



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, 20 March 2018

19:30

Agenda

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| 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
To approve the accuracy of the minutes of the budget council meeting held on 20 February 2018. | 11 - 16 |
| 6 | Questions to cabinet members / committee chairs

(A printed copy of the questions and replies will be available at the meeting) | |
| 7 | Nominations for Lord Mayor and Sheriff 2018 - 19
Purpose - To receive nominations for the Lord Mayor and Sheriff for the upcoming civic year | |
| 8 | Appointment of a Deputy Electoral Registration Officer
Purpose - To appoint a Deputy Electoral Registration Officer | 17 - 24 |
| 9 | Pay policy statement 2018-19
Purpose - To approve the pay policy statement 2018-19 | 25 - 42 |

10 Motion - Matching spare rooms with people in housing need

Proposer: Councillor Bögelein

Seconder: Councillor Raby

Norwich has 4,000 people on the housing list, with 300 in hostels. The combination of insecure incomes, high rents and the fact that many letting agencies won't accept tenants on housing benefit leaves many people unable to rent privately.

Meanwhile, people with spare bedrooms available to rent – including council tenants subject to the bedroom tax – may be unaware of these issues or how they can help.

The council's role as housing advisor, landlord and conduit between various agencies puts it in a strong position to bring together people in housing need and those who can offer an affordable room.

Council **RESOLVES** to:

1) note the difficulty experienced by many people in accessing the private rented sector;

2) ask cabinet to:

a) explore options for publicising the need for more rooms available to people in receipt of housing benefit or on low and/or insecure incomes, and for facilitating and publicising the subletting of rooms in council houses;

b) consider establishing a strategic partnership with charities and other local organisations working on housing and homelessness, to explore solutions to this issue;

c) explore other ways of working with the private rented sector to increase housing provision for people in receipt of

housing benefit or on low and/or insecure incomes.

11 Motion - Public drinking fountains for Norwich

Proposer: Councillor Grahame

Seconder: Councillor Jackson

Until around 40 years ago, public drinking fountains were a common sight in UK towns and cities. Most have fallen out of use, and there are no council-maintained fountains in Norwich.

The growing awareness of the damage done by single-use plastics such as water bottles has led to campaigns around the country for fountains to be reinstated. The Mayor of London recently announced that 20 new fountains would be installed in London this year, while several other cities including Hull and Bristol installed new fountains last year in partnerships between councils, water companies and waste boards.

Council **RESOLVES** to:

1) acknowledge the importance of providing access to free drinking water around the city and the excellent work done by Refill Norwich on this issue, and give its support to the reintroduction of public drinking fountains;

2) ask cabinet to:

a) work with the Business Improvement District and Anglian Water to develop a plan for the funding, installation and maintenance of public drinking fountains;

b) seek residents' views on desirable locations for drinking fountains.

12 Motion – Boundary review submission to the Local Government Boundary Commission for England

Proposer: Councillor Kendrick

Seconder: Councillor Stonard

The guidelines of the Local Government Boundary

Commission for England in regards to the electoral cycle of the council, sets out the need for electoral equality between the number of votes for each councillor and the need to respect community links.

Council **RESOLVES** to ask the portfolio holder for resources submit the following proposals, on behalf of the council to the Local Government Boundary Commission for England:

1. To divide the BO4 polling district along the following boundary south along the middle of Larkman Lane (that part which lies within the BO4 polling district), then west along the footpath that runs parallel north of St. Mildreds Road, and then south along the middle of Malbrook Road and then across the open ground to the River Yare.
2. To make no change to the boundaries of the Catton Grove ward as it is very close to the quota.
3. To take an area from the present Thorpe Hamlet ward and add it to the proposed Crome ward. The new boundary will go down the middle of Gurney Road, then both sides of Kett's Hill and Ladbroke Place shall be included within the Crome ward, the boundary will then go down the middle of Quebec Road, then include both sides of Telegraph Lane East including Stan Petersen Close and High Green and then proceed across Thorpe Road to the city boundary.
4. To transfer the part of Town Close ward north west of Newmarket Road and to the south, but including Mount Pleasant from Town Close ward to Eaton ward.
5. 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 proposed Lakenham ward, is to the south and east of a boundary which will proceed down the middle of Finkelgate, then along the middle of Ber Street (between Finkelgate to Mariners Lane), then down the middle of Mariners Lane, then along the footpath to Rouen Road, then down the middle of Rouen Road and Kings Street until the Novi Sad friendship bridge where the River Wensum shall form the northern boundary.
6. To take the area bounded by the River Wensum to the west, and Saint Crispins Road to the south and to the east by Saint Augustines Street and Pitt Street from Mancroft ward and add it to the proposed Mile Cross ward.
7. To take Bargate Court, the eastern side of Charlton Road and that part of the south side of Bull Close Road between Charlton Road and Silver Road from

- Mancroft ward and add it to the proposed Sewell ward.
8. To add the rest of the TH3 polling district (not being added to the Lakenham ward), to the proposed Mancroft ward.
 9. To add Mancroft ward east of Whitefriars and south of Barrack Street to Thorpe Hamlet ward.
 10. To take the area west of Christchurch Road from Nelson ward and add it to the proposed University ward.
 11. To take the MA1 polling district from Mancroft ward and add it to the proposed Nelson ward.
 12. To add the following area from within Mancroft and Wensum wards to the proposed Nelson ward, including the area between the Dereham Road to the south, Northumberland Street to the west, Old Palace Road to the east and to the north, West End Street (from Northumberland Street to Nelson Street) then to the south of Armes Street.
 13. To add the area within Wensum ward south of the Bowthorpe Road to the proposed University ward.
 14. To add the area of Mancroft ward to the north of Armes Street and to the west of the footpath between Heigham Street and the River Wensum and middle of Old Palace Road to the proposed Wensum ward.

13 Motion - Health services in Norwich

Proposer: Councillor Stonard

Seconder: Councillor Maguire

Patients and staff are facing an appalling and entirely predictable winter crisis. Eight years of severe underfunding have left our National Health Service resources stretched leaving thousands of patients languishing in the back of ambulances and being diverted from A&E Departments nationwide this winter. Experts have repeatedly warned that the NHS funding squeeze imposed by the Government is damaging standards of patient care.

Council **RESOLVES** to

- (1) Note a commitment to an NHS which is fully-funded, comprehensive, universal, publicly-provided and publicly accountable, in line with the principles established when Labour introduced it
- (2) condemn the current NHS pay cap for all staff and the scrapping of the university training bursary for health students as significant contributors to the current staffing crisis.

- (3) call on the Government to
- a) urgently provide funding to enable the swift rescheduling of cancelled operations and end this winter of misery
 - b) reverse recent funding cuts and invest in our health service, and to take urgent action to save the NHS by:
 - i. providing immediate emergency funding to enable Trusts to reschedule elective operations as soon as possible
 - ii. providing adequate funding for all services, including mental health services
 - iii. tackling the causes of ill-health, e.g. austerity, poverty and poor housing, via a properly funded public health programme
 - iv. reversing private involvement in NHS management and provision;
 - v. recognising of the continuing vital NHS role of EU nationals;
 - vi. Having constructive engagement with NHS staff-organisations
 - vii. increasing recruitment and training
 - viii. scrapping the cap on pay-levels;
 - ix. restoring NHS student bursaries;
 - x. halting the sell-off of NHS sites;
- (4) Ask the leader of the council and the cabinet member for Health and Wellbeing to write to the Prime Minister and health secretary, demanding that they give the NHS the support and resources it urgently needs, and asking what they will do to make sure patients and their families never suffer a winter crisis like last year ever again.

14 Motion - Railway guards

Proposer: Councillor Davis

Seconder: Councillor Harris

Passengers on two thirds of the rail network are currently guaranteed the protection of a highly-trained railway guard. The guard must be fully trained in operational safety and route knowledge, including protecting the train and acting in emergencies such as derailments, fires, driver incapacitation, and is also responsible for safely securing doors and protecting the platform train interface;

The Government and some rail operators are seeking to introduce driver-only operation, which will jeopardise passenger safety and service by removing guards, meaning the driver will be expected to drive the train whilst at the same time being responsible for passenger safety.

Council **RESOLVES** to:

1. welcome the fact that the guard's safety role also means passengers are guaranteed to have a guard on board their train at all times to provide advice, assurance and assistance and to look after disabled, older and other passengers who may be vulnerable;
2. agree that this train guard guarantee is even more relevant at a time of growing passenger numbers and heightened security threats.
3. Ask the leader of the council to:-
 - a. call on the Government and rail employers to withdraw proposals for driver-only operation and instead work constructively with the RMT and ASLEF to protect passenger service and safety; and
 - b. write to local MPs asking for their support to keep the guard on the train

15 Motion – Childhood obesity

Mover: Councillor Lubbock

Seconder: Councillor Ackroyd

Children who live in deprived areas are almost twice as likely to be obese.

This health inequality has an impact on a child's life chances and ultimately their length of life.

Tackling the issue early while children are of primary age prevents taking that

health disadvantage into adulthood and prevents increased

expenditure from the NHS.

Promoting healthy lifestyles in children and young adults including enhanced physical activity improves their mental health and wellbeing.

Council **RESOLVES** to


1. ask cabinet to;

a) extend the range of data pinpointed through the State of Norwich to include those areas experiencing greatest health deprivation.

b) ensure that their responsibility for leisure and spatial planning is discharged with regard to obesity in children.

c) work in partnership with the Clinical Commissioning Group, Norfolk County Council and the voluntary, community and small enterprise sector to highlight this inequality, prioritise work in the area of childhood obesity and consider cost effective interventions.

2. Consider a commitment in the council's next Corporate Plan to reduce obesity in children in the most deprived areas of the city.



Anton Bull
Director of business services

For further information please contact:

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Date of publication: **Tuesday, 13 March 2018**

Information for members of the public

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

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



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Budget Council

19:30 to 21:35

20 February 2018

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

Apologies: David Walker (Sheriff) and Councillors Henderson, Jones (T), Price and Woollard

1. Lord Mayor's Announcements

The Lord Mayor announced that earlier this month he had attended a visit to Novi Sad, accompanied by Councillor Waters, leader of the council. Friendship links had been established between the two cities in the 1960s. In 1989, as Lord Mayor, he had previously visited Novi Sad and signed the twinning agreement and the opportunity to revisit Novi Sad had been particularly important to him. The relationship with our twinned cities was very important. At the lunch to celebrate the 270th anniversary of Novi Sad being granted its freedom from the Austro-Hungarian Empire by Empress Maria Theresa, he had been presented with a commemorative plaque. The plaque was the number 1 of a limited edition and demonstrated the esteem given to the friendship between our two cities. The plaque would be available for members to view in the Lord Mayor's parlour.

2. Declarations of Interest

Councillors Ackroyd, Bradford, Bremner, Brociek-Coulton, Button, Carlo, Davis, Driver, Harris, Kendrick, Lubbock, Packer, Peek, Ryan, Thomas (Va), Thomas (Vi), Stonard, Waters and Wright declared pecuniary interests in item 6 (below), 2018-19 Budgets, Medium Term Financial Strategy and HRA Business Plan and had received full dispensations from the monitoring officer.

Councillors Fullman and Maxwell had declared a pecuniary interest in item 6 (below) in that they rented garages from the council and had received a dispensation from the monitoring officer and would be required to leave the room during the determination of that element of the budget.

Councillors Grahame and Herries had declared a pecuniary interest in item 6 (below) in that they rented allotments from the council and had received a dispensation from the monitoring officer and would be required to leave the room during the determination of that element of the budget.

Councillors Button and Driver declared a pecuniary interest in item 8 (below), Council Tax Reduction Scheme and would be required to vacate the room during the determination of that item.

3. Questions from the public

No public questions had been received.

4. Minutes

RESOLVED, unanimously, to approve the minutes of the meeting held on 23 January 2018.

5. Corporate Plan Updates

Councillor Waters moved and Councillor Stonard seconded the proposals as set out in the report.

RESOLVED, with 27 voting in favour and 7 members abstaining from voting, to approve the updates to the corporate plan 2015-20 for the year 2018-19.

6. 2018-19 Budgets, Medium Term Financial Strategy and HRA Business Plan

(Councillors Fullman, Grahame, Herries and Maxwell had declared pecuniary interests in this item.)

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

Councillor Wright moved and Councillor Lubbock seconded the following amendment:

“To reduce the spend to save budget by £5,000 and to allocate this to the customer contact budget to undertake a feasibility study to scope the establishment of a post office counter in the Norwich City Council customer contact centre”.

On being put to the vote with 10 members voting in favour (Councillors Ackroyd, Bogelëin, Carlo, Grahame, Haynes, Jackson, Lubbock, Raby, Schmierer and Wright) and 25 members voting against (Councillors Bradford, Bremner, Brociek-Coulton, Button, Coleshill, Davis, Driver, Fullman, Harris, Herries, Jones (B), Kendrick, Maguire, Malik, Manning, Maxwell, Packer, Peek, Ryan, Sands (M), Sands (S), Stonard, Thomas (Va), Thomas (Vi) and Waters), the amendment was lost.

Councillor Wright moved and Councillor Lubbock seconded the following amendment:

“To reduce the level of general fund reserves by £31,500 to fund a one year budget for ward members to use in support of projects in their ward – through either Crowdfund Norwich or other community projects”.

On being put to the vote with 10 members voting in favour (Councillors Ackroyd, Bogelëin, Carlo, Grahame, Haynes, Jackson, Lubbock, Raby, Schmierer and Wright) and 25 members voting against (Councillors Bradford, Bremner, Brociek-Coulton, Button, Coleshill, Davis, Driver, Fullman, Harris, Herries, Jones (B), Kendrick, Maguire, Malik, Manning, Maxwell, Packer, Peek, Ryan, Sands (M), Sands (S), Stonard, Thomas (Va), Thomas (Vi) and Waters), the amendment was lost.

Members then continued to debate the public section of the item, with the section of the report that was exempt from publication being taken as read.

The Lord Mayor explained that because four members had declared pecuniary interests in this item the vote would be taken in three parts.

He then moved to the vote on the cabinet recommendations of 7 February 2018 for the 2018-General Fund and Housing Revenue Account (a) to (j) and (l) to (m) but excluding point 8 in appendix 1, and recommendation (2), as set out in the report, and it was:

RESOLVED, with 28 members voting in favour (Councillors Ackroyd, Bradford, Bremner, Brociek-Coulton, Button, Coleshill, Davis, Driver, Fullman, Harris, Herries, Jones (B), Kendrick, Lubbock, Maguire, Malik, Manning, Maxwell, Packer, Peek, Ryan, Sands (M), Sands (S), Stonard, Thomas (Va), Thomas (Vi), Waters and Wright) and 7 members voting against (Councillors Bogelëin, Carlo, Grahame, Haynes, Jackson, Raby and Schmierer) and to approve:

- (1) recommendations (a) to (j) and (l) to (m) but excluding point 8 in appendix 1, as follows:

General Fund (all references refer to Annex A)

- (a) The council's net revenue budget requirement as £15.696m for the financial year 2018/19 (Table 3) including the budget allocations to services shown in appendix 2 and the growth and savings proposals set out in appendix 1 of the report;
- (b) An increase to Norwich City Council's element of the council tax of 2.99%, meaning that the Band D council tax will be set at £256.46 (para 83), with the impact of the increase for all bands shown in table 6;
- (c) The planned use of £1.504m of General Fund reserves to finance the budget requirement in 2018/19 (shown in table 9);

- (d) The prudent minimum level of reserves for the council as £4.232m para 155);
- (e) The general fund capital programme 2018-19 to 2022-23 (para 118):
- (f) The creation of earmarked reserves in relation to commercial property, and income received from on-lending to Norwich Regeneration Limited, and the transfer of additional income generated from these sources above the MTFS savings targets to the relevant earmarked reserve (para 15).

Housing Revenue Account (all references refer to Annex A)

- (g) The implementation of the minimum 1% rent reduction in accordance with legislation set down in the Welfare Reform and Work Act 2016. (para 98).
 - (h) The proposed Housing Revenue Account budgets (para 95).
 - (i) The prudent minimum level of housing reserves as £5.844m (para 110).
 - (j) The proposed housing capital programme 2017/18 to 2021-22 (para 132).
 - (l) The creation of an HRA spend-to-save earmarked reserve to fund the HRA's share of costs required to deliver relevant savings and efficiencies through the transformation programme (para 93).
 - (m) The transfer of £500k of underspend forecast to be achieved in 2017-18 to the HRA's spend to save earmarked reserve (para 93).
- (2) that the total of all the precepts of the collection fund is calculated in accordance with Sections 32-36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011 (as shown in Annex B) taking into account precepts notified by Norfolk County Council and the Office of the Police and Crime Commissioner for Norfolk.

(The Lord Mayor then having declared an interest in recommendation 1(k) relating to garage rents invited Councillor Schmierer, deputy Lord Mayor, to take the chair. The Lord Mayor (Councillor Fullman) and Councillor Maxwell then left the meeting.)

The deputy Lord Mayor then moved to the vote on recommendation 1(k) relating to garage rents and it was:

RESOLVED, with 31 members voting in favour (Councillors Ackroyd, Bradford, Bremner, Brociek-Coulton, Button, Carlo, Coleshill, Davis, Driver, Harris, Haynes, Herries, Jackson, Jones (B), Kendrick, Lubbock, Maguire, Malik, Manning, Packer, Peek, Raby, Ryan, Sands (M), Sands (S), Schmierer, Stonard, Thomas (Va), Thomas (Vi), Waters and Wright) and 2 members abstaining (Councillors Bogelëin

and Grahame) to approve recommendation 1(k), Housing Revenue Account, A 4% increase in garage rents (para 100).

(Councillors Fullman and Maxwell were readmitted to the meeting at this point. The Lord Mayor resumed the chair.)

(Councillors Grahame and Herries having declared a pecuniary interest left the meeting at this point.)

The Lord Mayor then moved to the vote on the budget item contained in Appendix 1, of the report, point 8 relating to allotment subsidy and it was:

RESOLVED, with 32 members voting in favour (Councillors Ackroyd, Bogelëin, Bremner, Brociek-Coulton, Button, Carlo, Coleshill, Davis, Driver, Fullman, Harris, Haynes, Jackson, Jones (B), Kendrick, Lubbock, Maguire, Malik, Manning, Maxwell, Packer, Peek, Raby, Ryan, Sands (M), Sands (S), Schmierer, Stonard, Thomas (Va), Thomas (Vi), Waters and Wright) and 1 member voting against (Councillor Bradford) to approve the proposals set out in Appendix 1, 8, Review of allotment subsidy.

(Councillors Grahame and Herries were readmitted to the meeting.)

(Two hours having passed the Lord Mayor asked whether any items could be taken as unopposed business, and it was resolved that item 7 (below) Treasury Management Strategy 2018-19 be taken as unopposed business.

The Lord Mayor then asked Councillors Driver and Button who had declared a pecuniary interest in item 8 (below), Council Tax Reduction Scheme 2018-19 to leave the room whilst members considered whether to take this item as unopposed business. It was resolved that item 8 (below) Council Tax Reduction Scheme 2018-19 could be taken as unopposed business. Councillors Button and Driver were then readmitted to the room.)

7. Treasury Management Strategy 2018-19

(This item was taken as unopposed business.)

RESOLVED to approve:

- (1) the Capital Prudential Indicators and Limits for 2018-19 through to 2020-21 contained within paragraphs 16-43 of this report and Appendix 1;
- (2) the Borrowing Strategy 2018-19 through to 2020-21 (paragraphs 26-30);
- (3) the Treasury Prudential Indicators (paragraphs 31-38), including the Authorised Limit (paragraph 36);
- (4) the Minimum Revenue Provision (MRP) policy statement contained in paragraphs 60-65 and Appendix 1;

- (5) the Investment Strategy 2018-19 (paragraphs 66-90) and the detailed criteria included in paragraph 74 of the report.

8. Council Tax Reduction Scheme (CTRS) 2018-19

(This item was taken as unopposed business.)

RESOLVED to approve the following changes to the council tax reduction scheme (CTRS) for 2018-19 by continuing with the 2017-18 scheme with the following modifications:

- (1) increase the applicable amounts of CTRS 2018-19 should have reference to the composite rate of council tax increase, excluding social care.
- (2) increase the non-dependant deduction income brackets and level of non-dependant deductions by the composite rate of council tax increase, excluding social care; and that this should be based on level of income rather than the hours worked.
- (3) include Universal Credit applicants where it has been awarded without earned income as a non-dependant status in the group where no deduction is made.
- (4) the level of income brackets used to decide entitlement to 'second adult reduction' should be increased by the 2018-2019 composite rate of council tax, excluding social care.
- (5) align treatment of Bereavement Support Payments (BSP) with housing benefits and fully disregard BSP payments for working-age applicants.
- (6) amend the CTRS to mirror minor regulation changes to the new Employment and Support Allowance (ESA) for working-age applicants placed in work-related activity groups resulting in positive outcomes for working-age applicants in receipt of CTR or housing benefit.
- (7) allow automatic notification by the Department of Work and Pensions to the city council of UC awards, therefore removing the requirement for the customer to make a separate CTRS application.

LORD MAYOR

Report to Council
20 March 2018
Report of Director of business services
Subject Appointment of a Deputy Electoral Registration Officer

Item

8

Purpose

To appoint a Deputy Electoral Registration Officer

Recommendation

To appoint the democratic and elections manager as the Deputy Electoral Registration officer for the Norwich City Council area.

Corporate and service priorities

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

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

1. Under Section 8(2) of the Representation of the People Act 1983, the council must appoint an officer to the position of Electoral Registration Officer. This position is responsible for maintaining the electoral register for the area. The director of business services Anton Bull is the appointed Electoral Registration Officer in Norwich.
2. Under Section 52(2) of the Representation of the People Act 1983, the council may appoint a Deputy Electoral Registration Officer who is able to perform and exercise any of the duties and powers of the Electoral Registration Officer.
3. If there were a legal challenge to any act of including, or refusing to include, somebody within the register of electors, it is the Electoral Registration Officer that would convene and conduct the hearing required by statute.
4. Council can appoint a Deputy Electoral Registration Officer who could carry out the duties of the Electoral Registration Officer.
5. The appointment of the Deputy Electoral Registration Officer will mitigate risks in the event that the Electoral Registration Officer is unavailable as the deputy will be able to make legal judgments regarding the electoral register on their behalf.
6. There are no financial implications. The Deputy Electoral Registration Officer would not receive any additional payment.
7. The recommendation is that the democratic and elections manager be appointed as the Deputy Electoral Registration Officer, with the full powers of the Electoral Registration Officer.

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:	20 March 2018
Director / Head of service	Anton Bull
Report subject:	Appointment of a Deputy Electoral Registration Officer
Date assessed:	6 March 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 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"/>	

	Impact			
(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
Date 20 March 2018
Report of Head of HR and learning
Subject Pay Policy Statement 2018-19

Item

9

Purpose

To approve the pay policy statement for 2018-19.

Recommendation

To approve the pay policy statement for 2018-19.

Corporate and service priorities

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

Financial implications

The pay policy statement sets out current remuneration arrangements and there are no additional or increased financial implications arising from the policy statement. The local government employers have made a pay offer to the trade unions, which if accepted, will be implemented from 1 April 2018. The financial implications of the proposed pay award were included in the budget for 2018/19 agreed at full council on 20 February 2018.

Ward/s: All

Cabinet member: Cllr Alan Waters – Leader of the council

Contact officers

Dawn Bradshaw, head of HR and learning

01603 212434

Background documents

None

Report

Pay policy statement 2018/19

1. This report sets out a 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. The pay policy statement for 2018/19 will be considered by full council on 20 March 2018
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 as a minimum set out the councils policies relating to:
 - (a) Chief officer remuneration
 - (b) Remuneration of its lowest paid employees
 - (c) The definition of the lowest paid employees adopted by the council for the purposes of the pay policy statement and the reasons for adopting that definition.
 - (d) The relationship between the remuneration of its chief officers and other officers
 - (e) The publication of and access to information relating to remuneration of chief officers.
4. The councils pay policy statement is not specific to chief officers but applies to the whole workforce.
5. The local government national employers have made a two year pay offer which is equivalent to 2% increase in 2018/19 for the majority of employees. The trade unions are currently holding a ballot of their members on whether to accept the pay offer. If accepted the increased salaries would apply from 1 April 2018.

Integrated impact assessment



NORWICH
City Council

Report author to complete

Committee:	Cabinet
Committee date:	14 March 2018
Head of service:	Head of HR and learning
Report subject:	Pay Policy Statement 2018-19
Date assessed:	23/2/2018
Description:	Pay policy statement 2018 -19

	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"/>	Real living wage employer
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	
None	
Negative	
None	
Neutral	
None	
Issues	
None	

Norwich City Council

Pay Policy Statement 2018- 19

Introduction

This pay policy statement is provided in accordance with Section 38 of the Localism Act 2011 and is effective from 1 April 2018. The pay policy statement will be updated and approved at full council each financial year.

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

Scope

This document sets out the council's pay and reward arrangements for the whole workforce including senior pay arrangements but excluding a number of employees who have transferred to the council under TUPE regulations and protection. Remuneration for the purposes of this statement includes three elements:

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

Current Pay Structure

1. Employee remuneration up to and including heads of service

- 1.1 Employees up to and including head of service grades are subject to the National Joint Council (NJC) for local government services national agreement on pay and conditions of service. These are supplemented by locally agreed collective agreements reached with trade unions recognised by the council.
- 1.2 The current pay structure was introduced on 1 October 2011 following a comprehensive review of pay and grading under the national single status agreement and to meet the requirements of equal pay legislation. Executive approved the pay structure on 22 July 2009.
- 1.3 Cost of living pay increases are made in line with NJC national negotiations. Pay scales were last updated on 1 April 2017. Salaries from 1 April 2018 will be updated in line with the NJC pay agreement.
- 1.4 The council's pay structure commences at spinal column point (SCP) 12 up to SCP 65. SCP'S 12 to 49 reflect the NJC national pay points, SCP'S 50 to 65 are locally agreed pay points.

There are 14 grades within the pay structure. Each grade has 4 incremental points, with the exception of grade 1 and grade 14, which contain 3 incremental

points. Grade 1 is the lowest grade and grade 14 is the highest of these pay grades. Grades 13 and 14 apply to head of service posts. Grade 13 is not currently used.

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

1.5 Pay and grading structure – pay rates from 1 April 2017

Norwich grade	JE score	TUPE grade	SCP	01 April 2017	
				Annual salary	Hourly rate
1	Up to 260		12	£16,123**	£8.36
			13	£16,491	£8.55
			14	£16,781	£8.70
2	261-291		15	£17,072	£8.85
			16	£17,419	£9.03
			17	£17,772	£9.21
3	292-332	4	18	£18,070	£9.37
			19	£18,746	£9.72
			20	£19,430	£10.07
		4	333-373	5	21
22	£20,661				£10.71
23	£21,268				£11.02
24	£21,962				£11.38
5	374-414	6	25	£22,658	£11.74
			26	£23,398	£12.13
			27	£24,174	£12.53
			28	£24,964	£12.94
6	415-455	SO1	29	£25,951	£13.45
			30	£26,822	£13.90
		SO2	31	£27,668	£14.34
			32	£28,485	£14.76
7	456-501		33	£29,323	£15.20
			34	£30,153	£15.63
			35	£30,785	£15.96
			36	£31,601	£16.38
8	502-547		37	£32,486	£16.84
			38	£33,437	£17.33
			39	£34,538	£17.90
			40	£35,444	£18.37
			41	£36,379	£18.86
			42	£37,306	£19.34
			43	£38,237	£19.82

9	548-593		44	£39,177	£20.31
			45	£40,057	£20.76
			46	£41,025	£21.26
10	594-644		47	£41,967	£21.75
			48	£42,899	£22.24
			49	£43,821	£22.71
			50	£45,258	£23.46
11	645-695		51	£46,174	£23.93
			52	£47,397	£24.57
			53	£48,652	£25.22
			54	£49,943	£25.89
12	696-751		55	£51,267	£26.57
			56	£52,625	£27.28
			57	£54,019	£28.00
			58	£55,451	£28.74
13	752-812		59	£56,921	£29.50
			60	£58,428	£30.28
			61	£59,977	£31.09
			62	£61,556	£31.91
14	813 +		63	£63,197	£32.76
			64	£64,872	£33.62
			65	£66,591	£34.52

**SCP 12 is below the living wage foundation rate of pay. A supplement is paid to equate to the living wage updated 1 April following any increase.

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

1.7 Employees who have previously transferred to the council under TUPE Regulations retain the terms and conditions of employment of their previous employer, with the exception of pension provision, and are not covered by the provisions of this pay policy statement.

2. Chief Executive and Chief Officer Pay

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

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

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

- 2.3 The current pay arrangements are locally determined and operated. Cost of living pay increases are made in line with Joint Negotiating Committee (JNC) national negotiations for Chief Executives and Chief Officers. Pay scales for the chief executive and chief officers were updated following notification of the JNC with effect from 1 April 2017.

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

Chief executive
Directors

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

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

- 2.6 Chief executive and chief officer grading structure

Post	FTE	Spinal point	Full time equivalent salary 1 April 2017
Chief executive (head of paid service)	1	150	£121,281
		151	£124,037
		152	£126,794
		153	£129,550
		154	£132,306
Director	4.0	106	£71,322
		107	£74,718
		108	£78,114
		109	£81,511

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

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

3. Heads of service and senior managers

- 3.1 Some senior officers are classed as non statutory chief officers or deputy chief officers under the Local Government and Housing Act 1989, due to the council's organisational structure.
- 3.2 In accordance with the Local Government and Housing Act 1989 a non statutory chief officer for the purposes of this pay policy statement is defined as a person who reports directly to or is accountable directly to the head of paid service. A deputy chief officer is defined as a person who reports directly to or is directly accountable to a statutory or non statutory chief officer. This definition excludes secretarial, clerical and support services.
- 3.3 These senior officers and heads of service are not subject to the pay and conditions of service determined by the JNC for Chief Officers of local authorities but are employed under NJC terms and conditions and are paid in line with the pay structure detailed in 1.5.

4. Other arrangements

4.1 Election Fees

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

The Chief executive is the council's Returning Officer.

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

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

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

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

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

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

4.3 S151 officer (S151 Local Government Act 1972)

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

5.0 Lowest and highest paid employees

- 5.1 The councils lowest paid employees are paid on Grade 1 of the pay structure. The minimum pay point paid to any employee is SCP 12 of the pay structure. This equates to a basic salary of £16,123 per annum. The salary range for Grade 1 is £16,123 to £16,781 per annum. Grade 1 currently falls below the real living wage therefore the lowest paid employee will be paid a minimum basic salary of £16,881 per annum from 1 April 2018

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

5.2 Pay Multiples 2017

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

The ratio of the highest and lowest pay point is: (tba)

The pay multiple has been calculated based on 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 real living wage employer and has adopted a living wage policy for employees, agency workers and contractors engaged through the Council's procurement processes.

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

6.2 Pay on appointment

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

6.3 **Pay progression**

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

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

6.4 **Relocation and disturbance**

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

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

6.5 **Expenses and Travel**

- Travel for work

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

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

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

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

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

- Car Parking

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

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

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

- **Subsistence**

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

6.6 Bonus scheme

The council does not operate a bonus scheme.

6.7 Performance related pay

The council does not operate a performance related pay scheme.

6.8 Professional fees and subscriptions

The council reimburses professional fees and subscriptions as follows:

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

6.9 Overtime and enhancements

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

6.10 Honoraria

If it is appropriate for an honorarium to be paid, this will be in accordance with agreed 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 1.5.

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

- are entitled to receive a statutory redundancy payment;

or

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

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

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

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

Outplacement support is offered to all employees who are redundant.

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

6.12 **Pension**

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

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

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

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

6.13 Flexible retirement

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

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

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

6.14 Market supplements

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

6.15 Re- engagement

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

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

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

6.16 Tax avoidance

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

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

6.17 Salary sacrifice

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

7.0 Amendment and review of pay policy

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

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

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

