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COUNCIL AGENDA

Membership: Councillor Patrick (Mayor)

Councillors Bowdell, Bowerman, Crellin, Denton, Fairhurst, Guest, Diamond, Hughes, Inkster, Jenner, Keast, Kennett, Linger, Lloyd, Milne, Moutray, Munday, Patel, Payter, Pike, Raines (Deputy Mayor), Rennie, Redsull, Richardson, Robinson, Satchwell, Scannell, Sceal, Mrs Shimbart, Stone, Tindall, Turner, Wade, Weeks and Wilson

Meeting: Council

Date: Wednesday 22 March 2023

Time: 5.00 pm

Venue: Hurstwood Room, Public Service Plaza, Civic Centre Road, Havant, Hampshire PO9 2AX

The business to be transacted is set out below:

Kim Sawyer
Chief Executive

14 March 2023

Contact Officer: Jenni Harding 02392 446234
Email: jenni.harding@havant.gov.uk

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PART 1 (Items open for public attendance)

1 Apologies for Absence

To receive and record any apologies for absence.

2 Declarations of Interests

To receive any declarations of interests from Members.

3 Confirmation of Previous Minutes 1 - 6

To confirm the minutes of the Extraordinary Council Meeting and last meeting of Full Council held on 23 February 2023 as a true record.

4 Mayor's Report

5 Retiring Councillors

6 Public Speaking under Standing Orders 27.5 & 28

To deal with any public questions or address submitted in accordance with the requirements of Standing Orders 27.5 or 28, which is to deal with public questions or address notified no later than 12 noon three working days before the meeting.

7 Cabinet/Board/Committee Recommendations 7 - 30

To consider any recommended minutes from the Cabinet and any of the Boards or Committees.

1) Human Resources Committee – 09 March 2023

Pay Policy Statement and Pensions Policy

Full Council is recommended to endorse the recommendation of the HR Committee and approve:

- The Proposed 2023/24 Pay Policy Statement, as tabled in Appendix A
- The Statement of Policy on Pensions, as tabled in Appendix B

2) Cabinet – 22 March 2023

Property Asset Management System

Recommendation and report to follow

3) Cabinet – 22 March 2023

Council Tax Resolution (2023/24)

To note the changes to the Council Tax Resolution 2023/24.

4) Cabinet – 22 March 2023

Increase In Capital Expenditure Through In-Year By Use Of

Reserves Re. Site At Southmoor Lane, Havant

Recommendation and report to follow

5) Cabinet – 22 March 2023

Local Authority Housing Fund

Recommendation and report to follow

8 Responses To The Draft Water Resource Management Plan To Follow

9 Appointment of S151 Officer To Follow

10 Appointment of Deputy Electoral Registration Officer To Follow

11 Questions Under Standing Order 27.4.1

To receive questions from Councillors in accordance with the requirements of Standing Order 27.4.1.

12 Urgent Questions Under Standing Order 27.4.2

To receive urgent questions from Councillors submitted in accordance with the requirements of Standing Order 27.4.2.

13 Acceptance of Minutes 31 - 32

The Council to receive the minutes of Committees held since the last meeting of the Council:

- [Overview and Scrutiny Committee on Thursday, 2nd February, 2023](#)
- [Cabinet on Wednesday, 8th February, 2023](#)
- [Planning Committee on Monday, 13th February, 2023](#)
- [Overview and Scrutiny Committee on Monday, 20th February, 2023](#)
- [Planning Committee on Thursday, 23rd February, 2023](#)

PART 2 (Confidential items - closed to the public)

None

GENERAL INFORMATION

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Internet

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Members of the public are welcome to attend the Public Service Plaza and observe the meetings. We also endeavour to broadcast the meeting and make the recording available on the Council website for up to 6 months.

An address made by a member of the public may only be presented if a summary of the text has been received by the Democratic Services Team Leader no later than 12 noon three working days before the meeting. The speech shall reflect the summary provided.

The Monitoring Officer may rule out of order any address that:

- a is vexatious, derogatory, defamatory, frivolous or offensive;
- b concerns a Council employment or staffing matter or sensitive personal information about a Councillor;
- c is unrelated to functions of the Committee; or
- d has been previously considered in the last 6 months.

Questions from members of the public will only be permitted where they have been received by the Democratic Services Team Leader no later than 12 noon three working days before the meeting.

An answer to a question submitted by a member of the public may take the form of:

- 1 a direct oral answer;
- 2 where the desired information is contained in a publication of the Council or other published work, a reference to that publication; or
- 3 where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

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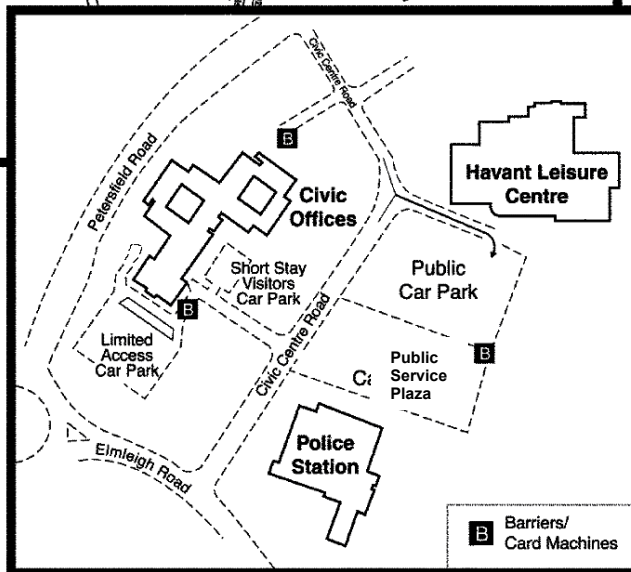
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Havant

BOROUGH COUNCIL

PROTOCOL AT COUNCIL MEETING – AT A GLANCE

Sit or Stand?

Stand to address the Council/Mayor at all times

Rules of Debate

- always address each other as “Councillor ...”
- a motion or amendment has to be proposed and seconded
- once an amendment has been proposed and seconded, it becomes the subject of the debate until it is either accepted or rejected by a vote
- a seconder can choose to make their speech at a later time
- only one Councillor to stand at any one time
- speeches will not exceed 5 minutes (the Council can resolve to allow additional time, which will not exceed a further 3 minutes)
- a Councillor proposing the adoption of a Committee/Board minute has sufficient time to propose and unlimited time to reply to debate
- a Councillor can only speak again on an amendment, to move a further amendment, on a point of order or personal explanation.

Questions and Motions

- Motions must be submitted in writing (or by email) to the Democratic Services Team Leader 6 working days prior to the Council meeting
- Councillors may ask questions, without notice, of the Leader and Cabinet Leads in respect of the Cabinet Lead reports submitted to Council
- Councillors may ask questions of the Leader, Cabinet Leads and Committee Chairmen, on any matter affect the Borough or its residents, providing that:
 - 48 hours written notice is given; or
 - 2 hours written notice in relation to urgent matters

Voting

- Voting may be by a show of hands or by a ballot at the discretion of the Mayor
- Two Councillors may request, before a vote is taken, that the names of those voting be recorded in the minutes
- A recorded vote will always be taken in respect of approval of the Annual Budget
- Councillors may not vote unless they are in the meeting for the full debate on any particular item
- A Councillor may request that his/her vote be recorded in the minutes

HAVANT BOROUGH COUNCIL

At a meeting of the Council held on 22 February 2023

Present

Councillor Patrick (Mayor)

Councillors Bowdell, Bowerman, Crellin, Denton, Fairhurst, Hughes, Inkster, Keast, Kennett, Linger, Lloyd, Milne, Munday, Patel, Pike, Raines (Deputy Mayor), Redsull, Richardson, Robinson, Satchwell, Scannell, Sceal, Mrs Shimbart, Stone, Tindall, Turner, Wade, Weeks and Wilson

71 Apologies for Absence

The Council observed a minutes silence in remembrance of the victims of the earthquakes that have claimed so many lives in Turkey and Syria recently, and in acknowledgement of the first-year anniversary of the war in Ukraine this week and in remembrance of all those who have lost their lives in the war.

Apologies of absence were received from Councillors Diamond, Payter and Rennie.

72 Declarations of Interests

There were no declarations of interest from the members present.

73 Confirmation of Previous Minutes

Proposed by Councillor Kennett and seconded by Councillor Stone, the minutes of the previous meeting held on 18 January 2022 were agreed as a correct record.

74 Provision Appointment of the Mayor for 2023/24

Proposed by Councillor Crellin seconded by Councillor Bowdell, it was

Resolved that Councillor Rosy Raines be provisionally appointed as Mayor for 2023/2024.

75 Provisional Appointment of Deputy Mayor for 2023/24

Proposed by Councillor Raines and seconded by Councillor Weeks, it was

RESOLVED that Councillor Peter Wade be provisionally appointed as Deputy Mayor for 2023/24.

76 Mayor's Report

There were no questions for the Mayor on her published report.

77 Public Speaking under Standing Orders 27.5 & 28

No public questions or requests to speak had been received under Standing Orders 27.5 or 28.

78 Budget Speeches

Councillor Denton presented his budget speech to Council and outlined the progress made since his budget speech in February 2022 and stressed the importance of continued close monitoring of the Council's finances to ensure long-term financial stability in light of changing economic conditions and government funding cuts.

Councillor Denton thanked members of the Budget Working Group, Officers, and the Overview & Scrutiny Committee for their work in enabling a balanced budget to be brought forward.

Councillor Munday spoke on behalf of the Labour Group, outlining his concerns in relation to the current government funding cuts and outlined his support for the proposed budget. Councillor Munday further thanked the Audit & Finance Committee and Officers for their excellent work in creating a more stable financial base, following the separation from East Hampshire District Council.

Questions and points of clarification were responded to by the Cabinet Lead.

79 2023/24 Revenue Budget, Capital Budget, Reserves & Balances, Capital Strategy, Treasury Management Strategy and Medium Term Financial Strategy

Members spoke in support of the proposed budget.

A motion proposed by Councillor Denton and seconded by Councillor Linger to agree the recommendations set out in the submitted report was approved. Therefore, it was

RESOLVED that Council

- a. Agrees the proposed Revenue and Capital budgets for 2023-24 including a Council Tax rate of £226.06 at Band D, representing a £6.58 increase on the current charge;
- b. Agrees the proposed Medium Term Financial Strategy, Capital Strategy, Treasury Management Strategy and Prudential Indicators.
- c. Agrees the Fees & Charges schedule for 2023-24.
- d. Agrees the Council Tax Resolution

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 and the requirements of Standing Order 26.8, the vote on this item was recorded as follows:

For the Motion:

Councillor Neil Bowdell
Councillor Lulu Bowerman
Councillor Pam Crellin
Councillor Tony Denton
Councillor Liz Fairhurst
Councillor Gary Hughes
Councillor Mark Inkster
Councillor David Keast
Councillor Richard Kennett
Councillor Brenda Linger
Councillor Elizabeth Lloyd
Councillor Sarah Milne
Councillor Phillip Munday
Councillor Husky Patel
Councillor Diana Patrick
Councillor Tim Pike
Councillor Rosy Raines
Councillor Amy Redsull
Councillor Julie Richardson
Councillor Gwen Robinson
Councillor Clare Satchwell
Councillor Carly Scannell
Councillor Mike Sceal
Councillor Elaine Shimbart
Councillor Richard Stone
Councillor Kris Tindall
Councillor Leah Turner
Councillor Peter Wade
Councillor Yvonne Weeks
Councillor Michael Wilson

Against the Motion:

None

Abstentions:

None

Absent:

Councillor Caren Diamond
Councillor David Guest
Councillor David Jenner
Councillor Tom Moutray
Councillor Imogen Payter
Councillor Alex Rennie

80 Cabinet/Board/Committee Recommendations

1 Updated Corporate Strategy

Cllr Robinson introduced this item and recommendation to Council arising from the meeting of Cabinet held on 08 February 2023, seeking adoption of the updated Corporate Strategy.

Proposed by Councillor Robinson and seconded by Councillor Wade, it was RESOLVED that Council adopt the updated Corporate Strategy.

81 Leader's Report

In Councillor Rennie's absence, members were asked to contact Democratic Services with any questions they may have on his published report.

82 Cabinet Lead Reports

Councillor Bowerman led members who wished to speak in remembrance of former councillor Ray Bolton who passed away recently.

Councillor Denton thanked residents, schools, visiting Mayors and members who attended the Holocaust Memorial event on 27 January 2023.

Councillor Satchwell thanked officers that work in her portfolio areas for their support during her time as Cabinet Lead.

83 Cabinet Leads and Chairmen's Question Time

Councillor Denton confirmed for Councillor Hughes, that a working group is looking at the ability for residents to pay for their garden waste collection service by either Direct Debit or to pay on-line.

In response to queries raised by members in relation to the recycled water consultations, Councillor Lloyd offered to discuss the issues with Cllr Munday outside of the meeting and to chair a briefing that all members could be invited to participate.

Councillor Redsull raised queries in relation to temporary accommodation, which were responded to by Councillor Robinson within the meeting, confirming that residents are prioritised according to their level of need. Councillor Robinson further confirmed there are 2 residents who are currently sleeping rough in the Borough, both of which do not wish to engage with services, however, daily welfare checks are undertaken, with food and blankets being provided to try and ensure they are safeguarded as much as possible.

84 Questions Under Standing Order

There were no questions from Members under the provision of this standing order.

85 Urgent Questions Under Standing Order 27.4.2

There were no urgent questions from Members under the provision of this standing order.

86 Notice of Motions under Standing Order 14.1

The Council considered the following Motion, proposed by Councillor Munday and seconded by Councillor Redsull. Following debate and a vote, it was

RESOLVED that Council

- A) negotiate with Portsmouth City Council to develop regular water quality sampling of Langstone Harbour in order to understand the environmental, health and safety impact within the harbour in a data driven way; and
- B) verifies with Southern Water their claims about Budds Farm £20M investment on water quality; and
- C) to better protect our residents who use the harbour from the effects of harmful pathogens like e-coli that cause sickness and infection

87 Calendar of Meetings 2023/24

Proposed by Councillor Milne and seconded by Councillor Patel, it was RESOLVED that the Calendar of meetings for 2023/24 be approved.

88 Committee Appointments

Proposed by Councillor Kennett and seconded by Councillor Fairhurst, it was

RESOLVED that the schedule of Cabinet and Committee Appointments be approved.

89 Acceptance of Minutes

Proposed by Councillor Keast and seconded by Councillor Satchwell it was RESOLVED that the minutes of Committees held since the last meeting of Council be received.

The meeting commenced at 5.00 pm and concluded at 6.43 pm

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Chairman

NON EXEMPT

HAVANT BOROUGH COUNCIL

HUMAN RESOURCES COMMITTEE – 9th March 2023

Pay Policy Statement and Pensions Policy

FOR DECISION

Portfolio Holder: Councillor Tony Denton

Key Decision: No

Report number: HBC/120/2023

1. Purpose

- 1.1 This paper is submitted to the Human Resources Committee, in order for the Authority to:
- Meet a statutory responsibility to prepare and publish a Pay Policy Statement annually.
 - Publish and keep under review a Statement of Policy on certain discretions contained in Pension Regulations.
- 1.2 The recommendations of the Committee will be laid before Full Council, for their approval.

2. Recommendation

- 2.1 HR Committee are requested to recommend to Full Council to approve:
- The Proposed 2023/24 Pay Policy Statement, as tabled in Appendix A
 - The Statement of Policy on Pensions, as tabled in Appendix B.

3. Executive Summary

- 3.1 The Localism Act 2011 places specific obligations on local authorities to be transparent and accountable for the way in which pay and awards are applied. The Act therefore requires each authority to produce a pay policy statement annually, to ensure pay information is available to members of the public for all levels of staff from chief officer level to the lowest paid employee.
- 3.2 A recommended Pay Policy Statement for 2023/24 has been prepared for consideration by the HR Committee, and then for onward approval by Full Council. This accounts for elements related to the ending of the Joint Management Team Agreement with East Hampshire District Council, and the implementation of new management and governance structures subsequent to that.
- 3.3 A full copy of the Pay Policy is provided in Appendix A.
- 3.4 In addition, under Pension Regulations, which came into force on 1 April 2014, each employer must publish and keep under review a Statement of Policy on certain discretions contained in the Regulations. An updated Policy has therefore been prepared, the main change in which concerns a Shared Additional Voluntary Contribution Scheme the Authority intends to introduce from April 2023.
- 3.5 A copy of the Pensions Policy Statement is provided in Appendix B.

4. Additional Budgetary Implications

- 4.1 No additional budget is being requested specifically pursuant to this policy. Committee will be aware, however, that the policy does require the Authority to consider National Joint Council deliberations on Local Government and Chief Officer Pay, and Joint National Council determinations on Chief Executive Pay. This is as per previous years. The pay policy may need to be reviewed in light of any agreements reached on pay and conditions this year, if there are material impacts.

5. Background and relationship to Corporate Strategy and supporting strategies and policies

5.1 The publication of these statements are statutory and regulatory requirements, therefore not optional. In addition, transparency in these areas is vital, in regards to the recruitment and retention of staff, and for the purposes of local accountability.

6. Options considered

6.1 Not drafting, agreeing and publishing these policies will put the Authority in breach of relevant statutes and regulations.

6.2 Whilst there can be no option to “Do Nothing”, elements of each policy can be considered. At this time, the main factors accounted for relate to the ending of the Joint Management Team Agreement with East Hampshire District Council, changes to the management team and governance, and a proposed decision to administer a Shared AVC scheme.

6.3 Longer term, the Authority will, in light of continuing economic and financial challenges nationally, fully review its pay policy, and individual elements of the pension discretions. This will be done by December 2023, and outcomes laid before the Committee for consideration.

7. Resource implications

7.1 Financial implications

7.1.1 The proposed policy does not, of itself, create any new or additional financial implications, beyond those already in place in regards to existing and previous iterations of this document. However, as the pay policy sets out the basis upon which staff are remunerated, and what additional benefits they receive, application of this policy will accrue financial consequences, for example, linked to the national pay negotiations. As a consequence, the outcomes of any national negotiations may trigger a review of the Policy, or consideration of financial impacts, under budget setting or review of the Medium Term Financial Strategy.

Section 151 Officer comments

As stated in the main body of the report the approval of the recommendations within this report do not in themselves have a direct financial implication.

7.2 Human resources implications

7.2.1 The policy itself does not create any new and material HR implications. The document has been revised to account for changes already made in structures and governance.

7.3 Information governance implications

7.3.1 No material impacts.

7.4 Climate and environment implications

7.4.1 No material impacts.

8. Legal implications

8.1 The publication of the pay policy statement is a legal requirement, under the Localism Act 2011.

8.2 In addition, under Pension Regulations, which came into force on 1 April 2014, each employer must publish and keep under review a Statement of Policy on certain discretions contained in the Regulations.

8.3 The Act sets out specific information that must be included in any Pay policy statement, which is as follows:

- the pay framework, level and elements of remuneration for Chief Officers;
- the pay framework and remuneration of the 'lowest paid' employees;
- the relationship between the remuneration of the Chief Officer and other officers;
- other policies relating to specific aspects and elements of remuneration such as pay increases, other allowances/payments, pension and termination payments.

Monitoring Officer comments

There is a statutory requirement for the council to consider and approve a pay policy statement each financial year.

The legislation referenced in the body of the Report sets out a clear expression of Parliament's desire that taxpayers can access information about how public money is spent on it's behalf. It translates this into a requirement for improved transparency over both senior officers' pay and that of the lowest paid employees within the organisation; manifesting itself in the policy statement which is the subject of this report.

9. Risks and mitigations

- 9.1 No specific risks associated with agreeing and publishing the tabled policies. The need to review both, in light of the emerging developments regarding pay negotiations, will allow consideration of mitigations should material impacts arise.

10. Consultation

- 10.1 Prior to tabling at the Human Resources committee, these policy statements have been subject to consultation with:

- The Management Team
- Cabinet
- Unison

11. Communications

- 11.1 Once approved by Full Council, both of these policies will be published on the Havant Borough Council internet and intranet.

12. Appendices

Appendix A – The 2023/24 Pay Policy Statement

Appendix B – Pensions Policy Statement

13. Background papers

None

Agreed and signed off by:

Portfolio Holder: Councillor Tony Denton

Executive Head: Matt Goodwin, 17 Feb 2023

Monitoring Officer: Mark Watkins, 17 February 2023

Section 151 Officer: Wayne Layton, 28 Feb 2023

Contact officer:

Name: Matt Goodwin

Job title: Executive Head, Internal Services

Email: matt.goodwin@havant.gov.uk

Havant Borough Council Pay Policy Statement Financial Year 2023/24

1. Purpose

This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and is updated annually from April each year.

This pay policy statement sets out Havant Borough Council's policies relating to the pay of its workforce for the financial year 2023/24, in particular:

- a) the remuneration of its Chief Officers and Chief Executive
- b) the remuneration of its "lowest paid employees"
- c) the relationship between
 - the remuneration of its Chief Officers and
 - the remuneration of its employees who are not Chief Officers

This Policy Statement is an annual revision. It is available on the Council's website. The Council's website also includes separately published data on salary information relating to Chief Officers.

2. Scope

This statement applies to all employees of the council employed under the conditions of service of the following bodies:

- National Joint Council for Local Government Services;
- Joint Negotiating Committee for Chief Officers of Local Authorities;
- Joint Negotiating Committee for Local Authority Chief Executives

3. Definitions

For the purpose of this Pay Policy the following definitions will apply: -

"Pay" in addition to salary includes charges, fees, allowances, increases in/enhancements to pension entitlements, and termination payments.

"Day's Pay"

The definition of a day's pay is the hours worked on the day multiplied by the employee's hourly rate of pay.

"Chief Officer" refers to roles within Havant Borough Council within the corporate leadership team, which comprises Statutory and Non-Statutory Chief Officer posts;

- Chief Executive and Head of Paid Service
- All Executive Heads of Service
- Chief Legal Officer
- Chief Finance Officer

Officers within this Chief Officer group will normally hold Statutory functions (Head of Paid Service, S151 Officer, Monitoring Officer) unless delegated by exception.

“Deputy Chief Officer” i.e. all other Heads of Service and all senior managers if reporting directly to, or directly accountable to, a statutory or non-statutory Chief Officer in respect of all or most of their duties (excluding roles which are clerical or secretarial).

“Lowest paid employees” refers to those staff employed within grade A of the council’s pay framework. The above definition for the “lowest paid employees” has been adopted because grade A is the lowest grade on the Council’s pay framework.

“Employee who is not a Chief Officer” refers to all staff who are not covered under the “Chief Officer and Deputy Chief Officer” group above. This includes the “lowest paid employees” i.e. staff on grades A.

4. Pay and grading structure

4.1 General approach

Remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the council’s business objectives and delivering services to the public. This must be balanced by ensuring remuneration is not, nor is seen to be, unnecessarily excessive. Across the country, any given council faces its own unique challenges and opportunities in doing so and retains flexibility to cope with various circumstances that may arise, including the use of market supplements or other such mechanisms for individual categories of posts where appropriate.

4.2 Responsibility for decisions on remuneration

It is essential for good governance that decisions on pay and reward packages for Chief Executives and Chief/Deputy Chief Officers are made in an open and accountable way and that there is a verified and accountable process for recommending the levels of top salaries.

Proposals for Chief and Deputy Chief Officer pay and pay progression are tabled in discussion between the Head of Paid Service and the Management Team. The outcomes are enshrined in Senior Pay Policy, which is subject to agreement by the Human Resources Committee.

Pay for senior staff is determined by the NJC Chief Officer pay negotiations. Any award given is effective from April of the relevant year and is formally noted by Human Resources Committee in line with HR standing orders.

Havant Borough Council's pay framework was implemented in April 2007 in line with national guidance, with the grade for each role being determined by a consistent job evaluation process. This followed a national requirement for all Local Authorities, and a number of other public sector employers, to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer. As part of this Havant Borough Council determined a local pay framework reducing the overall number of grades to 11.

Pay awards are considered annually for staff. For those staff up to and including grade K and senior Manager level posts, the outcome of the national consultations by the Local Government Employers in negotiation with the Trades Unions is applied.

The pay award for all staff is also formally noted at the Human Resources Committee. The committee comprises elected Councillors and has responsibility for local terms and conditions of employment for staff within the council's pay framework that falls outside the delegated powers of the Head of Paid Service and Executive Head of Internal Services.

4.3 Salary grades and grading framework

Salary grades for staff who are not Chief Officers or Deputy Chief Officers are determined in line with the NJC job evaluation scheme (using GAUGE), with the grade for each role being determined by a consistent job evaluation process.

There are 11 grades (A-K) in the pay framework, grade A being the lowest and grade K the highest. Each employee will be on one of the 11 grades. Based on the job evaluation of their role, the following grading structure with incremental points will apply as follows:

Grade *Number of Spinal Points*

<i>A</i>	<i>2</i>
<i>B</i>	<i>2</i>
<i>C</i>	<i>4</i>
<i>D</i>	<i>5</i>
<i>E</i>	<i>7</i>
<i>F</i>	<i>6</i>
<i>G</i>	<i>5</i>
<i>H</i>	<i>9</i>
<i>I</i>	<i>5</i>
<i>J</i>	<i>5</i>
<i>K</i>	<i>5</i>

Employees can progress to the salary range maximum of their grade, subject to assessment of their performance in the appraisal performance process.

The rise in the National Living Wage rates continue to be monitored and outcomes determined nationally will be considered in the context of increments and bands, as and when relevant. Currently, the Authorities lowest pay band exceeds the National Living Wage.

Details of senior management remuneration are published annually on the Council's website as part of this Pay Policy Statement and in the Council's Statement of Accounts.

4.4 Reward Principles

In order to fulfil the strategic priorities, set out within the Corporate Strategy, the Council recognises that the approach to pay and reward needs to reflect modern employment practices and continuously keep abreast of the employment market.

The Council has a reward strategy in place which has three core aims:

- 1) to drive a culture which motivates reward,
 - 2) to reduce and ultimately remove all barriers to a fair and attractive reward package and
 - 3) to align reward with the Councils' resources and financial requirements.
- To achieve these aims we ensure that we review and continually develop reward practices to reflect modern and innovative trends in reward within the context of local and national collective agreements.

The outcomes of this reward strategy mean we have a reward package in place which is attractive to job seekers, helps the Council to retain talented employees, ensures managers reward staff and teams fairly and there is an ethical, open and transparent decision making relevant to reward.

5. Remuneration – level and element

5.1 Salaries

5.1.1 “Chief Officers”

Chief/Deputy Chief Officers are paid outside of the council's pay framework. There is a specific senior pay policy in place which deals with Chief and Deputy Chief Officer pay. Broadly, the following principles are applied:

- Chief Officer pay is based on a broad band approach and is set at market rate plus. This means that the entry point of the pay scale is 15% below market rate plus and the top of the scale is 15% above

market rate plus. The mid-point of the scale is set at market rate plus. Market rate plus means the council is committed to paying 5% above the market rate based on relevant market data

- There are different bands for senior roles based on hierarchy and each Chief/Deputy Chief Officer are paid a spot salary within the pay band described above,
- the Chief/Deputy Chief Officer pay band is benchmarked to ensure pay remains competitive in the market place. In determining Chief/Deputy Chief Officer pay, relevant available information, including the salaries of Chief/Deputy Chief Officers in other similar sized organisations is considered
- National and local pay awards which are applied across the Councils to all grades of staff below senior management do not apply to senior level roles. Pay for senior staff is determined by the JNC Chief Officer pay negotiations. Any award given is effective from April of the relevant year and is formally noted by the Human Resources Committee in line with HR standing orders.

5.1.2 Chief Executive

The Chief Executive is the council's Head of Paid Service. The remuneration for the Chief Executive is paid under the auspices of the Senior Pay Policy. The annual pay review takes place annually each year from 1 April. Awards will be applied as per agreements reached and notified by the Joint Negotiating Committee for Local Authority Chief Executives

5.1.3 "Lowest paid employees"

Each "lowest paid employee" is paid within the salary range for grade A.

5.2 Other pay elements

"Chief/Deputy Chief Officers" are subject to the same performance management process as the "lowest paid employees" and "employees who are not Chief Officers".

Targets are set and performance against those targets is assessed. Chief/Deputy Chief Officers do not receive any incremental or step progression as they are on a spot salary.

An incremental pay award for any staff member may be withheld in exceptional circumstances due to poor performance. Separate capability processes are applied in such cases.

5.3 Charges, fees or allowances

Any allowance or other payments will only be made to staff in connection with their role or the patterns of hours they work and must be in accordance with the council's collective agreement and subsequent amendments.

Any honorarium that is paid will be paid in accordance with Havant Borough Council's arrangements for such additional payments. Further details can be provided on request.

Any travel expenses reasonably incurred by an employee in the course of their duties will be reimbursed upon production of appropriate receipts and must be authorised by their line manager before payment will be made. Further detail can be provided on request.

Any subsistence allowance that is paid will be in accordance with the council's policy.

Further details on allowances and payments are available on request.

5.4 Electoral Duties

No fees for election duties are included in the salaries of Chief/Deputy Chief Officers. Any additional fees payable for such responsibilities are calculated in accordance with the statutory rules and recommendations of the Hampshire and Isle of Wight Election Fees Working Party for all local government elections and by central government for Parliamentary elections. Special fees are paid for Returning Officer duties which are not part of the post holder's substantive role. These fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role.

The Returning Officer is an officer of the District Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the District Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from their duties as an employee of the District Council. As Returning Officer, they are paid a separate allowance for each election for which he/she is responsible in accordance with accepted national and regional scales and criteria which is approved annually by the Home Office and Electoral Claims Unit.

5.5 Performance Management

High levels of performance are expected of all of our employees. Performance and contribution during the course of the year is reviewed within the annual appraisal process.

This process provides for the setting of targets on an annual basis and review of the employee's achievement against those targets.

Where a member of staff is employed within the salary and grading framework set out in 4.3, following assessment of the employee's achievement against targets the reviewing manager will recommend a rating for each employee. This will normally result in the progression of one incremental step but will not take the salary above the salary range maximum. If an employee is at the top of their grade there will be no further increase. Except in rare cases of poor performance, incremental progression will be applied where relevant.

Any salary changes following assessment under the Appraisal process will normally be effective from 1 April each year.

5.6 Other:

- a) Staff members are entitled to access corporate rates for dental and health cash plans through a third-party supplier.
- b) A single financial benefit is payable upon death of any member of staff. The benefit is paid to either widows, widowers, civil partners, cohabiting partners without a legal status or dependent children under the age of 19 who are still in full time education. The benefit is equivalent to the greater of; one twelfth of one year's salary, or £1500 after five years' service, or £2,000 after ten years' service or £2,500 after twenty years' service.
- c) Staff are entitled to discounts for local leisure facilities. The extent of the discount varies according to the facility.

5.8 Car, Motorcycle and Bicycle Loans

The current scheme offers car, motorcycle and bicycle loans up to a maximum of £20,000 and the total loan must be no more than 50% of the employee's gross salary.

These are only available to those staff who are deemed to be 'essential users' who have successfully completed their probationary period. The loan rate is in line with the HMRC official interest rate at the date the loan is taken out and is fixed for the period of the loan. The term of the loan is up to a maximum of five years.

5.9 Pension

All employees as a result of their employment are eligible to join the Local Government Pension Scheme. There are no increases or enhancement to pension entitlements.

5.10 Severance Payments

On ceasing to be employed by Havant Borough Council, individuals will only receive compensation:

- a) in circumstances that are relevant (e.g. redundancy)

- b) that is in accordance with our published policy statement on how we exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS), and/or
- c) that complies with the specific term(s) of a settlement agreement

We are already required to publish our policy on discretionary payments on early termination of employment as well as publishing our policy on increasing an employee's total pension scheme membership and on awarding additional pension.

It is important that the council has flexibility to respond to unforeseen circumstances as regards re-employing former employees as a Chief Officer.

If we re-employ a previous employee who received a redundancy or severance package on leaving, or if that person returns on a 'contract for services', or if they are in receipt of a Local Government Pension Scheme (with same or another local authority), then the decision to re-employ will be made on merit, taking into account the use of public money and the exigencies of the council. Decisions taken in respect of re-employment of former employees in receipt of a redundancy/severance package will be taken in line with legislation in force at that time.

5.11 New starters joining the Council

Employees new to the council and who are not Chief Officers or Deputy Chief Officers will normally be appointed to the first point of the salary range for their grade. Where the candidate's current employment package would make the first 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 higher salary may be considered by the recruiting manager. This will be within the salary range for the grade. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range.

Employees new to the council who are appointed to Chief Officer or posts outside of the salary and grading structure (see 4.3) will be paid a fixed salary for the post (see 5.1.1) within the appropriate band.

5.12 Apprenticeship Posts

The council employs apprentices through an approved Apprentice Framework. Apprentices are appointed onto the grade appropriate for the post.

6. Relationship between remuneration of “Chief Officers” and “employees who are not Chief Officers”

The Local Government Association has offered advice on the Government’s requirement in reporting remuneration relationships. The advice is that the measure of the relationship between Chief Officers and employees who are not Chief Officers be considered on the ratio between the highest paid employee and the median average earnings across the organisation as a multiple. This has been calculated as at 1st April 2021 as follows:

Mean Calculation

Remuneration for the Chief Executive (excluding pension contributions)	£126,035
Mean average earnings for all employees at the Council (excluding pension contributions)	£38,123.01
Ratio	1:3.3

Ratio between the highest paid employee and the lowest paid employee

Remuneration for the Chief Executive (excluding pension contributions)	£126,035
Pay for the lowest paid employee at the Council (excluding pension contributions)	£21,189
Ratio	1:5.9

7. Review

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. Havant Borough Council’s annual statement is normally scheduled for approval by Full Council in advance of 1 April each year, unless there are exceptional circumstances.

If it should be necessary to amend this statement during this financial year, an appropriate resolution will be made by Full Council.

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HAVANT BOROUGH COUNCIL

Pensions Policy Statement

The Local Government Pension Scheme Regulations 2013

The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014

Introduction

Under the above regulations which came into force on 1 April 2014, each employer must publish and keep under review a Statement of Policy on certain discretions contained in the Regulations.

This Statement of Policy is applicable to all employees of Havant Borough Council who are eligible to be members of the Local Government Pension Scheme. This policy will be reviewed periodically and if the council decides to change its policy, it will publish a statement of the amended policy within one month of the date of its decision.

The Council will exercise its discretionary powers as set out below:

1. For members who continue in the LGPS at 1 April 2014, or join it from 1 April 2014

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

The Council will only contribute to the cost of a member's additional pension contributions where required to do so under the LGPS Regulations. Where a member is voluntarily making additional pension contributions, the Council will not consider meeting any part of that cost.

Regulation 30 (6) Power to allow flexible retirement

The Council will consider all written requests for flexible retirement and will only approve a request when it is in the Council's interests to do so. Consent to pension benefits being paid, in line with age eligibility, may be approved provided the employee's remuneration is permanently reducing by at least 40 per cent through a reduction in hours or grade. Consideration will be given to the requirements of the service and any early retirement charge which is payable to the Pension Fund being considered affordable in each case.

In exceptional circumstances the Council may consider waiving the member's early payment reduction and this must be agreed by an Executive Head or the Chief Executive.

Regulation 30 (8) Waiving of actuarial reductions

As a rule, the Council will not waive actuarial reductions applicable to an employee who retires voluntarily between 55 and Normal Pension Age. Any exceptional cases supported by a business case to be determined by Management Team. HBC will not consent to ex-employees taking deferred benefits unless there is no cost to the council.

Regulation 31 Power to award additional pension

As a rule, the Council will not award additional pension or membership. Any exceptional cases supported by a business case are to be determined by Management Team. However, if employees are retired in the interests of efficiency, the Chief Executive or an Executive Head will consider buying additional pension in the LGPS using an amount no greater than the payment that would have been received had an employee been made redundant. There may be tax implications associated with this.

Other – Augmentation of redundancy payments

The part of an employee's redundancy payment that relates to earnings in excess of the statutory maximum can be used to buy additional service in the Local Government Pension Scheme. This option is only open to employees if they request it before employment ceases. Employees should note that there may be tax implications.²

2. For those who stopped contributing to the LGPS between 1 April 2008 and 31 March 2014:**LGPS Regulations 2014 (Transitional provisions, savings and amendments - paragraph 2 (2) of schedule 2) - Switching on the 85-year rule**

As a rule, the Council will not switch on the 85-year rule. Any exceptional cases supported by a business case to be determined by Management Team.

Regulation B30 (2) (5), B30A (3)(5) Post - 31 March 2008 / pre - 1 April 2014 leavers early payment of pension

As a rule, the Council will not switch on the 85-year rule. Any exceptional cases supported by a business case to be determined by Management Team.

Set out below are details of Havant Borough Council current Optional policies**17 (1). To operate a shared cost Additional Voluntary Contribution (AVC) Scheme.**

The Council will be offering a Shared Cost AVC scheme, subject to agreement by the Human Resources Committee and will pay shared cost AVCs where an employee has elected to pay AVCs by salary sacrifice. The amount of these employer shared cost AVCs will not exceed the amount of salary sacrificed by the employee. This discretion is subject to the employee meeting the conditions for acceptance into the salary sacrifice shared cost AVC scheme and may be withdrawn or changed at any time.

32. The 12-month time limit for transferring pension rights (deferred benefits) from a previous LGPS fund or employer may be extended (but only where there has not been an option to transfer with a previous LGPS employer).

With the exception of any current employee who took a preserved benefit when they received an enforced reduction in pensionable remuneration, the Council will only accept elections to combine pension rights from previous local government employment with a current period of membership, which are made within 12 months of re-joining the scheme.

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NON-EXEMPT

HAVANT BOROUGH COUNCIL

Cabinet

22 March 2023

Council Tax resolution 2023/24

For Decision

Portfolio Holder: Cllr Tony Denton

Key Decision: No

Report Number: HBC/117/2023

1. Purpose

- 1.1. Following consideration of this report by Full Council at their meeting held on 22nd February 2023, this paper is submitted to Cabinet to update members on the final Council Tax rates from precepting authorities and the Council Tax Base following confirmation of their charges in respect of the financial year 2023/24.

2. Recommendation

- 2.1. Cabinet recommend that Full Council:
 - a. Note the changes to the Council Tax Resolution 2023/24.

3. Executive Summary

- 3.1. During the budget setting process the budget setting process the Council tax resolution, the amount that the Council and precepting authorities is not known until such time as all bodies have gone through their democratic processes.
- 3.2. The amount that the Council and precepting authorities are allowed to charge are set out within statute and its key that authorities do not overbill residents. Appendix A sets out the charges that slightly amends those charges that were agreed by Full Council by a matter of 1 or 2 pence per banding.

3.3. The section 151 Officer is delegated the responsibility for calculating the tax base for the Council and for making amendments to the setting of Council Tax charges. This report notes that changes have been made by the S151 officer and that no decision is required from Cabinet or Council.

3.4 The Revised resolution is set out in Appendix A.

Monitoring Officer comments

Date: 7th March 2023

Approval of the Council's Budget and the levying of Council Tax are functions reserved to Full Council as per Part 2 Section B paragraph 1.1.8 of the Council's constitution.

4. Appendices

Appendix A – Council Tax Resolution

5. Background papers

5.1. None

Agreed and signed off by:

Portfolio Holder: Councillor Denton

Deputy Section 151 Officer: Wayne Layton

Monitoring Officer: Mark Watkins

Recommendation to Council

Revenue Budget 2023/24

RECOMMENDED That Council:

- (a) Approves the proposed Revenue and Capital Budgets for 2023/24 including a Council Tax rate of £226.06 at Band D, representing a £6.58 increase (2.997%) on the current charge.
- (b) Agrees the Medium Term Financial Strategy, Capital Strategy, Treasury Management Strategy and Prudential Indicators
- (c) Agrees the Fees & Charges Schedule for 2023/24.
- (d) **Council Tax Resolution**
 - (1) That it be noted that (on 31st January, 2023) the Chief Finance Officer calculated the Council Tax Base 2023/24 for the whole Council area as 41,898.30 [Item T in the formula in Section 31B(1) of the Local Government Finance Act 1992, as amended, (the “Act”)] and that this Council Tax base be split between the regions of the Environment Agency as follows:

Southern – 41,898.30
 - (2) That the following amounts be calculated by the Council for the year 2023/24 in accordance with Sections 31 and 34 to 36 of the Act.
 - (i) £ 63,369,492 (expenditure) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act;
 - (ii) £53,897,962 (income) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act;
 - (iii) £9,471,530 being the amount by which the aggregate at d(i) above exceeds the aggregate at d(ii) 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 31A(4) of the Act);
 - (iv) £226.06 being the amount at c(iii) above (Item R), divided by Item T (b above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year;

(3) Valuation Bands

	Band AR £	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Havant Borough Council	125.59	150.71	175.83	200.94	226.06	276.30	326.54	376.77	452.13

being the amounts given by multiplying the amount at 2(iv) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (4) That it be noted that for the year 2023/24 we estimate that Hampshire County Council will propose the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below.

	Band AR £	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Hampshire County Council									
Basic Charge	675.20	845.69	986.63	1,127.58	1,268.53	1,550.43	1,832.32	2,114.22	2,537.06
Adult Social Care	102.05	127.81	149.12	170.42	191.72	234.32	276.93	319.53	383.44

- (5) That it be noted that for the year 2023/24 the Police and Crime Commissioner for Hampshire and Hampshire Fire and Rescue Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below.

	Band AR £	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Police and crime commissioner for Hampshire	139.70	167.64	195.58	223.52	251.46	307.34	363.22	419.10	502.92
Hampshire and IOW Fire and Rescue	44.69	53.62	62.56	71.49	80.43	98.30	116.18	134.05	160.86

- (6) That having calculated the aggregate in each case of the amounts at (3), (4) and (5) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2023/24 for each of the categories of dwellings shown below:

	Band AR £	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Total Charge	1,087.22	1,345.47	1,569.72	1,793.95	2,018.20	2,466.69	2,915.19	3,363.67	4,036.41

- (7) The section 151 be given delegated authority to implement any variation to the overall level of Council Tax arising from the final notification of the Hampshire County precept.



Minute Volume

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