

POLICY & RESOURCES COMMITTEE

Date: 10 February 2014

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30 pm

Present: Councillors:-

Richard Lewis	(Chairman)
Glenvil Greenwood-Smith	(Vice-Chairman)
Steven North	(Leader of the Council)
Glenn Harwood MBE	(Deputy Leader of the Council)

Peter Baden	Sue Homer
David Brackenbury	Dudley Hughes JP
Wendy Brackenbury	Andy Mercer
Roger Glithero JP	Rupert Reichhold
Marika Hillson	

351. MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Resources Committee meeting held on 20 January 2014 were approved and signed by the Chairman.

352. APOLOGIES FOR ABSENCE

Apologies were received from Councillors John Farrar and Jeremy Taylor.

353. DECLARATIONS OF INTEREST

There were no declarations of interest.

354. QUESTIONS BY MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions received.

355. MINUTES OF SUB-COMMITTEES AND WORKING PARTIES

(a) Personnel Sub-Committee – 27 January 2014

The minutes of the meeting of Personnel Sub-Committee held on 27 January 2014 were received (see pages 402 to 424) and the recommendation for full Council detailed within minute 7 was considered.

R.12 RESOLVED TO RECOMMEND:

Minute 7 – Pay Policy

That the Pay Policy Statement 2013-14 be adopted.

(b) Finance Sub-Committee – 6 February 2014

The minutes of the meeting held on 6 February 2014 were received (see pages 425 to 429) and the recommendations within minutes 7 and 11 were considered.

R.13 RESOLVED TO RECOMMEND:

That the recommendations in the minutes indicated, as set out below, be approved:-

Minute 7 – Asset Management – Sale of Land and Buildings Progress Update

1. That £105,000 be approved to fund the demolition of the Old Recycling Centre, Rushden (as part of the Capital Programme for 2013/14), and that this be funded from revenue underspends in 2013/14.
2. That the sale of the old outdoor swimming pool at Oundle proceed despite it not being sold via auction or through a competitive process.
3. That Cosy Nook, Thrapston, be sold through a competitive process.

Minute 11 – Draft Medium Term Financial Strategy

1. That, subject to the approval of the level of Council Tax and the decision on passporting the Council Tax Support Grant, the content of the report be recommended to Council as part of the budget setting process.
2. That the following be approved/agreed by Council:
 - Medium Term Financial Strategy (MTFS)
 - Revenue Budget 2014/15
 - Approved Capital Programme for 2014/15 (Development Pool items are subject to the review set out within the report)
 - Minimum level of Reserves and Earmarked Reserves
 - Treasury Management Strategy
 - Fees and Charges

356. MEDIUM TERM FINANCIAL STRATEGY AND BUDGET 2014-15

The Chief Finance Officer presented a report setting out the Council's Draft Medium Term Financial Strategy (MTFS) 2014/15 to 2017/18, outlining the Draft Revenue Budget 2014/15, the Capital Programme 2014/15 to 2023/24 and the Draft Treasury Management Strategy 2014/15. This refreshed the MTFS 2014/15 to 2016/17 which had been approved by Council in February 2013 and updated by the Finance Sub-Committee in November 2013.

It was noted that, over the medium term, the Council would need to continue to increase income and / or deliver savings to meet the anticipated funding gap. It was not considered possible to achieve this solely by continuing the approach previously taken and it was almost certain that more radical cost reduction or income generation measures would need to be implemented before the end of the current MTFs period.

A number of key assumptions had been made in preparing the MTFs and these were set out in the report, together with the impact of options for setting the Council Tax for 2014/15. Since the time of writing the report, the threshold for requiring a referendum had been announced at 2%. The committee was provided with a revised Appendix 1 at the meeting to reflect the changes following the announcement by the Government.

It was noted that the Short Term Borrowing contribution to the funding of the Capital Programme included a Revenue contribution of £200,000 for the provision of waste bins.

Receipts from the sale of capital assets were uncertain due to the complexities and timescales for the sale of these assets. It was therefore proposed that whilst a review of the Capital Programme was undertaken, new schemes would only be promoted from the Development Pool to the Approved Capital Programme where a clear funding source had been identified.

The Corporate Management Team would carry out a review of the capital projects within the development pool to identify the optimum capital programme for 2014/15.

The schedule of fees and charges would be reviewed during 2014/15 to identify if any amendments may be necessary.

R.14 RESOLVED TO RECOMMEND:

1. That, subject to the approval of the level of Council Tax and the decision on passporting the Council Tax Support Grant, the content of the report be recommended to Council as part of the budget setting process.
2. That the following be approved/agreed by Council:
 - Medium Term Financial Strategy (MTFS)
 - Revenue Budget 2014/15
 - Approved Capital Programme for 2014/15 (Development Pool items are subject to the review set out within the report)
 - Minimum level of Reserves and Earmarked Reserves
 - Treasury Management Strategy
 - Fees and Charges

357. COMMUNITY RIGHT TO BID

The committee considered a report which sought approval of revisions to the Community Right to Bid Policy and also provided an update on nominations received.

The report proposed an amendment to section 4.10 of the policy in order to improve transparency in decision making and avoid potential conflicts of interest. The revision provided for the Vice-Chair of the Policy and Resources Committee to be consulted in the event of the Chairman having an interest and also for the Leader of the Council to be consulted in the event of a councillor from single member ward having an interest.

It was noted that seven nominations had been received, with six being approved for:

- Public open spaces at Mallows Grange, Stanwick
- The Old Nag's Head (former public house), Hargrave
- Chelston Rise Play Area, Chelveston-cum-Caldecott
- The Wheatsheaf Public House, Titchmarsh
- Part of the Northamptonshire County Council Highways Depot on the corner of John Clark Way and Rectory Road, Rushden
- The Star & Garter Public House, Chelveston

Members noted that there may be instances where the Leader of the Council may be one of the ward Members with a perceived conflict of interest and recommended that the amendment also include the Deputy Leader of the Council to mitigate such circumstances.

RESOLVED:

That the amended Community Right to Bid Policy be approved.

R.15 RESOLVED TO RECOMMEND:

That authority be delegated to the Monitoring Officer and Members, as stated in the Policy, subject to the addition of the Deputy Leader of the Council in instances where the Leader of the Council may have also conflict of interest, in respect of decisions on registration of assets of community value under the Community Right to Bid legislation.

358. HOMELESSNESS GRANT – REQUEST FOR RELEASE OF FUNDS

The committee considered a report which detailed applications for funding of £5,000 each for three projects run by East Northamptonshire Community Services.

It was reported that three applications for funding had been received from East Northamptonshire Community Services (ENCS), which was managed by the East Northants Faith Group.

The first application sought funding towards the continued operation of the Rushden Night Shelter and associated services and analysis of the application had indicated that it met the grant criteria.

The second application was made in respect of a House of Recovery for individuals with addiction and lifestyle issues wanting to move into recovery and stop the cycle of addiction that had led to homelessness and an unsettled lifestyle. Analysis of the application indicated that it could meet the grant criteria, however it was not clear that ownership of the premises had been secured and consequently it was considered unlikely that the project would commence until April 2014.

The third application was made to provide further development of the life recovery and support programme and it was considered that this could meet the grant criteria.

RESOLVED:

1. That the release of funds of £5,000 in respect of application 1 for the continued operation of the Rushden Night Shelter and associated services be approved.
2. That East Northamptonshire Community Services be advised to re-submit application 2, in respect of a House of Recovery, in the 2014/15 financial year.
3. That the release of funds of £5,000 in respect of application 1 for the continued operation of the Rushden Night Shelter and associated services be approved.

359. DRAFT CALENDAR OF MEETINGS – 2014-15 MUNICIPAL YEAR

The committee considered the draft calendar of meetings for the 2014/15 municipal year. A small number of alterations were highlighted at the meeting and it was proposed that the Joint Standards Complaints Committee scheduled for 4 February 2015 be moved to 2 March 2015.

R.16 RESOLVED TO RECOMMEND:

That, subject to the alterations identified by the committee, the Calendar of Meetings for the 2014/15 municipal year be approved.

360. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following item of business because exempt information, as defined under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

361. COMMUNITY SAFETY IN EAST NORTHAMPTONSHIRE

The committee considered a report which detailed changes to the funding for the district and borough councils and Community Safety Partnerships across Northamptonshire from 1 April 2014 and sought approval for the continued provision of resources to enable the authority to fulfil its statutory responsibilities.

It was reported that the Police and Crime Commissioner for Northamptonshire would have a significantly reduced, single budget for commissioning both direct policing services and community safety initiatives from the start of the 2014/15 financial year. In view of the budget constraints, the Commissioner had indicated that he would no longer provide direct funding to Community Safety Partnerships for projects and would not make a core contribution to each district and borough. In future, a new funding mechanism entitled the 'Solutions Fund' would be established, however the operating framework had not been confirmed at the time of writing the report.

The committee had regard to the current position of community safety activity in the district and noted the reduction in resources to support this work in recent year.

RESOLVED:

That the continuation of the Community Safety Officer role be approved in order for the council to meet its duties under the Crime and Disorder Act 1998 and to ensure that the right level of resources to deliver on the authority's commitments within the adopted Children, Families – Early Help and Prevention Strategy.

R.17 RESOLVED TO RECOMMEND:

That the Community Safety Officer post be funded from monies from external sources or managed within the Council's budget for 2014/15 through appropriate cost reductions.

362. REMOVAL OF CLAWBACK LIABILITY – HOUSES FOR MARKET SALE

The Chairman referred to a request from the Chief Executive to defer consideration of this item to a future meeting.

RESOLVED:

That consideration of this report be deferred to the meeting on 10 March 2014.

Chairman



East
Northamptonshire
Council

Personnel Sub-Committee

Minutes of a meeting held on 27 January 2014 at East Northamptonshire House, Thrapston

Present: Councillors Roger Glithero JP (Chairman)
Wendy Brackenbury
Steven North

David Oliver Chief Executive
Katy Everitt Head of Resources and Organisational
Development
Paul Smith Senior Democratic Services Officer

1.0 MINUTES

1.1 The minutes of the meeting held on 25 November 2013 were approved and signed by the Chairman.

2.0 APOLOGIES

2.1 Apologies for absence were received from Councillors Glenn Harwood MBE and Jeremy Taylor.

3.0 DECLARATIONS OF INTEREST

3.1 The following interests were declared:

Officer	Item	Nature of Interest	DPI	Other Interest
David Oliver, Katy Everitt and Paul Smith	Pay Policy	Members of Staff affected		Yes

4.0 QUESTIONS UNDER PROCEDURE RULE 10.3

4.1 There were no questions submitted under Procedure Rule 10.3

5.0 WORKFORCE STATISTICS

5.1 The Sub-Committee reviewed data concerning staff sickness, turnover and the number of staff employed.

- 5.2 It was noted that the overall level of staff sickness in the year to 31 December 2013 had increased from the previous year, although it remained below both the public and private sector averages. The overall figure had been affected by long-term sickness levels and it was not considered to be a cause for concern, but would be kept under review.
- 5.3 The staff turnover level in the Planning Services Department was comparatively high at 21.97%. It was noted that over the previous 12 months there had been a lot of change in the Planning Services Department.

6.0 VACANT POSTS UPDATE

6.1 The Sub-Committee received a report on:-

- (a) Vacant posts
- (b) New posts created on the establishment
- (c) Posts temporarily vacant
- (d) Budget savings, and
- (e) Empty posts/hours still on establishment but with no budget.

6.2 The Sub-Committee noted that some of the posts had been on the Vacant Posts list for several years and the Corporate Management Team would therefore review the list to determine whether any posts could be deleted. A report would then be submitted to the next meeting of the Sub-Committee.

RESOLVED:

That the list of vacant posts be reviewed and an updated list of vacant posts be submitted to the next meeting of the Sub-Committee.

7.0 PAY POLICY

7.1 The Sub-Committee considered the draft Pay Policy Statement 2014-15. The Council's existing policy had been reviewed and the only amendments proposed were necessary updates to staff salaries to incorporate the 1% pay rise awarded in 2013; the addition of the new hosted Head of the Joint Planning Unit post, the increases in employees' pension contributions and the annual calculation of the ratios of the Chief Executive's salary compared to the lowest and average salaries.

7.2 The Head of Resources and Organisational Development provided the Sub-Committee with an update on the on-going national negotiations regarding the pay award for 2014-15. The Sub-Committee was asked to consider whether a local cost of living pay award should be considered on a similar basis to that agreed by the Sub-Committee on 23 April 2013 in respect of the 2013-14 pay award.

RESOLVED TO RECOMMEND:

That the Pay Policy Statement 2013-14, attached at Appendix A, be adopted by Council.

RESOLVED:

That a report be submitted to the next meeting of the Sub-Committee on proposals for a local cost of living pay award for 2014-15.

Chairman



East
Northamptonshire
Council

Pay Policy Statement



Author (Post holder title)	Katy Everitt (Head of Resources and Organisational Development)
Type of document	Policy
Version Number	3.0
Document File Name	
Issue date	TBC
Approval date and by who (SMT/committee)	Full Council
Document held by (name/section)	Human Resources
For internal publication only or external also?	Internal and external
Document stored on Council website or Eunice?	Eunice and Council website
Next review date	By 31 March 2015

Change History

Issue	Date	Comments
0.1	24 Feb 2012	Draft
1.0		Final published version
0.2	11 Jan 2013	Draft of second version
3.0	10 Jan 2014	Third version

NB: Draft versions 0.1 - final published versions 1.0

Consultees

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- A Pay structures**
- B CMT Transparency data**

Section one: introduction and background information

1.0 Introduction

- 1.1 East Northamptonshire Council ('the Council') recognises that, in the context of managing scarce public resources, pay and benefits at all levels need to be adequate to secure and retain high quality employees dedicated to the service of the public, but at the same time need to avoid being unnecessarily generous or otherwise excessive.
- 1.2 It is important that local authorities are able to determine their own pay structures in order to address local priorities and to compete in the labour market.
- 1.3 In particular, it is recognised that senior management roles in local government are complex and diverse functions in a highly politicised environment where national and local pressures often conflict. The Council's ability to continue to attract and retain high calibre leaders capable of delivering this complex agenda, particularly during times of financial challenge, is crucial if the Council is to maintain its current high performance levels.
- 1.4 The Council recognises and welcomes the aim behind this Pay Policy Statement to ensure that the Council's approach to pay is transparent to customers and to enable local taxpayers to take an informed view of whether local decisions on all aspects of pay and benefits are fair and make the best use of public funds.

2.0 Legislation

- 2.1 Section 38/11 of the Localism Act 2011 requires local authorities to produce a Pay Policy Statement for 2012/13 and for each financial year thereafter.
- 2.2 The Act and supporting statutory guidance provide details of matters that must be included in this statutory pay policy but also emphasise that each local authority has the autonomy to take its own decisions on pay and pay policies.
- 2.3 The Pay Policy Statement:
- must be approved formally by full Council by the end of March each year
 - can be amended during the year by a resolution of full Council
 - must be published on the Council's website
 - must be complied with when setting the terms and conditions of Chief Officer employees
- 2.4 The Council welcomes the government's recognition that each local authority remains an individual employer in its own right, and, as such, has the autonomy to make decisions on pay that are appropriate to local circumstances and deliver value for money for local taxpayers.

3.0 Scope of the Pay Policy Statement

- 3.1 In complying with the Act, this policy statement covers the following senior roles at the Council:
- Chief Executive (Head of Paid Service)
 - Executive Director (Monitoring Officer – the officer responsible for ensuring the Council's compliance with the law in all its activities)
 - Heads of Service (Head of Customer and Communities, Head of Environmental Services, Head of ICT, Head of Planning and Head of Resources and Organisational Development)

- Head of Joint Planning Unit (a hosted role only – not a member of CMT)
- 3.2 Collectively, these roles are known as the Corporate Management Team (CMT).
- 3.2.1 The Council's Chief Officers are:
- Chief Executive (Head of Paid Service)
 - Executive Director (Monitoring Officer)
- 3.2.2 The policy statement also covers the Council's lowest-paid employees. The Council has determined that for the purpose of this policy statement, it will follow guidance issued by the Local Government Association (LGA) which states that the simplest and most easily understood definition of lowest-paid employee is:
- "the lowest pay point routinely used by the council for its substantive roles, calculated at full time equivalent. This should not include grades or pay points put aside as trainee or development scales but should relate to the minimum point used for a competent employee taken on a defined role". [Localism Act: Pay Policy Statements Guidance For Local Authority Chief Executives; LGA]
- 3.5 Following this definition, the lowest-paid employees within the Council are therefore those employees who are paid on grade two, spinal column point 13, £15,851 per annum.
- 3.6 The following categories of employees are paid less than the Council's lowest-paid employees, as defined in this pay policy statement:
- Trainees/Apprentices
 - Temporary employees (including casual workers)
- 3.7 The Council applies a lower pay rate and different pay and benefits to these categories of employees, which reflect the particular nature and/or duration/frequency of their employment.

4.0 Context

- 4.1 In relation to other organisations in all sectors across the UK, the Council is a complex organisation that provides a diverse range of services. Many of those services are vital to the wellbeing of individuals and groups of residents in the local community, and are delivered in very challenging circumstances, taking account of resources available to meet them.
- 4.2 As at 30 September 2013 the Council has 169 full time equivalent (FTE) employees. According to the 2011 census, there are approximately 86,765 people living in the district served by the Council.
- 4.3 The Council's CMT is responsible for working with elected politicians to determine the overall strategic direction of the Council, to develop the scale, nature, efficiency and effectiveness of all the services provided by the Council, and to provide day-to-day management of those services.

5.0 The Council's overall approach to pay and benefits

- 5.1 The Council recognises that it has to compete with other employers in the area (and, in some cases, in the country) to recruit and retain employees who are capable of

meeting the challenges of providing services to the required standards. This has an important bearing on the levels of pay and benefits it offers to its employees.

- 5.2 At the same time, the Council is under an obligation to secure the best value for money for its residents and tax-payers in taking decisions on pay levels. The Council believes that, like much of local government and the public sector, it strikes a fair balance between these competing pressures.
- 5.3 The Council's approach to pay and benefits aims to ensure:
- compliance with equal pay, discrimination and other relevant employment legislation
 - that its overall remuneration packages align with market norms for the local government and public sectors whilst taking account of:
 - pay levels in the local area, including neighbouring public sector employers;
 - the relative cost of living in the local area, particularly housing costs;
 - the responsibilities and accountabilities of particular posts, which may be very demanding
- 5.4 The Council seeks to maintain this overall approach by carefully monitoring pay data and pay surveys provided by various organisations including the LGA.
- 5.5 In terms of pay differentials, the Council recognises that the Chief Executive (Head of Paid Service) leads the organisation's workforce and has the greatest level of accountability, and so warrants the highest pay level in the organisation.
- 5.6 The Council recognises, through analysis of job demands, that the Executive Director (Monitoring Officer) has a greater level of responsibility and accountability than other senior managers, and therefore provides higher pay and benefits for that role.
- 5.7 Below Executive Director level, the Council recognises that the demands on, and accountabilities of, different roles vary considerably and seeks to align pay levels with the relative importance and responsibilities of jobs using a process of job evaluation.

Section two: annual salaries

6.0 Annual salaries

- 6.1 Annual salaries for all employees of the Council are based on a 37 hour working week and are set in accordance with the following pay structures which are all provided in **Appendix A**:

	Pay Structure
Chief Executive	A
Executive Director	B
All other employees (including Heads of Service)	C

- 6.2 The pay structures consist of grade ranges which contain a number of incremental salary points. The pay structures are determined locally by the Council.
- 6.3 The Council's Chief Executive and Executive Director have individual pay structures. Heads of Service and all other employees are on the same pay structure; Heads of Service are paid on grade 10 and the Council's lowest-paid employees are on grade two.

7.0 Salaries on appointment

7.1 Recruitment to positions follows rules set out in Part 4.7 of the Council's Constitution (Officer Employment Procedure Rules). Starting salaries for new appointments and promotions will normally be at the minimum incremental point of the post's grade. There may be exceptional circumstances where it is considered necessary to appoint above the minimum incremental point. This might be:

- where someone is joining the Council from another Local Authority where they work in a similar role and they are in receipt of higher pay
- where the Council is recruiting to a specialist role

7.2 Any appointment above the minimum incremental point of a post's grade must be approved by:

Position being appointed to	Approval by
Chief Executive	Full Council
Executive Director (Monitoring Officer)	Personnel Sub-Committee with delegated authority from full Council
All other employees (including lowest paid employees and Heads of Service)	Chief Executive

8.0 Pay progression

8.1 Employees receive an incremental pay rise annually on the anniversary date of their appointment to post until they reach the top of their grade.

9.0 Pay awards

9.1 Pay levels are increased in line with awards agreed nationally by the Joint Negotiating Committee for Chief Officers of Local Authorities (JNC) and the National Joint Council for Local Government Services (NJC).

9.2 There may be occasions where local negotiations take place with employees and trade unions to agree pay increases greater than those agreed nationally.

10.0 Special responsibility allowance

10.1 The Finance Manager (Deputy Section 151 Officer) is the only position in the Council to receive a special responsibility allowance (SRA). The allowance is provided to recognise the additional statutory responsibility the position holds for overseeing the Council's finances.

10.2 The annual SRA for the Finance Manager (Deputy Section 151 Officer) is £2,000.

11.0 Performance related pay and market supplements

11.1 The Council does not pay:

- performance related pay; or
- bonuses

11.2 The Council will pay market supplements when agreed by Personnel Sub Committee; or the Chief Executive and Chair/Deputy Chair of Personnel Sub Committee if needed for expediency. These will only be paid where there is a proven difficulty to recruit.

11.3 No market supplements were paid in 2012 or 2013.

Section three: other allowances and benefits

12.0 Other allowances and benefits

12.1 In addition to annual salaries, the Council provides other allowances and benefits to employees. In some cases these are available to all employees and in other cases only certain groups of employees are eligible to receive them. Information about other allowances and benefits, including who can receive them, is provided below.

13.0 Annual Leave

13.1 The Chief Executive and Executive Director (Monitoring Officer) receive an annual leave entitlement which is in line with conditions of service as set out by JNC. All other employees receive an annual leave entitlement which is in line with conditions of service as set out by NJC. Annual leave entitlements are documented below:

Annual Leave Entitlements	
Chief Executive and Executive Director (Monitoring Officer)	30 days paid annual leave in a full year from date of appointment. In addition, entitlement to eight Bank Holidays and four extra statutory days leave with pay.
All other employees (including lowest paid employees and Heads of Service)	20 days paid annual leave in a full year. This will increase by one day for each fully completed year of service, up to a maximum of 10 days. In addition, entitlement to eight Bank Holidays and four extra statutory days leave with pay.

13.2 Continuous service with relevant employers (as set out in the Modification Order under the Employment Rights Act 1996) counts towards an employee's annual leave entitlement.

14.0 Car Scheme

14.1 The Council is currently winding down its Car Scheme and it will cease entirely on 30 October 2015. Eight members of staff currently have cars. No new applications will be accepted.

14.2 The following annual allowances are applicable:

	Annual Allowance £
Heads of Service	£5,420
Essential car users	£3,500

15.0 Car Loans

15.1 The Council's Car Loan Scheme is available to employees of the Council who are designated essential car users.

15.2 Interest on car loans is charged at the HMRC recommended rate, which at the time of writing this document is 4%.

16.0 Essential car user allowance

16.1 A number of the Council's employees have to travel in order to undertake their duties. All essential car users are entitled to receive an annual car user allowance this is in line with national terms and conditions set out by the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (NJC). Current essential car user allowances are set out below:

	451 – 999cc	1000 – 1199cc	1200 – 1450cc
Annual essential car user allowance	£846	£963	£1,239

16.2 If an employee has a car under the Council's Car Scheme (see section 14) they do not receive the annual essential car user allowance. Essential car user allowances are updated in line with increases made by the NJC.

16. None of the Council's lowest-paid employees are essential car users, so none of them receive the allowance and none of them are eligible for a car loan or the Car Scheme.

16.4 Each employee's entitlement to receive essential car user allowance will be reviewed annually.

17.0 Mileage rates

17.1 The Council reimburses employees for their fuel use at HMRC and NJC fuel rates, whichever is the lowest. These rates are reviewed annually and the following fuel reimbursement rates currently apply:

	451 – 999cc	1000 – 1199cc	1200 – 1450cc
Essential car users			
Per mile first 10,000	36.9p	40.9p	HMRC 45p
Per mile after 10,000	HMRC 25p	HMRC 25p	HMRC 25p
Casual car users			
Per mile first 10,000	HMRC 45p	HMRC 45p	HMRC 45p
Training – qualification courses			
	13.7p	14.4p	16.4p

17.2 Where an employee has a Council-owned vehicle provided to them under the Council Car Scheme (see section 14 above) they receive the following mileage reimbursement rate:

Mileage rate (per mile) Council owned cars 13.9p

17.3 Mileage rates are updated in line with changes made by the HMRC and NJC.

17.4 These mileage rates are applicable to all employees of the Council.

18.0 Mobile telephones

18.1 All members of CMT are provided with a mobile telephone. The mobile telephones are provided because they are considered necessary for CMT to undertake their duties effectively, including for emergency planning and business continuity purposes. The Council funds the provision of the phone and business calls.

18.2 In addition to CMT, other employees in the Council have mobile telephones provided to them for work purposes. Many of the Council's employees undertake their work in the community. It is important that these employees are contactable and the Council ensures their health and safety is managed whilst working off site.

18.3 None of the Council's lowest-paid employees have mobile telephones provided to them because they all work in office based roles and are not required to be contactable outside of office hours.

19.0 Landline telephones

19.1 The Head of Environmental Services receives a phone line paid for by the Council. This is to reflect his duties in respect of emergency planning both locally and nationally.

20.0 Election fees

20.1 In some years the Chief Executive receives fees for undertaking the statutory duties of Returning Officer (RO). The RO is someone who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of RO is one which involves and incurs personal responsibility and accountability and is statutorily separate to the duties as an employee of the Council.

20.2 The fees paid to the RO are not a regular feature of the Chief Executive's pay.

20.3 The RO fees for District Council elections and by-elections are calculated by using a scale which is based on the number of wards in the Council's District, the type of election, whether it is contested, the number of electors and the number of Councillors returned.

20.4 The method of calculation was agreed locally by the Council's Policy and Resources Committee, and fees are increased in line with national pay awards agreed by the JNC.

20.5 Where the Chief Executive takes on roles in respect of national or European elections or referendums, the fees receivable are set nationally and paid by Central Government.

21.0 Honorariums

21.1 In some circumstances, the Council will award honorarium payments to employees below the level of Executive Director. An honorarium might be paid where someone temporarily takes on substantial additional responsibilities, where it would not be considered appropriate to re-grade the post. All honorarium payments are approved by the Chief Executive.

22.0 Relocation and Removal Expenses

22.1 The Council will sometimes contribute to the cost of relocation and/or removal expenses. Any payments are agreed by:

Position	Approval by
Chief Executive and Executive Director (Monitoring Officer)	Personnel Sub-Committee with delegated authority from full Council
All other employees (including lowest-paid employees and Heads of Service)	Chief Executive

22.2 In the main, relocation and removal expenses are paid when recruiting to CMT and specialist roles. It is very unlikely that relocation and/or removal expenses would be payable to the lowest-paid employees.

23.0 Professional subscriptions

23.1 The Council will generally cover the cost of one subscription, but some employees may have two subscriptions reimbursed. In all cases, reimbursement will only occur where it is identified that the employee requires the subscription in order to be able to do their job effectively or where the subscription benefits the Council.

23.2 This policy is applied to all employees of the Council but it is noted that it is highly unlikely that a lowest-paid employee would require a subscription in order to be able to undertake their role.

24.0 Out of hours payments

24.1 The Council operates an Out of Hours Policy which covers all employees below the level of Heads of Service. CMT are not entitled to receive out of hours payments.

25.0 Flexitime Scheme

25.1 The Council operates a Flexitime Scheme which covers all employees below Head of Service level. The key principles of the scheme are:

- Normal office hours – 8:45am to 5.00pm
- 37 hours (full time contracted hours) Monday to Friday
- Can work between 7.30am and 6.30pm (with line manager agreement)
- Core hours 10.00am to Midday and 2.00pm to 4.00pm
- If an employee works 6 hours or more they must take a rest break of at least 30 minutes

26.0 Payment of hours worked outside the Council's flexitime scheme

26.1 The Council does not normally pay overtime, and where it does it is paid in line with nationally-agreed NJC terms and conditions.

26.2 However, it is accepted there may be times when an individual has to work extra hours, for example during an election or to attend evening committee meetings.

26.3 In these circumstances an employee usually receives time off in lieu (TOIL).

26.4 To meet the needs of the service, where taking TOIL would have a detrimental effect on service delivery, the Chief Executive can approve the payment of accrued TOIL. Payment will always be at plain rate and is only payable to employee Below the grade of Executive Director.

27.0 Local Government Pension Scheme (LGPS)

27.1 All employees who are members of the LGPS make individual contributions to the scheme as set out in the table below:

Effective from 1 April 2014

Pay Bands	ENC Grades	Contribution Rates
Up to £13,500	None	5.5%
£13,501 - £21,000	1 – 4	5.8%
£21,001 - £34,000	4 – 8	6.5%
£34,001 - £43,000	8 – 9	6.8%
£43,001 - £60,000	10	8.5%
£60,001 - £85,000	Executive Director	9.9%
£85,001 - £100,000	None	10.5%
£100,001 - £150,000	Chief Executive	11.4%

27.2 The Council makes employer's contributions into the scheme, which are reviewed every three years by the pension fund's actuary.

28.0 Other allowances and benefits

28.1 All other allowances and benefits paid by the Council are in line with NJC and JNC terms and conditions of employment or, where agreed locally, are applied equally to all employees.

Section four: Payments on termination of employment

29.0 Redundancy pay

29.1 The Council has a Redundancy Policy that applies to all employees of the Council.

29.2 Under the Employment Rights Act 1996, employees who have two years' or more continuous service with the same employer qualify for a redundancy payment. For each full year's service, up to a maximum of 20 years, the entitlement to redundancy pay is calculated as follows:

- aged 21 or less: ½ week's pay
- between the ages of 22 and 40: 1 week's pay
- aged 41 and over: 1½ weeks' pay

29.3 The Council defines a week's pay a contractual gross pay, rather than the statutory minimum. The redundancy payment applies to all employees of the Council including CMT and the Council's lowest-paid employees.

29.4 The Council does not normally pay in lieu of notice (PILON), and will consider each redundancy situation on an individual basis.

29.5 All employees are entitled to apply for voluntary redundancy at any time. Each application will be considered on its own merits.

30.0 Flexible retirement

- 30.1 Employees aged 55 or over, who have at least three months' total membership in the LGPS, can request flexible retirement (as defined in the Pensions Discretion Policy) with actuarially reduced benefits. It is the responsibility of the Council's Personnel Sub-Committee to decide whether to approve the request.
- 30.2 The policy only applies to Heads of Service and below (including the Council's lowest-paid employees). The Council does not currently have a policy on flexible retirement for the Chief Executive or the Executive Director.

31.0 Early retirement on compassionate grounds

- 31.1 The Council will consider requests from employees who are active members of the LGPS to retire from age 55 on compassionate grounds without actuarial reduction of benefits. It is the responsibility of the Council's Personnel Sub-Committee to decide whether to approve the request.
- 31.2 The policy only applies to Heads of Service and below (including the Council's lowest-paid employees). The Council does not currently have a policy on early retirement on compassionate grounds for the Chief Executive or the Executive Director.

32.0 Other termination payments

- 32.1 The Council's policy is not to make any other termination payments to its employees, other than where it has received specific legal advice to the effect that a payment may be necessary to eliminate risk of legal claims against the Council.
- 32.2 Other termination payments do not include redundancy pay or PILON.
- 32.3 Termination payments to Heads of Service and below will be authorised by the Chief Executive providing the cost of the termination payment can be met from existing budgets. Where there is not enough money in the budget to cover the cost of the termination payment, the Council's financial rules will apply.
- 32.4 Any termination payment made to the Chief Executive or Executive Director must be approved by full Council.

Section five: re-engagement of employees following termination of employment with a severance or termination payment

33.0 Re-engagement as an employee

- 33.1 Subject to any relevant provisions in employment and equalities legislation, where a Chief Executive, Executive Director, Monitoring Officer or Section 151 Officer has had their employment terminated on grounds of redundancy, they will not be re-employed in the same or similar post for a period of one year following the date of their termination of employment.
- 33.2 If they are re-employed into another post within four weeks after the effective date of redundancy, any other employee will lose their right to a redundancy payment, including any enhancements under the provisions of the LGPS or the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.

33.3 Any re-employment will be subject to the Council following the strict application of the normal process of competitive selection for employment.

34.0 Re-engagement under a contract for services

34.1 The Council's policy is not to re-engage, under a contract for services, any former Chief Executive, Executive Director, Monitoring Officer or Section 151 Officer who left the Council for any reason and was in receipt of a redundancy, severance or termination payment, for a period of three years from cessation of employment.

34.2 However, the Council accepts that there may be rare occasions where re-engagement under a contract for services might be necessary. This might be where, for example, the ex-employee is needed to represent the Council in court proceedings.

34.3 Where re-engagement is proposed, approval must be given by the Leader of the Council and the Chair of the Personnel Sub-Committee.

35.0 Employment of those in receipt of an LGPS pension

35.1 Where the Council employs a Chief Executive or Chief Officer a person who is in receipt of a pension under the LGPS, the rules on abatement of pensions adopted by the Council's Administering Authority for the LGPS, pursuant to Regulations 70 and 71 of the Local Government Pension Scheme (Administration) Regulations 2008 will be applied.

Section six: pay relationships

36.0 Pay multiples and how the Council ensures pay levels are fair

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

36.2 The Council believes that the principle of fair pay is important to the provision of high quality and well-managed services and is committed to ensuring fairness and equity in its remuneration practices.

36.3 The Council's pay policies, processes and procedures are designed to ensure that pay levels are appropriately aligned with and properly reflect the relative demands and responsibilities of each post and the knowledge, skills and behaviours necessary to ensure they are undertaken to the required standard, as well as taking account of relevant market considerations. This includes ensuring that there is an appropriate relationship between the pay levels of its Chief Officers, as defined in section 3.2 of this pay policy statement, and of all other employees.

36.4 The Council has adopted a number of policies and practices to ensure fairness in the overall pay relativities within the Authority. These include:

- ensuring that the relationship between Chief Officer pay levels and those of the rest of the Council's workforce is taken into account when setting senior management pay levels
- adopting a clear policy with regard to the desired relationship between Chief Officer remuneration and that of the rest of the workforce, as expressed through the use of a "pay multiple" (see below), and how it is intended this will be achieved and maintained
- monitoring this pay multiple on an annual basis and reporting on any changes and the factors which may have contributed to this
- using an analytical job evaluation scheme to determine the grading of all posts up to and including Head of Service level

- applying a clear and objective methodology for evaluating all new and changed jobs to ensure they are properly graded and that pay levels properly reflect their level of responsibility
- establishing a defined procedure for employees who wish to request a review of their job grade or who wish to appeal against their grading outcome
- undertaking corporate monitoring of the application of pay progression arrangements to ensure these are applied and operated on a fair and consistent basis across the organisation
- reviewing the roles and responsibilities of individual posts annually during the Council's appraisal procedure and as part of any organisational restructuring
- undertaking an equal pay audit at least once every three years, investigating and addressing the outcomes, as appropriate

36.5 Under the provisions of the Code of Recommended Practice for Local Authorities on Data Transparency, issued by the Department for Communities and Local Government under Section 2 of the Local Government Planning and Land Act 1980, the Council is expected to publish its "pay multiple", i.e. the ratio between the highest paid salary and median average salary of the whole of the Council's workforce.

36.6 The pay ratios between the Chief Executive and the Council's employees are set out below:

	11/12 ratio	11/12 actual	12/13 ratio	12/13 actual	13/14 ratio	13/14 actual
Chief Exec.		£119,370		£112,434		£110,965
Lowest paid	7.60	£15,694	7.16	£15,694	7.00	£15,851
Average (mean)	4.73	£25,250	4.61	£24,390	4.81	£23,078
Average (median)	5.20	£22,958	4.74	£23,708	5.11	£21,735
Average (mode)	6.16	£19,378	4.56	£24,646	4.46	£24,893

36.7 For the purpose of the pay ratio the Chief Executive's remuneration comprises salary, Returning Officer fees and essential car user allowance.

36.8 The Council considers that the current pay multiples, as identified above, represent an appropriate, fair and equitable internal pay relationship between the highest salary and those which apply to the rest of the workforce. The pay multiples will be reviewed and published annually.

36.9 The median average salary is the salary value at which 50% of the salaries which apply to the whole of the local authority's workforce are below that salary value and 50% of the salaries are above it. The lowest pay point in the overall salary range which has been used by the Council in calculating the median average salary is that which applies to its lowest-paid employees, as defined in section 3.3 of this pay policy statement.

36.10 The mode average salary is the single salary earned by the highest number of employees. 18 employees receive the mode salary.

36.11 The mean average salary is the calculation usually referred to simply as an average. This is calculated by adding up all the salaries and dividing the total by the number of employees.

36.12 In comparison with last year the difference/ratio between the lowest paid staff and the Chief Executive has dropped.

Section seven: Publication of CMT remuneration

37.0 Pay information for CMT

37.1 The remuneration data of CMT which the Council is required to publish is provided in **Appendix B**.

Section eight: actions to be undertaken during 2014/15

38.1 To demonstrate commitment to open and transparent pay and benefits the council will commit to produce a Pay and Reward Strategy during 2014/15 which reviews the Council overall pay and reward strategy and also ensures clearly defined pay and reward policies and procedures are in place.

Section nine: Review of Pay Policy Statement

39.0 The Council may agree any amendments to this pay policy statement during the financial year to which it relates in accordance with its committee decision-making arrangements and policies and procedures.

Appendix A: Pay Structures

1 Chief Executive's Pay Structure

Chief Executive Pay Rates 1/4/2013 to 31/3/2014

SCP	£
6	£102,879
5	£98,922
4	£95,117
3	£91,459
2	£87,942
1	£84,560

2 Executive Director's Pay Structure

Executive Director Pay Rates 01/04/2013 to 31/03/2014

SCP	£
116	£82,295
115	£79,131
114	£76,088
113	£73,165
112	£70,349
111	£67,640

East Northamptonshire Council - Pay Grades and Pay Points from 1/04/13 - 31/03/14

Point	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10
56										56,569
55										54,388
54										52,298
53										50,287
52										48,353
51										46,491
50									42,928	
49									42,033	
48									41,149	
47									40,254	
46									39,351	
45									38,423	
44								37,579		
43								36,677		
42								35,785		
41								34,895		
40								33,998		
39							33,128	33,128		
38							32,072			
37							31,160			
36							30,312			
35							29,529			
34						28,923	28,923			
33						28,128				
32						27,323				
31						26,539				
30						25,727				
29					24,893	24,893				
28					23,946					
27					23,188					
26					22,444					
25				21,735	21,735					
24				21,320						
23				20,653						
22				20,070						
21			19,570	19,570						
20			18,891							
19			18,233							
18			17,586							
17		17,251	17,251							
16		16,857								
15		16,468								
14		16,135								
13	15,851	15,851								
12	15,442									
11	15,133									
10	14,266									
9	13,978									

Appendix B: Corporate Management Team Transparency Data

Gross salaries on 31 March 2014

Chief Executive	£102,879
Executive Director	£82,295
Head of Resources and Organisational Development	£56,569
Head of Environmental Services	£56,569
Head of Information and Communication (ICT)*	£54,388
Head of Planning Services	£54,388
Head of Joint Planning Unit**	£56,569

*This post is 50% shared with the Borough Council of Wellingborough

**This is a hosted role, and the costs are shared with the JPU partners

Returning Officer's fees Chief Executive £6,847



East
Northamptonshire
Council

Finance Sub-Committee

Minutes of a meeting held on Monday 3 February 2014 at 7.30pm, Kasen Room, East Northamptonshire House, Thrapston

Present: Councillors: Steven North - Chairman
Richard Lewis – Vice-Chairman
Peter Baden
David Brackenbury
Roger Glithero JP
Glenvil Greenwood-Smith
Glenn Harwood MBE

Officers: David Oliver (Chief Executive)
Glenn Hammons (Chief Finance Officer)
Katy Everitt (Head of Resources & Organisational Development)
Kelly Watson (Finance Manager)

1.0 APOLOGIES FOR ABSENCE

1.1 No apologies for absence had been received..

2.0 MINUTES

2.1 The minutes of the meeting of the Finance Sub-Committee held on 18 November 2013 were approved and signed by the Chairman.

3.0 DECLARATIONS OF INTEREST

3.1 The following interests were declared in the Agenda items specified below:

Councillor	Agenda item	Nature of Interest	DPI	Other Interest
Roger Glithero	Treasury Management Report - Quarter 3 2013/14	Shareholder in Lloyds Bank		Yes
Richard Lewis	Treasury Management Report - Quarter 3 2013/14	Shareholder in Lloyds Bank		Yes
Glenvil Greenwood-Smith	Treasury Management Report - Quarter 3 2013/14	Shareholder in Lloyds Bank		Yes

Peter Baden	Asset Management – Sale of Land and Buildings Progress Update	Member of Thrapston Town Council (prospective purchaser)	Yes
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4.0 QUESTIONS UNDER PROCEDURE RULE 10.3

4.1 There were no questions submitted under Procedure Rule 10.3.

5.0 VARIATION OF THE ORDER OF THE AGENDA

5.1 With the consent of the Sub-Committee, the Chairman announced that Agenda item no. 8 would be considered before the other items of business.

6.0 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following item of business because exempt information, as defined under paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972, may be disclosed.

7.0 ASSET MANAGEMENT – SALE OF LAND AND BUILDINGS PROGRESS UPDATE

7.1 The Head of Resources and Organisational Development provided the Sub-Committee with an update on progress made in relation to the sale of Council owned land and buildings.

RESOLVED:

That the contents of the report be noted.

RESOLVED TO RECOMMEND TO COUNCIL:

1. That £105,000 be approved to fund the demolition of the Old Recycling Centre, Rushden (as part of the Capital Programme for 2013/14), and that this be funded from revenue underspends in 2013/14.

(Reason: to ensure that demolition of the Old Recycling Centre, Rushden can take place, which will remove the Council's liability to pay NNDR on the site)

2. That the sale of the old outdoor swimming pool at Oundle proceed despite it not being sold via auction or through a competitive process;

(Reason: to generate a capital receipt)

3. That Cosy Nook, Thrapston be sold through a competitive process.

(Reason: to generate a capital receipt)

8.0 RE-ADMISSION OF THE PUBLIC AND PRESS

RESOLVED:

That the Public and Press be re-admitted to the meeting.

9.0 BUDGET MONITORING - QUARTER 3 2013/14

- 9.1 The Finance Manager presented a report to the Sub-Committee detailing the Council's expenditure to the end of quarter 3 (31 December 2013) against the approved revenue and capital budgets for 2013/14. The report highlighted any significant under or overspend greater than £10,000 and identified the impact on the end of year position.
- 9.2 Since the setting of the Council's budget in February 2013, the total budget had been revised to £10,164,857. The estimated outturn for the year was an under-spend of £674,000 which would increase the contribution to Revenue Reserves in 2013/14 to £925,000.
- 9.3 The 2013/14 forecast outturn on Capital Expenditure was £419,000 below budget, comprised of £100,000 underspend and £319,000 slippage into future years.

RESOLVED:

That the current budget monitoring position, including the review of the capital programme and the intention that, until the review is complete, no further schemes are to be added to the capital programme unless there is a clear funding source, be noted.

(Reason – this is an information / monitoring report which addresses the risks facing the Council and the affordability of its capital programme)

10.0 TREASURY MANAGEMENT REPORT - QUARTER 3 2013/14

- 10.1 The Finance Manager presented a report to the Sub-Committee which provided an update on the activity of the Treasury Management function for the third quarter of 2013/14. The report also set out the likely performance for the remainder of the financial year.
- 10.2 The Sub-Committee noted that the 2013/14 Treasury Management Strategy had been approved as part of the Medium Term Financial Strategy in February 2013 and was underpinned by the adoption of the Chartered Institute of Public Finance and Accountancy's Code of Practice. The Code recommended that members be informed of treasury management activities at least twice a year.
- 10.3 It was noted that interest rates were now expected to rise in the second quarter of 2016 rather than in 2017.

RESOLVED:

That the Treasury Management performance for quarter 3 2013/14 be noted.

(Reason – in accordance with CIPFA guidance and best practice in Treasury Management)

11.0 DRAFT MEDIUM TERM FINANCIAL STRATEGY

- 11.1 The Chief Finance Officer presented a report setting out the Council's Draft Medium Term Financial Strategy (MTFS) 2014/15 to 2017/18, outlining the Draft Revenue Budget 2014/15, the Capital Programme 2014/15 to 2023/24 and the Draft Treasury Management Strategy 2014/15. This refreshed the MTFS 2014/15 to 2016/17 which had been approved by Council in February 2013 and updated by the Finance Sub-Committee in November 2013.
- 11.2 It was noted that, over the medium term, the Council would need to continue to increase income and / or deliver savings to meet the anticipated funding gap. It was not considered possible to achieve this solely by continuing the approach previously taken and it was almost certain that more radical cost reduction or income generation measures would need to be implemented before the end of the current MTFS period.
- 11.3 A number of key assumptions had been made in preparing the MTFS and these were set out in the report, together with the impact of options for setting the Council Tax for 2014/15. The threshold for requiring a Referendum on Council Tax increases had not yet been announced, but the maximum increase allowed without a Referendum had been assumed to be 1.5%.
- 11.4 It was noted that the Short Term Borrowing contribution to the funding of the Capital Programme included a Revenue contribution of £200,000 for the provision of waste bins.
- 11.5 Receipts from the sale of capital assets were uncertain due to the complexities and timescales for the sale of these assets. It was therefore proposed that whilst a review of the Capital Programme was undertaken, new schemes would only be promoted from the Development Pool to the Approved Capital Programme where a clear funding source had been identified.
- 11.6 The Corporate Management Team would carry out a review of the capital projects within the development pool to identify the optimum capital programme for 2014/15.

The schedule of fees and charges would be reviewed during 2014/15 to identify if any amendments may be necessary.

RESOLVED:

That members of the Finance Sub-Committee, to be appointed by the Chairman, meet with officers to undertake a detailed review of the Capital Programme and identify sources of funding and their conclusions be incorporated into the next report to the Sub-Committee.

RESOLVED TO RECOMMEND TO POLICY AND RESOURCES COMMITTEE:

1. That, subject to the approval of the level of Council Tax and the decision for passporting the Council Tax Support Grant, the contents of the report be recommended to Council as part of the budget setting process.
2. That the following be approved / agreed by Council:
 - Medium Term Financial Strategy (MTFS)
 - Revenue Budget 2014/15
 - Approved Capital Programme for 2014/15 (Development Pool items are subject to the review set out within the report)
 - Minimum level of reserves and Earmarked Reserves
 - Treasury Management Strategy
 - Fees and Charges

(Reason: To ensure that the Sub-Committee is aware of the forecast financial position; so that in due course the Council complies with its constitution in setting its Budget)

Chairman