

# 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

A handwritten signature in black ink, appearing to read "Trevor Holden".

Trevor Holden  
Managing Director

Cllr G Minshull  
Chairman of the Council

Mrs F Ellis  
Vice-Chairman of the Council

## Date & Time:

Wednesday 24 February 2021  
7.00pm

## Place:

To be hosted remotely at: South Norfolk House, Cygnet Court, Long Stratton, Norwich, NR15 2XE

## Contact:

Claire White tel (01508) 533669  
Email: [democracy@s-norfolk.gov.uk](mailto:democracy@s-norfolk.gov.uk)  
Website: [www.south-norfolk.gov.uk](http://www.south-norfolk.gov.uk)

## PUBLIC ATTENDANCE:

**This meeting will be live streamed for public viewing via the following link:**

<https://www.youtube.com/channel/UCZciRgwo84-iPyRImsTCIng>

If a member of the public would like to attend to ask a question, please email your request to [democracy@s-norfolk.gov.uk](mailto:democracy@s-norfolk.gov.uk), no later than 5.00pm on Monday 22 February 2021.

# **AGENDA**

- 1. To report apologies for absence and to identify substitute members;**
- 2. Any items of business which the Chairman decides should be considered as a matter of urgency pursuant to section 100B(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 from and flow chart attached – page 6)
- 4. To confirm the minutes from the meeting of the Council held on 14 December 2020;**  
(attached – page 8)
- 5. Chairman's Announcements;** (engagements attached – page 23)
- 6. To consider any petitions received under Section I of the “Rights of the Public at Meetings”;**
- 7. Notice of Motion:**

**Cllr V Clifford-Jackson**

**“Leisure Services fit for the future**

This Council notes:

- The sterling work Leisure Services staff have done during the Covid crisis
- The investment which has been made over the years in the Leisure Services
- The pre-pandemic increases in use of this service by residents
- The work being done on the Leisure Services recovery plan

This Council believes:

- The Leisure Services provide a significant and essential support for the health and wellbeing of residents
- At this time, and as we look beyond the current lockdown, this support will be needed more than ever
- All the Leisure Centres should re-open as soon as is safely and practically possible after the lockdown
- The Leisure Services have also provided a useful source of revenue and post-pandemic, with the delivery of the recovery plan, they will provide beneficial revenue again
- Delivery of our Leisure Services is best done as a Council service, with the assets and delivery of the service remaining in the Council's control, and not delivered through a private provider

This Council resolves to:

- Re-open all Leisure Centres as soon as is safe and practical to do so after the current lockdown
- Encourage residents from across the District to make full use of the Leisure Centres and other leisure services available
- Maintain the current status of the Leisure Services, delivered as an in-house service of the Council with the assets owned by the Council, for the foreseeable future."

## **8. Recommendations from the Cabinet arising from the meeting held 8 February 2021;**

### **8 (a) Greater Norwich Growth Board; Joint 5-Year Investment Plan**

(page 53 of the Cabinet agenda)

#### **TO RECOMMEND THAT COUNCIL:**

1. Agrees the Greater Norwich Joint Five-Year Infrastructure Investment Plan 2021-2026, included at Appendix A of the report; and
2. Approves the allocation of CIL to 4 specified projects, these projects will form the 2021/22 Annual Growth Programme (AGP); the allocation of £2M to support the Education Capital Programme within Greater Norwich; and, the allocation of an additional £341,000 to projects GP46 and GP53 that were initially allocated funding within the 2018/19 AGP.

### **8 (b) Update to Local Development Scheme**

(page 110 of the Cabinet agenda)

**TO RECOMMEND THAT COUNCIL** approves the proposed amendments to the current Local Development Scheme (LDS).

### **8 (c) Council Tax Assistance Scheme 2021/22**

(page 285 of the Cabinet agenda)

**TO RECOMMEND THAT COUNCIL** approves the removal of the discretionary payments from the Council Tax Assistance Scheme, into a separate stand-alone policy.

**8 (d) Delivery Plan 2021/22**

(page 129 of the Cabinet agenda)

**TO RECOMMEND THAT COUNCIL** approves the adoption of the one-year Delivery Plan for 2021/22.

**8 (e) Treasury Management Strategy Statement 2021/22**

(page 257 of the Cabinet agenda)

(recommendations from the Scrutiny Committee attached at page 24)

**TO RECOMMEND TO COUNCIL:**

- (a) The Treasury Management Strategy Statement 2021/22;
- (b) The Treasury Management Policy Statement 2021/22  
(Appendix 1 of the report);
- (c) The Annual Investment Strategy 2021/22 (Appendix 2 of the report);
- (d) The Treasury Management Practice (TMP1) (Appendix 3 of the report);
- (e) The Treasury Management Scheme of Delegation (Appendix 4 of the report);
- (f) The Prudential Indicators (Appendix 5 of the report);
- (g) The Minimum Revenue Provision (MRP) Statement  
(Appendix 6 of the report).

**8 (f) Capital Strategy and Capital Programme 2021/22 to 2025/26**

(page 213 of the Cabinet agenda)

(recommendations from the Scrutiny Committee attached at page 24)

**TO RECOMMEND TO COUNCIL** approval of

- (a) the Capital Strategy (at Appendix A of the report)
- (b) the Capital Programme for 2021/22-2025/26 (at Appendix B of the report).

**8 (g) Revenue Budget and Council Tax 2021/22** (page 232 of the Cabinet agenda)

(recommendations from the Scrutiny Committee attached at page 24)

**TO RECOMMEND TO COUNCIL**

- (a) The approval of the base budget; subject to confirmation of the finalised Local Government Finance Settlement figures which may necessitate an adjustment through the General Revenue Reserve to maintain a balanced budget. Authority to make any such change to be delegated to the Assistant Director of Finance;
- (b) The use of the revenue reserves as set out in Appendix E of the report;
- (c) That the Council's demand on the Collection Fund for 2021/22 for General Expenditure shall be £8,037,280 and for Special Expenditure shall be £7,192;
- (d) That the Band D level of Council Tax be £160.00 for General Expenditure and £0.14 for Special Expenditure.

**9. Council Tax Resolution;**

(report to follow)

**10. Monitoring Officer Report;**

(report attached – page 25)

**11. Pay Policy Statement;**

(report attached – page 27)

**12. 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	The Leader, External Affairs and Policy
Yvonne Bendle	Better Lives
Alison Thomas	Customer Focus
Michael Edney	Clean and Safe Environment
Josh Worley	Finance and Resources
Kay Mason Billig	Governance and Efficiency
Lisa Neal	Stronger Economy

**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

**13. Outside Bodies – Feedback from Representatives;**

## DECLARATIONS OF INTEREST AT MEETINGS

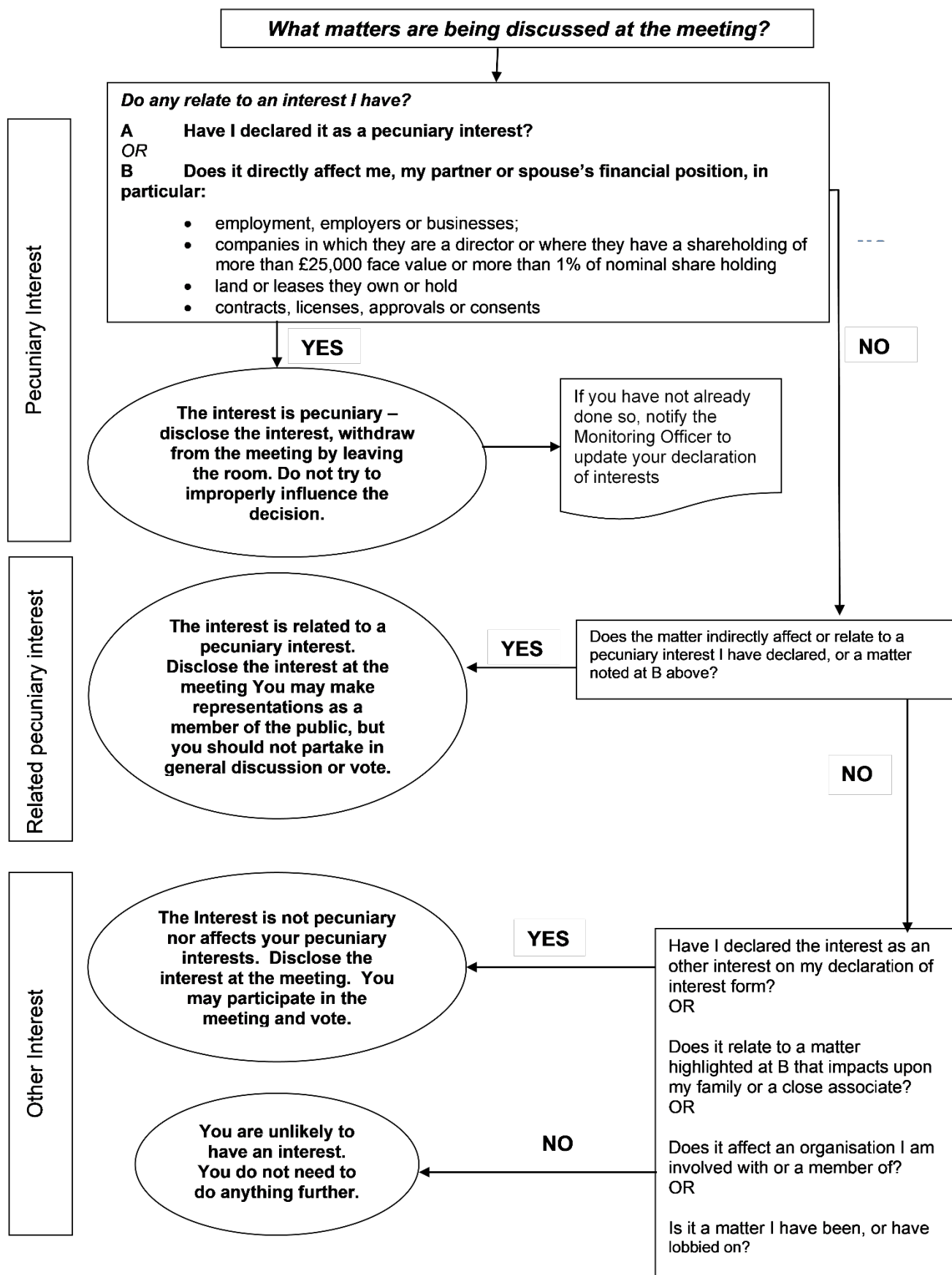
When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda 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.

<p>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.</p>
<p>Does the interest directly:</p> <ol style="list-style-type: none"> <li>1. affect yours, or your spouse / partner's financial position?</li> <li>2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?</li> <li>3. Relate to a contract you, or your spouse / partner have with the Council</li> <li>4. Affect land you or your spouse / partner own</li> <li>5. Affect a company that you or your partner own, or have a shareholding in</li> </ol> <p>If the answer is "yes" to any of the above, it is likely to be pecuniary.</p> <p>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.</p>
<p>Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?</p> <p>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 you should not partake in general discussion or vote.</p>
<p>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.</p>
<p>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.</p>

**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**



**Agenda Item: 4**

## **COUNCIL**

**Minutes of a remote meeting of South Norfolk District Council, held on Monday 14 December 2020 at 7.00pm.**

**Committee Members Present:** Councillors: Minshull (Chairman), Amis, Bendle, Bernard, Bills, Blundell (for part of the meeting), Brown, Burrill, Clifford-Jackson, Curson, Dearnley, Dewsbury, Duffin, Easter, Edney (for part of the meeting), Elliott, Ellis, Elmer, Francis, Fuller, Glover, Halls, Hardy, Holden, Hornby, Hudson, Hurn, Kemp, Kiddie, Knight, Laidlaw, Legg, Mason Billig, Neal, Nuri-Nixon, Overton, Ridley, Rowe, J Savage, R Savage, Spruce, Thomas, Thomson, J Wilby, M Wilby and Worley.

**Officers in Attendance:** The Managing Director (T Holden), the Director of People and Communities (J Sutterby), the Director of Place (P Courtier), the Director of Resources (D Lorimer) the Assistant Director, Governance and Business Support (E Hodds) and the Assistant Director of Finance (R Fincham)

### **3559 DECLARATIONS OF INTEREST**

Cllr J Halls declared an 'other' interest relating to item 11 on the agenda, the Monitoring Officer report, and his appointment to the Commercial, Trading and Customer Focus Committee.

### **3560 MINUTES**

The minutes of the meeting held on 21 September 2020 were confirmed as a correct record and signed by the Chairman.

### **3561 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman was extremely sad to report the recent passing of former South Norfolk councillor, Ms Pauline Allen, adding that his thoughts were very much with Pauline's partner, former councillor, Prof. Murray Gray. The Chairman



explained that flowers had been sent on behalf of the Council, and that if restrictions allowed, he would be attending the funeral.

Cllr C Brown paid tribute to Ms Allen, who had served on South Norfolk District Council twice, between 1995 and 1999, and again from 2007 until 2015. He referred to her dedication and her tireless work for the community; her ultimate goal being to help those in need. She was extremely well respected within the local community and would be missed by all those that knew her.

Cllr J Fuller also paid tribute to Ms Allen and the positive impact she had on so many residents in the District. He expressed his sincere condolences, on behalf of the Council, to Prof. Gray.

Council then observed a minute's silence in tribute to Ms Allen.

The Chairman then referred members to the list of civic engagements for the Chairman and Vice-Chairman for the period 21 September to 13 December 2020. He explained that he had unfortunately not been able to attend the Annual Civic Immersion, hosted by RAF Lakenheath and RAF Mildenhall, and that this had been listed in error.

## **3562 NOTICE OF MOTIONS**

Cllr F Ellis moved the following motion, seconded by Cllr B Duffin:

"South Norfolk Council has an enviable record of getting roofs over peoples' heads with a proven commitment to delivering nearly 1% of the nation's affordable housing stock and building homes of all types for families of all ages and in all circumstances. This work tied with a commitment to support the most vulnerable is the mark of a compassionate Council.

But as we look years ahead as to how we will address these needs, we must be realistic that sustainable options for large scale settlement extensions are diminishing and we must actively contemplate whether new settlements will be required in the longer term to meet the needs of residents, some of whom may yet be unborn.

The Government is changing the way planning works and we do need to change our approach with it. Now is the time to consider and embrace the idea of new planned communities, close to existing infrastructure but with the opportunity to form low-impact garden communities of the future that we can be proud of in the decades to come. We cannot continue to just keep bolting-on thousands of homes to existing places. A new approach is necessary for our children and grandchildren.

Therefore, this Council commits itself to proactively start preparation for the planning of a new settlement in South Norfolk in the middle years of this decade. It instructs officers to work with members to set out the key success factors and objectives and to devise a process by which landowners and communities can respond to an invitation to make a fresh start on a new way of delivering homes in our district.”

Cllr Ellis explained that there would always be a need for new houses, and that the practice of extending existing settlements, could not be sustained. She urged members to support the motion, and the proactive planning of a new settlement, within South Norfolk.

In seconding the motion, Cllr B Duffin referred to Wymondham, Hethersett and Cringleford, as areas where significant development had already taken place. He felt that a new settlement was a sensible way forward and would provide some respite to other towns and villages.

Cllr J Fuller welcomed the motion, explaining that sustainable options for settlement extensions were diminishing, and that a new settlement was required in the longer term. He referred to examples of well planned new settlements and he stressed the need to consider success criteria and not to leave the call for sites to chance. He referred to Policy 7.6 in the new Greater Norwich Local Plan (GNLP), and in response to a query, he advised that three potential sites had been proposed through the current GNLP, and that these would be investigated, along with other potential locations in the next Local Plan, taking account of any agreed criteria. He referred to one member’s suggestion that too much agricultural land was being lost to housing, explaining that this was an example of what might be included within any agreed criteria.

Cllr C Brown was interested as to why the motion was put forward at the current time, whilst the Council was still in the midst of the current Local Planning process, which would take the Council up to 2038. He felt the potential need for a new settlement was adequately referred to in Policy 7.6 of the GNLP, and he suggested that with current planning resources being so scarce, officers’ current focus should be on the adoption of the GNLP. He stressed that he had no opposition in principle to a new settlement but did not believe that a motion was appropriate at this time.

In response to a query, Cllr Ellis confirmed that the South Norfolk Village Clusters Housing Site Allocation was progressing well. Summing up, she hoped that all members would support the motion and contribute to the future debate on how a new settlement should look and where it should be located.

Following a roll call vote, with 37 votes for, 7 against, and 1 abstention, the motion was carried.

## **RESOLVED**

This Council commits itself to proactively start preparation for the planning of a new settlement in South Norfolk in the middle years of this decade. It instructs officers to work with members to set out the key success factors and objectives and to devise a process by which landowners and communities can respond to an invitation to make a fresh start on a new way of delivering homes in the district.

### **3563 RECOMMENDATIONS FROM THE CABINET MEETINGS HELD ON 28 SEPTEMBER, 2 NOVEMBER AND 7 DECEMBER 2020**

#### **(a) Updated Delivery Plan to reflect the Impact of COVID-19**

Members noted that the report outlining the updated Delivery Plan, to reflect the impact of Covid-19, had been updated since being presented at Cabinet in September, and was attached at page 21 of the agenda.

Cllr Fuller presented the report which presented members with an updated Delivery Plan for 2020/21, and proposed a one-year plan for 21/22.

He commended the report to members, explaining the need to plan the Council's response, so as to ensure that it was at the forefront of the recovery. In response to a query regarding the impact on the delivery of Council services, he referred members to the budget update report, (considered later on in the agenda), which Cllr Fuller believed, would ensure delivery of the Plan.

Voting was carried out by roll call and it was unanimously:

## **RESOLVED**

To:

1. Approve the adoption of the updated Delivery Plan for 2020/21.
2. Approve the development of a one-year plan for 2021/2022. Returning to Council in February 2021.

#### **(b) Budget Update Report**

The Portfolio Holder, Cllr J Worley, presented the recommendations from Cabinet, agreed at its meeting held on 2 November 2020, regarding the Council's budgets. Members noted that since this meeting, there had been further updates recommended by Cabinet, to be considered under item 8 (f).

Cllr C Brown expressed his support for the recommendations, however, referring to the development of a new business case for a LATC project, he expressed doubt as to what benefits this could bring if the Council was not working jointly with another authority.

Voting was carried out by roll call and it was unanimously

## **RESOLVED**

To:

- a) Increase the SNC 20/21 IT Capital Budget by £141,000, to fund the rollout of additional laptops to better facilitate the New Ways of Working;
- b) Agree that the unspent 'joint waste budget' be applied to cover the costs of developing a full business case for a LATC and depot projects.
- c) Increase the budgetary provision for Covid-19 expenditure from £250,000 to £305,000 to cover the additional £55,000 regulatory expenditure.
- d) Agree the proposed changes to the 20/21 income budgets as set out in paragraph 4.17 of the report;
- e) Agree that the Assistant Director Regulatory, in consultation with the Portfolio Holder for Stronger Economy and the Leader of the Council, is authorised to spend the new Coronavirus Enforcement grant of £57,176, to help the public and businesses understand the latest Covid 19 regulation, and increase compliance work and enforcement checks on businesses
- f) Remove the post of Assistant Director Consultancy Team from the establishment.

### **(c) Treasury Management Quarter 2 Report 2020/21**

The Portfolio Holder, Cllr J Worley, presented the recommendations from Cabinet, agreed at its meeting held on 2 November 2020, regarding treasury management activity.

He outlined the current position with regard to the Council's investments and explained that some short term investments had been moved to money market funds, so that they could be drawn upon, should they be needed during the Council's response to Covid-19.

It was

## **RESOLVED**

To:

- a) Note the treasury activity for the first half of the year and that it complies with the agreed strategy;
- b) Note the 2020/21 prudential indicators for the first six months of the year.

#### **(d) The Vision for a Best in Class Housing Offer and Draft Allocations Scheme**

The Portfolio Holder, Cllr Y Bendle, presented the recommendations from Cabinet, agreed at its meeting held on 2 November 2020, regarding the vision for a “Best in Class Housing Offer”, and proposed a new Housing Allocations Scheme. Members noted that the Allocations Scheme had been updated since the Cabinet meeting, to take account of public/stakeholder consultation responses, and was detailed at page 93 of the Council agenda.

Cllr Bendle commended the report to members, and thanked all officers, in particular Victoria Parsons, for the work carried out to support the vision for a Best in Class Housing Model, and the production of a new Allocations Scheme.

Cllr C Brown concurred with Cllr Bendle’s comments, and congratulated officers on an excellent piece of work.

Voting was carried out by way of roll call and it was unanimously

#### **RESOLVED**

To:

- a) endorse the officers work towards the Best in Class Housing model;
- b) agree the adoption of the Allocations Scheme.

#### **(e) Public Space Protection Order – Dog Fouling**

The Portfolio Holder, Cllr M Edney, presented the recommendations from Cabinet, agreed at its meeting held on 2 November 2020, regarding the making of a Public Space Protection Order.

Voting was carried out by way of roll call and it was unanimously

#### **RESOLVED**

To:

- a) Make a Public Space Protection Order to require people in control of dogs to clean up after them if they foul in a public open space and restrict dogs from enclosed children play areas.
- b) Set the Fixed Penalty charge for breaching the Public Space Protection Order to £100 (reduced to £80 if paid within 14 calendar days from issue of the Fixed Penalty Notice).

## **(f) Budget Update Report – Second Wave COVID Funding**

Members referred to the recommendations from Cabinet, agreed at its meeting held on 7 December 2020, regarding the additional budget required, in response to the Covid-19 pandemic.

Cllr J Fuller introduced the recommendations, explaining that additional budget was required to ensure an appropriate response to the pandemic and to support the economic recovery that would follow. This would require the use of reserves, which was affordable, due to the astute financial management of budgets, since the Conservatives took on the South Norfolk administration, back in 2007.

Cllr Fuller proposed an additional recommendation, to extend member-led ward grants for the current year only, until 31<sup>st</sup> March 2021. Each member would also be able to carry over any underspend from their budget, into the next financial year. This was in recognition of the fact that many community / voluntary groups were not currently meeting but would be in need of funding as the recovery progressed. This proposal was seconded by Cllr J Worley and welcomed by members.

The Portfolio Holder, Cllr J Worley, outlined each of the recommendations, explaining that since the Cabinet meeting, the budgets had been analysed in great detail by both officers and members, to ensure that this was the appropriate way forward.

During discussion, members raised the issue of resources in environmental protection and the impact Brexit would have on local businesses, and Cllr Fuller assured Council that the proposed additional resources would allow the Council to be fully resourced to address such issues. It was acknowledged that Environmental Officers were difficult to recruit, and members were assured that the service would be provided with the necessary support. It was also noted that the Government had announced that Covid-19 Support grants could also be utilised to assist those businesses struggling with the impact of Brexit, if required.

One member expressed support for the proposed future investment in the technology in the Council Chamber, to ensure that the live streaming of meetings could continue, post the pandemic, and it was noted that hybrid meetings might be a possibility. Cllr A Thomas reminded members of the importance of responding to the IT questionnaire regarding their IT needs, as this would help to inform the review of members' IT, and ensure that members' needs were met.

Voting was carried out by way of roll call and it was unanimously

## **RESOLVED**

To:

1. Increase the general 20/21 Covid 19 emergency budgets by £450,000 to provide additional resource to support the Council's response to Covid 19. To be funded by the Government's Covid grant.
2. Increase the housing 20/21 Covid 19 emergency budget by £50,000 to meet the ongoing need for homelessness support. To be funded by the Government's Covid grant.
3. Agree that £350,000 should be included in the 21/22 budgets to help cover the cost of responding to the Covid 19 pandemic, to be funded from the Council's general reserve.
4. Increase the SNC 20/21 Information Technology Capital Budget by £40,000, to provide funding to support the outcome of the review of member IT.
5. Increase the SNC 20/21 Information Technology Capital Budget by £50,000, to improve the technology in the council chamber.
6. Extend member-led ward grants for the current year only, until 31<sup>st</sup> March 2021, and to carry over any underspends, into the next financial year.

### **(g) Update to Local Development Scheme**

The Portfolio Holder, Cllr J Fuller, presented the recommendations from Cabinet, agreed at its meeting held 7 December, regarding the revised timetable for the Greater Norwich Local Plan (GNLP), and the South Norfolk Village Clusters Local Plan.

Voting was carried out by way of roll call and it was unanimously

## **RESOLVED**

To approve the proposed amendments to the current Local Development Scheme.

### **(h) Proposals on the Future Governance Arrangement for the Big Sky Companies**

Members considered the recommendations from the Cabinet, which sought approval to invite the Big Sky Board, to consider a change to the Big Sky Companies governance arrangements.

Councillor J Fuller outlined the recommendations, explaining that he felt that as the Big Sky projects grew, and returns and risks increased, it was appropriate that the Council was represented by two senior members, on the Big Sky Ventures Board. Should Big Sky agree to this request, he explained that he would be appointing Cllrs K Mason Billig, and A Thomas, to sit on the Board.

Voting was carried out by way of roll call and it was unanimously

### **RESOLVED**

1. To invite Big Sky Board to consider:
  - a. Increasing the number of Directors on the Board of Big Sky Ventures by one to a total of three; and
  - b. Offers two of the above positions to Members drawn from South Norfolk Council.
2. That should Big Sky agree to the above, that Cllrs Mason Billig and A Thomas be appointed to represent the Council on the Board.

## **3564 RECOMMENDATIONS FROM THE LICENSING AND GAMBLING ACT COMMITTEE ARISING FROM THE MEETING HELD ON 24 NOVEMBER 2020**

### **Licensing Act 2003 Review of Licensing Policy**

The Chairman of the Licensing Committee, Cllr R Elliott, introduced the recommendations, which sought Council approval for an amended Licensing Policy. He explained that under the Licensing Act 2003, every local authority was required to publish its Statement of Licensing Policy, and that there was a requirement to review this every 5 years.

He thanked officers who had been involved in revising the Policy and conducting the public consultation.

Voting was carried out by roll call and it was unanimously:

### **RESOLVED**

To approve the amended Licensing Policy.

## **3565 COVID-19 UPDATE REPORT**

Cllr J Fuller introduced the report, which provided an overview of the impact of Covid-19 on people, communities, and businesses in South Norfolk, together with details of the Council's ongoing response.



Cllr Fuller commended the report and the Council's response to the pandemic, which he believed had been proactive, but not heavy handed. He referred to the recent situation in Wymondham, where positive cases had risen dramatically, and how through an effective approach, working at street level with other agencies, this was addressed, and cases had dropped. He explained that the Council would be at the forefront of addressing the needs of residents, assisting with contact tracing and supporting the vaccination process.

He thanked staff on behalf of members, for all that they had done in responding to the needs of residents, acknowledging that many officers had not taken a break from work in over 6 months.

Cllr Y Bendle gave special mention to those staff in the Help Hub, and the Community Connectors, and advised members of a new arrangement whereby the Council would be offering a service up until 10.00pm on weekdays.

Cllr C Brown thanked officers for the helpful report and was conscious of the contribution from all staff, across all services, in support of the Council's response. He expected the impact of the pandemic to continue for many more months and stressed the importance of working together and remaining diligent.

Members praised the successful response to the Covid-19 outbreak in Wymondham, however it was suggested by one member, that the Town Council might have been kept better informed and if that had been the case, it may have been able to assist more. The Managing Director explained that the response to the situation in the town had been coordinated through the Tactical Co-ordinating Group and the Local Coordinating Group, in consultation with Public Health. The multi-agency response had been extremely successful, however suggestions for improvement were welcome.

In response to queries, Cllr Fuller explained that the Council had received no early indication with regard to which tier Norfolk would be placed in later that week, although he was doubtful that it would be any lower than the current tier 2. This view was echoed by the Managing Director, who felt it was highly unlikely that Norfolk would be placed in tier 1. He urged members to be advocates in encouraging communities to follow the rules over Christmas, to keep people safe, and to keep pressure off the NHS.

## **RESOLVED**

To note the contents of the report regarding the local impact of Covid-19 together with the activities the Council is taking to mitigate those impacts.

## **3566 MONITORING OFFICER REPORT**

Cllr Fuller introduced the report of the Monitoring Officer, which updated and sought agreement from Council on proposals to amend sections of the Constitution, to reinstate the six-month rule and to consider an appointment to an outside body.

Cllr Fuller outlined the recommendations of the report, however, turning to recommendation 3, to disband the Joint Lead Members' Group (JLMG), he explained that he had decided to withdraw this recommendation, as on reflection, he felt this to be premature, and should not be actioned until arrangements of the joint Scrutiny Committee were in place.

Cllr Brown was pleased to hear that the JLMG would not yet be disbanded, as he had found the joint informal cross-party group, to be very informative and helpful. He queried how the Joint Informal Cabinet would work, and how backbench members and members of the opposition, could keep track of discussions.

In response, Cllr Fuller explained that the Joint Informal Cabinet would be a way in which the two Cabinets could get together on matters of mutual intent but stressed that it was not a decision-making body. He explained that it had met the previous week, to consider how to more closely align the decision-making process.

Cllr K Mason Billig endorsed Cllr Brown's comments regarding the JLMG, stressing that it had been invaluable in engaging back benchers and opposition members into the collaboration process, but she stressed that she recognised that this Group was replicating the work of other committees and creating additional work for officers. Whilst she agreed that the Group should be disbanded at some point, she felt that it would be more appropriate to wait until the Joint Informal Cabinet and Joint Scrutiny Committee, were established. She hoped that this way, both opposition members and backbenchers would continue to feel involved and engaged.

Voting was carried out by way of a roll call and it was unanimously

### **RESOLVED**

To:

1. Amend the Constitution in respect of attesting the official Seal of the Council as outlined in paragraph 2.3 of the report
2. Amend the Constitution in respect of the Terms of Reference for Joint Informal Cabinet.

3. Amend the Constitution in respect of voting at remote Committee meetings.
4. Confirm the amendments to the appointment to Committees as outlined in section 3 of the report
5. Reinstate the six-month rule
6. Appoint Cllr K Mason Billig, (and Cllr J Knight as substitute), to the Broadland Futures Initiative Elected Members Forum.

## **3567 QUESTIONS TO CHAIRMEN AND PORTFOLIO HOLDERS**

### **(a) Cabinet**

Cllr P Hardy asked Cllr J Fuller for an update on the progress with the Greater Norwich Local Plan (GNLP).

Cllr Fuller explained that work on the current Plan had commenced five years ago, and had now reached a crucial stage, whereby the Plan would be published for consultation under regulation 19, and responses would be invited with regard to the legality and soundness of the document. Representations received would assist members in deciding whether to submit the Plan in the Summer of 2021 and would be critical in informing the independent examination process. Members noted that the Regulation 19 draft would be presented to Cabinet in January, before going out to consultation.

Cllr Fuller acknowledged that there had been “sticking points” along the way but was pleased that issues had been addressed resulting in a Plan that positively supported the needs of South Norfolk. He referred to the village clusters, which would give people choice and make village settlements more desirable. He also gave mention to the lack of amenities in Costessey, Easton and Queen’s Hill, and the recognition in the Plan to provide more food and leisure facilities, possibly through the currently under-utilised Norfolk Showground. He stressed that for far too long, this area had been unable to access facilities enjoyed by all other market towns in South Norfolk. In response to concerns raised by Cllr M Dewsbury regarding traffic around the Showground, Cllr Fuller assured Council that an adequate Traffic Plan would be required, in consultation with Highways, with regard to any such development

Cllr C Brown asked Cllr Fuller whether he would support the Council’s website detailing members’ attendance figures, as did many other councils. Cllr Fuller explained that he had no objection to this but wondered whether it would be appropriate for Scrutiny to consider this matter, as he would not wish it to result in any unintended consequences.

Cllr Brown asked Cllr Fuller whether he would agree and support the motion that was unanimously agreed at a recent Norfolk County Council meeting, which promoted equality and the eradication of racism. Cllr Fuller agreed that discrimination in any form should not be tolerated and suggested that a cross party motion could be drawn up and considered at a future meeting of the Council. Cllr Dewsbury added that she would be happy to share the details of the training on equalities, that had been rolled out to both members and officers at the County Council, should people be interested.

In response to a query from Cllr D Bills, Cllr Bendle explained that as an interim measure, for a period of 6 months, or until a full review had taken place, the cap on Disabled Facilities Grants, would rise from £8k to £12k. She hoped that this would help to speed up the spending of the grant, which had been most difficult during the current year, due to the need for residents to self-isolate and shield.

Cllr P Hardy referred to the Hethersett Hearts community group, that helped vulnerable people within the local community, who were suffering from loneliness and anxiety, due to the Covid-19 pandemic. He wondered if there could be a relaxation of the rules of the Member Ward budgets, so that this group could be financially supported in the current year, despite already receiving funding from members within the last 2 years. Cllr Bendle explained that the current rules did allow groups to receive funding more than once within a 2 year period, as long as this was not for the same project, but agreed that the rules required clarification. She reminded members that the Scrutiny Committee would be considering Member Ward budgets at its meeting to be held on 21 December, and she welcomed further debate on the issue at that stage.

In the absence of Cllr Edney, Cllr Brown asked Cllr Fuller what priority he would give to carbon emission reduction, and did he agree with the UN Secretary General, that all countries should declare a climate change emergency?

In response, Cllr Fuller responded to other pressing emergencies, such as health and the economy. He suggested that if there was to be less carbon, then a reasoned debate needed to take place on what would replace it. There was a need to balance the environment and the place in which we lived with natural resources, and then the Council could better respond to the challenges of the future and build an economy around it. He did not believe in the use of slogans and felt that a more reasoned and less emotive debate was required, based on evidence. He referred to areas where the Council could make a real difference such as recycling and the prevention of fly tipping.

Cllr S Nuri Nixon asked Cllr L Neal if there were any plans to invest in Wymondham town centre, similar to that investment recently announced for

Harleston. Cllr Neal referred to the proposed investment in Wymondham train station, and investments already made in the leisure centre and Kett's Park. This had been taken in to account when deciding to direct funds to Harleston on this occasion. Cllr Fuller added that it needed to be recognised that Harleston had a peculiar configuration of road network, that did not lend itself to social distancing whilst shopping, and this was why it was felt that Harleston was in particular need of investment at this time.

#### **(b) Scrutiny Committee**

Cllr B Bernard asked Cllr G Minshall when the report that had been withdrawn from the October Scrutiny Committee agenda, regarding the Future of Community Grants, would be returning to the Committee for consideration. It was confirmed that this report would be considered at the December meeting of the Scrutiny Committee.

#### **(c) Licensing 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. Cllr V Thomson confirmed that he continued to work with the Planning Officers, and Democratic Services, to ensure the smooth running of virtual meetings. He hoped once electronic voting was implemented, then an increase on the numbers of members sitting on the Committee, could be considered.

### **3568 OUTSIDE BODIES – FEEDBACK FROM REPRESENTATIVES**

There were no reports from representatives on outside bodies to consider.

### **3569 EXCLUSION OF THE PRESS AND PUBLIC**

It was

#### **RESOLVED**

To exclude the public and press from the meeting under Section 100A of the Local Government Act 1972 for the following item of business on the grounds that it involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended)

### **3570 EXEMPT MINUTE**

The exempt minute of the meeting held on 21 September 2020 was confirmed as a correct record and signed by the Chairman.

(The meeting concluded at 9.55pm)

\_\_\_\_\_  
Chairman

**CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN  
FOR THE PERIOD: 14 December 2020 – 23 February 2021**

As you can imagine in the current climate, civic events have all but ceased in the traditional sense, and the Chairman and Vice Chairman have been unable to connect with their civic colleagues outside of the district.

The Chairman attended a virtual ceremony for Holocaust Memorial Day in January, hosted by the Lord Mayor of Norwich, which featured a number of presentations and case studies, including some powerful testimonies from survivors of religious genocide. This year's national commemoration encouraged reflection on how we can play our individual part in combatting the prejudice and hate that sometimes surrounds us. The ceremony is now available on the St Peter Mancroft YouTube channel [here](#) for anyone wishing to view the recording.

The Chairman and Vice Chairman have also been extremely busy in their own Wards, meeting the needs of local communities at a time when many residents are experiencing difficulties in their personal lives.

## **Recommendations to Council from the Scrutiny Committee, arising from the meeting held 11 February 2021**

### **(a) Capital Budget Strategy and Capital Programme 2021/22 to 2025/26**

**TO RECOMMEND TO COUNCIL** approval of

- (a) the Capital Strategy (Appendix A of the report); and
- (b) the Capital Programme for 2021/22-2025/26 (Appendix B of the report).

### **(b) Revenue Budget and Council Tax 2021/22**

**TO RECOMMEND TO COUNCIL**

- (a) The approval of the base budget; subject to confirmation of the finalised Local Government Finance Settlement figures which may necessitate an adjustment through the General Revenue Reserve to maintain a balanced budget. Authority to make any such change to be delegated to the Assistant Director of Finance;
- (b) The use of the revenue reserves as set out in Appendix E of the report;
- (c) That the Council's demand on the Collection Fund for 2021/22 for General Expenditure shall be £8,037,280 and for Special Expenditure shall be £7,192;
- (d) That the Band D level of Council Tax be £160.00 for General Expenditure and £0.14 for Special Expenditure.

### **(c) Treasury Management Strategy Statement 2021/22**

#### **1. TO RECOMMEND TO COUNCIL:**

- (a) The Treasury Management Strategy Statement 2021/22;
- (b) The Treasury Management Policy Statement 2021/22 (Appendix 1 of the report);
- (c) The Annual Investment Strategy 2021/22 (Appendix 2 of the report);
- (d) The Treasury Management Practice (TMP1) (Appendix 3 of the report);
- (e) The Treasury Management Scheme of Delegation (Appendix 4 of the report);
- (f) The Prudential Indicators (Appendix 5 of the report);
- (g) The Minimum Revenue Provision (MRP) Statement (Appendix 6 of the report).

- 2. **TO RECOMMEND TO COUNCIL** that Hong Kong be removed from the list of approved countries for investment in the Treasury Management Practice (TMP1) document (Appendix 3 of the report).



## **MONITORING OFFICER REPORT**

**Report Author(s):** Emma Hodds  
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**Portfolio:** Leader, and Economy & External Affairs

**Ward(s) Affected:** All

### **Purpose of the Report:**

The purpose of this report is to update and seek agreement from Council to disband Joint Lead Members Group.

### **Recommendations:**

That Council agrees to disband Joint Members Group.

## **1. Summary**

- 1.1 The purpose of this report is to seek agreement from Council to disband Joint Lead Members Group.

## **2. Updates to the Constitution**

- 2.1 As reported to Council at its meeting on 14 December 2020, it is considered that the Joint Lead Members Group is no longer required and should be disbanded. The Group proved useful and helped steer the work required during the earlier stages of the collaboration, however it is considered that Joint Informal Cabinet should take this work forward.
- 2.2 Council resolved to keep the status quo, however as Broadland District Council has since disbanded this group, it can no longer meet, therefore it is proposed that South Norfolk Council now dissolve this Group.

## **3. Issues and Risks**

- 3.1 **Resource Implications** – not applicable to this report.
- 3.2 **Legal Implications** – the recommendations contained within this report ensure that the Council remains compliant with legislation.
- 3.3 **Equality Implications** – not applicable to this report.
- 3.4 **Environmental Impact** – not applicable to this report.
- 3.5 **Crime and Disorder**- not applicable to this report.
- 3.6 **Risks** – not applicable to this report.

## **4. Conclusion**

- 4.1 This report seeks agreement from Council to update the Council's Constitution by way of disbanding Joint Lead Members Group.

## **5. Recommendation**

- 5.1 That Council agrees to disband Joint Lead Members Group.

## **PAY POLICY STATEMENT 2021/22**

**Report Author(s):** Helen Molloy  
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**Portfolio:** Finance 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 2021/22 is to be approved by Council in advance of its publication on the Council's website.

### **Recommendations:**

That Council approves the content of South Norfolk Council's 2021/22 Pay Policy Statement as attached in advance of its publication on the Council's website by 31 March 2021.

## **1. Summary**

- 1.1 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 2021/22 is to be approved by Council in advance of its publication on the Council's website.

## **2. Background**

- 2.1 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.
- 2.2 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 2021/22 is attached.

## **4. Proposed action**

- 4.1 The proposal is for the approval of the 2021/22 Pay Policy Statement.

## **5. Other options**

- 5.1 Not applicable to this report

## **6. 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.

## **7. Conclusion**

- 7.1 The Council is required to publish the Pay Policy Statement on an annual basis and approval is sought prior to this publication.

## **8. Recommendations**

- 8.1 That Council approves the content of South Norfolk Council's 2021/22 Pay Policy Statement as attached in advance of its publication on the Council's website by 31 March 2021.

## **Appendix A – Pay Policy Statement 2021/22**

## **Pay Policy Statement 2021-2022**

### **1. Status of this Policy Statement**

This policy sets out Broadland and South Norfolk Council's approach to the pay of their workforce, including Chief Officers, in accordance with Section 38 of the Localism Act.

Any decision under powers delegated in the Councils' Constitutions with regard to remuneration to be taken during 2021/22 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.

From 1<sup>st</sup> January 2020 these terms and conditions became effective for all staff thus creating a One officer team serving both Councils.

### **2. Scope**

This statement sets out the Councils' 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**

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

The Councils' policy is to set remuneration sufficient to attract and retain sufficiently experienced and qualified individuals to deliver the Councils' priorities.

- (b) Simplicity, clarity and fairness between employees and between the Councils and their communities.

The Councils aim to be transparent on pay related matters to their staff, prospective staff and their wider communities. This Policy Statement contains information relating to pay, grading and associated benefits applicable to all employees across both Councils. The Statement, once approved by each of the respective Councils, is published on each Council website.

Any remuneration package proposed for an 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 both full Councils, 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 Councils make 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 Councils. This is remuneration.

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

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

#### **4. Chief Officers**

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

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

#### **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 role profile

- 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 & Trade Union representatives evaluate all new posts as part of a panel approach. Where substantial change occurs to an existing job the employee and the manager are responsible for providing a revised, and agreed, role profile for re-evaluation.

## **6. Pay Bandings**

The pay bands for both Councils have been adjusted to provide one agreed pay spine for all staff, these are also aligned to agreed job families. These will be periodically adjusted to reflect the appropriate market rate for the job using regional comparative data as it is the Councils' policy to be competitive in both the public and private sector markets. Chief Officers are on a separate salary structure.

To provide the opportunity for the Councils to fully consider a suitable salary progression scheme against the new pay spine the current performance related pay (PRP) schemes have been ceased.

While the new scheme is in development an interim one-off, non- consolidated, pro rata payment will be paid in March 2021 in replacement of the 2020/21 PRP scheme.

A new scheme has been developed and is currently being consulted on for 2021/22, with this coming into effect from May 2021.

Staff costs are shared across the Councils on a percentage split for joint services.

The Managing Director also receives Returning Officer fees. Nominated Assistant Returning Officers also receive fees relating to duties undertaken during an election. 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.

## **7. Pay Review**

As stated above, pay levels are reviewed each year. However on 25 November 2020, the Government published Spending Review 2020. As part of the response to the economic impacts of the COVID-19 pandemic, the Chancellor announced that public sector pay will be "paused" for 2021/22.

The key elements of the policy are:

- to implement a 0% pay uplift to the subset of the public sector workforce in scope over 2021/22.
- an exemption for those (1) earning below median annual earnings and (2) working in the National Health Service (NHS)



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

## 8. Pay Range

The Councils operate a pay structure for Chief Officers and a pay structure for all other officers. The spread of posts across each of the bands (as at 1st January 2021) is shown in the tables below

### Chief Officer

Generic Role	Salary Scale	No. Employees
Managing Director	£140,000 - £168,000	1
Director	£81,600 - £102,000	3
Assistant Director	£61,200, - £80,999	8

### All other

Generic Role	Salary Scale	No. Employees
Senior Manager/Senior Specialist	H - J	35
Manager/Specialist	G - F	114
Senior Administrator/Senior Case/Operations Worker/Senior Technical Advisor	D - E	208
Administrator/Case/Operations worker/Technical Advisor	A -C	410
Apprentice	Apprentice	8

**All staff below Chief Officer**

Band Name	Minimum Salary Scale	Maximum Salary Scale
<b>Apprentice</b>	<b>£ National Living Wage</b>	<b>£17,321</b>
<b>A</b>	<b>£17,940</b>	<b>£19,176</b>
<b>B</b>	<b>£19,177</b>	<b>£22,570</b>
<b>C</b>	<b>£22,571</b>	<b>£26,492</b>
<b>D</b>	<b>£26,493</b>	<b>£31,119</b>
<b>E</b>	<b>£31,120</b>	<b>£35,484</b>
<b>F</b>	<b>£35,485</b>	<b>£40,770</b>
<b>G</b>	<b>£40,771</b>	<b>£45,717</b>
<b>H</b>	<b>£45,718</b>	<b>£50,928</b>
<b>I</b>	<b>£50,929</b>	<b>£55,038</b>

<b>J</b>	<b>£55,039</b>	<b>£59,864</b>

The mean of the two Councils salaries paid as at 1<sup>st</sup> January 2021 is £24,445 and the median is £22,570. Excluding apprentices (who are paid in line with the National Living Wage), the lowest paid employees are on Band A - these constitute a variety of staff including both administrative and operational.

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

## **9. Pay Multiples**

The Councils do 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 Councils' 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.

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

## **10. 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 Senior HR Lead and the relevant Director.

## **11. Honoraria**

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

## **12. Market Supplements**

Due to changing labour market pressures and following the agreement of the Managing Director market supplements were introduced within CNC Building Control in December 2018. These will be reviewed on an annual basis. If the supplement is no longer relevant or appropriate, this will be ceased, and the post holder will automatically revert back to their 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 Councils 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 Councils pay travel rates for the use of private vehicles on essential and reasonable Council business. The Councils pay 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

5p per mile is paid for a maximum of 4 passengers therefore the maximum claimable amount is 65p per mile

These rates are set at the maximum tax-free level approved by the HMRC.

### **14. Car Loan/Cycle Scheme**

The Councils operates a new car leasing scheme which employees can access via the Sodexo self-service platform. This option which will be paid for by the employee, enables employees to take advantage of a competitive car leasing package.

### **15. Termination Payments**

The Councils have a single redundancy scheme which applies to all employees without differentiation. The Councils do not provide any further payment to employees leaving the Councils employment other than in respect of accrued leave which by agreement is untaken at the date of leaving. In exceptional circumstances the Council will make a payment in lieu of notice.

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.

From January 2022 the designated redundancy multiplier will move to 1.4 for all staff.

If an employee is made redundant and is over the age of 55 their pension will be payable as per the Local Government Pension Scheme; there could be a pension strain cost associated with this.

Any severance payment made outside the scope of this Policy will reasonably comply with Councils' policy at any given time and be agreed with the Managing Director and Section 151 Officer. Any such agreement will remain confidential.

## **16. Re-employment**

Any individual who has been previously employed by either 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 either of the Councils, this must be referred to the Managing Director and Section 151 Officer before appointment is confirmed.

## **17. Professional Fees Subscriptions and Unison costs**

Reimbursement of professional memberships will be paid by the Councils if it is a mandatory requirement to enable the individual to carry out their statutory role.

All other professional memberships will be considered at the discretion of the Director/Assistant Director in liaison with the Senior HR Lead and will be determined based on service specific requirements

The Councils do not make direct payment to UNISON officials for trade union duties, however there is a Facilities Agreement in place to cover these 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 Section 151 Officer.

### Eligibility

The full package applies to newly appointed officers who have accepted a permanent post and who are genuinely required to move. Part-time employees can claim the same entitlements as full-time employees.

The decision of whether relocation applies to specific roles is made at the recruitment approval stage.

### Limit

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

## **19. Overtime**

All overtime worked in excess of normal hours of work must be authorised by a designated Senior Officer in advance. Overtime from Monday to Saturday, Sundays and Public Holidays is paid in accordance with the employee's contract of employment.

Eligibility for overtime payments is usually restricted to employees on salary band C and below. Unless contractually agreed or an exceptional circumstance all overtime is at plain time rates.

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 (occupational sick pay will not normally be paid)

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

*By strict exception, as a result of the Covid19 Pandemic employees with less than 4 months service will be entitled to receive sick pay for any Covid related absences*

## **21. Annual Leave**

The standard annual leave entitlement is 25 days (pro rata for staff working less than the standard working week) rising to 28 days after 5 years continuous service. Chief Officer entitlement is 30 days. In addition, the Councils recognise 8 public holidays, which are fixed throughout the year.

All employees are encouraged to take their full holiday entitlement each year. Employees will be able to purchase additional holiday with agreement from their line manager, provided there is organisational cover in place.

Employees will also be able to sell purchased leave back to the Councils, however will not be able to sell leave that is part of their contractual entitlement.

All staff are encouraged to work flexibly according to the needs of the service and their own personal work life balance requirements.

## **22. Recovery of Overpayments**

If an overpayment of salary or expenses occurs the HR Team 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](http://www.norfolkpensionfund.org) or [www.lgps.org.uk](http://www.lgps.org.uk)

Neither the Scheme nor the Councils 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 Councils 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 One Team Policy 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 the Councils auto enroll 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-enrolment date for the Councils was 1<sup>st</sup> November 2019

## **25. Non-Pay Benefits**

The Councils also have a number of non-pay related benefits such as occupational maternity/ paternity/shared parental/adoption leave, flexible working, staff restaurants (one of which is subsidised) and employee recognition awards. These are not part of the Councils' 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 both full Councils. 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 each Councils.

## **27. Gender Pay Reporting**

New regulations took effect from 1 April 2017 requiring Gender Pay Reporting for all organisations with 250+ employees. The Councils will report annually 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 pay 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 Councils 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 £58,690). This information will be published on the Councils 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 Councils appointed a Managing Director who will now leads the two Councils together under one team. As a result of this from 1st January 2020 there has been a single officer team serving both independent Councils.

Tuesday 16 February 2021