



**Cannock Chase Council**

**Council Meeting**

**Wednesday 6 March 2024 at 6:00pm**

**In the Council Chamber, 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 21 February 2024, minute numbers 54 – 61, page numbers 42 – 46.
- 4. Chair's Announcements and Correspondence**

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

To receive any announcements and correspondence from the Leader of the Council.

## 6. Questions Received Under Council Procedure Rule 8

### (i) The following question has been submitted in accordance with Council Procedure Rule 8 by Councillor C.L. Frew:

“Back in July 2023, I proposed a motion at the full council meeting of Cannock Chase District Council relating to Alcoholism Awareness.”

The motion was ultimately unanimously backed by all members of this council, who were present at the full council meeting in July 2023.

This motion outlined three key objectives and recommendations for this council. These were that Cannock Chase District Council:

1. Participates in the Alcoholism Awareness week organised by Alcohol Change UK, commencing the year of 2024.
2. Asks the relevant Cabinet member and the Health and Wellbeing team to see if the Cannock Chase Can App can be further developed to enable users to track both their alcohol intake and water intake on the app, if users wish, to further assist users with leading healthy lifestyles, and gives further discretion to the Health and Wellbeing team to develop this initiative.
3. Additionally, requests that the Cannock Chase Can App includes both local and national contact details of charities and support networks which can offer support to individuals suffering from drug and alcohol addictions.

I would be most grateful if Councillor Jo Elson, Cabinet Member for Community Wellbeing, could please provide an update on the progress of the objectives and recommendations agreed by this council back in July 2023?”

## 7. Recommendations Referred from Cabinet:

Council is requested to consider recommendations from the Cabinet meeting held on 1 February 2024 in respect of the following matters:

### (i) Council Tax Charges in Respect of Unoccupied Dwellings (Cabinet 01/02/24, Draft Minute No. 89)

“That Council, at its meeting to be held on 6 March 2024, be recommended to:

- (i) Resolve to remove the current 12-month exemption given to properties which were unoccupied, substantially unfurnished, uninhabitable and in need of or undergoing major repair or structural alteration with effect from 1 April 2024.
- (ii) Resolve to introduce a 100% premium to the Council Tax liability in respect of properties which have been unoccupied and substantially unfurnished for 12 months with effect from 1 April 2024.
- (iii) Resolve to introduce a 100% premium to the Council Tax liability in respect of properties which are not occupied as any person’s sole or main residence and are substantially furnished (often referred to as second homes) with effect from 1 April 2025.”

The accompanying report for the above recommendations can be viewed on the [1 February 2024 Cabinet](#) meeting page on the Council’s website.

## 8. Council Tax Resolution 2024-25

Joint Report of the Deputy Chief Executive-Resources & S151 Officer and the Head of Law & Governance (Item 8.1 - 8.7).

## 9. Motions Received Under Council Procedure Rule 6

- (i) To consider the following Motion submitted in accordance with Council Procedure Rule 6 by Councillor D. Mawle:

### **Proportional Representation**

“First Past the Post (FPTP) originated when land-owning aristocrats dominated parliament and voting was restricted to property-owning men.

In Europe, only the UK and the authoritarian Belarus still use archaic single-round FPTP for general elections. Internationally, Proportional Representation (PR) is used to elect the parliaments of more than 80 countries. These countries tend to be more equal, freer, and greener.

PR ensures all votes count, have equal value, and that seats won match votes cast. Under PR, MPs and Parliaments better reflect the age, gender, and protected characteristics of both local communities and of the nation. PR in our local council elections would be fairer and be more representative of our Cannock Chase residents.

MPs better reflecting the communities they represent in turn leads to improved decision-making, wider participation, and increased levels of ownership of decisions taken.

PR would also end minority rule. In 2019, 43.6% of the vote produced a government with 56.2% of the seats and 100% of the power. Fair, proportional votes also prevent ‘wrong winner’ elections such as occurred in 1951 and February 1974.

PR is the national policy of the Labour Party, Liberal Democrats, Green Party, SNP, Plaid Cymru, Reform UK and Women’s Equality Party along with a host of Trade Unions and pro-democracy organisations.

PR is already used to elect the parliaments and assemblies of Scotland, Wales and Northern Ireland as well as the London assembly. Councillor Zack Polanski (Member of the London Assembly) said “In London we are elected under Proportional Representation. This often changes the political culture as it encourages cross party cooperation, better working relationships and improves final outcomes that are much more representative of what people actually voted for.”

Its use should now be extended to include Westminster.

My motion asks Council to write to Esther McVey (Parliamentary Secretary for Political and Constitutional Reform) and our MP, Amanda Milling calling for a change in our outdated electoral laws and to enable Proportional Representation to be used for UK general and council elections.”

*“This motion is drafted by Councillor Darrell Mawle using information and documentation from Councils for PR, a cross-party initiative founded by Get PR Done! and Make Votes Matter.*

[Get PR Done](#)

[Make Votes Matter](#)”

- (ii) To consider the following Motion submitted in accordance with Council Procedure Rule 6 by Councillor C.L. Frew:

**Scrutiny Motion**

“This Council notes:

- That the function of scrutiny is a crucial aspect of our District Council and our role as elected representatives.
- That the operation of scrutiny should allow elected members outside of the administration to scrutinise policies and plans implemented by and developed by the administration.
- That the use of scrutiny should be a forum that allows elected members to put forward the views of residents in our District.

This Council believes:

- That effective scrutiny functions enhance transparency and accountability of policy and decision making that takes place within this council, on the behalf of the residents in which we represent.
- That the operation of the scrutiny at Cannock Chase District Council should be to a high standard, enabling elected members to take decisions, make recommendations and to scrutinise, where applicable, for the benefit of residents within our District.
- That all members of this council, including cabinet members in the administration both present and in the future and those who act as presiding chairs over scrutiny committees, have a crucial part to play in ensuring that scrutiny takes place effectively within Cannock Chase District Council.
- The function of scrutiny should allow questioning of cabinet members, council officers and council partners to allow members to obtain additional understanding upon a particular matter and to make well informed decisions.
- Scrutiny functions could be improved at Cannock Chase District Council, and efforts should be focused on bridging the gap between the administration and wider council members, enhancing our overall ability as a council to scrutinise decision making and policy.

This Council resolves:

- To agree an Executive Scrutiny Protocol that adheres to the expectation that all Cabinet members will receive an invite for Scrutiny Committee meetings, and Cabinet Members will attend Scrutiny Meetings that fall within the remit of their portfolio.
- To accept an Executive Scrutiny Protocol that agrees to the expectation that the Leader of the Council, or in substitute the Deputy Leader of the Council, should attend all Scrutiny Meetings, where possible.
- To agree an Executive Scrutiny Protocol that agrees to the expectation that if a Cabinet Member wishes to speak at a Scrutiny Meeting, the presiding chair of the applicable meeting will give them this opportunity.
- To accept an Executive Scrutiny Protocol that agrees to the expectation that the presiding chair of a Scrutiny Meeting affords the opportunity to a Scrutiny Committee Member to ask a question to a Cabinet Member, that is present at the

meeting, regarding matters on the agenda related to their portfolio and the Scrutiny Committee remit.”

*“This motion has been put together by myself, Cllr Charlie Frew, and I have utilised the following sources to put together this motion, and they also outline some of the recommendations proposed within this motion. With reference to:*

[Centre for Governance and Scrutiny - Good Scrutiny Guide](#)

[Melton Borough Council - Executive Scrutiny Protocol](#)

[Local Government Association - Councillors Workbook-Scrutiny”](#)

- (iii) To consider the following Motion submitted in accordance with Council Procedure Rule 6 by Councillor C.L. Frew:

**‘Boys need Bins’ Motion (Prostate Cancer UK)**

“This Council notes:

- Prostate cancer is the most common cancer in men. 1 in 8 men will be diagnosed, rising to 1 in 4 for Black men. As many as 69% of those treated with surgery may experience urinary incontinence as a result.
- 1 in 25 men aged over 40 will experience some form of urinary leakage every year.
- 1 in 20 men aged 60 or over will experience bowel incontinence in the UK.
- Men who need to dispose of their sanitary waste (including incontinence pads, pouches, stoma, catheter, colostomy, ileostomy waste by-products) often have no direct access to a sanitary bin in male toilets.

This Council believes:

- That men should be able to safely and hygienically dispose of incontinence products easily and with dignity wherever they go.
- That men who need to dispose of their sanitary waste should have direct access to a sanitary bin in male toilets.

This Council resolves:

- That the relevant Executive Member should consider as soon as reasonably practicable the provision of at least one sanitary bin in all District Council male toilets - both public and in council buildings.
- To encourage other providers of public and workplace toilets in our area to make male sanitary bins available in their facilities.
- To support Prostate Cancer UK’s ‘Boys need Bins’ campaign.
- To invite our local MP to join us and work collaboratively in raising awareness of the Prostate Cancer UK’s ‘Boys need Bins’ campaign and highlight the need to ensure that ‘suitable means for the disposal of sanitary dressings’ is provided in all toilets.”

*“Please note this motion is not my own work, the majority of the motion has been taken from:*

[Prostate Cancer UK Incontinence Campaign](#)

[Hampshire County Council Motion”](#)

**10. Localism Act 2011 - Pay Policy Statement 2024-25**

Report of the Head of Transformation & Assurance (Item 10.1 - 10.11).

**11. Calendar of Meetings 2024-25**

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

**12. 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.

**13. Exclusion of the Public**

The Chair 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, of the Local Government Act, 1972."

**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. Clegg  
Chief Executive**

27 February 2024

## Guidance on Declaring Interests at Meetings

### Declaring Interests at Full Council

The Code of Conduct requires that where you have an interest in any business of the Council, and where you are aware or ought reasonably to be aware of the existence of the 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.

The following interests must be disclosed where they may be affected by any matter arising at the meeting:

- (a) 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.
- (b) A **Registerable Interest** includes any unpaid directorships or any body of which you are a member, or are in a position of general control, and (i) to which you are appointed by the Council, or (ii) which exercises functions of a public nature, or (iii) which is directed to charitable purposes, or (iv) one of whose principal purposes includes the influence of public opinion or policy.
- (c) A **Non-Registerable Interest** is any other matter affecting your financial interest or well-being, or a financial interest or well-being of a relative or close associate.

Where the matter **directly relates** to the interest, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

Where the matter **affects** the interest, but does not **directly relate** to it, you can remain in the meeting and take part **unless** the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision, and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

### Please make the nature of the interest clear to the meeting

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.

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 Council Chamber, Civic Centre, Cannock

On Wednesday 21 February 2024 at 6:00 p.m.

#### Part 1

**Present:** Councillors:

Pearson, A.R. (Chair)

Foley, D. (Vice-Chair)

Arduino, L.	Jones, P.G.C.
Aston, J.	Jones, V.
Bancroft, J.T.	Kenny, B.
Bishop, L.	Kruskonjic, P.
Boulton, C.	Lyons, N.
Boyer, M.	Lyons, O.
Buttery, M.S.	Mawle, D.
Cartwright, S.M.	Muckley, A.M.
Dunnett, M.J.	Newbury, J.A.A.
Elson, J.S.	Owen, P.
Fitzgerald, A.A.	Preece, J.P.T.L.
Frew, C.L.	Prestwood, F.
Haden, P.K.	Prestwood, J.
Hoare, M.W.A.	Stanton, P.
Hill, J.	Sutherland, M.
Johnson, J.P.	Theodorou, P.C.
Johnson, P.	Thornley, S.J.
Johnson, T.B. (Leader)	Williams, D.W.G.
Jones, P.T.	Wilson, L.J.

Prior to the commencement of the formal business of the meeting, the Chair informed Members with regret that former Councillor Mike Davey had passed away on Monday 19 February.

Mike was first elected in 1990 as ward member for Etching Hill and served for two consecutive terms. He was further elected in 2002 as ward member for Hagley, retiring two years later in 2004.

The Chair noted the Council's thoughts were with Mike's family and friends at this sad time, and the Leader paid tribute to him.

All present then joined the Chair to stand and observe a minute's silence as a mark of respect.



**54. Apologies**

Apologies for absence had been received from Councillor P.A. Fisher.

**55. 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.

**56. Minutes**

That the Minutes of the Council meeting held on 24 January 2024 be approved as a correct record.

**57. Housing Revenue Account Budgets and Capital Programmes 2023/24 to 2026/27: Cabinet Resolutions**

The Leader of the Council, Councillor T.B. Johnson, introduced and moved the Housing Revenue Account Budgets and Capital Programmes 2023/24 to 2026/27, which were duly seconded by Councillor S.J. Thornley.

Consideration was then given to the recommendations referred from Cabinet held on 1 February 2024 in respect of:

- (i) Housing Revenue Account Budgets 2023/24 to 2026/27.
- (ii) Housing Revenue Account Capital Programmes 2023/24 to 2026/27.

**Resolved:**

That, in respect of:

**(A) Housing Revenue Account Budgets 2023-24 to 2026-27**

- (i) A minimum level of working balances of £2.923 million for 31 March 2025 be determined, along with indicative working balances of £3.057 million and £3.214 million for 31 March 2026 and 2027, respectively.
- (ii) The Housing Revenue Account Revenue Budgets for 2024-25, 2025-26, and 2026-27 (as summarised in appendix 1 of the 1 February 2024 Cabinet report) be approved, and the forecast outturn for 2023-24 (as summarised in the same appendix) be noted.

**(B) Housing Revenue Account Capital Programmes 2023-24 to 2026-27**

That the Housing Revenue Account Capital Programme for the period 2023-24 to 2026-27 (as set out in appendix 2 of the 1 February 2024 Cabinet report) be approved.

**58. General Fund Revenue Budget and Capital Programme 2024-2027**

The Leader of the Council introduced and moved the Cabinet's General Fund Revenue Budget and Capital Programme for 2024-25 to 2026-27, which was duly seconded by Councillor A.M. Muckley.

**Conservative Group Alternative Budget Proposals**

The Leader of the Conservative Group, Councillor O. Lyons, introduced and moved the Conservative Group's Alternative Budget proposal for 2024-25, which was duly seconded by Councillor P.K. Haden.

Members then debated the Conservative Group's Alternative Budget proposal.

In accordance with Council Procedure Rule 15(4)(a), a named vote was then requested on the Conservative Group's Alternative Budget proposals and supported by the required number of Members:

<b>For</b>	<b>Against</b>	<b>Abstain</b>
Arduino, L.	Aston, J.	Boyer, M.
Bancroft, J.T.	Bishop, L.	
Buttery, M.S.	Boulton, C.	
Fitzgerald, A.A.	Cartwright, S.M.	
Frew, C.L.	Dunnett, M.J.	
Haden, P.K.	Elson, J.S.	
Hoare, M.W.A.	Foley, D.	
Johnson, J.P.	Hill, J.	
Jones, P.T.	Johnson, P.	
Jones, P.G.C.	Johnson, T.B.	
Jones, V.	Mawle, D.	
Kenny, B.	Muckley, A.M.	
Kruskonjic, P.	Newbury, J.A.A.	
Lyons, N.	Pearson, A.R.	
Lyons, O.	Preece, J.P.T.L.	
Owen, P.	Prestwood, F.	
Sutherland, M.	Prestwood, J.	
Theodorou, P.C.	Stanton, P.	
	Thornley, S.J.	
	Williams, D.W.G.	
	Wilson, L.J.	
<b>18</b>	<b>21</b>	<b>1</b>

In addition, Councillor P.A. Fisher was absent from the meeting.

*(A short comfort break was taken at this point in the proceedings.)*

## **Cabinet's Budget Recommendations**

Consideration was then given to the recommendations referred from Cabinet held on 1 February 2024 in respect of the General Fund Revenue Budget and Capital Programme 2024-2027.

### **Resolved:**

That:

- (A) The Budget requirement for the General Fund Revenue Budget for 2024-25 be set at £15.703 million.
- (B) The indicative General Fund Revenue Budgets be set at £16.334 million for 2025-26 and £16.793 million for 2026-27.
- (C) The General Fund working balance be set at a minimum of £1 million.
- (D) The detailed capital programme as set out in appendices 2 and 3 of the 1 February 2024 Cabinet report be approved, along with the Community Infrastructure Levy allocations as set out in appendix 4 of the same report.
- (E) The Council Tax for 2024-25 be increased by 2.99% to £244.00.
- (F) The Council's Tax Base be set at 30,014.76 (as determined by the S151 Officer reducing the tax base of 34,356.69 to reflect the collection rate).
- (G) It be noted that the inflation parameter for fees and charges for 2024-25 was generally set at 6%.
- (H) The detailed portfolio budgets as set out in appendix 1 of the 1 February 2024 Cabinet report be approved.

## **59. Treasury Management Strategy, Minimum Revenue Provision Policy, and Annual Investment Strategy 2024-25**

The Leader of the Council introduced and moved the Treasury Management Strategy, Minimum Revenue Provision Policy, and Annual Investment Strategy 2024-25, which was duly seconded by Councillor J.A.A. Newbury.

### **Resolved:**

That the following as set out in the 1 February 2024 Cabinet report of the Deputy Chief Executive-Resources be approved:

- (i) The Prudential and Treasury Indicators,
- (ii) The Minimum Revenue Provision Policy Statement,
- (iii) The Treasury Management Policy, and
- (iv) The Annual Investment Strategy for 2024-25

*(Councillor M. Boyer left the meeting at the end of this item.)*

## **60. Auditor's Annual Report 2021-22 and 2022-23**

The Report of the External Auditors (Item 6.1 - 6.47) was noted.

**61. Recommendations Referred from the Joint Meeting of the Cabinet and Audit & Governance Committee:**

Consideration was given to the recommendations referred from the joint meeting of the Cabinet and Audit & Governance Committee held on 7 February in respect of the Council's response to the Auditor's Annual Report for 2021-22 and 2022-23, as introduced and moved by the Leader of the Council and seconded by Councillor S.J. Thornley.

*(Councillor M. Boyer returned to the meeting during the presentation of this item.)*

**Resolved:**

That:

- (A) The Statutory Recommendations as set out in the Auditor's Annual Report for 2021/22 and 2022/23 be approved.
- (B) The improvement plan as attached at appendix 1 of the S151 Officer's report of 7 February 2024 be approved to address the issues identified in the Auditor's Annual Report.
- (C) The additional resources required to address the issues identified in the Auditor's Annual Report, as set out in paragraph 5.9 of the S151 Officer's report of 7 February 2024, which were provided for in the 2024/25 budget, be noted.

The meeting closed at 8:38 p.m.

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**Chair**

## Council Tax Resolution 2024-25

<b>Committee:</b>	Council
<b>Date of Meeting:</b>	6 March 2024
<b>Joint Report of:</b>	Deputy Chief Executive-Resources & S151 Officer and Head of Law & Governance
<b>Portfolio:</b>	Leader of the Council

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### **1 Purpose of Report**

- 1.1 To set out the proposed Council Tax for the year 2024/25.

### **2 Recommendations**

- 2.1 That the proposed Council Tax as set out in the Council Tax Resolution (Appendix 1 of the Report) 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.
- 2.3 That a technical change be made to the Local Council Tax Reduction Scheme (LCTR) for 2024-25 onwards to simplify the method of calculating LCTR entitlement for unemployed Universal Credit claimants.

#### **Reasons for Recommendations**

- 2.4 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.
- 2.5 In accordance with the 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).
- 2.7 The Council has received formal notification from the major precepting authorities of the relevant precepts and from parish / town councils.
- 2.8 Changes to the Council's Local Council Tax Reduction Scheme require a resolution of Full Council to be made no later than the date that the Council sets its Council Tax levels, following consultation with Major Preceptors and persons affected by the changes. No objections to the changes were identified during the consultation process.

### **3 Key Issues**

- 3.1 Council at its meeting on 21 February 2024 Minute 58 determined its Budget for 2024/25 and set a Band D Council Tax at £244.00
- 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 2023 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 has received notification from the parish / town precepting authorities of the relevant precepts.
- 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 2024/25.
- 3.6 The changes proposed to the Council's Local Council Tax Reduction Scheme will enable affected applicants to better understand that they will be entitled to the maximum level of support and will make the assessment process quicker, meaning that accurate Council Tax bills can be issued sooner than would otherwise be the case.

### **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; the Staffordshire Commissioner for Police, Fire & Rescue and Crime; 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 2024 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 21 February 2024 Minute 58 approved the General Fund Revenue Budget for 2024/25 and determined the Council Tax for the District at £244.00.
- 5.8 Staffordshire County Council approved its precept at its meeting on 8 February 2024 and the precept proposals of the Staffordshire Commissioner for Police, Fire & Rescue and Crime were accepted by the Police, Fire and Crime Panel on 5 February 2024 (Police precept) and 12 February 2024 (Fire and Rescue precept). All Town and Parish precepts have been received.
- 5.9 The overall Council Tax Resolution is attached as Appendix 1 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.
- 5.11 The Council is required to review its Local Council Tax Reduction Scheme each year with any changes being approved by resolution of Council.
- 5.12 From 2024-25 onwards a technical change is incorporated into the scheme to award a Band 1 reduction in respect of claims, without applying a means test, where each of the following criteria apply:
- a) Either the claimant or partner, in the case of a couple, are in receipt of Universal Credit.
  - b) Neither the claimant nor the partner, in the case of a couple, are in paid employment.
  - c) The savings or capital of the claimant or the combined claimant and partner, in the case of a couple does not exceed £6,000.

## **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 Equalities and Diversity**

None

**6.6 Health**

None

**6.7 Climate Change**

None

**7 Appendices**

Appendix 1 Council Tax Resolution 2024/25

**8 Previous Consideration**

None

**9 Background Papers**

None

**Contact Officer:** Chris Forrester and Ian Curran

**Telephone Number:** 01543 464 334 and 01785 619 220

**Ward Interest:** None

**Report Track:** Council: 6 March 2024

**Key Decision:** No



## Council Tax Resolution 2024/25

Following Minute No 58 of the Council of 21 February 2024, determining the level of net spending for the General Fund Revenue Budget and Transfer from Working Balances for 2024/2025; the Council is recommended to make a Council Tax for 2024/2025 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 2024/25
  - (a) for the whole Council area as 30,014.76 [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	1,986.94
Bridgtown	645.94
Brindley Heath	252.98
Cannock Wood	409.04
Heath Hayes / Wimblebury	4,056.73
Hednesford	5,963.16
Norton Canes	2,724.36
Rugeley	5,329.36
<b>Unparished</b>	
Cannock	8,646.25
	<b>30,014.76</b>

- 2 That the Council Tax requirement for the Council's own purposes for 2024/25 (excluding Parish precepts) is calculated at £7,323,601.44.
- 3 That the following amounts are calculated for the year 2024/25 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:
  - (a) £46,513,797.44 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) £38,316,630.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
  - (c) £8,197,167.44 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) £273.10 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) £873,566.00 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
- (f) £244.00 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>Parish or Town Council</b>	<b>£. p</b>
Brereton and Ravenhill	277.42
Bridgtown	256.90
Brindley Heath	260.89
Cannock Wood	275.32
Heath Hayes and Wimblebury	272.63
Hednesford	281.10
Norton Canes	286.03
Rugeley	305.90

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	154.12	184.95	215.77	246.60	277.42	339.07	400.72	462.37	554.84
Bridgtown	142.72	171.27	199.81	228.36	256.90	313.99	371.08	428.17	513.80
Brindley Heath	144.94	173.93	202.91	231.90	260.89	318.87	376.84	434.82	521.78
Cannock Wood	152.96	183.55	214.14	244.73	275.32	336.50	397.68	458.87	550.64
Heath Hayes & Wimblebury	151.46	181.75	212.05	242.34	272.63	333.21	393.80	454.38	545.26
Hednesford	156.17	187.40	218.63	249.87	281.10	343.57	406.03	468.50	562.20
Norton Canes	158.91	190.69	222.47	254.25	286.03	349.59	413.15	476.72	572.06
Rugeley	169.94	203.93	237.92	271.91	305.90	373.88	441.86	509.83	611.80
Unparished	135.56	162.67	189.78	216.89	244.00	298.22	352.44	406.67	488.00

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	1,029.76	1,201.39	1,373.01	1,544.64	1,887.89	2,231.15	2,574.40	3,089.28
Office of the Police and Crime Commissioner	182.38	212.78	243.17	273.57	334.36	395.16	455.95	547.14
Stoke-on-Trent and Staffs Fire Authority	57.85	67.49	77.13	86.77	106.05	125.33	144.62	173.54

- 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 2024/25 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	1,212.44	1,454.94	1,697.43	1,939.91	2,182.40	2,667.37	3,152.36	3,637.34	4,364.80
Bridgtown	1,201.04	1,441.26	1,681.47	1,921.67	2,161.88	2,642.29	3,122.72	3,603.14	4,323.76
Brindley Heath	1,203.26	1,443.92	1,684.57	1,925.21	2,165.87	2,647.17	3,128.48	3,609.79	4,331.74
Cannock Wood	1,211.28	1,453.54	1,695.80	1,938.04	2,180.30	2,664.80	3,149.32	3,633.84	4,360.60
Heath Hayes & Wimblebury	1,209.78	1,451.74	1,693.71	1,935.65	2,177.61	2,661.51	3,145.44	3,629.35	4,355.22
Hednesford	1,214.49	1,457.39	1,700.29	1,943.18	2,186.08	2,671.87	3,157.67	3,643.47	4,372.16
Norton Canes	1,217.23	1,460.68	1,704.13	1,947.56	2,191.01	2,677.89	3,164.79	3,651.69	4,382.02
Rugeley	1,228.26	1,473.92	1,719.58	1,965.22	2,210.88	2,702.18	3,193.50	3,684.80	4,421.76
Unparished	1,193.88	1,432.66	1,671.44	1,910.20	2,148.98	2,626.52	3,104.08	3,581.64	4,297.96

- 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 2024/25 is not excessive in accordance with the principles determined by the Secretary of State under Section 52ZC of that Act.

## Localism Act 2011 - CCDC Pay Policy Statement 2024-25

<b>Committee:</b>	Council
<b>Date of Meeting:</b>	6 March 2024
<b>Report of:</b>	Head of Transformation and Assurance
<b>Portfolio:</b>	Resources and Transformation

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### 1 Purpose of Report

- 1.1 To agree a Pay Policy Statement for 2024-25 as required by Sections 38 and 39 of the Localism Act 2011.

### 2 Recommendations

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.

#### Reasons for Recommendations

- 2.3 Section 38 (1) of the Localism Act 2011 requires English and Welsh Local Authorities to prepare a Pay Policy Statement for 2012/13. Section 39 of the Act requires the Statement to be approved by Council by the end of March each year.

### 3 Key Issues

- 3.1 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 section 40 (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.
- 3.2 For these reasons a pay policy statement has been created for approval and publication.

## **4 Relationship to Corporate Priorities**

- 4.1 This report contributes to corporate priority 4 “To be a modern, forward thinking and responsible Council”.

## **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.
  - 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.
  - Can be amended in-year.
- 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 and Craft and Associated Employees from 1 April 2024 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 **appendix 1** are as of 1 April 2023, excluding where employees are paid the Living Wage Foundation rate. In this case, rates used are as at 1 November 2023.

## **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 2024/25.

### **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 Equalities and 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 where applicable.

### **6.6 Health**

None

### **6.7 Climate Change**

None

## **7 Appendices**

Appendix 1: Pay Policy Statement 2024-25

## **8 Previous Consideration**

None

## 9 Background Papers

None

**Contact Officer:** Suzanne Dutton  
**Telephone Number:** 01543 464 426  
**Report Track:** Cabinet Briefing: 15/02/24  
Council: 06/03/24  
**Key Decision:** N/A

## **Cannock Chase Council**

### **Pay Policy Statement 2024-25**

#### **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 2015. 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 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 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 February 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 August 2009 and implemented from 1 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 April 2024 (NJC Green Book 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 1<sup>st</sup> April 2023 rates of pay, except where employees are paid at the Living Wage Foundation rate, which was uplifted from 1 November 2023.

The Living Wage Rate as proposed by the Living Wage Foundation, was implemented by the Council from 1 April 2015. This rate rose from a minimum hourly rate of £10.90 to £12.00 per hour, from 1 November 2023 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 2024.

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.

The level of remuneration is not variable dependent upon the achievement of defined targets, except for progression through any incremental scale of any relevant grade being subject to overall satisfactory performance. There is the provision for the acceleration of increments within any grade 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 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 April 2023. At the date of writing employee pension contribution bands have not been confirmed for 2024/25.

#### 2022/23 rates

<b>Band</b>	<b>Whole-time equivalent pay range</b>	<b>Main Section Employee contribution rate (%)</b>	<b>50/50 Employee contribution rate (%)</b>
1	Up to £16,500	5.5%	2.75%
2	£16,501 - £25,900	5.8%	2.90%
3	£25,901 - 42,100	6.5%	3.25%
4	£42,101 - £53,300	6.8%	3.40%
5	£53,301 - £74,700	8.5%	4.25%
6	£74,701 - £105,900	9.9%	4.95%
7	£105,901 - £124,800	10.5%	5.25%
8	£124,801 - £187,200	11.4%	5.70%
9	£187,201 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 Cannock Chase Council for 2024/25 remains unchanged from 1 April 2023 at 22.4%. In relation to payments to the Local Government pension scheme these are made up of two separate elements, these being the primary rate (22.4%) which is paid as a percentage based on actual salary costs and a secondary contribution which is a fixed element payable each year notified by the pension authority as part of the triennial valuation of the pension fund.

Note: the level of employer's 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 to the shared Chief Executive and whose salary exceeds £50k per annum (as required by the Local Government (Transparency Requirements) Regulations 2015). 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 the Joint National Council for Chief Officers / Chief Executives terms and conditions of employment. Details of their annual salary and other additional payments as of 1 April 2023 (1 April 2024 pay award pending) are as follows.

Post	Range/Fixed Salary (£)	
Shared Chief Executive (Note 1 and 1b)		145,432.00
Deputy Chief Executive Resources and Section 151 Officer (Note 1a)	98,686	109,074
Deputy Chief Executive Place (Note 1b)	98,686	109,074
Head of Regulatory Services (Note 1a)	77,910	88,298
Head of Wellbeing (Note 1a)	77,910	88,298
Head of Housing and Corporate Assets (Note 1a)	77,910	88,298
Head of Operations (Note 1b)	77,910	88,298
Head of Economic Development & Planning (Note 1b)	77,910	88,298
Head of Law and Governance (Note 1b)	77,910	88,298
Head of Transformation and Assurance (Note 1b)	77,910	88,298

Note 1 – Single fixed salary pay point.

Note 1a - These posts are employed by Cannock Chase Council but also provide services to our Shared Services Partner, Stafford Borough Council. The salary costs of these posts are shared with Stafford Borough Council.

Note 1b –These posts are employed by our Shared Service partner, Stafford Borough Council. The salary costs of these posts are shared with Cannock Chase Council.

Cannock Chase District Council and Stafford Borough Council agreed to share all services (except for Housing HRA functions and Elections) with effect from 1 April 2023. This agreement also included the implementation of the new Joint Leadership Team structure and the associated agreement of revised Terms and Conditions for Chief Officers. These terms and conditions offer an all-inclusive salary package.

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.

- (i) 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).
- (ii) 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.
- (iii) Returning Officer Fees - a range of fees are payable to the Deputy Chief Executive Resources and Section 151 Officer for his role as returning officer for local elections for Cannock Chase District Council. The fees are based on indicative rates set by Staffordshire County Council for all Local Authorities in Staffordshire. The rates for 2024/25 reflect a 2% annual increase in line with the County Council's anticipated approach to budget setting for staffing costs.

Depending on the type of election, fees range from £118.77 per 1,000 or part, thereof, electors for either a standalone district or parish election, with a maximum of £475.08 per ward; to £157.30 per 1,000 or part, thereof, electors for combined district and parish elections, with a maximum of £629.23 per ward. Additionally, there are fees of £18.40 per ward for the issue and receipt of ballot papers; a supervisory fee of £39.62 per ward up to four wards, then £19.81 per ward thereafter, for poll cards; and £57.43 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/council/about-us/constitution-council](http://www.cannockchasedc.gov.uk/council/about-us/constitution-council)). 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 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. 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; (not applicable).
- 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 April 2024 the lowest paid persons employed under a contract of employment with the Council are paid in accordance with the minimum hourly rate currently in use within the Council's grading structure. This is £12.00 per hour, which equates to £23,151.49 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 (£23,151.49) and the shared Chief Executive post (£145,432.00) as **1:6.3** and between the lowest paid employee (£23,151.49) and the average Chief Officer employed by Cannock Chase District Council (86,946.75) as **1: 3.8**.

The multiple between the median full time equivalent earnings (£29,300.15) and the Chief Executive is **1: 5**) and between the median full time equivalent earnings (£29,300.15) and the average Chief Officer (£86,946.75) is **1: 3**.

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 Chief Officers.

## Calendar of Meetings 2024-25

<b>Committee:</b>	Council
<b>Date of Meeting:</b>	6 March 2024
<b>Report of:</b>	Chief Executive
<b>Portfolio:</b>	Leader of the Council

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### **1 Purpose of Report**

- 1.1 For Members to approve the calendar of meetings for the 2024-25 municipal year.

### **2 Recommendations**

That:

- 2.1 The calendar of meetings for 2024-25, as included at appendix 1 to this report, be approved.
- 2.2 The Chief Executive, in consultation with the Chair of the Council, relevant Chairs 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.

#### **Reasons for Recommendations**

- 2.3 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.
- 2.4 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 Chief Executive to consult with the relevant Chair or the Leader in such circumstances, having regard to any justifiable reasons that may exist.

### **3 Key Issues**

- 3.1 The proposed calendar of meetings for the 2024-25 municipal year, which sets out dates of meetings of full Council, Cabinet, committees, and other relevant bodies for approval by Council, is attached as appendix 1 to this report.

### **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 eight times during the year. Key dates of full Council meetings are:

- Annual meeting - 22 May 2024
- Budget setting meeting - 12 February 2025
- Precepts meeting - 26 February 2025

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

5.4 The scrutiny committees have been scheduled to meet four times per year to support work programme planning and monitoring of quarterly performance reports.

An additional meeting of the Responsible Council Scrutiny Committee has been scheduled for January 2025 for consultation purposes as part of the annual budget setting process (as required by the Budget and Policy Framework Procedure Rules).

5.5 The Planning Control Committee has been scheduled to meet broadly 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.

5.7 Cabinet Briefing and Shadow Cabinet meetings have been scheduled to correspond with planned meetings of the Cabinet.

5.8 Meetings of the Constitution Working Group have been scheduled in February and March 2025 to enable to annual review of the Constitution to take place.

5.9 Meetings of the following have not been included in the calendar as they will only take place when necessary:

- Standards Committee
- Licensing and Public Protection Committee
- Licensing Sub-Committee
- Joint Appointments Committee
- Investigatory and Disciplinary Committee
- Appeals and Complaints Panel
- Trade Union Consultative Forum



5.10 Full Council meetings are scheduled to commence at 6pm, and as per the Council decision of 8 September 2021 regarding start times of meetings, the following will also begin at 6pm:

- Cabinet and Cabinet Briefing
- Shadow Cabinet
- Scrutiny Committees
- Audit & Governance Committee
- Standards Committee

Planning Control Committee will commence at 3pm, the Constitution Working Group at 4pm, and the Trade Union Consultation Forum at 2pm.

The bodies listed in paragraph 5.9 (other than the Standards Committee) will commence usually at either 10am or 2pm to accommodate external attendees.

Meetings of scrutiny task & finish / working groups will usually start at 4pm.

5.11 Required training sessions for members of the Planning Control Committee, Licensing and 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 2024-25.

### **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 the Democratic Services team and supported by other officers from within the Council as necessary. 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 Equalities and Diversity**

None.

**6.6 Health**

None.

**6.7 Climate Change**

None.

**7 Appendices**

Appendix 1: Proposed calendar of meetings for 2024-25.

**8 Previous Consideration**

None.

**9 Background Papers**

None.

**Contact Officer:** Matt Berry  
**Telephone Number:** (01543) 464 589  
**Report Track:** Council: 06/03/24  
**Key Decision:** N/A

## Cannock Chase Council Calendar of Meetings 2024/25

## May 2024

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Elections	3
6 <i>Bank Holiday - offices closed</i>	7	8	9	10
13	14	15	16	17
20	21	22 6pm Annual Council	23 6pm Cabinet Briefing	24
27 School holidays <i>Bank Holiday - offices closed</i>	28 School holidays	29 School holidays	30 School holidays	31 School holidays

## June 2024

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 2pm - Planning Committee Training	5 3pm Planning Control Committee	6	7
10	11 6pm Shadow Cabinet	12	13 6pm Cabinet	14 10am - Licensing Training (Session 1)
17	18 2pm - Audit & Governance Committee Training 6pm Audit & Governance Committee	19	20	21 10am - Licensing Training (Session 2)
24	25	26	27	28

## July 2024

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 6pm Health, Wellbeing & The Community Scrutiny Committee	3 3pm Planning Control Committee	4 6pm Cabinet Briefing	5
8	9 6pm Responsible Council Scrutiny Committee	10 6pm Economic Prosperity Scrutiny	11	12
15	16 6pm Shadow Cabinet	17	18 6pm Cabinet	19
22	23 <i>School holidays</i> 6pm Audit & Governance Committee	24 <i>School holidays</i> 6pm Council	25 <i>School holidays</i>	26 <i>School holidays</i>
29 <i>School holidays</i>	30 <i>School holidays</i>	31 <i>School holidays</i> 3pm Planning Control Committee		

## August 2024

Monday	Tuesday	Wednesday	Thursday	Friday
			1 <i>School holidays</i> 6pm Cabinet Briefing	2 <i>School holidays</i>
5 <i>School holidays</i>	6 <i>School holidays</i>	7 <i>School holidays</i>	8 <i>School holidays</i>	9 <i>School holidays</i>
12 <i>School holidays</i>	13 <i>School holidays</i> 6pm Shadow Cabinet	14 <i>School holidays</i>	15 <i>School holidays</i> 6pm Cabinet	16 <i>School holidays</i>
19 <i>School holidays</i>	20 <i>School holidays</i>	21 <i>School holidays</i> 3pm Planning Control Committee	22 <i>School holidays</i>	23 <i>School holidays</i>
26 <i>School holidays</i> <i>Bank Holiday - offices closed</i>	27 <i>School holidays</i>	28 <i>School holidays</i>	29 <i>School holidays</i>	30 <i>School holidays</i>

## September 2024

Monday	Tuesday	Wednesday	Thursday	Friday
2 <i>School holidays</i>	3 6pm Economic Prosperity Scrutiny Committee	4 6pm Responsible Council Scrutiny Committee	5	6
9	10	11	12 6pm Cabinet Briefing	13
16	17 6pm Health, Wellbeing & The Community Scrutiny Committee	18 3pm Planning Control Committee	19 6pm Audit & Governance Committee	20
23	24 6pm Shadow Cabinet	25	26 6pm Cabinet	27
30				

## October 2024

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9 6pm Council	10 6pm Cabinet Briefing	11
14	15	16 3pm Planning Control Committee	17	18
21	22 6pm Shadow Cabinet	23	24 6pm Cabinet	25
28 <i>School holidays</i>	29 <i>School holidays</i>	30 <i>School holidays</i>	31 <i>School holidays</i>	

**November 2024**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
				1 <i>School holidays</i>
4	5	6	7	8
11	12	13 3pm Planning Control Committee	14 6pm Cabinet Briefing	15
18	19 6pm Audit & Governance Committee	20	21	22
25	26 6pm Shadow Cabinet	27	28 6pm Cabinet	29

**December 2024**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
2 6pm Health, Wellbeing & The Community Scrutiny Committee	3	4 6pm Council	5	6
9	10 6pm Economic Prosperity Scrutiny Committee	11 3pm Planning Control Committee	12 6pm Responsible Council Scrutiny Committee	13
16	17	18	19	20
23 <i>School holidays</i>	24 <i>School holidays</i>	25 <i>School holidays</i> <i>Christmas Day - offices closed</i>	26 <i>School holidays</i> <i>Boxing Day - offices closed</i>	27 <i>School holidays</i> <i>Offices closed</i>
30 <i>School holidays</i>	31 <i>School holidays</i>			

## January 2025

Monday	Tuesday	Wednesday	Thursday	Friday
		1 <i>School holidays</i> New Year's Day - offices closed	2 <i>School holidays</i>	3 <i>School holidays</i>
6	7	8	9	10
13 6pm Cabinet Briefing (draft budgets)	14	15 3pm Planning Control Committee	16 6pm Cabinet (draft budgets) 6:30pm Cabinet Briefing	17
20 6pm Responsible Council Scrutiny Committee (Budget Consultation)	21 6pm Shadow Cabinet (Budget Consultation)	22 6pm Council	23	24
27	28 6pm Shadow Cabinet	29	30 6pm Cabinet	31

## February 2025

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5 3pm Planning Control Committee	6	7
10 4pm Constitution Working Group	11	12 6pm Council (Budgets)	13	14
17 <i>School holidays</i> 6pm Cabinet (provisional for budget referrals from 12/02/25 Council mtg.)	18 <i>School holidays</i>	19 <i>School holidays</i>	20 <i>School holidays</i>	21 <i>School holidays</i>
24	25	26 6pm Council (Precepts)	27 6pm Cabinet Briefing	28

March 2025

Monday	Tuesday	Wednesday	Thursday	Friday
3 4pm Constitution Working Group	4	5 3pm Planning Control Committee	6	7
10	11 6pm Shadow Cabinet	12	13 6pm Cabinet	14
17	18	19 6pm Economic Prosperity Scrutiny Committee	20	21
24 4pm Constitution Working Group	25 6pm Audit & Governance Committee	26	27	28
31 6pm Health, Wellbeing & The Community Scrutiny Committee				

April 2025

Monday	Tuesday	Wednesday	Thursday	Friday
	1 6pm Responsible Council Scrutiny Committee	2 3pm Planning Control Committee	3 6pm Cabinet Briefing	4
7	8	9 6pm Council	10	11
14 <i>School holidays</i>	15 <i>School holidays</i>	16 <i>School holidays</i>	17 <i>School holidays</i>	18 <i>School holidays</i> <i>Good Friday - offices closed</i>
21 <i>School holidays</i> <i>Easter Monday - offices closed</i>	22 <i>School holidays</i> 6pm Shadow Cabinet	23 <i>School holidays</i>	24 <i>School holidays</i> 6pm Cabinet	25 <i>School holidays</i>
28	29	30 3pm Planning Control Committee		



May 2025

Monday	Tuesday	Wednesday	Thursday	Friday
			1 SCC Elections	2
5 <i>Bank Holiday - offices closed</i>	6	7	8	9
12	13	14	15	16
19	20	21 6pm Annual Council	22 6pm Cabinet Briefing (for Cabinet 05/06/25)	23
26 School holidays <i>Bank Holiday - offices closed</i>	27 School holidays	28 School holidays	29 School holidays	30 School holidays