



Cannock Chase Council

Council Meeting

Wednesday 1 March 2023 at 6:00pm

Meeting to be held 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 15 February 2023, Minute Numbers 67 – 72; Page Numbers 45 – 50.

4. The Chair's Announcements and Correspondence

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

5. The Leader's Announcements and Correspondence

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

6. Recommendations Referred from Cabinet, Committees, etc.

Council is requested to consider recommendations from the Cabinet meetings held on 26 January and 16 February 2023 in respect of the following matters:

(i) UK Shared Prosperity Fund (Cabinet 26/01/23, Minute Number 85)

“That Council be recommended to amend the current Capital Programme to accommodate the sum of £932,000 to ensure delivery of capital projects identified in the UK Shared Prosperity Fund Investment Plan.”

(ii) Proposed Improvements to Barnard Way Play Area (Cabinet 26/01/23, Minute Number 86)

“That Council be recommended to include in the Council’s capital programme 2023-24 the sum of £88,000 from Cannock East ward allocated Community Infrastructure Levy funds, and £8,750 income from the Forest of Mercia.”

The accompanying reports for the above recommendations can be viewed on the [26 January 2023 Cabinet](#) meeting page on the Council’s website.

(iii) Treasury Management Strategy, Minimum Revenue Provision Policy and Annual Investment Strategy 2023-24 (Cabinet 16/02/23, Draft Minute Number 93)

“That Council be recommended to approve:

- (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 2023-24.”

The accompanying report for the above recommendation can be viewed on the [16 February 2023 Cabinet](#) meeting page on the Council’s website.

7. Council Tax Resolution

Joint Report of the S151 Officer & Deputy Chief Executive and the Council Solicitor (Item 7.1 - 7.6).

8. Motions Received Under Council Procedure Rule 6

(i) To consider the following Motion submitted in accordance with Council Procedure Rule 6 by Councillor J.A.A. Newbury, Deputy Leader of the Opposition:

This Council notes that:

- Each year, the Carers Trust organises Young Carers Action Day to raise public awareness of the challenges faced by young people because of their caring role, and to campaign for greater support for young and young adult carers to meet their needs.
- Young Carers Action Day will be held on 15th March and this year’s theme is ‘Make Time for Young Carers’.
- A 2018 estimate from the University of Nottingham suggests that as many as one in five schoolchildren could be young carers, with this number having increased during and since the COVID-19 pandemic.
- Caring for someone can be very isolating, worrying, and stressful. For young carers, this can negatively impact on their experiences and outcomes in education, having a lasting effect on their life chances.

This Council resolves to:

- Commend the young carers across our District who do vital work, often completely unpaid.
- Use Young Carers Action Day as an opportunity to thank our young carers, to raise awareness of the work they do and the challenges they face, and to signpost to sources of support.
- Ask the Chief Executive to write to the Minister of State for Social Care asking her to do everything she can to ensure young carers are actively identified and provided with the support they need.
- Write to the Member of Parliament for Cannock Chase to ask her to join the All-Party Parliamentary Group for Young Carers and Young Adult Carers.

This motion was adapted from a model motion produced by the Carers Trust.

(ii) To consider the following Motion submitted in accordance with Council Procedure Rule 6 by Councillor J.A.A. Newbury, Deputy Leader of the Opposition:

This Council notes that:

- Hate crimes are increasing across England and Wales; figures for 2021/22 show an increase of 24% overall with hate crimes related to gender identity up by 56%.
- In the last two years, even more countries have introduced measures such as allowing self-identification of gender and banning conversion therapy, including Finland, Spain, Switzerland, and New Zealand.
- In 2021, the Welsh Government requested the devolution of as many as aspects of the Gender Recognition Act 2004 as possible.
- In December 2022, the Scottish Parliament passed the Gender Recognition Reform Bill by a large margin, but this was prevented from being submitted for Royal Assent.
- The UK Government previously pledged to reform the Gender Recognition Act 2004 but later opted to simply move the application process online and reduce the payable fee.
- The UK Government has pledged to introduce a ban on so-called 'conversion therapy' but as of April 2022, this is not planned to cover gender identity.

This Council believes that:

- Trans people in our District, including those identifying as non-binary, should be able to live as their true selves without fear of discrimination or denial of their identity.
- Since a motion on rights for trans people was unanimously passed by this council in November 2020, rights have not improved and in many ways, life has gotten worse for the trans community.
- The public debate around rights for trans people is all too often characterised by hostility, intolerance of other views and oversimplification, all of which create a toxic atmosphere that is harmful to the trans community.

This Council resolves to:

- Work with LGBT+ charities and community groups on communications activity during Pride Month in June to raise awareness of issues such as gender identity,

usage of pronouns, pride festivals and how we can support the diversity in our District.

- Explore the possibility of setting up an LGBT+ staff network within the council which could advise on LGBT+ awareness campaigns and efforts to ensure the council is as inclusive an employer as possible.
- Ask that the Chief Executive writes to the Minister for Women and Equalities and the Member of Parliament for Cannock Chase to encourage them to:
 - work towards UK-wide reform of the Gender Recognition Act 2004 which takes into account the diversity of opinion that exists across the country.
 - introduce a ban on 'conversion therapy' which encompasses gender identity as well as sexual orientation.

9. Localism Act 2011 - Pay Policy Statement 2023-24

Report of the Interim Head of Human Resources (Item 9.1 - 9.10).

10. Calendar of Meetings 2023-24

Report of the Chief Executive (Item 10.1 - 10.11).

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. 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 Paragraph 3 of Part 1, Schedule 12A, Local Government Act, 1972."

Cannock Chase Council

Council Meeting

Wednesday 1 March 2023 at 6:00pm

Meeting to be held in the Council Chamber, Civic Centre, Cannock

Part 2

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

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



**T. Clegg
Chief Executive**

21 February 2023

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

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

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

A Pecuniary Interest is a personal interest where the matter

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

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

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

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

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

Declaring Interests at Full Council

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

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

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

Cannock Chase Council

Minutes of the Meeting of the Council

Held in the Council Chamber, Civic Centre, Cannock

On Wednesday 15 February 2023 at 6:00 p.m.

Part 1

Present: Councillors:

Buttery, M.S. (Chair)

Jones, P.G.C. (Vice-Chair)

Arduino, L.	Kraujalis, J.T.
Bancroft, J.T.	Kruskonjic, P.
Beach, A.	Lyons, N.
Boucker, A.S.	Lyons, O. (Leader)
Dunnett, A.J.	McMahon, J.B.
Fisher, P.A.	Molineux, G.N.
Fitzgerald, A.A.	Muckley, A.M.
Frew, C.L.	Newbury, J.A.A.
Haden, P.K.	Pearson, A.R.
Hoare, M.W.A.	Preece, J.P.T.L.
Hughes, R.J.	Prestwood, J.
Johnson, J.P.	Sutherland, M.
Johnson, P.	Theodorou, P.C.
Johnson, T.B.	Thompson, S.L.
Jones, B.	Thornley, S.J.
Jones, P.T.	Wilson, L.J.
Jones, V.	Woodhead, P.E.
Kenny, B.	

Prior to the commencement of the formal start of the meeting, the Chair advised he had some announcements to make that were of a sad nature, but important for Members to acknowledge:

(i) War in Ukraine

24 February would mark one year since the start of the war in Ukraine.

On this date, a national one-minute silence would be held at 11am, and all Members and the public were encouraged to observe this.

We had all seen the harrowing consequences of this war, and our thoughts were with the people of Ukraine, to those who had lost their lives, loved ones, and homes. We could only hope and pray that this war came to an end soon.

(ii) Earthquake in Turkey and Syria

On the morning of Monday 6 February, we learnt the dreadful news that a major earthquake had struck southern Turkey, near to the Syrian border, followed by several large aftershocks.

The catastrophic outcome of this earthquake was unimaginable, as was the tens of thousands of people who had tragically lost their lives, and the survivors who had lost loved ones, their homes, and communities.

A worldwide humanitarian aid effort was currently taking place to provide support to those affected. Anybody wishing to donate to help should visit the Disasters Emergency Committee website (www.dec.org.uk) for further details.

The Council's thoughts were with the people of Turkey and Syria at this awful time.

(iii) Former Councillor Dennis Dixon

The Chairman referred to the sad news that former Councillor Dennis Dixon had passed away on Friday 10 February.

Dennis was elected in 1999 as a ward member for Cannock North and served four consecutive terms, retiring 16 years later in 2015. Dennis had held positions on the Cabinet and Shadow Cabinet and sat on several committees.

Dennis also served as a County Councillor from 2005-2009 and was a former member on the Cannock Urban District Council prior to its merger with Rugeley Urban District Council in 1974.

Dennis was awarded the title of Honorary Alderman in 2018, when the Council first started to award this prestigious title.

The Council's thoughts were with Dennis' family and friends at this sad time.

A number of Members spoke in remembrance of Dennis, who had always been held in high regard by colleagues in all parts of the Chamber.

(iv) Ann Allen

Finally, the Chairman said it would also be remiss not to mention the sad passing of Ann Allen, wife of former Councillor Frank Allen, who had also recently passed away in November, following his retirement from the Council in May last year having served for 45 years.

This was an extremely sad time for the family of Frank and Ann, losing both within only a few months of each other. The Council's thoughts and condolences were sent to their family members and friends at this terribly difficult time.

The Chair then asked all present to join in observing a two minutes silence as a mark of respect for all those mentioned in his announcements.

67. Apologies

Apologies were submitted for Councillors S.M. Cartwright; S.K. Crabtree; J.S. Elson; and D. Foley.

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

Resolved:

That the Minutes of the meeting held on 18 January 2023 be approved as a correct record and signed.

70. Housing Revenue Account Budgets and Capital Programmes 2022/23 to 2025/26: Cabinet Resolutions

The Leader of the Council, Councillor O. Lyons, introduced and moved the Housing Revenue Account Budgets and Capital Programmes 2022/23 to 2025/26, which were duly seconded.

Consideration was then given to the recommendations referred from Cabinet held on 26 January 2023 in respect of:

- (i) Housing Revenue Account Budgets 2022/23 to 2025/26.
- (ii) Housing Revenue Account Capital Programmes 2022/23 to 2025/26.

Resolved:

That, in respect of:

(A) Housing Revenue Account Budgets 2022/23 to 2025/26

- (i) A minimum level of working balances of £2.078 million for 31 March 2024 be determined, with indicative working balances of £2.135 million and £2.192 million for 31 March 2025 and 2026, respectively.
- (ii) The Housing Revenue Account Budgets for 2023-24, 2024-25, and 2025-26 (as summarised in Appendix 1 of the 26 January 2023 Cabinet report) be approved, and the forecast outturn for 2022-23 (as summarised in the same Appendix) be noted.

(B) Housing Revenue Account Capital Programmes 2022/23 to 2025/26

The Housing Revenue Account Capital Programme for the period 2022-23 to 2025-26 (as set out in Appendix 2 of the 26 January 2023 Cabinet report) be approved.

71. 2023/24 to 2025/26 Budget Process Procedural Rules

Consideration was given to the Joint Report of the S151 Officer & Deputy Chief Executive and the Council Solicitor (Item 5.1 – 5.6).

Resolved:

That:

- (A) The timetable for the setting of the budget for 2023-24 be noted.
- (B) It be noted that the overall level of Council Tax would be set at Council's meeting on 1 March 2023, following determination of Cannock Chase Council's Tax

requirement, in accordance with the procedural requirements as set out in Appendix 1 of the report.

72. Budgets 2023 to 2026: Cabinet Resolutions

The Leader of the Council introduced and moved the Budget for 2023-24 to 2025-26, which was duly seconded.

Consideration was then given to the recommendations referred from Cabinet held on 26 January 2023 in respect of:

- (i) General Fund Revenue Budget and Capital Programme 2023-26.
- (ii) Local Council Tax Reduction Scheme 2023-24.

Labour Group Alternative Budget Proposals

The Leader of the Labour Group, Councillor T.B. Johnson, introduced the Group's Alternative Budget proposal for 2023-24, copies of which had been circulated in advance of the meeting.

The Leader of the Labour Group then moved the Alternative Budget as a proposal back to Cabinet, which was duly seconded.

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

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

For	Against	Abstain
Beach, A.	Arduino, L.	
Dunnett, M.J.	Bancroft, J.T.	
Fisher, P.A.	Boucker, A.S.	
Johnson, P.	Buttery, M.S.	
Johnson, T.B.	Fitzgerald, A.A.	
Kraujalis, J.T.	Frew, C.L.	
Molineux, G.N.	Haden, P.K.	
Muckley, A.M.	Hoare, M.W.A.	
Newbury, J.A.A.	Hughes, R.J.	
Pearson, A.R.	Johnson, J.P.	
Preece, J.P.T.L.	Jones, B.	
Prestwood, J.	Jones, P.T.	
Thornley, S.J.	Jones, P.G.C.	
Woodhead, P.E.	Jones, V.	

For	Against	Abstain
	Kenny, B.	
	Kruskonjic, P.	
	Lyons, N.	
	Lyons, O.	
	McMahon, J.B.	
	Sutherland, M.	
	Theodorou, P.C.	
	Thompson, S.L.	
	Wilson, L.J.	
14	23	0

In addition, Councillors S.M. Cartwright, S.K. Crabtree, J.S. Elson, and D. Foley were absent from the meeting.

Chase Community Independents & Green Group Alternative Budget Proposals

The Leader of the Chase Community Independents & Group, Councillor P.E. Woodhead, introduced the Group's Alternative Budget proposals for 2023-24, copies of which had been circulated in advance of the meeting.

The Leader of the Chase Community Independents & Group then moved the Alternative Budget as a proposal back to Cabinet, which was duly seconded.

Members then debated the Chase Community Independents & Group's Alternative Budget proposal, which was moved to a vote and not carried.

Councillor A.M. Muckley asked that her vote in favour of the alternative budget proposals be recorded.

Cabinet Budget Recommendations

A vote was then taken on the Cabinet's Budget recommendations:

Resolved:

That, in respect of:

(A) General Fund Revenue Budget and Capital Programme 2023-2026

- (i) The Budget requirement for the General Fund Revenue Budget for 2023-24 be set at £14.941 million.
- (ii) The indicative General Fund Revenue Budgets for 2024-25 be set at £14.592 million and for 2025-26 be set at £15.396 million.
- (iii) The budget pressures, savings, and income generation set out in paragraphs 5.4 to 5.6 of the 26 January 2023 Cabinet report be approved.
- (iv) The General Fund working balances be set at a minimum of £1million.

- (v) The detailed capital programme as set out in Appendices 2 and 3 of the 26 January 2023 Cabinet report be approved (updated copies of which were included with the 15 February 2023 Council agenda), along with the Community infrastructure Levy allocations as set out in Appendix 4 of the same report.
- (vi) The Council Tax for 2023-24 be increased by 2.99% to £236.92.
- (vii) The Council's Tax Base be set at 33,543.50 (as determined by the S151 Officer reducing the tax base of 34,438.92 to reflect the collection rate).
- (viii) It be noted that the inflation parameter for fees and charges for 2023-24 was generally set at 5%.
- (ix) The detailed portfolio budgets as set out in Appendix 1 of the 26 January 2023 Cabinet report be approved.

(B) Local Council Tax Reduction Scheme 2023-24

- (i) The removal of the 80% cap for working-aged claimants, in respect of the Local Council Tax Reduction scheme for 2023-24 only, be approved.
- (ii) Authority be delegated to the S151 Officer to make incidental changes to the scheme where such changes did not impact on the Council's budget or policies and were necessary to ensure that claimants' entitlement to Local Council Tax Reduction was not reduced by receipt of payments made that were intended to assist with cost-of-living and energy bill increases.

The meeting closed at 8:45 p.m.

Chair

Joint Report of:	S151 Officer & Deputy Chief Executive Council Solicitor
Contact Officers:	Chris Forrester Ian Curran
Contact Numbers:	01543 464 334 01785 619 220
Portfolio Leader:	Leader of the Council
Report Track:	Council: 01/03/23

**Council
1 March 2023
Council Tax Resolution**

1 Purpose of Report

- 1.1 To set out the proposed Council Tax for the year 2023/24.

2 Recommendation(s)

- 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.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 Council at its meeting on 15 February 2023 determined its Budget for 2023/24 and set a Band D Council Tax at £236.92.
- 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 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 2023-24.

Reasons for Recommendations

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

4 Relationship to Corporate Priorities

- 4.1 Not applicable.

5 Report Detail

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

- 5.6 The overall level of Council Tax must be set before the 11 March each year; however, the overall level of Council Tax cannot be set before 1 March 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.
- 5.7 Council at its meeting on 15 February 2023 approved the General Fund Revenue Budget for 2023/24 and determined the Council Tax for the District at £236.92.
- 5.8 Staffordshire County Council approved its precept at its meeting on 9 February 2023 and the precept proposals of the Staffordshire Commissioner for Police, Fire & Rescue and Crime were accepted by the Police, Fire and Crime Panel on 6 February 2023 (Police precept) and 13 February 2023 (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.

6 Implications

6.1 Financial

The financial implications have been referred to throughout the report.

6.2 Legal

The legal implications have been referred to throughout the report.

6.3 Human Resources

None.

6.4 Risk Management

None.

6.5 Equality & Diversity

None.

6.6 Climate Change

None.

7 Appendices to the Report

Appendix: Council Tax Resolution 2023/24.

Council Tax Resolution 2023/24

Council Tax 2023/2024

Following Minute No. 72 of the Council of 15th February 2023, determining the level of net spending for the General Fund Revenue Budget and Transfer from Working Balances for 2023/2024; the Council is recommended to make a Council Tax for 2023/2024 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 2023/24:
 - (a) for the whole Council area as 29,851.05 [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	1,985.83
Bridgtown	639.65
Brindley Heath	252.72
Cannock Wood	407.44
Heath Hayes / Wimblebury	4,067.82
Hednesford	5,906.84
Norton Canes	2,676.24
Rugeley	5,316.64
Unparished	
Cannock	8,597.87
	<u>29,851.05</u>

- 2 That the Council Tax requirement for the Council's own purposes for 2023/24 (excluding Parish precepts) is calculated at £7,072,310.77.
- 3 That the following amounts are calculated for the year 2023/24 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:
 - (a) £45,029,435.77 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) £37,107,880.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - (c) £7,921,555.77 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).

Item No. 7.5

- (d) £265.37 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) £849,245.00 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
- (f) £236.92 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	268.14
Bridgtown	249.68
Brindley Heath	253.82
Cannock Wood	267.18
Heath Hayes / Wimblebury	265.47
Hednesford	274.01
Norton Canes	277.99
Rugeley	296.62

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	148.97	178.76	208.55	238.35	268.14	327.73	387.31	446.90	536.28
Bridgtown	138.71	166.45	194.20	221.94	249.68	305.16	360.65	416.13	499.36
Brindley Heath	141.01	169.21	197.42	225.62	253.82	310.22	366.63	423.03	507.64
Cannock Wood	148.43	178.12	207.81	237.49	267.18	326.55	385.93	445.30	534.36
Heath Hayes & Wimblebury	147.48	176.98	206.48	235.97	265.47	324.46	383.46	442.45	530.94
Hednesford	152.23	182.67	213.12	243.56	274.01	334.90	395.79	456.68	548.02
Norton Canes	154.44	185.33	216.21	247.10	277.99	339.77	401.54	463.32	555.98
Rugeley	164.79	197.75	230.70	263.66	296.62	362.54	428.45	494.37	593.24
Unparished	131.62	157.95	184.27	210.60	236.92	289.57	342.22	394.87	473.84

Item No. 7.6

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

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

Valuation Bands

	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	980.82	1,144.29	1,307.76	1,471.23	1,798.17	2,125.11	2,452.05	2,942.46
Office of the Police & Crime Commissioner	173.71	202.67	231.62	260.57	318.47	376.38	434.28	521.14
Stoke-on-Trent and Staffs Fire Authority	56.17	65.53	74.89	84.25	102.97	121.69	140.42	168.50

- 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 2023/24 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	1,157.89	1,389.46	1,621.04	1,852.62	2,084.19	2,547.34	3,010.49	3,473.65	4,168.38
Bridgtown	1,147.63	1,377.15	1,606.69	1,836.21	2,065.73	2,524.77	2,983.83	3,442.88	4,131.46
Brindley Heath	1,149.93	1,379.91	1,609.91	1,839.89	2,069.87	2,529.83	2,989.81	3,449.78	4,139.74
Cannock Wood	1,157.35	1,388.82	1,620.30	1,851.76	2,083.23	2,546.16	3,009.11	3,472.05	4,166.46
Heath Hayes & Wimblebury	1,156.40	1,387.68	1,618.97	1,850.24	2,081.52	2,544.07	3,006.64	3,469.20	4,163.04
Hednesford	1,161.15	1,393.37	1,625.61	1,857.83	2,090.06	2,554.51	3,018.97	3,483.43	4,180.12
Norton Canes	1,163.36	1,396.03	1,628.70	1,861.37	2,094.04	2,559.38	3,024.72	3,490.07	4,188.08
Rugeley	1,173.71	1,408.45	1,643.19	1,877.93	2,112.67	2,582.15	3,051.63	3,521.12	4,225.34
Unparished	1,140.54	1,368.65	1,596.76	1,824.87	2,052.97	2,509.18	2,965.40	3,421.62	4,105.94

- 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 2023/24 is not excessive in accordance with the principles determined by the Secretary of State under Section 52ZC of that Act.

Report of:	Interim Head of Human Resources
Contact Officer:	Suzanne Dutton
Portfolio Leader:	Innovation and Resources
Telephone No:	01543 464 426
Report Track:	Council: 01/03/23

Council
1 March 2023
Localism Act 2011 - Pay Policy Statement 2023-24

1 Purpose of Report

- 1.1 To agree a Pay Policy Statement for 2023-24 as required by Sections 38 and 39 of the Localism Act 2011.

2 Recommendation(s)

That Council:

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

3 Key Issues and Reasons for Recommendations

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

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

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

4 Relationship to Corporate Priorities

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

5 Report Detail

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

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

5.3 In terms of process the Pay Policy Statement it:

- 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 April 2022, excluding where employees are paid the Living Wage Foundation rate. In this case, rates used are as at 1st November 2022.

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 2023/24.

6.2 Legal

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

6.3 Human Resources

None.

6.4 Risk Management

None.

6.5 Equality & Diversity

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

6.6 Climate Change

None.

7 Appendices to the Report

Appendix 1: Pay Policy Statement 2023-24.

Cannock Chase Council Pay Policy Statement 2023-24

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.

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 2023 (NJC Green Book, Chief Executives, JNC Chief Officers and Craft and Associated employees) remain under national negotiation between the employers and the trade unions and are unresolved at the time of writing. On this basis, the figures used in this statement are based on the 1st April 2022 rates of pay, except where employees are paid at the Living Wage Foundation rate, which was uplifted from 1st November 2022.

The Living Wage Rate as proposed by the Living Wage Foundation, was implemented by the Council from 1st April 2015. This rate rose from a minimum hourly rate of £9.90 to £10.90 per hour, from 1st November 2022 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 2023.

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 2022. At the date of writing employee pension contribution bands have not been confirmed for 2023/24.

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

2022/23 rates

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

The Employer contribution rates are set by Actuaries advising the Staffordshire Pension Fund and are reviewed on a regular basis in order to ensure the scheme is appropriately funded. The Employer contribution rate for Cannock Chase Council for 2023/24 has been set 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.

The change in rates from the 1 April 2023 reflect a higher primary rate and a lower secondary contribution reflecting the latest 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 directly to the shared Chief Executive. 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 the Joint National Council for Chief Officers terms and conditions of employment. Details of their annual salary and other additional payments as of 1st April 2022 (the pay award remains pending for Chief Officers from April 2023) are set out below.

Post (Note 6)	Range/Fixed Salary (£)		Essential Car User Allowance
Shared Chief Executive (Note 1,1a and 2)		139,082	N/A
Deputy Chief Executive & Section 151 Officer (Note 2 & 2a)	63395.31	70979.37	963
Head of Governance and Corporate Services (Note 2)	63395.31	70979.37	963
Head of Environment & Healthy Lifestyles	63395.31	70979.37	963
Head of Housing and Partnerships	63395.31	70979.37	963
Head of Economic Prosperity	63395.31	70979.37	963

Note 1 – Single fixed salary pay point.

Note 1a – This post is shared with our Shared Service partner, Stafford Borough Council. 50% of the salary costs of the Joint Chief Executive (including a 15% consolidated payment for this shared requirement), are being met by Cannock Chase Council.

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

Note 2a – The post holder receives a payment of £13,096 per annum for undertaking the role of Deputy Chief Executive in addition to the substantive post of Section 151 Officer for Cannock Chase Council, plus a payment of £7,097.93 per annum for undertaking the role of Section 151 Officer for our shared services partner, Stafford Borough Council.

In addition to the above all Heads of Service and the Deputy Chief Executive 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 £19.55 per 24-hour period effective from 1st April 2022 (2023/24 Pay Award pending).

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

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

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

Additions to Salary of Chief Officers

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

- (a) Where appropriate and subject to operational circumstances – for officers who are unable to utilise their full leave entitlement payment for untaken leave is permitted. This discretionary provision applies to all Chief Officers including the Deputy Chief Executive. (Other employees have the option to buy additional annual leave).
- (b) Recognition Payments (including honoraria, acting-up payments, ex-gratia payments) – subject to approval such additional payments are permissible to recognise additional duties and responsibilities which occur over and above normal contractual obligations. The provision of such payments is available to all Council employee's dependent on circumstances.
- (c) Heads of Service and the Deputy Chief Executive receive a fixed annual allowance to cover the broadband and hardware costs of accessing critical systems from home (£1,524.42 per annum from 1st April 2022 – (2023/24 pay award pending) in line with the agreed Chief Officer Pay Awards.
- (d) Returning Officer Fees – a range of fees are payable to the Head of Governance & Corporate Services for her role as returning officer for local elections 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 2023/24 reflect a 4% 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 £116.44 per 1,000 or part, thereof, electors for either a standalone district or parish election, with a maximum of £465.76 per ward; to £154.22 per 1,000 or part, thereof, electors for combined district and parish elections, with a maximum of £616.89 per ward. Additionally, there are fees of £18.04 per ward for the issue and receipt of ballot papers; a supervisory fee of £38.84 per ward up to four wards, then £19.42 per ward thereafter, for poll cards; and £56.30 for every uncontested ward for which an election is held for a district or parish councillor(s).

Proposed Structural Changes

Following the agreement of the respective Council's in early December 2022, Cannock Chase District and Stafford Borough Council have agreed to expand the scope of existing shared services arrangements. As the first stage of this process, a shared Leadership Team is due to be implemented with effect from April 2023, this will result in changes to the structure and salaries. As at the date of writing, the outcome of formal consultation on proposed revisions to the terms and conditions of the Chief Officers named above has not been finalised. On this basis the information provided above in respect of senior management remuneration and additions to the salary of Chief Officers relates to the terms and conditions in place at this time.

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 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; (non-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 2023 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 £10.90 per hour, which equates to £21,029.27 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 (£21,029.27) and the shared Chief Executive post (£139,082) as **1:6.61** and between the lowest paid employee (£21,029.27) and the average Chief Officer (excluding the shared Chief Executive position, £72,712.70) as **1: 3.45**.

The multiple between the median full time equivalent earnings (£26,845) and the Chief Executive is **1: 5.18** and between the median full time equivalent earnings (£26,845) and average Chief Officer (£78,712.70) is **1: 2.70**.

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.

Report of:	Chief Executive
Contact Officer:	Matt Berry
Contact Number:	01543 464 589
Portfolio Leader:	Leader of the Council
Report Track:	Council: 01/03/23

Council
1 March 2023
Calendar of Meetings 2023-24

1 Purpose of Report

- 1.1 For Members to approve the Calendar of Meetings for the 2023-24 municipal year.

2 Recommendation(s)

That:

- 2.1 The calendar of meetings 2023-24, 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.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 The proposed calendar of meetings for the 2023-24 municipal year, which sets out dates for meetings of full Council, Cabinet, Committees, and other relevant bodies for approval by Council, is attached as Appendix 1 to this report.

Reasons for Recommendations

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

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

4 Relationship to Corporate Priorities

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

5 Report Detail

- 5.1 Meetings of the Council will be called in accordance with the Council's Constitution and have been scheduled throughout the year. The purpose of certain meetings is referenced in the Calendar.
- 5.2 Full Council has been scheduled to meet 8 times during the year. Key dates of Council meetings are:
- Annual meeting – 24 May 2023
 - Budget setting meeting – 21 February 2024
 - Precept meeting – 6 March 2024
- 5.3 Twelve formal Cabinet meetings have been scheduled throughout the year, one of which is a provisional meeting falling between the budget and precept Council meetings. This meeting will only be required if balanced alternative budget proposals are referred from Council for consideration by the Cabinet.
- 5.4 The Scrutiny Committees have been scheduled to meet 4 times per year to support work programme planning and monitoring of the quarterly performance reports.
- An additional Scrutiny Committee has been scheduled for January 2024 for consultation purposes as part of the annual budget setting process (as per the requirements of the Budget and Policy Framework Procedure Rules).
- 5.5 The Planning Control Committee has been scheduled to meet every four weeks to determine planning applications within required deadlines.
- 5.6 The Audit & Governance Committee has been scheduled to meet four times to deal with specific matters at certain times of the year.
- 5.7 The Standards Committee has also been scheduled to meet four times during the year.
- 5.8 The Trade Unions Consultative Forum has been scheduled to meet three times during the year.
- 5.9 Cabinet Briefing and Shadow Cabinet meetings have been scheduled to correspond with planned meetings of the Cabinet.

- 5.10 Meetings of the Constitution Working Group have been scheduled to enable the annual review of the Constitution to take place.
- 5.11 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
 - Scrutiny Committees
 - Audit & Governance Committee
 - Standards Committee
 - Cabinet Briefing
 - Shadow Cabinet

Planning Control Committee will commence at 3pm, and the Trade Unions Consultative Forum at 2pm. All other meetings will start at 4pm, except for those listed in paragraph 5.12, below.

- 5.12 Meetings of the Licensing and Public Protection Committee, Licensing Sub-Committee, Appeals and Complaints Panel, and Appointments Panel, are arranged as and when necessary, and therefore not scheduled in the calendar. Any such meetings will start earlier in the day (usually 10am or 2pm) to accommodate external attendees.
- 5.13 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 2023-24.

6.2 Legal

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

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

6.3 Human Resources

Meetings will be 'serviced' by Democratic Services and supported by other Officers from within the Council. Any increase in the number of meetings, or a

reduction in staffing levels, would impact on the Council's ability to support any additional meetings.

6.4 Risk Management

None.

6.5 Equality & Diversity

None.

6.6 Climate Change

None.

7 Appendices to the Report

Appendix 1: Proposed Calendar of Meetings for 2023-24.

Cannock Chase Council Calendar of Meetings 2023-24

May 2023

Monday	Tuesday	Wednesday	Thursday	Friday
1 <i>Bank Holiday - offices closed</i>	2	3 Planning Control Committee	4 <i>Elections</i>	5
8 <i>Bank Holiday - offices closed</i>	9	10	11	12
15	16	17	18	19
22	23	24 Annual Council	25	26
29 <i>School holidays</i> <i>Bank Holiday - offices closed</i>	30 <i>School holidays</i> <i>Planning Control Committee training (2pm)</i>	31 <i>School holidays</i> Planning Control Committee		

June 2023

Monday	Tuesday	Wednesday	Thursday	Friday
			1 <i>School holidays</i> Cabinet Briefing	2 <i>School holidays</i>
5	6	7	8	9 <i>Licensing training (session 1)</i>
12 Standards Committee	13 Shadow Cabinet	14	15 Cabinet	16 <i>Licensing training (session 2)</i>
19	20	21	22	23
26	27 <i>Audit & Governance Committee training (4:30pm)</i> Audit & Governance Committee	28 Planning Control Committee	29 Cabinet Briefing	30

July 2023

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10 Responsible Council Scrutiny Committee	11 Shadow Cabinet	12 Council	13 Cabinet	14
17 Health, Wellbeing, and The Community Scrutiny Committee	18 Economic Prosperity Scrutiny Committee	19	20	21
24	25	26 <i>School holidays start</i> Planning Control Committee	27 <i>School holidays</i> Cabinet Briefing	28 <i>School holidays</i>
31				

August 2023

Monday	Tuesday	Wednesday	Thursday	Friday
	1 <i>School holidays</i>	2 <i>School holidays</i>	3 <i>School holidays</i>	4 <i>School holidays</i>
7 <i>School holidays</i>	8 <i>School holidays</i> Shadow Cabinet	9 <i>School holidays</i>	10 <i>School holidays</i> Cabinet	11 <i>School holidays</i>
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>
21 <i>School holidays</i>	22 <i>School holidays</i>	23 <i>School holidays</i> Planning Control Committee	24 <i>School holidays</i>	25 <i>School holidays</i>
28 <i>School holidays</i> <i>Bank Holiday - offices closed</i>	29 <i>School holidays</i>	30 <i>School holidays</i>	31 <i>School holidays</i> Cabinet Briefing	

September 2023

Monday	Tuesday	Wednesday	Thursday	Friday
				1 <i>School holidays</i>
4 <i>School holidays end</i>	5	6 Council	7	8
11 Shadow Cabinet	12	13 Responsible Council Scrutiny Committee	14 Cabinet	15
18 Health, Wellbeing, and The Community Scrutiny Committee	19 Economic Prosperity Scrutiny Cttee	20 Planning Control Committee	21	22
25 Standards Committee	26 Audit & Governance Committee	27	28 Cabinet Briefing	29

October 2023

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10 Shadow Cabinet	11	12 Cabinet	13
16	17	18 Planning Control Committee	19	20
23	24	25	26 Cabinet Briefing	27
30 <i>School holidays</i>	31 <i>School holidays</i>			

November 2023

Monday	Tuesday	Wednesday	Thursday	Friday
		1 <i>School holidays</i>	2 <i>School holidays</i>	3 <i>School holidays</i>
6 Shadow Cabinet	7	8 Council	9 Cabinet	10
13	14	15 Planning Control Committee	16	17
20	21	22	23 Cabinet Briefing	24
27	28	29	30 Audit & Governance Committee	

December 2023

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Standards Committee	5 Health, Wellbeing, and The Community Scrutiny Committee	6 Economic Prosperity Scrutiny Committee	7	8
11 Responsible Council Scrutiny Committee	12 Shadow Cabinet	13 Planning Control Committee	14 Cabinet	15
18	19	20	21	22
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>	28 <i>School holidays</i>	29 <i>School holidays</i>

January 2024

Monday	Tuesday	Wednesday	Thursday	Friday
1 <i>School holidays</i> <i>New Year's Day - offices closed</i>	2 <i>School holidays</i>	3 <i>School holidays</i>	4 <i>School holidays</i>	5 <i>School holidays</i>
8	9	10 Planning Control Committee	11	12
15	16	17 Cabinet Briefing	18	19
22	23 Responsible Council Scrutiny Committee (Budget Consultation)	24 Council	25	26
29 Shadow Cabinet	30	31		

February 2024

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Cabinet	2
5 Constitution Working Group	6	7 Planning Control Committee	8	9
12 <i>School holidays</i>	13 <i>School holidays</i>	14 <i>School holidays</i>	15 <i>School holidays</i> Cabinet Briefing	16 <i>School holidays</i>
19	20	21 Council (Budgets)	22 Cabinet (Provisional)	23
26 Shadow Cabinet	27	28 Planning Control Committee	29 Cabinet	

March 2024

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Constitution Working Group	5	6 Council (Precepts)	7	8
11 Standards Committee	12 Responsible Council Scrutiny Committee	13	14 Cabinet Briefing	15
18 Health, Wellbeing, and The Community Scrutiny Committee	19	20 Economic Prosperity Scrutiny Committee	21 Audit & Governance Committee	22
25 <i>School holidays</i> Constitution Working Group	26 <i>School holidays</i> Shadow Cabinet	27 <i>School holidays</i> Planning Control Committee	28 <i>School holidays</i> Cabinet	29 <i>School holidays</i> <i>Good Friday - offices closed</i>

April 2024

Monday	Tuesday	Wednesday	Thursday	Friday
1 <i>School holidays</i> <i>Easter Monday - offices closed</i>	2 <i>School holidays</i>	3 <i>School holidays</i>	4 <i>School holidays</i>	5 <i>School holidays</i>
8	9	10	11 Cabinet Briefing	12
15	16	17 Council	18	19
22	23 Shadow Cabinet	24 Planning Control Committee	25 Cabinet	26
29	30			

May 2024

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