

MINUTES OF COUNCIL MEETING HELD ON 3 MARCH 2014**I N D E X**

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NORTH EAST DERBYSHIRE DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

HELD ON 3 MARCH 2014

Present:

Councillor K G Savidge Chair
Councillor Mrs T Reader Vice Chair

Councillor Mrs P Antcliff

“ Mrs J Austen
“ N Barker
“ B Barnes
“ G Baxter MBE
“ G Butler
“ A Cooper
“ J A Dargue
“ P Elliott
“ Mrs C F Ellis
“ S Ellis
“ Miss M Emmens
“ Mrs A Foster
“ K Gillott
“ M Gordon
“ R Hall
“ Mrs P Hemsley
“ Mrs J Hill
“ Mrs A Holmes

Councillor Mrs C D Huckerby

“ P R Kerry
“ H Laws
“ J D McGrory
“ T J Moon
“ G Morley
“ D S Oxspring
“ S Peters
“ G P Ramshaw
“ B Rice
“ Mrs L Robinson
“ D Skinner
“ L H Stone
“ M E Thacker
“ P Widdowson
“ Miss T Williams
“ J Windle
“ B Wright

624 Apologies for Absence

Apologies for absence had been received from Councillors Mrs A Blackburn, P Blackburn, Mrs N C Dolby, N Foster, A D Garrett, Mrs E A Hill, C Hunt, B Lewis, W Lilleyman, B Ridgway, Mrs J Ridgway, P J Riggott and Mrs C A Smith.

625 Declarations of Interest

Members were requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time.

All members declared a significant other interest in item 11, Members' Allowances, arising from their membership of the Council. They had a dispensation to remain in the room, speak and vote on the item.

626 Chair's Announcements

The Chair took the opportunity to thank Councillor Tracy Reader for stepping into the Chair at the Budget Council meeting on 24 February 2014 and thanked everyone that was involved in organising and contributing to the fuddle and DVD sale earlier in the day which contributed funds towards the charity appeal.

627 Public Participation

In accordance with Council Procedure Rule No 8 members of the public were allowed to ask questions about the Council's activities for a period of up to 15 minutes.

No questions were asked at the meeting.

628 Questions or Motions submitted by Members

There were no questions or motions submitted on notice by Members to consider at the meeting.

629 Update on Individual Electoral Registration

Council received a presentation setting out an update on progress made in respect of the introduction of Individual Electoral Registration (IER). David Dalby, the IER Regional Delivery Manager for the East Midlands, attended the meeting to give the presentation and answer any questions.

IER saw a change from the current system of voter registration from "household registration" to one where everyone registered individually and each elector would be responsible for their own registration. The benefits of IER were that it increased accessibility for applicants due to online registration, improved the integrity of the electoral register, reduced fraud and the perception of fraud and provided an improvement in the completeness and accuracy of the register.

With the assistance of local authorities, the Cabinet Office had completed a successful IT roll out and dry run on the back of which ministerial approval to proceed had been given. A new A3 form had been prepared and training had been funded by Cabinet Office. A number of grants had been provided to maximise registration and publicity was being prepared both nationally and locally.

The new IER arrangements would commence on 10 June 2014, further to which there would be a confirmation dry run on 11 July where data on the register would be matched against DWP records. Every household would be written to and every individual invited to register. Where there was no response a household inquiry form would be dispatched. Importantly, no one would be deleted from the register until the end of 2015.

The Government had committed £108M to the project until at least 2015/16. Full details of the funding arrangements were provided to Council. In addition to financial support, Cabinet Office were providing hands on engagement with local authorities to help them through the transition, which included a delivery framework of regional delivery managers, county leads and Electoral Registration Officer Champions.

Following the presentation, a number of questions were asked and issues raised. The following points were noted:-

- The dry run undertaken in 2013 had shown North East Derbyshire had one of the highest match rates in the country requiring household inquiry forms to be sent out to potentially only 8% of the District population.
- Booklets and other information would be made available to councillors that would set out what individual voter registration meant and what they could do to assist registration.
- Canvassers would still be employed to assist resident who had yet to complete a canvas form or who found it difficult to register. However, this did not negate the use of technology and the potential for online registration.
- The Minister for Elections had written to every Vice Chancellor at every university in an attempt to encourage university students to register. Students could be registered at both their parents home and at their university address, but must only vote once.

RESOLVED – That the presentation on Individual Voter Registration be noted.

(Electoral Registration Officer)

630 Level of Council Tax 2014/15

Council considered Report No PRK/07/14/BM of Councillor P R Kerry which sought approval of the Council Tax for 2014/15.

Cabinet, at its meeting on 19 February 2014, recommended that the demand on the Collection Fund for the Council be one of £5,060,244. In order to calculate the Council Tax requirement for the area at the relevant bands, the demands of the County Council, Police Commissioner, the Fire Authority and parish councils needed to be taken into account. The Council had now received all the relevant precept demands from the other local authorities that precepted upon the Council as the billing authority for Council Tax.

It was moved and seconded that the Council approve the Council Tax for the financial year 2014/15. In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 a recorded vote was required to be taken, the result of which was as follows:-

For the motion – 39

(Mrs P Antcliff, Mrs J Austen, N Barker, B Barnes, G Baxter MBE, G Butler, A Cooper, J A Dargue, P Elliott, Mrs C F Ellis, S Ellis, Miss M Emmens, A Foster, K Gillott, M Gordon, R Hall, Mrs P Hemsley, Mrs J Hill, Mrs C D Huckerby, P R Kerry, H Laws, J McGrory, T J Moon, G Morley, D S Oxspring, S Peters, G P Ramshaw, T Reader, B Rice, Mrs L Robinson, K Savidge, D Skinner, L H Stone, M Thacker, P Widdowson, Mrs P Williams, J Windle, B Wright)

Against the motion – 0

Abstentions – 0

RESOLVED – That the Council formally approves the Council Tax for the financial year 2014/15 as set out below:-

- (1) **29,020.15** be the amount calculated by the Council, in accordance with Section 31B of the Local Government Finance Act 1992, as amended.
- (2) For dwellings in those parts of its area to which a Parish precept relates as detailed below:

Parish	Council Tax Base
Ashover	897.20
Barlow	352.87
Brackenfield	81.73
Brampton	491.77
Calow	665.32
Clay Cross	2,339.62
Dronfield	6,954.03
Eckington	3,160.33
Grassmoor, Hasland and Winsick	798.22
Heath and Holmewood	630.43
Holmesfield	465.24
Holymoorside and Walton	929.49
Killamarsh	2,407.35
Morton	322.08
North Wingfield	1,641.32
Pilsley	893.34
Shirland and Higham	1,209.24
Stretton	237.22
Sutton-Cum-Duckmanton	466.27
Temple Normanton	146.56
Tupton	852.81
Unstone	508.67
Wessington	218.14
Wingerworth	2,350.90
Total	29,020.15

Calculate that the Council Tax requirement for the Council's own purposes for 2014/15 (excluding Parish Precepts) is **£5,060,244.**

- (3) That the following amounts be calculated by the Council for the year 2014/15 in accordance with Sections 31 to 36 of the Act:
- (a) **£49,179,481** be the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
 - (b) **£41,339,000** be the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - (c) **£7,840,481** be the amount by which the aggregate at 3.3(a) exceeds the aggregate at 3.3(b), calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. (Note: - this sum is the total of the District's requirements of **£5,060,244** plus the total parish precepts of **£2,780,237**).
 - (d) **£270.17** be the amount at 3.3(c), all divided by item 3.1(a) calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
 - (e) **£2,780,237** be the aggregate amount of all special items referred to in Section 34(1) of the Act (as per 3.3(g)).
 - (f) **£174.37** be the amount at 3.3(d) less the result given by dividing the amount at 3.3(e) by the amount at 3.1(a), 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

The following be the amounts calculated by adding the amount at 3.3(f) to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned in 3.3(d) divided in each case by the amount at 3.1(b). 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.

Parish	Council Tax @ Band D £
Ashover	238.68
Barlow	231.50
Brackenfield	226.29
Brampton	212.76
Calow	232.87
Clay Cross	248.98
Dronfield	287.63
Eckington	250.56
Grassmoor, Hasland and Winsick	280.56
Heath and Holmewood	352.03
Holmesfield	239.36
Holymoorside and Walton	227.79
Killamarsh	365.04
Morton	263.19
North Wingfield	263.99
Pilsley	278.83
Shirland and Higham	237.34
Stretton	237.49
Sutton-Cum-Duckmanton	274.93
Temple Normanton	259.23
Tupton	274.01
Unstone	270.52
Wessington	240.14
Wingerworth	231.38

- (h) be the amounts given by multiplying the amounts at 3.3(f) and 3.3(g) 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.

Part of the	Valuation Bands							
Council's Area	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Ashover	159.12	185.64	212.16	238.68	291.72	344.76	397.80	477.36
Barlow	154.34	180.05	205.78	231.50	282.95	334.39	385.84	463.00
Brackenfield	150.86	176.00	201.15	226.29	276.58	326.87	377.15	452.58
Brampton	141.84	165.48	189.12	212.76	260.04	307.32	354.60	425.52
Calow	155.25	181.12	207.00	232.87	284.62	336.37	388.12	465.74
Clay Cross	165.99	193.65	221.32	248.98	304.31	359.64	414.97	497.96
Dronfield	191.76	223.71	255.68	287.63	351.55	415.47	479.39	575.26
Eckington	167.04	194.88	222.72	250.56	306.24	361.92	417.60	501.12
Grassmoor, Hasland and Winsick	187.04	218.21	249.39	280.56	342.91	405.26	467.60	561.12
Heath and Holmewood	234.69	273.80	312.92	352.03	430.26	508.49	586.72	704.06
Holmesfield	159.58	186.17	212.77	239.36	292.55	345.74	398.94	478.72
Holymoorside and Walton	151.86	177.17	202.48	227.79	278.41	329.03	379.65	455.58

Killamarsh	243.36	283.92	324.48	365.04	446.16	527.28	608.40	730.08
Morton	175.46	204.70	233.95	263.19	321.68	380.17	438.65	526.38
North Wingfield	176.00	205.32	234.66	263.99	322.66	381.32	439.99	527.98
Pilsley	185.89	216.87	247.85	278.83	340.79	402.76	464.72	557.66
Shirland and Higham	158.23	184.60	210.97	237.34	290.08	342.83	395.57	474.68
Stretton	158.33	184.71	211.11	237.49	290.27	343.04	395.82	474.98
Sutton-Cum-Duckmanton	183.29	213.83	244.39	274.93	336.03	397.12	458.22	549.86
Temple Normanton	172.82	201.62	230.43	259.23	316.84	374.45	432.05	518.46
Tupton	182.68	213.12	243.57	274.01	334.90	395.79	456.69	548.02
Unstone	180.35	210.40	240.47	270.52	330.64	390.75	450.87	541.04
Wessington	160.10	186.77	213.46	240.14	293.51	346.87	400.24	480.28
Wingerworth	154.26	179.96	205.68	231.38	282.80	334.22	385.64	462.76

- (4) That it be noted that for the year 2014/15 Derbyshire County Council, Derbyshire Police Authority and the Derbyshire Fire and Rescue Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Act 1992 for each of the categories of dwellings shown below:

Precepting Authority	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Derbyshire County Council	732.47	854.55	976.63	1,098.71	1,342.87	1,587.03	1,831.18	2,197.42
Derbyshire Police Authority	113.48	132.39	151.31	170.22	208.05	245.87	283.70	340.44
Fire & Rescue Service	45.63	53.24	60.84	68.45	83.66	98.87	114.08	136.90

- (5) That, having calculated the aggregate in each case of the amounts at 3.3(h) and 3.4, 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 2014/15 for each of the categories of dwellings shown below:

Part of the Councils area	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Ashover	1,050.70	1,225.82	1,400.94	1,576.06	1,926.30	2,276.53	2,626.76	3,152.12
Barlow	1,045.92	1,220.23	1,394.56	1,568.88	1,917.53	2,266.16	2,614.80	3,137.76
Brackenfield	1,042.44	1,216.18	1,389.93	1,563.67	1,911.16	2,258.64	2,606.11	3,127.34
Brampton	1,033.42	1,205.66	1,377.90	1,550.14	1,894.62	2,239.09	2,583.56	3,100.28
Calow	1,046.83	1,221.30	1,395.78	1,570.25	1,919.20	2,268.14	2,617.08	3,140.50
Clay Cross	1,057.57	1,233.83	1,410.10	1,586.36	1,938.89	2,291.41	2,643.93	3,172.72
Dronfield	1,083.34	1,263.89	1,444.46	1,625.01	1,986.13	2,347.24	2,708.35	3,250.02
Eckington	1,058.62	1,235.06	1,411.50	1,587.94	1,940.82	2,293.69	2,646.56	3,175.88
Grassmoor, Hasland and Winsick	1,078.62	1,258.39	1,438.17	1,617.94	1,977.49	2,337.03	2,696.56	3,235.88
Heath and Holmewood	1,126.27	1,313.98	1,501.70	1,689.41	2,064.84	2,440.26	2,815.68	3,378.82
Holmesfield	1,051.16	1,226.35	1,401.55	1,576.74	1,927.13	2,277.51	2,627.90	3,153.48
Holymoorside and Walton	1,043.44	1,217.35	1,391.26	1,565.17	1,912.99	2,260.80	2,608.61	3,130.34
Killamarsh	1,134.94	1,324.10	1,513.26	1,702.42	2,080.74	2,459.05	2,837.36	3,404.84
Morton	1,067.04	1,244.88	1,422.73	1,600.57	1,956.26	2,311.94	2,667.61	3,201.14
North Wingfield	1,067.58	1,245.50	1,423.44	1,601.37	1,957.24	2,313.09	2,668.95	3,202.74
Pilsley	1,077.47	1,257.05	1,436.63	1,616.21	1,975.37	2,334.53	2,693.68	3,232.42
Shirland and Higham	1,049.81	1,224.78	1,399.75	1,574.72	1,924.66	2,274.60	2,624.53	3,149.44
Stretton	1,049.91	1,224.89	1,399.89	1,574.87	1,924.85	2,274.81	2,624.78	3,149.74
Sutton-Cum-Duckmanton	1,074.87	1,254.01	1,433.17	1,612.31	1,970.61	2,328.89	2,687.18	3,224.62
Temple Normanton	1,064.40	1,241.80	1,419.21	1,596.61	1,951.42	2,306.22	2,661.01	3,193.22
Tupton	1,074.26	1,253.30	1,432.35	1,611.39	1,969.48	2,327.56	2,685.65	3,222.78
Unstone	1,071.93	1,250.58	1,429.25	1,607.90	1,965.22	2,322.52	2,679.83	3,215.80
Wessington	1,051.68	1,226.95	1,402.24	1,577.52	1,928.09	2,278.64	2,629.20	3,155.04
Wingerworth	1,045.84	1,220.14	1,394.46	1,568.76	1,917.38	2,265.99	2,614.60	3,137.52

(Executive Director – Operations)

631 Electoral Fraud in the UK – Final Report and Recommendations of the Electoral Commission

Council considered Report No CEG/02/14/WL of the Electoral Registration Officer, which advised Council of the final report recommendations from the Audit Commission's review into Electoral Fraud in the UK.

The Council's Cabinet had been consulted on an issues paper produced by the Electoral Commission on the potential impact of Electoral Fraud in July 2013. The consultation sought views on alternative options for arrangements for voting by post, proxy and in the polling station. The Electoral Commission had published its final report and consultation responses, together with its recommendations to Government.

Council noted that the majority of cases of alleged electoral fraud related to local government elections in England rather than elections to the UK Parliament or other legislative bodies and evidence showed that fraud tended to be committed by candidates or their supporters. Whilst electoral fraud was not wide spread, and was focused on particular areas of the country, the Electoral Commission acknowledged that there was a consistent underlying level of concern amongst voters about electoral fraud in the UK.

It was anticipated that the introduction of individual electoral registration would tighten up voter registration but the Electoral Commission felt that more could and should be done. The Electoral Commission had made three

recommendations to strengthen the electoral system and these were as follows:-

- Sustained action to tackle the risk of electoral fraud, particularly in higher risk areas.
- Restricting the involvement of campaigners in absent vote administration processes.
- Introducing the requirement for voters to produce ID at polling stations.

Details of the context behind each recommendation was provided in the report.

RESOLVED – That the final recommendations of the Electoral Commission report in relation to Electoral Fraud in the UK be noted.

(Electoral Registration Officer)

632 Pay Policy Statement

Council considered Report No NB/01/14/AG of Councillor N Barker, which sought approval for the publication of the draft Pay Policy Statement which is attached to these Minutes as **Appendix A**.

All authorities were required under the Localism Act 2011 to prepare a Pay Policy Statement for each financial year. This Statement set out the authority's approach to the pay of its work force, particularly its chief officers and lowest paid employees. The Pay Policy Statement must be published on the Council's website and in any other manner that the authority thinks appropriate.

The first Pay Policy Statement was produced in 2012 and updated for 2013/14 taking account of available guidance. The Pay Policy Statement for the Council has now been reviewed and had been updated for 2014/15. It was noted that there had been no changes to salary scales for chief officers during the previous financial, a few amendments had been made to update the document and these were shown as tracked changes.

RESOLVED – That the draft Pay Policy Statement, attached to these Minutes as **Appendix A**, be approved for publication.

(Assistant Director – Human Resources)

633 Appointment of Co-Opted Member to Standards Committee

Council considered Report No JA/01/14/MK of the Chair of Standards Committee, which sought approval for the Council to become the responsible body for organising elections for co-opted member vacancies to the Council's Standards Committee.

The Council's Standards Framework provided for two non voting co-opted members to be appointed to the Standards Committee to sit alongside the nine District Council members. The purpose of having such members was to

represent parish and town council views on ethical standards at the District Council. The original Council decision which established the Standards Committee required that these co-opted members be nominated by the Derbyshire Association of Local Councils (DALC).

Following a co-opted member vacancy, the Standards Committee had requested officers to write to DALC requesting that they organise and co-ordinate an election process for a replacement co-opted member and that, as part of that process, parish and town councils who were not affiliated to DALC be contacted so that they could participate in the election process by way of being able to nominate candidates and vote for them.

Discussions had taken place between officers and DALC representatives, however, both sides had agreed that the process would be best served and unnecessary complication avoided, if the District Council was to take on responsibility for co-ordination of the election process. Details of the proposed election process was set out within the report.

Council was advised that were they to continue with the current arrangements this would have the consequences of excluding non DALC affiliated Councils from participating in the process for electing a co-opted member to the Standards Committee. It was understood that there was as many as four town and parish councils in North East Derbyshire that were not currently members of DALC. The other option was to not elect at this point in time, however, this would have the consequence of potentially leaving the town and parish councils without adequate representation on Standards issues.

RESOLVED That:-

- (1) The Council become the responsible body for organising elections for co-opted member vacancies to the Standards Committee.
- (2) The election process as set out within the report be noted.
(Deputy Monitoring Officer)

634 Members' Allowances

Council considered Report No ADGMO/03/14/SS of the Monitoring Officer which sought agreement for the Members' Allowance Scheme for the year 2014/15 and to appoint to the Council's Independent Remuneration Panel for the purposes of undertaking a short and urgent review of the Chair of Planning Committee's Special Responsibility Allowance.

The Council was required under the Local Authorities (Members' Allowances) (England) Regulations 2003 to make a Members' Allowance Scheme before the beginning of the year to which it would relate. Under the regulations the Scheme could not be made or amended without the authority having regard to the recommendations of an Independent Remuneration Panel (IRP). The only change to the Scheme since it was made in March 2013 had been the

1% increase applied to all allowances in line with the increase in employees salaries. The indexing of increases to allowance in line with increases with staff pay was not deemed to be an amendment under the legislation so did not need to be referred to the IRP.

Members were advised of an amendment to the report which should have included at paragraph 2.3 details of the Vice Chair of Standards Committee's Allowance which was £1,266.00.

In addition to approving the Members' Allowance Scheme, Council was asked to appoint an Independent Remuneration Panel to review the Special Responsibility Allowance for the Chair of Planning Committee following the Council's decision on 6 January 2014 to reduce the Planning Committee from 33 to 18 members. The Panel would be the same as previously convened to carry out a review of the Scheme in 2012/13. The Panel would be appointed for a period of 12 months but would focus on the review of the Chair of Planning Committee and Special Responsibility Allowance.

RESOLVED That:-

- (1) The Members' Allowance Scheme for the year 2014/15 be implemented with effect from 1 April 2014 in accordance with the following details:-

<i>Allowance</i>	<i>Amount</i>
Leader of the Council	£17,394
Deputy Leader of the Council	£12,499
Cabinet Member	£7,972
Leader of Main Opposition Group	£4,809
Chair of Scrutiny Committee	£3,806
Vice Chair of Scrutiny Committee	£1,266
Chair of Standards Committee	£3,806
Chair of Planning Committee (applies if post-holder is a non-executive member)	£3,806
Vice Chair of Planning Committee	£1,266
Chair of Council *	£4,809
Vice Chair of Council *	£800
Basic Allowance	£5,060
Co-opted Members Allowance	£505

* Denotes a civic allowance, not a special responsibility allowance.

NB: Where a Member is entitled to two or more SRAs then only the highest will be payable (except for Chair's & Vice-Chair's allowance).

- (2) The Members' Allowance Scheme contained within the Council's Constitution be updated to reflect the changes made.
- (3) Susan Ambler, George Cowcher, Dave Radford, David Simmons and John Swain be appointed to the Council's Independent Remuneration Panel for a 12 month period, but principally to undertake a short and urgent review of the Chair of Planning Committee's Special Responsibility Allowance.
- (4) The Panel be reimbursed travel and subsistence expenses in connection with their work but not be paid an allowance.
(Deputy Monitoring Officer)

635 Appointments to Outside Bodies

RESOLVED – That Councillor J Ridgway be appointed as the District Council's representative on the Ash Renishaw Liaison Committee with Councillor Mrs J Austen as the substitute.

(Governance Manager)

COUNCIL MINS (0303) 2014/AJD

NORTH EAST DERBYSHIRE DISTRICT COUNCIL Pay Policy Statement

1. Introduction

This Council is committed to the principle of equal pay. It recognises that women and men in the workforce should receive equal pay for work of equal value and that this principle is enshrined in both UK and European law. In this connection, the Council aims to ensure that its pay system is free of bias. Fairness and equality across gender, age, race, disability, religion and sexuality are part of the values of this organisation.

The Council believes that its values send a positive message on diversity and equality to managers, employees, potential employees, partners and customers and enhance productivity, efficiency and morale.

The overall pay policy of the Council is driven by organisational consistency, equity and transparency rather than external market forces. The Council believes in paying a fair rate of pay to its employees, and in meeting its strategic objectives (to be a High Performing Council; and to Create Jobs, Build Skills and Attract Investment) it endeavours to create a working environment that will attract high calibre job applicants and encourage the retention of existing employees.

The local government environment is in an ongoing state of change and to this end North East Derbyshire District Council undergoes regular reviews of service to ensure that high levels of service delivery can be maintained without unnecessary cost to the taxpayer.

The implementation of policies on employee development and performance review, as well as dealing with capability where performance falls short of the desired standard, ensure that the workforce remains well trained and well motivated without the need to apply any form of performance related pay. Mechanisms such as internal celebration and recognition of achievement are used to acknowledge particular contributions to the successful running of the organisation. Acknowledgement comes in a variety of forms, from articles in the staff magazine, to the award of certificates and plaques at an annual celebration event.

Overview – whole workforce

In order to secure equal pay within the organisation, the following action has been taken to date:

- 1 In 1997 the National Joint Council (NJC) introduced a new National Agreement for Local Government Services (The Green Book). This agreement replaced the terms and conditions of service in the old Purple Book (former officers) and White Book (former manual workers). The new agreement was generally called The Single Status Agreement since its intention was to introduce equal pay and eliminate the old blue/white collar divides.

- 2 As part of this process an Equal Pay Audit was carried out to ensure that any areas of inequality could be identified and resolved.
- 3 At the heart of the National Agreement is the principle of fairness and equality for all employees - equalising pay differences across the local government sector that have existed for decades. The Agreement recommended the use of a job evaluation scheme and it was jointly agreed locally to use the computerised version of the NJC Job Evaluation Scheme. This was applied to all jobs covered by the NJC Agreement for Local Government Services ('Green Book') at 1st April 2007.
- 4 The following are the factors included in the Job Evaluation process:
 - Knowledge
 - Mental Skills
 - Interpersonal Skills
 - Physical Skills
 - Initiative and Independence
 - Physical Demands
 - Mental Demands
 - Emotional Demands
 - Responsibility for People
 - Responsibility for Supervision
 - Responsibility for Financial Resources
 - Responsibility for Physical Resources
 - Working Conditions
- 5 The factors listed above are intended to allow application of the scheme across the whole range of posts within Local Government, with recognition given not only to mental effort required to carry out a job but also to physical skills and demands for more manual posts and emotional demands and responsibility for people in respect of jobs with caring as a focus.
- 6 The full Single Status package was submitted to Council for approval and adoption. This included both the Job Evaluation Scheme and a range of former national terms and conditions of service which were simplified and rationalised to reflect the current economic situation.
- 7 Decisions about smaller-scale changes to terms and conditions of service for employees of the Council are considered by Cabinet.
- 8 The implementation of the NJC Scheme is closely monitored to ensure that it is applied fairly and consistently across the Council and to minimise the possibility of an Equal Pay challenge.

Lowest Paid Employees

Following the implementation of Single Status and the JNC Job Evaluation Scheme, local grades were applied to the national spinal column points. Each grade

comprises four points, and the top point of each grade is also the bottom point of the next grade. Grades 1 and 2 were payable to those employees who scored lowest under the thirteen factors used under the JE Scheme. However, from 1 October 2013 this Council has adopted the Living Wage for the small number of employees paid on these grades. The Living Wage, currently set nationally at £7.65 per hour, is considered to be the pay needed to provide an adequate standard of living. To avoid compromising the integrity of the Job Evaluation process, all salary points below the living wage rate were deleted and replaced by a new single salary point at the appropriate level.

Background – Chief Officers’ Salaries

In 2008 an independent review was carried out of salaries payable to senior managers, in an acknowledgement that the JNC Scheme was not an appropriate way of determining salaries for Directors

There are many factors which affect the market for senior staff, including the following:

- A tightening pool of suitably qualified and experienced staff;
- An increasing reluctance to relocate over large distances;
- The trend towards slimmer senior management structures comprising posts with more generic responsibilities
- The salary premium being offered by failing Councils to attract suitable candidates.

In view of the above, and further to national advice, the following factors were taken into account in establishing the local salary structure:

- Any special market conditions;
- Any substantial local factors not common to authorities of similar type and size;
- Comparable information on salaries in other similar authorities;
- Top management structures and the size of the senior management team compared to other authorities of similar type and size.

In addition it should be noted that there has been found to be a correlation between population and salary levels, with a distinct salary bias towards districts with urban characteristics as opposed to rural characteristics, as well as a marked salary premium for Councils in the South of the country.

Bearing in mind all of the above points, and in consideration of the significant improvements that have been achieved at North East Derbyshire Council over recent years, salary levels for the Directors were set at a level which reflected the extremely marketable experience built up by the senior managers who had been part of that successful regime. This was to avoid the very real danger that key senior staff would be lost and it might not be possible to attract replacement candidates of the highest calibre necessary to maintain and accelerate the recent and ongoing momentum for service and organisational improvements.

Chief Officers have significant responsibility for corporate management and operational issues, and detailed information about decision making delegated to senior managers can be found in the Constitution on the Council's website.

The decisions in respect of the review of salaries following the independent review were taken by Council, although smaller scale decisions about terms and conditions of service for the Chief Executive and Chief Officers are taken by the Appointments Committee.

Grading Structure – Joint Chief Executive and Joint Directors

Taking all of the data into account, a recommendation was made that the salary for the Chief Executive of the Council should be awarded on a scale ranging from £106,000 to £115,000, with annual increments of £3,000

The recommendation for Directors' salaries was a scale of £67,000 to £75,000 with annual increments of £2,000.

This has been updated once in line with the April 2009 national salary award, and the resulting grades are as follows:

Incremental points	Joint Chief Executive	Joint Directors
1	£106,000	£68,642.00
2	£109,000	£70,691.00
3	£112,000	£72,740.00
4	£115,000	£74,789.00
5	N/A	£76,838.00

There has been no pay award for Chief Officers since April 2009, and no additional payments are made eg bonuses, allowances (other than those mentioned below) performance related pay or other benefits in kind.

Assistant Directors

At the time of the SOLACE review, it was recommended that a new level of posts at 'Assistant Director' level should be introduced to address the fairly wide disparity in the levels of responsibility between the Directors and the Service Managers. The intention was that these posts would be characterized by their relatively high level of responsibilities, and would deputise, as appropriate, in the absence of the Director. This is an important element in the Council's succession planning and leadership development processes, as well as providing valuable strategic input. It was suggested that the market would support an appropriate salary scale of £46,000 to £52,000, with annual increments of £2,000, i.e. approximately 70% of the Chief Officers' salary as follows:

Incremental Points	Assistant Director
1	£48,049.40
2	£49,483.70
3	£50,918.00
4	£52,352.30
5	£53,786.60

Relationship between salaries

There is a pay differential of just under £22,500 between the highest paid Joint Assistant Director and the lowest paid Joint Director, and a differential of just over £29,000 between the highest paid Joint Director and the Joint Chief Executive. The median salary of the whole workforce is £21734, and the ratio of the Council's top earner to that of its median earner is 5.1:1.

The mean salary is £23,907 per annum, and the ratio of the Council's top earner to the mean salary is .7:1.

The Council does not anticipate these changing during the course of the financial year.

Terms and Conditions of Service

The Joint Chief Executive is employed under the terms and conditions of service of the Joint Negotiating Committee for Chief Executives of Local Authorities, and Joint Directors under the terms and conditions of service of the Joint Negotiating Committee for Chief Officers of Local Authorities. There are currently no additional local agreements relating to the employment of chief officers that represent a charge on the public purse, with the exception of election duties (see following paragraph).

Election Duties

The fee for Returning Officer duties is is dependent upon the type of election, and is prescribed by Central Government by means of a Fees and Charges Order.

Shared Management

With a view to reducing expenditure and increasing efficiency, this Council formed a Strategic Alliance with Bolsover District Council and the process of appointing a Joint Senior Management Team was completed during April 2012.

Significant savings are being made by rolling out the joint senior management positions and the Alliance is committed to finding new ways of improving the efficiency of the Council.

Additional savings have now been made by further reducing the number of Directors from 4 to 2 with effect from November 2013. The number of Joint Assistant Directors has gone down from 9 to 8.

In respect of salaries payable for senior managers appointed to joint posts, Council made the decision that payment would be based on North East Derbyshire District Council pay scales. There has been no change to pay and grading arrangements to reflect the shared responsibility.

Honoraria and ex gratia payments

The Council does not make ex gratia payments.

An honorarium is payable in circumstances where an employee temporarily takes on duties and responsibilities which are at a higher level than those carried out within their substantive post. The amount of the honorarium is calculated by carrying out an evaluation, under the JNC Job Evaluation Scheme, which takes account of the additional duties. Where an employee carries out the full duties and responsibilities of a higher graded post for a temporary period, then they are paid the appropriate rate for the higher graded post, as identified under the Job Evaluation Scheme.

The same principles apply to all employees, including those on Chief Officer rates of pay.

Other financial benefits

The Joint Chief Executive and the Council's Joint Directors and Joint Assistant Directors are not in receipt of any financial benefits that are not also available to other employees. For example, subsistence allowances are payable to all employees who are away from their base for lengthy periods as follows:

Employees can claim for actual expenditure, supported by receipts, up to a maximum of the following amounts:

Breakfast: £5.61 (payable if employee left home on official business before 7.00am)

Lunch: £7.73 (payable if employee is away from the office between 11.30am and 2.30pm)

Tea: £3.04 (payable if the employee is absent from home and office after 6.30pm on official business)

Evening meal: £9.37 (payable if the employee is absent from home and office after 8.30pm)

Overnight: £3.63 per night (payable if away from home on business overnight)

Weekly: £14.55 (payable if away on business for a week or more)

Other expenses such as taxi, bus or train fares, parking fees etc can be reimbursed provided they are approved and valid receipts are attached to the expenses claim form.

Essential User Allowance is payable to employees who meet specified criteria. Although nationally there are three levels of payment which are linked to the size of the vehicle's engine, this Council pays at the lowest rate only as follows:

Essential Users

Lump sum per annum	£846
per mile first 8,500	36.9p
per mile after 8,500	13.7p

Whilst senior management do not always meet the minimum 1500 miles, they currently receive this Allowance because of the requirement to have a vehicle available at all times to allow them to respond to urgent incidents.

Professional fees are paid for any employee for whom it is an essential requirement that they hold a professional qualification and are members of a professional body.

The Council has a policy of not allowing employees to accept gifts or other inducements, and if such gestures are made then the gift is recorded and donated to the Chair's current charity.

A mobile telephone is provided to employees who are frequently away from their office, or not office-based and all senior managers are included. In addition to providing the mobile phone, the cost of the monthly rental is paid as well as business related calls.

Incremental Progression

The policy of the Council in respect of incremental progression is the same whatever the level of the post. Appointment is generally to the lowest point on the scale, unless the individual already works in local government and is currently paid at a higher point, in which case they will be appointed to the incremental point above that which is closest to the employee's existing salary (up to a maximum at the top of the grade). Where relevant, incremental increases take place on 1 April each year, except when a new appointment is made between 1 October and 30 March, in which case the first increment is payable six months after appointment.

Pensions

Employees of the Council pay a contribution to the Pension Scheme relative to their annual full-time equivalent pensionable pay (including pensionable allowances):

Band	Whole-time Pay Range (12/13)	Contribution rate for all earnings %
1	Up to £13,700	5.5
2	£13,701 to £16,100	5.8
3	£16,101 to £20,800	5.9
4	£20,801 to £34,700	6.5
5	£34,701 to £46,500	6.8
6	£46,501 to £87,100	7.2
7	More than £87,100	7.5

The Employer's contribution at NEDDC is currently 11.7% of pensionable pay.

There are a number of discretions available under the Local Government Pension Scheme, and as a matter of policy, NEDDC does not exercise any discretion that would represent a cost to the Council.

Flexible Retirement

Under the terms of the Local Government Pension scheme, an employee aged 55 or over can elect to reduce their hours or their grade and request early release of pension benefits. This is a provision available to all employees, but to date this has not been taken up by any senior managers.

The Council has a degree of discretion, as the needs of the service take precedence at all times over the scheme, and the Council's Policy on Flexible Retirement makes clear that it will only agree to such requests where there is no cost to the Council in doing so, ie either the employee has already passed their earliest retirement date or where the cost of early release is met by the employee via a reduced pension.

Re-employment of employees in receipt of a pension

Under the terms of the Local Government Pension scheme, an employee who has retired from local government service and is in receipt of a pension may reapply for local government employment. However where this happens the pension is subject to abatement, i.e. if the pension added to the new salary is higher than the original salary then the amount of pension will be reduced accordingly. There are currently no re-employed pensioners in senior management positions.

Payment on termination of employment

Where a post is deleted following a review of service (redundancy), or where an employee is retired 'in the interests of the efficient exercise of the Authority's functions', a compensatory payment is made.

In the case of redundancy, a sum is payable based on the national redundancy table with a multiplier of 1.5. The Council exercises its discretion in these cases to base the payment on actual weeks pay, and the maximum payable in these circumstances is 45 weeks' pay for service of 20 years or over.

In the case of efficient exercise, there is no specific guidance except that, as in the case of redundancy, the Council would have discretion to pay up to 104 weeks' pay. Retirement on such grounds is rare, and any lump sum payment is considered on a case-by-case basis dependent upon the circumstances. However the practice of the Council is never to pay more than the employee would have received had they been made redundant. As a general rule, the Council will only consider awarding benefits under this type of termination where the early retirement was the result of a management initiative or was of direct benefit to the Council. Cases of termination on grounds of efficient exercise are considered by the relevant Service Manager in consultation with the Joint Assistant Director (Human Resources) and the appropriate Joint Director or the Joint Chief Executive. Following detailed consideration on issues such as the cost of retraining and the cost of covering the post during the training period, against the cost of the termination, a request may then be submitted to Cabinet.

Under the Local Government Pension Scheme, pension benefits are payable with immediate effect to any employee whose employment is terminated on grounds of redundancy or efficient exercise and who is aged 55 or over.

In the case of the shared senior management posts, these employees are contracted by one 'paymaster' Council to work for both Bolsover District Council and North East Derbyshire District Council under the terms of a Strategic Alliance. Where the policies of the partner Councils differ, a judgement is made on a fair and equitable way forward. In the case of redundancy, the policy of Bolsover District Council is to use actual weeks pay but not to use a multiplier on the national redundancy table. Therefore if a redundancy situation arises at shared senior management level, compensation is calculated on the basis of a combination of both schemes as follows:

Service up to date of joint appointment: based on original Council's scheme
Service after date of joint appointment: based on 50% per each Council's scheme'

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