



## **Council**

Members of the council are hereby summoned to attend the meeting of the council to be held in the council chamber, City Hall, Norwich, on

**Tuesday, 15 March 2022**

**19:30**

## **Agenda**

### **Page nos**

- |          |  |                |
|----------|--|----------------|
| <b>1</b> | <b>Lord Mayor's announcements</b>  |                |
| <b>2</b> | <b>Declarations of interest</b>  |                |
|          | (Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting) |                |
| <b>3</b> | <b>Public questions/petitions</b>  |                |
|          | To receive questions / petitions from the public which have been submitted in accordance with the council's constitution.                      |                |
| <b>4</b> | <b>Minutes</b>   | <b>3 - 10</b>  |
|          | To approve the accuracy of the minutes of the budget council meeting held on 22 February 2022.   |                |
| <b>5</b> | <b>Questions to cabinet members</b>  |                |
|          | (A printed copy of the questions and replies will be available at the meeting)   |                |
| <b>6</b> | <b>Pay Policy Statement 2022-23</b>  | <b>11 - 24</b> |
|          | <b>Purpose</b> - To approve the Pay Policy Statement 2022-23.  |                |
| <b>7</b> | <b>Motions</b>   | <b>25 - 30</b> |

To consider motions for which notice has been given in accordance with the council's constitution.



Annabel Scholes  
Executive director of corporate and commercial services

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**Information for members of the public**

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**Budget Council**

**19:30 to 22:20**

**22 February 2022**

**Present:** Councillors Maguire (Lord Mayor), Ackroyd, Bogelein, Brociek-Coulton, Button, Carlo, Champion, Driver, Fulton-McAlister (E), Fulton-McAlister (M), Galvin, Giles, Grahame, Harris, Hampton, Haynes, Huntley, Jones, Kendrick, Lubbock, Maguire, Manning, Maxwell, Oliver, Osborn, Packer, Peek, Price, Sands (M), Sands (S), Schmierer, Stonard, Stutely, Waters, Wright and Youssef.

**Apologies:** Councillors Davis, Everett, Lubbock, Manning, and Thomas (Va) and Thomas (Vi),

**1. Lord Mayor's Announcements**

The Lord Mayor invited Councillor Waters, leader of the council, to say a few words in memory of former councillor and Lord Mayor Bernard Smith, who had sadly passed away. Following this, a minute's silence was held.

**2. Declarations of Interest**

Councillors Brociek-Coulton, Button, Harris, Kendrick, Oliver, Peek, Price and Waters declared pecuniary interests in item 7 (below), the Council's 2021-22 Budget and Medium Term Financial Strategy, and had received full dispensations from the monitoring officer to remain in the room for the discussion and vote on the item.

Councillor Schmierer declared a non pecuniary interest in item 7 (below) as he worked for Voluntary Norfolk.

**3. Questions from the public / petitions**

The Lord Mayor said that no questions or petitions had been received.

**4. Minutes**

**RESOLVED** to approve the minutes of the meetings held on 25 and 26 January 2022.

**5. Corporate Plan 2020-2021**

Councillor Waters moved and Councillor Harris seconded the recommendations as set out in the report.

Councillor Galvin proposed and Councillor Osborn seconded the following amendment:

Inserting the following words “**and provide energy efficiency**” at the end of the following priority in Aim 3, Norwich has the infrastructure and housing it needs to be a successful city; “**Actively manage and invest in our Housing Revenue Account homes so they are safe, well maintained, and provide modern facilities.**”

So that the revised aim becomes:-

Aim 3 – Norwich has the infrastructure and housing it needs to be a successful city  
To deliver this we will:

- Refine and deliver the strategic framework for city development.
- Develop and regenerate areas such as East Norwich and Anglia Square.
- Provide and encourage others to provide new homes, open spaces and infrastructure for residents.
- Secure and manage funds from a range of sources to invest in the city.
- Make the best use of our Housing Revenue Account assets and resources, maximizing our income and spending wisely to provide easy to access, high quality services and support for our tenants and leaseholders.
- Actively manage and invest in our Housing Revenue Account homes so they are safe, well maintained, and provide modern facilities, and provide energy efficiency.

It was **RESOLVED**, unanimously to accept the amendment to the Corporate Plan 2022-26.

Following further debate, it was **RESOLVED** with 23 in favour and 10 abstentions to:

- 1) agree the corporate plan as recommended by cabinet which incorporates the amended resolutions from the meeting of scrutiny committee held on 3 February 2022.
- 2) agree to move reporting of progress against the Covid-19 Recovery Plan to an annual occurrence alongside the Corporate Plan annual progress report (as detailed on page 9 of the draft Corporate Plan under ‘Annual review’).

## **6. Council Tax Reduction Scheme 2022-2023**

Councillor Kendrick moved and Councillor Giles seconded, the recommendations as set out in the report.

Following further debate, it was:

**RESOLVED**, unanimously,

- 1) To retain a maximum 100 per cent entitlement for working age CTRS recipients for the Council Tax Reduction Scheme for 2022/23.
- 2) To make the following changes to the council tax reduction scheme (CTRS) for 2022/23 by continuing with the 2021/22 scheme with the following annual modifications:
  - a) To increase the working age applicable amounts for allowances and premiums by the September 2021 Consumer Price Index (CPI) rate of 3.1 per cent;
  - b) To increase the level of income brackets used to decide non-dependent deductions and level of non-dependent deductions by the September 2021 Consumer Price Index (CPI) rate of 3.1 per cent;
  - c) To increase the level of income brackets used to decide entitlement to second adult reduction by the September 2021 Consumer Price Index (CPI) rate of 3.1 per cent;
  - d) To retain the maximum household capital limit of £16,000;
  - e) To add the option to recalculate entitlement when the council investigate fraud where the DWP have not revised DWP passported benefit entitlement.

(Councillors Matthew and Erin Fulton-McAlister left the meeting at this point)

## **7. The council's 2022-23 Budgets and Medium Term Financial Strategy**

(Councillors Brociek-Coulton, Button, Driver, Harris, Kendrick, Oliver, Peek, Price and Waters had declared interests in this item.)

Councillor Kendrick moved and Councillor Harris seconded the recommendations as set out in the report.

Councillor Bogelein moved and Councillor Osborn seconded the following amendment:

“In addition to the below amendments, the council should make a commitment to supporting its company NCSL in improving terms and conditions for NCSL workers. The council should commit to funding increases in pay for workers, should NCSL not be able to fund these increases initially. It was not possible to phrase this commitment as an allowable budget amendment due to the fact that the pay award is a company decision.”

### **To increase the following budget items:-**

#### **Revenue**

<p>* (HRA) - Create a new role of Housing Efficiency Manager 2022/23 only</p> <p>The post is proposed to be funded from the invest to save reserve on the basis that additional grant funding can be secured in future years to fund either revenue or capital expenditure from 2023/24 onwards. The role can only continue once ongoing funding is secured for later years. This will save money as it will mean the council can take a holistic and long-term-planning approach to retrofitting housing rather than having to return to properties to do works on them several times over as standards rise. It will be crucial for dealing with the cost of living crisis.</p>	60 000
<p>** Reinstate waste amnesty collections in areas with high numbers of fly-tipping incidents. Impact on costs of fly tipping to be assessed throughout 2022/23 prior to any ongoing commitment being incorporated into the MTFS</p>	50 000
<p>** Carry out a review of electrical charging and solar energy creation in car parks</p>	20 000
<p>*** Install outdoor gym equipment in Chapelfield Park Example provided in the link below: <a href="https://www.sunshinegym.co.uk">Mini Fitness Package (sunshinegym.co.uk)</a></p>	5 000
<p>*** Install two new litter bins in areas that need them, such as Gertrude Road The request for bins in this location is that walkers come off Mousehold Heath and put dog faeces into residents' wheelie bins. It is assumed that the marginal costs of collection can be absorbed within the current contract arrangements.</p>	2 000
<p>*** Scope a new vision for Prince of Wales Road, to encourage new daytime businesses to locate to the area, to provide new storage areas for commercial bins and to develop a commercial food waste collection scheme, and for Gentleman's Walk to encourage family-friendly early evening activity.</p>	20 000
<p>*** Develop a community air quality sensor scheme: where individual members of communities or organisations such as schools or community centres can apply for funding to host air quality sensors in their communities and the council has access to the results</p>	5 000

### Revenue Funding:

* contribution from invest to save reserve	60 000
** contribution from business change reserve	70 000
*** contribution from General Reserves	32 000

**Capital**

Repayable grant for community centres Energy improvements/retrofitting	100 000
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**Capital Funding:**

Contribution from capital receipts reserve	100 000
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On being put to the vote with 10 members voting in favour (Councillors Bogelein, Carlo, Champion, Galvin, Grahame, Haynes, Osborn, Price, Schmierer and Youssef) 19 members voting against (Councillors Brociek-Coulton, Button, Driver, Giles, Hampton, Harris, Huntley, Jones, Kendrick, Maguire, Maxwell, Oliver, Packer, Peek, Sands (M), Sands (S), Stonard, Stutely, and Waters) voting against and 2 abstentions (Councillors Ackroyd and Wright) the amendment was lost.

Debate followed.

It was:

**RESOLVED**, with 21 members voting in favour (Councillors Ackroyd, Brociek-Coulton, Button, Driver, Giles, Hampton, Harris, Huntley, Jones, Kendrick, Maguire, Maxwell, Oliver, Packer, Peek, Sands (M), Sands (S), Stonard, Stutely, Waters and Wright) 7 members voting against (Councillors Bogelein, Galvin, Haynes, Osborn, Price, Schmierer and Youssef) and 3 abstentions (Councillors Carlo, Champion and Grahame) to:

**A.** To approve Cabinet's recommendations of 9 February 2022 for the 2022/23 financial year:

**General Fund**

- i. The council's net revenue budget requirement as £17.713m for the financial year 2022/23 including the budget allocations to services shown in Section 2, Appendix 2 (C) and the savings and growth proposals set out in Section 2, appendices 2 (F) and 2 (G).
- ii. An increase to Norwich City Council's element of the council tax of 1.99%, meaning that that the Band D council tax will be set at £280.21 (Section 2, paragraph 2.26) with the impact of the increase for all bands shown in Section 2, Appendix 2 (E).
- iii. The prudent minimum level of reserves for the council as £5.100m (Section 2, paragraph 2.53).
- iv. Setting aside the council's distribution of £0.675m from the Norfolk business Rates Pool into a new earmarked reserve to support future spend in line with the economic development objectives of the fund (Section 2, paragraph 2.6).
- v. Setting aside any 2021/22 underspend more than £0.426m into the business change earmarked reserve (Section 2, paragraph 2.5).

- vi. Delegation to the chief finance officer (S.151 Officer), in consultation with the portfolio holder for resources and the portfolio holder for social inclusion, the award of any new business rates reliefs announced by government using discretionary relief powers. The full cost of granting this relief will be compensated through a section 31 grant from Government.
- vii. Delegation to the chief financial officer in consultation with the portfolio holder for resources inclusion of any minor changes consequent on the publication of the final local government settlement or subsequent additional grant allocations.

### **Housing Revenue Account**

- viii. The proposed Housing Revenue Account gross expenditure budget of £70.364m and gross income budgets of £70.610m for 2022/23 (Section 3, paragraph 3.24).
- ix. The use of the estimated surplus of £0.246m along with a further £6.096m of HRA general reserves to make a revenue budget contribution of £6.342m towards funding the 2022/23 HRA capital programme (Section 3, paragraph 3.24).
- x. A 4.1% increase in dwelling rents for 2022/23, in accordance with the Secretary of State issued Direction on the Rent Standard 2019. This enables authorities to increase rent annually by up to CPI (Consumer Price Index) as at the preceding September plus 1%. This will result in an average weekly rent increase of £3.30 for Norwich tenants (Section 3, paragraphs 3.30 to 3.35).
- xi. That garage rents increase by 3.1%, based on CPI in September 2021 (Section 3, paragraph 3.36).
- xii. That the setting of tenants' service charges is delegated to the executive director of community services in consultation with the portfolio holder for Social Housing after engagement with tenant representatives (Section 3, paragraph 3.37)
- xiii. The prudent minimum level of Housing Revenue Account reserves as £5.848m (Section 3, paragraph 3.56 and Table 3.4).
- xiv. The creation of an earmarked reserve to fund the costs associated with HRA service transformation linked to a programme of review and improvement detailed in Section 3, paragraphs 3.3 to 3.18. This reserve will be used to fund costs linked to the programme which are not delivering specific savings, for example project management and benchmarking with the release of funds being approved in accordance with paragraph 26 of the Council's Financial Regulations.

### **Capital and Commercial Strategy**

- xv. The proposed general fund capital programme 2022/23 to 2026/27 (2022/23: £29.347m; 5 years: £45.766m) and its method of funding as set out in Section 4, table 4.2, table 4.4 and Appendix 4 (B).



- xvi. Delegating to Cabinet, approval to include in the capital programme additional capital schemes funded wholly by grant where it meets the Council's aims (Cover report, paragraph 27).
- xvii. The proposed HRA capital programme 2022/23 to 2026/27 (2022/23: £38.860m; 5 years: £171.579m) and its method of funding as set out in Section 4, table 4.2, table 4.5 and Appendix 4 (B).
- xviii. The capital strategy, as required by CIPFA's Prudential Code.

#### **Treasury Management Strategy**

- xix. The borrowing strategy 2022/23 through to 2026/27 (Section 5, paragraphs 5.27 to 5.29).
- xx. The capital and treasury prudential indicators and limits for 2022/23 through to 2026/27 contained within Section 5, paragraphs 5.18 to 5.25 and table 5.3, including the Authorised Borrowing Limit for the council.
- xxi. The Minimum Revenue Provision (MRP) policy statement described in paragraphs 5.37 to 5.41 and contained in Appendix 5 (Section 5)
- xxii. The (financial) Investment Strategy 2022/23 including changes to counterparty limits (Section 5, paragraphs 5.42 to 5.88).

#### **Summary of key financial indicators**

- xxiii. The indicators for 2022/23 through to 2025/26 contained in section 6.

#### **B. To approve the Cabinet's recommendations arising from the Budget Scrutiny meeting on 3 February 2022:**

- xxiv. Ensure there is continued political commitment to investing in renewable or green energy projects.
- xxv. Where financially and legally viable, in conjunction with a fabric first approach, where the property type allows for upgrade of the thermal performance of the fabric, fit the lowest carbon emitting heating systems in council properties. Where fabric upgrade isn't possible and low carbon heat sources aren't feasible (or will make operation unaffordable for residents), then gas boilers will be fitted, but pipework and radiators (or other emitters) will be upgraded to allow for future transition to low carbon alternatives.
- xxvi. Any recommendations considered by the scrutiny fly tipping task and finish group will give consideration to costs and funding options available. If funding cannot be identified within existing budgets, officers will facilitate the appropriate decision pathway to identifying alternative funding sources and approvals required.

#### **C. To approve that the total of all the precepts of the collection fund is calculated in accordance with Sections 32-36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011(as shown in Annex B) taking into account precepts notified by Norfolk County Council and the Office of the Police & Crime Commissioner for Norfolk.**

LORD MAYOR



**Committee Name: Council**

**Committee Date: 15/03/2022**

**Report Title: Pay Policy Statement 2022/23**

<b>Portfolio:</b>	Cllr Alan Waters, Leader
<b>Report from:</b>	Chief executive
<b>Wards:</b>	<b>All Wards</b>

### **Purpose**

To consider the pay policy statement for 2022/23.

### **Recommendation:**

To approve the Council's pay policy statement for 2022/23.

### **Policy Framework**

The Council has agreed a new corporate plan for 2022/26 which has five corporate aims, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish
- Norwich City Council is in good shape to serve the city

This report meets the Norwich City Council is in good shape to serve the city corporate aim. This report also helps to meet the Modernising the council, objective of the COVID-19 Recovery Plan

**View the [Corporate Plan 2022-26](#)**

## Report Details

1. Section 38 (1) of the Localism Act 2011 requires the Council to consider, approve and publish a pay policy statement for each financial year. The pay policy statement must be approved by a resolution of the full Council by 31 March each year.
2. The pay policy statement must as a minimum set out the council's policies relating to:
  - (a) the remuneration of its chief officers
  - (b) the remuneration of its lowest paid employees
  - (c) the definition of the lowest paid employees adopted by the council for the purposes of the pay policy statement and the reasons for adopting that definition.
  - (d) the relationship between the remuneration of its chief officers and employees who are not chief officers.
  - (e) the publication of and access to information relating to remuneration of chief officers.

It must also comply with the statutory and supplemental guidance issued by the Department for Levelling Up, Housing and Communities.

3. The pay policy statement for 2022/23 is attached as Appendix A.
4. The pay policy statement for 2022/23 incorporates the following changes:
  - In April 2021 a Market Supplement Policy was adopted to ensure the council could continue to compete for certain roles in an increasingly competitive market. Reference to the policy has been incorporated into the pay policy statement at 6.14.
  - Salaries have been updated to reflect the Joint Negotiating Committee (JNC) for Chief Executive and Chief Officer pay award effective from 1 April 2021, para 2.5 of the pay policy statement. This represents an increase of 1.5%
  - The local government national pay offer for 2021/22, which applies to employees on the National Joint Council (NJC) pay and conditions of service, was formally accepted by Unison and the GMB trade unions on 28 February 2022.

Salaries have been updated to reflect the pay award effective from 1 April 2021, para 1.6 of the pay policy statement.

- For the purposes of clarity, a minor change has been suggested to confirm that whilst consultants and agency workers are not considered employees, they can be designated as officers of the Council for the purposes of delegating functions.

5. The national local government employers have not received pay claims from the trade unions for 2022/23. The pay rates detailed at 1.6 of the pay policy statement will be updated in line with any agreed pay increase for 2022/23.
6. The pay policy statement meets the statutory requirements of the Localism Act 2011.

## **Consultation**

7. The remuneration and terms of condition of employment contained in the pay policy statement have been subject to formal consultation with Unison, the council's recognised trade union. The pay policy statement for 2022/23 will be referred to the Joint Consultative and Negotiating Committee on 23 March 2022.

## **Implications**

### **Financial and Resources**

8. Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated aims, as set out in its Corporate Plan 2022-26 and Budget.
9. There are no proposals in this report that would reduce or increase resources. The pay policy statement sets out current remuneration arrangements and there are no additional or increased financial implications arising from the pay policy statement.
10. The council adopts the national local government pay agreements. National pay increases for 2022/23 have not been agreed and therefore the financial implications are unknown at this time. An assumption of a 2.5% increase in staffing budgets covering inflation and incremental drift was included in the budget for 2022/23 agreed at full council on 22 February 2022.

## **Legal**

11. It is a legal requirement under the Localism Act 2011 for the council to have and publish an annual pay policy statement.

## **Statutory Considerations**

<b>Consideration:</b>	<b>Details of any implications and proposed measures to address:</b>
Equality and Diversity	The council applies the National Joint Council (NJC) job evaluation scheme. Decisions on pay are fair, equitable and transparent. An equality impact assessment was carried out when the current pay structure was introduced and equality impact assessments are carried out on policies

	impacting on employees and on an action specific basis, as appropriate
Health, Social and Economic Impact	The councils pay policy and adoption of living wage foundation living wage supports financial inclusion and is likely to have a health, social and economic impact.
Crime and Disorder	None
Children and Adults Safeguarding	None
Environmental Impact	None

## **Risk Management**

<b>Risk</b>	<b>Consequence</b>	<b>Controls Required</b>
The Council does not fulfil the requirements of the Localism Act 2011 in agreeing and publishing the pay policy statement.	The Localism Act is not complied with.	The pay policy statement will be considered at full Council before 31 March and published on the Councils website within 21 days of approval.

## **Other Options Considered**

Not applicable.

## **Reasons for the decision/recommendation**

To meet the requirements of the Localism Act 2011

## **Background papers:**

None

## **Appendices:**

### **Appendix 1 Pay Policy Statement 2022/23**

## **Contact Officer:**

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## **PAY POLICY STATEMENT 2022/23**

### **Introduction**

This pay policy statement is provided in accordance with Section 38 of the Localism Act 2011 and is effective from 1 April 2022. The pay policy statement was approved at a meeting of full Council on *(date to be added when agreed)*.

### **Scope**

This document sets out the council's pay and reward arrangements for the whole workforce including senior pay arrangements, except for employees who have terms and conditions of employment that are protected under TUPE regulations.

### **1. Employee remuneration up to and including heads of service**

- 1.1 Employees up to and including head of service grades are subject to the National Joint Council (NJC) for local government services national agreement on pay and conditions of service. These are supplemented by locally agreed collective agreements reached with trade unions recognised by the council.
- 1.2 The council's pay structure commences at spinal column point (SCP) 4 up to SCP 59L. SCP'S 4 to 43 reflect the NJC national pay points, SCP'S 44L to 59L are locally agreed pay points.
- 1.3 There are 14 grades within the pay structure. Grade 1 is the lowest grade and grade 14 is the highest grade. Grades 13 and 14 apply to head of service posts. Grade 13 is not used.
- 1.4 Salaries in the pay grades 1 -14 are updated in line with pay awards notified from time to time by the NJC for local government services.
- 1.5 Posts are allocated to the pay grades through a process of formal job evaluation using the NJC job evaluation scheme.

## 1.6 Pay and grading structure – pay rates 1 April 2021 – 31 March 2022\*

Grade	JE score	SCP	Annual salary	Hourly rate
Grade 1	Up to 260	4	£19,264	£9.99
		5	£19,650	£10.19
Grade 2	261 - 291	6	£20,043	£10.39
		7	£20,444	£10.60
Grade 3	292 - 332	8	£20,852	£10.81
		9	£21,269	£11.02
		10	£21,695	£11.25
		11	£22,129	£11.47
		12	£22,571	£11.70
		13	£23,023	£11.93
Grade 4	333 - 373	14	£23,484	£12.17
		15	£23,953	£12.42
		16	£24,432	£12.66
		17	£24,920	£12.92
		18	£25,419	£13.18
		19	£25,927	£13.44
Grade 5	374 - 414	20	£26,446	£13.71
		21	£26,975	£13.98
		22	£27,514	£14.26
		23	£28,226	£14.63
		24	£29,174	£15.12
Grade 6	415 - 455	25	£30,095	£15.60
		26	£30,984	£16.06
		27	£31,895	£16.53
		28	£32,798	£17.00
Grade 7	456 - 501	29	£33,486	£17.36
		30	£34,373	£17.82
		31	£35,336	£18.32
		32	£36,371	£18.85
Grade 8	502 - 547	33	£37,568	£19.47
		34	£38,553	£19.98
		35	£39,571	£20.51
		36	£40,578	£21.03
Grade 9	548 - 593	37	£41,591	£21.56
		38	£42,614	£22.09
		39	£43,570	£22.58
		40	£44,624	£23.13
Grade 10	594 - 644	41	£45,648	£23.66
		42	£46,662	£24.19
		43	£47,665	£24.71
		44L	£49,228	£25.52



Pay and grading structure – pay rates 1 April 2021 – 31 March 2022\* (continued)

Grade	JE score	SCP	Annual salary	Hourly rate
<b>Grade 11</b>	<b>645 - 695</b>	45L	£50,224	£26.03
		46L	£51,555	£26.72
		47L	£52,920	£27.43
		48L	£54,324	£28.16
<b>Grade 12</b>	<b>696 - 751</b>	49L	£55,764	£28.90
		50L	£57,240	£29.67
		51L	£58,757	£30.46
		52L	£60,315	£31.26
<b>Grade 13</b>	<b>752 - 812</b>	53L	£61,913	£32.09
		54L	£63,554	£32.94
		55L	£65,239	£33.82
		56L	£67,332	£34.90
<b>Grade 14</b>	<b>813+</b>	57L	£68,552	£35.53
		58L	£70,562	£36.57
		59L	£72,432	£37.54

\*To be updated in line with national pay agreement for 2022/23 when agreed.

1.7 Employees on Grade 1 are defined as our lowest paid employees.

1.8 The council pays employees no less than the Living Wage Foundation living wage rate. The rate is reviewed and updated by the Living Wage Foundation annually in November. If the council's lowest pay grade falls below the living wage rate, a supplement will be paid to equate to the living wage rate from 1 April following any increase.

## **2. Chief executive and chief officer pay**

2.1 The council's chief executive is the head of paid service and the executive directors are chief officers. Although technically director roles are deputy chief officers, the pay arrangements for chief officers have also been applied to director roles.

2.2 The current pay arrangements are locally determined and operated. Salaries in these pay grades are updated in line with pay awards notified from time to time by the Joint Negotiating Committee (JNC) for Chief Executives and Chief Officers.

2.3 The pay and grading structure for chief officers was agreed by full Council on 22 September 2020.

2.4 New appointments to be paid a salary package of £100,000 per annum or above are approved by full Council.

## 2.5 Chief executive and chief officer and director grading structure

Grade	SCP	1 April 2021 – 31 March 2022*	
		Annual Salary (FT) £	Hourly rate £
<b>Chief Executive</b>	150	£131,596	£68.21
	151	£134,586	£69.76
	152	£137,577	£71.31
	153	£140,568	£72.86
	154	£143,558	£74.41
<b>Executive Director</b>	110	£95,811	£49.66
	111	£99,498	£51.57
	112	£103,184	£53.48
<b>Director</b>	106	£77,388	£40.11
	107	£81,073	£42.02
	108	£84,758	£43.93
	109	£88,443	£45.84

\*To be updated in line with national pay award for 2022/23 when agreed

- 2.6 The terms and conditions of employment for the chief executive and chief officers are determined in accordance with collective agreements, negotiated from time to time, by the JNC for Chief Executives and the JNC for Chief Officers, as set out in the Scheme of Conditions of Service. These are supplemented by local agreements reached with trade unions recognised by the council and by the rules of the council.

### 3. Heads of service and senior managers

- 3.1 Some senior officers are classed as non-statutory chief officers or deputy chief officers under the Local Government and Housing Act 1989, due to the council's organisational structure.
- 3.2 In accordance with the Local Government and Housing Act 1989 a non-statutory chief officer for the purposes of this pay policy statement is defined as a person who reports directly to or is accountable directly to the head of paid service. A deputy chief officer is defined as a person who reports directly to or is directly accountable to a statutory or non-statutory chief officer. This definition excludes secretarial, clerical and support services.
- 3.3 These senior officers and heads of service are not subject to the pay and conditions of service determined by the JNC for Chief Officers of local authorities but are employed under NJC terms and conditions and are paid in line with the pay structure detailed in 1.6.

## **4. Other arrangements**

### **4.1 Election fees**

The Returning Officer has overall responsibility for the conduct of elections and is appointed under the Representation of the People Act 1983. The role of returning officer is carried out by an employee of the council but is carried out in a personal capacity and is distinct and separate from their duties as an employee. Election fees are paid for the additional duties and are paid separately to the normal salary arrangements.

The chief executive is the council's Returning Officer.

Fees for Parliamentary, Police Commissioner, Referendum and European elections are set by parliamentary statutory order.

Fees for undertaking County and District elections are calculated in accordance with a formula agreed annually by the Norfolk Chief Executives' Group, based on a recommendation by the County Electoral Officers' Group.

The setting of Returning Officer fees is considered by a meeting of the Chairpersons of the Norfolk authorities' member remuneration panels.

Other employees of the council, including senior officers within the scope of this policy may receive additional payment for specific election duties.

## **5. Lowest and highest paid employees**

- 5.1 The council's lowest paid employees are paid on Grade 1 of the pay structure. The minimum pay point paid to any employee is SCP 4 of the pay structure. This equates to a basic salary of £19,624 per annum. The salary range for Grade 1 is £19,264 to £19,650 per annum.

These figures incorporate the assumed pay award of 1.75% for 2021/22 which is subject to formal agreement with trade unions.

The council's highest paid employee is the chief executive. The chief executive salary scale ranges from £131,596 to £143,588 per annum.

### **5.2 Pay Multiples**

The ratio between the highest paid employee and other employees based on the median earner is 1:4.9.

The ratio of the highest and lowest pay point, based on full time equivalent salaries at 31 March 2022 is 1:7.45.

In calculating the pay ratios, full time equivalent salaries and basic pay have been used. Basic pay excludes overtime additional hours and other salary related payments.

- 5.3 The council does not have a policy on maintaining or reaching a specific pay ratio between the highest and lowest paid employees.

## **6. General principles applying to remuneration of all employees**

### **6.1 Living wage**

The council is an accredited Living Wage Foundation living wage employer and has adopted a living wage policy for employees and agency workers and contractors engaged through the council's procurement processes.

### **6.2 Pay on appointment**

Starting salary on appointment is determined by assessment of relevant experience and competence to undertake the job role and taking account of current salary level. Salary on appointment will be within the salary range for the post.

### **6.3 Pay progression**

All employees are remunerated on a pay range. The pay policy recognises that movement through defined pay ranges should continue as employees increase their effectiveness and expertise through knowledge and experience and most employees will normally receive an annual increment on 1 April each year up to the maximum point of the pay grade

Employees appointed between 1 October and 31 March receive their first increment after 6 months in post and any subsequent increments on 1 April each year.

Accelerated increments can be awarded on the basis of special merit or ability, subject to the maximum of the scale not being exceeded.

### **6.4 Relocation and disturbance**

Relocation expenses may be granted where new employees are required to move to the area to take up employment and their circumstances meet the criteria laid down in the relocation assistance scheme.

Existing employees required to move home for their employment or who incur additional costs as a result of a decision of the council in respect of their employment may be eligible for reimbursement of some expenses depending on the circumstances.

### **6.5 Expenses and Travel**

- Travel for work

Employees are not required to provide a car for work purposes and pool cars are available for official business travel.

Employees may choose to use their own transport for official business travel and are reimbursed at the following rates:

Mileage per mile first 8,500 miles	46.9 p
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Mileage per mile after 8,500 miles 13.7 p

Employees required to have access to a vehicle, because of the nature of their duties are classified as operational users. Operational users have access to pool cars but may use their own vehicle and be reimbursed mileage.

- **Car Parking**

Operational users who work in or from city hall and use their own vehicle for work purposes are provided with a city centre car park pass.

Employees who are required to remain at work or return to work to attend an evening meeting will be provided with a city centre car park pass to enable them to attend the evening meeting.

Employees working at other council buildings may use the parking at the site, where this is available.

- **Subsistence**

Subsistence will be paid to employees who necessarily incur additional expense in the course of their work. Claims will generally be supported by a receipt. Actual expenditure is reimbursed, subject to locally agreed maximum amounts.

#### 6.6 **Bonus scheme**

The council does not operate a bonus scheme.

#### 6.7 **Performance related pay**

The council does not operate a performance related pay scheme.

#### 6.8 **Professional fees and subscriptions**

The council reimburses professional fees and subscriptions as follows:

- employees undertaking approved studies towards a professional qualification, which require professional membership. The subscription is paid for the period of the studies, subject to satisfactory progress being made.
- specified professions where there are proven recruitment difficulties as a recruitment and retention incentive.
- statutory chief officers where the professional membership is a requirement in accordance with their statutory function.

#### 6.9 **Overtime and enhancements**

Some posts within the council attract enhancements and/or overtime payments. Overtime and enhancements are applied in accordance with set criteria which are nationally and locally agreed.

#### 6.10 **Honoraria**

If it is appropriate for an honorarium to be paid, this will be in accordance with agreed criteria for payment of honoraria.

### 6.11 Severance arrangements

On ceasing to be employed by the council, employees will only receive compensation where this is appropriate as outlined below:

- i. Employees who are dismissed on the grounds of redundancy and who have a minimum of two years' continuous service with the council will normally be entitled to be paid statutory redundancy pay, which is calculated according to the individual employee's age, length of service and gross weekly pay subject to a statutory maximum.

The Local Government (early termination of employment) (Discretionary Compensation) England and Wales Regulations 2006 enable local authorities to pay discretionary compensation in certain circumstances above the statutory entitlement. The council has exercised its discretion to increase the redundancy payment as follows:

- the statutory upper pay limit will be disregarded when calculating a week's pay for the purposes of the statutory redundancy payment and will calculate redundancy payments based on actual week's pay.
- the redundancy payment will be enhanced by a factor of 1.5.

Redundancy calculation is the same across the council irrespective of position and pay grade.

Employees aged 55 and over and who are redundant and are members of the local government pension scheme immediately become entitled to receive their pension benefits. Pension benefits are not increased or augmented in these circumstances.

- ii. In exceptional circumstances and where the business case supports it, the council may agree to a severance package in relation to termination of employment, to avoid or settle a legal claim.
- iii. Severance packages in excess of £100,000 will be considered at full Council.

### 6.12 Pension

All employees who have a contract of employment for at least 3 months and are under age 75 are eligible to join the Local Government Pension Scheme. Employees who are eligible for membership automatically become members of the scheme unless they opt out.

The council make a contribution to the employee's pension, expressed as a percentage of the employee's pensionable pay. The contribution rate is assessed and set every three years following an actuarial valuation of the Norfolk Pension Fund.

The employee also contributes to their pension. The employee contribution rates vary from 5.5% to 12.5% of actual pensionable pay.

The council auto enrolls all eligible employees into the Local Government Pension Scheme in accordance with legislative requirements.

**6.13 Flexible retirement**

The council considers requests for flexible retirement from employees aged 55 and over who reduce their grade and/or hours of work. This enables the employee to have immediate access to their Local Government Pension Scheme benefits whilst retaining employment.

Requests are normally only granted when the overall financial impact is neutral or results in savings for the council.

The council does not waive any actuarial reductions resulting from early payment of pension benefits for flexible retirement.

**6.14 Market supplements**

The council will consider the payment of market pay supplements in exceptional circumstances and where there are significant external market pressures impacting on recruitment and retention. Market supplements are applied, reviewed and withdrawn in accordance with the council's market supplement policy.

**6.15 Re- engagement**

All posts are advertised in accordance with the council's recruitment policies. Appointments and any decision to re-employ a former employee, who left employment in receipt of a severance or redundancy payment, will be made on merit.

**6.16 Contracts for services**

The council will seek to appoint individuals to vacant posts using the recruitment procedures on the basis of contracts of employment and apply direct tax and national insurance deductions from pay through the operation of PAYE.

Interim appointments are made in accordance with the council's procurement policies and the provisions for contract for services.

Consultants and agency workers are not employees of the council and are not covered by this pay policy statement, but may be appointed as an officer of the Council by the Chief Executive or an Executive Director for the purposes of delegating functions and decisions. Where there is a need for consultant/interim support, the council will seek to avoid contractual arrangements which could be perceived as being primarily designed to reduce significantly the rate of tax paid by that person, such as paying the individual through a company, effectively controlled by him or her.

In line with the Agency Workers Directive, the council will aim to pay workers engaged through a contract for services at a rate consistent with the pay and reward of the councils directly employed workforce. In some instances, there may be a need to take into account market factors in determining an appropriate pay level.

Where interim workers are employed by the Council, an assessment will be completed to establish whether they fall within the scope of IR35 legislation using the HMRC status tool. Workers that fall within scope will have income tax and national insurance contributions deducted.

**6.17 Salary sacrifice**

The council provides salary sacrifice arrangements for childcare vouchers and the cycle to work initiative.

**6.18 Gender pay gap**

The Government implemented mandatory gender pay gap reporting for employers with 250 or more employees in April 2017.

Gender pay gap information for the council can be viewed on the gender pay gap service.

<https://gender-pay-gap.service.gov.uk>

**7.0 Amendment and review of pay policy**

The council's pay policy statement will be reviewed and agreed by full council on an annual basis and before 31 March each year.

If it is necessary to amend the pay policy statement during the year that it applies, any amendment will be by resolution of the full Council.

The policy and any subsequent amended policy will be published on the council's website within 21 days of full council approval.



**Motion to:** Council

**Item 7(a)**  
Item 7

15 March 2022

**Subject:** 'Robin Hood' tax on oil and gas firms

**Proposer:** Councillor Wright

**Seconded:** Councillor Ackroyd

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Council **RESOLVES** to

- 1) note the excessive profits being made by oil and gas companies, including the boss of BP describing the company as a “cash machine” after soaring oil and gas prices boosted its profits to £2.4 billion in the third quarter of 2021 alone and that since 2015 the Conservatives have scrapped zero carbon standards for new homes, and failed to insulate the millions of energy efficient homes.
- 2) support calls for a “Robin Hood” tax – a one-off levy on the super-profits of oil and gas firms to raise money to support the thousands of families in Norwich that are facing soaring energy costs which includes:
  - a) A proposed one-off levy to raise an estimated £5 billion from companies that are making record profits from soaring energy prices. This would be used to support vulnerable families facing a 50% increase to their energy bills.
  - b) This “one-off” tax could fund a substantial package of emergency support to help over 17 million people with their heating bills.
  - c) This package of support would include doubling and extending the Warm Home Discount, doubling the Winter Fuel Allowance
  - d) A new ten-year home insulation scheme: This would be spent on reducing people’s energy bills in the long-term through an emergency home insulation programme to upgrade poorly insulated UK homes - including through fully funded grants for those in fuel poverty and on low incomes. This would cost an estimated £500 million in the next year.
- 3) recognises any such one-off tax should be followed by a widespread review to ensure energy companies pay their fair share and ensure that residents of Norwich are not left in fuel poverty as a consequence of excessive profits.
- 4) ask group leaders to write to the Secretary of State for Business, Energy and Industrial Strategy, calling for a one-off tax on excessive profits made by oil and gas companies in order to help vulnerable people, especially those in Norwich, with heating bills and upgrade poorly insulated homes.

**Motion to:** Council

15 March 2022

**Subject:** Retrofit taskforce to tackle cost of living crisis

**Proposer:** Councillor Osborn

**Seconded:** Councillor Haynes

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Energy prices are set to rise by 50% in April 2022, on top of a 12.2% rise in October 2021. This will plunge many people into fuel poverty and exacerbate the cost of living crisis.

The poor energy efficiency of housing is contributing to this crisis. Due to decades of under-funding and lack of coordination for the domestic retrofit sector, the energy efficiency and renewable energy provision in UK housing lags behind much of Europe.

Norwich will be hit hard by the cost of living rises due to high levels of deprivation and significant fuel poverty. Norwich has a strong tradition of working to improve the energy efficiency of homes through the retrofitting of council and social housing and schemes such as Cosy City. However, there is much more work to be done.

The Climate Change Committee recommends that virtually every house will need to be upgraded to meet carbon reduction targets, as well as the need to insulate households against fuel poverty. This equates to upgrading two houses every minute for the next thirty years nationwide, including in Norwich.

Retrofit industry experts have called for local leadership in the retrofit sector. The successive failures of the Government's Green Deal, Green Homes Grant, and Heat and Buildings Strategy have left a vacuum in coordination for the retrofit policy that local authorities must fill.

Despite the scale of the challenge, there has hitherto been no coordinating role between the various agencies that are required to work together to deliver retrofitting. Some local councils such as Lewes District Council are piloting a "Retrofit Taskforce" approach, establishing a local authority-led partnership between the construction and renewable energy industries, further, higher and vocational education institutions, architects, social housing providers, and other stakeholders. Lewes' approach is a three-pronged strategy; a detailed assessment of local housing stock starting with social housing, looking beyond inadequate EPC ratings; a 'community wealth building' approach to developing the local supply chain, and an 'economies of scale' approach by bringing together a partnership of all social housing providers and councils across a wider area. The retrofit taskforce will be dedicated to developing a local supply chain to retrofit 44,000 social homes in the wider Sussex area and boosting the provision of retrofitting for other tenures.

Council **RESOLVES** to:

- 1) Work with partners to establish a retrofit taskforce for Norwich, dedicated to developing and promoting a local retrofit supply chain and the targeting of resources to help those in most need of protection from fuel price rises.
- 2) Through the retrofit taskforce, lead the development of a retrofit strategy for Norwich across all tenures, with a paper to be presented to Cabinet within 12 months.
- 3) Through the retrofit taskforce, seek to mobilise alternative sources of finance beyond insufficient and sporadic government grants, including working with the Local Enterprise Partnership and local and international businesses.
- 4) Through the council's membership of UK100, share the aims and expertise of the retrofit taskforce with other local authorities, thereby establishing Norwich as a leading authority.
- 5) Through UK100 and other channels including the LGA, submit to Government a business case for increased funding to scale up local authority-led retrofit taskforces and call for the Net Zero Forum to produce a plan for long term funding for locally led retrofit strategies.

**Motion to:** Council

15 March 2022

**Subject:** The cost-of-living crisis in Norwich

**Proposer:** Councillor Huntley

**Seconded:** Councillor Waters

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Norwich households are bracing themselves for the biggest drop in living standards in thirty years with a cost-of-living crisis including steep price increases in everyday and essential food items, tax hikes, low growth, falling real wages, and a failure to tackle the energy crisis. Failure of Coalition and Conservative-led governments have left Britain uniquely exposed to a global gas crisis and systemic failure to create an inclusive, sustainable economic model will leave Norwich residents further disadvantaged in the months ahead.

Council **RESOLVES** to:

1) Note that:

- a) The decade of low growth under Conservative-led governments and believes that this is holding back our local and national economy, weakening it and making it unable to deal with shocks.
- b) That the pandemic has further highlighted the significant health, wellbeing, and the economic inequalities in our city and that the increase in the cost of living will impact on most residents in Norwich. Those on the lowest incomes will be hardest hit as incomes are squeezed by inflation, the £1,040 per year reduction to universal credit, the rise in National Insurance contributions for low and middle income workers, increases in council tax, the freezing of the personal income tax allowance from April, the increasing cost of household energy bills, the highest petrol prices since 2013, increased rail fares, the fastest rise in private rental prices since 2008, successive above inflation increases in childcare costs, and rising prices resulting from the supply chain disruption caused by worker and supply shortages.
- c) Eligibility for Free School Meal Vouchers in Norwich is increasing, indicating that poverty in the city is increasing, and council hardship funds are coming under ever increasing pressure. The National Food Strategy was a wasted opportunity to tackle this issue, but the plan lacks a clear vision and strategy on how to improve the crisis and that opportunities to

set out legal ways to enforce the strategy have been missed and need to be enshrined in law.

2) to ask

- a) the Leader to write to the relevant Secretary's of State to request government support measures that would immediately cut VAT on domestic energy bills to ease the burden on households during winter – (giving a potential saving of up to £400 for many Norwich residents) – which would be paid for by a one-off windfall tax on booming oil and gas profits; believes that we need long-term change to keep energy bills low in the future and that a radical Green New Deal to insulate homes, improve energy efficiency and develop a long-term energy strategy to secure network resilience is vital. This must be combined with an immediate uplift in Universal Credit and its future replacement with a new compassionate social security system that is designed to support everyone when they need it, together with a Real Living Wage for all regardless of age. In particular, government should immediately increase the local housing allowance, cap rents in the private rented sector, abolish the Bedroom Tax, increase Working Tax Credits, remove differential pay rates for young people on the Government's National Minimum Wage and improve employment rights for those on zero hour contracts to better tackle the assault on living standards.
- b) Cabinet to ensure the City Council social inclusion agenda continues to respond most effectively to rising living costs, the corporate plan helps to deliver an inclusive economy to better protect Norwich's health and well-being, while making the strongest case for government to provide the additional resource so urgently required.

