

COUNCIL

To: All members of the Council

You are hereby summoned to attend a meeting of South Norfolk Council for the purpose of transacting the business set out in this agenda.

Yours sincerely



Trevor Holden
Managing Director

Mr J Overton
Chairman of the Council

Mr G Minshull
Vice-Chairman of the Council

Group Meetings

Conservatives:
Colman and Cavell Rooms at 6.15pm

Liberal Democrats:
Blomefield Room at 6.30pm

AGENDA

Date

Monday 18 February 2019

Time

7.30pm

Place

Council Chamber
South Norfolk House
Cygnet Court
Long Stratton
Norwich
NR15 2XE

Contact

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This meeting may be filmed, recorded or photographed by the public; however, anyone who wishes to do so must inform the Chairman and ensure it is done in a non-disruptive and public manner. Please review the Council's guidance on filming and recording meetings available in the meeting room.

If you have any special requirements in order to attend this meeting,
please let us know in advance

Large print version can be made available

The Council's Prayer

A G E N D A

1 Apologies for absence

2 Urgent Items:

Any items of business which the Chairman decides should be considered as matters of urgency pursuant to Section 100 B (4) (b) of the Local Government Act, 1972; [Urgent business may only be taken if, "by reason of special circumstances" (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency.]

3 To Receive Declarations of Interest from Members

(please see guidance – pages 6 & 7)

4 To confirm the minutes of the meetings of the Council held on Monday 10 December 2018 and Monday 14 January 2019;

(attached – pages 8 & 15)

5 Chairman's Announcements;

(engagements attached – page 19)

6 To consider any petitions received under Section I of the "Rights of the Public at Meetings"

7 Recommendations from the Cabinet arising from the Meetings held 7 January and 4 February 2019;

(a) [Cabinet Meeting 7 January 2019](#)

(i) 2019-20 Council Tax Support Scheme

(page 61 of the Cabinet Agenda)

RESOLVED:	TO RECOMMEND THAT COUNCIL agrees to keep the Council Tax Support Scheme in its current form for a further 12 months.
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(b) Cabinet Meeting 4 February 2019

(i) Council Tax (Empty Dwellings) – Changes to Premium Rates

(page 227 of the Cabinet Agenda)

RESOLVED:	TO RECOMMEND THAT COUNCIL agrees to adopt the approach to allow the provisions contained within the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018, to increase the premiums levied against long term empty dwellings, subject to further work being carried out by Scrutiny Committee, to make recommendations on a consistent and proactive approach with property owners to bring empty properties back into use.
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(ii) Council Tax Local Discount for Care Leavers

(page 231 of the Cabinet Agenda)

RESOLVED:	TO RECOMMEND THAT COUNCIL agrees to the policy in principle, to allow full local Council Tax discount to care leavers, however that a review be carried out by the Scrutiny Committee, in consultation with Norfolk County Council, to consider further the details of the scheme and in particular to amend the policy features that introduce perverse disincentives for care leavers to build stable long-term family lives and relationships.
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(iii) Capital Strategy 2019/20 to 2023/24

(page 112 of the Cabinet Agenda)

RESOLVED:	TO RECOMMEND THAT COUNCIL: <ol style="list-style-type: none">1. approves the Capital Strategy.2. approves the Schedule of Non-Treasury Investments referred to in Section 2.3 and contained in Appendix A of the report.3. notes the further work required to develop a longer-term Capital Strategy
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(iv) Revenue Budget, Capital Programme and Council Tax 2019/20
(page 124 of the Cabinet Agenda)

RESOLVED:	TO RECOMMEND TO COUNCIL:
	<p>(a) the approval of the base budget; as shown in para 6.1, subject to confirmation of the finalised Local Government finance settlement figures which may, if significant, necessitate an adjustment through the General Revenue Reserve to maintain a balanced budget.</p> <p>(b) the use of the revenue reserves as set out in section 12.</p> <p>(c) that the Council's demand on the Collection Fund for 2019/20 for General Expenditure shall be £7,370,700 and for Special Expenditure be £10,440;</p> <p>(d) that the Band D level of Council Tax be £150.00 for General Expenditure and £0.21 for Special Expenditure.</p> <p>(e) that the assumptions on which the funding of the capital programme is based are prudent.</p> <p>(f) the approval of the capital programme for 2019/20 to 2023/24.</p>

(v) Treasury Management Strategy Statement 2019/20
(page 169 of the Cabinet Agenda)

RESOLVED:	TO RECOMMEND TO COUNCIL:
	<p>(a) The Treasury Management Strategy Statement</p> <p>(b) The Prudential Indicators and Limits for the next 3 years contained within Section 4 and Appendix A of the report, including the Authorised Limit Prudential Indicator.</p> <p>(c) The Minimum Revenue Provision (MRP) Statement (section 3D) that sets out the Council's policy on MRP.</p> <p>(d) The Annual Investment Strategy (section 5) contained in the Treasury Management Strategy, including the delegation of certain tasks to the Section 151 Officer</p> <p>(e) The Treasury Management Policy Statement (Appendix E).</p>

- 8 Council Tax Resolution 2019/20** (report attached – page 20)
- 9 Monitoring Officer Report** (report attached – page 37)
- 10 Pay Policy Statement 2019/20** (report attached – page 40)

11 Questions to Chairmen and Portfolio Holders

To take questions from Councillors and the Public

Note: Time allocated to be at the discretion of the Chairman. No notice is required of questions; however, it may be necessary for written answers to be provided where an immediate response cannot be supplied. If members choose to submit questions in writing in advance, they will be circulated before the meeting.

a. Cabinet

Please [click here](#) to view the most recent Cabinet minutes available

Questions to the Leader and other Cabinet members

John Fuller	Leader, The Economy and External Affairs
Yvonne Bendle	Housing, Leisure, Wellbeing and Early Intervention
Michael Edney	Growth and Resources
Keith Kiddie	Stronger Communities
Kay Mason Billig	Shared Services, Waste and Recycling
Lisa Neal	Regulation and Public Safety

b. Scrutiny Committee - Questions to the Chairman

Please [click here](#) to view the most recent Scrutiny Committee minutes

c. Licensing Appeals and Complaints Committee / Licensing and Gambling Acts Committee – Questions to the Chairman;

Please [click here](#) to view the most recent Licensing Committee minutes

d. Development Management Committee – Questions to the Chairman

Please [click here](#) to view the most recent Development Management Committee minutes

e. Electoral Arrangements Review Committee – Questions to the Chairman

Please [click here](#) to view the most recent Electoral Arrangements Review Committee minutes

12 Outside Bodies – Feedback from Representatives: (report from Cllr C Kemp regarding the Norfolk Police and Crime Panel attached – page 54)

AGENDA ITEM 3

DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. affect yours, or your spouse / partner's financial position?
2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting.

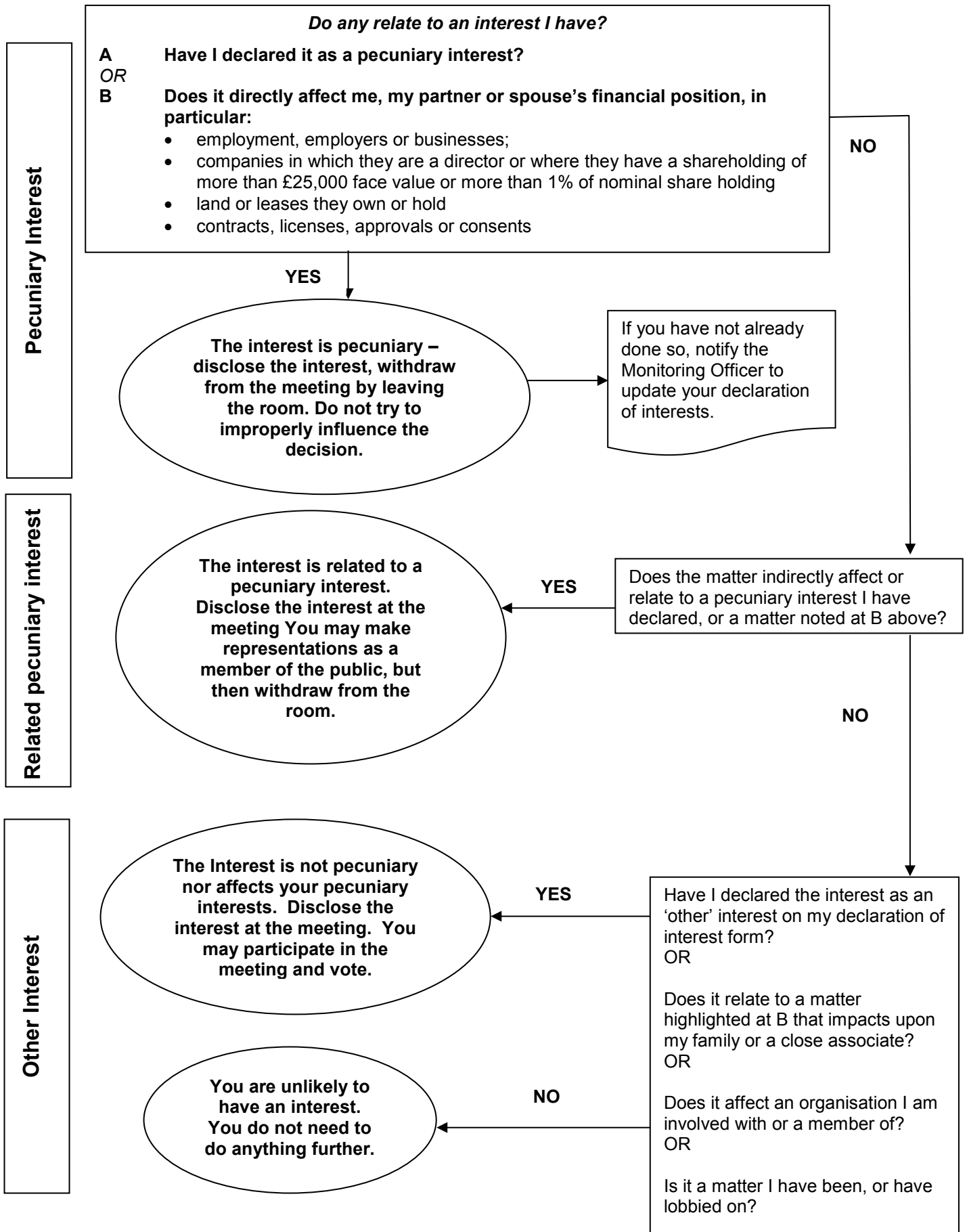
Is the interest not related to any of the above? If so, it is likely to be an 'other' interest. You will need to declare the interest but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting.

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST
INSTANCE**

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

What matters are being discussed at the meeting?





COUNCIL

Minutes of a meeting of South Norfolk District Council held at South Norfolk House, Long Stratton on Monday 10 December 2018 at 7.30pm.

Members Present: Councillors: Overton (Chairman) Amis, Bell, Bendle, Bernard, Bills, Blundell, Dale, Dewsbury, Duffin, Easton, Edney, Foulger, Fulcher, Fuller, Gould, Gray, L Hornby, Hudson, C Kemp, W Kemp, Kiddie, Larnier, Lewis, Minshull, Neal, Palmer, Pond, J Savage, R Savage, Thomas, Thomson, Wheatley, J Wilby and M Wilby

Apologies: Councillors Broome, Ellis, Goldson, Hardy, J Hornby, Legg, Mason Billig, Mooney, Riches, Stone, Riches and Worsley.

Officers in Attendance: The Chief Executive (S Dinneen), the Director of Communities and Wellbeing (J Sutterby), the Director of Growth and Business Development (D Lorimer), the Assistant Director (Resources) and Section 151 Officer (P Catchpole), the Head of Business Transformation (H Ralph) and the Senior Governance and Deputy Monitoring Officer (E Goddard)

3464 MINUTES

The minutes of the meetings held on 17 September and 4 October 2018 were confirmed as a correct record and signed by the Chairman.

3465 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked all those who had attended his civic reception, held on 9 November 2018, at the Poringland Community Centre. He was pleased to report that the event had raised over £3,000 for his chosen charities.

3466 MONITORING OFFICER REPORT

Members considered the report of the Monitoring Officer, which sought to appoint a new Electoral Registration Officer and Returning Officer, approval for a joint Scrutiny Committee, and authorisation to amend the Constitution.

Cllr J Fuller explained that sadly Cllr K Mason Billig had suffered a family bereavement and would not be attending meetings of the Council for some time. He proposed that Cllr Mason Billig be excused from attending meetings until further notice, and this was duly seconded by Cllr C Kemp.

It was unanimously

RESOLVED: To excuse Cllr K Mason Billig from attending meetings of the Council and the Committees on which she serves, until further notice, pursuant to Section 85 (1) of the Local Government Act 1972

Turning to Cllr Mason Billig's membership of the Joint Lead Members' Group, Cllr Fuller explained that Cllr L Hornby would temporarily take her place, and that Cllr M Edney would step up as the temporary chairman of the Group. Cllr Hornby would therefore no longer sit on the Joint Scrutiny Committee (as was indicated in paragraph 3.2 of the report), and this seat would instead be allocated to Cllr L Dale.

In response to a question, Cllr Fuller explained that it was proposed that Julia Tovee-Galey be appointed as the Deputy Electoral Registration Officer (ERO) for South Norfolk, and that Broadland District Council had appointed its own ERO, Martin Thrower.

It was then unanimously

- RESOLVED:**
1. To appoint Trevor Holden as the Electoral Registration Officer and Returning Officer for South Norfolk Council from 2 January 2019.
 2. To appoint Julia Tovee-Galey as the Deputy Electoral Registration Officer.
 3. To establish a Joint Scrutiny Committee with Broadland District Council and agree:
 - a. the terms of reference of the Joint Scrutiny Committee as outlined at Appendix 1 of the report;
 - b. that Cllrs G Minshull, B Bernard, L Dale, C Gould, B Duffin and J Wilby be appointed to the Committee
 - c. that meetings of the Committee be included as an approved duty in line with the Members Allowances Scheme,
 - d. to authorise the Monitoring Officer to make the consequential changes to the constitution.
 4. To approve the changes to the Rules of Financial Governance and Contract Standing Orders, within the Constitution, as outlined in paragraph 4.1 and authorise the Monitoring Officer to make the consequential changes to the constitution.

3467 STATEMENT OF GAMBLING POLICY

Members considered the report of the Licensing and Enforcement Officer, which presented members with the Council's Statement of Gambling Policy, for approval.

Members' attention was drawn to the proposed Policy, detailed at Appendix A to the report. Cllr L Neal explained that the Gambling Act required all licensing authorities to determine and publish a statement of its licensing policy at least once every three years.

It was unanimously

RESOLVED: To adopt the Statement of Policy, as set out in Appendix A, and authorise the Director of Growth and Business Development to carry out all regulatory processes to enable the policy to come into effect on 31st January 2019.

3468 RECOMMENDATIONS FROM THE CABINET

a) Treasury Management Quarter 2 2018/19

Cllr M Edney presented members with the recommendations of the Cabinet, regarding the treasury management activity during the first six months of 2018/19, the position on borrowing and investments as at 30 September 2018, and performance against the prudential indicators required under the Treasury Management Code of Practice.

In response to a question regarding borrowing, Cllr J Fuller explained that Big Sky Developments Ltd had recently repaid a loan of £5 million from the Council and to date there had been no requirement for external borrowing.

It was

RESOLVED: To:

1. Note the treasury activity for the first half of the year and that it complies with the agreed strategy.
2. Approve the 2018/19 prudential indicators for the first six months of the year.
3. Amend the Treasury Management Strategy for 2018/19 so that the Council can invest in Money Market Funds that have converted to LVNAV pricing as set out in 5.9.

b) Conservation Area Boundaries and Appraisals for Bramerton, Brockdish, Saxlingham Green, Saxlingham Nethergate and Shotesham

Cllr Neal referred members to the recommendations of the Cabinet (tabled at the meeting), regarding proposals for amended conservation area

boundaries, appraisals and management guidelines for Bramerton, Brockdish, Saxlingham Green, Saxlingham Nethergate and Shotesham conservation areas.

Cllr L Neal explained that Cabinet members had supported the proposals, subject to minor amendments to correct typographical errors and formatting.

It was

- RESOLVED:** To:
1. Approve and adopt the amended conservation area boundaries for Bramerton, Brockdish, Saxlingham Green, Saxlingham Nethergate and Shotesham Conservation Areas.
 2. Approve and adopt the conservation area appraisals and conservation management guidelines for the conservation areas of Bramerton, Brockdish, Saxlingham Green, Saxlingham Nethergate and Shotesham, subject to minor amendments.

3469 QUESTIONS TO THE CHAIRMEN AND PORTFOLIO HOLDERS

a) Cabinet

Cllr L Hornby referred to the proposed development at Anglia Square, Norwich, and the recent press that had suggested that the developer could be exempt from paying Community Infrastructure Levy (CIL). Cllr Hornby requested that Cllr Fuller made representations to Norwich City Council and the Greater Norwich Growth Board (GNGB), with regard to this matter and suggested that legal advice should be sought.

Cllr Fuller reminded members that Broadland District Council, Norwich City Council and South Norfolk Council had a partnership agreement to pool CIL receipts to create an Infrastructure Investment Fund. Norwich City Council had adopted a CIL exemption policy and he was particularly concerned that this had been introduced at a time when there was a shortfall in CIL and a decision had been made to suspend the inclusion of new projects in future 5 Year Investment Plans and Annual Growth Programmes. He explained that a review of CIL for Greater Norwich would be considered at a future meeting of the GNGB, and that a report from Norwich City Council regarding its new policy would be considered at the GNGB meeting in February. He agreed that South Norfolk should make representations, and legal advice would be sought if required. Members also agreed that this was an appropriate matter for the Scrutiny Committee to consider further.

In response to queries, Cllr Fuller explained that the development referred to in Anglia Square had been "called in" by Historic England, and a decision would be made by the Secretary of State, as to whether a Public Inquiry would be held.

Cllr B Bernard asked whether the Council was prepared, should there be a “no deal” Brexit. Cllr Fuller explained that the Council was in a good position and that the Local Government Association (LGA), was taking the lead in ensuring that district councils were prepared for Brexit.

Cllr T Lewis referred to the recent report by the Care Quality Commission, regarding the failings of the Norfolk and Suffolk NHS Foundation Trust, reminding members that the Trust had been awarded an “inadequate” rating for a third time. He asked Cllr Y Bendle what South Norfolk Council could do to assist and mitigate the risks to residents.

Cllr Bendle agreed that the report was disappointing, adding that the provision of mental health services in Norfolk and Suffolk had been an issue for several years. She referred to the decline in investment in lower level clinical and social mental health service provision, which was so important in stopping cases escalating and helping to alleviate the pressure on the services of the Norfolk and Suffolk Foundation Trust. Mental health required a multi-agency approach and she explained that partners in the Council’s Early Help Hub were working together to ensure that the mental health system returned to an acceptable level of performance, whilst also developing innovative approaches to tackling the first signs of failing mental and emotional health.

Members noted that the Council had seen an increase in the number of Early Help and homelessness cases involving mental health issues. To address this, she advised that the Council had recently commissioned and implemented a new service based in the Help Hub which provided residents with one to one emotional resilience and peer level support. Through resources from the Norfolk County Council homelessness and rough sleeper prevention programme, the Council had commissioned Evolve East Anglia to support vulnerable customers with mental health needs and who were also at risk of becoming homeless. This support helped residents to address the underlying factors that exacerbated their mental health needs, and helped them develop resilience, coping strategies and gain important life skills. Alongside this, the service would deliver a network of group-based activity and support to help residents support each other. This service operated as part of the Early Help Hub, ensuring a holistic approach to customers.

Cllr Bendle also referred to the current strategic review of local adult mental health services across Norfolk and Waveney, advising that officers were feeding in to the consultation process, highlighting in particular the under provision of community level mental health support.

Cllr Lewis thanked Cllr Bendle for her full and reassuring response. He was pleased at the actions being taken by the Council, but felt that once again, the Council was having to compensate for the failings of others. He then queried the relationship between the Hub and the Norfolk and Suffolk Mental Health Trust.

The Chief Executive explained that the Trust fully supported the concept of the early help approach, and the work of the Hub, but due to its current situation, had been unable to focus any of their resources in this area.

Cllr B Bernard referred to the recent announcement that the waiting times for universal credit had been reduced from 5 weeks to 3 weeks, and he asked how the roll out was progressing in the area.

In response, Cllr Bendle explained that universal credit had been rolled out in the Bungay and Diss areas, and currently applied to new claims only. A number of funds, such as the Hardship fund, were in place, should the roll out adversely impact on residents, however, she did not envisage any problems.

b) Scrutiny Committee

Cllr G Minshull reminded members that a Member Business Planning workshop was to be held the following day, Tuesday 11 December, at 3.00pm in the Colman and Cavell Rooms.

c) Licensing Appeals and Complaints Committee/Licensing and Gambling Acts Committee

There were no questions to the Chairman of the Licensing Committee.

d) Development Management Committee

There were no questions to the Chairman of the Development Management Committee.

e) Electoral Arrangements Review Committee

Cllr C Kemp explained that there had been some changes following the review of polling districts and places, to ensure that suitable and convenient polling arrangements were in place for the May 2019 District and Parish elections.

3470 OUTSIDE BODIES – FEEDBACK FROM REPRESENTATIVES

Cllr C Kemp presented his report to members, regarding the Police and Crime Panel for Norfolk. He informed members that the results of the consultation on the future governance of the Norfolk Fire and Rescue Service demonstrated a compelling case to proceed with Option 3, under which the functions of the Fire and Rescue Authority would be transferred to the Commissioner. He then drew members' attention to the decision of the Commissioner to pause the process and the reasons for this, and members noted the Commissioner's decision to sit as a voting members on the County committee that exercised the function of the Fire and Rescue Authority for Norfolk County Council.

Cllr C Gould referred to the recent Glover Report, which looked at all aspects of England's National Parks and Areas of Outstanding National Beauty, asking if this would have any impact on the Council. Cllr V Thomson explained that the scope of the review included the examination of existing statutory purposes and boundaries, and governance arrangements. The Broads Authority would be responding to the consultation, and he reminded members that any extension to its executive area would impact on its planning authority responsibilities. Members

noted that the Broads Authority had still not satisfied all the recommendations of the recent Peer Review, and Cllr J Fuller stressed the need for the Authority to focus on the review's recommendations.

3471 SANDRA DINNEEN

Cllr J Fuller paid tribute to the Chief Executive, Sandra Dinneen, for her exceptional achievements during her ten years of service at South Norfolk Council. She was highly respected by members, staff, and her peers, and on behalf of the Council, residents and local businesses, Cllr Fuller thanked her for her services to South Norfolk.

Cllr T Lewis, on behalf of the Liberal Democrat Party, expressed his support for all that Cllr Fuller had said, adding his thanks to the Chief Executive for her dedication and hard work.

The Chief Executive thanked members for their kind comments. She explained that it had been a pleasure and a privilege to have worked with such ambitious and positive people and she referred in particular to the good relationship between members and staff at South Norfolk Council. She felt that members and staff could be very proud of what they had achieved together.

(The meeting concluded at 8:35 pm)

Chairman

COUNCIL

Minutes of a meeting of South Norfolk District Council held at South Norfolk House, Long Stratton on Monday 14 January 2019 at 7.30pm.

Members Present: Councillors: Overton (Chairman) Amis, Bendle, Bernard, Bills, Broome, Dale, Dewsbury, Duffin, Easton, Foulger, Fulcher, Fuller, J Hornby, L Hornby, Hudson, C Foulger, C Kemp, W Kemp, Kiddie, Legg, Lewis, Minshull, Neal, Palmer, Riches, J Savage, Stone, Thomson, Wheatley, J Wilby and M Wilby

Apologies: Councillors Bell, Blundell, Edney, Ellis, Goldson, Gould, Gray, Hardy, Larner, Mason Billig, Mooney, Pond, R Savage, Thomas and Worsley

Officers in Attendance: The Managing Director (T Holden), the Director of Communities and Wellbeing (J Sutterby), the Director of Growth and Business Development (D Lorimer), the Head of Governance (E Hodds) and the Head of Business Transformation (H Ralph)

Also in Attendance: Mr P Grant – Assistant Secretary of Yare Valley UNISON

3472 DECLARATIONS OF INTEREST

The Committee Clerk declared an interest on behalf of all senior officers present, with regard to item 4 on the agenda, the Senior Management Structure.

3473 SENIOR MANAGEMENT STRUCTURE

Members considered the report of the Managing Director, which sought approval of the senior management staffing structures for Broadland and South Norfolk Councils to facilitate a single paid service, and the process for appointing to the Chief Officer and Deputy Chief Officer roles.

Cllr J Fuller introduced the report, welcoming the Managing Director to his first South Norfolk Council meeting.

Cllr Fuller reminded members that the recommendations of the report were a consequence of the decision taken by members back in July, to agree to collaborative working and the formation of one joint officer team across Broadland and South Norfolk Councils. Now that the Managing Director was in post, a joint senior management structure was required to drive forward the ambitions of the original feasibility report, and members' attention was drawn to the draft senior management structure, outlined at Appendix A of the report.

Referring to the recommendations, Cllr Fuller proposed an amendment, in that recommendation 8.2, regarding the approval of the appointment panel for Chief Officers and Deputy Chief Officers, be deferred, to allow more time for the Managing Director to engage with members regarding the process. Members noted that colleagues in Broadland agreed that a deferral would be helpful to tie up a number of loose ends. Cllr Fuller stressed the importance of ensuring the right people were recruited to the right posts and he suggested that the proposals be reconsidered at the Council meeting in February.

Cllr L Neal then seconded the amendment.

Referring to the proposed deferral, the Managing Director agreed that it was important that everyone was comfortable with the recruitment process. He stressed the need for fairness and transparency, reminding members that staff had been aware for some time that they were “at risk”, and that it would be preferable for all appointments to have been made before the elections in May. He referred to the need to ensure that the right people were appointed, and he explained that all candidates would need to complete a strength-based assessment before the interview.

Cllr T Lewis suggested that the process would be difficult at times, especially for those candidates that were unsuccessful. Referring to the proposed structure, he queried whether there was a need for so many senior posts.

In response, the Managing Director stressed the need to treat all staff involved with respect, and to ensure that the process was fair and transparent. He believed that the proposed structure would provide both Councils with the operational capacity to deal with change, and he stressed the importance of retaining quality staff. He advised that the strength-based assessment would be carried out by an external company, who were experts in that field, and that this would provide a third-party view of candidates.

Mr P Grant, the Assistant Secretary of Yare Valley UNISON (the newly amalgamated union representing staff in Broadland and South Norfolk), addressed the Council and referred to UNISON’s initial response to the proposals, which had been emailed out to all members.

Mr Grant referred back to the feasibility report from July 2018 which detailed the cost of £70,000 for a Decision-Making Accountability tool (DMA), which would help to establish the number of layers of management required by an organisation. The feasibility report had also suggested that the Human Resources support and organisational services of the East of England Local Government Association (EELGA), would also be sought. Mr Grant queried whether this support would still be required.

Mr Grant also stressed that UNISON was still concerned that the collaboration was being pushed through too quickly, and it would have preferred for issues to have first been considered at Scrutiny Committee and Cabinet. However, he was pleased to report that UNISON had had a constructive meeting with the new Managing Director, and it was felt that he was listening and responding to concerns. Summing up he explained that UNISON would continue to monitor the situation, to ensure a fully transparent, equitable and accountable process, for the

benefit of staff in both Broadland and South Norfolk, and the residents in both areas.

The proposed amendment was then unanimously carried.

It was then unanimously

- RESOLVED:** To:
1. Approve the proposed pre-consultation senior management structure, with any changes, as a result of formal consultation, delegated to the Managing Director in consultation with the Leaders
 2. Defer consideration of the arrangements for the recruitment of Chief Officers and Deputy Chief Officers to enable these matters to be discussed further, with recommendations being presented to Council at its meeting in February.
 3. To approve the terms of reference for the Joint Statutory Officer Hearing Committee and Joint Statutory Officer Appeals Committee and agree that meetings of the Committees be included as an approved duty in line with the Member Allowance Scheme
 4. Authorise the Monitoring Officer to make the consequential changes to the constitution necessary for the Council to appoint to the senior management structure.

3474 RECOMMENDATION FROM CABINET

Greater Norwich Joint 5-Year Infrastructure Investment Plan 2019/20 – 2023/24 and the Annual Growth Programme 2019/20

Cllr J Fuller presented members with the recommendations of the Cabinet, regarding the Greater Norwich Joint 5-Year Infrastructure Investment Plan 2019/20 -2020/24, and the Annual Growth Programme 2019/20.

Cllr Fuller referred to the current shortfall in pooled CIL and the decision of the Greater Norwich Growth Board (GNGB), to suspend the inclusion of new projects in future five-year investment plans and Annual Growth Programmes.

Cllr Fuller stressed that the Council was concerned at the shortfall and estimates for forecasted amounts of CIL, and members noted that the Scrutiny Committee would be considering a report regarding Norwich City Council's decision to adopt a Community Infrastructure Levy Exceptional Circumstances Relief Policy, at its meeting on 23 January 2019.

It was then

RESOLVED: To endorse the Greater Norwich Joint 5-Year Infrastructure Investment Plan (5YIIP) for 2019/20 to 2023/24 and agree the Annual Growth Programme (AGP) for 2019/20, for consideration at the next meeting of the Greater Norwich Growth Board (GNGB).

(The meeting concluded at 7:56 pm)

Chairman

CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN FOR THE PERIOD: 10 December 2018 to 18 February 2019	
Date	Event
11 December	Christmas Lunch: The Chairman hosted his annual lunch for all past Chairmen and Aldermen.
14 December	Christmas visit: annual early morning visit to a busy sorting office to thank Royal Mail staff for their hard work. This year's sorting office was the Wymondham site.
14 December	Carol Service: hosted by the Chairman of Waveney District Council at St Mark's Church in Oulton Broad.
15 December	Presentation evening: the Vice Chairman presented trophies to athletes from Diss Town Football Club.
18 December	Carol Service: held at All Saints Church in Poringland for Nook.
9 January	Judging for the South Norfolk Retailer Awards: a visit to three shortlisted businesses to decide the winner of the Awards.
10 January	Assessment Centre: SNC event to teach those 15/16 year olds who suffer with their confidence how to complete a work assessment day when they apply for jobs.
10 January	Official Opening: The Vice Chairman attended the official opening of the Council's artificial grass pitch at Kett's Park.
19 January	Civic Reception: hosted by the Mayor of Wymondham
28 January	Holocaust Memorial Day Service: hosted by the Lord Mayor of Norwich and held at St Peter Mancroft Church in Norwich.
5 February	South Norfolk Business Awards: the Council's annual awards ceremony to celebrate the success of local businesses.
11 February	Charity Auction Fundraiser: Annual Chinese buffet and charity auction fundraiser hosted by the Lord Mayor and Sheriff of Norwich.

COUNCIL TAX RESOLUTION 2019/20

Report Authors: Peter Catchpole, Assistant Director- Resources
Matthew Fernandez-Graham, Accountancy
Manager, 01508 533982,
mgraham@s-norfolk.gov.uk

Portfolio Holder: Growth and Resources
Michael Edney

Ward(s) Affected: All

Purpose of the Report: To enable the Council to calculate and set the
Council Tax for 2019/20.

Recommendations:

To adopt the Council Tax Resolution as set out in Appendix A, which will set a
Council Tax of £150.00 for South Norfolk Council for 2019/20.

1. SUMMARY

- 1.1 The purpose of this report is to enable the Council to calculate and set the Council Tax for 2019/20. The Localism Act 2011 requires the billing authority to calculate a Council Tax requirement for the year when setting its Council Tax.

2. BACKGROUND

- 2.1 The final local government financial settlement was released on 29th January 2019. There were no changes from the provisional settlement which was reported to Cabinet at its meeting on 7th January.

3. OTHER PRECEPTS

- 3.1 The Revenue and Capital Budget report presented to Cabinet on 4th February outlined the precept deliberations of the other precepting bodies. Since that date further information is available and an update is provided below.

3.2 Town & Parish Councils

The Town & Parish Council Precepts for 2019/20 are detailed in Appendix B and total £3,842,310.82. The increase in the average Band D Council Tax for Town and Parish Councils is 5.46% and results in an average Band D Council Tax figure of £78.19 compared with £74.12 for 2018/19. There are 3 new or merged parishes where the Council is required to set the precept as elections have not yet been held. These are Caistor & Bixley, Tivetshall and Spooner Row. Details of the recommended precepts are in Appendix B and C.

3.3 Norfolk County Council

Norfolk County Council is to meet on 11th February 2019 to set its budget and is recommended to set a precept for the South Norfolk District at £66,937,749. It is expected that the current Band D Council Tax rate will be increased by a total of 2.99% from £1,322.73 to £1,362.24. There is no increase in the social care precept. If Norfolk County Council agrees a different figure, replacement tables will be made available at the meeting for consideration.

3.4 Norfolk Police & Crime Commissioner

The Police and Crime Commissioner presented his budget to the Police and Crime Panel on 5th February. The Police and Crime Panel have agreed the budget and an increase in Council Tax of 10.47%. The rate of Council Tax has therefore increased by £23.94 from £229.14 to £253.08 for a Band D property. The precept for the South Norfolk District will be £12,435,845.

3.5 Special Expenses

South Norfolk Council treats street lighting costs incurred in some parish

areas as a Special Expenses. The proposed budget for 2019/20 is £10,925.48, which results in an average Council Tax Band D figure of £0.22 for 2019/20, a reduction of £1.41 on the figure for 2018/19, reflecting the transfer of street lighting from the Council to seven parishes. This results in an average Band D charge for those parishes with Special Expenses of £1.65, which is a decrease of £3.36 on the charge for 2018/19 of £5.01. The level of Special Expenses is now set to reflect the level of running costs expected in individual parishes. When applied only to the three parishes now covered by the special expenses scheme, this will be an amount for a Band D property of £0.89 for Costessey, £2.84 for Loddon and £8.86 for Gillingham, reflecting the different tax bases in the three parishes compared to the number of lights supported. These figures are slightly amended from those presented to Cabinet, due to the Council now retaining responsibility for 40 lights in Costessey (an extra 4 lights from the 36 previously reported).

4. REFERENDUM LIMITS

- 4.1 The Localism Act 2011 makes provision for Council Tax referendums to be held if an authority increases its basic amount of Council Tax in excess of principles determined by the Secretary of State. The excessiveness principles are set each year and these limits are 6% for County Councils (comprising 3% for expenditure on adult social care and 3% for other expenditure), and £24 on a Band D property for Police and Crime Commissioners for 2019/20.
- 4.2 For all shire district councils, the limit is an increase that is both 3% higher than 2018/19 and also more than £5.00 higher than in 2018/19. South Norfolk Council could therefore raise its Council Tax by £5.00 without triggering a referendum. The relevant figure will be the increase in Council Tax including Special Expenses. The level of Council Tax recommended by Cabinet would therefore not trigger a referendum.
- 4.3 Local precepting authorities (Town and Parish Councils) are not subject to Council Tax referendums in 2019/20.

5 OTHER OPTIONS

- 5.1 The Council could decide to freeze Council Tax or to raise it by a lower amount. Both these options would deliver less income to underpin the Medium Term Financial Strategy and result in a larger long-term funding gap.
- 5.2 Alternatively, as Special Expenses are included in referendum limits, the Council could take advantage of the one-off reduction in the Special Expense Council Tax to increase general Council Tax to the maximum referendum limit. An increase of up to £6.41 would still be within the referendum limit. This would provide additional income for the Medium Term Financial Strategy and result in a smaller long-term funding gap.

6 ISSUES AND RISKS

- 6.1 **Resource Implications** – The Council is required to set the Council Tax each year in accordance with the legislation set out above in this report. If this is not done, there is a risk that the Council will be unable to bill in a timely manner with a consequential loss of revenue, and this may prevent the

prudent management of the Council's financial affairs. The Council will be required to hold a referendum if it decides to increase its Council Tax by more than £5.00.

6.2 **Legal Implications** – The Council is legally obliged to set a balanced budget and a precept by 28th February each year. It is legally obliged to set the precept for a parish where the parish is unable to do so.

6.3 **Equality Implications** – None

6.4 **Environmental Impact** - None

6.5 **Crime and Disorder**- None

7 CONCLUSION

7.1 The revenue budget recommendations of the Cabinet and the impact of the final local government financial settlement as described in Section 2 are set out in the formal Council Tax Resolution in Appendix A.

7.2 If the formal Council Tax Resolution at Appendix A is approved, the total Band D Council Tax will be as shown below:

Band D Council Tax per Year

Precepting Body	2018/19 £	2019/20 £	Increase £	Increase %
South Norfolk Council	145.00	150.00	5.00	3.45%
Norfolk County Council	1,322.73	1,362.24	39.51	2.99%
Norfolk Police and Crime Commissioner	229.14	253.08	23.94	10.45%
Sub-Total	1,696.87	1,765.32		
Special Expenses (average)	1.63	0.22	-1.41	-86.50%
Sub-Total	1,698.50	1,765.54		
Town & Parish Councils (average)	74.14	78.19	4.05	5.46%
Total	1,772.64	1,843.73	71.09	4.01%

8 RECOMMENDATIONS

Council to adopt the Council Tax Resolution as set out in Appendix A, which will set a Council Tax of £150.00 for South Norfolk Council for 2019/20.

APPENDIX A

- 1) Council delegated the approval of the Council Tax Base to the Section 151 Officer on 28th January 2013. The Section 151 Officer approved the calculation of the Council Tax Base 2019/20 on 7th January 2019, for the whole Council area as 49,138 (Item T in the formula in Section 33(1) of the Local Government Finance Act 1992 Act, as amended (the "Act").

The Council is recommended to resolve as follows:

- 2) The recommendations of the Cabinet meeting 4th February 2019 relating to the Council Tax Base for dwellings in those parts of its area to which one or more special items relates as in the attached Appendix B and C be approved.
- 3) The recommendations of the Cabinet meeting 4th February 2019 relating to the Revenue and Capital Estimates 2019/20, as amended to reflect the final figures for special expenses described in section 3.4 of this report, be approved.
- 4) That the Council Tax requirement for the Council's own purposes for 2019/20 (excluding Parish precepts and special expenses) be calculated as £7,370,700.00.
- 5) That the Council Tax requirement for special expenses be calculated as £10,925.48.
- 6) That the following amounts be calculated for the year 2019/20 in accordance with Sections 30 to 36 of the Act.
 - a) £70,349,251.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils and any additional special expenses.
 - b) £59,125,314.70 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - c) £11,223,936.30 being the amount by which the aggregate at 6(a) above exceeds the aggregate at 6(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the 1992 Act).

- d) £228.42 being the amount at 6(c) above (Item R), all divided by Item T (1 above), calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts and special expenses).
- e) £3,853,236.30 being the aggregate amount of all special items (Parish precepts and special expenses) referred to in Section 34(1) of the Act (as per attached Appendix B and C).
- f) £150.00 being the amount at 6(d) above less the result given by dividing the amount at 6(e) above by Item T (1 above), calculated by the Council, in accordance with Section 34(2) of the 1992 Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept or special expense relates.
- 7) To note that Norfolk County Council and the Norfolk Police and Crime Commissioner have issued precepts to the Council in accordance with Section 40 of the Act for each category of dwellings in the Council's area as indicated in the table below.
- 8) That the Council, in accordance with Sections 30 and 36 of the Act, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2019/20 for each part of its area and for each of the categories of dwellings.

	Valuation Bands							
Precepting Authority	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
South Norfolk Council	100.00	116.67	133.33	150.00	183.33	216.67	250.00	300.00
Norfolk County Council	908.16	1,059.52	1,210.88	1,362.24	1,664.96	1,967.68	2,270.40	2,724.48
Norfolk Police and Crime Commissioner	168.72	196.84	224.96	253.08	309.32	365.56	421.80	506.16
Aggregate of Council Tax Requirements (excluding Parish Precepts and Special Expenses)	1,176.88	1,373.03	1,569.17	1,765.32	2,157.61	2,549.91	2,942.20	3,530.64

- 9) The Council has determined that its relevant basic amount of Council Tax for 2019/20, which reflects an increase of £3.59, is not excessive in accordance with principles approved under Section 52ZB of the Act.

As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2019/20 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Act.

APPENDIX B

a) Aggregate of the basic amount of Council Tax for South Norfolk Council, Parish Precept and Special Expenses for Band D properties

Part of the Council's Area	£		£
Alburgh	187.03	Ketteringham	175.44
Aldeby	200.92	Kimberley & Carleton Forehoe	182.25
Alpington	176.81	Kirby Bedon	164.28
Ashby St Mary	174.60	Kirby Cane	210.47
Ashwellthorpe & Fundenhall	178.97	Kirstead	155.88
Aslacton	162.50	Langley with Hardley	195.53
Barford	188.27	Little Melton	207.57
Barnham Broom	188.00	Loddon	235.01
Bawburgh	180.95	Long Stratton	255.56
Bedingham	159.37	Marlingford & Colton	199.06
Bergh Apton	171.00	Morley	195.35
Bracon Ash & Hethel	183.60	Morningthorpe & Fritton	174.77
Bramerton	216.43	Mulbarton	189.22
Brandon Parva, Coston, Runhall & Welborne	177.78	Mundham	166.31
Bressingham & Fersfield	172.23	Needham	180.30
Brockdish	194.15	Newton Flotman	176.73
Brooke	175.03	Norton Subcourse	173.39
Broome	169.29	Poringland	235.90
Bunwell	182.49	Pulham Market	218.51
Burgh St.Peter	185.03	Pulham St.Mary	221.54
Burston & Shimpling	204.50	Raveningham	150.00
Caistor & Bixley	190.16	Redenhall with Harleston	344.96
Carleton Rode	156.99	Rockland St.Mary	178.02
Carleton St.Peter	150.00	Roydon	178.55
Chedgrave	215.91	Saxlingham Nethergate	189.75
Claxton	195.16	Scole	198.24
Colney	178.83	Seething	174.65
Costessey	268.83	Shelfanger	177.77
Cringleford	307.69	Shelton & Hardwick	159.09
Denton	174.84	Shotesham	175.81
Deopham & Hackford	176.49	Sisland	150.00
Dickleburgh & Rushall	219.82	Spooner Row	238.40
Diss	352.72	Starston	196.80
Ditchingham	194.80	Stockton	150.00
Earsham	203.21	Stoke Holy Cross	188.99
East Carleton	175.44	Surlingham	174.33
Easton	188.75	Swainsthorpe	194.59
Ellingham	210.47	Swardeston	171.73
Flordon	197.79	Tacolneston	183.25
Forncett	176.90	Tasburgh	202.92
Framingham Earl	168.42	Tharston & Hapton	206.96
Framingham Pigot	150.00	Thurlton	174.10
Geldeston	188.61	Thurton	185.87

Part of the Council's Area	£
Gillingham	186.32
Gissing	199.53
Gt.Melton	160.93
Gt.Moulton	171.20
Haddiscoe	175.86
Hales	184.31
Heckingham	184.31
Hedenham	150.00
Hellington	178.02
Hempnall	189.39
Hethersett	198.86
Heywood	150.00
Hingham	222.04
Holverston	150.00
Howe	150.00
Keswick & Intwood	178.28

	£
Thwaite	150.00
Tibenham	172.20
Tivetshall	195.16
Toft Monks	173.13
Topcroft	174.76
Trowse with Newton	360.71
Wacton	274.08
Wheatacre	185.03
Wicklewood	162.50
Winfarthing	170.65
Woodton	201.16
Wortwell	265.94
Wramplingham	188.27
Wreningham	188.78
Wymondham	238.40
Yelverton	176.81

Being the amounts given by adding the amount at 6(f) in Appendix A to the amount 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 contained in Appendix C, calculated by the Council, in accordance with Section 34(3) of the 1992 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.

b) Aggregate of the basic amount of Council Tax for South Norfolk Council, Parish Precept and Special Expenses for properties by valuation band

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Alburgh	124.69	145.47	166.25	187.03	228.59	270.16	311.72	374.06
Aldeby	133.95	156.27	178.59	200.92	245.57	290.22	334.87	401.84
Alpington	117.87	137.52	157.16	176.81	216.10	255.40	294.68	353.62
Ashby St Mary	116.40	135.80	155.20	174.60	213.40	252.20	291.00	349.20
Ashwellthorpe & Fundenhall	119.31	139.20	159.08	178.97	218.74	258.52	298.28	357.94
Aslacton	108.33	126.39	144.44	162.50	198.61	234.73	270.83	325.00
Barford	125.51	146.44	167.35	188.27	230.10	271.95	313.78	376.54
Barnham Broom	125.33	146.23	167.11	188.00	229.77	271.56	313.33	376.00
Bawburgh	120.63	140.74	160.84	180.95	221.16	261.38	301.58	361.90
Bedingham	106.25	123.96	141.66	159.37	194.78	230.20	265.62	318.74
Bergh Apton	114.00	133.00	152.00	171.00	209.00	247.00	285.00	342.00
Bracon Ash & Hethel	122.40	142.80	163.20	183.60	224.40	265.20	306.00	367.20
Bramerton	144.29	168.34	192.38	216.43	264.52	312.62	360.72	432.86
Brandon Parva, Coston, Runhall & Welborne	118.52	138.28	158.02	177.78	217.28	256.80	296.30	355.56
Bressingham & Fersfield	114.82	133.96	153.09	172.23	210.50	248.78	287.05	344.46
Brockdish	129.43	151.01	172.57	194.15	237.29	280.44	323.58	388.30
Brooke	116.69	136.14	155.58	175.03	213.92	252.82	291.72	350.06
Broome	112.86	131.67	150.48	169.29	206.91	244.53	282.15	338.58
Bunwell	121.66	141.94	162.21	182.49	223.04	263.60	304.15	364.98
Burgh St.Peter	123.35	143.92	164.47	185.03	226.14	267.27	308.38	370.06
Burston & Shimpling	136.33	159.06	181.77	204.50	249.94	295.39	340.83	409.00
Caistor & Bixley	126.77	147.91	169.03	190.16	232.41	274.68	316.93	380.32
Carleton Rode	104.66	122.11	139.54	156.99	191.87	226.77	261.65	313.98
Carleton St.Peter	100.00	116.67	133.33	150.00	183.33	216.67	250.00	300.00
Chedgrave	143.94	167.93	191.92	215.91	263.89	311.87	359.85	431.82
Claxton	130.11	151.79	173.47	195.16	238.53	281.90	325.27	390.32
Colney	119.22	139.09	158.96	178.83	218.57	258.31	298.05	357.66
Costessey	179.22	209.09	238.96	268.83	328.57	388.32	448.05	537.66
Cringelford	205.13	239.32	273.50	307.69	376.06	444.44	512.82	615.38
Denton	116.56	135.99	155.41	174.84	213.69	252.55	291.40	349.68
Deopham & Hackford	117.66	137.27	156.88	176.49	215.71	254.93	294.15	352.98
Dickleburgh & Rushall	146.55	170.97	195.39	219.82	268.67	317.52	366.37	439.64
Diss	235.15	274.34	313.53	352.72	431.10	509.49	587.87	705.44
Ditchingham	129.87	151.51	173.15	194.80	238.09	281.38	324.67	389.60
Earsham	135.47	158.06	180.63	203.21	248.36	293.53	338.68	406.42
East Carleton	116.96	136.46	155.94	175.44	214.42	253.42	292.40	350.88
Easton	125.83	146.81	167.77	188.75	230.69	272.64	314.58	377.50
Ellingham	140.31	163.70	187.08	210.47	257.24	304.02	350.78	420.94
Flordon	131.86	153.84	175.81	197.79	241.74	285.70	329.65	395.58
Fornsett	117.93	137.59	157.24	176.90	216.21	255.53	294.83	353.80
Framingham Earl	112.28	131.00	149.70	168.42	205.84	243.28	280.70	336.84
Framingham Pigot	100.00	116.67	133.33	150.00	183.33	216.67	250.00	300.00
Geldeston	125.74	146.70	167.65	188.61	230.52	272.44	314.35	377.22

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Gillingham	124.21	144.92	165.61	186.32	227.72	269.13	310.53	372.64
Gissing	133.02	155.19	177.36	199.53	243.87	288.21	332.55	399.06
Gt.Melton	107.29	125.17	143.05	160.93	196.69	232.46	268.22	321.86
Gt.Moulton	114.13	133.16	152.17	171.20	209.24	247.29	285.33	342.40
Haddiscoe	117.24	136.78	156.32	175.86	214.94	254.02	293.10	351.72
Hales	122.87	143.36	163.83	184.31	225.26	266.23	307.18	368.62
Heckingham	122.87	143.36	163.83	184.31	225.26	266.23	307.18	368.62
Hedenham	100.00	116.67	133.33	150.00	183.33	216.67	250.00	300.00
Hellington	118.68	138.46	158.24	178.02	217.58	257.14	296.70	356.04
Hempnall	126.26	147.31	168.34	189.39	231.47	273.57	315.65	378.78
Hethersett	132.57	154.67	176.76	198.86	243.05	287.25	331.43	397.72
Heywood	100.00	116.67	133.33	150.00	183.33	216.67	250.00	300.00
Hingham	148.03	172.70	197.37	222.04	271.38	320.73	370.07	444.08
Holverston	100.00	116.67	133.33	150.00	183.33	216.67	250.00	300.00
Howe	100.00	116.67	133.33	150.00	183.33	216.67	250.00	300.00
Keswick & Intwood	118.85	138.67	158.47	178.28	217.89	257.52	297.13	356.56
Ketteringham	116.96	136.46	155.94	175.44	214.42	253.42	292.40	350.88
Kimberley & Carleton Forehoe	121.50	141.75	162.00	182.25	222.75	263.25	303.75	364.50
Kirby Bedon	109.52	127.78	146.02	164.28	200.78	237.30	273.80	328.56
Kirby Cane	140.31	163.70	187.08	210.47	257.24	304.02	350.78	420.94
Kirstead	103.92	121.24	138.56	155.88	190.52	225.16	259.80	311.76
Langley with Hardley	130.35	152.08	173.80	195.53	238.98	282.44	325.88	391.06
Little Melton	138.38	161.45	184.50	207.57	253.69	299.83	345.95	415.14
Loddon	156.67	182.79	208.89	235.01	287.23	339.46	391.68	470.02
Long Stratton	170.37	198.77	227.16	255.56	312.35	369.15	425.93	511.12
Marlingford & Colton	132.71	154.83	176.94	199.06	243.29	287.53	331.77	398.12
Morley	130.23	151.94	173.64	195.35	238.76	282.18	325.58	390.70
Morningthorpe & Fritton	116.51	135.94	155.35	174.77	213.60	252.45	291.28	349.54
Mulbarton	126.15	147.17	168.19	189.22	231.27	273.32	315.37	378.44
Mundham	110.87	129.36	147.83	166.31	203.26	240.23	277.18	332.62
Needham	120.20	140.24	160.26	180.30	220.36	260.44	300.50	360.60
Newton Flotman	117.82	137.46	157.09	176.73	216.00	255.28	294.55	353.46
Norton Subcourse	115.59	134.86	154.12	173.39	211.92	250.46	288.98	346.78
Poringland	157.27	183.48	209.69	235.90	288.32	340.75	393.17	471.80
Pulham Market	145.67	169.96	194.23	218.51	267.06	315.63	364.18	437.02
Pulham St.Mary	147.69	172.31	196.92	221.54	270.77	320.01	369.23	443.08
Raveningham	100.00	116.67	133.33	150.00	183.33	216.67	250.00	300.00
Redenhall with Harleston	229.97	268.31	306.63	344.96	421.61	498.28	574.93	689.92
Rockland St.Mary	118.68	138.46	158.24	178.02	217.58	257.14	296.70	356.04
Roydon	119.03	138.88	158.71	178.55	218.22	257.91	297.58	357.10
Saxlingham Nethergate	126.50	147.59	168.66	189.75	231.91	274.09	316.25	379.50
Scole	132.16	154.19	176.21	198.24	242.29	286.35	330.40	396.48
Seething	116.43	135.84	155.24	174.65	213.46	252.28	291.08	349.30
Shelfanger	118.51	138.27	158.01	177.77	217.27	256.78	296.28	355.54
Shelton & Hardwick	106.06	123.74	141.41	159.09	194.44	229.80	265.15	318.18
Shotesham	117.21	136.74	156.27	175.81	214.88	253.95	293.02	351.62
Sisland	100.00	116.67	133.33	150.00	183.33	216.67	250.00	300.00
Spooner Row	158.93	185.43	211.91	238.40	291.37	344.36	397.33	476.80

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Starston	131.20	153.07	174.93	196.80	240.53	284.27	328.00	393.60
Stockton	100.00	116.67	133.33	150.00	183.33	216.67	250.00	300.00
Stoke Holy Cross	125.99	147.00	167.99	188.99	230.98	272.99	314.98	377.98
Surlingham	116.22	135.59	154.96	174.33	213.07	251.81	290.55	348.66
Swainsthorpe	129.73	151.35	172.97	194.59	237.83	281.08	324.32	389.18
Swardeston	114.49	133.57	152.65	171.73	209.89	248.06	286.22	343.46
Tacolneston	122.17	142.53	162.89	183.25	223.97	264.70	305.42	366.50
Tasburgh	135.28	157.83	180.37	202.92	248.01	293.11	338.20	405.84
Tharston & Hapton	137.97	160.97	183.96	206.96	252.95	298.95	344.93	413.92
Thurlton	116.07	135.41	154.75	174.10	212.79	251.48	290.17	348.20
Thurton	123.91	144.57	165.21	185.87	227.17	268.48	309.78	371.74
Thwaite	100.00	116.67	133.33	150.00	183.33	216.67	250.00	300.00
Tibenham	114.80	133.94	153.06	172.20	210.46	248.74	287.00	344.40
Tivetshall	130.11	151.79	173.47	195.16	238.53	281.90	325.27	390.32
Toft Monks	115.42	134.66	153.89	173.13	211.60	250.08	288.55	346.26
Topcroft	116.51	135.93	155.34	174.76	213.59	252.43	291.27	349.52
Trowse with Newton	240.47	280.56	320.63	360.71	440.86	521.03	601.18	721.42
Wacton	182.72	213.18	243.62	274.08	334.98	395.90	456.80	548.16
Wheatacre	123.35	143.92	164.47	185.03	226.14	267.27	308.38	370.06
Wicklewood	108.33	126.39	144.44	162.50	198.61	234.73	270.83	325.00
Winfarthing	113.77	132.73	151.69	170.65	208.57	246.50	284.42	341.30
Woodton	134.11	156.46	178.81	201.16	245.86	290.57	335.27	402.32
Wortwell	177.29	206.85	236.39	265.94	325.03	384.14	443.23	531.88
Wramplingham	125.51	146.44	167.35	188.27	230.10	271.95	313.78	376.54
Wreningham	125.85	146.83	167.80	188.78	230.73	272.69	314.63	377.56
Wyndham	158.93	185.43	211.91	238.40	291.37	344.36	397.33	476.80
Yelverton	117.87	137.52	157.16	176.81	216.10	255.40	294.68	353.62

Being the amounts given by multiplying (as appropriate) the amounts at 6(f) in Appendix A or a) above by the number which, in the proportion set out in Section 5(1) of the 1992 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 1992 Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

c) That, having calculated the aggregate in each case of the amounts as listed above and paragraph 8 in Appendix A, the Council, in accordance with Section 30(2) of the 1992 Act, hereby sets the following amounts as the amounts of Council Tax for the year 2019/20 for each of the categories of dwellings shown below :

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Alburgh	1,201.57	1,401.83	1,602.09	1,802.35	2,202.87	2,603.40	3,003.92	3,604.70
Aldeby	1,210.83	1,412.63	1,614.43	1,816.24	2,219.85	2,623.46	3,027.07	3,632.48
Alpington	1,194.75	1,393.88	1,593.00	1,792.13	2,190.38	2,588.64	2,986.88	3,584.26
Ashby St Mary	1,193.28	1,392.16	1,591.04	1,789.92	2,187.68	2,585.44	2,983.20	3,579.84
Ashwellthorpe & Fundenhall	1,196.19	1,395.56	1,594.92	1,794.29	2,193.02	2,591.76	2,990.48	3,588.58
Aslacton	1,185.21	1,382.75	1,580.28	1,777.82	2,172.89	2,567.97	2,963.03	3,555.64
Barford	1,202.39	1,402.80	1,603.19	1,803.59	2,204.38	2,605.19	3,005.98	3,607.18
Barnham Broom	1,202.21	1,402.59	1,602.95	1,803.32	2,204.05	2,604.80	3,005.53	3,606.64
Bawburgh	1,197.51	1,397.10	1,596.68	1,796.27	2,195.44	2,594.62	2,993.78	3,592.54
Bedingham	1,183.13	1,380.32	1,577.50	1,774.69	2,169.06	2,563.44	2,957.82	3,549.38
Bergh Apton	1,190.88	1,389.36	1,587.84	1,786.32	2,183.28	2,580.24	2,977.20	3,572.64
Bracon Ash & Hethel	1,199.28	1,399.16	1,599.04	1,798.92	2,198.68	2,598.44	2,998.20	3,597.84
Bramerton	1,221.17	1,424.70	1,628.22	1,831.75	2,238.80	2,645.86	3,052.92	3,663.50
Brandon Parva, Coston, Runhall & Welborne	1,195.40	1,394.64	1,593.86	1,793.10	2,191.56	2,590.04	2,988.50	3,586.20
Bressingham & Fersfield	1,191.70	1,390.32	1,588.93	1,787.55	2,184.78	2,582.02	2,979.25	3,575.10
Brockdish	1,206.31	1,407.37	1,608.41	1,809.47	2,211.57	2,613.68	3,015.78	3,618.94
Brooke	1,193.57	1,392.50	1,591.42	1,790.35	2,188.20	2,586.06	2,983.92	3,580.70
Broome	1,189.74	1,388.03	1,586.32	1,784.61	2,181.19	2,577.77	2,974.35	3,569.22
Bunwell	1,198.54	1,398.30	1,598.05	1,797.81	2,197.32	2,596.84	2,996.35	3,595.62
Burgh St.Peter	1,200.23	1,400.28	1,600.31	1,800.35	2,200.42	2,600.51	3,000.58	3,600.70
Burston & Shimpling	1,213.21	1,415.42	1,617.61	1,819.82	2,224.22	2,628.63	3,033.03	3,639.64
Caistor & Bixley	1,203.65	1,404.27	1,604.87	1,805.48	2,206.69	2,607.92	3,009.13	3,610.96
Carleton Rode	1,181.54	1,378.47	1,575.38	1,772.31	2,166.15	2,560.01	2,953.85	3,544.62
Carleton St.Peter	1,176.88	1,373.03	1,569.17	1,765.32	2,157.61	2,549.91	2,942.20	3,530.64
Chedgrave	1,220.82	1,424.29	1,627.76	1,831.23	2,238.17	2,645.11	3,052.05	3,662.46
Claxton	1,206.99	1,408.15	1,609.31	1,810.48	2,212.81	2,615.14	3,017.47	3,620.96
Colney	1,196.10	1,395.45	1,594.80	1,794.15	2,192.85	2,591.55	2,990.25	3,588.30
Costessey	1,256.10	1,465.45	1,674.80	1,884.15	2,302.85	2,721.56	3,140.25	3,768.30
Cringleford	1,282.01	1,495.68	1,709.34	1,923.01	2,350.34	2,777.68	3,205.02	3,846.02
Denton	1,193.44	1,392.35	1,591.25	1,790.16	2,187.97	2,585.79	2,983.60	3,580.32
Deopham & Hackford	1,194.54	1,393.63	1,592.72	1,791.81	2,189.99	2,588.17	2,986.35	3,583.62
Dickleburgh & Rushall	1,223.43	1,427.33	1,631.23	1,835.14	2,242.95	2,650.76	3,058.57	3,670.28
Diss	1,312.03	1,530.70	1,749.37	1,968.04	2,405.38	2,842.73	3,280.07	3,936.08
Ditchingham	1,206.75	1,407.87	1,608.99	1,810.12	2,212.37	2,614.62	3,016.87	3,620.24
Earsham	1,212.35	1,414.42	1,616.47	1,818.53	2,222.64	2,626.77	3,030.88	3,637.06
East Carleton	1,193.84	1,392.82	1,591.78	1,790.76	2,188.70	2,586.66	2,984.60	3,581.52
Easton	1,202.71	1,403.17	1,603.61	1,804.07	2,204.97	2,605.88	3,006.78	3,608.14
Ellingham	1,217.19	1,420.06	1,622.92	1,825.79	2,231.52	2,637.26	3,042.98	3,651.58
Flordon	1,208.74	1,410.20	1,611.65	1,813.11	2,216.02	2,618.94	3,021.85	3,626.22
Forncett	1,194.81	1,393.95	1,593.08	1,792.22	2,190.49	2,588.77	2,987.03	3,584.44
Framingham Earl	1,189.16	1,387.36	1,585.54	1,783.74	2,180.12	2,576.52	2,972.90	3,567.48
Framingham Pigot	1,176.88	1,373.03	1,569.17	1,765.32	2,157.61	2,549.91	2,942.20	3,530.64
Geldeston	1,202.62	1,403.06	1,603.49	1,803.93	2,204.80	2,605.68	3,006.55	3,607.86

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Gillingham	1,201.09	1,401.28	1,601.45	1,801.64	2,202.00	2,602.37	3,002.73	3,603.28
Gissing	1,209.90	1,411.55	1,613.20	1,814.85	2,218.15	2,621.45	3,024.75	3,629.70
Gt.Melton	1,184.17	1,381.53	1,578.89	1,776.25	2,170.97	2,565.70	2,960.42	3,552.50
Gt.Moulton	1,191.01	1,389.52	1,588.01	1,786.52	2,183.52	2,580.53	2,977.53	3,573.04
Haddiscoe	1,194.12	1,393.14	1,592.16	1,791.18	2,189.22	2,587.26	2,985.30	3,582.36
Hales	1,199.75	1,399.72	1,599.67	1,799.63	2,199.54	2,599.47	2,999.38	3,599.26
Heckingham	1,199.75	1,399.72	1,599.67	1,799.63	2,199.54	2,599.47	2,999.38	3,599.26
Hedenham	1,176.88	1,373.03	1,569.17	1,765.32	2,157.61	2,549.91	2,942.20	3,530.64
Hellington	1,195.56	1,394.82	1,594.08	1,793.34	2,191.86	2,590.38	2,988.90	3,586.68
Hempnall	1,203.14	1,403.67	1,604.18	1,804.71	2,205.75	2,606.81	3,007.85	3,609.42
Hethersett	1,209.45	1,411.03	1,612.60	1,814.18	2,217.33	2,620.49	3,023.63	3,628.36
Heywood	1,176.88	1,373.03	1,569.17	1,765.32	2,157.61	2,549.91	2,942.20	3,530.64
Hingham	1,224.91	1,429.06	1,633.21	1,837.36	2,245.66	2,653.97	3,062.27	3,674.72
Holverston	1,176.88	1,373.03	1,569.17	1,765.32	2,157.61	2,549.91	2,942.20	3,530.64
Howe	1,176.88	1,373.03	1,569.17	1,765.32	2,157.61	2,549.91	2,942.20	3,530.64
Keswick & Intwood	1,195.73	1,395.03	1,594.31	1,793.60	2,192.17	2,590.76	2,989.33	3,587.20
Ketteringham	1,193.84	1,392.82	1,591.78	1,790.76	2,188.70	2,586.66	2,984.60	3,581.52
Kimberley & Carleton Forehoe	1,198.38	1,398.11	1,597.84	1,797.57	2,197.03	2,596.49	2,995.95	3,595.14
Kirby Bedon	1,186.40	1,384.14	1,581.86	1,779.60	2,175.06	2,570.54	2,966.00	3,559.20
Kirby Cane	1,217.19	1,420.06	1,622.92	1,825.79	2,231.52	2,637.26	3,042.98	3,651.58
Kirstead	1,180.80	1,377.60	1,574.40	1,771.20	2,164.80	2,558.40	2,952.00	3,542.40
Langley with Hardley	1,207.23	1,408.44	1,609.64	1,810.85	2,213.26	2,615.68	3,018.08	3,621.70
Little Melton	1,215.26	1,417.81	1,620.34	1,822.89	2,227.97	2,633.07	3,038.15	3,645.78
Loddon	1,233.55	1,439.15	1,644.73	1,850.33	2,261.51	2,672.70	3,083.88	3,700.66
Long Stratton	1,247.25	1,455.13	1,663.00	1,870.88	2,286.63	2,702.39	3,118.13	3,741.76
Marlingford & Colton	1,209.59	1,411.19	1,612.78	1,814.38	2,217.57	2,620.77	3,023.97	3,628.76
Morley	1,207.11	1,408.30	1,609.48	1,810.67	2,213.04	2,615.42	3,017.78	3,621.34
Morningthorpe & Fritton	1,193.39	1,392.30	1,591.19	1,790.09	2,187.88	2,585.69	2,983.48	3,580.18
Mulbarton	1,203.03	1,403.53	1,604.03	1,804.54	2,205.55	2,606.56	3,007.57	3,609.08
Mundham	1,187.75	1,385.72	1,583.67	1,781.63	2,177.54	2,573.47	2,969.38	3,563.26
Needham	1,197.08	1,396.60	1,596.10	1,795.62	2,194.64	2,593.68	2,992.70	3,591.24
Newton Flotman	1,194.70	1,393.82	1,592.93	1,792.05	2,190.28	2,588.52	2,986.75	3,584.10
Norton Subcourse	1,192.47	1,391.22	1,589.96	1,788.71	2,186.20	2,583.70	2,981.18	3,577.42
Poringland	1,234.15	1,439.84	1,645.53	1,851.22	2,262.60	2,673.99	3,085.37	3,702.44
Pulham Market	1,222.55	1,426.32	1,630.07	1,833.83	2,241.34	2,648.87	3,056.38	3,667.66
Pulham St.Mary	1,224.57	1,428.67	1,632.76	1,836.86	2,245.05	2,653.25	3,061.43	3,673.72
Raveningham	1,176.88	1,373.03	1,569.17	1,765.32	2,157.61	2,549.91	2,942.20	3,530.64
Redenhall with Harleston	1,306.85	1,524.67	1,742.47	1,960.28	2,395.89	2,831.52	3,267.13	3,920.56
Rockland St.Mary	1,195.56	1,394.82	1,594.08	1,793.34	2,191.86	2,590.38	2,988.90	3,586.68
Roydon	1,195.91	1,395.24	1,594.55	1,793.87	2,192.50	2,591.15	2,989.78	3,587.74
Saxlingham Nethergate	1,203.38	1,403.95	1,604.50	1,805.07	2,206.19	2,607.33	3,008.45	3,610.14
Scole	1,209.04	1,410.55	1,612.05	1,813.56	2,216.57	2,619.59	3,022.60	3,627.12
Seething	1,193.31	1,392.20	1,591.08	1,789.97	2,187.74	2,585.52	2,983.28	3,579.94
Shelfanger	1,195.39	1,394.63	1,593.85	1,793.09	2,191.55	2,590.02	2,988.48	3,586.18
Shelton & Hardwick	1,182.94	1,380.10	1,577.25	1,774.41	2,168.72	2,563.04	2,957.35	3,548.82
Shotesham	1,194.09	1,393.10	1,592.11	1,791.13	2,189.16	2,587.19	2,985.22	3,582.26
Sisland	1,176.88	1,373.03	1,569.17	1,765.32	2,157.61	2,549.91	2,942.20	3,530.64
Spooner Row	1,235.81	1,441.79	1,647.75	1,853.72	2,265.65	2,677.60	3,089.53	3,707.44

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Starston	1,208.08	1,409.43	1,610.77	1,812.12	2,214.81	2,617.51	3,020.20	3,624.24
Stockton	1,176.88	1,373.03	1,569.17	1,765.32	2,157.61	2,549.91	2,942.20	3,530.64
Stoke Holy Cross	1,202.87	1,403.36	1,603.83	1,804.31	2,205.26	2,606.23	3,007.18	3,608.62
Surlingham	1,193.10	1,391.95	1,590.80	1,789.65	2,187.35	2,585.05	2,982.75	3,579.30
Swainsthorpe	1,206.61	1,407.71	1,608.81	1,809.91	2,212.11	2,614.32	3,016.52	3,619.82
Swardeston	1,191.37	1,389.93	1,588.49	1,787.05	2,184.17	2,581.30	2,978.42	3,574.10
Tacolneston	1,199.05	1,398.89	1,598.73	1,798.57	2,198.25	2,597.94	2,997.62	3,597.14
Tasburgh	1,212.16	1,414.19	1,616.21	1,818.24	2,222.29	2,626.35	3,030.40	3,636.48
Tharston & Hapton	1,214.85	1,417.33	1,619.80	1,822.28	2,227.23	2,632.19	3,037.13	3,644.56
Thurlton	1,192.95	1,391.77	1,590.59	1,789.42	2,187.07	2,584.72	2,982.37	3,578.84
Thurton	1,200.79	1,400.93	1,601.05	1,801.19	2,201.45	2,601.72	3,001.98	3,602.38
Thwaite	1,176.88	1,373.03	1,569.17	1,765.32	2,157.61	2,549.91	2,942.20	3,530.64
Tibenham	1,191.68	1,390.30	1,588.90	1,787.52	2,184.74	2,581.98	2,979.20	3,575.04
Tivetshall	1,206.99	1,408.15	1,609.31	1,810.48	2,212.81	2,615.14	3,017.47	3,620.96
Toft Monks	1,192.30	1,391.02	1,589.73	1,788.45	2,185.88	2,583.32	2,980.75	3,576.90
Topcroft	1,193.39	1,392.29	1,591.18	1,790.08	2,187.87	2,585.67	2,983.47	3,580.16
Trowse with Newton	1,317.35	1,536.92	1,756.47	1,976.03	2,415.14	2,854.27	3,293.38	3,952.06
Wacton	1,259.60	1,469.54	1,679.46	1,889.40	2,309.26	2,729.14	3,149.00	3,778.80
Wheatacre	1,200.23	1,400.28	1,600.31	1,800.35	2,200.42	2,600.51	3,000.58	3,600.70
Wicklewood	1,185.21	1,382.75	1,580.28	1,777.82	2,172.89	2,567.97	2,963.03	3,555.64
Winfarthing	1,190.65	1,389.09	1,587.53	1,785.97	2,182.85	2,579.74	2,976.62	3,571.94
Woodton	1,210.99	1,412.82	1,614.65	1,816.48	2,220.14	2,623.81	3,027.47	3,632.96
Wortwell	1,254.17	1,463.21	1,672.23	1,881.26	2,299.31	2,717.38	3,135.43	3,762.52
Wramplingham	1,202.39	1,402.80	1,603.19	1,803.59	2,204.38	2,605.19	3,005.98	3,607.18
Wreningham	1,202.73	1,403.19	1,603.64	1,804.10	2,205.01	2,605.93	3,006.83	3,608.20
Wymondham	1,235.81	1,441.79	1,647.75	1,853.72	2,265.65	2,677.60	3,089.53	3,707.44
Yelverton	1,194.75	1,393.88	1,593.00	1,792.13	2,190.38	2,588.64	2,986.88	3,584.26

**South Norfolk District Council Tax Base by Parish
Parish Council Precepts & Council Tax Band D**

APPENDIX C

	Precept £	Tax Base	Council Tax Band D £
Alburgh	6,000.00	162	37.03
Aldeby	8,250.00	162	50.92
Alpington	5,362.00	200	26.81
Ashby St Mary	3,025.82	123	24.60
Ashwellthorpe & Fundenhall	9,041.00	312	28.97
Aslacton	2,062.50	165	12.50
Barford	7,273.00	190	38.27
Barnham Broom	8,362.00	220	38.00
Bawburgh	6,500.00	210	30.95
Bedingham	900.00	96	9.37
Bergh Apton	4,158.00	198	21.00
Bracon Ash & Hethel	6,115.20	182	33.60
Bramerton	11,892.00	179	66.43
Brandon Parva, Coston, Runhall & Welborne	3,946.00	142	27.78
Bressingham & Fersfield	7,650.00	344	22.23
Brockdish	11,480.00	260	44.15
Brooke	13,543.00	541	25.03
Broome	3,647.00	189	19.29
Bunwell	12,638.61	389	32.49
Burgh St.Peter	4,029.00	115	35.03
Burston & Shimpling	11,173.00	205	54.50
Caistor & Bixley	7,149.00	178	40.16
Carleton Rode	2,000.00	286	6.99
Carleton St.Peter	0.00	15	0.00
Chedgrave	25,243.53	383	65.91
Claxton	4,335.36	96	45.16
Colney	1,730.00	60	28.83
Costessey	636,576.00	5,397	117.94

	Precept £	Tax Base	Council Tax Band D £
Cringleford	294,741.00	1,869	157.69
Denton	3,926.00	158	24.84
Deopham & Hackford	5,485.00	207	26.49
Dickleburgh & Rushall	35,748.00	512	69.82
Diss	548,985.00	2,708	202.72
Ditchingham	28,000.00	625	44.80
Earsham	14,635.00	275	53.21
East Carleton	3,307.12	130	25.44
Easton	18,757.00	484	38.75
Ellingham	12,336.00	204	60.47
Flordon	4,732.00	99	47.79
Forncett	12,000.00	446	26.90
Framingham Earl	8,438.00	458	18.42
Framingham Pigot	0.00	65	0.00
Geldeston	6,565.00	170	38.61
Gillingham	6,700.00	244	27.45
Gissing	5,300.00	107	49.53
Great Melton	700.00	64	10.93
Great Moulton	6,000.00	283	21.20
Haddiscoe	4,914.00	190	25.86
Hales	5,558.00	162	34.31
Heckingham	2,882.26	84	34.31
Hedenham	0.00	72	0.00
Hellington	813.00	29	28.02
Hempnall	17,650.00	448	39.39
Hethersett	114,000.00	2,333	48.86
Heywood	0.00	78	0.00
Hingham	67,000.00	930	72.04
Holverston	0.00	13	0.00

	Precept £	Tax Base	Council Tax Band D £
Howe	0.00	29	0.00
Keswick & Intwood	5,799.00	205	28.28
Ketteringham	2,519.00	99	25.44
Kimberley & Carleton Forehoe	1,999.96	62	32.25
Kirby Bedon	1,000.00	70	14.28
Kirby Cane	8,164.00	135	60.47
Kirstead	600.00	102	5.88
Langley with Hardley	6,237.61	137	45.53
Little Melton	22,971.00	399	57.57
Loddon	79,955.00	987	81.00
Long Stratton	147,259.52	1,395	105.56
Marlingford & Colton	7,850.00	160	49.06
Morley	9,070.00	200	45.35
Morningthorpe & Fritton	2,750.00	111	24.77
Mulbarton	51,574.30	1,315	39.22
Mundham	1,044.00	64	16.31
Needham	4,000.00	132	30.30
Newton Flotman	12,216.98	457	26.73
Norton Subcourse	2,410.00	103	23.39
Poringland	161,235.54	1,877	85.90
Pulham Market	26,380.07	385	68.51
Pulham St.Mary	24,108.98	337	71.54
Raveningham	0.00	53	0.00
Redenhall with Harleston	327,143.00	1,678	194.96
Rockland St.Mary	8,687.00	310	28.02
Roydon	24,100.00	844	28.55
Saxlingham Nethergate	11,807.69	297	39.75
Scole	23,400.00	485	48.24
Seething	3,845.40	156	24.65
Shelfanger	4,500.00	162	27.77
Shelton & Hardwick	1,000.00	110	9.09

	Precept £	Tax Base	Council Tax Band D £
Shotesham	6,300.00	244	25.81
Sisland	0.00	18	0.00
Spooner Row	24,044.80	272	88.40
Starston	6,552.00	140	46.80
Stockton	0.00	23	0.00
Stoke Holy Cross	28,000.00	718	38.99
Surlingham	7,348.00	302	24.33
Swainsthorpe	6,422.00	144	44.59
Swardeston	5,824.00	268	21.73
Tacolneston	10,075.00	303	33.25
Tasburgh	21,753.82	411	52.92
Tharston & Hapton	21,876.00	384	56.96
Thurlton	6,750.00	280	24.10
Thurton	7,426.00	207	35.87
Thwaite	0.00	39	0.00
Tibenham	4,107.00	185	22.20
Tivetshall	9,800.00	217	45.16
Toft Monks	3,355.04	145	23.13
Topcroft	2,600.00	105	24.76
Trowse with Newton	67,006.00	318	210.71
Wacton	17,000.00	137	124.08
Wheatacre	1,471.00	42	35.03
Wicklewood	5,000.00	400	12.50
Winfarthing	3,944.15	191	20.65
Woodton	9,260.00	181	51.16
Wortwell	24,348.00	210	115.94
Wrampingham	1,952.00	51	38.27
Wreningham	8,611.00	222	38.78
Wymondham	492,565.00	5,572	88.40
Yelverton	2,037.56	76	26.81
Total	3,842,310.82	49,138	78.19

MONITORING OFFICER REPORT

Report Author(s): Emma Hodds, Monitoring Officer

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Portfolio: Leader, the Economy and External Affairs

Ward(s) Affected: All

Purpose of the Report: This report seeks to appoint a new Section 151 Officer and Deputy, note the appointment of the new Deputy Leader and make an appointment to an outside body.

Recommendations:

1. To appoint Debbie Lorimer as the Council's Chief Financial Officer (Section 151 Officer), from 19 February 2019.
2. To appoint Julie Brown as the Council's Deputy Financial Officer, from 23 February 2019.
3. To note that Cllr Mason Billig is designated as Deputy Leader of the Council with immediate effect.
4. To appoint Cllr Pond to the Community Interest Organisation for Queens Hill.

1. SUMMARY

- 1.1 This report seeks to appoint to the statutory post of Section 151 Officer and their Deputy, note the appointment of the new Deputy Leader and make an appointment to an outside body.

2. APPOINTMENTS

- 2.1 Section 151 of the Local Government Act 1972 requires every local authority to appoint a suitably qualified officer responsible for the proper administration of its financial affairs.
- 2.2 With the imminent departure of the Council's current Chief Financial Officer, also known as the S151 Officer, (Peter Catchpole), and the need to temporarily cover this role until the new senior management structure is finalised, Council need to appoint to this role.
- 2.3 It is proposed that Debbie Lorimer is appointed the S151 Officer, from 19 February 2019. Debbie Lorimer has previously held the role at South Norfolk Council and will be able to pick up this area temporarily due to the historic knowledge and the current strategic role that is being undertaken.
- 2.4 The Council is also required to appoint a deputy Chief Financial Officer to act as the Chief Financial Officer in their absence. The Council's current Deputy, Matthew Fernandez-Graham, is leaving the Council on 22 February 2019 and it is proposed to appoint Julie Brown as the Deputy Chief Financial Officer from 23 February 2019.

3. COUNCILLOR APPOINTMENTS

- 3.1 At the Cabinet meeting on the 4 February 2019 Cllr Edney stepped down as Deputy Leader of the Council and as Vice Chairman of Cabinet. The Leader has appointed Cllr Mason Billig as Vice Chairman of Cabinet and Council are requested to also note the designation of Deputy Leader.
- 3.2 Council is responsible for making appointments of representatives to serve on outside organisations. Representation on outside bodies strengthens the community leadership role of elected members. It ensures that the Council is made aware of issues with partner organisations and ensures the interests of the Council and its residents are presented in the wider community.
- 3.3 The Council is expecting to take over the open space at Queens Hill and needs to support the creation of a sustainable management structure for the amenity area. To enable this the Council is working with community stakeholders to create a Community Interest Organisation (CIO) to ensure that the future vision meets the needs of the local community. The CIO will have Trustees from local stakeholders including the Council, Friends of Tud Valley, Queens Hills Primary School, and the Town Council have also been invited to be part of the CIO. The next stage is to submit the application to the Charity Commission to become a CIO and there needs to be five trustees nominated. It is important for the Council to have a representative and it is to this end that Cllr Pond is proposed to be a trustee.

4 ISSUES AND RISKS

- 4.1 **Resource Implications** – Due to the requirements for the S151 Officer to be suitably qualified there is a limited number of candidates who are able to cover this role in the interim period. In terms of representation on outside bodies there is a direct cost to the Council in members travelling and subsistence costs.
- 4.2 **Legal Implications** – the Council’s statutory obligations are set out in the body of the report.
- 4.3 **Equality Implications** – none
- 4.4 **Environmental Impact** – none
- 4.5 **Crime and Disorder**- none
- 4.6 **Risks** – the Council has a statutory duty to appoint a S151 Officer. Making the appointment as suggested in this report ensures that the Council meets this duty.

5 CONCLUSION

- 5.1 This report asks the Council to appoint a new Chief Finance Officer and their Deputy.

6 RECOMMENDATIONS

- 6.1 To appoint Debbie Lorimer as the Council’s Section 151 Officer, from 19 February 2019.
- 6.2 To appoint Julie Brown as the Council’s Deputy Financial Officer, from 23 February 2019.
- 6.3 To note that Cllr Mason Billig is designated as Deputy Leader of the Council with immediate effect.
- 6.4 To appoint Cllr Pond to the Community Interest Organisation for Queens Hill.

18 February 2019

Pay Policy Statement 2019/20

Report Author(s): Dave Renaut, Payroll Manager
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Portfolio: Growth and Resources

Ward(s) Affected: All

Purpose of the Report:

Section 38 of the Localism Act introduced in 2012 requires all Local Authorities to produce an annual Pay Policy Statement, which must be approved by Council and made available to the public. South Norfolk Council's Pay Policy Statement 2019/20 is to be approved by Council in advance of its publication on the Council's website.

Recommendations:

That Council approves the content of SNC's 2019/20 Pay Policy statement as attached in advance of its publication on the Council's website by 31 March 2019.

1. SUMMARY

Section 38 of the Localism Act introduced in 2012 requires all Local Authorities to produce an annual Pay Policy Statement, which must be approved by Council and made available to the public. South Norfolk Council's Pay Policy Statement 2019/20 is to be approved by Council in advance of its publication on the Council's website.

2. BACKGROUND

The Localism Act requires Pay Policy Statements to cover disparate aspects of remuneration policy, specifically those relating to its highest and lowest paid members of staff. The statement must include:

- The Local Authority's policy in the level and elements of remuneration for its Chief Officers.
- The Local Authority's policy on the remuneration of its lowest paid employees, (together with its definition of 'lowest paid employees')
- The Local Authority's policy on the relationship between the remuneration of its Chief Officers and other officers.
- The Local Authority's policy on other specific aspects of Chief Officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance related pay and bonuses, termination payments and transparency.

The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements and termination payments and:

- Must be approved formally by Council
- Must be approved by the end of March each year
- Can be amended in year
- Must be published on the Authority's website (and in any other ways the Authority chooses)
- Must be complied with when the Authority sets the Terms and Conditions for its officers.

3. CURRENT POSITION / FINDINGS

3.1 South Norfolk Council's Pay Policy Statement for 2019/20 is attached with tracked changes shown thereon.

3.2 The key changes from last year excluding expected updates for job titles, employee numbers, pay scales, dates etc. are as set out below:-

- The introduction of a Market Supplement as detailed in Paragraph 12 of the Pay Policy Statement attached.
- The introduction of Paragraph 29 covering the move to a single officer team following the agreed collaboration between South Norfolk and Broadland District Councils.

4. PROPOSED ACTION

4.1 The proposal is for the approval of the 2019/20 Pay Policy Statement.

5 ISSUES AND RISKS

- 6.1 **Resource Implications** – Budgets for locally agreed pay increases and any nationally agreed awards form part of the annual budget setting process.
- 6.2 **Legal Implications** – The Council is obliged through the Localism Act to produce an annual Pay Policy Statement and so would not be meeting its statutory obligations if it failed to do so.

6 RECOMMENDATIONS

- 6.1 That Council approves the content of SNC's Pay Policy Statement 2019/20 as attached in advance of its publication on the Council's website by 31st March 2019.

Appendix

Pay Policy Statement 2019/20 (with tracked changes)

SOUTH NORFOLK COUNCIL

Pay Policy Statement 2019/2020~~2018/19~~

1. Status of this Policy Statement

Section 38 of the Localism Act requires public authorities to publish annual Pay Policy Statements. Pursuant to the Act, this Pay Policy Statement summarises South Norfolk Council's approach to the pay of its workforce and, in particular it's Chief Officers. [This policy sets out South Norfolk Council's approach to the pay of it's workforce, including Chief Officers, in accordance with Section 38 of the Localism Act.](#)

Any decision under powers delegated in the Council's Constitution with regard to remuneration to be taken during 2018/192019/20 will be bound by and must comply with this Statement.

The Section 151 Officer must be consulted prior to any decision impacting on remuneration where there is any question regarding compliance with the Statement.

2. Scope

This statement sets out the Council's policy with regard to:

- the remuneration of Chief Officers
- the remuneration of the lowest paid employees
- the relationship between Chief Officers' remuneration and that of other officers

"Remuneration" for the purpose of this Statement includes four elements:

- basic salary
- performance related pay
- pension
- all other allowances arising from employment

3. Objectives of the Policy Statement

(a) To ensure a capable and high performing workforce.

~~In respect of the Chief Executive~~Managing Director, ~~Chief Officers and all other employees~~ the Council's policy is to set remuneration sufficient to attract and retain sufficiently experienced and qualified individuals to deliver the Council's priorities.

- (b) Simplicity, clarity and fairness between employees and between the Council and the community.

The Council aims to be transparent on pay related matters to its staff, prospective staff and the wider community. This Policy Statement contains information relating to pay, grading and associated benefits applicable to all employees. The Statement, once approved by full Council, is published on the Council's website.

Any remuneration package proposed for a Council employee which exceeds £100,000 (calculated by the value of total remuneration to be paid in the first year) must be approved in advance by full Council, and any package with a value of below £100,000 is approved by the Managing Director under delegated responsibility and in line with this Policy Statement.

- (c) To differentiate between remuneration and other employment related expenses.

~~The Council does not pay any bonus or hospitality payments to any of its employees. However there may be circumstances which fit into the definition of a 'bonus' as required by Gender Pay Gap reporting. This would be where~~
The Council makes a one-off payments to compensate an employee who has temporarily stepped up into a more senior post, or where an employee has made an exceptional business contribution to the Council.

~~It does however reimburse~~The Council reimburses employees for expenses incurred during the course of their employment in line with the Council's published rates. The Council will meet or reimburse authorised travel, accommodation and subsistence costs for attendance at approved business meetings and training events. The Council does not regard such costs as remuneration but as non-pay operational costs.

This policy is applied consistently to the ~~Chief Executive~~Managing Director, Chief Officers and other employees.

4. Chief Officers

For the purpose of this Policy Statement, Chief Officers are defined as:

- ~~Chief Executive~~Managing Director (and Returning Officer)
- Directors (statutory or non-statutory)
- ~~Assistant Director~~
- Deputy Chief Officers (Assistant Directors)

5. Job Evaluation

The pay range for each post is set using a recognised analytical job evaluation scheme (Inbucon). A points based scheme assesses each job against a number of factors. The process involves:

- The employee and manager agreeing a job description
- Evaluation of the job data by trained analysts in partnership with the recognised Trade Union(s)
- The evaluation score determining the salary range for the job

Together HR and Trade Union representatives evaluate all new posts. Where substantial change occurs to an existing job the employee and the manager are responsible for providing a revised, and agreed, job description for re-evaluation.

Pay Bandings

South Norfolk Council supports the national pay systems (JNC in respect of Chief Officers and NJC in respect of all other employees) in relation to nationally agreed pay awards, with pay bands being set at a local level. This means the Council applies any nationally negotiated pay award to its pay bands each year. (For bands see section 8 below.)

South Norfolk Council's pay bands ~~were last reviewed in 2008 and are~~ periodically adjusted to reflect the appropriate market rate for the job using regional comparative data as it has always been the Council's policy to maintain pay levels at the middle of the Local Government market for the region. ~~From 1st April 2016 Band 16 was removed to ensure compliance with the legislation around the National Living Wage.~~ One salary structure applies to all employees including Chief Officers.

A Performance Review scheme ~~was implemented in 2012~~ is in place and applies to all employees. This scheme ~~moved away from incremental progression to rewarding rewards~~ performance through an agreed ratings matrix. The percentage pay awards applicable to each performance rating are agreed on an annual basis. An example matrix is shown in section 9 below.

6. Pay Review

As stated above, pay levels are reviewed each year in accordance with national agreements (JNC and NJC). Employees pay ~~was~~ is increased in April ~~each year~~ 2017 2018 (through application of the nationally agreed pay award).

~~and may will be increased again in April 2018 2019. SNC pay above the National Living Minimum Wage.~~

It is the policy of SNC to pay a minimum of the National Living Wage for all posts.

~~There are no plans to change the grading system or create locally negotiated pay.~~

7. Pay Range

The Council operates a single pay and grade structure (Bands 1A to 15). The spread of posts across each of the bands (as at 1st January ~~2018~~ 2019) is shown in the table below.

Generic Role	Salary Scale	No. Employees
Chief Executive	1A	1
Director/Assistant Director	1 – 3	3
Chief Officer	4 – 6	<u>65</u>
Manager	5 – 7	<u>1617</u>
Officer	8 – 11	<u>174189</u>
Admin	12 – 15	<u>260256</u>
	Headcount	<u>457 471</u>

The following pay bands include the nationally agreed pay award with effect from 1st April 2018

JNC Chief Officer Salary Scales

(For SNC this relates to the Chief Executive, Directors and Heads of Service)

Band	Quadrant £	1 £	Quadrant £	2 £	Quadrant £	3 £	Quadrant £	4 £
1A	109781 -	113829	113830 -	117878	117879 -	121926	121927 -	125976
1	93679 -	97193	97194 -	100708	100709 -	104223	104224 -	107737
2	75224 -	77754	77755 -	80288	80289 -	82820	82821 -	85352
3	63597 -	65959	65960 -	68319	68320 -	70679	70680 -	73040
4	58121 -	59381	59382 -	60641	60642 -	61901	61902 -	63162
5	53055 -	54005	54006 -	54956	54957 -	55907	55908 -	56858
6	49151 -	49932	49933 -	50712	50713 -	51492	51493 -	52273

NJC Salary Scales (For all SNC staff except Chief Officers)

4	58818 -	60092	60093 -	61367	61368 -	62642	62643 -	63918
5	53691 -	54652	54653 -	55614	55615 -	56577	56578 -	57539
6	49740 -	50530	50531 -	51319	51320 -	52110	52111 -	52900
7	44881 -	45899	45900 -	46916	46917 -	47933	47934 -	48950
8	40147 -	41094	41095 -	42043	42044 -	42991	42992 -	43941
9	35229 -	36217	36218 -	37206	37207 -	38196	38197 -	39187
10	30755 -	31593	31594 -	32429	32430 -	33267	33268 -	34106
11	26470 -	27329	27330 -	28189	28190 -	29050	29051 -	29910
12	22402 -	23167	23168 -	23931	23933 -	24697	24698 -	25463
13	19121 -	19762	19763 -	20405	20406 -	21049	21050 -	21693
14	17243 -	17539	17540 -	17837	17837 -	18134	18135 -	18431
15	16302 -	16417	16418 -	16513	16514 -	16648	16649 -	16755

Shown below are the comparators between the highest and lowest pay bands over the past ~~eight~~nine years (salaries given are top of bands):

	Band 16 (Band 15 wef 1.4.16)	Band 1A
1 April 2010	£13189	£121072
1 April 2011	£13189	£121072
1 April 2012	£13189	£121072
1 April 2013	£13321	£121072
1 April 2014	£13321	£121072
1 April 2015	£13938	£121072
1 April 2016	£16436	£122283
<u>1 April 2017</u>	<u>£16600</u>	<u>£123506</u>
1 April 2018 <u>2017</u>	£16600 <u>£16755</u>	£123506 <u>£125976</u>

NB Band 16 was deleted in April 2016

The mean of South Norfolk Council's salaries paid as at 30th November ~~2018~~2017 is ~~£28048~~£27593 and the median is ~~£22514~~£24714. Excluding apprentices (who are paid in line with the National Minimum Living Wage), the lowest paid employees are on Band 15 - these are the Council's cleaning staff.

The principles that guide the relationship between pay levels e.g. Job Evaluation, Pay Bandings are described in this Policy Statement, ~~e.g. Job Evaluation, Pay Bandings~~.

The Managing Director also receives Returning Officer fees. The fees in respect of County, District and Parish Council Elections are set by the Chairpersons of the Norfolk Authorities' Member Remuneration Panels and the fees for conducting European, Parliamentary and Policy & Crime Commissioner elections are set by the Home Office and Ministry of Justice.

8. Pay Multiples

The Council does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts. The use of multiples cannot capture the complexities of a dynamic and highly varied workforce in terms of job content and skills required.

In terms of overall remuneration packages, the Council's policy is to differentiate by setting different levels of basic pay to reflect differences in responsibilities, but not to differentiate on other allowances, benefits and payments it makes, other than performance related pay – see section 9 below.

The Council does not expect the remuneration of its highest paid employee to exceed ten times that of the lowest group of employees.

9. Salary Progression

Salary on appointment is usually at the entry level of the band. Although the entry level can be varied by the skills and experience of the successful candidate, a higher point can only be agreed following a pay comparison. This would entail being able to justify the reason for giving the individual a higher salary than others. All salary amendments will be subject to the prior approval of the HR [Business Partner](#). Following the annual Performance Review each employee is rated on the following basis: Outperforming, Performing, Developing or Underperforming.

Depending on their position in their respective salary band, employees are awarded a percentage increase in line with the agreed matrix with effect from 1st April each year. Should the increase result in employees' salary exceeding the top of their pay band the difference is paid as a non-consolidated one-off payment. The budget for performance related pay is set by Cabinet and Council each year.

The matrix for [20192018](#) is shown below.

Performance Rating	Quadrant 1	Quadrant 2	Quadrant 3	Quadrant 4
Outperforming	4.00%	4.00%	4.00%	4.00%
Performing	0.50%	0.50%	0.50%	0.50%
Developing	0.00%	0.00%	0.00%	0.00%
Underperforming	0.00%	0.00%	0.00%	0.00%
Grade	Quadrant 1	Quadrant 2	Quadrant 3	Quadrant 4

10. Exceptional Contribution Rewards

In support of the Council's performance management culture and to reward exceptional performance, the Performance Review Scheme includes an "Exceptional Contribution Reward" (ECR) element. The purpose of this is to recognise employees whose contribution may not have been acknowledged through other reward systems, i.e. through the performance review salary matrix, honoraria process, etc.

Awards are made against a clear set of guidelines and require Managing Director/Director approval; the intention is that Exceptional Contribution Rewards are the exception rather than the norm.

11. Honoraria

The Council retains an Honoraria Policy to provide financial recognition for (for example) additional responsibilities undertaken by employees throughout the year.

12. Market Supplements

~~Market supplements were removed as part of the 2008 pay review. Should it be necessary in the future~~ Due to changing labour market pressures ~~and or other external factors,~~ following the agreement of the Chief Executive ~~a post may attract a~~ market supplements were introduced within CNC Building Control in December 2018. These will be reviewed on an annual basis. ~~salary supplement, in which case this can be applied for a maximum duration of twelve months before review.~~ If the supplement is no longer relevant or appropriate the post holder will automatically revert back to the maximum of the original grade. Data may be obtained from Councils and other employers in the local geographical area for salary comparison purposes. Should it become necessary to pay supplements in other areas of the Council then these will be assessed against the current market conditions and will require approval of the Managing Director.

13. Travel Rates

In addition to pay, the Council pays travel allowances for the use of private vehicles on Council business. The Council pays such allowances in accordance with HMRC rates; these are the same for Chief Officers and other employees. The current rates are:

First 10,000 miles per year: 45 pence per mile

Beyond 10,000 miles per year: 25 pence per mile

These rates are set at the maximum tax-free level approved by the HMRC and are reviewed each year.

Posts within the Council designated as Essential Car User are reviewed on a regular basis. Any such posts attract £963 p.a. (pro rata to hours worked), which is subject to tax and National Insurance deductions.

14. Car Loan/Cycle Scheme

The Council operates a car loan and cycle to work scheme which is available to all permanent staff, subject to meeting terms and conditions.

15. Termination Payments

The Council has a single redundancy scheme which applies to all employees without differentiation. The Council does not provide any further payment to employees leaving the Council's employment other than in respect of accrued leave which by agreement is untaken at the date of leaving.

On leaving the Authority due to redundancy the agreed Redundancy Policy will apply. The amount of compensation will be up to a maximum of 1.6 times actual

weekly pay but will not exceed 104 weeks' pay. This will be payable in the form of a lump sum, with any statutory redundancy payment offset against the discretionary award.

Any severance payment made outside the scope of this Policy will reasonably comply with Council policy at any given time and be agreed with the ~~Chief Executive/Managing Director~~ and ~~S~~The Assistant Director of Resources section 151 Officer. Any such agreement will remain confidential.

16. Re-employment

Any individual who has been previously employed by South Norfolk Council will need to compete for the position in accordance with the agreed Recruitment and Selection Policy. If the individual is successful and has previously been in receipt of severance benefits from the Council this must be referred to the Managing Director and Section 151 Officer before appointment is confirmed.

17. Professional Fees Subscriptions and Unison costs

No professional fees or subscriptions are paid ~~in respect of~~ Chief Officers or any other employee, ~~with the exception of any members of staff who TUPE into South Norfolk Council and who do not transfer on to SNC Terms and Conditions.~~

~~For the financial year ending 31.3.18 our expenditure on UNISON representation will be nil. The Unison Representative ceased being paid by SNC on 5th June 2016. SNC do not make direct payment to UNISON officials for trade union duties.~~

18. Relocation Expenses

The offer of relocation assistance will be agreed and offered to a successful candidate at the time of confirming appointment, subject to the agreement of the Assistant Director of ~~Finance/~~Resources.

Eligibility

The full package applies to newly appointed officers who have accepted a permanent post and who are genuinely required to move. It is usual to only offer relocation to posts at band 6 and above or if it is necessary as part of an attraction package or where there is exceptional difficulty in filling posts. Part-time employees can claim the same entitlements as full-time employees.

Limit

The overall maximum that can be claimed is £8,000.

The total paid in ~~2016/17~~2017/18 was £0.

19. Overtime

All overtime worked in excess of normal hours of work must be authorised by a Senior Officer in advance. Overtime from Monday to Saturday, ~~-~~Sundays and

Public Holidays is paid in accordance with the employees contract of employment.

Eligibility for overtime payments is restricted to employees on salary band 12 and below. ~~Employees who work less than 37 hours will be paid at plain time until they have worked over the full-time equivalent.~~ In exceptional circumstances overtime may be granted on a plain time basis for individuals on band 11 and above.

Employees who work less than 37 hours will be paid at plain time until they have worked over the full-time equivalent.

20. Sickness Benefit

Employees are entitled to a sliding scale of sickness benefit according to their length of recognised continuous service, as follows:

Less than 4 months service – statutory sick pay only

4 months up to 2 years – 1 month's full pay plus 2 months half pay

On or after 2 years – 2 months full pay plus 2 months half pay

On or after 3 years – 4 months full pay and 4 months half pay

On or after 4 years – 5 months full pay and 5 months half pay

On or after 5 years service – 6 months full pay and 6 months half pay

21. Annual leave

The standard annual leave entitlement is 23 days (pro rata for staff working less than the standard working week) rising to 28 days after 5 years continuous service. JNC (Head of Service and above) conditions of service entitlement is 31 days. The Council recognises 8.5 public holidays, which are fixed throughout the year.

Staff may 'buy' additional annual leave subject to their Director's approval.

22. Recovery of Overpayments

If an overpayment of salary or expenses occurs the Payroll Manager will notify the member of staff concerned and agree how the monies will be repaid within a six-month timescale.

23. Pension Provision

All employees may join the Local Government Pension Scheme. The scheme is a statutory scheme with a sliding scale of contributions from employees and the employer, based on annual salary. For more comprehensive details of the Local Government Pension Scheme see

www.norfolkpensionfund.org or www.lgps.org.uk

Neither the Scheme nor the Council adopt different policies with regard to pension benefits for any category of employee; the same terms apply to Chief Officers and all other employees.

The Scheme provides for the exercise of discretion that allows for retirement benefits to be enhanced. The Council will consider each case on its merits but has determined that its usual policy is not to enhance benefits for any of its employees. This Policy Statement reaffirms this in respect of Chief Officers and all other employees.

The Pension Scheme provides for flexible retirement. In applying the flexible retirement provision no distinction is made between Chief Officers and other employees. The scheme requires that a minimum reduction in working hours of 25% is made and/or there is a reduction in grade and that any consequential payments to the pension fund are recoverable.

24. Auto Enrolment

In complying with Government legislation to auto enroll workers into a workplace pension scheme, with effect from 1 November 2013 South Norfolk Council auto enrolls all workers into the Local Government Pension Scheme if they meet the following criteria:

- earn over £10,000 per year
- are aged 22 or over
- are under State Pension Age
- are not already in a pension scheme

The re-enrollment date for this Council was 1st November 2016. ...

25. Non-Pay Benefits

The Council also has a number of non-pay related benefits such as occupational maternity/ paternity/shared parental/adoption leave, flexible working, [non subsidised](#) staff restaurant and employee recognition awards. These are not part of the Council's Pay Policy Statement, but are referred to here for completeness.

26. Review of the Pay Policy Statement

This Statement will be kept under review and is subject to annual approval by full Council. Changes will be agreed through appropriate consultation with the recognised Trade Union(s) and will be considered with regard to external good practice, legislation, recruitment and retention data and external pay information. Any potential departure from this Policy Statement during the course of the year requires the approval of the Managing Director and Leader of the Council.

27. Gender Pay Reporting

New regulations ~~took~~[will take](#) effect from 1 April 2017 requiring Gender Pay Reporting for all organisations with 250+ employees. The Council will be reporting annually from ~~30 March 2018~~[31 March 2018](#) on these six calculations;

1. Average gender pay gap as a mean average
2. Average gender pay gap as a median average
3. Average bonus gender pay gap as a mean average
4. Average bonus gender pay gap as a median average
5. Proportion of males receiving a bonus payment and proportion of females receiving a bonus payment
6. Proportion of males and females when divided into four quartiles ordered from lowest to highest pay.

Alongside the calculations a narrative can be added to explain the reasons for the results and follow up actions taking place.

28. Publication of Data, Access to Information and Transparency

The code of recommended practice for local authorities on data transparency requires that the Council should publish public data that includes Senior Officer salaries, names (discretionary), job descriptions, responsibilities, budgets and numbers of staff (with “Senior Officer” employees defined as those earning greater than £58,200). This information will be published on the Council’s website by 1 April of each year and included, as required, within the Statement of Accounts which are subject to audit inspection.

29. Changes to Terms and Conditions

From 2nd January 2019 Broadland and South Norfolk Council have appointed a Managing Director who will undertake to bring the two Councils together under one team. This means there will be a single officer team serving both independent Councils. As a result work will be undertaken throughout the year to achieve this including aligning terms and conditions of service.

~~1st February 2018~~[1st February 2019](#)

POLICE AND CRIME PANEL FOR NORFOLK

The legitimate object of government is to do for a community whatever they need to have done, but cannot do at all, or cannot so well do for themselves. In all that the people can individually do as well for themselves, government ought not to interfere.

Abraham Lincoln, *Fragments on Government*, (1854), spelling and punctuation modernised, in *Abraham Lincoln: Speeches and Writings 1832-58*, (New York, 1989), p.301

1. Once again, two major topics have dominated the deliberations of the Police and Crime Panel for Norfolk since I last reported to the Council:
 - a) future governance arrangements for the Norfolk Fire and Rescue Service; and
 - b) the setting of the Police Precept for 2019-20.
2. As I have previously reported, under the Policing and Crime Act 2017, Police and Crime Commissioners are required to adopt one of four options in relation to their involvement in the governance of fire and rescue service for the given Police Area.
3. Following a two-stage consultation, there was evidence of substantial support for Option Three under which the functions of the Fire and Rescue Authority are transferred to the Commissioner.
4. However, the Norfolk PCC has decided to pause any movement towards Option Three and to adopt Option Two at this stage. It should also be noted that the Norfolk Fire and Rescue Service is currently undergoing its first external inspection by HMICFRS since 2002.
5. Under Option Two, the Commissioner becomes a voting member of the Fire and Rescue Authority. His request to this effect has been agreed by the County Council and the detailed implications are being worked out at the present. It should be noted that Norfolk County Council has agreed to revert to executive arrangements in place of the committee system so the Commissioner's request will have to be accommodated within that framework.
6. Turning to the question of the precept, the Commissioner consulted on four options:
 - a. a "nil increase", which would necessitate a reduction in expenditure equivalent to 90 police officers;
 - b. an increase of 3.46% (£8 per annum on a band D property — 15p per week), which would necessitate a reduction in expenditure equivalent to 45 police officers;
 - c. an increase of 6.95% (£16 per annum on a band D property — 31p per week), which would allow the full roll out of the Norfolk 2020 policing model; or
 - d. an increase of 10.45% (£24 per annum on a band D property — 46p per week), which would allow, in addition, for 40 extra police officers and deliver further improvements in technological support for crime-fighting.
7. Members will recall that since 2010 it has been consistent Government policy to move towards the principle of funding local services from local taxation. This is the governing principle of local government finance in other English-speaking Common Law-based democracies such as Canada, Australia, New Zealand and the United States. It had been the approach consistently adopted by British Governments until about 50 years ago. Accordingly, for the current year, the "referendum principle" (which triggers a referendum for any increase in police precept) was raised from £12 to £24.

8. At its meeting yesterday (5th February 2019) the outcome of the consultation was announced. There had been more than 1100 responses and of these 68% had supported an increase in the Police precept. Of those supporting an increase, 70% were in favour of the maximum permitted increase of 10.45%, equating to 46p per week on a property in Band D for Council Tax (it should be noted that 52% of all Norfolk properties are in Bands A to C). Thus 48% of those responding to the consultation were supportive of the possibility of a 10.45% increase.
9. For the first time since the Police and Crime Panel vetoed the then Commissioner's precept proposal in 2016, the Panel was at full strength with all ten councillors and two co-opted independent members present. After a lengthy and a detailed examination of the Commissioner's budget, the Panel unanimously agreed to support the Commissioner's proposed increase.
10. Finally, I should add that this was the final meeting of the Panel attended by Mr John Hummersone, the Chief Finance Officer in the Commissioner's Office. He was warmly thanked for his diligent stewardship of the Commissioner's financial resources during his period in office. The budget and precept before the Panel yesterday was the sixth with which Mr Hummersone had been associated during his tenure. The Panel will be holding a Confirmation Hearing for his successor later this month.

(Dr) C J Kemp,
06/02/2019