



21 February 2017

Dear Sir/Madam

You are hereby summoned to attend a meeting of the Broxtowe Borough Council to be held on Wednesday 1 March 2017 in the New Council Chamber, Town Hall, Beeston commencing at 7:00pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To: Members of the Council

### A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

PAGES 1 - 9

To approve as a correct record the minutes of the Council meeting held on 14 December 2016.

4. MAYOR'S ANNOUNCEMENTS

5. PRESENTATION OF PETITIONS

6. REFERENCE

PAGES 10 - 22

Finance and Resources Committee – 6 February 2017

MEMBER ALLOWANCES

The Committee was asked to consider the recommendations of the Independent Remuneration Panel regarding the level of allowances payable to members following the introduction of a new governance structure of the Council and to recommend to Council the preferred option.

**RECOMMENDED to Council that, in accordance with Option 4 in the appendix to the report, no changes to the existing remuneration policy or remuneration levels be made to members' allowances.**

7. REFERENCE

PAGES 23 - 24

Finance and Resources Committee – 6 February 2017

PAY AWARD AND REVIEW OF ALLOWANCES

The Committee considered the recommendations of the Independent Remuneration Panel regarding the application of the proposed pay award for 2017/18 to allowance rates for members.

**RECOMMENDED to Council that no award be made to the allowance rates for members.**

8. REFERENCE

PAGES 25 - 31

Finance and Resources Committee – 6 February 2017

APPOINTMENT OF EXTERNAL AUDITORS

The Committee considered the options for appointing external auditors following the closure of the Audit Commission and at the end of the transitional arrangements at the conclusion of the 2017/18 audit.

**RECOMMENDED to Council that the preferred approach be to opt into a Sector Led Body as set out in Option 3 of the appendix to the report.**

To seek Council approval for the Pay Policy Statement for 2017/18, which is distributed with the agenda.

10. TO APPROVE THE REVENUE AND CAPITAL BUDGETS, PRUDENTIAL INDICATORS, TREASURY MANAGEMENT STRATEGY, INVESTMENT STRATEGY, MEDIUM TERM GENERAL FUND FINANCIAL STRATEGY AND FIX THE COUNCIL TAX FOR THE YEAR COMMENCING 1 APRIL 2017

(Members should note that, in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, there will be a recorded vote on this item).

The Finance and Resources Committee, at its meeting held on 6 February 2017, considered a report dealing with budget consultation, impact analysis, the Housing Revenue Account budget and council house rents 2017/18, capital programme 2017/18 to 2019/20, General Fund revenue budget 2017/18, prudential indicators 2017/18 to 2019/20, treasury management strategy 2017/18 to 2019/20, investments strategy 2017/18 to 2019/20 and the medium term General Fund financial strategy to 2020/21. The report is available in the members' room and is included at:

<http://www.broxtowe.gov.uk/CHttpHandler.ashx?id=31725&p=0>

Copies are also available on request.

The minutes which reflect the revised recommendations as agreed by the Committee are available at:

<http://www.broxtowe.gov.uk/CHttpHandler.ashx?id=31782&p=0>

The recommendations from that report, as amended, have been referred to the Council for resolution and these are set out below together with the resolution to fix the council tax for the 2017/18 financial year.

At the time of printing these papers the precept figures for Kimberley Town Council have not been provided. These figures, which affect sections 3, 4 and 5 of the resolution, will be considered and resolved at a meeting to be held on 23 February 2017. The final figures resulting from those meetings will be reflected in sections 3, 4 and 5 of the resolution and presented at the Council meeting on 1 March 2017.

The precept figures for Nottinghamshire County Council, have not been confirmed at the time of printing these papers. These will be considered and resolved at a meeting to be held on 23 February 2017. The final figures resulting from that meeting will be reflected in sections 4 and 5 of the resolution and presented at the Council meeting on 1 March 2017.

The precept figures for Nottinghamshire and City of Nottingham Fire and Rescue Service, have not been confirmed at the time of printing these papers. These will be considered and resolved at a meeting to be held on 24 February 2017. The final figures resulting from that meeting will be reflected in sections 4 and 5 of the resolution and presented at the Council meeting on 1 March 2017.

**The Council is asked to RESOLVE that:**

1. **The recommendations arising from the Finance and Resources Committee meeting of 6 February 2017 as set out below be approved and adopted.**

**a) Housing Revenue Account and Council House Rents 2017/18**

1. **The Housing Revenue Account budget as submitted be approved**
2. **The estimated pay award of approximately 1.2% per annum be set within the Housing Revenue Account**
3. **An employee savings target of £34,800 be set within the Housing Revenue Account in 2017/18**

**b) Resources Allocation - Capital Programme to 2019/20**

1. **The capital submissions and priorities within them be approved**
2. **The Deputy Chief Executive be authorised to arrange the financing of the capital programme as necessary**

**c) Resources Allocation – General Fund Revenue Budget 2017/18**

1. **The General Fund revenue budgets as submitted be approved**
2. **An employee savings target of £406,226 be set within the General Fund in 2017/18**
3. **An amount of £25,000 be provided for a General Contingency in 2017/18**
4. **The council tax requirement for 2017/18 including special expenses but excluding local precepting requirements be £5,386,570**
5. **An amount of £860,374 be withdrawn from general non-earmarked reserves in 2017/18**
6. **A Beeston Square Capital Fund Reserve be created and an amount of £25,000 be added to the reserve in 2017/18.**

**d) Prudential indicators to 2019/20**

1. **The prudential indicators as set out be approved**
2. **The MRP policy as set out be approved**

**e) Treasury management strategy to 2019/20**

1. The treasury management strategy statement be approved

f) Investments strategy to 2019/20

1. The investments strategy be approved

g) Medium term General Fund financial strategy to 2020/21

1. The medium term General Fund financial strategy be approved.

2. It be noted that, at its meeting on 9 January 2017, The Finance and Resources Committee approved the following amounts for the year 2017/18 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012:

(a) 33,126.78 being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as its council tax base for the year.

(b) Part of the Council's area

Parish of Awsworth	616.13
Parish of Brinsley	684.14
Parish of Cossall	202.68
Parish of Eastwood	2,701.32
Parish of Greasley	3,605.90
Parish of Kimberley	1,764.38
Parish of Nuthall	2,244.05
Parish of Stapleford	3,948.05
Parish of Trowell	812.00
Beeston Special Expense Area	16,367.06

being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations as the amounts of its council tax base for the year for dwellings in those parts of its area to which one or more special items relate.

3. The following amounts be now calculated by the Council for the year 2017/18 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 (the Act) as amended (to be revised and completed following the resolution of Kimberley Town Council on 23 February 2017):

(a) £57,370,588 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the Act.

- (b) £51,326,104 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act.
- (c) £6,044,484 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A (4) of the Act, as its council tax requirement for the year.
- (d) £182.47 being the amount at 3(c) above divided by the amount at 2(a) above, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its council tax for the year.
- (e) £682,914 being the aggregate amount of all special items (including parish precepts and special expenses) referred to in Section 34(1) of the Act (to be revised and completed following the resolution of Kimberley Town Council on 23 February 2017).
- (f) £161.85 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by the amount at 2(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates.

**(g) Part of the Council's Area**

Parish of Awworth	£262.81
Parish of Brinsley	£255.17
Parish of Cossall	£214.62
Parish of Eastwood	£191.28
Parish of Greasley	£213.73
Parish of Kimberley	
Parish of Nuthall	£215.13
Parish of Stapleford	£180.56
Parish of Trowell	£237.18
Beeston Special Expense Area	£163.38

being the amounts given by adding to the amount at 3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate.

(h)	PART OF THE COUNCIL'S AREA	VALUATION BANDS							
		A £	B £	C £	D £	E £	F £	G £	H £
	<u>Parish of Awsworth</u>	175.21	204.41	233.61	262.81	321.21	379.61	438.02	525.62
	<u>Parish of Brinsley</u>	170.11	198.47	226.82	255.17	311.87	368.58	425.28	510.34
	<u>Parish of Cossall</u>	143.08	166.93	190.77	214.62	262.31	310.01	357.70	429.24
	<u>Parish of Eastwood</u>	127.52	148.77	170.03	191.28	233.79	276.29	318.80	382.56
	<u>Parish of Greasley</u>	142.49	166.23	189.98	213.73	261.23	308.72	356.22	427.46
	<u>Parish of Kimberley</u>								
	<u>Parish of Nuthall</u>	143.42	167.32	191.23	215.13	262.94	310.74	358.55	430.26
	<u>Parish of Stapleford</u>	120.37	140.44	160.50	180.56	220.68	260.81	300.93	361.12
	<u>Parish of Trowell</u>	158.12	184.47	210.83	237.18	289.89	342.59	395.30	474.36
	<u>Beeston Special Expense Area</u>	108.92	127.07	145.23	163.38	199.69	235.99	272.30	326.76
	<u>All other parts of the Council's area</u>	107.90	125.88	143.87	161.85	197.82	233.78	269.75	323.70

being the amounts given by multiplying the amounts at 3(f) and 3(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in Valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands (to be completed following the resolution of Kimberley Town Council as noted above).

4. That it be noted for the year 2017/18 the Nottinghamshire and City of Nottingham Fire and Rescue Authority, Nottinghamshire County Council and the Nottinghamshire Police and Crime Commissioner and are proposing the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below (to be completed and/or revised following meetings of Nottinghamshire and City of Nottingham Fire and Rescue Authority and Nottinghamshire County Council as noted above):

Precepting Authority	VALUATION BANDS							
	A £	B £	C £	D £	E £	F £	G £	H £
<u>Nottinghamshire and City of Nottingham Fire and Rescue Authority</u>	50.19	58.56	66.92	75.29	92.02	108.75	125.48	150.58
<u>Nottinghamshire County Council</u>	901.31	1,051.53	1,201.75	1,351.97	1,652.41	1,952.85	2,253.28	2,703.94
<u>Nottinghamshire Police and Crime Commissioner</u>	122.28	142.66	163.04	183.42	224.18	264.94	305.70	366.84



5. That, having calculated the aggregate in each case of the amounts at 3(h) and 4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2017/18 for each of the categories of dwellings shown below (to be completed and/or revised following meetings of Kimberley Town Council, Nottinghamshire and City of Nottingham Fire and Rescue Authority and Nottinghamshire County Council as noted above):

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A £	B £	C £	D £	E £	F £	G £	H £
<u>Parish of Awsworth</u>	1,248.99	1,457.16	1,665.32	1,873.49	2,289.82	2,706.15	3,122.48	3,746.98
<u>Parish of Brinsley</u>	1,243.89	1,451.22	1,658.53	1,865.85	2,280.48	2,695.12	3,109.74	3,731.70
<u>Parish of Cossall</u>	1,216.86	1,419.68	1,622.48	1,825.30	2,230.92	2,636.55	3,042.16	3,650.60
<u>Parish of Eastwood</u>	1,201.30	1,401.52	1,601.74	1,801.96	2,202.40	2,602.83	3,003.26	3,603.92
<u>Parish of Greasley</u>	1,216.27	1,418.98	1,621.69	1,824.41	2,229.84	2,635.26	3,040.68	3,648.82
<u>Parish of Kimberley</u>								
<u>Parish of Nuthall</u>	1,217.20	1,420.07	1,622.94	1,825.81	2,231.55	2,637.28	3,043.01	3,651.62
<u>Parish of Stapleford</u>	1,194.15	1,393.19	1,592.21	1,791.24	2,189.29	2,587.35	2,985.39	3,582.48
<u>Parish of Trowell</u>	1,231.90	1,437.22	1,642.54	1,847.86	2,258.50	2,669.13	3,079.76	3,695.72
<u>Beeston Special Expense Area</u>	1,182.70	1,379.82	1,576.94	1,774.06	2,168.30	2,562.53	2,956.76	3,548.12
<u>All other parts of the Council's area</u>	1,181.68	1,378.63	1,575.58	1,772.53	2,166.43	2,560.32	2,954.21	3,545.06

11. OFFICER DELEGATED DECISIONS PAGES 33 - 39

To update members on Officer Delegated Decisions.

12. HS2 ROUTE REFINEMENT CONSULTATION PAGES 40 - 44

To update members on the current route consultation and to invite comments on the consultation before the deadline which is 9 March 2017.

13. EXCLUSION OF PUBLIC AND PRESS

**The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of the Act.**

14. ESTABLISHMENT OF AN AD HOC COMMITTEE

Member will receive further information regarding the establishment of an ad hoc committee.

15. COMMON SEAL

**The Council is asked to RESOLVE that the Common Seal be affixed to or the Proper Officer do sign on behalf of the Council, where appropriate, any orders, deeds or documents necessary to give effect to any resolutions of the Council or Committee.**

# **BROXTOWE BOROUGH COUNCIL**

## **COUNCIL MEETING**

**14 DECEMBER 2016**

Councillor G Harvey, Mayor

Councillors:	E H Atherton	E Kerry
	D Bagshaw	S Kerry
	S A Bagshaw	H G Khaled MBE
	L A Ball BEM	L A Lally
	T P Brindley	P Lally
	M Brown	W J Longdon
	D A Burnett	G Marshall
	B C Carr	R D MacRae
	S J Carr	J K Marsters
	M J Crow	J W McGrath
	E Cubley	J M Owen
	J A Doddy	P J Owen
	S Easom	J C Patrick
	J C Goold	M E Plackett
	J W Handley	M Radulovic MBE
	M Handley	C H Rice
	A Harper	R S Robinson
	R I Jackson	P D Simpson
	M R Kee	A W G A Stockwell

Also in attendance: S Saleem, Youth Mayor and Yamam Alsudani, Deputy Youth Mayor.

Apologies for absence were received from Councillors J S Briggs, T A Cullen, R H Darby, D A Elliott and K E Rigby.

### 38. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

### 39. **MINUTES**

The minutes of the meeting held on 19 October 2016 were confirmed and signed.

40. MAYOR'S ANNOUNCEMENTS

The Mayor gave a résumé of his engagements since the last Council meeting, which included his attendance at birthday parties and a variety of fundraising events.

41. YOUTH MAYOR'S REPORT ON BROXTOWE YOUTH VOICE ISSUES

The Youth Mayor stated that Broxtowe Youth Voice had met since the last Full Council meeting and had concentrated efforts on raising awareness of mental health issues. Councillors were informed that the Youth Voice was available for consultation should the Council require input on matters it deemed necessary.

42. LEADER'S REPORT

The Leader presented his report and and stated that he was delighted to hear the long awaited announcement regarding HS2. The development would bring substantial economic potential for the East Midlands and the Council as Broxtowe was ideally positioned to secure maximum benefits for the area.

Last month had witnessed the opening of the newly built bungalows which had been incorporated into the Council's Retirement Living Scheme at Bexhill Court. The homes had been designed to be dementia-friendly with emphasis on colours, textures and patterns, as people with dementia often struggle with depth perception and patterns may cause confusion.

The financial settlement from the Government was awaited. Council representatives had met with ministers to press the case for Broxtowe to receive a fairer share of central funds. The District Councils' Network had expressed concern that the announcement could see further reductions and the Leader had pre-emptively lobbied Government to make the point that any further reductions would have consequences.

43. REPRESENTATION ON OUTSIDE BODIES

**RESOLVED that Councillor M E Plackett be appointed as the Council's representative on Bramcote Hills Community Interest Company Steering Group.**

44. PRESENTATION OF PETITIONS

No petitions were presented.

#### 45. PUBLIC QUESTIONS

There were no questions from members of the public.

#### 46. MEMBERS' QUESTIONS

- 46.1 The following question has been submitted by Councillor R D MacRae for Councillor S Easom:

“At the meeting of the Leisure, Parks and Cemeteries Committee on 22 November, the Committee was asked to resolve that the priorities identified in the Parks and Open Spaces report be used as the basis for allocating any funding for parks and open spaces improvements and refurbishments. Hickings Lane Recreation Ground was identified in this report for several actions to be taken in the Short Term, Medium Term and Long Term. This is a very well used Recreation Ground in Stapleford so could a time scale please be given for the works which have been agreed?”

The Chair of the Leisure, Parks and Cemeteries Committee responded by stating that the Committee had identified that when resources were available works would be undertaken based on priorities identified within the report.

Funding sources were diverse with monies arising from many areas such as Section 106 monies, external grants and joint funding and funds were often linked to specific sites and locations. It would be difficult to put a specific time scale on funding for projects at locations such as Hickings Lane Recreation Ground. Funding sources were being constantly under review and members would be kept informed of progress.

Councillor R D MacRae put a supplementary question which asked whether a payback scheme could be introduced to reduce costs. The Chair responded that the relevant officers would be contacted to consider this.

- 46.2 The following question had been submitted by Councillor J W McGrath for Councillor A Harper:

“Now that speculation over the HS2 route has been resolved and that the figure of over £4 billion of inward investment for the local economy has been estimated, will the Chair of the Jobs and Economy Committee and the Leader of the Council consult this Council to engage with current employers and potential future employers and, further, will this Council commit to working with schools, colleges and universities to provide a training hub to ensure as many local people as possible will be able to apply for the jobs created?”

The Chair of the Committee responded by stating that consultation would take place with councillors and there was already liaison with local colleges and universities with the future economic prosperity of Broxtowe being considered. The potential employment opportunities arising from HS2 would be a leading topic. Provisional work had already been undertaken

with regard to a possible construction hub in Stapleford, which was in the wider locality of the new HS2 station and should, in the future, be able to benefit from any inward investment opportunities that arose from this. Broxtowe was fully engaged with on-going discussions about the HS2 station, regularly attended the relevant meetings and would report back to the Council with pertinent information at suitable times.

- 46.3 The following question had been submitted by Councillor L A Lally for Councillor S Eason:

“Many residents are asking ‘what has happened to Beeston Square Christmas decorations this year?’”

The Chair of the Leisure, Parks and Cemeteries Committee responded by stating that a decision had been taken to have a Christmas market in the Square and had it been as large as expected there would have been no room for a tree. Therefore, it was agreed that there would be one in Broadgate. It was stated that the tree should be in the Square in future as the market was not as successful as had been hoped.

Councillor L A Lally put a supplementary question which asked whether assistance from local businesses had been considered. The Chair stated that he would be willing to meet with various groups and individuals to hear their views.

- 46.4 The following question has been submitted by Councillor G Marshall for Councillor R I Jackson:

“Despite cross party agreement and the original visions laid down by the previous administration, there appears to have been little tangible movement in the development of Beeston Square over the last 12 months. Can you please assure the Council that re-development remains a top priority for Broxtowe, based on ambitious and attractive criteria and that Beeston members will have democratic involvement in the final design proposals?”

The Chair of the Policy and Performance Committee stated that he would respond to this question and supplementary questions in conjunction with questions on the same subject, which are included in minute number 46.5.

- 46.5 The following question had been submitted by Councillor P Lally for Councillor R I Jackson:

“Will the Chair of Policy and Performance Committee update the Council on the latest position of Stage 1 and Stage 2 of the Beeston Square development?”

The Leader stated that there had, in fact, been movement over the last twelve months. The Council had completed the purchase of the leasehold of the Square and now held a clear freehold across the entire site. The purchase of the leasehold interest may have delayed the overall project as was explained to members at the time, but in the long-run it would give

greater control over what would be contained on the site in addition to delivering a better development and a better financial return for the Council.

The original consultants that were awarded the tender for the early stages of the work to bring phase two of the development forward chose not to bid for the next stages of the work. This required the Council to appoint new consultants, who then made some progress which they would share with members early in the New Year. Additionally, discussions were being held with a range of cinema operators which specialised in small to medium sized operations.

Similar discussions were being held with mid-range hotel operators and developers of such. Discussions were not being sought with restaurant and bar operators at this stage, as a key driver for them would be whether or not a cinema operator came to the site.

The Council's consultants had met with Broxtowe planners and agreed some key massing concepts and limitations. In particular, the concept of a landmark residential block was being designed and financially modelled. The consultants had prepared an outline plan for the site which was being discussed with operators to ensure it met their requirements and was being evaluated in terms of its viability.

The outline plan included a cinema, bars and restaurants, mid-range hotel, a significant number of residential units and an area of public realm through the middle, connecting the bus/tram interchange with Station Road and Tesco.

Members were assured that a quality redevelopment remained a top priority of the Council and they would continue to have full involvement. It was important to maintain cross-party consensus through the soft market testing in order to attract the right partners.

Councillor G Marshall put a supplementary question which asked whether revenue opportunities could be earmarked while development was taking place and Councillor P Lally put a supplementary question which asked for a commitment to the inclusion of toilets and a community space in the development.

The Chair of the Policy and Performance Committee stated that a quality public realm was required. Toilets would be desirable but finances needed to be considered against the cost of rental space. There was a reluctance to insist on this as developers needed to be encouraged. It was necessary to have a quality revenue site for the foreseeable future. Ideas for the site would be presented for the consideration of members in the New Year and it could be used in the meantime as longer-term plans were being considered.

46.6 The following question had been submitted by Councillor J C Patrick for Councillor R I Jackson:

“As you are aware, this Council has always operated a no-compulsory redundancy policy. With the savage cuts that are being inflicted on this Council and the need to make further employee savings following the 30 day consultation period with employers and unions, will you assure us that future planning will involve working co-operatively with staff to avoid compulsory redundancies?”

The Chair of the Policy and Performance Committee stated that the Council has never had a formal no-compulsory redundancy policy. What it had sought to do was avoid compulsory redundancies wherever possible. A report on the results of the current consultation would be submitted to the Policy and Performance Committee meeting on 18 January 2017. During the consultation period there had been a great deal of co-operative working with employees and the number of compulsory redundancies required would be kept to an absolute minimum.

46.7 The following question had been submitted by Councillor D Bagshaw for Councillor P D Simpson:

“At the Council meeting on 19 October, the Chair of the Finance and Resources Committee, in response to a question about rent arrears, claimed they stood on 12 July at £246,295 and further claimed a reduction on the position of 12 June. This represents 1.85% of the total rent bill. The total value of housing rent arrears on 12 December 2016 stood at £528,928.34, consistently peaked at over £500,000, and on 28 November reached a staggering figure of £547,392. Would the Chair of the Finance and Resources Committee try to explain this dramatic increase in rent arrears and does he accept the argument put by the Opposition that changes to the benefit system have had a profound impact on the poorest and the neediest people in Broxtowe?”

The Chair of the Finance and Resources Committee presented two graphs which, he stated, corrected the misleading statement made in the question concerning the current and historic rent arrears issues. He stated that the Opposition group had previously presented an adjusted net figure as a current rent arrears value when standing orders and benefit payments were accounted for. An alternative overall figure was never previously used as it showed a £500,000 debt on a Monday and £350,000 on the Wednesday when the rent standing order payments were shown on the system.

The Chair stated that after taking the role his first priority was to address the £2,500,000 hole in the General Fund left by the previous controlling groups. The Housing Revenue Account appeared to run on a sound footing and he was unaware of any major financial issues. It was suggested that there were accumulative causes of the increase in rent arrears; 83% of the Council's tenants received Housing Benefit and were, therefore, low income households. Changes to various benefits and universal credit payments, an increase in court costs which were added to rent accounts and job centre



sanctions policy had all been responsible for non-payment. It was agreed that the changes had an impact.

This growing rent arrears problem was recognised by many other authorities which considered methods of updating rent collection processes and giving support to their tenants to sustain their tenancies. The Chair further stated that the issue was brought to the ruling group's attention in July 2016. A Tenancy Sustainment Policy was adopted, which led to the number of tenant evictions being reduced from 23 in 2014/15 to six in 2015/16 and four this year. The Council would move the Rent Payments team from Finance into the Housing team to ensure an integrated approach.

Councillor D Bagshaw put a supplementary question which asked what action would be taken to lessen the impact of cash office closures. The Chair replied that he was unaware of residents being unable to pay following the closures and there had been no adverse effect on residents.

- 46.8 The following question has been submitted by Councillor M Radulovic MBE for Councillor P D Simpson:

“Would the Chair of the Finance and Resources Committee provide details of the amount of Discretionary Housing Payment available to this Council over the last three years?”

The Chair responded by giving the figures and Councillor M Radulovic MBE put a supplementary question which asked how many people would be affected by the benefit cap, and also the impact of this on rent collection levels. In response, the Chair stated that the information would be sent to councillors and the government's welfare reforms would be supported.

47. MEMBERS' SPEECHES ON WARD ISSUES

- 47.1 Councillor M E Plackett updated members on issues in Bramcote.  
47.2 Councillor R D MacRae updated members on issues in Stapleford North.

48. QUESTIONS ON OUTSIDE BODIES

There were no questions on outside bodies.

49. NOTICE OF MOTION

- 49.1. The following notice of motion had been received from Councillor M Radulovic MBE:

“This Council resolves to convey to the Prime Minister its view that eligibility to vote in the UK should be reduced to 16 years of age.”

Following discussion a recorded vote was requested. The voting was as follows:

<u>For</u>	<u>Against</u>	<u>Abstention</u>
D Bagshaw	E H Atherton	G Harvey
S A Bagshaw	L A Ball BEM	
B C Carr	T P Brindley	
S J Carr	M Brown	
L A Lally	D A Burnett	
P Lally	M J Crow	
R D MacRae	E Cubley	
G Marshall	J A Doddy	
J K Marsters	S Easom	
J W McGrath	J C Goold	
J C Patrick	J W Handley	
M Radulovic MBE	M Handley	
R S Robinson	A Harper	
	R I Jackson	
	M R Kee	
	E Kerry	
	S Kerry	
	H G Khaled MBE	
	W J Longdon	
	J M Owen	
	P J Owen	
	M E Plackett	
	C H Rice	
	P D Simpson	
	A W G A Stockwell	

The motion, on being put to the meeting, was carried.

49.2. The notice of motion submitted by Councillor G Marshall was withdrawn.

50. PROGRAMME OF MEETINGS FOR MAY 2017 TO APRIL 2018

Members considered the programme and were informed that in accordance with the Member Development Charter criteria the programme took account of cultural and faith commitments and had been composed so as to avoid collision with any significant dates.

**RESOLVED that the Programme of Meetings for May 2017 to April 2018, as set out in the appendix, be approved.**

51. ARRANGEMENTS FOR THE DISCHARGE OF FUNCTIONS

Members noted that Councillor M R Kee had informed the Leader of her wish to resign as Chair of the Environment and Community Safety Committee and the resultant necessity for Council to appoint to the Committee.

**RESOLVED that:**

1. **The Environment and Community Safety Committee's responsibilities for Environment be transferred to the Leisure, Parks and Cemeteries Committee.**
2. **The relevant Committees be renamed as the Community Safety Committee and the Leisure and Environment Committee and the Programme of Meetings be amended accordingly.**
3. **The Chair and Vice Chair of the Community Safety Committee be appointed, and to any other Committees as necessary, in accordance with the powers set out in the Local Government Act 2000.**
4. **The consequential amendments to the Constitution be approved.**

52. AMENDMENTS TO THE CONSTITUTION

Members considered an amendment to the Constitution regarding the delegation of functions in relation to Liberty Leisure Ltd and were informed of the use of Section 32 Powers by the Chief Executive. Further consideration was given to the re-grading of specific employees of Liberty Leisure, changes to the Company's Articles of Association and the application of non-contractual benefits to Liberty Leisure employees.

**RESOLVED that:**

1. **The scheme of delegation be amended.**
2. **The exercise of Section 32 powers be approved.**
3. **The re-grading of specific posts identified in the report be approved.**
4. **Revised Articles of Association be approved.**
5. **Non-contractual benefits are afforded to Liberty Leisure employees on the same basis as employees of the Council.**

53. COMMON SEAL

**RESOLVED that the Common Seal be affixed to or the Proper Officer do sign on behalf of the Council, where appropriate, any orders, deeds or documents necessary to give effect to any resolutions of the Council or Committees.**

## Report of the Deputy Chief Executive

**MEMBER ALLOWANCES**1. Purpose of report

To advise the Committee of the recommendations of the Independent Remuneration Panel regarding the level of allowances payable to members following the introduction of a new governance structure for the Council.

2. Background

Following the Council elections in May 2015 a new administration was established. The new administration stated an intention to review the governance structure of the Council, to include consideration of the option of establishing a committee system, rather than the existing Leader and Cabinet model.

At the Council meeting of 11 May 2016 a new governance structure was approved and the committee system implemented. Allowances for the chairs and vice chairs of the new committees were also approved at the meeting based on the recommendations made by the Independent Remuneration Panel at its meeting of 25 January 2016. At the Council meeting the Leader of the Council asked that the Panel review the allowances at its next meeting scheduled for autumn 2016.

To support this review comparable information was obtained from Councils in Nottinghamshire. The findings of this exercise are included in the appendix.

To further support the review members who are engaged in specific roles were invited to the Panel's meeting of 18 October 2016 to outline the work that they undertake. This was to enable comparisons between Member roles within Broxtowe and, to allow the Panel to gauge whether the current allowance is commensurate with each role.

3. Financial implications

Options for consideration are presented in the appendix along with financial implications of each option

**Recommendation**

**The Committee is asked to CONSIDER the recommendations of the Panel and to RECOMMEND to Council the preferred option.**

Background papers: Nil

## APPENDIX 1

1. Comparative data on members allowances

1.1. The Independent Remuneration Panel consists of six members who are independent of the Council. Two members have recently retired and the Panel is operating with four members while additional members are sought. The role of the Panel is to set, and keep under review, policies for the remuneration of Council Members and to determine any changes to remuneration levels.

1.2. Following the introduction of a new Committee system from May 2016, the Leader of the Council resolved that the remuneration payable to the members of the various committees and other post holders should be reviewed once the system was in full operation. Accordingly a meeting of the panel was scheduled for 18 October 2016 to hear evidence and to determine possible options for revising the remuneration policy.

1.3. Two forms of evidence were provided to the panel:

- Comparative information on remuneration from other local authorities in Nottinghamshire
- Verbal testimony from five Council Members who occupy various offices.

1.4. The verbal testimony of Council Members was designed to highlight the range of work involved in each of the posts and to enable the differences between the roles to be considered.

2. Comparative data on members allowances

2.1. Comparative information has been gathered from all councils in Nottinghamshire and from Nottinghamshire Fire and Rescue Authority.

2.2. The exercise highlighted that there is a wide range of governance arrangements in place and consequently significant variation in Members' roles. This makes direct comparison difficult as, in some cases, roles that exist in Broxtowe do not exist at other authorities. Secondly, where there are similar roles at one or more authority they may have different components and different workloads according to, for example, the number of meetings that each Member is expected to attend, the level of engagement that the participants are expected to achieve and the degree of complexity of the subject matter addressed.

2.3. Some of the roles are broadly similar, at least across the district councils. In particular the civic offices of Mayor and Deputy Mayor, the leader of the Council and the Leader of the opposition are comparable across all sites where these functions exist. For Newark and Sherwood there is no mayor: all civic duties are performed by the Chairman of the Council.

- 2.4. The work of the quasi-judicial panels is also broadly similar across district councils but this can vary according to the scale and scope of the terms of reference of each committee and also to the extent to which the work of the relevant committee overlaps with other roles. For example, there are a wide range of overlapping functions in respect of Governance, Audit and Standards which are incorporated into one group in Broxtowe but separated into different functions elsewhere.
- 2.5. The comparative data can only be used as a guide, therefore. Accordingly data was presented only where there was a reasonable level of comparison between Broxtowe's functions and offices and those at other District Councils. The allowance for each function across all the councils has been averaged and Broxtowe's allowances compared with the mean average position for those authorities that make a payment.
- 2.6. Overall Broxtowe's costs are 22% below that of the average of the six other districts but this reflects not only the allowances given but the number of members in total and the number of posts for which an allowance is made. In some instances allowances are made for posts that are currently vacant. Where this is the case, the allowance has been taken into account for averaging purposes. There are no posts in Broxtowe at present which are not filled.
- 2.7. A summary of the comparative position is provided in the table at Annex A. The table in Annex A highlights some obvious differences which are summarised in the following paragraphs.
- 2.8. Broxtowe has the lowest overall cost, which is 22% less than the average across all the other councils but is joint second highest in terms of the number of members.
- 2.9. Broxtowe has a number of functions for which allowances are made which are not replicated (or, if so, are not remunerated elsewhere). These are:
- Vice chairs of committees, which are only remunerated in one other Council
  - The absence of an overview and scrutiny committee (the allowances provided by other councils are shown only for information regarding the role of chairs of committees and working groups in general)
  - Chair of the Housing Payments Committee
  - Chair of the Broxtowe Health Partnership
  - Health Lead on Outside Bodies
  - Allowance of members of the Alcohol and Entertainments Licencing Committee (Bassetlaw have an allowance of £24 per meeting)
  - Carer's allowance (although a similar allowance of £6.70 is provided by Nottingham City Council).

### 3. Verbal evidence

3.1. To support the review, five Council Members were invited to the meeting of 18 October to outline their roles and explain as necessary any differences in these roles and their work under the previous governance structure. These were:

Councillor Milan Radulovic (MBE): Leader of the Opposition

Councillor Tony Harper: Chair of the Jobs and Economy Committee and member of the Police and Crime Panel

Councillor Lydia Ball: Vice Chair of the Planning Committee

Councillor Halimah Khaled (MBE): Chair of the Health Partnership

Councillor Janet Patrick: Active member of the Opposition Group on several committees and formerly Lead Member of the Member Development Working Group.

3.2. The results of the exercise showed that:

- Members are fully aware of their responsibilities and duties and undertake these diligently
- The level of work involved varies considerably from function to function. For instance, the leader of the Opposition has an ex officio place on all of the new committees and must therefore review business at all of them, whereas committee leads can focus on their own areas of interest, albeit in more detail
- The role of the Vice Chair varies according to the availability of the Chair
- Activities on external bodies vary according to the type and nature of that group but are in addition to any Council post as well as work on behalf of constituents.

3.3. The work of Broxtowe Borough Council Members is, therefore, broadly similar in scope to that of similar authorities in Nottinghamshire and each individual role needs to be considered in accordance with its own functions rather than through comparison with other roles. Since the introduction of the new structure, the scope and the workload of the various member roles has begun to become clearer. However no definition of the scope or expected standards that might apply to the role has yet been established.

### 4. Options for consideration

4.1. In the light of the evidence gathered during this exercise the Panel reconvened on 18 January 2017 to discuss possible amendments to the remuneration policy. Four options were considered.

- Option 1: To use the average remuneration across other districts in Nottinghamshire as a benchmark for remuneration levels at Broxtowe and to implement this immediately
- Option 2: To implement Option 1 gradually over time to manage the transition

- Option 3: To undertake a more detailed role definition exercise and set rates in accordance with agreed role components and standards
- Option 4 to propose no changes to the existing remuneration policy or remuneration levels.

4.2. The Panel were advised by the Deputy Chief Executive that the leading group of the Council has made a manifesto commitment not to allow increases in Member remuneration. This commitment was for the lifetime of the current administration. This was taken into account in consideration of the options.

#### **5. Option 1: move all posts to the average for Nottinghamshire Districts immediately**

5.1. On the basis that the only benchmarks that are available are broad comparisons across district councils, this option would enable a degree of consistency. It is an arbitrary measurement, however, and does not take into account the detailed differences between roles across different organisations.

5.2. The financial implications are that, in general, the proposal would result in an overall increase in costs of £97,375. This is calculated by taking into account the average difference between the amounts paid at those districts other than Broxtowe, where allowances are provided, and remuneration levels at Broxtowe multiplied by the number of Council posts. The comparative data is provided at Annex B

5.3. There will be significant changes for individuals, with both substantial increases and substantial decreases for some posts.

#### **6. Option 2: move the remuneration levels to the average benchmark over time**

6.1. This has the same considerations as Option 1 but, if scheduled over the lifetime of the current administration, this would allow for financial planning within the Council's Medium Term Financial Strategy. The financial implications are as follows:

2017/18 £	2018/19 £	2019/20 £	Total £
32,458	32,458	32,458	97,374

#### **7. Option 3: Undertake a detailed role definition exercise and set rates in accordance with agreed role components and standards.**

7.1. This option would enable the Panel to consider each role on its individual merits and would not require consideration of how the role was shaped at other organisations. The exercise could be undertaken during 2017 with a



view to informing the 2018/19 budget. There would, therefore, be no financial impact in 2017/18. A further report to the Panel would determine the financial implications of any proposed changes that would have an impact on future budget setting.

**8. Option 4 to propose no changes to the existing remuneration policy or remuneration levels.**

8.1. The Panel was conscious that there had been no change in Member's allowances for a number of years and that the Council's rates had fallen significantly behind other local authorities in the area. Implementing option 4 would mean that this position would continue and that if inflation factors were taken into account elsewhere the remuneration rates may fall further behind.

8.2. Option 4 is in line with the commitment the leading group not to allow increases in Member remuneration. This commitment was for the lifetime of the current administration. If Option 4 is accepted there will be no financial impact on the 2017/18 or Medium Term Financial Strategy.

**9. Conclusion**

9.1. In reaching its conclusion the Panel resolved to recommend that Options 1 and 3 be combined:

- There should be an increase to general allowances to move the remuneration levels at Broxtowe Borough Council closer to the average of district councils across Nottinghamshire. The level of remuneration is to be determined following further considerations.
- The specific role of the Leader of the Opposition is to be considered with a view to amending the remuneration policy in respect of this post.

9.2. The Panel resolved to consider the details of the proposed changes during 2017 and not to recommend any changes to the budget for 2017/18. A separate report on a proposed inflation increase, which, if accepted, will have an impact on the 2017/18 budget was also considered by the panel. The financial implications of this decision are included in the budget report presented elsewhere on the agenda for this meeting.

## ANNEX A

## Members allowances as at May 2016 for district councils in Nottinghamshire

	Broxtowe			Ashfield	Bassetlaw	Gedling	Mansfield	Newark & Sherwood	Rushcliffe	Average where allowance is paid (excluding Broxtowe)	Diff-erence
<b>No. of members</b>	<b>44</b>			<b>35</b>	<b>48</b>	<b>40</b>	<b>36</b>	<b>39</b>	<b>44</b>		
	No.	<b>Allowance</b>	Cost	<b>Allowance</b>	<b>Allowance</b>	<b>Allowance</b>	<b>Allowance</b>	<b>Allowance</b>	<b>Allowance</b>		
		<b>£p.a</b>	£p.a.								
<b>Basic allowances</b>	44	<b>3741</b>	164604	6800	4628	3987	6386	4700	5188	5282	1541
<b>Additional allowances</b>											
Leader of the Council	1	<b>13558</b>	13558	18705	7500	13696	54863* <sup>1</sup>	13000	14545	20385	6827
Deputy Leader	1	<b>6101</b>	6101	14032	3200	10956	18546* <sup>1</sup>	2600	8606	9657	3556
<b>Committees</b>											
Portfolio Holders/Chair of Committee	6	<b>4745</b>	28470	11227	5600	6848	15364	5298	5670	8334	3589
Deputy portfolio Holders/Vice Chair of Committee	6	<b>1563</b>	9378					977		163	-586

	Broxtowe			Ashfield	Bassetlaw	Gedling	Mansfield	Newark & Sherwood	Rushcliffe	Average where allowance is paid (excluding Broxtowe)	Diff-erence
<b>Overview and Scrutiny</b>											
Chair				11,227	3100	3424					
Vice chair					600						
Sub Groups				7,426			7690				
				3,709							
<b>Quasi Judicial Committees Boards etc.</b>											
<b>Chair</b>											
Planning	1	<b>3391</b>	3391	7426	3100	4793		5298	4823	5088	1697
Licensing and Appeals	1	<b>2712</b>	2712	3709	2100	4793		3129	1200	2986	274
Housing Payments Committee	1	<b>1355</b>	1355							0	-1355
Governance, Audit & Standards	1	<b>2033</b>	2033	4225	3100	3424	2121	1795	3276	2990	957
<b>Vice Chair</b>											
Planning	1	<b>678</b>	678	3709	600			977	2411	1924	1246
Licensing & Appeals	1	<b>542</b>	542		400			460		430	-112

	Broxtowe			Ashfield	Bassetlaw	Gedling	Mansfield	Newark & Sherwood	Rushcliffe	Average where allowance is paid (excluding Broxtowe)	Diff-erence
Housing Payments Committee	1	<b>271</b>	271							0	-271
Governance, Audit & Standards	1	<b>271</b>	271	3,709	600				1092	1800	1529
Members of Alcohol and Entertainments (11+2)	13	<b>678</b>	8814		24					24	-654
Independent Person (standards)	1	<b>1355</b>	1355	1032		515	530		1200	819	-536
Chair of Health Panel	1	<b>1102.50</b>	1102.5							0	-1102.5
Health Lead on Outside Bodies	1	<b>1102.50</b>	1102.5							0	-1102.5
Police and Crime Panel	1	<b>678</b>	678							0	-678
<b>Political Groups – Additional Allowance</b>											
Leader of Opposition	1	<b>1355</b>	1355	7426		6848		4500	4684	5864	4509

	Broxtowe			Ashfield	Bassetlaw	Gedling	Mansfield	Newark & Sherwood	Rushcliffe	Average where allowance is paid (excluding Broxtowe)	Diff-erence
Business Manager	2	<b>850</b>	1700		1800	3424		977		2067	1217
<b>Civic</b>											
Mayor	1	<b>4745</b>	4745	7426	7900	5136	2874* <sup>1</sup>	* <sup>2</sup>	6444	5956	1211
Deputy Mayor	1	<b>1355</b>	1355	4262	2500	1712	1184* <sup>1</sup>	* <sup>2</sup>	2048	2341	986
<b>Other allowances</b>											
Carer's allowance		<b>6.50</b>									
	Full year		2241								

## Notes:

\*<sup>1</sup> Mansfield has an elected Mayor who acts as leader and a Chair of Council who performs Civic duties

\*<sup>2</sup> Newark & Sherwood does not have a Mayor or Deputy Mayor – any ceremonial duties are conducted by the Chair

## ANNEX B

**Comparison of overall costs**

To compare overall costs the individual allowances for each post are multiplied by the number of post holders and the total summed.

	<b>Broxtowe</b>	<b>Ashfield</b>	<b>Bassetlaw</b>	<b>Gedling</b>	<b>Mansfield</b>	<b>Newark &amp; Sherwood</b>	<b>Rushcliffe</b>	<b>Average (excluding Broxtowe)</b>	<b>Difference</b>
	£	£	£	£	£	£	£	£	%
<b>Total costs (remuneration * no. of post holders)</b>	257,812	419,804	305,509	267,416	441,197	236,815	320,310	331,842	22%

The average is based on the average of the total costs. However, in order to establish the financial impact of moving to the average for each comparable post it is necessary to reflect the fact that the post is remunerated in some councils but not in others. The calculation is shown in the pages overleaf.

	Broxtowe	Allowance	Average where allowance is paid (excluding Broxtowe)	Difference	Impact of moving to average
	A		B	C	(column A * column C)
	No.	£	£	£	£
<b>Basic allowances</b>	44	<b>3741</b>	5282	1540.58	67785.52
<b>Additional allowances</b>					
Leader of the Council	1	<b>13558</b>	20385	6826.77	6826.77
Deputy Leader	1	<b>6101</b>	9657	3555.75	3555.75
<b>Committees</b>					
Portfolio Holders/Chair of Committee	6	<b>4745</b>	8334	3589.47	21536.80
Deputy portfolio Holders/Vice Chair of Committee	6	<b>1563</b>	163	-586.00	-3516.00
<b>Quasi Judicial Committees Boards etc.</b>					
<b>Chair</b>					
Planning	1	<b>3391</b>	5088	1697.09	1697.09
Licensing and Appeals	1	<b>2712</b>	2986	274.29	274.29
Housing Payments Committee	1	<b>1355</b>	0	-1355.00	-1355.00
Governance, Audit & Standards	1	<b>2033</b>	2990	957.15	957.15
<b>Vice Chair</b>					
Planning	1	<b>678</b>	1924	1246.25	1246.25
Licensing & Appeals	1	<b>542</b>	430	-112.00	-112.00
Housing Payments Committee	1	<b>271</b>	0	-271.00	-271.00
Governance, Audit & Standards	1	<b>271</b>	1800	1529.33	1529.33
Members of Alcohol and Entertainments (11+2)	13	<b>678</b>	24	-654.00	-8502.00

	Broxtowe	Allowance	Average where allowance is paid (excluding Broxtowe)	Difference	Impact of moving to average
	A		B	C	(column A * column C)
	No.	£	£	£	£
Independent Person (standards)	1	1355	819	-535.75	-535.75
Chair of Health Panel	1	1102.50	0	-1102.50	-1102.50
Health Lead on Outside Bodies	1	1102.50	0	-1102.50	-1102.50
Police and Crime Panel	1	678	0	-678.00	-678.00
<b>Political Groups – Additional Allowance</b>					
Leader of Opposition	1	1355	5864	4509.45	4509.45
Business Manager	2	850	2067	1216.97	2433.93
<b>Civic</b>					
Mayor	1	4745	5956	1210.97	1210.97
Deputy Mayor	1	1355	2341	986.19	986.19
<b>Overall impact (sum of column D)</b>					<b>97374.75</b>



## Report of the Deputy Chief Executive

**PAY AWARD AND REVIEW OF ALLOWANCES**1. Purpose of report

To advise the Committee of the recommendations of the Independent Remuneration Panel regarding the application of the proposed pay award for 2017/18 to allowance rates for members.

2. Background

In 2016 the National Joint Negotiating Committee approved a pay offer by employers amounting to 2.4% over two years from 1 April 2016. The award was accepted and implemented by the Council as part of the budget-setting process for 2016/17. The award was weighted in favour of those on the lowest pay points in order to make progress towards the target of achieving the National Living Wage by 2019/20. Therefore, an award of 1.2% per annum across the payroll has been allowed for in the budget for 2016/17 and has been allowed for again in the budget for 2017/18.

In accordance with the Scheme of Members' Allowances approved by the Panel in September 2015, Member allowance rates should increase in line with any employee pay award. Accordingly a proposed increase of 1.2% has been applied and the proposed new allowance rates are shown in the appendix.

The Panel was advised by the Deputy Chief Executive that the current rates shown in the appendix have remained unchanged since 2015/16 as the Council, at its meeting of 2 March 2016, voted not to accept the recommendation of the panel to apply the pay award for 2016/17. This decision was in line with the manifesto commitment of the leading group not to increase Members' remuneration during the lifetime of the current administration.

The Panel resolved that in the light of inflationary pressures, and despite the increasing financial pressures of the Council, the revised remuneration rates shown in the appendix should apply from 1 April 2017.

3. Financial implications

For comparative purposes, the impact of the proposed 1.2% increase is shown in Appendix 2. The full impact of a 1.2% increase, should it be accepted, would be £3,100 per annum from 2017/18.

**Recommendation**

**The Committee is asked to CONSIDER the recommendations of the Panel and RECOMMEND to Council accordingly.**

Background papers

Nil

## APPENDIX

## Revised Members' allowances following proposed 1.2% increase

	<u>No. applying</u>	<u>Current rate £</u>	<u>Revised rate (£)</u>
<b>Basic Allowance</b>	44	3,741	3,786
<b>Special Responsibility Allowances:</b>			
- Leader (incl. cabinet responsibilities)	1	13,558	13,721
- Deputy Leader (incl. portfolio)	1	6,101	6,174
<b>Committees</b>			
- Chair	6	4,745	4,802
- Vice chair	6	1,563	1,582
<b>Quasi-Judicial Committees, Board etc.</b>			
- Chair:			
o Planning	1	3,391	3,432
o Licensing & Appeals	1	2,712	2,745
o Housing Payments Committee	1	1,355	1,371
o General Purposes, Audit & Standards	1	2,033	2,057
- Vice chair:			
o Development Control			
o Licensing & Appeals	1	678	686
o Housing Payments Committee (prev. Review Board)	1	542	549
o General Purposes, Audit and standards	1	271	274
- Members of Alcohol & Entertainments Licensing Committee (i.e. plus Leader and Leader of the Opposition)	11 +2	678	686
- Independent Person	1	1,355	1,371
<b>Political Groups – Additional Allowance</b>			
- Leader of Opposition	1	1,355	1,371
- Business Manager	1	850	860
<b>Civic</b>			
- Mayor	1	4,745	4,802
- Deputy Mayor	1	1,355	1,371
<b>Outside Bodies</b>			
- Health Lead	1	1,102.5	1,116
- Chair of Broxtowe Partnership Health Task Group	1	1,102.5	1,116
- Police and Crime Panel	1	678	686

## Report of the Deputy Chief Executive

**APPOINTMENT OF EXTERNAL AUDITORS**1. Purpose of report

To summarise the changes to the arrangements for appointing External Auditors following the closure of the Audit Commission, and the end of the transitional arrangements at the conclusion of the 2017/18 audit and to determine arrangements for appointing external auditors from 2018/19.

2. Detail

The Local Audit and Accountability Act 2014 brought to a close the Audit Commission and established transitional arrangements for the appointment of external auditors and the setting of audit fees for all local government and NHS bodies in England. On 5 October 2015 the Secretary of State for Communities and Local Government (CLG) determined that the transitional arrangements for local government bodies would be extended by one year to also include the audit of the accounts for 2017/18.

When the current transitional arrangements come to an end on 31 March 2018, the Council will be able to move to local appointment of the auditor. There are three ways that this can be done under current regulations, each with varying risks and opportunities. These are considered in the appendix.

To support local authorities in minimising the costs and risks associated with this process the Local Government Association has agreed with CLG that Public Sector Audit Appointments (the organisation responsible for overseeing the transition in external audit arrangements) can act as a Sector Led Body to make audit appointments under a national scheme. Following discussion at the Governance, Audit and Standards Committee on 26 September 2016, the Deputy Chief Executive formally expressed an interest in participating in the proposed sector-led approach. A final decision to opt-in to the scheme, if the Council chooses to adopt this approach, is required by Full Council by 9 March 2017.

3. Financial implications

The financial implications of each option are set out in the appendix.

**Recommendation**

**The Committee is asked to CONSIDER the options for appointing external auditors and RECOMMEND to Council the preferred approach.**

Background papers: Nil

## APPENDIX

1. Background

- 1.1. Section 7 of the Local Audit and Accountability Act 2014 (the Act) requires a relevant authority to appoint a local auditor to audit its accounts for a financial year not later than 31 December in the preceding year. Section 8 governs the procedure for appointment including that the authority must consult and take account of the advice of its auditor panel on the selection and appointment of a local auditor.
- 1.2. Section 12 of the Act makes provision for the failure to appoint a local auditor: The authority must immediately inform the Secretary of State, who may direct the authority to appoint the auditor named in the direction or appoint a local auditor on behalf of the authority.
- 1.3. Section 17 gives the Secretary of State the power to make regulations in relation to an 'appointing person' specified by the Secretary of State. This power has been exercised in the Local Audit (Appointing Person) Regulations 2015 (SI 192) and this gives the Secretary of State the ability to enable a Sector Led Body to become the appointing person.
- 1.4. The Council's current external auditor is KPMG. This appointment was made under a contract let by the Audit Commission on an independent basis. Following closure of the Audit Commission on 31 March 2015, the contract is currently managed by Public Sector Audit Appointments Limited (PSAA), the transitional body set up by the LGA with delegated authority from the Secretary of State at the Department for Communities and Local Government (CLG).
- 1.5. Over recent years the Council has benefited from a reduction in fees in the order of 50% compared with historic levels. This has been the result of a combination of factors including reduced audit risk, new contracts negotiated nationally with the firms of accountants and savings from the closure of the Audit Commission. The external audit fees for the last full accounting period (2015/16) were £46,503 for the 2016/17 accounts.
- 1.6. Current fees are based on discounted rates offered by the firms in return for substantial market share. When the contracts were last negotiated nationally by the Audit Commission they covered NHS and local government bodies and offered maximum economies of scale. Auditors were appointed for a period of five years.
- 1.7. For the financial year beginning 1 April 2018 local authorities will be able to appoint their own external auditors. The decision to appoint must be made before 31 December 2017.
- 1.8. The scope of the audit work will still be specified nationally, the National Audit Office (NAO) is responsible for writing the Code of Audit Practice which all firms appointed to carry out the Council's audit must follow. Not all accounting firms will be eligible to compete for the work, they will need to demonstrate that they have the required skills and experience and be registered with a Registered Supervising Body approved by the Financial Reporting Council. Currently 10 organisations have registered that meet the

eligibility criteria, of which one is a medium-sized local firm based in Brighton (Cardens), as follows:

- BDO
- Cardens
- Deloitte
- Ernst & Young
- Grant Thornton
- KPMG
- Mazars
- Moore Stephens
- PriceWaterhouseCoopers
- Scott Moncrieff

## 2. Options for Local Appointment of External Auditors

2.1. There are three options open to the Council under the Local Audit and Accountability Act 2014 (the Act):

- Undertake an individual auditor procurement and appointment exercise;
- Undertake a joint auditor procurement and appointment exercise with other bodies, those in the same locality for example; or
- Join an appointing person arrangement (sometimes known as a 'Sector Led Body') where specified appointing status has been achieved under the regulations.

### 3. **Option 1: Make a stand-alone appointment**

3.1. In order to make a stand-alone appointment the Council will need to set up an auditor panel. The members of the panel must consist wholly of, or be formed of a majority of, independent members as defined by the Act. Independent members for this purpose are independent appointees, this excludes current and former elected members (or officers) and their close families and friends.

3.2. This means that elected Members will not have a majority input to assessing bids and choosing which firm of accountants to award a contract for the Council's external audit as the independent auditor panel established by the Council will be responsible for selecting the auditor. This assumes that there is no existing independent committee that might already be suitably constituted. There is no such committee established within Broxtowe Borough Council's current governance arrangements.

#### *Advantages*

3.3. Setting up an Auditor Panel allows the Council to take maximum advantage of the new local appointment regime and have local input to the decision.

#### *Disadvantages/risks*

3.4. Recruitment and servicing of the auditor panel, running the bidding exercise and negotiating the contract is estimated by the LGA to cost in the order of £15,000 plus ongoing expenses and allowances. If this option is adopted an

exercise to determine the costs will be needed and a budget established accordingly. This will include the cost of recruiting independent appointees, servicing the panel, running a bidding and tender evaluation process, letting a contract and paying members' fees and allowances.

3.5. The Council will not be able to take advantage of reduced fees that may be available through joint or national procurement contracts.

3.6. The assessment of bids and decision on awarding contracts will be taken by independent appointees and not solely by elected Members of the Council.

**4. Option 2: Set up a Joint Auditor Panel/local joint procurement arrangements**

4.1. The Act enables the Council to join with other authorities to establish a joint auditor panel. Again this will need to be constituted of wholly or a majority of independent appointees. Further legal advice will be required on the exact constitution of such a panel having regard to the obligations of each Council under the Act.

4.2. The Council will need to liaise with other local authorities to assess the appetite for such an arrangement. Discussions at the Nottinghamshire Chief Finance Officers Group has indicated that there is no appetite for a joint arrangement, as the majority of Councils have indicated an intention to join the sector-led approach.

*Advantages/benefits*

4.3. The costs of setting up the panel, running the bidding exercise and negotiating the contract will be shared across a number of authorities.

4.4. There is greater opportunity for negotiating some economies of scale by being able to offer a larger combined contract value to the firms.

*Disadvantages/risks*

4.5. The decision-making body will be further removed from local input, with potentially no input from elected Members where a wholly independent auditor panel is used or possible only one elected member representing each Council, depending on the constitution agreed with the other bodies involved.

4.6. The choice of auditor could be complicated where individual Councils have independence issues. An independence issue occurs where the auditor is currently carrying out work such as consultancy or advisory work for the Council or has recently done so. Where this occurs some auditors may be prevented from being appointed by the terms of their professional standards. There is a risk that if the joint auditor panel chooses a firm that is conflicted for this Council then the Council may still need to make a separate appointment with all the attendant costs and loss of economies possible through joint procurement.

## 5. Option 3: Opt in to a Sector Led Body

5.1. In response to the consultation on the new arrangement the LGA successfully lobbied for councils to be able to opt in to a Sector Led Body appointed by the Secretary of State under the Act. A Sector Led Body would have the ability to negotiate contracts with the firms nationally, maximising the opportunities for the most economic and efficient approach to procurement of external audit on behalf of the whole sector.

### *Advantages/benefits*

5.2. The costs of setting up the appointment arrangements and negotiating fees would be shared across all opt-in authorities.

5.3. By offering large contract values the firms would be able to offer better rates and lower fees than are likely to result from local negotiation. Any conflicts at individual authorities would be managed by the Sector Led Body who would have a number of contracted firms to call upon.

5.4. The appointment process would not be ceded to locally appointed independent members. Instead a separate body set up to act in the collective interests of the 'opt-in' authorities. The procurement and appointment process would be in full compliance with the Act and all relevant regulations.

### *Disadvantages/risks*

5.5. Individual elected members will have less opportunity for direct involvement in the appointment process other than through the LGA and/or stakeholder representative groups.

5.6. In order for the Sector Led Body to be viable and to be placed in the strongest possible negotiating position it will need Councils to indicate their intention to opt-in before final contract prices are known.

## 6. Conclusion

6.1. The Council has until December 2017 to make an appointment. In practical terms this means one of the options outlined in this report will need to be in place by spring 2017 in order that the contract negotiation process can be carried out during 2017.

6.2. The sector-led approach has been championed by the Local Government Association as it believes this offers best value to councils by reducing set-up costs and having the potential to negotiate lowest fees. To date 215 authorities have formally opted-in to the approach. The greatest economies of scale will come from the maximum number of councils acting collectively and opting in. A summary of the PSAA prospectus, under cover of a letter to the Chief Executive, is annexed.

6.3. Current external audit fees levels are likely to increase when the current contracts end in 2018. Opting-in to a national Sector Led Body provides maximum opportunity to limit the extent of any increases by entering into a

large scale collective procurement arrangement and would remove the costs of establishing an auditor panel

- 6.4. The Council will need to take action to implement new arrangements for the appointment of external auditors from April 2018. Should the Committee determine that Option 1 or 2 should be recommended to Full Council, a further report setting out the actions that need to be taken to establish an independent or joint auditor panel will be submitted to the next meeting.



**ANNEX**

**Invitation to opt into the national scheme for joint auditor appointments**

Attached letter to the Chief Executive and information regarding Public Sector Audit Appointments and its approach.

**Report of the Chief Executive****PAY POLICY STATEMENT – 2017/18**1. Purpose of report

To seek Council approval for the Pay Policy Statement for 2017/18.

2. Background

Section 38 of the Localism Act 2011 requires local authorities to publish an annual Pay Policy Statement. The purpose of the statement is to increase accountability in relation to payments made to senior members of local authority staff by enabling public scrutiny.

3. Detail

The Pay Policy Statement for 2017/18, which is distributed with the agenda sets out, inter alia, the Council's policies relating to the remuneration of its senior officers (those at Head of Service level and above), the remuneration of its lowest paid employees and the relationship between the remuneration of its senior officers and the remuneration of its employees who are not senior officers.

The statement has now been updated and includes the following changes which occurred during 2016/17:

- Reference to the 1% pay award for 2016-17 covering the period 1 April 2016 to 31 March 2017, and proposed further 1% from April 2017 – March 2018
- Reference to the new living wage to be introduced from April 2017
- Updates to reflect the change to the committee system
- Inclusion of information regarding election payments
- Deletion of scp8 (which would have been below the NJC bottom spinal point) and proposed deletion of scp 9 from April 2017 for the same reason.
- The Hay re-evaluation of the position of Director of legal and Planning Services (shared Monitoring Officer post)
- Reference to the extension of the voluntary redundancy scheme until March 2017.
- Updating the information on gender pay gap and pay ratios.

The Pay Policy Statement must be approved by a resolution of the full Council before 31 March immediately before the financial year to which it relates. The Pay Policy Statement may be amended by resolution during the year and must be published on the Council's website as soon as possible after approval. Publishing the Pay Policy Statement also meets requirements under the Code of Recommended Practice for Local Authorities on Data Transparency.

**Recommendation**

**The Council is asked to RESOLVE that the Pay Policy Statement for 2017/18 be approved.**

Background papers

Nil

Report of the Director of Legal and Planning Services

**OFFICER DELEGATED DECISIONS**

1. Purpose of report

To update members on Officer Delegated Decisions.

2. Detail

Further detail of Officer delegated decisions can be found in the appendix.

**Recommendation**

**Council is asked to NOTE the report.**

Background papers

Nil

## APPENDIX

Date	Description	Reason	Outcome
27 January 2016 – Council	<u>Devolution Deal</u> <b>RESOLVED that authority be delegated to the Chief Executive in consultation with the three group leaders and the independent member to continue negotiations on the Council's behalf.</b>	In the interests of the economic prosperity of the area.	Devolution did not proceed as a number of Derbyshire Authorities withdrew from the proposal. Discussions are continuing between Notts and Derbyshire Leaders about the possibility of creating a joint committee to progress transport planning, skills One Public Estate and to increase Housing delivery rates across the Derbyshire Nottinghamshire area.
15 March 2016 – Cabinet	<u>Moult's Yard Stapleford</u> <b>RESOLVED unanimously to delegate authority to the Director of Legal and Planning Services in consultation with the Portfolio Holder for Strategic Planning and the Leader of the Council to make a Compulsory Purchase Order in respect of the land at Moult's Yard, Nottingham Road, Stapleford, Nottinghamshire.</b>	Help our town centres to compete and attract more visitors.  Increase the number of new businesses starting in Broxtowe.	Discussions on going with planning and legal officers to progress the CPO at the same time of pressing the landowner for a satisfactory redevelopment.

Date	Description	Reason	Outcome
19 April 2016 – Cabinet	<p><u>Station Road, Beeston – Car Park Charges</u></p> <p><b>RESOLVED that authority be delegated to the Head of Property Services the ability to vary car park charges at the Station Road car park adjacent to Beeston Train Station.</b></p>	<p>Help our town centres to compete and attract more visitors.</p> <p>To avoid income loss to the Council.</p>	<p>The “rival” car park ceased to function soon after this decision was made and so changes to car park charges were not required.</p>
19 April 2016 – Cabinet	<p><u>Former D H Lawrence Heritage Centre (Durban House) – Eastwood</u></p> <p><b>RESOLVED that delegated authority to the Director of Housing, Leisure and Property Services to conclude the negotiations, agree the lease terms and authorise the completion of the lease in consultation with the Director of Legal and Property Services and subject to the report commissioned through the Arts Council grant.</b></p>	<p>Help our town centres to compete and attract more visitors.</p>	<p>The lease was agreed and completed in December 2016 at the expected income level.</p>
27 April 2016 – Council	<p><u>Process For determining Applications for Neighbourhood Plan Areas And Neighbourhood Forums To Be Designated</u></p> <p><b>RESOLVED that delegated authority be given to the Director of Legal and Planning Services in consultation with the Portfolio Holder for Strategic Planning and relevant ward members to make decisions on applications for Neighbourhood Plan Area designation and Neighbourhood Forum designation.</b></p>	<p>Improve the quality and availability of the private sector stock to meet local housing need.</p> <p>Increase the number of new businesses starting in Broxtowe.</p> <p>Maintain and improve the green infrastructure of Broxtowe.</p>	<p>Bramcote Neighbourhood Area Forum determined on 3 October 2016. Chilwell and Toton Neighbourhood application is pending and likely to be issued within the next few weeks.</p>

Date	Description	Reason	Outcome
18 May 2016 – Policy and Performance Committee	<u>Beeston Town Centre</u>  <b>RESOLVED that The funding for appointing specialist advisors be approved and to delegate the appointment of such to the Deputy Chief Executive, the Head of Housing Leisure and Property Services, and the Head of Legal and Planning including waiving of Standing Orders in relation to the appointment of Legal Advisors, if necessary.</b>	Increase the number of new businesses starting in Broxtowe.  Help our town centres to compete and attract more visitors.  Complete the regeneration of Beeston Town Centre and seek opportunities to regenerate town centres throughout Broxtowe.	An OJEU-compliant procurement process was undertaken and the consultants were appointed accordingly
18 May 2016 – Policy and Performance Committee	<u>Department Of Work and Pensions Update</u>  <b>RESOLVED that the approval of the financial and legal arrangements be delegated to the Deputy Chief Executive, the Head of Housing Leisure and Property Services, and the Head of Legal and Planning.</b>	Work with partners to improve the health of the local population.	It appears that the DWP have withdrawn their plans to move into the Council offices as part of a national “re-think”.
19 May 2016 – Jobs and Economy Committee	<u>Appeal Decision and Costs Awarded to the New White Bull at Nottingham Road Giltbrook</u>  <b>RESOLVED that the Head of Neighbourhoods and Prosperity be given delegated authority to settle the costs claim up to a maximum of £37,307.25.</b>	Not applicable.	Claimed settled.
23 May 2016 – Finance and Resources Committee	<u>Evaluation of Potential Sites For Disposal</u>  <b>RESOLVED that the investigation of the potential sales of the sites be delegated to the Director of Housing, Leisure and Property Services to</b>	Increase the number of new businesses starting in Broxtowe.  Help out town centres to compete and attract	Superseded by the report to Policy and Performance on 14 September 2016. See that

Date	Description	Reason	Outcome
	pursue.	more visitors.	report for outcome.
7 July 2016 – Jobs and Economy Committee	<u>HS2 Update</u>  <b>RESOLVED that the Council includes the further work on the growth strategy and development at Chetwynd in the Broxtowe Masterplan approved by Cabinet in December 2015 and the detailed changes to be delegated to the Head of Neighbourhoods and Prosperity in consultation with the Chair of the Jobs and Economy Committee.</b>	Increase the number of new businesses starting in Broxtowe.  Help our town centres to compete and attract more visitors.	This matter to be reported to Jobs and Economy Committee for inclusion in the Part 2 Local Plan.
11 July 2016 – Policy and Performance Committee	<u>LOCAL AUTHORITY TRADING COMPANY – BUSINESS PLAN</u>  <b>RESOLVED that the award of the contract to Liberty Leisure for a period of 15 years with an option to extend for a further ten years and that authority be delegated to the Director of Legal and Planning to draw up the appropriate legal framework be approved.</b>	Increase the number of people who have active lifestyles.  Work with partners to improve the health of the local population. Help our town centres to compete and attract more visitors.	The Contract was awarded to liberty Leisure from 1 October 2016.
14 September 2016 – Policy and Performance Committee	<u>Update – Asset Disposal</u>  <b>RESOLVED that the final terms for disposal to be delegated to the Director of Housing, Leisure and Property Services in consultation with the Director of Legal and Planning Services.</b>	Increase the number of new businesses starting in Broxtowe.  Help our town centres to compete and attract more visitors.  Raise income for the Council.	Stepping Stones, Eastwood – title still being acquired. Cash offices, Eastwood – sale proposal going to Policy & Performance 8 March 2017. Market site, Beeston –

Date	Description	Reason	Outcome
			outline pp being sought. Middle St car park, Beeston – retain pending Phase 2 car parking needs. Redwood Crescent – sale agreed at market value. Cliffe Hill community centre, Stapleford – representations from community centre being considered. Durban House, Eastwood – let at £35,000 pa.
19 September 2016 – Finance and Resources Committee	<u>Medium Term Financial Strategy and Business Strategy</u>  <b>RESOLVED that authority be delegated to the S151 Officer, in consultation with the Chair of the Committee, to consider the Government’s proposed four-year settlement, and, subject to further guidance emerging before October, to accept the offer.</b>	The Authority was formally required to accept the settlement or risk receiving reduced revenue income from Government. Delegation was necessary because further guidance was not received at the date of Committee.	Deputy Chief executive advised the department that the Council accepted the four year settlement by email on 11 October 2016.
16 November 2016 – Policy and Performance Committee	<u>Shared Monitoring Officer Relationship with Rushcliffe Borough Council</u>  <b>RESOLVED that authority be delegated to the Chief Executive, in consultation with the Leader and the Leader of the Opposition, to give effect to the re-evaluation by the independent Hay Consultant of the</b>	To reflect all of the Council’s Corporate Plan priorities.	The role’s amended job description was evaluated by the external Hay consultants, and the outcome was quality assured. The



Date	Description	Reason	Outcome
	<p><b>Monitoring Officer role within the pay policy approved by Council.</b></p>		<p>increased complexity of the role – delivering a statutory role across two authorities and two political entities, the increased accountability of the role, its increased visibility and its freedom to act across two authorities resulted on an increase in job points to 994, placing it within the CO4 pay band which covers points 940-1119. The leader and leader of the opposition were consulted and the recommendation implemented. The difference between the previous and current grade £11,383. The financial will be accommodated within the 16/17 and 17/18 staffing budgets.</p>

## Report of the Director of Legal and Planning Services

**HS2 ROUTE REFINEMENT CONSULTATION**1. Purpose of report

To update members on the current route consultation and to invite comments on the consultation before the deadline which is 9 March 2017.

2. Background

HS2 is the government's proposed high speed rail network to link London with major cities in the midlands and the north. There is a single route from London to Birmingham north of which the route is to split on a 'Y' shaped network with the western leg extending to Manchester and the Eastern leg to Leeds. On the eastern leg two stations are proposed one at Toton to serve the East Midlands and the other at Sheffield in a location to be confirmed as the Council's involved appear unable to agree among themselves.

3. Details

The details are in appendix 1 and relate to the station location at Toton and the potential route refinements from those originally proposed in 2013.

4. Financial Implications

There are likely to be significant positive financial implications as a result of HS2 totalling several million pounds over the region and also leading to significant economic benefits in Broxtowe, although these will take some time to materialise as the station is not anticipated to be operational until 2033. These benefits are likely to be most significant in the south of the Borough around the station location and in nearby centres of population especially those along the tram route. The costs of responding to the consultation are contained within existing budgets.

**Recommendation**

**Council is asked to NOTE the details in appendix 1 , CONSIDER the points made in 2.2 to 2.8 and RESOLVE accordingly.**

Background papers

Nil

## APPENDIX 1

**Summary of key changes along the route announced November 2016****Eastern Leg (Birmingham to Leeds via East Midlands Hub)**

- 1.1 Several major alterations have been made to the overall route, including several major diversions:
- Move the route to the south-east of Measham.
  - Alterations to the route to run to the south of East Midlands Airport instead of running under the airport in a tunnel.
  - Alterations to the vertical alignment passing through Long Eaton.
  - The East Midlands Hub is confirmed at Toton
  - A potential move of the depot originally proposed at New Crofton.
  - In July 2016, a paper relating to the South Yorkshire section of HS2 considered options to serve Sheffield via a 'loop' using existing rail lines, and proposed diverting the main route broadly following the M18, resulting in no hub at Sheffield Meadowhall. This proposal has been recommended. A possible parkway station is being considered in the Yorkshire area.
  - The Leeds hub has been confirmed as having a shared concourse with Leeds Railway station, in a 'T' formation.

**local implications for Broxtowe**

- 1.2 The parts of the route that have changed in Broxtowe are not part of the 'formal' consultation as HS2 consider that these changes have 'no appreciable impact' on these areas. However, should Council be so minded we could make comments in any event.

**East Midlands Hub**

- 1.3 The East Midlands Hub has been confirmed at Toton. The design will provide four high speed platforms and two fast lines for through high speed services, as well as four platforms for 'conventional' services. However, the station site has been moved further south by 150m. The vertical alignment also has to change as a result of the changes in Long Eaton – this would mean that the station is higher on the site than originally proposed for the station – by as much as 10m if a viaduct is used. It should be noted that our colleagues at Erewash Borough Council have previously made representations to HS2 in favour of a viaduct option to prevent the segregation of part of the town of Long Eaton.
- 1.4 The plans show "conventional lines" either side of the high speed line. North of the hub site these lines converge back onto the original Erewash Valley Line route. No reference is made to a connection between the conventional lines and the high speed lines.
- 1.5 A further £625,000 is being provided to develop access arrangements for the East Midlands Hub site.
- 1.6 Whilst not included on the plans specifically, the plans reference changes required to the alignment of the A52 road in order to cater for High Speed 2. The changes

made here may result in alterations to the access arrangements and serving of the site by transport to ensure connectivity to Nottingham and Derby.

- 1.7 Plans for this section of the proposed alignment can be found here:  
<https://www.gov.uk/government/publications/hs2-plan-and-profile-maps-2016-long-eaton-to-trowell-hsl12>

#### Trowell and Strelley Village area

- 1.8 North of the hub station, the high speed line follows the M1 corridor. The route has only seen minor changes to the alignment in this area. The route has been moved east by approximately 15m at the southern portal of the proposed tunnel, and 10m east at Bulwell Wood (close to Nottingham Business Park). Northwards of Strelley Village the vertical alignment has changed again, with the route being up to 3m higher to improve clearances over watercourses and roads.
- 1.9 As with the 2013 alignment, the line cuts through Nottingham Business Park in the Nottingham City Council area, and would affect some businesses in this estate.
- 1.10 Plans for this section of the proposed alignment can be found here:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/567498/C321-MMD-RT-DPP-120-581301.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/567498/C321-MMD-RT-DPP-120-581301.pdf)

## **2. Councillor task and Finish group: 17 February 2017.**

- 2.1. All Councillors were invited to attend a task and finish group meeting on Thursday 17 February at which discussion took place regarding matters which should be raised in response to the route consultation. The following main points were highlighted:

### **2.2. Statement of support**

- The Council welcomes the prospect of the HS2 East Midlands Hub station at Toton and is determined to capitalise on the economic opportunities this brings for the residents of the area, whilst doing all in its power to mitigate any harmful impacts that the development will bring.

### **2.3. Design principles for the hub Station**

- Whatever the confirmed level of the station (higher or lower depending on the confirmed route through Long Eaton) a tram extension to the station from day one is a pre-requisite, with the tram being at an appropriate level to allow for its extension into Erewash and beyond;
- Bus, taxi, pedestrian and cycle provision must be made from one side of the station to the other;
- Safe attractive and direct pedestrian access points must be provided from both the Toton and Long Eaton sides (not either or);
- There must be minimum land take for highways infrastructure, properly taking account of multi modal studies to enhance walking and public transport use, in a similar vein to that undertaken for the A453 widening;
- Vehicle access from the A52 must be provided, with sufficient capacity (taking into account the previous point) for the growth ambitions for the station area site

including unlocking development potential to the west of the station and not just the station in isolation;

- Parking must be provided underground (ideally), or a decked carpark, or a shared facility with the existing Toton Park and ride, all with a view to minimising the land take from the carpark.
- The station must be an efficient interchange with regional and national rail connectivity with capacity for growth including HS2 and classic rail services cross platform connectivity
- Investment should be provided to secure a high quality 'station square' public realm area as the gateway to the area
- Extensive green infrastructure must be funded to link areas of economic opportunity

#### **2.4. Concerns about the line of route in Broxtowe**

- The extreme height of the high level line is a concern at several places along the line. The visual impact of the required engineering works will inevitably cause adverse environmental impacts for residents who will be able to see this dominant feature close to their properties – for example in the Stapleford area.
- The cut and cover solution at Strelley threatens to severely damage a conservation village and historic features such as the local Church will be adversely impacted. If possible the line of route should be altered to avoid causing this damage
- Another point at which the line rises significantly is in the area where it is elevated over the A610 and B600. If this cannot be avoided, engineering solutions should be employed to soften the impact of the large embankment to ameliorate the impact of this feature.

#### **2.5. Noise**

- Councillors have concerns about the noise impact of the line. The Council urges HS2 Ltd to use the best and most advanced technology to avoid potentially serious noise pollution affecting the residents of Broxtowe

#### **2.6. Compensation**

- Councillors believe compensation should be available to a wider number of local people than are simply covered by the safeguarded area. The potential reduction in value to land and property in areas beyond the safeguarded areas should be recognised through a scheme that operates more flexibly .

#### **2.7. Development Company**

- The council believes that as the democratically elected body representing the people of the area, it should have decisive influence over planning decisions relating to the area for strategic growth. These powers should not be taken from the Council through the creation of a development company. The Council has worked well and positively with both the local community and partners across the East Midlands to provide a strategic spatial masterplan for the area, and believes it can contribute positively to the more detailed planning of the area.

**2.8. Construction Period**

- The Council is concerned about the potential adverse impacts of lengthy construction periods across its area which could be hugely disruptive. The Council urges HS2 to ensure that the construction works are sensitively phased and co-ordinated to minimise disruption and to avoid communities being cut off, and to minimise harmful impacts to businesses . Where some disruption is inevitable, adequate compensation should be available to recognise the harmful effects of construction.



Broxtowe  
Borough  
COUNCIL

# **Pay Policy**

**2017 - 2018**

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# **PAY POLICY**

## **2017 – 2018**

### **1. Introduction**

The Council is required to publish a Pay Policy Statement by 31 March each year in accordance with Section 38 of the Localism Act 2011. The purpose of this Statement is to set out the Council's guiding principles of its current reward system and increase accountability in relation to the total remuneration of its Chief Officers by enabling public scrutiny of that remuneration.

### **2. Main Principles**

This policy statement confirms the Council's on-going commitment to operate transparent pay systems, whilst recognising that its reward system must be affordable and at the same time support the requirement to provide excellent customer service in accordance with its corporate objectives.

The importance of managing pay fairly will mean that the Council will be able to:

- attract, motivate and retain appropriately talented people who make a positive contribution to improve the Council's performance and meet future challenges;
- reflect the market for comparable jobs, with skills and competencies required to meet agreed delivery and performance outcomes;
- appropriately reward and value employees for their work;
- operate within the provisions of Chief Officers' pay and conditions as set out in the Joint Negotiating Committee for Chief Executives and Chief Officers of Local Authorities;
- operate within the provisions of the national agreement on pay and conditions of service as set out in the National Joint Council for Local Government Services.

### **3. Scope of the Policy**

Whilst this policy specifically covers those employees defined as a Chief Officer within Section 2 of the Local Government and Housing Act 1989, it also makes reference to other levels of employees within the organisation.

The term 'Chief Officer' referred to above and for the purposes of this pay policy statement includes:

- a. the Head of Paid service designated under section 4(1) of the Local Government and Housing Act 1989 (the Chief Executive);
- b. the Monitoring Officer designated under Section 5(1) of that Act (Monitoring Officer also Director of Legal and Planning);

- c. a statutory Chief Officer mentioned in section 2(6) of that Act (Section 151 Officer also Deputy Chief Executive);
- d. a non-statutory Chief Officer mentioned in Section 2(7) of that Act (one Director by virtue of reporting directly to the head of paid service);
- e. a Deputy Chief Officer mentioned in section 2(8) of that Act (all Heads of Service by virtue of reporting directly to statutory and non-statutory Chief Officers).

The Council has decided for completeness and transparency to publish information which includes all posts at Heads of Service / Deputy Chief Officer level. These roles are identified in the Chief Officers' Remuneration Table at appendix 4.

#### **4. Evaluation of Roles at Broxtowe Borough Council**

In accordance with the national requirement for all local authorities to review their pay and grading frameworks to ensure fair and consistent practice, all job roles within the Council's structure up to but not including Head of Service level were taken through a comprehensive job evaluation process using the Greater London Provincial Council (GLPC) scheme with implementation of changes to pay and grading taking place on 1 March 2011.

The Council's pay framework for its Chief Executive, Chief Officers and Heads of Service was also considered and revised with changes implemented on 1 March 2011, with the grade for each role being determined by a consistent job evaluation process using the Hay scheme.

The Hay evaluation score awarded to each senior officer post is published on the Council's website.

The job evaluation process is now embedded within the Council's pay and grading systems and all senior officer roles continue to be evaluated using the Hay scheme for Chief Officers or the Greater London Provincial Council (GLPC) scheme for all other posts to ensure that pay rates are equitable and non-discriminatory. A Hay job evaluation scheme review of all senior officer roles was undertaken again during 2015.

#### **5. Broxtowe Local Pay Scale for Senior Officers**

The review of roles for Head of Service and Chief Officers during 2015 resulted in an increase from five to six pay grades within the Broxtowe Local Pay Scale for Senior Officers (BLPSSO).

The scale is increased in line with the annual national Joint Negotiating Committee pay award. The 2016-17 pay award was 1% to cover the period 1 April 2016 to 31 March 2017. The 2017-18 pay award is also 1% from 1 April 2017.

The revised Broxtowe Local Pay Scale for Senior Officers is shown at appendix 1.

## **6. Broxtowe Local Pay Scale for all Posts below Head of Service Level**

The Council also adopted a local pay scale (BLPS) for all posts below Head of Service level and this is shown, together with the relevant job evaluation points score for each grade, at appendix 2.

Whilst the Council has adopted a local pay scale for this group of employees, it continues to recognise the National Joint Council annual pay award.

## **7. Terms and Conditions of Employment for Chief Officers**

The terms and conditions of employment for Chief Officers are subject to collective agreements negotiated with the trade unions recognised by the Council. Agreements reached nationally are set out in the Scheme of Conditions of Service of the Joint Negotiating Committee for Chief Officers. In addition, the Council makes local agreements which are included within the Conditions of Service for Broxtowe employees.

### i) Working Hours

Working arrangements for Chief Officers are nominally one of 37 hours (for full time positions), however the seniority and nature of the posts will necessitate the working of additional hours for which there is no additional payment. The grading of the post takes account of the requirement to work outside of the normal working week.

### ii) Whole-Time Service

Chief Officers are required to devote their whole-time service to the work of the Council and should not engage in any other business or take up any other additional appointment without the express consent of the Council.

### iii) Allowances

Chief Officers are entitled to the reimbursement of one professional fee and one legal practising certificate (if appropriate). All Chief Officer posts hold designated car user status which entitles them to receive the current corporate car allowance rate attached at appendix 3.

### iv) Leave Entitlement

Annual leave entitlement for Chief Officers is 33 days increasing to 35 after 5 years local government service and 37 days after 10 years Broxtowe Borough Council service, plus 8 statutory days.

### v) Sickness Entitlement

Sickness entitlement for Chief Officers is in accordance with the provisions of the local government sickness scheme.

vi) Pension

All Chief Officers are entitled to participate in the Local Government Pension Scheme.

**8. Performance Related Pay/Bonus Scheme**

Broxtowe Borough Council does not operate a performance related pay or bonus scheme for Chief Officers.

Exceptional effort from employees can be rewarded by accelerating increments to a maximum of two within the grade band they occupy in any one year. The costs of accelerated increments have to be met from existing budgets.

**9. Honoraria and Ex-Gratia Payments**

The Council operates an Honoraria and Acting Up Payments Policy, the application of which for Chief Officers requires prior Policy and Performance Committee approval.

**10. Expenses**

In accordance with nationally agreed terms, the Council pays reasonable out-of-pocket expenses actually incurred.

**11. Market Related Pay**

The grading structures that were introduced for all employees in 2011 were aimed at meeting the current and/or market position for most jobs. The Council does not currently operate a Market Supplement Policy.

**12. Recruitment of Chief Officers**

In accordance with Standing Orders V/1 to V/7 within the Council's Constitution, where any vacancy occurs in the post of Chief Executive, Monitoring Officer, Chief Financial Officer (Section 151), Chief Officer or Deputy Chief Officer, the Council or a committee of the Council will determine whether to fill the vacancy or otherwise. The Council or committee will also approve an interview committee prior to the commencement of the recruitment process. The full details of the recruitment process can be found within the Constitution, available on the Council's website.

**13. Remuneration of Chief Officers on Recruitment**

Recruitment to the Council will normally be to the first point of the relevant scale designated to the Chief Officer post or will reflect a level commensurate with a candidate's existing skills and experience in the job. This practice applies to all new employees at the Council.

**14. Levels and Elements of Remuneration for each Chief Officer**

The table at appendix 4 provides a breakdown of the elements of remuneration for each Chief Officer at the Council.

## **15. Chief Officers Leaving Service**

### **i) Redundancy payments:**

The Council's Redundancy and Re-organisation Policy applies equally to all employees across the organisation, including Chief Officers. The Council's policy operates in accordance with section 220 of the Employment Rights Act 1996. A week's pay is therefore calculated in accordance with the statutory maximum redundancy amount. Approval for any Chief Officer post under the Redundancy Policy must be given by Policy and Performance Committee.

In a report approved by Cabinet on 23 September 2014, a temporary enhancement of the Council's Voluntary Redundancy Scheme was again extended for the period 1 October 2014 and 30 September 2015 and further extended to March 2016. This has now been further extended to March 2017.

The temporary enhancement allows for successful VR applications to be based on actual week's pay rather than statutory entitlement at all levels of employee up to and including Chief Executive. The payback of any pension strain and redundancy costs must however be covered by savings within three years. The enhancement is aimed at making reductions in the workforce in order to help meet budget deficits.

The effectiveness of the scheme will be regularly monitored and reviewed by Policy and Performance Committee during 2016/17.

### **ii) Severance Payments – Regulation 6 of the Local Government (Early Termination of Employment/Discretionary Compensation) (England and Wales) Regulations 2006.**

The Council may apply discretion on the use of severance payments for employees leaving the Council where criteria such as ill-health retirement or early retirement cannot be met, for example termination on the grounds of efficiency, or where employees have long service and there is a financial and organisational benefit to the Council. Posts at Chief Officer level would need to be approved either by Policy and Performance Committee or full Council.

### **iii) Flexible Retirement (Regulation 18, of The Local Government Pension Scheme) (Benefits, Membership and Contributions) Regulations 2007**

The Council operates a flexible retirement scheme which is available for all employees to apply for, including Chief Officers, subject to the appropriate criteria being met. Under this policy Policy and Performance Committee is required to provide approval for posts at Chief Officer level.

The policy states that, other than in very exceptional circumstances, the Council will not waive the costs of early release of pension.

### **iv) Early Retirement – Members of the Local Government Pension Scheme**

Employees, including Chief Officers, may apply to the Council for consideration of early retirement if they are over the age of 55. Any pension

and lump sum which may be payable has to be reduced by percentages decided by an actuary.

If, in the Council's opinion, there are grounds of compassion which are fair and justifiable. Any request by an employee (at any level) for the discretion to be exercised must clearly establish real and ongoing reasons to substantiate why the discretion should be allowed. The cost of approval must be given proper weight and all applications would be considered by Policy and Performance Committee.

v) Augmentation of Scheme Membership on Termination of Employment (Regulation 12, of The Local Government Pension Scheme) (Benefits, Membership and Contributions) Regulations 2007

Applications from officers at all levels (including Chief Officers) will only be considered under this discretion in circumstances that are exceptional or specifically determined by. Policy and Performance Committee.

## **16. Additional Payments Made to Chief Officers – Election Duties**

The Chief Executive is nominated as the Returning Officer. In accordance with the national agreement, the Chief Executive is entitled to receive and retain the personal fees arising from performing the duties of Returning Officer, Acting Returning Officer, Deputy Returning Officer or Deputy Acting Returning Officer and similar positions which he or she performs subject to the payment of pension contributions thereon, where appropriate.

The role of Deputy Returning Officer may be applied to any other post and payment may not be made simply because of this designation.

Payments to the Returning Officer are governed as follows:

- for national and European elections, fees are prescribed by the relevant government department;
- for local elections, fees are determined within a local framework used by other district councils within the county. This framework is applied consistently and is reviewed periodically by lead Electoral Services Officers within Nottinghamshire.

As these fees are related to performance and delivery of specific elections duties, they are distinct from the process for the determination of pay for Senior Officers. Proposals on fees for all staff employed in connection with elections are reviewed and approved by Policy and Performance Committee as and when appropriate. The current scale is attached at appendix 5.

## **17. Publication of and Access to Information Relating to Remuneration of Chief Officers**

The Council publishes information relating to the remuneration of its Chief Officers on its website and which it updates annually. The Council also publishes each year within its annual Statement of Accounts, the salary and fees of its four General Management Team members (Chief Executive, Deputy Chief Executive

and S.151 Officer, Director of Legal and Planning and Monitoring Officer, and Director of Housing, Leisure and Property Services.

### **18. Definition of Lowest Paid Employee**

Changes to the Broxtowe Local Pay Scale (BLPS) were recommended by Cabinet on 30 July 2013 following consideration of issues relating to the 2013 pay award, the National Minimum Wage level and the Living Wage campaign rate. A collective agreement was subsequently achieved with the Council's recognised trade unions on the removal of spinal column points 1 to 7 within the lower pay grades of the BLPS. These changes did not affect the job evaluation points score of any jobs.

The lowest evaluated score in accordance with the GLPC job evaluation scheme remains the post of cleaner with 202 points and this falls within grade 2 of the Broxtowe Local Pay Scale of which there will be two spinal column points from April 2017 as follows:

Scp 10	£14908
Scp 11	£15366

Spinal column point 8 was deleted under Chief Executive's delegated powers from April 2016 as this point would have been below the National Joint Council bottom point. The financial implications of this were less than £500. Spinal column point 9 will be deleted from April 2017 for the same reason. There are no financial implications as employees on spinal column point 9 increment to 10 from April 2017.

On 1 January 2017, the salary difference between the lowest paid employee and the highest paid employee will be £92089 .

The Council undertook a full review of the Broxtowe Local Pay Scale during 2016 in line with the Government's new National Living Wage rate. From April 2017 the new National Living Wage will be £7.50 per hour. The minimum point on Broxtowe Local Pay Scale was £7.63 from April 2016 and will be £7.80 from April 2017.

### **19. Ratio of Pay**

The ratio of the pay of the Council's top earner (Chief Executive) to that of its median earner is currently 5.26:1 (This calculation of the pay multiple is based on base salary as at December 2016 and is unchanged from the previous year).

### **20. Relationship Between Remuneration of Chief Officers and Remuneration of Employees who are not Chief Officers.**

The Council implemented Single Status for all employees of the Council on 1 March 2011 following cabinet approval of a new pay and grading structure for Chief Officers on 10 March 2009 and all other employees on 29 June 2010.

The continuing evaluation of posts at all levels demonstrates non-discriminatory pay practices and that the Council pays equally for work of equal value.



The gender pay gap is calculated as the average difference between men's and women's hourly earnings and expressed as a percentage of male earnings.

The Council recognises that there are different methods of calculating the gender pay gap. The Office for National Statistics (ONS) calculates the difference using the median gross annual earnings. The Equality and Human Rights Commission calculates the difference using the mean. The calculations also vary between public and private sector pay and can also vary across regions. The calculations can also be based on full time, part time and total workforces.

As there is no single method in which to calculate the gender pay gap the Council will use both the mean and the median calculations in order to provide a profile of the workforce and the grades that men and women occupy on a full time and part time basis.

An analysis of the current gender pay gap levels as at 31 December 2016 using both the mean and median calculations for all posts including those at Chief Officer level, are as follows:

<b>All Employees</b>		<b>All Employees</b>	
Mean male salary	23125	Median male salary	20,300
Mean female salary	21782	Median female salary	20300
Difference	1343	Difference	0
<b>Gender Pay Gap</b>	<b>5.81%</b>	<b>Gender Pay Gap</b>	<b>0%</b>
 <b>Full Time Employees</b>		 <b>Full Time All Employees</b>	
Mean male salary	23660	Median male salary	20,300
Mean female salary	23736	Median female salary	20,300
Difference	-76	Difference	0
<b>Gender Pay Gap</b>	<b>-0.32%</b>	<b>Gender Pay Gap</b>	<b>0%</b>
 <b>Part Time Employees</b>		 <b>Part Time All Employees</b>	
Mean male salary	17792	Median male salary	16509
Mean female salary	20142	Median female salary	20300
Difference	-2350	Difference	-3791
<b>Gender Pay Gap</b>	<b>-13.21%</b>	<b>Gender Pay Gap</b>	<b>-22.97%</b>

The gender pay gap is calculated as the average difference between male and female earnings as a percentage of male earnings.

From April 2017 subject to Parliamentary approval, it will be a requirement for employers to publish gender pay gap information.

Note: The mean is an average. It is the grand total divided by the number of data points. The median is the middle value in a sample sorted into ascending order. If the sample contains an even number of values, the median is defined as the mean of the middle two.

The Council's Overview and Scrutiny Committee established a scrutiny review of the gender pay gap which was carried out by the People and Places Examination and Inquiry Group and resulted in a spotlight review being completed in Spring 2014. Members, Officers and representatives from Unison at both local and regional levels were involved in the process.

The conclusions of the review included the following:

- i) that the gender pay gap that exists at the Council was due to social and cultural reasons rather than through faults with the job evaluation process.
- ii) Job evaluation was a fair and transparent process. Systems and strategies were formulated with the input of councillors on the Job Evaluation Steering Group and progress was thoroughly monitored by Cabinet.
- iii) The system is stringently maintained to avoid the gender pay gap widening. Members stated that they were reassured that the responsible officers were competent and professional.

The full report is available to download from the Council's website at <http://www.broxtowe.gov.uk/CHttpHandler.ashx?id=30109&p=0>

## **APPENDIX 1 - BROXTOWE LOCAL PAY STRUCTURE – FOR SENIOR POSTS EVALUATED USING HAY SCHEME**

<b>Grade</b>	<b>SCP</b>	<b>2016/17</b>
15 0-499	71	£41,822
	72	£42,389
	73	£42,953
	74	£43,386
CO1 HoS 500-629	75	£42,758
	76	£43,829
	77	£44,893
	78	£45,968
	79	£47,032
CO2 HoS 630-759	80	£48,502
	81	£49,715
	82	£50,929
	83	£52,143
	84	£53,352
CO3 Dir 760-939	85	£63,820
	86	£65,413
	87	£67,016
	88	£68,609
	89	£70,202
CO3a Dir. 901-939	85a	£72,222
	86b	£74,242
	87c	£76,262
	88d	£78,282
	89e	£80,302
CO4 DCEO 940-1119	90	£81,699
	91	£83,742
	92	£85,785
	93	£87,827
	94	£89,864
CO5 CEO 1120+	95	£94,225
	96	£97,907
	97	£101,584
	98	£103,205
	99	£106,814

## **APPENDIX 1 - BROXTOWE LOCAL PAY STRUCTURE – FOR SENIOR POSTS EVALUATED USING HAY SCHEME**

<b>Grade</b>	<b>SCP</b>	<b>2017/18</b>
15 0-499	71	£42,240
	72	£42,813
	73	£43,382
	74	£43,820
CO1 HoS 500-629	75	£43,186
	76	£44,267
	77	£45,342
	78	£46,427
	79	£47,502
CO2 HoS 630-759	80	£48,987
	81	£50,213
	82	£51,438
	83	£52,664
	84	£53,886
CO3 Dir 760-939	85	£64,458
	86	£66,067
	87	£67,686
	88	£69,295
	89	£70,904
CO3a Dir. 901-939	85a	£72,944
	86b	£74,984
	87c	£77,025
	88d	£79,065
	89e	£81,105
CO4 DCEO 940-1119	90	£82,516
	91	£84,579
	92	£86,643
	93	£88,705
	94	£90,763
CO5 CEO 1120+	95	£95,167
	96	£98,886
	97	£102,600
	98	£104,237
	99	£107,882

## APPENDIX 2 - BROXTOWE LOCAL PAY STRUCTURE (BLPS) FOR POSTS EVALUATED USING GLPC SCHEME

↑ The top of Grade 7 is the cut off point for overtime.

## **APPENDIX 2 - BROXTOWE LOCAL PAY STRUCTURE (BLPS) FOR POSTS EVALUATED USING GLPC SCHEME**

JE Score [points]	Grade	SCP	Apr 2016	JE Score [points]	Grade	SCP	Apr 2016
				440-469	Grade 8	36	£24,578
						37	£25,060
						38	£25,540
						39	£26,021
182-240	Grade 2			470-500	Grade 9	41	£26,880
		9	£14,725			42	£27,405
		10	£14,908			43	£27,931
		11	£15,366			44	£28,455
241-285	Grade 3			501-533	Grade 10	46	£29,583
		12	£15,823			47	£30,164
		13	£16,280			48	£30,744
		14	£16,737			49	£31,323
		15	£16,853				
286-324	Grade 4			534-563	Grade 11	51	£32,147
		16	£17,282			52	£32,700
		17	£17,712			53	£33,253
		18	£18,141			54	£33,805
		19	£18,571				
325-365	Grade 5			564-593	Grade 12	56	£34,535
		21	£19,047			57	£35,128
		22	£19,465			58	£35,720
		23	£19,882			59	£36,313
		24	£20,300				
366-401	Grade 6			594-622	Grade 13	61	£37,147
		26	£20,772			62	£37,696
		27	£21,179			63	£38,245
		28	£21,587			64	£38,794
		29	£21,995				
402-439	Grade 7			623-653	Grade 14	66	£39,422
		31	£22,561			67	£39,862
		32	£23,027			68	£40,299
		33	£23,492			69	£40,738
		34	£23,958				
The top of grade 7 is the cut off point For overtime				654+	Grade 15	71	£41,822
						72	£42,389
						73	£42,953
						74	£43,386

## APPENDIX 2 - BROXTOWE LOCAL PAY STRUCTURE (BLPS) FOR POSTS EVALUATED USING GLPC SCHEME

JE Score [points]	Grade	SCP	Apr 2017		JE Score [points]	Grade	SCP	Apr 2017
					440-469	Grade 8	36	£24,824
							37	£25,310
							38	£25,796
							39	£26,281
182-240	Grade 2				470-500	Grade 9	41	£27,149
							42	£27,679
		10	£15,507				43	£28,210
		11	£15,520				44	£28,740
241-285	Grade 3	12	£15,981		501-533	Grade 10	46	£29,879
		13	£16,443				47	£30,466
		14	£16,904				48	£31,051
		15	£17,021				49	£31,636
286-324	Grade 4	16	£17,455		534-563	Grade 11	51	£32,468
		17	£17,889				52	£33,027
		18	£18,323				53	£33,585
		19	£18,757				54	£34,144
325-365	Grade 5	21	£19,238		564-593	Grade 12	56	£34,881
		22	£19,660				57	£35,480
		23	£20,081				58	£36,077
		24	£20,503				59	£36,676
366-401	Grade 6	26	£20,979		594-622	Grade 13	61	£37,518
		27	£21,391				62	£38,073
		28	£21,803				63	£38,627
		29	£21,214				64	£39,182
402-439	Grade 7	31	£22,786		623-653	Grade 14	66	£39,816
		32	£23,257				67	£40,260
		33	£23,727				68	£40,702
		34	£24,197				69	£41,146
The top of grade 7 is the cut off point For overtime					654+	Grade 15	71	£42,240
							72	£42,813
							73	£43,382
							74	£43,820

Pay structure

## **APPENDIX 3 - CAR MILEAGE RATES**

<b>From 01.08.14 onwards</b>	All designated car users receive the HMRC rate, currently 45p per mile
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## **APPENDIX 4 - CHIEF OFFICERS' REMUNERATION**

### **TABLE**

<b>Post</b>	<b>Salary Grade</b>	<b>Hay JE Score</b>	<b>Designated Car User Allowance</b>	<b>Professional Fees</b>	<b>BBC Pension Contribution</b>
Chief Executive	CO5	1292	Y	Y	19.7%
Director of Legal and Planning and Monitoring Officer	CO4	994	Y	Y	19.7%
Deputy Chief Executive and Section 151 Officer	CO4	1040	Y	Y	19.7%
Head of Finance Services	CO2	677	Y	Y	19.7%
Director of Housing, Leisure and Property Services	CO3a	904	Y	Y	19.7%
Head of Housing	CO2	732	Y	Y	19.7%
Head of Environment	CO2	732	Y	Y	19.7%
Head of Property Services	CO2	732	Y	Y	19.7%
Head of Neighbourhoods and Prosperity	CO2	702	Y	Y	19.7%
Head of Administrative Services	15	GLPC 466	Y	Y	19.7%
Head of Public Protection	CO2	702.	Y	Y	19.7%



## **APPENDIX 5 – SCALE OF ELECTIONS FEES FOR LOCAL ELECTIONS**

These fees are effective from 3 March 2017.

### **Polling Station Staff Fees**

<b>Fee</b>	<b>Scale</b>
Presiding Officer Add 20% for 1 <sup>st</sup> additional combined election and 10% for each combination thereafter	£195*
Poll Clerk Add 20% for 1 <sup>st</sup> additional combined election and 10% for each combination thereafter	£120*
Polling Station Inspector	£195*
Training fee: face to face and test	£20 <sup>#</sup>
face to face or test only	£10 <sup>#</sup>
Delivery of training, fee per session	£150

\*These fees do not include travelling expenses, which are at the discretion of the Returning Officer. Councils may use casual user mileage rates as laid down by the N.J.C - 45 pence per mile (private vehicle) and 24 pence per mile (motor cycle) or 20 pence per mile (bicycle).

# Includes travelling expenses

### **Count Staff Fees**

<b>Fee</b>	<b>Scale</b>
Deputy Returning Officer, for conducting the count and preparing or declaring the result, per hour	£25*
Count Supervisor per hour	£15* £18 – if overnight
Assistant Count Supervisor	£13.75* £16.50* – if overnight
Count Assistant per hour	£12.50* £15* - if overnight

Payment of additional fees for working overnight, to reflect unsociable hours, is at the discretion of the Returning Officer.

\*These fees do not include travelling expenses, which are at the discretion of the Returning Officer. Councils may use casual user mileage rates as laid down by the N.J.C - 45 pence per mile (private vehicle) and 24 pence per mile (motor cycle) or 20 pence per mile (bicycle).

**Postal Voting Staff Fees**

<b>Fees for issue or receipt of Postal Votes</b>	<b>Scale</b>
Postal Vote Co-ordinator	£15
Postal Voting Supervisor per hour	£10.50
Postal Voting Assistant per hour	£7.90 £11.85 – evening

**Returning Officer Fees**

<b>Fee</b>	<b>Scale</b>
Returning Officer's fee for the 1 <sup>st</sup> 1,000 local electors within each ward for which an election is held	£102
Returning Officer's fee for each additional 1,000 electors or part thereof per ward	£34
Returning Officer's fee for an uncontested Election	£41.50
Returning Officer's clerical fee per 1,000 electors	£8.40
Returning Officer's fee for postal voting (issue and receipt)	£165

**Deputy Returning Officer and other Fees**

<b>Fee</b>	<b>Scale</b>
Deputy Returning Officer's fee or Acting Deputy Returning Officer's fee for other duties (excluding count), eg: processing nominations	£160
General clerical staffing per 100 electors	£8.10
Poll card hand delivery per poll card	15p

**Notes**

Additional fees may be paid to cover the actual and necessary costs incurred by the Returning Officer for all purposes including clerical assistance, in connection with the election not already included in this scale.