

SUMMONS TO COUNCIL

date Thursday, 22 July 2021
commencing at 10:30

venue County Hall, West Bridgford,
Nottingham

You are hereby requested to attend the above Meeting to be held at the time/place and on the date mentioned above for the purpose of transacting the business on the Agenda as under.



Chief Executive

- | | | |
|----|--|---------|
| 1 | Minutes of the last meeting held on 27 May 2021 | 9 - 26 |
| 2 | Apologies for Absence | |
| 3 | Declarations of Interests by Members and Officers:- (see note below) | |
| | (a) Disclosable Pecuniary Interests | |
| | (b) Private Interests (pecuniary and non-pecuniary) | |
| 4 | Chairman's Business | |
| | a) Presentation of Awards/Certificates (if any) | |
| 5 | Constituency Issues (see note 4) | |
| 6a | Presentation of Petitions (if any) (see note 5 below) | |
| 6b | Responses to Petitions Presented to the Chairman of the County Council | 27 - 32 |

7	Management Accounts 2020/21	33 - 58
8	Members' Allowances Scheme - Report of the Independent Remuneration Panel	59 - 118
9	Governance and Ethics Committee Annual Report 2020-21	119 - 128
10	A County Day for Nottinghamshire (Nottinghamshire Day)	129 - 130
11	Questions	
	a) Questions to Nottinghamshire and City of Nottingham Fire Authority	
	b) Questions to Committee Chairmen	
12	NOTICE OF MOTIONS	

Motion One

Nottinghamshire County Council has an ambitious plan for Nottinghamshire and the East Midlands. In recent times, by speaking with one voice, and with careful planning and preparation, we have secured success, including:

- establishing an interim Development Corporation, as a precursor to a statutory development vehicle for Toton, Chetwynd, the Ratcliffe-on-Soar Power Station and the area around the East Midlands Airport;
- working with partners to develop to UK's only inland Freeport;
- leading the work to establish the UK's most connected HS2 Hub Station at Toton;
- securing two sites on the long list for the STEP nuclear fusion demonstrator;
- securing £24.3 million to improve the A614/A6097;
- supporting our District and Borough Councils in securing Towns Fund grants totalling over £120 million;
- leading a world first 5G connected forest project - digitising the visitor economy and providing 5G network coverage to new communities in Edwinstowe through a £10 million Government-sponsored project, working with local businesses and national research institutes;
- working with Midlands Connect and Highways England to deliver the A46 improvements and upgrade the A1 to motorway standard, to improve connectivity and unlock development sites of national significance;
- working with Midlands Connect and our District Councils to

explore a Levelling Up Fund bid to extend the Robin Hood Line and open the Maid Marion line, to transform connectivity in mid and north Nottinghamshire;

- being seen by Government as a credible and reliable partner - this is generating new opportunities for funding and to test and trial new initiatives - such as our success with the Social Housing Decarbonisation programme.

These successes are borne out of strong collaboration, across the County and with our regional partners. Regionally, this Council plays a leading role in the Midlands Engine and Midlands Connect, and we are a key player in East Midlands Councils and Transport for the East Midlands.

We stand on the cusp of significant levelling up opportunities - our Development Corporation alone would deliver 84,000 jobs, up to 10,000 homes and £4.8 billion of new GVA. With continued Government support and early decision making, we stand ready to deliver tangible outcomes and benefits, across our County and Region.

This Council calls upon the three political Group Leaders to write collectively to the Prime Minister setting out this unique opportunity to support Nottinghamshire and the East Midlands' levelling up agenda, and to make the decisions necessary to catalyse the following key elements of our plan:

- to confirm the HS2 Eastern leg will be constructed in full, with Toton as the Hub Station;
- to place our Development Corporation on a statutory footing, recognising the potential it brings for planned and sustainable development, jobs, skills and homes; and
- to prioritise the East Midlands for a devolution deal, off the back of the forthcoming Levelling Up White Paper, so we can accelerate growth and prosperity for the East Midlands and Nottinghamshire.

Councillor Ben Bradley MP Councillor Bruce Laughton

Motion Two

Nottinghamshire County Council notes the historical contribution that mining has played in our County.

Nottinghamshire was a major supplier of coal for industry and home consumption, particularly during the 19th and 20th century. At one time, Nottinghamshire, with 40,000 miners was one of the most successful coalfields in Europe.

This Council further notes that when the coal industry was

nationalised in 1947, there was 49 collieries in Nottinghamshire. There are now none.

Nottinghamshire County Council owes our miners a debt of gratitude which should be reflected in any decision that this Council makes. Our miners exposed themselves to many harmful agents - this put them and their families at risk of developing skin and lung conditions.

This council welcomes the conclusions of the House of Commons' Business, Energy and Industrial Strategy Select Committee (BEIS) on the Mineworkers' Pension Scheme on 29 April 2020. This recommended that ministers tackle "historical injustice" in the scheme and to transfer £1.2 billion to the pension's fund.

This Council also notes the Government have also made £4.2 billion from the Mineworker's Pension Scheme - £2 billion over the original estimate. This is without paying a penny into the Mineworker's Pension Scheme.

This Council notes with regret the response from the Minister of State for Energy, Clean Growth and Climate Change on 28 June 2021 which rejected the recommendations of MPs on this Select Committee. This will cost every miner who mined in Nottinghamshire £728 a year.

We therefore ask for a letter to be sent from the leaders of the 3 groups on Nottinghamshire County Council to all Nottinghamshire's Members of Parliament and to the Chancellor of the Exchequer - The Rt. Hon. Rishi Sunak MP stating that Nottinghamshire County Council believes that:

1. The Government should implement immediately the full findings and conclusions of the BEIS Select Committee's investigation into the Mineworker's Pension Scheme.
2. That the Government should not be in the business of making money from the Mineworker's Pension Scheme and should now hand back the £1.2 billion from the investment reserve fund to the miners and their families.
3. That Government should now seek to negotiate a fairer arrangement to benefit the miners and should not be seen to profiteering and should only take money from the scheme if it falls into deficit and then only at 50%

Councillor Jason Zadrozny Councillor Daniel Williamson

Motion Three

Nottinghamshire County Council notes that the Government is currently consulting on increasing the free prescription age to 66 and

tens of thousands of residents in Nottinghamshire aged 60-65 will be adversely impacted.

This Council further notes that residents aged between 60 and 65 receive free prescriptions when they turn 60 in England, whereas the State Pension Age is now 66.

This Council also notes the comments made by the Royal Pharmaceutical Society (RPS) who said it was "deeply concerned" by the plan - and warned it could leave people without the important medications that they need.

This Council acknowledges that according to the Institute for Fiscal Studies - among older workers, 37% reported that their household income was now lower because of the impact of successive coronavirus lockdowns. These are the very residents who will be impacted if the age for free prescriptions is raised.

This Council therefore resolves to write a formal submission to the consultation opposing any plans to raise the free prescription age to 66. This Council further resolves to send a letter to Secretary of State for Health and Social Care - The Rt. Hon. Sajid Javid MP from the leaders of the 3 groups on Nottinghamshire County Council formerly opposing these plans.

Councillor David Martin Councillor Helen-Ann Smith

Motion Four

This Council wishes to express its sincere gratitude to all school teachers, teaching assistants and school support staff who have worked tirelessly alongside parents and carers during the Covid 19 pandemic to continue educating and caring for our children in Nottinghamshire. In addition, our thanks are extended to our nurseries, childminders and early years' providers, local charities and voluntary organisations, council officers and key workers who have all played their part in supporting our children and young people's health and well-being during this challenging period.

However the impact of Covid has been significant on our children's learning and on many of our children and young people's mental health.

This Council accepts the Government's own Education Recovery Commissioner Sir Kevan Collin's estimate that £15bn is needed to help our children catch up with their learning. On this basis this Council determines the current allocation of £1.4 bn to be wholly inadequate. The Education Policy Institute have calculated that this amounts to £50 per pupil per year. This contrasts with £1,600 per pupil in the USA and £2,500 in the Netherlands.

This Council wishes to emphasise that no child's education should be blighted by this pandemic: no child should be left behind.

Therefore this Council resolves to write to the Prime Minister and the Secretary of State for Education to call on the Government to scale up its ambition for our children and young people in Nottinghamshire, ensuring that our education system has the resources it requires.

Councillor Michelle Welsh Councillor Kate Foale

Motion Five

This Council recognises the overwhelming evidence base that now exists demonstrating the significant health and safety benefits to the public from a reduction in vehicle speed to 20MPH.

This Council resolves therefore to explore the feasibility of implementing a 20MPH speed limit in all its residential conurbations.

Councillor Penny Gowland Councillor Jim Creamer

NOTES:-

(A) For Councillors

(1) Members will be informed of the date and time of their Group meeting for Council by their Group Researcher.

(2) Lunch will usually be taken at approximately 12.30pm.

(3) (a) Persons making a declaration of interest should have regard to the Code of Conduct and the Procedure Rules for Meetings of the Full Council. Those declaring must indicate whether their interest is a disclosable pecuniary interest or a private interest and the reasons for the declaration.

(b) Any member or officer who declares a disclosable pecuniary interest in an item must withdraw from the meeting during discussion and voting upon it, unless a dispensation has been granted. Members or officers requiring clarification on whether to make a declaration of interest are invited to contact the Monitoring Officer or Democratic Services prior to the meeting.

(c) Declarations of interest will be recorded and included in the minutes of this meeting and it is therefore important that clear details are given by members and others in turn, to enable Democratic Services to record accurate information.

(4) At any Full Council meeting except the budget meeting and an extraordinary meeting Members are given an opportunity to speak for up to three minutes on any issue which specifically relates to their division and is relevant to the services provided by the County Council. These speeches must relate specifically to the area the Member represents and should not be of a general nature. They are constituency speeches and therefore must relate to constituency issues only. This is an opportunity simply to air these issues in a Council meeting. It will not give rise to a debate on the issues or a question or answer session. There is a maximum time limit of 15 minutes for this item.

(5) At any Full Council meeting except the budget meeting and an extraordinary meeting Members may present a petition to the Chairman of the County Council on any matter affecting the residents of their division, and in relation to which the County Council has powers or duties. The Member presenting the petition can introduce and speak about the petition for up to one minute. Members are reminded that there is a time limit of 15 minutes for the presentation of petitions, after which any petitions not yet presented will be received en bloc by the Chairman.

(6) In relation to questions to the Nottinghamshire and City of Nottingham Fire Authority and Committee Chairmen; after receiving an answer to their question, the Councillor asking the original question may ask one supplementary question on the same matter. There will be no additional supplementary questions.

(7) Members are reminded that these papers may be recycled. Appropriate containers are located in the respective secretariats.

(8) Commonly used points of order

26 – Constituency issues must be about issues which specifically relate to the Member's division and is relevant to the services provided by the County Council

51 – Only 1 supplementary question per question is allowed from the Councillor who asked the original question and supplementary questions must be on the same matter

61 – The Mover or Seconder has spoken for more than 10 minutes when moving the motion

64 – The Member has spoken for more than 5 minutes

66 – The Member is not speaking to the subject under discussion

67 – The Member has already spoken on the motion

86 – Points of Order and Personal Explanations

96 – Disorderly conduct

(9) Time limit of speeches

Motions

64 – no longer than 5 minutes (subject to any exceptions set out in the Constitution)

Constituency Issues

26 – up to 3 minutes per speech allowed

29 – up to 15 minutes for this item allowed

Petitions

33 – up to one minute per petition allowed

37 – up to 15 minutes for this item allowed

Questions

45 – up to 60 minutes for this item allowed

(B) For Members of the Public

(1) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:

Customer Services Centre 0300 500 80 80.

(2) The papers enclosed with this agenda are available in large print if required. Copies can be requested by contacting the Customer Services Centre on 0300 500 80 80. Certain documents (for example appendices and plans to reports) may not be available electronically. Hard copies can be requested from the above contact.

(3) This agenda and its associated reports are available to view online via an online calendar –

<http://www.nottinghamshire.gov.uk/dms/Meetings.aspx>

Meeting COUNTY COUNCIL

Date Thursday, 27 May 2021 (10.30 am – 5.22 pm)

Membership

Persons absent are marked with 'A'

COUNCILLORS

Stuart Wallace (In the Chair until the election of a new Chairman)
 Andy Sissons (Vice-Chairman until election of new Vice-Chairman)
 Mike Pringle MBE (Chairman)
 Roger Jackson (Vice-Chairman)

Reg Adair		Tom Hollis
Mike Adams		Mike Introna
Pauline Allan		Richard Jackson
Sinead Anderson		Eric Kerry
Callum Bailey		Bruce Laughton
Matt Barney		Johno Lee
Chris Barnfather		David Martin
Ben Bradley	A	John 'Maggie' McGrath
Richard Butler		Andy Meakin
Anne Callaghan		Nigel Moxon
André Camilleri		John Ogle
Scott Carlton		Philip Owen
Steve Carr		Michael Payne
John Clarke		Sheila Place
Neil Clarke MBE		Mike Pringle
Robert Corden		Francis Purdue-Horan
John Cottee		Mrs Sue Saddington
Jim Creamer		Dave Shaw
Eddie Cubley		Helen-Ann Smith
Sam Deakin		Sam Smith
Maureen Dobson		Tom Smith
Dr John Doddy		Tracey Taylor
Bethan Eddy		Nigel Turner
Boyd Elliott		Roger Upton
Sybil Fielding		Lee Waters
Kate Foale		Michelle Welsh
A Stephen Garner		Gordon Wheeler
Glynn Gilfoyle		Jonathan Wheeler
Keith Girling		Daniel Williamson
Penny Gowland	A	Elizabeth Williamson
Errol Henry JP		John Wilmott
Paul Henshaw		Jason Zadrozny

HONORARY ALDERMEN

Terence Butler
John Carter

OFFICERS IN ATTENDANCE

Melanie Brooks	(Adult Social Care and Health)
Anthony May	(Chief Executive)
Marjorie Toward	(Chief Executives)
Nigel Stevenson	(Chief Executives)
Sara Allmond	(Chief Executives)
Sarah Ashton	(Chief Executives)
Luke Barrett	(Chief Executives)
Carl Bilbey	(Chief Executives)
Angie Dilley	(Chief Executives)
David Hennigan	(Chief Executives)
Jen Sheriston	(Chief Executives)
James Silverward	(Chief Executives)
Marion Clay	(Children and Families)
Derek Highton	(Place)
Adrian Smith	(Place)

OPENING PRAYER

Upon the Council convening, prayers were led by the Chairman's Chaplain.

OUTGOING CHAIRMAN'S ADDRESS TO THE COUNCIL

Stuart Wallace, outgoing Chairman of the County Council, made a short address, during which he referred to the difficulties and highlights of his year in office, including visiting many teams within the Council, some virtually, and seeing their hard work during the pandemic. The Chairman's Charity was MySight Notts for whom £3,464 had been raised during his time in office.

Vice-Chairman Andy Sissons also made a short address, thanking the Council for the opportunity to be their Vice-Chairman during 2020/21.

1. ELECTION OF CHAIRMAN

It was moved by Councillor Tracey Taylor and seconded by Councillor John Ogle and:-

RESOLVED: 2021/013

That Councillor Mike Quigley MBE be elected Chairman of Nottinghamshire County Council, until the Annual Meeting 2022.

Arising from the above resolution, Councillor Quigley made the prescribed Declaration of Acceptance of Office, was invested with the Chairman's Chain of Office and assumed the chair. Thereafter, Councillor Mike Quigley's portrait was unveiled by the Chief Executive.

INCOMING CHAIRMAN'S ADDRESS TO THE COUNCIL

Councillor Mike Quigley MBE addressed the Council, thanking members for the opportunity to perform the civic role for the County Council. He indicated that his chosen charity would be announced in due course.

RETIRING CHAIRMAN VOTE OF THANKS

At the invitation of the newly elected Chairman, Councillor Roger Jackson paid tribute to Stuart Wallace's contribution to Nottinghamshire Civic life in such a challenging year, and moved a motion thanking him for his work as Chairman.

The motion was seconded by Councillor Keith Girling who articulated Member's appreciation and congratulations for his year of office.

Councillors Jason Zadrozny and Kate Foale also spoke in thanks of the work undertaken by Stuart Wallace as Chairman of the County Council for the municipal year 2020/21.

RESOLVED: 2021/014

That the County Council's thanks for Stuart Wallace's work as its Chairman during 2020-21 be recorded.

PAST CHAIRMAN'S BADGE OF OFFICE

Further to the above resolution, the Chairman of the County Council presented to Stuart Wallace his Past Chairman's Badge of Office and acknowledged his work during the year.

2. ELECTION OF VICE-CHAIRMAN

The appointment of Councillor Roger Jackson as Vice-Chairman was moved by Councillor Bruce Laughton and seconded by Councillor Mrs Sue Saddington.

RESOLVED: 2021/015

That Councillor Roger Jackson be appointed Vice-Chairman of the Nottinghamshire County Council until the Annual Meeting 2022.

Arising from the above Resolution, Councillor Roger Jackson made the prescribed Declaration of Acceptance of Office, was invested with the Vice-Chairman's chain and took his new place alongside the Chairman.

Councillor Roger Jackson gave a short address to Council and thanked Members for appointing him as Vice-Chairman.

3. COUNTY COUNCIL ELECTIONS

Councillor Ben Bradley MP introduced the report and moved a motion in terms of resolution 2017/016 below.

The motion was seconded by Councillor Chris Barnfather.

RESOLVED: 2017/016

That the outcome of the County Council Elections on 6 May 2021, as set out in Appendix A of the report, be noted.

4. RECOGNITION OF MEMBERS AND OFFICERS OF GROUPS

Councillor Chris Barnfather introduced the report and moved a motion in terms of resolution 2017/017 below.

The motion was seconded by Councillor Bruce Laughton.

RESOLVED: 2017/017

- 1) That the membership of the political groups be recognised.
- 2) That the Officers of the Groups be noted.

5. MINUTES

RESOLVED: 2021/018

That the minutes of the previous meeting of the County Council held on 25 March 2021 be agreed as a true record and signed by the Chairman with the following corrections:-

Item 5 – Constituency issue by Councillor Sybil Fielding – “early years” not “early tears”

Item 10, motion one was moved by Councillor Tony Harper, not Councillor Dr John Duddy as printed.

6. APOLOGIES FOR ABSENCE

Apologies for absence were received from:-

- Councillor Stephen Garner (medical / illness)
- Councillor John ‘Maggie’ McGrath (other reasons)

- Councillor Elizabeth Williamson (medial / illness)

An apology was also received from Councillor Philip Owen who had to leave the meeting at lunchtime (other reasons).

7. DECLARATIONS OF INTEREST

None

8. CHAIRMAN'S BUSINESS

PRESENTATION OF AWARDS

None

9. CONSTITUENCY ISSUES

The following Members spoke for up to three minutes on issues which specifically related to their division and were relevant to the services provided by the County Council.

Councillor David Shaw – regarding highways funding in Hucknall

Councillor John Wilmott – regarding road safety and improvements to the open spaces which Nottinghamshire County Council are responsible for in Hucknall

Councillor Tom Hollis – regarding Nottinghamshire County Councils position on permitted development rights in Huthwaite.

Councillor David Martin – regarding processes to fix our broken roads and pavements in the Selston Parish

Councillor Philip Owen – regarding anti-social behaviour in his division

10. PRESENTATION OF PETITIONS

The following petitions were presented to the Chairman as indicated below: -

- (1) Councillor Neil Clarke MBE, request for 20 mph speed limit throughout Cropwell Butler village
- (2) Councillor Roger Upton, request for double yellow lines on part of 'The Green' at Radcliffe on Trent

RESOLVED: 2021/019

That the petitions be referred to the appropriate Committees for consideration in accordance with the Procedure Rules, with a report being brought back to Council in due course.

11. REVISED COMMITTEE SYSTEM

Councillor Ben Bradley MP introduced the report and moved a motion in terms of resolution 2021/020 below.

The motion was seconded by Councillor Chris Barnfather.

Following a debate the motion was put to the meeting and following a roll call vote the Chairman declared it was carried and it was:-

RESOLVED: 2021/020

- 1) That the revised Committee System be approved and the structure established for the 2021-2022 Municipal Year.
- 2) That the Constitution be amended as described in paragraph 2 and detailed in Appendix 2 of the report.
- 3) That authority be delegated to the Council's Monitoring Officer to make any necessary consequential amendments to the Constitution.
- 4) That the Governance and Ethics Committee be tasked to establish a working group to review the Constitution

The Council adjourned from 12.41pm to 1.46pm for lunch. Councillor Philip Owen gave his apologies (other reasons) and did not return after lunch.

12. ESTABLISHMENT OF COMMITTEES

Councillor Chris Barnfather introduced the report and moved a motion in terms of resolution 2021/021 below.

The motion was seconded by Councillor Bruce Laughton.

Following a debate the motion was put to the meeting and following a roll call vote the Chairman declared it was carried and it was:-

RESOLVED: 2021/021

- 1) That the Council confirm the composition and allocation of seats and its continued participation of the Joint Committees set out in Appendix A of the report and confirm

the continued participation in the other committees, joint committees and boards, and allocation of seats, as set out in Appendix B of the report.

- 2) That the Council make the appointments of Chairmen and Vice-Chairmen set out in Paragraph 5 of the report and agrees the arrangements for appointing the Chairmen of the Committees set out in Paragraph 6 of the report until the Annual Meeting of the Council in May 2022.
- 3) That the other representatives on the committees / sub-committees set out in Paragraph 7 of the report be agreed.
- 4) That the Leader of the Council be an ex-officio member of all committees and sub-committees except Health Scrutiny Committee, Mental Health Guardianship Panel, Planning and Rights of Way Committee and Joint Committees.
- 5) That the appointment of members of the political Groups of the Council to committees, sub-committees, joint committees and boards be undertaken by the Team Manager, Democratic Services on behalf of the Chief Executive (the Proper Officer) in order to give effect to the wishes of the political Groups of the Council.
- 6) That the Team Manager, Democratic Services be authorised to act on behalf of the Chief Executive (Proper Officer) to appoint people as co-optees to committees when required.
- 7) That the Council appoints Ian Bayne, Craig Cole and Rob White as the Council's Independent Persons until the Annual Meeting of the Council in May 2022.

13a. QUESTIONS TO NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AUTHORITY

None

13b. QUESTIONS TO COMMITTEE CHAIRMAN

Six questions had been received as follows: -

- 1) from Councillor Kate Foale concerning serving Nottinghamshire's residents (Councillor Ben Bradley MP replied)
- 2) from Councillor Mike Pringle regarding engagement and consultation with residents (Councillor Ben Bradley MP replied)
- 3) from Councillor Jim Creamer about Social Care funding reforms (Councillor Richard Jackson replied)
- 4) from Councillor Penny Gowland concerning recycling arrangements (Councillor Neil Clarke MBE replied)

- 5) from Councillor Michelle Welsh regarding Family Hubs (Councillor Tracey Taylor replied)
- 6) from Councillor Anne Callaghan about SEND provision (Councillor Tracey Taylor replied)

The full responses to the questions above are set out in set out in Appendix A to these minutes.

14. NOTICE OF MOTIONS

Motion One

A Motion as set out below was moved by Councillor Jason Zadrozny and seconded by Councillor Lee Waters:

“This Council welcomes comments made by the new Leader of The Council that the Government have “pulled the plug” on Unitary Authorities.

This Council further notes the fervent opposition from Borough and District Council leaders to creating a ‘Super Council’ or Unitary Authority that would be bigger than Luxembourg - centrally ran from West Bridgford.

This Council believes in localism and that decisions are best made as close to the communities they impact.

This Council welcomes election leaflets issued by the Conservative Party in the 2021 County Council elections asserting that there are no plans to scrap our Borough and District Councils.

During successive COVID lockdowns - the strength of partnership working between our Borough and District Councils, Nottinghamshire County Council and other key partners was a major and widely recognised success in our multi-agency response to COVID.

This council therefore commits to maintaining our current model of local government and that the Leader of Nottinghamshire County Council will write to the Rt Hon. Robert Jenrick MP - the Secretary of State for Housing, Communities and Local Government making clear that this Council has no intention of becoming a Unitary Authority as we now concentrate on leading the local recovery from the coronavirus pandemic.”

Following a number of speakers, a procedural motion that a vote be taken immediately was moved by Councillor Bruce Laughton and seconded by Councillor Boyd Elliott, the Chairman having confirmed that there had been sufficient debate put the procedural motion to the meeting and after a show of hands the Chairman declared that it was carried and it was:-

RESOLVED 2021/022

That a vote be immediately taken.

Following the mover of the motion summing up, the motion was put to the meeting. The requisite number of Members requested a recorded vote and it was ascertained that the following 24 members voted '**For**' the motion:-

Pauline Allan	David Martin
Anne Callaghan	Andy Meakin
John Clarke	Michael Payne
Jim Creamer	Sheila Place
Sam Deakin	Mike Pringle
Sybil Fielding	Dave Shaw
Kate Foale	Helen-Ann Smith
Glynn Gilfoyle	Lee Waters
Penny Gowland	Michelle Welsh
Errol Henry JP	Daniel Williamson
Paul Henshaw	John Wilmott
Tom Hollis	Jason Zadrozny

The following 36 Members voted '**Against**' the motion:-

Reg Adair	Mike Introna
Mike Adams	Richard Jackson
Sinead Anderson	Roger Jackson
Callum Bailey	Eric Kerry
Matt Barney	Bruce Laughton
Chris Barnfather	Johnno Lee
Ben Bradley	Nigel Moxon
Richard Butler	John Ogle
André Camilleri	Francis Purdue-Horan
Scott Carlton	Mike Quigley MBE
Neil Clarke MBE	Mrs Sue Saddington
Robert Corden	Sam Smith
John Cottey	Tom Smith
Eddie Cubley	Tracey Taylor
Dr John Duddy	Nigel Turner
Bethan Eddy	Roger Upton
Boyd Elliott	Gordon Wheeler
Keith Girling	Jonathan Wheeler

The following 2 Members '**abstained**' from the vote:-

Councillor Steve Carr	Councillor Maureen Dobson
-----------------------	---------------------------

The Chairman declared the motion was lost.

Motion Two

An altered motion was moved by Councillor Helen-Ann Smith and seconded by Councillor Daniel Williamson in terms of the resolution 2021/023 below.

The Council adjourned from 3.06pm to 3.12pm to allow members to read the altered motion.

Following a debate, the altered motion was put to the meeting and after a show of hands the Chairman declared it was carried and it was:-

RESOLVED: 2021/023

Nottinghamshire County Council notes the ambition to end all single use plastic in Nottinghamshire, the UK and globally and the climate change commitments this authority has made.

Globally, we produce 150 million tons of plastic each year that is only used once for the likes of water bottles and food containers. Much of this plastic cannot be recycled and is not biodegradable. This is having a devastating impact on our oceans and marine life.

This Council therefore resolves:

To source locally, preferably within Nottinghamshire, food and drink and all hospitality and to reduce and ultimately cease procurement of non-recycled, single use plastic for food and drink containers in line with timescales set out in the Environment Strategy action plan.

To aim to recycle all water and drinks bottles used in the delivery of our services and promote a culture of using sustainable non-plastic materials wherever possible, continuing progress made across the Council in recent years to reduce reliance on single-use plastics.

To promote the use of sustainable water cooler supplies for staff and visitors in all Council County buildings and encourage businesses to become free water filling stations.

Motion Three

A motion was moved by Councillor Ben Bradley MP and seconded by Councillor Neil Clarke MBE in terms of the resolution 2021/024 below.

Following a debate, the motion was put to the meeting and after a show of hands the Chairman declared it was carried and it was:-

RESOLVED: 2021/024

In May 2019, a motion calling for Nottinghamshire County Council to set a carbon neutral target and implement an associated governance structure to closely monitor carbon emissions received unanimous support from Members of this Chamber.

In October 2020, the Council agreed to commit to carbon neutrality in all its activities by 2030 or as soon as possible thereafter.

This Council now formally agrees to declare a Climate Emergency, and to delegate the new Transport & Environment Committee to take the lead in considering, agreeing, and overseeing appropriate measures to achieve this authority's commitment to achieve carbon neutrality in all its activities by 2030.

All other committees of the Council will be expected to ensure that the decisions they take within their remit adhere to this principle, and the relevant actions agreed across all of these committees will be reported to Full Council on a regular basis so that every Member has an ongoing overview of the progress being made.

Motion Four

A motion was moved by Councillor Ben Bradley MP and seconded by Councillor Neil Clarke MBE in terms of the resolution 2021/025 below.

Following a debate, the motion was put to the meeting and after a show of hands the Chairman declared it was carried and it was:-

RESOLVED: 2021/025

This Council agrees to establish a cross-party Highways Review Panel, to be led by the Chairman of the Transport & Environment Committee, with a remit to examine the current methods and technologies used to repair and maintain roads across Nottinghamshire.

The Panel will consider whether additional or different approaches can be adopted to deliver maximum value from this Council's significant extra and ongoing investment in highways maintenance.

The Panel will report its recommendations as soon as possible to the Policy Committee for final consideration and decisions.

The Chairman declared the meeting closed at 5.22 pm.

CHAIRMAN

APPENDIX A

COUNTY COUNCIL MEETING HELD ON 27 MAY 2021 QUESTIONS TO COMMITTEE CHAIRMEN

Question to the Leader of the Council from Councillor Kate Foale

On behalf of the Labour Group, I'd like to congratulate you on your election to the Mansfield North Division and your new role as Leader of Nottinghamshire County Council. Given your existing responsibilities as MP for Mansfield, what assurance can you provide of your ability to serve all of Nottinghamshire's residents fairly and equitably over the next four years?

Response from Councillor Ben Bradley MP, Leader of the Council

Thank you Councillor Foale for giving me chance to talk about it again. I think we have discussed this a lot in the media over the last few weeks and tried to put across the potential benefits, I imagine the journalists in the corner at the back could probably tell you the answer as clearly as I could at this stage, so I do think we have explained this quite openly and quite publicly. I think there are opportunities in time to get the new roles to build on both local and national priorities for us to be able to go and paint a case both for my residents in Mansfield and for the whole County in Westminster and we have seen already examples of those things tying together.

To answer your point directly, I think, around the challenge of representing Mansfield and working for the whole County, I don't think that's unusual in that every single one of us and every leader of a council represents a small area or division within the whole and so I don't think that's a unique situation or anything new to be honest.

I have, clearly, a challenge of dividing my time, but there is a lot of crossover between the two roles. A lot of the issues, macroeconomic issues for us as a county and East Midlands are things that I pick up and work on in both of my roles for example, and I think we have already seen, and colleagues who have been involved in discussions and briefings over the last few weeks will have already seen some of the benefits that we can bring to the people of Nottinghamshire by tying these two things together. I know that my group will hold me to account on delivering on that representation, I know that this Council will as well, and we will do our best to deliver on that opportunity.

Question to the Chairman of the Leader of the Council from Councillor Mike Pringle

One of the ongoing concerns for our residents when changes to Nottinghamshire County Council services have been proposed is a lack of meaningful engagement and adequate consultation with those affected. Can the Leader outline his vision for inclusive consultation ahead of any policy or service changes which may come under this new administration?

Response from Councillor Ben Bradley MP, Leader of the Council

Thank you for your question which again is a good opportunity for me to talk about some of the proactive work we have been doing already in the first few weeks of our Administration, to try and get closer to communities which is one of the things I certainly feel and recognise that perhaps the County Council hasn't always been seen to be engaged directly with local communities in the way that districts sometimes have, for example.

That's something we want to change. To help and engage with our residents over the services that are important to them and that engagement, as part of their democratic rights is something they rightly expect from us.

So, as we come out of the challenges of coronavirus, as we look at our key priorities over the summer, we intend to launch a huge consultation, one of the biggest the Council has ever done, over the course of the summer to put together our council plan and long term priorities which will be overseen by Councillor Laughton and we want to invest some significant time and energy in having those conversations about the way forward. It will be available for everyone. It will work alongside engagement with elected representatives here and we are looking at all sorts of different methods as to how we might do this, both digital and face to face and any opportunities to go out there and speak to our communities.

I have asked officers to explore how we can engage more consistently with people on issues that matter to them. It is early days as we try and do that, whether that is online, whether its forums we can pull together, we now have a huge database of people who have contacted us to volunteer over the course of the last year to 18 months and people who are clearly engaged with our communities and issues that we can now talk to. So, there are opportunities for us to go and do that and I am confident that we will be able to engage effectively with residents.

Question to the Chairman of the Finance Committee from Councillor Jim Creamer

The recent Queens speech outlined this governments plans for the upcoming year yet failed to mention any Social Care funding reforms. How does the Chair of Finance see this impacting on the ability of Nottinghamshire County Council to continue providing the same high quality services across Adult Social Care?

Response from Councillor Richard Jackson, Chairman of the Finance Committee

In the Queen's Speech on 11th May there was a promise that proposals on social care reform will be brought forward. On 19th May just a week after the Queen's Speech, in reply to a question put directly by the Council Leader Councillor Ben Bradly MP in his other capacity as a member of parliament, the Minister for Health Ed Argar stated that, I'll quote:

"The Prime Minister and my Right Honorable Friend [the Secretary of State] have been absolutely clear in their determination that we will bring forward our proposals for

reform of social care this year, so that everyone receives the dignified care they deserve within a system that is sustainable.'

So, Chairman, it is incorrect to say that the Queen's Speech did not mention social care reform. In fact, we have a commitment that they will come forward this year. Therefore, we should await the announcement and the details within it, in order to determine exactly what the impact will be on social care services in Nottinghamshire.

And, I would add that we are the best placed local authority in the country now, through our leader, to make sure that we lobby and get the best for this County and for the people that rely on Adult Social Care services from us.

Question to the Chairman of the Transport and Environment Committee from Councillor Penny Gowland

It is very encouraging to finally see the issue of climate change being given the necessary weight by this authority. Will this enthusiasm extend to agreeing to review the existing recycling contract in order to streamline and simplify arrangements and improve recycling rates across the County?

Response from Councillor Neil Clarke MBE, Chairman of the Transport and Environment Committee

What a great question! I say that because it is almost as though I had planted the question with Councillor Gowland, or alternatively she's been listening in on my conversations with officers over the last few weeks. Whichever it is, the answer to the question is yes. I am pleased that this Council is making carbon reduction a priority, more of that later on in the agenda.

This Council has taken the issue of climate change very seriously for many years and introduced a range of green initiatives over the last four years. Not only agreeing to do it, but I am already discussing with officers to actually initiate it. It has now been 15 years since the start of the contract. Perceptions, public opinion and demands and modern methods have changed since the start of the contract. They were not known then, so now is the time to ask the question whether the contract is actually still fit for purpose. So, I repeat, the answer is yes.

Question to the Chairman of the Children and Young People's Committee from Councillor Michelle Welsh

This government have placed significant emphasis on the development of Family Hubs, with the associated tagline of 'Growing up Well'. Could the Chair articulate how these will differ from the Surestart Children's Centres that commenced under a Labour government?

Response from Councillor Tracey Taylor, Chairman of the Children and Young People's Committee

Children's Centre Services have developed significantly in Nottinghamshire over recent years. Last year, they returned to the direct control of this local authority, having previously been commissioned from an external provider.

Services are now targeted in particular at the parents of very young children considered most at risk of poor outcomes, using early, strong, evidence-based interventions. They are designed to reach out into communities, rather than only being based in buildings that some families had previously struggled to access.

I am pleased to announce that the service has very recently received the UNICEF Gold Award for being baby friendly, making it only the third local authority service to have achieved this honour.

Whilst we already have well-developed models of early help and protection for school-aged children and those approaching adulthood, we are now examining potential models for the introduction of Family Hubs in Nottinghamshire.

Family Hubs offer an opportunity for public and voluntary sector services to become better coordinated at a local level, serving children right up until the point of adulthood. This is different from SureStart, which was more firmly focused on pre-school children and building-based, universal services.

Options for the Family Hub model are under consideration by a group that includes our strategic partners in health and the voluntary sector. This will dovetail with the work on early help, led through the strategies overseen by the Nottinghamshire Safeguarding Children Partnership and the Best Start Strategy.

I would just add, having been at the Children's Safeguarding Board earlier this week that the refresh on that partnership document should be coming through to Children and Young People's Committee in the next cycle.

Question to the Chairman of the Children and Young People's Committee from Councillor Anne Callaghan

The Department of Education have recently agreed to 5 councils having their SEND deficits written off, a sum totalling some £100 million. Could the Chair of Children and Young People's Committee update Members on any plans or discussions to comprehensively evaluate the real SEND need in Nottinghamshire in order to ensure that as an authority we have sufficient funding from government to properly meet the needs of all our children and young people?

Response from Councillor Tracey Taylor, Chairman of the Children and Young People's Committee

Nottinghamshire County Council provides detailed annual statistics to Government each year on children with SEND, and we review these through our SEND

Accountability Board. This, alongside our direct engagement with children, young people, and families, informs the strategic action plan of that Board.

We estimate that there are some 11,000 children with disabilities and additional needs in Nottinghamshire, the majority of whom receive all of the support they need in a mainstream school or college. There are some 3,500 children and young adults aged 0 to 25 who have higher level needs and an Education, Health and Care Plan. Our priority is to understand the needs of this group and how we can most effectively provide support to them and their families.

A detailed Joint Strategic Needs Assessment has been commissioned through the SEND Accountability Board and is expected to be completed in the next 6 to 12 months. This should help us to predict future requirements in far more detail.

During the previous administration, the Chairman of the Children and Young People's Committee, Councillor Owen, and the current Council Leader Councillor Bradley MP in his capacity as MP for Mansfield, made strong representations to Government regarding the Higher Needs Block funding formula. This work included a personal meeting with Nadhim Zahawi – a Children and Families minister at that time - to lobby for extra resources. This was successful. The amount of SEND money available to the County has increased significantly by 39% - that £25 million per annum – between 2018 and the current financial year.

As a result, we are not in the same position as some areas who have had to roll deficits forward over a number of years. Some of these areas are receiving additional help with those deficits, but there are requirements attached to this funding, including following a strict recovery plan. This is not without consequence as they will be required to bring their spending back into line with available budgets swiftly.

The High Needs budget in Nottinghamshire remains a challenge and we continue to press Government for further funding. However, we are not carrying a deficit, and OFSTED and the CQC have inspected the local area provision for children with SEND and found services to be generally well delivered, with no need for written statements of action prescribing immediate improvements.

REPORT OF THE CHAIRMAN OF TRANSPORT AND ENVIRONMENT COMMITTEE AND THE CHAIRMAN OF CHILDREN AND YOUNG PEOPLE'S COMMITTEE

RESPONSES TO PETITIONS PRESENTED TO THE CHAIRMAN OF THE COUNTY COUNCIL

Purpose of the Report

1. The purpose of this report is to inform Council of the decisions made by the Transport and Environment Committee and the Children and Young People's Committee concerning issues raised in petitions presented to the Chairman of the County Council on 25 March 2021.

Information

Petitions considered by Transport and Environment Committee

A. "Make Ambleside, Gamston, Safer" (Ref:2020/0409)

2. A 69 signature petition was presented to the 25 March 2021 meeting of the County Council by Councillor Kay Cutts.
3. The petition requested that traffic calming features and a weight restriction be installed on Ambleside at Gamston; in addition to the road being resurfaced.
4. The Authority actively promotes road safety on the County's network and has previously implemented a number of features on this stretch of road in a bid to lower traffic speeds and improve safety. Examples of these are 'Children' warning signage, white centre line hatching, SLOW road markings, a signalled crossing facility, pedestrian refuges and an interactive speed sign.
5. Following a recent assessment of Ambleside, its current safety record, at the present time, does not warrant any intervention measures such as physical traffic calming. This will however, continue to be monitored.
6. Environmental weight restrictions had in the past been implemented in urban residential areas, but there are exemptions that apply to HGVs accessing the area for delivery purposes. In this instance, if a weight restriction were to be in place on Ambleside, HGVs using the route for deliveries within the housing estate would be exempt therefore not achieving the desired result and disproving any illegal usage would be extremely difficult in terms of the level of enforcement required.
7. In relation to the request for Ambleside to be resurfaced, the road features on the candidate list for inclusion in a future financial year's resurfacing programme.

8. It was agreed that the lead petitioner be informed accordingly.

B. Trial Road Closure in West Bridgford (Ref:2020/0411)

9. A 22 signature petition was presented to the 25 March 2021 meeting of the County Council by Councillor Jonathan Wheeler requesting a trial closure for through traffic on Devonshire Road at West Bridgford.
10. The petition has been raised by local residents who have concerns regarding the volume and speed of traffic that utilises the road, conflict of two way traffic due to the presence of the railway bridge; in addition to safety worries for cyclists that use this route. Residents also feel that closing the road will encourage locals to walk or cycle, instead of using their cars.
11. Nottinghamshire County Council takes road safety very seriously and has consistently invested in highway improvements in a bid to reduce accidents and increase safety on the County's network for drivers, pedestrians and cyclists.
12. The Council are unable to accede to the closure requested, as Devonshire Road provides one of only two points south of Melton Road where the highway crosses the former railway line and its closure would cause significant severance to cyclists, as well as other road users. It would also have significant adverse impacts on the Melton Road and Musters Road junction. In addition, a closure would also cause difficulties for vehicles, due to the lack of turning area available on the road and the inability to create such an area.
13. The Council have however previously implemented features on this road in a bid to lower traffic speeds. For example, a mandatory 20mph speed limit was recently introduced in order to incorporate the road in our strategic cycle network. This is in addition to 'children' warning signage incorporating a 'school' plate. A traffic count to monitor the effectiveness of these measures would be undertaken.
14. It was agreed that the lead petitioner be informed.

C. Resurfacing Surgeys Lane (Ref:2020/0413)

15. A 162 signature petition was presented to the 25 March 2021 meeting of the County Council by Councillor Michael Payne requesting that Surgeys Lane in Arnold be fully resurfaced as a matter of urgency.
16. The petition states that Surgeys Lane is a thoroughfare to hundreds of homes in Arnold and also serves as part of a major bus route meaning it is subject to a high volume of vehicular traffic. It also states that Surgeys Lane is covered in a patchwork quilt of repairs and potholes and seriously defected at intervals along its entire stretch.
17. The most recent condition survey of the County's Unclassified road network has shown that resurfacing work is required on some major sections of Surgeys Lane. All sites are assessed for a variety of observed damage, including cracking, rutting, subsidence, patching, crazing (so-called 'crocodile cracking'), chipping loss and general ride quality. All sites which required work will be subsequently prioritised (assessed against similar sites) and priority given to those locations which already attract a significant amount of reactive maintenance (potholes) and provide the highest usage (measured by traffic counts, bus routes, number of commercial, retail and domestic properties) along with their amenity value in terms of the location of schools, health centres, emergency services and so on.

18. This is not to say that those streets which do not have high amenity value or usage are simply left behind as the process requires us to strike a balance between the percentage of the site which is in poor condition alongside the overall usage. Lower amenity sites will still score highly if the overall condition is poor enough.
19. Surgeys Lane does not currently feature in the Capital Maintenance Programme for 2021/22, however, it may still be near the top of the prioritised listings once the process is completed. It should be borne in mind that the prioritisation of all sites is the only fair way in which the County Council is able to allocate available funds to the correct sites, in the correct order.
20. Until such time as Surgeys Lane can be resurfaced, it will continue to be inspected regularly and any safety defects attended to in line with the County Council's 'Highway Inspection & Risk Manual'
21. It was agreed that the lead petitioner be informed.

D. Request to fully resurface Lodge Farm Lane in Redhill (Ref:2020/0414)

22. A 59 signature petition was presented to the 25 March 2021 meeting of the County Council by Councillor Michael Payne requesting that Lodge Farm Lane in Redhill is fully resurfaced as a matter of urgency.
23. The petition states that Lodge Farm Lane is a thoroughfare to hundreds of homes in Redhill and subject to a high volume of vehicular traffic, covered in a patchwork quilt of repairs and potholes and seriously defected at intervals along its stretch.
24. The most recent condition survey of the County's Unclassified road network has shown that resurfacing work is required on Lodge Farm Lane. The worst section appears to be the opening 280m or so from Redhill Road up to Houldsworth Rise. All sites are assessed for a variety of observed damage, including cracking, rutting, subsidence, patching, crazing (so-called 'crocodile cracking'), chipping loss and general ride quality.
25. All sites which required work will be subsequently prioritised (assessed against similar sites) and priority given to those locations which already attract a significant amount of reactive maintenance (potholes) and provide the highest usage (measured by traffic counts, bus routes, number of commercial, retail and domestic properties) along with their amenity value in terms of the location of schools, health centres, emergency services and so on. This is not to say that those streets which do not have high amenity value or usage are simply left behind as the process requires us to strike a balance between the percentage of the site which is in poor condition alongside the overall usage. Lower amenity sites will still score highly if the overall condition is poor enough.
26. Lodge Farm Lane does not currently feature in the Capital Maintenance Programme for 2021/22, however, it may still be near the top of the prioritised listings once the process is completed. It should be borne in mind that the prioritisation of all sites is the only fair way in which the County Council is able to allocate available funds to the correct sites, in the correct order.
27. Until such time as Lodge Farm Lane can be resurfaced, it will continue to be inspected regularly and any safety defects attended to in line with the County Council's 'Highway Inspection & Risk Manual'.

28. It was agreed that the lead petitioner be informed.

E. Request for a pedestrian crossing on Wellin Lane, Edwalton (Ref:2020/0412)

29. A 342 signature petition was presented to the 25 March 2021 meeting of the County Council by Councillor Jonathan Wheeler requesting the installation of a zebra crossing on Wellin Lane, Edwalton near Edwalton Primary School.

30. Wellin Lane has a school crossing patrol site near the school but unfortunately the site has been vacant for some time. A school crossing patrol, operating at the start and end of the school day, is still considered to be the most appropriate form of crossing to help Edwalton Primary School pupils cross at this location. Via EM Ltd has therefore worked with the school and advertised locally around the site and on its website, but have so far been unsuccessful in finding a replacement patrol. In the future Via EM Ltd are looking to develop a technique using social media adverts targeted at local areas, key demographics and times of day. In the meantime Via EM Ltd will look to include the school patrol position in their next round of recruitment advertising.

31. The County Council receives far more requests for pedestrian crossings (such as puffin or zebra crossings) than it is able to fund and therefore requests for crossings are prioritised based on the number of people crossing, the volume of traffic and other relevant factors such as accident history at a proposed location so that the available funding helps the greatest number of people. For road safety reasons formal crossings are also currently only installed where they are used by pedestrians throughout the day.

32. A pedestrian and traffic survey will therefore be undertaken to determine whether a pedestrian crossing at this location should be prioritised for future funding. At locations where formal crossings aren't provided, alternative measures are also considered to help overcome issues raised. The Council will therefore also carry out an assessment of the site to determine if there are alternative options to a formal crossing that could be considered for inclusion in a future years' highways programme.

33. It was agreed that the lead petitioner be informed.

Petition considered by the Children and Young People's Committee

F. Petition against the closure of the residential unit at Fountaindale Special School (Ref:2020/0415)

34. A petition with over 1,700 signatures was presented to the 25 March 2021 meeting of the County Council by Councillor Samantha Deakin against the closure of the residential unit at Fountaindale Special School which took place at the beginning of January 2021.

35. The decision to close the residential unit was taken by Children and Young People's Committee on 30th November 2020 following a consultation process approved by the Committee on 21st September 2020, which followed the Department for Education's statutory guidance on making significant changes to maintained schools.

36. Fountaindale Special School joined the Evolve Multi Academy Trust on 1st April 2021, becoming the Harlow Academy.

37. The petition raised several issues not covered in the original Children and Young People's Committee report which approved the closure of the residential unit. These issues relate to:
- the original consultation and decision-making process
 - a statement made by the then Leader of the County Council dated 20th January 2021
 - the timing of the information provided to parents and carers about the change in governance status of the school.
38. The Department for Education's guidance on 'Making significant changes to maintained schools' clearly identifies the Local Authority as the decision maker regarding the proposed closure of the residential unit. The consultation process followed the Department for Education's guidance and the responses considered by Elected Members when making their decision.
39. The letter from the then Leader of the County Council dated 20th January 2021 did accurately state that the residential provision at Fountaindale Special School was not specifically named in the provision included in the Education, Health and Care Plans of students attending the school who lived in Nottinghamshire. All the other relevant local authorities were contacted as part of the consultation process on the unit's closure and no objections were received.
40. Parents and carers were aware of the proposed change in governance arrangements of the school following the Ofsted inspection in February 2020, which judged the school to be Inadequate. Once a school is judged to be Inadequate by Ofsted, an Academy Order is issued by the Secretary of State for Education. Governing bodies as a result lose their powers to decide the future of the school. At the time of the consultation the school was under an Academy Order. Details of the Evolve Trust's involvement could not be shared due to commercial sensitivity at the time.
41. Although the Evolve Academy Trust sought confirmation about the status of the residential unit, the County Council has had no discussions with the Trust about keeping the residential unit open beyond January 2021. The decision about how best to use space previously used for the residential unit lies with the Harlow Academy and the Evolve Academy Trust.
42. The Committee agreed that
- 1) the contents of the report be noted, underlining that due process was followed and the original decision was appropriate;
 - 2) the lead petitioner be informed accordingly;
 - 3) the outcome of the Committee's consideration be reported to Full Council.

Statutory and Policy Implications

43. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Statutory and Policy Implications

3. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

It is recommended that the contents of the report be noted.

Councillor Neil Clarke MBE – Chairman of Transport and Environment Committee
Councillor Tracey Taylor – Chairman of Children and Young People’s Committee

For any enquiries about this report please contact:

Adrian Smith, Corporate Director, Place
adrian.smith@nottsc.gov.uk

Chris Jones, SEND Strategic Development Lead
christopher.1.jones@nottsc.gov.uk

Background Papers and Published Documents

- Responses to Petitions Presented to the Chairman of the County Council – Transport and Environment Committee, 15 June 2021 (published)
- Closure of Residential Unit at Fountaindale Special School – Response to Petition – Children and Young People’s Committee, 21 June 2021

Electoral Division(s) and Member(s) Affected

- All

REPORT OF THE CHAIRMAN OF FINANCE COMMITTEE

MANAGEMENT ACCOUNTS 2020/21

Purpose of the Report

1. To inform Council of the year end position for the 2020/21 Management Accounts.
2. To request that Council approves the transfer to the General Fund Balances of £10.2m.
3. To inform Council of the position on other reserves of the Authority.
4. To inform Council of the year end position for the 2020/21 Capital Programme, its financing and approve variations to the capital programme.
5. To inform Council that capital expenditure and borrowing in 2020/21 were managed within the Council's Prudential Indicators.
6. To inform Council of Treasury Management activities during 2020/21.

Information and Advice

Background

7. It is important to note that this Management Accounts report has been put together at a time when the Council is continuing to respond to the consequences of COVID-19. A large number of services, resources, functions, plans and programmes have been re- and de-prioritised as the Council has had to respond to a rapidly changing and fluid situation that has included the regular provision of new guidance and legislation.
8. Throughout the year, all Local Authorities have been required by the Ministry for Housing, Communities and Local Government to report their forecast financial impact of the COVID19 emergency on a monthly basis. The year-end DELTA12 submission from Nottinghamshire County Council was submitted on 30 April 2021 and identified a total gross forecast financial impact of £82.9m in 2020/21. These costs have been offset by a number of COVID19 specific grants that have been received from Central Government.
9. In addition, all Authorities received a letter from the Department of Health and Social Care (DHSC) on 4 September 2020 which explained revised arrangements for the distribution of PPE. It set out that the DHSC had procured sufficient PPE to meet national demand and would be able to supply Authorities directly with PPE for all COVID19 use, over and above any Business as Usual use, until 31 March 2021. This supply is being made available free of charge and is now expected to be extended into the 2021/22 financial year.
10. The Government also announced a scheme that helped those Local Authorities that lost income during the pandemic. The total value of funding allocated to Nottinghamshire totals £2.2m and relates to lost income up to the end December 2020. This scheme will continue into the first quarter of 2021/22.

11. It is important to note that considerable uncertainty remains regarding the longer-term implications of responding to the emergency. On 22 February, the Government announced a four-step plan to ease England's lockdown which could see all legal limits on social contact lifted by 21 June, subject to strict conditions being met. This deadline has now been extended to 19 July. In addition, information continues to be developed regarding significant areas of the Authority's budget including Home to School Transport, Looked After Children (LAC) and Adult Social Care and Health services.
12. Despite the COVID19 pandemic, the financial position of the County Council has continued to be monitored throughout the financial year, with monthly reports to the Corporate Leadership Team and the Finance and Major Contracts Management Committee providing an update of progress, thus ensuring decision makers had access to financial information on a timely basis.

Summary Financial Position

13. Committee budgets are showing a net underspend of £21.2m or 3.8% of net Committee budgets. This compares to a Period 11 forecast underspend of £12.5m.
14. The level of General Fund balances, subject to approval by County Council, will increase by £10.2m to £32.1m.
15. The detailed figures are summarised in the appendices to this report. Table 1 shows the summary revenue position of the County Council.

Table 1 – Summary Financial Position

Committee	Final Budget £'000	Draft Out-turn £'000	Draft Variance £'000	Percentage Variance to Annual Budget
Children & Young People	149,400	147,369	(2,031)	(1.4%)
Adult Social Care & Public Health	202,539	186,471	(16,068)	(7.9%)
Communities & Place	135,769	135,581	(188)	(0.1%)
Policy	37,730	37,197	(533)	(1.4%)
Finance & Major Contracts Management	3,927	3,009	(918)	(23.4%)
Governance & Ethics	7,751	7,841	90	1.2%
Personnel	16,317	14,791	(1,526)	(9.4%)
Net Committee (under)/overspend	553,433	532,259	(21,174)	(3.8%)
Central items	(31,388)	(61,909)	(30,521)	
Contribution to Schools Expenditure	886	886	-	
Contribution to/(from) Traders	3,330	3,028	(302)	
Forecast prior to use of reserves	526,261	474,264	(51,997)	
Transfer to / (from) Corporate Reserves	(22,736)	12,020	34,756	
Transfer to / (from) Departmental Reserves	9,654	16,095	6,441	
Transfer to / (from) General Fund	(631)	10,169	10,800	
Net County Council Budget Requirement	512,548	512,548	-	

Net Committee Spend

16. The overall net underspend within the Committees is £21.2m and the principal reasons for the variations are detailed below.

Children & Young People (£2.0m underspend, 1.4% of Committee budget)

17. The major contributing variances are:

- A £0.2m overspend in the Youth, Families and Social Work Division due to a £0.8.m overspend on social work staffing. The overspend has arisen due to a combination of additional staff capacity to respond to increased workloads and to maintain manageable caseloads, temporary cover for new posts to be established and the continued need for

agency workers in some areas. This is offset by £0.6m underspends elsewhere in the Division.

- £1.4m net underspend on Children's Centres. The majority of the underspend is temporary i.e. £0.3m gainshare income from NCFP, approximately £0.6m on direct staffing due to vacancies and a 3.5% temporary subsidy on the NHS Employers pension rate for 2020-21.
- £0.6m net underspend on External Looked After Children Placements (LAC), although it should be noted that this is after the addition of £6.4m of temporary COVID19 funding. Since the beginning of April 2020 external LAC numbers have grown by a net of 55 from 445 to 500 at the end of March 2021. The original pre-COVID19 estimate was for numbers to reach 505 by 31 March 2021 (also before any positive effects of the Social Impact Bond and increased internal fostering which were still at early stages). During 2020, numbers grew rapidly during the pandemic and at one point were projected to reach 550.
- There is a net underspend of £0.2m across a range of other budgets.

Adult Social Care & Public Health (£16.1m underspend, 7.9% of Committee budget)

18. Within Adult Social Care and Public Health the main variances were:

- An underspend of £1.5m on Day Services due primarily to staffing underspends.
- An underspend of £10.1m on Ageing Well due to reductions within long term Residential / Nursing care. Homecare and Short Term Residential/Nursing care were predicted to exceed budget considerably, however many of the COVID19 related costs borne by the Council have been funded by specific Government grants and by contributions from Health.
- An underspend of £1.4m across the Maximising Independence Service, mainly on staffing due to vacancies arising from the delayed implementation of the workforce review and staff being redirected from Direct Services into this service during the first part of the pandemic.
- There is a net underspend of £1.6m across a range of other budgets

19. In addition, there was a £1.5m underspend in Public Health. This was primarily due to redirecting staff to work on the COVID19 response rather than their usual work. As the Public Health Grant is ringfenced, this underspend has been transferred to reserves for use in future years.

Communities & Place (£0.2m underspend, 0.1% of Committee budget)

20. There is an overspend of £0.5m against the Highways contract with Via due mainly to additional winter maintenance charges of £0.4m and flooding costs due to Storm Christoph of £0.1m. This was offset by a Highways Retained Client underspend of £1.2m mainly due to additional S38/S278 income of £0.7m due to post lockdown improvements in the building trade and energy savings of £0.3m due to ongoing replacement of old street lighting bulbs with energy efficient bulbs.

21. There was a £0.9m overspend against Waste Services as a result of additional waste collected from residential properties as more residents were working from home. Counter to this, there was a reduction in trade waste income as offices were closed.

22. The out-turn on Concessionary Fares is £0.7m below budget, due to reduced payments to bus and tram operators for concessionary travel, in line with agreed reimbursements.
23. Emergency Planning & Registration was overspent by £0.4m due to lost income in the Registration Service and additional costs within Coroners.
24. There is a net underspend of £0.1m across a range of other budgets.

Policy (£0.5m underspend, 1.4% of Committee budget)

25. The underspend mainly relates to staffing savings across a range of services and an underspending of £0.2m in the Economic Development Initiative budget due to reprioritisation/slippage of projects due to the effects of the pandemic.

Finance & Major Contracts Management (£0.9m underspend, 23.4% of Committee budget)

26. The underspend has arisen due to staffing savings within Procurement, Internal Audit and Risk and Insurance teams and savings in staff related budgets such as travel, room hire etc. In addition, some COVID19 related costs initially budgeted within this Committee have been funded by grants or recharged to other areas.

Governance & Ethics (£0.1m overspend, 1.2% of Committee budget)

27. There are no major variances to report.

Personnel (£1.5m underspend, 9.4% of Committee budget)

28. The underspend is mainly due to staffing vacancies and proactive efficiency savings across Business Support, Business Services Centre service and Corporate HR, where there was a proactive strategy to hold vacant posts to ensure the delivery of future known savings requirements.

Traders Services (£0.3m underspend)

29. Traders are expected to be cost neutral each year, with any underspend being transferred to reserves to fund future expenditure and any overspend being covered by a use of reserve. 2020/21 was a difficult trading year as a result of the COVID19 pandemic. However, with the help of grant funding received from Central Government a small reported surplus has been achieved.

Central Items (£30.5m underspend)

30. Central Items primarily consists of interest on cash balances and payments on borrowing, contingency allocations, capital charges and various general grants. The key variances relate to unspent contingency budget (£2.3m) and Other Government Grants (£25.3m) and are summarised below. Other additional variations (net total £2.9m underspend) within the central items category are detailed in Appendix A.

- **Contingency (£2.3m underspend) (for detail please refer to Appendix C)**

As reported to Finance and Major Contracts Management Committee throughout the year, the contingency base budget was increased by £2.6m to reflect a number of demand and inflationary pressures with a high degree of uncertainty with regard to likelihood, value and profiling. Whilst a number of these pressures have materialised and were subsequently released to Committee budgets, there remained an overall underspend of £2.3m against a total 2020/21 budget of £6.6m. A detailed breakdown of how this budget was utilised is provided in Appendix C of this report.

- **Government Grants (£25.3m underspend)**

Several non-ringfenced grants sit centrally, however values are not normally confirmed until after the budget is set in February of each year resulting in year-end variances to budget. Within this underspend, any COVID19 related grant not allocated to Committees during 2020/21 has been set aside to fund future pandemic related issues. This includes mitigation of associated shortfalls in collection rates for both Council Tax and Business Rates.

- **Statutory Provision for Debt Redemption (£0.2m overspend)**

The Council is under a statutory duty “to determine for the current financial year an amount of Minimum Revenue Provision (MRP) which it considers to be prudent”. The MRP charged to the General Fund in 2020/21 has been determined at £11.6m. This higher than expected charge is due mainly to higher than forecast borrowing in 2019/20.

- **Interest and Dividends (£1.3m underspend)**

Interest payments depend upon Treasury Management decisions taken in relation to expectations of future rates and anticipated slippage on the capital programme. Variances against each of these factors coupled with other interest and dividends received in year have achieved an underspend of £1.3m in 2020/21.

Movements on Balances and Reserves (for detail please refer to Appendix B)

Reserves Strategy

31. The Authority’s reserves strategy was approved as part of the 2021/22 Annual Budget Report to Full Council in February 2021. The strategy included planned contributions to reserves to fund specific future priorities as well as planned use of reserves to fund in-year expenditure. To reflect the approved strategy in the 2020/21 accounts together with other emerging factors the necessary adjustments have been made. The level of reserves will continue to be reviewed on a regular basis as part of the Authority’s Financial Management processes. Further detail of the movement on balances and reserves are set out below.

General Fund Balances

32. The Council meeting on 27 February 2020 approved the use of £0.6m of General Fund Balances. Given the events that have emerged throughout 2020/21, the Council’s funding position has been impacted by a significant range of temporary funding provided to assist the response to the COVID19 pandemic. This includes four tranches of Core COVID19 grant funding totalling £47.1m which was not factored into projections when setting the 2020/21 budget. As a consequence of the reasons provided above, the Council has achieved a favourable closing position so that no contribution from the General Fund is required. However, there are still significant challenges facing the Council over the medium-term and as such the closing balance of the Council’s General Fund is proposed to increase from £22.0m to £32.1m.

Other Earmarked Reserves

33. At the end of 2020/21 other 'earmarked' reserves totalled £139.0m, an increase of £26.0m since 31 March 2020. This consists of the following:

PFI Reserves

35. A total of £28.1m of reserves are held for PFI schemes and this equates to 20.2% of other earmarked reserves. The arrangements for calculating PFI grant result in more grant being received in the early years of a PFI scheme than is needed to meet the payments to providers of the service. These surpluses need to be kept in an earmarked reserve to cover the corresponding deficits in later years. The amounts set aside at the end of 2020/21 are shown in the table below.

Table 2 – PFI set aside as at 31/03/2021

PFI Scheme	£'000
East Leake Schools	2,910
Bassetlaw Schools	876
Waste	24,275
Total	28,061

Insurance Reserve

36. The Authority operates a self-insurance scheme and covers risks up to an agreed amount. External insurers cover risks in excess of this figure. The Insurance Reserve is set aside to cover possible insurance claim losses that are not yet known. The closing balance of this reserve is £36.7m.

Capital Projects Reserve

37. The Capital Projects Reserve supports the Medium-Term Financial Strategy as well as current and future capital commitments. In 2020/21 there was a net contribution to the reserve of £4.4m. As at 31 March 2021, the balance on the Capital Projects Reserve is £7.5m.

Strategic Development Fund

38. It was approved that this reserve supports future year costs associated with the Council's transformation agenda. The balance of this reserve has been increased by £9.6m to £12.4m.

Workforce Reserve

39. It has been approved that this reserve will cover pay related costs including National Living Wage increases and Pension Strain, as well as covering Pension Contributions and Redundancy. The balance as at 31 March 2021 remains at £6.1m.

Earmarked for Services Reserves

40. All departments have various reserves for specifically identified purposes. In addition, International Financial Reporting Standards requires some grant income such as Public Health and Section 256 grants to be carried on the Balance Sheet as a reserve balance. During the year, these departmental balances increased by a net £12.6m to £49.3m.

NDR Pool Reserve

41. The pool was established in April 2013 when a new funding mechanism was introduced with the seven District and Borough Councils. There was a net decrease of £0.8m in this reserve during 2020/21. Of the £9.3m year-end balance, £8.8m relates to the County's share of the pool surplus, the remaining balance (£0.5m) is funding set aside for N2.

COVID-19 Reserve

42. On 19 March 2020, the Government announced £1.6bn of additional funding for Local Government to help respond to coronavirus pressures across all services. Nottinghamshire County Council's share of this emergency fund totalled £22.3m. This funding was received on 27 March 2020 and, given its un-ringfenced nature, was transferred to a COVID-19 reserve to fund emergency costs in the next financial year. This funding was utilised in full during 2020/21 as part of the Authority's immediate response to the pandemic.

COVID Recovery Reserve

43. In 2020/21, the Authority received three further tranches of un-ringfenced COVID19 core funding totalling £24.8m. The unspent element of this funding has been appropriated to a specific COVID Recovery Reserve. This reserve will assist the Authority in its continued response to the pandemic by helping to mitigate against significant uncertainty in relation to both service demand and the economic impact on Council funding. The closing balance on this reserve is £19.3m.

Council Tax Equalisation Reserve

44. As a result of pressures associated with the Coronavirus pandemic, billing authorities have estimated a larger-than-normal deficit on the 2020/21 Collection Fund. To alleviate the short-term cost pressure, Central Government has mandated for the estimated deficit to be spread over the three years 2021/22 to 2023/24. To recognise the impact of this phasing arrangement, a reserve has been created with a closing balance of £2.3m.

Earmarked Reserves

45. Earmarked reserves contain balances of reserves previously held under services but have been deemed no longer required for their original purpose. Such reserves will be used to help deliver the Medium-Term Financial Strategy and the balance remains at £3.2m.

Capital Expenditure

46. Capital Expenditure in 2020/21 totalled £104.150m. Table 3 shows the final 2020/21 Capital Programme broken down by Committee.

Table 3 – 2020/21 Capital Expenditure

Committee	Revised Budget £'000	Total Outturn £'000	Variance £'000
Children & Young People	25,565	22,343	(3,222)
Adult Social Care & Public Health	1,312	1,115	(197)
Communities & Place	63,546	56,437	(7,109)
Policy	25,474	24,014	(1,460)
Finance & MCM	180	38	(142)
Personnel	354	203	(151)
Total	116,431	104,150	(12,281)

Note: These figures exclude any expenditure incurred directly by schools

47. The major areas of investment in 2020/21 are listed in Table 4 below.

Table 4 – Major investment areas 2020/21

Committee	Scheme	2020/21 Capital Expenditure £'000
Children & Young People	School Places Programme	5,271
	School Capital Refurbishment Programme	5,146
	Orchard Special School	5,196
	Sharphill Primary New School	5,124
Communities & Place	Road Maintenance & Renewals	24,528
	Gedling Access Road	18,364
	Integrated Transport Measures	4,337
	Street Lighting	2,244
	Flood Drainage and Alleviation	2,331
Policy	Top Wighay Farm Infrastructure Project	6,439
	Various IT Capital Projects	4,220

Capital Programme Variations

48. The changes in the gross Capital Programme for 2020/21, since its approval at Council (27/02/20) are summarised in Table 5 below.

Table 5 2020/21 Capital Programme

	£'000
Approved per Council (Budget Report 2020/21)	117,384
Variations funded from County Council Allocations : Net slippage from 2019/20 and financing adjustments	(23,583)
Variations funded from other sources : Net slippage from 2019/20 and financing adjustments	10,349
Revised Gross Capital Programme	104,150

49. To comply with financial regulations, every item of capital expenditure incurred by the Council must be approved, irrespective of how it is funded. Specific variations require approval by Committee as set out in the following paragraph.

50. **School Places Programme** – The School Places programme focuses on the Council's statutory duty to provide sufficient school places across the county. An analysis of school places sufficiency is undertaken on a regular basis and informs the level of grant received from the Department for Education (DfE). The DfE have confirmed the level of School Places grant for the next two years are as follows:-

Year	£000
2021/22	16,404
2022/23	1,199

It is proposed that the Children and Young People's capital programme is varied to reflect the confirmed School Places grant allocations as announced by the DfE.

51. **Schools Building Improvement Programme** – The Schools Building Improvement Programme focuses on the most immediate condition issues in the Council's maintained schools building stock. The DfE have recently announced a £9.5m grant allocation that will fund the 2021/22 Schools Building Programme.

It is proposed that the Children and Young People's capital programme is varied to reflect the recently confirmed £9.5m DfE grant allocation that will fund the 2021/22 Schools Building Programme.

52. **Specialist School Capital Grant** – The Council has recently been allocated a High Needs Provision Capital Allocation of £5.3m for 2021/22. This funding will be used to support the provision of high needs places required across the county by September 2022.

It is proposed that the Children and young People's capital programme is varied to reflect the recently announced £5.3m High Needs Provision capital allocation.

53. **Highways Capital Programme** – An element of the Highways capital programme is funded from block grant allocations received from the Department of Transport (DfT). The DfT have recently confirmed that the 2021/22 block allocations for Nottinghamshire total £22.6m. This allocation will contribute towards the funding of the Highways capital programme and is £4.2m more than the estimated figures set out in the approved capital programme.

It is proposed that the Transport and Environment capital programme is varied to reflect the confirmed block allocations announced by the DfT.

54. **Top Wighay Farm** – A capital project to fund detailed design, construction of highways infrastructure and related works associated with the Top Wighay Farm project is already incorporated into the capital programme. The project will make the best use of surplus land and enables much needed housing developments to be accelerated. There is a requirement for an additional £2.2m capital allocation to fund increased costs associated with the provision of utilities on to the site, complete drainage works and bring the project to completion. It is proposed that the additional costs are funded from borrowing in the first instance which will be offset by capital receipts generated from the site.

It is proposed that the Economic Development and Asset Management Committee capital programme is varied by £2.2m to reflect the additional funding required to complete the Top Wighay Farm infrastructure project.

Capital Financing

55. The following Table outlines how the 2020/21 capital expenditure has been financed.

Table 6 - 2020/21 Capital Financing

	Revised Budget (£'000)	Out-turn (£'000)	Variance (£'000)
Funding Source:			
Prudential Borrowing	32,115	29,822	(2,293)
Capital Grants	81,049	72,087	(8,962)
Revenue / Reserves	3,267	2,241	(1,026)
Gross Capital	116,431	104,150	(12,281)

56. Total borrowing for the year is £29.8m, which is £2.3m less than the revised budget for 2020/21 of £32.1m.

57. Capital receipts for 2020/21 totalled £9.4m with £1.8m of this being deferred into 2021/22, leaving £7.6m to be utilised in 2020/21. This is £0.7m more than anticipated in the 2019/20 budget report. These capital receipts have been used, per the capital flexibility directive, to fund one-off transformational costs incurred during the year and to repay prior year borrowing.

58. The Capital Programme for 2021/22 will be monitored to ensure that borrowing for 2021/22 is managed within the prudential limits for the year. Funding by borrowing in 2021/22 is now projected to be £77.4m and the size of the revised Capital Programme for 2021/22 is £142.0m.

Statement of Accounts

59. The pre-audited Statement of Accounts were certified by the Service Director – Finance, Infrastructure and Improvement on 9 July 2021 which was ahead of the 31 July 2021 statutory deadline. They have also been published on the Council's website. The external audit has commenced and figures will be provisional, pending the completion of the audit which has to be completed by 30 September 2021.

Treasury Management Activities

60. All treasury management activities during 2020/21 were carried out within approved limits and adhered to approved policies and practices. Appendix E provides a full report on these activities.

Statutory and Policy Implications

This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATIONS

1. To comment on the provisional 2020/21 year-end revenue position.
2. To approve the level of County Fund Balances as set out in paragraph 32 and Appendix A.
3. To comment on the movements in reserves as detailed in paragraphs 33 to 45 and Appendix B.
4. To comment on the Capital Programme and its financing.
5. To approve capital variations as set out in paragraphs 50 to 54.
6. To comment on the Council's 2020/21 Prudential Indicators out-turn as detailed in Appendix D.
7. To comment on the Treasury Management outturn report in Appendix E.

Councillor Richard Jackson
Chairman of Finance Committee

For any enquiries about this report please contact:
Keith Palframan – Group Manager, Financial Services

Constitutional Comments (GR 29/06/2021)

Pursuant to the Nottinghamshire County Council constitution the Full Council has the authority to receive this report and to make the recommendation contained within it.

Financial Comments (GB 01/06/2021)

The financial implications are set out in the report.

Background Papers

None

Electoral Division(s) and Member(s) Affected

All

MANAGEMENT ACCOUNTS SUMMARY 2020/21

	2020/21 Final Budget £'000	2020/21 Final Out-turn £'000	Variance £'000
Committee			
Children & Young People	149,400	147,369	(2,031)
Adult Social Care & Public Health	202,539	186,471	(16,068)
Communities & Place	135,769	135,581	(188)
Policy	37,730	37,197	(533)
Finance & Major Contracts Management	3,927	3,009	(918)
Governance & Ethics	7,751	7,841	90
Personnel	16,317	14,791	(1,526)
Net Committee Total	553,433	532,259	(21,174)
Schools Budget (after Dedicated Schools Grant)	886	886	-
Net Schools total	886	886	-
Trading Services	3,330	3,028	(302)
Central Items Managed through Finance & Property Committee			
Capital Charges included in Committees	(44,072)	(44,072)	-
Statutory Provision for Debt Redemption	11,370	11,594	224
Interest and Dividends	21,073	19,763	(1,310)
Contingency	2,306	-	(2,306)
Flood Defence Levies	291	293	2
Pension Enhancements	2,050	1,874	(176)
Trading Organisations	1,300	620	(680)
Miscellaneous Inc and Exp / Write Offs	-	(939)	(939)
New Homes Bonus	(1,873)	(1,873)	-
Other Government Grants	(3,446)	(28,782)	(25,336)
Adult Social Care Support Grant	(20,387)	(20,387)	-
Central Items	(31,388)	(61,909)	(30,521)
Expenditure prior to Use of Reserves	526,261	474,264	(51,997)

Reserves and Balances

Transfer to /(from) Corporate Reserves

PFI Reserves:

East Leake PFI	4	16	12
Bassetlaw PFI	53	3	(50)
Waste PFI	110	131	21
COVID-19 Reserve	(22,346)	(22,346)	-
Strategic Dev Fund	(145)	9,601	9,746
Historic Abuse Enquiry	(82)	(83)	(1)
Capital Projects	-	3,618	3,618
NDR pool projects	(330)	42	372
Council Tax Equalisation Reserve	-	2,350	2,350
COVID Recovery Reserve	-	18,688	18,688
Net transfer to /(from) Corporate Reserves	(22,736)	12,020	34,756

Transfer to /(from) Departmental Reserves

Children & Young People	1,953	1,953	-
Adult Social Care & Public Health	6,600	11,048	4,448
Community & Place	(10)	1,961	1,971
Policy	1,111	1,133	22
Net transfer to /(from) Departmental Reserves	9,654	16,095	6,441

Transfer to/(from) General Fund

(631) 10,169 10,800

Funding Required

512,548 512,548 -

Funding

Council Tax/Surplus on Collection	(389,085)	(389,085)	-
Revenue Support Grant/Business Rates	(123,463)	(123,463)	-

Total Funding

(512,548) (512,548) -

SUMMARY OF REVENUE RESERVES

	Brought Forward 01/04/2020 £'000	Use (-) in 2020/21 £'000	Contribution (+) 2020/21 £'000	Transfers 2020/21 £'000	Carry Forward 31/03/2021 £'000
General Fund Balances	21,961	-	10,169	-	32,130
Schools Reserves	22,920	-	5,608	-	28,528
Insurance Reserves	34,093	-	2,586	-	36,679
Other Earmarked Reserves					
Corporate Reserves					
Earmarked Reserves	3,204	-	-	-	3,204
Capital Projects Reserve	3,160	(721)	3,618	1,481	7,538
NDR Pool Reserve	10,156	(346)	372	(842)	9,340
East Leake PFI	2,836	-	74	-	2,910
Bassetlaw Schools PFI	95	-	781	-	876
Waste PFI	24,143	-	132	-	24,275
Strategic Development Fund	2,815	-	9,601	-	12,416
Covid-19 Reserve	22,346	(22,346)	-	-	-
Workforce Reserve	6,150	-	-	-	6,150
IICSA Reserve	1,477	(83)	-	-	1,394
Council Tax Equalisation Reserve	-	-	2,350	-	2,350
COVID Recovery Reserve	-	-	19,283	-	19,283
Earmarked for Services Reserves					
Trading Activities	242	-	528	(145)	625
Earmarked for Services Reserves	9,108	(445)	1,247	(501)	9,409
Revenue Grants	13,710	(4,607)	7,496	7	16,606
Section 256 Grants	13,604	(1,542)	10,567	-	22,629
Subtotal Other Earmarked Reserves	113,046	(30,090)	56,049	-	139,005
Total Usable Revenue Reserves	192,020	(30,090)	74,412	-	236,342

EARMARKED FOR SERVICES RESERVES DETAIL

	Brought Forward 01/04/2020 £'000	Use (-) in 2020/21 £'000	Contribution (+) 2020/21 £'000	Transfers 2020/21 £'000	Carry Forward 31/03/2021 £'000
Adult Social Care and Public Health					
Trading Activities	-	-	-	-	-
Earmarked for Services Reserves	6,089	-	-	-	6,089
Revenue Grants	10,267	(3,666)	5,486	-	12,087
Section 256 Grants	13,604	(1,542)	10,567	-	22,629
Children and Family Services					
Trading Activities	181	-	528	(145)	564
Earmarked for Services Reserves	1,093	(147)	557	(494)	1,009
Revenue Grants	1,625	(391)	1,406	-	2,640
Section 256 Grants	-	-	-	-	-
Place and Communities					
Trading Activities	61	-	-	(61)	-
Earmarked for Services Reserves	1,890	(298)	690	(7)	2,275
Revenue Grants	1,818	(550)	604	7	1,879
Section 256 Grants	-	-	-	-	-
Chief Executives					
Trading Activities	-	-	-	61	61
Earmarked for Services Reserves	36	-	-	-	36
Revenue Grants	-	-	-	-	-
Section 256 Grants	-	-	-	-	-
Total Earmarked For Services Reserves	36,664	(6,594)	19,838	(639)	49,269

ALLOCATIONS FROM CONTINGENCY

	2020/21	
	£000	£000
Opening Contingency Budget		6,599
Approved contingency requests		
Knife Crime	(100)	
D2N2	(63)	
Pay Award 0.75%	(1,315)	
Comm Older Adults Care - Savings w/off	(199)	
Delivery & Assuring Major Projects (Capital)	(650)	
Victory in Europe Day	(5)	
Local Government Reorganisation	(100)	
Social Work Staffing and Standards Transformation	(156)	
SRA - COVID Resilience Committee	(193)	
Social Impact Bond Savings Slippage	(23)	
Fostering Development	(500)	
Democratic Services Staffing	(283)	
Graduate Trainees	(87)	
SEND Transport Growth	(19)	
	(600)	
Total Approved contingency requests		(4,293)
Reported under/ (over) spend on contingency		2,306

REPORT OF THE SERVICE DIRECTOR – FINANCE, INFRASTRUCTURE & IMPROVEMENT

MONITORING OF 2020/21 PRUDENTIAL INDICATORS

1. To provide an update the County Council's current position in terms of capital expenditure, external debt, financing costs as a percentage of net revenue stream and the capital financing requirement relative to the Prudential Code indicators identified in the 2020/21 budget report.

Background

2. The Prudential Code for Capital Finance in Local Authorities was developed by CIPFA as a professional code of practice to support local authorities in determining their programmes for capital investment. Local authorities are required by regulation to have regard to the Prudential Code under Part 1 of the Local Government Act 2003. Individual local authorities are responsible for deciding the level of their affordable borrowing, having regard to the Prudential Code. The Executive Summary of the Code states that "The objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice."
3. In particular, the Prudential Code requires the Council to be aware of the impact of financing capital expenditure on its overall revenue expenditure position. The costs of financing additional capital expenditure are the interest payable to external lenders and the amounts set aside to reduce the level of borrowing. In deciding whether or not borrowing is affordable, prudent and sustainable, the most important consideration is whether, over the term of the borrowing, these costs can be met from the revenue budget without unacceptable consequences.

Prudential Indicators

4. Monitoring Requirements

Under the Prudential Code, an authority is required to establish indicators that are sufficiently robust and credible for it to be able to use them to form a judgement as to whether its proposed capital investment is affordable, prudent and sustainable. The Prudential Code requires that the prudential indicators are monitored regularly throughout the year and that the actual values of some of them are reported at year end.

This report is concerned only with prudential indicators relating to capital investment.

5. Overview of Prudential Indicators

The following prudential indicators, whose actual values must be reported at year end, relate to affordability and prudence.

6. Estimate of capital expenditure

In any year, the level of capital expenditure is likely to deviate from the estimate in the budget report as a result of new additions to the Capital Programme, cancellations of schemes, and slippage, acceleration and changing specifications of projects. The Capital Programme is monitored on a monthly basis and variations to the Capital Programme are reported to Finance Committee.

7. Estimate of the capital financing requirement (CFR)

The capital financing requirement is a measure of the Authority's underlying need to borrow for capital purposes. This relates to capital expenditure which has not yet been financed by capital receipts, capital grants or contributions from revenue income. This is not the same as external debt since the Authority manages its position in terms of borrowings and investments in accordance with its integrated treasury management strategy and practices. For example, rather than borrowing from an external body, the Authority may judge it prudent to make use of cash that it has already invested for long-term purposes, such as reserves, for 'internal borrowing'. This means that there is no immediate link between the need to borrow to pay for capital spending and the level of external borrowing.

In order to ensure that, over the medium term, net borrowing will only be for a capital purpose, the local authority should ensure that net debt does not, except in the short term, exceed the total of the capital financing requirement for the current and next two financial years. This is a key indicator of prudence.

8. External debt

External debt includes gross borrowing and other long-term liabilities.

9. Operational boundary for external debt

The operational boundary is the estimated maximum level of external debt in the most likely (i.e. prudent, but not worst-case) scenario. The operational boundary is a key management tool for in-year monitoring. It will probably not be significant if the external debt temporarily breaches the operational boundary on occasions due to variations in cash flow. However, a sustained or regular trend above the operational boundary would be significant and would require investigation and possible action (e.g. to ensure that borrowing, other than temporary borrowing, is not undertaken for purposes other than funding approved capital expenditure).

10. Authorised limit for external debt

The authorised limit is the intended absolute limit for external debt and exceeds the operational boundary by an amount that provides sufficient headroom for events such as unusual cash movements. If it appears that the authorised limit might be breached, the Service Director – Finance, Infrastructure and Improvement has a duty to report this to the County Council for appropriate action to be taken.

11. Financing costs as a percentage of net revenue stream

The Prudential Code requires the Council to be aware of the impact of financing capital expenditure on its overall revenue expenditure position. The relevant indicator is the financing costs of capital expenditure expressed as a percentage of the net revenue stream, where:

- the costs of financing capital expenditure are interest payable to external lenders less interest earned on investments plus amounts set aside to reduce the level of borrowing; and
- the net revenue stream is the amount of the revenue budget to be met from government grants and local taxpayers.

12. Prudential Indicators: Monitoring against 2020/21 Budget

The following table shows monitoring against those indicators that were approved for 2020/21 in the Budget Report to Council in February 2020.

Indicator	Comments										
Estimated capital expenditure (excluding Schools Devolved Formula Capital and schools' capital expenditure funded from their own revenue budget) 2020/21 Budget: £117.384m 2020/21 Actual: £104.150m	Capital programme is £13.234m less than anticipated, as explained in the table: <table border="1"> <tr> <th>Reason</th><th>£m</th></tr> <tr> <td>Slippage from 2019/20 to 2020/21</td><td>0.244</td></tr> <tr> <td>Re-phasing/slippage approved in-year</td><td>(13.478)</td></tr> <tr> <td>TOTAL</td><td>13.234</td></tr> </table>	Reason	£m	Slippage from 2019/20 to 2020/21	0.244	Re-phasing/slippage approved in-year	(13.478)	TOTAL	13.234		
Reason	£m										
Slippage from 2019/20 to 2020/21	0.244										
Re-phasing/slippage approved in-year	(13.478)										
TOTAL	13.234										
Estimated capital financing requirement (taking into account PFI Finance Lease Liabilities) 2020/21 Budget: £844m 2020/21 Actual: £816m	The actual level of the capital financing requirement was £28m less than the indicator, as explained in the table: <table border="1"> <tr> <th>Reason</th><th>£m</th></tr> <tr> <td>Borrowing below budgeted level in 2019/20 (primarily due to slippage of expenditure funded by borrowing)</td><td>(2)</td></tr> <tr> <td>Variance in additions and repayment of Finance Lease Liabilities and MRP estimate</td><td>(3)</td></tr> <tr> <td>Borrowing below budgeted level in 2020/21 (primarily due to slippage of capital expenditure funded by borrowing)</td><td>(23)</td></tr> <tr> <td>TOTAL</td><td>(28)</td></tr> </table>	Reason	£m	Borrowing below budgeted level in 2019/20 (primarily due to slippage of expenditure funded by borrowing)	(2)	Variance in additions and repayment of Finance Lease Liabilities and MRP estimate	(3)	Borrowing below budgeted level in 2020/21 (primarily due to slippage of capital expenditure funded by borrowing)	(23)	TOTAL	(28)
Reason	£m										
Borrowing below budgeted level in 2019/20 (primarily due to slippage of expenditure funded by borrowing)	(2)										
Variance in additions and repayment of Finance Lease Liabilities and MRP estimate	(3)										
Borrowing below budgeted level in 2020/21 (primarily due to slippage of capital expenditure funded by borrowing)	(23)										
TOTAL	(28)										

Indicator	Comments
<p>External debt (incl. PFI Finance Lease Liabilities)</p> <p>Authorised limit for borrowing: £581m Authorised limit for other long-term liabilities: £113m Authorised limit for external debt: £694m</p> <p>Operational boundary for borrowing: £556m Operational boundary for other long-term liabilities: £113m Operational boundary for external debt: £669m</p> <p>Actual borrowing: £516m Actual other long-term liabilities: £109m Total actual debt at 31/03/21: £625m</p>	<p>The actual level of external debt was below both the authorised limit of £694m and the operational boundary of £669m throughout 2020/21.</p>
<p>Financing costs as a percentage of net revenue stream (incl. impact of PFI Finance Lease Liabilities)</p> <p>2020/21 Budget: 9.8% 2020/21 Actual: 9.6%</p>	<p>The total of actual financing costs as a percentage of net revenue stream was slightly below the budgeted figure as a result of lower than expected interest charges.</p>

13. Summary

The Prudential Code indicators will continue to be monitored and reported against budgeted figures.

REPORT OF THE SERVICE DIRECTOR – FINANCE, INFRASTRUCTURE AND IMPROVEMENT

TREASURY MANAGEMENT OUTTURN REPORT 2020/21

1. Purpose

To provide a review of the Council's treasury management activities for the year to 31 March 2021.

Information and Advice

2. Background

- 2.1 Treasury management is defined as 'the management of the council's investments and cashflows; its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks'.
- 2.2 The Council's Treasury Management Strategy is approved annually by Full Council and there is also a mid-year report which goes to Full Council. Responsibility for the implementation, scrutiny and monitoring of treasury management policies and practices is delegated to the *Treasury Management Group*, comprising:
 - the Service Director (Finance, Infrastructure & Improvement)
 - the Group Manager (Financial Services)
 - the Senior Accountant (Pensions & Treasury Management)
 - the Senior Accountant (Financial Strategy & Accounting)
 - the Investments Officer.
- 2.3 During 2020/21, borrowing and investment activities were in accordance with the approved limits as set out in the Council's Treasury Management Policy and Strategy. The main points from this report are:
 - All treasury management activities were carried out by authorised officers within the limits agreed by the Council.
 - All investments were made to counterparties on the Council's approved lending list.
 - Reports have been submitted to Council and the Finance & Major Contracts Management Committee as required.
 - The Council's net external borrowing increased by £17.4m during the financial year.
 - Over the course of the year the Council earned 0.08% on its cash investments, compared with the average 7-day London Interbank BID (LIBID) rate for 2020/21 which was effectively zero.

3. Outturn Treasury Position

- 3.1 The Council's treasury management strategy and associated policies and practices for 2020/21 were approved in February 2020 by Full Council. The

Service Director (Finance, Infrastructure & Improvement) complied with the strategy throughout the financial year.

- 3.2 Table 1 below shows the Council's treasury portfolio position as at 31 March 2021. It can be seen from the almost 4% differential between borrowing and lending rates that it remains in the Council's financial interests to keep its actual borrowing to finance capital expenditure as low as is practicable; in other words, by making use of 'internal borrowing' wherever possible. This also ensures the Council maintains lower cash balances, which also minimises credit risk.

Table 1. Treasury Position as at 31 March 2021		£m	£m	Average Interest Rate
EXTERNAL BORROWING				
Long-term				
Fixed Rate	PWLB	415.2		4.00%
	LOBOs	60.0		3.85%
	Other	30.0	505.2	3.80%
Short-term				
Fixed Rate	Other	-	-	
Total			505.2	
Other Long-Term Liabilities			106.4	
Total Gross Debt			611.6	
Less: Investments			(99.2)	0.03%
Total Net Debt			512.4	

Notes: PWLB = Public Works Loans Board

LOBOs = Lenders' Option, Borrowers' Option loans

Other = market loans taken directly from banks or via brokers

4. Treasury Management Activities 2020/21

- 4.1 The Council manages its cash flows through borrowing and lending activities on the wholesale money markets. The Council has an approved list of counterparties for investment and aims to achieve the optimum return on investments commensurate with the proper levels of security and liquidity. During 2020/21, all new long-term borrowing was sourced from the PWLB.
- 4.2 The change in the Council's temporary cash balances over the financial year is summarised in Table 2 below.

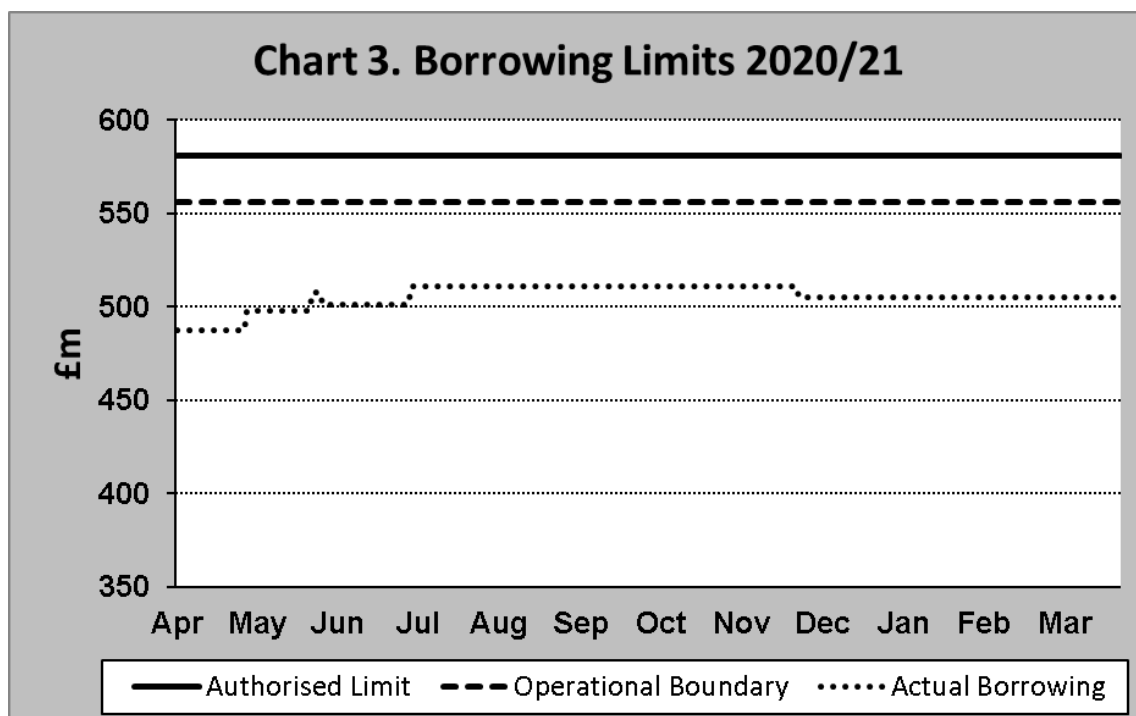
Table 2 Temporary cash balances	£m
Outstanding 31 March 2020	44.2
Amount lent during 2020/21	682.0
Amount repaid during 2020/21	(627.0)
Outstanding 31 March 2021	99.2

- 4.3 The Council's average cash investment level over 2020/21 was £84.5m (compared with £67.7m in 2019/20). The return achieved on this balance over the course of the year was 0.08% against the 7-day LIBID, the standard benchmark, which was effectively zero. Investment rates available in the market remain very low.
- 4.4 Table 3 shows the returns achieved by type of deposit. It should be pointed out that at the end of the year many money market funds were offering zero interest on balances.

Table 3 Returns on Investments	Average Balance	Interest Earned	Average Return
	£m	£000	%
Fixed Term Investments	5.1	9.1	0.18
Call Accounts / Money Market Funds	79.4	56.5	0.07
Total	84.5	65.6	0.08

5. Long Term Borrowing

- 5.1 The Treasury Management Strategy for 2020/21 presented to Council in February 2020 outlined the Council's long-term borrowing strategy for the year. Long-term borrowing is sourced from either the market (including other local authorities) or from the PWLB.
- 5.2 The Treasury Management Strategy for 2020/21 identified a need to borrow approximately £50m over the course of the year to (a) fund the capital programme, (b) replenish internal balances and to (c) replace maturing debt. However, due to slippage and to higher than expected cash balances, some £20m of this has been postponed, so actual new long-term loans totalled only £30m, taken at an average rate of 2.38%, and an average length of 31 years.
- 5.3 Total external borrowing stood at £505.2m on the 31 March 2021 which is within the operational boundary of £556m agreed by the Council. The chart below shows that the level of external debt throughout the year was below the key treasury indicators of the authorised limit and the operational boundary, demonstrating that borrowing was well within plan during the year. Further details on these treasury prudential indicators are provided in Appendix D.

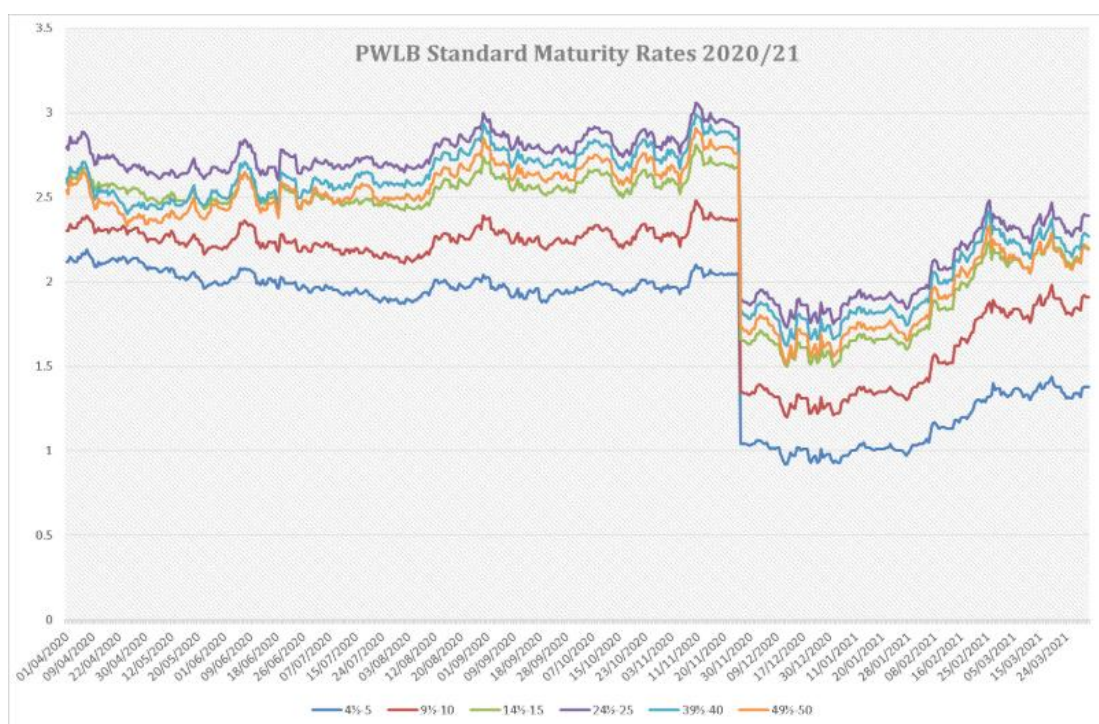


5.4 Table 4 shows the movement in long-term borrowing during 2020/21.

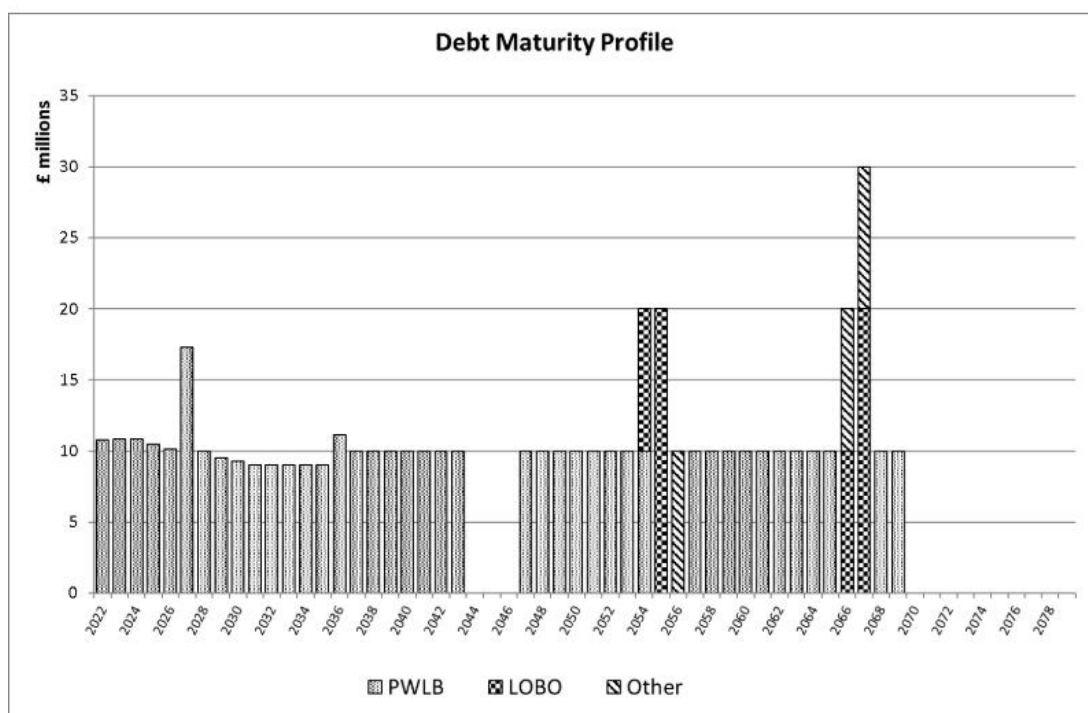
Lender	B/fwd 01/04/20 £m	Advances 2020/21 £m	Normal Repayments 2020/21 £m	Premature Repayments 2020/21 £m	C/fwd 31/03/21 £m
PWLB	397.8	30.0	(12.6)	-	415.2
LOBO	60.0	-	-	-	60.0
Market	30.0	-	-	-	30.0
Total	487.8	30.0	(12.6)	-	505.2

5.5 LOBOs are loans whereby the lender can opt, at specified dates, to increase the interest rate payable and the borrower can either accept the increased rate or repay the loan in full. These options constitute a greater degree of interest rate risk for the Council. The market loans in the table above are ex-LOBOs that have been converted to straightforward maturity loans.

5.6 The movement in PWLB standard maturity rates over the course of 2020/21 is shown in the chart below. This shows that rates remained consistent during the first half of the year, then dropped sharply in October after the PWLB reversed its policy-driven increase from 2019/20, before steadily rising in anticipation of the various lockdown restrictions being lifted.



- 5.7 The chart below shows the debt maturity profile as at 31 March 2021. This is spread fairly evenly until 2044, thereby minimising refinancing risk. In this chart it is assumed that the remaining LOBO loans will run to maturity, and not be called at an earlier date. The average rate on all outstanding external debt at year-end was 3.97% (compared to 4.09% in 2019/20, and 4.22% in 2018/19), reflecting both the lower rates now available to the Council and the higher rates of the Council's maturing debt.



- 5.8 The Council has always had the option of rescheduling its existing PWLB debt should market conditions indicate opportunities for savings. This would be achieved by redeeming fixed rate debt and raising new debt at a lower rate of

interest. However, for a number of years now the PWLB has charged a prohibitive premium on early redemptions. No financially attractive opportunities for debt rescheduling therefore arose over the reporting period.

6. Prudential Indicators for Treasury Management

- 6.1 Table 6 below shows how the treasury management outturn position compares with the prudential indicators for the year. The objective of these indicators is to manage treasury management risks effectively. No indicators were breached during the year.

Table 6 TREASURY MANAGEMENT INDICATORS 2020/21	Approved limits	Outturn
Authorised Limit for external debt	£581m	£505.2m
Operational Boundary for external debt	£556m	£505.2m
Upper limit for Rate Exposure – Fixed	100%	100%
Upper limit for Rate Exposure - Variable	75%	0%
Upper limit for principal sums invested for over 364 days	Higher of £20m and 15%	£0m

- 6.2 Table 7 shows how the Council's debt portfolio is managed with regard to maturity structure. The aim here is to ensure that the risk of the Council having to replace maturing debt in any one year is minimised, as part of an overall Treasury Management risk strategy.

Table 7 Maturity structure of fixed rate borrowing	Approved Lower limit	Approved Upper limit	Outturn
under 12 months	0%	25%	3.5%
12 months and within 24 months	0%	25%	2.1%
24 months and within 5 years	0%	75%	6.1%
5 years and within 10 years	0%	100%	10.7%
10 years and above	0%	100%	77.5%
Adoption of CIPFA's Treasury Management in the Public Services Code of Practice and Cross Sectoral Guidance Notes			Adopted

REPORT OF THE CHIEF EXECUTIVE**MEMBERS' ALLOWANCES SCHEME – REPORT OF THE INDEPENDENT
REMUNERATION PANEL****Purpose of the Report**

1. To consider the report of the Independent Remuneration Panel on the Nottinghamshire Members' Allowances Scheme and approval of the proposed revised Members' Allowances Scheme.

Information

2. Under the Local Authorities (Members' Allowances) (England) Regulations 2003 before a council makes or revises a members allowances scheme it is required to have regard to a report from an Independent Remuneration Panel (IRP).
3. At the Governance and Ethics Committee meeting of 6 January 2021, the Council reappointed Sir Rodney Brooke CBE DL as Chair of the IRP and Stephen Bray, Charles Daybell and Madi Sharma as the IRP members.
4. The IRP met on 18 June and 24 June 2021 and considered representations made by Councillors in person and in writing (via an electronic survey). The IRP's report is appended to this report. A public notice has been published to inform constituents of the report and its availability for inspection, including via the Council's website. A further public notice will be published following Full Council's consideration of the report and approval of the Members Allowances Scheme.
5. In summary the report recommends the following:
 - That the basic allowance remains unchanged, is automatically uprated linked to headline staff pay awards and is backdated to the first date of the current term of office (10 May 2021).
 - That Special Responsibility Allowances (SRAs) continue to be based on a proportion of the Leader's allowance.
 - That the Leader's allowance should remain unchanged, as should the allowances for the Leaders of the Main Minority Group and the Minority Group.
 - That SRAs should also be uprated automatically in line with headline staff pay awards and backdated to 10 May 2021 (27 May 2021 for Chairman and Vice-

Chairman of the County Council) and that no more than one SRA can be claimed by any one Councillor.

- That all SRAs should remain at the current level other than for the following roles:-
 - Deputy Leader of the Main Minority Group - increase from 22% of the Leader's SRA to 24%, to give parity with the allowance paid to the Main Minority Group Business Manager;
 - Minority Group Deputy Leader and Group Business Manager - increase from 4% to 12% to give essentially half of what the allowance is for the equivalent posts in the Main Minority Group.
- That a limit to the number of opposition spokesperson roles be introduced linked to the number of committees for which the Chairman receives an SRA (50% for the Main Minority Group and 20% for the Minority Group, rounded down to the nearest spokesperson role).
- That the list of duties designated as Approved Duties (Travelling and Subsistence Allowances) for travel claim purposes should remain unchanged, albeit with some minor clarifications made to Schedule 2 of the Scheme.
- That the Scheme be further amended to delete the 'rounding up to £3 rule', to include an electric vehicle mileage rate and to formalise the arrangements for Education Appeal panel members to recoup printing costs.
- That the maximum amount payable for child care should remain at £7.50 per hour per child and the dependants' carers' allowances be increased to £18.76 per hour (with the Monitoring Officer having authority, in consultation with the Chairman of Governance and Ethics Committee to increase this in line with inflation or exceed the limit in exceptional circumstances).
- That the Statutory Co-optees allowance should remain at £639 and be automatically uprated linked to headline staff pay awards.
- That the Council should consider paying an allowance for the Independent Persons, in line with the amount paid to Statutory Co-optees.

Other Options Considered

6. The Council is not obliged to agree the recommendations of the Independent Remuneration Panel.

Reason for Recommendations

7. To consider the recommendations of the IRP and agree a revised Member's Allowances Scheme for Nottinghamshire County Council.

Statutory and Policy Implications

8. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

9. Under the proposals, the annual total cost of the Basic Members Allowances remains unchanged at £990,990 (not including National Insurance Contributions). The total amount of SRAs claimable in 2020-21 was £699,477 (it should be noted that not all SRAs were claimed due to the rule of no Councillor claiming more than one SRA). With the recommended changes, the equivalent potential total amount claimable for SRAs would be £698,049.

RECOMMENDATIONS

- 1) That the recommendations of the IRP be noted.
- 2) That the proposed revised Councillors' Allowances Scheme, as detailed in Appendix 2 to the IRP report, be approved.

Anthony May
Chief Executive

For any enquiries about this report please contact:

Keith Ford

Tel: 0115 9772590

Email: keith.ford@nottscc.gov.uk

Constitutional Comments (GR – 02/07/2021)

10. Pursuant to the Nottinghamshire County Council constitution and the statutory framework governing members allowances, this Council has the delegated authority to consider and approve the recommendations contained within this report after having had due regard to its contents.

Financial Comments (SES 30/06/2021)

11. The financial implications are set out in paragraph 9 of the report.
12. Under the proposals, the annual total cost of the Basic Members Allowances remains unchanged at £990,990 (not including National Insurance Contributions). The total amount of SRAs claimable in 2020-21 was £699,477 (it should be noted that not all SRAs were claimed due to the rule of no Councillor claiming more than one SRA). With the recommended changes, the equivalent potential total amount claimable for SRAs would be £698,049.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- Issues for Consideration report to the IRP.

Electoral Division(s) and Member(s) Affected

All

INTRODUCTION

1. This paper is the report of the Nottinghamshire County Council Independent Remuneration Panel (IRP) following our review of the County Council's existing Councillors' Allowances Scheme (attached at **Appendix 1**). This was last reviewed in June 2017.

BACKGROUND

2. The first Nottinghamshire allowances scheme was established following a report by an IRP in 2000. Subsequent reports from the IRPs between 2003 and 2017 have built on their predecessors' work.
3. Under the Local Authorities (Members' Allowances) (England) Regulations 2003 before a council makes a Members' allowances scheme it is required to have regard to a report from the IRP covering:
 - a) the amount of basic allowance
 - b) the responsibilities or duties in respect of which special responsibility, travelling and subsistence, and Co-optees' allowances should be available and the amount of such allowances
 - c) whether dependants' carers' allowance should be payable and the amount of such an allowance
 - d) whether the level of allowances should be index-linked
 - e) which Members of an authority are to be entitled to pensions (N.B. following changes in Pension Regulations from May 2017 onwards, Councillors are no longer eligible to join the Local Government Pensions Scheme and therefore the Panel is no longer able to consider this issue, although we note that one Councillor did reference this issue in their survey response).
4. The Terms of Reference for the Nottinghamshire County Council IRP are:
 - a) To make recommendations to the County Council about:-
 - the amount of basic allowance that should be payable to its elected members
 - the responsibilities or duties which should lead to the payment of a special responsibility allowance (SRA) and the amount of such an allowance

- the duties for which travelling and subsistence allowances can be paid and the amount of these allowances
- the amount of co-optees' allowance
- whether the authority's allowances scheme should include an allowance in respect of the expenses of arranging for the care of children and dependants and if it does make such a recommendation, the amount of this allowance and the means by which it is determined
- whether any allowance should be backdated to the beginning of a financial year in the event of the scheme being amended
- whether annual adjustments of allowance levels may be made by reference to an index, and, if so, for how long such a measure should run.

b) To provide advisory views (not formal recommendations), when requested by the Council, on other potential remuneration matters which are outside of the formal remit of the IRP and the Councillors' Allowances Scheme but which it would be beneficial for the Council to receive an independent view.

5. The membership of the IRP is:

- a) Sir Rodney Brooke, CBE DL (Chair) who has long experience of Local Government as a Chief Executive. He has chaired independent remuneration panels for various authorities. He chaired and was a member of various public sector bodies.
- b) Stephen Bray who is a former Corporate Director of Gedling Borough Council. He has first-hand experience of the work of an IRP and a detailed understanding of its role and function.
- c) Charles Daybell who is a former Chief Executive at Braintree District Council. He previously chaired Nottinghamshire County Council's Standards Committee.
- d) Madi Sharma who is a proprietor of a Nottinghamshire business and is an Ambassador for Nottingham. She is also a member of several independent remuneration panels.

The Panel was assisted in its considerations by Marjorie Toward, Monitoring Officer and Keith Ford, Team Manager, Democratic Services. However, the recommendations in this report are those of the IRP alone.

6. All County Councillors were given the opportunity to respond to an electronic survey which sought views on their role (and the average hours involved in undertaking this) and the existing allowances

scheme. 15 responses were received, which was slightly higher than the number of survey responses received in 2017. The Independent Co-opted Members of the Police and Crime Panel were also contacted in order to seek their views on the level of payments made to Statutory Co-optees (which the Council has previously agreed to also pay to these Members).

7. The Panel also invited Group Leaders and/or Group Business Managers to meet with the Panel to represent the views of their Groups. Non-aligned independent Councillors were also offered meetings.
8. The Panel met with the following Councillors as part of that process:
 - a) Councillor Stephen Garner – non-aligned independent
 - b) Councillor Chris Barnfather – Group Business Manager, Conservative Group
 - c) Councillor Kate Foale - the Leader of the Labour Group, the Main Minority Group;
 - d) Councillor Jason Zadrozny and Councillor Samantha Deakin, Leader and Group Business Manager respectively of the Independent Group, the Minority Group;
9. The Panel Members are grateful to all those Councillors they met for being open and responding to the Panel's vigorous challenge. They also appreciate Councillors taking the time to respond to the survey, providing additional helpful insights into their roles and workload.

CONTEXT

10. The Council's tradition of strong political leadership and its aim of being inclusive and representative of the communities it serves is recognised by the Panel. In their meetings with Councillors, the Panel heard that there is a renewed drive for the various political groups and non-aligned members of the Council to work collaboratively and co-operatively for the good of the Nottinghamshire public.
11. As highlighted in the most recent external assessments, the Council continues to perform well, with a long-standing record of unqualified audit opinions. The Council has a budget of over £1 billion (including schools budgets). The Panel also noted the crucial role Councillors play in giving strong political direction around change and the work of the Council overall, and that this was particularly relevant in response to the additional challenges posed by the COVID-19 pandemic.
12. Since 2012, the Nottinghamshire County Council IRPs have continued to acknowledge the financial challenges faced by local government, challenges which the Panel recognises have been further exacerbated by the pandemic since 2020. The evolving economic issues, added to the financial challenges already being faced prior to the pandemic,

continue to put significant pressure on public spending whilst at the same time bringing additional pressures due to increased demand caused by related economic, social, demographic and environmental factors. These pressures intensify the challenge on the political leadership of local authorities and on the role of Councillors in general.

13. The Panel heard how the continuing growth in the use of ICT, and in particular social media and e-mail correspondence, acts as a 'double-edged sword' for Councillors' workload. The increase in remote working throughout the lockdown brought the advantages of reduced travel costs and time to and from County Hall. For example, the Government issued temporary regulations so that it was possible for decision-making to be undertaken via virtual meetings (up to the point of the May 2021 election). Although these temporary regulations have now ceased, the Government is currently consulting on whether to give Councils discretion to hold virtual meetings of this type in the future. In their survey responses, Councillors themselves highlighted the environmental benefits of holding virtual meetings.
14. Whilst ICT can reduce travel time the Panel note that it also means that Councillors can effectively be contacted by e-mail at any time on any day and therefore workloads can be greatly increased as a result. Similarly, issues can arise via social media (including through organised forums set up in response to specific areas of Council service delivery) that may require a local Councillor to clarify an issue or respond at any time and at very short notice.
15. Whilst this is helpful in increasing access to, and transparency of, local democracy, it also heightens the need for Councillors to engage with social media themselves and places greater pressures in responding to contact from all constituents in a timely and considered manner.
16. The Panel notes the findings of the latest Local Government Association Census of Local Authority Councillors conducted in 2018 which highlights an ongoing national increase in hours spent on council business. The Panel is particularly mindful of the following findings:
 - a) overall the amount of time involved in undertaking the role of Councillor continues to increase, with 22 hours per week being the average national amount for any form of Councillor;
 - b) from the breakdown of data within the survey, the average weekly time for County Councillors increases to **29 hours** (the largest workload of the various categories of Councillors surveyed);
 - c) **60%** of County Councillors have a position of authority on their Council, linked to group roles, committee roles or civic roles.
17. The Panel notes that the Census was undertaken prior to the pandemic. This overall trend of an increase in time spent was

underlined by the majority of the Nottinghamshire County Councillors who responded to the Panel's survey.

18. The Panel recognises that the community leadership role of Councillors has become ever more apparent throughout the pandemic and aspects of this role have ranged from arranging the purchase and delivery of foodstuff and other supplies to acting as a conduit between Central Government and local communities to help reinforce the latest advice and guidelines. This included the implementation of local lockdown enforcement measures and communications of relevant messages to help protect their constituents.
19. The Panel continues to believe that if democracy is to be served and for real equality of opportunity for involvement to exist, it is essential to provide a fair return to councillors to recognise the service they give. County Councillors in 2017 highlighted that they shared the Panel's aim of wanting to attract more women and younger people into the role of Councillor. The Panel was therefore heartened to discover that some progress in that respect had been evidenced by the latest cohort of Councillors who were newly elected to the role in the May 2021 election.
20. The Panel Members very much share the view expressed by all of the Councillors they met with in 2021, that financial motivation is not, and should never be, a driver for people to enter local politics. A number of the survey responses underlined how the basic allowance does not compare to an average wage, although none of the responses argued for an increase in the basic allowance or the overall cost envelope. The Panel is keen to make the distinction between an allowance and a salary.
21. The Panel feels that taking on the role of Councillor is essentially to perform a public service and Panel Members recognise that it involves a sacrifice on many levels, including in terms of career, time and family life. The Members' Allowances Scheme is designed to go some way to mitigate such sacrifice and make it possible for more people to make a contribution to public life than would otherwise be possible.
22. Against this background the Panel took an in-depth look at the existing scheme, taking the opportunity to review the assumptions on which the scheme is based and to make comparisons with other similar councils within the Chartered Institute of Public Finance and Accountancy (CIPFA) comparator group. It should be noted that it remains very difficult to make meaningful comparisons due to a lack of national datasets, differences in governance systems, areas of responsibility, and operating models. Only one other Council within this comparator group operates a committee system as per Nottinghamshire's agreed form of governance.
23. The Panel has also considered the most recent changes to the committee system introduced by the new administration. The Panel is

keen for the Council to keep the overall costs of the scheme broadly within the same cost envelope of the final year of the previous administration (2020-21), other than for those future increases resulting from index-rating to headline pay increases for staff.

24. The Panel notes that the proportion of SRAs is already somewhat higher than the national average for County Councils and is therefore also keen for the number of Special Responsibility Allowances potentially claimable to remain the same as in 2020-21.
25. Should substantive subsequent changes to the committee system or the political composition of the Council throughout the course of the 2021-25 administration result in the total cost changing significantly then the Panel expects that it may need to be recalled to consider how the overall costs of the scheme can be best allocated to keep within the current overall cost.

ISSUES CONSIDERED

A) LEVEL OF BASIC ALLOWANCE

26. The Panel which met in 2000 established the benchmark for the basic allowance as the median white collar wage for Nottinghamshire (then £23,483 pa). That Panel then identified that council work was approximately half-time, which would have meant an allowance of around £11,750, but then discounted it to represent the voluntary element of a councillor's work giving a benchmark of £10,000 pa.
27. Subsequent panels have maintained this benchmark with the figure being indexed to local government pay settlements. Consequently, the basic allowance is currently £15,015. The Panel heard that the national average workers' median wage when last published in April 2020 was £30,472 and therefore the allowance figure remains in line with the overall approach taken in 2000.
28. As anticipated, under the committee system more councillors continue to be directly involved in the decision-making process. Through the latest changes, the frequency of the various committees has now been set to a standard 6 weekly cycle and most councillors are members of between 3-4 committees (dependent on their group and the amount of seats allocated). Although the overall number of meetings will reduce as a result, the complexity and length of meetings is likely to increase.
29. The survey responses show a wide range of time spent on Council business. Some of the smaller figures could be illustrative of the relevant Councillor's relative experience and responsibilities (a number of the entirely new Councillors have responded to say that their future workloads are not yet fully apparent).
30. Building on the earlier point about social media and e-mail, there is an increasing expectation that Councillors make themselves available for

their constituents in both formal and informal settings. Although the business of the Council primarily takes place during the day, being a County Councillor is not a 9-5, Monday to Friday job. In addition to their commitments at County Hall, Councillors now have to combine remote working with evening and weekend commitments arising from the role (for example Parish Council and Outside Body meetings).

31. Whilst recognising the increased hours involved in the role and the previous notion of a degree of voluntary service, the Panel and many Councillors are also mindful of the ongoing severe constraints on local authority spending and public sector pay.
32. The Panel therefore recommends that the Basic Members Allowance should remain at its current level whilst continuing to be automatically index-linked and back-dated to the first day of office (10 May 2021).

Recommendations 1-3

- 1) That the Basic Members Allowance should remain at its current level.**
- 2) That this Allowance should continue to be automatically index-linked to the headline pay award for local government staff.**

(N.B. The Panel wishes to underline that the Regulations clarify that increases as a result of index-linking do not equate to a change in the agreed scheme and therefore would not require approval by the Council on an annual basis).
- 3) That the payment of the basic allowances be backdated to the first date of the current term of office (i.e. 10 May 2021).**

B) SPECIAL RESPONSIBILITY ALLOWANCES

33. The Allowance Scheme determines roles that are eligible for an SRA, and the rate of these allowances, but the Council determines its structure and allocates roles within this framework. It has been previously agreed that a Member may undertake more than one role but is only entitled to claim one allowance. The revised committee system agreed by Full Council in May 2021 refines further the previous revisions to the system with the aim of ensuring effective and efficient governance.

Leader, Deputy Leader and Group Business Manager roles – Ruling Group (Conservative Group)

34. In their scoping work undertaken in advance of the formal meetings, the Panel was conscious of the public interest in the fact that the new Leader of the Council is also an MP and whether the two roles could be combined effectively. The Panel is clear that combining the two roles is legal and legitimate and that the appointments to the role of Leader, Deputy Leader and Group Business Manager and the remit of those

roles, are decisions for the Ruling Group to make and review. The Panel's remit includes assessing these roles (as opposed to the relevant Members) to ensure that the allowance and the relative relationships with other allowances is appropriate.

35. Following their initial discussions, the Panel sought further information about the three leadership roles within the ruling group in particular, mindful that the model which Nottinghamshire uses (in common with many other Councils) has all other SRAs set as a percentage of the Leader's SRA. The Panel is clear that these role descriptions are how the current administration proposes to undertake these roles, linked intrinsically to the group's own priorities. As such, the Panel recognises that different administrations could choose to take a different approach.
36. Having sought that wider contextual information and clarified points further through the discussion with Councillor Chris Barnfather, the Panel agreed that the existing level of allowances for the three leadership roles within the Ruling Group remain appropriate and should not be changed.
37. Leader, Deputy Leader and Group Business Manager roles – Main Minority Group (Labour) and Minority Group (Independent Group)
38. In their discussions with Councillors Kate Foale, Jason Zadrozny and Samantha Deakin, the Panel also explored the remit of the three leadership roles within the Main Minority Group and the Minority Group as decided by those Groups.
39. In their considerations the Panel was very conscious of the fact that these two groups were now closer in number (Labour has 15 Members and the Independent Group has 11). The Panel notes that an even smaller gap was previously the case in 2009, when Labour had 13 Members (and was classed as the main Opposition Group) whilst there were two other Minority Groups (a different Independent Group with 10 Members and the Liberal Democrat Group with 9 Members).
40. In 2017 the Panel made the following distinction between the Main Minority Group and other Minority Groups:

'Where there is always the possibility of a change of control, as in Nottinghamshire, the main Opposition Group has a particular responsibility in ensuring that it is in position to be the controlling group if circumstances change following an election. Members of the Main Opposition Group in their representations to the Panel confirmed that this is the approach it continues to take'.
41. Notwithstanding that distinction, and in recognition of the current closer alignment in terms of numbers of Members, the Panel feels that the current differentials between the allowances for the roles between the Main Minority Group and the Minority Group warrants further consideration.

42. The Panel considered different means of addressing this gap, including a model which involved an element related to the number of Members within these groups, as adopted by other Councils within the CIPFA comparator group, such as Leicestershire County Council.
43. After further discussions and consideration, it was felt that this approach was not the preferred option as it still required some form of supplement to the Main Minority Group to recognise the agreed distinction between the groups. It was also felt that it veered away from the current model in a way that could not enable a consistent approach to be taken with the Ruling Group, without further increasing costs for the leadership positions in that group.
44. The Panel feels that the current allowances paid on a ratio of 100:66:33% to the Leaders of the three political groups remain appropriate and should not be increased, therefore remaining within the existing cost envelope.
45. The Panel notes that the Leader of the Minority Group currently receives effectively half of what the Leader of the Main Minority Group receives. The Panel feels that this is an appropriate ratio to be followed with the two Minority groups.
46. The Panel felt that there is also currently an anomaly between the SRAs paid to the Deputy Leader and the Group Business Manager posts within the two Minority Groups. The Panel recommends that the Main Minority Group's Deputy Leader allowance should be increased to give parity with the Group Business Manager.
47. With reference to that issue, the Panel feels that there is a distinction to be drawn between the Deputy Leader of the Ruling Group and the two Minority Groups in that respect in that the former role is also the Deputy Leader of the Council itself. The greater responsibility which comes with that stewardship does warrant the continuation of the difference in allowance between that post and the Ruling Group Business Manager post.

48. In light of the above considerations, the Panel proposes the following changes in the SRAs for the Minority Groups:

<u>Table 1: Recommended Percentage of Leader's SRA</u>						
<u>Group</u>	<u>Leader</u>		<u>Deputy Leader</u>		<u>Group Business Manager</u>	
	<u>Current</u>	<u>Recommended</u>	<u>Current</u>	<u>Recommended</u>	<u>Current</u>	<u>Recommended</u>
Ruling Group	100%	100%	70%	70%	66%	66%
Main Minority Group	66%	66%	22%	24%	24%	24%
Minority Group (with 5 or more Members)	33%	33%	4%	12%	4%	12%

49. Minority Spokespersons Roles
50. The importance of the Main Minority opposition spokesperson roles was recognised by previous IRPs. These roles have expanded with the more collegiate approach of joint working between the political groups taken in recent years resulting in greater input from such opposition Members, an approach which it is planned will continue in the current administration.
51. In 2017, the Panel agreed that an SRA be made available for the role of Main Minority Group spokesmen on committees at a rate of 22% of the Leader's SRA and that the allocation of these roles be the responsibility of the Main Minority Group.
52. No limit was set on the number of such allowances to be paid. As such, the Group itself currently has discretion to decide which Committees it wishes to appoint spokespersons to and therefore the numbers and resulting cost could be potentially significant.
53. The Panel welcomes the fact that the Labour Group have acknowledged their reduction in Members since the 2021 election by taking a reasonable and cost-effective approach in asking for 6 such positions this time around (compared to 8 in 2020-21).
54. The Panel considered the number of committees and agreed that 6 is an appropriate number, equating as it does to 50% of the committees which qualify for a Chairman's SRA. The Panel recommends that this threshold is a reasonable limit to use in future, to be rounded **down** to

the nearest Spokesperson role each time (i.e. 13 Committees would result in 6 Main Minority Spokespersons, 14 Committees would result in 7).

55. With reference to the discussions and recommendations made about reducing the gap between the SRAs for the leadership roles of the two Minority Groups, the Panel recommends that it would also be appropriate for the Minority Group to receive positions to be paid at half of the level paid to the Main Minority Group for these roles (therefore half of 22% = 11% of the Leader's SRA).
56. The Panel feels that the number of these positions should be limited to 20% of the committees which qualify for a Chairman's SRA, again rounded **down** to the nearest Spokesperson role. For the current administration this equates to two Minority Spokesperson roles and it will be for the Independent Group to decide which committees these are appointed for.
57. The Panel did consider setting the limit for these positions at 25% thereby resulting in a third position offered. However, it was felt that this additional new post would not only breach the overall cost envelope but would also increase the proportion of SRAs, thereby not adhering to two of the guiding principles set out by the Panel. The Panel does not feel it is appropriate to reduce the numbers of Main Minority Group spokespersons further again, recognising that the Group has already volunteered a reduction from 8 to 6.
58. The Panel is conscious that any changes in the political composition of the Council which resulted in a third Minority Group (of 5 or more Members) being formed in the current administration would likely require the Panel to be recalled to give due consideration to the financial implications.
59. Committee Chairmen and Vice-Chairmen
60. In considering the Special Responsibility Allowances for Committee Chairmen, the Panel discussed the relative challenges faced by those holding such positions compared to portfolio holders operating in executive arrangements and acknowledged the greater transparency and public challenge inherent within a committee system.
61. The Panel was keen to understand why the following four Committees had two Vice-Chairs:
 - Adult Social Care and Public Health Committee
 - Children and Young People's Committee
 - Economic Development and Asset Management Committee
 - Transport and Environment Committee

62. The Panel sought further information about the split in responsibilities and functions for these committees. The further information, including details of the relative complexity, statutory responsibilities, range of services, high profile nature and budgets of those committees (when coupled with management of the Capital Programme in the case of the Economic Development and Asset Management Committee) satisfies the Panel that both Vice-Chair posts on these committees warrant a full Vice-Chair's SRA in their own right.
63. The Panel is also satisfied that the removal of the categorisation of Band A and Band B committees has proven successful and that the Chairman and Vice-Chairman allowances are now set at a level appropriate to the relevant level of responsibilities and workloads. No changes to these allowances are therefore recommended.
64. Budget
65. The total amount of SRAs claimable in 2020-21 was £699,477 (it should be noted that not all SRAs were claimed due to the rule of no Councillor claiming more than one SRA). With the recommended changes, the equivalent amount would be £698,049. The total amount of SRAs claimable remains the same at 48 out of 66 Members.

Recommendations 4-11

- 4) That the current overall model of setting SRAs as a proportion of the rate for the Leader should continue.**
- 5) That the SRAs for the following roles should be maintained at the current level:**
- a. Leader of the Council**
 - b. Deputy Leader of the Council**
 - c. Chairmen of Committees**
 - d. Business Manager of Ruling Group**
 - e. Leader of the Main Minority Group**
 - f. Chairman of the County Council**
 - g. Vice-Chairmen of Committees**
 - h. Leader of Smaller Minority Groups**
 - i. Vice-Chairman of the County Council**
 - j. Business Manager of the Main Minority Group**
 - k. Main Minority Group Spokesmen on Committees**

- I. **Chairman of the Nottinghamshire Police and Crime Panel (where that person is a County Councillor or an Independent Co-opted Member)**
- 6) That the following changes be made to the SRAs for the roles detailed below:
 - a. **Deputy Leader of the Main Minority Group – increase from 22% to 24% (£7755 to £8454)**
 - b. **Deputy Leader of the Minority Group – increase from 4% to 12% (£1413 to £4227)**
 - c. **Group Business Manager of the Minority Group – increase from 4% to 12% (£1413 to £4227)**
 - 7) **That the number of Opposition Spokespersons allocated to the Main Minority Group be limited to 50% of the number of committees for which a Chairman's SRA is payable, rounded down to the nearest Spokesperson role. The Group should retain the discretion to decide which committees to prioritise in these appointments.**
 - 8) **That Opposition Spokesperson roles be allocated to the Minority Group, set at 11% of the Leader's SRA (£3877) and be limited to 20% of the number of committees for which a Chairman's SRA is payable, rounded down to the nearest Spokesperson role. The Group should have the discretion to decide which committees to prioritise in these appointments.**
 - 9) **That all SRAs should continue to be index-linked to the local government headline pay settlement. The Panel underlines that any changes relating to index-linking do not equate to a change in the agreed scheme and therefore would not require approval by the Council on an annual basis.**
 - 10) **That the payment of special responsibility allowances should be backdated to the first date of the current term of office (i.e. 10 May 2021), other than for the roles of the Chairman and Vice-Chairman of the County Council which should be backdated to their appointment at Full Council on 27 May 2021.**
 - 11) **That the existing arrangement whereby no Councillor shall be eligible for more than one SRA from the County Council should continue.**

C) TRAVEL AND SUBSISTENCE ALLOWANCES

66. The Council's existing list of Approved Duties (Travelling and Subsistence Allowances) was agreed by the IRP in 2017, with reference to Regulation 8 of the 2003 Regulations.

67. The changes recommended by the IRP at that time have made the scheme much more flexible and less bureaucratic to operate, enabling Councillors to undertake the various strands of their roles in a much more timely and appropriate manner.
68. This flexibility was particularly evident during the pandemic lockdown period when Councillors at times took on new and different tasks as part of their community leadership role, including helping co-ordinate the efforts of food banks.
69. No changes have been suggested to the existing list of Approved Duties since the last IRP's consideration and no issues were raised by Councillors as part of the 2021 survey.
70. The Panel therefore recommends that the existing list of duties specified as Approved Duties be continued without amendment (N.B Schedule 2 which includes this list will be updated slightly to reflect the recommended inclusion of Independent Persons and other points of clarification).

Recommendation 12

12) That the existing list of duties specified as Approved Duties (Travelling and Subsistence Allowances) be continued without amendment, and Schedule 2 be updated only to capture minor formatting and administrative matters.

D) OTHER CHANGES TO THE COUNCILLORS ALLOWANCE SCHEME

Administrative Matters

71. Two minor administrative changes to the current Councillors Allowance Scheme (**Appendix A**) have been suggested by officers:
 - Para 6 – the rounding of payments to the nearest £3.00 is no longer the practice in relation to officer pay and the Panel recommends that this reference be deleted from this Scheme also (not least as this can mean that allowances paid as a percentage of the Leader's SRA can become skewed over time so that the figure no longer matches the initial percentage). Future payments will not be rounded at all.
 - Para 37 – this concerns mileage rates which are set in line with HMRC recommended levels. The Panel recommends that a mileage rate of 4p per mile for electric vehicles be included, in line with the HMRC Advisory Electricity Rate.

Education Appeal Panel Members

72. Paras 30-32 of the Scheme underlines that volunteers who sit on Education Appeal Panels can reclaim loss of earnings and travel

allowances. The service is dependent upon the input of these volunteers to enable appeals to be offered within the legal guidelines.

73. Since the last IRP met in 2017, these Panels have been faced with changing practice and expectations accelerated by a growing level of late submissions being e-mailed by appellants very close to appeal hearings. As a result, Panel Members are being required to print off more copies of paperwork at home for which there is currently no provision for reimbursement through the Allowance Scheme. This results in a saving to the Council in terms of postage and printing of these documents.
74. Pending the IRP sitting in 2021 a work around solution has been agreed so that Panel Members can claim a flat fee of £30 per year to cover such printing costs, with an additional £30 payment payable if they can evidence that they have been sitting on Panels more frequently. The Panel recommends formalising this approach within the Scheme.

Dependants' Carers' Allowances

75. Under the current scheme Councillors may claim up to £7.50 per hour per child for child care and up to £15.49 per hour for other dependants, when attending meetings of the Council or other approved duties as described in the Scheme.
76. The Panel understands that few councillors claim these allowances in practice but recognises it is potentially important help for those with caring responsibilities. At this stage in the new administration the potential level of demand for these allowances is not yet known.
77. The Panel remains keen to ensure that there is equality of opportunity for anybody wishing to be a Councillor. It is therefore vital that the scheme allows parents to be able to ensure safe child care for their children whilst undertaking their Councillor duties. The cost of child care varies across the County and is dependent upon the age of the child. The current scheme allows for actual costs (subject to the provision of receipts) per hour per child to be met up to a maximum of £7.50. No representations have been received to suggest that this figure is insufficient in 2021 and it is suggested that this therefore remains unchanged.
78. In terms of other dependants, it is acknowledged that there will be circumstances where Councillors are caring for relatives and that this should not be an obstacle to them undertaking their Councillor duties. In line with the Council's current provision it is proposed that the maximum costs claimable for such care be increased from £15.49 to £18.76 (subject to the provision of receipts). In 2017 it was agreed that this rate within the allowances scheme be linked to the Council's standard rate for home care and that as and when that changed, the rate within the scheme be automatically amended. In 2021 there is not

a standard rate as such and therefore the Panel recommends that the proposed increased figure be uprated further by the Monitoring Officer, in consultation with the Chairman of Governance and Ethics Committee, should it be evidenced in the future that the new figure has been overtaken by inflation.

79. As noted in 2017, there may also be exceptional circumstances where the standard dependants' carers' allowances are insufficient to meet the specific needs of the dependant. In such circumstances, the Panel believes that the Monitoring Officer, in consultation with the Chairman of Governance and Ethics Committee should continue to be authorised to agree higher hourly rates (again, subject to the provision of receipts).

Statutory Co-optees' Allowances

80. The current level of allowances for statutory co-optees to Committees is £639 per annum. This allowance is index-linked. No concerns about the current level of allowance have been raised since the IRP set the equivalent level (before uprates) in 2017.
81. The Council in 2017 agreed the IRP's recommendation that this allowance should also be paid to Independent Co-opted Members of the Nottinghamshire Police and Crime Panel (in light of the Council's role as host authority to the Panel). Having consulted the existing Independent Co-opted Members they have underlined that although the financial reward is not a driver for them undertaking this role, they feel that the existing allowance is both appropriate and also welcome remuneration for the amount of work involved.
82. The IRP feels that the level of this allowance remains appropriate and should continue to be index-linked.

The Council's Independent Persons

83. Following the changes in the national Standards Board regime the Council is legally required to appoint at least one Independent Person whose views must be sought and taken into account if a Code of Conduct complaint against a Councillor is investigated. The Council has chosen to appoint three Independent persons to optimise resilience should there be any conflicts of interest or other issues affecting availability.
84. The former and current Chairman of Governance and Ethics Committee have both been keen to involve the Independent Persons in the work of this Committee and to seek their views, both through attendance at public meetings and outside of meetings, on issues such as the new Code of Conduct that is currently being developed. The Council has also provided training and it is expected that periodic training for Independent Persons would be helpful for them in their roles. Such training will also increase their overall time commitment.

85. Although not within the formal remit of the Panel, the Council asked the Panel Members to offer an independent view on the possibility of the Council choosing to pay an allowance to the Independent Persons.
86. In recognition of the time involved in undertaking this role, particularly around any ongoing complaints, the Panel feels it would be appropriate to also offer the same index-linked allowance as that made to Statutory Co-optees to committees (£621 per annum).

Recommendations 13- 18

- 13) That the administrative changes around the deletion of the 'rounding up to £3 rule' and the inclusion of the HMIC electric vehicle mileage rate be actioned.**
- 14) That the current arrangement for Education Appeal Panel Members to claim between £30-£60 per year to cover printing costs be formalised within the scheme.**
- 15) That the hourly maximum rate for child care and dependants' care be set at £7.50 and £18.76 (subject to the provision of receipts).**
- 16) That the Monitoring Officer be authorised, in consultation with the Chairman of Governance and Ethics Committee, to increase the hourly rate for dependants' care in line with inflation or to exceed the limit where exceptional circumstances apply.**
- 17) That the Statutory Co-optees allowance remains at £639 and this allowance be automatically index-linked to the headline pay award for local government staff.**
- 18) That the Council considers introducing an allowance for the Independent Persons in line with the index-linked allowance made to statutory co-optees.**
87. The proposed updated Councillors' Allowances Scheme, incorporating the various recommendations of the Panel, is attached at **Appendix 2** for ease of reference.

Sir Rodney Brooke
CBE, DL

Stephen Bray

Charles Daybell

Madi Sharma

COUNCILLORS' ALLOWANCES SCHEME

1. This scheme, which may be cited as the **Nottinghamshire County Council Members' Allowances Scheme**, was approved by Nottinghamshire County Council on 13 July 2017, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Regulations").
2. This Scheme replaces all previous Members' Allowances Schemes.
3. The Allowances mentioned in this scheme:

be implemented with effect from 25 May 2017;

be uprated in line with the headline pay award for Local Authority staff.
4. Any other amendments to the scheme will be determined solely by the County Council (following receipt of recommendations from the Independent Remuneration Panel unless the amendments are broadly within the spirit of the existing scheme).
5. In this scheme:

"councillor" means a Member of Nottinghamshire County Council who is a councillor;

"Independent Person" means a person appointed by the Council to provide their views regarding complaints under the Code of Conduct for Councillors and Co-opted Members;

"statutory Co-optee" means a person (other than a councillor) who is statutorily appointed to membership of a Council committee (other than the Health and Wellbeing Board) or an independent member of the Nottinghamshire Police and Crime Panel;

"year" means the 12 months ending with 31 March.
6. The amounts of Basic, Special Responsibility and Statutory Co-optees' Allowances specified in this Scheme will be rounded to the nearest £3.00 in accordance with normal Local Government practice.

PART A – ALLOWANCES FOR COUNCILLORS

BASIC ALLOWANCE

7. Subject to paragraphs 12, 13 and 18, for each year a Basic Allowance of £15,015 shall be paid to each councillor.

SPECIAL RESPONSIBILITY ALLOWANCES

8. Subject to paragraphs 12, 13 and 18, for each year a Special Responsibility Allowance shall be paid to those councillors who have been appointed or

recognised by the Council or have been notified to the Chief Executive by their Group as holding the special responsibilities in relation to the authority that are specified in Schedule 1 to this scheme.

9. Subject to paragraphs 12, 13 and 18, the amount of each such allowance shall be the amount specified against that special responsibility in Schedule 1.
10. No councillor may receive more than one Special Responsibility Allowance. In the event that a councillor holds more than one position for which a Special Responsibility Allowance is payable then s/he shall receive whichever of the applicable Allowances which s/he selects.

ATTENDANCE ALLOWANCE

11. No attendance allowance shall be payable under this scheme, either for Council duties per se, or in respect of appointments to outside bodies.

RENUNCIATION

12. A councillor may by notice in writing given to the Chief Executive elect to forego any part of his/her entitlement to an allowance under this scheme.

PART-YEAR ENTITLEMENTS

13. In accordance with the requirements of the Regulations, pro-rata payments of Basic Allowance or Special Responsibility Allowances shall be payable to eligible councillors in any of the following circumstances:
 - a. if an amendment to this scheme changes the amount to which a councillor is entitled by way of a Basic Allowance or a Special Responsibility Allowance;
 - b. where the term of office of a councillor or their appointment to a role eligible for Special Responsibility Allowance begins or ends otherwise than at the beginning or end of a year.

LONG-TERM SICKNESS

14. Nothing in this section overrides the provisions of the Local Government Act 1972 relating to vacation of office by failure to attend meetings throughout a period of six months.
15. In the event of long-term sickness absence full Special Responsibility Allowance shall be payable to eligible councillors, reducing to 50% after six months and ceasing after 12 months. The Council's Governance and Ethics Committee may vary this in exceptional circumstances.
16. If a councillor is appointed to deputise for a councillor on long-term sickness the Governance and Ethics Committee may create a deputising allowance payable after the first three months.

MATERNITY / SHARED PARENTAL LEAVE AND ADOPTION LEAVE

17. In the event of absence for maternity/shared parental leave or adoption full Special Responsibility Allowance shall be payable to eligible councillors for a period of up to six months.

PAYMENT

18. Payment of Basic and Special Responsibility Allowances shall be made in equal instalments. The frequency of those instalments shall be monthly in arrears.

TRAVEL AND SUBSISTENCE ALLOWANCES

19. Travel and in some circumstances subsistence allowances may be claimed by councillors. The arrangements for these allowances are included in Part D of this scheme.

DEPENDANTS' CARERS' ALLOWANCES

20. Councillors may claim up to £7.50 per hour per child for child care and up to £15.49 per hour per dependant (to be automatically index-linked annually) for other dependants in respect of expenses for the care of their children or other dependants when attending meetings of the Council, its subordinate bodies or other approved duty as described in Schedule 2 to this scheme.
21. Only one payment of Dependants' Carers' Allowance may be claimed in respect of the household of each councillor.
22. Payments, which will not be payable to a member of the claimant's own household, will be made only when supported by a receipt.
23. In circumstances of particular difficulty the Monitoring Officer, in consultation with the Chairman of Governance and Ethics Committee, is authorised to increase the allowance payable.

PART B – ALLOWANCES FOR STATUTORY CO-OPTÉES

24. That any statutory co-optee receives an allowance of £639.

Attendance Allowance

25. No attendance allowance shall be payable under this scheme, either for Council duties per se, or in respect of appointments to outside bodies.

Renunciation

26. A Statutory Co-optee may by notice in writing given to the Chief Executive elect to forego any part of their entitlement to an allowance under this scheme.

Part-Year entitlements

27. Pro-rata payments of the Statutory Co-optees Allowance shall be paid in any of the following circumstances:

- a. if an amendment to this scheme changes the amount to which a Statutory Co-optee is entitled;
- b. where the term of office of a Statutory Co-optee begins or ends otherwise than at the beginning or end of a year.

Payment

28. Payment of the allowance described in paragraphs 28 to 30 shall be made in equal instalments. The frequency of those instalments shall be monthly in arrears.

Travel and subsistence allowances

29. Travel and in some circumstances subsistence allowances may be claimed by Statutory Co-optees. The arrangements for those allowances are included in Part D of this Scheme and a description of the duties for which they may be claimed is shown at Schedule 2 to this scheme.

PART C – ALLOWANCES FOR EDUCATION APPEAL PANEL MEMBERS

30. For the purposes of the payment of financial loss allowance under Section 173(4) of the Local Government Act 1972, Members of Education Appeal Panels are to be treated as Members of the authority.

31. Subject to providing sufficient documentary evidence identifying actual financial loss, allowances up to a maximum of £229.00 per day may be claimed by Panel Members for attendance at Panel meetings.

32. Travel allowances may be claimed by Panel Members. The arrangements for those allowances are included at Part D of this scheme. Lunch will be provided by the Council at no charge for Panel meetings.

PART D – TRAVELLING AND SUBSISTENCE

33. The provisions contained in this part are aligned with the terms and conditions for County Council employees and any future changes to employee terms and conditions will also be reflected by changes to this part.

TRAVELLING ALLOWANCE

34. This part is in accordance with Sections 174-175 and Regulations made under the Local Government Act 1972. It applies to Councillors, Statutory Co-optees, Members of Education Appeals Panels, Independent Persons and other Co-opted Members.

35. Travelling allowances may be claimed in respect of each occasion on which one of the persons described above carries out a duty as described in Schedule 2 to this Scheme.
36. All travel arrangements must be in accordance with the County Council's TRAVEL AND ACCOMMODATION POLICY, which is appended to this scheme.
37. If a claimant uses their own motor car or one belonging to a member of his/her family, or otherwise provided for their use and subject to the claimant having the appropriate insurance, the rate for travel, which is the same as for officers using their own vehicles on a casual basis, shall be as follows:

up to 10,000 miles	over 10,000 miles
45.0p	25.0p
Motor Cycles	24.0p
Cycles	20.0p
Public Transport Rate	22.6p

38. The distance claimed for mileage should be the shortest most reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.
39. If a claimant travels by taxi, the claim must not exceed:
- in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity actually paid;
 - in any other case, the amount of the fare for travel by appropriate public transport.
 - Any claims by Members for travel costs where the Council has provided shared transport will only be payable in exceptional circumstance and subject to the agreement of the Team Manager (Democratic Services).

SUBSISTENCE ALLOWANCES

40. This part is in accordance with Sections 174-175 and Regulations made under the Local Government Act 1972. It applies to Councillors, Statutory Co-optees and other Co-opted Members.
41. Subsistence allowances may be claimed only in exceptional circumstances such as overnight stays on occasions on which a person described above carries out a duty as specified in Schedule 2 to this scheme.
42. When carrying out approved duties within the UK and subsistence is payable due to exceptional circumstances, the amounts shown below may be claimed.
- Breakfast – where leave home before 7.00 am - £4.48

- | | |
|--|----------|
| b. Lunch – where away from base for whole of lunch period
(12.00 and 2.00 pm) | - £6.17 |
| c. Tea – if work continues after 6.30 pm | - £2.43 |
| d. Evening meal – if work continues after 8.30 pm | - £7.64 |
| e. Tea and evening meal allowances are not normally payable on same day. | |
| f. Out of pocket expenses – single night | - £3.63 |
| – weekly rate | - £14.55 |

43. Councillors, Statutory and other Co-optees may aggregate daily subsistence allowances.

44. Where a Councillor, Statutory or other Co-optee attends a UK conference or other event which involves an overnight stay, hotel accommodation will be booked and paid for by Travel and Transport Services in accordance with the TRAVEL AND ACCOMMODATION POLICY. In exceptional circumstances where this has not been possible, the County Council will reimburse reasonable expenses, provided they are supported by receipts and subject to a maximum overnight expenditure on accommodation of £115.00 (including VAT).

45. Where a claimant attends a conference or other event which is held outside the UK, s/he may claim the amounts shown in the Council's TRAVEL AND ACCOMMODATION POLICY.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

Band	% of Leader's SRA	Amount of Allowance (pa)	Current role
1	100	£35,211	<ul style="list-style-type: none">• Leader of the Council
2	70	£24,648	<ul style="list-style-type: none">• Deputy Leader of the Council
3	66	£23,478	<ul style="list-style-type: none">• Chairmen of Committees• Business Manager of Majority Group• Leader of the main Minority Group
4	50	£17,607	<ul style="list-style-type: none">• Chairman of County Council*
5	33	£11,739	<ul style="list-style-type: none">• Vice-Chairmen of Committees• Leader of smaller Minority Groups on the Council (provided the group has 5 or more Members)
6	24	£8,454	<ul style="list-style-type: none">• Vice-Chairman of the County Council*• Business Manager of the main Minority Group
7	22	£7,755	<ul style="list-style-type: none">• Deputy Leader of the main Minority Group• Main Minority Group Spokesmen on Committees
8	12	£4,227	<ul style="list-style-type: none">• Chairman of the Nottinghamshire Police and Crime Panel (where that person is a County Councillor)
9	4	£1,413	<ul style="list-style-type: none">• Business Manager of smaller Minority Groups on the Council (provided the group has 5 or more Members)• Deputy Leader of smaller Minority Groups on the Council (provided the group has 5 or more Members)

Note

- * These SRAs include an element for clothing. Sections 3(5) and 5(4) (as appropriate) of Part 1 of the Local Government Act 1972, enables the County Council to make a reasonable payment to the Chairman and Vice-Chairman to enable them to meet the expenses of their office.

SCHEDULE 2

APPROVED DUTIES (TRAVELLING AND SUBSISTENCE ALLOWANCES)

FOR COUNCILLORS

Approved Duties (Travelling and Subsistence Allowances) For Councillors

Travel Expenses will be paid to Members when they are undertaking their duties as a County Councillor.

Duties covered include:-

1. Attendance at Council meetings or Joint Committees and attendance at Council offices or establishments.
2. Attendance at conference, seminars or other training or learning events, in connection with the functions of the County Council and related to your role as an elected representative, where no fee is payable. (N.B. Travel Claim Form must clearly state the title of the event).
3. Anywhere within the County area, in connection with the functions of the County Council and related to your role as an elected representative (N.B. Travel Claim Form must clearly state the purpose of the visit).
4. Attendance at any meeting or events of Outside Bodies or organisation to which you have been appointed by the Council unless a fee or allowance is paid by that body to you to cover such expenses. If such a body has its own travel scheme, claims should be made to that body.
5. Meetings of Political Groups are not covered unless they have been arranged solely for the purpose of discussing County Council business or are requested by the Chief Executive to discuss a particular issue.
6. Travel outside of the County Council administrative boundaries is also claimable where it can be evidenced that this is essential for County Council related business or conference, seminar or training or learning event where no fee is payable.
7. Travel expenses may be payable for events not covered above but this will be with approval of the Monitoring Officer in consultation with the Chair of the Governance and Ethics Committee.

FOR CO-OPTÉES

Travel expenses will be paid to Co-optees when they are:-

1. Attending any meeting of the Council at which they are a properly appointed member

2. Attending an event in connection with their role as co-optee on the relevant Council meeting (approved in advance if required).

MEMBERS OF EDUCATION APPEALS

May claim travel allowance in respect of meetings and training events in connection with their role as Panel Members.

INDEPENDENT PERSONS

May claim travel allowances in respect of their statutory role as an Independent Person.

FOREIGN TRAVEL

No member, Co-optee or Independent Person can travel abroad on County Council business without prior approval in accordance with the Travel and Accommodation Policy.

SUBSISTENCE

Subsistence is only claimable in exceptional circumstances and will only be paid on receipt of actual expenses incurred and detail of meals provided. This will only apply to stays of under 72 hours. Subsistence will not be paid for any stay in excess of this without prior approval of the Monitoring Officer in consultation with the Chair of Governance and Ethics Committee.

APPENDIX

ADMINISTRATIVE MATTERS

SUBMISSION OF CLAIMS

1. Claims are processed through Democratic Services and paid through the payroll system.
2. The following deductions will be applied to late claims:
 - a. 6-12 months' delay – 10% reduction
 - b. more than 12 months' delay – 20% reduction
 - c. more than 2 years' delay – referral to Governance & Ethics Committee for consideration.

INCOME TAX

3. Tax will be deducted from payments of Basic Allowance and Special Responsibility Allowances. This will be at the standard rate of tax unless a Member makes arrangements with his Tax Inspector for a tax code to be allotted and notified to the County Council.
4. The County Council deals with:

HM Inspector of Taxes
(Nottingham 1)
Castle Meadow
Castle Meadow Road
Nottingham
NG2 1AB
5. A return of tax deducted from allowances is made to the Inland Revenue at the end of each financial year and a P60 is provided to each councillor.
6. Arrangements have been made with the Inspector of Taxes (Nottingham 1) whereby Councillors on application can obtain, where appropriate, tax relief on their expenses of office. Further guidance is available from the Chief Finance Officer.

SOCIAL SECURITY

7. Contributions
 - a. National insurance contributions are payable on any payment of Basic Allowance and Special Responsibility Allowances provided the gross amount reaches a lower earnings limit in a certain period, unless a certificate of non-liability is produced (supplied by the Contributions Agency). The Chief Finance Officer will advise on the detailed operation of the scheme.

8. Benefits

- a. The receipt of Basic and Special Responsibility Allowances affects benefits. Councillors should notify the Benefits Agency of amounts received.
- b. The contribution paid by Councillors counts toward the full range of contributory benefits.

TRAVEL AND ACCOMMODATION POLICY

1. This policy (the Nottinghamshire County Council Travel Policy) covers the approval and booking arrangements for travel and accommodation required in connection with the Council's business. It does not apply to travel and accommodation required in connection with direct service delivery e.g. school, trips, service users' outings, where the relevant Departments will have their own procedures.
2. This policy replaces all previous policies, decisions and/or precedents relating to travel undertaken in connection with the business of the Council.
3. The power to amend this policy is reserved to the full Council.
4. The practices in this policy shall, as far as possible, reflect the contents of the County Council's Members' Allowances Scheme and the Terms and Conditions of Service for Employees (see paragraph 9 of the Financial Regulations and D7 and D10 of the Personnel Handbook).
5. In the event that a conflict arises between this Policy and the Members' Allowances Scheme the Monitoring Officer and the Chief Executive will mediate and determine the matter following consultation with the Leader.

GENERAL PRINCIPLES

6. The policy is based on the following principles:
 - a. the proper conduct of business, and the overall efficiency of the Council;
 - b. transparency and accountability;
 - c. achieving Best Value in the use of the Council's resources, benefiting the community, the Council and councillors;
 - d. meeting the needs of those with disabilities and/or health problems.

APPROVAL PROCESSES

7. The following travel may be undertaken without prior approval:
 - a. day to day travel within Nottinghamshire in connection with Nottinghamshire County Council business;
 - b. travel in connection with training and development events within the East Midlands which have been authorised in accordance with relevant policies.
8. All other travel must be approved in advance in accordance with the following:

Participant	Description	Approval required from
Councillors, Statutory and other co-opted members	(a) All travel within mainland UK not described in Schedule 2 of the Members' Allowances Scheme.	Policy Committee
	(b) Outside the UK	Policy Committee
Officers	(a) Within the UK	Relevant chief or other officer in accordance with departmental procedures
	(b) Outside the UK	Relevant Corporate Director with a quarterly report to the relevant committee

9. The County Council recognises that, in cases of genuine urgency, it may not be possible to obtain formal approval from the relevant committee prior to the expected date of travel. In these cases, the Urgency Procedure (Part Five of the Constitution) should be used.

BOOKING ARRANGEMENTS

10. With the exception of travel by private car in connection with the day to day business of the Council, all arrangements and/or bookings for travel and accommodation approved under this policy must be made by Transport and Travel Services in the Place Department.
11. Provisional bookings will not be made unless approval has been given in accordance with paragraph 7b of this policy.

METHOD OF TRAVEL

12. At all times, the chosen method of travel must be the most cost-effective method, taking into account the value of time saved, anticipated subsistence and other expenses and any other relevant matters.

TRAVEL WITHIN THE UK (MAINLAND)

13. Public transport should normally be used, unless the use of private/self-drive hire/civic cars is proved to be the most cost effective option, taking into account mileage charges, anticipated subsistence, other expenses and any other relevant consideration including but not limited to those at paragraph 59
14. The use of private cars to attend events out of the County area must be determined in relation to the following criteria:
- cost in comparison to other options;

- b. availability of public transport;
 - c. business requirements;
 - d. disability or health considerations.
15. Other options which must be considered prior to approving the use of private cars are:
- a. car sharing;
 - b. use of hire cars/pool cars;
 - c. use of civic cars.
16. Any travel by train within mainland UK will usually be standard class fare unless travel by other classes of ticket is cheaper overall.
17. Any councillor or officer requesting first class rail travel must give reasons which shall be recorded in the register referred to the section below.
18. Councillors are encouraged to purchase appropriate railcards if eligible, in which case the Council will reimburse two-thirds of the cost. Councillors should advise Transport and Travel Services that they have a railcard at the time of booking, to ensure that a reduced price ticket is obtained.
19. Air travel within mainland UK will be permitted only where the cost/convenience brings benefits to the Council.

TRAVEL TO NORTHERN IRELAND/REPUBLIC OF IRELAND/OUTSIDE THE UK

20. Where available, and subject as follows, economy class should be used for all air, sea or land (i.e. rail) travel where this the most cost effective.
21. The County Council recognises that there will be occasions where it is not appropriate to use economy class i.e. where there are health or disability issues to be considered. In these cases, a higher class of travel may be permitted, wherever possible, subject to prior approval being by Policy Committee.

ACCOMMODATION

22. Mid-range hotels of good standard with appropriate business facilities will be chosen within safe and reasonable access to where the business of the visit is to take place.
23. For conferences, the added value of all-inclusive packages will be evaluated against making separate hotel arrangements.

SUBSISTENCE AND OTHER EXPENSES

WITHIN THE UK (INCLUDING NORTHERN IRELAND)

24. All costs of the approved method of travel will be paid by the County Council.

25. Subsistence allowances may be claimed in exceptional circumstances. They will be the same for councillors, Statutory Co-optees, other co-opted Members and officers. Details of the amounts which may be claimed are in the Members' Allowances Scheme.

26. Claims should be made on the forms provided as follows:

- a. officers – from their Department;
- b. councillors and others covered by the Members' Allowances Scheme – from Democratic Services.

27. Receipts should be obtained for all expenditure incurred.

OUTSIDE THE UK

28. Accommodation will be booked and paid for by Transport and Travel Services in the Place Department on behalf of the County Council.

29. Subsistence allowance may be claimed for actual reasonable expenses incurred on meals, beverages, transport within the foreign country, laundry, 'phone calls etc.

- a. The current maximum amount for subsistence per 24 hours for countries within the European Union is £75.00 (plus £10 per day for unreceipted out of pocket expenses).
- b. For travel to other destinations, Transport and Travel Services will calculate a maximum amount for subsistence per 24 hours. That amount will be notified to relevant committee when approval is sought for the travel to be undertaken.

30. The above rates assume that all meals (excluding breakfast) will have to be paid for from the subsistence allowance. If meals are provided as part of the visit and at no personal cost to the Council's representative(s) the daily allowance will be reduced by 20% for each meal provided.

31. Receipts must be obtained wherever practicable for all claimable expenditure. Where this is not possible, a written statement will be required from the person claiming allowances.

ADMINISTRATION OF THE POLICY

32. All travel tickets and/or accommodation required under this policy must be booked through Transport and Travel Services in the Place Department.

33. Before any bookings are made, Transport and Travel Services will require written confirmation of approval. Where the cost is to be met by a Department, the appropriate budget code(s) for the expenditure will also be required.

34. Subject to normal formalities, Transport and Travel Services can arrange advances of cash, foreign currency and travellers' cheques. Any unspent

cash/currency or travellers cheques must be returned to Transport and Travel Services within one month of return from the visit.

35. All claim forms, together with receipts and details of expenses incurred must be submitted within one month of return from the visit.
36. County Council credit cards must only be used for claimable expenses incurred in carrying out the County Council's business and all receipts/vouchers in respect of any expenditure met in this way must be passed to Financial Services within one month of return from the visit.
37. Where the Council's representative wishes, for personal reasons, to extend their stay at the destination to which they have travelled, this is permitted on the strict understanding that no additional cost falls to be met by the Council and that all expenses in connection with the extension of stay are reimbursed before the date of outward travel.
38. Where the Council's representative is accompanied by a partner, the Council must be reimbursed for all expenses to be incurred in respect of travel arrangements made by Transport and Travel Services in respect of the partner before the date of outward travel.

RECORD KEEPING

39. Transport and Travel Services will maintain a public register of the following information in respect of each item or travel undertaken under this policy:
 - a. name of traveller/participant;
 - b. purpose of travel/visit;
 - c. dates of travel;
 - d. destination;
 - e. method/class/cost of travel and/or accommodation;
 - f. cost of insurance;
 - g. amount(s) of allowances paid;
 - h. details of the date approval was given and the identity of the decision maker (including details of specific additional approvals from time given in respect of, for instance, travel by other than standard class);
 - i. the date on which the Council's representative(s) submitted a report on the outcome/value of the visit, where appropriate.
40. The register shall be available for public inspection and shall be published on the Council's website.
41. Annual reports shall be made which shall give:

- a. details of the totality of travel undertaken under this policy;
- b. information as to occasions upon which other than standard/economy class travel or its equivalent has been used.

COUNCILLORS' ALLOWANCES SCHEME

1. This scheme, which may be cited as the **Nottinghamshire County Council Members' Allowances Scheme**, was approved TO BE CONFIRMED by Nottinghamshire County Council on 22 July 2021~~13 July 2017~~, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Regulations").
2. This Scheme replaces all previous Members' Allowances Schemes.
3. The Allowances mentioned in this scheme:

be implemented with effect from 25~~10~~ May 2021~~17~~ (with the exception of the allowance for Chairman and Vice-Chairman of the County Council which shall be implemented with effect from 27 May 2021);

be uprated in line with the headline pay award for Local Authority staff.

4. Any other amendments to the scheme will be determined solely by the County Council (following receipt of recommendations from the Independent Remuneration Panel unless the amendments are broadly within the spirit and overall cost envelope of the existing scheme).
5. In this scheme:

"councillor" means a Member of Nottinghamshire County Council who is a councillor;

"Independent Person" means a person appointed by the Council to provide their views regarding complaints under the Code of Conduct for Councillors and Co-opted Members;

"statutory Co-optee" means a person (other than a councillor) who is statutorily appointed to membership of a Council committee (other than the Health and Wellbeing Board) or an independent member of the Nottinghamshire Police and Crime Panel;

"year" means the 12 months ending with 31 March.

- ~~6. The amounts of Basic, Special Responsibility and Statutory Co-optees' Allowances specified in this Scheme will be rounded to the nearest £3.00 in accordance with normal Local Government practice.~~

PART A – ALLOWANCES FOR COUNCILLORS

BASIC ALLOWANCE

- ~~7.6.~~ Subject to paragraphs 12, 13 and 18, for each year a Basic Allowance of £15,015 shall be paid to each councillor.

SPECIAL RESPONSIBILITY ALLOWANCES

~~8-7.~~ Subject to paragraphs 12, 13 and 18, for each year a Special Responsibility Allowance shall be paid to those councillors who have been appointed or recognised by the Council or have been notified to the Chief Executive by their Group as holding the special responsibilities in relation to the authority that are specified in Schedule 1 to this scheme.

~~9-8.~~ Subject to paragraphs 12, 13 and 18, the amount of each such allowance shall be the amount specified against that special responsibility in Schedule 1.

~~10-9.~~ No councillor may receive more than one Special Responsibility Allowance. In the event that a councillor holds more than one position for which a Special Responsibility Allowance is payable then s/he shall receive whichever of the applicable Allowances which s/he selects.

ATTENDANCE ALLOWANCE

~~11-10.~~ No attendance allowance shall be payable under this scheme, either for Council duties per se, or in respect of appointments to outside bodies.

RENUNCIATION

~~12-11.~~ A councillor may by notice in writing given to the Chief Executive elect to forego any part of his/her entitlement to an allowance under this scheme.

PART-YEAR ENTITLEMENTS

~~13-12.~~ In accordance with the requirements of the Regulations, pro-rata payments of Basic Allowance or Special Responsibility Allowances shall be payable to eligible councillors in any of the following circumstances:

- a. if an amendment to this scheme changes the amount to which a councillor is entitled by way of a Basic Allowance or a Special Responsibility Allowance;
- b. where the term of office of a councillor or their appointment to a role eligible for Special Responsibility Allowance begins or ends otherwise than at the beginning or end of a year.

LONG-TERM SICKNESS

~~14-13.~~ Nothing in this section overrides the provisions of the Local Government Act 1972 relating to vacation of office by failure to attend meetings throughout a period of six months.

~~15-14.~~ In the event of long-term sickness absence full Special Responsibility Allowance shall be payable to eligible councillors, reducing to 50% after six months and ceasing after 12 months. The Council's Governance and Ethics Committee may vary this in exceptional circumstances.

~~16-15.~~ If a councillor is appointed to deputise for a councillor on long-term sickness the Governance and Ethics Committee may create a deputising allowance payable after the first three months.

MATERNITY / SHARED PARENTAL LEAVE AND ADOPTION LEAVE

~~17-16.~~ In the event of absence for maternity/shared parental leave or adoption full Special Responsibility Allowance shall be payable to eligible councillors for a period of up to six months.

PAYMENT

~~18-17.~~ Payment of Basic and Special Responsibility Allowances shall be made in equal instalments. The frequency of those instalments shall be monthly in arrears.

TRAVEL AND SUBSISTENCE ALLOWANCES

~~19-18.~~ Travel and in some circumstances subsistence allowances may be claimed by councillors. The arrangements for these allowances are included in Part D of this scheme.

DEPENDANTS' CARERS' ALLOWANCES

~~20-19.~~ Councillors may claim up to £7.50 per hour per child for child care and up to £~~18.76~~~~15.49~~ per hour per dependant (to be updated further by the Monitoring Officer, in consultation with the Chairman of Governance and Ethics Committee, where evidenced this is appropriate~~automatically index linked annually~~) for other dependants in respect of expenses for the care of their children or other dependants when attending meetings of the Council, its subordinate bodies or other approved duty as described in Schedule 2 to this scheme.

~~21-20.~~ Only one payment of Dependants' Carers' Allowance may be claimed in respect of the household of each councillor.

~~22-21.~~ Payments, which will not be payable to a member of the claimant's own household, will be made only when supported by a receipt.

~~23-22.~~ In circumstances of particular difficulty the Monitoring Officer, in consultation with the Chairman of Governance and Ethics Committee, is authorised to increase the allowance payable.

PART B – ALLOWANCES FOR STATUTORY CO-OPTEEs, OTHER CO-OPTED MEMBERS AND INDEPENDENT PERSONS

~~24-23.~~ That ~~all~~any statutory ~~e~~Co-optees, other Co-opted Members and Independent Persons be entitled to receives an allowance of £639.

Attendance Allowance

~~25-24.~~ No attendance allowance shall be payable under this scheme, either for Council duties per se, or in respect of appointments to outside bodies.

Renunciation

~~26.~~25. A Statutory Co-optee, other Co-opted Member or Independent Person may by notice in writing given to the Chief Executive elect to forego any part of their entitlement to an allowance under this scheme.

Part-Year entitlements

~~27.~~26. Pro-rata payments of the above Statutory Co-optees Aa allowance shall be paid in any of the following circumstances:

- a. if an amendment to this scheme changes the amount applicable to which a Statutory Co-optee is entitled;
- b. where the term of office of a Statutory Co-optee begins or ends otherwise than at the beginning or end of a year.

Payment

~~28.~~27. Payment of the above allowance described in paragraphs 28 to 30 shall be made in equal instalments. The frequency of those instalments shall be monthly in arrears.

Travel and subsistence allowances

~~29.~~28. Travel and in some circumstances subsistence allowances may be claimed by Statutory Co-optees. The arrangements for those allowances are included in Part D of this Scheme and a description of the duties for which they may be claimed is shown at Schedule 2 to this scheme.

PART C – ALLOWANCES FOR EDUCATION APPEAL PANEL MEMBERS

~~30.~~29. For the purposes of the payment of financial loss allowance under Section 173(4) of the Local Government Act 1972, Members of Education Appeal Panels are to be treated as Members of the authority.

~~31.~~30. Subject to providing sufficient documentary evidence identifying actual financial loss, allowances up to a maximum of £229.00 per day may be claimed by Panel Members for attendance at Panel meetings.

31. Travel allowances may be claimed by Panel Members. The arrangements for those allowances are included at Part D of this scheme. Lunch will be provided by the Council at no charge for Panel meetings.

32. Panel Members may routinely claim £30 each financial year towards the costs of printing hearing paperwork (receipts are not required). Where the volume of hearings and printing by individual Panel Members results in additional costs then the Team Manager, Democratic Services may authorise one further payment of £30 in any financial year.

PART D – TRAVELLING AND SUBSISTENCE

33. The provisions contained in this part are aligned with the terms and conditions for County Council employees and any future changes to employee terms and conditions will also be reflected by changes to this part.

TRAVELLING ALLOWANCE

34. This part is in accordance with Sections 174-175 and Regulations made under the Local Government Act 1972. It applies to Councillors, Statutory Co-optees, Members of Education Appeals Panels, Independent Persons and other Co-opted Members.

35. Travelling allowances may be claimed in respect of each occasion on which one of the persons described above carries out a duty as described in Schedule 2 to this Scheme.

36. All travel arrangements must be in accordance with the County Council's TRAVEL AND ACCOMMODATION POLICY, which is appended to this scheme.

37. If a claimant uses their own motor car or one belonging to a member of his/her family, or otherwise provided for their use and subject to the claimant having the appropriate insurance, the rate for travel, which is the same as for officers using their own vehicles on a casual basis, shall be as follows:

up to 10,000 miles	over 10,000 miles
45.0p	25.0p
Motor Cycles	24.0p
Cycles	20.0p
Public Transport Rate	22.6p
Electric vehicles	4.0p

38. The distance claimed for mileage should be the shortest most reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.

39. If a claimant travels by taxi, the claim must not exceed:

- a. in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity actually paid;
- b. in any other case, the amount of the fare for travel by appropriate public transport.
- c. Any claims by Members for travel costs where the Council has provided shared transport will only be payable in exceptional circumstance and subject to the agreement of the Team Manager (Democratic Services).

SUBSISTENCE ALLOWANCES

40. This part is in accordance with Sections 174-175 and Regulations made under the Local Government Act 1972. It applies to Councillors, Statutory Co-optees, [and](#) other Co-opted Members [and Independent Persons](#).
41. Subsistence allowances may be claimed only in exceptional circumstances such as overnight stays on occasions on which a person described above carries out a duty as specified in Schedule 2 to this scheme.
42. When carrying out approved duties within the UK and subsistence is payable due to exceptional circumstances, the amounts shown below may be claimed.
- | | |
|---|----------|
| a. Breakfast – where leave home before 7.00 am | - £4.48 |
| b. Lunch – where away from base for whole of lunch period (12.00 and 2.00 pm) | - £6.17 |
| c. Tea – if work continues after 6.30 pm | - £2.43 |
| d. Evening meal – if work continues after 8.30 pm | - £7.64 |
| e. Tea and evening meal allowances are not normally payable on same day. | |
| f. Out of pocket expenses – single night | - £3.63 |
| – weekly rate | - £14.55 |
43. Councillors, Statutory and other Co-optees [and Independent Persons](#) may aggregate daily subsistence allowances.
44. Where a Councillor, Statutory ~~and~~ other Co-optee [or Independent Person](#) attends a UK conference or other event which involves an overnight stay, hotel accommodation will be booked and paid for by Travel and Transport Services in accordance with the TRAVEL AND ACCOMMODATION POLICY. In exceptional circumstances where this has not been possible, the County Council will reimburse reasonable expenses, provided they are supported by receipts and subject to a maximum overnight expenditure on accommodation of £115.00 (including VAT).
45. Where a claimant attends a conference or other event which is held outside the UK, s/he may claim the amounts shown in the Council's TRAVEL AND ACCOMMODATION POLICY.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

Band	% of Leader's SRA	Amount of Allowance (pa)	Current role
1	100	£35,211	<ul style="list-style-type: none"> • Leader of the Council
2	70	£24,648	<ul style="list-style-type: none"> • Deputy Leader of the Council
3	66	£23,478	<ul style="list-style-type: none"> • Chairmen of Committees • Business Manager of Majority Group • Leader of the main Minority Group
4	50	£17,607	<ul style="list-style-type: none"> • Chairman of County Council*
5	33	£11,739	<ul style="list-style-type: none"> • Vice-Chairmen of Committees • Leader of smaller Minority Groups on the Council (provided the group has 5 or more Members)
6	24	£8,454	<ul style="list-style-type: none"> • Vice-Chairman of the County Council* • Deputy Leader of the main Minority Group • Business Manager of the main Minority Group
7	22	£7,755	<ul style="list-style-type: none"> • Deputy Leader of the main Minority Group • Main Minority Group Spokesmen on Committees**
8	12	£4,227	<ul style="list-style-type: none"> • Chairman of the Nottinghamshire Police and Crime Panel (where that person is a County Councillor) • Deputy Leader of smaller Minority Groups on the Council (provided the group has 5 or more Members) • Business Manager of smaller Minority Groups on the Council (provided the group has 5 or more Members)
9	11	£3,877	<ul style="list-style-type: none"> • Minority Group Opposition Spokespersons***
9	4	£1,413	<ul style="list-style-type: none"> • Business Manager of smaller Minority Groups on the Council (provided the group has 5 or more Members) • Deputy Leader of smaller Minority Groups on the Council (provided the group has 5 or more Members)

Note

- * These SRAs include an element for clothing. Sections 3(5) and 5(4) (as appropriate) of Part 1 of the Local Government Act 1972, enables the County Council to make a reasonable payment to the Chairman and Vice-Chairman to enable them to meet the expenses of their office.

** The number of main Minority Group Spokespersons must not exceed more than 50% of the number of committees for which a Chairman's SRA is payable (this figure will be rounded down to the nearest Spokesperson role – e.g. 13 Committees = 6 Spokespersons). The main Minority Group will decide which committees it wishes to appoint these roles for.

*** The number of Minority Group Spokespersons must not exceed more than 20% of the number of committees for which a Chairman's SRA is payable (this figure will be rounded down to the nearest Spokesperson role – e.g. 13 Committees = 2 Spokespersons). The Minority Group will decided which committees it wishes to appoint these roles for.

DRAFT

SCHEDULE 2

APPROVED DUTIES (TRAVELLING AND SUBSISTENCE ALLOWANCES)

FOR COUNCILLORS

Approved Duties (Travelling and Subsistence Allowances) For Councillors

Travel Expenses will be paid to Members when they are undertaking their duties as a County Councillor.

Duties covered include:-

1. Attendance at Council meetings or Joint Committees and attendance at Council offices or establishments.
2. Attendance at conference, seminars or other training or learning events, in connection with the functions of the County Council and related to your role as an elected representative, where no fee is payable. (N.B. Travel Claim Form must clearly state the title of the event).
3. Anywhere within the County area, in connection with the functions of the County Council and related to your role as an elected representative (N.B. Travel Claim Form must clearly state the purpose of the visit).
4. Attendance at any meeting or events of Outside Bodies or organisation to which you have been appointed by the Council unless a fee or allowance is paid by that body to you to cover such expenses. If such a body has its own travel scheme, claims should be made to that body.
5. Meetings of Political Groups are not covered unless they have been arranged solely for the purpose of discussing County Council business or are requested by the Chief Executive to discuss a particular issue.
6. Travel outside of the County Council administrative boundaries is also claimable where it can be evidenced that this is essential for County Council related business or conference, seminar or training or learning event where no fee is payable.
7. Travel expenses may be payable for events not covered above but this will be with approval of the Monitoring Officer in consultation with the Chair of the Governance and Ethics Committee.

FOR STATUTORY CO-OPTEEES, OTHER CO-OPTED MEMBERS AND INDEPENDENT PERSONS

Travel expenses will be paid to Statutory Co-optees, other Co-opted Members and Independent Persons when they are:-

1. Attending any meeting of the Council at which they are a properly appointed member

2. Attending an event in connection with their role as co-optee on the relevant Council meeting (approved in advance if required).

2.3. In the case of Independent Co-opted Members of the Nottinghamshire Police and Crime Panel, such costs will be recoupable through the Home Office grant received by the County Council as host authority to the Panel.

MEMBERS OF EDUCATION APPEALS

May claim travel allowance in respect of meetings and training events in connection with their role as Panel Members.

INDEPENDENT PERSONS

~~May claim travel allowances in respect of their statutory role as an Independent Person.~~

FOREIGN TRAVEL

No member, Co-optee or Independent Person can travel abroad on County Council business without prior approval in accordance with the Travel and Accommodation Policy.

SUBSISTENCE

Subsistence is only claimable in exceptional circumstances and will only be paid on receipt of actual expenses incurred and detail of meals provided. This will only apply to stays of under 72 hours. Subsistence will not be paid for any stay in excess of this without prior approval of the Monitoring Officer in consultation with the Chair of Governance and Ethics Committee.

APPENDIX

ADMINISTRATIVE MATTERS

SUBMISSION OF CLAIMS

1. Claims are processed through Democratic Services and paid through the payroll system.
2. The following deductions will be applied to late claims:
 - a. 6-12 months' delay – 10% reduction
 - b. more than 12 months' delay – 20% reduction
 - c. more than 2 years' delay – referral to Governance & Ethics Committee for consideration.

INCOME TAX

3. Tax will be deducted from payments of Basic Allowance and Special Responsibility Allowances. This will be at the standard rate of tax unless a Member makes arrangements with his Tax Inspector for a tax code to be allotted and notified to the County Council.
4. The County Council deals with:

HM Inspector of Taxes
(Nottingham 1)
Castle Meadow
Castle Meadow Road
Nottingham
NG2 1AB
5. A return of tax deducted from allowances is made to the Inland Revenue at the end of each financial year and a P60 is provided to each councillor.
6. Arrangements have been made with the Inspector of Taxes (Nottingham 1) whereby Councillors on application can obtain, where appropriate, tax relief on their expenses of office. Further guidance is available from the Chief Finance Officer.

SOCIAL SECURITY

7. Contributions
 - a. National insurance contributions are payable on any payment of Basic Allowance and Special Responsibility Allowances provided the gross amount reaches a lower earnings limit in a certain period, unless a certificate of non-liability is produced (supplied by the Contributions Agency). The Chief Finance Officer will advise on the detailed operation of the scheme.

8. Benefits

- a. The receipt of Basic and Special Responsibility Allowances affects benefits. Councillors should notify the Benefits Agency of amounts received.
- b. The contribution paid by Councillors counts toward the full range of contributory benefits.

DRAFT

TRAVEL AND ACCOMMODATION POLICY

1. This policy (the Nottinghamshire County Council Travel Policy) covers the approval and booking arrangements for travel and accommodation required in connection with the Council's business. It does not apply to travel and accommodation required in connection with direct service delivery e.g. school, trips, service users' outings, where the relevant Departments will have their own procedures.
2. This policy replaces all previous policies, decisions and/or precedents relating to travel undertaken in connection with the business of the Council.
3. The power to amend this policy is reserved to the full Council.
4. The practices in this policy shall, as far as possible, reflect the contents of the County Council's Members' Allowances Scheme and the Terms and Conditions of Service for Employees (see paragraph 9 of the Financial Regulations and D7 and D10 of the Personnel Handbook).
5. In the event that a conflict arises between this Policy and the Members' Allowances Scheme the Monitoring Officer and the Chief Executive will mediate and determine the matter following consultation with the Leader.

GENERAL PRINCIPLES

6. The policy is based on the following principles:
 - a. the proper conduct of business, and the overall efficiency of the Council;
 - b. transparency and accountability;
 - c. achieving Best Value in the use of the Council's resources, benefiting the community, the Council and councillors;
 - d. meeting the needs of those with disabilities and/or health problems.

APPROVAL PROCESSES

7. The following travel may be undertaken without prior approval:
 - a. day to day travel within Nottinghamshire in connection with Nottinghamshire County Council business;
 - b. travel in connection with training and development events within the East Midlands which have been authorised in accordance with relevant policies.
8. All other travel must be approved in advance in accordance with the following:

Participant	Description	Approval required from
Councillors, Statutory and other co-opted members	(a) All travel within mainland UK not described in Schedule 2 of the Members' Allowances Scheme.	Policy Committee
	(b) Outside the UK	Policy Committee
Officers	(a) Within the UK	Relevant chief or other officer in accordance with departmental procedures
	(b) Outside the UK	Relevant Corporate Director with a quarterly report to the relevant committee

9. The County Council recognises that, in cases of genuine urgency, it may not be possible to obtain formal approval from the relevant committee prior to the expected date of travel. In these cases, the Urgency Procedure (Part Five of the Constitution) should be used.

BOOKING ARRANGEMENTS

10. With the exception of travel by private car in connection with the day to day business of the Council, all arrangements and/or bookings for travel and accommodation approved under this policy must be made by Transport and Travel Services in the Place Department.
11. Provisional bookings will not be made unless approval has been given in accordance with paragraph 7b of this policy.

METHOD OF TRAVEL

12. At all times, the chosen method of travel must be the most cost-effective method, taking into account the value of time saved, anticipated subsistence and other expenses and any other relevant matters.

TRAVEL WITHIN THE UK (MAINLAND)

13. Public transport should normally be used, unless the use of private/self-drive hire/civic cars is proved to be the most cost effective option, taking into account mileage charges, anticipated subsistence, other expenses and any other relevant consideration including but not limited to those at paragraph 14
14. The use of private cars to attend events out of the County area must be determined in relation to the following criteria:
- cost in comparison to other options;

- b. availability of public transport;
 - c. business requirements;
 - d. disability or health considerations.
15. Other options which must be considered prior to approving the use of private cars are:
- a. car sharing;
 - b. use of hire cars/pool cars;
 - c. use of civic cars.
16. Any travel by train within mainland UK will usually be standard class fare unless travel by other classes of ticket is cheaper overall.
17. Any councillor or officer requesting first class rail travel must give reasons which shall be recorded in the register referred to the section below.
18. Councillors are encouraged to purchase appropriate railcards if eligible, in which case the Council will reimburse two-thirds of the cost. Councillors should advise Transport and Travel Services that they have a railcard at the time of booking, to ensure that a reduced price ticket is obtained.
19. Air travel within mainland UK will be permitted only where the cost/convenience brings benefits to the Council.

TRAVEL TO NORTHERN IRELAND/REPUBLIC OF IRELAND/OUTSIDE THE UK

20. Where available, and subject as follows, economy class should be used for all air, sea or land (i.e. rail) travel where this the most cost effective.
21. The County Council recognises that there will be occasions where it is not appropriate to use economy class i.e. where there are health or disability issues to be considered. In these cases, a higher class of travel may be permitted, wherever possible, subject to prior approval being by Policy Committee.

ACCOMMODATION

22. Mid-range hotels of good standard with appropriate business facilities will be chosen within safe and reasonable access to where the business of the visit is to take place.
23. For conferences, the added value of all-inclusive packages will be evaluated against making separate hotel arrangements.

SUBSISTENCE AND OTHER EXPENSES

WITHIN THE UK (INCLUDING NORTHERN IRELAND)

24. All costs of the approved method of travel will be paid by the County Council.

25. Subsistence allowances may be claimed in exceptional circumstances. They will be the same for councillors, Statutory Co-optees, other co-opted Members, [Independent Persons](#) and officers. Details of the amounts which may be claimed are in the Members' Allowances Scheme.

26. Claims should be made on the forms provided as follows:

- a. officers – from their Department;
- b. councillors and others covered by the Members' Allowances Scheme – from Democratic Services.

27. Receipts should be obtained for all expenditure incurred.

OUTSIDE THE UK

28. Accommodation will be booked and paid for by Transport and Travel Services in the Place Department on behalf of the County Council.

29. Subsistence allowance may be claimed for actual reasonable expenses incurred on meals, beverages, transport within the foreign country, laundry, 'phone calls etc.

- a. The current maximum amount for subsistence per 24 hours for countries within the European Union is £75.00 (plus £10 per day for unreceipted out of pocket expenses).
- b. For travel to other destinations, Transport and Travel Services will calculate a maximum amount for subsistence per 24 hours. That amount will be notified to relevant committee when approval is sought for the travel to be undertaken.

30. The above rates assume that all meals (excluding breakfast) will have to be paid for from the subsistence allowance. If meals are provided as part of the visit and at no personal cost to the Council's representative(s) the daily allowance will be reduced by 20% for each meal provided.

31. Receipts must be obtained wherever practicable for all claimable expenditure. Where this is not possible, a written statement will be required from the person claiming allowances.

ADMINISTRATION OF THE POLICY

32. All travel tickets and/or accommodation required under this policy must be booked through Transport and Travel Services in the Place Department.

33. Before any bookings are made, Transport and Travel Services will require written confirmation of approval. Where the cost is to be met by a Department, the appropriate budget code(s) for the expenditure will also be required.

34. Subject to normal formalities, Transport and Travel Services can arrange advances of cash, foreign currency and travellers' cheques. Any unspent

cash/currency or travellers cheques must be returned to Transport and Travel Services within one month of return from the visit.

35. All claim forms, together with receipts and details of expenses incurred must be submitted within one month of return from the visit.
36. County Council credit cards must only be used for claimable expenses incurred in carrying out the County Council's business and all receipts/vouchers in respect of any expenditure met in this way must be passed to Financial Services within one month of return from the visit.
37. Where the Council's representative wishes, for personal reasons, to extend their stay at the destination to which they have travelled, this is permitted on the strict understanding that no additional cost falls to be met by the Council and that all expenses in connection with the extension of stay are reimbursed before the date of outward travel.
38. Where the Council's representative is accompanied by a partner, the Council must be reimbursed for all expenses to be incurred in respect of travel arrangements made by Transport and Travel Services in respect of the partner before the date of outward travel.

RECORD KEEPING

39. Transport and Travel Services will maintain a public register of the following information in respect of each item or travel undertaken under this policy:
 - a. name of traveller/participant;
 - b. purpose of travel/visit;
 - c. dates of travel;
 - d. destination;
 - e. method/class/cost of travel and/or accommodation;
 - f. cost of insurance;
 - g. amount(s) of allowances paid;
 - h. details of the date approval was given and the identity of the decision maker (including details of specific additional approvals from time given in respect of, for instance, travel by other than standard class);
 - i. the date on which the Council's representative(s) submitted a report on the outcome/value of the visit, where appropriate.
40. The register shall be available for public inspection and shall be published on the Council's website.
41. Annual reports shall be made which shall give:

- a. details of the totality of travel undertaken under this policy;
- b. information as to occasions upon which other than standard/economy class travel or its equivalent has been used.

DRAFT

DRAFT

REPORT OF THE CHAIRMAN OF THE GOVERNANCE & ETHICS COMMITTEE**GOVERNANCE & ETHICS COMMITTEE ANNUAL REPORT 2020/21****Purpose of the Report**

1. To report to the County Council the work of the Governance & Ethics Committee in 2020/21 and the intended areas of focus for the current year.

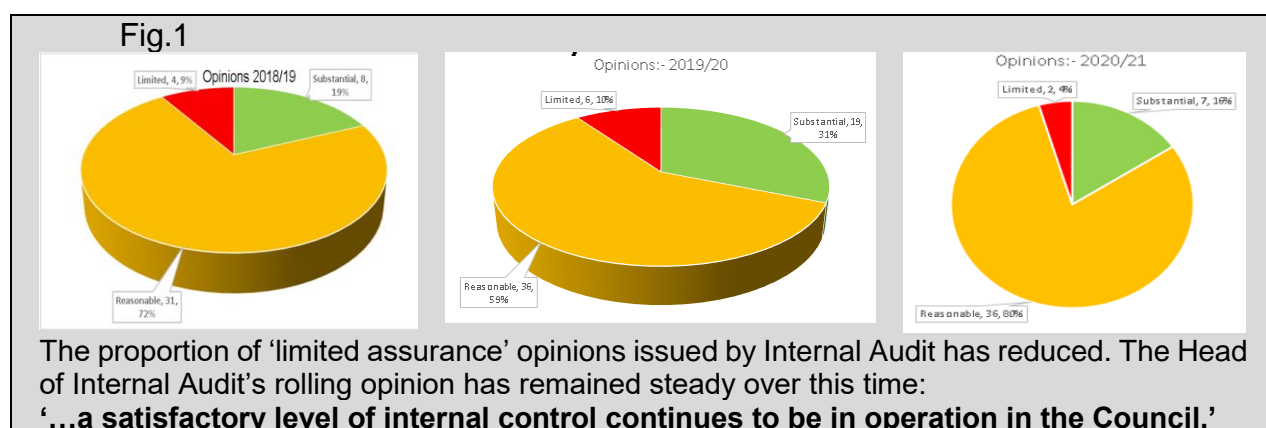
Information

2. The Governance & Ethics Committee was established following the County Council elections in May 2017, and it held its first meeting in June 2017. It is comprised of 11 County Councillors.
3. The Committee's terms of reference are set out in the County Council's constitution. It is serviced regularly by professional officers working mostly in the Chief Executive's Department in the key functional areas of finance, internal audit, legal and democratic services, information management and corporate risk management. The Committee's role subsumed that of the former Audit Committee and it now extends further to incorporate wider responsibilities, for example relating to codes of conduct and dealing with alleged breaches of the codes.
4. At its meeting in July 2018, the Committee agreed to implement an annual report on how effectively it has discharged its key roles and responsibilities. This is the Committee's third annual report and it also sets out proposed priorities for the Committee in 2021/22.
5. The work of the Committee was impacted by COVID-19 in 2020/21, but it successfully converted to virtual meetings by July 2020. By the end of March 2021, the Committee had held seven of its scheduled eight meetings for the full year.

Achievements against the Committee's terms of reference

6. **Appendix 1** presents a matrix of the key business dealt with by the Committee, mapped against each of its roles and responsibilities set out in the County Council Constitution. There are a number of notable achievements, summarised as follows:
 - a) **Internal control framework:** the Committee has maintained its strong focus on supporting the work of Internal Audit, and it has received regular assurance from the service regarding the effectiveness of the Council's arrangements for governance, risk management and control. The follow-up of Internal Audit's recommendations has been flagged as a potential area of concern, as the implementation rate for Priority 1 recommendations has seen a

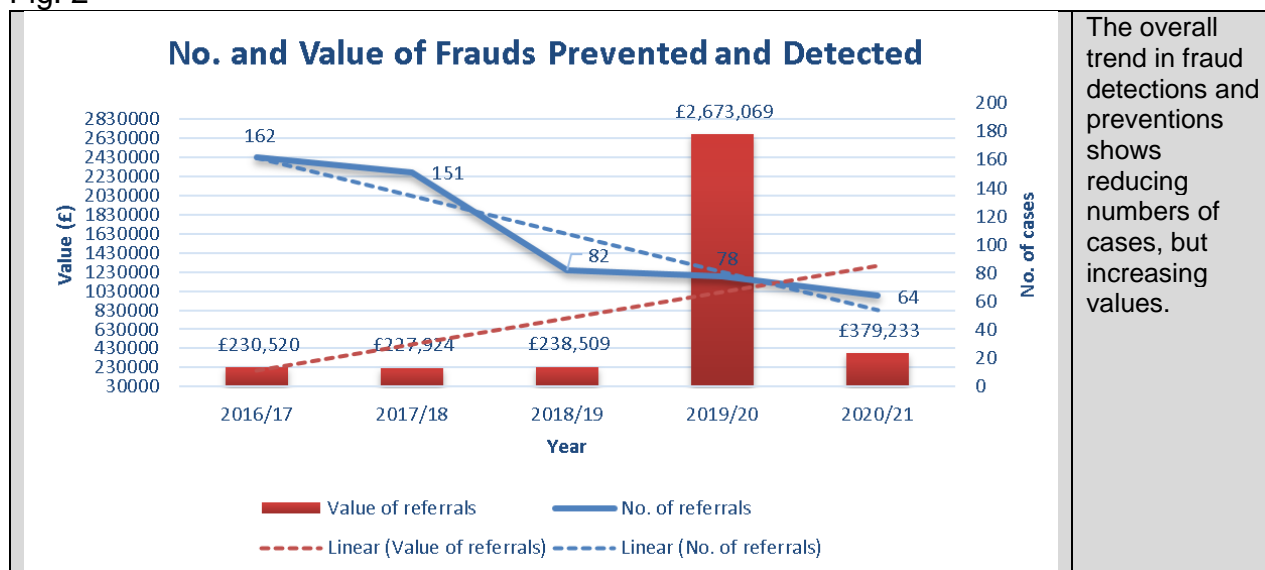
decline compared with previous years. The Committee recognised the impact the pandemic has had on services' capacity to meet the agreed implementation dates in all cases, and it relaxed its practice of inviting senior managers to committee meetings to provide verbal updates on progress. This was restored for the second update in January 2021, as the Committee renewed its resolve to drive agreed improvements through to implementation.



The Committee has been similarly supportive of the work of the Council's external auditors, again receiving updates on progress with the annual audit, and confirming an appropriate response from management to the findings and recommendations reported.

- b) **Assurance mapping:** this initiative developed further in 2020/21, following the Committee's decision to both retain the activity and to expand its scope. Three new areas of governance were added last year, taking its coverage now to eight key aspects of corporate governance. This is providing important intelligence for the Committee in determining where it may require additional assurance in the following year. Work progressed to develop further the content and frequency of assurance feeds to the Committee around the Council's key governance processes, to complement the annual mapping exercise.
- c) **Counter-fraud:** the Committee considered the Annual Fraud Report and a six-monthly update, which continued to evidence that the incidence of fraud in the Council is low. Nonetheless, the Committee reinforced the zero tolerance approach where issues have arisen, and continued to encourage all staff and stakeholders to voice concerns wherever reasonable suspicions arise. The Committee has maintained oversight of the Council's pro-active counter-fraud programme. The annual reports for the Council's Whistleblowing scheme and the use of the Regulation of Investigatory Powers Act 2000 added further insight in this area.

Fig. 2



- d) **Annual Statement of Accounts and Annual Governance Statement:** The Committee received and approved these Statements for 2019/20 in accordance with the statutory timescales. The Committee received regular updates during the year on progress against the Annual Governance Statement's action plan, and it approved the annual refresh of the Local Code of Corporate Governance.
- e) **Risk Management:** The Committee restored its regular updates on risk management, receiving reports on the movement of corporate risks on a six-monthly basis.
- f) **Standards of conduct and transparency:** The Committee approved the Council's response to the Local Government Association's Draft Model Code of Conduct, and considered the final version of the code later in the year. The established process to review councillors' use of resources and application of their Divisional Funds was retained (incorporating sample testing carried out by Democratic Services). Independent persons have been appointed, received training and attended meetings of the Committee.
- g) **Local Government Ombudsman Reports and Complaints:** The Committee has taken a firm stance to be transparent in its approach to considering issues arising from service users' complaints about Council services. All decisions of the Ombudsman are scheduled for consideration by Committee at each meeting as the reports are received throughout the year. The relevant senior officers are invited to attend, where appropriate, to advise of actions taken where complaints have been upheld.

7. The Committee has made appropriate use of the range of powers delegated to it under the terms of the Constitution, as summarised below:

Delegated power	Summary of activity
Decision- making	Decisions have been taken at each Committee meeting in relation to the areas of activity within the Committee's remit
Performance review	Periodic updates of the service delivered by Internal Audit In relation to Internal Audit Self-assessment of the Council's arrangements for cyber security against National Audit Office guidance Progress against the Annual Governance Statement Action Plan
Review of officers' decisions	Annual scrutiny of decisions taken by officers to waive financial regulations
Consultation responses	Approved the response to a Local Government Association consultation on a draft Model Code of Conduct
Member conduct	Convened a sub-committee to consider and decide on a complaint under the Members' Code of Conduct

Member training and self-assessment




8. The Committee helped to progress the Member Communication & Engagement Programme, which includes the training and development offer for all County Councillors. An introductory slot to risk management was delivered, to coincide with the restoration of routine reporting to the committee on this topic. Towards the end of the year, there was a particular focus on the proposed induction programme for Members following the elections and for the duration of the 2021-2025 period.

Priorities for 2021/22

9. First and foremost, an immediate priority for the Committee will be to furnish its refreshed membership with the knowledge it needs to perform its important role in the Council's governance framework. An appropriate training and development plan for its members should be set out, aimed at ensuring all feel suitably skilled and confident to contribute to the Committee's business.
10. The Committee intends to implement a schedule of reviews into significant areas of Council expenditure, to assess value-for-money for residents and service users. It is proposed to start with the following:

Adult Social Care & Public Health:	Day Service provision
Children & Young People:	Workforce agency spend
Children & Young People:	Building maintenance and capital spend for schools, children's homes and young people's centres

11. The future course of the pandemic will have a strong influence on the nature of assurances the Committee will require in 2020/21 and on the activities it will wish to progress. A planned schedule of assurance over the course of the year would provide a basis for delivery and review as the Council works through its recovery and renewal phase.
12. Assurance mapping is a key plank in the Committee's sources of assurance for fulfilment of its remit. The annual report from this activity in 2020/21 makes proposals for its continued use in 2021/22 and beyond. Key themes for suggested development will be:
- Areas of focus - proposing a close alignment with the Council's risk management process
 - Nature of assurance feeds – to complement the annual process with the establishment of continuous assurance feeds within the Council.
13. It is proposed that key priorities for the Committee in 2021/22 should embrace a blend of its core duties as set out in the Council's Constitution, along with training and developmental activities to help maintain a high degree of focus on governance and ethical values in the Council. The following are potential priorities in 2021/22 for Members to discuss:

	<p>Member training</p> <ul style="list-style-type: none"> ➤ Risk management concepts and their application using a case study approach ➤ Links with other county and regional audit committees ➤ Participation at regional and national conferences and seminars ➤ Introduction of more regular and targeted briefing sessions with key officers
	<p>Core business</p> <ul style="list-style-type: none"> ➤ Statement of accounts ➤ External audit plans and outcomes ➤ Internal Audit plans, outcomes and implementation of recommendations ➤ Counter-fraud – with a particular emphasis on the key, external threats and the Council's processes for recovering losses ➤ Oversight of complaints and Ombudsman reports – to continue the transparent approach adopted to date ➤ Information governance ➤ Corporate risk management ➤ Member conduct
	<p>Promoting strong governance and sound ethical values</p> <ul style="list-style-type: none"> ➤ Reviews of significant areas of Council expenditure ➤ Continuation of assurance mapping ➤ Arrangements for determining the Council's risk appetite ➤ Reviewing the Council's ethical framework ➤ Regular updates of the Annual Governance Statement ➤ Self-assessments against best practice guidance for governance and ethics ➤ Annual report to Full Council

Other Options Considered

14. The Committee agreed the implementation of an annual report of its activities at its meeting in July 2018. No other options were considered.

Reason for Recommendation

15. To provide assurance to the Council that the Governance & Ethics Committee is delivering against the terms of reference for the Committee, as set out in the Constitution.

Statutory and Policy Implications

16. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

The remit of the Governance & Ethics Committee is to direct and receive assurance that the Council is meeting many of the issues identified above. Its work since establishment in May 2017 has addressed many of the above.

RECOMMENDATION

1) That Council considers the achievements of the Governance & Ethics Committee and endorses its intended areas of focus for the current year.

Councillor Philip Owen
Chairman of the Governance & Ethics Committee

For any enquiries about this report please contact:

Marjorie Toward	Nigel Stevenson
Service Director – Customers, Governance & Employees	Service Director – Finance, Infrastructure & Improvement

Constitutional Comments (LW 24/06/2021)

17. This report is appropriate to be considered by the County Council.

Financial Comments (RWK 24/06/2021)

18. There are no specific financial implications arising directly from the report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All

SUMMARY OF WORK CARRIED OUT BY THE GOVERNANCE & ETHICS COMMITTEE AGAINST ITS TERMS OF REFERENCE

Jul 2020	Sep 2020	Oct 2020	Nov 2020	Jan 2021	Feb 2021	Mar 2021
Council-wide Governance & Ethics						
Local Code of Corporate Governance annual review	Gov & Ethics Cttee annual report	Assurance Mapping Annual Report 2019/20	Committee on Standards in Public Life: Progress with implementing best practice recommendations			
Annual Governance Statement 2019/20		Governance Action Plan update			Governance Action Plan update	
Annual statement of accounts						
Statement of accounts: Accounting policies			Statement of Accounts 2019/20			
Internal control & external audit						
External audit risk assessment	External audit update					External Audit Annual Letter 2019/20
Head of Internal Audit Annual Report 2019/20	Internal audit update and plan	Follow-up of Internal Audit Reports – implementation of agreed actions	Internal audit update and plan			Internal audit update and plan
National Audit Office Cyber Security Guidance – progress update	National Audit Office Guidance: Financial Reporting & Management	Redmond Review update: Oversight of local audit & transparency of LA financial reporting				Follow-up of Internal Audit Reports – implementation of agreed actions
						Redmond Review update: Government response

SUMMARY OF WORK CARRIED OUT BY THE GOVERNANCE & ETHICS COMMITTEE AGAINST ITS TERMS OF REFERENCE

Jul 2020	Sep 2020	Oct 2020	Nov 2020	Jan 2021	Feb 2021	Mar 2021
Financial Regulations and counter-fraud						
Financial regulations waivers 2019/20	Annual Fraud Report 2019/20			Counter Fraud progress report		
				Regulation of Investigatory Powers Act 2000 – annual report		Whistleblowing update
Risk management						
	Corporate Risk Management Update			EU Transition risk register	Corporate Risk Management Update	
Legal, democratic, complaints						
	Local Government Ombudsman decisions	Local Government Ombudsman decisions	Local Government Ombudsman decisions	Local Government Ombudsman decisions	Local Government Ombudsman decisions	Local Government Ombudsman decisions
Conduct standards						
LGA consultation on Draft Model Code of Conduct				LGA consultation on Final Model Code of Conduct		
Alleged breaches of conduct						
					Sub-committee met to decide on a Members' Code of Conduct complaint against a councillor	
Councillors' divisional funds						
	Update on use of Councillors' Divisional Funds					

SUMMARY OF WORK CARRIED OUT BY THE GOVERNANCE & ETHICS COMMITTEE AGAINST ITS TERMS OF REFERENCE

Jul 2020	Sep 2020	Oct 2020	Nov 2020	Jan 2021	Feb 2021	Mar 2021
Statutory independent person's recruitment						
				Appointment of independent persons – endorsement of appointments		
Training & development						
		'Members Hub' update	Member Communication & Engagement Programme - update	Risk management training slot		Councillor induction and development programme 2021-2025

REPORT OF THE LEADER OF THE COUNTY COUNCIL**A COUNTY DAY FOR NOTTINGHAMSHIRE (NOTTINGHAMSHIRE DAY)****Purpose of the Report**

1. To seek approval to adopt 25 August as Nottinghamshire Day.

Information

2. Following discussions with Sir John Peace, Her Majesty's Lord Lieutenant of Nottinghamshire, Rt Hon Robert Jenrick MP, Secretary of State for the Ministry of Housing, Communities and Local Government (MHCLG) has proposed that Nottinghamshire adopts 25 August as our County Day.
3. County Days are an opportunity to celebrate the identity, heritage, culture and local traditions of Historic Counties and are celebrated by a number of other counties. The celebration of our Historic County of Nottinghamshire, in this way, would support local communities to understand the history and traditions of the places they live, work and enjoy their leisure time. In addition, the adoption of a County Day would be an opportunity to promote all that the county has to offer and could deliver economic and tourism benefits.
4. Subject to local support, the first Nottinghamshire Day will be on 25 August 2021. To celebrate the day, a flag raising ceremony will take place at County Hall, with the Lord Lieutenant of Nottinghamshire and Elected Members in attendance. In addition to the county flag, it is proposed to fly the union flag, and for the county and union flag to be flown permanently, thereafter. This will complement the approach that Government will take, in flying the flag of Nottinghamshire at MHCLG and Parliament. A media campaign is also planned to promote Nottinghamshire Day and everything the county has to offer.
5. In future years, with the support of our Economic Development and Asset Management Committee, the Council plans to work with District and Borough Councils, local businesses and attractions to promote Nottinghamshire Day and encourage people to explore our towns and countryside.

Other Options Considered

6. None

Reason/s for Recommendation/s

7. The adoption of a County Day for Nottinghamshire requires the support of the County Council. Other Councils across Nottinghamshire have indicated their support.

Statutory and Policy Implications

8. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

9. There are no financial implications to adopting a County Day and no associated investment is proposed at this stage. Approval of any future investment proposals linked to Nottinghamshire Day will be sought from the appropriate committee.

Public Sector Equality Duty implications

10. The promotion of the Nottinghamshire Day would encourage people from across Nottinghamshire's diverse communities to celebrate the history and heritage of the County.

RECOMMENDATION/S

- 1) Approve the adoption of 25 August as Nottinghamshire Day and authorise the Leader to write, on behalf of the Council to the Secretary of State and Lord Lieutenant of Nottinghamshire to confirm the Council's support.

Councillor Ben Bradley MP
Leader of the County Council

For any enquiries about this report please contact: Anthony.may@nottscc.gov.uk

Constitutional Comments (CEH 29.06.2021)

11. Full Council can consider the report and recommendation.

Financial Comments (SES 29/06/2021)

12. There are no specific financial implications arising directly from this report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- [Celebrating the historic counties of England - Government Guidance](#)

Electoral Division(s) and Member(s) Affected

- All