Nottinghamshire County Council

County Hall West Bridgford Nottingham NG2 7QP

SUMMONS TO COUNCIL

date Thursday, 12 May 2022
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	Election of Chairman until the Annual Meeting 2023	
2	Election of Vice-Chairman until the Annual Meeting 2023	
3	Election of Leader of the Council until the Annual Meeting 2025	
4	Recognition of Members and Officers of Groups	7 - 12
5	Minutes of the meeting 31 March 2022	13 - 32
6	Minutes of last meetings of committees not continuing for approval by Full Council	33 - 60
7	Apologies for Absence	
8	Declarations of Interests by Members and Officers:- (see note below)	

(a) Disclosable Pecuniary Interests
(b) Private Interests (pecuniary and non-pecuniary)

9 Chairman's Business

a) Presentation of Awards/Certificates (if any)

10 Constituency Issues (see note 4)

11a Presentation of Petitions (if any) (see note 5)

11b	Responses to Petitions Presented to the Chairman of the County Council	61 - 68
12	Update on Change to Council Governance Arrangements	69 - 80
13	Establishment of Committees	81 - 90
14	Members' Allowances Scheme - Report of the Independent Remuneration Panel	91 - 150

15 Questions

a) Questions to Nottinghamshire and City of Nottingham Fire Authority

b) Questions to Committee Chairmen

16 Notice of Motions

None

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' attention is drawn to the questions put to the Chairmen of the Adult Social Care and Public Health Committee, the Children and Young People's Committee, the Communities Committee, the Economic Development and Asset Management Committee, the Nottinghamshire Pension Fund Committee and the Transport and Environment Committee under paragraphs 42, 46, 47 and 53 of the Procedure Rules, and the answers to which are included at the back of the Council book.

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

(9) 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

(10) 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

Nottinghamshire County Council

Report to Full Council

12 May 2022

Agenda Item: 3

REPORT OF THE CHIEF EXECUTIVE

RECOGNITION OF MEMBERS AND OFFICERS OF GROUPS

Purpose of the Report

1. To report details of the membership of the political Groups, together with the names of officers appointed within the Groups

Information

2. The Constitution requires the membership of political Groups of the Council and their Leader, Deputy Leader and Business Manager (officers of the Groups) to be noted at the Annual Meeting.

3. There are currently three political Groups on the Council, which are:-

   - the Nottinghamshire County Council Conservative Group
   - the Nottinghamshire County Council Labour Group
   - the Independent Alliance Group

4. Councillor Nigel Turner is no longer a member of the Nottinghamshire County Council Conservative Group as he is now no longer a member of the national Party.

5. In addition to the three Groups detailed in this report, there are therefore now two non-aligned County Councillors who are not part of any political Group of the Council. These are Councillor Stephen Garner and Councillor Nigel Turner.

6. The membership of each Group is set out in Appendix A along with the officers of each Group (Leader, Deputy Leader and Business Manager). This means that the overall political balance of the Council is now as follows:-

	Number	%
Conservative Group	35	53.03
Labour Group	15	22.73
Independent Alliance Group	14	21.21
Councillor Stephen Garner (Independent)	1	1.52
Councillor Nigel Turner (Independent)	1	1.52

7. There is a statutory requirement for seats on Committees and Sub-Committees to be allocated to the political groups in a way which reflects the overall balance of the Council. Details of these are dealt with elsewhere in the agenda.

Other Options Considered

8. None, it is a requirement of the Constitution to report annually to Full Council.

Reason/s for Recommendation/s

9. It is necessary for Council to note the political Groups on the Council and their Officers.

Statutory and Policy Implications

10. 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

1) That the membership of the political Groups be recognised.

2) That the Officers of the Groups be noted.

Anthony May
Chief Executive

For any enquiries about this report please contact:
Sara Allmond, Advanced Democratic Services Officer
Tel: 0115 9773794 Email: sara.allmond@nottscc.gov.uk

Constitutional Comments (HD 19/04/2022)

11. The proposals in this report are within the remit of the Council.

Financial Comments (SES 27/04/2022)

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.

- Recognition of Members and Officers of Groups report to Full Council – 27 May 2021 (published)

- Recognition of Members of Group report to Full Council – 23 September 2021 (published)
- Recognition of Group and Members of Group report to Full Council – 25 November 2021 (published)
- Collingham By-Election Result and Members of Groups report to Full Council – 24 February 2022 (published)

Electoral Division(s) and Member(s) Affected

- All

APPENDIX

MEMBERS AND OFFICERS OF GROUPS

(A) Nottinghamshire County Council Conservative Group

35 Members

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

Officers

Leader: Ben Bradley MP
Deputy Leader: Bruce Laughton
Business Manager: Chris Barnfather

(B) Nottinghamshire County Council Labour Group

15 Members

Pauline Allan
Anne Callaghan
John Clarke
Jim Creamer
Sybil Fielding
Kate Foale
Glynn Gilfoyle
Penny Gowland
Errol Henry JP
Paul Henshaw
Maggie McGrath
Michael Payne
Sheila Place
Mike Pringle
Michelle Welsh

Officers

Leader: Kate Foale
Deputy Leader: Mike Pringle
Business Manager: Errol Henry JP

(C) Independent Alliance

14 Members

Steve Carr
Debbie Darby
Samantha Deakin
Tom Hollis
David Martin
Andy Meakin
Francis Purdue-Horan
Dave Shaw
Helen-Ann Smith
Lee Waters
Daniel Williamson
Elizabeth Williamson
John Wilmott
Jason Zadrozny

Officers

Leader:	Jason Zadrozny
Deputy Leader:	Helen-Ann Smith
Business Manager:	Samantha Deakin

(D) Other Members

Councillor Stephen Garner (Independent)
Councillor Nigel Turner (Independent)

Nottinghamshire County Council

Meeting	COUNTY COUNCIL
Date	Thursday, 31 March 2022 (10.30 am – 4.12 pm)

Membership

COUNCILLORS

Mike Quigley MBE (Chairman)
Roger Jackson (Vice-Chairman)

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

HONORARY ALDERMEN

Mrs Kay Cutts MBE

OFFICERS IN ATTENDANCE

Anthony May	(Chief Executive)
Marjorie Toward	(Chief Executives)
Sara Allmond	(Chief Executives)
Carl Bilbey	(Chief Executives)
Gill Elder	(Chief Executives)
Isobel Fleming	(Chief Executives)
David Hennigan	(Chief Executives)
Catherine Haywood	(Chief Executives)
Michael Higginson	(Chief Executives)
James McDonnell	(Chief Executives)
Phil Rostance	(Chief Executives)
Jo Toomey	(Chief Executives)
Melanie Brooks	(Adult Social Care and Public Health)
Colin Pettigrew	(Children and Families)
Adrian Smith	(Place)

OTHERS IN ATTENDANCE

Simon Goucher	Independent Legal Adviser

OPENING PRAYER

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

1. MINUTES

RESOLVED: 2022/011

That the minutes of the previous meeting held on 24 February 2022 be agreed as a true record and signed by the Chairman with the following alterations:-

Page 12 of the Council book – to correct typographical error that 26 Members voted against the "Motion" not the "amendment" as printed

Page 21 of the Council book – to correct typographical error in the spelling of Councillor Kate Foale

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from:-

- Councillor Steve Carr (other)

- Councillor Richard Jackson (medical/illness)
- Councillor John “Maggie” McGrath (medical/illness)

Councillors Pauline Allan, Penny Gowland and Dave Shaw submitted apologies that they would arrive late to the meeting.

3. DECLARATIONS OF INTEREST

None.

4. CHAIRMAN’S BUSINESS

PRESENTATION OF AWARDS

Independent Travel Training – ADEPT Award

Councillor Neil Clarke MBE introduced the award which had been won for the Independent Travel Training (ITT) scheme, operated by the Transport & Travel Services team. The scheme supports many young people with learning disabilities to access education, training and employment opportunities by providing them with the skills and confidence to use public transport.

The Chairman received the award and presented it to Jenney Makler, the ITT Manager.

LGC Awards

The Chairman informed the Chamber that the Council had been shortlisted for a number of awards at this year’s LGC Awards. The winners would be announced on 20th July 2022.

CHAIRMAN’S BUSINESS SINCE THE LAST MEETING

The Chairman updated members on the business he and the Vice-Chairman had carried out since the last meeting, including undertaking some citizenship ceremonies which had restarted following Covid; attending a concert at Portland College organised by Inspire; attending a number of meetings including an interfaith meeting at Southwell Minster; receiving a cheque presentation from Veolia for £1,000 for the Chairman’s Charity, and attending a Commonwealth concert for the start of the Queen’s Platinum Jubilee year, with a highlight on 21st March of attending the opening of the Gedling Access Road.

5. 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 Sybil Fielding regarding school provision in her division

Councillor David Martin regarding road safety issues on Park Lane (B6018) from Selston to Kirkby

Councillor John Wilmott regarding the state of Hucknall's broken roads and pavements

Councillor Michelle Welsh left the Chamber at 10.45am during this item
Councillor Sybil Fielding left the Chamber at 10.49am during this item

6. PRESENTATION OF PETITIONS

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

(1) Councillor Nigel Turner, request for a review of road safety on Portland Road, Limes Avenue and Main Road, Nether Langwith

(2) Councillor John Ogle, regarding safety issues at the crossroads at Laneham Road and Rampton Road, between Woodbeck and Rampton

(3) Councillor John Ogle, regarding highways safety issues in Eaton

(4) Councillor Roger Jackson, request to reduce the speed limit on A612 Lowdham to Thurgarton

(5) Councillor Keith Girling, request to close one end of Southfield Terrace, Newark

(6) Councillor Mike Adams, request for a pedestrian crossing at the end of Millfield Close to cross the A612, Burton Joyce

(7) Councillor Lee Waters, request for a residents parking scheme on part of Beardall Street, Park View, Graingers Terrace, Henry Street and Ellis Avenue, Hucknall

(8) Councillor David Martin, request for safety improvements on Part Lane B6018 (known locally as Bentinck Lane), connecting Selston to Kirkby

(9) Councillor Mike Pringle, request to look at options for the permanent closure of the short link road from A614 into Station Road, Ollerton

(10) Councillor Mike Pringle, request for a pedestrian crossing on Retford Road outside St Joseph's Academy

(11) Councillor Mike Pringle, request for a pedestrian crossing on Tuxford Road

(12) Councillor Kate Foale, request to keep Dovecote Lane open and to cease the proposed experimental road closure

RESOLVED: 2022/012

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.

Councillors Sybil Fielding and Michelle Welsh returned to the Chamber at 11.03am during this item

7. NOTTINGHAMSHIRE COUNTY COUNCIL'S PAY POLICY STATEMENT 2022/23

Councillor Gordon Wheeler introduced the report and moved a motion in terms of resolution 2022/013 below.

The motion was seconded by Councillor Jonathan Wheeler.

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

RESOLVED: 2022/013

That the Pay Policy Statement, as set out in the appendix to the report, be approved for publication on the Council's website in April 2022.

8. CHANGE TO THE COUNCIL GOVERNANCE ARRANGEMENTS

Councillor Philip Owen introduced the report and moved a motion in terms of resolution 2022/014 below.

The motion was seconded by Councillor Ben Bradley MP.

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

RESOLVED: 2022/014

1) That a change to the Council's governance arrangements from a committee system of governance to the executive system (Leader and Cabinet model) be

approved, to be implemented with effect from the Council's annual meeting on 12 May 2022.

2) That the detailed documents setting out the main elements of the changed system appended to the report at Appendices 2 – 15 be approved.

3) That the public and partners be informed, as appropriate, of the Council's decision by the Chief Executive placing a public notice of the decision with a link to the documents giving effect to the arrangements as soon as reasonably practicable.

4) That the Independent Remuneration Panel (IRP) be convened in order to consider the Council's changed governance arrangements and to make its recommendations to Council regarding a revised Councillors Allowances Scheme.

5) That the staffing establishment of the Democratic Services Team be increased to include a post of Senior Scrutiny Officer and the necessary budget provision transferred to the Democratic Services budget and the post recruited to as a matter of priority.

6) That the Monitoring Officer be authorised to make any necessary corrections, clarifications, and consequential amendments to the Council's Constitution to bring the new arrangements into effect and where these are material changes that relevant sections of the Constitution be brought back to the annual meeting in May for approval.

7) That the Members Working Group, reporting to Governance and Ethics Committee as appropriate, be authorised to maintain an overview of the operation of the new arrangements during the first year of executive arrangements and to make any suggested proposals for change to the Governance and Ethics Committee for recommendation to Full Council.

Councillors Pauline Allan and Penny Gowland arrived at the meeting during consideration of this item.

The following Members left the Chamber for more than 10 minutes during consideration of this item:-

Councillor Samantha Deakin left the Chamber at 11.30am and returned at 11.46am
Councillor Daniel Williamson left the Chamber at 11.31am and returned at 11.46am
Councillor Jason Zadrozny left the Chamber 11.37am and returned at 12.13pm
Councillor Tom Hollis left the Chamber at 11.51am and returned at 12.20pm

9a. QUESTIONS TO NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AUTHORITY

None

The Council adjourned from 12.27pm to 1.32pm for lunch.

Councillor Stephen Garner submitted his apologies (other reasons) and did not return to the meeting after lunch.

9b. QUESTIONS TO COMMITTEE CHAIRMAN

Seventeen questions had been received as follows: -

1) from Councillor Kate Foale about living with Covid (Councillor Ben Bradley MP replied)

2) from Councillor Nigel Turner concerning a new primary school in Worksop (Councillor Keith Girling replied)

3) from Councillor Jason Zadrozny about provisional Highways Capital and Revenue Programme (Councillor Neil Clarke MBE replied)

4) from Councillor Tom Smith regarding progress with Devolution (Councillor Ben Bradley MP replied)

5) from Councillor Michael Payne regarding Notts Holiday Activity and Food Programme (Councillor Tracey Taylor replied)

6) from Councillor Keith Girling about Hucknall Library (Councillor John Cottee replied)

7) from Councillor Francis Purdue-Horan concerning attendance at Policy Committee (Councillor Ben Bradley MP replied)

8) from Councillor Paul Henshaw regarding funding for social care (Councillor Boyd Elliott replied)

9) from Councillor Penny Gowland regarding discontinuation of the No19 Centrebus service (Councillor Neil Clarke MBE replied)

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

The time limit of 60 minutes allowed for questions was reached before the following questions were asked. A written response to the questions would be provided to the Councillors who asked the questions within 15 working days of the meeting and be included in the papers for the next Full Council meeting.

10) from Councillor John “Maggie” McGrath concerning funding for the Helpful Bureau (Councillor John Cottee to reply)

11) Councillor Andy Meakin about branded school uniforms (Councillor Tracey Taylor to reply)

12) Councillor Francis Purdue-Horan concerning outcome of the strategic review of recycling centres (Councillor Neil Clarke MBE to reply)

13) Councillor Tom Hollis regarding the responsibilities of being a Corporate Parent (Councillor Tracey Taylor to reply)

14) Councillor Michelle Welsh about actions arising from the CCN "The Future of Children's Social Care" report (Councillor Tracey Taylor to reply

15) Councillor Mike Pringle concerning funding for carers (Councillor Boyd Elliott to reply)

16) Councillor Lee Waters regarding disinvesting Russian-based assets (Councillor Eric Kerry to reply)

17) Councillor Helen-Ann Smith concerning spending on improvements to County Hall (Councillor Keith Girling to reply)

The following Members left the Chamber for more than 10 minutes during consideration of this item:-

Councillor Jason Zadrozny left the Chamber 1.54pm and returned at 2.11pm
Councillor David Martin left the Chamber at 1.58pm and returned at 2.28pm
Councillor Samantha Deakin left the Chamber at 2.15pm and returned at 2.26pm
Councillor Daniel Williamson left the Chamber at 2.14pm

10. NOTICE OF MOTIONS

Motion One – from 20 January 2022 meeting

The motion was withdrawn

Motion Two – from 20 January 2022 meeting

The motion was withdrawn.

Motion Three

A motion as set out below was moved by Councillor Jason Zadrozny and seconded by Councillor Francis Purdue-Horan:-

"This Council notes that residents across Nottinghamshire are going through an unprecedented cost of living crisis.

Disposable incomes across Nottinghamshire are at their lowest level for generations.

This Council further notes the rises in energy bills, water bills, broadband and mobile phone bills, food bills, Council Tax and now National Insurance.

We therefore ask for the Leaders of the Conservatives, Independent Alliance and Labour Groups on Nottinghamshire County Council to write an urgent letter to the Chancellor of the Exchequer calling for the National Insurance rise to be scrapped to avoid making the cost-of-living crisis even worse than it already is."

An amendment to the motion as set out below was moved by Councillor Mike Pringle and seconded by Councillor Jim Creamer:-

"This Council notes that residents across Nottinghamshire are going through an unprecedented cost of living crisis.

Disposable incomes across Nottinghamshire are at their lowest level for generations. This Council further notes the rises in energy bills, water bills, broadband and mobile phone bills, food bills, Council Tax and now National Insurance.

We therefore ask the Leaders of the Conservative, Labour and Independent Alliance Groups of Nottinghamshire County Council to write an urgent letter to the Chancellor of the Exchequer calling for the National Insurance rise to be scrapped **and for the implementation of a windfall tax on North Sea oil and gas producer profits,** to avoid making the cost-of-living crisis even worse than it already is."

The Council adjourned from 2.52pm to 2.58pm to allow the amendment to be considered. Councillor Dave Shaw arrived at the meeting during the adjournment.

The amendment was accepted by the mover of the motion and became the altered (substantive) motion.

Following a debate, the altered motion was put to the meeting and after a show of hands the Chairman declared it was lost.

The requisite number of Members requested a recorded vote and it was ascertained that the following 27 members voted **'For'** the altered motion:-

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

The following 35 members voted **'Against'** the altered motion:

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

No members **'Abstained'** from the vote.

The Chairman declared the motion was lost.

The following Members left the Chamber for more than 10 minutes during consideration of this item:-

Councillor Daniel Williamson returned to the Chamber at 2.44pm

Councillor Sheila Place left the Chamber at 2.41pm and returned at 2.58pm

The Chairman declared the meeting closed at 4.12 pm.

CHAIRMAN

APPENDIX A

COUNTY COUNCIL MEETING HELD ON 31 MARCH 2022
QUESTIONS TO COMMITTEE CHAIRMEN

Question to the Leader of the Council from Councillor Kate Foale

Does the Leader agree with me that in order to be able to "live with" Covid as this Government intends we do, it will be imperative for us to continue to develop an understanding of Covid, including through continuing to monitor transmission and mutations effectively?

Response from the Leader of the Council, Councillor Ben Bradley MP

I do agree, though we are lifting restrictions and seeking to move forward, clearly it's important that we continue to monitor the impact and development of the disease. I believe that is exactly what is happening, and as far as the County Council is concerned I believe there is a paper coming to the Adult Social Care and Public Health Committee in April, where those proposals will be discussed in more detail.

Question to the Chairman of the Economic Development and Asset Management Committee from Councillor Nigel Turner

In light of misleading comments by certain Labour councillors in the Worksop area, would the Chairman of the Economic Development and Asset Management Committee confirm that Nottinghamshire County Council will be delivering a new primary school in the Gateford area of Worksop, and will he explain why developer contributions to this project are not at risk?

Response from the Chairman of the Economic Development and Asset Management Committee, Councillor Keith Girling

The provision of sufficient school places for our young people is very important to this administration, and we are determined to ensure that we receive land and monies from developers towards new school provision.

The Council will be delivering a new school at Gateford in Worksop. I'll repeat that, Chairman, the Council will be delivering a new school at Gateford in Worksop.

We are taking appropriate steps to ensure that the developer meets their obligation to provide land and a funding contribution for a new primary school, so that the land and the monies for the new school are retained. We do not intend handing them back. Negotiations are currently taking place with the developer over the transfer of the land for the new school.

The Housing Developer Contributions available for the new build at Gateford are as follows:

- A new 210-place school backed by £2.567 million from the Gateford Park developers, supplemented by £433,000 from Bassetlaw Community Infrastructure Levy monies;

  plus, if required

- Expansion from 210 to 315 places, which would be backed by £1.64 million from the Gateford Common development, plus a contribution of £40,000 for extra land.

Once the land has been transferred, the Council is expected to have up to five years to start the building of the new school.

The Council has yet to decide exactly when the school will be constructed and it is in discussions to vary the legal agreement to ensure there is sufficient time for the school development to be progressed, not to cancel the agreement with the developers.

Chairman, the only potential risk to the project is if certain councillors misunderstand the process or stir up unnecessary public concern for cheap, short-term publicity.

We have good officers working on this project who, given patience and support, will ensure that the new school is delivered as soon as the necessary procedures allow.

Question to the Chairman of the Transport and Environment Committee from Councillor Jason Zadrozny

Does the Chairman feel that the Provisional Highways Capital and Revenue Programmes 2022-2025 is the magic bullet needed to fix Nottinghamshire's broken roads and pavements?

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

Chairman, it is not so much a case of a 'magic bullet', this is more a case that we have actually 'fired the starting gun' for the implementation of the recommendations of the cross-party Highway Review.

This does give me the opportunity to really thank the Independents and all the opposition members for their unanimous support of these recommendations. The unanimous support of the recommendations, so I'm so glad we were all in agreement. Recently published data from the Department for Transport actually reveals that:

- Nottinghamshire is ranked joint second out of 24 County Councils for having the best A roads in the country;

  and there's more Mr Chairman

- Nottinghamshire is ranked joint first out of 24 County Councils for having the best B and C roads in the country.

So, Chairman, the truth is that the major roads for which we are responsible for are among the best in the country. These are the ones that are most critical to the economic prospects of this Country and County.

Therefore, the main thrust of our work now is to improve our Unclassified roads, but even regarding these, we are by no means the worst, according to Department for Transport statistics. Therefore, the continuing mantra of claiming Nottinghamshire has the worst roads in the country is absolutely, simply, misleading and not true, Mr Chairman.

In last month's budget meeting, this Conservative administration created a £15 million reserve for Highways and Environmental initiatives, from which an extra £12 million will be spent to implement the unanimous recommendations of the Highways Review – have I mentioned it was unanimous, Mr Chairman? - and the resulting Highways Improvement Plan.

Strangely, the Independent Alliance voted against that £15 million extra investment. However, we will invest around £3 million per year to double the number of gangs from four to eight working on permanent patching repairs on our highways, delivering road re-surfacing and other improvements across Nottinghamshire. This is already underway.

We have for the first time moved to a three-year programme allowing the public to be better informed of forthcoming works. This approach also gives us a better opportunity to plan ahead and seek efficiencies with our contractors.

We are changing the emphasis from small pothole repairs to larger, permanent patch repairs, and I'm sure that doesn't come as a surprise, because we've mentioned it many times, Mr Chairman, although obviously we will still carry out some temporary pothole repairs where emergency and immediate safety concerns need to be addressed.

There are 381 individual road, footway and drainage schemes planned across the county, full details of which can be found on our website. Residents can expect an increase in spend on footway improvements and drainage repairs, demonstrating that these are all part of the highway too.

The three-year programme, and the asset management work that it is based on, provide us with an evidence base to make the case for future funding bids to Government, including the opportunities that devolution may bring forward around longer term funding.

For the second Conservative administration running we have boosted the basic highways budget with significant additional resources, showing our commitment to improving Nottinghamshire's roads. However, we all need to be realistic. As we stated very clearly last month, this should be seen as the latest stage in a long, ongoing process to improve our unclassified road network to the standard we would all wish to see.

Question to the Leader of the Council from Councillor Tom Smith

In February Government released their Levelling up White Paper, within it Nottinghamshire and Nottingham have been named as one of the first nine areas in England invited to seek a Devolution Deal. Could the Leader of the Council please give an update on where we are currently at with the discussion process and provide some more detail on what this will actually mean for the County along with any likely long-term Economic benefits this will bring to Nottinghamshire?

Response from the Leader of the Council, Councillor Ben Bradley MP

Thank you, Councillor Smith, for the question and another chance to update Members on progress with our devolution talks, which I know are central to many people's thoughts in terms of the work of the Council and came up a lot in our discussion around governance earlier on, so I'm grateful for the chance to raise this.

We are making progress. We are moving very much in the right direction in terms of ticking Government's boxes and on Friday of last week we, together with partners in Nottingham, Derby and Derbyshire submitted the more detailed proforma which explained precisely what kind of structures, what kind of powers and outcomes we are seeking from our negotiations.

The next step is likely to be that we will hear back from the minister, from the Department in the coming weeks, to let us know that they are happy to go forward; I hope also to let us know that they are happy for us to go first, which I think is important. It's worth feeding back from our recent meetings with ministers that they were very clear that they want to take forward first the most ambitious proposals in terms of devolution, in terms of scale, in terms of the powers that we're seeking. They want to do something big and important, and our County is big and important.

The deal that we are seeking is, we think, the most ambitious of all of those that are coming forward in terms of the scale, the population of the area that we're talking about that would make us the third largest Combined Authority in the country. So, huge potential, and I would hope that we will be one of the early adopters of the scheme.

In terms of opportunities to improve things, where the proforma asks us, 'Would you like powers over X?', we have answered 'Yes', and we will take the opportunity to ask for absolutely everything and more. We filled in a very lengthy '…and any other things you can think of' section at the bottom of that proforma and we will continue to push for all of those, but they include things like:

- powers and funds to improve our local transport infrastructure including buses - the ability to access things like bus innovation funding;
- to localise our adult skills and further education policies that build on some of the work that's already happening in the County such as the NTU / West Notts partnership in my own constituency that builds career paths within those communities;
- to collaborate more closely with district and borough colleagues and others on delivering public services to the benefit of local residents.

There are lots of opportunities for us to take forward. Having submitted that proforma - which has been made available to stakeholders including those district and borough colleagues, including people like universities, Police and Crime Commissioners and others who have been involved in working up some of the programmes behind the scenes - it has been a very collaborative process. We will take all of those forward and people should have the opportunity to see them. I think all Group Leaders in here have had them and seen them as well, so if you haven't as backbench members please go and ask your Group Leaders to have a look.

I'm pleased to say that these proposals were passed unanimously through Policy Committee on Thursday. I'm grateful for the unanimous support in that meeting and grateful to Councillor Laughton for stepping in to chair. I had to be in Westminster to protect Government business, I know that colleagues will recognise given the motion that we have coming later on today that I was in Westminster to protect business around increasing National Insurance thresholds, which is a £330 tax saving to many Nottinghamshire residents, so it was important for me to go and do that.

It's great to say this is an important milestone to the Council. We had already discussed it in great detail behind the scenes including with leaders of other groups in the room, and Councillor Laughton was able to very effectively chair that meeting and ensure that we had the perfect outcome to that, although I understand there were some shenanigans from Councillor Girling behind the scenes in other areas!

So, it went well and I'm grateful for that unanimous support, grateful to colleagues across both city, and district and borough councils for their support and collaborative efforts to get the bid over the line – lots of work going on behind the scenes in great detail with officers and Leaders, so we look forward to hearing from the minister hopefully that we can go first, crack on and pass the deal this year.

Question to the Chairman of the Children and Young People's Committee from Councillor Michael Payne

I've been contacted by families in Gedling Borough regarding the Notts Holiday Activity and Food Programme, which is set to replace Household Support Fund Vouchers from 31 March 2022. The County Council's website currently provides limited information about the Notts Holiday Activity and Food Programme in relation to the Easter holidays provision. The County Council's website says an 'update regarding Easter 2022 provision is coming soon' but the Easter school holidays begin in a few days and this update still has not been published.

Would the Chairman of the Children and Young People Committee please provide a comprehensive update and briefing to all elected Members on the Notts Holiday Activity and Food Programme provision for the 2022 Easter school holidays?

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

The Nottinghamshire County Council website does have an up-to-date Holiday Activities and Food (HAF) webpage for Spring 2022, complete with pretty pink lettering, an Easter chick and an Easter egg!

The webpage contains links to other pages with information on:

- Activities and venues of HAF events in each of the Nottinghamshire districts and boroughs;
- Information for parents and carers on eligibility and how to get involved;
- Information tailored to schools and professionals;
- Information about activity providers; and
- A facility for children and their families to feed back on their experiences.

Councillor Payne is correct, however, there was – erroneously - a separate page on the Council website stating that an 'update regarding Easter 2022 provision is coming soon'. Clearly, this page was outdated and did not need to be there. I apologise for any confusion caused to families and children who perhaps used 'Notts Holiday Activity and Food Programme' as their search term and found themselves looking at the old page rather than the current one.

I do thank Councillor Payne for bringing this to our attention. On Tuesday night the outdated page was deleted, and the address re-linked to the correct one.

However, Chairman, there are also two positives to come out of this discovery:

- Firstly, we asked officers to conduct a search of the website to detect and clean up any other pages which may be out-of-date or duplicating similar pages; and

- Secondly, we will be publishing, on the correct web page, and elsewhere, some excellent news that I can actually announce today…

The news is that Nottinghamshire County Council will once again be providing free school meals vouchers to thousands of Nottinghamshire children during the Easter Holidays.

The scheme will again be delivered using money from the Government's Household Support Fund (HSF), following the Chancellor's announcement in the Spring Budget that he is doubling HSF investment to £1 billion.

This is great news for more than 25,000 eligible youngsters across the county who will receive 125,000 meal vouchers. It confirms our ongoing commitment to helping low-income households as we continue to recover from the effects of the Covid pandemic.

Parents in Nottinghamshire can find out if their child is eligible for free school meals vouchers by visiting the website, and of course we will also provide a link to this information from the Notts Holiday Activity and Food Programme webpages to make it as easy as possible for families to access this help.

Question to the Chairman of the Communities Committee from Councillor Keith Girling

Would the Chairman of the Communities Committee confirm that there are no plans to re-locate or close Hucknall Library?

Response from the Chairman of the Communities Committee, Councillor John Cottee

I'm happy to confirm - again - that there are no plans to re-locate or close Hucknall Library. That's contrary to suggestions made by Councillor John Wilmott recently in the local media.

At the recent budget meeting of the Council on 24th February I promised that this Conservative administration would protect every one of the Council's network of 60 libraries and their mobile provision.

I stated that nobody who has access to a library within a reasonable distance of where they live now will cease to have that access while we were in office.

I was therefore disappointed that Councillor Wilmott seemed to twist my words to imply that Hucknall Library is under threat. To be clear, I said that we would protect Hucknall Library and our other 59 libraries. I did not suggest that there were any plans to move Hucknall Library from its current location.

Last week, I took the opportunity to visit three libraries in Ashfield with Councillor Girling to make this position clear to the library staff and users.

Chairman, I've known Councillor Wilmott since the days he represented the Labour Party and Hucknall First Community Forum. I don't previously recall him using scaremongering tactics to seek some cheap political advantage. It certainly doesn't suit him. I think Councillor Wilmott should stay true to the standards of decency which he is usually known for, and that I expect from him.

Question to the Leader of the Council from Councillor Francis Purdue-Horan

The Policy Committee on Thursday, 24th March was one of the most important meetings we've held for a generation at Nottinghamshire County Council. This meeting discussed the creation of a Combined Authority and the potential to unlock hundreds of millions of pounds along with extra powers for our region. The meeting was Chaired by Councillor Bruce Laughton, who gave your apologies stating you, "…had been called down to Westminster on a three-line whip – I don't exactly know why."

Could you inform the Council of the details of this whip and what you voted for in Parliament on Thursday, 24th March 2022?

Response from the Leader of the Council, Councillor Ben Bradley MP

I'm sure the Chamber will recall that I answered this question about two minutes ago in response to Councillor Smith.

Question to the Chairman of the Adult Social Care and Public Health Committee from Councillor Paul Henshaw

Does the Chairman acknowledge the findings of the County Council Network's report, Impact Assessment of the Implementation of Section 18(3) of The Care Act 2014 and Fair Cost of Care, and the comments of the County Council Networks Adult Social Care Spokesperson, Councillor Martin Tett, who said:

- the Government have "seriously underestimated the costs of its proposals"
- "Councils will be left between a rock and a hard place – either by raising council tax to excessive levels and cutting local services, or by seeing widespread care home closures in their areas."

and will the Chairman consider writing to Government, echoing the analysis, findings, and recommendations within the report?

Response from the Chairman of the Adult Social Care and Public Health Committee, Councillor Boyd Elliott

Nottinghamshire County Council has a close and positive working relationship with the County Councils Network (CCN), given the CCN's self-proclaimed role as the "voice of England's counties".

We are usually consulted directly by the CCN for our input, and it's fair to say that the views expressed in their statements, and the conclusions drawn in their reports, are often well-aligned with our own thinking.

The CCN's new, independent report by healthcare market specialists LaingBuisson analyses two key elements of the Government's adult social care reforms:

- The first element is a proposal to bring into effect Section 18(3) of the 2014 Care Act from October 2023, which would enable more people who fund their own care in care homes to ask their local authority to arrange care on their behalf to secure better value;

- The second element is the Government's intention to introduce a new 'Fair Cost of Care', which aims to increase care fees paid by councils to make the care market sustainable.

The Government has presently allocated £378 million per year for councils to pay this new Fair Cost of Care for Care home placements; and to protect providers from revenue losses when private fee payers become able to ask their local authority to arrange their care and access lower council rates.

However, the County Councils Network report calculates that an extra £854 million a year is needed, as a minimum, to make the proposals workable and avoid large-scale care home closures. Such closures could leave councils struggling to find beds for those who require care and trigger a deterioration in the quality of care between local authority and private placements.

CCN Spokesman, Councillor Martin Tett is therefore right to highlight the perceived shortfall of funding at this stage, thereby giving the Government time to address this issue well before October 2023.

Members will be aware that the Government's 1.25% Health & Social Care Levy, through National Insurance, is designed to raise an extra £36 billion over the next three years. Currently, councils will have to wait until 2025 to access full funding from the Levy, which would leave a significant funding gap between 2023 and 2025. The CCN is therefore calling on Government to bring forward the planned funding uplift for local government in order to pay for the additional £854 million a year required, giving councils and local care providers confidence that their care markets will be sustainable. If this extra funding is not forthcoming, CCN argues the Fair Cost for Care and Section 18(3) policies should be delayed until at least 2025.

To answer the final part of Councillor Henshaw's question, I will not write to Government echoing the findings of the CCN report, but only because these points are already being made clearly and consistently in Government circles by our Council Leader, who is better placed than anyone to make the case for Nottinghamshire and, by extension, other County Councils too.

In fact, late last month, Councillor Ben Bradley, in his capacity as MP for Mansfield, led a debate in Parliament – we talked about it in our committee, Councillor Henshaw - on Social Care in Nottinghamshire. Councillor Bradley told the Minister for Care and Health (Gillian Keegan) that funds described as being raised "for social care" through the National Insurance increase must make their way to local authorities and care providers quickly, to improve support and capacity.

Cllr Bradley observed that Governments often tend to focus on hospitals and the health side of funding, but ministers need to recognise that primary care, community-based services and social care are by far the best, most cost-effective ways to improve wider health service provision.

As we heard from Councillor Richard Jackson in last month's budget, the Government has already supported this Council with a very positive 2022/23 funding settlement. This included:

- A £33.5 million share of the national £636 million Social Care Grant, which is an increase of £9.2 million on the current year; and

- £2.4 million from a new £162 million Market Sustainability and Fair Cost of Care Fund;

The Government has also responded to our calls for extra funding to respond to the Covid pandemic, to the tune of £165 million in grants over the past two years.
We should therefore be optimistic that the Government will again listen and respond to the case being made by this and other County Councils regarding Fair Cost of Care and Section 18 (3).

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

I understand that Centrebus will cease running the No19 Melton-Nottingham route from 10th April. This will disadvantage those who unable to drive and goes against attempts to reduce car use to protect the environment and limit economic development in Melton and West Bridgford. How will the County work with partners to recover this service, and protect other services in the near future?

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

Yes, I was aware very quickly actually that this service had been given notice. In fact, I only live a mile or so away from the route, and so I was well aware of the withdrawal of the service by the current operator.

Local bus services are important to our communities and this is why the County Council continues to invest over £4 million per year to support local services, remembering that some counties no longer fund any local services.

The County Council's Transport and Travel Services team are therefore working with alternative operators and Leicestershire County Council to ensure that Nottinghamshire residents continue to have access to public transport, noting that the service crosses the boundary obviously from Nottinghamshire into Leicestershire. If we are able to work with Leicestershire we can look at more options, and hopefully, more acceptable options.

Minutes of last meetings of committees not continuing for approval by Full Council:-

1. Adult Social Care and Public Health Committee – 25th April 2022
2. Children and Young People's Committee – 25th April 2022
3. Communities Committee – 20th April 2022
4. Economic Development and Asset Management Committee – 19th April 2022
5. Finance Committee – 9th May 2022 – TO FOLLOW
6. Personnel Committee – 20th April 2022
7. Policy Committee – 24th March 2022
8. Transport and Environment Committee – 4th May 2022 – TO FOLLOW

Nottinghamshire County Council

minutes

Meeting	ADULT SOCIAL CARE AND PUBLIC HEALTH COMMITTEE
Date	25 April 2022 (commencing at 2.00 pm)

Membership

COUNCILLORS

Boyd Elliott (Chairman)
Scott Carlton (Vice-Chairman)
Matt Barney (Vice-Chairman)

Steve Carr
Dr. John Doddy
Sybil Fielding
Paul Henshaw – Apologies
Eric Kerry
David Martin
Nigel Moxon
Michelle Welsh – Apologies

SUBSTITUTE MEMBERS

Councillor Jim Creamer for Councillor Michelle Welsh
Councillor Errol Henry for Councillor Paul Henshaw

OFFICERS IN ATTENDANCE

Melanie Brooks, Corporate Director, Adult Social Care and Health, ASC&PH
Jonathan Gribbin, Director of Public Health, ASC&PH
Sue Batty, Service Director, Ageing Well Community Services, ASC&PH
Kashif Ahmed, Service Director, Strategic Commissioning and Integration, ASC&PH
Sarah Quilty, Senior Public Health and Commissioning Manager, ASC&PH
Nathalie Birkett, Group Manager, Contracts and Performance, ASC&PH
Jennie Kennington, Senior Executive Officer, ASC&PH
Jo Toomey, Advanced Democratic Services Officer, Chief Executive's

1. MINUTES OF THE LAST MEETING

The minutes of the meeting of the Adult Social Care and Public Health Committee held on 14 March 2022 were confirmed and signed by the Chair.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from:

- Councillor Paul Henshaw (other reasons)
- Councillor Michelle Welsh (other reasons)

3. DECLARATIONS OF INTERESTS

Councillor Carr disclosed that his wife was a trustee of Citizen's Advice Broxtowe, to which he intended to refer during debate.

4. DAY OPPORTUNITIES STRATEGY 2022-2027

The report of the Service Director, Living Well Community Services set out a vision for Day Opportunities, including the way Adult Social Care would support and enable people to live the lives they wanted.

During discussions, Members:

- Explored how progress against outcomes would be monitored and how they would be identified and managed in the longer-term.
- Received assurance that the strategy and its objectives were underpinned by the principles of co-production, engagement and strength-based practice
- Talked about areas within the county where access to leisure and community facilities had been affected by the pandemic or changes to their funding and the impact this could have on the delivery of the strategy
- Asked about the different levels of support that would be available and noted the processes through which services would be commissioned to address different needs

RESOLVED 2022/016

That the Day Opportunities Strategy, attached as Appendix 1 to the report, and its subsequent implementation, be approved.

5. SUBSTANCE MISUSE – 10 YEAR DRUG STRATEGY: 'FROM HARM TO HOPE'

The report of the Director of Public Health provided the Committee with an overview of the Government's 10-year drug strategy: 'From Harm to Hope' and what was required of the Council to implement it. It also sought approval to procure in-patient detoxification beds on behalf of a consortium of local authorities in the East Midlands and to appoint a number of posts to support the implementation of the strategy.

During discussions, Members:

- Welcomed the approach of treating substance and alcohol misuse as a health issue
- Were assured that the funding attached to the strategy could also be used for alcohol support
- Sought assurances around the availability of funding for the duration of the strategy as that which had already been announced was for 3-years only
- Asked questions around the data quoted within the report and how recently it had been produced

RESOLVED 2022/017

1. That following receipt of Government guidance about the governance required to oversee the 'From Harm to Hope' strategy, a report be provided to the relevant body.

2. That the procurement for inpatient detoxification beds and subsequent award of contract on behalf of a consortium of local authorities in the East Midlands be approved.

3. That the establishment of 1 x Band D FTE and 1 x Band B FTE for a period of 3 years (until 31st March 2025) utilising the Supplementary Substance Misuse Treatment and Recovery Grant be approved.

6. LIVING SAFELY WITH COVID-19 IN NOTTINGHAMSHIRE

The report of the Director of Public Health informed the Committee of arrangements for managing local outbreaks of COVID-19 and for overseeing the wide-ranging health protection functions exercised by organisations in Nottinghamshire. It also provided an update on the expenditure of the Contain Outbreak Management Fund and the plan for allocating it in 2022-23. Finally, the report recommended the disestablishment of the Council's COVID-19 Local Outbreak Control Engagement Board, giving authority to the Director of Public Health to determine the need to re-establish such a board in future should it be required.

During discussion, Members:

- Asked about the impact of reduced testing nationally and whether there were any plans for the Council to provide free tests
- Requested information on the community projects that were funded to enhance take-up of the COVID-19 vaccine and their impact

RESOLVED 2022/018

1. That the arrangements for managing local outbreaks of COVID-19 including the deployment of a COVID-19 Response Team in line with outbreak management priorities identified in national guidance, and arrangements for overseeing the wide-ranging health protection functions exercised by organisations in Nottinghamshire be noted.

2. That the 2021-22 year-end expenditure of the Contain Outbreak Management Fund be noted and the development of a plan for allocating it in 2022-23 to reduce the vulnerability of communities related to COVID-19 and other viruses be approved.

3. That the disestablishment of the Council's COVID-19 Local Outbreak Control Engagement Board be approved and the Director of Public Health authorised to determine the need to re-establish such a Board or equivalent in future should circumstances require it.

7. PUBLIC HEALTH PERFORMANCE – 30 SEPTEMBER 2021 TO 31 DECEMBER 2021

The report of the Director of Public Health provided a summary of the performance and quality of services commissioned by Public Health between 30 September 2021 and 31 December 2021.

During discussion, Members:

- Asked about the variation across the county in the numbers of eligible patients who were offered health checks
- Noted work that was underway on the integrated wellbeing service, including some of the areas of work it would support

RESOLVED 2022/019

That no further actions were required in relation to the information contained within the report.

Before closing the meeting, the Chair stated that this was the final time the Committee would meet and wished members luck with any new roles they would play in the revised governance structure.

The meeting closed at 15.22pm.

CHAIRMAN

Nottinghamshire County Council

minutes

Meeting	CHILDREN & YOUNG PEOPLE'S COMMITTEE
Date	25 April 2022 (commencing at 10:30 am)

Membership

COUNCILLORS

Tracey Taylor (Chairman)
Sinead Anderson (Vice-Chairman)
Sam Smith (Vice-Chairman)

Matt Barney
Anne Callaghan
Samantha Deakin
Errol Henry
Roger Jackson – Apologies
Johno Lee
Andy Meakin
Michelle Welsh – Apologies

Substitute Members:

Councillor Roger Upton for Councillor Roger Jackson
Councillor Jim Creamer for Councillor Michelle Welsh

OTHER MEMBERS IN ATTENDANCE

Councillor Mike Pringle

CO-OPTED MEMBERS (NON-VOTING)

4 Vacancies

OFFICERS IN ATTENDANCE

Colin Pettigrew	Corporate Director, Children and Families Services
Marion Clay	Service Director, Children and Families Services
Steve Edwards	Service Director, Children and Families Services
Laurence Jones	Service Director, Children and Families Services
Irene Kakoullis	Group Manager, Children and Families Services
Jo Toomey	Advanced Democratic Services Officer, Chief Executive's

OFFICERS IN REMOTE ATTENDANCE

Sophie Eadsforth	Group Manager, Children and Families Services
Sarah Lee	Team Manager, Children and Families Services
Pom Bhogal	Locality Manager, Children and Families Services

1. MINUTES OF THE LAST MEETING HELD ON 7 MARCH 2022

The minutes of the meeting held on 7 March 2022 having been circulated to all Members, were taken as read and signed by the Chair.

2. APOLOGIES FOR ABSENCE

- Councillor Roger Jackson (other reasons)
- Councillor Michelle Welsh (other reasons)

3. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

None.

4. ESTABLISHMENT OF ADDITIONAL POSTS WITHIN THE LOOKED AFTER CHILDREN AND LEAVING CARE SERVICE

The Chairman introduced the report and responded to questions and comments from Members.

RESOLVED 2022/025

That the establishment of 2 FTE Social Work Support Officer (Grade 4) posts within the Looked After Service and 2 FTE Personal Advisor (Grade 5) posts within the Leaving Care Service be approved effective from the date of the Committee meeting.

5. CHANGE TO STAFFING ESTABLISHMENT AT ADOPTION EAST MIDLANDS

The Chairman introduced the report and responded to questions and comments from Members.

RESOLVED 2022/026

That the following changes to the Adoption East Midlands staffing establishment be approved:

- Disestablishment of 2.5 FTE Adoption Support Worker (Grade 5) posts
- Establishment of 1.5 FTE Social Work (Band B) posts
- Establishment of 0.6 FTE Senior Social Work Support Officer (Grade 5) post

6. CONTACT SERVICE ANNUAL REPORT

The Chairman introduced the report and responded to questions and comments from Members.

RESOLVED 2022/027

That no further actions were required in relation to the information contained within the report.

7. FOSTER CARER ITEMS

There was nothing to report under this item.

8. BEST START STRATEGY 2021-25 - SIX MONTH PROGRESS UPDATE AND CONSULTATION ON CHANGE OF USE OF HAWTONVILLE CHILDREN'S CENTRE BUILDING, NEWARK AND SUMMERHOUSE CHILDREN'S CENTRE BUILDING, SUTTON IN ASHFIELD

The Chairman introduced the report and responded to questions and comments from Members.

RESOLVED 2022/028

1) That the progress made so far to deliver the new Best Start Strategy be noted.

2) That the suggested next steps for the effective delivery of the Best Start Strategy and improvement of outcomes for children and families be approved.

3) That the pending consultation exercise be approved which will inform the change in the use of the Hawtonville Children's Centre building and Summerhouse Children's Centre building to become a Family Hub or remain as a Children's Centre focusing on services for families with pre-school children only.

9. OUTCOMES OF OFSTED INSPECTIONS OF SCHOOLS – TERMLY UPDATE

The Chairman introduced the report and responded to questions and comments from Members.

RESOLVED 2022/029

1) That for any schools identified in the report judged by Ofsted to Require Improvement, the Chairman of the Children and Young People's Committee and the Corporate Director of Children and Families Services write to the head teacher and chair of governors of Local Authority maintained schools to inform them that the Committee will track closely their progress to become a Good school and that the Education Improvement Service will work directly with them to provide a range of support packages aligned to the issues raised during the inspection. This support will continue until the school is judged to be securely Good. In relation to academies, a letter will also be sent to the Regional Schools Commissioner.

2) That for any schools identified in the report judged by Ofsted to remain Good, or become Good or Outstanding, the Chairman of the Children and Young People's Committee and the Corporate Director of Children and Families Services write to the head teacher and chair of governors of Local Authority maintained schools to congratulate them on their achievement. A copy of this letter will also be sent to the Regional Schools Commissioner in relation to academies.

10. THE FUTURE OF NORTH CLIFTON PRIMARY SCHOOL

The Chairman introduced the report and responded to questions and comments from Members.

Members placed on record their thanks to the school's leadership and the wider community for their efforts to ensure the survival of the school.

RESOLVED 2022/030

That the option to 'Continue with no change' be approved and as a result, North Clifton Primary School remains open.

11. SUPPORTING THE SUSTAINABILITY OF SMALL SCHOOLS

The Chairman introduced the report and responded to questions and comments from Members.

RESOLVED 2022/031

1) That the relaunching of Nottinghamshire's revised small school toolkit during the summer term 2022 be approved to support small school governing bodies and school leaders to explore leadership options which strengthen the sustainability of their schools.

2) That further dialogue and partnership with school leaders, including CEOs of Multi-Academy Trusts as well as the relevant Church of England and Roman Catholic Dioceses operating in Nottinghamshire be pursued to explore potential ways forward to support the leadership and sustainability of small schools in the context of the Government's White Paper, 'Opportunity for all: strong schools with great teachers for your child'.

12. ELECTIVE HOME EDUCATION – UPDATE

The Chairman introduced the report and responded to questions and comments from Members.

RESOLVED 2022/032

1) That no further actions were required in relation to the information contained within the report

2) That the Education White Paper "Opportunity for all: strong schools with great teachers for your child" commitment to the creation of a register of children who are not in school be endorsed.

13. TACKLING EMERGING THREATS TO CHILDREN TEAM

The Chairman introduced the report and responded to questions and comments from Members.

RESOLVED 2022/033

That the update on the Tackling Emerging Threats to Children Team be noted.

14. ESTABLISHMENT OF TWO ADDITIONAL POSTS WITHIN THE HEALTH-RELATED EDUCATION TEAM AND EDUCATION PARTNERSHIP TEAM

The Chairman introduced the report and responded to questions and comments from Members.

RESOLVED 2022/034

That the temporary establishment of an additional 2 FTE Health Related Education Team Teacher (Mainscale - UPS3) posts within the established Health Related Education Team, and the permanent establishment of 1 FTE Education Other than at School Senior Professional Practitioner (Grade B) post and 1 FTE Education Other than at School Professional Practitioner (Grade 5) within the Education Partnership Team be approved.

15. HOLIDAY ACTIVITY AND FOOD (HAF) PROGRAMME UPDATE AND ESTABLISHMENT OF HAF DELIVERY TEAM

The Chairman introduced the report and responded to questions and comments from Members.

RESOLVED 2022/035

That the Committee approves the establishment of the HAF Delivery Team to coordinate the Holiday Activity and Food Programme provision for the duration of the programme as follows:

- 1 FTE Team Manager (Hay Band D) post
- 1 FTE HAF Coordinator (Indicative Hay Band B) post
- 3 FTE HAF Development Worker (Indicative Grade 5) posts
- 1 FTE Business Support (Indicative Grade 4) post

16. CHANGES TO THE STAFFING ESTABLISHMENT IN THE COMMISSIONING AND PLACEMENTS GROUP

The Chairman introduced the report and responded to questions and comments from Members.

RESOLVED 2022/036

That the following changes to the staffing establishment in the Commissioning & Placements Group be approved:

- The establishment of 3 FTE Service Organiser (grade subject to Job Evaluation) posts with effect from 1 May 2022
- The establishment of 1 FTE Project Manager (grade subject to Job Evaluation) post on a temporary basis for 12 months with effect from 1 May 2022

17. COMMISSIONING AND CONTRACTS BOARD ANNUAL REPORT

The Chairman introduced the report and responded to questions and comments from Members.

RESOLVED 2022/037

That no further actions were required in relation to the information contained within the report.

18. EARLY YEARS AND SCHOOLS FORUM AND EDUCATION TRUST BOARDS OFFICER GROUP REPORT

The Chairman introduced the report and responded to questions and comments from Members.

RESOLVED 2022/038

That approval be given for further update reports on the work of the Early Years and Schools Forum and Education Trust Board be provided as appropriate.

Before closing the meeting, the Chair highlighted that this was the last meeting of the Committee and thanked members for their service.

The meeting closed at 12:13 pm.

CHAIRMAN

Nottinghamshire County Council

minutes

Meeting	Communities Committee
Date	20 April 2022 (commencing at 10:30 am)

Membership
Persons absent are marked with an 'A'

COUNCILLORS

John Cottee (Chairman)
Tom Smith (Vice-Chairman)

Mike Adams
Pauline Allan
Sinead Anderson
Debbie Darby
Glynn Gilfoyle
Sue Saddington
Jonathan Wheeler
Daniel Williamson **Apologies**
Elizabeth Williamson

SUBSTITUTE MEMBERS

None

OFFICERS IN ATTENDANCE

Mick Allen	-	Place Department
Peter Gaw	-	Inspire Ltd
Derek Higton	-	Place Department
Rob James	-	RSPB
Adrian Smith	-	Place Department
Mark Walker	-	Place Department
Noel McMenamin	-	Chief Executive's Department

1. MINUTES OF LAST MEETING HELD ON 9 MARCH 2022

The minutes of the meeting held on 26 January 2022, having been circulated to all Members, were taken as read and were signed by the Chairman of the meeting.

2. APOLOGIES FOR ABSENCE

Daniel Williamson – Medical/illness

3. DECLARATIONS OF INTERESTS

Councillor Mike Adams declared a personal interest in item 4 'Sherwood Forest – RSPB Annual Review and Covid Recovery' as a member of the RSPB, which did not preclude him from speaking or voting.

Councillor John Cottee declared a personal interest in item 4 'Sherwood Forest – RSPB Annual Review and Covid Recovery' as a member of the RSPB, which did not preclude him from speaking or voting.

Councillor John Cottee declared an interest in item 5: 'Culture, Learning and Libraries – Inspire – Update and Sixth Year Review' as a member of the Inspire Ltd Board, which did not preclude him from speaking or voting.

Councillor Glynn Gilfoyle declared an interest in item 5: 'Culture, Learning and Libraries – Inspire – Update and Sixth Year Review' as a member of the Inspire Ltd Board, which did not preclude him from speaking or voting.

4 SHERWOOD FOREST – RSPB – ANNUAL REVIEW AND COVID RECOVERY

RESOLVED 2022/049

That the activities undertaken at Sherwood Forest by the Royal Society for the Protection of Birds (RSPB) during the Covid-19 pandemic be recognised and the plans for activities during 2022/2023 be supported.

5. CULTURE, LEARNING AND LIBRARIES – INSPIRE – UPDATE AND SIXTH YEAR REVIEW

RESOLVED 2022/050

That the development of Inspire in the delivery of cultural, learning and library services across Nottinghamshire and its achievements in its sixth year of operations be endorsed.

6. MODERN SLAVERY AND HUMAN TRAFFICKING

During debate, it was agreed that a more detailed breakdown of victims of modern slavery and human trafficking, including nationality, vulnerability or disability and English language ability, would be provided to Committee members.

It was also agreed that enquiries would be made of the Police and Crime Commissioner's Office to determine whether current funding of modern slavery and human trafficking casework was to be ongoing.

RESOLVED 2022/051

That:

1) the updated statement on modern slavery and human trafficking at Appendix A to the report, demonstrating the Council's commitment to ensuring that there were no victims of slavery or human trafficking employed directly by the County Council, or in its commissioned services or supply chains, be agreed;

2) the publication of the updated statement on the County Council's public website be approved;

3) the ongoing partnership work to tackle modern slavery and human trafficking across Nottinghamshire be endorsed.

7. EMERGENCY PLANNING TEAM STAFFING ESTABLISHMENT

RESOLVED 2022/052

That the proposal to add 1.5 Full Time Equivalent Emergency Planning Officer posts to the establishment of the Emergency Planning Team to create capacity to fulfil three new requests from Borough and District Councils (subject to their own internal approvals) for extended Service Level Agreements for emergency planning services be approved.

8. LOCAL COMMUNITIES FUND (LCF) CAPITAL - RECOMMENDATIONS

RESOLVED 2022/053

That the Committee approve 'in principle' £169,395 of applications for funding as recommended at Appendix 1 to the report.

9. LOCAL IMPROVEMENT SCHEME (LIS) EXTENSION OF CAPITAL AWARDS

RESOLVED 2022/054

That the extension of Local Improvement Scheme capital awards to the value of £136,107 as detailed at Appendix 1 to the report be approved.

10. NOTTINGHAMSHIRE HOUSEHOLD SUPPORT FUND PROGRESS

During debate, it was agreed that existing members of the Committee could be updated on decisions and revised arrangements for the Fund, pending the introduction of revised governance arrangements.

RESOLVED 2022/055

That:

1) the continuation of temporary posts detailed in the report until the end of September 2022 be approved;

2) the use of £159,654 from the Fund to cover 8 Full-Time Equivalent posts be approved;

3) the use of the Chief Executive's Urgent Decision-Making powers to approve the provision of funding of £15 per week for each eligible child and young person for the Easter holidays 2022 be noted.

11. THE QUEEN'S PLATINUM JUBILEE CELEBRATIONS IN NOTTINGHAMSHIRE

During debate it was agreed to provide details of civic events relating to the Queen's Platinum Jubilee celebrations to members at the earliest possible opportunity.

RESOLVED 2022/056

That:

1) the plans for celebrating the Queen's Platinum Jubilee across Nottinghamshire be noted; and.

2) it be agreed that members be updated on the Platinum Jubilee celebrations later in 2022..

The meeting concluded at 12.15pm

Chairman

Nottinghamshire County Council

minutes

Meeting	ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT COMMITTEE
Date	19 April 2022 (commencing at 2.00pm)

Membership
Persons absent are marked with an 'A'

COUNCILLORS

Keith Girling (Chair)
Reg Adair (Vice Chair)
Mike Introna (Vice Chair)

Anne Callaghan	Kate Foale
Scott Carlton	Glynn Gilfoyle
Steve Carr - Apologies	David Shaw - Apologies
Eddie Cubley	Roger Upton

SUBSTITUTE MEMBERS

Councillor Purdue-Horan substituted for Councillor Carr.

OTHER COUNTY COUNCILLORS IN ATTENDANCE

Councillor Tracey Taylor.

OFFICERS IN ATTENDANCE

Pete Barker	Democratic Services Officer
Jo Davies	Group Manager, Growth, Infrastructure & Development
Neil Gamble	Group Manager, Property Asset Management
Sally Gill	Group Manager, Planning
Steve Little	Scheme Manager, Miner2Major Landscape Partnership
Matthew Neal	Service Director, Investment & Growth
Kevin Sharman	Team Manager, Transport Programme Delivery
Adrian Smith	Corporate Director, Place
Heather Stokes	Team Manager, Conservation

1. MINUTES OF THE LAST MEETING HELD ON 8 MARCH 2022

The minutes of the last meeting held on 8 March 2022, having been circulated to all Members, were taken as read, and were signed by the Chair.

2. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Carr and Councillor Shaw (both medical / illness)

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. NOTTINGHAMSHIRE ECONOMIC TRANSITION ACTION PLAN

Subject to including a reference to Robin Hood Airport and amending the reference on page 15 to the Gedling Access Road to 'delivered' it was:

RESOLVED: 2022/018

That the Nottinghamshire Economic Transition Plan be approved.

5. GROWTH, INFRASTRUCTURE & DEVELOPMENT GROUP – REVISED STAFFING STRUCTURE

RESOLVED: 2022/019

1) That the proposed restructure of the Growth, Infrastructure and Development Team be approved.

2) That the revised post of one Economic Development Officer be approved, and that one Economic Development Assistant for recruitment on a two-year fixed term contract also be approved.

6. TRANSFORMING CITIES FUND – TRANCHE 2

RESOLVED: 2022/020

1) That the update on the Transforming Cities Fund programme be noted.

2) That the reallocation of funds as proposed in Table 2 of the report be endorsed.

3) That the carrying out of further feasibility work in relation to the A612 Colwick Loop Road and Thackeray's Lane Junction (Bestwood/Arnold Package) be approved.

7. MINER2MAJOR LANDSCAPE PARTNERSHIP SCHEME

RESOLVED 2022/021

That the achievements of the Miner2Major Landscape Partnership Scheme to date be noted and the extensions to the contracts of the Scheme staff as set out in the report be approved.

8. RESPONSE TO PETITION – GREEN SPACE AT WILFORD FIELDS, WEST BRIDGFORD

RESOLVED: 2022/022

That the proposed actions as detailed in the report be approved, the lead petitioner be informed accordingly and the outcome of Committee's consideration be reported to Full Council.

9. OPERATIONAL DECISIONS QUARTERLY UPDATE JANUARY–MARCH 2022

RESOLVED: 2022/023

That the contents of the report be noted.

10. COLLABORATION AGREEMENT WITH BASSETLAW DISTRICT COUNCIL – FORMER RYTON PARK PRIMARY SCHOOL SITE

RESOLVED: 2022/024

1) That the collaboration agreement with Bassetlaw District Council be approved on the terms outlined in the report.

2) That approval be delegated to the Service Director - Investment & Growth, Place, in consultation with the Chair of Committee, to finalise the terms of the agreement and any necessary legal documentation to give effect to these proposals.

11. PROPOSED EXPANSION OF TOOT HILL SCHOOL

RESOLVED: 2022/025

That Committee authorise officers to enter into agreement with the Department for Education to extend their rebuild of Toot Hill School under the School Rebuilding Programme by one form of entry (1 FE) at the Council's cost noting the current estimated cost, the potential for this to increase as the design develops and the commissioning of Arc Partnership to monitor at a cost of £40,000.

12. PROPOSED SALE OF LAND TO WHITEHILLS PARK FEDERATION TRUST

RESOLVED: 2022/025

1) That the following amendments to previously agreed terms with the Trust be approved such that:
    a) the new school which the Trust is expected to use its receipt of funds to build will be one form of entry larger than existing;
    b) the school will be built to comply with the DfE Draft strategy on sustainability and climate change and include sprinklers; and
    c) changes to use of any surplus receipts as outlined in the report.

2) That the Service Director Investment and Growth be authorised to approach the Secretary of State for confirmation that the consent that has been provided for the Council to dispose of land for less than the best consideration that can reasonably be obtained applies to the proposed amended terms.

3) That authority be delegated to the Service Director, Investment and Growth in consultation with the S151 Officer and Group Manager for Legal Services to approve detailed terms of the necessary legal documentation to give effect to the revised terms.

13. DISPOSAL OF SITE OF FORMER SCHOOL AT LYNNCROFT, EASTWOOD

RESOLVED: 2022/026

1) That the sale of land at Lynncroft as indicated edged black on the plan and on the terms set out in the exempt appendix to the report be approved.

2) That approval be delegated to the Service Director - Investment & Growth, Place, in consultation with the Chair of Committee, to finalise the terms of the contract and any necessary legal documentation to give effect to these proposals, and to consider any responses received following advertising the disposal of public open space.

14. TOP WIGHAY ARM – SELECTION OF RESIDENTIAL DEVELOPMENT PARTNER

RESOLVED: 2022/027

1) That the update on the Top Wighay Farm site delivery be noted and the preferred development partner to deliver the residential element of the project be agreed with key terms as set out in the exempt appendix to the report.

2) That authority be delegated to the Corporate Director, Place, in consultation with the Service Director Finance, Infrastructure & Improvement, and with appropriate legal advice to finalise details of the legal documentation to give effect to these proposals.

Members confirmed that they did not wish to hold any confidential discussions and the meeting closed at 3.33pm.

CHAIR

Nottinghamshire County Council

Minutes

Meeting	PERSONNEL COMMITTEE
Date	Wednesday 20 April 2022 (commencing at 2.00pm)

Membership

COUNCILLORS

Gordon Wheeler (Chairman)
Jonathan Wheeler (Vice-Chairman)

Callum Bailey
Debbie Darby
Bethan Eddy - Apologies
Errol Henry JP
Richard Jackson
Johno Lee
Sheila Place
Helen-Ann Smith
Elizabeth Williamson

SUBSTITUTE MEMBERS

Councillor Richard Butler for Councillor Bethan Eddy

OFFICERS IN ATTENDANCE

Sarah Ashton	Democratic Services Officer
Marjorie Toward	Service Director – Customers, Governance and Employees
Gill Elder	Head of Human Resources
John Nilan	Team Manager Health & Safety
Lyndsey Woolmore	Team Manager Skills Development & Employment Opportunities
Adrian Smith	Corporate Director, Place
Tarig Singh	Equalities Officer
Phil Rostance	Executive Officer to the Senior Leadership Team
Laura Webb	Assistant Democratic Services Officer
Abi Burgoyne	NCC Graduate
Alex Dodd	NCC Graduate
Aislinn Forrest	NCC Graduate
Marc Holt	NCC Graduate
Emma Smith	NCC Graduate

ALSO IN ATTENDANCE

Robin Ash	British Sign Language, Equality and Rights Co-ordinator
Lisa Brailsford	British Sign Language, Interpreter

1. MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 9 March 2022, having been circulated to all Members, were taken as read and were confirmed and signed by the Chair of the meeting.

2. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillor Bethan Eddy (illness).

Apologies of lateness were received from Councillor Debbie Darby and Councillor Elizabeth Williamson due to other NCC business

3. DECLARATIONS OF INTEREST

No declarations of interests were made.

4. UPDATE TO REPORT THE PROGRESS ON THE COUNCIL'S COMMITMENT TO THE BRITISH SIGN LANGUAGE CHARTER

RESOLVED 2022/09

1) That the Committee welcomed the joint work undertaken by the British Deaf Association, representatives of the local Deaf community and officers across the Council.

2) That the Committee agree to the development of an action plan to address priority areas of work arising from the review.

5. FIRST UPDATE ON THE SKILLS DEVELOPMENT AND EMPLOYMENT OPPORTUNITIES STRATEGY

RESOLVED 2022/10

1) That the Committee acknowledges the early work undertaken to draw together the range of activities undertaken across the Council around skills development and employment under the scope of the Skills Development and Employment Opportunities Strategy.

2) That the development of an action plan to create clear performance indicators to enable effective measurement of successful delivery of the strategy be approved.

Councillor Debbie Darby and Councillor Elizabeth Williamson joined the meeting at 2.50pm

6. NOTTINGHAMSHIRE COUNTY COUNCIL WORKFORCE AVAILABILITY, SICKNESS ABSENCE PERFORMANCE AND SUPPORT TO MAINTAIN EMPLOYEE HEALTH AND WELLBEING

RESOLVED 2022/11

That the continuing work to deliver the identified actions in the Employee Health and Wellbeing Action Plan and to the inclusion of any additions arising from the relevant workstream of the Workforce Resilience and Recovery Group be approved.

7. HEALTH AND SAFETY REVIEW AND ACTION PLAN APRIL 2022-23

RESOLVED 2022/12

That the Corporate Health and Safety Action Plan 2022-2023 attached as Appendix A of the report be approved.

8. TO APPROVE THE ARRANGEMENTS FOR THE DEPUTY CHIEF EXECUTIVE TO UNDERTAKE LEARNING & DEVELOPMENT OVERSEAS IN WORKTIME

RESOLVED 2022/13

That the arrangements for the Deputy Chief Executive to attend the Leadership programme overseas (at his own expense) be approved.

At the close of the last Personnel Committee meeting the Chairman acknowledged the contribution that Members had made to the Committee over their years as County Councillors and thanked Officers for their support.

The meeting closed at 3.27pm

CHAIRMAN

Nottinghamshire County Council

minutes

Meeting POLICY COMMITTEE

Date Thursday 24 March 2022 (commencing at 10.30 am)

membership

COUNCILLORS

Ben Bradley MP (Chairman) - Apologies
Bruce Laughton (Vice-Chairman)

Chris Barnfather
Anne Callaghan
Neil Clarke MBE
John Cottee
Jim Creamer
Boyd Elliott
Kate Foale - Apologies
Glynn Gilfoyle
Keith Girling
Richard Jackson
Francis Purdue-Horan
Philip Owen
David Shaw - Apologies
Helen-Ann Smith – Apologies
Tracey Taylor
Michelle Welsh
Gordon Wheeler
Jason Zadrozny

SUBSTITUTE MEMBERS

Councillor Richard Butler substituted for Councillor Ben Bradley
Councillor David Martin substituted for Councillor David Shaw

OTHER COUNCILLORS IN ATTENDANCE

None

OFFICERS IN ATTENDANCE

Anthony May	Chief Executive's Department
Keith Ford	
Sorriya Richeux	
Nigel Stevenson	
Marjorie Toward	
Adrian Smith	Place Department
Isobel Fleming	

CHAIR

Councillor Bruce Laughton chaired the meeting in the absence of Councillor Ben Bradley MP.

1 MINUTES

The Minutes of the last meeting of Policy Committee held on 10 February 2022, having been previously circulated, were confirmed and signed by the Chairman.

2 APOLOGIES FOR ABSENCE

Councillor Ben Bradley MP – other reasons
Councillor Kate Foale – medical reasons
Councillor David Shaw – medical reasons
Councillor Helen-Anne Smith – other reasons

3 DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS

None.

4 JOINT WORKING AND DEVOLUTION PROGRAMME AND LEVELLING UP WHITE PAPER UPDATE

Following a debate, an amendment to the motion was moved by Councillor Jason Zadrozny and seconded by Councillor Francis Purdue-Horan:

Replace Recommendation 3 with:

> Recognises the importance of Borough and District Councils as vital strategic partners. We will therefore only continue to pursue the Level 3 devolution discussion by giving the guaranteed undertaking to all District and Borough Councils within Nottinghamshire, that they will play a key and formally recognised role in any future Combined Authority.
>
> We will continue to state to the Government, during the ongoing discussions about devolution, that this strategic partnership with our District and Borough Council's is our planned and unwavering objective.

The meeting adjourned from 10.38am to 10.48am to enable further discussion of the proposed amendment.

After discussion the amendment was put to the vote and was not carried.

The meeting adjourned from 11.33am to 11.36am.

In moving the recommendations, Councillor Laughton moved an alteration to Recommendation 3, seconded by Councillor Barnfather, to add in at the start:

> 'Recognises the importance of and….'

RESOLVED: 2022/010

That the Committee:

1) Notes the progress to date on the Joint Working and Devolution Programme and the update on the Levelling Up White Paper.

2) Gives approval to the Leader and the Chief Executive of the Council to continue negotiations with Government about a potential Level 3 devolution deal across Nottingham, Nottinghamshire, Derby and Derbyshire.

3) Recognises the importance of and endorses the continuing inclusion of Nottinghamshire's District and Borough Councils in the ongoing discussions about devolution.

The meeting closed at 12.04pm.

CHAIRMAN

Nottinghamshire County Council

Report to Full Council

12 May 2022

Agenda Item: 11b

REPORT OF THE CHAIRMEN OF THE TRANSPORT AND ENVIRONMENT COMMITTEE AND ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT COMMITTEE

RESPONSES TO PETITIONS PRESENTED TO THE CHAIRMAN OF THE COUNTY COUNCIL

Purpose of the Report

1. The purpose of this report is inform Council of the decisions made by the Transport and Environment Committee and Economic Development and Asset Management Committee concerning issues raised in petitions presented to the County Council at its 25 November 2021 and 20 January 2022 meetings.

Information

Petitions considered by the Transport and Environment Committee

A. Request for a One-way TRO on Reform Street and Cutts Row, Annesley Woodhouse (Ref:2021/0426)

2. A 12-signature petition was presented to the 25 November 2021 meeting of the County Council by County Councillor Daniel Williamson on behalf of residents in the Cutts Row and Reform Street area. The petition requested that a one-way system is introduced on Reform Street and Cutts Row, Annesley Woodhouse.

3. In some circumstances one-way streets can be a means of reducing conflict between vehicles and improving traffic flow, unfortunately they can also lead to additional access difficulties, increased vehicle speeds, and a diversion of traffic. The introduction of a one-way system is generally only considered in exceptional circumstances and will not be considered in any area where increased traffic speeds may generate accidents, significant access difficulties would be created, or transferred traffic would cause problems elsewhere.

4. Following an assessment of the above the request for a one-way system at this location is not supported and therefore alternatives have been explored. To help address the concerns raised by petitioners the introduction of parking restrictions to aid traffic flow and reduce vehicle conflict, with the addition of advisory signage and road markings to improve awareness will be considered at this location.

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

B. Request for the speed limit to be reduced on Barnby Road, Newark (Ref: 2022/0429)

6. A 509-signature petition was presented to the 20 January 2022 meeting of the County Council by County Councillor Sam Smith on behalf of residents on Barnby Road in Newark. The petition requested that the speed limit is reduced or the existing 30mph limit is extended past Barnby Crossing Cottages.

7. An extension of the existing 30mph speed limit on Barnby Road was approved by Transport & Environment Committee at its 10 June 2021 meeting as part of the 2021/22 Highways capital and revenue programmes. A scheme is therefore currently at the consultation stage and if there are no objections to the proposals the speed limit will be extended and in place by the end of Spring 2022.

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

C. Petition requesting Traffic Restrictions on Lingwood Lane, Woodborough (Ref: 2022/0431)

9. An 80-signature petition was presented to the 20 January 2022 meeting of the County Council by County Councillor Boyd Elliott on behalf of residents of Woodborough. The petition requested that additional 'no waiting restrictions' be introduced outside the school on Lingwood Lane.

10. A meeting on site was held with Councillor Elliott to determine the extent of the problems. Following this a scheme including the introduction of waiting restrictions and a pedestrian dropped crossing have been included in the provisional Highways capital and revenue programmes to be delivered during 2022/23, subject to Committee approval. Any proposals will be subject to consultation with residents.

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

D. Request for a footway along the B684 Mapperley Plains (Ref:2021/0424)

12. A 453-signature petition was presented to the 25 November 2021 meeting of the County Council by Councillor Pauline Allan on behalf of residents requesting the construction of a footway along the B684 Mapperley Plains between the Mellish RFC ground and Arnold Footpath 7, a length of approximately 200m.

13. It was proposed that officers will carry out a study to determine the feasibility, cost, and value for money of the proposal. If a footway is feasible it will be considered along with other such requests for inclusion in a future year's programme of highway works.

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

E. Request for a pedestrian crossing on Compton Acres, West Bridgford (Ref:2021/0425)

15. A 159-signature petition was presented to the 25 November 2021 meeting of the County Council by Councillor Gordon Wheeler on behalf of residents requesting the construction of a pedestrian crossing over Compton Acres south of Rugby Road, West Bridgford.

16. The County Council receives far more requests for pedestrian 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 at the proposed location so that the available funding helps the greatest number of people.

17. This location has been the subject of previous requests and was surveyed in June 2013 and again in June 2021. Whilst the number of people crossing at this location has increased, the survey undertaken in 2021 identified that the numbers of pedestrians crossing the road at this location is still very low in comparison to other locations that have requested a formal crossing. For this location to be prioritised for a formal crossing the numbers of pedestrians crossing the road in its vicinity would therefore need to increase significantly.

18. Formal crossings are also provided where they are identified as the most effective means of addressing a history of reported road collisions resulting in injuries. Fortunately, our records show that there have been no reported injury accidents at this location in the last three years.

19. At locations where formal crossings aren't provided, alternative measures are also considered to help overcome issues raised. Officers will therefore also carry out an assessment of the site to determine if there are alternative options to a formal crossing that are feasible and could be considered for inclusion in a future years' highways programme.

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

F. Request for a raised zebra crossing on Digby Avenue, Mapperley (Ref:2021/0427)

21. An 817-signature petition was submitted to the 25 November 2021 meeting of the County Council by Councillor John Clarke MBE on behalf of residents which requested the installation of a raised zebra crossing on Digby Avenue, Mapperley.

22. Digby Avenue is a primarily residential road but does have three schools, care facilities, and pedestrian access to Digby Park located within an approximate 300m section between Lambley Avenue and College Road. The road is subject to a 30mph speed limit and has school warning signs and a signed advisory 20mph speed limit in the vicinity of the schools.

23. The County Council receives far more requests for pedestrian 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 the 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.

24. A pedestrian and traffic survey will therefore be undertaken on Digby Avenue 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. Officers 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 year's highways programme.

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

G. Request for the speed limit to be reduced on Tollerton Lane and Cotgrave Lane, Tollerton (Ref: 2022/0430)

26. An 83-signature petition was presented to the 20 January 2022 meeting of the County Council by Councillor Richard Butler on behalf of residents which requested the reduction of the speed limits on Tollerton Lane and Cotgrave Lane, Tollerton.

27. The County Council is obliged to review speed limits using national guidance. An assessment will be carried out of the sections of these roads set out in the petition and the County Councillor and lead petitioner will be informed accordingly of the results once these assessments are complete. If changes to the speed limits are considered appropriate, this will be considered for inclusion in a future year's work programme.

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

H. Request for changes to the management of hostile vehicle mitigation barriers across highway at the City Ground, West Bridgford (Ref: 2022/0432)

29. A 36-signature petition was presented to the 20 January 2022 meeting of the County Council by Councillor Penny Gowland.

30. The petition was submitted to the Councillor by residents from the streets adjacent to the City Ground, West Bridgford who have been affected by the introduction of hostile vehicle mitigation barriers operational when Nottingham Forest FC have a home fixture.

31. The barriers and associated Traffic Regulation Orders were introduced following a local consultation that commenced in 2019. Following tragic attacks in crowded public places by terrorists using vehicles, the Council in consultation with the police introduced the barriers to protect members of the public from potential incursions from hostile vehicles.

32. The barriers are deployed shortly before kick-off as the crowd arrives and then again around the final whistle to restrict access whilst the concentration of pedestrians on these roads is at its highest. Residents of Colwick Road, Orston Road (East and West), Hawksworth Road, Pavilion Road, and Rosebery Avenue can purchase a permit that allows them access through the gates for urgent reasons only. This ensures that the gates are kept closed as much as possible to maintain the safety of pedestrians.

33. The gates were first used on 2 December 2021 and there have been some operational issues surrounding clarity of when the gates are to be closed and when residents can gain access. Consequently, the Council and representatives from the police and Nottingham Forest FC have arranged to meet with affected residents who have an access permit to address these concerns. The expectation is that some operational changes can be proposed that will improve upon the existing situation and the County Councillor and lead petitioner will be informed accordingly.

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

I. Request for a pedestrian crossing on Westdale Lane, Carlton (Ref: 2022/0433)

35. A 698-signature petition was presented to the 20 January 2022 meeting of the County Council by Councillor Jim Creamer which requested a pedestrian crossing on Westdale Lane outside Haddon Primary School, Carlton.

36. The location is a school crossing patrol site but the school crossing patrol post has been vacant since November 2021. 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 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. Via East Midlands will continue to actively try to recruit to the position in both the mornings and afternoons, as previously the post was mornings only.

37. A formal crossing could, however, be considered if the school crossing patrol site remains vacant and the location meets the criteria for the provision of a formal crossing. As the County Council receives far more requests for pedestrian crossings (such as puffin or zebra crossings) than it is able to fund, 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. A pedestrian and traffic survey will therefore be undertaken to determine whether a pedestrian crossing at this location should be prioritised for future funding in case the school crossing patrol post remains vacant in the long-term.

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

J. Request for a pedestrian crossing on Nottingham Road, Keyworth (Ref: 2022/0434)

39. A 524-signature petition was presented to Full Council on the 20 January 2022 by Councillor John Cottee which requestedg a pedestrian crossing on Nottingham Road outside Keyworth Primary and Nursery School in Keyworth.

40. Nottingham Road is subject to a 30mph speed limit. There is no school crossing patrol located in the vicinity of the school as the role was disestablished in 2008. A school crossing patrol is still considered to be the most appropriate form of crossing to be located outside a school to help school pupils cross. Via EM will therefore be asked to review the site for the potential establishment and provision of a school crossing patrol at this location.

41. The County Council receives far more requests for pedestrian 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 the 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.

42. A pedestrian and traffic survey will therefore be undertaken on Nottingham Road to determine whether a school crossing patrol, or alternative formal pedestrian crossing, at this location should be prioritised for future funding.

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

Petition considered by the Economic Development and Asset Management Committee

K. Green Space at the Wilford Fields, West Bridgford (Ref: 2022/0432)

44. A 169-signature petition was presented to Full Council on the 25 November 2021 by Councillor Gordon Wheeler which requested that vacant land at Wilford Fields be cleaned and grassed (or part) to make it community friendly and the environment safe for local residents.

45. The site at Wilford Fields is vacant land adjacent to a recent residential development scheme. The land is held by the Council with a view to future development as a school and therefore is an important strategic asset for the Council. The land is part of a restored former waste tip and has been capped and reclaimed by the adjacent developer as part of the agreement for their purchase of adjacent residential development land from the Council. The land was returned to the Council last year and limestone blocks arranged around the boundary to stop unauthorised vehicular access.

46. The land is mainly rough grassed but has been left with stones protruding through the surface and there has been some dumping. The site is adjacent to new housing and any informal use by the local community is limited by its condition.

47. In the light of the petition and as part of the Council's management of the site all waste has now been removed from the site, a stone pick has been commissioned and then the land will be subject to a regular maintenance regime with the grass to be mown to a level to keep tidy. The site will be included in the Council's regular inspection regime of vacant sites.

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

Statutory and Policy Implications

49. 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.

RECOMMENDATIONS

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

Councillor Neil Clarke MBE
Chairman of Transport and Environment Committee

Councillor Keith Girling
Chairman of Economic Development and Asset Management Committee

For any enquiries about this report please contact:

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

Background Papers and Published Documents

- Responses to Petitions Presented to the Chairman of the County Council – Transport and Environment Committee, 23rd March 2022 (published)
- Response to Petition Presented to the Chairman of the County Council: Green Space at Wilford Fields, West Bridgford – Economic Development and Asset Management Committee, 19th April 2022 (published)

Electoral Division(s) and Member(s) Affected

- Arnold North – Councillor Pauline Allan and Councillor Michael Payne
- Arnold South – Councillor John Clarke and Councillor Michelle Welsh
- Calverton – Councillor Boyd Elliott
- Carlton West – Councillor Jim Creamer and Councillor Errol Henry
- Cotgrave – Councillor Richard Butler
- Keyworth – Councillor John Cottee
- Kirkby South – Councillor Daniel Williamson
- Newark East – Councillor Sam Smith
- West Bridgford North – Councillor Penny Gowland
- West Bridgford West – Councillor Gordon Wheeler

Nottinghamshire County Council

Report to Full Council

12 May 2022

Agenda Item: 12

REPORT OF THE CHAIRMAN OF GOVERNANCE AND ETHICS COMMITTEE

UPDATE ON CHANGE TO COUNCIL GOVERNANCE ARRANGEMENTS

Purpose of the Report

1. To update members regarding further activity relating to the change to the Council's governance arrangements to the executive system (Leader and Cabinet model) and to approve changes required to the Employment Procedure Rules together with the designation to the Team Manager, Democratic Services on an interim basis to fulfil the duties of Statutory Scrutiny Officer pending appointment to a permanent role within the Democratic Services Team.

Public Notice and Documentation

2. At the last Council meeting on 31 March 2022, the Council unanimously approved the move from the Committee system of governance to the executive (Leader and Cabinet) model. Since that date, a range of further activities have been undertaken to ready the Council's system procedures, members and staff for the implementation of the new system, details of which are set out below.

3. The necessary public notice was placed in the Nottingham Post on 26 April to inform members of the public of the change and direct them to where copies of the main documents bringing the changes into effect could be found, both on the website and at County Hall, upon request. Information on the Council's democracy webpages was also updated to reflect the decision and direct people to relevant information.

4. Under the delegation to the Monitoring Officer further work has been done to update the Council's constitution to reflect the change in governance with relevant consequential changes. In practice this mostly involves changing names of relevant decision making bodies from Committees to Cabinet or Cabinet Members and other minor changes. The following documents affected by such changes are:

   i. The Code of Conduct for Councillors and Co-opted Members
   ii. The Officers Code of Conduct
   iii. The protocol for Councillor and Officer relationships
   iv. The protocol for involvement in Outside Bodies

The draft amendments were shared with the cross party Members Working Group established for the change in governance project and the changes will be brought into effect within a new version of the Constitution with effect from the 12th of May.

5. Consequential changes have also been made to the Employment Procedure Rules, which have also been updated to reflect current HR policy and practice, agreed practice regarding Trades Union consultation as well as the practical impact of delegations to Chief Officers under the new system of governance. In addition, changes have been made to ensure that the procedures refer to the correct Committees now responsible for dealing with Statutory Officer appointments, disciplinary issues and dismissals, as required by law.

6. The proposed changes to the Employment Procedure Rules have been shared and discussed with the recognised Trades Unions whose observations have been taken into account in the revised drafting. As those changes are more material in nature it was agreed with the Chairman of the Members Working Group that they would be brought to this Council meeting for approval before being incorporated into the new Constitution, in line with the commitment made at the last Council meeting.

Independent Remuneration Panel

7. The Independent Remuneration Panel (IRP) met for an initial information session on 28th March and then for two sessions with relevant Group Leaders or their nominees on 13th and 20th April. A separate report regarding their work and recommendations in respect of the Members Scheme of Allowances (the Scheme) appears elsewhere on today's agenda.

8. Changes have been made to the wording of the Scheme and to the associated Travel and Accommodation Policy resulting from that work and arising from the overall change in governance arrangements. Councillors are asked to approve those changes when considering the IRP report.

Training and Familiarisation

9. Arrangements have been made for the Local Government Association (LGA) to provide training to all members on what to expect from the new system of governance and how it should work in practice. The training is due to take place on 4 May 2022 and will focus on how members can best fulfil their roles within the new system. In addition to this, sessions tailored for those holding new Cabinet roles and those undertaking roles in Overview and Scrutiny will be arranged in advance of the first meetings scheduled for those bodies.

10. General training has been delivered internally to officers across the Council from all Departments with at least 384 colleagues registered to receive the training completed over 3 consecutive weeks. A workshop session is planned with the senior managers to further embed understanding before the new system goes live. Further specific training and support will be provided to individual teams or on specific topics as required during the implementation phase.

Practical arrangements

11. Officers have developed a system for capturing upcoming Key Decisions onto a Forward Plan, the first of which was published on 26th April, to ensure the necessary advance

notification of 28 days can be met. All Members will be notified each time the Forward Plan is published and it is available to the public via the Council website.

12. A delegated decision record (DDR) is also in its final stages of development in readiness for the new system to go live after 12 May. The DDR will appear on the Committee Management Information System (CMIS) in the same area where committee agenda papers are published and is available to members of the public via the website. As requested by a number of Councillors, the process will ensure that all members are alerted to new decisions being added to the DDR to aid transparency.

13. Members will recall that on 31 March, Council resolved to create a new role within Democratic Services to undertake functions of the Statutory Scrutiny Officer which is required by law for upper tier authorities. The post which has been created to undertake those functions is the Senior Scrutiny Officer post and, pending completion of a recruitment exercise which is currently underway to fill that role, it is necessary to designate another officer to fulfil those statutory responsibilities. It is proposed that the Team Manager, Democratic Services be designated on an interim basis until the new post holder joins the Council, following which the Senior Scrutiny Officer will become the designated officer for that role.

Members Working group

14. The Members Working Group, under the leadership of the Chairman of Governance and Ethics Committee, has continued to meet since the March Council meeting and has been kept updated on the developments set out above, as well as reviewing documents amended by the Monitoring Officer.

15. As part of its work, the working group received feedback that the term Cabinet Support Member did not accurately reflect the scope and nature of the work of these new roles and therefore proposed that the term be changed to Deputy Cabinet Member. As a result, the report elsewhere on the agenda outlining appointments to Cabinet, Committees and other roles within the new system now reflects this changed terminology.

16. Further work will continue to be shared with the working group as necessary and this will include a review of the Code of Conduct for Councillors and Co-opted members scheduled for work during the Autumn/Winter as well as the 12 month review of the new system.

Other Options Considered

17. None. The Council, having decided to change the system of governance with effect from 12 May requires consequential changes to the Constitution to reflect the new system. There is also a legal requirement to have a statutory scrutiny officer.

Reasons for Recommendations

18. The Council is required to ensure that the Constitution reflects its new system of governance with effect from its annual meeting on 12 May. There is also a statutory requirement to designate an officer to fulfil the role of Statutory Scrutiny Officer until a permanent post holder to carry out those duties can be appointed and begin in post.

Statutory and Policy Implications

19. 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 engagement took place by notifying the public and other stakeholders of the Council's intentions and inviting comments via the Council's website, together with the subsequent publication of the notice of the Council's decision taken at the meeting on 31 March. Appropriate advice is being provided at each stage as the proposals are developed.

Financial Implications

20. The financial implications of the change in governance arrangements were set out in the report to Council on 31 March 2022. No further financial implications have been identified as arising from directly this report.

Human Resources Implications

21. The proposal for temporary designation of the Team Manager Democratic Services as the Statutory Scrutiny Officer for an interim period is set out in paragraph 13 above. The recruitment of a permanent post-holder for the role of Senior Scrutiny Officer is being undertaken in line with the Council's usual recruitment and employment policies and procedures.

Public Sector Equality Duty implications

22. These were reported in respect of the decision to change governance systems on 31 march and no additional impacts have been identified as arising directly from this report.

Safeguarding of Children and Adults at Risk Implications

23. The proposed establishment of a Corporate Parenting Panel to enable issues relating to the Council's corporate parenting duties to be monitored is further referenced in an appendix to the Establishment of Committees report found elsewhere on the Council agenda. Details of the terms of reference and procedures will be determined by the Panel, once established.

Implications for Service Users

24. These were reported in connection with the Council's decision on 31 March and no additional impacts for service users have been identified as arising directly from this report.

RECOMMENDATION/S

1) That Council approves the revised Employment Procedure Rules attached at Appendix 1, to be implemented with effect from the Council's annual meeting on 12 May 2022.

2) That Council approves the designation of the Team Manager, Democratic Services as the Council's Statutory Scrutiny Officer on an interim basis until the new permanent post holder for the role of Senior Scrutiny Officer joins the Council, following which they will become the designated officer for that role.

3) That Council notes the documents within the Constitution to which consequential changes have been authorised by the Monitoring Officer under the delegation approved by Council on 31 March.

Councillor Philip Owen
Chairman of Governance and Ethics Committee

For any enquiries about this report please contact:

Marjorie Toward
Service Director Customers, Governance and Employees and Monitoring Officer
Tel: 0115 977 4404

Constitutional Comments (HD 29/4/2022)

25. Council has the authority to consider the recommendations set out in the report.

Financial Comments (NS 3/5/2022)

26. There are no direct financial implications arising from this report.

HR Comments (GME 03/05/2022)

27. The relevant employment policies and procedures are being followed to ensure appropriate consultation has taken place with the recognised trade unions through the agreed forum, Central Joint Consultative and Negotiating Panel and in a separate meeting on 29 April 2022. A further briefing will take place in June to assist Trade Union colleagues' understanding of their engagement with the revised governance arrangements. The Council's agreed recruitment policy will be followed to appoint to the Senior Scrutiny Officer role once the role has been formally evaluated.

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 in addition to those referenced in the report to Council on Changes to Council Governance Arrangements on 31 March 2022

Electoral Division(s) and Member(s) Affected

- All

PART C – EMPLOYMENT PROCEDURE RULES

INTRODUCTION

1. The Council has developed these regulations in order to outline the process to be followed when appointing or dismissing employees or taking disciplinary action against employees.

2. These regulations also deal with who has responsibility for changes to staffing structures. Staffing structures specify the number and types of posts that exist in each department.

APPOINTMENT AND DISMISSAL - SENIOR EMPLOYEES

3. The Senior Staffing Committee is responsible for the appointment and dismissal of, and the taking of disciplinary action against, the following employees (who will be known as "Senior Employees" for the purposes of these regulations):

   a. Chief Executive;

   b. Corporate Directors;

   c. Service Directors;

   d. where the statutory role of the Head of Paid Service, Chief Finance Officer or Monitoring Officer is held by another post holder, that post holder.

4. The Senior Staffing Committee will meet as and when required.

5. The appropriate Cabinet Member for the post being considered will always be present as a member of the Senior Staffing Committee. The Senior Staffing Committee will have a membership of five.

6. The Senior Staffing Committee will be required to follow the Council's Recruitment and Selection Policy.

APPOINTMENTS

7. The Council may choose to appoint any of the Senior Employees from an internal pool of candidates or by externally advertising.

8. The Council will draw up a job description and person specification which will be sent to any person on request.

9. The Senior Staffing Committee will draw up a shortlist of candidates for interview and assessment and will interview all short-listed candidates in accordance with:

   a. the Recruitment and Selection Policy; and

   b. the advice of an appropriate HR advisor.

10. The preferred candidate will be offered the post subject to satisfactory references and pre-employment checks.

11. A final decision in respect of the appointment of the Head of Paid Service, Chief Finance Officer and Monitoring Officer rests with Full Council.

12. Where a reorganisation affects the structure/numbers of Senior Employee posts, posts in the new structure will be filled in line with the enabling process agreed at the time. Any competitive interviews will be carried out by the Senior Staffing Committee in accordance with the enabling process.

DISMISSALS AND DISCIPLINARY ACTION

13. In the case of dismissals, the Senior Staffing Committee will hear the case against the Senior Employee concerned and the hearing will be conducted in accordance with the Council's Disciplinary Procedure or the relevant statutory procedure in the case of the Head of Paid Service, the Chief Finance Officer or the Monitoring Officer.

14. A final decision in respect of the dismissal of the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer rests with full Council. Full Council will consider the proposal to dismiss in accordance with the relevant statutory requirements and any associated detailed procedures and must approve such dismissal before a notice of dismissal is issued.

15. The Senior Employee (unless the employee is the Head of Paid Service, the Chief Finance Officer or the Monitoring Officer) will have a right of appeal in accordance with the appeals process set out in the Personnel Handbook.

16. In the case of the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer, no disciplinary action may be taken until the advice, views or recommendations of an independent panel are considered by Senior Staffing Committee as the body authorised by the Council to act as the relevant Investigation and Disciplinary Committee under the relevant statutory process. The neutral act of suspension for the purpose of investigating the alleged misconduct can be made by:

    a. the Monitoring Officer in relation to the Head of Paid Service; or

    b. the Head of Paid Service in relation to the Chief Finance Officer or the Monitoring Officer,

    in consultation with the Council Leader and Chairman of Governance and Ethics Committee and any suspension will be on full pay and for a period of no longer than two months.

    Where any conflict of interest exists which would make the exercise of the above authority inappropriate, the neutral act of suspension can be made by the Deputy Chief Executive, having first taken advice from the Head of HR and the Deputy Monitoring Officer before undertaking consultation as required above.

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17. The Appeal body for the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer is Governance and Ethics Sub-Committee for disciplinary matters falling short of any proposal to dismiss and Full Council if dismissal is being proposed.

APPOINTMENT OF ASSISTANTS TO POLITICAL GROUPS

18. The appointment of any person as a political assistant must be done in accordance with legislative requirements.

APPOINTMENT, DISMISSAL AND MANAGEMENT OF ALL OTHER EMPLOYEES

19. The appointment, dismissal and management of employees (except Senior Employees) including disciplinary action will be carried out by properly authorised officers of the Council in line with the Recruitment and Selection Policy, other employment policy and procedures agreed by the Council and in compliance with statutory obligations.

EMPLOYMENT POLICIES AND PROCEDURES

20. The Council recognises national collective bargaining and acknowledges the role of national negotiating bodies in agreeing a framework of terms and conditions for local government employees.

21. Regular information will be provided to Cabinet Members and any relevant Committees as and when required and requested regarding staffing.

22. The Council will develop and amend employment policies as required.

23. Proposals for new initiatives, for changes to existing employment policies and the development of management guidance will be developed by the Head of Paid Service in consultation with the Cabinet Member for Personnel.

24. Proposals for new employment policies or changes to existing policies will be subject to consultation and negotiation with the recognised trade unions through the agreed mechanisms as set out in the Employment Relations Agreement as amended from time to time.

25. Following consultation changes to existing employment policies and new policy matters will be considered by:

Type of matter	Decision maker
New policy re pay terms and conditions	Governance and Ethics Committee
New policy/major changes on employment issues not relating to pay terms and conditions	Cabinet

Minor changes to policy on employment issues not relating to pay terms and conditions	Cabinet Member for Personnel
Management guidance	Head of Paid Service
Development of initiatives for approval	Head of Paid Service

26. Details of approved employment policies and procedures and any changes will be set out in the Personnel Handbook, policy documents or guidelines as appropriate.

27. The Council will recommend that community schools adopt the Council's approved employment policies and procedures; however, the adoption or otherwise of such policies will be a matter for the school governing body, if such responsibility rests with them.

CHANGES TO STAFFING STRUCTURES

28. Corporate Directors have the authority to appoint to temporary posts for up to 3 months. Any other changes to staffing structures may be made either by the relevant Corporate Director under the Officer Scheme of Delegation (GEN.04) where such changes are within the existing cost envelope or by the relevant Cabinet Member where a budgetary increase is required.

29. Other than appointment to a temporary post for less than 3 months, a formal report will need to be presented to the relevant Corporate Director or Cabinet Member in accordance with paragraph 28 and must include the required advice and HR comments to be fully considered prior to a decision being taken.

30. The recognised trade unions will be engaged in meaningful consultation on all proposed changes to staffing structures and any views given should be fully considered prior to a decision being made.

Changes to STAFFING and STRUCTURE Records

31. The Business Services Centre (BSC) will maintain staffing and structure records. The Corporate Directors and their nominees must ensure that any changes to the staffing structures within their departments are notified to the BSC immediately after authorisation via the established procedures. This must include all changes to staffing structures to ensure the authorised staffing establishment is updated and maintained.

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PAY AND GRADINGS

32. Full Council will approve the Council's annual Pay Policy Statement.

33. For posts occupied by staff employed under the NJC for Local Government Services Agreement, the initial grading and any subsequent re-grading will be determined by the application of either the NJC or Hay Job Evaluation Schemes.

34. All gradings for new, existing, and changed posts following evaluation using the Hay or National Job Evaluation Schemes will be automatically implemented and incorporated into contracts of employment.

35. The grading of new posts needs to be detailed in the reports to the relevant Corporate Director or Cabinet Member regarding establishing those posts.

36. With the exception of honoraria and market factor supplement payments that have been considered through the approved process set out in the Personnel Handbook, there is no discretion to apply extensions of pay above or outside of authorised pay bands. All honoraria and market supplement payments will be reported back to the Cabinet Member for Personnel periodically.

37. As a result of national collective bargaining, the Council will implement national pay awards as agreed by the various national joint negotiating bodies from time to time. The Council will determine a local pay structure comprising a number of salary bands, based on the National Pay Spine, extended as appropriate.

RESOLUTION OF DISPUTES UNDER THE EMPLOYMENT RELATIONS AGREEMENT

38. Arrangements for the conduct of relationships with the recognised trade unions will be set out in the Employment Relations Agreement which is agreed between the parties.

39. The Employment Relations Agreement will incorporate the structure and mechanisms for dialogue, consultation, and negotiation with recognised trade unions at both corporate and departmental level and will include joint arrangements for the resolution of disputes including the establishment of a Local Joint Resolutions Committee.

40. A separate process for trade union consultation and negotiation with schools may be agreed directly with the relevant trade unions.

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Nottinghamshire County Council

Report to Full Council

12 May 2022

Agenda Item: 13

REPORT OF THE CHIEF EXECUTIVE

ESTABLISHMENT OF COMMITTEES

Purpose of the Report

1. To agree the composition of the Council's Committees and make appointments to the positions of Chairmen and Vice-Chairmen and to note the Cabinet Member and Deputy Cabinet Member appointments made by the Leader of the Council.

Information

2. Under the Council's Constitution, the Annual Meeting of the Full Council is required to establish such Committees as the Council sees fit and confirm their terms of reference and size. The chairman and vice chairman of each committee should also be appointed. It is a legal requirement to review the representation of different political groups of the Council on committees at the Annual Meeting.

3. At its meeting on 31 March 2022, Full Council agreed that the Council would move from a committee system of governance to the executive system (Leader and Cabinet model), from the Annual meeting 2022. The approved report set out the proposed Committees and their terms of reference and approved the proposed committee structure to be established at this meeting.

The Cabinet

4. Cabinet carries out all of the County Council's functions which are not the responsibility of any other part of the Council, whether by law or under the Constitution.

5. Subject to the election of the Leader under the earlier agenda item, Cabinet appointments and portfolio responsibilities are determined by the Leader of the Council. The Leader has decided to appoint a Cabinet of 10 members. The proposed positions and portfolio responsibilities were reported to Full Council on 31 March 2022 and there are no proposed changes to these arrangements.

6. The Council is asked to note the following appointments made by the Leader and the change in name from Cabinet Support Member to Deputy Cabinet Member following feedback received that the former title did not accurately reflect the nature and extent of the role:-

Portfolio	Cabinet Member	Deputy Cabinet Member
Deputy Leader and Cabinet Member for Transformation	Bruce Laughton	N/A
Cabinet Member Business Management	Chris Barnfather	N/A
Cabinet Member for Adult Social Care and Public Health	Matt Barney	Scott Carlton
Cabinet Member for Children and Young People	Tracey Taylor	Sinead Anderson
Cabinet Member for Communities	John Cottee	Tom Smith
Cabinet Member for Economic Development and Asset Management	Keith Girling	Reg Adair
Cabinet Member for Finance	Richard Jackson	André Camilleri
Cabinet Member for Personnel	Gordon Wheeler	Jonathan Wheeler
Cabinet Member for Transport and Environment	Neil Clarke MBE	Mike Adams

Overview and Select Committees

7. Section 21 of the Local Government Act 2000 requires that a Local Authority with Executive arrangements establish overview and scrutiny committees. On 31 March 2022, Full Council agreed to establish the following committees from the Annual Meeting 2022:-

   - Overview Committee
   - Adult Social Care and Public Health Select Committee
   - Children and Young People's Select Committee
   - Place Select Committee

   It was also agreed to establish a Health Scrutiny Committee to carry out health scrutiny in accordance with Section 244 (and Regulations under that section) of the National Health Services Act 2006 as amended by the Local Government and Public Involvement in Health Act 2007 relating to local health service matters.

8. In determining the composition of Committees, account must be taken of the requirements of Section 15 of the Local Government and Housing Act 1989. This requires that seats on Committees and Sub-Committees are allocated to the political Groups of the Council in a way which reflects the overall balance on the Council. To comply with legislative requirements the allocation of seats is based on overall seat numbers rather than on individual committee numbers. The Committees and allocation of seats are set out in Appendix A of this report.

9. There are no proposed changes to the overview and scrutiny arrangements agreed at Full Council on 31 March 2022.

Committees

10. On 31 March 2022, Full Council agreed to establish Committees to carry out non-executive functions of the Council from the Annual Meeting 2022, and there are no proposals to make any changes to these arrangements. As set out in paragraph 8 above, all seats on Committees and Sub-Committees are required to be allocated to the political Groups of the Council in a way which reflects the overall balance on the Council. The Committees and allocation of seats are set out in Appendix A of this report.

11. The Council also appoints members to a number of other committees, joint committees and boards which, except for the Nottinghamshire and City of Nottingham Fire Authority, are not part of the requirements set out in paragraph 8 above. Appendix B provides details of these appointments which Council is asked to agree.

12. The Council is asked to appoint the Committee Chairmen and Vice-Chairmen for the municipal year as set out below:-

Committee	**Chairman**	**Vice-Chairman**
Overview Committee	Boyd Elliott	Glynn Gilfoyle
Adult Social Care and Public Health Select Committee	Mike Quigley MBE	David Martin
Children and Young People Select Committee	Sam Smith	Michelle Welsh
Place Select Committee	Nigel Moxon	Tom Hollis
Governance and Ethics	Philip Owen	Johno Lee
Health and Wellbeing Board	Dr John Doddy	Appointed by the Board
Health Scrutiny Committee	Mrs Sue Saddington	Bethan Eddy
Joint Strategic Planning and Transport	Neil Clarke MBE	City Councillor
Nottinghamshire Pension Fund	Eric Kerry	Mike Introna
Planning and Rights of Way Committee	Richard Butler	Jim Creamer

13. The following Committees have alternative arrangements for appointing the Chairman:-

Committee	**Chairman appointment**
Governance and Ethics Sub-Committee	To be appointed by the sub-committee when required
Greater Nottingham Light Rapid Transit Advisory Committee	Appointed by Nottingham City Council
Local Joint Resolutions Committee	To be appointed by the committee when required
Senior Staffing Committee	To be appointed by the committee when required

14. A number of committees have other representatives to be appointed, either following nomination by other organisations or following recruitment and selection procedures:-

    (a) Children and Young People's Select Committee: One representative of the Church of England Diocese, one representative of the Roman Catholic Diocese, and two Parent Governors

    (b) Health and Wellbeing Board: Seven District / Boroughs Councillors, six NHS Clinical Commissioning Group representatives, one Bassetlaw Place Based Partnership representative, one Mid Nottinghamshire Place Based Partnership, one Healthwatch, one NHS England, the Police and Crime Commissioner, three officers – Corporate Director, Adult Social Care and Health, Corporate Director, Children and Families, Director of Public Health

    (c) Nottinghamshire Pension Fund Committee: Three City Councillors, two Nottinghamshire District / Borough Council representatives, two Trade Union Representatives, one Scheduled Body representative plus two pensioner representatives, all of whom are appointed as non-voting members.

15. No changes to these seat allocations are proposed. The established arrangements for appointments are set out in paragraph 16 below.

16. It is the responsibility of the Chief Executive (Proper Officer) to enact the wishes of the Groups of the Council in appointing members to the committees based on the proportionality set out in Appendix A. This is in accordance with the provisions of the Local Government and Housing Act 1989, the Local Government Act 2000, the relevant Statutory Regulations and the Council's Constitution. As set out in paragraph 14 above, the Chief Executive also has responsibility for appointing co-optees to committees when required. As in previous years, it is proposed to delegate these responsibilities to the Team Manager, Democratic Services to enable the effective management of the appointments.

17. It is a legal requirement for the County Council to appoint Independent Persons, whose views must be sought and taken into account if a Code of Conduct complaint against a Councillor is investigated and in certain other circumstances. The currently appointed Independent Persons are Ian Bayne, Craig Coles and Rob White and it is recommended to appoint them as the Council's Independent Persons for the forthcoming year. Should any further appointments be recommended by Governance and Ethics Committee then a further report will be brought to Council to seek approval to their appointment.

Other Options Considered

18. No other options considered

Reason/s for Recommendation/s

19. To ensure that the Council has appropriate executive and non-executive structures in place.

Statutory and Policy Implications

20. 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

21. Cabinet Members, Cabinet Support Members, Committee Chairmen and Committee Vice-Chairmen are entitled to claim Special Responsibility Allowances (SRAs).

22. The new structure agreed by Full Council on 31 March 2022 has informed the work of the Independent Remuneration Panel at its meetings in April 2022 and a report setting out their recommendations is included later in this agenda.

RECOMMENDATIONS

It is recommended:-

1) That the Council notes the Leader's appointments to the Cabinet and their portfolio responsibilities, and the appointment of Deputy Cabinet Members as set out in paragraph 6.

2) That the Council confirm the establishment of the Committees and Sub-Committees of the Council and the allocation of seats as set out in **Appendix A**. The Committees and Sub-Committees to be established with the terms of reference as agreed at Full Council on 31 March 2022.

3) That the Council confirm the membership and allocation of seats and its continued participation of the Joint Committees set out in **Appendix A** and confirm the establishment or continued participation as applicable in the other committees, joint committees and boards, and allocation of seats, as set out in **Appendix B**.

4) That the Council make the appointments of Chairmen and Vice-Chairmen set out in Paragraph 12, and agrees the arrangements for appointing the Chairman of the Committees set out in Paragraph 13 until the Annual Meeting of the Council in May 2023.

5) That the other representatives on the committees / sub-committees set out in Paragraph 14 be agreed.

6) 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.

7) 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.

8) That the Council appoints Ian Bayne, Craig Coles and Rob White as the Council's Independent Persons until the Annual Meeting of the Council in May 2023.

Anthony May
Chief Executive

For any enquiries about this report please contact:
Marjorie Toward, Service Director, Customers, Governance and Employees and Monitoring Officer

Constitutional Comments (HD 19/04/2022)

23. The matters within the report fall within the remit of Full Council.

Financial Comments (SES 27/04/2022)

24. 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.

- Change to Council Governance Arrangements report to Full Council – 31 March 2022 (published)

Electoral Divisions and Members Affected

- All

Allocation of Committee Seats

Meeting	Number of County Cllrs	Conservatives	Labour	Independent Alliance	Councillor Garner	Councillor Turner	Other
Overview Committee	11	6	3	2			
Adult Social Care and Public Health Select Committee	11	6	3	2			
Children and Young People's Select Committee	11	6	3	2			4 Statutory co-optees:
Place Select Committee	11	6	2	2		1	
Health Scrutiny Committee	11	6	2	3			
Governance and Ethics Committee	11	6	2	3			
Governance and Ethics Sub-Committee	5	3	1	1			
Nottinghamshire Pension Fund Committee	11	6	2	2	1		10 non-voting co-optees
Planning & Rights of Way Committee	13	7	3	3			
Health and Wellbeing Board *	5	3	1	1			Plus other members**
Greater Nott'm Light Rapid Transit Advisory Committee ***	5	3	1	1			5 City Council Members
Joint Committee on Strategic Planning & Transport ***	4	2	1	1			4 City Council Members
Local Joint Resolutions Committee	6	3	2	1			
Senior Staffing Committee	5	3	1	1			
TOTAL	**120**	**66**	**27**	**25**	**1**	**1**	

* In accordance with the decision of the Health and Wellbeing Board every other meeting will be a non-public workshop

** Other members as follows: 7 District/Borough Councillors, 6 NHS CCG representatives, 1 Healthwatch, 1 NHS England, the Police and Crime Commissioner, Corporate Director Adult Social Care and Health, Corporate Director Children and Families and Director of Public Health

*** A joint committee between Nottinghamshire County Council and Nottingham City Council

Other Committees, Joint Committees and Boards

Mental Health Guardianship Panel
The Mental Health Guardianship Panel makes decisions on renewal and discharge of guardianship under the Mental Health Act 1983.

That the Mental Health Guardianship Panel be established with 5 members (3 Conservative Group, 1 Labour Group, 1 Independent Alliance Group)

Nottinghamshire Local Pensions Board
The Nottinghamshire Local Pensions Board is a body that has been established to scrutinise the work of the Council in its capacity as local pension authority. There is a membership of 8, including 1 County Council representative; the specific membership requirements are set out in legislation and the Board is not subject to the rules of political proportionality.

That the membership of the Nottinghamshire Local Pensions Board be confirmed as one County Councillor, one City Councillor, two other employer representatives, one Trade Union representative and three other pension scheme member representatives

City of Nottingham and Nottinghamshire Economic Prosperity Committee
The City of Nottingham and Nottinghamshire Economic Prosperity Committee is a joint Committee of all the District / Borough Council's in Nottinghamshire, Nottingham City and the County Council. The terms of reference of the Committee require that the appointed Member from each constituent authority be the Leader / Elected Mayor or other executive member or committee chairman from each authority.

That the Leader of the Council be appointed to the City of Nottingham and Nottinghamshire Economic Prosperity Committee and the Deputy Leader of the Council be appointed to act as substitute.

Nottinghamshire Police and Crime Panel
The Nottinghamshire Police and Crime Panel is a joint Committee of all the District / Borough Council's in Nottinghamshire, Nottingham City and the County Council. Legislation stipulates that the Police and Crime Panel must represent all parts of the relevant area, be politically balanced and have a membership that has the necessary skills, knowledge and experience. The Panel's Membership including political balance will be reviewed at its annual meeting on 6 June 2022.

That 2 members of the Conservative Group be appointed to the Panel as the Council's representative.

Nottinghamshire and City of Nottingham Fire Authority
That the 12 places on the Nottinghamshire and City of Nottingham Fire Authority be allocated in a way that reflects the political balance on the Council and is allocated between the Groups as follows:-

- The Conservative Group 7
- Labour Group 3
- Independent Alliance Group 2

Bus Lane Adjudication Service Joint Committee
A joint committee with a number of other local authorities which is established for the purpose of ensuring the efficient provision of an adjudication service for all participating authorities.

That the Cabinet Member, Transport and Environment be appointed as the Council's representative.

PATROL (Parking and Traffic Regulations Outside London) Joint Committee
A joint committee with a number of local authorities which has a statutory duty to make provision for the independent adjudication of parking and traffic penalties issued under the Traffic Management Act 2004.

That the Cabinet Member, Transport and Environment be appointed as the Council's representative.

LGPS (Local Government Pension Scheme) Central Joint Committee
The LGPS Central Joint Committee is a public forum for the Councils within the LGPS Central Pool (Cheshire West and Chester Council, Derbyshire County Council, Leicestershire County Council, Nottinghamshire County Council, Shropshire County Council, Staffordshire County Council, Wolverhampton City Council and Worcestershire County Council). The Joint Committee consists of one elected member from each Council.

That the Chairman of the Nottinghamshire Pensions Fund Committee be appointed as the Council's representative.

Joint Health Scrutiny Committees
The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 sets out that where a local NHS body or health service provider is consulting more than one local authority's health scrutiny function about significant development or reconfiguration proposals the local authorities can be required to establish a joint committee to consider the proposals.

The Council is currently a member of the South Yorkshire, Derbyshire and Nottinghamshire Joint Health Scrutiny Committee.

That the Chairman of the Health Scrutiny Committee be appointed as the Council's representative.

Corporate Parenting Panel
A Panel established to assist the Council in fulfilling its legal corporate parenting duties to ensure the Council and partner agencies act as effective corporate parents. The Panel will invite members of the Children Looked After and Care Leavers Partnership Board, the Foster Carers Liaison Group and No Labels Group (Children in Care Council) to attend meetings and input. The Panel will establish its terms of reference.

That 2 members of the Conservative Group, 1 member of the Labour Group and 1 member of the Independent Alliance be appointed to the Board.

Nottinghamshire County Council

Report to Full Council

12 May 2022

Agenda Item: 14

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 (IRP) 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 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 for the 2021-25 administration.

4. The IRP last met in June 2021 with its recommendations agreed by Full Council on 22 July 2021.

5. In agreeing the move to an executive system (Leader and Cabinet model) of governance on 31 March 2022, Full Council also agreed that the IRP should be reconvened to consider Members' Allowances under this new system.

6. The IRP has focussed its considerations this time on the implications of those new governance arrangements but has also taken the opportunity to consider any other relevant issues which fall within its Terms of Reference.

7. The IRP met with relevant senior Members of the three political groups on 13 and 20 April 2022 and considered representations made. The Panel also considered other relevant information requested.

8. The IRP's report is **appended** to this report. Attached as appendices to that report are the existing scheme and an updated version highlighting the proposed changes.

9. 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.

Other Options Considered

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

Reason for Recommendations

11. To consider the recommendations of the IRP and agree a revised Member's Allowances Scheme for Nottinghamshire County Council following the recent change in governance arrangements.

Statutory and Policy Implications

12. 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

13. Under the proposals, the annual total cost of the Basic Members Allowances remains unchanged at £1,008,332 (not including National Insurance Contributions). The total amount of SRAs that would have been claimable in 2022-23 under the existing governance arrangements was £710,041 (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 total amount to be claimed will be £712,244.

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 (LW – 28/04/22)

14. Full Council is the appropriate body to consider the content of the report.

Financial Comments (SES 29/04/2022)

15. The financial implications are set out in paragraph 13 of the report.

16. The report indicates that the annual total cost of the Basic Members Allowances will remain unchanged.

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

Nottinghamshire County Council

REPORT OF THE INDEPENDENT REMUNERATION PANEL APRIL 2022

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 2021.

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 2021 have built on their predecessors' work.

3. The Panel last met in June 2021 following the most recent County Council election and made recommendations about the existing Members' Allowances Scheme which were subsequently agreed by Full Council in July 2021 (Document.ashx (nottinghamshire.gov.uk).

4. The Panel has been reconvened relatively soon after to review the Council's existing Members' Allowances Scheme in light of the recently agreed change in governance arrangements, with the Council moving from a committee system to executive arrangements (a Cabinet system).

5. In light of the relatively recent Panel findings in 2021, the Panel has focussed its considerations on the implications of the change in governance arrangements in terms of impact on Members' roles, responsibilities and allowances. The Panel did revisit some of the other issues it made recommendations upon in 2021 to ensure those recommendations remained relevant. There was one specific issue (electric car mileage rates) considered by the Panel in 2021 which, in light of the most recent Government guidance, was also further considered this time around.

6. 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).

7. The Terms of Reference for the Nottinghamshire County Council IRP in 2022 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 (with specific reference to the change in governance arrangements)
- 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 on which it would be beneficial for the Council to receive an independent view.

8. 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. 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.

9. The Panel invited Group Leaders and/or Group Business Managers to meet with the Panel to represent the views of their Members. The Council's non-aligned independent Councillor was also offered a meeting but declined on this occasion (he had met with the Panel in 2021).

10. The Panel met with the following Councillors as part of that process:

a) Councillor Jason Zadrozny and Councillor Samantha Deakin, Leader and Group Business Manager respectively of the Independent Alliance, the Minority Group;

b) Councillor Kate Foale and Councillor Mike Pringle - the Leader and Deputy Leader respectively of the Labour Group, the Main Minority Group;

c) Councillor Chris Barnfather – Group Business Manager, Conservative Group.

11. The Panel Members are grateful to those Councillors they met for being open, informative and for responding to the Panel's vigorous challenge.

CONTEXT

12. As mentioned above, on this occasion, the Panel was keen to focus its considerations on any implications of the new governance arrangements on the increased range of Councillor roles, both existing roles and those directly resulting from the move to a Cabinet system.

13. The Panel recognises that the national context facing both Councils and County Councillors in their roles remains largely unchanged since it last met in 2021. The Panel shared concerns expressed by some

Councillors that some of the flexibilities afforded Councils during the lockdown, such as virtual committee meetings, had not been continued by Central Government in more recent times, despite the potential cost and time savings and environmental benefits that such approaches could offer.

14. The Panel considered a range of information, including comparisons with other County Councils that make up the Most Similar Group in the Chartered Institute of Public Finance and Accountancy (CIPFA) categorisation.

15. The Panel also considered the revised Constitution agreed on 31 March 2022 as part of the change in governance arrangements and asked Councillors for their views on how the new system would impact on them and their Group.

16. The Panel was mindful again of the findings of the Local Government Association Census (LGA) of Local Authority Councillors conducted in 2018 which highlighted an ongoing national increase in hours spent on council business. Unfortunately, the findings of the survey undertaken in 2022 have yet to be published by the LGA and were therefore not available for consideration.

17. From discussions with Councillors, the Panel remains unchanged in its view that the role of County Councillors in general has increased over time and remains a vital link between the public and local democracy. The Panel recognises that the use of social media is an important means for Councillors to keep in touch with their constituents and also to raise awareness about their roles and responsibilities, specifically and generally.

18. 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. The Panel Members also continue to share the view expressed again by Councillors interviewed, that financial motivation is not, and should never be, a driver for people to enter local politics.

19. The Panel in making the distinction between an allowance and a salary, agrees that taking on the role of Councillor is essentially to perform a public service and Panel Members recognise that this 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.

20. As in 2021, the Panel shares the Council's aim to keep the overall costs of the scheme broadly within the same cost envelope as currently. The Panel is also mindful that the gap in Councillor numbers between the Main Opposition Group and the Minority Opposition Group

has reduced further in the last year for various reasons. The Panel is keen to future-proof, as far as possible, its recommendations should further changes occur during the current administration.

ISSUES CONSIDERED

A) LEVEL OF BASIC ALLOWANCE

21. Whilst recognising the impact of the cost of living increases on the population as a whole, the Panel noted the recent uprate in the basic allowance in line with the headline staff pay awards. The current allowance is £15,277.76 and the Panel recommends that this remain unchanged, other than to capture any further index linked increases as and when appropriate.

Recommendation 1

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

B) SPECIAL RESPONSIBILITY ALLOWANCES

22. The Allowances Scheme determines roles that are eligible for an SRA, and the rate of these allowances, but the Panel recognises that the Council itself determines its structure and allocates roles within this framework.

23. The Panel considered a broad 'three tier' approach to special responsibility allowances based on the relevant levels of decision-making responsibility. Cabinet Members were viewed as the top tier, Chairs of main Committees (including Overview Committee and Health Scrutiny) were viewed in a second tier, with scrutiny Select Committee Chairs in the third tier. Alongside these roles sit the relevant accompanying support roles, Cabinet Support Members (Deputy Cabinet Members) and Vice-Chairmen, with such roles currently receiving half of the level of allowance received by the relevant 'lead' Member.

Leader and Deputy Leader Ruling Group (Conservative Group)

24. With reference to the new arrangements and portfolios, the Panel feels that the existing allowances for Leader and Deputy Leader of the Council remain appropriate.

Leader, Deputy Leader and Group Business Manager roles – Main Minority Group (Labour) and smaller Minority Group (Independent Group)

25. The Panel recognised that the gap in Member numbers between the Council's two minority groups had reduced further since the Panel made its recommendations in 2021.

26. The Panel remained supportive of the principle it established in 2017 and 2021 that:

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'.

27. The Panel considered different possible means of addressing the current gap in allowances but was mindful that an argument to change the current approach had not been put forward by those Councillors interviewed.

28. Further to the information gained in 2021, the Panel considered the fact that the Leader, in establishing his Cabinet, has chosen to give a specific portfolio to the Ruling Group's Business Manager. The Panel recommends that the existing level of allowances for all other senior leadership roles within the Ruling Group, Main Minority Group and smaller Minority Group should remain unchanged, with the new Cabinet Member – Business Management role considered as part of the generic Cabinet Member roles.

29. The Panel gave due consideration to the fact that the smaller Minority Group had changed its membership and name since the Panel last met. The Panel was aware that Members of the Group were from different political backgrounds but was satisfied that the Group still met the Local Government Act definition of a political group. It also had five or more Members thereby enabling it to qualify for SRAs as detailed in the Council's Constitution. Having heard from Members how the Group worked in practice, the Panel was also satisfied that the role of Group Business Manager continued to warrant an SRA, even though the Group did not enforce a group whip approach when voting.

30. In light of the reduction in the gap between the minority groups, the Panel proposes a slight amendment to the formula established in 2021 to allocate Opposition Spokesperson positions.

31. In terms of future-proofing its recommendations, the Panel considered Appendix 3, paragraph 21 of the Council's updated Constitution which states:

In the event of there being no Main Opposition as there are two groups of equal size, the Independent Remuneration Panel may be called as appropriate to consider how any roles and special responsibility allowances will be equitably allocated.

32. This point is applicable to the wider allocation of roles and special responsibility allowances, including any relating to committee Chairmen

and Vice-Chairmen roles. The Panel endorses this and underlines that the existing cost envelope should be retained wherever possible.

33. In relation to senior leadership roles specifically within each group, the Panel recommends that the basic starting principle, subject to the specific circumstances in question, is that the amount of allowances currently paid for senior leadership roles in the Main Minority group and any other Minority Group/s that have increased its Member number to an equal amount should be totalled and distributed equally between those groups.

Cabinet Members

34. The Panel considered the Terms of Reference of each of the Cabinet Members, as set out in the Council's updated Constitution. It also considered further information about the outline roles of these roles and other new positions established through the new arrangements

35. In 2012, when moving from a Cabinet to a Committee system, the Panel at that time recognised that the roles of Cabinet Members and Committee Chairman (Band A Committees at that point) were broadly equivalent and that their allowances should therefore continue at the same percentage rate of the Leader's allowance (66%).

36. In light of the Cabinet Members' individual powers, accountability and areas of responsibility, the Panel recommends that the new roles of Cabinet Members be remunerated on that same basis. This is in recognition of the lead Member roles which will continue to be performed, with additional responsibilities in relation to delegated decision making. The Panel noted that Cabinet Members will have authority to take Key Decisions as well as other delegated decisions below that threshold.

Cabinet Support Members (to be retitled Deputy Cabinet Members)

37. The Panel considered these proposed roles in depth and were informed that equivalent roles did exist within many Councils, under different guises and at differing levels of remuneration. The County Council itself had a system of Deputy Cabinet Members when previously operating executive arrangements. It was highlighted that at the Annual Meeting in May 2022, the Ruling Group plans to change the title of these roles to Deputy Cabinet Members, in line with the title used by other councils.

38. The Cabinet Support Member (Deputy Cabinet Member) will support their Cabinet Member in their day-to-day role. They may be asked by the Cabinet Member to specialise in a particular area(s) of the portfolio, be involved in briefings with departments, opposition members and stakeholders, present reports at Cabinet and chair working groups as required by the Cabinet Member and undertake continuous professional development.

39. Although they do not have decision-making powers in their own right, their work and research in their agreed specialisms will inform policy development and other proposals requiring approvals. This will include formal roles in assisting with consultation, both with local communities and other County Councillors, as appropriate. They are expected to input into and inform the discussions at the meetings between Cabinet Members and Corporate Directors outlined above. They will also assist in ensuring policies and proposals agreed are implemented efficiently and effectively to ensure the intended aims are achieved.

40. The Panel had initially queried whether an allowance that equated to half of the Cabinet Member's allowance was appropriate if Cabinet Support Members (Deputy Cabinet Members) were not able to deputise for the Cabinet Member role to its full extent, in terms of making delegated decisions or voting at Cabinet.

41. Having heard more about the planned scope of the roles, including responsibility for specific aspects of portfolios, the Panel recommends that an allowance of 33% of the Leader's allowance is appropriate as long as the Cabinet Support Members' areas of responsibility are made very clear and they are able to answer for those areas, including via the relevant scrutiny committee/s, where appropriate.

Chairmen and Vice-Chairman of Main Committees (including Overview Committee and Health Scrutiny Committee)

42. The Panel understands that a number of the Council's regulatory committees will continue in the new arrangements, namely those of a regulatory nature (Planning and Rights of Way Committee) or those required by statute or otherwise (Health and Wellbeing Board, Governance & Ethics Committee, Nottinghamshire Pension Fund Committee).

43. With reference to the three tiers of decision-making explained above, the Panel recommends that the allowances for the Chairmen of these Committees be reduced slightly from 66% to 60% to create a distinction between these roles and those of Cabinet Members, the latter of whom hold more individual accountability.

44. In light of the additional responsibilities which are borne by the Chairmen of the Overview Committee (with particular reference to managing the Call-In procedures) and Health Scrutiny Committee (with particular reference to legal responsibilities, including referrals to the Secretary of State), in comparison to the more internal facing scrutiny Select Committees, it is also proposed that the Chairmen of the Overview Committee and Health Scrutiny Committee each receive the same level of allowance of 60%.

45. It is proposed that the Vice-Chairmen to the Committees named above receive the equivalent of half of the allowance of the Chairmen, namely 30%

Chairmen and Vice-Chairmen of Scrutiny Select Committees

46. Each Select Committee has a remit of work aligned with the three main service departments – Place, Children and Young People's and Adult Social Care and Public Health. It is the role of the Chairmen to lead their committees in their work and manage meetings effectively to ensure they can carry out their functions properly. These meetings are also intended to be held in public as appropriate.

47. The Chairmen will liaise with the other Select Committee Chairmen and with the Chairman of Overview Committee in relation to scrutiny work and any cross-cutting issues. The Chairman of the Adult Social Care and Public Health Select Committee will also liaise with the Chairman of Health Scrutiny Committee in relation to any cross-cutting issues.

48. The committees do not have any decision-making powers in their own right and will instead review and scrutinise areas of the Council's work within their portfolio and make recommendations to the Cabinet, Cabinet Member, Department, Committee as appropriate. The Chairmen may also lead scrutiny working groups as required.

49. The Vice-Chairmen will support the Chairmen of their select committees in their roles, including deputising as Chairman as required. They may also be required to chair working groups or review groups of the committee as and when agreed.

50. Whilst recognising the crucial role which scrutiny can play in the success of executive arrangements, in light of the relatively smaller areas of responsibility, powers and remit held by the Place, Children and Young People and Adult Social Care and Public Health Select Committees, the Panel recommends that these Chairmen receive an allowance of 45%. Again, it is proposed that the Vice-Chairmen should receive the equivalent of half of the Chairman's allowance, albeit rounded up to 23%.

Minority Spokespersons Roles

51. 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 new arrangements.

52. 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.

53. In 2021, 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 recommended that it would also be appropriate for the smaller 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%, i.e.11% of the Leader's SRA).

54. In order to set a limit on the number of such positions, the Panel in 2021 recommended a formula whereby the Main Minority Group and smaller Minority Group would qualify for Opposition Spokesperson roles equating to 50% and 20% respectively of those Committees which qualify for a Chairman's SRA (rounded down to the nearest spokesperson role).

55. As part of the discussions around the new arrangements, the Ruling Group has agreed to offer two scrutiny Vice-Chairman positions (including Overview Committee) to the Main Minority Group and two such positions to the smaller Minority Group also. The Main Minority Group will also retain the Vice-Chairman role for Planning and Rights of Way Committee.

56. There are now nine Committees (including the four scrutiny committees) which attract a Chairman's SRA. If the number of committees for which a Vice-Chairman position has already been given to the relevant group are removed from the calculation for each Group, then under the current formula, the Main Opposition Group would qualify for three Opposition Spokesperson roles and the smaller Minority Opposition Group would qualify for one Opposition Spokesperson role (rounded down).

57. In recognition of the increased number of Members which the smaller Minority Group has accrued since the Panel last met in 2021 the Panel recommends that the formula's percentage figure for the smaller Minority Group be increased from 20% to 30%. This would result in a further Opposition Spokesperson role being allocated to the smaller Minority Group, giving the Group two scrutiny Vice-Chairman positions and two Opposition Spokesperson positions.

58. Should the numbers of Members of the existing smaller Minority Group reduce at some point during the current administration then the Panel feels that they should be consulted further at that point to potentially review this formula.

<u>Budget</u>

59. The total amount of SRAs claimable in 2021-22, following the inflationary uprating, was £710,041.05 (it should be noted that not all

SRAs were claimed due to the rule of no Councillor claiming more than one SRA).

60. With the recommended changes, the total amount to be claimed is £712,244.55. The total amount of SRAs claimable remains the same at 48 out of 66 Members.

61. The Panel recognised that the number of bands within the revised Allowances Scheme has increased, albeit to a level that is akin to numbers experienced in previous administrations operating executive arrangements. The Panel considered means of reducing that total number further but was mindful that doing so potentially undermined some of the points of principle previously established (for example, the distinctions between the Main Groups and Minority Group and the approach whereby deputy roles generally receive allowances equal to half of lead Member roles).

Recommendations 2-10

2) That the current overall model of setting SRAs as a proportion of the rate for the Leader should continue.

3) That the SRAs for the following roles should be maintained at the current relative level, with percentages clarified as detailed above:

a. Leader of the Council (100%)

b. Deputy Leader of the Council (70%)

c. Leader of the Main Minority Group (66%)

d. Chairman of the County Council (50%)

e. Leader of smaller Minority Groups (33%)

f. Vice-Chairman of the County Council (24%)

g. Deputy Leader of the Main Minority Group (24%)

h. Business Manager of the Main Minority Group (24%)

i. Main Minority Group Spokespersons (22%)

j. Deputy Leader of smaller Minority Groups (12%)

k. Business Manager of smaller Minority Groups (12%)

l. Smaller Minority Group Opposition Spokespersons (11%)

4) **That, subject to the specific circumstances in question, the amount of allowances currently paid for senior leadership roles in the Main Minority group and any smaller Minority Group/s that subsequently increase its number of Members to an equal amount, should be totalled and distributed equally between those groups with no increase in the overall cost envelope.**

5) **That the SRAs for the roles on Main Committees (including the new Overview Committee and other retained committees) be set as follows**

    a. **Chairman – 60%**

    b. **Vice-Chairman – 30%**

6) **That the following levels of SRA be set for the new roles established as part of the change to executive arrangements:**

    a. **Cabinet Members – 66%**

    b. **Select Committee Chairmen – 45%**

    c. **Cabinet Support Members – 33%**

    d. **Select Committee Vice-Chairmen – 23%**

7) **That the formula to allocate Opposition Spokesperson roles be amended so that smaller Minority Groups qualify for a number of roles equal to 30% of those Committees on which Chairmen qualify for an SRA (N.B. Should the number of Members within the smaller Minority Group reduce at any point in the current administration then the Panel should be consulted with a view to potentially reviewing this formula).**

8) **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.**

9) **That any new or revised special responsibility allowances arising from the new arrangements should be applied from the first date of those arrangements (i.e. 13 May 2022).**

10) **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

62. The Council's existing list of Approved Duties (Travelling and Subsistence Allowances) was agreed by the IRP in 2021, with reference to Regulation 8 of the 2003 Regulations.

63. No changes have been suggested to the existing list of Approved Duties since the Panel's last consideration.

64. The Panel therefore recommends that the existing list of duties specified as Approved Duties be continued without amendment.

65. The Panel had some sympathy with the suggestion from some Councillors that the existing mileage rate of 45p, which has been set for a number of years, has not kept pace with inflation, particularly in recent times. Panel Members are aware that these levels are set by Her Majesty's Revenue and Customs (HMRC) and that to exceed this rate at present would have unintended negative taxation impacts. As such the Panel endorses the view that the Council should do all it can to raise concerns with HMRC, via the Local Government Association, about the appropriateness of the existing mileage rates.

66. In 2021, the Panel agreed to a recommendation from officers that an electric vehicle mileage rate of 4p per mile be introduced within the scheme. Clarification has subsequently been provided via an update to the Government's website in October 2021. This confirmed that the mileage rate agreed by the Panel in 2021 for electric cars is actually only a recommended rate for company cars and does not apply to cars owned by employees, Members and Co-optees. As a result, it has been clarified that the existing mileage rate of 45p per mile for cars should be applied for petrol, diesel and electric vehicles. It is therefore proposed that the reference to an electric vehicle mileage rate of 4p per mile be deleted from the Scheme.

67. The Travel and Accommodation Policy has also been updated where appropriate to reflect changes arising from the new arrangements (for example those approval processes involving committees).

<u>Recommendations 11-12</u>

11) That the existing list of duties specified as Approved Duties (Travelling and Subsistence Allowances) be continued without amendment, and Schedule 2 and the Travel and Accommodation Policy be updated to delete reference to a specific electric car mileage rate and to capture minor formatting and administrative matters, including those arising from the new arrangements.

12) That concerns expressed by some Councillors that the existing mileage rates have not kept pace with inflation be endorsed by

the Panel and the Council be encouraged to raise this issue with the HMRC, via the Local Government Association.

D) OTHER CHANGES TO THE COUNCILLORS ALLOWANCE SCHEME

Child Care and Dependants' Carers' Allowances

68. 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.

69. The Panel expressed concerns that this rate was not akin to the minimum living wage, which could be applicable in those circumstances where a child care provider is caring for only one child. Online research by officers suggests that this figure remains appropriate to cover the average hourly cost of child care within Nottinghamshire in 2022 and no representations had been received to the contrary. The Panel therefore recommends that this remains unchanged, whilst retaining the previously agreed flexibility whereby the Chairman of Governance and Ethics Committee can agree for this fee to be exceeded as and when circumstances are appropriate.

70. 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 then provision, the Panel in 2021 recommended increasing the maximum costs claimable for such care from £15.49 to £18.76 (subject to the provision of receipts). The Panel also recommended 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.

71. The Panel also agreed in 2021 that there may also be exceptional circumstances where the standard dependants' carers' allowances are insufficient to meet the specific needs of a 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).

72. Officers clarified that the existing maximum rate in 2022 is £19.80 and therefore the Panel recommends that this rate be adopted within the Scheme, with the ability to increase for inflationary or other exceptional circumstances.

Recommendations 13-14

13) **That the hourly maximum rates for child care and dependants' care be set at £7.50 and £19.80 (subject to the provision of receipts).**

14) **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 for either child care or dependants' care where exceptional circumstances apply.**

73. 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 22 July 2021, 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 10 May 2021 (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.

PART A – ALLOWANCES FOR COUNCILLORS

BASIC ALLOWANCE

6. Subject to paragraphs 12, 13 and 18, for each year a Basic Allowance of £15,277.76 shall be paid to each councillor.

SPECIAL RESPONSIBILITY ALLOWANCES

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.

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.

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

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

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

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

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.

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.

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

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

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

TRAVEL AND SUBSISTENCE ALLOWANCES

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

19. Councillors may claim up to £7.50 per hour per child for child care and up to £18.76 per hour per dependant (subject to the provision of receipts) (to be uprated further by the Monitoring Officer, in consultation with the Chairman of Governance and Ethics Committee, where evidenced this is appropriate) 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.

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

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.

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

23. That all statutory Co-optees, other Co-opted Members and Independent Persons be entitled to receive an allowance of £639.

Attendance Allowance

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

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

26. Pro-rata payments of the above allowance shall be paid in any of the following circumstances:

    a. if an amendment to this scheme changes the amount applicable;

    b. where the term of office begins or ends otherwise than at the beginning or end of a year.

Payment

27. Payment of the above allowance shall be made in equal instalments. The frequency of those instalments shall be monthly in arrears.

Travel and subsistence allowances

28. Travel and in some circumstances subsistence allowances may be claimed. 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

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.

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

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, 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 Indepndent 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	£35,827.19	• Leader of the Council
2	70	£25,079.03	• Deputy Leader of the Council
3	66	£23,882.40	• Chairmen of Committees • Business Manager of Majority Group • Leader of the main Minority Group
4	50	£17,913.60	• Chairman of County Council*
5	33	£11,941.20	• Vice-Chairmen of Committees • Leader of smaller Minority Groups on the Council (provided the group has 5 or more Members)
6	24	£8,598.53	• Vice-Chairman of the County Council* • Deputy Leader of the main Minority Group • Business Manager of the main Minority Group
7	22	£7,881.98	• Main Minority Group Spokesmen on Committees**
8	12	£4,299.26	• Chairman of the Nottinghamshire Police and Crime Panel (where that person is a County Councillor or an Independent Co-opted Member) • 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	£3,940.99	• Minority Group Opposition Spokespersons***

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 decide which committees it wishes to appoint these roles for.

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-OPTEES, OTHER CO-OPTED MEMEBERS 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.

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.

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. (b) Outside the UK	Policy Committee Policy Committee
Officers	(a) Within the UK (b) Outside the UK	Relevant chief or other officer in accordance with departmental procedures 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:

a. 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 12 May 2022, 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 shall:

   be implemented with effect from 13 May 2022

   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.

PART A – ALLOWANCES FOR COUNCILLORS

BASIC ALLOWANCE

6. Subject to paragraphs 12, 13 and 18, for each year a Basic Allowance of £15,277.76 shall be paid to each councillor.

SPECIAL RESPONSIBILITY ALLOWANCES

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.

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.

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

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

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

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

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.

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.

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

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

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

TRAVEL AND SUBSISTENCE ALLOWANCES

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

19. Councillors may claim up to £7.50 per hour per child for child care and up to £19.80per hour per dependant (subject to the provision of receipts) (to be uprated further by the Monitoring Officer, in consultation with the Chairman of Governance and Ethics Committee, where evidenced this is appropriate) 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.

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

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.

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

23. That all statutory Co-optees, other Co-opted Members and Independent Persons be entitled to receive an allowance of £639.

Attendance Allowance

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

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

26. Pro-rata payments of the above allowance shall be paid in any of the following circumstances:

    a. if an amendment to this scheme changes the amount applicable;

    b. where the term of office begins or ends otherwise than at the beginning or end of a year.

Payment

27. Payment of the above allowance shall be made in equal instalments. The frequency of those instalments shall be monthly in arrears.

Travel and subsistence allowances

28. Travel and in some circumstances subsistence allowances may be claimed. 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

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.

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

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, 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	£35,827.19	• Leader of the Council
2	70	£25,079.03	• Deputy Leader of the Council
3	66	£23,645.95	• Leader of the main Minority Group • Cabinet Members
4	60%	£21,496.31	• Chairmen of Main Committees (as defined by the Independent Remuneration Panel)
5	50	£17,913.60	• Chairman of County Council*
6	45	£16,122.24	• Chairmen of scrutiny Select Committees
7	33	£11,822.97	• • Leader of smaller Minority Groups on the Council (provided the group has 5 or more Members) • Deputy Cabinet Members
8	30	£10,748.16	• Vice-Chairmen of Main Committees (as defined by the Independent Remuneration Panel)
9	24	£8,598.53	• Vice-Chairman of the County Council* • Deputy Leader of the main Minority Group • Business Manager of the main Minority Group
10	23	£8,240.25	• Vice-Chairmen of scrutiny Select Committees
11	22	£7,881.98	• Main Minority Group Spokesmen on Committees**
12	12	£4,299.26	• Chairman of the Nottinghamshire Police and Crime Panel (where that person is a County Councillor or an Independent Co-opted Member) • 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)
13	11	£3,940.99	• Minority Group Opposition Spokespersons***

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, not including any Committees for which the Group has already been offered a Vice-Chairman position (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 smaller Minority Group Spokespersons must not exceed more than 30% of the number of committees for which a Chairman's SRA is payable, not including any Committees for which the Group has already been offered a Vice-Chairman position (this figure will be rounded down to the nearest Spokesperson role – e.g. 13 Committees = 2 Spokespersons). The Minority Group will decide which committees it wishes to appoint these roles for.

N.B. Subject to the specific circumstances in question, the amount of allowances currently paid for senior leadership roles in the Main Minority group and any smaller Minority Group/s that subsequently increase its number of Members to an equal amount, should be totalled and distributed equally between those groups with no increase in the overall cost envelope.

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-OPTEES, OTHER CO-OPTED MEMEBERS 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.

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.

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. Any travel covered within Schedule 2 of the Councillors' Allowances Scheme may be undertaken without prior approval:

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. (b) Outside the UK	The relevant Committee for Committee related travel or Governance and Ethics Committee for all other issues. Governance and Ethics Committee
Officers	(a) Within the UK (b) Outside the UK	Relevant chief or other officer in accordance with departmental procedures 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 7 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:

a. 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 Governance and Ethics 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.