



Cannock Chase Council

Council Meeting

Wednesday 24 February 2021 at 6:00pm

Meeting to be held via Remote Access

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 Council Meeting held on 10 February, Minute Nos. 67 – 74; Page Nos. 70 – 74.

4. Questions Received from the Public under Council Procedure Rule 4B(c)

None received.

5. The Chairman's Announcements and Correspondence

To receive any Announcements and Correspondence from the Chairman of the Council.

6. The Leader's Announcements and Correspondence

To receive any Announcements and Correspondence from the Leader of the Council.

7. Questions Received under Council Procedure Rule 8

No Questions have been received under Council Procedure Rule 8.

8. Recommendations Referred from Cabinet, Committees etc.

Council is requested to consider recommendations referred from the Cabinet meeting held on 17 February 2021, in respect of the following matters:

- (i) General Fund Revenue Budget and Capital Programme 2020/21 to 2023/24.
- (ii) Treasury Management Strategy, Minimum Revenue Provision Policy, Annual Investment Strategy and Capital Strategy 2021/22.
- (iii) Corporate Plan 2021-24.

A copy of the Minutes of the 17 February 2021 Cabinet meeting, detailing the above recommendations, will be circulated to Members when available.

9. Council Tax Resolution

Joint Report of the Head of Finance and the Council Solicitor (Item 9.1 – 9.7).

10. Motions Received under Council Procedure Rule 6

None received.

11. 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.

12. Localism Act 2011 – Pay Policy Statement 2021-22

Report of the Leader of the Council (Item 12.1 – 12.10).

13. Exclusion of the Public

The Chairman to move the following motion:-

"That the public be excluded for the remainder of the meeting because of the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part 1, Schedule 12A, Local Government Act, 1972."

Cannock Chase Council

Council Meeting

Wednesday 24 February 2021 at 6:00pm

Meeting to be held via Remote Access

Part 2

14. 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. McGovern,
Managing Director**

16 February 2021

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 via Remote Access

On Wednesday 10 February 2021 at 6:10 p.m.

Part 1

PRESENT: Councillors:

Dudson, A. (Chairman)
Witton, P.T. (Vice-Chairman)

Adamson, G. (Leader)	Layton, A.
Alcott, G.	Lyons, Miss O.
Allen, F.W.C.	Martin, Mrs. C.E.
Bennett, C. (Telephone)	Mitchell, Mrs. C.
Boucker, A.S.	Molineux, G.N.
Buttery, M.S.	Muckley, A.M.
Crabtree, S.K.	Newbury, J.A.A.
Davis, Mrs. M.A.	Pearson, A.R.
Dunnett, Ms. A.J.	Preece, J.P.T.L.
Fisher, P.A.	Smith, C.D.
Fitzgerald, Mrs. A.A.	Startin, P.D.
Hewitt, P.M.	Stretton, Mrs. P.Z., M.B.E.
Hughes, R.J.	Sutherland, M.
Johnson, J.P.	Sutton, Mrs. H.M.
Johnson, T.B.	Thompson, Mrs. S.L.
Jones, B.	Todd, Mrs. D.M.
Jones, Mrs. V.	Wilkinson, Ms. C.L.
Kraujalis, J.T.	Woodhead, P.E.

Condolences and Minute's Silence

Prior to starting the formal business of the meeting, the Chairman advised that he would be asking Members to join him in a minute's silence.

On Friday 22 January the Council's Repairs Co-ordinator, Jan Walmsley, sadly passed away. Jan joined the Council in 2012 and was highly regarded within the Repairs section. Jan had a fantastic rapport both with Council operatives and tenants and was never afraid to take on big challenges. She would be sadly missed by all those who worked alongside her. The Council's thoughts were with Jan's family and friends at this very difficult time.

Furthermore, on 2 February the country sadly lost a hero when we learned of the passing of Captain Sir Tom Moore, a British Army veteran who touched the hearts of the nation last year, raising almost £33 million for the NHS charities by walking 100 lengths of his garden.

Captain Tom lifted spirits and gave inspiration for the population when they needed it most, and he would be greatly missed. The Council's thoughts were with Captain Tom's family.

And finally, on behalf of the Council, respects were paid to local residents who had lost their lives to Coronavirus and condolences given to their families and loved ones at this sad and difficult time.

All Members then joined the Chairman in a minute's silence to show their respects.

67. Apologies

Apologies were submitted for Councillor Miss M.A. Freeman, and Councillor Mrs. S.M. Cartwright, who would be late joining the meeting.

68. 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.

69. Minutes

Councillor A.M. Muckley raised that in respect of the amendments she had moved under Minute No. 64(i) at the meeting held on 20 January 2021, the word 'National' had not been included before the word 'Justice' in resolution (B).

RESOLVED:

That subject to the above correction being made, the Minutes of the meeting held on 20 January 2021 be approved as a correct record.

70. Chairman's Announcements and Correspondence

The Chairman advised that because of the close association between the Corporate Plan and the General Fund Budget, item 6 of the agenda ('Corporate Plan 2021-24') would be included with item 9 ('Budgets 2020/21 to 2023/24: Cabinet Resolutions').

71. Leader's Announcements and Correspondence

Covid-19 Update

The Leader advised that the latest case rate for Covid-19 in Cannock Chase District was 229.3 per 100,000 population, which was a welcome reduction and below the West Midlands rate but was above that of Staffordshire as a whole. The decrease in the infection rate in the West Midlands was the slowest in the whole of England and was a concern, both to residents and Public Health England.

On the positive side, testing uptake in Cannock Chase was at 82%, whilst the Staffordshire average was 67%, with 66% of the tests being carried out at the Chase leisure centre in Cannock.

The rollout of vaccinations was going well, with approximately 20% of residents in the District having had their first dose, compared to a Staffordshire average of 21.7%. So far, most residents over 75 years old had had their first dose and around three quarters of those aged 70 to 74.

This was a tremendous achievement and tributes were paid to NHS colleagues and all volunteers who were helping with the vaccination programme. The whole process was going incredibly well thanks to their dedication and hard work.

Elections

The Leader advised that the Government had announced that elections planned for 6 May 2021 would proceed. At a meeting of the District Council's Network (DCN) this week attended by the Leader, this matter was discussed at length, with two senior civil servants present. The Leader reported that Leaders of all parties were unhappy with the decision, as were many Returning Officers. Concerns were raised about how safe the elections would be, including the counts, the effect of the pandemic on turnout and also about ensuring a level playing field for all parties involved.

The DCN was promised further details soon. However, it was confirmed that only two assentors would be needed to sign nominations forms for District elections and that schools and vaccination centres should not be used as polling stations. The Council's elections staff would work tirelessly to ensure that the elections were carried out as well as they possibly could be.

72. Housing Revenue Account Budgets and Capital Programmes 2020/21 to 2023/24: Cabinet Resolutions

The Leader of the Council, Councillor G. Adamson, introduced and moved the Housing Revenue Account Budgets and Capital Programmes 2020/21 to 2023/24, which were duly seconded.

Consideration was then given to the recommendations referred from Cabinet held on 28 January 2021, in respect of:

- (i) Housing Revenue Account Budgets 2020/21 to 2023/24.
- (ii) Housing Revenue Account Capital Programmes 2020/21 to 2023/24.

Resolved:

That, in respect of:

(A) Housing Revenue Account Budgets 2020/21 to 2023/24

- (i) A minimum level of working balances of £1.866 million for 2021/22, and indicative working balances of £1.908 million and £1.970 million for 2022/23 and 2023/24, respectively, be determined.
- (ii) The Housing Revenue Account Budgets for 2021/22, 2022/23 and 2023/24, as summarised in Appendix 1 of the 28 January 2021 Cabinet report be approved, and the estimated outturn for 2020/21, as summarised in the same Appendix be noted.

(B) Housing Revenue Account Capital Programmes 2020/21 to 2023/24

The Housing Revenue Account Capital Programme for the period 2020/21 to

2023/24, as set out in Appendix 2 of the 28 January 2021 Cabinet report, be approved.

73. 2021/22 to 2023/24 Budget Process Procedural Rules

Consideration was given to the Joint Report of the Head of Finance and the Council Solicitor (Item 8.1 – 8.7 of the Official Minutes of the Council).

Resolved:

That:

- (A) The timetable for the setting of the budget for 2021-22 be noted.
- (B) The overall level of Council Tax would be set at Council's meeting on 24 February 2021, following determination of Cannock Chase's Council Tax requirement, in accordance with the procedural requirements as set out in Appendix 1 of the report.

74. Corporate Plan 2021-24 and Budgets 2020/21 to 2023/24: Cabinet Resolutions

The Chairman advised that if the Conservative Group's Alternative Budget proposals were referred back to Cabinet, then the Corporate Plan 2021-2024 would also be referred back because of the Budget and Corporate Plan being inextricably linked.

The Leader of the Council introduced and moved the Corporate Plan 2021-24 (Item 6.1 – 6.37 of the Official Minutes of the Council) and the Budget for 2020/21 to 2023/24, which was duly seconded, with the following additional recommendation included:

“That the IT monthly allowance for newly elected Members is replaced, dependent on their requirements, by the provision of an iPad, tablet or laptop, and suitable training, with effect from the 2021 local elections with existing Members having the choice to opt into this scheme or continue to receive the IT allowance if they so wish.”

Consideration was then given to Alternative Budget proposals submitted by the Conservative Group.

Conservative Group Alternative Budget Proposals

The Leader of the Conservative Group, Councillor Miss O. Lyons, introduced the Group's Alternative Budget proposals for 2020/21 to 2023/24, copies of which had been circulated in advance of the meeting.

The Leader of the Conservative Group then moved the Alternative Budget proposals as a referral back to Cabinet, which was seconded.

Members then debated the Conservative Group's Alternative Budget proposals, which were moved to a vote and carried.

Resolved:

That the Conservative Group's Alternative Budget proposals, and the Corporate Plan 2021-24, be referred back to Cabinet for consideration.

The meeting closed at 8:57 p.m.

CHAIRMAN

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Joint Report of:	Head of Finance and Council Solicitor
Contact Officers:	Bob Kean Ian Curran
Contact Numbers:	01543 464 334 01785 619 220
Portfolio Leader:	Leader of the Council
Report Track:	Council: 24/02/21

**Council
24 February 2021
Council Tax Resolution**

1 Purpose of Report

- 1.1 To enable the Council to calculate and set the overall levels of Council Tax for 2021/22 in the context of the General Fund Budget being referred back to Cabinet.

2 Recommendation(s)

- 2.1 That Council approves the Council Tax Resolutions 1-6 attached at Appendix 1, subject to the Gross Expenditure (Resolution 3a) and Income (Resolution 3b) figures being determined as part of Councils determination of the Budget for 2021-22.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 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.
- 3.2 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).

Reasons for Recommendations

- 3.3 All precepting authorities have issued their precepts, and the required calculations in accordance with the Local Government Finance Act 1992 (as amended by the Localism Act 2011).
- 3.4 No changes were made to the proposed level of Council Tax in the Alternative Budget referred back to Cabinet by Council at its meeting on the 12 February 2021. Hence the Council Tax Requirement (Resolution 2) for Cannock Chase has already been determined.
- 3.5 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 2021-22(included elsewhere on today's Agenda).

4 Relationship to Corporate Priorities

- 4.1 Not applicable.

5 Report Detail

- 5.1 Council, at its meeting of 10 February 2021, considered a report that set out the Budget Process Procedural Rules.
- 5.2 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.
- 5.3 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).
- 5.4 The Calendar of Meetings for 2020-21 reflected this with two meetings scheduled for 10 February 2021 (District Council Tax) and 24 February 2021 (Overall Council Tax)
- 5.5 Council however, at its meeting of 10 February, did not determine its District Council Tax Budget requirement with the Alternative Budgets of the Conservative Group being referred back to Cabinet for consideration.
- 5.6 A separate recommendation will therefore exist on today's agenda in relation to Cabinet's Recommendations for the General Fund Budget. However, both Cabinet and the Council shall only consider the Cabinet's Budget and those

alternative proposals presented to the Council for consideration at the First Council meeting.

- 5.7 The Alternative Budget did not make any changes to the level of Council Tax for 2021-22, and hence in determining a 1.95% increase and a Band D of £225.64 based upon a Council Tax Base of 29,136.82, the Council Tax Requirement (2 of the attached Resolution) of £6,574,432.06 has already been determined.
- 5.8 Following the receipt of all town and parish precepts, Resolution 3C, representing the aggregate of the District and Parish precepts, can also be determined.
- 5.9 The Council Tax resolution does however require the Gross Expenditure (3a) and Gross income (3b) figures to be set, inclusive of use of reserves and balances, and Council should note these will be determined by Council in setting its 2021/22 Budget today.
- 5.10 The precepts of the Major Precepting Authorities have also now been received.

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 A: Council Tax Resolution 2021/22.

Council Tax 2021/2022

Following Minute No 74 of the Council of 10th February 2021, determining the level of net spending for the General Fund Revenue Budget and Transfer from Working Balances for 2021/2022; the Council is recommended to make a Council Tax for 2021/2022 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 2021/22:
 - (a) or the whole Council area as 29,136.82 [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

Parish	Tax Base
Brereton and Ravenhill	1,966.87
Bridgtown	632.08
Brindley Heath	248.50
Cannock Wood	403.12
Heath Hayes / Wimblebury	4,029.37
Hednesford	5,571.37
Norton Canes	2,453.60
Rugeley	5,262.09
Unparished	8,569.82
	<u>29,136.82</u>

- 2 That the Council Tax requirement for the Council's own purposes for 2021/22 (excluding Parish precepts) is calculated at £6,574,432.06
- 3 That the following amounts are calculated for the year 2021/22 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:
 - (a) £43,968,458.06 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) £36,601,610.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - (c) £7,366,848.06 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).
 - (d) £252.84 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,

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as the basic amount of its Council Tax for the year (including Parish precepts).

- (e) £792,416.00 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
- (f) £225.64 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:

	£.p
Brereton and Ravenhill	257.65
Bridgtown	237.51
Brindley Heath	241.74
Cannock Wood	253.92
Heath Hayes East and Wimblebury	252.94
Hednesford	260.97
Norton Canes	264.79
Rugeley	283.34

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:

	Disabled Band A	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Brereton & Ravenhill	143.14	171.77	200.39	229.02	257.65	314.91	372.16	429.42	515.30
Bridgtown	131.95	158.34	184.73	211.12	237.51	290.29	343.07	395.85	475.02
Brindley Heath	134.30	161.16	188.02	214.88	241.74	295.46	349.18	402.90	483.48
Cannock Wood	141.07	169.28	197.49	225.71	253.92	310.35	366.77	423.20	507.84
Heath Hayes & Wimblebury	140.52	168.63	196.73	224.84	252.94	309.15	365.36	421.57	505.88
Hednesford	144.98	173.98	202.98	231.97	260.97	318.96	376.96	434.95	521.94
Norton Canes	147.11	176.53	205.95	235.37	264.79	323.63	382.47	441.32	529.58
Rugeley	157.41	188.89	220.38	251.86	283.34	346.30	409.27	472.23	566.68
Unparished	125.36	150.43	175.50	200.57	225.64	275.78	325.92	376.07	451.28

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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

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Staffordshire County Council	907.08	1,058.26	1,209.44	1,360.62	1,662.98	1,965.34	2,267.70	2,721.24
Office of the Police and Crime Commissioner	159.05	185.55	212.06	238.57	291.59	344.60	397.62	477.14
Stoke-on-Trent and Staffs Fire Authority	52.52	61.27	70.03	78.78	96.29	113.79	131.30	157.56

- 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 2021/22 for each part of its area and for each of the categories of dwellings.

	Disabled Band A	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Brereton & Ravenhill	1,075.35	1,290.42	1,505.47	1,720.55	1,935.62	2,365.77	2,795.89	3,226.04	3,871.24
Bridgtown	1,064.16	1,276.99	1,489.81	1,702.65	1,915.48	2,341.15	2,766.80	3,192.47	3,830.96
Brindley Heath	1,066.51	1,279.81	1,493.10	1,706.41	1,919.71	2,346.32	2,772.91	3,199.52	3,839.42
Cannock Wood	1,073.28	1,287.93	1,502.57	1,717.24	1,931.89	2,361.21	2,790.50	3,219.82	3,863.78
Heath Hayes & Wimblebury	1,072.73	1,287.28	1,501.81	1,716.37	1,930.91	2,360.01	2,789.09	3,218.19	3,861.82
Hednesford	1,077.19	1,292.63	1,508.06	1,723.50	1,938.94	2,369.82	2,800.69	3,231.57	3,877.88
Norton Canes	1,079.32	1,295.18	1,511.03	1,726.90	1,942.76	2,374.49	2,806.20	3,237.94	3,885.52
Rugeley	1,089.62	1,307.54	1,525.46	1,743.39	1,961.31	2,397.16	2,833.00	3,268.85	3,922.62
Unparished	1,057.57	1,269.08	1,480.58	1,692.10	1,903.61	2,326.64	2,749.65	3,172.69	3,807.22

- 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 2021/22 is not excessive in accordance with the principles determined by the Secretary of State under Section 52ZC of that Act.

Report of:	Leader of the Council
Contact Officer:	Suzanne Dutton
Contact Number:	01543 464 426
Portfolio Leader:	Corporate Improvement
Key Decision:	No
Report Track:	Council: 24/02/21

Council
24 February 2021
Localism Act 2011 – Pay Policy Statement 2021/22

1 Purpose of Report

- 1.1 To agree a Pay Policy Statement for 2021-22 as required by Sections 38 and 39 of the Localism Act 2011.

2 Recommendation(s)

That:

- 2.1 Council approves the Pay Policy Statement as set out in Appendix 1.
- 2.2 Council 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 1st November 2020.

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 2021/22.

6.2 Legal

The legal implications are detailed 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 2021-22.

Cannock Chase Council
Pay Policy Statement 2021-22

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 1st 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 23rd 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 29th June 2005 and implemented from 1st 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 26th August 2009 and implemented from 1st September 2009.

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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 1st 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.

With effect from 1st April 2015 the Council implemented the Living Wage Rate as proposed by the Living Wage Foundation, which rose from a minimum hourly rate of £9.30 to £9.50 per hour, from 1st November 2020 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 2021.

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 1st April 2020. At the date of writing employee pension contribution bands have not been confirmed for 2021/22.

www.lgps2014.org / www.staffspf.org.uk

2020/21 rates

Band	Whole-time equivalent pay range	Employee contribution rate (%)
1	Up to £14,600	5.5%
2	£14,601 to £22,800	5.8%
3	£22,801 - £37,100	6.5%
4	£37,101 - £46,900	6.8%
5	£46,901 - £65,600	8.5%
6	£66,601 - £93,000	9.9%
7	£93,001 - £109,500	10.5%
8	£109,501 - £164,200	11.4%
9	£164,201 or above	12.5%

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 2021/22 remains unchanged from 2020/21 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 1st April 2020 (the pay award remains pending for Chief Officers and Chief Executives in April 2021) are set out below.

Post (Note 6)	Range/Fixed Salary (£) (Note 5)	Essential Car User Allowance
Managing Director (Note 1)	106,868.22	963
Head of Financial Management/Deputy Managing Director (Note 2 & 3)	60,561.88 - 68,033.86	963
Head of Governance and Corporate Services (Note 2)	60,561.88 - 68,033.86	963
Head of Environment & Healthy Lifestyles	60,561.88 - 68,033.86	963
Head of Housing and Partnerships	60,561.88 - 68,033.86	963
Head of Economic Prosperity	60,561.88 - 68,033.86	963

Note 1 – Single fixed salary pay point

Note 2 – Responsible for provision of a shared service to another local authority.

Note 3 - The post holder also acts as the Deputy Managing Director for which an honorarium of £12,402.53 pa is payable

Note 5 – All officers are currently paid at the maximum salary point following incremental progression

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In addition to the above the Managing Director and 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 1st April 2020 (Pay Award pending). The Managing director elects not to claim payment for his participation in the on-call rota.

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 employees 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 1st April 2020 – (pay award 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 Managing Director for his 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. Depending on the type of election fees range from £109.77 per 1,000 or part, thereof, electors for either a standalone district or parish election, to £145.38 per 1,000 or part, thereof, electors for combined district and parish elections. Additionally, there are fees of £17.01 per ward for the issue and receipt of ballot papers; a supervisory fee of £36.62 per ward up to four wards, then £18.31 per ward thereafter, for poll cards; and £53.08 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 (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

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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 Councils 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 Councils 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 1st April 2019 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 £9.50 per hour, which equates to £18,328.26 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 (£18,328.26) and the Managing Director (£106,868.22) as 1:5.83 and between the lowest paid employee (£18,328.26) and average Chief Officer (excluding the Managing Director position, £68,033.86) as 1: 3.71.

The multiple between the median full-time equivalent earnings (£25,012.43) and the Managing Director is 1: 4.27) and; between the median full-time equivalent earnings (£25,012.43) and average Chief Officer (£68,033.86) is 1: 2.72.

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.