



**Cannock Chase Council**

**Council Meeting**

**Wednesday 2 March 2022 at 6:00pm**

**Meeting to be held in the Ballroom, Civic Centre, Cannock**

**Part 1**

Notice is hereby given of the above-mentioned meeting of the Council, which you are summoned to attend for the purpose of transacting the business set out below:

- 1. Apologies**
- 2. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members**

To declare any interests in accordance with the Code of Conduct.  
Members should refer to the guidance included as part of this agenda.
- 3. Minutes**

To confirm the Minutes of the Meeting held on 16 February 2022, Minute Nos. 63 – 71;  
Page Nos. 41 – 45.
- 4. The Chairman's Announcements and Correspondence**

To receive any announcements and correspondence from the Chairman of the Council.
- 5. The Leader's Announcements and Correspondence**

To receive any announcements and correspondence from the Leader of the Council.
- 6. Council Tax Resolution**

Joint Report of the Head of Finance and the Council Solicitor (Item 6.1 - 6.6).

**7. Motions Received under Council Procedure Rule 6**

To consider the following Motion submitted in accordance with Council Procedure Rule 6 by Councillor Mrs. O. Lyons, Leader of the Council:

“On 5 January 2022, the Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) launched a petition calling on the Government to change the law to give councils (ranging from county, district, and unitary authorities, through to town and parish councils) the freedom to hold remote meetings when local circumstances suit. This includes hybrid meetings.

This Council supports the petition launched by the Association of Democratic Services Officers and Lawyers in Local Government on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change to the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.”

*This is a model motion jointly produced by the Association of Democratic Services Officers, Lawyers in Local Government, Centre for Governance & Scrutiny, National Association of Local Councils, and the Society of Local Council Clerks.*

**8. Comments and Questions on Part 1 Minutes of Cabinet, Committees, Sub-Committees and Panels under Rule 9**

To receive any comments or questions submitted under Rule 9 on Part 1 Minutes of meetings of Cabinet, Committees, Sub-Committees or Panels as included in the Minutes Record circulated alongside this agenda.

**9. Appointment of an Armed Forces Champion**

Report of the Leader of the Council (Item 9.1 - 9.4).

**10. Localism Act 2011 - Pay Policy Statement 2022-23**

Report of the Leader of the Council (Item 10.1 - 10.10).

**11. Calendar of Meetings 2022-23**

Report of the Chief Executive (Item 11.1 - 11.11).

**12. Review of the Members' Allowances Scheme**

Report of the Council Solicitor and Monitoring Officer (Item 12.1 - 12.18).

**Cannock Chase Council**

**Council Meeting**

**Wednesday 2 March 2022 at 6:00pm**

**Meeting to be held in the Ballroom, Civic Centre, Cannock**

**Part 2**

**13. Comments and Questions on Part 2 Minutes of Cabinet, Committees, Sub-Committees and Panels under Rule 9**

To receive any comments or questions submitted under Rule 9 on Part 2 Minutes of meetings of Cabinet, Committees, Sub-Committees or Panels as included in the Minutes Record circulated alongside this agenda.



**T. Clegg  
Chief Executive**

22 February 2022

## **Guidance on Declaring Personal, Pecuniary, and Disclosable Pecuniary Interests at Meetings**

### **Definition of what is a Personal, Pecuniary and Disclosable Pecuniary Interest**

**A Personal Interest** is one where your well-being or financial position, or those of a member of your family or any person with whom you have a close association would be affected to a greater extent than the majority of Council Tax payers, ratepayers, or inhabitants of the electoral ward(s) affected by the decision. You automatically have a personal interest if you have given notice in the Register of Members' Interests, e.g. if you are appointed to an outside body by the Council.

**A Pecuniary Interest** is a personal interest where the matter

- a) affects your financial position or that of a member of your family or any person with whom you have a close association or a body in which you have registered in the Register of Members Interests or
- b) relates to the determining of any consent, licence, permission or registration in relation to you or any person with whom you have a close association or a body in which you have registered in the Register of Members Interests

and, in either case, where a member of the public knowing the facts would reasonably regard the interest as so significant it is likely to affect your judgement of the public interest

**A Disclosable Pecuniary Interest** is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) in respect of employment, office, trade, profession or vocation carried out for profit or gain; sponsorship; contracts; land; licences; corporate tenancies; or securities, as defined with the Localism Act, 2011.

### **Please make it clear whether it is a Personal, Pecuniary or Disclosable Pecuniary Interest**

It would be helpful if, prior to the commencement of the meeting, Members informed the Monitoring Officer of any declarations of interest, of which you are aware. This will help in the recording of the declarations in the Minutes of the meeting.

### **Declaring Interests at Full Council**

The Code of Conduct requires that personal interests where you have a personal interest in any business of the Council, and where you are aware or ought reasonably to be aware of the existence of the personal interest, and you attend a meeting of the Council at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

Some items will be mentioned in the papers for full Council but are not actually being considered by Full Council. In such circumstances the Monitoring Officer's advice to Members is that there is no need to declare an interest unless the particular matter is mentioned or discussed. As a general rule, Members only need to declare an interest at full Council in the following circumstances:

- Where a matter is before the Council for a decision and/or
- Where the matter in which the Member has an interest is specifically mentioned or discussed at the Council meeting.

**Cannock Chase Council**

**Minutes of the Meeting of the Council**

**Held in the Ballroom, Civic Centre, Cannock**

**On Wednesday 16 February 2022 at 6:00 p.m.**

**Part 1**

**Present:** Councillors:

Smith, C.D. (Chairman)

Adamson, G.	Kraujalis, J.T.
Allen, F.W.C.	Kruskonjic, P.
Arduino, L.	Lyons, N.
Boucker, A.S.	Lyons, Mrs. O. (Leader)
Dunnett, Ms. A.J.	McCall, M.
Fitzgerald, Mrs. A.A.	McMahon, J.B.
Frew, C.L.	Molineux, G.N.
Haden, Mrs. P.K.	Newbury, J.A.A.
Hewitt, P.M.	Preece, J.P.T.L.
Hoare, M.W.A.	Startin, P.D.
Hughes, R.J.	Sutherland, M.
Johnson, J.P.	Sutton, Mrs. H.M.
Johnson, T.B.	Thompson, Mrs. S.L.
Jones, B.	Wilkinson, Ms. C.L.
Jones, P.G.C.	Wilson, Mrs. L.J.
Jones, Mrs. V.	Woodhead, P.E.

**63. Apologies**

Apologies were submitted for Councillors A. Beach; M.S. BATTERY (Vice-Chairman); Mrs. S.M. Cartwright; S.K. Crabtree; Mrs. M.A. Davis; P.A. Fisher; and A.M. Muckley. Councillor P.T. Witton was also absent.

**64. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members**

No other Declarations of Interests were made in addition to those already confirmed by Members in the Register of Members' Interests.

**65. Minutes**

**Resolved:**

That the Minutes of the meeting held on 15 December 2021 be approved.

## **66. Chairman's Announcements and Correspondence**

### **(i) Former Councillors Bob Todd and Colin Lea**

The Chairman advised that as Members were aware, on 7 January, former Councillor Bob Todd passed away. Bob had served as a District Councillor for 15 years in total (1986-1991, 1998-2004, and 2011-2015) and held office of Chairman of the Council in 2000-2001 and 2012-2013. Furthermore, he was awarded the title of Honorary Alderman in 2019.

On 21 January, former Councillor Colin Lea passed away. Colin had served as a District Councillor for 4 years (2015-2019).

The Council's thoughts were with both former Councillors' family and friends at this sad time, and condolences had been sent to both families.

Members were then asked to stand and join the Chairman in observing a minutes silence to pay respects to their former colleagues.

### **(ii) Presentation of a Petition**

The Chairman received a petition from Councillor J.B. McMahon on behalf of residents regarding future proposals for the Pye Green Community Centre.

The Chairman advised the petition would be referred to Councillor P.M. Hewitt, Innovation and High Streets Portfolio Leader, and the Head of Economic Prosperity for review.

## **67. Leader's Announcements and Correspondence**

### **(i) Covid-19**

The Leader advised that the case rate across Cannock Chase as of this morning was 444.4 per 100,000, this being below the Staffordshire, West Midlands, and national averages. Rates across Staffordshire were continuing to fall, and outbreaks were primarily in care settings and education, with the highest number of cases being among 5- to 17-year-olds. Hospitalisations across Staffordshire were slightly decreasing.

### **(ii) Visit from Councillor Philip White, Deputy Leader of Staffordshire County Council**

The Leader advised she had spoken previously of the importance of strengthen links with Staffordshire Council County, and with this in mind, on Monday, 24 January, Councillor Philip White, Deputy Leader of Staffordshire County Council and Cabinet member for Economy and Skills visited Cannock Chase. It was an opportunity to share this Council's plans and discuss post-pandemic economic recovery and local regeneration.

### **(iii) 'Cema' Play Area, Norton Canes**

The Leader advised that the official opening of the Cema play area in Norton Canes took place on 3 February following £120,000 of investment. The Council worked with Norton Canes Parish Council, Forest of Mercia, and Planet Art on the project, and the end result looked great.

**(iv) 'Cannock Chase Can'**

The Leader advised that earlier this month, the long awaited 'Cannock Chase Can' app was launched to encourage individuals to make healthier lifestyle choices and improve personal wellbeing. The mobile app had now been approved by Apple and Google and was available to download for free.

Officers, along with the Council's leisure & culture partners, Inspiring Healthy Lifestyles, were touring the area throughout February to chat to people and discuss wellness worries. The team were visiting supermarkets, town centres, community centres and schools.

In addition to this, workshops for an interactive 'Wellbeing Trail' at Wimblebury Mound were underway and residents of Caxton Court were being encouraged to get involved. This was due to be completed by April, ready for the Easter holidays.

**(v) British Shooting Schools National Finals**

The Leader advised that on 8 and 9 February, 2022, the District had the pleasure of hosting the national finals of the British Shooting Schools Air Rifle and Air Pistol Championships. Young people, sporting professionals and Olympians from across England, Scotland, Wales, and Northern Ireland were welcomed to Cannock Leisure Centre. It was a great event, and the Council would love the opportunity to welcome them back again in the future.

**(vi) Rugeley Swimming Pool**

The Leader reported that Rugeley swimming pool would be reopening week commencing 28 February. It would open for local swimming clubs and members between 28 February and 6 March, and then from 7 March onwards to everyone with a full programme.

**68. Appointment of Interim Section 151 Officer**

Consideration was given to the Report of the Leader of the Council (Item 6.1 - 6.3). (The Interim Head of Finance who was present, left the meeting while this matter was considered.)

**Resolved:**

That Tim Willis, Interim Head of Finance, be appointed as the Section 151 Officer for Cannock Chase District Council.

**69. Housing Revenue Account Budgets and Capital Programmes 2021/22 to 2024/25: Cabinet Resolutions**

The Leader of the Council, Councillor Mrs. O. Lyons, introduced and moved the Housing Revenue Account Budgets and Capital Programmes 2021/22 to 2024/25, which were duly seconded.

Consideration was then given to the recommendations referred from Cabinet held on 2 February 2022, in respect of:

- (i) Housing Revenue Account Budgets 2021/22 to 2024/25.
- (ii) Housing Revenue Account Capital Programmes 2021/22 to 2024/25.



**Resolved:**

That, in respect of:

**(A) Housing Revenue Account Budgets 2021/22 to 2024/25**

- (i) A minimum level of working balances of £1.929 million for 31 March 2023, and indicative working balances of £1.975 million and £2.030 million for 31 March 2024 and 2025, respectively, be determined.
- (ii) The Housing Revenue Account Revenue Budgets for 2022-23, 2023-24 and 2024-25 (as summarised in Appendix 1 of the 2 February 2022 Cabinet report) be approved, and the forecast outturn for 2021/22 (as summarised in the same Appendix) be noted.

**(B) Housing Revenue Account Capital Programmes 2021/22 to 2024/25**

The Housing Revenue Account Capital Programmes for the period 2021-22 to 2024-25, as set out in Appendix 2 of the 2 February 2022 Cabinet report, be approved.

**70. 2022/23 to 2024/25 Budget Process Procedural Rules**

Consideration was given to the Joint Report of the Head of Finance and the Council Solicitor (Item 8.1 - 8.6).

**Resolved:**

That:

- (A) The timetable for the setting of the budget for 2022-23 be noted.
- (B) The overall level of Council Tax would be set at Council's meeting on 2 March 2022, following determination of Cannock Chase's Council Tax requirement, in accordance with the procedural requirements as set out in Appendix 1 of the report.

**71. Budgets 2022 to 2025: Cabinet Resolutions**

The Leader of the Council introduced and moved the Budget for 2022/23 to 2024/25, which was duly seconded.

Consideration was then given to the recommendations referred from Cabinet held on 2 February 2022, in respect of:

- (i) General Fund Revenue Budget and Capital Programme 2022-25.
- (ii) Levelling Up Fund - Cannock Town Centre
- (iii) Treasury Management Strategy, Minimum Revenue Provision Policy, and Annual Investment Strategy 2022/23.

**Resolved:**

That, in respect of:

**(A) General Fund Revenue Budget and Capital Programme 2022-2025**

- (i) The Budget Requirement for the General Fund Revenue Budget 2022-23 be set at £13.237 million.
- (ii) The indicative General Fund Revenue Budgets be set at £15.173 million for 2023-24 and £15.891 million for 2024-25.

- (iii) The detailed portfolio budgets as set out in Appendix 1 of the 2 February 2022 Cabinet report be approved.
- (iv) The General Fund working balance be set at a minimum of £1.0 million.
- (v) The detailed Capital Programme, as set out in Appendices 2 and 3 of the 2 February 2022 Cabinet report, be approved, along with the Community Infrastructure Levy Allocations as set out in Appendix 4 of the same report.
- (vi) The Council Tax be increased by 1.95% to £230.04.
- (vii) The Council's Tax Base be set 29,458.15.
- (viii) Further to decision (A)(v), above, a full review be undertaken of the Capital Programme, commencing immediately.

**(B) Levelling Up Fund - Cannock Town Centre**

A sum of £44 million be included in the Capital Programme to ensure delivery of the Levelling Up Fund Project in Cannock Town Centre, with the funding package for the project to be comprised of £20 million of Levelling Up Fund funding from the UK Government, £17.2 million of Cannock Chase Council investment, and the balance to be met from unsecured private sector funding linked to the delivery of a proposed retirement / residential development.

*Note: this funding requirement was included in decision (A)(v), above.*

**(C) Treasury Management Strategy, Minimum Revenue Provision Policy and Annual Investment Strategy 2022/23**

The Prudential and Treasury Indicators, Minimum Revenue Provision Policy Statement, Treasury Management Strategy, and Annual Investment Strategy for 2022/23 be approved.

The meeting closed at 7:48 p.m.

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**Chairman**

<b>Joint Report of:</b>	<b>Head of Finance and Council Solicitor</b>
<b>Contact Officers:</b>	<b>Tim Willis Ian Curran</b>
<b>Contact Numbers:</b>	<b>01543 464 334 01785 619 220</b>
<b>Portfolio Leader:</b>	<b>Leader of the Council</b>
<b>Report Track:</b>	<b>Council: 02/03/22</b>

**Council  
2 March 2022  
Council Tax Resolution**

**1 Purpose of Report**

- 1.1 To set out the proposed Council Tax for the year 2022/23.

**2 Recommendation(s)**

- 2.1 That the proposed Council Tax as set out in the Council Tax Resolution **APPENDIX** be approved.
- 2.2 That in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 a named vote is taken in relation to the proposed Council Tax.

**3 Key Issues and Reasons for Recommendations**

**Key Issues**

- 3.1 Council at its meeting on 16 February 2022 determined its Budget for 2022/23 and set a Band D Council Tax at £230.04.
- 3.2 The overall level of Council Tax must be set before the 11 March each year; however, the overall level of Council Tax cannot be set before 1 March 2022 unless all precepting authorities have issued their precepts, and the required calculations in accordance with the Local Government Finance Act, 1992 have been determined.
- 3.3 The Council has received notification from the major precepting authorities of the relevant precepts.

- 3.4 The Council Tax Resolution determining the overall level of Council Tax, and relevant Band A-H levels can therefore be set subject to the determination of Gross Expenditure (Resolution 3a) and Income (Resolution 3b) as required by the calculation being agreed as part of Council approving the district Council budget for 2022-23.

#### **Reasons for Recommendations**

- 3.5 In setting a budget for any year the Council must comply with the Budget and Council Tax setting requirements as reflected in the Local Government Finance Act, 1992 as amended by the Localism Act, 2011.
- 3.6 In accordance with regulations the Council is required to:
- a) Calculate its Council Tax Requirement (Section 31A) – Replacing budget requirement (Section 32) and determination of the District Council element of Council Tax (Section 33).
  - b) Set the overall level of Council Tax inclusive of Staffordshire County Council; the Staffordshire Commissioner for Police, Fire & Rescue and Crime; and other precepts (Section 30).

#### **4 Relationship to Corporate Priorities**

- 4.1 Not applicable.

#### **5 Report Detail**

- 5.1 In setting a budget for any year the Council must comply with the Budget and Council Tax setting requirements as reflected in the Local Government Finance Act 1992 as amended by the Localism Act 2011.
- 5.2 The Localism Act 2011 made significant changes to the 1992 Act with the main impact for setting a Council Tax being that a billing authority (Cannock Chase District Council) is required to calculate a Council Tax Requirement rather than a Budget Requirement.
- 5.3 This primarily affects the Council Tax Resolution to be made by Council and is a technical rather than procedural issue.
- 5.4 In accordance with regulations the Council is required to:
- a) Calculate its Council Tax Requirement (Section 31A) – Replacing budget requirement (Section 32) and determination of the District Council element of Council Tax (Section 33).
  - b) Set the overall level of Council Tax inclusive of Staffordshire County Council; Police & Crime Commissioner Staffordshire; Staffordshire Commissioner Fire and Rescue Authority, and other precepts (Section 30).

- 5.5 The determination of the Council Tax Requirement (Requirement (a)) is a function of all authorities; however, Requirement (b) is purely a function of this Council as a billing authority
- 5.6 The overall level of Council Tax must be set before the 11 March each year; however, the overall level of Council Tax cannot be set before 1 March, 2022 unless all precepting authorities have issued their precepts, and the required calculations in accordance with the Local Government Finance Act 1992 have been determined.
- 5.7 Council at its meeting on 16 February 2022 approved the General Fund Revenue Budget for 2022/23 and determined the Council Tax for the District at £230.04.
- 5.8 Staffordshire County Council approved its precept at its meeting on 10 February 2022 and the precept proposal for the Staffordshire Commissioner Police, Fire and Crime portfolio was accepted by the Police, Fire and Crime Panel on 14 February 2022. All Town and Parish Precepts have been received.
- 5.9 The overall Council Tax Resolution is attached as an Appendix to this report.
- 5.10 In determining the overall Council tax Requirement the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 require that a named vote is taken.

## **6 Implications**

### **6.1 Financial**

The financial implications have been referred to throughout the report.

### **6.2 Legal**

The legal implications have been referred to throughout the report.

### **6.3 Human Resources**

None.

### **6.4 Risk Management**

None.

### **6.5 Equality & Diversity**

None.

### **6.6 Climate Change**

None.

## **7 Appendices to the Report**

Appendix: Council Tax Resolution 2022/23.

### Council Tax Resolution 2022/23

#### Council Tax 2022/23

Following Minute No 71 of the Council of 16<sup>th</sup> February 2022, determining the level of net spending for the General Fund Revenue Budget and Transfer from Working Balances for 2022/2023; the Council is recommended to make a Council Tax for 2022/2023 by formally approving the following resolution:-

- 1 It be noted that under the power delegated to the Council's Section 151 Officer, the Council calculated the Council Tax Base 2022/23
  - (a) for the whole Council area as 29,458.15 [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and
  - (b) for dwellings in those parts of its area to which a Parish precept relates as shown below:

<b>Parish</b>	<b>Tax Base</b>
Brereton and Ravenhill	1,960.61
Bridgtown	627.37
Brindley Heath	251.86
Cannock Wood	407.03
Heath Hayes / Wimblebury	4,037.35
Hednesford	5,739.84
Norton Canes	2,610.28
Rugeley	5,284.97
<b>Unparished</b>	
Cannock	8,538.84
	<b>29,458.15</b>

- 2 That the Council Tax requirement for the Council's own purposes for 2022/23 (excluding Parish precepts) is calculated at £6,776,550.00
- 3 That the following amounts are calculated for the year 2022/23 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:
  - (a) £43,554,741.32 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
  - (b) £35,958,950.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
  - (c) £7,595,791.32 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).

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- (d) £257.85 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- (e) £819,241.32 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
- (f) £230.04 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.
- (g) For the following parts of the Council's Area

	<b>£. p</b>
Brereton and Ravenhill	261.94
Bridgtown	242.55
Brindley Heath	246.14
Cannock Wood	259.17
Heath Hayes and Wimblebury	257.90
Hednesford	265.36
Norton Canes	269.19
Rugeley	289.74

being the amounts given by adding to the amount at 3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at (1)(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

- (h) For the following parts of the Council's area

	<b>Disabled Band A</b>	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>	<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>
	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>
Brereton & Ravenhill	145.52	174.63	203.73	232.84	261.94	320.15	378.36	436.57	523.88
Bridgtown	134.75	161.70	188.65	215.60	242.55	296.45	350.35	404.25	485.10
Brindley Heath	136.74	164.09	191.44	218.79	246.14	300.84	355.54	410.23	492.28
Cannock Wood	143.98	172.78	201.58	230.37	259.17	316.76	374.36	431.95	518.34
Heath Hayes & Wimblebury	143.28	171.93	200.59	229.24	257.90	315.21	372.52	429.83	515.80
Hednesford	147.42	176.91	206.39	235.88	265.36	324.33	383.30	442.27	530.72
Norton Canes	149.55	179.46	209.37	239.28	269.19	329.01	388.83	448.65	538.38
Rugeley	160.97	193.16	225.35	257.55	289.74	354.13	418.51	482.90	579.48
Unparished	127.80	153.36	178.92	204.48	230.04	281.16	332.28	383.40	460.08

## Item No. 6.6

being the amounts given by multiplying the amounts at (3)(f) and (3)(g) above by the number by which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- 4 To note that the County Council, the Office of the Police and Crime Commissioner and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

### Valuation Bands

	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>	<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>
	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>
Staffordshire County Council	934.20	1,089.90	1,245.60	1,401.30	1,712.70	2,024.10	2,335.50	2,802.60
Office of the Police & Crime Commissioner	165.71	193.33	220.95	248.57	303.81	359.05	414.28	497.14
Stoke-on-Trent and Staffs Fire Authority	53.57	62.49	71.42	80.35	98.21	116.06	133.92	160.70

- 5 That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2022/23 for each part of its area and for each of the categories of dwellings.

	<b>Disabled Band A</b>	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>	<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>
	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>	<b>£. p</b>
Brereton & Ravenhill	1,106.75	1,328.11	1,549.45	1,770.81	1,992.16	2,434.87	2,877.57	3,320.27	3,984.32
Bridgtown	1,095.98	1,315.18	1,534.37	1,753.57	1,972.77	2,411.17	2,849.56	3,287.95	3,945.54
Brindley Heath	1,097.97	1,317.57	1,537.16	1,756.76	1,976.36	2,415.56	2,854.75	3,293.93	3,952.72
Cannock Wood	1,105.21	1,326.26	1,547.30	1,768.34	1,989.39	2,431.48	2,873.57	3,315.65	3,978.78
Heath Hayes & Wimblebury	1,104.51	1,325.41	1,546.31	1,767.21	1,988.12	2,429.93	2,871.73	3,313.53	3,976.24
Hednesford	1,108.65	1,330.39	1,552.11	1,773.85	1,995.58	2,439.05	2,882.51	3,325.97	3,991.16
Norton Canes	1,110.78	1,332.94	1,555.09	1,777.25	1,999.41	2,443.73	2,888.04	3,332.35	3,998.82
Rugeley	1,122.20	1,346.64	1,571.07	1,795.52	2,019.96	2,468.85	2,917.72	3,366.60	4,039.92
Unparished	1,089.03	1,306.84	1,524.64	1,742.45	1,960.26	2,395.88	2,831.49	3,267.10	3,920.52

- 6 That it is determined in accordance with Section 52ZB of the Local Government Finance Act 1992 that the Council's basic amount of Council Tax for 2022/23 is not excessive in accordance with the principles determined by the Secretary of State under Section 52ZC of that Act.



<b>Report of:</b>	<b>Leader of the Council</b>
<b>Contact Officer:</b>	<b>Adrian Marklew</b>
<b>Contact Number:</b>	<b>01543 464 598</b>
<b>Portfolio Leader:</b>	<b>Leader of the Council</b>
<b>Key Decision:</b>	<b>No</b>
<b>Report Track:</b>	<b>Council: 02/03/22</b>

**Council**  
**2 March 2022**  
**Appointment of an Armed Forces Champion**

**1 Purpose of Report**

- 1.1 To consider the appointment of a Member as the Armed Forces Champion for Cannock Chase Council as part of our commitment to the Armed Forces Covenant.

**2 Recommendation(s)**

- 2.1 That Council approves the appointment of Councillor Martyn Buttery as the Council's new Armed Forces Champion.

**3 Key Issues and Reasons for Recommendations**

**Key Issues**

- 3.1 Cannock Chase District Council has a long standing and historic connection with the armed forces.
- 3.2 In 2012/13, the Council signed up to the Armed Forces Community Covenant for Staffordshire.
- 3.3 The purpose of the Community Covenant is to encourage support for the armed forces community (past and present, families and widow(er)s) working and residing in Staffordshire and to recognise and remember sacrifices made by the members of this community.
- 3.4 For local authorities and partner organisations the Covenant presents an opportunity to bring knowledge, experience and expertise to bear on the provision of help and advice to members of the armed forces community.
- 3.5 The Council's contribution to the Community Covenant has been largely officer led to date; but it is considered that the appointment of a Member as Armed Forces

Champion would support greater engagement with residents, local businesses, community groups, partner organisations and the armed forces.

- 3.6 Councillor Buttery is being nominated as the first Armed Forces Champion as he has previously served in the armed forces. He has also informally established a positive working relationship with the Rugeley based charity, Help A Squaddie, which exists to support ex-military personnel living in Staffordshire and South Derbyshire who have housing, employment, or welfare needs.

#### **Reasons for Recommendations**

- 3.7 The appointment of an Armed Forces Champion will help the Council drive forward its commitments and help strengthen relationships between the Council, the armed forces community and the District.

#### **4 Relationship to Corporate Priorities**

- 4.1 This report supports the Council's Corporate Priorities as follows:

(i) Supporting Health and Wellbeing.

#### **5 Report Detail**

- 5.1 Cannock Chase District Council has a long standing and historic connection with the armed forces, with both the Mercian Regiment and Staffordshire Regimental Association. granted the Freedom of Entry to the District.
- 5.2 In 2012/13, the Council signed up to the Armed Forces Community Covenant for Staffordshire. The aims of the Covenant are:
- To encourage local communities to support the armed forces community in their areas and to nurture public understanding and awareness among the public of issues affecting the armed forces community;
  - To recognise and remember the sacrifices faced by the armed forces community;
  - To encourage activities which help to integrate the armed forces community into local life; and
  - To encourage the armed forces community to help and support the wider community, whether through participation in events and joint projects, or other forms of engagement.
- 5.3 The Council is also part of the Defence Employer Recognition Scheme which encourages employers to support defence and inspire others to do the same. The Council has been awarded, for the second time, a Silver Award for its commitment to the armed forces community.

5.4 As part of our commitment to the armed forces the Council provides the following:

- Support for our employees in their Reserve Forces commitment granting two weeks' additional leave for Reserve Forces training and supporting mobilisations.
- Supporting the Armed Forces Day (scheduled for 25 June this year, with an event at Hednesford Park being planned), Reserves Day, the Poppy Appeal Day and Remembrance activities.
- Supporting serving members of the armed forces community by offering discounted Leisure Membership to members living within the District, and
- Supporting the employment of veterans, offering work experience to those transitioning into civilian life through the Ministry of Defence's Recovery Career service. In addition, we support the Veterans Interview Programme, offering an interview to any veteran that demonstrates they meet the minimum essential criteria for a role in the Council.

5.5 There are two key elements to the work relating to supporting the armed forces:

- a practical role which facilitates support to individuals connected to the armed forces residing in the District, by helping to unblock any issues they may have around housing or employment or signposting them to any support that is required; and
- an advocate role for the armed forces which supports engagement with residents, local businesses, community groups, partner organisations and the armed forces.

5.6 To date, work in support of the armed forces has been largely led by senior officers. However, it is considered that appointing a Member as an advocate to act as the Armed Forces Champion would raise the profile of the Council's work and encourage greater community engagement.

5.7 The Head of Housing and Partnerships will continue to lead on the practical side and will support the Armed Forces Champion with the advocate role as appropriate.

<b>6 Implications</b>
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**6.1 Financial**

None

**6.2 Legal**

None

**6.3 Human Resources**

None

6.4 **Risk Management**

None

6.5 **Equality & Diversity**

None

6.6 **Climate Change**

None

<b>7 Appendices to the Report</b>
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None

**Previous Consideration**

None

**Background Papers**

Report to Cabinet - 20 December 2012 - Armed Forces Community Covenant

<b>Report of:</b>	<b>Leader of the Council</b>
<b>Contact Officer:</b>	<b>Suzanne Dutton</b>
<b>Telephone No:</b>	<b>01543 464 426</b>
<b>Report Track:</b>	<b>Council: 02/03/22</b>

**Council**  
**2 March 2022**  
**Localism Act 2011 - Pay Policy Statement 2022-23**

**1 Purpose of Report**

- 1.1 To agree a Pay Policy Statement for 2022-23 as required by Sections 38 and 39 of the Localism Act 2011.

**2 Recommendation(s)**

That Council:

- 2.1 Approves the Pay Policy Statement as set out in Appendix 1.
- 2.2 Agrees to the publication of the Pay Policy Statement on the Council's website.

**3 Key Issues and Reasons for Recommendations**

- 3.1 Section 38 (1) of the Localism Act 2011 requires English and Welsh Local Authorities to prepare a Pay Policy Statement for 2012/13 and for each financial year thereafter. Section 39 of the Act requires the Statement to be approved by Council by the end of March each year.
- 3.2 The purpose of a Pay Policy Statement is to provide transparency concerning the Council's approach to setting the pay of its employees in line with Chapter 8 of the Localism Act 2011 and the provisions of the guidance issued under S40 (i.e. Openness and accountability in local pay) by identifying:
- A Local Authority's policy on the level and elements of remuneration for each chief officer.
  - A Local Authority's policy on the remuneration of its lowest paid employees (together with a definition of "lowest paid employees").
  - A Local Authority's policy on the relationship between the remuneration of its chief officers and its other officers.

- A Local Authority's policy on other specific aspects of chief officers' remuneration such as remuneration on recruitment, increases and additions to remuneration, use of performance related pay and bonuses, termination payments and transparency.

3.3 For these reasons a pay policy statement has been created for approval and publication.

#### **4 Relationship to Corporate Priorities**

4.1 This report does not contribute directly to corporate priorities but is required for legal compliance with the Localism Act 2011.

#### **5 Report Detail**

5.1 Section 38 (1) of the Localism Act 2011 requires English (and Welsh) local authorities to prepare a pay policy statement for 2012/13 and for each financial year after that. The bill as initially drafted referred solely to chief officers (a term which includes both statutory and non-statutory chief officers, and their deputies); but amendments reflecting concerns over low pay and also drawing on Will Hutton's 2011 review of fair pay in the public sector introduced requirements to compare the policies on remunerating chief officers and other employees, and to set out the policy on the lowest paid.

5.2 The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in-kind, increases in / enhancements of pension entitlements, and termination payments.

5.3 In terms of process the Pay Policy Statement

- Must be approved formally by the full Council
- Must be approved by the end of March each year
- Can be amended in-year
- Must be published on the Authority's website (and in any other way the Authority chooses)
- Must be complied with when the Authority sets the terms and conditions for a Chief Officer.

5.4 The Act also requires an Authority to have regard to any statutory guidance on the subject issued or approved by the Secretary of State. Statutory recommendations have been issued on pay multiples (within a wider code of recommended practice) on data transparency and a broader set of statutory guidance on the publication of pay policy statements. The statutory guidance emphasises that each Local Authority has the autonomy to take its own decisions on pay and pay policies.

5.5 The Act sets out that in the context of managing scarce public resources, remuneration at all levels needs to be adequate to secure and retain high quality employees dedicated to the service of the public, but at the same time needs to avoid being unnecessarily generous or otherwise excessive (and seen as such).

Each Local Authority will have its own way of balancing those factors, with legitimately differing emphases reflecting differing circumstances.

- 5.6 As well as being required to set out certain of its policies on pay, a Local Authority is required to use the pay policy statement to set out its policies on paying charges, fees (such as for the local returning officer or joint authority duties) allowances and benefits in kind.
- 5.7 Although not required by the Act or statutory guidance, in order to support the need for transparency the pay policy statement should include the percentage rate at which the employers pension contributions have been set for the year in question together with the employee contribution rates.
- 5.8 The pay awards for NJC Green Book, Chief Executives, JNC Chief Officers and Craft and Associated Employees are currently under national negotiation between the employers and trade unions at the time of writing. On this basis figures quoted for employee salaries in Annex 1 are as at 1<sup>st</sup> April 2020, excluding where employees are paid the Living Wage Foundation rate. In this case, rates used are as at 1<sup>st</sup> November 2021.

## **6 Implications**

### **6.1 Financial**

The approval of the Council's pay policy statement does not commit any additional expenditure over and above that approved for the next financial year 2022/23.

### **6.2 Legal**

The legal implications are discussed in the main body of this report.

### **6.3 Human Resources**

None.

### **6.4 Risk Management**

None.

### **6.5 Equality & Diversity**

Pay and conditions for employees are applied fairly and equitably under the Council's job evaluation scheme. Any differentials arising in pay between employees arise from the job evaluation scheme or from the effect of TUPE protections were applicable.

### **6.6 Climate Change**

None.

## **7 Appendices to the Report**

Appendix 1: Pay Policy Statement 2022-23.

## **Cannock Chase Council Pay Policy Statement 2022-23**

### **Introduction and Purpose**

Under section 112 of the Local Government Act 1972, Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement (the ‘statement’) sets out Cannock Chase Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011 and associated guidance, and the Local Government (Transparency Requirements) Regulations 2014. The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees in line with Chapter 8 of the Localism Act 2011 and the provisions of the guidance issued under S40 (i.e. ‘Openness and accountability in local pay’) by identifying;

- the methods by which salaries of all employees are determined;
- the detail and level of remuneration of its most senior staff i.e. ‘chief officers’, as defined by the relevant legislation;
- those responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to the full Council.

Once approved by full Council, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time.

### **Legislative Framework**

In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes:

- The Equality Act 2010
- The Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000
- The Agency Workers Regulations 2010, and where relevant
- The Transfer of Undertakings (Protection of Employment) Regulations (TUPE).

With regard to the Equal Pay requirements contained within the Equality Act, the Council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified.

### **Pay Structure**

The Authority implemented its single status agreement from 1<sup>st</sup> April 2005 covering all employees within the scope of the National Joint Council for Local Government Services (known as the “Green book”). This was approved by Council on 23<sup>rd</sup> February 2005. A single status agreement for Chief Officers within the scope of the Joint Negotiating Committee for Chief Officers of Local Authorities was approved by Council on 29<sup>th</sup> June 2005 and implemented from 1<sup>st</sup> August 2005. A salary scheme for craft employees under the scope of the Joint Negotiating Committee for Local Authority Craft and Associated



Employees (known as the “Red Book”) was approved by the Council on 26<sup>th</sup> August 2009 and implemented from 1<sup>st</sup> September 2009.

The minimum and maximum rates of pay of all employees within scope of the Single Status Agreements are based on either the national pay spine and/or locally negotiated rates of pay, national minimum wage legislation, including Apprentice rates of pay, or the living wage as defined by the Living Wage Foundation.

National pay awards to be effective from 1<sup>st</sup> April 2021 (NJC Green Book, Chief Executives, JNC Chief Officers and Craft and Associated employees) remain under national negotiation between the employers and the trade unions and are unresolved at the time of writing. On this basis, the figures used in this statement are based on the 1<sup>st</sup> April 2020 rates of pay, except where employees are paid at the Living Wage Foundation rate, which was uplifted from 1<sup>st</sup> November 2021.

The Living Wage Rate as proposed by the Living Wage Foundation, was implemented by the Council from 1<sup>st</sup> April 2015. This rate rose from a minimum hourly rate of £9.50 to £9.90 per hour, from 1<sup>st</sup> November 2021 for all employees who would earn less than that rate within the current national pay structure. The rate will be reviewed and a revised rate applied in November 2022.

The Council remains committed to adherence with national pay bargaining in respect of the national pay spine (amended only by the Living Wage Foundation rate) and any annual cost of living increases negotiated in the pay spine and will implement any amended pay or grading structure that may arise from such national negotiations.

The grading of job roles is determined by reference to the NJC Job Evaluation Scheme, and the Hay Evaluation scheme as adopted by the Council. The exception to this is circumstances where, as part of shared service arrangements or other relevant transfers of personnel, employees have transferred to Cannock Chase Council under the TUPE regulations with protected pay and terms and conditions of employment. Those terms and conditions will remain in place until such time as there is an economic, technical or organisational reason for changing them, as is required under the TUPE legislation.

With the exception of progression through any incremental scale of any relevant grade being subject to overall satisfactory performance, the level of remuneration is not variable dependent upon the achievement of defined targets

There is, in addition, the provision for the acceleration of increments within any grade in order to take account of changes to duties and responsibilities or outstanding contribution.

All other pay related allowances are the subject of either national or local determination having been determined from time to time in accordance with national collective bargaining machinery and/or as determined by local negotiation with local trade union representatives.

In determining its pay and grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to be able to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate and to respond to variations in regional or national pay rates. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.

### Local Government Pension Scheme

Subject to qualifying conditions, all employees have a right to join the Local Government Pension Scheme. In addition, the Council operates pensions 'Auto Enrolment' as required by the Pensions Act 2008. The table below sets out the employee pension contribution bands which will have been in place from 1<sup>st</sup> April 2020.

[www.lgps2014.org](http://www.lgps2014.org)  
[www.staffspf.org.uk](http://www.staffspf.org.uk)

### 2022/23 rates

Band	Whole-time equivalent pay range	Main Section Employee contribution rate (%)	50/50 Employee contribution rate (%)
1	Up to £15,000	5.5%	2.75%
2	£15,001 to £23,600	5.8%	2.90%
3	£23,601 - £38,300	6.5%	3.25%
4	£38,301 - £48,500	6.8%	3.40%
5	£48,501 - £67,900	8.5%	4.25%
6	£67,901 - £96,200	9.9%	4.95%
7	£96,201 - £113,400	10.5%	5.25%
8	£113,401 - £170,100	11.4%	5.70%
9	£170,101 or above	12.5%	6.25%

The Employer contribution rates are set by Actuaries advising the Staffordshire Pension Fund and are reviewed on a regular basis in order to ensure the scheme is appropriately funded. The Employer contribution rate for 2022/23 remains unchanged at 17.3%. (Note; the level of employers contribution is required to be published under S7 of the Accounts and Audit Regulations)

### Senior Management Remuneration

For the purposes of this statement, senior management means 'chief officers' as defined within S43 of the Localism Act. The posts falling within the statutory definition are those officers who comprise the senior management team of the Council (the Leadership Team) reporting directly to the Managing Director. This group also represents all those employees paid over £50k per annum (as required by the Local Government (Transparency Requirements) Regulations 2014). The national conditions of service, which apply to Chief Officers of the Council and which are incorporated into contracts of employment are those set out in either the Joint National Council for Chief Officers or JNC for Chief Executives. Details of their annual salary and other additional payments as at 1<sup>st</sup> April 2020 (the pay award remains pending for Chief Officers and Chief Executives from April 2021) are set out below.

Post (Note 6)	Range/Fixed Salary (£) (Note 3)		Essential Car User Allowance
Managing Director (Note 1 and 1a)		106868.22	963
Head of Financial Management (Note 2 and 2a)	60561.88	68033.86	963
Head of Governance and Corporate Services (Note 2 and 3)	60561.88	68033.86	963
Head of Environment & Healthy Lifestyles (Note 4)	60561.88	68033.86	963
Head of Housing and Partnerships	60561.88	68033.86	963
Head of Economic Prosperity	60561.88	68033.86	963

- *Note 1 – Single fixed salary pay point.*
- *Note 1a – The post of Managing Director is currently vacant. This post is currently being covered through an interim arrangement with our Shared Service partner, Stafford Borough Council. During this interim period, 50% of the salary costs of the Interim Joint Chief Executive (including a 15% consolidated payment for this shared requirement), are being met by Cannock Chase Council.*
- *Note 2 – Responsible for provision of a shared service to another local authority.*
- *Note 2a - This post is currently vacant.*
- *Note 3 - The post holder is also currently acting as interim Deputy Chief Executive for which a consolidated payment of £6,803.86 pa is payable.*
- *Note 4 - The post of Head of Environment & Healthy Lifestyles is currently covered on an interim basis through an internal appointment.*

In addition to the above the post of Managing Director and all Heads of Service are on an on-call rota for dealing with emergency situations for which a standby fee is available for them to claim to the value of £18.47 per 24-hour period effective from 1<sup>st</sup> April 2020 (2021/22 and 2022/23 Pay Awards pending).

The total cost of management posts covered by note 2 are shared with another Council under joint shared service arrangements.

The pay structure for Chief Officers is determined by reference to Hay Job Evaluation, benchmarking of comparable roles and responsibilities and recruitment and retention issues.

The Council does not apply any bonuses or performance related pay to its Chief Officers or any other employee.

## Additions to Salary of Chief Officers

In addition to basic salary, as set out below are details of other elements of potential 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the normal course of work:

- (a) Where appropriate and subject to operational circumstances – for officers who are unable to utilise their full leave entitlement payment for untaken leave is permitted. This discretionary provision applies to all Chief Officers. (Other employees have the option to buy additional annual leave).
- (b) Recognition Payments (including honoraria, acting-up payments, ex-gratia payments) – subject to approval such additional payments are permissible to recognise additional duties and responsibilities which occur over and above normal contractual obligations. The provision of such payments is available to all Council employee's dependent on circumstances.
- (c) Chief Officers receive a fixed annual allowance to cover the broadband and hardware costs of accessing critical systems from home (£1501.89 per annum from 1<sup>st</sup> April 2020 – (2021/22 and 2022/23 pay awards pending) in line with the agreed Chief Officer and Chief Executive Pay Awards.
- (d) Returning Officer Fees – a range of fees are payable to the Head of Governance & Corporate Services for her role as returning officer for local elections. The fees are applied according to rates set by Staffordshire County Council for all Local Authorities in Staffordshire. The rates for 2022/23 are shown as follows (as at 1<sup>st</sup> April 2022). Depending on the type of election fees range from £111.96 per 1,000 or part, thereof, electors for either a standalone district or parish election, to £148.29 per 1,000 or part, thereof, electors for combined district and parish elections. Additionally, there are fees of £17.35 per ward for the issue and receipt of ballot papers; a supervisory fee of £37.35 per ward up to four wards, then £18.68 per ward thereafter, for poll cards; and £54.14 for every uncontested ward for which an election is held for a district or parish councillor(s).

## Recruitment of Chief Officers

The Council's policy and procedures with regard to recruitment/appointment of chief officers is set out in Section 23, of the Council's Constitution (<http://www.cannockchasedc.gov.uk>). When recruiting to all posts the Council will take full and proper account of its own Recruitment, and where appropriate, Redeployment Policies. This policy does not exclude the possibility of recruiting former Chief Officers either from this Council or any other provided that a valid business case exists to do so. However, such occurrences are unlikely to be approved without a break in continuity of service being affected. This policy does not prevent the Council from any future use of the flexibility within the Local Government Pension Scheme to agree "flexible retirement" where a suitable business case exists. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment and as agreed by Council. Where the Council is unable to recruit to a post at the designated grade and/or salary, it will consider the use of temporary market forces supplements in accordance with its relevant policies, or review grades in light of market related information. Any decision as to the remuneration of chief officer posts is to be determined by Council.

Where the Council remains unable to recruit Chief Officers under a contract of employment, or there is a need for interim support to provide cover for a vacant substantive Chief Officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service.

The Council does not currently have any Chief Officers engaged under any such arrangements.

### **Payments on Termination**

The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with the provisions of the 2014 Local Government Pension Scheme.

Any other payments falling outside the provisions or the relevant periods of contractual notice shall be subject to a formal decision made by the full Council or relevant elected members, committee or panel of elected members with delegated authority to approve such payments in line with any prevailing legislation governing termination payments.

### **Publication**

Upon approval by full Council, this statement will be published on the Council's Website and Intranet. In addition, for posts where the full-time equivalent salary is at least £50,000, the Council's Annual Statement of Accounts includes a note setting out the total amount of:

- salary, fees or allowances paid to or receivable by the person in the current and previous year;
- any bonuses so paid or receivable by the person in the current and previous year; (none payable as not applicable at Cannock Chase Council)
- any sums payable by way of expenses allowance that are chargeable to UK income tax;
- any compensation for loss of employment and any other payments connected with termination;
- any benefits received that do not fall within the above

### **Lowest Paid Employees**

From 1<sup>st</sup> April 2022 the lowest paid persons employed under a contract of employment with the Council are employed on full time 37 hours equivalent salaries in accordance with the minimum hourly rate currently in use within the Council's grading structure. This is £9.90 per hour, which equates to £19,099.98 per annum. The Council, from time to time, employs other categories of workers who are not included within the definition of 'lowest paid employees' as they are employed under the Government's national minimum wage legislation dependent on age.

The relationship between the rate of pay for the lowest paid and Chief Officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.

The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than **20** times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the mean average salary of the whole of the authority's workforce.

The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee (£19099.98) and the established Managing Director post (£106868.22) as **1:5.59** and between the lowest paid employee (£19099.98) and average Chief Officer (excluding the Managing Director position, £68033.86) as **1: 3.56**.

The multiple between the median full time equivalent earnings (£25481) and the Managing Director is **1: 4.19**) and; between the median full time equivalent earnings (£25481) and average Chief Officer (£68033.86) is **1: 2.66**.

As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

### **Accountability and Decision Making**

In accordance with the Council's Constitution, Council, and /or Cabinet are responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council. The Constitution sets out the various delegations to Heads of Service.

<b>Report of:</b>	<b>Chief Executive</b>
<b>Contact Officer:</b>	<b>Matt Berry</b>
<b>Contact Number:</b>	<b>01543 464 589</b>
<b>Portfolio Leader:</b>	<b>Leader of the Council</b>
<b>Report Track:</b>	<b>Council: 02/03/22</b>

**Council**  
**2 March 2022**  
**Calendar of Meetings 2022-23**

**1 Purpose of Report**

- 1.1 For Members to approve the Calendar of Meetings for the 2022-23 municipal year.

**2 Recommendation(s)**

That:

- 2.1 The Calendar of Meetings 2022-23, as included at Appendix 1 to this report, be approved.
- 2.2 The Managing Director, in consultation with the Chairman of the Council, relevant Chairmen of Committees and / or Leader of the Council, as appropriate, be authorised to amend the Calendar of Meetings, through convening additional meetings, or the postponement / cancellation of meetings, if required.

**3 Key Issues and Reasons for Recommendations**

**Key Issues**

- 3.1 The proposed Calendar of Meetings for the 2022-23 municipal year, which sets out dates for meetings of full Council, Cabinet, Committees, and other relevant bodies for approval by Council, is attached as Appendix 1 to this report.

**Reasons for Recommendations**

- 3.2 The Council is required by statute to determine the date and time of any meetings of its Committees, Sub-Committees and Panels. For practical purposes, this is normally carried out in advance of the relevant municipal year. Dates and times of meetings of the Cabinet are within the Leader's power to determine but are included within the calendar for the sake of completeness.

- 3.3 It may be necessary to convene additional meetings, as well as postpone or cancel meetings as required. Accordingly, it is proposed that rather than bringing any proposed changes back to Council for approval, the usual delegation is granted to the Managing Director to consult with the relevant Chairman or the Leader in such circumstances, having regard to any justifiable reasons that may exist.

#### **4 Relationship to Corporate Priorities**

- 4.1 Each year the Council agrees its Calendar of Meetings for the forthcoming municipal year, thereby underpinning the administration of the Council's functions and supporting all its Corporate Priorities.

#### **5 Report Detail**

- 5.1 Meetings of the Council will be called in accordance with the Council's Constitution and have been scheduled throughout the year. The purpose of certain meetings is referenced in the Calendar.

- 5.2 Full Council has been scheduled to meet 8 times during the year. Key dates of Council meetings are:

- Annual meeting – 25 May 2022
- Budget setting meeting – 15 February 2023
- Precept meeting – 1 March 2023

- 5.3 Twelve formal Cabinet meetings have been scheduled throughout the year, one of which is a provisional meeting falling between the budget and precept Council meetings. This meeting will only be required if balanced alternative budget proposals are referred from Council for consideration by the Cabinet.

- 5.4 The Scrutiny Committees have been scheduled to meet 4 times per year to support work programme planning and monitoring of the quarterly performance reports. It should be noted however that a review of the Corporate Plan 2021-24 is underway, which could result in the total number of Scrutiny Committees being increased from 3 to 4. This has been reflected in the draft calendar, but the number / names / terms of reference of the Scrutiny Committees cannot be confirmed until the review has completed.

An additional Scrutiny Committee has been scheduled for January 2023 for consultation purposes as part of the annual budget setting process (as per the Budget and Policy Framework Procedure Rules).

- 5.5 The Planning Control Committee has been scheduled to meet every four weeks to determine planning applications within required deadlines.

- 5.6 The Audit & Governance Committee has been scheduled to meet five times to deal with specific matters at certain times of the year. This is to allow flexibility as to when the 2021/22 Statement of Accounts will be ready for submission to the Committee. As such, it is expected that one of the scheduled meetings will not need to take place.



- 5.7 The Standards Committee has also been scheduled to meet four times during the year.
- 5.8 The Trade Unions Consultative Forum has been scheduled to meet three times during the year.
- 5.9 Cabinet Briefing and Shadow Cabinet meetings have been scheduled to correspond with planned meetings of the Cabinet.
- 5.10 Meetings of the Constitution Working Group have been scheduled to enable the annual review of the Constitution to take place.
- 5.11 As with previous years, recesses of meetings have been scheduled at certain times to coincide with popular holiday periods. It has however been necessary to schedule some meetings in these periods so that the business of those meetings can still be carried out as required. It may also be necessary to convene other meetings during these periods to consider relevant matters (such as the Licensing & Public Protection Committee, Licensing Sub-Committee, and the Appeals & Complaints Panel).
- 5.12 Full Council meetings are scheduled to start at 6pm, and as per the Council decision of 8 September 2021 regarding start times of meetings, the following will also start at 6pm:
- Cabinet
  - Scrutiny Committees
  - Audit & Governance Committee
  - Standards Committee
- Cabinet Briefing and Shadow Cabinet will also start at 6pm, Planning Control Committee at 3pm, and the Trade Unions Consultative Forum at 2pm. All other meetings will start at 4pm.
- 5.13 Required training for Members of the Planning Control Committee, Licensing & Public Protection Committee and Audit & Governance Committee have also been scheduled as necessary.

## **6 Implications**

### **6.1 Financial**

There are no direct financial implications arising from this report. Any costs incurred for holding meetings will be met from within the existing Members' budgets for 2022-23.

### **6.2 Legal**

Under Schedule 12 of the Local Government Act 1972, the Council is required to determine the date and time of any meetings of its Committees, Sub-Committees and Panels.

In accordance with the Local Government Act 2000 and related legislation, the date and time of Cabinet meetings shall be determined by the Leader of the Council.

**6.3 Human Resources**

Meetings will be 'serviced' by Democratic Services and supported by other Officers from within the Council. Any increase in the number of meetings, or a reduction in staffing levels, would impact on the Council's ability to support any additional meetings.

**6.4 Risk Management**

None.

**6.5 Equality & Diversity**

None.

**6.6 Climate Change**

None.

<b>7 Appendices to the Report</b>
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Appendix 1: Draft Calendar of Meetings for 2022-23

## Cannock Chase Council Calendar of Meetings 2022/23

## May 2022

Monday	Tuesday	Wednesday	Thursday	Friday
2 <i>Bank Holiday-Offices Closed</i>	2	4	5 <i>Elections</i>	6
9	10	11 <b>3pm Planning Control Committee</b>	12	13
16	17	18	19	20
23	24	25 <b>6pm Annual Council</b>	26	27
30 <i>Schools half-term</i>	31 <i>Schools half-term</i>			

## June 2022

Monday	Tuesday	Wednesday	Thursday	Friday
		1 <i>Schools half-term</i> <b>6pm Cabinet Briefing</b>	2 <i>Schools half-term</i> <i>Bank Holiday-Offices Closed</i>	3 <i>Schools half-term</i> <i>Bank Holiday-Offices Closed</i>
6	7 <i>2pm Planning Training (compulsory)</i>	8 <b>3pm Planning Control Committee</b>	9	10 <i>10am Licensing Training (Session 1) (compulsory)</i>
13	14 <b>6pm Shadow Cabinet</b>	15	16 <b>6pm Cabinet</b>	17 <i>10am Licensing Training (Session 2) (compulsory)</i>
20	21 <b>2pm Trade Union Forum</b>	22	23 <i>4pm Audit &amp; Governance Committee Training</i> <b>6pm Audit &amp; Governance Committee</b>	24
27	28 <b>6pm Scrutiny Committee</b>	29 <b>6pm Scrutiny Committee</b>	30 <b>6pm Cabinet Briefing</b>	

## July 2022

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 6pm Standards Committee	5 6pm Scrutiny Committee	6 3pm Planning Control Committee	7 6pm Scrutiny Committee	8
11	12 6pm Shadow Cabinet	13	14 6pm Cabinet	15
18	19 4pm Amazon Forum	20 6pm Council	21 Schools summer hols	22 Schools summer hols
25 Schools summer hols	26 Schools summer hols	27 Schools summer hols 6pm Audit & Governance Committee	28 Schools summer hols 6pm Cabinet Briefing	29 Schools summer hols

## August 2022

Monday	Tuesday	Wednesday	Thursday	Friday
1 Schools summer hols	2 Schools summer hols	3 Schools summer hols	4 Schools summer hols 3pm Planning Control Committee	5 Schools summer hols
8 Schools summer hols	9 Schools summer hols 6pm Shadow Cabinet	10 Schools summer hols	11 Schools summer hols 6pm Cabinet	12 Schools summer hols
15 Schools summer hols	16 Schools summer hols	17 Schools summer hols	18 Schools summer hols	19 Schools summer hols
22 Schools summer hols	23 Schools summer hols	24 Schools summer hols	25 Schools summer hols	26 Schools summer hols
29 Schools summer hols Bank Holiday-Offices Closed	30 Schools summer hols	31 Schools summer hols 3pm Planning Control Committee		

## September 2022

Monday	Tuesday	Wednesday	Thursday	Friday
			1 <i>Schools summer hols</i> <b>6pm Cabinet Briefing</b>	2 <i>Schools summer hols</i>
5 <i>Schools summer hols</i>	6	7 <b>6pm Council</b>	8	9
12	13 <b>6pm Shadow Cabinet</b>	14	15 <b>6pm Cabinet</b>	16
19	20	21	22	23
26 <b>6pm Scrutiny Committee</b>	27 <b>6pm Audit &amp; Governance Committee</b>	28 <b>3pm Planning Control Committee</b>	29 <b>6pm Cabinet Briefing</b>	30

## October 2022

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 <b>6pm Scrutiny Committee</b>	5 <b>6pm Scrutiny Committee</b>	6 <b>6pm Scrutiny Committee</b>	7
10 <b>6pm Standards Committee</b>	11 <b>6pm Shadow Cabinet</b>	12	13 <b>6pm Cabinet</b>	14
17	18	19	20	21
24 <i>Schools half-term</i>	25 <i>Schools half-term</i>	26 <i>Schools half-term</i> <b>3pm Planning Control Committee</b>	27 <i>Schools half-term</i> <b>6pm Cabinet Briefing</b>	28 <i>Schools half-term</i>
31				

## November 2022

Monday	Tuesday	Wednesday	Thursday	Friday
	1 4pm Amazon Forum	2	3	4
7	8 <b>6pm Shadow Cabinet</b>	9 <b>2pm Trade Union Forum</b>	10 <b>6pm Cabinet</b>	11
14	15	16 <b>6pm Council</b>	17	18
21	22	23 <b>3pm Planning Control Committee</b>	24 <b>6pm Cabinet Briefing</b>	25
28	29 <b>6pm Audit &amp; Governance Committee</b>	30		

## December 2022

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 <b>6pm Scrutiny Committee</b>	6 <b>6pm Shadow Cabinet</b>	7 <b>6pm Scrutiny Committee</b>	8 <b>6pm Cabinet</b>	9
12	13 <b>6pm Scrutiny Committee</b>	14 <b>3pm Planning Control Committee</b>	15 <b>6pm Scrutiny Committee</b>	16
19 <i>Schools Christmas hols</i>	20 <i>Schools Christmas hols</i>	21 <i>Schools Christmas hols</i>	22 <i>Schools Christmas hols</i>	23 <i>Schools Christmas hols</i>
26 <i>Schools Christmas hols Boxing Day-Offices Closed</i>	27 <i>Schools Christmas hols Bank Holiday-Offices Closed</i>	28 <i>Schools Christmas hols</i>	29 <i>Schools Christmas hols</i>	30 <i>Schools Christmas hols Offices closed</i>

## January 2023

Monday	Tuesday	Wednesday	Thursday	Friday
2 <i>Schools Christmas hols</i> <i>Bank Holiday-Offices Closed</i>	3	4	6	6
9	10	11 <b>3pm Planning Control Committee</b>	12	13
16 <b>6pm Standards Committee</b>	17	18 <b>6pm Council</b>	19 <b>6pm Cabinet Briefing</b>	20
23	24	25	26	27
30 <b>6pm Scrutiny Committee</b> <i>(budget consultation)</i>	31 <b>6pm Shadow Cabinet</b>			

## February 2023

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 <b>6pm Cabinet</b>	3
6 <b>4pm Constitution Working Group</b>	7 2pm Trade Union Forum	8 <b>3pm Planning Control Committee</b>	9	10
13	14	15 <b>6pm Council (Budgets)</b>	16 <b>5pm Cabinet</b> <i>(only if budget matters referred back from 15/02/22 Council)</i> <b>6pm Cabinet Briefing</b>	17
20 <i>Schools half-term</i>	21 <i>Schools half-term</i>	22 <i>Schools half-term</i>	23 <i>Schools half-term</i>	24 <i>Schools half-term</i>
27	28 <b>6pm Shadow Cabinet</b>			

## March 2023

Monday	Tuesday	Wednesday	Thursday	Friday
		1 <b>6pm Council (Precepts)</b>	2 <b>6pm Cabinet</b>	3
6 <b>4pm Constitution Working Group</b>	7 4pm Amazon Forum	8 <b>3pm Planning Control Committee</b>	9	10
13	14 <b>6pm Scrutiny Committee</b>	15 <b>6pm Scrutiny Committee</b>	16 <b>6pm Cabinet Briefing</b>	17
20	21 <b>6pm Scrutiny Committee</b>	22 <b>6pm Scrutiny Committee</b>	23 <b>6pm Audit &amp; Governance Committee</b>	24
27	28 <b>6pm Shadow Cabinet</b>	29	30 <b>6pm Cabinet</b>	31

## April 2023

Monday	Tuesday	Wednesday	Thursday	Friday
3 <i>Schools Easter hols</i> <b>4pm Constitution Working Group</b>	4 <i>Schools Easter hols</i>	5 <i>Schools Easter hols</i> <b>3pm Planning Control Committee</b>	6 <i>Schools Easter hols</i>	7 <i>Schools Easter hols</i> <i>Good Friday -Offices Closed</i>
10 <i>Schools Easter hols</i> <i>Easter Monday -</i> <i>Offices Closed</i>	11 <i>Schools Easter hols</i>	12 <i>Schools Easter hols</i>	13 <i>Schools Easter hols</i> <b>6pm Cabinet Briefing</b>	14 <i>Schools Easter hols</i>
17	18	19 <b>6pm Council</b>	20	21
24 <b>6pm Standards Committee</b>	25 <b>6pm Shadow Cabinet</b>	26	27 <b>6pm Cabinet</b>	28



May 2023

Monday	Tuesday	Wednesday	Thursday	Friday
1 <i>Bank Holiday-Offices Closed</i>	2	3 <b>3pm Planning Control Committee</b>	4 <i>Elections</i>	5
8	9	10	11	12
15	16	17	18	19
22	23	24 <b>6pm Annual Council</b>	25	26
29 <i>Schools half-term</i> <i>Bank Holiday -Offices Closed</i>	30 <i>Schools half-term</i>	31 <i>Schools half-term</i>	1 (June) <i>Schools half-term</i>	2 (June) <i>Schools half-term</i>

<b>Report of:</b>	<b>Council Solicitor and Monitoring Officer</b>
<b>Contact Officer:</b>	<b>Matt Berry</b>
<b>Contact Number:</b>	<b>01543 464 589</b>
<b>Portfolio Leader:</b>	<b>Leader of the Council</b>
<b>Key Decision:</b>	<b>No</b>
<b>Report Track:</b>	<b>Council: 02/03/22</b>

**Council**  
**2 March 2022**  
**Review of the Members' Allowances Scheme**

**1 Purpose of Report**

- 1.1 To consider the report and recommendations of the Independent Remuneration Panel ('the Panel') in relation to the latest review of the Members' Allowances Scheme.

**2 Recommendation(s)**

- 2.1 That Council considers the recommendations of the Independent Remuneration Panel, as outlined in paragraph 5.2, below, and approves a revised Scheme to come into effect from 1 April 2022.

**3 Key Issues and Reasons for Recommendations**

**Key Issues**

- 3.1 The Council is required by the Local Authorities (Members' Allowances) (England) Regulations 2003 to have a Members' Allowances Scheme in place and to keep it reviewed on a regular basis.
- 3.2 Aside from the statutory requirement, it is important to review the Scheme regularly to ensure that the allowances paid are appropriate to reflect both the 'Council based' roles (e.g., Cabinet members, committee chairs etc.) and 'community leadership' roles that Members have.
- 3.2 As part of considering the Panel's recommendations, Members' will also need to be mindful of the impact the proposals could have on the relevant budgets. Details of the agreed members' allowances budget for 2022/23, and indicative members' allowances budgets for 2023/24 and 2024/25 are detailed in paragraph 6.1.

## Reasons for Recommendations

- 3.3 The Members' Allowances Scheme was last reviewed in December 2020, with the updated Scheme being approved by full Council in January 2021. The current Scheme covers the period 1 April 2021 to 31 March 2022. It has therefore been necessary to conduct a fresh review and seek Members' approval for a new Scheme to come into effect from 1 April 2022.

### 4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's corporate priorities by seeking to ensure that persons who elect to stand for office as a local councillor are not financially disadvantaged from doing so, by providing them with appropriate levels of allowances to carry out the various roles available.

### 5 Report Detail

- 5.1 The final report of the Panel, which sets out details of the review process and the accompanying recommendations for Members to consider is attached at **Appendix 1**.

- 5.2 For ease of reference, the Panel's recommendations are:

That:

- (a) The revised Members' Allowances Scheme be in place for three years, from 1 April 2022 to 31 March 2025.
  - (b) The Basic, Special Responsibility and Civic Allowances be index linked to NJC officer pay rates for 2022/23, 2023/24 and 2024/25.
  - (c) The Carers' Allowance continues to be paid at National Living Wage rates for each year of the revised Scheme.
  - (d) The Travel and Subsistence Allowances continue to be linked to officers' rates payable for each year of the revised Scheme.
  - (e) The 'Communications' Allowance be removed from the Scheme with effect from 1 April 2022.
- 5.3 A copy of the current Scheme is attached as **Appendix 2**, which sets out the allowances rates payable for the 2021/22 financial year.

### 6 Implications

#### 6.1 Financial

Any changes to the number and / or amount of allowances payable will have to be met from within the allocated budget for Members' allowances / expenses.

The agreed and indicative Members' allowance budgets for each year of the proposed Scheme are (with a 2% inflationary increase applied for each year):

<i>Current budget (2021/22)</i>	£368,280
Members' Allowances Budget 2022/23 (as per the General Fund budget agreed by Council on 16 February 2022)	£375,640
Indicative Members' Allowances Budget 2023/24	£383,150
Indicative Members' Budget 2024/25	£390,810

## 6.2 Legal

Under the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council is required to:

- Adopt a Members' Allowances Scheme before the beginning of each financial year to which it relates.
- Establish an Independent Remuneration Panel to review said Scheme on a regular basis.
- Have regard to any reports or recommendations of the Panel when adopting a new or revised Scheme.
- Publicise any recommendations made by the Panel.
- Publicise details of the Scheme once it has been revised or newly adopted.
- Ensure an accurate record is kept of the total amounts of allowances paid to each Member and the types of allowances paid.

## 6.3 Human Resources

None.

## 6.4 Risk Management

None.

## 6.5 Equality & Diversity

None.

## 6.6 Climate Change

None.

## **7 Appendices to the Report**

Appendix 1: Report of the Independent Remuneration Panel.

Appendix 2: Current Members' Allowances Scheme

### **Previous Consideration**

Previous reviews of the Scheme have taken place as and when required.

### **Background Papers**

Members' Allowances Review Pack – December 2021.

## **Report of the Independent Remuneration Panel**

### **Review of Cannock Chase Council's Members' Allowances Scheme**

**January 2022**

#### **Introduction**

We present to Council the final report of the Independent Remuneration Panel arising out of our latest review of the Members' Allowances Scheme. The membership of the Panel for the latest review was:

- Mrs. K. Holtham – returning Panel member; appointed December 2017.
- Mr G. Marsh – returning Panel member, first appointed February 2014.
- Mr A. Showell – returning Panel member, appointed December 2017.

We are residents of the District with a variety of employment backgrounds and our current term of office on the Panel is for the period December 2020 to December 2023.

During the review process we were supported by Ian Curran, Council Solicitor and Monitoring Officer and Matt Berry, Democratic Services Team Leader.

#### **Review Process**

Prior to our meeting, we were issued with a 'Members' Allowances Review Pack', which included the following information/data:

- Background information about the Council
- Members' Allowances data compared with the Staffordshire borough / district councils and the Council's 'audit group' of local authorities.
- Meetings' attendances figures – June 2020 to December 2021
- Committee meeting held/scheduled – June 2020 to December 2021
- Members' Allowances survey results
- Functions, Responsibilities and Structures of Committees and Chief Officers
- Current Members' Allowances scheme.

#### **Meeting – 3 February 2022**

Mrs. Holtham was unfortunately not able to attend the meeting, therefore the review was undertaken by Mr Marsh and Mr Showell. Mrs Holtham has been advised separately via email of the discussion and has endorsed the recommendations as detailed on the following page.

We discussed the information and data provided in the review pack, particularly noting the levels of allowances paid to Cannock Chase District Councillors compared to those of the other local authorities referenced in the pack and the feedback provided by those Members who completed the review survey.

## Conclusions

In deciding whether to make any change to the Scheme, we noted that the Basic, Special Responsibility and Civic Allowances had been frozen for the 2021/22 financial year, but were also mindful of wider economic pressures, particularly with recent increases in inflation and interest rates.

We considered whether the allowance payable to the Chairmen of the Scrutiny Committees was too low based on the comparator data provided but resolved not to recommend a change that would put it out of sync with the other special responsibility allowances.

We also looked at the feedback provided by Members as part of the survey conducted in autumn 2021. This showed that in all cases, Members were primarily in favour of allowances being frozen at current rates or index linked to officers' pay. Approximately a fifth of respondents were in favour of allowances being decreased from the current level.

We also noted the decisions taken by full Council back in September 2021 regarding the provision of ICT equipment to all members and linked to this, the removal of the 'communications' allowance.

It was also noted that the Council was at the start of a review process by the Local Government Boundary Commission for England (LGBCE), which could see the number of councillors and wards in the District being altered, with any changes being effective from May 2024. It would be important to assess the impact of these changes on the Council and councillor workloads when considering future changes to the Scheme.

Considering all of the above, our key recommendations were that:

1. The revised scheme operates for three years (01/04/22 to 31/03/25).
2. The Basic, Special Responsibility and Civic Allowances be index-linked to changes in officers' pay (at NJC rates) for each year of the revised scheme.
3. The Carers' Allowance continue to be paid at National Living Wage rates.
4. The Travel and Subsistence Allowances continued to be linked to officers' rates.
5. The £400 'Communications' Allowance be removed from the Scheme with effect from 1 April 2022.

The proposed changes for each individual allowance are set out below:

<b>Scheme Area and (Current Allowance Paid)</b>	<b>Recommendations</b>
Length of Scheme (1 year)	Three Years (01/04/22 to 31/03/25)
Basic Allowance (£5,706)	Index link to NJC officer pay rates for each year of the revised Scheme
Leader of the Council (£19,403)	Index link to NJC officer pay rates for each year of the revised Scheme

**Item No. 12.7**

<b>Scheme Area and (Current Allowance Paid)</b>	<b>Recommendations</b>
Deputy Leader of the Council (£9,903)	Index link to NJC officer pay rates for each year of the revised Scheme
Councillors of Cabinet (£8,578)	Index link to NJC officer pay rates for each year of the revised Scheme
Leader of the Opposition (£7,260)	Index link to NJC officer pay rates for each year of the revised Scheme
Chairman of Planning Control Committee (£4,619)	Index link to NJC officer pay rates for each year of the revised Scheme
Chairmen of Scrutiny Committees (£2,138)	Index link to NJC officer pay rates for each year of the revised Scheme
Chairman of Licensing & Public Protection Committee (£1,982)	Index link to NJC officer pay rates for each year of the revised Scheme
Chairman of Audit & Governance Committee (£1,982)	Index link to NJC officer pay rates for each year of the revised Scheme
Councillors of Shadow Cabinet (£1,282)	Index link to NJC officer pay rates for each year of the revised Scheme
Chairman of the Council (£9,559)	Index link to NJC officer pay rates for each year of the revised Scheme
Vice-Chairman of the Council (£3,767)	Index link to NJC officer pay rates for each year of the revised Scheme
Communications Allowance (£400 per year)	Remove from Scheme with effect from 1 April 2022
Carers' Allowances (National Living Wage Rates)	Continue to pay at National Living Wage rates
Travel Allowances (Same as rates paid to officers)	Continue to link to rates paid to officers
Subsistence Allowances (Same as rates paid to officers)	Continue to link to rates paid to officers

**K. Holtham  
G, Marsh  
A. Showell**

**Independent Remuneration Panel  
3 February 2022**



**Members' Allowance Scheme 2021-22**

This document contains the scheme for Councillors' Allowances as approved by the Council for the period 1 April 2021 to 31 March 2022. Any amendment to the scheme requires the approval of the Council.

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Annex 4	National Insurance Contributions
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Annex 6	Statutory Sick Pay

## **1. Introduction**

- 1.1 This Scheme, which may be cited as the Cannock Chase Council Members' Allowances Scheme, was approved by Cannock Chase Council at its meeting on 20 January 2021 in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003.
- 1.2 This Scheme replaces all previous Members' Allowances Schemes.
- 1.3 The Allowances mentioned in this scheme shall be implemented with effect from 1 April 2021 and shall run until 31 March 2022.
- 1.4 Any other amendments to the Scheme will be solely determined by the Council, following receipt of recommendations from the Independent Remuneration Panel.

## **2. Explanation of Terms**

- 2.1 In this scheme,

“Councillor” means a Councillor of Cannock Chase Council.

“Year” means the 12 months commencing from the Council’s Annual General Meeting

## **3. Basic Allowance**

- 3.1 Subject to paragraph 6, for each year a basic allowance shall be paid to each Councillor, in accordance with the table at Schedule 1 to include a notional allowance for the provision of stationery, postage and indemnity insurance.

## **4. Special Responsibility Allowances**

- 4.1 For each year a special responsibility allowance, comprising component elements to be agreed by the Council, may be paid to those Councillors who hold the special responsibilities in relation to the authority that are specified in Schedule 1 to this scheme provided that a signed request form has been received by the Managing Director from the Councillor confirming their wish to receive a special responsibility allowance.
- 4.2 Subject to paragraph 6, the amount of each such element shall be the amount specified against that special responsibility in that schedule.
- 4.3 With the exception of those Councillors in receipt of a Civic Allowance, Councillors shall be entitled to only one special responsibility allowance, with the single highest allowance being paid. Those Councillors in receipt of a Civic Allowance shall also be entitled to a special responsibility allowance, where appropriate.

## 5. Renunciation

- 5.1 A Councillor may give notice in writing to the Managing Director to elect to forego any part of his/her entitlement to an allowance under this scheme. For clarification, this may include entitlement to an annual increase.
- 5.2 A Councillor must give notice in writing to the Managing Director to elect to forego any part of his/her entitlement, including any increases in Basic, Special Responsibility or Civic allowances payable under this Scheme. Any such requests must also specify the rate of Basic, Special Responsibility or Civic allowance the Councillor concerned wishes to continue receiving (where applicable).

## 6. Part-Year Entitlements

- 6.1 The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to basic and special responsibility allowances where in the course of a year, this scheme is amended or that Councillor becomes, or ceases to be, a Councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility is payable.
- 6.2 If an amendment to this scheme changes the amount to which a Councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:
  - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
  - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of days in the period bears to the number of days in the year.
- 6.3 If an amendment to this scheme changes the duties specified in schedule 2 to this scheme, the entitlement to an allowance shall be to the payment of the amount of the allowance under the scheme as it has effect when the duty is carried out.
- 6.4 Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his/her term of office subsists bears to the number of days in that year.
- 6.5 Where this scheme is amended as mentioned in sub-paragraph 6.2, and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph 6.2(a), the entitlement of any such Councillor to a basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which

his/her term of office as a Councillor subsists bears to the number of days in that period.

- 6.6 Where a Councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.
- 6.7 Where this scheme is amended as mentioned in sub-paragraph 6.2, and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph 6.2(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

## **7. Suspension or Partial-Suspension of Councillors**

- 7.1 Where a Councillor or Independent Member is suspended or partially suspended from responsibilities or duties as a member of the Council in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the part of the allowance payable (including travel and subsistence allowances) in respect of the period of suspension or partial suspension may be withheld by the Council.
- 7.2 Where payment of any allowance has already been made in respect of any period during which the member is concerned is:
- (i) suspended or partially suspended from responsibilities or duties as described above;
  - (ii) ceases to be a Member of the Council; or
  - (iii) is in any other way not entitled to receive the allowances in respect of that period,

the Council may require that such part of the allowance as they relate to any such period be repaid to the Council.

## **8. Travel and Subsistence**

- 8.1 Payment of allowances for travel and subsistence are not payable under this Scheme, but Councillors shall be entitled to receive payments by way of travelling allowance or subsistence allowance under the provisions of Section 174 of the Local Government Act, 1972, in connection with performing any of the approved duties set out in Annex 1 to this Scheme. The amounts of such payments and limits and conditions relating to them are set out in Annex 2 to this Scheme.
- 8.2 Such allowances will be payable at the same rates as those which can be claimed by Officers.

## **9. Travel and Subsistence Outside the UK**

- 9.1 Payment of travel and subsistence allowances for official duties outside the United Kingdom are not payable under the Scheme but travelling and subsistence allowances are payable under Section 174 of the Local Government Act, 1972 and are detailed in Annex 3.

## **10. Claims and Payments**

10.1 Payments shall be made:-

- (a) in respect of basic and special responsibility allowances, in instalments of one-twelfth of the amount specified in this scheme on the 25th of each month (20th December) by bank credit transfer (BACS);
- (b) in respect of travel and subsistence expenses, on the 25th of the month (20th December) following submission by a Councillor provided that submission is made to the Managing Director by the 7th day of that month.

Where the 25th/20th falls on a non-banking day, payment will be made on the last banking day before.

- 10.2 Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the Councillor receiving more than the amount to which, by virtue of paragraph 6, he or she is entitled, the payment shall be restricted to such an amount as will ensure that no more is paid than the amount to which he or she is entitled.

## **11. Publicity**

11.1 Details of this scheme will be publicised within the Authority's area as soon as possible after the Council has agreed or amended the scheme.

11.2 As soon as practicable after the end of the year the Authority shall make arrangements for the publication, within the Authority's area, of the total payments of each allowance made to Councillors in accordance with Regulation 15 of the Local Authorities (Councillors Allowances) (England) Regulations 2003.

**Schedule 1**  
**Basic, Special Responsibility and**  
**Other Allowances**

**Basic Allowance**

The Basic Allowance for 2021/22 is £5,706 of which £1,224 is included in this sum for the purchase of consumables by Councillors, such as stationery, postage, and the provision of indemnity insurance for work on outside bodies, which shall be arranged by each individual Councillor as they see fit.

**Special Responsibility Allowances and Civic Allowances**

Special Responsibility Allowances and Civic Allowances for 2021/22 shall be paid as follows:

<b>Special Responsibility Allowances:</b>	<b>2021/22</b>
Leader of the Council	£19,403
Deputy Leader of the Council	£9,903
Councillors of Cabinet	£8,578
Leader of the Opposition	£7,260
Chairman of Planning Control Committee	£4,619
Chairmen of Scrutiny Committees	£2,138
Chairman of Licensing & Public Protection Committee	£1,982
Chairman of Audit & Governance Committee	£1,982
Councillors of Shadow Cabinet	£1,282
<b>Civic Allowances:</b>	
Chairman of the Council	£9,559
Vice-Chairman of the Council	£3,767

The nature of the allowances payable to the Council Chairman and Vice-Chairman are different in nature from the other allowances payable, due to the very much different role played by these Councillors as civic leaders. These are thus payable as “cash” sums, rather than the more salary-like basis of most other allowances.

**Independent Members**

The payment to Independent Members with decision-making powers, such as those on the Standards Committee and the Independent Remuneration Panel, is £220 per annum.

**Communications Allowance**

An allowance of £400 per annum will be paid to existing Councillors (i.e., those not newly elected) for the duration of their current term of office. This allowance will be paid in instalments of £33.33 per month as a ‘communications allowance’, to cover the cost of; consumables, broadband, telephone line rental and mobile phone usage. All payments are subject to tax.

Re-elected Councillors will have the option to retain this allowance or instead be issued with a laptop or tablet device by the Council.

Newly elected Councillors will be issued with a laptop or tablet device by the Council and will not be eligible to receive this allowance.

### **Carers Allowances**

Councillors shall be reimbursed for the actual costs incurred as a result of providing care for children under the age of 14, persons over the age of 60 and people with disabilities or learning difficulties. Reimbursement will be at the National Living Wage rate in force at the time any such claim is made.

The person to be cared for should be someone who normally lives in the claimant's household who cannot be left unsupervised. In addition, the carer employed should not be someone who normally lives with the claimant. The allowance is payable for approved duties only as defined in the Members Allowances Regulations 2003.

### **Schedule 2 Approved Duties**

Approved duties are prescribed as:-

- (a) Attendance of **appointed** Councillors at meetings of the Council, Cabinet, Committees, and other Council meetings.
- (b) Attendance of **appointed** Councillors at Special Meetings.
- (c) Attendance of **invited** Councillors at meetings.

Note: A payment shall be made only to Councillors invited to attend to participate by the Chairman of the Committee etc., prior to the meeting and whose names are recorded in the Minutes as being present with an indication of the Chairman's reasons for permitting participation.

- (d) Attendance at meetings that relate to the business of the Council i.e., presentations and events whereby all Councillors of the Council are invited to attend.
- (e) Attendance of at least two Group Leaders (or, where only one Group Leader exists, two Councillors) at meetings called by the Managing Director. (Refer to Schedule 2(b))
- (f) Attendance of Councillors appointed to deputations, site visits or like business, where prior approval by the Council/Committee has been granted

Note: Eligible provided that the duty for which the attendance is paid shall have had prior approval by the Committee requiring the duty to be undertaken or, in exceptional circumstances, by the Managing Director after consultation with the Chairman of the Council.

- (g) Attendance at meetings by Councillors of the Cabinet in their capacity as Portfolio Leader.
- (h) Attendance at:-

## **Item No. 12.15**

- (i) Bodies of national, regional, or county standing which carry out directly related Council functions. The Councillor appointed to these bodies must be appointed to 'act' on behalf of the Council, which must form part of the list of bodies approved by Council and Cabinet.

Note: Although not part of this Scheme, attendance at approved Conferences will also qualify for payment of travelling expenses and subsistence under Section 175 of the Local Government Act, 1972. The approved Conferences are:-

- (A) Local Government Association Annual Conference:  
Leader of the Council and Managing Director
  
- (B) Chartered Institute of Public Finance and Accountancy:  
Leader of the Council and Head of Finance
  
- (C) Chartered Institute of Housing:  
Leader for Housing and Head of Housing and Partnerships
  
- (D) LGA Economic Regeneration Conference:  
Leader for Economic Development & Planning and Head of Economic Prosperity
  
- (E) Chartered Institute for the Management of Sport & Physical Activity:  
Leader for Culture & Sport and Head of Environment and Healthy Lifestyles

## **Annex 1 Travel and Subsistence Allowance**

Approved duties for the purposes of payment of travelling and subsistence allowances under Section 174 of the Local Government Act, 1972 shall be payable in respect of the following:-

- (a) All Approved Duties for the purposes of the Members' Allowances Scheme referred to in the Second Schedule to the scheme.
- (b) Attendance of Chairman/Vice-Chairman of the Council, Cabinet or Committees for Agenda discussion or on business of the Council, Committee or Sub-Committee.
- (c) Attendance of Councillors at Council offices on the business of the Council.
- (d) Attendance of Councillors on courses or seminars approved by the Council, Committee or Sub-Committee.
- (e) Bodies of local standing generally having statutory backing carrying out functions of a consultative nature but not necessarily being directly or indirectly related to local authority work.
- (f) The Executive Committee of the Staffordshire Parish Councils' Association.



**Annex 2**  
**Travel and Subsistence Allowances**

**Travel**

Councillors shall be paid car mileage rates in accordance with rates paid to Officers, including any local amendments to national rates. Current rates payable are:

<b>Engine Capacity</b>	<b>451-999cc</b>	<b>Over 1000cc</b>
Claimable rate (pence per mile)	46.9p	52.2p

- (a) If Councillors use a taxi regularly to attend meetings and they live within easy access to a convenient bus route then reimbursement will only be made at the appropriate bus fare rate.
- (b) Journeys from the place of Council meetings to the place of work are considered to be for the purpose of attending work and reimbursement of travelling allowance will not be paid.

**Subsistence**

Councillors shall be paid subsistence rates in accordance with rates paid to Officers, including any local amendments to national rates. Current rates payable are:

<b>Allowance Type</b>	<b>Maximum Claim Amount</b>
Breakfast	£5.89
Lunch	£8.11
Tea	£3.20
Dinner	£10.04
Overnight Accommodation (Outside London)	£95.60
Overnight Accommodation (London)	£109.03

When refreshments/meals are provided at meetings subsistence should not be claimed.

**Other Travel and Subsistence**

Councillors shall be paid in accordance with rates paid to Officers, including any local amendments to national rates.

The travel and subsistence allowances should be adjusted annually in line with those paid to Officers.

Note: Claims for travel and subsistence will not be approved unless accompanied with appropriate VAT receipts as proof of the expense being incurred.

**Annex 3  
Travel and Subsistence Allowances  
Outside The U.K.**

1. For approved duties within the U.K. there are a series of subsistence allowances approved by the Secretary of State, dependent on the location, duration, and purpose of the duty.
2. However, the Secretary of State has no jurisdiction to determine subsistence rates abroad and each Local Authority must pay whatever it considers appropriate.
3. Accordingly, the Council has adopted the following scheme for the payment of subsistence on official duty outside the U.K.
4. Councillors of the Council and Officers who are required to undertake official duties outside the U.K. shall be entitled to the following travel and subsistence allowances:
  - (i) Full cost of all travel (to the extent that it is not met directly by the Council) from the Councillor's/Officer's home or office as appropriate to the place of duty, all necessary travel whilst engaged on the duty and return, such costs to be supported by appropriate receipts.
  - (ii) Full cost of accommodation for the duration of the duty (to the extent that it is not met directly by the Council), such costs to be supported by appropriate receipts.
  - (iii) The reasonable cost of all meals purchased (not including alcoholic beverages) such costs to be supported by appropriate receipts.
  - (iv) The commission charged on the necessary exchange of sterling into the appropriate foreign currency and the commission charged on the necessary exchange of the appropriate foreign currency back into sterling, such costs to be supported by appropriate receipts.
  - (v) The monetary loss as a consequence of differing exchange rates as a consequence of the exchange of the appropriate foreign currency into sterling, as identified on the exchange receipt and calculated by the Director of Resources.
  - (vi) The sum of £10 per day or part thereof to meet incidental, unidentified expenses.

The sterling equivalent of costs arising under (i), (ii) and (iii) above, when not in sterling, will be calculated using the exchange rate identified on the "out of sterling" currency exchange document.

**Annex 4  
National Insurance Contributions**

1. If a Councillor is paid Councillors' Allowance equalling or exceeding the lower earnings limit of £520 per month (2021/22 rate), as from 6th April 1997, there is a liability for Class 1 (earnings related) contributions.

2. The contributions are payable whether or not the Councillor has other employment or self-employment. There is an annual maximum for contribution liability for people with more than one job and in some instances a Councillor in this position may be entitled to a refund of contributions; alternatively, a Councillor may be able to apply to defer payment of contributions in his/her capacity as a Councillor.
3. Certain Councillors may be exempt from National Insurance either by virtue of age or already on the maximum rate elsewhere. If this is the case, the Councillor will need to provide the Head of Finance with an exemption certificate. Further, advice can be sought from the Head of Finance.

**Annex 5**  
**Social Security Contributions and Benefits**

1. Payment of allowances will count as earnings for social security purposes. Councillors can be affected, therefore, both as contributors to the social security scheme and as beneficiaries. The above allowances will be chargeable to Schedule E for income tax and accordingly will give rise to liability for national insurance contributions unless the payments fall below the lower earnings limit.
2. These contributions can, of course, give rise to pension entitlement. As regards social security benefits, a number are subject to earnings rules, and can therefore be affected by the receipt of allowances. A Councillor who is receiving a particular benefit and is in doubt about how it may be affected is recommended to make enquiries at the local offices of the Department for Work and Pensions.

**Annex 6**  
**Statutory Sick Pay**

1. Councillors who are in receipt of Councillors' Allowances are considered to be 'employed' by their authority and as such, may in certain circumstances be eligible to receive Statutory Sick Pay (SSP).
2. Where a Councillor wishes to make a claim for payment of SSP it is essential that there is a notification on the first day of absence due to sickness to the Human Resources Department. Further advice and documentation will then be issued.