



Civic Centre,
Arnot Hill Park,
Arnold,
Nottinghamshire,
NG5 6LU

Agenda

Council

Date: **Wednesday 29 January 2020**

Time: **6.00 pm**

Place: **Council Chamber**

For any further information please contact:

Alec Dubberley

Service Manager, Democratic Services

0115 901 3906

Council

Membership

Mayor

Councillor Sandra Barnes

Deputy Mayor

Councillor Meredith Lawrence

Councillor Michael Adams

Councillor Peter Barnes

Councillor Chris Barnfather

Councillor Pat Bosworth

Councillor Michael Boyle

Councillor Nicki Brooks

Councillor John Clarke

Councillor Liz Clunie

Councillor Bob Collis

Councillor Jim Creamer

Councillor Boyd Elliott

Councillor David Ellis

Councillor Rachael Ellis

Councillor Roxanne Ellis

Councillor Andrew Ellwood

Councillor Paul Feeney

Councillor Kathryn Fox

Councillor Des Gibbons

Councillor Helen Greensmith

Councillor Gary Gregory

Councillor Jenny Hollingsworth

Councillor Mike Hope

Councillor Rosa Keneally

Councillor Ron McCrossen

Councillor Viv McCrossen

Councillor Barbara Miller

Councillor Simon Murray

Councillor Julie Najuk

Councillor Marje Paling

Councillor John Parr

Councillor Michael Payne

Councillor Alex Scroggie

Councillor Martin Smith

Councillor Sam Smith

Councillor Jennifer Thomas

Councillor Clive Towsey-Hinton

Councillor John Truscott

Councillor Henry Wheeler

Councillor Paul Wilkinson

SUMMONS

A meeting of the Borough Council will be held in the Council Chamber, Civic Centre, Arnot Hill Park on Wednesday 29 January 2020 at 6.00 pm to transact the business as set out below.



Karen Bradford
Chief Executive

AGENDA

Page

- 1 Opening Prayers.
- 2 Apologies for Absence.
- 3 Mayor's Announcements.
- 4 To approve, as a correct record, the minutes of the meeting held on 20 November 2019. 7 - 13
- 5 Declaration of Interests.
- 6 To deal with any petitions received under Standing Order 8a.
- 7 To answer questions asked by the public under Standing Order 8.
- 8 To answer questions asked by Members of the Council under Standing Order 9.

Question from Councillor Martin Smith

I think we will all agree that tackling the increasing problem of litter across the Borough should be one of the priorities of the Council. This problem is addressed by both our own staff and in some areas local volunteers. Good

examples of this are the Ravenshead Litter Force group, who regularly meet to clear the grass verges surrounding the village, and the young people of Newstead village who organised a litter pick as part of their summer holiday play scheme. I am sure that fellow councillors will be aware of other similar initiatives.

Money was allocated in this year's budget for an extra 50 rubbish bins across the Borough. An action most welcomed. In October, councillors were asked by the Leader of the Council to nominate possible sites within their own Ward, where these bins could be placed. Three months later, no action appears to have been taken. Please could the Leader give an update as to when these new bins will be installed and also indicate if they will be fairly distributed across urban and rural areas of the Borough.

9 Council Tax Reduction Scheme 15 - 22

Report of the Deputy Chief Executive and Director of Finance.

10 Referral from the Appointments and Conditions of Service Committee: Pay Policy Statement 2020/21 23 - 82

Report of the Service Manager Organisational Development.

Council is recommended to:

Adopt the pay policy statement for publication on the Council's website.

11 Referral from the Audit Committee: Mazars Annual Audit Letter 2018/19 83 - 98

Report of the Deputy Chief Executive and Director of Finance.

Council is recommended:

To note the Annual Audit letter.

12 Transitional arrangements relating to the post of Chief Executive To Follow

Report of the Director of Organisational Development and Democratic Services.

13 To receive questions and comments from Members concerning any matter dealt with by the Executive or by a Committee or Sub-

Committee (Standing Order 11.1).

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|-----------|--|------------------|
| a | Minutes of meeting Tuesday 5 November 2019 of Environment and Licensing Committee | 99 - 101 |
| b | Minutes of meeting Wednesday 6 November 2019 of Planning Committee | 103 - 110 |
| c | Minutes of meeting Thursday 7 November 2019 of Cabinet | 111 - 113 |
| d | Minutes of meeting Thursday 7 November 2019 of Appeals and Retirements Committee | 115 - 116 |
| e | Minutes of meeting Monday 11 November 2019 of Overview and Scrutiny Committee | 117 - 121 |
| f | Minutes of meeting Tuesday 3 December 2019 of Environment and Licensing Committee | 123 - 126 |
| g | Minutes of meeting Wednesday 4 December 2019 of Planning Committee | 127 - 143 |
| h | Minutes of meeting Wednesday 18 December 2019 of Appointments and Conditions of Service Committee | 145 - 146 |
| i | Decisions made under delegated authority | 147 - 148 |
| 14 | To consider comments, of which due notice has been given, under Standing Order 11.03(a). | |
| 15 | To consider motions under Standing Order 12. | |

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MINUTES COUNCIL

Wednesday 20 November 2019

Councillor Sandra Barnes (Mayor)

Present: Councillor Meredith Lawrence Councillor Gary Gregory
Councillor Peter Barnes Councillor Jenny Hollingsworth
Councillor Chris Barnfather Councillor Mike Hope
Councillor Pat Bosworth Councillor Rosa Keneally
Councillor Michael Boyle Councillor Ron McCrossen
Councillor Nicki Brooks Councillor Viv McCrossen
Councillor John Clarke Councillor Simon Murray
Councillor Liz Clunie Councillor Julie Najuk
Councillor Bob Collis Councillor Marje Paling
Councillor Jim Creamer Councillor John Parr
Councillor Boyd Elliott Councillor Michael Payne
Councillor David Ellis Councillor Alex Scroggie
Councillor Rachael Ellis Councillor Martin Smith
Councillor Roxanne Ellis Councillor Sam Smith
Councillor Andrew Ellwood Councillor Jennifer Thomas
Councillor Paul Feeney Councillor John Truscott
Councillor Kathryn Fox Councillor Henry Wheeler
Councillor Des Gibbons Councillor Paul Wilkinson
Councillor Helen Greensmith

Absent: Councillor Michael Adams, Councillor Barbara Miller
and Councillor Clive Towsey-Hinton

43 **OPENING PRAYERS.**

The Mayor's Chaplin, Reverend Sally Baylis delivered opening prayers.

44 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors Adams, Miller and Towsey- Hinton.

45 **MAYOR'S ANNOUNCEMENTS.**

The Mayor commented on the success of the Remembrance events this year. In particular she thanked Councillors Bosworth, Hope and Elliot for the service held at the Polish war graves in Calverton and Councillor Collis for arranging the Mapperley Service. She also informed members about the Burns Night celebration later in the month and stated that tickets were still available.

Under this item the Mayor allowed Councillor Clarke to update members of the recent flooding in the Borough. A copy of the briefing would be circulated to all members. Councillor Clarke thanked all the organisations involved including Nottinghamshire County Council, Parish Councils and staff from Gedling Borough. He noted that it was a real team effort.

Councillor Thomas joined the meeting at 6:10 pm

46 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 18 SEPTEMBER 2019.

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

Vote 35 For; 0 Against; 3 Abstentions.

47 DECLARATION OF INTERESTS.

Councillors Viv McCrossen and Keneally declared a non-pecuniary interest in Item 13, Motion One, as they both have some involvement with organisations that support victims of domestic abuse.

48 TO DEAL WITH ANY PETITIONS RECEIVED UNDER STANDING ORDER 8A.

None.

49 TO ANSWER QUESTIONS ASKED BY THE PUBLIC UNDER STANDING ORDER 8.

None.

50 TO ANSWER QUESTIONS ASKED BY MEMBERS OF THE COUNCIL UNDER STANDING ORDER 9.

None.

51 REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

Consideration was given to a report of the Service Manager Democratic Services which sought approval of amendments to the published scheme of polling places, polling districts and polling stations for Gedling Borough.

RESOLVED:

To adopt the new scheme of Polling Districts, Polling Places and Polling Stations following the statutory review process.

Vote 38 For; Against 0; Abstentions 0

52 OVERVIEW AND SCRUTINY ANNUAL REPORT

Consideration was given to the Annual Report of the Overview and Scrutiny Committee.

RESOLVED:

To receive and note the report.

Vote 38 For; Against 0; Abstentions 0

53 TO RECEIVE QUESTIONS AND COMMENTS FROM MEMBERS CONCERNING ANY MATTER DEALT WITH BY THE EXECUTIVE OR BY A COMMITTEE OR SUB-COMMITTEE (STANDING ORDER 11.1).

In accordance with Standing Order 11.1, a number of comments were made and responded to by the appropriate Cabinet Member or Committee Chair.

54 TO CONSIDER COMMENTS, OF WHICH DUE NOTICE HAS BEEN GIVEN, UNDER STANDING ORDER 11.03(A).

None received.

55 TO CONSIDER MOTIONS UNDER STANDING ORDER 12.

Motion One

Upon a notice of motion received in the name of Councillor Roxanne Ellis, a proposition was moved by Councillor Roxanne Ellis, seconded by Councillor Thomas, in the following terms:

This Council:

Recognises that domestic abuse is significant issue across society affecting people in all parts of the community and notes that this meeting coincides with the White Ribbon Campaign 2019.

Is proud of its continuing commitment to the White Ribbon Campaign.

Accepts that while domestic violence overwhelmingly affects women, men can also be victims of domestic abuse and agrees that anyone experiencing Domestic Abuse should be able to access suitable support.

Expresses its continuing support for policies to address domestic violence in our communities in partnership with the Police and other organisations in the statutory and voluntary sectors.

Notes that the GMB union is promoting an Employer's Charter which pledges employers to:

- Support employees who are experiencing Domestic Abuse to access support services and information confidentially
- Ensure that anyone experiencing Domestic Abuse is not disadvantaged, and to take reasonable adjustments to facilitate their needs in the workplace
- Commit to working with other organisations to facilitate support for those experiencing abuse
- Provide toolkits and information in a format which is easily and discretely accessible.
- Ensure that there are sufficient employees trained to provide access to support.

Therefore resolves:

1. That the Leader of the Council should sign the GMB's Employer Charter to demonstrate Gedling Borough Council's commitment to supporting any employees experiencing Domestic Abuse.
2. To refer the Charter to the Appointments and Conditions of Service Committee who will consult with the Joint Consultative and Safety Committee to identify any gaps between the Council's current policies and the commitments in the Charter.

RESOLVED:

- 1) That the Leader of the Council should sign the GMB's Employer Charter to demonstrate Gedling Borough Council's commitment to supporting any employees experiencing Domestic Abuse.
- 2) To refer the Charter to the Appointments and Conditions of Service Committee who will consult with the Joint Consultative and Safety Committee to identify any gaps between the Council's current policies and the commitments in the Charter.

Vote: 36 For, 0 Against, 2 Abstentions

Motion Two

Upon a notice of motion received in the name of Councillor Payne, a proposition was moved by Councillor Payne, seconded by Councillor Clarke, in the following terms:

This Council notes that:

- The Intergovernmental Panel on Climate Change (IPCC) has found that global warming is likely to reach 1.5C by 2050. The Met Office predicts that the impact of climate change on the UK will include, but is not limited to, flooding of coastal and inland areas, increased demand on energy during hotter summers and colder winters, species loss and extinction, damage to infrastructure that is not equipped for extremes of temperature and an increase in illnesses caused by extremes of temperature;
- Parliament and over 200 councils across the country have already declared a climate emergency, recognising the seriousness of the situation and committing to take action in their local area;
- Local government has the ability to make an impact at a local level, including greening the council estate, fleet and housing stock by working with housing associations and landlords, as well as working with local industry to help and incentivise them to operate more sustainably. However, local councils have also seen their budgets cut by 60p in every £1 since 2010, which has had a crippling effect on public services and will severely impact the ability of councils to reach their full potential in tackling the causes of climate change;
- A recent survey by ComRes has found that 71% of UK adults think that climate change is a more pressing long term issue than Brexit, and 60% of adults feel that the UK government is not doing enough to prioritise the climate crisis;
- Co-operatives, community energy companies, local and national campaign groups and charities have already been taking action to tackle climate change, raising public awareness about climate change and environmental issues such as single use plastics and air quality;
- Action needs to be taken now in order to minimise the impact and reach of temperature rises and climate change, and that there should be an ambition of carbon neutrality by 2030 at the latest.

This Council resolves that Gedling Borough Council will:

- Join with other councils and Parliament in declaring a Climate Emergency;
- Set a goal and vision of becoming carbon neutral across Gedling borough by 2030;
- Ensure that this work doesn't just focus on the activity of Gedling Borough Council, but also reaches out to partners and residents to help them reduce their carbon footprint;
- Produce a practical and robust action plan to ensure that all councillors and officers are clear what Gedling Borough Council will do to tackle the climate emergency;
- Work with employers in the borough, including businesses, the third sector, charities and the public sector to encourage them to take steps to reduce their carbon emissions and operate in a more sustainable way, and learn from any best practice that they've already put in place;
- Work with local MPs to lobby the Government, as well as Labour's front bench and other major political parties to ensure that local government is given the powers and funding they need to tackle the climate emergency and make our borough greener.

RESOLVED to:

- 1) Join with other councils and Parliament in declaring a Climate Emergency;
- 2) Set a goal and vision of becoming carbon neutral across Gedling borough by 2030;
- 3) Ensure that this work doesn't just focus on the activity of Gedling Borough Council, but also reaches out to partners and residents to help them reduce their carbon footprint;
- 4) Produce a practical and robust action plan to ensure that all councillors and officers are clear what Gedling Borough Council will do to tackle the climate emergency;
- 5) Work with employers in the borough, including businesses, the third sector, charities and the public sector to encourage them to take steps to reduce their carbon emissions and operate in a more sustainable way, and learn from any best practice that they've already put in place;
- 6) Work with local MPs to lobby the Government, as well as Labour's front bench and other major political parties to

ensure that local government is given the powers and funding they need to tackle the climate emergency and make our borough greener.

Vote: 38 For, 0 Against, 0 Abstentions.

The meeting finished at 7.15 pm

Signed by Chair:
Date:

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Report to Council

Subject: Council Tax Reduction Scheme

Date: 29 January 2020

Author: Deputy Chief Executive and Director of Finance

Purpose

This report seeks approval that, for the financial year 2020/21, the Council continues to apply its current Council Tax Reduction Scheme (CTRS) without revision.

Recommendation(s)

THAT:

The Council Tax Reduction Scheme (CTRS) 2020/21, to apply from 1 April 2020, be approved and adopted by full Council, and that there are no changes to the CTRS for working age people as described in Section 1 of this report, except for the annual uprating and amendments of allowances and premiums in line with Housing Benefit levels.

1 Background

1.1 Members will recall that from 1 April 2013, the Council Tax Benefit Scheme was replaced by a localised support scheme for Council Tax known as the Council Tax Reduction Scheme (CTRS). All billing authorities (district and unitary authorities) were required to devise their own scheme and on 19 December 2012, following a full consultation exercise, Gedling Borough Council adopted a Council Tax Reduction Scheme very similar to the previous national Council Tax Benefits scheme, but with the following main differences for working age residents:

- a) No entitlement to CTRS for claimants whose savings were greater than £6,000;
- b) Removal of the Second Adult Rebate;
- c) A flat rate non-dependant deduction of £7.50 for each adult member of the household;
- d) Automatic backdating of CTRS for a maximum of 3 months;

- e) Entitlement to the extended payments “back to work” incentive for the long term unemployed, increased from four weeks to twelve weeks.
- 1.2 On 22 January 2014, Council resolved to adopt a CTRS that included provision to allow for the annual uprating of allowances and premiums without this being classed as a material change to the scheme.
- 1.3 Since the 22 January 2014 the Council has continued with its CTRS without revision, and this is the scheme currently in use by the Council.
- 1.4 Paragraph 5 of Schedule 1A to the Local Government Finance Act 1992 requires the Council to consider whether the CTRS is to be revised or replaced for each financial year. The Act required that where the scheme is to be revised or replaced, the Council has to have made a decision no later than 31 January in the financial year preceding that for which the revision or replacement scheme is to have effect.
- 1.5 The Council Tax Reduction Scheme (Amendment) England S.I. 2017 No. 1305 amended the date of 31 January to 11 March to allow for a longer period of consideration and consultation if required.

2 Proposal

- 2.1 Officers have been asked to undertake a comprehensive review of the CTRS for the 2020/21 financial year. In recognition of this, the Housing and Welfare Support Manager has provided a series of options for consideration in respect of the current CTRS. ***Please note that these are only applicable to Working Age Claimants, as pensioners are protected by Government Legislation.***
- 2.2 The options are detailed in Appendix 1, and show two separate calculations (a) all working age households (b) working age households excluding vulnerable groups. “Vulnerable groups” are households where the claimant or their partner is in receipt of Disability Living Allowance or Personal Independence Payments, or the household includes a disabled child. This is similar to many Councils’ definition of vulnerable groups but can be re-defined if required. Any income relating to disability is already ignored in any CTRS assessment calculation.
- 2.3 Appendix 1 details the options to change the scheme, and are shown separately (options 1 to 9), and combined (options 10 to 14). It should be noted that the exclusives cannot be combined together, as individually they could reduce any entitlement to zero.

3 Funding Arrangements

- 3.1 At the outset of the CTRS scheme in 2013/14 Central Government provided non-ring-fenced grant funding to Gedling via the Revenue Support Grant mechanism. Revenue Support Grant has been reduced year on year and was fully removed from the 2019/20 financial settlement.
- 3.2 Since 2013/14, the resulting shortfall in funding of the CTRS has had to be met by a combination of:
- Raising more income through further changes to Council Tax empty property discounts/premiums;
 - Additional income through the Business Rates Retention Scheme;
- Raising income or reducing expenditure through other service area efficiencies.
- 3.3 The other option for meeting the shortfall in funding is to reduce the total spend on the CTRS i.e. change from a 100% scheme.
- 3.4 The 2019/20 scheme was agreed by full Council in September 2018 based on a reducing caseload and expenditure forecast of £7.4m. However, the caseload has reduced by 324 claims over the past 12 months, and this has meant CTRS expenditure is now expected to be around £7.1m at year-end (March 2020).
- 3.5 Whilst the caseload is still reducing, CTRS expenditure is expected to increase in 2020/21 to £7.2 m due to council tax increases being applied by the major preceptors.
- 3.6 The Council's Medium Term Financial Plan (MTFP) approved by Council in March 2019, assumes that the current CTRS scheme will continue in 2020/21 without revision and without further changes to the Council Tax empty property discounts/premiums. It therefore assumes that any shortfall in funding will be met through other service area efficiencies and business rates.

4 Conclusions

- 4.1 There is a fine balance between the cost of the scheme, the available funding, and the ability of people on low incomes being able to afford to pay their council tax.

- 4.2 It is clear that of all the options, the single proposal that would generate the most savings for the Council would be option 1, being the reduction of the maximum award to 80% requiring all working age households to pay 20% of their annual council tax bill (saving Gedling £58,665 but costing householders in a Band A property in a non-parished area circa £258). This could be combined with other options to save a greater amount for the Council.
- 4.3 Many Councils that have implemented this measure, including some in Nottinghamshire, have reported that their Council Tax in-year collection rate decreased and that this decrease was entirely due to their scheme change. Clearly if this were the case, then there would also be a decrease in the Council's cash flow throughout the financial year.
- 4.4 For Gedling, this would mean a further 4,283 estimated households now actually paying Council Tax that did not do so before, and this would require greater resources in Revenues, Welfare Support and Customer Services to cope with the additional collection and recovery workload, particularly as council tax arrears would be expected to increase. This could negate any anticipated savings for Gedling, because Gedling will pay the full costs of the additional officers whilst only keeping our share (8.4 %) of the additional amount collected. In general, all of the options for consideration have a similar outcome.
- 4.5 Nationally and locally, households reliant on rebates such as the CTRS are considered some of the most financially vulnerable residents. For Gedling, this has been evidenced by the increase in claimant reliance on the Council's Discretionary Housing Payments scheme and the Housing Needs Repossession Prevention support scheme. Consequently, these households would have even greater difficulty than other households in being able to afford increases in their expenditure, and it would therefore be more likely that their Council Tax would remain unpaid. It would also be more difficult to collect, and households may be subject to court action and associated Magistrates Court and Enforcement Agency fees.
- 4.6 The DCLG have previously issued guidance on administrative matters to be considered in any CTRS, such as duties to vulnerable people, and that schemes should contain work incentives. The Gedling CTRS currently contains all of these in the form of income and earnings disregards (in line with housing benefit levels) and protection from restricted liability for severely disabled people.
- 4.7 In summary, any reductions to the Council's CTRS expenditure are only available in respect of our Working Age claimants as pensioners are 100% protected i.e. of the £7.2m estimated to be paid out during 2020/21, £3.1m would be totally protected.

- 4.8 Members are reminded that this review process is legislatively required to be undertaken every financial year.
- 4.9 Nationally, studies have shown that if the Council was minded to change the scheme, the best results in terms of maintaining cash collection levels would be to incrementally change the scheme e.g. a 10% reduction in year one and then reducing the scheme year on year. In comparison, a straight move from a 100% scheme to, for example, an 80% scheme would give the best 'headline' financial savings, but it is highly likely that Gedling's increased council tax income would be offset by associated recovery costs and negate the benefits of making such a change.
- 4.10 It is concluded that at the present time, with the perceived difficulties of collection and the impact on our local residents when compared to the potential savings, plus the ambiguity around future local government funding, a change to the scheme would not yield any major financial or social benefit for the Council.

5 Proposal

- 5.1 It is proposed that the current CTRS continues for the financial year 2020/21 without revision, except for any relevant national uprating which is covered within the current scheme.
- 5.2 A copy of the proposed full scheme is available online or in hard copy in the Members' Room.
- 5.3 The Equality Impact Assessment for the Scheme has been reviewed with no issues identified.

6 Resource Implications

- 6.1 The total discounts given under the CTRS are estimated to be £7.2m for the 2020/21 financial year of which Gedling's share is £605K. As detailed in paragraph 3.6 the Council's current MTFP assumes continuation of the scheme without revision and indicates affordability of the scheme in 2020/21, if agreed by Council.
- 6.2 There are no additional financial implications.

7 Appendices

7.1 Appendix 1 - Options

8 Background Papers

8.1 Current Council Tax Reduction Scheme.

9 Reasons for Recommendations

9.1 To comply with the requirements of Paragraph 5 of Schedule 1A to the Local Government Finance Act 1992 and the Council Tax Reduction Scheme (Amendment) England S.I. 2017 No. 1305.

**Gedling Borough Council 23rd December 2019
Council Tax Reduction Scheme options**

Maximum award – under the current scheme a claimant may be entitled to a 100% reduction of their entire Council Tax liability for the year due to their low level of income. One option for change is to reduce the award to a claimant to 80% of the full year amount, and so they would have to pay 20%. Typically, for a household of 2 parents and two children in a Band A property on Job Seekers Allowance this would mean paying £258.43 per year or £4.97per week.

Band restriction – For example, a claimant in a Band C property would only get the CTRS level of a Band A property. Typically, for a household of 2 parents and two children in a Band C property on Job Seekers Allowance this would mean paying £430.72 per year or £8.28per week.

Increase non-dependant deduction – under the current scheme any entitlement to CTRS is reduced by £7.50 per week for any additional resident over the age of 18. One option for consideration is to increase that to £10.00, a loss of £130.00 per year for the household.

Increase taper rate – under the current scheme, if a claimant’s income is higher than their applicable amount (which is a government set of allowances and premiums reflecting the amount that a household “needs” to live on), the CTRS would be reduced by 20% of the excess. This option is to increase the taper to 25%. The claimant would have to pay more as their CTRS entitlement would be less.

Disregard for child benefit and **minimal award** are self-explanatory and only small changes.

Capital Limit – Below is some further information in respect of how much savings a claimant is allowed before being excluded from CTRS (current limit is £6,000). Any changes to this capital limit could result in the following savings:

- a) Capital greater than £2,000
Total savings across all major preceptors £151,232 Gedling’s savings £13,309 number of households affected 286
- b) Capital greater than £3,000
Total savings across all major preceptors £104,986 Gedling’s savings £9,239 number of households affected 192
- c) Capital greater than £4,000
Total savings across all major preceptors £75,755 Gedling’s savings £6,666 number of households affected 127

Appendix 1

Gedling Borough Council 23rd December 2019 Council Tax Reduction Scheme options for 2020/21

	Change to current CTRS scheme EXCLUSIVE:-	Total Saving	GBC saving 8.4 % of total	Excluding Vulnerable groups	GBC saving 8.4 % excluding vulnerable groups	Numbers of working age Households affected	Numbers affected when vulnerable groups excluded
1	Maximum award 80%	£698,393	£58,665	£592,164	£49,742	4283	3514
2	Maximum award 90%	£353,731	£29,713	£304,695	£25,594	4283	3514
3	Restriction to Band A	£265,488	£22,301	£222,843	£18,719	1547	1320
4	Restriction to Band B	£82,304	£6,914	£72,643	£6,102	428	355
5	Restriction to Band C	£33,299	£2,797	£33,129	£2,783	151	122
6	Increase Non-dependant deduction from £7.50 to £10	£33,220	£2,790			311	
7	Increase Taper rate from 20% to 25%	£54,409	£4,570	£48,954	£4,112	802	718
8	No disregard for Child Benefit	£118,077	£9,918			783	
9	Minimum award less than £5 per week make award nil.	£17,872	£1,501			379	
COMBINED:-							
10	Maximum award 80% + restriction to band B	£755,576	£63,468	£637,397	£53,541	4283	3514
11	Maximum award 90% + restriction to Band B	£421,338	£35,392	£357,385	£30,020	4283	3514
12	Maximum award 90% +restriction to band C	£377,877	£31,742	£322,427	£27,084	4283	3514
13	Maximum 80% + non dep £10	£724,107	£60,825	£616,785	£51,810	4283	3514
14	Maximum 90% + non dep £10	£380,100	£31,928	£333,144	£27,984	4283	3514

Note: The Total Saving column relates to the full scheme including all major preceptors i.e. the County, Police, Fire and Gedling in line with the council tax charge.

Report to: Appointments and Conditions of Service Committee

Subject: Localism Act: Pay Policy Statement

Date: 18 December 2019

Author: Service Manager; Organisational Development

1. Purpose of the report

The purpose of the report is to ask the Appointments and Conditions of Service Committee to approve the proposed Pay Policy Statement and method of implementation, and also to recommend its referral to, and adoption by Council for subsequent publication on the Council's website.

Recommendation

The Appointments and Conditions of Service Committee is **recommended** to:

- a) Approve the proposed Pay Policy Statement and method of implementation and
- b) Recommend the referral of the Pay Policy Statement to Council for adoption and for subsequent publication on the Council's website.

2. Background

The purpose of the Statement is to increase accountability in relation to payments made to senior members of local authority staff by enabling public scrutiny.

Section 38 of the Localism Act 2011 requires local authorities to publish a Pay Policy Statement by 31 March each year for the following financial year. Other regulations also require the Council to openly publish certain information and of particular relevance to the Pay Policy Statement is the statutory Local Government Transparency Code 2015. This report presents a proposal for the Gedling Borough Council Pay Policy Statement 2020-21.

A Pay Policy Statement must set out the authority's policies relating to the:

- remuneration of its Chief Officers
- remuneration of its lowest-paid employees
- relationship between the remuneration of its Chief Officers and the remuneration of its employees who are not Chief Officers.

The Statement must include the definition of lowest-paid employees adopted by the authority and the reasons for adopting that definition.

The Statement must include the authority's policies relating to the:

- level and elements of remuneration for each Chief Officer
- remuneration of Chief Officers on recruitment
- increases and additions to remuneration for each Chief Officer
- use of performance-related pay for Chief Officers
- use of bonuses for Chief Officers
- approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the authority
- publication of and access to information relating to remuneration of Chief Officers.

Locally the Statement is also used to publish Gender Pay Gap information required under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 and information relating to time spent on support of recognised trade unions as required by the Trade Union (Facility Time Publication Requirements) Regulations 2017.

The Pay Policy Statement may include information relating to the policy on employment terms and conditions for all Chief Officers.

The Statement must be approved by a resolution of the authority before the 31 March immediately before the financial year to which it relates but may also be amended by resolution during the year; it must be published on the authority's website as soon as possible after approval. Publishing the Pay Policy Statement in the format recommended in Appendix 2 also meets the additional requirements under the statutory elements of the Local Government Transparency Code 2015 in particular relating to information about trade union facilities (time allowed for union duties), senior salaries and the pay multiple. The earlier 2014 Regulations also require that data under the Code is published on the first occasion before 3 February 2015 and annually thereafter. In order to comply with the publication requirement, it is intended that the Pay Policy Statement will be published on the Council's website straight after the Council resolution.

The term 'Chief Officer' referred to above includes:

- The Head of Paid Service designated under section 4(1) of the Local Government and Housing Act 1989 (the Chief Executive)
- The Monitoring Officer designated under section 5(1) of that Act (the Director of Organisational Development and Communications)
- A statutory Chief Officer mentioned in section 2(6) of that Act (the Deputy Chief Executive and Director of Finance (and the Council's Section 151 Officer))
- A non-statutory Chief Officer mentioned in section 2(7) of that Act (the Director of Health and Community Wellbeing by virtue of reporting directly to the Head of Paid Service);
- A deputy Chief Officer mentioned in section 2(8) of that Act (all Service Managers by virtue of reporting directly to statutory and non-statutory Chief Officers).

Of the above listed posts only the Chief Executive, Deputy Chief Executive and Directors are paid a salary above £70,000 per annum which is the value of the Senior Civil Service minimum pay band recommended under the Code of Practice for Data Transparency at which information on roles and remuneration of senior officers is published.

The full statement shows that the Borough Council's local ratio of highest:lowest pay rates is 6.46:1 - this compares favourably with the ratio of 20:1 suggested as a reasonable maximum figure in the original Hutton review into fair pay, and the many examples found in the private sector where multiples way in excess of that are not uncommon.

Local authorities were already required to publish, under the Accounts and Audit (England) Regulations 2011 (Statutory Instrument 2011/817), both the number of employees whose remuneration in that year was at least £50,000 and details of remuneration and job title of certain senior employees whose salary is at least £50,000.

For each “Chief Officer” as defined above, the Pay Policy Statement must include the following information:

- the Chief Officer’s salary,
- any bonuses payable,
- any charges, fees or allowances payable,
- any benefits in kind to which the Chief Officer is entitled,
- any increase or enhancement to the Chief Officer’s pension entitlement, and
- any amounts payable to the Chief Officer on the Chief Officer ceasing to hold office under or be employed by the authority.

From 2017, any organisation that has 250 or more employees must publish and report specific figures about their gender pay gap.

The gender pay gap is the difference between the average earnings of men and women, expressed relative to men’s earnings.

The data to be collected, relevant at 31 March 2017 and each year thereafter is the:

- Mean gender pay gap
- Median gender pay gap
- Mean gender pay gap in bonus pay
- Median gender pay gap in bonus pay
- Percentage of males and females in each of the four pay quartiles.

Employers must both publish their gender pay gap data and a written statement on their public-facing website and report their data to government online using the gender pay gap reporting service.

Organisations must publish within a year of the snapshot date. This year’s data and the narrative endorsed by Senior Leadership Team as shown in the Pay Policy Statement will be published following adoption of the Statement by Council.

Appendix 1 shows the proposal for the full Pay Policy Statement for Gedling Borough Council for the year 2020-21.

3. Publication of the Pay Policy Statement

The proposed Pay Policy Statement has been drafted to meet the requirements of the Localism Act 2011, the Local Government Transparency Code 2014, the requirements of the Accounts and Audit (England) Regulations 2011, the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, the Trade Union (Facility Time Publication Requirements) Regulations 2017 and other best practice guidance offered by the Local Government Association and the Association of Local Authority Chief Executives.

The Localism Act in itself does not necessarily require the Authority to publish actual salary band amounts, however, other regulations and best practice do lead us to this position, particularly for Chief Officers. In the spirit of openness and transparency the proposed Pay Policy Statement encapsulates the principles derived from these myriad sources.

In order to meet the deadlines required by the Localism Act and the Transparency Code, the data used in this annual statement is current at 30 November in each year.

Subject to the views of this committee and the adoption at Council, the Pay Policy Statement will be published on the Council's website immediately after resolution, and annually thereafter and included in the Council's Publications Scheme. It will be published as a Microsoft Word document which is a "machine-readable" format as required by the Local Government Transparency Code 2014.

During any year, changes to policy approved by Committee and minor amendments to levels of earnings resulting from annual nationally-determined pay awards may be made to the published policy during the year without further referral back to Council. Otherwise, each year a Pay Policy Statement will be brought back to Council for formal approval and adoption.

4. Context and comparator data

To give context to the data contained in this year's Pay Policy Statement, comparator data from neighbouring authorities is shown below. The data is drawn from published Pay Policy Statements which will show pay rates and other data that were current at November last year whereas the data for Gedling is shown as current at November this year. As such the comparator information is shown for general indicative purposes only, perhaps with the "ratio data" being the most relevant to consider.

	Actual data at 30/11/19	Stated or derived data from 2019/20 Pay Policy Statements (Data assumed current at January 2019 unless otherwise stated)							
	Gedling BC	Ashfield DC	Bassetlaw DC	Broxtowe BC	Mansfield DC	Newark & Sher DC (March 18*)	Rushcliffe BC	Nottm City	Notts CC (Feb 2019)
Ratio of highest to lowest pay	6.46:1	6.38:1	6.22:1	6.46:1	6.40:1	7.1:1	7.56:1	10.15:1	10.18:1
Ratio of highest to average (mean) pay	4.64:1	N/a	4.4:1 (March 18)	N/a	4.60:1	N/a	N/a	6.76:1 (exc chief officers)	N/a
Ratio of highest to median pay	5.74:1	4.74	5.2:1 (March 18)	5.26:1	5.26:1	5.89:1	N/a	N/a	9.37:1
Average (mean) pay (equivalent full time salary)	£24,676	N/a	£24,577 Derived	N/a	£23,511	N/a	N/a	£24,627 (average exc chief officers)	N/a
Median pay (equivalent full time salary)	£19,945	£23,110	£20,769 Derived	£21, 339 Derived (at 1/4/19 - current year)	£20,541	£19,642*	N/a	N/a	£18,871
Highest paid worker (exc allowances etc) Top of grade assumed unless stated otherwise	£114,444	£109,500 (£115,500 top of scale)	108,137	£112,241 (at 1/4/19 - current year)	£108,120	£115,771* (£122,400 top of scale)	£120,360	£166,480 (£185,000 top of scale)	£176,886
Lowest paid worker (FTE salary- not training post)	£17,711	£17,173	£17,364 (at 1/4/19 - current year)	£17,364 (at 1/4/19 - current year)	£16,881	£16,302*	£15,915	£16,394 (at 1 April 18)	£17,364 (inc. Living Wage supplement)

Gedling Borough Council; Pay Policy Statement 2020-21

1. Introduction

Section 38 of the Localism Act 2011 requires local authorities to publish a Pay Policy Statement by 31 March each year. The purpose of the Statement is to increase accountability in relation to payments made to senior members of local authority staff by enabling public scrutiny.

The Pay Policy Statement has been drafted not only to meet the requirements of the Localism Act, but also is designed to reflect the principles of the Code of Recommended Practice for Local Authorities on Data Transparency (updated in 2015), the Accounts and Audit (England) Regulations 2011 and aspects of good practice highlighted by the Local Government Association and the Association of Local Authority Chief Executives. Furthermore, the Statement also has regard to the guidance made available in February 2013 by the Department for Communities and Local Government in respect to “openness and accountability” as described in section 40 of the Localism Act.

The Statement is also used to publish Gender Pay Gap information required under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 and information relating to time spent on support of recognised trade unions as required by the Trade Union (Facility Time Publication Requirements) Regulations 2017.

2. Pay Policy Statement; Executive Summary

Details necessary for publication are explored fully in this Pay Policy Statement in sections three and four. The Executive Summary does not reflect all information required or recommended in the legislation and guidance described in the introduction above; however, it is designed to show key information in a simple, digestible format. Unless otherwise stated, data in these tables is current at 30 November 2019.

General Council pay data

Lowest rate of pay (Exc Training Grade)	£9.1801 (£17,711p.a. full time)
Median rate of pay	£10.34 per hour (£19,945p.a. full time)
Mean rate of pay	£12.79 per hour (£24,676p.a. full time)
Highest rate of pay	£59.32 per hour (£114,444p.a. full time)
Expression (as a multiple) of highest rate of pay against:	
Lowest pay:	6.46 times greater
Median pay:	5.74 times greater
Mean pay:	4.64 times greater

Job-related information for Chief Officers

Job Title of Senior posts ¹	Substantive post-Salary Band p.a. (pay pts in scale)	Enhancement to basic pay or Addition to basic pay (not related to main job)	For Senior Posts : Number of staff reports & total budget ² (Headcount @01/11/19)
Chief Executive	£112,363 – £114,444 £116,525240 Progression is performance-related	Yes- Election fees	145 staff (489 total) £6,754,372
Directors i) Dep C.E.& Director of Finance ii) Health & Community Wellbeing iii) O.D. & Democratic Services	i) £83,355 - £85,737 – £89,310 ii) & iii) £75,777 – £77,940 – £81,192 Progression is performance-related for all posts	No	i) 212 staff £33,164,650 ii) 39 staff £1,506,300 iii) 93 staff £4,854,300
Service Managers - Band 4; • Financial Services • Legal Services	£64,953 - £66,981 - £69,012	No	
Service Managers – Band 3; • Public Protection • Leisure & Culture • Organisational Development • Economic Growth & Regen • Revenues & Welfare Support	£56,832 - £58,866 - £60,891	No	
Service Managers – Band 2; • Parks & Street Cleansing • Customer Services & Comms • Planning Policy • Development Services • Community Relations • Transport & Waste	£48,714 - £50,745 - £52,773	No	
Service Managers – Band 1; • Democratic Services • Property	£44,655 - £46,686 - £48,714	No	

¹ As defined in Recommended Code of Practice for Data Transparency

² Total current gross expenditure budget (2018/19); includes employee costs.

3. Setting the scene

3.1 Pay Strategy

The Council's Pay Strategy is shown at Appendix iA. This document encapsulates both strategic principles and operational practices; it gives direction and intent and guidance for the practical application of these principles.

3.2 Gender Pay Gap

From 2017, any organisation that has 250 or more employees must publish and report specific figures about their gender pay gap.

The gender pay gap is the difference between the average earnings of men and women, expressed relative to men's earnings.

The data to be collected, relevant at 31 March 2017 and at that "snapshot date" each year thereafter is the:

- Mean gender pay gap
- Median gender pay gap
- Mean gender pay gap in bonus pay
- Median gender pay gap in bonus pay
- Percentage of males and females in each of the four pay quartiles.

As required in law, both our gender pay gap data and a written statement to add context to the data are available on our public-facing website

<http://www.gedling.gov.uk/council/aboutus/financeandaccounts/opendata/genderpaygapdata/> and on the government website <https://gender-pay-gap.service.gov.uk/>

This year's data and the narrative endorsed by Senior Leadership Team for Gedling Borough Council are shown at Appendix iB.

3.2 Other relevant information

The following additional paragraphs and statements outline the Council's general position in respect to employment, pay and conditions of service and are pertinent to the requirements of the Localism Act:

- 3.2.1. As at November 2019, Gedling Borough Council employed 489 people (376.46 full time equivalents).
- 3.2.2. Of our posts, 19 are governed by the national conditions of service relating to the Joint Negotiating Committees (JNC) for Chief Executives and Chief Officers, these being the Chief Executive, one post of Deputy Chief Executive and Director of Finance, two Directors and 15 Service Managers. All other employees work within the national conditions of service covered by the National Joint Council (NJC) for Local Government Employees.
- 3.2.3. These national conditions of service are added to, and amended by, local terms and conditions detailed in the Employee Handbook and further modified at an individual level by Statements of Employment (contracts) applying to particular employees or posts.

- 3.2.4. For the purposes of the Localism Act, report must be made on the pay policies relating specifically to “Chief Officers”. In the Act, included in the definition of what is a “Chief Officer” are any posts, statutory or not statutory, that report direct to the Chief Executive, or to a post that reports immediately to the Chief Officer. The purpose is to ensure that “Deputy Chief Officer” posts are included in the pay policy. Locally, for Gedling Borough Council this means that the Chief Executive, Deputy Chief Executive, Directors and Service Managers are covered in the Pay Policy Statement.
- 3.2.5. Policies relating to the setting of pay are determined by committee. Currently such decisions fall under the remit of the Appointments and Conditions of Service Committee (ACSC). Historically, all major decisions relating to pay policies have been the subject of consultation with the recognised unions representing employees of the Council, either direct with the unions, or more usually through discussion at the Joint Consultative and Safety Committee (JCSC) which is the recognised forum for formal consultation between employee representatives and the employer.
- 3.2.6. The Council has embraced the principles of Single Status (a term designed by national employers’ groups and trade unions to describe the equal treatment, in respect to terms and conditions, of all employees) since 2001. Gedling was one of the first local authorities in the region to formally implement the national NJC Job Evaluation Scheme. A pay policy was written at this time to reflect how NJC pay was to be applied within this scheme and this is shown at Appendix i. The NJC Job Evaluation Scheme continues to be used and pay grades are established using this tool for all NJC posts. Job assessment is carried out jointly by both management and union representatives.
- 3.2.7. The grading of JNC Service Manager posts is undertaken by Senior Leadership Team and is based on a locally-determined scoring matrix. This matrix and the scoring system used to determine grades are shown at Appendix ii. Pay grades for Directors and the Chief Executive are determined by Committee (ACSC).
- 3.2.8. The filling of, or promotion to all posts, be they governed by NJC or JNC conditions of service are dealt with under the same defined protocols. The general protocol for the filling of vacancies is shown at Appendix iii with a description of how this protocol is applied in a practical context shown at Appendix iv.
- 3.2.9. Other than in cases where there is a need to prevent redundancy through possible redeployment of existing employees, or where efficiencies or improved working can potentially be realised, all permanent vacancies are advertised externally and all appointments are made on merit as required by the Local Government and Housing Act 1989. There is an additional recognised protocol (appendix v) that allows temporary vacancies for periods of less than one year to be filled internally.
- 3.2.10. Appointments to the post of Chief Executive, Deputy Chief Executive or Director are made by the Appointments and Conditions of Service Committee, subject to no objections being raised by Cabinet. Appointment to all other posts including Chief Officers defined within the Localism Act is made by officers delegated to act on behalf of the Chief Executive. The Council’s constitution governs this process.

- 3.2.11. Dismissal of Statutory Officers (Head of Paid Service, Monitoring Officer and Chief Financial (Section 151) Officer) is made through the Appointments and Conditions of Service Committee which will first consider the case and make an initial determination that will be subsequently referred to an Independent Panel charged with making a recommendation to Council at which a decision will be taken to approve or reject the dismissal. Dismissal of Directors that are not Statutory Officers will not be referred to an Independent Panel. Dismissal from all other posts including Chief Officers defined within the Localism Act is made by the Chief Executive or to officers delegated to act on behalf of the Chief Executive. The Council's constitution sets out the process for dismissal of Statutory Officers and other Chief Officers. Where they exist, model procedures contained within national Chief Officers' terms and conditions will be used as guidance.
- 3.2.12. In respect to appointment to any post, where the grade of a post comprises a range of pay points, the general practice is that appointment is made to the bottom pay point other than in cases where the successful candidate can demonstrate that their experience or skill set is of relevant and exceptional nature. In such cases, for officers working under NJC conditions, a Service Manager may agree to commencement at a higher pay point. For a JNC post, the decision about pay on appointment will rest with the appointing officer or committee as appropriate.
- 3.2.13. For Directors governed by JNC conditions, pay at appointment and subsequent advancement through the pay grade is determined by the Chief Executive following consultation with the Appointments and Conditions of Service Committee as detailed in Appendix vi-a. The same general principles governing application of pay points apply both to external appointment and internal promotion.
- 3.2.14. A similar scheme linking pay to performance exists for the Chief Executive. This is shown at Appendix vi-b
- 3.2.15. The Council has an established training grade which mirrors the national pay rates for apprentices. The policy relating to the application of this arrangement was adopted in September 2016. Although potentially applicable to a training post of any type, the grade is designed to be applied specifically to apprentices employed directly by the Council.
- 3.2.16. As a general principle and where business need allows, the Council supports the sharing of posts (job share) between two or more people. Appointments will be made on merit. Appointment for any job share partner will be made within the confines of the pay grade, determined through job evaluation and within the principles as described above in relation to the determination of starting salary.
- 3.2.17. In 2013 supplementary guidance was offered by the Department for Communities and Local Government under section 40 of the Localism Act 2011 about decisions relating to appointments and dismissal from senior posts where the costs of such decisions are likely to be high. The Secretary of State considers that a salary of £100,000 is the right level for the threshold of such decisions.

In the year 2019/20 the only post at this pay level is that of Chief Executive. This post is defined as "senior" for the purpose of this guidance and consequently decisions relating to appointment and dismissal will be determined by full Council

following recommendation made by the Appointments and Conditions of Service Committee. This arrangement is incorporated within the Council's constitution.

- 3.2.18. Already published elsewhere in this Pay Policy Statement are the Council's key documents relating to severance policies and discretionary compensation for employees, including senior officers in the event of redundancy.
- 3.2.19. Access to the full set of local pension discretions required under Regulation 60(5) of the LGPS 2013 are shown on the Council's website under the "How we work" section at [https://www.gedling.gov.uk/media/gedlingboroughcouncil/documents/council/aboutus/policies/Pension%20Discretions%20Policy%20\(July%202019\).pdf](https://www.gedling.gov.uk/media/gedlingboroughcouncil/documents/council/aboutus/policies/Pension%20Discretions%20Policy%20(July%202019).pdf)

These discretions were approved as formal policy of the Council by the Appointments and Conditions of Service Committee in March 2015 and updated by the committee in 2019. In accordance with legal requirement the policy statements have been drafted to balance financial, business and employee needs and public interest as well as taking into account the general principle that no policy statement can unduly fetter the employer's ability to make decisions.

- 3.2.20. From 1 April 2017 all overtime (voluntary), stand-by and call out payments are enhanced by 7.69% to reflect the need to recognise an average of these payments for a four week holiday period each year (the period for which "normal pay" needs to be maintained). Any contractual overtime will be recognised as normal pay for the purpose of all holidays taken.
- 3.2.21. As required by the Transparency Code, structure diagrams of the Council showing all posts, including vacant posts, and pay bands are maintained on the Council's website together with contact details for Chief Officers.
- 3.2.22. The 2015 Transparency Code required information about trade union facility time to be published and this requirement has subsequently been extended by the Trade Union (Facility Time Publication Requirements) Regulations 2017. This is the amount of time that is allowed by the organisation for the representatives of the recognised trade unions to participate in approved union activities. For this Council the information is as follows:

- 3.2.22.1. There are 11 staff that are recognised as representatives (the Executive). This equates to 10.08 full time equivalents (FTEs).
- 3.2.22.2. There are no union representatives who devote at least 50% of their time to union duties. The estimated proportion of time spent on trade union facility time is:

Proportion of time	Number of union Reps
0% (less than 1%)	0
1- 50%	11
51-99%	0
100%	0

3.2.22.3. It is estimated that the total salary cost of union representatives undertaking union duties and activities over a year is £11,094. Of this £10,368 was spent on trade union facility time (duties) and £726 on trade union activities. The proportion of the cost of trade union activities against facility time cost is 6.5%.

3.2.22.4. It is estimated that the spending on all union business by representatives, as a percentage of the total pay bill, is 0.09%. The percentage for union facility time is also 0.09%.

3.3. This Pay Policy Statement is published on the Council's website.

4. Other specific reportable issues as defined in the Localism Act

4.1 Chief Officer pay

4.1.1 Basic pay

Pay scales for Chief Officers are shown in the Executive Summary table. These are current up to 30 November 2019.

4.1.2 The setting of basic pay grades and pay rates

There are a number of existing decisions and policies that determine Chief Officers' overall pay policy.

The Chief Executive's pay scale, and the pay scales for Directors (including the Deputy Chief Executive) are determined locally by the Appointments and Conditions of Service Committee following formal consultation with recognised unions through the Joint Consultative and Safety Committee. The pay scale for the Chief Executive was last reviewed in early 2018 as part of the recruitment process for a new Chief Executive. In 2016 the pay rate for the new post of Deputy Chief Executive and Director of Finance was determined by the ACSC and the pay rate for Directors was also confirmed. When setting these pay scales the committee took into account the need to balance affordability with fair pay for the work whilst also recognising pay levels for similar posts within the local market and pay differentials within the organisation.

The ACSC approved a performance-related pay scheme that applies all Directors and another for the Chief Executive. These are shown at Appendix vi-a and b respectively. These schemes also confirm that appointment is generally at the bottom point of the pay scale and that progression through the scale is through satisfactory performance only.

The pay principles applying to the Service Managers as JNC officers were determined by ACSC after consultation through the JCSC process. The basis of these grades, how they relate to the pay of Directors and the matrix used by SLT to place these jobs into the appropriate grade are shown at Appendix ii.

As part of the implementation of the NJC national Job Evaluation Scheme in 2001, a pay policy was adopted by committee in 2001 (Appendix i). Basic job grades are still determined using this scheme and the basic principles set out therein. With the implementation of the job evaluation scheme came the setting of a "pay line" that equates each job's evaluation points to a job grade. The pay policy for the Council's NJC staff defines how national spinal column points are associated to local job grades and is shown in Appendix i (and also as part of the Pay Strategy at Appendix iB).

The national pay awards for the period 2019/20 are reflected in the pay information for Gedling Borough Council shown in this Pay Policy Statement. Each year the 30 November is used as the reference period for pay information. For both JNC and NJC employees the national pay award applied from April 2019 equated to a headline figure of 2% for most employees although the lowest pay points in the pay spine achieved a higher percentage increase to reflect the government's ambition relating to the National Living Wage. Also, from 1 April 2019 the national pay spinal column points were renumbered and the new points including the associated rates of pay were applied into our local pay scales.

4.1.3 Enhancements to Chief Officers' basic pay

Following the review of local pay in 2016 pay grades have largely been simplified and are now designed to reflect a fair market rate for the job. Consequently previous policies that allowed additional enhanced payments to be applied either to Chief Officer or other NJC employees have now been removed.

4.1.4 Additional payments made to Chief Officers

The only additional payment made to Chief Officers relates to election expenses. The only post formally designated within legislation and to which expenses are paid is that of Chief Executive which is nominated as the Returning Officer. The role of Deputy Returning Officer may be applied to any other post and payment may not be made simply because of this designation.

Payments to the Returning Officer are governed as follows:

For national and European elections, fees are prescribed by the Electoral Commission.

For local elections, fees are determined within a local framework used by other district councils within the County. This framework is applied consistently and is known as "The County Scale". This is reviewed periodically by lead electoral officers within the boroughs.

4.2 Salary protection

The Council's Pay Protection Policy was reviewed during 2019. A full description of the policy is shown at Appendix vii. This Pay Protection Policy applies to all employees of the Council, including Chief Officers as defined in the Localism Act. In essence, should a case of pay protection arise, for example due to redeployment or down-grading of a post, protection between an employee's salary at that time and the value of their new substantive post will apply in the following way:

- 100% for one year
- 50% for year two
- .

Salary protection would not occur in cases where a post holder was down-graded to work of lower pay following disciplinary action.

4.3 Lowest-pay and the relationship with highest pay

4.3.1. Definition; “lowest pay”

The definition of “lowest pay” for the purpose of this Pay Policy Statement is, “The lowest spinal column point in the national pay spine that is used within the local pay and grading structure of the Council for non-training posts. As at November 2019 this is Spinal Column Point 2”.

The Council’s current Pay Strategy is shown at Appendix iA and the general Pay Policy is shown at Appendix i. This policy reflects the decision to adopt the national pay spine to form the basis of our grading structure. National spinal column points were renumbered with effect from April 2019 and the revised points were incorporated into the Council’s local grading system.

4.3.2. Definition; “highest pay”

The definition of “highest pay” for the purpose of this Pay Policy Statement is, “The highest local spinal column point that forms part of the Chief Executive’s pay band”.

4.3.3 Relationship between highest and lowest pay

When expressed as a multiplier of pay, the Chief Executive’s salary is:

6.46 times greater than the lowest pay rate of the Council

4.64 times greater than the mean pay rate of the Council

5.74 times greater than the median pay rate of the Council

Although the Localism Act requires Authorities to publish the data, the original Hutton Review of fair pay in the public sector rejected calls for a fixed limit on pay multiples. However, to give guidance on what might be considered to be a reasonable pay multiple of highest pay against lowest pay, a ratio of 20:1 was suggested as part of the consultation during the review.

The pay ratio of highest to lowest pay in the private sector is variable depending on the size and nature of the business although in 2016 for the FTSE 350 companies, the average ratio between Chief Executives’ pay and the average employee was 57:1. In the voluntary and public sectors then high to low pay ratios are traditionally much lower.

The ratios within the Council’s pay structures are very much in line with other local councils of similar size and are certainly within the ranges outlined as being reasonable in the Hutton Review.

This relationship will be reported annually for comparison purposes.

The rates of for lowest, mean, median and highest pay are included in the Executive Summary table.

4.4 Payments made to Chief Officers on ceasing office

4.4.1 Conduct and Capability Policies

The Council’s policies are stated in the employee handbook and where appropriate, also governed by the Council constitution.

Changes and variation to these policies are made following consultation with recognised unions and formal adoption by the Appointments and Conditions of Service Committee. For each of these policies, the scope of application is defined as follows, “The procedure applies in general terms to all employees of the Authority covered by the terms of the National Joint Council for Local Government Services. This includes full and part-time employees and temporary employees. Employees covered by the Joint Negotiating Committees for Chief Officers and Chief Executives and posts nominated as the Council’s Monitoring and Section 151 Officers will have particular provisions applied to them under the Council’s Standing Orders relating to staff [as detailed in the Council Constitution and available through the Gedling Borough Council web site]. In these cases, this Disciplinary and Capability Procedures will be applied as closely as possible subject to such modification as may be required pursuant to those Standing Orders.”

Subject to the above definition of application, for conduct and capability dismissals all employees will receive only statutory payments due which may, depending on circumstance include notice pay (other than in cases of gross misconduct) and outstanding untaken leave entitlement.

4.4.2 Ill health retirement

All employees who are members of the local government pension scheme (LGPS) shall have applied to them a pension defined within the LGPS Regulations. Obligations under law requiring the payment of an appropriate notice period or outstanding unpaid holidays are honoured. No additional discretionary payments will be made. Authority to dismiss on grounds of ill health and authority for release of pension as determined within statute is delegated to the Chief Executive.

4.4.3 Termination of employment; Redundancy, efficiency and general pension discretions

The Council’s Appeals and Retirements Committee has authority to make payment within the approved Early Retirement and Redundancy Policy (Appendix viii). The scheme of compensatory payment is clearly identified in this policy and is based on the table of compensation defined within the Employment Rights Act 1996. Under this local policy, for redundancy, payment including both statutory and discretionary payments is limited to a maximum of 60 weeks’ pay and 30 weeks’ pay for dismissal for reason of ‘efficiency of service’.

The policies relating to redundancy and ‘efficiency of service’ are formally adopted by the Council and are drafted within the legislative framework of the Local Government (Early Termination of Employment)(Discretionary Payments) (England and Wales) Regulations 2006. Specifically, the policies reflect the need to define “a week’s pay” and to detail the Council’s severance payments. For removal of doubt, the Council currently defines “a week’s pay” for the purpose of calculation of compensatory redundancy payments as “actual pay” rather than the statutory maximum figure.

Access to the full set of local pension discretions required under Regulation 60(5) of the LGPS 2013 are shown on the Council’s website under the “How we work” section at [https://www.gedling.gov.uk/media/gedlingboroughcouncil/documents/council/aboutus/policies/Pension%20Discretions%20Policy%20\(July%202019\).pdf](https://www.gedling.gov.uk/media/gedlingboroughcouncil/documents/council/aboutus/policies/Pension%20Discretions%20Policy%20(July%202019).pdf)

These discretions were approved as formal policy of the Council by the Appointments and Conditions of Service Committee in March 2015 and subsequently updated in July 2019 and detail the full range of policy decisions made that relate to payment of, or limitation to payment of pension benefits applicable to any employee.

The Council's Flexible Retirement Policy is shown at Appendix viii a.

All employees, including Chief Officers are covered by these general policy arrangements. Sections 3.2.10-11 above detail the special arrangements applying to "senior posts" both in respect to appointment and dismissal.

5. Review and publication

This Pay Policy Statement will be reviewed annually and reported to Council for approval.

The Statement will be made available to the public on the Council's website and will be included in the Council's Publications' Scheme in a format that complies with regulations governing transparency.

Appendices

Pay Strategy

Purpose

This strategy identifies the principles by which pay is governed in the organisation and specifies how these principles are embedded in practice.

Pay

Strategic Principles

- We will pay sufficiently well to attract and retain talent in line with our ambitions, priorities and workforce strategy.
- When setting pay we will be sensitive to, and respectful of the need to balance fair pay with public interest.
- We recognise our social responsibility to support in appropriate ways, a commitment to paying our lowest-paid employees fairly.
- We are committed to developing employment opportunities for local residents. Training posts with training pay grades will be supported by the Council.
- We will keep pay under regular review and take action to maintain the ambitions stated in our pay principles.

Operational Practices

- Job grades for staff governed by conditions of the National Joint Council on Pay and Conditions of Service (NJC) are established locally but are based on national spinal column points.
- Job grades for the Chief Executive and Chief Officers are established locally using local pay points. General terms and conditions are governed by the appropriate national bodies, the Joint Negotiating Committees (JNC).
- Pay is linked to performance for NJC employees (Document 1), Senior Leadership Team (Document 2) and Service Managers (Document 3).
- Pay awards made under national pay bargaining are applied to all employees covered by the NJC and JNC conditions of service.
- Market supplements will be applied to basic pay in order to attract first class candidates into our workforce. Such supplements will be applied in the exceptional circumstances described in Document 4.
- Honoraria payments will be used for short periods of time, normally up to one year, to appropriately recognise and reward employees who are required by the Council to perform duties and responsibilities beyond those normally expected in their substantive post for a period exceeding four weeks. The level of payment will be determined by the relevant service manager and the service manager responsible for the human resources function.

Equality

Strategic Principles

- Pay equality within the workforce will be maintained by ensuring that jobs are objectively graded through a job evaluation mechanism appropriate to NJC employees and to Service Managers.
- Pay grades will be designed in line with best practice to ensure that pay is non-discriminatory particularly in respect to gender.
- The Equal Pay Policy Statement sets out the general principles of pay and equality

Operational Practices

- A “Gender Pay Gap” review of pay will be undertaken annually within Government guidelines. Findings of this review, including any recommendations for action will be reported to Senior Leadership Team and to the Joint Consultative and Safety Committee.
- The NJC job evaluation scheme is used as a framework to determine job scores used as a basis for local pay.
- A locally-determined job evaluation scheme will be applied to service manager posts covered by JNC terms for Chief Offices.
- Job evaluation of new and changed NJC posts will be undertaken by management and union representatives.
- Job evaluation of new and changed JNC service manager posts will be undertaken by Senior Leadership Team.

Benefits and reward

Strategic principles

- We recognise that pay is only one element of reward. Recruitment, retention, engagement and happiness of employees are influenced by a wider package of measures. We will continually review terms, conditions, benefits and ways of working that will make Gedling Borough Council an employer of choice.
- We recognise that good physical and mental health of our employees is essential if employees are to attend work regularly and to give of their best.

Operational practices

- We provide practical support to improve the wellbeing of employees. This is achieved through practical measures such as the “Employee Assistance Programme” available to all employees and designed to support employees through problems relating to mental health and financial and relationship difficulties.

- Adoption of flexible and agile working practices whenever practical to enable employees to deliver first rate service in ways that help them to balance personal and work commitments.
- Access to an employee benefits package, “Gedling Lifestyle” that helps to maximise employees’ earnings.
- Membership of “Our Gedling”, providing access for all employees to a range of events and activities designed to enhance personal wellbeing and health and to support a sense of community and engagement with work colleagues.
- Through active engagement with the workforce, employees’ perception of happiness in the workplace is measured and reported. Issues of common concern are identified and actions developed to improve both employee wellbeing and workplace efficiency.

Pay protection

Strategic principles

- When possible and appropriate, employees will be redeployed within the organisation if they cannot continue to work in their current job.

Operational practices

- Employees redeployed to a lower paid job following service reorganisation will receive pay protection. The nature of this protection will be defined through local policy.

Redundancy

Strategic principles

- Where possible the Council aims to redeploy employees rather than to declare redundancy.
- When this is not possible the Council will apply redundancy payments that recognise the need to balance support for the employee against the need to exercise appropriate restraint in the use of public money.

Operational practices

- The Early Retirement and Redundancy Policy, and the Protocol for Enabling Employee Security documents are used to assist the transition of employees between posts in appropriate circumstances.
- Employees returning to work with the Council following redundancy from either our own organisation or a similar public sector organisation will have applied to them any financial penalty required either by legislation or through national terms and conditions.

Pensions

Strategic principles

- Employees of the Council are eligible to participate in the local government pension scheme (LGPS).
- As required by LGPS Regulations, the Council will maintain a set of local policy decisions relating to discretions available to employers under the scheme.
- Discretions, formulated through appropriate committee of the Council, will recognise the need to balance support for the employee against the need to exercise appropriate restraint in the use of public money.

Operational practices

- The Council will maintain and publish a set of local pension discretions required by LGPS Regulations.

Legislation

Strategic principles

- The Council will ensure that pay and remuneration is treated correctly within relevant legislation.

Operational practices

- Tax and other statutory deductions including national insurance contributions will be made within legislation and under guidance of government agencies for employees, workers and contractors.

Policy statement to link pay to performance; NJC employees

- Usually employees appointed to a new post will start at the bottom incremental point of the grade for the post. Where it can be demonstrated through the selection process that the appointee has relevant experience or qualifications, the Service Manager may elect to appoint at a higher incremental point.
- Employees will progress to the next incremental point on their grade on 1 April of each year except where the employee has been in post less than six months. When an employee has been in post for less than six months at 1 April, they will progress to the next incremental point six months after appointment and thereafter on 1 April each year. This reflects national NJC conditions of service.
- Employees will normally progress automatically through the incremental scale as described above. In the exceptional circumstances that an employee is not meeting standards of performance or behaviour required then the Service Manager, after consultation with a senior HR officer, may withhold an increment. Any such action will be supported by an adverse probation report, extension of probationary service or other formal performance review mechanism.
- The reasons for withholding an increment will be explained to the employee and guidance given about areas for improvement such that incremental progression can continue when standards are met.
- Where an employee is dissatisfied with the reasons for withholding an annual increment, they may appeal in writing to the Chief Executive or other nominated JNC senior officer who will review the decision of the Service Manager. This appeal is final.

Contractual terms to link pay to performance; Chief Executive and Directors

Chief Executive; Pay and Performance Policy

- The ACSC will determine to which point within the scale the appointment will be made taking into account appropriate experience and skill set.
- A formal performance and pay review will be conducted annually prior to the anniversary of appointment.
- The performance and pay review will be conducted by the ACSC.
- Should the ACSC determine that performance meets or exceeds the expected standards then annual progression of pay will be applied until the top pay point of the scale is reached. Once the top pay point is reached pay will remain at this level whilst performance continues to meet or exceed expected standards.
- Should the ACSC determine that performance is unsatisfactory then consideration will be given to applying the following process relating to pay:
 - if the post holder is at the bottom or middle point of the pay scale at the time of the review then there will be no progression to the next pay point until a future review by the ACSC confirms satisfactory performance. This review will normally take place a year later although the ACSC may choose to conduct an interim review at an earlier date if this is appropriate.
 - if the post holder is at the top point of the pay scale at the time of the review then from the anniversary of the appointment date pay will be reduced to the middle point of the pay scale and held at that point until satisfactory performance is confirmed through a future review which will be undertaken as described above.

Director (including Deputy Chief Executive); Pay and Performance Policy

- Appointment to any Director posts will be made at the bottom scale point of a three-point pay scale.
- A formal performance review will be conducted by the Chief Executive to determine suitability to progress to the mid-point of the grade after one year's service in post and following consultation with the Appointments and Conditions of Service Committee.
- Should the Chief Executive determine that performance is unsatisfactory, pay will remain at the bottom point of the pay grade
- Payment of the top pay point of the grade to be determined annually by formal performance review conducted by the Chief Executive and following consultation with the Appointments and Conditions of Service Committee. Subject to satisfactory performance, payment of the top pay point will be made following two years' service in post and, again subject to satisfactory performance, annually thereafter. Should the Chief Executive determine that performance is unsatisfactory, pay will remain at, or be reduced to, the mid-point of the pay grade.
- The detail of the performance review process is determined by the Chief Executive.

Contractual terms to link pay to performance; Service Manager

Service Managers' Pay and Performance Policy

- Service manager posts are based on a three-point pay scale related to the maximum pay of directors.
- Under normal circumstances, at the start of employment as a service manager, pay will be based on the bottom pay point of the grade.
- Progression to the next pay point will follow the general rules applying to NJC officers in respect to timing of awards.
- Directors line-manage service managers and are responsible for setting clear standards of expectation relating to performance or behaviour. Any shortfall against these expectations will be identified to the service manager by a director, normally at the time that the director becomes aware of the issue. Often, improvement will be sought through the introduction of appropriate support or training without further measures being employed. If however the matter is sufficiently serious or an improvement identified as necessary is not initially forthcoming within a timescale required by the director then that director may choose to freeze the service manager on their current pay point (prevent progression to the next pay point when it would otherwise have been made) or to reduce their pay by one or more pay points.
- One month's notice will be given of the intention to reduce pay.
- Should pay be reduced, this change will be applied for a minimum of six months. The length of reduction will be determined by the director. At the end of the period defined by the director, during which time progress against an improvement plan will be monitored, should improvement be satisfactory then pay will be returned to the previous.
- If pay is frozen then progress against an improvement plan will be monitored. If performance or behaviour does improve sufficiently then from the point at which this determined by the director then progression will be made to the next pay point. If further progression within the grade is possible then the top pay point will be paid one year from the date that the pay had been "un-frozen".
- The above measures may be applied outside a formal capability procedure. If, however, the measures are applied to a service manager and the measures are applied for a year or more, it is likely that the matter will be dealt with under a formal capability procedure.
- The broad terms and process of the Capability Procedure defined in the Employee Handbook will be used to deal with any serious or persistent problems of capability and the use of this formal procedure may be applied either in conjunction with or separate to the measures relating to pay freezing or reduction.

- A final right of appeal exists to a director's decision to freeze or reduce pay, or to the length of time for which this pay detriment is applied. This appeal should be addressed to, and will be dealt with by the Chief Executive or an officer nominated by the Chief Executive.

Market Supplements

- The pay and grading structure has been set to reflect the relative values of jobs within this organisation and at pay levels which reflect the general local employment pay levels. This has been achieved through the national job evaluation scheme for NJC officers and a local job evaluation scheme for service managers. However, there may be occasions where it is necessary to enhance the pay levels of specific groups of employees where it is proven that it is difficult to attract and retain employees because of external pay levels. Where such situations are identified, additional market factor supplements may be agreed.
- Payment of market factor supplements will be made taking into account the following factors:
 - Evidence of high levels of turnover in the particular staff group
 - Evidence of difficulties in recruiting to posts ie by low response rates to advertisements or inability to attract suitable candidates
 - Comparison with like jobs in other local authorities and more widely in the sector
- All current employees within the group affected will receive the payment.
- Clear criteria for receiving the payment will be determined such as the possession of specific qualifications and length of experience as examples.
- The supplement will be a number of increments applied to the normal spinal column points associated with the substantive grade. The number of increments awarded will be informed by the evidence supporting the payment of the market factor supplement.
- Payment will be made for a specific time period. The application of a supplement is not open-ended and the timing of a formal review will be identified when the arrangement is proposed.
- At the point of review, the supplement may be extended or removed. Where it is determined that a supplement is to be withdrawn, employees in receipt of these will be given 12 months' notice of withdrawal. At the end of that time they will revert to the substantive salary for their post.
- Senior Leadership Team will determine whether a supplement should be applied to specific posts, the number of additional pay points to be awarded and over what length of time, and will determine the action to be taken as the result of any review.

Gender Pay Gap data as at 31 March 2019

- Mean gender pay gap; 1.31%
- Median gender pay gap; 0%
- Bonus* payments: Men 1.05% Women 0.66%
- Mean gender pay gap in bonus* pay; 1.72%
- Median gender pay gap in bonus* pay; 1.82%
- Percentage of males and females in each of the four pay quartiles:

Upper quartile:	men	49.66%
	Women	50.34%
Upper middle quartile:	men	47.30%
	Women	52.70%
Lower middle quartile:	men	48.30%
	Women	51.70%
Lower quartile:	men	49.32%
	Women	50.68%

* For the purpose of reporting, market supplement payments are included as “bonus payments”

Narrative

In summary, the gender pay gap is low and quartile distribution is very balanced. The data appears to be generally favourable when compared with other similar employers (based on returns from 2018 data). Although the data is not a matter of concern, the organisation will continue to be aware of the need to aspire to a gender-neutral state in terms of mean pay differential.

The mean gender pay gap is substantially lower this year than last although as the organisation is relatively small a change of only a small number of employees (including casuals) working at the “snapshot” date can have a material effect on the data shown as a percentage. This year women have been successful in securing a number of senior appointments which will have made a positive impact on the overall mean gender pay gap.

The outturn showing a mean gender pay gap of 1.3% and no median gap suggests that over the whole workforce, although the middle pay point in the spread of employee pay is the same between men and women, proportionately men do earn slightly more than women. The quartile data shows that for all quartiles there are proportionately slightly more women than men although the balance is almost equal for both the upper and lower quartiles. The inference drawn when considering the quartile data alongside the mean gender pay gap is that although there are more women in each of these divisions, on average within the quartiles men hold very slightly better-paid jobs than women.

Last year’s narrative identified that one method by which the mean pay gap could be reduced would be by the appointment of more women to senior posts through either internal promotion or by external selection. Although the selection methods for the filling of posts have not been amended, it has been the case that women have been appointed to a number of senior posts including the post of Chief Executive.

The organisation considers itself to be caring and recognises the complex needs of its employees through the practical application of supportive working practices. Practical measures to support such statements include the adoption of flexible working arrangements implemented through its employment policies.

Although the organisation does not yet have a neutral mean gender pay gap, there has been a substantial improvement on the mean gap between last and this year. This positive change is mainly associated with the recruitment of women into a number of senior posts. A risk to the ability to further improve the mean gender pay gap is that the organisation is relatively small and the change in occupation of a few of the Council's most senior posts could have a material effect on the outturn. A watching brief will be maintained each year and should the outturn worsen then an appropriate action plan will be identified

Pay Policy – Single Status Employees

1. Purpose of Policy

To establish the principles and arrangements for pay for all employees in the Authority linked to the job evaluation of all posts.

2. Objectives

- To ensure all pay arrangements reflect equal pay for work of equal value.
- To establish clear and consistent approaches to pay.
- To reflect how employees develop in skills and knowledge within a job.
- To provide a basis for establishing the grading system in relation to job evaluation.

3. Pay Points

The pay points for all employees covered by the single status agreement will be nationally agreed points 6 to 49. In the final grading structure it is possible that not all of the points will be utilised. If necessary local points will be developed within the single status pay and grading structure in order to meet organisational need.

4 Pay Award

The nationally agreed pay award determined at 1 April each year will be applied to the spinal column points used in the grading structure, including any locally set points.

5 Incremental Progression

- a. All jobs will be allocated to a scale consisting of a number of incremental points not exceeding 5. The scales will not overlap and depending on the final grading structure may not be continuous with the national spinal column points.
- b. In most cases employees appointed to a new post will start at the bottom incremental point of the grade for the post. Where it can be demonstrated through the selection process that an individual candidate has relevant experience or qualifications, appointment at a higher incremental point may be justified. This should be agreed by the Corporate Director following consultation with personnel to ensure consistency both within Departments and across the Authority.
- c. Employees will progress to the next incremental point on their grade on 1 April of each year except where the employee has been in post less than 6 months. Where an employee has been in post less than 6 months at 1 April, they will progress to the next incremental point 6 months after appointment and thereafter on 1 April each year.
- d. Employees will progress automatically through the incremental scale in accordance with paragraph c. In the exceptional circumstances that an employee is not meeting output and quality standards expected for a post the Corporate Director, after consultation with the Service Manager; Organisational Development, may withhold an increment. Any such action will be supported by an adverse probation report, extension of probationary service or other formal performance review mechanism.

- e. The reasons for withholding an increment will be explained to the employee and guidance given about areas for improvement such that incremental progression can continue when standards are met.
- f. Where an individual employee is dissatisfied with the reasons for withholding an annual increment, they may appeal in writing to the Head of Paid Service, who will review the decision of the Corporate Director.

6. Market Factor Supplements

- a. The pay and grading structure has been set to reflect the relative values of jobs within this organisation and at pay levels which reflect the general local employment pay levels. However, there may be occasions where it is necessary to enhance the pay levels of specific groups of employees where it is proven that it is difficult to attract and retain employees because of external pay levels. Where such situations are identified, additional market factor supplements may be agreed.
- b. Payment of market factor supplements will be made taking into account the following factors:
 - Evidence of high levels of turnover in the particular staff group
 - Evidence of difficulties in recruiting to posts ie by low response rates to advertisements or inability to attract suitable candidates
 - Comparison with like jobs in other local authorities and more widely in the sector
 - All current employees within the group affected will receive the payment
 - Clear criteria for receiving the payment must be determined ie possession of specific qualifications and length of experience etc.
 - Payment will be made for a specific time period. Where it is determined that the supplements can no longer be justified, employees in receipt of these will be given 12 months' notice of withdrawal. At the end of that time they will revert to the substantive salary for their post.
- c. The amount to be awarded will be determined by the evidence gathered to support the need for a market factor supplement that would indicate the appropriate salary levels. The supplement will be a number of increments above the top of the grade, paid on a monthly basis.
- d. Senior Leadership Team will determine to which posts a market factor payment will be made and to the value of this payment.

7. Temporary Additional Responsibilities

In some situations employees may carry out a different role from their substantive job. Where such situations occur, the employee will receive the appropriate rate for carrying out these duties for the period they do so. For all other occasions they will be remunerated at the rate for the job undertaken.

8. Revised grading structure (updated for April 2016 following implementation of local pay changes and April 2019 to reflect changes to national spinal column point numbering)

Evaluated points for job		New grade	National Spinal Column Points in grade Revised April 2019	
From	To		From	To
200	270	Band 1	1	1
271	310	Band 2	2	3
311	350	Band 3	4	5
351	395	Band 4	6	8
396	440	Band 5	11	14
441	475	Band 6	16	20
476	515	Band 7	22	24
516	540	Band 8	26	28
541	580	Band 9	29	31
581	620	Band 10	33	35
621	650	Band 11	36	38
651	695	Band 12	39	41
696	735	Band 13	42	50
736	800	Band 14	54	56

Band 1 is available as a training grade. Band 2 is the minimum rate of pay for job evaluated posts.

Service Manager- assessment model

The assessment grid places each Service Manager post into one of three levels against five factors.

	High (level 1)	Higher (level 2)	Highest (level 3)
General impact	Decision-making is not often likely to be potentially contentious. Decisions made are important to the operational aspects of service delivery but are mainly likely to have short-term or limited internal or external impact. Limited or infrequent requirement to create or review substantial policies or processes.	There is a frequent need to take decisions that will potentially have substantial and long-term impact on the service area that have financial, operational or consequence.	There is a frequent need to take decisions that will potentially have substantial and long-term impact on the organisation (not just the service) that have financial, operational or I consequence.
Customer & organisational impact	There is a requirement to contribute to corporate policies or procedures in respect of the service area only.	There is some requirement to contribute to corporate policies or procedures. The job has significant political/reputational impact	There is a strong focus on the contribution to corporate policies or procedures. The job has major political/reputational impact
Complexity	The delivery of the service is largely operational and routine. There is a need to work with other services or agencies but the work is largely routine or transactional in nature. Policy/strategy work is generally for the service area only.	The delivery of the service is generally operational and routine although some aspects of the service need to frequently deliver solutions to problems or case management issues that are not straightforward and can have multiple outcomes.	The delivery of most aspects of the service is not easily determined by established guidance, procedures and process. The service is likely to have an emphasis on case management, problem solving, partnering (internal or external) or project working. Strategy work is complex and impacts on a substantial range of council services.
Market	Determined by market analytics (comparator jobs, Hay data etc.) as being a post that may be comparatively easy to fill. The service area may be limited in breadth. The local market would readily provide a number of good quality applicants for any vacancy advertised.	Reasonable prospect of some (perhaps few only) acceptable quality of applicants for any vacancy advertised.	A post that due to market conditions may be relatively difficult to recruit into. This may be due to the mix of skills required or the high value that the local market places on particular professional qualifications or experience.
Resources	There is scope for influence on the organisation's employees, finance, assets in respect of the service area only.	There is some scope for influence on the organisation's employees, finance, assets.	There is considerable scope for influence on the organisation's employees, finance, assets across the Council.

General Principles

Service Manager posts have been placed into one of four pay bands based on the above conventions and the scoring model shown below. The following general guidelines are also proposed:

- Each factor is scored in accordance with the table below and total scores determine the pay band to be applied to each Service Manager post..
- The determination of placing will be undertaken by SLT.
- Appeal against placing will be to the Chief Executive in consultation with an HR officer and a union representative. The Chief Executive may agree that the banding of a post is reconsidered by SLT.
- An Equality Impact Assessment will be maintained to ensure that grading is not gender-biased. This will be reviewed periodically.
- The assessment of job scores may be reviewed periodically at the request of an employee or SLT particularly if a job changes or there is evidence that the market may treat the job differently to its initial assessment.
- Pay Bands are based on the following scoring matrix:

Pay Band	% of Directors maximum pay	Evaluated points total
Band 1	55-60%	5-7
Band 2	60-65%	8-10
Band 3	70-75%	11-13
Band 4	80-85%	14-15

Service Managers; linkage of pay to performance

- Service manager posts are based on a three-point pay scale related to the maximum pay of directors.
- Under normal circumstances, at the start of employment as a service manager, pay will be based on the bottom pay point of the grade.
- Progression to the next pay point will follow the general rules applying to NJC officers in respect to timing of awards.
- Directors line-manage service managers and are responsible for setting clear standards of expectation relating to performance or behaviour. Any shortfall against these expectations will be identified to the service manager by a director, normally at the time that the director becomes aware of the issue. Often, improvement will be sought through the introduction of appropriate support or training without further measures being employed. If however the matter is sufficiently serious or an improvement identified as necessary is not initially forthcoming within a timescale required by the director then that director may choose to freeze the service manager on their current pay point (prevent progression to the next pay point when it would otherwise have been made) or to reduce their pay by one or more pay points.
- One month's notice will be given of the intention to reduce pay.

- Should pay be reduced, this change will be applied for a minimum of six months. The length of reduction will be determined by the director. At the end of the period defined by the director, during which time progress against an improvement plan will be monitored, should improvement be satisfactory then pay will be returned to the previous pay point.
- If pay is frozen then progress against an improvement plan will be monitored. If performance or behaviour does improve sufficiently then from the point at which this determined by the director then progression will be made to the next pay point. If further progression within the grade is possible then the top pay point will be paid one year from the date that the pay had been “un-frozen”.
- The above measures may be applied outside a formal capability procedure. If, however, the measures are applied to a service manager and the measures are applied for a year or more, it is likely that the matter will be dealt with under a formal capability procedure.
- The broad terms and process of the Capability Procedure defined in the Employee Handbook will be used to deal with any serious or persistent problems of capability and the use of this formal procedure may be applied either in conjunction with or separate to the measures relating to pay freezing or reduction.
- A final right of appeal exists to a director’s decision to freeze or reduce pay, or to the length of time for which this pay detriment is applied. This appeal should be addressed to, and will be dealt with by the Chief Executive or an officer nominated by the Chief Executive.

Enabling employment security - Protocol for managing changes in posts throughout the Council

Updated December 2016

1. Background

As with most public sector organisations, the Council will be required to make budgetary savings for the foreseeable future. It is expected that these savings will not be able to be met by efficiencies alone and that some services may have to be significantly reduced or to cease.

This has implications for our workforce and as a good employer with a track record of working to avoid compulsory redundancy this protocol is intended to provide a supportive mechanism for managing change.

2. Aim

The aim of this protocol is to :

- give as much employment security as possible to existing employees
- utilise the existing skills and knowledge of employees for the overall benefit of the Council
- avoid redundancies as far as possible
- operate a fair process for retaining employees, where workload is changing
- offer personal development opportunities on a fair basis

3. Vacancy Management

In cases when employees are at potential risk of redundancy, the following protocol is observed:

- Confirmation by Senior Leadership Team that a vacant post can be filled.
- Consider, in liaison with Personnel Services, whether there are redeployees/ secondees identified across the Council for whom this post is suitable, or with some adjustment to the requirements it would be suitable. If so then redeployees/ secondees will be placed in the post. (see section 4.1 below).
- If there are no suitable candidates from posts at risk, then the post will initially be advertised internally. Managers will take a flexible approach to the requirements in the person specification such that existing employees can more easily be considered for the post. This may mean that the grade is reduced and/or there is a training period required before the individual can be placed on the full grade.

- Internally advertised posts might be on a permanent or temporary basis (where for example it is dependent on funding). Existing employees who take a temporary post will not lose their employment rights and at the end of the temporary appointment the aim will be for them to revert to either their existing job or an equivalent.
- Posts that are not filled internally will be advertised externally; however they will be on a temporary (less than) 12 month basis unless the Chief Executive determines that there are exceptional circumstances that justify the offer of a permanent position.
- New employees will be employed for a temporary period of less than 12 months. At the end of the temporary contract the post should be filled with an existing permanent employee or frozen. Extensions of employment for a new employee in any job, beyond 12 months will not be permitted, without the approval of the Chief Executive.

4. Identification of Posts 'at risk'

To facilitate the filling of vacancies by existing employees it is necessary to be clear where there are likely to be reduced services and/or efficiencies which ultimately will mean a reduced number of posts. This exercise was first carried out as part of the overall budget planning for 2011/12.

Where it has been identified that a reduction in posts is required, this should be detailed by Directors in terms of the numbers and types of posts. Essentially this is a potential redundancy situation. However, the aim of this protocol is to avoid redundancies. Such situations need to be managed with care and avoiding unnecessary concern.

Once identified, there will be consultation with the affected employees and Trade Unions on the proposed reductions, allowing the employees affected to propose alternatives, for example reduced hours working, career breaks etc. Since these proposals will be driven by financial constraints, it is unlikely that suggestions of additional work to be carried out, unless income generating will be suitable solutions.

At the conclusion of the consultation on the changes, the appropriate formal decisions will be made to put the changes into effect. The impact on the individual employee will be managed using the appropriate policies of the Council.

4.1 Same or Lower Graded Redeployments

The people occupying posts that have been identified as at risk will be placed into posts which might be suitable to their skills and knowledge. Where possible, alternative redeployments may be offered. These posts will not be advertised across the organisation. These posts may not be within the professional area of the affected post-holders, but it will be considered that their existing skills and knowledge can be applied to these

posts. The posts offered may be on a lower grade than the post-holders currently occupy. The Council's protection policy will apply.

Where there are a number of people identified in an at risk group, all will be expected to give serious consideration to undertaking the redeployment. If the available post cannot be filled through voluntary application, then an assessment process will be undertaken to identify the most suitable person. (This is likely to be similar to the approved protocol for selection into posts following structural review).

If for any reason it is not appropriate to assess employees 'at risk' for redeployment, then a selection for redundancy exercise will be undertaken using criteria determined in consultation with the Trade Unions, and the Council's redundancy and redeployment policy will be followed. This will lead to identification of redeployment opportunities and employees are required within the context of national employment law, to consider all reasonable offers of redeployment.

5. Secondments

In some situations the full definition of a redundancy situation may not apply – as described above. An opportunity may present itself within a team for a short term reduction in staffing requirements and therefore a requirement to place employees into temporary arrangements. Equally there may be vacancies within the organisation that are critical to fill and it is desirable that this is done internally, but not necessarily on a permanent basis.

It is also possible that vacant posts could be filled internally on a temporary basis by employees moving from lower priority service areas giving rise to savings. Such situations will be dealt with by a secondment arrangement.

Secondments agreed in this way will only be temporary arrangements, the employee who undertakes the secondment post will be entitled to return to their substantive post either at the end of a fixed term arrangement or when the need for the post becomes sustainable again, or another post becomes vacant for which they wish to be considered for redeployment.

If during the period of secondment, the individual's substantive post is identified for deletion, the individual will be treated as a redeployee, and the protocol described in Section 4 above will apply.

Before a post is released for secondment/redeployment, there will be a review of the requirements of the post, to enable successful appointment from employees who might otherwise have not met the minimum criteria. This may lead to a review of the post grade to ensure that the substantive grade of the post fully reflects the duties being carried out. If this situation arises, the grading of the post will be reviewed through the job evaluation scheme in consultation with the Trade Unions.

The protocol in such situations is as follows:

5.1 Same or lower Grade Secondments Identified

The protocol for placing people into same or lower graded secondments will be as above for posts at risk.

6. Higher Graded Secondment or Redeployment Identified

Where a secondment or redeployment post is identified at a higher grade than people requiring redeployment then there will be an internal advertisement for the post. This will enable all employees to be considered for this post – and may result in the person(s) at risk not being successful. However it will release another post within the organisation that may then be available for the secondee/redeployee.

If the higher graded post is within the contained professional area where there is an identified reduction then the applicants can be restricted to the group of employees 'at risk'. Appointment to the post will be on merit.

Redeployment at a higher grade may be a temporary or permanent arrangement depending on the circumstances. If the arrangement is temporary, at the end the individual is placed back into being 'at risk' and this protocol will continue to apply.

If no suitable secondee/redeployee is identified, then the process for vacancy management Section 3 above will be followed.

7. Equality and Diversity Implications

Using this protocol for dealing with the medium term difficulties can bring potential for conflict with the Council's commitment to equality and diversity. In terms of recruitment and employment, the Council has previously advertised all jobs either externally or internally for all employees. This protocol is a departure from this. In terms of the workforce profile, it will not help in ensuring that the employees of the Council are representative of the population. Currently our minority ethnic make-up is below that of the area, and by retaining recruitment internally, there are limited opportunities to address this.

However, for maintaining the morale and commitment of existing employees to achieve high performance in difficult times, it is necessary to balance these conflicting demands. Appointment to any vacancies, particularly where there is an increase in grade will be on merit, and if no internal candidates can meet the criteria, appointments will not be made. All employees within a group 'at risk' or faced with other change will be treated fairly and given equal chance for any secondments or redeployments.

8. Training and Development

Using this protocol should offer protection to existing employees, and will retain within the organisation valuable skills and expertise. However it has to be recognised that whether there is a secondment or a redeployment arrangement it is possible that posts might be filled by employees without relevant training or knowledge.

In such situations there is a commitment to provide this training to enable the employee to deliver the requirements of the post within a relatively short time (12 - 18 months). The grade of the post might be adjusted during this training time to reflect this and to ensure equity with comparable post holders.

If an employee at risk expresses a desire to fully retrain to a different professional area, and this requires considerable investment in qualifications etc; this will be considered. However this can only be agreed to if there is an ongoing demand for that skill, and if there is significant cost to the training (eg a degree) this can be met from existing budgets. The usual requirements of the PETs scheme will apply.

(P&R Committee September 2010; minor wording update December 2016)

Further guidance for managing changes in posts throughout the council

Further to the general protocol adopted by the Council to support organisational change, for most structural change further guidance is offered that places the terms of the protocol into a practical context. The text below describes the normal process that will be adopted to bring about structural change.

When proposals might lead to potential redundancies, in order to mitigate against compulsory redundancy situations the Council will use its general protocol (Appendix iii) to help ensure that, where possible, current employees are not displaced. In particular, new posts created in the proposals will be ring-fenced for competition from potentially displaced employees in the first instance. Should there be any displaced employees remaining following such a redeployment exercise, any remaining vacancies will then be advertised on an open, internal-only basis in order to try to create other suitable vacancies that might be suitable for redeployment. Throughout these processes, however, there is no guarantee of appointment as applicants will need to demonstrate the necessary skills and competency through the application and selection process.

At the “internal-only” stage, should there be no other internal applicants other than the “at risk” candidates, then these employees would not be re-interviewed at this stage without competition and such vacancies would be put out for external advertisement. Internal candidates, including those potentially at risk would then again be eligible to apply for these vacancies.

If there are employees that remain unplaced at the conclusion of this exercise, or if there are no posts suitable for redeployment through the above process at the time when an occupied post is deleted from the establishment, then the issue of redundancy notices may be necessary at that point, or earlier in if the council deems it appropriate and necessary in order to achieve business objectives.

Procedure for filling temporary vacancies

In order to recognise the current business climate as one of change and to help respond to the issues identified in the workforce development plan such as the need for succession planning, the Council will adopt the recruitment practice as follows:

Temporary Recruitment

- For all temporary posts of up to one year, where there is a likely prospect (determined jointly by the operational service manager and Service Manager for Organisational Development) that the temporary vacancy could be filled with a suitably qualified and experienced, high-calibre internal candidate, then the post will be advertised openly but internally in the first instance.

Normally, a full recruitment process will apply. However, there may be occasions where “expressions of interest” are invited through advertisement; the purpose of this is to speed up the process where the vacancy is particularly specialist and only a small number of people may be suitably qualified. In effect, it is a quick method of testing the internal market. Where this method is used and there is only one interested person, it will be sufficient to assess their suitability through a “targeted- question” interview; an application form may be unnecessary. If more than one person expresses an interest, all people will be required to complete an application form and a full selection process will be followed.

- Traineeships of up to a year are excluded from this arrangement to only advertise internally; all such vacancies will be advertised externally.
- Where a post becomes permanent after being occupied for a temporary period of any length, the vacancy will be advertised externally (unless employment rights have been accrued in which case it may be necessary to place the post holder into the permanent post without further process).
- Normally, where a short-term vacancy is identified, it will be filled by the above methods. In certain circumstances, particularly those where a reduced (partial) set of tasks or responsibilities need to be picked up within a team, the vacancy is specific and technical in nature, or the need to fill is exceptionally urgent, then an honorarium arrangement may be appropriate.

Honoraria

- A manager may seek, in conjunction with Service Manager for Organisational Development, to apply an honorarium in the following circumstances:
- A vacancy exists in the existing team and it is decided jointly by the service manager and Service Manager for Organisational Development that the vacancy should be filled on a short-term basis, but that there is not a need to fill the post at its full grade; the range of duties and level of responsibilities are reduced. OR
- In the short-term, additional duties and responsibilities are required of one or more post holders to recognise particular business needs even though there is no specific vacancy at a more senior level.

- When a “Principal Officer” (those posts graded at pay band 10 and above) formally covers some or all of the duties of a more senior post for a period of more than four weeks it may be appropriate to apply an honorarium arrangement as for other posts.
- Honoraria payments will not normally go on beyond one year.
- The level of payment will normally be set at a fixed spinal column point or salary figure to represent the additional duties and responsibilities to be carried out by the employee.
- The level of payment will be agreed between the service manager and Service Manager for Organisational Development. This may be done by establishing a “felt-fair” spinal column point between the employee’s current pay point and the level of duties and responsibilities expected. Where it is difficult or contentious to identify a point in this way, job evaluation may be used to identify an appropriate pay band and then a point to be applied within this band will be agreed by the service manager and Service Manager for Organisational Development.
- Selection for honoraria may take place in a number of ways:
- Where particular, specific skills are required and it is reasonable to expect that only one post holder will meet the criteria at a particular work base (for example, Civic Centre, specified Leisure Centre), the service manager may, following consultation with, and agreement by, Service Manager for Organisational Development, identify a particular individual to whom they wish to offer an honorarium.
- Where a number of people within a team might be expected to be able to work up to a higher level, but people outside the team would not be expected to have the current skill-set required, the service manager would be expected, with appropriate assistance from Personnel Services to identify if there would be interest from a number of people to act up into a more senior role. If this were the case, the service manager would need either to offer the opportunity to all interested parties on some fair rota basis or decide on a single candidate following some formal assessment process similar to a recruitment exercise, such as a targeted interview (although this would not necessarily require application form). This exercise might be site-specific if there was a business or operational need to not alter or change staffing arrangements between work sites (for example; opportunity to act up to a duty manager role at a leisure centre may only be offered to employees currently working at that site).
- In cases where there is potential for a particular vacant role to be filled by employees from other teams, locations or services within the Council, unless there was a specific urgent need to find someone to carry out a particular role for a short length of time in which case either of the two above scenarios might apply, then the process to identify suitable candidates would mirror the steps for temporary employment above, including appropriate advertisement (in effect, it would be a recruitment exercise rather than an honorarium arrangement).

- Where a decision is taken to fill a post on a permanent basis that has been occupied at part or full duties by someone on an honorarium basis, the vacancy will be advertised externally.

Pay policy governing Directors' pay (including Deputy Chief Executive);

Appointment to any Director posts will be made at the bottom scale point of a three-point pay scale.

A formal performance review will be conducted by the Chief Executive to determine suitability to progress to the mid-point of the grade after one year's service in post and following consultation with the Appointments and Conditions of Service Committee.

Should the Chief Executive determine that performance is unsatisfactory, pay will remain at the bottom point of the pay grade

Payment of the top pay point of the grade to be determined annually by formal performance review conducted by the Chief Executive and following consultation with the Appointments and Conditions of Service Committee. Subject to satisfactory performance, payment of the top pay point will be made following two years' service in post and, again subject to satisfactory performance, annually thereafter. Should the Chief Executive determine that performance is unsatisfactory, pay will remain at, or be reduced to, the mid-point of the pay grade.

The detail of the performance review scheme is determined by the Chief Executive.

Pay and performance policy governing the Chief Executive's pay

1. General principles

Appointment to the post of Chief Executive will be within the local pay scale determined by the Appointments and Conditions of Service Committee (ACSC). The pay scale of the Chief Executive stands alone and is not linked to pay rates of other posts within the Council.

The ACSC will determine to which point within the scale the appointment will be made taking into account appropriate experience and skill set.

2. Progression and payment within scale

A formal performance and pay review will be conducted annually prior to the anniversary of appointment.

The performance and pay review will be conducted by the ACSC.

Should the ACSC determine that performance meets or exceeds the expected standards then annual progression of pay will be applied until the top pay point

of the scale is reached. Once the top pay point is reached pay will remain at this level whilst performance continues to meet or exceed expected standards.

Should the ACSC determine that performance is unsatisfactory then consideration will be given to applying the following process relating to pay:

- if the post holder is at the bottom or middle point of the pay scale at the time of the review then there will be no progression to the next pay point until a future review by the ACSC confirms satisfactory performance. This review will normally take place a year later although the ACSC may choose to conduct an interim review at an earlier date if this is appropriate.
- if the post holder is at the top point of the pay scale at the time of the review then from the anniversary of the appointment date pay will be reduced to the middle point of the pay scale and held at that point until satisfactory performance is confirmed through a future review which will be undertaken as described above.

3. Assessment of performance and feedback

3.1 Assessment by ACSC

The annual performance assessment will be undertaken each year by the ACSC. There will be no officer input in the assessment discussion.

The assessment will be made by the committee against a number of criteria and the Chief Executive's performance against each criterion will be assessed as being below expectation/ meeting expectation/ exceeding expectation.

As a majority committee view, if performance against each criterion is assessed as meeting or exceeding expectation then pay progression (or maintenance of the top pay point in the scale) will be applied from the anniversary date of appointment for another year. If performance against any of the criteria is assessed by the ACSC as being below expectation then consideration will be given to the freezing of pay at the current pay point or reduced from the top pay point and frozen at the middle pay point as described above.

If the ACSC determines that performance is below that which is expected then other improvement measures may be applied including formal capability procedures that would mirror in appropriate ways, the general process applied to NJC staff and as described in the Employee Handbook. Before applying such process the ACSC will take appropriate advice from the Monitoring Officer (or Deputy) and the service manager responsible for HR.

The ACSC will consider the Chief Executive's performance against this list of criteria:

- The leadership and management of the Council to achieve high standards of service and performance.
- To provide the necessary support to enable Elected Members to effectively carry out their role.
- To ensure effective and timely communication and advice is offered to Group Leaders on key matters.

- To effectively manage the interface between Elected Members and Senior Officers.
- The development and maintenance of effective partnerships for the benefit of borough residents.
- To guide and bring forward policy development to ensure the delivery of the Council's vision and priorities.
- To support Elected Members to engender an appropriate workplace culture that is reflected across the organisation.
- The provision of sound electoral process and practice.
- How effectively the Council's services have been delivered within budget and as described within the Gedling Plan.

These criteria will be assessed by the ACSC as a whole and a majority view reached. In addition to the assessment of these criteria, the committee will also identify expectations for the delivery of key objectives or tasks during the following year to which it wishes to draw particular attention, together with any development needs that are perceived for the Chief Executive. A simple form (appendix A) will be used to summarise the committee's majority view. This will be used as the basis on which feedback will be given and the form will be stored on the Chief Executive's personal file. The assessment criteria are drawn from the post's job description; these criteria may be altered by the ACSC to reflect changes to the job requirements of the post should they change over time.

3.2 Feedback to the Chief Executive

The views of the ACSC will be fed back in person to the Chief Executive by the Leader, Deputy Leader and the Opposition Leader.

This feedback will confirm:

- The criteria against which performance is meeting or exceeding expectation with examples given of observed behaviours, actions or outcomes where possible and appropriate.
- The criteria against which performance is below that which is expected. The "performance gap" will be specified and detail of future expectations will be made clear. If more of a formal capability procedure is to be applied, this will be made clear following appropriate officer advice.
- The pay point to be applied from the anniversary of appointment for the following year (or until an interim review if this is to be sooner).
- Expectations for delivery by the Chief Executive of key objectives or tasks over the coming year to which the ACSC wishes to draw particular attention; these may be existing or newly identified.
- Through discussion with the Chief Executive what, if any, development needs exist and how might these be effectively addressed. Further personal or professional development may be identified by Elected Members or by the Chief Executive even if performance is already high. As appropriate, a development plan will be agreed in principle.

4. General principles

The meeting at which feedback is given will be discursive in nature with opportunity for the Chief Executive to identify their own examples of good performance and achievement and to fully explore areas for improvement suggested by the ACSC to ensure that there is full understanding of expectations.

The meeting of the ACSC to discuss performance, and the feedback meeting with the Chief Executive will both be treated as confidential.

There is no further right of internal appeal by the Chief Executive against any decision taken by the ACSC in respect to the Chief Executive's performance or pay.

Performance and Pay Assessment of Chief Executive
Appointments and Conditions of Service Committee Summary Assessment
Date:

Criteria	Assessed as (tick one):			Additional and supporting comments
	Below expectation	Meeting expectation	Exceeding expectation	
The leadership and management of the Council to achieve high standards of service and performance.				
To provide the necessary support to enable Elected Members to effectively carry out their role.				
To ensure effective and timely communication and advice is offered to Group Leaders on key matters.				
To effectively manage the interface between Elected Members and Senior Officers.				
The development and maintenance of effective partnerships for the benefit of borough residents.				
To guide and bring forward policy development to ensure the delivery of the Council's vision and priorities.				
To support Elected Members to engender an appropriate workplace culture that is reflected across the organisation.				
The provision of sound electoral process and practice.				
How effectively the Council's services have been delivered within budget and as described within the Gedling Plan.				
Expectations for delivery of key objectives				

or tasks to be delivered during the coming year to which the ACSC wishes to draw particular attention.	
Potential personal development needs identified by the ACSC for discussion with the Chief Executive	

Chief Executive's Pay:

In accordance with the approved local pay and performance policy for the Chief Executive, the Appointment and Conditions of Service Committee authorises the Chief Executive's pay to be either:

Moved to the next point within the pay scale or maintained at the top pay point

Or

Frozen at the current pay point (or reduced from the top pay point to the middle point)

This decision will be reviewed either in:

One year

Or

At an earlier date which is:

Signed by the Chair of the Appointments and Condition of Service Committee:

This record will be retained on the Chief Executive's personal file.

Pay Protection Policy

The general policy of the Council is that pay protection is applied over a four year period at a protected rate of 100% in the first 12 months and 50% in the second 12 months from the date of commencing a post at a lower grade.

EARLY RETIREMENT AND REDUNDANCY POLICY

Applying from 1 September 2019

1. Objectives

To identify the process by which the organisation manages early retirement, flexible retirement and redundancy.

To identify how the organisation aims to mitigate redundancy.

To identify local discretions that are applied to cases of early retirement including dismissals due to reason of redundancy or efficiency of the service.

To protect the ongoing viability of the pension fund through control of pension enhancements and early release of pension benefits.

2. Discretions

In accordance with the legal requirement under Regulation 60(5) of the Local Government Pension Scheme 2013 a range of local discretion policy statements have been adopted by the Council. These discretions are published on the Council's website.

Relevant to this policy is the discretion applied through the Local Government (Early Termination of Employment) (Discretionary Compensation) (England And Wales) Regulations 2006 (Regulation 5) under which statutory redundancy payments are calculated using an actual week's pay.

A fixed discretionary payment will be made for all dismissals due to the reason of redundancy or efficiency of the service. For redundancy dismissals this will be a compensatory payment equivalent to 30% of the value of the statutory redundancy payment (calculated using actual week's pay); this to be paid in addition to any required statutory redundancy payment. For dismissals due to efficiency of the service a compensatory payment will be made equivalent to 30% of the value of a notional redundancy payment calculated using actual week's pay as if the reason for dismissal was redundancy; there is no provision for any statutory payment and no other compensatory payment will be made.

For these reasons of dismissal (redundancy or efficiency), should the employee be age 55 or above and a member of the Local Government Pension Scheme then pension will be released at the point of dismissal.

3. Redeployment (mitigating redundancy)

3.1 Prior to dismissal due to reasons of redundancy, efficiency of the service, capability or ill-health, appropriate opportunities for suitable redeployment will be explored. Where these exist employees at risk will be considered for placement into other posts through the processes identified in existing Council protocols.

3.2 Although the process for redeployment is governed by the processes identified in the Council protocols, in general terms support to employees potentially under threat will be offered. Such support might include:

- To make reasonable adjustments to duties and workplace to accommodate the employee's needs
- To offer reasonable training and development where appropriate to enable the employee to undertake the duties of the redeployment within a reasonable length of time
- To offer general support for skills development including trial interviews, C.V. writing and training in application form completion
- To offer trial periods of 4 weeks in a potentially suitable alternative post as required in the Employment Protection (Consolidation) Act and to extend this if it will assist in securing a redeployment
- To notify and consult with the Trade Unions as required by legislation.

3.3 Where suitable alternative employment exists in the view of the Council, employees are expected to engage with the redeployment process. Failure to do so may affect the reason for dismissal (the Council may take the view that there is no redundancy to declare if suitable redeployment opportunities are rejected) and this may mean that redundancy payment is not made and that pension is not released.

Employees at risk are expected:

- To give meaningful consideration of redeployment opportunities made available to them
- To undertake required training and development in order to undertake the duties of a suitable post
- To make every effort to mitigate the requirement for redeployment by actively seeking alternative employment
- To undertake trial periods with a positive approach to ensuring the redeployment will be successful

3.4 Protection

In any redeployment situation where an employee is redeployed to a lower-graded

post or where a post grade is reduced then the provisions of the Council's Pay Protection Policy will apply. Consideration will be given to assistance with excess travelling expenses should there be a change of base. Reimbursement will be made in accordance with local policy. An allowance may also be considered for excess travelling time incurred by a move of base. Both excess travelling expenses and additional travelling time will be applied in accordance with local policy that exists at the date of the start of the new post.

The Council's Pay Protection Policy is shown at Appendix 18 and the Disturbance Allowance Scheme at Appendix 19.

3.5 Procedure

The report proposing structural changes will be brought to Senior Leadership Team to seek support.

If supported, this report will be used as the basis of consultation with employees directly affected by the proposals and trade unions. Unless agreed otherwise or a longer period of time is required by law, a period of at least 30 days will be given for consultation.

Should proposals be contentious in nature or if the proposals have a substantial effect in the ways that services might be delivered then the period of consultation will normally close at a meeting of the Joint Consultative and Safety Committee (JCSC). For proposals that are not contentious in nature then consultation may take place without formal consideration by the JCSC with the proposal only being reported later as an information item.

Normally the implementation of structural change will be made by the Head of Paid Service. On occasions where the proposals are, in the opinion of the Head of Paid Service, significant in nature (whole service change, politically sensitive or whole council / senior management restructure) or require additional budget then the decision for implementation will be taken by the Appointments and Conditions of Service Committee or Full Council as the Head of Paid Service considers appropriate.

Employee consultation will allow for individual or group meetings with the manager proposing the structural change. An HR Officer will be present at such meetings at the request of either party.

More general emotional support for affected employees will be offered through the Council's Employee Assistance Programme or another similar service.

4. Policies and Procedures

4.1. Capability due to ill-health (and ill-health retirement)

This arises when an employee is no longer able to carry out the duties of their post, or comparable due to ill health and in the Council's opinion as the employer, there is no opportunity to redeploy to another suitable post within the organisation. This dismissal is for the reason of capability due to ill-health. Advice will normally be

obtained from an Occupational Health Consultant to support the decision to dismiss for this reason.

For employees who are members of the Local Government Pension Scheme (LGPS) who are proposed for dismissal due to reason of capability due to ill-health then advice will be taken to determine if release of an ill-health retirement pension is possible and at what “tier” within the scheme. Release of a pension under these circumstances will only be authorised by the Council where this decision is supported by advice from an independent Occupational Health Consultant as identified in the LGPS.

The payments made under the tiers of the LGPS are defined in Regulation. There is no scope for additional discretionary payment for any capability dismissals (including ill-health retirements) to be made other than through the Council’s Industrial Injury Policy. Decisions to dismiss due to reason of capability rest with the Chief Executive or managers delegated to act on their behalf including Directors and service managers.

4.2 Flexible Retirement

The Local Government Pension Scheme Regulations (LGPS) allows members aged 55 or over, with their employer’s consent, to take their pension following a reduction in grade or hours and opt to receive the immediate payment of their pension benefits whilst still working. The Council has published its discretion decisions relating to flexible retirement. In essence, a request for flexible retirement made by an employee will be supported if it suits the business need and a financial business case can be supported. For employees aged between 55 and 59 there will always be a cost to the council for flexible retirement (and for some employees aged 60 or over on a case-by-case basis) and this cost will need to be accounted for in any decision made.

The local Flexible Retirement Policy is shown at Appendix A.

Where an employee makes a request to retire flexibly, they must first gain support for the reduction in working hours or pay grade from their service manager. If there is no pension strain cost then the decision will rest with the service manager. An employee taking early retirement will normally receive a reduced pension and in this case there should be no pension strain cost to be met by the employer. In any case where the early release of pension would result in a pension strain cost to the authority, approval for the release of pension will be subject to permission from the Council through the Appeals and Early Retirement Committee.

4.3 Redundancy

4.3.1 Definition

This is defined within the Employment Rights Act as a dismissal which is attributable wholly or mainly to the fact that:

- the employer has ceased, or intends to cease, to carry on the business for the purposes of which the employee was employed or has ceased, or intends to

cease, to carry on that business in the place where the employee was so employed; or

- the requirements of that business for employees to carry out work of a particular kind, or for employees to carry out work of a particular kind in the place where they were so employed, have ceased or diminished or are expected to cease or diminish.

For the purposes of the interpretation of local policy, there is no differentiation between voluntary or compulsory redundancy except where relevant to the facts of the situation.

4.3.2 General Procedure

Where a potential redundancy situation arises there will be consultation with the Trade Unions and affected employees as required by the Trade Union and Labour Relations (Consolidation) Act. The periods of time set aside for consultation will meet with legislative requirement as a minimum. Through local convention, for proposals that affect fewer than 20 employees, where possible a consultation period of at least 30 days will also be applied.

The reasons for proposing a redundancy and the business case to support the proposal will be clearly stated and made available during consultation.

Efforts will be taken to avoid redundancies, whether voluntary or compulsory through the following steps:

Release any temporary employees with less than two years' service to provide vacancies for employees at risk

Identify other existing vacancies of a similar work type either for deletion to make the necessary saving or for redeployment for employees at risk

When appropriate in the view of the organisation, search for volunteers for redundancy where their release would provide redeployment for an employee at risk

Freeze of relevant vacancies to ensure redeployment opportunities are maximised

Personal counselling and retraining offered to employees at risk to maximise opportunities for redeployment

If it is likely that a process of selection for redundancy is necessary then a fair and equitable set of criteria will be established. These will be different depending on the circumstances of the redundancy situation and will be subject to consultation with employees and trade Unions.

4.3.3 Discretionary payments relevant to redundancy

Decisions made under local discretions relevant to pension payment are detailed in the Council's full set of local discretions that are published on our website. The relevant discretions to redundancy payment are made under the Local Government (Early Termination of Employment)(Discretionary Compensation) (England and Wales) Regulations 2006. Appendix B sets out how redundancy payments will be made and reflects these discretions.

In summary;

- The Council has determined that redundancy payments will be calculated on actual week's pay.
- A fixed additional local payment will be made for all dismissals due to the reason of redundancy. For redundancy dismissals this will be a compensatory payment equivalent to 30% of the value of the statutory redundancy payment (calculated using actual week's pay); this to be paid in addition to any required statutory redundancy payment.

4.4 Efficiency of the Service

The LGPS recognises as a reason for release of pension, dismissals due to "efficiency of the service"; it is a form of early retirement. In essence a dismissal of this type will arise due to concerns expressed by the employer about the general business efficiency on the part of the employee and may relate to a single or combination of factors.

Subject to an employee being at least age 55 with appropriate service length then early retirement and release of pension may be granted in cases where there is demonstrable business benefit to the Council (this may be financial or related to improvement in performance or quality of service delivery) arising from the decision.

The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 do allow for compensatory payments to be made and the Council has exercised its discretion as follows:

- A fixed local payment will be made for all dismissals due to the reason of efficiency of the service. For dismissals due to efficiency of the service a compensatory payment will be made equivalent to 30% of the value of a notional redundancy payment calculated using actual week's pay as if the reason for dismissal was redundancy; there is no provision for any statutory payment and no other compensatory payment will be made.

This is detailed in Appendix B.

5. Financial Implications

Employing departments are required to identify how the costs of redundancy or early retirement (other than ill-health) will be met as part of any proposals for organisational change.

5.1 For ill health retirements, this will not be necessary. Such dismissals will be based on personal circumstances of the employee and not on the organisational need. Costs of ill-health retirement will be met through shared corporate costs that are applied by the Pension Administering Authority (Nottinghamshire County Council) following a triennial actuarial revaluation of pension scheme costs.

5.2 For early retirement cases proposed on grounds of efficiency of the service the service manager will need to identify how any pension strain costs arising from a decision can be met together with the costs arising from local discretionary

payments. Subject to budgetary provision existing, authority to dismiss for this reason where there are no pension strain costs lies with the relevant service manager. Where pension strain costs will be payable by the Council then authority to implement the decision will rest with Senior Leadership Team. It may not be necessary for savings to be fully identified in order for authority to be given; an overall business case will be considered and benefits to the Council assessed by Senior Leadership Team.

5.3 For proposed redundancy (including early retirement cases) the service manager will need to identify how any redundancy (statutory and local costs) and pension strain costs arising from a decision can be met. Statutory and local redundancy payments will be made. As redundancy will arise from structural change then a fully costed proposal will be considered by Senior Leadership Team.

5.4 In cases where early release of pension is requested through flexible retirement, a decision will be made taking into account both the financial business case and issues of service improvement. The process for decision-making is detailed in section 4.2.

FLEXIBLE RETIREMENT POLICY

1. The Scheme

Employees aged 55 or over are able to draw their pension benefits whilst continuing in employment on reduced hours or on a reduced grade with the consent of the Council. This is known as 'flexible retirement'.

Employees whose request for flexible retirement is supported may continue to pay into the Local Government Pension Scheme to build up further benefits in the Scheme up to the age of 75.

Employees age 55 or over with long service will not normally incur a cost for the Council if they retire on a flexible basis as there will be no strain cost (usually the pension to be drawn is reduced at the employee's cost, not the council's). In these cases the granting of a request for flexible retirement will be taken by the relevant Service Manager and will be based on the operational effectiveness of the proposed arrangement. In effect, in these cases the arrangement is merely an agreed contractual change (reduction in hours or grade) and the claiming of the pension is a matter for the employee not the Council as employer. The Council through its published suite of discretions available under the Local Government Pension Scheme Regulations has determined that decisions where a pension strain cost would be payable by the Council would need to be referred to the Appeals and Retirements Committee and would be dependent on a costed business case.

When a request for flexible retirement is received, managers must consult with Personnel Services before any decision is communicated to the employee. Personnel Services will advise on process and obtain confirmation from the Pension Administering Authority (Nottinghamshire County Council) of any potential strain costs.

Where an employee voluntarily reduces their hours with pension, a trial period is not possible and therefore the change will form a permanent variation to their contract of employment.

An alternative option to reduction in hours with pension is reduction in grade with pension. If an employee wishes to draw their pension linked to a reduction in their grade this will be subject to an appropriate review to consider the business case for agreeing to the arrangement in the same way as if the request had been made for a reduction in hours. There is no automatic right to be transferred into a lower-graded post, or for the duties within an existing post to be reduced or diminished, and an employee wishing to take this option will normally be expected to apply for the post in the normal manner and demonstrate competency through an 'on merit' process.

2. Appeal

Cases that need to be referred to the Appeals and Retirements Committee

2.1 A right of appeal exists against any recommendation made to the Appeals and Retirements Committee.

2.2 Prior to a report being made to the Appeals and Retirements Committee, the person who is the subject of the report will be notified of the recommendation to be made. If they do not agree with this recommendation, they will be allowed to submit a written appeal against this. The written appeal will be considered by the Appeals and Retirements Committee as part of its decision in regard to the report submitted. Where the committee may wish to ask the appellant for additional information, they may request that the appellant attends the meeting. Also, if the appellant wishes to make a personal statement of case, they may attend the committee meeting to do this. In either circumstance, the appellant will not be allowed to be present whilst the decision is discussed. If the appellant does attend the meeting, a union representative or work colleague may accompany them. The decision of the Appeals and Retirements Committee is final.

Cases that are determined by a service manager (cases where there is no pension strain or cost to the council)

2.3 If an employee's request for flexible retirement is refused by a service manager the employee may choose to appeal this decision through the Grievance Procedure of the Council.

REDUNDANCY AND EARLY RETIREMENT POLICY

1. Dismissal or Early Retirement on Grounds of Redundancy

1.1 Employees with two or more years' continuous local government service, including service covered by the Redundancy Payments Modification Order (RPMO) who are dismissed by reason of redundancy will receive the statutory redundancy compensation payment as defined within the Employment Rights Act 1996).

Discretions applied under the Local Government (Early Termination Of Employment) (Discretionary Compensation) (England And Wales) Regulations 2006 by the Council in its published suite of discretions confirms that the redundancy pay calculation will be based on an actual week's pay. In addition under these local discretions the council has determined that a fixed payment will be made for all dismissals due to the reason of redundancy. For redundancy dismissals this will be a compensatory payment equivalent to 30% of the value of the statutory redundancy payment (calculated using actual week's pay); this to be paid in addition to any required statutory redundancy payment.

1.2 The service that will be taken into account when calculating entitlement to a redundancy payment under this policy will be continuous service with an organisation covered by the RPMO.

2. Early Retirement on Grounds of Efficiency of the Service

2.1 An employee aged 55 or over with sufficient qualifying service who is granted early retirement through a dismissal due to efficiency of the service will have their occupational (Local Government Pension Scheme) payment released as allowed with the LGPS Regulations.

2.2 Discretions applied under the Local Government (Early Termination Of Employment) (Discretionary Compensation) (England And Wales) Regulations 2006 by the Council in its published suite of discretions confirms that a fixed discretionary payment will be made for all dismissals due to the reason of efficiency of the service. For dismissals due to efficiency of the service a compensatory payment will be made equivalent to 30% of the value of a notional redundancy payment calculated using actual week's pay as if the reason for dismissal was redundancy; there is no provision for any statutory payment and no other compensatory payment will be made.

3. Appeal

There is a right of appeal against any dismissal from the Council including dismissals relating to "early retirement". Any such appeal would be heard by the Appeals and Retirements Committee.

4. Relationship with other compromise payments

This policy determines the compensatory payments to be made for redundancy and efficiency of the service.

Compensatory payments made under this policy stand separately to any compensatory payments made through Settlement Agreements. Payments made under a Settlement Agreement will be authorised by the relevant officer dependent upon the nature of and reason for the settlement payment.



Report to Audit Committee

Subject: Mazars Annual Audit Letter 2018/19
Date: 14 January 2020
Author: Deputy Chief Executive and Director of Finance

1. Purpose of the Report

To inform Members of the outcome of the external audit work in respect of 2018/19.

Recommendations:

That Members:

- accept the Mazars Annual Audit Letter for 2018/19 (Appendix 1) and refer it to Council for information.

2. Background

The external auditor's Annual Audit Letter summarises the outcomes from the audit work at Gedling Borough Council in relation to the 2018/19 audit year. Although it is addressed to the Council it is designed to be read by a wider audience, including members of the public and other external stakeholders, and will be placed on the Authority's website

3. Proposal

As external auditors, Mazars have concluded their audit work for 2018/19 and outcomes are summarised in the Annual Audit Letter attached at Appendix 1. The letter confirms that an unqualified audit opinion was issued in respect of both the Council's Financial Statements and the Value for Money arrangements. In addition, it confirms that they did not have to issue a public interest report and did not have to exercise any other audit powers

under the Local Audit & Accountability Act 2014 during the course of the audit.

Section 5 of the Annual Audit Letter summarises the audit fees for the audit work. The final fee for the 2018/19 audit of the Authority was £32,779 plus additional fees for work relating to:

- the prior period adjustment required to correct measurements previously used in property valuations which was agreed at £3,402;
- the review of the pension liability arising from the actuarial impact of the McCloud judgement which was agreed at £750.

It is proposed that the letter is accepted and be recommended to full Council.

4. Financial Implications

There are no specific resource implications arising from this report.

5. Appendices

Appendix 1 - Mazars Annual Audit Letter 2018/19.



Annual Audit Letter

Gedling Borough Council

Year ending 31 March 2019





CONTENTS

1. Executive summary
2. Audit of the financial statements
3. Value for Money conclusion
4. Other reporting responsibilities
5. Our fees
6. Forward look

Our reports are prepared in the context of the 'Statement of responsibilities of auditors and audited bodies' issued by Public Sector Audit Appointments Ltd. Reports and letters prepared by appointed auditors and addressed to members or officers are prepared for the sole use of the Council and we take no responsibility to any member or officer in their individual capacity or to any third party.

Mazars LLP is the UK firm of Mazars, an international advisory and accountancy group. Mazars LLP is registered by the Institute of Chartered Accountants in England and Wales.

1. EXECUTIVE SUMMARY

Purpose of the Annual Audit Letter

Our Annual Audit Letter summarises the work we have undertaken as the auditor for Gedling Borough Council (the Council) for the year ended 31 March 2019. Although this letter is addressed to the Council it is designed to be read by a wider audience including members of the public and other external stakeholders.

Our responsibilities are defined by the Local Audit and Accountability Act 2014 (the 2014 Act) and the Code of Audit Practice issued by the National Audit Office (the NAO). The detailed sections of this letter provide details on those responsibilities, the work we have done to discharge them, and the key findings arising from our work. These are summarised below.

Area of responsibility	Summary
Audit of the financial statements	<p>Our auditor's report issued on 31 July 2019 included our opinion that the financial statements:</p> <ul style="list-style-type: none">• give a true and fair view of the Council's financial position as at 31 March 2019 and of its expenditure and income for the year then ended; and• have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19
Other information published alongside the audited financial statements	<p>Our auditor's report issued on 31 July 2019 included our opinion that:</p> <ul style="list-style-type: none">• The other information in the Statement of Accounts is consistent with the audited financial statements.
Value for Money conclusion	<p>Our auditor's report concluded that we are satisfied that in all significant respects, the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2019.</p>
Reporting to the group auditor	<p>In line with group audit instructions issued by the NAO, on 31 July 2019 we reported to the group auditor in line with the requirements applicable to the Council's Whole of Government Accounts (WGA) return.</p>
Statutory reporting	<p>Our auditor's report confirmed that we did not use our powers under s24 of the 2014 Act to issue a report in the public interest or to make written recommendations to the Council.</p>

2. AUDIT OF THE FINANCIAL STATEMENTS

Opinion on the financial statements

Unqualified

The scope of our audit and the results of our work

The purpose of our audit is to provide reasonable assurance to users that the financial statements are free from material error. We do this by expressing an opinion on whether the statements are prepared, in all material respects, in line with the financial reporting framework applicable to the Council and whether they give a true and fair view of the Council's financial position as at 31 March 2019 and of its financial performance for the year then ended.

Our audit was conducted in accordance with the requirements of the Code of Audit Practice issued by the NAO, and International Standards on Auditing (ISAs). These require us to consider whether:

- the accounting policies are appropriate to the Council's circumstances and have been consistently applied and adequately disclosed;
- the significant accounting estimates made by management in the preparation of the financial statements are reasonable; and
- the overall presentation of the financial statements provides a true and fair view.

Our auditor's report, issued to the Council on 31 July 2019, stated that, in our view, the financial statements give a true and fair view of the Council's financial position as at 31 March 2019 and of its financial performance for the year then ended.

Our approach to materiality

We apply the concept of materiality when planning and performing our audit, and when evaluating the effect of misstatements identified as part of our work. We consider the concept of materiality at numerous stages throughout the audit process, in particular when determining the nature, timing and extent of our audit procedures, and when evaluating the effect of uncorrected misstatements. An item is considered material if its misstatement or omission could reasonably be expected to influence the economic decisions of users of the financial statements.

Judgements about materiality are made in the light of surrounding circumstances and are affected by both qualitative and quantitative factors. As a result we have set materiality for the financial statements as a whole (financial statement materiality) and a lower level of materiality for specific items of account (specific materiality) due to the nature of these items or because they attract public interest. We also set a threshold for reporting identified misstatements to the Audit Committee. We call this our trivial threshold.

The table below provides details of the materiality levels applied in the audit of the financial statements for the year ended 31 March 2019:

Financial statement materiality	Our financial statement materiality is based on 2% of Gross Revenue Expenditure at a Surplus/Deficit on Provision of Services level.	£1,068,000
Trivial threshold	Our trivial threshold is based on 3% of financial statement materiality.	£32,000
Specific materiality	We have applied a lower level of materiality to the following areas of the accounts: <ul style="list-style-type: none">• Officers' Remuneration• Members' Allowances• Audit Fee	£5,000 per individual officer £36,000 £4,000

2. AUDIT OF THE FINANCIAL STATEMENTS (CONTINUED)

Our response to significant risks

As part of our continuous planning procedures we considered whether there were risks of material misstatement in the Council's financial statements that required special audit consideration. We reported significant risks identified at the planning stage to the Audit Committee within our Audit Strategy Memorandum and provided details of how we responded to those risks in our Audit Completion Report. The table below outlines the identified significant risks, the work we carried out on those risks and our conclusions.

Identified significant risk	Our response	Our findings and conclusions
<p>Management override of controls</p> <p>Management at various levels within an organisation are in a unique position to perpetrate fraud because of their ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Due to the unpredictable way in which such override could occur there is a risk of material misstatement due to fraud on all audits.</p>	<p>We addressed this risk by performing audit work in the following areas:</p> <ul style="list-style-type: none"> • documenting our understanding of the processes and controls in place to mitigate the risks identified; • testing the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements; • evaluating the business rationale for any significant transactions outside the course of the business; • understanding the oversight given by those charged with governance of management process over fraud; • making enquiries of management and Internal Audit regarding actual or any suspicions of fraud; and • considering whether the Council's accounting policies are consistent with industry standards. 	<p>There were no matters arising from our work on management override of controls.</p>
<p>Valuation of property, plant and equipment</p> <p>The Council's accounts contain material balances relating to its holding of property, plant and equipment, investment properties and assets held for sale, with the majority of land and building assets required to be carried at valuation. Due to the high degree of estimation uncertainty associated with those held at valuation, we determined there was a significant risk in this area.</p>	<p>We addressed this risk through:</p> <ul style="list-style-type: none"> • reconciling valuations from the valuer's report to those recorded in the Fixed Asset Register; • testing a sample of assets valued during the year to valuation reports; • where material, testing the basis for impairment of assets, the value and correct accounting treatment; • critically assessing the Council's valuer's scope of work and methodology used; and • considering the impact of any assets not valued during the year. <p>We also reviewed the Prior Period Adjustment on PPE to ensure it was accounted for correctly.</p>	<p>The procedures we have undertaken have not identified any material errors or uncertainties in the financial statements.</p>

2. AUDIT OF THE FINANCIAL STATEMENTS (CONTINUED)

Identified significant risk	Our response	Our findings and conclusions
<p>Defined benefit liability valuation</p> <p>The Council's accounts contain material liabilities relating to the local government pension scheme. The Council uses an actuary to provide an annual valuation of these liabilities in line with the requirements of IAS 19 Employee Benefits. Due to the high degree of estimation uncertainty associated with this valuation, we determined there was a significant risk in this area.</p>	<p>We addressed this risk through:</p> <ul style="list-style-type: none"> • Reviewing the appropriateness of the Pension Asset and Liability valuation methodologies applied by the Pension Fund Actuary, and the key assumptions included within the valuation. This included comparing them to expected ranges, utilising information provided by PWC, the consulting actuary engaged by the National Audit Office; and • Agreeing the data in the IAS 19 valuation report provided by the Fund Actuary for accounting purposes to the pension accounting entries and disclosures in the Council's financial statements. • Critically assessing the competency, objectivity and independence of the Nottinghamshire Pension Fund's Actuary, Barnett Waddingham; • Liaising with the auditors of the Nottinghamshire Pension Fund to gain assurance that the controls in place at the Pension Fund are operating effectively. This included the processes and controls in place to ensure data provided to the Actuary by the Pension Fund for the purposes of the IAS 19 valuation is complete and accurate; and • Performing a walkthrough of payroll transactions at the Council to understand how pension contributions which are deducted and paid to the Pension Fund by the Council. 	<p>Our work provided the assurance sought and we were satisfied the local government pensions liability was not materially misstated.</p>

2. AUDIT OF THE FINANCIAL STATEMENTS

Internal control recommendations

As part of our audit we considered the internal controls in place that are relevant to the preparation of the financial statements. We did this to design audit procedures that allow us to express our opinion on the financial statements, but this did not extend to us expressing an opinion on the effectiveness of internal controls. We did not identify any significant deficiencies in internal control as part of our audit.

3. VALUE FOR MONEY CONCLUSION

Value for Money conclusion

Unqualified

Our approach to Value for Money

We are required to consider whether the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The NAO issues guidance to auditors that underpins the work we are required to carry out in order to form our conclusion, and sets out the criterion and sub-criteria that we are required to consider.

The overall criterion is that, 'in all significant respects, the Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people.' To assist auditors in reaching a conclusion on this overall criterion, the following sub-criteria are set out by the NAO:

- Informed decision making
- Sustainable resource deployment
- Working with partners and other third parties

The NAO's guidance requires us to carry out work to identify whether or not a risk to the Value for Money conclusion exists. Risk, in the context of our Value for Money work, is the risk that we come to an incorrect conclusion rather than the risk of the arrangements in place at the Council being inadequate. In our Audit Completion Report, we reported that we had identified a single significant Value for Money risk. The work we completed in relation to the significant audit risk is outlined on the following page, which supported our auditor's report, issued to the Council on 31 July 2019, that, in all significant respects, the Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31st March 2019.

VALUE FOR MONEY: SIGNIFICANT AUDIT RISK

Risk	Work undertaken	Conclusion
<p>Delivery of Budgets and Financial Resilience</p>		
<p>The continual pressures on Local Government finances are well documented and led to another challenging budget setting process for 2018/19. The Authority approved a balanced budget in March 2018 which required the use of £1.278 of General Fund Balances to fund the budget deficit.</p>	<p>We have critically reviewed whether the Council has arrangements in place to ensure financial resilience, specifically that the MTFP has duly taken into consideration the latest available information on factors such as:</p>	<p>Having completed our planned procedures, we are satisfied that, in all material respects, the Council's arrangements to deliver balanced budgets and ensure financial resilience are adequate.</p>
<p>The latest month 9 forecast shows the Council are expecting to achieve a £243k underspend against the revenue budget which will reduce the required contribution from the General fund to £1.036m. This saving represents 2% of the original budget of £12,145,200. In addition the Council is expecting a year end capital outturn of £4.956m against the original budget of £9.776m, the reduction in the main due to deferrals on large projects, including the £2.5m commercial property fund which will be used to generate income streams for the Council from 2019/20 onwards.</p>	<ul style="list-style-type: none"> •funding reductions; •business rate reform; •fair funding; •salary and general inflation; •demand pressures; •restructuring costs; and 	<p>We have reviewed the year end outturn position reported to cabinet on the 24 May. This shows that the Council achieved a General Fund underspend of £151,565. Additional income was also received from business rates and revenue support grant enabling a £269k saving on transfers from the General fund Balance (£767k instead of £1.036m) which can be used to support future budgets and the MTFP. In addition the Council were able to make more contributions to earmarked reserves than they anticipated.</p>
<p>The MTFP also shows the Council identified the need to make savings of £2.8m between 2018/19 to 2022/23, of which £1.187m are expected in 2018/19. It is projected that £1.047m of this will be delivered this financial year with £140k to be deferred until 2019/20. Even with these savings the Council still need to utilise balances each year to manage the funding gap. As a result the 2018/19 budget approved by Council in March 2018 approved an additional efficiency target of £1.1m from 2019/20 to 2022/23, weighted more towards the end of this period. If achieved this will reduce the burden on the use of reserves.</p>	<p>•sensitivity analysis given the degree of variability in the above factors.</p>	<p>Efficiencies and budget savings will still continue to be required and monitored as part of the budget process and MTFP. Moving forward efficiency savings of £1.395m have been set from 2019/20 to 2022/23 with £472k required in 2019/20.</p>
<p>There will be significant changes in Local Government finances over the next few years, which will culminate in a major change in the way Local Government is financed from 2020/21 onwards. These include the 2019 Spending Review, the Fair Funding Review and the introduction of 75% local retention of business rates (up from 50% retention). As a result, the need to identify and monitor savings (or achieve income generation) will continue to have a significant impact on the Authority's financial resilience and reduce the burden on the need to utilise reserves to plug any deficits in the budget.</p>	<p>We have reviewed the progress of saving plans and ongoing funding plans.</p>	<p>The Council recognises that in addition to making savings and increasing income the key issue is the management of general reserves to a level that ensures it remains financially resilient and able to deliver sustainable services. Over the three years to 2021/22, the level of general reserves remains above the Council's minimum level of 7.5% of projected expenditure (reducing from a £2.8m surplus on balances to a £1.6m surplus over this period) and it is over this period, we judge it most relevant to base our Value for Money Conclusion on. However as the Council moves into 2023/24, the level of reserves drop to £1.6m although this still represents a £0.8m surplus above the required target.</p>
<p>We have reviewed the planned use of the commercial investment fund moving forward and evaluated how the Council ensure commercialisation schemes utilised for revenue generation do not open the Council to unnecessary VFM risks.</p>		

4. OTHER REPORTING RESPONSIBILITIES

Exercise of statutory reporting powers	No matters to report
Completion of group audit reporting requirements	Consistent
Other information published alongside the audited financial statements	Consistent

The NAO's Code of Audit Practice and the 2014 Act place wider reporting responsibilities on us, as the Council's external auditor. We set out below, the context of these reporting responsibilities and our findings for each.

Matters on which we report by exception

The 2014 Act provides us with specific powers where matters come to our attention that, in our judgement, require reporting action to be taken. We have the power to:

- issue a report in the public interest;
- make statutory recommendations that must be considered and responded to publicly;
- apply to the court for a declaration that an item of account is contrary to law; and
- issue an advisory notice under schedule 8 of the 2014 Act.

We have not exercised any of these statutory reporting powers.

The 2014 Act also gives rights to local electors and other parties, such as the right to ask questions of the auditor and the right to make an objection to an item of account. We did not receive any such objections or questions.

Reporting to the NAO in respect of Whole of Government Accounts consolidation data

The NAO, as group auditor, requires us to complete the WGA Assurance Statement in respect of its consolidation data. We submitted this information to the NAO on 31 July 2019.

Other information published alongside the financial statements

The Code of Audit Practice requires us to consider whether information published alongside the financial statements is consistent with those statements and our knowledge and understanding of the Council. In our opinion, the other information in the Statement of Accounts is consistent with the audited financial statements.

5. OUR FEES

Fees for work as the Council's auditor

We reported our proposed fees for the delivery of our work in the Audit Strategy Memorandum, presented to the Audit Committee in March 2019.

We have completed our work for the 2018/19 financial year, but at the time of producing this report, we have not yet finalised our audit fees for the year. We carried out additional work to address the risk of material misstatement on the Council's pension liability, arising from the actuarial impact of GMP and McCloud, resulting in an additional fee of £750. In addition we have agreed an additional fee of £3402 for the work undertaken on the Prior Period Adjustment relating to PPE with the Deputy Chief Executive and Director of Finance. These fee variations require the approval of Public Sector Audit Appointments Limited, which manages the contracts for our work before finalising the audit fee.

Area of work	2018/19 proposed fee	2018/19 final fee ***
Delivery of audit work under the NAO Code of Audit Practice	£32,779 plus VAT	£36,931 plus VAT

*** Please note that at the time of producing this report, the additional audit fee for the work required to audit the Prior Period Adjustment and for the additional pensions work relating to McCloud/GMP has yet to be agreed or receive PSAA approval.

Fees for non-PSAA work

We have not completed any non-PSAA work.

6. FORWARD LOOK

Audit Developments

Code of Audit Practice

The Code of Audit Practice sets out what local auditors of relevant local public bodies are required to do to fulfil their statutory responsibilities under the Local Audit and Accountability Act 2014. We have responded to the National Audit Office's consultation on the content of the Code (<https://www.nao.org.uk/code-audit-practice/about-code/>).

A new Code will be laid in Parliament in time for it to come in to force no later than 1 April 2020.

Financial Resilience

Fair Funding Review

The Council will need to incorporate the outcome of the Spending Review, due in the latter half of 2019, to its Medium Term Financial Plan. The Spending Review will set out the department allocations for 2020/21 and potentially beyond. Regardless of the timing and period covered by the Spending Review, the Council recognises the key issue is the management of general reserves to a level that ensures it remains financially resilient and able to deliver sustainable services. It must, therefore, ensure it clarifies and quantifies how it will bridge the funding gap through planned expenditure reductions and/ or income generation schemes.

Local Authority Financial Resilience Index

CIPFA is moving forward with its financial resilience index, which it believes will be a barometer on which local authorities will be judged. We would expect the Council to have at least considered the index once it is formally released.

Commercialisation

The National Audit Office will be publishing a report on Commercialisation during 2019. Depending on the Council's appetite for Commercialisation, we would expect the Council to consider the outcome of the report and ensure any lessons learnt are incorporated into business practice.

Further, the UK Debt Management Office's Annual Report, published on 23 July 2019, reported that, as at 31 March 2019, the Public Works Loan Board's loan book was £78.3 billion with 1,308 new loans totalling £9.1 billion advanced during the year. As a result, we expect local authorities to clearly demonstrate:

- the value for money in the use of Public Works Loan Board funds to acquire commercial property; and
- the arrangements for loan repayment through the updated Statutory Guidance on Minimum Revenue Provision in 2019/20, 2020/21 and beyond.

Financial Reporting

UK Local Government Annual Accounts

The CIPFA/LASAAC Local Authority Code Board specifies the financial reporting requirements for UK local government. A consultation is underway to inform the direction and strategy for local government annual accounts. We will be submitting our response and suggest practitioners also voice their opinion.

Lease accounting

The implementation of IFRS 16 Leases in the Code is delayed until 1 April 2020. The Council will need a project plan to ensure the data analysis and evaluation of accounting entries is completed in good time to ensure any changes in both business practice and financial reporting are captured.

6. FORWARD LOOK (CONTINUED)

Next year's audit and how we will work with the Council

We will focus our work on the risks that your challenges present to your financial statements and your ability to maintain proper arrangements for securing value for money.

In the coming year we will continue to support the Council by:

- continued liaison with the Council's Internal Auditors to minimise duplication of work;
- Attending Audit Committee meetings and presenting an Audit Progress Report including updates on regional and national developments; and
- hosting events for staff, such as our Local Government Accounts workshop.

We will meet with the Council to identify any learning from the 2018/19 audit and will continue to share our insights from across local government and relevant knowledge from the wider public and private sector.

In terms of the technical challenges that officers face around the production of the statement of accounts, we will continue to work with them to share our knowledge of new accounting developments and we will be on hand to discuss any issues as and when they arise.

The Council has taken a positive and constructive approach to our audit and we wish to thank Members and officers for their support and co-operation during our audit.

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MINUTES ENVIRONMENT AND LICENSING COMMITTEE

Tuesday 5 November 2019

Councillor Marje Paling (Chair)

Present: Councillor Nicki Brooks Councillor Sam Smith
 Councillor Pat Bosworth Councillor Clive Towsey-Hinton
 Councillor Des Gibbons Councillor John Truscott
 Councillor Julie Najuk Councillor Paul Wilkinson

Absent: Councillor Boyd Elliott, Councillor Roxanne Ellis and
 Councillor Rachael Ellis

Officers in Attendance: P Gibbs, L Mellors and C Allcock

41 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Elliott, Councillor Roxanne Ellis and Councillor Rachael Ellis.

42 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 1ST OCTOBER 2019

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

43 DECLARATION OF INTERESTS.

None.

44 TAXI RATES AND FARES

Consideration was given to the amended report of the Director of Health and Community Wellbeing, circulated prior to the meeting, to request Members to make changes and amendments to the current Hackney Carriage Rates and Fares.

RESOLVED:

- 1) To approve the proposed rates and fares detailed in Appendix A to the report;
- 2) To approve that the rates and fares detailed in Appendix A are

advertised in accordance with Local Government (Miscellaneous Provisions) Act 1976 Section 65 for a consultation period of 28 days;

- 3) To approve a consultation period of 28 days;
- 4) To delegate authority to the Director of Health and Community Wellbeing, in consultation with the Chair of the Environment and Licensing Committee, to agree the final rates and fares, after taking into account any objections or comments received during the consultation period and making any adjustments as considered appropriate; and
- 5) That following approval, Members approve final rates and fares, with any adjustments deemed necessary, become effective from 1st January 2020.

45 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

46 EXCLUSION OF THE PRESS AND PUBLIC.

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

47 CHANGE OF CIRCUMSTANCE OF HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS LICENCE MHA

Consideration was given to a report of the Director of Health and Community Wellbeing, which had been circulated prior to the meeting, regarding a change of circumstance of a Joint Hackney Carriage/Private Hire Driver's Licence for MHA.

MHA attended the meeting along with his wife and both addressed the Committee.

RESOLVED:

To defer consideration of the change of circumstance of a Joint Hackney Carriage/Private Hire Driver's Licence for MHA to a future Committee.

MHA to contact the Council should he wish to share any additional information with the Committee which will be added as an appendix to the report.

48 APPLICATION FOR A ONE YEAR JOINT HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS LICENCE GSQ

Consideration was given to a report by Director of Health and Community Wellbeing, which had been circulated prior to the meeting, regarding an application for a Joint Hackney Carriage/Private Hire Driver's Licence for GSQ.

GSQ attended the meeting along with a friend who addressed the Committee.

RESOLVED:

To defer GSQ's application until the after the Court hearing.

49 APPLICATION FOR A 3 YEAR JOINT HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS LICENCE IH

IH did not attend the meeting.

The Licensing office informed the Committee that an email had been received from IH requesting to defer his application

RESOLVED:

To defer consideration of the Change of Circumstances for a Joint Hackney Carriage/Private Hire Driver's Licence from IH to the next meeting of the Committee. If IH does not attend his next appointment, the Change of Circumstance will be considered in his absence.

The meeting finished at 5.10 pm

Signed by Chair:
Date:

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MINUTES PLANNING COMMITTEE

Wednesday 6 November 2019

Councillor John Truscott (Chair)

In Attendance: Councillor Paul Wilkinson Councillor Rosa Keneally
Councillor Michael Adams Councillor Meredith Lawrence
Councillor Peter Barnes Councillor Barbara Miller
Councillor Chris Barnfather Councillor Marje Paling
Councillor David Ellis Councillor John Parr
Councillor Rachael Ellis Councillor Alex Scroggie
Councillor Andrew Ellwood Councillor Henry Wheeler
Councillor Mike Hope

Officers in Attendance: M Avery, N Bryan, C Goodall and S Pregon

55 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

None.

56 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 2 OCTOBER 2019.

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

57 DECLARATION OF INTERESTS

The Chair declared a collective non-pecuniary interest in agenda item 4 as Gedling Borough Council own of part of the application site, and in agenda items 6 & 7 as the application sites are in the ownership of Gedling Borough Council.

Councillor Barnfather declared a non-pecuniary interest in item 4 on the agenda as a Nottinghamshire County Councillor as Nottinghamshire County Council own part of the application site.

58 APPLICATION NO 2019/0904DOC - A612 BURTON ROAD B684 MAPPERELY PLAINS

Approval of details pursuant to conditions 4 and 5 in relation to the management of traffic and pedestrian movements; Condition 6 - public transport strategy; Condition 7 - temporary lighting; Condition 11 highway design code; Condition 12 - Arboricultural Impact Assessment; Condition 13 - Landscaping; Condition 15 - noise assessment; condition 21 - recording and method statement of the garden wall at Gedling House; and Condition 22 - footpath diversion, of Planning Permission 2015/1033 for the Gedling access road.

Kelly Jagers spoke against the application on behalf of the residents of Clementine Drive.

Tony Keyworth spoke against the application as Trustee of the Friends of Gedling Country Park.

Mike Barnett spoke in support of the application on behalf of the applicant (VIA East Midlands Ltd).

The Service Manager – Development Services reported that 39 additional letters of objection were received, commenting on aspects of the proposed removal of the fence.

A further letter of comment was received from County Councillor Michael Payne stating that he would be in support of measures to retain some acoustic screening at the site.

Councillor Truscott proposed an alternative recommendation, which was duly seconded, as follows:

To approve the submitted details and to discharge the conditions in accordance with the report, with the exception of condition 15 which shall be discharged in accordance with the original details, which include an acoustic fence starting at Mapperley Plains and terminating 300m east of the approved 5 arm roundabout.

RESOLVED:

To approve the submitted details and to discharge the conditions in accordance with the report, with the exception of condition 15 which shall be discharged in accordance with the original details, which include an acoustic fence starting at Mapperley Plains and terminating 300m east of the approved 5 arm roundabout.

(Councillor Barnfather left the meeting).

59 APPLICATION NO 2019/0614 - LAND OFF TEAL CLOSE, NETHERFIELD

Approval of reserved matters in relation to appearance, landscaping, layout and scale of the trade park and unit 1 of the employment area pursuant to outline planning permission 2017/0999.

The Service Manager – Development Services introduced the report.

Councillor Truscott provided an update as the recommendation was not included in the report.

RESOLVED:

To Grant Approval of Reserved Matters subject to conditions, as detailed in the report.

60 APPLICATION NO 2019/0752 - GEDLING COUNTRY PARK, SPRING LANE.

Creation of 100 additional car parking spaces. New connecting footpaths, landscaped bunds, and SUDS drainage system.

The Service Manager – Development Services introduced the report.

(Councillor Barnfather re-joined the meeting during the debate and did not participate in this item).

RESOLVED:

To GRANT CONDITIONAL PLANNING PERMISSION

Conditions

- 1 The development must be begun not later than three years beginning with the date of this permission.
- 2 This permission shall be read in accordance with the application form, Existing Layout POS/190401/E-01, Proposed Layout Plan 1-500 drawing no POS/190401/P1-01, Soft Landscape Works and Ecological Mitigation Proposals drawing no POS/190401/P-05, Proposed Sections & Details 1 drawing no POS/190401/P-03, Proposed Section & Details 2 drawing no POS/190401/P-04, Proposed Layout Plan drawing no POS/190401/P-02 received 29th July 2019 and Amended Site Location Plan drawing no POS/190401/E-04 received 25th September 2019. The development shall thereafter be undertaken in accordance with these plans/details.
- 3 In the event that contamination is found at any time when carrying out the approved development it must be reported in writing immediately to the Local Planning Authority and once the Local

Planning Authority has identified the part of the site affected by the unexpected contamination development must be halted on that part of the site. An assessment must thereafter be undertaken in accordance with the requirements of the Local Planning Authority, and where remediation is necessary a remediation scheme, together with a timetable for its implementation and verification reporting, must be submitted to and approved in writing by the Local Planning Authority.

- 4 Prior to commencement of the development a Construction Emission Management Plan (CEMP) for minimising the emission of dust and other emissions to air during the site preparation and construction shall be submitted to and approved in writing by the Local Planning Authority. The CEMP must be prepared with due regard to the guidance produced by the Council on the assessment of dust from demolition and construction and include a site specific dust risk assessment. All works on site shall be undertaken in accordance with the approved CEMP unless otherwise agreed in writing by the Local Planning Authority.
- 5 Prior to the first use of the hereby permitted car park, details shall be submitted to and approved in writing by the Local Planning Authority as to the position within the development of three (3) Electric Vehicle Recharging Points; with appropriate cable and infrastructure provision to allow this to increase to five (5) points in total in future years. The Electric Vehicle Recharging Points shall be installed not later than 6 months from the first use of the hereby permitted car park and shall be thereafter maintained in the location as approved for the lifetime of the development.
- 6 The Soft Landscaping Works and Ecological Mitigation Proposal as identified on drawing no POS/190401/P-05 received on 29th July 2019, shall be carried out in the first planting season following the completion of the car park. Any trees, shrubs or plants that die within a period of five years from the completion of the development, or are removed and/or become seriously damaged or diseased in that period, shall be replaced (and if necessary continue to be replaced) in the first available planting season with others of similar size and species.
- 7 The development shall be undertaken in accordance with the recommendations set out in Section 6 of the Preliminary Ecological Appraisal received on 15th October 2019.

Reasons

- 1 In order to comply with Section 51 of the Planning and Compulsory Purchase Act 2004.
- 2 For the avoidance of doubt.

- 4 To ensure the development is constructed in an appropriate sustainable manner which takes into consideration air quality with in the Borough, and takes into consideration the National Planning Policy Framework and policy LPD11 of the Councils Local Plan.
- 5 To ensure the development is constructed in an appropriate sustainable manner which takes into consideration air quality with in the Borough, and takes into consideration the National Planning Policy Framework and policy LPD11 of the Councils Local Plan.
- 6 To ensure satisfactory landscape treatment of the site which will enhance the character and appearance of the site and the area. To comply with Core Strategy Policy 10, 17 & 19 and LPD18 & LPD32
- 7 In the interests of protecting ecological interests

Reasons for Decision

In the opinion of the Borough Council the proposed development would be visually acceptable and would not result in a significant undue impact on the amenity of neighbouring properties. Subject to the proposed mitigation and compensations measures outlined within the Preliminary Ecological Appraisal, the proposal appropriately mitigates against any habitat loss and provides ecological enhancements. The proposal is also acceptable from a highway perspective and the potential planning gain for this proposed development in terms of reducing on street parking and providing a more accessible recreational facilities overcomes any potential issues. In this regards proposed development would be in accordance with the advice contained within the NPPF (2019), Policy 10, 13, 13, 16 and 17 of the ACS (2014) LPD4, LPD11, LPD18, LPD19, LPD20, LPD32 and LPD61 of the Local Planning Document (2018).

Notes to Applicant

Severn Trent Water advise that although our statutory sewer records do not show any public sewers within the area you have specified, there may be sewers that have been recently adopted under, The Transfer Of Sewer Regulations 2011. Public sewers have statutory protection and may not be built close to, directly over or be diverted without consent and you are advised to contact Severn Trent Water to discuss your

proposals. Severn Trent will seek to assist you obtaining a solution which protects both the public sewer and the building.

The Borough Council has worked positively and proactively with the applicant in accordance with paragraph 38 of the National Planning Policy Framework (2019). Negotiations have taken place during the determination of the application to address adverse impacts identified by officers. Amendments have subsequently been made to the proposal, addressing the identified adverse impacts, thereby resulting in a more acceptable scheme and a favourable recommendation.

The proposed development lies within a coal mining area which may contain unrecorded coal mining related hazards. If any coal mining feature is encountered during development, this should be reported immediately to The Coal Authority on 0845 762 6848. Further information is also available on The Coal Authority website at www.coal.decc.gov.uk. Property specific summary information on past, current and future coal mining activity can be obtained from The Coal Authority's Property Search Service on 0845 762 6848 or at www.groundstability.com.

61 APPLICATION NO 2019/0737 - GEDLING COUNTRY PARK, SPRING LANE

CCTV Camera on proposed north car park.

RESOLVED:

To Grant Conditional Planning Permission.

Conditions

- 1 The development must be begun not later than three years beginning with the date of this permission.
- 2 This permission shall be read in accordance with the application form received 29th July 2019, the elevation details of the 8m pole drawing no TC 8 400 01 00 and drawing no TC mast (Single Door) 00 received 13th August 2019 and the redline site location plan received 21st August 2019. The development shall thereafter be undertaken in accordance with these plans/details.

Reasons

- 1 In order to comply with Section 51 of the Planning and Compulsory Purchase Act 2004.
- 2 For the avoidance of doubt.

Reasons for Decision

In the opinion of the Borough Council the proposed development would be visually acceptable and in keeping with the character of the property and the area. The proposal would not result in a significant undue impact on the amenity of neighbouring properties and would comply with the relevant policies regarding crime prevention. Therefore the proposed development would be in accordance with the advice contained within the NPPF (2019), Policy 10, 12, 13 & 16 of the ACS (2014) LPD 19, LPD20 & LPD32 of the Local Planning Document (2018).

Notes to Applicant

Planning Statement - The Borough Council has worked positively and proactively with the applicant in accordance with paragraph 38 of the National Planning Policy Framework. During the processing of the application there were no problems for which the Local Planning Authority had to seek a solution in relation to this application.

The proposed development lies within a coal mining area which may contain unrecorded coal mining related hazards. If any coal mining feature is encountered during development, this should be reported immediately to The Coal Authority on 0845 762 6848. Further information is also available on The Coal Authority website at www.coal.decc.gov.uk. Property specific summary information on past, current and future coal mining activity can be obtained from The Coal Authority's Property Search Service on 0845 762 6848 or at www.groundstability.com.

**62 APPEAL DECISION LAND ADJACENT TO 4 NEWCOMBE DRIVE
ARNOLD**

Erect new 3 bedroom dwelling.

RESOLVED:

To note the information.

**63 APPEAL DECISION - APPLICATION NO 2019/0129 - 18 KIGHILL
LANE RAVENSHEAD**

Erection of 5-bedroom, two storey detached dwelling.

RESOLVED:

To note the information.

64 APPEAL DECISION - APPLICATION NO 2019/0103 - 47 FLORENCE ROAD MAPPERLEY.

Construct detached garage/workshop.

RESOLVED:

To note the information.

65 FUTURE APPLICATIONS

RESOLVED:

To note the information.

66 DELEGATION PANEL ACTION SHEETS

RESOLVED:

To note the information.

67 ANY OTHER ITEMS WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 7.00 pm

Signed by Chair:
Date:

MINUTES CABINET

Thursday 7 November 2019

Councillor John Clarke (Chair)

Councillor Michael Payne
Councillor Peter Barnes
Councillor David Ellis
Councillor Gary Gregory

Councillor Jenny Hollingsworth
Councillor Viv McCrossen
Councillor Henry Wheeler

Officers in Attendance: K Bradford, H Barrington, A Dubberley, M Hill and D Wakelin

47 APOLOGIES FOR ABSENCE.

None.

48 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 9 OCTOBER 2019.

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

49 DECLARATION OF INTERESTS.

None.

50 RELEASE OF SKY LANTERNS AND HELIUM BALLOONS WITHIN GEDLING BOROUGH

The Deputy Chief Executive introduced a report, which had been circulated in advance of the meeting, proposing measures to control the release of sky lanterns and helium balloons within the Borough.

RESOLVED to:

- 1) Authorise the Director of Organisational Development and Democratic Services to introduce a new condition into the Council's temporary licences and events licences prohibiting the release of sky lanterns (also known as Chinese lanterns) and helium balloons on land or property owned and/or controlled by Gedling Borough Council; and

- 2) Support the continued monitoring by officers of the complaints and risks associated with the release of helium balloons and sky lanterns within the Borough.

51 COMMITMENT TO IMPROVING MENTAL HEALTH IN GEDLING BOROUGH

The Service Manager Community Relations introduced a report seeking support of measures to improve mental health within Gedling Borough, through signing up to the Prevention Concordat and supporting the Time to Change Pledge.

RESOLVED to

- 1) Support the commitment of increasing the focus on the prevention of mental health problems and the promotion of good mental health within Gedling Borough, by signing up to the Prevention Concordat for Better Mental Health;
- 2) Authorise the Chief Executive to sign the Prevention Concordat/Consensus Statement and approve and sign the Commitment Action Plan; and
- 3) Note and support the work being undertaken by Officers to explore the feasibility of signing up to the Time to Change Pledge.

52 DRAFT SPORT AND PHYSICAL ACTIVITY STRATEGY

The Chief Executive introduced a report, which had been circulated prior to the meeting, seeking approval to consult on the recently drafted sport and physical recreation strategy.

RESOLVED:

To authorise the commencement of a two-week period of consultation on the draft Sport and Physical Activity Strategy to ensure it identifies and includes all of the target areas from extensive initial engagement and consultation held earlier in the year.

53 PRUDENTIAL CODE INDICATOR MONITORING 2019/20 AND QUARTERLY TREASURY ACTIVITY REPORT FOR QUARTER ENDED 30 SEPTEMBER 2019

The Deputy Chief Executive introduced a report, which had been circulated prior to the meeting informing Members of performance monitoring of the 2019/20 Prudential Code Indicators, and to advise Members of the quarterly Treasury activity as required by the Treasury Management Strategy.

RESOLVED to:

Note the report, together with the Treasury Activity Report 2019/20 for Quarter 2 at Appendix 1 to the report, and the Prudential and Treasury Indicator Monitoring 2019/20 for Quarter 2, at Appendix 2 to the report.

54 QUARTERLY BUDGET MONITORING AND VIREMENT REPORT - QUARTER 2

The Deputy Chief Executive introduced a report, which had been circulated in advance of the meeting updating Members on the Cabinet the forecast outturn for Revenue and Capital budgets for 2019/20 and to request approval from Cabinet for the changes to the budget as set out in the report.

RESOLVED to:

- 1) Approve the General Fund Budget virements set out in Appendix 1 to the report;
- 2) Note the use of reserves and funds during quarter two as detailed in Appendix 2 to the report;
- 3) Approve the changes to the capital programme included in paragraph 2.3 of the report.

55 GEDLING PLAN QUARTER 2 PERFORMANCE REPORT

The Director of Organisational Development and Democratic Services introduced a report, which had been circulated prior to the meeting, informing Members of a summary of the position against Improvement Actions and Performance Indicators in the 2019/2020 Gedling Plan at the end of quarter 2.

RESOLVED:

To note the progress against Improvement Actions and Performance Indicators in the 2019/20 Gedling Plan

56 ANY OTHER ITEMS THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 3.00 pm

Signed by Chair:
Date:

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MINUTES APPEALS AND RETIREMENTS COMMITTEE

Thursday 7 November 2019

Councillor Paul Feeney (Chair)

Councillor Simon Murray
Councillor Marje Paling

Councillor John Truscott

Apologies for absence: Councillor Barbara Miller and Councillor John Parr

Officers in Attendance: K Bradford, D Archer, I Oxborough and F Whyley

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies had been received from Councillors Miller and Parr.

2 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 1 JUNE 2018.

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

3 DECLARATION OF INTERESTS.

None.

4 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

5 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(a)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

6 APPEAL AGAINST DISMISSAL

This item had been withdrawn from the agenda.

7

REQUEST FOR ADDITIONAL PENSION

The Chief Executive introduced a report, which had been circulated in advance of the meeting, setting out requests from to members of staff for additional pension to be awarded under Regulation 31 of the Local Government Pension Scheme.

RESOLVED:

To refuse the request for the award of additional pension release under Section 31 of the Local Government Pension Scheme.

The meeting finished at 4.30 pm

Signed by Chair:

Date:

MINUTES OVERVIEW AND SCRUTINY COMMITTEE

Monday 11 November 2019

Councillor Liz Clunie (Chair)

Councillor Michael Boyle	Councillor Simon Murray
Councillor Jim Creamer	Councillor Marje Paling
Councillor Rachael Ellis	Councillor Martin Smith
Councillor Andrew Ellwood	Councillor Jennifer Thomas
Councillor Mike Hope	Councillor Paul Wilkinson

Apologies for absence: Councillor Paul Feeney, Councillor Sandra Barnes and Councillor Sam Smith

Officers in Attendance: S Palmer and H Lee

Guests in Attendance D Ellis

64 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillors S Smith, S Barnes and Feeney.

65 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 30 SEPTEMBER 2019.

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

66 DECLARATION OF INTERESTS.

Councillor R Ellis declared a non-pecuniary interest for the agenda item presented by Councillor D Ellis.

67 PROGRAMME OF PORTFOLIO HOLDER ATTENDANCE

Councillor D Ellis, Portfolio Holder for Public Protection attended the meeting to discuss areas of responsibility in his Portfolio and to assist members of the committee with their annual duty to examine the work of the Crime and Disorder Partnership. He gave a brief overview of all areas, and discussed in greater depth some topics of concern.

Members were informed that overall crime levels have increased by 11.2% and that domestic crime was driving this increase. Anti-Social Behaviour continues a downward trend, 2.7% over the last year. Terrorism and domestic extremism are still an issue. The recorded crime statistics for 6 months to September 2019 compared to September 2018 were discussed. Residential burglary, which includes sheds increased by 18.8%.

Local concerns, including knife crime, have been proactively addressed. This is in the main a young person, town centre issue with perpetrators known to each other. Resources have been put into the Youth Service to engage with young people to address this concern.

Fly tipping continues to be a problem; prosecutions can be taken if evidence is available. There has been no increase in tips since the County Council registration scheme.

Domestic violence is a continuing area of concern and misogyny has been adopted by the police as a hate crime.

Modern slavery is an issue and joint inspections with the city police of premises where this is prevalent, including nail bars, car washes and agriculture is undertaken.

Modern slavery can include exploitation, income deprivation, coercion and human trafficking and councillors should be aware of their role in identifying and referring victims and ensuring supply chains are free from modern slavery.

Gedling works in partnership with the neighbourhood policing team and the police response team which is now based at Jubilee House. This has improved liaison with neighbourhood wardens, who now have additional powers and use body cameras, this has increased their effectiveness.

The benefits of the Landlords Selective Licensing in Netherfield in improving the condition of rented accommodation were explained. Out of 635 rented properties in Netherfield 541 have registered, 201 have been inspected of which 159 needed essential repair with 23 requiring immediate action. The focus is currently on those land lords that have registered and action will be taken to identify those that haven't. Initiatives to improve living conditions include the employment of a Housing to Health Officer to give advice and support to secure improved housing, the Empty Homes Officer who supports people to bring back houses into use and the Disabled Facilities Grant when enables low income residents to have adaptations to help them to live at home.

The Council contributes to the South Nottinghamshire Community Safety Partnership (SNCP), playing an active role at officer and political level. Delivery is through partners at a local level. In the past CSPs had access to money, however is now having to make considerably less

money go further and it is important to keep agencies tied in to the agenda. It receives performance reports and is able to compare trends across South Nottinghamshire. The Police and Gedling Borough have differing responsibilities but where there is overlap the Crime and Disorder partnership is able to maximise benefits. The structure of the Partnership facilitates joint work and keeps partners involved, allows pooling of resources and provides mutual support and intelligence.

RESOLVED

- To thank Councillor Ellis for his presentation
- Note the report; and
- Note that Councillor V McCrossen and Gregory will be attending the next meeting to discuss their portfolios.

Councillor Thomas joined the meeting at 5.50 pm.

68

WORK PROGRAMME REPORT

CABINET RESPONSE TO THE HOUSEHOLD RECYCLING REVIEW

Members were disappointed with the response to the review.

There was a discussion regarding the clarity of leaflets, how they are distributed, the issuing of bin stickers and the layout of the domestic waste calendar.

Members decided that this was an issue that they would discuss in greater detail when the Portfolio Holder for the Environment, Councillor P Barnes, attends the committee in March.

VISITS TO CARLTON CONTACT CENTRE.

The information regarding the favoured day for opening was noted.

GEDLING HOMES RIGHT TO BUY

Members welcomed the information and asked for confirmation that any homes sold using this scheme were replaced.

EXPLANATION OF DATA TRENDS

The report explaining how trends data is interpreted was discussed. Members felt that the headings were confusing and suggested that Trend Compared to a Year Ago would be clearer if it was replaced with Trend Compared to Average of Last 4 periods or Previous 4 quarters. It was agreed that this suggestion will be forwarded to the Performance Projects Officer.

REFUSE STICKERS

This had been discussed earlier in the meeting.

SCRUTINY WORKING GROUPS

The information relating to the Executive-Scrutiny Protocol was noted. A meeting of the working group will be arranged as soon as an amended draft is ready for circulation.

It was explained that the scope for the Economic Development working group now, called The Opportunity to Intervene for Social and Economic Reasons working group, had been amended but there were not significant changes to the direction of the review. The focus on the social benefits arising from the purchase of property to improve residents quality of life was discussed and it was agreed that this criteria could also be applied to planning applications and that this was a potential area for future examination.

It was agreed that a working group would be established to take part in the consultation on the Housing Allocations Policy.

SCRUTINY IN COMMITTEE

The dates for the attendance of Portfolio Holders and the additional committee date were noted.

Councillor Ellwood left the meeting at 7:00 pm

RESOLVED to:

- I. Defer the discussion regarding the Household Recycling Review until the Portfolio Holder attends the March Committee
- II. Note the information regarding the Carlton Contact Centre and the issuing of bin stickers
- III. Request clarification regarding the replacement of properties sold under Gedling Homes Right to Buy scheme
- IV. Contact the Performance and Projects Officer regarding the suggestion for clarification of the headings of the Trends data
- V. Note the information regarding the attendance of Portfolio Holders and the additional date.

69

REPORTS AND NOTICES

Members considered a report, which had been circulated in advance of the meeting, which included information on items referred to the chair as required by the constitution.

During discussion concern was raised regarding one of the reports regarding the provision of play equipment and surface material at Carnarvon Grove. Members asked for additional information relating to this particular report and that additional information to be available for all reports at future committees.

RESOLVED to:

Request information relating the Carnarvon Grove report and clarify access to information regarding report relating to contracts.

70

ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 7.45 pm

Signed by Chair:
Date:

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MINUTES ENVIRONMENT AND LICENSING COMMITTEE

Tuesday 3 December 2019

Councillor Marje Paling (Chair)

Present: Councillor Nicki Brooks Councillor Des Gibbons
Councillor Pat Bosworth Councillor Julie Najuk
Councillor Boyd Elliott Councillor Sam Smith
Councillor Rachael Ellis Councillor Paul Wilkinson
Councillor Roxanne Ellis Councillor Andrew Ellwood

Absent: Councillor Clive Towsey-Hinton and Councillor John Truscott

Officers in Attendance: L Mellors, R Pentlow, C Allcock and K Nealon

50 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies of absence were received from Councillors Towsey-Hinton and Truscott. Councillors Rachael Ellis and Ellwood attended substitutes.

51 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 5 NOVEMBER 2019.

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

52 DECLARATION OF INTERESTS.

None.

53 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

54 EXCLUSION OF THE PRESS AND PUBLIC.

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the

public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

55 APPLICATION FOR A THREE YEAR HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - IH

Consideration was given to a report by Director of Health and Community Wellbeing, which had been circulated prior to the meeting, regarding an application for a Joint Hackney Carriage/Private Hire Driver's Licence for IH.

IH attended the meeting along with his friend and former employer who addressed the Committee.

In making its decision, the Committee applied the Council's approved Policy and Guidelines. On the basis of what it heard, the Committee was satisfied on balance that no exceptional circumstances existed which warranted departure from policy.

RESOLVED:

To refuse IH's application for a Joint Hackney Carriage/Private Hire Driver's Licence on the grounds that he is not a fit and proper person.

IH was advised of his right to appeal against the decision of the Committee.

56 CHANGE OF CIRCUMSTANCES OF HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - MHA

Consideration was given to a report of the Director of Health and Community Wellbeing, which had been circulated prior to the meeting, regarding a change of circumstance of a Joint Hackney Carriage/Private Hire Driver's Licence for MHA.

MHA attended the meeting along with his wife, and addressed the Committee.

In making its decision, the Committee applied the Council's approved Policy and Guidelines. On the basis of what it heard, the Committee was satisfied on balance that no exceptional circumstances existed which warranted departure from policy.

RESOLVED:

To revoke MHA's Joint Hackney Carriage/Private Hire Driver's Licence on the grounds of failing his medical examination.

57 APPLICATION FOR A ONE YEAR HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - AAR

Consideration was given to a report by the Director of Health and Community Wellbeing, which had been circulated prior to the meeting, regarding an application for a one year Joint Hackney Carriage/Private Hire Driver's Licence for AAR.

AAR attended the meeting and addressed the Committee.

In making its decision, the Committee applied the Council's approved Policy and Guidelines. On the basis of what it heard, the Committee was satisfied on balance that no exceptional circumstances existed which warranted departure from policy.

RESOLVED:

To approve AAR's application for a Joint Hackney Carriage/Private Hire Driver's Licence for one year.

58 APPLICATION FOR A ONE YEAR HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - NA

Consideration was given to a report by the Director of Health and Community Wellbeing, which had been circulated prior to the meeting, regarding an application for a one year Joint Hackney Carriage/Private Hire Driver's Licence for NA.

NA attended the meeting and addressed the Committee.

In making its decision, the Committee applied the Council's approved Policy and Guidelines. On the basis of what it heard, the Committee was satisfied on balance that no exceptional circumstances existed which warranted departure from policy.

RESOLVED:

To approve NA's application for a Joint Hackney Carriage/Private Hire Driver's Licence for one year, with a warning regarding his future conduct.

The meeting finished at 5.50 pm

Signed by Chair:
Date:

MINUTES PLANNING COMMITTEE

Wednesday 4 December 2019

Councillor John Truscott (Chair)

In Attendance: Councillor Paul Wilkinson Councillor Rosa Keneally
Councillor Peter Barnes Councillor Meredith Lawrence
Councillor Chris Barnfather Councillor Barbara Miller
Councillor David Ellis Councillor Marje Paling
Councillor Rachael Ellis Councillor John Parr
Councillor Andrew Ellwood Councillor Alex Scroggie
Councillor Mike Hope Councillor Henry Wheeler

Absent: Councillor Michael Adams

Officers in Attendance: C Goodall, K Cartwright, M Avery and F Whyley

68 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Adams.

69 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 6 NOVEMBER 2019.

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

70 DECLARATION OF INTERESTS

The Chair declared a collective non-pecuniary interest on behalf of all members of the committee in relation to item 7 on the agenda, as the property was in the ownership of Gedling Borough Council.

Councillor David Ellis declared a non-pecuniary interest in item 4 on the agenda as a member of the Nottinghamshire Police and Crime Panel.

Councillor Barnfather declared a pecuniary interest in item 5 on the agenda as Chair of Ravenshead Parish Council and stated that he would leave the meeting during consideration of the item.

APPLICATION NO. 2019/0648 - SHERWOOD LODGE SHERWOOD LODGE DRIVE ARNOLD

Development of 3 storey building to include training centre, control room, canteen, gym/multi-use facility, changing rooms and associated accommodation. Reconfiguration of existing car parking and creation of new parking and access routes and demolition of 4no. ancillary buildings.

Superintendent Paul Winter, on behalf of Nottinghamshire Police & Nottinghamshire Fire and Rescue, spoke in support of the application.

The Service Manager – Development Services introduced the report.

RESOLVED:

To Grant Planning Permission subject to the following conditions:

Conditions

- 1 The development must be begun not later than three years beginning with the date of this permission.
- 2 This permission shall be read in accordance with the Location Plan Drawing No. JHQ-YMD-01-ZZ-DR-A-0100-S1 Rev P2, Site Layout Drawing No. JHQ-HWA-ZZ-XX-DR-C-5003 Rev P05, Proposed Site Plan 1 of 2 Drawing No. JHQ-YMD-01-ZZ-DR-A-0103-S1 Rev P2, Proposed Site Plan 202 Drawing No. JHQ-YMD-00-ZZ-DR-A-0104-S1 Rev P2, New Build and Courtyard Drawing No. JHQ-YMD-00-ZZ-DR-A-0106-S1 Rev P1, New Build Ground Floor 1 of 2 Drawing No. JHQ-YMD-01-GF-DR-A-0200-S1 Rev P2, New Build Ground Floor 2 of 2 Drawing No. JHQ-YMD-01-GF-DR-A-0201-S1 Rev P2, New Build First Floor Drawing No. JHQ-YMD-01-01-DR-A-0202-S1 Rev P2, New Build Second Floor Drawing No. JHQ-YMD-01-02-DR-A-0203-S1 Rev P2, New Build Roof Layout 1 of 2 Drawing No. JHQ-YMD-01-03-DR-A-0204-S1 Rev P2, New Build Roof Layout 2 of 2 Drawing No. JHQ-YMD-01-03-DR-A-0205-S1-Rev P2, New Build Elevations 1 of 2 Drawing No. JHQ-YMD-01-ZZ-DR-A-0300-S1 Rev P2, New Build Elevations 2 of 2 Drawing No. JHQ-YMD-01-ZZ-DR-A-0301-01 , New Build Covered Walkway Drawing No. JHQ-YMD-01-ZZ-DR-A-0210-S1 Rev P2, External Lighting and CCTV Layout Drawing No. NTBS3133-GLE-02-ZZ-DR-E-5000 Rev P2, Bin Store Drawing No. JHQ-YMD-01-ZZ-DR-A-0211-S1 Rev P1, Compound and Fencing JHQ-HWA-ZZ-XX-DR-C-0012 Rev P01. The development shall thereafter be undertaken in accordance with these plans/details.
- 3 No above ground construction works in relation to the new building shall commence until details of the proposed external

facing materials to be used in the development have been submitted to and approved in writing by the Local Planning Authority. The development shall only be undertaken in accordance with the approved details.

- 4 No development shall commence on site in connection with the development thereby approved (including demolition, with the exception of the removal of the temporary building Meadowview any tree works with the exception of those trees identified for removal in the submitted Arboricultural Survey and Impact Assessment dated June 2019, fires, soil moving, temporary access construction and/or widening or any operations involving the use of motorised vehicles or construction machinery) until a detailed Arboricultural Method Statement (AMS) in accordance with BS5837:2012 Trees in relation to design, demolition and construction - Recommendations has been submitted to and approved in writing by the Local Planning Authority and any protective fencing is erected as required by the AMS.

The AMS shall include full details of the following:

- a) Timing and phasing of Arboricultural works in relation to the approved development.
- b) Details of a tree protection scheme in accordance with BS5837:2012: which provides for the retention and protection of trees, shrubs and hedges adjacent to the site.
- c) Details of any construction works required within the root protection area of trees, hedges or shrubs adjacent to the site, as defined by BS5837:2012.
- d) Details of the arrangements for the implementation, supervision and monitoring of works required to comply with the Arboricultural Method Statement.

The development shall thereafter be undertaken in accordance with the approved Arboricultural Method Statement.

- 5 Prior to the new circulation road hereby approved being brought into use details of the surface water drainage for the road shall be submitted to and approved in writing by the local planning authority. The development shall be undertaken in accordance with the approved details.
- 6 Prior to the first use of the building hereby permitted the Electric Vehicle Charging Points as indicated on the approved layout plan Drawing No. JHQ-HWA-ZZ-XX-DR-C-5003 RevP05 shall be installed and available for use. The EV charging points, or any

replacement units, shall be retained for the life of the development.

- 7 Prior to the first use of the building hereby permitted details of bat and bird boxes to be installed at appropriate locations within the site shall be submitted to and approved in writing by the Local Planning Authority. Such details shall include location and type of bat and bird boxes. The development shall be undertaken in accordance with the approved details and shall be retained for the life of the development.
- 8 The development hereby permitted shall be undertaken in accordance with the Construction Ecological Management Plan dated June 2019.
- 9 Notwithstanding the submitted details prior to the occupation of the development hereby permitted a Habitat/Landscape Creation Scheme and Biodiversity Management Plan shall be submitted to and approved in writing by the Local Planning Authority. These details shall include:
 1. Enhancement of the existing woodland through thinning and/or coppicing;
 2. Control of any invasive non-native shrubs;
 3. Planting of replacement native shrub and understorey species;
 4. Creation of rides and/or clearings;
 5. Creation of deadwood habitats
 6. Creation of refugia for amphibians and reptiles.

The development shall be undertaken in accordance with the approved details and retained as such for the life of the development.

- 10 Notwithstanding the submitted details prior to the new building hereby permitted being brought into use an external lighting strategy shall be submitted to and approved in writing by the local planning authority. Such details shall include:
 1. Mechanisms/means by which all permanent artificial lighting to be constructed on site shall be designed to negate or minimise light spill into the adjacent woodlands so far as is reasonably practicable.
 2. Specific measures to reduce impacts to nocturnal species. The approved details shall be retained for the life of the development.

- 11 Prior to the commencement of construction of the new building hereby approved details of a local labour agreement in relation to the construction phase of the development shall be submitted to and approved in writing by the Local Planning Authority. The local labour agreement shall be implemented in accordance with the approved details thereafter.
- 12 The approved building shall not be occupied or be brought into use until the owner or the occupier of the site has appointed and thereafter continue to employ or engage a travel plan coordinator who shall be responsible for the implementation delivery monitoring and promotion of the sustainable transport initiatives set out in the Travel Plan (TP) to be approved and whose details shall be provided and continue to be provided thereafter to the Local Planning Authority (LPA).
- 13 The Travel Plan Coordinator (TP) shall submit reports to and update the TRICS (Trip Rate Information Computer System) database in accordance with the Standard Assessment Methodology (SAM) or similar to be approved to the Local Planning Authority (LPA) in accordance with the TP monitoring periods to be agreed. The monitoring reports submitted to the LPA shall summarise the data collected over the monitoring period and propose revised initiatives and measures where travel plan targets are not being met including implementation dates to be approved in writing by the LPA.
- 14 The Travel Plan Coordinator shall within 3 months of occupation produce or procure a full travel plan that sets out final targets with respect the number of vehicles using the site and the adoption of measures to reduce single occupancy car travel to be approved by the Local Planning Authority. The Travel Plan shall be implemented in accordance with the approved timetable and be updated consistent with future travel initiatives including implementation dates to the satisfaction of the Local Planning Authority.
- 15 No part of the development hereby permitted shall be brought into use until the parking, turning and servicing areas are provided in accordance with the approved plans. The parking, turning and servicing areas shall not be used for any purpose other than parking, turning, loading and unloading of vehicles, and shall thereafter be retained for the life of the development.
- 16 Prior to the first use of the hereby approved building the scheme of mitigation at the A60 Mansfield Road/Burntstump Hill signalised junction as shown on the drawing entitled 'Proposed Improvement Works - A60 Mansfield Road-Burnstump Hill T-

junction (Option 1)' drawing no. ADC1718-DR-001, revision P4 shall be provided.

Reasons

- 1 In order to comply with Section 51 of the Planning and Compulsory Purchase Act 2004.
- 2 For the avoidance of doubt and to define the permission.
- 3 To ensure a satisfactory standard of external appearance.
- 4 To ensure that existing trees on the site are adequately protected.
- 5 To ensure that the drainage scheme is appropriate to meet the needs of the site and approved development.
- 6 To ensure that the development is constructed in an appropriately sustainable manner which takes into consideration air quality in the Borough.
- 7 In the interests of protecting ecological interests on the site.
- 8 In the interests of protecting ecological interests.
- 9 In the interests of enhancing ecological provision on the site.
- 10 In the interests of protecting ecological interests.
- 11 To seek to ensure that the construction of the site employs wherever possible local people and assists economic growth in the area.
- 12 To promote sustainable travel
- 13 To promote sustainable travel
- 14 To promote sustainable travel
- 15 In the interests of Highway safety.
- 16 To ensure that the impacts on the highway network are limited. In the interests of highway safety and the free flow of traffic on the highway.

Reasons for Decision

The application consists of inappropriate development within the Green Belt and the proposal would have an impact upon openness, very special circumstances have been provided that in the planning balance

outweigh the harm to the Green Belt by virtue of its inappropriateness, impact upon openness and the impact upon landscape and visual amenity. On balance I am of the opinion that the proposal is in accordance with the National Planning Policy Framework, Policy 3, 10, 12, and 17 of the Aligned Core Strategy 2014, policies LPD4, LPD14, LPD18, LPD19, LPD32, LPD 48, LPD57 and LPD61 of the Local Planning Document 2018.

Notes to Applicant

Notes to Applicant: In order to carry out the off-site works required you will be undertaking work in the public highway which is land subject to the provisions of the Highways Act 1980 (as amended) and therefore land over which you have no control. In order to undertake the works you will need to enter into an agreement under Section 278 of the Act. Please contact Nottinghamshire County Council Highway Development Control (email: hdc.south@nottscc.gov.uk) for details. It is strongly recommended that the developer contact the Highway Authority at an early stage to clarify the codes etc. with which compliance will be required in the particular circumstance, and it is essential that design calculations and detailed construction drawings for the proposed works are submitted to and approved by the County Council (or District Council) in writing before any work commences on site. All correspondence with the Highway Authority should be addressed to:- NCC Highways (Development Control, Floor 3), Nottinghamshire County Council, County Hall, Loughborough Road West Bridgford, Nottingham, NG2 7QP

Severn Trent Water advise that although our statutory sewer records do not show any public sewers within the area you have specified, there may be sewers that have been recently adopted under, The Transfer Of Sewer Regulations 2011. Public sewers have statutory protection and may not be built close to, directly over or be diverted without consent and you are advised to contact Severn Trent Water to discuss your proposals. Severn Trent will seek to assist you obtaining a solution which protects both the public sewer and the building. There is a 6in water main in the application site. No build over is permitted. I have copied in our clean water asset protection team to make their comments.

Councillor Barnfather left the meeting.

**APPLICATION NO. 2017/1164 - LAND CORNWATER FIELDS,
LONGDALE LANE, RAVENSHEAD**

Reserved matters application relation to appearance, scale, layout and landscaping for the erection of 47 dwellings and associated works attached to outline planning application No. 2013/0836.

Philip Netherwood, a local resident, spoke against the application.

Mr Lane, the applicant, spoke in support of the application.

The Service Manager – Development Services introduced the report.

RESOLVED:

**To Conditionally Approve Reserved Matters Consent Pursuant To
Outline Permission 2013/0836**

Conditions

- 1 This permission shall be read in accordance with the following plans:

20th November 2019

LLR-House Types and Garages Rev C.

18th November 2019

Open Space Scheme Rev B;

Landscape Management Plan C;

6th November 2019

Design and Access Statement D;

Open Space Scheme drawing no 1081 009 C;

Construction Traffic Management Plan Rev2;

100-00-LLR-Planning Layout P03;

ADC 1803 DR 600 P3 Earthworks Section;

ADC 1803 DR 601 P2 Earthworks Section;

ADC 1803 DR 602 P2 Earthworks Section;

ADC 1803 DR 603 P2 Earthworks Section;

ADC 1803 DR 610 P3 Finished Levels Sheet 1;

ADC 1803 DR 611 P3 Finished Levels Sheet 2;

ADC 1803 DR 800 P3 S38 Kerbing layout;

ADC 1803 DR 801 P3 S38 Construction Layout;

ADC 1803 DR 810 P41 S38 General Arrangement;

1081 008D landscape strategy;

1081 403A sketch section C west boundary;

1081 100B landscape hardworks - sheet layout;

1081 101B landscape hardworks - east;

1081 102B landscape hardworks -south;

1081 103B landscape hardworks - central;

1081 104B landscape hardworks - west;
1081 105B landscape hardworks - north;
1081 110B fencing strategy - sheet layout;
1081 111C fencing strategy - east;
1081 112C fencing strategy - south;
1081 113C fencing strategy - central;
1081 114C fencing strategy - west;
1081 115C fencing strategy - north;
1081 200B landscape softworks - sheet layout;
1081 201B tree retention and removals;
1081 202B landscape softworks - east;
1081 203B landscape softworks - south;
1081 204B landscape softworks - central;
1081 205B landscape softworks - west;
1081 206B landscape softworks - north;
1081 010 C Indicative Landscape Phasing;

Received 4th November 2019
Arboricultural Report Tree Survey;
Protection Plan drawing no TPP/3788/Y/300 Rev A;
Arboricultural Layout drawing no ARB/3778/Y/200 Rev B;

12th September 2019
Biodiversity Method Statement;
Planning Statement
400-00-LLR-Location Plan P021
ADC1803 DR 650 P21 Drainage Strategy
ADC1803 DR 651 P21 Drainage Strategy
ADC1803 DR 670 P1 Drainage Details
ADC 1803 DR 802 P1 S38 Site Clearance Layout
ADC 1803 DR 811 P21 S38 Horizontal Annotation
ADC 1803 DR 812 P1 S38 Vertical Sections
ADC 1803 DR 813 P1 S38 Highways Contours
ADC 1803 DR 815 P1 S38 Highway Details
ADC 1803 DR 1300 P21 S38 Street Lighting Layout
ADC 1803 DR 100 P2 S278 General Arrangement
ADC 1803 DR 105 P1 S278 Highway Contours
ADC 1803 DR 106 P1 S278 Existing Services Plan
ADC 1803 DR 110 P1 S278 Horizontal Annotation
ADC 1803 DR 115 P1 S278 Vertical Alignments
ADC 1803 DR 160 P2 S278 Highway Drainage
ADC 1803 DR 200 P2 S278 Site Clearance Layout
ADC 1803 DR 700 P2 S278 Construction Layout
ADC 1803 DR 730 P1 S278 Construction Details
ADC 1803 DR 1100 P2 S278 Kerbing Layout
1081 902A artists impression - the entrance
1081 301 typical bird box
1081 302 habitat features
1081 401 sketch section A south swale
1081 402 sketch section B central swale

1081 404 typical tree pit - 18-20cmg in SOFT
1081 501 fencing - hedge reinforcement
1081 502 timber post and four rail fencing
1081 503 typical interpretation
Highway Drainage ADC 1803 DR 860 P2

29th August 2019
ADC 1803 DR 620 P1 Isopachyte Contours Sheet 1
ADC 1803 DR 621 P1 Isopachyte Contours Sheet 2

The development shall thereafter be undertaken in accordance with those plans/details.

- 2 The approved landscaping as shown on Drawing Refs:
1081 200B landscape softworks - sheet layout;
1081 202B landscape softworks - east;
1081 203B landscape softworks - south;
1081 204B landscape softworks - central;
1081 205B landscape softworks - west;
1081 206B landscape softworks - north;
Landscape Management Plan C;
Open Space Scheme Rev B;
Open Space Scheme drawing no 1081 009 C;

shall be carried out in the first planting season following the first occupation of that particular phase of development. If within a period of five years beginning with the date of the planting of any tree, hedge, shrub or seeded area, that tree, shrub, hedge or seeded area, or any tree, hedge, shrub or seeded area that is planted in replacement of it, is removed, uprooted or destroyed or dies, or becomes in the opinion of the Local Planning Authority seriously damaged or defective, another tree, shrub or seeded area of the same species and size as that originally planted shall be planted at the same place. The landscaping areas shall thereafter be maintained in accordance with the approved Open Space Scheme, and the Landscape Management Plan in perpetuity.

- 3 No above ground level works shall take place until samples of the elevation and roofing materials to be used in the construction of the external surfaces of the development hereby permitted have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.
- 4 No above ground works shall take place until details of all walls (including retaining walls), fences, gates or other means of enclosure to be erected in or around the development have been submitted to, and approved in writing by, the Local Planning Authority. Prior to the first occupation of each dwelling within the

development, the walls (including retaining walls), fences, gates or other means of enclosure for that property shall be erected as approved and shall thereafter be permanently retained and maintained.

- 5 No part of the development hereby permitted shall be brought into use until all drives and parking areas are surfaced in a bound material (not loose gravel). The surfaced drives and parking areas shall then be maintained in such bound material for the life of the development.
- 6 No part of the development hereby permitted shall be brought into use until the access driveways and parking areas are constructed with provision to prevent the unregulated discharge of surface water from the driveways and parking areas to the public highway. The provision to prevent the unregulated discharge of surface water to the public highway shall then be retained for the life of the development.
- 7 The development hereby permitted shall be carried out in accordance with the Arboricultural Report Tree Survey, Protection Plan drawing no TPP/3788/Y/300 Rev A and the Arboricultural Layout drawing no ARB/3778/Y/200 Rev B and all protection measures recommended shall be adhered to.

Reasons

- 1 To define the permission, for the avoidance of doubt.
- 2 In the interests of visual amenity.
- 3 In the interests of visual amenity.
- 4 In the interests of visual amenity.
- 5 To reduce the possibility of deleterious material being deposited on the public highway (loose stones etc).
- 6 To ensure surface water from the site is not deposited on the public highway causing dangers to road users.
- 7 To ensure protection during construction works of trees, hedges and hedgerows which are to be retained on or near the site in order to ensure that the character and amenity of the area are not impaired.

Reasons for Decision

In the opinion of the Borough Council the proposed development would be visually acceptable in the streetscene and in keeping with the

character with the area. The proposal would not result in a significant undue impact on the amenity of neighbouring properties. Furthermore the proposal will provide an appropriate layout from a highway safety perspective and appropriate level of parking is provided. Therefore the proposed development would be in accordance with the advice contained within the NPPF (2019), Policy A, 1, 2, 8, 10, 17 & 19 of the ACS (2014) LPD 4, LPD 11, LPD 18, LPD19, LPD21, LPD 32, LPD 33, LPD 35, LPD 37, LPD 57, LPD61 & LPD 67 of the Local Planning Document (2018).

Notes to Applicant

It is an offence under S148 and S151 of the Highways Act 1980 to deposit mud on the public highway and as such you should undertake every effort to prevent it occurring.

The applicant should note that notwithstanding any planning permission, if any highway forming part of the development is to be adopted by the Highways Authority, the new roads and any highway drainage will be required to comply with the Nottinghamshire County Council's current highway design guidance and specification for roadworks.

The Advanced Payments Code in the Highways Act 1980 applies and under section 219 of the Act payment will be required from the owner of the land fronting a private street on which a new building is to be erected. The developer should contact the Highway Authority with regard to compliance with the Code, or alternatively to the issue of a Section 38 Agreement and bond under the Highways Act 1980.

No part of the development hereby permitted shall be brought into use until the technical approval under S38 of the Highways Act (or equivalent) has been agreed with Nottinghamshire County Council for the construction of the roads and associated works within the site. A Section 38 Agreement can take some time to complete. Therefore, it is recommended that the developer contact the Highway Authority as early as possible.

It is strongly recommended that the developer contact the Highway Authority at an early stage to clarify the codes etc. with which compliance will be required in the particular circumstance, and it is essential that design calculations and detailed construction drawings for the proposed works are submitted to and approved by the County Council (or District Council) in writing before any work commences on site. All correspondence with the Highway Authority should be addressed to:- NCC (Highways Development Control) (Floor 3) Nottinghamshire County Council County Hall Loughborough Road West Bridgford Nottingham, NG2 7QP

Severn Trent Water advises that there is a public sewer located within the application site. Public sewers have statutory protection by virtue of

the Water Industry Act 1991 as amended by the Water Act 2003 and you may not build close to, directly over or divert a public sewer without consent. You are advised to contact Severn Trent Water to discuss your proposals. Severn Trent Water will seek to assist you in obtaining a solution which protects both the public sewer and the proposed development.

Councillor Barnfather re-joined the meeting.

73

APPLICATION NO. 2019/0759 - LAND AT CHASE FARM (FORMER GEDLING COLLIERY), ADJACENT TO ARNOLD LANE AND LAND OFF LAMBLEY LANE

Alteration of house types (204no. dwellings).

RESOLVED:

To Grant Full Planning Permission: Subject to the applicant entering into a deed of variation amending the original Section 106 Agreement to planning approval: 2015/1376 with the Borough Council as Local Planning Authority and with the County Council as Local Highway and Education Authority for the provision of, or financial contributions towards affordable housing, open space, healthcare facilities, highways, educational, air quality, a local labour agreement and library facilities; and subject to the conditions listed for the reasons set out in the report.

Conditions

- 1 The development must be begun not later than three years beginning with the date of this permission.
- 2 This permission shall be read in accordance with the details within the Drawings submitted: Location Plan, Proposed Site Plan, Street Scenes, Materials Plan, House Type 630 (Plans & Elevations)House Type 651 (Floor Plans)House Type 651 (Elevations)House Type 651_752 (Floor Plans)House Type 651_752 (Elevations)House Type 764 (Plans & Elevations)House Type 764_891 (Floor Plans)House Type 764_891 (Elevations)House Type 849 (Floor Plans)House Type 849 (Elevations)House Type 857 (Floor Plans)House Type 857 (Elevations)House Type 867 (Floor Plans)House Type 867 (Elevations)House Type 954 (Floor Plans)House Type 954 (Elevations)House Type 955 (Plans & Elevations)House Type 1054 (Floor Plans)House Type 1054 (Elevations)House Type 1054_1272 (Floor Plans)House Type 1054_1272 (Elevations)House Type 1157 (Floor Plans)House Type 1157

(Elevations)House Type 1178 (Plans & Elevations)House Type 1216 (Plans & Elevations)House Type 1224 (Floor Plans)House Type 1224 (Elevations)House Type 1244 (Floor Plans)House Type 1244 (Elevations)House Type 1393 (Brick Version)House Type 1393 (Render Version)House Type 1650 (Brick Version)Garage Plans and Elevations - P240, 241 and 242.The development shall thereafter be undertaken in accordance with these plans/details.

Reasons

- 1 In order to comply with Section 51 of the Planning and Compulsory Purchase Act 2004.
- 2 To define the permission and for the avoidance of doubt.

Reasons for Decision

The proposed development accords with the aims set out in the National Planning Policy Framework, Policy 10 of the Aligned Core Strategy. It is therefore recommended that planning permission is granted.

74 APPLICATION NO. 2019/0289 - JUBILEE HOUSE, JUBILEE ROAD, DAYBROOK

4m high chimney for cremation unit.

RESOLVED:

That the Borough Council GRANTS FULL PLANNING PERMISSION, subject to conditions

Conditions

- 1 This permission shall be read in accordance with the application form and Elevation Plan received 15th July 2019, Block Plan received 1st August 2019 and Site location Plan received 5th August 2019. The development shall thereafter be undertaken in accordance with these plans/details

Reasons

- 1 For the avoidance of doubt.

Reasons for Decision

In the opinion of the Borough Council the proposed development would be visually acceptable in the streetscene and in keeping with the character of the property and the area. The proposal would not result in a significant undue impact on the amenity of neighbouring properties. Therefore the proposed development would be in accordance with the advice contained within the NPPF (2019), Policy 10 of the ACS (2014) LPD 3, LPD 10 & LPD 32 of the Local Planning Document (2018).

Notes to Applicant

Planning Statement - The Borough Council has worked positively and proactively with the applicant in accordance with paragraph 38 of the National Planning Policy Framework. During the processing of the application there were no problems for which the Local Planning Authority had to seek a solution in relation to this application.

75 TREE PRESERVATION ORDER 000123 - GEDLING YOUTH CLUB CENTRE, 13 SHEARING HILL, GEDLING

Protection of a Yew Tree by a Tree Preservation Order (TPO)

RESOLVED:

To confirm Tree Preservation Order 000123 without modification.

76 TREE PRESERVATION ORDER 000124 - 12 LONGDALE LANE, RAVENSHEAD, NOTTINGHAMSHIRE NG15 9AD

Protection of trees within the curtilage of 12 Longdale Lane, Ravenshead, Nottinghamshire NG15 9AD

RESOLVED:

To confirm Tree Preservation Order 000124 without modification.

77 ENFORCEMENT REF: 0095/2019 - LAND AT 293 MANSFIELD ROAD, REDHILL

Material change of use of residential dwelling and garden (Use Class C3) to a mixed use of residential dwelling and garden (Use Class C3) and a car sales business (sui generis) and storage of vehicles in connection with that business (Use Class B8).

RESOLVED:

That the Service Manager, Development Services, be authorised to take all enforcement action including the service of any necessary enforcement notices and in conjunction with the Director of Organisational Development & Democratic Services take proceedings through the courts including the application for an injunction if required to ensure;

- (a) the cessation of the unauthorised car sales business from any land where permission has not been granted for a car sales use**
- (b) the removal of all vehicles which are not incidental or ancillary to the domestic residential use of the dwelling or the lawful use associated with any other land on which the business is located.**

78 APPEAL DECISION - APPLICATION NO. 2018/0583TCA - 5 HALL MEWS, HALL LANE, PAPPLEWICK, NOTTINGHAMSHIRE NG15 8FW

Fell self-set Ash tree.

RESOLVED:

To note the information.

79 DELEGATION PANEL ACTION SHEETS

RESOLVED:

To note the information.

80 FUTURE PLANNING APPLICATIONS

RESOLVED:

To note the information.

81 ANY OTHER ITEMS WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 6.50 pm

Signed by Chair:
Date:

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MINUTES APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

Wednesday 18 December 2019

Councillor John Clarke (Chair)

Councillor Michael Payne
Councillor Sandra Barnes

Councillor Bob Collis
Councillor Marje Paling

Absent: Councillor Michael Adams and Councillor Chris Barnfather

Officers in Attendance: K Bradford and D Archer

28 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies were received from Councillor Adams and Barnfather.

29 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 29 OCTOBER 2019.

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

30 DECLARATION OF INTERESTS.

None.

31 PAY POLICY STATEMENT 2020-21

The Service Manager Organisational Development presented a report, which had been circulated prior to the meeting, seeking approval for the draft pay policy statement to be submitted to Council for adoption.

RESOLVED to:

- 1) Approve the proposed Pay Policy Statement and method of implementation and; and
- 2) Recommend the referral of the Pay Policy Statement to Council for adoption and for subsequent publication on the Council's website.

32 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That, Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(a)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the reports involve the likely disclosure of exempt information as defined in Paragraphs 1 and 4 of Part 1 of Schedule 12a of the Local Government Act 1972.

33 DIRECTORS' PAY 2020

The Chief Executive introduced a report, which had been circulated prior to the meeting, seeking the views of members in order to inform the decision of the Chief Executive in relation to the performance element of pay for Directors (including the Deputy Chief Executive and Director of Finance).

RESOLVED:

To note the comments of the Committee in order for the Chief Executive can make a decision on relation to the placement within the pay band as described by the relevant Pay Policy.

34 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 10.20 am

Signed by Chair:

Date:

DECISIONS MADE UNDER DELEGATED AUTHORITY

<u>Business (click to view decision)</u>	<u>Summary</u>	<u>Ref.</u>	<u>Date</u>	<u>Portfolio</u>
Calculation of the Council Tax Base for 2020/21	To approve the council tax base for the next financial year.	D927	16/01/2020	Resources and Reputation
South Nottinghamshire Homelessness and Rough Sleeping Strategy	To approve the publication of the South Nottinghamshire Homelessness and Rough Sleeping Strategy	D925	20/12/2019	Leader of the Council
Rent Review for Bestwood Lodge Hotel	To approve the rent review of the Bestwood Lodge Hotel	D923	09/12/2019	Resources and Reputation
Christmas and New Year Opening for Leisure Facilities 2019/20	To determine the opening hours for Council run leisure centres for the Christmas period.	D920	18/11/2019	Housing, Health and Wellbeing
Arnold Market Closure Protocol	To approve a protocol to guide closure of Arnold Market for health and safety reasons and for events	D921	18/11/2019	Growth and Regeneration
Proposed Names for the development at the former Carlton Police Station, Carlton	To approve the names for the roads at development and the former Carlton Police Station	D916	14/11/2019	Growth and Regeneration

Revenues Services Representation in the Magistrates' Court	To approve a member of staff to appear on behalf of the Council in proceedings in the Magistrates' Court.	D913	13/11/2019	Leader of the Council
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