, A Hall, L Haysey,
A Huggins, J Jones, I Kemp, G McAndrew,
S Newton, T Page, M Pope, J Ranger,
C Redfern, S Reed, C Rowley, P Ruffles,
D Snowdon, M Stevenson, T Stowe,
N Symonds, A Ward-Booth, G Williamson,
C Wilson and J Wyllie.

OFFICERS IN ATTENDANCE:

Richard Cassidy	- Chief Executive
Helen Standen	- Deputy Chief Executive
Rebecca Dobson	- Democratic Services Manager
Andre Ferreira	- Democratic Services Officer
James Gardner	- Project Manager

Jonathan Geall	- Head of Housing and Health and Acting Head of Legal and Democratic Services
Michael Hann	- Communications Manager
Bob Palmer	- Head of Strategic Finance and Property

316 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed those present for the meeting and reminded them that the meeting was being webcast.

The Chairman gave a summary of civic duties he had recently undertaken, including the event to mark International Holocaust Memorial Day.

He indicated that the item on the Millstream Business Plan would be taken at an earlier point on the agenda so as to enable it to be considered before the budget items.

317 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors P Boylan, I Devonshire, D Hollebon, M McMullen, C Rowley, S Rutland-Barsby and M Stevenson.

318 DECLARATIONS OF INTEREST

Councillor Bell declared a disclosable pecuniary interest in the agenda items relating to the Bishop's Stortford High School (BISH6) Masterplanning Framework and East of Manor Links (BISH9) Masterplanning Framework, as she was employed by RPS Group, which was providing archaeological advice to the developers for the sites, although she had no direct involvement herself.

Councillor McAndrew declared a non-pecuniary interest in the item on the Bishop's Stortford High School (BISH6) Masterplanning Framework, as he was a Governor of the Bishop's Stortford High School.

Councillor Page declared a non-pecuniary interest in relation to the item on the East of Manor Links (BISH9) Masterplanning Framework in that his wife was a member of the Bishop's Stortford Golf Club, which owned the land.

Councillor Symonds declared a non-pecuniary interest in relation to the same item, in that she was a member of the Golf Club.

319 APPOINTMENT OF SECTION 151 OFFICER

Members considered a report submitted by the Chief Executive seeking confirmation that Bob Palmer be confirmed as the Council's section 151 Officer.

Councillor Pope proposed, and Councillor Wyllie seconded, a motion supporting the recommendation

in the report. The motion being put to the meeting, and a vote taken, it was declared CARRIED.

RESOLVED – that Bob Palmer be confirmed as the Council’s Chief Financial and Section 151 Officer.

320 EXECUTIVE REPORT - 21 JANUARY 2020

Members considered a report submitted by the Leader of the Council, on the meeting of the Executive on 21 January 2020.

Councillor Haysey said the reports considered at that meeting were now before Members for decision, and the decision list set out the recommendations to Council which the Executive had made.

Councillor Haysey proposed and Councillor Deering seconded, a motion to support the recommendation in the report. The motion being put to the meeting, and a vote, taken, it was declared CARRIED.

RESOLVED – to receive the record of the decisions taken at the meeting of the Executive on 21 January 2020.

Councillor Redfern asked whether all the decisions taken had been in compliance with the District Plan.

Councillor Haysey said all reports which were for consideration on the agenda at tonight’s meeting were part of the Masterplanning Framework process and had been submitted in accordance with the District

Plan.

Councillor Redfern moved a motion without notice that the order of business be changed, so that the Corporate Plan could be considered next, to allow the Masterplanning Framework items to be reviewed in light of its provisions. Councillor Brady seconded the motion.

The motion being put to the meeting and a vote taken, it was declared LOST.

321 BISHOP'S STORTFORD HIGH SCHOOL SITE (BISH6)
MASTERPLANNING FRAMEWORK

Members considered a report submitted by Councillor Haysey seeking approval of the Masterplan Concept document for the Bishop's Stortford High School site as a material consideration for development management purposes.

Councillor Bell left the Chamber for the consideration of this item, and the subsequent item.

Councillor Haysey highlighted aspects of the report, in particular referring to the fact that there had been a decision by Hertfordshire County Council to relocate the High School, and the need to progress a decision to avoid delay and consequently further expense to the public purse.

Councillor Haysey proposed, and Councillor Goodeve seconded, a motion to support the recommendations in the report.

Councillor Goldspink spoke against the recommendation, expressing her concern at the increase in the number of dwellings from what had originally been proposed. She said the relocation of the School would result in more car journeys for children.

Councillor Wyllie said there had been a 50% increase in the number of houses, and that he had concerns at aspects of the highways issues. He would oppose the motion.

Councillor Wilson said the developing air quality action plan should be taken into consideration.

Councillor Redfern queried the number of houses which would be at affordable rent.

Councillor Kaye said the decision as to the proportion of affordable housing would be taken at a later stage, when the matter came before the Development Management Committee.

Councillor Haysey said Councillor Wyllie had attended meetings of the Steering Group to consider this Masterplanning Framework, at which representatives of Highways had been questioned. This report was the Framework, which had to be progressed before the planning application was considered. Regarding social rents, Councillor Boylan had agreed to set up a working party.

The motion having been proposed and seconded, it

was put to the meeting. A vote being taken, it was declared CARRIED.

RESOLVED – the Masterplan Concept Document for the Bishop’s Stortford High School Site, as detailed at Appendix A to the report, be agreed as a material consideration for Development Management purposes.

322 EAST OF MANOR LINKS (BISH9) MASTERPLANNING FRAMEWORK

Members considered a report seeking approval of the Masterplanning Framework for the East of Manor Links site.

Councillor Haysey said meetings of the Steering Group for this site had been held, to which 120 residents had been invited. One aspect, the erection of a net near the driving range, was the subject of correspondence, and would be further considered at the application stage. The Masterplan document would provide a sound basis for development management. She proposed a motion supporting the recommendations in the report. Councillor E Buckmaster seconded the motion.

Councillor Corpe said he had a number of concerns. He questioned where a net could be sited; the fact that the number of consulted residents was 120 seemed to be low, in view of the number of houses proposed, and he had not received an invitation to attend the consultation which had been referred to, despite being the Ward Member. He welcomed cycle routes but was

concerned that one route was through a private road.

Councillor Wilson made a number of points in objection to the recommendations. He said there were more houses now proposed than had been in the District Plan. He was concerned that unadopted roads would be a problem.

Councillor Goldspink said she shared these concerns, and asked what powers the parking management company would have.

Councillor Redfern said a target for homes for social rent should be included, which needed to be genuinely affordable.

Councillor Goodeve said tonight's meeting was not a meeting of the Development Management Committee. She reminded Members that a consultation was shortly taking place on the affordable housing Supplementary Planning Document, to which all were welcome to respond.

The motion having been proposed and seconded, it was put to the meeting. A vote being taken, the motion was declared CARRIED.

RESOLVED – the Masterplan Document for the East of Manor Links site, as detailed at Appendix A to the report, be agreed as a material consideration for development management purposes.

323 SOUTH OF HERTFORD (HERT5) MASTERPLANNING
FRAMEWORK

Members considered a report seeking approval of the Masterplanning Framework for the Mangrove Road, Hertford site.

Councillor Goodeve presented the report, highlighting the main points, and concluding that the document would provide a sound basis for a framework against which to move forward. Further engagement would take place. She proposed, and Councillor Haysey seconded, a motion supporting the recommendation.

The motion being put to the meeting, and a vote taken, it was declared CARRIED.

RESOLVED – that the Masterplanning Framework for the Mangrove Road (HERT5) site, Hertford, as detailed at Appendix A to the report, be agreed as a material consideration for development management purposes.

Councillor Bell returned to the meeting following the decision.

324 BIRCHERLEY GREEN – HERTFORD TOWN CENTRE URBAN
DESIGN STRATEGY UPDATE

Members considered an update on the Hertford Town Centre Urban Design Strategy.

Councillor Haysey, presenting the report, explained the context in that the planning application from the site's

owner, Chase, was in the process of validation. The report before Members set out evidence in support of mixed use at this site. She proposed, and Councillor Goodeve seconded, a motion to support the recommendations in the report.

Councillor Crystall welcomed the report and asked for clarification of the remit of the working group which was to be set up. Councillor Haysey said the working group would consider both the short term and long term conditions at the site.

The motion having been proposed and seconded, it was put to the meeting. A vote being taken, it was declared CARRIED.

RESOLVED that – (A) the findings of the Hertford Town Centre Urban Design Strategy Update reports: Hertford Town Centre Retail Health Check (The Retail Group), October 2019, and Bircherley Green Property Market Report, (AspinalVerdi), October 2019, be noted;

(B) the Hertford Town Centre Urban Design Strategy Update reports: Hertford Town Centre Retail Health Check (The Retail Group), October 2019, and Bircherley Green Property Market Report, (AspinalVerdi), October 2019, be agreed as material considerations in respect of informing Development Management decisions taken regarding Bircherley Green, or other Hertford Town Centre sites, as appropriate; and

(C) the Council work in partnership with

Hertford Town Council and Hertfordshire County Council, and other key stakeholders to agree the appropriate mechanism to support the improvement of economic/retail performance and environmental conditions within Hertford Town Centre, including reviewing the membership of the HUDS Steering Group.

325 CORPORATE PLAN 2020/21

Members considered a report seeking adoption of a new Corporate Plan.

Councillor Haysey said the plan was an overarching, strategic document, against which actions would be monitored going forward. She proposed, and Councillor Williamson seconded, a motion supporting the recommendation in the report.

Councillor Goldspink proposed an amendment. She said there were many good aspects to the draft plan, but in light of the climate change motion adopted in July 2019, it should be more ambitious. She proposed two additional actions under the Sustainability Actions/Key Projects 2020/21, an additional item 1d to "Review all the Council's landholdings, parks and recreation areas and assess which could be used for extending hedges and tree coverts"; and an additional item 2d to "Ensure that new developments will include 30% of tree canopy area".

Councillor Corpe seconded the amendment.

Councillor E Buckmaster said these were worthy objectives, but did not necessarily need to be included in the Corporate Plan, as that document did not go into detail. Most of the District's open spaces included such green areas, and the strategic Masterplan for Harlow and Gilston Garden Town would look at the whole site and see where such spaces should be sited.

Councillor Haysey agreed, but said it was important that the tree canopy comprised the right type of trees in the right locations, and that the right approach was taken.

Councillor Redfern said her earlier motion without notice had aimed to ensure this item was debated before the Masterplanning Framework items on the agenda were considered. She supported the amendment.

The amendment having been proposed and seconded, it was put to the meeting. A vote being taken, the amendment was declared LOST.

The substantive motion being put to the meeting and a vote taken, it was declared CARRIED.

RESOLVED – that the new Corporate Plan as annexed to the report be adopted.

326 MILLSTREAM 30 YEAR BUSINESS PLAN 2020/21 AND COUNCIL CASHFLOWS

The Chairman reminded Members that if they wished to debate the appendix to the report, it would be

necessary first to move to exclude the press and public from such debate, as it contained commercially sensitive information.

Members considered a report jointly presented by Councillor Williamson and the Head of Housing and Health.

Councillor Williamson, introducing the report, said Millstream had completed its second year of trading and as the company's shareholder, the Council was requested to approve a revised plan each year, based on a rolling 30 year plan period. He referred to the detailed business plan and updated Members on the work of the company in generating an income stream for the Council from the sources outlined in the report. The plan was a good one and put local people in control.

The Head of Housing and Health, as a Director of the company, presented the key aspects of the plan on behalf of the company. He outlined the approach taken to rents, reflecting a balance between affordable housing and an entry level for the private rental market, and the proposals set out in the business plan for Members to consider, as the shareholder.

Councillor Williamson said the plan had been scrutinised by the Shareholder Advisory Group, which had declared itself satisfied. He proposed, and Councillor Haysey seconded, a motion supporting the recommendations. The motion being put to the meeting, and a vote taken, it was declared CARRIED.

RESOLVED – that (A) Millstream Property Investment Ltd's 2020/21 30 Year Business Plan, including its programme of acquisitions and development, presented in the EXEMPT Appendix A, be approved;

(B) £2.75m unused loan approvals granted to Millstream by full Council on 19th December 2018 in support of the previous business plan be reassigned to support the new priorities in the 2020/21 30 Year Business Plan;

(C) up to an additional:

- £3.70m be loaned to Millstream on commercial terms or as shareholder cash loans and
- £0.65m be made available as a shareholder asset-backed loan

to combine with the existing unused loan approvals covered in recommendation (B) to enable Millstream to deliver its acquisitions and development programme for 2020/21 as detailed in the business plan, including substituting schemes if necessary; and

(D) authority be delegated to the Head of Strategic Finance and Property to determine (i) the balance of commercial and other loans relating the company's activity and (ii) the terms and conditions attached to the finance made available.

327 BUDGET AND MEDIUM TERM FINANCIAL PLAN 2020/21

Members considered a report setting out proposals on the Medium Term Financial Plan 2020/21 – 2023/24; the 2020/21 – 2023/24 Capital Programme and the 2020/21 schedule of charges.

Councillor Williamson presented the report. He gave a summary of the general context and explained briefly the areas over which the Council any control. He referred to the funding gap of £1.037m which had been identified initially and the work done in addressing budget savings. The budget was based on the assumption that the Council would increase Council Tax by £5 for Band D properties, and referred Members to further initiatives to overcome the budget gap, in addition to income generated by Millstream, including the Financial Sustainability strategy which had been agreed, with the Financial Sustainability Committee having been set up in 2019. The Committee had acquired its first property last month and the lease was already bringing in income for the Council.

Councillor Williamson said a budget gap of £190K still remained and further savings and income generating ideas were set out in Appendix B to the report. He referred to the resilience afforded by the Council's reserves, and the investment in capital projects such as Hertford Theatre, the two leisure centres, and Old River Lane. Members would monitor these projects carefully. He thanked the Head of Strategic Finance and Property, and all services in formulating the plans for next year and beyond. These were testing times,

and it was thanks to officers that the plans were robust. He commended the budget to Members, and proposed a motion to support the recommendations as detailed.

Councillor Pope seconded the motion.

Councillor Corpe said as a Member of the Performance, Audit and Governance Oversight Committee, he had considered the report at the Committee's meeting on 14 January 2020. Whilst he considered it to be a comprehensive and prudent budget, he had raised an objection at that meeting, which he repeated now. He proposed an amendment that the saving proposals be amended by deleting the saving option relating to the "Citizens Advice Services / Community Voluntary Services (CVS) - £20k reduction over 2 years"; and at the penultimate row of the proposed savings table, which stated "Additional savings to be identified", to substitute in the column for 2020/21, a figure of (25) in place of (15), and, in the column 2021/22, to insert the figure (10).

Councillor Corpe said it would be a false economy to pursue this saving option, as it could increase use of Council services such as Housing and Benefits by those currently relying on the CAS / CVS for advice. There could also be European Union citizens applying for settled status who would need advice from these services. By phasing in the savings differently, maximum freedom to explore options would be provided.

Councillor Goldspink seconded the amendment. She

requested a recorded vote.

Councillor Goldspink said this saving proposal was short-sighted, and the CAS/CVS should be permitted to focus on their primary function and not have to worry about fundraising.

Councillor Williamson said by maintaining funding in one area, pressure was increased elsewhere, for example to services which the Council provided directly. The CAB had been able to operate from Wallfields, on advantageous lease terms, which was effectively a hidden grant of greater value than the reduction being proposed.

Councillor E Buckmaster agreed the CAB was a valuable partner, and was involved in the Council's collaborative work with the County Council on preventive initiatives.

Councillor Dumont spoke in support of the amendment, as he considered the budget was cutting support for the most vulnerable.

Councillor Deering said, as a County Member, he had to direct some of his locality budget to the CAB.

Councillor Curtis said all Members supported the role of the CAB, but from his perspective as a Member who could be termed a vulnerable person due to his having Asperger's and Type 1 Diabetes, he was in favour of the savings proposal. There was no evidence that a cut in funding would lead to a reduction in the CAB's ability to provide services.

Councillor Frecknall said in addition to his opposition to the savings cut for the CAB, he was could not support the savings reduction in relation to the Police Crime Support Officers, so would vote against the amendment.

Members continued to debate the amendment.

The Chairman then read out the amendment and said that as it was an amendment to the budget, a recorded vote was required by law.

A recorded vote was taken, the result being:

FOR

Councillors Beckett, Bell, Brady, Corpe, Dumont, Goldspink, Redfern and Wilson

AGAINST

Councillors Alder, Andrews, Bolton, E Buckmaster, R Buckmaster, Bull, Burmicz, Crystall, Curtis, Crofton, Cutting, Deering, Drake, Fernando, Frecknall, Goodeve, Hall, Haysey, Jones, Kemp, McAndrew, Newton, Page, Pope, Reed, Ruffles, Snowdon, Stowe, Symonds, Ward-Booth, Williamson and Wyllie.

ABSTENTION

Councillor Kaye.

For: 8

Against: 32

Abstention: 1

The amendment was therefore LOST.

The substantive motion, to support the recommendations in the report, being put to the meeting, a recorded vote was taken in accordance with The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the result being:

FOR

Councillors Alder, Andrews, Bolton, E Buckmaster, R Buckmaster, Bull, Burmicz, Curtis, Crofton, Cutting, Deering, Drake, Fernando, Goodeve, Hall, Haysey, Huggins, Jones, Kaye, Kemp, McAndrew, Newton, Page, Pope, Reed, Ruffles, Snowdon, Stowe, Symonds, Ward-Booth, Williamson and Wyllie.

AGAINST

Councillor Frecknall.

ABSTENTIONS

Councillors Beckett, Bell, Brady, Corpe, Crystall, Dumont, Goldspink, Kaye, Redfern and Wilson.

For: 31

Against: 1

Abstentions: 10

The substantive motion was declared CARRIED.

RESOLVED that (A) the East Herts share of Council Tax for a band D in 2020/21 be set at £174.09;

(B) the updated position on the Medium Term Financial Plan and Budget for 2020/21 including the budget pressures and risks be approved;

(C) the new savings and income generating proposals for 2020/21 onwards as shown in Appendix 'B' be approved;

(D) the Capital Programme as set out in Appendix 'C' be implemented;

(E) the schedule of charges set out in Appendix 'D', each with an average increase of 2.5% for 2020/21, be approved; and

(F) that authority to determine the most appropriate amendments to car parking charges to achieve the increased income included in the MTFP be delegated to the Head of Operations acting in consultation with the Head of Strategic Finance and Property and the Executive Member for Environmental Sustainability.

328 CAPITAL STRATEGY 2020 ONWARDS

Members considered a report on the Council's capital strategy.

Councillor Williamson presented the report. He said

the strategy was prudent and proportionate, and that statutory duties were the focus. The strategy had been fully debated by the Performance, Audit and Governance Oversight Committee. He proposed a motion supporting the recommendations in the report.

Councillor Andrews seconded the motion.

The motion being put to the meeting, and a recorded vote taken in accordance with the statutory requirement, the results were:

FOR

Councillors Alder, Andrews, Beckett, Bell, Bolton, Brady, E Buckmaster, R Buckmaster, Bull, Burmicz, Corpe, Curtis, Crofton, Cutting, Deering, Drake, Dumont, Fernando, Goldspink, Goodeve, Hall, Haysey, Huggins, Jones, Kemp, McAndrew, Newton, Page, Pope, Reed, Ruffles, Snowdon, Stowe, Symonds, Ward-Booth, Williamson, Wilson, Wyllie.

AGAINST

None.

ABSTENTIONS

Councillors Crystall, Frecknall, Kaye, Redfern.

For: 38

Against: 0

Abstentions: 4

The motion was declared CARRIED.

RESOLVED – to approve the Capital Strategy 2020 Onwards as shown in Appendix A to the report.

329 TREASURY MANAGEMENT STRATEGY 2019/20

Members considered a report setting out the proposed Treasury Management and Annual Investment Strategy for 2020 – 21, including prudential indicators.

Councillor Williamson presented the report, referring to the importance of ensuring security, liquidity and yield were managed appropriately. He explained the main points of the report, which had been considered by the Performance, Audit and Governance Oversight Committee, which had had no objections. He commended the Strategy to Members and proposed a motion supporting the recommendation.

Councillor Andrews seconded the motion.

Councillor Goldspink asked whether the Council had investments in companies linked to fossil fuels or authoritarian regimes.

Councillor Williamson said the Council had no investments in companies, and the current investment portfolio included an investment with a Bank Green Deposit scheme. He would provide further information in response to the question.

The motion being put to the meeting, a recorded vote was taken, in accordance with the legislative requirement, the results being:

FOR

Councillors Alder, Andrews, Beckett, Bell, Bolton, E Buckmaster, R Buckmaster, Bull, Burmicz, Corpe, Crystall, Curtis, Crofton, Cutting, Deering, Drake, Dumont, Fernando, Frecknall, Goldspink, Goodeve, Hall, Haysey, Huggins, Jones, Kemp, McAndrew, Newton, Page, Pope, Redfern, Reed, Ruffles, Snowdon, Stowe, Symonds, Ward-Booth, Williamson, Wilson, Wyllie.

AGAINST

None.

ABSTENTIONS

Councillors Brady and Kaye.

For: 40

Against: 0

Abstentions: 2

The motion was declared CARRIED.

RESOLVED – that (A) the Treasury Management Strategy 2020-21, including the prudential indicators, discussed in paragraph 3.6 of the report, be approved; and

(B) the credit and counterparty risk

management and approved countries list, discussed in paragraph 3.7 of the report, be approved.

330 EXCLUSION OF PRESS AND PUBLIC

Councillor Deering proposed, and Councillor Pope seconded, a motion that the public and press be excluded from the meeting for Old River Lane Investment Opportunity, at Minute 331, on the grounds that the item contained exempt information as defined by paragraph 3 of Part 1 of Schedule 21A to the Local Government Act 1972. The motion being put to the meeting, and a vote taken, it was declared CARRIED.

RESOLVED – that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the discussion of Minute 331 on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the said Act.

331 OLD RIVER LANE INVESTMENT OPPORTUNITY

Members considered an exempt report, presented by Councillor Williamson.

Councillor Williamson proposed, and Councillor Curtis seconded, a motion to support the recommendations in the report. The motion being put to the meeting, and a vote taken, it was declared CARRIED.

RESOLVED – that (A) a Unit Buyback funding

model be approved as the preferred route to deliver the Old River Lane scheme (excluding the Arts and Entertainment Centre which is subject to separately delivery arrangements) ensuring a maximised commercial benefit to the council; and

(B) a final business case be developed, incorporating the outcome of negotiations with the approved developer Cityheart Ltd, for presentation to Council for approval at a future date.

The meeting closed at 8.50 pm

Chairman
Date

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Housing and Health

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

Environmental Health Licences

Animal licences - Grant or renewal cost of one licensable activity	Cost Recovery	Every 1 to 3 years	346.45	355.10	OS
Animal licences - Grant or renewal cost per additional licensable activity	Cost Recovery	Every 1 to 3 years	220.38	225.90	OS
Animal licences - Additional annual inspection fee for the hiring of horses, where a renewal inspection is not due (invoiced annually after each inspection)	Cost Recovery	Every 1 to 3 years	191.68	196.50	OS
Animal licences - Minor variation of a current licence (no site visit)	Cost Recovery	per variation	31.47	32.30	OS
Animal licences - Variation of a current licence (involving site visit)	Cost Recovery	per variation	191.68	196.50	OS
Animal licences - Re-evaluation of a licenced premises star rating	Cost Recovery	per inspection	191.68	196.50	OS
Animal licences - Re-evaluation of a licenced premises star rating per additional licensable activity	Cost Recovery	per inspection	191.68	196.50	OS
Animal licences - Additional charge for businesses found to be operating without a valid licence	Cost Recovery	per premises	47.15	48.30	OS
Zoos - New Licence (excl. vet fees)	Cost Recovery	per 4 year registration	2,214.00	2,269.35	OS
Zoos - Year 3 renewal licence inspection (excl. vet fees)	Cost Recovery	per inspection	1,711.80	1,754.60	OS
Zoos - Year 6 renewal licence inspection (excl. vet fees)	Cost Recovery	per 6 years	1,711.80	1,754.60	OS
Zoos - Transfer of Licence	Cost Recovery	per transfer	869.20	890.90	OS
Dangerous Wild Animals (excl. vet fees)	Cost Recovery	per 2 years	271.60	278.40	OS
Registration for Skin Piercing (Static/Home Business)	Cost Recovery	per business	217.30	222.70	OS
Registration for Skin Piercing (Person)	Cost Recovery	per person or premises	136.30	139.70	OS
Registration for Peripatetic Skin Piercing	Cost Recovery	per business	217.30	222.70	OS
Update to an existing Skin Piercing registration	Cost Recovery	per update	136.30	139.70	OS
Street Trading: Occasional Registered Charity (up to one month)	Cost Recovery	per month	64.00	65.60	OS
Street Trading: Occasional (up to one month)	Cost Recovery	per month	125.80	129.00	OS
Street Trading: Peripatetic (e.g. ice cream van)	Cost Recovery	per annum	362.80	371.90	OS
Street Trading: Static (e.g. burger van)	Cost Recovery	per annum	368.50	377.70	OS
Additional Licence fee for second reminder letter	Cost Recovery	per letter	25.60	26.20	OS
Additional Licence fee for chasing applications after the expiry of current licence	Cost Recovery	per licence	55.20	56.60	OS
Replacement of any environmental health licence, FHRS sticker or registration certificate	Cost Recovery	per licence	20.50	21.00	OS

Training Courses

Foundation Level Food Safety Training	Cost Recovery	per person	41.00	42.00	OS
Foundation Level Food Safety Training (Online Course)	Cost Recovery	per person, per course	15.00	15.40	OS



Housing and Health

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Foundation Level Food Safety Training (up to 10 places at customer's premises)	Cost Recovery	per course	369.00	378.20	OS
Cancellation Fee (less than 10 working days before course)	Cost Recovery	per person, per course	100% of fee paid	100% of fee paid	OS

Food Hygiene and Safety

Food register	Cost Recovery	per single entry	14.00	14.40	OS
Food register	Cost Recovery	per category	30.00	30.80	OS
Food register	Cost Recovery	per full copy	87.00	89.10	OS
Issue of certificate following surrender of food (excl. disposal costs)	Cost Recovery	per hour or part	55.00	56.58	OS
Food export health certificate	Cost Recovery	per hour or part	55.00	56.58	OS
Replacement Food Hygiene Rating certificate	Cost Recovery	per certificate	20.50	21.00	OS
Letter confirming food premises registration	Cost Recovery	per letter	20.50	21.00	OS
Food Hygiene Rating Scheme Rescoring Visit	Cost Recovery	per visit	163.00	167.10	OS
Safer Food, Better Business Coaching Visit	Cost Recovery	per visit	163.00	167.10	S
Cancellation Fee for SFBB Coaching Visit (less than 10 working days before course)	Cost Recovery	per visit	100% of fee paid	100% of fee paid	S

Miscellaneous Fees & Charges

Contaminated Land/ additional land charge enquiry (simple land search)	Cost Recovery	per enquiry	68.50	70.20	OS
Contaminated Land/ additional land charge enquiry (detailed land search)	Cost Recovery	per enquiry	170.00	174.25	OS
Statement of fact for civil cases	Cost Recovery	per hour or part	55.17	56.58	S
Attendance at Exhumations	Cost Recovery	per hour or part	55.17	56.58	OS
Costs associated with public health burials	Cost Recovery	per hour or part	n/a	56.58	OS

Private Water Supplies

Risk Assessment (smaller supplies - Regulation 10)	Cost Recovery	per hour or part	55.17	56.58	OS
Risk Assessment (larger supplies - Regulation 9)	Cost Recovery	per hour or part	55.17	56.58	OS
Risk Assessment (Desktop)	Cost Recovery	per hour or part	55.17	56.58	OS
Sampling Visit (excl. analysis costs)	Cost Recovery	per hour or part	55.17	56.58	OS
Investigation (excl. analysis costs)	Cost Recovery	per hour or part	55.17	56.58	OS
Granting of Authorisation	Cost Recovery	per authorisation	100.00	102.50	OS
Granting of Authorisation	Cost Recovery	per hour or part	55.17	56.58	OS
Analysis Costs (Regulation 10)	Cost Recovery	per set of samples	full cost charged by laboratory	full cost charged by laboratory	OS



Housing and Health

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Analysis Costs (Check Monitoring)	Cost Recovery	per set of samples	full cost charged by laboratory	full cost charged by laboratory	OS
Analysis Costs (Audit Monitoring)	Cost Recovery	per set of samples	full cost charged by laboratory	full cost charged by laboratory	OS

Private Sector Housing

Standards inspection for immigration	Cost Recovery	per inspection	165.50	169.66	S
Housing Notices (excluding cost of additional reports such as electrical, EICR etc)	Cost Recovery	fixed charge	380.60	390.10	OS
Fixed penalty for failure to belong to an approved redress scheme		fixed charge	5,000.00	5,000.00	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant without LA intervention)	Cost Recovery	per licence	910.00	932.75	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant with LA intervention)	Cost Recovery	per licence	1,235.00	1,265.90	OS
Additional bedrooms	Cost Recovery	each	16.60	17.00	OS
Variation of licence	Cost Recovery	per variation	137.90	141.40	OS
Renewal of HMO Licence	Cost Recovery	per licence	755.60	774.50	OS
Confirmation of empty home status for VAT reduction	Cost Recovery	per letter	85.00	87.10	OS
HMO Confirmation Letters for licensable HMOs after application has been received	Cost Recovery	per letter	20.00	20.50	OS
Housing Advice Visit	Cost Recovery	per hour or part	159.00	56.58	S

Miscellaneous Engineering Fees

Sewer Records/Plans		per item	30.00	30.80	OS
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OTHER LICENCES

Sex Establishments		per annum	2,884.40	2,956.50	OS
Sex Establishments		per renewal	2,553.80	2,617.70	OS
Sex Establishments		transfer	82.75	84.80	OS
Hypnotism Act 1952 - Occasional licensed premises			154.50	158.40	OS
Hypnotism Act 1952 - Occasional unlicensed premises			595.50	610.40	OS
Scrap Metal Site Licence		per licence granted	271.42	278.20	OS
Scrap Metal Site Licence		per licence renewed	201.90	207.00	OS
Scrap Metal Site Licence - Variation, Name Change, Change of Site		per change	48.00	49.20	OS
Scrap Metal Collectors Licence		per licence granted	245.50	251.60	OS
Scrap Metal Collectors Licence		per licence renewed	175.70	180.10	OS
Scrap Metal Collectors Licence - Variation, Name Change		per change	48.00		OS



Housing and Health

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

TAXI LICENSING

Private Hire vehicle (new) - 1 year		per new licence	286.00	293.00	OS
Private Hire vehicle (renewal) - 1 year		per renewal	280.00	287.00	OS
Vehicle - either Hackney Carriage or Private Hire (new) only - 1 year	HC	per new licence	390.00	400.00	OS
Vehicle - either Hackney Carriage or Private Hire (renewal) HC only - 1 year		per renewal	310.00	318.00	OS
Dual Driver or Private Hire Driver (new) - 3 year PH			384.00	393.50	OS
Dual Driver or Private Hire Driver (renewal) - 3 year PH			277.00	284.00	OS
Dual Driver or Private Hire Driver (new) - 1 year			335.00	343.00	OS
Dual Driver or Private Hire Driver (renewal) - 1 year			228.00	233.70	OS
Private Hire Operator - 5 year (new)			295.00	302.00	OS
Private Hire Operator - 5 year (renewal)			289.00	296.00	OS
Private Hire Operator - 1 year (new)			263.00	269.50	OS
Private Hire Operator - 1 year (renewal)			263.00	269.50	OS
Each additional vehicle above 6			-	-	OS
Change of vehicle (new vehicle on old plate number)			54.00	55.00	OS
Change of vehicle (courtesy car)			83.00	85.00	OS
Vehicle Inspection (5 year check)			32.00	33.00	OS
Private Hire Driver converted to Dual Driver			50.00	51.00	OS
Private Hire Driver converted to Hackney Carriage			99.00	101.00	OS
Change of vehicle proprietor			37.00	38.00	OS
Change of DVLA details (registration number etc.)			56.00	57.00	OS
Change of Drivers address			11.00	11.00	OS
Knowledge test and training day (all new applicants)			98.00	98.00	OS
Resit of both routes and rules & regulations tests			52.00	52.00	OS
Resit of routes test only			34.00	34.00	OS
Update training for existing drivers			59.00	59.00	OS
Enhanced DBS Online			62.00	62.00	OS
Basic Disclosure Online			43.00	43.00	OS
Roof light (complete)		per light	74.00	74.00	S



Housing and Health

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Roof light (top cover or base plate)(new cost for top cover only)		per light	37.00	37.00	S
Roof Light (base)			28.00	28.00	S
Replacement badges			24.00	25.00	S
Replacement plate (or additional for a trailer)			40.00	41.00	S
Roof light bulbs			3.00	3.00	S
Magnets (sold as a pair)			6.00	6.00	S
Executive Disc (private hire vehicles only)			11.00	11.00	S
Refund per full calendar month of unexpired drivers licence PH (new)			1.60	2.00	OS
Refund per full calendar month of unexpired drivers licence PH (renewal)			1.30	1.00	OS
Refund per full calendar month of unexpired drivers licence HC (new)			1.60	2.00	OS
Refund per full calendar month of unexpired drivers licence HC (renewal)			1.30	1.00	OS
Refund per full calendar month of unexpired vehicle licence PH (new)			3.70	4.00	OS
Refund per full calendar month of unexpired vehicle licence PH (renewal)			3.70	4.00	OS
Refund per full calendar month of unexpired vehicle licence HC (new)			3.70	4.00	OS
Refund per full calendar month of unexpired vehicle licence HC (renewal)			3.70	4.00	OS
Refund per full calendar year of unexpired operators licence (new)			10.40	11.00	OS
Refund per full calendar year of unexpired operators licence (renewal)			10.40	11.00	OS

PREMISES LICENCES

Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band A - rateable value £0-£4,300	Statutory Fee	per band A premises	100.00	100.00	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band B - rateable value £4,301-33,000	Statutory Fee	per band B premises	190.00	190.00	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band C - rateable value £33,001-£87,000	Statutory Fee	per band C premises	315.00	315.00	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band D - rateable value £87,001-£125,000	Statutory Fee	per band D premises	450.00	450.00	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band E - rateable value £125,000 and over	Statutory Fee	per band E premises	635.00	635.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band A - rateable value £0-£4,300	Statutory Fee	per band A premises per annum	70.00	70.00	OS



Housing and Health

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band B - rateable value £4,301-33,000	Statutory Fee	per band B premises per annum	180.00	180.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band C - rateable value £33,001-£87,000	Statutory Fee	per band C premises per annum	295.00	295.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band D - rateable value £87,001-£125,000	Statutory Fee	per band D premises per annum	320.00	320.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band E - rateable value £125,000 and over	Statutory Fee	per band E premises per annum	350.00	350.00	OS
PERSONAL LICENCE		per licence	39.83	40.83	OS

OTHER FEES AND CHARGES

Supply of copies of information contained in register		per black & white A4 sheet	0.11	0.11	S
Supply of copies of information contained in register		per black & white A3 sheet	0.22	0.23	S
Supply of copies of information contained in register		per black & white A0 sheet	1.22	1.25	S
Supply of copies of information contained in register		per colour A4 sheet	0.22	0.23	S
Supply of copies of information contained in register		per colour A3 sheet	0.55	0.56	S
Supply of copies of information contained in register		per colour A0 sheet	1.87	1.91	S
Application for copy of licence or summary on theft, loss etc. of premises licence or summary	Statutory Fee	per application	10.50	10.50	OS
Notification of change of name or address (holder of premises licence)	Statutory Fee	per change	10.50	10.50	OS
Application to vary or to specify individual as premises supervisor	Statutory Fee	per application	23.00	23.00	OS
Application to transfer premises licence	Statutory Fee	per application	23.00	23.00	OS
Interim authority notice	Statutory Fee	per notice	23.00	23.00	OS
Application for making of a provisional statement	Statutory Fee	per statement	315.00	315.00	OS
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	Statutory Fee	per copy	10.50	10.50	OS
Notification of change of name or alteration of club rules	Statutory Fee	per change	10.50	10.50	OS
Change of relevant registration address of club	Statutory Fee	per change	10.50	10.50	OS
Temporary event notice	Statutory Fee	per notice	21.00	21.00	OS
Application of copy of notice on theft, loss etc. of temporary event notice	Statutory Fee	per copy	10.50	10.50	OS
Application of copy of licence on theft, loss etc. of personal licence	Statutory Fee	per copy	10.50	10.50	OS
Notification of change of name or address (personal licence)	Statutory Fee	per change	10.50	10.50	OS
Notice of interest in any premises	Statutory Fee	per notice	21.00	21.00	OS



Housing and Health

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Bingo Premises		per licence	2,953.70	3,027.50	OS
Bingo Premises		per variation	1,477.13	1,514.00	OS
Bingo Premises		per transfer	1,012.70	1,038.00	OS
Bingo Premises		Annual Fee	843.92	865.00	OS
Adult Gaming Centre Premises		per licence	1,707.20	1,749.90	OS
Adult Gaming Centre Premises		per variation	843.92	865.00	OS
Adult Gaming Centre Premises		per transfer	992.20	1,017.00	OS
Adult Gaming Centre Premises		Annual Fee	843.92	865.00	OS
Betting Premises (Track)		per licence	2,110.34	2,163.10	OS
Betting Premises (Track)		per variation	1,055.73	1,082.10	OS
Betting Premises (Track)		per transfer	802.00	822.00	OS
Betting Premises (Track)		Annual Fee	843.92	865.00	OS
Betting Premises (Other)		per licence	2,537.26	2,600.70	OS
Betting Premises (Other)		per variation	1,266.43	1,298.10	OS
Betting Premises (Other)		per transfer	1,012.70	1,038.00	OS
Betting Premises (Other)		Annual Fee	330.95	339.20	OS
Family Entertainment Centre Premises		per licence	1,687.83	1,730.00	OS
Family Entertainment Centre Premises		per variation	843.92	865.00	OS
Family Entertainment Centre Premises		per transfer	802.00	822.00	OS
Family Entertainment Centre Premises		Annual Fee	633.21	649.00	OS
Temporary Use Notices		per notice	551.58	565.40	OS
Temporary Use Notices		per copy	27.58	28.20	OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per permit	50.00	51.20	OS
Club Gaming Machine Permit 5 years (Up to 3 machines)	Statutory Fee	per permit	100.00	102.50	OS
Club Gaming Machine Permit	Statutory Fee	Annual Fee	50.00	51.20	OS
Small Lotteries		per setup	40.00	41.00	OS
Small Lotteries	Statutory Fee	per renewal	20.00	20.50	OS

CCTV Cameras

Ware Town Council		per annum	11,693.50	11,856.00	OS
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Housing and Health

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Hertford Town Council		per annum	23,530.30	24,119.00	OS
Bishop's Stortford Town Council		per annum	24,048.80	24,650.00	OS

HOSTELS

Hillcrest Hostel Single Room (excl. service charges)		per week	195.00	195.00	Z
Hillcrest Hostel Double Room (excl. service charges)		per week	220.00	220.00	Z
Hillcrest Hostel Family Room (excl. service charges)		per week	230.00	230.00	Z
Bed & Breakfast - Single person		per week	107.75	107.75	Z
Bed & Breakfast - Single person		per day	15.40	15.40	Z
Bed & Breakfast - Single person and one child		per week	142.80	142.80	Z
Bed & Breakfast - Single person and one child		per day	20.40	20.40	Z
Bed & Breakfast - Single person and two children		per week	155.20	155.20	Z
Bed & Breakfast - Single person and two children		per day	22.20	22.20	Z
Bed & Breakfast - Couple		per week	142.80	142.80	Z
Bed & Breakfast - Couple		per day	20.40	20.40	Z
Bed & Breakfast - Couple and one child		per week	167.60	167.60	Z
Bed & Breakfast - Couple and one child		per day	23.90	23.90	Z
Bed & Breakfast - Couple and two children		per week	176.70	176.70	Z
Bed & Breakfast - Couple and two children		per day	25.90	25.90	Z
Bed & Breakfast - Additional children up to 16		per week	14.70	14.70	Z
Bed & Breakfast - Additional children up to 16		per day	2.10	2.10	Z



Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

HERTFORD THEATRE

HIRE CHARGES

WEEKDAYS Auditorium am (9am to 1pm)			277.00	284.00	E
WEEKDAYS Auditorium am per hour			69.00	71.00	E
WEEKDAYS Auditorium pm (1pm to 6pm)			425.00	436.00	E
WEEKDAYS Auditorium pm per hour			85.00	87.00	E
WEEKDAYS Auditorium Evening (6pm to midnight)			573.00	587.00	E
WEEKDAYS Auditorium Evening per hour			96.00	98.00	E
WEEKDAYS Auditorium 9am-6pm (discounted rate)			597.00	612.00	E
WEEKDAYS Auditorium 1pm-midnight (discounted rate)			841.00	862.00	E
WEEKDAYS Auditorium 9am-midnight (discounted rate)			1,066.00	1,093.00	E
WEEKDAYS Studio am (9am to 1pm)			105.00	108.00	E
WEEKDAYS Studio am per hour			26.25	27.00	E
WEEKDAYS Studio pm (1pm to 6pm)			131.25	134.50	E
WEEKDAYS Studio pm per hour			26.25	27.00	E
WEEKDAYS Studio Evening (6pm to midnight)			157.50	161.00	E
WEEKDAYS Studio Evening per hour			26.25	27.00	E
WEEKDAYS Studio 9am-6pm (discounted rate)			210.00	215.00	E
WEEKDAYS Studio 1pm-midnight (discounted rate)			262.50	269.00	E
WEEKDAYS Studio 9am-midnight (discounted rate)			367.50	376.50	E
WEEKDAYS River Room am (9am to 1pm)			105.00	108.00	E
WEEKDAYS River Room am per hour			26.25	27.00	E
WEEKDAYS River Room pm (1pm to 6pm)			131.25	134.50	E
WEEKDAYS River Room pm per hour			26.25	27.00	E
WEEKDAYS River Room Evening (6pm to midnight)			157.50	161.00	E
WEEKDAYS River Room Evening per hour			26.25	27.00	E
WEEKDAYS River Room 9am-6pm (discounted rate)			210.00	215.00	E
WEEKDAYS River Room 1pm-midnight (discounted rate)			262.50	269.00	E
WEEKDAYS River Room 9am-midnight (discounted rate)			367.50	376.50	E
WEEKDAYS Foyer am (9am to 1pm)			105.00	108.00	E



Hertford Theatre

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT £	2020/21 Charge Ex. VAT £	VAT
WEEKDAYS Foyer am per hour			26.25	27.00	E
WEEKDAYS Foyer pm (1pm to 6pm)			131.25	134.50	E
WEEKDAYS Foyer pm per hour			26.25	27.00	E
WEEKDAYS Foyer Evening (6pm to midnight)			157.50	161.00	E
WEEKDAYS Foyer Evening per hour			26.25	27.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium am (9am to 1pm)			340.00	348.50	E
WEEKENDS AND BANK HOLIDAYS Auditorium am per hour			85.00	87.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium pm (1pm to 6pm)			478.00	490.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium pm per hour			96.00	98.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium Evening (6pm to midnight)			819.00	839.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium Evening per hour			137.00	140.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium 9am-6pm (discounted rate)			713.00	731.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium 1pm-midnight (discounted rate)			1,139.00	1,167.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium 9am-midnight (discounted rate)			1,427.00	1,463.00	E
WEEKENDS AND BANK HOLIDAYS Studio am (9am to 1pm)			105.00	108.00	E
WEEKENDS AND BANK HOLIDAYS Studio am per hour			26.25	27.00	E
WEEKENDS AND BANK HOLIDAYS Studio pm (1pm to 6pm)			131.25	134.50	E
WEEKENDS AND BANK HOLIDAYS Studio pm per hour			26.25	27.00	E
WEEKENDS AND BANK HOLIDAYS Studio Evening (6pm to midnight)			157.50	161.00	E
WEEKENDS AND BANK HOLIDAYS Studio Evening per hour			26.25	27.00	E
WEEKENDS AND BANK HOLIDAYS Studio 9am-6pm (discounted rate)			210.00	215.00	E
WEEKENDS AND BANK HOLIDAYS Studio 1pm-midnight (discounted rate)			262.50	269.00	E
WEEKENDS AND BANK HOLIDAYS Studio 9am-midnight (discounted rate)			367.50	367.50	E
WEEKENDS AND BANK HOLIDAYS River Room am (9am to 1pm)			105.00	108.00	E
WEEKENDS AND BANK HOLIDAYS River Room am per hour			26.25	27.00	E
WEEKENDS AND BANK HOLIDAYS River Room pm (1pm to 6pm)			131.25	134.50	E
WEEKENDS AND BANK HOLIDAYS River Room pm per hour			26.25	27.00	E
WEEKENDS AND BANK HOLIDAYS River Room Evening (6pm to midnight)			157.50	161.00	E
WEEKENDS AND BANK HOLIDAYS River Room Evening per hour			26.25	27.00	E
WEEKENDS AND BANK HOLIDAYS River Room 9am-6pm (discounted rate)			210.00	215.00	E



Hertford Theatre

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT £	2020/21 Charge Ex. VAT £	VAT
WEEKENDS AND BANK HOLIDAYS River Room 1pm-midnight (discounted rate)			262.50	269.00	E
WEEKENDS AND BANK HOLIDAYS River Room 9am-midnight (discounted rate)			367.50	376.50	E
WEEKENDS AND BANK HOLIDAYS Foyer am (9am to 1pm)			105.00	108.00	E
WEEKENDS AND BANK HOLIDAYS Foyer am per hour			26.25	27.00	E
WEEKENDS AND BANK HOLIDAYS Foyer pm (1pm to 6pm)			131.25	134.50	E
WEEKENDS AND BANK HOLIDAYS Foyer pm per hour			26.25	27.00	E
WEEKENDS AND BANK HOLIDAYS Foyer Evening (6pm to midnight)			157.25	161.00	E
WEEKENDS AND BANK HOLIDAYS Foyer Evening per hour			26.25	27.00	E
WEEKLY Auditorium Mon - Sunday (amateur)			5,644.00	5,785.00	E
WEEKLY Auditorium Mon - Sunday (professional)			7,087.00	7,264.00	E
WEEKLY Studio Mon - Sunday			2,258.00	2,314.00	E
WEEKLY River Room Mon - Sunday			2,258.00	2,314.00	E

CINEMA PRICES

Adults			6.08	6.25	S
Concessions			4.38	4.50	S

PIANOS

Concert Grand Piano		per session	136.67	140.00	S
Piano Tuning		per tune	68.75	70.41	S
Electric Piano		per session	40.25	41.25	S

STAGE LIGHTING EQUIPMENT

VL2000s (all floor)		per day	41.87	42.91	S
VL2000s (all floor)		per week	125.83	129.00	S
UV floods		per week	27.50	28.16	S
Rotating disco light (large)		per week	32.42	33.25	S
Smoke machine (includes fluid)		per week	40.83	41.66	S
Point source Hazer		per day	16.67	17.08	S
Point source Hazer		per week	44.58	45.66	S

SOUND EQUIPMENT

Batteries		each	0.39		S
Radio Microphones (single)		per day	31.67	32.50	S



Hertford Theatre

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT £	2020/21 Charge Ex. VAT £	VAT
Radio Microphones (4)		per day	110.00	112.75	S
Radio Microphones (8)		per day	215.00	220.41	S
Radio Microphones (14)		per day	367.50	376.66	S
Radio Microphones (single)		per week	78.75	80.83	S
Radio Microphones (4)		per week	274.75	281.66	S
Radio Microphones (8)		per week	537.25	550.66	S
Radio Microphones (14)		per week	918.33	941.25	S
Sound support tech (4 hour blocks)		per radio mic hire	62.92	64.50	S
AKG 747 condensor microphones		per day	6.50	6.66	S
SM57 microphone		per day	4.67	4.79	S
SM58 microphone		per day	4.67	4.79	S
Condensor microphones		per day	4.67	4.79	S
Seinnheiser vocal mics		per day	5.50	5.66	S
Seinnheiser bass mic		per day	5.50	5.66	S
DI boxes		per week	6.50	6.66	S
Portable PA system (mains or battery)		per day	49.17	50.41	S

PROJECTION EQUIPMENT

Epson data projector & small screen		per day	38.50	39.50	S
Kodak slide projector & small screen		per day	11.42	11.66	S
Barco cinema projector & screen with technician		per hour	55.00	56.33	S

STAFFNG

Technician		per hour	16.67	17.08	S
Followspot operator		per hour	16.67	17.08	S
Projectionist		per hour	38.50	39.50	S
Lighting Design fee		per design	137.92	141.33	S

Seating Removal inc. rake			131.25	134.50	S
Rows A&B removal			36.67	37.58	S
Rows A, B, C removal			63.00	64.58	S
Studio tiered seating		per day	65.83	67.50	S



Hertford Theatre

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT £	2020/21 Charge Ex. VAT £	VAT
Aluminium staging sections 2m x 1m		per day	21.87	22.41	S
Starcloth		per day	22.50	23.08	S
Starcloth		per week	91.67	94.00	S
Gauze		per day	22.50	23.08	S
Gauze		per week	91.67	94.00	S
Stage Dance Floor		per lay	32.50	33.33	S

PYROTECHNICS

Effects prices vary - Prices on application

Booking Fee			1.00	1.50	
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Operations

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

ANIMAL CONTROL

Stray dog with ID chip (unless first offence and dog is collected the same day)		per dog	25.00	25.50	n/a
Stray dog without ID chip	Statutory		25.00	25.00	n/a
Stray dog collected			21.00	21.00	n/a
Kennel Charges		per night	15.00	15.00	n/a
ID chipping dogs (Ind)		per chip	19.75	20.41	S
ID chipping dogs (Campaign)		per chip	9.41	9.66	S
Assistance to third party organisations		per hour	32.75	33.58	S
Provision of dog waste bag		per box of 5000	32.75	33.58	S
Dog Fouling Sign		per sign	13.83	14.16	S

Allotments

Allotments (25.3m ²)		per annum	3.90	4.00	n/a
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Pest Control

Concessionary fee for residents in receipt of income related benefit - waived in cases of hardship at the discretion of the Head of Environmental Services		per job	16.67	17.08	S
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Outdoor Exercise Group Activities *

Charges for personal trainers and organisations are levied to commercial organisations and individuals using EHC owned land for organised group activities where a charge is levied to participants either directly or through a membership scheme. These are ceiling prices and may be reduced at the discretion of the Head of Environmental Services for shorter time periods or where activities are undertaken in partnership with the Council in pursuit of corporate objectives relating to health and well being. These charges do not apply to the Council's own Leisure Services contractor.

Organisations - per site			1,356.00	1,390.00	n/a
Personal Trainers - per trainer			511.00	524.00	n/a



Waste Services

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

REFUSE COLLECTION - Commercial Refuse Collection

Paid Collections (excl. HCC disposal costs)	medium	81.67	83.33	S
Paid Collections (excl. HCC disposal costs)	large	169.17	173.33	S
Mixed Heridataments - charged according to the proportion of trade waste collected.		Individual charge	Individual charge	
Commercial Events - Cleansing / Refuse Collection	per hour	84.17	85.83	S

REFUSE COLLECTION - Domestic Refuse Collection

Bulky Waste Collection - 1 Item	per collection	28.00	29.00	n/a
Bulky Waste Collection - 2 Items	per collection	39.00	40.00	n/a
Bulky Waste Collection - 3 Items	per collection	49.00	50.00	n/a
Bulky Waste Collection - 4 Items	per collection	60.00	62.00	n/a
Bulky Waste Collection - Load - small	per collection	71.00	73.00	n/a
Bulky Waste Collection - Load - medium	per collection	104.00	106.00	n/a
Bulky Waste Collection - Load - large	per collection	156.00	160.00	n/a
Bulky Collection Cancellation Fee	per cancellation	11.00	11.00	n/a

REFUSE COLLECTION - Other

Cleansing private land (Performance area - regular schedule)	per linear metre per annum	25.83	26.66	S
Cleansing private land - ad hoc litter picking	per hour	81.25	83.33	S
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA	per vehicle	45.00	45.83	S
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA	per caravan	70.00	71.66	S
Cleaning graffiti on private land (chemical cleaning only. Subject to damage waiver from land owner and site survey. Graffiti removal from private land is at the discretion of the Head of Environmental Services and will not be undertaken where there is a risk of damaging surfaces, traffic management requirements or significant health and safety implications. Individual charges may be waived at the discretion of the Head of Environmental Services as part of campaigns or in the interests of preventing or discouraging significant levels of crime and disorder)	per m ²	59.00	60.00	n/a
Cleaning graffiti - small items	per item	36.00	37.00	n/a

REFUSE COLLECTION - Clinical

Charge per site	per visit (max 26)	15.83	16.25	S
Sharps containers	per container	10.00	10.41	S
Sacks - trade (infectious waste)	per sack	6.25		S



Waste Services

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT £	2020/21 Charge Ex. VAT £	VAT
Sacks - domestic (infectious waste)		per sack	1.29	1.30	n/a
Sacks - trade (Offensive waste)		per sack	3.75	3.83	S
Sacks - domestic (Offensive waste)		per sack	1.29	1.30	n/a
Extra Sacks delivery charge		per occasion	27.92	28.58	n/a

COMMERCIAL WASTE

Note: The below are 'ceiling' prices and subject to the discretion of the Head of Environmental Services. For these commercial waste collection services the minimum contract period is 3 months. A minimum of 3 months notice must be given by the customer to cancel the contract. In the event of the customer cancelling the contract or the Council terminating the contract for non-payment, no refund will be given for the service not supplied during the notice period

Commercial Waste Collection Services - sacks		per 50	97.00	99.00	n/a
Commercial Waste Collection Services - 240 litres		per bin per annum	441.00	452.00	n/a
Commercial Waste Collection Services - 340 litres		per bin per annum	502.00	515.00	n/a
Commercial Waste Collection Services - 660 litres		per bin per annum	862.00	664.00	n/a
Commercial Waste Collection Services - 1,100 litres		per bin per annum	1,080.00	1,107.00	n/a
Prescribed Waste Collection Service - Sacks		per 50	56.00	57.00	n/a
Prescribed Waste Collection Service - 240 litres		per bin per annum	327.00	335.00	n/a
Prescribed Waste Collection Service - 340 litres		per bin per annum	349.00	358.00	n/a
Prescribed Waste Collection Service - 660 litres		per bin per annum	585.00	600.00	n/a
Prescribed Waste Collection Service - 1,100 litres		per bin per annum	633.00	649.00	n/a
Prescribed Waste for Educational Establishments - Sacks		per 50	56.00	57.00	n/a
Prescribed Waste for Educational Establishments - 240 litres		per bin per annum	297.00	304.00	n/a
Prescribed Waste for Educational Establishments - 340 litres		per bin per annum	331.00	339.00	n/a
Prescribed Waste for Educational Establishments - 660 litres		per bin per annum	542.00	556.00	n/a
Prescribed Waste for Educational Establishments - 1,100 litres		per bin per annum	585.00	600.00	n/a
Bin removal & re-delivery charge following non-payment		per occasion	28.00	29.00	n/a
Extra sacks delivery charge		per occasion	28.00	29.00	n/a



Parking

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

Parking

Off Street Resident Season Ticket - Port Vale		240.00	245.83	S
Off Street Resident Season Ticket - Crown Terrace		1,077.50	1,104.17	S
Off Street Resident Season Ticket - Baldock Street - Ware		841.25	862.50	S
Off Street Business Permit - Charrington's House BS Long Stay		1,086.66	1,113.33	S
On Street Resident Season Ticket - 1st Permit		41.00	41.00	n/a
On Street Resident Season Ticket - 2nd Permit		82.00	82.00	n/a
On Street Resident Season Ticket - 3rd Permit (only available where possible in B1 (Stansted Rd, BS), B2 (Dunmow Rd, BS), B3 (Windhill BS), B7 Chantry BS), W2 (Coronation Rd Ware))		82.00	82.00	n/a
On Street Resident Season Ticket - Motorcycle permit		19.00	19.00	n/a
On Street Resident Season Ticket - Contractor permit	per week	15.00	15.00	n/a
On Street Resident Season Ticket - Business permit	per annum	320.00	320.00	n/a
On Street Resident Season Ticket - Carers/ Special permits (discretionary)		36.00	36.00	n/a
On Street Resident Season Ticket - Vistors Vouchers	per hour	0.10	0.10	n/a
On Street Resident Season Ticket - Vistors Vouchers	per hour pensioners	0.05	0.05	n/a
On Street Resident Season Ticket - Charge for Temporary Dispensation from Parking Restrictions		15.00	15.00	n/a
On Street Residents Parking Permits - Folly Island - 2nd Permit		56.00	56.00	n/a
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid within 21 days	per PCN	35.00	35.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid after 21 days	per PCN	70.00	70.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid after service of charge certificate	per PCN	105.00	105.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid within 21 days	per PCN	25.00	25.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid after 21 days	per PCN	50.00	50.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid after service of charge certificate	per PCN	75.00	75.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid within 21 days	per PCN	35.00	35.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid after 21 days	per PCN	70.00	70.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid after service of charge certificate	per PCN	105.00	105.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid within 21 days	per PCN	25.00	25.00	OS



Parking

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid after 21 days		per PCN	50.00	50.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid after service of charge certificate		per PCN	75.00	75.00	OS
Bishop's Stortford market traders' tariff - Link Road		per Thursday or Saturday	3.00	3.00	S
Bishop's Stortford market traders' tariff - Northgate End		per Thursday or Saturday	3.00	3.00	S
Bishop's Stortford market traders' tariff - Apton Road		per Thursday or Saturday	3.00	3.00	S
Old London Road - Hertford - Market Traders		per day	3.00	3.00	S
Old London Road - Hertford - Coach / Lorry tariff		per visit	12.50	12.50	S



Legal and Democratic Services

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

LAND CHARGES

Registration of a charge in Part II of the register	Statutory	per charge	67.00	67.00	OS
Filing a definite certificate of the Lands Tribunal under rule 10 (3)	Statutory	per certificate	2.50	2.50	OS
Filing a judgement or order, or written request for the variation or cancellation of any entry in Part 11 of the register	Statutory	per item	7.00	7.00	OS
Inspection of documents filed in the register under rule 10, in respect of each parcel of land	Statutory	per parcel of land	2.50	2.50	OS
Office copy of any plan or other document filed pursuant to the rules	Statutory	per copy	Individual Charge	Individual Charge	OS
Standard search fee (LLC1 + CON29)		Fixed	£116.35	£116.35	S
Extra parcel fee with standard search		Fixed	£21.00	£21.00	S
Standard search including all CON290 questions		Fixed	£364.15	£364.15	S
LLC1		Fixed	£22.05	£22.05	Z
CON29		Fixed	£94.30	£94.30	S
Con290 Qu.4 -21		Fixed	£12.60	£12.60	S
Con29o Qu.22		Fixed	£21.00	£21.00	S
Extra parcel fee (LLC1)		Fixed	£5.25	£5.25	Z
Extra parcel fee (Con29)		Fixed	£15.75	£15.75	S

LEGAL CHARGES

Authorised Guarantee Agreement	Discretionary	Fixed	516.75	529.68	S
Commercial lease assignment	Discretionary	Fixed	699.58	717.08	S
Leases	Discretionary	Fixed	807.08	827.50	S
Licences	Discretionary	Fixed	376.66	386.08	S
Deed of covenants	Discretionary	Fixed	£486.87 PLUS 3%	£499.16 PLUS 3%	S
Landlord licence	Discretionary	Fixed	589.80	604.58	S
Deed of variation (complex)	Discretionary	Fixed	1,076.24	1,103.16	S
Easements	Discretionary	Fixed	1,076.24	1,103.16	S
Drafting Rent Reviews	Discretionary	Fixed	269.07	275.83	S
s.106 TCPA 1990 – simple	Discretionary	Fixed	1,076.24	1,103.16	S
s.106 TCPA – complex	Discretionary	Fixed	2,690.63	2,757.91	S
Deed of Surrender	Discretionary	Fixed	645.75	661.91	S
Transfer of Open Space	Discretionary	Fixed	861.00	882.50	S
Licence of alternations	Discretionary	Fixed	753.33	772.16	S



Legal and Democratic Services

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT £	2020/21 Charge Ex. VAT £	VAT
Licence to assign leasehold premises	Discretionary	Fixed	753.33	772.16	S
Notice of Assignment	Discretionary	Fixed	88.16	90.33	S
Notice of charge	Discretionary	Fixed	88.16	90.33	S
Postponement of Charge	Discretionary	Fixed	88.16	90.33	S
Sale of land	Discretionary	Fixed	807.17	827.33	S
Footpath/Bridleway Creation or Diversion Agreement	Discretionary	Fixed	1,614.37	1,654.75	S

Electoral Registration Fees

Fee for sale of the full register and notices of alteration	Statutory	per sale provided electronically	£20.00	£20.00	Z
and an additional	Statutory	per thousand or part thousand entries	£1.50	£1.50	Z
Fee for sale of the full register and notices of alteration	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£5.00	£5.00	Z
Fee for sale of the open Register	Statutory	per sale provided electronically	£20.00	£20.00	Z
and an additional	Statutory	per thousand or part thousand entries	£1.50	£1.50	Z
Fee for sale of the open Register	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£5.00	£5.00	Z
Fee for sale of the list of overseas electors	Statutory	per sale provided electronically	£20.00	£20.00	Z
and an additional	Statutory	per hundred or part hundred entries	£1.50	£1.50	Z
Fee for sale of the list of overseas electors	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per hundred or part hundred entries	£5.00	£5.00	Z
Fee for sale of the marked document (register or absent voters list)	Statutory	per sale provided electronically	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£1.00	£1.00	Z
Fee for sale of the marked document (register or absent voters list)	Statutory	per sale printed	£10.00	£10.00	Z



Legal and Democratic Services

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT £	2020/21 Charge Ex. VAT £	VAT
and an additional	Statutory	per thousand or part thousand entries	£2.00	£2.00	Z
Photocopies of Election expense returns	Statutory	Per side copied	£0.20	£0.20	Z
Certificate of Registration	Discretionary	per elector per year	£20.00	£20.50	Z

Street Name & Numbering

Change/addition of house name	Discretionary	Per property	80.70	83.00	Z
Registering 1 plot	Discretionary	Single properties	80.70	83.00	Z
Registering 2-24 plots	Discretionary	Per plot	53.80	55.00	Z
Registering 25-49 plots	Discretionary	Per plot	43.00	44.00	Z
Registering 50-74 plots	Discretionary	Per Plot	32.30	33.00	Z
Registering 75-99 plots	Discretionary	Per Plot	26.90	28.00	Z
Registering 100+ Plots	Discretionary	Per Plot	16.15	16.50	Z
Naming a new street/block where the Council Chooses a Name	Discretionary	Per road name	215.25	220.00	Z
Naming a new street/block where the developer chooses a name (Subject to consultation**)	Discretionary	Per road name	269.05	275.00	Z
Renaming of street where requested by residents and/or the Town/Parish Council	Discretionary	Per address	80.70	83.00	Z
Change to new addresses due to development changing after the schedule has been issued (applies to all amended plots)	Discretionary	Per plot	53.80	55.00	Z



Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

Freedom of Information Act 2000 / Environmental Information Regulations 2004 / Reuse of Public Sector Information Regulations 2005

FOI Request	Statutory	Under 18 hours of staff time	No charge other than disbursements	No charge other than disbursements	
FOI Request	Statutory	In excess 18 hours of staff time	£25 an hour	£25 an hour	

- However, where possible, we will assist the applicant to refine the request and determine what might be achieved within the £450 limit.

Disbursements (photocopying, copying to different media, postage etc)			Free up to £10, above this will be charged at the full cost	Free up to £10, above this will be charged at the full cost	
EIR Request	Statutory	Under 18 hours of staff time	No charge other than disbursements	No charge other than disbursements	
EIR Request	Statutory	In excess 18 hours of staff time	£25 an hour + any additional fees identified in departmental fee structures	£25 an hour + any additional fees identified in departmental fee structures	



Finance & Support Services

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

Letting of Council Offices

Council Chamber - Hertford		per hour	32.00	33.00	n/a
Other Rooms - Hertford		per hour	20.50	21.00	n/a



Finance & Support Services

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

Revenues

Council Tax penalty for failure to promptly notify or provide information		per first offence	70.00	70.00	n/a
Council Tax penalty for failure to promptly notify or provide information		per subsequent offence	280.00	280.00	n/a
Summons and Liability Order		per order	80.00	80.00	n/a

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

Misc Development Management Charges

Copies of any documents	per black & white A4 sheet	0.10	0.10	n/a
Copies of any documents	per colour A4 sheet	0.20	0.20	n/a
Copies of any documents	per black & white A3 sheet	0.20	0.20	n/a
Copies of any documents	per colour A3 sheet	0.40	0.40	n/a
Copies of any documents	per black & white A2 sheet	1.00	1.00	n/a
Copies of any documents	per colour A2 sheet	2.00	2.00	n/a
Copies of any documents	per black & white A1 sheet	1.50	1.50	n/a
Copies of any documents	per colour A1 sheet	3.00	3.00	n/a
Copies of any documents	per black & white A0 sheet	2.00	2.00	n/a
Copies of any documents	per colour A0 sheet	4.40	4.50	n/a
Copies of documents provided on an electronic disc	per disc provided	17.00	17.50	n/a
Historical Research (where records available)	per hour (or part)	87.00	89.00	n/a
Legal obligation agreements - clause monitoring fee	per obligation issue	-	-	n/a
Legal obligation agreements - confirmation of compliance by third parties or where the monitoring fee has not been paid	per hour (or part of) after first hour	85.00	87.00	n/a
Fee for discharge of or compliance with a condition	per request (any number of conditions) relating to works of extension or alteration to an existing dwelling	35.00	36.00	n/a
Fee for discharge of or compliance with a condition	per request (any number of conditions) all other developments	119.00	122.00	n/a
Retrieval of externally stored microfilmed records	per microfilmed record	5.00	5.00	n/a

PRE-APPLICATION ADVICE

Householder proposals	Initial fee	131.67	135.00	S
Householder proposals	Secondary fee	61.25	62.92	S
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)	Initial fee	119.17	121.98	S

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT £	2020/21 Charge Ex. VAT £	VAT
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)		Secondary fee	-	-	S
Largescale Major Development Proposals		Initial fee	Individually Quoted Price	Individually Quoted Price	S
Largescale Major Development Proposals		Secondary fee	-	-	S
Smallscale Major Development Proposals		Initial fee	Individually Quoted Price	Individually Quoted Price	S
Smallscale Major Development Proposals		Secondary fee	-	-	S
Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace)		Initial fee	330.83	339.17	S
Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace)		Secondary fee	-	-	S
Minor Development (all other minor development)		Initial fee	413.24	423.58	S
Minor Development (all other minor development)		Secondary fee	-	-	S
Minor Development (all other minor development)		Initial fee	413.33	423.75	S
Minor Development (all other minor development)		Secondary fee	-	-	S
Any development where affordable housing is required by virtue of the Council's planning policies and is to be provided		Initial fee	-	-	S
Other Development		Initial fee	110.00	112.75	S
Other Development		Secondary fee	55.00	56.42	S
Advertisement proposals		Initial fee	91.67	94.00	S
Advertisement proposals		Secondary fee	-	-	S
Heritage advice		Initial fee	119.17	122.17	S
Heritage advice		Secondary fee	60.00	61.50	S
Meetings - major and minor developments			Included in quoted fee	Included in quoted fee	
Meetings - all other development types		per officer present / per hour	39.17	40.17	S
Provision of urgent advice		within 5 working days	2 X quoted fee	2 X quoted fee	

Self-build and Custom Housebuilding Register

Entry onto Part 1 of the Register (Individuals)		per officer rate	240.00	246.00	S
Entry onto Part 2 of the Register (Individuals)		per officer rate	95.84	98.25	S
Entry onto Part 1 of the Register (Groups and Associations)		per officer rate	240.00 + 56.00 per individual	246.00 + 57.41 per individual	S
Entry onto Part 2 of the Register (Groups and Associations)		per officer rate	95.00 + 56.00 per individual	98.25 + 57.41 per individual	S



Markets

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

Markets

Hertford - Standard pitch 3m x 2.1m (10' x 7')		per pitch	22.90	n/a	E
Hertford - Casual Trader pitch 3m x 2.1m (10' x 7')		per pitch	27.30	n/a	E
Hertford - Additional space		per 0.3m (per sq ft)	1.50	n/a	E
Ware - Standard pitch 3m x 2.1m (10' x 7') Where five consecutive weeks are taken, the fifth week will be free.		per pitch	14.70	n/a	E
Ware - Casual Trader pitch 3m x 2.1m (10' x 7')		per pitch	16.40	n/a	E
Ware - Additional space		per 0.3m (per sq ft)	1.30	n/a	E
Charity Stall - Any Market			11.40	n/a	E
Electricity Fee Charges		per stall per day	3.40	n/a	n/a
Market Licence - Commercial - up to 10 stalls			35.30	n/a	n/a
Market Licence - Commercial - up to 11 - 30 stalls			59.10	n/a	n/a
Market Licence - Commercial - up to 31plus stalls			123.00	n/a	n/a
Market Licence - Charity			24.40	n/a	n/a
Farmers Markets - Villages			126.00	n/a	E
Farmers Markets - Hertford (own stall)			-	-	E
Farmers Markets - Hertford (East Herts stall)			29.40	n/a	E
Farmers Markets - Jackson Square		per quarter	1,627.50	n/a	E
Street Trading Consent (Static)			368.50	377.70	OS
Street Trading Consent (Static) (registered charity)			184.25	188.85	OS
Street Trading Occasional			125.80	128.95	OS
Street Trading Occasional (registered charity)			64.00	65.60	OS
Street Trading Occasional for one day only			31.45	32.24	OS
Street Food Market - up to 10 stalls	per event (includes electricity / promotion)		200.00	205.00	OS
Group consent - Commercial - up to 10 stalls	per event (excludes electricity / promotion)		35.30	36.20	OS
Group consent - up to 11 - 30 stalls	per event (excludes electricity / promotion)		59.10	60.60	OS
Group consent - up to 31plus stalls	per event (excludes electricity / promotion)		123.00	126.00	OS



Markets

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Group consent - Charity market	per event (excludes electricity / promotion)		24.40	25.00	OS
Electricity - Cooking per trading day			5.54	5.54	OS
Electricity - Lighting/tills only	per trading day		2.86	2.86	S
Electricity - Lighting/tills only	monthly trader		37.20	37.20	S
Electricity - Lighting/tills only	weekly trader		148.80	148.80	S

VAT Key:

S - Standard (20%)

Z - Zero (0%)

E - Exempt

OS - Outside Scope of VAT

COUNCIL – 3 March 2020

PETITIONS

A petition has been received from 43 residents of Woodlands and The Copse, Bishop's Stortford. The lead petitioner, Sharon Griffin, will present the petition:

We would like the findings of the Overview and Scrutiny Parking Task and Finish Group to be actioned in relation to Resident Permit Parking Scheme (RPZ).

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COUNCIL – 3 March 2020

MEMBERS' QUESTIONS

Question 1

Councillor Ben Crystall to ask Councillor Graham McAndrew, Executive Member for Environmental Sustainability:

According to the final report from the Climate Change Task and Finish Group, received by Council on 5th March 2019, it was recommended that existing capital grants for loft and cavity wall insulation are extended to provide greater assistance grants to cover solid wall insulation and secondary glazing in energy efficiency priority areas of the District. It was also suggested that this could be achieved from within the existing capital budget, as current loft and cavity wall grants are under-utilised by residents. Has this extension to the grant offer been provided, and if so, can he provide specific figures for the total amount allocated to solid wall insulation and to secondary glazing, and how much of this allocation has been actively granted to residents for this purpose?

Question 2

Councillor Ben Crystall to ask Councillor Graham McAndrew, Executive Member for Environmental Sustainability:

The Council, as a trusted local information source, should continue to promote information on energy reduction to local residents. The Grantham Institute at Imperial College recently published a list of 10 straightforward actions that individuals can take to reduce their own

carbon emissions; will EHDC commit to placing this list in a prominent place on its website and publishing it in the Council's publications such as Link and Network?

Question 3

Councillor Rosemary Bolton to ask Councillor Peter Boylan, Executive Member for Neighbourhoods:

What steps is the Council taking to tackle anti-social behaviour within our District?

Question 4

Councillor Jeff Jones to ask Councillor Graham McAndrew, Executive Member for Environmental Sustainability:

Could the Executive Member assure me that this council is committed to supporting Community Transport projects in our district? These services rely heavily on the financial support given by East Herts Council, until they become self-sustaining.

Can the Executive member assure me that there are no plans to reduce this financial commitment?

Question 5

Councillor Devonshire to ask the Councillor Jan Goodeve, Executive Member for Planning and Growth:

How is this council seeking to protect employment land within our District?

East Herts Council Report

Council

Date of Meeting: 3 March 2020

Report by: Head of Human Resources and
Organisational Development

Report title: Pay Policy Statement 2020/21

Ward(s) affected: N/A

Summary

RECOMMENDATIONS FOR (Council):

a) **The Pay Policy Statement 2020/21 is recommended for approval by Council.**

1.0 Proposal

1.1 The Pay Policy Statement 2020/21 has been recommended for approval by the HR Committee to the Council on 12 February 2020. Members are invited to approve the Pay Policy Statement 2020/21.

2.0 Background

2.1 A pay policy statement is required to be produced annually under sections 38 of the Localism Act. Regard is to be had to guidance section 40 from the Secretary of State in producing this statement.

2.2 A pay policy statement for a financial year must set out the Authority's policies for the financial year relating to:

- the remuneration of chief officers
- the remuneration of the lowest paid employees
- the relationship between chief officers remuneration and that of other officers

2.3 “Remuneration” for the purposes of this statement includes three elements:

- basic salary
- pension
- all other allowances arising from employment

2.4 The objectives of the report are to:

- a) ensure a capable and high performing workforce;
- b) ensure simplicity, clarity and fairness between employees and between the council and the community;
- c) differentiate between remuneration and other employee related expenses.

3.0 Report

3.1 The Pay Policy Statement 2020/21 can be found at Appendix 1.

4.0 Options

N/A - publishing the Pay Policy Statement on an annual basis is a statutory requirement. The statement will be published on the Council Website once it is approved and will be formatted into an accessible document before publication.

5.0 Risks

N/A

6.0 Implications/Consultations

Community Safety

No

Data Protection

No

Equalities

No

Environmental Sustainability

No

Financial

Yes – The Pay Policy Statement has been shared with the Head of Strategic Finance and Property and budgets set have been based on the pay changes agreed.

Health and Safety

No

Human Resources

Yes – Policy Statement produced by Head of HR&OD

Human Rights

No

Legal

Yes – Head of Legal and Democratic Service has confirmed that statutory requirements have been met.

Specific Wards

No

7.0 Background papers, appendices and other relevant material

7.1 Appendix A – Pay Policy Statement 2020/21

Contact Member

Councillor George Cutting - Executive Member for Corporate Services
george.cutting@eastherts.gov.uk

Contact Officer

Simon O'Hear – Head of Human Resources and Organisational Development, Tel: 01279 502141. simon.o'hear@eastherts.gov.uk

Report Author

Simon O'Hear – Head of Human Resources and Organisational Development, Tel: 01279 502141. simon.o'hear@eastherts.gov.uk

**Pay Policy Statement 2020/2021
April 2020**

Introduction

A pay policy statement is required to be produced annually under Section 38 of the Localism Act 2011. Guidance from the Secretary of State has been taken into account when producing this statement.

Any decision under powers delegated in the council's Constitution with regard to remuneration from 1 April 2020 to 31 March 2021 will be bound by and must comply with this statement.

This statement supports the requirements under the Local Government Transparency Code to publish data on Senior Salaries and Pay Multiple.

The Head of Human Resources and Organisational Development must be consulted prior to any decision impacting on remuneration to ensure compliance with this pay policy statement.

Scope

This statement sets out the council's policy with regards to:

- the remuneration of Chief Officers
- the remuneration of the lowest paid employees
- the relationship between Chief Officers' remuneration and that of other officers

“Remuneration” for the purposes of this statement includes three elements:

- basic salary
- pension
- all other allowances arising from employment

The council’s constitution regards the following as its “Chief Officers”

Chief Executive

Deputy Chief Executive

The council, also has Statutory officer roles (Head of Paid Service; S151 Officer; Monitoring Officer, Data Protection Officer)

There is a statutory requirement that for the purposes of producing this statement the following posts (Leadership Team) be covered by the policy statement as well as the above posts and statutory roles.

Head of Strategic Finance and Property (S151 Officer)

Head of Legal and Democratic Services (Monitoring Officer)

Head of Human Resources and Organisational Development

Head of Shared Revenues and Benefits Service

Head of Operations

Head of Communications, Strategy and Policy

Head of Housing and Health

Head of Planning and Building Control

In this policy statement the term “Chief Officers” refers to the Chief Executive and Deputy Chief Executive roles in that where there are any differences in terms of the policy it is between this group and all other employees.

This policy statement applies to all Council employees, but not to other workers such as casuals, agency workers, etc.

This pay statement does not include the Returning Officer payment. The fees payable to the Returning Officer are set by statute for national elections, and are paid by central government. Fees are, also, payable to the Councils' Returning Officer for local elections. These fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Council. As Returning Officer, he/she is paid a separate allowance for each election for which he/she is responsible.

Objectives

East Herts Council recognises the importance of having a clear written policy statement on pay in order to ensure that employees are fairly rewarded and there is proper public accountability.

In respect of Chief Officers and all other employees the council's policy is to set remuneration sufficient to attract and retain adequately experienced, trained and qualified individuals to deliver the council's priorities.

The council aims to be transparent on pay to its employees, prospective employees and the wider community and uses and maintains an effective job evaluation system and procedures to provide equity and consistency in pay, whilst adhering to the

basic principles of the national Local government Single Status pay agreement.

Remuneration subject to national and local determination

The council is a member of the Local Government Employers' Association for national collective bargaining in respect of Chief Officers and other employees.

Changes from national negotiations generally take effect from 1 April each year and are retrospective to 1 April if agreements are finalised after 1 April.

It is the council's policy to implement national agreements.

The Chief Executive and Deputy Chief Executive are under the JNC conditions of service including pay. All other employees are under the NJC national agreement on pay and conditions of service.

The national pay award (the NJC national agreement) has not yet been agreed for 2020-2021, the JNC award has also not yet been agreed as this tends to be informed by the NJC award. Both have been delayed due to Brexit and then the General Election. A one year pay agreement is expected. This Pay Policy Statement will therefore need to be amended by the Head of HR & OD to reflect the agreement once this is confirmed. East Herts will implement increments for applicable staff from the 1st of April 2020 but the national pay award is not expected (due to the delay in negotiations) to be implemented in the April 2020 payroll and will instead be processed as a backdated payment once the award is agreed.

As previously set out in addition to the NJC award applicable for April 2019 East Herts Council negotiated and agreed further investment in pay for all staff through collective bargaining with the recognised trade union Unison. Previously staff could be

awarded a local award of an additional 2% payment once they had completed 3 years' service with East Herts. East Herts commissioned EELGA to review the current pay and grades and this demonstrated that the council was below market rates in a number of areas and this was supported by recruitment difficulties therefore an investment in pay was required as was the need to improve the grading structure.

The negotiated local agreement consolidated the previous 2% local award into the basic salaries of all staff regardless of service to improve recruitment and retention (the local 3 year (retention) award has therefore ceased from 1/4/19). Staff were assimilated to the closest new scp point within the revised NJC rates e.g. an old scp 6 has been assimilated to a new scp 4 rather than a scp 1. The local negotiated agreement also addressed undesirable significant overlaps between grades and to reduce the number of increments in grades so progression through grades and differences between grades became more meaningful and fair. This meant that the base of grades increased along with some additional headroom created where this was appropriate as well as reducing the number of increments within grades. As part of the local collective agreement the terms around Redundancy and Disturbance have been reduced: the previous redundancy multiplier has reduced from 2.6 to 2 and the previous protection on pay when redeployed to a lower paid role has reduced from 3 years to 1.5 years and the same was applied to disturbance allowances (again from 3 years to 1.5 years).

General Pay Policy

All employees other than Chief Officers have their basic pay determined by a job evaluation scheme to ensure that different jobs which have the same value are paid on the same grade. Grades have between 4-7 spinal column points (increments).

The Chief Executive is paid a fixed spot salary with no set incremental progression. Performance is measured through the Leadership Team 360° performance review process.

Heads of Service and the Deputy Chief Executive's progression through the pay range (incremental points) is based on performance (measured through the LT 360° performance review process) rather than by annual time served increments and this can lead to drop of one increment if poor performance has been established.

The Deputy Chief Executive is paid on incremental scale points between a pay range of £90,020 to £99,757 base pay, with set incremental progression also based on performance.

There are no other additional elements of remuneration in respect of overtime, flexi-time, bank holiday working, stand-by payments, emergency call rota, etc, paid to these senior staff (Chief Officers and Leadership Team), as they are expected to undertake duties outside their contractual hours and working patterns without additional payment.

Basic pay is calculated on a pro-rata basis for part-time employees.

All employees (except chief officers) receive local weighting which is called an outer fringe payment which is determined by the NJC, for 2019-2020 this is currently £609pa for a full time employee but will be revised in 2020-2021 once the pay award has been agreed and the increase will be backdated to 1 April 2020.

Setting Salaries

For the posts of

Chief Executive
Deputy Chief Executive

The council will use robust recruitment processes when making an appointment to these roles, ensuring the best candidate for the role is appointed. In determining the appropriate salary, market testing and bench marking from peer authorities will be considered. Both the Chief Executive and Deputy Chief Executive salaries were benchmarked for 2019-2020 and this has led to a revised spot salary for the Chief Executive appointed from 3 June 2019 in line with market expectations as advised by EELGA and a revised salary range for the Deputy Chief Executive.

Pay ceilings

For 2020/21 the basic pay ceiling for Chief Executive post will be £120,000 per annum (including an additional payment of £10,000 for Head of Paid Service) plus the percentage agreed by the JNC.

The basic pay ceiling (i.e. including additional payments, salary protection and professional fees where appropriate) for Deputy Chief Executive will be £99,757 plus the percentage agreed by the JNC.

As noted above national agreed pay settlements will be applied to the Chief Officer posts with effect from 1 April 2020 once agreed.

For other posts covered by this statement the basic pay ceiling for grade 13 will be £73,305 plus the (Cost of Living) percentage agreed by the NJC (the outer fringe area allowance is paid in addition to these posts):

Grade 13 Posts:

Head of Legal and Democratic Services*

Head of Strategic Finance and Property*

Head of Human Resources and Organisational Development

Head of Operations

Head of Housing and Health

Head of Communications, Strategy and Policy

Head of Planning and Building Control

Head of Shared Revenue and Benefits Service **

* Both of these posts are statutory posts designated as the council's Monitoring Officer and S151 Officer respectively (see additional payments below for further details).

** Head of Shared Revenues and Benefits Service post receives an additional 10% of base salary per annum for shared services role.

Pay floor

The pay floor is the remuneration of the lowest paid employees. "Lowest paid" is defined as the average pay of employees paid on grade 2. Grade 2 are the lowest grades paid by the council. This year the figure is 0.59% (2 part-time employees) of the council's employees. Where any employee is less than full time their pay is multiplied up to full time and the aggregate full time equivalent pay for the group divided by two to determine the average.

As at 1 April 2020 this average will be £19,370 per annum (full time).

The council will not pay basic pay less than the amount applicable to the bottom point of the national pay scales as agreed from time to time by the Local Government Employers (apprenticeships are excluded). Employees in this group will be entitled to all other benefits – local weighting, pension, redundancy as all other employees.

Pay multiples

The council does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts.

In terms of overall remuneration packages the council's policy is to differentiate by setting different levels of basic pay to reflect differences in responsibilities.

The council would not expect the remuneration of its highest paid employee to exceed 10 times that of the lowest group of employees. In the case of East Herts Council, the pay of the Chief Executive is 6.2 times the value of the lowest paid employee (calculated using salaries at 1st April 2020).

The council does not belong to the Living Wage Foundation but as our staff salaries (excluding apprenticeships) start at scp 4 which is currently £9.55 per hour plus outer fringe the council (this will increase once the NJC award is agreed) is significantly above the required £9.30 per hour set in November 2019.

Pay ranges are as follows as set on 1 April 2019

Grade	Minimum £	Maximum £	Media £	Number of employees in the grade *
2	18,426	19,945	19,171	0.84
3	20,344	22,021	21,166	19.96
4	22,021	23,836	22,911	29.16
5	23,836	26,999	25,295	82.46
6	26,999	29,636	28,345	18.18
7	29,636	32,878	31,371	44.81
8	32,878	35,934	34,294	17.32
9	35,934	38,813	37,363	29.89
10	40,760	44,632	42,683	16.74
11	44,632	50,228	47,072	9.68
12	50,228	58,149	54,406	10.00
13	62,803	73,305	67,831	6.81
Deputy Chief Exec	90,020	99,757	94,763	1.00
Total				286.85

* Full Time Equivalent (excludes Casual staff) as at 28/1/20

The minimum apprenticeship pay rate set by East Herts is £4.70 for year one, the national living wage rate is paid as appropriate to an individual's age range thereafter (i.e. from year 2).

Additional payments and Variations

Additional Payments

The council's policy is not to normally pay any form of "signing on" fee or incentive payment when recruiting. Exceptions may occasionally be agreed for hard to recruit posts.

The statutory posts designated as the council's S151 Officer, Monitoring Officer and Head of Paid Service will receive a payment of £10,000 per year. No officer will receive more than one additional statutory post payment.

Acting Up and Honorarium payments

The council will ensure that acting up and honorarium payments are paid in a fair and consistent manner across the council.

Acting up payments can be made when an employee undertakes either some or all of the duties of a senior post, for a continuous period of four weeks or more (payment will then be backdated to the beginning of the cover).

Acting up payments do not apply for periods of less than four weeks or when an employee is providing cover for another employee's annual leave

Honorarium payments can be made where an employee has completed an important project or produced major work output to a high standard that is significantly above and beyond the scope of their normal duties, for significant additional duties not commensurate with the employee's current job description/grade or for work which is exceptionally onerous (e.g. difficult and/or demanding situations or working to extremely tight timescales).

Honorarium payments do not apply where additional work undertaken is of a like nature to the individual's existing job description; for project work or tasks that are an expected part of the employee's job role; for work above and beyond the employee's contracted hours.

Permanent changes to job roles should be dealt with through the job evaluation process.

The Head of Service with advice from the HR service have the responsibility for implementing and monitoring these arrangements.

Professional fees and subscriptions.

The council will meet the cost of a legal practicing certificate for all those employees where it is a requirement of their employment. No other professional fee or subscription is paid.

Market Supplements

Market supplements are only paid in exceptional circumstances where several attempts have been made to recruit and usual recruitment processes have not resulted in an appointment. Market rate will be established by reference to soft market testing, external advice and dialogue with peer authorities.

Pension

Pension provision is an important part of the remuneration package.

All employees (except those employees over the age of 75) may join the local government pension scheme. The scheme is a

statutory scheme with contributions from the employee and from the employer.

All employees will automatically be enrolled into the LGPS pension scheme unless the contract of employment is less than 3 months' duration, although the employee does have the option to 'opt in'.

For more comprehensive details of the local government pension scheme see: <https://lgpsmember.org>

Neither the scheme nor the council adopt different policies with regard to benefits of employees, the same terms apply to the Chief Officers and other employees (although higher paid staff are required to pay a higher contribution in terms of the percentage of pay deducted as a pension contribution).

East Herts Council as an employer is under a legal duty to prepare and publish a written statement of its policy relating to certain discretionary powers under the Regulations which apply to the Local Government Pension Scheme ("the LGPS"). The scheme provides for the exercise of discretion that allow for retirement benefits to be enhanced. The council will consider each case on its merits but has determined that its usual policy is not to enhance benefits for any of its employees. The Policy on Exercise of Employer Discretions reaffirms this in respect of Chief Officers and other employees.

The pension scheme provides for flexible retirement. In applying the flexible retirement provision no distinction is made between the Chief Officers and other employees. The scheme requires that a minimum permanent reduction in working hours of 25% is made and/or there is a reduction in grade and that any consequential payments to the pension fund are recoverable in three years with the discretion to extend the three years in exceptional circumstances. The

council's Human Resources Committee will consider requests from a Chief Officer and Leadership Team will consider requests from other employees.

Annual Leave

Annual leave entitlement is related to both an individual employee's spinal column point and length of continuous service in local government.

The council awards five days additional annual leave for employees that reach five years' local government service.

Spinal Column Point (SCP)	Annual leave entitlement	Annual leave entitlement after 5 years in continuous local government service
4-22	25 days	30 days
23-25	26 days	31 days
26-28	27 days	32 days
29-59	28 days	33 days
Chief Officers	30 days	35 days

Annual leave entitlement is calculated on a pro-rata basis for part-time employees.

Occupational Sick Pay

Entitlement to sick pay is related to continuous service, measured in complete months or years at the start of the period of absence. Any previous absences in the twelve months before the start of any absence are deducted from the entitlement.

Entitlement to sick pay is in accordance with the provisions of the NJC for Local Authorities, as follows:

During 1st Year	1 month's full pay and (after completing 4 months service) 2 months half pay
During 2nd Year	2 months full pay and 2 months half pay
During 3rd Year	4 months full pay and 4 months half pay
During 4th and 5th Year	5 months full pay and 5 months half pay
After 5 Years	6 months full pay and 6 months half pay

Expenses

The council will meet or reimburse authorised travel, accommodation and subsistence costs for attendance at approved business meetings and training events in accordance with the council's Expenses policy. The council does not regard such costs as remuneration but as non-pay operational costs. This policy is applied consistently to Chief Officers and other employees.

The council pays car mileage in accordance with HMRC approved rates which are the same for Chief Officers and other employees. The current rates are:

Mileage	HMRC Rates
Car* (first 10,000 business miles per annum)	45p per business mile
Car (after 10,000 business miles per annum)	25p per business mile
Electric Car Rate	4p per business mile
Motorcycle Rate	24p per business mile
Bicycle Rate	20p per business mile

Passenger Rate (employee/member)	5p per passenger per mile
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*A Hybrid car falls under the Car HMRC rate of 45p per business mile.

Redundancy payments and payments on termination

The council has a single redundancy scheme which applies to all employees without differentiation. The council does not provide any further payment to employees leaving the council's employment other than in respect of accrued leave which by agreement is untaken at the date of leaving.

The redundancy payment is based on the length of continuous local government service as set out in the employee contract, the council follows the statutory process in terms of age multipliers and a maximum of 20 years' service, however, no statutory cap is applied to weekly pay and actual weekly pay is used in all cases and the council then further enhances the redundancy payment by applying a multiplier of 2. Details of the full scheme can be found in the council's Redundancy Policy.

Future appointments

In the event of a vacancy to either a Chief Officer or other employee post the arrangements set out above in regards to pay will apply in respect of permanent appointments.

Publication and access to information

The publication of and access to information relating to remuneration of Chief Officers' is set out in this document and published on the council's website.

East Herts Council Report

Council

Date of Meeting: 03 March 2020

Report by: Head of Human Resources and Organisational Development

Report title: Health and Safety Core Policy, Statement of Intent and Organisation and Responsibilities

Ward(s) affected: N/A

Summary

RECOMMENDATIONS FOR (Council):

(a) That the Health and Safety Core Policy Statement of intent and the Health and Safety Core Policy Organisation and Responsibilities Section be approved and adopted.

1.0 Proposal(s)

1.1 The Health and Safety at Work. Etc Act 1974 requires employers of five or more people to have a written health and safety policy statement. It should be specific to their business, setting out their general policy for protecting the health and safety of their employees at work, their organisation and arrangements for putting the policy into practice.

2.0 Background

2.1 The Health and Safety Statement of Intent is East Herts Council as an organisation affirmation that it will comply with the Health and Safety at Work Act through the way we work and behave, all our people and stakeholders will be protected from

risks of occupational injury or ill health

- 2.2 It is signed by the Leader of the Council, the Chief Executive and the Head of Human Resources and Organisational Development.
- 2.3 The Organisation and Responsibilities section specifies responsibilities and behaviours for members, senior management and employees that demonstrate commitment to Health and Safety.
- 2.4 It specifies lines of accountability and the responsibilities for tasks, duties and operational areas that fall within their service.
- 2.5 The core policies provide the overarching policy which sits above the many health and safety procedures and policies. Full Council is responsible for approval of these core policies and responsibilities set out. The Health and Safety policies and procedures which sit below the core are reviewed and approved by the Safety Committee.

3.0 Reason(s)

- 3.1 Policy has been reviewed and updated to reflect organisational changes. The main changes are to job titles. The statement of intent has also been updated to include reference to the separate Quarterly Health and Safety report now being produced for HR Committee (previously elements were covered in the general HR reports). This quarterly report is also reported to Leadership Team, the Executive and to Safety Committee to ensure sufficient monitoring and awareness of Health and Safety.
- 3.2 There are no changes resulting from amended or new regulations or legislative changes.
- 3.3 Both of the core policies have been reviewed by the

Leadership Team, the Safety Committee and the Leader who have recommended approval by full Council.

4.0 Options

N/A – the core policies have been reviewed in line with the three year cycle set and it is a statutory requirement to have written Health and Safety Policy Statement.

5.0 Risks

5.1 Breach of Health and Safety at Work Etc. Act 1974.

5.2 Reputational damage caused by poor policy or practice and unclear allocation of responsibilities.

6.0 Implications/Consultations

None

Community Safety

No

Data Protection

No

Equalities

No

Environmental Sustainability

No

Financial

No

Health and Safety

Yes – as described in the report

Human Resources

Yes – Health and Safety is part of the Human Resources and Organisational Development Service

Human Rights

No

Legal

No

Specific Wards

No

7.0 Background papers, appendices and other relevant material

None

Contact Member

Councillor George Cutting - Executive Member for Corporate Services
george.cutting@eastherts.gov.uk

Contact Officer

Simon O'Hear – Head of Human Resources and Organisational Development, Tel: 01279 502141. simon.o'hear@eastherts.gov.uk

Report Author

Peter Dickinson – Health and Safety Officer, Tel: 01992 531636
peter.dickinson@eastherts.gov.uk



East Herts Council

Health and Safety Policy

Statement of Intent

Policy Statement No 30 (Issue No 8)

Policy Owner:	HR and Organisation Development – Health & Safety
Date of last review:	September 2019
Date of next review:	September 2022



East Herts Council's Health and Safety's Statement of Intent

1 The Chief Executive's and Leader of the Council's Commitment

East Herts Council accept the responsibilities and obligations as a responsible employer to our employees, visitors and contractors as outlined by the Health and Safety at Work Act 1974. The Council is committed to take all such actions that are reasonable to safeguard the health and safety of our employees by providing a safe working environment. This will be undertaken by having written policies and procedures that will be revised and reviewed appropriately.

No business activity will be carried out in an unsafe manner and the responsibilities will be discharged through the Council's management framework 'Leadership Team and Service Manager Team'

The Chief Executive and the Leader of the Council are committed to supporting the principles of common sense safety management whilst continuing to ensure that health and safety remains robust without compromising service delivery and existing good practice.

2 The Council will take reasonable steps to:

- Ensure the commitment and resources are given to Health and Safety so that activities, premises, plant and equipment meet current legal requirements, standards and best practice.
- Ensure Health and safety is accepted as a core management activity.
- Provide mandatory annual basic Health and Safety training through the councils E-learning platform to both employees and members.
- Provide training so that employees are competent to carry out their work safely and with minimal risk to themselves or others.
- Manage our contractors to ensure Health and Safety compliance is delivered in line with the contract awarded.
- Provide specialist occupational health advice as required.
- Communicate suitable and clear health and safety information to all employees and to those who use our services and facilities.
- Ensure that all employees are aware of the fire procedure and regular fire drills are carried out.
- Ensure that all employees are aware of the procedure in case of accidents.



- Ensure that all elected members of the Council are provided with safety information for fire safety, first aid and accident and incident reporting arrangements.

It is not possible to detail all the health and safety matters that may arise on a day-to-day basis, but employees and management will be reminded of their responsibilities individually and collectively for the safety of themselves and their colleagues.

3 Committees and Health and Safety Policy Approval

To acknowledge and recognise the Council's duty of care, the Council holds a quarterly joint Safety Committee which consists of representatives from management, Unison and shared tenants. The purpose of the committee is to monitor incidents and accidents across the council and its contractors, review and develop Policies and Procedures, monitor risk and to ensure the Council is up to date and aware of current legislation.

The Safety Committee is responsible for developing and approving all Health and Safety Policies and Procedures with the exception of the core overarching H&S policy, this statement of intent and (H&S) organisational responsibilities which are approved in line with the constitution at full Council.

In order to ensure joint minutes from the joint Safety Committee are reported to both the Leadership Team and the HR Committee with appropriate actions being highlighted as required.

A Quarterly Health and Safety report is prepared by the Health and Safety Officer and Head of HR and OD for the Human Resources Committee (and copied to both the Executive and the Leadership Team) to ensure that members and senior management have a sufficient awareness and understanding of any safety matters including the monitoring of health and safety compliance across the Council's services.

Richard Cassidy



Chief Executive

Signature:

Date:

Linda Haysey

Leader of the Council

Signature:

Date:

Simon O’Hear

Head of Human Resources and Organisational Development

Chair of the Safety Committee

Signature:

Date:

Policy Owner: Human Resources and Organisational Development – Health & Safety

Date of last review: September 2019

Date of next review: September 2022



Organisation and Responsibilities



East Herts Council

Health and Safety Policy

Organisation and Responsibilities

Policy (Issue No 08)

July 2019

Policy Owner:	Human Resources and Organisational Development – Health & Safety
Date of last review:	July 2019
Date of next review:	July 2022

Organisation and Responsibilities

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Organisation and Responsibilities**1. Introduction**

The Health and Safety at Work Act places responsibility for health and safety, with very few exceptions on the employer. This policy states how these duties are allocated at the Council. Whilst the overall responsibility for health and safety is designated to the Chief Executive, individuals at every level have to accept degrees of responsibility for carrying out the policy. Whenever possible, key managers are named and their responsibilities defined.

2. The Organisation**2.1 The Council**

Is responsible under the HSW Act for ensuring it has:

- A written health and safety policy, safety guidance, procedures and advice.
- Clear management arrangements and pro-active support for health and safety.
- A safe workplace compliant with health, safety and welfare requirements.
- Ensure that employees are aware of the fire procedure and regular fire drills are carried out and that there are safe and clear access and egress from its premises.
- Regularly check the premises for structural defects, worn fixtures and fittings or electrical equipment, and take the necessary remedial action.
- Provide appropriate protective clothing [if required] and ensure that all equipment is suitable for its intended use and is properly maintained and used.
- Ensure that all employees are aware of the procedure for reporting accidents and incidents at work.

Organisation and Responsibilities

- Ensure that all employees are aware of and carry out their health and safety responsibilities as set out in their job descriptions.
- Provide a smoke free working environment
- Prohibit any contractor working on the premises without prior discussion with the officer in charge to negate any risks to employees, guests or visitors.
- The Council can outsource a service, but health and safety responsibilities cannot be delegated in the same manner.

2.2 Tenants - Cooperation by regulation

Regulation 11(1) of the Management of Health and Safety at Work Regulations 1999 requires that where two or more employers share a workplace (whether on a temporary or a permanent basis) each employer must:

- Co-operate with the other employers concerned to enable them to comply with statutory requirements, including fire legislation.
- (taking into account the nature of their activities) take all reasonable steps to coordinate the measures they take with the measures taken by other employers and
- take all reasonable steps to inform other employers concerned of the risks from their work to other employees' health and safety.

3. Responsibilities

This section outlines the specific responsibilities of Leadership Team and officers within the Council.

3.1 Elected Members

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Elected members contribute to the development of policies and strategies, including budget setting. Councillors who are committee chairs or portfolio holders have more specialised roles in promoting particular policies. Elected members can influence budget and policy decisions, they can affect how health and safety is managed.

Executive Members have both individual and collective governance responsibilities, and the portfolio holder needs to act as a 'champion' and lead in this area, making sure the authority has the right health and safety policy, strategy and objectives.

3.2 Management Responsibilities

3.2.1 The Chief Executive

The Chief Executive is responsible for the strategic aspects of the Council's safety policies and procedures, including the implementation of the Council's Health and Safety Policy, the performance standards for the measuring/monitoring and auditing of safety management systems

The Chief Executive supports the following:

- The overall implementation of the Council's Policy for Health and Safety
- Effective monitoring and review of procedures
- Ensure that the policy is up to date and executed across all services operated by the Council
- Health and safety information is displayed at all levels.
- Convening Leadership Team to monitor extremes of weather and the impact on the safe discharge of the Councils Services including the decision to suspend activities

Organisation and Responsibilities

- Making and communicating decisions to close Council premises when there is a loss of heating specifically during the autumn/winter months.
- Ensuring that health and safety features on the agenda of Leadership Team meetings and that compliance reports are received.

The Chief Executive shall discharge these duties in accordance with the Council's management framework. The responsibility for the delivery of pro-active health and safety management shall be lead through the Councils Leadership Team.

3.2.2 Leadership Team

The Leadership Team shall be responsible for ensuring:

- Health and safety has an equal status with other primary organisational duties and ensure that all decisions reflect the intent of this policy;
- Advise members of the Council's health and safety obligations under statutory law in matters to staffing, finance and resources;
- Accepting their individual and collective roles in providing health and safety leadership in the organisation and engaging the active participation of employees in improving health and safety;
- Ensure appropriate management systems provide effective monitoring and reporting of the organisation's health and safety performance;
- Ensure that health and safety policy arrangements, procedures and notices are observed and implemented within their areas of responsibility and that sufficient resources are allocated for health, safety and welfare;

Organisation and Responsibilities

- Ensure the availability of professional expertise on health and safety to provide adequate awareness of legislative requirements and good safety management practices;
- Ensure the existence of adequate consultative arrangements involving management, employee and Unison representation;
- Review health and safety performance regularly to ensure that they are kept informed of relevant health and safety risk management issues;
- Project and contract work will include health and safety consideration and consultation.

3.2.3 Heads of Service and Senior Managers

All Heads of Service and Senior Managers are responsible for the organisational arrangements for health and safety management within their Service areas. The delegated duties include:

- Responsibility for ensuring that risk assessments for all activities that have a potential to cause injury or harm are undertaken.
- Produce a written Safe Systems of Work (SSoW) if identified during a Risk Assessment, in consultation, with instructions and training as appropriate.
- Regularly monitor and review of safety arrangements and levels of supervision of safe systems of work.
- Contract Management – Ensure that contract compliance, monitoring and inspections are undertaken to ensure:
 - Contractors are undertaking their activities in accordance with the contract specification.
 - Carrying out work tasks and activities in a safe manner to ensure the safety of self and others

Organisation and Responsibilities

- Record and maintain records of inspections and photographs in accordance with data protection requirements
- Carrying out induction training to ensure all employees are aware of emergency procedures, corporate/team safe systems of work, applicable safety literature, activities and corporate arrangements.
- Active involvement in the prevention of accidents, work associated ill health, and the promotion of safety awareness in the workplace where they have managerial responsibility.
- Carrying out investigations of accidents, near misses and incidents, with the Health and Safety Officer. Reporting as directed by the corporate arrangements. Initiating remedial action to prevent reoccurrence.
- Participant in the annual review of employee's driving licences, MOT certificates and motor insurance arrangements for those who drive on Council business.
- Ensure any specialist training needs identified are captured through the PDR process so they can be included in the corporate Health and Safety Training Plan.
- Review the requirement for personal protective equipment (PPE) for colleagues as determined by the risk assessment process.
- Ensure that health and safety arrangements are included when organising or arranging events and activities and when working with other partner organisations or other council services.

Organisation and Responsibilities**3.2.4 Head of Human Resources and Organisational Development.**

Direct the Health and Safety Officer to ensure that:

- Directors and Heads of Service receive satisfactory advice and assistance in understanding their duties in relation to Health, safety and Welfare.
- The Council's health and safety policy is reviewed and regularly updated as a consequence of new legislation and changing practices and serious incidents.

3.2.5 Health and Safety Officer

Shall advise the Chief Executive, Directors, and Heads of Service on the measures necessary to ensure the Council meets its statutory obligations in respect of Health, Safety and Welfare at work:

- Review and update policy arrangements, procedures, guidelines and wider sources of information for the effective use in the Council. While acting as the main point of contact for health and safety compliance, giving relevant safety guidance and advice and attend meetings, as and when required, in an advisory capacity for the Council.
- Review training requirements for staff undertaking a Health, Safety and Welfare role and ensure training and skills are up to date and current.
- Monitor and review the Council's timetable for risk assessments and display screen and workstation assessments.
- Undertake audits of high risk services, including spot checking which could include requesting the suspension of

Organisation and Responsibilities

working processes and activities, where there is a justified reason that the activity may give rise to harm or injury

- Ensure consultation and co-operation with Unison on Health and Safety issues relevant to all employees.
- Ensure Accident and Incident reporting mechanisms are in place, maintained, valid and appropriate. Ensure the e-forms are being used appropriately and the accident books are readily available. Ensure the incidents and accidents are properly reported and the HSE is made aware of anything reportable under RIDDOR
- Assisting in any investigations into individual accidents as required by the Chief Executive and Leadership Team
- Liaise with the Health and Safety Executive and Health and Safety Inspectors and represent the Council on any visit.
- Ensure adequate and appropriate First Aid provision and training is in place to compliance with the Health, Safety and Welfare Policy. Ensure all employees (and where appropriate, members of the public) are made aware of the arrangements for first aid provision.
- Coordinate Fire Marshal arrangements and training

3.2.6 Head of Strategic Finance and Property

The Head of Strategic Finance and Property has managerial responsibility for the Facilities and Property teams and is responsible for ensuring that financial and physical resources are available for the operational function of the building.

The Head of Strategic Finance and Property is responsible for ensuring:

Organisation and Responsibilities

- The Corporate Property and Facilities Manager has robust arrangements for managing and monitoring contracts for cleaning, lone worker service, maintenance of the Councils office accommodation
- The Property Services Team have arrangements for compliance monitoring of statutory testing and certification e.g. fire risk assessment, legionella, PAT testing etc.

3.2.7 Corporate Property and Facilities Manager

The Corporate Property Manager is responsible for managing the Facilities, Property and Estates Sections, and is responsible for managing all the Council's premises, in respect to:

- Reviewing Council accommodation, property acquisition and disposal.
- Carry out feasibility studies on behalf of the Council on future developments at Council buildings including being responsible for ensuring that space-planning management is carried out.
- Provides environmental systems management (heating, ventilation, air conditioning and lighting) and the control of the environment to ensure that the buildings services plant operates efficiently.
- Ensure the Council maintains the specific power requirements to provide general support services, e.g. heating and lighting services etc. To meet all current legislation.
- Provide security and fire safety procedures for all Council buildings in accordance with current legislation, and ensure the following routine tests/inspections are carried out:

Organisation and Responsibilities

- Ensure the following functions are tested as agreed, fire alarms (actuation test), Emergency Lighting (simulated mains failure), Fire Exit (break to open fastening), Fire Doors (Non-automatic) electro-magnetic fastener and power assisted – Ensure doors closed at night.
- Oversee Facilities Management Services remit to arrange general and contract cleaning, janitorial management, window cleaning, waste disposal, utilities and maintenance requirements of the working environment including measures to reduce the problems of static electric build up.
- Responsibility for land management in terms of inspection regimes, maintenance, repair, improvement and general upkeep.

3.2.8 Property Manager

The Property Manager is responsible for the technical and operational oversight of all of the Council's buildings in respect of the repair and maintenance of the building fabric, services and plant. In addition the managing of major construction related projects on Council buildings including refurbishment, demolition, new build and extensions to existing buildings.

The Property Manager or in their absence a Building Surveyor shall attend the Safety Committee in the capacity of professional adviser on Health and Safety issues relating to the Council's buildings.

The Property Manager shall be responsible for:

- The arrangements for Fire Risk Assessment Certification and holding the valid Fire Risk Assessment.

Organisation and Responsibilities

- Notifying the Corporate Property and Facilities Manager of any proposed material change which could affect requirements of the fire risk assessment.
- Ensure the appropriate tests and inspections (Externally Organised) are carried out and all defects reported:
 1. Fire Alarm, Automatic Fire Detectors and Fire Appliances
 2. Emergency Lighting
 3. Testing of plant, water treatment for mains and stored water supplies, including SSoW for the testing and monitoring of associated plant for Legionella, under COSHH requirement

3.2.9 Head of Housing and Health

The Head of Housing and Health has overall managerial responsibility for the Councils Hostel 'Hillcrest House' ensuring that the Hostel Officer is supported in the safe operation of the facility and that it is fit for purpose.

3.2.10 Hostel Officer

The Hostel Officer is responsible for the day to day management of Hillcrest House and undertakes:

- Pre-admission personal emergency evacuation plans for incoming residents with specific needs and provides all residents with safety information
- Inspection of the self-contained flats, external grounds, gardens and perimeter, including tree risk assessments
- Co-ordinating fire safety arrangements and tests
- Reporting defects, failures and faults to the relevant service
- Recording and reporting accidents, incidents and near misses to the Health and Safety Officer

Organisation and Responsibilities**3.2.11 Head of Operations**

The Head of Operations has managerial responsibility and oversight for the following services:

- Hertford Theatre
- Shared Waste Services Contract (East Herts)
- Grounds Maintenance, Parks and Open Spaces, Street Cleansing.
- Environmental Inspections fly tipping, enviro crime.
- Leisure Services Contract
- Car Parks and Multi-storey car parks

The Head of Operations is responsible for ensuring;

- Robust arrangements are in place and resourced for the monitoring and oversight of the Councils operational in house and outsourced services in these areas.
- Ensure that the Council maintains its high level of inspection regimes through robust and proactive inspections, compliance monitoring and collaborative partnerships with the Councils contractors.

The Head of Operations will maintain health and safety through delegated responsibilities to the following officers:

- Environment Inspection Team Manager
- Leisure and Environment Service Manager
- Leisure and Parks Development Manager
- Shared Waste Services Manager
- Parking Manager
- Hertford Theatre Director
 - Front of House Manager
 - Technical Manager

Organisation and Responsibilities**4. Occupational Health Services**

The Head of Human Resources and Organisational Development shall ensure the Council's occupational health service arrangements are secure, professional, impartial and confidential. The Occupational Health Service shall:

- Support the Councils' management in their concern and legal responsibility for the health, safety, welfare and well being of staff;
- Carry out screening for all new employees and support those being referred for consultation.

4.1 Employees

It is the duty of all employees, temporary, contract or agency staff to familiarise themselves and comply with the Councils Health, and Safety Policy and safety arrangements. All employees have duty of care of the health and safety of themselves and others who may be affected by their acts or omissions of action and to familiarise themselves on:

- The Council's Health and Safety Policy, general statement of health and safety and general safety arrangements.
- Risk assessment procedures and Safe Systems of Work.
- Evacuation procedures.
- Instructions and advice provided for the safe use of plant and equipment.
- General advice, information and guidance provided for the benefit of the health, safety and welfare of all Council employees

All employees of the Council must inform their Head of Service or Manager of any failure or breach of the Health and Safety Policy, or any fault, damage or misuse of equipment, furniture or plant provided. The Head of Service

Organisation and Responsibilities

shall take appropriate action where any breach of the Policy occurs. No employee shall tamper with or alter any equipment or procedures, notices etc. provided for Health and Safety in the workplace or work activity.

Where necessary and required, employees must wear if provided for the purpose of the work activity personal protective equipment and will ensure that it is in good repair, clean and properly maintained before use.

All employees have a right to view copies of health and safety inspections and general risk assessments. Employees may also view minutes of Safety Committee meetings and any written procedures and guidance for the purpose of Health and Safety.

The Chief Executive, Directors, Heads of Service and all employees have a responsibility for Health and Safety. The extent of responsibility for implementing and authorising action is dependent on the level of management responsibility.

4.2 Unison - Health and Safety Representatives

Unison is responsible for appointing health and safety representatives; they represent members when consulting with management on health, safety and welfare. No function given to a health and safety representative imposes any duty on him or her, other than the duties he/she has as an employee under the terms stated in the section '**All Employees**'. Health and safety representatives are responsible for representing the group of employees on such matters as:

- General matters affecting the health, safety and welfare
- Consultation with Health & Safety Executive Inspectors
- Potential hazards and dangerous occurrences at the workplace

Organisation and Responsibilities**5 Safety Committee**

East Herts supports a joint process of safety management with Unison under the aims and principles of the 'Safety Representatives and Safety Committee' Regulations 1977 and the 'Health and Safety (Consultation with Employees) Regulations 1996 by establishing, in consultation with the recognised trade union(s) a Safety Committee.

The principal function of the Health and Safety Committee is the promotion of the health, safety and welfare of all employees of the Council.

The Committee meets to consider standing items such as:

- Statistics on accident records, ill health, sickness absence;
- Accident investigations and subsequent action;
- Inspections of the workplace
- Risk assessments;
- Health and safety training;
- Safety procedures; and
- Changes in the workplace affecting the health, safety and welfare of employees.
- Respond to any reports received from Heads of Service and Union Safety Representatives.

The Safety Committee is not a decision making body but can submit recommendations, policies and reports to Leadership Team and Human Resources Committee.

6 Review

This policy shall be reviewed after three years or sooner in line with legislation and best practice to reflect the best possible level of support and management.

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