

To: Members of the County Council

Date: 4 April 2018

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Dear Councillor

You are invited to attend a meeting of the **COUNTY COUNCIL** to be held at **10.00 am** on **TUESDAY, 10 APRIL 2018** in **COUNCIL CHAMBER, COUNTY HALL, RUTHIN LL15 1YN**.

Yours sincerely

G Williams
Head of Legal, HR and Democratic Services

AGENDA

PART 1 - THE PRESS AND PUBLIC ARE INVITED TO ATTEND THIS PART OF THE MEETING

1 APOLOGIES

2 DECLARATIONS OF INTEREST

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

3 URGENT MATTERS AS AGREED BY THE CHAIR

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act, 1972.

4 CHAIRMAN'S DIARY (Pages 5 - 6)

To note the civic engagements undertaken by the Chairman of the Council (copy attached).

5 MINUTES (Pages 7 - 24)

To receive the minutes of the meetings of County Council held on 25 January, 30 January and 20 February 2018 (copy attached).

6 ARRANGEMENTS FOR THE ELECTION OF CHAIR AND VICE-CHAIR
(Pages 25 - 26)

To consider a report by the Head of Legal, HR & Democratic Services (copy attached) recommending that Council agrees the proposed Chair and Vice-Chair for the municipal year 2018/2019 to be formally elected at the Council's Annual meeting on 15 May 2018.

7 INDEPENDENT REMUNERATION PANEL FOR WALES ANNUAL REPORT (Pages 27 - 34)

To consider a report by the Democratic Services manager (copy attached) to make Council aware of the Panel's determinations for 2018/19 in respect of payments to members and co-opted members.

8 MEMBER TRAINING AND DEVELOPMENT (Pages 35 - 38)

To consider a report by the Democratic Services Manager (copy attached) to provide an update on member training issues.

9 PAY POLICY STATEMENT 2018/19 (Pages 39 - 88)

To consider a report by the HR Specialist Pay & Rewards (copy attached) to seek Council approval of the changes to the Pay Policy for 2018/19.

10 NOTICE OF MOTION

Councillor Gwyneth Kensler put forward the following Notice of Motion for consideration by Full Council:

"Council deplores the way that Coleg Llandrillo-Menai have dealt with the proposed closure of Denbigh College and calls on the Welsh Government to intervene."

11 COUNTY COUNCIL FORWARD WORK PROGRAMME (Pages 89 - 90)

To consider the Council's forward work programme (copy attached).

MEMBERSHIP

Councillors

Councillor Pete Prendergast (Chair)

Mabon ap Gwynfor
Brian Blakeley
Joan Butterfield
Jeanette Chamberlain-Jones
Ellie Chard

Richard Mainon
Christine Marston
Barry Mellor
Melvyn Mile
Bob Murray

Ann Davies
Gareth Davies
Meirick Davies
Hugh Evans
Peter Evans
Bobby Feeley
Rachel Flynn
Tony Flynn
Huw Hilditch-Roberts
Martyn Holland
Hugh Irving
Alan James
Brian Jones
Huw Jones
Pat Jones
Tina Jones
Gwyneth Kensler
Geraint Lloyd-Williams

Merfyn Parry
Paul Penlington
Arwel Roberts
Anton Sampson
Peter Scott
Glenn Swingler
Andrew Thomas
Rhys Thomas
Tony Thomas
Julian Thompson-Hill
Graham Timms
Joe Welch
Cheryl Williams
David Williams
Eryl Williams
Huw Williams
Emrys Wynne
Mark Young

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Agenda Item 4

Digwyddiadau wedi eu mynychu gan y Cadeirydd / Events attended by Chairman

<u>Dyddiad/Date</u>	<u>Digwyddiad/Event</u>	<u>Lleoliad/Location</u>
22/02/18	Ymweliad Ysgol i Neuadd y Sir School Visit to County Hall	Rhuthun / Ruthin
24/02/18	Noson yn yr Opera – Derbyniad a Chyngerdd Dathliad Gala a gynhaliwyd ym Mhrifysgol Glyndŵr A Night at the Opera – Gala Celebration Reception and Concert held at Glyndwr University	Wrecsam / Wrexham
24/02/18	Noson Amrywiaeth Elusennol Maer Caerwys Mayor of Caerwys Charity Variety Evening (Mynychodd yr Is-Gadeirydd / Vice-Chair attended)	Caerwys
01/03/18	Cinio Elusennol y Cadeirydd Chairman’s Charity Dinner	Y Rhyl / Rhyl
02/03/18	Dawns Elusennol Maer Llanelwy Mayor of St. Asaph’s Charity Ball	Llanelwy / St. Asaph
04/03/18	Digwyddiad Codi Arian Cŵn Bach ar y Prom Pups on the Prom Fundraising Event	Y Rhyl / Rhyl
08/03/18	Seremoni Ddinasyddiaeth Citizenship Ceremony (Mynychodd yr Is-Gadeirydd / Vice-Chair attended)	Rhuthun / Ruthin
08/03/18	Seremoni Wobrwyo’r Arglwydd Raglaw Clwyd The Lord Lieutenant of Clwyd Awards Ceremony (Mynychodd yr Is-Gadeirydd / Vice-Chair attended)	Bodelwyddan
12/03/18	Digwyddiad Codi Baner Diwrnod y Gymanwlad Commonwealth Day Flag Raising Event	Rhuthun / Ruthin
14/03/18	Ymweliadau Ysgolion <i>Reach Out and Read</i> (‘ROAR’) Reach Out and Read (‘ROAR’) School Visits	Dinbych / Denbigh
14/03/18	Cyflwyniad i’r Gynghrair Cyfeillion yn Ysbyty Glan Clwyd Presentation to League of Friends at Glan Clwyd Hospital	Bodelwyddan
15/03/18	Agoriad Swyddogol Ysgol Glan Clwyd gan Brif Weinidog Cymru Official Opening of Ysgol Glan Clwyd by the First Minister for Wales	Llanelwy / St. Asaph
16/03/18	Cinio Dinesig Elusennol Cadeirydd Sir y Fflint Chairman of Flintshire Charity Civic Dinner	Yr Wyddgrug / Mold

19/03/18	Ymweliad Urdd Merched Tref y Rhyl i Neuadd y Sir Rhyl Town Women's Guild visit to County Hall	Rhuthun / Ruthin
23/03/18	Gwobrau Cymunedol Uwch Siryf Clwyd High Sheriff of Clwyd Community Awards	Rhuthun / Ruthin

COUNTY COUNCIL

Minutes of a meeting of the County Council held in Council Chamber, County Hall, Ruthin LL15 1YN on Thursday, 25 January 2018 at 2.00 pm.

PRESENT

Councillors Mabon ap Gwynfor, Brian Blakeley, Joan Butterfield, Jeanette Chamberlain-Jones, Ellie Chard, Ann Davies, Gareth Davies, Meirick Davies, Hugh Evans, Bobby Feeley, Rachel Flynn, Tony Flynn, Huw Hilditch-Roberts, Martyn Holland, Brian Jones, Huw Jones, Pat Jones, Gwyneth Kensler, Christine Marston, Barry Mellor, Melvyn Mile, Bob Murray, Pete Prendergast (Chair), Arwel Roberts, Anton Sampson, Peter Scott, Glenn Swingler, Andrew Thomas, Rhys Thomas, Tony Thomas, Julian Thompson-Hill, Graham Timms, Joe Welch, Cheryl Williams, David Williams, Eryl Williams, Huw Williams, Emrys Wynne and Mark Young

ALSO PRESENT

Head of Legal, HR and Democratic Services (GW), HR Services Manager (CR), Lead Business Partner – Organisational Development (AM) and the Democratic Services Manager (SP).

Recruitment Consultation (IJ)

1 APOLOGIES

Apologies for absence were submitted by Councillors Peter Evans, Hugh Irving, Alan James, Tina Jones, Geraint Lloyd-Williams, Richard Mainon, Merfyn Parry and Paul Penlington.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

EXCLUSION OF PRESS AND PUBLIC

RESOLVED – That, in accordance with Section 100A (4) of the Local Government Act, 1972, the press and public be excluded from the meeting during consideration of the following item of business because it is likely that exempt information (as defined in Paragraphs 12 and 14 of Part 4 of Schedule 12A of the Act) would be disclosed.

3 APPOINTMENT OF CHIEF EXECUTIVE

The Council's recruitment adviser reported on the recruitment process undertaken which had resulted in numerous applications and a shortlist of 6 candidates being taken through an assessment process. Members were advised that a Special Appointments' Panel of councillors had identified two candidates, who were potentially suitable for appointing, and these had been invited to attend the Council meeting today.

The two candidates gave a presentation to Council and responded to a series of questions from the members; both candidates receiving the same questions.

After both candidates had left the Chamber members discussed their presentations, responses to the questions and their performance during the assessment process.

RESOLVED – that Judith Greenhalgh be appointed to the post of Chief Executive of Denbighshire County Council.

COUNTY COUNCIL

Minutes of a meeting of the County Council held in Council Chamber, County Hall, Ruthin LL15 1YN on Tuesday, 30 January 2018 at 10.00 am.

PRESENT

Councillors Mabon ap Gwynfor, Brian Blakeley, Joan Butterfield, Jeanette Chamberlain-Jones, Ellie Chard, Ann Davies, Gareth Davies, Meirick Davies, Hugh Evans, Bobby Feeley, Rachel Flynn, Tony Flynn, Huw Hilditch-Roberts, Martyn Holland, Alan James, Brian Jones, Huw Jones, Pat Jones, Tina Jones, Gwyneth Kensler, Geraint Lloyd-Williams, Richard Mainon, Christine Marston, Barry Mellor, Melvyn Mile, Bob Murray, Merfyn Parry, Paul Penlington, Pete Prendergast (Chair), Arwel Roberts, Anton Sampson, Peter Scott, Glenn Swingler, Andrew Thomas, Rhys Thomas, Tony Thomas, Julian Thompson-Hill, Graham Timms, Joe Welch, Cheryl Williams, David Williams, Eryl Williams, Huw Williams, Emrys Wynne and Mark Young

ALSO PRESENT

Chief Executive (MM), Head of Legal, HR & Democratic Services (GW), Chief Finance Officer / Section 151 Officer (RW), Democratic Services Manager (SP), and Committee Administrator (SLW)

1 APOLOGIES

Apologies for absence were received from Councillors Peter Evans and Hugh Irving

2 DECLARATIONS OF INTEREST

Councillors Mabon ap Gwynfor, Brian Blakeley, Ellie Chard, Gareth Davies, Meirick Lloyd Davies, Bobby Feeley, Tony Flynn, Huw Hilditch-Roberts, Martyn Holland, Tina Jones, Geraint Lloyd-Williams, Barry Mellor, Merfyn Parry, Paul Penlington, Arwel Roberts, Anton Sampson, Peter Scott, Glenn Swingler, Rhys Thomas, Julian Thompson-Hill, Graham Timms, Cheryl Williams, Huw Williams, Emrys Wynne, and Mark Young all declared a personal interest in Item 6 – Budget 2018/19 – Final Proposals.

3 URGENT MATTERS AS AGREED BY THE CHAIR

No urgent matters.

4 CHAIRMAN'S DIARY

A list of civic engagements undertaken by the Chair and Vice-Chair for the period 28 November 2017 – 19 January 2018 had been circulated prior to the meeting.

RESOLVED that the list of civic engagements undertaken by the Chair and Vice-Chair be received.

5 MINUTES

The minutes of the Full Council held on 5 December 2017 were submitted.

RESOLVED that the minutes of Full Council held on 5 December 2017 be confirmed as a correct record and signed by the Chair.

6 BUDGET 2018/19 - FINAL PROPOSALS

The Lead Member for Finance, Performance and Strategic Assets introduced the report (previously circulated) to set out the implications of the Local Government Settlement 2018/19 and proposals to finalise the budget for 2018/19.

The Council was legally required to set a balanced and deliverable budget before the start of each financial year and to set the resulting level of Council Tax to allow bills to be sent to residents.

The Final Local Government Settlement for 2018/19 had been received on 20 December 2017 and had resulted in a cash reduction of -0.2% (the Welsh average being +0.2%). The Provisional Settlement received in October 2017 indicated a reduction of -0.9% (Welsh average 0.5%).

The change between the two settlement figures reflected an additional £20million allocated to local government as part of the Welsh Government's final budget proposals. This followed additional funding allocated to Wales as a consequence of the UK Government budget in November and mitigated the impact of the latest employers' pay gap offer, which was higher than planned and reflected a move away from the policy of a 1% pay cap.

It was unsustainable to manage the ongoing pressures without permanently increasing the council's funding base. As the financial support from the Welsh Government reduced annually, the burden had to be met locally. Therefore, a higher than originally planned Council Tax rise had been proposed.

The rise in Council Tax by 4.75% would raise an additional £945k to be used as part of the overall package, which included an additional allocation to social care of £1.5million.

During discussions, the following items were raised:

- It was confirmed to Members that the Waste element of the Single Environmental Grant had been cut by 10% in total. Due to the cut in the amount of grant, two members of staff had been redeployed into alternative positions of employment.
- The imminent retirement of the County Archaeologist had been confirmed and Members were informed that the post would not be replaced. This would be in line with the other five North Wales Local Authorities. If special archaeological advice was to be sought, it would need to be bought in on an ad-hoc basis.
- The civic budget was no longer to sponsor the evening concerts at Llangollen Eistedfodd.

- Due to a change in the Data Protection Law, it was queried whether there would be any cost implications. The Head of Finance confirmed he would enquire as to whether that would be the case and feedback to Members.
- There had been significant change since the budget workshops held in November 2017 in relation to the overall pay deal. A 1% pay cap had been accounted for within the budget, however the final offer had been 2.4%.
- There was a need to explore how the county would deal with the issues within social services, education and also child poverty.

Both the Chief Executive and the Leader paid tribute to the officers who had put together the budget report. It was confirmed that the budget was a positive document in the current circumstances.

Councillor Arwel Roberts proposed an amendment to the recommendation that £500,000 from reserves could be passed to the education department due to the fact that there were a number of schools in difficulty and under extreme pressure. Councillor Eryl Williams seconded the proposal. At this juncture it was clarified by Councillor Roberts that the additional £500,000 be transferred from balances to education to be the subject of bids by schools for additional funding to support pupils with additional learning needs.

A vote took place for the amendment as follows:

In favour of the amendment – 13

Abstain – 1

Against the amendment – 31

Therefore the Amendment was not approved.

Councillor Julian Thompson-Hill proposed the recommendations as set out in the report, seconded by the Leader, Councillor Hugh Evans and it was:

RESOLVED that Council:

- (i) *Notes the impact of the Local Government Settlement 2018/19*
- (ii) *Approve the budget as outlined in Appendix 1, which is in line with the assumptions presented to Members at budget briefings held in November 2017*
- (iii) *Approve the savings totalling £411k listed in Appendix 2 of the report as part of the budget package*
- (iv) *Approve the average Council Tax rise of 4.75%, which recognises the increasing cost pressures in adults and children's social care and supports the allocation of £1.5m of additional funding to across the two services*
- (v) *Confirms that it has read, understood and taken account of the Well-being Impact Assessments submitted as part of the budget process.*

At this juncture (11.55 a.m.) there was a 20 minute break.

The meeting reconvened at 12.15 p.m.

7 COUNCIL TAX REDUCTION SCHEME 2018/19

The Lead Member for Finance, Performance and Strategic Assets introduced the Council Tax Reduction Scheme 2018/19 report (previously circulated).

The Welfare Reform Act 2012 contained provisions to abolish council tax benefit in its current form across the UK. From 31 March 2013, council tax benefit ceased and the responsibility for providing support for council tax and the funding associated with it, had been passed to the Welsh Government. The Welsh Government in partnership with Local Authorities in Wales, introduced a new scheme to provide council tax support which was adopted by the Council in January 2013.

The Welsh Government had finalised both sets of regulations on 9th January 2018 and the new Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 and amendments Regulations 2018 were required to be adopted by 31 January 2018.

RESOLVED that:

- *Members adopt the Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 and the Prescribed Requirements (Wales) Amendments Regulations 2018, in respect of the 2018/19 financial year*
- *Members approve the 3 discretionary elements of the scheme, shown in section 4.2 of the report for 2018/19*

8 NOTICE OF MOTION

Councillor Joan Butterfield put forward the following Notice of Motion for the consideration of Full Council:

“Denbighshire County Council aspires to become a Real Living Wage employer by April 2020. The Council instructs officers to prepare a paper to be discussed by Full Council on 11 September 2018 outlining how this could be implemented”.

Councillor Graham Timms gave an outline of the establishment of the Real Living Wage Foundation which has been set up in 2001. The campaign for a living wage had cross party political support and a movement of independent businesses, organisations and citizens who believed a fair day’s work deserved a fair day’s pay.

It was stated that 29% of Denbighshire County Councils staff were paid below the real living wage.

Councillor Mark Young proposed an amendment that the Council agrees to consider all the financial and HR implications of implementing the real living wage and the relevant officers to bring a paper on the subject to Full Council by the end of 2018 and that this paper include all financial costs and HR implications and available options. The amendment was seconded by Councillor Julian Thompson-Hill.

At this juncture, it was clarified by the Head of Legal, HR and Democratic Services that the vote on the amendment would take place initially.

VOTE:

In favour of the amendment – 23

Abstain – 1

Against the amendment – 21

Therefore the amendment was carried and a vote would then take place on the amended resolution and the amendment became the substantive motion.

Councillor Joan Butterfield had requested a recorded vote to which the Head of Legal, HR and Democratic Services stated that within the Constitution, it was required that one sixth of Members had to be in favour of the Recorded Vote to which a majority of Members agreed.

A recorded vote took place as follows:

In Favour – Councillors, Mabon ap Gwynfor, Brian Blakeley, Joan Butterfield, Jeanette Chamberlain-Jones, Ellie Chard, Ann Davies, Gareth Davies, Meirick Lloyd Davies, Hugh Evans, Bobby Feeley, Rachel Flynn, Tony Flynn, Huw Hilditch-Roberts, Martyn Holland, Alan James, Brian Jones, Huw Jones, Pat Jones, Tina Jones, Gwyneth Kensler, Geraint Lloyd-Williams, Richard Mainon, Christine Marston, Barry Mellor, Melvyn Mile, Bob Murray, Merfyn Parry, Paul Penlington, Pete Prendergast, Arwel Roberts, Anton Sampson, Peter Scott, Glenn Swingler, Andrew Thomas, Rhys Thomas, Tony Thomas, Julian Thompson-Hill, Graham Timms, Joe Welch, Cheryl Williams, David Williams, Eryl Williams, Huw Williams, Emrys Wynne and Mark Young

Abstain – 0

Against – 0

Therefore, it was:

RESOLVED that the Council agreed to consider all the financial and HR implications of implementing the real living wage and the relevant officers to bring a paper on the subject to Full Council by the end of 2018 and that this paper include all financial costs and HR implications and available option.

9 NOTICE OF MOTION

Councillor Rhys Thomas put forward the following Notice of Motion for consideration of Full Council:

“This Council calls:

- (i) On the UK Government to pause the roll-out of Universal Credit
- (ii) On Welsh Government to demand devolution powers to vary how Universal Credit is paid in Wales.”

Members expressed concerns regarding the Universal Credit system which would be introduced as it could adversely affect the poorest citizens of the county.

It was recommended that a letter be sent to the UK Government expressing concerns and also a letter to be sent to the Welsh Government in Cardiff demanding the same power for Wales as are currently in Scotland and Northern Ireland.

The Notice of Motion was proposed by Councillor Rhys Thomas, seconded by Councillor Huw Jones, and it was.

RESOLVED that in accordance with the Notice of Motion put forward by the Plaid Cymru Group, a letter be sent to both the UK Government and the Welsh Government expressing concerns regarding Universal Credit and demanding Wales have the same powers as Scotland and Northern Ireland.

10 MEMBER CHAMPIONS

The Monitoring Officer introduced the Member Champions report (previously circulated) to re-appoint Councillors to four “member champion” roles and requested expressions of interest.

The previous Council had set out the framework for member champions and appointed a Councillor to each role. Only two of the Councillors appointed were still members of the County Council and following the Council elections held in May 2017, it was considered appropriate to seek the Council’s views on member champions.

Councillor Ellie Chard was nominated as the Older People’s Champion.
Councillor Ann Davies was nominated as the Carers’ Champion.
Councillor Arwel Roberts was nominated as the Learning Disabilities Champion.

Councillors Brian Blakeley and Tony Thomas were both nominated as the Homelessness Champion to which a vote took place as follows:

- In favour of Brian Blakeley – 27
- Abstain – 1
- In favour of Tony Thomas – 9

Therefore, Councillor Brian Blakeley was voted as the Homelessness Champion.

RESOLVED that the nominated Councillors become the Member Champions:

- *Older People’s Champion – Ellie Chard*
- *Homelessness Champion – Brian Blakeley*
- *Carers’ Champion – Ann Davies, and*
- *Learning Disabilities Champion – Arwel Roberts.*

11 APPOINTMENT OF AN INDEPENDENT LAY MEMBER TO STANDARDS COMMITTEE

The Monitoring Officer introduced Appointment of an Independent Lay Member to Standards Committee report (previously circulated).

The Regulations required that the Council published an advertisement for the post of independent lay member and a Panel of no more than five members to consider each application received and make recommendations to the Council on the appointment. At the Panel meeting on 17 October, Council appointed Councillors Gareth Davies, Richard Mainon and Mark Young to the Panel.

There were two applicants for the post of independent lay member who were interviewed by the Panel on 19 January 2018. Mr Peter Lamb had been considered to be the most suitable candidate, by the Panel, and was, therefore recommended to Full Council for appointment.

***RESOLVED** that Mr Peter Lamb be appointed to the Standards Committee for a term of office to expire on the date of the next Local Government Elections in 2022.*

12 COUNTY COUNCIL FORWARD WORK PROGRAMME

The Head of Legal, HR and Democratic Services introduced the Council's Forward Work Programme (previously circulated).

Council Briefing – 12 March 2018 – Regional Growth Bid to be added to the Agenda.

***RESOLVED** that, subject to the above, the Council Forward Work Programme be approved and noted.*

The meeting concluded at 1.25 p.m.

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COUNTY COUNCIL

Minutes of a meeting of the County Council held in Council Chamber, County Hall, Ruthin LL15 1YN on Tuesday, 20 February 2018 at 10.00 am.

PRESENT

Councillors Mabon ap Gwynfor, Brian Blakeley, Joan Butterfield, Jeanette Chamberlain-Jones, Ellie Chard, Ann Davies, Gareth Davies, Meirick Davies, Hugh Evans, Peter Evans, Bobby Feeley, Rachel Flynn, Tony Flynn, Huw Hilditch-Roberts, Martyn Holland, Hugh Irving, Alan James, Brian Jones, Huw Jones, Tina Jones, Gwyneth Kensler, Geraint Lloyd-Williams, Richard Mainon, Christine Marston, Barry Mellor, Melvyn Mile, Bob Murray, Merfyn Parry, Paul Penlington, Pete Prendergast (Chair), Arwel Roberts, Anton Sampson, Peter Scott, Andrew Thomas, Tony Thomas, Graham Timms, Joe Welch, Cheryl Williams, Eryl Williams, Huw Williams, Emrys Wynne and Mark Young

ALSO PRESENT

Chief Executive (MM), Head of Legal, HR & Democratic Services (GW), Chief Finance Officer / Section 151 Officer (RW), Head of Business Improvement & Modernisation (AS), Principal Manager, Education & Children's Services (JW), Principal Manager, Support Services (AL), Regional Project Manager – Population Assessment (SB), Head of Regional Collaboration (BJE), Strategic Planning Team Manager (NK) and Committee Administrator (SLW)

1 APOLOGIES

Apologies for absence were received from Councillors Pat Jones, Glenn Swingler, Rhys Thomas, Julian Thompson-Hill and David Williams

2 DECLARATIONS OF INTEREST

Councillor Paul Penlington declared a personal interest in item 10 – Appointment of a City, Town and Community Member to Standards Committee.

Councillor Meirick Lloyd Davies declared a personal interest for the question raised under Item 3 – Urgent matters.

3 URGENT MATTERS AS AGREED BY THE CHAIR

No Urgent Matters.

At this juncture Councillor Meirick Lloyd Davies raised a question.

As per the Constitution, Councillor Davies had provided two clear days' notice of the question whereupon he would receive a reply but not debate would take place.

The question put forward was as follows:

The Highways Department under the Highways Act, 1980, are responsible for ensuring that owners of trees, hedges and growth along the highway is cut back to allow walkers, horse riders and traffic to have clear, unobstructed access on the County's roads.

A clear and understandable email was received from Jon Chapman, 14 November 2017, which outlines the regulatory requirements on farmers and land owners.

Therefore, why does the County and the above department refuse to cut back and kill growth of hedges, trees etc., which are growing unrestricted on the side of the road (to the Bodelyyddan Castle Walls) and local farmers (Engine Hill) from Glascoed Road, B5381 by the houses 1-8 Ffordd Glascoed, down (Engine Hill) for example?

Response by the Lead Member for Highways, Planning and Sustainable Travel, Councillor Brian Jones:

Our approach to the issue of roadside hedges and trees is consistent with the approach outlined in the procedures for dealing with trees that was presented to Communities Scrutiny Committee on 18 January 2018. Each issue is assessed on its own merits, and the general rule is that we won't take any action unless the growth constitutes a significant issue, i.e. hazard on the highway. This specific issue is currently not deemed to constitute a hazard and, therefore, no action is currently planned.

4 CHAIRMAN'S DIARY

A list of civic engagements undertaken by the Chair for the period 25 January 2018 – 10 February 2018 had been circulated prior to the meeting.

***RESOLVED** that the list of civic engagements undertaken by the Chair be received.*

5 COUNCIL TAX 2018/19 AND ASSOCIATED MATTERS

The Leader, Councillor Hugh Evans introduced the Council Tax 2018/19 and Associated Matters report (previously circulated) in place of Councillor Julian Thompson-Hill who had been unable to attend due to illness.

Councillor Hugh Evans particularly referred to:

- The main features of the budget which had been approved on 30 January 2018
- Observations of the Head of Finance on the robustness of the budget estimates
- A breakdown of the precepts from City, Town and Community Councils and the Police & Crime Commissioner for North Wales, and
- Recommendations for the levels of Council Tax 2018/19
- An increase in funding to schools of £1.792m, and

- The provision of £1.5m in recognition of the continuing financial pressures facing adult and child social care provision.

Following the discussion, it was:

RESOLVED that Council:

- (i) Note that it is necessary for the County Council, as the Billing Authority, to consider the precepts received from the Police & Crime Commissioner for North Wales and the City, Town/Community Councils and declare the Council Tax levels for the 2018/19 financial year
- (ii) Approve the recommendation that the amounts calculated by the Council for the 2018/19 financial year, in accordance with Sections 32 to 34 (1) of the Local Government Finance Act 1992 (the Act) and Alteration of Requisite Calculations (Wales) Regulations 2008 be as Appendix A Section 3
- (iii) Approve the recommendation that the amounts calculated by the Council for the 2018/19 financial year, in accordance with Sections 34 (2) to 36 (1) of the Local Government Finance Act 1992 (the Act) be as Appendix A Section 4
- (iv) That the amounts of Council Tax for the 2018/19 financial year for each of the categories of dwellings be as shown in Appendix C, and
- (v) Approve the level of discount for Class A, B and C as prescribed under the Council Tax (Prescribed Class of Dwellings) (Wales) Regulations 2004 be set at zero for the financial year 2018/19 with the caveat that this is dependent on no changes to legislation or local conditions.

6 CAPITAL PLAN 2017/18 - 2020/212 AND RECOMMENDATIONS OF THE STRATEGIC INVESTMENT GROUP

The Leader, Councillor Hugh Evans introduced the Capital Plan report (previously circulated) in place of Councillor Julian Thompson-Hill who had been unable to attend due to illness.

The full Capital Plan had been last reported to Council in February 2017. Monthly updates had been presented to Cabinet. The estimated Capital Plan was now £38.5million. The Plan had been updated since being reported to Cabinet on 23 January 2018.

The Head of Finance guided Members through the report.

Both the Leader and the Head of Finance responded to questions regarding various aspects of the Capital Plan. Main areas of discussion focused on the following:

- Flooding was raised as an issue and also a query regarding the Flood Assessment report which had been awaited. The Head of Finance confirmed he would chase up the Flood Assessment report on behalf of Members.
- It was confirmed that if the Local Authority met the criteria, they would be able to access a Town Centre Loan Scheme which would be a 15 year interest free loan from the Welsh Government.
- 21st Century Schools report would be presented at a future Cabinet meeting and within the package there would be a commitment to fund and recognise

the need in Rhyl for the new primary school on the Aberkinsey Estate together with other issues raised by schools in Denbighshire.

- Issue of reducing the speed limit on the road known as Abergele Straight in Rhuddlan was raised. The Lead Member for Highways, Planning and Sustainable Travel confirmed that a proposal form be submitted to Scrutiny Chairs and Vice-Chairs for a report to be discussed at Scrutiny Committee.

Members expressed their gratitude to the Head of Finance, Richard Weigh and his team, together with the Lead Member, Councillor Julian Thompson-Hill for all their hard work.

RESOLVED that:

- *Members note the latest position on the 2018/18 element of the Capital Plan and the update on major projects*
- *Members support the recommendation of the Strategic Investment Group as detailed in Appendix 5 and summarised in Appendix 6*
- *Members support the recommendation of Cabinet to approve 25k for the Horseshoe Pass 40mph speed limit proposal as detailed in Appendix 5 and summarised in Appendix 6*
- *Members approve the 2018/19 Capital Plan*

At this juncture it was agreed to vary the order of the Agenda to complete the presentation of the finance based items.

7 TREASURY MANAGEMENT STRATEGY STATEMENT 2018/19 AND PRUDENTIAL INDICATORS 2018/19 TO 2020/21

The Leader, Councillor Hugh Evans introduced the Treasury Management Strategy Statement (TMSS) 2018/19 and Prudential Indicators 2018/19 to 2020/21 report (previously circulated) in place of Councillor Julian Thompson-Hill who had been unable to attend due to illness.

The Chartered Institute of Public Finance and Accountancy's Code of Practice on Treasury Management required the Council to approve the TMSS and Prudential Indicators annually.

Council considered the report and following discussion, Members expressed their thanks to the Head of Finance, Richard Weigh, and his team, together with Councillor Julian Thompson-Hill for all their hard work.

RESOLVED that Council:

- *Approves the Treasury Management Strategy Statement for 2018/19 detailed in Appendix 1 to the report*
- *Approves the setting of Prudential Indicators for 2018/19, 2019/20 and 2020/21 detailed in Appendix 1 to the report*
- *Approves the Minimum Revenue Provision Statement as detailed in Appendix 1 Section 6 to the report*
- *Confirms that it has read, understood and taken account of the Well-being Impact Assessment, as detailed in Appendix 2 to the report, as part of its consideration.*

At this juncture (11.40 a.m.) there was a 20 minute break.

The meeting reconvened at 12.00 noon.

8 NORTH WALES POPULATION ASSESSMENT REGIONAL PLAN

The Lead Member for Well-being and Independence, Councillor Bobby Feeley introduced the North Wales Population Assessment Regional Plan report (previously circulated).

Local Authorities and the Health Board in the North Wales region had to produce a 5 year Joint Area Plan in response to the population assessment by 1 April 2018. It was required by the Social Services and Well-being (Wales) 2014 Act and the Care and Support (Area Planning) (Wales) Regulations 2017.

The Plan had to focus on the integrated services planned in response to each theme identified in the population assessment.

The joint plans were to provide a description of the range and level of services proposed to be provided, or arranged, to respond to the care and support needs, and the support needs of carers, identified in the combined population assessment reports.

A consultation of the draft Plan had taken place between 11 August and 17 November 2017. The consultation had been to involve as many people as possible in writing and shape the plan at an early stage in the project. The findings of the consultation had been incorporated into a revised draft of the plan and a full consultation report had been produced.

At this juncture, the Lead Member, Councillor Bobby Feeley thanked the officers for their hard work. She confirmed this was now a very strong foundation especially in light of the ever increasing older population and looked after children population.

Following discussion, it was:

RESOLVED that:

- *Members approved the draft North Wales Population Assessment Regional Plan, and*
- *The Committee confirms that it has read, understood and taken account of the Well-being Impact Assessment (Appendix C) as part of its consideration.*

9 CONWY & DENBIGHSHIRE PUBLIC SERVICES BOARD WELL-BEING PLAN 2018-2023

The Leader, Councillor Hugh Evans introduced the Conwy & Denbighshire Public Services Board Well-being Plan 2018-2023 (previously circulated).

The Public Services Board (PSB) is a statutory organisation under the Well-being of Future Generations (WFG) (Wales) Act 2015.

A first draft of the plan had been published for consultation between 30 October 2017 and 22 January 2018. The first draft had included six priorities but at the Conwy & Denbighshire PSB meeting on 29 January 2018, the six priorities were rationalised to three:

- (i) People – Good mental wellbeing for all ages (encompassing the 1st 1000 days and the impact this had on a person’s future)
- (ii) Community – Community Empowerment (encompassing the resilience of young & older people), and
- (iii) Place – Environment resilience.

These themes complement the priorities set out in Denbighshire’s Corporate Plan.

The Strategic Planning & Performance Officer had attended Partnerships Scrutiny Committee on 14 December to present the draft plan and discuss the Committee’s view on the consultation questions.

At this juncture, Councillor Jeanette Chamberlain-Jones read out a statement in her capacity as Chair of Partnerships Scrutiny Committee as follows:

As Partnerships Scrutiny Committee is the Council’s designated scrutiny committee for Public Services Board matters it was one of the statutory consultees on the draft Well-being Plan. The Committee was consulted on the PSB’s Well-being Plan’s priorities and contents at its meeting on 14 December 2017. The points raised by the Committee are detailed in an appendix to the report presented to you today, which you have all had an opportunity to read. You will see from the points raised by the Committee at that meeting that:

- Members acknowledged that the Plan itself is a high level strategic document which sets out the PSB’s aims and aspirations for the next five years. Its delivery would, therefore, be dependent on detailed cross organisational delivery plans and effective joint working by all partners;
- Members raised a number of points relating to promoting resilience amongst all age groups to improve health and well-being (both physical and mental), reduce obesity and social isolation etc. It is therefore pleasing that the PSB has, as a result of the consultation exercise, decided to focus on the three main priorities of:
 - i. People - Good mental wellbeing for all ages (including the 1st 1000 days and the impact this has on a person’s future)
 - ii. Community – Community Empowerment (including the resilience of young & older people)
 - iii. Place – Environmental resilienceas they are all inter-dependent on each other, and complement one and other. They also support the prevention and effective partnership working ideology of both the Well-being of Future Generations (Wales) Act 2015 and the Social Services and Well-being (Wales) Act 2014 for the purpose of building resilience and improving well-being.

- the power to implement the priorities listed in the Well-being Plan lie with the public service organisations that are members of the PSB, i.e. through their strategic plans, here in Denbighshire our Corporate Plan. It was pleasing therefore that the themes in the final Well-Being Plan complement our Corporate Plan. To successfully deliver the Well-being Plan all partner organisations would need to work together effectively, they would also need to have clear communication channels with each other and with residents;
- in order to fulfil its responsibilities in relation to the Plan's delivery Scrutiny will be monitoring the PSB's progress in delivering the priorities and the Plan.

As Denbighshire has a joint PSB with Conwy work is currently underway to examine the most effective method for us to fulfil our PSB scrutiny responsibilities. The Scrutiny Chairs and Vice-Chairs Group are to shortly examine a number of potential options for scrutinising the PSB in future, including the potential of introducing joint scrutiny arrangements with Conwy. In the meantime Partnerships Scrutiny Committee will continue to act as the Council's designated PSB scrutiny committee.

Prior to publication of the Plan it had to be approved by the Boards of each PSB member organisation. In the case of Local Authorities, approval had to be sought from Full Council.

During discussion the following points were raised:

- The business plan for the Royal Alexandra Hospital in Rhyl had not yet been circulated. It was confirmed by the Lead Member for Well-being and Independence, Councillor Bobby Feeley, that following a meeting with the Chair of Betsi Cadwaladr University Health Board (BCUHB), Peter Higson, that the Business Plan would be re-submitted in March 2018 and he confirmed there was 100% commitment from BCUHB to the Royal Alexandra development.
- It was confirmed that collaborative working with public sector partners, community and voluntary services the Plan would progress to improve quality of life for residents.

Following discussion it was:

RESOLVED that:

- (i) *The committee confirms that it has read, understood and taken account of the Well-being Impact Assessment (Appendix A) as part of its consideration, and*
- (ii) *Council supports the priorities for the Conwy & Denbighshire PSB Well-being Plan 2018-2023.*

10 APPOINTMENT OF A CITY, TOWN AND COMMUNITY COUNCIL MEMBER TO STANDARDS COMMITTEE

The Monitoring Officer introduced Appointment of a City, Town and Community Council member to Standards Committee report (previously circulated).

The Regulations required that the Council published an advertisement for the post of City, Town and Community Council member and a Panel of no more than five members to consider each application received and make recommendations to the Council on the appointment. At the Panel meeting on 17 October, Council appointed Councillors Gareth Davies, Richard Mainon and Mark Young to the Panel.

There were three applicants for the post of City, Town and Community member who were interviewed by the Panel on 19 January 2018. Councillor Gordon Hughes of Corwen Town Council had been considered by the Panel to be the most suitable candidate and was, therefore, recommended to Full Council for appointment.

RESOLVED that Councillor Gordon Hughes be appointed to the Standards Committee for a term of office to expire on the date of the next Local Government Elections in 2022.

11 COUNTY COUNCIL FORWARD WORK PROGRAMME

The Head of Legal, HR and Democratic Services introduced the Council's Forward Work Programme (previously circulated).

Council Briefing – 12 March 2018 – Denbighshire Strategic Employment Approach to be removed.

RESOLVED that, subject to the above, the Council Forward Work Programme be approved and noted.

The meeting concluded at 1.35 p.m.

Report to: County Council

Date of meeting: 10th April 2018

Lead Officer: Head of Legal, HR and Democratic Services

Report Author: Gary Williams, Head of Legal, HR and Democratic Services

Title: Arrangements for Election of Chair and Vice Chair at Annual Council

1 What is the report about?

- 1.1 The arrangements for election of the Chair and Vice Chair of the Council for the municipal year 2018/19.

2 What is the reason for making this report?

- 2.1 The Chair and Vice Chair of Council will be elected at the Annual General Meeting of the Council in May. The purpose of the report is to agree the proposed Chair and Vice Chair for the coming municipal year 2018/19 to be formally elected at the Annual General meeting.

3 What are the recommendations?

- 3.1 That Council agrees the proposed Chair and Vice Chair for the municipal year 2018 to be formally elected at the Council's annual meeting on 15th May 2018.

4 Report details

- 4.1 In 2006 the Council agreed with the conclusions of the former Modernising Panel that the previous procedure whereby Annual Council met with no real certainty as to who would emerge as Chair and Vice Chair of the Council detracted from the dignity of the occasion.
- 4.2 Council resolved that the arrangements for the election of Chair and Vice Chair should be addressed at the meeting prior to Annual Council.
- 4.3 The current Vice Chair of Council is Councillor Peter Scott. The tradition is that the current Vice Chair of Council is elected as Chair of Council for the forthcoming municipal year.

4.4 Group Leaders have been requested to provide nominations for the role of Vice Chair of Council for the coming municipal year. At the time of writing this report no nominations have been received.

5 How does the decision contribute to the Corporate Priorities?

5.1 The roles of Chair and Vice Chair of Council do not impact directly on the corporate priorities.

6 What will it cost and how will it affect other services?

6.1 The roles of Chair and Vice Chair of the Council currently attract senior salaries of £21,600 and £14,100 respectively. These figures are inclusive of the basic salary paid to all members.

7 What are the main conclusions of the Well-being Impact Assessment?

7.1 There is no need for an impact assessment in respect of this decision.

8 What consultations have been carried out?

8.1 Group Leaders have been consulted with regard to the nomination of members to the role of Vice Chair of Council.

9. Chief Finance Officer Statement

9.1 There are no additional costs arising from this recommendation.

10 What risks are there and is there anything we can do to reduce them?

10.1 There is a reputational risk to the Council if there is no certainty as to the proposed Chair and Vice Chair of Council at the Annual Meeting.

11 Power to make the decision?

11.1 Section 4 Council Constitution.
Section 4 Local Government Act 1972.

Report To:	County Council
Date of Meeting:	10 April 2018
Lead Member / Officer:	Gary Williams, Head of Legal, HR & Democratic Services
Report Author:	Steve Price, Democratic Services Manager
Title:	Independent Remuneration Panel for Wales Annual Report 2018 / 19

1 What is the report about?

The report is about the Independent Remuneration Panel for Wales' (the 'Panel') annual report for 2018 /19.

2 What is the reason for making this report?

To advise of the Panel's determinations for 2018 / 19 in respect of payments to members and co-opted members and to adopt a schedule of remuneration.

3 What are the Recommendations?

- 3.1 That Council notes the determinations of the Panel for the 2018 / 19 municipal year in respect of the payment of Basic Salaries, Senior and Civic Salaries and payments to co-opted members.
- 3.2 That Council adopts the schedule of remuneration as set out in appendix 1 (which remains unchanged from 2017 / 18 except as outlined in paragraph 4.4) for the 2018 / 19 municipal year.

4 Report details

- 4.1 The Independent Remuneration Panel for Wales was established in 2008. The Panel's remit and functions were extended in the Local Government (Wales) Measure 2011. The Panel's remit includes councillors, other members of National Park Authorities, Welsh Fire and Rescue Authorities and Community and Town Councils in addition to County and County Borough Councils. The Panel is able to stipulate the actual amount of payment an authority may make to a member and the duties and responsibilities which may qualify councillors to receive payments.
- 4.2 The Panel is required to produce an annual report setting out the levels at which members are to be paid for various duties and responsibilities for the coming municipal year. The Local Government (Wales) Measure 2011 requires local authorities to implement the recommendations of the Panel. The 2018 / 19 annual report can be viewed on the following link:

<http://gov.wales/docs/dsijg/publications/localgov/180226-annual-report-2018-en.pdf> ?

- 4.3 The Panel's report sets out three bands of Council, sets out the number of councillors in each and the maximum number of senior salaries that the relevant council may pay.

These groupings are set out in Table 1 of the annual report. Table 2 sets out the basic salary and senior salaries that shall be payable to Members of Councils in 2018 / 19.

- 4.4 This year the Panel have decided to provide an increment of £200 a year to the basic salary for each councillor, effective from April 2018. There is no change to the senior or civic salary levels from last year but these post holders will receive the increment in the basic salary paid to all councillors. For the past two years the Panel allowed the possibility for lower payment levels for most Cabinet members and the chairs of committees but these options have been discarded for this year.
- 4.5 The Panel remains firmly of the view that maintaining the democratic values of local government is not cost free. Publicly funded remuneration is made available to encourage a diversity of willing and able local people to undertake local government, through their elected, appointed or co-opted roles.
- 4.6 When the Panel made its initial determinations in its 2009 report it aligned payments to Members to the medium gross earnings of all full time employees resident in Wales and the basic salary was set at $\frac{3}{5}$ of the All Wales medium salary. The Panel concluded that Cabinet members should be considered as full-time posts. In setting these salaries the Panel recognised that there was an unpaid public service contribution.
- 4.7 Civic Salaries - The Panel introduced responsibility levels for each council to determine the level of payments for civic leaders and deputy civic leaders. For Denbighshire this means the Chair of Council and the Vice Chair of Council. The levels remain unchanged (except for the £200 increase in the basic salaries) and are shown below.

	Civic leaders	Deputy civic leaders
a	£24,300	£18,300
b	£21,800	£16,300
c	£19,300	£14,300

- 4.8 In April 2014, Council decided to set the level of payments for the Chair of Council at level b and for the Vice Chair at level c. **Both figures in the table above include the basic salary each councillor is entitled to be paid of £13,600.** The payment of Civic Salaries is not included in the cap on the number of Senior Salaries available to an authority. A Council may decide not to pay any Civic Salaries.
- 4.9 Senior Salary Band 1 and 2 – The Panel has determined five bands of Senior Salary. Band 1 includes Leader and Deputy Leader and Band 2 includes other Cabinet Members. In the Panel’s discussions with elected Members across Wales in 2013 and 2017 there was a consistent view expressed that leadership with executive roles carried the greatest accountability. The Panel also received representations that these accountabilities are often the same regardless of the size of population served by the Council. The Panel retains its view that the size of population remains a major factor in influencing levels of responsibility and has therefore retained the 3 population groups (A, B and C) as set out in Tables 1 and 2 of the annual report for the purposes of setting the number of senior salaries available and the level of the Senior Salaries in Bands 1 and 2.

It should be noted that in order to save money Denbighshire appoints 8 Cabinet posts from the maximum of 10 posts it could appoint to which results in a greater range of portfolio responsibilities for each Cabinet member.

4.10 Band 3 – For 2018 / 19 committee chairs (if remunerated) will be paid £22,300 (inclusive of the basic salary). In Denbighshire's case there are fewer scrutiny committees than in most other authorities and the importance of the chairing roles for the other committees such as the Planning and Licensing Committees should be acknowledged.

Denbighshire has set the number of its senior salary payments (the number of Cabinet and committee chair allowances being paid) at 2 below the maximum allowed by the Panel for an authority of Denbighshire's size.

4.11 Band 4 and 5 – The Panel has taken the view that the payment of the leader of the largest opposition group is important for local democracy. The Panel have therefore continued their previous determination that this Senior Salary (band 4) must be paid. The payment corresponds to the level of payment for committee chairs. The Panel has previously noted that very few leaders of other political groups have been allocated a salary in Welsh authorities. The Panel has determined that where such salaries are paid the level should be at £17,300 per annum as set out in Table 2.

4.12 Co-opted Members with Voting Rights – Table 6 of the Panel's report has the fees for co-opted members with voting rights which remain unchanged from last year and are based on an attendance allowance and time commitment of up to 4 hours (a half day fee) or over 4 hours (a daily fee). The Panel allows co-opted voting members to include travelling time and reasonable time for pre-meeting preparation, the extent of which can be determined by the appropriate officer in advance of the meeting.

4.13 Co-opted members are also eligible to receive payments of fees for attending working group meetings, meetings with officers, training and attendance at conferences or any other formal meetings to which they have been invited to attend.

4.14 Mileage Rates – Authorities can only reimburse travel costs for their members undertaking official business. There is to no change to the mileage rates. The Panel has determined that a member who has been a passenger in a vehicle driven by someone else should be paid the prescribed rate provided that the authority is satisfied that the cost has been incurred by the member.

4.15 Presiding Member - The Local Government Democracy Act 2013 allows local authorities to appoint a presiding member who would chair the business meetings of the Council in addition to a civic leader. A Council may also appoint a deputy presiding member. Where appointed, a presiding member would be paid at the Band 3 level (committee chair salary) and the post would contribute towards the cap on the number of senior salaries that can be paid. The post of deputy presiding members would not receive a payment.

4.16 Joint Scrutiny Committees – Two or more authorities can establish joint scrutiny committees and decide whether or not the chairs of those committees (or a sub-committee of a joint scrutiny committee) will be paid. If they decide to make payments the following determinations apply:

- The Chair of a Joint Scrutiny Committee is eligible for an additional salary of £6,700
- In cases where the chair is already in receipt of a senior salary for a band 3, 4 or 5 role the payment will be £3,350
- The chair of a sub-committee of a joint scrutiny committee is eligible for a salary of £1,675.

- In cases where the chair of the sub-committee is already in receipt of a senior salary payment for a band 3, 4 or 5 role the payment will be £837.
- A vice chair of a joint scrutiny committee or sub-committee will not receive a payment
- Payments to a chair of a joint scrutiny committee or sub-committee are not counted as part of Denbighshire's maximum number of councillors (17) who may receive a senior salary payment although there is a statutory limit of no more than 50% of a council's membership being allowed to receive a senior salary payment.

- 4.16 Town, Community and City Councils – Importantly for town, city or community councils (all referred to here now as 'community councils') the Panel has grouped community councils into 3 groups (A, B and C) based on their income or expenditure last year. Those below £30,000 are in Group C, between £30,000 and £199,999 are in Group B and those with £200,000 and above are in Group A (see table 7 of the Panel's report).
- 4.17 Community councils in Groups A and B must make available a payment to each of their members of £150 per year for the costs incurred on council business e.g. telephone usage and IT costs.
- 4.18 Community councils in Group C can take a decision on whether to make a payment of £150 to each of their members to cover IT and telephone costs.
- 4.19 Group A community councils must make an annual payment of £500 each to at least 1 of their members and up to 5 members in recognition of specific responsibilities. This is in addition to the payment of £150 for costs and expenses. Group B and C councils are able to decide whether they make a payment of £500 to up to 5 members in recognition of specific responsibilities (in addition to the £150 payments for costs and expenses).
- 4.20 County councillors on Cabinet cannot receive any payment from a community council other than travel and subsistence expenses and reimbursement of costs of care. However, this does not preclude them from taking on a senior role that would otherwise attract a payment.

5 How does the decision contribute to the Corporate Priorities?

This report outlines the decisions taken by the Panel and does not in itself contribute to the corporate Priorities.

6 What will it cost and how will it affect other services?

The Panel's annual report largely continues the payment levels of 2018 /2019. The increase in the basic salary equates to £9,400 a year for all members.

7 What are the main conclusions of the Well-being Impact Assessment?

This report is made in accordance with statutory obligations and the determinations of the Independent Remuneration Panel for Wales. An impact assessment is not required for this report.

8 What consultations have been carried out with Scrutiny and others?

The Panel consults nationally on the draft contents of each annual report.

9 Chief Finance Officer Statement

The Member's budget is currently underspending in 17/18 due to delays in appointment of Cabinet and Committee Chairs following the Council elections. It is the intention to request these funds to be carried forward into 2018/19 in order to fund cost pressures within the service area including training requirements and the determinations of the Independent Remuneration Panel for Wales Annual Report . A full review of the budget will take place during 2018/19 to set a sustainable annual budget going forward.

10 What risks are there and is there anything we can do to reduce them?

The majority of the payments (basic salaries, leader of the largest opposition group, co-opted members with voting rights) set out in the annual report have to be made available and a budget has been allocated to cover the payments.

11 Power to make the Decision

Section 111 Local Government Act 1972

Local Government (Wales) Measure 2011

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SENIOR SALARIES	ANNUAL AMOUNT (includes basic salary)
ROLE	
Leader of the Council	£43,300
Deputy Leader of the Council	£30,300
Executive Member (Cabinet member)	£26,300
Committee Chairs	£22,300
Leader Of The Largest Opposition Group	£22,300
CIVIC SALARIES	ANNUAL AMOUNT (includes basic salary)
ROLE	
Civic Head (Chair)	£21,800
Deputy Civic Head (Deputy Mayor / Chair)	£14,300

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Report To:	Council
Date of Meeting:	10 April 2018
Lead Member:	Councillor Mark Young, Lead Member for Corporate Standards
Report Author:	Steve Price, Democratic Services Manager
Title:	Member Training and Development

1. What is the report about?

This report provides an update on member training issues.

2. What is the reason for making this report?

To facilitate a discussion on member training and development and the identification of 'mandatory' training.

3. What are the Recommendations?

That Council debates member training and development and outlines its approach in respect of mandatory and discretionary training and potential sanctions for non-attendance at 'mandatory' training.

4. Report details

4.1 Feedback from members after the 2008 elections indicated that the initial training programme for the new Council was inadequate; whilst members in 2012 felt that there was too much training being offered at the start of that Council. As a result the training provided since the 2017 elections has been aimed to be somewhere in between the two previous programmes in terms of intensity and scope.

4.2 Over the first days and weeks of this current Council term training and introductions were provided on the Code of Conduct; ICT (including the use of iPads for Council business); the Council's services and corporate governance; and on role or skills specific areas such as chairing Scrutiny committees or for matters within the Planning, Licensing, Cabinet and Corporate Governance Committee remits. These have been followed by some repeated sessions and also new areas to cover the range of roles and responsibilities held by elected members with further training sessions being developed.

4.3 In 2014 the previous Council decided:

- that the following 'generic' mandatory training would be attended by all members:
 - Code of Conduct

- Safeguarding / Corporate Parenting / Child Protection
 - Finance
 - Equalities
 - Induction (structure of Council, Constitution and Data Protection).
- In addition Council decided that some role specific mandatory training, over and above the generic mandatory training shown above, must be attended by members undertaking the relevant roles (though other members could attend too if they wished to do so).
 - Chairing skills (for Chairs and Vice-Chairs of all Committees)
 - Scrutiny (Chairing) *for the Scrutiny Committee chairs*
 - Group Leaders
 - Cabinet (to include public speaking and talking to the media)
 - Planning Committee
 - Licensing Committee

- 4.4 All members are required under the Council's Code of Conduct to attend Code of Conduct training and all members have done so. Owing to the importance of decisions made at the Planning Committee being taken by members with appropriate knowledge of planning legislation and policies, the previous Council's requirement for all planning Committee members to complete 2 planning training sessions each year has been carried forward. The sanction for non-compliance is that a member who has not undertaken the necessary training would not vote on planning matters. Planning Committee members have again responded well to these requirements.
- 4.5 This new Council is now asked to confirm its own 'mandatory' training requirements for all members and for those in certain roles. The Previous Council did not set any sanctions (other than that for the Planning Committee) if a member failed to undertake mandatory training, and Council is requested to clarify its current position on this.
- 4.6 Any training identified as being 'mandatory' may need to be repeated or offered at appropriate times to enable members to fulfil their obligations, and this commitment of resources is a material consideration when considering how many areas should be mandated. However, E-learning for members is being developed and will be available soon for a variety of modules including safeguarding and domestic violence and will offer more convenient access to certain courses.
- 4.7 Personal development reviews have been offered to all members and those reviews will be arranged over the coming months for members who have accepted or who now wish to accept them. It is important to note that personal development reviews are not performance appraisals; they are one way to identify and support a councillor's training and development needs.

5. **How does the decision contribute to the Corporate Priorities?**

This report does not directly contribute to the Corporate Priorities though appropriately trained and supported elected members will contribute to the Council's performance at strategic, policy development and decision-taking levels.

6. What will it cost and how will it affect other services?

The majority of the training plan is provided by the Council's officers. This does not require extra funding but does require officer time. For some training areas external facilitation is required which would need to be contained within the member training budget.

7. What are the main conclusions of the Well-being Impact Assessment?

This report does not require an Assessment.

8. What consultations have been carried out with Scrutiny and others?

The Democratic Services Committee considered an overview of the issues raised in this report on member training on the 23rd March 2018. Whilst aware that Council would be asked to determine issues of mandatory training and any sanctions, the Committee was supportive of the training plan and asked for personalised training records to be made available to each member as well as providing access to information about future training topics.

9. Chief Finance Officer Statement

The Member's budget is currently underspending in 17/18 due to delays in appointment of Cabinet and Committee Chairs following the Council elections. It is the intention to request these funds to be carried forward into 2018/19 in order to fund cost pressures within the service area including training requirements and the determinations of the Independent Remuneration Panel for Wales Annual Report . A full review of the budget will take place during 2018/19 to set a sustainable annual budget going forward.

10. What risks are there and is there anything we can do to reduce them?

Training and development is intended to equip members with the skills and knowledge required for the different roles. Without this in place there is a greater risk in some areas of successful challenges to decisions or referrals to the Public Services Ombudsman, and to poorer performance generally.

11. Power to make the Decision

Local Government (Wales) measure 2011.

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Report To: Full Council
Date of Meeting: 10th April, 2018
Lead Member / Officer: Cllr Julian Thompson-Hill
Report Author: Sophie Vaughan
Title: Annual Pay Policy Review

1. What is the report about?

The Localism Act 2011 requires local authorities to prepare pay policy statements. These statements must articulate an authority's own policies towards a range of issues relating to the pay of its workforce particularly its senior staff (or "chief officers") and its lowest paid employees. Pay Policy Statements must be approved by the Council on an annual basis, and published on the relevant website.

2. What is the reason for making this report?

To seek approval of the Remuneration Panel of the attached Pay Policy Statement which has been drafted in accordance with the requirements of 38 (1) of the Localism Act 2011 and incorporates all existing pay arrangements for the workforce groups within the Council, including Chief Officers and the lowest paid employees.

3. What are the Recommendations?

- a. That Full Council agree the changes to the Pay Policy for 2018/19 (copy in Appendix A)

4. Report details

Under Section 112 of the Local Government Act 1972 the Council has 'the power to appoint officers on such reasonable terms and conditions as the Council thinks fit'. This Pay Policy statement sets out the Council's approach to pay in accordance with the requirements of s38 (1) of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement each financial year, detailing:

- a) The Council's Policies towards all aspects and elements of the remuneration of Chief Officers
- b) Their approach to the publication of and access to information relating to all aspects of the remuneration of Chief Officers
- c) The Council's Policies towards the remuneration of its lowest paid employees (including the definition adopted and reasons for it)

- d) The relationship between the remuneration of its Chief Officers and other employees.

The Pay Policy has been reviewed for 2018/19 and the following amendments made:

National Pay Awards

The Pay Policy has been updated with the current situation with regards to the national pay awards which are yet to be agreed for 2018/19.

Chief Officer and Chief Executive Pay Award

The Pay Policy has been updated with the current position with regards to the national position of the pay awards for Chief Officers and Chief Executives, which are yet to be agreed for 2018/19.

Payments on Termination

Central UK Government are introducing a cap at £95,000 on public sector exit payment, but there hasn't been any progress with this, and it still hasn't been introduced. At this time it is unclear how this may operate in Wales, although early indications are that it may not be applied in its current form to the devolved Welsh Public Sector. As and when we receive clarification, all policies on severance payments in Denbighshire County Council will be reviewed as appropriate in due course to accommodate any relevant changes in legislation. Reference to the cap has been made in paragraph 5.7.4 in the Pay Policy for 2018/19 and will be updated as and when more information is received.

Recovery of Exit Payments following Re-employment

Central UK Government are introducing legislation to enable recovery of public sector exit payments, but there hasn't been any progress with this, and it still hasn't been introduced. This will apply to employees returning to the public sector or sub sector within 12 months of leaving, who earn over £80,000 per annum. At this time it is unclear how this may operate in Wales, all policies on severance payments in Denbighshire County Council would be reviewed as appropriate in due course to accommodate any relevant changes in legislation.

Reference to the recovery of these payments has been made in paragraph 9.2 in the Pay Policy for 2018/19 and will be updated as and when more information is received.

Removal of Performance Related Pay for the Chief Executive

Following the review of the Chief Executive's pay, the spot salary and performance related pay has been removed and replaced with an incremental scale. The Pay Policy reflects this in paragraph 5.2.2.

Recruitment of Chief Officers

Paragraph 5.5.2 has been amended from Part 4 to include the correct section (Section 11) of the constitution for the Council's policy and procedures with regards to recruiting a Chief Officer.

Pay Relativities within the Council

Paragraph 7.4 has been updated with the most recent comparison of the lowest paid against the Chief Executive's salary.

5. How does the decision contribute to the Corporate Priorities?

Having a fair and transparent pay policy will contribute towards a well-motivated workforce who in turn will contribute towards achieving the corporate priorities.

6. What will it cost and how will it affect other services?

There are no new financial implications arising from this Pay Policy.

7. What are the main conclusions of the Wellbeing Impact Assessment undertaken on the decision? The completed Wellbeing Impact Assessment template should be attached as an appendix to the report

The Wellbeing Impact Assessments for the Pay Policy are attached. There are no issues arising out of either assessment.

8. What consultations have been carried out with Scrutiny and others?

Consultation with the Head of Legal, HR and Democratic Services, the Section 151 Officer and CET to ensure all requirements of s38 (1) of the Localism Act are incorporated.

9. Chief Finance Officer Statement

The financial impact of changes to the pay policy, such as pay awards, are factored into the Medium Term Financial Plan and inflationary budget contributions are agreed as part of the annual budget process. Heads of Service are responsible for ensuring that the cost of their staffing structure is maintained within their overall budget allocation.

10. What risks are there and is there anything we can do to reduce them?

The Council will be in breach of its legal obligations in respect of the Localism Act if it fails to adopt the Pay Policy.

11. Power to make the Decision

S38 (1) of the Localism Act 2011 and section 112 of the Local Government Act 1972 covering the power to appoint officers.

Paragraph 6 of Part 2 of Schedule 3 to the Local Government (Standing Orders)(Wales) Regulations 2006 as amended, requires that the decision to determine the level of remuneration, or any change to the level of remuneration, of a Chief officer must be made by Full Council.

PAY POLICY STATEMENT 2018/19

This document is subject to the policy statement included in the Employee Handbook

This document is subject to the standard policy statements

To provide feedback on this document please click [here](#)

Page 43

<i>Date agreed & Implemented:</i>	
<i>Agreed by:</i>	
<i>Review date:</i>	
<i>Frequency:</i>	

<i>Ver</i>	<i>Status</i>	<i>Date</i>	<i>Reason for Change</i>	<i>Authorised</i>

1. Introduction & Purpose

2. Legislative Framework

3. Scope of Pay Policy

**4. Broad Principles of our
Pay Strategy**

**5. Chief Officer
Remuneration**

6. Publication

**7. Pay Relativities within
the Council**

**8. Accountability and
Decision Making**

9. Re-employment

10. Reviewing this Policy

1. Introduction and Purpose

- 1.1 This is the Pay Policy Statement for the period 1st April, 2018 – 31st March, 2019. This pay policy statement provides the framework for decision making on pay under Section 112 of the Local Government Act 1972 the Council has ‘the power to appoint officers on such reasonable terms and conditions as the Council thinks fit’. This Pay Policy statement sets out the Council’s approach to pay in accordance with the requirements of s38 (1) of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement each financial year, detailing:
- a) The Council’s Policies towards all aspects and elements of the remuneration of Chief Officers
 - b) Their approach to the publication of and access to information relating to all aspects of the remuneration of Chief Officers
 - c) The Council’s Policies towards the remuneration of its lowest paid employees (including the definition adopted and reasons for it)
 - d) The relationship between the remuneration of its Chief Officers and other employees.
- 1.2 Local Authorities are large complex organisations with multi-million pound budgets. They have a very wide range of functions and provide and/or commission a wide range of essential services. The general approach to remuneration levels may therefore differ from one group of employees to another to reflect specific circumstances at a local, Welsh or UK national level. It will also need to be flexible when required to address a variety of changing circumstances whether foreseeable or not.
- 1.2.1 Overall funding for councils in Wales, along with most of the public sector in in the UK, has reduced continually over a sustained period. As national policies continue to aim to reduce or remove the deficit between government revenues and spending, it is likely that funding for councils in Wales will continue to reduce, over the medium term. At the same time, councils are dealing with significant financial pressures in areas such as social care and education. The council has a medium term financial strategy and robust budget processes but the nature of financial settlements to councils has been unpredictable in recent years and may continue to be due to political change and the potential for uncertainty throughout the process of the UK leaving the European Union.
- 1.3 Approval of the Pay Policy Statement is required by Full Council as required by the legislation, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time.

2. Legislative Framework

- 2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the
- a) Equality Act 2010
 - b) Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000
 - c) Agency Workers Regulations 2010 and where relevant, the
 - d) Transfer of Undertakings (Protection of Earnings) Regulations
- 2.2 With regard to the Equal Pay requirements contained within the Equality Act, the Council completed a review to ensure that there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanism which directly relate salaries to the requirements, demands and responsibilities of the role.
- 2.3 This policy must be applied consistently to all job applicants or employees regardless of their age, disability, gender reassignment, marital or civil partnership status, race, pregnancy or maternity, religion or belief, sex, sexual orientation or caring responsibilities.

If you require this information in an alternative format please contact Human Resources on 01824 706200

3. Scope of the Pay Policy

- 3.1 The Localism Act 2011 requires Authorities to develop and make public their Pay Policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the Council, explaining their Policy on the relationship between remuneration for Chief Officers and other groups. However, in the interests of transparency and accountability the Council has chosen to take a broader approach and produce a Policy covering all employee groups with the exception of School Teachers (as the remuneration for this latter group is set by the Secretary of State and therefore not in Local Council control).
- 3.2 Nothing within the provisions of the Localism Act 2011 detracts from the Council's autonomy in making decisions on pay that are appropriate to local circumstances and which deliver value for money for local tax payers. However, this Policy will be complied with in setting remuneration levels for all groups within its scope.

4. Broad Principles of our Pay Strategy

4.1 Transparency, accountability and value for money

4.1.1 The Council is committed to an open and transparent approach to pay policy which will enable the tax payer to access, understand and assess information on remuneration levels across all groups of council employees. To this end copies of the following pay scales are included in appendix A – D:

- Employee Pay Scales
- Chief Officer Pay Scales
- Soulbury Pay Scales
- Youth Workers Pay Scales

and the following documents are available to view on the Denbighshire www.denbighshire.gov.uk:

- Early Termination (Discretionary Payments) Policy
- Redundancy Policy
- Market Supplement Policy
- Acting up, Honoraria & Ex Gratia Payments Policy
- Senior Leadership Pay Maintenance Process

4.2 Development of Pay and Reward Strategy

4.2.1 The primary aim of a reward strategy is to attract, retain and motivate suitably skilled staff so that the Council can perform at its best. The biggest challenge for the Council in the current circumstances is to maximise productivity and efficiency within current resources. The Pay Policy then is a matter of striking a sometimes difficult balance between setting remuneration levels at appropriate levels to facilitate a sufficient supply of appropriately skilled individuals to fill the Council's very wide range of posts, and ensuring that the burden on the taxpayer does not become greater than can be fully and objectively justified.

4.2.2 In this context it does need to be recognised that at the more senior grades, in particular, remuneration levels need to enable the attraction of a suitably wide pool of talent (which will ideally include people from the private as well as public sector and from outside as well as within Wales), and the retention of suitably skilled and qualified individuals once in post. It must be recognised that the Council will often be seeking to recruit in competition with other good public and private sector employers.

- 4.2.3 In addition, the Council is the major employer in the area. As such we must have regard to our role in improving the economic well-being of the people of Denbighshire. The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy.
- 4.2.4 In designing, developing and reviewing the Pay and Reward Strategy, the Council will seek to balance these factors appropriately to maximise outcomes for the organisation and the community it serves, while managing pay costs appropriately and maintaining sufficient flexibility to meet future needs. This Pay Policy Statement will be reviewed on an annual basis in line with our strategy for pay and approved annually by the Full Council.

4.3 Pay Structure - Pay Spine

- 4.3.1 The Council uses the nationally negotiated pay spine as the basis for its grading structure. This determines the salaries of the larger majority of the non-teaching workforce, together with the use of other nationally defined rates where relevant.
- 4.3.2 A pay offer has been made by the National Employers for Local Government Services for the period 1st April, 2018 – 31st March, 2020 included in Appendix G. The offer includes amendments to the national pay spine, but has not been agreed by the recognised Trade Unions at the points of publishing this policy.

For Soulbury Staff and Youth & Community Workers a pay award of 1% for each year has been agreed for the period 1st September, 2016 to 31st August, 2018.

For Chief Officers, the pay award for the period 1st April, 2018 – 31st March, 2018 is yet to be confirmed. The Officers' Side of the Chief Executives' Joint Negotiating Committee has submitted a claim on behalf of Local Authority Chief Executives. The claim covers 2018 and 2019 and seeks pay increases for each year that match whatever is implemented for generality of staff covered by the Local Government Services negotiating body. Agreement has yet to be reached on the latter negotiations, with trade unions consulting their members on the Employers' offer of 2% increase for both years.

- 4.3.3 All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy.
- 4.3.4 New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate.

4.4 Job Evaluation

- 4.4.1 Job evaluation is a systematic way of determining the value/worth of a job in relation to other jobs within an organisation. It aims to provide analytical scoring and to make systematic comparison between jobs to assess their relative worth for the purpose of establishing a rational pay structure and pay equity between jobs. The Council currently uses the Greater London Provincial Council Job Evaluation Scheme.
- 4.4.2 The Council undertook a full evaluation and review of pay under Single Status for the non-teaching workforce in terms of Pay & Grading and Terms & Conditions in April 2008 and continues to evaluate any new posts or those that demonstrate a fundamental change in duties.

4.5 Market Supplements

- 4.5.1 Job evaluation will enable the council to set appropriate remuneration levels based on internal job size relativities within the council. However, from time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity.
- 4.5.2 Therefore, the Council has a Market Supplements Policy to ensure that the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector. It is the Council's policy that any such additional payments be kept to a minimum and be reviewed on a regular basis so that they can be withdrawn where they are no longer considered necessary.

4.6 Acting up, Honoraria & Ex Gratia Payments

- 4.6.1 There may be occasions when an employee is asked to carry out additional duties to those of their substantive post for a period of time. In such circumstances an additional payment may be made in line with the Council's policy on Acting Up, Honoraria & Ex Gratia Payments.

4.7 Pay and Performance

- 4.7.1 The Council expects high levels of performance from all employees and has an Annual Appraisal Scheme in place to monitor, evaluate and manage performance on an ongoing basis.

Where unsatisfactory performance is identified, through performance management, increments can be withheld. Performance related pay is only applied to the Chief Executive as detailed in 5.2.3 below.

4.7.2 The Council does not use bonus schemes for any member of staff.

5. Chief Officer Remuneration

5.1 Definitions of Chief Officer & Pay Levels

5.1.1 For the purposes of this statement, 'Chief Officers' are as defined within S43 of the Localism Act. The posts falling within the statutory definition of S43 of the Localism Act are set out below:

- a) Chief Executive
- b) Corporate Directors
- c) Heads of Service

The current definition for senior posts is classed as:-

- Salaries in excess of £100,000 or;
- The head of body's paid service;
- Its monitoring officer;
- A statutory chief officer;
- A non-statutory chief officer;
- A deputy chief officer;
- An executive director; and
- A senior manager with or without board level responsibility who reports directly to the head of the body

5.1.2. Welsh Government amendments to the Local Authorities (Standing Orders) (Wales) Regulations 2006 effective from 1st July 2014 introduced a new requirement that:

"The relevant authority must determine the level, and any change in the level, of the remuneration to be paid to a chief officer"

The impact of this amendment is that all changes to Chief Officer pay must be approved by the Council, not just those which are determined locally.

5.2 Pay Award

- 5.2.1. The Council employs Chief Officers under JNC terms and conditions which are incorporated in their contracts. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of the same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined in accordance with current contractual requirements following the recommendations made by the Independent Remuneration Panel for Wales.
- 5.2.2. The Chief Executive Officer is the senior officer who leads and takes responsibility of the organisation. The role of Chief Executive Officer is a full time appointment. Postholders are selected on merit, against objective criteria, following public advertisement. The current Chief Executive paid an incremental scale of 3 points from £123,716 - £127,513 per annum.

5.3 Pay review for Chief Officers

- 5.3.1. A Remuneration Panel convenes to determine the pay and reward for the Council's Senior Leadership Team which consists of the Chief Executive, Directors and Heads of Service.

The scope of the panel is to:-

- Make recommendations on senior pay and reward issues to Council, ensuring consistency, transparency and accessibility.
- Make recommendations on the management of and structure of senior pay and reward, and grounds for pay progression.

The terms of reference for the Remuneration Panel are included in Appendix E.

- 5.3.2 With effect from 1st April, 2016 a new pay structure was implemented for Chief Officers following a full review of Corporate Director and Chief Officer posts, which was required to ensure that Denbighshire County Council were able to recruit and retain key Senior Leadership Team members. The Chief Officer posts were evaluated under HAY by HAY consultants to ensure that the reward is commensurate with the responsibility and role, this rank order was then considered in line with market data and a new pay structure developed and implementing following agreement with the Remuneration Panel and Full Council.

Any subsequent minor changes to the senior leadership teams roles will be considered in line with the Senior Leadership Pay Maintenance Process, however a biannual review of the whole structure will take place ensuring the structure is fit for purpose and meets the needs of the Council at that time. Any major changes to Senior Leadership Pay must now be submitted to the Independent Remuneration Panel for Wales who will consider any documents pertaining to the changes, their role is to ensure transparency and fairness, they also have the remit to make recommendations they see fit in relation to any submissions. Further details of this process can be found in Appendix E

5.4 Honorarium

- 5.4.1 There are occasions when it is necessary for a Head of Service to carry out additional duties over and above their substantive post for a period of time. This would normally be to cover for a long term absence; following a restructuring whereby responsibility for additional services has been given to the Head of Service; or responsibility for a large project outside of their normal portfolio.
- 5.4.2 In such circumstances, the Chief Executive can award an honorarium of up to 15% of the Head of Service's substantive pay for a maximum period of 12 months. Any honorarium which exceeds 12 months will need to be considered by the remuneration panel and recommended to Full Council.
- 5.4.3 The pay policy is intended to provide Council approval for such payments to be made with the responsibility of when they are made delegated to the Chief Executive where the criteria is met. Such payments to be limited to the period until the Remuneration Committee is able to consider whether any permanent change to salary is required or until these additional responsibilities cease, whichever is the sooner.

5.5 Recruitment of Chief Officers

- 5.5.1 In accordance with the Standing Orders (Wales) Amended Regulations 2014, there is a requirement for posts with salaries of more than £100k and which are for the duration of 12 months or more, to be advertised externally.
- 5.5.2 The Council's Policy and Procedures with regard to recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in Section 11 of the Constitution. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. The salary level on appointment for the Chief Executive is determined by full Council.

Where it is deemed necessary to pay a market supplement, this will be advised through market research and agreed by the Special Appointments Panel prior to recruitment.

- 5.5.3 Where the Council remains unable to recruit Chief Officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive Chief Officer post, the Council will, where necessary, consider and utilise engaging

individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any Chief Officers engaged under such arrangements.

5.6 Additions to Salary of Chief Officers

- 5.6.1 The Council does not apply any bonuses to its Chief Executive or Chief Officers.
- 5.6.2 Other than the Chief Executive, the Council does not apply any performance related pay to its Chief Officers.
- 5.6.3 The Council does pay all reasonable travel and subsistence expenses on production of receipts and in accordance with JNC conditions and other local conditions.
- 5.6.4 The cost of membership of one professional body is met by the Council.
- 5.6.5 The Chief Executive's Job Description includes his role as Returning Officer for Local Government Elections. The Council's fees for payment to its Returning Officer for elections duties can be found in appendix F.

5.6. Payments on Termination

- 5.7.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers (and all other employees), prior to reaching normal retirement age, is set out within its Early Termination of Employment (Discretionary payments) & Redundancy Policy in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. This is in respect of a redundancy payment being based on actual weekly earnings (Regulation 5) and when an enhanced redundancy payment of up to 45 weeks' pay would be granted (Regulation 6). Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007 do not apply as the Council does not increase the total membership of active members (Regulation 12) or award additional pension (Regulation 13).
- 5.7.2 The Council's severance and retirement schemes are applied equally and fairly to all staff their age, disability, gender reassignment, marital or civil partnership status, race, pregnancy or maternity, religion or belief, sex, sexual orientation or caring responsibilities and are implemented in accordance with the regulations of the relevant pension schemes. These will be published on the Council's website as part of the Council's conditions of service policies.

- 5.7.3 The Council ensures that all payments are made in accordance with H.M.R.C legislation and utilises the services of a professional tax advisor where there is a requirement for more detailed specialist advice or to assist should an H.M.R.C compliance audit be undertaken. The use of these outside tax advisors is now shared collaboratively with a neighbouring Council ensuring a joint best practice and cost effective service.

Employment Status is regularly checked and the Council will only class someone as self-employed where there is no question of doubt. Individuals who have previously regularly been treated as self-employed with other authorities, have been paid under P.A.Y.E. by Denbighshire, this is where we have not been fully convinced of their self-employment status.

- 5.7.4 The Welsh Government recommends that the council should offer full council the opportunity to vote before large severance packages beyond £100,000 are approved for staff leaving the organisation. Members must be made aware of any statutory or contractual entitlements due to the employee and the consequences of a non-approval by Council, in which failure to fulfil statutory or contractual obligation may enable the employee to claim damages for breach of contract.

All termination payments are fully compliant with H.M.R.C requirements. Central UK Government are introducing a cap at £95,000 on public sector exit payment, which is still not effective. At this time it is unclear how this may operate in Wales, although early indications are that it may not be applied in its current form to the devolved Welsh Public Sector. As and when we receive clarification, all policies on severance payments in Denbighshire County Council would be reviewed as appropriate in due course to accommodate any relevant changes in legislation.

6. Publication

- 6.1 This statement will be published on the Council's Website. In addition, for posts where the full time equivalent salary is at least £60,000, as required under the Accounts and Audit (Wales) (Amendment) Regulations 2010, the Council's Annual Statement of Accounts will include a note setting out the total amount and detail payments to Corporate Directors and Chief Executive Officer.

7. Pay Relativities within the Council

- 7.1 The lowest paid persons employed under a Contract of Employment with the Council are employed on full time [37 hours] equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. As at 31 March, 2017, this was £14,514. The Council employs Apprentices [and other such Trainees] who are not included within the definition of 'lowest paid employees' as they are not employed under Contracts of Employment.

- 7.2 The relationship between the rate of pay for the lowest paid and Chief Officers is determined by the processes used for determining pay and grading structures as set out earlier in this Policy Statement.
- 7.3 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton Report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Council's workforce.
- 7.4 The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as 1:9.2 and; between the lowest paid employee and average Chief Officer as 1:5.6 The multiple between the average full time equivalent earnings for contract staff (excluding teachers) and the Chief Executive is 1:6.4 and; between the average full time equivalent earnings and average Chief Officer is 1:4
- 7.5 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

8. Accountability and Decision Making

- 8.1 In accordance with the Constitution of the Council, the Council is responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.

9. Re-employment

- 9.1. Staff who, upon leaving the employment of the Council, receives any form of compensation payment for loss of office, will not be re-employed in any capacity by the Council for the duration of the compensation payment. e.g. If a member of staff receives 20 weeks redundancy payment, they cannot be re-employed by the Council for 20 weeks after the termination date. This includes those employed in schools but excludes those employed on School Teachers Conditions of Service.
- 9.2. Staff who, upon leaving the employment of the Council, receive a pension for which the Council incurred additional costs, cannot be re-employed in a similar area of work within the Council during the first 12 months without authorisation by CET. Where authorisation is given, the individual is still subject to 9.1 above if they have received a compensation payment and will

only be allowed to commence work after the compensation period ends. This would also apply to the appointment of previously employed staff as consultants. This includes those employed in schools but excludes those employed on School Teachers Conditions of Service.

Central UK Government are introducing legislation to enable recovery of public sector exit payments, which is not effective yet. This will apply to employees returning to the public sector or sub sector within 12 months of leaving, who earn over £80,000 per annum. At this time it is unclear how this may operate in Wales, all policies on severance payments in Denbighshire County Council would be reviewed as appropriate in due course to accommodate any relevant changes in legislation.

10. Reviewing the Policy

- 10.1 This Policy outlines the current position in respect of pay and reward within the Council. The Policy will be reviewed annually in line with market forces and reported to Council.

NJC Employees April 2017

Appendix A

<i>Job Eval Score</i>	Grade	SCP	Salary	Hourly rate
<i>Up to 217</i>	Grade 1	6	£15,014	£7.78
		7	£15,115	£7.83
<i>218 - 250</i>	Grade 2	8	£15,246	£7.90
		9	£15,375	£7.97
		10	£15,613	£8.09
<i>251 - 290</i>	Grade 3	11	£15,807	£8.19
		12	£16,123	£8.36
		13	£16,491	£8.55
		14	£16,781	£8.70
<i>291 - 322</i>	Grade 4	15	£17,072	£8.85
		16	£17,419	£9.03
		17	£17,772	£9.21
<i>323 - 361</i>	Grade 5	18	£18,070	£9.37
		19	£18,746	£9.72
		20	£19,430	£10.07
		21	£20,138	£10.44
		22	£20,661	£10.71
<i>362 - 395</i>	Grade 6	23	£21,268	£11.02
		24	£21,962	£11.38
		25	£22,658	£11.74
<i>396 - 442</i>	Grade 7	26	£23,398	£12.13
		27	£24,174	£12.53
		28	£24,964	£12.94
		29	£25,951	£13.45
<i>443 - 474</i>	Grade 8	30	£26,822	£13.90
		31	£27,668	£14.34
		32	£28,485	£14.76
<i>475 - 515</i>	Grade 9	33	£29,323	£15.20
		34	£30,153	£15.63
		35	£30,785	£15.96
		36	£31,601	£16.38
		37	£32,486	£16.84
<i>516 - 551</i>	Grade 10	38	£33,437	£17.33
		39	£34,538	£17.90
		40	£35,444	£18.37
<i>552 - 574</i>	Grade 11	41	£36,379	£18.86
		42	£37,306	£19.34
		43	£38,237	£19.82
		44	£39,177	£20.31
		45	£40,057	£20.76
<i>575 - 615</i>	Grade 12	46	£41,025	£21.26
		47	£41,967	£21.75
<i>616 - 695</i>	Grade 13	48	£42,899	£22.24
		49	£43,821	£22.71
		50	£45,072	£23.36
		51	£46,396	£24.05
<i>696 & over</i>	Grade 14	52	£47,717	£24.73
		53	£48,865	£25.33
		54	£50,079	£25.96
		55	£51,310	£26.60
		56	£52,521	£27.22
		57	£53,743	£27.86

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Chief Officer Pay Scale 2017

SLT4 (Chief Executive)	£127,513
	£125,600
	£123,716
SLT3 (Directors)	£103,525
	£101,973
	£100,442
SLT2 (Head of Service)	£84,891
	£83,617
	£82,362
SLT1 (Head of Service)	£69,610
	£68,566
	£67,538

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Soulbury Staff Pay Tables 1st September, 2017

Trainee Educational Psychologists		
Spine Point	Salary from 01.03.2017	Oncosts
1	£22,955	£31,907.45
2	£24,636	£34,244.04
3	£26,314	£36,576.46
4	£27,996	£38,914.44
5	£29,675	£41,248.25
6	£31,355	£43,583.45

Assistant Educational Psychologists		
Spine Point	Salary from 01.03.2017	Oncosts
1	£28,218	£39,223.02
2	£29,371	£40,825.69
3	£30,523	£42,426.97
4	£31,669	£44,019.91

Educational Psychologists - SCALE A		
Spine Point	Salary from 01.03.2017	Oncosts
1	£35,731	£49,666.09
2	£37,545	£52,187.55
3	£39,359	£54,709.01
4	£41,171	£57,227.69
5	£42,984	£59,747.76
6	£44,797	£62,267.83
7	£46,504	£64,640.56
8	£48,211	£67,013.29
9	£49,810*	£69,235.90
10	£51,411*	£71,461.29
11	£52,903*	£73,535.17

Senior & Principle Educational Psychologists - SCALE B		
Spine Point	Salary from 01.03.2017	Oncosts
1	£44,797	£62,267.83
2	£46,504	£64,640.56
3	£48,211	£67,013.29
4	£49,810	£69,235.90
5	£51,411	£71,461.29
6	£52,903	£73,535.17
7	£53,516	£74,387.24
8	£54,661	£75,978.79
9	£55,795	£77,555.05
10	£56,950	£79,160.50
11	£58,081	£80,732.59
12	£59,235	£82,336.65
13	£60,409	£83,968.51
14	£61,543	£85,544.77
15	£62,731	£87,196.09
16	£63,908	£88,832.12
17	£65,093	£90,479.27
18	£66,276	£92,123.64

* Normal minimum point for the principle educational psychologist undertaking the full range of duties at this level.
 ** Extension to range to accommodate discretionary scale points and structured professional assessments.

Soulbury Educational Improvement Professionals (EIPs)								
Spine Point	Salary from 01.03.2017	Oncosts	Spine Point	Salary from 01.03.2017	Oncosts	Spine Point	Salary from 01.03.2017	Oncosts
1	£34,067	£47,353.13	18	£54,582	£75,868.98	35	£72,895	£101,324.05
2	£35,287	£49,048.93	19	£55,775	£77,527.25	36	£74,062	£102,946.18
3	£36,439	£50,650.21	20	£56,391***	£78,383.49	37	£75,210	£104,541.90
4	£37,606	£52,272.34	21	£57,575	£80,029.25	38	£76,371	£106,155.69
5	£38,767	£53,886.13	22	£58,607	£81,463.73	39	£77,515	£107,745.85
6	£39,928	£55,499.92	23	£59,744	£83,044.16	40	£78,659	£109,336.01
7	£41,148	£57,195.72	24	£60,762	£84,459.18	41	£79,809	£110,934.51
8	£42,321*	£58,826.19	25	£61,851	£85,972.89	42	£80,958	£112,531.62
9	£43,689	£60,727.71	26	£62,914	£87,450.46	43	£82,106	£114,127.34
10	£44,908	£62,422.12	27	£64,001	£88,961.39	44	£83,259	£115,730.01
11	£46,112	£64,095.68	28	£65,102	£90,491.78	45	£84,410	£117,329.90
12	£47,277	£65,715.03	29	£66,207	£92,027.73	46	£85,562	£118,931.18
13	£48,597**	£67,549.83	30	£67,309	£93,559.51	47	£86,719	£120,539.41
14	£49,773	£69,184.47	31	£68,402	£95,078.78	48	£87,865***	£122,132.35
15	£51,073	£70,991.47	32	£69,512	£96,621.68	49	£89,016***	£123,732.24
16	£52,248	£72,624.72	33	£70,623	£98,165.97	50	£90,168***	£125,333.52
17	£53,426	£74,262.14	34	£71,761	£99,747.79			

Salary scales to consist of not more than four consecutive points based on the duties and responsibilities attached to posts and the need to recruit and motivate staff.

*normal minimum point for EIP undertaking the full range of duties at this level.

**normal minimum point for senior EIP undertaking the full range of duties at this level.

***extension to range to accommodate structured professional assessments.

Youth & Community Service Officers

The minimum Youth and Community Service Officers'

Spine Point	Salary from 01.03.2017	Oncosts	Spine Point	Salary from 01.03.2017	Oncosts
1	£35,333	£49,112.87	13	£49,103	£68,253.17
2	£36,489	£50,719.71	14	£50,259	£69,860.01
3	£37,645	£52,326.55	15	£51,417	£71,469.63
4	£38,824*	£47,965.36	16	£52,578	£73,083.42
5	£40,023	£55,631.97	17	£53,745	£74,705.55
6	£41,192	£57,256.88	18	£54,904	£76,316.56
7	£42,388**	£58,919.32	19	£56,057	£77,919.23
8	£43,747	£60,808.33	20	£57,235***	£79,556.65
9	£44,497	£61,850.83	21	£58,435***	£81,224.65
10	£45,654	£63,459.06	22	£59,663***	£82,931.57
11	£46,805	£65,058.95	23	£60,915***	£84,671.85
12	£47,958	£66,661.62	24	£62,194***	£86,449.66

scale is 4 points, other salary scales to consist of not more than four consecutive points based on duties and responsibilities attached to posts and the need to recruit and motivate staff.

*normal minimum point for senior youth and community service officers undertaking the full range of duties at this level.

**normal minimum point for principle youth and community service officer undertaking the full range of duties at this level.

***extension to range to accommodate discretionary scale points and structured professional assessments.

JNC Youth Workers Pay Tables 1st September 2017

Appendix D

Job Role		Scale Point	Salary	Salary + Oncosts
Trainee Support Worker scp 1 – 4		1		
		2	£15,807	£21,971.73
	Support Worker scp 3 – 6	3	£16,417	£22,819.63
		4	£16,931	£23,534.09
		5	£17,491	£24,312.49
		6	£18,006	£25,028.34
Trainee Senior Support Worker scp 7 – 10		7	£18,636	£25,904.04
		8	£19,260	£26,771.40
	Senior Support Youth Worker scp 9 – 12	9	£20,055	£27,876.45
		10	£20,677	£28,741.03
		11	£21,682	£30,137.98
Trainee Youth Worker scp 11 – 14		12	£22,665	£31,504.35
	Youth Worker scp 13 – 16	13	£23,679	£32,913.81
		14	£24,730	£34,374.70
		15	£25,446	£35,369.94
16		£26,194	£36,409.66	
Trainee Youth Worker scp 15 - 18	Youth Worker scp 17 - 20	17	£26,929	£37,431.31
		18	£27,670	£38,461.30
		19	£28,404	£39,481.56
		20	£29,141	£40,505.99
Trainee Team Leader scp 20 - 23	Team Leader scp 22 - 25	21	£29,969	£41,656.91
		22	£30,907	£42,960.73
		23	£31,820	£44,229.80
		24	£32,737	£45,504.43
Senior Team Leader scp 25 - 28		25	£33,662	£46,790.18
		26	£34,585	£48,073.15
	Senior Team Leader scp 27 - 30	27	£35,511	£49,360.29
		28	£36,446	£50,659.94
		29	£37,375	£51,951.25
		30	£38,304	£53,242.56
Job Title	Salary range	Job Title	Salary range	
Support Worker	Scp 3 – 6	Trainee Support Worker	Scp 1 – 4	
Senior Support Youth Worker	Scp 9 – 12	Trainee Senior Support Youth Worker	Scp 7 – 10	
Youth Worker	Scp 13 – 16	Trainee Youth Worker	Scp 11 – 14	

Youth Worker	Scp 17 – 20	Trainee Youth Worker	Scp 15 – 18
Team Leader	Scp 22 – 25	Trainee Team Leader	Scp 20 – 23
Senior Team Leader	Scp 27 - 30	Senior Team Leader	Scp 25 – 28

SENIOR LEADERSHIP TEAM REMUNERATION PANEL

TERMS OF REFERENCE

1. Scope

To determine the remuneration for the Council's Senior Leadership Team which consists of the Chief Executive, Directors and Heads of Service.

The Localism Act 2011 (Para. 42.3) defines remuneration in relation to a Chief Officer and a relevant authority as:-

- (a) the chief officer's salary or, in the case of a chief officer engaged by the authority under a contract for services, payments made by the authority to the chief officer for those services,
- (b) any bonuses payable by the authority to the chief officer,
- (c) any charges, fees or allowances payable by the authority to the chief officer,
- (d) any benefits in kind to which the chief officer is entitled as a result of the chief officer's office or employment,
- (e) any increase in or enhancement of the chief officer's pension entitlement where the increase or enhancement is as a result of a resolution of the authority, and
- (f) any amounts payable by the authority to the chief officer on the chief officer ceasing to hold office under or be employed by the authority, other than amounts that may be payable by virtue of any enactment.

'Chief Officer' in relation to a relevant authority in the Localism Act 2011 (Para 43.2), means each of the following:-

- (a) the head of its paid service designated under section 4(1) of the Local Government and Housing Act 1989;
- (b) its monitoring officer designated under section 5(1) of that Act;
- (c) a statutory chief officer mentioned in section 2(6) of that Act;
- (d) a non-statutory chief officer mentioned in section 2(7) of that Act;
- (e) a deputy chief officer mentioned in section 2(8) of that Act.

2. Terms of Reference

The scope of the committee is to:-

- Make recommendations on senior pay and reward issues to Council
- Make recommendations on the management of and structure of senior pay and reward, and grounds for pay progression.
- To comply with the requirements set out in the Local Government (Wales) Act 2015, and any subsequent legislation, which relate to senior pay decisions. The panel and the Council must have regard to any Independent Remuneration Panel's recommendations when reaching decisions on relevant pay. Appendix 1 provides the process to refer any pay recommendations to the Independent Remuneration Panel (IRP).

The terms of reference will be developed over time and reviewed on an annual basis to ensure effective working and to clarify the scope, role, composition and process within which the Panel will operate. The terms of reference will be subject to approval by Council.

3. General Principles

- No permanent change to pay and reward of the Senior Leadership Team can be actioned until it is ratified by Full Council
- The basic pay of the Senior Leadership Team (excluding the Chief Executive) will be determined using the Hay Evaluation Scheme and advice sought from external experts
- The Panel will provide a structured governance body through which recommendations affecting Chief Officers pay can be taken in the best interests of Denbighshire County Council and its stakeholders. It enables remuneration issues to be reviewed and considered with an impartial and balanced mind-set.

4. Role

The Remuneration Panel will make recommendations to Council on the permanent pay and reward of Senior Managers. It will:-

- a) Contribute to the Council's positive reputation with regard to having appropriate and effective corporate governance arrangements for senior pay by operating an independent, transparent and informed approach to managing senior pay through the Remuneration Panel.
- b) Develop broad policy decision for senior pay, having regard to the Council's Pay and Reward Policy
- c) Propose levels of remuneration considered to be sufficient to attract, retain and motivate senior managers of the quality required to run the organisation successfully.
- d) Consider the affordability of its proposals
- e) Be sensitive to the context of senior pay, including pay and employment conditions elsewhere in the organisation
- f) Ensure the relationship between reward and senior management tiers and for employees below this level remain reasonable
- g) Ensure individuals are fairly and responsibly rewarded for their individual contribution
- h) Understand what other relevant organisations are paying for similar roles as well as their general approach to reward, and consider whether Denbighshire County Council should position itself in relation to 'the market' – for example, whether the Council's approach may be to pay at around the lower quartile, median or upper quartile of the market etc.
- i) Ensure that proper and professional advice is obtained to assist in its deliberations

The panel's recommendations will be based on job evaluation results, data, advice, evidence and views collected from a number of possible sources – for example:

- External pay data, advice and facilitation (e.g. from external consultants or other sources)
- The Council's Chief Executive, key documents and reports
- Performance data where relevant
- Chief Executive Appraisals Panel

5. Membership & Support

The panel will comprise of 6 Members to give a balanced political background. One member of the panel will act as Chair.

The membership should include the Lead Member for Finance and one member of the CEO appraisal committee.

The Head of Legal, HR and Democratic Services will provide a 'secretariat' function to the Panel. He will be responsible for arranging meetings, coordinating and preparing documentation and arranging support, training, advice and information for the Panel.

The Panel may commission external independent expertise to train and support them in fulfilling their role and/or to provide external data or advice (including relevant market and regional data). The Head of Legal, HR and Democratic Services will provide details of external experts considered suitable for the purposes in terms of experience, cost and best value for the Panel to select from.

6. Terms of Reference

The Panel will meet at least annually to maintain an overview of the ongoing suitability of the Council's approach to senior pay. On a biennial basis, it will conduct a full review of senior managers pay and present a report with recommendations to Council. The panel would not normally expect to present all of the background data and advice it had received.

The Panel may meet more frequently from time-to-time to discuss changes in relation to the approach or arrangements relating to senior pay such as linking pay progression to performance or contribution, or determining the pay level prior to undertaking a recruitment exercise. The recommendations on these issues will also be presented to Council.

7. Confidentiality

Members will be expected to maintain confidentiality whilst discussions are taking place and until the decisions have been published.

. Conflicts of Interest

Should any committee member feel there is a conflict of interest with regards to any agenda item or discussion in the committee:-

- They should declare an interest in the matter
- They should leave the meeting during any discussion on the matter
- They should not have sole responsibility for making recommendations on relation to the matter, whether present or not.

Appendix One

Process to refer pay decisions to Independent Remuneration Panel (IRP)

The Welsh Government has produced Guidance on the Independent Remuneration Panel for Wales under Section 143A of the Local Government (Wales) Measure 2011 and Section 39 of the Local Government (Wales) Act 2015. This provision is time limited, in force from 25 January 2016 until 31 March 2020.

1. National pay decisions eg JNC cost of living awards

As a result of national negotiations, if a pay award is made to 'Chief Officers' across local authorities which differs from that awarded to other staff, the IRP may consider joint approaches from local authorities. In January 2016 it was agreed that the WLGA would engage with the panel on behalf of all the Welsh Authorities. However this does not fetter the ability of the IRP to make different recommendations to different authorities if they feel so justified.

2. Requirements of the Council's Pay and Reward panel

2.1 To refer decisions on pay relating to 'Chief Officers' as described in the Localism Act 2011; this will therefore apply to the Head of Paid Service – Chief Executive, Executive Directors and Heads of Department.

2.2 If the Council's Pay and Reward Panel wish to make a recommendation to change the pay of a 'Chief Officer' it will consult with the IRP, unless the change being considered is commensurate with a general pay increase or reduction for the Authority's other staff.

2.3 To provide the IRP with any information it may reasonably require in reaching a conclusion. The IRP may require the following

- Papers/reports prepared by the Authority in relation to the decisions
- Details of the total package available, or under consideration. This could include pension arrangements, severance package, returning officer fees, and performance bonuses. (Full details are set out in the guidance)
- The interdependency of individual salaries within pay structures
- Information concerning other remuneration on offer to other Local Authority Chief Executives/Chief Officers
- Details of agreements made at the National Joint Council level.

2.4 To have due regard to any recommendation the IRP makes in relation to what is in their Pay Policy Statement, and Chief Executive, Executive Director and Heads of Department's pay.

2.5 The Council/Pay and Reward Panel must have regard to any recommendation when reaching its decision.

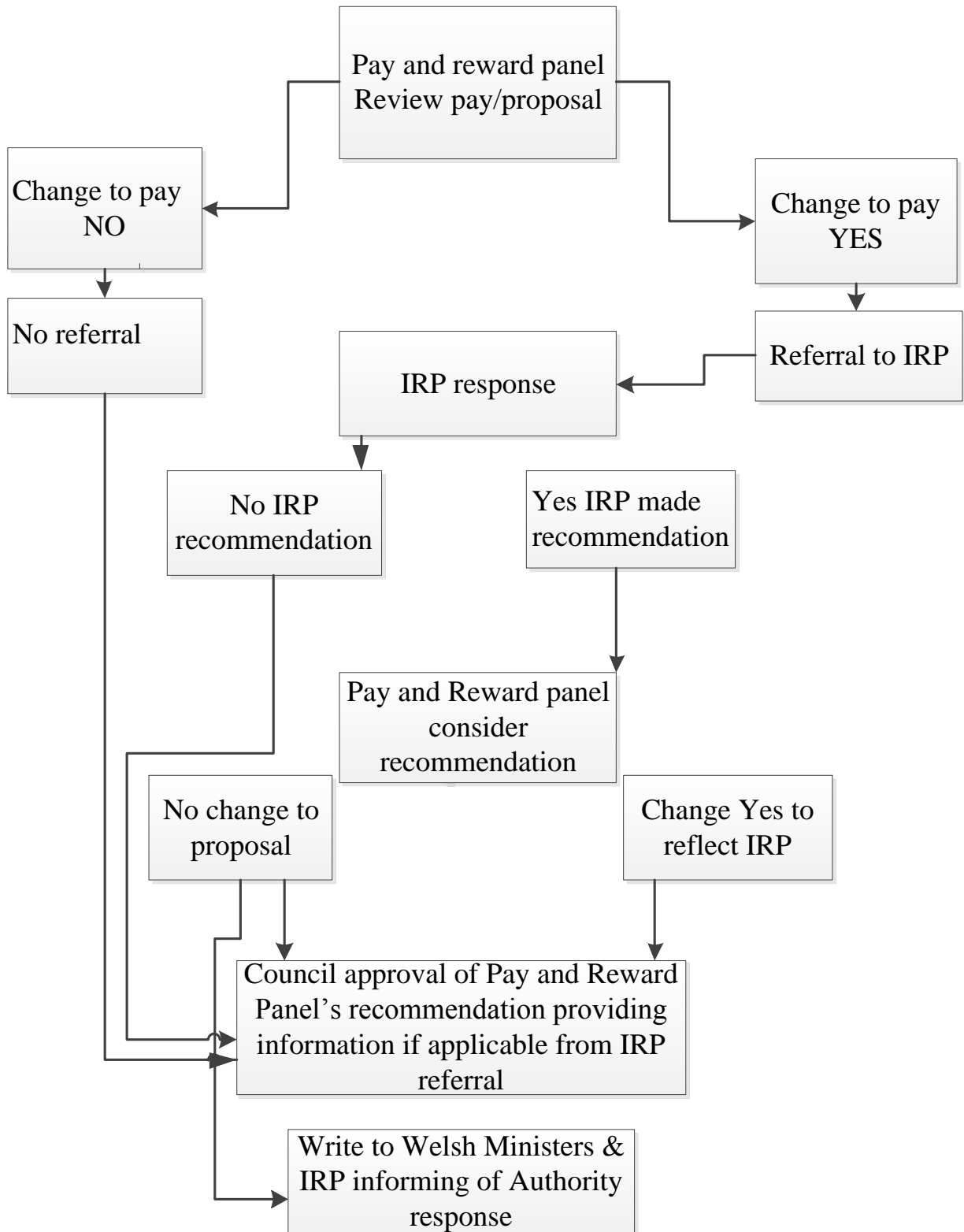
3. Role of the Independent Remuneration Panel (IRP)

3.1 To take a view and make a recommendation on the proposal, the Authority must have regard to the recommendation, they are not obliged to follow it.

3.2 In the event that the Authority does not amend a proposal following the IRP's recommendation, the Authority must notify the Welsh Ministers and the Panel of its response.

If the Welsh Ministers consider that an Authority's response is inconsistent with the Panel's recommendation, the Authority might be subject to a direction from the Welsh Ministers to re-consider the salary.

Process flow Chart



LOCAL GOVERNMENT ELECTIONS – SCHEDULE OF CHARGES (NORTH WALES)

ELECTION OF COUNTY COUNCILLORS AND TOWN/COMMUNITY COUNCILLORS

TOWN/COMMUNITY –	Electorate	
EXPENSES AS APPROVED BY Denbighshire County Council		
Fees for the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of councillors		
1. RETURNING OFFICER	Contested	Uncontested
For the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of Councillors.	170.00	55.00
For each Electoral Division, Community/Town Council, Community/Town Council Ward		
2. DEPUTY RETURNING OFFICER		
Deputising for the Returning Officer, attending to receive nomination papers, examining them and adjudicating on their validity; dealing with candidates; notifying candidates of decisions on nominations, publishing statements of persons nominated and attending to receive withdrawals.	115.00	45.00
For each Electoral Division, Community/Town Council, Community/Town Council Ward		
3. CLERICAL ASSISTANCE		
For each Electoral Division, Community/Town Council, Community/Town Council Ward		35.00
Up to 1,000 electors	85.00	
Up to 2,000 electors	115.00	
Up to 3,000 electors	170.00	
Up to 4,000 electors	225.00	
Over 4,000 electors	280.00	
4. POLLING STATION STAFF	Single Election	Additional Fee for joint election
Presiding Officer	200.00	40.00
Poll Clerk	125.00	25.00
5. CONDUCTING THE COUNT	D.R.O. only	Each Counting Assistant
For each Electoral Division, Community/Town Council, Community/Town Council Ward Count		
Up to 500 electors	45.00	25.00
Up to 1,000 electors	70.00	25.00
Up to 2,000 electors	90.00	30.00
Up to 3,000 electors	115.00	35.00
Up to 4,000 electors	135.00	40.00
Over 4,000 electors	160.00	45.00
Recount costs	NIL	50% of the above fees
6. POSTAL VOTING AND POLL CARDS		
Issue and Receipt of Postal Votes - £62.40 per 100 or part thereof – single issue £62.40 per 75 or part thereof – joint issue Issue of Poll Cards – Purchase and postage costs only		
7. TRAVELLING		
Public transport if available, otherwise inland revenue tax free rate		
8. GENERAL		
Printing, Stationery, Equipment, Postage, Hire of Premises as polling station and similar expenses associated with the conduct of the election		Actual and necessary expenditure
TOTAL PAYABLE		

The staffing rates for local government elections was agreed at the meeting of Denbighshire County Council on 18th November 2003, it was also agreed that the rates would be periodically reviewed with the five other North Wales Authorities to achieve uniformity. The above rates were reviewed by all six North Wales Councils on 11 July 2016.

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National Employers for Local Government Services

To: **Chief Executives in England, Wales and N Ireland**
(additional copies for HR Director and Finance Director)
Members of the National Employers' Side
Regional Directors

5 December 2017

Dear Chief Executive,

LOCAL GOVERNMENT PAY 2018

I am writing to update you on the work we have been doing on your behalf on the local government national pay negotiations for 2018.

The National Employers have today made a final pay offer covering the period 1 April 2018 to 31 March 2020. A letter sent to the trade unions setting out the detailed offer is attached at **Annex A** and a copy of the Employers' press release is attached at **Annex B**.

The Pay Offer

1 April 2018 ('Year One'):

Bottom-Loading on SCPs 6-19 incl

The Employers considered it was necessary for higher increases on the lower pay points in order to continue to close the significant gap with the National Living Wage (NLW). Therefore this part of the offer would result in a new bottom rate of £8.50 per hour on SCP6

Increase on SCPs 20 and above

A flat-rate increase of 2.0%

This first year of the pay offer would increase the national paybill by 2.707%

1 April 2019 ('Year Two'):

The Employers agreed that the bottom rate of the new pay spine should not be pegged to the NLW rate but should allow for some 'headroom'. Therefore the offer is for a bottom rate of £9.00 per hour

In order to deal with the compacting of differentials at the lower end of the spine it is proposed that the existing bottom twelve pay points are 'paired off' into six new pay points, ie. current SCPs 6 & 7 become the new SCP1; current SCPs 8 & 9 become the new SCP2 etc until you reach current SCPs 16 & 17 which become the new SCP6

To further dilute the impact of compacting the lower pay points, the offer includes 'ironing out' the current random gaps between pay points and having even increments of 2.0% between new SCPs 1 to 22 incl (equivalent to SCPs 6 to 28 on the current spine). This portion of the pay spine covers approximately 60% of NJC employees

From new SCP23 onwards, a flat-rate increase of 2.0% and retention of the current random differentials

This second year of the pay offer would increase the national paybill by 2.802%

The total increase to the national paybill over the two-year period would be 5.584%

Background

This pay offer is much more complex than any offer since the Single Status agreement in the mid-1990s, so I want to set out in detail the reasons behind it.

The introduction of the National Living Wage (NLW) was announced by George Osborne in his July 2015 Budget. He indicated that its target level was to reach 60% of median hourly earnings by 2020. At the time of the announcement, the forecast for 2020 was £9.35 per hour and in his speech Mr Osborne referred to it being "at least £9.00", although the most recent (November 2017) Office of Budgetary Responsibility forecast was £8.56.

At the time of the Chancellor's statement in 2015 the minimum hourly rate on the 'Green Book' pay spine was £7.00. That meant that it would have to increase by approximately £2.00 in five years if the initial 'target' for the NLW in 2020 of £9.00 was to be reached. By way of context, the increase in the bottom rate from £5.00 to £7.00 had taken thirteen years to achieve (2002-15).

The current two-year pay agreement covering 1 April 2016 to 31 March 2018, made some headway in bridging that gap and introduced minimum hourly rates of £7.52 (1 April 2016) and £7.78 (1 April 2017). This agreement included some further bottom-loading in each of the two years to assist in maintaining differentials and then annual pay awards of 1.0% further up the pay spine. This two-year deal added 2.40% to the national pay bill. The two-year increase for the lowest pay point was 10.28%. These rates provided some headroom in relation the NLW which was £7.20 (1 April 2016) and £7.50 (1 April 2017). The 1 April 2018 rate announced in the Budget is £7.83.

The 2016-18 pay deal included a commitment for the NJC to review its pay spine. To support the development of an employers' position, a sounding board of about a dozen officers from councils across the country was established. This included a balance in terms of: types of council; geography; those paying / not paying the voluntary living wage; and it also included councils that have local pay bargaining and representation from the regional employers' organisations.

The NJC set up a pay spine review working group to look at what could be done from a technical point of view. It was not a negotiating group and on the Employers' Side included three or four members of our sounding board.

The working group initially agreed to concentrate on potential models that covered one, two and three year options. A one-year settlement assimilating on to a new pay spine in 2018 could not realistically be implemented by councils in the time available. It would also be too costly if it were to start at a level that could ensure compliance with the likely levels of the NLW in 2019 and 2020, without further significant changes to its structure. A three-year settlement, whilst potentially attractive to councils from a financial planning aspect, would involve too much second-guessing of the broader economic position in 2020 and would be much more difficult for the unions to sell to their members.

All the work highlighted above was undertaken in the context of the Government's public sector pay policy remaining at 1.0% until 2020.

The unions' claim was lodged in mid-June. It was for one year and sought a 5.0% increase on all NJC pay points, plus the deletion of the bottom four NJC pay points. The unions made clear in private conversations that in the current climate it would not be possible for them to agree any offer that included 1.0% as the headline rate.

Regional pay consultation briefings took place between late June and August. There was widespread recognition that the work on the pay spine was a necessity as a result of the introduction of the NLW. It was also recognised that this could not be delivered within 1.0% increases to the overall pay bill and there was no suggestion that the additional costs be funded through providing for increases of less than 1.0% for better paid employees.

There was broad consensus on the need to have some 'headroom' from the statutory minimum NLW rate and for a two-year agreement. It was recognised that achieving a collective agreement with 1.0% as the headline rate would be nearly impossible. It was acknowledged that any agreement was likely to add between 4.5%-6.0% to the national pay bill over two years. It was also recognised that costs locally could vary significantly from this depending on a council's workforce profile and that it would have a significant impact on schools' budgets.

The political deliberations over the past few months have been difficult and while there was broad political consensus on issues such as the length of any deal, the need for headroom from the NLW and the need to reconfigure the lower end of the pay spine, this was not the case regarding the headline rate within a potential offer, which meant that in the end the only way to make a decision was to hold a vote in a meeting of the Employers' Side of the National Joint Council, which is the body that is ultimately responsible for these decisions. This is only the second vote on a pay offer since 1997 when the Local Government Services NJC was established.

Therefore whilst the decision to make a headline offer of 2.0% was not reached through consensus, it was achieved in line with the clear voting arrangements set out in the Employers' Side Constitution.

For colleagues in London Boroughs, you will be aware that there are separate pay spines for inner and outer London and in normal circumstances the nationally agreed percentage increases would be applied to the London pay points. However, given the proposed significant changes to the national pay spine, discussions are currently taking

place between London employers and trade unions and further updates will be issued by them in due course.

Finally, there has been a huge amount of technical work involving many colleagues from councils and Regional Employer Organisations from across England, Wales and Northern Ireland that has brought us to this point and we would like to thank them for the advice and assistance that they have provided to the national Secretariat.

Yours sincerely,

Simon Pannell

Simon Pannell
Employers' Secretary

Heather Wakefield, Rehana Azam, Jim Kennedy
Trade Union Side Secretaries
NJC for Local Government Services
c/o UNISON Centre
130 Euston Road
London NW1 2AY

5 December 2017

Dear Heather, Rehana and Jim,

LOCAL GOVERNMENT PAY 2018

I am writing on behalf of the Employers' Side of the NJC to respond formally to the Trade Union Side's pay claim.

The National Employers wish to make the following final offer:

From 1 April 2018:

- On SCP 6, £1,380 (equivalent to 9.191%)
- On SCP 7, £1,380 (equivalent to 9.130%)
- On SCP 8, £1,380 (equivalent to 9.052%)
- On SCP 9, £1,380 (equivalent to 8.976%)
- On SCP 10, £1,250 (equivalent to 8.006%)
- On SCP 11, £1,200 (equivalent to 7.592%)
- On SCP 12, £1,050 (equivalent to 6.512%)
- On SCP 13, £900 (equivalent to 5.458%)
- On SCP 14, £900 (equivalent to 5.363%)
- On SCP 15, £900 (equivalent to 5.272%)
- On SCP 16, £900 (equivalent to 5.167%)
- On SCP 17, £900 (equivalent to 5.064%)
- On SCP 18, £800 (equivalent to 4.427%)
- On SCP 19, £700 (equivalent to 3.734%)
- On SCPs 20 and above, 2.0%

The Employers acknowledge the constructive way in which the NJC Pay Spine Review Group has worked together over the past eighteen months and therefore propose that a revised pay spine be introduced with effect from **1 April 2019**. The Employers' detailed offer in regard to this is attached as **Annex 1**.

The proposed 2019 pay spine is based on the following:

- A bottom rate of £9.00 per hour (£17,364) on new SCP1 (equivalent to old SCP6)
- 'Pairing off' old SCPs 6-17 incl to create new SCPs 1-6 incl
- Equal steps of 2.0% between each new SCPs 1 to 21 incl (equivalent to old SCPs 6-28 incl)
- By creating equal steps between these pay points new SCPs 10, 13, 16, 18 and 21 are generated to which no old SCPs would assimilate. This would mean that in some organisations the current number of pay points in a grade would change. The Employers therefore suggest that we work together to consider appropriate advice as such issues arise
- On new SCPs 23 and above (equivalent to old SCPs 29 and above), 2.0%

We hope that you will now put this offer to your members for consultation and understand that you will be considering this over the next few days.

Yours sincerely,

Simon Pannell

Simon Pannell
Employers' Secretary

ANNEX 1

1 April 2018			1 April 2019			
SCP	£ per annum	£ per hour*	New SCP	£ per annum	£ per hour*	Old SCP[s]
6	£16,394	£8.50	1	£17,364	£9.00	6/7
7	£16,495	£8.55				
8	£16,626	£8.62	2	£17,711	£9.18	8/9
9	£16,755	£8.68				
10	£16,863	£8.74	3	£18,065	£9.36	10/11
11	£17,007	£8.82				
12	£17,173	£8.90	4	£18,426	£9.55	12/13
13	£17,391	£9.01				
14	£17,681	£9.16	5	£18,795	£9.74	14/15
15	£17,972	£9.32				
16	£18,319	£9.50	6	£19,171	£9.94	16/17
17	£18,672	£9.68				
18	£18,870	£9.78	7	£19,554	£10.14	18
19	£19,446	£10.08	8	£19,945	£10.34	19
20	£19,819	£10.27	9	£20,344	£10.54	20
			10	£20,751	£10.76	
21	£20,541	£10.65	11	£21,166	£10.97	21
22	£21,074	£10.92	12	£21,589	£11.19	22
			13	£22,021	£11.41	
23	£21,693	£11.24	14	£22,462	£11.64	23
24	£22,401	£11.61	15	£22,911	£11.88	24
			16	£23,369	£12.11	
25	£23,111	£11.98	17	£23,836	£12.35	25
			18	£24,313	£12.60	
26	£23,866	£12.37	19	£24,799	£12.85	26
27	£24,657	£12.78	20	£25,295	£13.11	27
			21	£25,801	£13.37	
28	£25,463	£13.20	22	£26,317	£13.64	28
29	£26,470	£13.72	23	£26,999	£13.99	29
30	£27,358	£14.18	24	£27,905	£14.46	30
31	£28,221	£14.63	25	£28,785	£14.92	31
32	£29,055	£15.06	26	£29,636	£15.36	32
33	£29,909	£15.50	27	£30,507	£15.81	33
34	£30,756	£15.94	28	£31,371	£16.26	34

35	£31,401	£16.28	29	£32,029	£16.60	35
36	£32,233	£16.71	30	£32,878	£17.04	36
37	£33,136	£17.18	31	£33,799	£17.52	37
38	£34,106	£17.68	32	£34,788	£18.03	38
39	£35,229	£18.26	33	£35,934	£18.63	39
40	£36,153	£18.74	34	£36,876	£19.11	40
41	£37,107	£19.23	35	£37,849	£19.62	41
42	£38,052	£19.72	36	£38,813	£20.12	42
43	£39,002	£20.22	37	£39,782	£20.62	43
44	£39,961	£20.71	38	£40,760	£21.13	44
45	£40,858	£21.18	39	£41,675	£21.60	45
46	£41,846	£21.69	40	£42,683	£22.12	46
47	£42,806	£22.19	41	£43,662	£22.63	47
48	£43,757	£22.68	42	£44,632	£23.13	48
49	£44,697	£23.17	43	£45,591	£23.63	49

*hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week in the National Agreement 'Green Book')

PRESS RELEASE: 5 DECEMBER 2017

Council employees' pay offer announced

Council employees have been offered a two-year pay increase from 1 April 2018. The majority of employees - those on salaries starting at £19,430 per annum - would receive an uplift of 2 per cent on 1 April 2018 and a further 2 per cent on 1 April 2019, with those on lower salaries receiving higher increases.

The offer also includes the introduction of a new national pay spine on 1 April 2019.

The National Employers, who negotiate pay on behalf of 350 local authorities in England, Wales and Northern Ireland, made the offer to unions today. It will affect over 1 million employees.

Notes to editors

The total increase to the national paybill resulting from this offer is 5.6% over two years (covering the period 1 April 2018 to 31 March 2020).

This pay offer does not apply to council chief executives, senior officers, teachers or firefighters, who are covered by separate national pay arrangements.

The National Joint Council negotiates the pay, terms and conditions of staff in local authorities. It agrees an annual uplift to the national pay spine, on which each individual council decides where to place its employees. Each council takes into account a number of factors such as job size and local labour market conditions when deciding an employee's salary. There are no nationally determined jobs or pay grades in local government, unlike in other parts of the public sector.

-ENDS-

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Pay & Reward Policies

Wellbeing Impact Assessment Report

This report summarises the likely impact of a proposal on the social, economic, environmental and cultural well-being of Denbighshire, Wales and the world.

Assessment Number:	358
Brief description:	The application of Pay & reward Policies -Travel Policy - Acting Up, Honoraria and Ex Gratia Policy - Early Termination of Employment Policy - Flexible Retirement Policy - LGPS Discretions & Banding Policy - Standby, Oncall and Sleeping In Policy - Market Supplement Policy - Model School Pay Policy - Pay Policy Statement
Date Completed:	09/01/2018 15:30:59 Version: 1
Completed by:	Sophie Vaughan
Responsible Service:	Legal, HR & Democratic Services
Localities affected by the proposal:	Whole County,

IMPACT ASSESSMENT SUMMARY AND CONCLUSION

Before we look in detail at the contribution and impact of the proposal, it is important to consider how the proposal is applying the sustainable development principle. This means that we must act "in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs."

Score for the sustainability of the approach

Could you do more to make your approach more sustainable?

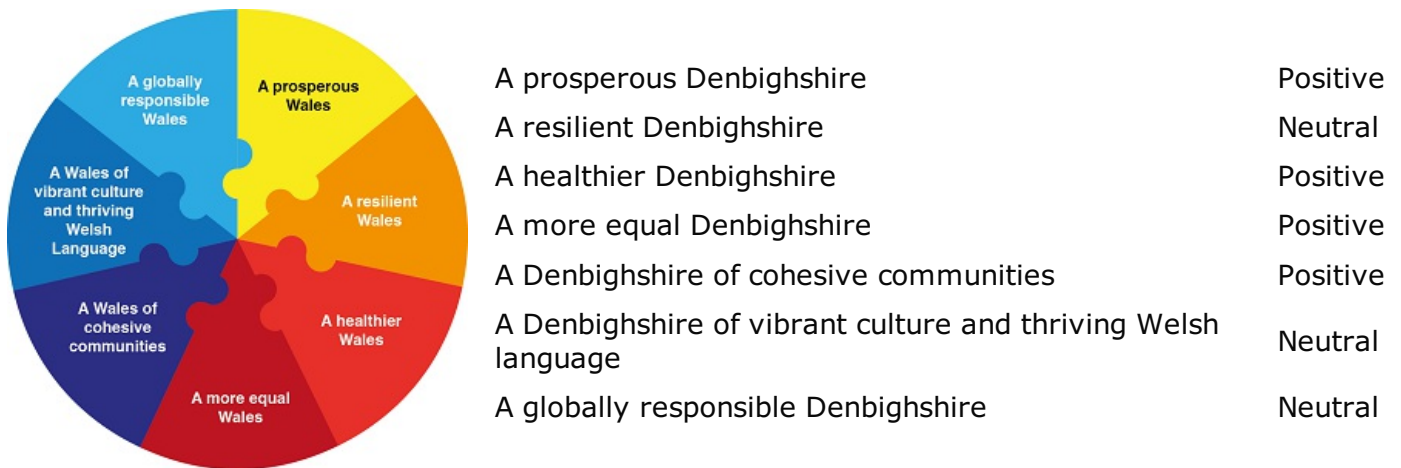


(2 out of 4 stars)

Actual score : 16 / 24.

Summary of impact

Wellbeing Goals



Main conclusions

That fair and equitable Pay and Reward Policies contribute to the Wellbeing of our communities

THE LIKELY IMPACT ON DENBIGHSHIRE, WALES AND THE WORLD

A prosperous Denbighshire

Overall Impact	Positive
Justification for impact	As above

Positive consequences identified:

Travel and Subsistence Policy encourages use of pool cars, car sharing and alternative methods of holding meeting (Jabber, Webcam, Skype) Encourages home working rather than travel. This in turn reduces the carbon footprint of the County.

Providing policies that allow for competitive rates of pay and employment practices encourage employees who reside in Denbighshire to stay in the local area, which will keep the money in the County and improve the economy and attract new businesses. This will also attract and retain people from other areas to work and live in the County

Pay and Reward Policies provide a means of attracting and retaining staff for the long term by providing fair and equitable employment

Unintended negative consequences identified:

The encouragement of alternative methods of travel i.e. buses, could mean that we are less time efficient as a Council. Home working can mean that there is less spend in local petrol stations Home working also means that there is less local spend in the towns where offices are located i.e. lunches

Restrictions in the budget of DCC mean that the favourable terms and conditions mean that we can employ less staff than and potentially cheaper to contract out to employers

Mitigating actions:

By minimising the negatives this can negatively impact the positives and vice versa.

A resilient Denbighshire

Overall Impact	Neutral
Justification for impact	As above

Positive consequences identified:

By encouraging different methods of transport for meetings, such as pool cars, buses, car share and alternative ways of meeting such as jabber, skype etc, the fuel consumption of the County will reduce. Also the energy used in the Council offices.

Unintended negative consequences identified:

Less spend in local petrol stations, which impacts on the economy. Use of power in employees homes may increase due to increased home working

Mitigating actions:

None Applicable

A healthier Denbighshire

Overall Impact	Positive
Justification for impact	As above

Positive consequences identified:

By providing fair pay enables people to invest in their physical and mental wellbeing, through diet and exercise and social interaction through work.

By providing fair pay it allows employees to access and choose to purchase good quality, healthy food.

By providing fair pay and the opportunities to manage work life balance through Flexible Retirement, employees can choose to go to the gym or partake in other leisure and social activities

By providing fair pay enables people to invest in their mental wellbeing, through financial wellbeing, diet and exercise and social interaction through work.

By working some employees may choose to take on private medical insurance

Unintended negative consequences identified:

The use of disposable income could be used for risk taking behaviours

The use of disposable income could be used for purchasing unhealthy food e.g. take away restaurants

The use of disposable income could be used for risk taking behaviours

Mitigating actions:

Our risk is people making poor decisions, which could be tackled through education of employees

A more equal Denbighshire

Overall Impact	Positive
Justification for impact	As above

Positive consequences identified:

All Pay and Reward policies are written to comply with equality legislation

Providing fair terms and conditions and pay in employment and good pension can assist in addressing health inequalities in the area over the long term

Providing fair terms and conditions and pay in employment and good pension can assist in tackling poverty in the area over the long term

Unintended negative consequences identified:

Mitigating actions:

None Applicable

A Denbighshire of cohesive communities

Overall Impact	Positive
Justification for impact	As Above

Positive consequences identified:

If poverty is reduced by fair pay, then this will have a positive impact on communities and individuals by making them safer

Fair pay policies could increase the amount of disposable income being spent in the area, which could mean businesses are more attracted to the area reducing empty buildings etc.

Unintended negative consequences identified:

Mitigating actions:

Not Applicable

A Denbighshire of vibrant culture and thriving Welsh language

Overall Impact	Neutral
Justification for impact	N/A

Positive consequences identified:

Unintended negative consequences identified:

Mitigating actions:

N/A

A globally responsible Denbighshire

Overall Impact	Neutral
Justification for impact	N/A

Positive consequences identified:

Unintended negative consequences identified:

Mitigating actions:

N/A

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COUNCIL FORWARD WORK PROGRAMME

Meeting	Item (Description / Title)		Purpose of Report	Council Decision Required (yes/no)	Lead member and Contact Officer
ANNUAL COUNCIL 15 May 2018	1	Appointment of Chair & Vice Chair of Denbighshire County Council	To appoint the civic heads for the 2018/19 municipal year	Yes	Gary Williams
	2	Annual Report of the Scrutiny Committees	To consider the activities of the Scrutiny Committees	No	Rhian Evans / Steve Price
	3	Committee Timetable for 2019 & Annual Review of Political Balance	To approve the committee timetable for 2019 and review the membership and political balance of the committees	Yes	Steve Price
COUNCIL BRIEFING 11 June 2018					
3 July 2018					
11 September 2018					
23 October 2018	1	Annual Performance Review	To consider performance over 2017-18 in relation to the Corporate Plan and equalities duties	Yes	Alan Smith / Nicola Kneale

COUNCIL FORWARD WORK PROGRAMME

4 December 2018					

Note for Officers – Full Council Report Deadlines

<i>Meeting</i>	<i>Deadline</i>	<i>Meeting</i>	<i>Deadline</i>	<i>Meeting</i>	<i>Deadline</i>
		<i>May 2018</i>	<i>1 May 2018</i>	<i>July 2018</i>	<i>19 June 2018</i>
<i>September 2018</i>	<i>28 August 2018</i>	<i>October 2018</i>	<i>9 October 2018</i>	<i>December 2018</i>	<i>20 November 2018</i>

Updated 16/03/2018 SLW

Council Work Programme.doc