

# Public Document Pack



## Agenda

Committee Administrator: Democratic Services Officer (01609 767015)

Monday, 15 February 2021

Dear Councillor

### **Notice of Meeting**

Meeting            **Council**

Date                **Tuesday, 23 February 2021**

Time                **2.00 pm**

Venue              **Virtual Meeting via Teams**

Yours sincerely

*J. Ives.*

Dr Justin Ives  
Chief Executive

To:                All Members of Hambleton District Council

**Note:** Owing to the recent Covid-19 pandemic and government guidance, the Council has made arrangements under the Coronavirus Act 2020, and subsequent Regulations permitting remote meetings, to hold the meeting virtually via Teams. For access to the meeting, please click the link on the internet to direct you to Teams or alternatively please dial the telephone number 020 3855 5195 followed by the access code 367 851 334#. This information is also displayed on the internet.

For further information please contact Louise Hancock, Democratic Services Officer on 01609 767015 or email [committeeservices@hambleton.gov.uk](mailto:committeeservices@hambleton.gov.uk)

## **Agenda**

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# Agenda Item 1

Minutes of the meeting of the Council held at  
2.00 pm on Tuesday, 15th December, 2020 at  
Council Chamber, Civic Centre, Stone Cross,  
Rotary Way, Northallerton DL6 2UU and  
virtually via Teams

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Present

Councillor M A Barningham (in the Chair)

Councillor	P Atkin P Bardon G W Dadd C A Dickinson D B Elders Mrs B S Fortune B Griffiths R W Hudson D Hugill K G Hardisty R Kirk N A Knapton C A Les	Councillor	Mrs J W Mortimer J Noone G Ramsden A Robinson M S Robson Mrs I Sanderson M G Taylor P Thompson D Watkins S Watson D A Webster P R Wilkinson
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Apologies for absence were received from Councillors A Wake and B Phillips

## C.8 **Former Councillor David Smith**

The Council observed a minute's silence in memory of former Councillor David Smith who had sadly passed away.

## C.9 **Minutes**

### **The Decision:**

That the minutes of the meetings held on 15 September 2020 and 5 November 2020 (C.38 – CA.42; CA.1 – CA.5 and C.6 – CA.7), previously circulated, be signed as correct records, subject to the addition of Councillor P R Wilkinson being noted as apologies for the meeting held on 15 September 2020.

Note: Councillor Mrs J Mortimer joined the meeting at approximately 2.15pm.

## C.10 **Statement of the Leader and Referrals from Cabinet**

The Leader moved Cabinet minutes CA.9 – CA.15 and made a statement to the Council on the following matters:-

- current situation regarding Covid-10 pandemic;
- Local Government Reorganisation
- support to businesses and the local community;
- Treadmills development;
- Hambleton crematorium; and
- redevelopment of Thirsk and Sowerby leisure centre.

The Leader wished to pass on thanks on behalf of all the elected Members to the staff for the continued hard work throughout the pandemic.

**The Decision:**

That the reports, resolutions and recommendations of the following meetings of the Cabinet be received, approved and adopted:-

<b>Body</b>	<b>Date of Meeting</b>	<b>Minute Nos</b>
Cabinet	1 December 2020	CA.9 to CA.15

**C.11 Cabinet Portfolio Statements**

- (a) Councillor P R Wilkinson, Portfolio Holder for Economic Development and Finance made a statement regarding the C4Di project; business support through various grant schemes; reopening the high streets safely and business advice workshops.
- (b) Councillor Mrs B S Fortune, Portfolio Holder for Leisure made a statement on the Northallerton Sports Village; Sowerby Sports Village; Quest Excellence attainment; Leisure Centre Improvements and the Thirsk and Sowerby Leisure Centre Developments.
- (c) Councillor Mrs I Sanderson, Portfolio Holder for Governance made a statement regarding ICT; communications; Covid-19 support; car park improvement scheme; LED lanterns and markets. Members wished to thank the ICT Team for their continued hard work during the pandemic.

Note: Councillor D Hugill left the meeting at 2.35pm.

- (d) Councillor D Webster, Portfolio Holder for Planning made a statement regarding Development Management; the Local Plan and housing.
- (e) Councillor S Watson, Portfolio Holder for Environmental Health, Waste and Recycling made a statement the provision of Waste and Street Scene services throughout the Covid-19 pandemic; garden waste collection service; fly-tipping; a new Digital Depot system; Environmental Health; Health and Safety and Emergency Planning. A number of questions were asked regarding the use of overt and covert cameras which were responded to at the meeting and where additional information was required, the Portfolio Holder undertook to circulate this information separately.

- (f) Councillor M G Taylor, Portfolio Holder for Transformation and Projects made a statement regarding the Crematorium; the Central Northallerton Redevelopment (Treadmills); the Northallerton Sports Village; the Thirsk and Sowerby Leisure Centre Improvements and the Community Leisure Facilities at Easingwold.

**C.12 Chairman's Thanks**

The Chairman of Council wished to thank all officers for their continued hard work and support over the last year during the pandemic and wished Members and Officers a happy and safe Christmas.

The meeting closed at 3.05 pm

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Chairman of the Council

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## Hambleton District Council

**Council Meeting : 23 February 2021**

## Leader's Statement

On 2 February Captain Sir Thomas Moore died. His positive determination has been a shining light of inspiration through this pandemic and our thoughts are with his family at this time.

It has been over a year since the COVID virus was first detected in the UK and it has presented significant challenges to both the Council and the communities we represent.

As a Council we have paid out over £38.3m of Business Grants out of a total allocation of £45m; the remainder is awaiting applications. We understand the financial impact this pandemic has had on many of our residents and this is why we are proposing a Council Tax Freeze for 2021/22. Yet another example of how we are in tune with our communities.

The Council was successful in attracting over £6m of Future High Street Funding to Northallerton, we are one of only 72 places receiving funding across the UK and again will demonstrate this Council's determination to support our local businesses and communities to recover from the pandemic.

Finally, I would like to put on record again my personal thanks to officers for maintaining Council services through what has been a year of unparalleled challenges.

**Councillor Mark Robson**  
Leader of the Council

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**Decisions to be considered by  
Full Council on 23 February 2021**

Decisions of the meeting of the Cabinet held  
at 9.30 am on Tuesday, 9th February, 2021  
at a Virtual Meeting via Teams

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Present

Councillor M S Robson (in the Chair)

Councillor	P R Wilkinson Mrs B S Fortune Mrs I Sanderson	Councillor	M G Taylor S Watson D A Webster
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Also in Attendance

Councillor	P Atkin P Bardon M A Barningham D B Elders	Councillor	B Griffiths K G Hardisty J Noone G Ramsden
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**CA.18 Financial Strategy 2021/22 to 2024/25**

All Wards

**The subject of the decision:**

This report considered the Financial Strategy 2021/22 to 2024/25.

**Alternative options considered:**

None.

**The reason for the decision:**

To ensure there was a long term financial planning mechanism for the Council.  
The Financial Strategy supported all the Council's priorities to ensure that all services could be delivered in a way that was affordable and sustainable.

**The decision:**

That Cabinet approves and recommends to Council the Financial Strategy 2021/22 to 2024/25 attached at Annex A and A(1) of the report.

**CA.19 2020/21 Q3 Capital Monitoring And Treasury Management Report**

All Wards

**The subject of the decision:**

This report provided the Quarter 3 update at 31 December 2020 on the progress of the Capital Programme 2020/2021 and the Treasury Management position. A full schedule of the Capital Programme 2020/21 was attached at Annex A of the report, together with the relevant update on progress of each scheme.

**Alternative options considered:**

None.

**The reason for the decision:**

Capital expenditure was intrinsically linked with Treasury Management as the way that the Capital Programme was funded directly affected the Treasury Management arrangements of the Council.

**The decision:**

That Cabinet approves and recommends to Council:-

- (1) the net decrease of £798,859 in the Capital Programme to £19,745,917 and all expenditure movements as detailed in Annex B and also in the Capital Programme attached at Annex A of the report;
- (2) the increase of capital expenditure of £347,350 funded as follows: £323,778 is from external grants/contributions, £17,500 is funded from capital receipts and £6,072 from Economic Development Fund;
- (3) the funding allocation to the Capital Programme as detailed in paragraph 3.1 and 3.2 of the report;
- (4) the Treasury Management and Prudential Indicators at Annex E of the report; and
- (5) to note the position of the Council's third-party companies at Annex F of the report.

**CA.20 2020/21 Q3 Revenue Monitoring Report**

All Wards

**The subject of the decision:**

This report provided an update on the revenue budget position of the Council and the reserve funds at the end of December 2020.

**Alternative options considered:**

None.

**The reason for the decision:**

It was a legal requirement under S25 of the Local Government Act 2003 to set a balanced budget and monitor the financial position throughout the year.

**The decision:**

That Cabinet approves and recommends to Council:-

- (1) that the budget remains at £9,269,670 as detailed in paragraph 3.2 of the report;
- (2) that any COVID-19 funding received from Government to support expenditure that is not used in 2020/21 is carried forward into 2021/22 as detailed in paragraph 4.2 of the report;
- (3) that reserves will be used to cover the loss of income created by the COVID-19 pandemic if sufficient funds are not received from Government at the year-end as detailed in paragraph 4.9 of the report;
- (4) the total movement of the Economic Development Fund of £465,914 at paragraph 8.2 and to note that the Economic Development Fund remaining balance to be allocated at paragraph 8.5 of the report is £225,638;
- (5) the transfer of funds detailed in paragraph 8.2 of the report from the Economic Development Fund of £1,200,000 to the Council Tax-Payers Reserve in paragraph 8.6 of the report; and
- (6) the allocation from the One-Off Fund at paragraph 8.7 of the report of £101,150.

**CA.21 Future High Street Funds**

All Wards

**The subject of the decision:**

This report sought approval for the submission of a revised Business Case for Future High Streets Fund to the Ministry of Housing, Communities and Local Government.

**Alternative options considered:**

None.

**The reason for the decision:**

Cabinet was satisfied that the Future High Street Fund Business Case supported the Council's priority of Driving Economic Vitality; specifically supporting the development of Northallerton as a Vibrant Market Town supporting the short-term economic recovery and long term future sustainability of the High Street. Also the Central Northallerton Redevelopment was identified as a key project in the Council Plan 2019 – 23.

**The decision:**

That Cabinet approves and recommends to Council that:-

- (1) the revised Business Case for Future High Streets Fund is approved and submitted;
- (2) the capital contribution of £7,046,848 to support the delivery of Northallerton Future High Streets Fund Business Case is approved;
- (3) the capital contribution of £830,042 to support the delivery of complimentary schemes in support of the Future High Streets Fund Business Case is approved; and
- (4) the total capital expenditure for these schemes of £17,754,172 is included in the Capital Programme which is detailed in paragraph 4.3 of the report.

**CA.22 2021/22 Capital Programme Budget, Treasury Management Strategy Statement and Prudential Indicators**

All Wards

**The subject of the decision:**

This report considered the 10 Year Capital Programme covering the financial years 2021/22 to 2030/31, the 2021/22 Capital Programme and the Treasury Management Strategy Statement; including the Minimum Revenue Provision policy statement and Annual Investment Strategy.

**Alternative options considered:**

None.

**The reason for the decision:**

To comply with the requirements as set out under the Local Government Act 2003 and the CIPFA Prudential Code.

**The decision:**

It is recommended that Cabinet approves and recommends to Council that:-

- (1) the 10 Year Capital Programme 2021/22 to 2030/31 at £35,398,320 be approved, as detailed in paragraph 2.2 and attached at Annex A of the report;
- (2) the Capital Programme 2021/22 at £26,059,362 detailed in Annex A of the report where the additional schemes of £18,511,690 are attached in Annex B of the report be approved for implementation;
- (3) the Treasury Management Strategy attached at Annex C of the report be approved;
- (4) the Minimum Revenue Provision Policy Statement attached in the body of the Treasury Management Strategy Statement Annex C be approved;
- (5) the Prudential and Treasury Indicators attached at Annex C in the body of the Treasury Management Strategy Statement be approved;
- (6) the Treasury Management Scheme of Delegation at Annex D of the report be approved; and
- (7) the Treasury Management role of the S151 Officer attached at Annex E of the report be approved.

**CA.23 Capital Strategy 2021/22**

All Wards

**The subject of the decision:**

This report presented the Capital Strategy 2020/21 for consideration. The purpose of the Capital Strategy was to give a clear and concise view of how a local authority determined its priorities for capital investment, set its risk appetite and decided how much it could afford to borrow.

**Alternative options considered:**

None.

**The reason for the decision:**

The Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code of Treasury Management Code required local authorities, in 2019/20, to produce a Capital Strategy to demonstrate that capital expenditure and investment decisions are taken in line with service objectives and take account of stewardship, value for money, prudence, sustainability and affordability.

**The decision:**

That Cabinet approves and recommends to Council the Capital Strategy 2021/22 attached at Annex A of the report.

**CA.24 Revenue Budget 2021/22**

All Wards

**The subject of the decision:**

This report presented at a strategic level the revenue budget proposals for the next financial year 2021/22.

**Alternative options considered:**

None.

**The reason for the decision:**

To take account of the requirements of the Local Government Finance act 1992 to set a balanced budget and monitor the financial position throughout the year.

**The decision:**

That Cabinet approves and recommends to Council the revenue budget for 2021/22 at £10,351,080.

**CA.25 Council Tax 2021/22**

All Wards

**The subject of the decision:**

This report considered the level of Council Tax for 2021/22 and the policy on reserves. It also provided details of the Council's other sources of funding; grants received from Government in the Local Government Finance Settlement, business rates and income generated from fees and charges.

**Alternative options considered:**

None.

**The reason for the decision:**

To maintain the long term viability of the Council's finances and ensure sustainability by investing in community projects as determined by the Council's priorities and supporting the maintenance and enhancement of service delivery.  
To maintain the integrity of the Council's financial strategy.

**The decision:**

That Cabinet recommends to Council:

- (1) That it be noted that on 15 January 2021 Hambleton District Council calculated the Council Tax Base for 2021/22:

- (a) for the whole Council area as 37,342.89 [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and
  - (b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Annex A(1) of the report.
- (2) That the Council has calculated the Council Tax requirement for the Council's own purposes for 2021/22 (excluding Parish precepts) as £4,275,014.05.
- (3) That the following amounts be calculated for the year 2021/22 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:-
- (a) **District/Parish Gross Expenditure**  
£ 49,589,748.89 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) **District/Parish Gross Income (including Government Grants, use of Reserves and Collection Fund Surpluses etc)**  
£ 43,711,835.95 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act
  - (c) **District/Parish Net Expenditure**  
£ 5,877,912.94 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year (Item R in the formula in Section 31B of the Act)
  - (d) **Basic Amount of Tax (including average Parish Precepts)**  
£ 157.4038 being the amount at 3(c) above (Item R) all divided by Item T (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) **Parish Precepts**  
£ 1,602,898.89 being the aggregate of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per Annex 'A')

(f) **Basic Amount of Tax (Unparished Areas)**

£114.4800

being the amount at 3(d) above less the result given by dividing the amount at 4(e) above by Item T (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

- (4) **Major Precepting Authorities** That it be noted that the North Yorkshire County Council, the North Yorkshire Fire and Rescue Authority and the Police and Crime Commissioner North Yorkshire will issue 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 and this will be as indicated in the table below and at Annex A(1) of the report.
- (5) **Council Tax Bands for All Councils Figures for North Yorkshire County Council, North Yorkshire Fire and Rescue Authority and Police and Crime Commissioner North Yorkshire are yet to be determined and will be reported at Council on 23 February 2021.**

That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts in the tables below as the amounts of Council Tax for 2021/22 for each part of its area and for each of the categories of the dwellings.

Hambleton District Council

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
76.32	89.04	101.76	114.48	139.92	165.36	190.80	228.96

North Yorkshire County Council – excluding Adult Social Care

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
-	-	-	-	-	-	-	-

North Yorkshire County Council – Adult Social Care

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
-	-	-	-	-	-	-	-

North Yorkshire Fire and Rescue Authority

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
-	-	-	-	-	-	-	-

Police and Crime Commissioner North Yorkshire

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
-	-	-	-	-	-	-	-

(6) **Excessive Council Tax**

That the Council determines that the Council's basic amount of Council Tax for 2021/22 (at 3(f) above) is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992.

- (7) The appropriate amount is transferred to the Council Taxpayers Reserve to support the decision at (3) above.
- (8) The policy on Balances and Reserves at Annex C of the report is approved.

**CA.26 Exclusion of the Public and Press**

**The Decision:**

That under Section 100A(4) of the Local Government Act 1972, the press and public were excluded from the meeting during consideration of the items of business at minute no CA.27 on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act as the Cabinet was satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

**CA.27 Crematorium Operation**

All Wards

**The subject of the decision:**

This report set out the proposed operational structure of the Crematorium and the wider Maple Park site.

**Alternative options considered:**

None.

**The reason for the decision:**

Cabinet was satisfied that this project would deliver a service to Hambleton residents, which was currently not available within the District. It was identified in the Council Plan 2019-2023 as one of the key projects under its priority "Caring for the Environment" and was consistent with the Council's aim of improving access to services to all residents across the district. It was also contributing to the Council's Carbon Reduction agenda due to the installation of an electric cremator.

**The decision:**

That Cabinet approves and recommends to Council that:-

- (1) the Council agrees the operational structure as set out in paragraphs 1.2 and 1.4 of the report; and
- (2) the Council delegates authority to the Chief Executive in consultation with the Leader to:
  - (i) agree the detailed legal documentation required to set up the operational structure as set out in paragraphs 1.2 and 1.4 of the report; and
  - (ii) agree operational matters in association with the Hambleton Crematorium at Maple Park.

The meeting closed at 10.47 am

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Leader of the Council

# Agenda Item 5(a)

## Statement by the Cabinet Portfolio Holder for Economic Development and Finance

23 February 2021

### Vibrant Market Towns

In Stokesley officers have been liaising with the Stokesley Bounce back group to understand local business support needs. A grant of £1538 has been awarded to Stokesley Town Council as a contribution towards the cost of printing a business-focus town map and the development off an on-line business directory.

In Thirsk work continues with the 'Thirsk Vibrant Market Town Team', a partnership between Thirsk and Sowerby Town Councils, the Thirsk & District Business Association and Hambleton District Council which will focus on post-covid economic recovery in the Market Place. An 'Action Plan for Thirsk' has been agreed with priorities including the promotion of Thirsk's weekly markets, the hosting of a programme of events throughout the year and the development of a new website to promote local businesses and attractions. It is anticipated that this group will evolve into the 'Town Futures Team' for Thirsk as described in the Council's Economic Response and Recovery Plan. £1504.89 has been awarded to Thirsk Town Council as a contribution towards (a) new artwork for interpretation panels in Castle Garth and (b) the costs of re-opening the public toilets following the Covid-19 pandemic.

In Bedale improvements to signage at the entrances to the town are being explored in partnership with the Town Council and the Bedale & Villages Community Forum, together with opportunities for improved provision of coach parking and links with Thorp Perrow for coach excursions.

In Easingwold we are continuing to work with the Town Council and the Town Team on traffic and parking issues and support key changes to make to make the visitor and customer experience of Easingwold more pleasant.

### Future High Streets Fund

On the 26<sup>th</sup> December the Council received an in-principle offer of £6.1m of funding for Northallerton through the Governments Future High Streets Fund. As 1 of just 6 towns in the Yorkshire & Humber region to be successful this is a significant achievement and will support the delivery of 3 key schemes: Treadmills Phase 2, Town Centre Living through conversion of the upper floors of shops to residential and the Town Hall Square to provide an events space in the heart of the High Street. Together these schemes will diversify the current retail offer in the town by providing opportunities for social and leisure activities and developing the night-time economy. This is of particular importance as we consider the future sustainability of our High Streets following the Covid-19 pandemic.

### Workspaces

Lettings across the Council's industrial units and managed workspaces are performing very well with occupancy rates at good levels considering the pandemic with workspace units having 100% occupancy levels at the end of Q3. Springboard and Evolution have some movement of tenants but still a high occupancy rate. The Business and Economy team continue to work closely with businesses and are supporting tenants with rent deferral in some cases and grant advice as required.

## **Business Support**

As well as paying out business grants the Business and Economy Officers are providing 1:1 business advice to businesses who are growing and diversifying, some who have seen opportunities due to the pandemic. We are continuing to work with partners to ensure businesses have the support they require, through the Federation of Small Businesses, the York and North Yorkshire Local Enterprise Partnership and the local chambers of commerce. During this situation we are also signposting businesses to government advice on other COVID schemes such as loans and Self Employed assistance.

## **C4Di**

The Digital Hub is due to open in March 21 with a launch event in May 21. The interior fit is progressing well and there will be internal photos available to view in the very near future. The Agritech project has been very successful and a number of virtual events have taken place including a successful International AgriTech Event 'Connecting Britain and Poland Post Brexit'. It was virtually attended by 77 attendees from around the world. The first official member of C4Di Northallerton, Glas-Data, a Cornish Agritech company who will have a virtual base in Northallerton. One of the founders Rob Saunders studied in York so knows the area well, as with any Tech company they are able to work remotely, but by having the opportunity to have a virtual base in North Yorkshire will enable them to broaden their customer base and ultimately their business. There are six other businesses that we are currently engaging with including a Corporate business all who we are hoping to become part of the C4Di Northallerton Community.

## **Apprentices and Graduates**

The apprenticeship programme funded by Hambleton District Council continues to deliver support to businesses to employ young people in apprentice positions across all market towns. This year has seen a high number of successful applications to the fund which has resulted in a waiting list by the end of quarter three. Unfortunately, there have been fewer applications to fund graduate positions than anticipated, which has allowed me to agree to move some of the graduate funding to support up to an additional 10 apprenticeship positions in the district.

Graduates are seen as a key part of future business growth and I have therefore asked officers to review how we can support graduates into local businesses, particularly through digital skills and the links we now have with C4Di.

## **Hambleton Business Conference**

I am pleased to confirm that the Hambleton Business Conference will be held virtually this year in May with a date to be confirmed, the theme is 'Embracing the Digital Revolution' which aims to showcase how business can use digital technology to maximise their competitive advantage. We are working in partnership with C4Di to host the event which will be part of a longer event over 3 days showcasing C4Di and launching the Northallerton Digital Hub. We can expect the same mix of engaging speakers and high quality workshops at this year's Hambleton Business Conference.

Councillor Peter Wilkinson  
Portfolio Holder for Economic Development and Finance

## **Statement by the Cabinet Portfolio Holder for Leisure**

**23 February 2021**

### **Making a Different Grant Panels**

You may be aware that the Making a Difference Grant Panels are scheduled for week commencing 1 March 2021 when all the applications will be considered, with recommendations being made to Cabinet in April. Over 70 applications have been received.

### **Hambleton Heroes**

On a similar community theme, we have had a very positive response to the Hambleton Heroes initiative which has been launched to recognise the amazing acts of kindness and community support that have made such a difference to our residents during 2020. The deadline for nominations is 1 March.

### **Sports Villages**

Detailed designs are being prepared for the proposed land works at the Northallerton site, with the aim of a late Summer start. The next cornerstone of the Sowerby project will be the 3g pitch, and we are working on a half million pound bid to the Football Foundation for this.

### **Crematorium**

Leisure and Communities is to take on responsibility for the operation of the Crematorium when it is opened later this year. The advert for the key post of Crematorium Manager has just closed with interviews due shortly.

### **Leisure Centre Improvements**

At Stokesley the sports hall and activity room developments, undertaken in partnership with the Arete Academy, are now complete and will open when lockdown ends. The focus on improvements now shifts to a number of capital maintenance schemes across the leisure centres, as well as the planning of the Bedale Leisure Centre works and the Thirsk project.

### **Thirsk and Sowerby Leisure Centre Developments**

At Thirsk the main contractor started on site on 1 February 2021, with the building and car park now handed over. The works will take 30 weeks, reopening in September. Regular updates will be brought to ensure Members are kept up to date, with a dedicated area on our website informing everyone of progress.

### **Councillor Mrs Bridget Fortune Portfolio Holder for Leisure**

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# Agenda Item 5(c)

## Statement by the Cabinet Portfolio Holder for Governance

23 February 2021

### ICT

Covid -19 continues to impact across all service areas. Our working environment has changed dramatically over the last 10 months.

The Council has responded with remarkable ingenuity to changing circumstances and many of the innovations have been borne from necessity and proven to be very effective and embraced by our customers as can be seen in the table below which shows the channel shift comparing quarter 3 2019 with the same period in 2020.

Comparison of quarter 3 statistics for the current year and previous:

	Quarter 3 2019/20 - previous year	Quarter 3 2020/21 – current year	% change
Telephone calls	13,841	13,422	-3.0%
Face to face	8,443	1,201	-85.8%
Self-serve*	40,626	64,302	58.2%

\* Self-serve including corporate email via central [info@hambleton.gov.uk](mailto:info@hambleton.gov.uk), web forms and web payments completed, plus automated telephone payments.

### Green Waste

Looking at Green Waste, 94% of customers self-serve online following an e-mail update with a link to the electronics subscription service.

Only time will tell if these changes in behaviour are permanent, but I feel that will be. Home working for HDC's employees has been fully supported and the new 1G Fibre Internet link into the Civic Centre provides a more consistent user homeworkers experience. Digital solutions have also been constantly delivered for Covid-19 Business Grant processes.

The ICT department are to be commended for their efficiency and hard work. Most Councillors will be aware of the increase in the number of scam e-mails they receive, it is reassuring to see that the Annual Health Check to test the security of the Council's network was overall very good and any improvements recommended will be implemented. Please be vigilant when opening e-mails and report anything suspicious to the ICT department.

## **Covid Testing and Vaccinations**

We are constantly told that the way out of this pandemic is through Testing and Vaccinations. The Council has played a part in ensuring that wherever it can help, it will. Support in the use of The Forum car park at Northallerton for testing continues as it hosts a very valuable “walk in” facility.

Other local arrangements managed by the NHS are supported as requested.

## **Markets**

A small core of market traders continue to attend our markets in line with Government legislation. The closure of Northallerton High Street remains until March 2021 and it is hoped that this could be extended by NYCC as announcements from Central Government indicate outdoor markets will be in the first easing of restrictions helping us all regain some normality to our lives.

## **Elections**

As we have received no instructions to the contrary, preparations continue for the County Council Elections and the Police and Crime Commissioner to take place in May.

Councillor Isobel Sanderson  
Portfolio Holder for Governance

# Agenda Item 5(d)

## Statement by the Cabinet Portfolio Holder for Planning

23 February 2021

### Local Plan

The Planning Inspectors for the Local Plan have issued a post-hearing letter to the Council following the conclusion of the examination hearing sessions in November 2020. This refers to the preparation of additional evidence and their initial findings on soundness matters. The letter has been published on the Council's examination website.

### Additional Evidence

The additional evidence required relates to a Sustainability Appraisal (SA) Addendum to appraise the scale and distribution of employment land proposed in the Plan, having particular regard to the location of strategic sites, and an update to the Gypsy and Traveller Accommodation Needs Assessment (GTAA) with the associated Site Capacity Study. Both pieces of work are nearing completion.

An additional six-week consultation exercise on this new evidence, the latest Habitats Regulation Assessment (HRA) and an update note on housing requirements relative to economic activity rates, will be commenced in February 2021. Following this there will be a further hearing session after which Main Modifications will be prepared for consideration by Cabinet and Council.

### Soundness Matters

The Inspectors have advised that the proposed draft land allocation site for 30 dwellings at Skottowe Crescent, Great Ayton (GTA 1), should be deleted from the Plan due to the impact on the setting of the Grade I listed Church of all Saints and the Grade II\* listed Ayton Hall.

They also consider that the proposed inclusion of 10 hectares of "safeguarded land" for the future should be deleted from the employment allocation at Leeming Bar (LEB3) given the amount of other employment land already proposed in the Plan and that it is not inevitable the site would be required for this type of land use. In terms of the actual allocation itself, the Inspectors have invited the Council to consider alternative wording for the policy to secure an acceptable relationship between the commercial development and the nearby residential area.

The other draft allocation of concern to the Inspectors is the Bedale Car and Coach Park (AIB3) due to the deliverability of the site within the plan period, and therefore the effectiveness of the allocation, together with the impact on the open character and appearance of the site and the relationship with the setting of the Bedale Conservation Area. It is recommended that this allocation is therefore neither justified nor effective and should be deleted.

In addition to this advice on the aforementioned draft allocations, the letter invites the Council to give additional justification to show why Nationally Described Space Standards should remain in the Local Plan and Officers are currently preparing evidence on the importance of these standards to achieving good quality homes in Hambleton.

### Local Plan Member Working Group

In order to properly consider these potential changes, and the accommodation of any amendments in the schedule of Main Modifications, meetings of the Local Plan Member Working Group are to be resumed promptly.

### **Ingleby Arncliffe Neighbourhood Plan**

The emerging Ingleby Arncliffe Neighbourhood Plan has taken a significant step forward as it has been publicised for consultation. Before it can be adopted it will require consideration by an Inspector and approval at referendum. The Council's social media is being used to promote the Ingleby Arncliffe Neighbourhood Plan process.

### **Development Management**

The progress being made with the Council's Planning Policies is being accompanied by a rise in the submission of planning applications with the number received in excess of the corresponding figure for the previous year. This is in terms of both minor and major planning applications and the fee income for planning applications is set to be greater than the estimated budget for the financial year. It is anticipated that more major applications will be forthcoming prior to the end of March. The Planning Service has brought in additional staff and more resources are being sought to address this higher workload.

### Housing

Adaptation works and applications for adaptations under the Disabled Facilities Grant have continued throughout the Covid-19 pandemic. To date 49 adaptations have been completed, and funding has been committed for 28 further schemes which are either underway or due to commence with 3 further applications pending approval. This means that Hambleton District Council has committed the full amount of the original DFG budget, £467,017, to be spent in year and this will be supported by an additional £50,000 of capital funding from the Council to meet demand of the statutory function. An additional Better Care Fund allocation of £64,248 announced in December has also been committed. The revised budget for the year is therefore £581,264 and it is anticipated that the target 85% spend will be achieved.

Councillor David Webster  
Portfolio Holder for Planning

# Agenda Item 5(e)

## Statement by the Cabinet Portfolio Holder for Environmental Health, Waste and Recycling

23 February 2021

May I take this opportunity to thank all staff members within my portfolio for going above and beyond during these extremely challenging times. Just as we hoped to see a little light at the end of the tunnel after Christmas, we had the challenges of flooding and once again staff rose to the challenge.

Environmental Health have excelled given the scale and challenge on resources of Covid19 and the various restrictions.

From all the Council Members a huge thank you as well as on behalf of Hambleton residents.

### **Waste and Street Scene**

- Covid restrictions have been very effective both within the depot and the out on the rounds, however, one member of the operational crew has confirmed Covid and one is isolating due to being in contact with him.
- Lockdown restrictions have meant reducing office presence to a minimum at the depot. Staff are now required to wear face coverings while in the communal areas of the enclosed buildings.
- There have been service disruptions due to the severe weather, firstly extremely cold weather with snow and ice meant poor conditions on roads and footpaths meaning some delays were inevitable and rounds had to be postponed in some areas. Heavy rains and flooding have also had an impact on service delivery.
- Recycling tonnages remain high during the lockdown.
- A Members' seminar regarding fly tipping will be held following the Council meeting.
- Garden waste licences are on sale now for the coming season and sales are already good.

### **Environmental Health**

- Issues regarding food and drink businesses flouting guidelines regarding wet sales, serving people from different tiers etc were investigated where possible, before the lockdown, putting an increased burden on the staff. Environmental Health staff were at work between Christmas and New Year and investigations were carried out, enforcement action was carried where appropriate and within the powers allowed by the legislation.
- These breaches are not a concern now that a lockdown is in place. However, all North Yorkshire authorities have reported similar issues, with City of York presenting particular problems. The Local Resilience Forum is lobbying for tougher enforcement powers and firmer regulations (rather than guidelines) should a tiering system come into force following this lockdown.

- Outreach and communication work continue with businesses and communities to provide help and support. Extra effort was put into communication with hotspots such as Hutton Rudby and Stokesley.
- Work continues on joint working for outbreak control in food and other business and high-risk locations. This detailed, valuable work helps to stop the spread of the virus and enables businesses who have been affected to get back to working as normal.

### **Emergency Planning**

- Covid cases rose rapidly following Christmas across all of North Yorkshire but are now reducing. Though the situation is still critical; the message of Hands Face Space still stands and people should continue to work from home wherever possible.
- Symptomatic testing is now embedded across the District with a permanent site at the Forum and mobile testing units regularly visiting Thirsk, Easingwold and Stokesley. A vaccination centre is also running at the Forum.
- It is hoped to rollout Lateral Flow Device testing to Hambleton staff in February. At this stage testing will be only for people who cannot work from home and will be centred on the 80 Waste and Street Scene staff and a smaller number at the Civic Centre. Following this work, it is hoped that testing will be rolled out to critical infrastructure businesses and then to larger employers. We are awaiting further guidance from DHSC.
- The recent heavy rains triggered flood warnings across the District and more widely across the County. Hambleton deployed 15 staff overnight during the period 20<sup>th</sup> and 21<sup>st</sup> January with 2000 sandbags being distributed to homes and organisations across the District. Due to improved procedures all affected parishes were able to be contacted and early warnings issued where possible.
- Avian flu special restrictions were lifted in Hambleton as of 07/01.
- Work is underway to ensure that staff who are affected by mental health issues during lockdown are looked after and have access to any support they require.

Councillor Stephen Watson  
Portfolio Holder for Environmental Health, Waste and Recycling

# Agenda Item 5(f)

## Statement by the Cabinet Portfolio Holder for Transformation and Projects

23 February 2021

### Key Council Projects

At December 2020 the Council had 17 live Key Council Projects which are distributed across the Council Plan priorities as follows; Driving Economic Vitality – 4, Enhancing Health and Wellbeing – 5, Caring for the Environment – 4, and Providing a Special Place to Live – 4.

As at the end of Quarter 3 (December) all projects were on target despite the challenges presented by the COVID pandemic and the uncertainties and distraction caused by local government review.

#### Crematorium Project

Construction is progressing well despite the challenging weather conditions, a major area of work at present is the ground works and landscaping. The structural steel frame for the building will start to be erected in March. Handover of the completed site is expected in September. A specialist local furniture maker, Treske, has been appointed by the contractor to supply all the furniture and furnishings. Recruitment of the Crematorium Manager has commenced, the aim is to have the manager in place in May, well in advance of the opening.

#### Treadmills Redevelopment

The interior fit-out of the C4Di building is underway and is scheduled to be completed late February. Heads of Terms with York College and Sunderland University for the “e-campus” in the Staff Tenement building are close to agreement. A grant from the LEP from the Get Building Fund of £725,000 has been secured for the conversion and fit-out.

#### Future High Street Fund

A revised business case has been submitted to the Ministry of Housing, Communities and Local Government to align the Council's proposed schemes with the in-principle funding offer of £6,085,013. It is intended to concentrate the funding on 3 schemes; Treadmills Phase 2, Town Centre Improvements and Town Centre Living. A final decision from the Ministry of Housing, Communities and Local Government is expected before the end of February.

#### Town Hall Square and Town Centre Improvements – Northallerton

Galliford Try has been appointed as the contractor for the scheme and the works will commence early February. There is a deadline of 31 March 2021 to spend all the LEP funding towards the scheme. The design of the scheme aims to balance creating high quality public spaces for people to enjoy which are in keeping with the heritage of the town and with the needs of the many different town centre users. Galliford Try will work with businesses to minimise disruption.

Councillor Malcolm Taylor  
Portfolio Holder for Transformation and Projects

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# Agenda Item 7

COUNCIL TAX 2021/22 - To consider the following Motion in pursuance of Minute CA.25:-

- (1) That it be noted that on 15 January 2021 Hambleton District Council calculated the Council Tax Base for 2021/22:
  - (a) for the whole Council area as 37,342.89 [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and
  - (b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Annex A(1).
- (2) That the Council has calculated the Council Tax requirement for the Council's own purposes for 2021/22 (excluding Parish precepts) as £4,275,014.05.
- (3) That the following amounts be calculated for the year 2021/22 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:-
  - (a) **District/Parish Gross Expenditure**  
£ 49,589,748.89 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) **District/Parish Gross Income (including Government Grants, use of Reserves and Collection Fund Surpluses etc)**  
£ 43,711,835.95 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act
  - (c) **District/Parish Net Expenditure**  
£ 5,877,912.94 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year (Item R in the formula in Section 31B of the Act)
  - (d) **Basic Amount of Tax (including average Parish Precepts)**  
£ 157.4038 being the amount at 3(c) above (Item R) all divided by Item T (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) **Parish Precepts**  
£ 1,602,898.89 being the aggregate of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per Annex 'A')

- (f) **Basic Amount of Tax (Unparished Areas)**  
£114.4800 being the amount at 3(d) above less the result given by dividing the amount at 4(e) above by Item T (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
- (4) **Major Precepting Authorities** That it be noted that the North Yorkshire County Council, the North Yorkshire Fire and Rescue Authority and the Police and Crime Commissioner North Yorkshire will issue 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 and this will be as indicated in the table below and at Annex A(1).
- (5) **Council Tax Bands for All Councils Figures for North Yorkshire County Council are yet to be determined and will be reported at Council on 23 February 2021.**

That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts in the tables below as the amounts of Council Tax for 2021/22 for each part of its area and for each of the categories of the dwellings.

#### Hambleton District Council

##### Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
76.32	89.04	101.76	114.48	139.92	165.36	190.80	228.96

#### North Yorkshire County Council – excluding Adult Social Care

##### Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
-	-	-	-	-	-	-	-

#### North Yorkshire County Council – Adult Social Care

##### Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
-	-	-	-	-	-	-	-

North Yorkshire Police, Fire and Crime Commissioner, Fire and Rescue Authority

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
49.43	57.66	65.90	74.14	90.62	107.09	123.57	148.28

North Yorkshire Police, Fire and Crime Commissioner - Police

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
180.71	210.82	240.94	271.06	331.30	391.53	451.77	542.12

(6) **Excessive Council Tax**

That the Council determines that the Council's basic amount of Council Tax for 2021/22 (at 3(f) above) is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992.

(7) The appropriate amount is transferred to the Council Taxpayers Reserve to support the decision at (3) above.

(8) The policy on Balances and Reserves at Annex C is approved.

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# Agenda Item 8

## Hambleton District Council

**Report To:** Council  
23 February 2021

**From:** Chief Executive

**Subject:** **Members' Allowances Scheme – 2021/22**

**Wards Affected:** All Wards

Scrutiny Committee

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### **1.0 Purpose and Background**

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 require the Council to consider its Members' Allowances Scheme before the beginning of each financial year.
- 1.2 Councils are required to establish and maintain an Independent Remuneration Panel to provide advice on its scheme and the amounts to be paid, amongst other things. Local Authorities must have regard to this advice although they are not bound by the recommendations.
- 1.3 The Independent Remuneration Panel, which was appointed in 2017 for a term of four years, comprises:-
  - Michael Holford
  - Roy Fishwick
  - Stuart Bradnam

### **2.0 The Current Scheme**

- 2.1 The current Scheme is attached as Annex A to this report.

### **3.0 The Proposed Scheme**

- 3.1 A copy of the proposed scheme for 2021/22 is attached as Appendix B to this report. Please note the only changes to the proposed scheme relate to the level of subsistence and accommodation rates which have been increased in accordance with paragraph 7.2 of the scheme.

### **4.0 Financial Implications**

- 4.1 The proposed scheme for 2021/22 is currently budgeted for in the 2021/22 Estimates.

### **5.0 Legal Implications**

- 5.1 The Council cannot operate a Members' Allowances Scheme in 2021/22 without considering this report and passing a formal resolution. The Scheme is required to be publicised.

5.2 The Local Authorities (Members' Allowances) (England) Regulations 2003 require the Council to establish and have regard to recommendations of the Independent Remuneration Panel.

## **6.0 Equalities / Diversity Issues**

6.1 The Scheme continues to make provision for carers.

## **7.0 Risk Implications**

7.1 There are no risk management issues relevant to this report.

## **8.0 Recommendations**

8.1 It is recommended that Council approves the Members' Allowances Scheme as attached at 'Appendix B' of this report for the year 2021/22.

Justin Ives  
Chief Executive

**Background papers:** None

**Author ref:** JI

**Contact:** Dr Justin Ives  
Chief Executive

## MEMBERS' ALLOWANCES SCHEME 2020/21

### **1.0 INTRODUCTION:**

- 1.1 This Scheme has been adopted for the purposes of the Local Authorities (Members' Allowances)(England) Regulations 2003 ("the Regulations").
- 1.2 The Scheme shall continue in force until amended or revoked by the Council.
- 1.3 The Scheme will apply to all Members of the Council.
- 1.4 All Allowances shall be payable for the period from 1 April 2020 until 31 March 2021 unless specified otherwise.
- 1.5 A Member may by notice in writing to the Chief Executive elect to forego his/her entitlement or any part of his/her entitlement to Allowances.

### **2.0 BASIC ALLOWANCES:**

- 2.1 A Basic Allowance as set out in the Annex to this Scheme shall be payable to each elected Member of the Council. The Allowance shall be the same for each elected Member.
- 2.2 Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year his/her entitlement shall be to payment of such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his term of office as Member subsists bears to the number of days in that year.

### **3.0 SPECIAL RESPONSIBILITY ALLOWANCE:**

- 3.1 The Special Responsibility Allowances set out in the Annex to this Scheme shall be payable to the following elected Members in addition to the Basic Allowance:-

Leader  
Deputy Leader  
Chairman of Council  
Minority Party Leader (only applicable to a group of 5 or more Members)  
Chairman of the Audit, Governance and Standards Committee  
Chairman of Planning Committee  
Vice-Chairman of Planning Committee  
Members of Planning Committee  
Chairman of Scrutiny Committee  
Chairman of Licensing Committee  
Cabinet Member

- 3.2 A "Minority Party Leader" is a leader of a political group which is not the controlling group as defined in Regulation 5(2) of the Regulations.
- 3.3 Where a Member does not have throughout the whole of the year any special responsibilities as entitle him/her to a Special Responsibility Allowance, his/her entitlement shall be to payment of such part of the Special Responsibility Allowance as bears to the whole the same proportion as the number of days during which he/she has such special responsibilities bears to the number of days in that year.

#### **4.0 DEPENDANT' CARER'S ALLOWANCE:**

- 4.1 The Dependant Carer's Allowance set out in the Annex to this Scheme shall be payable to all elected Members in respect of such expenses of arranging for the care of their children or dependants as are necessarily incurred in respect of:-
- (a) the attendance at a meeting of the Council or of any Committee or Sub-Committee of the Council, or of any body to which the Council makes appointments or nominations, or of any Committee or Sub-Committee of such a body;
  - (b) the attendance at any other meeting, the holding of which is authorised by the Council, or a Committee or Sub-Committee of the Council or a Joint Committee of the Council and one or more Local Authorities within the meaning of Section 270(1) of the Local Government Act 1972, or a Sub-Committee of such a Joint Committee, provided that:-
    - (i) where the Council is divided into two or more political groups it is a meeting to which Members of at least two such groups have been invited; or
    - (ii) if the Council is not so divided, it is a meeting to which at least two Members of the Council have been invited;
  - (c) the attendance at a meeting of any association of Authorities of which the Council is a member;
  - (d) the attendance at a meeting of the Executive or a meeting of any of its Committees;
  - (e) the performance of any duty in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises;
  - (f) attendance at:-
    - (i) meetings of Parish Councils;
    - (ii) meetings of a public nature where attendance is of value in carrying out the Members' community role;
    - (iii) meetings with constituents;where the meeting is within the Members' Ward, undertaken as part of the Members' duties and the expenses are not reimbursed from some other source;
  - (g) attendance at any meeting arranged by any other body on which the Member represents the Council where that other body is not reimbursing the Member.
- 4.2 For the purposes of this Section, "Authority" means an Authority of any description specified in sub-paragraphs (a) to (c) of Regulation 3(1) of the Regulations.

#### **5.0 TRAVELLING, SUBSISTENCE AND ACCOMMODATION ALLOWANCE:**

- 5.1 The Travelling, Subsistence and Accommodation Allowance set out in the Annex of this Scheme as amended from time to time by Section 7 of the Scheme shall be payable to all Members and Independent Persons in respect of:-
- (a) the attendance at a meeting of the Council or of any Committee or Sub-Committee of the Council, or of any other body to which the Council makes appointments or nominations, or of any Committee or Sub-Committee of such a body;

- (b) the attendance at any other meeting, the holding of which is authorised by the Council, or a Committee or Sub-Committee of the Council, or a Joint Committee of the Council and one or more Local Authorities within the meaning of Section 270(1) of the Local Government Act 1972, or a Sub-Committee of such a Joint Committee provided that:-
    - (i) where the Council is divided into two or more political groups it is a meeting to which Members of at least two such groups have been invited; or
    - (ii) if the Council is not so divided, it is a meeting to which at least two Members of the Council have been invited;
  - (c) the attendance at a meeting of any association of Authorities of which the Council is a member;
  - (d) the attendance at a meeting of the Executive or a meeting of any of its Committees;
  - (e) the performance of any duty in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises;
  - (f) attendance at:-
    - (i) meetings of Parish Councils;
    - (ii) meetings of a public nature where attendance is of value in carrying out the Members' community role;
    - (iii) meetings with constituents;

where the meeting is within the Members' Ward, undertaken as part of the Members' duties and the expenses are not reimbursed from some other source;
  - (g) attendance at any meeting arranged by any other body on which the Member represents the Council where that other body is not reimbursing the Member.
- 5.2 For the purposes of this Section a Member of a Committee or Sub-Committee of the Council is to be treated as a Member of the Council.

## **6.0 INDEPENDENT PERSONS:**

- 6.1 An Independent Person's Allowance as set out in the Annex to this Schedule as amended from time to time shall be payable to the Independent Person(s) appointed by the Council.
- 6.2 Where the appointment of the Independent Person begins or ends otherwise than at the beginning or end of a year his/her entitlement shall be payment of such part of the Independent Person's Allowance as bears to the whole the same proportion as the number of days during which his/her appointment subsists bears to the number of days in that year.

## **7.0 ADJUSTMENT OF ALLOWANCES:**

- 7.1 Subject to 7.2 all Allowances shall be adjusted with effect from 1 April 2019 and from each subsequent 1 April for the following years in line with any increase agreed locally for staff for that year, excluding any performance related pay.
- 7.2 All Travelling, Subsistence and Accommodation Allowances shall be adjusted from time to time to ensure that they are the same as the equivalent allowance for officers of the Council.

## **8.0 CLAIMS AND PAYMENTS:**

- 8.1 Claims for payment of Allowances shall be made in writing within one month of the date on which entitlement to the Allowances arises.
- 8.2 Payment for Basic, Special Responsibility and Independent Persons' Allowances shall be made in equal monthly instalments on the 25<sup>th</sup> day of the relevant month.
- 8.3 Dependant Carer's Allowance and Travelling, Subsistence and Accommodation Allowance will be paid within one month of receipt of a valid claim.
- 8.4 Where payment of any Allowance has already been made in respect of any period during which the Member concerned is:-
  - (a) suspended or partially suspended from his responsibilities or duties as a Member of the Council in accordance with Part III of the Local Government Act 2000 or regulations made under that Part;
  - (b) ceases to be a Member of the Council; or
  - (c) is in any other way not entitled to receive the Allowance in respect of that period such part of the Allowance as relates to any such period shall be repaid to the Council.
- 8.5 Where a Member is also a member of another Authority that Member shall not receive Allowances under this Scheme if he/she is receiving an Allowance from the other Authority in respect of the same duties.

**PAYABLE WITH EFFECT FROM 1 APRIL 2020****ATTENDANCE ALLOWANCES 2020/21**

Members are entitled to receive allowances and expenses when undertaking their duties as Councillors.

The Scheme comprises:-

- a basic allowance per Member;
- additional allowances based on the special responsibilities that some Members have;
- travel and subsistence allowances.

The Scheme is as follows:-

	<b>Quantum</b>	<b>Payment £</b>
Basic	N/A	6,958
Leader*	5.00	34,790
Deputy Leader*	2.50	17,395
Chairman of Council	0.75	5,219
Minority Group Leader (only applicable to a group of 5 or more Members)	0.25	1,740
Chairman of Planning Committee	1.5	10,437
Vice-Chairman of Planning Committee	1	6,958
Planning Committee Member	0.25	1,740
Chairman of Audit, Governance and Standards Committee	0.25	1,740
Chairman of Scrutiny Committee	0.25	1,740
Chairman of Licensing Committee	0.25	1,740
Cabinet Member	1.50	10,437
Dependant Carer's Allowance	-	National minimum wage (currently £9.00) with a maximum of 10 hours per week
Independent Persons	-	256

\*Subject to a review each year (or as required) by the Independent Remuneration Panel.

All Members will receive the Basic Allowance. Those with special responsibilities will receive the Allowances indicated in addition to the Basic Allowance. The Special Responsibility Allowance will be the Basic Allowance multiplied by the Quantum indicated for that Special Responsibility Allowance.

No Member can receive more than one Special Responsibility Allowance.

**SUBSISTENCE RATES**

	£
Breakfast	8.32
Lunch	11.44
Tea (absence after 6.30pm)	5.20
Dinner (absence after 8.30pm)	14.56

**Notes:** Tea or Dinner may be claimed but not both  
The Allowance is irrespective of the actual cost of the meal.

**ACCOMMODATION RATES**

	£
Other	Up to £83
Major Cities	Up to £110
London	Up to £146
Conferences (National Conferences attended by Members and Chief Officers)	Actual Costs

**Note:** Where not included in the accommodation charge, the cost of all meals will be reimbursed up to £20 per meal upon production of receipts. In the absence of receipts, Subsistence Rates will apply.

**TRAVEL RATES****Travel by Member's own private motor vehicle**

Car mileage rate per mile:

Not exceeding 999cc	45p
1000cc – 1199cc	45p
1200cc and above	45p

Motorcycle rate per mile	24.0p
Bicycle rate per mile	20.0p

**Carriage of Passengers to whom a Travelling Allowance would otherwise be Payable**

In respect of each passenger not exceeding four, an additional 3.0p a mile for the first passenger and 2.0p a mile for the second and subsequent passengers.



## **Members' Allowances Scheme 2021/22**

### **1.0 Introduction**

- 1.1 This Scheme has been adopted for the purposes of the Local Authorities (Members' Allowances)(England) Regulations 2003 ("the Regulations").
- 1.2 The Scheme shall continue in force until amended or revoked by the Council.
- 1.3 The Scheme will apply to all Members of the Council.
- 1.4 All Allowances shall be payable for the period from 1 April 2021 until 31 March 2022 unless specified otherwise.
- 1.5 A Member may by notice in writing to the Chief Executive elect to forego his/her entitlement or any part of his/her entitlement to Allowances.

### **2.0 Basic Allowances**

- 2.1 A Basic Allowance as set out in the Annex to this Scheme shall be payable to each elected Member of the Council. The Allowance shall be the same for each elected Member.
- 2.2 Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year his/her entitlement shall be to payment of such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his term of office as Member subsists bears to the number of days in that year.

### **3.0 Special Responsibility Allowance**

- 3.1 The Special Responsibility Allowances set out in the Annex to this Scheme shall be payable to the following elected Members in addition to the Basic Allowance:-

Leader

Deputy Leader

Chairman of Council

Minority Party Leader (only applicable to a group of 5 or more Members)

Chairman of the Audit, Governance and Standards Committee

Chairman of Planning Committee

Vice-Chairman of Planning Committee

Members of Planning Committee

Chairman of Scrutiny Committee

Chairman of Licensing Committee

Cabinet Member

- 3.2 A "Minority Party Leader" is a leader of a political group which is not the controlling group as defined in Regulation 5(2) of the Regulations.

3.3 Where a Member does not have throughout the whole of the year any special responsibilities as entitle him/her to a Special Responsibility Allowance, his/her entitlement shall be to payment of such part of the Special Responsibility Allowance as bears to the whole the same proportion as the number of days during which he/she has such special responsibilities bears to the number of days in that year.

#### **4.0 Dependant' Carer's Allowance**

4.1 The Dependant Carer's Allowance set out in the Annex to this Scheme shall be payable to all elected Members in respect of such expenses of arranging for the care of their children or dependants as are necessarily incurred in respect of:-

- (a) the attendance at a meeting of the Council or of any Committee or Sub-Committee of the Council, or of any body to which the Council makes appointments or nominations, or of any Committee or Sub-Committee of such a body;
- (b) the attendance at any other meeting, the holding of which is authorised by the Council, or a Committee or Sub-Committee of the Council or a Joint Committee of the Council and one or more Local Authorities within the meaning of Section 270(1) of the Local Government Act 1972, or a Sub-Committee of such a Joint Committee, provided that:-
  - (i) where the Council is divided into two or more political groups it is a meeting to which Members of at least two such groups have been invited; or
  - (ii) if the Council is not so divided, it is a meeting to which at least two Members of the Council have been invited;
- (c) the attendance at a meeting of any association of Authorities of which the Council is a member;
- (d) the attendance at a meeting of the Executive or a meeting of any of its Committees;
- (e) the performance of any duty in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises;
- (f) attendance at:-
  - (i) meetings of Parish Councils;
  - (ii) meetings of a public nature where attendance is of value in carrying out the Members' community role;
  - (iii) meetings with constituents;where the meeting is within the Members' Ward, undertaken as part of the Members' duties and the expenses are not reimbursed from some other source;
- (g) attendance at any meeting arranged by any other body on which the Member represents the Council where that other body is not reimbursing the Member.

4.2 For the purposes of this Section, "Authority" means an Authority of any description specified in sub-paragraphs (a) to (c) of Regulation 3(1) of the Regulations.

## **5.0 Travelling, Subsistence and Accommodation Allowance**

5.1 The Travelling, Subsistence and Accommodation Allowance set out in the Annex of this Scheme as amended from time to time by Section 7 of the Scheme shall be payable to all Members and Independent Persons in respect of:-

- (a) the attendance at a meeting of the Council or of any Committee or Sub-Committee of the Council, or of any other body to which the Council makes appointments or nominations, or of any Committee or Sub-Committee of such a body;
- (b) the attendance at any other meeting, the holding of which is authorised by the Council, or a Committee or Sub-Committee of the Council, or a Joint Committee of the Council and one or more Local Authorities within the meaning of Section 270(1) of the Local Government Act 1972, or a Sub-Committee of such a Joint Committee provided that:-
  - (i) where the Council is divided into two or more political groups it is a meeting to which Members of at least two such groups have been invited; or
  - (ii) if the Council is not so divided, it is a meeting to which at least two Members of the Council have been invited;
- (c) the attendance at a meeting of any association of Authorities of which the Council is a member;
- (d) the attendance at a meeting of the Executive or a meeting of any of its Committees;
- (e) the performance of any duty in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises;
- (f) attendance at:-
  - (i) meetings of Parish Councils;
  - (ii) meetings of a public nature where attendance is of value in carrying out the Members' community role;
  - (iii) meetings with constituents;  
where the meeting is within the Members' Ward, undertaken as part of the Members' duties and the expenses are not reimbursed from some other source;
- (g) attendance at any meeting arranged by any other body on which the Member represents the Council where that other body is not reimbursing the Member.

- 5.2 For the purposes of this Section a Member of a Committee or Sub-Committee of the Council is to be treated as a Member of the Council.

## **6.0 Independent Persons**

- 6.1 An Independent Person's Allowance as set out in the Annex to this Schedule (as amended from time to time) shall be payable to the Independent Person(s) appointed by the Council.
- 6.3 Where the appointment of the Independent Person begins or ends otherwise than at the beginning or end of a year his/her entitlement shall be payment of such part of the Independent Person's Allowance as bears to the whole the same proportion as the number of days during which his/her appointment subsists bears to the number of days in that year.

## **7.0 Adjustment of Allowances**

- 7.1 Subject to 7.2 all Allowances shall be adjusted with effect from 1 April 2019 and from each subsequent 1 April for the following years in line with any increase agreed locally for staff for that year, excluding any performance related pay.
- 7.2 All Travelling, Subsistence and Accommodation Allowances shall be adjusted from time to time to ensure that they are the same as the equivalent allowance for officers of the Council.

## **8.0 Claims and Payments**

- 8.1 Claims for payment of Allowances shall be made in writing within one month of the date on which entitlement to the Allowances arises.
- 8.2 Payment for Basic, Special Responsibility and Independent Persons' Allowances shall be made in equal monthly instalments on the 25<sup>th</sup> day of the relevant month.
- 8.3 Dependant Carer's Allowance and Travelling, Subsistence and Accommodation Allowance will be paid within one month of receipt of a valid claim.
- 8.4 Where payment of any Allowance has already been made in respect of any period during which the Member concerned is:-
- (a) suspended or partially suspended from his responsibilities or duties as a Member of the Council in accordance with Part III of the Local Government Act 2000 or regulations made under that Part;
  - (b) ceases to be a Member of the Council; or
  - (c) is in any other way not entitled to receive the Allowance in respect of that period such part of the Allowance as relates to any such period shall be repaid to the Council.
- 8.5 Where a Member is also a member of another Authority that Member shall not receive Allowances under this Scheme if he/she is receiving an Allowance from the other Authority in respect of the same duties.

**Payable with effect from 1 April 2021****Attendance Allowances 2021/22**

Members are entitled to receive allowances and expenses when undertaking their duties as Councillors.

The Scheme comprises:-

- a basic allowance per Member;
- additional allowances based on the special responsibilities that some Members have;
- travel and subsistence allowances.

The Scheme is as follows:-

	<b>Quantum</b>	<b>Payment £</b>
Basic	N/A	6,958
Leader*	5.00	34,790
Deputy Leader*	2.50	17,395
Chairman of Council	0.75	5,219
Minority Group Leader (only applicable to a group of 5 or more Members)	0.25	1,740
Chairman of Planning Committee	1.5	10,437
Vice-Chairman of Planning Committee	1	6,958
Planning Committee Member	0.25	1,740
Chairman of Audit, Governance and Standards Committee	0.25	1,740
Chairman of Scrutiny Committee	0.25	1,740
Chairman of Licensing Committee	0.25	1,740
Cabinet Member	1.50	10,437
Dependant Carer's Allowance	-	National minimum wage (currently £9.00) with a maximum of 10 hours per week
Independent Persons	-	256

\*Subject to a review each year (or as required) by the Independent Remuneration Panel.

All Members will receive the Basic Allowance. Those with special responsibilities will receive the Allowances indicated in addition to the Basic Allowance. The Special Responsibility Allowance will be the Basic Allowance multiplied by the Quantum indicated for that Special Responsibility Allowance.

No Member can receive more than one Special Responsibility Allowance.

**Subsistence Rates**

	£
Breakfast	8.55
Lunch	11.75
Tea (absence after 6.30pm)	5.34
Dinner (absence after 8.30pm)	14.96

**Notes:** Tea or Dinner may be claimed but not both  
The Allowance is irrespective of the actual cost of the meal.

**Accommodation Rates**

	£
Other	Up to £85
Major Cities	Up to £113
London	Up to £150
Conferences (National Conferences attended by Members and Chief Officers)	Actual Costs

**Note:** Where not included in the accommodation charge, the cost of all meals will be reimbursed up to £20 per meal upon production of receipts. In the absence of receipts, Subsistence Rates will apply.

**Travel Rates**Travel by Member's own private motor vehicle

Car mileage rate per mile:

Not exceeding 999cc	45p
1000cc – 1199cc	45p
1200cc and above	45p

Motorcycle rate per mile	24.0p
Bicycle rate per mile	20.0p

Carriage of Passengers to whom a Travelling Allowance would otherwise be Payable

In respect of each passenger not exceeding four, an additional 3.0p a mile for the first passenger and 2.0p a mile for the second and subsequent passengers.

## **Hambleton District Council**

**Report To:** Council  
23 February 2021

**From:** Chief Executive

**Subject:** **Statement of Pay Policy 2021/22**

**Wards Affected:** All Wards

Scrutiny Committee

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### **1.0 Purpose and Background**

1.1 The Council is required to adopt a Statement of Pay Policy each year. This report asks Council to approve the Statement of Pay Policy for the year commencing on 1 April 2021.

### **2.0 Statement of Pay Policy**

2.1 The proposed Statement of Pay Policy is attached at Annex A of the report. It includes all of the matters required by legislation and Government guidance.

Please note that the only changes to the proposed Statement of Pay Policy relate to changes in the establishment detailed in Annex 2.

### **3.0 Legal Implications**

3.1 The Council is required to approve a Statement of Pay Policy by 31 March for the ensuing year. The Council is obliged to take into account any Government guidance.

### **4.0 Financial Implications**

4.1 There are no significant financial implications associated with this report as all sums are budgeted for.

### **5.0 Risk Assessment**

5.1 There are no significant risks associated with this report.

### **6.0 Equalities/Diversity Issues**

6.1 There are no significant equalities/diversity issues associated with this report.

## **7.0 Recommendation**

- 7.1 It is recommended that the Statement of Pay Policy attached at Annex A of the report be adopted with effect from 1 April 2021.

Dr Justin Ives  
Chief Executive

**Background papers:** None

**Author ref:** JI

**Contact:** Dr Justin Ives, Chief Executive

## **Statement of Pay Policy 2021/22**

### **Introduction**

Sections 38 – 43 of the Localism Act 2011 require that the authority produce a Policy Statement that covers a number of matters concerning the pay of the authority's staff, principally Chief Officers. This Policy Statement meets the requirements of the Localism Act in this regard and also meets the requirements of guidance issued by the Secretary of State for Housing, Communities and Local Government to which the authority is required to have regard under Section 40 of the Act. This Policy was considered and approved by the full Council at the Council meeting which took place in February 2021. This Policy also has some connection with the data on pay and rewards for staff which the authority publishes under the Code of Recommended Practice for Local Authorities on Data Transparency and the data which is published under The Accounts and Audit (England) Regulations (2015). It should be noted that the requirements to publish data under the Secretary of State's guidance, the Code of Practice and the Regulations do differ. The data requirements of the Code of Practice and the Accounts and Audit Regulations are summarised at Annex 1 to this Policy Statement.

### **Definition of officers covered by the Policy Statement**

This Policy Statement covers the following posts:

1. Head of the Paid Service, which in this authority is the post of Chief Executive.
2. Statutory Chief Officers, which in this authority are the posts of Monitoring Officer and S151 Officer.
3. Non-statutory Chief Officers, (those who report directly to the Head of the Paid Service) which in this authority are the Deputy Chief Executive and the Director posts.
4. Any Officer appointed to an Acting or Interim role in respect of the posts identified in paragraphs 1 to 3 above.
5. Chief Planning Officer/Head of Service Posts.

### **Policy on remunerating the Chief Executive, Chief Officers and Heads of Service**

The authority's basic approach to remunerating these posts is set out in the schedule that is attached to this Policy Statement at Annex 2. It is the policy of this authority to establish a remuneration package for each post that is sufficient to attract and retain staff of the appropriate skills, knowledge, experience, abilities and qualities that is consistent with the authority's requirements of the post in question at the relevant time.

## **Policy on remunerating the lowest paid in the workforce**

The authority applies terms and conditions of employment that have been negotiated and agreed through appropriate local collective bargaining mechanisms or as a consequence of authority decisions. These are then incorporated into contracts of employment. The lowest pay in this authority is equal to an annual salary of £18,020.00 and can be expressed as an hourly rate of pay of £9.34 per hour. This pay point and salary was determined by the authority as part of a pay scale for employees employed on Employment Terms and Conditions negotiated nationally with the recognised trade union, UNISON. The pay rate is increased in accordance with any pay settlements which are agreed with the union.

## **Policy on the relationship between Chief Executive, Chief Officers and Heads of Service remuneration and that of other staff**

The highest paid salary in this authority is £132,676.00 which is paid to the Chief Executive. The median salary in this authority is £22,405.00. The ratio between the two salaries, the 'pay multiple' is 5.92:1. This authority does not have a policy on maintaining or reaching a specific 'pay multiple'. The Chief Executive's salary is negotiated with the Leader of the Council and the other Chief Officers' salaries are negotiated with the Chief Executive. All other employees (save and except Heads of Service whose pay is negotiated by the Chief Executive in accordance with local arrangements) are subject to pay rates determined in accordance with national agreement and the Employment Terms and Conditions. The authority's approach to the payment of all staff is to pay that which the authority needs to pay to recruit and retain staff with the skills, knowledge, experience, abilities and qualities needed for the post in question at the relevant time, and to ensure that the authority meets any contractual requirements for staff including the application of any local collective agreements, or authority decisions regarding pay.

## **Policy on other aspects of Chief Executive, Chief Officers and Heads of Service remuneration**

Other aspects of remuneration are appropriate to be covered by this Policy Statement. These other aspects are defined as recruitment, pay increases, additions to pay (officers subject to this policy receive a car allowance equating to seven per cent of their respective gross salary), performance related pay, earn back, bonuses, termination payments, transparency and re-employment when in receipt of a Local Government Pension Scheme pension or a redundancy/severance payment. These matters are addressed in the schedule that is attached to this Policy Statement at Annex 3. Information on remuneration of these posts as set out in this Policy is published on the Council's website.

## **Approval of Salary Packages in excess of £100,000**

The authority will ensure that, at the latest before an offer of appointment is made, any salary package for any post that is in excess of £100,000 will be considered by Full Council. The salary package will be defined as base salary, any bonuses, fees, routinely payable allowances and benefits in kind that are due under the contract.

## **Approval of Severance Payments in excess of £100,000**

The authority will ensure that any severance payment for any post that is in excess of £100,000 will be considered by Cabinet and the resolution approved by full Council. The components of the relevant package, including salary paid in lieu, redundancy compensation, pension entitlements, holiday pay and any bonuses, fees or allowances to be paid will be set out clearly.

## **Flexibility to address recruitment issues for vacant posts**

In the vast majority of circumstances the provisions of Annex 2 will enable the authority to ensure that it can recruit effectively to any vacant post. There may be exceptional circumstances when there are recruitment difficulties for a particular post and where there is evidence that an element or elements of the remuneration package are not sufficient to secure an effective appointment. This Policy Statement recognises that this situation may arise in exceptional circumstances and therefore a departure from Annex 2 can be implemented without having to seek full Council approval for a change of the Policy Statement. Such a departure will be expressly justified in each case and will be approved by the Leader and Chief Executive or in the case of the Chief Executive a special meeting of Cabinet.

## **Policy on Performance Increases for Chief Executive, Chief Officers and Heads of Service**

Performance related pay may be awarded following assessment against individual and team performance targets. These matters are addressed in the schedule that is attached to this Policy Statement at Annex 4.

## **Amendments to the Policy**

It is anticipated that this Policy will not need to be amended during the period it covers (until the end of March in the current financial year). However, if circumstances dictate that a change of policy is considered to be appropriate during the year then a revised draft Policy will be presented to Cabinet with the resolution sent to full Council for approval.

## **Policy for future years**

This Policy Statement will be reviewed each year and will be presented to full Council each year for consideration in order to ensure that a Policy is in place for the authority prior to the start of each financial year.

The Secretary of State for Housing, Communities and Local Government Code of Recommended Practice for Local Authorities on Data Transparency indicates that local authorities should publish the following data concerning staff:

- Salaries, names (with an option for individuals to refuse to consent to this), job descriptions, responsibilities, budgets (including overall salary cost of staff reporting), and numbers of staff for all staff in receipt of a salary of more than £50,000.
- An organisational chart of the staff structure of the authority including salary bands.
- The ‘pay multiple’ – the ratio between the highest paid salary and the median salary of the whole authority workforce.

The Accounts and Audit (England) Regulations 2011 require that the following data is included in the authority's accounts:

- Numbers of employees with a salary above £50,000 per annum (pro-rata for part-time staff) in multiples of £5,000.
- Job title, remuneration and employer pension contributions for senior officers. Senior officers are defined as Head of Paid Service, Statutory Chief Officers and Non-Statutory Chief Officers by reference to Section 2 of the 1989 Local Government & Housing Act.
- Names of employees paid over £150,000 per annum

For the above remuneration is to include:

- Salary, fees or allowances for the current and previous year
- Bonuses paid or receivable for the current and previous year
- Expenses paid in the previous year
- Compensation for loss of employment paid to or receivable, or payments made in connection with loss of employment
- Total estimated value of non-cash benefits that are emoluments of the person

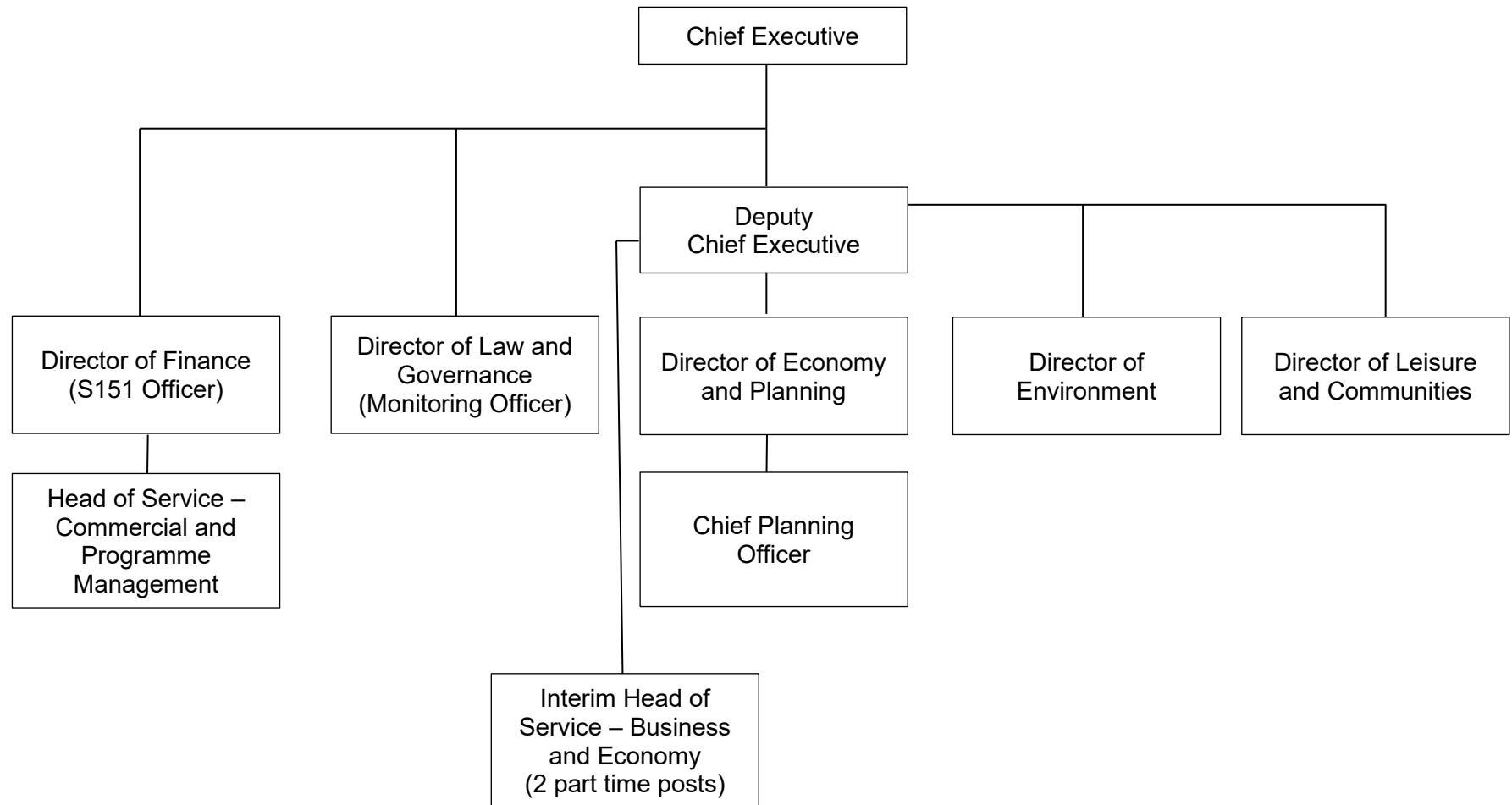
For the above pension contributions to include:

- The amount driven by the authority's set employer contribution rate
- Employer costs incurred relating to any increased membership or award of additional pension

Post	Base Salary	Expenses	Bonuses	PRP	Earn-Back	Honoraria	Ex-Gratia Payments	Election Fees	Joint Authority Duties	Severance Arrangements
Chief Executive	£132,676	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do provide for performance related pay	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	The postholder is the Council's Returning Officer and receives payment for this role  Election duty fees are paid to the postholder when due	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2021/22.
Deputy Chief Executive	£109,676	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do provide for performance related pay	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are paid to the postholder when due	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2021/22.

Post	Base Salary	Expenses	Bonuses	PRP	Earn-Back	Honoraria	Ex-Gratia Payments	Election Fees	Joint Authority Duties	Severance Arrangements
Directors x 5	£75,900	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do provide for performance related pay	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are paid to the postholder when due	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2021/22.
Chief Planning Officer and Head of Service - Commercial and Programme Management	£69,000	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do provide for performance related pay	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are paid to the postholder when due	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2021/22.

Post	Base Salary	Expenses	Bonuses	PRP	Earn-Back	Honoraria	Ex-Gratia Payments	Election Fees	Joint Authority Duties	Severance Arrangements
Interim Head of Service – Business and Economy (2 part time posts)	£69,000	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do provide for performance related pay	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are paid to the postholder when due	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2021/22.



Aspect of Senior Officer Remuneration	Authority Policy
Recruitment	The post will be advertised and appointed to at the appropriate salary level up to the approved level for the post in question based on skills, knowledge, experience, abilities and qualities.
Pay Increases	The authority will apply any pay increases that are agreed through local negotiations. The authority will also apply any pay increases that are as a result of authority decisions to significantly increase the duties and responsibilities of the post in question beyond the normal duties and responsibilities that are expected in senior posts.
Additions To Pay	The authority would not make additional payments beyond those specified in the contract of employment.
Performance Related Pay	The authority does operate a performance related pay scheme, the terms of which are set out in the schedule that is attached to this Policy Statement at Annex 4.
Earn-Back (Withholding an element of base pay related to performance)	The authority does not operate an earn-back pay system as it believes that it has sufficiently strong performance management arrangements in place together with a performance related pay scheme which ensures high performance from its senior officers. Any areas of under-performance are addressed rigorously.
Bonuses	The authority does not pay bonus payments to senior officers.
Termination Payments	The authority applies its normal redundancy payments arrangements to senior officers and does not have separate provisions for senior officers. The authority also applies the appropriate Pensions regulations when they apply. The authority has agreed policies in place on how it will apply any discretionary powers it has under Pensions regulations. Any costs that are incurred by the authority regarding senior officers are published in the authority accounts as required under the Accounts and Audit (England) Regulations 2011.

Aspect of Senior Officer Remuneration	Authority Policy
Transparency	The authority meets its requirements under the Localism Act, the Code of Practice on Data Transparency and the Accounts and Audit Regulations in order to ensure that it is open and transparent regarding senior officer remuneration.
Re-employment of staff in receipt of a Local Government Pension Scheme Pension or a redundancy/severance payment	The authority is under a statutory duty to appoint on merit and has to ensure that it complies with all appropriate employment and equalities legislation. The authority will always seek to appoint the best available candidate to a post who has the skills, knowledge, experience, abilities and qualities needed for the post. The authority will therefore consider all applications for candidates to try to ensure the best available candidate is appointed. If a candidate is a former employee in receipt of a Local Government Pension Scheme pension or a redundancy payment this will not rule them out from being re-employed by the authority. Clearly where a former employee left the authority on redundancy terms then the old post has been deleted and the individual cannot return to the post as it will not exist. The authority will apply the provisions of the Redundancy Payments Modification Order regarding the recovery of redundancy payments if this is relevant. Pensions Regulations also have provisions to reduce pension payments in certain circumstances to those who return to work within the local government service.

## **Performance Related Pay Scheme**

1. The scheme is set in the context of the Council's approach to performance management. The co-ordination and control of the scheme will be the responsibility of the Chief Executive in consultation with the Leader of the Council.
2. The aims of the scheme are:-
  - a) to incentivise and reward the delivery of the Council Plan, key projects and Commercialisation Strategy;
  - b) to assist in the recruitment, retention and development of high calibre senior officers;
  - c) to create a more commercially minded organisation;
  - d) to critically assess individual and team performance against agreed performance criteria; and
  - e) to drive continued performance improvement.
3. The scheme comprises two parts. The first element compromises an annual assessment of an individual's performance. The second element comprises an annual assessment as a whole of the performance of senior managers covered by this Policy. Assessments will be undertaken in the final quarter of the year and shall assess performance for that year.
4. The Leader of the Council shall assess the individual performance of the Chief Executive.
5. The Chief Executive shall asses the individual performance of all other senior officers covered by this Policy.
6. The Leader (in consultation with the Cabinet) shall asses the performance as a whole of the senior managers covered by this Policy.
7. Individual and team performance shall be assessed against agreed performance criteria in accordance with the following matrix which is expressed as a percentage of gross salary. Each assessment may award up to a maximum of 10 percent (twenty percent in total).

### **Individual Performance**

0%	Limited effectiveness
2.5%	Generally effective
5%	Consistently effective
7.5%	Highly effective
10%	Exceptional

## Team Performance

0%	Limited effectiveness
2.5%	Generally effective
5%	Consistently effective
7.5%	Highly effective
10%	Exceptional

8. The salary on which the percentage should be based is that at 31 March in any given year, except where a change of post or re-grading has occurred, in which case the salary as at 31 December will apply. Any award shall be made in accordance with normally salary apportionment rules where an employee commenced in that particular year, i.e. pro rate for part month.
9. Any annual award made shall be paid on 25 March in any respective financial year.
10. The scheme itself is subject to review and amendment at any time.

# Agenda Annex

## Minutes for Information

Committee	Date	Page
Cabinet	9 February 2021	
Scrutiny Committee	18 February 2021	To follow
Planning Committee	14 January 2021	
Audit, Governance and Standards Committee	26 January 2021	

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**Decisions taken under Cabinet authority  
to take effect on 22 February 2021**

Decisions of the meeting of the Cabinet held  
at 9.30 am on Tuesday, 9th February, 2021  
at a Virtual Meeting via Teams

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**Present**

Councillor M S Robson (in the Chair)

Councillor	P R Wilkinson	Councillor	M G Taylor
	Mrs B S Fortune		S Watson
	Mrs I Sanderson		D A Webster

**Also in Attendance**

Councillor	P Atkin	Councillor	B Griffiths
	P Bardon		K G Hardisty
	M A Barningham		J Noone
	D B Elders		G Ramsden

**CA.28 Minutes**

**The Decision:**

That the decisions of the meeting held on 1 December 2020 (CA.9 – CA.17), previously circulated, be signed as a correct record.

The meeting closed at 10.47 am

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Leader of the Council

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Minutes of the meeting of the Planning Committee  
held at 1.30 pm on Thursday, 14th January, 2021  
at a Virtual Meeting via Teams

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Present

Councillor P Bardon (in the Chair)

Councillor	M A Barningham D B Elders Mrs B S Fortune B Griffiths K G Hardisty J Noone	Councillor	B Phillips A Robinson M G Taylor D Watkins D A Webster
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Also in Attendance

Councillor	G W Dadd Mrs J W Mortimer	Councillor	M S Robson
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**P.5 Minutes**

**The Decision:**

That the minutes of the meeting of the Committee held on 29 October 2020 (P.3 - P.4), previously circulated, be signed as a correct record.

**P.6 Planning Applications**

The Committee considered reports of the Deputy Chief Executive relating to applications for planning permission. During the meeting, Officers referred to additional information and representations which had been received.

Except where an alternative condition was contained in the report or an amendment made by the Committee, the condition as set out in the report and the appropriate time limit conditions were to be attached in accordance with the relevant provisions of Section 91 and 92 of the Town and Country Planning Act 1990.

The abbreviated conditions and reasons shown in the report were to be set out in full on the notices of decision. It was noted that following consideration by the Committee, and without further reference to the Committee, the Deputy Chief Executive had delegated authority to add, delete or amend conditions and reasons for refusal.

In considering the report(s) of the Deputy Chief Executive regard had been paid to the policies of the relevant development plan, the National Planning Policy Framework and all other material planning considerations. Where the Committee deferred consideration or refused planning permission the reasons for that decision are as shown in the report or as set out below.

Where the Committee granted planning permission in accordance with the recommendation in a report this was because the proposal is in accordance with the development plan the National Planning Policy Framework or other material considerations as set out in the report unless otherwise specified below. Where the Committee granted planning permission contrary to the recommendation in the report the reasons for doing so and the conditions to be attached are set out below.

### **The Decision**

That the applications be determined in accordance with the recommendation in the report of the Deputy Chief Executive, unless shown otherwise:-

- (1) 20/01997/FUL - Construction of a steel portal framed agricultural building for the purpose of housing pigs at Bridge Farm, York Road, Thirkleby for Mr D Sanderson

Permission Granted

- (2) 20/01136/FUL - Construction of petrol filling station (Sui Generis) with associated retail kiosk (Use Class E), drive-thru restaurant (Use Class E/Sui Generis) and drive-thru coffee shop (Use Class E) with associated parking, service arrangements, landscaping and access at Land adjacent to Oakfield, York Road, Thirsk for BP Oil UK Ltd

A PowerPoint presentation was made to Members of the Planning Committee to cover the issues raised in the Officer Report and to provide comprehensive details of the additional following matters:

Policy DP10 was relevant to the application. Members were advised that this reads as follows:

“Permission for development will only be granted where it respects (by protecting or enhancing) the intrinsic qualities of open areas that have particular importance in contributing to the identity or character of settlements. This includes Green Wedges between (and extending into) settlements and spaces and landscaping of townscape importance (in both towns and villages and including protected trees and woodland).”

Members were also informed about a previous planning appeal on land adjacent to the current application site to the west of York Road, Thirsk, YO7 3TY (Appeal reference APP/G2713/W/15/3008379; LPA reference 14/01209/FUL). Location and site layout plans for the proposed development of a change of use of the agricultural field to a holiday-park for the siting of 30 number static caravans, with associated works to provide access track, caravan standing, formation of bin store, amenity area and pumping station, were displayed in the presentation on screen.

Officers explained that the Planning Inspector considered the main issue in the appeal to be the effect of the proposal on the character and appearance of the local area. As harm was identified, and the public benefits of the proposal were not judged to outweigh this, the appeal was dismissed. Officers advised Members that the same process had been followed in the current application, and the same issues considered as those in the appeal, but the public benefits were more significant in this case and therefore an alternative, positive recommendation had been reached.

Permission Granted

At the request of Members the following matters are to be secured in the recommended conditions:

- details of oil interceptors to contain accidental spillage within the HGV parking area;
- an operational management plan for the HGV area; and
- an employment strategy to provide the details of job creation arising from the development.

(The applicant's agent, Robert Dibden, spoke in support of the application).

(Councillor Mark Robson spoke on behalf of Sowerby Parish Council supporting the application).

(Mr David Tonge spoke on behalf of Friends of the Earth objecting to the application).

The meeting closed at 4.50 pm

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Chairman of the Committee

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Minutes of the meeting of the Audit,  
Governance and Standards Committee held  
at 9.30 am on Tuesday, 26th January, 2021  
at a Virtual Meeting via Teams

Present

Councillor N A Knapton (in the Chair)

Councillor	P Atkin P Bardon D B Elders	Councillor	K G Hardisty R W Hudson P Thompson
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**AGS.16 Minutes**

All Wards

**The decision:**

That the minutes of the meeting of the Committee held on 20 October 2020 (AGS.3 - AGS.15), previously circulated, be signed as a correct record.

**AGS.17 Internal Audit and Fraud Q2 Report 2020/21**

All Wards

**The subject of the decision:**

The Director of Finance and Commercial (S151 Officer) presented a report informing Members of progress made to date in delivering the Internal Audit Plan and Counter Fraud work for 2020/21 and any developments likely to have an impact on the plan throughout the remainder of the financial year.

**Alternative options considered:**

None.

**The reason for the decision:**

To take account of the statutory requirement under the Accounts and Audit Regulations.

**The decision:**

That the work undertaken by the Internal Audit and Counter Fraud Team in the year to date be noted.

The meeting closed at 9.55 am

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Chairman of the Committee

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