

Welcome to Stevenage Borough Council

Congratulations on being appointed a councillor for the new town of Stevenage! You join us at an exciting time in the town's history and with the regeneration of the town under way there will no doubt be many topics and opportunities where you can represent the people of Stevenage during your tenure.

This member induction pack is designed to give you a brief introduction to being a councillor and to provide you with some essential information to help you on the start of your journey as a member of the council.

The following figures will give you a sense of scale with regards to the Council's operations:

- 500 to 600 Employees (varies due to seasonal activities)
- £110 million per annum turnover (including Benefits and Housing)
- 120 different services
- Big contributor to the local economy
- Circa 8000 Council owned Homes & 1,500 leaseholders

If you need any help or assistance with any aspect of your role as a councillor, please do not hesitate to get in touch with any of the team at Members' Services – their details can be found in the 'First Essential Steps' section.

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Additional Information (Included in Induction pack)

A letter from the Chief Executive

The Chronicle – the Stevenage residents magazine

iLearn - list of mandatory courses and log in information

Additional Information (Available on SBC website)

<https://www.stevenage.gov.uk/members-induction>

First Essential Steps:

You will receive a brief list of all the things you need to do, or make sure you have in place to start. If you have any problems, or need more information, there is always a dedicated team ready to help you in Members' Services. They can be contacted here:

Members' Services
Stevenage Borough Council
Daneshill House
Danestrete
Stevenage
Herts
SG1 1HN

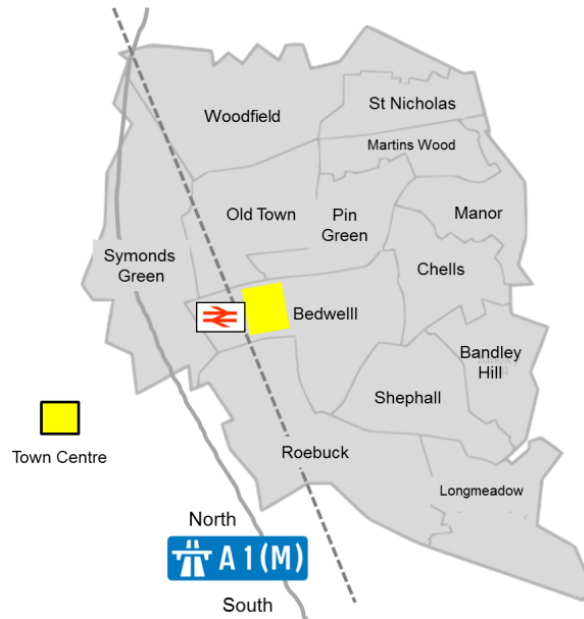
01438 242278

members.services@stevenage.gov.uk

THE STRUCTURE OF THE COUNCIL

Stevenage Borough Council is part of a two-tier system with Hertfordshire County Council. Five of our elected Members are also County Councillors, and they are identified by 'CC' after their name in official listings.

There are thirty nine Councillors in Stevenage, with three Councillors each representing the thirteen separate wards of the town. See Appendix 8 for a fully illustrated list of our Councillors as at May 2023, with their contact details, which will enable you to put faces to names when you meet.



Among the Councillors, there are currently seven 'Executive Portfolio holders' including the Executive Leader. The portfolio holders make all the key decisions relating to the following main areas: Resources, Transformation and ICT, Regeneration, Culture and Leisure, Communities, neighbourhoods and Co-operative Council (including Children and Young People), Economy, Enterprise and Transport, Community Safety, Equalities, Health and Older People, Environment and Climate Change, Housing and Housing Development.

Other Councillors serve on the many Committees of the Council. There are regulatory Committees such as Planning & Development and Licensing; and there are Scrutiny Committees that undertake reviews of services as well as holding the Executive to account.

These Committees are appointed at the Annual Council meeting. To give you an idea of the remit of each Committees the 2022/2023 Terms of Reference are set out at Appendix 4.

Stevenage has a Mayor who is also a Councillor in their own right. The Mayor functions as the 'first citizen' of the town. This means that they are the

recognised spokesperson and representative at all civic and ceremonial occasions and the figurehead of the community that the Council serves.

The Mayor is elected every year and each Mayor has a 'Mayor's Fund' where they nominate beneficiaries or charities that they promote within the community.

The Mayor can also be asked to attend various events in the town or community projects that may require an 'official' opening, for example. There are particular rules and protocols around this, details of which can be obtained from Members' Services, and on our website.

ROLES AND RESPONSIBILITIES

As you will be aware, local Councillors are elected by the community to decide how the Council should carry out its various activities. They represent public interest as well as individuals living within the ward that they were elected to serve in.

They have regular contact with the general public through Council meetings, emails, telephone calls or surgeries. Surgeries provide an opportunity for residents to talk to their Councillor face to face.

Councillors can help residents if they have questions concerning a Council service by advising or directing them to someone who can help and can sometimes progress cases on their behalf. This is often done through the advice surgeries where residents can meet with the Councillor for their ward and discuss their problem.

Details of Councillors' surgeries are published on the Council's website, in the Chronicle magazine and the Council provide customised posters for Councillors on request.

As community leaders a Councillor will put forward proposals to improve their ward, which may include bringing together different community groups to develop a case for change.

Councillors are not paid a salary for their work, but they do receive allowances. By law, all Members of the Council are required to complete a declaration of interest form, the details of which are published annually.

Following the implementation of the Local Government Act 2000, the role of Councillors changed and the Executive/scrutiny system was introduced. The Council is run on a system similar to that at central government, with the Leader (with her/his Executive) to make major policies and other Councillors scrutinise or examine these decisions in detail through the Overview & Scrutiny Committee.

FUTURE TOWN, FUTURE COUNCIL

(<https://mysbc.invotra.com/section/staff-information/ftfc>)



Future Town Future Council is our Cooperative Corporate Plan. This plan guides our focus and resource allocations. The plan has been informed by resident priorities and the key outward (customer facing) are regeneration, housing development and Cooperative Neighbourhood Management. A link to the Plan can be found here –

<https://www.stevenage.gov.uk/about-the-council/plans-and-performance/corporate-plan-future-town-future-council/>

The Chief Executive, Strategic Directors and Assistant Directors (AD's) will give you more information on the programme and its specific strands at their respective briefings.

You may find it helpful to read the most recent Annual Performance Report which will give you a good sense of the work undertaken by the Council and the services it provides for local people and businesses. You can access the most recent report here –

<https://www.stevenage.gov.uk/about-the-council/plans-and-performance/annual-report>

OUR VALUES

We care passionately about our town and are committed to making a real difference to the lives of all our residents, now, and into the future.

Our approach is driven by our values. These guide and inform everything we do; delivering our services, making Stevenage a great place to live, working with our partners and ensuring our Council is an inspiring place for our staff to work.

Our values are: -



COMPLAINTS PROCEDURE FOR RESIDENTS – ‘YOUR SAY’

In your induction sessions you will be advised of the ‘Your Say’ procedure which is the process for dealing with issues brought to you by your constituents. Please find details of the process below.

Customers are asked to direct service failure complaints to the specific service in question in the first instance. Having done so, if they remain unhappy with the response received they are asked to contact the Customer Service Centre to make a formal complaint through the Council’s Complaint Procedure.

Alternatively customers can email yoursay@stevenage.gov.uk, complete an online form on our website <https://www.stevenage.gov.uk/have-your-say/compliments-and-complaints> or write in to Daneshill House, Danestrete, Stevenage, Herts, SG1 1HN.

There are 3 stages to the procedure.

Stage 1

Contact us with the details of your complaint and we will record a formal complaint at Stage 1 of the council’s complaint procedure and acknowledge the complaint within 2 working days of receipt (unless the complaint was taken over the phone). You should receive a reply within 10 working days. Your complaint will be responded to by the Service Manager.

Stage 2

If you are not satisfied with the Stage 1 reply, you should contact us to refer your complaint to Stage 2 of the complaint procedure. We will acknowledge your complaint within 2 working days of receipt (unless the complaint was taken over the phone). You should receive a reply within 15 working days. Your complaint will be responded to by the Assistant Director.

Stage 3

If you are still dissatisfied with the Council's response to your complaint within 4 weeks of receiving the Stage 2 reply, you can contact us to make a Stage 3 complaint. We will acknowledge your Stage 3 complaint (unless the complaint was taken over the phone) and refer it to an independent Assistant Director, who will reply to you within 20 working days.

The YourSay Team may be contacted by email yoursay@stevenage.gov.uk

MODERN MEMBER DEVELOPMENT PROGRAMME (MMP)

The Modern Member Development programme is a series of events booked monthly throughout the year which aims to provide Councillors with information and updates on all relevant aspects of the business.

These events generally take place on the first Thursday of every month (except July and August) and feature external speakers as well as Council officers presenting on a range of topics that are relevant to the work of the Council, the services, or national trends or legislation.

Typical events regularly include: Safeguarding, Mental Health awareness, Lone working – keeping yourself safe, Data protection updates, Using social media effectively, etc. If you have any particular ideas for an MMP event, then please contact Raymond Taylor, Learning and Development Admin/ or Councillor Mrs Joan Lloyd, for possible inclusion in the programme.

As well as your own ideas for any topics for a training event, there is also a Training Needs Analysis (TNA) shown in **Appendix 2**, which is a basic information gathering document to gauge the level of interest from Members in various topics or skills. Please have a think about what you would like to see in the MMP, fill this form in and return it to Learning & Development or Members' Services.

E Learning platform (over) :-

E.LEARNING PLATFORM -

Our eLearning platform (iLearn) is run in conjunction with Herts County Council, who own and administer the system for us. The address for access to the system is:

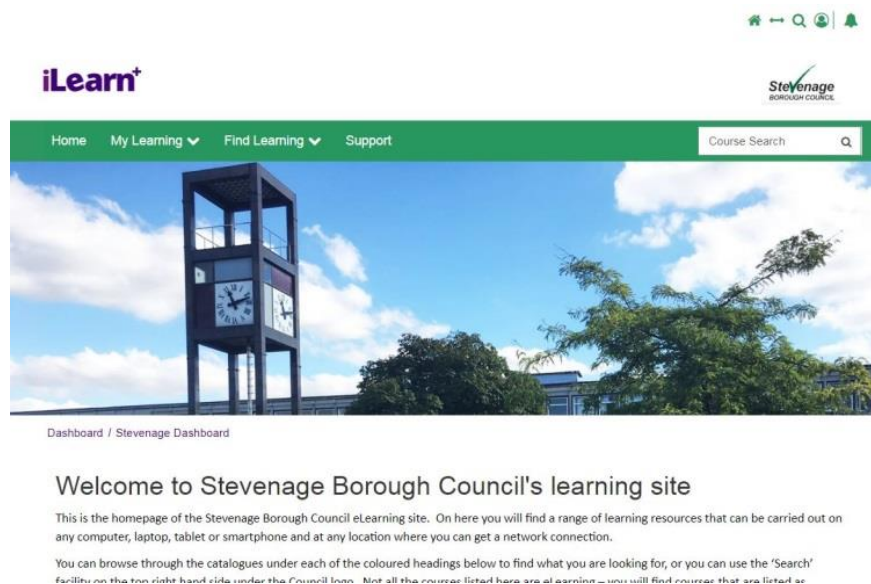
hertfordshirelearningpool.com/login.

The User Guide is shown in **Appendix 3**. The system can also be accessed via the intranet. You will receive a live briefing on the system and its use as part of your induction programme.

You will be asked to use this facility as part of your induction as there are a number of matters such as Safeguarding and General Data Protection Regulations (GDPR) that all Members and Officers are expected to have knowledge. The eLearning platform contains courses for these *mandatory* topics which, ideally, should be completed during your first week as a Councillor. You can also access the system from your home PC if you like, as the system is entirely independent of the SBC network. The guide also shows a quick guide to setting up your own account (if it hasn't been done already). Course lengths will vary and completed courses are logged on your own account.

On your introductory day a Learning and Development officer will take you through the eLearning platform.

If you have any technical issues with iLearn, please use the 'Support' link on the homepage which will direct you to an email address for the admin team at HCC.



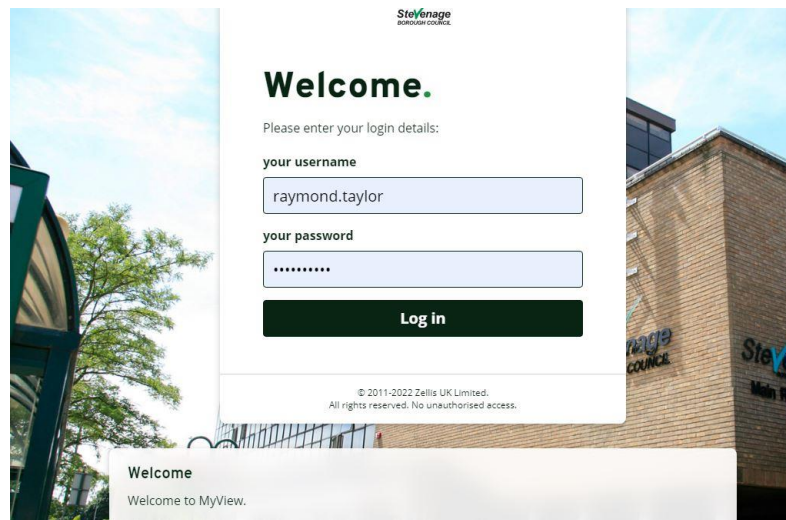
The front page of the SBC iLearn system after log in. From here you can access the courses from the collective menus represented by the coloured boxes.

‘MYVIEW’ – THE HR SYSTEM

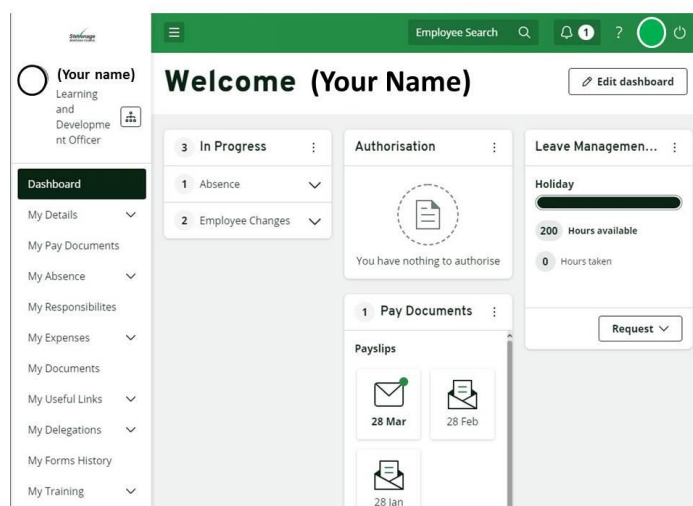
‘MyView’ is the HR system through which you can access your Members’ Allowances payslips, claiming mileage and subsistence expenses and update personal details.

The address for access to MyView is: myview.stevenage.gov.uk/dashboard

Your user name and password which you use to log in to your hosted desktop is also the access you use to log in to MyView. The front page of MyView looks like this . . .



. . . and when you sign in successfully, your homepage will look like this . . .



You will be able to change personal details and view your payslips and P60's.

If you have any problems with MyView, or have any password problems etc. please speak to Members' Services, or the HR Team.

THE CIVIC SUITE

The main rooms in the Civic Suite are named after the four twin towns that Stevenage has. These are Ingelheim (Germany), Autun (France), Kadoma (Zimbabwe) and Shimkent (Kazakhstan).

'Twinning' is a practice that aims to promote good community co-operation, cultural education and support and goodwill between towns in different nations, very often chosen because they are the same size as each other, or perhaps have similar backgrounds or history in their respective nations.

The Ingelheim Lounge

Ingelheim is in the 'Rhineland-Pfalz' region of south-western Germany and at the lower end of the predominantly industrial area of the 'Ruhr Valley', near the towns of Mainz and Koblenz in Germany's industrial heartland.



Ingelheim became a town in its own right in 1939 when three self-administering principalities came together, which makes it a 'new' town similar to Stevenage, although the precise definition of what makes a 'new' town in the UK is different.

Politically, the town is run predominantly by the Christian Democratic Union party (CDU) and as well as being twinned with Stevenage, it is also twinned with another one of our twin towns – Autun, in France.

Just like Stevenage, Ingelheim attracts high-tech industry and is a pharmaceutical base. The Ingelheim

lounge is solely used as a base for members to meet and greet visitors, or to catch up with fellow members before and after Council meetings and MMP sessions. You cannot 'book' the Ingelheim lounge as such, for meetings, etc, but any events that are going to use the lounge or require the use of the bar facilities, can be booked through committees@stevenage.gov.uk to ensure there is no clash of events, or anyone using it at the same time as your event.

The Autun Room

Autun is in the heart of France's famous wine growing Burgundy region in the East of the country near Switzerland and is nearby to Dijon and the main TGV fast train route to the Riviera.



Autun was a major Roman settlement which once had a population of up to 60000 people at one time and there are many well-preserved Roman structures and artefacts throughout the town. Two of the most impressive are a Roman gate – the Saint-Andre, and a Roman theatre which once had a capacity for 17000 people. Today, the town population is around 14000.

The name 'Autun' comes from a Uranium mineral first discovered here in 1852, called Autunite.

The Autun room is predominantly used as a meeting room and training room and can be booked through committees@stevenage.gov.uk. It can accommodate around 35 people with folding tables in place, and around 40 people with the tables folded away, making it the most flexible room in terms of layout for training, meetings, or committees.

The Kadoma Room

Kadoma (formerly known as Gatooma until 1982) is at the centre of a large mining area, south-west of the Zimbabwe capital Harare.



The mining area is rich in gold, copper and nickel and cotton is also grown. Kadoma was awarded city status in 2000 and has a population of around 120,000 people making it slightly bigger than Stevenage.

Politically, Kadoma is made up of seventeen wards with one Councillor for each. The city is headed by an elected Mayor and the town is run by a Town Clerk and their five directors who are responsible for areas such as Housing, Environmental Health, etc. The Kadoma room is used for meetings and can accommodate up to 12 people around a fixed set of tables. It can only be booked through

committees@stevenage.gov.uk.

The Shimkent Room

Shimkent (sometimes spelt 'Shymkent') is in the southern part of Kazakhstan, near the border of Kyrgystan and Uzbekistan, towards the far eastern part of the former USSR, close to China.



Shimkent is by far the largest of our twin 'towns' with a population of over one million! The millionth resident was born in May 2018.

The city is on a major rail junction on the Trans-Siberian railway and has mainly consisted of heavy industry such as smelting lead, cadmium, etc, but more recently

has also developed pharmaceutical industries, petro-chemical refineries and foodstuffs.

The Shimkent Room can accommodate around 18 people around a fixed set of oval tables, board-room style. The Shimkent room can only be booked through committees@stevenage.gov.uk.

Using the Technology in the Civic Suite

The Autun, Shimkent, Ingelheim and Kadoma rooms all have air conditioning and free-to-use tea and coffee machines and water stations. With the exception of the Ingelheim lounge, they also all feature large, flat screen TV's and hosted desktop terminals on the walls in order for you to easily access your IT account, without the need for separate projectors and laptops for presentations, etc.

To use these facilities, simply switch the TV on, press the green button on the Hosted Desktop box on the wall and log in to your account as you would at a PC or other desktop box. The TV channel should be changed to 'Zero' from the remote control to access the Hosted Desktops. If you are connecting a laptop to the TV, use the HDMI cable provided and change the TV channel to 'HDMI ONE'. There are speakers built in to the TV and volume is raised or lowered using the remote control.

There are instructions in each of the rooms, but if you have any technical issues, call the IT Service Desk on: 01438 242121 (before 17.00 hours) or email: itservicedesk@stevenage.gov.uk

The rooms also contain Hearing Loop facilities. Look for the sign in the room (usually located near the coffee machines) and follow the instruction on the sign.

There are various video calling tools available to use in all the major rooms of the civic suite and full instructions and guidelines are available from the following intranet link:

<https://mysbc.invotra.com/section/staff-information/video-calling-advice>

If you have any specific queries relating to the usage or operation of any of the technical equipment in the civic suite contact IT Service Desk on extension 2121 (before 17.00 hours)

All rooms in the civic suite have WiFi. On your device, simply look for 'Public WiFi' and when prompted, type in the password, which is: **437Rj6da**. If you have any issues with the WiFi or connections, contact IT Service Desk on extension 2121 (before 17.00 hours).

The Council Chamber – Layout

The Council Chamber in Daneshill House is located in the civic suite on the first floor beside all the meeting rooms described above. There are two entrances to it – the 'front' entrance is accessed directly from the main stairs and is used solely by members of the public or visitors. On entry here, the public gallery is situated directly in front of you as you walk in.

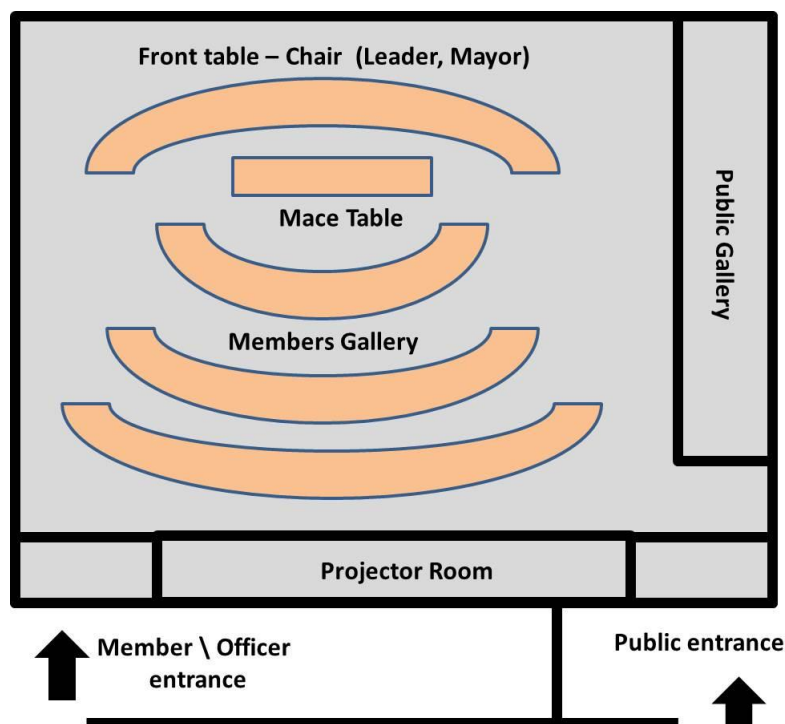
The 'rear' entrance is on the other side and is for use only by staff or Members. On entry here, the members' gallery and access to the front table is directly in front. In between the entrances is a projector room, which contains the main PC and projector

for any presentations, required during a meeting. The room is locked at all times and the key can be obtained from IT Service Desk on request. You will need access your own account to use the PC.

The Council Chamber is fully equipped with an audio system and individual microphones for each Member. Each Member has an allocated seat in the chamber. And there are allocated seats for the Youth Mayor and Chair of the Youth Council as well.

Please feel free to familiarise yourself with the various rooms and the Council Chamber when you arrange your tour of the civic suite with Membe Services – they will explain everything in more detail during your tour.

The Council Chamber layout



For advice and guidance on how to set up and use the broadcasting technology in the Council Chamber, please speak to IT Service Desk or Committee Services.

Appendices (over) :-

Appendix 1

Local Government Association's

Parental Leave Policy for Councils

Introduction

This Policy sets out Members' entitlement to maternity, paternity, shared-parental and adoption leave and relevant allowances.

The objective of the policy is to ensure that insofar as possible Members are able to take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio-holders and others in receipt of Special Responsibility Allowances (SRA) during any period of leave taken.

Improved provision for new parents will contribute towards increasing the diversity of experience, age and background of local authority Councillors. It will also assist with retaining experienced Councillors – particularly women – and making public office more accessible to individuals who might otherwise feel excluded from it.

There is at present no legal right to parental leave of any kind for people in elected public office. This applies to MPs as well as Councillors, and has been the subject of lengthy debate. These policies can therefore only currently be implemented on a voluntary basis, although Labour Councils are encouraged to implement them as per the Labour Party Democracy Review which has called for Labour-controlled councils and Labour Groups to adopt a parental leave policy. Discussions are ongoing about changing the law to enable compulsory provision, but until then these policies constitute best practice which Labour Groups (and the councils they control) are strongly advised to adopt.

Legal advice has been taken on these policies; and they conform with current requirements.

1.1 Members giving birth are entitled to up to 6 months maternity leave from the due date, with the option to extend up to 52 weeks by agreement if required.

1.2 In addition, where the birth is premature, the Member is entitled to take leave during the period between the date of the birth and the due date in addition to the 6 months' period. In such cases any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial 6 months.

1.3 In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total 52 week entitlement.

1.4 Members shall be entitled to take a minimum of 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child/children

1.5 A Member who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from Council.

1.6 Where both parents are Members leave may be shared up to a maximum of 24 weeks for the first six months and 26 weeks for any leave agreed thereafter, up to a maximum of 50 weeks. Special and exceptional arrangements may be made in cases of prematurity.

1.7 A Member who adopts a child through an approved adoption agency shall be entitled to take up to six months adoption leave from the date of placement, with the option to extend up to 52 weeks by agreement if required.

1.8 Any Member who takes maternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six month period.

1.9 Any Member intending to take maternity, paternity, shared parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, both in terms of the point at which the leave starts and the point at which they return.

1.10 Any member taking leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.

2. Basic Allowance

2.1 All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity or adoption leave.

3. Special Responsibility Allowances

3.1 Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave.

3.2 Where a replacement is appointed to cover the period of absence that person shall receive an SRA on a pro rata basis for the period of the temporary appointment.

3.3 The payment of Special Responsibility Allowances, whether to the primary SRA holder or a replacement, during a period of maternity, paternity, shared parental or adoption leave shall continue for a period of six months, or until the date of the next Annual Meeting of the Council, or until the date when the member taking leave is up for election (whichever is soonest). At such a point, the position will be reviewed, and will be subject to a possible extension for a further six month period.

3.4 Should a Member appointed to replace the member on maternity, paternity, shared parental or adoption leave already hold a remunerated position, the ordinary rules relating to payment of more than one Special Responsibility Allowances shall apply.

3.5 Unless the Member taking leave is removed from their post at an Annual General Meeting of the Council whilst on leave, or unless the Party to which they belong loses control of the Council during their leave period, they shall return at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began.

4. Resigning from Office and Elections

4.1 If a Member decides not to return at the end of their maternity, paternity, shared-parental or adoption leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.

4.2 If an election is held during the Member's maternity, paternity, shared parental or adoption leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the Monday after the election date when they would technically leave office.

APPENDIX 2: TRAINING NEEDS ANALYSIS

Please tick the column that you think best represents your need for the skill or behaviour listed.

Skill or behaviour	Not required	Need a base level of understanding	Need an advanced level of understanding
GDPR – Practical use of			
Public speaking – to groups			
Public speaking – when media present			
Social media – basic principals			
Social media – advanced use of			
IT Security – keeping systems safe			
Suicide Awareness			
Mental health – awareness and how to recognise potential mental health issues			
Domestic abuse – recognising the signs			
Modern slavery			
Maintaining personal resilience			
Having difficult conversations			
Financial \ Budgetary awareness			
Communication skills – external \ residents			
Dealing with change			
Complaints handling – updates			
Regeneration – progress and developments			

Appendix 3: iLearn - SBC eLearning portal User Guide

This guide is designed to get you started on your eLearning journey as quickly as possible and to help you navigate your way around a course.

If you have never done eLearning before, you will hopefully find it an easy and intuitive process after reading this guide.

Basics:

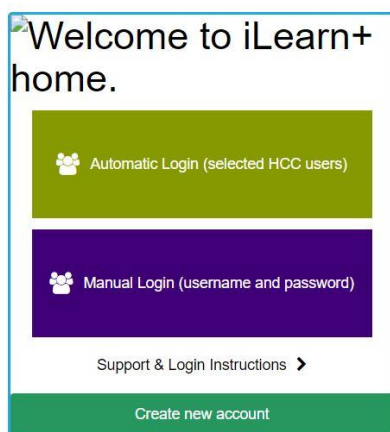
Firstly, access the actual site for the eLearning by typing the following into your internet browser:

<https://hertfordshire.learningpool.com/login/index.php>

The system works best if you use Google **Chrome** as your browser, which is the coloured circle log on the bottom of your screen:



The first page you will see, will look like this . . .



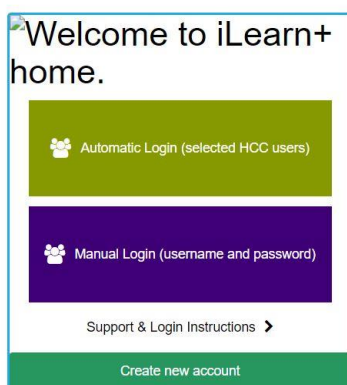
Setting up your account:

In order to access iLearn you need to first set up your account. From the homepage above, click on the green box – ‘Create new account’ and you will be asked for your SBC email address (e.g: joe.walsh@stevenage.gov.uk) , a password of your choice and confirmation of the password. The account will take approx. 24 hours to activate.

After your account is acitivated:

Access the site as before, and to avoid typing the address in again next time you visit, you can ‘Bookmark’ the page, by clicking with your mouse on the ‘Star’ symbol at the top right hand side of the browser page where the site address is. When you next want to access the site, just find it in your favourites and click on it.

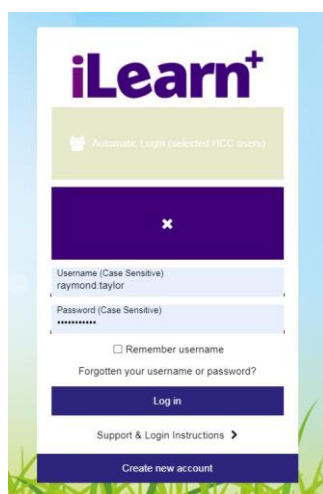
You may also get a message asking if you want Google to remember your password, once you have signed in – click ‘yes’.



On the home page (above), click on the **PURPLE** box to access the Stevenage Borough Council site. The Yellow \ Green box above it is the access to the Herts County Council site only and cannot be accessed via the SBC email address.

You will now be asked for a log in and password with which to access the site and your unique eLearning page. ‘Your’ site will record all your courses, remember where you left off, if you closed it down before finishing the course and enable you to access the catalogue of courses available:

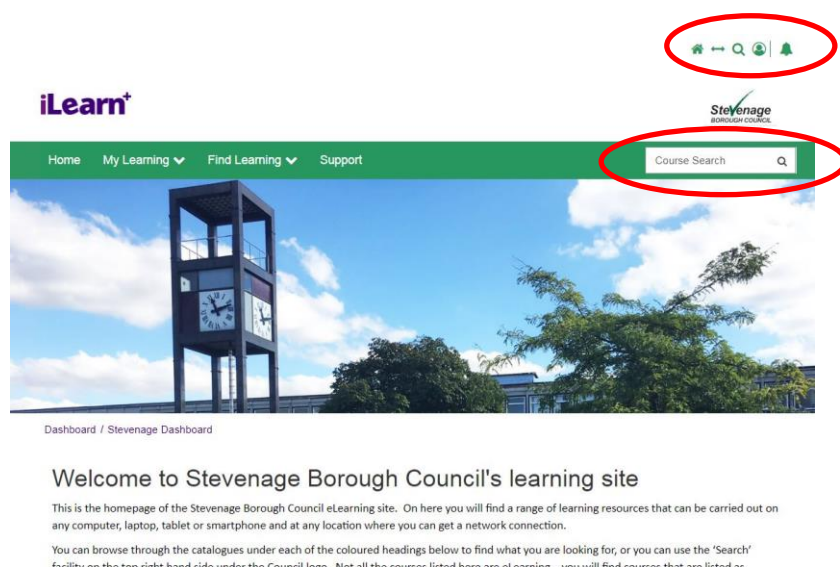
The log in page will now look like this . . .



Your ‘username’ is your SBC email address (– e.g: jeff.beck@stevenage.gov.uk) and your password will be the one you set up at the ‘Create Account’ stage earlier. You may be asked to change the password when you first log in. Please change this to something that will be compatible with all of SBC’s IT Security practices and recommendations – if in doubt ask your manager or a member of the IT Service Desk.

Please be aware that when you type your password in, it will appear as a series of dots – you won’t actually see it, so be careful that you type it in correctly.

Once successfully logged in, the 'Home page' will appear . . .



From the top of the page, the small green symbols in the top right corner are (from left to right): Home page, Maximise content region, Course search, Log out \ settings, Notifications.

Working down, the long green bar has a 'Search' function – if you know the name of the course you are looking for, or know some of the key words that the title might contain, then you can type it in here and click on the magnifying glass icon beside it. These functions are marked with the red circle in the picture above.

For example, you might type in 'Safety at work' – the Search facility will list all the courses that contain the words 'Safety' and 'work' in the titles, regardless of what that course will be. You would then choose the one you want from the list.

The rest of the functions in the green bar are:

'Home' – This is actually the page you are on just now. This icon appears on every page.

'My Learning' – Clicking on this will show you your record of learning – all the courses you have done, are halfway through, or have selected but haven't started yet.

'Find Learning' – This is similar to the 'Search' facility mentioned above. It will also give you a list of ALL courses available in the catalogue to browse through.

'Support and log in Instructions' – Gives details of who to contact if you gets stuck!

If you scroll down the page, you will now see a range of 'Sections' in coloured boxes where the courses are all grouped together. If you know where your chosen course might be grouped (like the 'Safety at Work' course), then you can just click on the Yellow box for all health and Safety courses, rather than do the 'Search' function. Your first port of call will be the **'Induction and Mandatory Learning'** section.



When you click on your chosen box, another page will appear with the courses listed. . .

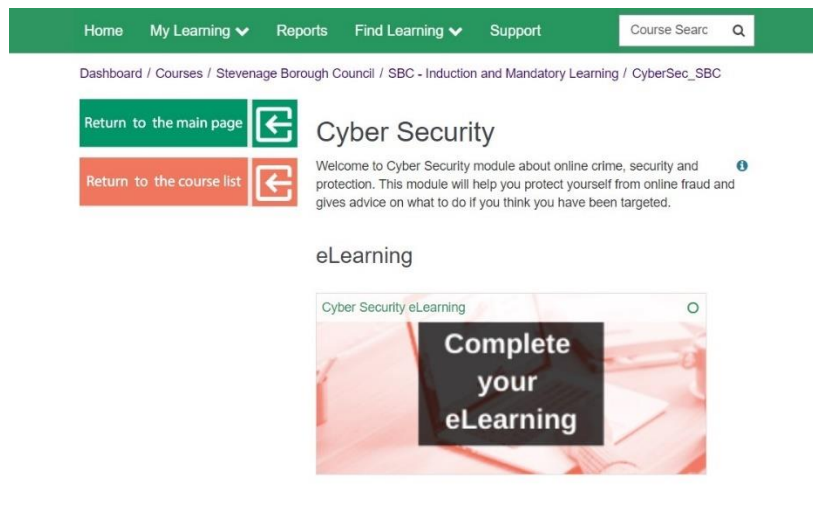


You will notice that you can still log out from here, search for other courses from here, and also access your learning records, etc, as before.

On this page, only the courses that are grouped under the category 'Induction & Mandatory Learning' are contained here and they are all listed in the green boxes at the bottom of the section.

There are various icons next to each course title. The Purple Mouse icon tells you that the course is an eLearning one, and if you click on it, the course will be ready for you in the next page. Other icons may mean that a course is actually facilitator led and will give you directions as to how to enrol on that particular course, via the Learning and Development team in HR. Click the green 'Enter' button, to start the course.

Suppose we choose the first course on the list – 'Cyber Security'. Clicking on the title of it opens up the course page, where you will see a brief synopsis of the course and the link to the course ('Complete your eLearning'). Click on this box to access the course.



(You can interrupt a course and leave it, come back to it and carry on where you left off . . .)

The front page of the course will now appear . . .

This what a typical front page for an eLearning course will look like . . .



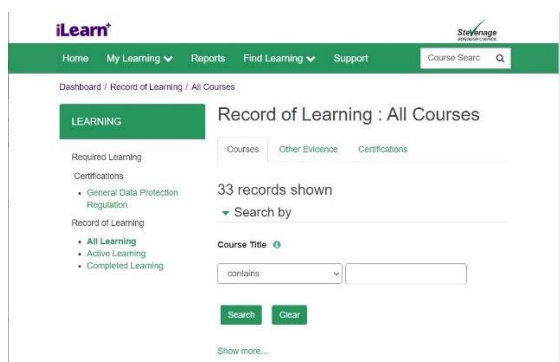
The coloured boxes indicate the sections of the course that you must do to complete the course. The white bar under the title of each is a progress indicator – these will fill up when you have successfully completed them. Always work from left to right, or follow the numbering, unless instructed otherwise.

Notice that at the top of the course page, there will be a bar at the top, which looks like this . .



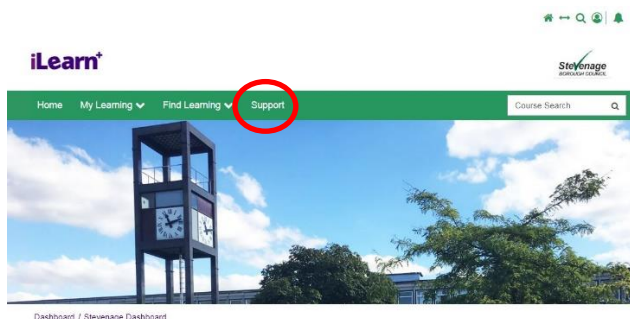
If you click on the white arrow in the corner at any time, the course will stop and you will be put back to the page where the synopsis was and the box to restart the course. Keep in mind that the course 'remembers' where you left off, so you won't lose anything you have done, if you accidentally click on this arrow.

Your results will be recorded in the 'My learning' section in the home page and you can then use this information as part of any Continuing Professional Development diaries you are keeping, part of your PDP, or even as evidence for any further education qualifications you might be undertaking.



Where can I get help with access to the site or other issues?

Help and Support is available on the home page along the green bar at the top, indicated by the red circle.



Access to the system is by a user name and password as in most systems. The most common issue with anyone not being able to log on is the wrong password. The password is not generally shown when you type it in, so it is easy to type in a wrong character! Please ensure you have the correct password before requesting a reset.

The other most common password error is the CAPS lock being left on, usually accidentally, and it's very easy to miss that – especially on tablets.

If you can't access the system at all, or have any access issues, send an email to ilearn@hertfordshire.gov.uk to get in contact with the administration team. Remember to include your phone number in the email in case they have to call you to talk you through a process while you are online.

The SBC HR \ L&D and IT teams do **not** have any access to the system to reset passwords or fix connection issues – always click the ‘Support’ link for help with iLearn.

What if I can’t get my chosen eLearning course to work?

Can’t access iLearn at all?

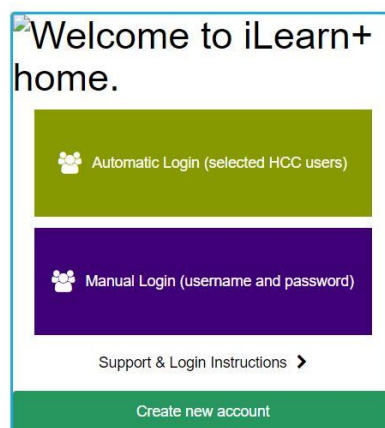
Check that you have a good internet connection if you are using a remote device. If your connection is good, check that you can access other appropriate websites – for example BBC news, Amazon, something like that.

If you **CAN** access these other sites, email ilearn@hertfordshire.gov.uk as there may be a problem with the iLearn site.

If you **CANNOT** access any other internet site, as well as iLearn, then check your home broadband connection. If your internet connection is good, but you cannot access your SBC desktop via VmWare or other connection, then contact SBC IT Action Desk on itservicedesk@stevenage.gov.uk as there may be an issue with the wider SBC system.

Can’t access courses once logged in?

There are two ways to access iLearn, but if you have a ‘@stevenage.gov.uk’ email address, then you only have access to ‘our’ catalogue, which is the purple box on the homepage, below . . .



If you try and access the yellow \ green box above it, you will need to have a Hertfordshire.gov.uk email address and your learning record will be separate from the SBC one.

You’ve completed the course, but your record shows that you haven’t?

Check the course homepage again and ensure that the progress bars on the sections are all filled in with colour. If there are any white areas at all, then you will need to go back into that section and find the parts you haven’t completed. Remember that there may be text ‘hidden’ behind images or graphics that you may have missed.

If you have tried to access iLearn on the hosted desktop, then this may result in a record showing incomplete. iLearn is always best accessed outside the hosted desktop.

iLearn works best on Google Chrome or MS Edge – other browsers don't seem to work so well with it and may show course incompletions (or you may not get access at all).

Remember – if you have any issues with iLearn, contact the 'Support' link on the homepage. You can also call them – the number appears on the course homepages as well.

Appendix 4 - ARTICLE 4 – THE COUNCIL

4.1 Meanings

a. Policy Framework

The policy framework means the following plans and strategies:

- Sustainable Community Strategy
 - All plans and strategies which together comprise the Local Development Framework
 - Corporate Plan
 - The Community Safety Strategy
- b. **Budget.** The budget includes the allocation of financial resources to different services and projects, proposed contingency funds, the Statement of Accounts, setting the council tax, the Council Tax Support Scheme and decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure and the setting of virement limits.
- c. **Housing Land Transfer.** Housing Land Transfer means the approval or adoption of applications (whether in draft form or not) to the Secretary of State for approval of a programme of disposal of 500 or more properties to a person under the Leasehold Reform, Housing and Urban Development Act 1993 or to dispose of land used for residential purposes where approval is required under sections 32 or 43 of the Housing Act 1985.

4.2 Functions of the Council

Only the Council will exercise the following functions, except that matters may be dealt with via the approved urgency procedure provided they are not reserved to the Council by law:

- a. Electing a Mayor and Deputy Mayor.
- b. Electing the Leader for a 4 year term or removing that person from office.
- c. Appointing a Leader of the Opposition. Appointing committees as required by law or as otherwise appropriate, agreeing terms of reference, composition and electing Chairs to those Committees.
- d. Appointing a Youth Mayor.
- e. Adopting and changing the Constitution, including the Scheme of Delegation in so far as it relates to non-Executive functions, Standing Orders and Contract Standing Orders and Financial Regulations, other than where factual information requires updating;
- f. Approving or adopting the policy framework, the budget (General Fund and Housing Revenue Account), as set out above and any application to the Secretary of State in respect of any Housing Land Transfer;
- g. Subject to the urgency procedure contained in the Budget and Policy Framework Rules in Part 4 of this Constitution, and to any discretion granted by the Council to the decision makers, making decisions about any matter in the discharge of an Executive function which is

covered by the policy framework or the budget where the decision maker is minded to make it in a manner which would be contrary to the policy framework or contrary to/or not wholly in accordance with the budget;

- h. Adopting a Members' Allowances Scheme;
- i. Conferring the titles of Honorary Freeman of the Borough and Honorary Alderman;
- j. Functions relating to the name/status of the area, (under Section 74 of the 1972 Act);
- k. Appointing and dismissing the Chief Executive; making arrangements for the selection/appointment of the Head of the Paid Service (via a Committee of the Council), Strategic Directors, other Proper Officers, as appropriate and the Council's Electoral Registration Officer and Returning Officer;
- l. Making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills;
- m. Accepting a delegation from another Local Authority;
- n. Considering and deciding upon action to be taken in relation to statutory reports of the Monitoring Officer, Chief Finance Officer and Head of Paid Service;
- o. Establishing a new civic link;
- p. Determination of an overall borrowing limit under Section 45 of the Local Government and Housing Act 1989;
- q. Approving local lotteries;
- r. Decisions on matters referred from or via the Executive, the Overview and Scrutiny Committee, Select Committees or Standards Committee, where able to do so;
- s. Considering Ombudsman reports and deciding upon action to be taken where there has been a finding of maladministration with injustice, and, to make payments or provide other benefits in cases of maladministration, etc. where this is not delegated to the officers;
- t. Performing 'local choice functions' as set out in Part 3 of this Constitution that Council decides should be undertaken by itself rather than the Executive;
- u. Taking decisions in respect of Council functions which have not been delegated by the Council to Committees or officers;
- v. Those relating to elections and Electoral Registration (except insofar as they are the responsibility of, or have been delegated to, the Electoral Registration Officer or Returning Officer);

- w. The appointment of review boards under regulations under subsection (4) of Section 34 (determination of claims and reviews) of the Social Security Act 1998; and
- x. Dealing with all other matters which by law must be reserved to Council.

4.3 Council meetings

Council meetings are conducted in accordance with the Council's Standing Orders, as shown in Part 4 of the Council's Constitution.

4.4 Responsibility for functions

Part 3 of the Council's Constitution sets out the responsibilities for the Council's functions which are not the responsibility of the Leader/Executive .

Officers of the Council may carry out functions on behalf of the Council subject to the Scheme of Delegation set out at Part 3.

COMMITTEES OF THE COUNCIL – TERMS OF REFERENCE –

2022/2023

Overview and Scrutiny Committee

- a. To consider the activities of the Executive and to have responsibility to reconsider any executive decision that has been subject to call-in, in accordance with the provisions of the Scrutiny provisions as set out in the Council's Constitution.
- b. Responsibility for the scrutiny of all initial proposals for the development of the Council's Budget and Policy Framework in accordance with the Budget and Policy Framework provisions in the Council's Constitution.
- c. To determine a Scrutiny work programme to examine the spending, policies and administration of the Council's services within the direct purview of the Assistant Director (Digital & Transformation), Assistant Director (Finance & Estates) and those of a Corporate and/or Council wide nature and relationships with partners and external agencies involved with these areas, together with a timetable and method of study for each topic.
- d. To determine formal recommendations in relation to scrutiny studies undertaken for reporting to the Council, Executive, other Committees, Officers and / or partner agencies as appropriate.
- e. To review the Forward Plan of Key Decisions in relation to services within the direct purview of the Assistant Director (Digital & Transformation), Assistant Director (Finance & Estates) and those of a Corporate and/or Council wide nature, considering if it wishes to make any input to policy issues contained in the Plan and if so, how. In undertaking this work the Committee may call upon the relevant Executive Member and/or the Assistant Director to provide a briefing or take part in discussion.

- f. That in respect of policy development of matters that fall within the remit of this Committee, to meet with the relevant Portfolio Holder to comment on individual draft policies that are scheduled to be considered to the Executive.
- g. To work with other Select Committees, as appropriate when considering cross-cutting scrutiny studies and policy development when both Committees have so agreed.
- h. To consider matters referred to the Committee under the procedure for the Councillor Call for Action in relation to matters within the direct purview of the Assistant Director (Digital & Transformation), Assistant Director (Finance & Estates) and those of a Corporate and/or Council wide nature.

- i. In accordance with the Petitions Scheme, consider Petitions, Petition Reviews and interview Senior Council Officers (as requested by a Petition) in relation to matters within the direct purview of the Assistant Director (Digital & Transformation), Assistant Director (Finance & Estates) and those of a Corporate and/or Council wide nature.
- j. In conjunction with the Select Committees; responsibility for the on-going development of the Scrutiny function of the Council.
- k. To report to the Executive, other committees or Council, as appropriate.

Community Select Committee

- a. To determine a Scrutiny work programme to examine the spending, policies and administration of the Council's services within the purview of the Operations Director (Housing and Investment & Communities and Neighbourhood) and relationships with partners and external agencies involved with these services, together with a timetable and method of study for each topic.
- b. To determine formal recommendations in relation to scrutiny studies undertaken for reporting to the Council, Executive, other Committees, Officers and / or partner agencies as appropriate.
- c. To review the Forward Plan of Key Decisions in relation to services within the purview of the Operations Director (Housing and Investment & Communities and Neighbourhood), considering if it wishes to make any input to policy issues contained in the Plan and if so, how. In undertaking this work the Committee may call upon the relevant Executive Member and/or the Assistant Director to provide a briefing or take part in discussion.
- d. To act as the Council's Crime and Disorder Committee, meeting in that capacity a minimum of once each year (by including Crime and Disorder on the agenda at least once each year).
- e. That in respect of policy development of matters that fall within the remit of this Committee, to meet with the relevant Portfolio Holder to comment on individual draft policies that are scheduled to be considered to the Executive.
- f. To work with the other Select Committee or the Overview & Scrutiny Committee, as appropriate when considering cross-cutting scrutiny studies and policy development when both Committees have so agreed.
- g. To consider matters referred to the Committee under the procedure for the Councillor Call for Action in relation to matters within the purview of the Operations Director (Housing and Investment & Communities and Neighbourhood).
- h. In accordance with the Petitions Scheme, consider Petitions, Petition Reviews and interview Senior Council Officers (as requested by a Petition) in relation to matters within the purview of the Assistant Director (Housing and Investment) and the Assistant Director (Communities and Neighbourhood).
- i. In conjunction with the other Select Committee and Scrutiny Overview Committee, Operations Director responsibility for the on-going development of the Policy Development and Scrutiny function of the Council.

- j. To report to the Executive, other committees or Council, as appropriate.

Environment & Economy Select Committee

- a. To determine a Scrutiny work programme to examine the pending, policies and administration of the Council's services within the purview of the Assistant Director (Regeneration), Assistant Director (Stevenage Direct Services), Assistant Director (Housing Development) and Assistant Director (Planning & Regulatory) and relationships with partners and external agencies involved with these services, together with a timetable and method of study for each topic.
- b. To determine formal recommendations in relation to scrutiny studies undertaken for reporting to the Council, Executive, other Committees, Officers and / or partner agencies as appropriate.
- c. To review the Forward Plan of Key Decisions in relation to services within the purview of the Strategic Director (Environment), considering if it wishes to make any input to policy issues contained in the Plan and if so, how. In undertaking this work the Committee may call upon the relevant Executive Member and/or the Strategic Director to provide a briefing or take part in discussion.
- d. To consider any policy issues within the remit of the Select Committee referred by the Executive and raising any other issues it considers appropriate.
- e. To work with the Community Select Committee or the Overview & Scrutiny Committee, as appropriate when considering cross-cutting scrutiny studies and policy development when both Committees have so agreed.
- f. To consider matters referred to the Committee under the procedure for the Councillor Call for Action in relation to matters within the purview of the Strategic Director (Environment).
- g. In accordance with the Petitions Scheme, consider Petitions, Petition Reviews and interview Senior Council Officers (as requested by a Petition) in relation to matters within the purview of the Strategic Director (Environment).
- h. In conjunction with the Community Select Committee and the Overview and Scrutiny Committee, responsibility for the on-going development of the Policy Development and Scrutiny function of the Council.
- i. To report to the Executive, other committees or Council, as appropriate.

Audit Committee

To advise or comment as appropriate on:

- a. Internal Audit matters, including:
 1. The Annual Internal Audit Plan;
 2. The adequacy of management responses to Internal Audit reports and recommendations;
 3. The Auditor Partnership Manager's Annual Report and Opinion; and . . .
 4. To consider summaries of specific internal audit reports, as requested.
- b. External Audit matters, including:
 1. External Auditors' plans for auditing and inspecting the authority;
 2. The Annual Audit and Inspection Letter from the External Auditor;
 3. The report to those charged with governance;
 4. Proposals from the National Audit Office over the appointment of the External Auditor;
 5. The scope and depth of External Audit work.
- c. Arrangements made for the co-operation between Internal Audit, External Audit and other bodies.
- d. Anti-Fraud & Corruption issues including the Council's policies on Anti-Fraud and Corruption, 'whistle-blowing'.
- e. The Council's Statement of Annual Governance Statement.
- f. The Council's Constitution in respect of Contract Standing Orders and Financial Regulations.
- g. The Council's Risk Management arrangements.
- h. The Council's arrangements for delivering value for money.
- i. The Statement of Accounts and related Capital Determinations.
- j. The Council's Treasury Management Strategy

Planning & Development Committee

- a. To advise the Leader/Executive on the following:
 1. Identification of consumer needs for services related to planning and development services and facilities functions of the Committee, and recommendations on the development of services and facilities to meet them, including:

Land use plans and policy, including local plans
Employment and economic development
Development management services and advising the Leader / Executive /
Council accordingly;

2. Management and maintenance of planning and development related facilities and services in item (i), including employment and training facilities and services;
 3. Monitoring and review of performance in relation to the provision and development of planning and development services and facilities, including employment and training facilities and services, whether provided by the Development and Regeneration Division, other Council Service Delivery Units, or outside contractors and advising the Leader/Executive/Council accordingly;
 4. The promotion of the economic development of Stevenage, and of specific industrial/commercial land and premises within Stevenage, as to use and development and, where appropriate, about monitoring negotiations for development and redevelopment;
 5. Development and encouragement of local businesses, employment and training initiatives, with co-ordination and implementation by the Leader / Executive as appropriate.
 6. The allocation and monitoring of grant aid and loans to local employment and training initiatives.
- b. Responsibility for Development Management, including Listed Building Control - determination of planning applications, and enforcement matters under planning regulations.
 - c. Responsibility for Building Control - determination of applications under the Building Regulations, and enforcement matters under planning and building legislation.
 - d. Responsibility for the determination of Countryside Management and Tree Preservation matters, including the making of Tree Preservation Orders and related matters, and including consultation with appropriate outside bodies.
 - e. Matters imposed or permitted by legislation in relation to the functions of the Committee.
 - f. Insofar as they are not already referred to in these terms of reference, those relevant powers set out in Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) , Regulations as amended (see Table 2 of Part 3 of this Constitution); as clarified by regulations, subject to them being dealt with, as appropriate, by officers under delegated powers. This is to include the making of charges for any approval, licence or registration etc., in relation to the powers referred to.
 - g. Insofar as they are not already referred to in these terms of reference, those local choice functions set out at Table 3 of Part 3 of the Council's Constitution.
 - h. Any other appropriate matter referred.

Standards Committee

- a. The promotion and maintenance of high standards of conduct by members and co-opted members of the Council.
- b. To consider and dispose of allegations that a member is in breach of the Council's Code of Conduct in accordance with the Arrangements adopted by the Council under Section 28 Localism Act 2011.
- c. To depart from the Arrangements in b. above in the circumstances described in paragraph 12 of those Arrangements.
- d. To consider and, if necessary, recommend changes to the Code of Conduct, the arrangements under which allegations can be investigated and decisions on allegations can be made or any other aspects of the Standards Regime to the Council.
- e. To grant dispensations under Section 33 Localism Act 2011.

Appointments Committee

The appointment and dismissal of the Chief Executive and Strategic Directors, subject to the requirements of the Local Government Act 2000, Local Authorities (Standing Orders) (England) Regulations 2001, and the Officer Employment Rules contained in the Constitution

Statement of Accounts Committee

To approve the Statement of Accounts and related Capital Determinations in accordance with the Accounts and Audit (England) Regulations 2011.

Licensing Committee

To consider and determine applications under the Licensing Act 2003 where representations have been made, in respect of the following cases:

1. Personal Licences;
2. Premises Licences/Club Premises Certificates;
3. Provisional Statements;
4. Variation of Premises Licences/Club Premises Certificates;
5. Minor variations of Premises Licences/Club Premises Certificates;
6. Variation of Designated Premises Supervisors;
7. Transfer of Premises licence;
8. Interim authorities;
9. Review premises licences/club premises certificates;
10. Issue of Counter Notice following Police objection to a Temporary Event Notice.

To consider and determine applications under the Gambling Act 2005 (where representations have been made and not withdrawn) in respect of the following cases:

1. Premises Licences;
2. Variation to a Licence;
3. Transfer of a Licence;
4. Provisional Statements;
5. Review of a Premises Licence;
6. Club Gaming/Club Machine Permit;
7. Cancellation of a Club Gaming/Club Machine Permit.

General Purposes Committee

To consider matters in accordance with the Council's policies in respect of the following:

- (i) the grant, approval, review, refusal, revocation, renewal, transfer or variation of any licence, registration, certificate, consent, permit, approval or permission, except where such function falls within the terms of reference of another committee or where the matter has been delegated to officers of the Council; and
- (ii) consideration and determination of such applications for licences, registrations, certificates and consents that the Head of Environmental Health Services feels necessary, owing to the nature of the application concerned.

The designation of public places where the consumption of alcohol is to be prohibited.

To consider and determine certain matters where a right of appeal exists against the decision of a Members body or an officer, including:

- (i) further reviews under the relevant Regulations by applicants for Housing Benefit and Council Tax Benefits.

- (ii) appeals in relation to housing needs assessment.

These terms of reference shall exclude the hearing and determination of:

- (i) Appeals by officers against dismissal or disciplinary action;
- (ii) Grievances from officers under the final stage of the grievance procedure;

which shall be dealt with either in accordance with the terms of reference for the Appeals/Grievance Panel or in accordance with the delegations to officers.

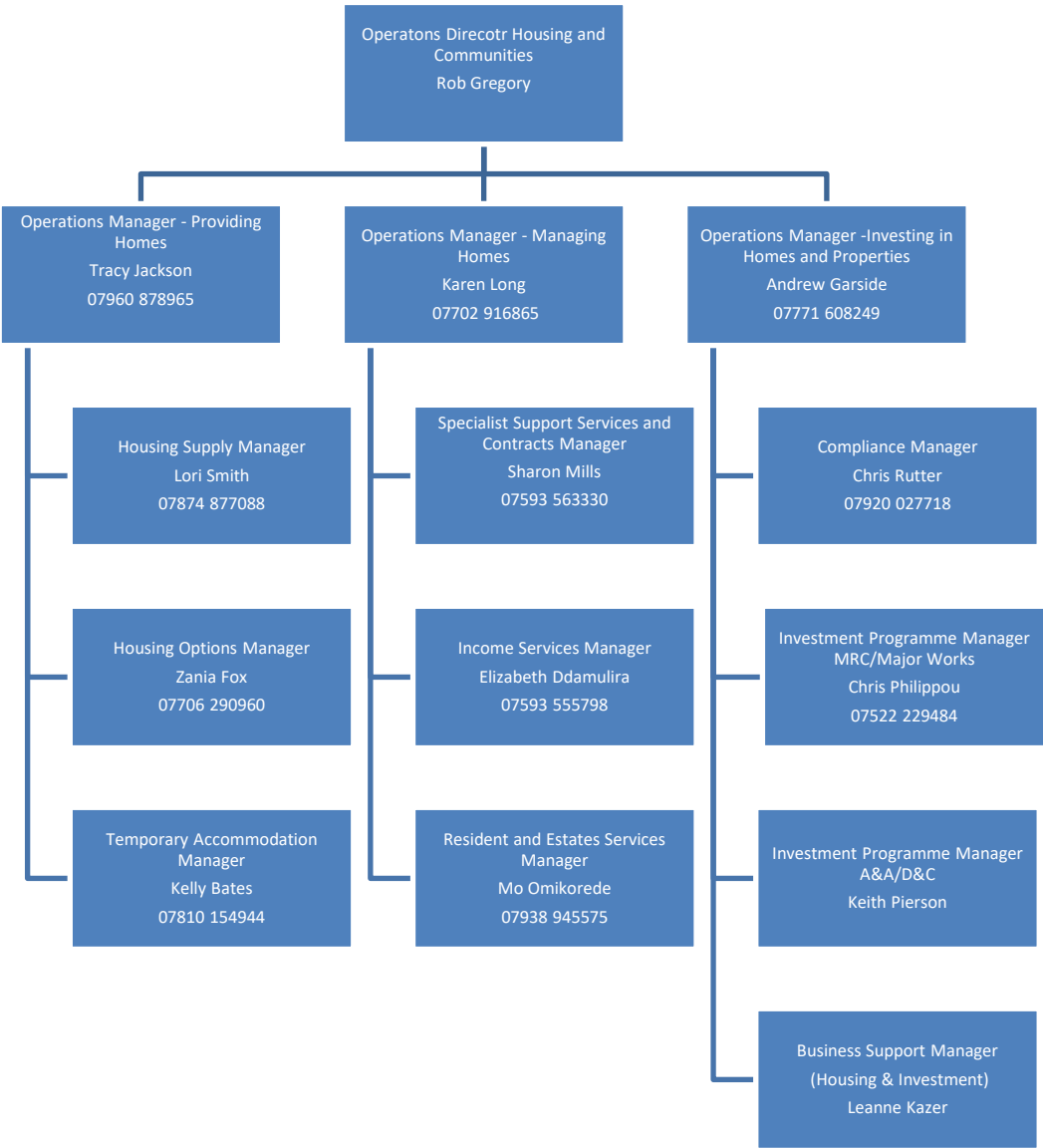
Insofar as they are not already referred to in these terms of reference, those relevant powers set out in Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations as amended (see Table 2 of Part 3 of the Constitution) (subject to them being dealt with as appropriate by Officers under delegated powers).

Insofar as they are not already referred to in these terms of reference, those 'local choice' functions set out at Table 3 of Part 3 of the Constitution.

Appendix 5 Housing (over) :-

APPENDIX 5: HOUSING AND STRUCTURE

Housing and Investment – Structure and Enquiry Remits
April 2021



All officers can be contacted by email using firstname.surname@stevenage.gov.uk. As most staff are working from home at present the best way to contact them will be via email. Each team also has a generic email address too which is monitored.

Each area has a **Strategic Complaints Manager**

Providing Homes – Caroline Park

Managing Homes – Emma Cook

Ryan Jefferies – Investing Homes

Housing Supply Manager, **Tracy Jackson**, deals with enquiries relating to:

- Private Sector Landlords
- Syrian Refugees
- Next Steps Lets

Housingsupplyteam@stevenage.gov.uk

Housing Supply Manager, **Lori Smith**, deals with enquiries relating to:

- Private Sector Landlords/Next Steps Lets
- Lettings/the Allocations policy/Choice Based Lettings/Banding & bidding/Housing register applications
- Refugees and Asylum Seekers

Housingsupplyteam@stevenage.gov.uk
Lettings@stevenage.gov.uk

Housing First Manager, **Will Peters**, deals with enquiries relating to:

- Rough Sleepers
- Housing First provision for former rough sleepers

roughsleeperteam@stevenage.gov.uk

Housing Options Manager, **Zania Fox**, deals with enquiries relating to:

- Housing Advice
- Homelessness
- Homelessness Reviews
- Referrals into EA/TA

Housing.options@stevenage.gov.uk

Temporary Accommodation Manager, **Kelly Bates**, deals with enquiries relating to:

- Temporary Accommodation

Temporary.accommodation@stevenage.gov.uk

Specialist Services and Contracts Manager, **Sharon Mills**, deals with enquiries relating to:

- Independent Living – specialist.support@stevenage.gov.uk
- Careline – careline@stevenage.gov.uk
- Flexi care – Flexicare@stevenage.gov.uk
- Community Support – specialist.support@stevenage.gov.uk
- Care Leavers – support.community@stevenage.gov.uk

- Support provided to those living in emergency & temporary accommodation – support.community@stevenage.gov.uk

Income Services Manager, **Elizabeth Ddamulira**, deals with enquiries relating to:

- Income collection
- Former tenant arrears
- Recharges
- Leasehold charges
- Fraud
- Welfare Benefit and Debt Advice

Income@stevenage.gov.uk

Leaseholdincome@stevenage.gov.uk

Resident and Estates Services Manager, **Mo Omikorede**, deals with enquiries relating to:

- Cooperative neighbourhood
- Flat block inspections
- Low level antisocial behaviour
- Leasehold management, including right to buy administration and home ownership functions
- Tenancy management, including changes of tenancy, assignments, successions and tenancy fraud.

residentservices@stevenage.gov.uk

Compliance Manager, **Chris Rutter**, deals with enquiries relating to:

- Fire
- Legionella
- Asbestos
- Gas
- Electrics
- Building safety
- Sprinklers

GasTeam@stevenage.gov.uk (Includes: gas and water hygiene)

MandEteam@stevenage.gov.uk (Includes: Lifts, Door Entry and Electrical Testing)

Asbestos.Enquiries@stevenage.gov.uk

Fire.Safety@stevenage.gov.uk

Investment Programme Manager, **Chris Philippou**, deals with enquiries relating to:

- Delivery of the MRC contracts specifically Wates and Mullaleys
- Delivery of the Decent Homes contract
- Delivery of the Communal Heating renewals contract

- Delivery of the Lift renewals contract
- Delivery of the Garage works as part of the MRC contract acting as contractor for the Garages team under Keith Pierson

Major Works (MRC) Major.WorksInvestment@stevenage.gov.uk

Investment Programme Manager, **Keith Pierson**, deals with enquiries relating to:

- Aids and adaptations
- Damp and Condensation
- Structural/Subsidence

AidsandAdaptions@stevenage.gov.uk

DampandCondensation@stevenage.gov.uk

Investment@stevenage.gov.uk (Structural/Subsidence issues only)

Business Support Manager, **Leanne Kazer**, deals with:

- General enquires relating to Investment
- Invoice / Purchase order enquiries
- Enquiries/ queries on programmes, works undertaken or works due on properties/areas

Investment@stevenage.gov.uk

housingbusinesssupport@stevenage.gov.uk

Investment Project Support Manager, **Greta Gardiner**, deals with enquiries relating to:

- Manages complaints for Investing in Homes exclusively
- Access and communications for programme works
- Resident liaison

Investment.Feedback@stevenage.gov.uk

Asset Management Team, deals with enquiries relating to:

- Permission for alterations relating to SBC's housing stock
- New builds and open market acquisitions
- Condition of housing stock
- Energy efficiency

Investment.Permissions@stevenage.gov.uk (permission requests only)

Investment@stevenage.gov.uk (all other enquiries)

APPENDIX 6: Members Allowances

Members Allowances Scheme and Other Assistance

This section provides Councillors with a clear guide to the Members' Allowances Scheme and other provisions and facilities to ensure that there is clarity and avoidance of doubt and to prevent inconsistency in application.

EFFECTIVE FROM 1 April 2022 to 31 March 2023 (figures to be uplifted should an NJC Pay Award be agreed for 2022-2023)

Stevenage Borough Council has made the following Members' Allowances scheme under the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003.

1. The Scheme

This scheme may be cited as the Stevenage Borough Council Members' Allowances Scheme and shall have effect for the year 1 April 2022 to 31 March 2023.

2. Councillor

In this scheme, "Councillor" means a Member of the Stevenage Borough Council who is a Councillor; "year" means the period ending on 31 March 2023.

3. Basic Allowance

A basic allowance shall be paid to each Councillor from 1 April 2022.

4. Special Responsibility Allowances

1) For each year a special responsibility allowance shall be paid to those Councillors who hold the special responsibilities in relation to the authority that are specified in the schedule to this scheme.

2) Subject to paragraph 6, (part year entitlements) the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

3) Members are only able to claim one SRA.

5. Renunciation

A Councillor may by notice in writing to the Chief Executive elect to forego any part of their entitlement to an allowance under this scheme.

6. Part-year Entitlements

Payment of Basic and Special Responsibility Allowances will be pro-rata where Councillors do not serve for a full year on the Council.

7. Payments

Payments shall be made on a regular monthly basis. Claims for dependent carer's allowances and travel and subsistence allowance shall be made within two months of being incurred.

8. Suspension of Payments

The Council will withhold all allowances to any Councillor who is suspended for misconduct and will require Councillors to repay any allowance already paid during a period of suspension.

9. Basic Allowances

Basic Allowance Paid to All Members £8,160

10. Special Responsibility Allowances

- (i) Leader of the Council £22,906
- (ii) Executive Members £11,218
- (iii) Chair of Planning and Development Committee £11,218
- (iv) Chair of Overview & Scrutiny Committee £10,074
- (v) Chair of Licensing Committee £4,582
- (vi) Chairs of Select Committees £5,727
- (vii) Chair of Audit Committee £4,582
- (viii) Leader of the Opposition £4,582
- (ix) Leader of minority opposition party(ies) £1,568

11. Payment to Specific Co-opted Members

Independent Member - Audit Committee £1,385
Independent person who must be consulted on alleged breaches of a code of conduct £1,385

12. Carer's Allowance

The following amounts may be claimed for Councillors attending approved duties.

Childcare Maximum of £11.50 per hour

Dependent care Maximum of £26.14 per hour

Payment to relatives that live in the same household as the Councillor will not be admissible and there will be a maximum allowance of 20 hours per month. Receipts will need to be provided.

13. Travel, Subsistence and Other Allowances

The allowances for travel and subsistence will be the same as those fixed for employees of the Council from time to time. Claims to be submitted within 2 months of the date to which they relate.

14. Variations

The Basic and Special Responsibility Allowances detailed above are index linked to any pay awards applicable to NJC staff that may be agreed for 2022-2023.

15. PCs, Laptops, Tablets etc.

The cost of purchasing computer hardware, software, consumables, broadband connection, and all other telecommunications related costs is covered by the Basic Allowance paid to all Members. IT Service Desk can provide you with a laptop which is chargeable.

The Council's E. Government and Business Systems Unit provides Members with support in identifying appropriate network solutions, hardware and software; installation of hardware and software; fault diagnosis and resolution; and training. A dedicated, unique email address is supplied together with access to the Council's systems.

Councillors may use PCs in the Civic Suite for official Council business.

It should be noted however that the Council is paperless for its committee meeting etc. You will be updated on any developments in this area.

16. Car Park Season Tickets*

Car park season tickets, for use when visiting the Town Centre or Old Town on official Council business, are issued to Members on request. On receipt of a season ticket Members are asked sign a form acknowledging the limitations on use. Personal use of season tickets is not permitted and may jeopardise the tax free status of this facility.

** A list of 'Council Business' for which claims may be made under the Scheme is set out at paragraph 26.*

17. Hotel Accommodation / Overnight Expenses

Provision for hotel accommodation / overnight expenses when on official Council business is in line with that allowed for Council employees.

When required to stay overnight somewhere on Council business, accommodation should be booked in advance through Members' Services. Note: Accommodation will be no more than four-star rated.

Where meals are provided in the cost of the accommodation, claims will not be entertained for alternative meals, for example, if breakfast is provided in the accommodation cost, an additional claim for breakfast would not be paid. Otherwise the subsistence allowance, as detailed in the Members' Allowances Scheme, see section 1 above, may be claimed.

The costs of any personal items or services purchased, for example, newspapers, snacks from the mini bar, will not be reimbursed, nor will the purchase of alcoholic drinks.

Travel costs to and from the venue are covered by the Members' Allowances Scheme, see section 1 above. Reimbursement will not be paid for any travel costs incurred whilst staying away from home unless the trip is made as part of official business undertaken.

18. Conferences and Courses

Requests for Members to attend any outside conference or course is forwarded to the Leader for approval. Members are required to complete a request form, available on the internet or from Constitutional Services (Members' Services), provide details of the course or conference (organiser, subject matter, venue, and cost) and their personal objectives in attending the event. If approved, the Member is notified and attendance is to be booked and arranged by the Members' Services Section so that any related expenditure may be accounted for centrally.

The relevant sections concerning travel, subsistence and hotel accommodation / overnight expenses, set out elsewhere in this guide, will apply as appropriate.

19. Hospitality

The Members' Code of Conduct requires Councillors to declare any gifts or hospitality with an estimated value of £25 or more. Such declarations should be made in writing to the Constitutional Services Manager who will forward it to the Council's Monitoring Officer for review.

20. Members' Library

The Members' Library is situated in the Civic Suite and is for use by Councillors only. There are two PCs, telephone and tea and coffee facilities for your use.

There is a small reference library and copies of recent agendas and other publications are available together with the Municipal Journal and Local Government Chronicle. No other periodicals or newspapers are purchased as in the main; these can be viewed online.

As this room is a facility for all Members, it should not be used for meetings.

21. Group Rooms

Each political Group has their own small room for meetings, use of telephone, PCs etc.

22. The In / Out Board

In the Members' Services Office (Room 158) there is an In / Out Board with the name of each Councillor listed. If you are in Daneshill House during the day for longer than a few minutes you are asked to visit the office and indicate on the Board that you are 'in' and your whereabouts around Daneshill (please change the Board to 'out' before you leave). Members may also jot down messages on the board and details of holiday dates etc. will be displayed.

Members are asked to provide Members' Services with their planned holiday dates.

23. Members' Expenses – Record Keeping

Constitutional Services maintain an electronic record of allowances paid and both expenses claimed personally by individual Members and expenditure incurred on their behalf, for example, travel warrants or accommodation. At any time individual members may request a copy of their own record of expenditure.

Details are published on the Council's website at the end of each quarter.

24. Parental Leave

At the Council meeting in February 2019, the Council agreed to introduce a Parental Leave Policy for Councillors, which is shown in **Appendix 5** in the Induction Guide.

25. Mayoral Activities

The allowance paid to the mayor is not included within the formal published Members' Allowances Scheme. The 2022 / 2023 budget includes provision for the Mayor's Allowance and Hospitality Budget.

The Mayor's Allowance is £24,540 per annum, paid monthly on a pro-rata basis and is subject to tax and National Insurance, where appropriate. This allowance covers all incidental expenses incurred on Mayoral engagements, such as raffle tickets and collections.

The Deputy Mayor receives an Allowance of £5,810 per annum, also paid monthly on a pro-rata basis and is also subject to tax and National Insurance, where appropriate. It should be noted however, that the rule in relation to an individual only receiving one Special Responsibility Allowance (see section 1 b. above) applies.

It is accepted that a Mayor and Mayoress / Consort may, from time to time, need to purchase appropriate clothing to undertake their mayoral duties. The Mayor may claim up to £1,500 over their term of office. Reimbursement for individual expenditure will be paid on production of a relevant receipt(s). No more than £250 will be reimbursed for any one garment or suit.

Members' Services holds a budget of up to £10,000 per Mayoral term of office for use for hospitality and arranging events. The Mayor will be provided with details of expenditure and commitment against this budget on a monthly basis.

The Mayor and Deputy Mayor are expected to self-drive to and from engagements. However, the personal circumstances of individuals holding the office of Mayor / Deputy Mayor will be taken into consideration and when it is considered that self-drive is not appropriate a taxi or hire car may be provided.

The mayor may claim mileage for attending engagements. Whilst mileage is claimed and calculated in the same way as mileage claimed under the Members' Allowances Scheme, payment for mileage for mayoral engagements is not accounted for as part of that Scheme. It is advised that 'Occasional Business Use' must be included on the car insurance of the Mayor / Deputy Mayor (or Mayoress' / Consort's) as appropriate). Any additional premium incurred may be reimbursed by the Council.

26. Categories of 'Business'

The categories of business for which travelling, and subsistence allowances may be claimed are set out in the Local Authorities (Members' Allowances) (England) Regulations 2003 – Section 8. These categories also apply to use of the car parking season ticket.

Under the provisions of Section 8 (1) (a) (b) (c) & (d) Travel and Subsistence Claims may be submitted following the attendance at any of the following:

- Council
- The Executive and formally appointed Sub-Committees thereof
- All Committees, Sub-Committees and Joint bodies listed in the Constitution
- Outside Bodies to which appointments are made by Council

Under the provisions of Section 8 (1) (h) the following are recognised as approved duties for the purpose of, or in connection with, the discharge of the functions of the authority or any of its Committees:

- Modern Member Activities and formal Member training

- All Member Seminars
- Approved Conferences and Seminars
- Scrutiny site visits
- Informal meetings of the Overview & Scrutiny Committee and Select Committees
- Meetings convened by the Council, Committee or Panel, or by a Chief Officer, provided that members from at least 2 political groups are invited

- Attendance by an Executive Member, or Chair or Vice-Chair of a Committee or Scrutiny Body at discussions with officers in connection with duties arising from those appointments, including briefings
- Group Meetings when discussing Council Business
- Group Leaders (including Deputy Leaders when deputising) meeting with officers for the purpose of dealing with Council business
- Attendance by an Executive Member for the purposes of undertaking the business of the Council and to represent the Council
- Attendance at formal engagements where a Member has been invited by position
- Attendance at a meeting of any body, or of any Committee or Sub-Committee thereof, where a member is appointed by the Council, or through the Regional or National political process
- Attendance at Councillors surgeries

Appendix 7: Code of Conduct for Members Adopted by Council 14 December 2022 Joint statement

The role of councillors across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

Stevenage Borough Council have adopted this Councillor Code of Conduct as it aspires to high standards of leadership and performance.

All councils are required to have a local Councillor Code of Conduct.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

a) is a member of any committee or sub-committee of the authority, or;

b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The

fundamental aim of the Code is to create and maintain public confidence in the role of councillor and Stevenage Borough Council.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles as set out in Appendix A.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

-
- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

-
- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest and declare those I cannot
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

-
- you misuse your position as a councillor;
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor.

The Code applies to all forms of communication and interaction, including:

-
- at face-to-face meetings

- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

The general conduct guidance follows below:

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you

can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the Protocol for relationships between Members and Officers.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

a. given to me in confidence by anyone

b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless

i. I have received the consent of a person authorised to give it;

ii. I am required by law to do so;

iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or

iv. the disclosure is:

1. reasonable and in the public interest; and

2. made in good faith and in compliance with the reasonable requirements of the local authority; and

3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

9. Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. You do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family.

It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering Interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable**

Pecuniary Interests) which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as an Executive Member - in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.
7. Where a matter arises at a meeting which **directly relates** to your financial interest or wellbeing (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or wellbeing of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

8. Where a matter arises at a meeting which **affects** –

- a. your own financial interest or wellbeing;
- b. a financial interest or wellbeing of a relative or close associate; or
- c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

- 9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or wellbeing:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - c. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest
 - d.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

10. Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as an Executive Member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the **Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**.

Table 1: Disclosable Pecuniary Interests Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Table 1: Disclosable Pecuniary Interests Subject	Description
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Appendix 8: Stevenage Wards Councillors

Stevenage Borough Council Ward Members 2022

Woodfield

Phil Bibby CC
01438 316955
philip.bibby@stevenage.gov.uk

Graham Lawrence CC
01920 461459
graham.lawrence@stevenage.gov.uk

Margaret Notley (Mrs)
01438 222754
margaret.notley@stevenage.gov.uk

Conservative Conservative Conservative

Old Town

Jim Brown
07939 687509
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John Duncan
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john.duncan@stevenage.gov.uk

Loraine Rossati
07928 737816
loraine.rossati@stevenage.gov.uk

Labour and Co-operative Labour and Co-operative Labour and Co-operative

St. Nicholas

Sandra Barr
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Richard Henry
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Claire Parris
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Labour and Co-operative Labour and Co-operative Labour and Co-operative

Roebuck

John Gardner
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Chris Howells
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Anne Wells
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Labour and Co-operative Conservative Labour and Co-operative

Bandley Hill

Adrian Brown
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Wendy Kerby
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Joan Lloyd (Mrs)
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Labour and Co-operative Conservative Labour and Co-operative

Manor

Andy McGuinness
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Robin Parker CC
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Graham Snell
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Labour and Co-operative Labour and Co-operative Labour and Co-operative

Symonds Green

Michael Downing
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Jackie Hollywell
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Baroness Taylor of Stevenage, OBE
Members Services 01438 242330
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Labour and Co-operative Labour and Co-operative Labour and Co-operative

Bedwell

Nazmin Chowdhury
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Matt Creasey
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Liz Harrington
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Labour and Co-operative Labour and Co-operative Labour and Co-operative

Shephall

Rob Broom
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Sarah Mead
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Simon Speller
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Labour and Co-operative Labour and Co-operative Labour and Co-operative

Martins Wood

Myla Arceno
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Lloyd Briscoe
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Teresa Callaghan
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Labour and Co-operative Labour and Co-operative Labour and Co-operative

Pin Green

Lin Martin-Haugh
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Maureen McKay
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Jeannette Thomas
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Labour and Co-operative Labour and Co-operative Labour and Co-operative

Chells

Julie Ashley-Wren
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Stephen Booth
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Tom Wren
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Labour and Co-operative Labour and Co-operative Labour and Co-operative

Longmeadow

Bret Facey
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Alexander Farquharson
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Adam Mitchell CC
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Conservative Conservative Conservative

Stevenage

 BOROUGH COUNCIL