



27 February 2018

Dear Sir/Madam

You are hereby summoned to attend a meeting of the Broxtowe Borough Council to be held on Wednesday 7 March 2018 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

AGENDA

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 31 January 2018.

4. REFERENCE

PAGES 10 – 11

Finance and Resources Committee – 15 February 2018
PAY AWARD AND REVIEW OF ALLOWANCES

The Committee considered the recommendation of the Independent Remuneration Panel to adopt a 2% pay award for 2018/19 on allowances to be paid to members. It was proposed that no increase to Members Allowances be made. On being put to the meeting the motion was carried.

RECOMMENDED to Council that there be no increase in allowances for members.

5. REFERENCE

PAGES 12 – 15

Finance and Resources Committee – 15 February 2018
MEMBER ALLOWANCES

The Committee considered the level of allowance to be recommended for the Ad Hoc and Investigatory and Disciplinary Committee. The Committee also considered whether roles within the new governance structure were being paid at the correct level.

It was proposed that no change to the existing remuneration policy or remuneration levels be made and that allowances to members of the Ad Hoc and the Investigatory and Disciplinary Committees be reviewed when the investigation had concluded. On being put to the meeting the motion was carried.

RESOLVED that:

1. **Option 4 be recommended to Council.**
2. **Allowances to members of the Ad Hoc and the Investigatory and Disciplinary Committees be reviewed when all processes relating to the investigation have been concluded.**

6. PAY POLICY STATEMENT – 2018/19

PAGE 16

To seek Council approval for the Pay Policy Statement for 2018/19.

7. 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 2018

(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 15 February 2018, considered a report dealing with budget consultation, impact analysis, the Housing Revenue Account budget and council house rents 2018/19, capital programme 2018/19 to 2020/21, General Fund revenue budget 2018/19, prudential indicators 2018/19 to 2020/21, treasury management strategy 2018/19 to 2020/21, investments strategy 2018/19 to 2020/21 and the medium term General Fund financial strategy to 2021/21. The report is available in the Members' Room and is included at:

<https://www.broxtowe.gov.uk/media/4418/finance-resources-agenda-15-february-2018.pdf>

Copies are also available on request.

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

<https://www.broxtowe.gov.uk/media/4470/15-february-2018.pdf>

The recommendations from that report 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 2018/19 financial year.

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 28 February 2018. Any changes resulting from that meeting will be reflected in sections 4 and 5 of the resolution and presented at the Council meeting on 7 March 2018.

The Council is asked to RESOLVE that:

1. The recommendations arising from the Finance and Resources Committee meeting of 15 February 2018 as set out below be approved and adopted.

a) Housing Revenue Account and Council House Rents 2018/19

1. The Housing Revenue Account budget as submitted be approved

b) Resources Allocation - Capital Programme to 2020/21

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

c) Resources Allocation – General Fund Revenue Budget 2018/19

1. The General Fund revenue budgets as submitted be approved
2. An amount of £25,000 be provided for a General Contingency in 2018/19 (this amount is included in the General Fund revenue budgets as submitted)
4. The council tax requirement for 2018/19 including special expenses (but excluding local precepting requirements) be £5,438,606
5. An amount of £1,172,342 be withdrawn from general non-earmarked reserves in 2018/19

d) Prudential indicators to 2020/21

1. The prudential indicators as set out be approved
2. The Minimum Revenue Provision policy as set out be approved

e) Treasury management strategy to 2020/21

1. The treasury management strategy statement be approved

f) Investments strategy to 2020/21

1. The investments strategy be approved

g) Medium term General Fund financial strategy to 2021/22

1. The General Fund Medium Term Financial Strategy be approved.
2. It be noted that, at its meeting on 8 January 2018, The Finance and Resources Committee approved the following amounts for the year 2018/19 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012:
 - (a) 33,448.29 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	614.08
Parish of Brinsley	688.93
Parish of Cossall	209.52

Parish of Eastwood	2,725.54
Parish of Greasley	3,673.87
Parish of Kimberley	1,772.69
Parish of Nuthall	2,260.64
Parish of Stapleford	4,021.34
Parish of Trowell	810.14
Beeston Special Expense Area	16,490.26

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.

The amount calculated for dwellings in those parts of its area to which no special item relates is 181.28.

3. The following amounts be now calculated by the Council for the year 2018/19 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 (the Act) as amended:

- (a) £56,999,462 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the Act.
- (b) £50,752,722 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act.
- (c) £6,246,740 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) £186.76 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) £833,134 being the aggregate amount of all special items (including parish precepts and special expenses) referred to in Section 34(1) of the Act.
- (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) <u>Part of the Council's Area</u>	
Parish of Awworth	£265.74
Parish of Brinsley	£255.17
Parish of Cossall	£214.78
Parish of Eastwood	£198.82
Parish of Greasley	£214.76
Parish of Kimberley	£228.00
Parish of Nuthall	£215.13
Parish of Stapleford	£180.22
Parish of Trowell	£238.69
Beeston Special Expense Area	£163.37

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>	177.16	206.69	236.31	265.74	324.79	383.85	442.90	531.48
	<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>	143.19	167.05	190.92	214.78	262.51	310.24	357.97	429.56
	<u>Parish of Eastwood</u>	132.55	154.64	176.73	198.82	243.00	287.18	331.37	397.64
	<u>Parish of Greasley</u>	143.17	167.04	190.90	214.76	262.48	310.21	357.93	429.52
	<u>Parish of Kimberley</u>	152.00	177.33	202.67	228.00	278.67	329.33	380.00	456.00
	<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>	120.15	140.17	160.20	180.22	220.27	260.32	300.37	360.44
	<u>Parish of Trowell</u>	159.13	185.65	212.17	238.69	291.73	344.77	397.82	477.38
	<u>Beeston Special Expense Area</u>	108.91	127.07	145.22	163.37	199.67	235.98	272.28	326.74
	<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.

4. That it be noted for the year 2018/19 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:

Precepting Authority	VALUATION BANDS							
	A £	B £	C £	D £	E £	F £	G £	H £
<u>Nottinghamshire and City of Nottingham Fire and Rescue Authority</u>	51.67	60.29	68.90	77.51	94.73	111.96	129.18	155.02
<u>Nottinghamshire County Council</u>	946.29	1,104.01	1,261.72	1,419.43	1,734.85	2,050.29	2,365.72	2,838.86
<u>Nottinghamshire Police and Crime Commissioner</u>	130.26	151.97	173.68	195.39	238.81	282.23	325.65	390.78

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 2018/19 for each of the categories of dwellings shown below:

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A £	B £	C £	D £	E £	F £	G £	H £
<u>Parish of Awsworth</u>	1,305.38	1,522.96	1,740.51	1,958.07	2,393.18	2,828.33	3,263.45	3,916.14
<u>Parish of Brinsley</u>	1,298.33	1,514.74	1,731.12	1,947.50	2,380.26	2,813.06	3,245.83	3,895.00
<u>Parish of Cossall</u>	1,271.41	1,483.32	1,695.22	1,907.11	2,330.90	2,754.72	3,178.52	3,814.22
<u>Parish of Eastwood</u>	1,260.77	1,470.91	1,681.03	1,891.15	2,311.39	2,731.66	3,151.92	3,782.30
<u>Parish of Greasley</u>	1,271.39	1,483.31	1,695.20	1,907.09	2,330.87	2,754.69	3,178.48	3,814.18
<u>Parish of Kimberley</u>	1,280.22	1,493.60	1,706.97	1,920.33	2,347.06	2,773.81	3,200.55	3,840.66
<u>Parish of Nuthall</u>	1,271.64	1,483.59	1,695.53	1,907.46	2,331.33	2,755.22	3,179.10	3,814.92
<u>Parish of Stapleford</u>	1,248.37	1,456.44	1,664.50	1,872.55	2,288.66	2,704.80	3,120.92	3,745.10
<u>Parish of Trowell</u>	1,287.35	1,501.92	1,716.47	1,931.02	2,360.12	2,789.25	3,218.37	3,862.04
<u>Beeston Special Expense Area</u>	1,237.13	1,443.34	1,649.52	1,855.70	2,268.06	2,680.46	3,092.83	3,711.40
<u>All other parts of the Council's area</u>	1,236.12	1,442.15	1,648.17	1,854.18	2,266.21	2,678.26	3,090.30	3,708.36

8. OFFICER DELEGATED DECISIONS

PAGES 17 – 23

To update members on Officer Delegated Decisions.

9. 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

31 JANUARY 2018

Councillor H G Khaled MBE, Mayor

Councillors:	E H Atherton	G Harvey
	D Bagshaw	R I Jackson
	S A Bagshaw	E Kerry
	L A Ball BEM	S Kerry
	J S Briggs	L A Lally
	T P Brindley	P Lally
	M Brown	W J Longdon
	D A Burnett BEM	G Marshall
	B C Carr	R D MacRae
	S J Carr	J W McGrath
	M J Crow	J M Owen
	E Cubley	P J Owen
	T A Cullen	J C Patrick
	R H Darby	M E Plackett
	D A Elliott	M Radulovic MBE
	L Fletcher	K E Rigby
	J C Goold	R S Robinson
	J W Handley	P D Simpson
	M Handley	A W G A Stockwell

Also in attendance: A Russell, Youth Mayor and W Mee, Deputy Youth Mayor.

Apologies for absence were received from Councillors J A Doddy, S Easom, A Harper, J K Marsters and C H Rice.

71. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

72. **MINUTES**

The minutes of the meeting held on 13 December 2017 were confirmed and signed.

73. MAYOR'S ANNOUNCEMENTS

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

The Mayor referred to the recent deaths of former Nottinghamshire County Councillor Keith Longdon, former Stapleford Town Mayor and Broxtowe Borough Councillor Margaret Longdon and the Council's employee, Susan Lowe. Members and officers held a minute's silence as a mark of respect.

74. YOUTH MAYOR'S REPORT ON BROXTOWE YOUTH VOICE ACTIVITIES

The Youth Mayor, Alfie Russell, updated the meeting on the work of Broxtowe Youth Voice which included consideration of issues such as Crime Beat UK, the voting age being lowered to 16 and work being undertaken with Councillor J A Doddy on the production of a Health and Wellbeing booklet.

75. PRESENTATION OF PETITIONS

A petition was presented by Ellis Tansley which expressed concern at a number of references made to the potential acquisition of the Kettlebrook site, to create a new gateway into the housing development in the design review documents that fed into the Local Plan Part 2. As the petition contained 2,250 signatures the issue was debated by members following the presentation. It was stated that there had been no plans to knock down Kettlebrook Lodge and the site had not been allocated by the Jobs and Economy Committee.

A further petition was presented by Judith Sleath regarding the potential "proposals to demolish either in part or completely the historic 1936 Town Hall and seek a solution that results in the preservation of the original external and internal architectural features." The petition contained over 2,700 signatures and the issue was debated by members subsequent to the presentation. The following comments were amongst those made:

- Residents of Beeston were passionate about the Town Hall which needed to be retained as a public building.
- The building was owned by the people of Broxtowe.
- The Council was being driven to extremes to raise finances and the building should be retained for local democracy purposes.
- The amount of signatures collected showed that the people of Beeston had spoken.
- Residents outside of Beeston did not have the same fondness for the Town Hall.
- The consultation had presented three options and had requested suggestions for further options. The building was underused and the

Council faced pressures to its budgets. There was a choice between maintaining buildings or services. Further work would be undertaken on viability options and if necessary decisions would be delayed. Any decisions would be for the good of the Borough and would be taken with transparency.

76. LEADER'S REPORT

The Leader presented his report and stated that he had attended a further HS2 Strategic Board meeting and expressed concern at the lack of progress towards a delivery body.

As 2018 marked the centenary of both the end of the First World War and the Chilwell Shell Filling Factory explosion there were a number of events being planned, including a group led by St Mary the Virgin Church in Attenborough organising a week-long series of events leading up to a service on the evening of 1 July to mark the anniversary of the explosion which killed 139 people.

Staff who had been involved in the logistical challenge of changing the refuse collection rounds were thanked. The rounds had not changed for many years and, with developments in the Borough over the last two decades, some rounds had become far larger than others.

The Community Safety Committee was concerned at its recent meeting about the lack of Police Officers and PCSOs covering the Borough. There was also concern about poor responses from the Police to reported crimes and anti-social behaviour. The Police and Crime Commissioner had been invited to attend a future meeting of the Community Safety Committee.

77. PUBLIC QUESTIONS

There were no questions from members of the public.

78. MEMBERS' QUESTIONS

78.1 The following question had been submitted by Councillor D Bagshaw for the Chair of the Community Safety Committee:

“At the recent Community Safety Committee held on 18 January 2018, great concern was expressed at the number of food hygiene visits still outstanding. An Action Plan was proposed, so would the Chair give an update to Council on the current situation and a timetable for the planned improvements to be implemented?”

The Chair of the Community Safety Committee responded that this issue had been discussed at the Committee on a number of occasions and was also discussed at the last Finance and Resources Committee.

The Action Plan, which was produced in agreement with the Food Standards Agency, was being followed and the Agency had undertaken a six month review of progress. A formal response to that progress would be issued by the Agency in the near future, although it had informally advised that “the continued progress being made in addressing the recommendations was reassuring”.

The number of outstanding inspections continued to decrease and it was anticipated that the backlog would be cleared by the start of the new financial year.

The new post of Food Officer which was agreed by Finance and Resources Committee on 8 January 2018 had been advertised with a closing date of 31 January. Once this officer was in post, the team would be in a position to achieve its targets in the future. Updates on the situation with respect to food hygiene inspections would be presented to the Community Safety Committee on a regular basis.

78.2 The following question had been submitted by Councillor G Marshall for Chair of the Finance and Resources Committee:

“At the meeting of the Council on 18 October 2017 concerns, and a number of questions, were raised by the Opposition on the lack of detail and completion of its accounts. Is the Chair of the Finance and Resources Committee now able to confirm that the audit is complete and has been submitted?”

The Chair of the Finance and Resources Committee responded that the external auditors, KPMG, did not issue the audit opinion on the Council’s 2016/17 accounts by the statutory deadline of 30 September 2017 as they wished to undertake further work and make additional enquiries of Council officers. This work had been concluded and all information requested by the external auditors had been provided. The external auditors were now subjecting the Council’s 2016/17 accounts to their detailed internal checking mechanisms.

A director from the external auditors met with the Chief Executive and the Interim Deputy Chief Executive and Section 151 Officer on 10 January 2018 to provide an update on progress and gave reassurance that they expected to issue an unqualified audit opinion shortly. The members of the Governance, Audit and Standards Committee would be provided with a copy of the audit opinion as soon as it was received.

A supplementary question was submitted by Councillor Marshall which queried whether the external auditors had spotted problems and whether there was confidence in the work of the external auditors?

The Chair of the Finance and Resources Committee stated that as the questions were not within the remit of his Committee he would ask the Chair of the Governance, Audit and Standards Committee to respond, to

which he stated that measures had been taken to ensure that there would be no reoccurrence of this in the future.

78.3 The following question had been submitted by Councillor M Radulovic MBE to the Chair of the Community Safety Committee:

“Can the Chair of the Community Safety Committee inform Council of the many concerns regarding staffing levels and people in detention at Nottingham Prison and other custodial suites. Is the Chair aware of the great public concern about the suitability, security and staffing levels of these places, many of which are located in local communities, and does the Chair share my concern that cuts to staff and services are now reaching a critical level where the safety of local residents has been compromised?”

The Chair of the Community Safety Committee responded that there was an assumption that all other councillors, as well as members of the public, had concerns when shortcomings were identified in the prison service, particularly when in relation to the Broxtowe locality.

The problem of prisons and dealing with offenders was one which had faced successive recent governments in this country, of all political hues. The prison population had risen sharply since the early 1990s and currently was just short of 86,000. There was an acceptance of the need to replace the old Victorian prisons with purpose built modern units, which would be safer and more efficient, while also addressing and reducing the causes of re-offending.

The Government was recruiting 2,500 extra officers as part of a broader package of safety measures. Recruitment was under way, but it would take time for the impact of new staff to be realised.

The Urgent Notification Letter procedure, introduced at the end of last year, had been used by the Chief Inspector of Prisons for the first time in respect of Nottingham Prison. It was most concerning that the prison was in such a state as to require this action and even more concerning that recommendations of previous reports appear not to have been implemented. However, the new powers would increase transparency and accountability and would require a response from the Secretary of State for Justice within 28 days. Once that was published, as would be required, more would be known. In the meantime, the Chair would write to both the Broxtowe MP and the Governor of Nottingham Prison to express the concerns of this Council on the situation at Nottingham Prison and to seek their views.

A supplementary question was submitted by Councillor Radulovic which asked the Chair whether she agreed that £15.7m be set aside for a new custody suite without knowing its intended location and whether 2,000 officers was an absolute minimum for police officer numbers.

The Chair responded that these issues would be brought up during meetings with the MP and the Governor of Nottingham Prison.

78.4 The following question had been submitted by Councillor J C Patrick for Chair of the Finance and Resources Committee:

“Would the Chair of the Finance and Resources Committee give an outline for the rollout of Universal Credit across Broxtowe?”

The Chair of the Finance and Resources Committee responded that in the autumn of 2017 it was announced that there would be significant changes to the roll out of Universal Credit across the country. The most notable of these was that from 1 January 2018 there would be no more new applications for Universal Credit in areas until the full service was rolled out.

This meant that for the majority of people in Broxtowe affected, they would continue to apply for legacy benefits, such as Housing Benefits and Job Seekers Allowance, until November 2018, at which point full service would commence. In line with this, other notable changes were introduced, such as the removal of waiting days meaning that applicants would be entitled to receive Universal Credit from the date they applied, applicants being able to receive an advance payment of Universal Credit of up to 100% of their expected first payment and applicants being asked at the point of applying for Universal Credit whether they were able to manage their own finances to establish if the Housing Element should be paid directly to the landlord.

A supplementary question was submitted by Councillor Patrick which queried whether the Council had addressed the fact that each claimant had to make payments online.

The Chair stated that Erewash Borough Council had found that applicants had initially needed guidance but subsequently had been able to manage themselves. Any with further difficulties had received committed officer assistance. The technique would be replicated at this Council and was a benefit of the Council’s relationship with Erewash.

78.5 The following question had been submitted by Councillor D A Elliott to the Chair of the Leisure and Environment Committee:

“At the meeting of the Leisure and Environment Committee approval of the budget was referred to the Finance and Resources Committee because of a lack of answers to questions that members raised about the budget. Contained within that report was a proposal to reduce voluntary sector funding by approximately £32,000, or 15%. Would the Chair outline the rationale for this?”

The Chair of the Leisure and Environment Committee had submitted his apologies for the meeting. In his absence the Vice Chair responded the report to the recent Committee showed the overall cost of Grants and Loans to Voluntary Organisations had reduced from £209,350 to £177,300.

This budget cost included both grants and central establishment charges. The net reduction in the 2018/19 budget was largely the result of a revision in the allocation of central support costs, which had seen overheads more appropriately recharged to other service areas. The Grant Aid budget available to Voluntary and Community Organisations, Charitable Bodies and Individuals involved in Sports or the Arts would actually increase from £163,950 to £168,800 for 2018/19.

A supplementary question was submitted by Councillor Elliott which requested assurances that the increases would be effective. The Vice Chair responded that increases had already been shown to be effective as witnessed by around £500,000 being allocated for parks.

78.6 The following question had been submitted by Councillor S A Bagshaw to the Chair of the Housing Committee:

“At the last meeting on 17 January, again great concern was expressed about the five year tenancy agreement for new tenants and the rigid imposition without consideration of individual circumstances. Would the Chair give his assurances to tonight’s Council meeting that individual circumstances of new tenants would be foremost in consideration when allocating new tenancies?”

The Chair responded that circumstances of individual tenants would be foremost, in the same manner that all of the Council’s tenants were.

78.7 The following question had been submitted by Councillor J W McGrath to the Chair of the Policy and Performance Committee:

“Would the Chair of the Policy and Performance Committee outline his latest position regarding the derelict land at Moults Yard, how close is it to being developed?”

The Chair of the Policy and Performance Committee responded that all necessary planning consents were in place and the Council expected development to commence in March 2018.

A supplementary question was submitted by Councillor McGrath which queried whether the Council should reopen talks with Aldi to improve the gateway.

The Chair of the Policy and Performance Committee responded by stating that Aldi had been given an opportunity but there had been a reluctance on the company’s behalf to build houses on the site.

79. MEMBERS’ SPEECHES ON WARD ISSUES

Councillor J M Owen updated members on issues with regard to being denied the opportunity to access Council emails.

Councillor M E Plackett updated members on issues in Bramcote, including the planting of 15 crosses in memory of those who lost their lives in the First World War.

Councillor J C Patrick updated members on issues in Beeston West, with particular reference to the strength of feeling around the public consultation on the Town Hall in Beeston.

80. QUESTIONS ON OUTSIDE BODIES

There were no questions on outside bodies.

81. UPDATE ON THE HEALTH AND WELLBEING BOARD

Councillor L A Ball gave an update on the work of the Health and Wellbeing Board.

82. NOTICE OF MOTION

The following Notice of Motion was proposed by Councillor D A Elliott and seconded by Councillor T A Cullen:

"This Council is fully committed to providing Broxtowe residents with the utmost openness, transparency and accessibility in respect of its decisions. This Council also recognises that changes in technology in recent years have impacted upon the ways in which Broxtowe residents engage with the Council. Accordingly, we commit to putting in place live web streaming of Council meetings in order to ensure that residents can fully engage with the debates and decisions that take place at full Council."

An amendment was proposed by Councillor R I Jackson and seconded by Councillor M J Crow which stated the following:

"This Council is fully committed to providing Broxtowe residents with the utmost openness, transparency and accessibility in respect of its decisions. This Council also recognises that changes in technology in recent years have impacted upon the ways in which Broxtowe residents engage with the Council.

Once a decision has been made on the future of the Town Hall and Council Chamber a report will be brought back to a future Full Council meeting with options for both live streaming and archiving of video recordings of meetings."

Councillor D A Elliott agreed to the amendment.

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

83. APPOINTMENTS TO COMMITTEES AND WORKING GROUPS

RESOLVED that Councillor A Harper be replaced on the Planning Committee by Councillor P D Simpson.

84. REFERENCE

Finance and Resources Committee – 8 January 2018
LOCAL COUNCIL TAX SUPPORT SCHEME 2018/19

Members considered arrangements to operate in 2018/19 in respect of the Local Council Tax Support Scheme.

RESOLVED that the current Local Council Tax Support Scheme remains in place for 2018/19.

85. PROGRAMME OF MEETINGS

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 2018 to April 2019, as set out in the appendix to the report, be approved.

86. APPOINTMENT OF INTERIM MONITORING OFFICER

An appointment panel comprising the Leader of the Council, the Leader of the Opposition and the Chair of the Finance and Resources Committee met on 26 January and recommended to Council that Glen O'Connell undertake the role of Interim Monitoring Officer.

RESOLVED that Glen O'Connell act as Broxtowe Borough Council's Interim Monitoring Officer.

87. 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 Committee.

Report of the Interim Deputy Chief Executive

PAY AWARD AND REVIEW OF ALLOWANCES1. Purpose of report

To advise the Committee of the recommendations of the Independent Remuneration Panel regarding the application of the proposed pay award for 2018/19 to allowance rates for members.

2. Background

As part of the budget setting process for 2018/19 a pay award of 2% per annum across the payroll has been allowed for in the budget for 2018/19.

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 2% has been applied and the proposed new allowance rates are shown in the appendix.

The Panel was advised that the current rates shown in the appendix have remained unchanged since 2015/16 as the Council, at its meeting of 1 March 2017, voted not to accept the recommendation of the Panel to apply the pay award for 2017/18. 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 2018.

3. Financial implications

For comparative purposes, the impact of the proposed 2% increase is shown in the appendix. The full impact of a 2% increase, should it be accepted, would be £2,517 per annum from 2018/19.

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 2% increase

	<u>No. applying</u>	<u>Current rate £</u>	<u>Revised rate (£)</u>
Basic Allowance	44	3,741	3,816
<u>Special Responsibility Allowances:</u>			
- Leader (incl. committee responsibilities)	1	13,558	13,829
- Deputy Leader	1	6,101	6,223
<u>Committees</u>			
- Chair	6	4,745	4,840
- Vice chair	6	1,563	1,594
<u>Quasi-Judicial Committees, Board etc.</u>			
- Chair:			
- Planning	1	3,391	3,459
- Licensing & Appeals	1	2,712	2,766
- Housing Payments Committee	1	1,355	1,382
- Governance, Audit & Standards	1	2,033	2,074
- Vice chair:			
- Planning	1	678	692
- Licensing & Appeals	1	542	553
- Housing Payments Committee	1	271	276
- Governance, Audit & Standards	1	271	276
- Members of Alcohol & Entertainments Licensing Committee (i.e. plus Leader and Leader of the Opposition)	11+2	678	692
- Independent Person	1	1,355	1,382
<u>Political Groups – Additional Allowance</u>			
- Leader of Opposition	1	1,355	1,382
- Business Manager	2	850	867
<u>Civic</u>			
- Mayor	1	4,745	4,840
- Deputy Mayor	1	1,355	1,382
<u>Outside Bodies</u>			
- Health Lead	1	1,102.5	1,125
- Chair of Broxtowe Partnership Health Task Group	1	1,102.5	1,125
- Police and Crime Panel	1	678	692

Report of the Interim Deputy Chief Executive

MEMBER ALLOWANCES1. Purpose of report

To advise the Committee of the recommendations of the Independent Remuneration Panel regarding the level of allowances payable to members.

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 previous Leader and Cabinet model.

At the Council meeting of 11 May 2016 a new governance structure was approved. 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.

3. Further considerations and financial implications

At the Council meeting held on 1 March 2017 members formed two new committees, namely the Ad Hoc Committee and the Investigating and Disciplinary Committee. The Panel's consideration of the two new committees is provided in the appendix in addition to options considered along with financial implications of each option.

Recommendation

The Committee is asked to CONSIDER the recommendations of the Panel and to RECOMMEND to Council that:

- 1. Option 4 as detailed in the report which proposes no changes to the existing remuneration policy, apart from those included below, or remuneration levels, be approved.**
- 2. The Ad Hoc Committee and Investigating and Disciplinary Committee members qualify for allowances only when meeting at least four times in a rolling twelve month period, as detailed in the report.**
- 3. Ad Hoc Committee members receive payments relating to meetings held in 2018 as detailed in the report.**

Background papers

Nil

APPENDIX

1. Comparative data on members allowances

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.

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.

Two forms of evidence were provided to the panel, comparative information on remuneration from other local authorities in Nottinghamshire and verbal testimony from five Council Members who occupy various offices.

The Panel used the evidence to make its recommendations to the Finance and Resources Committee on 6 February 2017.

2. Options for consideration

The Panel reconvened on 29 January 2018 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.

The Panel was advised that the leading group of the Council had 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.

Option 1: move all posts to the average for Nottinghamshire Districts immediately

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

The financial implications are that, in general, the proposal would result in an overall increase in costs of £64,916. This was 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.

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

Option 2: move the remuneration levels to the average benchmark over time

This had 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:

2018/19 £	2019/20 £	Total £
32,458	32,458	64,916

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

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 2018 with a view to informing the 2019/20 budget. There would, therefore, be no financial impact in 2018/19. A further report to the Panel would determine the financial implications of any proposed changes that would have an impact on future budget setting.

Option 4: To propose no changes to the existing remuneration policy or remuneration levels.

The Panel was conscious that there had been no change in members' 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.

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 was accepted there will be no financial impact on the 2018/19 or Medium Term Financial Strategy.

Conclusions

In reaching its conclusion the Panel resolved to recommend that Option 4 be forwarded to the Finance and Resources Committee and ultimately on to Full Council:

- **To propose no changes to the existing remuneration policy or remuneration levels.**

The Panel stated that the adoption of Option 3 would be the fairest recommendation but as there was an election scheduled for 2019 any in-depth review would be potentially outdated following an election. It was therefore agreed to recommend Option 4 as it was in line with the leading group's previous recommendations.

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.

Ad Hoc Committee and Investigating and Disciplinary Committee

The Panel considered the remits of the two new committees that were formed at the Council meeting held on 1 March 2017. It was agreed that chairs of the committees be paid in line with the Licensing and Appeals Committee (£2,712 p.a.) as this was the closest comparable payment for a committee Chair with quasi-judicial responsibilities over disciplinary issues. It was further agreed to recommend that each committee member who was not a Chair receive a payment in line with members of the Alcohol and Entertainments Committee (£678 p.a.).

It was also recommended that these payments should only be triggered when each Committee meets at least four times in a rolling 12 month period. It was suggested that payments be received allowing for the Ad Hoc Committee's work over the last 12 months. Should this be the case, a total of £5,424 would be allocated from the members' allowances budget.

Report of the Chief Executive

PAY POLICY STATEMENT – 2018/191. Purpose of report

To seek Council approval for the Pay Policy Statement for 2018/19.

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 2018/19, distributed with the agenda, sets out, among other items, 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 2017:

- Reference to the extension of the voluntary redundancy scheme.
- Updating the information on gender pay gap and pay ratios.
- Reference to the National Employers pay offer and the potential effects on the Broxtowe Local Pay Scales (a possible solution is provided).

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 2018/19 be approved.

Background Papers

Nil

Report of the Interim Strategic Director**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
4 July 2017 – Policy and Performance Committee	<u>Review of Council's Administration Function</u> RESOLVED that the stage 1 changes proposed in appendix 2 of the report be approved and that the finalisation of the proposals be delegated to the Chief Executive, subject to the overall savings achieving the employee savings target for the administration review and subject to satisfactory Union consultations on job descriptions and re-evaluation of posts where necessary.	To achieve efficiencies as part of a review of efficiency and effectiveness.	The admin review savings target was £47,904 .The outcome of the review was a saving of £45,405 in 2017/18. Five posts were deleted, so when associated costs are taken account of (eg ICT equipment) the savings target will have been achieved. Job descriptions were agreed with employees and union representatives.
4 July 2017 – Policy and Performance Committee	<u>Housing Restructure</u> RESOLVED that subject to detailed independent legal advice on the external investigation: <ol style="list-style-type: none"> 1. The hours of FTE posts of H99 (to 30 hours) H121 (to 32.5 hours) H128 (to 30 Hours) H126 (to 30 hours) be permanently reduced. 2. The posts H314a, H125b, H94b, H112, T183, T182, T163, T194, T199, H111 & H320 be deleted. 3. The working hours of H62 be extended from 18.5 to 37 hours per week. 4. The roles of H39 and H13 be redefined. 5. Implementation of Post H142 be delegated to the Director of 	To ensure the housing structure is fit for purpose and addresses current challenges with new resources.	The report returned to Policy and Performance Committee on 3 October 2017 following job evaluations having been carried out for all relevant posts and new recommendations were agreed. Savings of £190,394 per annum were achieved. A new Tenancy sustainment Officer, financial inclusion Officer and Research Officer have started work. The ICT officer post has not yet been

Date	Description	Reason	Outcome
	<p>Housing, Leisure and Property in consultation with the General Management Team subject to the relevant outcomes of the External Investigator's report.</p> <p>6. The new posts of Financial Inclusion, Tenancy Sustainment, Lettings Assistant, Research and Housing IT Systems Officers be approved.</p> <p>7. The implementation of the proposals subject to job evaluation and achieving the stated savings be delegated to the Director of Housing, Leisure and Property Services in consultation with the General Management Team.</p>		recruited to.
4 July 2017 – Policy and Performance Committee	<p><u>Neighbourhoods and Prosperity – Fee Increase Proposals</u></p> <p>RESOLVED that:</p> <p>1. The changes to the establishment and associated budgets be delegated to the Director of Legal and Planning Services in conjunction with the Chief Executive subject to the job evaluation process maintaining posts within the overall budget.</p> <p>2. The posts of Town Centre Manager and Town Centre Officer are de-risked.</p>	Additional resources ring fenced to planning will enable the provision of an improved planning service and response to HS2 hub station opportunities.	<p>The 20% fee increase came into effect on 17 January 2017. £307,605 is the total full year anticipated expenditure available to be incurred.</p> <p>Costs incurred to date: £148,413 from</p> <ul style="list-style-type: none"> • Increase in admin hours • One internal promotion to Team leader • One increase in hours of existing planning officer

Date	Description	Reason	Outcome
			<ul style="list-style-type: none"> • Two new appointments to replace existing planning officer posts • Regrading of two officers <p>Expenditure yet to be incurred includes the following new posts. (Job evaluation is being undertaken before recruitment). Some of the positions may present redeployment opportunities for employees</p> <ul style="list-style-type: none"> • A new senior planning officer to replace a vacant post • New planning officer to focus on neighbourhood planning • New planning officer to assist with local plan examination • New compliance officer • New GIS assistant (P/T) • £8,200 for ICT upgrade and twin PC screens for planning officers

Date	Description	Reason	Outcome
4 July 2017 – Policy and Performance Committee	<p><u>MP Accommodation</u></p> <p>RESOLVED that the principle of co-locating the MP in the Council offices at a market rent to be agreed, be approved, and the agreement of the detailed terms be delegated to the Chief Executive.</p>	Maximising the use of assets.	This did not happen as the MP chose to remain in her present accommodation.
9 November 2017 – Community Safety Committee	<p><u>Technology Drive, beeston off-street car parking order, 2018</u></p> <p>RESOLVED that delegated authority be given to the Chief Executive and the Interim Deputy Chief Executive to finalise and undertake the required publication of the Notice of Proposals.</p>		This was completed as per the timeline attached to the Committee report.
21 November 2017 – Policy and Performance Committee	<p><u>Tram Compensation</u></p> <p>RESOLVED unanimously that the Interim Deputy Chief Executive be given delegated powers to make a reference to the Upper Tribunal (Lands Chamber) and to incur at risk the associated costs in consultation with the Leader of the Council.</p>		This power has not yet been exercised, but its possibility has already led to significantly improved outcomes in the negotiations.
21 November 2017 – Policy and Performance Committee	<p><u>Potential Purchase of 35 Scargill Walk, Eastwood</u></p> <p>RESOLVED to delegate the purchase of 35 Scargill Walk to a maximum value as contained in the report to the Interim Deputy Chief Executive in conjunction with external valuation advice and in consultation with the Leader of the Council.</p>		This did not happen as the price sought by the vendor was significantly in excess of the maximum value allowed in the report.

Date	Description	Reason	Outcome
21 November 2017 – Policy and Performance Committee	<p><u>Beeston Town Centre Development</u></p> <p>RESOLVED unanimously to:</p> <ol style="list-style-type: none"> 1. Proceed with the option that the Council act directly as developer for a cinema and food and beverage development at the ‘top’ end of the site, partly funded through the sale for residential purposes at the ‘bottom’ end of the site, including the preparation and submission of planning applications. 2. Delegate to the Interim Deputy Chief Executive the negotiation of the draft heads of terms and the financing of the necessary items outlined in appendix 2 of the report. 		The negotiation of the Heads of Terms is ongoing.
6 February 2018 – Policy and Performance Committee	<p><u>Beeston Town Centre Redevelopment</u></p> <ol style="list-style-type: none"> 1. The Project Board terms of reference be approved. 2. The delegations to the Interim Deputy Chief Executive for the finalisation of the heads of terms and the financing of the necessary items outlined in appendix 3 be approved. 		The negotiation of the Heads of Terms is ongoing.
15 February 2018 – Policy and Performance	<p><u>Irrecoverable Arrears</u></p> <p>The Committee is asked to RESOLVE that the arrears</p>		

Date	Description	Reason	Outcome
	<p>in excess of £1,200 on national non-domestic rates, council tax, rents, housing/council tax benefit overpayment and sundry debtors as set out in the report be written off and to note the exercise of the Deputy Chief Executive's delegated authority under financial regulation 5.9.</p>		

Scarcity Rating

Application of scarcity ratings have been applied to the following posts in line with the Policy:

- | |
|--|
| <ul style="list-style-type: none"> • Modernisation Officer • Leaseholder Officer • Chief Accountant |
|--|



Broxtowe
Borough
COUNCIL

Pay Policy

2018 - 2019

CONTENTS

PAY POLICY 2018 – 2019	1
1. Introduction.....	1
2. Main Principles	1
3. Scope of the Policy.....	1
4. Evaluation of Roles at Broxtowe Borough Council	2
5. Broxtowe Local Pay Scale for Senior Officers	2
6. Broxtowe Local Pay Scale for all Posts below Head of Service Level.....	2
7. Terms and Conditions of Employment for Chief Officers.....	3
i) Working Hours	3
ii) Whole-Time Service.....	3
iii) Allowances	3
iv) Leave Entitlement	3
v) Sickness Entitlement	3
vi) Pension	3
8. Performance Related Pay/Bonus Scheme	4
9. Honoraria and Ex-Gratia Payments.....	4
10. Expenses.....	4
11. Market Related Pay	4
12. Recruitment of Chief Officers	4
13. Remuneration of Chief Officers on Recruitment.....	4
14. Levels and Elements of Remuneration for each Chief Officer	4
15. Chief Officers Leaving Service	5
i) Redundancy payments:	5
ii) Severance Payments – Regulation 6 of the Local Government (Early Termination of Employment/Discretionary Compensation) (England and Wales) Regulations 2006.....	5
iii) Flexible Retirement (Regulation 18, of The Local Government Pension Scheme) (Benefits, Membership and Contributions) Regulations 2007....	5
iv) Early Retirement – Members of the Local Government Pension Scheme	5
v) Augmentation of Scheme Membership on Termination of Employment (Regulation 12, of The Local Government Pension Scheme) (Benefits, Membership and Contributions) Regulations 2007	6

16. Additional Payments Made to Chief Officers – Election Duties	6
17. Publication of and Access to Information Relating to Remuneration of Chief Officers.....	6
18. Definition of Lowest Paid Employee	7
19. Ratio of Pay.....	7
20. Relationship Between Remuneration of Chief Officers and Remuneration of Employees who are not Chief Officers.....	8
21. Gender pay Gap.....	8

APPENDIX 1 – BROXTOWE LOCAL PAY STRUCTURE – FOR SENIOR POSTS EVALUATED USING HAY SCHEME..... 10

APPENDIX 2 – BROXTOWE LOCAL PAY STRUCTURE – FOR POSTS EVALUATED USING THE GLPC SCHEME. 11

APPENDIX 3 - CAR MILEAGE RATES 12

APPENDIX 4 - CHIEF OFFICERS' REMUNERATION TABLE..... 13

APPENDIX 5 – SCALE OF ELECTIONS FEES FOR LOCAL ELECTIONS 14

APPENDIX 6 – POTENTIAL LOCAL PAY SCALES FROM APRIL 2018 – FOR ILLUSTRATION ONLY 16

PAY POLICY 2018 – 2019

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 2018-19 pay settlement is pending at the date of this report.

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 was further extended to March 2017 and is still in force.

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 2018-19.

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~~ [legislation](#);
- 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 are 2 spinal column points.

Formatted: Indent: Left: 0"

On 1 January 2018 the salary difference between the lowest paid employee and the highest paid employee will be £92825.

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 2018 the new National Living Wage will be £7.83. The current minimum point on the Broxtowe Local Pay Scale is £7.80, spine point 10.

From April 2018 a two year pay offer has been made by the National Employers which incorporates a move to create some headroom from the National Living Wage. The minimum hourly rate for April 2018 would be £8.50 per hour and £9.00 per hour from April 2019. For the lower pay spine points this represents an increase of between 3.7% and 9.2%. For the rest of the scale the increase is 2% in each of the two years.

For National Employers this is expected to be an overall increase of 2.707% in the first year and 2.802% in the second with an overall increase over the two year period of 5.584%.

As the BLPS pay spine uses the maximum and minimums of the national pay spine some adjustment to the BLPS will be necessary. As grade 2 is the bottom grade and has only two spine points within it and that the bottom point will be £8.50 per hour, £16394 per annum, adjustments to grade 3 will be required to keep the incremental steps and grade boundaries in place. Removing the middle two points within grade 3 would achieve this and ensure that grade 2 and grade 3 both had two spine points within them. If this approach was adopted then the potential impact on Broxtowe pay costs would be similar to the figures above. Appendix 6 shows an illustration of this pay scale. Other more fundamental options could include single point grades and reducing the number of incremental points within the grades.

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 2017.

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.

21. Gender pay Gap

Although Broxtowe Borough Council has produced Gender Pay Gap information for a number of years, from April 2017 this is now a mandatory requirement. The rate is now expressed as the difference by hourly rate of pay rather than full time equivalent annual pay as produced previously.

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

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.

Formatted: Font: 12 pt

The Gender Pay Gap for 2016-2017 as published on Gov.uk and the Council's website by hourly rate is as follows:

All Employees		All Employees	
Mean male salary	12.1292	Median male salary	10.5220
Mean female salary	11.3248	Median female salary	10.5220
Gender Pay Gap	6.63%	Gender Pay Gap	0.00%
Full Time Employees		Full Time All Employees	
Mean male salary	12.4188	Median male salary	10.5220
Mean female salary	12.4202	Median female salary	10.5220
Gender Pay Gap	-0.01%	Gender Pay Gap	0.00%
Part Time Employees		Part Time All Employees	
Mean male salary	9.2587	Median male salary	8.4384
Mean female salary	10.4146	Median female salary	10.5220
Gender Pay Gap	-12.48%	Gender Pay Gap	-24.69%

Formatted: Font: 10 pt

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.

Formatted: Normal, Justified

APPENDIX 1 – BROXTOWE LOCAL PAY STRUCTURE – FOR SENIOR POSTS EVALUATED USING HAY SCHEME.

From April 2017

Grade	HAY JE Points	SCP	Salary 2017/18
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 – FOR
POSTS EVALUATED USING THE GLPC SCHEME.**

From April 2017

Grade	GLPC JE Points	SCP	Current Salary	Hourly
2	182 - 240	8		
		9		
		10	15057	7.8044
		11	15520	8.0444
3	241 - 285	12	15981	8.2834
		13	16443	8.5228
		14	16904	8.7618
		15	17021	8.8224
4	286 - 324	16	17455	9.0474
		17	17889	9.2723
		18	18323	9.4973
		19	18757	9.7223
5	325 - 365	21	19238	9.9716
		22	19660	10.1903
		23	20081	10.4085
		24	20503	10.6272
6	366 - 401	26	20979	10.8740
		27	21391	11.0875
		28	21803	11.3011
		29	22214	11.5141
7	402 - 439	31	22786	11.8106
		32	23257	12.0547
		33	23727	12.2983
		34	24197	12.5419

The top of grade 7 is the cut off point for overtime

Grade	GLPC JE Points	SCP	Current Salary	Hourly
8	440 - 469	36	24824	12.8669
		37	25310	13.1188
		38	25796	13.3708
		39	26281	13.6221
9	470 - 500	41	27149	14.0720
		42	27679	14.3468
		43	28210	14.6220
		44	28740	14.8967
10	501 - 533	46	29879	15.4871
		47	30466	15.7913
		48	31051	16.0946
		49	31636	16.3978
11	534 - 563	51	32468	16.8290
		52	33027	17.1188
		53	33585	17.4080
		54	34144	17.6977
12	564 - 593	56	34881	18.0797
		57	35480	18.3902
		58	36077	18.6997
		59	36676	19.0101
13	594 - 622	61	37518	19.4466
		62	38073	19.7342
		63	38627	20.0214
		64	39182	20.3091
14	623 - 653	66	39816	20.6377
		67	40260	20.8678
		68	40702	21.0969
		69	41146	21.3271
15	654 +	71	42240	21.8941
		72	42813	22.1911
		73	43382	22.4860
		74	43820	22.7131

APPENDIX 3 - CAR MILEAGE RATES

From 01.08.14 onwards	All designated car users receive the HMRC rate, currently 45p per mile
------------------------------	--

APPENDIX 4 - CHIEF OFFICERS' REMUNERATION TABLE

Post	Salary Grade	Hay JE Score	Designated Car User Allowance	Professional Fees	BBC Pension Contribution
Chief Executive	CO5	1292	Y	Y	14.4%
Director of Legal and Planning and Monitoring Officer	CO3	830	Y	Y	14.4%
Deputy Chief Executive and Section 151 Officer	CO4	1040	Y	Y	14.4%
Head of Finance Services	CO2	677	Y	Y	14.4%
Director of Housing, Leisure and Property Services	CO3a	904	Y	Y	14.4%
Head of Housing	CO2	732	Y	Y	14.4%
Head of Environment	CO2	732	Y	Y	14.4%
Head of Property Services	CO2	732	Y	Y	14.4%
Head of Neighbourhoods and Prosperity	CO2	702	Y	Y	14.4%
Head of Administrative Services	15	GLPC 466	Y	Y	14.4%
Head of Public Protection	CO2	702	Y	Y	14.4%

APPENDIX 5 – SCALE OF ELECTIONS FEES FOR LOCAL ELECTIONS

These fees are effective from 1 April 2018.

Polling Station Staff Fees

Fee	Scale
Presiding Officer Add 20% for 1st additional combined election and 10% for each combination thereafter	£208*
Poll Clerk Add 20% for 1st additional combined election and 10% for each combination thereafter	£128*
Polling Station Inspector	£208*
Training fee: face to face and test	£40*
face to face or test only	£20*
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). [Reasonable out-of-pocket expenses may be paid where public transport is used.](#)

Count Staff Fees

Fee	Scale
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). [Reasonable out-of-pocket expenses may be paid where public transport is used.](#)

Postal Voting Staff Fees

Fees for issue or receipt of Postal Votes	Scale
Postal Vote Co-ordinator	£15
Postal Voting Supervisor per hour	£11.60
Postal Voting Assistant per hour	£9.05 £15 - evening

Returning Officer Fees

Fee	Scale
Returning Officer's fee for the 1st 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

Fee	Scale
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.

**APPENDIX 6 – POTENTIAL LOCAL PAY SCALES FROM
APRIL 2018 – FOR ILLUSTRATION ONLY**

Grade / JE Points	SCP	BLPS 2017		BLPS 2018			BLPS 2019			
		Salary	Hourly	Inc. %	Salary	Hourly	New SCP	Inc. %	Salary	Hourly
Grade 2 182-240	8									
	9									
	10	15057	7.8044	8.88	16,394	8.50	1	5.92	17,364	9.00
	11	15520	8.0444	8.01	16,763	8.69	2	5.66	17,711	9.18
Grade 3 241-285	12	15981	8.2834	7.59	17,194	8.91	3	5.07	18,066	9.36
	13	16443	8.5228							
	14	16904	8.7618							
	15	17021	8.8224	5.27	17,918	9.29	4	2.00	18,277	9.47
Grade 4 286-324	16	17455	9.0474	5.17	18,357	9.51	5	2.00	18,724	9.71
	17	17889	9.2723	5.06	18,795	9.74	6	2.00	19,171	9.94
	18	18323	9.4973	4.43	19,134	9.92	7	2.00	19,517	10.12
	19	18757	9.7223	3.73	19,457	10.09	8	2.00	19,847	10.29
Grade 5 325-365	21	19238	9.9716	2.00	19,623	10.17	9	2.00	20,015	10.37
	22	19660	10.1903	2.00	20,053	10.39	10	2.00	20,454	10.60
	23	20081	10.4085	2.00	20,483	10.62	11	2.00	20,892	10.83
	24	20503	10.6272	2.00	20,913	10.84	12	2.00	21,331	11.06