

Date: 1 March 2017

Dear Sir/Madam,

COUNCIL MEETING – 9 MARCH 2017

Notice is hereby given that a meeting of the Newark and Sherwood District Council will be held in the Council Chamber, Kelham Hall on Thursday, 9 March 2017 at 6.00pm.

Yours faithfully



A.W. Muter
Chief Executive

AGENDA

Pages

- | | | |
|----|--|-------|
| 1. | Apologies for absence | |
| 2. | Minutes of the meeting held on 14 February 2017 | 3 – 6 |
| 3. | Declarations of Interests by Members and Officers | |
| 4. | Declaration of any Intentions to Record the Meeting | |
| 5. | Communications which the Chairman or the Chief Executive may wish to lay before the Council | |
| 6. | Communications which the Leader of the Council and Committee Chairmen may wish to lay before the Council | |
| 7. | Questions from Members of the Public | |
| 8. | In accordance with Rule No. 10 to receive Petitions from Members of the Council (if any) | |

9.	Revenue Budget and Council Tax Setting for 2017/18	7 - 23
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14.	Thurgarton Neighbourhood Plan	91 - 92
15.	Notices of Motion (if any)	
16.	Questions from Members of the Council	

DELEGATED DECISIONS

17.	(a) Policy & Finance Committee – 23 February 2017	93 - 99
	(b) Councillors' Commission – 22 February 2017	100 - 104

NOTES:

- (1) The Conservative Group will meet at 5.00pm in Room G21 prior to the Council Meeting.
- (2) The Labour Group will meet at 5.00pm in Room G23 prior to the Council Meeting.
- (3) The Independent Group will meet at 5.00pm in Room F19 prior to the Council Meeting.
- (4) Tea and coffee will be available in the Group Meeting Rooms.

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **NEWARK & SHERWOOD DISTRICT COUNCIL** held in the Council Chamber, Kelham Hall, Newark on Tuesday 14 February 2017 at 6.00pm.

PRESENT: Councillor A.C. Roberts (Chairman)
Councillor Mrs L.M.J. Tift (Vice-Chairman)

Councillors: Mrs K. Arnold, D. Batey, R.V. Blaney, Mrs B.M. Brooks, Mrs C. Brooks, Mrs I. Brown, M. Buttery, D.J. Clarke, M. Cope, Mrs R. Crowe, R.A. Crowe, Mrs M. Dobson, P.C. Duncan, K. Girling, G.P. Handley, Mrs L. Hurst, R.J. Jackson, R.B. Laughton, J. Lee, , Mrs S.M. Michael, N. Mison, D.R Payne, Mrs P. Rainbow, Mrs S.E. Saddington, Mrs S. Soar, D. Staples, Mrs A.A. Truswell, I. Walker, K. Walker, B. Wells, T. Wendels and Mrs Y. Woodhead.

APOLOGIES FOR ABSENCE: Councillors: Mrs G.E. Dawn, D.J. Lloyd, P. Peacock and D. Thompson.

50. MINUTES

AGREED that the minutes of the Meeting held on 13 December 2016 be approved as a correct record and signed by the Chairman, subject to an amendment to Minute No. 44 to clarify that the Chairman had only raised some of the £3,000 for Children In Need following his overnight stay in the Undercroft at Newark Castle.

51. DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS

NOTED: - (a) the list of interests declared as shown in the schedule circulated at the meeting; and
(b) the additional interests which were declared at the meeting as follows:-

<u>Member</u>	<u>Agenda Item No.</u>
Councillor T. Wendels	Agenda Item No. 12(e)(ii) Delegated Decisions – Planning Committee – 25 January 2017 – Minute No. 150 – Orchard Boarding Cattery, Lower Kirklington Road, Southwell (16/02041/FUL) – Disclosable Pecuniary Interest as the applicant was a close relative.
Councillor T. Wendels	Agenda Item No. 12(e)(iii) Delegated Decisions – Planning Committee – 7 February 2017 – Minute No. 164 – Land to the Rear of Franklyn, Lower Kirklington Road, Southwell (16/01977/FUL) – Disclosable Pecuniary Interest as the landowner was a close relative.

52. DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

Other than the Council recording in accordance with usual practice, there were no declarations of intention to record the meeting.

53. COMMUNICATIONS FROM THE CHAIRMAN AND CHIEF EXECUTIVE

The Chairman made presentations to the following winners of the staff Pride Awards for 2016:

We're Proud of You Award – Lisa Winter, Tenancy Support Officer (Housing Options, Energy and Home Support).

Unsung Hero Award – Amanda Wasilewski, Assistant Business Manager – Financial Services.

Team of the Year Award – Garden Waste Team.

The Mark Henry Award – Leanne Monger, Business Manager – Housing Options and Safeguarding.

54. PETITIONS

In accordance with Rule. No 10, Councillor M. Buttery presented a petition to the Council on behalf of residents in Rainworth. This petition called upon the Council to oppose the development of a gypsy and traveller site in Rainworth. The petition, signed by 567 people, was presented to the Chairman.

55. HOUSING REVENUE ACCOUNT AND BUDGET SETTING 2017/18

The Council considered the joint report of the Director Safety and the Business Manager and Chief Financial Officer – Financial Services concerning the Housing Revenue Account budget for 2017/2018. Under the Council's Constitution the Housing Revenue Account Self Financing Business Plan would be formulated and reviewed by the Policy & Finance Committee and recommended to Council for approval. A major element of the Business Plan comprised the annual Housing Revenue Account budget.

The annual Housing Revenue Account budget for 2017/18 and financial plan to 2021/22, including proposals for rent levels for 2017/18, was considered by the Policy & Finance Committee at their meeting held on 26 January 2017. Members of the Homes & Communities Committee were invited to attend in order for their views on the budget, financial plan and rent setting to be considered prior to any recommendations being made to the Council.

The report considered by the Policy & Finance Committee on 28 January was attached as an appendix to the report. This detailed proposals for the Management Fee, rent levels and long term and short term housing growth. The Policy & Finance Committee also considered recommendations to adjust rent levels and service charges with effect from 3 April 2017. In the past these had been calculated in accordance with Government guidance which was in line with the rent setting policy amended by Policy and Finance on 26 January 2016. On 8 July 2015 the Government made an announcement that local authorities must reduce social rents by 1% each year for four years from 2016-17. It was noted that from 2017/18 this now included 'supported housing'. It was therefore recommended that rents for all properties were reduced in line with the Welfare Reform and Works Bill. The deadline for notifying tenants of the rent levels effective from 3 April 2017 was 6 March 2017.

AGREED (unanimously) that:

- (a) the Housing Revenue Account budget for 2017/2018 as set out in Appendix A to the report be approved;
- (b) the Management and Maintenance Fee for 2017/2018 of £8,083,310 be noted;
- (c) the weekly rents of all general needs and supported housing properties in the Housing Revenue Account be decreased by 1% in accordance with Welfare Reform and Works Bill with effect from 3 April 2017;
- (d) the housing support charges listed in paragraph 4.1 of the report be increased by CPI plus 1% (2%) to the next 5p, with effect from 3 April 2017;
- (e) other service charges should be increased by 2%, in line with CPI plus 1%, with effect from 3 April 2017; and
- (f) garage, garage plot and garage port rents be increased by 2% in line with CPI plus 1%, with effect from 3 April 2017.

56. MINUTES FOR NOTING

(a) Policy & Finance Committee – 26 January 2017

(b) Economic Development Committee – 18 January 2017

(i) Minute No. 102 – Tourism Strategy

Councillor D. Staples stated that the western side of the district did have wide cultural offerings and he hoped that this would be recognised in the Tourism Strategy.

(c) Homes & Communities Committee – 16 January 2017

(i) Minute No. 89 – Homes & Communities Committee Revenue Budget – Grants & Concessions

Councillor Mrs Y. Woodhead referred to the outstanding loan to Blidworth Parish Council which she understood related to the purchase of a building no longer owned by the Parish Council. As such she sought an assurance that the repayment of the outstanding loan would now fall to the District Council as they were now responsible for the building.

Councillor R.V. Blaney advised that the matter did warrant further investigation by officers as to who was responsible for the outstanding loan.

(ii) Minute No. 91 – Adoption of Fly-Grazing Guide

Councillor D.R. Payne welcomed the adoption of the ‘fly-grazing’ guide and the support being offered from Help the Horses to assist with cases of abandoned horses. However he sought clarification as to whether the Council had appointed an Animal Welfare Officer pursuant to Section 18 of the Animal Welfare Act who was able to take an animal into care.

Councillor R.B. Laughton agreed to provide all Members of the Council with a written reply within 14 days.

(d) Leisure & Environment Committee –24 January 2017

(e) Planning Committee Meetings –10 January, 25 January and 7 February 2017

(i) Minute No. 149 – Shannon Falls, Tolney Lane, Newark (16/01884/FUL)

Councillor Mrs M. Dobson referred to the excellent debate in the Committee on this matter and the range of issues discussed, and requested an update in respect of any progress.

Councillor R.V. Blaney advised that further discussions would need to be had with the Environment Agency and the County Council in respect of raising the height of the access road which could then be used as an evacuation area in the event of a flooding incident.

(ii) 7 February Meeting

Councillor K. Girling asked why, as local Member, he had not been notified of the withdrawal of the Robin Hood planning application from the agenda.

Councillor D.R. Payne advised that this application was never on the agenda as officers did not have sufficient time to prepare a report.

(f) Audit and Accounts Committee – 8 February 2017

Meeting closed at 6.55pm.

Chairman

REVENUE BUDGET AND COUNCIL TAX SETTING FOR 2017/18

- 1.0 The Council is required by the Local Government Finance Act 1992 to set a Council Tax for 2017/2018.
- 2.0 The Council Tax Base for the Council, together with the Council Tax Base for all Parish Councils within the District and the Business Rates Base, have been determined in accordance with the regulations. These figures are shown in recommendation 2 of this report.
- 3.0 In setting the level of Council Tax for 2017/2018 it is necessary to consider the requirements of the Council Tax Collection Fund for 2017/2018. This incorporates the District Council's Council Tax Requirement, Parish Council Precepts, and the Council Tax requirements of Nottinghamshire County Council, the Nottinghamshire Police and Crime Commissioner and the Nottinghamshire Fire and Rescue Service.
- 4.0 The Policy Committee meeting held on the 23 February 2017, recommended that the District Council's Council Tax Requirement for 2017/2018, excluding Parish Council precepts, should be £11,996,190 as detailed in the Council's Budget Book for 2017/2018.
- 5.0 As part of the budget process, the views of the operational committees have been taken into account along with views of the Commercial Ratepayers through the statutory consultation.
- 6.0 The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 require that for authorities operating a Committee system, "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". Members will be aware that this applies to all parts of Recommendation 3 a-j in this report.
- 7.0 All Parish Council precepts have now been received. Parish precepts total £2,709,712.94. Consequently the total Council Tax Requirement for the District Council is £14,705,902.94 (ie £11,996,190 plus £2,909,712.94) (see recommendation 3(c)). Individual Parish Council precepts are shown in the table below.

	PARISH	PRECEPT 2017-18 £
1	Alverton	-
2	Averham	*
3	Balderton	259,544.00
4	Barnby in the Willows	2,750.00
5	Bathley	1,365.00
6	Besthorpe	6,000.00
7	Bilsthorpe	63,783.00
8	Bleasby	10,710.00
9	Blidworth	73,680.00
10	Bulcote	5,000.00
11	Carlton-on-Trent	3,009.00

	PARISH	PRECEPT 2017-18 £
12	Caunton	5,000.00
13	Caythorpe	3,000.00
14	Clipstone	119,850.00
15	Coddington	14,560.00
16	Collingham	40,000.00
17	Cotham	-
18	Cromwell	850.00
19	Eakring	3,660.00
20	East Stoke	****
21	Edingley	4,000.00
22	Edwinstowe	110,801.77
23	Egmanton	1,700.00
24	Elston	16,000.00
25	Epperstone	8,404.47
26	Farndon	51,000.00
27	Farnsfield	66,000.00
28	Fiskerton-cum-Morton	7,300.00
29	Girton and Meering	2,140.00
30	Gonalston	-
31	Grassthorpe	-
32	Gunthorpe	17,087.61
33	Halam	8,000.00
34	Halloughton	400.00
35	Harby	3,449.00
36	Hawton	1,250.00
37	Hockerton	3,000.00
38	Holme	-
39	Hoveringham	11,865.00
40	Kelham	*
41	Kersall	**
42	Kilvington	-
43	Kirklington	5,800.00
44	Kirton	5,000.00
45	Kneesall	**
46	Langford	***
47	Laxton & Moorhouse	4,600.00
48	Lowdham	69,599.25
49	Lyndhurst	-
50	Maplebeck	-
51	Meering	-
52	Newark	863,734.00
53	North Clifton	1,750.00
54	North Muskham	15,495.00
55	Norwell	4,750.00
56	Ollerton and Boughton	331,470.00

	PARISH	PRECEPT 2017-18 £
57	Ompton	**
58	Ossington	-
59	Oxton	9,500.00
60	Perlethorpe-cum-Budby	1,500.00
61	Rainworth	62,500.00
62	Rolleston	6,250.00
63	Rufford	4,335.00
64	South Clifton	1,500.00
65	South Muskham	9,785.00
66	South Scarle	4,330.00
67	Southwell	203,594.00
68	Spalford	-
69	Staunton	-
70	Staythorpe	*
71	Sutton-on-Trent	22,360.00
72	Syerston	360.00
73	Thorney	2,250.00
74	Thorpe	****
75	Thurgarton	6,050.00
76	Upton	6,509.00
77	Walesby	36,000.00
78	Wellow	5,500.00
79	Weston	3,750.00
80	Wigsley	-
81	Winkburn	-
82	Winthorpe	***
83	Fernwood	69,857.00
84	Kings Clipstone	9,500.00

PARISHES GROUPED FOR PRECEPT PURPOSES

*	Averham, Kelham, Staythorpe	3,121.00
**	Kneesall, Kersall, Ompton	2,235.84
***	Winthorpe, Langford	8,569.00
****	East Stoke, Thorpe	3,000.00
	Total	2,709,712.94

8.0 The Government Grant and net retained Business Rates form part of the District Council's General Fund, and are not part of the Collection Fund. These amounts total £5,583,090 for 2017/18 and are shown as recommendation 3(d).

- 9.0 In setting the level of Council Tax for 2017/2018, it is necessary to assess if any adjustment is necessary due to the level of Council Tax collection prior to 2017/2018. This involves calculations according to the provisions of the Local Authorities (Funds)(England) Regulations 1992, as subsequently amended. The position of the Council Tax Collection Fund was examined on the 15th January, 2017, as required by the Regulations, and it is considered that an adjustment is necessary to the level of Council Tax for 2017/2018 in respect of the Council Tax Collection Fund.
- 9.1 Due to the successful collection of Council Tax, and the prompt action taken to collect arrears, there is a surplus on the Council Tax Collection Fund even though targets of 99% have been set for each year since 1997/98
- 9.2 Any surplus on the Collection Fund has, by law, to be apportioned between the District Council, the County Council, the Police Authority and the Fire Authority in proportion to their respective calls on the Collection Fund for the previous year. The surplus apportioned to each organisation must be returned directly to the taxpayer in the form of a reduction in Council Tax. It cannot be spent by the Council.
- 9.3 The proportion of the surplus due to Newark & Sherwood District Council is £94,651, equivalent to a reduction in the Band D level of Council Tax of £2.50. This reduction is shown at recommendation 3 (e).
- 10.0 There are no District Council Special Expenses for 2017/2018. The amount shown in recommendation 3(g) of £2,709,712.94 for special items relates to Parish Precepts only.
- 11.0 The basic level of tax (ie the level of tax for Band D properties) for District Council Services in areas where no parish charge is levied is £167.03 as shown in recommendation 3(h).
- 12.0 Recommendation 3(i) shows the basic level of tax for Band D properties in each parish, including parish charges where appropriate.
- 13.0 The basic level of tax for Band D properties is then multiplied by the appropriate statutory factor for each valuation band in order to arrive at the level of tax for District and Parish services for each valuation band. The resulting figures are shown at recommendation 3(j).
- 14.0 These figures then have to be added to the level of tax set by Nottinghamshire County Council for the provision of its services. Nottinghamshire County Council has set a precept on Newark and Sherwood District Council's collection fund for 2017/2018 of £51,143,335.00, equivalent to a Band D Council Tax of £1,351.97. Council Tax figures for each Band are set out in recommendation 4.
- 15.0 The Nottinghamshire Police & Crime Commissioner has set a precept on Newark and Sherwood District Council's Collection fund for 2017/2018 of £6,938,549.33, equivalent to a Band D Council Tax of £183.42. Council Tax figures for each Band are set out in recommendation 5.
- 16.0 The Nottingham and Nottinghamshire Fire and Rescue Service (the "Combined Fire Authority") has proposed a precept on Newark and Sherwood District Council's Collection fund for 2017/2018 of £2,848,127.00 equivalent to a Band D Council Tax of £75.29. Council Tax figures for each Band are set out in recommendation 6.

17.0 The total recommended levels of Council Tax for 2017/2018 for each Council Tax valuation band in each parish is shown in recommendation 7.

18.0 The level of Council Tax for Newark and Sherwood District Council services only is:

Valuation Band

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
111.35	129.91	148.47	167.03	204.15	241.27	278.38	334.06

19.0 From 2012/13, the Government replaced the former Council Tax Capping provisions with regulations requiring a Council Tax referendum to be held where a Council proposes a Council Tax increase in excess of a level set by the Secretary of State. For 2017/18, the level of Council Tax increase that would trigger a referendum has been set at 2.0% and £5.00. Having carried out the necessary calculation, the Council's budget and Council Tax do not exceed the threshold and so do not trigger a referendum. This is reflected in recommendation 8.

20.0 The total level of Council Tax, including the requirements of Nottinghamshire County Council, the Nottinghamshire Police & Crime Commissioner and the Nottinghamshire Fire and Rescue Service, for areas where there is no parish precept is:

Valuation Band

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
1,185.13	1,382.66	1,580.18	1,777.71	2,172.76	2,567.81	2,962.84	3,555.42

21.0 On 21 February 2017 the DCLG wrote to all local planning authorities with an offer to increase nationally set planning fees by 20% from July 2017 provided that they commit to invest the additional fee income in their planning department. For the authority to benefit from the higher application fees it is necessary for the Section 151 officer to provide a commitment and submit information on the 2017/18 budget that demonstrates the additional fee income being spent on planning services. This information is required by DCLG by Monday, 13 March 2017. The Chief Executive has advised that this should be discussed with other Nottinghamshire authorities to ensure consistency around the approach to any increase in fees.

22.0 RECOMMENDATIONS that:

1. **the revenue estimates for 2017/2018 and schedule of fees and charges, as submitted in the Council's Budget book be approved;**
2. **it be noted that the following amounts have been determined for the year 2017/2018 in accordance with regulations made under Section 31(B) of the Local Government Finance Act 1992:-**
 - (a) **37,828.75** **being the amount calculated by the Council in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year;**

(b) **£42,027,947** being the net business rate yield after transitional arrangements and rate retention;

(c) **Part of the Council's Area**

	PARISH	TOTAL LOCAL TAX BASE
1	Alverton	23.26
2	Averham	112.86
3	Balderton	3,008.81
4	Barnby in the Willows	104.15
5	Bathley	116.42
6	Besthorpe	80.09
7	Bilsthorpe	878.53
8	Bleasby	386.69
9	Blidworth	1,075.14
10	Bulcote	140.28
11	Carlton-on-Trent	88.41
12	Caunton	199.58
13	Caythorpe	143.95
14	Clipstone	1,242.15
15	Coddington	548.26
16	Collingham	1,095.14
17	Cotham	41.38
18	Cromwell	99.20
19	Eakring	181.27
20	East Stoke	53.16
21	Edingley	178.40
22	Edwinstowe	1,664.19
23	Egmanton	128.60
24	Elston	268.49
25	Epperstone	265.91
26	Farndon	800.71
27	Farnsfield	1,158.20
28	Fiskerton-cum-Morton	411.44
29	Girton and Meering	51.48
30	Gonalston	49.10
31	Grassthorpe	25.24
32	Gunthorpe	306.90
33	Halam	190.57
34	Halloughton	36.33
35	Harby	115.63
36	Hawton	34.45
37	Hockerton	84.64
38	Holme	39.01
39	Hoveringham	167.51
40	Kelham	86.82
41	Kersall	21.88

	PARISH	TOTAL LOCAL TAX BASE
42	Kilvington	13.66
43	Kirklington	168.99
44	Kirton	114.54
45	Kneesall	89.30
46	Langford	40.89
47	Laxton & Moorhouse	111.18
48	Lowdham	996.83
49	Lyndhurst	6.93
50	Maplebeck	47.22
51	Meering	-
52	Newark	8,086.52
53	North Clifton	74.65
54	North Muskham	394.22
55	Norwell	211.17
56	Ollerton and Boughton	2,606.08
57	Ompton	21.98
58	Ossington	41.48
59	Oxton	267.20
60	Perlethorpe-cum-Budby	74.45
61	Rainworth	1,768.04
62	Rolleston	156.02
63	Rufford	232.06
64	South Clifton	121.18
65	South Muskham	196.02
66	South Scarle	87.12
67	Southwell	2,811.30
68	Spalford	34.75
69	Staunton	26.63
70	Staythorpe	42.37
71	Sutton-on-Trent	491.63
72	Syerston	88.31
73	Thorney	96.03
74	Thorpe	33.46
75	Thurgarton	224.23
76	Upton	188.79
77	Walesby	421.74
78	Wellow	192.55
79	Weston	133.65
80	Wigsley	44.95
81	Winkburn	31.48
82	Winthorpe	282.05
83	Fernwood	930.80
84	Kings Clipstone	122.07
	Total Rounded	37,828.75

PARISHES GROUPED FOR PRECEPT PURPOSES

	Averham, Kelham, Staythorpe	242.05
	Kneesall, Kersall, Ompton	133.16
	Winthorpe, Langford	322.94
	East Stoke, Thorpe	86.62

being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which one or more special items relate;

3. that the following amounts be now calculated by the Council for the year 2017/2018 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:-

- (a) **£79,704,642.94** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) to (4) of the Act;
- (b) **£64,998,740.00** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act;
- (c) **£14,705,902.94** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with section 31A(4) of the Act, as its Council Tax requirement for the year;
- (d) **£5,583,090.00** being the amount of Revenue Support Grant (£1,048,590) and net retained Business Rates (£4,534,500) which the Council estimates will be payable for the year into its general fund
- (e) **£94,651.00** being the amount which the Council has estimated in accordance with regulations issued under Section 97(3) of the Local Government Finance Act 1988 as its proportion of the surplus on the Council Tax Collection Fund;
- (f) **£238.66** being the amount at 3(c) above less the amount at 3(d) above less the amount at 3(e) above all divided by the amount at 2(a) above calculated by the Council in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year;
- (g) **£2,709,712.94** being the aggregate amount of all special items referred to in Section 34(1) of the Act, the Council resolves there being no other special items;

(h) **£167.03** being the amount at 3(f) above less the result given by dividing the amount at 3(g) above by the amount at 2(a) above, calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.;

(i)

	PARISH	BASIC TAX (£)
1	Alverton	167.03
2	Averham	*
3	Balderton	253.29
4	Barnby in the Willows	193.43
5	Bathley	178.75
6	Besthorpe	241.95
7	Bilsthorpe	239.63
8	Bleasby	194.73
9	Blidworth	235.56
10	Bulcote	202.67
11	Carlton-on-Trent	201.06
12	Caunton	192.08
13	Caythorpe	187.87
14	Clipstone	263.52
15	Coddington	193.59
16	Collingham	203.56
17	Cotham	167.03
18	Cromwell	175.60
19	Eakring	187.22
20	East Stoke	****
21	Edingley	189.45
22	Edwinstowe	233.61
23	Egmanton	180.25
24	Elston	226.62
25	Epperstone	198.64
26	Farndon	230.72
27	Farnsfield	224.01
28	Fiskerton-cum-Morton	184.77
29	Girton and Meering	208.60
30	Gonalston	167.03
31	Grassthorpe	167.03
32	Gunthorpe	222.71
33	Halam	209.01
34	Halloughton	178.04
35	Harby	196.86
36	Hawton	203.31
37	Hockerton	202.47
38	Holme	167.03
39	Hoveringham	237.86

	PARISH	BASIC TAX (£)
40	Kelham	*
41	Kersall	**
42	Kilvington	167.03
43	Kirklington	201.35
44	Kirton	210.68
45	Kneesall	**
46	Langford	***
47	Laxton & Moorhouse	208.40
48	Lowdham	236.85
49	Lyndhurst	167.03
50	Maplebeck	167.03
51	Meering	167.03
52	Newark	273.84
53	North Clifton	190.47
54	North Muskham	206.34
55	Norwell	189.52
56	Ollerton and Boughton	294.22
57	Ompton	**
58	Ossington	167.03
59	Oxton	202.58
60	Perlethorpe-cum-Budby	187.18
61	Rainworth	202.38
62	Rolleston	207.09
63	Rufford	185.71
64	South Clifton	179.41
65	South Muskham	216.95
66	South Scarle	216.73
67	Southwell	239.45
68	Spalford	167.03
69	Staunton	167.03
70	Staythorpe	*
71	Sutton-on-Trent	212.51
72	Syerston	171.11
73	Thorney	190.46
74	Thorpe	****
75	Thurgarton	194.01
76	Upton	201.51
77	Walesby	252.39
78	Wellow	195.59
79	Weston	195.09
80	Wigsley	167.03
81	Winkburn	167.03
82	Winthorpe	***
83	Fernwood	242.08
84	Kings Clipstone	244.85

PARISHES GROUPED FOR PRECEPT PURPOSES

	Parish	Basic Tax (£)
*	Averham, Kelham, Staythorpe	179.67
**	Kneesall, Kersall, Ompton	183.49
***	Winthorpe, Langford	193.56
****	East Stoke, Thorpe	195.89

being the amounts given by adding to the amount at 3(h) above the amounts of the special item or items (if any) relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in parts of its area including those parts to which one or more special items relate.

Recommendation 3(j) shows the basic level of tax for all property Bands in each parish, including parish charges where appropriate. This is shown on the following two pages.

3(j)

Part of the Council's area, being the Parishes of:-	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
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		£	£	£	£	£	£	£	£
1	Alverton	111.35	129.91	148.47	167.03	204.15	241.27	278.38	334.06
2	Averham	*	*	*	*	*	*	*	*
3	Balderton	168.86	197.00	225.15	253.29	309.58	365.86	422.15	506.58
4	Barnby in the Willows	128.95	150.45	171.94	193.43	236.41	279.40	322.38	386.86
5	Bathley	119.17	139.03	158.89	178.75	218.47	258.19	297.92	357.50
6	Besthorpe	161.30	188.18	215.07	241.95	295.72	349.48	403.25	483.90
7	Bilsthorpe	159.75	186.38	213.00	239.63	292.88	346.13	399.38	479.26
8	Bleasby	129.82	151.46	173.09	194.73	238.00	281.28	324.55	389.46
9	Blidworth	157.04	183.21	209.39	235.56	287.91	340.25	392.60	471.12
10	Bulcote	135.11	157.63	180.15	202.67	247.71	292.75	337.78	405.34
11	Carlton-on-Trent	134.04	156.38	178.72	201.06	245.74	290.42	335.10	402.12
12	Caunton	128.05	149.40	170.74	192.08	234.76	277.45	320.13	384.16
13	Caythorpe	125.25	146.12	167.00	187.87	229.62	271.37	313.12	375.74
14	Clipstone	175.68	204.96	234.24	263.52	322.08	380.64	439.20	527.04
15	Coddington	129.06	150.57	172.08	193.59	236.61	279.63	322.65	387.18
16	Collingham	135.71	158.32	180.94	203.56	248.80	294.03	339.27	407.12
17	Cotham	111.35	129.91	148.47	167.03	204.15	241.27	278.38	334.06
18	Cromwell	117.07	136.58	156.09	175.60	214.62	253.64	292.67	351.20
19	Eakring	124.81	145.62	166.42	187.22	228.82	270.43	312.03	374.44
20	East Stoke	****	****	****	****	****	****	****	****
21	Edingley	126.30	147.35	168.40	189.45	231.55	273.65	315.75	378.90
22	Edwinstowe	155.74	181.70	207.65	233.61	285.52	337.44	389.35	467.22
23	Egmanton	120.17	140.19	160.22	180.25	220.31	260.36	300.42	360.50
24	Elston	151.08	176.26	201.44	226.62	276.98	327.34	377.70	453.24
25	Epperstone	132.43	154.50	176.57	198.64	242.78	286.92	331.07	397.28
26	Farndon	153.81	179.45	205.08	230.72	281.99	333.26	384.53	461.44
27	Farnsfield	149.34	174.23	199.12	224.01	273.79	323.57	373.35	448.02
28	Fiskerton-cum-Morton	123.18	143.71	164.24	184.77	225.83	266.89	307.95	369.54
29	Girton	139.07	162.24	185.42	208.60	254.96	301.31	347.67	417.20
30	Gonalston	111.35	129.91	148.47	167.03	204.15	241.27	278.38	334.06
31	Grassthorpe	111.35	129.91	148.47	167.03	204.15	241.27	278.38	334.06
32	Gunthorpe	148.47	173.22	197.96	222.71	272.20	321.69	371.18	445.42
33	Halam	139.34	162.56	185.79	209.01	255.46	301.90	348.35	418.02
34	Halloughton	118.69	138.48	158.26	178.04	217.60	257.17	296.73	356.08

35	Harby	131.24	153.11	174.99	196.86	240.61	284.35	328.10	393.72
36	Hawton	135.54	158.13	180.72	203.31	248.49	293.67	338.85	406.62
37	Hockerton	134.98	157.48	179.97	202.47	247.46	292.46	337.45	404.94
38	Holme	111.35	129.91	148.47	167.03	204.15	241.27	278.38	334.06
39	Hoveringham	158.57	185.00	211.43	237.86	290.72	343.58	396.43	475.72
40	Kelham	*	*	*	*	*	*	*	*
41	Kersall	**	**	**	**	**	**	**	**
42	Kilvington	111.35	129.91	148.47	167.03	204.15	241.27	278.38	334.06
43	Kirklington	134.23	156.61	178.98	201.35	246.09	290.84	335.58	402.70
44	Kirton	140.45	163.86	187.27	210.68	257.50	304.32	351.13	421.36
45	Kneesall	**	**	**	**	**	**	**	**
46	Langford	***	***	***	***	***	***	***	***
47	Laxton & Moorhouse	138.93	162.09	185.24	208.40	254.71	301.02	347.33	416.80
48	Lowdham	157.90	184.22	210.53	236.85	289.48	342.12	394.75	473.70
49	Lyndhurst	111.35	129.91	148.47	167.03	204.15	241.27	278.38	334.06
50	Maplebeck	111.35	129.91	148.47	167.03	204.15	241.27	278.38	334.06
51	Meering	111.35	129.91	148.47	167.03	204.15	241.27	278.38	334.06
52	Newark	182.56	212.99	243.41	273.84	334.69	395.55	456.40	547.68
53	North Clifton	126.98	148.14	169.31	190.47	232.80	275.12	317.45	380.94
54	North Muskham	137.56	160.49	183.41	206.34	252.19	298.05	343.90	412.68
55	Norwell	126.35	147.40	168.46	189.52	231.64	273.75	315.87	379.04
56	Ollerton and Boughton	196.15	228.84	261.53	294.22	359.60	424.98	490.37	588.44
57	Ompton	**	**	**	**	**	**	**	**
58	Ossington	111.35	129.91	148.47	167.03	204.15	241.27	278.38	334.06
59	Oxton	135.05	157.56	180.07	202.58	247.60	292.62	337.63	405.16
60	Perlethorpe-cum-Budby	124.79	145.58	166.38	187.18	228.78	270.37	311.97	374.36
61	Rainworth	134.92	157.41	179.89	202.38	247.35	292.33	337.30	404.76
62	Rolleston	138.06	161.07	184.08	207.09	253.11	299.13	345.15	414.18
63	Rufford	123.81	144.44	165.08	185.71	226.98	268.25	309.52	371.42
64	South Clifton	119.61	139.54	159.48	179.41	219.28	259.15	299.02	358.82
65	South Muskham	144.63	168.74	192.84	216.95	265.16	313.37	361.58	433.90
66	South Scarle	144.49	168.57	192.65	216.73	264.89	313.05	361.22	433.46
67	Southwell	159.63	186.24	212.84	239.45	292.66	345.87	399.08	478.90
68	Spalford	111.35	129.91	148.47	167.03	204.15	241.27	278.38	334.06
69	Staunton	111.35	129.91	148.47	167.03	204.15	241.27	278.38	334.06
70	Staythorpe	*	*	*	*	*	*	*	*
71	Sutton-on-Trent	141.67	165.29	188.90	212.51	259.73	306.96	354.18	425.02
72	Syerston	114.07	133.09	152.10	171.11	209.13	247.16	285.18	342.22
73	Thorney	126.97	148.14	169.30	190.46	232.78	275.11	317.43	380.92
74	Thorpe	****	****	****	****	****	****	****	****
75	Thurgarton	129.34	150.90	172.45	194.01	237.12	280.24	323.35	388.02

76	Upton	134.34	156.73	179.12	201.51	246.29	291.07	335.85	403.02
77	Walesby	168.26	196.30	224.35	252.39	308.48	364.56	420.65	504.78
78	Wellow	130.39	152.13	173.86	195.59	239.05	282.52	325.98	391.18
79	Weston	130.06	151.74	173.41	195.09	238.44	281.80	325.15	390.18
80	Wigsley	111.35	129.91	148.47	167.03	204.15	241.27	278.38	334.06
81	Winkburn	111.35	129.91	148.47	167.03	204.15	241.27	278.38	334.06
82	Winthorpe	***	***	***	***	***	***	***	***
83	Fernwood	161.39	188.28	215.18	242.08	295.88	349.67	403.47	484.16
84	Kings Clipstone	163.23	190.44	217.64	244.85	299.26	353.67	408.08	489.70

Parishes joint for Precept purposes

*	Averham, Kelham, Staythorpe	119.78	139.74	159.71	179.67	219.60	259.52	299.45	359.34
**	Kneesall, Kersall, Ompton	122.33	142.71	163.10	183.49	224.27	265.04	305.82	366.98
** *	Winthorpe, Langford	129.04	150.55	172.05	193.56	236.57	279.59	322.60	387.12
** **	East Stoke, Thorpe	130.59	152.36	174.12	195.89	239.42	282.95	326.48	391.78

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

4. it be noted for the year 2017/2018 that the Nottinghamshire County Council has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below;

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
901.31	1,051.53	1,201.75	1,351.97	1,652.41	1,952.85	2,253.28	2,703.94

5. it be noted for the year 2017/2018 that the Nottinghamshire Police and Crime Commissioner has stated the following amounts in precepts issued to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below;

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
122.28	142.66	163.04	183.42	224.18	264.94	305.70	366.84

6. it be noted for the year 2017/2018 that the Nottinghamshire Fire and Rescue Service has proposed the following amounts in precepts issued to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below; and

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
50.19	58.56	66.92	75.29	92.02	108.75	125.48	150.58

7. having calculated the aggregate in each case of the amounts at 3(j) and 4, 5 and 6 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amount of Council Tax for the year 2017/2018 for each of the categories of dwellings shown on the following pages:

Recommendation 7									
Part of the Council's area, being the Parishes of:-									
	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	

		£	£	£	£	£	£	£	£
1	Alverton	1,185.13	1,382.66	1,580.18	1,777.71	2,172.76	2,567.81	2,962.84	3,555.42
2	Averham	1,193.56	1,392.49	1,591.42	1,790.35	2,188.21	2,586.06	2,983.91	3,580.70
3	Balderton	1,242.64	1,449.75	1,656.86	1,863.97	2,278.19	2,692.40	3,106.61	3,727.94
4	Barnby in the Willows	1,202.73	1,403.20	1,603.65	1,804.11	2,205.02	2,605.94	3,006.84	3,608.22
5	Bathley	1,192.95	1,391.78	1,590.60	1,789.43	2,187.08	2,584.73	2,982.38	3,578.86
6	Besthorpe	1,235.08	1,440.93	1,646.78	1,852.63	2,264.33	2,676.02	3,087.71	3,705.26
7	Bilsthorpe	1,233.53	1,439.13	1,644.71	1,850.31	2,261.49	2,672.67	3,083.84	3,700.62
8	Bleasby	1,203.60	1,404.21	1,604.80	1,805.41	2,206.61	2,607.82	3,009.01	3,610.82
9	Blidworth	1,230.82	1,435.96	1,641.10	1,846.24	2,256.52	2,666.79	3,077.06	3,692.48
10	Bulcote	1,208.89	1,410.38	1,611.86	1,813.35	2,216.32	2,619.29	3,022.24	3,626.70
11	Carlton-on-Trent	1,207.82	1,409.13	1,610.43	1,811.74	2,214.35	2,616.96	3,019.56	3,623.48
12	Caunton	1,201.83	1,402.15	1,602.45	1,802.76	2,203.37	2,603.99	3,004.59	3,605.52
13	Caythorpe	1,199.03	1,398.87	1,598.71	1,798.55	2,198.23	2,597.91	2,997.58	3,597.10
14	Clipstone	1,249.46	1,457.71	1,665.95	1,874.20	2,290.69	2,707.18	3,123.66	3,748.40
15	Coddington	1,202.84	1,403.32	1,603.79	1,804.27	2,205.22	2,606.17	3,007.11	3,608.54
16	Collingham	1,209.49	1,411.07	1,612.65	1,814.24	2,217.41	2,620.57	3,023.73	3,628.48
17	Cotham	1,185.13	1,382.66	1,580.18	1,777.71	2,172.76	2,567.81	2,962.84	3,555.42
18	Cromwell	1,190.85	1,389.33	1,587.80	1,786.28	2,183.23	2,580.18	2,977.13	3,572.56
19	Eakring	1,198.59	1,398.37	1,598.13	1,797.90	2,197.43	2,596.97	2,996.49	3,595.80
20	East Stoke	1,204.37	1,405.11	1,605.83	1,806.57	2,208.03	2,609.49	3,010.94	3,613.14
21	Edingley	1,200.08	1,400.10	1,600.11	1,800.13	2,200.16	2,600.19	3,000.21	3,600.26
22	Edwinstowe	1,229.52	1,434.45	1,639.36	1,844.29	2,254.13	2,663.98	3,073.81	3,688.58
23	Egmanton	1,193.95	1,392.94	1,591.93	1,790.93	2,188.92	2,586.90	2,984.88	3,581.86
24	Elston	1,224.86	1,429.01	1,633.15	1,837.30	2,245.59	2,653.88	3,062.16	3,674.60
25	Epperstone	1,206.21	1,407.25	1,608.28	1,809.32	2,211.39	2,613.46	3,015.53	3,618.64

26	Farndon	1,227.59	1,432.20	1,636.79	1,841.40	2,250.60	2,659.80	3,068.99	3,682.80
27	Farnsfield	1,223.12	1,426.98	1,630.83	1,834.69	2,242.40	2,650.11	3,057.81	3,669.38
28	Fiskerton-cum-Morton	1,196.96	1,396.46	1,595.95	1,795.45	2,194.44	2,593.43	2,992.41	3,590.90
29	Girton	1,212.85	1,414.99	1,617.13	1,819.28	2,223.57	2,627.85	3,032.13	3,638.56
30	Gonalston	1,185.13	1,382.66	1,580.18	1,777.71	2,172.76	2,567.81	2,962.84	3,555.42
31	Grassthorpe	1,185.13	1,382.66	1,580.18	1,777.71	2,172.76	2,567.81	2,962.84	3,555.42
32	Gunthorpe	1,222.25	1,425.97	1,629.67	1,833.39	2,240.81	2,648.23	3,055.64	3,666.78
33	Halam	1,213.12	1,415.31	1,617.50	1,819.69	2,224.07	2,628.44	3,032.81	3,639.38
34	Halloughton	1,192.47	1,391.23	1,589.97	1,788.72	2,186.21	2,583.71	2,981.19	3,577.44
35	Harby	1,205.02	1,405.86	1,606.70	1,807.54	2,209.22	2,610.89	3,012.56	3,615.08
36	Hawton	1,209.32	1,410.88	1,612.43	1,813.99	2,217.10	2,620.21	3,023.31	3,627.98
37	Hockerton	1,208.76	1,410.23	1,611.68	1,813.15	2,216.07	2,619.00	3,021.91	3,626.30
38	Holme	1,185.13	1,382.66	1,580.18	1,777.71	2,172.76	2,567.81	2,962.84	3,555.42
39	Hoveringham	1,232.35	1,437.75	1,643.14	1,848.54	2,259.33	2,670.12	3,080.89	3,697.08
40	Kelham	1,193.56	1,392.49	1,591.42	1,790.35	2,188.21	2,586.06	2,983.91	3,580.70
41	Kersall	1,196.11	1,395.46	1,594.81	1,794.17	2,192.88	2,591.58	2,990.28	3,588.34
42	Kilvington	1,185.13	1,382.66	1,580.18	1,777.71	2,172.76	2,567.81	2,962.84	3,555.42
43	Kirklington	1,208.01	1,409.36	1,610.69	1,812.03	2,214.70	2,617.38	3,020.04	3,624.06
44	Kirton	1,214.23	1,416.61	1,618.98	1,821.36	2,226.11	2,630.86	3,035.59	3,642.72
45	Kneesall	1,196.11	1,395.46	1,594.81	1,794.17	2,192.88	2,591.58	2,990.28	3,588.34
46	Langford	1,202.82	1,403.30	1,603.76	1,804.24	2,205.18	2,606.13	3,007.06	3,608.48
47	Laxton & Moorhouse	1,212.71	1,414.84	1,616.95	1,819.08	2,223.32	2,627.56	3,031.79	3,638.16
48	Lowdham	1,231.68	1,436.97	1,642.24	1,847.53	2,258.09	2,668.66	3,079.21	3,695.06
49	Lyndhurst	1,185.13	1,382.66	1,580.18	1,777.71	2,172.76	2,567.81	2,962.84	3,555.42
50	Maplebeck	1,185.13	1,382.66	1,580.18	1,777.71	2,172.76	2,567.81	2,962.84	3,555.42
51	Meering	1,185.13	1,382.66	1,580.18	1,777.71	2,172.76	2,567.81	2,962.84	3,555.42
52	Newark	1,256.34	1,465.74	1,675.12	1,884.52	2,303.30	2,722.09	3,140.86	3,769.04
53	North Clifton	1,200.76	1,400.89	1,601.02	1,801.15	2,201.41	2,601.66	3,001.91	3,602.30
54	North Muskham	1,211.34	1,413.24	1,615.12	1,817.02	2,220.80	2,624.59	3,028.36	3,634.04
55	Norwell	1,200.13	1,400.15	1,600.17	1,800.20	2,200.25	2,600.29	3,000.33	3,600.40
56	Ollerton and Boughton	1,269.93	1,481.59	1,693.24	1,904.90	2,328.21	2,751.52	3,174.83	3,809.80
57	Ompton	1,196.11	1,395.46	1,594.81	1,794.17	2,192.88	2,591.58	2,990.28	3,588.34
58	Ossington	1,185.13	1,382.66	1,580.18	1,777.71	2,172.76	2,567.81	2,962.84	3,555.42
59	Oxton	1,208.83	1,410.31	1,611.78	1,813.26	2,216.21	2,619.16	3,022.09	3,626.52
60	Perlethorpe-cum-Budby	1,198.57	1,398.33	1,598.09	1,797.86	2,197.39	2,596.91	2,996.43	3,595.72
61	Rainworth	1,208.70	1,410.16	1,611.60	1,813.06	2,215.96	2,618.87	3,021.76	3,626.12
62	Rolleston	1,211.84	1,413.82	1,615.79	1,817.77	2,221.72	2,625.67	3,029.61	3,635.54
63	Rufford	1,197.59	1,397.19	1,596.79	1,796.39	2,195.59	2,594.79	2,993.98	3,592.78
64	South Clifton	1,193.39	1,392.29	1,591.19	1,790.09	2,187.89	2,585.69	2,983.48	3,580.18
65	South Muskham	1,218.41	1,421.49	1,624.55	1,827.63	2,233.77	2,639.91	3,046.04	3,655.26
66	South Scarle	1,218.27	1,421.32	1,624.36	1,827.41	2,233.50	2,639.59	3,045.68	3,654.82
67	Southwell	1,233.41	1,438.99	1,644.55	1,850.13	2,261.27	2,672.41	3,083.54	3,700.26
68	Spalford	1,185.13	1,382.66	1,580.18	1,777.71	2,172.76	2,567.81	2,962.84	3,555.42
69	Staunton	1,185.13	1,382.66	1,580.18	1,777.71	2,172.76	2,567.81	2,962.84	3,555.42

70	Staythorpe	1,193.56	1,392.49	1,591.42	1,790.35	2,188.21	2,586.06	2,983.91	3,580.70
71	Sutton-on-Trent	1,215.45	1,418.04	1,620.61	1,823.19	2,228.34	2,633.50	3,038.64	3,646.38
72	Syerston	1,187.85	1,385.84	1,583.81	1,781.79	2,177.74	2,573.70	2,969.64	3,563.58
73	Thorney	1,200.75	1,400.89	1,601.01	1,801.14	2,201.39	2,601.65	3,001.89	3,602.28
74	Thorpe	1,204.37	1,405.11	1,605.83	1,806.57	2,208.03	2,609.49	3,010.94	3,613.14
75	Thurgarton	1,203.12	1,403.65	1,604.16	1,804.69	2,205.73	2,606.78	3,007.81	3,609.38
76	Upton	1,208.12	1,409.48	1,610.83	1,812.19	2,214.90	2,617.61	3,020.31	3,624.38
77	Walesby	1,242.04	1,449.05	1,656.06	1,863.07	2,277.09	2,691.10	3,105.11	3,726.14
78	Wellow	1,204.17	1,404.88	1,605.57	1,806.27	2,207.66	2,609.06	3,010.44	3,612.54
79	Weston	1,203.84	1,404.49	1,605.12	1,805.77	2,207.05	2,608.34	3,009.61	3,611.54
80	Wigsley	1,185.13	1,382.66	1,580.18	1,777.71	2,172.76	2,567.81	2,962.84	3,555.42
81	Winkburn	1,185.13	1,382.66	1,580.18	1,777.71	2,172.76	2,567.81	2,962.84	3,555.42
82	Winthorpe	1,202.82	1,403.30	1,603.76	1,804.24	2,205.18	2,606.13	3,007.06	3,608.48
83	Fernwood	1,235.17	1,441.03	1,646.89	1,852.76	2,264.49	2,676.21	3,087.93	3,705.52
84	Kings Clipstone	1,237.01	1,443.19	1,649.35	1,855.53	2,267.87	2,680.21	3,092.54	3,711.06

Parishes joint for Precept purposes

*	Averham, Kelham, Staythorpe	1,193.56	1,392.49	1,591.42	1,790.35	2,188.21	2,586.06	2,983.91	3,580.70
**	Kneesall, Kersall, Ompton	1,196.11	1,395.46	1,594.81	1,794.17	2,192.88	2,591.58	2,990.28	3,588.34
***	Winthorpe, Langford	1,202.82	1,403.30	1,603.76	1,804.24	2,205.18	2,606.13	3,007.06	3,608.48
*** *	East Stoke, Thorpe	1,204.37	1,405.11	1,605.83	1,806.57	2,208.03	2,609.49	3,010.94	3,613.14

8. determine that the Council's basic amount of council tax for 2017/18 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992 and that the referendum provisions in Chapter 4ZA do not apply for 2017/18. As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2017/18 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.

9. determine that the Council should accept the DCLG offer to increase nationally set planning fees by 20% from July 2017.

Background Papers

Local Government Finance Act 1992

Local Government Finance Act 2012

Localism Act 2012

Regulations and Directions issued annually under the above Acts

For further information please contact Niccola Lovely, Acting Section 151, Officer on 01636 655317.

R. V. Blaney

Leader of the Council

CAPITAL PROGRAMME 2017/18 TO 2021/22

1.0 Purpose of Report

1.1 To approve the Council's Capital Programme 2017/18 to 2021/22.

2.0 Background Information

2.1 At its meeting on 23 February 2017 the Policy & Finance Committee considered the proposed Capital Programme and agreed to recommend it to Council. A copy of the report is attached at **Appendix 1** and it has been used to prepare the Capital Programme section of the budget booklet.

3.0 Proposals

3.1 Taking into account the resources available as set out in section 2.0 of **Appendix 1** the Capital Programme 2017/18 to 2021/22 proposes investment of £81m over the 5 year programme. Housing Services £65.1m (made up of Property Investment and the New Build Programme) and General Fund £15.9m (made up of various general fund projects).

3.2 This expenditure is financed by a combination of Government Grants, Third Party Contributions, Capital Receipts, Revenue Support (through the Major Repairs Reserve) and internal/external borrowing.

4.0 RECOMMENDATIONS that:

- a) **the General Fund schemes shown in Appendix A, the housing services programme in Appendix B and the vehicles, plant and equipment replacement programme in Appendix C be approved as committed expenditure in the Capital Programme;**
- b) **the Capital Programme be managed in accordance with Financial Regulation 6.2.3;**
- c) **in accordance with the delegation to the Section 151 Officer in the Council's Constitution to arrange financing of the Council's Capital Programme, the Capital Programme for the financial years 2017/18 to 2021/22 be financed so as to maximise the resources available, having regard to the provisions of the Local Government and Housing Act 1989 and subsequent legislation;**
- d) **with effect from 11 March 2017, the appropriate Directors be authorised to incur expenditure in respect of all schemes included in the committed Capital Programme; and**
- e) **any changes above the limit delegated to the Section 151 Officer (i.e. £10,000), either in funding or the total cost of the capital scheme, be reported to the Policy & Finance Committee for consideration.**

Background Papers

Nil

For further information please contact Jenna Norton - Accountant on ext. 5327.

Nicky Lovely
Business Manager and Chief Financial Officer – Financial Services

CAPITAL PROGRAMME 2017/18 TO 2021/22**1.0 Purpose of Report**

1.1 In accordance with Financial Regulation 6.2.3, Policy & Finance Committee is required to consider the Capital Programme and recommend to Council the final Programme. This report details the available resources, the Council's existing committed programme and the priority schemes identified.

2.0 Resources Available

2.1 The current Capital Programme includes an estimate of the amount available from useable capital receipts over the period 2016/17 – 2021/22 of £8.1m.

2.2 In line with the Council's current Treasury Strategy, wherever possible expenditure will be financed by temporarily 'borrowing' from internal reserves and balances.

2.3 A number of projects within the Capital Programme have already and will continue to benefit from external funding, the amount of external funding estimated to be applied in 2016/17 and also in future years are detailed below against the major schemes.

Project	Funding
Housing Revenue Account	
Bowbridge Road – HCA / NSH / NCC	5,325,000
Sub Total HRA	5,325,000
General Fund	
Newark Castle Gatehouse Project	92,600
Newark Sconce & Devon Park Restoration	249,181
New offices	68,500
Southern Link Road (Gov't / GP)	9,086,459
Major Flood Alleviation	150,000
Discretionary Disabled Facilities Grants	175,000
Private Sector Disabled Facilities Grants	2,865,627
Sub Total General	12,689,368
GRAND TOTAL	18,012,368

3.0 Proposals**3.1 General Fund**

Proposals for the General Fund Capital Programme are attached at **Appendix A**. Schemes completed in the current year will be reported as part of the Outturn Report. The figures have been updated to include the proposals approved by Policy & Finance Committee on 26 January 2017 and those shown in **Appendix D**.

3.2 Housing Revenue Account

Asset Management

The Management Agreement is the overarching legal agreement between the Council and Newark and Sherwood Homes and one of its annual requirements is that the Company will submit to the Council its written proposals for the next year's arrangements for a number of operational and strategic activities including, an Asset Management Programme.

The annual Asset Management Programme is informed by the HRA Asset Management Strategy, developed by the Company. This was discussed and scrutinised by Council officers with the Company at the meeting of the Strategic Housing Liaison (SHLP) meeting on 11 April 2016. A realignment, which realises a saving of between £500k and £750k has been amended in the Capital Programme at **Appendix B**.

Housing Growth

The Bowbridge Road extra care scheme has started in earnest in 2016 and we are anticipating these works to be completed November 2017. Along with the works at Bowbridge road this Committee have approved a new build programme that will see an additional 335 new homes been developed over the coming 5 years. Details of projects approved are included within the Capital Programme and are available on **Appendix B**.

Variations made following the last meeting are shown in **Appendix D**.

3.3 Transport, Plant, Equipment & Technology

The Council currently has vehicles, plant, equipment and technology which it has either financed from its own resources as part of the capital programme or by a leasing contract. The decision on which financing route is made after a full appraisal of the alternatives for each tranche of assets as they come up for replacement. However in order to capture the full impact of this expenditure the full replacement cost is included as capital expenditure.

A schedule of these assets, together with their planned replacement dates is shown at **Appendix C**.

In order to comply with financial regulations and the requirements of the leasing companies it is necessary for members to approve the replacement programme and to delegate the decision on method of financing to the.

4.0 Financing

4.1 Subject to the approval of the proposals outlined in section 3.0 above, the current proposals for their financing are shown at **Appendix E**.

4.2 When business cases for new schemes are brought to Committee, financing implications of capital expenditure are included in order to assess the viability of the scheme and to enable members to make informed decisions. Once the capital expenditure has been incurred, the financing of the Capital Programme as a whole is arranged by the Section 151 Officer, in line with the Council's Constitution.

5.0 RECOMMENDATION

It is recommended to Council on 9 March 2017 that:

- a) the General Fund schemes shown in Appendix A, the housing services programme in Appendix B and the vehicles, plant and equipment replacement programme in Appendix C be approved as committed expenditure in the Capital Programme;
- b) the Capital Programme be managed in accordance with Financial Regulation 6.2.3;
- c) in accordance with the delegation to the Section 151 Officer in the Council's Constitution to arrange financing of the Council's Capital Programme, the Capital Programme for the financial years 2017/18 to 2021/22 be financed so as to maximise the resources available, having regard to the provisions of the Local Government and Housing Act 1989 and subsequent legislation;
- d) with effect from 10 March 2017, the appropriate Directors be authorised to incur expenditure in respect of all schemes included in the committed Capital Programme; and
- e) any changes above the limit delegated to the Section 151 Officer (i.e. £10,000), either in funding or the total cost of the capital scheme, be reported to Policy Committee for consideration.

Reasons for Recommendations

To enable the Capital Programme to be considered by the Policy Committee in accordance with Financial Regulation 6.2.3 prior to its submission to Council.

Background Papers

Nil.

For further information please contact Mike Marriott on Ext 5327.

Nicky Lovely
Business Manager and Chief Financial Officer – Financial Services

APPENDIX A - GENERAL FUND CAPITAL PROGRAMME 2017/18 - 2021/22

	SCHEME	EXTERNAL FUNDING	NSDC COSTS	TOTAL SCHEME COST	BEFORE 2016/17	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
GENERAL FUND											
TA1211	Newark, New Leisure Centre	2,787,117	7,534,882	10,321,999	8,339,885	932,114	1,050,000				
TA1214	Leisure Centre Access Road Enhancement	0	156,916	156,916	1,125	155,791					
TA3050	National Civil War Centre	3,654,344	2,112,481	5,766,825	5,450,866	315,958.97					
TA3050	NCWC other NCC funded Expenditure	300,000	0	300,000	288,313	11,686.83					
TA3052	Palace Theatre/Museum Integration	0	1,615,620	1,615,620	1,373,158	242,462					
TA3053	Museum Improvements	0	750,000	750,000	66,387	386,113	297,500				
TA3054	Palace Boiler Replace	0	98,000	98,000	98,000	0					
TA3286	Information Technology Investment	0	1,841,541	1,841,541	208,763	525,988	301,790	320,000	80,000	155,000	250,000
TA	CUSTOMERS	6,741,461	14,109,439	20,850,900	15,826,496	2,570,114	1,649,290	320,000	80,000	155,000	250,000
TB2250	Vehicles & Plant (NSH)	0	675,000	675,000	0	0		675,000			
TB2253	Vehicles & Plant (NSDC)	114,048	5,388,360	5,502,408	2,350,327	768,331	18,000	182,000	1,079,750	712,000	392,000
TB3154	Castle Gatehouse Project	0	117,600	117,600	0	0	117,600				
TB3158	Hawtonville School Playing Field	20,000	87,742	107,742	84,619	23,123					
TB6145	Grant to Farndon Sports Pavilion	43,099	0	43,099	28,449	14,650					
TB6148	Lorry Carpark Extension	0	0	0	0	0					
TB6149	Lorry Carpark - Health and Safety	0	19,700	19,700	0	19,700					
TB	COMMUNITY	177,147	6,288,401	6,465,549	2,463,395	825,804	135,600	857,000	1,079,750	712,000	392,000
TC1000	New Council Offices	68,500	7,539,128	7,607,628	562,416	5,235,892	1,657,520	151,800			
TC2280	Ollerton Hall acquisition and works	100,000	308,664	408,664	91,032	317,632					
TC3017	Workshop Frontage Improvements	0	111,100	111,100	1,160	109,940					
TC3132	20 Baldertongate Repairs	14,800	0	14,800	14,538	262					
TC	RESOURCES	183,300	7,958,892	8,142,192	669,146	5,663,726	1,657,520	151,800	0	0	0
TE3266	Growth Point (Grant Funded)	109,332	3,557	112,889	112,889	0					
TE3266	Growth Point (Internally Funded)	0	449,121	449,121	0	449,121					
TE3267	Rural Broadband Provision	0	250,000	250,000	165,000	85,000					
TE3268	Southern Link Road Contribution	9,105,674	394,326	9,500,000	19,215	1,000,000	8,480,785				
TE	GROWTH	9,215,006	1,097,004	10,312,010	297,104	1,534,121	8,480,785	0	0	0	0
TF3161	Balderton land drainage	9,105	2,895	12,000	2,895	9,105					
TF3220	Major Flood Alleviation	150,000	0	150,000	0	150,000					
TF3223	CCTV Relocation	0	500,000	500,000	0	500,000					
TF3224	Seven Hills	0	69,023	69,023	0	69,023					
TF3225	Maps & Signage Newark Town Centre	0	48,117	48,117	0	48,117					
TF	SAFETY	159,105	620,035	779,140	2,895	776,245	0	0	0	0	0
	TOTAL GENERAL FUND	16,476,019	30,073,771	46,549,790	19,259,036	11,370,010	11,923,195	1,328,800	1,159,750	867,000	642,000

APPENDIX B - HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME 2017/18 - 2021/22							
	SCHEME	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
HOUSING REVENUE ACCOUNT							
PROPERTY INVESTMENT PROGRAMME							
S91100	ROOF REPLACEMENTS	0	432,000	432,000	432,000	432,000	432,000
S91111	Roofing 2016/17	216,000					
S91112	Flat Roofing 2016/17	324,000					
S711	ROOF REPLACEMENTS	540,000	432,000	432,000	432,000	432,000	432,000
S91200	KITCHEN & BATHROOM CONVERSIONS	0	1,620,000	1,620,000	1,620,000	1,620,000	1,620,000
S91215	Kitchen & Bathroom 2016/17	1,296,000					
S91216	Kitchen & Bathroom materials 2016/17	324,000					
S712	KITCHEN & BATHROOM CONVERSIONS	1,620,000	1,620,000	1,620,000	1,620,000	1,620,000	1,620,000
S91300	EXTERNAL FABRIC	48	324,000	324,000	324,000	324,000	324,000
S91330	External Fabric 2016/17 area 1	189,578					
S91331	External Fabric 2016/17 area 2	162,000					
S91332	Chatham Court Windows/Floors	16,200					
S713	EXTERNAL FABRIC	367,826	324,000	324,000	324,000	324,000	324,000
S91400	DOORS & WINDOWS	0	183,600	183,600	183,600	183,600	183,600
S91411	Doors and Windows 2016/17	183,600					
S714	DOORS & WINDOWS	183,600	183,600	183,600	183,600	183,600	183,600
S91500	OTHER STRUCTURAL	351	54,000	54,000	54,000	54,000	54,000
S91511	Walls Re-Rendering	54,000	54,000	54,000	54,000	54,000	54,000
S91520	H535a King Street	821					
S91521	Delacy Court Canopy Removal	3,483					
S91522	DPM works 2016-17	10,800					
S91523	33 Nowood Gardens	1,825					
S91524	1 Manvers View Major Works	38,146					
S715	OTHER STRUCTURAL	109,426	108,000	108,000	108,000	108,000	108,000
S93100	ELECTRICAL	0	648,000	648,000	648,000	648,000	648,000
S93111	Rewires 2016/17	594,000					
S93112	Disturbance allowance 2016/17	86,400					
S731	ELECTRICAL	680,400	648,000	648,000	648,000	648,000	648,000
S93200	SMOKE ALARMS	0	0				
S93205	Carbon Monoxide Detectors	0	0	270,000	270,000	0	0
S732	SMOKE ALARMS	0	0	270,000	270,000	0	0
S93300	PASSENGER LIFTS						
S733	PASSENGER LIFTS	0	0	0	0	0	0
S93500	HEATING	0	594,000	594,000	594,000	594,000	594,000
S93508	Heating replacements 2016/17	594,000					
S735	HEATING	594,000	594,000	594,000	594,000	594,000	594,000
S93600	ENERGY EFFICIENCY	93,474	162,000	162,000	162,000	162,000	162,000
S93618	EE Doors 2016/17	162,000					
S93619	21 Forge Close Air Supply	9,126					
S93620	EWI Winston Court	54,000					
S93621	EE Boilers 2016/17	183,600					
S736	ENERGY EFFICIENCY	502,200	162,000	162,000	162,000	162,000	162,000
S95100	GARAGE FORECOURTS	0	81,000	81,000	81,000	81,000	81,000
S95109	Garages	0	27,000	27,000	27,000	27,000	27,000
S95112	Resurfacing works 2016-17	108,000					
S751	GARAGE FORECOURTS	108,000	108,000	108,000	108,000	108,000	108,000
S95200	ENVIRONMENTAL WORKS	293	162,000	162,000	162,000	162,000	162,000
S95250	Communal Lighting	0	21,600	21,600	21,600	21,600	21,600
S95252	Flood Defence Systems	0	10,800	10,800	10,800	10,800	10,800
S95253	Play Areas	0	21,600	21,600	21,600	21,600	21,600
S95254	Estate Remodelling	5,891	70,200	70,200	70,200	70,200	70,200
S95276	Delacy Court Communal Doors	50,760					
S95277	Knotts Court Environmental	38,880					
S95278	Lovers Lane Flats Drying area	16,200					
S95279	St Marys Gardens	37,000					
S95280	Yorke Drive Barrier	4,428					
S95281	Yorke Drive Communal Doors	3,460					
S95282	Play areas 2016-17	27,000					

	SCHEME	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
S95283	Communal Gas Mains	62,495					
S95284	H581 Door King Street Conservation area	1,696					
S95285	Vine Way Gated Access	19,332					
S95286	Forest Road Fencing	5,999					
S95287	Delacy Court Communal Fire Doors	57,240					
S95288	Boundary Walls 2-4 Lime tree close	5,400					
S95289	Garage/Site/Roofing	54,000					
S95290	Environmental improvements (various)	91,800					
S95291	Parking Boy Lane	21,600					
S95292	Communal Lighting 2016/17	21,600					
S95293	Fencing Various Locations	23,760					
S95294	Coghill Court Communal entrance doors	11,340					
S95295	Local Office Kiosk Project	20,174					
S95296	Delacy Court Scooter Stores	27,000					
S752	ENVIRONMENTAL WORKS	607,348	286,200	286,200	291,600	291,600	286,200
S97100	ASBESTOS	0	108,000	54,000	54,000	54,000	54,000
S97111	Asbestos Surveys 2016/17	43,200					
S97112	Asbestos Removal 2016/17	64,800					
S771	ASBESTOS	108,000	108,000	54,000	54,000	54,000	54,000
S97200	FIRE SAFETY	0	54,000	54,000	54,000	54,000	54,000
S97215	H522 Comm fire door Kings Court	33,480					
S97216	H580 Comm fire door Wolfit Ave	16,200					
S97217	Auto Closer Forge Close	2,160					
S97218	Fire Risk Assessments	23,760					
S772	FIRE SAFETY	75,600	54,000	54,000	54,000	54,000	54,000
S97300	DDA IMPROVEMENTS	0	21,600	21,600	21,600	21,600	21,600
S97307	DDA WORKS 2016-/17	24,840					
S773	DDA IMPROVEMENTS	24,840	21,600	21,600	21,600	21,600	21,600
S97400	DISABLED ADAPTATIONS	0	432,000	432,000	432,000	432,000	432,000
S97411	Adaptation care plans 2016/17	399,600					
S97412	Adaptation OT 1's 2016/17	32,400					
S774	DISABLED ADAPTATIONS	432,000	432,000	432,000	432,000	432,000	432,000
S97500	LEGIONELLA	0	32,400	32,400	32,400	32,400	32,400
S97502	legionella Works 2016/17	32,400					
S791	UNALLOCATED FUNDING	32,400	32,400	32,400	32,400	32,400	32,400
S99100	UNALLOCATED FUNDING	29,160	54,000	54,000	54,000	54,000	54,000
S99101	Grant Income	-145,780	0	0	0	0	0
S791	UNALLOCATED FUNDING	-116,620	54,000	54,000	54,000	54,000	54,000
	SUB TOTAL PROPERTY INVESTMENT	5,869,020	5,167,800	5,383,800	5,389,200	+5,119,200	+5,113,800
	AFFORDABLE HOUSING						
SA1012	Buy-back of RTB Council Houses	0					
SA1013	25 supported dwellings - Bilsthorpe	99,038					
SA1015	Affordable Rural Housing Grant	110,000					
SA1016	Site A - Wolfit Avenue, Balderton	0	29,326				
SA1017	Site B - Wolfit Avenue, Balderton	0	28,229				
SA1018	Coronation Street/Grove View Rd, Balderton	116,437	72,383				
SA1019	Lilac Close	0	59,522				
SA1020	Second Avenue, Edwinstowe	68,549	57,014				
SA1021	Ash Farm Farnsfield	608,469	562,700				
SA1022	St Leonards Hospital Trust	0	330,000				
SA1023	Bowbridge Road	2,947,234	5,894,500				
SA1030	HRA Site Development	196,560	200,000				
SA1031	Site Acquisition	0	800,000	600,000	600,000		
SA1032	New Build Programme	0	5,529,000	5,404,250	5,511,250	5,500,000	5,500,000
		4,146,286	13,562,674	6,004,250	6,111,250	5,500,000	5,500,000
	SUB TOTAL HOUSING REVENUE ACCOUNT	10,015,306	18,730,474	11,388,050	11,500,450	10,619,200	10,613,800
	HOUSING GENERAL FUND						
TF6011	Private Sector Disabled Facilities Grants	540,627	465,000	465,000	465,000	465,000	465,000
TF6012	Discretionary DFG	175,000	0	0	0	0	0
		715,627	465,000	465,000	465,000	465,000	465,000
	TOTAL HOUSING REVENUE ACCOUNT	10,730,934	19,195,474	11,853,050	11,965,450	11,084,200	11,078,800

APPENDIX C - VEHICLES, PLANT, EQUIPMENT & TECHNOLOGY

NSDC		ASSETS	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Leased Assets								
CC120902	Refuse vehicle							
8808001067	Johnston VT650 Sweeper							
X00007	Fitness Equipment Blidworth							
8811001026	Trimax Mower	10,000						
6611001006	4 Kubota mowers							
99920034	2 Kubota mowers		18,000					
8809001012	Massey Ferguson Tractor and Flail					45,000		
8810001025	7 Refuse vehicles							
Leased Assets			10,000	18,000	0	45,000	0	0
Owned Assets								
E00010	Massey Tractor & Loader							
E00012	Ransome Mower	0		30,000				
E00016	Refuse Truck							
E00016	2 Dennis mowers							
E00016	2 Ransome Mowers							
E00020	Medical Truck							
E00021	Street Sweeping Transit							
E00022	Transit Van							
E00023	Transit Van							
E00024	Hit squad vehicle				65,000			
E00025	Hit squad vehicle				65,000			
E00026	Ford Ranger Pick-up					19,000		
E00027	Ford Ranger - Grounds Maintenance					18,000		
E00028	Transit Pickup - Grounds Maintenance					21,000		
E00029	Ford Transit - Grounds Maintenance					23,000		
E00030	Ford Transit - Grounds Maintenance					23,000		
E00031	Dropside Transit - Street Cleaning					26,000		
E00032	Dropside Transit - Street Cleaning					26,000		
E00033	Transit Pickup - Grounds Maintenance					25,000		
E00034	Dennis Elite Refuse Collection Vehicle					160,000		
E00035	Dennis Elite Refuse Collection Vehicle					160,000		
E00036	Dennis Elite Refuse Collection Vehicle					160,000		
E00037	Dennis Elite Refuse Collection Vehicle					160,000		
E00038	Dennis Elite Refuse Collection Vehicle					160,000		
E00039	Ford Fiesta - Refuse					10,000		
E00039	Ford Fiesta - Refuse					10,000		
E00040	Ford Connect - Castle Ranger					11,250		
E00040	Ford Ranger - Sconce Ranger					11,250		
E00040	Ford Ranger - Vicar Water Ranger					0		
E00040	Ford Connect - Car Parks					11,250		
E00041	Ford Connect - Pest Control					0		
E00041	Ford Connect - Pest Control					0		
E00041	Ford Ranger - Pest Control					0		
E00042	Johnston CX201 Compact Sweeper						70,000	
E00043	Johnston V651 Road Sweeper						110,000	
E00044	Johnston V651 Road Sweeper						110,000	
E00045	Refuse Collection Vehicle						165,000	
E00046	Refuse Collection Vehicle						165,000	
E00047	DAF Tipper Grab						25,000	
E00048	Medical Truck							31,000
E00049	Refuse Collection Vehicle							165,000
E00050	Refuse Collection Vehicle							165,000
E00051	Medical Truck							31,000
E00052	4 Kubotas						47,000	
E00060	Ford Ranger							
E00304	Fitness Equipment - Dukeries	0						
E00402	Market Stall			0				
E00403	Market Stall			0				
E00601	Mobile lifting Equipment						20,000	
E00603	Spider mower							
E00605	Fitness Equipment - Blidworth	201,082			22,000			
E00606	Fitness Equipment - Dukeries	173,278						
E00607	Fitness Equipment - Grove	383,971						
E00608	Fitness Equipment - Southwell	0						
X00005	Ground Maintenance Ranger							
	New Refuse Vehicle (Garden Waste as per P&F 5.11.15)							
	Mower x 1							
	Fiesta Vans - VAT correction Dec 12 - Vat regs							
Owned Vehicles & Plant			758,331	0	182,000	1,034,750	712,000	392,000
TOTAL NSDC VEHICLES, PLANT & EQUIPMENT			768,331	18,000	182,000	1,079,750	712,000	392,000
NSDC								
ASSETS		2016/17	2017/18	2018/19	2019/20	2020/21	2020/21	
Owned Assets								
E00204	Torex - Leisure Receiving System	50,000						
E00207	Replacement computer software	0						
E00208	Servers	0						
E00209	Warden Call System	0		320,000				
E00211	Replacement Laptops			0				
E00215	Desktops & Monitors	0						
E00216	Network Server			0				
E00217	IT Investment Software			0				
E00218	IT Investment Hardware			0				
E00219	25 Laptops					0		
	Laptops 14/15							
	71 Laptops 18/19			0				
	Firewall	551						
	x3 Servers (re 70 Citrix Licences)							
	Citrix Licences (Software)							
	Palace/Museum Ticketing software	13,778					40,000	
E00220	150 Replacement Laptops				80,000		80,000	
	Server Upgrade for remote access						25,000	
	Professional fees in relation to below	200	47,800					
	MFD's							
	Telephony & contact centre	28,100	3,900				10,000	
	Server hardware (VM ware)							
	Data circuits installation		20,000					
	Data centre inc VM Ware, Hardware & Licences, SAN, Network	300,000	220,000					250,000
	Web enhancement/channel shift (CRM)							
	Net app (san)							
	Replacement programme (feasibility offsite)	49,910	10,090					
	Meritec System - separate bid	68,750						
	ICT equipments - Members - separate bid	14,700						
Owned Technology			525,988.17	301,790	320,000	80,000	155,000	250,000
NSH								
ASSETS		2016/17	2017/18	2018/19	2019/20	2020/21	2020/21	
Leased Assets								
	22 various vans (used by NSHomes)			400,000				
	10 Various Vans (used by NSHomes)			145,000				
	6 Various Vans (used by NSHomes)			130,000				
NSH Leased Assets			0	0	675,000	0	0	0

General Fund Additions

Project	Capital Description	Additions/ Reductions - 16-17	Additions/ Reductions - 17-18	Additions/ Reductions - 18-19	Additions/ Reductions - 19-20	Additions/ Reductions - 20-21	Additions/ Reductions - 21-22	Comments
TA3286	Investment Technology Project	0	0	0	0	10,000	250,000	New offices replacement programme
TB2253	Vehicles & Plant (NSDC)	14,727	0	0	0	0	0	Correction to budget previously agreed but not amended
TB2253	Vehicles & Plant (NSDC)	0	0	0	0	0	392,000	Replacement programme for 2 refuse vehicles and 2 Medical waste trucks
TB2253	Vehicles & Plant (NSDC)	0	0	0	-42,000	0	0	Removal of Pest control vehicles from the replacement programme
TB2253	Vehicles & Plant (NSDC)	0	-60,000	0	0	0	0	Removal of Market Stalls commitments
TB2253	Vehicles & Plant (NSDC)	0	0	20,000	0	0	0	Revision of Hit Squad vehicle costs, original estimate of £55k increased to £65k for 2 vehicles
TB2253	Vehicles & Plant (NSDC)	0	0	0	8,155	24,000		Revision of numerous vehicles estimated replacement costs
Total additions/Reductions		14,727	-60,000	20,000	-33,845	34,000	642,000	

General Fund - Reprofiting

Project	Capital Description	Movement 16-17	Movement 17-18	Movement 18-19	Movement 19-20	Movement 20-21	Movement 21-22	Comments
TA1211	New Leisure Centre	-750,000	750,000	0	0	0	0	Reprofiling to fit in with current programme, defects and retention to be paid
TA3286	Information Technology Investment	38,210	-358,210	240,000	0	80,000	0	Reprofiling to fit in with the new office project
TB2253	Vehicles & Plant (NSDC)	-30,000	0	30,000	0	0	0	Reprofiling to match to vehicle replacement programme
Total General Fund Re profiting		-741,790	391,790	270,000	0	80,000	0	

HRA Additions/Reductions

Project	Capital Description	Additions/ Reductions - 16-17	Additions/ Reductions - 17-18	Additions/ Reductions - 18-19	Additions/ Reductions - 19-20	Additions/ Reductions - 20-21	Additions/ Reductions - 21-22	Comments
SA1031	Site Acquisition	0	800,000	600,000	600,000	0	0	Funding for Site Acquisitions to compliment the New Build Programme, report tabled and agreed at P&F 26.01.17
SA1032	New Build Programme	0	5,259,000	5,404,250	5,511,250	5,500,000	5,500,000	New Build Programme - Funding required for the next 5 financial years - Total budget (over the 8 year works period) £33.5m
S9's	HRA investment programme	0	-1,026,000	-540,000	-534,600	-572,400	-577,800	Investment programme reduction in order to contribute to the New Build Programme
Total additions/Reductions		0	5,033,000	5,464,250	5,576,650	4,927,600	4,922,200	

APPENDIX E - CAPITAL PROGRAMME SUMMARY						
	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
COMMITTED SCHEMES EXPENDITURE						
Housing Services	10,730,934	19,195,474	11,853,050	11,965,450	11,084,200	11,078,800
Other Services	11,370,010	11,923,195	1,328,800	1,159,750	867,000	642,000
Total Expenditure	22,100,943	31,118,669	13,181,850	13,125,200	11,951,200	11,720,800
CAPITAL EXPENDITURE FINANCING						
Net Internal and External Borrowing Approval	3,834,710	1,687,290	441,800	2,940,228	2,587,020	1,724,250
Government Grants	2,241,004	9,695,785	465,000	465,000	465,000	465,000
Contributions from Third Parties	2,335,469	3,440,523	0	0	0	0
Community Infrastructure Levy	0	0	0	0	0	0
Capital Receipts Bought forward	2,756,437	2,584,290	7,363,018	4,378,130	4,601,330	4,824,530
Capital Receipts in year	596,250	6,623,200	223,200	223,200	223,200	223,200
Capital Receipts Carried forward	-2,584,290	-7,363,018	-4,378,130	-4,601,330	-4,824,530	-5,047,730
Capital Reserve	5,897,604	8,500	8,500	8,500	8,500	8,500
Revenue Support	7,023,759	14,442,099	9,058,462	9,711,472	8,890,680	9,523,050
Total Resources Available	22,100,943	31,118,669	13,181,850	13,125,200	11,951,200	11,720,800
Net resources before allowing for Earmarked Funds	0	0	0	0	0	0

TREASURY MANAGEMENT STRATEGY STATEMENT 2017/18

1.0 Introduction

- 1.1. In January 2010 the Council adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2011 Edition* (the CIPFA Code) which requires the Council to approve a treasury management strategy before the start of each financial year.
- 1.2. In addition, the Department for Communities and Local Government (CLG) issued revised *Guidance on Local Authority Investments* in March 2010 that requires the Council to approve an investment strategy before the start of each financial year.
- 1.3. This report fulfils the Council's legal obligation under the *Local Government Act 2003* to have regard to both the CIPFA Code and the CLG Guidance.
- 1.4. The Council has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk are therefore central to the Council's treasury management strategy.
- 1.5. In accordance with the CLG Guidance, the Council will be asked to approve a revised Treasury Management Strategy Statement should the assumptions on which this report is based change significantly. Such circumstances would include, for example, a large unexpected change in interest rates, or in the Council's capital programme or in the level of its investment balance.

2.0 External Context

- 2.1. **Economic Background:** The major external influence on the Council's treasury management strategy for 2017/18 will be the UK's progress in negotiating a smooth exit from the European Union. Financial markets, wrong-footed by the referendum outcome, have since been weighed down by uncertainty over whether leaving the Union also means leaving the single market. Negotiations are expected to start once the UK formally triggers exit in early 2017 and last for at least two years. Uncertainty over future economic prospects will therefore remain throughout 2017/18.
- 2.2. The fall and continuing weakness in sterling and the near doubling in the price of oil in 2016 have combined to drive inflation expectations higher. The Bank of England is forecasting that Consumer Price Inflation will breach its 2% target in 2017, the first time since late 2013, but the Bank is expected to look through inflation overshoots over the course of 2017 when setting interest rates so as to avoid derailing the economy.
- 2.3. Initial post-referendum economic data showed that the feared collapse in business and consumer confidence had not immediately led to lower GDP growth. However, the prospect of a leaving the single market has dented business confidence and resulted in a delay in new business investment and, unless counteracted by higher public spending or retail sales, will weaken economic growth in 2017/18.

- 2.4. Looking overseas, with the US economy and its labour market showing steady improvement, the market has priced in a high probability of the Federal Reserve increasing interest rates in December 2016. The Eurozone meanwhile has continued to struggle with very low inflation and lack of momentum in growth, and the European Central Bank has left the door open for further quantitative easing.
- 2.5. The impact of political risk on financial markets remains significant over the next year. With challenges such as immigration, the rise of populist, anti-establishment parties and negative interest rates resulting in savers being paid nothing for their frugal efforts or even penalised for them, the outcomes of Italy's referendum on its constitution (December 2016), the French presidential and general elections (April – June 2017) and the German federal elections (August – October 2017) have the potential for upsets.
- 2.6. **Credit Outlook:** Markets have expressed concern over the financial viability of a number of European banks recently. Sluggish economies and continuing fines for pre-crisis behaviour have weighed on bank profits, and any future slowdown will exacerbate concerns in this regard.
- 2.7. Bail-in legislation, which ensures that large investors including local authorities will rescue failing banks instead of taxpayers in the future, has now been fully implemented in the European Union, Switzerland and USA, while Australia and Canada are progressing with their own plans. The credit risk associated with making unsecured bank deposits has therefore increased relative to the risk of other investment options available to the Authority; returns from cash deposits however continue to fall.
- 2.8. **Interest Rate Forecast:** The Authority's treasury adviser Arlingclose's central case is for UK Bank Rate to remain at 0.25% during 2017/18. The Bank of England has, however, highlighted that excessive levels of inflation will not be tolerated for sustained periods. Given this view and the current inflation outlook, further falls in the Bank Rate look less likely. Negative Bank Rate is currently perceived by some policymakers to be counterproductive but, although a low probability, cannot be entirely ruled out in the medium term, particularly if the UK enters recession as a result of concerns over leaving the European Union.
- 2.9. Gilt yields have risen sharply, but remain at low levels. The Arlingclose central case is for yields to decline when the government triggers Article 50. Long-term economic fundamentals remain weak, and the quantitative easing (QE) stimulus provided by central banks globally has only delayed the fallout from the build-up of public and private sector debt. The Bank of England has defended QE as a monetary policy tool, and further QE in support of the UK economy in 2017/18 remains a possibility, to keep long-term interest rates low.

A more detailed economic and interest rate forecast provided by Arlingclose is attached at **Appendix A**.

3.0 Local Context

- 3.1. The Council currently has £90.9m of borrowing and £29.6m of investments (as at 31st December 2016). This is set out in further detail at **Appendix B**. Forecast changes in these sums are shown in the balance sheet analysis in table 1 over.

Table 1: Balance Sheet Summary and Forecast

	31.3.16 Actual £m	31.3.17 Estimate £m	31.3.18 Estimate £m	31.3.19 Estimate £m	31.3.20 Estimate £m
General Fund CFR	19.7	19.4	25.5	26.2	25.3
HRA CFR	103.9	104.2	104.2	104.2	104.2
Total CFR	123.6	123.6	129.7	130.4	129.5
Less: Other debt liabilities	0.2	0.2	0.2	0.2	0.2
Borrowing CFR	123.4	123.4	129.5	130.2	129.3
Less: External borrowing	91.7	90.3	89.3	88.3	86.3
Internal borrowing	31.7	33.1	40.2	41.9	43.0

- 3.2 The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR). The Council's current strategy is to maintain borrowing and investments below their underlying levels, sometimes known as internal borrowing.
- 3.3 The Council has an increasing CFR due to the capital programme, but a relatively small level of investments and will assess the capital financing need to borrow, taking into account the ability for internal borrowing.
- 3.4 CIPFA's *Prudential Code for Capital Finance in Local Authorities* recommends that the Council's total debt should be lower than its highest forecast CFR over the next three years. Table 1 shows that the Council expects to comply with this recommendation during 2017/18.

4.0 Borrowing Strategy

- 4.1. The Council currently holds £90.9 million of loans (as at 31st December 2016), a decrease of £1.5 million on the previous year, as part of its strategy for funding previous years' capital programmes. The Council's current capital programme shows we may need to borrow up to £2m in 2017/18, and may also need to borrow additional sums in future years. However, as some income streams can be unpredictable and could exceed our estimates it could reduce the need to borrow as we continue to use existing resources.
- 4.2. **Objectives:** The Council's chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required. The flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective.
- 4.3. **Strategy:** Given the significant cuts to public expenditure and in particular to local government funding, the Council's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective in the short-term to either use internal resources, or to borrow short-term instead.

- 4.4. By using internal resources, the Council is able to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. The benefits of internal borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise modestly. Arlingclose will assist the Council with this 'cost of carry' and breakeven analysis. Its output may determine whether the Council borrows additional sums at long-term fixed rates in 2017/18 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.
- 4.5. In addition, the Council may use borrow short-term loans (normally for up to one month) to cover unexpected cash flow shortages.
- 4.6. **Sources:** The approved sources of long-term and short-term borrowing are:
- Public Works Loan Board (PWLB) and its successor body
 - Any institution approved for investments (see below)
 - Any other bank or building society authorised to operate in the UK
 - UK public and private sector pension funds
 - Capital market bond investors
 - UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues
- 4.7. In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:
- operating and finance leases
 - hire purchase
 - sale and leaseback
- 4.8. The Council has previously raised the majority of its long-term borrowing from the Public Works Loan Board but it continues to investigate other sources of finance, such as local authority loans and bank loans, which may be available at more favourable rates.
- 4.9. **Municipal Bond Agency:** UK Municipal Bonds Agency plc was established in 2014 by the Local Government Association as an alternative to the PWLB. It plans to issue bonds on the capital markets and lend the proceeds to local authorities.
- 4.10. **LOBOs:** The Council holds £3.5m of LOBO (Lender's Option Borrower's Option) loans where the lender has the option to propose an increase in the interest rate as set dates, following which the Council has the option to either accept the new rate or to repay the loan at no additional cost. None of these LOBOS have options during 2017/18, and although the Council understands that lenders are unlikely to exercise their options in the current low interest rate environment, there remains an element of refinancing risk. The Council will take the option to repay LOBO loans at no cost if it has the opportunity to do so.
- 4.11. **Short-term and Variable Rate loans:** These loans leave the Council exposed to the risk of short-term interest rate rises and are therefore subject to the limit on the net exposure to variable interest rates in the treasury management indicators below.

4.12 **Debt Rescheduling:** The PWLB allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. The Council may take advantage of this and replace some loans with new loans, or repay loans without replacement, where this is expected to lead to an overall cost saving or a reduction in risk.

5.0 Investment Strategy

5.1. The Council holds invested funds, representing income received in advance of expenditure plus balances and reserves held. In the first 9 months of 2016/17, the Council's investment balance has ranged between £11.1 and £31.1 million. Levels available for investment are affected by capital expenditure and will continue to be monitored.

5.2. **Objectives:** Both the CIPFA Code and the CLG Guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. Where balances are expected to be invested for more than one year, the Authority will aim to achieve a total return that is equal or higher than the prevailing rate of inflation, in order to maintain the spending power of the sum invested.

5.3. **Negative Interest Rates:** If the UK enters into a recession in 2017/18, there is a small chance that the Bank of England could set its Bank Rate at or below zero, which is likely to feed through to negative interest rates on all low risk, short-term investment options. This situation already exists in many other European countries. In this event, security will be measured as receiving the contractually agreed amount at maturity, even though this may be less than the amount originally invested.

5.4. **Strategy:** Given the increasing risk and falling returns from short-term unsecured bank investments, the Council will consider diversifying into more secure asset classes during 2017/18. All of the Council's surplus cash is currently invested in short-term unsecured bank deposits, and money market funds.

5.5. **Approved Counterparties:** The Council may invest its surplus funds with any of the counterparty types in table 2 below, subject to the cash limits (per counterparty) and the time limits shown.

Table 2: Approved Investment Counterparties and Limits

Credit Rating	Banks Unsecured	Banks Secured	Government	Corporates	Registered Providers
UK Govt	n/a	n/a	£ Unlimited 20 years	n/a	n/a
AAA	£5m 3 years	£10m 10 years	£10m 20 years	£5m 10 years	£5m 10 years
AA+	£5m 2 years	£10m 4 years	£10m 5 years	£5m 4 years	£5m 4 years
AA	£5m 1 year	£10m 2 years	£10m 3 years	£5m 2 years	£5m 4 years
AA-	£5m 1 year	£10m 2 years			£5m 4 years

A+	£5m 6 months	£10m 1 year			£5m 2 years
A	£5m 6 months	£10m 1 year			£5m 2 years
A-	£5m 3 months	£10m 6 months			£5m 2 years
BBB+	£0.25m next working day only	£5m 3 months			£0.25m 1 year
None		n/a			£5m 2 years
Pooled funds	£10m per fund				

This table must be read in conjunction with the notes below.

- 5.5. **Credit Rating:** Investment limits are set by reference to the lowest published long-term credit rating from Fitch, Moody's or Standard & Poor's. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.
- 5.6. **Banks Unsecured:** Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. Unsecured investment with banks rated BBB+ is restricted to overnight deposits. The Council is changing current accounts to Lloyds Bank with effect from 1st April 2017. Lloyds Bank current rating is A.
- 5.7. **Banks Secured:** Covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the highest of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.
- 5.8. **Government:** Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is an insignificant risk of insolvency. Investments with the UK Central Government may be made in unlimited amounts for up to 20 years.
- 5.9. **Corporates:** Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in, but are exposed to the risk of the company going insolvent. Loans to unrated companies will only be made as part of a diversified pool in order to spread the risk widely.

- 5.10. **Registered Providers:** Loans and bonds issued by, guaranteed by or secured on the assets of Registered Providers of Social Housing, formerly known as Housing Associations. These bodies are tightly regulated by the Homes and Communities Agency and, as providers of public services, they retain the likelihood of receiving government support if needed.
- 5.11. **Pooled Funds:** Shares in diversified investment vehicles consisting of the any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee. Money Market Funds that offer same-day liquidity and very low or no volatility will be used as an alternative to instant access bank accounts, while pooled funds whose value changes with market prices and/or have a notice period will be used for longer investment periods.
- 5.12. **Property Funds:** The Council may consider investing in Property Funds. Discussions with the Councils treasury advisers Arlingclose have identified the potential to invest in managed property funds, whereby a third party pools investments from local authorities to purchase commercial properties and earn lease income from them. The third party manages the property portfolio removing the need for local authorities to have the relevant expertise, and the return on investment is usually higher than for equivalent investments with financial institutions. These funds should only be used for longer term investments to achieve a reasonable return; therefore the decision to invest in them will be made in conjunction with consideration of the use of internal reserves to fund the capital programme.
- 5.13. Bond, equity and property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Council to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's investment objectives will be monitored regularly.
- 5.14. **Risk Assessment and Credit Ratings:** Credit ratings are obtained and monitored by the Council's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:
- no new investments will be made,
 - any existing investments that can be recalled or sold at no cost will be, and
 - full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.
- 5.15. Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it may fall below the approved rating criteria, then only investments that can be withdrawn [on the next working day] will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

- 5.16. **Other Information on the Security of Investments:** The Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria.
- 5.17. When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Council will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Council's cash balances, then the surplus will be deposited with the UK Government, via the Debt Management Office or invested in government treasury bills for example, or with other local authorities. This will cause a reduction in the level of investment income earned, but will protect the principal sum invested.
- 5.18. **Specified Investments:** The CLG Guidance defines specified investments as those:
- denominated in pound sterling,
 - due to be repaid within 12 months of arrangement,
 - not defined as capital expenditure by legislation, and
 - invested with one of:
 - the UK Government,
 - a UK local authority, parish council or community council, or
 - a body or investment scheme of "high credit quality".

The Council defines "high credit quality" organisations and securities as those having a credit rating of A- or higher that are domiciled in the UK or a foreign country with a sovereign rating of AA+ or higher. For money market funds and other pooled funds "high credit quality" is defined as those having a credit rating of A- or higher.

- 5.19. **Non-specified Investments:** Any investment not meeting the definition of a specified investment is classed as non-specified. The Council does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares. Non-specified investments will therefore be limited to long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement, and investments with bodies and schemes not meeting the definition on high credit quality.
- 5.20. **Investment Limits:** A group of banks under the same ownership will be treated as a single organisation for limit purposes. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.

5.21. **Liquidity Management:** The Council maintains a daily cash flow forecast to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis to minimise the risk of the Council being forced to borrow on unfavourable terms to meet its financial commitments. Any proposed long term investments are set by reference to the Council's medium term financial plan, capital programme and cash flow forecast.

6.0 Treasury Management Indicators

6.1 **Interest Rate Exposures:** This indicator is set to control the Council's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the amount of net principal borrowed will be:

	2017/18 £m	2018/19 £m	2019/20 £m
<u>Fixed Rate</u>			
Borrowing	124.2	124.2	124.2
Investments	-5	-5	-5
Net Upper limit on fixed rate exposure	119.2	119.2	119.2
<u>Variable Rate</u>			
Borrowing	31	31	31
Investments	-37.3	-37.3	-37.3
Net Upper limit on variable rate exposure	-6.3	-6.3	-6.3

6.2 **Maturity Structure of Borrowing:** This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing will be:

	Upper	Lower
Under 12 months	15%	0%
12 months and within 24 months	15%	0%
24 months and within 5 years	30%	0%
5 years and within 10 years	100%	0%
10 years and above	100%	0%

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

6.3 **Principal Sums Invested for Periods Longer than 364 days:** The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the total principal sum invested to final maturities beyond the period end will be:

	2017/18	2018/19	2019/20
Limit on principal invested beyond year end	£5m	£5m	£5m

- 6.4. **Operational Boundary for External Debt:** The operational boundary is based on the Council's estimate of most likely (i.e. prudent but not worst case) scenario for external debt. It links directly to the Council's estimates of capital expenditure, the capital financing requirement and cash flow requirements, and is a key management tool for in-year monitoring. Other long-term liabilities comprise finance lease and other liabilities that are not borrowing but form part of the Council's debt.

Operational Boundary	2016/17 Revised £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
Borrowing	141.8	141.8	141.8	141.8
Other long-term liabilities	0.4	0.4	0.4	0.4
Total Debt	142.2	142.2	142.2	142.2

- 6.5 **Authorised Limit for External Debt:** The authorised limit is the affordable borrowing limit determined in compliance with the Local Government Act 2003. It is the maximum amount of debt that the Council can legally owe. The authorised limit provides headroom over and above the operational boundary for unusual cash movements.

Authorised Limit	2016/17 Revised £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
HRA Borrowing	112.5	112.5	112.5	112.5
General Fund Borrowing	42.7	42.7	42.7	42.7
Other long-term liabilities	0.6	0.6	0.6	0.6
Total Debt	155.8	155.8	155.8	155.8

7.0 Other Items

- 7.1. There are a number of additional items that the Council is obliged by CIPFA or CLG to include in its Treasury Management Strategy.
- 7.2. **Policy on Apportioning Interest to the HRA:** On 1st April 2012, the Council notionally split each of its existing long-term loans into General Fund and HRA pools. In the future, new long-term loans borrowed will be assigned in their entirety to one pool or the other. Interest payable and other costs/income arising from long-term loans (e.g. premiums and discounts on early redemption) will be charged/ credited to the respective revenue account. Differences between the value of the HRA loans pool and the HRA's underlying need to borrow (adjusted for HRA balance sheet resources available for investment) will result in a notional cash balance which may be positive or negative. This balance will be measured each month and interest transferred between the General Fund and HRA at the Council's average interest rate on investments, adjusted for credit risk.

7.3. **MRP Statement:** The Council is required to set an annual policy on the way it calculates the prudent provision for the repayment of General Fund borrowing. Local Authorities are required to 'have regard' to guidance on Minimum Revenue Provision (MRP) issued by the Secretary of State. This guidance suggests a number of options for calculating MRP but does not preclude other prudent methods that the Council may wish to adopt. This Council will continue to use the Asset Life Method, whereby MRP will be based on the estimated life of the asset for all capital expenditure funded from borrowing, subject to a maximum life of 50 years.

7.4. **Investment Training:** The needs of the Council's treasury management staff for training in investment management are assessed as part of the staff appraisal process, and additionally when the responsibilities of individual members of staff change.

Staff regularly attend training courses, seminars and conferences provided by Arlingclose and CIPFA. Relevant staff are also encouraged to study professional qualifications from CIPFA, and other appropriate organisations.

7.5. **Investment Advisers:** The Council has appointed Arlingclose Limited as treasury management advisers and receives specific advice on investment, debt and capital finance issues.

7.6. **Investment of Money Borrowed in Advance of Need:** The Council may, from time to time, borrow in advance of need, where this is expected to provide the best long term value for money. Since amounts borrowed will be invested until spent, the Council is aware that it will be exposed to the risk of loss of the borrowed sums, and the risk that investment and borrowing interest rates may change in the intervening period. These risks will be managed as part of the Council's overall management of its treasury risks.

8.0 **RECOMMENDATIONS that the Council approve:**

- (a) **the Treasury Management Strategy;**
- (b) **the investment counterparty criteria listed in paragraph 5.4 of the report;**
- (c) **the Treasury Management Indicators and Limits set out in paragraph 6 of the report; and**
- (d) **the Minimum Revenue Provision statement set out in paragraph 7.3 of the report.**

Background Papers

Nil.

For further information please contact Tara Beesley, Accountant on Extn. 5328.

N. Lovely
Business Manager Financial Services & Section 151 Officer

Arlingclose Economic & Interest Rate Forecast November 2016**Underlying Assumptions:**

- The medium term outlook for the UK economy is dominated by the negotiations to leave the EU. The long-term position of the UK economy will be largely dependent on the agreements the government is able to secure with the EU and other countries.
- The global environment is also riddled with uncertainty, with repercussions for financial market volatility and long-term interest rates. Donald Trump's victory in the US general election and Brexit are symptomatic of the popular disaffection with globalisation trends. The potential rise in protectionism could dampen global growth prospects and therefore inflation. Financial market volatility will remain the norm for some time.
- However, following significant global fiscal and monetary stimulus, the short term outlook for the global economy is somewhat brighter than earlier in the year. US fiscal stimulus is also a possibility following Trump's victory.
- Recent data present a more positive picture for the post-Referendum UK economy than predicted due to continued strong household spending.
- Over the medium term, economic and political uncertainty will likely dampen investment intentions and tighten credit availability, prompting lower activity levels and potentially a rise in unemployment.
- The currency-led rise in CPI inflation (currently 1.0% year/year) will continue, breaching the target in 2017, which will act to slow real growth in household spending due to a sharp decline in real wage growth.
- The depreciation in sterling will, however, assist the economy to rebalance away from spending. The negative contribution from net trade to GDP growth is likely to diminish, largely due to weaker domestic demand. Export volumes will increase marginally.
- Given the pressure on household spending and business investment, the rise in inflation is highly unlikely to prompt monetary tightening by the Bank of England, with policymakers looking through import-led CPI spikes to the negative effects of Brexit on economic activity and, ultimately, inflation.
- Bank of England policymakers have, however, highlighted that excessive levels of inflation will not be tolerated for sustained periods. Given this view and the current inflation outlook, further monetary loosening looks less likely.

Forecast:

- Globally, the outlook is uncertain and risks remain weighted to the downside. The UK domestic outlook is uncertain, but likely to be weaker in the short term than previously expected.
- The likely path for Bank Rate is weighted to the downside. The Arlingclose central case is for Bank Rate to remain at 0.25%, but there is a 25% possibility of a drop to close to zero, with a very small chance of a reduction below zero.
- Gilt yields have risen sharply, but remain at low levels. The Arlingclose central case is for yields to decline when the government triggers Article 50.

	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Average
Official Bank Rate														
Upside risk	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.25	0.25	0.25	0.25	0.25	0.12
Arlingclose Central Case	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Downside risk	0.25	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.40
3-month LIBID rate														
Upside risk	0.05	0.05	0.10	0.10	0.10	0.15	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.18
Arlingclose Central Case	0.25	0.25	0.25	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.29
Downside risk	0.20	0.25	0.25	0.25	0.30	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.34
1-yr LIBID rate														
Upside risk	0.10	0.10	0.15	0.15	0.15	0.20	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.23
Arlingclose Central Case	0.60	0.50	0.50	0.50	0.50	0.50	0.50	0.60	0.70	0.85	0.90	0.90	0.90	0.65
Downside risk	0.10	0.15	0.15	0.15	0.20	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.24
5-yr gilt yield														
Upside risk	0.25	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.39
Arlingclose Central Case	0.50	0.40	0.35	0.35	0.35	0.40	0.40	0.40	0.45	0.50	0.55	0.60	0.65	0.45
Downside risk	0.30	0.45	0.45	0.45	0.45	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.47
10-yr gilt yield														
Upside risk	0.30	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.39
Arlingclose Central Case	1.15	0.95	0.85	0.85	0.85	0.85	0.85	0.90	0.95	1.00	1.05	1.10	1.15	0.96
Downside risk	0.30	0.45	0.45	0.45	0.45	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.47
20-yr gilt yield														
Upside risk	0.25	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.39
Arlingclose Central Case	1.70	1.50	1.40	1.40	1.40	1.40	1.40	1.45	1.50	1.55	1.60	1.65	1.70	1.75
Downside risk	0.40	0.55	0.55	0.55	0.55	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.57
50-yr gilt yield														
Upside risk	0.25	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.39
Arlingclose Central Case	1.60	1.40	1.30	1.30	1.30	1.30	1.30	1.35	1.40	1.45	1.50	1.55	1.60	1.41
Downside risk	0.40	0.55	0.55	0.55	0.55	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.57

Existing Investment & Debt Portfolio Position

A. Short Term Position					
A1 Temporary Loans					
Lender	Interest paid gross of fee	Type	Date Borrowed	To be Repaid	Period end Balance
Newark & Sherwood Homes	0.23%	Call	n/a	n/a	1,997,830
Southwell LC Trust	0.23%	7 day notice	n/a	n/a	141,237
Active4Today	0.23%	Call	n/a	n/a	702,950
Total Temporary Loans				(a)	2,842,017
A2 Temporary Investments					
Borrower	Interest Rate	Type	Date Invested	To be Repaid	Period end Balance
NatWest SIBA Account	0.25%	Call	n/a	n/a	0
Santander	0.40%	Call	n/a	n/a	0
Santander	0.90%	180 Day Notice	15/01/2016	n/a	5,000,000
Handelsbanken	0.00%	Call	n/a	n/a	5,000
Goldman Sachs Treasury Money Market Fund	0.23%	Call	n/a	n/a	9,784,000
Deutsche Bank Sterling Money Market Fund	0.22%	Call	n/a	n/a	9,840,000
Lloyds TSB	0.32%	32 Day Notice	n/a	n/a	5,000,000
Total Temporary Investments				(b)	29,629,000
Bank Balance 31st December 2016				(c)	17,238
A3 Short Term Position - Net Invested/(Borrowed)				(d)=(b+c-a)	26,804,221
Average variable rate earned to date	0.52%				
Average fixed rate earned to date		no current fixed rate investments			
<i>Note - This excludes the Glitnir deposit</i>					
B. Long Term Position					
B1 Long Term Loans					
	Average Interest Rate	Type	Date Borrowed	To be Repaid	
Public Works Loans Board (35 loans)	4.41%	Maturity	Various	Various	71,078,000
Public Works Loans Board (21 loans)	9.06%	Annuity	Various	Various	554,699
Barclays Bank (4 loans)	4.09%	Maturity	Various	Various	13,000,000
BAe Systems Pension Funds (2 loans)	3.75%	LOBO	01-Dec-11	01-Dec-16	3,500,000
Total Long Term Loans				(e)	88,132,699
Please note the interest rate for long term loans is an average of the total loans for each category					
B2 Long Term Investments					
	Interest Rate	Type	Date Borrowed	To be Repaid	
None					
Total Long Term Investments				(f)	0
B3 Net Long Term Position				(g) (e-f)	88,132,699
C. Net Indebtedness					
				(g)-(d)	61,328,478

PAY POLICY STATEMENT 2017/18

1.0 Purpose of Report

1.1 To approve the content of the Pay Policy Statement for 2017/18.

2.0 Background Information

2.1 In accordance with Section 38 (1) of the Localism Act 2011, Newark and Sherwood District Council along with all other English and Welsh local authorities were required to produce a Pay Policy Statement for 2012/13 and for each financial year thereafter. In complying with the duties in respect of pay accountability the Council must have regard to any guidance issued or approved by the Secretary of State in summary:

2.1.1 A Pay Policy Statement for a financial year must set out the authority's policies for the financial year relating to:

- the remuneration of the authority's lowest-paid employees (together with a definition of "lowest-paid employees") and the reasons for adopting that definition;
- the relationship between remuneration of Chief Officers and that of other officers (pay multiples); and
- the remuneration of Chief Officers.

2.1.2 The statement should also set out the authority's policies for the financial year relating to:

- a) the levels and elements of remuneration for each Chief Officer;
- b) remuneration of Chief Officers on recruitment;
- c) increases and additions to remuneration for each Chief Officer;
- d) the use of performance related pay for each Chief Officer;
- e) the use of bonuses for each Chief Officer;
- f) the approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the authority, and
- g) the publication of and access to information relating to remuneration of Chief Officers.

2.1.3 The term 'remuneration' covers:

- a) the salary or the amount payable in the case of Chief Officers engaged by the authority under a contract for services;
- b) payments made by the authority to the Chief Officers for those services;
- c) any bonuses payable by the authority to Chief Officers;
- d) any charges, fees or allowances payable by the authority to Chief Officers;
- e) any benefits in kind to which the Chief Officers are entitled as a result of the Chief Officer's office or employment;
- f) any increase in or enhancement of the Chief Officer's pension entitlement where the increase or enhancement is as a result of a resolution of the authority; and
- g) any amounts payable by the authority to the Chief Officer on the Chief Officer ceasing to hold office under or be employed by the authority other than amounts that may be payable by virtue of any enactment.

- 2.2 Existing legislation already required the Council to publish statements relating to certain elements of officer remuneration, details of which are set out below:
- regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 requires an authority to formulate, review and publish its policy on making discretionary payments on early termination of employment;
 - regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008 requires the Council to publish its policy on increasing an employee's total pension scheme membership and on awarding additional pension.

Appropriate links to published policies and information are included within the Pay Policy Statement.

- 2.3 The Transparency Code also carries specific legal requirements to publish pay multiples, a list of employees with remuneration above £50k (in brackets of £5k), names of employees earning in excess of £150k and an organisation chart for the top 3 tiers of the organisation which includes details regarding levels of responsibility for people/budget and services.
- 2.4 Guidance issued by the Department for Communities and Local Government (DCLG) during 2013/2014 set out the arrangements for approval of severance packages in excess of £100,000. The 2014/2015 pay policy statement adopted by the Council included arrangements for approving severance packages over £75,000 and arrangements for delegation regarding Settlement Agreements.
- 2.5 The DCLG also issued guidance during March 2015 regarding the use of severance agreements and 'off payroll' arrangements. Following receipt of the guidance the policy was updated to include a specific paragraph around the use of 'off payroll' arrangements.

3.0 Proposals

3.1 Summary of Changes to the 2017/18 Pay Policy Statement

3.1.1 Changes to the pay policy statement have been summarised below:

- the statement has been updated to reflect revisions to the Living Wage recommended by the Living Wage Foundation during November 2016 (increase from £8.25 to £8.45 per hour); and
- updates to salary scales to reflect recent pay awards;
- updates to Market Supplements paragraph to reflect national guidance;
- insertion of additional clause regarding arrangements for pay for officers engaged on JNC terms carrying out a corporate (as opposed to Business Manager) role at senior level below the post of Director.

3.2 Current Status

A copy of the Pay Policy Statement has been appended to this report for review (refer to **Appendix A** - please note that links to relevant documents will be inserted into the Statement (as is currently) when the document is published on the Council's website).

3.3 Consultations

A summary of negotiations/consultations that will impact on the contents of the Pay Policy Statement within the financial year are summarised below.

3.3.1 Pay Negotiations

Members will recall that previous negotiations relating to pay for officers engaged on JNC/NJC terms included a two year deal. A summary of the % increase agreed for the forthcoming financial year has been included below:

Chief Officers (to include Deputy Chief Executive/Directors/Business Managers graded NS17)

- One per cent on basic salary with effect from 1 April 2017

NJC (to include Business Managers graded up to NS16 and all other employees of the Council)

From 1 April 2017:

- On SCP 6, £500 (equivalent to 3.4%)
- On SCP 7, £500 (equivalent to 3.4%)
- On SCP 8, £475 (equivalent to 3.2%)
- On SCP 9, £400 (equivalent to 2.6%)
- On SCP 10, £375 (equivalent to 2.5%)
- On SCP 11, £300 (equivalent to 1.9%)
- On SCP 12, £300 (equivalent to 1.9%)
- On SCP 13, £300 (equivalent to 1.9%)
- On SCP 14, £300 (equivalent to 1.8%)
- On SCP 15, £300 (equivalent to 1.8%)
- On SCP 16, £250 (equivalent to 1.5%)
- On SCP 17, £225 (equivalent to 1.3%)
- On SCPs 18 and above, 1.0%

Increases agreed as part of the negotiation have already been included within the Council's budget.

A review of the Pay Spine for officers engaged on NJC terms is currently ongoing at a national level. The aim of the review is to develop a new Pay Spine suitable for implementation from the 1st April 2018 that would be compliant with the National Living Wage and address the issue of pay differentials. In the event that an agreement cannot be reached with the Trades Unions an advisory Pay Spine will be made available for local implementation.

3.3.2 Exit Payment Recovery Regulations

On 20 December 2015 the government issued a consultation on the draft regulations giving effect to powers in the Small Business, Enterprise and Employment Act 2015, which allow for the recovery of exit payments when a public sector employee earning over £80,000 returns to the public sector after exit. The consultation closed on 25 January 2016.

Although it was originally intended to bring the regulations in last year there has been some slippage in the timetable. The most up to date information confirms that a draft was due to be laid before Parliament either just before or after the New Year with an effective date anticipated early 2017. No further updates have been received on this matter since December.

The Council will continue to monitor the position and ensure that the Pay Policy Statement is amended as necessary once the final regulations and associated guidance documents are published.

3.3.3 Public Sector Exit Payment Cap

A consultation was issued by the government on 31 July 2015 regarding proposals to legislate for a £95,000 cap on the total value of exit payments (which include pay in lieu or notice, redundancy and *ex gratia* payments) made to an individual in relation to their exit from public sector employment. The consultation closed on 27 August 2015.

A Statutory Instrument was laid before parliament on 24 January 2017 which brings s41 of the Enterprise Act 2016 into force on 1 February 2017 (this is an enabling provision which allows the cap regulations to be made). Final details regarding the regulations and associated guidance is now awaited from East Midlands Councils and once received the Pay Policy Statement along with any other associated policies/procedures will be updated to reflect legislative requirements.

4.0 Policy & Finance Committee

4.1 The Pay Policy Statement was considered by the Policy and Finance Committee at their meeting on the 23 February 2017. Following consideration it was agreed that:

- a) the Pay Policy Statement for 2017 be recommended to the Council for approval; and
- b) the Committee receive a report during 2017/18 which reflected on the difference between the National Living Wage and the Living Wage Foundation and set out the implications for the Council if it were to move towards the National Living Wage.

5.0 Equalities Implications

5.1 This policy has been developed with due regard and consideration for other policies, procedures and agreements currently in operation within the Council and follows the completion of an equality impact assessment, details of which are held in Human Resources. Given that the changes proposed to the policy are fairly minimal no adverse implications have been noted.

6.0 Impact on Budget/Policy Framework

6.1 The financial effects of the pay policy are reflected in the Council's budget as presented to the Policy and Finance Committee on 23 February 2017.

7.0 Comments of S151 Officer

7.1 Refer to comments set out under section 6 of this report. Should any changes be made to the Pay Policy as a result of changing legislation, the impact on the Council's budget will be considered at that time.

8.0 RECOMMENDATION

That the Pay Policy Statement for 2017 be approved, subject to any necessary revisions.

Background Papers

Localism Act 2011

The Code of Recommended Practice for Local Authorities on Data Transparency

Localism Act: Openness and accountability in local pay: Guidance under section 40 of the Localism Act - February 2012

Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act 2011 – Supplementary Guidance - February 2013

Local Government Transparency Code 2014

DCLG – Use of severance agreements and off payroll arrangements - March 2015

For further information please contact Tracey Mellors on extension 5219.

A.W. Muter
Chief Executive

T.J. Mellors
Business Manager – HR, OD and Legal Services

NEWARK AND SHERWOOD DISTRICT COUNCIL

Pay Policy Statement

1. Introduction

1.1 This document sets out a Statement of Pay Policy for Newark and Sherwood District Council (the Council) for 2017/18 as required under Section 38 (1) of the Localism Act 2011. The Pay Policy Statement includes details about the remuneration of Chief Officers at the time of recruitment as well as arrangements relating to increases and additions to remuneration, the level and elements of remuneration including salary, bonuses and benefits in kind, the use of performance related pay and bonuses as well as the approach to the payment of Chief Officers on ceasing to hold office. The Statement also considers the lowest pay and median pay levels in the organisation.

2. Objectives of the Policy

2.1 The objectives of the policy are to:

- ensure transparency in respect of the arrangements for rewarding staff in the organisation and fairness in respect of the reward relationship between the highest and lowest paid; and
- ensure that all decisions on pay and reward for Chief Officers comply with the parameters defined within this Pay Policy Statement.

3. Policy Statement

3.1 The Council recognises the importance of administering pay in a way that:

- attracts, motivates and retains appropriately talented people needed to maintain and improve the Council's performance and meet future challenges;
- reflects the market for comparable jobs, with skills and competencies required to meet agreed delivery and performance outcomes;
- operates within the provisions of Chief Officers pay and conditions as set out in the Joint Negotiating Committee for Chief Executives and Chief Officers of Local Authorities;
- operates within the provisions of the national agreement on pay and conditions of service as set out in the National Joint Council for Local Government Services; and
- is affordable and transparent.

4. Scope of the Policy

4.1 Individuals Affected

This policy covers all employees within the organisation including those defined as Chief Officers within Section 2 of the Local Government and Housing Act 1989.

4.2 Council Policies

4.2.1 This statement sets out the Council's policy with regards to:

- the remuneration of the authority's lowest-paid employees (together with a definition of "lowest-paid employees") and the reasons for adopting that definition;
- the relationship between remuneration of Chief Officers and that of other officers (pay multiples); and
- the remuneration of Chief Officers.

4.2.2 The statement also sets out the Council's policy in relation to:

- a) the levels and elements of remuneration for each Chief Officer;
- b) remuneration of Chief Officers on recruitment;
- c) increases and additions to remuneration for each Chief Officer;
- d) the use of performance related pay for each Chief Officer;
- e) the use of bonuses for each Chief Officer;
- f) the approach to the payment of Chief Officers on their ceasing to hold office or being employed by the authority, and
- g) the publication of and access to information relating to remuneration of Chief Officers.

4.3 Pay Bargaining - the National Context

4.3.1 The Council is a member of the Local Government Employers Association for national collective bargaining purposes in respect of Chief Executives, Chief Officers and other employees of the Council. Separate negotiations and agreements are in place for each of these groups. Changes arising from national negotiations linked to remuneration generally take effect from 1 April each year and on occasions when negotiations conclude after this day any amendments to pay become retrospective to 1 April.

4.3.2 In accordance with the terms and conditions of employment for Council employees it is the Council's policy to implement national agreements regarding pay. In circumstances where nil pay is awarded as part of the collective bargaining process the Council will apply the same principle.

4.4 Remuneration of the Council's Lowest Paid Employees

4.4.1 All posts with the exception of Chief Officers engaged on JNC terms are evaluated using the Greater London Provincial Council (GLPC) Job Evaluation Scheme. This scheme was introduced during 2005 following the conclusion of single status negotiations. At the same time the Council also introduced a new grading structure to establish the link between evaluated posts and the Council's pay scales.

4.4.2 For the purpose of this policy the Council's "lowest paid employees" are defined as those employees on the lowest pay point available for use by the Council for substantive roles as determined through use of the approved job evaluation scheme and grading structure. This does not include grades or pay points set aside as trainee or development scales but relates to the minimum point for a competent employee appointed in to a defined role.

4.4.3 In accordance with the current pay scales the lowest substantive point at which a Council officer can be paid is £15,014. This is in accordance with the nationally approved pay scales which are subject to change in line with the national collective bargaining arrangements as detailed earlier within the policy.

4.5 Living Wage

4.5.1 In April 2013 the Council adopted a policy of paying all employees a Living Wage through the application of a pay supplement to fund the difference between the hourly rates (defined at the lowest substantive point at which a Council officer can be paid i.e. £7.80 per hour) and the Living Wage set by the Living Wage foundation (currently set at £8.45 per hour). By adopting this policy the Council ensure that the lowest paid employees (refer to definition at 4.4) receive at least the Living Wage for each hour that they work.

4.5.2 The Living Wage to be applied during the 2017/18 financial year will be the rate set out above. In the event that the Living Wage increases in year as part of the annual review conducted by the Living Wage Foundation the Council will have regard to this when developing the pay policy statement for the 2018/19 period.

4.6 Pay Multiples

4.6.1 The Council does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts. The use of multiples cannot capture the complexities of a dynamic and highly varied workforce in terms of job content and skills required. Nor can it ensure that employees are treated fairly and equitably in respect of the value and level of a role that they undertake.

4.6.2 In terms of overall remuneration packages the Council's policy is to differentiate by setting different levels of basic pay to reflect the level of responsibility in line with the approved job evaluation scheme or as determined locally for Chief Officers engaged on JNC terms.

4.6.3 In determining pay for Chief Officers engaged on JNC terms, the Council would not expect remuneration of its highest paid employee to exceed **10** times that of the lowest group of employees, nor would the Council expect the remuneration of the highest paid employee to exceed **7** times that of the median¹ average earnings across the Council.

Pay multiples document [\[link to document to be inserted\]](#)

5. Remuneration of Chief Officers

5.1 For the purpose of this policy Chief Officer includes Chief and Deputy Chief Officers as defined by Section 2 of the Local Government and Housing Act 1989, some of whom may not be employed on Chief Officers' terms and conditions of service. For ease of reference a list of posts to which this policy applies along with the relevant sub sections of the Local Government and Housing Act 1989 has been set out below:

¹ Within the Hutton Review it was suggested that the most appropriate pay multiple to track is that of top executive earnings to the median earnings of each organisation's workforce. Refer to para 2 Hutton Review of Fair Pay in the Public Sector: Final report (March 2011).

- Chief Executive/Head of Paid Service (Section 2 (6) of the Act);
- Deputy Chief Executive (Section 2 (6) and (7) of the Act);
- Directors (Section 2 (7) of the Act);
- Statutory Officers (Section 2 (6) of the Act);
- Business Managers (Section 2 (8) of the Act).

5.2 For the purpose of this policy the term remuneration includes:

- a) the salary or the amount payable in the case of Chief Officers engaged by the authority under a contract for services;
- b) payments made by the authority to the Chief Officers for those services;
- c) any bonuses payable by the authority to Chief Officers
- d) any charges, fees or allowances payable by the authority to Chief Officers;
- e) any benefits in kind to which the Chief Officers are entitled as a result of the Chief Officer's office or employment;
- f) any increase in or enhancement of pension entitlement where the increase or enhancement is as a result of a resolution of the authority, and
- g) any amounts payable by the authority to a Chief Officer on ceasing to hold office under or be employed by the authority, other than amounts that may be payable by virtue of any enactment.

5.3 Chief Executive/Head of Paid Service

5.3.1 Terms and Conditions of Service

The Chief Executive is engaged on Local Authority Chief Executives conditions of service, negotiated by the Joint Negotiating Committee (JNC). The Chief Executive also assumes the role of Head of Paid Service on behalf of the Council.

Terms and Conditions for Chief Executive [\[link to document to be inserted\]](#)

5.3.2 Remuneration

In line with the nationally agreed terms the salary paid to a Chief Executive is determined locally by the employing authority.

The current salary scale for the post of Chief Executive was determined prior to the appointment of the current post holder having regard to the labour market rate for the position of a Chief Executive of a district of this size coupled with local market factors relating to salary. This included arrangements for annual incremental progression until such time as the post holder reached the top of the scale.

Details in relation to the current salary scale for the Chief Executive are set out below:

Scale point 1 £96,589
 Scale point 2 £106,948
 Scale point 3 £115,770

Note: The role of Head of Paid Service forms an integral part of the Chief Executive's role and is rewarded as part of the substantive role.

5.3.3 Remuneration on Recruitment

When determining the most appropriate scale point at which to offer the post, consideration is given to the individual's qualifications, experience and current level of remuneration (where appropriate). Having considered all of these factors the panel will then determine the most appropriate scale point at which to make an offer to the successful candidate so as to ensure that the offer is attractive and one which is likely to be accepted.

In the event that the post of Chief Executive became vacant a report including recommendations relating to the salary scale to be applied in these circumstances would be submitted to full Council for their consideration before the post was advertised.

5.3.4 Increases and Additions to Remuneration

- Incremental Progression
Once an officer has been appointed they will receive annual increments until such time as they reach the top of the salary scale subject to achieving satisfactory annual performance assessments.
- Pay Awards
Any pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.
- Expenses
In accordance with nationally agreed terms the Council shall pay reasonable out-of-pocket expenses actually incurred.

5.3.5 Arrangements for the Post of Returning Officer

In accordance with the national agreement the Chief Executive is entitled to receive and retain the personal fees arising from performing the duties of Returning Officer, Acting Returning Officer, Deputy Returning Officer or Deputy Acting Returning Officer and similar positions which he or she performs subject to the payment of pension contributions thereon, where appropriate.

In accordance with the agreement the Chief Executive's salary is deemed to be inclusive of all other fees and emoluments with the exception of Returning Officer duties where separate policy arrangements apply. Details of the policy relating to the appointment and remuneration of Returning Officer are set out below.

The Chief Executive has been formally appointed to act as the Council's Returning Officer. This extends to the role of Deputy Acting Returning Officer for UK Parliamentary Elections, Local Returning Officer for European Parliamentary Elections and Nottinghamshire Police and Crime Commissioner Elections and Counting Officer for any national referendums. The fees associated with these elections are determined nationally by the Ministry of Justice/Home Office.

The Chief Executive also acts as Deputy Returning Officer for Nottinghamshire County Council elections, fees for which are determined by Nottinghamshire County Council. These appointments are independent of the Council.

For local government elections the Returning Officer can claim specific fees which are determined on a local county wide basis across Nottinghamshire having regard to the fees set for national elections.

5.3.6 General Terms and Conditions

In accordance with the national agreement the Chief Executive shall enjoy terms and conditions in all other respects no less favourable than those accorded to other officers employed by the Council.

5.4 Deputy Chief Executive/Directors/Business Managers graded at NS17 on JNC terms

5.4.1 Terms and Conditions of Service

The Deputy Chief Executive and Directors are all engaged on the Conditions of Service for Chief Officers of Local Authorities negotiated by the Joint Negotiating Committee (JNC). Some Business Managers graded at NS17 are also engaged on these terms. In addition to the above some of the post holders assume a statutory role which is recompensed in accordance with the Statutory Officers' Honorarium Scheme.

Terms and Conditions for Chief Officers [[link to document to be inserted](#)]
Statutory Officers Honorarium Scheme [[link to document to be inserted](#)]

5.4.2 Remuneration

In line with the nationally agreed terms the salary paid to the Deputy Chief Executive or a Director is determined locally by the employing authority.

The current salary scale for Chief Officers engaged on Chief Officer's terms is set out below.

5.4.3 Pay Scale for Deputy Chief Executive

Scale point 1	£87,239
Scale point 2	£88,388
Scale point 3	£92,610
Scale point 4	£95,422

Note: The role of Deputy Head of Paid Service forms an integral part of the Deputy Chief Executive's role and is rewarded as part of the substantive role.

5.4.4 Pay Scale for Directors

Scale point 1	£67,633
Scale point 2	£69,974
Scale point 3	£72,835
Scale point 4	£75,176
Scale point 5	£78,038

A list of posts included for the purpose of this policy has been set out below:

Director – Community
Director – Customers
Director – Resources
Director – Safety

5.4.5 Pay Scale for Business Managers/Senior Officers (NS17) engaged on JNC terms

Zone 1/SCP1 £45,782
Zone 1/SCP2 £46,823
Zone 1/SCP3 £47,863
Zone 1/SCP4 £48,903

Zone 2/SCP1 £49,944
Zone 2/SCP2 £50,985
Zone 2/SCP3 £52,025
Zone 2/SCP4 £53,065

Zone 3/SCP1 £54,106
Zone 3/SCP2 £55,146
Zone 3/SCP3 £56,187
Zone 3/SCP4 £57,228

The arrangements for assigning officers to Zones are included in the Pay and Grading Arrangements document [\[link to document to be inserted\]](#) for Officers engaged on JNC Chief Officer Terms and Conditions of Service.

A list of post holders engaged under JNC terms has been included below:

Business Manager - Economic Growth
Business Manager - Environmental Health
Business Manager - Finance
Business Manager - Growth and Regeneration
Business Manager - HR, OD and Legal Services
Business Manager - Revenues and Benefits
Business Manager - Sports and Arts Development
Business Manager - Strategic Housing
Business Manager - Waste, Litter and Recycling

Should the Council appoint senior officers on JNC terms to carry out a Corporate role outside of the Business Manager structure these officers will be paid at a % of the Director pay scales. The % may differ according to the content of the job role, prevailing rates of pay for comparator roles and equality considerations.

5.4.6 Remuneration on Recruitment/Appointment

When determining the most appropriate scale point at which to offer a post consideration is given to the individual's qualifications, experience and current levels of remuneration (where appropriate). Having considered all of these factors the panel will then determine the most appropriate scale point at which to make an offer to the successful candidate so as to ensure that the offer is attractive and one which is likely to be accepted.

In circumstances where Business Managers are offered revised terms of employment on JNC conditions of service they will be aligned to the nearest highest pay point on the pay scale if they are appointed to Zone 1 or to the lowest scale point if they are appointed to Zone 2 or 3.

5.4.7 Increases and additions to Remuneration

- Incremental Progression

Incremental progression within the Director scale is by annual increment until the top point of the grade is reached. Before an annual increment is awarded, it must be clearly evidenced that Director:

- Have made satisfactory progress against the targets set in their previous performance appraisal;
- Demonstrates, continues to demonstrate or has made substantial progress towards achieving the Council's defined competences for a post at the Director level.

Compliance with these requirements will be assessed through the Council's performance management and appraisal mechanisms, and a decision on whether an annual increment will be paid (where applicable) will be made as part of that process.

Full details of the Pay and Grading Arrangements for Officers engaged on JNC Chief Officer Terms and Conditions of Service can be accessed by following the attached link: [link to document to be inserted].

Once a Business Manager has been appointed to JNC conditions of service they will receive annual increments until such time that they reach the top of the salary scale subject to achieving satisfactory annual performance assessments.

- Pay Awards

Any pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.

- Honoraria and Ex-gratia Payments

The Council currently operates an honorarium scheme for officers undertaking statutory officer roles. There are three statutory officer roles within the Council, details of which are set out below:

- Head of Paid Service
- Monitoring Officer *
- Chief Finance Officer (commonly referred to as the Section 151 Officer)

**No Honorarium is paid for carrying out these duties at the substantive level but a payment is made for deputising at this level.*

In addition to the above the scheme also outlines the arrangements for recompensing officers that assume the role of Deputy Monitoring Officer and S151 Officer.

Details of the scheme including information relating to the post holders that are currently in receipt of such payments can be accessed by following the attached link: [\[link to document to be inserted\]](#)

- Expenses

In accordance with the national agreement the Council shall pay reasonable out-of-pocket expenses actually incurred.

5.4.8 Arrangements for Election Duties

In accordance with the national agreement Officers are entitled to receive and retain the personal fees arising from carrying out the duties of Deputy Returning Officer and/or Deputy Acting Returning Officer (where applicable).

5.4.9 General Terms and Conditions

In accordance with the national agreement except whether other terms and conditions are referred to in the agreement the Deputy Chief Executive and Directors shall enjoy terms and conditions not less favourable than those accorded to other officers employed by the Council.

5.4.10 Appointment of Officers to JNC Terms and Conditions of Appointment

In circumstances where a Business Manager post is evaluated under the Council's approved Job Evaluation Scheme and receives a score of 739 they will be offered a revised contract of employment on JNC terms. If they accept the offer they will be subject to the Pay and Grading Arrangements for Officers engaged on JNC Chief Officer Terms and Conditions of Service.

5.4.11 Arrangements Regarding Collaboration

If an opportunity for shared services arises under the Gedling, Newark and Sherwood, Rushcliffe (GNSR) collaboration agreement this may impact on terms and conditions of employment including salary levels should an officer take on responsibility for managing a service(s) across more than one Council. If there are any changes that arise in year that fall outside the parameters of the Pay Policy Statement it is proposed that these changes be approved by the Policy and Finance Committee.

5.5 Business Managers

5.5.1 Terms and Conditions of Service

A number of the Business Managers are engaged on the National Agreement on Pay and Conditions of Service negotiated by the National Joint Council for local government services commonly referred to as NJC or Green Book terms.

A list of post holders engaged under NJC terms has been included below.

Business Manager – Administration
Business Manager – Community Safety

Business Manager – Customer Services and External Communications
 Business Manager – Democratic Services
 Business Manager – Housing Options, Energy & Home Support
 Business Manager – ICT
 Business Manager – Heritage, Culture and Visitors
 Business Manager – Parks & Amenities
 Business Manager – Planning Policy

Terms and conditions relating to Chief Officers that assume the role of Business Manager is available within the National Agreement on Pay and Conditions of Service document [\[link to document to be inserted\]](#).

5.5.2 Remuneration

In line with the nationally agreed terms the Council have adopted the Greater London Provincial Council (GLPC) Job Evaluation Scheme. The scheme became effective on the 1st October 2005 following completion of the negotiations relating to single status.

The Council also has a pay policy outlining arrangements in respect of:

- Protection of Earnings
- Standby Payments
- Call-out Payments
- Weekend Working
- Night Working
- Shift Allowances
- Overtime Rates
- Bank Holiday Working
- Market Supplements (which includes arrangements for officers engaged on JNC terms)

[\[link to document\(s\) referenced above to be inserted\]](#)

The current salary scale for Business Managers engaged on NJC terms is set out below.

Scale/Band	Min SCP/Salary	Medium SCP/Salary	Maximum SCP/Salary	Post
NS13	40 – £35,444	41 - £36,379	42 - £37,306	Business Manager – Administration
NS15	46 – £41,025	47 - £41,967	48 - £42,899	Business Manager – Democratic Services Business Manager – ICT Business Manager – Parks & Amenities Business Manager – Planning Policy
NS16	49 - £43,821	50 - £44,718	51 - £45,656	Business Manager – Community Safety Business Manager – Customer Services and External Communications Business Manager – Heritage, Culture and Visitors

				Business Manager – Housing Options, Energy and Home Support
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Note: Changes to grade may occur in year as a consequence of revisions to job description(s) requiring re-evaluation of the post under the terms of the current job evaluation scheme.

5.5.3 Remuneration on Recruitment

When determining the most appropriate scale point at which to offer a post consideration is given to the individuals qualifications, experience and current levels of remuneration (where appropriate). Having considered all of these factors the panel comprising of a Deputy Chief Officer or above will then determine the most appropriate scale point at which to make an offer to the successful candidate so as to ensure that the offer is attractive and one which is likely to be accepted.

5.5.4 Increases and Additions to Remuneration

- Incremental Progression

Once an officer has been appointed they will receive annual increments until such time that they reach the top of the salary scale subject to achieving satisfactory annual performance assessments.

- Pay Awards

Any pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.

- Honoraria and Ex Gratia Payments

- Statutory Officers

The Council currently operates an honorarium scheme for certain officers undertaking statutory officer roles or deputising in those roles (see ante). There are three statutory officer roles within the Council, details of which are set out below:

- Head of Paid Service
- Monitoring Officer
- Chief Finance Officer commonly referred to as the Section 151 Officer)

In addition to the above the scheme also outlines the arrangements for recompensing officers that assume the role of Deputy Monitoring and Deputy S151 Officer. Ordinarily these roles are undertaken by Chief Officers engaged on JNC terms, however the scheme allows for officers engaged on NJC terms to undertake these roles as may be necessary from time to time.

Details of the scheme including information relating to the post holders that are currently in receipt of such payments can be found in the Statutory Officers Honorarium document [\[link to document to be inserted\]](#)

- Other

Officers engaged on NJC conditions of service may in some circumstances receive honorariums/ex gratia payments as a consequence of undertaking duties in part or full at a higher level. The amount payable will be different according to each individual set of circumstances to be determined by the respective Director in conjunction with the Human Resources Section. Further details relating to the terms outlined within the NJC

conditions of service can be accessed by following the attached link [\[link to document to be inserted\]](#).

- Market Supplements

The Council recognises that financial pressures and pay restraints have impacted on the ability of public sector employers to compete in the labour market. Where the Council finds it difficult to recruit to specific posts and / or retain employees in those posts, the payment of a Market Supplement to base salary may be necessary as set out within the single status agreement. Typically, a Market Supplement is paid where the 'going rate' for a specific job or specialism is higher than that offered by the Council and it has been unable to recruit/or is struggling to retain current post-holders as a result. In circumstances where this does occur the Council will follow the approved policy recently updated in accordance with national guidance. [\[link to document to be inserted\]](#)

- Expenses

In accordance with the agreement the Council shall pay reasonable out-of- pocket expenses actually incurred.

Meals and Accommodation Charges

Officers will receive subsistence rates based upon the approved rates. Further details in relation to current rates can be found in the Guidance on Travel and Subsistence Allowance [\[link to document to be inserted\]](#).

5.5.5 Arrangements for Election Duties

In accordance with the national agreement Officers are entitled to receive and retain the personal fees arising from carrying out the duties of Deputy Returning Officer and/or Deputy Acting Returning Officer (where applicable).

5.5.6 General Terms and Conditions

Parts 2 and 3 of the green book including localised arrangements can be found in the National Agreement on Pay and Conditions of Service document [\[link to document to be inserted\]](#).

5.6 General Policies in relation to Remuneration and Recruitment

These policies apply irrespective of status and/or terms that officers of the Council are engaged on.

5.6.1 Performance Related Pay and Bonuses

The Council does not currently operate any form of performance related pay or bonus schemes.

5.6.2 Benefits in Kind

The Council does not currently provide any form of benefits in kind to employees engaged by the Council.

5.6.3 *The Local Government Pension Scheme and Policies with regard to exercise of discretion.*

All employees of the Council have the option to join the Local Government Pension Scheme (LGPS). The scheme is a statutory scheme and operates on the basis of employee/employer contributions with employee contribution rates differing according to earnings. Details of the scheme including current contribution rates can be accessed by following the attached link. www.lgps2014.org

The scheme provides for exercise of discretion that allow for retirement benefits to be enhanced. The Council will consider each case on its own merits in accordance with the parameters defined within the policy.

Details in relation to any discretion that may be afforded in respect of pension augmentation can be found in the Redundancy and Discretionary Compensation Policy [link to document to be inserted]. This policy applies to all officers of the Council irrespective of their status.

5.6.4 *Payment of Chief Officers on Their Ceasing to Hold Office Under or to be Employed by the Council*

Arrangements relating to the provision of termination payments for the loss of office for Chief Officers and all other officers leaving the authority on the grounds of redundancy, efficiency and early retirement are outlined in the Council's policy. Details in relation to any discretion that may be afforded in respect of pension augmentation can be found in the Redundancy and Discretionary Compensation Policy [link to document to be inserted]. This policy applies to all officers of the Council irrespective of their status.

5.6.5 *Severance Packages over £75,000*

Where a member of staff applies for voluntary redundancy or early retirement or is made compulsorily redundant the pension and redundancy entitlements are determined by the Chief Executive in consultation with the Discretionary Payments Panel which is made up of the Chief Executive, the Section 151 Officer and another Chief Officer. Where appropriate the panel may comprise the nominated deputy for the Chief Executive or the Section 151 Officer.

Appeals against a decision of the Discretionary Payments Panel will normally be determined by an appeal panel comprising either the Chief Executive, their nominated deputy, the Section 151 Officer, their nominated deputy or another Chief Officer provided that they have not been involved in the initial determination. However in the case of Chief Officers any appeal shall be determined by the Policy and Finance Committee or a sub-committee appointed on their behalf acting as an appeal panel.

In the case of any voluntary redundancy, compulsory redundancy or early retirement in respect of a member of staff where the cost to the Council exceeds £75,000, the Chief Executive shall not determine the matter until he has first consulted a Member Panel comprising the Leaders of all political groups of the Council.

In determining the "cost to the Council" for the purposes of this policy, the following will be included:

- the cost of early release of pension (pension strain);
- the cost of any pension enhancement;
- the cost of any redundancy payment;
- the cost of any holiday pay, other fees or pay in lieu of notice.

In determining the “*cost to the Council*”, pension benefits which have been bought by the employee will be disregarded.

Note: The Council will also have regard to the Statutory Instrument laid before parliament on the 24 January 2017 which brings s41 of the Enterprise Act 2016 into force on the 1 February 2017 (this is an enabling provision which allows the cap regulations to be made). Final details regarding the regulations and associated guidance is now awaited from East Midlands Councils and once received the Statement along with any other associated policies/procedures will be updated to reflect legislative requirements.

5.6.6 Settlement Agreements

The Chief Executive has delegated authority to determine the terms of Settlement Agreements relating to any member of staff.

In the case of any proposed Settlement Agreement in respect of a Chief Officer, the Chief Executive shall not determine the terms of the Settlement Agreement until he has first consulted a Member Panel comprising the Leaders of all political groups of the Council.

5.6.7 Recruitment of Officers in receipt of a Local Government Pension/Fire Fighters Pension, Severance or Termination Payment

When considering employing individuals in receipt of a local government pension or fire fighter pension the Council is required to have regard to the policy on Pension Abatement as determined by the relevant Administrative Body for the Pension Scheme e.g. Nottinghamshire County Council. It should be noted that the Administrative Body for the purposes of discretion may differ according to the location where the individual was previously employed.

The Council’s current policy in relation to the appointment of former staff as consultants requires that any ex-employee who has taken voluntary redundancy or early retirement be not engaged as a consultant (including under a contract for services) without a formal committee resolution.

The Council will not presume against re-employing former members of staff who have received a payment for redundancy, severance or any other reasons defined under the terms of a settlement agreement if the Council is satisfied that the individual is the best candidate for the post. Likewise the Council will not presume against employing individuals who have received severance or termination payments by another organisation listed on the Redundancy Modifications Order if the Council is satisfied that the individual is the best candidate for the post.

Where appropriate the Council will also have regard to the regulations and any associated guidance notes produced concerning Exit Pay Recovery for officers returning to the public sector follow exit.

This policy applies to all posts that are advertised within the Council irrespective of their status and is in-keeping with the Council's policy on Recruitment and Selection in respect of ensuring equality of opportunity.

5.6.8 Use of "Off Payroll" Arrangements

For the purpose of this policy "off payroll" arrangements refer to individuals engaged directly under a contract for services (rather than employed direct by the Council) operating at the Chief Officer level.

Although the Council will not presume against employing individuals under a contract for services they will only do so in exceptional circumstances for a temporary period of time.

6. Publication and Access to Information

- 6.1 A copy of this document will be published on the Council's website along with any supporting documents referenced within.
- 6.2 In addition the Council also publish data on the internet as part of the wider transparency agenda relating to the publication of senior salary information. For the purpose of this exercise the Council publish details relating to post holders earning £50,000 or above in accordance with the threshold preference expressed by the Government.

7. Equality Impact Assessment

- 7.1 This policy has been developed with due regard and consideration for other policies, procedures and agreements currently in operation within the Council and follows the completion of an equality impact assessment, details of which are held in Human Resources.

8. Approval/Review

- 8.1 Before it takes effect, the pay policy statement has to be approved by a resolution of the Council.
- 8.2 In accordance with existing constitutional arrangements proposed amendments to terms and conditions of employment are referred to the Policy and Finance Committee for consideration and approval, before being referred through to the JCC to allow for consultation and/or negotiation (where appropriate). Approval of Human Resources policies and procedures are delegated to the Head of Paid Service after prior consultation at the Joint Consultative Committee.
- 8.3 Given that the policy statement relates to terms and conditions of employment as well as making reference to Human Resources policies and procedures it is appropriate for the content of the policy to be considered by the Policy and Finance Committee and any amendments made thereto before the policy is referred on to full Council for approval.
- 8.4 Any proposed changes to terms and conditions of employment including salary arising from collaboration activities e.g. shared services will be subject to the prior approval of the Policy and Finance Committee.

- 8.5 A review of the policy statement will take place annually and the contents of the policy referred to full Council for approval in advance of the financial year to which it relates. In certain circumstances it may be necessary to review the policy in year as a consequence of changes to legislation and/or organisational requirements. In the case of legislative changes where the Council has no discretion the policy statement will be automatically amended to reflect the revised legislation. In any case where there is discretion or where it is proposed to make in year changes to reflect organisational requirements such changes may be approved by Policy and Finance.

PROPOSED CHANGES TO THE CONSTITUTION

1.0 Purpose of Report

- 1.1 To consider various amendments to the Council’s Constitution as recommended by the Councillors’ Commission at their meeting held on 22 February 2017.

2.0 Background Information

- 2.1 At their meeting held on 22 February 2017 the Councillors’ Commission considered a number of issues which require changes to the constitution. A summary of these issues and the specific recommendations are set out below.

1. CODE OF CORPORATE GOVERNANCE

- 2.2 The Commission are recommending the adoption of a revised Code of Corporate Governance to reflect the Council’s priorities and to follow the framework and guidance issued by CIPFA and SOLACE in the “Delivering Good Governance in Local Government Framework” and the “Delivering Good Governance in Local Government Guidance Note for English Authorities”.
- 2.3 The overriding objective of the new framework was to ensure that effective arrangements were in place to ensure that the intended outcomes for stakeholders were defined and achieved.
- 2.4 The proposed Code of Corporate Governance, as recommended by the Commission, was attached as Appendix A to the report.

RECOMMENDATION

That the Council adopt the Code of Corporate Governance attached at Appendix A to reflect the revised framework and guidance and its commitment to securing good governance.

2. SECTION 106 AGREEMENTS – AUTHORITY TO APPROVE EXPENDITURE

- 2.5 The Commission are recommending an amendment to the remit of the Policy & Finance Committee in order to clarify the position in respect of the authorisation of expenditure to discharge the terms of a Section 106 Agreement.
- 2.6 The Commission were advised that the majority of Section 106 Agreements were suitably precise to ensure clarity as to how any obligations should be fulfilled or relevant expenditure discharged and that in these cases, Officers act under delegated powers to determine how the monies should be applied.
- 2.7 The Commission considered, however, that a number of Section 106 Agreements, particularly ones entered into some time ago, where the terms of those agreements were broad and where there was therefore considerable flexibility in how obligations might be

discharged or financial obligations fulfilled there should be a Member input into the process of how the obligations should be fulfilled or relevant expenditure discharged.

- 2.8 The Commission considered that the expenditure of Section 106 monies fell within the remit of the Policy & Finance Committee as it related to finances held by the authority and therefore were recommending that the constitution should make it clear that this should be a matter to be determined by the Policy & Finance Committee, but with officers having delegated powers to determine how monies should be applied or obligations fulfilled where the terms of the relevant Section 106 Agreement were considered to be sufficiently precise or where the relevant expenditure did not exceed £50,000.
- 2.9 The Commission also considered that where necessary such matters could also be referred to the appropriate operational committee in the first instance and where officer delegation was to be exercised this should be following consultation with the relevant local Ward Members.

RECOMMENDATIONS that:

- (a) **the remit of the Policy & Finance Committee be amended to make clear that the determination of how Section 106 monies should be applied or obligations fulfilled falls within the remit of that Committee;**
- (b) **the scheme of Officer delegation be extended to give all the Chief Executive and Chief Officers delegated powers to determine how Section 106 monies should be applied or obligations fulfilled where the terms of the Section 106 Agreement are sufficiently precise or where the amount of the proposed expenditure does not exceed £50,000, following consultation with the appropriate local Ward Members; and**
- (c) **the Policy & Finance Committee be tasked with annual monitoring of Section 106 expenditure.**

3. ADOPTION OF SOCIAL MEDIA PROTOCOL FOR MEMBERS

- 2.10 The Councillors' Commission are recommending to Council the adoption of a Social Media Protocol for Members. The Commission considered that this complements the general rules under the Code of Conduct for Members. A copy of the proposed Protocol is attached as Appendix B to the report.

RECOMMENDATION

That Council formally approve and adopt the proposed Social Media Protocol for Members as attached as Appendix B to the report.

Background Papers

Agenda from the Councillors' Commission meeting held on 22 February 2017.

For further information please contact Kirsty Cole on extension 5210.

Kirstin H Cole
Deputy Chief Executive

Local Code of Corporate Governance

Introduction

Corporate Governance is a term used to describe the way that organisations direct and control what they do. For local authorities, it includes the systems, policies and processes, as well as the culture and values, that underpin a Council's arrangements for effective:

- Leadership
- Management
- Performance
- Delivery of positive customer outcomes
- Community engagement
- Stewardship of public money

Good Corporate Governance

Newark & Sherwood District Council is committed to achieving good corporate governance and this local Code describes how the Council intends to achieve this in an open and explicit way. In developing this Code the Council has considered best practice and guidance, particularly the CIPFA/SOLACE framework "Delivering Good Governance in Local Government".

However, this Code is purposefully written in a way that best reflects the Council's own structure, functions, size and governance arrangements.

The Code is based on the following key principles:-

A. Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law.

Good governance means acting in the public interest with members and officers demonstrating integrity, putting ethical values into practice, leading by example and demonstrating commitment to upholding the law.

B. Ensuring openness and comprehensive stakeholder engagement

Good governance means developing an open culture, consulting, seeking views, evidence and experiences, encouraging feedback, being a trustworthy partner and accepting challenge.

C. Defining outcomes in terms of sustainable economic, social and environmental benefits

Good governance means developing a vision, specifying desired impacts, managing competing priorities and expectations, identifying risks, balancing impacts of policies and decisions, taking the longer term view and working within resource restraints.

D. Determining the interventions of the intended outcomes

Good governance means analysing options, understanding risks, planning, controlling and monitoring quality, performance, impact and effectiveness and remaining responsive.

E. Developing the entity's capacity, including the capacity of its leadership and the individuals within it

Good governance means reviewing the use of assets, benchmarking, workforce planning, ensuring clarity of roles, leadership development, supporting training and development of skills, feeding back and reviewing performance and supporting health and wellbeing.

F. Managing risks and performance through robust internal control and strong public financial management

Good governance means managing risks, using scrutiny to support better decision making, aligning controls to objectives, providing internal audit assurance, Audit and Accounts Committee assurance and recommendations, effective counter fraud and anti-corruption, managing and sharing data, ensuring data quality, integrating financial management with planning and control and supporting operational performance.

G. Implementing good practices in transparency, reporting and audit to deliver effective accountability

Good governance means supporting transparency, understandable and timely reporting, assessing the Council's performance, supporting public comparisons, being responsive to recommendations from external audit, internal audit, regulators and inspectors and peer reviews and maintaining accountability when working collaboratively.

The following schedule details how the Council meets these core principles and the systems, policies and procedures it has in place to support this. This schedule is reviewed and updated annually.

Schedule to the Code of Corporate Governance

Core Principle A: Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law

Good governance is about	To demonstrate its commitment to achieving good governance, Newark & Sherwood District Council has
<ul style="list-style-type: none"> • Behaving with integrity • Demonstrating strong commitment to ethical values • Respecting the rule of law 	<p>(i) Published a Local Code of Corporate Governance to be approved by Council on 9th March 2017 that demonstrates its commitment to the principles of good governance and the importance of operating in an open and accountable manner and demonstrating high standards of conduct.</p> <p>(ii) Developed and promotes a culture of behaviour based on shared values, high ethical principles and good conduct that include the following:-</p> <ul style="list-style-type: none"> • Member code of conduct • Officers code of conduct • Protocol on member/officer relations • Protocol for dealing with Ombudsman matters • Protocol for members on hospitality and gifts • Policy for officers on hospitality and gifts • Protocol for members on dealing with planning matters • Whistleblowing policy • Protocol relating to the Independent Person <p>(iii) Established a local complaints procedure for considering any complaint that a councillor has breached the Code of Conduct with the Policy and Finance Committee having responsibility for standards and probity issues to reflect the importance which the Council attaches to ethical governance issues.</p> <p>(iv) Provides regular training to district and town and parish councillors on ethical governance</p> <p>(v) Provides an advice service to district and town and parish councillors on code of conduct issues through its Democratic Services team.</p> <p>(vi) Provides training on codes and protocols</p> <p>(vii) Is able to monitor and investigate officer and member behaviour through its customer complaints procedure</p>

	<ul style="list-style-type: none"> (viii) Regularly reviews the completion and updating by members of their Register of Interest forms for staff as well as Members (including those of town and parish councillors) (ix) Maintains a register of gifts and hospitality for staff as well as Members (x) Has adopted a whistleblowing policy which is accessible to officers, Members and the public on the Council’s website. The policy provides guidance around how to raise concerns and to whom these should be addressed. (xi) Anti-fraud and corruption policies are up to date and working effectively. A counter fraud policy is in place and is available to all staff and on the Council’s website. A comprehensive programme of counter fraud training has been delivered to all staff. An annual fraud risk assessment is carried out, leading to an action plan to address any identified risks and to proactively work on fraud prevention. (xii) Has appropriate governance arrangements in place in respect of its significant partnerships including the Community Safety Partnership, its relationship with Newark and Sherwood Homes and Active4Today, the GNSR collaboration agreement and East Midlands Building Control Services. (xiii) Publishes an Annual Report which is presented to Council on ethical governance and code of conduct issues. (xiv) Has clear role specifications within the constitution in respect of the Statutory Officer roles (see post). (xv) The effectiveness of the Council’s Constitution and Protocols is regularly reviewed through the Councillors Commission.
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Core Principle B: Ensuring openness and comprehensive stakeholder engagement

<p>Good governance is about</p>	<p>To demonstrate its commitment to achieving good governance, Newark & Sherwood District Council:</p>
<ul style="list-style-type: none"> • Openness • Engaging comprehensively with institutional stakeholders • Engaging with individual citizens and services users effectively 	<ul style="list-style-type: none"> (i) Has developed an informative, user friendly website to share information with the community. (ii) Proactively provides information and interacts with the community through social media and in particular Twitter and Facebook in a corporate capacity. (iii) Has arrangements in place to seek and respond to the views of stakeholders and the community by <ul style="list-style-type: none"> • Consulting residents about Council services and priorities • Having a Petition Scheme so that the community can have their say about any issues that concern them • Holds meetings in public wherever possible • Documents and publishes agendas, minutes and decisions as well as the criteria, rationale and considerations on which decisions are based. • Makes provision in its Council Procedure Rules for the public to ask questions at Council meetings • Has developed effective relationships with other public sector agencies and the private and voluntary sectors (iv) Has a Communications and an Engagement Strategy which are published on the Council’s website. These are currently being reviewed and updated – research work is undertaken using a range of techniques appropriate to the relevant stakeholders including face to face interviews, household postal surveys, internet surveys, workshops and focus groups. (v) Undertakes Equality Impact Assessments to identify how the needs of particular communities have been considered to inform decision making. (vi) The LDF has a statement of Community Involvement that has been subject to external validation. (vii) The Council’s committees undertake reviews of the work of other public service providers and hold those representatives to account. (viii) The Council proactively engages in the health agenda through officer and member involvement in the district’s two clinical commissioning groups and Nottinghamshire Health and Wellbeing Board. (ix) The Council communicates with all sections of the community through the VOICE newsletter which is currently issued twice a year. This is done in conjunction with the Clinical Commissioning Group who

	<p>share the cost.</p> <ul style="list-style-type: none">(x) Safer neighbourhood groups have been established under the umbrella of the Community Safety Partnership.(xi) The Council works proactively with local communities in establishing resilience in emergencies, for example flooding where flood wardens have been identified and local flood forums established.(xii) Has a Freedom of Information Act Publication Scheme on the Council's website.(xiii) Issues a council tax leaflet.(xiv) Calendar of dates for submitting, publishing and distributing timely reports is adhered to.(xv) Has developed a Partnership toolkit and a Partnership register. This identifies significant partnerships and potential impacts on the Council.
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Core Principle C: Defining outcomes in terms of sustainable economic, social and environmental benefits

<p>Good governance is about</p>	<p>To demonstrate its commitment to achieving good governance, Newark & Sherwood District Council has:</p>
<ul style="list-style-type: none"> • Developing a vision • Managing competing priorities and expectations • Identifying risks • Balancing impacts of policies and decisions • Taking the longer term view • Working within resource constraints 	<ul style="list-style-type: none"> (i) Agreed its vision and priorities – the Council’s priorities were reviewed in July 2016 and reaffirmed four strategic themes which should be of equal weight namely prosperity, people, place and public service and has developed detailed delivery plans in relation to those strategic priorities. (ii) Has developed and maintains proper financial management arrangements. These include a Medium Term Financial Strategy designed to set a sound financial planning framework for the Council which reflects its vision and priorities; agrees a balanced budget before the start of each financial year together with a Medium Term Financial Plan which looks ahead four years; and an annual Accounting Statement that details the Council’s financial position in the previous year. (iii) Regularly reviews risks at a Strategic, Corporate, Project and Operational level and ensures that appropriate plans are in place to mitigate risks. (iv) Has arrangements in place to publish the annual external auditor’s report which includes a formal conclusion on whether the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources. (v) Has developed and recently reviewed its Contract Procedure Rules. (vi) Undertakes regular monitoring and review of strategic and operational risks and risk owners are clearly identified. (vii) Internal Audit regularly reviews the risk and control framework and produces a Combined Assurance Report in conjunction with Business Managers and the Corporate Management Team. (viii) Communicates its vision and priorities to employees through staff roadshows, briefings and “drop in” sessions for staff. Most recently this has taken the format of themed workshops as the Council develops its “Moving Ahead” strategies. (ix) Reflects the Council’s strategic priorities through individual business unit plans. These are captured and monitored in the Council’s performance management system, Covalent.

Core Principle D: Determining the interventions necessary to optimise the achievement of the intended outcomes

<p>Good governance is about</p>	<p>To demonstrate its commitment to achieving good governance, Newark & Sherwood District Council has:</p>
<ul style="list-style-type: none"> • Analysing options, understanding risks, planning, controlling and monitoring quality, performance, impact and effectiveness in order to: • Determine interventions • Plan interventions • Optimistic achievement of intended outcomes • Remain responsive 	<ul style="list-style-type: none"> (i) The Council has established a Councillors Commission comprising a working group of members including all political group leaders which provides a forum for discussion between members and officers on the information needs of members to support decision making. A further vehicle for such dialogue is through the holding of agenda meetings prior to the publication of formal agendas. (ii) Reports to committee include an analysis of options together with the reasons for the recommendation contained within the report. (iii) Business Plans/Performance indicators aligned to Council priorities have been determined for each service area and are regularly monitored and reviewed. Members can access performance data on Covalent through the members extranet. Performance Management arrangements are embedded within the Council and a team of dedicated officers’ work with Business Managers to monitor/analyse performance and develop action plans as appropriate. Members of the Corporate Management Team/Members receive quarterly updates on how the Council is performing. (iv) The Council’s budget is developed to reflect the Council’s priorities and the Council has a clear financial strategy including a Medium Term Financial Plan (see (ii) ante) – budgets, plans and objectives are aligned.

Core Principle E: Developing the entity’s capacity, including the capability of its leadership and the individuals within it

<p>Good governance is about</p>	<p>To demonstrate its commitment to achieving good governance, Newark & Sherwood District Council has:</p>
<ul style="list-style-type: none"> • Reviewing use of assets • Benchmarking • Workforce planning • Working with others • Ensuring clarity of roles • Leadership development • Supporting training and development of skills • Feeding back and reviewing performance • Supporting health and wellbeing 	<p>(i) The Council has robust mechanisms in place to identify the development needs of members and senior officers in relation to their strategic roles which it supports with appropriate training, in particular:-</p> <ul style="list-style-type: none"> • The Council has a Member Induction Plan and Member Training and Development Plan which is regularly reviewed and updated through a member working party which includes all political group leaders. There is a dedicated budget for member training and development. • The Council has a corporate training and development plan which is reviewed annually against Council priorities. There is a dedicated corporate employee training budget. • The Council, in conjunction with Rushcliffe and Gedling Borough Councils (GNSR) and in partnership with the University of Birmingham has developed an in-house MPA Programme for senior managers to provide them with the opportunity to work together/share best practice whilst increasing their knowledge/skills. • The Council employ two National Management Trainees on behalf of GNSR and co-ordinate placements across the three organisations providing each NMT with 8 months in each authority as a means of growing talent for succession management purposes. • Staff appraisals are undertaken for all members of staff at least annually. The appraisal process offers the opportunity to provide feedback on performance and to identify any training and development needs. Any training needs are notified to the Human Resources team so that they can inform the corporate training plan. <p>(ii) The HR team work with service areas to complete an annual workforce planning exercise to feed into the budget planning process.</p> <p>(iii) Members of the HR team work closely with service areas to ensure that team structures are fit for purpose and staffing resources are used to best effect to deliver Council priorities.</p> <p>(iv) The Council operates robust recruitment and selection process. The Council is an accredited mindful employer adhering to a policy which reflects best practice standards in the recruitment of staff. All recruitment advertisements carry the “Two Ticks” symbol (Positive about Disabled People) and managers cannot attend interview panels until they have attended internal recruitment training.</p>

	<ul style="list-style-type: none"> (v) The Council has a raft of HR Policies and Procedures which are reviewed regularly to ensure that they remain fit for purpose. (vi) The Council adopts and publishes an annual Pay Policy Statement that sets out the Council’s approach to pay and provides links to relevant policies and procedures. (vii) Recently undertaken a Corporate Peer Review and has developed an action plan to address the key recommendations contained in that review. (viii) Uses systems and technology effectively – for example as a training tool and to enable members to scrutinise and challenge – a members extranet has been developed to assist members in undertaking their roles. (ix) The Council has adopted an agile working strategy to facilitate flexible and home working. (x) The Council is currently working with partner organisations across Nottinghamshire to facilitate the introduction of Timewise as a means of maximising the opportunity for current and prospective employees to work in a more agile manner and in doing so encourage a wider pool of applicants to vacant posts. (xi) The Council provide access to occupational health arrangements, counselling and therapy services to help improve employee well-being and ensure that sickness absence is kept to a minimum. (xii) The Wellbeing at Work Team led by the Health Improvement Officer provide regular updates around health related matters as well as running a calendar of events to encourage staff to become more active. The work of the team was recently recognised through receipt of the Well-being at Work Bronze Award and nominations for the recent Pride Awards resulting in the lead and members of the team receiving highly commended awards.
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Core Principle F: Managing risks and performance through robust internal control and strong public financial management

<p>Good governance is about</p>	<p>To demonstrate its commitment to achieving good governance Newark & Sherwood District Council has:</p>
<ul style="list-style-type: none"> • Managing risk • Managing performance • Robust internal control • Managing data • Strong public financial management 	<p>(i) Put in place assurance arrangements which conform with CIPFA’s requirements:</p> <ul style="list-style-type: none"> • The Council has appointed an Audit and Accounts Committee which can report to full Council if it considers this necessary. • The Risk Management Strategy is reviewed by the Committee along with the strategic and operational Risk Registers • The Council has contracted with Assurance Lincolnshire to provide an internal audit service. Internal auditors are independent and have access to all people, premises and systems. An annual report from the Head of Internal Audit is presented to the Committee. • The Annual Audit Plan is shaped through an assessment of the Council’s key strategic risk areas and critical services • All audit reports are considered by the Corporate Management Team. • Results of audit reviews are reported to the Audit and Accounts Committee along with follow up work to ensure that the recommendations have been implemented. • Financial systems are reviewed annually to ensure appropriate, effective controls are in place. • External audit report to the Committee annually on the results of the audit of the financial statements • The Annual Governance Statement considers the internal control framework, and is presented to the Committee annually with the Statement of Accounts. It is also reviewed halfway through the year, to ensure that significant control issues are monitored and reported on. <p>(ii) Ensured that effective arrangements are in place for the discharge of statutory officer roles by:</p> <ul style="list-style-type: none"> • Defining roles and responsibilities in the constitution • A meeting of the statutory officers not less than once a year to review governance issues <p>(iii) Ensuring compliance with relevant laws and regulations, internal policies and procedures and that expenditure is lawful by:-</p>

	<ul style="list-style-type: none"> • Incorporating legal and financial comments in reports to members where necessary and appropriate • Ensuring that senior managers are briefed on significant legislative changes or changes in policies and procedures – there is a regular dialogue with the Corporate Management Team through monthly business managers meetings. <p>(iv) The Council’s financial management arrangements conform with the requirements of the CIPFA statement on the role of chief financial officer in local government and with statutory provisions in the Local Government Act 1972, the Local Government Act 1988 and the Accounts and Audit Regulations 2011.</p> <p>(v) Regulations covering all aspects of financial management including contract procedure rules are in place and reviewed regularly. Training on Financial Regulations has been provided to all relevant staff.</p> <p>(vi) Financial performance reports are sent to business managers monthly and members are also able to monitor financial performance through the member extranet and by exceptions reporting to committee.</p> <p>(vii) Clear performance management arrangements are set out within management agreements for the Council’s companies, Newark & Sherwood Homes and Active4Today Ltd.</p> <p>(viii) Members of the corporate management team carry out an annual review of strategic, corporate and project related risks to ensure that they are relevant, whilst at the same time reviewing risk appetite. Quarterly reports are submitted to CMT to allow for effective monitoring. Following a recent review members of CMT have requested more regular updates in relation to high risks to ensure that these are being mitigated effectively. Members of the performance team work closely with business managers to ensure that they regularly review operational based risks and provide assurance to CMT in this regard.</p> <p>(ix) An annual review of fraud risks is carried out to ensure controls are in place and are effective. The results of the review are reported to the Audit & Accounts Committee.</p> <p>(x) Biannual reports on counter-fraud activity are taken to the Accounts & Audit Committee.</p>
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Core Principle G: Implementing good practices in transparency, reporting and audit to deliver effective accountability

<p>Good governance is about</p>	<p>To demonstrate its commitment to achieving good governance Newark & Sherwood District Council has:</p>
<ul style="list-style-type: none"> • Implementing good practice in transparency • Implementing good practices in reporting • Assurance and effective accountability 	<ul style="list-style-type: none"> (i) Moved to a committee style of governance (May 2013) where overview and scrutiny principles are embedded within committee remits. (ii) Appointed a dedicated Information Governance Officer who monitors compliance with the Freedom of Information Act and Access to Information Act and deals with FOI requests. (iii) The Council has a presumption of openness and transparency and publishes key information on its website. The Council adheres to the Government’s Transparency Initiative. (iv) The Authority’s assurance arrangements conform with CIPFA’s requirements (see F(i) ante) with a dedicated Audit and Accounts Committee and regular training provided to members of that Committee. (v) Publishes an Annual Report summarising the Council’s key achievements over the last 12 months and highlighting future goals. The Council also includes a review of the past year within the explanatory foreword in the Annual Statement of Accounts. (vi) Through reviews by external auditors, external agencies, internal audit and its performance team the Council constantly seeks ways of ensuring that value for money is achieved and for securing continuous improvement in the way in which its functions are exercised. (vii) Introduced an effective complaints system which is managed through the customer services team. All complaints are monitored and evaluated. The complaints procedure includes a senior management review. There are clearly set targets for responses.

SOCIAL MEDIA PROTOCOL FOR MEMBERS

Purpose of this Protocol

The Council welcomes Members' use of social media and would like to support this by giving guidance so that Members have greater clarity as to what is and is not acceptable usage of social media. This protocol is intended to provide such guidance and complements the general rules under the Code of Conduct for Members.

What is Social Media?

Social media is the term to describe websites and online tools which allow people to interact with each other. This could, for example, be blogs, and postings on a wide range of social media platforms including (but not limited to) Facebook, Twitter, LinkedIn, Snap-chat, Instagram etc.

On many social media sites users share information, give opinions and may create interest groups or pages leading to longer exchanges. Ultimately people use these sites and tools to build online communities and networks which encourage participation and engagement.

Social Media and Members

It is not a requirement for Members to have a Facebook or Twitter account or to use other forms of social media to fulfil their job as a Member. However, if you are using or planning to use social media in connection with your work as a Councillor, or are already using such media in your private capacity, these guidelines will be relevant. Remember that, whenever you act or appear to act in your official capacity, you must comply with the Code of Conduct.

Social Media can be used:

- To support councillors in performing their community leadership role.
- To keep in touch with or obtain local views and opinions.
- For political campaigning.
- For campaigning on local issues.

Types of Social Media:

- Blogging and micro blogging – online journals – Twitter is an example of micro blogging, where entries are limited to 140 characters.
- Online Forums – people with similar interests sharing information and opinions – AccyWeb is an example.
- Social networking sites – these facilitate connections between those who already know each other, often in a social context, but are increasingly used by businesses to promote their products or services- Facebook is an example.
- Video and photo publishing – sharing videos and photographs worldwide – Flickr is an example.

Things to Bear in Mind

- Any communication is capable of being misinterpreted. While the use of social media should not be more susceptible to this problem than any other form of communication, something about the immediacy of social media seems to magnify the problem.
- By the nature of such media, misinterpretation or misrepresentation, particularly with regard to something that is perceived as being more controversial than it was expected to be, is likely to lead to rapid and wide broadcasting of that apparently “controversial” item.
- There are no special, additional legal or ethical burdens relating to the use of social media. The same rules apply here that govern the rest of your behaviour as a councillor – you just need to think about them in this new context – their immediacy and ease of dissemination.
- Although the best use of social media is conversational in tone, publishing to the internet is still publishing. What you’ve said online is recorded and it is permanent. Most pitfalls will be avoided if your online content is accurate, informative and thought through. Think of it as speaking in public. Think before you commit each word.
- This doesn’t mean that members cannot, in the appropriate context, communicate politically. This is expected of a councillor, but you should be careful not to say anything that you wouldn’t be comfortable repeating or justifying, for example, at a public meeting.

Some Legal Issues:

- **Libel** – If you publish an untrue statement about a person which is damaging to their reputation, they may consider it as defamatory and consider legal action. The same thing may happen if, for example, someone else publishes something defamatory on your website; you know about it and don’t take swift action to remove it. A successful legal claim could result in the award of damages against you.
- **Defamation** – the Communications Team endeavour to monitor local social media channels. However, it cannot police every single comment that is made about the council or councillors. The Communications Team can directly remove postings on social media channels which it owns but not those on third party sites. Some sites are private or closed for which the team has no access to comment or report offending postings. Comments can be reported to some sites, for example to Facebook, if they are distasteful, illustrates use of drugs, guns or products of harm or is a comment based on race, gender, sexual orientation or disability. It is then in the hands of the social media channel to decide on the removal of the comment. Regarding defamation and social media, a complainant would need to prove that comments actually caused damage to a member’s reputation. This may be very difficult to quantify, and generally, the council is unable to commit resources to an action for defamation by an individual or group of members but would provide supporting evidence to those wishing to take such action.
- **Copyright** – Placing images or text on your site / channel from a copyrighted source (for example extracts from publications or photos), without obtaining permission, is likely to breach copyright laws. Therefore don’t publish anything you are unsure about, or obtain prior permission. Again, a successful claim for breach of copyright would be likely to lead to an award of damages against you.
- **Data Protection** – Do not publish the personal data of individuals unless you have their express permission. Personal information in an email or personal exchange should not be presumed to imply any consent to pass it on to others. If you place personal information on a public forum you should expect it to be published by others.

- **Bias and Predetermination** – if you are involved in making planning, licensing or other quasi-judicial decisions, do not say anything through social media (or indeed anywhere) that suggests you have made your mind up on an issue that is due to be formally decided. While your likely view on a particular application may be well known, you need to be able to show that you attended the committee or hearing prepared to take on board and weigh all the evidence, and were genuinely persuadable to a different view, otherwise, the decision may be later challenged as invalid. If a person has suffered some sort of detriment as a result of such an invalid decision, they may have a claim against the council for damages.
- **Electoral periods** – be mindful that when you are using social media for campaigning during election periods you will need to provide a return of expenditure on any advertising or campaign literature, including web advertising and the design and website costs of downloadable material.

Social Media and the Code of Conduct for Members generally:

- Aspects of the Code of Conduct for Members will apply to your online activity in the same way as they do to any other communication you may use. The key to whether your online activity is subject to the Code is whether you are, or appear to be, acting in your capacity as a councillor rather than as a private individual. If you have a Facebook or Twitter account which includes your role as a councillor, you should keep this separate from your personal accounts or you risk being subject to the code of conduct.
- It can be presumed by others that you are speaking as a councillor. This can happen where you have a social media account where you comment both as a councillor and as an individual. Although you may be clear in your mind that you are acting in a private capacity it may be less clear to others. This can also mean that your views can be taken as being those of your organisation or party (rather than you personally) when this may not be the case.
- The presumption can arise simply because you are commenting on council business, because you are known to be a councillor or make reference to this, use party political symbols or references in the text.
- One way of avoiding this, and avoiding some of the potential problems related to the Code of Conduct, may be to consider keeping your online accounts as a councillor separate from those where you communicate in a personal capacity. Another is to spell it out in the text (e.g. “speaking entirely personally...”). This is a decision for each member and some Members may find the convenience of having one account outweighs the advantages of separate accounts. The council’s Communications Team can help you with more specific advice if needed.

Relevant Elements of the Members’ Code of Conduct:

- **You must treat others with respect** - do not use social media to make personal attacks or indulge in rude, disrespectful or offensive comments.
- **You must comply with equality laws** – do not publish anything that might be seen as racist, sexist, ageist, homophobic or anti-faith.
- **You must not bully or harass anyone** – do not say anything, particularly if it is part of a series of similar comments about a person or on a theme that might be construed as bullying or intimidation.
- **You must not bring the council into disrepute** – you should not publish anything that could reasonably be perceived as reflecting badly upon or lowering the reputation of you or the Council.

- **You must not disclose confidential information** - you must not, in your use of social media, just as in any other circumstances, disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature. Inadvertent leaks of the council's confidential information are more likely to take place when a councillor is using social media, rather than, say, when they are carefully drafting a letter for publication in the local paper. This may be because of the more immediate, conversational, off-the-cuff nature of much social media communication. Members must be careful to apply exactly the same standards to their social media communications as they would to statements made in a more formal context.

Staying out of Trouble - Some Do's and Don'ts

Some Do's

- set appropriate privacy and security settings for your blog or networking site –especially if you have a private, non-political blog.
- keep an eye out for defamatory or obscene posts from others on your blog or page and remove them as soon as possible to avoid the perception that you condone such views. Be aware that the higher your profile as an elected member, the more likely it is you will be seen as acting in your official capacity when you blog or network.
- Consider keeping your personal and elected member profile on social networking sites separate and maintain appropriate professional boundaries.
- ensure you use council facilities appropriately; if you use a council provided blog site or social networking area, any posts you make will be viewed as made in your official capacity.
- be aware that you will be seen as acting in your official capacity if you publish information that you could only have accessed by being an elected member.
- feel able to make political points, but be careful about being too specific or personal if referring to individuals. An attack on individuals may be seen as disrespectful, whereas general comments about another party or comments on policy are less likely to be viewed as disrespect.

Some Don'ts

- Blog in haste, particularly in circumstances where your judgement might be impaired; for example if you are tired or have consumed alcohol.
- post comments that you would not be prepared to make on paper or face to face.
- request or accept a Council employee or contractor providing services to the council as a "friend" on a social networking site where this suggests close personal association. For the avoidance of doubt, this does not apply to sites which are intended as a neutral, professional connections registry (such as LinkedIn.)
- use social media in any way to attack, insult, abuse, defame or otherwise make negative, offensive or discriminatory comments about council staff, service users, their family or friends, colleagues, other professionals, other organisations, or the council.
- publish confidential information that you may have learned or had access to as part of your role as an elected member. This includes personal information about service users, their families or friends or others e.g. contractors, council staff as well as council related information.

- represent your personal views, or those of any political party or interest group you belong to, as being those of the council, on any social medium.
- browse, download, upload or distribute any material that could be considered inappropriate, offensive, defamatory, illegal or discriminatory.
- make conspicuous or excessive use of social media technology during the course of a Council or committee meeting so that you give the impression to the public of not being respectful of the proceedings and, more seriously, taking decisions that are not based on full engagement with the facts and arguments.

General

The Council wishes to encourage Members' use of new technology, including social media. This guidance is intended to help Members use social media in a way that avoids legal and reputational risk.

The Monitoring Officer and the Communications Team are happy to help Members by providing additional advice and guidance as appropriate.

Further Information

Local Government Association - Digital Councils

<http://www.local.gov.uk/digital-councils/get-started>

THURGARTON NEIGHBOURHOOD PLAN

1.0 Purpose of Report

- 1.1 To seek the Council's approval to call a referendum on the Thurgarton Neighbourhood Plan.

2.0 Introduction

- 2.1 Following submission to this Council in December 2016, the Thurgarton Neighbourhood Plan has been through the required process of public consultation and was submitted for independent examination in the middle of February 2017. The examiners draft report for fact checking was received at the time of writing this report and this concludes that, subject to minor modification, the plan meets the Basic Conditions and can proceed to referendum. Consideration of approval for the referendum needs to be made at this meeting in order to allow time for the necessary steps to facilitate referendum on the 4 May 2017 which will allow the referendum to take place on the same day as the Nottinghamshire County Council election thereby delivering operational and financial savings.

3.0 Background Information

- 3.1 Thurgarton Neighbourhood Area was designated in March 2015 and since that time the Parish Council have progressed the production of their plan efficiently, assisted by Planning Officers of this Council. The first stage of public consultation was carried out on a draft plan in July 2016. Following consideration of responses this was developed into the version submitted to this Council on 19 December 2016.
- 3.2 Having established that the plan met the necessary legal and procedural requirements, details of the plan were made available on the Council's and the Neighbourhood Plan's website, at District Council offices and at Southwell library for a period between 3 January and 8 February 2017. The District Council also fulfilled its obligation to directly notify those who were notified by Thurgarton Parish Council at the draft consultation stage that the plan had been received.
- 3.3 During this consultation period the District Council considered its own response to the plan. Having been closely involved with the preparation of the plan, Officers expectation that its content was in accordance with the District Councils development plan and national planning policy were confirmed. Consequently, under the delegated authority granted by Economic Development Committee, the Council supported the plan as submitted.
- 3.4 An independent examiner was appointed in conjunction with Thurgarton Parish Council and at close of consultation the five responses that had been received, together with the District Councils own response, were submitted to the independent examiner on 20 February 2017. The examination was carried out by written representations and the examiner visited the village as part of the process. The examiner's report concludes that the plan meets the Basic Conditions set by the relevant legislation subject to one modification to the form of wording used. This is to clarify that the village envelope is being

established through the Neighbourhood Plan rather than reflecting the District's Development Plan. A number of minor editing matters that have no bearing on the plans soundness are also identified. The examiner recommends that the plan proceeds to referendum and specifically commends the Parish Council for the production of a strong and practical framework against which decisions on development can be made.

4.0 Next Steps (incorporating the comments of the Business Manager – Democratic Services)

- 4.1 In arranging the referendum there are issues of process and timescale to consider. A Neighbourhood Planning Referendum runs in accordance with a statutory five to six week timetable. As indicated, ideally the date for the referendum needs to be planned around the County Council election to be held on 4 May 2017 to enable this to be taken as a combined poll.
- 4.2 The first stages in the referendum are the publication of the Information Statement and the Notice of Referendum following which point polling cards would be sent to all electors. The Information Statement would need to be published by 22 March 2017 to enable the referendum to be combined with the County Council election.
- 4.3 It is the District Council's responsibility to prepare a version of the Neighbourhood Plan incorporating the examiner's modification and any minor editing amendments upon which the referendum will be taken. Thurgarton Parish Council has already confirmed its willingness to the modification recommended by the examiner. Given the small nature of the modification, work on producing a 'referendum version' of the plan will proceed quickly and the resulting document together with the final version of the independent examiner's report will be placed on the Council's website in advance of the Notice of Referendum.

5.0 Financial Implications

- 5.1 The District Council is responsible for funding the referendum which will cost a similar amount to a local by election. We receive money from central government to pay for this and have sufficient funds set aside to cover it.

6.0 RECOMMENDATION

That subject to the making of the required modifications, the Chief Executive, acting as Returning Officer, be authorised to arrange a referendum for the Thurgarton Neighbourhood Plan on 4 May 2017 with the poll being combined with the County Council election.

Background Papers

Nil

For further information please contact Richard Exton on extension 5859.

Kirsty Cole
Deputy Chief Executive

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of the **POLICY & FINANCE COMMITTEE** held in Room G21, Kelham Hall, Newark on Thursday, 23 February 2017 at 6.00pm.

PRESENT: Councillor R.V. Blaney (Chairman)

Councillors: P.C. Duncan, R.J. Jackson, R.B. Laughton D.J. Lloyd, P. Peacock and D. Staples.

70. APOLOGIES FOR ABSENCE

There were no apologies for absence.

71. DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

There were no declarations of interest other than a general interest from officers in respect of the Pay Policy Statement 2017.

72. DECLARATIONS OF INTENTIONS TO RECORD THE MEETING

The Chairman advised that the proceedings were being audio recorded by the Council.

73. MINUTES FROM THE MEETING HELD ON 26 JANUARY 2017

The minutes from the meeting held on 26 January 2017 were agreed as a correct record and signed by the Chairman.

74. PAY POLICY STATEMENT 2017

The Deputy Chief Executive presented a report which sought to review the content of the Pay Policy Statement for 2017 and subject to any necessary revisions to recommend the Statement to the Council for approval.

In accordance with Section 38 (1) of the Localism Act 2011 the Council was required to produce a Pay Policy Statement for each financial year. The Pay Policy Statement must set out the authority's policies for the financial year relating to:

- the remuneration of the authority's lowest-paid employees (together with a definition of "lowest-paid employees") and the reasons for adopting that definition;
- the relationship between remuneration of Chief Officers and that of other officers (pay multiples); and
- the remuneration of Chief Officers.

A copy of the Pay Policy Statement for 2017 was attached as an appendix to the report. Changes to the Pay Policy Statement for 2017 were summarised as:

- the statement had been updated to reflect revisions to the Living Wage recommended by the Living Wage Foundation during November 2016 (increase from £8.25 to £8.45 per hour);
- updates to salary scales to reflect recent pay awards;

- updates to Market Supplements paragraph to reflect national guidance; and
- insertion of additional clause regarding arrangements for pay for officers engaged on JNC terms carrying out a corporate (as opposed to Business Manager) role at senior level below the post of Director.

When considering the Pay Policy Statement the Committee sought to understand why the Council do not move to paying the National Living Wage rather than the Living Wage Foundation rate as there was a significant difference between the two and the proposal for the National Living Wage to be significantly increased by 2020.

AGREED (unanimously) that:

- (a) the Pay Policy Statement for 2017 be recommended to the Council for approval; and
- (b) the Committee receive a report during 2017/18 which reflected on the difference between the National Living Wage and the Living Wage Foundation and set out the implications for the Council if it were to move towards the National Living Wage.

Reason for Decision

To comply with Section 31 (1) of the Localism Act 2011.

75. HOUSING GROWTH: ACCELERATED CONSTRUCTION - LOCAL AUTHORITIES

The Business Manager – Strategic Housing presented a report which sought approval to submit an expression of interest to the Homes and Communities Agency’s (HCA) Accelerated Construction Programme. The programme was aimed to support the government in meeting its objective to deliver one million new homes by 2020. Expressions of interest needed to be submitted by 28 February 2017.

In the short period time given to consider the Accelerated Construction Programme relevant officers had met to discuss the potential opportunities of this, along with considering the availability and status of land in the Council’s ownership. It was proposed that an expression of interested was submitted to the HCA under its Accelerated Construction Programme for the Council owned site at Lincoln Road playing fields, associated with the growth and regeneration of the Yorke Drive estate in Newark.

The Business Manager – Strategic Housing advised that this site was already subject to a ‘Capacity & Enabling’ funding bid to government under the Estate Regeneration Programme but the HCA had confirmed that the inclusion of a site being considered under another government programme was acceptable.

AGREED (unanimously) that an expression of interest be submitted to the HCA under its Accelerated Construction Programme for the Council owned site at Lincoln Road playing fields, associated with the growth and regeneration of the Yorke Drive estate in Newark.

Reason for Decision

The acceleration of housing delivery will contribute to the Council's housing growth agenda and wider strategic priorities, meeting the evidenced housing need across the district for all tenures.

76. REVENUE BUDGET - PROPOSED BUDGET 2017/18

The Assistant Business Manager – Financial Services presented a report which enabled Members to consider spending proposals and recommendations to the Council for the budget in 2017/2018.

The report set out the details of the proposed budget for the Council in 2017/2018. The budget proposals had been formulated in accordance with the framework set out in the Council's Constitution with the initial report having been presented to the Policy Committee on 22 September 2016. It was noted that the level of discretionary fees and charges for services provided by the Council were considered as part of the budget process rather than being implemented piecemeal throughout the year. The proposed fees and charges for 2017 were detailed in the report and would be included in the budget book which forms part of the agenda for the full Council Meeting.

The Local Government Finance Settlement provided key figures for Government Grant that formed a major part of the Council's budget. The draft settlement was announced on 15 December 2016 with the final settlement being received on 22 February 2017 with no changes having been made.

In presenting the report the Assistant Business Manager – Financial Services advised that correspondence had been received from the government which would enable local authorities to increase the fees for planning applications by 20% as from July 2017. The Chief Executive further advised that any additional income from an increase in fees would be ring fenced to support the planning function. It was considered necessary to discuss this with the other Nottinghamshire authorities in order to ensure some consistency around the approach to any increase in fees.

The forecast of NDR income was a significant part of the Council's budget. For the 2017/18 financial year, the forecast was based on a new valuation list produced by the Valuation Office. The revaluation had led to an increase in NDR income, which was partially offset by an increase in the tariff paid to government in 2017/18. However, it was possible that a further element of this income may have to be paid to the government in 2018/19 due to uncertainties around their calculation of the impact due to the revaluation. The Council had also been working with a company, Analyse Local, to produce sound and prudent estimates of potential losses in business rates resulting from appeals lodged with the Valuation Office. There were a number of large companies who made up a significant amount of the Council's NDR base and if an appeal from one of these was awarded, it would lead to the Council paying out a substantial sum of money. As a result of this it was prudent to set aside a large provision for appeals within the NDR collection fund. This year it had been necessary to increase the provision to take account not only of appeals already lodged and under consideration, but also any appeals which may result from the 2017 revaluation.

After setting aside the appeals provision, there was some growth in Business Rates, but as indicated it was possible that this may need to be paid to government in 2018/19. It was therefore prudent to keep this growth in a reserve until the level of tariff payment was determined next year. If the tariff did not increase, the money would be released back into the general fund to support the 2018/19 budget.

The report had been prepared by the Resources Directorate in conjunction with the appropriate Committees and relevant budget holders. In accordance with the Constitution, all Members, Directors and Business Unit Managers had been involved with the preparation of the budget.

AGREED (with 5 votes for and 2 abstentions) that it be recommended to Council on 9 March 2017 that:

- (a) the Employee Plan shown in Appendix C to the report be noted;
- (b) the following amounts be now calculated by the Council for the year 2017/2018 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011:-
 - (i) £76,994,930 being the aggregate of the amounts which the Council estimates for items set out in Section 31A(2)(a) to (f) of the Act (the gross District Council expenditure for 2017/18);
 - (ii) £64,998,740 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act (the gross District Council income for 2017/18); and
 - (iii) £11,996,190 being the amount by which the aggregate at (a)(i) above exceeds the aggregate at (a)(ii) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax Requirement for the year;
- (c) the figures shown as (b)(i) and (b)(iii) above to be increased only by the amount of Parish Precepts for 2017/2018;
- (d) the budget figures included in the report be the Council's budget for 2017/2018 and Medium Term Financial Plan for 2017/2018 to 2021/2022; and
- (e) the fees and charges shown in Appendices D to Z to the report be implemented with effect from 1st April 2017.

Reason for Decision

To enable Policy & Finance Committee to make recommendations to full Council of the amounts to be calculated in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011 for the purposes of setting Council Tax levels for the year 2017/2018.

77. CAPITAL PROGRAMME 2017/18 TO 2021/22

The Financial Services Accountant presented a report which detailed the available capital resources, the Council's existing committed Programme and the priority schemes identified. The current Capital Programme included an estimate of the amount available from useable capital receipts over the period 2016/17 – 2021/22 of £8.1 million.

In line with the Council's current Treasury Strategy, wherever possible expenditure would be financed by temporarily 'borrowing' from internal reserves and balances. A number of projects within the capital programme had already and would continue to benefit from external funding. The amount of external funding estimated to be applied in 2016/17 and also in future years against the major schemes were detailed in the report.

Proposals for the General Fund Capital Programme were set out in Appendix A to the report. The Housing Revenue Account property investment programme was attached as Appendix B to the report. A schedule of the vehicle, plant, equipment and technology together with their planned replacement dates was shown as Appendix C to the report. Variations to the programme since the last meeting were shown in Appendix D to the report while the current proposals for financing were given in Appendix E to the report.

AGREED (with 5 votes for and 2 abstentions) that it is recommended to Council on 9 March 2017 that:

- (a) the General Fund schemes shown in Appendix A, the housing services programme in Appendix B and the vehicles, plant and equipment replacement programme in Appendix C be approved as committed expenditure in the Capital Programme;
- (b) the Capital Programme be managed in accordance with Financial Regulation 6.2.3;
- (c) in accordance with the delegation to the Section 151 Officer in the Council's Constitution to arrange financing of the Council's Capital Programme, the Capital Programme for the financial years 2017/18 to 2021/22 be financed so as to maximise the resources available, having regard to the provisions of the Local Government and Housing Act 1989 and subsequent legislation;
- (d) with effect from 10 March 2017, the appropriate Directors be authorised to incur expenditure in respect of all schemes included in the committed Capital Programme; and
- (e) any changes above the limit delegated to the Section 151 Officer (i.e. £10,000), either in funding or the total cost of the capital scheme, be reported to the Policy & Finance Committee for consideration.

Reason for Decision

To enable the Capital Programme to be considered by the Policy & Finance Committee in accordance with Financial Regulation 6.2.3 prior to its submission to Council.

78. MOVING AHEAD UPDATE - SOUTHWELL AND OLLERTON UPDATE

The Business Manager – Customer Services and External Communications presented a report which provided the Committee with an update on the developments of providing services in Southwell and Ollerton. The enquiry service in Southwell library commenced in September 2016 and it was reported that the take up of this service was improving and had been warmly received by customers. The service would be reviewed after it had been operating for 6 months to identify if the provision met the demand.

In respect of the service at Ollerton the report gave details of the ongoing dialogue between the District Council, Ollerton and Boughton Town Council and the Clinical Commissioning Group, and the latest progress in developing a public services hub. One of the ways the Council could facilitate the Town Council vision was through the One Public Estate (OPE) programme which provided practical support and funding to Councils to deliver ambitious property focused programmes in collaboration with central government and other public sector partners. A bid was submitted by the Council to the OPE for funding to support a feasibility study to investigate the creation of a public sector hub in Ollerton. This bid was successful and £50,000 had been approved for the procurement of consultants to carry out the feasibility study which would identify which services could be delivered from the public sector hub and whether the site would be large enough to accommodate these services together.

The Moving Ahead Programme Manager also provided Members with an update in respect of Castle House. She advised that the build was progressing well and the practical completion was on target for June with occupation of the building in September. An early site visit for Members was to be arranged in due course.

AGREED (unanimously) that the report be noted with further updates being presented to the Committee.

Reason for Decision

To keep Members informed of the latest development in the delivery of service in Ollerton and Southwell.

79. URGENCY ITEM – SECTION 106 FUNDING – OLLERTON AND BOUGHTON

In accordance with Section 100(B)(4)(b) of the Local Government Act 1972, the Chairman agreed to take this urgency item as a late item of business in order to publish the decision taken prior to the next scheduled meeting of the Committee.

The Committee noted the decision to approve the allocation of Section 106 funds to Ollerton and Boughton Town Council.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To allow for the improvement and maintenance of the central park facility in Ollerton and Boughton.

Meeting closed at 6.48 pm.

Chairman

NEWARK & SHERWOOD DISTRICT COUNCIL

Minutes of the **COUNCILLORS' COMMISSION** held in the G21, Kelham Hall, Newark on Wednesday, 22 February 2017 at 4.00pm.

PRESENT: Councillor: R.V. Blaney (Chairman)
Councillors: D.J. Lloyd, J. Lee, N. Mison, D.R. Payne, P. Peacock and D. Staples.

APOLOGIES: Councillor: Mrs G.E. Dawn.

39. MINUTES OF THE MEETING HELD ON 26 OCTOBER 2016

AGREED that the minutes of the meeting held on 26 October 2016 be approved as a correct record and signed by the Chairman.

40. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest.

41. CODE OF CORPORATE GOVERNANCE

The Deputy Chief Executive presented a report concerning adopting a revised Code of Corporate Governance. The Council had adopted a Code of Corporate Governance which was contained in Part 4 of the Constitution, however the Code needed to be reviewed and updated in the light of the Council's revised priorities and in the light of the new framework and guidance issued by CIPFA.

The revised governance framework was developed through a working group comprising local government practitioners, external auditors, member bodies including the LGA, and others with an interest in governance such as the Centre for Public Scrutiny and the Leadership Centre for Local Government together with SOLACE and CIPFA. The overriding objective of the new framework was to ensure that effective arrangements should be put in place to ensure that the intended outcomes for stakeholders were defined and achieved.

The purpose of the local Code of Corporate Governance was to provide a framework to establish the core principles underpinning good governance within Newark & Sherwood District Council and to set out how these were being achieved. The proposed revised Code of Corporate Governance was attached as Appendix A to the report.

The Commission considered the content of the Schedule to the Code and proposed some amendments prior to the same being submitted to the full Council for approval.

AGREED (unanimously) that:

- (a) the revised framework and associated guidance "Delivering Good Governance in Local Government: Framework" be noted; and

- (b) the Council be recommended to adopt the Code of Corporate Governance attached at Appendix A, (subject to the proposed revisions) to reflect the revised framework and guidance and its commitment to securing good governance.

42. REVIEW OF GOVERNANCE ARRANGEMENTS

The Deputy Chief Executive presented a report which invited the Commission to consider a mechanism and timetable for the review of the Council's governance arrangements. The Council moved from a cabinet to a committee style of governance in May 2013. However, in accordance with the relevant legislative provisions the Council could, if it so wished, change to an alternative governance model on or after May 2018.

One of the recommendations arising from the Corporate Peer Challenge final report was that the Council should review the impact of its governance arrangements. Councillors told the peer review team that they needed to attend every committee meeting in order to know what was happening in their ward and the peer view team questioned if this was the best use of Councillor time and resource. They suggested Member champions for particular themes (such as growth, ICT, equality, agile working); creating regular ward bulletins and establishing ward budgets.

The peer review team also highlighted the need to improve scrutiny, noting that this had not worked effectively under either the cabinet or committee system. The peer review team also identified the need for appropriate member development and training looking at the nature of new and different roles and tasks for Councillors and senior officers and IT skills development. The Policy and Finance Committee had approved an action plan to address the recommendations in the peer challenge report.

The Commission considered that it was now reasonable to review the current arrangements given the comments of members during the peer review and having regard to the wider local government landscape including the devolution agenda and the emergence of mayoral combined authorities.

AGREED (with 6 votes for and 1 against) that the Commission support the principle of a review of the current governance arrangements and request that a scoping document be submitted to the next meeting.

43. SECTION 106 AGREEMENTS - AUTHORITY TO APPROVE EXPENDITURE

The Deputy Chief Executive presented a report which sought to clarify the position in respect of the authorisation of expenditure to discharge the terms of a Section 106 Agreement.

Section 106 Agreements may be required as a pre-requisite of the granting of planning permission where they are considered to be necessary and appropriate in order to enable a development to proceed. The remit of the Planning Committee included the power to enter into agreements regulating development or use of land and in the scheme of officer delegation the Chief Executive and Chief Officers had

delegated powers to enter into Section 106 Agreements where appropriate. There was however a lack of clarity as to the appropriate procedure for authorising expenditure in relation to the terms of Section 106 Agreement where the terms of that agreement allowed some scope for discretion.

The report stated that the expenditure of Section 106 monies fell within the remit of the Policy & Finance Committee as it related to finances held by the authority and therefore it was suggested that the constitution should make it clear that this should be a matter to be determined by the Policy & Finance Committee, but with officers having delegated powers to determine how monies should be applied or obligations fulfilled where the terms of the relevant Section 106 Agreement were considered to be sufficiently precise or where the relevant expenditure did not exceed £50,000.

The Commission considered that where necessary such matters could also be referred to the appropriate operational committee in the first instance and where officer delegation was to be exercised this should be following consultation with the relevant local Ward Members.

AGREED (unanimously) that the following recommendations be made to the Council:

- (a) the remit of the Policy and Finance Committee be amended to make clear that the determination of how Section 106 monies should be applied or obligations fulfilled, falls within the remit of that committee;
- (b) the scheme of officer delegation be extended to give the Chief Executive and all Chief Officers delegated powers to determine how Section 106 monies should be applied or obligations fulfilled where the terms of the Section 106 Agreement are sufficiently precise or where the amount of the proposed expenditure does not exceed £50,000, following consultation with the appropriate local Ward members; and
- (c) the Policy and Finance Committee be tasked with the annual monitoring of Section 106 expenditure.

44. MEMBERS ICT

The Chief Executive presented a report which set out the current position in respect of the use of ICT by members following the commitment to make use of better technology with a view to moving away from the provision of paper copies of agendas for meetings as from May 2015.

The report set out the current position in respect of the use of the designated Newark and Sherwood District Council email address, the provision of paper copies of agendas, the lack of participation by some Members and proposed three recommendations aimed at resolving some of the current issues.

The Commission accepted the security requirements around the sole use of the designated NSDC email address for all Council business. In respect of the provision of paper copies of agendas for meetings the Commission suggested that one copy of all agendas be deposited in the Members Room following publication of the agenda. This copy should be marked as not for removal and is to be used by the relevant Chairman at the actual meeting. The Commission referred to the ability for individual members to print their own copies of agendas if required and requested that facilities be made available at Kelham Hall and the new office to self-print.

The Commission noted those members who were currently not making use of ICT and it was suggested that Group Leaders encourage their participation.

AGREED (unanimously) that:

- (a) the Commission support the sole use of the designated email address for all Council communications with immediate effect unless the Council has agreed any reasonable adjustment for a disability;
- (b) one paper copy of each agenda be made available in the Members Room upon publication, with this copy being retained in the Members Room until the meeting date for use by the relevant Chairman; and
- (c) the Members identified in paragraph 3.12 of the report continue to receive paper agendas and correspondence as per the current position, but the individual circumstances be monitored by Democratic Services with a view to making the transition to using ICT (where appropriate).

45. ADOPTION OF SOCIAL MEDIA PROTOCOL

The Deputy Chief Executive presented a report concerning the adoption of a social media protocol for Members. Members were increasingly making use of social media and the proposed protocol, attached as an appendix to the report, aimed to give guidance to Members so that they had greater clarity as to what is or is not acceptable in using social media. The protocol complemented the general rules under the Code of Conduct for Members.

The Commission considered that the reference to the use of council facilities for personal or political blogs should be deleted prior to submission to the full Council for approval. The Commission discussed the importance of keeping private social media accounts and those used in connection with their role as Councillor separate.

AGREED (unanimously) that the proposed social media protocol for Members, as set out as an appendix to the report and subject to the amendment proposed, be recommend to Council for formal approval and adoption.

46. DATE OF NEXT MEETING

To be arranged for April 2017 with items for the agenda including statutory officers' disciplinary procedures and the scheme of delegation in relation to planning applications for gypsy and traveller sites.

Meeting closed at 5.43pm.

Chairman