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NORTH EAST DERBYSHIRE DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

HELD ON 2 MARCH 2015

Present:

Councillor Mrs T Reader.....	Chair
Councillor Mrs A Holmes	Vice Chair
Councillor J Allsop	Councillor Mrs E A Hill
“ Mrs P Antcliff	“ Mrs C D Huckerby
“ Mrs J Austen	“ P Kerry
“ N Barker	“ H Laws
“ B Barnes	“ J D McGrory
“ G Baxter MBE	“ B Rice
“ G Butler	“ B Ridgway
“ J A Dargue	“ Mrs J Ridgway
“ P Elliott	“ Mrs L Robinson
“ Mrs C F Ellis	“ K G Savidge
“ S Ellis	“ D Skinner
“ Miss M Emmens	“ Mrs C A Smith
“ N Foster	“ L H Stone
“ A D Garrett	“ M E Thacker
“ M Gordon	“ Miss T Williams
“ R Hall	“ J Windle
“ Mrs P Hemsley	“ B Wright

637 Apologies for Absence

Apologies for absence were received from Councillors Mrs A Blackburn, P Blackburn, A Cooper, Mrs N C Dolby, A Foster, K Gillott, Mrs J Hill, C Hunt, B Lewis, W Lilleyman, G Morley, D S Oxspring, S Peters, G P Ramshaw and P Riggott.

638 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.

There were no interests declared at this meeting.

639 Minutes of the Council Meeting held on 12 and 23 February 2015

RESOLVED – That the minutes of the meetings of the Council held on 12 and 23 February 2015 be approved as a correct record and signed by the Chair.

640 Chair's Announcements

The Chair advised that her charity abseil on 14 March 2015 would now take place at The Quarry, Whatstandwell owing to repair works at Millers' Dale Bridge.

She placed on record her thanks to Councillor S Ellis for his donation and encouraged other members to donate via her Just Giving page.

The Chair also placed on record her thanks to Clay Cross Parish Council who were putting on an event at the Social Centre on the evening of 14 March 2015.

The following Saturday's concert at Dronfield Sports Centre featuring the Black Dyke Band was sold out.

The Chair wished all members standing in the May 2015 District Council elections the very best of luck and passed on her best wishes to those members who were standing down.

641 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.

There were no questions on notice from the public.

642 Questions asked under Council Procedure Rule No 9

There were no questions on notice from members of the Council.

643 Questions asked under Council Procedure Rule No 10

There were no motions on notice from members of the Council.

644 Firmstep Update and Demonstration

Council considered Report No ADCSI/1/15/JF of the Assistant Director – Customer Service and Improvement, together with a PowerPoint presentation led by the Business Development and CIS Officer, which demonstrated the uses of the Council's new customer information system, Firmstep.

Firmstep had been acquired to streamline the Council's business processes and to facilitate joint working across Bolsover and its strategic alliance partner, North East Derbyshire. Initial implementation targets had been met with the contact centre scripts in place and Environmental Health and Streetscene fully operational.

Further developments had included internal processes such as room bookings and there was a full programme to start embedding the system throughout the Council for the coming year. The system also allowed the launch of a self service site that would allow customers to interact with the Council wherever they were and it would be promoted to encourage customers to transact online rather than by phone or in person to realise savings.

The Transformation Team were meeting with groups in the community to encourage the take up of online services and Members were encouraged to provide suggestions of groups in their area.

Members were then given a brief demonstration of the Firmstep system.

RESOLVED - That the report and demonstration of the Firmstep system be noted.

(Business Development Manager/
Assistant Director – Customer Service and Improvement)

645 The Strategic Alliance Agreement to provide Joint Management Services

Council considered Report No CEG/02/15/WL of the Chief Executive which sought approval to renew the Strategic Alliance Agreement to provide joint management services for a further four year term.

Both councils had agreed to enter into a Strategic Alliance agreement to provide joint management services in January 2012. This agreement also covered the establishment of the Strategic Alliance Joint Committee. The agreement lasted for four years from 31 May 2011 and contained no provision for extension. It was therefore for members of the two councils to decide on renewal before the agreement ended.

A copy of the proposed agreement was attached as an appendix to the report. Members were advised of an amendment to the Agreement where Bolsover's address on page 96 should read *The Arc, High Street, Clowne, Derbyshire*.

RESOLVED – That -

- (1) The Council enters into the Strategic Alliance Agreement for a further four years from 31 May 2015 and approves the agreement attached at Appendix 1 to the report.

- (2) The Council notes that the following clause had been substituted for Clause 3:

This Agreement will start on the Commencement Date and will remain in force for a minimum period of 4 years and thereafter from year to year subject to the provisions of clauses 11 and 12 below.

(Chief Executive Officer)

646 Draft Pay Policy Statement 2015/16

Council considered Report No NB/06/15/TM of Councillor N Barker which sought approval for publication of the Pay Policy Statement and sought agreement that when confirmation was received about the National Pay Award for the Chief Executives, any updates to the Pay Policy Statement which related to the Chief Executive's salary for the 2015/16 financial year could be made without further reference to the Council.

The Pay Policy Statement was a requirement of the Localism Act and was required to be updated annually. It set out details of the highest and lowest paid within the Authority, together with details of other terms and conditions offered by the Council. It contained no new information that had not been through an appropriate process of approval at the Council.

A few amendments had been made to update the document and were shown in an appendix as track changes. The Council had received notification of changes to salary scales for chief officers in the financial year covered by the Statement, but final agreement had not been reached about possible changes to the Chief Executive's salary so the figures shown were last years until confirmation was received of increases. Council was asked to agree that the figures in the Statement could be updated without further reference to this meeting.

RESOLVED - That:-

- (1) Council approves for publication the draft Pay Policy Statement attached as **Appendix A** to these Minutes.
- (2) Council agrees that when confirmation was received about the National Pay Award for Chief Executives, any updates to the Pay Policy Statement which related to the Chief Executive's salary during the 2015/16 financial year could be made without further reference to Council.

(Assistant Director – Human Resources)

647 Members' Allowances

Council considered Report No GMDMO/1/15/MK of the Governance Manager and Deputy Monitoring Officer which sought approval of the Members' Allowance Scheme for 2015/16.

The Council was required to make its Members' Allowance Scheme before the beginning of the 2015/16 financial year. A new scheme could not be made or amended without the Council having regard to recommendations of an Independent Remuneration Panel.

Within the last 12 months, the only change to the Scheme had been the 2.2% increase applied to all allowances in line with the increase in employee salaries. The indexing of increases to allowances in line with increases in staff pay was not an amendment under the legislation so did not need to be referred to the IRP.

The proposed level of allowances for the year 2015/16 was as follows:-

<i>Allowance</i>	<i>Amount</i>
Leader of the Council	£17,776.67
Deputy Leader of the Council	£12,773.98
Cabinet Member	£8,147.38
Leader of Main Opposition Group	£4,914.80
Chair of Scrutiny Committee	£3,889.73
Vice Chair of Scrutiny Committee	£1,293.85
Chair of Standards Committee	£3,889.73
Vice Chair of Standards Committee	£1,293.85
Chair of Planning Committee	£7,779.46
Vice Chair of Planning Committee	£1,293.85
Chair of Council *	£4,914.80
Vice Chair of Council *	£817.60
Basic Allowance *	£5,171.32
Co-opted Members Allowance*	£516.11

* 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 and Vice-Chair's allowance).

RESOLVED – That -

- (1) The Members' Allowance Scheme for the year 2015/16 be implemented as above with effect from 1 April 2015.
- (2) The Members' Allowance Scheme contained within the Constitution be updated to reflect the changes made.

(Governance Manager)

648 Level of Council Tax 2015/16

Council considered Report No PRK/12/15/BM of the Section 151 Officer together with Councillor P R Kerry which sought approval of the Council Tax requirement for the District in 2015/16.

The Chief Financial Officer had calculated the following amounts as the Council Tax Base for the year 2015/16:-

- (1) **29,392.91** being 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 as follows:-

Parish	Council Tax Base
Ashover	912.52
Barlow	354.28
Brackenfield	88.03
Brampton	502.90
Calow	670.50
Clay Cross	2,379.44
Dronfield	7,007.27
Eckington	3,222.94
Grassmoor, Hasland and Winsick	810.70
Heath and Holmewood	643.03
Holmesfield	466.50
Holymoorside and Walton	932.11
Killamarsh	2,440.58
Morton	338.71
North Wingfield	1,663.79
Pilsley	901.63
Shirland and Higham	1,220.94
Stretton	240.48
Sutton-Cum-Duckmanton	478.37
Temple Normanton	148.12
Tupton	858.59
Unstone	523.49
Wessington	221.98
Wingerworth	2,366.01
Total	29,392.91

The Council Tax requirement for the Council's own purposes for 2015/16 excluding parish precepts was £5,125,242.

The following amounts had been calculated by the Council for the year 2015/16 in accordance with Sections 31 and 36 of the Local Government Finance Act:-

- a) **£50,186,226** being 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) **£42,229,000** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- c) **£7,957,226** being the amount by which the aggregate at (1) exceeds the aggregate at (2), 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 **£5,125,242** plus the total parish precepts of **£2,831,984**).
- d) **£270.72** being the amount at (1), all divided by item (2) 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) **£2,831,984** being the aggregate amount of all special items referred to in Section 34(1) of the Act (as per (g)).
- f) **£174.37** being the amount at (d) less the result given by dividing the amount at (e) by the amount at (1), 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 being the amounts calculated by adding the amount at 1(f) to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned in (d) divided in each case by the amount at (2). 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	241.20
Barlow	231.79
Brackenfield	222.87
Brampton	212.09
Calow	234.66
Clay Cross	248.98
Dronfield	287.63
Eckington	251.94
Grassmoor, Hasland and Winsick	280.91
Heath and Holmewood	348.55
Holmesfield	239.59
Holymoorside and Walton	229.58
Killamarsh	366.13
Morton	262.78
North Wingfield	264.55
Pilsley	277.87

Shirland and Higham	237.95
Stretton	237.06
Sutton-Cum-Duckmanton	277.84
Temple Normanton	267.50
Tupton	274.97
Unstone	271.38
Wessington	241.92
Wingerworth	231.90

- h) being the amounts given by multiplying the amounts at (f) and (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 Council's Area	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Ashover	160.80	187.60	214.40	241.20	294.80	348.40	402.00	482.40
Barlow	154.53	180.28	206.04	231.79	283.30	334.81	386.32	463.58
Brackenfield	148.58	173.34	198.11	222.87	272.40	321.93	371.45	445.74
Brampton	141.40	164.96	188.53	212.09	259.22	306.35	353.49	424.18
Calow	156.44	182.51	208.59	234.66	286.81	338.96	391.10	469.32
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	167.96	195.95	223.95	251.94	307.93	363.92	419.90	503.88
Grassmoor, Hasland & Winsick	187.28	218.48	249.70	280.91	343.34	405.76	468.19	561.82
Heath and Holmewood	232.37	271.09	309.83	348.55	426.01	503.46	580.92	697.10
Holmesfield	159.73	186.35	212.97	239.59	292.83	346.08	399.32	479.18
Holymoorside and Walton	153.06	178.56	204.08	229.58	280.60	331.62	382.64	459.16
Killamarsh	244.09	284.77	325.45	366.13	447.49	528.86	610.22	732.26
Morton	175.19	204.38	233.59	262.78	321.18	379.57	437.97	525.56
North Wingfield	176.37	205.76	235.16	264.55	323.34	382.13	440.92	529.10
Pilsley	185.25	216.12	247.00	277.87	339.62	401.37	463.12	555.74
Shirland and Higham	158.64	185.07	211.52	237.95	290.83	343.71	396.59	475.90
Stretton	158.04	184.38	210.72	237.06	289.74	342.42	395.10	474.12
Sutton-Cum-Duckmanton	185.23	216.10	246.97	277.84	339.58	401.33	463.07	555.68
Temple Normanton	178.34	208.05	237.78	267.50	326.95	386.39	445.84	535.00
Tupton	183.32	213.86	244.42	274.97	336.08	397.18	458.29	549.94
Unstone	180.92	211.07	241.23	271.38	331.69	392.00	452.30	542.76
Wessington	161.28	188.16	215.04	241.92	295.68	349.44	403.20	483.84
Wingerworth	154.60	180.37	206.14	231.90	283.43	334.97	386.50	463.80

The County Council, Police and Crime Commissioner and Fire and Rescue Authority had stated the following amounts in precepts issued to the Council in 2015/16 in accordance with Section 40 of the Local Government Act 1992 for each of the categories of dwelling shown below:-

Precepting Authority	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Derbyshire County Council	746.97	871.47	995.96	1,120.46	1,369.45	1,618.44	1,867.43	2,240.92
Derbyshire Police Authority	115.74	135.03	154.32	173.61	212.19	250.77	289.35	347.22
Fire & Rescue Service	46.53	54.29	62.04	69.80	85.31	100.82	116.33	139.60

Having calculated the aggregate in each case of the amounts and accordance with Section 30(2) of the Local Government Finance Act 1992, the Council hereby sets the following amounts as the amounts of Council Tax for the year 2015/16 for each of the categories of dwelling shown in the following table:-

Part of the Councils area	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Ashover	1,070.04	1,248.39	1,426.72	1,605.07	1,961.75	2,318.43	2,675.11	3,210.14
Barlow	1,063.77	1,241.07	1,418.36	1,595.66	1,950.25	2,304.84	2,659.43	3,191.32
Brackenfield	1,057.82	1,234.13	1,410.43	1,586.74	1,939.35	2,291.96	2,644.56	3,173.48
Brampton	1,050.64	1,225.75	1,400.85	1,575.96	1,926.17	2,276.38	2,626.60	3,151.92
Calow	1,065.68	1,243.30	1,420.91	1,598.53	1,953.76	2,308.99	2,664.21	3,197.06
Clay Cross	1,075.23	1,254.44	1,433.64	1,612.85	1,971.26	2,329.67	2,688.08	3,225.70
Dronfield	1,101.00	1,284.50	1,468.00	1,651.50	2,018.50	2,385.50	2,752.50	3,303.00
Eckington	1,077.20	1,256.74	1,436.27	1,615.81	1,974.88	2,333.95	2,693.01	3,231.62
Grassmoor, Hasland & Winsick	1,096.52	1,279.27	1,462.02	1,644.78	2,010.29	2,375.79	2,741.302	3,289.56
Heath and Holmewood	1,141.61	1,331.88	1,522.15	1,712.42	2,092.96	2,473.49	2,854.03	3,424.84
Holmesfield	1,068.97	1,247.14	1,425.29	1,603.46	1,959.78	2,316.11	2,672.43	3,206.92
Holymoorside and Walton	1,062.30	1,239.35	1,416.40	1,593.45	1,947.55	2,301.65	2,655.75	3,186.90
Killamarsh	1,153.33	1,345.56	1,537.77	1,730.00	2,114.44	2,498.89	2,883.33	3,460.00
Morton	1,084.43	1,265.17	1,445.91	1,626.65	1,988.13	2,349.60	2,711.08	3,253.30
North Wingfield	1,085.61	1,266.55	1,447.48	1,628.42	1,990.29	2,352.16	2,714.03	3,256.84
Pilsley	1,094.49	1,276.91	1,459.32	1,641.74	2,006.57	2,371.40	2,736.23	3,283.48
Shirland and Higham	1,067.88	1,245.86	1,423.84	1,601.82	1,957.78	2,313.74	2,669.70	3,203.64
Stretton	1,067.28	1,245.17	1,423.04	1,600.93	1,956.69	2,312.45	2,668.21	3,201.86
Sutton-Cum-Duckmanton	1,094.47	1,276.89	1,459.29	1,641.71	2,006.53	2,371.36	2,736.18	3,283.42
Temple Normanton	1,087.58	1,268.84	1,450.10	1,631.37	1,993.90	2,356.42	2,718.95	3,262.74
Tupton	1,092.56	1,274.65	1,456.74	1,638.84	2,003.03	2,367.21	2,731.40	3,277.68
Unstone	1,090.16	1,271.86	1,453.55	1,635.25	1,998.64	2,362.03	2,725.41	3,270.50
Wessington	1,070.52	1,248.95	1,427.36	1,605.79	1,962.63	2,319.47	2,676.31	3,211.58
Wingerworth	1,063.84	1,241.16	1,418.46	1,595.77	1,950.38	2,305.00	2,659.61	3,191.54

The recommendation to approve the Council Tax for 2015/16 based on figures set out above was moved and seconded. In accordance with Local Authorities' (Standing Orders) (England) (Amendment) Regulations 2014 the Authority was required to carry out a recorded vote, the result of which was as follows:-

For the Motion – 36

(Councillors J Allsop, Mrs P Antcliff, Mrs J Austen, N Barker, B Barnes, G Baxter MBE, G Butler, J A Dargue, P Elliott, Mrs C F Ellis, S Ellis, Miss M Emmens, Mrs A Foster, N Foster, A D Garrett, M Gordon, R Hall, Mrs P Hemsley, Mrs E A Hill, Mrs A Holmes, Mrs C D Huckerby, P Kerry, H Laws, J D McGrory, Mrs T Reader, B Rice, B Ridgway, Mrs J Ridgway, Mrs L Robinson, K G Savidge, D Skinner, Mrs C A Smith, L H Stone, M E Thacker, Miss T Williams, J Windle and B Wright)

Against the Motion – 0

Abstentions – 0

RESOLVED – That the Council Tax requirement for the financial year 2015/16 as set out above be approved.

649 Exclusion of Public

RESOLVED – That the public be excluded from the meeting during the discussion of the following items of business to avoid the disclosure to them of exempt information as defined in Paragraphs 1, 3 and 4, Part 1 of Schedule 12A to the Local Government Act 1972, (as amended by the Local Government (Access to Information) (Variation) Order 2006).

650 Improvement Team Restructure

Council considered Report No CEG/03/15/WL of the Chief Executive which sought approval for a new joint structure for the Improvement Team within the Customer Service and Improvement Directorate.

In September 2014 the Strategic Alliance Joint Committee received a report outlining proposals to review the current arrangements for service delivery in respect of the Improvement Team. The aim of the review was to establish a joint team to provide effective strategic support across both Councils.

Currently, each Council had different teams carrying out duties in different ways. The review looked at the areas of communication, graphic design, performance management, policy and strategy, consultation and engagement, equality and diversity, information management and data protection.

Consultation with employees and unions began on 3 September and lasted until 10 October 2014. Approximately 42 questions were raised and answered by management and Human Resources. All employees and trade unions were provided with a full response to the questions raised and a summary of those issues was provided within the report.

Details of the new joint service structure and its costs were presented in the report, together with any pay protection, redundancy and pension issues. Consultation with employees had led to a number of revisions to the structure and these too were set out within the report.

RESOLVED - That:-

- (1) Council acknowledges and approves the work being undertaken by the Improvement Team Review to harmonise the service for the benefit of officers and members.
- (2) Council approves the review in respect to:-
 - (a) Disestablishment of Bolsover District Council posts highlighted in Appendix 1 to the report (below that of Joint Assistant Director level) and the removal of market supplements paid to two BDC employees.
 - (b) Creation and establishment of the joint posts highlighted in Appendix 3 to the report (below that of Joint Assistant Director level and excluding Contact Centres and the General Assistant, NEDDC).
- (3) The post of Performance and Quality Officer (PER002) at Bolsover District Council be made redundant and the current postholder be granted voluntary redundancy on the expiry of the notice period and that the post be deleted from the establishment.
- (4) Council delegates authority to the Chief Executive following consultation with the Leader of the Council as Portfolio Member to implement the proposals set out in the report.
(Assistant Director – Customer Service and Improvement)

651 Housing Strategy Team Restructure

Council considered Report No CEG/04/15/WL of the Chief Executive which sought approval of a revised Joint Housing Strategy Team to cover the Council and its strategic alliance partner, Bolsover District Council.

There were currently five direct reports to the Assistant Director – Economic Growth, three of which were Housing Strategy Managers. The proposal within the report put forward a new management tier below the Assistant Director. This would consist of a single Housing Strategy and Growth Manager and Housing Growth Officer. Both posts would operate across both Councils. It was not proposed that Housing Strategy be based within one authority. The respective responsibilities of both posts were set out within the report.

As a result of the proposals, the posts that would be disestablished would be North East Derbyshire's Housing Strategy and Young Persons Manager, North East Derbyshire's Housing Strategy and Older Persons Manager and Bolsover's Housing Strategy and Enabling Manager. The two posts proposed within the report would be subject to a ringfenced recruitment process within the current Housing Strategy Teams at each Council.

Consultation with employees and Unions had taken place in line with relevant policy and procedures. The consultation commenced on 16 January and closed on 16 February 2015. Management took into account a number of issues raised by staff and unions and amended the proposed revised structure, which gave the Housing Growth Officer line management responsibility for the Empty Properties Officer and changed the job title to Senior Housing Growth Officer.

This was presented in the report as it had been to members of the Strategic Alliance Joint Committee in February 2015. The Joint Committee considered management's proposal but decided to reject the proposition and endorse the original revised structure for adoption at both Councils.

RESOLVED - That:-

- (1) The financial information provided within the report be noted.
- (2) The consultation comments received from the employees and the management response be noted.
- (3) The proposal for two joint officers for Bolsover District Council and North East Derbyshire Council be endorsed.
- (4) The new Housing Strategy Team structure on page 8 of this report be approved for implementation.

652 Planning Policy Team Restructure

Council considered Report No CEG/05/15/WL of the Chief Executive Assistant Director – Planning and Environmental Health, which sought approval for a re-structure of the Planning Policy Team to form a new shared service with Bolsover's strategic alliance partner, North East Derbyshire District Council.

Members had considered a report on proposals to review the current arrangements for service delivery within Planning Policy at both Councils at the Joint Committee on 12 January 2015. At this meeting it was resolved to approve the commencement of consultation with employees on the proposals and a further report was to be brought back to the Joint Committee on the proposed structure prior to making any recommendation to each Council.

The Planning Policy Teams at both Councils were under severe pressure to secure delivery of a Local Plan at the earliest opportunity and both teams had experienced difficulties in setting timetables with any certainty due to a need to address a range of staffing issues. Both Councils had vacancies in their existing structure and the current arrangement with the North East Derbyshire District Council's Planning Policy Manager being seconded part time to Bolsover District Council needed to be resolved on a more permanent basis. Other vacancies within both Council teams had either been left vacant or been backfilled on a temporary basis pending decisions around potential restructuring and service reviews.

It was considered that the current vacancies and resource needs between the two Councils offered a timely opportunity to consider the options for the future delivery of both services. Delegated approval had been secured in October 2014 to enable the temporary sharing of Planning Policy Team members between the two Councils to address the resource issue pending a formal decision on shared service arrangements. To date this arrangement had been beneficial to both Councils and it demonstrated how effectively the two teams could work together.

The existing structures at both Councils were set out in the report, together with three options for delivering the future of the service going forward. The implications for each Council were set out in the report.

Overall, it was considered that a shared service structure offered the most potential benefit for both Councils. This would comprise a single shared manager supported by three principal planning officers. The operational and financial implications of the structure were set out in the report. Details of the consultation with staff were appended to the report. This included an alternative structure put forward by staff which included two planning policy managers, one for each Council, below which sat a shared resource of officers. Details why such a structure would not assist in delivering the Local Plan were provided to Council.

RESOLVED - That:-

- (1) The consultation comments received from the employees and the management response be noted.
- (2) The proposal for a shared Planning Policy Team as part of the Strategic Alliance with North East Derbyshire District Council be approved.
- (3) The new joint Planning Policy Team structure, as set out on page 79 of the agenda, be approved and implemented.

(Assistant Director – Planning and Environmental Health)

APPENDIX 1

**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, which is updated on 1 November annually and is currently set nationally at £7.85 per hour (equivalent to a full-time equivalent salary of £15,145), 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 salaries indicated for Joint Directors include the first pay award since April 2009 (ie the 2014-2016 Joint Negotiating Committee for Chief Officers of Local Authorities Pay Agreement). A pay award is pending in respect of Chief Executives and this document will be updated as soon as this is agreed.

Incremental points	Joint Chief Executive	Joint Directors
1	£106,000	£70,014.00
2	£109,000	£72,104.00
3	£112,000	£74,194.00
4	£115,000	£76,284.00
5	N/A	£78,374.00

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. An appropriate salary scale with annual increments was agreed, which equated to approximately 70% of the Chief Officers' salary. The figures shown below reflect a recent pay award:

Incremental Points	Assistant Director
1	£ 49,010.00
2	£ 50,473.00
3	£ 51,936.00
4	53,399.00
5	£ 54,862.00

Relationship between salaries

There is a pay differential of just over £15,000 between the highest paid Joint Assistant Director and the lowest paid Joint Director, and a differential of (awaiting confirmation of Chief Executives' pay award) between the highest paid Joint Director and the Joint Chief Executive. The median salary of the whole workforce is £22,212, and the ratio of the Council's top earner to that of its median earner is 5.2:1**.

The mean salary is £23,488 per annum, and the ratio of the Council's top earner to the mean salary is 4.9:1**.

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

** this figure will be updated as soon as confirmation is received about the Chief Executive's pay award.

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 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 (15/16)	Contribution rate
1	Up to and including £20,300	5.5%
2	Above £20,300 and up to £24,800	7.25%
3	Above £24,800 and up to £34,000	8.5%
4	Above £34,000 up to £45,300	9.5%
5	Above £45,300	12.0%

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'