



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, 25 September 2018

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 Public questions/petitions

To receive questions / petitions from the public.

Please note that all questions must be received by the
committee officer detailed on the front of the agenda by
10am on Thursday 20 September 2018.

Petitions must be received by the committee officer detailed
on the front of the agenda by **10am on Monday 24
September 2018.**

For guidance on submitting public questions or petitions
please see appendix one of the council's constitution.

4 Minutes

5 - 26

To approve the accuracy of the minutes of the meeting held
on the 24 July 2018.

5 Questions to cabinet members / committee chairs

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

- | | | |
|-----------|--|------------------|
| 6 | Treasury management full year review 2017-18 Purpose - This report sets out the Treasury Management performance for the year to 31 March 2018. | 27 - 40 |
| 7 | Adjustment to Capital Programme 2018-19 Purpose - To consider adjustments to the 2018/19 general fund capital programme and to note changes to the presentation of the capital programme in future budget monitoring reports. | 41 - 52 |
| 8 | Mile Cross Depot redevelopment project Purpose - To seek approval to demolish the buildings and decontaminate the land at the Mile Cross Depot site. | 53 - 62 |
| 9 | Members allowance panel Purpose - To consider the recommendations of the independent panel regarding the expenses element of the member allowances scheme. | 63 - 130 |
| 10 | Motions to council Purpose - To consider motions for which notice has been received in accordance with appendix one of the council's constitution. | 131 - 136 |



Anton Bull
Director of business services

For further information please contact:

Lucy Palmer, democratic team leader
t: (01603) 212416

e: [lucypalmer @norwich.gov.uk](mailto:lucypalmer@norwich.gov.uk)

Democratic services
City Hall, Norwich, NR2 1NH
www.norwich.gov.uk

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Information for members of the public

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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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Council**19:30 to 21:15****24 July 2018**

Present: Councillor Schmierer (Lord Mayor), Councillors Ackroyd, Carlo, Coleshill, Davis, Driver, Fulton-MacAlister (E), Fulton-McAlister (M), Hampton, Harris, Huntley, Jones, Kendrick, Lubbock, Maguire, Malik, Manning, Maxwell, Packer, Peek, Price, Raby, Ryan, Sands (M), Sands (S), Smith, Stewart, Stonard, Stutely, Thomas (Va), Thomas (Vi), Trevor, Waters, and Wright

Apologies: Ms Ros Brown (Sheriff); and Councillors Bradford, Brociek-Coulton, Button, Henderson and Fullman

1. Lord Mayor's Announcements

The Lord Mayor said he had the honour of attending the Norwich University of the Arts and University of East Anglia's recent graduation ceremonies. He said he had attended a number of charitable events over the summer the highlight of which was Lord Mayor's Procession which had raised over £4,000 for the Lord Mayor's charity.

The Lord Mayor congratulated the council's home options service for receiving gold standard from the ministry of housing, communities and local government's National Practitioner Support Service. The service was one of only 14 gold standard services in the country and it recognised the council's commitment to provide high quality services to vulnerable clients.

The Lord Mayor said he understood the council had won "Best Local Authority" in the East of England at the Energy Efficiency Awards and invited Councillor Maguire portfolio holder for safe city environment to speak. Councillor Maguire said the award was made in recognition of the efforts the council were making.

2. Declarations of interest

Councillor Driver declared a pecuniary interest in item 8 on the agenda; Members allowances and expenses.

Councillor Maguire declared an other interest in motion 10a Police Cuts in that he was a member of the police and crime panel.

Councillor Schmierer (Lord Mayor) declared a pecuniary interest in motion 10b EU Nationals rights to stand at local elections 2019 in that he was an EU citizen. Councillors Malik and Waters declared an other interest in motion 10b EU Nationals rights to stand at local elections 2019 in that they were both married to EU citizens.

3. Questions from the public

The Lord Mayor said that five public questions had been received.

Question 1

Ms Lesley Grahame

“On 22 June 2017, scrutiny made 10 recommendations to cabinet, which were agreed. One of these was ‘Consider the formation of a task and finish group at the work programme setting meeting of the scrutiny committee to progress the idea of a city accessibility street charter’.

In December 2017, scrutiny members were told by a senior officer, Nikki Rotsos, that a draft access charter could be expected 'in the new year'.

What progress has been made, and when will the draft Charter be going out for consultation?”

Councillor Stonard, cabinet member for sustainable and inclusive growth's response:

“Thank you for your question. The city council is committed to delivering a meaningful access charter, and understands the importance of this and absolutely wants to get it right. To do this we have been working closely with partners and key organisations in order to shape a document that can go out to consultation.

However, delivering a meaningful access charter has proved more complicated than first imagined. It would be very straightforward to produce a charter that says the city council would like this and that, but to my mind this would be paying lip-service to the request for a charter. What is needed is something that is much more realistic and representative, and says what we can and are doing. To achieve this we need to work with Norfolk County Council as it is the highway authority for the city and much of what would be included in any charter relates to how our streets function.

The county council is in the process of completing a strategic equality impact assessment for the county and one key element of that assessment is transport. Until that is complete it would be premature to prepare an access charter specifically for Norwich. I would like to assure Ms Grahame that works continue in the background, and that since the scrutiny committee meeting in 2017, officers have had meetings with individual organisations to talk about specific areas that they would like covered in any charter. This in itself has presented challenges as often the needs of different organisations have conflicting requirements.

Hull's access charter has often been quoted as a model that Norwich could follow, and having reviewed it I believe that the city already complies with most of what is in that charter. I personally think it is far better that we actually do things that maximise accessibility for all, rather than simply having a piece of paper that says what we would like to do.

As I said this is a joint issue with the county council so any draft charter will need to be considered by both cabinet and the Norwich highways agency committee. Given the committee cycles it is likely to be December before any report will be forthcoming. I appreciate Ms Grahame will be disappointed by the delay, but I'm sure she would agree that it is better to have a meaningful document."

In response to Ms Grahame's supplementary question Councillor Stonard said discussions with groups representing people with disabilities were ongoing and would continue in relation to the development of the charter.

Questions 2 to 5

The Lord Mayor said four questions had been received in relation to the St Thomas Road gate to Earlham cemetery from local residents. He said as these related to the same matter he would ask each resident to read out their question and then the cabinet member would respond. He noted that one resident had not attended and therefore only three questions would be asked.

Question 2 (resident did not attend to ask the question):

"Following the opening of the gate at the top end of St Thomas Road, there are now regular users who walk up the street and some who loiter around the gate area smelling heavily of cannabis, making the residents on the street feel very intimidated.

Considering the gate was shut for anti-social behaviour reasons, can the council please put the wheels in motion to once again shut this gate?"

Question 3

"Is the council going to do something about the increase in antisocial behaviour caused by dog walkers allowing their dogs to chase people's pets and Earlham cemetery wildlife such as the resident deer and fox cubs. There has also been an increase in dogs fouling footpaths and graves since the St Thomas gate was opened in November 2017. There still isn't a 'No dogs allowed' sign on the St Thomas Road gate as there is on every other entrance into the cemetery!"

Question 4

"Since the gate at the top of St Thomas Road leading to Earlham Cemetery has been opened I have been shouted at by both cyclists and dog walkers and this is not what I should endure when leaving my house. I have been verbally abused when telling cyclists not to speed up and down our road when

informing them it isn't a cycle path and they risk hitting a small child, cat, disabled person, parked car or a car turning in to the road. I have been sworn at and threatened by people walking their dogs off leash. I feel intimidated by the drug dealers who use our gate to meet clients in the cemetery. I live on my own and this is not acceptable. I have seen an email written by a council officer in which he claims that there are no dog, cyclist or drug issues in the cemetery and that the police have no concerns. I have seen correspondence from the police about the issues the gate has created. The residents want and need the gate shut. Will you shut it?"

Question 5

"What is the council doing to address and resolve the problems caused by the opening of the gate into Earlham Cemetery at the top of St Thomas Road. These problems include:

- Cyclists using the gate to enter and exit the cemetery despite the risk of injury to residents, other cemetery users and themselves and the damage to cars parked in the street. Many cyclists do not slow down when using the street. Residents and other pedestrians have to walk up the centre of the street due to parking and there have already been several 'near-misses' where people and pets have nearly been hit by cyclists coming out of the cemetery. It is difficult to see round the corner from the informal path in the cemetery alongside number 19 that cyclists are using and the cemetery gate. As the gate at number 20 opens right by the cemetery gate it is difficult for the residents there to see if any cyclists are coming out of the cemetery and for cyclists to see them. This means the residents of number 20 and their young children are at risk of being hit by a cyclist as is any pedestrian trying to enter the cemetery. There is also a risk of pedestrians being injured by cyclists at the bottom of St Thomas Road at the junction where it joins Edinburgh Road. It is difficult to see round the corner from Edinburgh Road into St Thomas Road because of parked cars. Cyclists could also be hit by cars driving along Edinburgh Road for the same reason (there has already been an incident where a car narrowly avoided hitting a child on a cycle coming out of St Thomas Road).
- People are now taking their dogs into the cemetery via the St Thomas Road gate - often off lead. Many of these dogs are not under control and residents' pets have been chased both in the cemetery and in St Thomas Road. Some owners have been allowing their dogs to urinate against graves and not cleaning up after their dog has defecated. Norse employees have told residents that they now have more dog mess to clean up and the smell of dogs mess by the yew tree where the informal path from the gate meets the formal tarmaced section is gut-turning. This smell drifts to no 19 St Thomas Road which means it is unpleasant being in the garden. Dogs, especially those off a lead also affect the wildlife in the cemetery.
- The cemetery possibly being used for drug dealing again. There are two men that regularly go into the cemetery via the St Thomas Road gate - often smoking spliffs (the smell is very strong and sickly and can be smelt several

metres away and it lingers). These men act in a suspicious manner and are often only in the cemetery for a few minutes before they come out again. Not only are the men themselves intimidating, they have also attracted other intimidating people including one man who uses the gate to enter the cemetery on a motorcycle or scooter.

- The threat of flooding to no 19 St Thomas Road due to the extra footfall compacting the ground alongside the property. The property has already suffered flooding during heavy rain.
- The verbal attacks suffered by residents of St Thomas Road from users of the cemetery. There have been incidents where residents have challenged cemetery users, for example for taking dogs into the cemetery, and have been met with abuse as a result. The resident at no 20 was verbally abused as she was talking to a friend at her gate by someone wishing to enter the cemetery. Another resident was verbally abused when she challenged somebody cycling carelessly down the street.
- The increased difficulty for residents trying to enter or leave the street by car as they now have to be aware of more pedestrians and cyclists.
- The loss of privacy experienced by residents with the increased use of the street. The St Thomas Road gate is the only cemetery entrance/exit that opens directly onto a residential street. All the others open onto main roads. Often people entering or leaving the cemetery stare into resident's houses. There is also the awareness that there are no alley gates on St Thomas Road and, with the increase in people in the street, an increased fear of theft and house-breaking. People living in the street moved here when the gate was shut and, for many, the privacy and lack of passing traffic (people and vehicles) was one of the reasons they moved here.

Councillor Packer, cabinet member for health and wellbeing to reply.

"Thank you for your questions.

The cemetery is a public open space and is there for everyone. There are many people who enjoy visiting the cemetery and walking through the site experiencing the tranquillity and the environment within which it is set. The opening of the gate was done to allow greater access to the site giving greater opportunity for more people to visit.

I am however aware of, and appreciate, the concerns of residents and have looked into the issues raised. I asked officers to check the council's anti-social behaviour and nuisance data and since the opening of the gate, the council has not received any reports directly regarding the St Thomas Road gate area. If members of the public do have concerns I encourage them to report any incidents to the council and/or the police.

Anti-social behaviour, such as intimidation and harassment, will be investigated when reported. Officers will then act on any evidence provided by complainants and work to identify the perpetrators and address any offending behaviour. In all cases the council's response has to be proportionate and reflect the need for action. Formal reports provide evidence for officers to build cases against any alleged offending behaviour. If members of the public have concerns after having witnessed potential or actual anti-social behaviour they should report this via the online form on the council's website.

Further details of how and what to report using the online forms can be found on the council's website:

https://www.norwich.gov.uk/info/20302/antisocial_behaviour_asb

The evidence is required by both the council and the police so jointly we can understand the type of issues and when and where they are occurring. This allows the council to work with the police, the friends' group and residents to find a solution. This may be through the provision of information and advice or building a case against individuals for any alleged offending behaviour.

Comments about drug dealers using the cemetery are clearly of concern. Drug use and dealing are criminal offences and must be reported directly to the police. Council officers have seen no evidence of this and neither have any of our partners or the regular cemetery users that we have spoken to. We do work with the police on such issues and as some of you will know I have been in touch with the police regarding the reporting of such issues.

They advise that if somebody is certain drug dealing or taking drugs is actually occurring at the time then the police advice is to call 999. If an emergency response is not required after obtaining more information from the caller then they will be re-directed to the 101 number.

If it is the case that somebody looks suspicious and they have a feeling they might be doing something then the non-emergency number of 101 is more appropriate. Alternatively people can report online via the Norfolk constabulary website: <https://www.norfolk.police.uk/contact-us>

Any issues regarding dogs and dog fouling do need to be reported to the council. This can also be done through the council's website.

https://www.norwich.gov.uk/info/20194/dog_issues

Our partners NorwichNorse Environmental will respond, normally within 24 hours, to clean up any dog fouling. It will also help us to prioritise where we can direct resource to take action to ensure dog owners clean up after their pets. Those areas you mention in your questions with regard to dog fouling were inspected most recently on Friday, 20 July. No evidence of dog fouling was found.

Where dogs are seen in the cemetery grounds council officers will challenge the owners and ask them to leave the site. A temporary sign was put on the gate and is regularly checked to ensure it is still there pending a more

permanent sign being made. The council can take action where dogs are taken into the cemetery, but for this to happen, the public need to report such issues in the first instance.

The situations regarding cyclists who are using St Thomas's Road are similar to other streets in the city. If you look at terraced streets you will see locations where there are junctions and gates with very limited visibility and cyclists and pedestrians manage to negotiate these safely.

St Thomas Road is a public highway, and being a cul-de-sac has few traffic movements a day. The fears about road safety should be taken in the context that it is a public highway. Residents and the council should expect all road users to be using the highway safely.

The council is looking to establish the actual usage of the entrance and is arranging for a "people counter" to be fixed to the gates which will automatically record the number of people passing through the gates thereby establishing the popularity of this entrance.

Greater use of the cemetery will have the benefit of deterring those who are committed to vandalism and other anti-social activity. Experience has shown that popular sites experience far less anti-social behaviour than those that are gated and where use is discouraged.

I would also like to report some of the positive responses received by the council regarding the opening of the gate with residents welcoming the opportunity to use it. Comments include:

"As a result of the gate being open there is likely to be less anti-social behaviour because there are more people in the cemetery"

"..cutting back of the undergrowth and the hedge have increased visibility and made the area more open and inviting"

"As a resident whose property backs onto the Cemetery and who uses the cemetery for running, I've never heard anything untoward, nor, when I have run by or through the St Thomas Gate, have I seen anything untoward. Further I have not seen anyone (lingering or otherwise) at the gate. As a resident, I am so pleased that this gate is now open to increase the leisure amenity available in this one of the many lungs and green corridors of our fine City."

As has been stated previously, the cemetery is a public open space and if it is to survive and eventually thrive then it needs to be open to all whilst reflecting the purpose of the cemetery as a place of rest.

I encourage all residents to report any incident giving them cause for concern so that the council and the police can act upon them accordingly."

In response to two supplementary questions from residents Councillor Packer said that he acknowledged the residents present were unhappy with the decision to open the St Thomas Road gate. He said that it was most effective that if there were complaints that these be made to officers who could investigate them. He said the St Thomas Road entrance provided an access which was safer than the other main road entrances for people to use.

4. Petitions

No petitions were received.

5. Minutes

RESOLVED to approve the minutes of the meeting held on 26 June 2018.

6. Questions to Cabinet Members and Committee Chairs

The Lord Mayor said that nine questions had been received from members of the council to cabinet members for which notice had been given in accordance with the provisions of appendix 1 of the council's constitution.

- | | |
|-------------------|--|
| Question 1 | Councillor Carlo to the cabinet member for safe city environment about banning the use of sky lanterns. |
| Question 2 | Councillor Raby to the cabinet member for sustainable and inclusive growth about a visitor levy. |
| Question 3 | Councillor Vaughan Thomas to the deputy leader and cabinet member for social housing about progress on the Goldsmith Street development. |
| Question 4 | Councillor Stutely to the cabinet member for social inclusion about the solar panel energy auction. |
| Question 5 | Councillor Malik to the cabinet member for social inclusion about financial hardship relating to the roll out of universal credit. |
| Question 6 | Councillor Stewart to the cabinet member for sustainable and inclusive growth about the protection of historic assets. |
| Question 7 | Councillor Hampton to ask the cabinet member for safer, stronger neighbourhoods about protection for private tenants. |
| Question 8 | Councillor Erin Fulton-McAlister to the cabinet member for sustainable and inclusive growth about the Earlham Road safer cycling and walking scheme. |
| Question 9 | Councillor Lubbock to the deputy leader and cabinet member for social housing about installation of slopes in council properties. |

(Details of the questions and responses and any supplementary questions and responses are attached as Appendix A to these minutes.)

7. Amendment to the Minimum Revenue Provision

Councillor Kendrick moved the recommendations as set out in the report. He noted an amendment required to Appendix 1 to the report, paragraph (E) bullet point three, agenda page 37, the last sentence to be deleted.

Councillor Peek seconded the recommendations as set out in the report.

RESOLVED, unanimously to approve an amendment to and rewording of the existing MRP policy, which came into effect in the 2017/18 financial year, as set out at paragraphs 3 and 4 of the report.

8. Members allowances and expenses

(Councillor Driver having declared an interest in this item left the room.)

Councillor Kendrick moved the recommendations as set out in the report. He noted an amendment to the report; paragraph 2 of the report, fourth word of the first sentence, on agenda page 41, the word **not** to be deleted.

Councillor Davis seconded the recommendations as set out in the report.

RESOLVED, unanimously to:

- (1) call the members' expenses panel to consider the current members allowances and identify any expenses element of the allowance; and
- (2) delegate to the director of business services authority to appoint individuals to the members' expenses panel.

(Councillor Driver was readmitted to the meeting.)

9. Local Government Boundary Review

The Lord Mayor said he had received a recommendation in advance of the meeting. This had been circulated to members and copies were available for the public.

Councillor Kendrick noted that an amended impact assessment had been circulated to members prior to the meeting.

Councillor Kendrick moved and Councillor Stutely seconded the item.

RESOLVED, with 31 members voting in favour and 3 abstaining that:

“Norwich City Council approves the following response to the draft recommendations on the new electoral arrangements for Norwich City Council from the Local Government Boundary Commission for England (LGBCE).

The Council would like to express its concern at the inequality of the numbers of electors by 2023 between wards in the draft proposals by the LGBCE in some cases of up to 20%. Given that it was the duty of the LGBCE to produce wards of roughly a similar number of voters we ask them to review their proposals to improve the electoral equality between wards.

We also propose the following changes to the draft proposals in order to improve the electoral balance of three wards:

- (1) To transfer the part of Town Close ward to the north west of Newmarket Road and to the south of but including Mount Pleasant, Arlington Lane and The Mews from Town Close ward to Eaton ward.
- (2) To add the area around Carrow Hill from Mancroft ward and Thorpe Hamlet ward to the proposed Lakenham ward. The precise boundary of the new area to be added to the proposed Lakenham ward, is to the south and east of a boundary which will proceed down the middle of Finkelgate, along the middle of Ber Street (between Finkelgate to Mariners Lane), down the middle of Mariners Lane, along the footpath to Rouen Road and then down the middle of Rouen Road and King Street until the Novi Sad friendship bridge where the River Wensum shall form the northern boundary.
- (3) That the eastern boundary of Town Close ward should run along Hall Road.
- (4) That Spitalfields should remain in Thorpe Hamlet ward rather than be transferred to Crome ward.
- (5) That the north side of Earlham Road to the east of the entrance to the Earlham Cemetery should remain in Nelson ward rather than being transferred to University ward.
- (6) That part of the TH2 Polling District, south and including the Prince of Wales should be transferred to the Mancroft ward rather than Thorpe Hamlet ward.
- (7) That the LGBCE consider that the area of Saint Augustines between the inner ring road and the northern boundary of the present Mancroft ward should be contained within one ward."

10a. Motion: Police cuts

(Councillor Maguire had declared an interest in this item.)

Councillor Raby moved and Councillor Carlo seconded the motion as set out on the agenda.

RESOLVED, unanimously:-

"Nationally, police numbers are now at the lowest level in three decades, crime is soaring and the independent inspectorate starkly warned that the lives of vulnerable people are at risk as there are not enough officers to respond to emergency calls. Locally, eight consecutive years of cuts have helped damage community safety and

public security in our city culminating last month in what Chief Constable Simon Bailey said was the first time a firearm "had been discharged in the county under these circumstances" and a critical incident.

Council **RESOLVES** to write to both Norwich Members of Parliament and the Norfolk Police and Crime Commissioner to raise concerns that;

- (1) A £2.3bn real term cut in government funding between 2010-15, leading nationally to the national loss of 21,000 police officers, 18,000 police staff, 6,800 Police Community Support Officers and reduction in the number of armed officers has damaged community safety and public security.
- (2) The local loss of 143 police, 150 PCSOs in Norfolk, the cut of £30m government funding to Norfolk Constabulary's budget since 2010 and still another £10m demanded by 2020, will further weaken the police service.
- (3) The severe consequences of organised crime embedding within the city, particularly through the emergence of 'County Lines', placing all statutory agencies tasked with helping to provide community safety under further strain.
- (4) Continual severe funding cuts to local government which has reduced the capacity to carry out associated works and activities which both directly and indirectly contribute to local safety".

10b. Motion: EU nationals right to stand at local elections

(The Lord Mayor having declared a pecuniary interest in this item left the chamber. Councillors Waters and Malik had also declared an interest in this item.)

The deputy lord mayor (Councillor Ryan) was in the chair.

RESOLVED, unanimously:-

"Currently EU citizens living in the UK can stand for and vote in local elections. Last month the Government outlined its Statement of Intent for EU nationals living in the UK post-Brexit. The intention is that they will be allowed to remain in the UK subject to certain conditions, and will be given Indefinite Leave to Remain (ILR) status. Commonwealth citizens are eligible to stand in local elections but there has been no confirmation from the Government on these rights for EU citizens post Brexit.

Council therefore **RESOLVES** to:

- (1) Recognise that EU citizens have contributed a great deal to the democratic process in Norwich, as candidates, councillors and voters.
- (2) Recognise that the government's response thus far to the question of the rights of EU citizens living in the UK, especially vis-a-vis their democratic rights is insufficient, disruptive and potentially stressful for many sitting councillors and potential candidates, with EU citizenships; and

- (3) Ask all group leaders to write to the LGA and Norwich's MPs to lobby the government for urgent clarity on this matter and to ensure that EU citizens continue to be able to vote in and stand for local elections post Brexit."

(The Lord Mayor was readmitted and closed the meeting.)

LORD MAYOR

Questions to cabinet members / committee chairs

Question 1

Councillor Carlo to ask the cabinet member for safe city environment the following question:

“In view of the hot dry weather that the UK has experienced over the past weeks, would the cabinet member agree that the council should ban sky lanterns given the potential fire risk they pose to open spaces in Norwich such as Mousehold Heath and to the Norfolk countryside?”

Councillor Maguire, cabinet member for safe city environment’s reply:

“Councillor Carlo will be pleased to hear that this has already been put in motion with a report to be considered at cabinet on the 19 September recommending the prohibition of releasing sky lanterns on council owned land. Councillor Carlo may be aware of this as the report it is listed in the published forward plan which is available to members.

The recommendations in the report will not only seek approval to ban sky lanterns but also the mass release of balloons into the outdoor environment. Sky lanterns and balloons not only pose a fire risk but are also a significant threat to wildlife and livestock from ingestion and entanglement through the panic they cause. They are also a potential source of litter and waste in our environment.

I am sure Councillor Carlo will welcome the approach taken by the administration in ensuring our local environment is protected from such issues.”

In response to a supplementary question, Councillor Maguire said that the council intended to encourage residents from using sky lanterns through other means such as publications.

Question 2

Councillor Raby to ask the cabinet member for sustainable and inclusive growth the following question:

“Over the last decade or so, councils have faced massive cuts to their funding from central government and a greater emphasis has been placed on the ability of local authorities to raise their own money. The hotel and guest house sector is separately concerned about the impact of unregulated on-line operators such as Airbnb.

One of the ways local authorities deal with these concerns elsewhere in Europe is through levying a small charge on visitors. In the Balearic Islands for instance, those staying in luxury hotels pay €4 per person per day; €3 for mid-range hotels; €2 for apartments and cruise ship visitors and €1 for campers and hostels. A charge paid by visitors

staying in visitor accommodation would help to guarantee adequate standards, maintain a level playing field in the sector and safeguard the cultural and social offering of historic cities such as Norwich. Would the cabinet member agree that lobbying the government to allow councils to introduce such a levy would be a positive move?"

Councillor Stonard, cabinet member for sustainable and inclusive growth's response:

"Thank you for your question, which has several aspects.

You will not be surprised to hear that I think local government really needs to lobby central government for proper funding for services. The idea that councils and the rest of the public sector can, after years of austerity, valiantly soldier on in the face of what is swift becoming an impossible funding climate really needs to be addressed.

On tourism taxes, it's quite a complex picture. What we need to be mindful of in Norwich is that we already have a levy, which is raised through Norwich BID, which contributes to animating the city and publicising Norwich as a visitor and commercial destination. I am not sure another levy on top of this one would be helpful to local businesses. However, there is some national research and discussion at the moment looking at the pros and cons of tourism taxes and we will watch that with interest.

But ultimately I fear more local taxes just absolve and distract the government from tackling proper central funding of public services."

In response to a supplementary question, Councillor Stonard said there was national research due out in relation to visitor levies; if this proved favourable other councils taking such measures could be contacted.

Question 3

Councillor VaughanThomas to ask the deputy leader and cabinet member for social housing the following question:

"I was impressed by the front page Evening News coverage last month, entitled "Stunning new council housing", of the ongoing progress to develop and finish the Goldsmith Street site. The Times newspaper indeed hailed it amongst the best in the world which is a sentiment shared by residents living near to the development. Given the significance and importance of this site, can the cabinet member for social housing comment on ongoing progress for this new community?"

Councillor Harris, deputy leader and cabinet member for social housing's response:

"Thank you for your question. We welcome Goldsmith Street being recognised as the Best New (World) Architecture of 2018 by The Times, and I am particularly pleased that the local community is recognising the positive contribution this will make to the area.

Development is continuing to progress well on site, with internal fit out of the units moving at pace and utilities to the site starting to be connected. It is anticipated that the first dwellings will be complete in September and we will be having a phased handover of new homes a terrace at a time. We have a current anticipated completion of all the dwellings in late October / early November.

In order to ensure a smooth handover process for the new tenants we will also be setting up a porta-cabin close to the site for staff from lettings to be based. Other departments such as the income team, customer contact, NPS Norwich, community engagement, revenues and benefits will also offer services at times within the porta-cabin to make sure settling into their new homes is as easy as possible for tenants and to make sure they have all the information they need.

We will be providing a home user guide for tenants that will provide details of local services, amenities and local groups alongside hints and tips about getting the most from their new Passivhaus home which will help them quickly feel part of the community.

Following on from the completion of our first Passivhaus scheme at Hansard Close last year this will be a fantastic addition to our housing stock.”

Question 4

Councillor Stutely to ask the cabinet member for social inclusion the following question:

“Like many residents in Norwich I was pleased to receive a targeted letter encouraging me to join in the new Solar Panel Energy auction, building on the model of success achieved by Big Switch and Save. Can the cabinet member for social inclusion comment on this latest initiative and potential benefits for residents who join it?”

Councillor Davis, cabinet member for social inclusion’s reply:

“It is wonderful news to see “Solar Together” return. It is also great news to see other councils around the UK adopting this innovative approach to solar purchasing which was piloted here in 2015 (A UK first).

As you will know solar panels are a great way to access clean renewable energy and make a difference to the sustainability of our communities. In fact year on year solar is increasing as part of the UK’s energy mix, helping to reduce the carbon intensity of our electricity consumption and lower UK carbon emissions.

The price of solar panels has been falling every year making prices far more affordable than ever before. So now is the perfect opportunity to buy high-quality solar panels with the Feed In Tariff before this regrettably ends on 31 March 2019.

Solar Together will guide households through every step in the process of buying solar panels. The scheme ensures that they receive high-quality solar systems with extended guarantees. The scheme works by

bringing people together to drive prices down. Just like the Switch and Save!

On the 22 August, Solar Together will hold an auction where suppliers will compete to offer the best price possible for high-quality solar panels. In 2015 over 3,500 households signed up for the scheme. This gave households an average saving of 16% on market prices.

This time round other counties such as Suffolk are joining in. So the deals will hopefully be very competitive and appealing.

I hope we can all pass on the word about this wonderful scheme.

You can register via the Solar Together Website:

www.solartogethernorfolk.co.uk

Question 5

Councillor Malik to ask the cabinet member for social inclusion the following question:

“I note that the Labour Party moved a motion of censure of the Secretary of State for Work and Pensions, the Rt Hon Member for Tatton, for her handling of the roll out of Universal Credit and her response to the National Audit Office (NAO) report, Rolling Out Universal Credit; which noted that the DWP’s own survey of claimants published on 8 June showed that 40 per cent of claimants are experiencing financial hardship even nine months into a claim and that 20 per cent of claimants are unable to make a claim online. Will the cabinet member for social inclusion join me in once again calling on the government to pause the roll out of universal credit and further request the government to reduce her ministerial salary to zero for four weeks?”

Councillor Davis, cabinet member for social inclusion’s reply:

“Thank you for your question, Councillor Malik. Yes, I will join you in calling on the government to pause the rollout of Universal Credit and reduce the Rt Hon Member for Tatton’s ministerial salary for four weeks, with some slight changes – which mirror real-life for our Universal Credit claimants. In addition to reducing her ministerial salary for one calendar month (plus another 7 days for the payment to reach her bank account), I would also suggest no access to savings, £5 worth of gas and electricity (on a pre-payment meter), removal of all credit/debit cards, no ministerial expenses for rent/ travel/ subsistence and perhaps an eviction notice from her private sector landlord? As a consolation, she may approach her local authority for a food bank voucher.”

On Thursday 19 July, 2018, Esther McVey admitted there are continuing problems with Universal Credit. This came within hours of the publications of a critical report by the Public Accounts Committee (PAC) that savaged the DWP for its six-year failure to fix system errors in the transfer of claimants from incapacity benefit to ESA. Tens of thousands of ESA claimants will receive back-payments of £5,000 - £20,000 as a result of what MPs have called a series of “avoidable”

mistakes. The DWP was warned of the error as early as 2014, but failed to take action until 2017.” This is the same person who, on 21st June, 2018 hailed Universal Credit as “a great British innovation.”

Question 6

Councillor Stewart to ask the cabinet member for sustainable and inclusive growth the following question:

“Representing the beautiful Thorpe Hamlet ward I have actively supported the campaign to keep Unilever and Britvic on the Colman’s site and regret, like all councillors, the news that they are closing. I am also acutely aware of the Grade 1 listed remains of the Carrow Abbey, (listed with the help of the city council in 1954) together with the Colman’s family mansion and other notable historic assets which will need careful preservation. Indeed, significant preservation of the wider site and home was actively supported by the city council during the 1980s. As the future of the site is considered, can the cabinet member for sustainable and inclusive growth ensure that all efforts are made to ensure the owners protect this valuable historic asset for the benefit of our shared city?”

Councillor Stonard, cabinet member for sustainable and inclusive growth’s response:

“Thank you for the question and I share your sentiments about both the sad news of the closure of Carrow works and the remarkable heritage of the site. The council and its partners are doing everything possible to support those who are risk of redundancy, for redundancy arrangements of this scale Jobcentre Plus is the lead partner.

With regard to the reuse of the site, this is something we are in discussions with Britvic and Unilever, and their representatives, about. This process is early days so there is not a lot I can say at the moment. However, you are right to draw attention to the importance of Carrow Abbey which is the site of a Benedictine Priory, built in 1146 on the site of an earlier religious hospital following a gift of land from King Stephen and the adjacent house built in the 16th century as the Prioress’s lodgings but which was extensively remodelled in the 19th Century for members of the Colman family. In addition to these nationally significant features there are a wealth of archaeological remains, important gardens and trees and other listed buildings which are important in their own right but which also sit alongside other features such as Victorian industrial buildings, the school building for the children of Colman’s employees, the pet cemetery and air raid shelters which collectively tell a remarkable story about the social history of Norwich.

Please be assured that preserving the unique heritage of the site will be a priority not only because of the remarkable intrinsic value of the heritage assets themselves but also because of the value that the retention of such assets can bring to any place should it stop being used for food production.

If you are interested in understanding the heritage of the area can I draw to your attention the Conservation Area Appraisal for the Bracondale Area that was published by the City Council in March 2011 and which remains available on the website."

Question 7

Councillor Hampton to ask the cabinet member for safer, stronger neighbourhoods the following question:

"Like many residents in Norwich, I privately rent and am aware of the appalling lack of protection and support for those who do. I note that the government is consulting on bringing in 3 year tenancies but agree with John Healey MP that this promise is meaningless if landlords can still force tenants out by hiking up the rent.

Would the cabinet member for safer stronger neighbourhoods comment on the excellent work this council undertakes, despite rapidly diminishing resources to protect private tenants, but also join me in calling for the government to go further and give England's 11 million tenants even greater security by abolishing Section 21, the law that allows landlords to evict without giving a reason."

Councillor Jones, cabinet member for safer, stronger neighbourhoods' response:

"In common with the rest of England, private renting in Norwich has increased significantly and many private tenants can now expect to rent for many years before being in a position to become a home owner, if indeed, they will ever be able to. A particular concern is households with children in the private rented sector whose numbers have increased faster than other household types.

People, particularly families with children, need more than a roof over their heads: They need a settled and secure home from which they can establish long-term connections with schools, health services and the community. The current system of providing that security for only six months falls a long way short of this ideal with private tenants constantly facing the possibility of having to move with only two months' notice.

The other concern for the council is poor living conditions in the privately rented sector, particularly hazards to health. Privately-rented family homes are actually no more likely to be hazardous than owner-occupied ones. The obvious difference, however, is that an owner occupier is generally in a position to deal those problems.

Private tenants have to weigh up the consequences of raising disrepair and poor conditions with their landlord which could include the loss of their home through 'no fault' eviction. This means that poor conditions are often not challenged and continue from one tenancy to the next.

This council carries out excellent work to force landlords to tackle poor conditions but that work can be hampered by the current lack of security. Whilst the government's proposals are a welcome move in the right direction, they do not, in my opinion, go far enough. I

understand that landlords need to be able to repossess their properties where, for example, a tenant fails to pay the rent or damages the property but this should be decided by a court examining all the circumstances rather than the current system where the landlord holds all the cards.

I would therefore agree that no-fault eviction, through the use of Section 21 powers, should be abolished.”

Question 8

Councillor Erin Fulton-McAlister to ask the cabinet member for sustainable and inclusive growth the following question:

“Thanks to the hard work of Labour councillors additional funding has been actively sourced to improve the physical infrastructure across Norwich to bolster safer cycling and walking. Earlham Road has remained a significant problem for many years, so I was particularly pleased to learn that two projects have been developed to change this, following a consultation which closed on 24 July. Can the cabinet member for sustainable and inclusive growth comment on this new proposed scheme and the widespread benefits that it will offer the communities around Earlham Road?”

Councillor Stonard, cabinet member for sustainable and inclusive growth’s response:

“I would be pleased to.

For a third consecutive time, Norwich City Council has been successful in securing cycle ambition funding from national government, to fund improvements for walking and cycling in the city. As many of you know Norwich is one of only 8 cities nationwide that has been awarded cycle ambition status and, as such, that entitles us to bid for funding pots that aren’t open to the majority of towns and cities across the UK. Building on the significant improvements to cycling that have been achieved with the £12M previously awarded to us, we have been granted a further £1.7M of cycle ambition money to fund much needed safety improvements along Earlham Road.

We actually have 2 separate schemes on Earlham Road; the first is at the Earlham Fiveways Roundabout where Earlham Road meets Bluebell Road, Earlham Green Lane and Gypsy Lane. For a long time there has been a troubling history of accidents involving cyclists at this roundabout. The low cost solutions that have been introduced over the years through the local safety scheme budget have only gone so far in addressing the problems. The cycle ambition funding has finally given us the opportunity to completely redesign the roundabout to make it safer for everyone, but especially cyclists and pedestrians. The scheme involves converting existing crossings to Toucan crossings, a reshaping of the roundabout with improved splitter islands to add those who wish to cross directly at the roundabout and relocating the street lighting to avoid it being obscured by the tree cover. We have based the design on a scheme in Cambridge which saw 15 accidents

involving cyclists at a roundabout prior to the scheme being implemented, and in the 2 years since it was remodelled there have been none.

The second scheme involves creating better crossing facilities for pedestrians and cyclists at the Earlham Road / Outer ring road junction, which also has a history of pedestrian and cycle accidents. These new crossings lead into carriageway cycle lanes on Earlham Road between the roundabout and Christchurch Road. Then, as Earlham Road narrows past Christchurch Road, we are looking to create a highway space that can be comfortably shared by all road users. The speed limit will be reduced to 20mph, additionally zebra crossings will be provided and the footpath will be given priority across all side roads. The final element of the scheme, which is actually funded by CIL, is the complete remodelling of the Earlham Road Mill / Hill Road again to make it safer for everyone to use.

Consultation on these 2 schemes closed today and I am pleased to hear from officers that we have received a large number of positive comments about the proposals. Officers will now be working through the full detail of the consultation responses and will be reporting the results to the highways agency committee in September, where I very much hope we can give agreement for the schemes to be implemented next year.

I am sure you will agree that these long overdue safety improvements will offer benefits not only to the local community in the Earlham Road area but for everyone who uses Earlham Road either regularly or occasionally. I would like to congratulate the officers, who have been aware for many years what improvements are needed to Earlham Road, for their efforts in securing this very welcome funding."

Question 9

Councillor Lubbock to ask the deputy leader and cabinet member for social housing the following question:

"An elderly couple who are tenants of the city council need a 7 inch step removed. The step is between the footpath and their shared access leading to their front door and side passageway.

It would appear that the council are unwilling to reduce this step to a slope which would enable better mobility for the couple. Instead the council are offering a half step – two smaller steps instead of one big step. This solution would be of little use to somebody who has or will have a mobility scooter, a mother with a pram etc.

Surely common sense would dictate that a slope which in this case could be accommodated would be preferable to 2 steps.

Could the deputy leader and cabinet member for social housing comment on why the city council has not offered a slope?"

Councillor Harris, the deputy leader and cabinet member for social housing's response:

"I would like to thanks Cllr Lubbock for bringing this to my attention.

Without going into the detail of the case which would be inappropriate, I would like to refer Cllr Lubbock to the council's aids and adaptations policy. This says that works such as this are not carried out unless there has been a referral from Norfolk County Council Social services that a tenant requires aids and/or adaptations to their property to help them live independently. Once a referral has been made one of our occupational therapists will visit and make an assessment of the requirements and specify the necessary works.

Tenants usually work with us so that we can assess whether and what adaptations are needed taking into account a whole person and whole house approach. This means that we would not do some works if it meant that that the house required other adaptations for the property to be accessible as a whole. There would be little point in installing a ramp if the front door was inaccessible or the passageways and living quarters too narrow for wheelchair access.

In the example highlighted, officers may work with the tenant to see if there are other ways to support independent living for example removing other obstacles such as fences. For the council to fund these works it would require a clear medical or social care need to do so.

It does not appear that a referral has been made by Norfolk county council in this case. Therefore, I would suggest that Cllr Lubbock advises the tenant of this or perhaps she could contact her County Councillor to help expedite an assessment being carried out".

In response to a supplementary question, Councillor Harris said that the residents in question should reengage with social service and council officers to assess if their circumstances had changed.

| | | |
|------------------|---|-------------|
| Report to | Council | Item |
| | 25 September 2018 | |
| Report of | Chief finance officer | 6 |
| Subject | Treasury Management Full Year Review Report 2017-18 | |

Purpose

This report sets out the Treasury Management performance for the year to 31 March 2018.

Recommendation

To note the report and the treasury activity for the year to 31 March 2018.

Financial implications

The report has no direct financial consequences however it does report on the performance of the council in managing its borrowing and investment resources.

Ward/s: All wards

Cabinet member: Councillor Kendrick, resources

Contact officers

Karen Watling, chief finance officer

01603 212440

Background documents

None

Report

Background

1. The council is required by regulations issued under the Local Government Act 2003 to produce an annual review of its treasury management activities and the actual prudential and treasury indicators for 2017-18. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).
2. This report details the results of the council's treasury management activities for the financial year 2017-18. It compares this activity to the Treasury Management Strategy for 2017-18, approved by Full Council on 21 February 2017. It will also detail any issues that have arisen in treasury management during this period.

Introduction

3. Treasury Management relates to the policies, strategies and processes associated with managing the cash and debt of the council through appropriate borrowing and lending activity. It includes the effective control of the risks associated with the lending and borrowing activity and the pursuit of optimum performance consistent with the risks.
4. For the 2017/18 financial year the minimum reporting requirements were that full council should receive the following reports:
 - an annual Treasury Management Strategy in advance of the year (council 21 February 2017).
 - a mid-year Treasury Management Review report (Cabinet 17 January 2017).
 - an annual review following the end of the year describing the activity compared to the strategy (this report).
5. The regulatory environment places responsibility on members to review and scrutinise treasury management policy and activities. This report is therefore important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the council's policies which have previously been approved by members. This report summarises the following:-
 - Capital activity during the year (paragraphs 6 & 7)
 - Impact of this activity on the council's underlying indebtedness (the Capital Financing Requirement) (paragraphs 8-14)
 - The actual prudential and treasury indicators (paragraphs 15-19)
 - Overall treasury position identifying how the council has borrowed in relation to this indebtedness, and the impact on investment balances (paragraphs 20-25)
 - Review of treasury strategy (paragraphs 26-28)
 - Borrowing strategy and detailed debt activity (paragraphs 29-31)
 - Investment strategy and detailed investment activity (paragraphs 32-39)

The council's Capital Expenditure and Financing 2017-18

6. The capital programme was revised during 2017-18 from that agreed by full council at its meeting on 21 February 2017. The revised capital programme shown in the table below was reported in the out-turn report to Cabinet on 13 June 2018. Actual capital spending was under budget for the year by £55.870m. This capital spending includes both capitalised additions and capital loans made in year. Consequently the actual level of revenue and borrowing needed to finance the expenditure was less than that estimated. The actual capital expenditure forms one of the required prudential indicators. The table below shows the estimates and then the actual capital expenditure for 2017-18 and how this was financed in the year:

Table 1

| | 2017/18 Original Estimate £m | 2017/18 Revised Estimate (30.09.17) £m | 2017/18 Actual £m | (Underspend) /Overspend £m |
|------------------------------------|---|---|----------------------------------|---|
| Capital Expenditure | | | | |
| Non-Housing Capital expenditure | 35,075 | 67,489 | 19,221 | (48,268) |
| Non-Housing Capital Loans | 12,593 | 12,593 | 10,856 | (1,737) |
| HRA Capital expenditure | 51,281 | 47,094 | 28,636 | (18,458) |
| | 86,356 | 114,583 | 58,713 | (55,870) |
| Financed by | | | | |
| Capital Receipts | 16,246 | 12,382 | 7,284 | (5,098) |
| Capital Grants | 8,897 | 10,713 | 6,309 | (4,404) |
| Capital Reserves | 6,925 | - | - | - |
| Revenue | 22,366 | 19,927 | 13,273 | (6,654) |
| Major Repairs Reserve | - | 13,871 | 7,001 | (6,870) |
| | 54,434 | 56,893 | 33,867 | (23,026) |
| Borrowing need for the Year | 31,922 | 57,690 | 24,842 | (32,848) |

7. Capital expenditure may either be:
- Financed immediately through the application of capital or revenue resources e.g. capital receipts, capital grants, revenue contributions etc.), which has no impact on the council's borrowing need; or
 - If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need, which will be satisfied by either external or internal borrowing.

Council's overall borrowing need

8. The council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). The CFR arises as the council incurs capital spending and then if it does not apply resources immediately to finance the capital spend, i.e. capital receipts, capital grants, capital reserves or revenue, a borrowing need arises. The 2017-18 CFR year-end balance is the cumulative total of the 2017-18 unfinanced capital expenditure i.e. £24.842m, and prior years' unfinanced capital.
9. Treasury Management includes addressing the funding requirements for this borrowing need; it also includes maintaining a cash position to ensure sufficient cash is available to meet the capital expenditure and cash flow requirements. This may be sourced through borrowing from external bodies, e.g. the Government

through the Public Works Loan Board (PWLB) or the money markets, or utilising temporary cash resources within the council (known as internal borrowing).

10. Reducing the CFR – the council's (non-HRA) underlying borrowing need (CFR) is not allowed to rise indefinitely. Statutory controls are in place to ensure that capital assets are broadly charged to revenue over the life of the asset. This requirement is met by making an annual revenue charge, called the Minimum Revenue Provision (MRP), to reduce the CFR. This is effectively a repayment of the non-HRA borrowing need (there is no statutory requirement to reduce the HRA CFR).
11. The total CFR can also be reduced by either:
 - the application of additional capital financing resources (such as unapplied capital receipts)
 - charging more than the statutory MRP each year through a Voluntary Revenue Provision (VRP).
12. This differs from the treasury management arrangements which ensure that cash is available to meet capital commitments. External borrowing can be taken or repaid at any time, but this does not change the CFR.
13. The council's CFR for the year is shown below, and is a key prudential indicator. It includes leasing schemes on the balance sheet, which increase the council's borrowing need. No borrowing is actually required against these schemes as a borrowing facility is included in the contract.

Table 2

| | 2017/18 Original Estimate | 2017/18 Revised Estimate | 2017/18 Actual |
|--|--|---|---------------------------|
| General Fund | £m | £m | £m |
| Opening balance | 32.739 | 32.081 | 34.673 |
| Add: Unfinanced capital expenditure* | 31.922 | 57.690 | 24.597 |
| Less: MRP | (0.302) | (0.344) | (0.352) |
| General Fund closing balance | 64.359 | 89.427 | 58.918 |
| HRA | £m | £m | £m |
| Opening balance | 211.634 | 205.717 | 205.717 |
| Add: Unfinanced capital expenditure | - | - | - |
| HRA closing balance | 217.665 | 205.717 | 205.717 |
| Total Capital Financing Requirement | 282.024 | 295.144 | 264.635 |

* The actual unfinanced capital expenditure differs from Table 1 by £0.245m as a result of loan repayments received in year which have reduced the capital financing requirement.

14. Borrowing activity is constrained by prudential indicators for borrowing and the CFR, and by the authorised limit.

The actual prudential and treasury indicators

15. **Gross borrowing and the CFR** - in order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the council should ensure that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (2016/17) plus the estimates of any additional capital financing requirement for the current (2017/18) and next two financial years. This essentially means that the council is not borrowing to support revenue expenditure. This indicator allows the council some flexibility to borrow in advance of its immediate capital needs. The table below highlights the council's gross borrowing position against the CFR. The council has complied with this prudential indicator.

Table 3

| | 2017/18 Original Estimate £m | 2017/18 Revised Estimate £m | 2017/18 Actual £m |
|---------------------------------------|---|--|----------------------------------|
| Gross borrowing | 255.283 | 291.576 | 201.392 |
| CFR | 282.203 | 295.051 | 264.635 |
| Over Borrowed/(Under Borrowed) | (26.920) | (3.475) | (63.243) |

16. **The authorised limit** - the authorised limit is the “affordable borrowing limit” required by s3 of the Local Government Act 2003. The council does not have the power to borrow above this level. The table below demonstrates that during 2017/18 the council has maintained gross borrowing within its authorised limit.

Table 4

| | 2017/18 Original Estimate £m | 2017/18 Revised Estimate £m | 2017/18 Actual £m |
|--|---|--|----------------------------------|
| Authorised Limit for external debt | | | |
| Borrowing | 253.707 | 290.000 | 290.000 |
| Other long term liabilities | 1.576 | 1.576 | 1.576 |
| Total Agreed Authorised Limit | 255.283 | 291.576 | 291.576 |
| Operational boundary for external debt | | | |
| Borrowing | 253.107 | 270.000 | 270.000 |
| Other long term liabilities | 1.576 | 1.576 | 1.576 |
| Total Agreed Operational Boundary | 254.683 | 271.576 | 271.576 |
| External debt (including other long term liabilities e.g. finance leases) | 215.856 | 266.085 | 202.729 |

17. **The operational boundary** – the operational boundary is the expected borrowing position of the council during the year. Periods where the actual position is either below or over the boundary is acceptable subject to the authorised limit not being breached.

Actual financing costs as a proportion of net revenue stream

18. This indicator shows what the cost of capital is (borrowing and other long term obligation costs net of investment income) as a percentage of the net revenue stream (the amount that is funded by government grants and council tax payers) for the general fund and the rental income (paid by tenants) for the HRA.
19. There is a notable difference when comparing the actual affordability percentages and estimated affordability percentages for both the general fund and the HRA. This is due to a review of the method of calculation. The calculation of the actual percentage follows the method given in the CIPFA guidance whereas the estimate used a different basis. Using the prescribed method in the guidance will ensure consistency year on year and will also allow comparison with other authorities on a consistent basis (if the council wanted to compare like with like). For comparison purposes the revised methodology has been applied to the 17/18 budget figures to provide comparable percentages for the 17/18 actual outturn.

Table 5

| Affordability of financing costs | 2017/18 Strategy Estimate | 2017/18 Strategy Reworked | 2017/18 Actual |
|--|--|--|---------------------------|
| General fund - financing costs as a percentage of net revenue stream | 7.64% | 2.15% | 2.56% |
| HRA - financing costs as a percentage of rental income | 10.25% | 37.68% | 40.33% |

Treasury Position as at 31 March 2018

20. The council's debt and investment position is managed by the in-house treasury management team. All activities are undertaken primarily to ensure security for investments, to ensure that there is adequate liquidity for revenue and capital activities, and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established both through member reporting detailed in the summary, and through officer activity detailed in the council's Treasury Management Practices.
21. The council's actual borrowing position at 31 March 2018 and activity during 2017-18 is detailed in the table below:

Table 6

| Borrowing activity 2017-18 (excluding finance leases) | PWLB loans £m | Market loans £m | Total £m | Average interest rate % |
|--|------------------------------|--------------------------------|---------------------|--|
| Opening balance (1 April 2017) | 203.107 | 5.000 | 208.107 | 4.45% |
| New borrowing taken | - | - | - | |
| Borrowing matured/repaid | (7.000) | - | (7.000) | |
| Closing balance (31 March 2018) | 196.107 | 5.000 | 201.107 | 3.88% |
| Authorised limit for external debt | | | 291.576 | |

22. The maturity structure of the debt portfolio was as follows:

Table 7

| Maturity Structure of fixed rate borrowing | Upper Limit per Strategy % | % | 31-Mar-18 £m |
|---|---|----------|-------------------------|
| Under 12 months | 10 | 1 | 2.000 |

| | | | |
|-------------------------------|----|----|----------------|
| Between 12 months and 2 years | 10 | 0 | 0.000 |
| Between 2 years and 5 years | 30 | 7 | 53.459 |
| Between 5 years and 10 years | 50 | 60 | 119.700 |
| Over 10 years | 95 | 13 | 25.948 |
| Total borrowing | | | 201.107 |

23. The upper limit set in the strategy for maturity between 5-10 years has been exceeded at the end of 2017/18. This is the result of a scheduled repayment of Housing Revenue Account self-financing debt moving into the lower maturity category at the end of the year, combined with the deferral of planned long term borrowing because cash balances have been sufficient in the year. The strategy limits will be reviewed as part of the wider consideration of the council's future borrowing requirements.
24. The following table shows the movement in investments in the year. The decrease in year was due to investments being liquidated to fund commercial property investments and the loan to Norwich Regeneration Ltd.

Table 8

| Investments | Actual 31 March 2017 | Net movements in year | Actual 31 March 2018 |
|---------------------------------------|---------------------------------|----------------------------------|---------------------------------|
| | £m | £m | £m |
| Short term | | | - |
| Banks | 28.000 | (20.000) | 8.000 |
| Building Societies | 27.400 | (15.400) | 12.000 |
| Local Authorities | - | 3.000 | 3.000 |
| Cash Equivalents | | | |
| Banks | 10.660 | (3.890) | 6.770 |
| Building Societies | - | 1.650 | 1.650 |
| Local Authorities | 7.500 | (3.250) | 4.250 |
| Money Market Funds | - | 15.000 | 15.000 |
| Total Internally Managed Funds | 73.560 | (22.890) | 50.670 |

25. The maturity structure of the investment portfolio was as follows:

Table 9

| | 31 March 2017 | 31 March 2018 |
|--------------|----------------------|----------------------|
| | £m | £m |
| Under 1 year | 73.560 | 50.670 |
| | 73.560 | 50.670 |

Borrowing Strategy for 2017-18

26. The council maintained an under-borrowed position in 2017/18. This means that the capital borrowing need (the CFR) has not been fully funded with loan debt as cash supporting the council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk is relatively high.

27. Going forwards caution will be adopted with the 2018-19 treasury operations. The Chief finance officer will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:
- if it was felt that there was a significant risk of a sharp fall in long and short term rates (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.
 - if it was felt that there was a significant risk of a much sharper rise in long and short term rates than that currently forecast, perhaps arising from a greater than expected increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates were still relatively cheap.
28. The Chief Finance Officer (CFO) advise that it is very likely that the council will need to undertake fixed rate long term borrowing within the next few months. Any decisions will be reported to Cabinet at the next available opportunity.

Policy on borrowing in advance of need

29. The council's policy is not to borrow more than, or in advance of, its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the council can ensure the security of such funds. The policy has been complied with in 2017/18.

Borrowing Outturn for 2017-18

30. No borrowing was undertaken during the year because cash balances have been sufficient in the short term to cover the 2017/18 unfinanced capital and short term investments. During 2017-18 £7.000m of PWLB debt was repaid.
31. During 2017-18 the council paid £8.4m in interest costs on external loans, this compares to a budget of £8.5m.

Investment Strategy for 2017-18

32. The council's investment policy has regard to the CLG's Guidance on Local Government Investments ("the Guidance") and the revised CIPFA Treasury Management in Public Services Code of Practice and Cross Capital Asset Services (formerly Sector)al Guidance Notes ("the CIPFA TM Code"). The council's investment priorities will be security first, liquidity second, then return.
33. In accordance with the above guidance from the Government and CIPFA, and in order to minimise the risk to investments, the council applies minimum acceptable credit criteria in order to generate a list of highly creditworthy counterparties which also enables diversification and thus avoidance of concentration risk.
34. The aim of the strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and thus avoidance of concentration risk.

Investment Outturn for 2017-18

35. The investment activity during the year conformed to the approved strategy, and the council had no liquidity difficulties.

Reserves

36. The council's cash balances comprise revenue and capital resources and cash flow monies. The council's reserves comprised:

Table 10

| Balance Sheet Reserves | 31-Mar-17 | 31-Mar-18 |
|-------------------------------|------------------|------------------|
| | £m | £m |
| General Reserves | 44.728 | 43.644 |
| Earmarked Reserves | 3.701 | 8.360 |
| Useable Capital receipts | 26.554 | 33.997 |
| Capital grants Unapplied | 4.879 | 8.079 |
| Major Repairs Reserve | - | 7.000 |
| Total | 79.862 | 101.080 |

Investments held by the Council

37. The council's year-end balance of cash and short term investments was £50.670m. These internally managed funds earned an average rate of return of 0.61%. The target performance indicator was the average 7-day LIBID rate + 0.4% for the year, which was 0.62%.
38. The council is part of a benchmarking group (run by our treasury management advisors, Link Asset Services) across Norfolk, Suffolk & Cambridgeshire. The table below shows the performance of the council's investments when compared with this benchmark group, and also when compared with the non-metropolitan districts and all authorities that use Link's benchmarking group facility.

Table 11

| Link benchmarking - position at 31 March 18 | | | | |
|--|----------------|----------------------------------|-------------------------------|------------------------------|
| | Norwich | Benchmark Group (7 of 12) | Non met districts (90) | All authorities (223) |
| WARoR ¹ | 0.61% | 0.65% | 0.69% | 0.66% |
| WA Risk ² | 3.40 | 3.97 | 3.36 | 3.19 |
| WAM ³ | 48 | 111 | 99 | 92 |
| WATT ⁴ | 92 | 188 | 194 | 178 |

1. **WARoR** – Weighted average rate of return. This is the average annualised rate of return weighted by the principle amount in each rate

2. **WA Risk** – Weighted average risk number. Each institution is assigned a colour to a suggested duration using Sector's credit methodology. The institution is assigned a number based on its colour and an average, weighted using principal amount, of these numbers is calculated. A number of 5.13 means between 0 to 3 months

3. **WAM** - Weighted average time to maturity. This is the average time, in days, until the portfolio matures, weighted by the principle amount

4. **WATT** – Weighted average total time. This is the average time, in days, that deposits are lent out for, weighted by the principle amount

The number in brackets in the headings is the number of authorities that provided information to Link

39. The council's average investments return (0.61%) is lower than that for the benchmark group (0.65%), and it was also lower than both the 90 non-met authorities at 0.69% and the population of 223 local authorities at 0.66%. The slightly lower average investment return when compared with other similar

authorities reflects the council's policy of keeping funds readily available so that if an opportunity to acquire an investment property arose the funds would be available to purchase it at short notice.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

Report author to complete

| | |
|-------------------------|--|
| Committee: | Council |
| Committee date: | 25 September 2018 |
| Head of service: | Karen Watling |
| Report subject: | Full Year Treasury Management Report |
| Date assessed: | 13 September 2018 |
| Description: | This report is to inform members of the actual treasury activity for the year and compares that to the treasury management indicators set in the Treasury Management Strategy for 2017-18. |

| | Impact | | | |
|--|-------------------------------------|-------------------------------------|--------------------------|---|
| Economic (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Finance (value for money) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The report has no direct financial consequences however it does report on the performance of the Council in managing its borrowing and investment resources |
| 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"/> | |
| Social (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| 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"/> | |

| Recommendations from impact assessment |
|--|
| Positive |
| |
| Negative |
| |
| Neutral |
| |
| Issues |
| |

| | | |
|------------------|---|-------------|
| Report to | Council | Item |
| | 25 September 2018 | |
| Report of | Chief finance officer (Section 151 Officer) | 7 |
| Subject | Adjustments to 2018/19 General Fund Capital Programme | |

Purpose

To consider the adjustments to the 2018/19 general fund capital programme and to note changes to the presentation of the capital programme in future budget monitoring reports.

Recommendations

To:

- 1) approve the additions to the 2018/19 General Fund capital programme as set out in this report; and
- 2) note changes to the way the capital programme is presented in future budget monitoring reports.

Corporate and service priorities

The report helps to meet the corporate priority value for money services and the service plan priority to provide accurate, relevant and timely financial information.

Financial implications

The financial implications are set out in the body of the report.

Ward/s: All wards

Cabinet member: Councillor Kendrick - resources

Contact officers

| | |
|--|--------------|
| Karen Watling, chief finance officer | 01603 212440 |
| Shaun Flaxman, senior finance business partner | 01603 212805 |
| Paul Smithson, service accountant | 01603 212603 |

Background documents

None

Report

1. The General Fund capital programme for 2018/19 was approved by council on 20 February 2018.
2. The carry-forward of unspent 2017/18 capital budgets into the 2018/19 capital programme was approved following delegation to the director of regeneration and development, director of neighbourhoods and chief finance officer, in consultation with the portfolio holder for resources, by cabinet on 11 July 2018.
3. In the February report, it was highlighted that in addition to the schemes included in the approved programme, there were a number of other significant potential schemes still at an early planning stage that would be submitted to cabinet for recommendation to council, for inclusion within the capital programme during the year.
4. Now further work has been carried out, this report seeks to adjust the 2018/19 capital programme to include some of those schemes, whilst also making some changes to the way that the capital programme is presented to provide greater clarity in future budget monitoring reports.

General Fund Capital Expenditure Programme

Cycle Safety Grant

5. In March 2018 Norwich successfully bid for and was awarded a £1.725m Cycle Safety Grant by the Department of Transport. The funding was approved to fund two schemes aimed at improving the safety of cyclists using the Earlham Fiveways Roundabout and the Green Pedalway on Earlham Road. Consultation and design work will be undertaken in 2018/19 with delivery of the schemes scheduled for 2019/20. The improvements will be delivered in partnership with the county council.
6. Cabinet is asked to recommend to council that the General Fund capital programme is increased by £365,000 to facilitate the preparatory work on both schemes in 2018/19.

IT Investment Fund

7. The following key elements of IT infrastructure and telephony are now reaching the end of their useful life and are not Public Sector Network (PSN) compliant. The network provides a secure environment for the utilisation and transfer of information and data between and by public bodies:
 - Internal switches (LAN refresh) £227,000
 - Firewall £30,000
 - Uninterrupted power supply £16,000
 - Skype for business (voice and e-mail) £25,000
 - Mobile phone replacement £50,000

8. The total cost of the upgrades is £348,000 and in order to mitigate the risk of system failures and security vulnerability, must take place during in 2018/19.
9. An existing budget of £309,000 has been carried forward from 2017/18, but an additional budget of £39,000 is required if all upgrades are to be completed within this financial year.
10. Cabinet is therefore asked to recommend to council that the general fund capital programme is increased by £39,000 to cover the cost of IT infrastructure and telephony upgrades, to be funded from capital receipts/revenue contributions.

Formation of development site at former Mile Cross depot

11. The former depot site at Mile Cross is to be cleared to form a development site, with initial demolition and decontamination work commencing in this financial year.
12. The full detail is included in a separate report on the agenda for this meeting and accordingly, Cabinet is asked to recommend to council that the 2018/19 General Fund capital programme is increased by £550,000.

Community Infrastructure Levy (CIL) Strategic Pool Contributions

13. CIL revenues totalling £1.250m are forecast for collection during 2018/19.
14. Cabinet is asked to recommend to council that the General Fund capital programme is increased by £1.050m to facilitate the transfer of 80% of the Community Infrastructure Levy collected in 2018/19, to the strategic funding pool administered by the Greater Norwich Growth Board in accordance with the Joint Working Agreement.

Section 106 St Stephens Towers Public Realm Scheme

15. The redevelopment of the St Stephens Towers was approved subject to a Section 106 agreement requiring the developers to pay a contribution towards specified public realm works in the vicinity of the development. The £80,000 contribution was paid over in 2017.
16. Cabinet is asked to recommend to council that the General Fund capital programme is increased by £10,000 to allow expenditure on the planning and design costs associated with the delivery of the public realm works which are scheduled to be undertaken in 2019/20.

Riverside Walk Accessibility Improvements Scheme

17. The project to improve accessibility to the Riverside Walk between New Mills Yard and Carrow Bridge was commenced in 2017/18 and will continue into 2019/20.
18. Cabinet is therefore asked to recommend to council that the General Fund capital programme is increased by £90,000 to finance the forecast expenditure on the delivery of the improvements in 2018/19. The project is financed by a

£200,000 CIL funded contribution from the Greater Norwich Growth Board Growth Programme.

Summary Table GF Capital Expenditure Programme

19. The table below summarises all of the proposed adjustments to the 2018/19 GF capital programme:

| 2018/19 | Existing Budget £000 | Proposed Increase in Budget £000 | Revised Budget £000 | Funding Source |
|---|-------------------------|-------------------------------------|------------------------|-------------------------|
| GF Capital Expenditure Programme | | | | |
| Cycle Safety Grant | 0 | 365 | 365 | Grant |
| IT Investment Fund | 309 | 39 | 348 | Capital Receipts/ RCCO |
| Mile Cross Depot | 0 | 550 | 550 | Capital Receipts/ Grant |
| CIL Strategic Pool | 0 | 1,050 | 1,050 | CIL |
| St Stephens Towers Public Realm | 0 | 10 | 10 | S106 |
| Riverside Walk Accessibility | 15 | 90 | 105 | CIL |
| GF Capital Expenditure Total | 324 | 2,104 | 2,428 | |

GF Capital Loans Programme

Loan to Norwich Regeneration Limited

20. On 26 March 2018 Norwich City Council entered into a loan facility agreement with its wholly-owned subsidiary Norwich Regeneration Limited (NRL) with an available facility of £35.49m. To date, NRL has drawn down £11.5m in loan financing to progress the Three Score Phase 2 residential development.
21. The latest review of the Three Score Phase 2 short term cashflow highlights that an additional loan drawdown is likely to be required in 2018/19. The final amount required will be dependent upon the timing of sale receipts from completed dwellings but is expected to be within the current capital budget allocation.
22. The financial modelling for NRL continues to evolve as project timescales and cash flows are revised and investment in future projects is undertaken. It is proposed that the loan budgets currently allocated within the 2018/19 programme are amalgamated by virement to create a single budget which can be administered in line with the company's overall cashflow requirements rather than being allocated to specific schemes and phases.
23. The NRL board continues to look for opportunities to expand the company's development activities and potential expenditure of £100,000 on preparatory work and feasibility studies for new commercial business opportunities in 2018/19 have been identified in the latest NRL Business Plan.

24. Cabinet is therefore asked to recommend to council the amalgamation by virement of the existing GF Capital Loans programme budgets for Three Score Phase 2 & 3 and Ber Street.

Summary Table GF Capital Loans Programme

| 2018/19 | Existing Budget £000 | Proposed Increase/ (Decrease) in Budget £000 | Revised Budget £000 | Funding Source |
|---|-------------------------|---|------------------------|----------------|
| GF Capital Loans Programme | | | | |
| New Build Three Score –Phase 2 | 1,120 | (1,120) | 0 | Borrowing |
| New Build Three Score –Phase 3 | 482 | (482) | 0 | Borrowing |
| New Build Ber Street | 280 | (280) | 0 | Borrowing |
| Loan financing for Norwich Regeneration Limited | 0 | 1,882 | 1,882 | Borrowing |
| GF Capital Loans Total | 1,882 | 0 | 1,882 | |

Changes to Budget Monitoring Report

25. The budget monitoring report currently shows capital budgets grouped only as the general fund (GF) capital programme or the housing revenue account (HRA) capital programme.

26. The budgets within the general fund capital programme have broadened in recent years to include activity such as providing loans and acting as an agent for funds delegated from government departments that are utilised by other organisations. It is correct that these budgets form part of the council's capital programme but the expenditure does not always benefit assets held by the council or the expenditure may not be within the direct control of the council and can therefore distort the position of the controllable capital expenditure shown in the budget monitoring reports.

27. In order to provide more clarity to the budget monitoring, future reports will separate capital expenditure into the following groups:

- General Capital Expenditure
- Section 106/Greater Norwich Growth Partnership
- Capital Expenditure not controlled by NCC
- Capital Asset Investment
- Capital Contingency
- Capital Loans

The current general fund capital programme is shown in this revised format, in detail in Appendix 1.

| | |
|----------------------------------|---|
| | |
| Report author to complete | |
| Committee: | Council |
| Committee date: | 25 September 2018 |
| Head of service: | Karen Watling, Chief Finance Officer |
| Report subject: | Adjustment to 2018/19 Capital Programme |
| Date assessed: | 13 September 2018 |
| Description: | This integrated impact assessment covers proposals for the General Fund and Housing Revenue Account 2018/19 capital programmes. |

| | Impact | | | |
|--|-------------------------------------|-------------------------------------|--------------------------|---|
| Economic (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Finance (value for money) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Report is in line with financial procedures for the management of financial resources |
| 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"/> | |
| Social (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| 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"/> | |
| 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"/> | |

| | Impact | | | |
|---|-------------------------------------|-------------------------------------|--------------------------|--|
| 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 type="checkbox"/> | <input checked="" 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 type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Report demonstrates awareness of risks to delivery of planned capital works and mitigating actions |

| Recommendations from impact assessment |
|--|
| Positive |
| None |
| Negative |
| None |
| Neutral |
| None |
| Issues |
| None |

General Fund Capital Programme 2018/19

| 2018/19 GF Capital Programme Summary | Current Budget |
|--|-----------------------|
| GF Capital Expenditure | 3,948,708 |
| Section 106/Greater Norwich Growth Partnership | 1,129,812 |
| GF Capital (Expenditure not controlled by NCC) | 4,661,741 |
| GF Capital Asset Investment | 66,571,036 |
| GF Capital Contingency | 64,500 |
| GF Capital Loans | 1,881,161 |
| Total GF Capital Programme | 78,256,958 |
| | |
| GF Capital Expenditure Programme | Current Budget |
| Grounds Maintenance Equipment | 559,580 |
| Riverbank stabilisation | 82,500 |
| St Giles MSCP - replace central | 15,750 |
| Hewett Yard Refurbishment | 46,600 |
| Royal Oak Court - Demolition | 38,500 |
| City Hall - Fire system | 62,000 |
| Community Centre fire detection | 21,000 |
| Earlham Park toilet replacement | 86,750 |
| Eaton Park path replacement | 45,000 |
| HR System | 63,273 |
| Parking machines card upgrade | 32,822 |
| Non trafficked pedestrian bridges | 55,000 |
| Strangers Hall stores roof | 27,500 |
| Riverside Footpath District Lighting | 21,000 |
| City Hall heating system | 17,250 |
| Castle Museum windows | 33,000 |
| Pulls Ferry quay heading | 16,500 |
| St Giles MSCP Lift Controller | 35,500 |
| CCTV replacement | 250,935 |
| City Hall external lighting | 5,556 |
| Parking Management System | 65,825 |
| Customer centre redesign | 440,363 |
| St Giles MSCP - Windows and doors | 20,000 |
| New Build - Three Score Phase 2 | 942,877 |
| IT Investment Fund | 309,439 |
| Finance & HR System | 241,869 |
| Park Depots demolition | 282,319 |
| Investment for regeneration | 130,000 |
| Total GF Capital Expenditure Programme | 3,948,708 |

| GF Capital S106/GNGP Programme | Current Budget |
|---|-----------------------|
| Section 106 | 388,462 |
| Greater Norwich Growth Partnership | 741,350 |
| Total Section 106/GNGP Programme | 1,129,812 |
| | |
| GF Capital Expenditure Programme (Expenditure not controlled by NCC) | Current Budget |
| Riverside Leisure Centre - Plant | 12,000 |
| Traveller Site | 26,000 |
| Community Infrastructure Levy | 253,412 |
| Cycle City Ambition Group 2 | 3,386,254 |
| Home Improvement Agency Works | 984,075 |
| Total GF Capital Expenditure Programme | 4,661,741 |
| | |
| GF Capital Asset Acquisition Programme | Current Budget |
| Acquisition of income generating assets | 56,368,455 |
| Asset Acquisition 1 | 40,033 |
| Asset Acquisition 2 | 184,581 |
| Asset Acquisition 3 | 23,774 |
| Asset Acquisition 4 | 9,954,193 |
| Total GF Capital Asset Acquisition Programme | 66,571,036 |
| | |
| GF Capital Contingency | Current Budget |
| Capital contingency | 64,500 |
| Total GF Capital Contingency | 64,500 |
| | |
| GF Capital Loans Programme | Current Budget |
| 10-14 Ber Street | 280,000 |
| New Build - Three Score Phase 2 | 1,119,546 |
| New Build - Three Score Phase 3 | 481,615 |
| Total GF Capital Loans Programme | 1,881,161 |

Report to Council
25 September 2018
Report of Chief finance officer (Section 151 Officer)
Subject Mile Cross Depot Redevelopment

Item

8

Purpose

To seek approval to demolish the buildings and decontaminate the land at the Mile Cross Depot site.

Recommendation

To approve an increase in the General Fund capital budget of £1.975m (£0.550m in 2018/19 and £1.425m in 2019/20) to undertake the required works at the Mile Cross depot site.

Corporate and service priorities

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

Financial implications

A new capital budget requirement of £1.975m, to be funded by a DHCLG (Department for Housing, Communities and Local Government) Land Release Fund grant of £0.980m and £0.995m of matched funding from the council's capital receipts. This will also result in a revenue budget saving of £0.1m (full year effect).

Ward/s: Mile Cross

Cabinet member: Councillor Stonard - Sustainable and inclusive growth

Contact officers

Karen Watling, Chief Finance Officer 01603 212440

Richard Carden, Project Manager 01603 212369

Background documents

None

Report

Background Information

1. The Mile Cross depot was formerly Norwich City Council's principal works depot and was subsequently managed as a business centre. The last remaining occupant of the site (Norwich Norse Environmental) vacated in August 2018.
2. The site is located close to the city centre and main transport routes and is adjacent to Sloughbottom Public Park. It is in the ownership and control of Norwich City Council.
3. Planning policy for the site is for a mixed use development to include housing. Ground investigations have been carried out which reveal low levels of ground gas and other chemical contaminants as well as asbestos.
4. Given the ground contamination and the desire to redevelop the site, a bid was made last year for Land Release Funding from central government. This bid was successful and £980k has been awarded to the Council. The grant condition requires this to be used so as to make the site "released" for housing redevelopment by 2020.
5. Officers are currently working on the options available for redeveloping the Mile Cross Depot site including:
 1. Sale of the site to a private developer (possibly with planning and a Development Agreement in place).
 2. Transfer/sale of the site to the Council's company, Norwich Regeneration Limited (NRL), for the company to build housing.
 3. Transfer/sale of part of the site to NRL to construct housing with the Council retaining part to build health & wellbeing and other community facilities.
6. A preliminary Business Case and options appraisal is scheduled to be tabled at Cabinet during November 2018. Feedback from informal discussions with Cabinet and Ward Members show the third option as being the preferred way forward if discussions with potential partners and the funding arrangements can be successfully concluded.
7. A decision however is required now whether to proceed with the demolition of the depot and the decontamination of the site given the lead in time required to procure and undertake the necessary works and the need to have the site cleared and decontaminated by the deadline of 2020.

Description of the works required

8. The buildings are a mixture of traditional and non-traditional light industrial units that made up a former Corporation Works Depot. The majority of buildings are asbestos clad with a reinforced concrete frame, the remaining structures are a mixture of brick built with flat roofs and portakabin type buildings.

9. The demolition will be carried out in accordance with BS 6187:2011 code of practice for full and partial demolition and will include:
 - The removal of all ground floor slabs, foundations and base pads.
 - Removal and disposal of all debris/items left by former tenants.
 - Removal and disposal of green waste within the site boundary.
 - Removal of 3 underground fuel tanks.
 - Removal and disposal of all concrete, tarmac and asphalt hardstanding within the site boundary.
 - Vibration and noise monitoring will be in place and there will be dust suppression when required.
10. Remediation of the entire site will need to be undertaken. A site investigation undertaken in 2017 shows a number of different contaminants located on the site and these need to be neutralised or removed prior to any development of the site. It is considered that it will be more cost effective to undertake this work across the entire site and will be a requirement of any planning permission going forward.
11. In order to undertake this work a Prior Approval Consent application will need to be submitted to the Planning Department with a detailed method statement for the demolition. This will include details of how noise and dust produced will be mitigated and also details of how the demolition will take place to allay any safety concerns.
12. Security of the site – Pre-demolition and post demolition, the site will be secured by an independent security firm. The site is currently surrounded by walls and fencing ensuring ingress to the site is challenging unless via the front gate. This fencing has been checked and is secure around the entire boundary. There will be a new lock and added security to the front gate to the site. Within the boundary, there will be CCTV towers strategically placed around the site with built in motion sensors that alert a central control to any trespass within the site. There is also voice transmission via speakers from the control station. Additionally site visits will be undertaken at regular intervals during the day and more intensively at night to ensure the site remains secure.

Timeline for the works

| Task | By When |
|--|--------------------|
| Procure contractor for demolition and decontamination | Early October 2018 |
| Seek prior approval consent for demolition from Planning Department with Approval expected | End November 2018 |
| Demolition works completed | April 2019 |
| Decontamination works completed | January 2020 |

Financial Implications

13. The total capital cost of the works is estimated at £1.975m (see table below). The Land Release Funding (LRF) grant would be used to part-fund these works leaving a net funding requirement of £0.995m to be met by the Council.

| Cost Element | Estimate £000 | Basis of Estimate |
|-----------------------------|----------------------|---|
| Site Clearance/Demolition | 700 | Initial quote |
| Remediation/Decontamination | 1,200 | Estimate by Land Contamination Specialist |
| Security of the site | 75 | Initial quote |
| Total Estimated Cost | 1,975 | |

| Mile Cross Depot Funding Analysis | | | Funding Allocation | | | |
|--|---------------------|---------------------|-----------------------------|------------|-----------------------------|------------|
| | | | NCC Capital Receipts | LRF | NCC Capital Receipts | LRF |
| Cost Element | 2018/19 £000 | 2019/20 £000 | 2018/19 £000 | | 2019/20 £000 | |
| Site Clearance/Demolition | 525 | 175 | 278 | 247 | 104 | 71 |
| Remediation/Decontamination | 0 | 1,200 | 0 | 0 | 575 | 625 |
| Security of the site | 25 | 50 | 13 | 12 | 25 | 25 |
| GF Non Housing Budget Required/Funding Allocation | 550 | 1,425 | 291 | 259 | 704 | 721 |

14. The Chief Finance Officer recommends that the matched funding of £0.995m is funded from capital receipts. External borrowing is not currently an option because this would incur revenue budget growth in external interest charges and Minimum Revenue Provision (MRP) costs. The Business Case for the project has not yet been developed to the stage whereby it is certain that the redevelopment would generate a new revenue income stream sufficient to cover these costs. If this situation changes once the Business Case is completed, then the funding will be financed from external borrowing rather than using a capital receipt.
15. The Council's General Fund currently holds £0.7m of already-received capital receipt money over and above the amount needed to fund the approved capital programme for this financial year. Information of forecast future property sales obtained from NPS show there is a reasonable expectation that a further £4m could be received by the end of the financial year. Most of the latter is already earmarked to fund the base capital programme for the next five years but £0.295m could be released from this amount.
16. Under options 1 and 2 referred to above, the Council is likely to recoup the value of this matched capital funding. In the "worst case" scenario, the Council would sell the site to a private developer. A preliminary desktop valuation of the Mile Cross Depot site gives a range from £3.85m to £5.5m (the latter with the site not only cleared and clean but with outline planning permission granted).

17. Under option 2, i.e. transferring the site to Norwich Regeneration Limited to develop housing, the market value of the cleared site would need to be given (either in cash or in equity shares) to the council from the company otherwise the transaction may contravene state aid rules.
18. For option 3, where part of the site is transferred to NRL for housing development and part retained by the Council to develop community facilities, the situation is less clear. There is a risk that all or part of the monetary value the Council puts in now to clear the site will not be reimbursed. Legal advice and further financial analysis will be required when the costs and funding of the options are better known later this year and reported to Cabinet and Council for approval.
19. The demolition of the building will result in a revenue budget saving in Business Rates and other property expenses totalling approximately £60k in this financial year and £123k for a full financial year (2019/20 and onwards).
20. The demolition of the property also means that the Events Team's equipment and the Gurney Clock have to be stored elsewhere, the resultant increase in costs are £12k in this financial year and £18k for a full financial year (2019/20 and onwards).

Financial risks

21. The following table sets out the potential financial risks arising from the recommendations made in this report.

| Risk | Quantum | Mitigation/Risk Level |
|--|--|--|
| Not having the site cleared and released for housing development by 2020 | The Council would potentially need to hand back the £980k Land Release Funding Grant | <p>MEDIUM RISK</p> <p>Council is being asked to agree the funding of the demolition and decontamination now so that a contractor can be procured to start on site ASAP</p> <p>Officers will keep DHCLG continually informed on progress so that they may allow some slippage if needed</p> |
| Not having sufficient capital receipts to fund the cost of the works | The Council may need to fund £295k from its general fund reserves | <p>LOW RISK</p> <p>Very low risk that further capital receipts will not be generated to the value required</p> |

| | | |
|---|---|---|
| The capital funding will not be recouped by the council | The £0.995m may not be reimbursed therefore this amount of money will not be available for funding the future capital programme | <p>LOW TO HIGH RISK</p> <p>The risk level depends on the option ultimately taken with option 3 being the most risky. The issue will be a factor to consider in the Business Case to be tabled at Cabinet and Council in November 2018</p> |
| Overspend against estimated budget requirement | Cannot quantify | <p>LOW RISK</p> <p>The estimates have been provided by various specialists who have visited the site</p> |

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

Report author to complete

| | |
|-----------------------------------|--------------------------------|
| Committee: | Council |
| Committee date: | 25 September 2018 |
| Director / Head of service | Chief Finance Officer |
| Report subject: | Mile Cross Depot Redevelopment |
| Date assessed: | 13 September 2018 |

| | Impact | | | |
|--|-------------------------------------|-------------------------------------|--------------------------|---|
| Economic (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Finance (value for money) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The works proposed in this report would result in a revenue budget saving of £0.1m per annum |
| Other departments and services e.g. office facilities, customer contact | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| ICT services | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Economic development | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Mile Cross currently consists of predominantly social housing. The works proposed in this report will enable the site to be developed for mixed housing, with a higher proportion of housing for private sale on this site which will help to achieve a more balanced community, allow for greater social mobility in the area, and help to change the perception of the Mile Cross area. |
| Financial inclusion | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | |
| Social (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| 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 | |
| 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"/> | |
| | | | | |

| | Impact | | | |
|------------------------------------|--------------------------|--------------------------|-------------------------------------|--|
| (Please add an 'x' as appropriate) | Neutral | Positive | Negative | |
| Risk management | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | There is a medium level of risk that the works proposed in the report may not deliver a cleared site by April 2020, which could mean the Council having to repay the £980k grant back to central government. |

| Recommendations from impact assessment | |
|--|--|
| Positive | |
| Economic development and Finance (value for money) | |
| Negative | |
| Risk | |
| Neutral | |
| | |
| Issues | |
| | |

| | | |
|------------------|--|-------------|
| Report to | Council | Item |
| | 25 September 2018 | |
| Report of | Director of business services | 9 |
| Subject | Members allowances scheme – review of expenses | |

Purpose

To consider the recommendations of the independent panel regarding the expenses element of the members allowances scheme.

Recommendation

- 1) To amend the members allowances scheme to consider (but not be limited to) the following as expenses:
 - a) Mobile phone
 - b) Landline
 - c) Telephone calls
 - d) Broadband costs
 - e) Parking permits
 - f) Stationery
 - g) Stamps
 - h) Flyers
 - i) Newspapers
 - j) Printing
 - k) Ink cartridges
 - l) Heating and lighting
 - m) Office accommodation
 - n) Aids to physical participation in meetings
 - o) ICT and office equipment
 - p) Other items of expenses which are wholly and necessarily incurred in the role of a councillor
- 2) To agree that fifty percent of the basic member's allowances should be considered as expenses; and
- 3) To agree that the travel and subsistence element of the members allowances scheme should remain unchanged

Corporate and service priorities

The report helps to meet the corporate priority a fair city

Financial implications

None

Ward/s: All Wards

Cabinet member: Councillor Kendrick - Resources

Contact officers

Anton Bull, director of business services 01603 212326

Stuart Guthrie, democratic and elections manager 01603 212055

Background documents

None

Report

Background

1. The current member's allowances scheme detailed in appendix 1 has been in place since 2017 and is index linked to pay increases awarded to staff by the National Joint Council for Local Government Services.
2. A panel would normally convene every four years to consider the scheme and make any recommendations for changes; however an issue has arisen regarding member's allowances and housing benefit that requires consideration by an independent panel.
3. The independent panel was made up of:

Jackie Bush – Social Care Consultant

Philip Hyde – Solicitor

Kate Money – Chair of the trustees of Age UK

The panel

4. The panel met on Thursday 6 September 2018 to consider information around the current member's allowances scheme, details of allowances schemes from other local authorities and the anonymised results of a survey undertaken of member's monthly expenses.
5. Attached are the final report to council from the panel and the report considered by the panel at its meeting on 6 September 2018.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

Report author to complete

| | |
|-----------------------------------|--|
| Committee: | Council |
| Committee date: | 25 September 2018 |
| Director / Head of service | Anton Bull |
| Report subject: | Members allowances scheme – review of expenses |
| Date assessed: | 17 September 2018 |

| | Impact | | | |
|---|-------------------------------------|-------------------------------------|--------------------------|--|
| Economic (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Helps to allow people from all backgrounds to stand as a councillor. |
| | | | | |
| Social (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| 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"/> | |

| Recommendations from impact assessment |
|--|
| Positive |
| |
| Negative |
| |
| Neutral |
| |
| Issues |
| |

NORWICH CITY COUNCIL

INDEPENDENT PANEL

**INTO MEMBERS ALLOWANCES –
REVIEW OF EXPENSES**

REPORT TO COUNCIL

| |
|---|
| Members of the independent panel |
|---|

| | |
|--------------------|--------------------------|
| Kate Money (Chair) | - Chair, Age UK Norwich |
| Jackie Bush | - Social care consultant |
| Philip Hyde | - Solicitor |

Contact Officer :- Lucy Palmer, Democratic team leader
t: 01603 212416 e: lucypalmer@norwich.gov.uk

Terms of Reference

1. The Terms of reference of the panel were –

“consider expenses to be able to make a recommendation to council, so that ‘the local authority’ can ‘provide a breakdown when deciding if all or part of the allowance should be disregarded as expenses’.”
2. The independent panel was asked to specifically consider:
 - a) the current allowances and consider whether there is a reasonable proportion of the allowance that could be considered as expenses; and
 - b) the current separation of allowances and travelling and whether there should be a fixed allowance for travelling.

Background

3. The current member’s allowances scheme detailed in appendix 1 of the report considered by the panel has been in place since 2017 and is index linked to pay increases awarded to staff by the National Joint Council for Local Government Services.
4. A panel would normally convene every four years to consider the scheme and make any recommendations for changes; however an issue arose regarding member’s allowances and housing benefit that required consideration by an independent panel.

Housing benefit and allowances

5. Guidance from the Department for Work and Pensions requires councillor’s allowances to be treated as income. The guidance can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/236962/hbgm-bw2-assessment-of-income.pdf
6. The relevant extract is reproduced at appendix 2 of the report considered by the panel
7. Paragraph W2.87 of the guidance states that the councillor or the local authority may be able to provide a breakdown when deciding if all or part of the allowance should be disregarded as expenses which have been wholly, exclusively and necessarily incurred.
8. Attached at appendix 9 to the report considered by the panel is a statement on the treatment of councillor’s allowances and benefit for working age claimants which has been prepared by the council’s financial inclusion manager.

9. The panel was asked to meet and consider the expenses to be able to make a recommendation to council, so that 'the local authority' can 'provide a breakdown when deciding if all or part of the allowance should be disregarded as expense

The Work of the Panel

10. The independent panel convened on 6 September 2018.
11. The panel received guidance and information including:
 - Details of what allowances can be paid under the current regulations, including the council's current members allowances scheme
 - Comparative data on the allowances paid by other similar local authorities and what could be considered as expenses.
 - The results of a survey of members and their monthly expenses

(A full copy of this is attached to this report)
12. The panel noted that although there was a need for part of the work of a councillor to be voluntary, expenses should be covered so that no one would be in a position which meant they were unable to be a councillor.
13. The panel considered the survey conducted of member's expenses to consider the scope of the categories of expenses and determined which of these should be included. They also considered schemes put in place by Broadland District Council and South Norfolk District Council.
14. The panel discussed travel allowances and considered three options:
 - a) To make a fixed payment in additional to the basic allowance for travel within the Norwich City Council area and members can claim for travel outside of the area,
 - b) To include travel within the Norwich City Council area as part of the existing basic allowances and members can claim for travel outside of the area; or
 - c) To leave the travel and subsistence element of the members allowances scheme unchanged
15. The panel reviewed each of the categories of expenses as set out in the members survey to determine a view on whether these should be deemed as expenses and had regard to the definitions of expenses by the HMRC.
16. The panel took an average payment for each of the categories which it considered to be allowable as expenses. Those categories are set out in the recommendation below. Where there were some significant variances in the member survey, they also determined a figure which might be reasonable for the relevant category. This amended average came out at 44% of the total basic

allowance. However, to allow for other variances and individual circumstances, the panel felt that a contingency should be included and that the final figure should be 50% of the basic allowance.

Recommendations

17. The panel considered the basic allowance and whilst they recognised that a portion of the work of a Councillor should be voluntary and giving back to the community, all sectors of society should be represented. The panel carefully considered all relevant matters included in the report in front of them, along with the appendices, including a survey of members and a letter from Councillor Alan Waters, Leader of the council and made the following recommendations:

- 1) To amend the members allowances scheme to consider (but not be limited to) the following as expenses:
 - a) Mobile phone
 - b) Landline
 - c) Telephone calls
 - d) Broadband costs
 - e) Parking permits
 - f) Stationery
 - g) Stamps
 - h) Flyers
 - i) Newspapers
 - j) Printing
 - k) Ink cartridges
 - l) Heating and lighting
 - m) Office accommodation
 - n) Aids to physical participation in meetings
 - o) ICT and office equipment
 - p) Other items of expenses which are wholly and necessarily incurred in the role of a councillor
- 2) To agree that fifty percent of the basic member's allowances should be considered as expenses; and
- 3) To agree that the travel and subsistence element of the members allowances scheme should remain unchanged

The panel also wanted to strongly recommend that all members kept receipts relating to any expenses in case these were required by HMRC.

Kate Money

Chair of the independent panel

| | | |
|------------------|---|-------------|
| Report to | Members' Allowances Panel | Item |
| | 6 September 2018 | |
| Report of | Democratic and elections manager | |
| Subject | Members' Allowances Scheme – review of expenses | |

Purpose

To consider the current member's allowance scheme and consider any recommendations to be brought back to council regarding the expenses element.

Recommendations

To:-

- (1) consider the current member allowances and identify any expenses element of the allowance; and
- (2) to make recommendations on amendments to the scheme, if required, to council.

Financial Consequences

These will be considered by the Council

Contact Officers

| | |
|--|--------------|
| Lucy Palmer, democratic team leader | 01603 212416 |
| Anton Bull, director of business services | 01603 212459 |
| Stuart Guthrie, democratic and elections manager | 01603 212055 |

Report

Background

1. The current member's allowances scheme detailed in appendix 1 has been in place since 2017 and is indexed linked to pay increases awarded to staff by the National Joint Council for Local Government Services.
2. A panel would normally convene every four years to consider the scheme and make any recommendations for changes; however an issue has arisen regarding member's allowances and housing benefit that requires consideration by an independent panel.

Housing benefit and allowances

3. Guidance from the Department for Work and Pensions requires councillor's allowances to be treated as income. The guidance can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/236962/hbgm-bw2-assessment-of-income.pdf

4. The relevant extract is reproduced at appendix 2
5. Paragraph W2.87 of the guidance states that the councillor or the local authority may be able to provide a breakdown when deciding if all or part of the allowance should be disregarded as expenses which have been wholly, exclusively and necessarily incurred.
6. Attached at appendix 9 is a statement on the treatment of councillor's allowances and benefit for working age claimants which has been prepared by the council's financial inclusion manager.
7. The panel has been asked to meet and consider the expenses to be able to make a recommendation to council, so that 'the local authority' can 'provide a breakdown when deciding if all or part of the allowance should be disregarded as expenses'.

What allowances can be paid?

8. Under the provisions of the Local Government Act, 2000 and The Local Authorities (Members Allowances)(England) Regulations, 2003 the following allowances can be paid:

Basic Allowance

- a) All local authorities **must** make provision in their scheme of allowances for a basic, flat rate allowance payable to all members. The Basic Allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as attending meetings and political and constituency work. It is also intended to cover incidental costs such as the use of their homes, telephones etc.
- b) Government guidance on member's allowances has suggested that it is important that some element of the work of members continues to be

voluntary.¹ This must be balanced against the need to ensure that financial loss is not suffered by elected members, and further to ensure that, despite the input required, people are encouraged to come forward as elected members and that their service to the community is retained.

Special Responsibility Allowance

- c) Local authorities are empowered, but not statutorily required, to pay Special Responsibility Allowances to councillors having extra responsibilities or commitments over and above those ordinarily incurred e.g. Leader or Deputy Leader of the Council, leader of a political group, or chair or vice-chair of a committee etc. They can also be paid to members of a committee that meets with exceptional frequency or for exceptionally long periods. If Special Responsibilities Allowances are paid, then it is mandatory to give at least one such allowance to a member of a minority group.

Dependants' Carers Allowance

- d) A scheme of allowances may also include the payment of Dependants' Carers Allowance to those councillors who incur expenditure for the care of children or other dependants whilst attending council meetings or other approved duties.

Travelling and Subsistence Allowance

- e) Travel and subsistence allowances can be paid for attending council meetings or other approved duties. This can include an allowance for those who travel by bicycle or other non-motorised transport.

Co-optees Allowance

- f) Each local authority may make provision in the scheme for the payment of a Co-optee's allowance to any co-opted and appointed members of a council's committee or sub-committee. The only co-opted members currently appointed to Council committees are on the standards committee.

Backdating Allowances

- g) When a scheme of allowances is amended, an authority may, having regard to the recommendations of the panel, chose to apply the amendment retrospectively to the beginning of the financial year in which the amendment is made.

Annual Adjustments for Allowance Levels

- h) A scheme of allowances may make provision for an annual adjustment of allowances to be ascertained by reference to an index e.g. inflation or increases in staff salary levels. If the panel makes a recommendation that allowance levels should be determined according to an index, it should also make recommendations as to how long the index should run before reconsideration. In any case, an index may not run for more than four years before a further recommendation on it is sought from an independent remuneration panel.

¹ The guidance can be found here (see paragraph 53) :
<http://webarchive.nationalarchives.gov.uk/20061017044114/http://www.communities.gov.uk/index.asp?id=1133874#TopOfPage>

Pensions

- i) Section 99 of the Local Government Act 2000 included powers for the Secretary of State to make provision for the payment of pensions to members of a local authority. The 2003 regulations stipulate that a local authorities Members' Allowances Scheme shall set out –
 - i. which members of the authority are entitled to pensions in accordance with a scheme made under Section 7 of the Superannuation Act 1972;
 - ii. whether the Basic Allowance or the Special Responsibility Allowance, or both, may be treated as amounts in respect of which such pensions are payable.
- j) The council can only make membership of the scheme available to those members who are recommended by the independent panel. However, the council can decide not to offer membership to some or all of the recommended councillors.

Claims and Payments

- k) In respect of Dependants' Carers Allowance; Travelling and Subsistence Allowance and Co-optees Allowance, the Members' Allowances Scheme shall specify a time limit from the date on which an entitlement to each of those allowances arises during which a claim for such allowances must be made by the person to whom they are payable. Currently, claims have to be made on a monthly basis and submitted by the fourth day of the following month. It is suggested that this arrangement should continue.
9. No assessment has been made by the council as to the other expenses that councillors incur and therefore how much of the allowance could be disregarded as income for housing benefit purposes.

Comparator Data

- 10. The ability to tailor schemes according to local circumstances has led to a wide variety in the levels and types of allowances being paid to elected members.
- 11. Details of schemes from Norwich's comparator local government 'family' are detailed in the following appendices to this report:
 - Oxford City Council – appendix 3
 - Exeter City Council – appendix 4
 - Cambridge City Council – appendix 5
- 12. Panel members will see that there is little detail in these allowances schemes around member's expenses.
- 13. More detailed information can be found in Broadland and South Norfolk District Council's member allowances scheme. These are attached to the report at appendices 6 and 7 respectively.

14. A survey was undertaken of our members to gather information on what expenses they currently incur. An average has been taken of the amounts for each category and this information is presented at appendix 8

Budgetary Consideration

15. There are clearly financial constraints on the total amount of allowances which can be paid. The panel is asked to recommend a scheme which fairly recognises the work and responsibilities of councillors independent of those constraints. It will then be up to the council to decide if and how to implement your recommended scheme in the light of other priorities and the budget position.

Issues for consideration

16. The panel will need to consider:-
 - a) the current allowances and consider whether there is a reasonable proportion of the allowance that could be considered as expenses; and
 - b) the current separation of allowances and travelling and whether there should be a fixed allowance for travelling.

APPENDIX 1**MEMBERS' ALLOWANCE SCHEME**

With effect from 1 April 2013, the following scheme of members allowances will be increased annually on 1 April, indexed linked to the pay increase awarded to staff by the National Joint Council for Local Government Services :-

| | |
|--|-------------------|
| BASIC ALLOWANCES (Payable to all councillors) (current rates) | £ 6,380 |
|--|-------------------|

SPECIAL RESPONSIBILITY ALLOWANCES

| | | |
|--------|--|--------|
| Tier 1 | Leader of the council | 10,634 |
| Tier 2 | Cabinet members & leader of the major minority group | 5,317 |
| Tier 3 | Chairs of audit, licensing, planning applications and scrutiny committees and the leader of any minority group that comprises minimum of 10% of the council. | 2,659 |
| Tier 4 | Other members of audit, licensing, planning applications, and scrutiny committees | 1,594 |
| Tier 5 | Co-opted members of standards committee | 373 |

- *Only one SRA to be paid from Tiers 1, 2 and 3*
- *Only one SRAs to be paid from Tier 4 and a councillor shall not get a Tier 3 allowance as chair as well as a Tier 4 allowance as a member of the same committee.*

Travel and Subsistence Allowances

To be paid at the same rates as Norwich City Council employees and are subject to the same requirements for claims and payments.
The current levels are:-

Travel Allowances

All vehicles – 46.9p per mile

Travel outside Norwich - cheapest public transport option to be used. When own vehicle used, with prior agreement of democratic services, reimbursement is based on equivalent to cheapest public transport option.

Subsistence Allowances

| | |
|--------------|--------------------------------------|
| Breakfast | £7.74 (£6.45 with non VAT receipt) |
| Lunch | £10.69 (£8.91 with non VAT receipt) |
| Tea | £4.22 (£3.52 with non VAT receipt) |
| Evening Meal | £13.24 (£11.03 with non VAT receipt) |

Out of Pocket Allowance

(Claims for miscellaneous out of pocket expenses should not exceed £25 per night)

Overnight Subsistence

Hotels to be booked on basis of best deal available taking into account the needs of the councillor and the event attended.

Childcare and Dependent Carers' Allowance

To be paid at the rate of £10 per hour per child etc.

(The director of business services is authorised to make additional payment in cases where specialist care is required)

Membership of the Local Government Pension Scheme is not available as part of this Members Allowances Scheme

The Independent Panel to be reconvened no later than 4 years after the implementation of the scheme.

Civic Allowances

(For Information only - not covered by the Local Authorities (Members Allowances) (England) Regulations, 2003)

| | | |
|------------|---|--------|
| Lord Mayor | - | £6,588 |
| Sheriff | - | £3,294 |

(W2.80)-W2.83

- (W2.80) • include payments
- for taking part in radio or television plays, commercials
 - for interviews with press reporters, or
 - for published items
 - made in the UK or from abroad under the Public Lending Right scheme for the use of, or the right to use any copyright, design, patent or trade mark
 - made in the UK or from abroad when the claimant (or partner) is an original contributor to a book registered under the Public Lending Right Scheme 1982 or to a work under an analogous international Public Lending Right Scheme

W2.81 Apportion any such earnings over the period for which they are paid.

HB Reg 29; CTB Reg 19

Example

A claimant receives two annual payments, one for £2000, in November 2003 and a further £3,000 in April 2004.

The first payment received in November 2003 is taken into account for a year. The second payment, received April 2004 is also taken into account for a year. This means that for the period

- November 2003 to March 2004, only the first payment is taken into account
- April 2004 to October 2004, both payments are taken into account
- November 2004 to March 2005 only the second payment is taken into account

British Shipping Federation established benefit

W2.82 Payments may be made from an employer's financial pool to merchant seamen who are unemployed between periods at sea. This is known as 'pool pay'. Such payments should be treated as earnings.

Local Authority councillors

W2.83 Local Authority (LA) councillors, as elected officer holders, are treated as being employed by the LA. They can receive the following allowances

- basic allowance
- special responsibility allowance
- conference attendance allowance, and
- financial loss allowance

W2.84 With the exception of the financial loss allowance, they are treated as earnings **except** any element for expenses which have been wholly, exclusively and necessarily incurred in the performance of their duties. See also *Expenses payments* later in this chapter.

W2.85 A financial loss allowance can be treated either as

- earnings, or
- other income

See *Financial loss allowance* later in this chapter.

HB Reg 35; CTB Reg 25

Basic allowance

W2.86 This allowance applies to councillors on main LAs and is the same for all councillors of that LA. It is paid either as a lump-sum or by instalments and comprises two elements

- payment for the time spent on council work, and
- reimbursement for costs such as postage, stationery and telephone calls not covered by other provisions

W2.87 The councillor or the LA may be able to provide a breakdown when deciding if all or part of the allowance should be disregarded as expenses which have been wholly, exclusively and necessarily incurred.

Special responsibility allowance

W2.88 This may be paid to councillors on main LAs who have significant responsibilities, such as the chairperson of a committee. The amount and method of payment is at the discretion of the LA and is usually paid quarterly.

Conference attendance allowance

W2.89 This allowance can be paid for attendance at conferences and meetings. When it is paid it is not subject to any specific limit.

Financial loss allowance

W2.90 This allowance is only available to parish, town or community councillors (other than community councils in Scotland which are not LAs). Councillors may retain their option to continue to receive it rather than the attendance allowance. It is designed to meet out of pocket expenses, other than travel or subsistence, for which proof of loss is required, including compensation for loss of earnings.

W2.91-W2.98

- W2.91 If paid with any of the other allowances above, a financial loss allowance is treated as earnings in the normal way, with any element for expenses disregarded. But if paid on its own, financial loss allowance is taken into account as other income, in which case any payment for expenses incurred should again be disregarded, see *Items to be disregarded* later in this chapter.

Expenses payments

- W2.92 Allowances paid to meet specific expenses such as travelling and subsistence expenses wholly, exclusively and necessarily incurred in the performance of the duties of the office held are disregarded.
- W2.93 In connection with these, because a councillor has to do much of their work from home, the cost of travelling from home to a council office or any other place on council business is not just travelling to work in the ordinary sense, but is an integral part of their work as a councillor.
- W2.94 Accordingly, reimbursement of such travelling expense is disregarded. This is in contrast to the normal treatment of travelling expenses.

Payments not claimed

- W2.95 Councillors are entitled to allowances, subject to satisfying the appropriate conditions, whether they are claimed or not. If a claimant has not been paid an allowance when payment could be expected, for example, when this has been renounced, consider taking an amount into account as notional income.

Vouchers

- W2.96 When an employee receives vouchers they are treated as payments in kind and fully disregarded as income other than earnings, as long as they are not liable for or they are excluded from NI Contributions.

HB Sch 5 para 23; CTB Sch 4 para 24

Local Exchange Trading Schemes

- W2.97 Local Exchange Trading Schemes (LETS) are associations that allow participants to exchange goods and services with others in the community.
- W2.98 LETS members exchange goods and services, and they may list their offers of, and requests for, goods and services in a directory. Payment is made by a system of credits or credits plus cash. The credits can be given many different names, such as
- Bobbins
 - Brads
 - Newberries
 - Beacons
 - Acorns

26 COUNCILLORS' ALLOWANCES

| | | |
|-------|---|-----|
| 26.1 | Basic allowance | 183 |
| 26.2 | Allowance reductions | 183 |
| 26.3 | Special responsibility allowances | 183 |
| 26.4 | Co-Optees allowance | 185 |
| 26.5 | Choosing not to be paid a basic or special responsibility allowance . | 185 |
| 26.6 | Repayment of allowances | 185 |
| 26.7 | Maternity or Adoption Leave | 185 |
| 26.8 | Allowances for child and other dependents' care | 185 |
| 26.9 | Allowances for travel | 186 |
| 26.10 | Reasonable adjustment | 187 |
| 26.11 | How to claim allowances | 187 |
| 26.12 | Indexing of allowances in the scheme..... | 187 |

26.1 Basic allowance

Each Councillor gets a basic allowance of £5,016

26.2 Allowance reductions

- (a) A 15% reduction from future allowances will be made for councillors who attend less than two thirds of the scheduled meetings required within a Special Responsibility.
- (b) The Council's Member-Officer Protocol provides for further reductions to be made from future basic allowance payments.

26.3 Special responsibility allowances

Some Councillors get special responsibility allowances.

| Special Responsibility | Allowance | Cash amount |
|-----------------------------|---------------------|-------------|
| Leader | 3 x basic allowance | £15,048 |
| Deputy leader | 1 x basic allowance | £5,016 |
| Non-Statutory Deputy Leader | 1 x basic allowance | £5,016 |
| Lord Mayor | 1 x basic allowance | £5,016 |

| | | |
|--|------------------------|---|
| Deputy Lord Mayor | 0.25 x basic allowance | £1,254 |
| Sheriff | 0.25 x basic allowance | £1,254 |
| Board member with particular responsibilities given by the leader (including leader and deputy if they hold particular responsibilities) | 1.5 x basic allowance | £7,524 |
| Board member without particular responsibilities | 0.5 x basic allowance | £2,508 |
| Chair of scrutiny Committee | 1 x basic allowance | £5016 |
| Chair of Audit and Governance Committee | 0.25 x basic allowance | £1,254 |
| Chair of Planning Committee | 1 x basic allowance | £5,016 |
| Leader of an opposition group | 1 x basic allowance | £5,016 Divided equally among opposition leaders |
| Scrutiny Standing Panel Chair | 0.25 x basic allowance | £1,254 (Maximum of 2 Standing Panel SRAs available. Panel must meet at least 5 times to qualify. If more Standing Panels are set up then then) 0.5 x basic allowance (£2,508) to be divided between the Panels |

No one can have more than two special responsibility allowances. Special responsibility allowances for the Civic Office Holders are not included in this rule. If a councillor has more than two special responsibilities, they will get the allowances for the two special responsibilities that pay the most.

Where a councillor is also a member of another Council, that councillor may not receive allowances from more than one Council, in respect of the same duties.

26.4 Co-Optees allowance

No allowance shall be paid to co-opted members.

26.5 Choosing not to be paid a basic or special responsibility allowance

A councillor may elect to forego any part of their entitlement to an allowance under this scheme by providing written notice to the Monitoring Officer.

26.6 Repayment of allowances

Where allowances have been paid in advance for a period during which a councillor no longer holds a role to which an SRA applies or is no longer a councillor, those allowances will be repaid.

26.7 Maternity or Adoption Leave

Where a qualifying Councillor in receipt of an SRA wishes to take a leave of absence from the duties for which they receive the SRA due to maternity or adoption leave they will continue to receive half of the SRA to which they are entitled for a period of up to six months. Only Councillors who have been in receipt of an SRA for at least three months before the date their leave of absence commences will qualify for this payment.

It will be at the discretion of the members affected to determine whether they wish to temporarily step down from their role.

An application should be made to the Monitoring Officer for an SRA payment during a period of absence and the affected member will have to relinquish all duties and responsibilities to their replacement member for the full duration of the cover period.

26.8 Allowances for child and other dependents' care

Councillors can claim for the actual costs incurred by them in making arrangements for the care of children or other dependents to attend:

- Full Council
- The Board

- Any Council committee or sub-committee
- Any outside bodies the Council has appointed them to
- Conferences and seminars agreed by the Head of Law and Governance
- Meetings with directors or officers agreed by the Head of Law and Governance
- Any other events agreed by the Head of Law and Governance

Members can claim the actual cost of this care as long as the carer has been paid at least the Oxford Living Wage and invoices/receipts are provided.

The maximum that any member can claim for carers' allowances in any year is £1,000. In special circumstances this level may be increased by the Head of Law and Governance after consultation with the Committee and Members' Services Manager.

26.9 Allowances for travel

No travel allowance will be paid for journeys inside the City of Oxford boundary. Travel allowances will only be available for the following events, agreed in advance, which take place outside of the city boundary:-

Conferences and seminars agreed by the Head of Law and Governance

Meetings with directors or officers agreed by the Head of Law and Governance

Any other events agreed by the Head of Law and Governance.

Any claims relating to events taking place outside the Oxford city boundary should be agreed in advance and be in line with the staff rates for travel allowances. Best use should be made at all times of travel concessions arranged by the Committee and Members Services Team.

Reimbursement for travel outside the UK will not be allowed with the exception of pre-arranged events for the Lord Mayor which will be limited to two trips per year for the Lord Mayor, or representative, and consort.

Any additional requests from the civic office holders will be dealt with by the Head of Law and Governance. Any agreement would then be subject to the availability of a budget to pay for the travel.

26.10 Reasonable adjustments

A Councillor may apply to the Monitoring Officer for a maximum of £1000 per year (1 April to 31 March) to allow reasonable adjustments to be made to meet their needs should they have a temporary or permanent disability.

The Monitoring Officer has the discretion to increase the amount available to each qualifying Councillor appropriate to their requirements if necessary.

26.11 How to claim allowances

Councillors do not have to submit claims for the basic and special responsibility allowances. These are paid automatically, in 12 instalments in line with the corporate payment schedule set by the Council's payroll team.

Councillors need to submit claims for care and travel on the forms provided. These should be accompanied by receipts/invoices and must be sent to the Committee and Members' Services Manager. Claims for care, and travel will only be paid if they are made within two months of the meeting (unless the Head of Law and Governance agrees there is a good reason for the delay). Councillors are paid in line with the corporate payment schedule set by the Council's payroll team.

26.12 Indexing of allowances in the scheme

Councillor's basic allowance is linked to whatever the local pay settlement is for local government employees and will vary accordingly.

Appendix 4

EXETER CITY COUNCIL

COUNCILLORS' ALLOWANCES AND EXPENSES SCHEME

INTRODUCTION

All Councillors and some co-opted members are entitled to receive certain allowances in recognition of their various duties and responsibilities.

Allowances are payable under the powers of Section 100 of the Local Government Act 2000 and Section 7 of Part 2 of the Local Authorities (Members Allowances) (England) Regulations 2003.

Exeter City Council's Member Allowances scheme was comprehensively reviewed in March 2001 and the level of allowances has been updated annually since that time on the advice of an Independent Panel. The scheme agreed in 2001, on which the current scheme is based, assumed a minimum requirement of Councillors of four days per month ie 48 days for the year, of which 16 (one third) was regarded as a voluntary element.

The attached schedule (Appendix 1) sets out the rate of allowances that apply to the current year.

BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES

There are two main types of allowance relating to work as a Councillor:-

- (i) **Basic Allowance** - this is a fixed sum paid in recognition of the time spent on work as a Councillor, including meetings with constituents and incidental costs such as the use of the telephone and postage for Council business. This is paid in arrears in equal monthly instalments to the Councillor's bank or building society account.
- (ii) **Special Responsibility Allowances** - these are payable monthly to Councillors having extra responsibilities over and above those expected of most members, such as the Leader of the Council, the Executive members and chairs of certain other Committees. Any member qualifying for more than one special responsibility allowance will be paid the higher allowance only.

The rate of allowances is normally updated on an annual basis in line with the pay award for Local Authority staff for the preceding year.

OTHER ALLOWANCES

Exeter City Council is keen to attract and retain as wide a range of Councillors as possible and understands that some Councillors such as those with caring responsibilities may require additional support or incur increased costs in the course of carrying out their duties.

In order to offset such expenses, the Council pays **Dependants' Carers' Allowance** whereby members can be reimbursed for the actual cost of care when a carer for a

dependent has been engaged to enable a Councillor to attend a Committee meeting or other qualifying duty.

An hourly rate equivalent to the minimum wage (for adult workers aged 22 and above) may be claimed in respect of expenses incurred by a Councillor when a carer for a dependent has been engaged to enable a councillor to carry out an approved duty. Qualifying duties are defined as meetings of the Council, its Committees and Sub-Committees, training events, briefings and such other duties as are specified by the relevant regulations.

A carer will be any responsible person who does not normally live with the councillor as part of that councillor's family.

An allowance will be payable if the dependant being cared for:

- is a child under the age of 14
- is an elderly person; or
- has a recognised physical or mental disability

who normally lives with the councillor as part of that councillor's family and should not be left unsupervised.

For meetings or duties within the Council's boundaries, the allowance will be paid for the duration of the meeting or otherwise approved duty plus an allowance for up to one hour's total travelling time before and after the meeting.

Claim forms can be obtained from Member Services and should be submitted within two months of the date of the approved duty.

METHOD OF PAYMENT

Allowances are payable via the Council's computerised payroll system. Shortly after election, new Councillors will be requested to complete a form giving details of their bank or building society account to which payments will be credited, to be returned to the Human Resources Unit. Allowances cannot be paid until Councillors have completed this form. If Councillors change any of their personal details during their term of office e.g. bank account or address, they must notify Payroll or Member Services immediately.

CO-OPTED/INDEPENDENT MEMBERS

Certain co-opted /independent members of the Council are entitled to receive expenses in recognition of the work they undertake on behalf of the Council.

Expenses are currently payable to:

- independent members of the Standards Committee
- members of the Independent Panel on Councillors Remuneration

RENUNCIATION

A Councillor or co-opted Member who wishes to waive their right to claim all or any part of their entitlement to an allowance should write to the Chief Executive to confirm their intention to do so.

EXPENSES

Travel and subsistence allowances are payable in respect of approved duties such as attendance at meetings outside the city where you are representing the Council, attendance at courses and conferences and similar events. This will generally be paid at the same rate as applies to Exeter City Council employees and be subject to the same requirements for claims.

Council policy is that public transport should be used wherever possible when on Council business but if this is not practicable mileage is payable in respect of travel undertaken by car. Councillors will not be able to claim expenses in respect of journeys to and from the Civic Centre or for going about normal Council business around the City.

It is an Audit requirement that receipts for all expenses e.g. petrol, car parking, bus, underground, taxi fares and refreshments must be obtained and submitted with any claim. Reimbursement cannot be claimed for purely personal expenses such as private phone calls, alcoholic beverages etc.

REVIEW OF SCHEME

The Councillors' Allowances scheme is reviewed, normally on an annual basis, by the Independent Panel on Councillors Remuneration which makes recommendations to the Council.

The recommendations of the Panel are advertised in the local media prior to consideration by the Council. The scheme agreed by Council takes effect from 1 April each year.

The actual allowances and expenses paid to Councillors and co-opted members are reported annually to Corporate Services Scrutiny Committee following the end of the financial year.

Further details of all Members allowances are available from Sharon Sissons Democratic Services, *Room 2.3, Ext 5115*.

Members' Allowances Scheme 2018-2019

Report to member's allowances panel

Councillors are not paid a salary. However, they do get allowances to cover some of the costs of being a Councillor. The Basic Allowance, the Special Responsibility Allowance, childcare and carer's allowance, and travelling costs are set by the Council having noted recommendations put to it by the Independent Remuneration Panel.

1. Basic Allowance, and Special Responsibility Allowance (taxable)

Basic allowance: This is an annual flat rate payment to all Councillors, intended to recognise the time devoted by Councillors to work in their wards and political groups, recognising the level of out-of-pocket expenses Councillors incur in carrying out their functions. It also recognises that Councillors undertake their Council work for the sake of public service and not for private gain. Each Councillor will receive an annual allowance of £4,677.

Special Responsibility Allowance: This is paid to Councillors who have a higher than average workload, and/or hold particular positions of responsibility within the Council:

| | |
|---|---------|
| Leader | £12,862 |
| Executive Councillor | £9,354 |
| Scrutiny Committees - Chair | £1,871 |
| Scrutiny Committees - Minority Spokes (Liberal Democrat) | £1,871 |
| Scrutiny Committees - Minority Spokes (Independent/Green Group) | £1,403 |
| Planning - Chair | £4,677 |
| Planning - Vice-Chair | £2,339 |
| Planning - Member (8) | £702 |
| Licensing - Chair | £1,169 |
| Licensing – Member if attending 4 or more meetings (12 members) | £351 |
| Joint Development Control (Chair / City spokes) | £2,339 |
| Civic Affairs - Chair | £1,169 |
| Leader of the Main Opposition Group – Lib Dem | £4,677 |
| Area Committees - Chair (4) | £935 |
| Greater Cambridge Partnership Board Member | £2,339 |
| Combined Authority Cabinet Member | £1,169 |

2. Travel and Subsistence Allowances

Councillors are paid at the same rates as Officers.

Mileage allowances are:

| | |
|---|-------------------|
| Casual User Mileage (up to 10,000 miles): | 45 pence per mile |
| Casual User Mileage (after 10,000 miles): | 25 pence per mile |

Bicycle rate is based on the HMRC advised rates, which is now 20 pence per mile.

The motorcycle rate is 24 pence per mile.

Travel and subsistence allowances are payable for those duties prescribed in Regulations; that is:

- 1: A meeting of the executive;
- 2: A meeting of a committee of the executive;
- 3: A meeting of the authority;
- 4: A meeting of a committee or sub-committee of the authority;
- 5: A meeting of some other body to which the authority make appointments or nominations;
- 6: A meeting of a committee or sub-committee of a body to which the authority make appointments or nominations;
- 7: A meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups);
- 8: A meeting of a local authority association of which the authority is a member;

In addition travel can be claimed for:

- A: Meetings that are approved Council duties (including site visits);
- B: Meetings instigated by an officer, which are (or had the potential to be) cross party;
- C: Training and development for councillors organised by the Council; attendance at conferences and seminars that have been booked by officers;
- 9: Duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
- 10: Duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of Section 342 of the Education Act 1996; and
- 11: Any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

Reimbursement of public transport fares can also be made when attending approved council duties. For journeys by train, please give details of your travel to the Members' Services office who will book you a ticket through our online Trainline business account.

VAT - Please let the staff in Members' Services make your hotel and flight bookings, as the Council can then reclaim the VAT.

You can only claim travel costs **from outside** Cambridge if your absence from Cambridge was unavoidable or if a meeting is called at short notice, and you have to make a journey which you would not otherwise have made. The exception to this rule is attending Planning or Licensing Committee meetings, as these take place more frequently than other meetings.

You cannot claim subsistence allowance for duties carried out within three miles of your home or if meals are provided.

Subsistence: can only be claimed where meals/accommodation are not provided.

Breakfast Allowance: £6.72

(More than 4 hours away from normal place of residence or where the authority permits, a lesser period, before 11 am.)

Lunch Allowance: £9.28

(More than 4 hours away from normal place of residence or where the authority permits, a lesser period, including the lunchtime between 12 noon and 2pm.)

Tea Allowance: £3.67

(More than 4 hours away from normal place of residence or where the authority permits, a lesser period, including the period 3 pm to 6 pm.)

Evening Meal Allowance: £11.49

(More than 4 hours away from normal place of residence or where the authority permits, a lesser period, ending after 7 pm.)

Overnight Subsistence:

Absence overnight from the usual place of residence: £79.82

In London, or attending an approved conferences: £91.04

3. Members' Childcare and Carer's Allowance

A Childcare/Dependent Carer Allowance is payable for actual expenditure incurred whilst undertaking approved council duties. No cap shall be put on the overall budget for this Allowance, or on that which is paid to an individual member of the Council in any given year. This allowance is set by the Council having had regard to the recommendations annually of the Independent Remuneration Panel. The Panel considered allowances for childcare and dependent relatives and concluded that it was appropriate for actual expenditure to be reimbursed. The allowance should be subject to receipts being submitted. The member must provide care for a person who normally lives with the member as part of his/her family and who is:

- 1: A child below school age during school hours;
- 2: A child under 14 outside of school hours; and
- 3: An elderly, sick, or disabled dependent requiring constant care.

A Carer will be any responsible mature person who does not normally live with the member as part of the member's family.

Payments made under this scheme will be open to public inspection and the carer must be paid at least the Living Wage.

Travel, subsistence and care allowances is payable for any invitations (except social events) from any official bodies. The Scheme is set so that payment of care, travel and subsistence allowances would be such that unexpected circumstances or new responsibilities or activities were covered by default, i.e. that rather than having a prescribed list of activities that ARE covered, have a list of proscribed activities (that are not covered).

4. Expenses

In addition to the basic allowance, an annual allowance of £75 is for stationery etc. The Council can in addition provide:

- 1: Hiring of accommodation for Group Away Days; and
- 2: Personalised business cards and compliments slips.

5. Changes

Entitlements will be payable on a part-year basis in any given year where:

- 1: The scheme is amended;
- 2: A Councillor either is elected to or leaves the Council; or
- 3: A Councillor takes on, or gives up, a position for which a special responsibility allowance is payable.

6. Co-optee's Allowance

A co-optee's allowance of the Living Wage for hours served, plus out of pocket expenses, is available.

7. Adjustment

There is an adjustment of allowance levels by reference to the National Living Wage index.

8. Advice

Members may receive initial advice on the impact of receiving allowances on their tax and benefit position by contacting Karl Tattam in the Council's Finance Team. However, independent financial advice is also recommended.

9. Timeliness

Please make all claims within two months. Claims which are received by the fifth day of each month will be paid in that month.

10. Foregoing

Any member of the Council may, by notice in writing given to the Democratic Services Manager elect to forego any part of his/her entitlement to any Allowance under this scheme.

Broadland District Council**Constitution**

To access the relevant page, either click on

- the bookmark tab (upper left hand side of the screen)*
- the contents page below*

Part 6 Members' allowances scheme**Contents****Part**

Members' allowances scheme

1.1

PART 6 – Members' allowances scheme**1. Introduction**

- 1.1** The Local Authorities (Members' Allowances) (England) Regulations 2003 SI 1021, make provision for any councillor to receive payment by way of basic allowance, special responsibility allowance, travelling and subsistence allowance and dependants' carers' allowance whilst engaged upon approved duties. This guide has been prepared to inform you of the allowances you are entitled to claim as a member of Broadland District Council. The current members' allowances scheme is set out at appendix A.

2. Approved duties

- 2.1** Approved duties include attendance at a meeting of the council, any of its committees or sub-committees. In addition, the council may recognise duties carried out by a councillor as its appointed representative on other bodies or attendance at other meetings convened by the council provided it is a meeting to which members of at least two political groups have been invited as an approved duty. For these duties and meetings approval must precede performance of the duty and not be given retrospectively.
- 2.2** When deciding upon the allowances to be paid in respect of attendance at meetings of outside bodies, the following criteria will be considered:
- (1) Has the council given strong financial support to the outside body?
 - (2) Does the body either provide a direct service for the council's council tax payers or are the objectives of the body closely aligned with the council's direct interests?
 - (3) Is it essential for the council to be involved in the policy making or management of the outside body?
 - (4) Can the body be considered to be part of the local government process?

Broadland District Council**Constitution**

3. Conferences

- 3.1 The council has a discretion to pay travelling and subsistence allowances to members attending conferences. The conference must be to discuss matters which relate to the interests of at least some part of the council's area or some of its inhabitants. Approval must precede attendance and not be given retrospectively.

4. Travelling and subsistence

- 4.1 Members are entitled to claim for payment of travelling and subsistence expenses incurred in the performance of an approved duty of the council. In addition, members may claim travelling and subsistence expenses in relation to other duties approved by the council for the purpose of, or in connection with, the discharge of the functions of the council. The rates are determined by the council. Current rates and provisions are set out at appendix B. Any amendment will take effect from the day following the council resolution making the change.
- 4.2 Subsistence allowances are subject to reductions in respect of any meal provided free of charge by any authority or body.
- 4.3 The chairman and vice-chairman of the council may claim travelling and subsistence allowances when undertaking civic duties.
- 4.4 It is a condition of payment of travelling and subsistence allowance that the duty for which they are paid has been approved before the duty is performed.
- 5. Income tax**
- 5.1 Basic and special responsibility allowances are taxable.
- 5.2 For members, a special regulation exists which enables option for deduction of tax at the basic rate, rather than by the use of a tax code number. The individual member's inspector of taxes will be able to give further advice on this option.

Broadland District Council**Constitution**

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- 5.3 Expenses which are "wholly, exclusively and necessarily incurred" by members are eligible for tax relief. The inspector of taxes will require substantiation of claims for expense allowances. For the guidance of members, a list of expenses qualifying for tax relief is set out as appendix C. Claims for tax relief will be a matter for negotiation between the member and the inspector of taxes.
- 5.4 The councillor's home is regarded as his place of work. Members who use their own cars in the performance of their duties are entitled to claim travelling allowance to cover their cost.
- 5.5 Payments in respect of subsistence are regarded as reimbursement of expenses and consequently are not liable to deduction of income tax.
6. **National insurance contributions**
- 6.1 Basic and special responsibility allowances are treated as earnings for the purposes of National Insurance and therefore are subject to deduction of National Insurance contributions, except in the case of married women and widows who have exercised their option to become partially exempt. However, as long as monthly claims do not exceed the lower earnings limit for National Insurance purposes, no deduction for National Insurance contributions will be made. Further details of National Insurance contributions are shown at appendix C.
- 6.2 There is a statutory responsibility to enter the National Insurance number of each councillor on the Department for Work and Pensions' records and to obtain the partial and total exemption certificates of all persons paying contributions at other than the standard rate. **The appropriate details and certificates will be required by the head of corporate resources and should be forwarded as soon as possible.**
- 6.3 Leaflets on National Insurance contributions may be obtained from your local Department for Work and Pensions.

Broadland District Council**Constitution**

7. Members' allowances and social security benefits

- 7.1 Members who are incapable of work, unemployed, who have low income or who are retired may find that being paid allowances will affect their entitlement to Social Security benefits.
- 7.2 Leaflets on this issue are available from the local Department for Work and Pensions' office.

8. Record of allowances paid

- 8.1 The council is required to keep records of payments to members. The records are open to inspection by any local government elector resident in the council's area and any such person may make a copy of or extract from such records. The council also has to publish annually the allowances paid to each member.

9. Avoidance of duplication of allowances

- 9.1 Where in any one period a person performs approved duties as a member of more than one body, members may not claim daily more than the maxima and travelling and subsistence allowances which would be payable had all the duties been performed on behalf of only one body.

10. Submission of claims for allowances

- 10.1 Members are required by statute to submit claims in a prescribed form. In order that the correct amounts of allowances are claimed and paid, it is important that the claim forms are completed to show times of departure and return.
- 10.2 Claims for travelling and subsistence allowances should be submitted in a timely manner. Any claims submitted on a less frequent basis might result in delays in the claim being processed.
- 10.3 Members are requested to submit their claims to the Committee Team by the third day following the month end in order that payment may be made on the 20th day of that month direct to the member's bank account.

Broadland District Council

Constitution

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- 10.4 Basic allowance and special responsibility allowances will be paid automatically on a monthly basis. However, a member may by giving written notice to the head of finance elect to forego any part of his entitlement to an allowance under the scheme.
- 10.5 Further assistance and advice on claims can be obtained from the head of corporate resources.

Broadland District Council**Constitution**

APPENDIX A – Members' allowances scheme

1.1 The Broadland District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 hereby makes the following scheme:

(1) This scheme may be cited as the Broadland District Council members' allowances scheme and commences on 1 April 2006.

(2) In this scheme except where the context requires otherwise "councillor" means a member of the Broadland District Council who is a councillor;

"total estimated allowances" means the aggregate of the amounts estimated by the head of finance and revenue services, at the time when a payment of any allowance is made, to be payable under this scheme for the relevant year and

"year" means the 12 months ending with 31 March.

2. Basic allowance

2.1 Subject to paragraph 6, for each year a basic allowance shall be paid to each councillor. The current basic allowances are shown at annex I.

3. Special responsibility allowances

3.1 For each year a special responsibility allowance shall be paid to those councillors who hold the special responsibilities that are specified in annex I to this scheme.

3.2 Subject to paragraph 6, the special responsibility allowances are shown in annex I.

3.3 In the event of one member holding more than one specified post only one special responsibility allowance, whichever is the greater sum, shall be paid.

Broadland District Council**Constitution**

4. Renunciation

- 4.1 A councillor may by notice in writing given to the head of finance elect to forego any part of his entitlement to an allowance under this scheme.

5. Part-year entitlements

- 5.1 The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to basic and special responsibility allowances where, in the course of a year and this scheme is amended or that councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.
- 5.2 If an amendment to this scheme changes the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:
- (1) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
 - (2) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year, the entitlement to such an allowance shall be made on a pro rata daily basis with the number of days in office with the number of days in that year.
 - (3) Where the term of office of a councillor begins or ends during the year, the entitlement of the councillor to a basic allowance shall be on a pro rata basis with the number of days in office with the number of days in that year.
 - (4) Where this scheme is amended as mentioned in sub-paragraph 5.2 and the term of office of a councillor does not coincide throughout the period mentioned in sub-paragraph 5.2 (1), the entitlement of any such councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) on a pro rata basis with

Broadland District Council**Constitution**

the number of days in office as with the number of days in that period.

- (5) Where a councillor has during that part of, but not throughout, a year such special responsibilities as entitles him to a special responsibility allowance, that councillor's entitlement shall be on a pro rata basis of the number of days during which there has been an entitlement to a special responsibility allowance and the number of days in that year.
- (6) Where this scheme is amended as mentioned in subparagraph (2) and a councillor has during part, but does not have throughout the whole, of any period mentioned in subparagraph 5.2 (1) of that paragraph any such special responsibilities as entitle the member to a special responsibility allowance, that councillor's entitlement shall be on a pro rata basis with the number of days in that period.

6. Claims and payments

- 6.1 A claim for allowances under this scheme shall be made in a timely manner using the proforma issued by the head of corporate resources. Any claims covering a number of months could incur a delay in processing.
- 6.2 A claim for allowances shall be on the appropriate form issued by the head of corporate resources and signed to confirm that the member is entitled to make the claim.
- 6.3 In respect of travel claims, the following documentation must be provided to the payroll co-ordinator prior to payment of the claim:
- driving licence
 - V5 car registration document
 - certificate of car insurance (with business use)
 - valid MOT certificate (where applicable).

Documents to be provided as soon as details change (eg change in vehicle) or upon renewal of policies/certificates.

Broadland District Council

Constitution

Failure to provide the requisite information will result in claims not being paid.

- 6.4 (1) Payments of basic and special responsibility allowances shall be made in arrears and will be paid in equal monthly instalments on the 20th of each month.
- (2) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which, by virtue of paragraph 6, he is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he is entitled.
- 6.5 **Note:** Members are reminded that in accordance with council procedure rule 19, they must sign the attendance sheet provided for that purpose when attending meetings. Failure to sign the attendance sheet might result in delays in processing claims.

Broadland District Council**Constitution****ANNEX I – Basic allowance (wef 1 April 2018)**

Subject to paragraph 6 the basic allowance is £3,675. These figures are updated annually in line with the staff pay award.

| Special responsibility allowances | Per Annum |
|--|------------------|
| Chairman of council | £1,486 |
| Vice-chairman of council | £742 |
| Leader of council (no separate group leader's allowance) | £11,145 |
| Executive member with portfolio | £5,572 |
| Audit committee chairman | £1,116 |
| Licensing & regulatory committee chairman | £1,116 |
| Overview and scrutiny chairman | £1,116 |
| Planning committee chairman | £1,857 |
| Service improvement & efficiency committee chairman | £1,116 |
| Standards committee chairman | £266 |
| Standing policy panel chairman | £1,116 |

In the event of one member holding more than one specified post, only one special responsibility allowance, whichever is the greater sum, shall be paid.

| Other allowances | Per Annum |
|--|--------------------|
| Opposition group leaders (minimum of five members) | £105 per member |

Broadland District Council

Constitution

Note:

The allowance for the majority group leader has been amalgamated into the leader's special responsibility allowance (pre-supposing they are of the same political group).

No separate group leader's allowance to be paid if the leader of the council is not also the leader of his/her group.

ANNEX II – List of approved duties

Attendance at the following meetings is recognised as approved duty for the payment of travelling and subsistence allowances.

Any council, cabinet, committee or panel meeting, including informal meetings of the overview and scrutiny committee called by the chief executive.

Meetings, presentations and seminars held either with other local authorities or by outside bodies in connection with local government related issues.

Members' seminars at Thorpe Lodge.

"Fact finding" site visits arranged by the chief executive.

Courses, conferences and seminars which assist councillors in the performance of their duties and which are authorised by the chief executive.

Investigatory interviews held by the Local Government Ombudsman.

By the chairmen and vice-chairmen of all committees and sub-committees who are not already in receipt of a special responsibility allowance and the deputy leader of each political group at meetings arranged by the chief executive to discuss the contents of committee or sub-committee agenda. (This is subject to no individual being able to claim allowances for attendance at more than one such meeting for each committee or sub-committee meeting).

Meetings held with representatives of outside bodies (other than those of a commercial or political nature) and which have been approved by the chief executive.

Attendance at the annual meeting with parish and town councils by members invited by the chief executive to make a presentation.

Other approved duties to be specified in future resolutions of appointment.

Broadland District Council

Constitution

The following travel is recognised as approved duty for the payment of travelling allowances.

Travel to Thorpe Lodge and Broadland Council Training Services to:

- (a) a pre-arranged meeting of group leaders with the chief executive or chief officers;
- (b) a pre-arranged meeting of overview and scrutiny chairmen and vice-chairmen with the chief executive or deputy chief executive and
- (c) a pre-arranged meeting with the chief executive, deputy chief executive or heads of service.

Broadland District Council

Constitution

ANNEX III – Approved duties qualifying for travel and subsistence allowances

A47 Alliance

Aylsham Cittaslow Committee

Broadland Council Sports and Social Club

Broads Authority

Community Rail Norfolk including Bittern Line Partnership and Wherry Lines Partnership

Community Safety Partnership Scrutiny Panel

District Councils' Network

East of England Local Government Association

Greater Norwich Development Partnership Board

Greater Norwich Growth Board

HMP Bure Liaison Committee

Horsford Public Pits Charity

Internal Drainage Boards

LGA Mutual

Local Government Association – General Assembly

Local Government Association Strategic Aviation Special Interest Group

Norfolk Arts Forum (Executive Committee)

Norfolk Biodiversity Partnership

Norfolk Health Overview and Scrutiny Committee

Norfolk's Health & Wellbeing Board

Norfolk Joint Museums Committee

Norfolk Joint Records Committee

Broadland District Council

Constitution

Norfolk Police & Crime Panel

Norfolk Rail Policy Group

Norfolk Strategic Planning Member Forum

Norfolk Supporting People Member Champions Group

Norfolk Waste Partnership including JVC

Norfolk Water Management Partnership Strategic Forum

North Norfolk Clinical Commissioning Group Community Engagement Panel

Norwich Airport Ltd Consultative Committee

Norwich Area Museums Committee

Safer Neighbourhood Action Panels (SNAPs)

Scottow Enterprise Park Partnership Board

Youth Advisory Board

Other approved duties to be specified in future resolutions of appointment

APPENDIX B – Scale of travelling and subsistence allowances

The council has resolved to pay the following rates of travelling and subsistence allowances to councillors and co-opted members. The maximum rates payable from 1 April 2017 are as shown below:

Scale of travelling allowances**1. Travel by public transport**

- 1.1 The amount of the ordinary fare or any cheap fare available. Where more than one class of fare is available, the rate is determined by reference to first class fare or the fare actually paid, if less. Supplementary allowances are available for Pullman car or similar charges, reservation of seats deposit or portage of luggage and sleeping accommodation for an overnight journey (subject in the latter case to a reduction in any subsistence allowance for that night).

2. Travel by member's own solo motor cycle or bicycle

- 2.1 Members who travel by these methods of transport should contact the Council's payroll section who will advise the appropriate mileage rates.

3. Travel by member's own private motor vehicle

- 3.1 The council has decided generally that travel by a member's own vehicle results in a substantial saving of a member's time or is in the interests of the council or is otherwise reasonable and in these circumstances the current HMRC rates will be payable.
- (1) for the carriage of each passenger (not exceeding four) to whom a travelling allowance would otherwise be payable – 5p per mile.
 - (2) the amount incurred on tolls, ferries and parking fees, including overnight garaging.

Broadland District Council**Constitution****4. Travel by taxi cab**

- 4.1 In cases of urgency or where no public transport is reasonably available, the actual fare and any reasonable gratuity paid. In any other case the rate is limited to the amount of the fare for travel by public transport.

5. Travel by hired motor vehicle

- 5.1 Unless the council otherwise determines, the rate for a hired vehicle shall not exceed that which would have been applicable had the vehicle belonged to the member who hired it.

6. Travel by air

- 6.1 The rate of travel by air shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in attendance allowance or financial loss allowance and subsistence allowance consequent on travel by air:

provided that where the body resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding: the ordinary fare or any available cheap fare for travel by regular air service, or; where no such service is available or in case of urgency, the fare actually paid by the member.

Scale of subsistence allowances

1.
 - A 'daily' expenses rate up to a maximum of £20 will be paid on proof of expenditure, where the member leaves home before 6.30 am and does not return home before 8.00 pm. This will be the maximum a member can claim for any expenses (excluding travel) incurred during that day and will also cover attendance on residential courses where meals are not included.
 - Where a member leaves their home before 6.30 am or returns home after 8.00 pm they can claim reimbursement of costs up to a maximum of £10.

Broadland District Council

Constitution

-
- Members must produce receipts for expenditure incurred.
 - Reimbursement for alcohol will not be paid.
2. **Absence from usual place of residence overnight**
- 2.1 The council will pay directly reasonable hotel charges for attendance at approved conferences.
3. **Dependants' carers' allowance**
- 3.1 A dependants' carers' allowance is available where a member incurs costs (receipted) associated with arranging care for a dependent because they are required to attend meetings outside of normal working hours. This allowance will be paid at an hourly rate up to a maximum of the National Minimum Wage (NMW) hourly rate plus £3.00. It will be reviewed annually (each October) when the NMW is reviewed.

APPENDIX C – Income tax – Tax relief for expenses of office**1. General**

1.1 Basic and special responsibility allowances are subject to income tax but certain expenses are eligible for tax relief.

1.2 To be eligible for tax relief the expenses must be “wholly, exclusively and necessarily incurred”.

1.3 Political expenses are not eligible for tax relief.

2. Recording expenses

2.1 Members are required to keep a record of their expenses to support their “end of the tax year” claim for relief. Weekly totals will be sufficient for minor items but a note by way of explanation should be put against any large or unusual item.

3. Expenses qualifying for tax relief**3.1 Postages**

A record of the expenses incurred must be kept.

3.2 Telephones

Charges necessarily incurred in the performance of a member's duties qualify for tax relief. A record of calls made must be kept (a weekly figure being sufficient) but members should retain their telephone accounts in case the Inspector requires additional information.

3.3 Stationery expenses

Stationery expenses necessitated by council membership qualify for tax relief. A record of the amounts spent must be kept (a weekly figure being sufficient). Any large items of expenditure should be marked with details.

3.4 Journals, magazines and books

Expenditure will rank for tax relief only if the publication relates to a member's council duties and if a personal copy is considered necessary for the efficient performance thereof. Details of the publications purchased will need to be kept.

3.5 Secretarial assistance

Proof of payment for secretarial assistance will be required by HM Inspector of Taxes (except in the case of small claims for notional amounts). If payments are made to a member's spouse, the Inspector may require the production of paid cheques, etc to substantiate these payments.

3.6 Travelling

Travelling expenses in connection with a member's duties, **which are not reimbursed**, may be claimed for tax relief (eg travelling to see constituents or to parish meetings). Expenditure on public transport, etc should be entered on a record sheet with mileage travelled in the member's private car being recorded in a separate column. A record of the actual journeys travelled during each week should be kept. The expenses of running the member's car during the year will need to be established (eg licences, insurance, petrol, oil, repairs, tyres, parking and depreciation) and apportioned pro rata to the mileage travelled.

3.7 Office equipment

Office equipment used in connection with a member's duties will qualify for tax relief (eg desks, personal computers, filing cabinets). The relief should be on the basis of depreciation which may be claimed in full when the item is purchased or may be apportioned over several years. Items claimed for tax relief should be specifically identified and invoices should be retained for inspection if required.

Broadland District Council**Constitution****3.8 Accommodation**

Providing a room is set aside for use in connection with council business, a proportion of the expenses of accommodation will be eligible for tax relief (eg separate heating, upkeep of property, depreciation of furniture and fittings). A record of such expenditure will need to be kept and the proportion eligible for tax relief will need to be agreed with HM Inspector of Taxes.

3.9 Other items

Members may submit a claim to HM Inspector of Taxes for any other item which they consider to be expenses "wholly, exclusively and necessarily incurred" to enable the member to carry out his duties and responsibilities to his electorate. A record of any such items should be maintained.

3.10 Tax office

The tax office dealing with taxation matters for this council is Inland Revenue (Norfolk), Nelson House, Prince of Wales Road, Norwich NR1 1DR. The reference to be quoted by members in any correspondence with that office is 531/B3790.

Benefits and National insurance contributions**1. Social security benefits**

- 1.1 A member must notify his Department for Work and Pensions local office of any allowance payments received if he is claiming or receiving benefit, including income support.

2. Housing and council tax benefits

- 2.1 A member must notify his local authority housing and council tax benefit section of any allowance payments received if he is claiming or receiving housing or council tax benefit.

Broadland District Council

Constitution

3. National insurance contributions

- 3.1 When a member claims allowances, there is a requirement to deduct contributions when the monthly claim exceeds a certain amount. For most members, this limit will not be exceeded and hence no deduction will be made.
- 3.2 Married women and widows are entitled to a reduced rate of contribution provided that they have obtained a partial exemption certificate from their local Department for Work and Pensions office.
- 3.3 Members in the following categories are not liable to pay contributions:
- (1) men over age 65 and women over age 60 who have retired for National Insurance purposes;
 - (2) men over age 65 and women over age 60 who have not retired for National Insurance purposes and at age 65 (60) did not qualify for retirement pension on their own contributions;
 - (3) all men over age 70 and women over age 65.

PART 6 - Members' Allowances & Approved Duties

1. Basic Allowance

- 1.1 A basic allowance per annum is automatically paid on a monthly basis to all members, which is £4,676. This is deemed to include incidental expenses such as heating, lighting, telephone, stationery and postage. No form of claim is required from the member.
- 1.2 Instead of claiming the basic allowance, members on income related benefits are entitled to claim such expenses as are wholly, exclusively and necessarily incurred in pursuance of their duties as District Councillors, up to the amount of basic allowance, regardless of excess expenditure nevertheless incurred. Such expense claims must be evidenced

2. Special Responsibility Allowance

- 2.1 In addition to the basic allowance a further payment, a Special Responsibility Allowance (SRA) is paid to members exercising special responsibilities where each payment reflects the level of responsibility. These are paid monthly. No form of claim is required from the member.
- 2.2 Special Responsibility Allowances will be paid as follows:

| | | |
|-----------------------|--|---------|
| Tier 1 2.6 x Basic | Leader of the Council | £12,158 |
| Tier 2 1.3 x Basic | Cabinet Members; Chairman of the Council; and Chairman of the Development Management Committee | £6,079 |
| Tier 3 1 x Basic | Chairman of the Scrutiny Committee | £4,676 |
| Tier 4 0.6 x Basic | Deputy Cabinet Members; Leader of the Main Opposition Group; Chairman of the Electoral Arrangements Review Committee | £2,806 |
| Tier 5 0.3 x Basic | Chairman of the Licensing Committees; Chairman of the Standards Committee; V-Chairman of the Development Management Committee; V-Chairman of the Scrutiny Committee; V-Chairman of Council | £1,403 |

- 2.3 Members are permitted to claim all SRA's to which their role(s) are entitled to receive.

3. Carers' Costs

- 3.1 The Council will reimburse the costs of care for young children and other dependents if a councillor has inescapable domestic responsibilities. The period covered will be in line with the total absence for approved duties including travelling time each way. A receipt signed by the carer is required. Members are also entitled to claim in respect of up to a maximum of 8 hours per week or 2 meetings per week, whichever is the lesser for council business that relates to their work as a District councillor both in their parishes or on District Council business. This allowance should not be generally payable to members of the Councillor's family, but in exceptional circumstances there may be no alternative, and in such cases, it is delegated to the Monitoring Officer to decide if it is reasonable or not.

- 3.2 The maximum allowance is the rate of national minimum wage (aged 25 or over)

4. IT Expenses

- 4.1 Members are entitled to claim a £10 per month IT allowance, as a contribution towards any IT costs wholly and necessarily incurred to undertake their role.
- 4.2 The Council expects all members to bring their own electronic device in order to facilitate electronic working. Councillors may claim up to £60 per year to support costs incurred as a result of this approach. This may only be claimed by those members who are using their own device and not by those using a County Council owned device, or by those with exceptional circumstances who require a South Norfolk Council device.

5. Travelling Allowance

- 5.1 A member may use a car if such use results in substantial saving of time, is in the interests of the Council, or is otherwise reasonable:

| Rates applicable | |
|------------------|--|
| Motor car | 45p per mile - plus 5.0p per mile for any passengers |
| Motor-cycle | 24p per mile |
| Cycling | 20p per mile |

- 5.2 Members are advised that, as a general rule, mileage claims should be made on the basis of a 'nearest available route' between start and finish of each journey for attendance at any approved duty. Travel should normally be claimed from the members' home address, but if for unavoidable reason this should not be possible, then the claim for mileage should only be for any additional miles incurred by virtue of a different starting place.
- 5.3 For travel by public transport, the presumption should be that members will travel standard class. Members may travel by first class where this is the same cost, or cheaper, than standard class travel.

6. Subsistence Allowance

6.1 Day Subsistence Allowance

These allowances are paid at the same rate as for officers. The rates are:

| | |
|--|--------|
| BREAKFAST (more than 4 hours away from normal place of residence before 11 am.) | £8.00 |
| LUNCH (more than 4 hours away from normal place of residence including the lunch-time between 12 noon and 2 pm.) | £8.00 |
| EVENING MEAL (more than 4 hours away from normal place of residence ending after 7 pm.) | £15.00 |

6.2 Overnight Subsistence Allowance

| | |
|--|------|
| Absence overnight | £88 |
| For London and the Conference of the LGA | £103 |

Notes:

- (a) The overnight subsistence allowance should be seen as an expected maximum allowance claimable and the amount claimed should have actually been spent. In exceptional circumstances where, as a result of the season, timing, location or period of notice it is not possible to obtain accommodation at the overnight subsistence rate, the member shall be allowed to claim the amount incurred on their accommodation. However, members should always seek to obtain the best available rate and be prepared to justify any claims made above the overnight subsistence value.
- (b) Accommodation at conferences etc is often booked by an officer and paid directly by the Council and the above limits are to apply. Officers will consult members before the arrangements are made.
- (c) If you need to book accommodation yourself, the above limits apply and must cover all expenses in any 24 hour period.
- (d) When claiming day and overnight subsistence, members must provide receipts to support the amount claimed.
- (e) In calculating the amount of subsistence the length of all approved duties (including travelling time) will be aggregated together each day and treated as if they were one approved duty.

7. Approved Duties for Payment of Travelling and Subsistence Allowances

- 7.1 Travelling and subsistence allowances at the levels set out in Sections 5 and 6 from time to time agreed by the authority will, except when a body to which the Council makes appointments or nominations agrees to make its own payment direct to the member, be paid to Councillors undertaking the following appointed duties:

7.1.1 Attending a meeting* of

- (a) the Council;
- (b) the Cabinet*;
- (c) a committee of the Cabinet*;
- (d) a meeting of a committee or sub-committee, Panel or Working Party*

*For this purpose, "meeting" means a formally constituted public meeting of the body concerned.

- (e) a pre agenda meeting with officers as a Cabinet member, chairman or vice chairman of any committee;
- (f) a meeting of some other body to which the authority makes appointments or nominations;
- (g) local authority association of which the authority is a member;
- (h) committee or sub-committee of a body to which the authority makes appointments or nominations;
- (i) Cabinet as a representative of a minority group;
- (j) Scrutiny Committee as a Cabinet member for items called in from a Cabinet decision;
- (k) Cabinet, a Committee or sub committee to raise any item on the agenda as a non-member.
- (l) which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-

committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups);

7.1.2 Attendance of any meeting with and or initiated by:

- (a) The Chief Executive;
- (b) A Director;
- (c) A Head of Service
- (d) The Governance and Business Manager
- (e) The Internal Audit Consortium Manager
- (f) The Scrutiny Officer;
- (g) The Development Manager; or a Senior Planning Officer
- (h) The Planning Policy Manager

7.1.3 Where members are undertaking duties:

- (a) on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened;
- (b) on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
- (c) approved by a Director in connection with discharging the duties of the authority or its committees or sub-committees.

Will be classified as an approved duty.

7.1.4 Attendance at training events for members, convened by the Council, or external training sessions / conferences authorised by the Monitoring Officer will be an approved duty.

7.1.5 In addition to the above, members of the Council who are not on the Cabinet can claim up to two visits a month to South Norfolk House to undertake Council business. Cabinet members can claim for all visits to South Norfolk House to undertake Council business.

7.1.6 Up to 12 ward-business-related return journeys to meetings to or within their ward each month.

7.1.7 Expenses incurred in participating in official duties undertaken by the Chairman or Vice Chairman and reported to Council shall, unless Council specifically disapproves, be reimbursed at the rates set out in Part 6 of this constitution.

7.1.8 In exceptional circumstances, other duties not included above can be designated as approved duties for the purposes of travelling and subsistence allowances, with prior approval from the relevant Director or Monitoring Officer.

7.2 Undertaking Duties for the Local Government Association (LGA)

7.2.1 The application of the sections on attendance allowance, travelling and subsistence for meetings of the LGA means that any member appointed to an executive panel, or task group of the LGA may claim the allowance fixed by the LGA. The claim for allowance should be made to South Norfolk Council; it will then be reclaimed from the LGA on a quarterly basis. Travelling and subsistence allowances can be claimed from South Norfolk in accordance with the Council's scheme. Any member involved in any of these activities should speak to the Monitoring Officer to ensure the correct allowances are claimed;

For the avoidance of doubt, the following are not eligible for reimbursement of travelling, subsistence and carers' allowance:

- **Attendance at political group meetings**
- **Meetings attended by a single group, with no officers present**
- **Attendance at civic receptions and Chairman's receptions**
- **Attendance at meetings of outside bodies on which members have not been appointed by the Council**
- **Visits outside of South Norfolk House that are outside of a member's own ward (e.g. Saffron)**
- **Any Social Events**

8. Renunciation

- 8.1 A Councillor may forego all or any part of his/her allowances under this scheme by giving notice to that effect to the Monitoring Officer.

9. Part year entitlements

- 9.1 On basic or special responsibility allowances where entitlements are affected by changes in membership or changes in responsibilities during the year, the entitlement is calculated by taking the proportion of days entitlement to a full year. In attendance and other allowances the sum payable is that in force on the day the duty was undertaken.

10. General

- 10.1 The basic and special responsibility allowances are paid in the current month. Travelling, conference and other expenses are paid in arrears.
- 10.2 Members are required to submit their claims by the fifth working day each month so that payment can be made to their bank/building society no later than 25th of the month.
- 10.3 Councillors who fail to submit a claim within 3 months of carrying out the duty or incurring the expense, will be deemed, automatically, to have waived their right to claim.
- 10.4 If any member is in doubt about entitlement to any item, the Payroll Manager should be consulted prior to submitting a claim.
- 10.5 Whenever a member appointed to a conference or course or is unable to attend, the Monitoring Officer must be notified of the substitute member before he/she attends the conference or course. Failure to do so will result in no payment being made.
- 10.6 Members must take full responsibility for the accuracy of claims made and sign declarations to that effect.

11. Withholding allowances

- 11.1. In certain circumstances, the council will use its powers to withhold or recover allowances from members

If you have any queries or questions or want advice on any particular points or issues, contact the Monitoring Officer.

Report to member's allowances panel

Appendix 8

| Item | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---------------------------------------|---------|---------|--------|--------|---------|---------|---------|---------|---------|---------|--------|---------|--------|---------|--------|
| Mileage | £97.20 | £25.00 | £0.00 | £0.00 | £113.00 | £25.00 | £0.00 | £50.00 | £9.00 | £30.00 | £9.00 | £49.73 | £10.00 | £50.00 | £0.00 |
| Bus fare | £0.00 | £0.00 | £0.00 | | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Mobile telephone | £10.00 | £15.00 | £10.00 | £10.00 | £10.00 | £65.00 | £19.00 | £20.00 | £12.00 | £15.00 | £10.00 | £5.00 | £12.00 | £30.00 | £0.00 |
| landline rental | £40.00 | £10.00 | £5.00 | £0.00 | £20.99 | £0.00 | £19.00 | £15.00 | £15.50 | £11.00 | £29.00 | £10.50 | £0.00 | £15.00 | £12.00 |
| Telephone calls | £0.00 | £0.00 | £5.00 | £0.00 | £18.00 | £0.00 | £19.00 | £20.00 | £0.00 | £10.00 | £0.00 | £0.00 | £0.00 | £30.00 | £5.00 |
| broadband | £0.00 | £10.00 | £10.00 | £0.00 | £18.00 | £45.00 | £20.00 | £15.00 | £15.50 | £15.00 | £0.00 | £0.00 | £25.00 | £20.00 | £0.00 |
| parking permit | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| stationery | £10.00 | £3.00 | £5.00 | £5.00 | £10.00 | £5.00 | £2.00 | £10.00 | £5.00 | £10.00 | £5.00 | £4.17 | £4.00 | £10.00 | £0.00 |
| stamps | £10.00 | £1.00 | £0.00 | £0.00 | £7.00 | £5.00 | £2.24 | £15.00 | £0.00 | £10.00 | £0.00 | £3.00 | £0.00 | £15.00 | £0.00 |
| newsletters | £5.00 | £0.00 | £0.00 | £0.00 | £21.50 | £0.00 | £5.00 | £75.00 | £0.00 | £50.00 | £0.00 | £0.00 | £0.00 | £50.00 | £0.00 |
| Flyers | £0.00 | £0.00 | £0.00 | £0.00 | £15.00 | £0.00 | £0.00 | £15.00 | £25.00 | £0.00 | £0.00 | £2.75 | £0.00 | £15.00 | £0.00 |
| Clothing | £20.00 | £20.00 | £0.00 | £0.00 | £50.00 | £0.00 | £85.00 | £50.00 | £0.00 | £40.00 | £0.00 | £0.00 | £0.00 | £20.00 | £0.00 |
| Food and beverages | £50.00 | £120.00 | £0.00 | £25.00 | £30.00 | £15.00 | £69.00 | £40.00 | £10.00 | £30.00 | £10.00 | £12.00 | £10.00 | £50.00 | £0.00 |
| Newspapers | £32.00 | £20.00 | £28.00 | £0.00 | £56.00 | £0.00 | £25.00 | £60.00 | £0.00 | £42.00 | £0.00 | £0.00 | £0.00 | £40.00 | £0.00 |
| Printing | £5.00 | £10.00 | £5.00 | £10.00 | £12.00 | £20.00 | £17.00 | £40.00 | £0.00 | £20.00 | £0.00 | £5.00 | £4.00 | £20.00 | £20.00 |
| Ink cartridges | £12.00 | £5.00 | £10.00 | £0.00 | £30.00 | £22.00 | £9.60 | £10.00 | £0.00 | £5.00 | £0.00 | £5.00 | £0.00 | £10.00 | £10.00 |
| Expenses relating to party membership | £30.55 | £30.55 | £2.50 | £30.55 | £30.55 | £30.55 | £30.55 | £30.55 | £30.55 | £30.55 | £30.55 | £30.55 | £30.55 | £30.55 | £2.50 |
| Heating and lighting | £0.00 | £35.00 | £0.00 | £0.00 | £5.20 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £8.20 | £0.00 | £0.00 | £0.00 |
| Use of car (depreciation) | £0.00 | £100.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Furniture | £0.00 | £30.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Rail card | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £2.50 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Glasses | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £25.52 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total expenses incurred each month | £321.75 | £434.55 | £80.50 | £80.55 | £447.24 | £232.55 | £350.41 | £465.55 | £122.55 | £318.55 | £93.55 | £135.90 | £95.55 | £405.55 | £49.50 |
| Average | £242.28 | | | | | | | | | | | | | | |

The financial inclusion manager's statement on the treatment of councillor's allowances and benefits for working age claimants

Under current Social Security rules there are a number of benefits designed to be accessed by people of working age. These include Income Support, Jobseekers Allowance, Employment Support Allowance, Tax Credits and Housing Benefit. Current regulations govern how authorities treat allowances and expenses, which involves them accepting figures submitted according to the local scheme.

Housing Benefit in particular is administered by second tier or Unitary Authorities.

From October 17th 2018 Norwich will go live with the full Digital Universal Credit (UC) service on all new claims for any of the above benefits. This will only affect people of working age. Pensioners will be unaffected.

What this means in practise

There will be no change in the Principle that any recompense made for expenses incurred in the pursuit of duties as a Councillor 'should not be counted as earnings'. However, with the introduction of UC how this will be adjudged will become much more centralised. In effect, that decision will be taken by HMRC through the PAYE scheme and will need to be reflected within the Authorities' own systems for paying allowances and expenses.

HMRC is unlikely to challenge a local authority who submits payments under the aegis of the PAYE scheme which clearly shows an amount for expenses separately identified and treated as exempt from tax. How that figure is determined will be the remit of the Authority and the Independent Panel.

Provided it is a fair reflection of those 'expenses necessarily incurred in the carrying out of the duties of councillor' there should be no impact on UC entitlement.

People of Pension Age

While Universal Credit will only apply to those people under pension age, current rules will still apply to people of pension age. However, the above treatment will be just as useful and clear for people of pension age and will be of assistance to those transiting from working age to pension age in the future.

Leaders' Office
Norwich City Council
City Hall
Norwich
NR2 1NH

5 September 2018

Remuneration panel;

Jackie Bush
Philip Hyde
Kate Money

Dear panel members,

Thank you for convening to deliberate on the question of what element of the basic allowance can be identified exclusively as expenses incurred in the performance of a councillors' duties.

It was during my time as leader of the council in the mid 1990s that we made the decision to move away from a complicated and administratively expensive system of recording on a monthly basis the expenses of elected members (including time spent attending committees) with a basic allowance. The level at which this was fixed was set by an independent panel which became an integral part of the new arrangements. Across the country most local authorities copied the example of Norwich City Council and introduced a basic allowance system.

In Norwich, a key understanding has been that the basic allowance covers costs associated with the duties and responsibilities of being a councillor and this has been evidenced by almost no councillor seeking to subsequently claim additional individual expenses under the policy.

Indeed, within the stated policy the 'approved duties' from which claims could be made makes no reference to ward based travel, which is essential in fulfilling the community representation role of an elected member. This expense has been paid out of the basic allowance and has been understood by elected members. It is also understood that the basic allowance includes an element of the time spent in the performance of their council duties.

At a fundamental level the issue you are addressing goes to the heart of the democratic process: that those citizens, of whatever political affiliation, who wish to stand for electoral office should not be denied that opportunity because the level of remuneration to cover costs of being a councillor is inadequate.

In the centenary year of the Representation of the People's Act, 1918 the fundamental principle of all citizens, of whatever financial background, being able to serve their community as elected representatives is at the very core of our democracy.

I know the panel will be fully aware of this overarching principle.

Yours sincerely

Councillor Alan Waters, Leader,
Norwich City Council

Motion to Council
25 September 2018
Subject Brexit
Proposer Councillor Wright
Seconder Councillor Raby

Item
10(a)

“The People's Vote campaign seeks to ensure that the government's Brexit deal is put before the country in a public vote so that we can decide if a decision that will affect our lives for generations makes the country better or worse off.

Council therefore **RESOLVES** to;

- (1) Endorse the cross-party People's Vote campaign.
- (2) Ask cabinet to provide practical support to the local cross-party People's Vote campaign, such as use of council facilities for public meetings.
- (3) Ask Group Leaders to write to our two MPs, expressing this council's strong desire for a vote on the final deal, including the option to maintain full EU membership.”

Motion to Council
25 September 2018

Subject Modern Slavery

Proposer Councillor Kendrick

Seconder Councillor Maguire

Item

10(b)

“Though slavery was abolished in the UK in 1833, there are more slaves today than ever before in human history. Figures from the International Labour Organisation suggest that there are more than 40 million people in modern slavery across the world, with nearly 25 million held in forced labour.

There were 3805 victims of modern slavery identified in the UK in 2016. Modern Slavery is happening nationwide and within our city. Slave masters use whatever means they have at their disposal to coerce individuals into a life of abuse, servitude and inhumane treatment. This can include sexual and criminal exploitation.

Council **RESOLVES:**

(1) To acknowledge that:

- a) action needs to be taken to raise awareness of modern slavery and the fact that it is happening all over the UK.
- b) the current support for victims is not sufficient and needs to go beyond the 45 days they are currently given by the government.
- c) councils have an important role to play in ensuring their contracts and supplies don't contribute to modern day slavery and exploitation.

(2) To ask cabinet to adopt the Co-operative Party's Charter against Modern Slavery, set out below, to ensure our procurement practices do not support slavery.

- a) Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply's (CIPS) online course on Ethical Procurement and Supply.
- b) Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.

- c) Continue to challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.
- d) Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.
- e) Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
- f) Require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.
- g) Review its contractual spending regularly to identify any potential issues with modern slavery.
- h) Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.
- i) Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.
- j) Report publicly on the implementation of this policy annually."

Motion to Council
25 September 2018
Subject Opposing Voter ID
Proposer Councillor Jones
Seconded Councillor Davis

Item
10(c)

“There is a proposal to introduce voter identification (Voter ID) requirements in polling stations through the use of pilots at local government elections in 2019.

Council therefore **RESOLVES** to:

- (1) Condemn the Government’s plan to carry out further pilots that will introduce restrictive ID requirements at local elections in 2019;
- (2) Not to take part in any voluntary pilot scheme that could prevent legitimate voters from taking part in our democratic process;
- (3) Ask the Leader of the Council to write to the Cabinet Office expressing the concerns of the council as set out in this motion, and asking them to halt the Voter ID pilots until such point as it can be proven that no voter will be disenfranchised; and
- (4) Ask the Leader of the Council to write to our local MPs expressing the council’s concerns and to seek their views on the proposal.”

Motion to Council
25 September 2018
Subject Climate Change Adaptation Strategy
Proposer Councillor Carlo
Seconder Councillor Raby

Item
10(d)

“The Summer of 2018 has seen high temperatures, droughts, floods and wildfires around the world. Scientists have linked these events directly to climate change and warned that extreme weather events are likely to become the norm rather than the exception. Vulnerable groups of people suffer the most in extreme weather, in Norwich as well as elsewhere: the very young and very old are physically less able to cope with extreme heat; low income households lack the means to insulate their homes against heat and cold; higher food prices, due to excess heat and lack of rain, have more of an impact on families with lower budgets.

Council **RESOLVES** to ask cabinet to:

- (1) Consider preparing a climate change adaptation strategy to increase the climate resilience of the city and its citizens; and
- (2) Work with Greater Norwich Local Plan partners to develop a local plan to mitigate and adapt to the effects of climate change.”

