

# NOTICE OF MEETING

**Meeting:** GENERAL PURPOSES AND LICENSING COMMITTEE

**Date and Time:** FRIDAY, 13 JANUARY 2017, AT 9.30 AM\*

**Place:** COUNCIL CHAMBER, APPLETREE COURT,  
LYNDHURST

**Telephone enquiries to:** Lyndhurst (023) 8028 5000  
023 8028 5588 - ask for Melanie Stephens  
Email: melanie.stephens@nfdc.gov.uk

## **PUBLIC PARTICIPATION:**

**\*Members of the public may speak in accordance with the Council's public participation scheme:**

- (a) immediately before the meeting starts, on items within the Committee's terms of reference which are not on the public agenda; and/or
  - (b) on individual items on the public agenda, when the Chairman calls that item.
- Speeches may not exceed three minutes. Anyone wishing to speak should contact the name and number shown above.

**Bob Jackson**  
Chief Executive

Appletree Court, Lyndhurst, Hampshire. SO43 7PA  
[www.newforest.gov.uk](http://www.newforest.gov.uk)

**This Agenda is also available on audio tape, in Braille, large print and digital format**

---

# AGENDA

## **Apologies**

### **1. MINUTES**

To confirm the minutes of the meeting held on 9 September 2016 as a correct record.

### **2. DECLARATIONS OF INTEREST**

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

Members are asked to discuss any possible interests with Democratic Services prior to the meeting.

**3. PUBLIC PARTICIPATION**

To note any issues raised during the public participation period.

**4. PAY POLICY STATEMENT 2017-18** (Pages 1 - 10)

To recommend to the Council that the Pay Policy Statement 2017-18 be approved.

**5. INDUSTRIAL RELATIONS COMMITTEE - FUTURE ARRANGEMENTS**

(Pages 11 - 14)

To consider revised arrangements for the operation of the Industrial Relations Committee.

**6. MEDIUM TERM FINANCIAL PLAN AND ANNUAL BUDGET 2017-18**

(Pages 15 - 18)

To comment to the Cabinet on the Medium Term Financial Plan 2017 – 2018.

**7. FEES AND CHARGES 2017/18** (Pages 19 - 22)

To approve the fees and charges for 2017/18.

**8. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

To: **Councillors**

**Councillors**

S J Clarke (Chairman)  
L R Puttock (Vice-Chairman)  
G C Beck  
G R Blunden  
Ms L C Ford  
R L Frampton  
A T Glass  
L E Harris

J M Olliff-Cooper  
A K Penson  
D N Tungate  
A S Wade  
Mrs C V Ward  
J G Ward  
Mrs P A Wyeth

**EXECUTIVE MANAGEMENT TEAM: 15 DECEMBER 2016**  
**GENERAL PURPOSES AND LICENSING COMMITTEE: 13 JANUARY 2017**  
**INDUSTRIAL RELATIONS COMMITTEE: 16 FEBRUARY 2017**

## **PAY POLICY STATEMENT**

### **1. INTRODUCTION**

- 1.1 The Localism Act 2011 requires the Council to prepare a pay policy statement for each financial year. The statement must be prepared and approved by the end of March each year. A recommended statement for 2017-18 is included at Appendix 1. The statement details the policies in place from 1 April 2017.
- 1.2 National Pay Award for 2017-18 has already been agreed as 1% and this is incorporated into the attached pay scales in Appendix 1.

### **2. BACKGROUND**

- 2.1 A pay policy statement must set out the authority's policies for the financial year relating to:
  - (a) The remuneration of its chief officers,
  - (b) The remuneration of its lowest-paid employees, and
  - (c) The relationship between –
    - (i) the remuneration of its chief officers, and
    - (ii) the remuneration of its employees who are not chief officers.
- 2.2 The statement must state –
  - (a) The definition of "lowest paid employees" adopted by the authority for the purposes of the statement, and
  - (b) The authority's reasons for adopting that definition

### **3. INDUSTRIAL RELATIONS COMMITTEE COMMENTS**

- 3.1 The Industrial Relations Committee will consider the matter on 16 February 2016. That Committee's comments will be reported orally to the Council on 20 February 2016.

### **4. RECOMMENDATION**

- 4.1 That it be recommended to the Council that the Pay Policy Statement 2017-18 as set out in Appendix 1 be approved.

**For further information please contact:**

Heleana Aylett  
Service Manager – Human Resources  
Tel: 023 80285588  
E-Mail: Heleana.aylett@nfdc.gov.uk

**Background Papers**

Pay Policy Statement  
Council Feb 2016

This page is intentionally left blank

# New Forest District Council

## Pay Policy Statement Financial year 2017-18

### Background

1. The purpose of this Pay Policy Statement (“Pay Statement”) is to set out New Forest District Council’s pay policies relating to its workforce for the financial year 2017-18, including the remuneration of its Chief Officers and that of its lowest paid employees.
2. The functions of appointment, dismissal and related matters for all employees below Chief Officer Level shall be dealt with by the Chief Executive and Executive Heads, or such other employees as may be authorised. Standing Orders for General Procedures deal with procedures for appointing and dismissing employees at Chief Officer Level.
3. With the exception of apprentices on the National Minimum Wage, pay for all staff, including Chief Officers, is negotiated and recommended by the Pay Panel. Consultation takes place through the Industrial Relations Committee onto the General Purposes and Licensing Committee who will make recommendations to Council.
4. For the purposes of this Pay Statement and in accordance with the Localism Act 2011 (“Localism Act”), staff employed by the Council have been separated into two groups:-
  - (a) Chief Officers as defined by the Localism Act
  - (b) Employees who are not Chief Officers as defined by the Localism Act
5. An “employee who is not a Chief Officer” refers to all staff that are not covered within the “Chief Officer” group as outlined below. This includes the “lowest paid employees”. In the context of the Council, the “lowest paid employees” are those employed at Band 1 on the District Council’s pay structure (this is appended as item 1).
6. Section 43(2) of the Localism Act defines Chief Officers for the purposes of the Localism Act. The following roles within the Council fall within the definition of “Chief Officers”: -
  - (a) Head of Paid Service (Chief Executive)
  - (b) Monitoring Officer
  - (c) Section 151(Chief Finance Officer)
  - (d) Non-Statutory Chief Officers (Executive Heads)
  - (e) Officers reporting directly to those officers falling within (a), (b), (c) and (d) above (Deputy Monitoring Officer and Deputy S151 Chief Finance Officer)

### Chief Officers as defined by the Localism Act 2011

7. The Chief Executive’s pay is set in comparison with other district councils. The Chief Officers below the Chief Executive are paid on Band 11 of the Council’s pay structure (the Band for each role is determined by a consistent job evaluation process), Chief Officer current salaries are outlined below:

8. The Head of Paid Service salary range is detailed below, CX4 (£117,047) and CX5 (£120,668) are available for exceptional performance:

Spinal points	Salary
CX1	£106,826
CX2	£110,130
CX3	£113,536

9. The Council has a duty to appoint a Returning Officer responsible for local government elections, and has decided that this role be carried out by the Chief Executive. The Returning Officer fees are regarded as a special responsibility payment in relation to independent duties carried out.
10. The fees and charges for European, UK Parliamentary and Police Commissioner elections and National Referendums are set by external bodies. The scale of fees and expenses for County, District, Parish and Town Council elections will be set in partnership with the County Council and other Hampshire local authorities to ensure uniformity and will be submitted to General Purposes and Licensing Committee.
11. The Monitoring Officer and 3 Executive Heads salary range (Band 11) is detailed below, spinal point 73 (£79,882) and spinal point 74 (£82,224) are available for exceptional performance:

Spinal points	Salary
70	£73,260
71	£75,391
72	£77,605

12. The Executive Head of Operations also takes on the additional role of Deputy Chief Executive and receives an additional payment of £6,000 per annum.
13. The Section 151 (Chief Financial Officer) and Deputy Monitoring Officer will be paid on Band 10. The Deputy S151 (Chief Financial Officer) will be paid on Band 9.
14. The Service Managers salary range (Band 10) is detailed below:

Spinal points	Salary
58	£53,808
59	£54,937
60	£56,070
61	£57,284
62	£58,819
63	£60,374

15. The Council reviews its terms and conditions and pay levels regularly. The Chief Executive, Executive Heads and Service Managers pay was reviewed in 2015/16.
16. Pay awards are considered annually for all staff including Chief Officers. The outcome of the national consultations by the Local Government Employers in negotiation with the Trades Unions is applied.
17. The Chief Executive, Chief Officers' and Service Managers' performance and pay progression is reviewed annually on the achievement of clear organisational objectives. Incremental progression does not apply to these roles. The Chief Executives' annual review is undertaken by a member panel (comprising of the Leader of the Council, plus three other Portfolio Holders to be determined by the Leader).
18. The Council recognises that Chief Officers sometimes incur necessary expenditure in carrying out their responsibilities e.g. travel costs. Chief Officers will be reimbursed for reasonable expenses incurred on council business in accordance with local Terms and Conditions.
19. Chief Officers as a result of their employment are eligible to join the Local Government Pension Scheme in the same way as other employees. The pension's policy statement is appended as item 2 to this statement applies to all employees including chief officers.
20. All employees including Chief Officers with more than 2 years continuous service will be entitled to a redundancy payment. If employees are aged at least 55 they are also automatically entitled to the immediate payment of pension benefits if they are retired on the grounds of redundancy. The redundancy payments are based on actual weekly pay. The number of weeks individuals are entitled to is based on the statutory redundancy grid which provides for a maximum of 30 weeks. A multiplier of 1.5 is used to support efficient organisational change. The Council scheme therefore provides for an entitlement of up to a maximum of 45 weeks based on length of service and age. The Council operates one redundancy scheme for both voluntary and compulsory redundancies. All redundancies are subject to a full Business case which requires a maximum financial payback of 3 years.
21. The Council practice is not to re-employ Chief Officers who have received a redundancy or severance package on leaving the council.
22. In accordance with the Code of Recommended Practice for Local Authorities on Data Transparency, pay and benefits information for staff paid over £58,200 are published. This information is contained on 'Transparency and Open Government' pages on the Council's external website. Information on senior employees' remuneration can also be found in the Council's annual Statement of accounts.

### **Employees who are not Chief Officers as defined by the Localism Act**

23. These employees are all paid on the Council's pay structure on Bands 1-9. Each employee will be on one of the 9 Bands based on the job evaluation of their role. Each Band consists of 3, 4, 5 or 6 spinal points. Pay progression within the Band is subject always to good performance.
24. Each "lowest paid employee" is paid within the salary range for Band 1. All other employees are paid within the salary range for the Band of their role i.e. (2-9). In very exceptional cases individuals are paid a pay supplement.
25. Employees new to the Council will normally be appointed to the first spinal point of the salary range for their Band. Where the candidate's current employment package would make the first spinal point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a different spinal point in starting salary may be considered by the recruiting manager. This will be within the salary range for the Band. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range.
26. Employees' performance during the course of the year is reviewed within the Council's performance management arrangements, and pay progression within the Band is subject always to good performance.
27. Pay awards are considered annually for staff. For all staff up to and including the Chief Executive the outcome of the national consultations by the Local Government Employers in negotiation with the Trades Unions is applied.
28. The Council believes in rewarding outstanding performance. It operates this through a system of bonus payments which are designed to reward outstanding performance at the time it occurs. The size of the award paid to an employee will be commensurate with the work being rewarded. All bonuses are subject to Executive Management Team approval.
29. The Council recognises that employees sometimes incur necessary expenditure in carrying out their responsibilities, for example travel costs. Employees will be reimbursed for reasonable expenses incurred on Council business in accordance with the Council's local Terms and Conditions.
30. Band 9 staff are entitled to the lease car cash alternative. The Essential User allowance only applies to jobs that are visiting officers or jobs that manage across more than one site (average of 2500 miles per annum) and agreed by the Service Manager. This will be reviewed in 2017.
31. All employees as a result of their employment are eligible to join the Local Government Pension Scheme. Details of the Council's pension policy are appended as item 2 of this Pay Statement.
32. The Council's redundancy scheme is detailed in paragraph 20 and this applies to all employees.



33. The Council practice is not to re-employ staff who have received a redundancy or severance package on leaving the Council; any request to do so would require specific approval from the appropriate Executive Head.
34. In accordance with The Local Government Association guidance on the Government's requirement for reporting remuneration relationships (the ratio between the highest paid employee and the median average earnings across the organisation as a multiple). Based on current salaries for 1<sup>st</sup> April 2017 this has been calculated as follows:

Chief Executive Remuneration	£110,130
Employees Median average remuneration	£19,546
Ratio	5.6

Leave Days	Salary	Hourly Rate	SCP	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	BAND 11	Chief Exec (CX)	
27	£113,536	£58.8486	CX3												£113,536	
27	£110,130	£57.0831	CX2												£110,130	
27	£106,826	£55.3706	CX1												£106,826	
27	£101,065	£52.3845	81													
27	£98,125	£50.8607	80													
27	£95,267	£49.3793	79													
27	£92,492	£47.9409	78													
27	£89,800	£46.5456	77													
27	£87,171	£45.1829	76													
27	£84,643	£43.8726	75													
27	£82,224	£42.6188	74													
27	£79,882	£41.4048	73													
27	£77,605	£40.2246	72												£77,605	
27	£75,391	£39.0770	71												£75,391	
27	£73,260	£37.9725	70												£73,260	
27	£71,201	£36.9053	69													
27	£69,216	£35.8764	68													
27	£67,298	£34.8822	67													
27	£65,464	£33.9316	66													
27	£63,693	£33.0137	65													
27	£61,996	£32.1341	64													
27	£60,374	£31.2934	63												£60,374	
27	£58,819	£30.4874	62												£58,819	
27	£57,284	£29.6917	61												£57,284	
27	£56,070	£29.0625	60												£56,070	
27	£54,937	£28.4752	59												£54,937	
27	£53,808	£27.8900	58												£53,808	
27	£52,687	£27.3090	57													
27	£51,769	£26.8332	56													
27	£50,830	£26.3465	55													
27	£49,900	£25.8644	54													
27	£48,978	£25.3865	53													
27	£48,036	£24.8983	52													
27	£47,110	£24.4183	51													
27	£46,009	£23.8476	50													
27	£45,254	£23.4563	49												£45,254	
27	£44,336	£22.9805	48												£44,336	
27	£43,412	£22.5015	47												£43,412	
27	£42,467	£22.0117	46												£42,467	
27	£41,510	£21.5157	45	Politically Restricted Above Point 43												£41,510
27	£40,521	£21.0031	44												£40,521	
27	£39,232	£20.3349	43													
26	£38,683	£20.0504	42												£38,683	
26	£37,718	£19.5502	41												£37,718	
26	£36,778	£19.0630	40												£36,778	
26	£35,818	£18.5654	39												£35,818	
26	£34,892	£18.0854	38												£34,892	
26	£33,791	£17.5147	37												£33,791	
26	£32,816	£17.0094	36												£32,816	
26	£31,897	£16.5330	35												£31,897	
26	£31,063	£16.1007	34												£31,063	
26	£30,435	£15.7752	33												£30,435	
26	£29,581	£15.3326	32												£29,581	
26	£28,723	£14.8879	31												£28,723	
25	£27,900	£14.4613	30												£27,900	
25	£27,030	£14.0103	29												£27,030	
25	£26,146	£13.5521	28												£26,146	
24	£25,141	£13.0312	27												£25,141	
24	£24,325	£12.6083	26												£24,325	
24	£23,551	£12.2071	25												£23,551	
23	£22,801	£11.8183	24												£22,801	
23	£22,104	£11.4571	23												£22,104	
23	£21,399	£11.0916	22												£21,399	
23	£20,794	£10.7781	21												£20,794	
22	£20,264	£10.5033	20												£20,264	
22	£19,546	£10.1312	19												£19,546	
22	£18,861	£9.7761	18												£18,861	
22	£18,183	£9.4247	17												£18,183	
22	£17,833	£9.2433	16												£17,833	
22	£17,403	£9.0204	15												£17,403	
22	£17,016	£8.8198	14												£17,016	
22	£16,666	£8.6384	13												£16,666	
22	£16,363	£8.4814	12												£16,363	
22	£15,931	£8.2574	11												£15,931	
22	£15,632	£8.1025	10												£15,632	
22	£15,125	£7.8397	9												£15,125	
22	£14,919	£7.7329	8												£14,919	
22	£14,761	£7.6510	7												£14,761	
22	£14,659	£7.5981	6												£14,659	

**Pension Policy Statement**

Under the Local Government Pension Scheme, the Council is required to publish a written statement of policy in relation to pensions.

Any decision that has a financial impact will be subject to a Business Case, where a payback period of no more than three years, is achievable.

**1. Regulation 16 (2e)(4d) Shared cost additional pension contributions**

Discretion not exercised. (Decision at Council July 2014)

**2. Regulation 30(6) Power to allow flexible retirement**

Discretion exercised in line with Policy agreed from 1 May 2015 (Decision at Council April 2015)

**3. Regulation 30 (8) Waiving of actuarial reductions on compassionate grounds**

Discretion exercised provided there is no cost to the Council (Decision at Council July 2014)

**4. Regulation 31 Power to award additional pension**

Discretion not exercised. (Decision at Council July 2014)

**5. (LGPS Regulations 2014 (Transitional provisions, savings and amendments – paragraph 2 (2) of schedule 2)) – Switching on the 85 year rule**

Discretion not exercised (Decision at Council July 2014)

**6. Regulation B30(2)(5)B30A(3)(5) Post – 31 March 2008 /pre – 1 April 2014 leavers early payment of pension**

Discretion not exercised (Decision at Council July 2014)

**7. Membership aggregation Regulation 22 (7)(b), (8)(b)**

Discretion not exercised (Decision at Council July 2014)

**8. Transfers of Pension Rights (Administration Regulation 100 (6))**

Discretion not exercised (Decision at Council July 2014)

**9. Pension Contribution Bands (Regulations 9 and 10 of LGPS Regulations 2013)**

Discretion is exercised (Decision at Council July 2014) - The Council's policy is to review an employee's contributions band when there is a contractual change to the member's salary or hours at some point during the year, when the change is permanent. Any changes in variable pay (i.e. overtime) will only be reviewed once on 1<sup>st</sup> April each year.

**10. Assumed Pensionable Pay and 'regular lump sum' (regulations 21(4)(a), 21(4)(b) and 21(5) of the LGPS Regulations 2013)**

Discretion not exercised (Decision at Council July 2014)

**11. Election of Early Payment of Benefits**

The Council's Early Retirement Policy came into effect from 1 July 2009, and applies to all employees at least 55 and over. Early Retirement can only occur in the following circumstances:

**REDUNDANCY** – for employees where employment is terminated for reasons of redundancy.

**EFFICIENCY** - for employees where early retirement is in the interests of the efficiency of the service.

## GENERAL PURPOSES AND LICENSING COMMITTEE – 13 JANUARY 2017

### INDUSTRIAL RELATIONS COMMITTEE - FUTURE ARRANGEMENTS

#### 1. INTRODUCTION

- 1.1 The purpose of this report is to seek agreement to changes to the Industrial Relations Committee (IRC) and its operation, and create a new Employee Engagement Panel (EEP).
- 1.2 At the IRC meeting in May, the IRC Chairman (Cllr Rickman) expressed the view that it would be timely to review and update the operation of the Committee, to provide an improved and more meaningful employee consultation mechanism, taking on board best practice elsewhere. Employees shared this view. It was also felt that the role of the Committee could be made clearer to the workforce, and that there should be greater flexibility about who could participate. The Committee then agreed outline proposals at the meeting in September. Following further consultation with employee representatives, the final proposals are set out below.

#### 2. PROPOSALS

- 2.1 It is proposed that IRC be discontinued and that a new Employee Engagement Panel (EEP) be created with 4 elected members and 4 employees as follows:
- 2 from Unison
  - 1 from Unite
  - 1 from GMB.
- 2.2 Members and employee representatives will continue to have two substitutes. At the last meeting the GMB representative asked that if he were unable to attend, another union representative be permitted to attend. There was no objection to this.
- 2.3 As with IRC, the Panel will meet 4 times per year and will fulfil the same functions whilst running on a more informal basis so as to make the Panel more accessible to employees. To this end, and in recognition that most employees are not union members, it is proposed that Panel meetings include the opportunity for any employee to attend and to raise any issues of concern (much like the public participation arrangements for formal committees) at a 15 minute employee participation period at the start of the meeting. Notice of any issue to be raised must be given two working days in advance so that the employer can come prepared and contribute to the discussion positively. The operation of the new body will be made known to employees via the Communications Unit. The Panel will meet in various council venues.
- 2.4 EEP agendas, minutes and reports will not be published on the Council website, because holding meetings in private has proved to be more conducive to open discussions. Any formal decisions on employee related matters will continue to be taken by the Cabinet or the General Purposes and Licensing Committee, which operate normal rules of public access to documents and public participation. EEP minutes and reports will continue to be available to staff on Forestnet. The Communications Unit will publicise agendas internally a week before each meeting.

### **3. EMPLOYEE COMMENTS**

- 3.1 Employee side has been involved in the discussions concerning ideas for changes to the current IRC arrangements, and is happy to back what has been proposed. It is understood that the operation of the new panel will be reviewed after twelve months, and that Employee side will be involved in that review.
- 3.2 Employee Side have requested that regional union representatives continue to be allowed to attend meetings, and the Committee had no objection to this.
- 3.3 Employee Side representatives expressed the wish for the 15 minute employee participation period to be operated flexibly where required, and again this was accepted and would be at the discretion of the Chairman.

### **4. INDUSTRIAL RELATIONS COMMITTEE/CABINET COMMENTS**

- 4.1 The Industrial Relations Committee discussed this matter at their meeting on 1 December 2016. The Committee supported the proposals.
- 4.2 The Cabinet considered this matter at their meeting on 4 January 2017. The Cabinet supported the proposals.

### **5. RECOMMENDATIONS:**

That the following be recommended to the Council for approval:

- (i) That with immediate effect, the Industrial Relations Committee be discontinued and replaced with the Employee Engagement Panel (EEP).
- (ii) That EEP meet 4 times per year, and on the following dates in 2017/18, (previously agreed for IRC):
- 16 February 2017 – 2.00pm
  - 1 June 2017 – 10.00 a.m.
  - 7 September 2017 – 2.30 p.m.
  - 7 December 2017 – 10.00 a.m.
  - 15 February 2018 – 2.30 p.m.
- (iii) That the terms of reference of EEP be as set out in Appendix 1;
- (iv) That the agenda and reports be not published to the press and public;
- (v) That arrangements for EEP membership be as follows:
- 4 Elected Members (+ two nominated substitutes)
  - 2 Unison Representatives (+1 nominated substitute)
  - 1 Unite Representative, (+1 nominated substitute)
  - 1 Representative from GMB. (Can be substituted by GMB, UNISON or UNITE)

[Elected Member appointments will be made by full Council. The union representatives should be nominated to the Panel's secretary (Democratic Services) and may be amended by giving notice in writing];

- (vi) That the Chairmanship and Vice-Chairmanship alternate between the Employer's and Employee's sides, unless it is mutually agreed to vary the arrangement;
- (vii) That the agreement of both the Chairman and the Vice-Chairman of the Committee be obtained before any meeting is cancelled;
- (viii) That there be a 15 minute employee participation period at the start of each meeting to allow any non-union member to speak on individual items on the agenda. Notice of the issue to be raised must be given to Democratic Services two working days in advance of the meeting.
- (ix) That officers be authorised to make any consequential alterations to the Constitution.
- (x) That operation of the new Panel be reviewed after 12 months.

**For further information please contact:**

Andy Rogers  
Committee Administrator  
Tel: 023 8028 5588  
Email: [andy.rogers@nfdc.gov.uk](mailto:andy.rogers@nfdc.gov.uk)

**Background Papers:**

None.

### EMPLOYEE ENGAGEMENT PANEL

#### TERMS OF REFERENCE

1. To act as an advisory body to the Executive (for executive functions), and to the General Purposes and Licensing Committee as appropriate (for non-executive functions) on:-
  - (a) Major issues of concern to the Council and its employees, always provided that no question of individual discipline, grievance or grading shall be within the scope of the Panel unless referred to it by the Council, the Executive, or a Panel or Committee of the Council.
  - (b) Any relevant matter referred to it by the Council, the Executive, a Panel or Committee of the Council, the Chief Executive or by any of the trades unions.
  - (c) Negotiations to alter the Local Terms and Conditions of Service of employees.
  - (d) Disputes about the application and interpretation of conditions of service.
  - (e) Reviews of the conditions of employment, organisation and training of the Council's employees.
  - (f) Negotiations relating to procedural agreements, including the disciplinary, disputes and grievance procedures.
  - (g) Such other matters as are specifically assigned to the Panel



## GENERAL PURPOSES AND LICENSING COMMITTEE – 13 JANUARY 2017

### MEDIUM TERM FINANCIAL PLAN AND ANNUAL BUDGET 2017/18

#### 1. PURPOSE OF REPORT

- 1.1 To consider the development of the draft Medium Term Financial Plan and the Annual Budget for 2017/18 and, in particular to comment back to the Cabinet with any proposals on the base budget shown in Appendix 1.

#### 2. DETAIL

- 2.1 The Cabinet on 5 October 2016 and 4 January 2017 considered the Medium Term Financial Plan and the Draft Annual Budget process for 2017/18.
- 2.2 The base budgets for the service areas falling under the responsibility of this Committee are set out in Appendix 1. The Committee is asked to consider these and in particular, to comment to the Cabinet on any budget matters affecting this Committee.
- 2.3 Overall the net budget requirement has increased by £93k. This is principally due to the removal of £46k in cyclical income following the introduction of the 5 year Private Hire Operator licence arrangements in 2016/17, pay and price cost increases of £23k and increased corporate allocations of £22k. The changes outlined are included in the breakdown of the figures within Appendix 1.
- 2.4 Further changes to the base budgets are due to minor movements in allocations based on a reassessment of employee time spent dealing with specific service areas.
- 2.5 There are potentially further changes to come as the final budget will not be approved until Council meet at the end of February.

#### 3. CRIME AND DISORDER / EQUALITY AND DIVERSITY / ENVIROMENTAL IMPLICATIONS

- 3.1 Nothing arises directly from this report.

#### 4. FINANCIAL IMPLICATIONS

- 4.1 The financial implications are contained within the body of the report.

#### 5. RECOMMENDATION

- 5.1 That the Committee considers the 2017/18 base budget for the service areas within the terms of reference for this Committee, as set out in Appendix 1 to this report, and submits any comments to the Cabinet.

#### For Further Information Please Contact:

Alan Bethune  
Service Manager – Finance & Audit  
Telephone: (023) 8028 5588  
Email: [alan.bethune@NFDC.gov.uk](mailto:alan.bethune@NFDC.gov.uk)

#### Background Papers:

Published documents

This page is intentionally left blank

# GPL COMMITTEE BASE BUDGETS

	<b>2016/17 Budget £</b>	<b>Draft 2017/18 Budget £</b>
<b>Licences:-</b>		
Animal Welfare	25,230	20,750
Caravan and Camping	30,630	29,900
Skin Piercing	2,410	2,530
Gambling Act	8,220	8,580
Taxi / Public Entertainment Liquor / Misc. Licences	-33,070	35,440
	33,420	97,200
Elections	93,370	99,080
Registration of Electors	272,960	283,920
Health and Safety	150,350	163,130
<b>GRAND TOTAL</b>	<b>550,100</b>	<b>643,330</b>

## NOTES:

### 1 - Budget Proposals affecting this Committee

Reduction in Taxi Income due to 5 year PHO Licence in 16/17	46,000
Pay and Price Increases	22,880
Corporate Allocations	21,600
Other	2,750
	<b>93,230</b>

**2 - Draft budgets shown above are subject to change due to further decisions by Cabinet and / or Council and subject to the final determination of business unit and corporate cost allocations.**

This page is intentionally left blank

## GENERAL PURPOSES AND LICENSING COMMITTEE – 13 JANUARY 2017

### FEES AND CHARGES – 2017/18

#### 1. INTRODUCTION

- 1.1 This report sets out the suggested fees and charges for 2017/18 for Council services forming part of the General Purposes and Licensing Committee. The report forms part of the Council's medium term financial plan and annual budget for 2017/18.

#### 2. BACKGROUND

- 2.1 A schedule of the proposed fees and charges for financial year 2017/18 is attached as **Appendix 1**.

- 2.2 The schedule contains the following information:

- Current charges for 2016/17
- Proposed charges for 2017/18
- Year on year percentage increase
- An indication that identifies whether, this year:
  - M** Market comparisons have been made
  - L** Local Authority comparisons have been made
  - S** Charge is statutory based

- 2.3 The proposed increase in fees and charges are based on an increase indicator of 2% to take into account the current rate of inflation where possible. In some cases the proposed increase is greater than the recommended indicator. This has been proposed after consulting Accountancy Services to recover appropriate costs of the service.

#### 3. FINANCIAL IMPLICATIONS

- 3.1 The proposed fees and charges, detailed in **Appendix 1** have been set principally in accordance with the Council's charging policy and financial targets for 2017/18. Where possible, opportunities have been taken to maximise income. In some areas charges have not been raised in order to safeguard demand levels or because statutory constraints require the charge to be set at predetermined levels.

#### 4. ENVIRONMENTAL IMPLICATIONS

- 4.1 None as a direct result of this report but the licensing and regulation of business and events that these fees apply to contributes positively to the general environment.

#### 5. CRIME & DISORDER AND EQUALITY IMPLICATIONS

- 5.1 None directly arising from this report.

**6. CONCLUSION**

- 6.1 Fees and charges are proposed for the 2017/18 financial year. Any significant financial implications are reflected in reports to the Committee.

**7. RECOMMENDATION**

- 7.1 The Committee is asked to approve the proposed fees and charges as set out in **Appendix 1**.

**For Further Information Please Contact:**

Joanne McClay  
Head of Public Health & Community Safety  
Tel: 02380 285588  
Email: Joanne.McClay@nfdc.gov.uk

**Background Papers:**

None

**GENERAL PURPOSES AND LICENSING COMMITTEE**  
**PROPOSED SCALE OF FEES AND CHARGES FOR 2017/18**

APPENDIX 1

	Charges 2016/17 £	Proposed Charges 2017/18 £	Increase %	Review Indicator
<b><u>HACKNEY CARRIAGE &amp; PRIVATE HIRE LICENCE FEES</u></b>				
<b>Hackney Carriage / Private Hire Drivers Joint Licence</b>				
New or Renewal 3 year (includes drivers badge)	140.00	142.00	1.4	L
Drivers Knowledge Test booking fee	36.00	37.00	2.8	L
<b>Private Hire Operator's Licences</b>				
New or Renewal 5 year	509.00	509.00	-	L
<b>Vehicle Licence</b>				
Hackney Carriage per annum	192.00	192.00	-	L
Private Hire per annum	192.00	192.00	-	L
Hackney Carriage/Private Hire (Over 8 years old) per annum	242.00	242.00	-	L
Duplicate driver's badge	12.50	12.50	-	L
Vehicle plate - replacement	23.00	24.00	4.3	L
Vehicle plate - replacement of insert	11.50	12.00	4.3	L
Vehicle plate - replacement of bracket and fixings	11.50	12.00	4.3	L
Vehicle test booking fee (set by Environmental Services)	50.00	50.00	-	L
Vehicle - private plate registration	50.00	51.00	2.0	L
<b><u>ANIMAL WELFARE LICENCE FEES</u></b>				
Breeding of Dogs Act first licence	380.00	387.00	1.8	L
Breeding of Dogs Act Licence renewal per annum	149.00	152.00	2.0	L
Pet Animals Act Licence per annum plus vets' fees where dangerous wild animals are sold	149.00 <-----Actual Cost----->	152.00	2.0	L
Animal Boarding Establishments Licence per annum plus vets' fees if necessary	206.00 <-----Actual Cost----->	210.00	1.9	L
Smaller Animal Boarding Estab. Licence per annum	56.00	57.00	1.8	L
Riding Establishments Act Licence annual fee	176.00	176.00	-	L
plus vets' fees	<-----Actual Cost----->			
annual fee per horse	17.00	17.00	-	L
Increase of horse numbers during licenced year per horse	17.00	17.00	-	L
Renewal of provisional licence	75.00	76.00	1.3	L
Dangerous Wild Animals Acts Licence plus vets' fees if necessary	149.00 <-----Actual Cost----->	151.00	1.3	L
Zoo Licence	<-----Actual Cost----->			
<b><u>HEALTH &amp; SAFETY SERVICE CHARGES</u></b>				
Accident Reports (Provision of Accident Reports to Solicitors and other interested groups)	<-----Actual Cost----->			
Training Level 2 Award in Health and Safety in the Workplace	54.00	55.00	1.9	L
<b><u>REGISTER OF ELECTORS</u></b>				
Statutory Charges Apply - For further details please contact 023 8028 5445				

**GENERAL PURPOSES AND LICENSING COMMITTEE**  
**PROPOSED SCALE OF FEES AND CHARGES FOR 2017/18**

APPENDIX 1

	Charges 2016/17 £	Proposed Charges 2017/18 £	Increase %	Review Indicator
<b>OTHER LICENCE AND REGISTRATION FEES</b>				
Sex Shop Licence	<-----Actual Cost----->			L
Public Health (Amendments) Act 1907				
Pleasure Boat per annum including plate	85.00	87.00	2.4	L
Self Drive Crafts etc	24.00	24.50	2.1	L
Boatman Licences - new and renewal 1 or 3 years	88.00	89.00	1.1	L
Scrap Metal Dealers - Site Licence	140.00	143.00	2.1	L
Scrap Metal Dealers - Collectors Licence	103.00	105.00	1.9	L
Ear Piercing				
Registration of Premises	112.00	112.00	-	L
Registration of Practitioners	51.00	51.00	-	L
Tattooing - Electrolysis - Acupuncture				
Registration of Premises	133.00	135.00	1.5	L
Registration of Practitioners	53.00	54.00	1.9	L
Reissue of registration certificate where changes are requested	15.00	15.00		L

**LICENSING ACT 2003 & GAMBLING ACT 2005 FEES**

Statutory Fees Apply - For further details please contact Paul Weston 023 8028 5505

**RELEVANT PROTECTED CARAVAN SITE LICENCE FEES**

Application for a New Single Licensed Site	360.00	360.00	-	L
Application for a New Multiple Licensed Site	510.00	510.00	-	L
Multiple Licensed Site Annual Fee for Each Permitted Caravan	10.70	10.70	-	L
Transfer of Site Licence	148.00	148.00	-	L
Alteration of Conditions Attached to an Existing Site Licence	302.00	302.00	-	L
Depositing Site Rules	72.00	72.00	-	L

Licence Fees are not subject to VAT unless otherwise stated  
 Where applicable veterinary charges will be added at cost

**Review Indicator Key**

<b>M</b>	= Market Comparisons undertaken
<b>L</b>	= Local Authority Comparisons undertaken
<b>S</b>	= Statutory Charge Level