

Public Document Pack



PLEASE NOTE THAT PRAYERS WILL BE HELD AT 6.50PM BEFORE THE COMMENCEMENT OF THE BUSINESS OF THE COUNCIL.

THE MAYOR REQUESTS THAT ANY MEMBER WISHING TO PARTICIPATE IN PRAYERS BE IN ATTENDANCE BY NO LATER THAN 6.45PM.

Dear Sir/Madam,

You are summoned to attend the meeting of the Borough Council of Newcastle-under-Lyme to be held in the **Jubilee 2 - Dance Studio - (Second Floor) - Brunswick Street, Newcastle, Staffs** on **Wednesday, 19th February, 2020** at **7.00 pm**.

B U S I N E S S

1 APOLOGIES

2 DECLARATIONS OF INTEREST

To receive declarations of interest from Members on items contained within this agenda.

3 MINUTES

(Pages 5 - 14)

To consider the minutes of the previous meeting(s)

4 MAYOR'S ANNOUNCEMENTS

5 REVENUE AND CAPITAL BUDGETS AND STRATEGIES 2020/21

Report to follow.

6 PUBLICATION OF A PAY POLICY STATEMENT FOR 2020/21

(Pages 15 - 26)

7 APPOINTMENTS TO THE INDEPENDENT REMUNERATION PANEL

(Pages 27 - 30)

8 CHANGES TO COMMITTEE MEMBERSHIP

(Pages 31 - 34)

9 QUESTIONS TO THE MAYOR, CABINET MEMBERS AND COMMITTEE CHAIRS

10 RECEIPT OF PETITIONS

To receive from Members any petitions which they wish to present to the Council.

11 DISCLOSURE OF EXEMPT INFORMATION

To resolve that the public be excluded from the meeting during consideration of the following report(s) as it is likely that there will be disclosure of exempt information as defined in paragraphs contained within Part 1 of Schedule 12A (as amended) of the Local Government Act 1972.

12 STANDING ORDER 18 - URGENT BUSINESS

To consider any communications which pursuant to Appendix 7 – paragraph 7 of the constitution are, in the opinion of the Mayor, of an urgent nature and to pass thereon such resolutions as may be deemed necessary.

Yours faithfully

A handwritten signature in black ink, appearing to read "Martin T. Hamilton". The signature is written in a cursive, flowing style.

Chief Executive

NOTICE FOR COUNCILLORS

1. Fire/Bomb Alerts

In the event of the fire alarm sounding, leave the building immediately, following the fire exit signs..

Fire exits are to be found at the side of the room leading into Queens Gardens.

On exiting the building Members, Officers and the Public must assemble at the statue of Queen Victoria. DO NOT re-enter the building until advised to by the Controlling Officer.

2. Attendance Record

Please sign the Attendance Record sheet on entering the building. This will be located at the reception desk.

3. Mobile Phones

Please switch off all mobile phones before entering the Council Chamber.

4. Notice of Motion

A Notice of Motion other than those listed in Procedure Rule 14 must reach the Chief Executive ten clear days before the relevant Meeting of the Council. Further information on Notices of Motion can be found in Section 5, Standing Order 20 of the Constitution of the Council.

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

COUNCIL

Wednesday, 29th January, 2020
Time of Commencement: 7.00 pm

Present: The Mayor- Councillor Simon White (Chair)

Councillors:	J. Cooper	S. Sweeney	A. Gardner
	J. Walklate	S Tagg	B. Panter
	I. Wilkes	S. Burgess	R. Wright
	G Williams	M. Stubbs	G White
	J Williams	J Tagg	J Waring
	A. Fear	P. Northcott	A. Fox-Hewitt
	T. Kearon	B. Proctor	A. Lawley
	P Waring	S. Dymond	S. Moffat
	M. Holland	T. Johnson	Mrs J Cooper
	Miss J Cooper	A. Parker	G. Burnett
	M. Reddish	S. Pickup	H. Maxfield
	K. Robinson	M. Olszewski	D.Grocott
	G. Heesom	D. Jones	G. Hutton

Officers:	David Adams	Executive Director Operational Services
	Geoff Durham	Mayor's Secretary / Member Support Officer
	Jan Willis	Interim Executive Director - Resources and Support Services and Section 151 Officer
	Martin Hamilton	Chief Executive
	Simon McEneny	Executive Director - Commercial Development & Economic Growth
	Daniel Dickinson	Head of Legal /Monitoring Officer

Also in attendance:

1. **WELCOME**

The Mayor welcomed Councillor David Grocott and officers: Daniel Dickinson, Denise French and Simon McEneny to their first meeting of Full Council.

2. **APOLOGIES**

Apologies were received from Councillors' B Johnson, Owen, Rout and Shenton.

3. **DECLARATIONS OF INTEREST**

Mr Daniel Dickinson declared an interest in item 5 of the agenda as the report was about his role within the Council.

4. MINUTES

Resolved: That the minutes of the meeting held on 20 November, 2019 be agreed as a correct record.

5. MAYOR'S ANNOUNCEMENTS

The Mayor advised Members about his Grand Charity Ball on 25th April and asked for their support at the event.

6. DESIGNATION OF MONITORING OFFICER

Mr Daniel Dickinson, Head of Legal and Governance declared an interest in this item and left the room during the debate.

The Leader, Councillor Simon Tagg introduced a report to designate Daniel Dickinson as the Borough Council's Monitoring Officer. Mr Dickinson had been appointed by a cross-party panel. The Leader stated that it was a very important role on the Council and was happy to recommend the appointment.

He expressed thanks to Caroline Elwood who had recently left the Council, for her work as the Interim Monitoring Officer.

Councillor Robinson seconded the appointment of Mr Dickinson stating that he was the best person for the job and agreed that the cross-party panel was a good method of recruitment.

Councillor Robinson advised that Mr Dickinson had recently attended a Public Protection Sub-Committee meeting and had asked Members to see how it was run and if anything could be done to improve the meeting.

Councillors' Proctor and Reddish thanked Caroline Elwood for her work and welcomed Mr Dickinson.

Resolved: That, in accordance with Section 5 of the Local Government and Housing Act, 1989, Mr Daniel Dickinson be designated as the Council's Monitoring Officer.

7. CHANGES TO COMMITTEE MEMBERSHIP

The Leader introduced a report to appoint Members to the Employment Committee: Councillor Kyle Robinson and the Economy, Environment and Place Scrutiny Committee: Councillor David Grocott.

In addition, the Leader advised Members of changes that had been made to his Cabinet:

Councillor Jill Waring replaced Councillor Mark Holland as Portfolio Holder for Leisure, Culture and Heritage.

Councillor Helena Maxfield replaced Councillor Jill Waring as Portfolio Holder for Community Safety and Wellbeing.

Councillor Holland would replace Councillor Maxfield as member/substitute of the Council's Scrutiny Committees and was also appointed as Deputy Leader of the Conservative Group.

Councillor Robinson supported the recommendations and advised Members that he had appointed a Shadow Cabinet:

Councillor Kyle Robinson:	People and Partnerships
Councillor Sarah Pickup:	Corporate and Service Improvement
Councillor Sylvia Dymond:	Leisure, Culture and Heritage
Councillor Allison Gardner:	Environment, Recycling and Climate Change
Councillor John Williams:	Planning and Growth
Councillor Mike Stubbs:	Finance and Efficiency
Councillor Dave Jones:	Community Safety and Wellbeing.

- Resolved:**
- (i) That Councillor Kyle Robinson be appointed to the Employment Committee.
 - (ii) That Councillor David Grocott be appointed to the Economy, Environment and Place Scrutiny Committee.
 - (iii) That Councillor Mark Holland be appointed to the Finance, Assets and Performance Scrutiny Committee in place of Councillor Maxfield.
 - (iv) That Councillor Mark Holland be appointed to the Health, Wellbeing and Partnerships Scrutiny Committee in place of Councillor Maxfield.
 - (v) That Councillor Mark Holland be appointed
As a substitute member to the Economy, Environment and Place Scrutiny Committee.

As a result of resolution (iii) above, Councillor Maxfield having been the Chair of the Finance, Assets and Performance Scrutiny Committee, nominations were now required for this position.

Two nominations were received:

Councillor Holland, proposed by Councillor Simon Tagg and seconded by Councillor Sweeney. Councillor Holland received 21 votes.

Councillor Stubbs, proposed by Councillor Robinson and seconded by Councillor Jones. Councillor Stubbs received 18 votes.

- Resolved:** That Councillor Holland be appointed as Chair of the Finance, Assets and Performance Scrutiny Committee.

8. STATEMENT OF THE LEADER OF THE COUNCIL

The Leader, Councillor Simon Tagg submitted a report which provided an update to Members on the activities and decisions of the Cabinet, together with the Forward Plan.

The Statement was taken a paragraph at a time to allow for questions to be asked.

Paragraph 2.1:

Councillor Stubbs asked about the leadership roles for the Town Deals.

The Leader advised that Newcastle was one of only two Councils in the country with two town deal propositions. In respect of the Town Deals for this Council, the Leader would be take the position on the Kidsgrove Board and the Deputy Leader, Councillor Sweeney would take the position on the Newcastle under Lyme Board. The Chair's position would be taken by someone from the private sector.

Councillor Robinson asked if the Town Deal for Newcastle-under-Lyme covered the surrounding villages. The Leader advised that the Town Deal for Kidsgrove covered all of the Kidsgrove wards and similarly, all urban Borough wards were covered by the Newcastle Town Deal.

Councillor Fear asked how much money had been received by the Council already in relation to this. The Leader advised that almost half a million pounds had already been received. There was a mechanism in place to get more funding in and this, in turn would be used to bring in even more funding.

Councillor Stubbs asked the officers to clarify what status the Boards took, in that were they classed as a committee of the Council or an Outside Body?

Officers replied that at present they were interim Boards and were partnership boards guiding the preparation of the bids and ensuring that stakeholders had a voice. The Council was the controlling body and controlled the funds. Mr Dickinson advised that they were not committees of the Council and in the absence of specific provision in the constitution, the task of appointing council members to the boards fell to Cabinet.

Councillor Burnett fully supported the Boards stating that Kidsgrove had needed an injection of money for a long time.

The Leader advised that a written answer would be supplied to Councillor Stubbs.

Paragraph 2.2:

Councillor Olszewski asked how many charging points the £780,000 of funding would provide, where the points would be located and also, how many electric cars there were in the Borough.

The Leader stated that the main priority was for taxis. The chargers would be located in public car parks and officers were currently working on the plans.

Councillor John Cooper asked if the Leader thought that the chargers would become obsolete in the future with the advancement of technology.

The Leader advised that the chargers would have multiple connectors to help to future proof the technology.

Paragraph 3.1:

Councillor Julie Cooper asked how many rough sleepers there were currently in the Borough.

Councillor Helena Maxfield stated that £45,000 funding had been made available to help to solve the rough sleeping issue. Currently there were four rough sleepers in the town centre and their safety needed to be ensured. There were outreach workers and the funding would enhance the help.

Councillor Jill Waring the Portfolio Holder for Community Safety and Wellbeing added that she had been out with the outreach team at 4.45am one morning last week. One man insisted that he did not want help but was told where he could get a hot meal at the Salvation Army on a Tuesday and Thursday. There, people could also see a chiropodist, hairdresser and get help with appointments and accommodation.

Councillor Waring was pleased about the additional funding which would help to build an excellent service. More outreach workers were needed and more housing made available.

Councillor Robinson asked what work was being done to tackle modern slavery stating that there was a lot of aggressive begging in the town and people were being dropped off in a morning and collected later in the day. This could be an indication of people being abused and used and if this was the case it needed to be taken seriously. Councillor Robinson asked if the police were aware of this. Councillor Waring advised that last week seven arrests were made.

Paragraph 3.2:

Councillor Robinson stated that the Kidsgrove Sports Centre Community Group had done an excellent job and some great ideas were coming forward. The Leader was asked if, with the lighter nights approaching, more activities could be put on whilst waiting for the Sports Centre to reopen.

Councillor Paul Waring stated that he had been encouraged by the SCAPE scheme and felt that it was an efficient way of dealing with major projects.

Members stated that this was an exciting time for Kidsgrove. A meeting was due to be held to review the final plans.

The Leader thanked everyone for their positive comments stating that it was a wonderful testament to the Community moving forward.

Paragraph 3.3:

Councillor Burnett stated that the Council would be investing £70,000 per year over the next three years for the Debt, Benefit and Advice Service even though it is a non-statutory service and asked if it was value for money.

The Portfolio Holder for Finance and Efficiency stated that the service would address any issues and was the right thing for the people of Newcastle.

Paragraph 3.4:

Councillor Heesom stated that it would be great for worthy individuals to be recognised.

Members felt that this would be a great opportunity to commend deserving people.

Councillor Robinson stated that the scheme had the support of the Labour Group and that he would be putting forward names of community champions.

The Leader stated that this was a great scheme for the Borough to have and advised Members of the different categories. Sponsors would be sought for each of the award categories.

The scheme would be in partnership with the Sentinel.

Resolved: That the Statement of the Leader of the Council be received and noted.

9. REPORTS OF THE CHAIRS OF THE SCRUTINY COMMITTEES

Written reports had been submitted for the Finance, Assets and Performance Scrutiny Committee and the Health, Wellbeing and Partnerships Scrutiny Committee.

A verbal update was given for the Economy, Environment and Place Scrutiny Committee by the Chair, Councillor Gary White.

Councillor White stated that the Committee was extremely busy and had looked at climate change mitigation with a Task and Finish Group yet to be set up. The Town Centre Car Parking Strategy had also been discussed as had the Market and Anti-Social Behaviour.

Strategic Guidance of Overview and Scrutiny Committees has been considered and was accepted as written.

It had been agreed to set up a Task and Finish Group for Walley's Quarry. Dates needed to be agreed and specific environmental training for Members plus a site visit needed to take place. The Environment Agency had come on board but a response was still awaited from Red Industries.

Resolved: That the reports be received.

10. REPORTS OF THE CHAIRS OF THE REGULATORY COMMITTEES

A written report had been submitted for the Audit and Standards Committee.

Verbal updates were given by the Chairs of the Planning Committee and Licensing and Public Protection Committee.

Councillor Fear advised that the Committee had met on its regular cycle and they had been well attended. Simeon Manley was thanked for his work as the Interim Head of Planning and welcomed the new Head, Shawn Fleet.

There were some enforcement matters that the Committee were keeping a close eye on.

Councillor Olszewski advised that the Committee had only met once since last Council. The Fees and Charges for 20/21 relating to scrap metal dealers, gambling and sexual entertainment licences had been reviewed and agreed as had the taxi fees and charges for 20/21.

Members of the Committee had agreed to review officer delegations and a report would be taken to the next Committee.

Resolved: That the reports be received.

11. MOTIONS OF MEMBERS

A Motion was received on Brexit, proposed by Councillor Fear and seconded by Councillor Holland.

Councillor Fear spoke on the Motion stating that he was delighted to be bringing it to Council. He had campaigned for Brexit all along and added that this country had been a beacon to the rest of Europe.

Members debated the Motion asking the Leader to write to the Prime Minister thanking him for his swift action and requesting that the residents, businesses and partners in the Borough should all benefit from promised funds to promote prosperity and improve infrastructure.

An amendment to the Motion was tabled at the meeting, proposed by Councillor Kyle Robinson and seconded by Councillor Dave Jones:

Add after item 4

5. That the Economy, Environment and Place Scrutiny Committee monitor the impact of the government's 'Shared Prosperity Fund' as follows:

- (i) As a standing agenda item, receives regular updates about the impact of loss of EU funding and how this is mitigated by the Shared Prosperity Fund.*
- (ii) As part of the regular reporting to Council, update Members on its progress.*

The amendment was debated and was not accepted by Councillor Fear.

Councillor Robinson stated that he did not want to thank the Prime Minister for delivering Brexit.

The Leader stated that he supported Brexit and would be more than happy to write to the Prime Minister as requested in the Motion.

A vote was taken on the amendment. The amendment was not agreed.

Following further debate, Councillor Fox-Hewitt stated that he wanted to support the Motion but felt that a change to the wording in the Motion was required:

Under the Council asks the Leader to write...

Number two, replace the word 'request' with 'demand' and to insert the word 'Borough' before residents.

These amendments were seconded by Councillor Kearon.

Councillor Fear stated that he would accept inserting the word Borough but would not accept replacing 'request' with 'demand'.

A vote was taken on the second amendment. The amendment was not agreed.

Councillor Holland requested that the Motion be voted upon as printed stating that a 'shopping list' for the Borough would be sent to the Government.

The original Motion was therefore voted upon and was carried.

The following Members requested that their votes in support of the Motion be recorded:

Councillors: Dymond, Jones, Moffatt, Robinson, Wilkes and John Williams.

12. QUESTIONS TO THE MAYOR, CABINET MEMBERS AND COMMITTEE CHAIRS

Question 1:

Councillor Jenny Cooper asked the Leader would write a letter to the Chairman of Staffordshire County Council's Healthy Staffordshire Select Committee to request a referral to the Secretary of State for Health and Social Care of the decisions made by the North Staffordshire Clinical Commissioning Group Governing Body last week.

The Leader stated that he would do this.

Councillor Cooper asked if the Leader would also write to the local MP's

The Leader agreed to do this also, adding that Aaron Bell would be meeting with the CCG later that week.

Question 2:

Councillor Parker asked the Portfolio Holder for Finance and Efficiency for an update on progress made in replacing the pay and display machines in the town centre that had recently been vandalised.

Councillor Sweeney stated that there had been a spate of vandalism a few months ago on the Midway, School Street and Windsor Street and the work would be completed later this week and work was underway to replace machines in other areas.

Councillor Parker asked if any more had been damaged since or if it had been a one –off?

Councillor Sweeney stated that King Street car park had also been targeted and the machines there need replacing.

13. RECEIPT OF PETITIONS

There were no petitions.

14. STANDING ORDER 18 - URGENT BUSINESS

There was no Urgent Business.

COUNCILLORSIMON WHITE
Chair

Meeting concluded at 9.07 pm

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NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE COUNCIL

19 February 2019

Report Title: Publication of a Pay Policy Statement for 2020/21

Submitted by: Executive Director – Resources and Support Services

Portfolios: Corporate and Service Improvement, People & Partnerships

Ward(s) affected: Not Applicable

Purpose of the Report

To invite Council to approve its Pay Policy Statement for 2020/21

Recommendation

That the Pay Policy Statement attached at Appendix A to this report be approved.

Reasons

To ensure the council complies with the requirements of the Localism Act 2011 and the guidance issued by the Department for Communities and Local Government 'Openness and Accountability in Local Pay'.

1. Background

- 1.1 The Localism Act 2011 (the Act) requires local authorities to prepare and publish a pay policy statement for each financial year. The statement should set out the authority's policies relating to the remuneration of its chief officers, the remuneration of its lowest paid employees and the relationship between the remuneration levels of those two groups.

2. Issues

- 2.1 The statement should set out the authority's policies relating to the remuneration of its chief officers, the remuneration of its lowest paid employees and the relationship between the remuneration levels of those two groups.
- 2.2 The government recommends the publication of an organisation's pay multiple, the ratio between the highest paid employee and the median average earnings across the organisation, as a means of illustrating that relationship.
- 2.3 The Council's approach to performance related pay must also be included in the pay policy statement.
- 2.4 The proposed pay policy statement for 20/21 is set out at Appendix A.

3. Proposal

- 3.1 That the council approves the content of the Pay Policy Statement for 2020/21, as set out at Appendix A, with a view to this being published on the council's website by 31 March 2020.

4. **Reasons for Proposed Solution**

- 4.1 To ensure that the appropriate information will continue to be made available to the public in accordance with the requirements of the Localism Act 2011.

5. **Options Considered**

- 5.1 The precise format and content of pay policy statements is a matter for each council to determine, so long as the basic requirements as to their content are met. In 2012, West Midlands Councils produced a Model Pay Policy Statement which drew together drafts from several authorities in the region with a view to a common approach being adopted to facilitate benchmarking of pay data. This format was adopted each year subsequently up to and including the current pay policy statement.
- 5.2 Whilst the pay policy statement proposed for 20/21 still achieves the objective of facilitating the benchmarking of common pay data, the West Midlands Councils format is now 8 years old. The opportunity has been taken to update the format of the statement, so that it focuses on the statutory requirements in a more concise manner, to better achieve the purpose of highlighting relevant pay data, and the relationship between the remuneration levels of its highest and lowest paid staff.

6. **Legal and Statutory Implications**

- 6.1 Preparation of a Pay Policy Statement for 2019/20 is a requirement under section 38(1) of the Localism Act 2011.
- 6.2 Under Section 40(1) of the Act, Authorities must have regard to the guidance issued by the Department for Communities and Local Government in preparing and approving pay policy statements.
- 6.3 Before it takes effect, the Pay Policy Statement must be approved by a resolution of full council. This must be done no later than 31 March 2020.
- 6.4 Following approval, the statement must be published as soon as possible on the authority's website (and in any other manner the authority thinks fit).
- 6.5 An authority may amend its Pay Policy Statement in-year and this also requires a resolution of full council.

7. **Equality Impact Assessment**

- 7.1 The council's pay policy statement is simply an annual summary of the content of other policies and the processes through which pay rates are set. Equality considerations are taken into account when devising and applying those other policies and processes.

8. **Financial and Resource Implications**

- 8.1 There are no unbudgeted revenue costs or resource implications associated with the approval of the pay policy statement. Changes to pay policy are determined through other processes where all relevant implications are taken into account. The pay policy statement is simply an annual summary statement of the content of those other policies

9. **Major Risks**

- 9.1 Not applicable.

10. **Sustainability and Climate Change Implications**

10.1 Not applicable

11. **Key Decision Information**

11.1 The adoption of a pay policy statement is not a Key Decision. Changes to pay policy are determined through other processes where all relevant implications are taken into account, including whether any proposed changes amount to a Key Decision. The pay policy statement is simply an annual summary statement of the content of those other policies.

12. **Earlier Cabinet/Committee Resolutions**

12.1 Not Applicable

13. **List of Appendices**

13.1 Appendix A – Proposed Pay Policy Statement for 20/21

14. **Background Papers**

14.1. Department of Communities and Local Government – Openness and Accountability in local pay: Draft guidance under Section 40 of the Localism Act

14.2. Local Government Association and Association of Local Authority Chief Executives – Localism Act: Pay Policy Statements Guidance for Local Authority Chief Executives.

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Newcastle-under-Lyme Borough Council
Pay Policy Statement – 2020/21

Introduction and Purpose

Section 38 of the Localism Act 2011 requires the council to publish a Pay Policy Statement (the “Statement”). The purpose of the Statement is to set out the council’s approach to how its employees are paid.

The Statement must reviewed at least annually, so that full Council can approve, prior to the 31st of March each year, the Statement that will apply in the following financial year. Any in-year amendments to the Statement must also be approved by full Council.

Once approved, the Statement is published and comes into immediate effect.

Legislative Framework

In deciding how its employees are paid, the council complies with all relevant employment legislation. This includes the Equality Act 2010, the Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, the Agency Workers Regulations 2010 and the Transfer of Undertakings (Protection of Employment) Regulations 2006.

Pay Structure

The posts of the majority of employees have been assessed using a National Joint Council for Local Government Services (NJC) job evaluation scheme which is supported by both the national trade unions and the council. That scheme evaluates and the requirements, demands and responsibilities of each role and then directly ascribes evaluated roles to a nationally negotiated pay scale. This ensures that there is no pay discrimination and that all pay differentials can be objectively justified.

The NJC pay scale was last increased by an average of 2% on 1st April 2019. The current version of the NJC pay scale is set out in appendix 1 to this Statement.

All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by council policy.

In determining its grading structure and setting remuneration levels for all posts, the council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and the times those services are required.

New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate.

Appendix A

From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the council will ensure the requirement for a market supplement is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector. Any market supplements awarded are kept under review.

Where the council has been unable to recruit to critical roles under a contract of employment it will engage individuals under 'contracts for service'. These will be sourced through the relevant procurement process ensuring the council is able to demonstrate the maximum value for money in securing the relevant service.

Senior Management Pay

For the purposes of this Statement, the council has had regard to the definitions of "Chief Officers" (statutory and non-statutory) and "Deputy Chief Officers" set out in Section 43 of the Localism Act 2011 and Section 2 of the Local Government and Housing Act 1989.

The definition of Chief Officers (statutory and non-statutory) covers the council's:-

- Chief Executive
- Executive Directors
- Section 151 Officer (who might also be an Executive Director)
- Monitoring Officer (who might also be an Executive Director)

The statutory definition of Deputy Chief Officers includes all employees who report directly to Chief Officers, with the exception of secretarial and clerical support roles. However, because of the way some of our departments are structured, there are some employees who are not in secretarial or clerical support roles who do report directly to Chief Officers, but who we do not consider to be Senior Managers for the purposes of this Statement. We have not, therefore, listed those specific posts below.

In reaching this decision, we have had regard to the guidance issued about Pay Policy Statements, which draws on the Accounts and Audit Regulations 2015 salary publication threshold of £50,000 to identify "senior employees". We also note the content of Government's Transparency Code 2015 on this issue.

Accordingly, for the purposes of this Statement, staff members who are paid less than £50,000 are not considered to be Deputy Chief Officers/Senior Managers for the purposes of this Statement. Those officers are paid in accordance with the JNC job evaluation process and pay scale set out in Appendix 1.

Chief Officers

- 1) The Chief Executive (Head of the Paid Service). The salary of the post is a spot salary of £105,851. There is no incremental point range. This does not include payments the Chief Executive may receive as the Council's Returning Officer for elections.

Appendix A

- 2) Executive Directors. There are three Executive Directors covering Resources and Support Services; Operational Services; and Commercial Development & Economic Growth. The Executive Director for Resources and Support Services is also the Council's Section 151 Officer. The salaries of these posts fall within a range of 4 incremental points between £85,238 and £ 90,926. The current Director for Resources and Support Services is retained on an interim basis under a contract for services.
- 3) Monitoring Officer. The Council's Head of Legal & Governance Services is designated as the Council's Monitoring Officer. As such this falls within the definition of a Chief Officer role. The Head of Legal & Governance Services is remunerated on the Head of Service (Band 1) scale which has a range of 5 incremental points between £ 53,645 and £59,618. The post also currently receives a Market Supplement of £10,000.

Deputy Chief Officers

- 4) Head of Service (Band 1). There are 6 roles in this category which are identified below. The salaries fall within a range of 5 incremental points between £ 53,645 and £59,618.
 - i. Head of Leisure and Cultural Services
 - ii. Head of Operations
 - iii. Head of Planning and Development
 - iv. Head of Recycling, Waste and Fleet Services
 - v. Head of Housing, Regeneration and Assets Services
 - vi. Head of Environmental Health Services
- 5) Head of Service (Band 2). There are 4 roles in this category which are identified below. The salaries fall within a range of 5 incremental points between £49,332 and £53,615.
 - i. Head of Customer and ICT Digital Services (acting up)
 - ii. Head of Finance (acting up)
 - iii. Head of People & Organisational Development
 - iv. Head of Communications

Other Remuneration

The council does not apply any target related bonuses or performance related pay to its senior managers. Progression through the pay increments in a pay scale (where relevant) are subject to satisfactory performance which is assessed on an annual basis.

Appendix 2 sets out details of additional remuneration some employees receive which is chargeable to UK Income Tax. That remuneration does not solely constitute reimbursement of expenses incurred in the fulfillment of duties.

Payments on Termination

The council's approach to payments on termination of employment of chief officers, prior to reaching normal retirement age, is set out within its policy statement in

Appendix A

accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. That policy statement is available on the Council's website.

Any other payments falling outside the policy statement relating to termination payments prior to reaching normal retirement age or outside of contractual notice periods shall, where those payments exceed £100,000, be authorised by a resolution of full Council. This is without prejudice to the urgency provisions which are set out in the Council's constitution.

Flexible Retirement

The council's policy on Flexible Retirement for members of the Local Government Pension Scheme is available on the Council's website

Publication

Upon approval by the full council, this statement will be published on the council's Website, alongside data required under the Transparency Code 2015.

In addition, for posts where the full time equivalent salary is at least £50,000, the council's Annual Statement of Accounts will include a note setting out the total amount of:

- salary, fees or allowances paid to or receivable by the person in the current and previous year;
- any bonuses so paid or receivable by the person in the current and previous year;
- any sums payable by way of expenses allowance that are chargeable to UK income tax;
- any compensation for loss of employment and any other payments connected with termination;
- any benefits received that do not fall within the above

Lowest Paid Employees

The lowest paid persons employed under a contract of employment with the council are employed on full time (37 hours) equivalent salaries in accordance with the National Living Wage. The lowest paid employee will be paid at the Living Wage hourly rate of £9.00 which equates to a full-time equivalent salary of £17,364.

The council employs Apprentices who are not included within the definition of 'lowest paid employees' as they are employed under the National Apprenticeship Scheme.

Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the authority's workforce.

The current pay levels within the council give a multiple between the lowest paid (full time equivalent salary) employee and:-

- the Chief Executive as 1:6.09

Appendix A

- the average Chief Officer (excluding the Chief Executive, but including deputy chief officers) as 1:3.26

The multiple between:-

- the median (average) full time equivalent earnings and the Chief Executive is 1:4.44
- the median (average) full time equivalent earnings and average chief officer as 1:2.37

Date of Statement: 19 February 2020

NJC SALARY SCALES FROM 01.04.2019**APPENDIX 1**

Grade	Spinal Column Point	Spinal Column £ Salary Point	Grade	Spinal Column Point	Spinal Column £ Salary Point	Grade	Spinal Column Point	Spinal Column £ Salary Point
Grade 2	1	17,364	Grade 7	17	24,313	Grade 12	35	38,813
	2	17,711		18	24,799		36	39,782
				19	25,295		37	40,760
				20	25,801		38	41,675
Grade 3	3	18,065		21	26,317			
	4	18,426				Grade 13	39	42,683
			Grade 8	22	26,999		40	43,662
				23	27,905		41	44,632
				24	28,785		42	45,591
Grade 4	5	18,795		25	29,636		43	46,558
	6	19,171						
			Grade 9	26	30,507	Grade 14	44	47,550
				27	31,371		45	48,565
				28	32,029			
Grade 5	7	19,554						
	8	19,945	Grade 10	29	32,878			
	9	20,344		30	33,799			
	10	20,751		31	34,788			
	11	21,166						
Grade 6	12	21,589	Grade 11	32	35,934			
	13	22,462		33	36,876			
	14	22,911		34	37,849			
	15	23,369						
	16	23,836						

Appendix A

Other Remuneration

Car Lease Subsidy

The council's car leasing scheme is in the process of being phased out. Chief Officers who have an existing lease car are entitled to a car lease subsidy; the value is £2,750 per annum which has been reduced as follows:

Employee Grade	% Subsidy Reduction
Executive Directors	50
JNC 1 & 2	40
NJC 10 – 14*	30
NJC 8 – 9	20
NJC 5 – 7	10

* (Includes NJC 9 with market supplements)

Five chief/deputy chief officers have opted not to receive the subsidy.

No alternative payment is made to chief officers who chose not to receive the subsidy.

The mileage rate paid to those who are still in receipt of the subsidy is 11 pence per mile. The rate paid to those who do not receive the subsidy is 55 pence per mile (inside the Borough), 43.3 pence per mile (outside the Borough).

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NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO FULL COUNCIL

19 February 2020

Report Title: Appointment of an Independent Remuneration Panel

Submitted by: Chief Executive

Portfolios: Corporate and Service Improvement, People & Partnerships

Ward(s) affected: All

Purpose of the Report

To appoint an Independent Remuneration Panel (IRP) to consider the Members' Allowance Scheme

Recommendation

That Council appoint the following to its Independent Remuneration Panel:-

- **Phil Butters – Director Keele University**
- **Jackie Wheeler – Facilities Manager VAST**
- **Eddie Leligdowicz – Director LEMACA Ltd and Chairman of the Newcastle-under-Lyme Business Improvement District**

Reasons

To comply with Regulation 20 of the Local Authorities (Members' Allowances)(England) Regulations.

1. Background

1.1 At its meeting on 3 April 2019, Council received a report in relation to its Members' Allowance Scheme. Council resolved that:-

"...the Constitution and Member Support Working Group agree a timetable for future reviews of Members' allowances by the Independent Remuneration Panel..."

1.2 The Constitution and Member Support Working Group (CMSWG) met on 5 February pursuant to that resolution. CMSWG members agreed that the IRP would be asked to complete their review in time for their recommendations to be considered by the Annual Council in May 2021 so that the revised scheme can be in place in time for all-out elections in 2022.

1.3 CMSWG members recognised that in order to have the requisite mandate to undertake the requested review within this timeframe, the membership of the IRP would need to be confirmed at Council on 19 February. Accordingly, it agreed to make a recommendation to Council in the terms set out above.

2. Issues

2.1 Section 18 of the Local Government and Housing Act 1989 (as amended) makes provision in relation to basic, special responsibility and childcare and dependants' carers' allowances

for members of local authorities. Section 100 of the Local Government Act 2000 allows the Secretary of State to make provision in relation to travel and subsistence allowance for members of local authorities and an allowance for non-councillors who are members of a council's committee or sub-committee (co-opted members). The Local Authorities (Members' Allowances)(England) Regulations 2003 ("the Regulations") have been made under these provisions.

- 2.2 Regulation 10 of the Regulations requires the authority to make a scheme of members' allowances (a Scheme) before the beginning of each municipal year.
- 2.3 Regulation 19 and 20 require the authority to establish an IRP, consisting of at least three members who are independent from the Council. The Council must have regard to a report of that IRP when setting or amending its Scheme.
- 2.4 The last IRP established consisted of the following three independent members:-
 - Phil Butters – Director of Estates and Development at Keele University
 - Sarah Carrington – Business Development Director at VAST
 - Sara Williams – Chief Executive at Staffordshire Chambers of Commerce
- 2.5 Regrettably, Sarah Carrington and Sara Williams are no longer available to perform that role. Two replacement members have been identified who are content to discharge that role. They are:-
 - Jackie Wheeler – Facilities Manager VAST
 - Eddie Leligdowicz – Director LEMACA Ltd and Chairman of the Newcastle-under-Lyme Business Improvement District (BID)
- 2.6 VAST is a registered charity providing services and development support to Voluntary organisations, Community Groups, Charities and Social Enterprises in Staffordshire. Since 1920, it has represented the interests of the Voluntary and Community Sector (VCS) at a strategic level. Its key aim is to develop, advance and promote the professional development and wellbeing of VCS groups in Staffordshire.
- 2.7 LEMACA Limited operates a number of fast-food retail outlets as franchisee. The BID is a not-for-profit company which is operated by a management team, governed by a board, and works closely with other partner organisations to lobby, support and deliver a range of projects and events. Its three major objectives are to promote Newcastle, develop a distinctive Newcastle experience and to foster growth, development and investment.

3. **Proposal**

3.1 That Council appoint the following to its Independent Remuneration Panel:-

- Phil Butters – Director Keele University
- Jackie Wheeler – Facilities Manager VAST
- Eddie Leligdowicz – Director LEMACA Ltd and Chairman of the Newcastle-under-Lyme Business Improvement District

4. **Reasons for Proposed Solution**

- 4.1 The regulations require the Council to appoint an IRP as set out in this report. It is considered that the proposed membership is independent of the Council, and is comprised of persons who have the relevant experience and expertise to carry out an effective consideration of all of the relevant issues and make a well informed recommendation to Council about the Council's Members' Allowance Scheme.

5. **Options Considered**

5.1 It can be difficult to attract IRP members of a sufficient calibre to carry out a thorough consideration of all of the relevant issues and arrive at well informed recommendations to Council. Having identified three candidates who would be able to perform that role effectively, on further options in respect of IRP membership have been considered at this stage.

6. **Legal and Statutory Implications**

6.1 These are set out in the main body of the report.

7. **Equality Impact Assessment**

7.1 There is no formal requirement to undertake an EIA in appointing members to the Council's IRP. However, it is considered that the members proposed are alert to the equality considerations associated with discharging that role and will give full and proper regard to the same in doing so.

8. **Financial and Resource Implications**

8.1 The IRP positions are not remunerated but reasonable expenses will be reimbursed. These will be absorbed within existing budget provision for the Legal and Governance Service.

9. **Major Risks**

9.1 The major risk that arises is that the work of the IRP could be undermined if it were to commence with the requested work programme and reach a recommendation without it having been formally appointed to in accordance with the relevant legislation.

10. **Sustainability and Climate Change Implications**

10.1 Not applicable

11. **Key Decision Information**

11.1 This is not a Key Decision

12. **Earlier Cabinet/Committee Resolutions**

12.1 Council – 16 May 2018

12.2 Council – 3 April 2019

12.3 CWMSG – 5 February 2020

13. **List of Appendices**

13.1 None

14. **Background Papers**

14.1. Minutes/Notes of the previous meetings referred to.

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NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO COUNCIL

19 February 2020

Report Title: Changes to Committee Membership

Submitted by: Chief Executive

Portfolios: Corporate and Service Improvement, People and Partnerships

Ward(s) affected: All

Purpose of the Report

To advise Members of changes to committee membership following a change in political group membership.

Recommendation

That Council:-

- 1. Notes the change in the allocation of committee seats to the political groups to reflect updated proportionality requirements, namely the reduction of one Liberal Democrat seat on the Health, Wellbeing and Partnerships Scrutiny Committee and the increase of one Conservative seat on the same committee.**
- 2. Appoint Councillor Ian Wilkes to the newly allocated Conservative seat on the Health, Wellbeing and Partnerships Scrutiny Committee.**

Reasons

To ensure that vacancies arising on the Council's committees are appointed to on a politically proportionate basis.

1. Background

- 1.1 In accordance with Local Government and Housing Act 1989 and associated regulations, seats on the ordinary committees of the Council are to be allocated to the political groups in a manner proportionate to the number of overall seats on council held by each group. A need has arisen to revisit the allocation of committee seats to the political groups, and to make an appointment to a newly acquired committee seat.

2. Issues

- 2.1 Notice has been duly received advising the Proper Officer that Councillor Ian Wilkes is no longer a member of the Liberal Democrat group and that he has joined the Conservative group.
- 2.2 In accordance with Local Government and Housing Act 1989 and associated regulations, a calculation has been undertaken to reflect the change in group membership. That calculation has determined that there is a need to adjust the number of seats allocated to the Liberal Democrat group on the Health, Wellbeing and Partnerships Scrutiny Committee

down by one seat and the number of seats allocated to the Conservative group on the same committee up by one seat.

2.3 In accordance with the council's Constitution, Council is to make appointments to committee seats. In accordance with the relevant legislation, it must do so in accordance with the wishes of the relevant political group. The Conservative group wishes to appoint Councillor Ian Wilkes to their newly allocated seat on the Health, Wellbeing and Partnerships Scrutiny Committee.

2.4 Given that Councillor Wilkes was elected as the chairman of that committee by Council, and that he remains on that committee, there is no need for Council to elect a new chairman.

3. **Proposal**

3.1 That Councillor Ian Wilkes be appointed to the newly allocated Conservative seat on the Health, Wellbeing and Partnerships Scrutiny Committee.

4. **Reasons for Proposed Solution**

4.1 To give effect to the wishes of the Conservative Group in terms of their allotted places on the committee referred to, and to comply with the requirements of the relevant legislation and the Council's Constitution in respect of appointments to committees.

5. **Options Considered**

5.1 None.

6. **Legal and Statutory Implications**

6.1 These are set out in the body of the report.

7. **Equality Impact Assessment**

7.1 There is no requirement for an EIA to be undertaken in connection with this decision. Nominations to committee seats are made by Group Leaders who will have regard to equality and diversity considerations when making their nominations.

8. **Financial and Resource Implications**

8.1 None.

9. **Major Risks**

9.1 None.

10. **Sustainability and Climate Change Implications**

10.1 None.

11. **Key Decision Information**

11.1 This is not a Key Decision.

12. **Earlier Cabinet/Committee Resolutions**

12.1 Not Applicable.

13. **List of Appendices**

13.1 Not Applicable.

14. **Background Papers**

14.1 Not Applicable.

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