



## **Council**

Members of the council are hereby summoned to attend the meeting of the council to be held in the council chamber, City Hall, St Peters Street, Norwich, NR2 1NH  
on

**Tuesday, 21 March 2017**

**19:30**

## **Agenda**

**Page nos**

**1. Lord Mayor's announcements**

**2. Declarations of interest**

(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)

**3. Questions from the public**

**4. Petitions**

**5. Questions to cabinet members / committee chairs**

(A printed copy of the questions and replies will be available at the meeting)

**6. Minutes**

**7 - 12**

To confirm the accuracy of the minutes of the meeting held on 21 February 2017.

**7. Appointment of the Chief Finance Officer and Section 151 officer**

**13 - 18**

**Purpose** - To consider the appointment of the Chief Finance Officer and Section 151 officer

**8. Appointment of Independent Persons (Standards)**

**19 - 24**

**Purpose** - To agree the appointment of Independent Persons in accordance with the code of conduct outlined in the Localism Act 2011 which was unanimously adopted by

Council on 19 June 2012.

**9. Pay Policy Statement 2017-18**

**25 - 42**

**Purpose** - To consider and agree the pay policy statement for 2017-18.

**10. MOTION: Housing White Paper**

Proposed by Councillor Harris and seconded by Councillor Bremner

Council acknowledges the Government has recognised that the "Housing Market is broken" in the Housing White Paper.

Council resolves to:-

1. Acknowledge that the Housing White Paper has failed to provide comprehensive solutions
2. Ask the relevant portfolio holders to make the following recommendations to the Minister for Housing as a response to the White Paper consultation:
  - a) Flexibility around Right to Buy (RTB) receipts so that the council can maximise investment in the new supply of homes.
  - b) Local discretion around scope and implementation of RTB (or even the right to suspend this in certain market conditions), particularly extending the qualification period for new build.
  - c) Reverse the 1% rent cut for social landlords to support future investment in existing stock and new supply.
  - d) Relax the borrowing cap on the Housing Revenue Account.
  - e) Provide greater flexibility on setting rent, within affordable limits, to reflect higher build cost and local market conditions.
  - f) Stronger compulsory purchase powers to allow the full cost of compulsory purchase to be recovered from land value where urban sites have been derelict or under used for several years.
  - g) Reverse the decision to strip housing benefit entitlement from single people aged 18 to 21.
  - h) Providing new funding to address the increase in rough sleeping in Norwich exacerbated by upcoming reduction in supported and sheltered housing, resulting from cuts in the county's adult social care budget.
3. Asks the Leader of Norwich City Council to invite Gavin Barwell MP, Minister of State for Housing, Planning and Minister for London at the Department for Communities and Local Government, to visit Norwich for

discussions about how the City Council can help the Government mend the broken housing market.

## **11. MOTION: Rights of EU citizens**

Proposed by Councillor Bogelein and seconded by Councillor Raby

During the debate over the UK's withdrawal from the European Union, the government has repeatedly refused to offer any guarantees to the 2.9 million nationals of other EU countries currently living in the UK. This use of people as "bargaining chips", as Green, Labour and Liberal Democrat peers described it during the Lords debate, is causing concern and uncertainty for many people who fear they or their families might be forced to leave the country.

Council resolves to:

- 1) Acknowledge the value of our fellow EU citizens living in Norwich, and the difficult situation created for them through the uncertainties resulting from the vote to leave the European Union.
- 2) Urge the government, by asking group leaders to write to the Home Secretary, to immediately grant EU citizens currently living in the UK the right to remain in the country.
- 3) Ask group leaders to write to Norwich's MPs asking them to support the amendment guaranteeing the rights of EU citizens when the European Union (Notification of Withdrawal) Bill returns to the Commons.
- 4) Ask the Councillor Development Group to provide training for all councillors on immigration rights and related issues.
- 5) Ask cabinet, in the event that the government does not guarantee EU nationals' right to remain, to liaise with local support services to ensure emergency assistance is in place for those affected.

## **12. MOTION: Tackling fly-tipping**

Proposed by Councillor Schmierer and seconded by Councillor Carlo

Fly-tipping is a scourge affecting communities across England and is getting worse, with councils spending more than £67m to clean up public land and prosecute anyone they catch, according to official figures.

There were 936,000 incidents of fly-tipping recorded in England in 2015-16 - up by almost a third on three years ago. In Norwich there were around 4000 incidents of flytipping last year.

With council budgets being squeezed, it is important to learn what we can

from elsewhere about what approaches are most effective in tackling this issue.

Council resolves to ask cabinet to consider:

- 1) setting up a taskforce involving key stakeholders – including councillors, city and county council officers, the police, the Environment Agency and residents' groups – to identify approaches that can help tackle fly-tipping in different areas.
- 2) publishing tips for residents on how to prevent fly-tipping, to be added to the information already provided by the council about waste collection.
- 3) looking at what other cities have done both in the UK and across Europe to tackle the problem of fly-tipping, especially given the potentially wide-ranging changes in the approach to dealing with waste collection.
- 4) actively seeking out opportunities to apply for grants for trialling new approaches and strategies in the city to tackle the problem of fly-tipping.
- 5) conducting a thorough, objective review of the effectiveness of the council's new area-based structure in tackling fly-tipping once the system has been in place for six months.

### **13. Exclusion of the public**

**Purpose** - Consideration of exclusion of the public.

#### **EXEMPT ITEMS:**

(During consideration of these items the meeting is not likely to be open to the press and the public.)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part 1 of Schedule 12 A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, members are asked to decide whether, in all circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

**Page nos**

**\*14. Purchase of new build housing for social rent**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

Date of publication: **Monday, 13 March 2017**



Anton Bull  
Director of business services

**For further information please contact:**

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Date of publication: **Monday, 13 March 2017**

## **Information for members of the public**

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website



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**Budget Council**

**19:30 to 22:00**

**21 February 2017**

Present: Councillor Maxwell (Lord Mayor), Councillors Ackroyd, Bradford, Bremner, Bogelein, Brociek-Coulton, Button, Carlo, Davis, Driver, Fullman, Grahame, Haynes, Harris, Henderson, Herries, Jackson, Jones(B), Jones(T), Kendrick, Lubbock, Malik, Manning, Maguire, Packer, Peek, Price, Raby, Ryan, Sands(M), Sands(S), Schmierer, Stonard, Thomas(Va), Thomas (Vi), Waters, Woollard and Wright

Apologies: Mr Marks (Sheriff) and Councillor Coleshill

**1. Lord Mayor's Announcements**

The Lord Mayor said that she had attended a large number of engagements over the last month. One of the highlights was meeting the Queen at the Fiji: Art & Life in the Pacific exhibition at the Sainsbury Centre. She had been delighted to see local school children there, who had made crowns to wear, and one of them had asked the Lord Mayor if she was a pirate. She had also attended the fundraising event for the civic charity celebrating the Chinese New Year and the King's Lynn Mart where the service was held on dodgem cars. At the mayoral court for the Freeman of the City of Norwich, fifteen women and eleven men had received the Freedom of the City. The Lord Mayor had opened the exhibition on the Norwich Preservation Trust and attended the Winter Ale Festival.

**2. Declarations of Interest**

Councillor Waters declared a pecuniary interest in Councillor Price's proposed amendment, under item 7 (below), General Fund Revenue Budget 2017-18 and Non-Housing Capital Programme, because he worked for the LGIU.

**3. Questions from the public**

No public questions had been received.

**4. Petitions**

No petitions had been received.

## **5. Minutes**

**RESOLVED**, unanimously, to approve the minutes of the meeting held on 24 January 2017.

## **6. Corporate Plan 2015-20**

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

**RESOLVED**, with 28 members voting in favour, 10 members voting against, to approve cabinet's recommendations of 8 February 2017, in relation to the corporate plan to 2020.

## **7. General Fund Revenue Budget 2017-18 and Non-Housing Capital Programme 2017-2018 to 2021-22**

Councillor Stonard moved and Councillor Davis seconded the recommendations set out in the report.

(Councillor Waters having declared an interest left the room at this point.)-

Councillor Price then moved and Councillor Grahame seconded the following amendment:

“To not renew the water cooler contract and the LGIU subscription to save £4,652 and to allocate £4,000 of this to keep the hazardous waste collection service free and contribute £652 to reserves.”

On being put to the vote, with 10 members voting in favour (Councillors Bogelein, Carlo, Grahame, Haynes, Henderson, Jackson, Jones (T), Price, Raby and Schmierer), and 27 members voting against (Councillors Ackroyd, Bradford, Bremner, Brociek-Coulton, Button, Davis, Driver, Fullman, Harris, Herries, Jones (B), Kendrick, Lubbock, Manning, Maguire, Malik, Maxwell, Packer, Peek, Ryan, Sands (M), Sands (S) Stonard, Thomas (Va), Thomas (Vi), Woollard and Wright) the amendment to the motion was lost.

(Councillor Waters was readmitted to the meeting at this point.)

Councillor Schmierer moved and Councillor Bogelein seconded the following amendment:

“To reduce the level of general fund reserves by £45,000 and use this to employ an officer on one year trial basis to pursue external funding for the council.”

On being put to the vote, with 13 members voting in favour (Councillors Ackroyd, Bogelein, Carlo, Grahame, Haynes, Henderson, Jackson, Jones (T), Lubbock, Price, Raby, Schmierer and Wright) and 25 members voting against (Councillors Bradford,



Bremner, Brociek-Coulton, Button, Davis, Driver, Fullman, Harris, Herries, Jones (B), Kendrick, Manning, Maguire, Malik, Maxwell, Packer, Peek, Ryan, Sands (M), Sands (S) Stonard, Thomas (Va), Thomas (Vi), Waters and Woollard) the amendment to the motion was lost.

After the debate on the public section of the item detailed on pages 49 to 84 of the agenda, it was:

**RESOLVED** to exclude the public from the meeting during consideration of the exempt part of the report below on the grounds contained in the relevant paragraphs of schedule 12A of the Local Government Act 1972 (as amended).

Councillor Stonard moved and Councillor Herries seconded the confidential matters detailed in appendix 5.

(Following the debate on the confidential matters members of the public were readmitted to the meeting.)

**RESOLVED** with 28 members voting in favour (Councillors Ackroyd, Bradford, Bremner, Brociek-Coulton, Button, Davis, Driver, Fullman, Harris, Herries, Jones (B), Kendrick, Lubbock, Manning, Maguire, Malik, Maxwell, Packer, Peek, Ryan, Sands (M), Sands (S) Stonard, Thomas (Va), Thomas (Vi), Waters, Woollard and Wright) and 10 members voting against (Councillors Bogelein, Carlo, Grahame, Haynes, Henderson, Jackson, Jones (T), Price, Raby and Schmierer) to approve:

(1) the cabinet's recommendations of 8 February for the 2017-18 financial year:

- (a) that the council's budgetary requirement for the 2017-18 financial year be set to £16.152m (para 6.1 in annex A);
- (b) that the proposed general fund budgets for 2017-18 and transformation plan for 2018-19 be approved, taking into account the savings, income and other budget movements set out in appendices 2, and 5 of Annex A and the transformations movements set out in appendix 3 of Annex A as amended by cabinet (see para 2);
- (c) that the council's council tax requirement for 2017-18 be set at £9.029m and that council tax be set at £249.01 for Band D, which is an increase of 2.05% (para 5.5 in annex A), the impact of the increase for all bands is shown in table 7.2 of annex A;
- (d) that the Norwich City Council precept on the council tax collection fund for 2017-18 be set at £8.732m calculated in accordance with Sections 32-36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011 (as shown in para 7.1 of annex A);
- (e) that the prudent level of reserves for the council be set at £4.161m in accordance with the recommendation of the Chief finance officer (as shown in para 8.11 of annex A); and

(f) that the proposed non-housing capital programme 2017-18 to 2021-22 (as shown in table 10.3 of annex A) be approved.

(2) 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.

(Two hours having passed the Lord Mayor asked whether any items could be taken as unopposed business, and it was resolved that Item 9 (below) Treasury Management Strategy 2017 -18 could be taken as unopposed business)

## **8. Housing Rents and Budgets 2017-18**

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

After the debate on the public section of the item detailed on pages 85 to 102 of the agenda.

**RESOLVED** to exclude the public from the meeting during consideration of the exempt part of the report below on the grounds contained in the relevant paragraphs of schedule 12A of the Local Government Act 1972 (as amended).

Councillor Harris moved and Councillor Stonard seconded the confidential matters detailed in appendix 3.

(Following the debate on the confidential matters members of the public were readmitted to the meeting.)

### **RESOLVED** to

(1) with 28 members voting in favour, 1 member voting against and 8 members abstaining to approve cabinet's recommendations of 8 February for the 2017-18 financial year to:

(a) implement the minimum 1% rent reduction in accordance with legislation set down in the Welfare Reform and Work Act 2016. ([para 5.8](#)).

(b) approve the proposed Housing Revenue Account budgets ([para 3.1 and Appendices 1 and 3](#)).

(c) approve the prudent minimum level of housing reserves ([para 6.5](#)).

(2) with 25 members voting in favour, no members voting against and 12 members abstaining to approve cabinet's recommendations of 8 February for the 2017-18 financial year:

(d) to approve the proposed housing capital programme 2017-18 to 2021-22 (para 8.1):

(3) with 32 members voting in favour, 2 members voting against and 3 members abstaining to approve cabinet's recommendations of 8 February for the 2017-18 financial year:

(e) to approve that garage rents increase by 2% (para 5.12)

(4) .to note that service charges will be determined under delegated powers in compliance with the constitution (para 5.13).

## **9. Treasury Management Strategy 2017-18**

(This item was taken as unopposed business)

**RESOLVED** to approve each of the key elements of this report the:

(1) Capital Prudential Indicators and Limits for 2017-18 through to 2020-21 contained within paragraphs 7 - 12 of this report;

(2) Borrowing Strategy 2017-18 through to 2020-21 (paragraphs 21 – 24);

(3) Treasury Prudential Indicators (paragraphs 25 - 28), including the Authorised Limit (paragraph 26);

(4) Minimum Revenue Provision (MRP) policy statement contained in paragraph 13;

(5) Investment Strategy 2017-18 (paragraphs 29 – 55) and the detailed criteria included in Appendix 3.

## **10. Andy Emms, Democratic Services Manager**

The Lord Mayor and members of the council showed their appreciation to Andy Emms, democratic services manager, as he was leaving the council after 40 years' service.

LORD MAYOR



<b>Report to</b>	Council 21 March 2017	<b>Item</b>
<b>Report of</b>	Chief executive officer	<b>7</b>
<b>Subject</b>	Appointment of the Chief Finance Officer and Section 151 officer	

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### **Purpose**

To consider the appointment of the Chief Finance Officer and Section 151 officer

### **Recommendation**

To delegate the decision to appoint a section 151 officer to the chief executive in consultation with the leader, following conclusion of the recruitment and assessment process.

### **Corporate and service priorities**

The report helps to meet the corporate priority value for money services

### **Financial implications**

There are no direct financial implications from this report. The costs of the post are part of the agreed budget for LGSS services

**Ward/s:** All Wards

**Cabinet member:** Councillor Waters - Leader

### **Contact officers**

Laura McGillivray, chief executive officer 01603 212001

Dawn Bradshaw, head of HR and learning 01603 212434

### **Background documents**

None

## Report

1. Section 151 of the Local Government Act 1972 requires that every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. This officer in the case of Norwich City Council is the Chief Finance Officer (CFO).
2. From 12 April 2012 Norwich City Council has delegated the finance function to LGSS. Under this arrangement LGSS provide the Chief Finance Officer and Section 151 Officer.
3. The current Chief Finance Officer and section 151 officer has been offered and will take up a new post with LGSS and will no longer be the CFO and section 151 officer for Norwich City Council.
4. LGSS will continue to provide the CFO and Section 151 officer under the delegation agreement.
5. A recruitment campaign commenced in February 2017, which will conclude with final assessment and interviews on 6 April 2017. LGSS will need to be in a position to make an offer of employment following the final assessment and interviews. The council have been actively involved in the assessment and selection process and officer and member representatives will sit on the interview panel. The chair of audit committee and chair of scrutiny will also participate in the assessment and selection process as part of a stakeholder panel. The next council meeting is 23 May 2017 which is too long a delay from the final interviews.

## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Council
<b>Committee date:</b>	21 March 2017
<b>Director / Head of service</b>	Dawn Bradshaw
<b>Report subject:</b>	Appointmnet fo teh section 151 officer
<b>Date assessed:</b>	13 March 2017
<b>Description:</b>	Appointment of the section 151 officer (chief finance officer)

	Impact			
<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Finance (value for money)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The section 151 officer has statutory responsibility for the proper administration of the council's finances and has a critical role in ensuring value for money services
<b>Other departments and services e.g. office facilities, customer contact</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ICT services</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Economic development</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Financial inclusion</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Safeguarding children and adults</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>S17 crime and disorder act 1998</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Human Rights Act 1998</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Health and well being</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



	Impact			
<b>Equality and diversity (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Relations between groups (cohesion)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>

	Impact			
<b>Risk management</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The section 151 officer has statutory responsibility for the proper administration of the council's finances and part of that role is ensuring that financial risks are identified, assessed and managed

Recommendations from impact assessment	
<b>Positive</b>	
<b>Negative</b>	
<b>Neutral</b>	
<b>Issues</b>	

**Report to** Council  
21 March 2017  
**Report of** Director of business services  
**Subject** Appointment of Independent Persons (Standards)

**Item**

**8**

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**Purpose**

To consider the appointment of Independent Persons for the council

**Recommendation**

To appoint Linda Barber and Amanda Montagu as Independent Persons

**Corporate and service priorities**

The report helps to meet the corporate priority value for money services

**Financial implications**

When an Independent Person is called upon to complete work for the council they are able to claim a fee of £25 per hour. Where this becomes necessary this will be funded from within existing budget.

**Ward/s:** All Wards

**Cabinet member:** Councillor Stonard - Resources and business liaison

**Contact officers**

Anton Bull – Director of business services 01603 212326

Rachel Crosbie – Monitoring officer 01603 222313

**Background documents**

None

# Report

## Background

1. At the meeting of council held on 19 June 2012, council resolved unanimously to adopt, as of 1 July 2012, a new code of conduct and arrangement for dealing with matters raised under the code as provided for by the Localism Act 2011.
2. The monitoring officer was delegated the power to take all steps and deal with all such ancillary matters as are required to implement the appointment of an Independent Person and reserve persons in accordance with paragraph 18-23 of the standards framework and to render the council compliant.
3. The Independent Person is appointed for a term of 4 years. This term has now expired and the existing Independent Person has chosen not to stand for the role again.

## Process to recruit Independent Persons

4. npLaw provides the monitoring officer for the council as well as other Norfolk councils.
5. npLaw have advertised for Independent Persons for the council and other Norfolk councils.
6. The monitoring officer and Councillor Keith Driver, chair of the standards committee, interviewed prospective candidates for the role of Independent Person for the council.
7. The monitoring officer and Councillor Keith Driver, the chair of the standards committee, recommend the appointment of Linda Barber and Amanda Montagu (known as Mandy) to act as Independent Persons for the council. Both are currently part time magistrates as well as having previous experience of acting as an Independent Person for other local authorities.

## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Council
<b>Committee date:</b>	21/3/2017
<b>Director / Head of service</b>	Anton Bull
<b>Report subject:</b>	Appointment of Independent Persons (Standards)
<b>Date assessed:</b>	10/3/2017
<b>Description:</b>	Appointment of Independent Persons (Standards)

	Impact			
<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Recommendations from impact assessment</b>
<b>Positive</b>
<b>Negative</b>
<b>Neutral</b>
<b>Issues</b>



**Report to** Council  
21 March 2017  
**Report of** Head of HR and learning  
**Subject** Pay Policy Statement 2017-18

**Item**

**9**

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**Purpose**

To consider and agree the pay policy statement for 2017-18.

**Recommendation**

To approve the pay policy statement for 2017-18.

**Corporate and service priorities**

The report helps to meet the corporate priority “Value for money services”.

**Financial implications**

The pay policy statement sets out current remuneration arrangements and there are no additional or increased financial consequences of this report.

**Ward/s:** All

**Cabinet member:** Cllr Alan Waters – Leader of the council

**Contact officers**

Dawn Bradshaw, head of HR and learning

01603 212434

**Background documents**

None

# Report

## Pay policy statement 2017-18

1. This report sets out a draft pay policy statement as required under Section 38 (1) of the Localism Act 2011. The Localism Act requires English and Welsh authorities to have considered approved and published 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 has been prepared having regard to the Department of Communities and Local Government (DCLG) publication Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011 and supplementary guidance.
3. The pay policy statement must express clearly the council's policies relating to the pay of its workforce, particularly its senior management and lowest paid employees. The pay policy statement must include:
  - (a) The remuneration of its chief officers including the level and elements of remuneration.
  - (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 council's reasons for adopting that definition.
  - (d) Remuneration of chief officers on recruitment
  - (e) Use of performance related pay and bonuses for chief officers
  - (f) The approach to the payment of chief officers on their ceasing to hold office under or to be employed by the council
  - (g) The publication of and access to information relating to remuneration of chief officers.
4. The council's pay policy statement is not specific to chief officers but applies to the whole workforce.
5. The pay policy statement for 2017-18 (Appendix A) has been updated to reflect changes since the last statement, notably:
  - (a) Section 1.3 and 1.5 salaries have been updated to reflect the National Joint Council (NJC) pay award effective from 1 April 2017.
  - (b) Section 2.4 and 2.6 change of job title from executive head of service to director. Salaries have been updated to reflect the Joint Negotiating Committee (JNC) pay award effective from 1 April 2017.
  - (c) Section 2.7 addition of reference to remuneration for deputising for the chief executive.

(d) Section 5.2 pay multiples have been updated based on data as at 31 December 2016.

6. The cabinet will consider this report at its meeting on 15 March 2017. Any changes to its recommendation will be reported to full council.

### **Senior pay remuneration panel**

7. The senior pay remuneration panel was established from April 2013 to afford good governance in the council's approach to senior pay and to provide a verifiable and accountable process for recommending levels of senior pay and reward that ensure decisions are made in an open and accountable way.
8. The senior pay remuneration panel did not meet in 2016-17 as there were minimal proposals in respect of senior pay and no significant changes in market trends. Arrangements will be made for the panel to meet in 2017-18 to review and consider the current workforce profile and any current issues and pay and benchmarking data.

## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Council
<b>Committee date:</b>	21 March 2017
<b>Head of service:</b>	Head of HR and learning
<b>Report subject:</b>	Pay Policy Statement 2017/18
<b>Date assessed:</b>	6 March 2017
<b>Description:</b>	

	Impact			
<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Equality and diversity (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
<b>Eliminating discrimination &amp; harassment</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Advancing equality of opportunity</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full equality impact assessment carried out prior to implementation of pay and grading structure
<b>Environmental (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Transportation</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Natural and built environment</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Waste minimisation &amp; resource use</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Pollution</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Sustainable procurement</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Energy and climate change</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Risk management</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Recommendations from impact assessment</b>
<b>Positive</b>
None
<b>Negative</b>
None
<b>Neutral</b>
None
<b>Issues</b>
None





## Norwich City Council Pay Policy Statement 2017- 18

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### Introduction

This pay policy statement is provided in accordance with Section 38 of the Localism Act 2011 and is effective from 1 April 2017. The pay policy statement will be updated and approved at full council each financial year.

Norwich city council provides a wide range of services and recognises that levels of reward need to reflect the requirement to develop and sustain a high performance culture to deliver complex and diverse functions. The level of reward therefore needs to be sufficient to attract and retain talented people needed to maintain and improve the council's performance and lead the council, particularly in times of financial challenge.

### Scope

This document sets out the council's pay and reward arrangements for the whole workforce including senior pay arrangements. Remuneration for the purposes of this statement includes three elements:

- basic pay
- pension
- all other allowances arising from employment

### Current Pay Structure

#### 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 current pay structure was introduced on 1 October 2011 following a comprehensive review of pay and grading under the national single status agreement and to meet the requirements of equal pay legislation. Executive approved the pay structure on 22 July 2009.
- 1.3 Cost of living pay increases are made in line with NJC national negotiations. Pay scales were updated following notification of the two year NJC pay award of 1% in each year effective from 1 April 2016 and 1 April 2017.
- 1.4 The council's pay structure commences at spinal column point (SCP) 12 up to SCP 65. SCP'S 12 to 49 reflect the NJC national pay points, SCP'S 50 to 65 are locally agreed pay points.

There are 14 grades within the pay structure. Each grade has 4 incremental points, with the exception of grade 1 and grade 14, which contain 3 incremental points. Grade 1 is the lowest grade and grade 14 is the highest of these pay grades. Grades 13 and 14 apply to head of service posts. Grade 13 is not currently used.

Posts are allocated to the pay grades through a process of formal job evaluation using the NJC job evaluation scheme.

## 1.5 Pay and grading structure – pay rates from 1 April 2016 – 31 March 2018

Grade	JE score	SCP	01 April 2016		01 April 2017	
			Annual Salary	Hourly Rate	Annual Salary	Hourly Rate
1	Up to 260	12	£15,823*	£8.20	£16,123**	£8.36
		13	£16,191	£8.39	£16,491	£8.55
		14	£16,481	£8.54	£16,781	£8.70
2	261-291	15	£16,772	£8.69	£17,072	£8.85
		16	£17,169	£8.90	£17,419	£9.03
		17	£17,547	£9.10	£17,772	£9.21
		18	£17,891	£9.27	£18,070	£9.37
3	292-332	19	£18,560	£9.62	£18,746	£9.72
		20	£19,238	£9.97	£19,430	£10.07
		21	£19,939	£10.34	£20,138	£10.44
		22	£20,456	£10.60	£20,661	£10.71
4	333-373	23	£21,057	£10.91	£21,268	£11.02
		24	£21,745	£11.27	£21,962	£11.38
		25	£22,434	£11.63	£22,658	£11.74
		26	£23,166	£12.01	£23,398	£12.13
5	374-414	27	£23,935	£12.41	£24,174	£12.53
		28	£24,717	£12.81	£24,964	£12.94
		29	£25,694	£13.32	£25,951	£13.45
		30	£26,556	£13.76	£26,822	£13.90
6	415-455	31	£27,394	£14.20	£27,668	£14.34
		32	£28,203	£14.62	£28,485	£14.76
		33	£29,033	£15.05	£29,323	£15.20
		34	£29,854	£15.47	£30,153	£15.63
7	456-501	35	£30,480	£15.80	£30,785	£15.96
		36	£31,288	£16.22	£31,601	£16.38
		37	£32,164	£16.67	£32,486	£16.84
		38	£33,106	£17.16	£33,437	£17.33
8	502-547	39	£34,196	£17.72	£34,538	£17.90
		40	£35,093	£18.19	£35,444	£18.37
		41	£36,019	£18.67	£36,379	£18.86
		42	£36,937	£19.15	£37,306	£19.34
9	548-593	43	£37,858	£19.62	£38,237	£19.82
		44	£38,789	£20.11	£39,177	£20.31
		45	£39,660	£20.56	£40,057	£20.76
		46	£40,619	£21.05	£41,025	£21.26
10	594-644	47	£41,551	£21.54	£41,967	£21.75
		48	£42,474	£22.02	£42,899	£22.24
		49	£43,387	£22.49	£43,821	£22.71
		50	£44,811	£23.23	£45,258	£23.46
11	645-695	51	£45,717	£23.70	£46,174	£23.93
		52	£46,928	£24.32	£47,397	£24.57

		53	£48,171	£24.97	£48,652	£25.22
		54	£49,449	£25.63	£49,943	£25.89
12	696-751	55	£50,759	£26.31	£51,267	£26.57
		56	£52,105	£27.01	£52,625	£27.28
		57	£53,484	£27.72	£54,019	£28.00
		58	£54,902	£28.46	£55,451	£28.74
13	752-812	59	£56,357	£29.21	£56,921	£29.50
		60	£57,850	£29.99	£58,428	£30.28
		61	£59,384	£30.78	£59,977	£31.09
		62	£60,957	£31.60	£61,556	£31.91
14	813 +	63	£62,571	£32.43	£63,197	£32.76
		64	£64,230	£33.29	£64,872	£33.62
		65	£65,932	£34.17	£66,591	£34.52

\*\*SCP 12 is below the living wage foundation rate of pay of £8.45 per hour. A supplement will be paid to equate to the living wage.

- 1.6 Employees on Grade 1 are defined as our lowest paid employees.
- 1.7 Employees who have previously transferred to the council under TUPE Regulations or are due to transfer from 1 April 2017 retain the terms and conditions of employment of their previous employer, with the exception of pension provision, and are not covered by the provisions of this pay policy statement.

## 2. Chief Executive and Chief Officer Pay

- 2.1 The Chief executive and corporate leadership team are accountable for the implementation of agreed strategy and policies and for developing council services and delivering value for money. It is important to the council and local residents to have a highly effective management team in place in these senior roles.
- 2.2 The grading structure for chief officer pay, excluding heads of service and senior managers who are covered by arrangements detailed in 1, was approved by Executive on 6 February 2008. The grading structure for the chief executive was approved by Executive on 7 September 2005.
- 2.3 The current pay arrangements are locally determined and operated. Cost of living pay increases are made in line with Joint Negotiating Committee (JNC) national negotiations for Chief Executives and Chief Officers. Pay scales for the chief executive and chief officers were updated following notification of the JNC pay award of 1% with effect from 1 April 2016 and 1% with effect from 1 April 2017.
- 2.4 Recommendations on chief executive and chief officer pay above head of service level are considered and agreed by Cabinet. A senior pay remuneration panel established from April 2013 review the pay and reward arrangements, and make recommendations to Cabinet, in relation to the remuneration of the following posts:

Chief executive  
Directors

The remit of the senior pay remuneration panel is laid down in the membership and terms of reference agreed at Cabinet on 18 February 2013, updated from 1 April 2015.

2.5 New appointments to be paid a salary package of £100,000 per annum or above are approved by full council. The post of chief executive is the sole post which carries a salary range of over £100,000 per annum.

2.6 Chief executive and chief officer grading structure

Post	FTE	Spine point	Full time equivalent salary £	
			1 April 2016	1 April 2017
Chief executive (head of paid service)	1	150	£120,080	£121,281
		151	£122,809	£124,037
		152	£125,539	£126,794
		153	£128,267	£129,550
		154	£130,996	£132,306
Director	4.0	106	£70,616	£71,322
		107	£73,978	£74,718
		108	£77,341	£78,114
		109	£80,704	£81,511

2.7 One of the director posts has additional responsibilities for deputising for the chief executive and receives an honorarium equivalent to 10% of their basic annual salary.

2.8 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 1.5.

### 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, supported 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.

#### 4.2 **Monitoring Officer (S51 Local Government and Housing Act 1989)**

The council's monitoring officer is provided by an employee of Norfolk County Council who carries out the role under a delegation of function agreement. The remuneration arrangements for the post of monitoring officer are not covered under this pay policy statement.

#### 4.3 **S151 officer (S151 Local Government Act 1972)**

The function of s151 officer is provided by Cambridgeshire County Council under a delegation of function agreement. The remuneration arrangements for the post of S151 officer are not covered under this pay policy statement.

### 5.0 **Lowest and highest paid employees**

5.1 The councils lowest paid employees are paid on Grade 1 of the pay structure. The minimum pay point paid to any employee is SCP 12 of the pay structure. This equates to a basic salary of £16,123 per annum. The salary range for Grade 1 is £16,123 to £16,781 per annum.

The council's highest paid employee is the chief executive. The chief executive salary scale ranges from £121,281 to £130,997 per annum.

#### 5.2 **Pay Multiples**

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

The ratio of the highest and lowest pay point is:

The pay multiple has been calculated based on all taxable earnings for the period 1 January to 31 December.

In calculating the pay ratios, full time equivalent salaries have been used.

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

## **6.0 General principles applying to remuneration of all employees**

### **6.1 Living wage**

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

The minimum point of the pay structure is currently below the living wage. A supplement is paid to employees on the minimum point of the pay structure to equate to the living wage.

### **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 employees will normally receive an annual increment on 1 April each year. 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. Any progression is subject to the maximum of the pay grade.

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 in order 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 work travel.

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

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

These rates are reviewed and, where appropriate, updated in line with the NJC car allowance rates.

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 also use their own vehicle and be reimbursed mileage.

- **Car Parking**

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

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 to 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.

The council reimburses professional fees to 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 principle 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:

Employees who are dismissed for 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 increase redundancy payments above the statutory maxima subject to certain limits and to pay discretionary compensation in certain circumstances. Norwich city council has exercised its discretion to increase the redundancy payment as follows:

- The council will disregard the statutory upper pay limit when calculating a week's pay for the purposes of the statutory redundancy payment. This means that the employee's actual week's gross pay will be used for this purpose.

and

- The statutory redundancy payment with the upper pay limit disregarded as set out above will be enhanced by a factor of 2.2.

Such discretionary enhanced redundancy payments will be made to employees who:

- are entitled to receive a statutory redundancy payment;
- or
- have voluntarily agreed to the termination of their employment where, had they been dismissed, the dismissal would have been by reason of redundancy.

Redundancy payments paid by the council may therefore comprise the required element: which is the statutory redundancy payment and the discretionary element: which provides for a discretionary enhanced redundancy payment.

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

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

Outplacement support is offered to all employees who are redundant.

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 makes a contribution to their pension. The contribution rates vary from 5.5% to 12.5% of actual pensionable pay.

From 1 October 2013 Norwich city council auto enrolls all eligible employees into the Local Government Pension Scheme in accordance with legislative requirements.

#### 6.13 **Flexible retirement**

The council gives consideration to 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 does not currently pay market supplements. Should there be a future requirement for payment of market supplements a protocol for payment of market supplements will be agreed.

**6.15 Re- engagement**

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

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

The council will not engage a former city council employee within the scope of this policy outside of these arrangements.

**6.16 Tax avoidance**

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.

Where consultants are recruited 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.

**6.17 Salary sacrifice**

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

**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.

Subject to circumstances it may be 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. Information on senior management salaries is published on the website in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency and will be updated on 1 April each year.

