



**South  
Derbyshire**  
District Council

**F. McArdle**  
**Chief Executive**

Civic Offices, Civic Way,  
Swadlincote, Derbyshire DE11 0AH

[www.south-derbys.gov.uk](http://www.south-derbys.gov.uk)

In line with best practice,  
a **Safeguarding Awareness** briefing  
session has been arranged  
for **5.45 pm Thursday, 3<sup>rd</sup> April 2014**  
in the Council Chamber  
(*prior to the Full Council Meeting*)  
and I would be grateful if you could  
attend.

**Please ask for: Lisa Kinsey**

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Our ref: LK

Your ref:

Date: 25 March 2015

Dear Councillor,

### **Council**

A Meeting of the **Council** will be held in the **Council Chamber**, on **Thursday, 03 April 2014 at 18:00**. You are requested to attend.

Yours faithfully,

Chief Executive

To:- **Conservative Group**

Councillor Mrs. Hood (Chairman) Councillor Murray (Vice-Chairman) and Councillors Atkin, Bale, Mrs. Brown, Ford, Mrs. Hall, Harrison, Hewlett, Jones, Lemmon, Mrs. Patten, Mrs. Plenderleith, Roberts, Smith, Stanton, Mrs. Watson, Watson and Wheeler.

**Labour Group**

Councillors Bambrick, Bell, Chahal, Dunn, Frost, Mrs. Heath, Mrs. Mead, Mulgrew, Pearson, Rhind, Richards, Shepherd, Southerd, Stuart, Taylor, Tilley, and Wilkins.



## AGENDA

### Open to Public and Press

- 1 Apologies.
- 2 To confirm the Open Minutes of the Meeting held on 3rd March 2014 (CL/71 - CL/85).
- 3 To receive any declarations of interest arising from any items on the Agenda.
- 4 To receive any announcements from the Chairman, Leader and Head of Paid Service.
- 5 To receive any questions by members of the public pursuant to Council Procedure Rule No.10.
- 6 To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 7 To deal with any business remaining from the last Meeting.
- 8 To consider any Notices of Motion in order of which they have been received.
- 9 To receive and consider the Open reports of the following Committees:

Finance and Management Committee 20.02.14 FM/83 - FM/91	<b>5 - 10</b>
Licensing and Appeals 03.03.14 LA/31 - LA/32	<b>11 - 11</b>
Licensing and Appeals 03.03.14 LA/35 - LA/37	<b>12 - 12</b>
Environmental and Development Services 06.03.14 EDS/39 - EDS/49	<b>13 - 18</b>
Housing and Community Services 13.03.14 HCS/41 - HCS/48	<b>19 - 21</b>

Linton Area Forum 29.01.14 LA/18 -LA/26	<b>22 - 25</b>
Swadlincote Area Forum 04.02.14 SA/19 -SA/27	<b>26 - 29</b>
Newhall Area Forum 05.02.14 NA/17 - NA/25	<b>30 - 33</b>
Repton Area Forum 17.02.14 RA/8 - RA/16	<b>34 - 39</b>
Melbourne Area Forum 18.02.14 MA/17 - MA/25	<b>40 - 45</b>
<b>10</b> To review the compositions of Committees, Sub-Committees and Working Panels.	
<b>11</b> To review the composition of Substitute Panels.	
<b>12</b> To review representation on Outside Bodies.	
<b>13</b> Corporate Action Plan 2014/15	<b>46 - 51</b>
<b>14</b> Pay Policy Statement 2014/15	<b>52 - 69</b>
<b>15</b> Amendment to Council Procedure Rules - Recorded Votes at Budget Meetings	<b>70 - 71</b>

**Exclusion of the Public and Press:**

- 16** The Chairman may therefore move:-  
That in accordance with Section 100 (A) of the Local Government Act 1972 the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.
- 17** To confirm the Exempt Minutes of the Meeting held on 3rd March 2014 (CL/86 -CL/87).  
Exempt Minutes



- 18** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 19** To receive and consider the Exempt reports of the following Committees:  
Finance and Management Committee 20.02.14 FM/92 - FM/97  
Environmental and Development Services 06.03.14 EDS/50  
Housing and Community Services 13.03.14 HCS/49  
Licensing and Appeals 03.03.14 LA/33 - LA/34

FINANCE AND MANAGEMENT COMMITTEE

20th February 2014

**PRESENT:-**

**Conservative Group**

Councillor Wheeler (Chairman), Councillor Mrs. Watson (Vice-Chairman) and Councillors Jones, Murray, Smith, Stanton (substitute for Councillor Lemmon) and Watson.

**Labour Group**

Councillors Bell, Frost (substitute for Councillor Richards) Rhind, Southerd, Taylor and Wilkins.

**In Attendance**

Councillors Atkin, and Mrs. Plenderleith (Conservative Group) and Councillor Dunn (Labour Group).

FM/83. **APOLOGIES**

Apologies for absence from the Meeting were received from Councillor Lemmon (Conservative Group) and Councillors Richards (Labour Group).

FM/84. **MINUTES**

The Open Minutes of the Meetings held on 17th October and 5th December 2013, were taken as read, approved as true records and signed by the Chairman.

FM/85. **DECLARATIONS OF INTEREST**

On behalf of all Members, the Chairman declared a pecuniary interest in the item on the Final Budget Proposals, relating to the Council Tax setting and in accordance with Clause 14(4)(vi) of the Members' Code of Conduct, Members were able to vote on this matter relating to a function of the Authority.

FM/86. **REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE – BUDGET SCRUTINY FEEDBACK**

The unconfirmed Minutes of the Overview and Scrutiny Committee Meetings held on 22nd January and 12th February 2014 were submitted as the Scrutiny Committee's feedback on the budget process. The Chairman of that Committee addressed Members.

**RESOLVED:-**

***That the report from the Overview and Scrutiny Committee be received.***

**MATTERS DELEGATED TO COMMITTEE****FM/87. FINAL BUDGET PROPOSALS 2014/15 AND FINANCIAL PLAN TO 2019**

A report was submitted to detail the Council's final budget proposals for 2014/15 and medium term financial projections on the main revenue and capital accounts. The proposals would form the basis of setting the Council Tax for 2014/15 by the Council at its Meeting on 3rd March 2014. The report confirmed the position, following a period of scrutiny and consultation. It included sections on the General Fund Revenue Account, Housing Revenue Account (HRA), Capital Investment, Council Tax and the Report of the Chief Finance Officer under Section 25 of the Local Government Act 2003.

For the General Fund Revenue Account, an updated medium term projection was appended to the report and summarised within a table, showing an increasing budget deficit, although the projected level of reserves at 2018/19 showed a sustainable position a further table showed how the overall position had changed between the base position in October 2013 and that following the base budget review and financial settlement.

The report included specific commentary on the main assumptions, net spending and Government Grant. Reference was made to retained business rates which would provide a greater proportion of the Council's funding from 2014/15. The figures for the Government Grant reported in January have been confirmed and received parliamentary approval, these were shown in an appendix to the report. Council Tax Freeze Grant for 2014/15 and 2015/16 (subject to a nil Council Tax increase being approved) together with additional grant to compensate business rate income, had also been confirmed.

Next, the report turned to the HRA, which had been considered in detail by the Housing and Community Services Committee at its Meeting on 6th February 2014. It included details of the proposed rent increase for 2014/15 under the Government's National Rent Setting Policy for rent convergence. The HRA's base budget and 10- year financial projection was detailed in an appendix to the report. In summary, the longer term projection showed that the HRA was sustainable and could deliver the required capital investment in the stock and make the necessary surpluses in future years to repay debt. The HRA General Reserve was reported and would increase to approximately £3.1m by 2017/18.

With regard to the Council Tax the government had provided an incentive as part of its financial settlement for local authorities to again freeze their Council Tax for 2014/15. The Government would effectively reimburse the resources lost to the equivalent of a 1% increase, payable for 2 years. This had been reflected in the latest MTFP, but was subject to a recommendation from the Committee to Council. The report explained the impact of this incentive on the MTFP and reference was also made to the Government cap set at 2%, above which a referendum would be required.

Finally, the Committee received the Section 25 report in accordance with the Local Government Act 2003. The Council's Section 151 (Chief Finance) Officer was required to provide an overall opinion on the robustness of the estimates included in budgets and the adequacy of Council reserves. Commentary was provided in a number of sections, including the General Fund, the HRA, Earmarked Reserves, a risk analysis and consultation and provision of information.

A proposal was submitted and seconded that there be no increase in the level of Council Tax for 2014/15 and this was debated, with several Members contributing. The debate concerned the comparison between the proposals submitted for Council Tax and the decision taken regarding rent increases, together with reasons for this.

**RESOLVED:-**

- 1. That no increase in Council Tax levels for 2014/15 and band D equivalent rate of £150.25 for 2014/15 is recommended to Council on 3<sup>rd</sup> March 2014.**
- 2. That estimated net General Fund Revenue Expenditure totalling £11,022,455 for 2013/14 (revised) and £10,917,371 for 2014/15 is recommended to Council on 3<sup>rd</sup> March 2014.**
- 3. That the Medium-term Financial Plan to 2019 on the Council's General Fund Revenue Account as detailed in Appendix 1 to the report is approved.**
- 4. That the financial projection on the Housing Revenue Account (HRA) to 2024 as detailed in Appendix 2 is approved.**
- 5. That a Pensions Reserve be set-aside and funds transferred from the General Fund and Housing Revenue Accounts in 2014/15, in accordance with the reduction in pension contributions as detailed in the Report.**
- 6. That the 5-year capital investment and financing plan to 2019 as detailed in Appendix 3 of the report is approved.**
- 7. That the Council's estimated National Non-Domestic Rate Return (NNDR 1) for 2014/15 showing retained business rates (before the tariff) of £8.43m is noted.**
- 8. That on-going budget savings of £175,000 are identified and taken out of the current Base Budget ahead of the 2015/16 Budget Round.**
- 9. That the report of the Council's Section 151 (Chief Finance) Officer under Section 25 of the Local Government Act 2003 is noted.**

**FM/88. TREASURY MANAGEMENT STRATEGY AND PRUDENTIAL INDICATORS 2014/15**

A report was submitted on Council's Prudential Indicators for its expected treasury operations for 2014/15 and beyond. This fulfilled the requirements of the Local Government Act 2003, updated for the implications arising out of the Localism Act 2011. Three main areas were covered, relating to the CIPFA Prudential Code (2011), the Treasury Strategy and Investment Strategy.

The executive summary explained the main aims of the prudential system for capital finance and treasury operations, which were measured through a set of prudential indicators. The indicators provided the limits and benchmarks to control the level of capital expenditure, borrowing and investment. The Treasury Management Strategy aimed to provide transparency for treasury decisions, together with assessing with how risk was managed on a day to day basis. The Strategy included the implications of the HRA debt take on under the Self Financing Framework.

The relevant prudential indicators were summarised in a series of tables for estimated capital expenditure the capital financing requirement and the operational boundaries and limits. Further tables reported the cost of debt to finance capital expenditure and the available resources for investment.

**RESOLVED:-**

- 1. That the Treasury Management Strategy for 2014/15 is approved.**
- 2. That the Prudential Indicators and Limits for 2014/15 to 2018/19 are approved.**
- 3. That the Investment Strategy for 2014/15 including the associated counterparty (lending) list and policy is approved.**

**FM/89. AUDIT SUB-COMMITTEE**

The Minutes of the Audit Sub-Committee Meeting held on the 25<sup>th</sup> September 2013 and 19<sup>th</sup> December 2013 were submitted.

**RESOLVED:-**

***That the Minutes of the Audit Sub-Committee Meeting held on 25<sup>th</sup> September 2013 and 18<sup>th</sup> December 2013 are received and any recommendations contained therein are approved and adopted.***

FM/90. **UPDATED WORK PROGRAMME**

The Committee was asked to review its work programme.

**RESOLVED:-**

*That the updated work programme be received.*

FM/91. **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

**RESOLVED:-**

*That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.*

**MINUTES**

*The Exempt Minutes of the Meetings held on 5<sup>th</sup> December 2013 were received.*

**REVIEW OF LAND CHARGES FUNCTION - CONSULTATION FEEDBACK (Paragraph 1)**

*The Committee approved the Review of the Land Charges Function.*

**PREMISES AT WALTON (Paragraph 1)**

- 1. The Committee approved the lease.*
- 2. The Committee agreed that the Council pay for agreed works on completion of the lease.*

**LAND AT LINTON (Paragraph 1)**

- 1. The committee granted approval to terminate the lease.*
- 2. The Committee approved to the principal an appropriation of land from the General Fund to the Housing Revenue Account.*

**SINGLE STATUS/JOB EVALUATION UPDATE( Paragraph 1)**

*The Committee approved recommendations set out in the report.*

**RESTRUCTURE OF LEGAL AND DEMOCRATIC SERVICES (Paragraph 1)**

***The Committee approved proposals for a restructure of Legal and Democratic Services.***

R. WHEELER

CHAIRMAN

LICENSING AND APPEALS SUB-COMMITTEE

3rd March 2014

**PRESENT:-**

**Members of the Licensing and Appeals Sub-Committee**

Councillors Watson (Chairman) and Mrs. Patten (Conservative Group) and Councillor Frost (Labour Group).

**District Council Representatives**

A. Kaur (Legal and Democratic Services Manager), E. McHugh (Senior Licensing Officer) and L. Kinsey (Democratic Services Officer).

**MATTERS DELEGATED TO SUB-COMMITTEE**

LAS/31. **APPOINTMENT OF CHAIRMAN**

**RESOLVED**

*That Councillor Watson be appointed Chairman for the Meeting.*

LAS/32. **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT ACT (ACCESS TO INFORMATION) ACT 1985**

**RESOLVED:-**

*That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.*

**REVIEW OF AN EXISTING PRIVATE HIRE DRIVER'S LICENCE (Para 2)**

*With the agreement of the Sub-Committee, this matter was adjourned.*

**APPLICATION FOR A PRIVATE HIRE DRIVER'S LICENCE (Para 2)**

*The Sub-Committee considered an application for a Private Hire Driver's Licence, which was granted with standard conditions.*

P. WATSON

CHAIRMAN

LICENSING AND APPEALS SUB-COMMITTEE

3rd March 2014

**PRESENT:-**

**Members of the Licensing and Appeals Sub-Committee**

Councillors Watson (Chairman) and Mrs. Patten (Conservative Group) and Councillor Frost (Labour Group)

**District Council Representatives**

A. Kaur (Chief Legal Officer) and E. McHugh (Senior Licensing Officer) and L. Kinsey (Democratic Services Officer).

**MATTERS DELEGATED TO SUB-COMMITTEE**

LAS/35. **APPOINTMENT OF CHAIRMAN**

**RESOLVED**

*That Councillor Watson be appointed Chairman for the Meeting.*

LAS/36. **APPLICATION FOR A PREMISES LICENCE – MIDLAND CO-OPERATIVE SOCIETY LTD, 4 REPTON ROAD, WILLINGTON, DERBYSHIRE, DE65 6BX**

The Sub-Committee considered an application for a Premises Licence at Midlands Co-Operative Society Ltd, 4 Repton Road, Willington, DE65 6BX

**RESOLVED:-**

*That the application for a Premises Licence be granted, as detailed in the Decision Notice, a copy of which is incorporated in the Signed Minute Book at 'SMB 1'.*

LAS/37. **APPLICATION FOR A PREMISES LICENCE – BEARDED THEORY FAMILY MUSIC FESTIVAL 2014 , CATTON HALL, WALTON ON TRENT, DE12 8LN**

The Sub-Committee considered an application for a Premises Licence at Catton Hall, Walton on Trent, DE12 8LN

**RESOLVED:-**

*That the application for a Premises Licence be granted, as detailed in the Decision Notice, a copy of which is incorporated in the Signed Minute Book at 'SMB 2'.*

P. WATSON

CHAIRMAN

The Meeting terminated at [Page 12 of 71](#)

ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE

6th March 2014

**PRESENT:-**

**Conservative Group**

Councillor Watson (Chairman), Councillor Roberts (Vice-Chairman), and Councillors Mrs. Brown, Mrs. Hall, Harrison (substitute for Councillor Ford), Mrs. Patten, and Stanton.

**Labour Group**

Councillors Chahal, Frost, Mulgrew, Stuart, Taylor and Tilley.

**In attendance**

Councillor Richards.

EDS/39 **APOLOGY**

An apology for absence from the Meeting was received from Councillor Ford.

EDS/40 **MINUTES**

The Open and Exempt Minutes of the Special Meeting on held on 9th January 2014 and Ordinary Meeting on 30th January 2014 were approved as a true record and signed by the Chairman.

EDS/41 **DECLARATIONS OF INTEREST**

Councillor Mrs. Brown declared an interest in Minute No. EDS/46, as a Governor of John Port School, Etwall.

**MATTERS DELEGATED TO COMMITTEE**

EDS/42 **ADOPTION OF CONDITIONS UNDER THE ANIMAL BOARDING ESTABLISHMENTS ACT 1963**

A report was submitted by the Senior Licensing Officer for the committee to approve conditions under the Animal Boarding Establishments Act 1963 in line with model conditions. It was explained that a consultation process had taken place and details of responses were contained in the report.

**RESOLVED:-**

***That the Committee approve the conditions contained in Annexes 1 to 4 of the report relating to animal boarding to come into effect upon adoption by Council.***

**EDS/43 CONTAMINATED LAND INSPECTION REPORT**

A report was presented to Members to approve the adoption of the revised Contaminated Land Inspection Strategy. The Officer advised Members of the statutory and policy framework and explained that in 2012 the Department for Environment, Food and Rural Affairs (DEFRA) published a revised statutory guidance document. The guidance sought to clarify Part 2a of the Environmental Protection Act 1990 and Local Authority responsibility by redefining land categorisation and gearing the regime towards a more targeted approach. It's aimed at reducing the burden on development while still ensuring precautionary approach taken. The officer explained to Members that as a response to the guidance revisions and regulatory amendments South District Council has produced a revised version of its contaminated Land Inspection Strategy which lays out South Derbyshire Council's approach and aims to manage the risks associated with contaminated land. The Officer went on to explain that the changes to the current strategy included land inspection prioritisation and determination process in line with new DEFRA guidance. A determination score based on the Councils current level of land quality understanding will be applied to all land in the district. Land in the district will then be classified on the determination score.

The Officer answered questions from Members.

**RESOLVED:-**

***That Members approve the adoption of the revised Contaminated Land Inspection Strategy.***

**EDS/44 RATIONALISATION OF WASTE BRING SITES**

A report was submitted for members to consider the reduction in the number of recycling centres (bring sites) from the current 83 to 10, which should provide a saving of £50,000, this would help meet the additional costs of the new kerbside recycling scheme. Details of the proposed sites recommended for removal and any current issues surrounding the sites were shown in Appendix A of the report. The report also provided members with an explanation of the impact the new District Wide kerbside recycling 'green bins' scheme has had on the usage of the Councils recycling centres as the service had been received well by residents. From Oct to Jan there was a 13% increase in tonnage from the new recycling scheme.

Members raised various points on whether the tonnage capacity of the retained sites would be adequate, fly tipping and the costs involved, whether the sites being removed were the correct ones and whether information could be provided regarding the tonnage of each site. Members debated the report.

Councillor Taylor proposed an amendment to the recommendation to delay the reduction of recycling centres (bring sites) from 83 to 10 until further information was provided by officers to confirm the tonnage collected at the sites that are proposed to be removed. The amendment was seconded by Councillor Tilley.

Officers confirmed that it would be difficult to provide tonnage for each site as information is currently provided over a number of sites.

Members voted on the amendment to the recommendation which failed.

6.35pm Councillor Richards left the meeting.

**RESOLVED:-**

***That Members approve the reduction in the number of recycling centres (bring sites) from the current 83 sites to 10 sites as listed in Appendix A of the report.***

(All Labour Members wished that it be recorded that they had voted against the above resolution)

EDS/45 **PUBLIC CONSULTATION ON DRAFT VISION AND PLAN FOR ELVASTON CASTLE AND ESTATE**

A report was submitted which provided the committee with an overview of the consultation document on the draft vision and plan for Elvaston Castle and Estate. It was reported that the consultation document consisted of three core parts which are the guiding principles, actions and estate materplan, more information was provided on each of these core parts. It was confirmed that the closing date for comments was the 5<sup>th</sup> March but the National Trust agreed to take account of any comments made at the meeting.

Members welcomed the consultation document and made the following comments, Elvaston Castle is an asset to South Derbyshire they would like to see it remain, prosper and open to the public and it was nice to see it being restored. The proposed free access on foot, cycle or horse was also welcomed. Positive comments were made regarding the structural repairs that have already started including the County Council that have tackled the re-roofing of part of the Castle itself and are preparing to re-roof a further part. Finally Members commented that although the report was silent on new management arrangements it does mention trust funds, which would create opportunities to resolve any problems.

**RESOLVED**

***That the Committee welcomes the consultation document and gives it written support to the vision and proposed strategy outlined in it.***

EDS/46 **PRE-SUBMISSION LOCAL PLAN PART 1**

A report was submitted for members to endorse the Pre-Submission Local Plan Part 1 prior to public consultation which included changes from the Draft Local Plan. The next stage of the Local Plan process was explained as the Pre Submission stage which is the final opportunity to comment on the Local Plan before being submitted to the Planning Inspectorate. The report also set out the timetable for the continued progress of the Local Plan.

It was reported that the consultation would include an updated Sustainability Appraisal, Infrastructure Delivery Plan and Consultation Statement for the purposes of undertaking the statutory Pre-Submission public consultation.

The Officer took Members through the report explaining the major changes from the draft local plan to the pre-submission stage, these included Strategy for Growth, Housing, Employment, Sustainable development, Built and Natural Environment and Infrastructure.

Finally it was explained that the local plan is split into two parts. Part 2 will include smaller none strategic housing allocations, detailed heritage and conservation policies, detailed retail policies, Green Belt review of minor changes required, countryside policies and an educational policy for delivering land for a new secondary school. A further report will be brought before the committee in June.

Members Congratulated officers for the work undertaken in producing the report.

Members asked questions of the officers and debated the report.

At 7.55pm Councillor Frost left the meeting.

**RESOLVED**

- (i) ***That Members endorse the Pre-Submission Local Plan Part 1, for the purposes of public consultation from 10<sup>th</sup> March to 22<sup>nd</sup> April 2014.***
- (ii) ***That Members delegate authority to the Director of Community and Planning and Chair of this Committee to approve a final public consultation version of the Pre-Submission Local Plan Part 1.***

(All Labour Members wished that it be recorded that they had voted against the above resolution)

**EDS/47 CORPORATE PLAN 2009-14 PERFORMANCE MANAGEMENT REPORT (1OCTOBER – 31 DECEMBER 2013)**

A report was submitted which detailed achievements for the quarter ending 31st December 2013, in relation to the Council's Corporate Plan 2009 – 14.

The Corporate Plan consisted of 4 main themes or priorities, of which this Committee was responsible for 3 outcomes within the sustainable Growth and Opportunity theme. Key projects were highlighted, along with details of activity within the Environmental Services and Community and Planning areas. Details were provided on performance against targets and also targets at risk of failure, along with reasons and any further proposed actions.

**RESOLVED:-**

***(1) That progress and achievements during the period 1st October to 31st December 2013 in relation to the Council's Corporate Plan 2009/14, be noted.***

***(2) That where progress has failed to achieve the specified target, the adequacy of the remedial action taken be reviewed***

**EDS/48 WORK PROGRAMME**

The Committee considered the updated work programme.

**RESOLVED:-**

***That the updated work programme be approved.***

**EDS/49 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT ACT (ACCESS TO INFORMATION) ACT 1985****RESOLVED:-**

***That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.***

**MINUTES**

***The Exempt Minutes of the Meeting held on 30<sup>th</sup> January 2014 were received.***

P. WATSON

CHAIRMAN

HOUSING AND COMMUNITY SERVICES COMMITTEE

13th March 2014

**PRESENT:-**

**Conservative Group**

Councillor Hewlett (Chairman) and Councillors Ford, Harrison, Murray, Mrs. Plenderleith (substitute for Councillor Lemmon), Smith and Mrs Watson (substitute for Councillor Mrs. Hood).

**Labour Group**

Councillors Frost, Mrs. Heath, Mulgrew, Rhind, Richards and Shepherd.

**In attendance**

Councillor Atkin (Conservative).

HCS/41. **APOLOGIES**

Apologies for absence from the Meeting were received from Councillors Mrs. Hood and Lemmon (Conservative Group).

HCS/42. **MINUTES**

The Open Minutes of the Special Budget Meeting held on 14<sup>th</sup> January 2014 and the Meeting on the 6<sup>th</sup> February 2014, were taken as read, approved as a true record and signed by the Chairman.

HCS/43. **DECLARATIONS OF INTEREST**

Councillor Richards declared an interest in Minute Number HCS/49, as a Member of the Planning Committee.

Councillor Shepherd declared an interest in Minute Number HCS/49, as a Member of the Planning Committee.

Councillor Ford declared an interest in Minute Number HCS/49, as a Member of the Planning Committee.

**MATTERS DELEGATED TO COMMITTEE**

HCS/44. **LEASEHOLDER MANAGEMENT POLICY**

A report was submitted to inform and seek member's approval of the new South Derbyshire Leaseholder Management Policy which brings together current practice and legal duties into one summary document for leaseholders.

It was reported that there would be a 4 week consultation process if the draft policy is approved by the committee. Leaseholders, tenants' groups and other stakeholders will be able to make comment on the proposed policy. If any objections were received during the consultation period a further report would be brought back before the committee for consideration.

Members asked questions of the Director of Housing and Environmental Services and asked for confirmation that no. 6.1 of the policy relating to equality and fairness reflects the requirements of the Equalities Act. It was confirmed that the amendments would be made to the policy.

**RESOLVED:-**

- (1) That Members approve in principle the new South Derbyshire DC Leaseholder Management Policy ahead of a 4 week consultation programme with leaseholders and other stakeholders.***
- (2) That if no material changes are proposed following the consultation process, as assessed by the Chairman of the Committee, the Leaseholder Management Policy is adopted and implemented immediately. Any proposed material changes arising out of the consultation to be the subject of a further Committee report.***

HCS/45. **PROPOSED CHANGES TO THE COUNCIL DISABLED ADAPTATION SERVICE**

A report was submitted for Members to approve the proposal to no longer means test Council tenants in need of adaptations as set out in the Disabled Adaptations Policy for Council Tenants. It was reported that in 2002 means testing was introduced therefore tenants would be required to pay a contribution towards the adaptation. Some works are not exempt from VAT and over the past 5 years the amount of VAT paid on Disabled Facility's Grants for council properties amounted to £6,689, as a grant the Council cannot recover the VAT. Finally it was reported that, in practice it is costing the Council more money in VAT than it receives in tenant contributions.

The new policy would refresh the existing framework and remove the requirement for means testing.

**RESOLVED:-**

***That Members approve the proposal to no longer means test Council tenants in need of adaptations as set out in the Disabled Adaptations Policy for Council Tenants in Annex A of the report***

HCS/46. **CORPORATE PLAN 2009-14: PERFORMANCE MANAGEMENT REPORT (1 OCTOBER – 31 DECEMBER 2013)**

A report was submitted which detailed achievements for the quarter ending 31st December 2013, in relation to the Council's Corporate Plan 2009 – 14. Full details were provided in appendices attached to the report, and included progress against Corporate Plan Key Projects and Corporate Plan Performance Measures.

The Director of Housing and Environmental Services gave an update on the abandoned tasks, performance against targets and targets at risk of failure for the last quarter.

Members asked questions of the Director of Housing and Environmental Services.

**RESOLVED:-**

- (1) That Members note the progress and achievements during the period 1st October to 31st December 2013, in relation to the Council's Corporate Plan 2009/14.***
- (2) That Members review where progress has failed to achieve the specified target and consider the adequacy of the remedial action taken.***

HCS/47. **WORK PROGRAMME**

Members were asked to consider the updated work programme and review its content where appropriate.

**RESOLVED:-**

***That the updated work programme be approved.***

HCS/48. **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT ACT (ACCESS TO INFORMATION) ACT 1985**

**RESOLVED:-**

***That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.***

***At 6.15pm Councillors Ford, Richards and Shepherd left the meeting for item no.14.***

**MINUTES**

***The Exempt Minutes of the Meeting held on 6<sup>th</sup> February 2014 were received.***

**LAND AT MIDWAY (Paragraph 3)**

***Members approved the sale of residential land and construction of leisure facilities.***

J. HEWLETT

CHAIRMAN

SOUTH DERBYSHIRE AREA FORUM

LINTON

29<sup>th</sup> January 2014 at Coton-in-the-Elms Community Centre

**PRESENT:-**

**District Council Representatives**

Councillor Wheeler (Chairman) and Councillors Jones and Mrs Hall.

F McArdle (Chief Executive); S Winfield (Service Assistant)

**Derbyshire County Council Representatives**

P Jameson (Forum Liaison Officer).

**Parish Council/Meeting Representatives**

A Lees, K Bradford, C Powell (Coton-in-the-Elms Parish Council); M Horne (Walton-on-Trent Parish Council); J Pallett, O Pallett (Castle Gresley Parish Council); J McGibbon (Netherseal Parish Council); S Jones & S C Sharpe (Overseal Parish Council)

**Members of the Public**

M Cobb (Burton Mail)

LA/18 **APOLOGIES**

Apologies for absence from the Meeting were received from H Wheeler MP; Councillor Frost and S Jackson

LA/19 **DECLARATIONS OF INTEREST**

None.

LA/20 **CHAIRMAN'S ANNOUNCEMENTS**

Draft Local Plan comments have been collated and are currently being considered. Pre-submission Plan to be consulted on in March through into April. The pre-submission consultation will go to a venue in each of the Area Forum areas for an afternoon/evening drop in session. The Local Plan will be submitted in June with a public examination likely to be in the autumn this year.

LA/21 **MINUTES**

The Minutes of the Linton Area Forum held on Thursday 24<sup>th</sup> October 2013 were noted.

Reference to DCC on page 2, LA/14 should be SDDC.

LA/22 **REPORT BACK ON ISSUES RAISED AT THE LAST MEETING**

The Chairman reviewed those items raised at the last Meeting and the Forum Liaison Officer reported the progress made in each case.

Broadband Champions meetings have been disbanded but champion's roles exist. To find out more go to [www.digitalderbyshire.org.uk](http://www.digitalderbyshire.org.uk). On the digital derbyshire map, click on the icon to generate an email to the Broadband Champion.

Toons sign has been moved at Cadley island.

Flooding at Acresford Road (near Cricketts pub) - Nev Wallace, Drainage Officer contacted the land owner as need permission to enter the land, still awaiting response.

**Chris Payne at SDDC to liaise with County and Forum Liaison Officer to pursue the matter**

Gullies at Appleby Glade gave been done.

Caldwell road drainage was instructed on 7th November and works should be carried out within 3 months.

LA/23 **PUBLIC QUESTIONS ON ISSUES RAISED BY RESIDENTS**

It was reported that large amounts of sludge are left on the A444 at Castle Gresley at the St Modwens site, which is making the road very slippery. The road is being swept at night. This issue was also raised at the Safer Neighbourhood Meeting.

**Forum Liaison Officer to speak with the Clerk of works.**

It was reported that the road surface was poor at new traffic lights in Overseal. The Forum Liaison Officer confirmed that the surface was damaged when old lines were burnt off the road. A bid would be put forward to perform patching

works in the next financial year. It would not be known until the end of March if the funding has been secured

Resident asked when the new pedestrian refuge on the A444, Overseal near to the Co-operative would be carried out. This work is scheduled to commence on 17th February.

Cllr Hall raised that the road surface between Rosliston and Coton is in a very bad state.

**Forum Liaison Officer to make enquiries and report back to a future meeting.**

A444 Cadley island resurfacing works have not been done. Patching works have been carried out by Toons and Swadlincote Lane but not the roundabout.

**The Forum Liaison Officer confirmed that this should have been done at the same time as the Toons patching. Enquiries would be made with DCC.**

LA/24 **COUNTY COUNCIL ISSUES**

None

LA/25 **DISTRICT COUNCIL ISSUES**

The Chief Executive discussed the reduction in government funding from 2010 to 2018, totalling 1.25 million since 2010, which equates to 20% less. Savings have been made by looking at efficiencies, the management structure and support services but not cuts in services. £320,000 was saved last year and from April 2014 another £300,000 has to be saved. Capital investment has been made to the district's leisure facilities and improvements to recycling last year with the new plastics scheme.

The new golf course in Swadlincote will be making a big announcement on 13th February. Swadlincote Family Golf Centre, phase 1 should be open in the spring with the first 6 holes, followed closely by the development of a hotel.

Council tax is still to be decided on, with a government announcement on grant

funding awaited. No increases have been made over the past 4 years. The Finance and Management meeting will take place on 20th February and Council Tax will be set in March.

Councillor Wheeler raised that the District Council provides funding for concurrent functions, which will increase by 2% and the voluntary sector funding will also increase by 2%.

Cllr Wheeler discussed that the government are yet to announce a capping limit and whether this would be 1.5% or 2%.

Resident questioned the future in child care centres. The Forum Liaison Officer confirmed that budget reductions of 157 million are to be found and 36.7 million during the next financial year. Changes are proposed to mobile libraries and adult care services. A webpage called the Derbyshire Challenge can be found via the County Council website [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk). Details of consultations can be found on this webpage.

The Chief Executive confirmed that SDDC work closely with DCC by a joint use of venues, for example, Social Services operate from the Civic offices. There are plans with County to share more property.

Councillor Wheeler confirmed that SDDC have no plans to charge for parking. This is good for the trading town. Council Tax reductions of 10% for a second home will also go in the new financial year.

LA/26 **DATE OF NEXT MEETING**

The date of the next meeting would be confirmed in due course.

R WHEELER

CHAIRMAN

The meeting terminated at 8.05 pm

SOUTH DERBYSHIRE AREA FORUM

SWADLINCOTE

4<sup>th</sup> February 2013 at St George & St Mary's Parish Rooms, Church Gresley

**PRESENT:-**

**District Council Representatives**

Councillor Tilley (Chairman) and Councillors Bell, Southerd Stuart, Rhind, Mulgrew; Murray and Mrs. Heath.

F McArdle (Chief Executive) and S Winfield (Service Assistant).

**Derbyshire County Council Representatives**

Councillors Mrs Chilton

P Jameson (Forum Liaison Officer).

**Parish Council/Meeting Representatives**

J Pallett and O Pallett (Castle Gresley Parish Council);

**Members of the Public**

C R Horridge; S E Horridge; A Clarke; Mr & Mrs McSherry; Mr & Mrs Miles; Mrs W Lammas; Mr & Mrs McDonald; D Warton; C Pidgeon; R H Thomas; M Shepherd; M Lunn; K Dicken; R Causer; G Sargeant; R Tilley

SA/19 **APOLOGIES**

Apologies for absence from the meeting were received from Councillor Dunn;

SA/20 **DECLARATIONS OF INTEREST**

None.

SA/21 **CHAIRMAN'S ANNOUNCEMENTS**

To be discussed later in the meeting.

SA/22 **MINUTES**

The Minutes of the Swadlincote Area Forum held on 12<sup>th</sup> November 2014 were noted.

SA/23 **REPORT BACK ON ISSUES RAISED AT THE LAST MEETING**

The Chairman reviewed those items raised at the last meeting and reported the progress made in each case.

It was raised that a drain cover on the A444 near Toons was still loose and low set in the road.

**Action: Forum Liaison Officer to make enquiries and report back to a future meeting.**

Cadley roundabout has not yet been patched.

**Action: Forum Liaison Officer to make enquiries and report back to a future meeting.**

Morrisons' roundabout is no longer maintained by them. DCC are corresponding with Morrisons' head office to instruct them to remove the trees and shrubs. The District Council will then cut the grass as part of their programme.

Flooding is still an issue between Black Shed island and Common Road heading up to the skatepark.

**Action: Forum Liaison Officer to make enquiries and report back to a future meeting.**

SA/24 **PUBLIC QUESTIONS ON ISSUES RAISED BY RESIDENTS**

Councillor Murray raised that flooding is a major issue outside the Council Offices and Leisure Centre. The Chief Executive confirmed that it was an on-going problem. DCC attended recently and jetted chambers and gullies, which were full of a sand like substance. Awaiting results of remedial works to establish the problem.

Councillor Murray raised that the state of the roads are dangerous along Netherhall Road and Repton Road. A drain and pothole need attention outside Tesco's in Woodville.

**Action: Forum Liaison Officer to make enquiries and report back to a future meeting.**

Resident raised that railings have come down on the old railway bridge at Swadlincote.

**Action: Forum Liaison Officer to make enquiries and report back to a future meeting.**

Councillor Heath raised that Springfield Road island needs to be smartened up as this is the main headway into Swadlincote. It was suggested whether sponsorship could be obtained from one of the larger companies in the town.

Councillor Taylor raised that the County Council have a hotline for reporting drainage issues, Call Derbyshire on 01629 533190.

Cllr Taylor raised the importance of the Local Plan, the impact on Swadlincote and Woodville with additional housing planned and increase in traffic. The Local Plan identified a site for housing between Hartshorne Road, Woodville Road, Hartshorne and Burton Rd Woodville; a site north of the current populated area of Woodville, with roads in from both locations linking Woodville Road, Hartshorne and Midway.

The Chief Executive discussed the presentation given at the last meeting and advised that drop-in sessions were offered. Residents need to get involved before the plans become firm.

Resident questioned the Woodville bypass and future proposals. The Chief Executive confirmed this was part of the top 3 priorities with the County Council to complete the project. A funding loan of £400,000 from D2N2 would be issued to the developer, St Modwens, to develop the groundworks. Thanks were issued to Councillor Dunn for his hard work in this project.

Residents of New Street raised issues with taxi firms blocking drives and sounding horns. Parking near the pub is an issue with people double parking. Residents requested double yellow lines. The Forum Liaison Officer discussed the criteria for processing requests for double yellow lines and advised that the enforcement officer and Police can deal with obstructions.

***Action: Forum Liaison Officer to look into the issue of yellow lines in New Street.***

It was asked whether there was a programme for removing the recycling centres. The Chief Executive thanked everyone for their efforts with recycling. Each centre would need to be looked at when considering which ones to remove.

Potholes are being repaired but not being done properly and are needing further repairs a few weeks later.

**Action: Forum Liaison Officer to make enquiries and report back to a future meeting.**

Pot holes are an issue at the entrance to the garden centre at Woodville

**Forum Liaison Officer to make enquiries and report back to a future meeting.**

It was raised that a bus stop on the A511 near to Granville School is not marked on the carriageway. The Forum Liaison Officer confirmed that bus companies let County Council know if they struggle to park at stops.

SA/25 **COUNTY COUNCIL ISSUES**

The Forum Liaison Officer confirmed that the County Council budget had been cut by 157 million pounds by 2018. A total of 36.7 million will be cut next year and residents can view the County's proposals and current consultations on the Derbyshire Challenge webpage [www.derbyshire.gov.uk/challenge](http://www.derbyshire.gov.uk/challenge) or by telephoning Call Derbyshire on 01629 533190.

SA/26 **DISTRICT COUNCIL ISSUES**

The Chief Executive discussed the new golf course in Swadlincote. An announcement by the golf company would be made on Thursday 13<sup>th</sup> February. Swadlincote is one of the few places in England to bring a pay as you play golf to the town centre.

When Peacocks pulled out of the Pipeworks development it was sad for the town. The shop will be returning and taking over the old Woolworth's building in the High Street and recruiting locally.

The Chief Executive gave a budget presentation. Reductions in government grants since 2010 will continue until 2018. South Derbyshire has lost a total of 1.25 million since 2010, which equates to 20% less. Costs have been cut but not services, which have grown i.e. Etwall Leisure Centre and the new recycling scheme. £320,000 was saved last year and a further £300,000 needs to be saved next year. This has been done by reducing management and support services. The Government are yet to decide on the Council Tax level

SA/27 **DATE OF NEXT MEETING**

The date of the next Meeting would be confirmed in due course.

N TILLEY

CHAIRMAN

The Meeting terminated at 8.25 pm

SOUTH DERBYSHIRE AREA FORUM

NEWHALL

5<sup>th</sup> February 2014 at Stanton Village Hall

**PRESENT:-**

**District Council Representatives**

Councillor Mrs Mead (Chairman) and Councillors Mulgrew, Murray and Wilkins

F McArdle (Chief Executive) and S Winfield (Service Assistant).

**Derbyshire County Council Representatives**

P Jameson (Forum Liaison Officer).

**Members of the Public**

C Maddock; N Reid (Swadlincote Times); Helen Kreft (Burton Mail); C Gillespie; J Pallett; O Pallett; R House; L Mulgrew; G Hall; R Trim; M Lacey; E Tagg; B Parker

NA/17 **APOLOGIES**

Apologies for absence for the meeting was received from Councillors Bambrick, Dunn, Richards and Pearson and A Argent.

NA/18 **DECLARATIONS OF INTEREST**

None.

NA/19 **CHAIRMAN'S ANNOUNCEMENTS**

Draft Local Plan comments have been collated and currently being considered. Pre-Submission Plan to be consulted on in March through into April. The pre-submission consultation will go to a venue in each of the Area Forum areas for an afternoon/evening drop in session. The Local Plan will be submitted in June with a public examination likely to be in the Autumn this year.

NA/20 **MINUTES**

The Minutes of the Newhall Area Forum held on 14<sup>th</sup> November 2013 were noted.

NA/21 **REPORT BACK ON ISSUES RAISED AT THE LAST MEETING**

The Chairman reviewed those items raised at the last Meeting and the Forum Liaison Officer reported the progress made in each case.

Traffic lights on A444 at Stanton. Residents raised that the lights are not giving enough time and contested they were correct as they give only 8 seconds to pull out of Park Road and then the A444 traffic is on green.

Councillor Mulgrew discussed the wooded area from Garden King up the hill on Park Road and confirmed that the Highway were meeting UK Coal today regarding the footway. Overhanging branches on Park Road were not complying and the lower ones would be cut back.

Councillor Murray confirmed that contractors had been out today and carried out work along the hedges but the rubbish had all been left behind.

NA/22 **PUBLIC QUESTIONS ON ISSUES RAISED BY RESIDENTS**

Resident reported an increase in noise from the gun club and this has been referred to Environmental Health and recording equipment has been installed in his property. A change has occurred at the club in the last few months. SDDC are liaising with the gun club.

Resident raised that he had read in the Burton Mail that Council Tax was to increase by 1.99% and rents to rise by 5.5% in April. The Chief Executive confirmed that Council Tax rates had not yet been decided until the Council meeting due to be held on 20<sup>th</sup> February and full Council on 3<sup>rd</sup> March. Government information is due imminently. Council Housing Committee meeting to decide on housing rent was scheduled for 6<sup>th</sup> February. Councillor Wilkins discussed a proposal by the County Council, which was reported in the Burton Mail, but a decision by SDDC had not been taken. Forum Liaison Officer confirmed that it had been discussed at County Cabinet to increase Council Tax by 1.99% and a budget consultation was carried out at the end of last year.

Resident raised that County Council clean the rubbish from a culvert adjacent to the village hall. Rubbish was left on the bank and ended up back in the water. Culvert needs cleaning out again and the rubbish removed from site.

**Forum Liaison Officer to make enquiries and report back to a future meeting.**

It was raised that new public styles are not very wide and it is difficult for people to pass through. One in particular is near to the Manor House.

**Forum Liaison Officer to make enquiries and report back to a future meeting.**

Resident raised that there was rubbish along Woodland Road up to Cadley Island and Newhall Road to Newhall. It was recommended that the Clean Team are called out to clean up the verge.

NA/23 **COUNTY COUNCIL ISSUES**

It was raised that roads around the area are in a bad state of repair.

The Forum Liaison Officer confirmed that the County Council budget had been cut by 157 million pounds. A total of 36.7 million will be cut next year and residents can view the County's proposals and current consultations on the Derbyshire Challenge webpage [www.derbyshire.gov.uk/challenge](http://www.derbyshire.gov.uk/challenge) or by telephoning Call Derbyshire on 01629 533190. Current consultations are changes to the mobile library service and changes to adult care services.

NA/24 **DISTRICT COUNCIL ISSUES**

The Chief Executive confirmed that central Government have been reducing funding to the District from 2010 to 2018. Since 2010, 1.25 million has been taken from the base grant. The Council are making savings and economies without cutting services. Last year a total of £320,000 has been saved with a further £300,00 next year. A restructure has taken place with a reduction in management and services have improved, i.e. the new recycling scheme. Investments have been made into leisure facilities with an introduction of an artificial football pitch at Etwall. South Derbyshire is the fastest growing district outside London and the South East.

Councillor Mead stated that the district had 72,000 residents in 1984, whereas today that stands at 98,000.

The Chief Executive discussed a new private enterprise training centre in Swadlincote, which will enable locally trained people to gain local employment. A total of 42% of attendees at Burton College came from South Derbyshire, which has now become Burton and South Derbyshire College with the site in Swadlincote occupying 64,000 square feet, dedicated to construction trades. A new training centre is also planned at Cadley.

The Chief Executive discussed the new golf course in Swadlincote. An announcement by the golf company would be made on Thursday 13<sup>th</sup> February. It will be the largest putting green in the country, which is exciting for Swadlincote as a “pay as you play” centre.

When Peacocks closed in the Pipeworks development it was sad for the town. The shop will be returning and taking over the old Woolworth’s building in the High Street. They will be recruiting locally for staff.

Residents thanked the officers for the golf course development.

Councillor Wilkins discussed the former Masons Arms public house at Midway, which is to be turned into a Sainsbury’s. The inspector’s report states that residents will police the delivery traffic. The demolition process also raised issues at it adjoins a very busy road. Bus drivers also struggle to turn right at the lights without using the bus lane.

NA/25 **DATE OF NEXT MEETING**

The date of the next Meeting would be confirmed in due course.

MRS J MEAD

CHAIRMAN

The Meeting terminated at 8.30 pm

SOUTH DERBYSHIRE AREA FORUM

REPTON

17<sup>th</sup> February 2014 at Ticknall Village Hall

**PRESENT:-**

**District Council Representatives**

Councillor Smith (Chairman); Councillors Stanton; Shepherd, Ford & Mrs Hood

S Batchelor (Director of Community & Planning) and C Smith (Communities Manager)

**Derbyshire County Council Representatives**

County Councillor Davison and Mrs Chilton

P Jameson (Forum Liaison Officer).

**Parish Council/Meeting Representatives**

P Ricketts (Willington Parish Council); A Badger (Bretby Parish Council); F Hill (Newton Solney Parish Council); C Fellows & R Lisewski (Stenson Fields Parish Council)

**Members of the Public**

M G Burns; D Eastman; F Hood; L Froggatt; H Hall; B Hanson; S Toone

RA/8 **APOLOGIES**

Apologies for absence from the Meeting were received from Councillor Chahal.

RA/9 **DECLARATIONS OF INTEREST**

None

RA/10 **CHAIRMAN'S ANNOUNCEMENTS**

The draft Local Plan comments have been collated and are currently being considered. The Pre-Submission Plan is to be consulted on in March through into April. The pre-submission consultation will go to one venue in each of the Area Forum areas for an afternoon/evening drop in session. The Repton area consultation is on 28th March at Repton Village Hall 2.30pm -7.30pm. The Local Plan will be submitted in June with a public examination likely to be in the autumn this year.

RA/11 **MINUTES**

The Minutes of the Repton Area Forum held on 3<sup>rd</sup> July 2013, were noted.

3 Items of accuracy-

County Councillor Davison had stated that SDDC deserved praise for the new recycling scheme.

A Stenson Parish Councillor, not a resident that had asked if Seven Trent were contributing to the cost of repairs.

A Stenson Parish Councillor, not a resident had asked about putting in low energy lighting instead of removing lights under the DCC scheme

RA/12 **REPORT BACK ON ISSUES RAISED AT THE LAST MEETING**

The Chairman handed over to the Forum Liaison Officer to report back on those items raised at the last Meeting.

**Bretby Lane, Bretby Drainage Issues-** DCC Liaison Officer advised that the final touches were being added to a scheme design to improve drainage capacity along a section of Bretby Lane, which will hopefully alleviate the flooding problems. Once the design is complete, consideration will then be given to securing the required funds to introduce the measures on site.

**DCC part night lighting scheme –** The Newton Solney scheme is under way now and Stenson will be by end of financial year.

**Riverbank Footpath at Willington-** There will be a Public enquiry at Newton Solney Village Hall 25<sup>th</sup> to 27<sup>th</sup> June. Anyone who wishes to may come to the inquiry and may have the opportunity to speak if they have relevant information as to use of the route (on the one hand) or challenges/interruptions to use (on the other).

Two parishes have asked Ian Hey about developing neighbourhood plans, one is Ticknall and the other is Elvaston.

**Repton Road Willington -** Cllr Martyn Ford noted that the new zebra crossing has now been introduced and seems to be working well.

He queried whether DCC could consider upgrading the lighting on the crossing further towards the railway bridge, similar to that on the new crossing – i.e. LED ‘rings’ around the beacons

RA/13 **PUBLIC QUESTIONS ON ISSUES RAISED BY RESIDENTS.**

Newton Solney Parish Council raised 3 points regarding Newton Lane/ Bretby Lane in Newton Solney;

- a) Thanks were passed on for the works undertaken to repair a drainage issue in the carriageway.
- b) It was reported that there are several potholes in the carriageway, approximately 20yds from the junction with Knight's Lane.
- c) Concerns were raised in association with the collapsed wall on Newton Lane, which collapsed on 25<sup>th</sup> January. Temporary signals have been installed alongside the wall to keep motorists clear of it. However, this route is well used by both pedestrians and cyclists and there were fears that they were traversing the signalised section. There were also concerns in regard to the wall, closer to the village, which appears as though it could collapse at any moment.

The Forum Liaison Officer advised that he would pass these concerns on to officers in DCC's Structures section. Efforts to establish ownership of the wall have proved inconclusive but it appears that it may serve highway purposes. Repair options are currently being considered; obtaining the required funds will be a challenge, given the current economic climate

Stenson Parish Council asked again if the speed limit on Stenson Road could be lowered to 30 mph. With the new development there is a significant population moving into the area and there is no safe crossing near to the school.

The Forum Liaison Officer stated that DCC have advised that currently 40 mph is appropriate but he will take the Parish Councils comments back.

County Councillor Davison's stated that his previous comments remain the same on this matter; that it would create a rat run on Pilgrims Way and he is not in favour of reducing the speed limit.

A resident asked if the owners of Ticknall Village Hall could be informed of the fact the road hump which is sited at the entrance to the car park has caused damage to his car.

**Action: To inform the Clerk to Parish Council.**

At Sycamore Avenue (bottom of Hazel Close, Findern). A wall has fallen into the brook. Foliage is also in the brook. SDDC has said it's the resident's duty to move the boundary wall. It needs removing as it could block the brook.

Resident raised potholes on Chapel Lane, Ticknall. Harpur-Crewe Estates should maintain the road which is an un-adopted road. It's not SDDC responsibility but we could write to them from this meeting.

**Action: The Chair of this Committee to send a letter to Harpur-Crewe Estates**

Stenson Parish Councillor raised that on the three roads into Stenson, all three bridges have been recently damaged, possibly by construction traffic. Forum Liaison officer aware of construction traffic from the south and he will ask structural engineer to examine bridges. Stenson Road bridge has had a big chunk taken out, looks like a lorry has caused it. County Councillor Davison confirmed this is likely to be raised at the Melbourne meeting as this affects Barrow upon Trent residents also.

Both bridges have high weight restrictions so the construction vehicles are likely to be legal.

**Action: SDDC Planning department to be informed of issues**

County Councillor Davison – Highways and SDDC having to spend a great deal of time policing these developers. Need to get compliance from developers as development is taking place for next 14 years. If anything goes wrong with any of these entrances there would be major consequences.

County Councillor Chilton stated that Robinsons Hill has a big pothole. It has been repaired once but has dropped again.

RA/14 **COUNTY COUNCIL ISSUES**

The Forum Liaison Officer stated that the County Council needs to make £157m of cuts to its budgets by 2018 – something they are calling ‘The Derbyshire Challenge’. Their Cabinet has been considering proposals on how they can make these reductions; they are looking to make cuts totalling around £36.7m in the next financial year (2014/15).

Many of the budget reductions being announced will be subject to public consultations. You can visit the ‘Derbyshire Challenge’ page of their website to find out more and take part in our consultations launching throughout the year – [www.derbyshire.gov.uk/challenge](http://www.derbyshire.gov.uk/challenge).

The Forum liaison officer highlighted two of the consultations currently open. Firstly, are changes to the Mobile Library Service; several options are being considered to make savings to this service which currently costs in the region of £720,000 per year to run. Four options have been put forward. One is to scrap the service completely (which will obviously make a saving of £720,000 per year). A further two options have been put forward which will involve various reductions in the fleet in order to make savings – they currently have a fleet of 10 vehicles; 2 MCV’s (maximum capacity vehicles) and 8 standard mobile libraries. A fourth option is to transfer the service over to community based organisations. The consultation started on 13 January and ends 1 March 2014.

Members of the public can visit the ‘challenge’ webpage to find out more information and complete the online survey. For those without internet access, you can contact Call Derbyshire – 01629 533190 – to find out more.

DCC are also proposing a number of changes to the Adult Care services. The consultation launches today and will run for 12 weeks. Again, more information will be made available via the ‘challenge’ webpage.

Councillor Ford raised the future of Elvaston Castle and that there is a consultation on this on the same website ([www.derbyshire.gov.uk/challenge](http://www.derbyshire.gov.uk/challenge)). The Closing date is 4<sup>th</sup> March.

RA/15 **DISTRICT COUNCIL ISSUES**

The Director of Community and Planning gave an update on the District Council Budget setting Process:

Nationally, there has been a reduction in government funding for local councils since 2010 and this is currently set to continue until 2018. For SDDC this has been approximately £1.25m to date or 20% from where we were in 2010/11 (*net after New Homes Bonus and Business Rates Retention*)

SDDC has been delivering budget savings since 2010 and has had 3 main phases, culminating this year with savings of £320k. Next financial year 2014/15 is ok but need another round to find further savings of up to £300k before this time next year ahead of 2015/16.

No major reductions in mainstream service provision so far – reductions in management and support services, together with general efficiencies have met the shortfall to-date. There has been an increase in services – recycling and capital investment in leisure facilities.

Next year’s Council Tax still to be decided – Government offering some support for councils who freeze Council Tax again for a 4<sup>th</sup> year.

Possible future pressures – growth and demand for services – some will be paid for by increased funding but this is not certain.

With regards to recent flooding issues in the area; SDDC has issued 115 sandbags, with half of them in Walton. They also currently have 15 tonnes of sand, 3000 unfilled sandbags and approx 100 filled sandbags ready to be deployed if needed.

RA/16 **DATE OF NEXT MEETING** [Page 38 of 71](#)

The date of the next Meeting would be confirmed in due course.

P SMITH

CHAIRMAN

The Meeting terminated at 8.08 pm

SOUTH DERBYSHIRE AREA FORUM

MELBOURNE

18<sup>th</sup> February 2014 at Aston on Trent Memorial Hall

**PRESENT:-**

**District Council Representatives**

Councillor Harrison (Chairman) and Councillors Hewlett, Watson and Atkin

K. Stackhouse (Director of Finance and Corporate Services) and C Smith (Communities Manager)

**Derbyshire County Council Representatives**

Councillors Davison and Mrs Chilton.

P. Jameson (Forum Liaison Officer).

**Parish Council/Meeting Representatives**

R Parker (Melbourne Parish Council); P Bickerton (Elvaston Parish Council); K Atkin, C Blackmore (Barrow on Trent Parish Council); T Scott (Shardlow and Great Wilne Parish Council); C Scott, K Cross (Weston Parish Council)

**Members of the Public**

C Allen; K Whewell; S Madley; T Mills; G Beadle

MA/17 **APOLOGIES**

Apologies for absence were received from Councillor Mrs Watson

MA/18 **DECLARATIONS OF INTEREST**

MA/19 **CHAIRMAN'S ANNOUNCEMENTS**

MA/20 **MINUTES**

The Minutes of the Melbourne Area Forum held on 13<sup>th</sup> November 2013 were noted.

Items of accuracy:

Amendment to Cllr Linda Chilton's name.

Item 2 of the report back should be deleted as it is covered at item 4.

MA/21 **REPORT BACK ON ISSUES RAISED AT THE LAST MEETING**

The Chairman handed over to the Forum Liaison Officer to report back on those items raised at the last meeting.

MA/22 **PUBLIC QUESTIONS ON ISSUES RAISED BY RESIDENTS**

County Councillor Davison and representatives from Barrow on Trent Parish Council raised a query in regard to the required width for public footpaths.

Reference was made to a public footpath, leading off Chapel Lane, where a DCC officer had recently demanded that the landowner widen the access to just less than 1m, even though sections of the footpath itself are much narrower. It was also stated that other footpaths in the area do not have access as wide as this.

The Parish Council had concerns that the wider access makes it vulnerable to illegal use by motorcyclists and reported that a motorcyclist had in fact been seen using the footpath following the works.

A suggestion was made that an 'A' frame barrier could be installed to prevent motorcyclists while maintaining access for wheelchair users. A resident stated that such barriers are not livestock proof and also cause problems for high-backed wheelchairs.

It was queried on what grounds DCC insisted that the access to the footpath be widened and the apparent inconsistencies in regard to other footpaths (i.e. that have narrower accesses).

The Chairman advised Barrow Parish to write to the DCC Rights of Way Officer raising their concerns about widening the footpath.

Cllr Davison referred to a query raised at the previous night's meeting (Repton Area Forum) in which concerns were raised in regard to the use of bridges at the Stenson Bubble by heavy goods vehicles. Reference was also made to the bridges at Barrow-on-Trent (Sinfin Lane). It was queried whether clarification had been received on the load capacity of the structures.

Forum Liaison Officer didn't think the structural limits on the bridges were being exceeded but was awaiting confirmation

Cllr Davison requested an update on enforcement of the weight restriction on the Causeway; he believed that there was a scheme to introduce cameras for enforcement purposes.

Forum Liaison Officer reported that DCC's Trading Standards officers continue to carry out enforcement checks of the Causeway, often in partnership with the Police. Capital funds have been made available to install a camera monitoring system which will allow for remote enforcement of the weight restriction. Currently advice is being sought from the Legal department and the Department for Transport in regard to the back office element of the system. They cannot progress with the introduction of the system until these issues are resolved.

A Weston resident reported that the carriageway under the railway bridge between Swarkestone and the Cottages regularly suffers from flooding. It was believed that the cause of this was debris being washed into the carriageway from the banking and blocking the drainage. The resident also claimed that, when the drainage has been cleared previously, debris is left on the roadside only for it to be washed back into the system.

A resident queried whether an application had come into the council for buying land around Elvaston Castle (Borrowash Road, Harrington Villas to right of Home farm) as it would limit the options available to Elvaston Castle.

The resident queried whether SDDC would apply for Parks for People grant on behalf of Elvaston Castle as they had been successful in obtaining funding for Swadlincote Park. The Chairman said the council wouldn't be able to do this, but there is currently a consultation on going with regards to the vision and plan for the Castle and to set up a trust for Elvaston Castle which will enable all funding opportunities to be looked at. An Elvaston Castle working party group meeting is to be held on 28<sup>th</sup> February.

The Chairman updated on current flooding issues – The District has 15 tonnes of sand in stock, 3000 unfilled sandbags and 100 filled ready in store. If any are required they can be obtained by contacting Chris Payne at SDDC. Of the 115 distributed already; 6 bags have been delivered to Trent Lane Weston, 40 to Riverside Walton on Trent and 30 to Cobster Cottage Swarkestone.

Councillor Watson stated the Local Plan is in final stages before submission. Comments from the previous consultation are being reviewed. The Pre-Submission Plan is to be consulted on in March through into April. The pre-submission consultation will go to a venue in each of the Area Forum areas for an afternoon/evening drop in session.

This area's local consultation event will be on 19<sup>th</sup> March at Aston Heritage Centre 2.30 – 7.30 pm and will be attended by Planning Policy Officers. There are no plans to change the amounts of housing in Aston, Weston, Melbourne, Barrow or any other village in this area.

The consultation is to be completed by 22<sup>nd</sup> April, It will be submitted to Full Council by 3<sup>rd</sup> July and submissions are to be with the Inspector by 10<sup>th</sup> July. A report should be received back from the Inspector by end of the year.

A resident stated that the Local Plan is a strategic plan which is disguising the fact there will be development in these villages.

Cllr Peter Watson replied that plan only considers major developments; ie; developments of more than 100 properties. There are other smaller developments which will be subject to regular planning regulations.

A resident from Elvaston stated he had contact with Chris Payne in 2011 regarding flooding issues in Elvaston and Borrowash and was still awaiting the issue to be resolved. He stated the reinstatement of ditch course on the B5010 is essential in flood management. The Fisherman's car park which has been put in has also affected the flood plain.

Councillor Watson stated that he and Chris Payne had met with him and the Parish Council and referred it to the Environment Agency who have said that although it is a situation it's not a current priority.

Considering flooding issues in other parts of country the situation in Elvaston will not be a priority but Cllr Watson stated he will continue to chase this on behalf of the residents of Elvaston.

The resident stated that the DCC Rangers are responsible for the flooding problems on Elvaston Castle site and that it should have an Estate Manager instead.

MA/23 **COUNTY COUNCIL ISSUES**

The Forum Liaison Officer stated that the County Council needs to make £157m of cuts to its budgets by 2018 – something they are calling 'The Derbyshire Challenge'. Their Cabinet has been considering proposals on how they can make these reductions; they are looking to make cuts totalling around £36.7m in the next financial year (2014/15).

Many of the budget reductions being announced will be subject to public consultations. You can visit the 'Derbyshire Challenge' page of their website to find out more and take part in our consultations launching throughout the year – [www.derbyshire.gov.uk/challenge](http://www.derbyshire.gov.uk/challenge).

The Forum liaison officer highlighted two of the consultations currently open. Firstly, are changes to the Mobile Library Service; several options are being considered to make savings to this service which currently costs in the region of £720,000 per year to run. Four options have been put forward. One is to scrap the service completely (which will obviously make a saving of £720,000 per year). A further two options have been put forward which will involve various reductions in the fleet in order to make savings – they currently have a fleet of 10 vehicles; 2 MCV's (maximum capacity vehicles) and 8 standard mobile libraries. A fourth option is to transfer the service over to community based organisations. The consultations started on 13 January and ends 1 March 2014.

Members of the public can visit the 'challenge' webpage to find out more information and complete the online survey. For those without internet access, you can contact Call Derbyshire – 01629 533190 – to find out more.

DCC are also proposing a number of changes to the Adult Care services. The consultation launches today and will run for 12 weeks. Again, more information will be made available via the 'challenge' webpage.

Cllr Chilton requested an update in regard to the potential Swarkestone bypass. The Forum Liaison Officer confirmed that the bypass is still in the Transport Plan, but would require extensive external funding from the Department of Transport. The Forum Liaison officer believed that the next batch of funding for major schemes will be released in June/July of this year, through the Single Local Growth Fund. DCC will need to review priorities once the conditions for applying for this funding are established

The Chairman stated that in his own view the existing plan (in the DCC Transport plan) would not be suitable as it needs to access the A453 for airport and race track.

Councillor Watson stated that he disagreed with Chairman in that that one proposal would alleviate all transport issues. It would not alleviate Melbourne and Kings Newton issues, however accepts that for all areas to be covered by the bypass would cost in excess of £80 million

Councillor Atkin – what would be needed to get funding from external sources (Department of Transport). Forum Liaison Officer stated they won't know until June/July when funding details are released.

County Councillor Chilton added that the HS2 freight terminal may lead to more transport coming to Kings Newton and Melbourne. County Councillor Davison stated he doesn't think the HS2 will cause too many issues in his opinion.

County Councillor Davison stated that the Chief Fire Officer original proposals have been extensively modified and now there are no plans to close newly built stations and any other proposed closures will only be done as a last resort. It was recognised however that this may only be a 2 year stay.

Councillor Chilton informed the meeting that North West Leicestershire have purchased land for a new Fire station in Castle Donington. The Chairman stated that cross boundary liaison with neighbour districts is important but both parties will want to keep their county identity.

MA/24 **DISTRICT COUNCIL ISSUES**

The Director of Finance & Corporate services gave an update on the Councils current financial position:

Nationally, there has been a reduction in government funding for local councils since 2010 and this is currently set to continue until 2018. For SDDC this has been approximately £1.25m to date or 20% from where we were in 2010/11 (*net after New Homes Bonus and Business Rates Retention*)

SDDC has been delivering budget savings since 2010 and has had 3 main phases, culminating this year with savings of £320k. Next financial year 2014/15 is ok but need another round to find further savings of up to £300k before this time next year ahead of 2015/16.

No major reductions in mainstream service provision so far – reductions in management and support services, together with general efficiencies have met the shortfall to-date.

Increase in services is continuing – recycling and capital investment in leisure facilities.

Next year's Council Tax still to be decided – Government offering some support for councils who freeze Council Tax again for a 4<sup>th</sup> year.

Possible future pressures – growth and demand for services – some will be paid for by increased funding but this is not certain.

The Chairman added recommendations will include Council Tax freeze, 2% rise for community and voluntary sector and no silly charges being introduced.

MA/25 **DATE OF NEXT MEETING**

The date of the next Meeting would be confirmed in due course.

J. HARRISON

CHAIRMAN

The Meeting terminated at [Page 45 of 71](#)

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<b>REPORT TO:</b>	<b>COUNCIL</b>	<b>AGENDA ITEM:</b>
<b>DATE OF MEETING:</b>	<b>3<sup>rd</sup> APRIL 2014</b>	<b>CATEGORY:</b>
<b>REPORT FROM:</b>	<b>CHIEF EXECUTIVE</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>Director of Finance &amp; Corporate Services Kevin Stackhouse (01283 595811) <a href="mailto:Kevin.stackhouse@south-derbys.gov.uk">Kevin.stackhouse@south-derbys.gov.uk</a></b>	<b>DOC:</b> u/ks/live files/corporate plan/1415 priorities/CP refresh Council
<b>SUBJECT:</b>	<b>CORPORATE ACTION PLAN 2014/15</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE:</b>

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## **1.0 Recommendations**

1.1 That updated Corporate Action Plan for 2014/15, attached at Appendix A, is approved.

## **2.0 Purpose of Report**

2.1 The Council has approved a five-year Corporate Plan covering the period 2010 to 2015. Quarterly performance reports are taken to Policy Committees to monitor progress against the Plan.

2.2 It is important to review and update this Plan to take into account the progress made to date and any revisions to the targets agreed. This refreshed Action Plan is for 2014/15 and sets out the priorities for the year ahead along with the projects and the key measures of success that will be support the delivery of the Plan.

2.3 The proposed Plan has been considered and recommended by the Finance and Management Committee for approval.

## **3.0 Detail**

### **Background**

3.1 The Corporate Plan is an integral part of the Council's Performance Management framework. The annual action plan set outs how the Council will deliver its main priorities together with key measures of success. This ensures that the Council's corporate objective and priorities for action are helping to achieve the Council's vision and are contributing to district wide community priorities.

- 3.2 The development of the Corporate Plan leads the development of the Medium Term Financial Strategy to ensure that the corporate priorities are resourced fully.
- 3.3 This 2010 to 2015 Corporate Plan continues to identify the key strategic priorities for the Council over the next year. The development of the Corporate Plan followed an extensive consultation exercise with South Derbyshire, businesses, stakeholders, Partners and residents. This is supported by a robust process of quarterly monitoring of progress against these priorities.

#### **4.0 Process of refreshing the Corporate Action Plan**

- 4.1 The Council adopted the Corporate Plan in February 2009. The Plan contains the Council's vision, values and priorities over the four Council themes of
- Sustainable Growth & Opportunity
  - Safe and Secure
  - Lifestyle Choices
  - Value for Money
- 4.2 The Corporate Plan provides clear strategic direction in the delivery of the Council's vision of "*Making South Derbyshire a better place to live, work and visit*".
- 4.3 The Council will refresh its Corporate Action Plan on an annual basis. This action plan helps to maintain the Corporate Plan's relevance and ensure that any issues impacting on the District and the Council are responded to in a timely and appropriate manner.
- 4.4 During January 2014, Officers have been involved in a series of facilitated workshops to refresh the Corporate Action Plan. Each workshop focussed on addressing one of the four themes within the Corporate Plan. The sessions held have been challenging and focussed on improving service delivery within the resources available. Each workshop has included a review of the:
- past year performance against priorities.
  - issues coming out of recent consultations and national policy.
  - financial position and budgets available to deliver these priorities.

As a result, the priorities in each theme have been updated along with the refreshment of projects and measures that will form the basis of the Corporate Action Plan for 2014/15 as shown in **Appendix A**.

- 4.5 The 2014/15 refreshed Corporate Action Plan continues the direction contained in the current Corporate Plan, including the four themes identified in paragraph 4.1 above.
- 4.6 Again, a number of proxy measures have been included, and are designed to illustrate information relevant to the Corporate Plan theme but which we have no overall control and thus cannot set targets. This information will be used to illustrate overall performance in a particular area, for example unemployment rates and may form part of the narrative explanation for other targets within the theme.
- 4.7 As with previous versions, the Corporate Action Plan details key measures and projects under each theme. These form the basis of the quarterly performance

reporting to each Policy Committee. The changes made since last years Corporate Action Plan are detailed in paragraphs 4.8 and 4.9.

## **Changes to the Corporate Action Plan**

4.8 The following changes have been made to the key projects

### **Sustainable Growth & Opportunity**

#### ***Additions or amendments to existing projects***

- Regulate businesses in a way which promotes success for South Derbyshire's economy, as well as continuing to provide public protection.
- Review the commercial waste service and analyse the potential for development
- Deliver the key actions contained in the Contaminated Land Inspection Strategy
- Provide a regulatory environment promoting success for businesses in South Derbyshire as well as continuing to provide public protection.
- Progress the South Derbyshire Local Plan

### **Safe and Secure**

#### ***Additions or amendments to existing projects***

- Revising the standards of the service of the environmental health service, based on national best practice and the demands of local stakeholders

#### ***Projects that have been removed***

- Review, consider and implement the applicable requirements of the Localism Act, as it relates to the Housing service.
- Focus the Safer Neighbourhood Wardens on the prevention of anti-social behaviour and enviro-crime.

### **Lifestyle Choices**

#### ***No Additions or amendments to existing projects***

### **Value for Money**

#### ***Additions or amendments to existing projects***

- Implement the next stages of the Paper-lite Strategy
- Roll out the next stages of the Customer Access Strategy

#### ***Projects that have been removed***

- Implementation of Welfare Reform and the new Local Council Tax Support Scheme
- Move towards a paperless Committee for Elected Members

4.9 The following changes have been made to the key performance measures.

## **Sustainable Growth & Opportunity**

### ***Measures that have been removed***

- Total visitor spend (proxy)
- Total number of visitors (proxy).

## **Safe & Secure**

***No additions, amendments or removals of existing measures***

## **Lifestyle Choices**

***No additions, amendments or removals of existing measures***

## **Value for Money**

### ***Additions or amendments to existing measures***

- Increase in New Homes Bonus & retained Business Rates
- On-going General Fund budget savings

### ***Measures that have been removed***

- Respond to 95% of all official complaints within 10 working days

4.10 As noted earlier in this report, priorities will continue to be monitored and reported to Policy Committees through the refreshed measures and projects contained in Appendix A.

## **Communications campaigns**

4.11 The priorities contained within the refreshed Corporate Plan will be supported by a series of campaigns co-ordinated by the Policy & Communications Team. These campaigns will be presented to a future meeting of this Committee, as part of the Communications Annual Report. It should be noted that the campaigns will continue to support the delivery of the four key themes as identified above.

## **Risk Management**

4.12 The Council's Risk Management Strategy also supports the delivery of the Corporate Plan. This Strategy commits the Council to minimise liabilities and costs while protecting the Council's reputation through effective and efficient risk management. The progress with the actions against high risks is monitored as part of the Council's combined performance and financial management reporting framework.

4.13 As part of the refresh process we have addressed the corporate risks through the delivery of these key projects and monitoring of the revised measures contained within this Plan. The main risks identified are listed below.

- Further reductions in Government Grant over and above those projected in the MTFP
- Continuing effects of the economic downturn
- Keeping pace with technology [Page 49 of 71](#)

- Business continuity
- Capacity and resilience in service provision
- Reliance on partner contributions and the voluntary sector

## **5.0 Financial Implications**

5.1 As part of the development of the refreshed Corporate Action Plan, Officers have considered the Council's current financial position and commitment to delivering services in 2014/15.

## **6.0 Corporate Implications**

6.1 The Corporate Plan is the vital element of the Council's performance management framework. It is the delivery mechanism that links the Council's vision with the needs of its communities and overall good governance.

## **7.0 Community Implications**

7.1 The Corporate Plan has an impact on all aspects of community life within South Derbyshire, because it is built upon their needs and expectations. The Council is proud of its role as a community leader and will continue to deliver high quality services. However, it is also important to recognise the diverse range and needs of all of the communities and continue to work with key groups, stakeholders and businesses to make the District a better place to live, work and visit.

## **8.0 Conclusions**

8.1 This refreshed Corporate Action Plan for 2014/15 reflects the needs and aspirations of the community, including that of Officers and leading Elected Members, by ensuring it remains fit for purpose. It will shape the delivery of Council services over the next year and ensure that resources are fully aligned to priority areas.

8.2 It is important that Elected Members, Officers and residents are provided with continued information on how the Plan is impacting on the community. This will be achieved through regular reports to Policy Committees, providing information on the Council's website, publicity campaigns and by communicating through a range of different media channels. Furthermore, the Council will continue to produce its Annual Report in order to highlight its achievements in the delivery of the Corporate Plan.

OUR VISION: Making South Derbyshire a better place to work, live and visit				
THEME	SUSTAINABLE GROWTH & OPPORTUNITY	SAFE & SECURE	LIFESTYLE CHOICES	VALUE FOR MONEY
<b>STRATEGIC OBJECTIVE</b>	G1 Strengthen South Derbyshire's economic position within a clean and sustainable environment	S1 Deliver a range of affordable and decent housing options, within safe and clean neighbourhoods	L1 Improving the health and well being of our communities and residents	V1 Ensuring that proper arrangements are in place to enable resources to be used efficiently and effectively
<b>LONG TERM OUTCOMES</b>	GO1 Developing economic and employment opportunities within the District GO2 Increasing recycling resulting in less waste being sent to land fill GO3 Sustainable Planning	SO1 Delivering a range of housing provision and services that address community requirements SO2 Safer communities	LO1 Delivering community based recreational and cultural activities that promote a healthier life style. LO2 Helping the community to reduce its environmental impact	VO1 Financial resilience with a sustainable financial base maintained VO2 Cutting costs not services VO3 Strong leadership and robust governance VO4 An improved customer experience
<b>KEY PROJECTS</b>	GP01 Enhancing the vitality of the District's town centres (GO1) GP02 Delivering The National Forest Tourism Action Plan (GO1) GP03 Promoting inward investment and business development (GO1) <b>GP04 Regulating businesses in a way which promotes success for South Derbyshire's economy, as well as continuing to provide public protection (GO1)</b> <b>GP05 Review the commercial waste service and analyse the potential for development (GO2)</b> <b>GP06 Deliver the key actions contained within the Contaminated Land Inspection Strategy (GO2)</b> <b>GP 07 Progress the South Derbyshire Local Plan (GO3)</b> GP 08 Supporting our communities in neighbourhood planning (GO3)	SP01 Facilitating new affordable housing for people unable to access market housing (SO1) SP02 Improving the condition of the current housing stock (SO1) SP03 Enabling vulnerable people to remain in their own homes for longer (SO1) <b>SP04 Revising the standards of service of the environmental health service, based on national best practice and the demands of local stakeholders (SO2)</b> SP05 Working with Partners to ensure diversionary activities are being delivered in target locations (SO2) SP06 Ensuring Safer Neighbourhood funding is used effectively to combat local crime and disorder issues (SO2) SP07 Working with our Partners and communities to reduce acquisitive crime across the District (SO2) SP08 Putting victims first by working with our Partners to revise the Anti Social Behaviour (ASB) Policy and ensure we provide an enhanced service to vulnerable victims of ASB (SO2)	LP01 Supporting local communities in delivering cultural events across the District (LO 1) LP02 Delivering improved leisure facilities for the community (LO1) LP03 Increasing levels of participation in sport, health and physical activities (LO1) LP04 Engaging people in reducing their environmental impact via an Environmental Education and Open Spaces Projects (LO2) LP05 Reducing the number of vulnerable households experiencing fuel poverty (LO2) LP06 Delivering continuous improvement of the Council's environmental performance, through ongoing accreditation to ISO 14001 (LO2)	VP01 Continuing the programme of procurement and service transformation reviews (VO2) <b>VP02 Implementing the next stages of the Paper Lite Strategy (VO2)</b> VP03 Continuing to communicate and engage with our communities to ensure that the Council is delivering services appropriately (VO4) <b>VP04 Roll out the Customer Access Strategy (VO4)</b>
<b>MEASURES</b>	GM01 Total rateable value of business premises. ( <i>proxy measure</i> ) (GO1) GM02 Unemployment rate ( <i>proxy measure</i> ) (GO1) GM03 Household waste collected per head of population. (in tgs) (GO2) GM04 Percentage of household waste recycled and composted (GO2) GM05 Net additional commercial or employment floor space created ( <i>proxy measure</i> ) (GO3) GM06 Net additional homes provided ( <i>proxy measure</i> ) (GO3) GM07 Speed of Planning determinations (GO3) GM08 Number of quality development schemes delivered (GO3) GM09 Satisfaction with the planning application process (GO3)	SM01 Number of homes vacant for more than six months (SO1) SM02 Gross number of affordable homes delivered (SO 1) SM03 Average time in working days taken to re-let local authority homes (SO1) SM04 Percentage of repairs carried out first time by the Council's DLO (SO1) SM 05 Number of homeless presentations ( <i>proxy measure</i> ) (SO1) SM06 Average length of stay in weeks of households which are unintentionally homeless and in priority need bed and breakfast accommodation ( <i>proxy measure</i> ) (SO1) SM07 Number of new completed applications to join the Housing Register ( <i>proxy measure</i> ) (SO1) SM08 Number of households on the Housing Register ( <i>proxy measure</i> ) (SO1) SM09 Effectiveness of local authority actions to reduce incidents of fly tipping (SO2) SM10 Reduction in the number of ASB calls to service. (SO2) SM11 Reduction in the number of acquisitive crime incidents per 1,000 population (SO2) SM12 Reduction in the proportion of people who feel unsafe when outside in their own neighbourhoods at night time (SO2) SM13 Reduction in the proportion of people who feel unsafe when in their own homes at night time (SO2) SM14 Increase the proportion of premises that meet the Food Hygiene Rating Scheme of five stars (SO2) SM15 Reduce the proportion of premises that rate two scores on the Food Hygiene Rating Scheme (SO2) SM16 Improved street and environmental cleanliness in terms of litter, detritus, dog fouling and weeds (SO2) SM17 Increase the effectiveness of local authority actions to combat noise and environmental nuisance (SO2)	LM01 Number of adult participation in sport ( <i>proxy measure</i> ) (LO1) LM02 Number of leisure centre participants (LO1) LM03 Number of sport, physical activity and health development participations (LO1) LM04 Number of play scheme participants (LO1) LM05 Number of cultural activity participants (LO1) LM06 Number of environmental learning activity participations (LO2) LM 07 Energy efficiency average SAP (2009) rating of Council housing stock (LO2) LM 08 Reduction in energy consumption in the Council's own operational centres (LO2)	VM01 Publish a fit for purpose Medium Term Financial Plan (VO1) VM02 Disposal of assets deemed surplus to requirements to generate income(VO2) <b>VM 03 Increase in New Homes Bonus and retained Business Rates (VO3)</b> <b>VM 04 On-going General Fund budget savings. (VO3)</b> VM05 Achieve an external fit for purpose Code of Corporate Governance assessment (VO3) VM06 Percentage of satisfied customers contacting or dealing with the Council (VO4)

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<b>REPORT TO:</b>	<b>COUNCIL</b>	<b>AGENDA ITEM:</b>
<b>DATE OF MEETING:</b>	<b>3<sup>rd</sup> APRIL 2014</b>	<b>CATEGORY:</b>
<b>REPORT FROM:</b>	<b>DIRECTOR OF FINANCE &amp; CORPORATE SERVICES</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>KEVIN STACKHOUSE (01283 595811)</b> <a href="mailto:Kevin.stackhouse@south-derbys.gov.uk">Kevin.stackhouse@south-derbys.gov.uk</a>	<b>DOC:</b> u/ks/pay and pensions/pay policy statement/draft report
<b>SUBJECT:</b>	<b>PAY POLICY STATEMENT 2014/15</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	

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## **1.0 Recommendations**

1.1 That the draft Pay Policy Statement for the financial year 2014/15 is approved for publication.

## **2.0 Purpose of Report**

2.1 The Localism Act 2011 (the Act) requires all local authorities, to publish annually a Pay Policy Statement. The purpose of this report is to seek approval for the Council's Statement for the year 2014/15. This will then be published on the Council's website in accordance with the Act. This is the third annual statement since the introduction of the Act.

## **3.0 Detail**

3.1 The Localism Act 2011 requires local authorities to produce an annual Pay Policy Statement. The Act adds to the obligations already placed on local authorities to publish information in the interest of transparency e.g. the requirement to publish historic expenditure on pay to Chief Officers within the Council's accounts.

3.2 The Pay Policy Statement (which is attached) has been amended to take into account the Council's current organisation structure. It also takes into account the new pay structure for the senior officers (defined in the Statement) and the national annual pay award for employees in April 2013.

3.3 The pay multiples in Section 6 have been updated accordingly. The multiple between the pay of the Council's highest paid employee and the lowest paid employees is 1:8.2 (2013/14 – 1:7.6).

3.4 Independent research across all English councils suggests the average of this pay multiple was 1:10 for 2013/14.

#### **4.0 Financial Implications**

4.1 There are no financial implications arising from this report.

#### **5.0 Corporate Implications**

5.1 The proposed Pay Policy Statement will help ensure that the Council meets its obligations under the Localism Act 2011. It will also help the Council to monitor its current pay policies.

#### **6.0 Community Implications**

6.1 The Pay Policy Statement will help to ensure that the Council's approach to pay is accessible for all and to enable local people to take an informed view of whether local decisions on all aspects of remuneration are fair and make the best use of public funds.

#### **7.0 Conclusions**

7.1 The Localism Act 2011 requires the Council to have and publish annually a Pay Policy Statement.

7.2 The Council is therefore asked to approve the Statement, which will then be published in accordance with the Act on the Council's website.

#### **8.0 Background Papers**

8.1 Localism Act 2011



**South  
Derbyshire**  
District Council

# **DRAFTPAY POLICY STATEMENT 2014/15**

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### **1.0 INTRODUCTION**

- 1.1 This Pay Policy Statement for 2014/15 has been produced in accordance with the Localism Act (the Act). The Act requires that a Pay Policy Statement is published annually.
- 1.2 Local Authorities should include in their Pay Policy Statements information in relation to:
- The remuneration of their most senior employees.
  - The remuneration of their lowest paid employees.
  - The relationship between the remuneration of their most senior employees and that of other employees.
- 1.3 Guidance has been produced on the Act's provisions relating to openness and accountability in local pay, which local authorities must have due regard to in preparing and approving their annual Pay Policy Statement. The Council's statement takes into account this guidance as well as the provisions of the Act.
- 1.4 The Council has in line with the National Agreement for the National Joint Council for Local Government Services developed a local Workforce Development Strategy. The Strategy addresses five priority areas, one of which is pay and rewards. These areas are seen as critical to improving the delivery of customer focussed services. This Pay Policy Statement is therefore linked to the Council's Workforce Development Strategy.

### **2.0 STATUS OF THE PAY POLICY STATEMENT**

- 2.1 The Act makes it clear that the Pay Policy Statement for each financial year must be approved by Full Council. The approved policy will be published on the Council's website.
- 2.2 The Pay Policy Statement is reviewed on an annual basis. Each new version of the policy will be approved by Full Council before the start of each financial year. This will take place at the nearest meeting of Full Council that is held before April each year.
- 2.3 The Pay Policy Statement can be amended during the course of a financial year with approval by Full Council. The revised version will then be published as soon as reasonably practicable by the Council on its website.

### **3.0 TRANSPARENCY AND AUTONOMY**

- 3.1 The Council recognises and welcomes the aims behind the requirement for a Pay Policy Statement which are to:
- Ensure that the Council's approach to pay is accessible for all.

- Enable local people to take an informed view of whether local decisions by the Council are fair and make the best use of public funds.

3.2 The Council also welcomes the Government's recognition that each local authority remains an employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and continue to deliver value for money for the community.

#### **4.0 REMUNERATION OF THE COUNCIL'S SENIOR EMPLOYEES**

4.1 The Council's senior employees are:

- Chief Executive and Head of Paid Service. This post is a member of the Council's Senior Management Team.
- Three posts at a Director level. These posts report to the Chief Executive. The Directors are:
  - Director of Housing and Environmental Services
  - Director of Community and Planning Services.
  - Director of Finance and Corporate Services. This role also undertakes the role of Chief Finance Officer (CFO) in accordance with S151 of the 1972 Local Government Act that requires the Council to make arrangements for the proper administration of its financial affairs.

4.2 For information on the Council's Monitoring Officer please see paragraph 5.11.

#### **Background**

4.3 The Chief Executive and Directors are the Council's Senior Management Team. These senior employees are responsible for working with elected politicians to determine the overall strategic direction of the Council, to manage the Council's financial and other resources, to develop the scale, nature, efficiency and effectiveness of all the services provided by the Council, and to provide day-to-day management of those services.

#### **Overall policy on the remuneration of senior posts**

4.4 The Council's overall approach to the remuneration of its senior posts is based on:

- Compliance with equalities (including equal pay) legislation.
- Ensuring that its overall remuneration packages align with comparable posts in local government whilst taking into account:
  - Relevant pay data from similar authorities to allow meaningful benchmarking to be undertaken.
  - The responsibility of posts and their level in the Council.
- The trend towards slimmer senior management structures comprising posts with wider spans of responsibilities.
- National terms and conditions of employment that apply to senior posts.
- External professional advice provided by the Local Government Association

- 4.5 The Council will seek to maintain this overall approach by periodically monitoring pay data provided by such organisations as the Local Government Association. This period is determined by the Council. The last review of pay for senior officers was completed in May 2013 as a result of a restructure of the Council's establishment which included a reduction in posts at a senior level.
- 4.6 In terms of pay differentials for its senior posts, the Council recognises that:
- The role of Chief Executive and Head of Paid Service leads the Council workforce and has the greatest level of accountability. This post therefore warrants the highest level of pay in the Council.
  - The Directors report directly to the Chief Executive. These posts have a wide span of responsibility for a number of service areas and in turn have a number of managers reporting to them. These posts therefore warrant the next highest pay level below that of the Chief Executive and Head of Paid Service.

### **Developing pay scales for senior posts**

- 4.7 The Council has determined the pay scales for its senior posts locally. It is the Council's policy that all pay scales are approved by the Council's Finance and Management Committee. With regard to the latest review of the pay scales for senior posts the Council a Remuneration Panel was appointed consisting of Elected Members to develop and recommend, in accordance with a project brief, the relevant pay scales.
- 4.8 An independent organisation, the Local Government Association (LGA), was commissioned by the Council to advise the Remuneration Panel.
- 4.9 Part of the LGA's remit is to assist local authorities to create pay solutions. Its work also leads to the development of national conditions of service and pay scales. The LGA has access to national pay data surveys e.g. the salary and numbers surveys for the Joint National Councils for Chief Executives and for Chief Officers. Using its experience of developing pay models and pay scales the LGA identified relevant pay data which enabled the Council's pay scales for the Chief Executive's post and the Directors posts to be benchmarked against the pay scales for similar posts in comparable District Councils.
- 4.10 Based on this information recommendations were made to the Finance and Management Committee by the Remuneration Panel on the pay scales for the Council's senior posts. The current pay scales for the Council's senior posts are discussed below.

### **Remuneration of Senior Posts**

- 4.11 The pay scale for the Chief Executive and Head of Paid Service consists of five incremental points. Progression through the scale is usually on an annual basis that takes effect on 1<sup>st</sup> April each year.
- 4.12 The current pay scale for the Council's Directors consists of six incremental points. Progression through the scale is usually on an annual basis that takes effect on 1<sup>st</sup> April each year.

- 4.13 The scales have a bar beyond which further progression is subject to the post holder meeting stated performance criteria.
- 4.14 Details of senior officer remuneration are included in the Council's Statement of Accounts (Note 31)
- 4.15 The last national pay award for senior officers was in 2009.

### **Local Government Pension Scheme (LGPS)**

- 4.16 The pension reform (Pensions Act 2008) provides for auto enrolment into the LGPS. An employee can opt out of the Scheme after starting their employment. Some of the benefits of the LGPS are shown in Appendix One.

### **Pay awards**

- 4.17 The salaries of senior posts are increased in line with any national pay award agreed by either the Joint National Council for Chief Executives or the Joint National Council for Chief Officers whichever is appropriate. Any changes are implemented with effect from 1<sup>st</sup> April each year.

### **Overtime etc.**

- 4.18 There are no other additional elements of remuneration in respect of overtime, flexi-time, bank holiday working, stand-by payments paid to the above senior posts as they are expected to undertake duties outside their contractual hours and working patterns without additional payment.

### **Remuneration of Senior Employees on Recruitment**

- 4.19 The Council's practice is that any newly appointed senior manager will start at the lowest pay point in the pay range for their job, other than when the particular skills and experience of the successful candidate merit a higher starting salary.
- 4.20 In line with the Council's procedure for senior officer appointments the appointment of a Chief Executive must be approved by Full Council.

### **Re - employment of Senior Officers and other employees in receipt of an LGPS pension**

- 4.21 Under the terms of the Local Government Pension Scheme, an employee who has retired from local government service and is in receipt of a pension may reapply for local government employment. However, where this happens the pension is subject to abatement, i.e. if the pension added to the new salary is higher than the original salary then the amount of pension will be reduced accordingly.
- 4.22 Such persons would only be employed following strict application of the normal process of competitive selection for employment in line with the appropriate Council appointments procedure.

## **5.0 EMPLOYEES IN POSTS BELOW A DIRECTOR**

### **Key Principles**

- 5.1 The Council aims to provide fair and equitable remuneration arrangements which enable it to recruit, retain, motivate and develop staff with the skills and capabilities necessary to ensure the continued provision of high quality services that are cost effective and provide value for money.
- 5.2 The Council's employment policies comply with all equalities (including equal pay) and other relevant employment legislation.
- 5.3 Currently an employee's pay is based on either a pay scale or a fixed salary point. A pay scale consists of a number of incremental salary points, through which employees may progress until the top of the scale is reached. In some cases progression through the grade is dependent upon specified criteria (e.g. the attainment of a required qualification). The Council's pay structure is derived from the national pay spine, as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service. This followed a job evaluation exercise which was completed 2000 and implemented with effect from 1998. The Council's current pay structure has been subject to Equal Pay Audits.
- 5.4 The Council is currently reviewing its pay and grading structure. To determine pay levels for the posts below Director the Council is using job evaluation. This is a recognised method of measuring the content of jobs and determining internal differentials. The Pay and Grading Review will be undertaken in conjunction with the recognised Trade Unions.

### **National Conditions of Service**

- 5.5 The employment terms and conditions of service for most of the Council's employees below Director are those of the National Joint Council (NJC) for Local Government Services as amended and/or supplemented by any local agreements with the Council. Any annual pay award is agreed by this NJC and is effective on 1<sup>st</sup> April each year. The exception is the craft employees.
- 5.6 The pay and conditions of service for craft employees is determined by the Joint Negotiating Committee (JNC) for Local Authority Craft & Associated Employees. Pay for this group is set nationally according to trade type, i.e. it is a fixed - point salary with no incremental points. Pay awards are also negotiated nationally by this JNC and are effective from 1<sup>st</sup> April each year.

### **Definition of lowest paid employees**

- 5.7 The definition of the "lowest-paid employees" adopted by the Council for the purposes of this Pay Policy Statement is set out below.
- 5.8 The lowest paid full - time employees within the Council are those who are paid on spinal column point 11 of Scale 1.

- 5.9 The current annual full-time equivalent value of this pay level, based on a 37 hour standard working week, is £14,880 per annum.

### **Remuneration of lowest paid employees**

- 5.10 For the purposes of this policy statement, remuneration includes the employee's basic annual salary and any allowances or other similar payments, benefits in kind, any increases or enhancements to any pension entitlement and any termination or other severance payments.

### **The Council's Monitoring Officer**

- 5.11 Although not a senior post as defined above, the Council's role of Legal and Democratic Services Manager has the additional statutory responsibilities of Monitoring Officer. This is because the Monitoring Officer should have a broad knowledge of local authority legal and administrative procedures and the Members' Code of Conduct. To recognise the additional responsibility of undertaking this statutory role the Legal and Democratic Service Manager receives a supplement of £7,500 per annum to their substantive pay. This supplement is subject to an annual review.

### **Modern Apprentices**

- 5.12 The Council offers Modern Apprenticeships in line with the national scheme. Apprentices are paid less than the Council's lowest paid employees, as defined in this pay policy statement. The Council applies a lower pay rate and/or different remuneration arrangements to this category of employees, to reflect the particular nature and/or duration/frequency of their employment.

### **Other elements of remuneration**

- 5.13 The other elements of remuneration which it is the Council's policy to offer to its employees is set out in the table in Appendix One. The element of remuneration offered depends on the job role and any job-related requirements e.g. to have a relevant qualification or travelling in order to perform the duties of the job.

## **6.0 PAY RELATIONSHIPS**

- 6.1 This section sets out the Council's overall approach to ensuring pay levels are fairly and appropriately dispersed across the organisation, including the current pay multiple which applies within the Authority.

- 6.2 The Council believes that the principle of fair pay is important to the provision of high quality and well-managed services and is committed to ensuring fairness and equity in its remuneration practices. The Council's pay policies, processes and procedures are designed to ensure that pay levels are appropriately aligned with, and properly reflect, the relative demands and responsibilities of each post and the

knowledge, skills and capabilities necessary to ensure that the post's duties are undertaken to the required standard, as well as taking account of relevant market considerations. This includes ensuring that there is an appropriate relationship between the pay levels of its senior managers and of all other employees.

### **Pay differences - senior posts**

- 6.3 The pay differential between the senior management posts have been set though the research undertaken on behalf of the Council by the LGA an independent organisation (please see paragraphs 4.7 and 4.8). They were subsequently approved by the Council's Finance and Management Committee.

### **Pay multiples**

- 6.4 An example of a "pay multiple" is the ratio between the highest paid salary and median average salary of the whole of the Council's workforce. On this basis, the current pay multiple is 1:6.1 (2013/14 – 1:5.8). This is based on the median basic salary for the whole workforce of £19,817 pa (£19,125 in 2013/14).
- 6.5 The pay multiple between the basic salary and allowances of its highest paid employee and the lowest paid employees, as defined in this statement is 1:8.2 (2013/14 – 1:7.6)

## **7.0 DECISIONS ON PAY**

- 7.1 The Council recognises the importance of ensuring openness and transparency and high standards of corporate governance, with clear lines of accountability, in its pay decision-making processes and procedures. Any pay-related decisions must be capable of public scrutiny, be able to demonstrate proper and appropriate use of public funds and ensure value for money. The arrangements adopted by the Council are designed to reflect these requirements, as well as ensuring compliance with all relevant legislation and other statutory regulation.
- 7.2 When the need arises for the Council to appoint a Chief Executive and Head of Paid Service or Director the Council will comply with its Senior Officer Appointment Procedure for external appointments. This includes the appointment of a Recruitment and Selection Panel of Elected Members.
- 7.3 The authority to delegate the appointment to a Recruitment and Selection Panel is sought in the case of:
- Head of Paid Service, from Full Council.
  - Director from the Finance and Management Committee.
- 7.4 The appointment of the Chief Executive (Head of Paid Service) will require a decision by Full Council.
- 7.5 Appointments below Director are made by a panel of appropriate managers.

**8.0 AMENDMENTS TO THIS PAY POLICY STATEMENT**

- 8.1 This pay policy statement relates to the financial year 2014/15.
- 8.2 The Council may agree any amendments to this pay policy statement during the financial year to which it relates.

**9.0 PUBLICATION OF AND ACCESS TO INFORMATION**

- 9.1 The Council will publish this pay policy statement on its website at [www.south-derbys.gov.uk](http://www.south-derbys.gov.uk) as soon as is reasonably practicable after it has been approved by the Council. Any subsequent amendments to this pay policy statement made during the financial year to which it relates will also be similarly published.
- 9.2 The information required to be published by the Council in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency, issued by the Department for Communities and Local Government under Section 2 of the Local Government Planning and Land Act 1980, and in accordance with the requirements of the Accounts and Audit (Amendment No. 2) (England) Regulations 2009, also available on its website.
- 9.3 For further information about this pay policy statement please contact F McArdle, Chief Executive (01283 595700) or email [frank.mcardle@south-derbys.gov.uk](mailto:frank.mcardle@south-derbys.gov.uk)

## OTHER PAYMENTS AND ALLOWANCES

The Council operates a transparent pay structure that reflects the relevant duties and responsibilities of each post within the organisation. The Council also recognises that it must pay other payments and allowances to certain individuals or groups of employees to reflect their duties or to attract and/or retain employees. Any payments or allowances are open to all employees. The Council considers this to be justified on the basis that to maintain services for the Community demands a properly resourced and skilled workforce.

### Pay Progression

For most posts on pay scales incremental progression through each scale will be applied on the 1<sup>st</sup> April each year. Employees with less than six months service in the Scale by 1<sup>st</sup> April will be granted their first increment six months after their appointment, promotion or re-grading; except where their salary on the 1<sup>st</sup> April following appointment, promotion or re-grading would be less than one spinal column point in excess of the salary they would have received on that day in their old Scale with the Council, when they shall be entitled to their first increment on the 1<sup>st</sup> April.

There are some pay scales that have a bar that prevents incremental progression through the Scale. To go beyond the bar the post holder must satisfy certain criteria (e.g. the attainment of specified competencies or the attainment of a required qualification). These pay scales are applied to specific posts. Attainment of the required criteria enables progression beyond the bar that has been set. It does not necessary follow that movement to this point in the grade is effective from the date that the criterion has been met. This is determined by the criteria set for the post.

### Market Supplements

The Council recognises that pressures in the national or regional labour market can mean that pay levels for a particular type of job or profession can be such that the Council's normal pay level would not be competitive to enable it to recruit or retain an employee in that function. In that case, the Council would consider the application of a market supplement.

### Local Government Pension Scheme (LGPS)

There are a number of discretions available under the Local Government Pension Scheme which is applicable to all employees. These are set out below:

Whether to augment membership of an active member (by up to 10 years)	The District Council's policy is not to exercise this discretion as it represents a significant cost to the Council
Whether to grant additional pensions to a member (by up to £5,000 per annum)	The District Council's policy is not to exercise this discretion as it represents a significant cost to the Council
Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement)	The Council has a policy that any flexible retirement must normally be at no cost to the Council. If there are any costs associated with an application for flexible retirement it is the Council's policy the Finance and Management Committee must approve it.
Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement	The District Council's a policy is not to exercise this discretion as it represents a significant cost to the Council
Whether to grant application for early payment of benefits on or after age 55 and before age 60	The Council's policy is not to agree the early release of pension benefits under this regulation. In those cases where it can be demonstrated to be in our interests or in the interest of the scheme member on compassionate grounds, taking into account all relevant factors, we will consider applications for the early payment of benefits.
Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early.	The Council has a general policy not to exercise this discretion.
Whether to contribute to a shared cost Additional Voluntary Contribution (AVC) arrangement	The Council has a general policy not to exercise this discretion.
Whether to base redundancy payments on the employee's actual weeks pay rather than limit a week's pay to the statutory maximum.	It is the Council's policy to base redundancy payments on an employee's actual week's pay.
Whether to increase the number of weeks redundancy pay (up to 104 weeks)	The Council exercises this discretion, up to a maximum of 45 weeks in cases of voluntary redundancy.

These discretions are to be reviewed by June 2014 to take into consideration the changes in the Local Government Pension Scheme.

The Council has policies on Flexible Retirement, Redundancy, Voluntary Redundancy and Retirement on Efficient Exercise Grounds.

Employees who are members pay a contribution to the Local Government Pension Scheme. This is based on their annual full-time equivalent pensionable pay (including

pensionable allowances). Contribution rates are nationally set and currently range from 5.5% and 12.5%.

The Council's contribution towards the pension scheme for the year 2014/15 is 12.8% of an individual's pensionable pay. In addition, the Council will make a lump sum payment during the year towards the past service deficit on the current Pension Fund. This is estimated at approximately £600,000 for 2014/15.

### Payments on Termination of Employment

There are no separate provisions for termination payments for Chief Officers.

The Council's approach to the termination of employment of Senior Officers (and all other employees) is set out in the:

- The discretions the Council has adopted under the regulations of the Local Government Pension Scheme (see above table).
- Its policies on Flexible Retirement, Redundancy, Voluntary Redundancy and Retirement on Efficient Exercise Grounds.

All payment/costs arising from the application of the above must be approved beforehand by the Council's Finance and Management Committee.

### Removal/Relocation expenses

Where employees need to move house in order to take up an appointment with the Council, the Council will reimburse their removal, legal and other associated relocation costs in accordance with its policy. The policy includes eligibility criteria and it sets maximum limits on the levels of payment and total level of expenditure. The policy requires repayment in full if the employee leaves within 2 years of appointment.

### Additional responsibility payments

Where employees are required to undertake additional responsibilities beyond those of their substantive post for a temporary period of time, they may receive an additional payment in recognition of the extra responsibilities. This policy does not apply to Directors and above.

### Mileage payments

Specific posts identified by the Council attract a Car Allowance. These are paid in accordance with nationally agreed rates set by the NJC for Local Government Services. They are:

	451 to 999cc	1000 to 1199cc	1200 to 1450cc
<b>Essential Users</b>			
Lump sum per annum	£846	£963	£1,239
Per mile first 8,500	36.9p	40.9p	50.5p
Per mile after 8,500	13.7p	14.4p	16.4p

<b>Casual Users</b>			
Per mile first 8,500	46.9p	52.2p	65.0p
Per mile after 8,500	13.7p	14.4p	16.4p

The above rates are current at 1<sup>st</sup> April 2014, but may be subject to change during the period of this Pay Policy Statement as a result of changes made by the National Joint Council for Local Government Services.

### Professional Subscriptions

The Council pays one professional subscription in relation to specific posts. This applies where it is a requirement of the post for the employee to be a member of a professional body and it is a payment of the annual membership only.

### Reimbursement of Subsistence or Other Expenses

In accordance with the requirements of the National Conditions of Service set by the NJC for Local Government Services, the Council makes provision for the reimbursement, up to a maximum specified limit, of approved expenses by employees. The expenses covered are as follows:

Subsistence:	Breakfast	£4.77
	Lunch	£6.57
	Tea	£2.59
	Evening Meal	£8.14
Car Parking:		Fee incurred

Certain conditions must be met for approval of reimbursement of the above expenses. These include prior approval, production of receipts and only those expenses incurred when undertaking work on behalf of the Council.

### Mobile Telephones

Mobile telephones are provided to employees on the basis that they are necessary for them to undertake their duties effectively and to mitigate risk in lone worker situations. The Council pays the cost of line rental, text, e-mail and business calls. Employees are required to pay for any personal use.

### Landline Telephones

A scheme of reimbursement applies to certain officers who are required to have a landline to effectively undertake their duties and in particular those officers who are listed in the Council's Emergency Plan.

### Election Fees

The Chief Executive receives fee payments pursuant to his appointment as Returning Officer at elections. The fees paid in respect of parish, district and county council elections vary according to the size of the electorate and number of postal voters.

Fee payments for national and European elections are set by central government and are, in effect, not paid by the Council, as the fees are reclaimed. Separate payments are made to the Deputy Returning Officer(s) and other members of staff who work as part of the elections team, and are commensurate with time spent undertaking election duties.

### **Payments for Additional Working**

The National Joint Council Conditions of Service make provision for employees graded up to spinal column point 28 (currently £23,709 pa), who undertake work outside of normal working hours, to receive appropriate overtime payments. Those above point 28 are not normally entitled to overtime payments but are allowed to take time off in lieu for any additional hours worked

This provision is not available to senior officers whose Conditions of Service are determined by the Joint National Councils for Chief Executives or Chief Officers.

## Document Control

### Version Control

Printed documents are uncontrolled. This document is only valid on the day it was printed.

Version	Description of Version	Effective Date
1.0	Pay Policy Statement	1 <sup>st</sup> April 2012
2.0	Pay Policy Statement - annual review	1 <sup>st</sup> April 2013
3.0	Pay Policy Statement	1 <sup>st</sup> April 2014

### Approvals

Approved by	Date
Joint Negotiating Group	
Joint Consultative Committee (if applicable)	N/a
Finance & Management Committee	N/a

### Associated Documentation

Description of Documentation	

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<b>REPORT TO:</b>	<b>COUNCIL</b>	<b>AGENDA ITEM:</b>
<b>DATE OF MEETING:</b>	<b>3<sup>RD</sup> APRIL 2014</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>CHIEF EXECUTIVE</b>	<b>OPEN PARAGRAPH NO:</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>ARDIP KAUR EXT. 5715 Ardip.Kaur@south-derbys.gov.uk</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>AMENDMENT TO COUNCIL PROCEDURE RULES – RECORDED VOTES AT BUDGET MEETINGS</b>	<b>REF: FM</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE:</b>

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## **1.0 Recommendations**

1.1 That Council amend the wording of the Council's Procedure Rules in order to comply with The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014.

## **2.0 Purpose of Report**

2.1 To advise Council on The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 which make it mandatory for recorded votes to be taken at budget meetings.

## **3.0 Detail**

3.1 On 31<sup>st</sup> January 2014 the Secretary of State for Communities and Local Government issued The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 (the Regulations) which require recorded votes to be taken at budget meetings.

3.2 The Regulations came into force on 25<sup>th</sup> February 2014 and made it mandatory for Councils, as soon as practicable, to amend their Standing Orders so as to include provisions requiring recorded votes at budget meetings.

3.3 The Parliamentary Under Secretary of State of the Department for Communities and Local Government, Brandon Lewis MP, wrote to Leaders about the Regulations on 4<sup>th</sup> February 2014.

3.4 The Regulations state immediately after any vote is taken at a budget decision meeting of an authority there must be recorded in the minutes of the proceedings of that meeting, the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.

3.5 A budget decision meeting is defined as one where the authority makes a calculation of its budget requirement under relevant sections of the Local Government Finance Act 1992 or issues a precept under that Act. A vote in this context is defined to include a vote on any decision related to the making of the calculation or issuing of

the precept. This includes votes on any amendment as well as the substantive motion.

- 3.6 Under Council Procedure Rule 16.5 if 8 Members present at the Meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the Minutes. A demand for a recorded vote will override a demand for a ballot. The new mandatory recorded vote at budget decision meetings will be added to this Procedure Rule and read as follows:

*'Immediately after any vote is taken at a budget decision meeting there will be a recorded vote in the minutes of the proceedings of that meeting, the names of the persons who cast a vote for the decision, or against the decision, or who abstained from voting'.*

## **5.0 Financial Implications**

- 5.1 There are no financial implications arising from these new requirements.

## **6.0 Corporate Implications**

- 6.1 Future compliance with the amended Council Procedure Rules will be required at all meetings, where appropriate.

## **7.0 Community Implications**

- 7.1 Details of recorded votes taken at relevant meetings will be available to members of the public.

## **8.0 Conclusions**

- 8.1 The following addition be made to Council Procedure Rule 16.5, subject to the approval of the recommendation at paragraph 1.1 of this report:

*'Immediately after any vote is taken at a budget decision meeting there will be a recorded vote in the minutes of the proceedings of that meeting, the names of the persons who cast a vote for the decision, or against the decision, or who abstained from voting'.*

## **9.0 Background Papers**

- 9.1 The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014