

# COUNCIL

## To: All members of the Council

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

Yours sincerely

A handwritten signature in black ink, appearing to read "Trevor Holden", with a long, sweeping horizontal stroke at the end.

Trevor Holden  
Managing Director

Cllr J Easter  
Chairman of the Council

Cllr Y Bendle  
Vice-Chairman of the Council

## Date & Time:

Wednesday 22 February 2023  
7.30pm

## Place:

Council Chamber, Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich NR7 0DU

## Contact:

Claire White tel (01508) 533669  
Email: [committee.snc@southnorfolkandbroadland.gov.uk](mailto:committee.snc@southnorfolkandbroadland.gov.uk)  
Website: [www.southnorfolkandbroadland.gov.uk](http://www.southnorfolkandbroadland.gov.uk)

## PUBLIC ATTENDANCE:

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

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

If a member of the public would like to attend to observe or ask a question, please email your request to [committee.snc@southnorfolkandbroadland.gov.uk](mailto:committee.snc@southnorfolkandbroadland.gov.uk), no later than 5.00pm on Friday 17 February 2023.

# AGENDA

1. To report apologies for absence and to identify substitute members;
2. Any items of business which the Chairman decides should be considered as a matter of urgency pursuant to section 100B(4)(b) of the Local Government Act, 1972. Urgent business may only be taken if, “by reason of special circumstances” (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency;
3. To receive Declarations of interest from Members;  
(Please see guidance from and flow chart attached – page 5)
4. Minutes of the meeting of Council held on 12 December 2022  
(attached at page 7)
5. Chairman's Announcements  
(engagements attached – page 20)
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 13 February 2023;  
(a) Council Tax Assistance Scheme  
(page 90 of the Cabinet agenda for 13 February 2023)

**RESOLVED TO RECOMMEND THAT COUNCIL** approves the Council Tax Assistance Scheme for 2023/24

- (b) Greater Norwich Five Year Infrastructure Investment Plan and Annual Growth Programme**  
(page 171 of the Cabinet agenda for 13 February 2023)

**RESOLVED TO RECOMMEND THAT COUNCIL:**

- a) approves of the Draft Five Year Infrastructure Investment Plan 2023-28 and the proposed 2023/24 Annual Growth Programme, including
  - i) the introduction of two new categories to the Infrastructure Investment Fund, Match Funding and Major Infrastructure Projects;

- ii) that Education funding allocations from the Infrastructure Investment Fund can be used in whole or in part to repay Norfolk County Council's borrowing, on condition that it is used to support the delivery of a Schools Capital Programme that is ringfenced to the Greater Norwich area, and that annual programme delivery and budget updates are reported to the GNGB;
- b) agrees to the signing of a deed of variation to the agreement entitled, Partner Drawdown and Borrowing Authorisations, that was originally signed by all partners on 21st October 2015 and to delegate authority to the Director for Place in consultation with the Portfolio Holder for External Affairs and Policy to finalise and sign any such variation;
- c) agrees to the inclusion of the following projects: Queens Hill Community Park; Venta Icenorum access improvements - Phase 1; Easton Village Hall, Hethel Innovation Centre – Roundabout and access road and Cringleford Country Park (totalling £6,259,679.68) into the council's capital programme commencing in 23/24.

**(c) Revenue Budget and Council Tax 2023/24**

(page 16 of the Council agenda for 13 February 2023)

**RESOLVED TO RECOMMEND TO COUNCIL:**

- a) Approval of the 2023/24 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 Council's demand on the Collection Fund for 2023/24 for General Expenditure shall be £8,635,275, and for Special Expenditure shall be £7,424.
- c) That the Band D level of Council Tax be £165.00, for General Expenditure and £0.14 for Special Expenditure.

**(d) Capital Strategy and Capital Programme 2023/24 to 2027/28**

(page 37 of the Cabinet agenda for 13 February 2023)

**RESOLVED TO RECOMMEND THAT COUNCIL** approves the Capital Strategy (Appendix A) and the Capital Programme for 2023/24 – 2027/28 (Appendix B)

## **(e) Treasury Management Strategy Statement 20223/24**

(page 58 of the Cabinet agenda for 13 February 2023)

### **RESOLVED: TO RECOMMEND TO COUNCIL the:**

1. Treasury Management Strategy Statement 2023/24
2. Treasury Management Policy Statement 2023/24 (Appendix 1)
3. Annual Investment Strategy 2023/24 (Appendix 2)
4. Treasury Management Practice (TMP1) (Appendix 3)
5. Treasury Management Scheme of Delegation (Appendix 4)
6. Prudential Indicators (Appendix 5)
7. Minimum Revenue Provision (MRP) Statement (Appendix 6).

**8. Council Tax Resolution** (report to follow)

**9. Monitoring Officer Report** (report attached – page 21)

**10. Pay Policy Statement 2022/23** (report attached – page 25)

### **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 |
| Alison Thomas    | Better Lives                            |
| Graham Minshull  | Clean and Safe Environment              |
| Richard Elliott  | Customer Focus                          |
| Kay Mason Billig | Governance and Efficiency               |
| Lisa Neal        | Stronger Economy                        |
| Adrian Dearnley  | Finance and Resources                   |

#### **b. Scrutiny Committee - Questions to the Chairman**

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

#### **d. Development Management Committee – Questions to the Chairman**

### **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 a member of the public, but you should not partake in general discussion or vote.

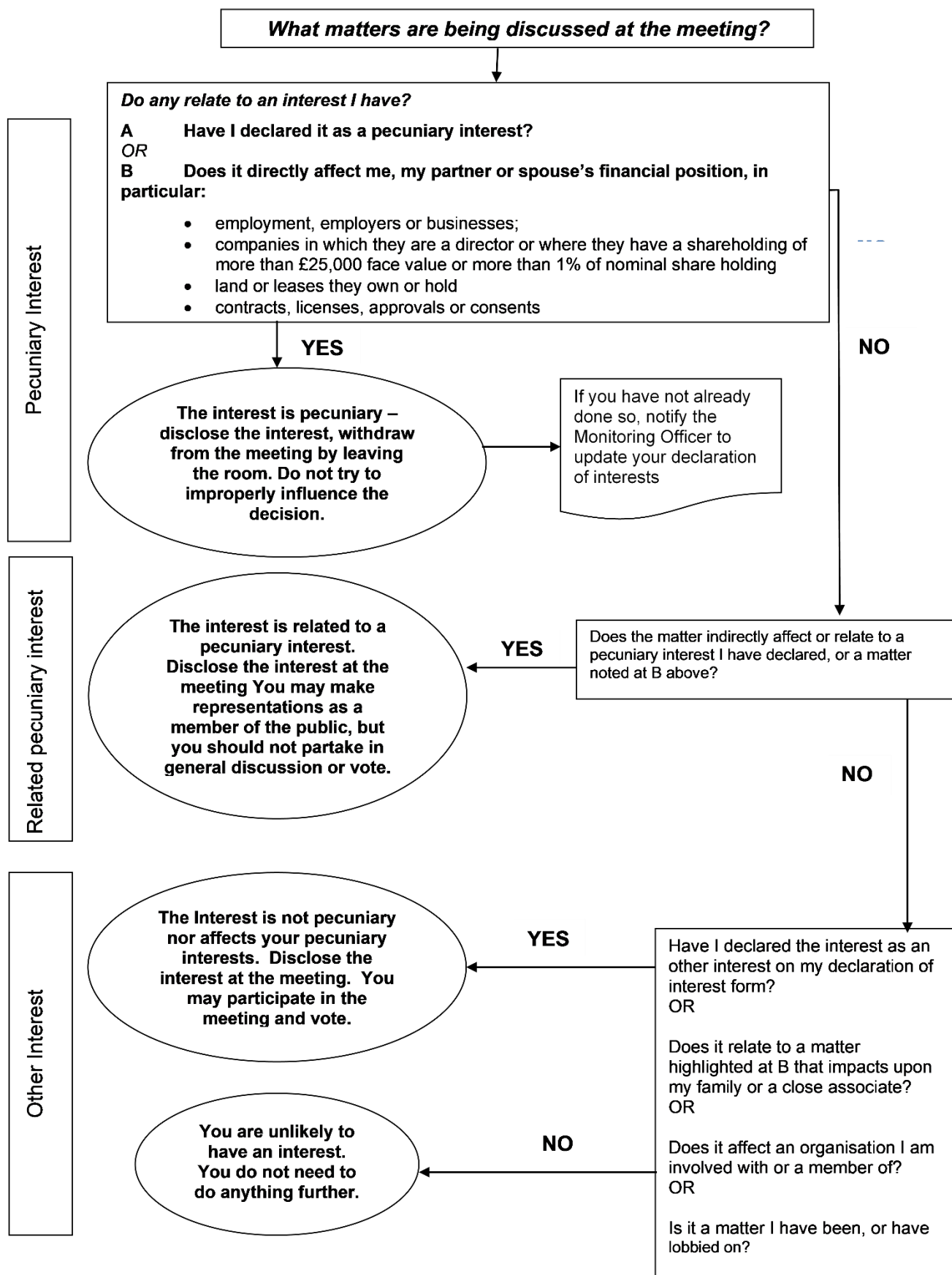
Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.

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



**Agenda Item: 4**

# **COUNCIL**

**Minutes of meeting of South Norfolk District Council, held on Monday 12 December 2022 at 7.30pm.**

**Committee Members Present:** Councillors: Easter (Chairman), Bernard, Bills, Brown, Dearnley, Dewsbury, Elliott, Elmer, Francis, Fuller, Glover, Halls, Holden, Hornby, Hudson, Hurn, Kiddie, Knight, Laidlaw, Minshull, Neal, Nuri-Niixon, Overton, Ridley, Rowe, R Savage, Spratt, Spruce, Thomas and Thomson

**Apologies** Councillors: Bendle, Blundell, Burrill, Duffin, Edney, Ellis, Kemp, Legg, Mason Billig, J Savage, J Wilby, M Wilby and J Worley.

**Officers in Attendance:** The Managing Director (T Holden), the Chief of Staff (Monitoring Officer) (E Hodds) and the Democratic Services Manager (C White).

## **3668 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Bendall, Blundell, Burrill, Duffin, Edney, Ellis, Kemp, Legg, Mason Billig, J Savage, J Wilby, M Wilby and J Worley.

## **3669 DECLARATIONS OF INTEREST**

There were no declarations of interest made by members.

## **3670 MINUTES**

The minutes of the meeting held on 17 October 2022 were agreed as a correct record.

## **3671 CHAIRMAN'S ENGAGEMENTS**

Members noted the civic engagements attended by the Chairman and Vice-Chairman for the period 18 October to 12 December 2022.

## 3672 NOTICE OF MOTIONS

### (a) Cllr C Brown

Cllr C Brown moved the following motion, seconded by Cllr J Halls:

“This Council notes that:

1. Humans have already caused irreversible climate change and global temperatures have already increased by 1.1 degree Celsius from pre-industrial levels;
2. The UN Climate Change Conference (COP27) in November maintained the Paris Agreement’s aim of a 1.5°C limit before 2050. Our current plans and actions are not enough, and the world is on track to overshoot this;
3. This year has seen further evidence of the catastrophic implications of the warming atmosphere, in this country and around the world;
4. The consequences of inaction to address this emergency will include:
  - Increased risk of flooding, subsidence, and damage to buildings and infrastructure.
  - Health effects, risk of disease and severe risks from extreme weather events.
  - Higher energy and food costs and impact on food production.
  - Increases in social injustice and inequality;
5. 75% of District, County, Unitary & Metropolitan Councils in the UK have now declared a ‘Climate Emergency’;
6. Climate change and sustainability are amongst the biggest issues of the 21<sup>st</sup> century;
7. Our responsibility is to help secure an environmentally sustainable future for our residents;
8. We are determined to achieve further reductions in the emission of greenhouse gases related to the district;
9. We have a critical role to play in delivering a zero-carbon future.

This Council resolves to:

1. Declare a ‘Climate Emergency’;
2. Work to make South Norfolk Council carbon neutral by 2030;
3. Together as a community and with wider stakeholders, collectively work towards making South Norfolk district carbon neutral by 2035, delivering impact on both production and consumption emissions;
4. Prepare a Climate Change Strategy with an action plan and ‘route map’ to a sustainable, low carbon future;
5. Work with Government, other Councils and partners to implement best practice methods to limit Global Warming and to deliver these goals;
6. Launch engagement with the public to:
  - Improve “carbon literacy” of all citizens;
  - Encourage and support leadership on this issue in all sectors of society;
  - Obtain meaningful public input into the South Norfolk Climate Change Strategy;
  - Facilitate wide community engagement and behavioural change;



7. Report back to Full Council annually on:
- progress towards the Council becoming carbon-neutral by 2030;
  - steps taken to support reduction in CO<sub>2</sub>e emissions in the district.”

Cllr C Brown informed the meeting that the motion set out the position he had previously expressed at the 11 October 2021 Council and the 19 November 2021 Economy and Environment Policy Committee.

He stated that he recognised that significant progress had been made by the Council, in particular by undertaking a Carbon Audit, the investment in photo voltaic cells at the leisure centres and hydrogenated vegetable oil fuel for refuse vehicles.

However, he reaffirmed that it was evident that there was a climate emergency taking place and that urgent action should be taken by the Council to address this matter. He suggested that the Council needed to take a strategic approach to the climate emergency by setting positive targets that demonstrated what actions it was taking and engaging with the whole community across the District as part of this.

In response, Cllr Elliott, advised the meeting that the Council had a proud track record of implementing measures to protect and improve the environment.

He added that the Council had introduced sensible, proportionate and carefully targeted measures aimed at delivering change in a way that was sustainable and achievable and it was not considered necessary or beneficial to declare a climate emergency to back up these actions with virtue signalling.

He informed the meeting that the Council had consistently demonstrated better performance than other comparable local authorities, having reduced carbon emissions by 700 tonnes since 2018. He added that moving to the Horizon Building would improve energy efficiency by a further 84 percent and reduce emissions by 200 tonnes annually, which were tangible results that would combat global warming and make savings for Council Tax payers.

The Council also had a commitment to residents and businesses to help them become energy efficient, such as by actively promoting recycling, and enabling the adoption of electric vehicles. In addition the Council was bidding for a hydrogen pilot scheme for the refuse collection fleet.

He emphasised, however, that ambition must be tempered with reality and should be scientifically evidence based, which was important, as the Council had never over-promised on the environment but had consistently over-delivered.

He suggested that declaring a climate emergency would contribute nothing to the actions already being taken by the Council on the environment.

Members were reminded that an informal meeting of the Economy and Environment Policy Committee was being held on Friday 16 December 2022,

which would be looking at a number proposals for bringing forward a fully formed plan with environmental targets and proposals.

In conclusion, Cllr Elliott advised Council that he cared deeply about the environment, but actions, evidence and results were far more compelling than virtue signalling and for this reason he would be voting against the motion.

Cllr J Knight, Chairman of the Economy and Environment Policy Committee informed members that the Council had reduced carbon emissions by nearly 25 percent in the last four years and that despite having to include emissions from the waste collection service, it was still one of the lowest emitting local authorities. In addition, the move to the Horizon Building, photo voltaic cells at leisure centres and a number of other initiatives in the pipeline would reduce carbon emissions further.

Cllr J Fuller advised the meeting that COP27 had changed the focus on the environment to a Science Based Targets Initiative (SBTI) approach, which concentrated on what was actually achievable. He drew attention to the fact that South Norfolk was a more stronger performing authority in this area than those other authorities in Norfolk that had declared a climate emergency, adding that it was not necessary to declare an emergency to be at the forefront of energy efficiency. He suggested that Cllr Brown's motion was not ambitious enough and had failed to recognise the SBTI approach. He then proposed the following amendment:

**“To delete the resolution 1-7 and to replace with:**

- 1. To note the excellent progress the Council has made in reducing energy use and enabling residents to make energy and resource use reductions**
- 2. To used science based target principles to reduce energy use and emissions as soon as possible and to direct the Economy and Environment Policy Committee to bring a detailed action plan to Council that is deliverable, measurable and achievable.”**

The Monitoring Officer informed the meeting that the amendment could not be taken forward as it would negate proposals 1-7 of the original motion.

Cllr Fuller explained that if his amendment could not be taken forward, he would vote against the original motion.

The Chairman ruled that following the advice of the Monitoring Officer, he would not permit a vote on Cllr Fuller's proposed amendment.

Cllr J Hornby suggested that the proposed motion was not consistent with Cllr Brown's motion at the 17 October 2022 meeting of Council; as resolution 6 proposed to improve 'carbon literacy' for all citizens, whilst at the last meeting of Council he had proposed cheaper fossil fuels for residents. He confirmed that he would vote against the motion.

Cllr D Elmer noted that the Council's record of actions was clear evidence of its determination to tackle climate change. He also confirmed that he would vote against the motion.

In response, Cllr Brown confirmed that he was pleased about many of the actions taken by the Council, but he still felt that more needed to be done, in particular by engaging with the public and working in partnership to combat the huge challenge facing the world.

With 9 votes in favour and 20 against the motion was then lost.

#### **(b) Cllrs J Fuller and R Elliott**

Cllr J Fuller moved the following motion, seconded by Cllr R Elliott:

"This Council regrets the recent announcement to scale back the production of the much valued distinctive and local programming at Radio Norfolk and other BBC local radio stations in England.

The Council understands that times change and a large proportion of the population now access all sorts of services digitally. But as Council we know that over-reliance on digital channels is not right for everyone.

Radio Norfolk has built a loyal audience that lies outside the Metropolitan Centres and trendy Media Hubs with amongst the greatest reach of any Radio service broadcasting to our County. Its programming fulfils a greater social service grounded in a sense of place than perhaps the BBC realises.

The sense of belonging to those in isolated rural communities from local programming is tangible. The value of listener engagement and the sense of belonging is something that our residents pay their licence fee to receive.

The work of BBC Local Radio in Norfolk has engendered a pride in place that has taken forty years to build. It is the enemy of loneliness. It has the focus to challenge those who should be doing better. And it can allow itself to be tribal in the promotion of the sporting life in our County in a way a regional canvas could never hope to achieve.

'Digital First' should not be used as cover to dispense with local programming. Instead, the digital revolution provides the ability to serve ever more local communities and interests."

In raising a point of order, Cllr C Brown informed the meeting that the Council's Constitution stated at paragraph D 3.1 that 'Motions must be clear and concise to encourage debate and structured to firstly state what "the Council notes" and secondly what "this Council resolves to".' He informed the meeting that he did not see anywhere in the motion a resolution of what the Council should be doing.

In response, Cllr Fuller informed Council that he had put it forward as a motion of regret, which he considered to be permissible within the rules of the Constitution.

The Monitoring Officer confirmed that whilst the motion was not as clearly set out as required in the Constitution, the intent of the motion was expressed. She asked that Cllr Fuller clarify this further when proposing the motion, so that Council could be clear on what it was being asked to determine.

In proposing the motion Cllr Fuller stated that Radio Norfolk had been part of the fabric of the community for the last 40 years. He noted that Radio Norfolk was distinctive, iconic and innovative and he regretted the decision by the BBC to take a digital first policy.

He suggested that a more balanced approach should be taken, as digital reception was not available in all areas of the county and that Radio Norfolk was important for the elderly and the infirm and was of great comfort to the lonely. He also noted the importance of Radio Norfolk in holding local authorities to account.

He therefore, proposed the motion of regret and requested that the Managing Director be asked to write to the BBC to express the points made above.

Cllr G Minshull, noted that the radio was the most trusted form of media and that it provided both local character and accountability. He confirmed that he would support the motion.

Cllr Brown confirmed that he would also support the motion and that he agreed with the comments about local radio being at the heart of the community. However, he also noted that the decision to scale back production of local BBC radio had been taken as a result of the Government imposed financial settlement, which had been a disaster for the BBC.

Cllr R Elliott noted that Norfolk had a higher proportion of elderly residents than other areas of the country and that these plans by the BBC disproportionately affected the older population who relied on Radio Norfolk for companionship.

With 28 votes in favour and 1 abstention the motion was carried.

It was

## **RESOLVED**

“This Council regrets the recent announcement to scale back the production of the much valued distinctive and local programming at Radio Norfolk and other BBC local radio stations in England.

The Council understands that times change and a large proportion of the population now access all sorts of services digitally. But as Council we know that over-reliance on digital channels is not right for everyone.

Radio Norfolk has built a loyal audience that lies outside the Metropolitan Centres and trendy Media Hubs with amongst the greatest reach of any Radio service broadcasting to our County. Its programming fulfils a greater social service grounded in a sense of place than perhaps the BBC realises.

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The work of BBC Local Radio in Norfolk has engendered a pride in place that has taken forty years to build. It is the enemy of loneliness. It has the focus to challenge those who should be doing better. And it can allow itself to be tribal in the promotion of the sporting life in our County in a way a regional canvas could never hope to achieve.

‘Digital First’ should not be used as cover to dispense with local programming. Instead, the digital revolution provides the ability to serve ever more local communities and interests.”

### **3673 RECOMMENDATIONS FROM CABINET ARISING FROM THE MEETING HELD ON 5 DECEMBER 2022**

#### **(a) Adoption of Conservation Area Appraisals and Boundary Amendments for Bergh Apton, Ditchingham and Kimberley Conservation Areas**

Cllr A Thomas informed the meeting that the Area Appraisals had recommended no changes for Bergh Apton and Ditchingham and only a minor change for the Kimberly Conservation Area.

She advised the meeting that the Area appraisals provided a rich insight into their local communities.

It was unanimously

#### **RESOLVED**

1. To approve and adopt the amended conservation area boundary for Kimberley Conservation Area.
2. To approve and adopt the conservation area appraisals and conservation management guidelines for Bergh Apton, Ditchingham and Kimberley Conservation Areas.

#### **(b) Strategic Performance, Risk and Finance Report for Quarter 2 2022/23**

Cllr Dearnley informed members that the financial position of the Council was positive, despite overspends in Leisure Services and Temporary

Accommodation, due to the increase in interest rates and the subsequent rise in the Council's return on investments.

A member raised a concern about the Risk Register and Big Sky in particular, but it was confirmed that this matter would be dealt with later in the meeting.

It was noted that Council was only being asked to determine one recommendation, which was to move the remote working Capital Budget.

It was unanimously

## **RESOLVED**

That the 2023/24 Remote working Capital Budget of £165,000 be brought forward to 2022/23.

### **(c) Best in Class Housing – Temporary Accommodation**

Cllr A Thomas advised the meeting that the report proposed an additional capital budget of £1,808,000, to purchase temporary accommodation and to capitalise the staff costs of any purchases and to recruit one full time officer for every additional purchase of ten units.

Members were informed that demand for temporary accommodation was rising and bed and breakfast accommodation was both expensive and unsuitable. The proposal would allow for well-managed accommodation to be provided by the Council at a cheaper cost.

Cllr A Dearnley noted that there was a good business case for the proposals and the Council could sell the properties that it was proposing to buy, if the need for them decreased. Outside expertise would also be sought to ensure that suitable properties were procured.

It was unanimously

## **RESOLVED**

1. To create an additional capital budget of £1,808,000, to purchase additional temporary accommodation and to capitalise the staff costs of any purchases.
2. To agree the recruitment of 1 x FTE officer for every additional purchase of 10 units of temporary accommodation, which will be paid for by the additional income received from those properties.

### **(d) Anti-Social Behaviour Policy**

Cllr G Minshull, presented the recommendation from Cabinet, which proposed a new Anti-Social Behaviour Policy for adoption.

He advised members that thankfully there were only low levels of anti-social behaviour in the District, but where it did occur it could be a very difficult and complex matter.

Cllr J Halls informed Council that the Scrutiny Committee had considered the Policy and had supported its adoption.

It was unanimously

#### **RESOLVED**

To adopt the proposed Anti-social Behaviour Policy.

### **3674 RECOMMENDATIONS FROM THE LICENSING APPEALS AND COMPLAINTS COMMITTEE ARISING FROM THE MEETING HELD 21 NOVEMBER 2022**

#### **Local Government (Miscellaneous Provisions) Act 1976 Town Police Clauses Act 1847 Taximeter Tariff (Table of Fares) Consultation Responses**

Cllr G Minshull presented the item and informed members that the proposal was to adopt a taxi metering tariff in order to meet legislative requirements.

Cllr J Fuller added that the Council had already adopted a policy that required a taxi metering schedule and the proposal would regularise the tariff for those using hackney cabs.

It was unanimously

#### **RESOLVED**

To adopt the taxi meter tariffs (table of fares) for hackney carriages, as proposed at Appendix 1 of the report, with effect from 1 April 2023

### **3675 ADOPTION OF STARSTON NEIGHBOURHOOD PLAN**

Cllr J Fuller presented the report, which proposed the adoption of the Starston Neighbourhood Plan. He noted the excellent quality of the Plan and commended the dedicated group of volunteers who had put it together. The Plan had been through the referendum process and 80 percent of those who had voted had supported it.

Cllr C Hudson agreed that it was a very good Plan and thanked the Neighbourhood Plan Steering Group for their work and in particular the former chairman of the Parish Council, Anne Leach.

It was unanimously

## **RESOLVED**

To adopt the Starston Neighbourhood Plan, following a successful outcome at the Referendum held on 8 December 2022.

### **3676 ADOPTION OF TIVETSHALLS NEIGHBOURHOOD PLAN**

Cllr J Fuller introduced the report, which proposed the adoption of the Tivetshalls Neighbourhood Plan. He commended, what he considered to be another very good Neighbourhood Plan, which had been put together with great thought and passion and had received a very strong mandate at the referendum with 90 percent of those who voted in favour of it.

Cllr C Hudson agreed that the Neighbourhood Plan was an excellent piece of work and he endorsed the work of the Steering Group and in particular the Chair, Alison Reed.

It was unanimously

## **RESOLVED**

To adopt the Tivetshalls Neighbourhood Plan, following a successful outcome at the Referendum held on 8 December 2022.

### **3677 THE LOCAL GOVERNMENT ASSOCIATION MODEL CODE OF CONDUCT**

The Chairman of the Council introduced the report which recommended that the Local Government Association's (LGA) code be adopted as the South Norfolk Code of Conduct.

Cllr S Ridley informed the meeting that the code took a common sense approach and included a small addition to the LGA code to include registering with the Monitoring Officer, any accumulation of small gifts received from the same source totalling £100 over a period of one year.

It was unanimously

## **RESOLVED**

To adopt the LGA Model Councillor Code of Conduct, in full, as South Norfolk's new member code of conduct with effect from 5 May, 2023, with the following additional section to be added to Part 10 – registering gifts and hospitality:

'I register with the Monitoring Officer, an accumulation of small gifts received from the same source totalling £100 over a period of one year.'



## **3678 MONITORING OFFICER REPORT**

Cllr J Fuller introduced the report, which proposed changes to the Terms of Reference of the Commercial, Trading and Customer Focus (CTCF) Committee.

He explained that the Committee would be working closely with colleagues at Broadland on how the new headquarters at the Horizon Building would be used and collaboration with Broadland District Council had been included as an addition to the Committee's Terms of Reference.

He advised that had appointed the following members of the Conservative Group to the Committee:

Cllr T Holden (Chairman), Cllr J Easter (Vice Chairman), Cllr J Hornby. Cllr J Knight, Cllr, J Overton, Cllr T Spruce and Cllr J Wilby.

Cllr C Brown explained that he had already advised Democratic Services that the following members of the Liberal Democrat Group had been appointed to the Committee:

Cllr J Halls and Cllr T Laidlaw.

Cllr Fuller then drew members' attention to Appendix B to the report, which set out the governance structure for the Big Sky Group and made it very clear the responsibilities, delegations, reporting and monitoring of the company. Council was also advised that a paper from the annual general meeting was being prepared and would be circulated to members in due course.

He emphasised that the financial controls of the company had never been stronger and members could be assured that Big Sky management was living within its means and the allocation of capital within it was appropriate.

It was unanimously

### **RESOLVED to**

1. Approve the amended Terms of Reference for the Commercial, Trading and Customer Focus (CTCF) Committee, as detailed in section 2 and Appendix A of the report
2. Note the appointment of Chairman and Vice Chairman, and members for the Commercial, Trading and Customer Focus (CTCF) Committee.
3. Approve the addition to the constitution in terms of the governance in relation to Big Sky, as detailed in Appendix B.

## **3679 QUESTIONS TO CHAIRMEN AND PORTFOLIO HOLDERS**

### **(a) Cabinet**

Cllr C Brown referred to his question that had been raised at several meetings of Council regarding member attendance and the implementation of a new committee system.

In response, Cllr Fuller confirmed that there had been strong personal reasons, within the Democratic Services Team for the delay in the implementation of the system.

Cllr C Hudson noted that he was pleased that exploratory work was being undertaken in respect of the Harleston public toilets. On another matter he asked Cllr Fuller if the Council would have the opportunity to scrutinise and make formal representation in respect of the Norfolk Devolution Deal, which he understood Cllr Fuller had referred to as 'second best'.

In response, Cllr Fuller, confirmed that he had been surprised at the short notice given prior to the signing of the Norfolk Devolution Deal and that he was disappointed that the deal failed to transfer sufficient powers to the County Council. He suggested that this was a second-rate deal that failed to provide powers in respect of planning, housing growth, the clean environment and welfare that had been transferred in deals elsewhere. He found it regrettable that the deal would take powers away from people and have new structures with uncertain governance that would obstruct moves to grow the economy and wealth of the County. He added that the £20m investment fund money, received as part of the deal, was not index linked and would only be worth £14m by 2024, with current rates of inflation.

He advised the meeting that the Council should ask for the deal to be upgraded to provide better terms, as had been seen elsewhere, rather than a deal that would leave the County worse off.

In response to a further query regarding hybrid meetings, Cllr Fuller informed the meeting that as ministerial positions had changed, this issue had slipped down the list of Government priorities. Leading members of the Government also had differing views on this matter, which had delayed any decision even further. He noted that it was likely that a distinction would be drawn between executive and quasi-judicial committees and other meetings in respect of hybrid meetings going forward.

In answer to a query from Cllr Brown about the Harleston Town Centre improvement works and his concerns for traders in the town, Cllr L Neal informed the meeting that the work should be finished by the end of the week, when there would be a grand reopening. The works would make a huge improvement for the safety of pedestrians in the town and the feedback from businesses had been that they had not been unduly affected by the works. The completion of the works would be publicised on social media channels

and the Council's website and members in nearby wards were encouraged to inform their parishes that it had been finalised.

Cllr Dearnley referred to a question circulated on behalf of Cllr Hudson regarding empty properties, and gave the following response:

1. There were 786 properties in South Norfolk that were currently unoccupied and not in receipt of Council Tax exemption.
2. Properties were defined as being long-term empty properties after six months. The total number of these dwellings in the District was 584.
3. Any property empty for more than two years was subject to the Empty Property Premium Charge. There were 93 of these properties in the District (0.1 percent of the total dwellings in South Norfolk).
4. The total value of the Empty Property Premium Charge was £147,048. South Norfolk received around £12,000 of this sum.

### **3680 OUTSIDE BODIES – FEEDBACK FROM REPRESENTATIVES**

The Chairman informed the meeting that he had attended the Police Accountability Meeting on Tuesday 25 October 2022 that considered the recent inspection of Norfolk Constabulary by Her Majesty's Inspectorate of Constabulary and Fire Rescue Services.

The results were: -

**Outstanding** - Good use of resources

**Satisfactory** – Investigating Crime, Responding to the public, Protecting vulnerable people

**Requires Improvement** – Treatment of the public (relates to 'Stop and Search' data).

The Chairman had invited the Chief Constable to address members prior to the next meeting of Council on 22 February 2023, where he would provide a full breakdown of the results of the inspection and take members questions.

In closing the meeting, the Chairman wished members a Merry Christmas and a Happy New Year.

The meeting concluded at 9.20 pm.

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Chairman

## CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN FOR THE PERIOD: 13 DECEMBER – 22 FEBRUARY

|             |                                                                                                                                                          |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13 December | Diss Christmas Carol Concert.                                                                                                                            |
| 15 December | Reflect and Remember Service hosted by the Pricilla Bacon Lodge.                                                                                         |
| 4 January   | Funeral of Former Council Treasurer, Roy Beane.                                                                                                          |
| 13 January  | Festival of Community Secrets – the hidden side of Norfolk Exhibition, held in Wymondham.                                                                |
| 17 January  | Visit by the Lord Lieutenant, Deputy Lieutenant and Chair of the Norfolk and Suffolk Mental Health Services to look at the achievements of the Help Hub. |
| 27 January  | Holocaust Memorial Service, hosted by the Lord Mayor.                                                                                                    |
| 5 February  | Civic Service, hosted by the Mayor of Wymondham.                                                                                                         |
| 10 February | Event hosted by Mind, one of the Chairman's chosen charities.                                                                                            |
| 13 February | Presentation to YANA, one of the Chairman's chosen charities.                                                                                            |

## **Monitoring Officer Report**

**Report Author(s):** Emma Hodds  
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**Portfolio:** Leader

**Ward(s) Affected:** All

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

This report outlines proposed changes to the quorum of Cabinet; requests Council to note the changes to the appointments made to the Commercial, Trading and Customer Focus (CTCF) Committee, agree a dispensation for Cllr J Amis and to amend the Members' Allowances and Approved Duties section of the constitution. This report also seeks to appoint three new Deputy Electoral Registration Officers (ERO).

### **Recommendations:**

Council is requested to:

1. Approve the change to the quorum of the Cabinet, from five Members to four Members.
2. Note the changes to the appointments to the Commercial, Trading and Customer Focus (CTCF) Committee.
3. Agree to a dispensation for Cllr J Amis from attending meetings of the Council, pursuant to Section 85 (1) of the Local Government Act 1972, for the remainder of his term of office.
4. Approve the changes to the Members' Allowances and Approved Duties Scheme as outlined in section 5 of this report.
5. Appoint Linda Mockford, Nicola Tullock and Emma Hodds as the Deputy Electoral Registration Officers (ERO) for South Norfolk Council.

## **1. Summary**

- 1.1** This report outlines proposed changes to the quorum of Cabinet; requests Council to note the changes to the appointments made to the Commercial, Trading and Customer Focus (CTCF) Committee, agree a dispensation for Cllr J Amis and to amend the Members Allowances and Approved Duties section of the constitution. This report also seeks to appoint three new Deputy Electoral Registration Officers (ERO).

## **2. Cabinet Quorum**

- 2.1** The Council's constitution currently states that "The minimum number of members of Cabinet required to transact any of its business shall be two thirds, rounded up to the nearest whole number" (Part 4 Rules of Procedure, Terms of Reference para 2.3.1). With seven members appointed to sit on Cabinet, this equates to a quorum of five members, which is unusually high and has the potential to stall decisions when members need to send apologies or hold interests that prevent them from voting.
- 2.2** It is therefore proposed that the constitution is amended so that the minimum number of members of Cabinet required to transact business, is four.

## **3. Member Appointments**

- 3.1** There is a need to change the conservative membership of the Commercial, Trading and Customer Focus Policy Committee, to ensure that it aligns with the rules in the constitution.
- 3.2** Council is asked to note these appointments which will be announced by the Leader at the Council meeting.

## **4. Councillor absence**

- 4.1** Section 85 (1) of the Local Government Act 1972 states "...if a member of a local authority fails throughout a period of six consecutive months from the date of this last attendance to attend any meeting of the authority he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority."
- 4.2** Cllr Amis is currently suffering with ill health and is unable to attend council meetings. Cllr Amis last attended a meeting on 12 October 2022, and it is therefore recommended that Council approves to excuse Cllr Amis from attending

meetings of the Council, pursuant to Section 85 (1) of the Local Government Act 1972, for the remainder of his term of office (8 May 2023).

## **5. Remuneration**

- 5.1 In February 2022 the South Norfolk Members' Allowances Scheme was agreed following the review by the Independent Remuneration Panel. The Panel at the time proposed to continue with the £10 monthly payment for IT allowance due to the IT solution that was in place.
- 5.2 The recent Member IT trial was undertaken to ensure that the devices provided to Members in May 2023 are modern, ensure value for money and are fit for purpose. Member requirements were gathered and evaluated against a set of criteria and new devices recommended in accordance with a scoring system. As part of this review, it was established that Members have a business requirement to access the internet from anywhere, conveniently and in a way that provides best value for money. The best solution to achieve this is a 4G enabled device which removes the need for the current £10 per month allowance towards IT costs. This solution will provide 4G enabled devices covered by an unlimited data plan that will provide better value for money and improved user experience.
- 5.3 The Independent Remuneration Panel at the time of their previous review were aware of the upcoming review of Member devices and were content that the outcome of that decision would conclude as to whether this allowance needed to continue or not.
- 5.4 It is therefore proposed that the constitution is updated from 8 May 2023 to remove the following paragraph in the Members Allowances and Approved Duties:

### *IT expenses*

*Members are automatically paid a £10 per month IT allowance (in addition to their basic allowance), as a contribution towards any IT costs wholly and necessarily incurred to undertaken their role.*

## **6. Deputy Electoral Registration Officers (ERO)**

- 6.1 Councils can approve the appointment of one or more deputy Electoral Registration Officers (ERO) to help discharge statutory electoral registration functions. Due to staffing changes, there is the need to appoint to this role and as a result of the Elections Act 2022 it is recommended to appoint more than one deputy to cover any additional requirements. It is therefore proposed to appoint Linda Mockford, Nicola Tullock and Emma Hodds to the Deputy ERO role for South Norfolk Council.

## **7. Issues and risks**

- 7.1 **Resource Implications** – not applicable to this report.
- 7.2 **Legal Implications** – the recommendations within this report ensure that the Council remains compliant with relevant legislation.
- 7.3 **Equality Implications** – not applicable to this report.
- 7.4 **Environmental Impact** – not applicable to this report.
- 7.5 **Crime and Disorder** – not applicable to this report.
- 7.6 **Risks** – not applicable to this report.

## **8. Recommendations**

Council is requested to:

- 8.1 Approve the change to the quorum of the Cabinet, from five Members to four Members.
- 8.2 Note the changes to the appointments to the Commercial, Trading and Customer Focus (CTCF) Committee.
- 8.3 Agree to a dispensation for Cllr J Amis from attending meetings of the Council, pursuant to Section 85 (1) of the Local Government Act 1972, for the remainder of his term of office.
- 8.4 Approve the changes to the Members' Allowances and Approved Duties Scheme as outlined in section 5 of this report.
- 8.5 Appoint Linda Mockford, Nicola Tullock and Emma Hodds as the Deputy Electoral Registration Officers (ERO) for South Norfolk Council.



## **PAY POLICY STATEMENT 2023/24**

**Report Author(s):** Emma Hodds  
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**Portfolio:** Finance and Resources

**Ward(s) Affected:** All

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

Section 38 of the Localism Act introduced in 2012 requires all Local Authorities to produce an annual Pay Policy Statement, which must be approved by Council and made available to the public. South Norfolk Council's Pay Policy Statement 2023/24 is to be approved by Council in advance of its publication on the Council's website.

### **Recommendations:**

That Council approves the content of South Norfolk Council's 2023/24 Pay Policy Statement as attached in advance of its publication on the Council's website by 31 March 2023.

## **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 2023/24 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**

- 3.1 South Norfolk Council's Pay Policy Statement for 2023/24 is attached.

## **4. Proposed action**

- 4.1 The proposal is for the approval of the 2023/24 Pay Policy Statement.

## **5. Other options**

5.1.1 Not applicable to this report

## **6. Issues and risks**

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

## **7. Conclusion**

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

## **8. Recommendations**

- 8.1 That Council approves the content of South Norfolk Council's 2023/24 Pay Policy Statement as attached in advance of its publication on the Council's website by 31 March 2023.

## **Appendix A – Pay Policy Statement 2023/24**

### **Pay Policy Statement 2022-2023**

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

This policy sets out Broadland District Council's 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 2023/24 will be bound by and must comply with this Statement.

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

From 1<sup>st</sup> January 2020 these terms and conditions became effective for all staff thus creating a One officer team serving both Councils. These terms and conditions are to be continued for all staff, unless otherwise documented.

#### **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 new employees that 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, month by month regulated 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, see section 11 on Honoria.

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, in line with the Councils relevant policy documents. 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 point-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 Human Resources & the Trade Union representatives evaluate all new posts as part of a panel approach. Where substantial change occurs to an existing job the employee and the manager are responsible for providing a revised, and agreed, role profile for re-evaluation.

## 6. Pay Bandings

The pay bands for both Councils have been adjusted to provide one agreed pay spine for all staff, these are also aligned to agreed job families. These will be periodically reviewed, and if necessary, adjusted to reflect the appropriate market rate for the job using regional comparative data, thus conforming with the Councils' policy to be competitive in both the public and private sector markets. Chief Officers and Deputy Chief Officers are on a separate salary structure, however the same principles apply. Section 10 of this statement covers salary progression and appointment throughout the band.

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

The Managing Director also receives Returning Officer fees, with nominated Assistant Returning Officers also receiving 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, the key elements of the local policy are currently still part of local negotiations between management and trade union representatives.

It is the Council policy to pay a minimum of the National Real Living Wage to all employees, as part of the pay negotiations currently underway with Trade Union(s) with the apprentices being paid in line with the national guidance.

## 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 of 6<sup>th</sup> February 2023) is shown in the tables below

Chief Officer

| Generic Role      | Salary Scale        | No. Employees |
|-------------------|---------------------|---------------|
| Managing Director | £145,726 - £174,872 | 1             |

|                    |                    |   |
|--------------------|--------------------|---|
|                    |                    |   |
| Director           | £84,938 - £106,144 | 3 |
| Assistant Director | £63,703 - £84,312  | 8 |

All other:

| Generic Role                                                                | Salary Scale | No. Employees |
|-----------------------------------------------------------------------------|--------------|---------------|
| Senior Manager/Senior Specialist                                            | H - J        | 37            |
| Manager/Specialist                                                          | G - F        | 147           |
| Senior Administrator/Senior Case/Operations Worker/Senior Technical Advisor | D - E        | 271           |
| Administrator/Case/Operations worker/Technical Advisor                      | A - C        | 522           |
| Apprentice                                                                  | Apprentice   | 14            |

#### All staff below Chief Officer

| Generic Role | Salary Scale      | No. Employees |
|--------------|-------------------|---------------|
| Apprentice   | £18,328 - £19,099 | 14            |
| A*           | £19,100 - £19,960 | 242           |
| B            | £19,961 – 23,493  | 121           |

|          |                          |            |
|----------|--------------------------|------------|
| <b>C</b> | <b>£23,494 - £27,576</b> | <b>159</b> |
| <b>D</b> | <b>£27,577 - £32,392</b> | <b>171</b> |
| <b>E</b> | <b>£32,393 - £36,935</b> | <b>100</b> |
| <b>F</b> | <b>£36,936 - £42,438</b> | <b>98</b>  |
| <b>G</b> | <b>£42,439 - £47,587</b> | <b>49</b>  |
| <b>H</b> | <b>£47,588 - £53,011</b> | <b>24</b>  |
| <b>I</b> | <b>£53,012 - £57,289</b> | <b>9</b>   |
| <b>J</b> | <b>£57,290 - £62,313</b> | <b>4</b>   |

- As a Real Living Wage employer those currently on a Band A and part of Band B are currently paid an adjustment to make sure that this ambition is met.



The mean of the two Councils salaries paid as at 6<sup>th</sup> February 2023 is £26,195 and the median is £23,794 Excluding apprentices (who are paid in between National Living Wage and the competitive apprentice rate set out above), 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 consultation with the approval of the Senior HR & OD Lead and the Chief of staff.

Salary progression is currently through a performance related pay scheme that enables consolidated payments to be made to staff at year end based on their individual level of performance. This in turn enables progression through the salary band.

## **11. Honoraria**

The Councils retain an Honoraria Policy to provide financial recognition for (for example) additional responsibilities undertaken by employees throughout the year. Honoraria are calculated based on the additional duties taken on by the individual, and the length of time that these responsibilities are likely to have a duration of.

## **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, which are 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 Senior HR & OD and Chief of Staff.

### **13. Travel Rates**

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

The current rates are:

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

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

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

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

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

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

### **15. Termination Payments**

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

On leaving the Authority due to redundancy the agreed Redundancy Policy will apply. The amount of compensation will be up to a maximum of 1.4 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.

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 Senior HR & OD Lead and Chief of Staff. 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 Senior HR & OD Lead and the Chief of Staff as well as ensuring in line with the Modifications Order 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. This is to be confirmed as per the job advert when the post is advertised.

All other professional memberships will be considered at the discretion of the Director/Assistant Director in liaison with the Senior HR & OD 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 Senior HR & OD Lead and Chief of Staff.

### 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 Officer such as the Assistant Director or Senior Operational Manager 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, plus any other extra days as dictated by Government.

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 Payroll Team will notify the member of staff concerned and agree how the monies will be repaid within a six-month timescale. A repayment plan will be agreed with the individual owing monies to the Council to ensure these are recovered.

## **23. Pension Provision**

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

[www.norfolkpensionfund.org](http://www.norfolkpensionfund.org) or [www.lgps.org.uk](http://www.lgps.org.uk)

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

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

The Pension Scheme provides options for flexible retirement. In applying the flexible retirement provision no distinction is made between Chief Officers and other employees. The One Team Policy requires that a minimum reduction in working hours of 25% is made and/or there is a reduction in grade and that any consequential payments to the pension fund are recoverable. Approval for any flexible retirement requests are through the Senior HR & OD lead with final sign off from the Chief of Staff

## **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 1<sup>st</sup> November 2019

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

The Councils also have a number of non-pay related benefits such as occupational maternity/ paternity/shared parental/adoption leave, flexible working 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.

All of these figures for the period 2022/23 can be viewed via the Council joint website. [South Norfolk and Broadland District Councils Joint Website.](#)

Alternatively, past and present gender pay reports can be viewed via the Government website. (Please note, due to employee numbers only South Norfolk Council gender pay report figures are able to be externally published for the period 2020/21 and 2021/22.)

[Broadland District Council- Gender Pay Reports](#)

[South Norfolk District Council- Gender Pay Reports](#)

## **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 1<sup>st</sup> January 2020 there has been a single officer team serving both independent Councils and common terms and conditions applied across the board.

Monday, 07 February 2022