

Public Document Pack



**North East
Derbyshire**
District Council

Our Ref: NC/AJD
Contact: Nicola Calver
Tel: 01246 217753
Email: nicola.calver@ne-derbyshire.gov.uk
Date: Friday, 21 February 2020

To: **All Members of the Council**

You are summoned to attend a meeting of the Council to be held on **Monday, 2 March 2020 at 3.00 pm in the Council Chamber**. District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, S42 6NG.

Please note that a number of parking spaces will be reserved for Member use on the day of the meeting.

Yours sincerely

A handwritten signature in cursive script that reads "Sarah Steuberg".

Joint Head of Corporate Governance and Monitoring Officer

PLEASE NOTE:

- 1 For Members' information the following room arrangements have been made for Group Meetings prior to this Council meeting:

Labour Group	-	Executive Meeting Room
Conservative Group	-	Council Chamber
Liberal Democrat	-	Meeting Room 102A
- 2 Members are requested to bring their laptops and iPads to the meeting where assistance will be provided to anyone who may require it in order to follow the meeting electronically.
- 3 Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under Section 106 of the Local Government Finance Act 1992.
- 4 Any Members who are tenants of a Council property should declare an interest in respect of Item 5 but have an automatic dispensation to remain in the room, speak and vote on the item.

5 The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 require a recorded vote to be taken on any proposals relating to the budget and Council Tax.

For further information about this meeting please contact Nicola Calver 01246 217753

A G E N D A

3 Chair's Announcements

4 Public Participation

In accordance with Council Procedure Rule No 8 to allow members of the public to ask questions about the Council's activities for a period up to fifteen minutes. The replies to any such questions will be given by the appropriate Cabinet Member. Questions must be received in writing or by email to the Monitoring Officer by 12 noon seven clear working days before the meeting.

Question received from Robert Purcell to Councillor J Kenyon, Portfolio Holder for Transformation & Climate Change

Recent polls have shown that the majority of people in Britain are concerned about climate change and want to do something urgent about it. In the last year Derbyshire has been affected by unprecedented weather events, including the dam failure at Todbrook, the worst year for wildfires and more recently storms and high rainfall levels causing flooding in Matlock, Derby and the Amber Valley area.

Tackling climate change through reducing carbon emissions and planning mitigating actions is a complicated matter which will require the Council to make difficult and challenging decisions. Although this Council has produced a Climate Action Plan it has done so without consulting the local community.

I understand that Derbyshire Climate Coalition have already called on North East Derbyshire District Council to consider the use of a citizen's assembly to make decisions about how to cut carbon emissions in North East Derbyshire. A properly set up citizen's assembly is made up of a representative sample of local people who are advised by a balanced panel of involved experts and stakeholders. By using this process local representatives are supported to arrive at recommended actions for their area. Some Councils in the country are already using a citizen's assembly process.

The advantages of using a citizen's assembly are that firstly, the decisions will be recommended by and in the best interests of local people and therefore are likely to be fully supported by the local population.

Secondly, although a citizen's assembly has some costs attached, the costs of failing to act with urgency and without the agreement of the community are likely to be much higher.

Can the Councillor explain to me what consideration has been given to the use of a citizen's assembly for North East Derbyshire Council, including what sources of information and advice have been used?

5 Level of Council Tax 2020/21 (Pages 5 - 10)

Report of Councillor P Parkin, Portfolio Holder for Finance.

6 Appointments to Committees

To replace Councillor C Renwick with Councillor M Emmens on Growth Scrutiny Committee.

To appoint a Vice-Chair for Growth Scrutiny Committee.

7 Pay Policy Statement 2020/21 (Pages 11 - 23)

Report of Councillor A Dale, Deputy Leader of the Council and Portfolio Holder for Council Services – **TO FOLLOW**

8 To answer any questions from Members asked under Procedure Rule No 9.2

In accordance with Council Procedure Rule No 9.2 to allow Members to ask questions about Council activities. The replies to any such questions will be given by the Chair of the Council or relevant Committee or the appropriate Cabinet Member. Questions must be received in writing or by email to the Monitoring Officer by 12 noon seven clear working days before the meeting.

No questions have been submitted under Procedure Rule No 9.2 for this meeting.

9 To consider any motions from Members asked under Procedure Rule No 10

In accordance with Council Procedure Rule No 10 to consider Motions on notice from Members. Motions must be received in writing or by email to the Monitoring Officer by 12 noon seven clear working days before the meeting.

10 Exclusion of the Public

The Chair to move:-

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

11 Management Structure Proposals

Report of Councillor M Thacker JP MBE, Leader of the Council and Portfolio Holder for Overall Strategic Leadership – **TO FOLLOW**

****to be circulated to all Members only, hard copy, under separate cover****
(Paragraphs 1, 2 & 3)



North East Derbyshire
District Council

*We speak
your language*

Polish
Mówimy Twoim językiem

French
Nous parlons votre langue

Spanish
*Hablamos su
idioma*

Slovak
*Rozprávame Vaším
jazykom*

Chinese
我们会说你的语言

If you require
this agenda in
large print

or another
format
please call
us on

**01246
217753**

If you require an adjustment to enable you to participate in or access the meeting please contact the Governance Team at least 72 hours before the meeting starts.

North East Derbyshire District Council

Council

2 March 2020

Level of Council Tax 2020/21

Report of Councillor P Parkin, Portfolio Holder for Finance

This report is public

Purpose of the Report

- The Localism Act 2011 requires the billing authority to calculate a Council Tax requirement for the year.
- The approved demand on the Collection Fund in respect of this Council is one of **£5,929,091**.
- In order to calculate the Council Tax requirement for the area at the relevant bands, the demands of the County Council, Police Authority, Fire Authority and parish councils will also need to be taken into account.
- The Council has now received all the relevant precept demands from the other local authorities that precept upon this Council as the billing authority for Council Tax.
- It should be noted that this report will be subject to a recorded vote.

1 Report Details

- 1.1 It should be noted that the Chief Financial Officer has calculated the following amounts as Council Tax Base for the year 2020/21:
- a) **31,263.33** being the amount calculated by the Council, in accordance with Section 31B of the Local Government Finance Act 1992, as amended.
 - b) For dwellings in those parts of its area to which a Parish precept relates as detailed as follows:

Parish	Council Tax Base
Ashover	969.00
Barlow	373.41
Brackenfield	91.72
Brampton	510.37
Calow	716.00
Clay Cross	2,587.01
Dronfield	7,146.20
Eckington	3,401.36
Grassmoor, Hasland and Winsick	981.73
Heath and Holmewood	809.37
Holmesfield	481.59
Holymoorside and Walton	943.66
Killamarsh	2,535.53
Morton	371.85
North Wingfield	1,762.85
Pilsley	962.02
Shirland and Higham	1,386.88
Stretton	254.70
Sutton-Cum-Duckmanton	500.15
Temple Normanton	150.68
Tupton	916.56
Unstone	544.05
Wessington	252.61
Wingerworth	2,614.03
Total	31,263.33

- 1.2 Calculate that the Council Tax requirement for the Council's own purposes for 2020/21 (excluding Parish Precepts) is **£5,929,091**
- 1.3 That the following amounts be calculated by the Council for the year 2020/21 in accordance with Sections 31 to 36 of the Act:
- a) **£47,011,650** 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) **£37,787,513** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - c) **£9,224,137** being the amount by which the aggregate at 1.3(a) exceeds the aggregate at 1.3(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 **£5,929,091** plus the total parish precepts of **£3,295,046**).
 - d) **£295.05** being the amount at 1.3(c), all divided by item 1.1(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) **£3,295,046** being the aggregate amount of all special items referred to in Section 34(1) of the Act (as per 1.3(g)).

- f) **£189.65** being the amount at 1.3(d) less the result given by dividing the amount at 1.3(e) by the amount at 1.1(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 being the amounts calculated by adding the amount at 1.3(f) to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned in 1.3(d) divided in each case by the amount at 1.1(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	274.10
Barlow	270.12
Brackenfield	246.88
Brampton	239.12
Calow	256.38
Clay Cross	271.38
Dronfield	304.60
Eckington	278.05
Grassmoor, Hasland and Winsick	312.95
Heath and Holmewood	353.99
Holmesfield	260.25
Holymoorside and Walton	253.43
Killamarsh	385.39
Morton	324.11
North Wingfield	294.52
Pilsley	298.78
Shirland and Higham	255.44
Stretton	265.86
Sutton-Cum-Duckmanton	309.14
Temple Normanton	283.89
Tupton	300.94
Unstone	315.56
Wessington	290.83
Wingerworth	268.54

- h) being the amounts given by multiplying the amounts at 1.3(f) and 1.3(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 Council's Area	Valuation Bands							
	A	B	C	D	E	F	G	H

	£	£	£	£	£	£	£	£
Ashover	182.73	213.19	243.65	274.10	335.01	395.92	456.83	548.20
Barlow	180.08	210.10	240.11	270.12	330.14	390.17	450.20	540.24
Brackenfield	164.58	192.02	219.45	246.88	301.74	356.61	411.46	493.76
Brampton	159.41	185.99	212.55	239.12	292.25	345.40	398.53	478.24
Calow	170.92	199.41	227.90	256.38	313.35	370.33	427.30	512.76
Clay Cross	180.92	211.08	241.23	271.38	331.68	391.99	452.30	542.76
Dronfield	203.06	236.92	270.76	304.60	372.28	439.98	507.66	609.20
Eckington	185.36	216.27	247.16	278.05	339.83	401.63	463.41	556.10
Grassmoor, Hasland and Winsick	208.63	243.41	278.18	312.95	382.49	452.04	521.58	625.90
Heath and Holmewood	235.99	275.33	314.66	353.99	432.65	511.32	589.98	707.98
Holmesfield	173.50	202.42	231.34	260.25	318.08	375.92	433.75	520.50
Holymoorside and Walton	168.95	197.12	225.27	253.43	309.74	366.07	422.38	506.86
Killamarsh	256.92	299.75	342.57	385.39	471.03	556.68	642.31	770.78
Morton	216.07	252.09	288.10	324.11	396.13	468.16	540.18	648.22
North Wingfield	196.34	229.08	261.80	294.52	359.96	425.42	490.86	589.04
Pilsley	199.18	232.39	265.58	298.78	365.17	431.57	497.96	597.56
Shirland and Higham	170.29	198.68	227.06	255.44	312.20	368.97	425.73	510.88
Stretton	177.24	206.78	236.32	265.86	324.94	384.02	443.10	531.72
Sutton-Cum-Duckmanton	206.09	240.45	274.79	309.14	377.83	446.54	515.23	618.28
Temple Normanton	189.26	220.81	252.35	283.89	346.97	410.06	473.15	567.78
Tupton	200.62	234.07	267.50	300.94	367.81	434.69	501.56	601.88
Unstone	210.37	245.44	280.50	315.56	385.68	455.81	525.93	631.12
Wessington	193.88	226.21	258.52	290.83	355.45	420.09	484.71	581.66
Wingerworth	179.02	208.87	238.70	268.54	328.21	387.89	447.56	537.08

1.4 That it be noted that for the year 2020/21 Derbyshire County Council, the Police and Crime Commissioner for Derbyshire, 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 in the following table:

Precepting Authority	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Derbyshire County Council	818.34	954.72	1,091.11	1,227.50	1,500.28	1,773.05	2,045.84	2,455.00
Derbyshire County Council - ASC	81.22	94.77	108.30	121.84	148.91	176.00	203.06	243.68
Police & Crime Commissioner	151.07	176.24	201.42	226.60	276.96	327.31	377.67	453.20
Fire & Rescue Service	51.82	60.46	69.09	77.73	95.00	112.28	129.55	155.46

1.5 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 2020/21 for each of the categories of dwellings shown in the following table:

Part of the Councils area	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Ashover	1,285.18	1,499.38	1,713.57	1,927.77	2,356.16	2,784.56	3,212.95	3,855.54
Barlow	1,282.53	1,496.29	1,710.03	1,923.79	2,351.29	2,778.81	3,206.32	3,847.58

Brackenfield	1,267.03	1,478.21	1,689.37	1,900.55	2,322.89	2,745.25	3,167.58	3,801.10
Brampton	1,261.86	1,472.18	1,682.47	1,892.79	2,313.40	2,734.04	3,154.65	3,785.58
Calow	1,273.37	1,485.60	1,697.82	1,910.05	2,334.50	2,758.97	3,183.42	3,820.10
Clay Cross	1,283.37	1,497.27	1,711.15	1,925.05	2,352.83	2,780.63	3,208.42	3,850.10
Dronfield	1,305.51	1,523.11	1,740.68	1,958.27	2,393.43	2,828.62	3,263.78	3,916.54
Eckington	1,287.81	1,502.46	1,717.08	1,931.72	2,360.98	2,790.27	3,219.53	3,863.44
Grassmoor, Hasland and Winsick	1,311.08	1,529.60	1,748.10	1,966.62	2,403.64	2,840.68	3,277.70	3,933.24
Heath and Holmewood	1,338.44	1,561.52	1,784.58	2,007.66	2,453.80	2,899.96	3,346.10	4,015.32
Holmesfield	1,275.95	1,488.61	1,701.26	1,913.92	2,339.23	2,764.56	3,189.87	3,827.84
Holymoorside and Walton	1,271.40	1,483.31	1,695.19	1,907.10	2,330.89	2,754.71	3,178.50	3,814.20
Killamarsh	1,359.37	1,585.94	1,812.49	2,039.06	2,492.18	2,945.32	3,398.43	4,078.12
Morton	1,318.52	1,538.28	1,758.02	1,977.78	2,417.28	2,856.80	3,296.30	3,955.56
North Wingfield	1,298.79	1,515.27	1,731.72	1,948.19	2,381.11	2,814.06	3,246.98	3,896.38
Pilsley	1,301.63	1,518.58	1,735.50	1,952.45	2,386.32	2,820.21	3,254.08	3,904.90
Shirland and Higham	1,272.74	1,484.87	1,696.98	1,909.11	2,333.35	2,757.61	3,181.85	3,818.22
Stretton	1,279.69	1,492.97	1,706.24	1,919.53	2,346.09	2,772.66	3,199.22	3,839.06
Sutton-Cum-Duckmanton	1,308.54	1,526.64	1,744.71	1,962.81	2,398.98	2,835.18	3,271.35	3,925.62
Temple Normanton	1,291.71	1,507.00	1,722.27	1,937.56	2,368.12	2,798.70	3,229.27	3,875.12
Tupton	1,303.07	1,520.26	1,737.42	1,954.61	2,388.96	2,823.33	3,257.68	3,909.22
Unstone	1,312.82	1,531.63	1,750.42	1,969.23	2,406.83	2,844.45	3,282.05	3,938.46
Wessington	1,296.33	1,512.40	1,728.44	1,944.50	2,376.60	2,808.73	3,240.83	3,889.00
Wingerworth	1,281.47	1,495.06	1,708.62	1,922.21	2,349.36	2,776.53	3,203.68	3,844.42

2 Conclusions and Reasons for Recommendation

2.1 This report set out for approval by Council the precepts of the relevant public authorities operating in the area of North East Derbyshire District Council in order for Council to agree the Council Tax liability for local residents in respect of 2020/21.

3 Consultation and Equality Impact

3.1 There are no consultation and equality impact implications from this report.

4 Alternative Options and Reasons for Rejection

4.1 The Council is legally obliged to approve the council tax for the financial year 2020/21.

5 Implications

5.1 Finance and Risk Implications

5.1.1 North East Derbyshire District Council administers the Collection Fund for all of the precepting authorities operating within the area of North East Derbyshire. In order to pay the amounts requested by the various precepting authorities – including North East Derbyshire District Council – it is necessary to set a Council Tax which raises sufficient funding to ensure that the Collection Fund can meet the financial demands placed upon it.

5.2 Legal Implications including Data Protection

5.2.1 The Council is legally required to set a council tax for its area.

5.3 Human Resources Implications

5.3.1 There are no human resource implications arising directly out of this report.

6 Recommendations

6.1 That Council formally approves the Council Tax for the Financial Year 2020/21 as set out in this report.

7 Decision Information

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC: Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
Has the relevant Portfolio Holder been informed	Yes
District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	All

8 Document Information

Appendix No	Title
None	
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Jayne Dethick – Head of Finance and Resources	01246 217078

North East Derbyshire District Council

Council

2 March 2020

Draft Pay Policy Statement 2020/21

Report of Councillor A Dale, Deputy Leader of the Council and Portfolio Holder for Council Services

This report is public

Purpose of the Report

- To ask Council to consider and approve for publication the draft Pay Policy Statement attached at **Appendix 1**.

1 Report Details

- 1.1 The first Pay Policy Statement was produced in 2012 for North East Derbyshire District Council, and this is updated annually, taking account of available guidance.
- 1.2 The Pay Policy Statement for the Council has now been reviewed and updated for 2020/21.
- 1.3 The information contained within the original Pay Policy Statement was collated from a variety of difference sources, but there was no new information that had not been through an appropriate process of approval at the Council.
- 1.4 Whilst some guidance was provided on the nature of the information that should be contained within the Pay Policy Statement, much was left to individual Councils in terms of style and content.
- 1.5 Given that the NJC are still in negotiations in relation to a pay increase at the time the report was written, this has not been included.
- 1.6 Amendments made to update the document are shown in the attached appendix as tracked changes.

2 Conclusions and Reasons for Recommendation

- 2.1 Under the Localism Act 2011 the Council is required to publish a pay policy statement, with particular reference to the pay of its chief officers and its lowest paid employees.

3 Consultation and Equality Impact

- 3.1 None arising from the report.

4 Alternative Options and Reasons for Rejection

4.1 N/A

5 Implications

5.1 Finance and Risk Implications

5.1.1 None arising from the report.

5.2 Legal Implications including Data Protection

5.2.1 'Relevant authorities' as defined by the Localism Act 2011 are required to prepare a pay policy statement for each financial year. This statement must set out an authority's approach to a range of issues relating to the pay of its workforce, particularly its chief officers and its lowest paid employees.

5.2.2 An authority's pay policy statement must be published on the authority's website, and in any other manner that the authority thinks appropriate, in order to be accessible for citizens and enable local taxpayers to take an informed view of whether local decisions on all aspects of remuneration are fair and make best use of public funds.

5.3 Human Resources Implications

5.3.1 None arising from the report.

6 Recommendations

6.1 That Council consider and approve for publication the draft Pay Policy Statement 2020/21 attached at Appendix 1.

7 Decision Information

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC: Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p>	No
<p>Has the relevant Portfolio Holder been informed</p>	Yes
<p>District Wards Affected</p>	
<p>Links to Corporate Plan priorities or Policy Framework</p>	

8 Document Information

Appendix No	Title
1	Pay Policy Statement 2020/21
<p>Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)</p>	
Report Author/s	Contact Number
Oliver Fishburn Payroll & Systems Manager	(01246) 242525
Sara Gordon HR & OD Manager	(01246) 217677

APPENDIX ONE

NORTH EAST DERBYSHIRE DISTRICT COUNCIL
Pay Policy Statement 2020/21

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 enhances 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 (transform our organisation) 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 services 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 internal commendations, to the award of certificates 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.

- 9 Equal Pay and Gender Pay audits are required on an annual basis from 2017/18 and these will be published on 1 April 2018 and each 1 April thereafter.

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 £9.~~3000~~ per hour (equivalent to a full-time equivalent salary of £17~~942364~~), 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.

From 2015/16, to date the Council operates an Apprentices Scheme. Apprentices at Level Two and Three are paid on the National Living Wage based on their age and those at Level Four or above are paid based on the Council's pay_scales.

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, Joint Directors and Director Solely working for NEDDC only

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 £112,498 to £122,050, with annual increments of £3,000.

The salaries indicated for Joint Chief Executive and Directors include nationally negotiated pay awards since April 2009

Incremental points	Joint Chief Executive	Joint Directors	Directors (NEDDC Only)
1	£112,498	£74,307	£70,000
2	£115,682	£76,525	£71,000
3	£118,866	£78,743	£72,000
4	£122,050	£80,961	£73,000
5	N/A	£83,179	£74,000

No additional payments are made e.g. bonuses, allowances (other than those mentioned below) performance related pay or other benefits in kind.

Heads of Service

At the time of the SOLACE review, it was recommended that a new level of posts at 'Heads of Service' level should be introduced to address the fairly wide disparity in the levels of responsibility between the Heads of Service and the Service Managers. The intention was that these posts would be characterised by their relatively high level of responsibilities, and would deputise, as appropriate, in the absence of the Head of Service. 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 are shown below:

Incremental Points	Joint Heads of Service	Head of Service (NEDDC Only)
1	£52,015.31	£48,236
2	£53,567.99	£49,310
3	£55,120.68	£50,295
4	£56,673.37	£51,299
5	£58,226.05	N/A

Relationship between salaries

There is a pay differential of just over £2,734,517 between the highest paid Joint Heads of Service and the lowest paid Joint Director, and a differential of £38,870 between the highest paid Joint Director and the Joint Chief

Executive. The median salary of the whole workforce is £21,589 and the ratio of the Council's top earner to that of its median earner is 5.7:1

The mean salary is £22,~~328659~~ per annum, and the ratio of the Council's top earner to the mean salary is 5.4:1

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 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. In Autumn 2019, the Full Council agreed In Autumn 2019, a review was undertaken and a new Director post and Head of Service post working solely for North East Derbyshire District Council were established.

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 were made by further reducing the number of Directors from 4 to 2 with effect from November 2013. The number of Joint Assistant Directors went down from 9 to 8. Following, a further review the 8 became 10 Joint Assistant Directors across the Strategic Alliance.~~

~~In March 2018, the 10 Joint Assistant Directors were reduced to 8, and were renamed Heads of Service.~~

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, the Council's Joint Directors, Directors (NEDDC only) and Joint Heads of Service and Heads of Service (NEDDC only) 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, **joint senior officers** 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 31 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). The contribution rates for 2020/21~~18/19~~ ~~are:have altered slightly as per below;~~

Band	Whole-time Pay Range (2019/2120)	Contribution rate
1	Up to and including £14,400	5.5%
2	Above £14,401 and up to £22,500	5.8%
3	Above £22,501 and up to £36,500	6.5%
4	Above £36,501 up to £46,200	6.8%

5	Above £46,201 up to £64,600	8.5%
6	Above £64,601 up to £91,500	9.9%
7	Above £91,501 up to £107,700	10.5%
8	Above £107,701 up to £161,500	11.4%
9	Above £161,501	12.5%

The Employer's contribution at NEDDC is currently 1413.7% 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. I know 1.5 is not entirely accurate but this is the basis on which everything was agreed!

~~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 appropriate Head of Service, Joint Strategic 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 and use the 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'