



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, 17 March 2015

19:30

Agenda

Page nos

1 Lord Mayor's announcements

2 Declarations of interest

(Please note that it is the responsibility of individual
members to declare an interest prior to the item if they arrive
late for the meeting)

3 Questions from the public

4 Petitions

5 Minutes

5 - 12

To agree the accuracy of the minutes of the budget council
meeting held on 17 February 2015.

6 Questions to cabinet members / committee chairs

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

**7 Greater Norwich City Deal Key Achievements for 2014-
15**

13 - 22

Purpose - To inform council of the significant progress
achieved via the City Deal for the Greater Norwich area in

2014/15.

8 Review of the constitution

23 - 34

Purpose - To consider changes to the council's constitution to revise Appendix 9, Statutory and proper officers to reflect changes within the organisation and current legislation; and Appendix 4, Terms of reference of committees, to clarify the terms of reference for the planning applications committee in relation to the confirmation and revocation of tree preservation orders.

9 Pay Policy Statement 2015-16

35 - 56

Purpose - To consider and agree the pay policy statement for 2015-16.

10 Motion - Future of Local Government

Councillor Arthur to move and Councillor Waters to second the following motion:

This council has already reduced its costs by more than a third over the past five years by finding recurring savings of approximately £24 million. This amounts to total cumulative savings of more than £79 million over the period.

Future anticipated funding cuts will heighten the risk of damaging the capacity of this council to deliver high quality public services to the citizens of Norwich, and could deepen already increasing inequality.

Council, therefore, **RESOLVES** to ask the leader of the council to write to the Prime Minister and the leader of the opposition requesting: -

1) an ending of the bias against areas with the greatest needs by ensuring that the funding provided is distributed more fairly.

2) provision of longer term sustainable funding settlements so that local authorities can better plan ahead and deliver savings, shifting away from high cost reactive approaches, towards investment in preventing problems before they occur or get worse.

3) devolution of powers to democratically elected bodies, so local authorities can deliver economic growth and push down resources from Whitehall so that communities can spend money more effectively.

4) empowerment of areas to bring services together, pool budgets and cut costly duplication; building services around people to meet needs in a more effective and connected way.

11 Motion - People's Commission for Justice and Equality

Councillor Galvin to move and Councillor Henderson to second the following motion:

Norwich is seeing a widening gap between the effects of being rich and poor and the way austerity is being applied is making this worse. Yet evidence shows that the more equal society, the more everyone benefits. Norwich City Council has a commitment to reduce inequalities and live up to the priority of a fair city.

Council, therefore, **RESOLVES** to ask cabinet to work actively to address the city's growing inequality crisis, for the benefit of all, by enabling the foundation, with citizens and partners, of a People's Commission for Justice and Equality. The commission would be co-produced. Detailed terms and conditions would be decided by those involved, but in broad terms the commission would:

- 1) be citizen-led, giving power to citizens; independently chaired; and council supported. It would take account of all sectors of the community as well as including key relevant local groups (from public, community and voluntary sectors, as well as faith groups and representatives of groups of people disproportionately affected by austerity) in active roles.
- 2) have the broad aim of monitoring and recording the effects of cuts and suggest alternatives; and achieve this by setting specific objectives and by being actively, openly, evidence-based, for instance holding public hearings.
- 3) be time-limited but take a long-term approach, building on best practice and engaging with other councils who have undertaken similar work, such as Fairness Commissions.
- 4) be based on a clear undertaking that the council would consider and where possible take forward its findings, and use them to inform all relevant aspects of its work, including the corporate priority 'a fair city', and be synchronised with budget setting timelines.
- 5) publish its findings in full, and campaign on them, taking an adversarial approach where necessary. These findings

will include recommendations to national and local government, as well as other organisations as appropriate.



Anton Bull
Executive head of business relationship management and democracy

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Information for members of the public

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

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



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BUDGET COUNCIL

MINUTES

7.30pm – 10.00pm

17 February 2015

Present: Councillor Lubbock (Lord Mayor), Mr Armstrong (Sheriff), Councillors Ackroyd, Arthur, Barker, Blunt, Bogelein, Boswell, Bradford, Bremner, Brociek-Coulton, Button, Carlo, Driver, Galvin, Gayton, Gihawi, Grahame, Harris, Haynes, Henderson, Herries, Jackson, Jones, Kendrick, Little, Manning, Maxwell, Neale, Packer, Price, Ryan, Sands (M), Sands (S), Stammers, Stonard, Waters, Woollard and Wright

Apologies: Councillor Howard

1. LORD MAYOR'S ANNOUNCEMENTS

The Lord Mayor said that it had only been three weeks since the last council meeting but it has been a busy time with many engagements including a visit to our twin city in Serbia, Novi Sad by invitation of its Mayor. They have a special day on 1st February to celebrate their city and they were extremely hospitable and welcoming to her and her husband. They travelled with Diana and Peter Beckley who have done so much to encourage the twinning links that they have been made Honorary Citizens of Novi Sad.

The previous Sunday the city said a farewell to Canon Peter Nokes of St Peter Mancroft. A service in the church was followed by a wonderful reception at City Hall and the Lord Mayor thanked the council for providing this event. Many tributes were paid to Peter for his dedication to the city over the last 15 years. He will be missed very much.

Finally she said she had visited the extraordinary exhibition at the Castle 'Homage to Manet', which is a 'must see' and she encouraged everyone to find time to go along and enjoy it.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. QUESTIONS FROM THE PUBLIC

There were no questions from the public.

4. PETITIONS

There were no petitions.

5. MINUTES

The Lord Mayor highlighted that there was an error in Appendix A of the minutes of the previous meeting. Three questions to portfolio holders and answers were missing. Subject to these being added to the final version of the minutes it was –

RESOLVED, unanimously, to approve the minutes of the meeting held on 27 January, 2015.

6. DRAFT CORPORATE PLAN 2015-2020

Councillor Arthur moved and Councillor Driver seconded the recommendations in the annexed report.

RESOLVED, unanimously, to approve the corporate plan 2015-2020.

7. GENERAL FUND REVENUE BUDGET AND CAPITAL PROGRAMME 2015-16

Councillor Waters moved and Councillor Maxwell seconded the recommendations in the annexed report subject to the following revised figures in table 6.1a of the appendix:-

	£000s
+ Increases in council tax	(539)
+ Movement 2014/15 to 2015/16	1,352

Councillor Boswell moved and Councillor Stammers seconded the following amendment : –

“To amend recommendation 1a) by inserting after “ Annex A” “...and the changes detailed below:-

General Fund 2015/16

Add the following items:-

	£s
- Gulley unblocking	20,000
- Student Community Outreach Officer	25,000
- Increase Environmental Strategy budget to create full time community outreach officer post	20,000
- Contingency fund to cover replanting of trees outside of Conservation areas in the event council is not able to source this from Community Infrastructure Levy funding	50,000
- Create a separate repairs and maintenance budget for Community centres	180,000
	<hr/>
	295,000

Reduce the following:-

- Grass cutting budget	65,000
- Level of reserves	50,000
- General repairs and maintenance	180,000
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	295,000 “

With 16 voting in favour (Councillors Ackroyd, Blunt, Bogelein, Boswell, Carlo, Galvin, Grahame, Haynes, Henderson, Jackson, Jones, Little, Neale, Price, Stammers and Wright), 21 against (Councillors Arthur, Barker, Bradford, Bremner, Brociek-Coulton, Button, Driver, Gayton, Gihawi, Harris, Herries, Kendrick, Manning, Maxwell, Packer, Ryan, Sands (M), Sands (S), Stonard, Waters and Woollard) and 1 abstention (Councillor Lubbock), the amendment was declared lost.

Councillor Galvin moved and Councillor Bogelein seconded the following amendment –

“To ask cabinet to:-

- set up a cross-party working group to review strategy and options for future capital investment.
- pursue joint funding (with the county council and the Norfolk and Suffolk Foundation Trust (NSFT) for a Homeless Mental Health Officer to work within the city council and to include that in future budgets from 2016-7 onwards.
- seek to find alternative funding arrangements for the £25k Greater Norwich Growth Board increased cost (as already outlined in the transformation programme) with an arrangement with the New Anglia LEP or from commercial sources”.

With 38 voting in favour and 1 abstention, the amendment was carried and became part of the substantive motion.

Councillor Wright moved and Councillor Ackroyd seconded the following amendment :-

- “1) To amend recommendation 1a) by replacing “.... the budgetary requirement be set to £17.056M”” with “...the budgetary requirement be set to **£17.002M**” and by inserting after “....Annex A” “..... and the changes detailed below:-

Additional savings/income:-	£s
Reduce HR/Democratic Services Budget	61,000
Council Tax Freeze Grant	99,757
	<hr/>
	160,757
 Growth/reduced income:-	
Council Tax – zero increase	153,902
Channel shift scoping work around delivering council services via the post office network	6,855
	<hr/>
	160,757
	<hr/>

2) To amend recommendation 1b) to read:-

“that the council’s council tax requirement is set at **£8.160m**”.

3) To amend recommendation 1c) to read:-

“that council’s council tax should be set at **£234.76** for band D”.

4) To amend recommendation 1d) to read:-

“that the precept of the collection fund for 2015/16 be set at **£7.926m** calculated in accordance with sections 32-36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011 as per the statutory determination at annex B”.

(Info note – no Council Tax increase reduces income by £154k – attracts Council Tax Freeze Grant of £100k – net effect is to reduce budgetary requirement by £54k)”.

With 2 voting in favour (Councillors Ackroyd and Wright), 35 against (Councillors Arthur, Barker, Blunt, Bogelein, Boswell, Bradford, Bremner, Brociek-Coulton, Button, Carlo, Driver, Galvin, Gayton, Gihawi, Grahame, Harris, Haynes, Henderson, Herries, Jackson, Jones, Kendrick, Little, Manning, Maxwell, Neale, Packer, Price, Ryan, Sands (M), Sands (S), Stammers, Stonard, Waters, Woollard and Wright) and 1 abstention (Councillor Lubbock), the amended was declared lost.

RESOLVED, -

- 1) with 22 voting in favour (Councillors Arthur, Barker, Blunt, Bradford, Bremner, Brociek-Coulton, Button, Driver, Gayton, Gihawi, Harris, Herries, Kendrick, Manning, Maxwell, Packer, Ryan, Sands (M), Sands (S), Stonard, Waters and Woollard); 13 against (Councillors Ackroyd, Bogelein, Boswell, Carlo, Galvin, Grahame, Haynes, Henderson, Little, Neale, Price, Stammers and Wright) and 3 abstentions (Councillors Jackson, Jones and Lubbock) to approve cabinet's recommendations of 4 February for the 2015/16 financial year:
 - a) that the council's budgetary requirement be set to £17.056m and that the budgets set out in paragraphs 6.1 and 6.3 of Annex A are approved, taking into account the savings, income and other budget movements set out in the report and appendix 2 of annex A;
 - b) that the council's council tax requirement is set at £8.315m;
 - c) that council tax be set at £239.34 for band D, which is an increase of 1.95%;
 - d) that the precept of the collection fund for 2015/16 be set at £8.081m calculated in accordance with sections 32-36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011 as per the statutory determination at annex B;
 - e) that a new general fund earmarked reserve be set up into which all Section 31 Business Rates Relief grant monies are transferred until applied to offset related business rates deficits as they arise;
 - f) that the prudent level of reserves for the council be set at £4.474m in accordance with the recommendation of the chief finance officer;
 - g) that the non-housing capital plan 2015/16 to 2019/20 should be as set out in paragraph 9.7 of annex A and the further detail provided in annexes C-E;
 - h) that the non-housing capital programme 2015/16 be as set out in paragraph 10.3 of annex A including the council elements of the Greater Norwich Growth Programme,
- 2) with 35 voting in favour, 2 against and 1 abstention, to allocate the neighbourhood Community Infrastructure Levy for 2015/16 as set out in annex E.
- 3) with 36 voting in favour, none against and 2 abstentions to approve the Greater Norwich Growth programme as set out at annex D.
- 4) with 38 voting in favour and 1 abstention, to approve the addition of the extended Push the Pedalways programme to the 2015/16 to 2019/20 capital plan and the 2015/16 capital programme as set out at Annex F subject to the Department for Transport approving the scheme; and that Council confirms its acceptance of the DfT's condition of grant that it accepts responsibility for meeting any costs over and above the DfT contribution requested as set out in paragraph 9.

5) with 38 voting in favour and 1 abstention, to ask cabinet to –

- a) set up a cross-party working group to review strategy and options for future capital investment;
- b) pursue joint funding (with the county council and the Norfolk and Suffolk Foundation Trust (NSFT) for a Homeless Mental Health Officer to work within the city council and to include that in future budgets from 2016-7 onwards;
- c) seek to find alternative funding arrangements for the £25k Greater Norwich Growth Board increased cost (as already outlined in the transformation programme) with an arrangements with the New Anglia LEP or from commercial sources”.

(With more than 2 hours having passed since the commencement of the meeting the Lord Mayor invited members to consider whether any of the following items could be taken as unopposed business).

8. HOUSING RENTS AND BUDGETS 2015-16

RESOLVED, unopposed, to approve the cabinet’s recommendations for the 2015-16 financial year.

- (1) that the council housing rent increase be approved at 2.2% as set out in paragraph 6.7 of the report;
- (2) that the housing revenue account budgets be approved as set out in paragraph 3.1 of the report;
- (3) that the prudent minimum level of housing reserves be approved as set out in paragraph 7.1.1 of the report;
- (4) that the housing capital plan 2015-16 to 2019-20 set out in paragraph 8.6 of the report and the housing capital programme 2015-16 set out in paragraph 9.1 of the report be approved.

9. TREASURY MANAGEMENT STRATEGY 2015-16

RESOLVED, unopposed, to approve cabinet’s recommendations in relation to the key elements of the annexed report –

- (1) the capital prudential indicators and limits for 2015-16 to 2017-18 contained within paragraphs 10 – 15 of the report;
- (2) the minimum revenue provision policy statement set out in paragraph 16 of the report;

- (3) the borrowing strategy 2015-16 to 2017-18 set out in paragraphs 24 – 28 of the report;
- (4) the treasury prudential indicators set out in paragraphs 29 – 32 of the report, including the authorised limit.
- (5) the investment strategy 2015-16 as set out in paragraphs 33-57 of the report and the detailed criteria included in appendix 3.

CHAIR

Report to Council
17 March 2015
Report of Head of city development services
Subject Greater Norwich City Deal Key Achievements for 2014-15

Item

7

Purpose

To inform council of the significant progress achieved via the City Deal for the Greater Norwich area in 2014/15.

Recommendation

To note the contribution made by the City Deal to date in delivering sustainable growth and economic prosperity in the Greater Norwich area.

Corporate and service priorities

The report helps to meet the corporate priority “A prosperous city” and the service plan priority Jobs and Housing Growth.

Financial implications

The City Deal has attracted significant public and private sector funding in Norwich during 2014/15 and is managed through existing budgets.

Ward/s: All wards

Cabinet member: Councillor Arthur – Leader

Contact officers

Ellen Tilney, economic development manager 01603 212501

Andy Watt, head of city development services 01603 212691

Background documents

None

Report

1. The City Deal for Greater Norwich was formally signed in December 2013. It is a long-term partnership with government to use the potential within our knowledge clusters to deliver economic success and jobs for the area.
2. The ambition of the deal is to:
 - Accelerate the commercialisation of world-class research, ideas and innovation to create jobs.
 - Co-ordinate bespoke innovation and enterprise support and provide early funding support and finance for small and medium sized enterprises.
 - Help deliver critical infrastructure and leverage investment to deliver homes and jobs.
3. The City Deal has three strands:
 - **Enterprise** - LEP-wide business support for businesses to start-up and expand.
 - **Skills** - a LEP wide locally responsive skills system to maximise employer involvement and increase apprenticeships and graduate internships
 - **Infrastructure** - providing essential housing, transportation and utility services necessary to meet the needs of a growing and expanding local economy

What has the City Deal has delivered in its first year?

Enterprise

4. A Regional Growth Fund bid to establish a Business Growth Hub and Programme of LEP wide business support activities was successful in attracting £3.92million. This bid also levered in a further £9million to expand the existing Growing Business Fund Grant Scheme which offers grants between £25,000 and £500,000. In Greater Norwich this year so far thirty grants totalling £3,629,973 have been awarded, leveraging £24,481,742 private sector match funding from the businesses and generating 499 new full time jobs.
5. The Growth Hub has now been operational for ten months via a team of advisors, a telephone helpline and online web portal the Hub promoting government support schemes alongside the local offer of impartial, free and local face-to-face support, connecting local businesses in the Greater Norwich area to grants and other support as appropriate.
6. An Early Stage Grant Fund has been established to offer grants of between £5,000 and £25,000 to early stage businesses. Up to the end of January this has provided twenty-three grants totalling £390,448 in Greater Norwich, drawing in £1,882,143 in private sector match funding from the businesses themselves and creating 94.5 full time jobs.

7. A Business Start-up Programme has so far supported over 100 business start-ups in the area.
8. An innovation voucher offer was also established which allowed businesses to buy specialist consultancy, internships and other support directly from the three universities in the LEP area. Unfortunately, this did not generate sufficient interest from local businesses and the funding set aside for this has now been re-allocated into the Small Grants Scheme.

Skills

9. The skills element was agreed on a LEP wide basis via the Greater Ipswich City Deal, progress has been made in a number of areas:
10. A local apprenticeship service (Apprenticeships Norfolk Network) has been launched - training providers across the county work together, to offer free independent advice to schools, young people and parents/carers. Other intermediaries including employers, JobcentrePlus, schools and social enterprises are being integrated into the network to align a range of resources towards supporting young people into work, apprenticeships, traineeships and pre-apprenticeship provision. The network will offer a range of support including 1-1 activity to young people furthest from the labour market.
11. New Anglia's LEP Skills Board has been established and is meeting bi-monthly to provide private sector led strategic oversight on a range of issues including apprenticeships, skills capital and potential ESIF investment.
12. A Local Intelligence Service is now being provided - a broad skills data pack has been developed and published on the New Anglia LEP website in August 2014 setting out the features of the local economy and the local skills context. The two County Councils and the LEP are working together to develop the first sector specific packs.
13. Work has taken place to support better education and careers advice in Norfolk through the Developing Norfolk's Future Workforce agenda. Locally, partners have continued with the development of the content for the Help You Choose Platform.
14. There are two problematic areas within the skills workstream which are not currently progressing satisfactorily:
 - Increase in the number of apprenticeships in New Anglia by 5000. To date there has been a decline from 13,530 apprenticeships in 2012/13 to 12,020 in 2013/14 (-11%). This does however compare relatively well to an average national decline of -13.8%. This decline is due to a decrease in the amount of 25+ Advanced Apprenticeship starts. Ability to rectify this trend will be dependent on policies implemented by the next Government.
 - 200 additional AGE grants (apprenticeship grants for employers of 16-24 year olds) were also intended to be delivered by December 2014. Neither Norfolk nor Suffolk county council was able to make progress in this area due to a lack of flexibility in the approach of the National Apprenticeships Service. National policy around AGE grants has changed since the City Deal was agreed.

Infrastructure

15. £80m of Public Works Loan Board borrowing agreed: £60m for the Strategic Infrastructure Programme and £20m for the Local Infrastructure Fund, the Greater Norwich Growth Board has signed a Joint Working Agreement and will meet twice a year. Decisions which have already been made include the Growth Programme for 14/15 and 15/16 agreed with £231,000 committed to 7 schemes for period Sept 14 to March 15. A further £961,000 committed to 10 schemes for period April 15-March 16 as detailed below.

Scheme and location	Total scheme cost	Start date
Harrisons' Plantation - Broadland	£35,000	2014/15
Danby Wood - Norwich	£35,000	2014/15
Marston Marsh - Norwich	£30,000	2014/15
Earlham Millennium Green - Norwich	£15,000	2014/15
Riverside Walk; improvement work - Norwich	£70,000	2014/15
Marriott's Way - Norwich /SNDC	£60,000	2014/15
Norwich Health Walks - SNDC	£40,000	2014/15
Salhouse Road Walk/Cycle Route - Broadland	£200,000	2015/16
Blue Pedalway (School La/Chartwell Rd/Denton Rd) toucan crossing and associated works - Broadland	£120,000	2015/16
Golden Ball St - Norwich	£2,500,000	2015/16
Yellow Pedalway - Norwich	£100,000	2015/16
Guardian Rd/Dereham Rd junction improvements - Norwich	£1,650,000	2015/16
Earlham Millennium Green Path improvements - Norwich	£66,000	2015/16
Marriott's Way - Norwich	£250,000	2015/16
Eaton interchange- SNDC	£100,000	2015/16
Roundhouse Way Interchange- SNDC	£500,000	2015/16
Longwater Scheme Development - SNDC	£2,000,000	2015/16

16. The Greater Norwich Growth Board has agreed in principle to progress 4 loans, totalling £13.865million as follows:

- Bowthorpe Threescore – provision of on-site road and utilities infrastructure to accelerate delivery of 1100 dwellings
- Wymondham Subway – widening the existing rail bridge and other improvements will accelerate the delivery of 1230 dwellings
- Deal Ground Norwich – a brownfield site – funding will provide a spine road, Bridge and site works to open up the site. Will accelerate the delivery of 670 dwellings.
- Beeston Park - the construction of the first phase of the primary street network for the development encompassing the realignment of the B1150 North Walsham Road and associated accesses, and a section of the east-west link through the development between the existing B1150 and the eastern edge of the proposed Main Square, with a junction with the realigned north-south route.

17. Local Infrastructure Fund (LIF) has agreed four loans agreed in principle with three others being considered as part of a second call for expressions of interest:

- Agreement in principle will help deliver 1,000 dwellings at Bowthorpe and 1,200 dwellings in Wymondham
- Expression of Interest from Norwich Aeropark will help deliver 1,000 jobs at Norwich International Airport
- A47 Feasibility Study: successful announcement in the Autumn Statement 2014 will help deliver Thickthorn junction improvements and A47 dualling between Blofield and Burlingham and Easton and North Tuddenham.

Housing delivery

18. 1,241 homes delivered across Greater Norwich area in 2013/14.

19. Sites for around 3,000 additional homes in the Norwich Policy Area were added to the 5 year supply during 13/14. Since April 2014 an additional 773 dwellings can now be included in the 5-year supply.

Other infrastructure benefits of the City Deal

20. As a result of being awarded the city deal the council were successful in securing £3.7M of Cycle Ambition Grant funding for 13/14-15/16 and a further £8.4M for 15/16-17/18. The cycle ambition status for the city resulted in a further £228k of walking funding in 14/15 with the opportunity of a further £1M for 15/16.

Integrated impact assessment



NORWICH
City Council

Report author to complete

Committee:	Council
Committee date:	17 March 2015
Head of service:	Andy Watt
Report subject:	City Deal achievements in first year
Date assessed:	2 March 2015
Description:	A summary of the impact of the Greater Norwich City Deal in its first year

	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"/>	City Deal is administered through existing agreed budgets.
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The City Deal has attracted significant government funding and private sector investment to support local business and jobs growth.
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The City Deal has attracted significant government funding and private sector investment to support improvements to the local transport infrastructure.
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It is not possible to assess or quantify the total impact of the growth achieved through the City Deal activity due to the diversity of what has been delivered both via the Greater Norwich Growth Group and also by the individual business beneficiaries of grants, skills support and business advice.
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is not possible to assess or quantify the total impact of the growth achieved through the City Deal activity due to the diversity of what has been delivered both via the Greater Norwich Growth Group and also by the individual business beneficiaries of grants, skills support and business advice.

	Impact			
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is not possible to assess or quantify the total impact of the growth achieved through the City Deal activity due to the diversity of what has been delivered both via the Greater Norwich Growth Group and also by the individual business beneficiaries of grants, skills support and business advice.
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is not possible to assess or quantify the total impact of the growth achieved through the City Deal activity due to the diversity of what has been delivered both via the Greater Norwich Growth Group and also by the individual business beneficiaries of grants, skills support and business advice.
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is not possible to assess or quantify the total impact of the growth achieved through the City Deal activity due to the diversity of what has been delivered both via the Greater Norwich Growth Group and also by the individual business beneficiaries of grants, skills support and business advice.
(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	
The City Deal has attracted significant government funding and private sector investment and has already delivered significant benefits in terms of infrastructure, jobs and business growth.	
Negative	
Neutral	
Issues	

Report to	Council	Item
	17 March 2015	8
Report of	Executive head of business relationship management and democracy	
Subject	Review of the constitution	

Purpose

To consider changes to the council's constitution to revise Appendix 9, Statutory and proper officers to reflect changes within the organisation and current legislation; and Appendix 4, Terms of reference of committees, to clarify the terms of reference for the planning applications committee in relation to the confirmation and revocation of tree preservation orders.

Recommendation

- 1) To adopt the:
 - (a) revised version of Appendix 9, Statutory and proper officers (as attached to this report at appendix A);
 - (b) amendment to the planning applications committee's terms of reference (Appendix 4, Terms of reference of committees) by the insertion of an additional term of reference:

Power to confirm and revoke tree preservation orders
- 2) To ask the executive head of business relationship management to amend the constitution accordingly.

Corporate and service priorities

The report helps to meet the corporate priority to provide value for money services and the service priority to maintain the council's constitution.

Financial implications

There are no direct financial consequences arising from this report.

Ward/s: All wards

Cabinet member: Councillor Waters- Deputy Leader and resources

Contact officers

Anton Bull, executive head of business relationship management and democracy 01603 21 2326

Andy Emms, democratic services manager 01603 21 2459

Background documents

None

Report

Introduction

1. At its meeting on 22 March 2011, the council considered changes to the council's constitution and agreed to ask the constitution working party to conduct a fundamental review of the constitution.
2. At its meeting on 12 January 2015, the working party considered the revision of the council's statutory and proper officer appointments and the terms of reference for the planning applications committee in relation to tree preservation orders.
3. Cabinet will consider the proposed amendments to the constitution at its meeting on 11 March 2015.

Statutory and proper officer appointments

4. Under Article 12 of the council's constitution, the council designates proper officers to carry out functions allocated to proper officers by law. Appendix 9 of the councils' constitution lists the council's statutory and proper officer appointments. The term proper officer is set out in the Local Government Act 1972, s270(3).
5. As part of the fundamental review of the council's constitution officers have reviewed Appendix 9, Statutory and proper officer appointments to reflect changes in the organisation and legislation. As part of this process the documents was compared with constitutions of other similar councils to ensure that all the relevant legislation and powers had been included. The revised Appendix 9 is appended to this report.
6. Appendix 9 also contains the protocols for the monitoring officer and chief finance officer which are also being reviewed as the functions of these officers are set out elsewhere in the council's constitution and will be considered by the working party at a later date.

Planning applications committee terms of reference

7. To clarify the decision making process in relation to the confirmation or revocation of Tree Preservation Orders and to amend the planning application committee's terms of reference in Appendix 4.
8. As part of the review of the council's constitution the terms of reference for the planning applications have been reviewed. The planning applications committee confirms and revokes tree preservation orders. Although various powers are listed in the planning terms of reference in relation to tree preservation orders, the terms of reference do not clearly state that the committee has the power to confirm or revoke tree preservation orders. This report seeks to clarify the decision making process for tree preservation orders.
9. The planning applications committee has delegated the power to confirm tree preservation orders where there are no objections to the head of planning services.
10. An additional term of reference will clarify that the planning applications committee has the power to confirm and revoke tree preservation orders. The working party endorsed the proposal to amend the planning applications committee's terms of reference by the insertion of "Power to confirm and revoke tree preservation orders".

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:	Cabinet
Committee date:	11 March 2015
Head of service:	Executive head of business relationship management and democracy
Report subject:	Constitution review
Date assessed:	24 February 2015
Description:	Part of the council's fundamental review of the council's constitution and regular maintenance of the constitution.

	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 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 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	

Statutory and proper officer appointments

Appointment of proper officers

1. Proper officers are appointed by full council.
2. Any statutory or proper officer authority may be exercised in the name of the statutory or proper officer by any senior officer authorised in writing to do so by the statutory or proper officer. All such authorisations will be deposited with the executive head of business relationship management and democracy and will be open to inspection with this constitution.

Responsibilities and proper officers

Chief executive

Local Government Act, 1974

Section 30(5) - Giving notice that copies an ombudsman's report are available.

All legislation

Any statutory responsibilities not assigned to other posts

Monitoring officer

Local Government and Housing Act, 1989

Section 5 – Monitoring Officer

Chief finance officer

Local Government Act, 1972

Section 115(2) – Accountability of officers

Section 146(1) – Transfer of securities on alteration of area etc.

Section 151 – Financial administration

Section 228(3) – Making accounts available for councillors to look at

Local Government Finance Act, 1988

Section 114 – Functions of responsible officer as regards reports

Local Government Act, 2003

Section 25 – Budget Calculations: Report on robustness of estimates, etc.

Money laundering Regulations, 2003

Regulation 7 – Being told about suspected money laundering.

Returning Officer

Representation of the People Act, 1983

Section 81, 82 and 89 – Receiving election expense declarations and returns and holding them for the public to look at

Local Government Act, 2000

Section 34 – Referendum following petition

Local Elections (Principal Area) Rules 1986

Rule 46 – Keeping documents after an election and making them available for the public to look at.

Electoral Registration Officer

Representation of the People Act, 1983

Section 9 – The duty to maintain a register of electors.

Executive head of business relationship management and democracy

Local Government Act, 1972

Section 83(1) to (4) - Witnessing and receiving declarations of office

Section 84(1) - Receiving a councillor's resignation

Section 88(2)- calling a full council meeting to elect a chair if there is a casual vacancy

Section 89(1) – Giving notice of a casual vacancy

Section 100 (except 100(d) – Opening meetings to the public

Section 191 – Receiving applications under Section 1 of the Ordnance Survey Act, 1841

Section 225 – Depositing documents

Section 229(5) – Certifying photocopies of documents

Section 238 – Certifying byelaws

Section 248 – Keeping a list of freemen of the city

Schedule 12, para 4(2)(b) – Signing the summons to full council

Schedule 14, para 25 – Certifying resolutions passed under this paragraph

Local Government (Miscellaneous Provisions) Act, 1976

Section 41(1) – Certifying copies of resolutions and minutes

Local Government (Committees and Political Groups Regulations, 1990

Dealing with political balance on committees

Local Government Act, 2000

Section 97 (1) – Access to Information: compiling lists of background papers

Executive head of strategy, people and neighbourhoods

Local Government and Housing Act, 1989

Section 2(4) – Keeping the list of politically restricted posts

Local Authorities (Standing Orders) (England) Regulations, 2001

Giving notice of appointments and dismissals of officers in accordance with the Regulations.

Public Health Act, 1936

Section 85(2) – Serving a notice requiring action to deal with verminous people and things

Public Health Act, 1961

Section 37 – Controlling verminous things

Public Health (Control of Disease) Act, 1984

Section 11 – Being told about cases of notifiable disease or food poisoning

Section 18 – Getting information about cases of notifiable disease or food poisoning

Section 20 – Stopping of water to prevent spread of disease

Section 21 – Excluding children from school if they are likely to carry a notifiable disease.

Section 22 – Asking for the names and addresses of pupils at a school or department of a school.

Section 24 – Infected articles not to be taken or sent to be washed or cleaned

Section 29 – Letting of house or room after recent case of notifiable disease

Section 31 – Disinfection of premises

Section 32 – Certifying the need to remove someone from an infected house

Section 36 – Issuing certificates to get an order to examine people believed to be carrying notifiable diseases.

Section 40 – Getting a warrant to examine residents of a common lodging-house

Section 42 – Closure of common lodging-house on account of notifiable disease

Section 43 – Certifying that the body of someone who dies in hospital from a notifiable disease must not be moved except to be taken to a mortuary or immediately buried or cremated.

Section 48 – Certifying that it would be a health risk to keep a body in a building.

Section 59 – Authenticating documents about things they are responsible for

Public Health (Infectious Diseases) Regulations, 1988

Regulations 6, 8, 9, 10 and Schedules 3 and 4

National Assistance Act, 1948

Section 47 – Taking people in need of care and attention to a suitable place

National Assistance (Amendment) Act, 1951

Section 1 – Certifying the need for immediate action

Executive head of service for regeneration and development

Local Government Act, 1972

Schedule 16, Para 28 – Keeping lists of buildings of special architectural or historic interest

All heads of service

Local Government Act, 1972

Section 100(d) – Listing background papers for reports and making copies available.

Section 234 – Authenticating documents

Report to Council
17 March 2014
Report of Head of HR and learning
Subject Pay Policy Statement 2015-16

Item
9

Purpose

To consider and agree the pay policy statement for 2015-16.

Recommendation

To approve the pay policy statement for 2015-16

Corporate and service priorities

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

Financial implications

The pay policy statement sets out current remuneration arrangements and there are no additional or increased financial consequences of this report. There is a cost of circa £1000.00 for job evaluation services to be funded from existing budgets

Ward/s: All

Cabinet member: Councillor Waters- Deputy Leader and resources

Contact officers

Dawn Bradshaw, head of HR and learning

01603 212434

Background documents

None

Report

Pay policy statement 2015/16

1. This report sets out a draft pay policy statement as required under Section 38 (1) of the Localism Act 2011. The Localism Act requires English and Welsh authorities to have considered approved and published a pay policy statement for each financial year. The pay policy statement must be approved by a resolution of the full council by 31 March each year.
2. The pay policy statement has been prepared having regard to the Department of Communities and Local Government (DCLG) publication Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011 and supplementary guidance.
3. The pay policy statement must express clearly the council's policies relating to the pay of its workforce, particularly its senior management and lowest paid employees. The pay policy statement must include:
 - a) The remuneration of its chief officers including the level and elements of remuneration.
 - b) The remuneration of its lowest paid employees
 - c) The definition of the lowest paid employees adopted by the council for the purposes of the pay policy statement and the council's reasons for adopting that definition.
 - d) Remuneration of chief officers on recruitment
 - e) Use of performance related pay and bonuses for chief officers
 - f) The approach to the payment of chief officers on their ceasing to hold office under or to be employed by the council
 - g) The publication of and access to information relating to remuneration of chief officers.
4. The council's pay policy statement is not specific to chief officers but applies to the whole workforce.
5. The pay policy statement for 2015-16 (APPENDIX A) has been updated to reflect changes during the course of the year, notably:
 - a) Section 1.3 and 1.5 salaries have been updated to reflect the National Joint Council (NJC) pay award effective from 1 January 2015.
 - b) Section 2.6 removal of reference to Deputy Chief Executive and increase of senior head of service posts from 3 to 4 and salaries have been updated for senior head of service to reflect the Joint Negotiating Committee (JNC) pay award effective from 1 January 2015.
 - c) Section 2.7 addition of reference to terms and conditions of employment for Chief Executive and Chief Officers.

- d) Section 5.2 pay multiples have been updated based on data from 1 January – 31 December 2014.
 - e) Section 6.1 updated to include living wage accreditation
 - f) Section 6.12 reference to employee pension contributions added.
 - g) Section 6.15 clarification on re-engagement of former employees and appointment of interims added.
 - h) Section 6.16 clarification of the council's recruitment practice and position on tax avoidance.
6. In November 2014 the national employers made a formal offer of a pay award for local authority Chief Executives for 2014-16. The proposed pay offer is 2% of guaranteed FTE basic salary of £99,999 or less as at 31 December 2014 with effect from 1 January 2015. The offer covers the period to 31 March 2016.
7. This proposed pay award would not apply to the post of chief executive at Norwich City Council as the current salary range for this post exceeds £99,999 per annum

Report on activity of senior pay remuneration panel and recommendations

8. The senior pay remuneration panel was established from April 2013 to afford good governance in the councils approach to senior pay and to provide a verifiable and accountable process for recommending levels of senior pay and reward that ensure decisions are made in an open and accountable way.

Members of the panel are:

Councillor Alan Waters - cabinet member for resources (Chair)
 Councillor Keith Driver – cabinet member
 Councillor Judith Lubbock – Liberal democrat group member
 Councillor Marion Maxwell – Labour group member
 Councillor Paul Neale – Green group member
 Independent representative - not appointed

9. The panel met once during the year and reviewed information on and considered the following:
- a) Current senior pay composition in the council
 - b) Benchmarking and market data
 - c) Terms of reference for the senior pay remuneration
 - d) The panel also received updates on the JNC for Chief Executive pay offer and JNC for Chief Officers pay award and the proposals for public sector exit payments. The proposals for public sector exit payments are subject to secondary legislation but are likely to be implemented in April 2016.
10. The panel agreed that based on benchmarking data of comparable posts within local government they were satisfied that the remuneration package for senior

posts at Norwich is fair and reasonable; that it reflects the local market and provides good value for money.

11. The panel noted the organisational changes in August 2014 which had resulted in changes in duties and responsibilities of senior posts and wished to ensure that the councils levels of pay and reward are sufficient to retain existing and recruit future talent should the need arise.
12. The panel requested regular monitoring and quarterly updates on trends in senior pay and rewards in local government.
13. The panel recommended meeting a minimum of twice each year.
14. A job evaluation of senior posts was due to be carried out in 2014-15. This work has not been concluded but will be completed in 2015. The job evaluation will be carried out by East of England LGA. The panel will review the results of the job evaluation and make recommendations for cabinet's consideration.
15. The panel have reviewed the value of having a senior pay remuneration panel against the terms of reference and are recommending that the panel continues. The panel have also reviewed the terms of reference and have requested that these are updated to reflect organisational changes. The amended terms of reference are attached (APPENDIX B).

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:	17 March 2015
Head of service:	Head of HR and learning
Report subject:	Pay Policy Statement 2015/16
Date assessed:	2 March 2014
Description:	

	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 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"/>	Job evaluation of senior posts will identify any issues in relation to equal pay Full equality impact assessment carried out prior to implementation of pay and grading structure
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
None
Negative
None
Neutral
None
Issues
None

Norwich City Council Pay Policy Statement 2015 - 16

Introduction

This pay policy statement is provided in accordance with Section 38 of the Localism Act 2011 and is effective from 1 April 2015. The pay policy statement will be updated and approved at full council each financial year.

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

Scope

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

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

Current Pay Policy

1. Employee remuneration up to and including heads of service

- 1.1 Employees up to and including head of service grades are subject to the National Joint Council (NJC) for local government services national agreement on pay and conditions of service. These are supplemented by locally agreed collective agreements reached with trade unions recognised by the council.
- 1.2 The current pay structure was introduced on 1 October 2011 following a review of pay and grading under the national single status agreement and to meet the requirements of equal pay legislation. Executive approved the pay structure on 22 July 2009.
- 1.3 Cost of living pay increases are made in line with NJC national negotiations. Pay scales were updated following notification of the NJC pay award of 2.2% effective from 1 January 2015. The pay agreement also included a non-consolidated payment which was paid in December 2014.
- 1.4 The council uses a pay structure commencing at spinal column point (SCP) 12 up to SCP 65. SCP'S 12 to 49 reflect the NJC national pay points, SCP'S 50 to 65 are locally agreed pay points.

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

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

1.5 Pay and grading structure – pay rates from 1 April 2013

Grade	JE score	SCP	Annual salary	Grade	JE score	SCP	Annual salary
1	Up to 260			8	502-547	39	£33,857
		12	£15,523			40	£34,746
		13	£15,941			41	£35,662
		14	£16,231			42	£36,571
2	261-291	15	£16,572	9	548-593	43	£37,483
		16	£16,969			44	£38,405
		17	£17,372			45	£39,267
		18	£17,714			46	£40,217
3	292-332	19	£18,376	10	594-644	47	£41,140
		20	£19,048			48	£42,053
		21	£19,742			49	£42,957
		22	£20,253			50	£44,367
4	333-373	23	£20,849	11	645-695	51	£45,264
		24	£21,530			52	£46,463
		25	£22,212			53	£47,694
		26	£22,937			54	£48,959
5	374-414	27	£23,698	12	696-751	55	£50,256
		28	£24,472			56	£51,589
		29	£25,440			57	£52,955
		30	£26,293			58	£54,358
6	415-455	31	£27,123	13	752-812	59	£55,799
		32	£27,924			60	£57,277
		33	£28,746			61	£58,796
		34	£29,558			62	£60,353
7	456-501	35	£30,178	14	813 +	63	£61,952
		36	£30,978			64	£63,594
		37	£31,846			65	£65,279
		38	£32,778				

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

1.7 A small number of employees have transferred to the council under TUPE Regulations. With the exception of pension provision the transferred employees have retained their previous terms and conditions of employment, in accordance with TUPE legislation, and are not covered by the provisions of this pay policy statement.

2. Chief Executive and Chief Officer Pay

2.1 The Chief executive and corporate leadership team are together accountable for the implementation of agreed strategy and policies and for developing council services and delivering value for money. It is important to the council and local residents to have a highly effective management team in place in these senior roles.

2.2 The grading structure for chief officer pay, excluding heads of service and senior managers who are covered by arrangements detailed in 1, was approved by Executive

on 6 February 2008. The grading structure for the chief executive was approved by Executive on 7 September 2005.

2.3 The current pay arrangements are locally determined and operated. Cost of living pay increases are made in line with Joint Negotiating Committee (JNC) national negotiations for Chief Executives and Chief Officers. No national pay increase has been applied to Chief Executive pay since 1 April 2008. Pay scales for Chief Officers were updated following notification of the JNC pay award of 2% effective from 1 January 2015.

2.4 Recommendations on chief executive and chief officer pay above head of service level are considered and agreed by Cabinet. A senior pay remuneration panel established from April 2013 review the pay and reward arrangements, and make recommendations to Cabinet, in relation to the remuneration of the following posts:

Chief executive

Posts graded at senior head of service

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

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

2.6 Chief executive and chief officer grading structure

Post	FTE	Spine point	Salary £
Chief executive (head of paid service)	1	150	£118,891
		151	£121,593
		152	£124,296
		153	£126,997
		154	£129,699
Senior head of service	4.0	106	£69,917
		107	£73,246
		108	£76,575
		109	£79,905

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

3. Heads of service and senior managers

3.1 Some senior officers are classed as non statutory chief officers or deputy chief officers under the Local Government and Housing Act 1989, due to the council's organisational structure.

3.2 In accordance with the Local Government and Housing Act 1989 a non statutory chief officer for the purposes of this pay policy statement is defined as a person who reports directly to or is accountable directly to the head of paid service. A deputy chief officer is defined as a person who reports directly to or is directly accountable to a statutory or

non statutory chief officer. This definition excludes secretarial, clerical and support services.

- 3.3 These senior officers and heads of service are not subject to the pay and conditions of service determined by the JNC for Chief Officers of local authorities but are employed under NJC terms and conditions and are paid on Grades 7, 8, 9, 10, 11, 12, and 14 of the pay structure detailed in 1.5.

4. Other arrangements

4.1 Election Fees

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

The Chief executive is the council's Returning Officer.

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

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

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

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

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

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

4.3 S151 officer (S151 Local Government Act 1972)

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

5.0 Lowest and highest paid employees

- 5.1 The councils lowest paid employees are paid on Grade 1 of the pay structure. The minimum pay point paid to any employee is SCP 12 of the pay structure. This equates to a basic salary of £15,523 per annum. The salary range for Grade 1 is £15,523 to £16,231 per annum.

The council's highest paid employee is the chief executive. The chief executive salary scale ranges from £118,891 to £129,699.

5.2 Pay Multiples

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

The ratio of the highest and lowest pay point is:

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

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

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

6.0 General principles applying to remuneration of all employees

6.1 Living wage

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

The minimum point of the pay structure is currently above the national Living Wage.

6.2 Pay on appointment

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

6.3 Pay progression

All employees are remunerated on a pay range. The pay policy recognises that movement through defined pay ranges should continue as employees increase their effectiveness and expertise through knowledge and experience and employees will normally receive an annual increment on 1 April each year. Employees appointed between 1 October and 31 March receive their first increment after 6 months in post and any subsequent increments on 1 April each year. Any progression is subject to the maximum of the pay grade.

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

6.4 Relocation and disturbance

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

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

6.5 Expenses and Travel

- Travel for work

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

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

Mileage per mile first 8,500 miles	46.9 p
Mileage per mile after 8,500 miles	18.7 p

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

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

- **Car Parking**

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

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

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

- **Subsistence**

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

6.6 Bonus scheme

The council does not operate a bonus scheme.

6.7 Performance related pay

The council does not operate a performance related pay scheme.

6.8 Professional fees and subscriptions

The council reimburses professional fees and subscriptions to employees undertaking approved studies towards a professional qualification, which require professional membership. The subscription is paid for the period of the studies, subject to satisfactory progress being made.

The council reimburses professional fees to statutory chief officers where the professional membership is a requirement in accordance with their statutory function.

6.9 Overtime and enhancements

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

6.10 Honoraria

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

6.11 **Severance arrangements**

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

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

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

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

and

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

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

- are entitled to receive a statutory redundancy payment;

or

- have voluntarily agreed to the termination of their employment where, had they been dismissed, the dismissal would have been by reason of redundancy.

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

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

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

Outplacement support is offered to all employees who are redundant.

Severance packages in excess of £100,000 will be considered at full council.

6.12 **Pension**

All employees who have a contract of employment for at least 3 months and are under age 75 are eligible to join the Local Government Pension Scheme. Employees who are

eligible for membership automatically become members of the scheme unless they opt out.

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

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

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

6.13 Flexible retirement

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

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

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

6.14 Market supplements

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

6.15 Re- engagement

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

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

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

6.16 Tax avoidance

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

Where consultants are recruited the council will seek to avoid contractual arrangements which could be perceived as being primarily designed to reduce significantly the rate of tax paid by that person, such as paying the individual through a company, effectively controlled by him or her

6.17 Salary sacrifice

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

7.0 Proposals for 2015/16

A job evaluation process will be carried out in relation to the senior posts identified in section 2.

8.0 Amendment and review of pay policy

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

Subject to circumstances it may be necessary to amend the pay policy statement during the year that it applies. Any amendment will be by resolution of the full council.

The policy and any subsequent amended policy will be published on the council's website within 21 days of full council approval. Information on senior management salaries is published on the website in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency and will be updated on 1 April each year.

Senior Pay Remuneration Panel Membership and Terms of Reference

1. Background and purpose

Section 38(1) of the Localism Act 2011 requires English and Welsh local authorities to produce a pay policy statement for each financial year, which has to be approved by a resolution of the full Council by 31 March. There are various requirements within the Localism Act specific to Chief Officer pay policies and how local decisions on senior pay are made.

The purpose of establishing and maintaining a remuneration panel is to ensure good governance in the Councils approach to senior pay. It will provide a verified and accountable process for recommending levels of senior pay and reward, ensuring that decisions are made in an open and accountable way.

2. Definition of senior pay in Norwich City Council

The remuneration panel will review and make recommendation on the pay and reward relating to the chief executive and posts defined in the Local Government and Housing Act 1989 as statutory or non statutory chief officer posts, excluding head of service posts. These include:

- Executive head of business relationship management and democracy
- Executive head of customers, communications and culture
- Executive head of strategy, people and neighbourhoods
- Executive head of regeneration and development

3. Composition

The remuneration panel will consist of:

- Portfolio holder for Resources (Chair of the Panel)
- 1 x Cabinet member
- 1 x Representative of each political group
- 1 x independent representative (optional)

The Head of HR and learning will act as Advisor to the panel and will engage independent external pay market and grading advice, as required.

The Cabinet member representative will be selected by the Portfolio holder for Resources in consultation with the Leader of the Council.

Political group representatives will be selected by Group Leaders.

There is no requirement for the panel to be politically balanced.

The Head of HR and learning in consultation with the Group Leaders will propose suitable candidates for the independent representative.

It would be advantageous to have continuity of knowledge and build expertise of panel members. Panel members are therefore encouraged to remain on the remuneration panel for a period of three years, subject to any change in circumstances which mean they are not eligible to be panel members.

Substitutes: substitutes will not be permitted.

4. Remit

The panel will provide advice and make recommendations to Cabinet on the Council's senior pay and reward in relation to the posts of Chief Executive and Executive heads of service.

The panel will make recommendations on elements of the remuneration package and strategy, which are not set nationally. These will include pay levels; pay relativities – job sizing, pay structure and recruitment and retention. Should a post covered by the senior pay arrangements become vacant and it is anticipated that there will be difficulties recruiting the panel may be asked to review the senior remuneration package outside of the normal cycle.

Cabinet will consider and approve recommendations made by the remuneration panel. Any changes will be incorporated into the annual pay policy statement for approval at full council.

The Head of HR and learning will ensure appropriate consultation on proposed changes with employees affected and trade unions.

5. Exclusions

The remuneration panel will not consider new appointments to posts covered by these arrangements, which will be conducted in accordance with the Council's constitution.

The remuneration panel will not consider whether any annual pay award negotiated and awarded as part of national terms and conditions of employment will apply.

6. Protocols

The remuneration panel will agree to abide by the following protocols

- Maintain confidentiality regarding all discussions, and not disclose information in respect of Panel recommendations or Cabinet/Council decisions until these are published.
- Undertake to attend panel meetings and relevant training and carry out any pre panel preparation
- Act with respect towards officers whose remuneration is being discussed and other panel members
- Agree that recommendations will be made by consensus

- Be accountable for all recommendations made irrelevant of personal views

7. Process

The Panel will meet in accordance with an agreed timetable and at twice each year.

Suggested meeting cycle and topics for consideration:

April	<p>Briefing on latest trends and report on current issues and external market competitiveness.</p> <p>Review total remuneration composition for senior posts</p> <p>Determine requirement for formal review of the relevant pay market and identify benchmarking data required.</p> <p>Identify other areas to be reviewed as part of overall pay and reward strategy.</p> <p>If necessary, commission relevant research and analysis.</p>
July	<p>Review outcomes of market analysis and benchmarking</p> <p>Propose initial recommendations to be modelled.</p> <p>Review pay ratio and dispersion</p>
December	<p>Review and agree recommendations</p> <p>Report to Cabinet on activity and any recommendations (to include report on risk)</p> <p>Review panels effectiveness and value added</p> <p>Review effectiveness of external and internal advice</p>

The Panel will make recommendations based on data, advice and evidence. Data to be reviewed may include:

- information on current workforce profile and issues
- national and regional employers information
- independent external pay data and benchmark information
- ALACE/SOLACE
- projections for future needs

8. Review of Remuneration Panel and terms of reference

The requirement for a remuneration panel and the panel terms of reference will be reviewed annually.

