



The Arc  
High Street  
Clowne  
S43 4JY

To: Chair & Members of the Council

Tuesday 1st March 2022

Contact: Alison Bluff  
Telephone: 01246 242528  
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Dear Councillor

### **COUNCIL**

You are hereby summoned to attend a meeting of the Council of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Wednesday, 9th March, 2022 at 10:00 hours.

### **Risk Assessment Disclaimer**

When attending this meeting in person, I confirm that I have read and understood the contents of each of the following risk assessments and agree to act in line with its content.

- Covid-19 ARC RTW RA001
- Working in Offices At The Arc During Covid-19 Pandemic Guidance – ARC – SSW001
- Meetings – EM001 - Committee and Council Meetings during the Covid-19 pandemic

*These documents have been emailed to Members and are available on the Modern.Gov App library.*



**Bolsover**  
District Council

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

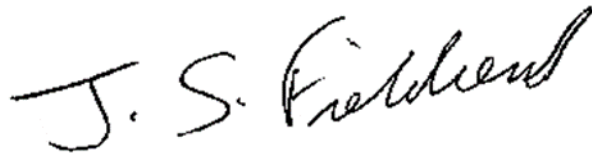
**If you require this agenda in large print  
or another format please call us on 01246 217753**

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.

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 from page 3 onwards.

Yours faithfully

A handwritten signature in black ink, reading "J. S. Fielden". The signature is written in a cursive style with a large, sweeping 'J' and 'F'.

Interim Monitoring Officer

## COUNCIL

### AGENDA

*Wednesday, 9th March, 2022 at 10:00 hours taking place in the Council Chamber,  
The Arc, Clowne*

Item No.	PART 1 – OPEN ITEMS	Page No.(s)
1.	<b>Apologies For Absence</b>	
2.	<b>Declarations of Interest</b>  Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:  a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	
3.	<b>Chair's Announcements</b>  To receive any announcements that the Chair of the Council may desire to lay before the meeting.	
4.	<b>Minutes</b>  To approve the Minutes of the Council meeting held on 2 <sup>nd</sup> February 2022.	<b>To Follow</b>
5.	<b>Questions from the Public</b>  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 thirty minutes. A question may only be asked if notice of twelve clear working days has been given.	<b>NONE</b>
6.	<b>Questions from Members</b>  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 twelve clear working days has been given.	
	<b>Question submitted by Councillor Nick Clarke to the Leader of the Council.</b>	<b>5</b>

- 7. Motions**  
  
In accordance with Council Procedure Rule 10, to consider motions on notice from Members.  
  
**Motion submitted by Councillor Peter Roberts.** 6
- 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.  
  
***Appointment of Security and Concierge Contractor for Commercial Property.*** 7 - 8
- 9. Level of Council Tax 2022/23** 9 - 15  
  
Report of the Portfolio Holder for Finance.
- 10. BDC Annual Pay Policy Statement** 16 - 24  
  
Report of the Portfolio Holder for Corporate Governance.
- 11. Skills Audit - Presentation by Sheffield Hallam University's Centre for Regional Economic and Social Research (CRESR).** **Presentation**
- 12. Chairman's Closing Remarks**

## Question to the Leader of the Council submitted by Councillor Nick Clarke

The guilty verdict against Mark Hankinson; the former Director of the Masters of the Fox Hounds Association on Friday 15th October 2021 highlighted that the use of ‘trail hunting’ as a cover for illegal hunting will not be tolerated by the courts. This is a timely reminder for all Landowners within Bolsover District who permit their land to be used for trail hunting of their liability under Section 3 of the Hunting Act 2004 should the trails be a ruse to cover up any illegal activity.

Will the Leader of the Council therefore please write to all the major landowners in the District of Bolsover, such as the Welbeck and Chatsworth Estates to request that they familiarise themselves with the risks associated with allowing trail hunting on their land and recommend cessation of such activities?

## **Motion submitted by Councillor Peter Roberts**

*Money generated by the sale of assets in a ward is to be used, mainly for benefit of that ward*

## **Decisions taken by Executive under Special Urgency**

**Executive held on 31<sup>st</sup> January 2022**

### **KEY DECISION**

#### **EX82-21/22. APPOINTMENT OF SECURITY AND CONCIERGE CONTRACTOR FOR COMMERCIAL PROPERTY**

##### **EXEMPT PARAGRAPH 3**

Executive's approval was sought to give delegated powers to the Assistant Director for Development and Planning to appoint the first or second choice supplier following a recent procurement evaluation exercise and interviews undertaken to appoint contractors to deliver the Security and Concierge contract.

The last contract for the Security and Concierge Contract came to an end on 30<sup>th</sup> November 2021. A tender was issued in September 2021 to re commission a specialist experienced Security organisation to continue to achieve security and effective operational objectives for the Council's business parks and business centres; Pleasley Vale Business Park and The Tangent, Shirebrook. The contract also required CCTV Monitoring and Key Holder responsibilities in relation to other property owned by the Council.

Bids were received from 8 organisations and were evaluated on a cost and quality basis: Cost 60% / Quality 40%. The quality elements included: method statement (15%); operational instructions (10%); implementation (5%); Contract Management (5%); Learning and Development (3%); Service Development (2%).

A spreadsheet showing the evaluation scores of the 8 submissions was attached to the report.

Based on results of the evaluation matrix and following an initial offer letter to the preferred supplier, contract mobilisation and Tupe commenced on 1st December 2021.

The Council had reserved the right to add and/or remove sites to the contract, and any inclusion of sites would be based on the rate specified in the tender response of the appointed company.

Moved by Councillor Liz Smyth and seconded by Councillor Clive Moesby

**RESOLVED** that (1) the Assistant Director for Development and Planning be given delegated authority to appoint the preferred supplier and to enter in to a contract agreement, to be drafted and issued by Legal Services. The delegation to extend to include the appointment of the second supplier on the shortlist if for any reason contracts were not agreed with the preferred supplier,

(2) The Assistant Director for Development and Planning be given delegated authority to implement the two one-year extensions based on satisfactory performance from the contractor, and also an acceptable pricing proposal going forward.

(Assistant Director of Development and Planning)



**Bolsover District Council**

**Meeting of Council on 9th March 2022**

**LEVEL OF COUNCIL TAX**  
**2022/23**

**Report of the Assistant Director of Finance and Resources**

<b>Classification</b>	This report is Public
<b>Report By</b>	Assistant Director of Finance and Resources
<b>Contact Officer</b>	Theresa Fletcher Assistant Director of Finance and Resources 01246 242458 theresa.fletcher@bolsover.gov.uk

**PURPOSE / SUMMARY**

- The Localism Act 2011 requires the billing authority to calculate a Council Tax requirement for the year.
- The approved demand on the Collection Fund for this Council should be **£4,292,893**. The Council has now received all of the Parish Precept demands which total **£3,645,990** which together mean the total demand on the Collection Fund in 2022/23 will be **£7,938,883**.
- In order to calculate the Council Tax requirement for the area at the relevant bands, the demands of the County Council, Police Authority, Fire Authority and parish councils will also need to be taken into account.
- The Council has now received all the relevant precept demands from the other local authorities that precept upon this council as the billing authority for Council Tax.
- It should be noted that this report will be subject to a recorded vote.

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**1     REPORT DETAILS**

- 1.1     It should be noted that the Chief Financial Officer has calculated the following amounts as the Council Tax Base for the year 2022/23.
- **22,443.26** being the amount calculated by the Council, in accordance with section 31B of the Local Government Finance Act 1992, as amended.

- The following being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its Council Tax Base for the year for dwellings in those parts of its area to which special items relate.

Parish	Parish Tax Base
Ault Hucknall	390.67
Barlborough	1,140.64
Blackwell	1,239.70
Clowne	2,534.12
Elmton	1,579.42
Glapwell	476.72
Hodthorpe	219.97
Langwith	832.32
Old Bolsover	3,392.20
Pinxton	1,559.04
Pleasley	763.86
Scarcliffe	543.09
Shirebrook	2,484.13
South Normanton	2,951.15
Tibshelf	1,232.29
Whitwell	1,103.94
<b>Total</b>	<b>22,443.26</b>

- 1.2 Calculation of the Council Tax requirement for the Council's own purposes for 2022/23 (excluding Parish Precepts) is **£4,292,893**.
- 1.3 That the following amounts be now calculated by the Council for 2022/23 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 (as amended):
- a) **£35,803,887** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils (Note – this is the District Council's Gross Expenditure including Parish Precepts).
  - b) **£27,865,004** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act (Note – this is the District Council's Gross Income).
  - c) **£7,938,883** being the amount by which the aggregate at 1.3(a) above exceeds the aggregate at 1.3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. (Note - this sum is the total of the District's requirements of **£4,292,893** plus the total parish precepts of **£3,645,990**).
  - d) **£353.73** being the amount at 1.3(c) above divided by item 1.1 calculated by the Council, in accordance with Section 31B of the Act, as the basic

amount of its Council Tax for the year (Note – this is a calculated average for the District Council and the Parish precepts).

- e) **£3,645,990** being the aggregate amount of all special items referred to in Section 34(1) of the Act (as per 1.3c) (Note – this is the total Parish Precept amount that will be raised through Council Tax).
- f) **£191.28** being the amount at 1.3(d) above less the result given by dividing the amount at 1.3(e) by the amount at 1.1, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates (Note – this is the District Council Band D charge for Council Tax for 2022/23).

g) Part of the Council's Area

The following being the amounts calculated by adding the amount at 1.3(f) to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned in 1.3(d) divided in each case by the amount at 1.1(b). Calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate (Note – this is the sum of the District Council Band D and the individual Parish Band D).

<b>Parish</b>	<b>Council Tax at Band D £</b>
Ault Hucknall	294.95
Barlborough	285.09
Blackwell	393.32
Clowne	333.71
Elmton	351.35
Glapwell	334.15
Hodthorpe	359.83
Langwith	383.51
Old Bolsover	345.67
Pinxton	354.07
Pleasley	288.26
Scarcliffe	338.59
Shirebrook	463.00
South Normanton	316.65
Tibshelf	321.38
Whitwell	401.60

- h) Being the amounts given by multiplying the amounts at 1.3(f) and 1.3(g) by the number which in the proportion set out in Section 5(1) of the Act, is

applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in the different valuation bands (Note – this is the same as above but shown over all Valuation Bands).

Part of the Council's Area	Valuation Bands							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Ault Hucknall	196.63	229.40	262.18	294.95	360.49	426.04	491.58	589.90
Barlborough	190.06	221.73	253.41	285.09	348.44	411.79	475.15	570.18
Blackwell	262.21	305.91	349.62	393.32	480.72	568.13	655.53	786.64
Clowne	222.47	259.55	296.63	333.71	407.86	482.02	556.18	667.42
Elmton	234.23	273.27	312.31	351.35	429.42	507.50	585.58	702.70
Glapwell	222.77	259.89	297.02	334.15	408.40	482.66	556.91	668.30
Hodthorpe	239.89	279.87	319.85	359.83	439.79	519.75	599.71	719.66
Langwith	255.67	298.28	340.90	383.51	468.73	553.96	639.18	767.02
Old Bolsover	230.45	268.85	307.26	345.67	422.48	499.30	576.11	691.34
Pinxton	236.05	275.39	314.73	354.07	432.75	511.43	590.11	708.14
Pleasley	192.17	224.20	256.23	288.26	352.31	416.37	480.43	576.52
Scarcliffe	225.73	263.35	300.97	338.59	413.83	489.07	564.31	677.18
Shirebrook	308.67	360.11	411.55	463.00	565.89	668.77	771.66	926.00
South Normanton	211.10	246.28	281.46	316.65	387.01	457.38	527.75	633.30
Tibshelf	214.25	249.96	285.67	321.38	392.79	464.21	535.63	642.76
Whitwell	267.73	312.35	356.98	401.60	490.84	580.09	669.33	803.20

- 1.4 That it be noted that for the year 2022/23 Derbyshire County Council, the Police and Crime Commissioner for Derbyshire and the Derbyshire Fire and Rescue have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Act 1992 for each of the categories of dwellings shown in the following table:

Precepting	Valuation Bands							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Derbyshire County Council	850.27	991.98	1,133.69	1,275.40	1,558.82	1,842.25	2,125.67	2,550.80
DCC - Adult Social Care	99.44	116.01	132.59	149.16	182.31	215.45	248.60	298.32
Police + Crime Commissioner	167.73	195.69	223.64	251.60	307.51	363.42	419.33	503.20
Fire + Rescue Service	53.89	62.88	71.86	80.84	98.80	116.77	134.73	161.68
	1,171.33	1,366.56	1,561.78	1,757.00	2,147.44	2,537.89	2,928.33	3,514.00

- 1.5 That, having calculated the aggregate in each case of the amounts at 1.3(h) and 1.4, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2022/23 for each of the categories of

dwellings (Note – this is the total charge for 2022/23 i.e. when all the individual precepts are added together.)

Part of the Council's Area	Valuation							
	A £	B £	C £	D £	E £	F £	G £	H £
Ault Hucknall	1,367.96	1,595.96	1,823.96	2,051.95	2,507.93	2,963.93	3,419.91	4,103.90
Barlborough	1,361.39	1,588.29	1,815.19	2,042.09	2,495.88	2,949.68	3,403.48	4,084.18
Blackwell	1,433.54	1,672.47	1,911.40	2,150.32	2,628.16	3,106.02	3,583.86	4,300.64
Clowne	1,393.80	1,626.11	1,858.41	2,090.71	2,555.30	3,019.91	3,484.51	4,181.42
Elmton	1,405.56	1,639.83	1,874.09	2,108.35	2,576.86	3,045.39	3,513.91	4,216.70
Glapwell	1,394.10	1,626.45	1,858.80	2,091.15	2,555.84	3,020.55	3,485.24	4,182.30
Hodthorpe	1,411.22	1,646.43	1,881.63	2,116.83	2,587.23	3,057.64	3,528.04	4,233.66
Langwith	1,427.00	1,664.84	1,902.68	2,140.51	2,616.17	3,091.85	3,567.51	4,281.02
Old Bolsover	1,401.78	1,635.41	1,869.04	2,102.67	2,569.92	3,037.19	3,504.44	4,205.34
Pinxton	1,407.38	1,641.95	1,876.51	2,111.07	2,580.19	3,049.32	3,518.44	4,222.14
Pleasley	1,363.50	1,590.76	1,818.01	2,045.26	2,499.75	2,954.26	3,408.76	4,090.52
Scarcliffe	1,397.06	1,629.91	1,862.75	2,095.59	2,561.27	3,026.96	3,492.64	4,191.18
Shirebrook	1,480.00	1,726.67	1,973.33	2,220.00	2,713.33	3,206.66	3,699.99	4,440.00
South Normanton	1,382.43	1,612.84	1,843.24	2,073.65	2,534.45	2,995.27	3,456.08	4,147.30
Tibshelf	1,385.58	1,616.52	1,847.45	2,078.38	2,540.23	3,002.10	3,463.96	4,156.76
Whitwell	1,439.06	1,678.91	1,918.76	2,158.60	2,638.28	3,117.98	3,597.66	4,317.20

1.6 That the persons named below are hereby authorised in accordance with Section 223 of the Local Government Act 1972 to:

- a) Collect and recover any Council Tax due to the Council.
- b) Prosecute and appear on behalf of the Council at the hearing of any legal proceedings by way of an application for the issue of a liability order or warrant for the issue of a liability order or warrant of commitment in respect of unpaid Council Tax.
- c) Collect and recover any Community Charges and National Non-Domestic Rates due to the Council.
- d) Prosecute and appear on behalf of the Council at the hearing of any legal proceedings by way of an application for the issue of a liability order or warrant of commitment in respect of unpaid National-Non Domestic Rates.
- e) Prosecute and appear on behalf of the Council at the hearing of any legal proceedings by way of an application for the issue of a distress warrant of commitment in respect of unpaid rates of Section 97, 102 and 103 respectively of the General Rates Act 1967.

Mrs M Whetton      Revenues and Benefits Manager

Mrs J Lyons      Senior Court Officer

Mrs VJ Warhurst      Senior Recovery Officer

Given that the officers performing this role may change during the course of the financial year it is recommended that delegated powers be granted to the Council's Chief Financial Officer to authorise amendments to the above list should this prove necessary.

## **2. Reasons for Recommendation**

- 2.1 This report sets out for approval by Council the precepts of the relevant public authorities operating in the area of Bolsover District Council in order for Council to agree the Council Tax liability for local residents in respect of 2022/23.

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

- 3.1 The Council is legally obliged to approve the Council Tax for the financial year 2022/23.

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## **RECOMMENDATIONS**

1. That Council formally approves the Council Tax for the Financial Year 2022/23 as set out in this report.
2. The Council authorises the officers as set out in section 1.6 above to undertake the identified duties in accordance with section 223 of the Local Government Act 1972, and delegates to the Council's Chief Financial Officer the authority to authorise any amendments to the list of named officers that may prove necessary during the course of the financial year.

Approved by the Portfolio Holder - Cllr Clive Moesby, Executive Member for Finance

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## **IMPLICATIONS**

**Finance and Risk:**                      Yes ☒                      No ☐

**Details:**

Bolsover District Council administers the Collection Fund for all of the precepting authorities operating within the area of Bolsover. In order to pay the amounts requested by the various precepting authorities, including Bolsover District Council, it is necessary to set a Council Tax which raises sufficient funding to ensure that the Collection Fund can meet the financial demands placed upon it.

On Behalf of the Section 151 Officer

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**Legal (including Data Protection):**                      Yes ☒                      No ☐

**Details:**

The Council is legally required to set a council tax for its area.

On Behalf of the Solicitor to the Council

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**Staffing:**    Yes ☐        No ☒

**Details:**

There are no human resource implications arising directly from this report.

On behalf of the Head of Paid Service

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## DECISION INFORMATION

<b>Decision Information</b>	
<b>Is the decision a Key Decision?</b> 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:  <b>BDC:</b> <b>Revenue - £75,000</b> <input type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
<b>Is the decision subject to Call-In?</b> (Only Key Decisions are subject to Call-In)	No
<b>District Wards Significantly Affected</b>	All
<b>Consultation:</b> <b>Leader / Deputy Leader</b> <input checked="" type="checkbox"/> <b>Cabinet / Executive</b> <input checked="" type="checkbox"/> <b>SAMT</b> <input type="checkbox"/> <b>Relevant Service Manager</b> <input type="checkbox"/> <b>Members</b> <input checked="" type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	Yes  Details: Portfolio Holder
<b>Links to Council Ambition: Climate Change, Economy and Environment.</b>	

## DOCUMENT INFORMATION

Appendix No	Title
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers)	
None	

## **Bolsover District Council**

### **Meeting of the Council on 9th March 2022**

#### **BDC Annual Pay Policy Statement**

#### **Report of the Portfolio Holder for Corporate Governance**

<b>Classification</b>	This report is Public
<b>Report By</b>	Sara Gordon, HR & OD Manager 01246 217677 <a href="mailto:sara.gordon@ne-derbyshire.gov.uk">sara.gordon@ne-derbyshire.gov.uk</a>
<b>Contact Officer</b>	Oliver Fishburn, Payroll Manager, 01246 242525 <a href="mailto:Oliver.fishburn@bolsover.gov.uk">Oliver.fishburn@bolsover.gov.uk</a>

#### **PURPOSE/SUMMARY OF REPORT**

- For the following policy to be brought to Council for consideration:
  - Annual Pay Policy Statement 2022/23

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#### **REPORT DETAILS**

##### **1. Background**

- 1.1 The pay policy statement sets out the Council's policy on pay for senior managers and employees and is in accordance with the requirements of Section 38 of the Localism Act 2011 and Supplementary Guidance 2013.
- 1.2 The Pay Policy Statement is brought to full Council on an annual basis.
- 1.3 Any amendments to the policy statement, other than minor updates to reflect the 2021/22 pay agreement and 2022/23 pay agreement will require the approval of Full Council.
- 1.4 The Annual Pay Policy Statement for 2022/23 reflects the current position based on decisions previously taken at Full Council.
- 1.5 Under the Local Government Transparency Code 2015 additional organisational information is required to be published annually on the website. This consists of third tier organisation charts, senior salaries information, including functional



responsibilities, budget amounts and numbers of staff responsible for, together with details of trade union facility time

- 1.6 Please find attached the Annual Pay Policy Statement 2022/23 for consideration at Appendix One.

**2. Details of Proposal or Information**

- 2.1 For Council to consider the Annual Pay Policy Statement 2022/23. The Statement reflects decisions previously approved at Full Council.

**3. Reasons for Recommendation**

- 3.1 Agreement to the Annual Pay Policy Statement fulfils both legal and best practice guidance for employers. It also reflects decisions previously approved at Full Council.

**4 Alternative Options and Reasons for Rejection**

- 4.1 The alternative option is not to have the Annual Pay Policy Statement which has been rejected on the grounds of risk to the Council of failing to fulfil legal obligations and best practice.

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**RECOMMENDATION(S)**

1. That Council support the Annual Pay Policy Statement 2022/23

Approved by Cllr Duncan McGregor, Portfolio Holder for Corporate Governance

**IMPLICATIONS:**

**Finance and Risk:** Yes ☐ No ☒

**Details:**

No new financial implications result from this report.

On behalf of the Section 151 Officer

**Legal (including Data Protection):** Yes ☐ No ☒

**Details:**

There are no direct legal implications arising from the approval of the Annual Pay Policy statement

On behalf of the Solicitor to the Council

**Staffing:** Yes ☐ No ☐

**Details:**

On behalf of the Head of Paid Service

## DECISION INFORMATION

<b>Is the decision a Key Decision?</b> 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:  <b>Revenue - £75,000   <input type="checkbox"/>   Capital - £150,000   <input type="checkbox"/></b> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
<b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i>	No

<b>District Wards Significantly Affected</b>	(please state which wards or state All if all wards are affected)
<b>Consultation:</b> <b>Leader / Deputy Leader   <input type="checkbox"/>   Executive   <input type="checkbox"/></b> <b>SLT   <input type="checkbox"/>   Relevant Service Manager   <input type="checkbox"/></b> <b>Members   <input type="checkbox"/>   Public   <input type="checkbox"/>   Other   <input type="checkbox"/></b>	Details:

<b>Links to Council Ambition: Customers, Economy and Environment.</b>

DOCUMENT INFORMATION	
Appendix No	Title
One	BDC Annual Pay Policy Statement 2022/23

<b>Background Papers</b> <i>(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 Executive you must provide copies of the background papers).</i>

## **BOLSOVER DISTRICT COUNCIL**

### **Pay Policy Statement 2022/2023**

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

This Policy relates to the period from 1 April 2022 to 31 March 2023 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:

- Executive Director–Resources (Head of Paid Service)
- Executive Director – Strategy and Development
- 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**

This Council is committed to the principle of equal pay. In order to secure equal pay within the organisation, job evaluation was applied to all posts (including Chief Officers). In 2021, Full Council agreed to revised payscales for Director and Assistant Director posts based on an independent pay benchmarking exercise and with consideration to existing payscales in place at the Council. The Council report was submitted by the Head of Paid Service.

#### **4. Remuneration**

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).

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

The Council does not pay Chief Officers bonuses, charges and allowances.

Fees are only related to the Returning Officer

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.

### Executive Directors

The Council has two Executive Directors' posts who are paid a single point salary of £106,541.

### Assistant Directors

Assistant Directors level posts are characterised by their relatively high level of responsibilities, and deputise, as appropriate, in the absence of an Executive Director. This is an important element in the Council's succession planning and leadership development processes, as well as providing valuable strategic input. Assistant Directors are paid as follows:

<b>Incremental Points</b>	<b>Assistant Director</b>
1	£54,247
2	£55,867
3	£57,486
4	£59,104
5	£65,799
6 (Statutory Officer)	£65,799 plus an additional £5,075 for undertaking statutory officer duties

### Remuneration of The Council's Lowest Paid

The Council adopted the Living Wage with effect from 1<sup>st</sup> December 2013. The annual full time equivalent value of the Living Wage from November 2021 is £19,100.

With reference to point 5.4 below, from 2015/16, to date the Council operates an Apprentice Scheme. Apprentices at Level Two and Three are paid on the National Living Wage based on their age and those at Level Four or above are paid based on the Council's payscales.

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

The following tables show the ratio between the Officer Grades paid in 2021/2022 based on full time equivalent salary records at 1<sup>st</sup> April 2021. In which case the median salary and the lowest paid salary relates to those employees paid by Bolsover District Council.

Chief Officer Grade	Point	Amount (£)	Median salary (£)	Pay Multiple
Executive Director	5	88,779	24,427	3.6:1
Assistant Director	1	54,247	24,427	2.2:1
Assistant Director	2	55,867	24,427	2.3:1

Chief Officer Grade	Point	Amount (£)	Median salary (£)	Pay Multiple
Assistant Director	3	57,486	24,427	2.4:1
Assistant Director	5	60,724	24,427	2.5:1

Chief Officer Grade	Point	Amount (£)	Lowest Paid salary (£)	Pay Multiple
Executive Director	5	88,779	19,100	4.6:1
Assistant Director	1	54,247	19,100	2.8:1
Assistant Director	2	55,867	19,100	2.9:1
Assistant Director	3	57,486	19,100	3.0:1
Assistant Director	5	60,724	19,100	3.2:1

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

#### Definition of Lowest-paid employees

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.

The Council adopted the Living Wage with effect from 1 December 2013.

The annual full time equivalent value of the Living Wage from April 2021 is £19,100. This will be updated when the Living Wage is reviewed in November 2022.

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

The level and elements of remuneration of each Chief Officer

This is set out in section 4.2.

#### Remuneration of Chief Officers on recruitment

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

For Chief Officers, 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.

### Increases and additions to remuneration of each Chief Officer

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

### Honoraria and ex gratia payments

The Council does not make ex gratia payments. An 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.

The Council does not use performance related remuneration.

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

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);

For redundancy, compensation is calculated in accordance with BDC scheme.

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

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

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

For further information about this pay policy statement please contact the Council on 01246 242525 and ask the Payroll Section.

## **5. Other Terms and Conditions**

### Place of Work

The principal place employment shall be the main offices of the Council, home or as required within the District. 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.

### Hours of Work

The hours of work are a minimum of 37 hours per week, Due to the nature of the post the precise hours 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.

### Secondary Employment

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

### Holiday Entitlement

The annual leave entitlement is 31 days plus 3 days per annum to cover the Christmas closedown.

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

### Pensions

Employees of the Council pay a contribution to the Pension Scheme relative to their annual full-time equivalent pensionable pay (including pensionable allowances). The Employer contribution rate for 2021/22 is 14.9%.

#### **England and Wales – employee contribution rates for 2021/22**

<b>Actual Pensionable Pay</b> (based on latest pay x 12)	<b>Employee Contribution rate</b>
Up to £14,600	5.5%
£14,601 to £22,900	5.8%
£22,901 to £37,200	6.5%
£37,201 to £47,100	6.8%
£47,101 to £65,900	8.5%
£65,901 to £93,400	9.9%
£93,401 to £110,000	10.5%
£110,001 to £165,000	11.4%
£165,001 or more	12.5%

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.

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).

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.

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.

### Car Allowances

Bolsover District Council pay the HMRC rates for business journeys (currently 45p per mile and 5p per mile for passengers)

### Terms and Conditions of Service

Directors and Assistant Directors are employed 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).

### 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.

### Other financial benefits

The Council's Executive Directors and Assistant Directors are not in receipt of any financial benefits that are not also available to other employees.

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

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