



Tuesday, 23 February 2021

Dear Sir/Madam

A meeting of the Council will be held on Wednesday, 3 March 2021 via Microsoft Teams, commencing at 7.00 pm.

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

Yours faithfully

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

Chief Executive

To Councillors:

E H Atherton	L A Lally
S A Bagshaw	P Lally
D Bagshaw	H Land
L A Ball BEM	R D MacRae (Vice-Chair)
M Brown	G Marshall
B C Carr	J W McGrath
S J Carr	P J Owen
M J Crow	J M Owen
E Cubley	J P T Parker
T A Cullen	J C Patrick (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
H G Khaled MBE	

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 - 6)

To approve as a correct record the minutes of the Council meeting held on 16 December 2020.

4. MAYOR'S ANNOUNCEMENTS

5. REFERENCES

5.1 PAY AWARD AND REVIEW OF ALLOWANCES

(Pages 7 - 10)

Finance and Resources Committee
11 February 2021

The Committee considered the recommendation of the Independent Remuneration Panel regarding the pay award for members.

During the debate it was noted that this was a difficult decision to make because being a Councillor was considered to be an opportunity that should be available to everyone, though it was agreed that the freeze was the appropriate cause of action given the public sector pay freeze for staff earning more than £24,000.

RECOMMENDED to full Council that members' allowances be frozen in line with the employees' pay award.

6. PAY POLICY STATEMENT - 2021/22

(Pages 11 - 32)

To seek Council approval for the Pay Policy Statement for 2021/22.

7. DEVELOPMENT CORPORATE UPDATE

(Pages 33 - 40)

To update Councillors on progress relating to the setting up of an interim vehicle for the East Midlands Development Corporation and request approvals to proceed to the next steps set out in the recommendations.

8. APPOINTMENTS TO THE LIBERTY LEISURE LTD BOARD OF DIRECTORS

The Council is asked to CONSIDER amendments to the Directors of the Board of Liberty Leisure Limited and RESOLVE accordingly.

9. TO APPROVE THE REVENUE AND CAPITAL BUDGETS, PRUDENTIAL INDICATORS, TREASURY MANAGEMENT STRATEGY, INVESTMENT STRATEGY, MEDIUM TERM GENERAL FUND FINANCIAL STRATEGY AND FIX THE COUNCIL TAX FOR THE YEAR COMMENCING 1 APRIL 2021

(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 11th February 2021, considered a report dealing with: -

- Budget consultation,
- Impact Analysis,
- Housing Revenue Account budget and council house rents 2021/22,
- General Fund Revenue Budget 2021/22,
- Capital Programme 2021/22 to 2023/24,
- Capital Strategy 2021/22 to 2023/24
- Treasury Management Strategy 2021/22 to 2023/24
- Investments Strategy 2021/22 to 2023/2024
- General Fund Medium Term Financial Strategy to 2024/25.

The report is available at:

<https://democracy.broxtowe.gov.uk/ieListDocuments.aspx?CId=143&MId=454&Ver=4>

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

<https://democracy.broxtowe.gov.uk/documents/g454/Printed%20minutes%20Thursday%2011-Feb-2021%2019.00%20Finance%20and%20Resources%20Committee.pdf?T=1>

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 2021/22 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 25th and 26th February 2021 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 3rd March 2021.

The Council is asked to RESOLVE that:

1. The recommendations arising from the Finance and Resources Committee meeting of 11th February 2021 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 2021/22.**
- **The Council Tax Requirement for 2021/22 including special expenses (but excluding local precepting requirements) be £5,905,271.**
- **An amount of £7,556,782 be withdrawn from the General Fund reserves in 2021/22. This will include:-**
 - a) £764,522 from the overall General Fund balance.**
 - b) £30,000 to be added to the General Fund non-earmarked reserves.**
 - c) £6,822,260 to be withdrawn from the Collection Fund Equalisation Reserve to cover the projected deficit relating to Council Tax and Business Rates in 2021/22. Central Government Funding received in 2020/21 has been set aside for this purpose.**

- 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 7 January 2021, the Finance and Resources Committee approved the following amounts for the year 2021/22 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012:

(a) 34217.46 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	611.38
Parish of Brinsley	690.26
Parish of Cossall	212.88
Parish of Eastwood	2932.81
Parish of Greasley	3,693.75
Parish of Kimberley	1,845.06
Parish of Nuthall	2,267.65
Parish of Stapleford	4,133.03
Parish of Trowell	824.48
Beeston Special Expense Area	16,832.24

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 173.92.

3. The following amounts be now calculated by the Council for the year 2021/22 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 (the Act) as amended:

(a) £58,084,338 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the Act.

(b) £51,265,610 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act.

- (c) £6,818,728 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) £199.28 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) £938,457 being the aggregate amount of all special items (including parish precepts and special expenses) referred to in Section 34(1) of the Act.
- (f) £171.85 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.

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A £	B £	C £	D £	E £	F £	G £	H £
Parish of Awsworth	201.28	234.83	268.37	301.92	369.01	436.11	503.20	603.84
Parish of Brinsley	176.78	206.24	235.71	265.17	324.10	383.02	441.95	530.34
Parish of Cossall	151.04	176.21	201.39	226.56	276.91	327.25	377.60	453.12
Parish of Eastwood	139.70	162.98	186.27	209.55	256.12	302.68	349.25	419.10
Parish of Greasley	155.20	181.07	206.93	232.80	284.53	336.27	388.00	465.60
Parish of Kimberley	159.33	185.88	212.44	238.99	292.10	345.21	398.32	477.98
Parish of Nuthall	150.09	175.10	200.12	225.13	275.16	325.19	375.22	450.26
Parish of Stapleford	130.24	151.95	173.65	195.36	238.77	282.19	325.60	390.72
Parish of Trowell	179.49	209.41	239.32	269.24	329.07	388.90	448.73	538.48
Beeston Special Expense Area	115.56	134.82	154.08	173.34	211.86	250.38	288.90	346.68
All other parts of the Council's Area	114.57	133.66	152.76	171.85	210.04	248.23	286.42	343.70

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 2021/22 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							
	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Nottinghamshire County Council	1,053.90	1,229.55	1,405.20	1,580.85	1,932.15	2,283.45	2,634.75	3,161.70
Nottinghamshire Police and Crime Commissioner	162.84	189.98	217.12	244.26	298.54	352.82	407.10	488.52
Nottinghamshire and City of Nottingham Fire and Rescue Authority	55.30	64.52	73.73	82.95	101.38	119.82	138.25	165.90

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 2021/22 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	1,473.32	1,718.88	1,964.42	2,209.98	2,701.08	3,192.20	3,683.30	4,419.96
Parish of Brinsley	1,448.82	1,690.29	1,931.76	2,173.23	2,656.17	3,139.11	3,622.05	4,346.46
Parish of Cossall	1,423.08	1,660.26	1,897.44	2,134.62	2,608.98	3,083.34	3,557.70	4,269.24
Parish of Eastwood	1,411.74	1,647.03	1,882.32	2,117.61	2,588.19	3,058.77	3,529.35	4,235.22
Parish of Greasley	1,427.24	1,665.12	1,902.98	2,140.86	2,616.60	3,092.36	3,568.10	4,281.72
Parish of Kimberley	1,431.37	1,669.93	1,908.49	2,147.05	2,624.17	3,101.30	3,578.42	4,294.10
Parish of Nuthall	1,422.13	1,659.15	1,896.17	2,133.19	2,607.23	3,081.28	3,555.32	4,266.38
Parish of Stapleford	1,402.28	1,636.00	1,869.70	2,103.42	2,570.84	3,038.28	3,505.70	4,206.84
Parish of Trowell	1,451.53	1,693.46	1,935.37	2,177.30	2,661.14	3,144.99	3,628.83	4,354.60
Beeston Special Expense Area	1,387.60	1,618.87	1,850.13	2,081.40	2,543.93	3,006.47	3,469.00	4,162.80
All other parts of the Council's Area	1,386.61	1,617.71	1,848.81	2,079.91	2,542.11	3,004.32	3,466.52	4,159.82

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COUNCIL

WEDNESDAY, 16 DECEMBER 2020

Present: Councillor J C Patrick, Mayor

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

Apologies for absence were received from Councillors J C Goold and M Hannah

Members and officers held a minute's silence in memory of Councillor R H Darby who had recently passed away.

41 DECLARATIONS OF INTEREST

There were no declarations of interest.

42 MINUTES

The minutes of the meeting held on 14 October 2020 were confirmed as a correct record.

43 MAYOR'S ANNOUNCEMENTS

The Mayor gave a résumé of her time in office and expressed thanks to a number of residents, family and employees for their assistance.

44 YOUTH MAYOR'S REPORT ON BROXTOWE YOUTH VOICE ACTIVITIES

There was no report from the Youth Mayor.

45 PRESENTATION OF PETITIONS

No petitions were presented.

46 LEADER'S REPORT

The Leader of the Council presented a report in which he urged people to be extremely careful with the number of people they mixed with over Christmas, and under what circumstances. Those who are elderly and living with pre-existing health conditions should be particularly careful.

He stated that the Council's environmental health officers, COVID information officers and COVID marshals were working extremely hard to enforce the regulations. Three fixed penalty notices had been served. Many businesses were confused and uncertain about the circumstances under which they could operate and this confusion increased every time there is a change in the tiering system. Generally, there was good compliance in the Borough's shops. There had been an increasing number of complaints about non-wearing of masks. This was enforced by the police, and the environmental health team were working closely with the police to tackle reported problems when they arose.

The Leader expressed his gratitude to the Deputy Chief Executive, Phil Sudlow and his team and all those who had supported them in managing the distribution of business grants to the local business community and expressed his disappointment in saying that he could not tell members whether the country would be leaving the EU with a trade deal or without a deal. This was very unsatisfactory for local businesses for whom certainty was crucial at this already difficult time.

Finally, the Leader thanked all members and officers for their hard work this year. It had been an extraordinary and memorable year that none of us wanted to see the like

of again. He wished everyone a very healthy careful safe and happy Christmas and a COVID free and happy new year.

47 PUBLIC QUESTIONS

There were no questions from members of the public.

48 MEMBERS' QUESTIONS

There were no questions from members.

49 MEMBERS' SPEECHES ON WARD ISSUES

Councillor J M Owen provided an update on issues in relation to Watnall and Nuthall West Ward.

50 QUESTIONS ON OUTSIDE BODIES

There were no questions on Outside Bodies.

51 APPOINTMENTS TO COMMITTEES AND WORKING GROUPS

RESOLVED that the following members be appointed to the relevant Committees:

- **Community Safety Committee – Councillor L A Lally**
- **Environment and Climate Change Committee – Councillor D A Elliott**
- **Governance, Audit and Standards Committee – Councillor J C Patrick**
- **Local Joint Consultative Committee – Councillor H E Skinner**
- **Licensing and Appeals Committee – Councillor C M Tideswell**

52 DECISIONS FROM COMMITTEE MEETINGS

Members noted the decisions from committee meetings.

53 PROGRAMME OF MEETINGS FOR MAY 2021 TO APRIL 2022

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.

An amendment was proposed by Councillor D K Watts and seconded by Councillor S J Carr that the Planning Committee dates be amended as to fall on the first Wednesday of every month with an additional meeting in July.

RESOLVED that the amended Programme of Meetings for May 2021 to April 2022, as set out in the appendix to the report, be approved.

54 NOTICE OF MOTION

No notice of motions were submitted.

55 REFERENCE

55.1 EAST MIDLANDS DEVELOPMENT CORPORATION - INTERIM VEHICLE
THE ESTABLISHMENT OF EM DEVCO COMPANY LIMITED BY GUARANTEE CLG

POLICY AND PERFORMANCE COMMITTEE

2 December 2021

Members considered a reference from the Policy and Performance Committee which sought approval for the establishment of an Interim Vehicle, to be known as 'EM Devco CLG', to maintain progress prior to a Statutory Development Corporation being created by Parliament. This included approval for the establishment and governing documents for this new company, the approval of a joint agreement between the local authorities and the emerging companies, nomination of a representative from this Council to sit on the Board and contributions from the various councils to finance the initial stages over the next few years prior to handing over to a delivery vehicle to develop and build out the concepts on each of the three sites.

A recorded vote was proposed by Councillor M Radulovic MBE and seconded by at least five other councillors. The voting was as follows:

For

E H Atherton
D Bagshaw
S A Bagshaw
L A Ball BEM
M Brown
B C Carr
S J Carr
M J Crow
E Cubley
T A Cullen
S Easom
D A Elliott
D Grindell
T Hallam
M Handley
R I Jackson
E Kerry
L A Lally
P Lally
H Land
R D MacRae
G Marshall

Against

L Fletcher
S Kerry
H G Khaled MBE

Abstention

D Pringle
R D Willimott

For

Against

Abstention

J W McGrath
J M Owen
P J Owen
J Parker
J C Patrick
M Radulovic MBE
T Roberts-Thomson
R S Robinson
P D Simpson
H E Skinner
C M Tideswell
I L Tyler
D K Watts
E Williamson

RESOLVED that:

1. The proposal for the Council to join the interim vehicle and participate in its incorporation be approved.
2. The Council enter into a proposed Members' agreement and articles of association as outlined in appendix 2 (the final content of these documents being delegated to the Chief Executive in consultation with the three group leaders)
3. The expected financial contribution of £500k over three financial years funded from the Council's general fund reserves, with the profile from 21/22, 22/23 and 23/24 to be confirmed.

Subject to the following conditions:

- a) that the funds will not be used in a manner which contravenes state aid rules,
- b) if the government decides not to financially contribute to the interim vehicle the Council, will reserve the right to review its financial commitment;
- c) If government policy changes so that the HS2 hub station does not come to Toton the Council, will reserve the right to review its position
- d) for consensus on a number of key points namely agreement by the council's representative on the board to the annual business plan; changes to the articles, the process for appointment of independent directors and the decision to move to a statutory development company.

4. The appointment of a Director of the Interim Vehicle be approved.

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Report of the Deputy Chief Executive

PAY AWARD AND REVIEW OF ALLOWANCES

1. Purpose of report

To advise the Committee of the recommendation of the Independent Remuneration Panel regarding the application of a potential pay award for 2021/22 to allowance rates for members.

2. Background

The Panel was advised that at the Council meeting held on 6 March 2020 Councillors resolved to accept the Independent Remuneration Panel's recommendation that members' allowances be increased by 2% in line with the employees' pay award. This was the first acceptance of the increase since 2015/16. 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. The Panel considered a potential pay award for 2021/22 and it was noted that, the overall cost to the Council of an increase of 2% to members' allowances would be approximately £5,450, as included in appendix 2.

3. Further information

The Panel was informed of the Government's *Spending Review 2020*, of which there is further detail in appendix 1, which stated that that public sector pay would be "paused" for 2021/22.

During discussions, the national economic situation was considered in addition to unemployment and the freeze to Council employees' pay. There was concern that to recommend an increase in allowances for members at a time when officers were having a pay freeze would be seen as unacceptable. It was noted, however, that Councillors had seen an increase in their workloads due to the pandemic and their continued hard work for their communities was commended.

Recommendation

RECOMMENDED to the Finance and Resources Committee and on to full Council that it be requested that members' allowances be frozen in line with the employees' pay award.

Background papers

Nil

APPENDIX 1

Public sector freeze for 2021/22

On 25 November 2020, the Government published *Spending Review 2020*. As part of the response to the economic impacts of the COVID-19 pandemic, the Chancellor announced that public sector pay will be “paused” for 2021/22. There will be an exemption for NHS staff. In addition, workers earning below £24,000 will receive a pay rise of at least £250.

This policy is only directly binding on the Civil Service and parts of the public sector that are covered by the Pay Review Bodies (PRBs). Public sector pay policy is reflected in the remits that are issued to the PRBs and Government departments.

The Local Government Association, which represents the employer side in the National Joint Council, has said that it is not bound by this pay policy but that pay awards will depend on the funding that local government receives through the financial settlement.

APPENDIX 2

Revised Members' allowances following a 2% increase

	<u>No. applying</u>	<u>Current rate £</u>	<u>Revised rate (£)</u>
Basic Allowance	44	3,816	3,892
<u>Special Responsibility Allowances:</u>			
- Leader	1	13,829	14,106
- Deputy Leader	1	6,223	6,347
<u>Committees</u>			
- Chair	8	4,840	4,937
- Vice chair	8	1,594	1,626
<u>Quasi-Judicial Committees, Board etc.</u>			
- Chair:			
o Planning	1	3,459	3,528
o Licensing & Appeals	1	2,766	2,821
o Housing Payments Committee	1	1,382	1,410
o Governance, Audit and Standards	1	2,074	2,115
- Vice chair:			
o Planning	1	692	706
o Licensing & Appeals	1	553	564
o Housing Payments Committee (prev. Review Board)	1	276	282
o Governance, Audit and Standards	1	276	282
- Members of Alcohol & Entertainments Licensing Committee	12	692	706
- Independent Person	1	1,382	1,410
<u>Political Groups – Additional Allowance</u>			
- Leader of Opposition	1	1,382	1,410
- Business Manager	2	867	884
-			
<u>Civic</u>			
- Mayor	1	4,840	4,937
- Deputy Mayor	1	1,382	1,410
<u>Outside Bodies</u>			
- Health Lead	1	1,125	1,148
- Chair of Broxtowe Partnership Health Task Group	1	1,125	1,148
- Police and Crime Panel	1	692	706

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Report of the Strategic Director

PAY POLICY STATEMENT – 2021/22

1. Purpose of report

To seek Council approval for the Pay Policy Statement for 2021/22.

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 2021/22, 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 2021/22 be approved.

Background papers

Nil

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Broxtowe
Borough
COUNCIL

Pay Policy

2021 - 2022

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PAY POLICY 2021 – 2022

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 Broxtowe Local Pay Scale for Senior Officers (BLPSSO) contains six pay grades. 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 2021/22 with effect from 1 April 2021 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 within the grade band they occupy. 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 8.14 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 (VR) 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 the opportunity to restructure the workforce around the VR application providing additional opportunities for career development.

The effectiveness of the scheme will be regularly monitored and reviewed during 2021-22.

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 will be assigned to the required officers working on the election. Deputy Returning Officers will receive payment in accordance with appendix 4.

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. The fees for the County Council elections to be held on 6 May 2021 are set out in appendix 5.

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

In April 2020 grade 2 and grade 3 were reduced to one spinal point within the grade. This provided balance to both grades 2 and 3. 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.

On 1 January 2021 the salary difference between the lowest paid employee and the highest paid employee will be £96,765.

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 5.37:1. This calculation of the pay multiple is based on base salary as at 1 January 2021.

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 2019-2020 as published on GOV.UK and the Council's website by hourly rate is as follows:

All Employees

Mean male hourly rate	12.9102
Mean female hourly rate	12.2775

All Employees

Median male hourly rate	11.0564
Median female hourly rate	11.0564

Gender Pay Gap	4.90%	Gender Pay Gap	0.00%
Full Time Employees		Full Time All Employees	
Mean male hourly rate	13.1796	Median male hourly rate	11.3135
Mean female hourly rate	13.4693	Median female hourly rate	11.5354
Gender Pay Gap	-2.20%	Gender Pay Gap	-1.96%
Part Time Employees		Part Time All Employees	
Mean male hourly rate	10.3798	Median male hourly rate	9.7052
Mean female hourly rate	11.1342	Median female hourly rate	11.0564
Gender Pay Gap	-7.27%	Gender Pay Gap	-13.92%

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 currently stands at £9.50 for employers outside of London and £10.85 for employers in London. The Broxtowe Local Pay Scales for 2021/22 show that Broxtowe Borough Council will continue to meet the Foundation Living Wage as the lowest hourly rate in 2021/22 will be £9.62. A revised Foundation Living Wage will be announced in May 2021. Based on previous year's increases the best assumption would make the revised Foundation Living Wage £9.80. Assuming a 2% pay award, which has been the case in recent years, the bottom of the pay scales for 2021/22 would increase to £9.81.

24. Pension Discretions Policy

The Local Government Pension Scheme (LGPS) regulations require employers who participate in the LGPS to draw up and publish a discretions policy. This policy should then be kept under review by the Council. Discretions are powers that enable employers to choose how to apply the scheme in respect of certain provisions. The Pension Discretions Policy is the Council's policy statement detailing all mandatory employer discretions. This policy was brought into effect in September 2020.

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

From April 2021

Grade	SCP	2021/22	Hourly Rate
15 0-499	-	-	
	71	£45,155	23.4048
	72	£45,768	23.7227
	73	£46,376	24.0380
	74	£46,844	24.2803
CO1 HoS 500-629	75	£46,167	23.9294
	76	£47,323	24.5285
	77	£48,471	25.1240
	78	£49,631	25.7252
	79	£50,780	26.3207
CO2 HoS 630-759	80	£52,368	27.1435
	81	£53,678	27.8225
	82	£54,988	28.5016
	83	£56,299	29.1812
	84	£57,604	29.8575
CO3 Dir 760-939	85	£68,906	35.7159
	86	£70,626	36.6075
	87	£72,357	37.5043
	88	£74,078	38.3964
	89	£75,797	39.2874
CO3a Dir. 901-939	85a	£77,978	40.4181
	86b	£80,159	41.5487
	87c	£82,340	42.6789
	88d	£84,521	43.8095
	89e	£86,703	44.9402
CO4 DCEO 940-1119	90	£88,211	45.7220
	91	£90,416	46.8650
	92	£92,622	48.0084
	93	£94,827	49.1513
	94	£97,027	50.2916
CO5 CEO 1120+	95	£101,735	52.7319
	96	£105,710	54.7924
	97	£109,680	56.8503
	98	£111,430	57.7573
	99	£115,328	59.7774

Subject to the National Joint Council Chef Officer Pay Award for 2021/22

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

From April 2021

JE Score [points]	Grade	SCP	April 2020	Rate
184-240	Grade 2	12	£18,563	9.6216
		-	-	-
		-	-	-
241-285	Grade 3	15	£18,964	9.8293
286-324	Grade 4	16	£19,239	9.9720
		17	£19,698	10.2101
		18	£20,054	10.3944
		19	£20,393	10.5701
		-	-	-
325-365	Grade 5	21	£20,565	10.6596
		22	£21,016	10.8934
		23	£21,467	11.1267
		24	£21,918	11.3605
		-	-	-
366-401	Grade 6	26	£22,427	11.6246
		27	£22,867	11.8526
		28	£23,308	12.0811
		29	£23,747	12.3085
		-	-	-
402-439	Grade 7	31	£24,359	12.6259
		32	£24,862	12.8869
		33	£25,365	13.1473
		34	£25,867	13.4077
		-	-	-

Subject to the National Joint Council Pay Award for 2021/22

JE Score [points]	Grade	SCP	April 2020	Rate
440-469	Grade 8	36	£26,537	13.7550
		37	£27,057	14.0244
		38	£27,576	14.2934
		39	£28,095	14.5623
		-	-	-
470-500	Grade 9	41	£29,023	15.0433
		42	£29,589	15.3367
		43	£30,157	15.6312
		44	£30,723	15.9247
		-	-	-
501-533	Grade 10	46	£31,941	16.5558
		47	£32,569	16.8812
		48	£33,193	17.2050
		49	£33,819	17.5294
		-	-	-
534-563	Grade 11	51	£34,709	17.9906
		52	£35,306	18.3000
		53	£35,903	18.6094
		54	£36,500	18.9189
		-	-	-
564-593	Grade 12	56	£37,288	19.3273
		57	£37,928	19.6591
		58	£38,567	19.9904
		59	£39,207	20.3222
		-	-	-
594-622	Grade 13	61	£40,107	20.7887
		62	£40,700	21.0960
		63	£41,293	21.4033
		64	£41,886	21.7106
		-	-	-
623-653	Grade 14	66	£42,564	22.0621
		67	£43,039	22.3082
		68	£43,511	22.5527
		69	£43,985	22.7987
		-	-	-
654+	Grade 15	71	£45,155	23.4048
		72	£45,768	23.7227
		73	£46,376	24.0380
		74	£46,844	24.2803
		-	-	-

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

Broxtowe Borough Council Local Allowances (Subject to the National Joint Council Pay Award for 2021/22)

	2021/22
Relocation	
Lodging Allowance - per week	74.32
Settling in Allowance	379.92
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	15.83
Calls initiated at other times	11.42
Standby	
Per weekday session	12.36
Per day at weekend or bank holiday	37.09
First Aid - per month	13.74
First Aid (Mental Health) - per month	13.74
Travel and Subsistence Allowances	
Breakfast	6.31
Lunch	8.66
Tea	3.46
Evening Meal	10.68
Out of pocket expenses (Residential Courses)	
per night	4.98
per week	19.90
Long Service / Retirement Awards	
25 Years	448.17
Additional Years	19.38

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 Asset Management & Development	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 Governance	CO1	Y	Y	18.0%
Head of Administration	15	Y	Y	18.0%

APPENDIX 4 – SCALE OF FEES FOR ELECTORAL FUNCTIONS

1. Elections

These fees are effective from 1 April 2021.

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
Deputy Returning Officer	£25.00 per hour
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

APPENDIX 5 – COUNTY COUNCIL ELECTIONS 2021

SCALE OF FEES

ACTIVITY	FEE £
Deputy Returning Officer's or Acting Deputy Returning Officer's fee for each seat for which an election is held (excluding the count)	£261.00
Deputy Returning Officer's fee for conducting an uncontested election for each Division/seat	£41.50
Deputy Returning Officer's one-off fee for postal voting (issue and receipt)	£165.00
Deputy Returning Officer	
for conducting the count and preparing or declaring the result	£25.00 per hour
for other duties (excluding the count), for example processing nominations	£160.00
Deputy Returning Officer – Delivery of Training per session	£150.00
Presiding Officer	£240.50
Poll Clerk	£147.50
Verification and Count	
Ballot Box Receipt Manager / Account Team	£25.00 per hour – Thurs night
Ballot Box Receipt staff / checks of unused clearing sacks	£18.75 per hour – Thurs night
Count Manager	£30.00 per hour – Friday £45.00 per hour – Thurs night
Count Supervisor	£17.50 per hour - Friday £26.25 per hour – Thurs night
Count Assistant	£12.50 per hour - Friday £18.75 per hour – Thurs night
Postal Vote Opening	
Manager	£20.00 per hour – Day £30.00 per hour – Thurs night
Supervisor	£15.00 per hour - Day £26.25 per hour – Thurs night
Assistant	£12.50 per hour – Day £18.75 per hour – Thurs night
Preparation, completion and issue of official poll cards (per 100)	£8.10
General Clerical Assistance (per 1000 electors)	£8.40
Hand delivery of poll cards (per card)	£0.18

Training: for Polling Station staff	£40.00 (excluding travelling where appropriate)
Polling Station Inspectors to be appointed at the discretion of the Deputy Returning Officer	£240.50
Mobile phone use (maximum fee for Presiding Officer)	£3.00

The above fees are based on one election taking place so there will be a 20% increase to these fees for combined elections (i.e. with the PCC election on this occasion).

Payment of enhanced hourly rates for working overnight, to reflect unsociable hours, is at the discretion of the Deputy Returning Officer (subject to prior agreement of County Returning Officer).

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.

Travelling expenses of Returning Officer, Deputy Returning Officer, Presiding Officers and Poll Clerks in accordance with the casual user scale of car allowances as laid down by the NJC.

Report of the Chief Executive

CREATION OF INTERIM VEHICLE FOR EAST MIDLANDS DEVELOPMENT CORPORATION

1. Purpose of report

To update Councillors on progress relating to the setting up of an interim vehicle for the East Midlands Development Corporation and request approvals to proceed to the next steps set out in the recommendations.

2. Detail

On 16 December 2020 Council received a report regarding the setting up of an interim vehicle for the emerging East Midlands Development Corporation. The resolution which was passed is shown at appendix 1.

The final memorandum and articles of association for the company have been agreed. On 29 January the Alchemy board on which Cllr Radulovic represents the Council, resolved to:

- i) Endorse the latest draft of the business case for the establishment of a “locally led urban development corporation” for the East Midlands.***
- ii) submit the final draft of the business case to the Secretary of State, following verification with MHCLG officials and final clarifications with key stakeholders.***

The proposed structure of the interim vehicle showing the relationship between the various parts is shown in appendix 2. Also within appendix 2 is shown a table of key deliverables in year 1 including those which relate to Toton.

Councillors are asked to confirm Cllr Radulovic as the shareholder representative on the Oversight board and the Chief Executive as the officer director for the independent board which is accountable to the oversight board.

3. Financial implications

The financial implications are set out in appendix 3. The articles of the company provide for the withdrawal of a local authority from the company on giving 12 months' notice. This caters for an ability by any of the participating local authorities to annually “review its position” as desired by this council in its previous resolution. A further safeguard is the fact that the annual business plan for the company is to be a reserved matter which requires unanimous agreement by all the authorities within the oversight body.

Recommendation

The Committee is asked to NOTE appendices 1, 2 and 3 of this report; and RESOLVE that;

- 1. Cllr Radulovic be appointed as the council’s shareholder representative on the Oversight body for the Interim Vehicle, with the Chief Executive as the officer director on the independent board**
- 2. The Council’s funding profile for the interim vehicle be revised to £167,000 in 2021/22, £167,000 in 2022/23, and £166,000 in 2023/24, with funding commencing from 1 April 2021 to enable the incorporation of the interim vehicle.**

Background papers

Nil

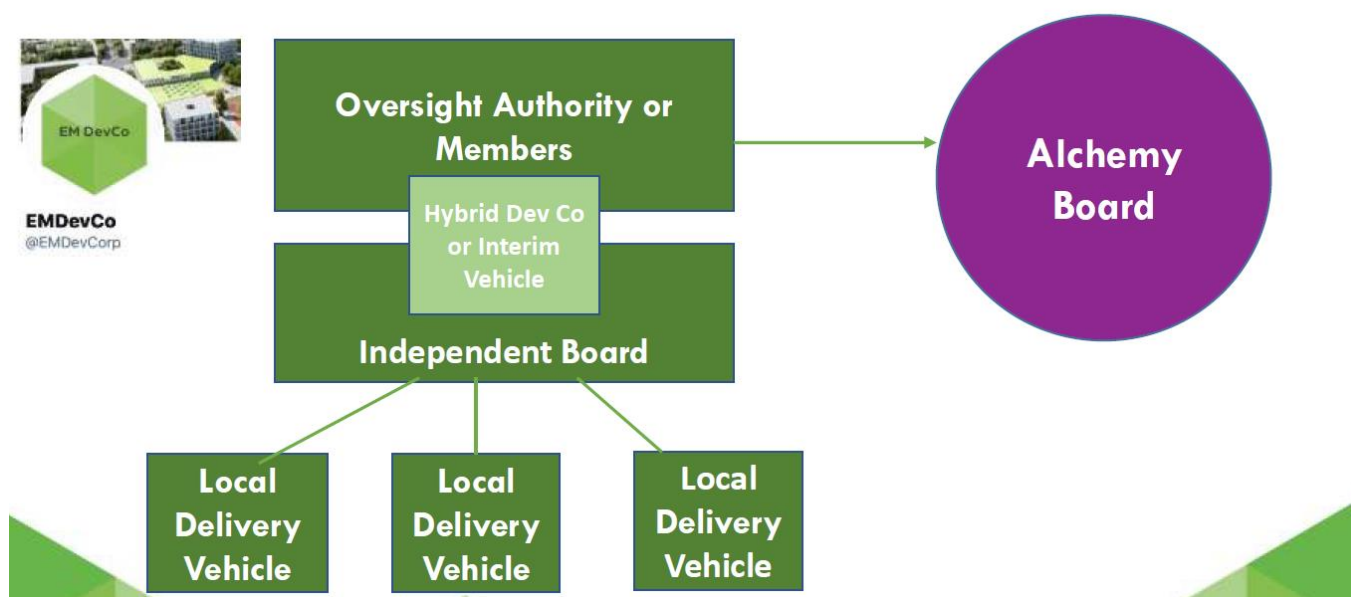
Resolution of Council of 16 December 2020.

RESOLVED that the expected financial contribution of £500,000 over three financial years funded from the Council's general fund reserves, with the profile from 21/22, 22/23 and 23/24 to be confirmed subject to the following conditions:

- a) That the funds will not be used in a manner which contravenes state aid rules,
- b) If the government decides not to financially contribute to the interim vehicle the Council, will reserve the right to review its financial commitment;
- c) If government policy changes so that the HS2 hub station does not come to Toton the Council, will reserve the right to review its position
- d) For consensus on a number of key points namely agreement by the council's representative on the board to the annual business plan; changes to the articles, the process for appointment of independent directors and the decision to move to a statutory development company.
- e) That the Council will look to ensure that the freeport proposition and any development on the Ratcliffe on Soar site is consistent with the Council's net carbon zero climate change strategy ambitions.
- f) That the Council will look to ensure that the freeport proposition and any development on the Ratcliffe on Soar site is consistent with the Council's net carbon zero climate change strategy ambitions and contribute to regional resilience and clean growth and that the ambition for the national skills academy in the Broxtowe area be further developed and strengthened.

APPENDIX 2

The indicative structure of the interim vehicle and the relationship of the various parts are set out below.



4. The business case developed for the interim vehicle demonstrates that even if the HS2 station does not proceed at Toton, there is still a business case for investment and the success of the business model is not dependent on HS2. The purpose of submission of the business case to government is to seek a financial contribution from the government towards the running and project costs of the interim vehicle based on the commitment of the 5 local authority founder members to commit funds, and to seek support for 100% of business rates to be retained in the relevant area to support the infrastructure and development work required.

The anticipated first year deliverables for the projects including those relating to Toton are set out in the table below. It is considered that these deliverables would represent value for money in return for this council's agreed investment, and that were the

council to attempt to develop the Toton site on its own it would be unlikely to be able to achieve these outcomes not least due to a lack of available senior capacity and expertise.

YEAR 1 INTERIM VEHICLE PROGRAMME DELIVERABLES

	ACTIVITIES /WORKSTREAMS	OUTCOMES Year 1
CORPORATE DELIVERABLES (Across all 3 sites)		
1	Outline High-Level Plan and technical appendices setting out contextual/technical issues (part 1)	<p>Through the High-Level Plan the Interim Vehicle will in the First Year have a clear understanding of:</p> <ul style="list-style-type: none"> • How we best co-ordinate as a 'guiding tool' the delivery of aspirations across the three sites • Off and on-site infrastructure requirements and approaches to delivery • Environmental and blue & green opportunities • What will be required from planning policy documents and alignment between the key objectives for the sites; connecting assets and infrastructure • A framework for design quality and design codes; and • Our key messages and target audiences to lobby for change; informing emerging policy and engagement with investors and market audiences <p><i>The High-Level Plan will be prepared alongside;</i></p> <p>A Communications & Stakeholder Plan that will provide:</p> <ul style="list-style-type: none"> • A clear understanding of the different audience of the purpose and benefits of the Interim Vehicle in advance of the EM DevCo • Understanding and alignment between key stakeholders' objectives that benefit the delivery of the projects. • Aligned stakeholder and communications strategies across the 3 sites particularly where there are cross cutting initiatives (e.g. Zero, skills, Freeport) and where appropriate inform the preparation of collaboration agreements.
2	Ongoing external advice to the LLUDC Business Case across the 3 sites.	<ul style="list-style-type: none"> • The continued support of Government and alignment with emerging critical decisions, delivery requirements and dependencies through the Interim Vehicle delivery programme.
3	Soft Market Testing & Fund-Raising advice (across 3 sites)	<ul style="list-style-type: none"> • This will build on the early work in support of the business case for the LLUDC model to give the Interim Vehicle the necessary market intelligence and analysis to inform its land and commercial requirements and deliver the

ACTIVITIES /WORKSTREAMS		OUTCOMES Year 1
		potential mechanisms to progress early agreements.
TOTON & CHETWYND		
4	Finalise Strategic Masterplan / Supplementary Planning Document (Broxtowe Borough Council working with the Interim programme team)	<p>In the First Year the Interim Vehicle will:</p> <ul style="list-style-type: none"> • Prepare market facing Development/Developer Brief(s)¹ - this will be informed by the Strategic Masterplan, the HS2 process, technical and feasibility studies and a land & commercial delivery plan. The working assumption is the LLUDC will act as a master developer with the actual mechanisms to engage the market to be determined by the Interim Vehicle in Y1. The options range from an initial development management role to the engagement of funding partners to bring forward a development masterplan. • Seek to secure the funding route for the Northern section of the Toton link road by putting in place a revised business case, alongside an agreed strategic approach to the connection with Chetwynd Barracks to deliver the full route to Swiney Way. • Undertake feasibility on a Skills Academy - identify and align the opportunities in the area (industry, education skills gap), around developing the potential for a Biodiversity / Medical innovation Campus. • Establish the basis for a cooperation / collaboration agreement on Chetwynd Barracks that could range from the acquisition of land through the LLUDC to a Memorandum of Understanding or a Joint Venture for a comprehensive approach. • Align the development approach with ZERO and identification of the opportunities for developing a low carbon mixed use development at Toton & Chetwynd. • Relocation Feasibility – where appropriate to establish with existing rail operators if there is a workable way forward for a collaborative approach to the medium to long term relocation.
5	HS2 Hybrid Bill alignment with Toton and Chetwynd Strategic Masterplan.	
6	Toton & Chetwynd Technical and feasibility studies and site investigations to inform a land and commercial delivery strategy and development brief(s).	
7	Feasibility study for a skills academy	
8	Land strategy (including statutory planning process), negotiations & commercial / financial and legal structure – ongoing and align negotiations / head of terms with emerging commercial delivery strategy.	
9	Revised business case for early infrastructure ask for Toton & Chetwynd link road – Stage 1 preconstruction design to inform a revised business case in order to progress at pace once a funding route is identified	

¹ This approach does not preclude on-going discussions to reach agreement with landowners to bring forward their sites in accordance with the emerging Strategic Masterplan

ACTIVITIES /WORKSTREAMS	OUTCOMES Year 1
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RATCLIFFE ON SOAR

10	Establish basis for alignment of proposition for Ratcliffe including, potential private sector partners, Government, LLUDC and Rushcliffe BC.	<p>In the First Year the Interim Vehicle will:</p> <ul style="list-style-type: none"> • Seek to enter into a Collaboration Agreement to establish the project direction and a commercial basis for proceeding (commercial land and delivery plan). • Alongside the Collaboration Agreement prepare an Outline Development Brief that will provide the basis for the preparation of a Development Masterplan in advance of a planning application (agreed route to be determined). • Coordinate with the Freeport Proposals/Business Case (if successful) and progress an infrastructure funding bid through the LLUDC business case. • Align development aspirations for Ratcliffe power station alongside a business case and funding route for progressing ZERO, with partners including Freeport, Universities, industry and Government. • ZERO – Undertake a 5-point plan establishing the basis for a formal business plan (Independent leadership, the 'Why', resourcing, collaborate, steering group) that will provide clarity on the differentiating factors and market opportunities that provide the compelling case across the 3 areas with potential for a centre at Ratcliffe on Soar Power Station for the development of market -ready zero emission technologies.
11	Strategic policy alignment and negotiations to shape Ratcliffe policy framework to inform land strategy.	
12	Collaboration agreement – negotiation of agreed development, objectives, responsibilities and budgets, alongside principles for commercial Heads of Terms, including financial & legal structuring.	
13	Concept masterplan & infrastructure plan, stage 1 site investigations, the next stage feasibility / viability for a target occupier strategy, initial agreement and preparation of brief and agreed procurement process.	
14	Alignment of development infrastructure funding with LLUDC business case and the Freeport proposal.	

ACTIVITIES /WORKSTREAMS	OUTCOMES Year 1
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East Midlands Airport Area (EMAA)		
15	Parameters for EMAA growth masterplan and policy Framework (developing the vision and potential asks (spatial, infrastructure asks, powers). Initially develop scope and red line for development area / baseline information required.	<p>In the First Year the Interim Vehicle will:</p> <ul style="list-style-type: none"> • Establish the scale of opportunity – agree red line with the public sector partners. • Align the level of ambition with the planning policy requirements to set the parameters for an EMAA strategic growth masterplan and policy framework. • Agree approach and scope for the strategic growth masterplan and high-level Infrastructure plan. • Identify opportunities to enter into Memorandums of Understanding with key strategic partners in the EMAA area (note aligned with the Freeport proposition). • Coordinate with the Freeport Proposals/Business case (if successful) and make progress on an infrastructure funding bid through the LLUDC business case. • Undertaken early scheme feasibility and high-level visioning to position the opportunity to stakeholders and partners and identify potential funding and delivery mechanisms.
16	Develop scenarios, strategic masterplan and infrastructure plan	
17	Develop evidence base - planning framework and develop a delivery strategy	
18	Land strategy and negotiations with strategic partners e.g., collaboration agreements/Memorandums of understanding key stakeholders.	
19	Alignment of development infrastructure funding with LLUDC business case and the Freeport business case	

APPENDIX 3Financial implications

The funding committed by Broxtowe Borough Council would be held in a separate company account and will only be released for spending following formal agreement to the annual business plan and budget by the Oversight Authority of Members in line with the Articles of Association and Reserved Matters.

The local authority partners have committed £1.5m per annum for the next three years with Nottinghamshire and Leicestershire County Councils contributing £500k each and the three District Councils £500k collectively (£167k per authority).

The funding for 2021/22 will enable the company and associated team to be established with a working budget. Schedule of the indicative deliverables expected to be included in the business plan relating to Toton is set out in appendix 2.

The totality of the funding will be crucial to positioning the development and infrastructure proposals for the three key growth sites.

Each Council is now asked to confirm their respective and proportionate funding contributions for 2021/2 from 1st April 2021 regardless of the outcome from the Government on HS2 or funding. The confirmation would enable the programme team to progress with the incorporation of EM DevCo and development of the business plan that would include different scenarios (government funding or no government funding). Any commitment would as set out above be subject to final approval of the Business Plan and Budget at the Oversight Authority anticipated in March 2021.