

To: Chairman & Members of the Council

The Arc
High Street
Clowne
Derbyshire
S43 4JY

Date: 9th July 2019

Dear Sir or Madam,

You are summoned to attend a meeting of the Bolsover District Council on **Wednesday 17th July 2019 at 1000 hours in the Council Chamber, The Arc, High Street, Clowne.**

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 4.

This meeting may be subject to filming or audio recording. If you have any queries regarding this please contact the Governance Team on 01246 217753

Yours faithfully,



Joint Head of Corporate Governance & Monitoring Officer



We speak your language
Polish **Mówimy Twoim językiem**
Slovak **Rozprávame Vaším jazykom**
Chinese **我们会说你的语言**

**If you require this agenda in large print
or another format please call us on 01246 217753**

If you require an adjustment to enable you to participate in or access the meeting please contact the Governance Team at least 72 hours before the meeting starts.



COUNCIL

AGENDA

WEDNESDAY 17th July 2019 AT 1000 HOURS IN THE COUNCIL
CHAMBER, THE ARC, CLOWNE

Item No.		Page No.(s)
1.	Apologies for Absence	
2.	Declarations of Interest 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.	Chair's Announcements To receive any announcements that the Chair of the Council may desire to lay before the meeting.	
4.	Minutes To approve the Minutes of the Council meeting held on 22 nd May 2019	5 to 26
5.	Questions from the Public In accordance with Council Procedure Rule 8, to allow members of the public to ask questions about the Council's activities for a period of up to fifteen minutes. A question may only be asked if notice of seven clear working days has been given.	None
6.	Questions from Members In accordance with Council Procedure Rule 9, to allow Members to ask questions about Council activities. A question may only be asked if notice of seven clear working days has been given.	None

7.	Motions In accordance with Council Procedure Rule 10, to consider motions on notice from Members. a) Moved by Cllr N Hoy in reference to Climate Emergency b) Moved by Cllr J Watson in reference to the Schedule of Meetings c) Moved by Cllr D Dixon in reference to Member's Allowances	27 to 30
8.	Reports on urgency decisions taken by the Executive 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
9.	Recommended Items To receive any items recommended for Council consideration from meetings of the Executive or Committees.	None
10.	Leader to Announce Changes to Executive and Portfolios To note the changes to the Leader's Executive and their Portfolios.	Page 31
11.	Revised Committee Appointments and Outside Bodies To receive a report of the Chief Executive Officer outlining changes to the Council's Political Balance and changes to Appointments.	32 to 41
12.	Annual Scrutiny Report To provide Members of the Council with an annual overview of the work programme of the Scrutiny Committees during 2018/19.	42 to 44 Plus Appendix
13.	Annual Standards Report To enable Council to review the work that has been undertaken by the Standards Committee during the municipal year 2018/19.	45 to 54

14.

Pay Policy Statement 2019/2020

55 to 57

To consider and approve the Council's Pay Policy Plus Appendix Statement

AT THE CONCLUSION OF COUNCIL:

1) Presentation from the Release Charity

Paul Stears– Release Charity, to give a presentation on the work of the charity following receipt of funds through the Armed Forces Covenant.

2) Planning Briefing for all Members

ANNUAL COUNCIL

Minutes of the Annual Meeting of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Wednesday 22nd May 2019 at 10.00 hours.

PRESENT:-

Members:-

Councillor T. Munro in the Chair

Councillors D. Adams, A. Bailey, R. J. Bowler, D. Bullock, T. E. Cannon, A. Clarke, N. Clarke, P. Clough, P. A. Cooper, D. C. Dixon, M. A. Dixon, M. J. Dooley, D. P. Downes, S. W. Fritchley, R. Heffer, N. Hoy, A. Joesbury, C. J. Kane, T. Kirkham, D. McGregor, C. R. Moesby, T. I. Munro, E. Parkin, G. J. Parkin, S. Peake, P. Roberts, D. P. Salt, E. Smyth, J. Tait, R. Turner, R. Walker, D. Watson, J. 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), Theresa Fletcher (Interim Section 151 Officer) and Nicola Calver (Joint Governance Manager).

0001. ELECTION OF CHAIRMAN 2019/20

Councillor T Munro sought nominations for the position of Chairman of the Council for the 2019/20 municipal year.

Moved by Councillor C. Moesby by and seconded by Councillor S. Fritchley.

RESOLVED that Councillor T Munro be appointed Chairman of the Council for the 2019/20 municipal year.

Having signed the Declaration of Acceptance of Office and re-accepted the Chains of Office, Councillor T Munro was duly appointed and resumed to Chair the meeting.

0002. APPOINTMENT OF VICE CHAIRMAN 2019/20

Moved by Councillor C. Moesby and seconded by Councillor S. Fritchley.

RESOLVED that Councillor R Turner be appointed Vice Chairman of the Council for the 2019/20 municipal year.

Having made the Declaration of Acceptance of Office and re-accepted 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 J. Bryson, J. A. Clifton and P.A. Cooper.

ANNUAL COUNCIL

0004. DECLARATIONS OF INTEREST

There were no interests declared at this meeting.

0005. CHAIR'S ANNOUNCEMENTS

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

The Chairman invited Claire Bergman from Stubbin Wood School to address the meeting in relation to the iVenture Initiative (the Chairman's nominated charity for the 2018/19 Civic Year). Ms Bergman introduced a number of her students who had undertaken 15 months of fundraising to meet the £10,500 target required to fund 21 young people to participate in a conservation project in South Africa. Thanks were expressed to the Chairman of the Council who had raised the profile of the Charity as well as fundraising.

The Chairman thanked Ms Bergman and presented her a cheque for £2,400 in support of iVenture 19.

Members wished the young people good luck for a successful trip and looked forward to hearing from them on their return.

0006. ELECTION OF THE LEADER OF THE COUNCIL

Nominations were received for the role of Leader of the Council for the forthcoming four year term. One nomination was received from the floor for Councillor S. Fritchley to undertake this role. In accordance with Rule 14.4 of the Council's Procedure Rules, a recorded vote was requested by Councillors R. Walker, A. Bailey, and D. Salt.

For the Motion – 23 (Councillors D. Adams, R. Bowler, A. Clarke, N. Clarke, P. Clough, P. A. Cooper, M. J. Dooley, D. P. Downs, S. Fritchley, R. Heffer, A. Joesbury, C. J. Kane, T. Kirkham, D. McGregor, C. R. Moesby, T. Munro, S. Peake, P. Roberts, E. Smyth, J. Tait, R. Turner, D. Watson and J. Wilson)

Against the Motion – 8 (Councillors A. Bailey, D. Bullock, T. Cannon, E. Parkin, G. Parkin, D. Salt, R. Walker and J. Watson)

Abstentions – 3 (D. Dixon, M. Dixon and N. Hoy)

The Motion was carried.

Moved by Councillor C Moesby, seconded by Councillor D McGregor.

RESOLVED that Councillor S Fritchley be appointed as Leader of the Council for a four year term.

0007. APPOINTMENT OF DEPUTY LEADER AND THE EXECUTIVE

Councillor S. Fritchley, Leader of the Council advised of the Portfolios for the Executive Members appointed for 2019/2020. This was confirmed as follows:-

ANNUAL COUNCIL

Councillor Stephen Fritchley – Leader, Overall Policy and Strategic Planning
Councillor Duncan McGregor – Deputy Leaver, Corporate Governance
Councillor Sandra Peake – Housing and Environment
Councillor Mary Dooley – Partnerships and Transformation
Councillor Clive Moseby – Finance and Resources

Councillor S. Fritchley expressed his desire to work cross party for the betterment of the Authority and to put to one side political differences in the best interests of the people of Bolsover District.

He further advised that the appointment of his Cabinet was an interim measure and he would be exploring an extension of the Cabinet over the forthcoming weeks.

Councillor D. Watson congratulated Councillor S Fritchley on his appointment as Leader of the Council and welcomed the invitation to work cross party in partnership. Councillor D. Dixon spoke of his disappointment that opposition Members had been unable to collaborate to create an alternative Cabinet.

Moved by Councillor C Moesby, seconded by Councillor D. Downes.

RESOLVED that the Cabinet positions and Portfolios for the 2019/2020 municipal year as set out in Appendix A to these Minutes be noted.

0008. REVIEW OF THE COUNCIL'S CONSTITUTION

Members gave consideration to a report of the Joint Head of Corporate Governance and Monitoring Officer suggesting proposed amendments to the Council's Constitution for adoption as part of the Annual Review.

New Members were advised that the Constitution was the Council's Rule Book, setting out how the Council operated and how it was to make its decisions. Council approved the latest version of the Constitution at the Annual Meeting in May 2018. Further, the Council was required by law to prepare and keep up to date a Constitution, and ensure that all procedures to be followed were efficient, transparent, and accountable to local people.

Under the guidance of the Monitoring Officer the Standards Committee had undertaken an annual review of the Constitution to ensure that it was up to date and in line with legislation. Each of the areas for review had been set out in detail along with a rationale for the amendments proposed within Appendix 1 to the report and a tracked changes version of the Constitution detailing all amendments had been available to all Members prior to the meeting.

Proposed by Councillor C Moesby and seconded by Councillor D. Downes.

RESOLVED that:

- (1) that the amendments of the Constitution detailed in Appendix 1 as set out in Appendix 2 be approved, and
- (2) that delegated power be given to the Monitoring Officer to make changes to the Constitution arising from any new legislation, administrative errors, or conflicts in interpretation.

ANNUAL COUNCIL

0009. ESTABLISHMENT AND APPOINTMENT OF COMMITTEES AND ADVISORY GROUPS 2019/2020

In line with the provisions within the Council's Constitution, the Annual Meeting of Council is required to appoint to Committees as the Council considers appropriate to deal with matters which are only reserved to the Council meeting nor are executive functions, decide the terms of reference for those Committees, and decide the allocation of seats to political groups in accordance with the political balance rules.

The report of the Chief Executive Officer, setting out this information was tabled at the meeting. Within the report it was explained that the Terms of Reference for each Committee had been presented earlier in the meeting as part of the Review of the Constitution and was deemed as accepted.

Members gave consideration to Appendix 1 to the report which set out the allocation of Committee seats which best met the requirements of Section 15 of the Local Government and Housing Act 1989 as far as reasonably practicable. Within this allocation, political groups were requested to nominate Members to serve on Committees and Advisory Groups with effect from 22 May 2019 for the 2019/2020 Municipal Year.

Nominations received prior to the meeting were set out in Appendix 2 to the report. The report presented was verbally updated advising of nominations received from the Conservative Group for Councillor M. Dixon to sit on the Licensing Committees and Councillor D. Dixon to sit on the New Bolsover Joint Committee.

Moved by Councillor C Moesby, seconded by Councillor S Fritchley.

RESOLVED that:

- 1) the Council's Committees, along with their Terms of Reference, as set out in the revised Constitution, presented to this meeting, be established for the 2019/2020 Municipal Year in accordance with Council Procedure Rule 1.1K; (2) the size of the Committees as set out within the Appendices to the report be agreed for the 2019/2020 Municipal Year in accordance with Council Procedure Rule 1.1K;
- 2) the size of the Committees as set out within the Appendices to the report be agreed for the 2019/2020 Municipal Year in accordance with Council Procedure Rule 1.1K;
- 3) it be agreed that the allocation of seats on Committees is in accordance with the political balance rules; and
- 4) the appointment of Committees as set out in Appendix 2 and amended verbally at the meeting be agreed, and that any vacancies within agreed proportionality, be agreed between Group Leaders and the Chief Executive.

The report circulated at the meeting is attached as Appendix B to these Minutes.

ANNUAL COUNCIL

0010. APPOINTMENT OF CHAIRS AND VICE CHAIRS OF COMMITTEES 2019/20

The nominations received for Chairs and Vice-Chairs of Committees and Advisory Bodies in relation to Agenda Item 10 was marked to follow and circulated at the meeting.

Nominations were received verbally at the meeting for the position of Chair and Vice-Chair and after having been moved by Councillor D Watson and seconded by Councillor E Smith, Councillor R Heffer was appointed as Chairman of the Licensing Committee and Councillor A Joesbury was appointed as the Vice-Chairman of the Licensing Committee.

All other nominations were moved en bloc by Councillor C. Moesby and seconded by Councillor S. Fritchley.

RESOLVED that the nominations for the positions of Chairs and Vice Chairs of Committees and Advisory Bodies in the municipal year 2019/20 as set out in **Appendix C** to these minutes be approved.

0011. APPOINTMENT OF REPRESENTATTIVES TO SERVE ON OUTSIDE BODIES 2019/20

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.

Agenda Item No 11 marked to follow on the Agenda was circulated hard copy at the meeting. A verbal update to the nominations was given at the meeting to replace Councillor Tom Munro with Councillor Tom Kirkham on the National Coal Mining Museum Liaison Committee.

Moved by Councillor C Moesby and Seconded by Councillor S Fritchley.

RESOLVED that the nominations to Outside Bodies for the municipal year 2019/20 as set out in **Appendix D** to these minutes be approved.

0012. THE SCHEME OF DELEGATION

Members gave consideration to a report of the Joint Head of Corporate Governance and Monitoring Officer requesting for Council to approve the Scheme of Delegation as outlined in Part 3 of the Council's Constitution. The Monitoring Officer advised that it was a requirement under Council Procedure Rule 1.1 of the Council's Constitution that the Annual Meeting agrees the Scheme of Delegation. This Scheme also outlined Proper Officer provisions. It was noted that the Scheme of Delegation had been amended as set out in the review of the Constitution Report considered earlier in the meeting.

Moved by Councillor C. Moesby and seconded by Councillor S. Fritchley.

RESOLVED that the Council's Scheme of Delegation as set out the Council's Constitution be approved.

ANNUAL COUNCIL

0013. OPERATION OF URGENCY RULES AND FINANCIAL LIMITS FOR KEY DECISIONS

Council considered a report of the Joint Head of Corporate Governance and Monitoring Officer, which advised of decisions taken under special urgency rules over the previous 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. One decision had been taken under special urgency rules and was detailed in Appendix 1 to the report.

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 C Moseby and seconded by Councillor R Walker.

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)

0014. MINUTES OF PREVIOUS MEETINGS

Members gave consideration to the Minutes of the meeting of Council held on 3 April 2019 and an amendment was requested on page 62 so that the final line would read

"a presentation of flowers was made from the opposition group".

Moved by Councillor M Dooley and seconded by Councillor A Joesbury.

RESOLVED that the Minutes of the meeting of the Council held on 3th April 2019 be approved as a correct record and signed by the Chair.

ANNUAL COUNCIL

0015. QUESTIONS FROM THE PUBLIC

In accordance with Council Procedure Rule No 8, Members of the Public were allowed to ask questions about the Council's activities for a period of up to 15 minutes. The replies to any such questions would be given by the appropriate Cabinet Member. Questions must be received in writing or by e-mail to the Monitoring Officer by 12 Noon, seven clear working days prior to the meeting. Members were in receipt of one question for consideration at the meeting, which was set out at pages 63 to 65 of the report pack.

The Chairman of the Council invited Mrs Kate Heasman to ask her question of Leader of the Council which was as follows:-

i) Question submitted by Kate Heasman directed to the Leader of the Council

A significant number of councils along the proposed HS2 route have written to the Government urging Ministers to halt all work on HS2 amid warnings of the destruction being caused to communities. I have attached a letter from Buckinghamshire County Council for your information.

They have requested that HS2 be banned from carrying out further work, including ground investigations, demolitions and construction of access roads until the end of the year when ministers are due to decide on issuing a formal 'Notice to Proceed' to HS2 Ltd. (which was previously due to be issued in June).

It is important that this district, which it has been acknowledged, will be a 'net loser' from HS2, seeks written assurances that no preliminary works, removal of trees, hedgerows and demolitions of properties takes place within its boundaries until such time as formal 'Notice to Proceed' has been given to HS2 Ltd. by the Government.

To this end, would Bolsover District Council write to the Secretary of State for Transport, Chris Grayling, the Secretary of State for the Environment and HS2 Ltd asking to gain written confirmation of such assurances for its residents and in support of fellow councils?

Mrs Heasman wished to express her thanks to Councillor A Syrett, former Leader of Bolsover District Council for her support in relation to HS2 matters and concerns expressed by Newton and Blackwell Parishes.

Councillor S Fritchley in responding to the question also pledged his support in regard of HS2 matters and advised that Councillor C Moesby had been appointed to the HS2 Mitigation Group for a further year. In accordance with the question put, he gave assurance that a letter would be drafted and read out some extracts from a draft response. He gave assurance that no preliminary works would take place within Bolsover District until the Notice to Proceed had been issued to HS2 Ltd.

0016. QUESTIONS FROM MEMBERS UNDER PROCEDURE RULE 9.2

In accordance with Council Procedure Rule 9.2 Members were permitted to ask the Chair of Council, or relevant Committee or the appropriate Executive Member, questions about Council activities. No questions had been submitted under Council Procedure Rule 9.2 for this meeting.

ANNUAL COUNCIL

0017. MOTIONS FROM MEMBERS UNDER PROCEDURE RULE 10

In accordance with Council Procedure Rule 10 Councillors were able to submit Motions on Notice for Consideration at meetings of Council. The following Motion was submitted for consideration by Councillor N. Hoy.

'Bolsover District Council resolves that all public meetings and sub committees (excluding those items held in exemption) are live streamed through all supported media outlets that it currently manages, as well as any future social media platforms it may use.'

Council resolves to evaluate if all public meetings and sub committees (excluding those items held in exemption) should be live streamed through all supported media outlets that it currently manages, as well as any future social media platforms it may use.'

In presenting her Motion, Councillor N. Hoy advocated transparency for consideration of Council business and advised that some members of the public were unable to attend meetings of Council or Committees to watch meetings due to barriers such as health, transport and time restrictions. With 85% of the population being active internet users it was hoped that recording and live streaming meetings would provide the level of openness expected by residents of the District.

Councillor R Walker duly seconded the motion.

The Leader of the Council, Councillor S Fritchley agreed wholeheartedly with the motion put, and in advance of the meeting, he had made arrangements for the Annual Meeting to be filmed.

An amendment was proposed by Councillor S Fritchley and seconded by Councillor D McGregor which amended the final paragraph to state

“Council resolves to evaluate if all public meetings and sub-committees (excluding those held in exemption) should be live streamed through all supported media outlets that it currently manages, as well as any future and social media platforms it may use.”

A further amendment was made to the amendment to stipulate that the evaluation would take place within a ***'3 month period.'*** On being put to the vote the amendment to the amendment was accepted and the amendment agreed as the substantive motion.

RESOLVED that

1. the details set out in the motion be noted, and;
2. it be agreed to evaluate within a 3 month period if all public meetings and sub-committees (excluding those held in exemption) should be live streamed through all supported media outlets that it currently manages, as well as any future social media platforms it may use.

ANNUAL COUNCIL

0018. PART 2 OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS ACT) 1976 WITHIN THE DISTRICT OF BOLSOVER

On 3 April 2019 Council approved the intention to pass a resolution to adopt, to the extent it was not already in force, the provisions of the Local Government (Miscellaneous Provisions) Act 1976. Members gave consideration to a report explaining what steps had been taken so far to set out the final stages of the legal process to confirm the re-adoption of the 1976 Act for the whole of Bolsover District Council administrative area. The Deputy Monitoring Officer explained that there was no intention to change the existing position with respect to Part 2 of the 1976 Act, therefore all policies, practices, conditions and delegations would continue unchanged where applicable.

It was confirmed that arrangements had been made for the Notice of the Council's Intention to pass this resolution had been published for two consecutive weeks in a local newspaper in order to evidence compliance with certain matters prior to the adoption resolution. The wording of the Notice was set out in Appendix 1 to the report. Further a copy of the Notice was served by e-mail to the Clerks of the relevant Parish and Town Councils and a list of these Councils was set out in Appendix 2.

Proposed by Councillor T Munro, seconded by Councillor S Fritchley.

RESOLVED that;

- 1) the Council adopt, to the extent that they are not already in force, the provisions of Part 2 of the 1976 Act in relation to the whole District as set out in Annex 3 to the report; and
- 2) it be agreed that adoption of Part 2 of the 1976 Act shall come into effect on 23 June 2019, this being a date not less than one month after the day the resolution was passed.

0019. CHAIR'S URGENT BUSINESS

The Chairman of the Council advised Members of the final Member Induction Session which would commence at 1.00 pm that day – "Know your Council". Further he advised that he had chosen "Just Good Friends Clubs" as his chosen charity for the 2019/2020 Civic Year. These Clubs had been set up 20 years previous where two members of the community had identified a lack of opportunities for people with learning difficulties to socialise. It was noted that a network of Clubs had been established across the District.

The meeting closed at 11.09 am.

CABINET MEMBER RESPONSIBILITIES
2019/20

NAME	RESPONSIBILITIES
Councillor Stephen Fritchley Leader	Overall Policy and Strategic Planning <ul style="list-style-type: none"> • Economic Development and Growth • Local Enterprise Partnerships • External Contacts • Combined Authorities • Media • ICT • Property and Commercial Services
Councillor Duncan McGregor Deputy Leader	Corporate Governance <ul style="list-style-type: none"> • Democratic Services • Elections • Health & Safety • Human Resources • Legal
Councillor Sandra Peake	Housing and Environment <ul style="list-style-type: none"> • Environmental Health and Licensing • Housing • Housing Strategy • Member Development • Street Scene
Councillor Mary Dooley	Partnerships and Transformation <ul style="list-style-type: none"> • Partnership Strategy • Customer Services • Health & Wellbeing • Parish and Town Council Engagement • Leisure • Transformation Programme • Social Inclusion
Councillor Clive Moesby	Finance and Resources <ul style="list-style-type: none"> • Financial systems • Audit & Procurement • Treasury Management • Revenues & Benefits • Low Carbon Initiatives • Sustainable Energy • Community Safety • Performance • Emergency Planning

BOLSOVER DISTRICT COUNCIL

ANNUAL COUNCIL MEETING 22nd MAY 2019

APPOINTMENT OF COMMITTEES AND ADVISORY GROUPS

COMMITTEES

COMMITTEE:	LABOUR GROUP	INDEPENDENT GROUP A	INDEPENDENT GROUP B	NON-ALIGNED INDEPENDENTS	CONSERVATIVE GROUP	LIBERAL DEMOCRAT MEMBER
Growth Scrutiny Committee (11)	(5) Cllrs Tricia Clough, Christopher Kane, Tom Kirkham, Tom Munro, Jen Wilson	(3) Cllrs Jim Clifton, Derek Adams, Deborah Watson	(1) Cllr James Watson	(1) TBC	(1) TBC	(0)
Customer Services and Transformation Scrutiny Committee (10)	(5) Cllrs Rose Bowler, Anne Clarke, Tricia Clough, Paul Cooper, Rita Turner	(2) Cllrs Dexter Bullock, Ray Heffer	(1) Cllr Allan Bailey	(1) TBC	(1) TBC	(0)
Healthy, Safe Clean and Green Scrutiny Committee (11)	(5) Cllrs Nick Clarke, Pat Cooper, David Downes, Tom Munro, Janet Tait	(2) Cllrs Andrew Joesbury, Peter Roberts	(2) Cllrs Dan Salt, Ross Walker	(1) TBC	(0)	(1) Cllr Natalie Hoy
Budget Scrutiny Committee (32)	(13) All Non- Executive Members	(8) All Non- Executive Members	(5) All Non- Executive Members	(3) All Non- Executive Members	(2) All Non- Executive Members	(1) All Non- Executive Members
Audit Committee (6 plus co-opted Members) Independent Representative to be appointed	(3) Cllrs Christopher Kane, Tom Munro, Tom Kirkham	(1) Cllr Liz Smyth	(1) Cllr Dan Salt	(0)	(1) TBC	(0)
Employee Appeals Committee (3)	(2) Cllrs Nick Clarke and Janet Tait	(1) Cllr Liz Smyth	(0)	(0)	(0)	(0)
Deputies (3)	(2) Cllrs Sandra Peake and Rita Turner	(0)	(1) Cllr Tracey Cannon	(0)	(0)	(0)

APPENDIX B

<p>General Licensing / Licensing and Gambling Acts Committee</p> <p>Sub-Committees of these Parent Committees will be appointed at the first meeting</p> <p>(15 and 15)</p>	<p>(7)</p> <p>Cllrs Rose Bowler, Pat Cooper, Paul Cooper, Mary Dooley, Steve Fritchley, Sandra Peake, Janet Tait</p>	<p>(3)</p> <p>Cllrs Ray Heffer, Andrew Joesbury, Peter Roberts</p>	<p>(2)</p> <p>Cllr Tracey Cannon, Ross Walker</p>	<p>(1)</p> <p>TBC</p>	<p>(1)</p> <p>Cllr Maxine Dixon <i>(Added at the meeting)</i></p>	<p>(1)</p> <p>Cllr Natalie Hoy</p>
<p>Planning Committee</p> <p>(18)</p>	<p>(9)</p> <p>Cllrs Anne Clarke, Nick Clarke, Paul Cooper, Steve Fritchley, Christopher Kane, Duncan McGregor, Tom Munro, Janet Tait, Jen Wilson</p>	<p>(4)</p> <p>Cllrs Liz Smyth, Deborah Watson, Jim Clifton, Derek Adams</p>	<p>(2)</p> <p>Cllrs Dan Salt, Allan Bailey</p>	<p>(2)</p> <p>TBC</p>	<p>(0)</p>	<p>(1)</p> <p>Cllr Natalie Hoy</p>
<p>High Hedges Committee</p> <p>(6)</p>	<p>(3)</p> <p>Cllrs Anne Clarke, Christopher Kane, Tom Munro</p>	<p>(1)</p> <p>Cllr Dexter Bullock</p>	<p>(1)</p> <p>Cllr James Watson</p>	<p>(0)</p>	<p>(1)</p> <p>TBC</p>	<p>(0)</p>
<p>Safety Committee (Safety Visits Panel to be determined by Safety Committee)</p> <p>(5)</p>	<p>(2)</p> <p>Cllrs Nick Clarke and Tricia Clough</p>	<p>(1)</p> <p>Cllr Andrew Joesbury</p>	<p>(0)</p>	<p>(1)</p> <p>TBC</p>	<p>(1)</p> <p>TBC</p>	<p>(0)</p>
<p>Standards Committee</p> <p>(6)</p>	<p>(3)</p> <p>Cllrs Tricia Clough, David Downes, Clive Moesby</p>	<p>(2)</p> <p>Cllr Deborah Watson, Cllr Andrew Joesbury</p>	<p>(1)</p> <p>Cllr James Watson</p>	<p>(0)</p>	<p>(0)</p>	<p>(0)</p>
<p>Union Employee Consultation Committee</p> <p>(6 plus union reps)</p>	<p>(3)</p> <p>Cllr Mary Dooley, Tom Kirkham, Rita Turner</p>	<p>(1)</p> <p>Cllr Derek Adams</p>	<p>(1)</p> <p>Cllr Ross Walker</p>	<p>(1)</p> <p>TBC</p>	<p>(0)</p>	<p>(0)</p>

JOINT COMMITTEES

COMMITTEE:	LABOUR GROUP	INDEPENDENT GROUP A	INDEPENDENT GROUP B	NON-ALIGNED INDEPENDENTS	CONSERVATIVE GROUP	LIBERAL DEMOCRAT MEMBER
ICT Shared Services Committee (3 from BDC plus CBC and NEDDC)	(1) Cllr Steve Fritchley	(1) Vacant	(1) Cllr Dan Salt	(0)	(0)	(0)
Joint Employment and Appeals Committee (4)	(3) Cllrs Mary Dooley, Steve Fritchley, Duncan McGregor	(1) Leader of Minority Group	(0)	(0)	(0)	(0)
Shared Services Scrutiny Committee (also known as Joint Scrutiny Panel) (3)	(1) Cllr Jen Wilson	(1) Cllr Ray Heffer	(1) Cllr Tracey Cannon	(0)	(0)	(0)
Strategic Alliance Joint Committee (9 from BDC and 9 from NEDDC)	(5) Cllrs Mary Dooley, Steve Fritchley, Duncan McGregor, Clive Moesby, Jen Wilson	(2) Cllrs Liz Smyth, Deborah Watson	(1) Cllr James Watson	(1) TBC	(0)	(0)
New Bolsover Joint Committee (10)	(5) Cllrs Rose Bowler, Anne Clarke, Christopher Kane, Tom Munro, Sandra Peake	(2) Cllr Derek Adams VACANT	(1) Cllr Allan Bailey	(1) TBC	(1) Cllr David Dixon <i>(Added at the meeting)</i>	(0)

ADVISORY GROUPS

GROUP:	LABOUR GROUP	INDEPENDENT GROUP A	INDEPENDENT GROUP B	NON-ALIGNED INDEPENDENTS	CONSERVATIVE GROUP	LIBERAL DEMOCRAT MEMBER
Local Plan Steering Group (8)	(4) Cllrs Nick Clarke, Christopher Kane, Tom Munro, Janet Tait	(2) Cllrs Jim Clifton, Derek Adams	(1) Cllr Allan Bailey	(1) TBC	(0)	(0)
Pleasley Park and Vale Conservation Area Working Group (5)	(3) Cllrs Christopher Kane, Tom Kirkham, Tom Munro	(1) Cllr Liz Smyth	(1) Cllr Allan Bailey	(0)	(0)	(0)
Member Development Working Group (7)	(3) Cllrs David Downes, Tom Munro, Sandra Peake	(1) Cllr Deborah Watson	(1) Cllr Tracey Cannon	(0)	(1) TBC	(1) Cllr Natalie Hoy
Tenant Participation review and Development Group (5)	(3) Cllrs Rose Bowler, Sandra Peake, Jen Wilson	(1) Cllr Peter Roberts	(1) Cllr Dan Salt	(0)	(0)	(0)

NOMINATIONS TO CHAIRS AND VICE-CHAIRS OF COMMITTEE AND ADVISORY BODIES 2019/20

	Committee/Regulatory Body	Labour Group nomination	Other nomination
a)	Growth Scrutiny Chair Vice Chair	Councillor Jen Wilson Cllr Tricia Clough	
b)	Customer Services and Transformation Scrutiny Chair Vice Chair	Councillor Rose Bowler Councillor Rita Turner	
c)	Healthy, Safe, Clean and Green Scrutiny Chair Vice Chair	Councillor David Downes Councillor Pat Cooper	
d)	Budget Scrutiny Chair Vice Chair	Councillor Jen Wilson Councillor Rose Bowler	
d)	Audit Chair Vice Chair	Councillor Tom Munro Mrs Jean Jaffray	
e)	Licensing Chair Vice Chair		Councillor Ray Heffer Councillor Andrew Joesbury (Agreed at the meeting)
f)	Planning Chair Vice Chair	Councillor Tom Munro Councillor Christopher Kane	
g)	Safety Committee Chair Vice Chair	Union appointment To be appointed at first meeting	

h)	Standards Chair Vice Chair	Mrs Jean Jaffray Councillor Clive Moesby	
i)	UECC Chair Vice Chair	Union Nomination Councillor Mary Dooley	

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

**REPRESENTATIVES ON OUTSIDE BODIES 2019/20
COUNCIL FUNCTIONS**

All Terms of Office expire at the next Annual Council Meeting unless otherwise specified next the organisation.

Organisation	2018/19 Representative	2019/20 Nominations (received prior to the meeting)
Arthur Townrow Pensions Fund (4 year term expiring on 1 st January 2023)	Councillor M.G. Crane Councillor J. Wilson	Councillor Tricia Clough Councillor Jen Wilson
Association of Councillors (a) National	a) Councillor M.G. Crane Councillor J. Wilson (Substitute)	a) Councillor Mary Dooley Councillor Jen Wilson (Substitute)
(b) English Regional	b) Councillor M.G. Crane Councillor J. Wilson (Substitute)	b) Councillor May Dooley Councillor Jen Wilson (Substitute)
Creswell Heritage Trust	Councillor R. Turner	Councillor Rita Turner
Derbyshire Police and Crime Panel	Councillor H. Gilmour	Councillor Clive Moesby
Doe Hill Community Advisory Panel	Councillor M. Dooley	Councillor Mary Dooley
Doe Lea Management Committee	Councillor P. Bowmer	Councillor Tricia Clough
Glapwell Waste Disposal Site Liaison Committee	Councillor P. Bowmer Councillor M.G. Crane Councillor A.M. Syrett Plus relevant Cabinet Member	Councillor Tricia Clough Councillor Tom Kirkham Councillor Janet Tait Plus relevant Cabinet Member
Historic England (formerly English Heritage)	Councillor D. McGregor	Councillor Tom Munro
HS2 Mitigation Group	Councillor C.R. Moesby	Councillor Clive Moesby

Organisation	2018/19 Representative	2019/20 Nominations (received prior to the meeting)
Isabella Smithson's Charity	Councillor J. Bennett Councillor R. Bowler Councillor S. Statter	Councillor Anne Clarke Councillor Rose Bowler Councillor Nick Clarke
Joint Board (BDC/NEDDC/CBC) Executive appointments to Joint Board Council appointments – Scrutiny Observers	Councillor R. Bowler (Scrutiny Representative) (Observer) Councillor S. Peake (Scrutiny Representative) (Substitute Observer)	Councillor Rose Bowler (Scrutiny Representative) (Observer) Councillor David Downes (Scrutiny Representative) (Substitute Observer)
Local Government Association National	Leader of the Council Deputy Leader of the Council (Substitute)	Leader of the Council Deputy Leader of the Council (Substitute)
National Coal Mining Museum Liaison Committee	Councillor A. Syrett	Councillor Tom Kirkham
Rural Action Derbyshire Stakeholder Meeting	Councillor M. Dooley	Councillor Mary Dooley
Sheffield City Region Scrutiny Committee	Chair of Budget Scrutiny Committee (Scrutiny Representative) (Substitute)	Chair of Budget Scrutiny Committee (Scrutiny Representative) (Substitute)
Sheffield City Region Audit Committee	Councillor K. Reid (Substitute)	Councillor Tom Munro (Substitute)
Whitwell Quarry Liaison	Councillor D. McGregor Councillor T. Munro	Councillor Duncan McGregor Councillor Tom Munro

Agenda Item 7 – Motions to Council 17th July 2019

a) Moved by Cllr N Hoy, Seconded by Cllr N Clarke

Council notes:

That the impacts of climate breakdown are already causing serious damage around the world.

That the ‘Special Report on Global Warming of 1.5°C’, published by the Intergovernmental Panel on Climate Change in October 2018, (a) describes the enormous harm that a 2°C average rise in global temperatures is likely to cause compared with a 1.5°C rise, and (b) confirms that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society and the private sector.

That all governments (national, regional and local) have a duty to act, and local governments, that recognise this should not wait for their national governments to change their policies;

That strong policies to cut emissions also have associated health, wellbeing and economic benefits;

- the content of Committee on Climate Change’s report into the necessary increase in tree plantation required to achieve net zero carbon emissions by 2050;
- and that, recognising this, a growing number of UK local authorities have already passed 'Climate Emergency' motions.
- Council therefore resolves to:
- Declare a ‘Climate Emergency’ that requires urgent action.
- Make the Council’s activities net-zero carbon by 2030.
- Achieve 100% clean energy across the Council’s full range of functions by 2030.
- Ensure that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to zero carbon by 2030.

Support and work with all other relevant agencies towards making the entire area zero carbon within the same timescale;

Ensure that political and chief officer leadership teams embed this work in all areas and take responsibility for reducing, as rapidly as possible, the carbon emissions resulting from the Council’s activities, ensuring that any recommendations are fully costed and that the Executive and Scrutiny functions review council activities taking account of production and consumption emissions and produce an action plan within 12 months, together with budget actions and a measured baseline;

- Request that Council Scrutiny Panels consider the impact of climate change and the environment when reviewing Council policies and strategies;
- Work with, influence and inspire partners across the district, county and region to help deliver this goal through all relevant strategies, plans and shared resources by developing a series of meetings, events and partner workshops;

- Request that the Council and partners take steps to proactively include young people in the process, ensuring that they have a voice in shaping the future;

Request that the Executive Portfolio holder with responsibility for Climate Change convenes a Citizens' Assembly in 2019 in order to involve the wider population in this process. This group would help develop their own role, identify how the Council's activities might be made net-zero carbon by 2030, consider the latest climate science and expert advice on solutions and to consider systematically the climate change impact of each area of the Council's activities;

Set up a Climate Change Partnership group, involving Councillors, residents, young citizens, climate science and solutions experts, businesses, Citizens Assembly representatives and other relevant parties. Over the following 12 months, the Group will consider strategies and actions being developed by the Council and other partner organisations and develop a strategy in line with a target of net zero emissions by 2030. It will also recommend ways to maximise local benefits of these actions in other sectors such as employment, health, agriculture, transport and the economy.

Enforce private sector to operate to the same standards as the public sector, when renting properties to tenants. I.e energy efficiency, insulated, renewable energy. Any non-compliant private sector landlords, to be dealt with, with enforcement of works to be carried out within a specified timescale or work to be undertaken by the Council and the landlords be billed accordingly.

- Report on the level of investment in the fossil fuel industry that our pensions plan and other investments have, and review the Council's investment strategy to give due consideration to climate change impacts in the investment portfolio;
- Ensure that all reports in preparation for the 2020/21 budget cycle and investment strategy will take into account the actions the council will take to address this emergency;
- Call on the UK Government to provide the powers, resources and help with funding to make this possible, and ask local MPs to do likewise;
- Consider other actions that could be implemented, including (but not restricted to): renewable energy generation and storage, providing electric vehicle infrastructure and encouraging alternatives to private car use, (to liaise with Central Government to expedite research and production of electric and hydrogen powered vehicles and for Government to enter into discussions with the Motor Industry concerning production of suitably powered clean vehicles to replace current combustion powered vehicles, i.e. HGV's and 4 x4's etc. Small electric vehicles alone are not the answer to transportation issues.) increasing the efficiency of buildings, in particular to address fuel poverty; proactively using local planning powers to accelerate the delivery of net carbon new developments and communities, coordinating a series of information and training events to raise awareness and share good practice.

Enforce through the Licensing Committee that all licensed Taxis throughout the District to be Electric Powered vehicles by no later than 2030.

All planning applications to be subject to conditions; i.e. all new builds domestic or commercial to include solar roof panels or tiles as part of the build process. All new

house builds to have electric car charging points as standard. Any commercial development to also have electric car charging points for at least 50% of the car parking spaces within the development.

Any trees felled during a building/ development programme to be replaced by the builder / developers by at least x 2 within the curtilage of the development.

Conservation of rainwater on all Council buildings and sites throughout the District.

Works to reduce/remove/find an environmentally sound alternative to reduce single use plastic throughout the district.

- Review all its single use plastic packaging and replace with a biodegradable or reusable alternatives.
- Remove all single-use cutlery/plates etc at council run premises and replace with proper cutlery and crockery and offer a biodegradable cutlery and crockery if necessary.
- Remove the use of polymer tea/coffee cups and plastic lids.
- Provide and sell refillable beverage containers cups/bottles for tea, coffee and water
- Introduce clearly signed, and easily accessible, self-service refill water stations at the Arc and in other council owned/sponsored locations around the District
- Work with local businesses around the District to provide water refill location points within their premises
- Enforce the maximum permissible penalties against those responsible for fly-tipping, littering and dog fouling.
- Place, where possible, plastic netting catchers, on rivers, waterways etc.
- Replace seasonal planting In maintained public space areas with evergreen planting, including wildflower/pollenating/seasonal and perennial flowering plants.
- Introduce more wildflower planting along verges and in areas where suitable. Introduce a marking system, to prevent these areas being accidentally mowed.
- Implement an extensive tree planting programme on all council owned land across the District and encourage landowners, estates, private companies, to initiate tree planting programmes. (Grants are available from the Forestry Commission. The Countryside Stewardship Woodland Grant is a Defra scheme delivered by the Forestry Commission. BDC would benefit financially from any tree planting programme.)
- Bolsover District Council will constantly review their Carbon Reduction Plan and where appropriate will review their impact on the environment and when new issues that impact its operation are identified they will address these issues and incorporate a response into the Carbon Reduction Plan.) and report back to council every six months with actions to address this emergency.

b) Moved by Cllr J Watson

(i) For each and every municipal year from 2020/21 to 2022/23 (inclusive) for at least one third of Ordinary Council meetings and at least one third of Standing Committee meetings are scheduled so not to commence before [6:30pm](#) on the day the meeting is due to be held and;

(ii) If a meeting is scheduled not to commence before [6:30pm](#) during the municipal years 2020/21 to 2022/23 (inclusive) but is subsequently cancelled, this meeting shall not count towards the amounts stated in paragraph (i) above.

c) Moved by Cllr D Dixon, Seconded by Cllr M Dixon

Council notes that:

- the basic allowance paid to elected members by this authority is among the highest in the country for an English non-metropolitan District Council of its size and nearly double what is paid in neighbouring North East Derbyshire.
- the last Independent Remuneration Panel commissioned to review the basic allowance reported to Council in October 2014 and its recommendations were mostly ignored by the ruling administration.
- In 2016/17 (the most recent data published on the Bolsover District Council website), the total bill for the basic allowances paid to elected members was £368,388.04. For North East Derbyshire, it was £270,646.88, despite having 16 more Councillors on the authority.
- The total cost of members' allowances, including basic, special responsibility and others, for 2016/17 was £456,493.10.

Council believes that:

- at a time of significant financial pressure for local authorities across the country, it is unacceptable for elected members to be costing the authority nearly half a million pounds per year in allowances - money which could be better spent on services for the residents of this district.

Council resolves to:

- convene an urgent Independent Remuneration Panel to comprehensively review the rates of allowances paid to members and make recommendations for new rates which are fairer to the taxpayers of this district.
- in the interim, immediately re-set the basic rate to that which is paid at North East Derbyshire District Council (£5223), which is a reasonable average for an English non-metropolitan District Council.

BOLSOVER DISTRICT COUNCIL

Pay Policy Statement 20198/2049

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 1st April 20198 to 31 March 202049 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

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 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 Strategic Directors and Joint 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 Strategic Directors

The shared management team salary scale for the Chief Executive of the Council ranges from £~~112,498,140,293~~ to £~~122,050,149,658~~, with increments of £3,000.

The Strategic Directors' salaries are based on a scale of £~~74,307,72,854~~ to £~~83,180,81,549~~ with increments of just over £2,000. The incremental scale is shown below:-

Incremental points	Chief Executive	Strategic Directors
1	£ 112,498,140,293	£ 74,307,72,854
2	£ 115,682,143,415	£ 76,526,75,025
3	£ 118,867,146,536	£ 78,744,77,200
4	£ 122,050,149,658	£ 80,962,79,374
5	N/A	£ 83,180,81,549

4.2.2. Joint Heads of Service

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 scale is shown below:-

Incremental Points	Heads of Service
1	£52,015,995
2	£53,568,518
3	£55,121,040
4	£56,673,562
5	£58,226,084

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:-

Grade	Incremental Points	Chief Officer
Grade 12	37	£48,535,583
Grade 12	38	£49,520,549
Grade 12	39	£50,503,513

4.2.4. Remuneration of The Council's Lowest Paid

The Council adopted the Living Wage with effect from 1st December 2013. The annual full time equivalent value of the Living Wage from November 2019~~6~~ is [£17,364,302](#)

4.2.4.1. With reference to point 5.4 below, during 2015/16, 2016/17, 2017/18, ~~and~~ 2018/19 [and 2019/2020](#) 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 2019~~8~~/[2020](#) based on full time equivalent salary records at [1st April 2019](#)~~6th June 2018~~. An asterisk signifies that this Grade relates to Joint Chief Officers who are paid by North East

Formatted: Superscript

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.

Chief Officer Grade	Point	Amount (£)	Median salary (£)	Pay Multiple
CEO	4	122,050 119,657	22,823 23,050	5.32:1
Strategic Director*	5	83,179 81,549	22,823 23,050	3.65:1
Heads of Service	1	52,015 50,995	22,823 23,050	2.32:1
Heads of Service*	2	53,567 52,518	22,823 23,050	2.3:1
Heads of Service	3	55,120 54,040	22,823 23,050	2.43:1
Heads of Service	5	58,226 57,084	22,823 23,050	2.65:1

Chief Officer Grade	Point	Amount (£)	Lowest Paid salary (£)	Pay Multiple
CEO	3	119,657 122,050	17,364 16,884	7.1:1
Strategic Director*	5	83,179 81,549	17,364 16,884	4.8:1
Heads of Service	1	52,015 50,995	17,364 16,884	3.0:1

Chief Officer Grade	Point	Amount (£)	Lowest Paid salary (£)	Pay Multiple
Heads of Service*	2	53,567 52,518	17,364 16,884	3.1:1
Heads of Service	3	55,120 54,040	17,364 16,884	3.2:1
Heads of Service	5	58,226 57,084	17,364 16,884	3.4:1

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 1st 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 2019~~8~~ is £~~17,364~~~~16,884~~. This will be updated when the Living Wage is reviewed in November 2019.

5.4. With funding from the residual Working Neighbourhoods Fund, the Council will be engaged in an Apprentice scheme during 2019~~8~~/~~2019~~ 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 £~~8,392.42~~~~8103.02~~ and £~~11,865.14~~~~11,382.82~~.

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 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 2nd April and 30th 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 1st 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 2425252424 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 1st 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 2019/2018/19 is 13.97%

Band	Whole-time Pay Range (19/2018/19)	Contribution rate
1	Up to and including £14,400	5.5%
2	Above £14,401 and up to £22,500	5.8%
3	Above £22,501 and up to £36,500	6.5%
4	Above £36,501 up to £46,200	6.8%
5	Above £46,201 up to £64,600	8.5%
6	Above £64,601 up to £91,500	9.9%
7	Above £91,501 up to £107,700	10.5%
8	Above £107,701 up to £161,500	11.4%
9	Above £161,501	12.5%

The Employer's contribution at BDC is currently 13.97% of pensionable pay.

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 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

Bolsover District Council

Council

17th July 2019

Appointment of Committees and Outside Bodies – Mid-Year Revision

Report of the Joint Chief Executive Officer

This report is public

Purpose of the Report

- To make a mid-year revision to the Appointments to Committees and Outside Bodies.

1 Report Details

- 1.1 A number of changes have occurred since the appointments to Committees and Outside Bodies may at the Annual Council Meeting on 22nd May 2019. These include:
- The creation of a new political group, the Community Independents, comprising 8 independent Members.
 - The appointment of 3 additional Members to Executive, decreasing the number of non-executive Members eligible to sit on scrutiny committees.
 - A number of committee and advisory group appointments were confirmed in writing to the Chief Executive Officer.
- 1.2 The political balance of the Council's Committees has been reviewed. The number of seats allocated to each group are shown in brackets on the table at Appendix 1 – Appointment of Committees and Advisory Groups.
- 1.3 Appendix 1 also highlights where the recently appointed Members of Executive must be removed from Scrutiny and Audit Committees and the consequent changes as Executive Members are not eligible to sit on Scrutiny Committees or Audit Committee.
- 1.4 The committee and advisory group appointments were confirmed in writing to the Chief Executive Officer since Annual Council have been included in the table at Appendix 1.
- 1.5 A request has been made for Councillor Andrew Joesbury to replace Councillor Dexter Bullock on Customer Service and Transformation Scrutiny Committee and for Councillor Dexter Bullock to replace Councillor Andrew Joesbury on Healthy Safe Clean and Green Scrutiny Committee. The change requested does not affect proportional representation of political groups on the Council's Committees.
- 1.6 The appointment of the Minority Group Leader to the Joint Employment and Appeals Committee is still to be resolved, due to the equal size of the two largest minority

groups. A review of the terms of reference for the Joint Employment and Appeals Committee is due to be undertaken during the review of the Constitution by Standards Committee during the year. In the interim, should the committee be required to meet, it is proposed that authority be delegated to the Joint Chief Executive Officer to appoint the Minority Group Member of Joint Employment and Appeals Committee, and make following consultation with the group leaders.

- 1.7 Members may make any other alterations to the appointments to the Committees and Advisory Groups at this opportunity, if approved by resolution of the Council.
- 1.8 Further, some revisions have been proposed to the appointment to outside bodies as detailed in Appendix 2.

2 Conclusions and Reasons for Recommendation

- 2.1 Amendments to the calculation of political balance applied to the Council's committees and to the appointments to those committees have been necessary as a consequence of changes that have occurred or have been requested since Annual Council on 22nd May 2019.
- 2.2 In-year amendments to appointments to outside bodies have also been proposed.

3 Consultation and Equality Impact

- 3.1 Members who have requested changes have been consulted and the group leaders have been consulted on the other amendments to committee allocations and appointments proposed.
- 3.2 All Members who are affected by the proposed changes to outside bodies have been consulted.

4 Alternative Options and Reasons for Rejection

- 4.1 Council may decline the proposed changes, and membership of Committees and/or Outside Bodies will remain as appointed at Annual Council in May 2019.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 There are no finance or risk implications arising from this report.

5.2 Legal Implications including Data Protection

- 5.2.1 There are no legal implications arising from this report.

5.3 Human Resources Implications

- 5.3.1 There are no human resources implications arising from this report.

6 Recommendations

6.1 That Council

- i) agree to a mid-year revision to the appointments to Committees and Advisory Groups as detailed in Appendix 1.
- ii) consider any other amendments to the appointments to Committees and Advisory Groups and approve appointments to vacant positions if nominations are made.
- iii) grant delegated authority to the Joint Chief Executive Officer to appoint or amend appointments to the Joint Employment and Appeals Committee.
- iv) approve the amendments to the appointments to Outside Bodies as details in Appendix 2.

7 Decision Information

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"/> <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
Has the relevant Portfolio Holder been informed	Yes
District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	All

8 **Document Information**

Appendix No	Title
1	Appointments to Committees and Advisory Groups
2	Appointment of Representatives on Outside Bodies (Council Functions)
Background Papers (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)	
Political Balance Calculations	
Report Author	Contact Number
Nicola Calver Governance Manager	01246 217753

APPOINTMENT OF COMMITTEES AND ADVISORY GROUPS

COMMITTEES

COMMITTEE:	LABOUR GROUP(18)	INDEPENDENT GROUP (8)	COMMUNITY INDEPENDENTS (8)	CONSERVATIVE GROUP (2)	LIBERAL DEMOCRAT MEMBER (1)
	Cllrs S.Fritchley (L), D.McGregor (DL), R.Bowler, M.Dooley, D.Downes, A.Clarke, N.Clarke, T.Clough, Pat Cooper, Paul Cooper, C.Kane, T.Kirkham, C.Moesby, T.Munro, S.Peake, J.Tait, R.Turner, J.Wilson	Cllrs D.Watson (L), J. Clifton, D.Adams, D.Bullock, R.Heffer, A.Joesbury, P.Roberts, L.Smyth	Cllrs R Walker (L), T. Cannon, A.Bailey, D.Salt, J.Watson, E Parkin, G Parkin, J Bryson	Cllrs D.Dixon and M. Dixon	Cllr N.Hoy
Growth Scrutiny Committee (11)	(5) Cllrs Tricia Clough, Christopher Kane, Tom Kirkham, Tom Munro, Jen Wilson	(3) Cllrs Jim Clifton, Derek Adams, TO BE REPLACED BY PETER ROBERTS	(2) Cllrs James Watson and Graham Parkin	(1) Cllr David Dixon	(0)
Customer Services and Transformation Scrutiny Committee (10)	(5) Cllrs Rose Bowler, Anne Clarke, Tricia Clough, Paul Cooper, Rita Turner	(2) Cllrs Andrew Joesbury, Ray Heffer	(2) Cllrs Allan Bailey and Jane Bryson	(1) Cllr David Dixon	(0)
Healthy, Safe Clean and Green Scrutiny Committee (11)	(5) Cllrs TO BE REPLACED, Pat Cooper, David Downes, Tom Munro, Janet Tait	(2) Cllrs Dexter Bullock, , Peter Roberts	(3) Cllrs Dan Salt, Ross Walker and Evonne Parkin	(0)	(1) Cllr Natalie Hoy
Budget Scrutiny Committee (29)	(12) All Non- Executive Members	(6) All Non- Executive Members	(8) All Non- Executive Members	(2) All Non- Executive Members	(1) All Non- Executive Members
Audit Committee (6 plus co-opted Members) Independent Representative to be appointed	(3) Cllrs Christopher Kane, Tom Munro, Tom Kirkham	(1) TO BE REPLACED BY CLLR JIM CLIFTON	(1) Cllr Dan Salt	(1) Cllr David Dixon	(0)
Employee Appeals Committee (3) Deputies (3)	(2) Cllrs Nick Clarke and Janet Tait (2) Cllrs Sandra Peake and Rita Turner	(1) Cllr Liz Smyth (0)	(0) (1) Cllr Tracey Cannon	(0) (0)	(0) (0)

General Licensing / Licensing and Gambling Acts Committee Sub-Committees of these Parent Committees will be appointed at the first meeting (15 and 15)	(7) Cllrs Rose Bowler, Pat Cooper, Paul Cooper, Mary Dooley, Steve Fritchley, Sandra Peake, Janet Tait	(3) Cllrs Ray Heffer, Andrew Joesbury, Peter Roberts	(3) Cllrs Tracey Cannon, Ross Walker and Jane Bryson	(1) Cllr Maxine Dixon	(1) Cllr Natalie Hoy
Planning Committee (18)	(9) Cllrs Anne Clarke, Nick Clarke, Paul Cooper, Steve Fritchley, Christopher Kane, Duncan McGregor, Tom Munro, Janet Tait, Jen Wilson	(4) Cllrs Liz Smyth, Deborah Watson, Jim Clifton, Derek Adams	(4) Cllrs Dan Salt, Allan Bailey, Graham Parkin, VACANT	(0)	(1) Cllr Natalie Hoy
High Hedges Committee (6)	(3) Cllrs Anne Clarke, Christopher Kane, Tom Munro	(1) Cllr Dexter Bullock	(1) Cllr James Watson	(1) Cllr Maxine Dixon	(0)
Safety Committee (Safety Visits Panel to be determined by Safety Committee) (5)	(2) Cllrs Nick Clarke and Tricia Clough	(1) Cllr Andrew Joesbury	(1) VACANT	(1) Cllr David Dixon	(0)
Standards Committee (6)	(3) Cllrs Tricia Clough, David Downes, Clive Moesby	(2) Cllr Deborah Watson, Cllr Andrew Joesbury	(1) Cllr James Watson	(0)	(0)
Union Employee Consultation Committee (6 plus union reps)	(3) Cllr Mary Dooley, Tom Kirkham, Rita Turner	(1) Cllr Derek Adams	(2) Cllr Ross Walker and Graham Parkin	(0)	(0)

JOINT COMMITTEES

COMMITTEE:	LABOUR GROUP	INDEPENDENT GROUP	COMMUNITY INDEPENDENTS	CONSERVATIVE GROUP	LIBERAL DEMOCRAT MEMBER
ICT Shared Services Committee (3 from BDC plus CBC and NEDDC)	(1) Cllr Steve Fritchley	(1) CLLR RAY HEFFER	(1) Cllr Dan Salt	(0)	(0)
Joint Employment and Appeals Committee (4)	(3) Cllrs Mary Dooley, Steve Fritchley, Duncan McGregor	* Leader of Minority Group	(0)	(0)	(0)
Shared Services Scrutiny Committee (also known as Joint Scrutiny Panel) (3)	(1) Cllr Jen Wilson	(1) Cllr Ray Heffer	(1) Cllr Tracey Cannon	(0)	(0)
Strategic Alliance Joint Committee (9 from BDC and 9 from NEDDC)	(5) Cllrs Mary Dooley, Steve Fritchley, Duncan McGregor, Clive Moesby, Jen Wilson	(2) Cllrs Liz Smyth, Deborah Watson	(2) Cllr James Watson and Graham Parkin	(0)	(0)
New Bolsover Joint Committee (10)	(5) Cllrs Rose Bowler, Anne Clarke, Christopher Kane, Tom Munro, Sandra Peake	(2) Cllr Derek Adams, CLLR PETE ROBERTS	(2) Cllr Allan Bailey, Cllr Graham Parkin	(1) Cllr David Dixon	(0)

* See paragraph 1.7 of the report.

ADVISORY GROUPS

GROUP:	LABOUR GROUP	INDEPENDENT GROUP	COMMUNITY INDEPENDENTS	CONSERVATIVE GROUP	LIBERAL DEMOCRAT MEMBER
Local Plan Steering Group (8)	(4) Cllrs Nick Clarke, Christopher Kane, Tom Munro, Janet Tait	(2) Cllrs Jim Clifton, Derek Adams	(2) Cllrs Allan Bailey, Graham Parkin	(0)	(0)
Pleasley Park and Vale Conservation Area Working Group (5)	(3) Cllrs Christopher Kane, Tom Kirkham, Tom Munro	(1) Cllr Liz Smyth	(1) Cllr Allan Bailey	(0)	(0)
Member Development Working Group (7)	(3) Cllrs David Downes, Tom Munro, Sandra Peake	(1) Cllr Deborah Watson	(1) Cllr Tracey Cannon	(1) Cllr David Dixon	(1) Cllr Natalie Hoy
Tenant Participation review and Development Group (5)	(3) Cllrs Rose Bowler, Sandra Peake, Jen Wilson	(1) Cllr Peter Roberts	(1) Cllr Dan Salt	(0)	(0)

**REPRESENTATIVES ON OUTSIDE BODIES 2019/20
COUNCIL FUNCTIONS**

All Terms of Office expire at the next Annual Council Meeting unless otherwise specified next the organisation.

Organisation	2019/20 Proposed Appointments
Arthur Townrow Pensions Fund (4 year term expiring on 1 st January 2023)	Councillor Tricia Clough Councillor Jen Wilson
Association of Councillors (a) National (b) English Regional	a) Councillor Mary Dooley Councillor Jen Wilson (Substitute) b) Councillor May Dooley Councillor Jen Wilson (Substitute)
Creswell Heritage Trust	Councillor Rita Turner
Derbyshire Police and Crime Panel	<i>Sandra Peake</i> <i>Substitute: Councillor Clive Moesby</i>
Doe Hill Community Advisory Panel	Councillor Mary Dooley
Doe Lea Management Committee	Councillor Tricia Clough
Glapwell Waste Disposal Site Liaison Committee	Councillor Tricia Clough Councillor Tom Kirkham Councillor Janet Tait Plus relevant Cabinet Member
Historic England (formerly English Heritage)	Councillor Tom Munro

Organisation	2019/20 Proposed Appointments
HS2 Mitigation Group	Councillor Clive Moesby Councillor Deborah Watson
Isabella Smithson's Charity	Councillor Anne Clarke Councillor Rose Bowler Councillor Nick Clarke
Joint Board (BDC/NEDDC/CBC) Executive appointments to Joint Board Council appointments – Scrutiny Observers	Councillor Rose Bowler (Scrutiny Representative) (Observer) Councillor David Downes (Scrutiny Representative) (Substitute Observer)
Local Government Association National	Leader of the Council Deputy Leader of the Council (Substitute)
National Coal Mining Museum Liaison Committee	Councillor Tom Munro
Rural Action Derbyshire Stakeholder Meeting	Councillor Mary Dooley
Sheffield City Region Scrutiny Committee	Chair of Budget Scrutiny Committee – Councillor Jen Wilson (Scrutiny Representative) Vacant (Substitute)
Sheffield City Region Audit Committee	Councillor Tom Munro Councillor Chris Kane (Substitute)
Whitwell Quarry Liaison	Councillor Duncan McGregor Councillor Tom Munro

Bolsover District Council

Council

17th July 2019

Overview & Scrutiny Annual Report 2018/19

Report of the Chairs of the Scrutiny Committees

This report is public.

Purpose of the Report

- To provide Members of the Council with an annual overview of the work programme of the Committees during 2018/19, in accordance with functional responsibilities of Scrutiny as detailed in Part 2, Article 6.3(2) and Part 3.6(1) of the Council's Constitution.

1 Report Details

- 1.1 The report provides an overview on the core activity for each of the Committee's and details some of the impacts as a result of past recommendations.
- 1.2 Part 2, Article 6.1 of the constitution requires the Council to appoint three Scrutiny Committees and a Budget Scrutiny Committee to discharge the functions conferred by section 21 of the Local Government Act 2000 and regulations under section 32 of the Local Government Act 2000.
- 1.3 Within the Terms of Reference (Part 2, Article 6.2), the three Scrutiny Committees have delivered the following functions:-
 - (1) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
 - (2) make reports and/or recommendations to the Council and/or the Executive in connection with the discharge of any functions;
 - (3) consider any matter affecting the area or its inhabitants;
 - (4) exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive; and
 - (5) assist the Council and the Executive with the development of future policies and strategies.
- 1.4 Each of the three Scrutiny Committees have conducted their proceedings in accordance with the Scrutiny Procedure Rules set out in Part 4 of the Constitution.

2 Conclusions and Reasons for Recommendation

- 2.1 The attached report provides an overview of the work completed by Scrutiny Members during 2018/19, and reviews the impact of previous scrutiny recommendations.
- 2.2 Members are asked to note the report as required by Article 6.3(2) of the Council's Constitution.

3 Consultation and Equality Impact

- 3.1 All Scrutiny Committees are committed to equality and diversity in undertaking their statutory responsibilities and ensure equalities are considered as part of all Reviews. The selection criteria when submitting a topic, specifically asks members to identify where the topic suggested affects particular population groups or geographies.
- 3.2 The Council has a statutory duty under s.149 Equality Act 2010 to have due regard to the need to advance equality of opportunity and to eliminate discrimination.

4 Alternative Options and Reasons for Rejection

- 4.1 This report has been prepared on behalf of the three Scrutiny Committee with a view to informing Council of the Committee's undertaking of their statutory responsibilities.
- 4.2 Members are required to report to Council on an annual basis as determined in the Constitution.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 None from this report.

5.2 Legal Implications including Data Protection

- 5.2.1 The Scrutiny Committee function is a statutory requirement pursuant to s.21 of the Local Government Act 2000 and subsequent legislation which added to/amended these powers e.g. the Local Government and Public Involvement in Health Act 2007.

5.3 Human Resources Implications

- 5.3.1 None from this report.

6 Recommendations

- 6.1 That Members note the annual report of the Scrutiny Committee's activities in accordance with the Council's Constitution.

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:</p> <p><i>BDC: Revenue - £75,000 <input type="checkbox"/></i> <i>Capital - £150,000 <input type="checkbox"/></i></p> <p><i>NEDDC: Revenue - £100,000 <input type="checkbox"/></i> <i>Capital - £250,000 <input type="checkbox"/></i></p> <p><input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p>	No
<p>District Wards Affected</p>	All
<p>Links to Corporate Plan priorities or Policy Framework</p>	Scrutiny evaluates delivery against all Corporate Plan Priorities

8 Document Information

Appendix No	Title
1	Overview & Scrutiny Annual Report 2018/19
<p>Background Papers (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>	
<p>Committee minutes 2018/19 Review work Scrutiny Conference 2018</p>	
Report Author	Contact Number
Joanne Wilson, Scrutiny & Elections Officer	2385

Report Reference –



Overview & Scrutiny **Annual Report** 2018/19

Foreword of the Scrutiny Chairs

Throughout 2018/19, our Scrutiny Committees have continued to carry out their functions in accordance with the Council's Constitution.

The Annual Council in May 2018 resulted in a change at Growth Committee with Councillor Karl Reid appointed as Vice-Chair. In addition, there were a small number of membership changes.

As a result of the extensions to our 2017/18 Work Programmes, we provided an Interim Report to Council in May 2018 and can now fully report on both our 2017/18 and 2018/19 Work Programmes.

Our focus over the next year needs to be on the challenges facing both the Authority and service provision by our partners. We aim to ensure that Scrutiny makes a valuable contribution through its work. We appreciate the continued support of colleagues on the Executive and Officers and look forward to another year of collaborative working for the benefit of our communities.

Councillor Rose Bowler

Chair of the Customer Service and Transformation Scrutiny Committee

Councillor Sandra Peake

Chair of the Healthy, Safe, Clean and Green Communities Scrutiny Committee

Councillor Jennifer Wilson

Chair of the Growth Scrutiny Committee

Summary of 2018/19

Customer Service and Transformation Scrutiny Committee

During 2018/19, Members received a range of reports to Committee. Some have been routine update reports and others have been linked to service transformation and development of new policies:

Policy/Strategy/Programme Monitoring Reports:

- Technology to Improve Support to Members and Transparency within the Democratic Function – Consultation on proposal for development via Transformation Programme 2018,
- Transformation Programme 2015-19 and Transformation Plan 2018

The Transformation Programme was suggested as a topic for review as part of the Conference in 2017.

The Committee received two presentations updating on the existing Programme and a briefing on the development of a revised Programme, which is currently being completed by the Joint Strategic Director – People. As it is not yet clear what will be delivered and the timescales for delivery, we have agreed to keep a watching brief over how projects develop with the aim of monitoring the effectiveness of the Programme. The Committee will also receive prior notification of the reports going to the Transformation Governance Group, allowing for pre-scrutiny of high-level investment decisions.

Policy Development

- Customer Service Standards and Compliments, Comments and Complaints Policy – Review of revised Policy
- Joint Equality & Diversity Policy for Service Delivery – Review of Revised Policy
- Single Equality Scheme 2019-23 – Consultation on Revised Scheme
- Carbon Reduction Plan 2018-30 – Consultation

Performance Review Reports

- Corporate Plan 2015-19 - Quarterly Monitoring Reports
- Customer Service Standards and Compliments, Comments and Complaints Annual Report 2017/18
- Local Government & Social Care Ombudsman and Housing Ombudsman Annual Report 2017/18
- Customer Service Standards – Q1 & Q2 report
- Compliments, Comments and Complaints – Q1 & Q2 report

This is the first year that the Committee have looked at the various reports related to Compliments and Customer Service Standards. This change was introduced as a result of good practice guidance from the Local Government & Social Care Ombudsman.

We have taken a varied approach to Review work during the year covering two different areas:

Review Work – Review of Standards Committee – Operational Review

As part of our work plan for 2018/19, Members agreed to undertake a Review of Standards Committee. This mini-review came about as a result of a request from BDC Standards Committee for an external review of how the Committee operated.

During the 2017/18 municipal year, BDC Standards Committee responded to the national consultation by the Committee on Standards in Public Life on their 'Review of Local Government Ethical Standards'. As a result of their own review, the BDC Committee felt it was pertinent to also have an external opinion of how they operated and requested that scrutiny complete a review.

A range of concerns were raised by Standards Committee and these were considered as part of the scoping process. The review was completed outside of the usual meeting programme via a small Working Group, with regular reports back to Committee.

The key issues arising from the review were:

- The introduction of a more formalised approach to training, particularly at Parish level;
- Consideration of Article 9 of the Constitution and the Committee Terms of Reference (Part 3.6) as part of the annual review process – see the benchmarking exercise at 5.5 and 5.6 within the appended report, which highlights areas for consideration;
- Improved public information, both web-based and hard-copy, to ensure the role of Standards Committee is clear.

Within the report completed, the Committee agreed seven recommendations which will hopefully assist the Council in improving existing approaches to Member training and engagement on Standards.

Review Work – Review of Delivery of Environmental Health & Licensing

As part of our work plan for 2018/19, Members agreed to undertake a Review of Delivery of Environmental & Health & Licencing.

This was agreed following the Review of The Strategic Alliance in 2017/18, as a result of the recommendation 2.1 which suggested three possible areas for further scrutiny. This review topic was primarily chosen as a result of Member concerns that Bolsover residents were receiving a 'lesser' service, as a result of the Partnership arrangement via the Strategic Alliance.

The evidence gathered, however, has proven that the service is operating in an equitable manner, with the service overcoming a wide range of issues in terms of changes in staffing; pay structures and terms and conditions; an overhaul of supporting IT systems; different operating/organisational cultures; and different back office and finance systems.

Externally, statistics clearly show that customer satisfaction has not only been maintained for Bolsover residents, but has in fact improved. Having reviewed the evidence presented, we now feel on the whole very satisfied and reassured by current delivery.

The key issues arising from the review were:

- The development and approval of a revised Service Level Agreement;
- A review of the online 'Report It' system to ensure that customer engagement remains efficient, with systems that are simple to use.

Within the report completed, the Committee agreed three recommendations which we hope will further improve a service that is already performing well. Given the upheaval of creating a merged service across the Strategic Alliance, Members commend that work ethic of Officers who have continued to strive for excellent and efficient service delivery.

Healthy, Safe, Clean and Green Communities Scrutiny Committee

During 2017/18, Members received a wide range of reports to Committee. In contrast, during 2018/18, the focus has been mainly on the development and implementation of new legislation and policies:

Policy/Strategy/Programme Monitoring Reports:

- Health & Wellbeing Strategy – Annual Report

Policy Development

- Licensing Act – Statement of Licensing Policy 2019-2024: Policy Review
- Gambling Act – Statement of Principles 2019-2022: Policy Review
- Corporate Enforcement Policy – Policy Review
- Anti-Social Behaviour Policy – Policy Review

Performance Review Report

- Corporate Plan 2015-19 – Quarterly Monitoring Reports
- Homelessness Reduction Act 2017

Annual Review of the Community Safety Partnership (CSP)

Section 19 of the Police and Justice Act 2006 requires every Local Authority to have a specified Committee (the “Crime and Disorder Committee”) with the power to:

- review or scrutinise decisions made or other action taken in connection with the discharge by the responsible authorities of their crime and disorder functions.
- make reports or recommendations to the local authority with respect to the discharge of those functions.

(Responsible authorities are effectively the statutory partners within a community safety partnership i.e. Police, Local Authorities (County and District), Fire and Rescue Authority, Probation Trusts and Clinical Commissioning Groups. This is determined by section 5 of the Crime and Disorder Act 1998 (c. 37))

Following on from the success of last year’s review and in order to ensure that an effective review of the Community Safety Partnership was carried out, the Healthy, Safe, Clean and Green Scrutiny Committee compiled a list of questions around:

- Funding levels and allocation of resources
- Current crime trends
- The impact of Anti-Social Behaviour
- The efficiency of the partnership and how we compare statistically at a national and regional level
- Partnership working with local Safer Neighbourhood Teams
- Partnership working with Derbyshire Police and the Partnership Sgt.
- Support from the PCC to local Partnerships
- Current PSPOs (Public Space Protection Orders) and the potential to develop others
- Cross-service working with BDC Legal Services
- Emerging issues and ways in which scrutiny can support the CSP further

Officers were invited to attend from Bolsover District Council, Derbyshire Police and Derbyshire Police and Crime Commissioners Office.

Key issues currently included:

- The changes to Derbyshire Police resources expected during 2019/20 as a result of planned investment.
- PCCs CSP Grant Fund – the Deputy Police and Crime Commissioner noted that funding for BDC in 2019/20 was guaranteed. However, the PCC elections were to be held in 2020 and the current Police and Crime Commissioner may not give a commitment for funding beyond his term.
- A review by the Home Office on the nine CSPs was also being carried out to see if they were fit for purpose. Further, within the County, CSPs, Derbyshire County Council and the Police were reviewing current CSP relationships and discussions had taken place as to whether to merge the nine CSPs into north and south based on police divisions which could also affect future funding of the CSPs.
- The CSP were continuing to commission Extreme Wheels sessions for targeted diversionary work in the District aimed at young people who were causing nuisance behaviour. The CSP Action Group monitored and determined which areas needed targeting and provided funding to Leisure Services to advertise the sessions on their behalf. Extreme Wheels staff would advise if there was regular low attendance at sessions and the event would be moved to another targeted area.
- Communities in Derbyshire were being asked to form a Community Speed Watch, similar to Neighbourhood Watch, where if volunteers, (trained by the police) could demonstrate that there was a real problem in their village this would give strength to enforcement being undertaken in that area.
- In response to a Member's query regarding the 3 PSPOs in the District, the Anti-Social Behaviour Officer provided some background information on how these had come into force. It was also confirmed that the PSPOs in Shirebrook and Langwith had been extended as a result of their success.

Review Work – Review of Enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District.

At the beginning of 2017/18, the Committee was particularly concerned about enforcement, especially in areas that the general public find really annoying and a danger to public health and well-being. The Committee started by looking at dog fouling, litter and fly tipping but as the review progressed the Committee realised that it needed a more in depth investigation into all environmental enforcement activities.

The Committee gathered evidence by producing a 'Member's questionnaire' about their concerns in their own Wards. We made comparisons with other local authorities and also accompanied the Dog Warden and Enforcement Officer for a full day which was an eye opening experience. Due to the wide range of issues assessed, Members chose to roll the review in to the 2018/19 year to ensure the review was given sufficient regard. We also extended the review to incorporate the current enforcement policy reviews taking place.

The key issues arising from the review were as follows:

- levels of staffing resource and the subsequent impact on service delivery, effective use of resources and enforcement activity;
- communication and awareness of enforcement activity, both internal with Officers and Members and externally with the public;
- communication on how to contact the Council and use of online reporting;
- potential reputational risk, where the Authority area is seen to have high levels of littering/fly-tipping and poor street cleanliness standards;
- ensuring our policies are compliant and support our delivery of enforcement activity; and
- ensuring efficient and effective use of the enforcement powers available to the Authority, by all staff with designated authority. We prioritise enforcement against businesses equally with enforcement against the general public and encourage officers to have a robust approach with businesses in relation to the cleanliness of the areas immediately surrounding their premises and the actions of their customers/clients i.e. around shops, pubs. Education programmes need to be aimed at both the public and businesses.

The final report produced from the analysis of our findings contained eighteen recommendations. It was satisfying to see a change within service delivery during the course of the review, with the team now fully staffed, but there are still further improvements that can be made. While the review was very lengthy, Members feel that there will be clear benefits to the service areas we have investigated.

Committee approved the final report in July 2018, prior to approval by Executive in September 2018. All recommendations were approved, alongside an additional recommendation requested by Executive for an interim progress report after six months of the monitoring period. This was presented to Executive in April 2019.

Review Work – Review of Authority’s Perception of Young People

As part of our work plan for 2018/19, Members agreed to undertake a Review of The Authority’s Perception of Young People.

The issue was initially raised by Bolsover District Youth Council (The Young Voice) and suggested as an area for review by Scrutiny. Member’s felt that Scrutiny could add further support to the existing work of Youth Council on stereotypes.

The aim of the review was:

- To establish the current approach across frontline services when interacting with young people and to ensure the Council portrays a positive image.

Members were hopeful that the review process would not raise any concerns, but felt it was important to carry out a thorough check and balance of all front-facing service areas. The wide range of evidence gathered shows there are no areas of concern.

The key findings arising from the review are:

- That the Council’s existing policies and protocols embed a positive approach to service delivery to young people.

- That the CSP continue to review current delivery to ensure that engagement with (and reward to) vulnerable/'at risk' young people requiring additional support/mediation services is maintained, wherever resources allow.
- That further consideration be given to equality of access to leisure provision, with particular reference to the location of provision and ensuring wherever possible that this is spread across the District.
- That the Council continues to work closely with The Young Voice (the Youth Council), as a mechanism of ensuring young people are fully engaged in our planning and decision-making processes; and able to feedback to the Council as and when required on the quality of our services.

Within the report produced, the Committee agreed two recommendations which will hopefully assist the Council in maintaining and further enhancing its positive approach when dealing with young people.

Growth Scrutiny Committee

During 2017/18, Members have received a range of reports to Committee, some allowing us to monitor delivery of core projects and others to develop new policies for the Authority.

Policy/Strategy/Programme Monitoring Reports:

- Growth Strategy Update Q3 & Q4 2017/18 and Growth Performance Indicators Q3 & Q4 2017/18
- Growth Strategy Update (Presentation)
- Growth Strategy Update Q1 & Q2 2018/19 and Growth Performance Indicators Q1 & Q2 2018/19
- Update on Sustainable Community Strategy 2006-20

Policy Development:

- Draft Local Enforcement Plan (Planning)

Performance Review Report:

- Corporate Plan 2015-19 – Quarterly Monitoring Reports

Review Work – Review of Income Generation

The Growth Scrutiny Committee agreed to undertake a Review of Income Generation, as part of the 2017/18 work programme following consideration of a range of topics suggested at the Annual Scrutiny Conference in 2017.

While the Committee agreed the scope of this review early in 2017/18, due to changes internally the review did not progress as planned. As a result, we further refined the scope in January 2018, which allowed us to re-focus on assessing how we had generated income to date and identify new ways of increasing income to the Authority. Due to further changes to the Transformation Programme during 2018, it was agreed to roll the review forward in to the 2018/19 municipal year, in order to be able to fully consider the options available to the Council for further Income Generation.

The core reason for taking this review forward, was to identify additional ways to reduce the impact of the loss of central government funding. We felt it was important to look at income generated by both assets and services, rather than focussing on one specific area. Furthermore, we examined work that had already been achieved developing additional income streams to the Authority and compared our approach to neighbouring authorities.

The key issues identified from the review where we feel further work needs to take place are:

- How we currently market our services and expertise externally;
- Our approach to investments and being risk aware, not risk averse;
- How we manage and develop our existing assets;
- How we embed a culture of commercialisation across the organisation, in order to secure the future financial stability of the Council

The Committee put together 11 recommendations which will hopefully assist the Council in identifying new investments and mechanisms for income generation. We have also identified recommendations aimed at improving the management of our existing assets to create further income sustainability.

Officers welcomed the Committee's recommendations and provided clarity on possible approaches they will take when implementing them. It is hoped that the recommendations will help the Council move forward with new approaches to income generation.

We appreciate that the activity suggested will require the production of further business plans and reports to Transformation Governance Group and/or Executive. We await the opportunity for further scrutiny of the business proposals that come forward.

The impacts of our work

During the year, we have monitored past recommendations and are pleased to see some of the impacts our reviews are having.

Post-Scrutiny Monitoring: Review of Disability Adaptations to Council Properties (2017/18) – Interim Report November 2018

During 2017/18, the Customer Service & Transformation Scrutiny scrutinised Council performance in making disability adaptations to Council properties. Their purpose was to explore whether the Authority continues to receive value for money in procuring disability adaptations and ensure it is able to carry out as many adaptations as possible each year within the allocated budget. The perception of a waiting list for adaptations was a concern to Members.

The aim of the review was to assess whether the process of providing disabled adaptations to Council properties works efficiently to provide what disabled residents need and delivers value for money.

The Committee concluded that the reasonable course of action is to continue to monitor the Council's performance on carrying out 300 disability adaptations to Council houses each year.

- 1 out of 1 recommendations have been completed –
 - 179 adaptations achieved year-to-date (YTD)
 - 1047 achieved during first three years of Corporate Plan against a target of 900 for that time period.
- The service remains under continual review to ensure value for money and efficient delivery. Subsequent to the Review, revised procurement processes are being implemented to further ensure prompt turnaround of adaptations.

The final monitoring update is due to Committee in June 2019.

Post-Scrutiny Monitoring: Review of The Strategic Alliance (2017/18) – Interim Report January 2019

During 2017/18, the Customer Service & Transformation Scrutiny scrutinised The Strategic Alliance. An Interim Report was approved by the Scrutiny Committee in April 2018 and submitted to Executive in May 2018. The Committee concluded that due to the complexity of the topic reviewed, an Interim Report which further refined the scope and pinpointed more specific areas for review was the best course of action.

The Committee put together a number of recommendations which aimed to assist the Council, in looking at the future arrangements for further development of the Strategic Alliance.

- 1 out of 5 recommendations have been completed - The terms of reference for the Strategic Alliance Joint Committee have been reviewed and will be kept under annual review to ensure the Committee's remit remains fit for purpose in monitoring and developing the work of the Alliance.
- 4 out of 5 recommendations are 'On track' and partially completed.

The final monitoring update is due to Committee in July 2019.

Post-Scrutiny Monitoring: Review of Enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District (2017/18) – Interim Report March 2019

The Healthy, Safe, Clean & Green Communities Scrutiny Committee agreed to undertake a review of Enforcement action as part of the 2017/18 work plan following consideration of a range of topics suggested at the Annual Scrutiny Conference. The review was rolled forward in to the 2018/19 municipal year to allow sufficient time to consider all the evidence gathered.

The Committee put together a number of recommendations which aimed to assist the Council, in looking at potential service improvements in relation to enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District

To date 13 out of 19 recommendations have been achieved, 5 are on track and 1 has been extended but will still complete within the original twelve month monitoring period.

Key achievements so far include:

- Adoption of Corporate Enforcement Policy
- Process in place to ensure Scrutiny consulted for all future enforcement policies, prior to adoption.
- Increased use of enforcement patrols and introduction of Body Worn Cameras.
- Staffing resource in Legal services expanded with agreement for a permanent addition of 0.60fte.
- Assessment of potential District-wide PSPO progressing.
- Performance against SS 03 and SS 04 on track to hit target at Q4.
- Additional commentary now received as part of Quarterly Performance Reports, on areas not achieving the required cleanliness standard.
- All FPNs and enforcement patrols now posted on social media. A quarterly Infograph is put on the website. Regular Enforcement/Streetscene Articles in In Touch,
- Process adopted by Environmental Health for publicity of enforcement activity has now been embedded as the standard template used by all services within Corporate Enforcement Group.
- Environmental Health are now using body worn cameras during enforcement incidents. Deployment of CCTV at fly tipping hot spots is continuing. Use of CCTV is monitored by Environmental Enforcement, Cleansing and Education Group.

- Corporate Plan target for education initiatives (H 12) has been achieved at end of Q3. Officers have jointly delivered school education programmes to 137 classes of 4,100 (approx.) children. Officers now working with the Youth Council to progress a programme for secondary age pupils.
- Three Officers are now trained to use the DVLA system. An audit by the DVLA revealed a high level of compliance (Dec 2018). The internal review of abandoned vehicles is continuing with input from internal audit.
- A review of pressures and service demands on the whole EH service is underway.
- Team innovate have carried out some updates to the 'Online' reporting script. User testing has taken place.
- All EETOs and Dog Wardens have mobile smart phones and laptops to enable new work to be allocated whilst out on the District.
- All EH staff continue to be allocated workloads, to meet the flexible needs of the service. Patches are designed based on service demand and ensuring maximum efficiency.
- Quarterly Infograph on enforcement. Service-wide report on enforcement activity issued Oct 2018. Monthly briefings with Portfolio member. Updates to Parishes on FPNs issued. Various In Touch articles published.

The Members' Surgery has been in operation for 36 weeks from 23/05/18 until 06/02/19. Continuing to operate Surgery and assessing options for a permanent location, if to be mainstreamed.

The final monitoring update is due to Committee in October 2019.

The year ahead

Setting the Committee Work Programmes

The Annual Scrutiny Conference will take place on the 3rd June 2019, where Members will discuss a wide range of topic suggestions for consideration as part of setting the work programmes for 2019/20. Using our prioritisation tool, Members will score each topic as well as providing additional information for the Committees to consider as part of their topic selection following AGM in May 2019.

Member Training

Following the local elections in May 2019, Members will receive a range of training as part of Member Induction. As part of the Annual Scrutiny Conference, Members will receive training from East Midlands Councils including an overview of core scrutiny skills and best practice.

In addition, it is hoped to build on the internal training in 2018 on questioning and evidence analysis.

Self-Assessment and Evaluation

During 2019/20, Officers will be looking to work alongside Members to complete a self-assessment of our current scrutiny structure and processes. There are a number of tools available to assist this, via the Centre for Public Scrutiny (CfPS), the Local Government Information Unit (LGIU) and the Local Government Association. It is anticipated that the review process will be complete in time to make any necessary amendments to the Constitution for 2020/21.



**We speak
your language**

Polish

**Mówimy Twoim
językiem**

Slovak

**Rozprávame
Vaším jazykom**

Chinese

我们会说你的语言

If you require
this publication in
large print
or another format
please call us on
01246 242424

Bolsover District Council

Council

1st July 2019

Draft Annual Report of the Standards Committee 2018/19

Report of the Chair of the Standards Committee

This report is public

Purpose of the Report

- The purpose of the Annual Report is to enable Council to review the work that has been undertaken by the Standards Committee during the municipal year 2018/19.

1 Report Details

- 1.1 The Standards Committee is chaired by an Independent Member, Mrs Ruth Jaffray who has been a co-optee on Standards Committee for a number of years and was appointed as Chair by Council on 30th November 2016.
- 1.2 The Annual Report is attached as **Appendix 1** to this report.

2 Conclusions and Reasons for Recommendation

- 2.1 To enable the Council to consider an Annual Report from the Standards Committee on its work during the municipal year 2018/19.

3 Consultation and Equality Impact

- 3.1 Not applicable.

4 Alternative Options and Reasons for Rejection

- 4.1 This report is to inform the Council of the work of the Standards Committee therefore there are no alternative options.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 None arising from this report.

5.2 Legal Implications including Data Protection

- 5.2.1 None arising from this report.

5.3 Human Resources Implications

5.3.1 None arising from this report.

6 Recommendations

6.1 That Council receive the Annual Report of the Standards Committee on its work during the municipal year 2018/19.

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> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p>	No
<p>Has the portfolio holder been informed</p>	Yes
<p>District Wards Affected</p>	None
<p>Links to Corporate Plan priorities or Policy Framework</p>	Demonstrating good governance

8 Document Information

Appendix No	Title
1	Annual Report of the Standards Committee 2018/19
<p>Background Papers (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>	
<p>Report Author</p>	
<p>Contact Number</p>	
Alison Bluff, Governance Officer	01246 242528



**Standards Committee
Annual Report 2018/19**

Standards Committee Annual Report 2018/19

Foreword from the Chair of the Standards Committee

I would like to take the opportunity to thank the Members on the Committee and the Independent Persons for their continued hard work and support in the work of the Committee during the year. The work of the Standards Committee remains central to the ethical and governance responsibilities of the Council which are an essential element in local government continuing to retain the trust of the public which it serves.

Mrs Ruth Jaffray

Co-opted Member

The Annual Report outlines the work of the Standards Committee during the municipal year 2018/19 and covers the following subjects:

- 1 Chair and Co-optees of the Committee 2018/19
- 2 Independent Persons
- 3 Complaints received during 2018/19
- 4 New process for complaints against Councillors
- 5 Policy and Constitution Review Work
- 6 Gifts and Hospitality
- 7 Guidance, reports and articles considered by the Committee
- 8 Consultations and survey results related to Standards
- 9 Reviews undertaken by Scrutiny Committees related to Standards
- 10 Other items considered by the Standards Committee

1 Chair and Co-optees of Standards Committee 2018/19

- 1.1 The Articles of the Constitution require that a co-opted member be appointed Chair of the Standards Committee. The Council therefore approved the appointment of Mrs Ruth Jaffray in November 2016.

2 Independent Persons

- 2.1 The Council had previously appointed Mr Stephen Wainwright to fulfil the role as Independent Person, who advises the Monitoring Officer on complaints against District or Parish Councillors and also advises Councillors who were the subject of complaints.
- 2.2 Although the legislation required the appointment of only one Independent Person, the Council had agreed that a second appointment ensured flexibility and resilience and a second Independent Person, Mr Ian Kirk, was selected as a suitable candidate for a 4 year term in August 2017.

3 Complaints received during 2018/19

- 3.1 13 complaints were received during the 2018/19 municipal year (11 parish and 2 District) all of which were closed with no further action.

4 New process for complaints against Councillors

In July 2018, the Standards Committee considered and approved a new Councillor Complaint Procedure, which set out arrangements for dealing with standards allegations under the Localism Act 2011. It was a simple procedure, which included a flow chart on how a formal complaint could be made about the conduct of a District or Parish councillor and how that complaint would be dealt with and within what time frames. It was also a useful document for Members who may be the subject of a complaint. The procedure advised of a range of sanctions which could be imposed by the Standards Committee in the event of misconduct by a Councillor being found. Whilst not necessarily an exhaustive list, there were no statutory sanctions provided for in the Localism Act in relation to general breaches of the Code of Conduct. However, Members are reminded that a failure to declare a Disclosable Pecuniary Interest constitutes a criminal offence with the potential sanction of a fine and/or disqualification.

5 Policy and Constitution Review Work

5.1 Constitution Review

One of the functions of the Standards Committee was to undertake an annual review of the Council's Constitution to ensure it was up to date and in line with legislation and current circumstances. The Committee considered a number of areas that had been identified for review including;

- Changes to Licensing Committee Terms of Reference
- Terms of Reference for Joint Member Panels
- Council Procedure Rules – Speaking at Meetings (Councillors)
- Access to Information Rules

- Budget and Policy Framework Rules – Inclusion of informing Portfolio Holders
- Recording of Executive Decisions to reflect Key Decision Limits
- Threshold for Consideration of Tenders by Executive
- Scheme of Delegation to officers
- Social Media Guidance for Councillors
- Members Code of Conduct
- Declarations of Interest – revised form
- Employee Code of Conduct
- Minor wording changes or updating of job titles (housekeeping)

5.2 Whistle-blowing Policy Review

The Council has a joint Whistle-blowing Policy with North East Derbyshire District Council and a commitment to updating the policy on a regular basis to ensure it was fit for purpose. A review was conducted in February 2019 and no changes had been recommended.

The Monitoring Officer had overall responsibility for the maintenance and operation of the policy and would maintain a record of any concerns raised and the outcomes. The Monitoring Officer was also required to report as necessary to both Councils on instances relating to Whistleblowing and it was noted by the Standards Committee that there had been no instances to report for the 2018/19 municipal year.

5.3 RIPA Policy Review

Earlier in 2019, the Standards Committee had considered a report regarding a review undertaken on the Joint RIPA Policy, which covers the Council's activities under the Regulation of Investigatory Powers Act 2000 (RIPA).

Since the review, new Codes of Practice had been issued and some legislative changes had been made arising from the Investigatory Powers Act 2016 and the Regulation on Investigatory Powers Order 2018, and these had been incorporated into the policy.

The Council was periodically inspected by the Office of Complaints Commissioners and an inspection had taken place in March 2019.

Previous inspections had focused on the need for regulatory training and a training session had been delivered for the Strategic Alliance Management Team including those officers who were appointed as Authorising Officers and Designated Persons. Further training had been issued to officers within areas such as Planning Enforcement, Licensing and Environmental Health.

6 Gifts and Hospitality

Further to an internal audit undertaken in May 2018, the Monitoring Officer had brought the Standards Committee's attention to three low priority recommendations made by the Internal Audit Consortium. The first was that the annual inspection report be presented to the Standards Committee during the

year following the inspection. Secondly, that consideration be made to adding fields to the form and lastly, that the Members Code of Conduct reflected the wording within the Council's Constitution. All three recommendations had been agreed.

In July 2018, the Standards Committee requested that the register of Gifts and Hospitality be published on the Council's website. This was suggested in light of the Council's view to go out to tender for a Committee Management Software system which would have a facility for an online version of the Gifts and Hospitality Register and that this be implemented once the new system was in place.

Members are reminded that advice is available from the Monitoring Officer, Deputy Monitoring Officer and Legal Services in relation to any offer of gift or hospitality and Members and officers are encouraged to seek this advice where they were unsure.

7 Guidance, reports and articles considered by the Committee

High Court Case – Ledbury Town Council

The Standards Committee had considered a report in relation to a High Court ruling on the obligation of local authorities to discipline councillors under the Code of Conduct procedure. The ruling clarified how a council should deal with complaints against a councillor and was brought following a claim brought by a councillor of Ledbury Town Council in Herefordshire after complaints of bullying and harassment were made against her by the Town Clerk and Deputy.

The High Court ruling had implications for town and parish councils throughout England and any local authority would be acting unlawfully and be at risk of challenge if it tried to bypass the Code of Conduct procedure under the Localism Act 2011 when addressing alleged misconduct of councillors.

It was important for the Standards Committee to consider the judgement with regard to how the Monitoring Officer and the Council conducted investigations into breaches of the Code of Conduct.

Cornerstone Barristers' Publication – Councillor refused permission in Judicial Review against sexual harassment finding

The Standards Committee had considered a publication by Cornerstone Barristers in relation to a breach of Code of Conduct by a councillor (former Leader) of Devon County Council.

The councillor had been refused permission to proceed to a judicial review of Devon County Council's decision to sanction him for sexual harassment of four council employees.

A formal investigation by a QC instructed by the council, concluded that the allegations against the councillor were true and the council's standards committee imposed several sanctions on the councillor, which included restrictions on his access to the council's premises.

The councillor issued a claim for judicial review of the council's decision which included challenges to the procedural fairness of the council's investigation and decision-making process. All of these allegations were rejected as unarguable by Mrs Justice Andrews, who refused permission to proceed to a judicial review.

The councillor also sought to challenge the legality of the sanctions imposed on him and the one, narrow ground given permission was whether the Council had the legal power to exclude the councillor from its premises. Although Mrs Justice Andrews considered it was arguable that the council had no legal power to exclude him from its premises, she considered that, if there was such a power, the restrictions placed on the councillor were "plainly" proportionate.

Local Government Lawyer Publication – Independent report expresses regret at attack by councillor on monitoring officer

The Standards Committee had considered a publication from Local Government Lawyer in relation to a breach of Code of Conduct by a councillor of Fenland District Council.

An independent report into allegations against the councillor had expressed "some surprise and regret" that the councillor pursued allegations concerning the monitoring officer and her actions as a complaint against her.

Fenland District Council's monitoring officer had alleged that the councillor might have submitted overinflated mileage claims and attempted to claim for journeys outside the scope of the members' allowance scheme. The deputy monitoring officer asked a law firm to carry out an investigation into whether the councillor had breached Fenland's Code of Conduct.

The law firm had inspected a number of claim forms submitted by the councillor between 2011 and 2017 and these had highlighted a significant difference in the actual mileage between his place of residence and the council offices and the mileage claimed. There were claims for travel expenses for journeys which were not covered by the members' allowance scheme adopted by Fenland. The law firm concluded that there was evidence that the councillor should have been aware that some of the claims were not justified and that there had been a breach of the code of conduct of the authority by the councillor.

Commenting also on the allegations made by the councillor against the monitoring officer, the law firm said that though all the allegations were dismissed, there was a risk that such a process had the appearance of a collateral attack on the complaint against him and the officer making them. It added that such actions risked being a breach in themselves of part of the council's code of conduct that related to intimidation or attempts at intimidation.

8 Consultations and survey results related to Standards

Consultation on Election Candidates and Campaigns regarding new laws

The Standards Committee had considered a report which provided information on a consultation regarding new laws in relation to Election Candidates and Campaigns.

Earlier in 2018, the Committee on Standards in Public Life had published a wide-ranging review of the impact of intimidation in public life with a focus on the role of social media. The Committee made recommendations for social media, political parties, police and local government and suggested the Government consult on ways in which electoral law could be changed to protect candidates and their supporters. A Cabinet Office consultation, which closed on 22nd October 2018, would take this forward.

All Members of the Council were provided with the questions and were invited to offer a voluntary response to the consultation.

Consultation on Local Government Ethical Standards by Committee on Standards in Public Life

The Committee on Standards in Public Life had undertaken a review of local government ethical standards which had considered all levels of local government in England.

The Standards Committee Members had fed into the consultation by providing a collective response to the consultation questions and had felt that it had offered them the opportunity to discuss ethical standards on a local and national basis.

The recommendations of the review were published in January 2019 and some of the recommendations would require Primary Legislation, however, many of the other recommendations were considered good practice from which councils could just implement or adopt and these were to be considered in the new corporate year.

9 Reviews undertaken by Scrutiny Committees related to Standards

9.1 Review of The Strategic Alliance

The Customer Service and Transformation Scrutiny Committee undertook a review of the Strategic Alliance following consideration of a range of topics suggested at the Annual Scrutiny Conference in 2017/18

The aim of the review was to establish how the Strategic Alliance could be more effective in delivering front line services.

The Scrutiny report set out recommendations which were endorsed by the Executive in May 2018. One of the recommendations within the review was that the Terms of Reference for the Strategic Alliance Joint Committee be reviewed. This was in order to ensure that the Committee's remit remained fit for purpose and was monitoring and developing the work of the Alliance.

The Strategic Alliance Joint Committee considered its Terms of Reference and consequently made a number of amendments which the Standards Committee approved and referred to Council for adoption.

9.2 Operational Review of Standards Committee by the Customer Service and Transformation Scrutiny Committee

Further to the Standards Committee's response to the consultation by the Committee on Standards in Public Life on their 'Review of Local Government Ethical Standards', the Standards Committee felt it was pertinent to have an external opinion of how they operated and requested the Customer Service and Transformation Scrutiny Committee to undertake a review.

A range of concerns were raised by the Standards Committee and these were considered as part of the scoping process. The review was completed outside the usual meeting programme via a small Working Group with regular reports back to Committee.

A number of recommendations were presented to and approved by the Executive on 18th February 2019 and included;

- training in relation to the Code of Conduct and DPJs as part of the Member Induction Programme, with a refresher course to accommodate any changes in legislation/Council membership
- training on a minimum annual basis to Parish Council Liaison,
- Improved public information, both web-based and hard-copy, to ensure the role of Standards Committee is clear.
- the appointment of the Co-opted Independent Chair be maintained as a demonstration of our commitment to the Seven Principles of Public Life.

All of the recommendations would be monitored by the Customer Service and Transformation Scrutiny Committee for 12 months.

10 Other items considered by the Standards Committee

During the 2018/19 Municipal Year, the Standards Committee also considered;

- the Annual Letter from the Local Government & Social Care Ombudsman (2017/18)
- a report relating to Customer Service Standards and Compliments, Comments and Complaints received between 1st April 2018 to
- 1st September 2018.

Footnote: If any Member would like a copy of any of the reports referred to in this report, they should contact the Governance Team on 01246 242528/29

Bolsover District Council

Council

17th July 2019

Draft Pay Policy Statement 2019/20

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 2019/20.
- 1.3 The information contained within the original Pay Policy Statement was collated from a variety of difference 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 2019/20.
- 1.6 Amendments, reflective of the pay award for 2019/20 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 2019/20 attached at Appendix One.

7 **Decision Information**

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"/> <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
District Wards Affected	All

Links to Corporate Plan priorities or Policy Framework	
---	--

8 Document Information

Appendix No	Title
1	Draft Pay Policy Statement 2019/20
Background Papers (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)	
Report Author	Contact Number
Oliver Fishburn Payroll & Systems Manager	01246 242525

BOLSOVER DISTRICT COUNCIL

Pay Policy Statement 20198/2049

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 1st April 20198 to 31 March 202049 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

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 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 Strategic Directors and Joint 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 Strategic Directors

The shared management team salary scale for the Chief Executive of the Council ranges from £~~112,498,140,293~~ to £~~122,050,149,658~~, with increments of £3,000.

The Strategic Directors' salaries are based on a scale of £~~74,307,72,854~~ to £~~83,180,81,549~~ with increments of just over £2,000. The incremental scale is shown below:-

Incremental points	Chief Executive	Strategic Directors
1	£ 112,498,140,293	£ 74,307,72,854
2	£ 115,682,143,415	£ 76,526,75,025
3	£ 118,867,146,536	£ 78,744,77,200
4	£ 122,050,149,658	£ 80,962,79,374
5	N/A	£ 83,180,81,549

4.2.2. Joint Heads of Service

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 scale is shown below:-

Incremental Points	Heads of Service
1	£52,015,995
2	£53,568,518
3	£55,121,040
4	£56,673,562
5	£58,226,084

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:-

Grade	Incremental Points	Chief Officer
<i>Grade 12</i>	37	£48,535,583
<i>Grade 12</i>	38	£49,520,549
<i>Grade 12</i>	39	£50,503,513

4.2.4. Remuneration of The Council's Lowest Paid

The Council adopted the Living Wage with effect from 1st December 2013. The annual full time equivalent value of the Living Wage from November 2019 is [£17,364,302](#)

4.2.4.1. With reference to point 5.4 below, during 2015/16, 2016/17, 2017/18, ~~and~~ 2018/19 [and 2019/2020](#) 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 2019/2020 based on full time equivalent salary records at [1st April 2019~~th~~ June 2018](#). An asterisk signifies that this Grade relates to Joint Chief Officers who are paid by North East

Formatted: Superscript

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.

Chief Officer Grade	Point	Amount (£)	Median salary (£)	Pay Multiple
CEO	4	122,050 119,657	22,823 23,050	5.32:1
Strategic Director*	5	83,179 81,549	22,823 23,050	3.65:1
Heads of Service	1	52,015 50,995	22,823 23,050	2.32:1
Heads of Service*	2	53,567 52,518	22,823 23,050	2.3:1
Heads of Service	3	55,120 54,040	22,823 23,050	2.43:1
Heads of Service	5	58,226 57,084	22,823 23,050	2.65:1

Chief Officer Grade	Point	Amount (£)	Lowest Paid salary (£)	Pay Multiple
CEO	3	119,657 122,050	17,364 16,884	7.1:1
Strategic Director*	5	83,179 81,549	17,364 16,884	4.8:1
Heads of Service	1	52,015 50,995	17,364 16,884	3.0:1

Chief Officer Grade	Point	Amount (£)	Lowest Paid salary (£)	Pay Multiple
Heads of Service*	2	53,5675 2,518	17,3641 6,881	3.1:1
Heads of Service	3	55,1205 4,040	17,36416, 881	3.2:1
Heads of Service	5	58,2265 7,084	17,3641 6,881	3.4:1

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 1st 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 2019~~8~~ is ~~£17,36416,881~~. This will be updated when the Living Wage is reviewed in November 2019.

5.4. With funding from the residual Working Neighbourhoods Fund, the Council will be engaged in an Apprentice scheme during 2019~~8~~/~~2019~~ 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 ~~£8,392.428103-02~~ and ~~£11,865.1411,382-82~~.

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 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 2nd April and 30th 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 1st 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 2425252424 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 1st 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 2019/2018/19 is 13.97%

Band	Whole-time Pay Range (19/2018/19)	Contribution rate
1	Up to and including £14,400	5.5%
2	Above £14,401 and up to £22,500	5.8%
3	Above £22,501 and up to £36,500	6.5%
4	Above £36,501 up to £46,200	6.8%
5	Above £46,201 up to £64,600	8.5%
6	Above £64,601 up to £91,500	9.9%
7	Above £91,501 up to £107,700	10.5%
8	Above £107,701 up to £161,500	11.4%
9	Above £161,501	12.5%

The Employer's contribution at BDC is currently 13.97% of pensionable pay.

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 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