

ASHFIELD DISTRICT COUNCIL



Council Offices,
Urban Road,
Kirkby in Ashfield
Nottingham
NG17 8DA

Agenda

Annual Meeting of the Council

Date: **Thursday, 23rd April, 2020**

Time: **10.00 am**

Venue: **[Ashfield District Council's YouTube Channel](#)**

For any further information please contact:

Lynn Cain

l.cain@ashfield.gov.uk

01623 457317

COUNCIL

Membership

Chairman: The Late Councillor Tony Brewer

Vice-Chairman: Councillor Andy Meakin

Councillors:

John Baird
Kier Barsby
Christian Chapman
Melanie Darrington
Andy Gascoyne
Arnie Hankin
David Hennigan
Trevor Locke
Sarah Madigan
Lauren Mitchell
Warren Nuttall
Kevin Rostance
Dave Shaw
Helen-Ann Smith
Lee Waters
Daniel Williamson
Jason Zadrozny

Chris Baron
Jim Blagden
Ciaran Brown
Samantha Deakin
Dale Grounds
Andrew Harding
Tom Hollis
Rachel Madden
David Martin
Keir Morrison
Matthew Relf
Phil Rostance
John Smallridge
David Walters
Caroline Wilkinson
John Wilmott

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SUMMONS

You are hereby requested to attend a virtual meeting of the Council to be held at the time and date mentioned above for the purpose of transacting the business set out below.



Carol Cooper-Smith
Chief Executive

AGENDA

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1. To receive apologies for absence, if any.
2. **Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests.**
3. To elect the Chairman for the ensuing year.
4. The newly elected Chairman to make the Declaration of Acceptance of Office.
5. Vote of thanks to the late retiring Chairman.
6. To elect the Vice Chairman for the ensuing year.
7. The newly elected Vice Chairman to make the Declaration of Acceptance of Office.
8. To receive and approve as correct records the minutes of the meetings of the Council held on 13 February and 5 March 2020. 5 - 34
9. To receive any announcements from the Chairman or Head of Paid Service.
10. In accordance with Council Procedure Rule 1.1(viii) and (ix), to be told by the Leader of the composition of the Executive for the coming year and the names of Members appointed to the Cabinet and the Scheme of Delegation for the Discharge of Executive Functions.
(Scheme of Delegation to be circulated separately)
11. In accordance with Council Procedure Rule 1.3(i) to (iv), to determine the appointment of Committees, Panels and Working Groups etc. for the ensuing year with Terms of Reference as set out in Part 3, 1.8 of the Constitution.

Accordingly, the Council is requested to appoint the following Committees, Panels and Working Groups (including appointment of Chairmen, Vice Chairmen and membership seats):-

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
(Schedule of committee memberships to be circulated separately)

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| 12. | In accordance with Council Procedure Rule 1.1(x), to approve a programme of ordinary meetings of the Council for the ensuing year. | 35 - 40 |
| 13. | Annual Constitution Review. | 41 - 48 |
| 14. | The Independent Remuneration Panel's Review of the Ashfield District Council Members' Allowances Scheme. | 49 - 84 |
| 15. | Corporate Peer Challenge Update. | 85 - 96 |
| 16. | Recommendations from Cabinet - 23 March 2020. | 97 - 112 |
| 17. | In accordance with Council Procedure Rule 1.3(v), to approve appointments to outside bodies for the ensuing year.
<i>(Schedule of appointments to outside bodies to be circulated separately)</i> | 113 - 118 |

COUNCIL

Meeting held in the Council Chamber, Council Offices, Urban Road, Kirkby-in-Ashfield,

on Thursday, 13th February, 2020 at 7.00 pm

Present: Councillor Tony Brewer in the Chair;

Councillors John Baird, Chris Baron, Ciaran Brown, Christian Chapman, Samantha Deakin, Andy Gascoyne, Dale Grounds, Arnie Hankin, Andrew Harding, David Hennigan, Tom Hollis, Trevor Locke, Rachel Madden, David Martin, Andy Meakin, 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.

Apologies for Absence: Councillors Kier Barsby, Jim Blagden, Melanie Darrington and Sarah Madigan.

Officers Present: Lynn Cain, Carol Cooper-Smith, Ruth Dennis, Peter Hudson, Mike Joy, Paul Parkinson, Abbie Smith and Shane Wright.

C.56 Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests

No declarations of interest were made.

C.57 Minutes

RESOLVED

that the minutes of the meetings of the Council held on 26 September and 24 October 2019, as now submitted, be received and approved.

C.58 Announcements from the Chairman, Leader, Members of the Cabinet and the Head of Paid Service

No announcements were made.

C.59 Questions from the Public

In accordance with Council Procedure Rule 11, the following question had been submitted by Mr. Peter Housley, Commodore Sutton in Ashfield Sailing Club.

To the Portfolio Holder for Place, Planning and Regeneration:

“What are the long term plans for the site currently occupied by Sutton-in-Ashfield Sailing Club at Kings Mill reservoir?”

The Portfolio Holder for Place, Planning and Regeneration, Councillor Matthew Relf, responded to the question as follows:-

“Thank you, Chair. We are working on changing the layout of the current area occupied by the Sailing Club, and adjoining areas to increase access for existing and new visitors to the reservoir. There are no long term plans for the site currently occupied by Sutton-in-Ashfield Sailing Club. Ashfield District Council continues to explore opportunities to improve the reservoir and consider new provision across the whole site, which encourages active lifestyles for the residents of Ashfield. This includes a commitment to working with our stakeholders to achieve further improvements. Thank you.”

The Chairman then gave Mr. Housley the opportunity to ask a supplementary question and he responded as follows:-

“Thank you. Can you clarify that the Sailing Club is a not for profit organisation and run by volunteers for the benefit of its members, visitors and the wider community?”

The Portfolio Holder for Place, Planning and Regeneration, Councillor Matthew Relf, responded to the supplementary question as follows:-

“I can confirm that that is what you’ve described it to us as. As I’m not a member of it and am not involved in the operation of it, I can’t personally confirm that, but that is what you have described to us as the mode of operation.”

C.60 Petitions

No petitions were submitted for consideration.

C.61 Changes to Committee Memberships

Council were requested to note the changes to Cabinet, as advised by the Leader, and approve the changes to committee memberships as circulated.

RESOLVED that

- a) the advised changes to the Cabinet’s composition, as presented, be received and noted;
- b) the proposed changes to committee memberships and appointments to Chairman and Vice Chairman seats, as circulated, be approved as follows:-

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

Jim Blagden
Ciaran Brown (Vice Chairman)
Andrew Harding (Chairman)
David Hennigan
Phil Rostance
David Walters
Caroline Wilkinson

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

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

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

Jim Blagden
Anthony Brewer
Christian Chapman (Chairman)
Dale Grounds
David Hennigan (Vice Chairman)
Phil Rostance
David Walters

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

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

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

Keir Barsby
Jim Blagden
Anthony Brewer
Ciaran Brown
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
Anthony Brewer
Sarah Jayne Madigan
Lauren Mitchell
John Smallridge
David Walters
Caroline Wilkinson (Chairman)

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

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

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
Lauren Mitchell
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

C.62 Report on Urgent Key Decision

The Leader of the Council advised as follows:-

"In accordance with Rule 17.2 of the Access to Information Procedure Rules it is necessary for me to inform the Council when an executive decision has been taken pursuant to Rule 16 (Special Urgency Provisions.)"

I can confirm to the Council that one such decision has been taken by me as a matter of urgency recently.

The decision related to the acquisition of a commercial investment property. The decision was key and contained exempt information but the full 28 days' notice could not be given due to the need to proceed with the transaction without delay.

The Rule 16 Notice and the non-exempt elements of the decision have now been published.”

C.63 Pay Policy Statement 2020/21

Council was requested to approve and adopt the Pay Policy Statement for 2020/21.

RESOLVED

that the Council's Pay Policy Statement for 2020/21, as presented, be received and approved.

C.64 Petition Scheme Review

Members were requested to consider and approve the revised Petition Scheme as presented.

RESOLVED

that the revised Petition Scheme, as appended to the report, be received and approved.

C.65 Adoption of the International Holocaust Remembrance Alliance Definition of Antisemitism

Council was requested to consider the adoption of the International Holocaust Remembrance Alliance (IHRA) working definition of Antisemitism.

RESOLVED that

a) the International Holocaust Remembrance Alliance working definition of Antisemitism be adopted:-

“Antisemitism is a certain perception of Jews, which may be expressed as hatred towards Jews. Rhetorical and physical manifestations of Antisemitism are directed towards Jewish or non-Jewish individuals and/or their property, towards Jewish community institutions and religious facilities”

b) as a result of a) above, the Council's Corporate Equality and Inclusion Policy 2017 – 2021 be amended to include the definition.

C.66 Appointment to Outside Bodies

RESOLVED

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

<u>Body</u>	<u>Representatives</u>	<u>Term Ending</u>
Ashfield Community Safety Partnership Joint Strategic Group	Cllr. Helen-Ann Smith	31st May, 2020
Discover Ashfield Board (NEW)	Cllr. Matthew Relf Cllr. Helen-Ann Smith <u>Scrutiny Member</u> Cllr. Christian Chapman	31st May, 2020
Greenwood Community Forest Steering Group	Cllr. Matthew Relf	31st May, 2020
Health and Wellbeing Board (County Council)	<u>Substitute</u> Cllr. Kier Barsby	31st May, 2020
Mansfield & Ashfield Economic Development Partnership (MAEDP)	Cllr. Matthew Relf	31st May, 2020
Mansfield & District Crematorium Joint Committee	Cllr. David Martin	31st May, 2020
Nottinghamshire Joint Waste Management Committee	Cllr. David Martin	31st May, 2020
PATROL Adjudication Joint Committee	Cllr. John Wilmott	31st May, 2020
Police and Crime Commissioner Panel	<u>Substitute</u> Cllr. Helen-Ann Smith	31st May, 2023
Teversal Grange Advisory Committee	Cllr. Tom Hollis	31st May, 2020

C.67 Recommendations from the Cabinet and the Council's Committees

In accordance with the Council Procedure Rule 2(ix), Council considered the following recommendation:-

Minute No. CA.36

Cabinet – 25 November 2019

2019/20 Quarter 2 Forecast Outturn for General Fund, Housing Revenue Account (HRA) and Capital Programme and Revised Proposed Capital Programme 2019/20 to 2023/24

RESOLVED

that the amendments and addition of new schemes to the Capital Programme 2019/20 to 2023/24 and the funding of the Capital Programme, as set out in Section 6 of the Cabinet report, be approved.

C.68 Updates from Members of the Cabinet on their Portfolio Activity

The following Cabinet Members gave updates in respect of their Portfolio activity:-

Deputy Leader and Portfolio Holder for Housing

"I think I'm in the very lucky position as a Deputy Leader of the Authority to have a finger in many pies, seeing all things that the Council does.

However, over the last two years I've spent as a Portfolio Holder for Leisure and Health and while I intend to give a brief synopsis of what's happened over the last few months, I just wanted to put on record how proud I was to do that role. If Members will allow, I picked it up after many years of neglect and misdirection and feel I have taken Leisure and Health into a clearer path now.

Particularly highlighting things that we did, like the outdoor cinemas; that many Councillors will recall during the last summer were a particular proud moment for me, but the main one being the Kirkby Leisure Centre and changes to Hucknall Leisure Centre.

We have put some serious investment into Leisure, something that this Council and all Members, particularly from the Ashfield Independent Benches, should be very proud of.

Leisure is a fantastic thing in Ashfield. We are going to be renegotiating the contract very shortly with a new or existing company to take them over, and those initial conversations prove just how good our leisure offering is compared to other districts and that was not the case when this Administration took over.

I think other things to highlight is that we renegotiated recently the Christmas lights. I certainly feel that they are the best Christmas lights we have ever had; I mean I particularly draw attention to the large polar bear we had in Kirkby. I thought it was fantastic and the lights we had in Sutton and Hucknall as well and you can really see the different direction that this Council has taken. I

certainly feel very proud to be a part of that and I only hope Councillor Kier Barsby will continue the good work that has begun under the Portfolio. Thank you.”

Leader of the Council

“Thank you Mr. Chairman, I note the clock says 28 minutes, I’m not sure that’s enough! Mr. Chairman I’ll be brief. There has been very few things happen under my remit over the last couple of months that I’ve not already updated Council on, but a couple of key things I think are important.

Firstly, that this Authority went through a Peer Review recently from the Local Government Association, they were here for three full days, and we’ll be receiving the full review in due course and presenting it to full Council. So, I won’t talk too much about it but I do want to say an enormous thank you to all the Members and officers and outside partners who took part in that, Mr. Chairman.

In total, the Peers interviewed over three hundred hours’ worth of face to face interviews with staff, with partners, with Councillors and I think what they came back with were some really constructive points.

I was particularly delighted, as Pete will be, with the very, very healthy clean bill of health of our finances and how they have moved in a positive way significantly over the last year and over the two years, particularly. I think, Mr. Chairman, that’s not just what the LGA have said, the Government websites show as well that our finances have moved into a much more robust and stable and healthy position that will allow our ambition for Ashfield to be delivered, despite what are tough times financially. So I’m very pleased with that.

I was also very pleased with the headlines about how the LGA felt that the Leadership Team corporately and politically had drive and ambition and understanding of the District, in a way that they’ve seldom seen in Local Authorities, and we were commended highly for that. So I, I think, everything I thought I knew about us has been verified.

So I’m very pleased with that and it allows for the detail to come through on the things that we aren’t doing quite so well. We have not got everything quite perfect just yet, although I do say we are like Mary Poppins, “practically perfect in every way”. The humble amongst us will know it, we have got things to learn, and there are many things that we can improve on, and this Council aims to do that, Mr. Chairman, so I am going to take those very strongly forward.

The second thing, Mr. Chairman, just to note, is that last week we were at the District Council Network Conference. Members will know I am the Vice Chairman of the District Council’s Network and the Leader for the Independent Groups nationally, and what that allowed last week, Mr. Chairman, for me to do, was chair the session for the entire conference on future of our town centres and high streets.

I was sat with the Director of Companies that lead this work as commissioners for local government, and most crucially Mr. Chairman, the Head of the Policy Unit from Government, who quite literally has her hands on the cheque book.

So having seats at the top table in Government and through those Authorities, like the District Council's Network, Mr. Chairman, has allowed us to forge relationships on what I think will be the most transformational pieces of work for this District in a generation, namely the Future Town's Fund and the Future High Street Fund. Hopefully, we will get near the money we have been told about; most Authorities are being told it is probably around ten million, rather than the 'up to twenty five' (that is for cities).

Ten Million pounds spent in Kirkby and ten to twenty million pounds spent in Sutton is an opportunity not to be missed, Mr. Chairman. I think for us to have the reins on strong master plans and ideas about how we change our towns economically and socially, to make them vibrant places for the future, is a very exciting place to be.

I was very proud to be part of that and I think Ashfield District Council is very much punching above its weight, Mr. Chairman, and it was standing room only there so I think we've got all to play for as we go forward, so I was very delighted to represent the Council there. So thank you, Mr. Chairman."

Deputy Leader and Portfolio Holder for Community Safety

"Thank you Mr. Chairman. I just want to start off by saying a big thank you to all the teams that we've got within the Environment Department, but an even bigger one to the teams that worked over the weekend. We had some horrendous weather conditions that made work very difficult for them, and they did some fantastic work in very difficult conditions.

They went above and beyond the call of duty including helping flooded properties, taking sandbags out to properties and working in the cemeteries. We had some major issues in one of our cemeteries that they dealt with extremely well, but not only that, they were helping the County Council with trees that had blown over and fallen and were in the middle of the road and blocking roads and things like that. I'd like to put on record a big thank you to all the teams that worked over the weekend.

So back to my report. The Big Ashfield Spring Clean started on Monday. It started in Sutton, Huthwaite and Stanton Hill, and this year's campaign will roll out week commencing 17th February in Hucknall, and the 24th of February into Kirkby, Jacksdale, Selston and Underwood.

Kerbside Collections - residents are invited to have a clear out of their houses and dispose of their extra waste put out with their regular bin collection during the relevant weeks on your usual bin day. Within the first hour we'd collected an additional four tonnes of waste, and that is a fantastic amount because a big chunk of that would have been fly-tipped, I can almost guarantee it. So that's saving the Authority money later on.

Free Bulky Waste Collections - residents can take advantage of Free Bulky Waste Collections when they book during the Big Ashfield Spring Clean from the 10th February to the 28th February. Each household can take advantage

of one free collection of up to three items. So far this year, two and a half thousand more houses have booked onto that scheme than they did this time last year. So that is a fantastic amount.

The number of resident generated reports of dog fouling have reduced by 35% in the last year. Nearly half of the level two years ago. Over the last two years we have engaged in dog fouling campaigns including installation of a new score-board, new signage and provision of twenty five free dog bag dispensers, and on top of that we have our Community Protection Officers stopping people, asking them if they've got a suitable receptacle for their dog waste in our parks and open spaces.

The last thing, Mr. Chairman, is that resident generated service requests for litter and fly-tipping have shown overall decreases since the same time period with a 3% reduction in litter demands, and 19% reduction in fly-tipping. The Council has led on a development of the collaboration of agencies and partners branded as the Cleaner Nottinghamshire Group.

The first countywide "Not in Notts Campaign" was launched in this quarter, and demonstrated an instant reduction in fly-tipping by 10% in the two weeks that followed. And I'd just like to say on that as well, I think it should be noted that Charles Edwards and Sam Dennis have both done an absolute fantastic job as the "Not for Notts" Group. Thank you, Mr. Chairman."

Portfolio Holder for Streets, Parks and Town Centres

"Well, in a little under a year, my predecessor, Councillor Robert Sears-Piccavey, a long-standing friend of mine, delivered a budget speech in here which was a balanced budget and it was a great thing to see.

He waited a long time in the wings to come forward and do that, and of course he handed it over to me and I took it on full pace. All I have to say about the job is that there is lots that I could say about the actual budget and there are many marvellous things going on. Nothing that this Council does would be in the same vein if it weren't for the hard work of the Finance Team and the same for the Housing Finance Team, and Craig Scott who's not here who does Revenues and Benefits.

They are all a brilliant, dedicated, bunch of people and the tenacity in which the Cabinet has turned the finances round, 2.4 million deficit we had to find and we found that, and we haven't cut any services, we haven't got rid of anything, we are still spending money on parks and it's a win-win story.

The procurement process and the due diligence of the purchasing of the financial properties that we're buying, the Investment Property Portfolio is that good that other councils are coming to us for it. So I think when Councillor Zadrozny sits there and says 'we are punching above our weight' we certainly are.

Lack of support from the Government, the Revenues Support Grant and no business rate re-set; they have been major issues to this Council in the past, but we are steaming ahead, and the Cabinet, expanded as it is, works very, very well. There is now a feel-good factor across the Council because of all of the good work that's coming from it.

Without the doom and gloom approach of the prior years, the cuts, the austerity, and all the misery that goes with it, when you meet Council workers now out and about in the parks, as we all do, they're all happy. They are happy people because they know their jobs are secure, and people like what the Council does because the finances are sound, and it is able to carry on without that threat of cut, cut, cut. That is the major thing that makes this Council different.

People want to work here. We've just had a recent staff survey and they like their jobs, they're happy at it, and it's a real bonus and, and the way the Council continues....we were berated by the County Council for suggesting that they invested more money. They laughed at us and said we were being too flamboyant, but in actual fact we've made more money than they've saved this year. That is no mean feat. Our turnover is 16 million, the County Council's is 600 million.

We have actually invested and made more than they've saved. Double. That is the strength of the finances of this Council. We are the tail that wags the dog here and long may it continue and I hand over, wholeheartedly to my colleague, Councillor Madden, ex tax-inspector...so don't think you're going to get anything easy!

I would just like to pay tribute to the hard work of the Finance Officer, especially Pete whom I've been calling Paul all year because Paul's sat next to him, and they confuse me. I am not good with names, but they are good with figures and that's the main thing. The feel-good factor of those meetings and the scrutiny and the way in which they delve into every single area, and I've asked questions, and they've come back with answers, and they've always been right, and they've always been strong and they've always been good.

We have an excellent Finance Team and that is key to running an excellent Council. Therefore, I would just like to end this year in Finance saying, "thank you very much" to the Finance staff and good luck Rachel. You don't need any luck because it's already there."

Portfolio Holder for Place, Planning and Regeneration

"Thank you, Chair. The Discover Ashfield brand continues to be promoted with good support from partners. The Ambassador scheme has been developed further and over 60 ambassadors for Ashfield have been signed up.

The Kirkby Master Plan has been reviewed and the new Plan is due for completion in our February Cabinet and I'm very excited with how that's looking. I think, as we were touching on earlier with the Christmas lights the buzz around Kirkby is great to see and I'm looking forward to continuing that and continuing the regeneration of this area.

Kirkby and Sutton were included in the Government's Town's Deal Funding and will receive up to 25 million each for investment in Urban Regeneration Skills and Enterprise and Digital and Transport Connectivity. The Discover Ashfield Board has agreed to act as the Town's Deals Board, as Jason stole my thunder earlier, to oversee the funding. The bid for the Future High

Street's Funding was approved for a full business case, and we have received £474,000 of revenue funding to help us with the feasibility work for all of these bids.

Electric Vehicle Charging Points were installed in public car parks in all three town centres which is part of our ongoing work to help Ashfield play its part in tackling climate change.

The occupancy of Idlewells indoor market has now reached 100% and footfall has increased significantly. I am sure that anyone who has visited the indoor market will agree that it is a wonderful place now and for those who've yet to go I highly commend you to go.

The Heritage Lottery Funding project for the Kings Mill Reservoir is progressing well with work started on the new Visitor's Centre, viaduct restoration and dredging works. A ranger has also been appointed to facilitate community engagement.

Our Planning Team are doing great with planning applications which continue to be processed well above the nationally prescribed standard targets, with all major planning applications being processed within 13 weeks. I also just want to second Helen's point about the flooding teams at the weekend, they came out to Sutton Junction and did incredible work helping my residents out, so I would like to pass on my thanks also for that. Thank you, Chair."

Portfolio Holder for Regulatory Services

"Thank you, Chairman; it's a bit of news on the Regulatory Services Portfolio. As far as Licensing is concerned, we are delighted to note the investment in this area by OLA UK as a new private hire operator, located on the Sherwood Business Park, utilising Ashfield as their East Midland's Hub for their based taxi hailing service.

The company is valued as of October 2019 at \$10 billion (dollars). OLA has licences in London and several UK cities, so for them to choose Ashfield as their East Midland's Hub demonstrates that the criteria for drivers, vehicles, and operators, set locally, and services provided by the Licensing Authority, assist the District to be attractive to new investments.

A review of the income received by the Licensing Team continues to show a healthy balance, allowing the Authority to put plans in place to invest in the development of the tax testing facilities at the Motor Transport depot. Also to further increase the number of staff within the Licensing Team, in order to maintain the excellent levels of customer service and prompt turnaround of applications and enforcement actions.

On Environmental Health, a new food business called "Through the Looking Glass" approached the Environmental Health Department for advice on how to comply with food law. An advisory visit was carried out and advice on legal requirements and good practice was provided. The food business operator fully implemented the advice and received a five star hygiene rating during the subsequent unannounced routine visit that is for inspection of the business. Concern raised by local residents regarding an open stretch of riverbank in Sutton where persons passing by were throwing drink bottles, food wrappers

and many other things onto the embankment and leaving a mess. Following investigation the riverbank was found to belong to a local neighbouring company, who arranged for the clear up, and now have a maintenance contract in place.

The Environment Health Department organised for a street waste bin to be installed and four companies with staff, who walked along the side of the riverbank to access their work place, were written to, asking them to remind their staff not to contribute to littering and use the bins provided at the workplace.

Just to give you a little bit of an activity report from the Licensing Committee report that's going to be sent to the Licensing Committee very, very shortly. On the Licences, total applications granted in 2019 were 649. So we now have 3,529 licences, so it's a fantastic achievement for an authority of our size.

One or two of the little things that have been very good, we've had 131 applications for Temporary Event Notices, which means things are happening in Ashfield, good events, and people think that it's good to come to Ashfield to put these events on, which is fantastic.

We have also done a lot of things on Hackney Carriages. 175 new applications there which have been accepted and there are 782 taxis now available in Ashfield, which is fantastic.

In the Enforcement Action area, we have been very, very fortunate that we haven't had to take anyone to court at all because when they've actually done something wrong we've gone to see them and they've put that wrong to rights, and it's been a fabulous situation for that to happen.

We also have a very good productive working relationship with the Environmental Health Service and the Environmental Protection Service, Community Safety and the Community Response Services, Planning Service and of course, Nottinghamshire Police. This is wonderful because it means that we are all working together for the same things. Thank you, Chairman."

C.69 Notice of Motion 1

The Council received a notice of motion moved by Councillor Jason Zadrozny and seconded by Councillor David Martin as follows:-

"This Council notes that businesses are struggling across our District because of the high level of business rates. This is why Ashfield District Council welcomed the Government's Business Rates Relief Fund.

The fund was introduced when the Government changed the way business rates are calculated. It set aside £286,806 to help firms in the Ashfield District whose business rates had been adversely affected.

This Council notes that Ashfield District Council was the best performing Council in the whole of Nottinghamshire in terms of distributing the fund. Ashfield District Council distributed 93.67% of the £286,806 they received from Government.

This Council regrets that other Councils in our County did not perform as well and further regrets that in total, businesses in Nottinghamshire were deprived of £893,939.00 of funding that would have made a huge difference to so many small businesses. Of this amount returned only 2% came from Ashfield District Council, which made us the best performing Authority in the whole of Nottinghamshire.

We would therefore like to congratulate this Council on being the best performing Council in the County. This Council believes that our success sends a clear message that we value small business and will do everything within our power to support them.

This Council should also be commended as one of the best performing in the UK when it comes to the distribution of Discretionary Housing Payments. In 2018/19 the Council received DHP funding of £280,396. We allocated all of that funding and an additional £25,662 from the Council's own purse to support these vulnerable residents.

This Council therefore resolves to write to the Chancellor of the Exchequer calling for a continuation of these schemes that have benefitted so many businesses and residents across our District."

(At this point in the proceedings and in accordance with Council Procedure Rule 23 (Conclusion of Proceedings), a motion was moved and seconded to extend the conclusion of the meeting to 9.30 p.m. The motion was put to the vote and duly carried.)

Having been fully considered, the motion was then put to the vote and it was

RESOLVED

that this Council agrees to write to the Chancellor of the Exchequer calling for a continuation of the Business Rates Relief Schemes that have benefitted so many businesses and residents across the Ashfield District.

(During consideration of the motion, Councillor Christian Chapman left the room at 8.22pm and returned to the meeting at 8.25pm.)

C.70 Notice of Motion 2

The Council received a notice of motion moved by Councillor Tom Hollis and seconded by Councillor John Wilmott as follows:-

"This Council notes the decision of Nottinghamshire County Council to approve the submission of the application for outline planning permission at Top Wighay Farm in Hucknall, for mixed-use development comprising of 805 homes and land for employment purposes.

This Council notes that although the development is in the Borough of Gedling; the impact of this development will fall on Hucknall which is in the Ashfield District.

This Council notes that the infrastructure in Hucknall is already struggling from a lack of medical provision, school places and the roads are gridlocked.

This Council notes that Nottinghamshire County Council is set to gain up to £7 million from the sale of the land. This Council calls for Nottinghamshire County Council to ringfence a portion of the £7 million they have made from the sale of the site towards improving the infrastructure in Hucknall, within Ashfield District to alleviate the impact of any development.

This Council further notes that Gedling Borough Council is set to benefit from significant Section 106 contributions to alleviate the impact of such a significant development on the infrastructure.

This Council resolves write to the Chief Executives of Nottinghamshire County Council and Gedling Borough Council to ask for an urgent meeting to discuss the impact of this development on Ashfield District. Asking them to work together with officers and members at Ashfield District Council, to ensure the local infrastructure in Hucknall is improved in the area affected by the development of Top Wighay Farm.”

Councillor Chris Baron suggested that the Council should also write to the Secretary of State to request his opinion in relation to the proposed Top Wighay Farm development and having considered the suggested amendment, Councillors Tom Hollis and John Wilmott, as the mover and seconder of the motion, duly agreed to its inclusion in the motion.

Having been fully considered, the amended motion was then put to the vote and it was

RESOLVED that

- a) the Council agrees to write to the Chief Executives of Nottinghamshire County Council and Gedling Borough Council, to ask for an urgent meeting to discuss the impact of the development on the Ashfield District and to work together with officers and Members at the Council, to ensure the local infrastructure in Hucknall is improved in the area affected by the development of Top Wighay Farm;
- b) the Council agrees to also write to the Secretary of State to outline the matter and request an opinion in relation to the Council’s request for improvements to local infrastructure in the Hucknall area affected by the proposed development of Top Wighay Farm.

(During consideration of the motion, Councillors Dave Shaw, Daniel Williamson, Jason Zadrozny, Andy Gascoyne, Rachel Madden and Samantha Deakin left the room at 8.54pm, 8.54pm, 8.55pm, 9.01pm, 9.08pm and 9.12pm and returned to the meeting at 8.56pm, 8.55pm, 9.10pm, 9.03pm, 9.10pm and 9.16pm respectively.)

C.71 Questions received in accordance with Council Procedure Rule 13.

There were no questions submitted by Members.

C.72 Questions received in accordance with Council Procedure Rule 13.2 - In relation to Cabinet and Committee Meeting Minutes published since the last ordinary meeting of the Council

There were no questions submitted by Members.

The meeting closed at 9.26 pm

Chairman.

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EXTRAORDINARY COUNCIL (TAX SETTING)

Meeting held in the Council Chamber, Council Offices, Urban Road, Kirkby-in-Ashfield,

on Thursday, 5th March, 2020 at 7.00 pm

Present: Councillor Tony Brewer in the Chair;

Councillors John Baird, Chris Baron,
Kier Barsby, Jim Blagden, Christian Chapman,
Ciaran Brown, Melanie Darrington,
Samantha Deakin, Andy Gascoyne,
Dale Grounds, Arnie Hankin, Andrew Harding,
David Hennigan, Tom Hollis, Trevor Locke,
Rachel Madden, David Martin, Andy Meakin,
Lauren Mitchell, 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.

Apologies for Absence: Councillors Sarah Madigan and Keir Morrison.

Officers Present: Lynn Cain, Carol Cooper-Smith, Ruth Dennis,
Peter Hudson, Mike Joy and Shane Wright.

C.73 Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests

1. The Leader of the Council, on behalf of Members present at the meeting, declared a general Non Disclosable Pecuniary/Other Interest in respect of items related to the setting of the Council Tax for 2020/2021.
2. The Director of Legal and Governance (and Monitoring Officer), on behalf of officers present at the meeting, declared a general Non Disclosable Pecuniary/Other Interest in respect of items related to the setting of the Council Tax for 2020/2021.

At this point in the proceedings, the Leader of the Council gave a short update to Council in relation to the latest Government advice and information pertaining to the Covid-19 virus and the Council's preparations for dealing with the epidemic as it progresses.

In accordance with Council Procedure Rule 30.1, Councillor Jason Zadrozny moved suspension of Council Procedure Rule 16.4, in relation to the "Content and Length of Speeches", to enable the following:

- the Portfolio Holder for Finance to deliver her budget speech for an allocated total of 15 minutes at agenda item 3 rather than over the 3 budget agenda items in 5 minute slots;

- Councillor Chris Baron to have an allocated total of 15 minutes to speak on agenda item 5a only rather than 5 minute slots over the 3 budget items;
- the Leader of the Council and the Portfolio Holder for Finance to have unlimited time to deliver their rights of reply at the conclusion of agenda item 5a.

Agenda items 3, 4 and 5a would still be taken separately and the Portfolio Holder for Finance would still exercise her right of reply on each motion if required. All other Members wishing to speak would still utilise the 5 minute allocation as prescribed. Having been seconded by Councillor Helen-Ann Smith, the motion was duly carried.

C.74 Capital Strategy

Council was requested to approve the recommendations from the Cabinet meeting held on 24 February 2020 in relation to the Capital Strategy.

RESOLVED

that the Capital Strategy, Commercial Property Investment Strategy and the Commercial Property Indicators, as appended to the attached Cabinet report, be approved.

(During consideration of this item, Councillor Chris Baron left the room at 7.17pm and returned to the meeting at 7.20pm.)

<u>Voting Results</u>			
Councillor:		Councillor:	
John Baird	For	David Martin	For
Chris Baron	For	Andy Meakin	For
Kier Barsby	For	Lauren Mitchell	Against
Jim Blagden	For	Keir Morrison	<i>Absent</i>
Tony Brewer	For	Warren Nuttall	For
Ciaran Brown	For	Matthew Relf	For
Christian Chapman	For	Kevin Rostance	For
Melanie Darrington	For	Phil Rostance	For
Samantha Deakin	For	Dave Shaw	For
Andy Gascoyne	For	John Smallridge	For
Dale Grounds	For	Helen-Ann Smith	For
Arnie Hankin	For	David Walters	For
Andrew Harding	For	Lee Waters	For
David Hennigan	For	Caroline Wilkinson	For
Tom Hollis	For	Daniel Williamson	For
Trevor Locke	For	John Wilmott	For
Rachel Madden	For	Jason Zadrozny	For
Sarah Madigan	<i>Absent</i>		

C.75 Treasury Management Strategy

Council was requested to consider the Treasury Management Policy Statement and associated documents as presented.

RESOLVED

that the Treasury Management Policy Statement incorporating the undermentioned documents as presented, be approved:

- Treasury Management Strategy Statement (TMSS)
- Borrowing Strategy
- Annual Investment Strategy
- Minimum Revenue Provision (MRP) Policy
- Prudential Indicators and Treasury Management Indicators
- Treasury Management Practices: Risk Management.

(During consideration of the above item, Councillors Helen-Ann Smith, David Hennigan, Daniel Williamson and Dale Grounds left the room at 7.57pm, 7.57pm, 7.58pm and 8.02pm and returned to the meeting at 8.00pm, 8.02pm, 8.01pm and 8.02pm respectively.)

<u>Voting Results</u>			
Councillor:		Councillor:	
John Baird	For	David Martin	For
Chris Baron	For	Andy Meakin	For
Kier Barsby	For	Lauren Mitchell	Against
Jim Blagden	For	Keir Morrison	<i>Absent</i>
Tony Brewer	For	Warren Nuttall	For
Ciaran Brown	For	Matthew Relf	For
Christian Chapman	For	Kevin Rostance	For
Melanie Darrington	For	Phil Rostance	For
Samantha Deakin	For	Dave Shaw	For
Andy Gascoyne	For	John Smallridge	For
Dale Grounds	For	Helen-Ann Smith	For
Arnie Hankin	For	David Walters	For
Andrew Harding	For	Lee Waters	For
David Hennigan	For	Caroline Wilkinson	For
Tom Hollis	For	Daniel Williamson	For
Trevor Locke	For	John Wilmott	For
Rachel Madden	For	Jason Zadrozny	For
Sarah Madigan	<i>Absent</i>		

C.76 Annual Budget and Council Tax 2020/21 and Medium Term Financial Strategy (MTFS) Update

Council was requested to approve the recommendations from the Cabinet meeting held on 24 February 2020 in relation to the Annual Budget and Council Tax Setting for 2020/21 and an update for the Medium Term Financial Strategy (MTFS).

Councillor Chris Baron advised that he wished to move an amendment to the budget and circulated a document outlining his proposed changes.

The meeting adjourned at 8.30pm and reconvened at 8.51pm.

(At this point in the proceedings, Councillor Melanie Darrington declared a Non Disclosable Pecuniary/Other Interest in relation to her daughter's involvement with the NOVA Centurion Swimming Club who were currently using Edgewood Leisure Centre swimming pool for training purposes. Her interest was such that she left the room and took no part in the discussion or voting thereon.)

(In accordance with Council Procedure Rule 30.1, Councillor Jason Zadrozny moved suspension of Council Procedure Rule 23, Conclusion of Proceedings, to enable the meeting to continue past 9.30pm and finish at its natural conclusion, thus ensuring that Members gave proper consideration to the determination of the Council's budget. Having been seconded by Councillor Helen-Ann Smith, the motion was duly carried.)

The amendment as moved by Councillor Baron and seconded by Councillor Phil Rostance was as follows:-

"This Council revokes its decision to enforce closure of Edgewood leisure centre and includes the centre in the procurement process with a new leisure provider or establishes a partnership working programme to not only ensure that the centre remains open but will be protected for the future, whilst reviewing leisure facilities for Hucknall as a whole and the proposed expenditure based on need for the District of Ashfield.

This Council revokes the increase in parking charges and introduces two hours free parking across the District. Having received notification of financial help to regenerate our high streets this will be a positive step in working towards regeneration and not an adverse affect caused by increased charges. The Council should provide a comprehensive business case that incorporates future investment and the impact on future budgets and not a short term revenue gain of increasing charges and the probability of detracting the appeal of our town centres at a cost to business across the District and undoubtedly a reduction in revenue.

Financial amendments:-

- 1. Not renewing 1 of the current vacant posts (Technician) @ £27,000*
- 2. Increase vacancy factor by 0.75% @ £36,000*
- 3. Investigate parking charges at leisure facilities for none users to increase revenue*
- 4. Referral to the Independent Remuneration Panel to propose a % decrease in Members allowance to meet the shortfall."*

Having been fully debated, the amendment was put to the vote but not carried.

RESOLVED that

- a) a £5 (2.7%) increase in the level of the District's own Council Tax for 2020/21, setting the Band D equivalent at £190.46, be approved;
- b) the proposed 2020/21 Revenue (General Fund) and HRA Budgets as set out in the report (Sections 3 and 4), be approved;
- c) the proposed Capital Programme and associated borrowing 2019/20 to 2023/24 as set out in the report (Section 5), be approved;
- d) the 2019/20 Revised HRA and Capital Budgets as set out in the report (Sections 4 and 5), be approved;
- e) it be noted that the precept figures from Nottinghamshire County Council, Nottinghamshire Fire and Rescue Authority, Police and Crime Commissioner and the two Parish Council's within the District have been incorporated into the Council Tax recommendation to Council;
- f) the estimated financial challenge in the Medium Term Financial Strategy (MTFS) for 2021/2022 to 2024/25 and the planned approach to address the challenge (Section 6), be noted;
- g) it be noted that an updated MTFS be brought back to Cabinet after the 2019/20 Accounts have been closed and audited;
- h) the proposed use of reserves as set out in this report (Table 5 (General Fund) and Table 9 (HRA)) and the creation of 5 new reserves and the amalgamation of 2 existing reserves (set out in Section 3.6), be approved;
- i) the advice of the Corporate Finance Manager (Section 151 Officer), provided in compliance with Section 25 of the Local Government Act 2003, as to the robustness of the estimates included in the 2020/21 Budget and the adequacy of the reserves for which this budget provides (Section 7), be received and accepted;
- j) it be noted that the proposed 2020/21 budgets reflect the agreed changes to Fees and Charges approved by Cabinet on 27th January 2020;
- k) the use of in-year Capital Receipts up to 2020/21 to maximise capitalisation opportunities arising from service transformation to deliver efficiencies and improved services to residents and clients, and thereby minimise the impact of costs on the revenue budget as included in the Flexible Use of Capital Receipts Strategy 2018/19 approved by Council on 11th October 2018, be approved;
- l) it be noted that additional recurrent and non-recurrent costs of progressing the Digital Service Transformation (DST) programme at a quicker pace than had previously been planned are not included within the proposed 2020/21 budget, and that a separate report detailing the programme, costs and payback periods and how the programme will be funded will be brought for consideration through the appropriate channels in accordance with the Council's Financial Regulations.

During consideration of the item, Councillors temporarily left the Chamber as follows:-

Councillor:	Left:	Returned:
Cllr. Samantha Deakin	8.08pm left the meeting	
Cllr. Dave Shaw	8.08pm	8.11pm
Cllr. Helen-Ann Smith	8.21pm	8.23pm
Cllr. Kier Barsby	8.42pm left the meeting	
Cllr. Helen-Ann Smith	8.57pm	9.00pm
Cllr. Andy Meakin	9.17pm	9.20pm
Cllr. Dale Grounds	9.31pm	9.38pm
Cllr. Jim Blagden	9.43pm	9.47pm
Cllr. Dave Shaw	9.44pm	9.47pm
Cllr. Dale Grounds	9.43pm left the meeting	
Cllr. Daniel Williamson	9.43pm	9.47pm
Cllr. Helen-Ann Smith	9.49pm	9.51pm
Cllr. David Hennigan	9.50pm	9.51pm

Voting Results for Amendment			
Councillor:		Councillor:	
John Baird	Against	David Martin	Against
Chris Baron	For	Andy Meakin	Against
Kier Barsby	<i>Absent</i>	Lauren Mitchell	For
Jim Blagden	Abstain	Keir Morrison	<i>Absent</i>
Tony Brewer	Against	Warren Nuttall	Against
Ciaran Brown	Against	Matthew Relf	Against
Christian Chapman	Against	Kevin Rostance	For
Melanie Darrington	<i>Absent</i>	Phil Rostance	For
Samantha Deakin	<i>Absent</i>	Dave Shaw	For
Andy Gascoyne	Against	John Smallridge	Against
Dale Grounds	Against	Helen-Ann Smith	Against
Arnie Hankin	Against	David Walters	Against
Andrew Harding	Against	Lee Waters	Abstain
David Hennigan	Against	Caroline Wilkinson	Against
Tom Hollis	Against	Daniel Williamson	Against
Trevor Locke	Abstain	John Wilmott	For
Rachel Madden	Against	Jason Zadrozny	Against
Sarah Madigan	<i>Absent</i>		

<u>Voting Results for Resolution</u>			
Councillor:		Councillor:	
John Baird	For	David Martin	For
Chris Baron	Abstain	Andy Meakin	For
Kier Barsby	<i>Absent</i>	Lauren Mitchell	Against
Jim Blagden	For	Keir Morrison	<i>Absent</i>
Tony Brewer	For	Warren Nuttall	For
Ciaran Brown	For	Matthew Relf	For
Christian Chapman	For	Kevin Rostance	Abstain
Melanie Darrington	<i>Absent</i>	Phil Rostance	Abstain
Samantha Deakin	<i>Absent</i>	Dave Shaw	For
Andy Gascoyne	For	John Smallridge	For
Dale Grounds	<i>Absent</i>	Helen-Ann Smith	For
Arnie Hankin	For	David Walters	For
Andrew Harding	For	Lee Waters	For
David Hennigan	For	Caroline Wilkinson	For
Tom Hollis	For	Daniel Williamson	For
Trevor Locke	For	John Wilmott	For
Rachel Madden	For	Jason Zadrozny	For
Sarah Madigan	<i>Absent</i>		

C.77 Formal Setting of Council Tax 2020/21

RESOLVED

that the Council Tax levels for 2020/21 on the basis of a Band “D” tax level for the District Council’s own expenditure of £190.46 (£5 or 2.7% increase), be approved as follows:-

1. That it be noted that on 16th December 2019 the Council calculated the Council Tax Base for 2020/21

- a. for the whole Council area: **33,695.3**

- b. for dwellings in those parts of its area to which a Parish precept relates –

The Parish of Annesley and Felley: **545.1**

The Parish of Selston: **3,725.9**

2. That the calculation of the Council Tax requirement for the Council’s own purposes for 2019/20 (excluding Parish precepts) is **£6,417,607.**
3. That the following amounts be calculated for the year 2020/21 in accordance with Sections 31 to 36 of the Act:

- (a) **£58,025,736** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
- (b) **£51,318,126** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) **£6,707,610** 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) **£199.07** being the amount at 3(c) above, divided by 1(a) above, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- (e) **£290,003** being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the tables below).
- (f) **£190.46** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above 1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

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

5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2020/21 for each part of its area and for each of the categories of dwellings.

**DETAILS OF INDIVIDUAL COUNCIL TAX AMOUNTS BY
PRECEPTOR AND VALUATION BAND**

Ashfield District Council

Council Tax Base	33,695.3	2019/20 Band D Council Tax	£185.46
Council Tax Amount	£6,417,607	Percentage increase	2.70%

2020/21 Council Tax amounts by band:

A	B	C	D	E	F	G	H
£126.97	£148.14	£169.30	£190.46	£232.78	£275.11	£317.43	£380.92

Nottinghamshire County Council

Council Tax Base	33,695.3	2019/20 Band D Council Tax	£1,476.06
Council Tax Amount	£51,720,601	Percentage increase	3.99%

2020/21 Council Tax amounts by band:

A	B	C	D	E	F	G	H
£1,023.30	£1,193.85	£1,364.40	£1,534.95	£1,876.05	£2,217.15	£2,558.25	£3,069.90

Nottinghamshire Police and Crime Commissioner

Council Tax Base	33,695.3	2019/20 Band D Council Tax	£219.33
Council Tax Amount	£7,727,006	Percentage increase	4.55%

2020/21 Council Tax amounts by band:

A	B	C	D	E	F	G	H
£152.88	£178.36	£203.84	£229.32	£280.28	£331.24	£382.20	£458.64

Nottinghamshire Fire and Rescue Authority

Council Tax Base	33,695.3	2019/20 Band D Council Tax	£79.80
Council Tax Amount	£2,741,450	Percentage increase	1.95%

2020/21 Council Tax amounts by band:

A	B	C	D	E	F	G	H
£54.24	£63.28	£72.32	£81.36	£99.44	£117.52	£135.60	£162.72

Annesley and Felley Parish Council

Council Tax Base	545.1	2019/20 Band D Council Tax	£101.26
Council Tax Amount	£55,197	Percentage increase	0.00%

2020/21 Council Tax amounts by band:

A	B	C	D	E	F	G	H
£67.51	£78.76	£90.01	£101.26	£123.76	£146.26	£168.77	£202.52

Selston Parish Council

Council Tax Base	3,725.9	2019/20 Band D Council Tax	£63.02
Council Tax Amount	£234,806	Percentage increase	0.00%

2020/21 Council Tax amounts by band:

A	B	C	D	E	F	G	H
£42.01	£49.02	£56.02	£63.02	£77.02	£91.03	£105.03	£126.04

Aggregate of Council Tax Requirements for residents of Annesley and Felley

Equivalent Council Tax in 2019/20	£2,061.91
Percentage increase	3.66%

2020/21 Council Tax amounts by band:

A	B	C	D	E	F	G	H
£1,424.90	£1,662.39	£1,899.87	£2,137.35	£2,612.31	£3,087.28	£3,562.25	£4,274.70

Aggregate of Council Tax Requirements for residents of Selston

Equivalent Council Tax in 2019/20	£2,023.67
Percentage increase	3.73%

2020/21 Council Tax amounts by band:

A	B	C	D	E	F	G	H
£1,399.40	£1,632.65	£1,865.88	£2,099.11	£2,565.57	£3,032.05	£3,498.51	£4,198.22

Aggregate of Council Tax Requirements for residents of all other parts of the Council's area

Equivalent Council Tax in 2019/20	£1,960.65
Percentage increase	3.85%

2020/21 Council Tax amounts by band:

A	B	C	D	E	F	G	H
£1,357.39	£1,583.63	£1,809.86	£2,036.09	£2,488.55	£2,941.02	£3,393.48	£4,072.18

6. That the Council determine whether the Council's basic amount of Council Tax for 2020/21 is excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.

In the Ministry for Housing, Communities and Local Government's report "The Referendums Relating To Council Tax Increases (Principles) (England) Report 2019/20" (published on 29 January 2019), it sets out the circumstances under which a council's Council Tax increase might be regarded as excessive, which would trigger a referendum. These principles have been approved under section 52ZB of the amended Local Government Finance Act 1992.

The principles relating to 2020/21 (Annexe A, Paragraph 5) state that:

Principles for 2020-21 for authorities belonging to the category mentioned in paragraph 2(c) [Shire district councils]

5. For 2020-21 the relevant basic amount of council tax of an authority which belongs to the category mentioned in paragraph 2(c) is excessive if the authority's relevant basic amount of council tax for 2020-21 is

(a) 2%, or more than 2%, greater than its relevant basic amount of council tax for 2019-20; and

(b) more than £5 greater than its relevant basic amount of council tax for 2019-20.

This means the authority would need to exceed **both** referendum principles in order to be subject to a referendum; exceeding one principle but not the other would not require a referendum.

Ashfield District Council's basic (Band D) level of Council Tax was £185.46 in 2019/20, and is proposed to be £190.46 in 2020/21, a 2.70% increase at Band D. Therefore it can be determined that the Council would **not** be increasing the Council Tax by an excessive amount.

(During consideration of this item, Councillor Trevor Locke left the meeting at 10.21pm.)

Voting Results			
Councillor:		Councillor:	
John Baird	For	David Martin	For
Chris Baron	For	Andy Meakin	For
Kier Barsby	<i>Absent</i>	Lauren Mitchell	Against
Jim Blagden	For	Keir Morrison	<i>Absent</i>
Tony Brewer	For	Warren Nuttall	For
Ciaran Brown	For	Matthew Relf	For
Christian Chapman	For	Kevin Rostance	For
Melanie Darrington	<i>Absent</i>	Phil Rostance	For
Samantha Deakin	<i>Absent</i>	Dave Shaw	For
Andy Gascoyne	For	John Smallridge	For
Dale Grounds	<i>Absent</i>	Helen-Ann Smith	For
Arnie Hankin	For	David Walters	For
Andrew Harding	For	Lee Waters	For
David Hennigan	For	Caroline Wilkinson	For
Tom Hollis	For	Daniel Williamson	For
Trevor Locke	<i>Absent</i>	John Wilmott	For
Rachel Madden	For	Jason Zadrozny	For
Sarah Madigan	<i>Absent</i>		

The meeting closed at 10.25 pm

Chairman.

DRAFT SCHEDULE OF MEETINGS 2020/2021

(all meetings commence at 10.00am or 7.00pm unless otherwise stated)

MAY 2020	JUNE 2020	JULY 2020
	1	
	2	
	3	
1	4 Overview and Scrutiny Committee (7pm)	1 Charities Committee (10am)
	5	2
4		3
5	8	6
6	9 Local Plan Working Group (10am)	7 Local Plan Working Group (10am)
7	10	8
8 BANK HOLIDAY	11	9 Council (7pm)
	12	10
11	15	13
12	16	14
13 Planning Committee (10am)	17 Planning Committee (10am)	15
14	18	16 Overview and Scrutiny Committee (7pm)
15	19	17
18	22	20
19	23 Local Joint Consultative Committee (10am)	21
20	24 Standards and Personnel Appeals Committee (7pm)	22 Planning Committee (10am)
21	25	23 Scrutiny Panel A (7pm)
22	26	24
25 BANK HOLIDAY	29	27 Audit Committee (7pm)
26	30 Cabinet (10am)	28
27		29
28		30 Scrutiny Panel B (7pm)
29		31

AUGUST 2020	SEPTEMBER 2020	OCTOBER 2020
3 4 5 6 7	1 2 3 4	1 Council (7pm) 2
10 11 Local Plan Working Group (10am) 12 13 14	7 8 Local Plan Working Group (10am) 9 10 Scrutiny Panel A (7pm) 11	5 6 7 8 9
17 18 19 20 21	14 15 Cabinet (10am) 16 17 Scrutiny Panel B (7pm) 18	12 13 Local Plan Working Group (10am)/ Cabinet (1pm) 14 15 16
24 25 26 Planning Committee (10am) 27 28	21 22 23 Planning Committee (10am) 24 Overview and Scrutiny Committee (7pm) 25	19 20 21 Planning Committee (10am) 22 State of Ashfield Debate (7pm) 23
31 BANK HOLIDAY	28 Audit Committee (7pm) 29 30 Standards and Personnel Appeals Committee (7pm)	26 27 28 29 30

NOVEMBER 2020		DECEMBER 2020		JANUARY 2021	
2					
3		1	Cabinet (10am)		
4	Charities Committee (10am)	2			
5		3	Council (7pm)		
6		4		1	NEW YEAR'S DAY
9		7		4	
10		8		5	
11		9	Standards and Personnel Appeals Committee (7pm)	6	
12	Scrutiny Panel B (7pm)	10		7	
13		11		8	
16		14		11	
17		15	Local Plan Working Group (10am)	12	Local Plan Working Group (10am)
18		16	Planning Committee (10am)	13	Planning Committee (10am)
19	Scrutiny Panel A (7pm)	17		14	Overview and Scrutiny Committee (7pm)
20		18		15	
23		21		18	
24	Local Plan Working Group (10am)	22		19	Local Joint Consultative Committee (10am)
25	Planning Committee (10am)	23		20	
26	Overview and Scrutiny Committee (7pm)	24		21	Scrutiny Panel A (7pm)
27		25	CHRISTMAS DAY	22	
30	Audit Committee (7pm)	28	BOXING DAY	25	
		29		26	Cabinet (10am)
		30		27	
		31		28	Scrutiny Panel B (7pm)
				29	

FEBRUARY 2021		MARCH 2021		APRIL 2021	
1		1	Audit Committee (10am)		
2		2			
3		3			
4	Council (7pm)	4	Extraordinary Council (Tax) (7pm)	1	
5		5		2	GOOD FRIDAY
8		8		5	EASTER MONDAY
9		9		6	
10	Charities Committee (10am)	10		7	
11		11	Scrutiny Panel A (7pm)	8	Council (7pm)
12		12		9	
15		15		12	
16		16		13	
17	Planning Committee (10am)	17	Planning Committee (10am)	14	Planning Committee (10am)
18		18	Scrutiny Panel B (7pm)	15	
19		19		16	
22		22		19	
23	Local Plan Working Group (10am)/ Cabinet (1pm)	23	Local Plan Working Group (10am)	20	Local Plan Working Group (10am)
24		24	Standards and Personnel Appeals Committee (7pm)	21	
25		25	Overview and Scrutiny Committee (7pm)	22	
26		26		23	
		29		26	
		30	Cabinet (10am)	27	
		31		28	
				29	
				30	

MAY 2021	
3	BANK HOLIDAY
4	
5	
6	PCC/COUNTY COUNCIL ELECTIONS
7	
10	
11	
12	
13	
14	
17	
18	
19	
20	
21	
24	
25	
26	
27	Annual Council Meeting (7pm)
28	
31	BANK HOLIDAY

To Note:

Ad Hoc Committees (scheduled as and when required)

Chief Officers' Employment Committee
 Licensing Committee
 Licensing Sub Committee

August Recess

August is usually a recess month and the only scheduled meeting is Planning Committee.

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Report To:	COUNCIL	Date:	23 APRIL 2020
Heading:	ANNUAL CONSTITUTION REVIEW 2020		
Portfolio Holder:	NOT APPLICABLE		
Ward/s:	NOT APPLICABLE		
Key Decision:	NO		
Subject to Call-In:	NO		

Purpose of Report

To report proposed changes to the Constitution for consideration. It also includes recent temporary changes introduced through the Coronavirus Act 2020 and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Recommendation(s)

To consider and approve the proposed changes to the Council's Constitution.

To delegate authority to the Monitoring Officer and Chief Executive to amend the Constitution to reflect any further changes that are required as a direct result of Government Legislation /Guidance resulting from the coronavirus (COVID-19) situation.

Reasons for Recommendation(s)

To ensure that the Council's Constitution remains up to date and fit for purpose it is reviewed annually.

This report is also seeking Council approval for the necessary constitutional changes to ensure the Council's decision-making processes continue to operate and are transparent and the Constitution is kept up-to-date in line with recent emergency legislation introduced in response to the Coronavirus pandemic. These changes in procedure will cease in May 2021 in accordance with the current regulations, or at some other date pursuant to further Government legislation, when normal meetings can resume.

Alternative Options Considered

(with reasons why not adopted)

Do not update the Constitution. However, this would not be best practice and would reduce the value of the document, both to the Council and the wider Community as an authoritative guide to how the Council works.

Detailed Information

Constitution Review 2020

It is good practice to review the Constitution regularly and it is the Council's practice to carry out a review annually.

The proposed changes to the Constitution are outlined below:

Part of the Constitution	Proposed Amendments
Part 1 – Summary	<p>How Council Operates – 1.2</p> <p>Inserted “A meeting of Council can take place in more than one place, including electronic, digital or virtual locations such as internet locations, social media, web addresses or conference call telephone numbers”.</p> <p>How Decisions are made – 1.2</p> <p>Inserted “In circumstances where an emergency or other unplanned incident threatens to take critical systems or services off line or out of action, the Chief Executive can exercise all necessary powers to ensure the continuity of operations and core council business “</p>
Part 2 – Articles	<p>Rights to Information – 3.02, 2-5</p> <p>Inserted “or have access to” relating to public attendance at meetings of the Council.</p>
Part 3 – Functions and Delegations	<p>Functions Delegated to Officers – Chief Executive 3-32</p> <p>Added “In circumstances where an emergency or other unplanned incident threatens to take critical systems or services off line or out of action, the Chief Executive can exercise all necessary powers to ensure the continuity of operations and core council business.</p> <p>Licensing No changes</p> <p>Planning No changes</p>

Part 4 – Rules of Procedure

Council Procedure Rules

Timing and Business

Inserted “in the circumstance of an emergency or an unplanned incident the annual meeting can be postponed until the following year or until such time as is reasonable to resume normal Council activity”.

Time and Place of Meetings

Inserted “Place of meeting includes reference to more than one place including electronic, digital or virtual locations such as internet locations, social media, web addresses or conference call telephone numbers”.

Right of a Member to Attend A Meeting

Inserted “Attendance at any meeting also includes reference to more than one place including electronic, digital or virtual locations such as internet locations, social media, web addresses or conference call telephone numbers”.

Rights to Attend a Meeting

Added “Access includes making the meeting accessible through digital means including electronic, digital or virtual locations such as internet locations, social media, web addresses or conference call telephone numbers”.

Executive Meetings – When and Where

Added ““place” including electronic, digital or virtual locations such as internet locations, social media, web addresses or conference call telephone numbers”.

Petition Scheme – Part 12 Updated

- If a petition submitted to the Council contains between 750 and 1,499 signatures, it will be referred to the Overview and Scrutiny Committee.
- If a petition submitted to the Council contains over 1,500 signatures, it will be debated by Full Council.
- If a petition submitted to the Council contains between 10 and 199 signatures, it will be responded to in accordance with Ashfield District Council’s Compliments and Complaints procedure.
- If a petition submitted to the Council contains between 200 and 749 signatures, it will be discussed at a meeting of the Council’s Corporate Leadership Team. The discussion would lead to a formal written response from the Corporate Leadership Team to the petition organiser.

Access to Information Procedure Rules

No changes.

Budget and Policy Framework Procedure Rules

No changes

Executive Procedure Rules

- **Part 4-48, 1.6. Added** “place” including electronic, digital or virtual locations such as internet locations, social media, web addresses or conference call telephone numbers”.

Overview and Scrutiny Procedure Rules

- Part 4-54. Scrutiny consideration of Petitions, updated in accordance with changes to the Petition Scheme

Financial Regulations

- Part 4-71, Financial Planning Introduction. Added “The Treasury Management Strategy”.
- Part 4 – 74, Use of Resources. Added “The Chief Finance Officer will determine the creation of new reserves”.
- Part 4-79, Petty Cash and Float Accounts. Deleted this section as this is no longer relevant.
- Part 4-83, Orders for Work, Goods and Services - Added “approved Purchase Card transactions”.
- General update of Job titles

Code of Procedures Relating to the Disposal of Land and Buildings –

No changes

Contract Procedures Rules

- Part 4-101 and 4-102 (quick reference guide to the Contract Procedure Rules), for all contract values over and including “£50,000 to below EU thresholds” (and “frameworks”) under the column “authority” – Change to EDR instead of ODR.
- Part 4-109, para 3.14 – amended to read “All call off contracts under framework agreements of £50,000 or more must be executed as deeds, by affixing the Council’s Common Seal.”
- Part 4-109, para 3.15 – amended to read “A call off contracts under a Framework Agreement must not be longer than 4 years unless specifically agreed.”
- Part 4-123, para 9.4.1 – amended to read “All call off contracts under Framework Agreements, bonds and guarantees, and Contracts of £50,000 or more must be executed as deeds.”
- Part 4 -127, para 10.11 – added 10.11 “If a Contract does not specifically include an option to extend its term and a Chief Officer decides that there are exceptional circumstances, namely

	<p>circumstances which could not have been reasonably foreseen, then the term of the Contract may be extended but only where the extension does not alter the overall nature of the Contract and provided that any increase in price does not exceed 50% of the value of the original Contract. If the value of the extension is over £50,000 per annum the decision to award the extension Contract must be reported to Cabinet”.</p> <ul style="list-style-type: none"> • Part 4-131, definition of framework agreement – inserted “call off” between “one or more specific” and “Contracts with an authority.” <p>Employment Procedure Rules No changes.</p>
Part 5 – Members’ Code of Conduct	No changes
Part 6 – Member/Officer Protocol	No changes.
Part 7 – Allowances	The Members Allowance Scheme will be updated following the Report of the Independent Remuneration Panel, which is due to be considered at the Council AGM on the 23 April 2020.
Part 8 – Management Structure	No changes.
Part 9 – Employees Code	No changes
Part 10 – Planning Code	No changes

Implications

Corporate Plan:

To ensure we deliver high-quality public services we have adopted a set of corporate values which underpin the successful delivery of our priorities. How we work is as important as what we do. The Council’s values are: People Focussed; Honest; Proud; Ambitious.

Legal:

In accordance with Article 13 of the Constitution, the Monitoring Officer is responsible for keeping the Constitution under review. The Monitoring Officer is delegated the authority to make minor alterations to the Constitution or make amendments to reflect in year changes. Substantive changes to the Constitution must be approved by the Council.

Recent temporary changes to meetings and accessibility of information have been introduced through the Coronavirus Act 2020 and the Local Authorities and Police and Crime Panels

(Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	None
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	None
Housing Revenue Account – Capital Programme	None

Risk:

Risk	Mitigation
Not updating the Constitution on a regular basis would increase the risk of failing to reflect current legislation and practices which would negatively impact decision-making.	Ensuring the Council’s Constitution remains up to date and fit for purpose it is reviewed annually.

Human Resources:

There are no significant Human Resource implications identified in this report.

Equalities:

There are no specific equalities issues highlighted in the report or apparent at this stage in relation to proposed changes.

Environmental/Sustainability

There are no significant Environmental/Sustainability implications identified in this report.

Other Implications:

None

Reason(s) for Urgency

Not applicable

Reason(s) for Exemption

Not applicable

Background Papers

None

Report Author and Contact Officer

Ruth Dennis

DIRECTOR OF LEGAL AND GOVERNANCE

MONITORING OFFICER

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Report To:	COUNCIL	Date:	23 APRIL 2020
Heading:	THE INDEPENDENT REMUNERATION PANEL'S REVIEW OF THE ASHFIELD DISTRICT COUNCIL'S MEMBERS' ALLOWANCES SCHEME		
Portfolio Holder:	LEADER OF THE COUNCIL, COUNCILLOR JASON ZADROZNY		
Ward/s:	ALL		
Key Decision:	NO		
Subject to Call-In:	NO		

Purpose of Report

To consider the report of the Independent Remuneration Panel on their review of Ashfield District Council's Members' Allowances Scheme, undertaken in October 2019. The Council considers the recommendations of the Independent Remuneration Panel and determines whether to accept them. The recommendations of the Panel are detailed below.

The full report of the Independent Remuneration Panel is appended to this report as Appendix A.

Recommendation(s):

The Independent Remuneration Panel recommends:

1. The Performance Special Responsibility Allowance is discontinued, and the Basic Allowance is reset to £6,717.
2. 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.
3. 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.
4. The Leader of the Council's Special Responsibility Allowance remains at £19,852.

Recommendation(s) continued:

5. There is no change to the following Special Responsibility Allowances:

Role	Number	Recommended SRA	Methodology
Executive Portfolio Holders	7	£11,911	60% X Leader's SRA
Chairs of:			
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
Vice Chairs of:			
Overview & Scrutiny Committee	1	£2,978	15% X Leader's SRA
Planning Committee	1	£2,978	15% X Leader's SRA

6. The Special Responsibility Allowance for the two Deputy Leaders is maintained at 75% of the Leader's Special Responsibility Allowance (£19,852), which equates to £14,889.
7. 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.
8. The Special Responsibility Allowance for the Vice Chairs of Scrutiny Panels A and B is reset at £1,687.
9. The Special Responsibility Allowance for the Leader of the Main Opposition Group is reset based on two group sized bandings as follows:
- 7 or more Members - £7,941 (40% of Leader's SRA)
 - 2-6 Members - £4,963 (25% of Leader's SRA)
10. If there are two Main Opposition Groups of equal size, then the Main Opposition Group Leader's higher Special Responsibility Allowance is divided equally between each Main Opposition Group Leader, regardless of group size, which equates to £3,713. The same principle should be extended if there are more than two Main Opposition Groups.

Recommendation(s) continued:

11. The Special Responsibility Allowance for the Deputy Leader of the Main Opposition Group should be paid only when the Main Opposition Group has seven or more Members.
 - 7 or more Members - £1,191 (15% of Group Leader's SRA)
 - Less than 7 Members – no SRA payable
12. If there are two Main Opposition Groups of equal size, then the Main Opposition Group Deputy Leader's SRA is divided equally between each Main Opposition Group Deputy Leader, regardless of group size, which equates to £595. The same principle should be extended if there are more than two Main Opposition Groups.
13. 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.
14. Provision for a Co-optees Allowance at £323 for the Co-optees that may be appointed to the Standards and Personnel Appeals Committee is maintained.
15. The Members' Allowances Scheme is 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.
16. The current rates and terms and conditions for claiming Travel and Subsistence Allowances outside the Authority are maintained.
17. The maximum hourly rate claimable under the childcare element of the DCA is 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 is capped at £15 per hour. This rate may be claimed for dependents who require any kind of specialised care, including children.
18. If it is known that a Member has caring responsibilities, then the DCA is specifically brought to their attention.
19. The current Civic Allowances paid to the Chair (£7,888) and Vice Chair (4,523) is maintained.
20. The Council adopt 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.

Recommendation(s) continued:

21. 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:

a. 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

b. Mileage Allowance (Outside Authority only):

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

c. Subsistence Allowances (Outside Authority only):

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

d. 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 Services.

22. The new scheme of Members' Allowances based on the recommendations contained in this report is adopted from the date of the Annual Council meeting on 23 April 2020.

Reasons for Recommendation(s)

To comply with the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003. A revised Members' Allowances Scheme is required every four years. The recommendations above have been put forward by the Independent Remuneration Panel, who were appointed by Council in July 2019.

Alternative Options Considered

The Independent Remuneration Panel considered a wide range of information, options, and evidence as part of the review process; this is detailed further in the full report appended to this report as Appendix A.

Detailed Information

Background

Each local authority is required by the Local Government and Housing Act 1989 to have in place a scheme for Members' Allowances. The Local Authorities (Members' Allowances) (England) Regulations 2003 set out the requirements for the setting of a Members' Allowances Scheme. As Members are aware, before an authority sets or amends a scheme, it must have regard to any recommendations made by an Independent Remuneration Panel. The Independent Remuneration Panel is made up of people independent of the Council. Council approved appointment of the current Independent Remuneration Panel in July 2019, with a review of Ashfield District Council's Members' Allowances Scheme taking place in October 2019.

The Independent Remuneration Panel was chaired by Declan Hall, an independent consultant specialising in allowances and support. In addition, Paula Watkinson and Mark Cawar, from local business and voluntary sectors, also sat on the Panel.

The Independent Remuneration Panel conducted their review on the 24th and 25th of October 2019, at the Council Offices, Urban Road, Kirkby – in – Ashfield. All Members were given the opportunity to meet with the Panel. A questionnaire addressing the issues the Panel were considering was also circulated to all Members.

In addition, in compliance with the terms of reference agreed by Council in July 2019, the Independent Remuneration Panel met with several Officers for factual briefings on political structures, constitutional changes, and an overview on the main challenges the Council faces. The Independent Remuneration Panel also took cognisance of the range and levels of allowances paid in comparable local authorities.

Conclusions

The primary function of the Council's Members' Allowances Scheme is to provide support to Members, enabling them to carry out their roles and responsibilities. The evidence received during the review indicates that generally, the allowances that Ashfield District Council pays to Members strikes a balance between enabling Members to effectively carry out their roles and responsibilities and attracting prospective Councillors.

The principal role of the Independent Remuneration Panel was to assess what the roles and posts under review are worth, based on the evaluation of evidence collected. The review carried out by the Independent Remuneration Panel was not driven by a need to identify savings. However, the Panel were mindful of reduced local authority funding and the financial situation in Ashfield.

If the recommendations detailed in the full report of the Independent Remuneration Panel are approved by Council, they will result in potential savings of approximately £24,000 per year. The Independent Remuneration Panel concluded that this demonstrates the Council's Members' Allowances Scheme represents value for money, whilst ensuring Members have the necessary support to carry out their roles without being out of pocket themselves.

In consideration of the Council's Civic Allowances for the Chair and Vice Chair of the Council, the Panel acknowledges that this allowance is not and should not be considered as a Special Responsibility Allowance. The Civic Allowances are paid under the Local Government Act 1972 for the purpose of meeting the expense of being a civic head. The Council's Civic Allowances are outside of the Local Authorities (Members' Allowances) (England) Regulations 2003 and are determined by the Council as what it thinks reasonable.

The complete findings of the Independent Remuneration Panel are detailed in the report appended as Appendix A.

Implications

Corporate Plan:

The review of the Independent Remuneration Panel has been carried out in accordance with one of the Council’s key purposes as set out in the Corporate Plan 2019 – 2023.

‘We will provide good quality, value for money services’.

Effectively reviewing the Council’s Members’ Allowances Scheme ensures value for money and enables Members to effectively carry out their duties as elected representatives of Ashfield residents.

Legal:

Ashfield District Council has to comply with the requirements set out in the Local Authorities (Members’ Allowances) (England) Regulations 2003 and arrange to adopt a revised Members’ Allowances Scheme following recommendations from an Independent Remuneration Panel no later than May 2019.

Finance:

The costs of the Independent Remuneration panel undertaking a review of the Council’s Members’ Allowances Scheme during October 2019, including travel and subsistence, is estimated to be approximately £3,200. This cost will be accommodated within existing budgets. This report also details potential savings of £24,000, if all the recommendations put forward by the Panel are approved.

Budget Area	Implication
General Fund – Revenue Budget	Please see above
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

Risk:

Risk	Mitigation
Ashfield District Council must comply with the requirements set out within the Local Authorities (Members’ Allowances) (England) Regulations 2003.	In July 2019, Council approved a new Independent Remuneration Panel with a review of allowances to be conducted in October 2019. The review took place as planned, and recommendations are to be presented to Council in time for the new municipal year.

Human Resources:

There are no direct HR implications resulting from this report.

Environmental/Sustainability:

The Independent Remuneration Panel considered environmental and sustainability implications as part of the review process. Recommendation 15 regards mileage claims for electric or hybrid vehicles.

Equalities:

The Independent Remuneration Panel considered equalities implications as part of the review process, particularly with regard to childcare and dependent care provision.

Other Implications:

There are no other implications identified.

Reason(s) for Urgency

None.

Reason(s) for Exemption

None.

Background Papers

None.

Report Author and Contact Officer

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Appendix A

**A Review
Of
Members' Allowances
For
Ashfield District Council**

**A Report by the
Independent
Remuneration Panel**

**Mark Cawer
Dr Declan Hall (Chair)
Paula Watkinson**

March 2020

EXECUTIVE SUMMARY

The Panel recommends that

Recommendation 1 - the Performance SRA is discontinued and the Basic Allowance is reset at £6,717

Recommendation 2 - 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, etc.

Recommendation 3 - 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

Recommendation 4 - the Leader's SRA remains at £19,852.

Recommendation 5 – there is no change to the following SRAs:

SRAs where Panel is recommending no change

Role	Number	Recommended SRA	Methodology
Executive Portfolio Holders	7	£11,911	60% X Leader's SRA
Chairs of:			
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
Vice Chairs of:			
Overview & Scrutiny Committee	1	£2,978	15% X Leader's SRA
Planning Committee	1	£2,978	15% X Leader's SRA

Recommendation 6 - the SRA for the two Deputy Leaders is maintained at 75 per cent of the Leader's SRA (£19,852), which equates to £14,889.

Recommendation 7 - the SRA for the Chairs of the Scrutiny Panels (A and B) is reset at 30 per cent of the Leader's SRA which equates to £5,956.

Recommendation 8 - the SRA for the Vice Chairs of Scrutiny Panels (A and B) is reset at £1,687.

Recommendation 9 - the SRA for the Leader of the Main Opposition Group is reset based on two group size bandings as follows:

- 7+ or more Members £7,941 (40% of Leader's SRA)
- 2-6 Members £4,963 (25% of Leader's SRA)

Recommendation 10 - if there are two Main Opposition Groups of equal size then the Main Opposition Group Leader's higher SRA is divided equally between each Main Opposition Group Leader regardless of group size, which equates to £3,713. The same principle should be extended in the highly unlikely event that there are more than two Main Opposition Groups.

Recommendation 11 – the SRA for the Deputy Leader of the Main Opposition Group should be paid only when the Main Opposition Group has seven or more Members

- 7 or more Members £1,191 (15% of Group Leader's SRA)
- Less than 7 Members No SRA payable

Recommendation 12 - if there are two Main Opposition Groups of equal size then the Main Opposition Group Deputy Leader's SRA is divided equally between each Main Opposition Deputy Group Leader regardless of group size, which equates to £595. The same principle should be extended in the highly unlikely event that there are more than two Main Opposition Groups

Recommendation 13 - the Leaders of Other Opposition Groups continue to receive an SRA of £323 per Group Member if their group reaches the qualifying threshold of having four Members.

Recommendation 14 - Provision for a Co-optees Allowance at £323 for the Co-optees that may be appointed to the Standards and Personnel (Appeals) Committee is maintained.

Recommendation 15 - the allowances scheme is amended to clarify that where a Member is using an electric or hybrid vehicle on an approved duty outwith the Authority that they are able to claim mileage at AMAP rates, which is currently 45p per mile.

Recommendation 16 - the current rates and terms and conditions for claiming Travel and Subsistence Allowances outwith the Authority are maintained.

Recommendation 17 – the maximum hourly rate claimable under the childcare element of the DCA is 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 is capped at £15 per hour. This rate may be claimed for dependants who require any type of specialised care including children.

Recommendation 18 - if it is known that a Member has caring responsibilities then the DCA is specifically brought to their attention.

Recommendation 19 - the current Civic Allowances paid to the Chair (£7,888) and Vice Chair (£4,523) is maintained.

Recommendation 20 - The Council adopt 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.

Recommendation 21 – 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:

A. Basic Allowance, SRAs, 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

B. Mileage Allowance (Outwith only):

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

C. Subsistence Allowances (Outwith only):

- The subsistence allowances should continue to be indexed to the same rates that are applicable to Officers.

D. 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 (NJC) for Local Government Services.

Recommendation 22 - the new scheme of allowances based on the recommendations contained in this report is adopted from date of the Council meeting on 21st May 2020.

Review of Members' Allowances for Ashfield District Council

A Report

By the

Independent Remuneration Panel

February 2020

The Regulatory Context

1. This report is a synopsis of the deliberations and recommendations made by the statutory Independent Remuneration Panel (the Panel) appointed to provide advice on the Members' Allowances scheme for the Ashfield District Council.
2. The Panel was convened under *The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021)* (the 2003 Regulations). These regulations, arising out of the relevant provisions in the *Local Government Act 2000*, require all local authorities to maintain an independent remuneration panel (also known as an IRP) to review and provide advice to their respective councils on Members' allowances.
3. English councils retain the power to determine their allowances. However, they are required to convene their respective Panels and seek its advice before they make any changes or amendments to their Members' Allowances scheme. Councils must 'pay regard' to their Panel's recommendations before setting a new or amended Members' Allowances scheme.
4. In particular, the Panel has been reconvened under the 2003 Regulations [10. (5)], which states:

Where an authority has regard to an index for the purpose of annual adjustment of allowances it must not rely on that index for longer than a period of four years before seeking a further recommendation from the independent remuneration panel established in respect of that authority on the application of an index to its scheme.
5. This mechanism (known as the four year rule) means that all Councils are required to reconvene their Panel at least once every four years thus ensuring a degree of public accountability *vis-à-vis* their Members' Allowances schemes. It is under this requirement that the Panel has undertaken this review of Members' Allowances for the Ashfield District Council.

Terms of Reference

6. The Panel is to make recommendations to the Council, following a review of Leader, Elected and Co-opted Member remuneration as to the appropriate level of remuneration. In its deliberations the Panel is required to make recommendations regarding:
 - a. The Basic Allowance to all Councillors and if applicable any expenses it should include
 - b. The scope and levels of Special Responsibility Allowances
 - c. The Scope and level of Co-Optees' Allowances
 - d. Travel and Subsistence Allowances, including applicable rates and terms and conditions by which they may be claimed
 - e. Dependants' Carers' Allowance, including applicable rates and terms and conditions by which they may be claimed
 - f. Maternity leave, sickness and any other applicable absences
 - g. Equipment allowances if applicable
 - h. Applicable indices for allowances and how long they are to run for
 - i. Council Chairman's SRA, if applicable and Civic Allowance
 - j. The effectiveness of the Performance SRA and how it may be improved
 - k. Any other issues that are brought to the Panel's attention
7. In reaching its recommendations, the Panel is required to seek, where appropriate, submissions and evidence from:
 - i. All Elected Members of the Council in written form via an aide memoir.
 - ii. A cross section of Members via personal interview, such as Executive Member(s), non-executive Members, Committee Chair(s) and Vice(s), Group Leaders etc.
 - iii. The Council's Chief Executive.
 - iv. Other relevant Officers
 - v. Other Local Authorities and public bodies within the region or nationally which the Panel believes to be comparative.
8. The recommendations are to take account of the Constitution of the Council and the Elected Members' Code of Conduct.
9. The recommendations are to take account of the current financial constraints facing the Council.
10. The recommendations of the Panel are to be formulated into a report to the Chief Executive for reporting to Council for consideration by February 2020.

The Panel

11. Ashfield District Council reconvened its Independent Remuneration Panel and

the following Panel Members carried out its independent review; namely:

- Mark Cawar: Member of Kirby-in-Ashfield Rotary Club, a local business owner (IT) and local resident
 - Dr Declan Hall: Independent consultant specialising in Members' allowances and support, former academic at the Institute of Local Government, The University of Birmingham
 - Paula Wilkinson: Director of local business (Ashfield Affluent Services and a local resident
12. The Panel was supported by Mike Joy, Service Manager Scrutiny and Democratic Services, Shane Wright, Scrutiny Research Officer and Lynn Cain, Democratic Services Officer at Ashfield District Council. They also took the organisational lead in facilitating the work of the Panel.

Process and Methodology

13. The Panel met at the Council Offices Kirby-in-Ashfield on 24th-25th October 2019. The Panel meetings were in closed session to enable the Panel to meet with Members and Officers and conduct its deliberations in confidence.
15. A representative range of Members were invited to meet with the Panel and any further requests to meet with the Panel were also accommodated. In addition, all Members were sent a questionnaire that addressed the Panel's terms of reference, thus ensuring all Members had the opportunity to have an input into the review. The Panel interviewed 11 Members and received 20 written submissions.
16. In compliance with the terms of reference the Panel met with a number of Officers for factual briefings on political structures and constitutional changes since the last review and to obtain an overview on the challenges facing the Council. The Panel also took cognizance of the range and levels of allowances paid in comparable local authorities, namely all other District Councils in Nottinghamshire and the two geographically adjacent District Councils.
17. The full range of written information received and considered by the Panel is listed in the appendices as follows:
- **Appendix 1:** List of information and evidence that was included in the Information Pack for Panel Members
 - **Appendix 2:** Members who met with the Panel
 - **Appendix 3:** Officers who briefed Panel
 - **Appendix 4:** Summary of benchmarking against other District Councils in Nottinghamshire and 2 geographically adjacent District Councils

Key Messages and Observations: The Ashfield Remuneration Model

18. Comparatively, the Basic Allowance and SRAs payable in Ashfield are on the high side as indicated by benchmarking against the other district councils in Nottinghamshire and the two geographically adjacent district councils of Amber Valley and Bolsover. This context in itself has not been a driver for the Panel but it does show that there is not a strong case to increase allowances. Where benchmarking has impacted on the Panel's recommendations it has not been as a supplementary consideration alongside the other evidence and representations.

The Changing Nature of Ashfield Council and Councillors

19. Ashfield is one of the larger and more multifarious district councils in the benchmarking group, with a number of towns, mixed economy and diverse population. What is striking at this review is the changing nature of the Council body in that over a third of all elected Members are new, being elected in May 2019. What also came through in the representations made to the Panel was that they are a more diverse group than in the past and represent an active Council that puts emphasis on community focus and engaging with the residents. It could be argued that the current level of allowances now reflect the active model of Councillors.
20. This can be taken as an indication that the comparatively high level of allowances have fulfilled the function of a Members' Allowances Scheme, namely to reduce financial barriers to being a Member and provide sufficient support to Members (current and prospective) so they are able to carry out their roles and responsibilities. Members' Allowances should enable most people to be a Member without incurring undue personal cost whether that cost is through lost earnings, additional expenses arising out of being an elected Member or opportunity costs

Recognising the current economic climate

21. The Panel cannot but be aware of the current era of public sector austerity, where Ashfield District Council is required to make savings of 8.7% to set a balanced budget for 2021/22. This context of financial constraint also came out in the representations received with the logical follow on that the Panel should be cognisant of that fact in its recommendations. Indeed the terms of reference for the Panel require it to "take account of the current financial constraints facing the Council."
22. At the same time the Panel has not been driven by the need to find savings, that role is properly reserved to the Council. The Panel should not act as a finance sub-committee by proxy. If that was to be the case it would become a 'race to the bottom'. Nonetheless, the Panel has to be cognisant of economic realities.

23. The simple approach would be to reduce all allowances across the board by 8.7% but that would risk undermining the enabling function of allowances. The Panel has chosen a more nuanced approach by targeted savings where there is a strong non-financial case to do so. In particular, the Panel has, largely in response to representations received, eliminated the 'Performance SRA and reduced some SRAs. It has done this only where there is a clear case to do so. Such recommendations if adopted will result in savings of up to £20,080 per year. To underline this point the Panel has actually recommended increasing one aspect of the Dependants' Carers' Allowance (DCA). While it will not in all likelihood add significant spend on Members' Allowances it underlines the point that the Panel has not been focused by cost factors alone.
24. It is through this approach that the Panel's recommendations have sought to demonstrate Members' Allowances represent value for money for both the Council and the residents of Ashfield while providing a demonstration that Members 'are doing their bit' while also ensuring Members have the support to do their job and are not out of pocket as a consequence.

The evidence considered: Arriving at recommendations

The Basic Allowance and the Performance SRA

25. The current Basic Allowance (£7,217) is based on the methodology as laid out in the 2006 Statutory Guidance (paragraphs 67-69) which recommends the consideration of three variables when arriving at a Basic Allowance. These three variables are the time it takes to do the backbench roles, recognising there is a voluntary element to being a Member and an appropriate rate for remuneration.
26. The Basic Allowance is "intended to recognise the time commitment of all councillors" and "cover incidental costs"¹. The Basic Allowance should be sufficient so as to enable most people to take time from their paid employment or business without suffering undue financial cost. Even where a Member is not working it is still designed to remunerate for the time a Member needs to put in. Historically this has been assessed at the equivalent of just less than 70 days per year with an additional 'voluntary' contribution of almost 37 days a year. The remunerated time of almost 70 days per year has been based on average local earnings. No evidence was received to indicate that the value of the variables underpinning the current Basic Allowance required revisiting.
27. The full Basic Allowance of £7,217 is not paid out to all Members automatically - £500 per year is held back and only paid out at the end of the year to Members who attend 70% of all their scheduled meetings, including all compulsory/statutory training events. This is known as the 'Performance' SRA. It was introduced after the previous (2016) review in response to strong representation that felt there was an inequity where Members were not attending all the meetings of committees they were appointed to and still being paid the full Basic Allowance. Attendance at meetings had deteriorated to the extent that scrutiny meetings had to be cancelled as they were inquorate. The

¹ 2006 Statutory Guidance paragraph 10

2003 Members' Allowances Regulations mandate that the Basic Allowance is paid equally to all Members and prohibit the payment of attendance allowances so the Performance SRA was utilised to establish a link, albeit relatively minor, between remuneration and attendance.

Benchmarking the Basic Allowance

28. Apart from highlighting the wide variation in Members' Allowances across the local authorities in the benchmarking group it also shows that the current Ashfield Basic Allowance is noticeably above the mean (£5,582). This is broadly the midpoint between the lowest Basic Allowance (Broxtowe £3,741) and highest Basic Allowance (Bolsover £9,902) paid in the benchmarking group.
29. Yet, as with all benchmarking, it needs to be treated with some caution. For instance, in the two councils that pay the lowest Basic Allowance, Amber Valley and Broxtowe, all Members receive an additional Broadband Allowance (Amber Valley £250) or ICT Allowances (Broxtowe £563). For Ashfield Members these costs come out of the Basic Allowance. In addition, Amber Valley pays all Planning Members an SRA of £593 and Broxtowe pays all Licensing Members an SRA of £678. Nor does the benchmarking take into account the fact that Broxtowe has 44 Councillors as opposed to 35 Ashfield District Council Members.
30. The Panel also benchmarked against the remuneration for non-executive directors (NEDs) of NHS Trusts; which since 1 November 2019 has been set at a minimum of £10,000. While the expenditure budgets for NHS Trusts are larger than Ashfield District Council the expressed time commitment for NEDs is 2-3 days per month², whereas it has historically been assessed at just under two days per week (with only two thirds of that time remunerated) for Ashfield District Council Members. There is no voluntary discount for NEDs. In addition NEDs are entitled to more expenses than is being recommended for Ashfield District Council Members. Moreover, a Member of Ashfield District Council is subject to more public accountability and scrutiny than any NHS NED and exercises more corporate and at times personal responsibility than is typically required from a NED.
31. Although the benchmarking has to be put in context it does provide support to the representation received the current Ashfield District Council Basic Allowance does not merit an increase and indeed there is a case to decrease it marginally through a reconsideration of the Performance SRA.

The Performance SRA – outliving its usefulness

32. There was a strong view in the representation to the Panel that the Performance SRA has outlived its usefulness. It did generally improve attendance in that meetings are no longer cancelled due to them being inquorate. All but a couple of Members have, since 2016, attended the requisite number of meetings each year so that they are paid the £500 Performance SRA. The move to mostly

² [Remuneration alignment Chairs & NEDs NHS Trusts Nov 2019](#)

single Member's wards it was argued also helped Members attendance, making non-attendance more apparent.

33. Just as importantly, there are significant costs in Officer time and resources to monitor Member attendance, assess excused absences and generally administer the Performance SRA. This administrative cost outweighs the marginal benefits gained particularly in light of a more active and community focused Council body.
34. **Recommendation 1** - As such, the Panel recommends that the Performance SRA is discontinued and the Basic Allowance is reset at £6,717.

Telecommunications and in-authority travel and subsistence expenses

35. Currently the Basic Allowance is deemed to cover all in-authority travel and subsistence expenses incurred by Members in carrying out their Council related duties. It is also deemed to cover costs incurred through the use of their personal ITC equipment and home systems by being a Councillor. Such costs include additional mobile/landline telephone calls and data usage that comes with being a Councillor; use of home broadband to access relevant information, including Council papers, and use of their own printer and printer consumables to print out relevant papers. The terms of reference for the Panel include consideration of 'equipment' allowances to help cover such costs.
36. The reality is that in most cases Members already have their own ICT equipment and related services, thus in the main the additional cost of broadband, telephone and mobile phone calls, etc., is marginal. Times have moved on and for home land line telephone calls, mobile phone calls and broadband there are any number of inclusive packages available that means their additional usage by Members on Council related business is negligible. The marginal cost to Members arising out of Council related calls and internet connections on private landlines, mobiles and broadband is marginal as they are items and services that are now commonplace. It is difficult to justify the subsidisation for items and services that the vast majority of people have in the first place.
37. Moreover the Panel has maintained a comparatively high recommended Basic Allowance (£6,717) partly on the grounds that it is deemed to cover such costs as well as in-authority travel and subsistence. Also it is noted that Members are now provided with an iPad to access Council papers, reports, etc.
38. **Recommendation 2** - The Panel recommends 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, etc.

39. **Recommendation 3 - The Panel further recommends that Basic Allowance continues to be deemed to cover in-authority travel and subsistence costs that Members may incur in carrying out their Council duties.**

The Leader's SRA

40. The Leader's SRA (£19,852) was originally set by reference to the remuneration of the Chairman of the Nottinghamshire Police Authority, which no longer exists. A second point of reference was the remuneration of Chairs of Primary Care Trusts (PCTs). PCTs have also been superseded, by Chairs of much larger NHS Trusts, and at the time of the 2016 review it was noted that their total remuneration ranged from a minimum of £18,621 to £23,600 depending on bandings for a time commitment of about 2-3 days per week. It is noted that from 1 April 2020 the remuneration of a Chair of a NHS Trust in England will be a minimum of £30,000 for an expressed time commitment of at least three days per week.
41. Benchmarking shows the same variation in Leaders and elected Mayor SRAs as with the Basic Allowance. Within the benchmarking group Leaders/Mayors SRAs range from £11,847 in Amber Valley to £54,863 for the Mayor of Mansfield. The mean SRA is £18,973 and the median SRA is £14,391 – the latter figure being more reflective of comparative practice as the SRA for the Mansfield Mayor is such an outlier.
42. The Panel has always been clear that being Leader of Ashfield District Council does not require a full time commitment but it does preclude full time employment in the normal sense. Even then the Leader while not required to attend the Council Offices every day all day, does so at least 3-4 days per week . Even when not at the Council Offices the Leader has to be available to talk on the phone with or email Officers and other Members.
43. The other aspect of the Leader's role has been the adoption of the strong Leader model by the Council. The prime impact of this change is that the Leader is now "personally responsible for the discharge of all Executive Functions."³ In particular the Leader now appoints the Deputy Leader(s) and Executive Portfolio Holders, (previously a Council function) and determines their scheme of delegations. In effect Leaders now have the same level of responsibility as elected Mayors - it is their method of appointment and tenure that differs.
44. **Recommendation 4 - The Panel has not received evidence that the current SRA of the Leader requires revision and recommends that the Leader's SRA remains at £19,852.**

Arriving at other SRAs – Maintaining the Pro Rata Approach

45. In recommending the other SRAs the Panel has always followed the approach laid out in the 2006 Statutory Guidance (paragraph 78) which states:

³ Ashfield District Council Constitution Part 3 - Responsibility for Functions 1.6 2

A good starting point in determining special responsibility allowances may be to agree the allowance which should be attached to the most time consuming post on the Council (this maybe the elected mayor or the leader) and pro rata downwards for the other roles which it has agreed ought to receive an extra allowance.

46. This is known as the 'pro rata' approach. In effect the Leader's role is assessed at 100%. By definition the Leader has the greatest time commitment and responsibility and all other SRAs have been assessed as a ratio of the Leader's role. The Panel has chosen to maintain this approach and adjust the ratio for SRAs where there is a demonstrable case to do so.

Maintaining the current ratios for SRAs

47. **Recommendation 5** - The Panel received no evidence to adjust the ratios utilised in arriving at the following SRAs for the posts set out in table one below. Therefore **the Panel recommends no change to the following SRAs:**

Table One: SRAs where Panel is recommending no change

Role	Number	Recommended SRA	Methodology
Executive Portfolio Holders	7	£11,911	60% X Leader's SRA
Chairs of:			
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
Vice Chairs of:			
Overview & Scrutiny Committee	1	£2,978	15% X Leader's SRA
Planning Committee	1	£2,978	15% X Leader's SRA

SRAs where the Panel considered but did not recommend revision – The Deputy Leaders (2)

48. In 2016 the Panel set the recommended SRA for the Deputy Leader at 75% of the Leader's SRA and is currently £14,889. In April 2018 the Leader decided to appoint two Deputy Leaders - one with an internal focus and one with an

external focus although for legal purposes one Deputy Leader has to be the named deputy for the Leader in the latter's absence. Each Deputy Leader receives the full Deputy Leader's SRA of £14,889.

49. While it not unknown for two Deputy Leaders to be appointed (it is more common in joint authorities) it is not common. Likewise, it is noted that in the benchmarking group no other Council remunerates two Deputy Leaders. The mean SRA for Deputy Leaders in the benchmarking group is £9,890, with a median SRA of £9,781. The mean ratio being 50 per cent of the Leader's mean SRA.
50. The additional remuneration for a single Deputy Leader above that of the executive Portfolio Holders typically is to recognise the legal position of the role, deputizing for the Leader when required and generally supporting the Leader through attending relevant meetings together and acting as a sounding board, etc. Indeed, each of the Deputy Leaders often deputise in the absence of the Leader at external meetings and events and at times internally if the Leader is not available due to other Council business. In the Councils constitution, the Leader can "nominate Deputy Leader(s) to act in his/her absence.
51. However, in the Ashfield context the appointment of two Deputy Leaders reflects the main Council priorities. Indeed, during the course of the review there was an external review of governance that identified two priority areas for the Council to address, namely Community Safety and Housing.
52. Consequently, at a meeting of the Council on 13th February 2020 the Deputy Leaders had their portfolios changed from :
 - Deputy Leader/Portfolio Holder for Health & Leisure, to
 - Deputy Leader/Portfolio Holder for Housing

 - Deputy Leader/Portfolio Holder for Streets, Parks & Town Centres, to
 - Deputy Leader/Portfolio Holder for Community Safety
53. In the event the Leader has not nominated/is unable to nominate the Deputy Leader, the Deputy Leader, Community Safety will be deemed to be so nominated to act".
54. In the context of having two Deputy Leaders the obvious conclusion is that there should be some synergies; where there are two Deputy Leaders these roles are by definition shared. Yet, the SRA for the two Deputy Leaders at 75% of the Leader's SRA is not for a traditional deputising role alone.
55. The two Deputy Leaders are not simply sharing the deputising function they also have executive responsibility for two of the larger and currently high priority policy areas. This is evidenced by the recent change in the remits of the Deputy Leaders. As such, after careful consideration the Panel has decided that the role of two Deputy Leaders is maintained at 75 per cent of the Leader's SRA (£19,852), which equates to £14,889.

56. **Recommendation 6** - The Panel recommends that the SRA for the two Deputy Leaders is maintained at 75 per cent of the Leader's SRA (£19,852), which equates to £14,889.

SRAs where the Panel has recommended revision

- The Chairs of the Scrutiny Panels (A and B)

57. The current SRA (£6,948) for the two Chairs of the Scrutiny Panels (A and B) was set at 35 per cent of the Leader's SRA. It is difficult to benchmark these roles partly due to the differing scrutiny models employed. Ashfield scrutiny has a 2-tier scrutiny model with:

- Main Overview & Scrutiny Committee, with the remit
 1. To review and scrutinise individual decisions before or after implementation
 2. To review, monitor and approve the scrutiny work plan.
 3. To undertake time limited reviews on topics approved for the work plan.
 4. To report any recommendations or considerations agreed by the Overview and Scrutiny Committee to Cabinet.
 5. To undertake such other overview and scrutiny functions as may be required including crime and disorder scrutiny and housing performance scrutiny.
 6. Call-In/Petitions
- Scrutiny Panels (A and B), with the remit
 1. To undertake such tasks as may be requested by the Council or the Executive or as agreed by the Overview and Scrutiny Committee as part of the Scrutiny work plan.

58. Compared and contrasted as set out above it is clear that the Overview and Scrutiny Committee is main vehicle to deliver this function. As such, the Panel has not recommended any changes in the SRA for the Chair and Vice Chair. Nonetheless, the Panel was aware of the recently published (May 2019) "Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities" which states (paragraphs 15-16):

The resource an authority allocates to the scrutiny function plays a pivotal role in determining how successful that function is and therefore the value it can add to the work of the authority.

Ultimately it is up to each authority to decide on the resource it provides, but every authority should recognise that creating and sustaining an effective scrutiny function requires them to allocate resources to it.

59. The Council has responded positively to the Statutory Guidance by maintaining two Scrutiny Panels to challenge the Cabinet. The Scrutiny Panels conduct topic related reviews, of which there is typically three per year for each Scrutiny Panel. Although these reviews are often led by the relevant Scrutiny Panel Chair it is not a requirement. A more recent development is the establishment

of 2 Scrutiny Commissions, Climate and Ex-Service Personnel to take forward the Council's policy in these two areas. These are chaired by the Scrutiny Panel Chairs.

60. Bearing this in mind plus the Statutory Guidance the Chairs of Scrutiny Panels still merit an SRA. However, the difference in the remits of the Overview and Scrutiny Committee and the Scrutiny Panels is not reflected in the differential in current SRAs paid. To address this Panel has decided to reduce the SRA of the Scrutiny Panel Chairs to 30 per cent of the Leader's SRA, which equates to £5,956.
61. **Recommendation 7 - The Panel recommends that the SRA for the Chairs of the Scrutiny Panels (A and B) is reset at 30 per cent of the Leader's SRA which equates to £5,956.**

Vice Chairs of the Scrutiny Panels (A and B)

62. The current SRA (£1,985) for the Vice Chairs of the Scrutiny Panels (A and B) was originally set at 10% of the Leader's SRA. Benchmarking this role is difficult due to lack of comparative practice, only Bolsover and Rushcliffe remunerate an equivalent role, at £1,630 and £1,092 respectively.
63. As the Council has chosen to appoint Vice Chairs of the Scrutiny Panels the role of this Panel is to assess whether the role merits a SRA. The Panel was not convinced that the current SRA (£1,985) reflects the real workload and responsibility of the Vice Chairs of the two Scrutiny Panels. There is a stand in role, but unlike the Planning Committee a Scrutiny Panel can be rescheduled or another Committee Member can stand in. Moreover, where Scrutiny Vice Chairs are remunerated elsewhere is typically on the basis that they have been assigned discrete tasks that is enshrined in the Council's Constitution, such as chairing working groups or task and finish sub-panels. In Ashfield the role of the Scrutiny Panel Vice Chairs is a more traditional one.
64. The Panel has decided to reset the SRA for the Vice Chairs of the Scrutiny Panels by a similar proportional decrease (15%) it recommended for the Chairs of the Scrutiny Panels and has reset their SRA at £1,687.
65. **Recommendation 8 - The Panel recommends that the SRA for the Vice Chairs of Scrutiny Panels (A and B) is reset at £1,687.**

Main Opposition Group Leader

66. The SRA for the Main Opposition Group Leader (£7,941) was set at 40 per cent of the Leader's SRA and on a par with the Chairs of the Planning and Overview and Scrutiny Committee. It is important to ensure that a well-resourced Opposition has the support required for it to be effective. Indeed the 2003 Members' Allowances Regulations require that at least one Opposition Member receives an SRA where members of a Council are divided into at least two political groups and the majority of Members of the Council belong to the same

- group⁴. Therefore there is a requirement to pay at least one SRA to an Opposition Member in Ashfield.
67. The SRA for the Leader of the Main Opposition Group is comparatively high. In fact it is the highest SRA for all Main Opposition Group Leaders in the benchmarking group, with a mean SRA of £4,829 and median SRA of £4,775. The origins of this SRA in Ashfield date to when the Main Opposition Group was larger than the current size (three).
68. The Panel has always accepted that the Leader of the Main Opposition Group regardless of the size of the Group has a duty to provide challenge across the council but the group management part of that role is qualitatively different depending on group size. A Main Opposition Group with three Members is not as large a role where it would be if the group had, for instance, 10-11 Members.
69. As such the Panel has decided to make a distinction in the SRA for the Leader of the Main Opposition Group based on size of the group. Specifically, where there are seven or more members of the Main Opposition Group then the SRA for the Group Leader should remain at £7,941 but where the Main Opposition Group has less than seven (but more than one member (which is currently the case) the SRA should be reset at 25 per cent of the Leader's SRA, which equates to £4,963.
70. **Recommendation 9 - The Panel recommends that the SRA for the Leader of the Main Opposition Group is reset based on two group size bandings as follows:**
- **7+ or more Members** **£7,941 (40% of Leader's SRA)**
 - **2-6 Members** **£4,963 (25% of Leader's SRA)**
71. **Recommendation 10 - As per current practice the Panel further recommends that if there are two Main Opposition Groups of equal size then the Main Opposition Group Leader's higher SRA is divided equally between each Main Opposition Group Leader regardless of group size, which equates to £3,713. The same principle should be extended in the highly unlikely event that there are more than two Main Opposition Groups.**

Deputy Leader of the Main Opposition Group

72. Currently the Deputy Leader of the Main Opposition Group receives an SRA (£1,191) that has been set in relation to the SRA paid to their Group Leader, in this case at 15 per cent. Benchmarking shows that out of the comparator group of councils only Ashfield pays an SRA to the Deputy Leader of the Main Opposition Group. This anomaly is even more glaring as the size of the Main Opposition Group is now only three Members. As with the Leader of the Main Opposition Group the Panel has decided to make a distinction based on group

⁴ See the 2003 Regulations, 5. (2). (b)

size for the SRA of the Deputy Leader of the Main Opposition Group Leader as follows

Recommendation 11 –

- 7 or more Members £1,191 (15% of Group Leader's SRA)
- Less than 7 Members No SRA payable

73. **Recommendation 12** - As per current practice the Panel further recommends that if there are two Main Opposition Groups of equal size then the Main Opposition Group Deputy Leader's SRA is divided equally between each Main Opposition Deputy Group Leader regardless of group size, which equates to £595. The same principle should be extended in the highly unlikely event that there are more than two Main Opposition Groups.

Leaders of Other Opposition Groups

74. The Leaders of Other Opposition Groups are paid a variable SRA of £323 per Group Member as long as their group reaches a qualifying threshold of four Members. Currently there are no Other Opposition Groups that reach this threshold but the Panel has decided to maintain this provision to future proof the scheme.
75. **Recommendation 13** - The Panel recommends that the Leaders of Other Opposition Groups continue to receive an SRA of £323 per Group Member if their group reaches the qualifying threshold of having four Members.

The Co-optees' Allowance

76. The allowances scheme contains provision for a Co-optees' Allowance (£323) for two Co-optees appointed to the Standards & Personnel (Appeals) Committees. Co-optees are non-voting and non-elected Members appointed to provide an independent perspective when dealing with complaints against elected Members. At the present time there are no standing Co-optees appointed to the Standards and Personnel (Appeals) Committee but this may not always be the case so as to future proof the scheme **the Panel recommends that;**
77. **Recommendation 14** - Provision for a Co-optees Allowance at £323 for the Co-optees that may be appointed to the Standards and Personnel (Appeals) Committee is maintained.

Travel and Subsistence Allowances - Outwith the Authority

78. Members can claim travel and subsistence allowances for attending approved duties outwith the Authority. This within and outwith distinction is now fairly common in many districts. Administratively it is more efficient to raise the Basic

Allowance and discontinue the process of submitting claims for travel and subsistence for attending duties within the Authority. It is a different issue when a Member has to travel outwith the Authority to represent the Council at sub-regional, regional or national meetings or conferences. Members are incurring expenses that are neither incidental nor typically required through their daily routine.

79. The subsistence rates claimable are those that apply to Officers. The mileage rates are based on HMRC AMAP rates (thus are non-taxable) and other travel rates (e.g., trains, planes and taxis) are expected to be "reasonable" and should not exceed the standard allowances claimable by Officers.
80. The Panel received no evidence to change the current rates and conditions by which the Travel and Subsistence Allowances may be claimed. There is however a case to add a minor amendment to include appropriate mileage rates where a Member is using an electric or hybrid vehicle, an issue that is likely to become more relevant as electric/hybrid vehicles are more commonplace.
81. The Panel notes the advice of the Office for Low Emission Vehicles, in "Tax Benefits for Low Emission Vehicles (14 May 2018) which states (paragraph 12.1) that "electric and hybrid cars are treated in the same way as petrol and diesel cars for the purposes of AMAPs." AMAPs (Authorised Mileage Allowance Payments) are the rates applicable to Members when claiming mileage allowances.
82. **Recommendation 15 - The Panel recommends that the allowances scheme is amended to clarify that where a Member is using an electric or hybrid vehicle on an approved duty outwith the Authority that they are able to claim mileage at AMAP rates, which is currently 45p per mile.**
83. **Recommendation 16 - The Panel recommends that the current rates and terms and conditions for claiming Travel and Subsistence Allowances outwith the Authority are maintained.**

The Dependants' Carers' Allowance (DCA)

84. The Dependants' Carers' Allowance (DCA) is given express legal authority in the 2003 Members Allowances Regulations. It enables Members to claim towards the care of any dependants they may have while on statutorily defined approved duties. The DCA is typically provided for in most English local authorities and it is made available to Ashfield Members. The maximum rate claimable is linked to the National Living Wage (NLW), currently £8.21 per hour, regardless of the type of dependant.
85. There was an issue regarding this standard rate that was raised in both interview and written submissions. It was pointed out that the maximum rate capped at the NLW may well be suitable for child care it does not reflect the costs of caring for dependants with special, medical or other type of needs. The Panel is sympathetic to this argument and notes that the Nottinghamshire County Council Members' Allowances scheme makes a distinction between

child and other types of care for dependants, with the latter capped at £15.49 per hour, which is in line with the average hourly cost of a home help. The Panel has been cognisant of the Nottinghamshire rate in recommending a two tier carer's allowance.

86. **Recommendation 17 - The Panel recommends that the maximum hourly rate claimable under the childcare element of the DCA is maintained at the NLW, currently £8.21 per hour, and the maximum hourly rate claimable under the other dependents element of the DCA is capped at £15 per hour. This rate may be claimed for dependants who require any type of specialised care including children.**
87. The Panel takes this opportunity to point out that this allowance was given recognition in statute and is specifically designed to reduce a potential barrier to being an elected Member for those with caring responsibilities.
88. **Recommendation 18 - The Panel recommends that if it is known that a Member has caring responsibilities then the DCA is specifically brought to their attention.**

The Civic Allowances

89. The Civic Allowances are paid to the Chair and Vice Chair of the Council and are currently £7,888 and £4,523 respectively. These allowances are paid under s3(5) and s5(4) of the Local Government Act 1972 and are for the purpose of meeting the expenses of holding the civic office of Chair and Vice Chair of a principal council. As such these allowances are not remuneration *per se* but to pay for such expenses like suitable clothing for the Chair and Vice Chair of the Council and cost of tickets to events they are invited to and subsequent donations, etc. Moreover, the Civic Allowances are outwith the formal remit of the Panel as they do not come within the 2003 Members' Allowances Regulations. However, Panels are often asked to review the Civic Allowances in the absence of any other means of external appraisal. The Panel has been asked to consider the Civic Allowance.
90. No evidence was received that the current Civic Allowances required revision. Therefore;
91. **Recommendation 19 - The Panel recommends that the current Civic Allowances paid to the Chair (£7,888) and Vice Chair (£4,523) is maintained.**

Maternity leave, sickness and any other applicable absences

92. Although it is outwith the formal remit of the Panel, the terms of reference has asked the Panel to consider remuneration where a Member may be absent from Council through having to undertake parental or adoption leave, long term sickness and any other applicable absences.

93. This is a difficult issue for the Panel to address. It is noted that elected Members are not classified as employees and therefore do not qualify for employment rights that are extended to paid Officers of the Council such as paid maternity/shared parental leave, sickness pay, redundancy pay or pensions contributions from the Council.
94. On the other hand, Members are paid their Basic Allowance and any applicable SRA as long as they remain an elected Member. Thus if a Member was for instance to take parental/adoption leave or go on long term sickness absence they would still be legally entitled to their Basic Allowance for at least six months at which point they would cease to be a Councillor unless the Council granted an exemption to the six month rule. It would be the same for a Member in receipt of a SRA but another Member would have to step in to cover the absent post holder's role, such as chairing a committee or if it was an executive role the Leader would need to redistribute portfolio responsibilities. The inequity arises insofar that any Member stepping in to take on the duties of an absent Chair/Portfolio Holder would not be entitled to their SRA unless the absent Member temporarily agreed to step down from their post so their SRA could be paid to their replacement.
95. While Members do not have the range of rights available to employees they receive their remuneration by right and the Council has the ways and means to address longer term absences. Consequently the Panel is not making a recommendation in this regard however the Panel feels that it should clarify the situation for when a Member has to take long term paternity/adoption and sickness leave.
96. **Recommendation 20 - The Council adopt 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.**

Indexation

97. Historically the Panel has consistently recommended that all allowances and expenses are indexed for the maximum of four years as allowed by the 2003 Members' Allowances Regulations. This ensures that allowances are increased each year or when a particular index is applied to the expenses to reflect increases in the cost of living and thus avoiding sizeable increases every four years. The Panel is still of the same mind.
98. **Recommendation 21 – the Panel recommends that 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:**
- E. **Basic Allowance, SRAs, 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

F. Mileage Allowance (Outwith only):

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

G. Subsistence Allowances (Outwith only):

- The subsistence allowances should continue to be indexed to the same rates that are applicable to Officers.

H. The DCA:

- Childcare: maximum rates to be indexed to the National Living Wage
- Social/Medical care: maximum rates to be indexed to 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.

Implementation

99. **Recommendation 23 - The Panel recommends that the new scheme of allowances based on the recommendations contained in this report is adopted from date of the Council meeting on 21st May 2020.**

APPENDIX ONE

LIST OF INFORMATION REVIEWED BY THE PANEL

1. Terms of Reference and Role Descriptions
2. Council Minutes relating to appointment of the Panel, July 2019
3. Ashfield District Council Members' Members Allowances Scheme 2019/20
4. Ashfield District Council Statutory Publication of Members' Allowances & Expenses received 2017/18 and 2018/19
5. Independent Remuneration Panel, Review of Allowances, July 2016 Report
6. Minutes relating to the IRP 2016 Report, July 2016
7. Ashfield District Council Committee Structure Diagram including political makeup of Council
8. Schedule of Council Meetings 2019/20
9. Committee Membership and terms of reference
10. Paper outlining summary of main changes to the Constitution since May 2012
11. Copy of Questionnaire sent to all Councillors for IRP Review 2019
12. New Council Constitution: Guidance on Regulation for Local Authority Allowances, Department of Communities and Local Government, May 2006
13. Local Government Association, summary of hours worked (Mean Per Week/Type of Council) by Councillors, Census of Councillors 2013
14. NJC for Local Government Services Pay Increase 2018/19 and 2019/20
15. Ashfield District Council Constitution Part 3
16. Statutory Instrument 2003 No. 1021, *The Local Authorities (Members' Allowances) (England) Regulations* 1st May 2003
17. Office for Low Emission Vehicles, in "Tax Benefits for Low Emission Vehicles (14 May 2018)
18. Benchmarking data - for illustrative purposes only, Allowance Schemes from comparator authorities in Nottinghamshire and selected schemes from adjacent counties
19. Copy of presentation by Declan Hall (Chair of Panel): Reviewing Allowances: The Ashfield District Council remuneration model, regulatory requirements, issues and approaches

20. Ministry of Housing, Communities & Local Government, "Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities" May 2019

21. [Remuneration alignment Chairs & NEDs NHS Trusts Nov 2019](#)

APPENDIX TWO

MEMBERS WHO MET WITH THE PANEL

Cllr C. Baron	Deputy Leader of Main (Conservative) Opposition Group
Cllr C. Chapman	Chair of Scrutiny Panel B
Cllr D. Grounds	Vice Chair of the Planning Committee
Cllr T. Hollis	Deputy Leader of the Council (Inward Focus) and Portfolio Holder for Health and Leisure
Cllr R. Madden	Chair of Planning Committee
Cllr S. Madigan	Chair of Overview and Scrutiny Committee
Cllr D. Martin	Portfolio Holder for Finance (Independent Group)
Cllr W. Nuttall	Chair of the Licensing Committee
Cllr K. Rostance	Leader of Main (Conservative) Opposition Group
Cllr H. A. Smith	Deputy Leader of the Council (Outward Focus) and Portfolio Holder for Streets, Parks and Town Centres
Cllr J. Zadrozny	Leader of the Council and Majority (Independent) Group, Chair of the Cabinet and Chief Officers' Employment Committee

In addition the Panel received written submissions from 20 Members

APPENDIX THREE

OFFICERS WHO BRIEFED THE PANEL

Ruth Dennis Director of Legal and Governance (Monitoring Officer)

Mike Joy Overview and Scrutiny Officer

Carol Cooper-Smith Interim Chief Executive

Shane Wright Scrutiny Research Officer

APPENDIX FOUR: BENCHMARKING

Ashfield DC Benchmarking 1: The 7 Nottinghamshire DCs + 2 Adjacent Derbyshire DCs The Basic Allowance and Executive & Scrutiny SRAs (2019/20)										
District Council	Basic Allowance	Leaders or Mayors SRA	Leader/Mayor Total (BA +SRA)	Deputy Leader	Cabinet Members	Assistant Cabinet Members	Chair Main O&S	V/Chair Main O&S	Chairs Scrutiny Panels, etc.	V/Chairs Scrutiny Panels
Amber Valley	£3,949	£11,847	£15,796	£5,924	£4,146		£1,772			
Bassetlaw	£4,674	£13,231	£17,905	£10,888	£5,656		£3,131	£606		
Bolsover	£9,902	£14,672	£24,574	£9,781	£4,891				£3,260	£1,630
Broxtowe	£3,741	£13,558	£17,299	£6,101	Committee System					
Gedling	£4,190	£14,391	£18,581	£11,516	£7,196	£1,799	£3,598			
Mansfield	£6,386	£54,863	£61,249	£18,547	£15,346				£7,690	
Newark & Sherwood	£4,987	£13,796	£18,783	£2,759	Committee System					
Rushcliffe	£5,188	£14,545	£19,733	£8,606	£5,670				£3,276	£1,092
Ashfield	£7,217	£19,852	£27,069	£14,889	£11,911		£7,941	£2,978	£6,948	£1,985
Mean	£5,582	£18,973	£24,554	£9,890	£7,831		£4,111	£1,792	£5,294	£1,569
Median	£4,987	£14,391	£18,783	£9,781	£5,670		£3,365	£1,792	£5,112	£1,630
Highest	£9,902	£54,863	£61,249	£18,547	£15,346		£7,941	£2,978	£7,690	£1,985
Lowest	£3,741	£11,847	£15,796	£2,759	£4,146		£1,772	£606	£3,260	£1,092

Ashfield DC Benchmarking 2: The 7 Nottinghamshire DCs + 2 Adjacent Derbyshire DCs Main Regulatory & Opposition SRAs (2019/20)								
District Council	Chair Planning	V/Chair Planning	Chair Licensing	V/Chair Licensing	Chair Audit &/or Governance	Leader Main Opposition	Dep Leader Main Opposition	Comment or Other
Amber Valley	£2,369		£1,777		£1,777	£2,962		Planning Mbrs £593, B/B Allowance £250
Bassetlaw	£3,131	£1,111	£2,121	£404	£3,131			Planning Mbrs £707, Ipad
Bolsover	£4,891	£2,445	£3,260	£1,630	Co-optee	£4,891		No index
Broxtowe	£3,391	£678	£2,712	£542	£2,033	£1,355		Licensing Mbrs £678, ICT Allowances £563
Gedling	£5,037		£5,037		£3,598	£7,196		
Mansfield	£10,653		£8,339		£3,000	£1,098 + £355 p/mbr		No index
Newark & Sherwood	£5,623	£1,037	£3,320	£488	£1,904	£4,775		
Rushcliffe	£4,823	£2,411	£1,200		NA	£4,684		> 1 SRA payable
Ashfield	£7,941	£2,978	£3,970		£3,970	£7,941	£1,191	
Mean	£5,318	£1,777	£3,526	£766	£2,773	£4,829		
Median	£4,891	£1,761	£3,260	£515	£3,000	£4,775		
Highest	£10,653	£2,978	£8,339	£1,630	£3,970	£7,941		
Lowest	£2,369	£678	£1,200	£404	£1,777	£1,355		

Report To:	COUNCIL	Date:	23 APRIL 2020
Heading:	CORPORATE PEER CHALLENGE UPDATE		
Portfolio Holder:	LEADER OF THE COUNCIL, COUNCILLOR JASON ZADROZNY		
Ward/s:	N/A		
Key Decision:	N/A		
Subject to Call-In:	N/A		

Purpose of Report

To note the draft summary outcomes of the Corporate Peer Challenge visit which took place in January 2020 and consider the progress made in respect of some of the recommendations to date.

Recommendation(s)

1. To note the draft summary outcomes of the Corporate Peer Challenge visit as outlined in this report.
2. To endorse the progress made in respect of the draft recommendations to date and the next course of action.
3. In accordance with one of the recommendations of the Corporate Peer Challenge feedback report, that 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.
4. That 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.
5. That 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.
6. That the 2020/21 budget and Medium Term Financial Strategy (MTFS) be increased to reflect the additional cost of these posts. The 2020/21 net budget increase of circa £31k (full year effect) to be funded from the General Reserve.

Reasons for Recommendation(s)

It is good practice for the Council to be made aware of the outcomes of the Corporate Peer Challenge visit; during the current unprecedented times, it was considered important to keep Members updated and to note early responses to the recommendations pending the finalisation of the Feedback Report which may be delayed due to the impacts of the Coronavirus pandemic.

The establishment of Political Assistants would enable the Council to implement a recommendation of the Corporate Peer Challenge. To comply with legislative provisions in respect of the establishment of Political Assistants. To ensure appropriate budgetary provisions are in place.

Alternative Options Considered

(with reasons why not adopted)

There are no alternative options in relation to the noting of the draft summary outcomes of the Corporate Peer Challenge report or the endorsement of the actions taken to date to meet some of the recommendations.

The Council could decide not to establish Political Assistants, however, there is no alternative way for the Council to resource political support to the political leadership and, therefore, the recommendation of the Corporate Peer Challenge would not be met.

Detailed Information

CORPORATE PEER CHALLENGE - SUMMARY

Members of the Council will be aware that the Council underwent a Corporate Peer Challenge visit towards the end of January 2020. The draft Corporate Peer Challenge report was sent to the Council in mid-March to enable Officers to check for factual accuracy before being finalised.

It is good practice for the Council to be made aware of the outcomes of the Corporate Peer Challenge visit. During the current unprecedented times, it was considered important to keep Members updated and to note some of the outcomes and early responses to the recommendations pending the finalisation of the Feedback Report which may be delayed due to the impacts of the Coronavirus pandemic.

The Corporate Peer Challenge Team consisted of:

- Cllr Gerald Vernon-Jackson – Leader, Portsmouth City Council
- Alison Broom – Chief Executive, Maidstone Borough Council
- Andrew Seekings – Interim Chief Executive, Allerdale Borough Council
- Rob Gregory – Assistant Director for Communities and Neighbourhoods Stevenage Borough Council
- Esther Barrott – Care and Health Improvement Adviser, NGDP/Local Government Association
- Becca Singh – Peer Challenge Manager, Local Government Association Strategic Leadership

Peer Challenges are improvement focussed and tailored to meet individual councils' needs. They are designed to complement and add value to a council's own performance and improvement. The process is not designed to provide an in-depth or technical assessment of plans and proposals. The

peer team used their experience and knowledge of local government to reflect on the information presented to them by people they met, things they saw and material that they read.

The current LGA sector-led improvement support offer includes an expectation that all councils will have a Corporate Peer Challenge every 4 to 5 years. Ashfield District Council had a Corporate Peer Challenge in July 2013, and a second in March 2017.

The peer team prepared for the peer challenge by reviewing a range of documents and information in order to ensure they were familiar with the Council and the challenges it is facing. The team then spent three days onsite at Ashfield District Council, during which they:

- Spoke to over 100 people including a range of Council staff, councillors and external stakeholders,
- Gathered information and views from 28 meetings, visits to key sites and additional research and reading
- Collectively spent nearly 300 hours to determine their findings – the equivalent of one person spending around 8 weeks at the Council

The Peer Challenge team in its Executive Summary concluded that:

- The Council is a council where the politicians provide strong community engagement, are involved, passionate and resident-focused.
- Councillors are particularly active in seeking residents' views and wants and use them to identify priorities for action.
- The Council is successful in using resident views in influencing service delivery.
- The Council has clear ambitions and it is clear which Directors and Departments are responsible for delivering them.
- The Council has a clear aspiration to take a One Council approach.
- The Council has adopted values and associated behaviours through a participative approach which are displayed across the organisation.
- Staff are very positive about working for the Council and are committed to delivering the best for the Council's residents and customers. They are also enthusiastic about using their untapped potential for the good of the Council and its residents.

The recommendations and suggestions for improvement and further development can be summarised under the following themes (improvements in italics have been/are being implemented or are part of ongoing work which are detailed further below):

Strategic Leadership:

- Increased focus on strategic ambitions that benefit the District
- *Provision of long-term political support for the Leadership to ensure horizon scanning and enable strategic policy development*
- Shared Strategic Plan with key partners
- *Achieve a more holistic partnership approach to strategic priorities with the Police*
- *Review the strategic direction of the Community Safety Partnership*
- Enhance working with the Local Enterprise Partnership (LEP)
- Enhance political alliances with other councils
- Develop relationships with voluntary and community sectors
- As part of the development of the Local Plan, determine the Council's role in future housing ambitions

One Council:

- *One corporate brand/de-brand legacy brands*
- *Integrate Brook Street housing office based employees to Urban Road*
- *Asset rationalisation and co-location of services and invest in rationalised buildings*
- *Integration of housing into the Council: co-locate office staff*
- *Ensure all employees engaged in transformation programme*
- *Harvest employee enthusiasm to be involved in corporate projects*

Financial Sustainability:

- *Medium Term Financial Strategy (MTFS) – longer term commitments to increases in Council Tax and Council Tax base*
- *Commercial investment - determine income ceiling target*
- *Diversify commercial enterprise programme to spread risk*
- *Strategic review of Housing Revenue Account (HRA) within MTFS*

Organisation Development:

- *Member development on behaviours, roles and expectations; require support of all political groups to ensure all Member compliance with Nolan Principles*
- *Member development on budget setting and Audit Committee topics*
- *Member Development via LGA for Cabinet on corporate strategy and policy development*
- *Member and CLT visibility - Employee engagement*
- *Capacity - realign corporate priorities more equitably across CLT/Directorates; consider corporate restructure*
- *Organisational Culture - shift from Departmental loyalties to cross-cutting outcomes*
- *Organisational Culture - embed buy in to corporate values through consistent messages*
- *Capacity - further explore alternative delivery models - outsourcing/shared services/joint ventures*
- *Capacity and Resilience - mitigate against loss of key post holders*
- *Capacity and Resilience - explore with other Districts how to best address recruitment challenges*
- *Communicate clearly the business reasons for when flexible working does not apply*

Digital Services Transformation (DST):

- *Fast track investment, delivery and benefits - invest in additional capacity and implement realignment of existing service based staff to Digital and Service Transformation (DST) work programme and projects - target specific employees and back fill*
- *Invest in ICT architecture, ICT capacity and employee development*

Partnership Working:

- *Discover Ashfield - implement practical project e.g. Town Centre Funds*
- *Explore potential for a triage service at Urban Road for one ADC/DWP customer reception*

NEXT STEPS

Officers are checking the draft Feedback Report for factual accuracy before responding to the LGA to enable the report to be finalised.

The Corporate Leadership Team (CLT) has started identifying a Lead CLT Officer for each of the recommendations and suggestions for improvement. The Lead Officer will be formulating a detailed response, proposed actions and timescales which will be reported to Members in more detail in due course. However, to progress with early responses to the recommendations pending the finalisation of the Feedback Report and avoid potential delays due to the impacts of the Coronavirus pandemic, a number of recommendations or improvement suggestions are already in the process of being implemented as detailed further below.

Changes to Cabinet

Achieve a more holistic partnership approach to strategic priorities with the Police
Review the strategic direction of the Community Safety Partnership
Integrate Brook Street housing office based employees to Urban Road
Asset rationalisation and co-location of services and invest in rationalised buildings
Integration of housing into the Council: co-locate office staff

Council will recall at its meeting in February 2020, the Leader announced changes to his Cabinet. This included realigning his two Deputy Leaders to the Housing and Assets and Community Safety portfolios in response to the draft recommendations of the Peer Challenge Team to ensure senior member leadership to improve and implement those recommendations.

Community Safety Partnership

Review the strategic direction of the Community Safety Partnership

The Council's vision for a safer and stronger Ashfield by 2023 is set out within the Corporate Plan 2019 – 2023. This includes ensuring the foundations for a good quality of life are in place and reducing crime and anti-social behaviour.

This will be achieved through prioritising both an effective response to issues but also working on prevention and behavioural change. To achieve this, the Council will continue working with our partners to ensure people feel safe and are safe by reducing levels of crime and disorder and antisocial behaviour.

A review of the Community Safety Section is underway involving Scrutiny Panel B as part of the process.

Commercial Development Review

Commercial investment - determine income ceiling target
Diversify commercial enterprise programme to spread risk

An assessment and Options Appraisal is currently being developed with an imminent review of future approach. This will consider significant changes on restrictions to external capital fund borrowing, impact of Coronavirus and Brexit. The assessment will cover skills, capacity, resilience and the need to review risk assessments, risk appetite and target levels of income generation.

The income ceiling is being determined and will be informed by the level of Government funding announced in the next 3 year Spending Round (expected in the Autumn) and the expected level of cashable savings to be derived from the Digital Services Transformation Programme.

The Council's investment portfolio is already diverse, however, no further investment in out of District retail will be made.

Branding

One corporate brand/de-brand legacy brands

Re-branding to facilitate a one council culture is already underway.

Corporate Programme Funding for Building Works

Invest in rationalised buildings

Elsewhere on this agenda, Members have been recommended to approve additional capital funding to meet the costs of undertaking essential external health and safety works required for the Urban Road offices.

Member Development

Member development on behaviours, roles and expectations; require support of all political groups to ensure all Member compliance with Nolan Principles

Member development on budget setting and Audit Committee topics

Member Development via LGA for Cabinet on corporate strategy and policy development

Members underwent a comprehensive induction programme following the District Elections in May 2019 which included elements relating to the Members' Code of Conduct, the roles of Members and Officers and training relating to the role of the Audit Committee, treasury management and fraud. Cabinet Members and Committee Chairs attended an LGA led member development session on 14 October 2019.

Further development sessions will take place to refresh Members regarding these topics and ongoing training for Audit Committee Members is being planned with our partners from the Central Midlands Audit Partnership.

The Standards and Personnel Appeals Committee has been involved in considering the ethical governance report from the Committee on Standards in Public Life over the past year with a view to reviewing the Members' Code of Conduct and related processes and procedures. The Local Government Association will be launching a consultation period shortly regarding its proposed new model code of conduct and Members and relevant Officers will contribute to this consultation process in due course.

Officers and elected Members have already received some Finance training with more training planned. Once the upgrade to the Finance system is complete and embedded, it is the intention at this point to further strengthen Finance Business Partnering arrangements. Budget Managers and Budget Holders are already fully involved in the annual Budget Setting process.

One Council Response

Organisational Culture - shift from Departmental loyalties to cross-cutting outcomes

Member and CLT visibility - Employee engagement

There are numerous examples of current corporate working involving staff from cross-Council, such as:

- Response to Coronavirus
- Officer Working Together Group
- Digi Champs
- Digital Steering Group
- Leisure Transformation

However, there is a need to develop an approach to engage more widely across the organisation.

The Leader and the Chief Executive are providing weekly update videos for officers during the Coronavirus pandemic..

Digital Services Transformation (DST)

*Fast track investment, delivery and benefits - invest in additional capacity and implement realignment of existing service based staff to Digital and Service Transformation (DST) work programme and projects - target specific employees and back fill
Invest in ICT architecture, ICT capacity and employee development*

An initial review of capacity gaps in digital and technology resource has been completed in order to inform a decision for additional funding to be set aside in 2020/21 for this purpose. Elsewhere on this agenda, Members have been recommended to approve the use of up to £400k of the Corporate Transformation Reserve to facilitate expedient progression of the Digital Services Transformation Programme. An intended timeline has been aligned to our transformation programme to prioritise additional resources.

Our cross organisational Digital Steering Group has now been empowered to lead the transformation programme

Review of Housing Revenue Account (HRA)

Strategic review of Housing Revenue Account (HRA) within MTFS

The Council has a 30 Year HRA Business Plan and is continuously considering options (income generation and planned cost profiles) to increase its viability towards 30 years. There was an external review of the HRA business plan in 2019 by Savills.

Discover Ashfield

Discover Ashfield - implement practical project e.g. Town Centre Funds

The Discover Ashfield Board is currently supported by the Executive Project Officer, from the Secretaries Team. Wider support is required for the development of the Place Board and there is a lack of capacity for this currently. The required support for the Board has increased significantly following the Government's announcement of Towns Funding for Kirkby and Sutton, with the Board meeting monthly, rather than bi-monthly and requiring enhanced governance. A post has been created (Discover Ashfield Project Officer) to support the Chair and the development and completion of projects within the Discover Ashfield Delivery Plan.

Political Assistant

Provision of long-term political support for the Leadership to ensure horizon scanning and enable strategic policy development

Introduction

As set out above, one of the recommendations of the Peer Challenge feedback report is to ensure the Council provides long-term political support to the political leadership. The report says that without such support the political leadership's ability to horizon scan and develop and direct strategic policy will be seriously hampered. The establishment of a political assistant role under the provisions of section 9 of the LGHA would ensure this recommendation of the Peer Challenge is delivered.

To put in train the appointment of a political assistant at this time when there will be significant, complex and urgent strains placed upon the Council and its political leaders may be of considerable benefit.

The Widdicombe Committee (1986) found that political assistants were appointed by some local authorities, and were a useful means of broadening the basis for advice to councillors, in a way which could positively promote, rather than damage, the role of the main officer hierarchy. The Committee went on to recommend to the Government of the day that the law should be made clear, to allow for such appointments. However, they felt that:

- a) political advisers should be differentiated from other officers;
- b) they should not enjoy delegated powers;
- c) they should advise members directly, rather than through the chief executive; and
- d) they should be limited in number and seniority.

The Local Government and Housing Act 1989 (LGHA) governs the appointment of Political Assistants to provide assistance to political groups represented on the Council.

Under section 9 of LGHA, the Council may appoint staff for the purposes of providing assistance to the members of any political group to which the members of the authority belong. The terms of the appointment must comply with some qualifying criteria (see below).

As specified in the Local Government (Assistants for Political Groups) (Remuneration) (England) Order 2006, the general role of political assistants is to undertake research and provide administrative support for political groups.

Political assistants are local government employees and, with two exceptions, the regime restricting the political activities of local government employees applies to them. The two exceptions being:

- a) Able to speak to the public with the intention of affecting support for a political party.
- b) Able to publish or cause to be published written work or other material intended to affect public support for a political party.

The appointment of a political assistant is at the selection of the political group to which the post has been allocated.

There is no single job description for a political assistant, since relevant authorities and political groups vary greatly in their approach to the support they seek from an assistant. Common roles for a political assistant can include:

- Researching and analysing information on behalf of the group
- Preparing reports and attending meetings of the political group and undertaking follow-up action
- Drafting briefing notes/policies for the group leader on new and emerging initiatives
- Liaising with national party and party leadership
- Liaising with national bodies, other Councils and their political groups, government bodies, other networks
- Liaising with local MPs
- Liaising with Council Officers
- Representing the group or group leader at relevant meetings

Legislative Criteria

To fall within section 9 of the LGHA a political assistant appointment must fulfil the following criteria:

- a) The purpose of the appointment must be to provide assistance in the discharge of functions of members of any political group as members of the authority
- b) The appointment must be at an annual rate of remuneration of less than the relevant amount if the annual rate of remuneration which is currently £34,986 excluding on-costs (for a full-time post) by virtue of the Local Government (Assistants for Political Groups) (Remuneration) (England) Order 2006
- c) The appointment must terminate before the end of the day on which the authority hold their annual meeting following the District Council Elections; for this Council the appointment would terminate in May 2023
- d) Be no more than three posts throughout the authority
- e) Be selected by the political group to whom the post is to be appointed

The standing orders of a relevant authority the members of which are divided into different political groups shall:

- a) Prohibit the making of an appointment to any post allocated to a political group until the authority have allocated a post to each of the groups which qualify for one
- b) Prohibit the allocation of a post to a political group which does not qualify for one
- c) Prohibit the allocation of more than one post to any one political group

Qualifying measures:

A political group shall qualify for a political assistant post if:

- a) The membership of the group comprises at least one-tenth of the membership of the authority – which equates to 4+ members for political groups within Ashfield District Council
- b) The number of the other groups (if any) which are larger than that group does not exceed two
- c) Where the number of the other groups which are the same size as or larger than that group exceeds two, the authority has determined that that group should be a group to which a post is allocated

Where the members of a relevant authority are divided into political groups only one of which has a membership that comprises one-tenth or more of the membership of the authority:

- a) The groups qualifying for a post shall be that group and one other group
- b) The other group shall be the one with the next largest membership

Applying the qualifying criteria to the current political position at the Council would mean:

- a) The Ashfield Independents political group comprises one-tenth or more of the Council's membership and would qualify for a political assistant post
- b) As the Ashfield Independents political group is the only group to comprise one-tenth or more of the Council's membership, under section 9(7) of the LGHA, the next largest political group would also qualify for a political assistant, which would be the Conservative political group
- c) The Labour political group would not qualify for a political assistant post.

It is suggested it would be reasonable to pro rata the level of political assistant support to those groups qualifying in order to proportionally reflect the comparative political group sizes. It is suggested that the allocation reflects the following proportions:

NUMBER OF MEMBERS IN A POLITICAL GROUP	NUMBER OF DAYS/HOURS
2 - 5	1 day / 7.4 hours
6 - 9	2 days / 14.8 hours
10 - 13	3 days / 22.2 hours
14 - 17	4 days / 29.6 hours
18 - 35	5 days / 37 hours

A Political Assistant cannot exercise the powers of delegation conferred on officers by section 101 Local Government Act 1972 or sections 14 to 18 Local Government Act 2000.

In the event that the Council decides to establish the role of Political Assistant, there are some consequential changes required to the Constitution and standing orders relating to the appointment of employees.

Implications

Corporate Plan:

The Corporate Plan sets the strategic direction of the Council.

Legal:

The Local Government and Housing Act 1989 (LGHA), section 9, governs the appointment of Political Assistants to provide assistance to political groups represented on the Council.

The Local Government (Assistants for Political Groups) (Remuneration) (England) Order 2006) - the amount specified for the purposes of section 9(3) of the LGHA is £34,986.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	Cost in 2020/21 to be met from a combination in reduced Member Allowance costs arising from the Independent Remuneration Panel Review (£23k) and the balance from the General Reserve (circa £31k full year effect). Future years costs to be factored into the MTFS.
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

Risk:

Risk	Mitigation
<p>Failing to implement the recommendations and suggestions of the Peer Challenge Team might stifle the Council’s ability to improve.</p> <p>Failing to establish the role of Political Assistant would also see the Council fail to implement a recommendation of the Corporate Peer Challenge. The Peer Challenge said that the political leadership’s ability horizon scan and develop and direct strategic policy would be seriously hampered if the Council did not provide political support.</p> <p>In the event that the political make up of the Council were to change in the future, it is possible that other political groups may also become legally entitled to a Political Assistant which would see the costs of such provision increase.</p>	<p>To endorse and implement the recommendations and suggestions of the Peer Challenge Team.</p> <p>To establish the role of Political Assistant in accordance with the legislation.</p> <p>The Council is legally required to keep the establishment of Political Assistants under review.</p>

Human Resources:

Recruitment processes will be carried out in accordance with the relevant regulations and reflect the Council’s recruitment processes. This would lead to an increase in the Council’s establishment of 1.2 Full Time Equivalent posts.

Environmental/Sustainability

There are no environmental/sustainability issues identified relating to the recommendations in the report.

Equalities:

There are no equalities issues identified relating to the recommendations in the report. Recruitment processes for the role of Political Assistant will comply with equalities legislation.

Other Implications:

None

Report Author and Contact Officer

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Annual Meeting of the Council
23 April 2020
Schedule of Recommendations

N.B.

The Schedule sets out recommendations from the Cabinet and the Council's Committees upon which Council is required to reach a decision. During discussion of these items Council Procedure Rule 16 applies (Rules of Debate). Speeches must be relevant to the item being debated. Speeches do not have to be in the form of, or include a question. Members may speak for up to 5 minutes. The Chairman may allow a further 2 minutes at his/her discretion. A Member may only speak once on a motion but may also speak once on an amendment.

<u>Meeting:</u>	<u>Minute No:</u>	<u>Subject:</u>	<u>Recommendation(s):</u>
Cabinet 23 March 2020	CA.61	<u>2019/20 Forecast Outturn for General Fund, Housing Revenue Account (HRA) and Capital Programme as at January 2020</u>	3) Council be recommended to approve the use of up to £400k of the Corporate Transformation Reserve to facilitate expedient progression of the Digital Services Transformation Programme. (Section 4 of the Cabinet report refers). (Report attached at Appendix 1)
		<u>Addition to Capital Programme</u>	That Council approves 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. This will be funded from prudential borrowing. This recommendation was not included in the financial monitoring report to Cabinet on 23 rd March, as the costs had not been confirmed at that time.

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Report To:	CABINET	Date:	23RD MARCH 2020
Heading:	2019/20 FORECAST OUTTURN FOR GENERAL FUND, HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL PROGRAMME AS AT JANUARY 2020		
Portfolio Holder:	CABINET MEMBER FOR FINANCE & RESOURCES - COUNCILLOR RACHEL MADDEN		
Ward/s:	ALL		
Key Decision:	Yes		
Subject to Call-In:	Yes		

Purpose of Report

To summarise the Council's forecast financial outturn position to 31 March 2020 compared to the latest approved budgets for the General Fund, Housing Revenue Account (HRA) and the Capital Programme. The forecast financial outturn is based on the actual financial activity to the 31 January 2020 and forecast costs and income from 1 February to 31 March 2020.

Recommendation(s)

Cabinet is requested:

- (1) To note the current forecast outturn on the General Fund, Housing Revenue Account (HRA) and Capital Programme 2019/20 and the reasons for major variances as set out in Section 1, and 5 of the report.**
- (2) To approve the creation of two new reserves as set out in section 3 of the report.**
- (3) To recommend to Council approval of use of up to £400k of the Corporate Transformation Reserve to facilitate expedient progression of the Digital Services Transformation Programme. (Section 4).**
- (4) To note and approve in principle (subject to final outturn) the planned transfers to and from reserves as set out in Appendix 1.**

Reasons for Recommendation(s)

In accordance with the Council's Financial Regulations to report to those charged with Governance the financial position.

Alternative Options Considered

None

Detailed Information

1. General Fund Forecast Outturn as at 31 January 2020

- 1.1 Table 1 below shows the original budget for 2019/20 as approved by Full Council on the 4 March 2019 and the current revised budget including approved budget adjustments to 31 January 2020. It sets out the 2019/20 net revenue forecast outturn position based on actual income and expenditure to 31 January 2020 and forecast income and expenditure to 31 March 2020 compared to the revised budget. The revised budget also reflects budget realignments following the in-year review of internal recharges.
- 1.2 The current Net General Fund Revenue Forecast Outturn position is a £656k underspend, £789k greater than revised budget position and £134k less than previously reported. Details of the significant variances for the forecast underspend of £789k are detailed below.

Table 1 - Net General Fund Revenue Forecast to 31 March 2020

General Fund	Original Budget	Revised Budget	Forecast Outturn	Current Forecast Variance	Previous Forecast Variance	Change
	£'000	£'000	£'000	£'000	£'000	£'000
Directorate						
Chief Executive Officer	527	527	533	6	2	4
Legal and Governance	1,844	1,897	1,851	(46)	0	(46)
Resources and Business Transformation	1,613	1,574	227	(1,347)	(563)	(784)
Place and Communities	10,672	9,379	8,408	(971)	(10)	(961)
Housing and Assets	2,345	2,352	2,284	(68)	(11)	(57)
Total Net Directorate Expenditure	17,001	15,729	13,303	(2,426)	(582)	(1,844)
Net Recharges	(4,708)	(3,238)	(2,937)	301	0	301
Capital Financing	1,781	1,761	1,306	(455)	(475)	20
Net Interest Payable	198	198	145	(53)	(53)	0
Transfer to(from) earmarked reserves	129	(1,556)	665	2,221	187	2,034
Total Net Revenue Expenditure	14,401	12,894	12,482	(412)	(923)	511
Funding as per Approved Budget*	(14,401)	*(12,761)	(13,138)	(377)	0	(377)
Transfer (to)from General Fund Balance in 19/20	0	133	(656)	(789)	(923)	134

1.3 Funding

1.3.1 ‘*’ Funding as per the approved budget included the use of £636k NNDR equalisation reserve and £699k use of other earmarked reserves. It also includes use of £305k use of general fund balance in setting the 19/20 budget (which is the use of the MRP over-provision from 18/19 which contributed to the overall 18/19 underspend). These reserve movements were approved by Full Council on the 4 March 2019. The revised budget now reflects this funding as transfers from earmarked reserve/general fund balance.

1.3.2 £356k of funding approved in setting the 2019/20 budget will also be withdrawn from the NNDR equalisation reserve in year. The forecast outturn now reflects this funding will be a transfer from the earmarked reserve.

1.3.3 The quarter 2 monitoring information from the Nottinghamshire Business Rates pool, forecasts £745k returned surplus from the pool for 2019/20, against a budgeted returned surplus of £25k. This amount is subject to change and it is impacted on by the actual 2019/20 outturn for NNDR for all authorities in the Nottinghamshire Business Rates pool. The position will be finalised as part of the outturn position. On the 25th February 2020, notification was received from MHCLG of returned surplus levy of £13k, this amount is unbudgeted. The £720k unbudgeted surplus from the pool and the £13k returned levy surplus have been reflected in the forecast outturn for funding. For the purpose of this report it has been assumed that this unbudgeted funding will be transferred to the earmarked reserve for NNDR equalisation. The actual amount moved to the NNDR equalisation reserve and/or to other earmarked reserves or the general fund balance will be determined as part of the outturn position.

1.4 Chief Executive (£6k forecast overspend)

£5k refund on the audit fee due to a reduction by Public Sector Audit (PSA), partially offsetting an £8k forecast overspend due to the non-achievement of the vacancy factor and a £3k overspend on pension back-funding.

1.5 Legal and Governance (£46k forecast underspend)

The forecast outturn for the Legal and Governance Directorate is a £46k underspend or a £13k forecast underspend after reflecting the proposed movement to reserves.

The current key forecast variances within the Legal and Governance Directorate are:

- **Democratic Services** - £3.5k forecast underspend on the Modern Government Committee Management System which is due to a one off impact of a prepayment.
- **Members Services** - £10.5k forecast underspend predominantly in respect of Members allowances.
- **Elections** - £23k forecast underspend, to be transferred to the earmarked elections reserve once the outturn position is confirmed. This is reflected in the transfers to/from reserves above.
- **Electoral Registration** – £2.5k forecast underspend being the net of small underspends/overspends on costs and sales.
- **Governance Administration** - £10.5k overspend on Council-wide postage costs.

- **Standards Committee** - £6k overspend on consultancy fees to support investigation of a complaint.
- **Legal Services** – a net £4k forecast overspend on external legal fees.
- **Directorate wide** - £27k forecast underspend on salaries due to vacancies within Legal and Democratic services.

1.6 Resources and Business Transformation (£1.347m forecast underspend)

The forecast outturn for the Resources & Business Transformation Directorate is a £1.347m underspend or a £272k forecast underspend after reflecting the proposed movement to reserves.

The Directorate's forecast outturn has increased by £784k from the November forecast outturn position. The current key forecast variances within the Directorate are:

- **ICT** - £44k forecast underspend, increasing from £23k previously reported. The forecast underspend is due to additional recharges of internet, printing and leasing costs to services and forecast reduction on telephones and printing costs.
- **Commercial Property** - £881k forecast underspend increasing from £400k previously reported due to an update to the income forecast for investment properties. The overall forecast variance is £888k due to additional unbudgeted investment property income for new investment properties, £26k underspend due to reduced recharges, being partially offset by £12k for the use of external consultants in relation to dilapidation costs and £21k repairs costs.
- **Revenues and Benefits** - £455k forecast underspend increasing from £187k previously reported, mainly due to the addition of the forecast housing benefit underspend. The overall forecast variance is £304k forecast underspend on Housing Benefits this has been revised based on the mid-year Housing Benefit subsidy claim. Housing Benefit payments and subsidy are very difficult to forecast due to a number of variables. The final year end outturn will be based on the final Housing Benefit subsidy claim. £155k unbudgeted New Burdens Grant has been received, the cost of new burdens work are contained within existing budget where possible, the current forecast is that £14k of the New Burdens grant will be utilised in year. The unspent grant will be moved to earmarked reserves, this is reflected in the transfers to/from reserves above. This position may change at final Outturn. £13k forecast underspend due to reduced court costs and increased income for legal fees. £3k overspend on giro charges for Council Tax.
- **Corporate Support and Transformation** – £12k forecast overspend largely due to staffing costs in the communications team.
- **Financial Management** - £5k overspend due to additional pensions report required for 2018/19 Statement of Accounts, for new CIPFA guidance and for costs associated with changing merchant supplier.
- **Joint Crematorium** - £21k forecast under achievement of income due to reduced throughput.
- **Directorate wide** - £24k forecast overspend due to non-achievement of the vacancy factor and £5k forecast overspend being the net of small underspends/overspends over several areas.
- **EU Exit Grant** of £35k received which was not budgeted for, £1k of which has been spent, unspent grant will be moved to earmarked reserves at Outturn; this is reflected in the transfers to/from reserves above.

It is forecast that a contribution of £900k will be made from the unbudgeted investment property income to the earmarked reserve for Commercial Investment Property to mitigate

against future risk associated with the additional property investments made in year. This is reflected in the transfers to/from reserves above.

1.7 Place and Communities (£971k forecast underspend)

The forecast outturn for the Place & Communities Directorate is a £971k underspend or a £235k forecast underspend after reflecting the proposed movement to reserves.

The current key forecast variances within the Directorate are:

- **Salaries** - a forecast underspend of £217k across the whole Directorate largely due to posts being held vacant pending the outcome of ongoing service reviews.
- **Neighbourhood and Environmental Services** – a net £3k forecast underspend on vehicle repairs in Environmental Maintenance.
- **Waste** - income is £15k lower than budgeted, being £10k on trade waste and £5k on bulky waste collections. There is also a £97k forecast overspend largely relating to additional vehicle repairs as the purchase of replacement vehicles was placed on hold pending the completion of new transport review. This has now concluded and the vehicle replacement programme is underway (in line with the approved Capital Programme). These additional costs are therefore expected to be non-recurrent.
- **Transport** - £21k overspend, £5k forecast underachievement of MOT income, £12k overspend due to purchase of equipment and chemicals, £4k forecast under achievement of canteen income.
- **Place and Wellbeing** - An unbudgeted cost of £30k due to a payment being made to our Leisure contract operator SLM Ltd for loss of income at Hucknall Leisure Centre. £8k overspend on NNDR at Huthwaite Leisure Centre. £25k net forecast unbudgeted contributions including £10k lottery funding and contributions from Active Ashfield, Star Foundation, etc. £324k unbudgeted grant to support development of the Towns Fund proposals and £150k unbudgeted grant to support the Future High Streets Fund bids against which £47k expenditure has been incurred. Unspent grant will be carried forward into next year and will be moved to revenue grants reserve.
- **Markets** – Rental income is forecast to be achieved in line with budget including the Sutton Indoor Market, however there is a forecast overspend of £23k in relation to premises costs (business rates and utility costs) and equipment purchase.
- **Licensing** - £60k over achievement of taxi licensing income due to increased custom.
- **Planning** - £309k underspend on professional fees to deliver the local plan, due to some of the local plan work slipping into 2020/2021, this amount will be transferred back to earmarked reserves to be used in 2020/21. £152k over achievement of planning fee income being partially offset by a reduction in building control income of £42k.
- **Directorate wide** - £21k forecast underspend being the net of small underspends/overspends over several areas.

1.8 Housing and Assets (£68k forecast underspend)

The main forecast variances within the Housing and Assets Directorate are:

- **Private Sector Housing** – £23k underspend increasing from £15k previously reported, due to a £20k underspend on enforced sales of properties, £3k underspend on car allowances and £5k over achievement of income from 'charges of notices' partially offset by £5k unbudgeted spend on legal fees to move on travellers.

- **Licensing** - £8k overachieved income on selective licensing and £9k underspend on HMO licensing due to vacancies within the service.
- **Supported Housing** - £28k forecast overspend due to delays in the Lifeline service transferring to a new provider. This overspend is due to delays with the original service provider, an alternative provider has now been identified, transfer completed December 2019. The forecast overspend is due to additional costs being incurred whilst the service remained in-house. These additional costs are partially offset by an improved forecast saving on the transfer to the new provider.
- **Asset Management** - £40k forecast underspend increasing from £21k previously reported, underspend is on salaries and car mileage due to vacancies.
- **Car Parks** - £8k forecast income pressure largely due to the provision of free car parking in December across the whole District to support local businesses.
- **Centralised Offices** - £8k forecast underspend increasing from £3k previously reported being £3k salaries underspend due to a vacancy and £5k unbudgeted income for room hire for the European and General Elections.
- **Building Cleaning General** - £12k forecast underspend on salaries due to vacancies.
- **Business Contingency and Sustainability** - £12k forecast underspend due to vacancies.
- **Other** - £8k net overspend due to non-achievement of the vacancy factor across the wider Directorate.

1.9 Net Recharges (£301k forecast overspend)

This is a forecast overspend due to the change in the methodology of charging for Contract Hire. The overall result of the change in methodology is an overspend of £301k due to ceasing to over-recover associated on-costs.

1.10 Capital Financing (£455k underspend)

Capital Financing costs are the revenue charges that are a consequence of the historic and existing capital programme. It comprises of the Minimum Revenue Provision (MRP), interest payable on external loans and Direct Revenue Financing. The forecast underspend is due to reduced MRP charges in year due to slippage on the capital programme in 2018/19 (MRP charges commence the year after the capital expenditure is incurred). It is also due to reduced interest charges due to utilising internal borrowing capacity and new loans being taken at lower interest rates than budgeted, prior to the recent 1% rate increase in Public Works Loan Board (PWLB) loans.

The underspend has reduced by £20k since previously reported as £20k of this budget has been used as match funding to support grant available for digital transformation training costs as approved by Cabinet in the last Financial Monitoring Report on the 25th November 2019.

1.11 Net Interest Payable (£53k underspend)

This is the net of the interest receivable on the Council's treasury management investments and the interest payable on HRA balances. The forecast underspend is due to changes in investment levels and balances, and the interest rate.

1.12 Transfer to(from) earmarked reserve (£2,221k net transfer to reserves)

This includes the transfer of unbudgeted New Burdens (£141k) as the costs associated with these activities are being contained within the revised budget and unused EU exit grants (£34k). The net underspend on elections (£23k) and a proposed additional contribution (£10k) to the elections reserve. The transfer of the underspend on the Local Plan (£309k). The transfer of unbudgeted property investment income (£900k). The transfer of unbudgeted NNDR pool surplus and levy (£733k). The transfer of the balance of unbudgeted Future High Street Funding and Towns Fund grant (£427k). It also includes the transfer from the NNDR reserve used in setting the budget as detailed in paragraph 1.3.2. Appendix 1 summaries the approved and forecast earmarked reserves movements for 2019/20 and the forecast closing balances.

2. **General Fund Savings/Efficiencies Monitoring 2019/20**

2.1 As previously reported in the September financial monitoring report considered by Cabinet on the 25th November 2019, the 2019/20 budget included proposed savings and efficiencies of £248k and all have been achieved with the exception of a £6k Lifeline Service saving, however alternative savings has been achieved to mitigate this. Delivery of these savings is included within the forecast outturn reported in section 1 above.

3. **Creation of New Reserves**

3.1 Cabinet is asked to approve the creation of two new reserves:

Licensing – There has been a recent increase in taxi licence applications generating more income for the service. Historically the service has achieved a break-even position over the average of a three year period. It is a requirement that any profit is reinvested back into the service and the creation of the reserve will provide the means to isolate the profit for future reinvestment in the service.

Selective Licensing – The power was given to local authorities to impose a civil penalty as an alternative to prosecution for certain specified housing offences. This power was introduced by Section 126 and Schedule 9 of the Housing and Planning Act 2016. We have started to take action against landlords using this power and this is generating an income stream. However, the costs of undertaking this work need to be funded from the income generated. It is proposed that this reserve is established to manage the costs and income associated with provision of this service.

4. **Digital Services Transformation (DST) Programme**

4.1 The Council has an ambitious DST programme and the recent Local Government Peer Review recommended that in order to capitalise on investment in the programme at the earliest opportunity, the Council should invest more heavily in capacity and resources straight away to maximise the benefits to residents and customers and to deliver financial and non-financial efficiencies earlier.

- 4.2 The 2020/21 Annual Budget and Council Tax setting report approved by Council on 5th March 2020 included the following recommendation:

Recommendation 12: That Council notes that additional recurrent and non-recurrent costs of progressing the Digital Service Transformation (DST) programme at a quicker pace than had previously been planned are not included within the proposed 2020/21 budget and that a separate report detailing the programme, costs and payback periods, and how the programme will be funded will be brought for consideration through the appropriate channels in accordance with the Council's Financial Regulations.

- 4.3 The exact resource and capacity requirements of the above work is currently being planned and progressed and a detailed report clearly setting out both the recurrent and non-recurrent costs of the DST and the payback periods will be presented to Cabinet in July. However, to achieve the benefits earlier by moving at a quicker pace approval is needed now to access funding set aside in the Corporate Transformation Reserve specifically earmarked for this purpose.
- 4.4 Cabinet is asked to recommend to Council approval of use of up to £400k of this reserve to facilitate expedient progression of the DST. The current forecast outturn on this reserve is £1.3m for 2019/20 and a further £200k allocation to this earmarked reserve was approved as part of setting the 2020/21 budget.

5. Summary for Housing Revenue Account (HRA)

- 5.1 Table 2 sets out the 2019/20 HRA forecast outturn position based on actual income and expenditure to 31 January 2020 and forecast income and expenditure to 31 March 2020, compared to the revised budget including approved budget adjustments to 24th February 2020.
- 5.2 Details of any significant variances incorporated within the forecast outturn are detailed in the commentaries below the table.

Table 2 – Housing Revenue Account (HRA) Forecast to 31 March 2020

Description	2019/20 Revised Budget £'000	2019/20 Forecast Outturn £'000	Forecast Variance £'000	Previous Variance £'000	Change £'000
Income					
Rents, Charges and Contributions	(24,260)	(24,358)	(98)	(82)	(16)
Other Grants	0	0	0	0	0
Interest and Investment Income	(210)	(210)	0	0	0
Total Income	(24,470)	(24,568)	(98)	(82)	(16)
Expenditure					
Borrowing and Capital Financing Charges	3,602	3,651	49	0	49
Repairs and Maintenance	7,779	7,523	(256)	(41)	(215)
Supervision and Management	4,845	4,789	(56)	(35)	(21)
Interest Payable and Appropriations	3,547	3,547	0	0	0
Other Expenditure	298	250	(48)	(8)	(40)
Direct Revenue Financing	1,483	1,483	0	(20)	20
Transfer to/from Major Repairs Reserve	1,422	1,422	0	(2,792)	2792
Total Expenditure	22,976	22,665	(311)	(2,896)	2,585
(Surplus)/Deficit for the year	(1,494)	(1,903)	(409)	(2,978)	2,569

5.3 Rents, Charges and Contributions (£98k forecast over achievement of income)

Previously reported £82k over achievement through the rental income from new property additions to the housing stock being higher than budgeted. The rental void rate was running lower than budgeted, creating additional rental income to date. There has also been a lower number of properties sold under Right To Buy (RTB) than budgeted in the first nine months again increasing the rental income over the financial year. The additional £16k over achievement of income is from the continuation of the low rental void rate and an additional income forecast from utility feed in tariffs.

5.4 Borrowing and Capital Financing Charges (£49k forecast overspend)

All transport charges were previously charged to the HRA as a consolidated amount (Contract Hire). This is now being accounted for as separate charges of which the depreciation is one element. The opposite credit entry will show in Repairs and Maintenance below.

5.5 Repairs and Maintenance (£256k forecast underspend)

Since the previous report, it is expected that the cost of delivering repairs across the housing stock will be £215k lower than that previously reported. The £256k forecast underspend is comprised of:

- The underspend has increased due to reduced costs on subcontractors of £116k which were previously forecast to be met from salary underspends;
- The materials used in property repairs are forecasting to be lower by £30k;
- As mentioned above in 3.4 the transport charge (Contract Hire) change accounts for a variance of £49k;
- The running costs of the housing repairs vehicle fleet are forecasting to be lower by £15k; and
- Various staff vacancy periods (£30k) and various other areas of expenditure are projecting amounting to £16k across the section.

5.6 Supervision and Management (£56k forecast underspend)

The cost of housing management is now projected to be £21k lower than the previously reported. The main reason for the total forecast underspend of £56k is due to various staff vacancy periods across the section.

5.7 Other Expenditure (£48k forecast underspend)

Since previously reported there is a £40k forecast reduction expected in the contribution required to the rents bad debt provision. The other £8k forecast underspend is due to lower than expected charges for council tax payments made for empty council properties.

5.8 Direct Revenue Financing

An update to the revised budget, based on the 2019/20 HRA capital monitoring update approved at Cabinet in February, now shows the level of financing required from the HRA for the capital programme for 2019/20.

5.9 Transfer to/from Major Repairs Reserve

An update to the revised budget, based on the 2019/20 HRA capital monitoring update approved at Cabinet in February, now shows the level of financing required from the HRA for the capital programme for 2019/20.

6. HRA Savings/Efficiencies Monitoring 2019/20

6.1 As previously reported in the Quarter 2 forecast outturn report considered by Cabinet on the 25th November 2019, the 2019/20 HRA budget included proposed savings and efficiencies of £89k and all savings have been achieved and are included within the forecast outturn position reported in section 5 above.

7. Capital Programme Summary 2019/20

7.1 The most recent revised 2019/20 Capital Programme budget was considered at Cabinet on 24th February and approved by Full Council on 5th March 2020. The forecast outturn is now aligned with this approved revised budget so there is no forecast variance to report. The Outturn report will provide details of any variances arising to the end of March 2020.

Implications

Corporate Plan:

The General Fund, HRA and Capital Programme reflect the priorities in the Corporate Plan.

Legal:

If approved by Cabinet, this report will require approval by Council as this forms part of the Council's Budgetary Framework (Financial Regulation B.1 and Article 4 of the Constitution).

Finance:

Budget Area	Implication
General Fund – Revenue Budget	As detailed in the main report.
General Fund – Capital Programme	
Housing Revenue Account – Revenue Budget	
Housing Revenue Account – Capital Programme	

Risk:

Risk	Mitigation
That the budget set may be insufficient to provide the required services and subsequently services overspend.	Regular and timely Financial Monitoring reports to CLT and Cabinet.

Human Resources:

Not applicable.

Environment / Sustainability

Not applicable.

Equalities:

Not applicable.

Other Implications:

Not applicable.

Reason(s) for Urgency

Not applicable.

Reason(s) for Exemption

Not applicable.

Background Papers

Annual Budget and Council Tax 2019/20 and Medium Term Financial Strategy Update to Council 4 March 2019

Draft Outturn 2018/19 Accounts Report to Council 25 July 2019

July Financial Monitoring Report to Council 24 September 2019

2019/20 Quarter 2 Forecast Outturn for General Fund, Housing Revenue Account (HRA) and Capital Programme and Revised Proposed Capital Programme 2019/20 and 2023/24 to Council
Annual Budget and Council Tax 2020/21 and Medium Term Financial Strategy (MTFS) Update to Council 24 February 2020 and Full Council on 5th March 2020.

Report Author and Contact Officer

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Chief Accountant

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Summary of Reserve Movements 2019/20 (General Fund)

Appendix 1

	Balance at	Approved		Balance as	Forecast		Forecast
	1st April	Contributions	Withdrawals	at 31	Contributions	Withdrawals	Balance as
	2019	£	£	December	£	£	at 31 March
	£	£	£	2019	£	£	2020
Earmarked Reserves							
District Planning Enquiry Fund	(405,675)	0	335,000	(70,675)	(309,000)		(379,675)
Elections	(87,877)	(54,000)	164,000	22,123	(33,000)		(10,877)
Harold Farr Bequest	(5,141)	0	0	(5,141)			(5,141)
Joint Use Maintenance Fund	(200,908)	0	0	(200,908)			(200,908)
Asset Renewal	(812,464)	0	39,892	(772,572)			(772,572)
Corporate Change Reserve	(1,257,107)	0	300,000	(957,107)			(957,107)
Insurance Related Funds (Including Risk Management)	(334,030)	(75,000)	0	(409,030)			(409,030)
Revenue Grant Reserve	(956,407)	0	34,220	(922,187)	(568,000)	*17,484	(1,472,703)
Brexit Reserve*	0		0	0	(51,484)*		(51,484)
Local Authority Mortgage Scheme (LAMS) Reserve	(75,899)	0	0	(75,899)			(75,899)
NNDR Equalisation Reserve	(1,803,590)	0	635,754	(1,167,836)	(733,033)	356,650	(1,544,219)
Supported Housing Trading Fund	(11,377)	0	0	(11,377)			(11,377)
Commercial Property Investment Reserve	(800,000)	0	0	(800,000)	(900,000)		(1,700,000)
Economic Development and Place Reserve	(240,584)	0	116,387	(124,197)			(124,197)
Technology Investment Reserve	(402,190)	0	59,500	(342,690)			(342,690)
Total Earmarked Reserves	(7,393,249)	(129,000)	1,684,753	(5,837,496)	(2,594,517)	374,134	(8,057,879)
General Fund Reserve	(6,115,329)	(227,000)	360,000	(5,982,329)	(789,000)	0	(6,771,329)

The forecast amounts are aligned to the general fund current forecast outturn and include transfers yet to be approved. The highlighted figures will be finalised at the actual outturn position.

*Brexit reserve to be established. £17,484 received in 18/19 was moved to Revenue Grant Reserve, this will be moved to the newly established Brexit reserve along with the unspent EU exit funding received in 2019/20.

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APPOINTMENTS TO OUTSIDE BODIES
ANNUAL COUNCIL
23 APRIL 2020

<u>No.</u>	<u>Body</u>	<u>Representatives</u>	<u>New Term Ending</u>
1.	Ageing Well Network <i>Term Ending For:</i> <i>Mr. Robert Sears-Piccavey</i>	one appointment	31 May 2021
2.	Ashfield Citizens' Advice Bureau Management Committee <i>Term Ending For:</i> <i>Ms. Christine Quinn-Wilcox</i>	one appointment	31 May 2023 (3 year term)
3.	Ashfield Community Safety Partnership Joint Strategic Group <i>Term Ending For:</i> <i>Cllr. Helen-Ann Smith</i> <i>Cllr. Jason Zadrozny</i> <i>(The representatives must be the Leader and the Portfolio Holder responsible for Community Safety)</i>	two appointments	31 May 2021
4.	Discover Ashfield Board <i>Term Ending For:</i> <i>Cllr. Matthew Relf</i> <i>Cllr. Helen-Ann Smith</i> <i>Cllr. Christian Chapman (Scrutiny)</i>	three appointments (one to be a Scrutiny Member)	31 May 2021
5.	Greater Nottingham Joint Planning Advisory Board <i>Term Ending For:</i> <i>Cllr. Matthew Relf</i> <i>(Representatives to be the Portfolio Holder responsible for Economic Growth)</i>	one appointment	31 May 2021

No.	Body	Representatives	New Term Ending
6.	Greenwood Community Forest Steering Group <i>Term Ending For:</i> Cllr. Matthew Relf <i>(It is desirable for the representative to be either the current Chairman of the Planning Committee or the Portfolio Holder responsible for the planning function)</i>	one appointment	31 May 2021
7.	Groundwork Cresswell, Ashfield & Mansfield <i>Term Ending For:</i> Cllr. Matthew Relf <i>(It is desirable for the representative to be either the current Chairman of the Planning Committee or the Portfolio Holder responsible for the planning function)</i>	one appointment	31 May 2021
8.	Health and Wellbeing Board (County Council) <i>Term Ending For:</i> Cllr. David Walters Cllr. Keir Barsby (substitute) Cllr. John Wilmott (substitute) <i>(Representative must be the Portfolio Holder responsible for the Health and Wellbeing Agenda)</i>	one appointment and two substitutes	31 May 2021
9.	Hucknall & District Voluntary Partnership (Under One Roof Project) <i>Term Ending For:</i> Cllr. Kevin Rostance	one appointment	31 May 2021
10.	Hucknall Partnership Group <i>Term Ending For:</i> Cllr. Chris Baron Cllr. Kevin Rostance Cllr. John Wilmott	three appointments	31 May 2021
11.	Hucknall Relief in Need Charity <i>Term Ending For:</i> Cllr. Chris Baron Cllr. James Blagden	two appointments	30 November 2021

No.	Body	Representatives	New Term Ending
12.	<p>Mansfield & District Crematorium Joint Committee</p> <p><i><u>Term Ending For:</u></i> Cllr. Tom Hollis Cllr. David Martin Cllr. Helen-Ann Smith</p> <p><i>(Representatives must be Cabinet Members)</i></p>	three appointments	31 May 2021
13.	<p>NET Partnership Group</p> <p><i><u>Term Ending For:</u></i> Cllr. Matthew Relf</p> <p><i>(Representative does not have to be an Elected Member)</i></p>	one appointment	31 May 2021
14.	<p>N.I.D.A.S</p> <p><i><u>Term Ending For:</u></i> Cllr. Dave Walters</p>	one appointment	31 May 2021
15.	<p>Nottinghamshire Building Preservation Trust</p> <p><i><u>Term Ending For:</u></i> Cllr. Andy Gascoyne</p> <p><i>(Desirable for the representative to have a keen interest in heritage)</i></p>	one appointment	31 May 2021
16.	<p>Nottinghamshire Joint Waste Management Committee</p> <p><i><u>Term Ending For:</u></i> Cllr. David Martin</p> <p><i>(Representative must be the Portfolio Holder responsible for Waste Management)</i></p>	one appointment	31 May 2021

No.	Body	Representatives	New Term Ending
17.	<p>Nottinghamshire Wildlife Trust</p> <p><u>Term Ending For:</u> <i>The Late Cllr. Tony Brewer</i></p> <p><i>(Representative must be the Chairman of the Council)</i></p>	one appointment	31 May 2021
18.	<p>PATROL Adjudication Joint Committee</p> <p><u>Term Ending For:</u> <i>Cllr. John Wilmott</i></p> <p><i>(Representative to be the Portfolio Holder responsible for Asset Management)</i></p>	one appointment	31 July 2021
19.	<p>Rural Community Action Nottinghamshire</p> <p><u>Term Ending For:</u> <i>Cllr. Arnie Hankin</i></p>	one appointment	31 May 2021
20.	<p>Sherwood Forest Hospitals NHS Foundation Trust</p> <p><u>Term Ending For:</u> <i>Cllr. David Walters</i></p>	one appointment	31 May 2021
21.	<p>Teversal Grange Advisory Committee</p> <p><u>Term Ending For:</u> <i>Cllr. Melanie Darrington</i> <i>Cllr. Tom Hollis</i> <i>Cllr. Helen-Ann Smith</i></p> <p><i>(Appointed Members are advised not to also sit on the Charities Committee due to potential ongoing conflicts of interest – Minute No. CC4.3 refers)</i></p>	three appointments	31 May 2021

FOR INFORMATION:

Bodies already appointed up to 2023

Outside Body:	Representative(s):
Association for Public Service Excellence	Cllr. Jason Zadrozny
Beauvale Charity - Hucknall	Cllr. Chris Baron
Byron Charity – Hucknall (up to March 2021)	Cllr. Chris Baron Cllr. James Blagden Cllr. Trevor Locke Cllr. Phil Rostance Cllr. Kevin Rostance Cllr. Lee Waters Cllr. John Wilmott
D2N2 Local Enterprise Partnership Board	Cllr. Jason Zadrozny
East Midlands Councils	Cllr. Tom Hollis Cllr. Jason Zadrozny
Economic Prosperity Committee	Cllr. Matthew Relf Cllr. Jason Zadrozny
Historic England	Cllr. Jason Zadrozny
LGA District Council's Network	Cllr. Jason Zadrozny
Nottinghamshire Local Government Leaders' Group	Cllr. Jason Zadrozny
Our Centre	Cllr. Warren Nuttall
Police and Crime Commissioner Panel	Cllr. Jason Zadrozny Cllr. Helen-Ann Smith (substitute)

Outside Body Appointments to Cease

Mansfield & Ashfield Economic Development Partnership (MAEDP)	Not met for some time
Memorandum of Understanding between Ashfield District Council, Mansfield District Council, Newark and Sherwood District Council and Nottingham County Council Sponsor's Board	Not met for some time
Patient and Public Engagement Committee (PPEC)	Amalgamated into a larger Committee; representation no longer required

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