

Pre application fees

The following sets out the details that you need to submit for us to be able to answer your enquiry and identifies the information which is essential and additional information which will help us to give a fuller response.

The tables set out the fee (which include VAT) for each of the 6 pre application categories.

Exemptions

- Adaptations for disabled people = free
- Enquiry relating to a refused or withdrawn planning application
- follow up enquiry within 6 months of the original = free

Reductions

- Parish Councils, Charities, Voluntary Groups, exception affordable housing sites = 50% of the pre application fee

* Where it is not possible to secure a comment from external consultees within the above timescales, the Council will respond and forward the consultee comments separately

1) Works to an existing dwelling (extensions or outbuildings)

To formally establish whether the proposed can be undertaken without the need to submit an application for planning permission you should submit an application for a Certificate of Lawfulness – Proposed. Fee £103

For an informal officers opinion on the need for planning permission and / or the likely outcome of such a planning application you can use the following service :

Information we need from you	
Essential	<ul style="list-style-type: none"> • Location plan showing where the site is • Plan showing the position of the proposal in the site
Desirable	<ul style="list-style-type: none"> • Sketch drawings showing what the proposal looks like from each side, ideally including the dimensions • Photographs of the site and its surroundings

Information we'll provide in our reply	
<ul style="list-style-type: none"> • Any relevant previous planning decisions • Summary of the main planning considerations and objectives of relevant policies • Comments on the design and relationship to neighbouring uses • Any restrictions which should be considered (Tree preservation Order etc) 	

Costs and time taken for reply		
	Cost	Final response
Written reply	FREE	Within 15 working days or an agreed extension of time

2) Flat rate fee

- Adverts
- Change of use
- Advice relating to trees
- Advice relating to listed building considerations
- Prior notifications :
 - Telecommunications,
 - Agricultural buildings / works
 - All Part 3 prior notifications (Class C, J, M, N, O, P, Q, R, S, T)

Information we need from you	
Essential	<ul style="list-style-type: none">• Location plan showing where the site is• Plan showing the position of the proposal in the site
Desirable	<ul style="list-style-type: none">• Sketch drawings showing what the proposal looks like from each side, ideally including the dimensions• Photographs of the site and its surroundings

Information we'll provide in our reply	
<ul style="list-style-type: none">• Any relevant previous planning decisions• Summary of the main planning considerations and objectives of relevant policies• Comments on the design and relationship to neighbouring uses• Any restrictions which should be considered (Tree preservation Order etc)	

Costs and time taken for reply		
	Cost	Final response
Written reply	FREE	Within 15 working days or an agreed extension of time

3) Small Scale Minor Development.

- Residential development of between 1 or 2 dwellings or less than 0.2 Hectare
- Non residential development of less than 250 sq m floorspace or 0.5 Hectare

Information we need from you	
Essential	<ul style="list-style-type: none">• Location plan showing where the site is• Plan showing the position of the proposal in the site
Desirable	<ul style="list-style-type: none">• Sketch drawings showing what the proposal looks like from each side, ideally including the dimensions• Photographs of the site and its surroundings• Project brief / Design and Access Statement

Information we'll provide in our reply
<ul style="list-style-type: none">• Any relevant previous planning decisions• Summary of the main planning considerations and objectives of relevant policies• Comments on the mix of development and need for affordable housing• Transport and highway issues *• Comments on the design and relationship to neighbouring uses• Any restrictions which should be considered (Tree preservation Order etc)• Financial contributions – CIL• Additional bodies you may wish to consult before submitting an application

Costs and time taken for reply				
	Cost	Initial contact	meeting	Final response
Written reply	FREE			Within 20 working days or an agreed extension of time
Meeting in office and written reply	FREE	Within 5 working days	Within 15 working days	Within 10 working days of meeting or an agreed extension of time

4) Minor Development.

- Residential development of between 3 and 9 dwellings or less than 1 Hectare
- Non residential development of 251 to 1275 sq m floorspace or 1 Hectare

Information we need from you	
Essential	<ul style="list-style-type: none">• Location plan showing where the site is• Plan showing the position of the proposal in the site
Desirable	<ul style="list-style-type: none">• Sketch drawings showing what the proposal looks like from each side, ideally including the dimensions• Photographs of the site and its surroundings• Project brief / Design and Access Statement

Information we'll provide in our reply
<ul style="list-style-type: none">• Any relevant previous planning decisions• Summary of the main planning considerations and objectives of relevant policies• Comments on the mix of development and need for affordable housing• Transport and highway issues *• Comments on the design and relationship to neighbouring uses• Any restrictions which should be considered (Tree preservation Order etc)• Financial contributions – CIL• Additional bodies you may wish to consult before submitting an application

Costs and time taken for reply				
	Cost	Initial contact	meeting	Final response
Written reply	£200			Within 20 working days or an agreed extension of time
Meeting in office and written reply	£300	Within 5 working days	Within 15 working days	Within 10 working days of meeting or an agreed extension of time
Meeting on site and written reply	£400	Within 5 working days	Within 15 working days	Within 10 working days of meeting or an agreed extension of time

5) Medium development

- Residential development of between 10 and 50 dwellings or between 1 and 2 Hectare
- Non residential development of between 1275 and 9,999 sq m floorspace or between 1 and 2 Hectares

Information we need from you	
Essential	<ul style="list-style-type: none"> • Location plan showing where the site is • Plan showing the position of the proposal in the site • Project brief / Design and Access Statement
Desirable	<ul style="list-style-type: none"> • Sketch drawings showing what the proposal looks like from each side, ideally including the dimensions • Photographs of the site and its surroundings

Information we'll provide in our reply
<ul style="list-style-type: none"> • Any relevant previous planning decisions • Summary of the main planning considerations and objectives of relevant policies • Comments on the mix of development and need for affordable housing • Comments on sustainability • Comments on Building for Life • Transport and highway issues * • Comments on the design and relationship to neighbouring uses • Any restrictions which should be considered (Tree preservation Order etc) • Financial contributions – CIL • Additional bodies you may wish to consult before submitting an application

Costs and time taken for reply				
	Cost	Initial contact	meeting	Final response
Written reply	£900			Within 25 working days or an agreed extension of time
Meeting in office and written reply	£1,200	Within 5 working days	Within 20 working days	Within 15 working days of meeting or an agreed extension of time
Meeting on site and written reply	£1,500	Within 5 working days	Within 20 working days	Within 15 working days of meeting or an agreed extension of time

6) Major development

- Residential development of 51 dwellings or more
- Non residential development greater than 10,000 sq m floorspace
- Proposals requiring Environmental Impact

Information we need from you	
Essential	<ul style="list-style-type: none">• Location plan showing where the site is• Plan showing the position of the proposal in the site• Project brief / Design and Access Statement
Desirable	<ul style="list-style-type: none">• Sketch drawings showing what the proposal looks like from each side, ideally including the dimensions• Photographs of the site and its surroundings

Information we'll provide in our reply
<ul style="list-style-type: none">• Any relevant previous planning decisions• Summary of the main planning considerations and objectives of relevant policies• Comments on the mix of development and need for affordable housing• Comments on sustainability• Comments on Building for Life• Transport and highway issues *• Comments on the design and relationship to neighbouring uses• Any restrictions which should be considered (Tree preservation Order etc)• Financial contributions – CIL• Additional bodies you may wish to consult before submitting an application• Information relating to Environmental Impact Assessment Regulations

Costs and time taken for reply				
	Cost	Initial contact	meeting	Final response
Written reply	£3,500			Within 25 working days or an agreed extension of time
Meeting in office and written reply	£4,000	Within 5 working days	Within 20 working days	Within 15 working days of meeting or an agreed extension of time
Meeting on site and written reply	£4,300	Within 5 working days	Within 20 working days	Within 15 working days of meeting or an agreed extension of time

Standing Orders: Meetings held in accordance with section 78 of the Coronavirus Act 2020

These Standing Orders should be read in conjunction with the Authority's Standing Orders and Procedure Rules within the Constitution. The Regulations, made under section 78 of the Coronavirus Act 2020, apply notwithstanding any other legislation or current or pre-existing standing orders or any other rules of the Authority governing meetings and **remain valid until 7th May 2021**. This means that, wherever there is a conflict, the Virtual meeting Standing Orders take precedence in relation to any remote meeting.

1. No Requirement to Hold an Annual Meeting

The requirement to hold an Annual Meeting is to be disregarded and, prior to 7th May 2021, an Annual Meeting of Council may only take place:

- (a) where called by the Chairman of the Council; or
- (b) following a resolution calling for an Annual Meeting being passed at an ordinary or extraordinary meeting of Council.

2. Access to Information

For all purposes of the Constitution, the terms "notice", "summons", "agenda", "report", "written record" and "background papers" when referred to as being a document that is:

- (a) "open to inspection" shall include for these and all other purposes as being published on the website of the council; and
- (b) to be published, posted or made available at offices of the Authority shall include publication on the website of the Authority.

3. Remote Access to Meetings

- (a) For all purposes of the Constitution, the term "meeting" is not limited in meaning to a meeting of persons all of whom, or any of whom, are present in the same place, for which purposes any reference to:

- (i) "place" is to be interpreted as where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers: and

- (ii) "open to the public" includes access to the meeting being through remote means including (but not limited to): video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person; and

- (b) If the Chairman is made aware that a public meeting is not accessible to the public through remote means, due to any technological or other failure of provision, then the Chairman shall adjourn the meeting immediately. If the provision of access through remote means cannot be restored within a reasonable period, then the remaining business will be considered at a time and date fixed by the Chairman. If he or she does not fix a date, the remaining business will be considered at the next ordinary meeting.

4. Members in Remote Attendance

(a) A Member in remote attendance is present and attends the meeting, including for the purposes of the meeting's quorum, if at any time all three of the following conditions are satisfied, those conditions being that the Member in remote attendance is able at that time:

- (i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other Members in attendance.
- (ii) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and
- (iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

(b) A Member in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in (a) above are not met. In such circumstance the Chairman may, as they deem appropriate;

- (i) adjourn the meeting for a short period to permit the conditions for remote attendance of a Member contained in (a) above to be re-established;
- (ii) count the number of Members in attendance for the purposes of the quorum; or
- (iii) continue to transact the remaining business of the meeting in the absence of the Member in remote attendance.

5. Remote Attendance by Members of the Public

(a) A member of the public entitled to attend the meeting in order to exercise a right to speak at the meeting is in remote attendance at any time if all three of the following conditions are satisfied, those conditions being that the member of the public in remote attendance is able at that time:

- (i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, Members in attendance;
- (ii) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any other members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and
- (iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

(b) A member of the public in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in Standing Order 5(a) above are not met. In such circumstance the Chairman may, as he or she deems appropriate:

- (i) adjourn the meeting for a short period to permit the conditions for remote attendance contained in Standing Order 5A(a) above to be re-established;
- (ii) suspend consideration of the item of business in relation to the member of public's attendance until such time as a following item of business on the agenda has been transacted and the conditions for the member of the public's remote attendance have been re-established or, on confirmation that this cannot be done, before the end of the meeting, whichever is the earliest; or
- (iii) continue to transact the remaining business of the meeting in the absence of the member of the public in remote attendance.

6. Remote Voting

Unless a recorded vote is demanded, [which may be confirmed by the requisite number of Members confirming the demand verbally when requested by the Chairman,] the Chairman will take the vote by roll-call and the number of votes for or against the motion or amendment or abstaining from voting will be recorded.

7. Members excluded from the meeting

Where a Member is required to leave the meeting, the means of remote attendance and access is to be severed whilst any discussion or vote takes place in respect of the item or items of business which the member or co-opted member may not participate.

8. Exclusion of Press and Public

Each Member in remote attendance must ensure and verbally declare that there are no other persons present who are not entitled to be (either hearing or seeing) and/or recording the proceedings during consideration of items that are "exempt" (as defined in Schedule 12A of the Local Government Act 1972).

Pay Policy Statement 2020-21

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 2020/21 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.

In the proceeding year a full consultation process with all staff has been undertaken to harmonise and align the Councils' terms and conditions of service. From 1st 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 Statement

- (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, Business Improvement and 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 Councils are adopting a 2% cost of living increase for all staff effective from April 2020. This is a one-year local agreement whilst the Councils work with UNISON to review the pay award for future years. (For bands see section 8 below.)

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 schemes have been ceased.

While the new scheme is in development an interim one-off, non-consolidated, pro rata payment of £250 will be implemented for 2020 and paid in January in replacement of the 2020 PRP scheme.

A new scheme will be developed and consulted on for 2021.

Although individual establishments are maintained, 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 with a 2% rise being agreed effective from April 2020.

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

8. Pay Range

The Councils operates 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 2020) is shown in the tables below, with a 2% cost of living rise being applied from 1st April 2020.

Generic Role	Salary Scale	No. Employees
Managing Director	£140,000 - £160,000	1
Director	£80,000 - £100,000	3
Assistant Director	£60,000 - £80,000	8

Generic Role	Salary Scale	No. Employees
Senior Manager/Senior Specialist	H - J	29
Manager/Specialist	G - F	115
Senior Administrator/Senior Case/Operations Worker/Senior Technical Advisor	D - E	193
Administrator/Case/Operations worker/Technical Advisor	A - C	371
Apprentice	Apprentice	8

Chief Officer

Band Name	Minimum Salary Scale	Maximum Salary Scale
Managing Director	£140,000	£160,000
Director	£80,000	£100,000
Assistant Director	£60,000	£80,000

All staff below Chief Officer

Band Name	Minimum Salary Scale	Maximum Salary Scale
Apprentice	£11,833	£16,981
A	£17,588	£18,800
B	£18,801	£22,127
C	£22,128	£25,972
D	£25,973	£30,508
E	£30,509	£34,788
F	£34,789	£39,970
G	£39,971	£44,820

H	£44,821	£49,929
I	£49,930	53,958
J	£53,959	£58,690

This is a new pay spine so there are no comparators available.

The mean of the two Councils salaries paid as at 1st January 2020 is £24,137 and the median is £22,127. 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.

Salary progression through the new scale is under review and therefore a 2% cost of living award has been agreed for all staff effective from 1st April 2020 thus enabling a new approach to be developed. This is in addition to the £250 interim payment referred to in Section 6.

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 currently operate a car loan and cycle to work scheme which is available to all permanent staff, subject to meeting terms and conditions. From April 2020 no new car loans will be agreed, as the Councils will be offering employees a new car leasing option. 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

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 or 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 scheme requires that a minimum reduction in working hours of 20% 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-enrollment date for the Councils was 1st 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 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 undertake to bring the two Councils together under one team. This means from 1st January 2020 there is a single officer team serving both independent Councils.

23rd January 2020