



Tuesday, 25 February 2020

Dear Sir/Madam

A meeting of the Council will be held on Wednesday, 4 March 2020 in the Council Chamber, Council Offices, Foster Avenue, Beeston NG9 1AB, commencing at 7.00 pm.

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ruth E Hill'.

Chief Executive

To Councillors:

E H Atherton	H G Khaled MBE
S A Bagshaw	L A Lally
D Bagshaw	P Lally
L A Ball BEM	H Land
M Brown (Chair)	R D MacRae
B C Carr	G Marshall
S J Carr	J W McGrath
M J Crow	P J Owen
E Cubley	J M Owen
T A Cullen	J P T Parker
R H Darby	J C Patrick (Vice-Chair)
S Easom	D D Pringle
D A Elliott	M Radulovic MBE
L Fletcher	P Roberts-Thomson
J C Goold	R S Robinson
D Grindell	P D Simpson
T Hallam	H E Skinner
M Handley	C M Tideswell
M Hannah	I L Tyler
R I Jackson	D K Watts
E Kerry	E Williamson
S Kerry	R D Willimott

A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

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

3. MINUTES

(Pages 1 - 4)

To approve as a correct record the minutes of the Council meeting held on 18 December 2019.

4. MAYOR'S ANNOUNCEMENTS

5. CORPORATE PLAN 2020 - 2024

(Pages 5 - 30)

To invite Councillors to consider and agree or amend a new corporate plan for the remaining period of the council's term of office.

6. REFERENCES

6.1 PAY AWARD AND REVIEW OF ALLOWANCES

(Pages 31 - 32)

Independent Remuneration Panel
23 January 2020

The Independent Remuneration Panel, which consists of eight members of the public who are all independent of the Council, met on 23 January 2020 to review a number of allowances. The Panel determined that it wished to consider/review allowances payable to Councillors at its next meeting following further investigation. The report is attached for information.

RECOMMENDED to Council that the basic and special responsibility allowance rates for councillors continue to be increased in line with any pay award increase for the main group of Broxtowe employees (i.e. excluding senior managers).

6.2 TERMS OF REFERENCE FOR COMMITTEES

(Pages 33 - 56)

Policy and Performance Committee
5 February 2020

Members considered amendments to the terms of reference to committees and suggested that there should be increased concentration on decision making rather than noting reports submitted to meetings. It was further suggested that there was concern over the number of committees appointed to.

It was proposed by Councillor S J Carr and seconded by Councillor G Marshall that an amendment be made to the terms of reference to Full Council to state that members note the recommendations of the Independent Remuneration Panel before the adoption or amendment of the Councillor's allowance scheme, furthermore the addition to the inclusion of responsibilities for food hygiene and the Health and Safety Policy in the terms of reference for the Community Safety Committee. On being put to the meeting, the proposals were carried.

RECOMMENDED to Council that the Terms of Reference be approved, as amended above, and the consequential changes to the Constitution be made.

6.3 CAR PARK CHARGES

(Pages 57 - 60)

Finance and Resources Committee
13 February 2020

The committee was informed that car park charges were re-introduced to the majority of Broxtowe's town centre car parks in 2010. Members considered the options and it was stated that the use of electric charging points would be incentivised, however, it was further suggested that further options should have been suggested for consideration.

It was proposed by Councillor M Radulovic MBE and seconded by Councillor S J Carr that option 3 be the Council's preferred option and that this be reviewed after a year.

RECOMMENDED to Council that option 3 as included in the appendix to the report be approved the decision be reviewed one year after its implementation.

7. REVISIONS TO THE CONSTITUTION (Pages 61 - 84)

To recommend approval of revisions to the Constitution.

8. PAY POLICY (Pages 85 - 104)

To seek Council approval for the Pay Policy Statement for 2020/21.

9. APPOINTMENT OF INTERIM MONITORING OFFICER

To recommend the appointment of an Interim Monitoring Officer for the Council.

10. TO APPROVE THE REVENUE AND CAPITAL BUDGETS, CAPITAL STRATEGY, TREASURY MANAGEMENT STRATEGY, INVESTMENTS STRATEGY, MEDIUM TERM GENERAL FUND FINANCIAL STRATEGY AND FIX THE COUNCIL TAX FOR THE YEAR COMMENCING 1 APRIL 2020

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

The Finance and Resources Committee, at its meeting held on 13 February 2020, considered a report dealing with:

- Budget consultation,
- Impact Analysis,
- Housing Revenue Account budget and council house rents 2020/21,
- General Fund Revenue Budget 2020/21,
- Capital Programme 2020/21 to 2022/23,
- Capital Strategy 2020/21 to 2022/23
- Treasury Management Strategy 2020/21 to 2022/23
- Investments Strategy 2020/21 to 2022/2023
- General Fund Medium Term Financial Strategy to 2023/24.

The report is available in the Members Room and is included at:

<https://democracy.broxtowe.gov.uk/ieListDocuments.aspx?CId=143&MId=296>

Copies are also available on request.

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

<https://democracy.broxtowe.gov.uk/ieListDocuments.aspx?CId=143&MId=296&Ver=4>

The recommendations from that report have been referred to the Council for resolution and these are set out below together with the resolution to fix the Council Tax for the 2020/21 financial year.

The precept figures for Nottinghamshire County Council along with the Nottinghamshire and City of Nottingham Fire and Rescue Authority have not been confirmed at the time of printing these papers. These will be considered and resolved at meetings to be held on 27 and 28 February 2020 respectively. Any changes resulting from these meetings will be reflected in sections 4 and 5 of the resolution and presented at the Council meeting on 4 March 2020.

The Council is asked to RESOLVE that:

1. The recommendations arising from the Finance and Resources Committee meeting of 13 February 2020 as set out below be approved and adopted.

- **The Housing Revenue Account Budget as submitted by approved.**
- **The General Fund Revenue Budgets as submitted be approved.**
- **The Capital Submissions and Priorities within them be approved.**
- **The Deputy Chief Executive be authorised to arrange the financing of the capital programme as necessary.**
- **An amount of £25,000 be provided for General Contingency in 2020/21.**
- **The Council Tax Requirement for 2020/21 including special expenses (but excluding local precepting requirements) be £5,704,431.**
- **An amount of £1,167,316 be withdrawn from the General Fund reserve in 2020/21.**
- **An amount of £30,000 be added to General Fund non-earmarked reserves in 2020/21.**
- **The Capital Strategy be approved.**
- **The Minimum Revenue Provision policy as set out be approved.**
- **The Treasury Management Strategy be approved.**
- **The General Fund Medium Term Financial Strategy be approved.**

2. It be noted that, at its meeting on 9 January 2020, the Finance and Resources Committee approved the following amounts for the year 2020/21 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012:

(a) 34039.14 being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation

of Council Tax Base) (England) Regulations 2012, as its council tax base for the year.

(b) Part of the Council's area

Parish of Awsworth	616.53
Parish of Brinsley	698.38
Parish of Cossall	208.36
Parish of Eastwood	2,850.82
Parish of Greasley	3,691.70
Parish of Kimberley	1,830.74
Parish of Nuthall	2,267.06
Parish of Stapleford	4,142.08
Parish of Trowell	821.45
Beeston Special Expense Area	16,736.77

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

The amount calculated for dwellings in those parts of its area to which no special item relates is 175.25.

3. The following amounts be now calculated by the Council for the year 2020/21 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 (the Act) as amended:

- (a) £52,254,342 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the Act.
- (b) £45,672,399 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act.
- (c) £6,581,943 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A (4) of the Act, as its council tax requirement for the year.
- (d) £193.36 being the amount at 3(c) above divided by the amount at 2(a) above, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its council tax for the year.
- (e) £902,512 being the aggregate amount of all special items (including parish precepts and special expenses) referred to in Section 34(1) of the Act.

- (f) £166.85 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by the amount at 2(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates.

(g) Part of the Council's Area

Parish of Awsworth	£296.92
Parish of Brinsley	£260.17
Parish of Cossall	£222.74
Parish of Eastwood	£203.81
Parish of Greasley	£225.18
Parish of Kimberley	£233.99
Parish of Nuthall	£220.13
Parish of Stapleford	£185.22
Parish of Trowell	£264.24
Beeston Special Expense Area	£168.34

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

h) PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A £	B £	C £	D £	E £	F £	G £	H £
Parish of Awsworth	197.95	230.94	263.93	296.92	362.90	428.88	494.87	593.84
Parish of Brinsley	173.45	202.35	231.26	260.17	317.99	375.80	433.62	520.34
Parish of Cossall	148.49	173.24	197.99	222.74	272.24	321.74	371.23	445.48
Parish of Eastwood	135.87	158.52	181.16	203.81	249.10	294.39	339.68	407.62
Parish of Greasley	150.12	175.14	200.16	225.18	275.22	325.26	375.30	450.36
Parish of Kimberley	155.99	181.99	207.99	233.99	285.99	337.99	389.98	467.98
Parish of Nuthall	146.75	171.21	195.67	220.13	269.05	317.97	366.88	440.26
Parish of Stapleford	123.48	144.06	164.64	185.22	226.38	267.54	308.70	370.44
Parish of Trowell	176.16	205.52	234.88	264.24	322.96	381.68	440.40	528.48
Beeston Special Expense Area	112.23	130.93	149.64	168.34	205.75	243.16	280.57	336.68
All other parts of the Council's Area	111.23	129.77	148.31	166.85	203.93	241.01	278.08	333.70

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

4. That it be noted for the year 2020/21 the Nottinghamshire and City of Nottingham Fire and Rescue Authority, Nottinghamshire County Council and the Nottinghamshire Police and Crime Commissioner are proposing the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

Precepting Authority	VALUATION BANDS							
	A £	B £	C £	D £	E £	F £	G £	H £
Nottinghamshire County Council	1,023.30	1,193.85	1,364.40	1,534.95	1,876.05	2,217.15	2,558.25	3,069.90
Nottinghamshire Police and Crime Commissioner	152.88	178.36	203.84	229.32	280.28	331.24	382.20	458.64
Nottinghamshire and City of Nottingham Fire and Rescue Authority	54.24	63.28	72.32	81.36	99.44	117.52	135.60	162.72

5. That, having calculated the aggregate in each case of the amounts at 3(h) and 4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2020/21 for each of the categories of dwellings shown below:

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A £	B £	C £	D £	E £	F £	G £	H £
Parish of Awsworth	1,428.37	1,666.43	1,904.49	2,142.55	2,618.67	3,094.39	3,570.92	4,285.10
Parish of Brinsley	1,403.87	1,637.84	1,871.82	2,105.80	2,573.76	3,041.31	3,509.67	4,211.60
Parish of Cossall	1,378.91	1,608.73	1,838.55	2,068.37	2,528.01	2,987.25	3,447.28	4,136.74
Parish of Eastwood	1,366.29	1,594.01	1,821.72	2,049.44	2,504.87	2,959.90	3,415.73	4,098.88
Parish of Greasley	1,380.54	1,610.63	1,840.72	2,070.81	2,530.99	2,990.77	3,451.35	4,141.62
Parish of Kimberley	1,386.41	1,617.48	1,848.55	2,079.62	2,541.76	3,003.50	3,466.03	4,159.24
Parish of Nuthall	1,377.17	1,606.70	1,836.23	2,065.76	2,524.82	2,983.48	3,442.93	4,131.52
Parish of Stapleford	1,353.90	1,579.55	1,805.20	2,030.85	2,482.15	2,933.05	3,384.75	4,061.70
Parish of Trowell	1,406.58	1,641.01	1,875.44	2,109.87	2,578.73	3,047.19	3,516.45	4,219.74
Beeston Special Expense Area	1,342.65	1,566.42	1,790.20	2,013.97	2,461.52	2,908.67	3,356.62	4,027.94
All other parts of the Council's Area	1,341.65	1,565.26	1,788.87	2,012.48	2,459.70	2,906.52	3,354.13	4,024.96

COUNCIL

WEDNESDAY, 18 DECEMBER 2019

Present: Councillor M Brown, Chair

Councillors:	E H Atherton	L A Lally
	S A Bagshaw	P Lally
	D Bagshaw	H Land
	L A Ball BEM	R D MacRae
	B C Carr	G Marshall
	S J Carr	J W McGrath
	M J Crow	P J Owen
	T A Cullen	J M Owen
	R H Darby	J P T Parker
	S Easom	J C Patrick (Vice-Chair)
	D A Elliott	D D Pringle
	L Fletcher	M Radulovic MBE
	J C Goold	P Roberts-Thomson
	D Grindell	R S Robinson
	T Hallam	P D Simpson
	M Hannah	H E Skinner
	R I Jackson	C M Tideswell
	E Kerry	I L Tyler
	H G Khaled MBE	E Williamson

Apologies for absence were received from Councillors E Cubley, M Handley, S Kerry, D K Watts and R D Willimott.

50 DECLARATIONS OF INTEREST

There were no declarations of interest.

51 MINUTES

The minutes of the meeting held on 16 October 2019 were confirmed and signed as a correct record.

52 MAYOR'S ANNOUNCEMENTS

The Mayor gave a presentation of his engagements since the last Council meeting, which included the new play area at Greasley, a friendship trip to Poland and the Armed Forces Flag Raising event in Beeston. A visit with Council employees was a highlight with special congratulations paid to John Dexter who had won Employee of the Year. Over £3,000 had so far been raised for the Mayor's chosen charity, the Trent Cardiac Unit.

53 YOUTH MAYOR'S REPORT ON BROXTOWE YOUTH VOICE ACTIVITIES

The new Youth Mayor, Grace Li was introduced. Communicating young people's views would be her priority.

54 PRESENTATION OF PETITIONS

A petition was presented by Councillor R S Robinson which requested repair and resurfacing work to the carpark on Bassett Close, Kimberley.

55 LEADER'S REPORT

The Leader presented his report and congratulated the newly elected Members of Parliament for Broxtowe and Ashfield. He further stated that several sites were being worked on for housebuilding including 4 flats for ex-servicemen. Buy back of former council houses was also being pursued. A homelessness initiative was announced to ensure that no one in Broxtowe would be homeless over the Christmas period. New benefit claims were now being processed within 8 days, the national average being 19 days. Thanks were paid to the Revenues and Benefits team for their efforts.

Two diesel vans had been replaced with full electric vehicles and any new vehicles/plant equipment would be assessed on their green target footprint. Money had been donated to Attenborough Nature Reserve to help secure the future of the site. A Christmas collection of food and household necessities was taking place for refugees and asylum seekers. Several awards had been received including the Nottinghamshire STAR awards for the D H Lawrence Birthplace Museum.

56 PUBLIC QUESTIONS

There were no questions from the public.

57 MEMBERS' QUESTIONS

There were no questions from members.

58 MEMBERS' SPEECHES ON WARD ISSUES

Councillor P J Owen updated the meeting on the issue with trading on the A610 lay-by.

59 QUESTIONS ON OUTSIDE BODIES

There were no questions on Outside Bodies.

60 DECISIONS FROM COMMITTEE MEETINGS

The Council noted the report on decisions from committee meetings.

61 APPOINTMENTS TO COMMITTEES AND WORKING GROUPS

There were no changes to the appointments of committees and working groups.

62 PROGRAMME OF MEETINGS 2020/21

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

RESOLVED that the Programme of Meetings for May 2020 to April 2021, as set out in the appendix to the report, be approved.

63 REFERENCES

63.1 STAPLEFORD TOWNS DEAL FUND

Jobs and Economy Committee
21 November 2019

Councillor's discussed the opportunities the Towns deal fund would bring to the area. It was agreed that all political groups on the Council would be involved with substitutes permitted to attend. Outside groups and Parish councils would also be asked to participate. The first meeting would hopefully occur in January 2020.

RESOLVED that members would be appointed to the Stapleford Towns Deal Fund Executive Board in due course.

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Report of the Chief Executive

CORPORATE PLAN 2020-20241. Purpose of report

To invite Councillors to consider and agree or amend a new corporate plan for the remaining period of the council's term of office.

2. Detail

The Council conducted a Borough wide consultation exercise entitled "let's talk Broxtowe" which included five roadshows in different parts of the Borough, five employee workshops and an online consultation. The high level results of the exercise are included in the plan.

The draft vision of the plan is "Broxtowe - a greener, safer healthier place where everyone prospers". The priorities are succinctly expressed

Housing: A good quality home for everyone

Environment: Protect the environment for the future

Business: Invest in our towns and our people

Health: Support people to live well

Community safety: A safe place for everyone

The plan can be read at appendix 1.

The Policy and Performance committee considered the draft plan on 5 February and suggested some minor amendments which have been incorporated into the final document which is attached at appendix 1.

3. Financial implications

The financial implications arising from the objectives will be included in capital and revenue budgets in the next few years.

4. Equality Impact Assessment

An equality impact assessment has been completed. The implications of the plan are positive especially in areas such as addressing health inequality; promoting inclusive economic growth and ensuring new housing meets the needs of all sections of the community.

Recommendation

Council is asked to APPROVE the plan as RECOMMENDED by the Policy and performance Committee.

Background papers

Nil

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Broxtowe
Borough
COUNCIL

CORPORATE PLAN

2020 - 2024



A greener, safer, healthier Broxtowe
where everyone prospers



Colliers Wood
Photograph by Sandra Bailey local resident



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Councillor
Milan Radulovic MBE,
Leader of the Council



Councillor
Steve Carr,
Deputy Leader of the
Council



Ruth Hyde OBE,
Chief Executive

Introduction

Following the election of a new Council in May 2019, we embarked on a Borough-wide conversation with local people, local groups, employees and businesses to find out what people in our area thought it would be important for us to focus on in the next four-year Council term.

As part of this, we tested out some ideas. These ideas were resoundingly endorsed through the responses we received. In addition, we were delighted by the number of practical ideas that were put forward for consideration. More detail about the “Let’s Talk Broxtowe” consultation is included on page 3. We would like to thank everyone who took the time to fill in a survey or come in person to a roadshow event.

What was clear was that local people are passionate about their Borough – and, most importantly, want to get involved in protecting, improving and enhancing the area. For that reason we’ve taken care to feedback to you some of the ways in which we have taken your ideas on board, as well as what you can do to help us achieve our ambitions for Broxtowe.





Our promise to you

Accountability

We believe that we should be accountable for our activities and actions and a comprehensive governance system is in place to ensure that the Council is effectively regulated, conforms to good practice in its decision making and that our residents can challenge us and become engaged in democracy. You can find full details of our checks and balances at www.broxtowe.gov.uk/governance.

You can also read more details about how our objectives will be achieved and how we will measure progress by looking at our business plans at www.broxtowe.gov.uk/strategies.

If you would like to make a comment, complaint or compliment about a Council

service we would be happy to hear from you. Visit www.broxtowe.gov.uk/consultationsandfeedback for more information.

Customer Service Standards

What our customers can expect

- A clear greeting explaining the department they have called and who they are talking to.
- Calls returned within one working day.
- A telephone interpreting service for people with disabilities or those who speak other languages.
- Clear written communications which follows our 'Communications For All Principles'.
- Accessible services.

- Waiting times are kept to a minimum.
- To be treated fairly and with respect.
- Requests resolved at the first point of contact for 80% of enquiries.

What we expect from customers

- Our staff to be treated politely and with respect.
- To provide us with the details we need to help resolve your enquiry.
- To provide constructive feedback so we can continue to improve.
- To consider the use of digital methods with our support.

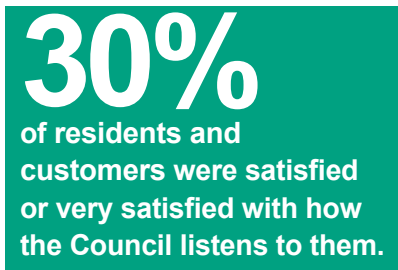
Developing the plan

We were keen to have a discussion with local people about what they thought was important and what we should focus our efforts and resources on in the coming years.

A total of 527 surveys were completed. Of those, 304 were online and 223 were paper forms completed by people in our Reception or at one of our roadshow events.

These roadshows took place in five different locations in the Borough to engage directly with members of the public.

There were also five employee roadshows and the ideas generated were fed into the process.



Most local people were supportive of our five priorities - Housing, Business Growth, Environment, Health and Community Safety.

You give me a roof over my head, the employees I have dealings with are always lovely and helpful



The three ideas which received the most support were:

1
Reduce anti-social behaviour (92%)



2
Support people to live well with dementia and support those who are lonely or have mental health issues (91%)



3
Increase recycling and composting (90%)



The most preferred way to **save money** was to **generate income from commercial activity**. The least preferred way was providing fewer Council services.

If you would like to read more about the **“Let’s Talk Broxtowe”** consultation, visit [www.broxtowe.gov.uk/corporate plan](http://www.broxtowe.gov.uk/corporate-plan)



“
Improvements to the parks have made a big difference to me and my children.
”

Our achievements



Here are some of the things we have achieved during our last Corporate Plan 2016 -2020

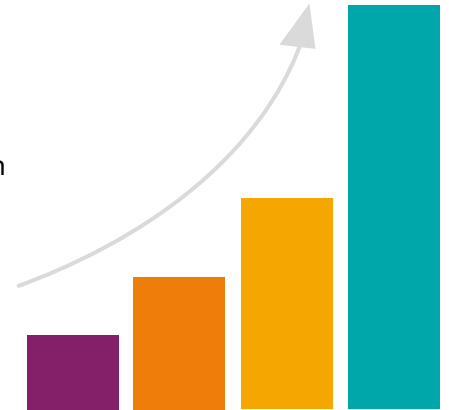
Housing

Increase the rate of house building on brownfield sites.

496 new homes built on brownfield sites since 2016, with planning permission granted for a further **1,321**.

Become an excellent housing provider.

Average tenant satisfaction on **93%** exceeding our targets and placing us in the upper quartile for House Mark. **Award** won for our Warmer Homes on Prescription Scheme.



Improve the quality and availability of private sector stock to meet local housing need.

£1.64 million spent on improving the homes of people with disabilities and 126 empty homes brought back in to use.

Community Safety

Reduce the amount of anti-social behaviour in Broxtowe.

4 Public Space Protection Orders to prevent vehicle nuisances, public access and irresponsible dog owners. Over 100 Community Protection Warnings and Notices have helped reduce anti-social behaviour, along with actions such as re-possession of properties and injunctions.

Reduce domestic violence in Broxtowe.

Accredited as part of the White Ribbon Campaign and facilitated free legal advice surgeries for victims of domestic violence and training about dealing with domestic abuse.

The White Ribbon campaign aims to end male violence against women, once and for all by working with men and boys to challenge cultures that lead to harassment, abuse and violence. The Council also raises awareness of domestic violence against men.




Health

Increase the number of people who have active lifestyles.

4,990,460 visits to our Leisure Centres, and **3,470** children currently booked on to swimming lessons as part of our leisure company, LLeisure. Bramcote Leisure Centre is the largest single site swim school in the East Midlands.

Reduce alcohol related harm in Broxtowe.

6 Public Space Protection Orders to prohibit alcohol fuelled anti-social behaviour and training sessions held to raise awareness of substance misuse.



Business Growth

Increase the number of new businesses starting in Broxtowe.

130 more businesses in Broxtowe than in 2016, as well as a new business start-up grant scheme and business hub.

Help our town centres to compete and attract more visitors.

29 businesses have received a free business health check to help them grow and free WiFi has been agreed to be installed in 3 of our town centres.



Purchased the leasehold interest of Beeston Square in a **£7 million** deal, this brought in approximately **£650,000 of rental income** in 2017/18.

Developed a **£30 million** deal for mixed use and residential scheme for the remainder of The Square including food and drink outlets and secured a new cinema for the site.



Complete the regeneration of Beeston Town Centre and seek opportunities to regenerate town centres throughout Broxtowe.



Work with partners to improve the health of the local population.

18 takeaways signed up to the Healthy Options Takeaway Scheme, new clinics opened to help residents improve their health including stopping smoking and weight management and a Mental Health Working Group has been established.



Environment

Reducing litter and fly tipping to make Broxtowe cleaner.

10% decrease in fly tipping incidents, bucking local trends and launched our Clean and Green campaign which has seen **1,000** residents join Community Clean Teams so far.

Increase recycling, composting and energy renewables/efficiency projects as resources allow.

Over 19,600 residents recycling their garden waste and over **32,000** litres less diesel used by our refuse vehicles.



Maintain and improve the green infrastructure of Broxtowe.

91% of parks now meet our Broxtowe Parks Standard, with plans to improve other sites as part of our £500,000 Pride in Parks scheme – together with external funding, over £783,000 will be invested.

Challenges

These are some of the challenges we need to address. This sets some context for the choices which we need to make about where effort should be focused in the next four years.

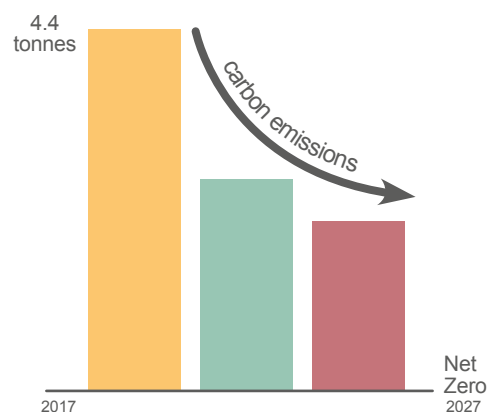
Housing

- There is a backlog of house building delivery which is required to meet the identified housing need in Broxtowe over the next 28 years.
- There are **over 1,990 people** on our housing waiting list and on average it takes six months for a family in Band 1 (top priority) housing need to be housed in a Council property.



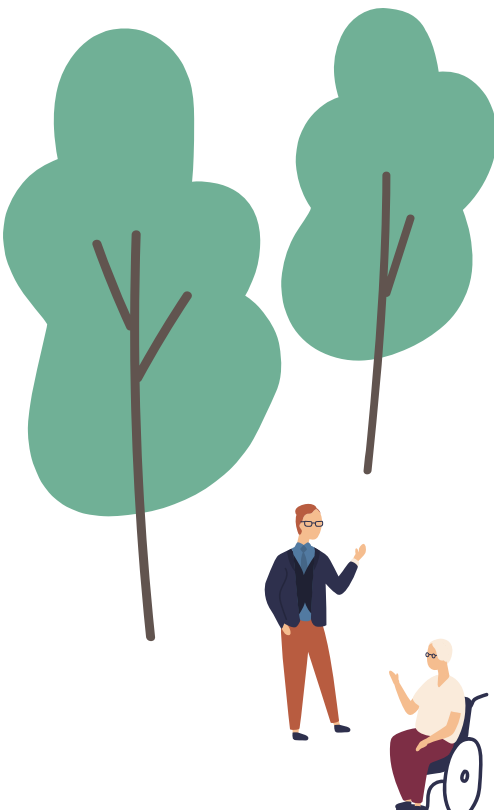
Environment

- We have committed to the task of reducing the Borough's carbon emissions to net zero by 2027.
- Our recycling and composting levels are **39%**, which is in the third quartile of performance.

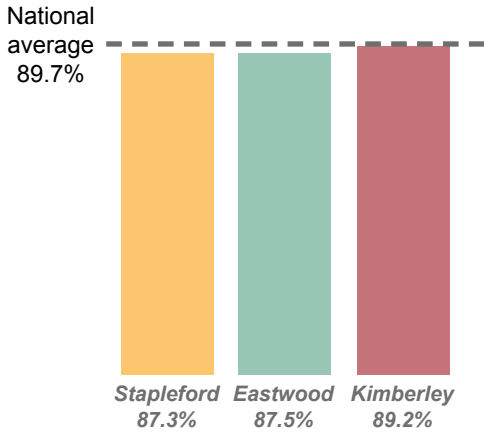


Community Safety

- Violence is a concern in Broxtowe, particularly knife crime and domestic violence. Encouragingly, knife crime in Nottinghamshire is beginning to decrease 8.7% in the 12 months to the end of September 2019, but we need to put continuing emphasis on partnership action to achieve better outcomes.
- Anti-social behaviour includes noise, litter, dog fouling, vandalism and criminal damage, drug taking, verbal abuse and intimidation and effects quality of life.



Business Growth

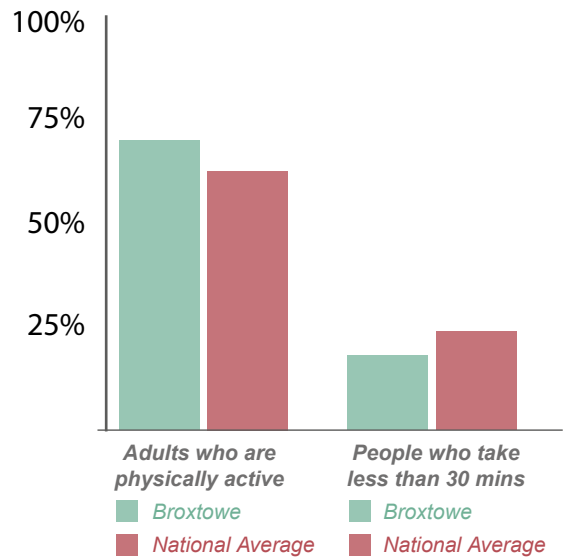


- Town centres are changing fast. Three of our town centres have occupancy rates below the **national average (89.7%)**. These are **Stapleford (87.3%)**, **Eastwood (87.5%)** and **Kimberley (89.2%)**.
- Broxtowe is a social mobility “cold spot”, ranking 284 out of 324 districts. Social mobility is defined by the educational achievement of those from the poorest backgrounds and outcomes for adults including average income, availability of professional jobs and affordable housing.

Health

- Child poverty rates in Broxtowe vary considerably, but they are worst in Eastwood St Mary’s where they are as much as **34% for children under 16**.

- According to the Sport England “Active Lives” survey Broxtowe has high levels of adults who are physically active at **70.5% compared with a national figure of 63.2%**. There are also relatively low levels of people who take **less than 30 mins** of exercise a week (**18.4%**) compared with a **national figure of 24.8%**. However, if as a Borough we want to stay at the forefront of supporting people to keep active and independent, we must aim to continually improve activity rates, particularly in groups which are less likely to be included.



Challenges We Face

Funding

The Council has seen a **£2.1 million** reduction in the funding it receives from Government and no longer receives a revenue support grant. There is a funding gap of around **£1.1 million** funding for 2020/21.



Our vision



*A greener, safer, healthier Broxtowe
where everyone prospers*

Our Values

Having a set of values determines how people in the organisation behave towards our residents, customers, business and towards each other.

Our employees are at the heart of the Council, living out our GREAT values and doing fantastic work every day to help us achieve this vision.



GR



AT

Going the extra mile

a strong caring focus on the needs of all communities

Ready for change

innovation and readiness for change

EMPLOYEES

valuing employees and enabling the active involvement of everyone

Always Improving

continuous improvement and delivering value for money

Transparent

integrity and professional competency



Priorities and Objectives

Incorporating “Let’s Talk Broxtowe” consultation responses, we have decided that our priorities for the next four years will be:



Housing

A good quality home for everyone



Health

Support people to live well



Environment

Protect the environment for the future



Business Growth

Invest in our towns and our people



Community Safety

A safe place for everyone



Priorities and Objectives

This section of the plan outlines how we will achieve our priorities and objectives and how we will measure our progress. We also highlight the ideas you gave us which we are including in our plans.



AIM: *A good quality home for everyone*

HOW WE WILL ACHIEVE THIS

- 1 **Build more houses**, more quickly on under used or derelict land.
- 2 Invest to ensure our homes are **safe** and more **energy efficient**.
- 3 **Prevent homelessness** and help people to be financially secure and independent.

IN THE FIRST YEAR WE WILL . . .

- 1 Implement our **House Building Delivery Plan**.
- 2 Produce and implement an **Asset Management Plan** for our housing stock based on the findings of a stock condition survey.
- 3 Secure **more accommodation for homeless** people in Broxtowe.
- 4 **Prevent homelessness** through advice on housing options as well as partnerships and innovation.



WE'LL MEASURE AGAINST THESE TARGETS

Year 1	Year 4
<ul style="list-style-type: none"> • 23 new housing units delivered through our own new build programme. • 430 new homes completed in Broxtowe. 	<ul style="list-style-type: none"> • 92 housing units delivered through our own House Building Delivery Plan. • Catch up the back log of housing under-provision to bring them back in line with Core Strategy targets.
<ul style="list-style-type: none"> • Identify a baseline figure for CO₂ emissions through out our housing stock. • Reduce carbon emissions in a housing sock to at least 300 tonnes of CO₂. 	<ul style="list-style-type: none"> • We will implement the target set in our new Carbon Management Plan for carbon emissions reduction within housing stock.
<ul style="list-style-type: none"> • Numbers of homeless people whose homelessness is prevented by us. • Numbers of homeless people not able to be housed in Broxtowe. 	<ul style="list-style-type: none"> • In the top 25% of authorities nationally for homeless prevention performance. • Numbers of homeless people having to be placed out of area.

YOUR IDEAS

You said	We will do
Can accommodation above shops be brought back to use.	We are proposing to do this in Stapleford as part of the Town Investment Plan for the area.
More shared housing for younger people.	We will be looking to incorporate this within our new House Building Delivery Plan through a community living network initiative.
Introduce better controls for houses in multiple occupation.	We are collecting evidence and will present reports to Councillors.



Business Growth

AIM: *Invest in our towns and our people*

HOW WE WILL ACHIEVE THIS

- 1 Complete the **redevelopment of Beeston Town centre**.
- 2 Undertake **town investment schemes** in Eastwood, Kimberley and Stapleford.
- 3 Support **skills development**, apprenticeships, training opportunities and wellbeing in our workforce.

IN THE FIRST YEAR WE WILL ...

- 1 Complete a **cinema** build in Beeston.
Sell land for residential development in Beeston Square.
Secure a **minimum of two tenants** for new food and beverage outlets in Beeston Square.
- 2 Develop and start to implement a **Town Investment Plan for Stapleford**.
Develop and start to implement a **Town Investment Plan for Eastwood**.
Develop and start to implement a **Town Investment Plan for Kimberley**.
- 3 Produce an **Organisational Development Strategy** for our workforce.

Achieve **bronze accreditation** under the Wellbeing at Work Programme.



WE'LL MEASURE AGAINST THESE TARGETS

Year 1	Year 4
<ul style="list-style-type: none"> • Cinema built. • Residential land sold. • Minimum of two tenants secured for food and beverage outlets at Beeston Square. 	<ul style="list-style-type: none"> • New development completed. • Beeston town centre project in operation, in line with projected business case outcomes. • Fully occupied
<ul style="list-style-type: none"> • Town Investment Plan for Stapleford developed. Extensive consultation with the community and bid submitted as part of the £25million Town Deal Fund. • Town Investment Plan for Eastwood developed, through extensive consultation with the community. • Town Investment Plan for Kimberley commenced and extensive consultation with community started. 	<ul style="list-style-type: none"> • External funding secured for Stapleford, Eastwood, Kimberley. • 100% projects in each Town Investment Plan delivered. • Definable outcomes in terms of jobs. • Town centre vacancy rates all below the national average.
<ul style="list-style-type: none"> • Establish and employee satisfaction baseline. • Number of apprentices employed. • Achieve bronze accreditation under the Wellbeing At Work programme. 	<ul style="list-style-type: none"> • We will increase employee satisfaction by 10% over baseline. • We will increase employee skills. • We will increase number of apprentices employed by the Council and through its contractors. • We will achieve gold accreditation under the Wellbeing At Work programme.

YOUR IDEAS

You said	We will do
Train people now for professional jobs linked to HS2.	We will implement this in partnership with other agencies.
Improve the A610 corridor.	We will develop plans and proposals and seek funding for this.
Introduce a programme to help older carers to get back to work.	Agreed. We will implement this.
Develop more business units.	Agreed. We will implement this.
Develop pop-up shops in empty shops.	Agreed. We will implement this on a pilot basis.
Consider introducing pet cremations.	We will investigate this possibility.
Introduce a Sunday antiques and bric-a-brac market.	Agreed. We will implement this.
Join the Co-operative Councils Innovation Network to get new ideas.	Agreed. We will implement this.

Priorities and Objectives



Environment

AIM: *Protect the environment for the future*

HOW WE WILL ACHIEVE THIS

- 1 Develop plans to **reduce the Borough’s carbon emissions to net zero** by 2027 and start implementing them.
- 2 Invest in our **parks and open spaces**.
- 3 Increase **recycling and composting**.



IN THE FIRST YEAR WE WILL . . .

- 1 Develop a new **Carbon Reduction Strategy, Green Futures programme** and **Air Quality Strategy**.
- 2 Develop and implement a new **Pride in Parks** programme, including plans to create a **new country park or nature reserve** in Broxtowe.
- 3 Develop a new **Waste and Recycling Strategy** and action plan.

Increase recycling and composting rates.



WE'LL MEASURE AGAINST THESE TARGETS



Year 1	Year 4
<ul style="list-style-type: none"> Identify a new baseline measure of the Borough Council's CO₂ emissions. Carbon Reduction Strategy prepared. Green Futures programme set up and outcome targets identified. 	<ul style="list-style-type: none"> Reduction of the Borough Council's CO₂ emissions by 10%. Achievement of carbon reduction outcomes for the whole borough, as identified in the Carbon Reduction Strategy.
<ul style="list-style-type: none"> Implement Year 1 of our new Pride in Parks scheme. Develop a plan to identify a new country park or nature reserve and a fund raising approach. 	<ul style="list-style-type: none"> 100% of parks meet Broxtowe's Parks Standard. Increased percentage of land covered by managed Local Nature Reserve.
<ul style="list-style-type: none"> New Waste and Recycling Strategy and action plan produced. Begin to implement ideas. 40% recycling and composting rate. 	<ul style="list-style-type: none"> 44% recycling and composting rate.

YOUR IDEAS

You said	We will do
Make recycling messages clearer so people know what to recycle.	Agreed. We will implement this.
Reduce air pollution.	We will put fresh energy and emphasis on our plans to tackle air pollution and publicise them better.
Have more informal grass areas to reduce the cost of grass cutting and more wildlife friendly and meadow planting.	Agreed. We will implement this.
Introduce food waste recycling.	When we know what the national Waste Strategy proposals are we will review this and other ideas to increase recycling and composting.
Introduce a Borough-wide volunteer tree planting programme and a scheme to look after the welfare of newly planted trees.	Agreed. We will implement this.



Health



AIM: *Support people to live well*

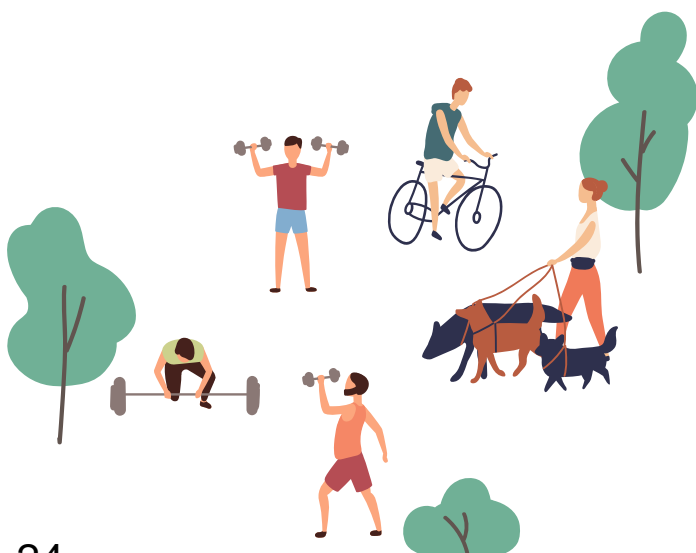
HOW WE WILL ACHIEVE THIS

- 1 Promote **active and healthy lifestyles** in every area of Broxtowe.
- 2 Come up with plans to **renew our leisure facilities** in Broxtowe.
- 3 **Support people** to live well with dementia and support those who are lonely or have mental health issues.

IN THE FIRST YEAR WE WILL . . .

- 1 Successful **completion of a pilot scheme** to promote active lifestyles for people with mental health issues.
- 2 Complete a new **Leisure Facilities Strategy**.
- 3 Refresh and implement a new plan to **enable people with dementia** to live well in Broxtowe.

Develop and implement a new **Mental Health Action Plan** for Broxtowe.





WE'LL MEASURE AGAINST THESE TARGETS

Year 1	Year 4
<ul style="list-style-type: none"> • Increase the number of people with active lifestyles in the Active Lives survey by 1%. 	<ul style="list-style-type: none"> • Increase the number of people with active lifestyles in the Active Lives survey by 4%.
<ul style="list-style-type: none"> • Agree a new Leisure Facilities Strategy and develop a plan to implement it. 	<ul style="list-style-type: none"> • One new or refurbished leisure facility in Broxtowe • Target number of attendances at leisure facilities of 1,765,000.
<ul style="list-style-type: none"> • Two dementia friendly bungalows completed • 50 new Dementia Friends trained. • Develop a Dementia Action Plan and implement the Year 1 proposals. 	<ul style="list-style-type: none"> • 100 new Dementia Friends trained. • Dementia Action Plan fully implemented in each of the four years of the Council term.

YOUR IDEAS

You said	We will do
Establish more allotment schemes such as "Dig In" at Stapleford.	We are intending to include this idea as part of our approach to improving mental health.
Review public toilet provision and introduce changing places / toilets.	We will review public toilet provision and put proposals to the relevant committee in Year 1.
Ensure swimming lessons are inclusive of children with special needs.	Agreed. We will implement this.
Use parks and open spaces for more events – e.g. inflatable obstacle course, concerts, Bank Holiday markets.	Agreed. We will implement this.
Introduce volunteer gardeners.	Agreed. We will implement this.
Develop community led initiatives to address the needs of people with mental health issues, loneliness, poverty.	Agreed. We will implement this.

Community Safety

AIM: *A safe place for everyone*

HOW WE WILL ACHIEVE THIS

- 1 Work with partners to **reduce knife crime**.
- 2 Work with partners to **reduce domestic abuse** and support survivors.
- 3 **Reduce anti-social behaviour**.



IN THE FIRST YEAR WE WILL . . .

- 1 **We will work in partnership** with Police, Probation Services, Nottinghamshire County Council, schools and voluntary agencies across the county to develop a local action plan to address this problem.
- 2 We will **employ additional resources** to develop new plans to ensure that our partnership efforts to **reduce domestic abuse and support survivors** are fully adequate to address the problem.
- 3 We will develop a cross-authority and partnership action plan to **address anti-social behaviour** and develop a **Youth Action Plan** with and for young people to address their needs.



Our homes, our people,
our problems.



WE'LL MEASURE AGAINST THESE TARGETS

Year 1	Year 4
<ul style="list-style-type: none"> Ten local and voluntary groups engaged in local efforts to reduce knife crime. Reducing trend of knife crime. Purple Flag Action Plan in place and being implemented. 	<ul style="list-style-type: none"> Reducing trend of knife crime in Broxtowe. 76% people feel safe in Broxtowe. Purple Flag Accreditation achieved for at least one of our town centres.
<ul style="list-style-type: none"> New Domestic Abuse Action plan in place and being implemented. White Ribbon accreditation retained. 	<ul style="list-style-type: none"> Reducing trend of repeat domestic abuse victims. Retain White Ribbon accreditation
<ul style="list-style-type: none"> Reduce anti-social behaviour by 2%. A minimum of five new diversion activities for young people funded. 	<ul style="list-style-type: none"> We will reduce anti-social behaviour by 5%. A minimum of 20 new diversion activities funded over four years



YOUR IDEAS

You said	We will do
Set up more initiatives and partnering with local groups to reduce knife crime.	We will do this as part of our local Knife Crime Action Plan.
More activities for young people, especially in Eastwood and Brinsley.	Agreed. We will implement this
Bring back the "family fun day" in Eastwood.	Agreed. We will implement this.

What you can do to help

Housing

- If you're living in a house that's too big for your needs think about renting out some room to someone who needs housing.
- If you're a tenant, get involved in activities like estate walkabouts and resident involvement groups to help us improve the service for you and your neighbours.
- If you're a developer to whom we've granted planning permission for housing, get on and deliver much needed housing for the community.



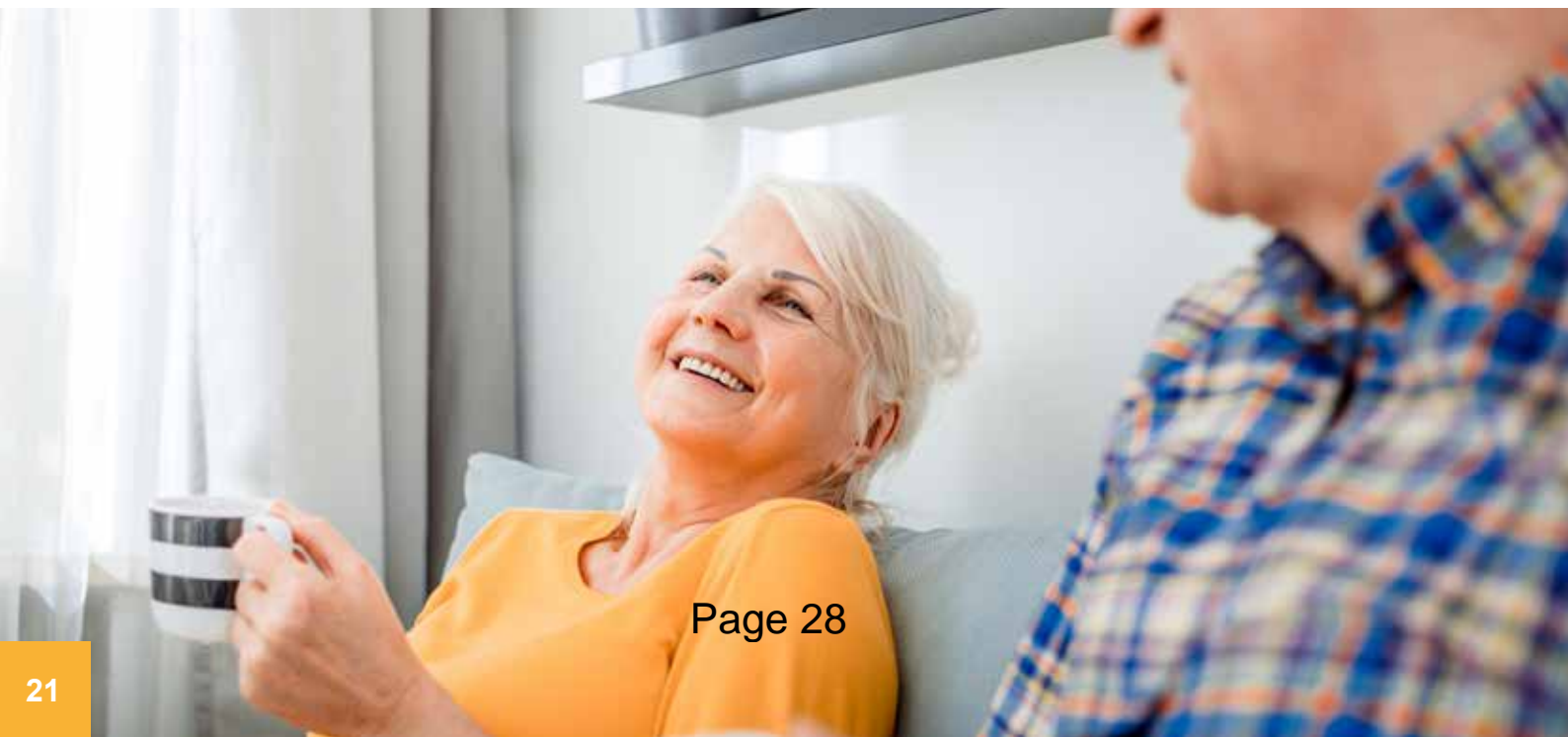
Business

- Support your local town centre by using the shops and facilities there.
- Keep learning! The higher skilled you are the better your chance of securing higher paid work.
- If you're a local business, provide opportunities for apprenticeship positions, training and work experience.



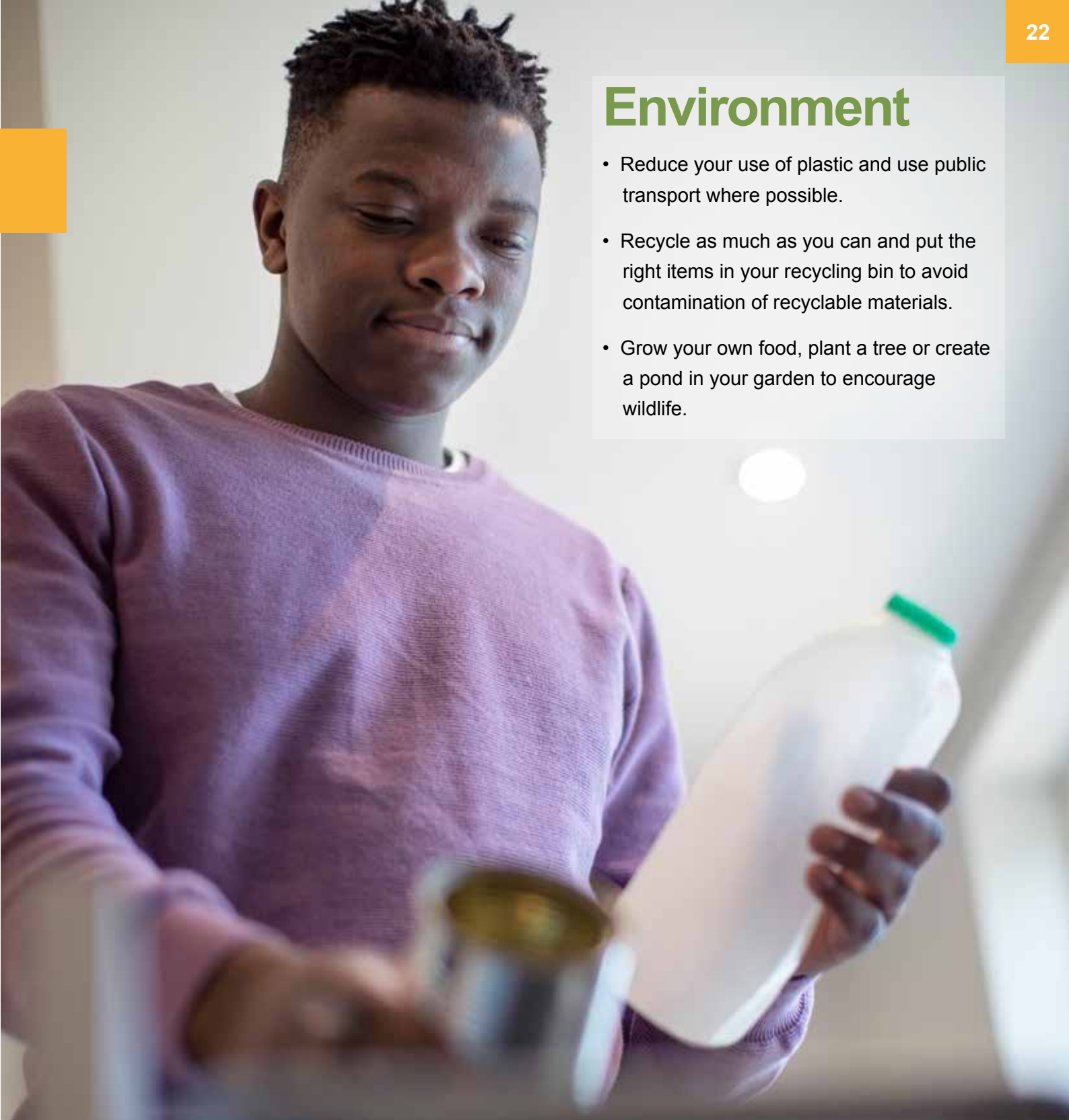
Health

- Take steps to promote your own health and wellbeing.
- Be social. A healthy community is one where people volunteer and there are thriving local groups and societies in Broxtowe you can join.
- Be active. Get out and about and enjoy the good quality environment we have in our Borough.



Environment

- Reduce your use of plastic and use public transport where possible.
- Recycle as much as you can and put the right items in your recycling bin to avoid contamination of recyclable materials.
- Grow your own food, plant a tree or create a pond in your garden to encourage wildlife.



Community safety

- Don't be a bystander – if you see criminal activity report it to the Police, if you would prefer to report a crime anonymously contact Crimestoppers.
- Get to know your neighbours and look out for them, especially if they are elderly or vulnerable.
- Don't mess with Broxtowe – clean up after your dog and don't drop litter.



Staying up to date



Sign up to our Email Me Service - subscribe to updates on the services that matter to you, all direct to your inbox.

www.broxtowe.gov.uk/emailme



Follow us on social media for daily updates and news from across the Borough. You can find us on Facebook, Twitter, LinkedIn and YouTube.

Our Broxtowe Matters newsletter is delivered to every home and business in the Borough twice a year. It can also be read online at www.broxtowe.gov.uk/councilpublications



Visit our consultations page to see how you can have your say on Council services www.broxtowe.gov.uk/consultations

Community Action Teams (CAT) Meetings take place in the Borough and provide an opportunity to raise issues with local Councillors www.broxtowe.gov.uk/cat



The Council has Committees which make decisions about services or which have delegated powers to make decisions based on law. Most

committees are public meetings so members of the public are welcome to attend. At certain meetings, like Full Council Meetings, members of the public can ask questions by prior arrangement. Agendas, minutes and meeting dates are published on our website at www.broxtowe.gov.uk/committees and decisions for many of the committees are shared on our Twitter account @broxtowebc.

ہیوٹل ہونی لیو ٹیپٹاک ٹیکسٹ ڈائریکٹ سروس کے بارے میں مزید جاننے کے لیے 0115 9177777 سے رابطہ کریں۔

如果你需要此傳單用其他的形式或文字寫成，請撥電話 0115 917 7777 與我們聯絡。

اگر آپ چاہتے ہیں کہ یہ لیفٹ آؤٹ آپ کو اردو زبان میں مہیا کیا جائے تو براہ مہربانی فون نمبر: 0115 9177777 پر رابطہ کریں۔

If you need this leaflet in other formats or languages contact us on 0115 917 7777

TYPETALK - TEXT DIRECT 

Typetalk's purpose is to bring the benefits of the telephone network to deaf, deafblind, deafened, hard of hearing and speech-impaired people.

Managed from a state-of-the-art centre, Typetalk's highly trained operators understand the special requirements of its customers and provide a warm, friendly service in complete confidentiality.

For Broxtowe Borough Council telephone **18001 0115 917 7777**.



Broxtowe Borough COUNCIL

Broxtowe Borough Council
Foster Avenue, Beeston,
Nottingham, NG9 1AB
Tel 0115 917 7777
www.broxtowe.gov.uk

Report of the Interim Deputy Chief Executive

PAY AWARD AND REVIEW OF ALLOWANCES1. Purpose of report

To inform the Panel of the proposed pay award for 2020/21 to allowance rates for members.

2. Background

As part of the budget setting process for 2020/21 an award of 2% per annum across the payroll has been allowed for in the budget for 2020/21.

In accordance with the Scheme of Members' Allowances approved by the Panel in September 2015, Member allowance rates should increase in line with any employee pay award. Accordingly, a proposed increase of 2% has been applied and the proposed new allowance rates are shown in the appendix.

It should be noted that the current rates shown in the appendix have remained unchanged since 2015/16 as the Council, at its meeting of 6 March 2019, voted not to accept the recommendation of the Panel to apply the pay award for 2019/20. This decision was in line with the manifesto commitment of the former leading group not to increase members' remuneration during the lifetime of that administration.

3. Financial implications

For comparative purposes, the impact of the proposed 2% increase is shown in the appendix. The full impact of a 2% increase, should it be accepted, would be £2,755 per annum from 2020/21.

Recommendation

The Committee is asked to CONSIDER the report and RECOMMEND accordingly.

Background papers

Nil

APPENDIX

Revised Members' allowances following proposed 2% increase

	<u>No. applying</u>	<u>Current rate £</u>	<u>Revised rate (£)</u>
Basic Allowance	44	3,741	3,816
Special Responsibility Allowances:			
- Leader	1	13,558	13,829
- Deputy Leader	1	6,101	6,223
Committees			
- Chair	8	4,745	4,840
- Vice chair	8	1,563	1,594
Quasi-Judicial Committees, Board etc.			
- Chair:			
o Planning	1	3,391	3,459
o Licensing & Appeals	1	2,712	2,766
o Housing Payments Committee	1	1,355	1,382
o Governance, Audit and Standards	1	2,033	2,074
- Vice chair:			
o Planning	1	678	692
o Licensing & Appeals	1	542	553
o Housing Payments Committee (prev. Review Board)	1	271	276
o Governance, Audit and Standards	1	271	276
- Members of Alcohol & Entertainments Licensing Committee	12	678	692
- Independent Person	1	1,355	1,382
Political Groups – Additional Allowance			
- Leader of Opposition	1	1,355	1,382
- Business Manager	2	850	867
-			
Civic			
- Mayor	1	4,745	4,840
- Deputy Mayor	1	1,355	1,382
Outside Bodies			
- Health Lead	1	1,102.5	1,125
- Chair of Broxtowe Partnership Health Task Group	1	1,102.5	1,125
- Police and Crime Panel	1	678	692

Report of the Chief Executive

TERMS OF REFERENCE FOR COMMITTEES1. Purpose of report

To consider amendments to the terms of reference for committees and the consequent changes to the Council's Constitution.

2. Detail

Following the move to a committee system of governance each individual committee became a decision making body. The terms of reference, included in the appendix, for the committees are in need of review as part of the changes to responsibilities in addition to the formulation of new committees in May 2019.

Suggested additions are shown in bold and any deletions are struck-through. As the terms of reference are contained within the Constitution any amendments would necessitate a Full Council resolution.

Recommendation

The Committee is asked to CONSIDER the amendments to the Terms of Reference and RECOMMEND to Full Council accordingly.

Background papers

Nil

Terms of Reference for Committees

Alcohol and Entertainments Licensing Committee

1. To determine responses on behalf of the Council to any government, local authority or other consultation on matters within the remit of the Committee.
2. All the functions of the licensing authority capable of being performed by a licensing committee established under section 6 Licensing Act 2003 and section 154 Gambling Act 2005, including (for the avoidance of doubt) the powers in section 212 Gambling Act 2005 (setting of fees).
3. The Committee may appoint Panels comprising of a proportionate combination of three or five members of the main Committee.
4. The panels are delegated all the functions capable of being exercised by a Sub-Committee.
5. To determine attendance of members at conferences.

Community Safety Committee

1. To develop, adopt and implement any other policy (other than those policy documents reserved to the full Council or within the remit of any committee) and without prejudice to the generality of the foregoing to develop, adopt and implement:
 - a) policies regarding transport, save those functions in respect of hackney carriage and private hire vehicles delegated to the Licensing and Appeals Committee.
 - b) policies in respect of stray dogs.
 - c) contaminated land strategy.
 - d) And other such strategies as the Committee may from time to time decide should be adopted
 - e) ASB Strategy
 - f) Community Safety policies
 - g) Safeguarding policies
 - h) LSP strategies and policies
 - i) Public protection strategies
 - j) Strategies and policies arising from the Anti-Social Behaviour, Crime and Policing Act 2014
 - k) Policies under the Scrap Metal Dealers Act 2013
2. To authorise applications for vehicle operator's licences required for the Council's business; to authorise objections to vehicle operator licence applications made by third parties.
3. To determine enforcement under the Sunday Trading Act 1994
4. To determine all issues relating to community safety and crime reduction.
5. To develop, monitor and implement the Sustainable Community Strategy and associated documents.
6. Consider ways of achieving reductions in ongoing financial commitments through a review of essential and desirable services and service levels.
7. Identify opportunities for future income generation and cost savings.
8. Examine further procurement and collaborative working opportunities with the private sector and other local authorities.
9. To determine responses on behalf of the Council to any government, local authority or other consultation on matters within the remit of the Committee.
10. To receive reports in relation to Nottinghamshire Police and Crime Panel.
11. To receive the minutes of the South Nottinghamshire Community Safety Partnership.

12. To provide strategic direction to any delivery body established by the Council to fulfil the purposes over which the Committee has responsibility.
13. To approve the letting of contracts to third parties where the value of the contract exceeds delegation limits as set out in procurement standing orders. (where within budget).
14. To determine attendance of members at conferences.

REFERENCE

Environment and Climate Change Committee

1. To develop, adopt and implement any other policy (other than those policy documents reserved to the full Council or within the remit of any Committee) and without prejudice to the generality of the foregoing to develop, adopt and implement:
 - a) management and recycling arrangements and policies.
 - b) policies in respect of street cleansing and the removal of litter.
 - c) policies regarding energy.
 - d) **policies regarding air quality.**
 - e) **policies for car parking, allotments and cemeteries.**
 - f) Energy Conservation Strategy.
 - g) Waste Management Strategy.
2. To provide strategic direction to any delivery body established by the Council to fulfil the purposes over which the Committee has responsibility.
3. To approve the letting of contracts to third parties where the value of the contract exceeds delegation limits as set out in procurement standing orders. (where within budget).
4. To authorise applications for and amendments to waste transfer stations.
5. Functions under the Environmental Protection Act 1990.
6. To determine all issues relating to environmental improvements.
7. Identify opportunities for future income generation and cost savings.
8. Examine further procurement and collaborative working opportunities with the private sector and other local authorities.
9. To determine responses on behalf of the Council to any government, local authority or other consultation on matters within the remit of the committee
10. To consider ways of achieving reductions in ongoing financial commitments through a review of essential and desired services and service levels.
11. To lead on the development and implementation of the Climate Change Plan for Broxtowe Borough Council.
12. To take the Climate Change agenda forward and ensure that all departments are engaged in this process.
13. To lead on the Travel Plan.
14. To feed into the Nottinghamshire and Derbyshire Local Authority Energy Partnership, Nottinghamshire Climate Change Partnership and Broxtowe Borough Partnership.

15. To work in partnership with service providers to identify opportunities for the delivery of services, avoid duplication and maximise resources.
16. To determine attendance of members at conferences.

REFERENCE

Finance and Resources Committee

1. To keep the Council's resources under review.
2. To consider and recommend to the Council the level of council house rents and the level of council tax.
3. To consider and recommend to the Council the overall capital programme and revenue budget.
 - a) To approve requests for supplementary capital and revenue estimates
 - b) To write off debts in excess of the current limit for delegation contained within Financial Regulations
 - c) To make loan repayments postponements
 - d) To determine the use of the Insurance Fund
 - e) To appoint the Council's bankers
 - f) To approve virement between budget heads above any limits prescribed in Financial Regulations
 - g) To approve the letting of contracts to third parties where the value of the contract exceeds delegation limits as set out in procurement standing orders.
4. To determine the means to attract external sources of funding into the Borough across the whole range of the Council's functions.
5. To make grants to individuals and bodies including those undertaking twinning visits and exchanges in accordance with the Council's approved policy.
6. To determine responses on behalf of the Council to any government, local authority or other consultation on matters within the remit of the Committee.
7. To determine and approve purchases of Information Technology equipment and assistance within the Budget Policy Framework.
8. Consider in detail those areas of the revenue budgets affecting the General Fund and Housing Revenue Account (HRA) which are judged to be of the highest risk and monitor the position of the Council in relation to those areas.
9. Examine in detail the proposals for budget savings and consider such plans as are deemed to be required to bring about those savings including the effects on employees and services.
10. Receive at regular intervals information as to revenue and capital budget monitoring.
11. Receive and respond to updates on government and external funding issues which have a direct effect on the budget position.
12. Receive regular updates on welfare benefit reforms and the effects on council tenants and council tax payers.

13. Monitor the effects of the countywide business rates pooling arrangement on the finances of the Council.
14. Identify opportunities for future income generation and cost savings.
15. To provide strategic direction to any delivery body established by the Council to fulfil the purposes over which the Committee has responsibility.
16. Functions conferred on the Council by part 4 of the Local Government and Public Involvement in Health Act 2007 in respect of the receipt of petitions and the institution, conduct and determination of a Community Governance Review.
17. To determine attendance of members at conferences.

REFERENCE

Full Council

1. Under the provisions of the Local Government Act 2000 and, where applicable, Sections 101 and 102 of the Local Government Act 1972 and other relevant legislation, and in the manner set out in this scheme, Broxtowe Borough Council arranges for the discharge of all its functions by the Committees of by Officers under this Scheme (other than those matters detailed below):

EXECPT functions which the Council reserves to itself namely:

2. Consideration of reports by the Head of Paid Services under Section 4(5) of the Local Government and Housing Act 1989
3. The election of the Mayor of the Council under S.4 of the Local Government Act 2972
4. The appointment of the Deputy Mayor of the Council under S.5 of the Local Government Act 1972
5. The matters set out in section 67(2)(a), (b), (c) and (d) of the Local Government (Finance) Act 1992 being determination as to discounts or liability in prescribed cases and the setting of the Council Tax
6. Determination or variation of the Council's affordable borrowing limit under Section 3 of the Local Government Act 2003
7. Appointing and Discharging the Leader of the Council by resolution
8. Noting the appointment of the Leader and Deputy Leader of the Opposition and the Leader and Deputy Leader of any other political group;
9. Approval or adoption of amendment of the following policy documents:
10. The Council's Constitution including
 - Standing Orders
 - The Code of Conduct
 - Corporate Plan
 - Overall capital programme and revenue budget (including associated strategies)
 - Statement of Licensing Policy
 - Statement of Gambling Principles.
11. The making of byelaws.
12. The promotion or adoption of an Act of Parliament.
13. The receipt of petitions.

14. The appointment and dismissal of the Chief Executive, Monitoring Officer, Chief Financial Officer and other chief officers.
15. The adoption and amendment of the Councillor's allowance scheme.
16. Determining or delegation of any matter of function within the remit of the Council not delegated or performed elsewhere under this scheme.
17. Functions conferred on the Council by part 4 of the Local Government and Public Involvement in Health Act 2007 in respect of the receipt of petitions and the institution, conduct and determination of a Community Governance Review.
18. Appointment to outside bodies.
19. Establishing Joint Committees to perform functions that would fall to be performed by a Joint Committee of the Council and similar members or representative of some other authority or body.
20. Pay Policy.

Governance, Audit and Standards Committee

1. To determine responses on behalf of the Council to any government, local authority or other consultation on matters within the remit of the Committee.
2. The functions conferred in relation to standards of conduct by the Local Government Act 2000, the Localism Act 2011 and associated legislation.
3. Without prejudice to the generality of the foregoing:
 - a) promoting and maintaining high standards of conduct for all members and officers
 - b) preparing for adoption or revision by the Council policies and codes of conduct for members, co-opted members and officers
 - c) monitoring the operation of the codes of conduct
 - d) granting dispensations to members (including co-opted members) from requirements relating to interests set out in the Members' Code of Conduct
 - e) advising and training members, co-opted members and officers on matters relating to conduct
 - f) undertaking the same duties as detailed above in respect of parish or town Councils within the Council's area
 - g) considering, determining and dealing with matters referred by the Monitoring Officer
 - h) considering, determining and dealing with matters referred by the Chief Executive or Monitoring Officer under the Council's Whistleblowing Policy
 - i) monitoring the complaints made against the Council including those made via the Ombudsman service
 - j) assessing (and reviewing if appropriate) all complaints made in respect of breaches of the Members' Code of Conduct.
4. The Committee will:
 - a) Oversee the arrangements for the maintenance of the Council's internal control environment
 - b) Monitor and make recommendations regarding the Council's corporate governance arrangements including the appointment of the external auditor
 - c) Consider ways of achieving reductions in ongoing financial commitments through a review of essential and desirable services and service levels.
 - d) Identify opportunities for future income generation and cost savings.
 - e) Examine further procurement and collaborative working opportunities with the private sector and other local authorities.
5. Consider the Council's published financial accounts and associated documents, including the Annual Governance Statement, and give approval to them when satisfied;
6. Review the work of the internal audit section including the approval of an audit strategy and annual audit plans;
7. Consider significant issues arising from internal audit reviews, make recommendations accordingly and monitor management's response;

8. Receive reports from the Council's external auditors, the Council's internal auditor and from any inspection agencies and monitor action in response to any issues raised;
9. Oversee the effectiveness of the Council's risk management procedures, the control environment and associated fraud and anti-corruption arrangements including the approval of amendments to the strategic risk register and associated action plans;
10. Monitor and review the Council's business continuity arrangements;
11. Determine employment and health and safety policies;
12. The power to make payments or provide other benefits in cases of maladministration (section 92 Local Government Act 2000);
13. To receive reports directly from the Chief Internal Auditor as and when he/she thinks fit;
14. To receive reports directly from the Council's external auditors as and when appropriate.
15. The Committee may appoint Panels comprising of a proportionate combination of three or five members of the main Committee.
16. Consider in detail polling district boundaries for the Borough Council's administrative area and any necessary changes to ensure that:
 - a) electors have such reasonable facilities for voting as are practicable in the circumstances.
 - b) as far as is reasonable and practicable, that polling places are accessible to all electors, including those who are disabled, and when designating a polling place, have regard to the accessibility needs of disabled persons.
17. Consider polling places for the Borough Council's administrative area.
18. Consider the warding arrangements for Broxtowe to ensure electoral equality in all areas.
19. Consider the boundaries of parish councils in the Borough and warding arrangements in those areas, if appropriate.
20. Consider the names of Borough Council and parish council wards.
21. To determine attendance of members at conferences.

Housing Committee

1. To determine Council policy relating to sales of council houses.
2. To determine Council policy relating to council house rent collection.
3. To provide assistance to housing associations - Housing Association Act 1985 Part X.
4. To provide financial assistance for privately let housing accommodation - Local Government Act 1988 Part III.
5. To make payments to assist tenants to obtain other accommodation - Housing Act 1988 Section 129.
6. To declare renewal areas - Local Government and Housing Act 1989 Part VII.
7. Approval of discretionary renovation grants - Part VIII.
8. To determine the improvement programme of the Council housing stock.
9. To approve housing schemes.
10. To authorise proceedings for the repayment of renovation grants and interim payments and to accept waiver of repayment or a lesser sum.
11. To determine the policy to apply to the provision of funds for aids and adaptations to Council properties.
12. To develop, adopt and implement any other policy (other than those policy documents reserved to the full Council) and without prejudice to the generality of the foregoing to develop, adopt and implement:
 - a) The Homelessness Strategy
 - b) To determine policies for the management of all buildings and lands held for housing purposes.
 - c) To determine the policy for allocating Council housing stock.
 - d) And other such strategies as Council may from time to time decide should be adopted.
13. To determine responses on behalf of the Council to any government, local authority or other consultation on matters within the remit of the Committee.
14. Consider ways of achieving reductions in ongoing financial commitments through a review of essential and desirable services and service levels.
15. Identify opportunities for future income generation and cost savings.
16. The Housing Committee exercises all the Council's appellate functions from officer decisions in respect of discretionary housing payments as well as reviewing

the Council's expenditure on the Discretionary Housing Payments Fund and monitoring the Council's expenditure on aids and adaptations to council housing.

17. The Housing Committee will also be responsible for determining any applications for aids and adaptations to council housing above £10,000.
18. Specific functions are delegated to the Housing Sub-Committee ("Panel") as follows:
 19. The Sub-Committee (known as Panel) comprises any combination of three members of the main Committee.
 20. The Panel is delegated all the functions capable of being exercised by a Sub-Committee under 9.1 and 9.2.
 21. To receive the minutes of the Housing Performance Group.
 22. To receive the minutes of the Housing Payments Sub-Committee.
 23. To provide strategic direction to any delivery body established by the Council to fulfil the purposes over which the Committee has responsibility.
 24. To deal with matters delegated to any other Committee.
 25. To approve the letting of contracts to third parties where the value of the contract exceeds delegation limits as set out in procurement standing orders (where within budget).
 26. To determine attendance of members at conferences.

Jobs and Economy Committee

1. In association with the Planning Committee to propose matters of planning policy to the Council in accordance with Part II of the Town and Country Planning Act 1990.
2. To authorise the making of conservation areas.
3. To authorise supplementary planning documents, development briefs and other documents under the local development scheme.
4. To authorise directions under Article 4 Town and Country Planning (General Permitted Development) Order 1995.
5. To authorise the making of compulsory purchase orders and carry out all procedures relating thereto.
6. To perform the functions of the Council under the Planning and Compulsory Purchase Act 2004 capable of being exercised by a Committee.
7. To determine responses on behalf of the Council to any government, local authority or other consultation on matters within the remit of the Committee.
8. To develop, adopt and implement any other policy (other than those policy documents reserved to the full Council or within the remit of any committee) and without prejudice to the generality of the foregoing to develop, adopt and implement the Economic Development Strategy and other such strategies as the Committee may from time to time decide should be adopted.
9. To determine the means to attract external sources of funding into the Borough across the whole range of the Council's functions.
10. Identify opportunities for future income generation and cost savings.
11. Examine further procurement and collaborative working opportunities with the private sector and other local authorities.
12. The Committee will have responsibility for considering all matters relating to the Strategic Location for Growth and the wider area including the boundaries of the site, the retention of open space, the promotion of employment, integration with the proposed and existing infrastructure including road improvements, the tram and rail links and the suitable mix of development within the site.
13. The Committee will have authority to involve others in this process including site owners, the general public, the Nottingham City Council, the Nottinghamshire County Council, HS2 Limited and any other persons who may be able to assist in considering options for the site.
14. The Committee will have responsibility for considering all matters relating to the redevelopment of the Stapleford area focussing on the site of the former Police

Station together with other land in the area that is within the Council's ownership.

15. The Committee will be responsible for appropriate ways to progress the redevelopment, including consultation with the public and other stakeholders.
16. To provide strategic direction to any delivery body established by the Council to fulfil the purposes over which the Committee has responsibility.
17. To approve the letting of contracts to third parties where the value of the contract exceeds delegation limits as set out in procurement standing orders. (Where within budget).
18. To determine attendance of members at conferences.

REFERENCE

Leisure and Health Committee

1. To determine policies to promote artistic, sporting and cultural activities within the Borough.
2. To develop, adopt and implement any other policy (other than those policy documents reserved to the full Council or within the remit of any Committee) and without prejudice to the generality of the foregoing to develop, adopt and implement:
 - a) policies for the management of all buildings and lands held leisure purposes including leisure centres and museums.
 - b) equalities strategy.
 - c) the Arts and Events and Leisure strategies.
 - d) ~~Policies for car parking, allotments and cemeteries~~
3. To organise and implement twinning and friendship activities.
4. ~~To receive the minutes of the Equalities Working Group.~~
5. To provide strategic direction to any delivery body established by the Council to fulfil the purposes over which the Committee has responsibility.
6. To approve the letting of contracts to third parties where the value of the contract exceeds delegation limits as set out in procurement standing orders. (where within budget).
7. To approve in principle events taking place in parks, open spaces and recreation grounds owned or managed by the Council.
8. Identify opportunities for future income generation and cost savings.
9. Examine further procurement and collaborative working opportunities with the private sector and other local authorities.
10. Review the Council's arrangements that each Council service area has in place to respond to individuals, who may have mental health issues and need to access Council services.
11. To determine attendance of members at conferences.

Licensing and Appeals Committee

1. To determine responses on behalf of the Council to any government, local authority or other consultation on matters within the remit of the Committee.
2. The functions of the Council relating to licensing and registration and the consideration and determination of appeals against the Council's decision across the full range of the Council's functions not otherwise provided for including hazardous substances consent, intentional homelessness, grievance and disciplinary appeals, excluding all those functions conferred on the Council or on a licensing committee by the Licensing Act 2003 and the Gambling Act 2005.
3. Without prejudice to the generality of the foregoing the consideration and determination of applications for licences permits and registration not otherwise delegated.
4. The enforcement of the functions of the Committee and the making and reviewing of policies concerning those functions, save for policies reserved for approval by full Council.
5. To make determinations in respect of the Scrap Metal Dealers Act 2013.
6. To determine attendance of members at conferences.

Personnel Committee

1. To develop adopt, implement and review the People Strategy and any other policy or strategy concerning human resources which has been adopted by this committee or by the Council.
2. To consider and deal with issues relating to the Council's establishment structure and employees, including approval of significant changes to local terms and conditions.
3. To receive and deal with minutes and recommendations from the Local Joint Consultative Committee.
4. Approval of establishment changes where both (i) the overall financial consequences are £5,000 per annum or above and (ii) where more than five employees are affected by such changes, subject to a maximum level of £25,000 and held within existing budgets (with the Chief Executive having delegated authority for minor establishment changes up to the value of £25,000 if held within existing departmental budgets).
5. To receive reports on post-entry training and development for employees including apprenticeships and to approve the Training and Development Policy.
6. Approval of the Health and Safety at Work Policy.
7. Approval of establishment changes which have estimated additional costs to the Council of over £25,000, subject to the approval of the Finance and Resources Committee if not held within existing departmental budgets.
8. To determine responses on behalf of the Council to any government, local authority or other consultation on matters within the remit of the committee.
9. To consider ways of achieving reductions in ongoing financial commitments through a review of essential and desired services and service levels.
10. To identify opportunities for future income generation and cost savings.
11. Determine the discretionary elements of both national and local conditions of service.
12. Consideration of the Draft Pay Policy before submission to Council.
13. Approval of the Job Evaluation Scheme and pay structure arising from it, subject to the approval of Finance and Resources Committee and Council as appropriate
14. Taking such action regarding the appointment, suspension or discipline of chief officers (with the exception of the Chief Executive) as may be performed by a committee (with the Chief Executive having delegated authority for appointments below this tier).

15. Taking such action regarding the dismissal of chief officers (excluding statutory Chief Officers).
16. Providing advice, views and recommendations to Council in respect of the dismissal of any statutory chief officer, subject to the Committee containing two Independent Persons when performing this function.
17. The functions of an Investigating and Disciplinary Committee under the JNC Conditions of Service Handbook for Chief Executives, 13 October 2016.
18. To determine attendance of members at conferences.

REFERENCE

Planning Committee

1. The functions of the Council relating to town and country planning and development control other where they are required to be exercised by full Council.
2. Without prejudice to the generality of the foregoing, the functions of the Council in the following areas:
3. In association with the Policy and Performance Committee to propose matters of planning policy to the Council in accordance with Part II of the Town and Country Planning Act 1990.
4. The determination of applications for planning permission listed building and conservation area consent, consent for the display of advertisements and all matters capable of being dealt with by a regulatory committee for development control and building control.
5. The power to enter into agreements regulating the development and use of land including s106 agreements.
6. The power to grant conservation area consent and hazardous substances consent.
7. The power to require the discontinuance of a use of land.
8. The power to serve a completion notice under Section 94(2) Town and Country Planning Act 1990.
9. The Council's powers in respect of tree preservation.
10. The Council's development control and building control enforcement powers.
11. The power to create, stop up and divert footpaths and bridleways.
12. The functions detailed in Schedules 1 and 2 to The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 in respect of:
 - a. town and country planning and development control;
 - b. footpaths and bridleways and other public rights of way;
 - c. trees and hedgerows.
13. The functions of the Council under the Planning and Compulsory Purchase Act 2004 and in particular the functions relating to local development plan documents under sections 20 to 23 and 25, 26 and 28 of the Planning and Compulsory Purchase Act 2004.
14. Enforcing section 224 Town and Country Planning Act 1990 (control of advertisements).
15. To authorise the making of conservation areas.

16. To authorise directions under Article 4 Town and Country Planning (General Permitted Development) Order 1995.
17. To determine responses on behalf of the Council to any government, local authority or other consultation on matters within the remit of the Committee.
18. To determine attendance of members at conferences.

REFERENCE

Policy and Performance Committee

1. To keep the Council's policies (including its Constitution) under review.
2. To approve and monitor progress on the Corporate Plan.
3. To propose changes to the Constitution and other policies approved or adopted by the Council.
4. To monitor the impact of significant external projects on the Council's services.
5. To determine responses on behalf of the Council to any government, local authority or other consultation on matters within the remit of the Committee.
6. To develop, adopt and implement any other policy (other than those policy documents reserved to the full Council or within the remit of any other committee) and without prejudice to the generality of the foregoing to develop, adopt and implement:
 - a. the Emergency Plan
 - b. the Information Technology Strategy
 - c. the Asset Management Strategy
 - d. the Capital Strategy
 - e. **the Sustainable Communities Strategy**
 - f. and other such strategies as Council may from time to time decide should be adopted.
7. To acquire, appropriate and dispose of land or property and of interests in or over land
8. To let, negotiate and settle leases and rents for Council owned land or property
9. To approve policies with regard to the Council's land, buildings and assets.
10. To authorise the making of compulsory purchase orders and carry out all procedures relating thereto.
11. To identify opportunities for future income generation and cost savings.
12. To examine further procurement and collaborative working opportunities with the private sector and other local authorities.
13. To receive reports in relation to the performance of the Council against Corporate Plan targets.
14. To provide strategic direction to any delivery body established by the Council to fulfil the purposes over which the Committee has responsibility.
- ~~15. Issues relating to the Council's structure and employees.~~

16. To receive and make determination in respect of performance.
17. To deal with matters not delegated to any other committee or reserved to Council, or where the committee cycle is such that a decision is required before the next meeting of the relevant service committee.
18. To approve the letting of contracts to third parties where the value of the contract exceeds delegation limits as set out in procurement standing orders. (Where within Budget).
19. To determine attendance of members at conferences.

REFERENCE

Report of the Deputy Chief Executive

CAR PARK CHARGES1. Purpose of report

To provide Committee with various options regarding increased car park charges in the Borough's off-street car parks for recommendation to Full Council.

2. Background

Car park charges were re-introduced to Broxtowe's town centre car parks in 2010 on the basis of one hour free, 2 hours £1, 3 hours £1.50 and £3 all day. Charges were *not* introduced at 3 small car parks in Kimberley and 1 small car park in Eastwood on the basis that low usage would be unlikely to justify the cost of installing pay and display machines.

It was found that few people paid £3 and so in 2012/13 the £3 all day charge was reduced to £1 (peripheral long stay) and £2 (more central long stay). This boosted long stay usage so much that income significantly increased at long stay car parks (for example, at Cliffe Hill Avenue, Stapleford usage increased 12-fold leading to a 4-fold increase in income despite a two-thirds reduction in the all-day charge).

In October 2015 the following was agreed and implemented: -

- No ticket be required for any of the Borough Council's car parks after 4pm Monday to Friday (creating "free after 3" for those arriving after 3pm and taking a 1-hour free ticket) or after 12 noon Saturday.
- Free Saturday parking at Devonshire Avenue, Beeston, Oxford Street, Eastwood, Victoria Street, Kimberley and Halls Road, Stapleford.

3. Options

The appendix contains information on the following options: -

1. Retain 30 minutes free but charge 50p for 1 hour
2. Retain one hour free but add 20p to all other charges
3. Retain one hour free but add 50p to all other charges
4. Combination of options

4. Financial implications

The financial implications are set out in the appendix.

Recommendation

The Committee is asked to CONSIDER the options given in the appendix and to RECOMMEND to Full Council accordingly.

Background papers

Nil

APPENDIX

Option background

In 2018/19 usage recorded by pay and display car park ticket issue was as follows: -

Total 746,087 Visitors in 2018/19	No of Visitors	Gross	Net
76.3% using free hour	569293	£0.00	£0.00
17.0% paying £1	126608	£126,608.00	£105,506.67
2.7% paying £1.50	20217	£30,325.50	£25,271.25
3.5% paying £2	26132	£52,264.00	£43,553.33
0.5% paying £3 plus	3837	Not included as only at 2 CP's	
	Total	£209,197.50	£174,331.25

Note: In the options below some minor rounding up/down has been undertaken in the final figures

Option 1**Retain 30 minutes free but charge 50p for 1 hour**

NOTE: There is no available data for how many visitors using the free one-hour facility currently stay for less than 30 minutes; or how the behaviour of those staying 30-60 minutes might change if a 50p charge was introduced.

If only 25% of the current 569,293 non-paying users pay 50p then the extra income would be £76,160 gross **£59,300** net.

If 50% of the 569,293 current users pay 50p then the extra income would be £152,320 gross **£126,930** net.

The judgement of officers is that it's more likely to be closer to the 25% figure and therefore the more realistic extra income figure is £59,300.

Option 2**Retain one hour free but add 20p to all other charges**

Assuming 90% of the current paying users continue to use the car parks and pay the extra 20p charge then the gross income would be (£209,167.50 x 90%; plus 176,794 users x 90% x 20p) = £217,373 – an increase of £8,205 gross **£6,840** net

Assuming 95% of the current paying users continue to use the car parks and pay the extra 20p charge then the gross income would be (£209,167.50 x 95%; plus 176,794 users x 95% x 20p) = £229,450 – an increase of £20,250 gross **£16,875** net

The judgement of officers is that it's more likely to be closer to 95% - especially as pay by phone is being rolled out which makes finding coins for "odd" amounts such as £1.20, £1.70 etc less problematical.

Option 3**Retain one hour free but add 50p to all other charges**

Assuming 80% of the current paying users continue to use the car parks and pay the extra 50p charge then the gross income would be (£209,167.50 x 80%; plus 176,794 users x 80% x 50p) = £238,052 – an increase of £28,885 gross **£24,070** net

Assuming 90% of the current users continue to use the car parks and pay the extra 50p charge then the gross income would be (£209,167.50 x 90%; plus 176,794 users x 90% x 50p) = £267,808 – an increase of £58,640 gross **£48,865** net

The judgement of officers is that it's more likely to be closer to 80% in the short term but recovering to 90% longer term. For medium term financial planning a figure of £35,000 could be used.

Option 4

Best estimate of 1 and 2 combined – an extra **£76,175** net

Best estimate of 1 and 3 combined - an extra **£94,300** net

Options *not* considered

- Reintroduce charges after 4 pm Monday to Friday
- Reintroduce charges after 12 noon Saturday
- Reintroduce Saturday charges at Devonshire Avenue, Beeston, Oxford Street, Eastwood, Victoria Street, Kimberley and Halls Road, Stapleford
- Introduce charges at the 4 currently free car parks in Kimberley and Eastwood

Electric Vehicles

To further incentivise the use of electric vehicles it is proposed to waive all charges for electric vehicles parked in electric vehicle charging bays and actively engaged in charging. The locations of the charging bays are as follows: -

Portland Street car park, BEESTON - 8 charging points (NG9 2LQ)

Cliffe Hill Avenue car park, STAPLEFORD - 8 charging points (NG9 7HD)

Victoria Street car park, EASTWOOD – 8 charging points (NG16 3AW)

Victoria Street car park, KIMBERLEY – 4 charging points (NG16 2NH)

At present, the usage of these charging points is very low and so the estimated loss of income over the next 12 months would be around **£1,000**. However, the cost of this concession is expected to rise over the next few years as take-up of electric vehicles increases.

Procedure for making changes to charges

Amendments to car parking charges may be implemented by the publication of a 'Notice of Variation' in a local newspaper giving full details of the changes and when they will be brought into force. This must be accompanied by notices displayed in and around the

relevant off-street parking places, which must be legibly displayed throughout the notice period.

The notice of variation must: -

- Identify the date when it is to come into force;
- Identify every parking place to which the notice relates;
- Specify in each such parking place:
 - the charges payable for the use of the parking place at the date the notice is given'
 - the charges that will be payable when the notice comes into force.

A minimum notice period of 21 days is required. The estimated cost of changing car park charges is **£5,000** dues to the cost of the required notices, adverts and tariff board overlays.

REFERENCE

Report of the Chief Executive**REVISIONS TO THE CONSTITUTION**1. Purpose of report

To recommend approval of revisions to the Constitution.

2. Detail

A review of the Council's Constitution is being carried out. In July 2018, the first tranche of revisions was brought forward for approval to include revisions to the Council Procedure Rules, which were re-named as Standing Orders.

It is proposed that there are now revisions to the Financial Regs (contracts) to reflect the current procurement arrangements and the Council's new Procurement Strategy approved by members at Policy and Performance Committee on 3 July 2019.

It is also proposed that the Proper Officer functions are brought up to date to reflect the current management structure, and therefore responsibilities, as well as the current legislative references. The Proper Officer functions were last updated in 1974. The substitutes must also be updated. The 1974 Report authorised the Chief Executive to act as Proper Officer in any matters, unless this function has been delegated to another officer by committee in their absence, the officer to act is a member of the "Central Management Team". This is out of date. As are the current list of authorised signatories.

A number of authorities include their Proper Officer functions as part of the Constitution. In view of the current revision of the Constitution it is proposed that the final version is incorporated into Broxtowe's Constitution.

The Proposed Financial Regs (Contracts) and the Proper Officer functions are attached at the appendix.

3. Other Options

The Council has a legal duty to keep its Constitution up to date. The new content is a mix of updates and proposals to bring the Council in line with legislation and improve the management of the Council, which the Council has a discretion to accept or not.

4. Financial Implications

There are no financial implications for this report.

Recommendation

Council is asked to RESOLVE to approve the revisions to the Financial Regs (Contracts) and the Proper Officer Functions.

Background papers

Nil

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APPENDIX

CONTRACT STANDING ORDERS

Standing Orders below have been approved by the Council Relating to Contracts and are incorporated into the Council's Standing Orders accordingly. These Standing Orders should be read alongside the Procurement and Commissioning Strategy.

1. Basic principles and compliance with standing orders
 - 1.1. All purchasing and disposals procedures must:
 - a) aim to achieve Value for Money (VfM)
 - b) ensure the Health, Safety and Wellbeing of staff and the general public
 - c) be consistent with the highest standards of integrity
 - d) ensure transparency and fairness at all times in allocating public contracts
 - e) have the required technical assessment and approval
 - f) comply with all legal requirements
 - g) have budgetary approval
 - h) ensure that non-commercial considerations do not influence any contracting decision except where specifically referred to in these standing orders
 - i) support the Council's vision and priorities around sustainable procurement, economic growth, Corporate Social Values and environmental issues
 - j) comply with the Council's Commissioning and Procurement Strategy
 - 1.2. Every contract and the procedures relating to the selection of tenderers and the obtaining, opening and evaluation of tenders or quotations shall comply with these standing orders and no exception from any of the following provisions of these standing orders shall be made otherwise than by the direction of the Council or by a relevant Committee or by the Chief Executive or duly nominated substitute.
 - 1.3. A record of any exception from any of the provisions of these standing orders, together with the reasons therefore, shall be included in the minutes of the Council or a Committee by which the exception was made, as the case may be.
 - 1.4. In these Contract Standing Orders, reference to the Procurement Officer shall mean the current Procurement and Contracts Officer or such other officer as shall be providing oversight and strategic advice on the Council's procurement functions.

1.5. Procurement Exercises must comply with the Public Contracts Regulations 2015 (PCR 2015).

2. Procurement options

2.1. Officers should consider what procurement method is most likely to achieve the purchasing objectives with the preference being for use of a suitable Framework Agreement, or an open tender process to be used wherever possible. Regardless of the procurement options chosen, all UK and EU legislation and directives should be complied with.

2.2. Collaborative procurement

a) In order to secure value for money the Council may decide to enter into collaborative procurement arrangements. All purchases made via a local authority procurement consortium are deemed to comply with the Council's contract procedures and no exemption is required.

b) Purchases above the EU threshold must be let under the EU procedure unless the consortium concerned has satisfied this requirement already by letting their contract in accordance with the EU procedure on behalf of the authority and other consortium members.

c) Any contract entered into through collaboration with other local authorities or other public bodies, where a competitive process has been followed that complies with the contract procedure rules and standing orders of the leading organisation, will be deemed to comply with these standing orders and no exemption is required.

2.3 Framework Agreements

a) Framework agreements must only be used where the Council is either a named participant or where the Council is a recognisable class of contracting authority under the terms of the framework agreement.

b) Contracts based on framework agreements may be awarded by either:

1. applying the terms laid down in the framework agreement (where such terms are sufficiently precise) without reopening competition (direct award), or

2. where the terms laid down in the Framework Agreement are not precise enough or it may be possible to obtain improved Value for Money, by holding a mini competition amongst all the organisations included within the Agreement.

2.4. Multiple contracts

Where the aggregated value across all departments within the Council on a number of individual contracts for similar Goods, Services or Works (as defined by the main category Common Procurement Vocabulary Code) within a period of 48 months is likely to exceed the threshold values as laid down in standing order 5.1, then officers shall seek guidance from Procurement. Procurement will consolidate all requirements and manage the procurement exercise, ensuring compliance with (PCR 2015).

2.5. Public Auctions

The appropriate Senior Officer in consultation with the Deputy Chief Executive or the Chief Executive may resolve whether the acquisition or disposal of goods or materials by the Council up to an anticipated value of £150,000 should be by way of public auction. Purchases and sales of goods or materials of an anticipated value in excess of £150,000 shall only be conducted at auction with the approval of a Committee.

2.6. Electronic Reverse Auctions

Reverse auctions to procure Works, Goods or Services should be conducted through the Council's eTendering portal. Reverse Auctions will be run by the Procurement Officer.

2.7. Extensions

a) Contracts may be extended where the Work to be executed or, Goods or Services to be provided constitute an extension of time, or an increase in value of an existing contract, provided that such an extension or increase has been reflected in any contract documents or the value of such an extension is less than 10% of the original contract value.

b) Contracts may not be extended unless the option to do so was included when first advertised.

c) In exceptional circumstances, existing arrangements may need to be continued to allow sufficient time to conduct a robust procurement exercise. This must not be used to mitigate poor planning.

3. Exemptions

3.1 Where a proposed contract is likely to exceed the OJEU threshold all actions must be in accordance with PCR 2015. Procurement advice should be sought.

3.2 Where an exemption is necessary because of unforeseeable emergency involving immediate risk to persons, property or serious disruption to council services, approval must be sought from the Chief Executive, or in his/her absence the Deputy Chief Executive. Where this situation arises, a report must be sent to the next appropriate Committee detailing the action taken.

3.3 Nothing in these standing orders and procedures shall require competitive tenders to be invited in any of the following circumstances:

a) The work to be executed or the goods or materials to be supplied consist of repairs to or the supply of compatible parts to existing proprietary machinery or plant by the manufacturers or their agents which cannot be cost effectively provided by other suppliers.

- b) The estimated expenditure is less than £25,000, provided that the appropriate Senior Officer shall take reasonable steps to secure the order at the most competitive price
- c) The sale or purchase is by or at public auction.

4. Relevant contracts

- 4.1 All relevant contracts must comply with these standing orders and procedures. A relevant contract is any arrangement made by or on behalf of the Council for the supply of Goods or Services, or for the carrying out of Works.
- 4.2 Relevant contracts may include verbal instructions to provide Goods or Services or to carry out Works. This can commit the Council without any appropriate Terms and Conditions, Insurances, Health & Safety requirements supplier accreditation, budget checks etc. being carried out or agreed. For this reason, all requirements must be communicated to suppliers by a signed Contract or an official Purchase Order with appropriate authorisation, prior to the commencement of any Works or supply of any Goods or Services.
- 4.3 Users of Council Purchase Cards should consider which Terms and Conditions apply, Insurances, Health & Safety requirements, supplier accreditation and budget for all purchases.
- 4.4 Relevant contracts do not include:
- (a) contracts of employment which make an individual a direct employee of the authority
 - (b) treasury management deals for borrowing or investment which fall to be dealt with in accordance with the Treasury Management and Investment strategies.

5 Purchases - competition requirements

- 5.1 The process to be followed in conducting the purchasing of goods, materials or services is:

Classification	Value	Actions	Decision
Very Low Value	Below £1,000	Ensure Value for Money	Senior Officer
Low Value	From £1,000 to £25,000	Obtain three quotations (Note)	Senior Officer
Medium Value	From £25,000 to OJEU threshold	Conduct Tender exercise (Procurement)	Deputy Chief Executive
Above Threshold	Over OJEU threshold	Conduct Tender exercise (Procurement)	Deputy Chief Executive

Note: The relevant Senior Officer (as defined in the Scheme of Delegation) can decide if

quotations are needed and/or are appropriate in order to demonstrate Value for Money.

- 5.2 Where it is considered appropriate the Council can choose to go out to tender in order to ensure Value for Money even if this is not required by these standing orders and procedures.
- 5.3 For purchases over £25,000 in value, where, despite being advertised in accordance with clause 7 fewer than three tenders are received, the Senior Officer shall report details of the quotations received, with reasons for the limited response to the Deputy Chief Executive. The contract shall be awarded to the Most Economically Advantageous Tender (MEAT) received.

6 E-Communication

- 6.1 All Open Procurement Exercises over £25,000 must be conducted by e-communication via dedicated e-Tendering portal with an electronic postbox and a secure vault to hold tenders until due. ensuring robust auditable processes

Note; In this context emails do not count as e-communication.

7 Advertising

- 7.1 All 'Open' Procurement Exercises over £25,000 must be advertised on the Governments 'Contracts Finder' portal, with a link to the opportunity on the Council's eTendering portal. It is recommended that opportunities are also advertised on the 'Source Nottinghamshire' portal and in any relevant 'trade' journals.
- 7.2 Links to advertisements of Procurement Exercises should be sent to incumbent suppliers and any other suppliers who have expressed an interest in supplying the Council. This will allow them to register and obtain relevant documents.
- 7.3 Advertisements should allow at least 30 days from publication for suppliers to obtain documentation and respond with their bid.
- 7.4 'Restricted' Procurement Exercises", using suppliers from an existing Framework Agreement should not be advertised. All suppliers on the Framework Agreement must be invited to join the Procurement Exercise. Suppliers not on the Framework Agreement may not join the Procurement Exercise.

8 Specifications

- 8.1 Specifications must be performance based, with a focus on the result required, rather than how it is achieved.
- 8.2 Options for alternative solutions should be allowed. Wherever possible, Suppliers should be encouraged to use their expertise to develop

innovative ideas which could provide improved performance, service levels and reduced costs

- 8.3 Specifications must not include details of manufacturer or model, unless new equipment is specifically required to integrate with legacy equipment, in which case details of existing equipment should be provided to ensure compatibility.

9 Award criteria

- 9.1 Award criteria should be designed to encourage innovation and creative responses.
- 9.2 All invitations to tender must detail the award criteria and assessment methodology which will be used. The exercise must be designed to secure an outcome giving demonstrable value for money for the authority. The options are:
- a) 'most economically advantageous', (preferred option), where considerations other than price also apply, or
 - b) 'lowest price', where payment is to be made by the authority, or
 - c) 'highest price', where payment is to be received by the authority.
- 9.3 When 'most economically advantageous' is adopted, it must be fully defined in the documentation supplied to tenderers, detailing assessment criteria which must be wholly relevant to the procurement. These may include price, service, quality of goods, running costs, technical merit, previous experience, delivery date, cost effectiveness, quality, relevant environmental features, technical performance, functional characteristics, safety, after sales service, technical assistance, social value added and any other relevant matters. The extent and weighting of these criteria must be declared and documented when sending out any details.
- 9.4 The weighting of non-financial criteria within a proposed contract must;
- a) reflect their importance to the Council,
 - b) ensure equal treatment of all potential suppliers,
 - c) not preclude or give undue preference to any supplier
 - d) ensure that all dealings with suppliers are undertaken on a fair, equitable and transparent basis
 - e) be designed to give the Council the best possible outcome
- 9.5 All evaluations must comply with PCR 2015 and have regard to the financial and technical standards relevant to the contract and the award criteria.

- 9.6 Wherever possible a breakdown of costs should be requested, to allow minor adjustment of scope to meet changing circumstances.

10 Transparency

- 10.1 In line with the Local Government Transparency Code, the Council will publish on its website on a quarterly basis details (as prescribed in the code), of all procurement exercises and contracts entered into with a value exceeding £5,000.

11 Submission, receipt and opening of tenders/quotations

- 11.1 Prospective suppliers must be given an adequate period in which to prepare and submit a proper quotation or tender consistent with the complexity of the contract requirement and any EU procedures. PCR 2015 requires a minimum of 30 days for the Open Procedure, unless a Prior Information Notice has been published.

- 11.2 Electronic submission of quotations and tenders is required by PCR 2015. This is conducted through the Council's preferred eTendering portal. Tenders remain within the portal's secure vault until the closing date and time. The vault shall be unlocked, releasing all tenders simultaneously, by the Deputy Chief Executive, or an officer of the Council designated by him.

NOTE:

All Tender documents, including pricing information are securely retained in the vault within the eTendering portal. This information is not visible until the vault is un-locked and cannot be changed once opened. All actions conducted within the portal are recorded and are fully auditable. There is therefore no requirement to witness the tender opening or record any data.

12 Late tenders and quotations

- 12.1 Tenders cannot be uploaded to the eTendering portal after the closing date and time.

- 12.2 Any quotation received for procurement exercises below £25,000, after the specified date and time where the eTendering portal has not been used, shall not be considered unless the appropriate Senior Officer, with the approval of the Deputy Chief Executive, consider that exceptional circumstances warrant it. Appropriate supporting documentation must be maintained to substantiate the decision taken.

- 12.3 Under no circumstances can any late quotation be considered after the other quotations have been opened.

13 Sale of Council Assets

- 13.1 All disposals of land, property or equipment (excluding council housing) estimated to be below £25,000 in value shall only be disposed of with the prior approval of the appropriate Senior Officer acting in accordance with the agreed policy governing the disposal of land and property owned by the Council and any other policy agreed from time to time by a Council committee.
 - 13.2 All disposals of land, property or equipment (excluding council housing) estimated to be between £25,000 and £100,000 in value shall only be disposed of with the prior approval of the appropriate Chief Officer acting in accordance with the agreed policy governing the disposal of land and property owned by the council and any other policy agreed from time to time by a Council committee.
 - 13.3 All disposals of land, property or equipment (excluding council housing) estimated to exceed £100,000 in value shall only be disposed of with the prior approval of the appropriate Committee. In such cases the appropriate Committee will decide upon the details of disposal having regard to the approved policy governing disposal of land and property owned by the Council and any other policy agreed from time to time by a Council committee.
 - 13.4 Wherever possible sale of assets by tender will be conducted electronically using the Councils preferred eTendering portal.
 - 13.5 Tenders shall remain in the custody of the Deputy Chief Executive or an officer of the Council designated by him until they are opened. Where tenders are not electronic, they shall be opened at one time, by the appropriate Senior Officer, in the presence of the Deputy Chief Executive or his/her representative. Commercial details within the tenders shall be immediately initialled and dated by those present at the opening. The names of the tenderers and the amounts of the tenders shall be immediately recorded in a register kept by the Deputy Chief Executive and the persons present at the opening of such tenders shall record their presence in the said register.
 - 13.6 The appropriate Senior Officer shall accept the highest offer received subject to scrutiny and shall report the acceptance to the appropriate Committee.
- 14 Clarification procedures
- 14.1 Providing clarification for an invitation to tender or invitation to quote to potential or actual organisations involved or seeking clarification of a tender/quotation, is permitted. However, these matters shall take place in such a way as to not disadvantage or show favour towards any individual organisation involved. All questions, in non-attributable form, together with the Council's responses, will be posted on the e-Tendering portal, for all tenderers to see.

- 14.2 Exceptionally, tenderers may request information is not published if it could damage their commercial advantage or disclose their innovative ideas. The Deputy Chief Executive or his/her representative will determine whether such information can be withheld from all other tenderers.
- 14.3 Where a meeting or a site visit is required all tenderers should be invited to attend a single meeting so all are given the same information and have opportunities to ask questions and hear responses. Minutes should be taken of any meetings and published on the e-Tendering portal to ensure all tenderers, including those not attending, have the same information.
- 14.4 Where an error is discovered in a tender during scrutiny by the Council's officers, clarification should be sought. Clarifications obtained must be detailed in the tender evaluation report, with a recommendation to accept or reject any required corrections. Suppliers shall have the opportunity to withdraw their tender if they have made an error.

15 Post tender negotiations

- 15.1 Post tender negotiations may be required, when prices tendered exceed the available budget, to confirm financial commitments or other terms contained in the tender, or to ensure the Council obtains Value for Money. Approval should be obtained from the Deputy Chief Executive or the appropriate Committee, following a recommendation from the Procurement Officer or appropriate Senior Officer. Post tender negotiations will be led by the Procurement Officer.
- 15.2 Post tender negotiations should be carried out after tenders have been received and evaluated, with the tenderer identified as having submitted the tender presenting the best price-quality scores in accordance with the published award criteria, provided this:
- a) does not have the effect of materially modifying essential aspects of the tender or of the public procurement, including the needs and requirements set out in the contract notice or in the descriptive document, and
 - b) does not risk distorting competition or causing discrimination.

16 Acceptance of tenders and quotations

- 16.1 Tenders and quotations must be evaluated and contracts awarded strictly in accordance with the published evaluation criteria stated within them. The evaluation criteria should (where possible) include both price and quality elements.

17 Reports on tenders

- 17.1 For contract values in excess of £25,000 a tender evaluation report should be prepared by the appropriate Senior Officer and presented to the Deputy Chief Executive, or appropriate Committee where the amount is in

excess of budgetary provision, with a recommendation as to the tender that should be accepted and the basis for such a recommendation.

17.2 Where the tender recommended for acceptance is for an amount in excess of the approved budgetary provision, then the appropriate Senior Officer if below £25,000 or Deputy Chief Executive if in excess of £25,000 or the appropriate Committee may:

17.2.1 apply to the appropriate Committee for approval to a revised budget for the scheme, or

17.2.2 recommend post tender negotiations with the lowest tenderer, in accordance with 15.1 and 15.2, to reduce the tendered amount by value engineering to bring the cost of the work within the approved budget. The effect of such revision and negotiation shall be reported to the appropriate Committee.

17.2.3 declare the procurement exercise void, produce a new and fundamentally different specification which will ensure lower costs and commence a new procurement exercise.

18 Due diligence

18.1 If there is any doubt about the sustainability or capability of the Supplier or of the Contract, due diligence must be carried out prior to award. It is in nobody's interest to place a Contract which subsequently fails. Due diligence may include independent financial checks (i.e. Dunn & Bradstreet), obtaining references (preferably from other Public Sector bodies), visiting other works which have been completed and ensuring the supplier has sufficient available capacity with suitably experienced and qualified staff.

19 Form of contracts

19.1 All contract documents and Terms & Conditions for relevant contracts which exceed £25,000, including any correspondence, shall be subject to scrutiny by and approval of the Head of Legal Services or in his/her absence by a designated officer prior to commencing any Procurement Exercise.

19.2 The Head of Legal Services shall determine when it is appropriate for a separate relevant contract to be produced and should be consulted by officers where there is any doubt as to this requirement.

19.3 Every relevant contract which is less than £25,000 shall be in writing and be signed by the appropriate Senior Officer after consultation with the Procurement Officer and Head of Legal Services. The Senior Officer is responsible for ensuring there is sufficient budget available.

19.4 Every relevant contract which exceeds £25,000 shall be in writing, and unless under seal, shall be signed by the Deputy Chief Executive or in

- his/her absence by a designated officer, after consultation with Procurement and the Head of Legal Services.
- 19.5 Contract under seal – the common seal shall be kept in legal services. It shall be signed by the Head of Legal Services or the appropriate officer identified as the proper officer for these purposes and such signature shall be witnessed by an officer or member of the council.
- 19.6 Every contract in writing shall specify:
- a) the Works, Goods or Services, to be provided,
 - b) the location, that the Works, Goods or Services, are to be provided
 - c) the prices to be paid, including details of how any staged payments will be managed and a statement of discounts or other deductions and,
 - d) the time or times within which the contract is to be performed.
 - e) the Terms and Conditions which apply.
- 19.7 Every relevant contract which exceeds £25,000 shall provide for liquidated damages to be paid by the supplier in case the terms of the contract are not duly performed unless the Deputy Chief Executive, in consultation with the appropriate Senior Officer, considers it to be unnecessary. Costs for liquidated damages should be pre-agreed and detailed in the Contract wherever possible.
- 19.8 After consultation with the appropriate Senior Officer and the Procurement Officer the Head of Legal Services shall, where he/she considers it necessary, take on behalf of the Council sufficient security including Performance Bonds for the due performance of every contract for the execution of works which exceed £25,000.
- 19.9 Each contract for the execution of Works in excess of £25,000 shall contain a clause specifying the percentage deduction to be made from instalment payments to the supplier to provide a retention sum, and the period and conditions for holding and releasing such retention sum.
- 19.10 In every written contract for the supply of goods, materials or services which exceeds £25,000 in value a clause may, where appropriate, be inserted to secure that, should the supplier fail to deliver the goods, materials or services or any portion of them within the time or times specified in the contract, the Head of Legal Services or appropriate Committee, without prejudice to any other remedy for breach of contract, shall be at liberty to determine the contract either wholly or to the extent of such default and to purchase other goods, materials or services, as the case may be, of the same or similar description to make good (a) such default or (b), in the event of the contract being wholly determined, the goods, materials or services remaining to be delivered. The clause shall further secure that, the amount by which the cost of so purchasing other

goods, materials or services exceeds the amount which would have been delivered in accordance with the contract, shall be recoverable from the supplier.

20 Prevention of corruption and collusion

20.1 The Council may cancel the contract and recover from the supplier the amount of any loss resulting from such cancellation if the supplier shall have committed an offence under the Bribery Act 2010 or the Local Government Act 2000, together with any amendment thereto.

21 Declaration of interests

21.1 If it comes to the knowledge of a member or officer of the authority that a contract in which he or she (or partner or close member of the family) has a personal interest or pecuniary/non-pecuniary interest has been or is proposed to be entered into by the Council, he or she shall immediately give notice to the Monitoring Officer.

PROPER OFFICERS

The Council has approved the appointment of the following officers as proper officers.

The Chief Executive shall act as the proper officer in relation to any other enactment where specific arrangements have not been made under the following provisions.

The Section 151 Officer who is currently the Deputy Chief Executive shall act as the proper officer in respect of any other statute where specific arrangements for financial matters have not been made under the following provisions.

The Monitoring Officer shall act as the proper officer in respect of any other statute where specific arrangements for legal matters have not been made under the following provisions.

Proper officer functions may be discharged by any other officers duly authorised to act in the name of the proper officer concerned.

If the officer to whom a function has been delegated is unable to act due to a conflict of interest or any other reason, then it is for the Chief Executive to determine who should exercise that function. If the Chief Executive is unable to act due to a conflict of interest, or any other reason, then it is for the Section 151 Officer to determine who should exercise that function. If both the Chief Executive and Section 151 Officer is unable to act then the powers shall be exercisable by any other Chief Officer of the Council.

STATUTE OR REGULATION	ACTION	PROPER OFFICER	SUBSTITUTE PROPER OFFICER
PUBLIC HEALTH ACT 1936			
S.79	Power to require removal of noxious matter	Head of Public Protection	Chief Executive
S.84	Certificate relating to cleansing or destruction of filthy or verminous items	Head of Public Protection	Chief Executive
S.85(2)	Cleansing of verminous persons or articles	Head of Public Protection	Chief Executive
LOCAL GOVERNMENT ACT 1972			
S.83 (1) to (4)	Witness and receipt of Declaration of Acceptance of Office	Monitoring Officer	Chief Executive
S.84	Receipt of notice of resignation of Elected Member	Chief Executive	Deputy Chief Executive
S.88(2)	Arranging a Council meeting to appoint to Chair of the Council	Chief Executive	Monitoring Officer

STATUTE OR REGULATION	ACTION	PROPER OFFICER	SUBSTITUTE PROPER OFFICER
S.89(1)	Notice of casual vacancy	Chief Executive	Monitoring Officer
S.100B(2)	The officer also may exclude from agendas any information which is likely to be dealt with in the absence of press and public	Chief Executive	Monitoring Officer
S.100B(7)	Disclosure to newspapers (so far as is consistent with the rules of data protection)	Chief Executive	Deputy Chief Executive
S.100C(2)	The officer to prepare a written summary of the proceedings at committees and sub-committees	Chief Executive	Monitoring Officer
S.100D(1) and (5)	The officer responsible for identifying and compiling lists of background papers	Chief Executive and the director in whose name the report is written	Deputy Chief Executive and Heads of service who report directly to Directors
S.100F(2)	The officer making decisions as to documents disclosing exempt information which are not required to be open to inspection by Council members	Chief Executive	Monitoring Officer
S.115(2)	Receipt of money due from officers	Section 151 Officer	Head of Finance Services
S.137 and 137A	Receipt of statement provided in relation to financial assistance	Section 151 Officer	Head of Finance Services
S.146(1) (a) and (b)	Declarations and certificates with regard to transfer of securities	Section 151 Officer	Head of Finance Services
S.151 (and S.114 Local Government and Finance Act 1988)	The officer responsible for the proper administration of the Council's financial affairs	Section 151 Officer	Head of Finance Services
S.191	Officer to whom an application under S.1 of the Ordnance Survey Act 1841 will be sent	Head of Legal Services	Head of Neighbourhoods & Prosperity
S.210	Charity functions of predecessor authorities transferred to the Council	Chief Executive	Monitoring Officer
S.225	Deposit of documents	Head of Legal Services	Chief Executive

STATUTE OR REGULATION	ACTION	PROPER OFFICER	SUBSTITUTE PROPER OFFICER
S.228(3)	Accounts for inspection by any member of the Council	Section 151 Officer	Chief Executive
S.229(5)	Certification of photographic copies of documents	Head of Legal Services	Chief Executive
S.234	Officer who may authenticate documents	Head of Legal Services	Chief Executive
S.236(9) and (10)	Sending of copies of byelaws to parish councils, parish meetings and County Council	Head of Legal Services	Chief Executive
S.238	Certification of byelaws	Head of Legal Services	Chief Executive
S.248	Officer who will keep the Roll of Freemen	Chief Executive	Monitoring Officer
Para 4(2)(b) of Schedule 12	Signing of summons to Council meeting	Chief Executive	Monitoring Officer
Para 25 of Schedule 14	Certification of resolution passed under this paragraph	Monitoring Officer	Chief Executive
Schedule 29	To undertake those duties which arise at District and Parish Council elections which, under the Representation of the People Acts, are required to be undertaken not by the Returning Officer but by the Proper Officer.	Chief Executive	Monitoring Officer
LOCAL GOVERNMENT ACT 1974			
S.30(5)	To give notice that copies of an Ombudsman's report are available	Monitoring Officer	Chief Executive
LOCAL LAND CHARGES ACT 1975			
	Local Land Charges Registrar under the Land Charges Rules	Head of Legal Services	Chief Executive
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976			
S.41(1)	The officer who will certify copies of evidence of resolutions and minutes of proceedings	Monitoring Officer	Chief Executive
REPRESENTATION OF THE PEOPLE ACT 1983			
S.8	Electoral Registration Officer	Chief Executive	Head of Administrative Services
S.35	Returning Officer for local elections	Chief Executive	Head of Administrative Services

STATUTE OR REGULATION	ACTION	PROPER OFFICER	SUBSTITUTE PROPER OFFICER
S.52(2)	Deputy Electoral Registration Officer	Head of Administrative Services	Chief Executive
S.67	Acting as the appropriate person for the purposes of Part II	Chief Executive	Head of Administrative Services
S.128	Publishing a petition questioning a local election	Chief Executive	Head of Administrative Services
S.131	Providing suitable accommodation for election court	Chief Executive	Head of Administrative Services
S.145	Receipt of High Court Certificate at the conclusion of trial of local election petition	Chief Executive	Head of Administrative Services
S.200	Posting notices required in relation to local elections	Chief Executive	Head of Administrative Services
Paragraphs 3, 6 and 8 of Schedule 4	Receipt of an election expense declarations and returns and the holding of those documents for public inspection	Chief Executive	Head of Administrative Services
PUBLIC HEALTH (CONTROL OF DISEASE) ACT 1984			
S.48	To issue certificates relative to the removal of bodies to mortuaries or for immediate burial	All Lead Consultants from Public Health England (East Midlands)	
S.60	Service of notices and other documents	Head of Public Protection	Chief Executive
s.61	Powers to enter premises	Head of Public Protection	Chief Executive
BUILDING ACT 1984			
S.35A	Certifying evidence is sufficient to justify commencing proceedings for contravention of building regulations	Head of Legal Services	Chief Executive
S.61	Access to work to repair drain	Head of Legal Services	Chief Executive

STATUTE OR REGULATION	ACTION	PROPER OFFICER	SUBSTITUTE PROPER OFFICER
S.78	Taking immediate action in relation to dangerous building	Head of Legal Services	Chief Executive
S.93	Authentication of documents	Head of Legal Services	Chief Executive
NOTTINGHAMSHIRE COUNTY COUNCIL ACT 1985			
S.3	Head of Legal Services	Head of Legal Services	Chief Executive
S.6	Head of Legal Services	Head of Legal Services	Chief Executive
LOCAL GOVERNMENT FINANCE ACT 1988			
S114A, 115	Responsibility for Chief Financial Officer Reports.	Section 151 Officer	Chief Executive
S. 116	Notify auditor of meeting to consider financial report to the authority and decision at that meeting	Section 151 Officer	Chief Executive
LOCAL GOVERNMENT AND HOUSING ACT 1989			
S.2(4)	Recipient of the list of politically restricted posts	Monitoring Officer	Chief Executive
S.4	Designation and reports of head of paid service	Chief Executive	
S.5 (as amended by para 24 of schedule 5 of the Local Government Act 2000)	Designation and reports of Monitoring Officer	Monitoring Officer	Chief Executive
S.15,16	To undertake all matters relating to the formal establishment of political groups within the membership of the council	Chief Executive	Deputy Chief Executive
LOCAL GOVERNMENT (COMMITTEES AND POLITICAL GROUPS) REGULATIONS 1990 NO. 1553			
	For the purposes of the composition of committees and nominations to political groups	Monitoring Officer	Chief Executive
FOOD SAFETY ACT 1990			
s.5(6)	Authorised officer for the purposes of the Council's functions	Environmental Health Officers and Environmental Health Technical Officers	Head of Public Protection
ENVIRONMENTAL PROTECTION ACT 1990			
S.149	Relating to stray dogs	Head of Public Protection	Chief Executive
DATA PROTECTION ACT 1998			
	Data Protection Officer/Senior Information Risk Owner	Chief Information Officer	Chief Executive

STATUTE OR REGULATION	ACTION	PROPER OFFICER	SUBSTITUTE PROPER OFFICER
FREEDOM OF INFORMATION ACT 2000			
s.36 (2) and (5)	The qualified person for the purposes of deciding whether information is exempt from disclosure to the public relating to the prejudice to the conduct of public affairs	Monitoring Officer	Chief Executive
S.36	Determination of all exemptions apart from those relating to the prejudice to the conduct of public affairs	Monitoring Officer	Chief Executive
LOCAL GOVERNMENT ACT 2000			
S.52	Undertakings by members and co-opted members to observe the Council's Code of Conduct	Monitoring Officer	Chief Executive
REGULATION OF INVESTIGATORY POWERS ACT 2000			
	Authorising Officer and Designated Person for the use of surveillance and the acquisition and disclosure of communications data	Chief Executive, Deputy Chief Executive, Monitoring officer, Head of Public Protection, Head of Housing, Head of Rev's and Bens.	
LOCAL AUTHORITIES (REFERENDUMS) (PETITIONS AND DIRECTIONS) (ENGLAND) REGULATIONS 2011 NO. 2914			
Regulation 4	Publish the number that is equal to 5 per cent. of the number of local government electors for the authority's area	Chief Executive	Head of Administrative Services
Regulation 7	Post announcement and post directions – petitions	Chief Executive	Head of Administrative Services
Regulation 8	Amalgamation of petitions	Chief Executive	Head of Administrative Services
Regulation 11	Procedure on receipt of petition	Chief Executive	Head of Administrative Services
Regulation 13	Publicity for valid petitions	Chief Executive	Head of Administrative

STATUTE OR REGULATION	ACTION	PROPER OFFICER	SUBSTITUTE PROPER OFFICER
			Services
Regulation 14	Publicity for invalid petitions	Chief Executive	Head of Administrative Services
Regulation 19	Action following direction	Chief Executive	Head of Administrative Services
THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) ACCESS TO INFORMATION (ENGLAND) REGULATIONS 2012 NO. 2089			
Regulation 12	Recording of Executive decisions made at meetings	Chief Executive	Monitoring Officer
Regulation 13	Recording of executive decisions made by individual members	Chief Executive	Monitoring Officer
Regulation 14	Making documents available for inspection following executive decisions	Chief Executive	Monitoring Officer
Regulation 5	Compiling list of background papers for inspection	Chief Executive	Monitoring Officer
Regulation 15	Making report and background papers relating to key decision available for inspection	Chief Executive	Monitoring Officer
Regulation 7	Access to agenda and connected reports	Chief Executive	Monitoring Officer
Regulation 9	Publicity in connection with key decisions	Chief Executive	Monitoring Officer
Regulation 10	General exception	Chief Executive	Monitoring Officer
Regulation 16	Members' rights of access to documents	Chief Executive	Monitoring Officer
Regulation 20	Confidential/exempt information and exclusion of public from meetings	Chief Executive	Monitoring Officer
LOCAL AUTHORITIES (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003			
Regulation 13	Receipt of notice in writing that a councillor wishes to forgo any part of his entitlement to an allowance	Chief Executive	Deputy Chief Executive
HOUSING ACT 2004			
Section 4	Where an official complaint about the condition of any residential premises in the district of a local housing authority is made to the proper officer of the authority, and the circumstances complained of	Head of Public Protection	Chief Executive

STATUTE OR REGULATION	ACTION	PROPER OFFICER	SUBSTITUTE PROPER OFFICER
	indicate – a) That any category 1 or category 2 hazard may exist on those premises, or b) That an area in the district should be dealt with as a clearance area, the proper officer must inspect the premises or area.		
LOCAL ELECTIONS (PARISHES AND COMMUNITIES) (ENGLAND AND WALES) RULES 2006 NO. 3305			
Rule 5	Receipt of request to fill a casual vacancy in the office of a parish or community councillor	Chief Executive	Head of Administrative Services
Paragraph 50 of Schedule 2	Receipt of declaration of result in parish or community election	Chief Executive	Head of Administrative Services
THE LOCAL AUTHORITIES (MAYORAL ELECTIONS) (ENGLAND AND WALES) REGULATIONS 2007 NO.1024			
Paragraph 54 of Schedule 1	Receive declaration of result	Chief Executive	Head of Administrative Services
LOCAL AUTHORITIES (CONDUCT OF REFERENDUMS)(ENGLAND) REGULATIONS 2012 NO 323			
Regulation 4	Publicity in connection with referendums	Chief Executive	Head of Administrative Services
Paragraphs 41 and 43 of Schedule 5	Receive declaration of result	Chief Executive	Head of Administrative Services

Authentication of documents

Any notice, order or other document which the Council are authorised or required by or under any enactment (including the Local Government Act 1972) to give, make or issue shall be signed or sealed on behalf of the Council by the proper officer of the Council as defined below.

Proper Officer	Substitute	Purpose
Chief Executive	Appropriate member of GMT	In accordance with their functions highlighted in the Constitution and the Proper officer functions
Section 151 Officer current Deputy Chief Executive	Head of Finance Services	In accordance with their functions highlighted in the Constitution and the Proper officer functions
Monitoring officer	Head of Neighbourhoods & Prosperity Head of Administrative Services Head of Legal Services & Deputy Monitoring Officer	In accordance with their functions highlighted in the Constitution and the Proper officer functions
Head of Legal Services	Chief Executive	In accordance with their functions highlighted in the Constitution and the Proper officer functions.
Head of Public Protection	Chief Executive	In accordance with their functions highlighted in the Constitution and the Proper officer functions
Head of Property Services	Chief Executive	In accordance with their functions highlighted in the Constitution and the Proper officer functions
Head of Neighbourhood and Prosperity	Chief Executive	In accordance with their functions highlighted in the Constitution and the Proper officer functions

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Report of the Chief Executive

PAY POLICY STATEMENT – 2020/211. Purpose of report

To seek Council approval for the Pay Policy Statement for 2020/21.

2. Background

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

3. Detail

The Pay Policy Statement for 2020/21, distributed with the agenda, sets out, among other items, the Council's policies relating to the remuneration of its senior officers (those at Head of Service level and above), the remuneration of its lowest paid employees and the relationship between the remuneration of its senior officers and the remuneration of its employees who are not senior officers.

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

Recommendation

The Council is asked to RESOLVE that the Pay Policy Statement for 2020/21 be approved.

Background Papers

Nil

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Pay Policy

2020 - 2021

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PAY POLICY 2020 – 2021

1. Introduction

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

2. Main Principles

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

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

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

3. Scope of the Policy

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

The term 'Chief Officer' and 'Deputy Chief Officer' referred to in this policy (and for the purposes of this pay policy statement only) includes:

- a. the Head of Paid service designated under Section 4 of the Local Government and Housing Act 1989 (the Chief Executive);
- b. the Monitoring Officer designated under Section 5 of that Act.
- c. a statutory Chief Officer mentioned in Section 6 of that Act (Section 151 Officer also Deputy Chief Executive);

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

The Council has decided for completeness and transparency to publish information which includes all posts at Heads of Service / Deputy Chief Officer level. These roles are identified in the Chief Officers' Remuneration Table at appendix 3

4. Evaluation of Roles at Broxtowe Borough Council

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

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

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

5. Broxtowe Local Pay Scale for Senior Officers

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

The scale is increased in line with the annual national Joint Negotiating Committee pay award.

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

The Council also adopted a local pay scale (BLPS) for all posts below Head of Service level and this is shown, together with the relevant job evaluation points score for each grade, at appendix 2. Whilst the Council has adopted a local pay scale for this group of employees, it continues to recognise the National Joint Council annual pay award for the Broxtowe Local Pay Scale appendix 2 and Scale of Local Allowances appendix 2a. The Council will apply the agreed National Joint Council annual pay award for 2020/21 with effect from 1 April 2020 once it is known.

7. Terms and Conditions of Employment for Chief Officers

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

i) Working Hours

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

ii) Whole-Time Service

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

iii) Allowances

Chief Officers are entitled to the reimbursement of one professional fee and one legal practising certificate (if appropriate). All Chief Officer posts hold designated car user status.

iv) Leave Entitlement

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

v) Sickness Entitlement

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

vi) Pension

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

8. Performance Related Pay/Bonus Scheme

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

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

9. Honoraria and Ex-Gratia Payments

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

10. Expenses

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

11. Market Related Pay

The grading structures that were introduced for all employees in 2011 were aimed at meeting the current and/or market position for most jobs. The Council currently operates a scarcity rating system covered in the Evaluation and Re-evaluation of Posts policy which can provide employees with a pay enhancement.

12. Recruitment of Chief Officers

In accordance with Standing Orders 8.2 (xii) within the Council's Constitution, where any vacancy occurs in the post of Chief Executive, Monitoring Officer, Chief Financial Officer (Section 151), Chief Officer or Deputy Chief Officer, the Council or a committee of the Council will determine whether to fill the vacancy or otherwise. The Council or committee will also approve an interview committee prior to the commencement of the recruitment process. The full details of the recruitment process can be found within the Constitution, available on the Council's website.

13. Remuneration of Chief Officers on Recruitment

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

14. Levels and Elements of Remuneration for each Chief Officer

The table at appendix 3 provides a breakdown of the elements of remuneration for each Chief Officer at the Council.

15. Chief Officers Leaving Service

i) Redundancy payments:

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

In a report approved by Cabinet on 23 September 2014, a temporary enhancement of the Council's Voluntary Redundancy Scheme was again extended for the period 1 October 2014 and 30 September 2015 and further extended to March 2016. A report to committee in May 2016 confirmed these arrangements would remain in place until changes in governing exit packages has been agreed.

The temporary enhancement allows for successful VR applications to be based on actual week's pay rather than statutory entitlement at all levels of employee up to and including Chief Executive. The payback of any pension strain and redundancy costs must however be covered by savings within three years. The enhancement is aimed at providing employees with greater flexibility and give the Council opportunity the restructure the workforce around the VR application providing additional opportunities for career development.

The effectiveness of the scheme will be regularly monitored and reviewed by Personnel Committee during 2020-21.

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

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

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

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

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

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

Employees, including Chief Officers, may apply to the Council for consideration of early retirement if they are over the age of 55. Any pension and lump sum which may be payable has to be reduced by percentages decided by an actuary.

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

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

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

16. Additional Payments Made to Chief Officers – Election Duties

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

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

Payments to the Returning Officer are governed as follows:

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

As these fees are related to performance and delivery of specific elections duties, they are distinct from the process for the determination of pay for Senior Officers.

17. Payments made in connection with Electoral Services Functions

Fees for all staff employed in connection with the electoral services function are reviewed and approved by Personnel Committee or Full Council as and when appropriate. The proposed staff fees for electoral services is shown in appendix 4.

18. Publication of and Access to Information Relating to Remuneration of Chief Officers

The Council publishes information relating to the remuneration of its Chief Officers on its website and which it updates annually. The Council also publishes each year within its

annual Statement of Accounts, the salary and fees of all Chief Officers and Deputy Chief Officers whose earnings exceed £50,000.

19. Definition of Lowest Paid Employee

As the Broxtowe Local Pay Scale (BLPS) pay spine uses the maximum and minimums of the national pay spine some adjustment to the BLPS has been necessary with the removal of several spinal column points (scp) over the years. The first change was made at Cabinet on 30 July 2013. Following a collective agreement with the Council's recognised trade unions scp 1 to 7 within the lower pay grades of the BLPS were removed. The next change came in April 2016 when scp 8 was deleted from the BLPS with scp 9 deleted the following April. The most recent change occurred in April 2018 when the two middle spinal column points with grade 3, 13 and 14, were deleted. By removing these two middle points within grade 3 this ensured that grade 2 and grade 3 both had two spine points within them, providing a greater balance to the BLPS.

The lowest evaluated score in accordance with the GLPC job evaluation scheme remains the post of cleaner with 202 points and this falls within grade 2 of the Broxtowe Local Pay Scale of which there are 2 spinal column points.

On 1 January 2020 the salary difference between the lowest paid employee and the highest paid employee will be £94,877.

20. Ratio of Pay

The ratio of the pay of the Council's top earner (Chief Executive) to that of its median earner is currently 5.36:1. This calculation of the pay multiple is based on base salary as at January 2020.

21. Relationship Between Remuneration of Chief Officers and Remuneration of Employees who are not Chief Officers.

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

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

22. Gender pay Gap

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

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

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

sample contains an even number of values, the median is defined as the mean of the middle two.

The Gender Pay Gap for 2018-2019 as published on Gov.uk and the Council's website by hourly rate is as follows:

All Employees		All Employees	
Mean male hourly rate	12.6517	Median male hourly rate	10.8398
Mean female hourly rate	11.8260	Median female hourly rate	10.8398
Gender Pay Gap	6.53%	Gender Pay Gap	0.00%
Full Time Employees		Full Time All Employees	
Mean male hourly rate	12.4830	Median male hourly rate	10.8398
Mean female hourly rate	12.8467	Median female hourly rate	10.8398
Gender Pay Gap	-2.91%	Gender Pay Gap	0.00%
Part Time Employees		Part Time All Employees	
Mean male hourly rate	14.0341	Median male hourly rate	10.4198
Mean female hourly rate	10.8634	Median female hourly rate	10.8398
Gender Pay Gap	22.59%	Gender Pay Gap	-4.03%

23. Foundation Living Wage

The Foundation Living Wage provides an hourly rate of pay based on the cost of living for employers inside and outside of London. This Foundation Living Wage can be paid voluntarily by organisations to show their commitment to meeting the 'real living wage' as it is referred to by the Foundation Living Wage.

The Foundation Living Wage for 2020/21 has been announced as £9.30 for employers outside of London and £10.75 for employers in London. The Broxtowe Local Pay Scales for 2020/21 show that Broxtowe Borough Council has committed to meeting the Foundation Living Wage as the lowest hourly rate in 2020/21 will be £9.36.

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

From April 2020

Grade	HAY JE Points	SCP	Salary 2020/21
15	0-499	71	43947
		72	44543
		73	45135
		74	45590
CO1 HoS	500-629	75	44931
		76	46056
		77	47174
		78	48303
		79	49421
CO2 HoS	630-759	80	50966
		81	52241
		82	53516
		83	54792
		84	56062
CO3 Dir	760-900	85	67062
		86	68736
		87	70420
		88	72095
		89	73768
CO3a Dir.	901-939	85a	75891
		86b	78014
		87c	80136
		88d	82259
		89e	84382
CO4 DCEO	940-1119	90	85850
		91	87996
		92	90143
		93	92289
		94	94430
CO5 CEO	1120+	95	99012
		96	102881
		97	106745
		98	108448
		99	112241

Subject to the National Joint Council Chief Officer Pay Award for 2020/21

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

From April 2020*

Grade / JE Points	SCP	Salary	Hourly Rate	Grade / JE Points	SCP	Salary	Hourly Rate
2 182 – 240	12	18066	9.3638	8 440-469	36	25827	13.3868
					37	26333	13.6488
					38	26838	13.9109
					39	27343	14.1725
3 241-285	15	18456	9.5662	9 470-500	41	28246	14.6406
					42	28797	14.9264
					43	29350	15.2127
					44	29901	15.4985
4 286-324	16	18724	9.7051	10 501-533	46	31086	16.1128
	17	19171	9.9367		47	31697	16.4293
	18	19517	10.1161		48	32305	16.7448
	19	19847	10.2870		49	32914	17.0602
5 325-365	21	20015	10.3744	11 534-563	51	33780	17.5089
	22	20454	10.6020		52	34361	17.8104
	23	20892	10.8290		53	34942	18.1113
	24	21331	11.0566		54	35523	18.4127
6 366-401	26	21827	11.3133	12 564-593	56	36290	18.8102
	27	22255	11.5355		57	36913	19.1332
	28	22684	11.7576		58	37535	19.4551
	29	23111	11.9793		59	38158	19.7782
7 402-439 OT Limit	31	23707	12.2877	13 594-622	61	39034	20.2322
	32	24197	12.5417		62	39611	20.5315
	33	24686	12.7952		63	40188	20.8303
	34	25175	13.0486		64	40765	21.1296
				14 623-653	66	41425	21.4715
			67		41887	21.7109	
			68		42346	21.9492	
			69		42808	22.1887	
				15 654 +	71	43946	22.7786
			72		44543	23.0876	
			73		45135	23.3945	
			74		45590	23.6307	

Subject to the National Joint Council Pay Award for 2020/21

APPENDIX 2a – BROXTOWE LOCAL PAY STRUCTURE – SCALE OF LOCAL ALLOWANCES

Broxtowe Borough Council Local Allowances (Subject to the National Joint Council Pay Award for 2020/21)

	2020/21
Relocation	
Lodging Allowance - per week	72.86
Settling in Allowance	372.47
Mileage Allowances	
Car Mileage Allowance (per mile) - (HMRC Rate)	0.45
Car PSV Rate (Training and Out of County Mileage over 50 miles)	0.22
Motor cycles - per mile	
not exceeding 500cc - (HMRC Rate)	0.24
Exceeding 500cc - (HMRC Rate)	0.24
Pedal cycles - per mile (HMRC Rate)	0.20
Voluntary Reliable Call Out	
Calls initiated between 11.00 pm and 6.0 am	15.52
Calls initiated at other times	11.20
Standby	
Per weekday session	12.12
Per day at weekend or bank holiday	36.36
First Aid - per month	13.47
Travel and Subsistence Allowances	
Breakfast	6.19
Lunch	8.49
Tea	3.39
Evening Meal	10.47
Out of pocket expenses (Residential Courses)	
per night	4.88
per week	19.51
Long Service / Retirement Awards	
25 Years	439.38
Additional Years	19.00

APPENDIX 3 - CHIEF OFFICERS' REMUNERATION TABLE

Post	Salary Grade	Designated Car User Allowance	Professional Fees	BBC Pension Contribution
Chief Executive	CO5	Y	Y	18.0%
Deputy Chief Executive and Section 151 Officer	CO4	Y	Y	18.0%
Strategic Director	CO3	Y	Y	18.0%
Monitoring Officer	CO2	Y	Y	18.0%
Head of Housing	CO2	Y	Y	18.0%
Head of Finance	CO2	Y	Y	18.0%
Head of Environment	CO2	Y	Y	18.0%
Head of Property Services	CO2	Y	Y	18.0%
Head of HR and Public Protection	CO2	Y	Y	18.0%
Head of Neighbourhoods & Prosperity	CO2	Y	Y	18.0%
Head of Revenues, Benefits and Customer Services	CO2	Y	Y	18.0%
Head of Legal Services	CO1	Y	Y	18.0%
Head of Administration	15	Y	Y	18.0%
Head of Governance	15	Y	Y	18.0%

APPENDIX 4 – SCALE OF FEES FOR ELECTORAL FUNCTIONS**1. Elections**

These fees are effective from 1 April 2020.

Polling Station Staff Fees

Fee	Scale
Presiding Officer Add 20% for 1st additional combined election and 10% for each combination thereafter	£208*
Poll Clerk Add 20% for 1st additional combined election and 10% for each combination thereafter	£140* £8.75 per hour
Polling Station Inspector	£208*
Training fee: face to face and test face to face or test only	£40* £20*
Delivery of training, fee per session	£150

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

Count Staff Fees

Fee	Scale*
Deputy Returning Officer	£25.00 per hour
Chief Counting Officer	£18.00 per hour (up to 10pm) £24.50 per hour (after 10pm)
Count Manager	£18.00 per hour (up to 10pm) £24.50 per hour (after 10pm)
Count Supervisor	£15.50 per hour (up to 10pm) £22.50 per hour (after 10pm)
Assistant Count Supervisor	£13.75 per hour (up to 10pm) £20.50 per hour (after 10pm)
Count Assistant	£12.50 per hour (up to 10pm) £18.75 per hour (after 10pm)
Count set up	£9.05 per hour
Door Supervisor	£13.75 per hour (up to 10pm) £20.50 per hour (after 10pm)
Verification of ballot paper accounts	£13.75 per hour £20.50 per hour (after 10pm)

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

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

Postal Voting Staff Fees

Fees for issue or receipt of Postal Votes	Scale
Postal Vote Co-ordinator	£15 per hour (up to 5pm) £16.50 per hour (5pm to 10pm) £22.50 per hour (after 10pm)
Postal Voting Supervisor	£12.00 per hour (up to 5pm) £15 per hour (5pm to 10pm) £20.50 per hour (after 10pm)
Postal Voting Assistant	£9.05 per hour (up to 5pm) £13.75 per hour (5pm to 10pm) £18.75 per hour (after 10pm)

Returning Officer Fees

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

Deputy Returning Officer and other Fees

Fee	Scale
Deputy Returning Officer's fee or Acting Deputy Returning Officer's fee for other duties (excluding count), eg: processing nominations	£160
General clerical staffing per 100 electors	£8.10
Poll card hand delivery per poll card	15p
Ballot box logistics	£110.25
Ballot box preparation	£9.05 per hour
Ballot book proofing	£9.05 per hour

Notes

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

2. Electoral Registration

Fee	Scale
Household Canvass	
For each visit	£1.30
Training – online course only	£10
Training – face to face and online course	£20
Mileage	45p per mile
Individual Canvass	
For each visit	£1.90
Mileage	45p per mile