

The Arc  
High Street  
Clowne  
Derbyshire  
S43 4JY

Date: 12<sup>th</sup> June 2018

To: Chairman & Members of the Council

Dear Sir or Madam,

You are summoned to attend a meeting of the Bolsover District Council on **Wednesday 20<sup>th</sup> June 2018 at 1000 hours in the Council Chamber, The Arc, High Street, Clowne.**

**Notes for Members:**

Register of Members' Interests - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised on pages 2 to 3.

Yours faithfully,



Joint Head of Service - Corporate Governance & Monitoring Officer

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# COUNCIL

## AGENDA

WEDNESDAY 20<sup>TH</sup> JUNE 2018 AT 10:00 HOURS

Item No.		Page No.(s)
	<b>PART 1 – OPEN ITEMS</b>	
1.	<b>Apologies for Absence</b>	
2.	<b>Declarations of Interest</b> Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:-  a) any business on the agenda b) any additional urgent items to be considered c) any matters arising out of the business of those items  and withdraw from the meeting at the relevant time, if appropriate.	
3.	<b>Chair's Announcements</b> To receive any announcements that the Chair of the Council may desire to lay before the meeting. Presentation of cheque to Chairman's chosen charity for 2017/18 – Sight Support Derbyshire.	
4.	<b>Questions</b>  a) Questions submitted by the Public pursuant to Rule 8 of the Council Procedure Rules.  b) Questions submitted by Members pursuant to Rule 9 of the Council Procedure Rules.	4 to 7  None
5.	<b>Reports on urgency decisions taken by the Executive</b> To receive a report from the Executive with details of any Key Decisions taken under special urgency provisions or Key Decisions which were exempt from Call In.	None
6.	<b>Minutes</b> To approve the Minutes of the Council meeting held on 23 <sup>rd</sup> May 2018.	8 to 29

7. **Recommended Items**  
None
8. **Motions**  
None
9. **Pay Policy Statements** 30 to 43  
(Report of the Deputy Leader and Portfolio Holder for Corporate Governance)
11. **RECESS – COUNCIL WILL BE JOINED BY THE YOUTH COUNCIL**
12. **Save A Life**  
Presentation on CSALS by Rob Knox, introduced by Cllr D Watson
13. **UDG Awards**  
Video and Presentation by Alison Westray-Chapman, Joint Head of Service – Economic Growth
14. **Youth Council**  
Presentation by Ben Madeley (Shirebrook Academy) and Liddy Allen (Heritage High) on the Bolsover District Youth Council
15. **Chairman’s Closing Remarks**  
To receive any closing remarks that the Chair of the Council may desire to lay before the meeting.
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**PLEASE NOTE THAT A SHORT BREAK WILL BE TAKEN FOLLOWING THE CONCLUSION OF THE MEETING OF COUNCIL FOR MEMBERS TO MEET INFORMALLY WITH THE YOUTH COUNCIL.**

**AFTER THIS BREAK, MEMBERS ARE ASKED TO REMAIN TO ATTEND A MEETING OF THE COUNCIL AS TRUSTEES OF CRESWELL SWIMMING BATHS**

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**Item 3 (a) Questions submitted by the Public pursuant to Rule 8 of the Council Procedure Rules.**

i) Question submitted to Cllr Ann Syrett, Leader of the Council by Judith Duvall

*The Mineral Plan Community Action Group, was formed to represent the communities of Bolsover, Creswell, Eckington, Barlborough, etc. following an invitation from Derbyshire County Council (DCC) to contribute to their New Mineral Plan consultation process.*

*We anticipate working very closely with local elected members of Bolsover Town Council, Bolsover District Council and Derbyshire County Council on the development of the New Mineral Plan and specifically on the sections relating to Unconventional Gas Extraction (High Volume Hydraulic Fracturing) otherwise known as 'fracking'.*

*The group has already held a meeting with Bryn Walters (Principal Planner, Development Plans) and had communication with Michelle Spence (Team Leader, Development Plans) where our outline comments were submitted. We are now planning future meetings with the Mineral Plan officers in order to supply more detailed and fully researched and documented information.*

*A major concern at the present time is the proposal by the Oil and Gas Industry to take planning applications for exploratory drilling out of the hands of local planning authorities in order to speed up the planning process and the Government appear minded to support this wholly undemocratic step. It is for this reason we feel that a detailed and robust Mineral Plan for Derbyshire is essential in maintaining local control over planning and should be given a high priority.*

*We have grave concerns over many aspects of fracking with regard to public health, water supply, environmental contamination, noise and traffic management. The roles of the EA, HSE, public utilities for example, Severn Trent Water, together with local rescue service contingency plans should be examined closely as this is a new and wholly untried industry in the UK.*

*Importantly to note, Inspector Elizabeth Ord at the hearing of the North Yorkshire County Council's Mineral and Waste Development Plan was minded to accept the following proposals:*

- Definitions of extraction processes of Conventional Gas Extraction, Exploratory Wells and most importantly, Unconventional Gas Extraction (High Volume Hydraulic Fracturing) should be clarified with some urgency.*
- Set back lines from residential buildings of 500m. (We would press for a minimum of 1000m).*

*New research is constantly being resourced and published eg. a recent paper outlining the dangers of UGE in mining areas and proximity to faults was published by Prof. Peter Styles of Keele University (former adviser to David Cameron) in April 2018 advising a set back distance of 850m from major fault lines.*

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*At all times the Community Action Group wishes to work constructively and consult with local and county elected representatives together with their respective planning officers in order that best practice for Derbyshire is achieved.*

*We would like to ask the BDC:*

***For their recognition and acceptance of this group and its aims of working towards a comprehensive and detailed Mineral Plan together with how, in their view, this can best be achieved?***

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Extract from the Council's Constitution

**PART 4  
RULES OF PROCEDURE**

**Council Procedure Rules**

8. Questions by the Public

8.1 General.

- (a) Members of the public may ask questions of members of the Cabinet at ordinary meetings of the Council.
- (b) Time allowed for questions and answers shall not, without the consent of the Council, exceed 15 minutes, or in the case of one questioner, 5 minutes.
- (c) Questions and responses shall not be a matter of debate.

8.2 Notice of Questions.

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Monitoring Officer no later than midday seven clear working days before the day of the meeting. Each question must give the name and address of the questioner and must name the Member of the Council to whom it is to be put.

8.3 Number of Questions.

At any one meeting no person may submit more than one question and no more than one question may be asked on behalf of any one organisation.

8.4 Scope of Questions.

The Monitoring Officer may reject a question if:

- (a) it is not about a matter for which the Council has a responsibility or which affects the District;
- (b) it is defamatory, frivolous or offensive;
- (c) it is substantially the same as a question which has been put at a meeting of the Council in the past six months;
- (d) it requires the disclosure of confidential or exempt information;
- (e) it breaches any procedure rule;
- (f) it relates to an item on the agenda for that Council meeting; or
- (g) it relates to a District Council planning application that is in the process of being determined.

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If a question is rejected the person who submitted it will be notified in writing before the meeting and given the reasons for the rejection.

**8.5 Record of Questions.**

The Monitoring Officer will enter each question in a book open to public inspection and will immediately send a copy of the question to the member to whom it is to be put. Rejected questions will include reasons for rejection. Copies of all questions will be circulated to all members and will be made available to the public attending the meeting.

**8.6 Order of Questions.**

Questions will be asked in the order of which notice of them was received, except that the Chairman of the Council may group together similar questions.

**8.7 Asking the Question at the Meeting.**

The Chairman of the Council will invite the questioner to put the question to the member named in the notice. If a questioner who has submitted a written question is unable to be present, the question will not be dealt with.

**8.8 Supplementary Question.**

A questioner who has put a question in person may also put one brief supplementary question without notice to the member who has replied to his or her original question. A supplementary question must arise directly out of the original request or reply. The Chairman of the Council may reject a supplementary question on any of the grounds in rule 8.5 above or if the question takes the form of a speech.

**8.9 Response**

An answer may take the form of:

- (a) a direct oral answer
- (b) where the desired information is in a council publication or another published work, a reference to that publication; or
- (c) a written answer circulated later to the questioner.

**8.10 Reference of Question to the Executive or a Committee.**

Unless the Chair of the Council decides otherwise, no discussion will take place on any question, but any Councillor may move that the matter raised by a question be referred to the Executive or the appropriate board or Committee. Once seconded, such a motion will be voted on without discussion.

## ANNUAL COUNCIL

Minutes of the Annual meeting of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Wednesday 23<sup>rd</sup> May 2018 at 10.00 hours.

### PRESENT:-

Members:-

Councillor T. Munro in the Chair

Councillors T. Alexander, A. Anderson, P. Barnes, J.E. Bennett, R.J. Bowler, Mrs P.M. Bowmer, D. Bullock, G. Buxton, T. Cannon, J.A. Clifton, T.J. Connerton, C.P. Cooper, P.A. Cooper, M.G. Crane, M. Dixey, S.W. Fritchley, A. Joesbury, D. McGregor, C.R. Moesby, T. Munro, B.R. Murray-Carr, K. Reid, M.J. Ritchie, J.E. Smith, P. Smith, E. Stevenson, A.M. Syrett, R. Turner, K.F. Walker, B. Watson, D.S. Watson and J. Wilson.

Officers:-

D. Swaine (Joint Chief Executive Officer), L. Hickin (Joint Strategic Director - People), K. Hanson (Joint Strategic Director - Place), S. Sternberg (Joint Head of Corporate Governance & Monitoring Officer), D. Clarke (Joint Head of Finance and Resources and Section 151 Officer), Nicola Calver (Joint Governance Manager).

### 0001. ELECTION OF CHAIRMAN 2018/19

The Chief Executive Officer sought nominations for the position of Chairman of the Council for the 2018/19 municipal year.

Moved by Councillor K Reid and seconded by Councillor A Syrett.

**RESOLVED** that Councillor T Munro be appointed Chairman of the Council for the 2018/19 municipal year.

*Having signed the Declaration of Acceptance of Office and taken on the Chains of Office, Councillor T Munro took the Chair.*

*Councillor T Munro thanked Members for nominating him and putting their confidence in him for a second term of office.*

*With permission of the Chair, the Leader of the Council, Councillor A Syrett, spoke to congratulate Councillor T Munro on his appointment as Chairman for 2018/19.*

### 0002. APPOINTMENT OF VICE CHAIRMAN 2018/19

Moved by Councillor T Munro and seconded by Councillor A Syrett.

**RESOLVED** that Councillor R Turner be appointed Vice Chairman of the Council for the 2018/19 municipal year.



## ANNUAL COUNCIL

*Having made the Declaration of Acceptance of Office and taken the Vice Chairman's medallion, Councillor R Turner took the Vice Chairman's seat.*

### 0003. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Dooley, R Heffer and S Statter.

### 0004. DECLARATIONS OF INTEREST

There were no interests declared at this meeting.

### 0005. CHAIR'S ANNOUNCEMENTS

The Chairman announced that representatives from the Environmental Health team would make themselves readily available to Members to answer queries on a Wednesday morning 9am – 1pm in the office adjacent to the Governance team. This would be reviewed after 2 months.

The Chairman thanked all those Members and officers who supported his recent charity Visually Impaired Cricket Match at Whitwell Cricket Club. He expressed his gratitude to the club and the teams for giving up their time and announced that the event had raised £1000 for Sight Support Derbyshire.

### 0006. EXECUTIVE

Councillor A Syrett, Leader of the Council, advised of the portfolios for the Executive Members appointed for the year 2018/19. This was confirmed as follows:-

Councillor Ann Syrett, Leader – **Overall Policy and Strategic Planning**

Councillor Duncan McGregor, Deputy Leader – **Corporate Governance**

Councillor Hilary Gilmour – **Housing and Community Safety**

Councillor John Ritchie – **Property and Commercial Services**

Councillor Mary Dooley – **Partnerships and Transformation**

Councillor Brian Watson – **Finance and Resources & Sustainable Energy**

Councillor Brian Murray-Carr – **Street Scene**

Councillor Stephen Fritchley – **Town Centre Renewal, Media & Marketing**

Moved by Councillor A Syrett and seconded by Councillor T Munro.

**RESOLVED** that Council notes the Cabinet positions and Portfolios for 2018/19 as set out in **Appendix A** to these minutes.

## ANNUAL COUNCIL

### 0007. ESTABLISHMENT AND APPOINTMENT OF COMMITTEES AND ADVISORY GROUPS 2018/19

A revised page 7 and page 10 of the Council papers were circulated to Members at the commencement of the meeting amending the appointments to:

- Employee Appeals Committee;
- Joint Appeals Committee; and
- Joint Employment Committee.

Moved by Councillor J Smith and seconded by Councillor C Moesby.

**RESOLVED** that the nominations of members to Committees and Advisory Groups 2018/19, as set out in **Appendix B** to these minutes, be approved.

### 0008. APPOINTMENT OF CHAIRS AND VICE CHAIRS OF COMMITTEES 2018/19

Moved by Councillor C Moesby and seconded by Councillor J Smith.

**RESOLVED** that the nominations for the positions of Chairs and Vice Chairs of Committees and Advisory Bodies in the municipal year 2018/19 as set out in **Appendix C** to these minutes.

### 0009. APPOINTMENT OF REPRESENTATTIVES TO SERVE ON OUTSIDE BODIES 2018/19

Nominations to the positions as representatives of the Council to serve on outside bodies (for Council functions only) were presented. It was noted that those representatives for Executive Functions would be considered at the next meeting of the Executive.

Moved by Councillor C Moesby and Seconded by Councillor J Smith.

**RESOLVED** that the nominations to outside bodies for the municipal year 2018/19 as set out in **Appendix D** to these minutes be approved.

### 0010. REVIEW OF THE CONSTITUTION

Members gave consideration to the proposed amendments to the Council's constitution as part of the annual review considered by the Standards Committee and recommended to Council for adoption.

The Standards Committee had considered the review of the Constitution at its meetings throughout the 2017/18 civic year and had given targeted scrutiny to areas raised by Members and Officers as part of the review process. These included:-

- Scheme Of Delegation To Officers
- Protocol on Councillor – Officer relations
- Procurement Rules/Contract Procedure Rules

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- Petition Scheme
- Employee Code of Conduct
- Article 11 – Joint Arrangements
- Joint Employment Committee (JEC) and Joint Appeals Committee (JAC)
- Shared Services Consultation Protocol and other aspects of the Joint Working arrangements relating to the Chesterfield Borough Council
- Terms of Reference for Bolsover Conservation Area Advisory Committee and Terms of Reference for Pleasley Park and Vale Conservation Area Joint Advisory Committee as well as re-establishment arrangements
- Terms of Reference for Housing Allocations Review Panel (HARP)
- Terms of Reference for Licensing Committee and DFGs
- Role Profiles
- Access to Minute Books submission to Council
- Procedure Rules for Questions from the Public and by Councillors and Motions
- Correction of numbering in the Council Procedure Rules
- ‘Housekeeping’ – minor corrections and re-wording to bring the Constitution up-to-date.

Appendix 1 to the report set out all the suggested amendments which had been considered by the Standards Committee and were proposed to Council for approval with details of changes set out in Appendices 2 – 11. A tracked changes version of the report had been made available for Members to view prior to the meeting.

An additional recommendation was proposed that a review should be conducted to evaluate the impact of removing consideration of the Minute Book at Council Meetings.

Moved by Councillor T Munro and seconded by Councillor A Syrett

**RESOLVED** that: (1) the amendments to the Constitution detailed in Appendix 1 of the report be approved,

(2) the ‘housekeeping’ amendments as set out in the full tracked changes version of the Constitution be approved,

(3) delegated power be given to the Monitoring Officer to make changes to the Constitution arising from any new legislation, administrative errors or confusion in interpretation; and

(4) a review of the submission Minute Books to Council be undertaken in 6 months’ time, the findings of which will be reported to a future meeting of Council.

### 0011. REVIEW OF THE WHISTLEBLOWING POLICY

The Monitoring Officer presented a review undertaken by the Standards Committee suggesting minor changes to the Whistleblowing Policy to amend various job titles and clarify the form of the Register.

Moved by Councillor A Syrett and Seconded by Councillor C Moesby.

**RESOLVED** that the amended Whistleblowing Policy be approved.

## ANNUAL COUNCIL

### 0012. OPERATION OF URGENCY RULES AND FINANCIAL LIMIT FOR KEY DECISIONS

Council considered a report of the Leader, which advised of decisions taken under special urgency rules over the past 12 months and the revised financial limits for key decisions.

The Council was required under legislation to report instances where Special Urgency Rules had been utilised in respect of Key Decisions. This was where it was impracticable to give the requisite notice of Key Decisions before they were made. Council had not taken any such decisions in the previous year.

The Council also had a constitutional requirement to advise of those occasions when it had taken decisions where Call-In provisions had been waived. The Council had not taken any such decisions in the previous 12 months.

Council noted that it was a requirement at its annual meeting to review the thresholds for Key Decisions.

The current thresholds for Key Decisions were recommended to continue and were as follows:-

- Revenue Income, Savings or Expenditure - £75,000
- Capital Income or Expenditure - £150,000

Moved by Councillor A Syrett and seconded by Councillor R Turner.

**RESOLVED** that (1) the decisions taken over the past 12 months under Special Urgency Rules be noted,

(2) the decisions taken over the past 12 months under Urgency Provisions in the Council's Scrutiny Rules be noted; and

(3) the financial thresholds for Key Decisions be maintained at £75,000 (Revenue) and £150,000 (Capital).

### 0013. ANNUAL SCRUTINY REPORT

Council considered a report presented by Councillor Sandra Peake on behalf of the Scrutiny Chairs which provided an update on the work of the Scrutiny Committees over the past year.

A further recommendation was proposed to bring another report to Council later in the municipal year, in order to fully report against the outcomes of the 2017/18 work programme.

Moved by Councillor S Peake and Seconded by Councillor J Wilson.

**RESOLVED** that (1) the Annual Scrutiny Report be noted; and

(2) a further report be submitted to a future meeting of the Council.

## ANNUAL COUNCIL

### 0014. MEMBER DEVELOPMENT ANNUAL REPORT

Council considered a report of Councillor Hilary Gilmour, Member Development Champion and Chair of the Member Development Working Group, setting out the work undertaken in respect of Member Development in 2017/18.

Seven internal Member Development Sessions were carried out over the year with attendances of between 14 and 24 Members. Members had been working towards obtaining the Member Charter as this was a Corporate Plan Target, but just at the point of submission, East Midlands Councils changed the criteria and it was considered that, as the Council were broadly meeting the requirements, the cost of the Member Charter would be better spent on Council services and it was decided at Executive on 5<sup>th</sup> March 2018 to withdraw the target.

The proposed Member Learning, Development and Information Session Programme for 2018/19 was set out in the report and would cover briefing sessions prior to Regulatory Committees, Budget Scrutiny Committee and Audit Committee as well as planned sessions from external trainers.

Moved by Councillor H J Gilmour and seconded by Councillor R Bowler.

**RESOLVED** that the Annual Report on Member Development 2017/18 be noted.

### 0015. MINUTE BOOK

Moved by Councillor R Turner and seconded by Councillor D Watson.

**RESOLVED** that the minutes as printed in the Minute Books dated 23<sup>rd</sup> May 2018 be noted.

### 0016. MINUTES OF PREVIOUS MEETINGS

Two amendments to the minutes of the meeting held on 25<sup>th</sup> April 2018 were proposed during the meeting.

Page 165 – “In order to ensure that readers of these areas specifically are truly represented at THE MITIGATION BOARD, the Council would appoint Councillor Moesby...”

Page 168 – “Councillor K Reid expressed his sincere thanks to THE PARTNERSHIP MANAGER and the Building Resilience Team...”

Moved by Councillor A Syrett and seconded by Councillor R Turner.

**RESOLVED** that the Minutes of the meeting of the Council held on 25<sup>th</sup> April 2018 be approved as amended.

Meeting concluded at 1026 hours.

**ANNUAL COUNCIL**

**APPENDIX A**

**CABINET MEMBER RESPONSIBILITIES**

**2018/19**

<b>NAME</b>	<b>RESPONSIBILITIES</b>
<b>Councillor Ann Syrett Leader</b>	<b>Overall Policy and Strategic Planning</b> <ul style="list-style-type: none"> <li>• Economic Development</li> <li>• Growth Strategy</li> <li>• Finance &amp; Investment</li> <li>• LEP &amp; Devolution</li> <li>• Combined Authority</li> <li>• Regeneration</li> </ul>
<b>Councillor Hilary Gilmour</b>	<b>Housing and Community Safety</b> <ul style="list-style-type: none"> <li>• Community Safety</li> <li>• Environmental Health &amp; Licensing</li> <li>• Emergency Planning</li> <li>• Housing (BDC)</li> </ul>
<b>Councillor John Ritchie</b>	<b>Property and Commercial Services</b> <ul style="list-style-type: none"> <li>• Commercial Property Development &amp; Investment</li> <li>• Facilities &amp; Estates Management</li> <li>• Joint Venture Companies</li> <li>• One Public Estate Support</li> <li>• Property Services</li> <li>• Strategic Housing</li> </ul>
<b>Councillor Mary Dooley</b>	<b>Partnerships and Transformation</b> <ul style="list-style-type: none"> <li>• Partnership Strategy</li> <li>• Customer Services</li> <li>• Health &amp; Wellbeing</li> <li>• Leisure</li> <li>• Transformation Programme</li> <li>• Social Inclusion</li> </ul>
<b>Councillor Duncan McGregor Deputy Leader</b>	<b>Corporate Governance</b> <ul style="list-style-type: none"> <li>• Democratic Services</li> <li>• Elections</li> <li>• Health &amp; Safety</li> <li>• Human Resources &amp; Payroll</li> <li>• Legal</li> <li>• Performance</li> </ul>

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<b>Councillor Brian Watson</b>	<b>Finance and Resources &amp; Sustainable Energy</b> <ul style="list-style-type: none"><li>• Accountancy and financial systems</li><li>• Audit &amp; Procurement</li><li>• Treasury Management</li><li>• Revenues &amp; Benefits</li><li>• Low Carbon Initiatives</li><li>• Sustainable Energy</li></ul>
<b>Councillor Brian Murray-Carr</b>	<b>Street Scene</b> <ul style="list-style-type: none"><li>• Fleet Management</li><li>• Grounds Maintenance</li><li>• Street Cleansing</li><li>• Waste Collection &amp; Recycling</li><li>• Environment</li></ul>
<b>Councillor Stephen Fritchley</b>	<b>Town Centre Renewal, Media &amp; Marketing</b> <ul style="list-style-type: none"><li>• Town Centre &amp; High Street Renewal</li><li>• Marketing &amp; Promotion of the District</li><li>• Public Relations &amp; Communication</li><li>• Visitor Economy</li><li>• Parish &amp; Town Council Engagement</li><li>• Member Development &amp; Induction Planning</li><li>• ICT</li></ul>

# ANNUAL COUNCIL

## APPENDIX B

### BOLSOVER DISTRICT COUNCIL

#### ANNUAL COUNCIL MEETING 23<sup>rd</sup> MAY 2018

#### APPOINTMENT OF COMMITTEES AND ADVISORY GROUPS

1. Political Groups are requested to nominate members to serve on the following Committees and Advisory Groups with effect from 23<sup>rd</sup> May 2018 for the 2018/19 Council year.
2. The Committees (unless stated) are subject to the political balance requirements of the Local Government and Housing Act 1989.
3. The Advisory Groups, Executive and Budget Scrutiny Committee are not subject to the political balance requirements.

#### COMMITTEES

Committee	Labour Group	Independent Group	Non Aligned Independent	Total Seats
Audit	(5) Councillors Duncan McGregor, Tom Munro, Karl Reid, Ann Syrett, Brian Watson.  Independent Representative.	(1) Councillor Deborah Watson		6 plus co-opted Members
Budget Scrutiny	All of Labour Group's Scrutiny Members.	All Independent Group Members	(1) Cllr R Heffer	29



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Committee	Labour Group	Independent Group	Non Aligned Independent	Total Seats
<b>Customer Services and Transformation Scrutiny</b>	(7) <b>Councillors: Rose Bowler, Pauline Bowmer, Paul Cooper, Malc Crane, Jim Smith, Emma Stevenson, Rita Turner.</b>	(1) <b>Councillor Andrew Joesbury</b>	(1) <b>Cllr R Heffer</b>	<b>9</b>
<b>Employee Appeals Committee</b>	(2) <b>Councillors: Tom Munro, John Ritchie</b>	(1) <b>Councillor Deborah Watson</b>		<b>3</b>
	(2) <b>Deputies: Toni Bennett, Philip Smith</b>	(1) <b>Deputy: Councillor Jim Clifton</b>		<b>3</b>
<b>Growth Scrutiny</b>	(9) <b>Councillors: Tom Alexander, Andrew Anderson, Paul Barnes, Gwyneth Buxton, Terry Connerton, Mark Dixey, Karl Reid, Sue Statter, Jen Wilson.</b>	(1) <b>Councillor Deborah Watson</b>		<b>10</b>

## ANNUAL COUNCIL

Committee	Labour Group	Independent Group	Non Aligned Independent	Total Seats
Healthy, Safe, Clean and Green Scrutiny	(8) Councillors: Toni Bennett, Tracey Cannon, Pat Cooper, Clive Moesby, Tom Munro, Sandra Peake, Philip Smith Ken Walker.	(2) Councillors Dexter Bullock and Jim Clifton		10
High Hedges	(5) Chair and Vice Chair of Planning Committee Plus three other Members chosen by them.		(1) Cllr R. Heffer	6
Licensing	(13) Councillors: Andrew Anderson, Paul Barnes, Toni Bennett, Rose Bowler, Gwyneth Buxton, Tracey Cannon, Mark Dixey, Mary Dooley, Brian Murray-Carr, John Ritchie, Jim Smith, Sue Statter, Emma Stevenson.	(1) Councillor Deborah Watson	(1) Cllr R. Heffer	15

## ANNUAL COUNCIL

Committee	Labour Group	Independent Group	Non Aligned Independent	Total Seats
<b>Planning</b>	(16) <b>Councillors: Tom Alexander, Pauline Bowmer, Terry Connerton, Paul Cooper, Pat Cooper, Malc Crane, Steve Fritchley, Duncan McGregor, Tom Munro, Sandra Peake, Karl Reid, Phil Smith, Rita Turner, Ken Walker, Brian Watson, Jen Wilson.</b>	(2) <b>Councillors Deborah Watson and Jim Clifton</b>		<b>18</b>
<b>Safety Committee</b> (Safety Visits Panel to be determined by Safety Committee)	(4) <b>Councillors: Toni Bennett, Rose Bowler, Hilary Gilmour, Brian Murray-Carr.</b>	(1) <b>Councillor Andrew Joesbury</b>		<b>5</b>

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Committee	Labour Group	Independent Group	Non Aligned Independent	Total Seats
<b>Standards</b>	(5) <b>Councillors: Mary Dooley, Hilary Gilmour, Clive Moesby, Tom Munro, Brian Watson.</b>	(1) <b>Councillor Jim Clifton</b>		<b>6 plus co-opted Members</b>
<b>Union and Employee Consultation</b>	(5) <b>Councillors: Pauline Bowmer, Mary Dooley, Duncan McGregor, Karl Reid, Ann Syrett.</b>	(1) <b>Councillor Andrew Joesbury</b>		<b>6 plus union reps</b>

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### JOINT COMMITTEES

Committee	Labour Group	Independent Group	Non Aligned Independent	Total Seats
Joint Appeals Committee	Leader Deputy Leader  Deputies: Councillors: Karl Reid, John Ritchie <span style="float: right;">(2)</span>	Councillor Deborah Watson  Deputy: Councillor Jim Clifton <span style="float: right;">(1) (1)</span>		3
ICT Shared Services Committee	Leader Deputy Leader Cabinet Member for Town Centre Renewal, Media and Marketing <span style="float: right;">(3)</span>			3 from BDC plus CBC and NEDDC
Joint Employment Committee	Leader Deputy Leader  Deputies: Councillors: Mary Dooley, Brian Murray-Carr <span style="float: right;">(2)</span>	Councillor Deborah Watson  Deputy: Councillor Jim Clifton <span style="float: right;">(1) (1)</span>		3

## ANNUAL COUNCIL

Committee	Labour Group	Independent Group	Non Aligned Independent	Total Seats
<b>New Bolsover Joint Committee</b>	(9) <b>Chair and Vice Chair of Planning Committee Two Bolsover West Ward Members Cabinet Members responsible for Housing, Health and Wellbeing, Economic Growth Chairs of HSCG Scrutiny Committee and Growth Scrutiny Committee.</b>	(1) <b>Councillor Jim Clifton</b>		<b>10</b>
<b>Shared Services Scrutiny</b>	(3) <b>Councillors: Toni Bennett, Rita Turner, Jen Wilson.</b>			<b>3</b>
<b>Strategic Alliance Joint Committee</b>	(8) <b>Councillors: Mary Dooley, Steve Fritchley, Hilary Gilmour, Duncan McGregor, Brian Murray-Carr, Ann Syrett, Brian Watson</b>	(1) <b>Councillor Jim Clifton</b>		<b>9 from BDC and 9 from NEDDC</b>

## ANNUAL COUNCIL

Committee	Labour Group	Independent Group	Non Aligned Independent	Total Seats
	Chair of Budget Scrutiny Committee.			

## ADVISORY GROUPS

Committee	Labour	Independent Group	Non Aligned Independent	Total Seats
Pleasley Park and Vale Conservation Area Joint Liaison Committee	(4) Chair and Vice Chair of Planning Committee, Two Pleasley Ward Members.	(1) Councillor Dexter Bullock		5
Local Plan Steering Group	(6) Chair and Vice Chair of Planning Committee Councillors: Terry Connerton, Steve Fritchley, Duncan McGregor, Brian Watson.	(1) Councillor Deborah Watson	(1) Cllr R. Heffer	8

**ANNUAL COUNCIL**

<p><b>Member Development Working Group</b></p>	<p align="right"><b>(5)</b></p> <p><b>Chairs of Scrutiny Committees, Member Development Champion - Councillor Hilary Gilmour, Cabinet Member responsible for Member Development.</b></p>	<p align="right"><b>(1)</b></p> <p><b>Councillor Deborah Watson</b></p>	<p align="right"><b>(1)</b></p> <p><b>Cllr R. Heffer</b></p>	<p align="center"><b>7</b></p>
<p><b>Tenant Participation Review and Development Group</b></p>	<p align="right"><b>(4)</b></p> <p><b>Councillors: Hilary Gilmour, Duncan McGregor, Rita Turner, Jen Wilson</b></p>	<p align="right"><b>(1)</b></p> <p><b>Councillor Deborah Watson</b></p>		<p align="center"><b>5</b></p>



**NOMINATIONS TO CHAIRS AND VICE-CHAIRS OF COMMITTEE AND  
ADVISORY BODIES 2018/19**

	<b>Committee/Regulatory Body</b>	<b>Labour Group nomination</b>	<b>Independent Group nomination</b>
a)	<b>Audit</b>  Chair Vice Chair	Councillor Karl Reid Independent Representative	
b)	<b>Budget Scrutiny</b>  Chair Vice Chair	Councillor Sandra Peake Councillor Rose Bowler	
c)	<b>Customer Services and Transformation Scrutiny</b>  Chair Vice Chair	Councillor Rose Bowler Councillor Jim Smith	
d)	<b>Growth Scrutiny</b>  Chair Vice Chair	Councillor Jen Wilson Councillor Karl Reid	
e)	<b>Healthy, Safe, Clean and Green Scrutiny</b>  Chair Vice Chair	Councillor Sandra Peake Councillor Clive Moesby	
f)	<b>Licensing</b>  Chair Vice Chair	Councillor Andrew Anderson Councillor Emma Stevenson	
g)	<b>Planning</b>  Chair Vice Chair	Councillor Tom Munro Councillor Rita Turner	
h)	<b>Safety Committee</b>  Chair Vice Chair	Union appointment To be appointed at first meeting	

## ANNUAL COUNCIL

i)	<b>Standards</b> Chair Vice Chair	Independent Representative Councillor Clive Moesby	
j)	<b>UECC</b> Chair Vice Chair	Councillor Karl Reid  Union Nomination	

The chairs and vice-chairs of all other joint committees and advisory groups will be selected at the first meetings of those bodies.

**ANNUAL COUNCIL**

**APPENDIX D**

**REPRESENTATIVES ON OUTSIDE BODIES 2018/19**

**COUNCIL FUNCTIONS**

<b>Organisation and Representative(s)</b>	<b>Term of Office Expires On</b>
<p><b>Arthur Townrow Pensions Fund</b></p> <p>Councillor M.G. Crane</p> <p>Councillor J. Wilson</p>	<p>4 year term expiring on 1<sup>st</sup> January 2019 – following expiry same Members to be elected for a further term</p>
<p><b>Association of Councillors</b></p> <p><b>(a) National</b></p> <p>Councillor M.G. Crane</p> <p>Councillor J. Wilson (Substitute)</p> <p><b>(b) English Regional</b></p> <p>Councillor M.G. Crane</p> <p>Councillor J. Wilson (Substitute)</p>	<p>Annual Meeting of the Council</p>   <p>Annual Meeting of the Council</p>
<p><b>Chesterfield Borough Council – Best Value Scrutiny Panel</b></p>	<p>Annual Meeting of the Council</p> <p><b>DECIDED NOT TO NOMINATE UNLESS REP REQUESTED BY CBC – IF REQUESTED NOMINATION REQUIRED FROM SCRUTINY CHAIRS</b></p>
<p><b>Creswell Heritage Trust</b></p> <p>Councillor R. Turner</p>	<p>Annual Meeting of the Council</p>
<p><b>Derbyshire Rural Community Council</b></p> <p>Councillor M. Dooley</p>	<p>Annual Meeting of the Council</p>
<p><b>Derbyshire Scrutiny Liaison Group</b></p> <p>Councillor S. Peake</p> <p>(Representative from Scrutiny)</p>	<p>Annual Meeting of the Council</p>
<p><b>Derbyshire Police and Crime Panel</b></p> <p>Councillor H. Gilmour</p>	<p>Annual Meeting of the Council</p>

## ANNUAL COUNCIL

<p><b>Doe Hill Community Advisory Panel</b></p> <p>Councillor M. Dooley</p>	<p>Annual Meeting of the Council</p>
<p><b>Doe Lea Management Committee</b></p> <p>Councillor P. Bowmer</p>	<p>Annual Meeting of the Council</p>
<p><b>English Heritage</b></p> <p>Councillor D. McGregor</p>	<p>Annual Meeting of the Council</p>
<p><b>Glapwell Waste Disposal Site Liaison Committee</b></p> <p>Councillor P. Bowmer</p> <p>Councillor M.G. Crane</p> <p>Councillor A.M. Syrett</p> <p>Plus relevant Cabinet Member</p>	<p>Annual Meeting of the Council</p>
<p><b>HS2 Mitigation Group</b></p> <p>Councillor C.R. Moesby</p>	<p>Annual Meeting of the Council</p>
<p><b>Isabella Smithson's Charity</b></p> <p>Councillor J. Bennett</p> <p>Councillor R. Bowler</p> <p>Councillor S. Statter</p>	<p>Annual Meeting of the Council</p>
<p><b>Joint Working Board (BDC/NEDDC/CBC)</b></p> <p>Leader of the Council</p> <p>Deputy Leader of the Council</p> <p>Chief Executive Officer</p> <p>Councillor R. Bowler (Scrutiny Representative) (Observer)</p> <p>Councillor S. Peake (Scrutiny Representative) (Substitute Observer)</p>	<p>First meeting of the Executive following Annual Council</p>
<p><b>Local Government Association National</b></p> <p>Leader of the Council</p> <p>Deputy Leader of the Council (Substitute)</p>	<p>Annual Meeting of the Council</p>

## ANNUAL COUNCIL

<p><b>National Coal Mining Museum Liaison Committee</b></p> <p>Councillor A. Syrett</p>	<p>Annual Meeting of the Council</p>
<p><b>Rural Action Derbyshire Stakeholder Meeting</b></p> <p>Councillor M. Dooley</p>	<p>Annual Meeting of the Council</p>
<p><b>Sheffield City Region Scrutiny Committee</b></p> <p>Chair of Budget Scrutiny Committee (Scrutiny Representative)</p>	<p>Annual Meeting of the Council</p>
<p><b>Sheffield City Region Audit Committee</b></p> <p>Councillor K. Reid</p>	<p>Annual Meeting of the Council</p>
<p><b>South Normanton Local Action Group</b></p> <p>Councillor P. Smith</p>	<p>Annual Meeting of the Council</p>
<p><b>Whitwell Quarry Liaison</b></p> <p>Councillor D. McGregor</p> <p>Councillor T. Munro</p>	<p>Annual Meeting of the Council</p>

**Bolsover District Council**

**Council**

**20<sup>th</sup> April 2018**

**Draft Pay Policy Statement 2018/19**

**Report of Councillor D McGregor, Portfolio Holder for Corporate Governance**

This report is public

**Purpose of the Report**

- To ask Council to consider and approve for publication the draft Pay Policy Statement attached at **Appendix One**.

**1 Report Details**

- 1.1 The first Pay Policy Statement was produced in 2012 for Bolsover District Council, and this is updated annually, taking account of available guidance.
- 1.2 The Pay Policy Statement for the Council has now been reviewed and updated for 2018/19.
- 1.3 The information contained within the original Pay Policy Statement was collated from a variety of different sources, but there was no new information that had not been through an appropriate process of approval at the Council.
- 1.4 Whilst some guidance was provided on the nature of the information that should be contained within the Pay Policy Statement, much was left to individual Councils in terms of style and content.
- 1.5 The draft Pay Policy includes the application of the recently approved pay award, agreed nationally for 2018/19. While we still await agreement of the new chief officer pay scales, the 2% increase proposal has been included in the report.
- 1.6 Amendments, reflective of the pay award for 2018/19 have been made to update the document and other minor amendments and these are shown in the attached appendix as tracked changes.

**2 Conclusions and Reasons for Recommendation**

- 2.1 Under the Localism Act 2011 the Council is required to publish a pay policy statement, with particular reference to the pay of its chief officers and its lowest paid employees.

### **3 Consultation and Equality Impact**

3.1 None arising from the report.

### **4 Alternative Options and Reasons for Rejection**

4.1 N/A

### **5 Implications**

#### **5.1 Finance and Risk Implications**

None arising from the report.

#### **5.2 Legal Implications including Data Protection**

'Relevant authorities' as defined by the Localism Act 2011 are required to prepare a pay policy statement for each financial year. This statement must set out an authority's approach to a range of issues relating to the pay of its workforce, particularly its chief officers and its lowest paid employees.

An authority's pay policy statement must be published on the authority's website, and in any other manner that the authority thinks appropriate, in order to be accessible for citizens and enable local taxpayers to take an informed view of whether local decisions on all aspects of remuneration are fair and make best use of public funds.

#### **5.3 Human Resources Implications**

None arising from the report.

### **6 Recommendations**

6.1 That Council consider and approve for publication the draft Pay Policy Statement 2018/19 attached at Appendix One.

### **7 Decision Information**

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC: Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/></p>	<p>No</p>
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<p>NEDDC: Revenue - £100,000 <input type="checkbox"/></p> <p>Capital - £250,000 <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Please indicate which threshold applies</p>	
<b>District Wards Affected</b>	
<b>Links to Corporate Plan priorities or Policy Framework</b>	

## 8 Document Information

Appendix No	Title	
1	Draft Pay Policy Statement 2018/19	
<p><b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)</p>		
None		
Report Author		Contact Number
Oliver Fishburn Payroll & Systems Manager		01246 242525



**BOLSOVER DISTRICT COUNCIL****Pay Policy Statement 2018/19****1. Introduction**

This Pay Policy for Bolsover District Council has been prepared in accordance with regulation 38 (1) of the Localism Act 2011.

The Council's Pay Policy for Chief Officer which covers appointments, remuneration and terms and conditions of appointment are set at Full Council before they come into force and are prepared annually. The responsibility to approve the Pay Policy cannot be delegated from Council.

This Policy relates to the period from 1<sup>st</sup> April 2018 to 31 March 2019 and may be amended by Council during this time.

**2. Scope**

The Pay Policy relates to Chief Officers as defined by the Local Government and Housing Act 1989 and includes the following posts:-

- Head of Paid Service (Chief Executive Officer)
- Monitoring Officer
- Statutory Chief Officer under Section 151 of the Local Government Act 1972
- Non Statutory Chief Officers who report directly to the Head of Paid Service
- Deputy Chief Officers who report directly to a Statutory or Non Statutory Officer

**3. Background**

3.1. This Council is committed to the principle of equal pay.

**3.2. Whole Workforce**

3.2.1. In order to secure equal pay within the organisation, job evaluation was applied to all posts (including Chief Officers). Chief Officers carrying out the role of Heads of Service were included in a new grading structure implemented for the whole workforce in April 2009. This grading structure placed Heads of Service who scored more than 741 points on Grade 12 within the Grading Structure at Appendix One. Grade 12 applies to Chief Officers who do not have joint post as described at point 3.3 below. Other Heads of Service scoring less than 741 points were placed within Grade 11 and are not conditioned to the JNC National Agreement for Chief Officers.

### 3.3. Shared Management Team

3.3.1. With a view to reducing expenditure and increasing efficiency, this Council has formed a Strategic Alliance with North East Derbyshire District Council

3.3.2. In respect of salaries payable for the senior managers appointed to joint posts, Full Council made the decision that payment would be based on North East Derbyshire District Council pay scales, which had been set following an independent review carried out of salaries payable to senior managers in 2008.

3.3.3. The costs of shared management posts are met on a 50/50 basis between the two Councils.

3.3.4. Significant savings are being made by rolling out the joint senior management positions and the Alliance is committed to finding new ways of improving the efficiency of the Council

3.3.5. Additional savings were made by further reducing the number of Directors from 4 to 2 with effect from November 2013. The number of Joint Assistant Directors went down from 9 to 8. Following, a further review the 8 became 10 Joint Assistant Directors across the Strategic Alliance.

3.3.6. In March 2018, the 10 Joint Assistant Directors were reduced to 8, and were renamed Heads of Service

~~3.3.3.~~

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### 4. Remuneration

4.1. Regulation 43 (6) of the Localism Act defines remuneration to include salary, bonus, charges, fees and allowances, benefits in kind, increases / enhancements of pension entitlement (if resolved by the Council) and payments on ceasing to hold officer (other than those payable by any enactment).

4.1.1. The remuneration details given in this section refer to salary only, the reasons for this are:-

4.1.1.1. The Council does not pay bonuses, charges and allowances.

4.1.1.2. Fees are only related to the Returning Officer

4.1.1.3. Benefits in kind are minimal and exact details are prepared for the HMRC returns following the year end and not are available at the time of preparing the pay multiple in March each year. However the

amounts for Chief Officers are published in the Statement of Accounts.

4.2. The majority of the Council's Chief Officers which include the Joint Chief Executive Officer, Joint ~~Executive Strategic~~ Directors and Joint ~~Assistant Directors~~ Heads of Service hold joint appointments with North East Derbyshire District Council. The post of Head of Housing relates solely to Bolsover District Council. The Grading Structure for these post are set out below:-

4.2.1. Joint Chief Executive and Joint ~~Executive Strategic~~ Directors

The shared management team salary scale for the Chief Executive of the Council ranges from £~~110,293,408,434~~ to £~~119,658,447,342~~, with increments of £3,000.

The ~~Executive Strategic~~ Directors' salaries are based on a scale of £~~72,851,714,422~~ to £~~81,549,79,950~~ with increments of just over £2,000.

The incremental scale is shown below:-

Incremental points	Chief Executive	<del>Strategic</del> <u>Executive</u> Directors
1	£ <del>110,293,408,434</del>	£ <del>72,851,714,422</del>
2	£ <del>113,415,411,400</del>	£ <del>75,025,73,554</del>
3	£ <del>116,536,444,254</del>	£ <del>77,200,75,685</del>
4	£ <del>119,658,447,342</del>	£ <del>79,374,77,817</del>
5	N/A	£ <del>81,549,79,950</del>

4.2.2. Joint ~~Assistant Directors~~ Heads of Service

~~Assistant Director~~ Heads of Service level posts are characterised by their relatively high level of responsibilities, and deputise, as appropriate, in the absence of the Director. This is an important element in the Council's succession planning and leadership development processes, as well as providing valuable strategic input. At the time of the 2008 review at North East Derbyshire District Council, it was suggested that the market would

support an appropriate salary scale of £46,000 to £52,000, with increments of just over £1,400, i.e. approximately 70% of the Chief Officers' salary. This salary range has increased over time by nationally agreed pay awards and the ~~current incremental~~ current incremental scale is shown below:-

<b>Incremental Points</b>	<b><u>Assistant Director</u> <u>Heads of Service</u></b>
1	£ <del>50,995</del> <u>49,995</u>
2	£ <del>52,518</del> <u>51,487</u>
3	£ <del>54,040</del> <u>52,980</u>
4	£ <del>55,562</del> <u>54,472</u>
5	£ <del>57,084</del> <u>55,965</u>

#### 4.2.3. Chief Officer without a Joint Role

The pay scale which relates to all employees of the Council includes the salary range for the Chief Officer whose duties relate solely to Bolsover District Council. An extract which relates to the Chief Officer range is set out below:-

<b>Grade</b>	<b>Incremental Points</b>	<b>Chief Officer</b>
<i>Grade 12</i>	37	£ <del>47,583</del> <u>6,650</u>
<i>Grade 12</i>	38	£ <del>48,549</del> <u>7,596</u>
<i>Grade 12</i>	39	£ <del>49,513</del> <u>8,542</u>

#### 4.2.4. Remuneration of The Council's Lowest Paid

The Council adopted the Living Wage with effect from 1<sup>st</sup> December 2013. The annual full time equivalent value of the Living Wage from November 2016 is £16,302

4.2.4.1. With reference to point 5.4 below, during 2015/16, ~~2016/17, and 2017/18 and 2018/19~~ the Council will operate an Apprentice Scheme. The pay under this scheme has not been used to determine the pay multiple because of the special nature of the apprentice scheme.

4.3. Relationship between the Remuneration of Chief Officers and employees who are not Chief Officers.

4.3.1. The following tables show the ratio between the Officer Grades paid in 2018/2019 based on full time equivalent salary records at 6<sup>th</sup> June 2018. An asterisk signifies that this Grade relates to Joint Chief Officers who are paid by North East Derbyshire District Council and there are no Chief Officers on the same Grade at Bolsover District Council. In which case the median salary and the lowest paid salary relates to those employees paid by Bolsover District Council only.

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Chief Officer Grade	Point	Amount (£)	Median salary (£)	Pay Multiple
CEO	34	<del>119,657</del> 117,312	<del>23,050</del> 22,375	5.22:1
<del>Executive Strategic</del> Director*	5	<del>81,549</del> 79,950	<del>23,050</del> 22,375	3.56:1
<del>Assistant</del> Director Heads of Service	1	<del>50,995</del> 49,995	<del>23,050</del> 22,375	2.2:1
<del>Assistant</del> Director Heads of Service*	2	<del>52,518</del> 51,487	<del>23,050</del> 22,375	2.33:1
<del>Assistant</del> Director Heads of Service	3	<del>54,040</del> 52,980	<del>23,050</del> 22,375	2.34:1
<del>Assistant</del> Director Heads of Service	5	<del>55,965</del> 54,084	<del>23,050</del> 22,375	2.55:1

Chief Officer Grade	Point	Amount (£)	Lowest Paid salary (£)	Pay Multiple
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Chief Officer Grade	Point	Amount (£)	Lowest Paid salary (£)	Pay Multiple
CEO	3	<del>119,657</del> 117,312	16,8813 02	<del>7.17:2:1</del>
<del>Executive Strategic</del> Director*	5	<del>81,5497</del> 9,950	16,8813 02	<del>4.89:1</del>
<del>Assistant</del> Director/Heads of Service	1	<del>50,9954</del> 9,995	16,8813 02	3.04:1
<del>Assistant</del> Director/Heads of Service*	2	<del>52,5185</del> 1,487	16,8813 02	3.12:1
<del>Assistant</del> Director/Heads of Service	3	<del>54,0405</del> 2,980	16,8813 02	<del>3.22:1</del>
<del>Assistant</del> Director/Heads of Service	5	<del>57,0845</del> 5,965	16,8813 02	3.4:4:1

4.4. The tables in section 4 are available in a CVS file in the Transparency Section of the Council's Website.

#### 5. Definition of Lowest-paid employees

5.1. Following the implementation of Single Status and the NJC Job Evaluation Scheme, local grades were implemented as set out at Appendix One to the Pay Agreement.

The lowest paid employee is determined by those whose job evaluation score was below 301 points. These employees were placed on Grade 1, which is a fixed point grade.

5.2. The Council adopted the Living Wage with effect from 1<sup>st</sup> December 2013. The pay rates for Grades 1 or 2 of the local grades are lower than the Living Wage therefore employees who are evaluated on Grades 1 and Grade 2 are paid the Living Wage.

5.3. The annual full time equivalent value of the Living Wage from April 2018~~6~~ is £16,881302. This will be updated when the Living Wage is reviewed in November 2019~~6~~.

5.4. With funding from the residual Working Neighbourhoods Fund, the Council will be engaged in an Apprentice scheme during 2018/19 for a number of eligible 16 to 18 year olds. To reflect the nature and duration of their employment, this group of employees will not be paid in accordance with the local grades pay scale and will be paid the minimum wage rate for their age and not the national minimum wage for apprentices. The annual full time equivalent values of the minimum wage for these age groups are £8103.027,747 and £11,382,820,707.

6. This section sets out the Council's Policies relating to the requirements under Regulation 38(4) of the Localism Act.

6.1. The level and elements of remuneration of each Chief Officer

6.1.1. This is set out in section 4.2.

6.2. Remuneration of Chief Officers on recruitment

6.2.1. Decisions on the appropriate appointment within the grade for Chief Officer with a joint appointment are recommended to Full Council by an Appointments Panel.

6.3. For Chief Officers without a joint role, recruitment will normally be to the first point of the grade, or in exceptional circumstances (~~as agreed with the Joint Assistant Director Head of Human Resources and Payroll~~) will reflect a level commensurate with candidates existing skills and existing skills and experience in the job.

6.4. Increases and additions to remuneration of each Chief Officer

6.4.1. Incremental progression for joint posts are applied at 1st April each year subject to there being at least 6 months service in post at this date, otherwise the increment will be applied between 2<sup>nd</sup> April and 30<sup>th</sup> September once 6 months service has been achieved

6.4.2. Incremental progression for non joint posts for new recruits or existing employees who apply for and are appointed to a new post (including secondments). In both cases, increments will only become due from 1<sup>st</sup> of the month following completion of 12 month's service with the Council from appointment to post. Following this future increments will be awarded automatically on the anniversary of the first increment until the top of the grade is reached. ( from pay agreement 2.2.3)

6.4.3. Honoraria and ex gratia payments

6.4.3.1. The Council does not make ex gratia payments.

6.4.3.1.1. A honorarium is payable in circumstances where an employee temporarily takes on duties and responsibilities which are at a higher level than those carried out within their substantive post. This is known as an 'Acting Up Allowance' and details of how this is applied to all employees, including Chief Officers is set out in Paragraph 5.2 on page 15 of the Pay Agreement.

6.5. The Council does not use performance related remuneration.

6.6. The Council does not pay any bonuses.

6.7. Payment to Chief Officers on ceasing to hold office or employment with the Council

6.7.1. In the case of redundancy, the policy of the Council is to use its discretions under (The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended) to pay compensation on the basis of actual weekly pay (Regulation 5);

6.7.2. However as the Senior Management of the Council work on a shared basis with North East Derbyshire District Council, whose policy on redundancy uses a multiplier on the national redundancy table, compensation is calculated on the basis of a combination of both schemes as follows:

6.7.2.1.1. Service up to date of joint appointment: based on original Council's scheme.

6.7.2.1.2. Service after date of joint appointment: based on 50% per each Council's scheme.

6.8. The publication of and access to information relating to remuneration of Chief Officers.

6.8.1. The Council will publish this pay policy statement within the transparency section on its website.

6.8.2. The tables in section 4 are available in a CVS file in the Transparency Section of the Council's Website.

6.8.3. For further information about this pay policy statement please contact the Councils on 01246 242424 and ask for the HR and Payroll Section.



## 7. Other Terms and Conditions

### 7.1. Place of Work

7.1.1. The principal place employment shall be the main offices of both Councils. If required to work at a different location no relocation payment is made. Travel expenses for journeys between the main Council offices will not attract expense payment unless the purpose of the journey is to attend a meeting.

### 7.2. Hours of Work

7.2.1. The hours of work are a minimum of 37 hours per week, for joint posts this is across both Councils. Due to the nature of the post the precise cannot be specified, generally it is expected that a reasonable amount of hours is worked necessary to carry out duties of the post and will include evening and weekend meetings as appropriate and bank holiday working in an emergency.

### 7.3. Secondary Employment

7.3.1. Notification of any additional employment must be given to the Council or Councils for joint post. This is to ensure that there is no conflict of interest and to meet the Council obligations under the working time regulations.

### 7.4. Holiday Entitlement

7.4.1. For joint posts the annual leave entitlement across both Councils is 36 days per year plus 3 days per annum to cover the Christmas closedown period. The leave year runs from 1<sup>st</sup> April to 31 March annually.

7.4.2. For non joint post the annual leave entitlement is 31 days plus 3 days per annum to cover the Christmas closedown.

7.4.3. All Chief Officers are entitled to 8 bank holidays plus any additional bank holidays agreed at national level.

### 7.5. Pensions

7.5.1 Employees of the Council pay a contribution to the Pension Scheme relative to their annual full-time equivalent pensionable pay (including pensionable allowances). The contribution rate for 201~~87/198~~ ~~has increased to~~ 13.7% ~~from 11.7%~~

Band	Whole-time Pay Range (1 <del>87/198</del> )	Contribution rate
1	Up to and including £1 <del>4,100</del> <del>3,600</del>	5.5%
2	Above £1 <del>4,103,610</del> and up to £2 <del>2,000</del> <del>1,200</del>	5.8%

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3	Above £24,001,200 and up to £35,700,400	6.5%
4	Above £35,701,400 up to £45,200,500	6.8%
5	Above £45,201,500 up to £63,100,700	8.5%
6	Above £63,101,700 up to £89,400,000	9.9%
7	Above £89,401,000 up to £105,200,200	10.5%
8	Above £105,201,200 up to £157,800	11.4%
9	Above £157,801	12.5%

The Employer's contribution at BDC is currently 13.7% of pensionable pay.

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7.5.2 There are a number of discretions available under the Local Government Pension Scheme, and as a matter of policy, BDC does not exercise any discretion that would represent a cost to the Council.

7.5.3 In respect of the following discretion, the Council has a general policy that any flexible retirement must normally be at no cost to the Council.

- Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement).

7.5.4. The Council has a policy to apply the following discretion:-

- Whether to base redundancy payments on the employee's actual weeks pay rather than limit a weeks pay to the statutory maximum.

7.5.5. Re-employment of employees in receipt of a pension

Under the terms of the Local Government Pension scheme, an employee who has retired from local government service and is in receipt of a pension may reapply for local government employment. However where this happens the pension is subject to abatement, i.e. if the pension added to the new salary is higher than the original salary then the amount of pension will be reduced accordingly. There are currently no re-employed pensioners in senior management positions.

7.6. Car Allowances

7.6.1. North East Derbyshire Chief Officers are entitled to claim the lowest band of the national car allowances in the National Car Allowance Scheme for Chief Officers. Currently a lump sum of £846 per

annum and 36.9p per mile to 8,500 miles and 13.7p thereafter for business journeys.

- 7.6.2. Bolsover District Council pay the HMRC rates for business journeys (currently 45p per mile and 5p per mile for passengers)
- 7.6.3. Chief Officers with joint post may choose which car allowance scheme to be paid under.

## 8. Terms and Conditions of Service

The Chief Executive is employed under the terms and conditions of service of the Joint Negotiating Committee for Chief Executives of Local Authorities, and Directors under the terms and conditions of service of the Joint Negotiating Committee for Chief Officers of Local Authorities. There are currently no additional local agreements relating to the employment of Chief Officers that represent a charge on the public purse, with the exception of election duties (see following paragraph).

### 8.1. Election Duties

The fee for Returning Officer duties is dependent upon the type of election, and is prescribed by Central Government by means of a Fees and Charges Order.

## 9. Other financial benefits

The Chief Executive and the Council's [Strategic Directors](#) and [Heads of Service](#) ~~[Assistant Directors](#)~~ are not in receipt of any financial benefits that are not also available to other employees.

Chief Officers are exempt from receiving the following benefits which other employees receive:

- Shift Allowance
- Weekend Working
- Bank Holiday Working
- Overtime Payments
- Standby/Call Out Payments/~~Flexible Working~~