

COUNCIL

To: All members of the Council

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

Yours sincerely



Trevor Holden
Managing Director

Mr G Minshull
Chairman of the Council

Mrs F Ellis
Vice-Chairman of the Council

Group Meetings

Conservatives:
Colman and Cavell Rooms at 6.00pm

Liberal Democrats:
Blomefield Room at 6.00pm

AGENDA

Date

Monday 17 February 2020

Time

7.30pm

Place

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

Contact

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

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

Large print version can be made available

The Council's Prayer

A G E N D A

1 Apologies for absence

2 Urgent Items:

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

3 To Receive Declarations of Interest from Members

(please see guidance – page 6)

4 To confirm the minutes of the meeting of the Council held on 16 December 2019; (attached – page 8)

5 Chairman's Announcements; (engagements attached – page 17)

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

7 Recommendations from the Cabinet arising from the meeting held on 3 February 2020; (please [click here](#) to view the Cabinet Agenda)

i. Performance, Risk, Revenue and Capital Budget Position for Quarter 3 2019/20

(page 10 of the Cabinet Agenda)

RESOLVED	TO RECOMMEND TO COUNCIL the additions to the 2019-20 capital programme as detailed at paragraph 5.4.
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ii. Broadland District Council and South Norfolk Council – Strategic Plan and Delivery Plan (page 61 of the Cabinet Agenda)

RESOLVED:	TO RECOMMEND THAT COUNCIL approves the Strategic Plan 2020-2024 and the Interim one-year Delivery Plan for 2020/21, to include proposed changes regarding the environment and Environmental Strategy.
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iii. Capital Strategy and Capital Programme 2020/21 to 2024/25

(page 145 of the Cabinet Agenda)

RESOLVED:	TO RECOMMEND TO COUNCIL (a) Approval of the Capital Strategy (Appendix A of the report) and the Capital Programme for 2020/21-2024/25 (Appendix B of the report). (b) Approval of the programme of work for 2019/20 to align key elements of ICT infrastructure and corporate systems in use across Broadland District Council and South Norfolk Council as set out within Appendix D of the report.
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iv. Revenue Budget and Council Tax 2020/21

(page 173 of the Cabinet Agenda)

RESOLVED:	1. TO RECOMMEND TO COUNCIL (a) 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) That the "Localisation of Business Rates Reserve is repurposed as the "Business Rates Reset Transition Fund" and is used to mitigate any loss of business rates income due to changes to the Business Rates Retention Scheme, and the use of the other revenue reserves as set out in Appendix D. (c) That the Council's demand on the Collection Fund for 2020/21 for General Expenditure shall be £7,744,730 and for Special Expenditure shall be £11,102. (d) That the Band D level of Council Tax be £155.00 for General Expenditure and £0.22 for Special Expenditure. 2. To agree to the proposed fees and charges as set out in section 5 of the report; 3. To note: (a) The advice of the Section 151 Officer with regard to section 25 of the Local Government Act 2003, contained in section 10 of this report; (b) The future budget pressures contained in the Medium-Term Financial Strategy.
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v. Treasury Management Strategy Statement 2020/21

(page 193 of the Cabinet Agenda)

RESOLVED:	TO RECOMMEND TO COUNCIL: <ul style="list-style-type: none">(a) The Treasury Management Strategy Statement;(b) The Treasury Management Policy Statement 2020/21 (Appendix 1 of the report).(c) The Annual Investment Strategy 2020/21 (Appendix 2 of the report)(d) The Treasury Management Practice (TMP1) Credit and Counterparty Risk Management (Appendix 3 of the report).(e) The Treasury Management Scheme of Delegation (Appendix 4 of the report)).(f) The Minimum Revenue Provision (MRP) Statement (Section 8) that sets out the Council's policy on MRP;(g) The Prudential Indicators and Limits for the next 5 years contained within the report.
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vi. Council Tax Assistance 2020/21

(page 222 of the Cabinet Agenda)

RESOLVED:	<ol style="list-style-type: none">1. TO RECOMMEND THAT COUNCIL approves the amendments outlined in Appendix 2 of the report, and that the Scheme for 2020/21 is updated accordingly2. To note the work officers will continue to undertake across the two Councils on processes to mitigate the wider impact of Universal Credit on Council Tax billing and collection.
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vii. Greater Norwich Joint Five-Year Infrastructure Investment Plan and Annual Business Plan (2020 – 2025)

(page 235 of the Cabinet Agenda)

RESOLVED:	TO RECOMMEND THAT COUNCIL: <ol style="list-style-type: none">1. Agrees the Greater Norwich Joint Five-Year Infrastructure Investment Plan 2020-2025, included in Appendix 1; and,2. Approves: the allocation of CIL to twelve specified projects, these projects will form the 2020/21 Annual Growth Programme; the allocation of £2M to support the Education Capital Programme within Greater Norwich; payment of the previously committed CIL funding of £561,760 to the Hempnall Crossroad project within 2020/21; and, the full reinstatement of the £2M IIF cash reserve
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8. Council Tax Resolution 2020/21;

(To follow)

9 Monitoring Officer Report;

(report attached – page 18)

10 Pay Policy Statement 2020/21;

(report attached – page 22)

11 Questions to Chairmen and Portfolio Holders

To take questions from Councillors and the Public

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

a. Cabinet

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

Questions to the Leader and other Cabinet members

John Fuller	The Leader, External Affairs and Policy
Yvonne Bendle	Health, Housing and Wellbeing
Alison Thomas	Finance and Resources
Keith Kiddie	Regulatory and Environmental Excellence
Kay Mason Billig	Stronger Communities and Governance
Lisa Neal	Planning and Economic Growth

b. Scrutiny Committee - Questions to the Chairman

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

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

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

d. Development Management Committee – Questions to the Chairman

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

e. Electoral Arrangements Review Committee – Questions to the Chairman

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

12 Outside Bodies – Feedback from Representatives:

AGENDA ITEM 3

DECLARATIONS OF INTEREST AT MEETINGS

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

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

Does the interest directly:

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

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

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

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

If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as would a member of the public, but you should not partake in general discussion or vote.

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

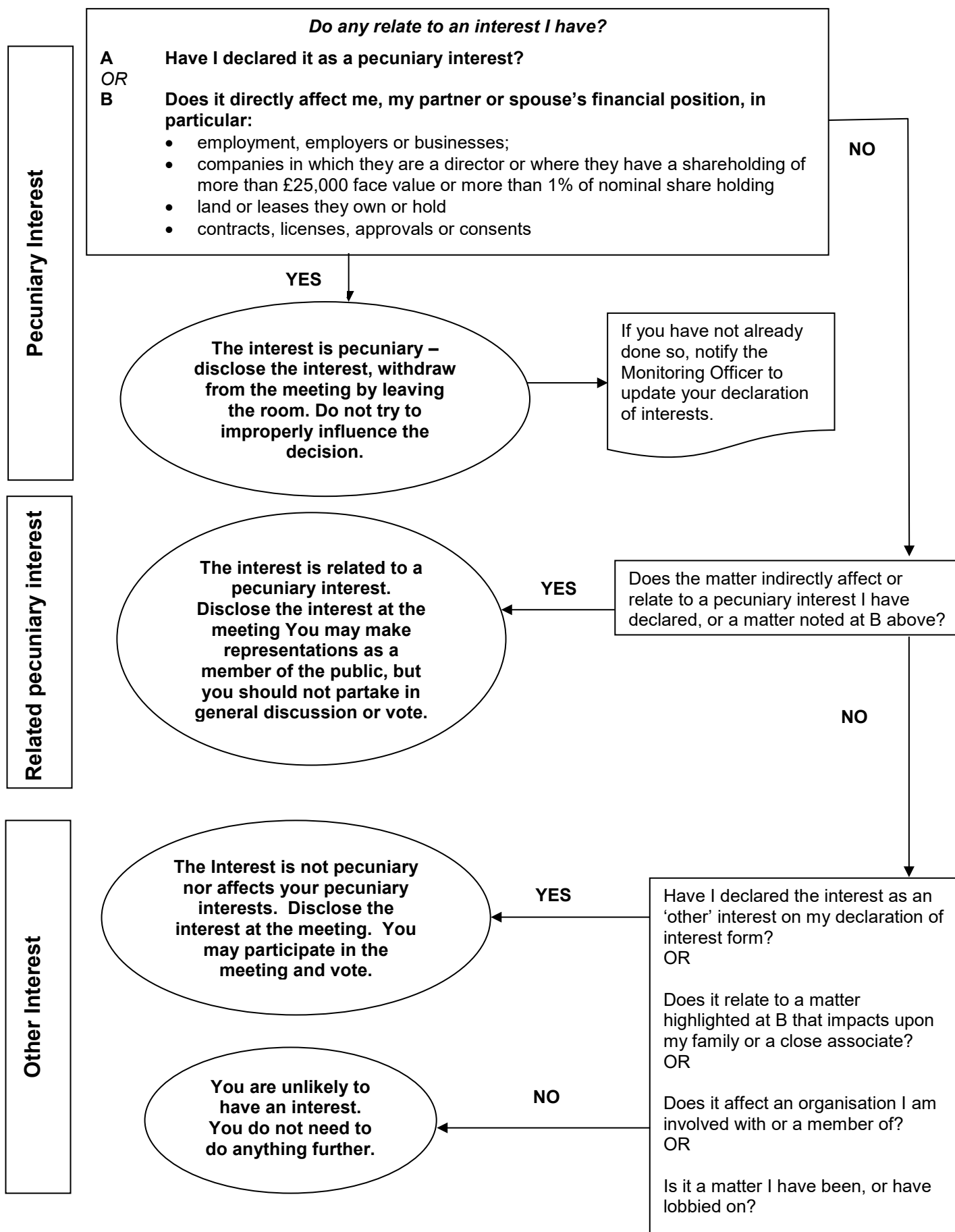
Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting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

FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.

PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

What matters are being discussed at the meeting?





COUNCIL

Minutes of a meeting of South Norfolk District Council held at South Norfolk House, Long Stratton on Monday 16 December 2019 at 7.30pm

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

3520 MINUTES

The minutes of the meetings held on 16 September and 11 November 2019, were confirmed as correct records and signed by the Chairman.

3521 CHAIRMAN'S ANNOUNCEMENTS

Members noted the civic engagements attended by the Chairman and Vice-Chairman of the Council, for the period 16 September 2019 to 15 December.

3522 RECOMMENDATIONS FROM THE CABINET

(a) Cabinet meeting 11 November 2019

(i) Treasury Management Quarter 2 Report 2019/20

Cllr A Thomas presented the Cabinet recommendations to members, relating to the Treasury Management Quarter 2 Report 2019/20. She drew members' attention to the rise in investments of over £7 million over the first two quarters.

Cllr Thomas explained that members of the Finance, Regulation, Audit and Governance Committee had recently received training with regard to Big Sky Ventures Ltd and subsidiary companies, and that this would be rolled out to all members in the new year.

It was unanimously

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 2019/20 prudential indicators for the first six months of the year.

(ii) Joint Domain Name

Cllr K Mason Billig presented the Cabinet recommendations to Council, regarding a joint domain name for both Broadland and South Norfolk.

Cllr Mason Billig advised members that a shortlist of names had been produced, following member and staff suggestions, and following an all member and staff survey, "South Norfolk and Broadland" proved to be the most popular first choice. She stressed the importance of creating a new joint domain name, to enable the collaboration to move forward, in terms of a single email system and website.

It was unanimously

RESOLVED: To agree to submit "South Norfolk and Broadland" as the preferred choice to Central Government, for the single domain name for Broadland and South Norfolk.

(b) Cabinet meeting 9 December 2019

(i) Joint Commercialisation Strategy

Cllr A Thomas presented the Cabinet recommendation to Council regarding the proposed Joint Commercialisation Strategy.

Cllr Thomas drew attention to the main objectives of the proposed joint strategy, outlined at paragraph 3.3 of the report. She stressed that whilst the Strategy recognised a common approach to commercialisation across the two Councils, it also allowed for the differing appetites to risk and ambition.

It was unanimously

RESOLVED: To agree to adopt the Joint Commercialisation Strategy

(ii) Adoption of Conservation Area Appraisals and Boundary Amendments for Fritton, Pulham St Mary, Pulham Market, Seething, Starston and Wacton Conservation Areas

Cllr L Neal presented the recommendations of the Cabinet to Council, regarding the adoption of conservation area appraisals and boundary amendments, for Fritton, Pulham St Mary, Pulham Market, Seething, Starston and Wacton conservation areas.

Local members who had attended the village “walkabouts” stressed the value of the process, referring to it as a most enjoyable and useful exercise. Members agreed that the right outcomes had been achieved for all the villages involved.

It was unanimously

RESOLVED: To

1. Approve and adopt the proposed changes to the boundaries of Fritton, Pulham Market, Pulham St Mary, Seething, Starston, and Wacton Conservation Areas.
2. Approve and adopt the conservation area appraisals and conservation management guidelines for the conservation areas of Fritton, Pulham Market, Pulham St Mary, Seething, Starston and Wacton.

(iii) Norfolk Strategic Planning Framework 2020/21

Cllr J Fuller presented the recommendations from the Cabinet to Council, relating to the Norfolk Strategic Planning Framework (NSPF) 2020/21.

Cllr Fuller explained that the continuation of the NSPF work was worthwhile, in that it assisted the Council in fulfilling its obligations to demonstrate the Duty to Cooperate and through meeting the National Planning Policy Framework requirements to have a Statement of Common Ground. Referring to the contribution costs of £10,000, Cllr Fuller believed this to be excellent value for money.

It was unanimously

RESOLVED: To

1. Approve the proposed NSPF work-plan for 2020/21 (set out in Appendix 1 of the report); and
2. Approve the contribution of £10,000 to the work on the NSPF for 2020/21.

3523 UPDATE ON PROGRESS WITH TWO COUNCILS ONE TEAM

Cllr J Fuller presented the report of the Assistant Director Governance and Business Support, and the Chief of Staff, which provided an update of the ambitions set out in the collaboration feasibility report, and a general update on the wider collaboration programme of work, the review of structures, the final terms and conditions for all staff, associated policies and the updated Section 113 Agreement.

Cllr Fuller congratulated the Chief of Staff and the Assistant Director for their hard work in ensuring that the two Councils had progressed so far, so quickly. He also thanked his deputy, Cllr K Mason Billig, for her contributions, and her work with the Joint Lead Member Working Group (JMLG), the member group that had overseen the collaboration process. Referring to the new Terms and Conditions, he explained that these had been negotiated and agreed with Unison, and that this provided a solid and fair foundation on which to move forward. He was also pleased to be able to provide staff with one extra day's leave over the Christmas period, as a thank you for their positive contribution in what had been a difficult period for some.

Cllr N Legg also expressed his thanks to officers, suggesting that it had been a huge task to satisfy the Union and the diverse range of opinions from staff across both Councils. He was confident that the benefits of all the hard work, would become evident in the coming year.

Cllr C Brown recognised that a lot of hard work and goodwill had been necessary to achieve current progress. He stressed that this was an ongoing process and he hoped that the appropriate support would be provided to those staff who had/would find the process difficult and unsettling.

Cllr K Mason Billig was pleased that the process had involved no redundancies and stressed that throughout the process, best practice had been sought, and she hoped that the new structure created real "career paths" for staff. She thanked the Staff Forum and UNISON for their helpful contributions, stressing that the best possible deal for staff had been sought by all.

Cllr A Thomas was pleased that staff structures and appointments were in place before Christmas, stressing that the impact on staff and their families could not be underestimated.

It was unanimously

RESOLVED: To

1. To note the final structures for the two councils, one team contained within Appendix A
2. To ratify the terms and conditions for all staff employed with effect from 1st January 2020 contained within Appendix B
3. To delegate to the Assistant Director Governance and Business Support, in consultation with the Staff

Consultation Forum, finalisation of all those policies that are impacted on by the new terms and conditions outlined in Section 3.8 of this report.

4. To note the updated Section 113 Agreement contained within Appendix C of this report

3524 MONITORING OFFICER REPORT

Cllr J Fuller presented the report of the Monitoring Officer, which sought agreement to appoint a new Section 151 officer, approval of the terms of reference for both Joint Informal Cabinet and Joint Lead Member Group, and an appointment to an outside body.

Cllr Fuller briefly outlined the recommendations of the report, and welcomed Mr R Fincham, the new Assistant Director for Finance, and the proposed Section 151 Officer, to the Council.

Cllr Fuller hoped that by February the MO report would be proposing a common approach to the Schedule of Meetings, and he stressed the importance of compromise from both Councils, to achieve alignment for both the meeting schedule and portfolios.

Referring to the proposed appointment of Cllr P Hardy as the Council's representative on the Queens Hill Community Interest Organisation (CIO), Cllr T Laidlaw made the point that it would make good sense for a local district member from Costessey, with more local knowledge, to be appointed to that Group. He did however stress that he was not doubting the capabilities of Cllr Hardy, and that he would respect the final decision of the Council.

In response, Cllr Fuller stressed the importance of the role, and explained that operationally, it would make sense for a member of the leading group to represent the Council, and he reminded members that a member of Costessey Town Council would also be represented on the Group.

In response to a query regarding substitute members on the Joint Informal Cabinet, Cllr Fuller explained that substitutes were not permitted by law on the Cabinet.

It was unanimously

RESOLVED:

1. To appoint Rodney Fincham as the Council's Chief Financial Officer (Section 151 Officer), with immediate effect.
2. To establish a Joint Informal Cabinet with Broadland District Council including:
 - a. adopt the Terms of Reference for the Joint Informal Cabinet, attached at Appendix A,
 - b. agree the membership to be the Councils Cabinet,

- c. agree that meetings be included as an approved duty in line with Members Allowances Scheme,
 - d. authorise the Monitoring Officer to make the consequential changes to the constitution.
3. To formalise the Joint Lead Member Group with Broadland District Council including:
- e. adopt the Terms of Reference for the Joint Lead Member Group, attached at Appendix B,
 - f. agreed the membership,
 - g. agree that meetings be included as an approved duty in line with Members Allowances Scheme,
 - h. authorise the Monitoring Officer to make the consequential changes to the constitution.
4. To appoint Cllr Hardy as the Council's representative on Queens Hill Community Interest Organisation.

3525 CONTRACT STANDING ORDERS

Cllr A Thomas presented the report of the Procurement Consortium Manager, which presented members with proposed updates to the Council's Contract Standing Orders.

Cllr Thomas advised Council that the proposed changes had been reviewed at a meeting of the Council's Finance Resources, Audit and Governance Committee. She drew attention to one of the proposed changes relating to procedures where the value of goods was less than £20,000, and only one quotation was required. She was satisfied that this was sufficient due to the need for the "demonstration of value for money".

It was unanimously

RESOLVED: To approve the Contract Standing Orders attached at Appendix A

3526 QUESTIONS TO CHAIRMEN AND PORTFOLIO HOLDERS

(a) Cabinet

With regard the recent election, Cllr K Kiddie asked Cllr J Fuller whether he felt the organisation of three counts for South Norfolk, Broadland and Norwich North, at one location, had gone well.

Cllr Fuller felt that it had been a satisfactory operation in an excellent location, but felt that it was more appropriate for the Returning Officer to respond to the question.

The Managing Director explained that the location of the count had been a big step but was the right thing to do. Staff had worked extremely hard to make it work. The timeliness and accuracy of the count was good, and the venue had worked well. He wished to thank all the 900 staff involved in the election process, whether they worked at polling stations, at the Count, or behind the scenes in the Election or IT teams, for all their contributions.

Cllr C Brown referred to a recent Cabinet meeting, where members had expressed the wish for more ambition in relation to the Council's Environmental Policy Statement. He asked Cllr K Kiddie how the Council was going to encourage less waste and more recycling over the Christmas period.

Cllr Kiddie explained that staff continued to run campaigns to ensure that residents were well informed as to recycling and reuse. He added that although the Council did not yet collect food waste, this was part of discussions for the future. Cllr Fuller added that an area of the Council's website provided festive tips and advice on how to reduce, reuse and recycle over Christmas, and also advised that Norfolk County Council was providing a Christmas tree recycling service.

Cllr J Savage referred to the new roundabout on the A140 at Hempnall crossroads, and asked Cllr Thomas whether she had been pleased with the outcome. Cllr Thomas explained that this had been an excellent example of the County Council, District Council and Local Enterprise Partnership working together in partnership, to deliver a roundabout at what had been a notoriously dangerous junction. She commented on the speed of its construction, and how clean and tidy the operation had been, with contractors causing the minimum disruption possible. She now looked forward to the construction of the Long Stratton bypass.

(b) Scrutiny Committee

There were no questions to the Chairman 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

(e) Electoral Arrangements Review Committee

There were no questions to the Chairman of the Electoral Arrangements Review Committee.

3517 FEEDBACK ON OUTSIDE BODIES

Cllr J Knight fed back on recent developments at the Broads Authority. Cllr Knight explained that two years ago the Broads Authority had undergone an LGA Peer Review, from which arose a number of recommendations. He was disappointed that it appeared that the Broads Authority had failed to act on these recommendations.

He went on to refer members to the Authority's recent announcement that it was to terminate the ongoing management of Whitlingham Country Park; its management of the site and visitor centre. He explained that as the Park was located within the South Norfolk district, he had looked in to this decision more closely, and felt there were unanswered questions, leaving him with serious concerns. He, along with three other members of the Authority, had addressed these concerns in a confidential letter to the Chairman, and he was disappointed that despite the request for confidentiality, this letter had been shared with the Chief Executive and others. Cllr Knight believed that he had since been denied access to relevant information and that this, in addition to other matters, was stopping him from carrying out his duties as a representative of South Norfolk Council. He hoped that the Council would support him and request a meeting with the Authority to seek answers.

Cllr S Ridley expressed his concerns and suggested that the Broads Authority had acted "ultra vires". He proposed that South Norfolk Council's Managing Director wrote to the Broads Authority, requesting, in the strongest terms, a meeting with their Chairman and Chief Executive, asking them to explain the Authority's actions.

Cllr V Thomson seconded this proposal, explaining that he represented Norfolk County Council on the Broads Authority, and he shared the concerns of Cllr Knight.

Cllr K Mason Billig expressed her support for the proposal, explaining that she had regularly received complaints regarding the Authority from residents in her ward.

Cllr F Fuller agreed that a meeting was required urgently to discuss recent events.

Cllr C Brown explained that he could not comment directly on what was being said as he had not previously been made aware of any of these issues, however, it was clear that there were matters to be resolved, and a meeting with the Chief Executive and Chairman of the Authority seemed an appropriate way forward.

Members then voted unanimously to support the proposal.

It was

RESOLVED: That the Managing Director write to the Broads Authority, requesting in the strongest terms, a meeting with the Chairman and Chief Executive, asking them to fully explain the Authority's recent actions.

(The meeting concluded at 8.46 pm)

Chairman

CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN FOR THE PERIOD: 16 December 2019 – 16 February 2020	
Date	Event
6 January	Meeting with the Lord-Lieutenant Together with the Managing Director, a meeting with the Lady Dannatt to discuss the plans for the Council.
8 January	South Norfolk Assessment Day: SNC event to teach those 15/16 year olds who suffer with their confidence, how to complete a work assessment when they apply for jobs.
17 January	Funeral: To attend the funeral of Alderman, Dr John Peterson, who sadly passed away in December 2019.
27 January	Holocaust Memorial Day Service: A civic church service hosted by the Lord Mayor of Norwich in memory of the Holocaust.
8 February	Celebration Evening: Hosted by the Mayor of Thetford, a fun and informative evening to celebrate the incredible life of Thomas Paine.
11 February	Reception and Brief: Hosted by the Brigadier Bewick, a presentation on how Army personnel are trained for world-wide operations. Held at the John Innes Centre
14 February	Gala Dinner: Black tie event hosted by the Chairman of Broadland District Council.

17 February 2020

MONITORING OFFICER REPORT

Report Author(s): Emma Hodds, Monitoring Officer
ehodds@s-norfolk.gov.uk
01508 533791

Portfolio: Leader, and Economy and External Affairs

Ward(s) Affected: All

Purpose of the Report: The purpose of this report is to amend the Constitution in respect of officers who can deputise for the Monitoring Officer, to approve the process for writing off debt and make amendments to the Terms of Reference for the Sites Sub-Committee.

Recommendations:

That Council agree to amend the Constitution in respect of:

- I. officers who can deputise for the Monitoring Officer, as outlined at paragraph 2.4 of the report
- II. the process of writing off debt within the Rules of Financial Governance, outlined at paragraph 2.6 of the report
- III. the Terms of Reference of the Sites Sub-Committee to remove consideration of objections to Tree Preservation Orders, outlined at paragraph 2.8

1. SUMMARY

- 1.1 The purpose of this report is to amend the Constitution in respect of officers who can deputise for the Monitoring Officer, to approve the process for writing off debt and make amendments to the Terms of Reference for the Sites Sub-Committee.

2. UPDATES TO THE CONSTITUTION

Monitoring Officer delegations

- 2.1 In light of the implementation of the *One Team* across both South Norfolk and Broadland District Councils, the Constitution requires two amendments.
- 2.2 The first update is required to reflect the officers who have been appointed by the Monitoring Officer to deputise in her absence.
- 2.3 The Monitoring Officer has appointed three Deputy Monitoring Officers in the new structure, who will deputise across both authorities; the Governance Manager and the two Senior Governance Officers.
- 2.4 It is therefore proposed that Article 12 of Part 2 of the Constitution is updated as follows (amendments underlined):

In the absence of the Monitoring Officer, the Governance Manager and the Senior Governance Officers shall act as Deputy Monitoring Officer.

Rules of Financial Governance

- 2.5 The second amendment is requested by the Section 151 Officer in respect of Part 4.3 - Rules of Financial Governance. In order to align the processes across South Norfolk and Broadland Councils, Council is recommended to agree that the Section 151 can write off debts that do not exceed £100,000 (previously £25,000) so that both Council's delegations are the same in terms of operational processes to assist efficiency.
- 2.6 In addition, it should be noted that most cases above £25,000 relate to insolvency cases where the Council has no other option but to write the debt off. It is therefore proposed that paragraph 9.11 of the Rules of Financial Governance are updated as follows (amendments underlined):

Write off of debts shall be approved by:

- the Section 151 Officer if the individual debt does not exceed £100,000;
- the Cabinet in all other cases.
- the Section 151 Officer (or their Deputy) shall set write off limits for Directors below the £100,000 limit in accordance with procedures approved by

him/her. Directors may in turn authorise limits for officers, up to the limit set for the respective Director, in consultation with the Section 151 officer (or their Deputy).

Terms of Reference – Sites Sub-Committee

- 2.7 A further amendment to the Constitution is requested in relation to the Terms of Reference of the Sites Sub-Committee. This Sub-Committee is currently constituted to consider and determine appeals against officer decisions with regard to Tree Preservation Orders (TPOs), however it has not been required to consider a case for 10 years.
- 2.8 The way the Council deals with TPOs has evolved over time and officers have been able to resolve issues and objections without the need to convene a Sites Sub-committee and therefore it is deemed more appropriate for this process to be delegated to officers in its entirety (which is covered elsewhere in the Constitution). It is therefore proposed to removed references to TPO from the Sites Sub-Committee Terms of Reference. Local members will continue to be consulted when new TPOs are served.

3. ISSUES AND RISKS

- 3.1 **Resource Implications** – none
- 3.2 **Legal Implications** – none
- 3.3 **Equality Implications** – none
- 3.4 **Environmental Impact** – none
- 3.5 **Crime and Disorder-** none
- 3.6 **Risks** – none

4. CONCLUSION

- 4.1 The purpose of this report is for Council to approve the proposed changes to the Constitution as outlined within this report.

5. RECOMMENDATIONS

That Council agree to amend the Constitution in respect of:

- I. officers who can deputise for the Monitoring Officer, as outlined at paragraph 2.4 of the report
- II. the process of writing off debt within the Rules of Financial Governance, outlined at paragraph 2.6 of the report

- III. the Terms of Reference of the Sites Sub-Committee to remove consideration of objections to Tree Preservation Orders, outlined at paragraph 2.8

PAY POLICY STATEMENT 2020/21

Report Author(s): Serena Bremner
Senior HR Lead
01508 533791
sbremner@s-norfolk.gov.uk

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 2020/21 is to be approved by Council in advance of its publication on the Council's website.

Recommendation:

1. That Council approves the content of South Norfolk Council's 2019/20 Pay Policy Statement as attached in advance of its publication on the Council's website by 31 March 2020.

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 2020/21 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 2020/21 is attached.
- 3.2 The key changes from last year excluding expected updates for job titles, employee numbers, pay scales, dates etc. are as set out below:-
- Paragraph 29 covers the move to a single officer team and joint terms and conditions, following the agreed collaboration between South Norfolk and Broadland District Councils.

4 PROPOSED ACTION

- 4.1 The proposal is for the approval of the 2020/21 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 RECOMMENDATION

- 8.1 That Council approves the content of South Norfolk Council's 2019/20 Pay Policy statement as attached in advance of its publication on the Council's website by 31 March 2020.

Appendix A – Pay Policy Statement 2020/21

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