

## **COUNCIL**

### **Virtual Meeting held on Thursday, 23rd April, 2020 at 10.00 am**

**Present:** Councillor Andy Meakin in the Chair;

Councillors John Baird, Chris Baron,  
Kier Barsby, Jim Blagden, Christian Chapman,  
Ciaran Brown, Melanie Darrington,  
Samantha Deakin, Dale Grounds, Arnie Hankin,  
Andrew Harding, David Hennigan, Tom Hollis,  
Trevor Locke, Rachel Madden, Sarah Madigan,  
David Martin, Lauren Mitchell, Keir Morrison,  
Warren Nuttall, Matthew Relf, Kevin Rostance,  
Phil Rostance, Dave Shaw, John Smallridge,  
Helen-Ann Smith, David Walters, Lee Waters,  
Caroline Wilkinson, Daniel Williamson,  
John Wilmott and Jason Zadrozny.

**Apology for Absence:** Councillor Andy Gascoyne.

**Officers Present:** Lynn Cain, Carol Cooper-Smith, Ruth Dennis,  
Theresa Hodgkinson, Mike Joy and Andy Slate.

#### **C.1 Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests**

No declarations of interest were made.

#### **C.2 Election of Chairman of the Council**

RESOLVED

that Councillor Andy Meakin be elected Chairman of the Council until the next Annual Meeting.

#### **C.3 Declaration of Acceptance of Office by the Chairman**

The newly elected Chairman subscribed the Declaration of Acceptance of Office of Chairman pursuant to the provisions of Section 83 of the Local Government Act 1972 and thanked Members of the Council for his appointment.

#### **C.4 Vote of thanks to the Late Retiring Chairman**

The Leader of the Council delivered a heartfelt eulogy and tribute in honour of the former Chairman, Councillor Tony Brewer, who tragically died at the beginning of April 2020 having succumbed to the Covid-19 virus.

The following Members also offered their condolences and tributes:

##### Councillors

Samantha Deakin  
Andy Meakin  
David Hennigan  
John Wilmott  
Daniel Williamson  
Phil Rostance  
John Smallridge  
Tom Hollis  
Helen-Ann Smith  
Andrew Harding  
Keir Morrison  
Sarah Madigan.

#### **C.5 Election of Vice Chairman of the Council**

RESOLVED

that Councillor Arnie Hankin be elected Vice Chairman of the Council until the next Annual Meeting.

#### **C.6 Declaration of Acceptance of Office by the Vice Chairman**

The newly elected Vice Chairman subscribed the Declaration of Acceptance of Office of Vice Chairman pursuant to the provisions of Section 83 of the Local Government Act 1972 and thanked Members of the Council for his appointment.

#### **C.7 Minutes**

RESOLVED

that the minutes of the meetings of the Council held on 13 February and 5 March 2020, as now submitted, be received and approved.

#### **C.8 Chairman and Head of Paid Service Announcements**

The Head of Paid Service and Leader of the Council both spoke with regard to the efforts being made by the Council and all its committed employees and volunteers, to continue to deliver essential services whilst the Covid-19 lockdown remained in place.

## C.9 Composition of the Council's Executive

RESOLVED

that in accordance with Council Procedure Rule 1.1(viii) and (ix), Council notes the unchanged composition of the Executive for the coming year, as advised by the Leader of the Council:-

| <u>Cabinet (10)</u> | <u>Portfolio</u>  | <u>Executive Responsibility For:</u>  |
|---------------------|---|---|
| Jason Zadrozny      | Leader of the Council                                   | <ul style="list-style-type: none"> <li>• Corporate Strategy and Performance</li> <li>• Commercialism</li> <li>• Commercial Investments and Property</li> <li>• Strategic Partnerships</li> </ul>  |
| Tom Hollis          | Deputy Leader and Portfolio Holder for Housing          | <ul style="list-style-type: none"> <li>• To deputise for the Leader (subject to nomination by the Leader)</li> <li>• Housing Strategy</li> <li>• Tenancy Support, Management and Engagement</li> <li>• Housing Repairs</li> <li>• Housing Capital Investment</li> <li>• Maintenance of Council Assets and Property</li> <li>• Homelessness</li> </ul>         |
| Helen-Ann Smith     | Deputy Leader and Portfolio Holder for Community Safety | <ul style="list-style-type: none"> <li>• To deputise for the Leader (subject to nomination by the Leader)</li> <li>• Community Safety Partnership</li> <li>• Anti-Social Behaviour</li> <li>• Community Protection</li> <li>• Safeguarding</li> <li>• CCTV</li> <li>• Community Cohesion</li> <li>• Combating Modern Slavery and Human Trafficking</li> </ul> |

|                 |   |  |
|-----------------|---|--|
| Kier Barsby     | Portfolio Holder for Health and Leisure             | <ul style="list-style-type: none"> <li>• Strategic Leisure</li> <li>• Communities</li> <li>• Health and Wellbeing</li> <li>• Arts, Heritage and Culture</li> <li>• Corporate Events including Active Ashfield</li> <li>• Community Engagement</li> </ul>                               |
| Samantha Deakin | Portfolio Holder for Customer Services and IT       | <ul style="list-style-type: none"> <li>• Customer Services</li> <li>• Corporate Risk Management</li> <li>• Health and Safety</li> <li>• Emergency Planning and Business Continuity</li> <li>• IT Strategy</li> <li>• IT Security</li> <li>• IT Operations</li> </ul>                   |
| Rachel Madden   | Portfolio Holder for Finance                        | <ul style="list-style-type: none"> <li>• Financial Strategy – including Medium Term Financial Strategy</li> <li>• Treasury Management</li> <li>• Capital Strategy and Programme</li> <li>• Revenues and Benefits</li> <li>• HR and Payroll</li> <li>• Strategic Procurement</li> </ul> |
| David Martin    | Portfolio Holder for Streets, Parks & Town Centres  | <ul style="list-style-type: none"> <li>• Streets</li> <li>• Parks and Open Spaces</li> <li>• Town Centres</li> <li>• Market</li> <li>• Waste Management</li> <li>• Recycling</li> <li>• Transport</li> <li>• Cemeteries</li> <li>• Car Park Strategy</li> </ul>                        |
| Matthew Relf    | Portfolio Holder for Place, Planning & Regeneration | <ul style="list-style-type: none"> <li>• Discover Ashfield</li> <li>• Strategic Planning - Local Plan</li> <li>• Development Management</li> <li>• Regeneration and Economic Growth</li> <li>• Business Support</li> </ul>   |

|                   |   |   |
|-------------------|---|---|
| Daniel Williamson | Portfolio Holder for Corporate Communications, Governance & Cross Portfolio Support | <ul style="list-style-type: none"> <li>• Corporate Communications</li> <li>• Website</li> <li>• Legal Services</li> <li>• Democratic and Scrutiny Services</li> <li>• Electoral Services</li> <li>• Audit</li> </ul>  |
| John Wilmott      | Portfolio Holder for Regulatory Services  | <ul style="list-style-type: none"> <li>• Environmental Services</li> <li>• Licensing</li> <li>• Building Control</li> <li>• Private Sector Enforcement</li> <li>• Aids and Adaptations</li> <li>• Disabled Facilities Grants</li> <li>• Empty and Dilapidated Properties</li> </ul> |

#### **C.10 Appointments of Committees, Panels and Working Groups**

Council was requested to determine the appointment of Committees, Panels and Working Groups including Chairmen, Vice Chairmen and membership seats for the ensuing year as per the Committee Membership Schedule as appended to the agenda.

RESOLVED that

a) in accordance with Council Procedure Rule 1.3 (i) and (iv), the following Committees be appointed for the ensuing year:-

- Overview and Scrutiny Committee
- Scrutiny Panel A
- Scrutiny Panel B
- Planning Committee
- Licensing Committee
- Audit Committee
- Local Joint Consultative Committee
- Chief Officers' Employment Committee
- Standards and Personnel Appeals Committee
- Charities Committee
- Local Plan Working Group

b) as a result of (a) above, the following appointments for Chairmen, Vice Chairmen and membership seats be approved:-

**Overview and Scrutiny Committee (7)**  
**(6 Ashfield Independents, 1 Conservative)**

Jim Blagden  
Dale Grounds (Vice Chairman)  
Andrew Harding  
David Hennigan (Chairman)  
Phil Rostance  
David Walters  
Caroline Wilkinson

**Scrutiny Panel A (7)**  
**(6 Ashfield Independents, 1 Labour)**

Ciaran Brown  
Andrew Harding (Chairman)  
Trevor Locke  
Lauren Mitchell  
Warren Nuttall  
John Smallridge (Vice Chairman)  
David Walters

**Scrutiny Panel B (7)**  
**(6 Ashfield Independents, 1 Conservative)**

Jim Blagden  
Christian Chapman (Chairman)  
Melanie Darrington (Vice Chairman)  
Sarah Madigan  
Phil Rostance  
David Walters  
Caroline Wilkinson

**Planning Committee (11)**  
**(9 Ashfield Independents, 1 Conservative, 1 Labour)**

Chris Baron  
Ciaran Brown (Vice Chairman)  
Samantha Deakin  
Tom Hollis  
Rachel Madden  
Sarah Madigan (Chairman)  
Lauren Mitchell  
John Smallridge  
Helen Ann-Smith  
Daniel Williamson  
Jason Zadrozny

**Licensing Committee (11)**  
**(10 Ashfield Independents, 1 Labour)**

Keir Barsby  
Jim Blagden  
Ciaran Brown  
Dale Grounds  
Arnie Hankin  
Trevor Locke  
Rachel Madden  
Lauren Mitchell  
Warren Nuttall (Chairman)  
Caroline Wilkinson  
John Wilmott

**Audit Committee (7)**  
**(6 Ashfield Independents, 1 Conservative)**

John Baird  
Jim Blagden  
Christian Chapman  
Arnie Hankin  
Kevin Rostance  
Dave Shaw (Chairman)  
David Walters

**Charities Committee (7)**  
**(6 Ashfield Independents, 1 Labour)**

Jim Blagden  
Dale Grounds  
Lauren Mitchell  
Dave Shaw  
John Smallridge  
David Walters  
Caroline Wilkinson (Chairman)

**Chief Officers' Employment Committee (7)**  
**(6 Ashfield Independents, 1 Conservative)**

Chris Baron  
Tom Hollis  
Dave Shaw  
Helen-Ann Smith  
David Walters (Chairman)  
Daniel Williamson  
Jason Zadrozny

**Standards and Personnel Appeals Committee (7)**  
**(6 Ashfield Independents, 1 Conservative)**

Jim Blagden  
Christian Chapman  
Warren Nuttall  
Phil Rostance  
Helen Ann-Smith  
David Walters  
Lee Waters (Chairman)

**Local Plan Working Group (11)**  
**(9 Ashfield Independents, 1 Conservative, 1 Labour)**

Keir Barsby  
Samantha Deakin  
Tom Hollis  
Rachel Madden (Chairman)  
David Martin  
Keir Morrison  
Matthew Relf  
Kevin Rostance  
Helen-Ann Smith  
Daniel Williamson  
Jason Zadrozny

**Local Joint Consultative Committee (7)**  
**(Not subject to political balance rules)**

Samantha Deakin  
Tom Hollis  
David Martin  
Matthew Relf  
Helen-Ann Smith  
Daniel Williamson  
Jason Zadrozny

(Following consideration of this item, the meeting adjourned for a comfort break at 11.20am and reconvened at 11.38am.)

**C.11 Schedule of Council, Cabinet and Committee Meetings 2020/21**

Council was requested to approve the updated Schedule of Council, Cabinet and Committee Meetings for 2020/21 as appended to the agenda.

RESOLVED

that in accordance with Council Procedure Rule 1.1(x), the Schedule of Council, Cabinet and Committee meetings for 2020/21, as appended to the agenda, be approved.

**C.12 Annual Constitution Review**

Council was requested to consider and approve the proposed changes to the Council's Constitution as presented including an addition to the Council's Procedure Rules to ensure that all amendments to be tabled at virtual Council meetings, are sent in writing 24 hours prior to the meeting taking place.

RESOLVED

that the proposed changes to the Council's Constitution, as outlined in the report, be received and approved subject to an addition to Council Procedure Rules (Part 4) as follows:-



*“in the event and only if a Council meeting is to take place virtually, all amendments to motions be duly sent in writing to the Chief Executive, 24 hours prior to commencement of the meeting. This will enable all interested parties (Members, officers and public) to have adequate sight of the proposed textual amendments being tabled at the meeting and to give due consideration as required.”*

**C.13 The Independent Remuneration Panel's Review of the Ashfield District Council Members' Allowances Scheme**

Council were requested to consider the report of the Independent Remuneration Panel regarding the review of the Scheme of Members' Allowances and approve the recommendations as outlined in the report.

The Leader of the Council took the opportunity to convey his appreciation to Declan Hall and his team for undertaking the review.

RESOLVED that

- a) the Performance Special Responsibility Allowance be discontinued and the Basic Allowance be reset to £6,717;
- b) the Basic Allowance continues to cover the cost of 'incidental' expenses Members may incur while carrying out their duties, such as telephone calls from their home landlines, calls on personal mobile phones, using broadband from home, and printer and IT consumables;
- c) the Basic Allowance continues to be deemed to cover in-authority travel and subsistence costs that Members may incur in carrying out their Council duties;
- d) the Leader of the Council's Special Responsibility Allowance remains at £19,852;
- e) there be no change to the following Special Responsibility Allowances:

| <b>Role</b>                             | <b>Number</b> | <b>Recommended SRA</b> | <b>Methodology</b> |
|---|---------------|------------------------|--------------------|
| Executive Portfolio Holders             | 7             | £11,911                | 60% X Leader's SRA |
| <b>Chairs of:</b>                       |               |                        |                    |
| Overview & Scrutiny Committee           | 1             | £7,941                 | 40% X Leader's SRA |
| Planning Committee                      | 1             | £7,941                 | 40% X Leader's SRA |
| Audit Committee                         | 1             | £3,970                 | 20% X Leader's SRA |
| Standards & Personnel Appeals Committee | 1             | £3,970                 | 20% X Leader's SRA |
| Licensing Committee                     | 1             | £3,970                 | 20% X Leader's SRA |

|                               |   |        |                    |
|-------------------------------|---|--------|--------------------|
| <b>Vice Chairs of:</b>        |   |        |                    |
| Overview & Scrutiny Committee | 1 | £2,978 | 15% X Leader's SRA |
| Planning Committee            | 1 | £2,978 | 15% X Leader's SRA |

- f) the Special Responsibility Allowance for the two Deputy Leaders be maintained at 75% of the Leader's Special Responsibility Allowance (£19,852), which equates to £14,889;
- g) the Special Responsibility Allowance for the Chairs of Scrutiny Panels A and B is reset at 30% of the Leader's SRA (£19,852), which equates to £5,956;
- h) the Special Responsibility Allowance for the Vice Chairs of Scrutiny Panels A and B is reset at £1,687;
- i) the Special Responsibility Allowance for the Leader of the Main Opposition Group is reset based on two group sized bandings as follows:
- o 7 or more Members - £7,941 (40% of Leader's SRA)
  - o 2-6 Members - £4,963 (25% of Leader's SRA);
- j) if there are two Main Opposition Groups of equal size, then the Main Opposition Group Leader's higher Special Responsibility Allowance be divided equally between each Main Opposition Group Leader, regardless of group size, which equates to £3,713 with the same principle being extended should there be more than two Main Opposition Groups;
- k) the Special Responsibility Allowance for the Deputy Leader of the Main Opposition Group be paid only when the Main Opposition Group has seven or more Members:
- o 7 or more Members - £1,191 (15% of Group Leader's SRA)
  - o Less than 7 Members – no SRA payable;
- l) If there are two Main Opposition Groups of equal size, then the Main Opposition Group Deputy Leader's SRA be divided equally between each Main Opposition Group Deputy Leader, regardless of group size, which equates to £595 with the same principle being extended should there be more than two Main Opposition Groups;
- m) the Leaders of the Other Opposition Groups continue to receive a Special Responsibility Allowance of £323 per Group Member if their group reaches the qualifying threshold of having four or more Members;
- n) provision for a Co-optees Allowance at £323 for the Co-optees that may be appointed to the Standards and Personnel Appeals Committee be maintained;
- o) the Members' Allowances Scheme be amended to clarify that where a Member is using an electric or hybrid vehicle on an approved duty outside the Authority, that they are able to claim mileage at AMAP rates, which is currently 45p per mile;

- p) the current rates and terms and conditions for claiming Travel and Subsistence Allowances outside the Authority be maintained;
- q) the maximum hourly rate claimable under the childcare element of the DCA be maintained at the National Living Wage, currently £8.21 per hour, and the maximum hourly rate claimable under the other dependents element of the DCA be capped at £15 per hour (this rate may be claimed for dependents who require any kind of specialised care, including children);
- r) if it is known that a Member has caring responsibilities, then the DCA be specifically brought to their attention;
- s) the current Civic Allowances paid to the Chair (£7,888) and Vice Chair (4,523) be maintained;
- t) the Council adopts a policy for when a Member is on long-term paternity/adoption and sickness leave so that the consequences of such leave is clear to any affected Member;
- u) the following indices are applied for the legal maximum of four years to the remuneration and allowances paid to Members of Ashfield District Council as follows:

**1. Basic Allowance, Civic Allowance, and Co-optees' Allowance:**

Indexed to the annual percentage salary increase for local government staff (at spinal column 49) as agreed each year by the National Joint Council (NJC) for Local Government Services; to be implemented from the start of the municipal year. Also known as the NJC index;

**2. Mileage Allowance (Outside Authority only):**

Members' mileage allowances rates to continue to be indexed to HMRC AMAP rates.

**3. Subsistence Allowances (Outside Authority only):**

The Subsistence Allowances should continue to be indexed to the same rates that are applicable to Officers;

**4. The DCA:**

Childcare: maximum rates to be indexed to the National Living Wage.

Social/Medical Care: maximum rates to be indexed to the annual percentage salary increase for local government staff (at spinal column 49) as agreed each year by the National Joint Council for Local Government Service;

- v) the new scheme of Member's Allowances based on the recommendations contained in the report, be adopted from the date of the Annual Council meeting on 23 April 2020.

#### **C.14 Corporate Peer Challenge Update**

Council was requested to consider the findings from the recent Local Government Association (LGA) Peer Challenge.

RESOLVED that

- a) the draft summary outcomes of the Corporate Peer Challenge visit as outlined in the report, be noted;
- b) the progress made in respect of the draft recommendations to date and the next course of action, be endorsed;
- c) In accordance with one of the recommendations of the Corporate Peer Challenge feedback report, the post of Political Assistant be established under the terms of section 9 of the Local Government Act 1989 with effect from this Annual Council (23 April 2020) until the next Annual Council meeting following full district council elections in 2023, and is allocated to the Ashfield Independents and the Conservatives, the posts being pro rata as set out in the report;
- d) the Director of Legal and Governance (Monitoring Officer) be authorised to amend the Constitution and the Standing Orders contained therein in order to provide for the establishment of Political Assistants in accordance with the legislation;
- e) the Leaders of the Ashfield Independents and the Conservatives be requested to advise the Director of Legal and Governance (Monitoring Officer) of their wishes concerning the filling of the posts;
- f) the 2020/21 budget and Medium Term Financial Strategy (MTFS) be increased to reflect the additional cost of these posts with the 2020/21 net budget increase of circa £31k (full year effect) being funded from the General Reserve.

(Following consideration of this item, Councillor Melanie Darrington left the meeting at 1.30pm.)

#### **C.15 Recommendations from Cabinet to Council**

Council considered the following recommendations:-

Minute No. CA.61

Cabinet – 23 March 2020

2019/20 Forecast Outturn for General Fund, Housing Revenue Account (HRA) and Capital Programme as at January 2020

RESOLVED

that approval be given for the use of up to £400k of the Corporate Transformation Reserve to facilitate expedient progression of the Digital Services Transformation Programme, as outlined in Section 4 of the attached Cabinet report.

Cabinet – 23 March 2020  
Addition to the Capital Programme

**RESOLVED**

that an amount of £312k be added to the Capital Programme to meet the costs of undertaking essential external health and safety works required for the Urban Road offices, funded from prudential borrowing (this recommendation was not included in the financial monitoring report to Cabinet on 23rd March, as the costs had not been confirmed at that time.)

**C.16 Appointments to Outside Bodies**

**RESOLVED**

that the following representatives be appointed to the under-mentioned bodies:-

| <b><u>Body</u></b>  | <b><u>Representatives</u></b>  | <b><u>New Term Ending</u></b> |
|---|--|-------------------------------|
| Ageing Well Network   | <b>Alderman Mr. Robert Sears-Piccavey</b>  | 31 May 2021                   |
| Ashfield Citizens' Advice Bureau Management Committee       | <b>Mrs. Christine Dixon</b>  | 31 May 2023                   |
| Ashfield Community Safety Partnership Joint Strategic Group | <b>Cllr. Helen-Ann Smith<br/>Cllr. Jason Zadrozny</b>  | 31 May 2021                   |
| Discover Ashfield Board                                     | <b>Cllr. Matthew Relf<br/>Cllr. Helen-Ann Smith<br/>Cllr. Christian Chapman<br/>(Scrutiny Member)</b>                | 31 May 2021                   |
| Greater Nottingham Joint Planning Advisory Board            | <b>Cllr. Matthew Relf</b>  | 31 May 2021                   |
| Greenwood Community Forest Steering Group                   | <b>Cllr. Matthew Relf</b>  | 31 May 2021                   |
| Groundwork Cresswell, Ashfield & Mansfield                  | <b>Cllr. Matthew Relf</b>  | 31 May 2021                   |
| Health and Wellbeing Board (County Council)                 | <b>Cllr. David Walters</b><br><br><b><u>Substitutes</u></b><br><b>Cllr. Keir Barsby</b><br><b>Cllr. John Wilmott</b> | 31 May 2021                   |

|  |  |                  |
|--|--|------------------|
| Hucknall & District Voluntary Partnership (Under One Roof Project) | <b>Cllr. Kevin Rostance</b>  | 31 May 2021      |
| Hucknall Partnership Group   | <b>Cllr. Chris Baron<br/>Cllr. Kevin Rostance<br/>Cllr. John Wilmott</b>       | 31 May 2021      |
| Hucknall Relief in Need Charity                                    | <b>Cllr. Chris Baron<br/>Cllr. James Blagden</b>                               | 30 November 2021 |
| Mansfield & District Crematorium Committee                         | <b>Cllr. Tom Hollis<br/>Cllr. David Martin<br/>Cllr. Helen-Ann Smith</b>       | 31 May 2021      |
| NET Partnership Group  | <b>Cllr. Matthew Relf</b>  | 31 May 2021      |
| N.I.D.A.S  | <b>Cllr. David Walters</b>   | 31 May 2021      |
| Nottinghamshire Building Preservation Trust                        | <b>Cllr. Andy Gascoyne</b>   | 31 May 2021      |
| Nottinghamshire Joint Waste Management Committee                   | <b>Cllr. David Martin</b>  | 31 May 2021      |
| Nottinghamshire Wildlife Trust                                     | <b>Cllr. Andrew Meakin</b>   | 31 May 2021      |
| PATROL Adjudication Joint Committee                                | <b>Cllr. John Wilmott</b>  | 31 July 2021     |
| Rural Community Action Nottinghamshire                             | <b>Cllr. Arnie Hankin</b>  | 31 May 2021      |
| Sherwood Forest Hospitals NHS Foundation Trust                     | <b>Cllr. David Walters</b>   | 31 May 2021      |
| Teversal Grange Advisory Committee                                 | <b>Cllr. Melanie Darrington<br/>Cllr. Tom Hollis<br/>Cllr. Helen-Ann Smith</b> | 31 May 2021      |

The meeting closed at 2.03 pm

Chairman.